

Vietnam Decree 15 Form 9 FAQ's

Q1. What companies need to complete this?

A1. With the exception of meat trading entities and cold storage facilities¹, all U.S. facilities involved in the processing and subsequent exporting of meat and meat products to Vietnam are required to prepare and submit Form 9 to have on file with the Vietnamese Ministry of Agriculture and Rural Development's (MARD) Department of Animal Health (DAH). Any exporter that is actually placing product in boxes that have their establishment number should make sure they have completed and submitted Form 9. Also, as all of the establishments that have boxed products in a particular shipment are identified on the FSIS Form 9060-5, it is important that exporters ensure that all establishment numbers that are identified on this form are also on the approved Vietnam list.

Q2. Numbers 1, 2 & 3 seem very straightforward; anything we should know about these two questions?

A2. The most important aspect of these two questions is to ensure that the information you have here matches up with the official information that you place on export documentation, any commercial documents, and/or the information that is utilized for your facility's Grant of Inspection if applicable. In addition, each entity must include all Establishment Numbers for their company which may be exporting product to Vietnam on Form 9.

Q3. How detailed should responses be for Question No. 4 "Products registered for export to Vietnam?"

A3. It is our understanding that for muscle cut items, Vietnam is accepting a broad category such as "Pork" or "Beef," however, recently Vietnam has indicated that for the recent market expansion to allow poultry, pork, and beef liver, hearts, and kidneys that they want exporters to specifically identify "livers, hearts, and kidneys" on Form 9. So at this time, for example, we advise placing "Pork, pork products, and pork livers, kidneys, hearts". If exporting processed pork items², we suggest listing this as a category as well. **Please include product categories that you either are currently exporting to Vietnam or plan to export to Vietnam.**

¹ If the cold storage facility is reboxing/relabeling product or is looking to register for quarantine inspection under their facility's name, then the cold storage facility would need to register with Vietnam's DAH

² According to Vietnam's DAH, products which have been heat-treated and ready to eat are considered processed products. Processed products do not need to be registered with Vietnam under the Decree 15

Q4. How detailed and how much information should be provided for questions 5.1 to 5.3?

A4. Once again it is our understanding that this information should be very general, but exporters should try to make this information specific to their establishment. While companies can provide as much information as they would like to, it is our understanding that 1–2 pages will be acceptable for the entire Form 9 response. USMEF understands that companies should NOT include a “Not Applicable” statement and should try to include information for each of the questions asked. While companies are encouraged to draft their own responses, USMEF suggests that companies should specifically state that they engage in processing and or boxing activities under one of the questions. Also, companies need to submit as an addendum a copy of a production flow chart as used in their establishment where it is applicable in each question.

Q5. What information should be provided for question No. 6?

A5. Once again, it is our understanding that very general and broad information will be acceptable to the Vietnamese authorities. Points of interest include HACCP, food safety monitoring, testing and validation. A particular emphasis should be placed on HACCP plans.

****Note that USMEF has provided information that it believes will be acceptable for question 5 based on information available to USMEF, however, there is no guarantee. Vietnam has expressed some verbal displeasure at applications that have similar responses. As such, we are now advising that while companies can utilize the concept of what USMEF has provided that they may want to consider revising or altering the wording in some way to increase chances of success.*

Q6. What do we do about the signature request at the bottom?

A6. USMEF has been advised that companies should include the following information at the bottom of the page:

- a) Name and Signature of the company representative
- b) Title of the company representative
- c) Company name (as it appears in question No. 1)
- d) Date signed

Q7. Is there anything else I should include to assure acceptance of the submission?

A7. The following are a list of additional considerations while filling out Form 9: A)
Make sure the entire document is **TYPED** and submitted as an electronic

document to FAS-Hanoi (see submission instructions document on USMEF website)

- B) **DO NOT** provide boiler plate responses to questions 5.1-5.3. This will result in rejection by DAH.
- C) Provide a description for each response (5.1 through 5.3.) in addition to any associated flow charts. Avoid responding as “see attached.”

Q8. When can I expect my facilities to be listed once my Form 9 is submitted?

A8. Once submitted to DAH, they will begin a 30 working day review of your documents. **DO NOT assume you will be automatically approved to export to Vietnam within the 30 working day time frame and ship product based on that assumption. Until your company is listed on DAH’s official website/approved to export list, you should not ship product to Vietnam.**