



## List of acceptable address proof

Effective date 15 Jan 2017

### Important notes:

- Documents below can be used as address proof only if they appear valid and specify customer's name and respective address.

No.	Document	Accepted within	Remark	Non-exhaustive samples	Original copy	Copy originally-sighted by the bank's staff	Copy certified either by authority or by respective business entities
1	Temporary residential registration book (So dang ky tam tru)	Valid period	<ul style="list-style-type: none"><li>- With police chop (round chop or square chop)</li><li>- Without police chop and/or mentioned specific validity, enclose additional supporting document showing same address under other name</li></ul>	All kind of residential registration book circulated in Vietnam	N.A	accepted	accepted
2	Confirmation on temporary residential (Xac nhan tam tru)	3 months after issue date	With police chop		accepted	accepted	accepted
3	Household Registration Book (So ho khau), or KT3	Valid period	For KT3 over 02 years from issuance date, enclose additional supporting document showing same address under other name	<ul style="list-style-type: none"><li>- So ho khau</li><li>- KT3</li></ul>	N.A	accepted	accepted
4	Utility bills	3 months after issue date	<ul style="list-style-type: none"><li>- Round chop is required for handwriting documents</li><li>- E-bill is not applicable for cell phone service</li></ul>	Monthly/ regular bills/ payment notification on water, electricity, fixed-line telephone, cell phone, cable TV, fixed line Internet	accepted	accepted	N.A
5	Hotel/ Serviced apartment documents	3 months after issue date	Document with relevant letter head is not required to be chopped	<ul style="list-style-type: none"><li>- Management fee bills; rental bills issued by hotel/serviced apartments</li><li>- Confirmation from service apartment company</li></ul>	accepted	accepted	N.A

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6	Correspondence received from Financial Institutions (Banks, Insurance company...)	3 months after issue date/ valid period	<ul style="list-style-type: none"> <li>- Domestic documentation: <ul style="list-style-type: none"> <li>+ Round chop and signature are required for handwriting paper</li> <li>+ Chop/Letter head and signature are required for printing paper</li> </ul> </li> <li>- Overseas document: Printing with letter head</li> </ul> <p><i>* Note: Cash deposit/ Cash withdrawal form is not accepted</i></p>	<ul style="list-style-type: none"> <li>- Bank statement, credit card statement, term deposit certificate/confirmation, demand deposit note</li> <li>- Confirmation letter from bank</li> </ul>	accepted	accepted	N.A
7	Official documents/letters issued by government or other public bodies to the customer	10 years after issue date		Marriage certificate, House/Land ownership certificate, Business license, tax demand note, motor vehicle registration certificate, personal tax code card, driving license, National Bureau Investigation, National ID, Resident card, Passport	N.A	accepted	accepted
8	House Lease/Purchasing contract/ rental agreement	Valid period	<ul style="list-style-type: none"> <li>- public notarized, or</li> <li>- signed with red round chop of a Leasing Service Company with the customer or with their respective employer</li> </ul>		N.A	accepted	accepted
9	Employment contract/ labor contract	Valid period	With signature and stamp with address clearly mentioned		N.A	accepted	accepted
10	Letter of confirmation by customer's employer	3 months after issue date	<ul style="list-style-type: none"> <li>- With signature and letter head/ round chop</li> <li>- The letter is to confirm to the bank that information on the customer(s) and relevant address(es) is the same information retained on the companies records between respective customer(s) and the employer.</li> </ul>		accepted	accepted	N.A
11	Any address proof of an immediate family member	As appropriate	Immediate family members refer spouse, parents, child	<p>(1) Any one of accept address proof of an immediate family member <u>and</u></p> <p>(2) Evidence for family relationship (e.g. Family registration Book, Marriage Certificate)</p>	As appropriate	As appropriate	As appropriate

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