**Termination of the operation of foreign investors’ executive office under Business Cooperation Contract**

1. **Information**

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| **Field:** | Investment |
| **Agency in charge:** | Thua Thien Hue Management Board of Economic and Industrial Zone |
| **Receiving unit:** | Public Executive 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:** |  |

1. **Procedure:**
* **Step 1**: Within 07 working days since the operation termination decision of the executive office is issued, the foreign investors shall submit dossier to Thua Thien Hue Management Board of Economic and Industrial Zone (Add: 37 Nguyen Hue, Hue city, Thua Thien Hue province) and the place where the executive office is located.
* **Step 2**: Within 15 days since adequate dossier is submitted, the Management Board reclaimed the operation registration certificate of the executive office.

***-*Method of implementation:**

Organizations/individuals directly submit and receive the dossier at Division of Receiving Dossier 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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| **Names of document** | **Download** |
| Operation termination decision of the executive office in case the executive office is terminated before the due day; |  |
| List of creditors and paid debts; |  |
| List of employees and settled employees’ rights; |  |
| The authentication of taxation agency regarding to completing taxation obligations; |  |
| The authentication of social insurance agencies regarding to completing social insurance obligation; |  |
| The authentication of public security agency regarding to seal cancellation; |  |
| Operation registration certificate of the executive office; |  |
| Copy of investment registration certificate; |  |
| Copy of Business Cooperation Contract. |  |

**Number of dossier: 1**

1. **Requirement:**
2. **Legal basis:**

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