



# **GIA PHAN**

**PRINTING JOINT STOCK COMPANY**



## I. INTRODUCTION

**GIA PHAN PRINTING JOINT STOCK COMPANY** was established pursuant to the Certificate of Business Registration No. 4103010168, issued by Department of Planning and Investment dated 29/04/2008.

Major business lines include: Design, printing, subcontracting of all kinds of packaging, ...

**Company name: GIA PHAN PRINTING JOINT STOCK COMPANY**

295 Tan Son Nhi St., Tan Son Nhi Ward, Tan Phu Dist., Ho Chi Minh City.

Tel: (08) 2244 5478 - Fax: (08) 7300 3989 - Hotline: 0909 316 851

Email: [ingiaphan@gmail.com](mailto:ingiaphan@gmail.com)

Tax code: 0305671041

Director: Mrs. Phan Thi Y Nhi

Bank account: 025 100 111 3816, Vietcombank, Ky Dong Branch

**Head office:** 295 Tan Son Nhi, Tan Son Nhi Ward, Tan Phu Dist., Ho Chi Minh City

**Factory 1:** 14/7 Road No. 14, Binh Hung Hoa A Ward, Binh Tan Dist., Ho Chi Minh City

**Factory 2:** 42/32 Luong The Vinh, Phu Tho Hoa Ward, Tan Phu Dist., Ho Chi Minh City

### History of establishment

- From 2003 - 2008: Located at 120 Tran Van Du Street, Ward 13, Tan Binh Dist. with 7 members. Former company: Gia Phan Production - Trading - Services Co., Ltd.

**Main business lines:**

Produce and distribute goods for restaurants, hotels. Import and export, design and printing, purchase agro products, subcontracting and production of recycled paper, stationary, gifts, ...

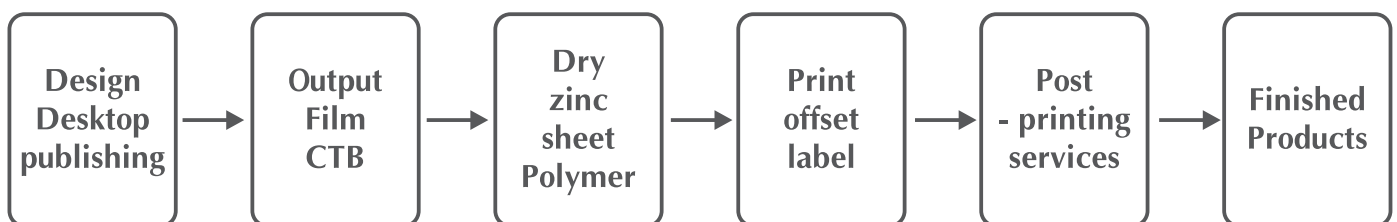
- From 2009 to present: Transform to Gia Phan Printing Joint Stock Company  
Head office: 295 Tan Son Nhi, Tan Son Nhi Ward, Tan Phu Dist., Ho Chi Minh City

**Main business lines:**

Printing labels, packaging for other producers

## II. PRODUCTION TECHNOLOGY

### 1. Production processes:



## 2. Production at Factory 1:

Acreage: 320 m<sup>2</sup>; 18 employees

The factory was invested with production lines that can make advertising products, gifts,... with specialized machinery for small sizes, hand-made products. The facilities can meet customers' requirements about quality, hygiene, proprietary confidentiality,...

### Products:

- Design and print exclusive calendars, notebooks, catalogues, books, newspapers, magazines
- Print envelopes, head letters, business cards, invitation letters,...
- Print leaflets, brochures, flyers, pamphlets, posters, file folders,...
- Print disc labels, print on disc, magnetic cards, employee cards, mouse pads.
- Print guarantee stamps, notebook stamps
- Print dark decals, transparent decals, tin decals, five-color decals, 7 colors,...
- Hot printing on glasses, glass plates, porcelains, crystal gifts.
- Print on all kinds of material like plastics, wood, metal, glasses, leather, fabric, rubber,...
- Design, subcontract, fabricate gift boxes on imported materials.

## 3. Production at Factory 2:

Acreage 1,950 m<sup>2</sup>, 54 employees

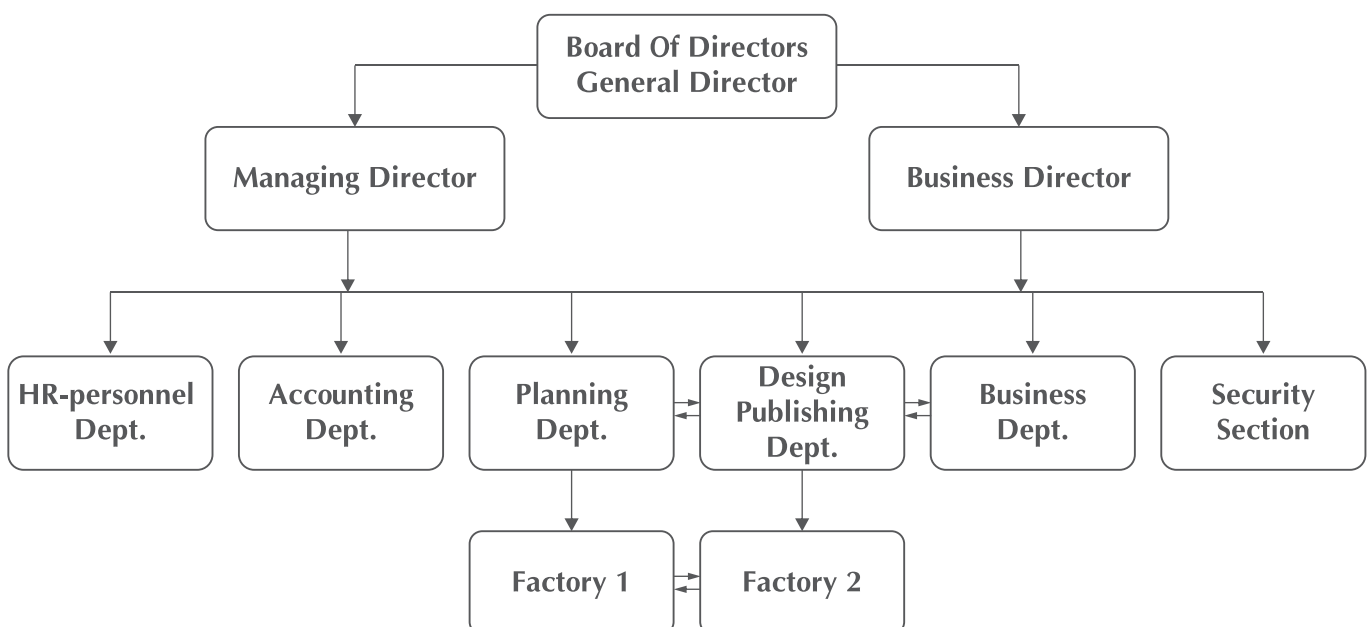
Invested with a production line producing packaging products, with specialized machines that can produce big size products in big quantity, meeting requirements of quality, quantity, lead time, ...

### Products:

- Creamy cake boxes (straps or knots) in shapes of circle, hexagon, octagon, rectangle, ...in different sizes (especially extraordinary sizes bigger than 0.5 m).
- Boxes for cakes, cosmetics: self-locked, bottom-closed, darkness and light, ...
- Make bases for boxes of cream cakes and sweet cakes: circle, rectangular, different shapes upon customers' request.
- Solid boxes (moon cakes, swallow nests, solid boxes, ...)
- Hand bags, bread bags, dumplings, ...
- Produce, print carton wave boxes, wave A, wave B, 3-layer or 5-layer

## III. ORGANIZATION CHART

The Gia Phan Company has 72 staff altogether with the following structure:



## **DESCRIPTION:**

**General Director:** Directly manage all departments and factories to ensure the consistency, assertiveness including managers and departments.

Responsibilities: Supervise and direct all activities of the company, interactions with customers.

**HR - Personnel Dept.:** In charge of human resources, finance and other administrative affairs, staff's salary and insurance.

**Planning Dept.:** Take orders, prepare production plan according to orders, prepare development and expansion plan to increase scale of production and transactions with customers.

**Design Dept.:** Design products meeting customers' requirements, contact with customers for inquires and vice versa.

Accounting Dept.: Prepare financial plans, production cost, accounting for production and distribution, pay taxes to government, ...

**Business Dept.:** In search of market information, seek for customer information to perfect products, prepare distribution strategy, expand domestic and international markets ensuring products arrive at customers.

**Security section:** In charge of supervising, checking people getting in and out of company, prevent acts of destruction, thieves, burglary and disorder in the company.

**Printing Dept.:** Specialized in printing on paper materials, but sometimes printing on other materials like decals, plastics, melamine, ...

**Finished Production Section:** In charge of post-printing

**Quality Control Section:** Checking quantity and quality of products.

**Packaging Section:** Package and store products ensuring no products get damaged, spoiled, dirty, or broken, ...

**Delivery Section:** Deliver goods to places requested by customers (loading, unloading, ensuring goods placed in the right position, right order), ensuring accurate quantity and quality when dispatching goods.

#### **IV. LIST OF EQUIPMENT AND MACHINERY:**

Machinery and equipment in Factory 1 and Factory 2 were imported from Japan, German, China with the status of 80 – 100% (with the maintenance, upgrading, and renovation once every 6 months). Details are made in the table:

List of main machinery, equipment at Factories of Gia Phan Printing Company

<b>No.</b>	<b>Machinery / Equipment</b>	<b>Quantity</b>
1	Label printing machine (Flexo)	1
2	Offset printing machine	02
3	Pressing machine	02
4	Programmed cutting machine	04
5	Heat cutting machine	03
6	Laminating machine	03
7	Drilling machine	02
8	Cork stamping machine	01
9	Drying machine	01
10	Box folding machine	04
11	Angle forming machine	01
12	Pressing machine	03
13	Spongy cutting machine	02
14	Thick cover cutting machine	01
15	Moulding machine	05
16	Spraying machine	01
17	Truck to deliver goods	02
18	Zinc plate drying machine	02
19	Box labeling machine	02
20	Gutter making machine, angle sticking (for thick covers)	06
21	Other machines	

#### **V. MATERIALS TO BE USE**

##### **1. Materials used in production:**

Main materials for productions are printing paper and carton, decal, printing ink and other auxiliary materials, ...

##### **2. Chemicals used:**

With the nature of the company business, chemicals use are only ink and solvent with certificates of safety for food products containing provided by suppliers.

#### **VI. PRODUCT RANGE:**

Company products include all products related to printing and sub-processing.



GIA PHAN CORP

**CÔNG TY CỔ PHẦN IN GIA PHAN**  
GIAPHAN PRINTING JOINT STOCK COMPANY