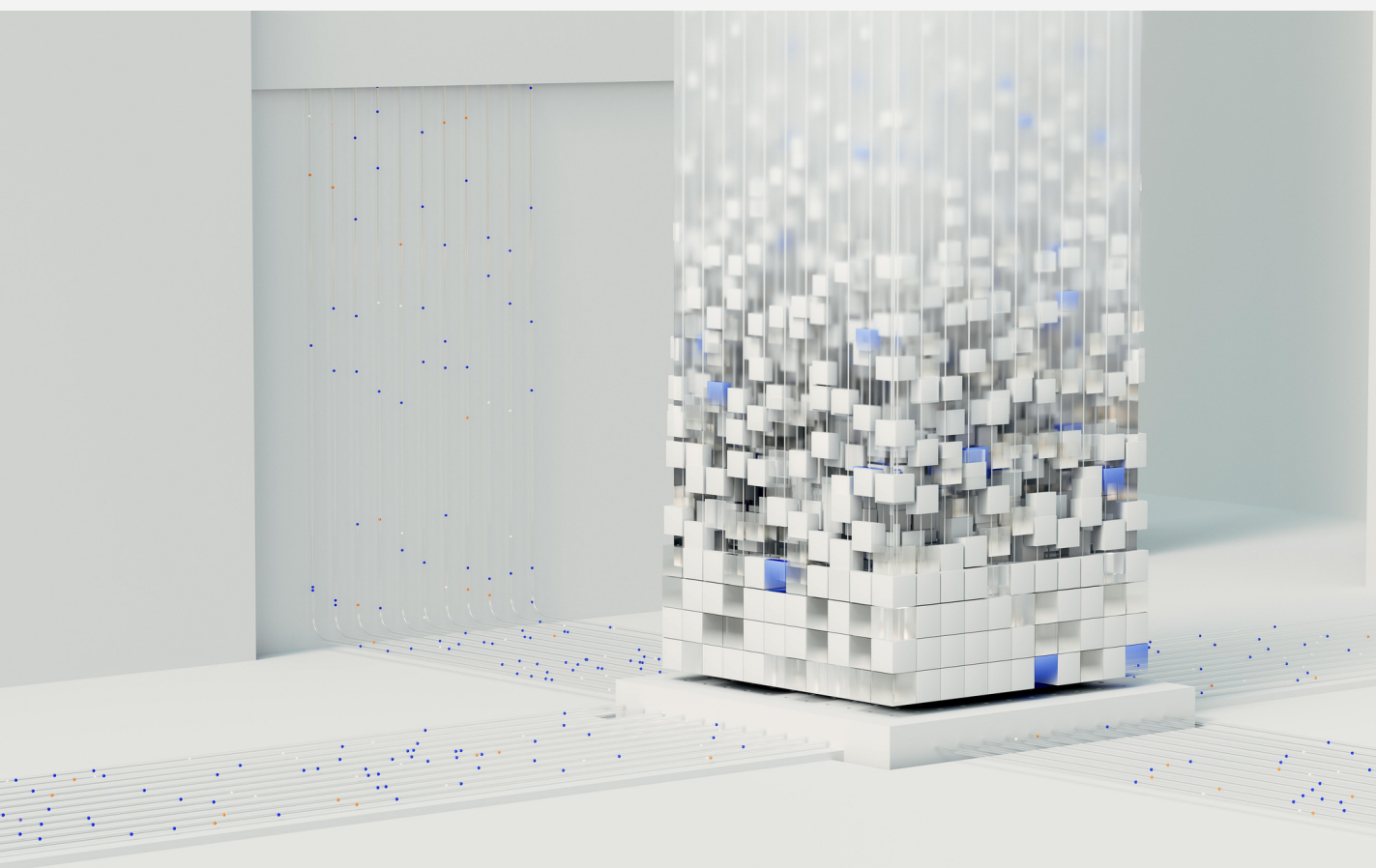


GUIDE TO E-ID REGISTRATION FOR AGENCIES AND ORGANIZATIONS



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Electronic Identification Account for Agencies and Organizations

An **electronic identification (e-ID) account** for agencies and organizations is a digital identity issued by a competent authority (in Vietnam, the Ministry of Public Security) that allows organizations **to securely and legally perform electronic transactions** and administrative procedures in the digital environment.

1. ELIGIBLE USERS:

All agencies and organizations are eligible to register, which is divided into **04 types**, including:

- (1) Enterprises
- (2) Cooperatives
- (3) Agencies and Organizations with Tax Codes (Non-business registration).
Example: State agencies, public service units, women's unions, provincial youth unions, etc.;
- (4) Other Organizations: Any remaining organizations that do not have enterprise registration, cooperative registration, or a tax code.

2. REGISTRATION METHOD

The head of the agency or organization can either register independently or authorize another individual to do so through **02 methods**:

- Online Registration via the VNeID App or on the VNeID national identification website (<https://vneid.gov.vn/>).
- In-person Registration at a competent ID card management agency (provincial-level police or district-level police).

COMPREHENSIVE REGISTRATION INSTRUCTIONS

METHOD 1: REGISTERING AN ELECTRONIC IDENTIFICATION ACCOUNT FOR AGENCIES AND ORGANIZATIONS ON THE VNEID APP.

I.

Logging into the
App/Website with
**Your LEVEL 2
E-ID Account**

II.

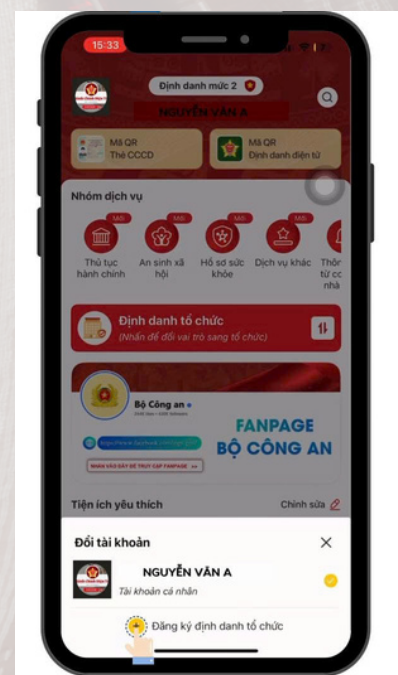
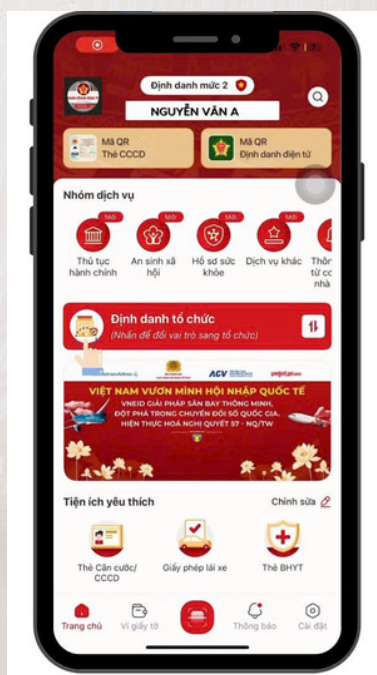
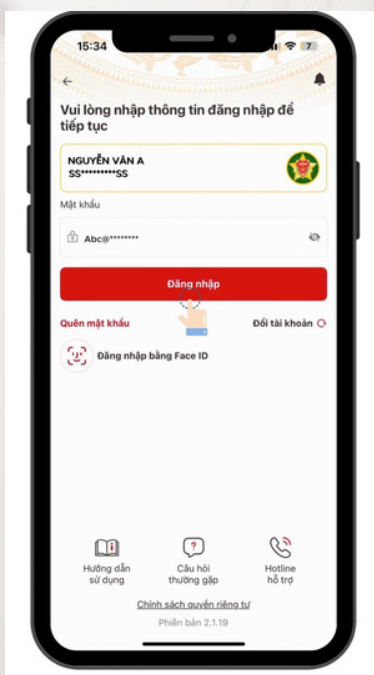
Choosing **Register
Organizational ID
Account** and
Following the
Instructions

III.

Review information
and submit request

Step 1: The legal representative, head of the agency/organization, or an authorized individual logs into their Level 2 personal electronic identification account on the VNeID App

=> Select **"Organizational Identification."**



COMPREHENSIVE REGISTRATION INSTRUCTIONS

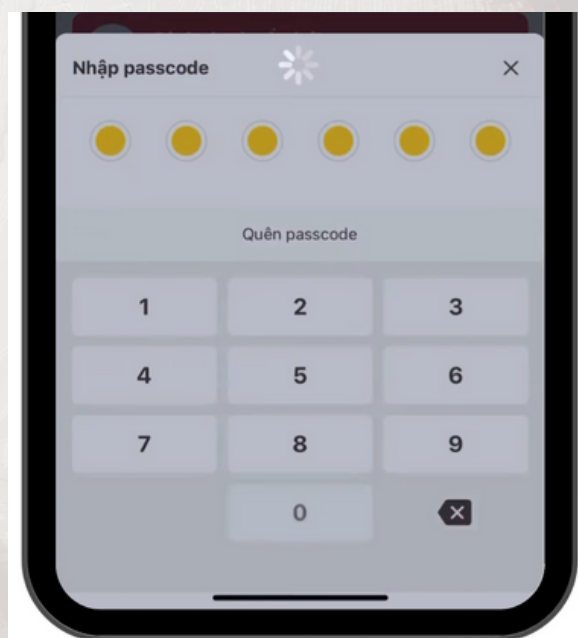
Step 2: On the "**Change Account**" screen, select "**Register Organizational Identification**".



Step 3: Authenticate with a passcode or via fingerprint/facial recognition.

Note:

- If citizens don't remember their passcode, press "**Forgot Passcode**" to reset it.
- *If citizens enter the wrong passcode more than 5 times, their passcode will be locked until the next day.*

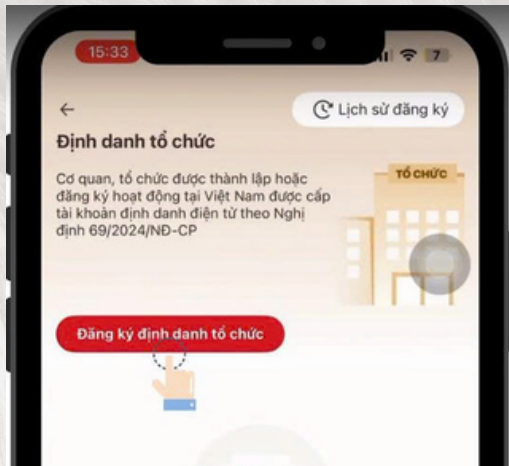


COMPREHENSIVE REGISTRATION INSTRUCTIONS

Step 4: Choose the type of organizational identification registration.

On the **"Organizational Identification"** screen

-> tap **"Register Organizational Identification"** and then select **"Declarant"**



Step 5: Enter organization information.

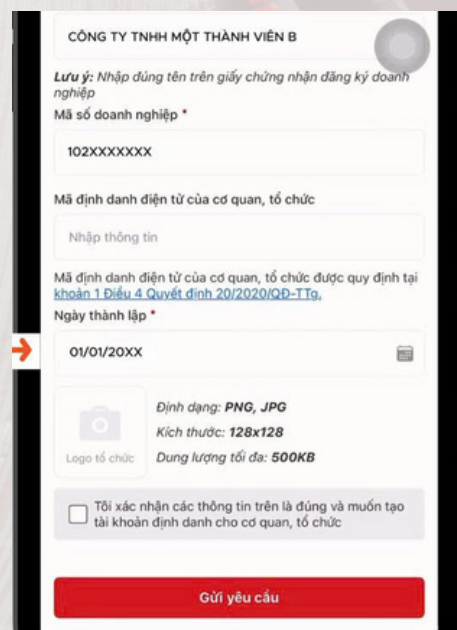
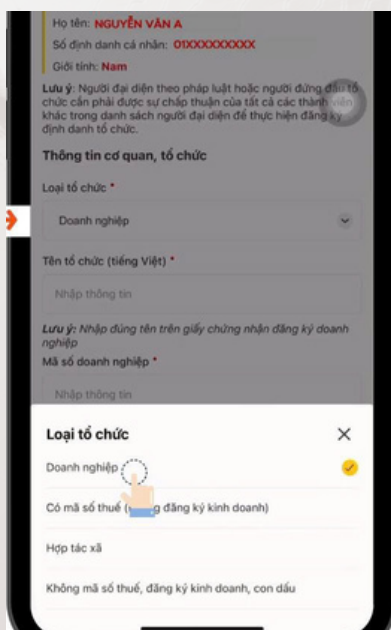
Note:

There are 4 types of organizations:

- Enterprises
- Those with a tax code (no business registration)
- Cooperatives
- Those without business registration, tax code, or cooperative registration

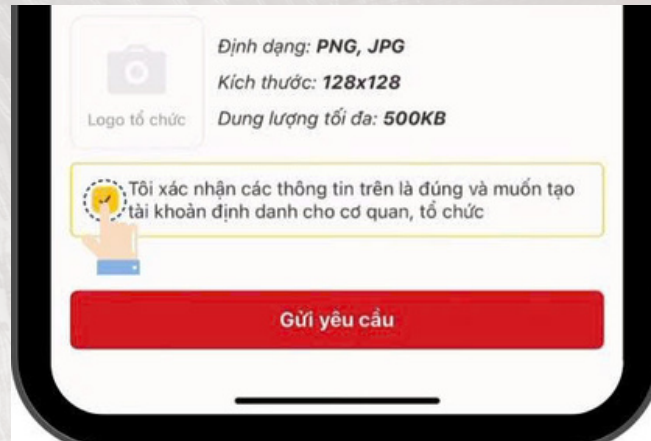
Different organization types will display different information fields.

Citizens must fill in all required information fields.



COMPREHENSIVE REGISTRATION INSTRUCTIONS

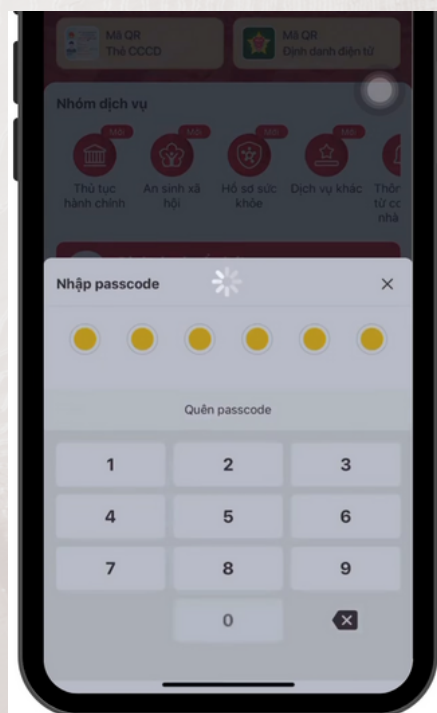
After entering all information, check the box "I confirm that the above information is correct, and I wish to create an identification account for the agency/organization" -> then select **"Submit Request"**



Step 6: Authenticate with a passcode or via fingerprint/facial recognition.

Note:

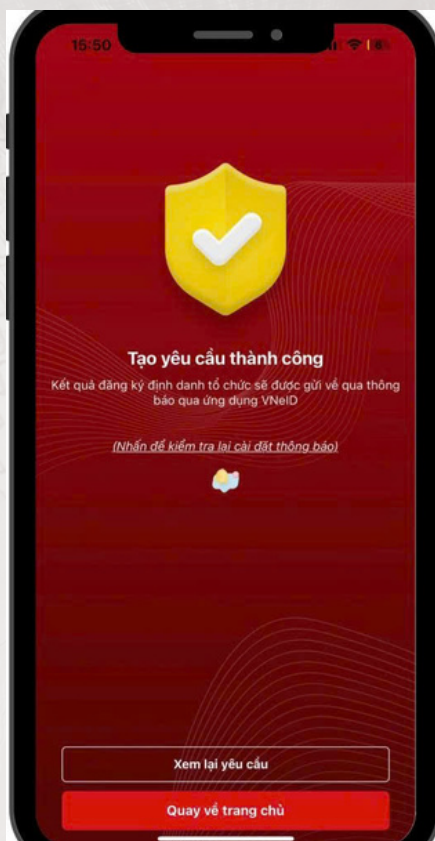
- If citizens don't remember their passcode, press **"Forgot Passcode"** to reset it.
- If citizens enter the wrong passcode more than 5 times, their passcode will be locked until the next day.



COMPREHENSIVE REGISTRATION INSTRUCTIONS

Step 7: Request for registration successfully created review request.

- Press **"Return to Home"** to go back to the home screen of the Level 2 personal electronic identification account.
- Press **"Review Request"** to view the just-submitted organizational identification registration request.



Method 2: Registering Directly at a Police Agency

The legal representative, head of the organization, or an individual authorized by the legal representative or head of the organization (*hereinafter referred to as the Organizational Electronic Identification Account Registrant*) must go to the public security agency and provide documents related to the organization and documents of the registrant. These include: their Citizen Identity Card/ID card.

If the registrant is an authorized individual, they must also provide a power of attorney with the confirmed consent of the legal representative or head of the organization.

(Note: the head of the organization or the authorized individual must have a level 2 personal electronic identification account).

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