

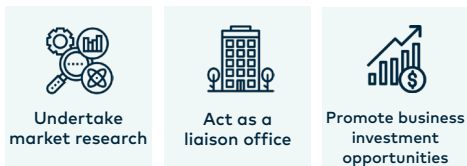
# QUICK GUIDE FOR FOREIGN INVESTORS

## Establishing a Representative Office in Vietnam

(Updated in June 2021)

### PERMISSION

Under Vietnamese law, a Representative Office is permitted to:



### TIMELINE

UP TO 3 WEEKS

Discussion and documentation preparation

UP TO 4 WEEKS

Application and lodgement with the Department of Industry and Trade

UP TO 2 WEEKS

Initial post establishment registrations

### DOCUMENT PREPARATION

Lease Agreement | Chief Representative passport | Parent Company Documentation

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Key documents to arrange:

- 1. Lease Agreement:** Each applicant must have a lease (or pre-lease) agreement in place for where their Representative office will be registered,
- 2. Chief Representative legalised passport/notarised ID card,** and
- 3. Parent Company Documentation:** Each investor will need to have appropriate notarised/legalised documents from their parent company for the application, including audited financial statements.

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### LODGEMENT

Application for Registration of Representative Office Certificate

**Authority:** The application is lodged with the Department of Industry & Trade or Management Boards of industrial parks/ other special zones.

### POST-LICENSING

Initial registrations/requirements following receipt of the Representative Office Registration Certificate

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Post-licensing procedures involve registrations for the following:



### GENERAL REQUIREMENTS

To establish a Representative Office in Vietnam, the foreign investor must comply with the rule "at least 1 year":

1 YEAR

- To be in operation for at least 1 year from the date of establishment or registration;
- The Business Registration Certificate or equivalent document is valid for at least 1 year from the date of submitting the application

It is required to have:

- 1. A Chief Representative, and**
- 2. An office address in Vietnam** for the Representative Office.

The Chief Representative shall not concurrently hold the following titles:

- The Head of a Branch of the same foreign trader;
- The Head of a Branch of another foreign trader;
- The Legal Representative of the same foreign trader or others;
- The Legal Representative of a business organization incorporated in accordance with Laws of Vietnam.