

QUICK GUIDE FOR FOREIGN INVESTORS: ESTABLISHING A COMPANY IN VIETNAM

INVESTOR AND PREPARATION

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DETERMINATION

Company structure | Ownership | Business lines

Determine the company structure, ownership and business lines of your business.

Notes: Business Lines are important in Vietnam as companies can only undertake activities for Business Lines which they are registered.

Although most Business Lines are unrestricted for foreign investors, there are certain restrictions and care needs to be taken to ensure compliance.



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DOCUMENT PREPARATION

Lease Agreement | Financial Capacity Proof | Investor Ligated Documents

Key Documents to Arrange:

- 1. Lease Agreement.** Each applicant must have a lease (or pre-lease) agreement in place for where their company will be registered.
- 2. Proof of Financial Capacity.** Investors must demonstrate that they have sufficient funds at bank or the financial capacity to meet their investment commitments in Vietnam, and
- 3. Investor Documents.** Each investor will need to have appropriate notarised/legalised documents from their home country for the application.



APPLICATION / REGISTRATION

IRC APPLICATION

Application for Investment Registration Certificate ("IRC")

- **Authority:** Lodged at the Department of Planning and Investment ("DPI")*
- **Timeline:** 15 working days
** investors within Industrial Parks will usually lodge via the Industrial Park*



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ERC APPLICATION

Application for Enterprise Registration Certificate ("ERC")

- **Authority:** Lodged at the DPI
- **Timeline:** 3 working days



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POST-LICENSING

Initial registrations/requirements following receipt of the ERC

Post-licensing procedures involve registrations for the following:

| | | | | | | |
|------------|--------------|------------------|-----|----------------------|--------------|--------|
| | | | | | | |
| Stamp/seal | Press Notice | Chief Accountant | Tax | Business License Fee | Bank Account | Labour |

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GENERAL REQUIREMENTS

1 Charter Capital

90
DAYS

The initial Charter Capital for the company (or the Share Capital for a Joint Stock Company) must be contributed within **90 days** of the ERC being issued.

30
DAYS

2 Legal Representative

At least one Legal Representative is expected to reside in Vietnam, but they can generally be of any nationality. A company can have more than one Legal Representative.

If all Legal Representatives are out of Vietnam more than **30 days**, then they must appoint another individual to take this role.