



**GUIDELINES FOR REQUIRED DOCUMENTS APPLICATION FOR CERTIFICATE OF LAND USE
RIGHTS AND OWNERSHIP OF PROPERTY ATTACHED TO THE LAND
(FOREIGNER/ OVERSEAS VIETNAMESE)**

01/10/2026

I. ELECTRONIC FILES:				<i>Please send the file to the email address: supportteam@pmh.com.vn</i>
1. Citizen ID Card + Marriage Certificate or Certificate of Marital status 2. House purchase contract + Appendix (if any)				SCANNING FILES FROM ORIGINAL DOCUMENTS
II. PAPER DOCUMENTS				
2.1 GENERAL DOCUMENTS (Applied to all cases)				
1. House purchase contract and contract appendix..... 01 PHOTO 2. Authorization letter for the Company to sign the Application for Certificate of Ownership and the house plan drawing: 02 ORIGINALS <u>Address for Authorization letter:</u> 1. Tan Thuan Notary Public Office - 448 Nguyen Van Linh Street, Tan My Ward, Ho Chi Minh City 2. Nguyen Duc Hung Notary Public Office - 10 Cao Trieu Phat Street, Tan Hung Ward, Ho Chi Minh City 3. For cases of contract transfer, other than those listed in points 1 and 2, please provide the following additional documents: - Transfer contract at the Notary Public Office: 02 CERTIFIED COPIES/ transfer + 01 ORIGINAL if the transfer before 2018. - Transfer confirmation letter from the Developer: 02 PHOTOS/ transfer - Notification of personal income tax payment from the transfer: 03 CERTIFIED COPIES/ transfer - Personal Income Tax Payment Receipt: 03 PHOTOS/ transfer				
2.2 PERSONAL DOCUMENTS (Please select the correct option for your case and prepare all necessary documents as instructed below.)				
Object	DOCUMENT COMPONENTS			QUANTITY
1. Individuals (Overseas Vietnamese or Foreigners)	1. Personal identification documents	a. Overseas Vietnamese still holding Vietnamese citizenship: + Valid Vietnamese passport		03 CERTIFIED COPIES
		b. Overseas Vietnamese no longer holding Vietnamese citizenship: + Valid passport + Certificate of Vietnamese origin issued by a competent Vietnamese authority		03 CERTIFIED COPIES/ TYPE
		c. Foreigners + Valid passport + Valid temporary residence card/visa (if any)		03 CERTIFIED COPIES/ TYPE
		<u>Note: The passport must have an entry stamp into Vietnam before the date of signing the Sale and Purchase Contract/ Transfer Contract. If the passport used to sign the Sale and Purchase Contract/ Transfer Contract has expired, please provide a photocopy of the old passport with the corresponding entry stamp page.</u>		
	2. Documents confirming marital status	a. In the case of unmarried individuals: + Certificate of marital status (single)		03 CERTIFIED COPIES
		b. In the case of married individuals: + Marriage certificate + Personal identification documents of the spouse: Citizen Identity Card/ Electronic Identity Card on the VNeID application with Level 2 identification or Passport + Temporary Residence Card (if any) * If you wish to register the property under your name only, provided: Marriage certificate + Commitment on private property signed at a Notary Public Office or competent organizations. <u>Note: If the above documents are issued by foreign authorities and not in Vietnamese language, they must be legalized by the consular office and translated into Vietnamese.</u>		03 CERTIFIED COPIES/ TYPE or 03 PHOTOS FOR ELECTRONIC ID CARD
3. The non-entitlement to the diplomatic privileges or immunities commitment as stipulated by law. (According to the form attached to this guideline) <u>Note: If both husband and wife are registered on the Certificate of Ownership, both must sign the Commitment</u>		02 ORIGINALS		
2. Foreign Company	1. Business registration license			03 CERTIFIED COPIES
	2. Investment certificate (if any)			02 CERTIFIED COPIES
	3. Citizen Identity Card/Passport of the legal representative			01 PHOTO
NOTE: CERTIFIED COPIES OF DOCUMENTS MUST BE VALID WITHIN 6 MONTHS. FOR CASES REQUIRING DOCUMENTS DIFFERENT FROM THE LIST ABOVE, PLEASE CONTACT OUR SUPPORT TEAM FOR ADVICE AND GUIDANCE. <i>The above-mentioned documents may be changed or supplemented according to the instructions of the competent authority.</i>				

REFERENCE FOR RELATED FEES (The provisions are subject to change by the competent authority without prior notice.)

Category	Detail
1. Land use fee	According to the tax rate set by the competent authority at the time of notification by the Tax Authority. (For contracts where the price does not include land use fees)
2. Registration fee	0.5% of the contract value
3. Fees for preparing house/land plot diagrams; appraisal fees; fees for preparing cadastral maps, services, etc.	According to the fee schedule set by the authorities.

TIME AND LOCATION FOR SUBMITTING APPLICATIONS

Working hours: Monday to Friday - Morning: 8:00AM - 12:00PM, Afternoon: 2:00PM - 5:30PM; Saturday - Morning: 8:00AM - 12:00PM

Application submission location: PHU MY HUNG REAL ESTATE TRANSACTION OFFICE

Address: Ground Floor, Crescent Residence 3, 109 Ton Dat Tien Street, Tan My Ward, Ho Chi Minh City

Phone: (028) 5411 8888 _ Ext 262/244/202/106