

FUJIKURA FIBER OPTICS VIETNAM					
PASSPORT PREPARATION PROCESS					
WI: 000-1-WI-029		Version: 01		Page:1/1	Effective date: 10/09/2012
<b>1. Purpose</b> - This work instruction provides guideline for employee to make passport					
<b>2. Application</b> - This work instruction is applied to employee who need to make pasport for training/ business trip					
<b>3. Reference document</b>					
<b>4. Content</b>					
BOM/ Manager	ADM	Employee	Immigration Department	Description	Related document
<div>Request to make passport for employee accorrding to business trip</div>					
	<div>To guide employee to prepare document</div>				-Application form -Photo 4*6, white font, 4 pcs -Original + 1 copy: ID card, family record book, KT3 book (if any)
		<div>To prepare necessary documents</div>			
No		<div>Making at home town by themselves</div>			
<div>To ask approval for using service</div>	No	<div>Check the validity of document</div>			-Case 1: Permanent residence at BINH DUONG or HCMC: ID card and family record book -Case 2: Permanent residence at other provinces: ID card, family record book and KT3 book <b>Note: ID card and Family Residence book are issued by authorities in the</b>
Yes	Yes	<div>To submit documents to Immigration Dept</div>	No	-Binh Duong Immigration Dept -HCMC Immigration Dept	
			<div>Approval</div>		
	<div>To contact to service for making</div>		<div>Receipt</div>	-Lead time: 08 -14 days	
		<div>Receive passport</div>		-Expense: 200.000VND	
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