

*Disclaimer: The English version of this guideline and related appendices and forms, which is a translation of the original in Vietnamese, is for reference purpose only. VSD is not responsible for the accuracy and completeness of the English translation or any arising issues coming from the use of the English version. In case of any divergence in the meaning, the Vietnamese original will prevail and the reader is advised to refer to the most up-to-date in Vietnamese.*

**VIETNAM SECURITIES DEPOSITORY**

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

## **GUIDELINE ON REGISTRATION OF SECURITIES TRADING CODES AT VIETNAM SECURITIES DEPOSITORY**

*(Issued with Decision No.111/QĐ-VSD dated 23<sup>rd</sup> August 2021 by the Chief  
Executive Officer of Vietnam Securities Depository)*

### **PART I. GENERAL PROVISIONS**

#### **Article 1. Governing scope**

This Guideline specifies the procedures for online application of securities trading codes (STCs), issuance of STC Certificate, confirmation of information change and STC cancellation executed at Vietnam Securities Depository (VSD) by Depository members (DMs) on behalf of individuals and institutions as prescribed at Decree No.155/2020/ND-CP dated 31<sup>st</sup> December 2020 of the Government stipulating detailed implementation of some articles of the Securities Law (hereinafter referred to as Decree No.155/2020/ND-CP).

#### **Article 2. Interpretation of terms**

1. *Online issuance of STCs* refers to the fact that VSD's online STC application system (online system) automatically generates a combination of characters, which are arranged in accordance with the principle of STC issuance in this Guideline, upon DMs' completion of inputting full information of individuals and institutions and VSD's confirmation.

2. *Electronic confirmation* means electronic notice sent to DMs by VSD on online system confirming allocation/cancellation of STCs or change of individuals' and institutions' information.

### **Article 3. Principle of issuing STCs**

1. STCs issued for individuals and institutions includes 6 characters:

**1 first character**

C: for institution

I: for individual

**1 following character**

Beginning with letter S.

When 4 final characters go from 0001-> 9999, it changes to A and

Continuously with following letters of the alphabet

**4 final characters**

Numbered by order of STC allocation in reality (0001->9999)

2. STCs issued by Stock Exchanges and VSD before the effectiveness of this Guideline are not reallocated according to the principle specified in this Guideline.

### **Article 4. DMs' information inputting and online confirmation**

1. The online system receives DMs' information inputting from 8am to 12pm and from 1pm to 5pm on working days. Within 1 working day from the time the online system confirms DMs' completion of information input as stipulated, VSD makes electronic confirmation of STCs for the cases with complete information in accordance with the timeframe as follows:

a. For information input from 8am to 12pm, electronic confirmation of STC issuance, change of information on STCs is made by 11.30 am of the following working day;

b. For information input from 1pm to 5pm, electronic confirmation of STC issuance, change of information on STCs is made by 4.30pm of the following working day.

2. In case of any information inconsistency, VSD sends notice via the online system for DMs' reinputting.

## **PART II. SPECIFIC PROVISIONS**

### **Article 5. Online issuance of STCs**

1. DMs are responsible for the completeness and validity of STC application dossier as stipulated in Clauses 1, 2, 4 and 5, Article 146, Decree No. 155/2020/ND-CP before executing online application of STCs.

2. DMs input information according to Form 41 of the annex (attached to Decree No. 155/2020/ND-CP) into the online system. For those foreign investors who apply for 2 STCs or more, DMs input information separately for each STC. For additional application of STCs, DM inputs information into the online system as the initial information inputting.

3. Before VSD sends electronic confirmation of STCs, if DMs want to modify previously input information, they have to cancel it and at the same time informs VSD and reinputs information into the online system. The time of receiving information is when DMs complete reinputting.

4. VSD executes electronic confirmation of STCs as specified in Article 4 of this Guideline.

### **Article 6. Issuance of STC certificate**

1. Within 5 working days from the date of VSD's electronic confirmation of STCs, DMs send complete STC application dossiers for institutions and individuals to VSD as specified in Clauses 1, 2, 4 Article 146, Decree No. 155/2020/ND-CP.

2. If DMs do not send complete STC application dossiers as specified in Clause 1 of this Article, VSD shall execute disciplinary actions as specified in VSD's Guideline on Depository Membership.

3. If the application dossier sent by DMs is complete with the information being consistent with that input on the online system, within 5 working days from the date of receiving DMs' complete application dossier (basing on VSD's incoming document stamp), VSD shall issue STC certificate for relevant institutions and individuals (Form 01 of this Article).

4. If the application dossier sent by DMs is complete with the information being inconsistent with that input on the online system:

a. Within 5 working days from the date of receiving DMs' complete application dossier (basing on VSD's incoming document stamp), VSD shall send the relevant DM a notification requesting for information adjustment;

b. Within 5 working days from the date of receiving VSD's notification, the relevant DM has to send the request for information adjustment (Form 02 of this Guideline) and at the same time input adjusted information into the online system.

c. VSD issues STC certificate within 1 working day from the date of receiving the DM's request and completion of inputting adjusted information into the online system.

d. If the relevant DMs do not respond to VSD's request within 5 working days since VSD's sending notification, VSD shall execute disciplinary actions as specified in VSD's Guideline on Depository Membership.

### **Article 7. Change of information on STCs**

1. On behalf of investor, DMs shall, on behalf of institutions and individuals, notify VSD in case of information change as specified in Clause 1, Article 148, Decree No. 155/2020/ND-CP.

2. Dossier of changing information on STCs of institutions and individuals is specified in Clause 2, Article 148, Decree No. 155/2020/ND-CP.

3. Wherever institutions or individuals request for change of DM that is a custodian bank and portfolio transfer, the relevant DM has to complete transfer for account closing as specified in the Guideline on securities depository operations before executing procedures for DM changing.

4. DMs shall be responsible for checking the completeness and validity of dossiers of changing information on STCs of institutions and individuals as specified in Clauses 2 and 4, Article 148, Decree No. 155/2020/ND-CP.

5. DMs input all changed information on STCs into the online system.

6. VSD executes electronic confirmation of information change for STCs as specified in Article 4 of this Guideline.

7. Within 5 working day from VSD's electronic confirmation of information change for STCs, DMs have to send VSD the complete dossier of changing information as regulated.

8. If the dossier of changing information sent by DMs is complete with the information being consistent with that input into the online system, within 1 working day from the date of receiving DMs' dossier (basing on VSD's incoming document stamp), VSD shall send the relevant DM a notification requesting for information adjustment;

9. If the dossier of changing information sent by DMs is complete with the information being consistent with that input into the online system, within 1 working days from the date of receiving DMs' complete dossier (basing on VSD's incoming document stamp), VSD shall send written confirmation of information change and at the same time make relevant adjustment to the related depository accounts (if any).

### **Article 8. Suspension of STCs**

1. VSD reports to the State Securities Commission (SSC) within 1 working day from the date of receiving written request from a competent state agency as prescribed in Point c, Clause 1, Article 147, Decree No. 155/2020/ND-CP or when VSD detects cases related to foreign investors, depositaries as specified in Points a and b, Clause 1, Article 147 of Decree No. 155/2020/ND-CP.

2. VSD suspends the use of STCs by foreign investors and depositaries upon SSC's approval.

#### **Article 9. STC cancellation**

1. VSD cancels STCs of institutions and individuals as specified in Clause 2, Article 147, Decree No.155/2020/ND-CP.

2. Cancellation of STCs of foreign investors, depositaries is specified in Points a and b, Clause 1, Article 147, Decree No. 155/2020/ND-CP.

a. VSD shall cancel STCs of relevant institutions and individuals upon receipt of documents from competent state agencies if securities depository accounts of those institutions and individuals do not have securities balance and notify related DMs for closing the securities depository accounts of the institutions individuals subject to STC cancellation;

b. If the securities depository accounts of the relevant institutions and individuals have securities balance, VSD shall notify related DMs of STCs cancellation and report SSC accordingly. VSD shall cancel STCs after the relevant institutions and individuals clear out all securities in their securities depository accounts.

3. Cancellation of STCs of foreign investors, depositaries is specified in Point c, Clause 2, Article 147, Decree No. 155/2020/ND-CP.

a. VSD shall cancel STCs of relevant institutions and individuals upon their closing securities depository accounts at DMs (if any) and receiving the request for STCs cancellation according to the Form 43 of the annex attached to Decree No. 155/2020/ND-CP;

b. If the information sent by DMs is consistent with that managed by VSD, and relevant institutions and individuals have closed their securities depository accounts, VSD shall cancel STCs and send written notification of STCs cancellation to relevant institutions and individuals via their DMs. If there is any information inconsistency, VSD shall send written notification to DMs for checking.

4. Cancellation of STCs of foreign-invested economic organizations is specified in Clause 1, Article 143, Decree No.155/2020/ND-CP (foreign-invested economic organizations):

a. Cancellation of STCs of foreign-invested economic organizations is specified in Points b, c, Clause 2, Point a, Clause 3, Article 143, Decree No.155/2020/ND-CP (foreign-invested economic organizations):

b. VSD shall cancel STCs upon receipt of the request for STC cancellation according to the Form 43 of the annex attached to Decree No.155/2020/ND-CP sent by DMs and the foreign-invested economic organization who requests for STC cancellation has completed transfer of securities due to the change in foreign ownership rate that leads to its not being a foreign-invested economic organization in accordance with the Guideline on securities depository operations by VSD or the securities depository account of that foreign-invested economic organization does not have securities balance.

c. If the information sent by DMs is consistent with that managed by VSD, and relevant foreign-invested economic organizations have closed their securities depository accounts, VSD shall cancel STCs and send written notification of STC cancellation to relevant foreign-invested economic organization via their DMs. If there is any information inconsistency, VSD shall send written notification to DMs for checking.

### **PART III. IMPLEMENTATION PROVISIONS**

#### **Article 10. Implementation provisions**

1. In the course of implementation, should any problems arise, relevant parties contact VSD for guidance and resolution.

2. Amendment, supplementation of this Guideline are decided by the Chief Executive Officer upon the approval of VSD's BOD and SSC.