

REGISTRATION PROCESS

Step	Description	Contact
Step 1	The Enterprise learns about RBV's services, then contacts RBV by email to register. RBV sends the Enterprise the registration form.	Registration@rbv.com.vn
Step 2	The Enterprise completes the registration form and submits it along with the required documents to RBV. RBV reviews the Enterprise's registration information and provides a quotation.	Registration@rbv.com.vn
Step 3	The Enterprise confirms acceptance of the quotation by email. RBV sends the Enterprise the service contract template.	Registration@rbv.com.vn
Step 4	The Enterprise signs the contract and sends two copies to RBV. RBV signs the contract and returns one copy to the Enterprise, together with instructions for paying the service fee.	Registration@rbv.com.vn
Step 5	The Enterprise shall pay the service fee within 15 days from the date of contract signing. RBV sends the Enterprise the VAT invoice and instructions for creating an account on the Better Work Programme portal (applicable to newly registered Enterprises).	Registration@rbv.com.vn
Step 6	The Enterprise completes all required information for account creation and signs the Anti-Bribery Form (applicable to new Enterprises only). RBV creates the Enterprise's cycle on the Better Work system.	Registration@rbv.com.vn
Step 7	If the Enterprise wishes to share assessment data via the SLCP Gateway, please provide the required details. RBV guides the Enterprise in registering an account on the SLCP Gateway to share assessment data from Better Work to the SLCP Gateway (if requested).	SLCP Gateway

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	If the Enterprise wishes to share data from the SLCP Gateway to Worldly, the Enterprise carries out this data-sharing action on the SLCP Gateway portal and the Worldly Platform.	Worldly Platform
Step 8	Immediately after the cycle starts, the Enterprise may begin registering to share reports with brands on the system and registering for training courses and seminars. RBV's assigned Enterprise Advisor will contact the Enterprise to arrange a visit within 30 days of completion of the service fee payment.	Assigned Enterprise Advisor
Step 9	Self-assessment and initial advisory. Within 100 days of the cycle start date, the Enterprise Advisor will visit the Enterprise to support initial self-assessment and improvement work.	Assigned Enterprise Advisor
Step 10	The unannounced assessment is normally conducted within 80–120 days of the cycle start date. Assessment results will be finalised within 30 days of the assessment date.	Assigned Enterprise Assessor
Step 11	Continued advisory activities. Progress Report 1: Drafted by the Enterprise, uploaded to the system by the Enterprise Advisor in month 5 as of the cycle start date. Progress Report 2: Drafted by the Enterprise Advisor and uploaded to the system by RBV in month 11 from the cycle start date.	Assigned Enterprise Advisor
Step 12	RBV's Registration Team sends information for the Enterprise to consider participating in the next cycle, in month 10 from the cycle start date.	Registration Team

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