

NGO:.....  
Date:...../...../2004

**to be checked upon receipt**  
**Documents in application for Permit for:**

**Doc: 1 - Operation in Vietnam (1-3)**

**Doc: 2 - establishment of project office (1-5)**

**Doc: 3 - establishment of representative office  
(1-6)**

**1. Formal letter of the leader of the organization (in Vietnamese & English or French) That clearly states:**

(Doc: 1,2,3) - Full name of the Organization, Address of its Headquarters

(Doc: 1,2,3) - Mandate and objectives

(Doc: 1,2,3) - Background of the organization

(Doc: 1,2,3) - Financial sources and budget

(Doc: 1,2,3) - Programs, projects and plans of activities in Vietnam

(Doc: 2&3) - Intended location of the Project Office

(Doc: 2&3) - Reason for the establishment of the Proj/Rep. Office

(Doc: 2&3) - Number of expatriates and Vietnamese staff proposed

**2. Copy of the organization's statutes (or Articles of Association)**

**3. Official document certifying the NGO's legal person status issued by a competent authority of the country where the organization is established or headquartered (or a notarized copy).**

**4. C.V of person intended to be:**

(Doc: 2) - Chief of the Project Office

(Doc: 3) - Chief of the Representative Office

(Doc: 3) - Introduction to the post by the leader of NGO (or Letter of Appointment)

**5. Program/Project documents having been approved by competent authorities of Vietnam.**

**6. Annual reports of activities in Vietnam of at least the latest two years.**

PACCOM

