

Procedure 33: Appraising for non-business exported cultural product of individuals and organizations in the local area

1. Implementation order:

- Individuals and organizations which have cultural products as films in all kinds of agencies, organizations or those who provide cooperation in making films or film services for foreign countries but have not been publicized and disseminated; relics, antiques and national precious things shall directly submit the request to Hanoi Department of Culture, Sports and Culture for appraising cultural products.

- Hanoi Department of Culture, Sports and Culture shall conduct appraisal for cultural products within 10 days since the receipt of eligible documents in full set. In special cases, the maximum appraisal time shall not exceed 15 working days.

2. Implementation way:

It is requested to directly submit the request to Hanoi Department of Culture, Sports and Culture.

3. Documents and papers to be submitted:

- The following documents and papers shall be submitted:'

(1) Request for appraising exported cultural products (following the form of request BM.GĐ issued in attachment with Circular No. 07/2012/TT-BVHTTDL dated 16 July 2012).

. (2) Cultural products to be requested for appraisal (origin).

(3) Copy of the decision made by a competent agency on the allowance for making films in cooperation with foreign countries; copy of decision made by Minister of Culture, Sports and Culture on the allowance for exporting relics and antiques (including re-exported ones).

(4) Relevant documents proving the origin and legal source of relics and antiques.

- Number of documents: 01 (set).

4. Duration for settlement:

- Shall not exceeding 10 working days since the receipt of eligible documents in full set. In special cases, the maximum appraisal time shall not exceed 15 working days.

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 .

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

- **Implementation results of administrative procedures:**

Minutes of appraisal and sealing off for exported cultural products

- **Title of application, form of statement:**

Request for appraising exported cultural products (Form of application code BM.GĐ issued in attachment with Circular No. 07/2012/TT-BVHTTDL dated 16 July 2012).

- **Requirements, conditions for implementation of administrative procedures: none**

- **Legal basis for administrative procedures:**

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

9. 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. 04/2016/TT-BVHTTDL dated 29 June 2016 of Minister of Culture, Sports and Tourism regarding amendments and additions to some article of Circular No. 15/2012/TT-BVHTTDL; Circular No. 07/2012/TT-BVHTTDL; Circular No. 88/2008/TT-BVHTTDL and Circular No. 05/2013/TT-BVHTTDL.

**NAME OF AGENCY, SOCIALIST REPUBLIC OF
ORGANIZATION VIETNAM**

(for companies and organizations)

**Independence – Freedom –
Happiness**

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**REQUEST FOR
APPRAISING EXPORTED CULTURAL PRODUCTS**

To: Hanoi Department of Culture, Sports and Tourism

Name of agency, organization, individual (request for appraising cultural products)

Address:

Telephone: . Fax:

Kindly request..... (name of appraising agency) to appraise the following cultural products:

Kinds of cultural products:

Quantity:;

Contents of cultural products:

Sent from:

To:

Using target:

We hereby commit to comply with regulations of law on cultural product export./.

Requested by

(signed and sealed for agency, organization)