

Procedure 34: Approving contents of plastic, applied fine art and photographic works

1. Implementation order:

- Local traders who request for approving contents of imported works shall submit 01 document set directly or by post to Hanoi Department of Cultural, Sports and Tourism.

- Within 05 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.

- Within 7 (seven) working days since the receipt of eligible documents in a full set, Hanoi Department of Culture, Sports and Tourism shall a response document on approval results for contents of imported works. In case of no approval given for contents of works, Hanoi Department of Culture, Sports and Tourism shall issue a document to give response and reasons therefore.

Approval document for contents of imported works shall be the basis for traders to implement import procedures at customs authority.

2. Implementation way:

Directly or by post

3. Documents and papers to be submitted:

* The following documents and papers shall be submitted:

(1) Request for importing traders (Form 02 as shown in Appendix II which was issued in attachment with the Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism).

(2) Images/ pictures of imported works, clearly mentioning materials, dimensions and origin of works;

(3) Documents proving the origin or documents proving that the works are allowed by their owners to be exported

Number of documents: 01 set

3. Duration for settlement:

07 working days since the receipt of eligible documents in a full set

4. Applicable subjects of administrative procedures: Individuals and organizations.

5. 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

6. Implementation results of administrative procedures: approval document

7. Fees:

1. For plastic products, applied arts and pictures:
 - For 10 first works: VND 300,000/ work/ appraisal time;
 - From the 11th to the 49th ones: VND 270,000/ work/ appraisal time;
 - From the 50th upwards: VND 240,000/ work/ appraisal time; the maximum rate not exceeding VND 15,000,000 / work/ appraisal time;
2. For photographic works:
 - For 10 first works: VND 100,000/ work/ appraisal time;
 - From the 11th to the 49th ones: VND 90,000/ work/ appraisal time;
 - From the 50th upwards: VND 80,000/ work/ appraisal time

8. Title of application, form of statement:

Request for importing traders (Form 02 as shown in Appendix II which was issued in attachment with the Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism)

9. Requirements, conditions for implementation of administrative procedures: None

11. Legal basis for administrative procedures:

- Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism;

- 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;

5. Pursuant to Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism.

Department of Culture, Sports and Tourism is kindly requested to appraise and approve contents of plastic, applied fine art and photographic works which are requested for import as following:

- Name of work:
- Origin of work:
- Materials and dimension of work:
- Contents of work:.....

6. We would like to commit as following:

- Strictly comply with regulations on importing plastic works/ applied fine arts/ photographic works;
- Strictly comply with regulations of laws on management of plastic works/ applied fine arts/ photographic works;
- Take responsibility for any legal violations on the copyright and other relevant rights.

- Take responsibility for the accuracy and faithfulness of contents of the documents requesting for import./.

**LEGAL REPRESENTATIVE
OF TRADER**

*(sign, seal, clearly state name for
organization)*

*(sign, clearly state full name for
individual)*