

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Location, date (dd/mm/yyyy)...

**APPLICATION FOR EXTENSION OF ESTABLISHMENT LICENSE
OF REPRESENTATIVE OFFICE**

To:(name of Licensing Authority)

Trader's name: (name on Establishment License/Business Registration)

Trader's name in English: (in capital letters)

Abbreviated name of the trader:

Establishment license/Business registration/Enterprise code:... Issuance
date:..../.../... Issuing agency:.....

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

**The application for extension of the Establishment License of a
Representative Office is as follows:**

Name of Representative Office: (name on Establishment License).....

Establishment License of Representative Office No: Date of issue..../.../...

⁷Order of Representative Office:

Tax code:

Number of employees working at the Representative Office at the time of
extension:person; including:

- Number of foreign workers:persons;

- Number of Vietnamese employees:persons;

Time limit for requesting extension of establishment license:

Enterprise's commitment:

1. To be responsible for the truthfulness and accuracy of the application's
contents and the attached documents.

2. Strictly abide by the provisions of Decree No. 07/2016/ND-CP, Vietnamese
law related to Representative Offices of foreign traders in Vietnam and the
provisions of the License to establish the Representative Office./.

Authorized representative of foreign traders

Sign, write full name and seal (if any)

Explanation:

⁷ Only applicable to foreign traders who have more than one Representative Office in Vietnam and have been licensed before the effective date of this Circular. Foreign traders themselves determine the order of representative offices according to the time of establishment.