

NOTICE OF E-IDENTIFICATION REGISTRATION FOR ENTERPRISES

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Currently, most administrative procedures are carried out online, including the procedures for business registration and change of business registration contents. Regarding this matter, on February 13, 2025, the Business Registration Office – Ha Noi Department of Planning and Investment (now the Business Registration and Corporate Finance Office – Ha Noi Department of Finance) issued Notice 207/TB-DKKD to guide the supplement and update of Identity Card/Citizen Identity information of legal representatives, heads of subordinate units, owners of private enterprises, data cleaning for issuance of electronic identification for enterprises within Ha Noi. Accordingly, it is requested by Ha Noi Business Registration and Corporate Finance Office as follows:

Firstly, regarding the subjects that must update information and the relevant deadline. In Section 1, Notice 207/TB-DKKD stipulates that enterprises, organizations, and individuals must carry out registration procedures for supplementing and updating information on personal data (Identity Card/Citizen Identity) of the *legal representatives, capital contributing members, owners of private enterprises, and owners of single-member limited liability companies* on the National Enterprise Registration Database. The deadline for completion is before June 30, 2025.

Secondly, regarding the application for an E-identification account for enterprises. The legal representative of an enterprise needs to use their e-identification account at level 2 to log in to the National Identification Application (VneID), provide the information as instructed, and send the application for an e-identification account for the enterprise before June 30, 2025.

In fact, before applying for E-identification accounts, enterprises need to complete the update of information on personal data (Identity Card/Citizen Identity) of *legal representatives, capital contributing members, owners of private enterprises, and owners of single-member limited liability companies* on the National Enterprise Registration Database.

In addition, it should be noted that, according to clause 4, Article 40 of Decree 69/2024/ND-CP dated June 25, 2024 on E-identification and authentication, *"the account created by the National Public Service Portal, the information system for handling administrative procedures at ministerial level, provincial level issued to agencies and organizations will be used until the end of June 30, 2025"*. Thus, from July 1, 2025, organizations must have an E-identification account to enable the implementation of procedures for business registration as well as other administrative procedures with state management agencies in the electronic environment. In the case that an enterprise does not register and is not granted an E-identification account within the above time limit, its implementation of administrative procedures may face difficulties, and possibly be prolonged or rejected.

In addition to Ha Noi, other provinces and cities have also issued implementation guidelines for the issuance of E-identification accounts for enterprises. Still, the implementation may vary among provinces and cities. Should you need more information on the updates and issuance of E-identification accounts for enterprises and other business registration matters nationwide, kindly contact NHQuang&Associates for legal advice and support.

