

**CIRCULAR**

**MANAGEMENT AND TRACING OF FOREST PRODUCTS**

*Pursuant to the Government's Decree No. 15/2017/ND-CP dated February 17, 2017 defining functions, tasks, entitlements and organizational structure of the Ministry of Agriculture and Rural Development;*

*Pursuant to the Law on Forestry dated November 15, 2017;*

*At the request of the General Director of the Vietnam Administration of Forestry;*

*The Minister of Agriculture and Rural Development hereby promulgates a circular on management and tracing of forest products.*

**Chapter I**

**GENERAL PROVISIONS**

**Article 1. Scope**

This Circular provides for:

1. Procedures for harvesting ordinary forest plants and ordinary forest animals.
2. Lawful forest product dossiers and inspection of tracing of forest products.
3. Marking of specimens of species on the list of endangered/rare forest plants and animals; wild species of forest plants and animals included in Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora; finished wood products (hereinafter referred to as "specimens").

**Article 2. Regulated entities**

This Circular applies to domestic and international organizations and domestic business households (hereinafter referred to as "organizations"); households, residential communities, domestic and foreign individuals (hereinafter referred to as "individuals") engaging in activities related to the contents specified in Article 1 of this Circular.

### **Article 3. Definitions**

1. “local forest protection authorities” include Forestry Services of districts; Forest Protection Sub-departments of provinces in the areas where Forestry Services of districts are not available.
2. “round wood” means wood remaining its original shape and heartwood having a small end diameter of from 10 to less than 20 cm and a length of at least 01 m or small end's diameter of at least 20 cm and a length of at least 30 cm. Wood from planted forests, cajuput forests and mangrove forests must have a small end diameter of least 06 cm and a length of at least 01 m. Wood included in the list of endangered/rare forest plants and animals and Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (hereinafter referred to as “CITES”) can be of any size.
3. “sawn wood” means wood that has been sawn or cut into cubes, strips or boards.
4. “non-wood forest plants” include firewood, rattan and bamboo products, herbaceous plants, parts and derivatives thereof.
5. “ordinary forest plants” are the species that are not included in the list of endangered/rare forest plants and animals and CITES Appendices.
6. “harvesting of ordinary forest animals from nature” means the removal of ordinary forest animals and their eggs and larvae from their natural habitat.
7. “salvage harvesting” means the harvesting of wood trees and non-wood forest plants and derivatives of forest plants during the implementation of silvicultural measures and scientific researches, and the harvesting of forest products in the area where forest repurposing is carried out.
8. “sanitation harvesting” means the harvesting of wood and non-wood forest plants from wood trees and forest plants that are fallen or die of natural causes or natural disasters and are still left in forests.
9. “unprocessed forest product” means a product that is not impacted by tools, equipment of all kinds after being harvested, imported and handled if confiscated and still in the original shape and parameter.
10. “processed forest product” means a product that has been impacted by tools or equipment, resulting in changes in the original shape and parameter and includes sliced wood, barked wood, woodchips, anthracite, charcoal and their products.
11. “internal transport” means the transport of forest products between financially dependent units of a financially dependent enterprise with legal status; or the transport of forest products from a financially dependent enterprise with legal status to its financially dependent units and vice versa.

12. “forest product owner” means an organization or individual that has the ownership of a forest product or a person representing the forest product owner to manage and transport such forest product.

13. “finished wood product” refers to a product processed from wood and fully assembled according to its use or its detached parts which can be used immediately according to their use after they are assembled.

#### **Article 4. Quantity and volume of forest products**

1. Methods of measuring and numbering head of wood section and wood cube:

a) Regarding length of round wood, the shortest distance between the cross sections of both ends of the wood section is measured. In case of concave or inclined cross-sections, measurement is carried out at the position with the shortest length. The unit is meters (m), rounded to the nearest hundredth;

b) Regarding diameter of round wood, both ends of the wood section (except for the bark) are measured. At each end of the wood block, measure the largest and smallest diameters and then calculate the average value to determine the diameter. The unit is centimeters (cm);

c) Regarding length of sawn wood, the shortest distance between the cross sections of both ends of each strip, board or cube. The unit is meter (m), rounded up to the nearest hundredth;

d) Regarding width and thickness of sawn wood, the distance between the two vertically opposite cross-sections of each strip, board or cube. The unit is centimeters (cm). In case the surface of sawn wood and squared wood is crossed or wavy, measurement is carried out at the positions with the largest and smallest size and the average value is calculated;

dd) In case of hollow core or rot, such defect shall be deducted upon measurement of volume. When making a packing list of forest products, the deduction shall be specified to serve verification of wood volume.

e) Regarding stumps, roots and sawn wood with complex and irregular shapes, ornamental trees, including their roots, trunks, branches and leaves, sliced wood, barked wood and woodchips, which cannot be measured to determine their volume, or planted forest wood that have not been classified by diameter ranges, they shall be weighed in kilograms (kg) and converted at the ratio of 1,000 kg equivalent to 01 m<sup>3</sup> of round wood or measured in stere and converted at the ratio of one stere equivalent to 0,7 m<sup>3</sup> of round wood;

g) Regarding the round wood having at least the size specified in Clause 2 Article 3 of this Circular and sawn wood having a length of at least 01 m, width of at least 20 cm and

thickness of at least 05 cm, each section, strip and board number shall be written on the vertical cross-section of the wood.

2. The unit of volume of wood is cubic meter (m<sup>3</sup>), rounded up to the nearest thousandth. The unit of volume of firewood is stere or the unit of weight is kg.

3. Permissible deviation upon calculation of wood volume:

a) Regarding round wood, deviation of each measurement of each section is  $\pm 10\%$ ;

b) Regarding round wood, deviation of each measurement of each strip, board or cube at a time is  $\pm 5\%$ ;

4. Quantity of forest animals shall be determined according to the number of forest animal individuals which are weighed in kg. In case of failure to determine the number of individuals, these animals will be weighed in kg.

5. Weight of non-timber forest plants and parts of forest animals shall be determined in kg. Regarding bamboos, the weight shall determined by the number of bamboos or in kg.

6. Derivatives of forest animals and plants shall be determined by weight in kg or measurement in milliliter (ml) if these derivates are in liquid form.

### **Article 5. Packing list of forest products**

1. Packing list of forest products (hereinafter referred to as “the packing list”):

a) A packing list shall be made by the forest product owner after the harvesting; when trading, transporting and dispatching forest products at a time and on the same vehicle; when preparing the application for issuance of license to export forest products as prescribed or shall be made by the competent person when preparing documents about penalties for violations;

b) The forest product owner shall be responsible to law for the contents and origin of lawful forest products specified in the packing list;

c) The packing list shall be made using the Forms No. 01, No. 02, No. 03 and No. 04 hereof.

2. Making a packing list:

a) The forest product owner shall specify all information about forest products in the packing list according to the Forms No. 01, No. 02, No. 03 and No. 04 hereof;

b) Regarding the wood that has not been classified by diameter ranges as prescribed in Point g Clause 1 Article 4 of this Circular, specify its total quantity and volume or weight in the packing list;

c) When making a packing list of round wood and sawn wood marked with a number as specified in Clause 1 Article 4 of this Circular, the forest product owner shall write such number in the packing list.

d) Regarding non-wood forest plants or forest animals, the forest product owner shall enumerate in detail real quantity and volume or weight or enumerate total quantity and volume or weight of each non-wood forest plant or forest animal in the packing list;

dd) At the bottom of each page of the packing list, the forest product owner shall specify the total quantity and volume or weight of each forest product and append his/her signature. On the last page of the packing list, the forest product owner shall specify the total quantity and volume or weight of each forest product written in the entire packing list.

#### **Article 6. Forest products that must be specified in the packing list**

1. Wood harvested from domestic natural forests and having not undergone any processing.

2. Non-wood forest plants on the list of endangered/rare forest plants and animals and CITES Appendices, which are harvested from domestic natural forests and have not undergone any processing.

3. Wild or domestically raised forest animals and parts and derivatives thereof; forest animals and products of imported forest animals on the list of endangered/rare plant forests and animals.

4. In the cases where the forest products specified in Clauses 1, 2 and 3 of this Article are internally transported within a province, the packing list is not required to be certified by a local forest protection authority.

#### **Article 7. Certifying packing lists of forest products**

1. The authority that has the power to certify packing lists is the local forest protection authority.

2. An application for certification of a packing list includes:

a) The original packing list made using the Forms No. 01, No. 02, No. 03 and No. 04 hereof.

b) Forest product origin dossier;

c) An invoice prescribed by the Ministry of Finance (if any);

3. The applicant shall submit the application directly or by post or through public postal services.

4. Procedures:

a) The applicant shall submit an application specified in Clause 2 of this Article to the local forest protection authority. If the application is unsatisfactory, within 01 working day from the receipt of the application, the competent authority shall directly instruct or instruct the applicant in writing to complete the application;

b) Within 03 working days from the receipt of the satisfactory application, the local forest protection authority shall certify the packing list or respond and provide explanation in writing in case of rejection of the application;

c) In case it is required to verify the origin of forest products, within 01 working day from the receipt of the application, the local forest protection authority shall notify the forest product owner.

Within 01 working day from the date of notification, the local forest protection authority shall verify the origin of forest products. In complex cases, the origin verification shall be carried out within 05 working days.

After the verification, the local forest protection authority shall make a record on forest product inspection according to the Form No. 05 hereof.

Within 01 working day from the end of the verification, the local forest protection authority shall certify the packing list and return it to the applicant or respond and provide explanation in writing in case of failure to certify the packing list.

5. The local forest protection authority shall be responsible to law upon certifying origin of lawful forest products, make a packing list certification book for each year according to the Form No. 06 hereof and retain copies of certified packing lists and documents about forest product origin as prescribed by law.

## **Chapter II**

### **PROCEDURES FOR HARVESTING OF ORDINARY FOREST PLANTS AND ORDINARY FOREST ANIMALS**

#### **Article 8. Salvage harvesting of ordinary plant species from natural forests**

1. Harvesting documents include:

- a) A copy of the decision on forest repurposing or copy of the silviculture project or scientific research program/project that has been approved;
  - b) The original report on location, area and volume of forest products to be harvested, which is made using the Form No. 07 hereof.
2. Before the harvesting, the forest owner or harvester (in case the harvester is not the forest owner) shall submit documents specified in Clause 1 of this Article, directly or by post, to the Forest Protection Sub-department of the province where the harvesting is carried out if the forest owner is an organization or to the local forest protection authority if the forest owner is an individual.
  3. After the harvesting, the forest product owner shall make a packing list and request the local forest protection authority to certify it.

**Article 9. Sanitation harvesting of wood of some ordinary plant species from natural forests**

1. Harvesting document includes an original plan for sanitation harvesting of wood, which is made using the Form No. 08 hereof.
2. Before the harvesting, the forest owner shall submit the document specified in Clause 1 of this Article, directly or by post, to the Forest Protection Sub-department of the province where the harvesting is carried out if the forest owner is an organization or to the local forest protection authority if the forest owner is an individual.
3. After the harvesting, the forest product owner shall make a packing list and request the local forest protection authority to certify it.

**Article 10. Harvesting of non-wood forest plants and derivatives of ordinary forest plants from natural forests**

1. Harvesting document includes an original report on location, area and volume of forest products to be harvested, which is made using the Form No. 07 hereof.
2. Before the harvesting, the forest owner shall submit the document specified in Clause 1 of this Article, directly or by post, to the local forest protection authority.
3. After the harvesting, the forest product owner shall make a packing list.

**Article 11. Harvesting of ordinary forest animals, and parts and derivatives of ordinary forest animals from nature**

1. Harvesting document includes a plan for harvesting of ordinary forest animals from nature, which is made using the Form No. 09 hereof.

2. The applicant shall submit the application directly or by post.

3. Procedures:

a) Before the harvesting, the forest owner or harvester (in case the harvester is not the forest owner) shall submit the document specified in Clause 1 of this Article to the Forest Protection Sub-department of the province where the harvesting is carried out. If the document is unsatisfactory, within 01 working day from the receipt of the document, the Forest Protection Sub-department of the province where the harvesting is carried out shall directly instruct or instruct the applicant in writing to complete the document;

b) Within 03 working days from the receipt of the satisfactory document, the Forest Protection Sub-department of the province where the harvesting is carried out shall appraise the document.

The appraisal council is composed of representatives of the Forest Protection Sub-department of the province where the harvesting is carried out, Provincial Department of Natural Resources and Environment and People's Committee of the district where the harvesting is carried out. Where necessary, Forest Protection Sub-department of the province where the harvesting is carried out shall invite other organizations or individuals. The Director of the Forest Protection Sub-department of the province where the harvesting is carried out is the Council's President;

c) Within 03 working days, the appraisal council shall consider and assess the harvesting plan and make a record on appraisal thereof according to the Form No. 10 hereof;

d) Within 01 working day from the receipt of the appraisal record, the Forest Protection Sub-department of the province where the harvesting is carried out shall approve the harvesting plan if at least 2/3 of Council's members agree, send the approved harvesting plan to the applicant, and respond and provide explanation in writing in case of rejection.

4. After the harvesting, the forest product owner shall make a packing list and request the local forest protection authority to certify it.

### **Article 12. Main harvesting of wood from planted forests whose ownership is represented by the State**

1. Harvesting document includes a harvesting plan, which is made using the Form No. 08 hereof.

2. Before the harvesting, the forest owner or harvester (in case the harvester is not the forest owner) shall submit the document specified in Clause 1 of this Article, directly or by post, to the authority that has the power to approve the capital for forest planting and local forest protection authority.

3. After the harvesting, the forest product owner shall make a packing list.



**Article 13. Salvage harvesting of wood from planted forests whose ownership is represented by the State**

1. Harvesting documents include:

a) A copy of the decision on forest repurposing or copy of the silviculture project or scientific research program/project that has been approved;

b) A report on location, area and volume of forest products to be harvested, which is made using the Form No. 07 hereof.

2. Before the harvesting, the forest owner or harvester (in case the harvester is not the forest owner) shall submit the documents specified in Clause 1 of this Article, directly or by post, to the authority that has the power to approve the capital for forest planting and local forest protection authority.

3. After the harvesting, the forest product owner shall make a packing list.

**Article 14. Sanitation harvesting of wood from planted forests whose ownership is represented by the State**

1. Harvesting document includes a report on location, area and volume of forest products to be harvested, which is made using the Form No. 07 hereof.

2. Before the harvesting, the forest owner shall submit the document specified in Clause 1 of this Article, directly or by post, to the authority that has the power to approve the capital for forest planting and local forest protection authority.

3. After the harvesting, the forest product owner shall make a packing list.

**Article 15. Harvesting of planted forests whose ownership is represented by an organization/individual**

1. Wood and plants to be harvested: plant forest wood, garden wood and scattered trees owned by organizations or individuals, including those planted under the State's assistance policies or projects; non-wood forest plants and derivatives of forest plants.

2. Procedures: the forest owner shall decide on the harvesting himself/herself. After the harvesting, the forest product owner shall make a packing list.

**Chapter III**

**LAWFUL FOREST PRODUCT DOSSIERS**

**Section 1. FOREST PRODUCT ORIGIN DOSSIER**

## **Article 16. Dossiers on domestically harvested forest products**

### 1. Dossier on forest products harvested from natural forests:

#### a) Regarding natural forest wood from salvage harvesting, the dossier includes:

An original packing list certified by a local forest protection authority.

A copy of the decision on forest repurposing or copy of the silviculture project or scientific research program/project that has been approved.

An original report on location, area and volume of forest products to be harvested, which is made using the Form No. 07 hereof;

#### b) Natural forest wood from sanitation harvesting:

Regarding wood of ordinary plant species, the dossier includes an original packing list certified by a local forest protection authority and the document specified in Clause 1 Article 9 of this Circular.

Regarding wood included in the list of endangered/rare forest plants and animals and CITES Appendices, the dossier includes an original packing list certified by a local forest protection authority and a copy of the harvesting plan in accordance with the Government's regulations on management of endangered/rare forest plants and animals and implementation of CITES;

#### c) Non-wood forest plants and derivatives of forest plants harvested from natural forests:

Regarding ordinary forest plants, the dossier includes an original packing list made by a forest product owner and the document specified in Clause 1 Article 10 of this Circular.

Regarding non-wood forest plants and derivatives of forest plants included in the list of endangered/rare forest plants and animals and CITES Appendices, the dossier includes an original packing list certified by a local forest protection authority and a copy of the harvesting plan in accordance with the Government's regulations on management of endangered/rare forest plants and animals and implementation of CITES;

#### d) Forest animals, and their parts and derivatives harvested from nature:

Regarding ordinary forest animals, and parts and derivatives thereof, the dossier includes an original packing list certified by a local forest protection authority and a copy of the approved harvesting plan specified in Article 11 of this Circular.

Regarding forest animals, and parts and derivatives thereof included in the list of endangered/rare forest plants and animals and CITES Appendices, the dossier includes an original packing list certified by a local forest protection authority and a copy of the

harvesting plan in accordance with the Government's regulations on management of endangered/rare forest plants and animals and implementation of CITES.

2. Dossier on forest products harvested from planted forests:

a) Regarding main harvesting of wood from planted forests whose ownership is represented by the State, the dossier includes an original packing list made by the forest product owner and the document specified in Clause 1 Article 12 of this Circular;

b) Regarding salvage harvesting of wood from planted forests whose ownership is represented by the State, the dossier includes an original packing list made by the forest product owner and the document specified in Clause 1 Article 13 of this Circular;

c) Regarding sanitation harvesting of wood from planted forests whose ownership is represented by the State, the dossier includes an original packing list made by the forest product owner and the document specified in Clause 1 Article 14 of this Circular;

d) Wood harvested from planted forests whose ownership is represented by an organization/individual, the dossier includes an original packing list made by the forest product owner.

#### **Article 17. Dossier on imported forest products**

A dossier on imported forest products includes:

1. A customs declaration made in accordance with applicable regulations.
2. An original packing list made by the forest product owner or foreign exporter.
3. A copy of the CITES import permit issued by the Vietnam CITES management authority to forest products prescribed in CITES Appendices.
4. Documents about forest product origin prescribed by the exporting country.

#### **Article 18. Dossier on confiscated forest products**

A dossier on confiscated forest products includes:

1. An original auctioned property sale contract.
2. An invoice prescribed by the Ministry of Finance (if any).
3. An original packing list made by the seller.

### **Section 2. DOSSIERS ON FOREST PRODUCTS DOMESTICALLY TRADED AND TRANSPORTED**

**Article 19. Dossiers on wood, non-wood forest plants and derivatives of forest plants harvested from natural forests and not having undergone any processing**

A dossier on wood, non-wood forest plants and derivatives of forest plants harvested from natural forests and not having undergone any processing includes:

1. An original packing list made by the forest product owner. Regarding the forest products specified in Clauses 1 and 2 Article 6 of this Circular, a packing list certified by a local forest protection authority is required.
2. A copy of forest product origin dossier of the seller.

**Article 20. Dossier on wood, non-wood forest plants and derivatives of forest plants harvested from planted forests and not having undergone any processing**

A dossier on wood, non-wood forest plants and derivatives of forest plants harvested from planted forests and not having undergone any processing includes:

1. An original packing list made by the forest product owner.
2. A copy of forest product origin dossier of the seller.

**Article 21. Dossier on imported wood and non-wood forest plants not having undergone any processing**

A dossier on imported wood and non-wood forest plants not having undergone any processing includes:

1. An original packing list made by the forest product owner.
2. A copy of forest product origin dossier of the seller.
3. Regarding imported forest products transported from the border checkpoint of import to the warehouse of the importer, Article 17 of this Circular shall be complied with.

**Article 22. Dossier on confiscated forest products not having undergone any processing**

A dossier on confiscated forest products not having undergone any processing includes:

1. An original packing list made by the forest product owner.
2. A copy of forest product origin dossier of the seller.

3. Regarding forest products directly purchased from the auction council and then transported to the warehouse of the purchaser, Article 18 of this Circular shall be complied with.

**Article 23. Dossier on wood, non-wood forest plants and derivatives of forest plants harvested from nature or planted forests, which are imported, handled if confiscated and processed**

A dossier on wood, non-wood forest plants and derivatives of forest plants harvested from nature or planted forests, which are imported, handled if confiscated and processed includes:

1. An original packing list made by the forest product owner.
2. A copy of forest product origin dossier of the seller.

**Article 24. Dossier on wild, imported or raised forest animals and parts and derivatives thereof**

A dossier on wild, imported or raised forest animals and parts and derivatives thereof includes:

1. An original packing list made by the forest product owner. Regarding the forest products specified in Clause 3 Article 6 of this Circular, a packing list certified by a local forest protection authority is required.
2. A copy of forest product origin dossier of the seller.

**Article 25. Dossier on internally transported forest products**

A dossier on internally transported forest products includes:

1. An original dispatch cum internal transport note.
2. An original packing list made by the forest product owner. In case of internal transport of the forest products specified in Clauses 1, 2 and 3 Article 6 of this Circular out of a province, a packing list certified by a local forest protection authority is required.
3. A copy of forest product origin dossier.

**Section 3. APPLICATIONS FOR EXPORT OR TRANSIT OF FOREST PRODUCTS**

**Article 26. Application for export of round wood, sawn wood and wood products**

An application for export of round wood, sawn wood and wood products includes:

1. An original packing list made by the forest product owner. Regarding the forest products specified in Clause 1 Article 6 of this Circular, a packing list certified by a local forest protection authority is required.
2. A license specified in the treaties between the Socialist Republic of Vietnam with the exporting country (if any).
3. A copy of the CITES import permit issued by the Vietnam CITES management authority to forest products prescribed in CITES Appendices and forest products on the list of endangered/rare plant forests and animals.

**Article 27. Application for export of forest animals, and parts, derivatives and products thereof**

An application for export of forest animals, and parts, derivatives and products thereof includes

1. An original packing list certified by a local forest protection authority.
2. A copy of the CITES import permit issued by the Vietnam CITES management authority to forest products prescribed in CITES Appendices and forest products on the list of endangered/rare plant forests and animals.

**Article 28. Application for export of non-wood forest plants, and derivatives and products thereof**

An application for export of non-wood forest plants, and derivatives and products thereof includes:

1. An original packing list made by the forest product owner. Regarding the forest products specified in Clause 2 Article 6 of this Circular, a packing list certified by a local forest protection authority is required.
2. A copy of the CITES import permit issued by the Vietnam CITES management authority to forest products prescribed in CITES Appendices and forest products on the list of endangered/rare plant forests and animals.

**Article 29. Application for transit of forest products**

An application for transit of forest products includes:

1. Documents about forest products to be transited in accordance with applicable regulations.

2. In the cases where transited forest products are handled or forwarded between vehicles within the territory of Vietnam, a packing list of forest products on each vehicle is required.

#### **Section 4. FOREST PRODUCT DOSSIERS PREPARED BY AT FOREST PRODUCT PROCESSING AND TRADING FACILITIES; STORAGE FACILITIES; FOREST ANIMAL SPECIMEN RAISING AND PROCESSING FACILITIES**

##### **Article 30. Forest product entry and exit book**

1. The forest product entry and exit book prepared by an organization is prepared using the Form No. 11 hereof.

2. Every organization shall make a physical or electronic forest product entry and exit book and specify all information in the book after entry and exit of forest products.

##### **Article 31. Forest product dossiers prepared by wood and non-wood forest plant processing and trading facilities; forest animal specimen processing and raising facilities**

1. A forest product dossier prepared by the wood and non-wood forest plant processing and trading facility includes:

a) A forest product entry and exit book;

b) A packing list and lawful forest product dossier specified in this Circular;

c) The owner of the wood and non-wood forest plant processing and trading facility shall manage and retain originals of the documents specified in Points a and b of this Clause within 05 years from the dispatch of forest products.

2. A forest product dossier prepared by the forest animal specimen raising and processing facility includes:

a) A book on raising and processing of endangered/rare forest animals and endangered wild animals included in CITES Appendices; raising of ordinary forest animals in accordance with the Government's regulations on management of endangered/rare forest plants and animals and implementation of CITES;

b) A packing list and other documents concerning dossier on lawful origin of forest animals at the processing and raising facility;

c) The owner of the forest animal specimen processing and raising facility shall manage and retain originals of the documents specified in Points a and b of this Clause within 05 years from the dispatch of forest products.

## **Article 32. Forest product dossier prepared by storage facilities**

Every forest product owner shall retain forest product dossiers corresponding to each stage of the forest product supply chain, including harvesting, transport, processing, manufacturing, trading, import and confiscation as prescribed in this Circular.

## **Chapter IV**

### **SPECIMEN MARKING**

#### **Article 33. Specimens to be marked**

Specimens of species included in the list of endangered/rare forest plants and animals and CITES Appendices of; finished wood products upon trading.

#### **Article 34. Specimen marking**

1. In the cases where specimens of species included in CITES Appendices are subject to CITES marking requirements, such requirements shall be complied with.
2. The marking can be carried out using a stamp, code, barcode, QR code, electronic chip, ring, piercing or another material (hereinafter referred to as “marking label”) that contains tracing information.
3. The specimen owner shall decide on the material, size and form of the marking label in conformity with characteristics and types of specimens and regulations of the law on goods labels.

The marking label shall be attached directly to a specimen in a manner that is easily identified with the naked eye or the reader.

4. After the marking is completed, within 01 working day, every forest product owner shall specify all marking information in a physical or electronic specimen marking book, which is made using the Form No. 12 hereof and take responsibility for the truthfulness, clarity and accuracy of the marking label.

#### **Article 35. Information on marking label**

1. Name of the specimen: clearly specify the name.
2. Name of the species: common name and scientific name.
3. Name and address of the specimen owner.
4. Origin of the specimen: clearly specify the origin (harvested from natural forests or planted forests, domestically raised or imported); place of harvesting or manufacturing.



5. Amount of the specimen: expressed in unit of measurement or cardinal numbers, depending on characteristics of each specimen.

6. Other information about origin of the specimen.

## **Chapter V**

### **INSPECTION OF TRACING OF FOREST PRODUCTS**

#### **Section 1. ENTITIES SUBJECT TO, RULES AND METHODS OF INSPECTION AND POWER TO ISSUE INSPECTION DECISION**

##### **Article 36. Entities subject to and methods of inspection**

1. Entities subject to inspection: organizations and individuals engaging in harvesting, transport, processing, manufacturing, trading, import, export and storage of forest products, raising of forest animals, and marking of specimens and wood products.

2. Inspection methods:

a) Scheduled inspection;

b) Ad hoc inspection, which is carried out upon suspicion of violations specified in Clause 1 Article 40 of this Circular or at the request of the head of the competent authority.

##### **Article 37. The power to issue inspection decisions**

1. The General Director of the Forest Protection Department, Directors of Forest Protection Sub-departments and chiefs of mobile forest and forest fire protection teams (hereinafter referred to as “heads of forest protection authorities”) shall, within their jurisdiction, issue inspection decisions.

2. The competent persons specified in Clause 1 of this Article may empower their deputies to issue inspection decisions as prescribed by law.

##### **Article 38. Rules for carrying out inspections**

1. The inspection by a forest protection authority shall be carried out by an inspectorate according to the decision issued by the competent person.

2. If the inspectorate detects any violation during the inspection, remedial measures shall be immediately taken and submit reports as prescribed.

3. The verification or inspection of origin of forest products shall be carried out in accordance with inspection procedures and an inspection record shall be made. In case of

verification or inspection of origin of forest products, a record shall be made using the Form No. 05 hereof. In case of inspection of harvesting of forest products, a record shall be made using the Form No. 13 hereof.

### **Article 39. Scheduled inspection**

1. Annual inspections: Before November 30, every head of the forest protection authority shall, under the direction of the head of the supervisory authority, prepare an inspection plan for the next year and submit it to the supervisory authority for approval.
2. Every head of the forest protection authority shall, according to the forest product harvesting, transport, processing, trading or management that is required to be subject to an inspection, prepare a thematic inspection plan.

### **Article 40. Ad hoc inspection**

1. Bases for carrying out an ad hoc inspection:
  - a) Information from mass media;
  - b) Information from complaints, denunciations or reports made by an organization or individual;
  - c) Information from the application form for actions against violations submitted by an organization or individual;
  - d) Information given by local rangers or rangers assigned to detect violations;
  - dd) Instructional documents promulgated by the head of a competent authority;
  - e) Suspicion of violations against the law.
2. Any ranger that collects and receives information or suspicions about violations against the law shall immediately notify the head of a forest protection authority thereof.
3. According to the information specified in Clause 1 of this Article, the head of the forest protection authority shall process such information, direct inspection and take responsibility for his/her decision; direct the preparation of information logbooks and organize the management thereof in accordance with regulations on management of confidential documents.

## **Section 2. INSPECTION PROCEDURES AND CONTENTS**

### **Article 41. Inspection procedures**

1. Issue an inspection decision to the inspected entities or involved persons and witnesses (if any).
2. Request the inspected entities or involved persons to abide by the inspection decision issued by the competent authority and work with the inspectorate.
3. Carry out inspection according to the issued inspection decision. Any issues that arise during the implementation and are beyond the power of the inspectorate should be promptly reported to the head of the supervisory authority.
4. In case of inspection of transport of forest products, the inspectorate is only allowed to stop a moving vehicle if there is one of bases specified in Clause 1 Article 40 of this Circular. One or a combination of forest ranger whistle, flag and torch may be used to issue an order to stop a vehicle.
5. Regarding the inspection of forest products that are imported, exported or transited at the border checkpoint, if it is required to verify origin of imported, exported or transited forest products, the provincial Forest Protection Sub-department shall cooperate with the border checkpoint customs authority in inspecting and verifying origin of forest products as prescribed in this Circular.
6. Owners of forest product processing and trading facilities, forest animal raising facilities, forest product owners or operators of forest product vehicles shall comply with inspection requirements laid down by the inspectorate; produce forest product dossiers and forest product origin dossiers as prescribed in this Circular.

#### **Article 42. Inspection contents**

1. Regarding harvesting of forest products, it is required to inspect:
  - a) Compliance with regulations of law before harvesting; compliance with regulations of law during and after harvesting; documents concerning harvesting of forest products;
  - b) Regarding harvested wood that is skidded and transported to a storage area, it is required to inspect its quantity, volume, type and number of wood, packing list; harvesting documents specified Section 1 Chapter III of this Circular;
  - c) Regarding non-wood forest products, it is required to inspect their quantity, volume and type, and packing list; harvesting documents specified Section 1 Chapter III of this Circular.
2. Regarding transport of forest products, it is required to inspect:
  - a) Dossiers and applications specified in Sections 2 and 3 Chapter III of this Circular;
  - b) Forest products available on the vehicle.

3. Regarding a wood and non-wood forest plant processing and trading facility, it is required to inspect:

- a) Forest product dossiers specified in Clause 1 Article 31 of this Circular;
- b) Forest products available at the facility;
- c) Storage of forest product dossiers.

4. Regarding imported, exported or transited forest products, it is required to inspect:

- a) Dossiers and applications specified in Article 17 and Section 3 Chapter III of this Circular;
- b) Forest products available at the border checkpoint.

5. Regarding a forest animal specimen raising and processing facility, it is required to inspect:

- a) Dossier on raised forest animals specified in Clause 2 Article 31 of this Circular;
- b) Forest animals that are being raised.

6. Regarding a forest product storage facility, it is required to inspect:

- a) Forest product dossier specified in Article 32 of this Circular;
- b) Forest products available at the storage facility.

## **Chapter VI**

### **IMPLEMENTATION**

#### **Article 43. Responsibility for implementation**

1. The Vietnam Administration of Forestry shall provide guidelines and inspect the implementation of this Circular nationwide.
2. Provincial Departments of Agriculture and Rural Development shall provide guidelines and organize the implementation of this Circular within provinces.

#### **Article 44. Transitional clause**

The license for main, salvage and sanitation harvesting of wood and non-wood forest products issued before the effective date of this Circular shall remain effective until its expiry date.

## **Article 45. Effect**

1. This Circular comes into force from January 01, 2019.
2. The following documents are null and void from the effective date of this Circular:
  - a) The Decision No. 44/2006/QD-BNN dated June 01, 2006 of the Minister of Agriculture and Rural Development;
  - b) The Decision No. 107/2007/QD-BNN dated December 31, 2007 of the Minister of Agriculture and Rural Development;
  - c) The Circular No. 87/2009/TT-BNNPTNT dated December 31, 2009 of the Ministry of Agriculture and Rural Development;
  - d) The Circular No. 70/2011/TT-BNNPTNT dated October 24, 2011 of the Ministry of Agriculture and Rural Development;
  - dd) The Circular No. 01/2012/TT-BNNPTNT dated January 04, 2012 of the Ministry of Agriculture and Rural Development;
  - e) The Circular No. 40/2015/TT-BNNPTNT dated October 21, 2015 of the Ministry of Agriculture and Rural Development;
  - g) The Circular No. 21/2016/TT-BNNPTNT dated June 28, 2016 of the Ministry of Agriculture and Rural Development;
  - h) The Circular No. 17/2017/TT-BNNPTNT dated September 11, 2017 of the Ministry of Agriculture and Rural Development;
  - i) The Circular No. 25/2011/TT-BNNPTNT dated April 06, 2011 of the Ministry of Agriculture and Rural Development;
  - k) Article 2 of the Circular No. 20/2016/TT-BNNPTNT dated June 27, 2016 of the Ministry of Agriculture and Rural Development.
3. Difficulties that arise during the implementation of this Circular should be promptly reported to the Ministry of Agriculture and Rural Development for consideration./.

**PP. THE MINISTER  
THE DEPUTY MINISTER**

**Ha Cong Tuan**

**APPENDIX**

*(Enclosed with the Circular No. 27/2018/TT-BNNPTNT dated November 16, 2018 of the Ministry of Agriculture and Rural Development)*

<b>Forms</b>	<b>Content</b>
Form No. 01	Packing list (applicable to round wood and sawn wood)
Form No. 02	Packing list (applicable to wood products)
Form No. 03	Packing list (applicable to non-wood forest plants and their derivatives)
Form No. 04	Packing list (applicable to forest animals and their parts and derivatives)
Form No. 05	Forest product inspection record
Form No. 06	Packing list certification book
Form No. 07	Report on location, area and volume of forest products to be harvested
Form No. 08	Plan for harvesting and salvage harvesting/sanitation harvesting
Form No. 09	Plan for harvesting of ordinary forest animals from nature
Form No. 10	Record on appraisal of plan for harvesting of ordinary forest animals from nature
Form No. 11	Forest product receipt and dispatch book
Form No. 12	Specimen marking book
Form No. 13	Record on inspection of forest product harvesting

**Form No. 01. Packing list (applicable to round wood and sawn wood)**

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*Page No. .... / Total number of pages .....*

**PACKING LIST**

(applicable to round wood and sawn wood)<sup>(1)</sup>

No. .... / ... <sup>(2)</sup>

**General information:**

Name of the forest product owner: .....

Business registration certificate/enterprise ID No. (if the forest product owner is an enterprise).....

Address .....

Telephone: .....

Forest product origin<sup>(3)</sup>: .....

Number of enclosed invoice (if available) .....; dated (dd/mm/yyyy) ....;

Vehicle (if available): ..... License plate/vehicle number:.....;

Transport time: ..... days; departure date (dd/mm/yyyy) ....; arrival date (dd/mm/yyyy) ....

Transported from:.....to: .....

No.	Number, marking label <sup>(4)</sup>	Wood name		Quantity	Dimensions			Volume m <sup>3</sup> /weight (kg)	Note <sup>(5)</sup>
		Common name	Scientific name (of imported wood)		Length (m)	Width (cm)	Diameter/thickness (cm)		
A	B	C	D	E	F	G	H	I	J
01									
02									
...									
	<i>Total</i>								

Total quantity and volume or weight of each forest product species specified in the packing list:.....

.....  
.....

*(Place name), date (dd/mm/yyyy) ....*  
**CERTIFIED BY LOCAL FOREST  
PROTECTION AUTHORITY <sup>(6)</sup>**  
Reg. No: .../... <sup>(7)</sup>  
*(Signature, full name and seal of the  
competent person)*

*(Place name), date (dd/mm/yyyy) ....*  
**PREPARED BY**  
*(Signature and full name of the  
organization or signature and full name  
of the individual)*

**Note:**

- (1) also applicable to whole tree wood;
- (2) The forest product owner shall write the ordinal number according to the number of the packing list prepared during the year, e.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the prepared packing list;
- (3) It is required to specify origin: harvested from natural forests, planted forests, home gardens or scattered trees or imported or confiscated; a copy of the seller's forest product origin dossier made as prescribed in this Circular is required;
- (4) Regarding wood specified in Point g Clause 1 Article 4 of this Circular, it is required to specify number of each section, cube, strip and board. In case wood is of the same species and dimensions, a common number thereof may be specified. In case wood is labeled, the label number shall be specified.
- (5) In case wood has its weight deducted due to hollow core, rot or defect;
- (6) Only forest products specified in Article 6 of this Circular shall be certified;
- (7) The certifying authority shall clearly specify the last two digits of the year in which the packing list is certified and ordinal number of the packing list certified during the year. E.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the certified packing list.

**Form No. 02. Packing list (applicable to wood products)**

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*Page No. .... / Total number of pages .....*

**PACKING LIST**

*(applicable to wood products)*



No. .../...<sup>(1)</sup>

**General information:**

Name of the forest product owner: .....

Business registration certificate/enterprise ID No. (if the forest product owner is an enterprise).....

Address .....

Telephone: .....

Forest product origin<sup>(2)</sup>: .....

Number of enclosed invoice (if available) .....; dated (dd/mm/yyyy) .....

Vehicle (if available): ..... License plate/vehicle number:.....;

Transport time: ..... days; departure date (dd/mm/yyyy) .....; arrival date (dd/mm/yyyy) .....

Transported from:.....to: .....

No.	Wood product name <sup>(3)</sup>	Marking label number (if available)	Name of wood material		Quantity and volume of the product	Unit	Note
			Common name	Scientific name			
A	B	C	D	E	F	G	H
01							
02							
...							
	<i>Total</i>						

Total quantity and volume of each forest product species specified in the packing list:

.....  
.....

*(Place name), date (dd/mm/yyyy) ....*

*(Place name), date (dd/mm/yyyy) ....*

**CERTIFIED BY LOCAL FOREST  
PROTECTION AUTHORITY<sup>(4)</sup>**

**Reg. No: .../...<sup>(5)</sup>**

*(Signature, full name and seal of the  
competent person)*

**PREPARED BY**

*(Signature and full name of the  
organization or signature and full name  
of the individual)*

**Note:**

(1) The forest product owner shall write the ordinal number according to the number of the packing list prepared during the year, e.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the prepared packing list;

(2) It is required to specify origin: harvested from natural forests, planted forests, home gardens or scattered trees or imported or confiscated; a copy of the seller's forest product origin dossier made as prescribed in this Circular is required;

(3) Specify name of the wood product, e.g. tables, chairs, woodchips, rotary cut veneer, plywood, wood pellets, etc.;

(4) Only forest products specified in Article 6 of this Circular shall be certified;

(5) The certifying authority shall clearly specify the last two digits of the year in which the packing list is certified and ordinal number of the packing list certified during the year. E.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the certified packing list.

**Form No. 03. Packing list (applicable to non-wood forest plants and their derivatives)**

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*Page No. .... / Total number of pages .....*

**PACKING LIST**

*(applicable to non-wood forest plants and their derivatives)*

No. .... / ...<sup>(1)</sup>

**General information:**

Name of the forest product owner: .....

Business registration certificate/enterprise ID No. (if the forest product owner is an enterprise).....

Address .....

Telephone: .....

Forest product origin <sup>(2)</sup>: .....

Number of enclosed invoice (if available) .....; dated (dd/mm/yyyy) .....

Vehicle (if available): ..... License plate/vehicle number:.....;

Transport time: ..... days; departure date (dd/mm/yyyy) .....; arrival date (dd/mm/yyyy) .....

Transported from:.....to: .....

No.	Forest product name		Species group <sup>(3)</sup>	Quantity or weight	Unit	Note
	Common name	Scientific name				
A	B	C	D	E	F	H
01						
02						
...						
<i>Total</i>						

Total quantity and volume or weight of each forest product species specified in the packing list:

.....  
.....

(Place name), date (dd/mm/yyyy) ....  
**CERTIFIED BY LOCAL FOREST PROTECTION AUTHORITY<sup>(4)</sup>**  
**Reg. No: .../...<sup>(5)</sup>**  
(Signature, full name and seal of the competent person)

(Place name), date (dd/mm/yyyy) ....  
**PREPARED BY**  
(Signature and full name of the organization or signature and full name of the individual)

**Note:**

- (1) The forest product owner shall write the ordinal number according to the number of the packing list prepared during the year, e.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the prepared packing list;
- (2) It is required to specify origin: harvested from natural forests, planted forests, home gardens or scattered trees or imported or confiscated; a copy of the seller's forest product origin dossier made as prescribed in this Circular is required;
- (3) It is required to specify whether the species belongs to an ordinary species group or to any group of endangered/rare species or to any Form mentioned in CITES;
- (4) Only forest products specified in Article 6 of this Circular shall be certified;
- (5) The certifying authority shall clearly specify the last two digits of the year in which the packing list is certified and ordinal number of the packing list certified during the year. E.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the certified packing list.

**Form No. 04. Packing list (applicable to forest animals and their parts and derivatives)**

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*Page No. .... / Total number of pages .....*

**PACKING LIST**

*(applicable to forest animals and their parts and derivatives)*

No. .... / ... <sup>(1)</sup>

**General information:**

Name of the forest product owner: .....

Business registration certificate/enterprise ID No. (if the forest product owner is an enterprise).....

Address .....

Telephone: .....

Forest product origin (2): .....

Number of enclosed invoice (if available): .....; dated (dd/mm/yyyy) .....

Vehicle (if available): ..... License plate/vehicle number:.....;

Transport time: ..... days; departure date (dd/mm/yyyy) .....; arrival date (dd/mm/yyyy) .....

Transported from:.....to: .....

No.	Species name		Species group <sup>(3)</sup>	Marking label number (if available)	Quantity	Weight	Unit	Note
	Common name	Scientific name						
A	B	C	D	E	F	G	H	I
01								
02								
....								
<i>Total</i>								

Total quantity and weight of each forest animal species and their parts and derivatives specified in the packing list:

*(Place name), date (dd/mm/yyyy) ....*  
**CERTIFIED BY LOCAL FOREST PROTECTION AUTHORITY** <sup>(4)</sup>  
Reg. No: .../... (5)  
*(Signature, full name and seal of the competent person)*

*(Place name), date (dd/mm/yyyy) ....*  
**PREPARED BY**  
*(Signature and full name of the organization or signature and full name of the individual)*

**Note:**

(1) The forest product owner shall write the ordinal number according to the number of the packing list prepared during the year, e.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the prepared packing list;

(2) It is required to specify origin: harvested from natural forests, domestically raised, confiscated or imported; a copy of the seller's forest product origin dossier made as prescribed in this Circular is required;

(3) It is required to specify whether the species belongs to an ordinary species group or to any group of endangered/rare species or to any Form mentioned in CITES;

(4) Only forest products specified in Article 6 of this Circular shall be certified;

(5) The certifying authority shall clearly specify the last two digits of the year in which the packing list is certified and ordinal number of the packing list certified. E.g. 18/001: 18 is the last two digits of the year 2018; 001 is the ordinal number of the certified packing list.

**Form No. 05. Forest product inspection record**

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**FOREST PRODUCT INSPECTION RECORD**

Today, date ..... month..... year ....., at ... (*specify time*) At:..... (*specify place*)

**We are:**

- 1) ....., position: ....., working place: .....
- 2) ....., position: ....., working place: .....
- 3) ....., position: ....., working place: .....

**We hereby inspect forest products of** (*specify name of the organization/individual*):.....

Address:.....,  
occupation:.....

ID card/Citizen ID card No. ....; date of issue ....., place of issue.....

Business registration certificate/enterprise ID No. ....; date of issue ....., place of issue.....

**Witness** (if available):

Full name .....

ID card/Citizen ID card No. ....; date of issue ....., place of issue .....

**Inspection contents:**

.....  
.....

Enclosed forest product dossier consists of:.....

**Conclusion:**

.....  
.....

The inspection ends at ..... (*specify time*) on date.....month ..... year  
..... No damage or loss has been inflicted during the inspection.

The record is read to and signed by aforementioned persons.

This record is made into .... copies. The individual/organization subject to the inspection will keep 01 copy./.

<p><b>INDIVIDUAL/ORGANIZATION REPRESENTATIVE OF SUBJECT TO INSPECTION</b> (Signature and full name of the organization or signature and full name of the individual)</p>	<p><b>THE INSPECTORATE</b> (Signature and full name)</p>	<p><b>WITNESS</b> (if available, signature and full name)</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------	-----------------------------------------------------------------------

**Form No. 06. Packing list certification book**

FOREST PROTECTION SUB-  
DEPARTMENT OF .....  
PROVINCE  
FORESTRY SERVICE OF  
..... DISTRICT

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No. .... / Year: 20.....

### PACKING LIST CERTIFICATION BOOK

<b>Ordinal number of packing lists</b>	<b>Date of certification</b>	<b>Name of forest product owner</b>	<b>Address of forest product owner</b>	<b>Total of forest products certified <sup>(1)</sup></b>	<b>Name and title of certifier</b>	<b>Signature of certifier</b>
A	B	C	D	E	F	G
01						
02						
03						
...						

**THE HEAD <sup>(2)</sup>**

**PREPARED BY <sup>(2)</sup>**

**Note:**

(1) Specify total quantity and volume or weight of each type of forest product specified in the forest product;

(2) At the end of the year, the log book must bear their signature and seal for retention purpose.

**Form No. 07. Report on location, area and volume of forest products harvested**

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**REPORT ON LOCATION, AREA AND VOLUME OF FOREST PRODUCTS TO BE HARVESTED**

**1. General information**

- Name of the forest owner or harvesting unit.....



- Address: .....

- Harvesting area: .....ha;

- Harvesting period: From .....to.....

## 2. Content

### a) Regarding natural forest wood:

No.	Location			Number of trees	Diameter (cm)	Height (m)	Volume (m <sup>3</sup> )	Note
	Sub-division	Plot	Lot					
A	B	C	D	E	F	G	H	I
01								
02								
...								
Total								

### b) Regarding planted forest wood:

No.	Location	Number of trees	Average diameter (cm)	Average height, (m)	Volume (m <sup>3</sup> )	Note
A	B	C	D	E	F	G
01	Specify the number of plot, lot or sub-division ( <i>or Land use right certificate, land transfer decision, land lease decision, etc.</i> ).					
02						
...						
Total						

### c) Regarding non-wood forest plants and their derivatives:

No.	Location	Forest product name	Quantity or volume	Unit (m <sup>3</sup> , stere, tree, tonne,	Note
-----	----------	---------------------	--------------------	--------------------------------------------	------

					ml)	
		Common name	Scientific name			
A	B	C	D	E	G	H
01	Specify the number of plot, lot or sub-division ( <i>or Land use right certificate, land transfer decision, land lease decision, etc.</i> ).					
02						
...						
Total						

**Forest owner /Harvesting unit**  
(signature, full name and seal in case of the organization)

**Form No. 08. Plan for harvesting and salvage harvesting/sanitation harvesting**

**PLAN FOR HARVESTING AND SALVAGE HARVESTING/SANITATION HARVESTING**

**1. Bases for formulating the plan**

**2. Wood subject to harvesting or salvage harvesting/sanitation harvesting**

Specify wood to be harvested from planted forests (*tree species, year of planting, authority granting approval for funding for forest planting...*) or natural forest wood subject to sanitation harvesting (*including dry dead trees, sections, branches, roots, etc., reasons for death, etc.*).

**3. Location of and area for harvesting and salvage harvesting/sanitation harvesting**

Determine location using GPS, carry out measurement and mark lot, plot and subdivision. Create a map showing a scale of 1:5000 and calculate the area of the harvesting location.

On any lot, plot, subdivision or harvesting unit, etc.

**4. Wood production calculation**

a) Regarding natural forest wood salvage harvesting/sanitation harvesting, it is required to measure each section, submit a report using Form No. 07 hereof.

a) Regarding harvesting of wood from planted forests: create standard plots for measurement purpose, a standard plot must account for up to 02% of the harvesting area, a lot to be harvested must have at least 03 standard plots; submit a report using Form No. 07 hereof.

### **5. Expected skidding and transport roads**

a) Anticipate a skidding and transport road according to the field and type of transport equipment to reduce costs, harmful effects on environment and water sources, and soil erosion; ensure the highest economic efficiency, following the principle of prolonging transport road, shortening the skidding distance.

b) The system of expected transport road must be shown on a map, marked in the field and included in the harvesting design dossier.

c) Regarding sanitation harvesting of wood from natural forests, it is not allowed to open a new skidding and transport road therein.

### **6. Adoption of measures for forest protection and forest fire prevention**

Determine measures for forest protection and forest fire prevention during harvesting.

### **7. Formulation of post-harvesting forest development plan**

a) Regarding harvesting of wood from planted forests: formulate reforestation plan (*including: determination of tree species, planting density and relevant costs*).

b) Regarding post-salvage harvesting/sanitation harvesting of natural forest wood: adopt measures for forest restoration or forest feeding.

### **8. Conclusion:**

**Forest owner**

*(signature, full name and seal in case of the organization)*

**Form No. 09. Plan for harvesting of ordinary forest animals from nature**

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**PLAN FOR HARVESTING OF ORDINARY FOREST ANIMALS FROM  
NATURE**

**I. INFORMATION ABOUT FOREST OWNER**

**1. Name and address**

- In case of an organization: full name; address; telephone; number of business registration certificate/enterprise registration certificate or establishment decision; date of issue, place of issue.

- In case of an individual: full name; permanent address; telephone; number of ID card/passport/Citizen ID card; date of issue, place of issue.

If the forest owner cooperates with an organization or individual in harvesting, clearly specify:

- In case of an organization: full name, address, telephone, number of business registration certificate, date of issue, place of issue.

- In case of an individual: full name, permanent address, telephone, number of ID card, date of issue, place of issue.

**2. General introduction:**

Functions, tasks, history and process of carrying out relevant activities, etc.

**3. Harvesting purposes:**

**II. STATUS OF HARVESTING AREA, SPECIES TO BE HARVESTED,  
HARVESTING PLAN**

**1. General information about harvesting area**

a) Natural conditions ((topography, climate, hydrology), economy and society.

b) Status of forest (forest types, area), fauna and flora area:

- Forest types (Evergreen forest, deciduous forest, etc.), forest quality (rich, average or poor forest, etc.), area of forest type.

- Forest classified as prescribed in Article 5 of the Law on Forestry 2017.

- Total area of land without forests.

## **2. Status of the location where the harvesting is to be carried out:**

a) Location of the harvesting area: on the lot: ... , plot: ..., subdivision: ...

b) Boundary: detailed description of natural boundary, harvesting area map showing a scale of 1/5.000 or 1/10.000

c) Harvesting area (ha):

d) Name of forest owner: address, number of Land use right certificate, forest land transfer decision or forest land lease decision (if there are more than 02 forest owners, a table shall be compiled).

dd) Forest type/ecosystem of the harvesting area:

## **3. Species to be harvested**

a) Description of species:

- Biological characteristics of species.

- Reproductive age and reproductive season.

b) Status of species in the location to be harvested:

- Population size, distribution by habitat, density/reserve; quantity-based growth (annual average reproductive rate, survival rate).

- Number of grown animals (number of females and males).

- Number of young animals (number of females and males if distinguishable).

- Number of old animals (no longer reproductive).

- Changes of the population after harvesting in the coming time.

c) Enclosed documents:

- 1/5.000 or 1/10.000 map showing investigation into and distribution of species to be harvested.

- Other documents (if available).

## **4. Harvesting plan**

a) Species to be harvested:

- Species name (common name and scientific name).
- Type of specimens to be harvested.
- Number (total number) and unit.
- Total number of males and number of females.
- Age (young animals, grown animals).

b) Harvesting period: from (dd/mm/yyyy) ....to (dd/mm/yyyy) .... (not exceeding 03 months).

c) Harvesting methods:

- Equipment and tools used for harvesting: their name and quantity, etc.
- Harvesting methods (hunting, shooting, trapping, etc.).
- Other methods.

d) List of persons in charge of harvesting.

*(Place name), date (dd/mm/yyyy) ....*

**FOREST OWNER**

*(signature, full name and seal in case of the organization)*

**APPROVAL FOR HARVESTING PLAN GRANTED BY THE FOREST PROTECTION SUB-DEPARTMENT OF THE PROVINCE WHERE THE HARVESTING IS CARRIED OUT**

.....  
.....  
.....

*(Place name), date (dd/mm/yyyy) ....*

*(Signature, full name, title and seal of the competent person)*

**Form No. 10. Record on appraisal of plan for harvesting of ordinary forest animals from nature**

.....  
.....  
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**RECORD ON APPRAISAL OF PLAN FOR HARVESTING OF ORDINARY FOREST ANIMALS FROM NATURE**

Today, date ..... month..... year ....., at ... (*specify time*) At:.....  
(*specify place*)

**We are:**

- 1) ..... position: ....., working place: ..... - Council President
- 2) ..... position: ....., working place: ..... - Council Member
- 3) ..... position: ....., working place: ..... - Council Member

**We hereby appraise the plan for harvesting of ordinary forest animals from nature submitted by the organization/individual:** (*specify all information about the forest owner mentioned in Section I Part I of the Form No. 09 enclosed herewith*):

.....

**I. Appraised contents:** (*specify opinions about the contents mentioned in Part II of the Form No. 09 enclosed herewith*). To be specific:

**1. Regarding general information about the harvesting area:**

.....

**2. Regarding status of the location where the harvesting is to be carried out:**

.....

**3. Regarding species to be harvested**







Note: As each specimen is marked, the specimen owner shall specify all information thereof in the specimen marking book.

**HEAD OF THE UNIT**

**PREPARED BY**

**Note:**

- (1) Fully described the type of specimen: wood, wood products, live animals, dead animals, skins, bones, bags, wallets, etc.;
- (2) Only applicable to live animals;
- (3) Only applicable to live animals;
- (4) Not applicable to skins;
- (5) Specify dimensions of the specimen: length, width, height; in case of round wood, diameter of both ends shall be specified; in case of impregnated wood and sawn wood, thickness shall be specified; not applicable to meat, bones, body parts and derivatives;
- (6) Clearly specify the origin: domestically harvested from nature or imported, place of harvesting, place of manufacturing, etc.;
- (7) Clearly specify marking methods: stamp, code, barcode, QR code, electronic chip, ring, piercing or another material.

**Form No. 13. Record on inspection of forest product harvesting**

.....  
.....  
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**RECORD ON INSPECTION OF FOREST PRODUCT HARVESTING**

Today, date ..... month..... year ....., at ... (*specify time*) At:.....  
(*specify place*)

**We are:**

1) ....., position: ....., working place:  
.....

2) ....., position: ....., working place:  
.....

3) ....., position: ....., working place:  
.....

**We hereby inspect forest product harvesting by** (*specify name of the organization/individual*):.....

Address:.....,  
occupation:.....

ID card/Citizen ID card No. ....; date of issue ....., place of issue  
.....

Business registration certificate/enterprise ID No. ....; date of issue .....,  
place of issue.....

**Witness** (*if available*):

Full name .....ID card/Citizen ID card No. ....; date of issue  
....., place of issue .....

**Inspection contents:**

**1) Harvesting documents:**

.....  
.....

**2) Harvesting site**

.....  
.....

**3) Forest products after being harvested**

.....  
.....

**4) Conclusion:**

.....

.....

The record is read to and signed by aforementioned persons.

This record is made into .... copies. The individual/organization subject to the inspection will keep 01 copy./.

**INDIVIDUAL/ORGANIZATION  
SUBJECT TO INSPECTION**  
*(Signature and full name)*

**REPRESENTATIVE  
OF THE  
INSPECTORATE**  
*(Signature and full  
name)*

**WITNESS**  
*(if available, signature  
and full name)*

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