



NGÂN HÀNG TMCP <SPECIMEN>BANK

Hanoi Branch · 88 Phố <specimen>, Q. Hoàn Kiếm, Hà Nội · (+84) 24 <spx>

Ref. no.: XNKPBT-1804/2027/<SPX>

Hà Nội, ngày 20/12/2027

GIẤY XÁC NHẬN NỘP KINH PHÍ BẢO TRÌ

Bank confirmation that the 2% common-area maintenance fund has been paid into the dedicated escrow account before handover · under the 2023 Law on Housing

To (Payer): Ông JEAN <SPECIMEN> ALEXANDRE

①

Custodian (bank)

Account holder (developer)

Payer (buyer)

NGÂN HÀNG TMCP <SPECIMEN>BANK — CN Hà Nội

CÔNG TY CP BDS <SPECIMEN> LAND — chủ tài khoản kinh phí bảo trì

Ông JEAN <SPECIMEN> ALEXANDRE (Pháp)

②

At the request of the Payer, we, the Bank holding the dedicated maintenance-fund account, confirm that the amount indicated below has been credited to the 2% common-area maintenance fund account opened in the name of the Developer for this project, in accordance with the 2023 Law on Housing and Decree 95/2024/ND-CP. These funds are held separately from the Developer's own operating accounts, earn interest, and may only be used to maintain the building's common areas until they are handed over to the condominium's Management Board once one is established.

③

Amount paid (2% fund)

315.520.000 đ (2% giá bán căn hộ trước thuế GTGT)

④

Escrow account details

TK số 00 SPECIMEN 00 79 — VND, tiền gửi có kỳ hạn, tách biệt tài khoản hoạt động của chủ đầu tư

⑤

Purpose / unit reference

Kinh phí bảo trì phần sở hữu chung — Căn 1804, THE LAKE VIEW <specimen>, KĐT Tây Hồ Tây

Giấy xác nhận này là bằng chứng nộp kinh phí bảo trì hợp lệ theo Luật Nhà ở 2023 và Nghị định 95/2024/ND-CP; số dư và lãi phát sinh sẽ được Ngân hàng bản giao cho Ban quản trị nhà chung cư ngay sau khi được thành lập hợp lệ. Đề nghị Quý khách đối chiếu số tham chiếu với Chi nhánh phát hành trước khi lưu giữ. [...]

FOR AND ON BEHALF OF THE BANK

Signature & seal



Verify with the issuing bank · specimen

The *Giấy xác nhận nộp kinh phí bảo trì* (2% maintenance fund confirmation), point by point

Before handover, buyers must pay a one-off 2% maintenance fund into a dedicated bank account opened by the developer — separate from the monthly service charge. This bank confirmation is your proof of payment; check seven points before filing it away. Markers ①–⑦ refer to the facsimile on the previous page. Specimen document — fictional data.

① Parties — Ngân hàng quản lý / Chủ tài khoản / Bên nộp

The **bank** holds the account, the **developer** is the named account holder, and **you** are the payer. All three roles must be explicit and match your file.

RED FLAG The bank is unnamed, or the letter never states you are the payer.

② What is confirmed — Nội dung xác nhận

The letter must state a clear **declarative confirmation** that the sum was credited to a **dedicated, ring-fenced** account — not a vague acknowledgement of receipt.

RED FLAG No mention that the account is separate from the developer's own operating funds.

③ Amount — Số tiền

Must equal exactly **2% of the sale price before VAT** stated in your Sale & Purchase Agreement — never 2% of the VAT-inclusive price.

RED FLAG Amount does not match 2% of your contract price, or VAT was wrongly included in the base.

④ Escrow account — Số tài khoản kinh phí bảo trì

Should be a **dedicated, interest-bearing deposit account** at a licensed commercial bank chosen by the developer and disclosed in your contract — not the developer's everyday business account.

RED FLAG Account number matches the developer's ordinary operating or sales-collection account.

⑤ Purpose & unit reference — Nội dung nộp tiền / căn hộ

Must reference **your specific project and unit** so the payment can be matched to your file at handover.

RED FLAG No reference to your project or unit — the payment cannot be traced to your apartment.

⑥ Issuing bank — Ngân hàng phát hành / chi nhánh

A credible, **State-Bank-licensed commercial bank** chosen by the developer, not an affiliate or in-house finance company — cross-check the branch directly.

RED FLAG An entity affiliated with or controlled by the developer, rather than an independent bank.

⑦ Reference & handover to the Management Board — Số văn bản, ngày cấp

Keep this letter: once residents elect a **Ban quản trị** (Management Board) at the first condominium meeting, the developer must transfer the fund, with accrued interest, to the Board's own account. Note the reference number and verify it with the branch.

RED FLAG No reference number, or the developer delays handing the fund to the Management Board once it is formed.