**Procedure for updating business license**

**I. Information:**

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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 CenterAddress: 1 Le Lai street - Hue city (Tel: 0234.3856868) |
| **Receiving time** | Monday to Saturday (except holidays and leave days as regulated) |

**II. Procedure**

**-** Foreign-invested business wishing to update its business license sends 2 sets of dossier to Industry and Trade Department in person, via postal services or online public services system.

- In case documents are not fully provided and valid, the Industry and Trade Department informs the organizations or individual within 03 working days. The time in which the dossier is revised is not included in the processing time.

- Within 10 working days since the full dossier is received, Industry and Trade Department considers whether the foreign-invested business meet conditions prescribed or not.

+ If the Industry and Trade Department refuses to issue the business license, a written refusal should be made.

+ If the foreign-invested business fulfills conditions, Industry and Trade Department sends Industry and Trade Ministry the dossier and a written document asking for opinion.

- Within 15 working days since Industry and Trade Ministry receives the dossier, the Ministry base on Article 10, Decree No. 09/2018/ND-CP for approval. If not, a written refusal should be made.

- Within 03 working days since Industry and Trade Department receives the written approval from Industry and Trade Ministry, the department issued business license. If Industry and Trade Ministry rejects, Industry and Trade Department has a written refusal made.

**III. Dossier**

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| **Document** | **Number** |
| Updated information regulated in point b, c, d and đ, Clause 1, Article 11, Decree No. 09/2018/ND-CP dated January 15, 2018 |
| - A statement as regulated on Clause 2, Article 12, Decree No. 09/2018/ND-CP dated January 15, 2018 of the Government | Original version: 2Copy: 0 |
| - Document proving no overdue tax debt issued by tax authority | Original version: 2Copy: 0 |
| - Business registration certificate | Original version: 0Copy: 2 |
| - Certificate certifying investment registration for projects on goods purchase and other fields directly related to goods purchase (if any) | Original version: 2Copy: 0 |
| - Petition for updating business license (form 02 attached Decree No. 09/2018/ND-CP dated January 15, 2018)  | Original version: 2Copy: 0 |
| Updated information regulated in point a, Clause 1, Article 11 except for headquarters relocation |
| - Business registration certificate noting modified information | Original version: 0Copy: 2 |

**III.** **Requirements:**

- Common conditions:

Meet conditions regulated on Article 9, Decree 09/2018/ND-CP on January 15, 2018 regarding to information update.

- Separated conditions:

There are changes made to the business license as followed:

- Name, business code, main headquarters and legal representative;

- Owner, capital contributor, shareholders;

- Distributed goods;

- Activities related to goods purchase;

- Others.

**V. Legal evidences:**

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| **Legal documents:** |
| Law 36/2005/QH11  |
| Law 05/2017/QH14 |
| Law 67/2014/QH13 |
| Law 03/2016/QH14 |
| Decree No. 09/2018/ND-CP |