



**Embassy of the S.R of Vietnam
in the Republic of Chile**

Embassy of the S.R of Vietnam in the Republic of Chile

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Santiago, 24 May 2011

To whom it may concern,

The Embassy of the Socialist Republic of Vietnam – Consular Section – would like to inform that since the 1st June 2011, it is required that Manufacturers/Exporters would like to export alcohol, cosmetics, cell phone, auto to Vietnam have to legalize Letter of Appointment/Letter of Attorney in conformity with the Vietnamese Laws.

In order to guarantee the legal manner of documents, which are required to be legalized, it is requested that Manufacturers/Exporters present at the Embassy these following documents:

1. A Letter of Appointment /Letter of Attorney of Manufacturers/Exporters in which indicates details as follows:

- 1.1. Name, address (RUT, address, telephone, fax, email, etc.) of Manufacturers / Exporters;
- 1.2. Name, address (address, telephone, fax, email, etc.) of Importers/Distributors;
- 1.3. Brand names of products which are permitted to import/distribute in Vietnam;
- 1.4. Expired date of the Letter of Appointment /Letter of Attorney.

All documents should be certified by Chilean Notary and legalized by the Consul of Ministry of Foreign Affairs of Chile before presenting at the Embassy.

2. In order to prove the legal manner of Manufacturers/Exporters, quality of their products, it is requested that should be enclosed these following documents:

- 2.1. One Copy of Trading License (Company's RUT), issued by the legal Authorization (with the signature and stamp of the legal Public Notary and certified by the Ministry of Foreign Affairs of the Republic of Chile);
- 2.2. One Copy of Certificate allowing the above mentioned products which was circulated in the local market (Free Trading License) issued by the legal Authorization (with the signature and stamp of the legal Public Notary and certified by the Ministry of Foreign Affairs of the Republic of Chile);
- 2.3. Names and Trademarks of the distributed products, issued by Department of Intellectual Properties or an equivalent organization of the Republic of Chile (with the signature and stamp of the legal Public Notary and certified by the Ministry of Foreign Affairs of the Republic of Chile);
- 2.4. One Copy of Sale Contract which was signed by both sides: Exporter and Importer (with the signature and stamp of the legal representative of exporter).

The processing is expected to be completed during 7 working days. Those procedures are based on legal requirements. It is required that the Letter of Appointment /Letter of Attorney of Manufacturers/Exporters should be in English and Vietnamese according to regulations.

Thank you for your understanding and cooperation./.

**Embassy of the Socialist Republic of Vietnam
Consular Section**

Amended on July 8th 2011