

License Converter:

Name:	Phone (Questions and Emergency):	E-Mail:
saigonBikes		support@saigon-bikes.com
Address:	320 Pham Hung, District 8, Hồ Chí Minh, Vietnam	

Customer:

Name:	Phone:	E-Mail:
Address:		

Picture/Copy of the Passport:

Picture/Copy of the current Visa:

Original foreign Driving License:

Four 3x4cm Photos (blue background):

Passport-No.:

§1. General

1.1. Note: Please check first if your license is convertible or not in the information section at the Page 3. Check also which case your license will be:

- **Case1:** The driving license of the customer is convertible
- **Case2:** The customer has a driving license, but it is not convertible
- **Case3:** The customer has no driving license at all

1.2. **Case1 (if license is convertible):** The customer is converting the following License (please check in the Information section, Page 3, if your driving license is convertible):

- Package **Case1:**

1.3. **Case2 & Case3 (if license not convertible):** The customer is getting a new a driving License for a bike:

- Package **Case2_A1** (small motorbike):
- Package **Case3_A1** (small motorbike):
- For other cases please contact us

- 1.4. The processing time for converting the driving license will be 1-3 weeks, depending on the case of your license. saigonBike cannot give any guarantee that the processing time will not be exceeded.
- 1.5. The customer must be at least 18 years old and own:
 - a valid foreign Driving License and
 - a valid Visa

§2 Fee and deposit for processing the Vietnamese driving license

2.1. The fee for the driving license is:

A) Convertible license (Case 1)

- Package **Case1***: Fee: 1,000,000 VND
+ translation Fee

*The customer should have a notarized translation of his driving license to the Vietnamese language. In case the customer doesn't have a notarized translation of his license, saigonBikes will translate his license. In this case the costs for the translation will be added to the cost of the license.

The cost for a notarized translation depends on the language, the cost is between 150,000 VND and 500,000 VND.

B) Issuing a new license (Case 2 and Case 3)

- Package **Case2_A1**: Fee: 2,500,000 VND
- Package **Case3_A1**: Fee: 4,000,000 VND

2.2. saigonBikes will temporarily keep the customer's original foreign driving license, both to serve as a deposit and because it is needed in the conversion process. The original foreign driving license and the new Vietnamese license will be given to the customer after saigonBikes receives the payment for the conversion.

§3 Payment and cancellation

3.1. Payment by cash: If the customer chooses cash payment, they have to pay 50% for the driving license right away (alternatively, the customer can deposit his passport). The rest has to be payed on the day the customer is doing the driving test. In case 1 (converting the license) the rest has to be paid on or by the day the documents are submitted to the driving office of the government. Should saigonBikes not receive the payment by the time the Vietnamese driving license is finished, saigonBikes will keep the Vietnamese driving license until payment is received.

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License Converter (Date, Signature)

.....
Customer (Date, Signature)

A) Define the case for your driving license

A1. Case 1 (convertible):

- Brief: The driving license of the customer is convertible
- Processing time for Case 1 is 1-2 weeks (about 10-14 days)
- Am I Case 1?
 - In Vietnam, you can convert motorbike licenses from foreign countries to the Vietnamese motorbike license. But it is not possible to convert a car license from a foreign country to a motorbike license in Vietnam.
 - If you have a motorbike license, like an A2, in your foreign country you can convert your license to the Vietnamese motorbike license.
 - In summary, it is possible to convert a motorbike license (A2) for a foreign country to a Vietnamese motorbike license. It is also possible to convert a foreign car license to a Vietnamese car license.
- Note: If you convert your driving license to the Vietnamese one the validation period will be the same which you have for your visa. This means your converted driving license will expire with your current visa.

A2. Case 2 (not convertible):

- Brief: The customer has a driving license, but it is not convertible
- Processing time for Case 2 is 3 weeks (about 21 days)
- Am I Case 2?
 - If you only have a foreign car license you can only convert it to a Vietnamese car license. It is not possible to convert a car license to a Vietnamese motorbike license.
 - You are in Case 2, if you have a valid foreign driving license which cannot be converted to a Vietnamese motorbike license.

A3. Case 3 (no license at all):

- Brief: The customer has no driving license at all
- Processing time for Case 3 is 3 weeks (about 21 days)
- Am I Case 3?
 - If you don't have any valid driving license, then you are in Case 3.

B) Process for issuing the driving license for each case

B1. Case 1 (convertible):

- Step 1: We will come to your place to get your original driving license.
- Step 2: We will bring your license to the translation office, to translate it into Vietnamese.
- Step 3: We will go together with you to the driving office to convert your translated driving license to the Vietnamese driving license. The office will need about 7 days to process the license.
- Step 4: We will pick up your new Vietnamese driving license at the driving office for you and deliver it to your place.

B2. Case 2 (not convertible):

- Step 1: We will come to your place to get your original driving license.
- Step 2: We will initiate the process for getting the driving license.
- Step 3 (Optional): We can teach you how to do the practical driving test. For that we will go with you to the driving test area to teach you how to drive the parkour. We recommend to do this to everyone, because you have only one try at the driving test and if you fail you have to wait one week to do it again. The fee for this lessons are:
 - 30 min teaching: 150,000 VND for experienced drivers
 - 60 min teaching: 250,000 VND for beginners

Note: If you are a beginner you should practice driving and get confident controlling the bike.

- Step 4: We will go with you to the driving test. You should be confident enough at driving.
- Step 5: Your driving license will be issued by the government.
- Step 6: We will pick up your new Vietnamese driving license at the driving office for you and deliver it to your place.

B3. Case 3 (no license at all):

- The Steps for Case 3 are the same as for Case 2. The only difference is you have to do the written test for the license, but don't worry you will pass it by default. So, you don't have to do the writing test.

A) Agreement for lifetime licenses

A1. Information

- This is only needed for a lifetime license, because there is a special rule in Vietnam. A foreigner who already had a license in Vietnam has to erase his data before processing a lifetime license, otherwise the new license can be invalid after processing.

A2. Agreement:

- The customer agrees to guaranties that he never had a Vietnamese driving license before.
- **Only for lifetime licenses*

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Customer (Date, Signature)