

**Procedure 32: Granting license for non-business cultural product import and export shall be under the competence of Department of Cultural, Sports and Tourism.**

**1. Implementation order:**

***\*Granting license for importing cultural products:***

- Individuals and organizations which import cultural products in the following cases shall submit request for license by post or directly to Hanoi Department of Cultural, Sports and Tourism;

+ Cultural products used to serve performance of individuals and organizations in local areas;

+ Cultural products as gifts, presents or valuable things which exceed the standards which are entitled to tax exemption as stipulated by law;

+ Cultural products used for exhibit participation, competitions, festivals, circulation and dissemination in the local area;

+ Relics and antiques of individuals and organizations in the local area;

+ Cultural products for which the license is granted under the authorization of Ministry of Culture, Sports and Tourism.

- Hanoi Department of Culture, Sports and Tourism which receive documents shall be responsible to check the eligibility of documents, prepare the receipt and the note mentioning the delivery date of license.

- Within 02 working days, since the receipt of all eligible documents, Hanoi Department of Culture, Sports and Tourism shall grant license. In case licenses are not granted, a document clearly stating reasons shall be required.

- Individuals and organizations shall receive licenses at Hanoi Department of Culture, Sports and Tourism or by post.

***\* Appraisal on the contents of imported cultural products:***

- Individuals and organizations which shall be obliged to provide imported cultural products and customs statements (it is no need to certify copies) so that the competent agency may issue appraisal licenses

**2. Implementation way:**

It is required to submit the request for license for importing cultural products by post or directly to Hanoi Department of Culture, Sports and Tourism

**3. Documents and papers to be submitted:**

***a. Granting license for importing cultural products***

\* The following documents and papers shall be submitted:

(1) Request for license prepared by individuals and organizations, clearly stating the kinds of cultural products, quantity, origin, using targets and scope (following the form of request BM.NK issued in attachment with Circular No. 07/2012/TT-BVHTTDL dated 16 July 2012).

(2) Certificates for the copyright; contract; brief translation of film contents, power of attorney; certificates or commitment on legal possession of relics and antiques, specifically:

+ Individuals and organizations which import films for dissemination following regulations of law shall submit certificates for the copyright; contract; brief translation of film contents

+ Individuals and organizations which import relics and antiques shall provide certificates or commitment on legal possession of relics and antiques;

+ Individuals and organizations which provide services on receiving and delivering imported cultural products for clients shall submit power of attorney.

(3) Copy of Bill of Lading or Notification (if any) for receiving commodities

- Number of documents: 01 (set)

***b. Appraising on contents of imported cultural products***

- Imported cultural products.

- Customs statement (it is no need to certify copies)

**4. Duration for settlement:**

- Granting license for importing cultural products: 02 working days since the receipt of all eligible documents;

- Appraising contents of imported cultural products: within 12 working days at maximum.

**5. Applicable subjects of administrative procedures:** Individuals and organizations.

**6. Agencies in charge of administrative procedure implementation:**

- Agencies having competence to make decisions: Hanoi Department of Culture, Sports and Tourism

- Agencies which directly implement administrative procedures: Hanoi Department of Culture, Sports and Tourism

- Agencies which provide coordination in implementation (if any): Division PA 83 of city Police, Department's Inspectorate and professional partners (the working group shall give appraisal for contents of imported cultural products under Decision No. 283/QD-SVHTT dated 14 March 2017 of Director of Hanoi Department of Culture, Sports and Tourism regarding establishment of the working group to give appraisal for contents of imported cultural products).

**7. Implementation results of administrative procedures:**

- For granting license for importing cultural products: licenses

- For appraising contents of imported cultural products: response official letters on appraisal results for contents of imported cultural products.

### **8. Fees:**

### **9. Title of application, form of statement:**

Request for granting license for importing cultural products (Form of application code BM.NK issued in attachment with Circular No. 07/2012/TT-BVHTTDL dated 16 July 2012).

### **10. Requirements, conditions for implementation of administrative procedures:**

- Cultural products in kinds which are prohibited to be imported;
- Cultural products used to serve performance of individuals and organizations in local areas;
- Cultural products as gifts, presents or valuable things which exceed the standards which are entitled to tax exemption as stipulated by law;
- Cultural products used for exhibit participation, competitions, festivals, circulation and dissemination in the local area;
- Cultural products as relics and antiques of individuals and organizations in the local area;
- Cultural products for which the license is granted under the authorization of Ministry of Culture, Sports and Tourism.
- Vietnam's individuals and organizations which receive imported cultural products of individuals and organizations shall be entitled to diplomatic exemption as stipulated at Article 12, Decree No. 32/ND-CP and directly implement procedures to request for granting license for importing cultural products at a competent agency in charge of Culture, Sports and Tourism as stipulated at Article 8, Circular No. 07/2012/TT-BVHTTDL.

Appraising contents of imported cultural products:

Individuals and organizations which shall be obliged to provide imported cultural products and customs statements (it is no need to certify copies) so that the competent agency may issue appraisal licenses.

### **11. Legal basis for administrative procedures:**

- Decree No. 32/2012/ND-CP dated 12 April 2012 of the Government regarding management of non-business cultural product import and export;

- Circular No. 07/2012/TT-BVHTTDL dated 16 July 2012 of the Ministry of Culture, Sports and Tourism regarding guidance on Decree No. 32/2012/ND-CP dated 12 April 2012 of the Government regarding management of non-business cultural product import and export;

- Circular No. 260/2016/TT-BTC dated 14 November 2016 of Minister of Finance stipulating the rate of appraisal fees, regime on collection, payment, management and use content appraisal fees for imported and exported cultural products.

**NAME OF AGENCY, ORGANIZATION**  
(for companies and organizations)

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**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

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..... date .....month .....year

**REQUEST FOR**  
**GRANTING LICENSE FOR IMPORTING CULTURAL PRODUCTS**

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To: Hanoi Department of Culture, Sports and Tourism

Name of agency, organization, individual (request for license)

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Address: .....

Telephone: ..... Fax:.....

Request: .....(name of agency in charge of granting license) to grant license for importing the following cultural products:

Kinds of cultural products: .....

Quantity:.....

Contents of cultural products: .....

Sent from: .....

To: .....

Using target: .....

We hereby commit to comply with contents of the license of import, management and use of imported cultural products as stipulated by laws.

**Requested by**

(signed and sealed for agency, organization)