



Required Documents for REPRESENTATIVE OFFICE

A Representative Office allows your foreign business to get a glimpse of your target market in Vietnam and evaluate the commercial potential before making any large-scale commitment. Although revenue generation is not allowed, you can gain a competitive edge with in-depth knowledge of the market.

NO.	REQUIRED DOCUMENTS FOR CORPORATE INVESTORS	INSTRUCTIONS
1	Corporate investor (The Owner) Business Certificate/ Enterprise Certificate/ Company Certificate or equivalent documents	Legalized at Viet Embassy
2	Copies of audited financial statements of the previous year	Legalized at Viet Embassy
3	Passport or ID card of the head of the representative office The head of the rep office shall not concurrently hold the following titles: 1. The head of a branch of the same foreign entity 2. The head of a branch of another foreign entity 3. The legal representative/CEO of the same foreign entity or others; 4. The legal representative of a business organization incorporated in Vietnam	Legalized at Viet Embassy or Notarized in Vietnam
4	(MOU) or office leasing agreements	Virtual office provided by Incorp

All the above docs must be translated to Vietnamese by the authorized/ licensed translator in Vietnam or Viet Embassy except for passport

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