

I. INCREASE CHARTER CAPITAL

A. Project file

1. Notice on adjustments of enterprise registration ([*the prescribed form*](#));
2. The decision of owner on adjustment of charter capital;
3. Reference letter of applicant

B. Number of application sets: 01 original set

C. Time-limit for processing project file: 03 working days

D. Agency receiving dossiers: One-stop shop of Department of Planning and Investment

II. DECREASE CHARTER CAPITAL

A. Project file

1. Notice on adjustments of enterprise registration ([*the prescribed form*](#));
2. The decision of owner on adjustment of charter capital;
3. The most recent financial reports at the time of decreasing charter capital
4. Reference letter of applicant

B. Number of application sets: 01 original set

C. Time-limit for processing project file: 03 working days

D. Agency receiving dossiers: One-stop shop of Department of Planning and Investment