

# CAPACITY PROFILE

VNCCF Interior Joint Stock Company



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# INTRODUCTION



VNCCF

## INTRODUCTION

VNCCF JSC please be sent to customers with respectful greetings and a prosperity wish  
VNCCF is a pioneer in the Vietnamese market to apply information technology systems combined with modern machinery transmission wires to automate the production of furniture. VNCCF furniture solutions have Smart (Quality), Quick and Reasonable Price characteristics.

**Smart in Design:** We study users carefully to understand them on the cultural, habits and ways they use furniture. Based on a deep understanding of users to create solutions that are full of features, styles, durability and above all, the compatibility with Vietnamese users.

**Smart in Manufacturing:** With intelligent production technology, we have the ability to produce single-person products according to the specific requirements of each customer whose time, production cost is not affected.

**Quick Production:** Thanks to automatic production technology and optimal reduction production management method, we can deliver to customers within 10 days with the majority of products ( in VietNam ).

**Quick Service:** We believe in our product quality and so apply alternative warranty policy with defective products. With any product found to be defective, we will replace within 3 days ( in VietNam ).

**Reasonable Price:** Our advanced automatic production system allows for saving 15% raw materials, 80% labor, 30% shipping fee, 30% installation fee and 50% factory area. These savings contribute to lowering the selling price and bringing customers good products at affordable prices.

We understand that customers need a trusted partner who always accompanies. We strive constantly to improve customer service standards through the proper implementation of what has been committed from the quality of service, price policy, progress, warranty regime, customer care regime and response time to the requirements from customers.

We are very hopeful to become your trusted partner.

**Thanks!**

# PART I: ENERGY COMPANY



VNCCF

## INTRODUCTION TO THE COMPANY

### I. INFORMATION ABOUT VNCCF

GENERAL INFORMATION		
1.	Builders	VNCC Interior Joint Stock Company
2.	Office Address	1 Vũ Hữu Lợi, P.Nguyễn Du, Q.Hai Bà Trưng, TP.Hà Nội Số 1B8 Đàm Trầu, P.Bạch Đằng, Q.Hai Bà Trưng, TP.Hà Nội
3.	Phone Number - fax -email	ĐT: 0243.984.3999 Fax: 0243.984.3993
4.	Contact Person	Mr. Dinh Quang Thang Position : General Director– CEO
5.	Where to register to company	Main Office Address 1 Vũ Hữu Lợi, P.Nguyễn Du, Q.Hai Bà Trưng, TP.Hà Nội
6.	Five founding company	On 12/06/2012, issued by the Hanoi City Investment Planning Department
7.	Number of employees	60
8.	Company revenue 2021	101 billion VND

9.	Business model	B-to-B
10.	Market	Project of apartments (40%) Showroom system (20%) Office, school, hospital project (20%) Design consulting companies (10%) Interior store chain (10%)
11.	Products	Kitchen cabinet, Austrian cabinet, Lavabo cabinet (50%) The door(20%) Office partition (5%) Other products (25%)
12.	Finishing material	Melamine Laminate Acrylic Lacquer Veneer
13.	System of solutions	Live Order (Internal developed): Product Configuration, Inventory lookup, Instant Pricing, Quoting, PPartner management Procurement (Internal Developed): Request, Purchase Order, Supplier Management GTS (Internal developed): Order Management, Shop floor Execution, Scheduling, Quality Control, RMA, Onsite management RMA (internal developed): Onsite, Service Management eCabinet (US): CAD/CAM software ERP (US): CRM, MRP, Accounting & Finance, HRM, etc

VNCCF

## II. PRODUCTION CAPACITY

To produce quality products, VNCCF always focuses on good raw materials, modern machinery and smart technology. We are constantly improving and improving production technology to bring customers more and more products.

### FACTORY

**Location 1:** Kim Lan, Gia Lâm, Hà Nội

**Location 2:** Quốc Oai, Hà Nội

**Main machinery system:** 02 CNC cutting machines (US), 03 edge paste machines (Italy), 01 Panel saw machine (Italy), 02 CNC drilling machines (Germany), 01 CNC (Italy), 01 sanding tea machine (Italy), 01 automatic painting wire (Italy), 01 surface coating machine (Italy), 01 cutting & packaging machine (Italy), 01 door making machine (Italy), 01 warehouse robots (Germany), and many other auxiliary machines **Capacity:** 400 - 600 board/working 8 hours.

#### 1. Human resource *(Quantity statistics for the whole company)*

Interpretation	$\geq 10$ years experience	$\geq 05$ years experience	$< 05$ years experience
Number of engineers with different specialization	8	5	5
Project Management	4	2	3
Construction Management	3	2	4
Quality Management	2	2	2
Finance, succession, other employees	3	8	7
In total	<b>20</b>	<b>19</b>	<b>21</b>

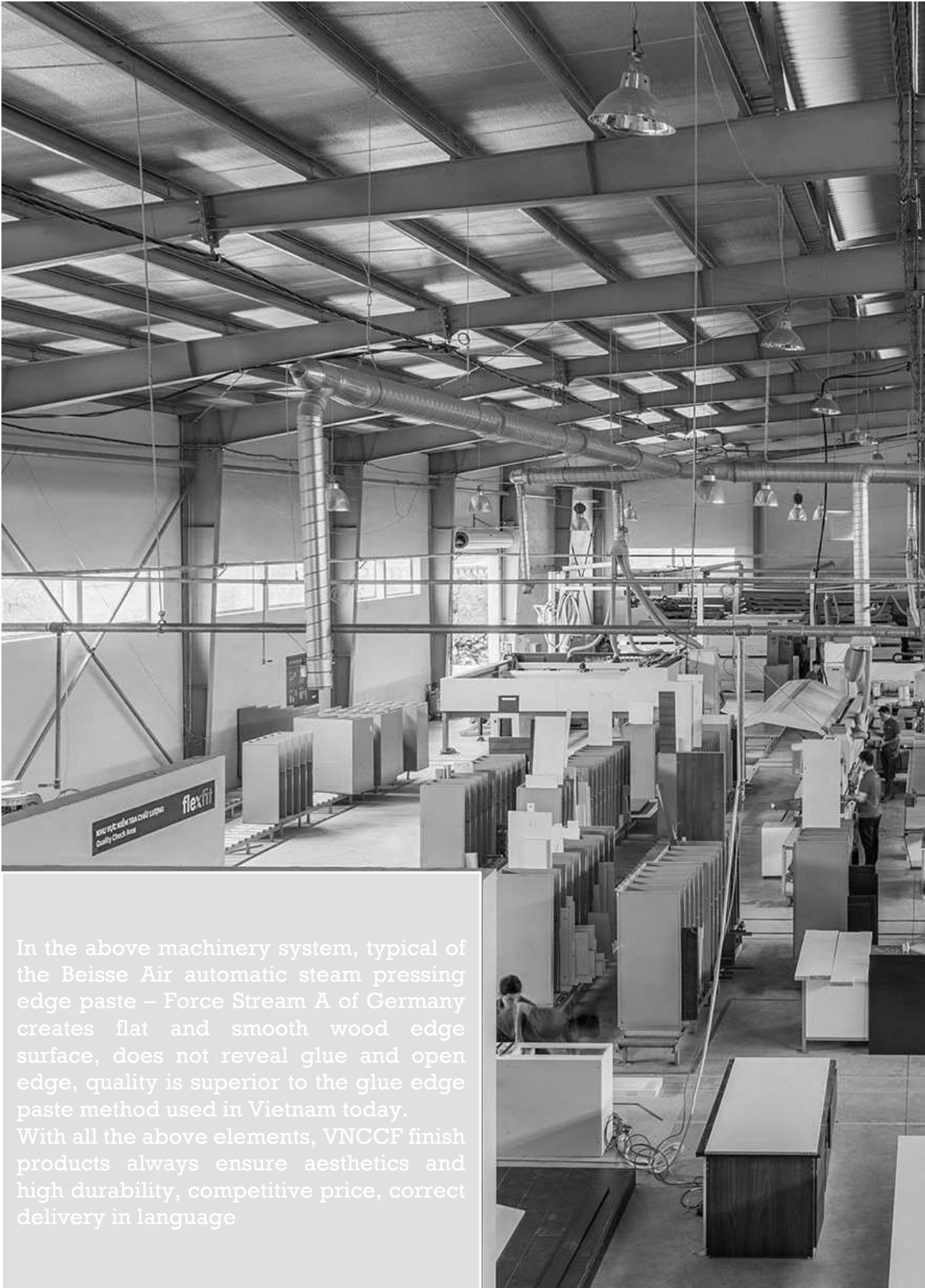
## 2. Supplies and equipment capacity.

At VNCCF's factory, the whole machine line is imported from the US and Europe, operating based on advanced automation production management technology, achieving capacity of up to 20-25 complete kitchen cabinets/ 8 hours working shift.

<i>z</i>	<i>The device name</i>	<i>Unit</i>	<i>Capacity</i>	<i>Brand</i>	<i>Year of production</i>	<i>Quantity</i>	<i>Status</i>
<b>A</b>	<b>Main equipment machinery for construction</b>						
1.	CNC cutting machine	products	50 plates/8h	Thermwood /Biesse		3	It's working well
2.	CNC drilling machine	products		Homarg		2	
3.	Saw Panel	products	500 plates/8h	Biesse		1	
4.	Automatic Edge Paste Machine	products		Biesse		4	
5.	Sanding Machine	products				1	
6.	Industrial paint roller machine	products		Ferwood		1	
7.	Surface Coating Machine	products				1	
8.	Packaging Cutting and Packing Machine	products				1	
9.	Door Making Machine	products				1	
10.	Robot	products				1	

<b>B</b>	<i>Other equipment machinery</i>							
	Vacuum cleaner system			Vinasun		01	It's working well	
1	Ventilation system			Hợp Nhất		01		
2	Air compressor			Quincy		01		
3	Air filter for paint room			Surplex		01		
4	Strapping Machine			JN-85E		01		
5	Roller system					01		

VNCCF



In the above machinery system, typical of the Beisse Air automatic steam pressing edge paste – Force Stream A of Germany creates flat and smooth wood edge surface, does not reveal glue and open edge, quality is superior to the glue edge paste method used in Vietnam today. With all the above elements, VNCCF finish products always ensure aesthetics and high durability, competitive price, correct delivery in language







### III. THE MAIN PRODUCT



#### KITCHEN CABINET

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VNCCF's line of strength products, kitchen cabinets are flexible modulated for many spaces, optimize the use function and ensure the aesthetic requirements according to architect's requirements

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#### WARDROBE

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VNCCF has studied the development of flexible wardrobe Module system, split the compartment reasonably, easy to choose and customize according to equal eye size as well as personal preferences and needs

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#### TV SHELVES

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In addition to the Moduleization characteristics, the smart cab wiring system of TV shelves products is one of the outstanding advantages that help balance the function and aesthetics for the house.

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## BED

Standard size of colors and styles varies from basic to integrated drawers, along with quality accessories to increase the features and capacity for the product



## LAVABO CABINET

Combined with the use of high-end core materials with absolute water resistance and diverse surface, VNCCF gives customers a lot of choice about lavabo cabinet products

## OTHER PRODUCTS

Industrial wooden door, room partition, sanitary partition, etc. are also VNCCF's best-selling product line with modern design, diverse in material, style, color

## INDUSTRIAL WOODEN DOORS



How the architecture of the house chooses wooden doors in that style. Or a modern house, the choice of buying industrial wooden doors also needs to ensure modern and luxurious elements. That will create harmony and synchronization for the entire house as well as increase the aesthetics of the house. There are now many coated surface materials to choose for industrial wooden doors such as Melamin, Laminate, Veneer

## SANITARY PARTITION

Toilet walls have many colors to choose from modern beauty, clean toilet. Compact sanitation partition is imported directly and certified of origin CO certificate of origin with notarized, and inspected by the Vietnam inspection department, is a durable product over time.



*VNCCF is the strategic partner unit of prestigious brands such as An Cuong, NewSky, Blum, Hafele, Cariny, Hung Thinh ... bring optimal solutions for top quality furniture products with special incentives.*



### Our Customers:



## IV. Some typical projects have been implemented



### Discovery Complex

Construction category: kitchen cabinet, lavabo cabinet, wardrobe

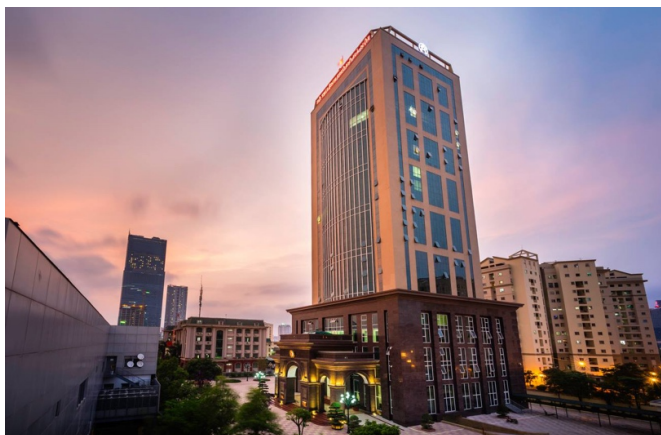
Value: 12 billion VNĐ



### Eco Green

Construction category : Interior

Value:2.2 billion VNĐ



### Bộ tư lệnh quân khu thủ đô

Construction category : Interior

Value :2.7 billion VNĐ

## Park Hill

Construction category: Kitchen cabinets and furniture

Value :1,9 billion VNĐ



## Royall City

Construction category : Interior

Value :3,3 billion VNĐ



## STATE TREASURY QUANG NINH

Construction category: Office furniture

Value :1,2 billion VNĐ

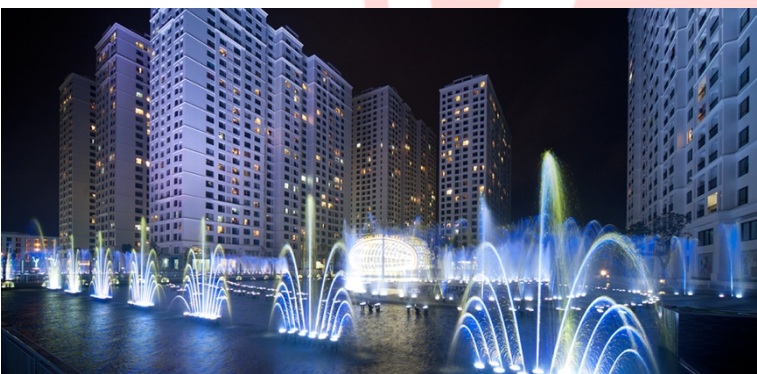




## **BSI**

Construction category: Office synchronous interior

Value :2,1billion VNĐ



## **Time city**

Construction category: Wardrobe,lavabo

Value :3,7 billion VNĐ



## **General Tax**

Construction category: Traditional room furniture

Value :0,9 billion VNĐ



## **Trảng An Complex**

Construction category: The interior of the apartment

Value :0,7 billion VNĐ

## Vinhomes Riverside

Construction category: Kitchen cabinets and furniture  
Value :1,9 billion VNĐ



## N02- T1 Ngoại giao đoàn

Construction category: Kitchen cabinets and furniture

Value :5,3 billion VNĐ



## Mobifone

Construction category: 64 trading points

Value :6,5 billion VNĐ





## Hacinco

Construction category: Interior

Value :0,5 billion VNĐ



## Hacinco Appolo

Construction category: Kitchen cabinet interior, stone table

Value :30 billion VNĐ



## Bach Mai 2 Hospital

Construction category: Interior, wooden door

Value : 3,7 billion VNĐ

## Huu Nghi Viet Xo Hospital

Construction category: Interior

Value :2,7 billion VNĐ



## Hanoi Medical University

Construction category: Interior

Value :0,7 billion VNĐ



## MITEC TOWER

Construction category: Wooden door, compact partition wall

Value :7,7 billion VNĐ





## **Green NutriOn**

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Construction category: Office furniture

Value :0,6 billion VNĐ

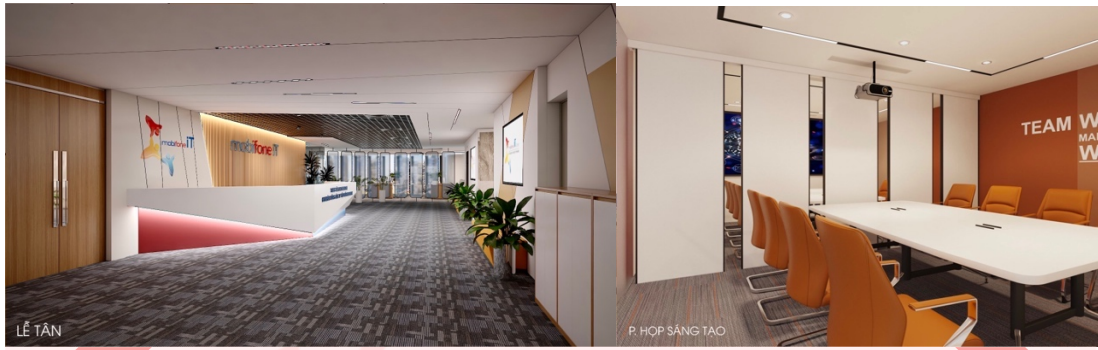


## **Korean International School in Hanoi**

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Construction category: Table system, chair, soundproof door system

Value :3 billion VNĐ



### MOBIFONE -TTCN

Construction category : Office Furniture 9.10 floor  
Value :4,8 billion VNĐ



### C.E.O GROUP

Construction category: Office interior 9th floor  
Value :5,7 billion VNĐ

# PART II: CONSTRUCTION PRODUCTION PROCESS, INSTALLATION

VNCCF

## INTERNATION AND CONTROLLY

### A. STEP THE COMPANY AND THE COMPANY

#### I. Human Resource layout.

##### 1. General Management of the Company.

All activities of the site are placed under the inspection, close monitoring of the Company. Progress and detailed construction measures, measures on labor safety must be approved by the Company before conducting construction. The company will monitor the entire construction process through weekly reports sent back, while sending staff to the site to monitor, check the actual construction process and together with the construction management team to solve problems arising with the Investor and Supervisor Advisor.

##### 2. Human Resources on the site

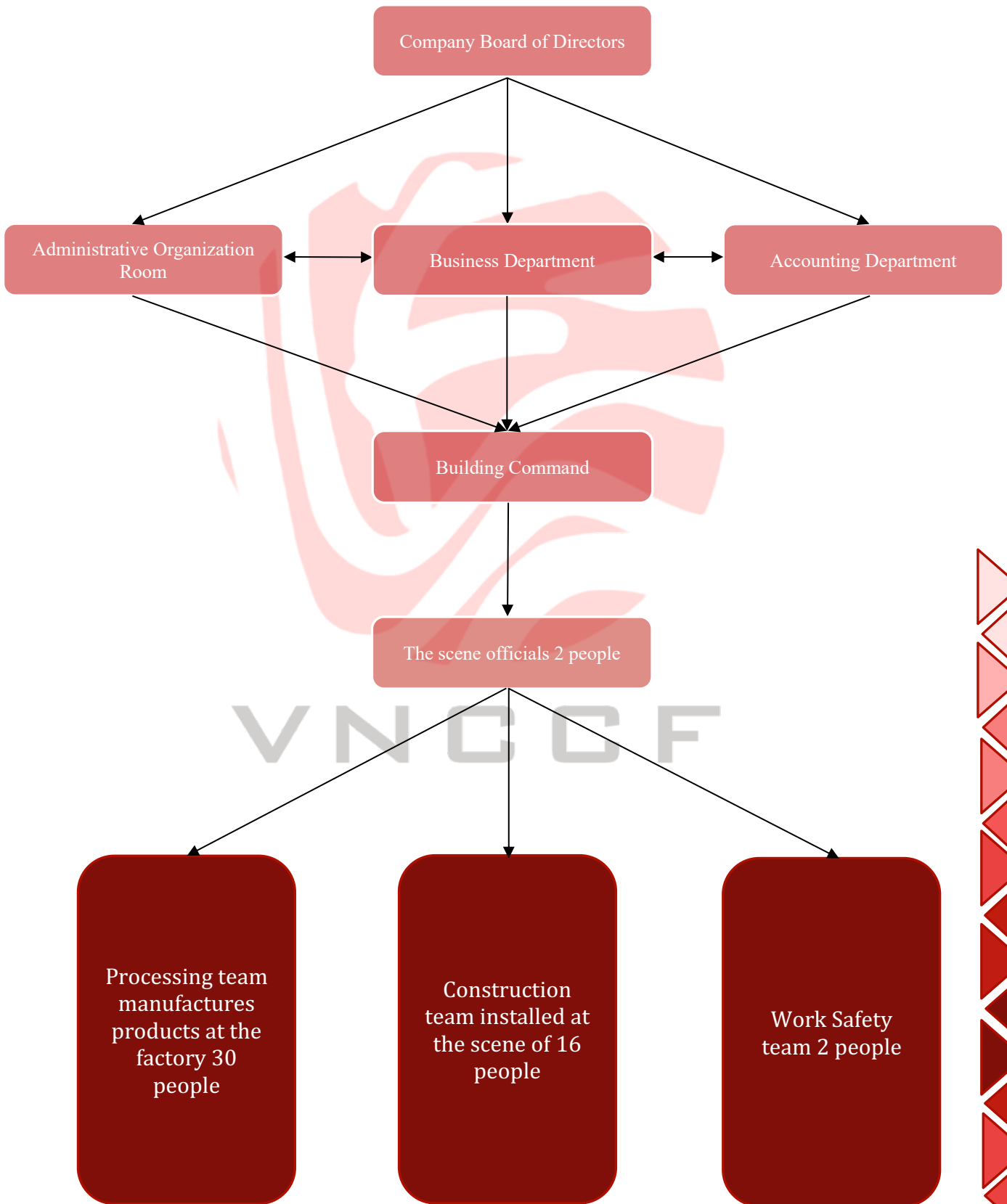
**Commander:** Representing the contractor in the site, responsible for running the entire package. Regulating construction teams on progress, direct relations with investors and supervisory consultants to solve problems related to construction.

**Supplies:** The supplies for this package are very important, because the bidding package has many types of supplies. This department ensures timely, full supplies for the construction, not affect the construction progress.

**Technical staff:** Includes specialized engineers in charge of construction of the project in total responsibility. Directing the construction of his items in charge, responsible to the commander, investor and supervisor on issues related to construction such as design changes, job arising, changing materials put into construction, organizing technical inspection etc. Uniform the collection program, handing over with the investor and supervisory consulting. Responsible for organizing Complete Records.

**Workers:** Skilled technical workers are highly skilled, enough number of construction participation to keep up with construction progress.

**Contractor's construction organization diagram:** The construction organization diagram is arranged in accordance with the characteristics of the work items, the level of the staff to ensure that the construction items are on schedule, achieving quality.



## I. LAYOUT THE TOTAL SURFACE BY CONSTRUCTION

### 1. Warehouse system, office.

- The contractor will send the application letter on the technical floor to BQLDA. After the approval of BQLDA, the contractor will receive the handover of the ground. There the contractor will deploy office and warehouse construction to gather, store, preserve materials, tools and construction tools.

- Warehouse time: Before the contractor transfer the material to the site 1 day.

- He whole goods before moving to the site have been wrapped with a layer of packaging paper or plastic bag to protect the product during transportation and storage.

- In the warehouse will be bossed over 1 layer of purlin 10cm from the floor and be bossed in the warehouse.

### 2. Power Supply System, Water

- Using the power supply and common water of the site built by contractor .... Provided through an agreement between the two parties.

### 3. Security order when conducting construction and support of the main contractor.

- Share the road into the site.

- The main contractor provides subcontractors with temporary fence, safety net, wire and warning signal lights for work under agreement between the two parties to implement this package.

- Use the sanitation area that is already available and is allowed to use

## I. FIELD SURVEY WORK, PREPARING DRAWINGS, MATERIALS.

### 1. Field survey.

- Before entering production, the contractor will send technical staff to coordinate with the project management board , company contractor VNCCF inspect the site ground survey.

- After the survey will jointly come up with the production and construction plan to ensure the technical and progress of the investor required for the project. The contractor will have a specific report in writing to the project management board, company contractor VNCCF on survey results, the petition requirements need to be processed.

**2. Prepare the drawing.**

- After multiplying the records provided by the Investor, the Contractor will conduct detailed drawing deployment for the investor approved. Based on the drawing form approved contractor will provide stakeholders as the basis for deployment.

**3. Prepare the material.**

- After detailed drawings and progress approved by the investor, the contractor will rely on drawings and quantity requirements to calculate the volume of the supplies required to serve production.

- Prepare to submit specimens to the Investor, Supervisory Consultant and experiments on input supplies.

**II. SEE ALSO QUALITY**

**1. Product Materials and Installation**

- The supplies put into production at the factory have a clear origin, during the time of use of quality assurance. Before production invites Investor and Consultant to monitor, inspect, review, experiment.

- Some materials put into production.

**2. The rules apply**

- When implementing this project we are committed to complying with the design drawings, rules and standards of Vietnam are in effect

ST	Content	Standard
1	Construction organization	TCVN 4055: 1985
2	Receiving quality construction construction	TCXDVN 371:2006
3	Complete work in construction	TCXDVN 303:2006
4	Wooden doors - doors - technical requirements	TCXD 192: 1996
5	Standard of furniture quality	TCVN 5773-1991
6	Construction Glass – technical requirements	TCVN 5776- 1993

### **3. Process of execution, check each job**

-To ensure proper technical construction, art, reducing errors, contractors set out the process of execution, checking each job as follows:

- Technical department of construction command committee consider examining drawings for construction implementation. If the drawing is detected, unreasonable or the components need to be implemented in detail, it must be reported to the company's construction board to resolve.

- After receiving the report, the company's construction board will conduct detailed deployments of the components, to outline the direction of the use of errors and browsers with the Investor and supervisory advice to consider the settlement. the types of materials put into the.

- Once approved drawings, measures, the contractor supplies conduct production deployment, construction in the supervision inspection of the company's construction site command, supervision consultancy.

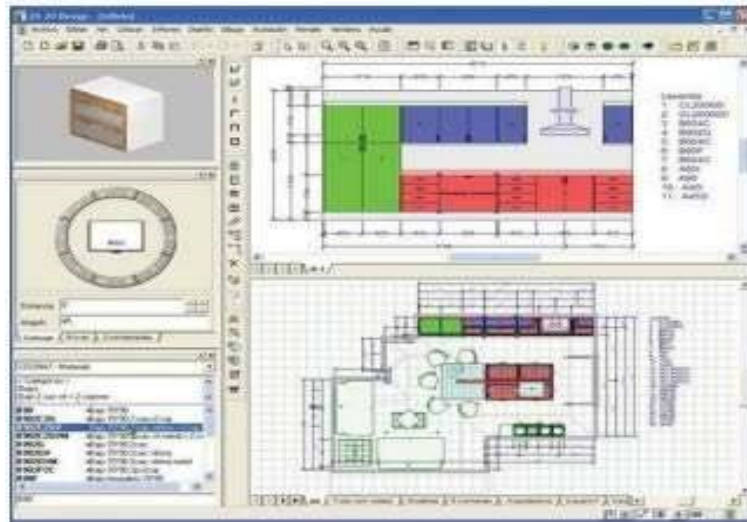
- Before moving the construction step, the contractor will conduct internal collective testing. The test content is geometric size, heart axis, high altitude, tight sealed certainty.

- After the inspection, the internal receiver completed the new conduct the collection with the project management and supervision consultant.

## **III. DETAILED CONSTRUCTION MEASURES.**

Production phase of cabinets at the factory:

-After having the test data at the scene suitable for design records. The company technical staff will proceed to extract each detail of each type of product from the technical design drawing construction to the reality. With the dedicated US CAD/CAM design software, professional production design helps cut more than 80% of design time with high precision. Moreover, the system can analyze and offer optimal options in the short term for each project with the number of single-person products or up to thousands of units.



- Company planning department based on the number, type of door planning supplies, planning production with each team of workers.
- The supply plan, goods are transferred to the supply department of supplies and goods serving the project to the factory warehouse in each stage of the production plan ensures full, the right type of requirements.
- When the conditions are sufficient to produce the production plant in the following steps.
- Product production steps: Cut the product:
- Depending on the specificity of each product, the work that the material put into use sawmachine or CNC cutter

**a) With CNC automatic cutting machine:**

Wood material will be put into the CNC machine (2 machine systems) with the latest smart automatic cutting system and the optimal cutting plan automatically. The CNC system is controlled automatically performs many tasks simultaneously such as cutting, drilling rail holes, hinges. Technology saves 80% of workers compared to traditional production methods.



CNC CS43, CS45 Thermwood, is manufactured in the United States

**b) With the Panel saw**

With automatic cutting system ensures high accuracy and fast speed,  
an average of 500 board/shift work 8 hours



*Biesse's Panel Saw is manufactured in Italy*



*CNC cutting machine Biesse, manufactured in Italy*

**Paste next to the product:**

Complete the product details by Biesse multi-function automatic edge adhesive machine, manufactured in Italy

**BIESSE**  
**STREAM A**



*Biesse multifunction automatic edge adhesive paste machine, manufactured in Italy*

VNCCF is a pioneer in the market using Biesse’s Stream A6 adjacent system in Italy using hot-air (waterproof) technology. Not only produce at high speed, edge paste system also creates products with delicate finishing quality. VNCCF has a 45 degree beveled edge paste system.



*The EKO 902 Biesse stands drill, of Italy*



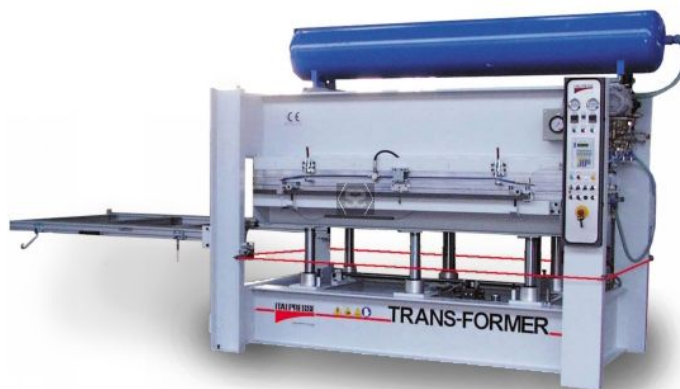
Automatic Strapping Machine System, JN-85E

Packing finished product.

- After the finished product will be transferred to the KCS nest to check the quality of the product. Which products are not achieved will be eliminated and divided into a separate area, which products achieve quality will be handed over to the packing nest.
- After receiving the product from KCS packaging team will conduct wrap the product with a layer of paper to protect the product from scratches when shipping.

In addition, the company has some other specialized machines:

Hot/Crunch/Membrane (Italy): With synchronous system of glue rolling, cold pressing, hot pressing, Membrane coating of Italy, VNCCF has the ability to provide a variety of coating materials such as Laminate, Thermofoil (3D Laminate



**Attention:**

Since it is industrial wood should avoid place: low humidity, exposure to water.

**1. Construction progress at the site.**

**a) Base for establishing construction progress:**

- Based on the total progress of the construction contractor.
- Based on the characteristics and properties in construction of the construction.
- Based on the volume of work required to be done in the contract.
- Based on the capacity of personnel, equipment of construction technical equipment of the contractor.

**b) Requirements and measures to ensure construction progress:**

- Each job will be specialized by a team, with a high level of specialization under the direct direction of the captain, technical staff and commander of the works to ensure the quality of the work, as well as the productivity of the work.
- Installation measures, technology of construction of each door item are designed in full and detail.

- The manpower must ensure relatively air conditioning does not have periods of concentration too many workers or few workers Based on the actual volume of installation each stage (required by the investor) we will calculate the warehouse of materials and equipment used for the construction of doors installation.
- Based on the official approved progress we will repeat the detailed progress for each phase, in each phase again split by month and week.

**2. Installation machinery tools:**



Stripe Machine: MAKITAR



Screw Machine (electric)



Screw Machine: BOSCH



Screw Machine: MAKTEC



Electric wires and aluminum ladders



Wire value



Cutting Machine: MAKITA



Air Compressor: PUMA



Concrete Drilling Machine: BOSCH



Screw Machine



Pneumatic Screw Machine

VNCCF

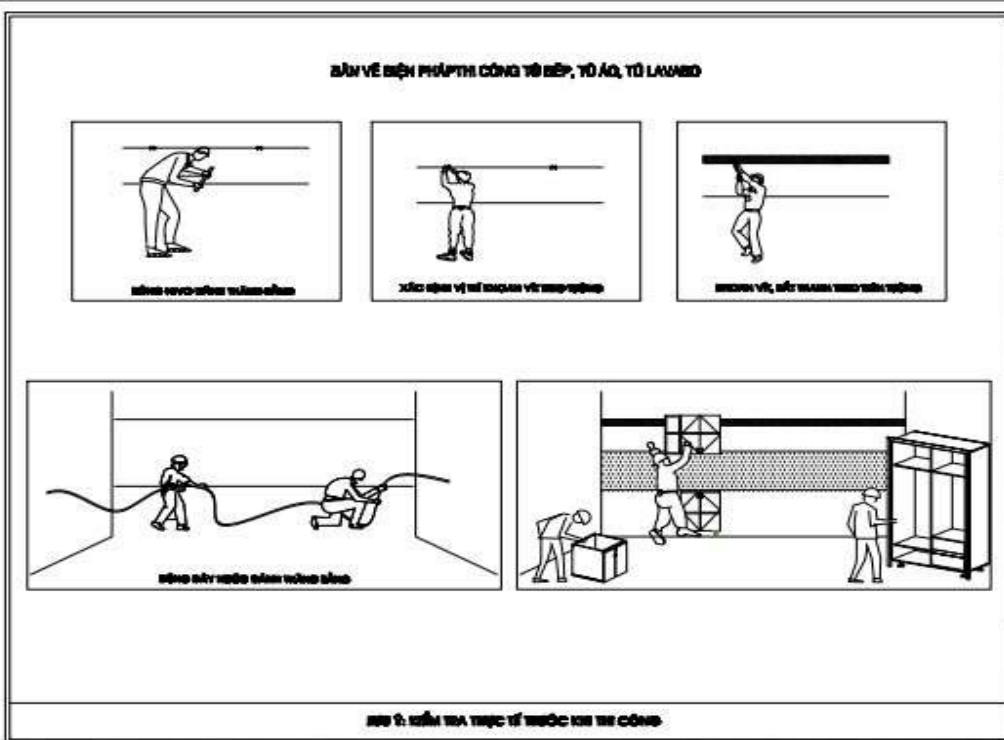


Nailing Machine – Pin



The scanner

**1. Construction method:**



**IV. TOPERS INTERNATIONAL COMPANY TO THE PRODUCTION**

**1. Preparation:**

- Before installing VNCCF company will survey the installation ground (wait) Even during the time the construction contractor is working on the construction part. - The construction work has completed the mold must be relatively accurate according to the installation detail drawing. VNCCF Joint Stock Company will conduct real ground surveys before installation and have written notice if the wrong size is 10 days before installation.
- The installation ground is confirmed between the two sides in each specific batch. Every day VNCCF will hand over to supervisory advice and project management of installation items of the day.
- The company will conduct the installation of finished by floor, each batch and hand over to the project management board. The new installation will proceed continuously between the batch to ensure the installation time and continuous according to the required schedule.

**2. Alignment and repair of disability.**

After completing the installation of the bid will conduct checking the defects of the cabinet system created during construction. The contractor will send workers to correct all errors to create products of quality and aesthetics accepted by the project management board.

**3. Product Protection.**

Protect the product of other units during installation.

- Before entering the installation of the contractor will receive the ground of each unit, each floor so that in the construction of the contractor will be completely responsible for the furniture contained in the room if the contractor damages the responsibility and compensation to the construction party. During the installation process if any contractor enters the construction, the VNCCF party will hand over it to that construction unit.
- During the installation of the contractor there will be measures to protect the products of other contractors.
- After installing finished one floor of contractors will hand over the preliminary to the project management committee to hand over to other units into construction.

**4. Protect the product of other units during installation.**

- Before entering the installation of the contractor will receive the ground of each unit, each floor so that in the construction of the contractor will be completely responsible for the furniture contained in the room if the contractor damages the responsibility and compensation to the construction party. During the installation process if any contractor enters the construction, the VNCCF party will hand over it to that construction unit.
- During the installation of the contractor there will be measures to protect the products of other contractors.
- After installing finished one floor of contractors will hand over the preliminary to the project management party to hand over to other units into construction.

**5. Protect the product before handing over.**

- - Because of the specificity of the building is in the process of finishing in the house, there will be many units participating in the construction so after installing the door finished the contractor will protect the door mold and door with nylon or paperboard to ensure not scratched..
- At all the positions of the contractor door will give the entire door lock and hand the key to the project management so that when other entrance entrance will hand it back to that construction unit. During construction if the construction unit damages the door, it will be completely responsible.

**6. Working Table collects works.**

- Will conduct construction and handover ..... once in the construction process and finally after the end of the construction will review the whole top-down from the last time before conducting the transaction table collects the whole building.
- After completing each room, each floor of technical staff we hand over temporarily to supervisory advice and project management staff
- When conducting the receipt of the door we have a test requested according to sample of the project management test

## V. INSTALL KITCHEN EQUIPMENT AND INSTRUCTIONS FOR USE.

### 1. Installation and use of gas stoves, magnetic stoves and external electric stoves.

- **How to stove the hole to the kitchen:** The kitchen face (natural stone face, artificial stone face, wood face ...) must be stored according to the lower size of each type of kitchen. Absolutely not stored hole putting the kitchen greater than 1cm in each direction of the kitchen bottom, the wider hole than the required size of the kitchen will result in the glass or stainless steel face of the kitchen becoming a compression bearing point. Kitchen can break glass or stainless steel face deformation.

- **How to connect electricity to the magnetic stove, electric stove must ensure the standard:** Power supply must have 03 wires (fire wires, neutral wires, ground wires), power supply must ensure enough from 190-230V, power supply wires must be able to carry the load accordingly of the stove. The electrical connection must be ensured by electrical bridges or plugs and sockets to avoid the phenomenon of power supply.

- **The way to connect gas to gas stove must be as follows:** The gas supply is not too far away with gas stove equipment (the gas conductor is not more than 1.5m long), the gas conductor connection with gas stove must ensure safety, sure, not open gas. The gas tank must have safety valve or safety valve on the pipe (for gas supplied by system).

#### - How to install the kitchen when put in the kitchen cabinet

-Make sure the minimum distance from the kitchen to the kitchen cabinet shelf or smell is 650mm.

-The inner edge and outer edge of the stone to the kitchen lacer is 150mm

- Make sure the open space between the bottom of the kitchen and the bottom partition is 15mm

- After placing the kitchen in the hole position, it is necessary to catch the kitchen belt with the stone table to resist shifting the kitchen equipment.

- On the surface of the kitchen and tray: You should use a soft moist towel or sponge to clean the kitchen face to avoid scratching the kitchen face or losing the face of the kitchen.
- To ensure the kitchen is always clean, you should use the saliva of rice while cooking, dilutely apply a thin layer on the kitchen face. For a while, when the rice water dries again, it will seep grease. Then you clean the dry rice water. With the kitchen tray you wash it with a dedicated solution or dishwashing water.
- With stains from food coming out can cause crushing and burning the microchips of the magnetic kitchen. If you see food coming out you have to turn off the kitchen immediately to reduce the problem, then wipe it out with a dry towel. Every time you cook, you should clean the **electromagnetic** stove so that the electromagnetic stove avoids the phenomenon when clinging to many stains.
- With the plug end: This part is easily dirty due to food, grease splashes out during cooking. Therefore, you should clean every day after using the socket not infected or burned. Don't go back to birth when you're done cooking, you have to wait when eating rice and washing dishes is finished, wiping is the most appropriate time because then the stove is cool and you should remove the **electromagnetic** stove socket every time you cook to avoid unwanted incidents. Take a small brush or a lightly rub toothbrush on the plug rope to clean grease stains clinging on the wire.
- Also you can use **electromagnetic** kitchen cleaning tools such as: Multipurpose cleaning water, kitchen cleaning solution, grease aerosol, multipurpose kitchen wet paper, kitchen cleaning brush, kitchen cleaning towels ... other kitchen cleaning tools if you are interested..
- *Note:* For high-end electromagnetic stoves when using the kitchen to cool the kitchen completely, use cheap cleaning for the glass sak, then take a little lemon juice into cleaning and then take washing glass washing water again is your kitchen glass always bright and keep color.

## 2. Installation and use of the machine

### How to install deodorant suction machine:

- Measure and mark the screw hole accurately on the wall. Use concrete drilling machine wall drilling according to size. Always make sure the bottom of the deodorant must be at least 70cm from the kitchen face.
- Catch the machine to the wall.
- Install the last passage exit pipe to the outside must install the connecting quail. Ensure the air drain pipe is exactly as the design of the machine, do not shrink the wrong pipe because doing so the air source will not escape is resulted in compression when it will produce noise

- Fill electrical wires on the electric panel.
- Select exhaust suction or reduction mode located in machine work. Exhaust is the formula for suction of air purification out.
- Start using.

**How to use deodorant vacuum:**

- Always clean the machine with soft chestnuts, with detergent.
- Don't let hard objects get into the machine.
- Do not use the machine when the power supply is cluttered.
- Use the correct speed of the machine. Do not abuse the highest speed.
- Turn on the machine at the end of the cooking and after cooking 5 minutes.
- 2 months 1 time wash the fat filter plate.
- Change activated carbon from 6 to 12 months once to ensure the ability of activated carbon.
- Maintenance of the machine 12 months once to ensure the temple for the machine.

**3. Installation and use of dish sinks dishwasher dishwasher dish:**

Similar to the kitchen Pelvic Face (natural stone face, artificial stone face, wood face etc) must be properly loaded according to the lower size of each pot type to ensure the firmness and tightness when pumping glue.

**When installing the hose, Sink dish.**

It is recommended to choose the right space location for convenience for later use. There must be space underneath to be convenient for installation work and checking the xiphone system when needed. For pelvic mounting taps, you should be aware when designing the waterway system for the wall. The standby head must be below the pot surface about 200mm to convenient for mounting the tap wire with the standby water line as well as to avoid encountering the faucet wire phenomenon when the standby head is too high. Do not take advantage of the potty under the potty pot will affect the cyphones system that are easy to open and water leakage.

### **The principles when using the tap - sink.**

During use should not be spilled, water wash tubs, use chemicals with the amount of acid they will affect the pot surface. As you see the xiphone system a lot of folding roads and poverty is actually to avoid the smell coming out from the gas mouth. To avoid the phenomenon of congestion users should regularly remove the junk cup check and clean.

For the washing tap, there is very little problem. What you should note is that the wash hose is only rotated horizontally from left to right and vice versa in the permissible aperture, not rotating, breaking the hose up the press down under the hose will be broken the rotating axle and water leak. During use if you see weak water flowing you should check the water supply wire system of the tap at the bottom of the pot if folded does not check the water supply and water valve system. You can completely remove the filter mesh at the top of the test hose and sanitation if the filter mesh has many residues also cause the above phenomenon.

## **2. WORK SAFETY MEASURES, ORDER SECURITY**

### **1. Base on measures**

- Based on the regulations, regulations and regulations of the current law and issued by the investor on the work of ensuring security, labor safety, explosion-proof flame and environmental sanitation at the construction site.
- Based on the actual needs of the project about machinery, equipment and manpower.

### **2. Implement the regulations, regulations and regulations of the investor on the work of ensuring the security of the site.**

- Officers, workers who enter the site must be equipped with labor protection and not drinking alcohol.
- When working on high, all must have protection wires.
- Officers and workers entering the site must have a list of submissions to the approved investor.
- Officers and workers entering the site must learn labor safety regulations guided by Project Management Board No. 1 and request.
- Officers, workers entering the building must have an entrance card.
- Officers and workers working in the site must be responsible for preserving products, machinery, equipment of the construction contractor's

assets. Combine with the Project Management Board to protect the assets, machinery, equipment, products of other contractors involved.

### **3. Implement the regulations of the state and the investor on labor safety, explosion prevention and environmental sanitation at construction site.**

- Officers and workers when performing work in the site are trained on labor safety, explosion prevention and environmental sanitation in accordance with current regulations and fully compliance with the regulations, regulations and regulations mentioned above. Workers are fully trained in the procedure and commitments when performing the work.
- Workers out into the site are fully equipped with labor protection and personal safety equipment.
- Workers when construction avoid falling objects from above.
- When construction of contractors will focus on the construction of each area compactly avoid affecting other contractors.
- Officers and workers when doing work on the site are responsible for preserving environmental hygiene at the site, adhering to the regulations on ensuring environmental hygiene.
- The machinery put into the construction must ensure the deadline of use, are operating well and ensuring safety regulations.
- Machine operator workers must be trained to use the machine. For special machinery equipment, machine operator workers must have a certificate of operation of the machine.

### **4. The responsibility of the contractor in the work of safety and order security.**

- The commander of the construction site is directly responsible for ensuring the security of the Contractor.
- Site specialties (installation monitoring) inspection, remind the implementation of labor safety regularly. All violations of labor safety are seriously handled and have the form of discipline according to the labor rules.
- All workers will have to comply with the requirements specified in the labor rules in the site. The construction of this rule will be carried out with the consent of both the contractor and the investor in accordance with the basic principles.
- Before conducting construction we will provide the relevant contractors and the defenders with the list of workers installed at the site to ensure the control of manpower and security in the site (according to the specific

requirements of the contractor). If there is a change in personnel during the construction process of each stage we will have a letter notifying detailed transition.

- All assets and construction equipment must be stored, thoughtfully preserved. Due to the characteristics of installation in each stage by groups of workers, the preservation of all labor equipment is necessary to be handed over to the next stage of construction cases.
- In addition we will ensure to maintain the cleaning of the site in a maximum way. All materials and tools are gathered, stored in the right place. Don't let obstacles on the way back. The bulk material particles, small, flying particles, are set at the end of the wind direction.
- Any violation is in the responsibility of the Contractor, the Contractor shall be responsible for the remediation and repair of the consequences caused by him.

**Contractor please commit to fully fulfilling the regulatory requirements, regulations, regulations, regulations of the current law and of the Investor.**

VNCCF

# Part III: APPENDIX



## BUSINESS REGISTRATION

SỞ KẾ HOẠCH VÀ ĐẦU TƯ  
THÀNH PHỐ HÀ NỘI  
PHÒNG ĐĂNG KÝ KINH DOANH

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập – Tự do – Hạnh phúc

**GIẤY CHỨNG NHẬN ĐĂNG KÝ DOANH NGHIỆP  
CÔNG TY CỔ PHẦN**

**Mã số doanh nghiệp: 0105919305**  
Đăng ký lần đầu: ngày 20 tháng 06 năm 2012  
Đăng ký thay đổi lần thứ: 5, ngày 25 tháng 12 năm 2019


**1. Tên công ty**  
Tên công ty viết bằng tiếng Việt: CÔNG TY CỔ PHẦN NỘI THẤT VNCC  
Tên công ty viết bằng tiếng nước ngoài: VNCC FURNITURE JOINT STOCK COMPANY  
Tên công ty viết tắt: VNCCF., JSC

**2. Địa chỉ trụ sở chính**  
Số 1 Vũ Hữu Lợi, Phường Nguyễn Du, Quận Hai Bà Trưng, Thành phố Hà Nội, Việt Nam  
Điện thoại: 0243.9843999 - 0243.9843993 Fax:  
Email: Website:

**3. Vốn điều lệ**  
Vốn điều lệ: 3.000.000.000 đồng.  
Bằng chữ: Ba tỷ đồng  
Mệnh giá cổ phần: 10.000 đồng  
Tổng số cổ phần: 300.000

**4. Người đại diện theo pháp luật của công ty**  
\* Họ và tên: ĐINH QUANG THẮNG Giới tính: Nam  
Chức danh: Chủ tịch Hội đồng quản trị kiêm Tổng Giám đốc  
Sinh ngày: 06/03/1977 Dân tộc: Kinh Quốc tịch: Việt Nam  
Loại giấy tờ chứng thực cá nhân: Thẻ căn cước công dân  
Số giấy chứng thực cá nhân: 001077015059  
Ngày cấp: 27/09/2017 Nơi cấp: Cục cảnh sát ĐKQL cư trú và DLQG về dân cư

Nơi đăng ký hộ khẩu thường trú: Số 1, phố Vũ Hữu Lợi, Phường Nguyễn Du, Quận Hai Bà Trưng, Thành phố Hà Nội, Việt Nam  
Chỗ ở hiện tại: Số 1, phố Vũ Hữu Lợi, Phường Nguyễn Du, Quận Hai Bà Trưng, Thành phố Hà Nội, Việt Nam

**TRƯỞNG PHÒNG**  
  
PHÒNG ĐĂNG KÝ KINH DOANH  
PHÓ TRƯỞNG PHÒNG  
Trần Hà Thanh