

APPENDIX II

(Issued together with Circular No. 39/2018/TT-BTC dated April 20, 2018 of the Minister of Finance)

Amendments to Appendix V Circular No. 38/2015 / TT-BTC:

APPENDIX V

FORMS OF CUSTOMS PROCEDURES; INSPECTION AND SUPERVISION OF CUSTOMS

(Issued together with Circular No. 38/2015 / TT-BTC dated March 25, 2015 of the Minister of Finance)

No.	Form's name	Number
1.	Notification of completion of in-country export and import procedures	01/TB-XNKTC/GSQL
2.	Commercial invoice for exports and imports	02/BKHD/GSQL
3.	Written request for additional declaration	03/KBS/GSQL
4.	Official dispatch requesting cancellation of customs declaration	04/HTK/GSQL
5.	Monitoring sheet	05/TDTL/GSQL
6.	Inspection results	06/PGKQKT/GSQL
7.	Request for inspection of goods	07/PĐNKT/GSQL
8.	Sampling record of imports and exports	08/BBLM/GSQL
9.	Sample separation and transfer note	08a/BBTM/GSQL
10.	Request for permission to move goods to storage	09/BQHH/GSQL
11.	Transfer note of goods	10/BBBG/GSQL
12.	Suspension of release of goods from the customs controlled area (CCA)	11/QĐTDGS/GSQL
13.	Notification of processing/manufacturing facilities, locations of raw materials/supplies, machinery, equipment and products to be exported	12/TB-CSSX/GSQL
14.	Decision on inspection processing/manufacturing facilities and processing/manufacturing capacity	13/KTCSSX/GSQL
15.	Inspection record on manufacturing facilities	14/BBKT-CSSX/GSQL
16.	Inspection conclusion of manufacturing facilities	14a/KLKT-CSSX/GSQL
17.	Final account statement of use, purchase and inventory of raw materials and supplies imported for processing or manufacturing exports	15/BCQT-NVL/GSQL
18.	Final account statement of use, purchase and inventory of finished products derived from raw materials and supplies imported for manufacturing exports	15a/BCQT-NVL/GSQL
19.	Final account statement of exported raw materials used for manufacture of goods outward processing or at export processing Enterprises	15b/BCQT-NLVTNN/GSQL
20.	Final account statement of import of goods outward	15c/BCQT-SPNN/GSQL

	processing or at export processing Enterprises	
21.	Required quantity for each finished export product	16/ĐMTT/GSQL
22.	Decision on the inspection of report on use, purchase and inventory of imported raw materials and supplies and exports	17/QĐKT-BCQT/GSQL
23.	Inspection record on final account statement of use, purchase and inventory of imported raw materials and supplies and exports	17a/BBKT-BCQT/GSQL
24.	Conclusion about the inspection of final account statement of use, purchase and inventory of imported raw materials and supplies and exports	17b/KLKT- BCQT/GSQL
25.	Notification of the processing contract	18/TB-HĐGC/GSQL
26.	Notification of the processing contract	18a/TB-HĐGCL/GSQL
27.	Report on goods to be sent to warehouses outside export processing Enterprises	19/NXTK-DNCX/GSQL
28.	Report on imports in accordance with construction contract	20/NTXD-DNCX/GSQL
29.	Notification of goods transshipment	21/BKTrC/GSQL
30.	Statement of transport	21a/BKVC/GSQL
31.	Request for moving goods to another customs post outside the checkpoint area	22/CKHH/GSQL
32.	Final account statement of payable tax	23/NLNK-PTQ/GSQL
33.	Notification of goods condition and operation of the bonded warehouse	24/BC-KNQ/GSQL
34.	List of containerized goods for exporting	25/DMXK-CFS/GSQL
35.	Notification of goods entering, leaving CFS and goods in stock	26/NXT-CFS/GSQL
36.	Consolidated list of documents certifying deliveries of goods	27/THCT-KML/GSQL
37.	Reference books of imports and exports all-inclusive declaration	28/STD/GSQL
38.	List of containers eligible to be released from CCA	29/DSCT/GSQL
39.	List of goods eligible to be released from CCA	30/DSHH/GSQL
40.	List of container number of export	31/BKCT/GSQL
41.	Notice of change of the port of loading (goods entered the CCA)	32/TĐCX-KVGS/GSQL
42.	Thông báo thay đổi tên phương tiện vận tải xuất cảnh	33/TĐTPTVT/GSQL
43.	Notice of change of the port of loading (goods not yet entered the CCA)	34/TĐCX/GSQL
44.	Certification record	35/BBCN/GSQL
45.	Request for explanation	36/YCGT/GSQL

46.	Explanation	37/GT/GSQL
47.	Decision on the inspection of use and inventory of raw materials, supplies, machinery, equipment and exports	38/QĐ-KTTHSD/GSQL
48.	Inspection record on use and inventory of raw materials, supplies, machinery, equipment and exports	39/BB-KTTHSD/GSQL
49.	Conclusion about the inspection of use and inventory of raw materials, supplies, machinery, equipment and exports	39a/KL-KTTHSD/GSQL
50.	The official dispatch transitting excess raw materials/supplies, machinery and equipment from one processing contract to another	40/CT-HĐGC/GSQL
51.	Notification of customs declaration system error	41/TB-HTSC/GSQL

Form No. 01 / TB-XNKTC / GSQL

DEPARTMENT OF
CUSTOMS.....
**SUB-DEPARTMENT OF
CUSTOMS.....**

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No:/TB-XNKTC

[Location and date]

NOTIFICATION OF COMPLETION OF IN-COUNTRY EXPORT/IMPORT PROCEDURES

To: Department of Tax

The Sub-department of Customs of under the Department of Customs of hereby informs the in-country import procedures completed by enterprises (from / / to ... / ... /):

No.	Enterprises' name and addresses	In-country import declaration	In-country export declaration forms	Value (VND)	Import tax (VND)	Note
1	Enterprise A	Declaration No. date	Declaration No. date			
		Declaration No. date	Declaration No. date			
2	Enterprise B	Declaration No. date	Declaration No. date			
		Declaration No. date	Declaration No. date			
...	
Total:				

For your reference.

DIRECTOR OF SUB-DEPARTMENT OF

CUSTOMS
(signature, full name and seal)

Form No. 02 / BKHD / GSQL

ENTERPRISE'S NAME

LIST OF COMMERCIAL INVOICES FOR EXPORTS AND IMPORTS

No. (list number.....)

Date:(date of making the list)

1. Seller:.....

(full name, address and tax code if any)

2. Buyer:.....

(full name, address and tax code if any)

3. List of commercial invoices:

No.	Invoice No.	Date of invoice	Value (orginal currency)	Note
1				
2				
...				
Total value of invoices				

ENTERPRISE'S REPRESENTATIVE
(signature, full name, seal)

Form No. 03 / KBS / GSQL

Additional declaration on imports and exports

A - FOR CUSTOMS DECLARANTS

1. Declarants:

2. Tax code:

3. Additional declaration for the customs declaration form No., date
.....

4. Additional contents:

No.	Declared contents	Additional contents:	Reasons
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

5. Enclosed with

[Location and date].
THE CUSTOMS DECLARANT
(signature, full name and seal)

B – FOR INSPECTION AND CONFIRMATION OF THE CUSTOMS AUTHORITY

1 – Time of receipt the additional customs declaration:

The receiving official:

2 – Inspection results:

Proposals of the receiving official:

Opinions of Director

.[Location and date]
THE RECEIVING OFFICIAL

..., [Location and date]
DIRECTOR
(signature, full name, seal)

(Approval/disapproval of additional declaration). (signature, full name, seal)

Note:

- Additional declaration-related contents must be included in Declared and Additional declaration contents.
- This Form shall be applied to 01 customs declaration.

Form No. 04 / HTK / GSQL

ENTERPRISE'S NAME

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date]

REQUEST FOR CUSTOMS DECLARATION CANCELLATION

To: Sub-department of Customs

Enterprise's name:; address:; Enterprise code:
with registered customs declaration No. date month year at Sub-department of
Customs

Pursuant to Article 22 of Circular No. 38/2015 / TT-BTC dated March 25, 2015 of the Ministry of Finance, we hereby request for declaration cancellation as below:

- Declaration No:Type: Official declaration date:

- Classification:

- Import / export checkpoint:

- Declared items*:

- Declared value*:

Reason for declaration cancellation:

[Enterprise's name] hereby declares that the above customs declaration has not been used for tax refund or tax collection.

*Enclosed with:

ENTERPRISE'S DIRECTOR
(signature, full name, seal)

DEPARTMENT OF CUSTOMS OF
PROVINCE/CITY
**SUB-DEPARTMENT OF
CUSTOMS**

Form No. 05 / TDTL / GSQL

MONITORING SHEET OF IMPORTS AND EXPORTS

Enclosed with the permitted documents No. date month year of the Ministry And valid until month year

Importer-exporter:

Registered at Sub-department of Customs:

Registration No. Registration date:

CONFIRMATION OF SUB-DEPARTMENT OF CUSTOMS

(signature and seal)

Number of declarations	Name of goods	Number of goods for declaration		Remaining number of goods		Customs authority where the procedures are completed	
		Quantity	Value	Quantity	Value	Receiving official:	Director of Sub-department of Customs
1	2	3	4	5	6	7	8

--	--	--	--	--	--	--	--

Note:

Column 7 – signature, full name and seal of receiving official

Column 8 - signature, full name and seal of Director of Sub-department of Customs

VIETNAM CUSTOMS INSPECTION RESULT SHEET Form No. 06 / PGKQKT / GSQL

For customs officials

Sub-department of Customs:	Number of declarations	Registration date/time:
Sub-department of Customs at the checkpoint:		
Forms and levels of customs inspection: Detailed inspection E-customs system inspection Manual inspection		
I. DETAILED DOCUMENT INSPECTION		
1. Inspection time: From to	2. Inspecting official (signature and seal)	
3. Inspection results:		
4. Proposals of inspection results:		
5. Opinions of Director of Sub-department of Customs		
(signature and seal)		
II. PHYSICAL INSPECTION OF GOODS		
A. Scanners/weighing scales /other devices	B. Manual inspection	
1. Inspection time: From to	1. Inspection time: From to	
2. Inspection results:	2. Inspection results:	
3. Proposals of inspection results:	3. Proposals of inspection results:	
4. Inspecting official (signature and seal)	4. Inspecting official (signature and seal)	
5. Opinions of Director of Sub-department of Customs	5. Opinions of Director of Sub-department of Customs	
(signature and seal)	(signature and seal)	

REPRESENTATIVE OF CUSTOMS DECLARANT
(signature and full name)

INSTRUCTIONS ON COMPLETION OF INSPECTION RESULT SHEETS FOR CUSTOMS OFFICIALS

Items	Specific instructions	
Top left corner	Officials customs write down the name of the Sub-Department of Customs registering the declaration, the Sub-Department of Customs at the checkpoint of import/export. Forms and levels of customs inspection shall be based on the classification result of Director of Sub-Department of Customs and customs offices who tick off relevant boxes.	
Middle part	Declaration numbers: Customs officers shall write down the registration number of imports/exports declaration	
Top right corner	Date and time of registration: Customs officers shall write down the registration date and time of imports/exports declarations	
DOCUMENT DETAILED INSPECTION		
Box 1	Inspection time: Customs officials shall write down/enter inspection time.	
Box 2	Customs officials shall check and confirm on system or sign and seal (in case of customs declaration forms).	
Box 3	Customs officials shall write down document inspection results and enter it on system. Suggestions shall be written down/entered in box 4 in case it's necessary to change the form and level of customs inspection after detailed inspection results.	
Box 4	Customs officials shall carry out document detailed inspection and provide suggestions of handling the inspection results (if any).	
Box 5	Director of Sub-department of Customs shall write down his/her opinions (if any) and confirm on system or sign and seal (in case of customs declaration forms).	
PHYSICAL INSPECTION OF GOODS		
	A. Scanners/weighing scales /other devices	B. CUSTOMS DECLARATION FORMS
Box 1	Inspection time: Customs officials shall write down inspection time.	Inspection time: Customs officials shall write down inspection time.
Box 2	Customs officials shall write down goods physical inspection results and enter it on system.	Customs officials shall write down goods physical inspection results and update it on system.
Box 3	Pursuant to the results of physical inspection of goods, customs officials carrying out the physical inspection (through scanners / weighing scales / other devices) shall suggest processing inspection results.	Pursuant to the results of physical inspection of goods, customs officials carrying out the physical inspection shall suggest processing inspection results.

DEPARTMENT OF CUSTOMS...
SUB-DEPARTMENT OF
CUSTOMS.....

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Number: /TB-KHH

REQUEST FOR PHYSICAL INSPECTION OF GOODS

To: Sub-Department of Customs of

Sub-Department of Customs of requests Sub-Department of Customs of to carry out physical inspection of exports and imports as below:

1. Declarant's name:
2. Declarant's code:
3. Declaration No. Date of declaration:
4. Forms and levels of physical inspection of goods:
5. Enclosed with:
6. Notes:

Sincerely./.

.....
[Location and date]
**DIRECTOR OF SUB-DEPARTMENT OF
CUSTOMS**
(signature, full name and seal)

I. EXPORTS AND IMPORTS SAMPLING RECORD

1. Declaration / bill of lading No. date
2. Registered at Sub-department of Customs of :.....
3. Forms of physical inspection of goods (exemption from inspection or rate inspection or complete inspection)
.....
4. Sub-department of Customs where the sample is taken:
5. Sample taker:
+ Customs officials:
+ Goods owners:
6. Sampling place:
Sampling time: hour date month year
7. Sample name:
8. Number of sample:
9. Sample details (size, characteristics):

.....

.....

.....

.....

[Location and date]
(11) **REQUESTER**
(signature and full name)

- Sampling sheet shall be made in two copies (one copy shall be archived together with the Customs' archives; Another one shall be sealed together with the sample).
- Section 11: A requester means a person requesting the sample collection (a customs official or a enterprise);
- Section 12: A sample-taker means a customs official at the checkpoint or outside the checkpoint, or a enterprise;
- Section 13: A witness means a customs official if a enterprise requests for taking sample, or means a enterprise if a customs official requests for taking sample;
- Customs officers: sign and seal in sections 11,12,13.

Contents of transfer (1):

[illegible]

TRANSFEROR
(Signature and full name)

- Sample transfer between sample-takers and assessors.
- Contents of transfer (1):
- + Samples sent to Enterprises for storage, sealed samples shall be transferred.

+ Samples sent to assessment authority, unsealed samples shall be transferred.

Form No. 8a / BBTML / 2018

**SUPERIOR SUPERVISORY
AUTHORITY
ISSUING AUTHORITY**

**SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

Number: /-NV

[Location and date]

SAMPLE TRANSFER AND SEPARATION RECORD

Pursuant to Clause 1 Article 30 of Decree No. 08/2015 / ND-CP and on the basis of the official dispatch No. date month year of the customs declarant (enterprise's name / import-export enterprise) requesting for sample separation for assessment, at on date month year (name of customs authority where exports - imports samples are kept) shall organize to separate and transfer the samples to related parties as below:

I. The representative of imports-exports sample retention unit

1. Mr./Ms./Mrs. position
2. Mr./Ms./Mrs. position

II. The representative of customs unit sending imports-exports analysis samples

- Mr./Ms./Mrs.
- Official number:

In case the unit sends a request for analysis of goods and does not appoint a participant due to unfavourable distance, there shall be a written notice of non-participation (Dispatch No. date month year).

III. The representative of customs declarant: Enterprise/Enterprise

- Mr./Ms./Mrs. position
- Citizen / ID card number: the unit issued: the date of issue: ..
- Letter of attorney / Letter of introduction No. date month year

IV. Sample transfer and separation sheet:

1. Specifically:

No.	Name according to declaration / sequence in customs declaration / customs seal number	Form of request for analysis cum sampling record (with specific symbol, date, year)	Form of receiving request for analysis (with specific symbol, date, year)	Customs declaration form No.date.....month.....year	Retention sample divided into 2 parts	
					Transfer part / customs seal number / volume, size, packing specifications	Part retained by customs authority / customs seal number / volume, size, packing specifications
1						
2						

2. Number of transferred samples:

3. When the inspection result is available, the customs declarant (enterprise/enterprise) shall immediately send it to the customs authority (name of the customs unit separating samples).

If the customs declarant does not submit the inspection result within 30 days from the date of sample separation, the customs authority shall use the categorization result or analysis result enclosed with the promulgated code of goods to perform the next procedures.

The record has been passed at on the same date and made into 03 copies, each unit shall keep 01 copy (in case of absence of the customs authority sending analytical samples, the customs authority separating samples shall send 01 sample separation record to the customs authority sending analytical samples./.

SAMPLE TRANSFEREE

(signature and full name)

SAMPLE TRANSFEROR

(signature and full name)

SENDING AUTHORITY

(if any, signature and full name)

RECEIVING AUTHORITY

(signature and seal)

Form No. 09 / BQHH / GSQL

ENTERPRISE'S NAME

SOCIAL REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

[Location and date]

REQUEST FOR PERMISSION TO PUT GOODS INTO STORAGE

To: Sub-Department of Customs of

1. The enterprise requesting permission for putting goods into storage:

- Enterprise's name: Tax code:

- Head office at:

- Phone number: Fax number:

2. Information about the storage location in which the goods in declaration No. ... are stored:

- Location of warehouse/depot:

- ward (commune):; District:

Province (city):

3. The person who is legally responsible for goods storage:

- Full name:, year of birth:

- ID card number:, date of issue:, In:.....

- Phone number:, mobile phone:

4. Commitments:

The warehouse (depot) for goods storage has a total area of: m2 with hard fence separating it from the outside area for safe storage of goods; having legal papers to use the warehouse/depot (or the lease contract of warehouse/depot till the end of); and;

being liable for goods storage and not intentionally using the goods until they are cleared by customs authorities.

We hereby declare that we are legally responsible for the above declarations and commitments./.

ENTERPRISE'S DIRECTOR
(signature, full name, seal)

Form 10 / BBBG / GSQL

GENERAL DEPARTMENT OF
CUSTOMS
DEPARTMENT OF CUSTOMS:

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

.....
Sub-Department of Customs:

.....
No: / HQ-BBBG

**TRANSFER RECORD ON GOODS BEING TRANSPORTED UNDER THE SURVEILLANCE
OF CUSTOMS**

At on Sub-Department of Customs Phone number
..... fax number has transferred goods to Mr./Mrs./Ms.

Representative of the Enterprise; The shipment under the declaration No.
transferring to Sub-Department of Customs shall include:

1. Customs dossiers:

a)

b)

2. Goods:

No.	CONTAINER NUMBERS OR LICENSE PLATE OF SPECIALIZED VEHICLES	SEAL NUMBERS OF THE CARRIER	SEAL NUMBERS OF CUSTOMS	NUMBER OF SEALED PACKAGES
(1)	(2)	(3)	(4)	(5)

Status of containers / specialized vehicles / goods

Record on status of containers / specialized vehicles / goods (if any), numbers

Time of transport; Route of transport: ;
km

Estimated date and time of departure:

Estimated date and time of arrival:

Other issues relevant to goods and customs dossiers:

**CUSTOMS
DECLARANTS/TRANSPORTERS**
(signature and full name)

**DISPATCHING CUSTOMS
AUTHORITY**
(signature and seal)

**RECEIVING CUSTOMS
AUTHORITY**
(signature and seal)

Real date and time of

Real date and time of

departure
(confirmed by Dispatching
customs authority)

arrival
(confirmed by Receiving
customs authority)

Form No. 11 / TBTDGS / GSQL

DEPARTMENT OF CUSTOMS...
ISSUING AUTHORITY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: / TB

[Location and date]

NOTIFICATION

Of suspension of release of goods from the customs controlled area (CCA)

DIRECTOR OF SUB-DEPARTMENT OF CUSTOMS

Pursuant to the Law on Customs No. 54/2014 / QH13 dated June 23, 2014;

Pursuant to Decree No. 08/2015 / ND-CP dated January 21, 2015 on guidelines for the Law on Customs in terms of customs procedure, customs supervision and inspection;

Pursuant to the Circular No. 38/2015 / TT-BTC dated March 25, 2015 of the Minister of Finance on customs procedures; customs supervision and inspection; export tax, import tax and tax administration applied to exports and imports;

At the request of

NOTIFICATION

Article 1. Suspension of release of goods from the CCA at the port/ border checkpoint
..... applied to the shipment of (the enterprise's name) , tax
code: export / import according to customs declaration No. date .../.../20
registered at the Sub-Department of Customs under the Department of Customs of
the province/city to carry out physical inspection of goods ☐ document inspection ☐ or ;

Forms and levels of customs inspection (in case of physical inspection of goods): Detailed
inspection ☐ or scanning inspection ☐ manual inspection ☐; inspection rate

Reasons for the suspension:

The suspension time is on since the date of issue of this decision.

Article 2. This notification takes effect from the date of signing.

Article 3. Mr. (Mrs.) Team Leader of and Director of (enterprise's name)
..... shall take legal responsibility for implementation of this notification.

DIRECTOR
(signature, full name, seal)

Form No. 12 / TB-CSSX / GSQL

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., [Location and date]

NOTIFICATION OF MANUFACTURING FACILITIES, LOCATIONS OF RAW

MATERIALS/SUPPLIES AND MACHINERY/EQUIPMENT AND EXPORTS

To: Sub-Department of Customs

I. The unit's information:

1. The name of organization / individual:

2. The current tax code:

3. The tax code prior to change (if any):

- The name of organization / individual prior to change:

- Reason for change (merger, division/separation, change of code):

4. Head office's address:

The enterprise Owned: ☐ The enterprise Leased: ☐

5. Final date of fiscal year:

December 31 March 31 June 30 June 30 Others:

6. Chairman of the Board of Directors (or Chairman of the Members' Council):

- ID / passport number: Date of issue: Place of issue:

- Permanent residency:

- Phone number:

7. General Director (or Director):

- ID / passport number: Date of issue: Place of issue:

- Permanent residency:

- Phone number:

8. Enterprises mean:

- Foreign-invested Enterprises:

- Export processing Enterprises:

- Local investment Enterprises:

9. Country of investor: (specify the country, or each country in case of many investors from different countries)

10. The manufacturing industry: (according to the investment certificate / investment license)

11. The enterprise monitors import - export - inventory of raw materials/supplies and products by: (specify the software or how to manage and monitor raw materials/supplies and products)

12. History of inspecting Manufacturing facilities and production capacity (specify one of the two cases below):

- Customs authorities have not checked: ☐

- Customs authorities have checked: ☐

Number of inspection records: date month year; Number of inspection results: date month year;

II. Contents:

A. Information on processing/manufacturing facilities, locations of raw materials/supplies and products:

1. The address of 1st manufacturing facility:

- Manufacturing facility owned by the enterprise: ☐ Manufacturing facility leased by the enterprise: ☐

- Total number of machinery and equipment:

- (In which: Property: ; Lease:; others)

- Manufacturing capacity of exports shall be specified for a maximum of one year / one month / one date:

- The above manufacturing facility is suitable for raw materials/supplies imported for processing and manufacturing exports under the goods category (ticking the corresponding box):

Footwear: ☐

Garment: ☐

Electronics, Electrical
Refrigeration: ☐

Food processing: ☐

Mechanics: ☐

Timber: ☐

Plastic: ☐

Agricultural products: ☐

Others: ☐

- Manufacturing cycle by industry:

- Raw materials/supplies and products are stored at manufacturing facility: ☐;

- Raw materials/supplies and products are stored outside manufacturing facility: ☐;

The location of raw materials/supplies and products outside manufacturing facility:

2. The address of 2nd manufacturing facility:

In case there are many manufacturing facilities, the notification shall be similar to (1) of this Content.

B. Total production capacity (including all manufacturing facilities if the entity has many manufacturing facilities):

Within 01 year / quarter / month / week / date, the individual/organization has produced products.

C. Total machinery and equipment (including all manufacturing facilities if the entity has many manufacturing facilities):

D. Main manufacturing category (ticking the corresponding box):

Footwear: ☐

Garment: ☐

Electronics, Electrical
Refrigeration: ☐

Food processing: ☐

Mechanics: ☐

Timber: ☐

Plastic: ☐

Agricultural products: ☐

Others:

B. Workforce (including all manufacturing facilities in case the entity has many manufacturing facilities):

- Management department: people;

- Number of workers: people.

F. Information on the hirer

1. Processor 1:

a. General information

- Name of the processor:

- Tax code of the processor:

The processor is household business: ☐

- Address of the processor:
- The processing contract No. date month year
- Full processing: ☐; Partial processing: ☐
- Detailed description of the processing:

b. General information

- 1. The address of manufacturing facility 1:
- Manufacturing facility owned by the enterprise: ☐ Manufacturing facility leased by the enterprise: ☐
- Total number of machinery and equipment:
- (In which: Owned:; Leased:; others)
- Manufacturing capacity of exports shall be specified for a maximum of one year / one month / one date:
- The above manufacturing facility is suitable for raw materials/supplies imported for processing and manufacturing exports under goods category (ticking the corresponding box):
- Footwear: ☐ Garment: ☐ Electronics, Electrical Refrigeration: ☐
- Food processing: ☐ Mechanics: ☐ Timber: ☐
- Plastic: ☐ Agricultural products: ☐ Others: ☐
- Manufacturing cycle by industry:
- Raw materials/supplies and products are stored at manufacturing area: ☐;
- Raw materials/supplies and products are stored outside manufacturing area: ☐;
- The location of raw materials/supplies and products outside manufacturing facility:
-
-

2. Processor 2:

In case there are more than one processor, the notification shall be similar to (1) of this Content.

III. Regarding law compliance:

Within 730 days, the entity (tick the corresponding box):

- Has been fined for smuggling, illegal transport of goods across the border, tax evasion:
- Yes ☐ No ☐
- Has been fined for tax evasion or tax fraud:
- Yes ☐ No ☐
- Has been fined for violations in accounting field:
- Yes ☐ No ☐

I/We hereby assume(s) legal responsibility for the above declared information./. In case of changes, I/We shall make another declaration and commitment.

LEGAL REPRESENTATIVE OF THE ENTITY

**SUPERIOR SUPERVISORY
AUTHORITY
ISSUING AUTHORITY**

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: /QD

[Location and date]

DECISION

On inspection of manufacturing facilities and manufacturing capacity

HEAD OF CUSTOMS AUTHORITY ISSUED

Pursuant to Law

Pursuant to Decree

Pursuant to Circular

At the request of on inspection of manufacturing facilities and capacity
applied to ⁽¹⁾

DECISION

Điều 1. Inspection of manufacturing facilities and manufacturing capacity applied to

Tax code:

Address:

Inspection place:

Inspection deadline: since the date

Article 2. An inspectorate includes:

1. Mr. (Mrs) position/ personnel classification scale (if any) team leader;
2. Mr. (Mrs) (as above) Deputy team leader (if any);
3. Mr. (Mrs) (as above) Members;

Article 3. Scope and contents of inspection

- Scope of inspection:

- Contents of inspection:

Article 4. The inspectorate with the rights and obligations specified in.....;

The customs declarant (1) with the rights and obligations specified in
..... shall appoint a legal representative or authorized representative to work with the
customs authority and prepare relevant vouchers and documents.

Article 5. The inspectorate, Head of the authority implementing the inspection and (1)
..... shall implement this Decision./.

**HEAD OF THE COMPETENT CUSTOMS
AUTHORITY**

Notes:

⁽¹⁾ Name of the inspected entity.

Form No. 14 / KT-CSSX / GSQL

**Department of Customs.....
Sub-Department of
Customs.....
-----**

**SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No. / BB-KTCSSX

RECORD ON INSPECTION OF MANUFACTURING FACILITIES

Pursuant to the provisions of Article Circular No. / 20 / TT-BTC dated / / 20 of the Minister of Finance providing guidance on customs procedures;

Todate, at (time) on/...../..... at/in We are:

I. Representative of the customs authority:

1. Mr. (Mrs.) Position: Unit:
2. Mr. (Mrs.) Position: Unit:

II. Legal representative of the entity:

1. Mr. (Mrs.) Position: Unit:
2. Mr. (Mrs.) Position: Unit:

III. Legal representative of the processor (if any):

1. Mr. (Mrs.) Position: Unit:
2. Mr. (Mrs.) Position: Unit:

IV. Witness (if any):

1. Mr. (Ms): Year of birth Nationality

Address:

Profession:

ID card / Passport number: Date of issue Place of issue

Confirmation of the inspection results of the Enterprise's manufacturing facility :

Address:.....

2. Mr. (Ms): Year of birth Nationality

Address:

Profession:

ID card / Passport number: Date of issue Place of issue

Confirmation of the inspection results of the Enterprise's manufacturing facility :

Address:

1. In terms of workshops/ manufacturing premises:

2. In terms of profession:

3. In terms of machinery/equipment:

4. In terms of human resources:
5. In terms of storing and monitoring of imported raw materials/supplies and exports
6. In terms of manufacturing/processing:
- The record ends at on
- The record shall be made into copies; each copy includes with the same content and value. 01 copy has been given to
- After reading the record, parties agreed and signed.
7. Other opinions (if any).

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

**REPRESENTATIVE OF THE CUSTOMS
AUTHORITY**
(signature and full name)

Form No. 14a / KLKT-CSSX / GSQL

DEPARTMENT OF
CUSTOMS.....
**Sub-Department of
Customs.....**

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No. / KL-CCHQ

[Location and date]

INSPECTION RESULTS OF MANUFACTURING FACILITIES

Pursuant to Law

Pursuant to Decree

Pursuant to Circular

Pursuant to the record on inspection results of the manufacturing facility on, the Sub-Department of Customs shall make conclusion about the inspection of the Enterprise's manufacturing facility :

1. The address of manufacturing facility:

2. Right of use of workshops/ manufacturing premises:

3. Rights of ownership and use of traders to imported machinery and equipment:

4. Required quantity and category of machinery and equipment:

5. Operation status of the entity (workers at manufacturing line, the current number of employees at the time of inspection, payroll, insurance.....):

6. Capacity and scale of manufacturing/processing:

7. The method of monitoring raw materials/supplies, exports, machinery and equipment through accounting books or software to manage use and inventory of raw materials/supplies, machinery and equipment:

8. Requirements (if any):

DIRECTOR

(signature and seal)

Name of the entity:

Address:

Tax code:

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

**FINAL ACCOUNT STATEMENT OF USE, PURCHASE AND INVENTORY OF IMPORTED RAW MATERIALS AND SUPPLIES UNDER THE
MODEL**

Annual statement: From to

No .	Code of raw materials/supplies	Name of raw materials/supplies	Unit	Quantity of inventory of raw materials/supplies at the beginning of the period	Quantity of raw materials/supplies received in the period	Quantity of imported raw materials/supplies discharged in the period				Remainin g quantity of imported raw materials /supplies at the end of the period	Not e
						Re- exporte d	Repurposed, sold domestically , destroyed	Discharged for manufacturin g	Other s		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)=(5)+ (6)-(7)-(8)- (9)-(10)	(12)

(13) PREPARED BY
(signature and full name)

(14) LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Other notes:

1. Semi-finished products made from imported materials have not been shown in detail in this form, organizations/individuals shall monitor, retain and explain in case customs offices carry out inspection of use, statement or tax calculation, domestic sale.

2. Other notes (if any)

*** Instructions on making form No. 15 / BCQT-NVL / GSQL:**

1. Information about use, purchase and inventory of raw materials/supplies shall be based on management of raw materials/supplies imported for export in accounting records in accordance with regulations on accounting of the Ministry of Finance and sort them by sources of receipt.

2. Guidance on norms of making statements:

Column (2): Code of raw materials/supplies made by the enterprise to manage use – purchase – inventory of goods and manufacturing. Note: Code under the enterprise's management shall be used on customs declarations. The entity shall prepare and retain the equivalent conversion table in case code of raw materials/supplies and products inconsistent with those on customs declarations when importing raw materials/ supplies or exporting products.

Column (4): the unit of raw materials/supplies used in manufacturing management and goods trading with foreign partners and showed on customs declarations.

Column (5): the remaining quantity of of raw materials/supplies at the end of the previous period transferred to current reporting period;

Column (6): the quantity of raw materials/supplies (including semi-finished products and finished products to be attached to exports to create full packs for exports) imported for processing and manufacturing exports received in the period; the quantity of raw materials/supplies transferred from other processing contracts; the imports that completed customs procedures but have not received at the end of the reporting period; re-entering in case of excessive quantity; receiving after processing; the quantity of raw materials/supplies of export processing enterprises (EPEs) without carrying out customs procedures.

Column (7): the quantity of raw materials/supplies imported for processing and manufacturing exports but exported back to foreign partners or exported to a third country or exported to non-tariff areas, EPEs or transfer of raw materials/supplies from one processing contract to another with same or different partners.

Column (8): the quantity of raw materials/supplies imported for processing and manufacturing exports but not used for exports manufacturing but for repurposing, selling domestically or destroying (in case of destruction, an explanation shall be specified in column 12 as well as relevant documents if any).

Column (9): the required quantity of raw materials/supplies for processing/manufacturing exports, including raw materials/supplies sent to the processor.

Column (10): the required quantity of raw materials/supplies making up for natural losses and losses due to the creation of scraps or discarded products during manufacturing process; forwarded from one processing contract to another one or the discharged quantity of raw

3. (13), (14): Fill the boxes in case the e-customs data processing system fails to update statements.

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[illegible]

(12) PREPARED BY
(signature and full name)

(13) LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Other notes:

1. The exports that completed customs procedures but have not been discharged, the number of customs declaration of exports shall be stated clearly.

For example: Exports under the customs declaration No. have not been discharged.

2. Other notes (if any)

**** Instructions on making the form No. 15a/BCQT-SP/GSQL:***

1. Information about use, purchase and inventory of products shall be based on management of exports in accounting records in accordance with regulations on accounting of the Ministry of Finance and sort them by sources.

2. Guidance on norms of making final account statements:

Column (2): Code of products made by the enterprise to manage use – purchase – inventory. Note: Code under the enterprise's management shall be used on customs declarations.

Column (4): the unit of products used in manufacturing management and goods trading with foreign partners and showed on customs declarations.

Column (5): the remaining quantity of products at the end of the previous period carried forward to the current reporting period;

Column (6): the number of products received in reporting period, including products manufactured in the period of finished products; re-processed products; exports that are returned by customers; etc.

Column (7): the number of products using raw materials/supplies from imported sources for processing and manufacturing exports, is used for repurposing, domestic consumption, destruction instead of export (in case of destruction, a clear explanation as well as relevant documents if any shall be provided in column 11).

Column (8): the number of products using raw materials/supplies imported for processing/manufacturing of domestic exports and are exported in reality.

Column (9): In cases of the discharge not specified in columns (7) and (8), including packages of exports but not yet registered; discharge for product research, loss/damage due to natural disasters, fires, etc.

Column (10): the quantity of products at the closing reporting period.

Column (11): Fill the number/date of decision on tax exemption applied to the raw materials/supplies lost/damaged due to natural disasters, fires,

etc.

3. (12), (13): Fill the boxes in case the e-customs data processing system fails to update statements.

Form No. 15b / BCQT-NLVNN / GSQL

Name of the entity:

Address:

Tax code:

FINAL ACCOUNT STATEMENT OF USE, PURCHASE AND INVENTORY OF RAW MATERIALS/SUPPLIES EXPORTED FOR OUTWARD PROCESSING, EPES

No.	Code of raw materials/supplies	Name of raw materials/supplies	Unit	Quantity of inventory of raw materials/supplies at the beginning of the period	Quantity of raw materials/supplies received in the period		Quantity of raw materials/supplies dispatched in the period		Remaining quantity of inventory of raw materials/supplies at the end of the period	Notes
					Re-import of exported raw materials/supplies	Others	Export to produce products	Repurposing, destroying		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10) = (5)+(6)+(7)-(8) - (9)	(11)

(12) PREPARED BY
(signature and full name)

(13) LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

*** Other notes:**

The exports that completed customs procedures but have not been discharged, the number of customs declaration of exports shall be stated clearly.

Other notes (if any)

*** Instructions on making the form No. 15b/BCQT-NLVTNN/GSQL:**

1. Information about use, purchase and inventory of raw materials/supplies shall be based on management of raw materials/supplies imported for manufacturing exports in accounting records in accordance with regulations on accounting of the Ministry of Finance and sort them by sources of receipt.

2. Data shown in final account statements mean data managed at warehouses of hirers.

3. Guidance on norms of making final account statements:

Column (2): The code of raw materials/supplies made by the enterprise to manage use – purchase – inventory and manufacturing. Note: Code under the enterprise's management shall be used on customs declarations;

Column (4): the unit of raw materials/supplies used in manufacturing management and goods trading with foreign partners and showed on customs declarations;

Column (5): the remaining quantity of inventory of raw materials/supplies at the end of the previous period carried forward to the current reporting period;

Column (6): the quantity of re-imported raw materials/supplies after being exported for contracting processing.

Column (7): the quantity of raw materials/supplies purchased domestically or abroad, EPEs used as raw materials/supplies for processing.

Column (8): the quantity of raw materials/supplies discharged for manufacturing exports.

Column (9): the quantity of exported raw materials/supplies is sold, donated, destroyed, natural disasters, fires abroad/at EPEs or non-tariff zones<0}

Column (10): the remaining quantity of inventory of raw materials/supplies at the end of the period.

4. (12), (13): Fill the boxes in case the e-customs data processing system fails to update statements.

Form No. 15c / BCQT-SPNN / GSQL

Name of the entity:

Address:

Tax code:

FINAL ACCOUNT FINAL ACCOUNT STATEMENT OF USE, PURCHASE AND INVENTORY OF IMPORTED PRODUCTS

No.	Code of products	Name of products	Unit	Quantity of inventory of products at the beginning of the period	Quantity of processed products imported in the period	Quantity of products discharged in the period	Remaining quantity of inventory of raw materials/supplies at the end of the period	Notes
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)=(5)+(6) - (7)	(9)

(10) PREPARED BY
(signature and full name)

(11) LEGAL REPRESENTATIVE OF THE ENTITY

*** Other notes:**

*** Instructions on making the form 15c / BCQT-SPNN / GSQL:**

1. Information about use, purchase and inventory of products shall be based on management of imports of processed goods in accounting records in accordance with regulations on accounting of the Ministry of Finance and sort them by sources of receipt.

2. Data shown in final account statements mean data on management at warehouses of hirers.

3. Guidance on norms of making final account statements:

Column (2): Code of products made by the enterprise to manage use – purchase – inventory. Note: Code under the enterprise's management shall be used on customs declarations;

Column (4): unit of products used in manufacturing management and goods trading with foreign partners and showed on customs declarations.

Column (5): the remaining quantity of inventory of products at the end of the previous period carried forward to the current reporting period;

Column (6): the quantity of processed products imported from foreign countries, EPEs and non-tariff areas

Column (7): the quantity of processed products discharged in the period.

Column (8): the remaining quantity of products at the end of the period.

Column (9): the quantity of products for repurposing, sale, donation, destruction abroad/at EPEs or non-tariff areas and other relevant notes (if any).

4. (10), (11): Fill the boxes in case the e-customs data processing system fails to update statements.

Form No. 16 / DMTT / GSQL

Name of the entity:

Address:

Tax code:

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

REQUIRED NORMS OF EXPORTS MANUFACTURING

Annual statement: From to

No.	Code of imports/exports	Name of imports/exports	Unit	Raw materials/supplies			Required quantity of raw materials/supplies for producing a product	Notes
				Code	Name	Unit		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	A product	Shirt	unit	VI	100%-cotton fabric	met	1,2	
				VI	100%-cotton fabric	met	0,3	X
				K	Zipper	unit	1	X
				P	Chalk	piece		KXDĐM

(10) PREPARED BY

(11) LEGAL REPRESENTATIVE OF THE ENTITY

(signature and full name)

(signature, full name, seal)

1. * Instructions on making the form No. 16/DMTT-GSQL:

Column (2): Code of exports in this column shall be consistent with code on customs declarations.

Column (3): Name of exports in this column shall be consistent with name on customs declarations.

Column (4): Unit of exports shall be consistent with unit code used at factories and unit on customs declarations.

Column (5): Code of raw materials/supplies (including imported or purchased domestically) for producing 01 unit of product. Raw materials/supplies for processing/manufacturing exports shall be consistent with code of raw materials/supplies on customs declarations.

Column (6): Name of raw materials/supplies (including imported or purchased domestically) for producing 01 unit of product.

Column (7): Unit of raw materials/supplies shall be consistent with unit code used at factories and unit on customs declarations.

Column (8): Quantity of raw materials/supplies used in reality for manufacturing exports including quantity of raw materials/supplies that are converted into products and quantity of raw materials/supplies consumed during manufacture process.

Required norms of 01 unit of product by each raw material/supply = Total raw materials/supplies used for processing/manufacturing exports :
Total quantity of obtained products

In which:

- Total quantity of raw materials/supplies used for processing/manufacturing exports = Total quantity of raw materials/supplies used in reality - quantity of withdrawn raw materials/supplies and quantity of unfinished raw materials/supplies as of the time determining norms for processing/manufacturing exports.

- Total quantity of obtained products: quantity of raw materials/supplies obtained as of the time determining norms.

Column (9): raw materials/supplies purchased domestically - "X" shall be filled; raw materials/supplies imported – nothing shall be filled; raw materials/supplies have no norms - "KXDĐM" shall be filled.

2. (10), (11): Fill the boxes in case e-customs data processing system fails to update statements.

NAME OF SUPERIOR
SUPERVISORY AUTHORITY
NAME OF ISSUING AGENCY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: / QD-VB issuing agency

[Location and Date]

DECISION

On the inspection of final account statement of use, purchase and inventory of imported raw materials/supplies and exports under the model at/in

DIRECTOR OF CUSTOMS DEPARTMENT

Pursuant to Law

Pursuant to Decree

Pursuant to Circular

At the request of on of on the inspection of final account statement of use, purchase and inventory of imported raw materials/supplies and exports under the model at/in

DECISION

Article 1. Inspection of final account statement of use, purchase and inventory of imported raw materials/supplies and exports under the model applied to ⁽¹⁾

Tax code:

Address:

Place of inspection:

Deadline of inspection:working days since

Article 2. An inspectorate includes:

1. Mr. (Mrs) position/ personnel classification scale (if any) team leader;
2. Mr. (Mrs) (as above) deputy leader (if any);
3. Mr. (Mrs) (as above) member;

Article 3. Scope

- Scope of inspection:

- Contents of inspection:

Article 4. The inspectorate with the rights and obligations specified in

The customs declarant ⁽¹⁾ with the rights and obligations specified in shall appoint a legal representative or an authorized representative to work with customs authorities and prepare records, related documents.

Article 5. The inspectorate, Head of the authority implementing the inspection and ⁽¹⁾ shall implement this Decision./.

HEAD OF THE AUTHORITY

(signature, full name and seal)

Notes:

⁽¹⁾ Name of the customs declarant - Names of the goods owner, the customs clearance agent, the entity authorized by the goods owner to carry out customs procedures.

Form No. 17a / BBKT-BCQT / GSQL

SUPERIOR SUPERVISORY
AUTHORITY
RECORDING AGENCY ⁽¹⁾

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: / BB-HC

INSPECTION RECORD

Todate, at on

We, including:

1 / Mr. (Ms): Position: Unit.....

2 / Mr. (Ms): Position: Unit.....

Have worked with:

1 / Mr. (Mrs.): Year of birth Nationality

Position: Enterprise

Address:

ID card / Passport number: Date of issue Place of issue

2/

Content(s) of inspection:

.....
.....

The record ends at on

The record shall be made into copies; each copy includes with the same content and value.01 copy has been given to

After reading the record, parties agreed and signed.

Other opinions (if any) ⁽²⁾:

.....

PARTICIPANTS ⁽³⁾
(signature and full name)

INSPECTORS ⁽⁴⁾
(signature and full name)

⁽²⁾Persons who have other opinions on the record's contents shall give their opinions, reasons for other opinions, signature and full name.

⁽³⁾ Participants refer to list of individuals appointed to work with the inspectorate. The record signed by the authorized representative shall be included full name, position and seal of the customs declarant.

⁽⁴⁾ Participants refer to members of the inspectorate under the inspection decision. The record signed by the inspectorate leader shall be included his/her position.

Form No. 17b / KLKT-BCQT / GSQL

NAME OF SUPERIOR
SUPERVISORY AUTHORITY
NAME OF ISSUING AGENCY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date]

**CONCLUSIONS ABOUT FINAL ACCOUNT STATEMENT OF USE - PURCHASE -
INVENTORY OF IMPORTED RAW MATERIALS/SUPPLIES AND EXPORTS UNDER THE
MODEL**

AT HEAD OFFICE OF THE CUSTOMS DECLARANT

1. Opening part:

Legal grounds:

According to the Decision No. on of on the inspection of
final account statement of use, purchase and inventory of imported raw materials/supplies and
exports under the model at/in ⁽¹⁾ with tax code:

Address:

Since/...../..... to date/...../

The person who issued the decision on inspection of ⁽²⁾ shall make an conclusion
record on the final account statement of use, purchase and inventory of imported raw
materials/supplies and exports under the model as below:

2. Scope of inspection: ⁽³⁾

3. Contents of inspection: ⁽⁴⁾

4. Opinions of the inspected customs declarant: ⁽⁵⁾

5. Conclusion(s):

- Conclusion about each content that has been inspected;
- Conclusion about each violation and its extent of the customs declarant (if any);
- Handling measures that have been applied;
- Suggestions of the inspectorate on handling measures.

Relevant documents enclosed with this conclusion:

- 1)
- 2)

HEAD OF THE AUTHORITY
(signature, full name and seal)

Notes:

- (1) the inspected the entity
- (2) The person who issued the inspection decision: Director of Post Clearance Audit Department, Director of Customs Department, Manager of Sub-Department of Post Clearance Audit.
- (3) scope of inspection; scope of inspection time; scope of inspection subjects.
- (4) inspected contents and inspection results.
- (5) opinions of the entity that have been consistent and inconsistent with the inspectorate (with clear reasons and inconsistent legal grounds).

Form No. 18 / TB-HDGC / GSQL

NAME OF THE ENTITY
No. /

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

NOTIFICATION

On performance of contract/appendix of processing contract

To: Sub-Department of Customs under Department of Customs

1. Name of the processor:

Code:

Address:

Country:

2. Name of the hirer:

Code:

Address:

Country:

3. Registration No.; Contract No:; date of signing:

Date of expiry; date of renewal:

Appendix No.; date of signing:

4. Raw materials/supplies provided by the hirer: (name of raw materials/supplies under the agreement of the processing contract)

5. Raw materials/supplies provided by the processor under the agreement of the processing contract:

6. Hired/borrowed machinery and equipment provided by the hirer to perform the processing contract: (Name and quantity of machinery and equipment to be imported for performance of the processing contract)

7. Processing products: (name, total quantity of processing products; processing unit prices);

8. Trademarks and name of origin of goods:

We hereby declare that the above information are in accordance with the terms in the signed processing contract / annex and be legally responsible for the notified contents./.

[Location and date]
LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Form No. 18a / TB-HDG / GSQL

NAME OF THE ENTITY
No. /

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

NOTIFICATION

On performance of appendix/contract of processing contract

To: Sub-Department of Customs under Department of Customs

1. Name of the processor:

Code of the processor:

Address of the processor:

Country of the processor:

2. Name of the hirer:

Code of the hirer:

Address of the hirer:

Country of the hirer:

3. Processing contract No.; date of signing:; date of expiry; date of renewal:

Appendix of processing contract:; date of appendix

Processing contract No.; date of signing:

4. Processing products:

No.	Code of processing products:	Name of processing products:	Unit	Values of processing wages

5. Raw materials/supplies to be processed: (write down code, name, unit of raw materials/supplies to be processed)

6. Stages of processing include:

7. Hired/borrowed/donated machinery and equipment for performance of the processing contract: (write down code, name, unit of machinery and equipment to be processed).

8. Estimated time to reprocess the first raw materials/supplies and machinery and equipment: ...

9. Estimated time to receive processed products:

10. Trademarks of processed products (if any):

We hereby declare that the above information are in accordance with the terms in the signed contract / annex and be legally responsible for the notified contents./.

[Location and date]
LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Form No. 19 / NXTK-DNCX / GSQL

NAME OF THE ENTITY.....

Tax code:

Hired warehouse address:

.....

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

REPORT ON GOODS TO BE SENT TO WAREHOUSES OUTSIDE EXPORT PROCESSING ENTERPRISES

Annual report:

No.	Name of goods	Unit	Quantity of inventory at the beginning of the period	Receipt in the period		Discharge in the period		Inventory
				Quantity	Voucher No.	Quantity	Voucher No.	
1.								
2.								
3.								

[Location and date]
LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Notes:

- Column of voucher No: The enterprise lists the number of vouchers showing goods brought from EPEs to the rented warehouse or from the rented warehouse to EPEs such as receipt and discharge notes or other equivalent vouchers.

Form No. 20 / NTXD-DNCX / GSQL

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

REPORT ON IMPORTED GOODS UNDER CONSTRUCTION CONTRACT

To: Sub-Department of Customs

Name of the contractor:

Name of the EPE:

Code:

Tax code:

Address:

Address:

Contract No./Date

Bidding price:

No.	Name of goods	Unit	Quantity	Value on the declaration	Import declaration number/date
1					
2					
3	...				
Total:					

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, seal)

**LEGAL REPRESENTATIVE OF THE
CONTRACTOR**
(signature, seal)

MANIFEST OF TRANSITED/TRANSSHIPPED GOODS

1. Transit/tranship service provider:
2. Means of transport: - Name and number
- Entry date: / /
- Unloading port
3. Transit license (if any):
4. Number, date of license and validity (if any):

I - MANIFEST OF GOODS DISCHARGED FROM PORT

No.	Bill of lading	Total quantity of conts	Numbers, types, conts, carrier's seal numbers	Name of goods	HS code	Quantity	Goods owner's name and addresses	Name of means of transport	Days of discharge
s(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
								
								

*[Location and date]
(signature and seal)*

II- CONFIRM OF IMPORT CHECKPOINT CUSTOMS

VIETNAM CUSTOMS
Department of Customs:

**STATEMENT OF
TRANSPORT**



Dispatching customs authority		Statement No.				
Receiving customs authority		Date of statement:				
1. The declarant: Address: Tax code		5. Means of transport:				
2. Exporter: Address: Tax code		6. Dispatching place:		8. Transport contract: Date: Date of expiry:		
3. Importer: Address: Tax code		7. Receiving place:				
3. Authorized person Tax code		9. Transit license No. Date: Date of expiry:		10. Inspection certificate No. Date: Date of expiry:		
4. Customs Agent Tax code		11. Means of transport No.				
No.	12. Descriptions of goods	13. Code of goods:	14. Quantity of goods	15. Container numbers / packages / packs	16. Seal numbers of carrier	17. Seal numbers of customs
1						
2						
3						
4						
5						
Notes						
18. I assure that I will be legally responsible for the information declared on the Statement on/...../..... (signature, full name and seal)						
19. Confirmation of the dispatching customs authority			20. Confirmation of the receiving customs authority			

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date]

**WRITTEN REQUEST FOR MOVING GOODS TO ANOTHER CUSTOMS POST OUTSIDE THE
CHECKPOINT AREA**

To: Sub-Department of Checkpoint Customs

Enterprise's name:

Address:

Tax code:

The Enterprise requests the Sub-Department of Checkpoint Customs
..... to settle the procedures of moving goods to another customs post outside the
checkpoint area:

No.	Name of goods	Unit	Quantity	Unit price (USD)	Value (USD)
1					
2					
3					

- Purchase contract: Number, date Partner's name:

- Sale contract: Number, date Partner's name:

- Bill of lading: Container No. / Seal No.

- Ship's name: Date of entry:

- Estimated time of discharging goods: at the checkpoint of export:

**THE CUSTOMS
AUTHORITY'S
CONFIRMATION OF
EXPORT**
(signature and seal)

**THE CUSTOMS
AUTHORITY'S
CONFIRMATION OF IMPORT**
(signature and seal)

**ENTERPRISE'S
REPRESENTATIVE**

NAME OF THE ENTITY:

Tax code:

STATEMENT OF IMPORT TAX PAYABLE

(attached with the export declaration No.on
at Sub-Department of Customs)

No.	Name of imported raw materials	HS code	Tax rates	Taxable value	Tax payable
1.					
2.					
3.					

Total import tax payable:	
---------------------------	--

The official dispatch requesting to select the determination of import tax payable specified in Clause 7, Article 13 of Circular No. 109/2014 / TT-BTC dated August 15, 2014 of the Ministry of Finance: (*)

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Notes:

- (*) *The enterprise with the investment project granted the investment license and investment certificate after January 15, 2014 does not need to declare this part;*
- *The receiving sub-department of customs means the sub-department of customs managing the non-tariff area under the border-gate economic zone;*
- *An enterprise means an enterprise that purchases goods from an the entity in the non-tariff area.*

NAME OF THE BONDED WAREHOUSE

REPORT ON GOODS CONDITION AND OPERATION OF THE BONDED WAREHOUSE

Annual report:/20.....

No.	Name of goods	Unit	Quantity of inventory at the beginning of the period	Receipt			Discharge			Inventory	
				Quantity	Export declaration number/date or imports bill of lading	Sub-department of Customs where the declaration is registered or the carrier	Date of discharge	Quantity	Checkpoint of export	Quantity	Number of days of inventory
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)=(4)+(5)-(9)	(12)
1	Item 1:	m2	100	200	123456, 1/1/2017	03TG	30/6/2017	150	15BB	150	184
2	Item 2:	Kg	200	300	234567, 1/1/2017	03TG	30/6/2017	100	15BB	400	184
3											

Notes:

1. Column (5) includes goods imported from abroad, goods purchased domestically or goods transferred from other warehouses.
2. Column (9) includes goods exported abroad, goods sold domestically and goods transferring to other warehouses.
3. Column (12) shall include the period that goods are stored in another warehouse (if any).

THE PROVIDER OF BONDED WAREHOUSE SERVICES
(signature and seal)

NAME OF THE CFS WAREHOUSE

SUB-DEPARTMENT OF CUSTOMS

LIST OF CONTAINERIZED GOODS FOR EXPORTING

No.	Name of goods	Quantity of goods	Export declaration number/date or imports bill of lading	Sub-department of Customs where the declaration is registered or the carrier	Date of receipt	Name of outbound vehicles	Checkpoint of export	Number signs of conts/packages/lead seals
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Confirmation of the provider of bonded warehouse services
(signature, full name and seal)

Confirmation of the customs authority managing CFS
(signature, full name, seal)

NAME OF THE CFS WAREHOUSE

REPORT ON GOODS ENTERING, LEAVING CFS AND GOODS IN STOCK

No.	Name of goods	Receipt			Discharge			Inventory	
		Quantity	Export declaration number/date or imports bill of lading	Sub-department of Customs where the declaration is registered or the carrier	Date of discharge	Name of outbound vehicle	Checkpoint of export	Quantity	Number of days of inventory
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

THE PROVIDER OF CFS WAREHOUSE SERVICES
(signature and seal)

CONSOLIDATED LIST OF DOCUMENTS CERTIFYING DELIVERIES OF GOODS

Month: /

NAME OF THE ENTITY:

Code:

Address:

No.	Number/date of documents certifying delivery of goods	Name of goods	Quantity of goods	Value	Notes
(1)	(2)	(3)	(4)	(5)	(8)
1	xxx	...	xx	xx	
2			xx	xx	
3	
Total:			

PREPARED BY
(signature and full name)

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

Form 28 / STD / GSQL

DEPARTMENT OF CUSTOMS OF PROVINCE/CITY

SUB-DEPARTMENT OF CUSTOMS

No.

REFERENCE BOOKS

ON IMPORTS AND EXPORTS

APPLICATION FOR ALL-INCLUSIVE CUSTOMS DECLARATION/PARTIAL IMPORT-EXPORT

Contract No.

Valid from: / / to: / /

Contract Appendix (if any): No.; Validity:

Transit license (if any): No.; Deadline:

Enterprise's name:

Address:

Enterprise's code:

Phone number:

Year

No.	Name of goods	HS code	Quantity of goods	Unit
-----	---------------	---------	-------------------	------

1				
	1 st time: Sheet No. 01 Date: .../.../.....			
	2 nd time: Sheet No. 02 Date: .../.../.....			
 time Sheet No. Date: .../.../.....			
	Inventory:		0	
			Confirmation of customs authority	
2				
	1 st time: Sheet No. 01 Date: .../.../.....			
	2 nd time: Sheet No. 02 Date: .../.../.....			
	Inventory:		0	
			Confirmation of customs authority	

Form No. 29 / DSCT / GSQL

DEPARTMENT OF CUSTOMS OF
PROVINCE/CITY
**SUB-DEPARTMENT OF
CUSTOMS**

Barcode

[Location and date]

LIST OF CONTAINERS ELIGIBLE FOR BEING RELEASED FROM THE CCA

1. Monitoring Sub-Department of Customs
2. Unit of import-export:
3. Tax code: 7. Type:
4. Declaration No. 8. Lane:
5. Status of declaration: 9. Goods reference No.
6. Date of declaration:

No.	CONTAINER NUMBER (1)	CONTAINER SEAL NUMBER (IF ANY) (2)	CUSTOMS SEAL NUMBER (IF ANY) (3)	CONFIRMATION OF CUSTOMS SUPERVISION AUTHORITY (4)	Barcode
					(Barcode printing)

Notes:

- (1):

+ *Imported goods shall be based on the List of containers sent by the customs declarant.*

+ *Exported goods shall be based on the column "Container number" on the export declaration.*

In case of a change in the declared container number(s), pursuant to the documents submitted and presented by the customs declarant, customs officials shall update the new container number(s) into the system to reprint the list of containers.

- (2): *Imported goods shall be based on the List of containers sent by the customs declarant.*

Form No. 30 / DSHH / GSQL

DEPARTMENT OF CUSTOMS OF
PROVINCE/CITY
**SUB-DEPARTMENT OF
CUSTOMS**

Barcode

[Location and date]

LIST OF GOODS ELIGIBLE FOR BEING RELEASED FROM THE CCA

1. Monitoring Sub-Department of Customs
2. Import-export unit:
3. Tax code: 7. Type:
4. Declaration No. 8. Lane:
5. Status of declaration: 9. Goods reference No.
6. Date of declaration:

No.	QUANTITY OF GOODS (1)	TOTAL QUANTITY OF GOODS (2)	LIST OF REQUIRED GOODS ELIGIBLE FOR BEING RELEASED FROM THE CCA (3)	CONFIRMATION OF CUSTOMS OFFICIAL (4)
	10000 tonnes	10000 tonnes	1 st time: 500 tonnes	
			2 nd time: 500 tonnes	
			...	

Notes:

- (1) shall be based on the column "Quantity" on the "General" section of the customs declaration.
- (2) shall be based on the column "Total quantity of goods" on the "General" section of the customs declaration.
- If the goods are released from the CCA multiple times, customs officials shall:
 - + Specify quantity of goods released from the CCA for each time in the column (3) .
 - + Specify date, month and year; sign and seal in the column (4)
- If the value in the column (1):
 - + is not 1: the quantity of goods in the column (3) corresponding to column (1) shall be monitored;
 - + is 1: the quantity of goods in the column (3) corresponding to column (2) shall be monitored;

Form No. 31 / BKCT / GSQL

ENTERPRISE'S NAME:

LIST OF CONTAINER NUMBER OF EXPORT

1. The export declaration No.

2. Bảng kê số hiệu container xuất khẩu

No.	Initial container numbers	Initial seal numbers	Amended container numbers	Amended seal numbers	Notes
1					
2					
3					
...					

3. Enclosed with:

ENTERPRISE'S REPRESENTATIVE
(signature and seal)

Form No. 32 / TDCX-NK / GSQL

ENTERPRISE'S NAME

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and Date]

WRITTEN NOTIFICATION

On change of port of loading and checkpoint of export

To: Sub-Department of Customs

1. The enterprise below requests for change of port of loading and checkpoint of export

- Enterprise's name: Tax code:

- Head office at:

- Phone number: Fax number:

2. Changes to information regarding port of loading and checkpoint of export applied to the export declaration taken into the CCA:

a) Customs declaration No.

b) Transfer note No.

c) Information requested for change:

No.	Norms	Initial contents	Contents requested for change
1	Place of customs supervision		
2	Checkpoint of export		
3	Port of loading		
4	Vehicle's name		

3. Committed contents:

We hereby declare that we are legally responsible for the declared information and shall make the additional declaration in accordance with the regulations within 05 working days from the date on which the notice is submitted to the customs authority.

ENTERPRISE'S DIRECTOR
(signature, full name, seal)

Form No. 33 / TĐPTVT / GSQL

**THE OWNER OF VEHICLE'S
NAME**

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date]

WRITTEN NOTIFICATION

On change of outbound vehicle's name

To: Sub-Department of Customs

1. The enterprise below requests for change of outbound vehicle information:

- Enterprise's name: Tax code:

- Head office at:

- Phone number: Fax number:

2. Due to changes in our operation plan, we suggest changing the outbound vehicle information as below:

No.	Contents:	Initial vehicle	New vehicle
1	Name of vehicle		

2	IMO number		
3	Number of routes		
4	Estimated date of exit		
5	Port of loading		

3. The list of goods declaration loaded onto the new vehicle

No.	Declaration numbers	Exporter's code:	
1	30		
2	30		
..	...		
	Total		

3. Committed contents:

We hereby declare that we are legally responsible for the above declarations in accordance with regulations./.

ENTERPRISE'S DIRECTOR
(signature, full name, seal)

Form No. 34 / TDCX / GSQL

ENTERPRISE'S NAME

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date].

WRITTEN NOTIFICATION

On change of port of loading and checkpoint of export

To: Sub-Department of Customs

1. The enterprise requests for change of port of loading and checkpoint of export:

- Enterprise's name: Tax code:
- Head office at:
- Phone number: Fax number:

2. Changes to information regarding port of loading and checkpoint of export applied to the export declaration not taken into the CCA:

a) Customs declaration No.

b) Information requested for change:

No.	Norms	Initial contents	Contents requested for change
1	Place of customs supervision		
2	Vehicle's name		

3. Committed contents:

We hereby declare that we are legally responsible for the declared information and shall make the additional declaration in accordance with the regulations within 05 working days from the date on which the notice is submitted to the customs authority.

ENTERPRISE'S DIRECTOR
(signature, full name, seal)

Form No. 35 / BBCN / GSQL

DEPARTMENT OF CUSTOMS

.....
**SUB-DEPARTMENT OF
CUSTOMS**

No:/BB

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

CERTIFICATION RECORD

Todate, at on

At/in:

We, including:

1/ Position Unit:

2/ Position Unit:

Certify that ⁽²⁾:

The shipment on the declaration transport No./ Manifest of transport No. on with the detailed information as below:

- Name of goods:

- Quantity of goods:

- Categories of goods:

- Symbols of goods:

- Origins of goods:

- Dispatching place:

- Receiving place:

The record shall be made into copies; each copy includes with the same content.

Giving to01 copy.

The two parties agree on the record's contents and sign.

Other opinions (if any) ⁽³⁾:

.....
.....
.....

.....

ENTERPRISE'S REPRESENTATIVE
(signature and full name)

SUB-DEPARTMENT OF CUSTOMS
(signature and full name)

(2) Contents that need to be certified.

(3) Persons who have other opinions on the record's contents shall give their opinions, reasons for other opinions, signature and full name.

Mẫu số 36/YCGT/GSQL

DEPARTMENT OF CUSTOMS

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

.....
**SUB-DEPARTMENT OF
CUSTOMS**

No. /

Regarding the request for the
explanation to

To: (1).....

Pursuant to the provisions specified in Clause Article Circular No. / TT-BTC dated of the Minister of Finance amending the Article Circular No. 38/2015 / TT-BTC dated March 25, 2015 of the Minister of Finance;

On the basis of collecting and analyzing export processing / production information of the enterprise, the Sub-Department of Customs requires (1) to provide:

Reasons (2):

Attached documents (if any): (3)

Within 05 days from the date of receiving this notification, the entity shall submit its explanation physically or electronically to the Sub-Department of Customs

For (1) reference.

[Location and date]
LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

(1) The entity involving in the explanation;

(2) Grounds for requesting the explanation

(3) Enumeration of attached documents provided by the entity (if any)

Form No. 37 / GT / GSQL

NAME OF THE

SOCIAL REPUBLIC OF VIETNAM

INDIVIDUAL/ORGANIZATION (1)
ENTERPRISE CODE / TAX CODE

Independence - Freedom - Happiness

No. /
Regarding the explanation to
.....

To: (2) Sub-Department of Customs

Pursuant to the provisions specified in Clause Article Circular No. / TT-BTC dated of the Minister of Finance amending the Article Circular No. 38/2015 / TT-BTC dated March 25, 2015 of the Minister of Finance;

At the request of explanation of the Sub-Department of Customs in the document No. (3) on, our enterprise gives the explanation to the following contents:

1. The 1st content:

- The request of the Sub-Department of Customs: (4)
- The explanation of the enterprise: (5)
- The attached documents: (6)

2. The 2nd content:

- Request of Sub-Department of Customs:
- The explanation of the enterprise:
- The attached documents:

Our enterprise shall be legally responsible for the authenticity of the above information and documents on explanation./.

[Location and date]

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

- (1) The entity involving in the explanation;
- (2) The authority receiving the explanation;
- (3) The customs authority's document requesting the explanation;
- (4) The explanation contents requested by the customs authority;
- (5) Grounds for the explanation;
- (6) Enumeration of attached documents (if any)

Form No. 38 / QD-KTTHSD-GSQL

NAME OF SUPERIOR
SUPERVISORY AUTHORITY
NAME OF ISSUING AGENCY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: / QD-issuing agency

[Location and date]

DECISION

On the inspection of use and inventory of raw materials/supplies and
machinery/equipment and exports at

DIRECTOR OF DEPARTMENT OF CUSTOMS

Pursuant to Law

Pursuant to Decree

Pursuant to Circular

At the request of on of on the inspection of use and inventory of raw
materials/supplies and machinery/equipment and exports at

DECISION

Article 1. The inspection of use and inventory of raw materials/supplies and
machinery/equipment and exports applied to ⁽¹⁾

Tax code:

Address:

Place of inspection:

Deadline of inspection: working days since

Article 2. An inspectorate includes:

1. Mr. (Mrs.) position/ personnel classification scale (if any) team leader;

2. Mr. (Mrs) (as above) deputy leader (if any);

2. Mr. (Mrs.) (as above) member;

Article 3. Scope

- Scope of the inspection:

- Contents of the inspection:

Article 4. The inspectorate with the rights and obligations specified in

The customs declarant ⁽¹⁾ with the rights and obligations specified in
shall appoint a legal representative or an authorized representative to work with the customs
authority and prepare relevant vouchers and documents.

Article 5. The inspectorate, Head of the authority implementing the inspection and ⁽¹⁾
..... shall implement this Decision./.

HEAD OF THE AUTHORITY
(signature, full name and seal)

Notes:

⁽¹⁾ Name of the customs declarant - Name of the goods owner, the customs clearance agent, the
entity authorized by the goods owner to carry out customs procedures.

SUPERIOR SUPERVISORY
AUTHORITY
RECORDING AGENCY ⁽¹⁾

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: / BB-HC

INSPECTION RECORD

Today, at (time) on/...../.....

We, including:

1 / Mr. (Mrs.): Position: Unit.....

2 / Mr. (Mrs.): Position: Unit.....

Have worked with:

Mr. (Mrs.): Year of birth Nationality

Position: Enterprise

Address:

ID card / Passport number: Date of issue Place of issue

2/

Contents of inspection:

.....
.....

The record ends at (time)

The record shall be made into copies; each copy includes with the same content and value and 01 copy has been given to

After reading the record, parties agreed and signed.

Other opinions (if any) ⁽²⁾:

.....

PARTICIPANTS ⁽³⁾
(signature and full name)

INSPECTORS ⁽⁴⁾
(signature and full name)

⁽²⁾Persons who have other opinions on the contents of the record shall give their opinions, reasons for other opinions, signatures and full name.

⁽³⁾Participants refer to the list of individuals appointed to work with the inspectorate. The record signed by the authorized representative shall be included full name, position and seal of the customs declarant.

⁽⁴⁾Participants refer to members of the inspectorate under the inspection decision. The record signed by the inspectorate leader shall be included his/her position.

Form No. 39a / KLKT-THSD-GSQL

NAME OF SUPERIOR
SUPERVISORY AUTHORITY
NAME OF ISSUING AGENCY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

[Location and date]

**THE CONCLUSION OF THE INSPECTION OF USE OF RAW MATERIALS/SUPPLIES AT THE
CUSTOMS DECLARANT'S HEAD OFFICE**

1. Opening part:

Legal grounds:

According to the Decision No. dated of on the inspection of
use of raw materials/supplies at the head office ⁽¹⁾ with the tax code:

Address:

Since/...../..... to date/...../.....

The person who issued the decision on inspection of ⁽²⁾ shall provide the
conclusion of inspection of use of raw materials/supplies as below:

2. Scope of inspection: ⁽³⁾

3. Contents of inspection: ⁽⁴⁾

4. Opinions of the inspected customs declarant: ⁽⁵⁾

5. Conclusion(s):

- Conclusions about each content that has been inspected;
- Conclusions about each violation and its extent of the customs declarant (if any);
- Handling measures that have been applied;
- Suggestions of the inspectorate on handling measures.

Relevant documents enclosed with this conclusion:

- 1)
- 2)

HEAD OF THE AUTHORITY
(signature, full name and seal)

Notes:

⁽¹⁾ the inspected the entity

⁽²⁾ The person who issued the inspection decision: Director of Post Clearance Audit Department,
Director of Customs Department

⁽³⁾ the scope of inspection; scope of inspection time; scope of inspection subjects.

⁽⁴⁾ inspected contents and inspection results.

⁽⁵⁾ opinions of the entity that have been consistent and inconsistent with the inspectorate (with
clear reasons and inconsistent legal grounds).

NAME OF THE ENTITY

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.

[Location and date]

Regarding the notification of
transiting excess raw
materials/supplies and
machinery/equipment from one
processing contract to another

To: Sub-Department of Customs

On (date) Our enterprise with tax code: and address, phone number
..... fax number has performed the contract / annex of the processing contract No.
..... dated with the foreign processor named with the address
.....

Our enterprise has so far completed the processing contract No. dated and has
liquidated the contract with the foreign processor according to the Liquidation Record No.
..... dated (enclosed with).

Pursuant to the Liquidation Record of the above processing contract, we inform the Sub-
Department of Customs of the transfer of excessive raw materials/supplies and
hired/borrowed machinery/equipment from the processing contract No. to the processing
contract No. as below:

+ With regard to the excessive raw materials/supplies: (specify name, specifications,
qualities, quantities/unit and other notes (if any));

+ With regard to the hired/borrowed machinery/equipment: (specify name,
models, symbols, quantities/unit and other notes (if any)).

We hereby declare that we are legally responsible for the above notification./.

[Location and date]

LEGAL REPRESENTATIVE OF THE ENTITY
(signature, full name, seal)

NAME OF THE ENTITY

No. /

SOCIAL REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

NOTIFICATION

Of e-customs declaration system error

To: The Sub-Department of Customs under the Department of Customs
.....

1. The enterprise notifies the system error:

- Enterprise's name: Tax code:

- Head office at:

- Phone number: Fax number:

2. Reason for the system error:

3. Deadline for solving the system error:

4. Classification of the error:

☐ Successful registration of declaration Declaration No. Lane

☐ Unregistered declaration

5. Method of implementing customs procedures during downtime of the customs declaration system:

☐ Via declaration room of the customs authority

☐ Via customs agent Name of customs agent:

The enterprise commits the above information to be true and will be legally responsible for the implementation of customs procedures under registration.

[Location and date]

LEGAL REPRESENTATIVE OF THE ENTITY

(signature, full name, seal)

APPROVAL OF THE CUSTOMS AUTHORITY

☐ Approval

☐ Disapproval

Confirmation of Sub-Department of Customs
(signature and seal)

THE MINISTRY OF FINANCE