**Business license reissuance for foreign invested businesses**

**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**

- Within 10 working days since the modified information is shown in the business registration certificate as prescribed on Clause 1, Article 17 of Decree 09/2018/ND-CP, the foreign-invested business which applies for business license re-issuance sends a 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 05 working days, Industry and Trade Department reissues the business license and sends 01 copy to the Industry and Trade Department of the province/city of destination for updating purpose. If the Industry and Trade Department refuses to reissue the business license, a written refusal should be made.

- Within 05 working days since the business license is issued, foreign-invested businesses has to return the former business license to Industry and Trade Department of the province/city of departure.

**Dossier**

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| **Document** | **Number** |
| Application for business license re-issuance (form 03 attached with Decree No. 09/2018/ND-CP dated January 15, 2018) | Original version: 1Copy: 0 |
| Copy of business registration certificate (if the company has its headquarter moved from a centrally managed city/province to other centrally managed city/province). | Original version: 0Copy: 1 |

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

**a. Common conditions:**

- Meet conditions regarding to application regulated at Article 9, Decree No. 09/2018/ND-CP.

**b. Separated conditions:**

- The business license is granted if the company has its headquarters moved from a centrally managed city/province to other centrally managed city/province.

- The business license is lost or damaged.

**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 |