

**THE GOVERNMENT OF
VIET NAM**

**THE SOCIALIST REPUBLIC OF VIET NAM
Independence – Freedom – Happiness**

No. 58/2022/ND-CP

Ha Noi, August 31, 2022

DECREE

**On Registration and Administration of Foreign Non-governmental Organizations
in Viet Nam**

Pursuant to the Law on the Organization of the Government dated June 19th, 2015;

Pursuant to the Law on the Organization of the Local Government dated June 19th, 2015;

Pursuant to the Law on Amendments and Supplements to some articles of the Law on the Organization of the Government and Law on the Organization of the Local Government dated November 22nd, 2019;

Pursuant to the Law on Promulgation of legislative documents dated June 22nd, 2015; Law on Amendments to some articles of the Law on Promulgation of legislative documents dated June 18th, 2020;

At the proposal of the Minister of Foreign Affairs;

The Government promulgates the Decree on Registration and Administration of FNGOs in Viet Nam.

Chapter I

GENERAL PROVISIONS

Article 1. Scope of application

This Decree regulates the registration of foreign non-governmental organizations in Viet Nam (hereinafter referred to as FNGOs) and the responsibilities of relevant agencies and organizations regarding the issuance of the Certificate of Registration and the administration of FNGOs in Viet Nam.

Article 2: Subjects of application

1. This Decree applies to FNGOs conducting development assistance and humanitarian aid activities not for profit and other purposes in Viet Nam.
2. This Decree applies to relevant central authorities and organizations, the People's Committee of provinces and cities under central authorities, and Viet Namesepartners.

Article 3. Interpretation of terms

In this Decree, the terms below are interpreted as follows:

1. "Foreign non-governmental organizations" are non-profit organizations, social foundations, or private foundations, established under the laws of foreign countries; possessing legal foreign capital; conducting development assistance and humanitarian activities for non-profit purposes in Viet Nam; not for fundraising, campaign funding or soliciting financial donations from Viet Namese individuals or organizations.
2. "Viet Namesepartners" are Viet Namese agencies and organizations established under the laws and regulations of Viet Nam, engaging in a cooperation agreement with FNGOs to implement programs, projects, and non-projects in Viet Nam.

3. "Certificate of Registration" is a document issued by a competent authority, certifying that a FNGO has registered its operations under the regulations of this Decree, which may be in one of the two forms: Registration of Operation and Registration of Establishment of Representative Office.

4. "Representative Office" is an affiliated unit of a FNGO authorized to represent the FNGO.

5. "Representative or Head of the Representative Office" is the official representative of the FNGO, who is responsible before the law and administrative agencies of the Viet Namesegovernment for the operations of the FNGO. The Representative or the Head of Representative Office can be either of foreign or Viet Namesenationality.

Article 4. The Viet Name government's policies regarding FNGOs are to:

1. Facilitate and create favorable conditions for FNGOs to conduct humanitarian aid and development activities in Viet Nam.

2. Ensure the lawful rights and interests of FNGOs.

3. Effectively administer FNGOs' activities under the laws and regulations of Viet Nam and those international treaties of which Viet Nam is a member.

Article 5. Prohibited acts of FNGOs are:

1. Organizing, conducting, sponsoring, or participating in religious or other activities not aligned with the national interests, laws, security, social order, and safety.

2. Organizing, conducting, or participating in activities for profit, not for humanitarian aid or development assistance purposes.

3. Sponsoring hostile activities against other governments and authorities, supporting terrorist organizations and terrorism.

4. Organizing, conducting, or participating in money laundering or related activities.

5. Organizing, conducting, or participating in other activities against social ethics, traditions, and identity or threaten the greater national unity.

Article 6. Database on FNGOs.

1. The database on FNGOs is a collection of information about non-governmental organizations and their activities for storage and information sharing about FNGOs registered under the laws and regulations of Viet Nam.

2. The database on FNGOs is connected to the National Public Service Portal and the Public Service Portal of the Ministry of Foreign Affairs, the national database, the databases of ministries and ministerial-level agencies, agencies established by the Government, the People's Committees of provinces and cities under central authorities to assist the handling of administrative procedures in registration and administration of FNGOs.

3. Information in the database on FNGOs:

a. Information in the database on FNGOs consists of:

- Information submitted when the FNGO registers their operation in Viet Nam;

- Information collected from a copy or electronic copy of the application for issuance, renewal, amendment, or re-issuance of the Certificate of Registration that has a valid digital signature;

- Information collected from periodic or irregular reports;

- Other relevant information (if any);

b. Information in the database on FNGOs is collected from the following sources:

- The FNGOs' dossier of application for issuance, renewal, amendment, or re-issuance of the Certificate of Registration;
- The FNGOs' updated database information;
- Administrative authorities in Viet Nam;
- The FNGOs' digitized and standardized Certificate of Registration.
- Previously established databases.

4. Principles of formulation, amendment, management, extraction, and usage of the database on FNGOs:

- a. The information in the database on FNGOs shall be thoroughly and accurately stored; rightfully extracted, and used under the laws and regulations of Viet Nam;
- b. The database on FNGOs shall be strictly protected and secured under the laws and regulations; comply with the standards and technical regulations on information technology; ensure the compatibility, security, and steadiness of the whole database system.

5. Management, extraction, and amendment of information in the database on FNGOs:

- a. The Ministry of Foreign Affairs shall be in charge of constructing and operating the database on FNGOs; promulgating Regulations on the management, extraction, and operation of the database on FNGOs, and instructing the implementation of online administrative procedures once the database on FNGOs is established and in operation; issuing identification codes and accounts to competent administrative agencies, the People's Committees of provinces and cities under central authorities and the Standing Body of the Committee for FNGO Affairs and FNGOs that have been issued the Certificates of Registration to be granted access to the database on FNGOs;
- b. The competent administrative agencies, the People's Committees of provinces and cities under central authorities, the Standing body of the Committee for FNGO Affairs, and FNGOs that have been issued the Certificates of Registration are granted access and the right to extract information from the database on FNGOs;
- c. The Ministry of Foreign Affairs, competent administrative agencies, the People's Committees of provinces and cities under central authorities, the Standing Body of the Committee for FNGO affairs, and FNGOs that have been issued the Certificate of Registration shall be responsible for regularly updating the information in the database on FNGOs.

Chapter II

COMPETENCE TO ISSUE, RENEW, AMEND, SUPPLEMENT, RE-ISSUE, SUSPEND, TERMINATE OPERATION, AND RETRIEVE THE CERTIFICATE OF REGISTRATION, AREAS AND FIELDS OF OPERATIONS OF FNGOs, DURATION OF THE CERTIFICATE OF REGISTRATION

Article 7. Competence to issue, renew, amend, supplement, re-issue, suspend, terminate operation, and retrieve the Certificate of Registration

The Ministry of Foreign Affairs is the government agency that issues, renews, amends, supplements, re-issues, suspends, terminates, and retrieves the Certificate of Registration of FNGOs.

Article 8. Areas and fields of operations of FNGOs

1. Foreign non-governmental organizations are allowed to operate in the areas and fields prescribed in the Certificate of Registration.

2. Foreign non-governmental organizations may set up one (01) representative office in one of three locations: Ha Noi city, Da Nang city, and Ho Chi Minh city.
3. Representative Offices of FNGOs shall not be located at the headquarters of agencies of the Party, the Government, and socio-political organizations of Viet Nam.

Article 9. Duration of the Certificate of Registration

1. The Certificate of Registration of Operation maintains validity for not more than three (3) years from the date of issuance. The Certificate of Registration of establishment of Representative Office maintains validity for less than five (5) years from the date of issuance. The duration of the Certificate of Registration shall not exceed the time limit for operation registration of the FNGO under the laws and regulations of the place of establishment.

2. The Certificate of Registration shall be renewed with a term corresponding to each type of Certificate and shall not exceed the time limit for operation registration of the FNGO under the laws and regulations of the place of establishment.

Chapter III

CONDITIONS, ORDERS AND PROCEDURES FOR THE ISSUANCE, RENEWAL, AMENDMENT, SUPPLEMENTATION, RE-ISSUANCE OF THE CERTIFICATE OF REGISTRATION

Section 1

CONDITIONS, ORDERS AND PROCEDURES FOR THE ISSUANCE, RENEWAL, AMENDMENT, SUPPLEMENTATION, RE-ISSUANCE OF THE CERTIFICATE OF REGISTRATION OF OPERATION

Article 10. Conditions for the issuance of the Certificate of Registration of Operation

The FNGO may be issued a Certificate of Registration of Operation should it meet the following conditions:

1. Having valid legal status under the laws and regulations of the country or territory where it is established.
2. Having clear charters, credos, and operational purposes that are aligned with the interests and needs of Viet Nam.
3. Proposing detailed tentative programs, projects, and non-projects for development assistance and humanitarian aid in Viet Nam for three years.
4. Proposing a Representative in Viet Nam.

Article 11. Orders and procedures for the issuance of the Certificate of Registration of Operation

1. The FNGO shall submit directly, via postal service or online to the Committee for FNGO Affairs one (1) set of dossiers of application for a Certificate of Registration of Operation, which will include the following documents:

- a) One (1) application for the Certificate of Registration of Operation according to Form No. 03a prescribed in the Appendix to this Decree;
- b) One (1) copy of the Charter and one (1) copy of the proof of legal status of the FNGO;
- c) One (1) detailed description of the programs, projects, and non-projects expected to be conducted in Viet Nam in three (3) years;

d) One (1) dossier for the approval of the Representative, which will include the following documents:

- One (1) appointment decision signed and stamped by the Head of the organization;
- One (1) biography of the person proposed to be approved as the Representative;
- One (1) set of criminal background check of the person proposed to be approved as a Representative, issued by a competent agency of the country in which he is a national or permanently resided within the last six months;
- One (1) copy of valid passport if the person proposed to be approved as the Representative is a foreigner. One (1) copy of valid passport and national identity card if the appointee is Viet Nameese.

Documents in a foreign language in the aforementioned dossier must be consular legalized and include Viet Namesenotarized translations under the laws and regulations of Viet Nam, except for exemptions from consular legalization under international treaties of which Viet Nam is a member or on the principle of reciprocity.

2. Within two (2) working days, the Committee for FNGO Affairs shall, based on Clause 1 of this Article, examine the documents in the FNGO's application dossier and request the FNGO to provide additional documents if necessary.

3. After receiving the complete application dossier, within two (2) working days, the Committee for FNGO Affairs shall send a written request for formal opinions from the Ministry of Public Security, the Ministry of Planning and Investment, the Ministry of Home Affairs, Ministry of Finance, State Bank of Viet Nam, governmental administration ministries and ministerial-level agencies specialized in the fields in which the FNGO registers to operate, the People's Committees of provinces and cities under central authorities where the FNGO registers to operate and the agencies approving the receipt of aid from the FNGO.

4. Within ten (10) working days from the date of receiving the document from the Committee for FNGO Affairs, the consulting agencies shall reply in writing.

5. Within two (2) working days after gathering sufficient opinions from consulting agencies, the Committee for FNGO Affairs shall transfer the application dossier of the FNGO in Clause 1 of this Article and the opinions of relevant agencies to the Ministry of Foreign Affairs for appraisal.

6. Within ten (10) working days from the date of receiving the complete dossier of the FNGO in Clause 1 of this Article and the opinions of relevant agencies, the Ministry of Foreign Affairs shall appraise the dossier and decide to issue or not to issue the Certificate of Registration of Operation and send the results to the Committee for FNGO Affairs. The Certificate of Registration of Operation is issued according to Form No. 01 prescribed in the Appendix to this Decree. The appraisal shall be implemented in the form of compiling written opinions or holding an appraisal conference on the following aspects:

- a) The legality and completeness of the dossier;
- b) The relevance of the FNGO's operational objectives and credos to Viet Nam's guidelines, lines, and policies, as well as specific development goals of ministries, sectoral agencies, and localities;
- c) The legal status and operations of the FNGO;
- d) The identity and background of the Representative;
- e) The efficiency and impact of activities of the FNGO on the security as well as the socio-economic and social order of Viet Nam.

7. Within 30 working days from the date of receiving the complete and valid dossier of the FNGO prescribed in Clause 1 of this Article, the Committee for FNGO Affairs shall transfer the Certificate of Registration to the FNGO in person or by postal service to FNGO. If the application is not approved, the Committee for FNGO Affairs shall notify the organization in writing and expressly state the reason.

Article 12. Orders and procedures for the renewal of the Certificate of Registration of Operation

1. At least 60 days before the expiration of the Certificate of Registration of Operation, the FNGO shall submit directly, via postal service or online to the Committee for FNGO Affairs one (1) complete application dossier for the renewal of the Certificate of Registration of Operation, which will include the following documents:

- a) One (1) application for the renewal of the Certificate of Registration of Operation according to Form No. 03a prescribed in the Appendix to this Decree;
- b) One (1) original Certificate of Registration of Operation;
- c) One (1) report summarizing the activities of the FNGO in Viet Nam in the last three (3) years and specific plans of expected activities in the next three (3) years;

Documents in a foreign language in the aforementioned dossier must be Viet Namesenotarized translations under the laws and regulations of Viet Nam.

2. The orders and procedures for renewal of the Certificate of Registration of Operation shall comply with Clauses 2, 3, 4, 5, 6, 7 of Article 11 of this Decree.

Article 13. Orders and procedures for the amendment, supplementation, and re-issuance of the Certificate of Registration of Operation

1. The FNGO shall submit directly, via postal service or online to the Committee for FNGO Affairs one (1) complete dossier of request for amendment, supplementation, or re-issuance of the Certificate of Registration of Operation, which will include the following documents:

- a) One (1) application expressly stating the requested contents for amendment, supplementation, or the reason for the re-issuance (due to being lost, old, damaged) according to Form No. 03b prescribed in the Appendix to this Decree;
- b) One (1) original Certificate of Registration of Operation in case the organization requests amendment, supplementation, or re-issuance of the Certificate due to being old or damaged. One (1) copy of the Certificate of Registration of Operation in case the organization requests for re-issuance due to loss of the original;
- c) Documents relevant to the amended, supplemented, and re-issued contents.

2. Within two (2) working days, the Committee for FNGO Affairs shall, based on Clause 1 of this Article, examine the documents in the FNGO's application dossier and request the FNGO to provide additional documents if necessary. In case of a request for re-issuance of the Certificate of Registration of Operation, the Committee for FNGO Affairs shall examine the contents of the application dossier of the FNGO.

3. After receiving the complete dossier of the FNGO as prescribed in Clause 1 of this Article, within two (2) working days, the Committee for FNGO Affairs shall send a written request to ministries and ministerial-level agencies, agencies established by the Government, the People's Committees of provinces and cities under central authorities where the FNGO registers to operate, the agencies approving the receipt of aid from the FNGO for formal opinions relevant

to the contents that need to be amended and supplemented in the Certificate of Registration of Operation.

4. Within ten (10) working days from the date of receiving the document from the Committee for FNGO Affairs, the consulting agencies shall reply in writing.

5. Within two (2) working days after gathering sufficient opinions from consulting agencies, the Committee for FNGO Affairs shall transfer the application dossier of the FNGO in Clause 1 of this Article and the opinions of relevant agencies to the Ministry of Foreign Affairs for appraisal.

6. Within ten (10) working days from the date of receiving the complete dossier of the FNGO in Clause 1 of this Article and opinions of relevant agencies, the Ministry of Foreign Affairs shall appraise the dossier, decide to amend or not to amend, supplement or not to supplement, re-issue or not re-issue the Certificate of Registration of Operation and send the results to the Committee for FNGO Affairs. The appraisal shall be implemented in the form of compiling written opinions or holding an appraisal conference on the contents that need to be amended, supplemented, and re-issued to the Certificate of Registration of Operation. The Certificate of Registration of Operation is amended, supplemented, and re-issued according to Form No. 01 prescribed in the Appendix to this Decree.

7. Within 25 working days from the date of receiving the complete and valid dossier of the FNGO prescribed in Clause 1 of this Article, the Committee for FNGO Affairs shall transfer the Certificate of Registration of Operation that has been amended, supplemented, or re-issued to the FNGO in person or by postal service. If the application is not approved, the Committee for FNGO Affairs shall notify the organization in writing and expressly state the reason.

Section 2

CONDITIONS, ORDER, AND PROCEDURES FOR ISSUANCE, RENEWAL, AMENDMENT, SUPPLEMENTATION, AND RE-ISSUANCE OF CERTIFICATE OF REGISTRATION OF ESTABLISHMENT OF REPRESENTATIVE OFFICE

Article 14. Conditions for the issuance of the Certificate of Registration of establishment of Representative Office

A FNGO may be issued a Certificate of Registration of establishment of Representative Office when it meets the following conditions:

1. Having valid legal status under the laws and regulations of the country or territory where it is established.
2. Having clear charters, credos, and operational purposes that are aligned with the interests and needs of Viet Nam.
3. Committing to long-term operations in Viet Nam and making detailed descriptions of programs and projects that will be conducted in Viet Nam for at least 5 years in one or more localities depending on the scale and characteristic of the program; committing to projects that require regular, on-site operation and supervision.
4. Proposing a Head of the Representative Office in Viet Nam.

Article 15. Orders and procedures for the issuance of the Certificate of Registration of establishment of Representative Office

1. The FNGO shall submit directly, via postal service or online to the Committee for FNGO Affairs one (1) complete dossier of application for a Certificate of Registration of establishment of Representative Office, which will include the following documents:

- a) One (1) application for the Certificate of Registration of establishment of Representative Office according to Form No. 03a prescribed in the Appendix to this Decree;
- b) One (1) copy of the Charter and one (1) copy of the proof of legal status of the FNGO;
- c) One (1) detailed description of programs and projects expected to be conducted in Viet Nam for at least five years in one or more localities where the scale and characteristics of such program or project require management, regular and on-site monitoring;
- d) One (1) detailed list of programs, projects, and non-projects that have been implemented in three (3) consecutive years before the time of applying for a Certificate of Registration of Establishment of a Representative Office (if any);
- e) One (1) application for approval of the Head of the Representative Office, which will include the following documents:
 - One (1) appointment decision signed and stamped by the Head of the organization;
 - One (1) biography of the person proposed to be approved as the Head of the Representative Office;
 - One (1) criminal background check of the person proposed to be approved as the Head of the Representative Office, issued by a competent agency of the country of which he is a national or permanently resided within the last six months;
 - One (1) copy of valid passport if the person proposed to be the Head of the Representative Office is a foreigner. One (1) copy of a valid passport and identity card if the person requesting approval to act as the Head of the Representative Office is a Viet Namesecitizen;

Documents in a foreign language in the aforementioned dossier must be consular legalized, and a certified Viet Namesenotarized translation under laws and regulations of Viet Nam, except for cases exempted from consular legalization under international conventions to which Viet Nam is a member or on the principle of reciprocity.

2. Within two (2) working days of receiving the dossier from the FNGO, the Committee for FNGO Affairs shall, based on Clause 1 of this Article, examine the documents in the FNGO's application dossier and request the FNGO to provide additional documents if necessary.

3. Within two (2) working days after confirming that the application dossier is complete, the Committee for FNGO Affairs shall send written requests to receive formal opinions from the Ministry of Public Security, the Ministry of Planning and Investment, the Ministry of Home Affairs, Ministry of Finance, State Bank of Viet Nam, governmental administration ministries and ministerial-level agencies specialized in the fields in which the FNGO registers to operate, the People's Committees of provinces and cities under central authorities where the FNGO registers to operate and the agencies approving the receipt of aid from the FNGO.

4. Within ten (10) working days from the date of receiving the document from the Committee for FNGO Affairs, the consulting agencies shall reply in writing.

5. Within two (2) working days after gathering sufficient opinions from consulting agencies, the Committee for FNGO Affairs shall transfer the application dossier of the FNGO in Clause 1 of this Article and the opinions of relevant agencies to the Ministry of Foreign Affairs for appraisal.

6. Within ten (10) working days from the date of receiving the complete dossier of the FNGO in Clause 1 of this Article and opinions of relevant agencies, the Ministry of Foreign Affairs

shall appraise the dossier and decide to issue or not to issue the Certificate of Registration of Operation and notify the results to the Committee for FNGO Affairs. The Certificate of Registration of Operation is issued according to Form No. 01 prescribed in the Appendix to this Decree. The appraisal shall be implemented in the form of compiling written opinions or holding an appraisal conference on the following aspects:

- a) The legality and completeness of the dossier;
- b) The relevance of the FNGO's operational objectives and credo to Viet Nam's guidelines, and policies, and specific development goals of ministries, sectors, and localities;
- c) Legal status and operation of the FNGO;
- d) Personal identity and curriculum vitae of the Head of the Representative Office;
- e) The efficiency and impact of activities of the FNGO on the security as well as the socio-economic and social order of Viet Nam.

7. Within 30 working days from the date of receipt of complete and valid dossiers of FNGOs prescribed in Clause 1 of this Article, the Committee for FNGO Affairs shall transfer the Certificate of registration of the establishment of a Representative Office to the FNGO in person or by postal service. In case the application is not approved, the Committee for FNGO Affairs shall notify the organization in writing and expressly state the reason.

Article 16. Orders and procedures for the renewal of a Certificate of Registration of establishment of Representative Office

1. At least 60 days before the expiration of the Certificate of Registration of establishment of Representative Office, the FNGO shall submit directly, via postal service or online one (1) complete application dossier for the renewal of a Certificate of Registration of establishment of Representative Office to the Committee for FNGO Affairs which will include the following documents:

- a) One (1) application for renewal of a Certificate of Registration of establishment of Representative Office according to Form No. 03a specified in the Appendix to this Decree;
- b) One (1) original of the Certificate of Registration of establishment of Representative Office;
- c) One (1) report summarizing the activities of the FNGO conducted in Viet Nam within the time limit of the issued Certificate of Registration of establishment of Representative Office and specific operation plans expected to be implemented in the next five (5) years. .

Documents in a foreign language in the aforementioned dossier must be Viet Namesenotarized translations under the laws and regulations of Viet Nam.

2. The orders and procedures for renewal of a Certificate of Registration of establishment of Representative Office shall comply with the provisions of Clauses 2, 3, 4, 5, 6, 7 of Article 15 of this Decree.

Article 17. Orders and procedures for the amendment, supplementation, and re-issuance a Certificate of establishment of Representative Office

1. The FNGO shall submit directly, via postal service or online, to the Committee for FNGO Affairs one (1) complete dossier of request for amendment, supplementation, or re-issuance of the Certificate of establishment of a Representative Office which will include the following documents:

- a) One (1) application expressly stating the requested contents for amendment, supplementation or the reason for the re-issuance (due to being lost, old, damaged) according to Form No. 03b prescribed in the Appendix to this Decree;

b) One (1) original of the Certificate of Registration of establishment of Representative Office in case the organization requests for amendment, supplementation, or re-issuance of the Certificate due to being old or damaged. One (1) copy of the Certificate of Registration of Operation in case of re-issuance because the original is lost;

c) Documents relevant to the amended, supplemented, and re-issued contents.

2. Within two (2) working days, the Committee for FNGO Affairs shall, based on Clause 1 of this Article, examine the documents in the FNGO's application dossier and request the FNGO to provide additional documents if necessary. In case of application for the re-issuance of the Certificate of Registration of establishment of Representative Office, the Committee for FNGO Affairs shall examine the contents of the application dossier of the FNGO.

3. After receiving a complete dossier from the FNGO as prescribed in Clause 1 of this Article, within 2 working days, the Committee for FNGO Affairs shall send written requests for formal opinions to ministries, ministerial-level authorities, and Governmental authorities relevant to the content that needs to be amended or supplemented, the People's Committees of the provinces and cities under central authorities where the FNGO is registered to conduct its operation, and located Representative Offices (in case of change of representative offices) and agencies approving the receipt of aid from FNGOs relevant to contents to be amended and supplemented of the Certificate of Registration of establishment of Representative Office.

4. Within ten (10) working days from the date of receipt of the document from The Committee for FNGO Affairs, the questioned agencies shall reply in writing.

5. The Committee for FNGOs Affairs shall transfer the dossiers of the FNGOs specified in Clause 1 of this Article and the opinions of relevant authorities to the Ministry of Foreign Affairs for appraisal.

6. Within seven (7) working days from the date of receipt of complete dossiers of FNGOs specified in Clause 1 of this Article and opinions of relevant agencies, the Ministry of Foreign Affairs shall appraise the dossiers, decide to amend or not amend, supplement or not supplement, re-issue or not re-issue the Certificate of Registration of establishment of Representative Office and send the results to the Committee for FNGO Affairs. The appraisal shall be carried out in the form of summarizing written opinions or holding an appraisal conference for the contents that need to be amended, supplemented, and re-issued by the Certificate of Registration of establishment of the Representative Office. The certificate of Registration of establishment of Representative Office shall be amended, supplemented, and re-issued according to Form No. 02 prescribed in the Appendix to this Decree.

7. Within 25 working days from the date of receiving complete and valid dossiers of FNGOs prescribed in Clause 1 of this Article, the Committee for FNGO Affairs shall transfer the Certificate of Registration of establishment of Representative Office as has been amended, supplemented or re-issued to the FNGO in direct form or by postal service. In case the application is not approved, the Committee for FNGO Affairs shall notify the organization in writing and expressly state the reason.

Chapter IV

SUSPENSION AND TERMINATION OF OPERATIONS AND WITHDRAWAL OF THE REGISTRATION CERTIFICATES OF FNGOs

Article 18. Suspension of operations

1. Foreign non-governmental organizations shall be suspended from operation in the following cases:

a) Continuing to operate when the Certificate of Registration is expired;

- b) Failing to operate in the registered fields or areas in the Certificate of Registration;
- c) Using or providing false transaction account information compared to the registered transaction account.

2. When detecting that a FNGO has violated the laws or at the request of competent administrative agencies, the Ministry of Foreign Affairs shall consider and decide to suspend the operation of the FNGO based on the formal opinions of relevant competent administrative agencies. The opinions shall be gathered via a meeting or by sending a written request to relevant administrative agencies. In case the Ministry of Foreign Affairs collects formal opinions in written form, within ten (10) working days from the date of receiving the written request from the Ministry of Foreign Affairs, the consulting agencies shall reply in writing to the Ministry of Foreign Affairs to compile and decide. If consulting agencies have different opinions, the Ministry of Foreign Affairs will hold a meeting to reach a consensus. The decision to suspend operations shall be transferred to the Committee for FNGO Affairs to notify the FNGO.

3. Within five (5) working days after the decision to suspend operations is issued, the Committee for FNGO Affairs shall notify the FNGO.

4. Within no more than 30 working days from the date of receiving the decision to suspend operations, the FNGO shall remedy the consequences of the violations mentioned in the decision to suspend operations and notify its remedial results to the Committee for FNGO Affairs.

Article 19. Termination of operations

1. FNGOs shall be forced to terminate their operations and forfeit their Certificate of Registration in the following cases:

- a) Committing one of the prohibited acts prescribed in Article 5 of this Decree;
- b) Being inactive for 12 consecutive months after the Certificate of Registration is issued;
- c) Failing to take remedial action as stated in the decision to suspend operations prescribed in Clause 4, Article 18 of this Decree.

2. When detecting that a FNGO has violated the laws or at the request of competent administrative agencies, the Ministry of Foreign Affairs shall consider and decide to terminate the operation and retrieve its Certificate of Registration based on the formal opinions of relevant competent administrative agencies. The opinions shall be gathered via a meeting or by sending a written request to relevant administrative agencies. In case the Ministry of Foreign Affairs collects formal opinions in written form, within ten (10) working days from the date of receiving the written request from the Ministry of Foreign Affairs, the consulting agencies shall reply in writing to the Ministry of Foreign Affairs to compile and decide. If consulting agencies have different opinions, the Ministry of Foreign Affairs will hold a meeting to reach a consensus. The decision to terminate operations and retrieve the Certificate of Registration shall be transferred to the Committee for FNGO Affairs to notify the FNGO.

3. Within five (05) working days after the decision to terminate operations and retrieve the Certificate of Registration is issued, the Committee for FNGO Affairs shall send a request for operation termination to the non-governmental organization and retrieve the Certificate of Registration.

4. Within 60 working days from the date of receiving the decision to terminate operations and retrieve the Certificate of Registration, the FNGO shall settle issues relevant to its headquarters, housing, staff, means of work, financial obligations (if any) and to organizations and individuals under the laws and regulations of Viet Nam.

5. In case a FNGO decides to terminate its operation, within 60 days before officially terminating its operation, the FNGO shall notify in writing the Ministry of Foreign Affairs and the Committee for FNGO Affairs, enclosed with the issued Certificate of Registration, the report on assets and financial audit and fulfillment of relevant obligations under the laws and regulations of Viet Nam.

Chapter V

RIGHTS AND OBLIGATIONS OF FNGOs

Article 20. FNGOs are entitled to:

1. Enjoy benefits from tax incentives, import goods, and work permits under the regulations and laws of Viet Nam.
2. Open and use payment accounts in Viet Nam dong or foreign currencies at commercial banks or foreign bank branches licensed to operate in Viet Nam to conduct programs, projects, and non-projects supporting the development and humanitarian aid under the laws and regulations of Viet Nam.
3. Receive foreign currencies or Viet Nam dong through their accounts under the laws and regulations of Viet Nam.
4. Remit foreign currencies abroad to serve development assistance and humanitarian aid activities under the laws and regulations of Viet Nam.
5. Be rewarded for their achievements in effectively conducting programs and projects in Viet Nam under the laws and regulations of Viet Nam.
6. Terminate their operations should they not intend to continue operating in Viet Nam.

Article 21. Obligations of FNGOs are as follows:

1. Registering, operating, and complying with the laws and regulations of Viet Nam. Legal violations committed by FNGOs will be handled under the laws and regulations of Viet Nam.
2. Coordinating with Viet Namesepartners in conducting activities based on the registered areas and fields in the Certificate of Registration.
3. Within ten (10) working days after receiving the Certificate of Registration, the FNGO shall notify the opening, usage, or change of a transaction account in Viet Nam.
4. Within 45 working days after receiving the issued, renewed, amended, and supplemented Certificate of Registration, the FNGO shall notify the plan of activities to the People's Committees of provinces and cities under central authorities where FNGOs operate or are expected to operate.
5. Making annual and irregular reports on their activities upon request, sending the reports directly, via postal service, or online to the Ministry of Foreign Affairs, the Ministry of Planning and Investment, the ministries with administrative functions regarding non-governmental organizations' activities by industries and fields, and the Committee for FNGO Affairs. The report is made according to Form No. 05 specified in the Appendix to this Decree. The deadline for submitting reports is the 18th of the last month of the reporting period. The reported data is calculated from December 15th of the previous year of the reporting period to December 14th of the reporting period.
6. Updating information of FNGOs in the database of FNGOs within ten (10) days from the date of the change.

Chapter VI

RESPONSIBILITIES OF COMPETENT GOVERNMENTAL ADMINISTRATIVE AGENCIES, RELEVANT AUTHORITIES, AND ORGANIZATIONS

Section 1.

RESPONSIBILITIES OF COMPETENT GOVERNMENTAL ADMINISTRATIVE AGENCIES.

Article 22. Responsibilities of the Ministry of Foreign Affairs are:

1. Advising and proposing foreign guidelines and policies towards FNGOs to the Government, and the Prime Minister.
2. Presiding over drafting and submitting legal documents to competent authorities for promulgation or promulgating legal documents according to their competence, relevant to the registration and administration of FNGOs
3. Presiding over appraising, issuing, renewing, amending, supplementing, and re-issuing the Certificate of Registration, suspending, terminating operations, and retrieving the Certificate of Registration of FNGOs.
4. Inspecting and examining the status of compliance with laws and regulations on registration and administration of FNGOs within the scope of this Decree.
5. Monitoring, urging the implementation of inspection and examination conclusions and requesting ministries, ministerial-level agencies, and Agencies established by the Government to handle violations under the laws and regulations of Viet Nam.
6. Settling complaints and denunciations under the laws and regulations of Viet Nam.
7. Constructing and operating the database on FNGOs.
8. Reporting to the Prime Minister annually and upon request on the status of registration and administration of FNGOs, connecting and sharing data through the National Reporting Information System and the Center for Information, Direction, Administration of the Government and the Prime Minister. The report is made according to Form No. 06 specified in the Appendix to this Decree. The deadline for submitting periodic reports is the 25th of the last month of the reporting period. The reported data is calculated from December 15th of the previous year of the reporting period to December 14th of the reporting period.
9. Performing other tasks relevant to the registration and administration of FNGOs assigned by the Government or the Prime Minister.
10. Submitting to the Prime Minister for the promulgation of a Decision on consolidating the Committee on FNGOs Affairs under the provisions of this Decree.

Article 23. Responsibilities of ministries, ministerial-level agencies, and Agencies established by the Government

1. General responsibilities are:
 - a) Coordinating in the appraisal of dossiers of the issuance, renewal, amendment, supplementation, re-issuance, and in the suspension or termination of operations, and retrieval of the Certificate of Registration of FNGOs upon request;
 - b) Instructing and administering the activities of FNGOs operating in the industries and fields under their administration;
 - c) Cooperating in inspecting, examining, and handling violations of activities of FNGOs in the fields under their administration and under the laws and regulations of Viet Nam;
 - d) Cooperating in constructing and operating the database on FNGOs;

- e) Sharing information with the People's Committees of provinces and cities under central authorities where programs and projects of FNGOs are conducted;
- f) Assigning a unit under them to act as the focal points to administer the operations of FNGOs according to their assigned functions and tasks;
- g) Being for the organization and operations of national non-governmental organizations, which those agencies issue the Certificates of Registration of Operation or business licenses under specialized laws, cooperating with FNGOs;
- h) Making annual and irregular reports upon request and sending the reports directly, via postal service or online, to the Ministry of Foreign Affairs and the Committee for FNGOs Affairs for compiling with the report to the Prime Minister. The report is made according to Form No. 04 specified in the Appendix to this Decree. The deadline for submitting periodic reports is the 18th of the last month of the reporting period. The reported data is calculated from December 15th of the previous year of the reporting period to December 14th of the reporting period.

2. Specific responsibilities:

- a) The Ministry of Public Security is responsible for preventing and responding to violations of Laws and regulations of Viet Nam by FNGOs and performing the administration of security and order for FNGOs; coordinating with the Ministry of Foreign Affairs in protecting and storing information in the database on FNGOs;
- b) The Ministry of Planning and Investment is responsible for the administration and instruction regarding the utilization of aid from FNGOs;
- c) The Ministry of Home Affairs is responsible for the organization and operations of associations, social foundations, domestic charity funds, and religious organizations cooperating with FNGOs;
- d) The Ministry of Finance is responsible for the financial administration regarding the aid of FNGOs pertaining to national budget revenues and the instruction on the financial administration of aid of FNGOs not pertaining to the national budget revenues;
- e) The State Bank of Viet Nam is responsible for performing administration in banking, microfinance, money laundering prevention, and terrorist financing relevant to aid of FNGOs.

Article 24. Responsibilities of the People's Committees of provinces and cities under central authorities are:

- 1. Instructing and administering the activities of FNGOs in their localities.
- 2. Coordinating in the appraisal of dossiers of issuance, renewal, amendment, supplementation, re-issuance, suspension, termination of operations, and retrieval of Certificate of Registration of FNGOs upon request.
- 3. Cooperating in the inspection, examination, and handling of violations of FNGOs in their localities and under the laws and regulations of Viet Nam.
- 4. Cooperating in constructing and operating the database on FNGOs.
- 5. Assigning the advisory agencies for foreign affairs to act as the focal points to advise and administer the activities of FNGOs.
- 6. Making annual and irregular reports upon request and sending the reports directly, via postal service or online, to the Ministry of Foreign Affairs and the Committee for FNGOs Affairs for compiling with the report to the Prime Minister. The report is made according to Form No. 04 specified in the Appendix to this Decree. The deadline for submitting periodic reports is the 18th of the last month of the reporting period. The reported data is calculated from December 15th of the previous year of the reporting period to December 14th of the reporting period.

Section 2.

RESPONSIBILITIES OF RELEVANT AGENCIES AND ORGANIZATIONS

Article 25. Responsibilities of the Committee for FNGO Affairs

The Committee for FNGO Affairs is an inter-sectoral coordination mechanism whose Standing body is the Viet Nam Union of Friendship Organizations, which performs the following tasks:

1. Researching and proposing to the Prime Minister directions and solutions to solve critical and inter-sectoral issues relevant to the tasks in the field of FNGOs.
2. Coordinating between ministries, ministerial-level agencies, and agencies established by the Government in solving problems relevant to the tasks in the field of FNGOs.
3. Contributing opinions on legal documents on FNGOs.
4. Receiving dossiers, gathering formal opinions from relevant ministries, sectoral agencies, and localities, providing opinions on dossiers of application for the issuance, renewal, amendment, supplement, and re-issuance of the Certificate of Registration of FNGOs to transfer to the Ministry of Foreign Affairs to appraise and notify the results to FNGOs.
5. Coordinating the inspection, examination, and handling of illegal activities of FNGOs under the laws and regulations of Viet Nam; receiving and notifying FNGOs of the Decision to suspend operations, the Decision to terminate operations; retrieving the Certificate of Registration of the FNGO.
6. Cooperating in constructing and operating the database on FNGOs.
7. Notifying ministries, ministerial-level agencies, agencies established by the Government, and relevant People's Committees of provinces and cities under central authorities of all relevant FNGOs' activities, fields, and areas of operation.
8. Disseminating and providing information relevant to foreign non-governmental activities to Viet Namesepartners and FNGOs.
9. Reporting annually or irregularly upon request to the Prime Minister on FNGO affairs, connecting and sharing data via the National Reporting Information System and the Center for Information, Direction, Administration, and National Reporting Information System of the Government and the Prime Minister. The report is made according to Form No. 07 prescribed in the Appendix to this Decree. The deadline for submitting periodic reports is the 25th of the last month of the reporting period. The reported data is calculated from December 15th of the previous year of the reporting period to December 14th of the reporting period.
10. Performing other tasks relevant to the tasks in the field of FNGOs assigned by the Prime Minister.

Article 26. Responsibilities of Viet Namesepartners

Cooperating with FNGOs exactly according to the contents prescribed in the issued Certificate of Registration of the FNGOs and under the laws and regulations of Viet Nam.

Article 27. Entry into force

This Decree shall take effect from November 1st, 2022, and replace Decree No.12/2012/ND-CP dated March 1st, 2012 of the Government on registration and administration of FNGOs.

Article 28. Transitional Provisions

1. From the effective date of this Decree, the Certificates of Registration issued under the Decree No.12/2012/ND-CP dated March 1st, 2012, on registration and administration of FNGOs shall continue to maintain validity until their expiration.

2. The Certificate of Registration for the establishment of Project Office that has been issued under the regulations of Decree No.12/2012/ND-CP dated March 1st, 2012 of the Government on registration and administration of FNGOs shall be amended, supplemented, and re-issued under the regulations of the aforementioned Decree until its expiration. Afterward, this type of certificate shall be considered to be converted into a Certificate of Registration of Operation or a Certificate of Registration of establishment of Representative Office under the regulations of this Decree.

Article 29. Responsibilities for implementing the Decree

1. The Ministry of Foreign Affairs shall be responsible for the instruction and inspection of the implementation of this Decree.

2. The Ministers, Heads of the ministerial-level agencies, Heads of the agencies established by the Government, the Chairman of the Committee for FNGO Affairs, the Chairman of the People's Committees of provinces and cities under central authorities, the President of Viet Nam Union of Friendship Organizations, Heads of relevant competent agencies shall be responsible for the enforcement of this Decree.

To:

- Party's Central Committee Secretariat;
- Prime Minister, Deputy Prime Ministers;
- Ministries, Government and Ministerial-level agencies;
- People's Councils, People's Committees of provinces and centrally administered cities;
- Office and Commissions of the Party Central Committee;
- Office of the President of State;
- Ethnic Minority Affairs Council and National Assembly committees;
- Office of the National Assembly;
- Supreme People's Court;
- Supreme People's Procuracy;
- State Audit;
- Management Authority of Bo Y International Border Economic Zone;
- The Fatherland Front of Viet Nam;
- Central agencies of mass and people's organizations;
- The Government Office: Head and deputies, departments, subordinate units, Public Gazettes;
- File: Admin, International Relations (5b).

**FOR THE GOVERNMENT
PRIME MINISTER**

Nguyen Tan Dung

APPENDIX

(Attached to Decree No. 58/2022/ND-CP dated August 31, 2022 of the Government)

Form No.01	Certificates of Registration of Operation of non-governmental organization in Viet Nam
Form No.02	Certificates of Registration of Establishment of Representative Office of non-governmental organization in Viet Nam
Form No.03a	Application on Issuance, Extension of Certificate of Registration of Operation/The Certificate of Registration of Establishment of Representative Office
Form No.03b	Application on the Certificate of Registration of Operation/The Certificate of Registration of Establishment of Representative Office
Form No.04	Report on the tasks in the field of foreign non-governmental aid of ministries, ministerial-level agencies, and agencies established by the Government, and the People's Committees of provinces and cities under central authorities
Form No.05	Report on the conducting of programs, projects, and non-projects supporting the development and humanitarian aid in Viet Nam by foreign non-governmental organizations
Form No.06	Report on registration and administration of foreign non-governmental organizations by the Ministry of Foreign Affairs
Form No.07	Report on tasks in the field of foreign non-government of the Committee for Foreign Non-governmental Organization Affair

**MINISTRY OF FOREIGN
AFFAIRS**

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

No. : .../BNH-HĐ

Ha Noi,

**CERTIFICATE OF REGISTRATION OF OPERATION OF FOREIGN NON-
GOVERNMENTAL ORGANIZATION IN VIET NAM**

*Pursuant to Decree No... of the Government on Registration and Administration of Foreign
Non-governmental Organizations in Viet Nam*

At the request of the organization;

DECIDES:

Article 1. Approved organization:

Headquarters:

Nationality:

Phone number:

is approved to operate for development assistance and humanitarian aid in Viet Nam.

Article 2. Head of the organization in Viet Nam:

Mr/Miss/Mrs:

Date of birth:

Nationality:

Passport/ID number:

Phone number:

E-mail:

Article 3. Field of operations:

Industry code:

Article 4. Area(s) of operation:

Article 5. The number of employees of the organization in Viet Nam:

Foreign staff: () people;

Viet Nameese staff: () people.

Article 6. Contact address in Viet Nam:

Article 7. The Certificate of Registration is valid from to

Article 8. Extending, amending, supplementing, and reissuing () times on

**ON BEHALF OF MINISTER
VICE MINISTER**

**MINISTRY OF FOREIGN
AFFAIRS**

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

No. : .../BNG-VPĐD

Ha Noi,

**CERTIFICATE OF REGISTRATION OF ESTABLISHMENT OF
REPRESENTATIVE OFFICE OF FOREIGN NON-GOVERNMENTAL
ORGANIZATION IN VIET NAM**

Pursuant to Decree No... of the Government on Registration and Administration of Foreign Non-governmental Organizations in Viet Nam;

At the request of the organization;

DECIDES:

Article 1. Approved organization:

Headquarters:

Nationality:

Phone number:

is approved to establish a representative office for development assistance and humanitarian aid in Viet Nam.

Article 2. Head of the organization in Viet Nam:

Mr/Miss/Mrs:

Date of birth:

Nationality:

Passport/ID number:

Phone number:

E-mail:

Article 3. Field of operations:

Industry code:

Article 4. Area(s) of operation:

Article 5. The number of employees of the organization in Viet Nam:

Foreign staff: () people;

Viet Nameese staff: () people.

Article 6. Representative Office in Viet Nam:

Address:

Phone number:

Email:

Article 7. The Certificate of Registration is valid from to

Article 8. Extending, amending, supplementing, and reissuing () times on ...

**ON BEHALF OF MINISTER
VICE MINISTER**

Form No. 03a

NAME OF ORGANIZATION

Ha Noi, date ... month ... year ...

**Application For
Issuance or Extension of Certificate of Registration of Operation/ Certificate of
Registration of Establishment of Representative Office
To: Ministry of Foreign Affairs**

1. Information on the organization: (Address, headquarters, contacts, information on legal status);
 2. Introduction to the organization's credo and operational objectives;
 3. A brief introduction to the history and the development process of the organization;
 4. Financial source and capability;
 5. Expected number of foreign and Viet Nameese staff, which is necessary for the organization's operations;
 6. Information regarding the organization's Representative/Head of the Representative Office in Viet Nam (according to the requirements of the application);
 7. Information regarding field and industry code of operation (*) , expected area of operations in Viet Nam.
 8. Expressly and specifically state the purpose of the application;
 9. Pledge to comply with the Viet Nameese laws and regulations while conducting development assistance and humanitarian aid activities in Viet Nam.
- (Attached to the application are the documents specified in Article ... Decree No. ... issued by the Government dated ... month ... year ...).

**Sign, title
(stamped, if any)**

(*) The field of operations and operational industry code are classified according to the List of Economic Sector Systems of Viet Nam 2018 (Jointly issued with Decision No. 27/2018/QĐ-TTg dated July 6, 2018, from the Prime Minister).

Form No. 03b

NAME OF ORGANIZATION

Ha Noi, date ... month ... year ...

**Application For
Issuance or Extension of Certificate of Operations
To: Ministry of Foreign Affairs**

1. Information that needs to be amended in the Certificate of Operations / Certificate of registration of establishment of representative office.
2. Reasons for amendments, re-issuance of the Certificate of Operations / Certificate of registration of establishment of representative office.
3. (Attached to the application are the documents specified in Article ... Decree No. ... issued by the Government dated ... month ... year ...).

**Sign, title
(stamped, if necessary)**

**MINISTRY/ PEOPLE'S
COMMITTEE**
(MINISTRY/PROVINCIAL NAME)

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

Number: ... /RP-Ministry/PC

Place, date month ... year ...

REPORT

Regarding operational management of foreign non-governmental organizations in the year...

To: - Ministry of Foreign Affairs;
- Committee for Foreign Non-Governmental Organizations Affairs.

I. MANAGEMENT OF FOREIGN NON-GOVERNMENTAL ORGANIZATIONS

- Specify the number of foreign non-governmental organizations that have a Certificate of Registration. Specify both that have yet to operate and those that are currently operating in the locality.
- Specify organizations with complex activities and handling measures (specifically the activities of such organizations);
- Comment on the performance of responsibilities of state management agencies specified in Chapter VI of the Decree;
- Comment on the coordination mechanism among relevant agencies in the management of activities of foreign non-governmental organizations; propose solutions.

II. ASSESSMENT OF THE OPERATION STATUS OF FOREIGN NON-GOVERNMENTAL ORGANIZATIONS

- State the advantages and disadvantages in the process of operation management, aid mobilization, receipt and management of foreign non-governmental aid;
- Give an estimation of the value and effectiveness of programs, projects and non-projects compared with the previous reporting period;
- Evaluate the effectiveness of each donor organization;
- List matters needing attention in the implementation of rights and obligations by foreign non-governmental organizations according to regulations.

III. EXPECTED PLANS OF ACTIVITIES OF FOREIGN NON-GOVERNMENT ORGANIZATIONS FOR THE YEAR... (Coming year)

- Foreign non-governmental programs, projects and non-projects that have been committed to by foreign non-governmental organizations and prioritized calling for programs, projects, and non-projects by ministries, sectors/localities lobbying FNGOs in the coming year;
- Issues to note and proposed specific solutions in the management of activities, aid mobilization from foreign non-governmental organizations.

IV. RECOMMENDATIONS ON THE WORK OF FOREIGN NON GOVERNMENTAL ORGANIZATIONS

- For the foreign non-governmental management agency and related authorities;
- Proposed measures to improve the efficiency of management of foreign non-governmental aid activities.

Recipients:

- As above;
- The Deputy Ministers/Vice Presidents;
- The:
- Departments/Departments:
- Save: Administrative Office...

**SIGN INSTEAD.
MINISTER/PRESIDENT
VICE-MINISTER/VICE-PRESIDENT**

Appendix I

STATISTICAL AID OF FOREIGN NON-GOVERNMENT ORGANIZATION OF THE YEAR...

(Attached to Official Letter No. date month ... year ... of....)

(Unit: USD)

Numerical order	Sponsoring organization/individual (not translated into Viet Nameese))	Nationality	Name of program, project, non-project	Field	Field details	Province/district	Committed Project Budget	Disbursement	Receiving and Implementing Organs [What is meant by "Organs" here?]	Partner characteristic	Number of approval documents according to Decree No. 80/2020/N D-CP	Note
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1												
2												
3												
	Total									

Note: Uniform aid is in US dollars (including aid in kind).

*** Explanation of terms:**

(4), (5): Areas of activity: classified according to the List of Economic Sector System of Viet Nam 2018 (Issued together with Decision No. 27/2018/QD-TTg dated July 6, 2018 of the Prime Minister) Government).

(10): Nature of partnership

- Central ministries;
- Local government;
- Viet Nameese NGOs;
- Socio-political organizations, mass organizations;
- Business units-public;
- Other (social enterprises...).

ORGANIZATION NAME

- To:
- Ministry of Foreign Affairs;
 - Ministry of Planning and Investment;
 - The Ministry with the function of state management of activities of foreign non-governmental organizations according to branches and domains;
 - Committee on Foreign Non-Governmental Organizations Affairs.

REPORT

Regarding the implementation of program, project and non-project activities in development support and humanitarian aid in Viet Nam

1. Program, project, and non-project activities carried out in the reporting period;
2. Data on the number of individuals and organizations benefiting, and products of the program, project, and non-project;
3. Data on sources and funding for implementation of programs, projects, non-projects, and administrative expenses in the reporting period;
4. The budget data that has been transferred by the organization to the Viet Nameese partner implementing the program, project, and non-project, and the budget data that has been provided by the organization that implements the program, project, or non-project by the organization (if);
5. Planned and estimated amount of aid budgeted for programs, projects, and non-projects in Viet Nam for the next year, detailing each aid amount;
6. Changes in the organization's personnel during the reporting period;
7. Matters needing attention in the implementation of rights and obligations as prescribed;
8. Advantages and disadvantages in the process of implementing the program, project, non-project activities, and recommendations;
9. Evaluation of the effectiveness of program, project, and non-project activities carried out in the project period (for annual report).

(Attached to the report are the documents specified in Article ... Decree No. ... issued by the Government dated ... month ... year ...)

Sign, title

(stamped, if any)

Appendix

STATISTICAL AID OF FOREIGN

N-GOVERNMENT ORGANIZATION OF THE YEAR...

(Attached to Official Letter No. date month ... year ... of....)

(Unit: USD)

No.	Sponsoring organization/individual (not translated into Viet Nameese))	Nationality	Name of program, project, non-project	Field	Field details	Province/district	Committed Project Budget	Disbursement	Receiving and Implementing Organs	Partner characteristic	Number of approval documents according to Decree No. 80/2020/ND-CP	Note
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1												
2												
3												
	Total									

Note: Uniform aid is in US dollars (including aid in kind).

*** Explanation of terms:**

(4), (5): Areas of activity: classified according to the List of Economic Sector System of Viet Nam 2018 (Issued together with Decision No. 27/2018/QD-TTg dated July 6, 2018 of the Prime Minister) Government).

(10): Nature of partnership

- Central ministries;
- Local government;
- Viet Nameese NGOs;
- Socio-political organizations, mass organizations;
- Business units-public;
- Other (social enterprises...).

**THE MINISTRY OF FOREIGN
AFFAIRS
No .../BC-BNG**

**SOCIALIST REPUBLIC OF VIET NAM
Independence – Freedom - Happiness**

Ha Noi, day ... month ... year ...

REPORT

On the status of Registration and Administration of Foreign Non-Governmental Organizations in

To: Prime Minister

I. GENERAL OVERVIEW

- International, regional and domestic developments;
- Activities of foreign non-government organizations.

II. THE REGISTRATION AND ADMINISTRATION OF FOREIGN NON-GOVERNMENTAL ORGANIZATIONS IN VIET NAM

- Specify the number of foreign non-governmental organizations that have a Certificate of Registration. Specify both that have yet to operate and those that are currently operating in the locality
- Indicate organizations with intricate operations and measures to handle them (specify their operations);
- Comment on the coordinating mechanisms between relevant agencies in the registration and administration of foreign non-governmental organizations and propose solutions.

III. EVALUATE THE STATUS OF REGISTRATION AND ADMINISTRATION OF FOREIGN NON-GOVERNMENTAL ORGANIZATIONS

- Indicate the positives and drawbacks in the registrative and administrative procedures of foreign non-governmental organizations.
- Assess the efficacy of each foreign non-governmental organization
- List notable issues in the process of exercising one's rights and obligations.

IV. FORECASTED FOREIGN NON-GOVERNMENT ORGANIZATION WORK PLAN FOR THE YEAR... (UPCOMING YEAR)

- Programs, projects, non-projects that have been committed by foreign non-governmental organizations and
- Notable issues and propose specific measures for the registrative and administration of foreign non-governmental organizations.

V. Proposals

- For the foreign non-governmental administrative agencies and relevant authorities;
- Propose measures to improve the efficiency of registrative and administrative procedures of foreign non-governmental organizations.

- Prime Minister
- Office of Communist Party of Viet Nam Central Committee
- Government Office
- Ministries: ...
- Backup: HC ...

**MINISTER
VICE MINISTER**

**Committee for Foreign Non-governmental
Organization Affairs**

**SOCIALIST REPUBLIC OF VIET NAM
Independence – Freedom - Happiness**

No: ... /BC-UB

Ha Noi, day ... month ... year ...

REPORT

On foreign non-governmental organization work

To: Prime Minister

I. GENERAL OVERVIEW:

International, regional and domestic developments.

II. RESULTS OF NON-GOVERNMENTAL ORGANIZATION WORK IN THE YEAR

1. Activities of foreign non-governmental organizations
 - a. Humanitarian aid
 - b. Notable activities
2. The Committee and other agency's work
 - a. Advisory work to propose trajectories, solutions in foreign non-governmental organization work
 - b. Cooperation between relevant agencies in foreign non-governmental organization work
 - c. Participation in the creation of legal documents regarding foreign non-governmental organization work
 - d. Notable issues in the process of foreign non-government organizations exercising their rights and obligations.

III. GENERAL ASSESSMENT

**IV. TRAJECTORY AND MISSION FOR FOREIGN NON-GOVERNMENTAL ORGANIZATION
WORK**

1. Forecast the trend for foreign non-governmental organization work
2. Trajectory and mission
3. Proposals, recommendations.

- Prime Minister
- Office of Communist Party of Viet Nam
Central Committee
- Government Office
- Ministries: ...
- Backup: ...

PRIME MINISTER

