

ANNEX 1: GUARANTEE APPLICATION

A. Legal documents required for Corporates/ Organizations

No.	Document			Note
		original	Certified true copy	
1	Business registration certificate		1	
	Investment Registration Certificate for Foreign Investors		1	Required for Foreign Investors
2	Identity Card of the legal representative, chief accountant		1	
3	Company's Charter		1	
4	Appointment of Chairman of the Company/ Chairman of the Members' Council/ Chairman of the Board of Directors, General Director / Director		1	
5	Citizen ID card / Identity card / Valid passport of legal representative(s)		1	
6	Power of Attorney by the legal representative authorizing a person/people to sign the documents dealing with the Bank (including guarantee application form, guarantee issuance agreement ...)		1	
7	Citizen ID card / Identity card / Valid passport of the authorized person/people		1	
8	Appointment of chief accountant or the person in charge of the company accountant		1	
9	Citizen ID card / Identity card / Valid passport of the chief accountant or the person in charge of the company accountant		1	
10	Other documents (depending on specific cases)			

B. Legal documents required for Individuals:

No.	Documents			Note
		Original	Certified true copy	

1	ID card / passport / ID card equivalent (Military identity card, Police ID card ...)		1	
2	Family-register /KT3		1	
3	Marriage certificate / Single certificate		1	
4	Other documents (depending on specific cases)			

C. Guarantee Application Documents

No.	Documents			Note
		Original	Certified true Copy	
1	Regulations on Competitive Offering		1	
2	Registration for Competitive Offering (if any)		1	
3	Guarantee Application Form cum Agreement on Guarantee Issuance by Installment	...		In case the Investor requests the issuance of a direct bank guarantee and the collateral is: Cash or Balance on deposit account at Vietcombank (either term or non-term account):
4	Guarantee Application Form	1		In case the Investor requests the issuance of a direct bank guarantee and the collateral is: (a) Savings Books, Valuable Papers (except for shares and fund certificates) issued by Vietcombank/Vietcombank's subsidiary(ies); (b) Valuable Papers issued by the Government; (c) Balance on the deposit account at other Financial Institutions, Savings Books, Valuable Papers (except for shares) issued by other Financial Institutions and approved by Vietcombank

D. Documents for Collateral

No.	Documents			Note
		Original	Certified true Copy	

1	Cash, Balance on deposit account at Vietcombank (either term or non-term account)			In case <i>Guarantee Application Form cum Agreement on Guarantee Issuance by Installment</i> is submitted to VCB
2	Savings Books, Valuable Papers (except for shares and fund certificates) issued by Vietcombank/Vietcombank's subsidiary(ies)			In case <i>Guarantee Application Form</i> is used.
3	Valuable Papers issued by the Government			
4	Balance on the deposit account at other Financial Institutions and approved by Vietcombank			
5	Savings Books, Valuable Papers issued by other Financial Institutions and approved by Vietcombank			
6	Counter guarantee in SWIFT format or in paper issued by a Financial Institution approved by Vietcombank			In case Vietcombank is required to issue a bank guarantee under a counter guarantee
7	Other documents (depending on specific cases)			