

## Appendix II-1

*(Issued together with Circular No. 01/2021/TT-BKHDT dated March 16, 2021 of the Minister of Planning and Investment)*

**COMPANY'S NAME**

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**SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

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Number: .....

....., day .... month .... year .....

### NOTIFICATION

#### Change business registration content

To: Business Registration Office of province, city.....

Company's name *(written in capital letters)*: .....

Business code/Tax code:

.....

Number of Business Registration Certificates *(only declare if there is no business code/tax code)*:.....Date and place of issue: .....

Enterprises register changes on the basis *(only declare in case the enterprise registers changes on the basis of business separation or business merger, mark X in the appropriate box)*:

- Register changes on the basis of business separation ☐

- Register changes based on business merger ☐

Information about merged businesses *(only declare in case the enterprise registers changes based on business merger)*:

Company's name *(written in capital letters)*: .....

Business code/Tax code: .....

Number of Business Registration Certificates *(only declare if there is no business code/tax code)*:.....Date and place of issue: .....

Request the Business Registration Office to terminate the existence of the merged enterprise and its branches/representative offices/business locations.

- Enterprises have a Certificate of land use rights in islands and border communes, wards and towns; coastal communes, wards and towns; other areas that affect national defense and security<sup>11</sup>: Yes ☐

No ☐

#### **Enterprises register to change the content of business registration/notify changes to the content of business registration as follows:**

*(Enterprises select and declare on the page corresponding to the registration content/change notification and attach it)*

#### REGISTER TO CHANGE BUSINESS NAME

Business name written in Vietnamese after change *(write in capital letters)*:.....

Business name written in a foreign language after change *(if any)*:.....

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<sup>11</sup> Declaration in case a foreign investor contributes capital, buys shares, or contributes capital to the enterprise, leading to changes in the business registration content.

Abbreviated business name after change (if any):.....

#### REGISTER TO CHANGE HEAD OFFICE ADDRESS

Head office address after change:

Number of house, alley, alley, lane, street/group/hamlet/hamlet/village:

.....

Commune/Ward/Town:

.....

District/District/Town/Provincial City: .....

Province/City: .....

Telephone: Fax (if any): .....

Email (if any): ..... Website (if any): .....

☐ Also change the address to receive tax notices (Mark X in the box if the enterprise changes the address to receive tax notices corresponding to the head office address).

- The business is located inside (Mark X in the corresponding box if the enterprise's registered headquarters address is located in an industrial park/export processing zone/economic zone/high-tech zone):

industrial area ☐

Manufacturing area ☐

Economic sector ☐

High-tech Zone ☐

The enterprise/private business owner commits that the business headquarters belongs to the legal ownership/use rights of the enterprise/private business owner and is used for the right purpose according to the provisions of law.

#### REGISTER TO CHANGE MEMBERS OF LIMITED COMPANY/PARTNERSHIP MEMBER OF PARTNERSHIP COMPANY

In case of changing members of a LLC: declare the List of members of the LLC according to Appendix I-6 and the List of legal representatives and authorized representatives of members who are organizations according to Appendix I -10 executive orders attached to Circular No.

01/2021/TT-BKHDT, if any.

In case of changing partners of a partnership: declare the List of partners according to Appendix I-9 (Do not declare information about capital contributing members of the partnership).

#### REGISTRATION FOR CHANGES IN CHARTER CAPITAL, CONTRIBUTED CAPITAL, AND CONTRIBUTED CAPITAL RATIO

##### 1. Register to change the company's charter capital:

Registered charter capital (in numbers, in words, VND):

.....

Charter capital after change (in numbers, in words, VND): .....

Equivalent value in foreign currency (if any, write in numbers and foreign currency): .....

Is information about equivalent value in foreign currency displayed on the Business Registration Certificate? Yes ☐ No ☐

Time to change capital: .....

Form of capital increase or decrease:

.....

Assets contributed as capital after changing charter capital:

| STT   | Capital contribution assets                                                                                                                                                             | Capital value of each asset in charter capital <i>(in numbers, VND)</i> | Ratio (%) |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------|
| 1     | Vietnamese Dong                                                                                                                                                                         |                                                                         |           |
| 2     | Foreign currencies freely convertible <i>(specify the foreign currency and the amount to be contributed in each foreign currency)</i>                                                   |                                                                         |           |
| 3     | Yellow                                                                                                                                                                                  |                                                                         |           |
| 4     | Land use rights                                                                                                                                                                         |                                                                         |           |
| 5     | Intellectual property rights                                                                                                                                                            |                                                                         |           |
| 6     | Other properties <i>(specify the type of asset, quantity and remaining value of each type of asset, can be made into a separate list attached to the business registration dossier)</i> |                                                                         |           |
| total |                                                                                                                                                                                         |                                                                         |           |

Information about shares *(only declared for joint stock companies)*:

Par value shares: .....

| STT   | Classes of shares            | Quantity | Value <i>(in numbers, VND)</i> | Ratio compared to charter capital (%) |
|-------|------------------------------|----------|--------------------------------|---------------------------------------|
| 1     | Common shares                |          |                                |                                       |
| 2     | Voting preference shares     |          |                                |                                       |
| 3     | Dividend preference shares   |          |                                |                                       |
| 4     | Redeemable preference shares |          |                                |                                       |
| 5     | Other preferred shares       |          |                                |                                       |
| total |                              |          |                                |                                       |

## 2. Register to change the capital contribution and capital contribution ratio of limited liability companies and joint venture companies:

*Declare the capital contribution and new capital contribution ratio of members of a limited liability company with two or more members/partnership member of a partnership according to the corresponding forms in Appendix I-6 and Appendix I-9 of the board. issued together with Circular No. 01/2021/TT-BKHDT.*

*(For members whose capital contributions do not change, the member's signature is not required in the member list).*

## NOTICE OF CHANGE IN INDUSTRY AND BUSINESS<sup>21</sup>

**1. Add the following business lines** *(declared in case the enterprise announces the addition of business lines to the list of registered business lines with the business registration agency):*

| STT | Name of industry and business is added | Industry code | Main business sectors <i>(In case the additional business line or industry is the main business line, mark an X to select one of the declared lines of business)</i> |
|-----|----------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                        |               |                                                                                                                                                                      |

**2. Quit the following business lines and professions** *(declared in case the enterprise announces the removal of business lines from the list of business lines registered with the business registration agency):*

| STT | Names of business lines and professions are removed from the registered list | Industry code | Note |
|-----|------------------------------------------------------------------------------|---------------|------|
|     |                                                                              |               |      |

**3. Modify details of business lines later** *(declared in case the enterprise announces a change in the detailed content of the business line or profession registered with the business registration agency):*

| STT | Industry and business names have been revised in detail | Industry code | Main business sectors <i>(In case the amended business line is the main business line, mark an X to select one of the declared lines of business)</i> |
|-----|---------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                         |               |                                                                                                                                                       |

**Note:**

- In case an enterprise changes its business line from one industry to another, the enterprise declares at the same time in items 1 and 2 above, specifically as follows: declare the new business line in item 1; Declare old business lines in section 2.
- In case an enterprise changes its main business line from one industry to another but does not change the list of registered business lines, the enterprise shall update and supplement business registration information according to stipulated in Clause 2, Article 63 of Decree No. 01/2021/ND-CP dated January 4, 2021 of the Government on business registration.
- In case of only abandoning the main business line without adding a new business line and choosing another business line among the remaining lines of business registered as the business line At the same time, declare in items 2 and 3 above, specifically as follows: declare the business line and profession omitted in item 2; Declare new main business lines in section 3.

## REGISTER FOR CHANGES IN INVESTMENT CAPITAL OF PRIVATE BUSINESS OWNERS

*Registered investment capital (in numbers; in words; VND): .....*

*Investment capital after change (in numbers; in words; VND): .....*

*Equivalent value in foreign currency (if any, in number, foreign currency): .....*

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<sup>21</sup> - Enterprises have the right to freely do business in industries and professions that are not prohibited by law;

- Prohibited business investment sectors and professions specified in Article 6 of the Investment Law;
- For conditional business investment industries and professions, enterprises can only do business when they meet all the prescribed conditions. The list of industries and trades subject to conditional business investment is specified in Appendix IV issued with the Investment Law.

Is information about equivalent value in foreign currency displayed on the Business Registration Certificate? Yes ☐ No ☐

Time to change capital: .....

Form of capital increase or decrease:

.....

Capital contributed assets after changing investment capital:

| STT   | Capital contribution assets                                                                                                                                                             | Capital value of each asset in investment capital <i>(in numbers, VND)</i> | Ratio (%) |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------|
| 1     | Vietnamese Dong                                                                                                                                                                         |                                                                            |           |
| 2     | Foreign currencies freely convertible <i>(specify the foreign currency and the amount to be contributed in each foreign currency)</i>                                                   |                                                                            |           |
| 3     | Yellow                                                                                                                                                                                  |                                                                            |           |
| 4     | Land use rights                                                                                                                                                                         |                                                                            |           |
| 5     | Intellectual property rights                                                                                                                                                            |                                                                            |           |
| 6     | Other properties <i>(specify the type of asset, quantity and remaining value of each type of asset, can be made into a separate list attached to the business registration dossier)</i> |                                                                            |           |
| total |                                                                                                                                                                                         |                                                                            |           |

#### NOTICE OF CHANGE OF AUTHORIZED REPRESENTATIVES OF OWNERS AND MEMBERS OF LIMITED LIABILITY COMPANY WHO ARE ORGANIZATIONS/SHAREHOLDERS THAT ARE FOREIGN ORGANIZATIONS

Information about the authorized representative after change *(listed according to Appendix I-10 issued with Circular No. 01/2021/7T-BKHDT)*: Enclosed.

#### NOTICE OF CHANGE IN INFORMATION ABOUT FOUNDING SHAREHOLDERS AND SHAREHOLDERS WHO ARE FOREIGN INVESTORS OF JOINT STOCK COMPANY

In case of changing information about founding shareholders *(declared according to Appendix I-7 issued with Circular No. 01/2021/TT-BKHDT)*: Enclosed *(For founding shareholders whose capital contribution remains unchanged, the list of founding shareholders is not required to have the signature of that founding shareholder)*.

In case of changing shareholders to foreign investors, change information about shareholders who are foreign investors *(declared according to Appendix I-8 issued with Circular No. 01/2021/TT-BKHDT)*: Enclosed *(For shareholders whose capital contribution remains unchanged, the shareholder's signature is not required in the list of shareholders who are foreign investors)*.

#### NOTICE OF CHANGE IN TAX REGISTRATION INFORMATION

| STT | Tax registration information criteria                         |
|-----|---------------------------------------------------------------|
| 1   | Information about Director/General Director <i>(if any)</i> : |

|   |                                                                                                                                                                                                                                                                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Full name of Director/General Director:<br>.....<br>Phone: .....                                                                                                                                                                                                                                                       |
| 2 | Information about Chief Accountant/Accounting Officer <i>(if any)</i> <sup>31</sup> :<br>Full name of Chief Accountant/In charge of accounting:<br>.....<br>Phone: .....                                                                                                                                               |
| 3 | Address to receive tax notices:<br>House number, street/group/hamlet/village: .....<br>Commune/Ward/Town: .....<br>District/District/Town/Provincial City: .....<br>Province/City: .....<br>Phone <i>(if any)</i> : .....Fax <i>(if any)</i> : .....<br>Email <i>(if any)</i> : .....                                  |
| 4 | Date of commencement of operations <sup>42</sup> : ...../...../.....                                                                                                                                                                                                                                                   |
| 5 | Accounting form <i>(Mark an If you have the authority according to regulations, then check the box "Have consolidated financial statements")</i> :<br>Independent accounting <input type="checkbox"/> Have consolidated financial statements <input type="checkbox"/><br>Dependent accounting <input type="checkbox"/> |
| 6 | Financial year:<br>Applicable from date ...../..... to date ...../..... <sup>53</sup><br><i>(Write the start and end date and month of the accounting year)</i>                                                                                                                                                        |
| 7 | Total number of employees: .....                                                                                                                                                                                                                                                                                       |
| 8 | Does it operate under BOT/BTO/BT/BOO, BLT, BTL, O&M projects?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                              |

☐ Request the Business Registration Office to issue a Confirmation of change in business registration content to the enterprise for the above changed information. *(Mark an X in the box if the business*

<sup>31</sup> In case an enterprise declares the accounting form as Independent Accounting at target 5, it is required to declare information about the Chief Accountant/in charge of accounting at target 2.

<sup>42</sup> In case an enterprise is granted a Business Registration Certificate after the declared start date of operation, the start date of operation is the date the enterprise is granted a Business Registration Certificate.

<sup>53</sup> - In case the accounting year is based on the calendar year, record from January 1 to December 31.

- In case the accounting year is based on a different fiscal year, write the date and month starting the accounting year as the first day of the quarter; The day and month ending the accounting year is the last day of the quarter.

- The total time from the start date to the end date of the accounting year must be 12 months or 4 consecutive quarters.

*needs to be granted a Certificate of change in business registration content).*

In case the business registration dossier is valid, you are requested to publish the business registration content on the National Business Registration Portal.

The enterprise commits to take full responsibility before the law for the legality, accuracy and truthfulness of the content of this Notice.

The person signing this Notice commits to have the right and obligation to carry out business registration procedures in accordance with the law and the company's Charter.

**LEGAL REPRESENTATIVE  
OF ENTERPRISE**

*(Sign and write full name)<sup>61</sup>*

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<sup>61</sup> The legal representative of the enterprise signs this section directly.

In case the Court or Arbitrator appoints a person to carry out business registration procedures, the designated person will sign directly in this section.