

**Form No. 02**  
**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

..... .., *date....month....year....*  
**PERSONAL DATA REQUEST FORM**  
*(for organizations and enterprises)*

To: .....

1. Name of organization/enterprise: .....

2. Representative .....

3. ID Card/passport number .....

Date of issue .... /..... /..... Place of issue .....

4. Address of headquarter of the organization/enterprise: .....

5. Phone number .....; Fax.....; E-mail: .....

6. Requested personal data: .....

7. Purposes: .....

8. Request for personal data made for:

a) For the first time                      b) Other: For the...time

9. Number of request forms : .....

10. Methods of receiving documents:

In person

By post (receiving address): .....

By fax (fax number): .....

By email (email address): .....

Others: .....

11. Attached documents (if available): ....

**REPRESENTATIVE**  
*(Signature and full name)*