

**PHU MY HUNG REAL ESTATE TRANSACTION OFFICE
INSTRUCTIONS**

15/07/2023

ABOUT THE PROCEDURES TO APPLY FOR CERTIFICATE OF LAND USE RIGHTS & HOUSING OWNERSHIP

No.	Procedures
ELECTRONIC DOCUMENTS	<p>1. Passport + Certificate of marriage or Certificate of marital status + Certificate of personal property (If any)</p> <p>2. Sales and purchase contract</p> <p>3. Certificate of transferring from Notary public office + Notification of personal income tax (PIT) + PIT receipts (In case of transferring at the Notary office)</p> <p>4. Letter of Authorization for Phu My Hung Company to sign the Application for certification and housing state quo drawing on behalf of customers (If any)</p>
	<p>Scanned file from the original documents</p> <p>Please submit this file to email: supportteam@pmh.com.vn</p>
I. GENERAL DOCUMENTS (FOR ALL CASES)	<p>1. Purchase contract (from the first page to the last page) and Appendixes: 01 COPY</p> <p>2. Letter of Authorization for Phu My Hung Company to sign the Application for certification and housing state quo drawing on behalf of customers: 02 ORIGINALS</p> <p><u>Reference address to prepare authorization letter:</u></p> <p>1. Tan Thuan notary public office, 448 Nguyen Van Linh, Dist. 7, HCMC</p> <p>2. Nguyen Duc Hung notary public office, 10 Cao Trieu Phat, Tan Phong ward, Dist. 7, HCMC</p> <p>3. Ben Nghe notary public office, 31 Le Thach, Subdist. 12, Dist. 4, HCMC</p> <p>3. In case of transferring at The Notary Public office, in addition to sections 1 and 2, please submit:</p> <ul style="list-style-type: none"> - Certificate of transferring from Phu My Hung Company..... 02 COPIES / 1 transaction - Certificate of transferring from the Notary Public office..... 02 CERTIFIED COPIES/ 1 transaction + 01 ORIGINAL TRANSFER CONTRACT IF IT IS TRANSFERRED BEFORE 2018 - Notification of personal income tax (PIT) payment (transferer)..... 03 CERTIFIED COPIES/ 1 transaction - PIT Receipt (if any)..... 03 COPIES / 1 transaction

MOREOVER, PLEASE ALSO SUBMIT THE FOLLOWING PERSONAL DOCUMENTS

No.	Case	Procedures	Quantity
II. PERSONAL DOCUMENTS	1. Individuals overseas Vietnamese	<p>1.- Residing abroad but still keeping Vietnamese nationality:</p> <ul style="list-style-type: none"> + Valid Vietnamese passport with the entry stamp into Vietnam - Residing abroad and no longer keeping Vietnamese nationality + Valid passport with entry stamp into Vietnam. + Certificate of Vietnamese origin issued by Vietnamese competent authority. 	03 CERTIFIED COPIES
		<p>2. Register of temporary residence in Vietnam (or any certificate of temporary residence at the local issued by the local authority)</p>	03 CERTIFIED COPIES
		<p>3. - Haven't got married yet: Certificate of marital status (In case of transferring, the Certificate must be issued after the day of signing transfer contract at notary public)</p> <ul style="list-style-type: none"> - Already got married: + Marriage certificate + Papers of wife/ husband (ID/Passport + Temporary residence card/Register of temporary residence in VN) * If you want the Certificate of LUR&HO to be in one person's name: Marriage certificate + Certificate of personal property certified by Notary Public offices or competent authority. <p><u>Note:</u> if the above documents were issued in foreign languages, they must be legalized and translated into Vietnamese</p>	03 CERTIFIED COPIES/EACH ITEM
	2. Foreigners (Individuals)	<p>1. Valid Passport with entry stamp into Vietnam</p>	03 CERTIFIED COPIES
		<p>2. Valid temporary residence card/ Register of temporary residence in Viet Nam</p>	03 CERTIFIED COPIES
		<p>3. - Haven't got married yet: Certificate of marital status</p> <ul style="list-style-type: none"> - Already got married: + Marriage certificate + Papers of wife/husband (ID/Passport + Temporary residence card) * If you want the Certificate of LUR&HO to be in one person's name: Marriage certificate + Certificate of personal property certified by Notary Public offices or competent authority. <p><u>Note:</u> if the above documents were issued in foreign languages, they must be legalized and translated into Vietnamese</p>	03 CERTIFIED COPIES/EACH ITEM
3. Foreign Companies (Corporation)	<p>1. Business license/ Investment certificate</p>	03 CERTIFIED COPIES	
	<p>2. For companies that don't have Real Estate business functions: Certificates of buying house/apartment to arrange accommodation for employees.</p>	01 ORIGINAL	

NOTES: ALL CERTIFIED COPIES MUST BE WITHIN 6 MONTHS

* These documents as per the instructions above can be changed or supplemented by the instructions of the competent authority.

EXPENSES REFERENCE

(The above amounts may vary according to the provisions of the Authority without prior notice.)

Items	Details
1. Land-used Right fee	At the price levels and the time of the notice issued by the Tax Authority (For contracts not including land use fees)
2. Registration fee	0,5% of the contract value
3. Fee for drawing the house/land, Administrative fee, Fee for cadastral mapping services...	According to the charge level of the authorities

TIME AND PLACE FOR SUBMITTING

Working hours: 8:00 AM - 12:00 PM (From Monday to Saturday); 2:00 PM - 5:30 PM (From Monday to Friday)

The place for submitting: PHU MY HUNG REAL ESTATE TRANSACTION OFFICE

Address: Ground Floor, Lawrence S. Ting Building, 801 Nguyen Van Linh, Tan Phu Ward, Dist.7, HCM City

Tel: (028) 5411 8888 _ Ext: 106/244/226, Fax: (028) 5411 5678