

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.

ORDER OF IMPLEMENTING

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.