



Household



Organisations

Ownership and land use

- Decision on land allocation (Red Book); or
- Land use right certificate; **or**
- One of the types of papers on land use rights as required in Clause 1, Article 50 Land Law; **or**
- Subject to one of the cases regulated in Clause 2 until Clause 6 Article 50 Land law (if there is no paper for verification); **and**
- Forestry Book; **and**
- Contracts on contracting forest plantation land with other forest title holders (where applicable)

- Decision on land allocation (Red Book); **or**
- Land use right certificate;
- Forestry Book; and
- Business registration certificate that covers forest harvesting and issued by provincial level business registration division.

Forest management

- Decision on approving Harvesting Plan of District- level People's Committee.

- Sustainable Forest Management Plan
- Decision on approving Sustainable Forest Management Plan issued by Provincial Department of Agriculture and Rural development
- Decision on approving Forest Regulation Plan issued by Provincial Department of Agriculture and Rural development



Household



Organisations

Harvest permits

- Harvesting Permit issued by District-level People's Committee

For rubberwood

- Harvesting registration form made by households

For salvage timber

- Document of District People's Committee on allowing forest conversion for changing forest using purposes

- Harvesting permit issued by Provincial Department of Agriculture and Rural development

For rubberwood

- Decision on liquidating rubber made by organisations

For salvage timber

- Document of Prime Minister or People's Committee on allowing forest conversion for changing forest using purposes

Taxes and fees

- Receipts of paid taxes and fees according to the unity form of the Ministry of Finance
- Receipts for fees paid relating to management plan, arresting plan and EIA design
- Receipts of paid added value taxes (VAT)
- Receipts for payment of business income tax

Timber harvesting

- Approved post harvest inspection report

Environmental requirements

- Decision on approving environmental impact assessment report of Provincial People's Committee
- Document on accepting the environmental protection commitment issued by District People's Committee or Commune People's Committee



Household



Organisations

Health & safety

- Labour hygiene plan made by the enterprise
- Social insurance books for employees whose contracts are for 3 months or more
- Health insurance for employees whose contracts are for 3 months or more
- Unemployment insurance for employees whose contracts are for a full of 12 months or more
- Payroll records which demonstrate the payment of monthly social insurance; monthly health insurance and monthly unemployment insurance

Legal employment

- Labour contracts
- Existence of trade Union - Employee's name is included in the list of trade union fee payment
- Labour safety plan
- Payroll of employing agency demonstrates the payments for monthly social, health insurance and unemployment insurance have been made.

Transport

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> License issued by the Transportation Agency for each vessel or truck the company or individual operates. <input type="checkbox"/> License issued by the Public Security Agency for each vessel or truck the company or individual operates. <input type="checkbox"/> Value Added Invoice of Ministry of Finance (in the case timber is purchased from organizations) <input type="checkbox"/> Packing list made by timber owners validated of Commune People's Committee <input type="checkbox"/> Minutes of placing forest hammer marks made by residential forest rangers | <ul style="list-style-type: none"> <input type="checkbox"/> Business Registration Certificate that covers timber transportation, trade and issued by Provincial-level Business Registration Division <input type="checkbox"/> Contract or agreement on timber transportation <input type="checkbox"/> License issued by the Transportation Agency for each vessel or truck the company or individual operates. <input type="checkbox"/> License issued by the Public Security Agency for each vessel or truck the company or individual operates. |
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Organisations

Transport

- Packing list made by harvesting entities or timber owners, validated by local/residential forest rangers

- Value Added Invoice of Ministry of Finance
- Packing list made by timber owners validated of District Forest Protection Department
- Minutes of placing forest hammer marks made by residential forest rangers
- Packing list made by harvesting entities or timber owners, validated by local/residential forest rangers

Taxes and fees

Imports

Legal import Dossier

- Declaration for imported timber products validated by Customs.
- Sales contract;
- Trading invoice;
- Bill of lading (or other shipping document of equivalent value in accordance with legal regulations);
- Packing list of imported forest products
- CITES Permit of export country for the case of timber under Appendix I, II of CITES
- Import Permit issued by Viet Nam's Ministry of Industry and Trade (in case of timber imported from Cambodia)

Phyto-sanitation

- Notification paper on exemption from quarantine for timber and timber products subject to quarantine exemption in accordance with legal regulations
- Quarantine certificate issued Viet Nam's Quarantine Authority



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Organisations

Taxes and fees

Log identity linked to timber documents

- Minutes of placing forest hammer marks made by residential forest rangers
- Packing list validated by residential forest rangers

Legal tax dossiers

- Dossier on declaration of import, export tax (only for organisations involved in import and export)

Tax payment records

- Import, export tax receipt or payment note if tax is paid by bank transfer

Export

Legal export Dossier

- Customs clearance declaration for export timber products made by exporter (original)
- Packing list of forest products for export
- Packing list of forest products taken from plantation forest
- Packing list of unprocessed exported timber forest products which are legally imported
- Packing list of processed timber harvested from domestic natural forests
- Packing list of processed forest products which derived from imported timber, addressing confiscated timber
- Packing list of forest product processing, trading entities well complying with State regulations
- Packing list forest product processing, trading entities violating State regulations on dossiers of forest products or not fully complying with State regulations
- Sales contract or other papers of equivalent legal values
- Permit of CITES MA of Viet Nam for products made from timber under Appendix II of CITES



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Organisations

Taxes and fees

Phyto-sanitation

- Quarantine certificate issued by Viet Nam's Quarantine Authority in the case the certificate is a requirement of the import country

Legal tax dossiers

- Dossier on declaration of import, export tax (for organisations involved in import and export)

Tax payment records

- Import, export tax receipt or payment note if tax is paid by bank transfer;
- Sale contract (in case of timber, export timber products imposed export tax)

This Checklist has been developed to assist with identifying possible documentation available to support a risk assessment and mitigation process for timber or timber products from Vietnam. This list is not intended to be a comprehensive summary of all documentation available, or required, in Vietnam.

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