**Request for changing investment project’s name, investor’s name and address on the Investment Registration Certificate**

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:** | **Three days** |
| **Fee:** |  |

1. **Procedure:**

* ***Step 1***: Investors submit the dossier and relevant documents at Division of Receiving Dossiers 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:** The officer in charge checks the dossier and advises the applicant to prepare the dossier as regulated. In case the dossier is valid, the officer in charge receives the dossier, notes down dossier information and makes an appointment with the applicant.
* **Step 3:** Within 03 days since the valid dossier is submitted, the division in charge hands over the Division of Receiving Dossiers and Giving Result which records and later returns the result to the applicant.
* **Method of implementation:**
* Organizations/individuals 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 document** | **Download** |
| Writing request for modifying the investment project; |  |
| Documents related to changing the name and address of the investor or project name. |  |

Number of dossier: 1

1. **Requirement:**

Valid dossier

1. **Legal basis**

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