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| **Field:** | International commerce |
| **Agency in charge** | [Industry and Trade Department](http://tthc.thuathienhue.gov.vn/Content/Thutuc/donvi?iDonVi=17) |
| **Competence agency**  | [Industry and Trade Department](http://tthc.thuathienhue.gov.vn/Content/Thutuc/donvi?iDonVi=17) |
| **Receiving unit** | Thua Thien Hue Public Administrative Services Center,1 Le Lai street - Hue city (Tel: 0234.3856868) |
| **Receiving time** | Monday to Saturday (except holiday as regulated)(7:30 am - 11:00 am; 1:30 pm - 4:30 pm) |

**Procedure for extension of foreign representative office establishment license**

**I. Information**

**II. Procedure**

The license extension form must be submitted at least 30 days before the license expires.

**- Step 1:** Individual/organization submits the dossier directly, via post office or online at Thua Thien Hue Public Administrative Services Center. The division in charge of receiving and returning results sends the receipt to individual/organization.

**- Step 2:** The Management Board of Economic and Industrial Zone receives and checks dossiers:

+ If the dossier is inadequate or invalid, the Management Board of Economic and Industrial Zone makes request for supplementary documents within 03 working days since the dossier is submitted.

+ Within 05 working days since Industry and Commerce Ministry received the document, the Ministry files a written document regarding to approval or refusal.

If the extension is regulated on sectorial legal documents, the department in charge of issuing in license sends document to equivalent ministry within 3 working days. Within 5 working days since receiving the document, the ministry has a written document regarding to approval or disapproval.

In 5 working days, the Management Board of Economic and Industrial Zone extended or make a written refusal.

**- Step 3:** The Management Board of Economic and Industrial Zone sends the result to Thua Thien Hue Public Administrative Services Center.

**- Step 4:** The division in charge of receiving and returning results gives results to individual/organization.

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| **Processing time** | **Fee** | **Description** |
| **Direct** |
| 5 working days | VND 1.500.000 | 05 working days, since receiving full valid documents |
| **Online** |
| 5working days | VND 1.500.000 | 05 working days, since receiving full valid documents |
| **Postal services** |
| 5working days | VND 1.500.000 | 05 working days, since receiving full valid documents |

**III. Dossier:**

|  |  |
| --- | --- |
| **Name of the dossier** |  |
| Representative office establishment license  | Original version: 0Copy: 1 |
| Petition for representative office establishment license extension signed by the competent representative of the foreign trader. (Form provided by Industry and Trade Ministry). | Original version: 1Copy: 0 |
| Copy of the certificate of business registration or equivalent documents of the foreign trader (copy); | Original version: 0Copy: 1 |
| Copy of audited financial statements of certificate of the fulfillment of tax liabilities or financial obligations of the last fiscal year or equivalent documents as proof of existence and operation of the foreign trader in most recent fiscal year (copy); | Original version: 0Copy: 1 |

**IV.** **Requirements:**

- Foreign trader is allowed to extend representative office establishment license as the license expires. Except for cases violating regulations and those had license revoked as regulated on Article 44 Decree 07/2016/ND-CP.

**V. Legal evidences**

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| **Legal document** |
| Circular No. 11/2016/TT-BCT of Finance Ministry dated July 5, 2016  |
| Circular No. 143/2016/TT-BTC of Department of Finance dated September 26, 2016 |
| Decree No. 07/2016/ND-CP of the Government dated January 25th, 2016 |
| Decision No. 1760/QD-UBND of the People’s Committee of Thua Thien Hue province dated July 20, 2020 regarding to the decision on standard administrative procedure within the competence of Thua Thien Hue Department of Industry and Commerce.  |