

### CONTRACTOR APPROVAL PROCESS

No	Process	Responsibilities	Content
1		<ul style="list-style-type: none"> <li>- Contractor</li> <li>- Exhibitor</li> </ul>	Registration documents (*)
2		<ul style="list-style-type: none"> <li>- GAET</li> </ul>	GAET summarizes and reports to the organizing committee the registration documents for participation in the construction
3		<ul style="list-style-type: none"> <li>- Organizing Committee</li> </ul>	The organizing committee approves and allows the Contractor to participate in the construction.
4		<ul style="list-style-type: none"> <li>- GAET</li> <li>- Contractor</li> </ul>	<p><b>* GAET:</b></p> <ul style="list-style-type: none"> <li>- Hand over the site to the construction contractor</li> <li>- Personnel management, construction badges issuance, entry/exit management</li> <li>- Management of labor safety and hygiene during construction</li> </ul> <p><b>* Contractor:</b></p> <ul style="list-style-type: none"> <li>- Construction organization shall ensure safety, progress and quality in accordance with the Rules and Regulations of the Organizing Committee.</li> </ul>
5		<ul style="list-style-type: none"> <li>- Contractor</li> </ul>	

**(\*) REGISTRATION DOCUMENTS**

No	Documents	
1	<b>Authorization Letter</b>	<ul style="list-style-type: none"><li>- Authorization Letter from the Exhibitors, clearly stating:<ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Phone/Fax</li><li>• Tax code</li><li>• Represented by</li><li>• Position</li><li>• Mobile</li><li>• Email</li></ul></li></ul>
2	<b>Legal Documents of the External Contractor (certified copies)</b>	<ul style="list-style-type: none"><li>- Enterprise Registration Certificate</li><li>- Tax Registration Certificate</li><li>- Company Profile</li></ul>
3	<b>Personnel of the External Contractor (Construction Supervisor, Staff, etc.):</b>	<ul style="list-style-type: none"><li>- Certified copies of ID card/Passport</li><li>- Labor contract</li></ul> <p><i>(Note: for Construction Supervisor, the Labor contract must be longer than 6 months)</i></p>