

ORDER OF IMPLEMENTING

Required documents:

- Application for Business License.
- The explanation has the following content:

Explanation of the conditions for granting the corresponding Business License according to regulations;

Business plan: Describes the content and methods of implementing business activities; presents business plans and market development; labor needs; Evaluates the socio-economic impact and efficiency of the business plan;

Financial plan: Report on business performance results on the basis of audited financial statements of the most recent year in case established in Vietnam for 01 year or more; explanation of capital, capital sources and capital mobilization plans; Attached are financial documents;

Business situation of buying and selling goods and activities directly related to buying and selling goods; The financial situation of the foreign-invested economic organization as of the time of application for a Business License.

- Documents of Tax authority proving no overdue tax debt.
- Copy: Business registration certificate; Investment registration certificate for projects selling and buying goods and activities directly related to buying and selling goods (if any).

Procedure of implementing:

Step 1. Prepare documents

Enterprises need to evaluate the feasibility of applying for a Business License by considering the industry, financial capacity, and policies of the competent authority.

Draft license application documents and prepare explanations based on financial information and experience of the enterprise. Prepare documents to prove the enterprise's capacity, financial reports, and documents proving the enterprise's financial obligations to the tax authority.

Step 2. Submit and process business license applications

Submit directly or by post to the licensing agency (depending on each case);

Within 10 working days from the date of receipt of complete and valid documents, the Licensing Agency checks the enterprise's compliance with the conditions. In case the conditions are not met, the Licensing Agency shall issue a responding document and clearly state the reasons; In case the conditions are met, the Licensing Agency issues a Business License to carry out business activities. For some special occupations, before licensing, the Department of Industry and Trade will seek opinions from the Ministry of Industry and Trade.

Step 3. Receive the result

ANNOUNCEMENT OF ESTABLISHMENT OF E-COMMERCE WEBSITE FOR SALES

CONDITION

An E-commerce sales website is a website established by traders, organizations, and individuals to serve their trade promotion activities, sell goods, or provide services. The activity of notifying the Ministry of Industry and Trade about the establishment of an e-commerce sales website will be applied in cases where the business website has an online ordering function. If it does not have an online ordering function, the business will not need to carry out this notification procedure.

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Step 1: Traders, organizations, and individuals register an account to log into the system by providing the following information:

- Name of trader, organization, individual;
- Business registration number of the trader or establishment decision number of the organization or personal tax code of the individual;
- Business/activity field;
- Address of the head office of the trader, organization, or permanent residence address of the individual;
- Contact information.

Step 2: Within 03 working days, traders, organizations, and individuals receive results from the Ministry of Industry and Trade via a registered email address regarding one of the following contents:

- If the account registration information is complete, traders, organizations, and individuals will be granted an account to log into the system and proceed to Step 3;
- If account registration is refused or additional information is requested, traders, organizations, and individuals must re-register or supplement information as requested.

Step 3: After being granted an account to log into the system, traders, organizations and individuals log in, select the Notify sales e-commerce website function and declare information according to the form.

Step 4: Within 03 working days, traders, organizations and individuals receive feedback from the Ministry of Industry and Trade via the registered email address about one of the following contents:

- Confirm complete and valid declared information;
- Indicates that the declared information is incomplete or invalid. At that time, traders, organizations and individuals must return to Step 3 to re-declare or supplement information as required.

Step 5: Confirm notification

- Notification confirmation time: 03 working days from the date of receipt of complete and valid notification documents from traders, organizations and individuals.

When confirming the notice, the Ministry of Industry and Trade will send traders, organizations and individuals via registered email address a code to attach to the sales e-commerce website, shown as the approved symbol. When selecting this icon, users are directed to the corresponding notification information section of traders, organizations and individuals at the E-commerce Activities Management Information Portal.