

**Decree 15 Form 9 (formerly known as Circular 25 Appendix 3) Submission
Instructions:**

With the exception of meat trading entities and cold storage facilities¹, all other U.S. facilities (referred to as Food Business Operators in Decree 15) involved in the processing and export of U.S. beef, pork, and poultry products are required to prepare and submit Form 9 for review and approval by the Vietnamese Ministry of Agriculture and Rural Development (MARD)'s Department of Animal Health.

Once you have completed your Form 9, companies are advised to submit the form to the following e-mail address:

Usda4circ25@gmail.com

1. Please place "Decree 15 Form 9" and your company name in the subject line of the e-mail. If you submit via email, you should receive an auto-reply email indicating receipt by the U.S. Office of Agricultural Affairs-Hanoi (OAA-Hanoi). Also, please copy Jim Remcheck at jremcheck@usmef.org (USMEF) or Garrett Borkhuis at GBorkhuis@usapeec.org (USAPEEC) as appropriate depending on the product category, so that the industry associations can have a record of all submissions.
2. Upon receipt of your scanned Form 9, OAA-Hanoi will conduct a perfunctory review of your submission to check for legibility; completeness of application; and whether or not information that may be perceived as insufficient or "boiler plate" is used in any response EXCEPT for item #4, "Products registered for export to Vietnam."
3. Should your facility wish to ship offal products to Vietnam you must follow the instructions outlined in the Form 9 Template.
4. MARD has specifically asked USDA about the cleaning of offal products. In item # 6 of Form 9, your facility should briefly outline the cleaning process these products undergo and reference the step in the flow chart that corresponds with this process.
5. In the case that any of the aforementioned deficiencies are found in your submission, OAA-Hanoi will not submit your Form 9 (as DAH will automatically reject it) but will send you an email advising you of the deficiencies and requesting that you revise and resubmit your Form 9.

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.

6. If your submission is legible, completely filled-out, and contains no boiler plate responses (with noted exception for item #4), OAA-Hanoi will submit the scanned Form 9 to DAH, and will send you an email advising you to mail a signed original Form 9 and accompanying processing flow chart to the following U.S. Embassy – Hanoi physical address via FEDEX, DHL or UPS:

Agricultural Counselor -Ralph Bean c/o
Office of Agricultural Affairs, U.S. Embassy
3rd Floor, Rose Garden Tower
170 Ngoc Khanh Street
Ba Dinh District, Hanoi
Vietnam

Please note that you should have “Form 9 Submission” in the upper left corner of the envelope.

7. Once the scanned Form 9 is submitted to DAH, their 30 business day review period should start. However, please do NOT assume you will be automatically approved to export to Vietnam within that 30 working day time frame, and do not 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.**

DAH updates its Approved to Export List on a rolling basis, and Post regularly monitors the list. To view the most recent updated list for meat and poultry products please go the following url: <https://cucthuy.gov.vn/en/web/guest/danh-sach-cac-doanh-nghiep-cua-22-nuoc-du-dieu-kien-xuat-khau-thuc-pham-co-nguon-goc-dong-vat-tren-can-vao-viet-nam>