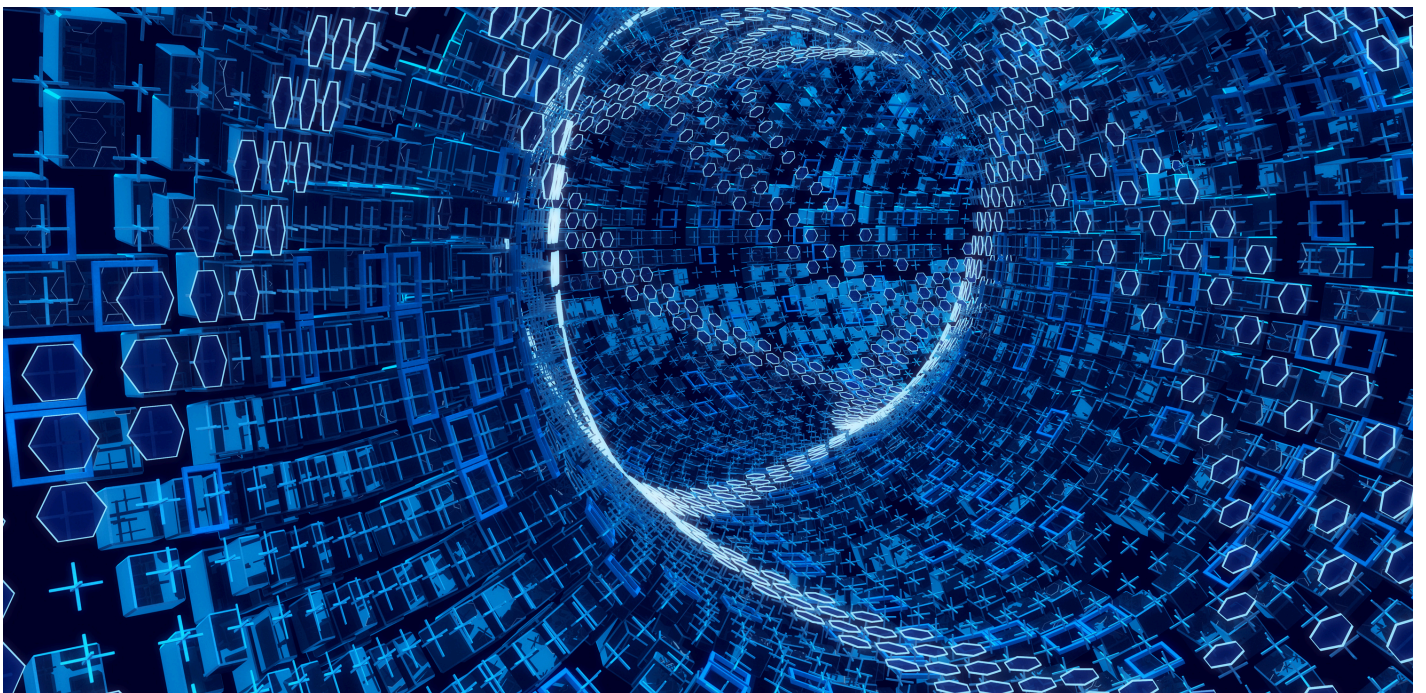


Electronic identification (EID) account for enterprises under Decree No. 69/2024/ND-CP

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Enterprises have been using accounts created through the National Public Service Portal to carry out certain administrative procedures, such as work permits, visas, temporary residence cards for foreigners, submitting periodic reports, obtaining trading licenses. However, these accounts will soon be deactivated and replaced by eID accounts from 1 July 2025.

Electronic identification (EID) account for enterprises under Decree No. 69/2024/ND-CP

Decree No. 69/2024/ND-CP, enacted on 25 June 2024 and effective on 1 July 2025 on electronic authentication and identification ("**Decree 69**").

Under Decree 69, from 01 July 2025, enterprises will no longer be able to use the accounts created under National Public Service Portal for administrative procedures. Instead it is required to register eID accounts.

An eID account can be registered either through the VNEID mobile application or by registering directly with the police. We would like to summarize the steps as follows:

Option 1: Registering via the VNEID app

The account will be registered through the legal representative or the authorized person 's VNEID app. The condition for registration is that the legal representative must already have been granted a personal Level-2 eID account.

At first, the legal representative or the authorized person must download the VNEID app and carry the procedures in the following steps:

- ✓ **Step 1:** Log-in VNEID app and selects "Organizational eID" (In Vietnamese: "Định danh tổ chức").



- ✓ **Step 2:** On the “Account Switch” (*In Vietnamese: “Đổi tài khoản”*) screen, select “Register organizational eID” (*In Vietnamese: “Đăng ký định danh tổ chức”*) and proceed with verification.
- ✓ **Step 3:** Choose your role (legal representative/head of organization or authorized person).
- ✓ **Step 4:** Choose the appropriate type of organization, input Organization Name, Enterprise Code, Date of Establishment, and upload a logo (if available).

The screenshot shows a mobile app interface for adding an organization. At the top is a header bar with a back arrow and the text 'Thêm cơ quan, tổ chức'. Below this is a section titled 'Thông tin người đại diện theo pháp luật hoặc người đứng đầu tổ chức' (Information of the legal representative or head of the organization). It contains three fields: 'Họ tên:' (Full name), 'Số định danh cá nhân:' (Personal identification number), and 'Giới tính:' (Gender), each with a blurred input area. A note below states: 'Lưu ý: Người đại diện theo pháp luật hoặc người đứng đầu tổ chức cần phải được sự chấp thuận của tất cả các thành viên khác trong danh sách người đại diện để thực hiện đăng ký định danh tổ chức.' (Note: The legal representative or head of the organization must be approved by all other members in the list of representatives to proceed with the organization registration). The next section is 'Thông tin cơ quan, tổ chức' (Information of the organization). It includes a dropdown menu for 'Loại tổ chức' (Organization type) with 'Doanh nghiệp' (Enterprise) selected. Below is a text field for 'Tên tổ chức (tiếng Việt)' (Organization name in Vietnamese) with the placeholder 'Nhập thông tin'. A note follows: 'Lưu ý: Nhập đúng tên trên giấy chứng nhận đăng ký doanh nghiệp' (Note: Enter the correct name on the business registration certificate). Then is a text field for 'Mã số doanh nghiệp' (Enterprise code) with the placeholder 'Nhập thông tin'. Finally, there is a text field for 'Mã định danh điện tử của cơ quan, tổ chức' (Electronic identification code of the organization) with the placeholder 'Nhập thông tin'. At the bottom is a red button labeled 'Gửi yêu cầu' (Send request).

- ✓ **Step 5:** If prompted to choose the type of organization.
- ✓ **Step 6:** In case the authorized person conducts the registration, after done, the legal representative/ head of the organization must access his/her VNEID app to approve the authorization. He/she will tick the “Notification” (*In Vietnamese: “Thông báo”*) from the homepage, then select “Confirmation of authorization to register an organization's eID account” (*In Vietnamese: “Xác nhận ủy quyền đăng ký định danh tổ chức”*), and tick “approve” (*In Vietnamese: “Đồng ý”*), and finalize registration using passcode/fingerprint/face ID.

After done, the enterprise will wait for the approval. To track the application status, use the “Check application processing for organizational eID code” function on the VNEID app.

Option 2: Registering directly at the Police Department

In case it is not possible to complete the process via the app, the company may carry out the procedure directly at the police department:

- ✓ **Step 1:** The legal representative or authorized person goes to the local police office with: Organization documents (e.g., Enterprise Registration Certificate, representative office license, etc.); ID documents of the applicant (ID card). If being an authorized person, also provide the Power of Attorney.
- ✓ **Step 2:** Complete the “Application Form for eID Account” (Form TK02 issued with Decree 69).
- ✓ **Step 3:** Submit the application for processing.

Processing Time:

The eID account will be issued for the enterprise within 3 working days in normal cases and 15 days if further verification is required.

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