**Granting investment registration certificate for projects which are not the subjects of investment policy decision**

1. **Information**

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| **Field:** | Investment |
| **Agency in charge:** | Thua Thien Hue Management Board of Economic and Industrial Zone |
| **Receiving unit:** | Public Administration Service Center of Thua Thien Hue Province, 01 Le Lai street - Hue city (Tel: +84 234 385 6868) |
| **Receiving time:** | From Monday to Saturday (except for holidays as regulated) |
| **Processing time:** | **Fifteen days** |
| **Fee:** |  |

**II. Procedure:**

* **Step 1**: Investors submit the request dossier as regulated in Clause 1 of Article 33 of the Investment Law at Division of Receiving Dossier and Giving Result of Thua Thien Hue Management Board of Economic and Industrial Zone (Add: 37 Nguyen Hue, Hue city, Thua Thien Hue province). Kindly submit dossier and receive result from 7:30 am - 11:00 am; 2:00 pm - 4:30 pm Monday to Friday (except for holiday and Tet).
* **Step 2:** If the dossier is invalid, the Management Board shall announce in writing to the investors for modification within 03 days since the dossier is submitted.
* **Step 3:** Within 15 days since the dossier is submitted, the Management Board issues the investment registration certificate to the investor. If not, detail reason for refusal shall be announced in writing to the investor.

***-*Method of implementation:**

Investors directly submit and receive the dossier at Division of Receiving Dossiers and Giving Results - Thua Thien Hue Management Board of Economic and Industrial Zone. Submission by post is also accepted.

1. **Dossier**

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| **Name of documents** | **Download** |
| Request for project deployment; |  |
| Copy of identity card or passport for individual investor; copy of Establishment Certificate or other equivalent documents defining legal status for investor (organization); |  |
| Investment project proposal which provides information regarding investor in charge, investment objectives, investment scope, investment capital and capital mobilization method, site, duration, investment progress, labor demand, investment incentives, project impact assessment, socio-economic efficiency; |  |
| Copy of one of the following documents: finance reports in recent 2 years of the investor; finance support commitment of the holding company; finance support commitment of finance organization; sponsorship in terms of financial capacity of the investor; documents explaining financial capacity of the investor. |  |
| Copy of site leasing agreement or other documents which certify that the investor has the right to deploy the investment project at the site. |  |
| Business Cooperation Contract for projects invested in Business Cooperation Contract. |  |

1. **Legal basis:**

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| **Legal documents** | **Attachment** |
| *Law No.67/2014/QH13 of National Assembly promulgated on November 26, 2014* |  |
| *Decree No.118/2015/ND-CP of the Government promulgated on November 12, 2015* |  |
| *Circular No. 16/2015/TT-BKHDT of Ministry of Investment and Planning promulgated on November 18, 2015* |  |