|  |  |
| --- | --- |
| **[TENCONGTY\_TA]**  No.: \_\_\_\_/\_\_\_\_/QD | **SOCIALIST REPUBLIC OF VIETNAM Independence – Freedom – Happiness**  *[TINHTHANHPHODPI\_thuong\_TA], date \_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

**DECISION OF THE OWNER**

***(Ref. The use of seal sample)***

**THE OWNER OF**

**[TENCONGTY\_TA]**

**(“COMPANY”)**

**DECIDES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARTICLE 1**

**DECISION ON THE USE OF SEAL SAMPLE**

* 1. **Information of seal sample**
* Type: Round seal;
* Quantity: The Company uses: 01 Seal;
* The seal’s contents shall express the following basic information:

a) Name of the enterprise: **[TENCONGTY\_TA]**

b) Tax identification number of the enterprise: **[MASOTHUE]**

* Details of the seal’s contents are as follows:

|  |
| --- |
| **SEAL SAMPLE** |
|  |

* The effective date of the seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Regulations on the management, use, and maintenance of the Company’s seal:
* The sealing of documents and papers must comply with provisions of law.
* The Chairman of The Board, General Director, Legal Representative and related persons are responsible for the management and use of the seal of their agency, organization.
* The seal must be left at the head office of the agency or the organization and must be strictly managed. In cases of utmost necessity to deal with work far from the head office, the Chairman of The Board, General Director, Legal representative and related persons may bring the seal along with them and shall be responsible for taking the seal out of the agency.
* In case the seal is lost, the Legal representative must immediately notify the local police agency and proceed to discard the old seal sample and engrave a new seal.
* If the current seal is worn, damaged or there is a change in organization or a change in the name of the organization, procedures for engraving a new seal and issuing a decision on the use of a new seal shall be implemented.
* The enterprise using the seal shall enable competent agencies to inspect the observance of regulations on the management and use of seals.

**ARTICLE 2**

**IMPLEMENTATION**

The Chairman of The Board, General Director, Legal representative and related persons are responsible for managing, using the seal and complying with this decision.

**ARTICLE 3**

**EFFECTIVENESS**

This decision shall take effect from the signing date.

|  |  |
| --- | --- |
| ***Recipients:***   * *As Article 2;* * *Archive.* | **LEGAL REPRESENTATIVE**  **[TENCONGTY\_TA]** |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **[TEN\_DDPL\_CTY\_TA]** |