|  |  |
| --- | --- |
|  (Logo of your company) | VIETNAM COMPANY’S PROFILE (Exporter) |

**I/ COMPANY INFORMATION**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Telephone (s) | +84-  | +84-  |
| Fax  |  |  |
| E-mail (s) |  |  |
| Website |  |  |
| Tax code (company) |  | Date:  |
| Legal Capital (US$) |  |
| Number of staff  |  |
| Trade Value (last year) | Export (US$): | Import (US$):  |
| Main countries (Export/Import) |  |  |

**LEGAL REPRESENTATIVE CONTACT PERSON**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Mr./Ms | Name | Mr./Ms |
| Position |  | Position |  |
| E-mail |  | E-mail |  |
| Mobile  |  | Mobile |  |
| Facebook(if necessary) |  | Facebook(if necessary) |  |

**DETAILS OF BUSSINESS**

|  |  |  |  |
| --- | --- | --- | --- |
| Main sectors | Manufacturer [ ] | Trading [ ] | Service [ ] Management [ ]  |
| Summary in activities |   |
| **Product name (Export)**  |  |
| Request to attend the trade fair in West Africa |  |

**II/ PRODUCTS (EXPORT)**

|  |  |  |
| --- | --- | --- |
| **No** | **Product Picture (250 pixels max)** | **Name, specification, HS code of product**  |
| 1 | (thay ảnh sản phẩm của quý công ty) | Ví dụ: Long grain rice, 5% broken HS code: 10063001Milled or wholly milled ricewhether or not polished or glazed(thay thông tin sản phẩm của quý công ty)  |
| 2….. |  |  |

**III/ ACTIVITIES OF COMPANY**

|  |  |  |
| --- | --- | --- |
| **No** | **Picture (250 pixels max)**(Ảnh minh họa về DN, hoạt động của DN) | **Picture (250 pixels max)**(Chú thích đính kèm) |
| 1 | VD: Head Office (thay ảnh của DN) | VD: Rice Milling Factory (thay ảnh của DN) |
| 2… |  |  |

**…**

This form filled in & approved by CEO/Director of Vietnam company on: dd/mm/yyyy;

The information declared as above mentioned is true and in accordance with the Commercial law of Vietnam.

**\*\*\*\*\*\*\*\*\***

**Note:**

Using the following software to reduce the size of pictures “Capture pictures on the screen”’.

1) <http://www.mirekw.com/winfreeware/files/MWSnap300.exe>

2) Using “ Spinning Tool” in your computer (Window 7, 8 & 10)

*Recommendation & warning by Vietnam Trade Office in Nigeria:*

*- The payment has to be done by the Irrevocable Letter of Credit At sight (L/C).*

*- Do not apply: T/T (Telegraphic Transfer) 20% (30%) before shipment, 80% (70%) after shipment, or D/A (Document against Acceptance);*

*- The exporter and importer have to bear any risk, if do not follow the above recommendation, and are responsible for their transaction of products, payment.*

**Vietnam Trade Office in Nigeria**

(*Concurrence with Ghana, Cameroon, Togo, Chad, Sierra Leone & Liberia)*

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