

Vietnam Payroll Services Outsourcing & Support

Domicile
Corporate Services

Domicile Corporate Services is a leading provider of professional accounting, tax, payroll consulting, compliance, company establishment and advisory services in Vietnam, with a focus on providing quality outsourcing and consulting services to clients.

We assist foreign invested and locally owned companies maintain the highest level of professional standards in Vietnam through proactive compliance, reporting assistance and advice.

Our standards and processes are based upon international best practice, and we are proud that we do not cut corners or lower our approach regardless of the environment often encountered in Vietnam. We hold ourselves to the same high standards that international clients expect their own operations to aspire to.

KEY FEATURES OF OUR PAYROLL PROCESS

Integrated System

Our payroll services are based around an integrated Human Resource Management Software which helps retain information efficiently with limited paperwork. Data integrity is paramount within the system, and through the cloud storage and backup process, users can access the software via website or mobile app to retrieve data or make requests anytime and anywhere.

Simplification & Effective Control

Our payroll system is designed to simplify payroll tasks and remove the burden normally associated with them. It allows employers to focus on developing their staff through better recruitment, training and development, with less distraction that arises in environments that are administratively cumbersome.

Compliance

Along with our extensive experience in payroll services, we update any changes promptly regarding labour, tax and accounting regulations to help us ensure continual compliance for our clients. We understand that being compliant is critical for all our clients in their local and global growth.

OUR PAYROLL SERVICES

Domicile has extensive payroll and labour support experience in Vietnam, allowing us to better understand the needs of foreign invested enterprises with regards to their payroll requirements.

We undertake outsourced payroll services using a compliance and regulatory requirements framework as the basis of our services. We are not a recruitment company, but instead operate from a client needs and technical perspective, resulting in maximum support and minimising risk.

Our software and teams can support clients from 1 to 10,000 staff in an enterprise, across multiple locations and divisions.

Standard Payroll Package



Our standard payroll support package, using our cloud-based payroll software involves:

- *HR Support*: employment contract preparation and management, renewals via contracts or appendix, and payroll adjustments;
- *Payroll Calculation and Reports*: monthly payroll processing and bank transfer preparation.
- *Statutory Lodgements*: monthly/quarterly PIT declarations, monthly SHUI (insurance) declarations for employees, and annual PIT finalisations; and
- *Other payroll support*, including terminations, bonuses, warnings and other matters arising within a business.

Other additional support modules include:

E-Leave Management



The E-Leave Management service provides remote access for staff to review their leave balances, and for submission of leave requests to their managers. This allows management to monitor and approve leave, without the need for paper submissions, and which can be authorised remotely or from abroad, providing flexibility to companies with operations across multiple locations.

Time attendance & Roster Management



By integrating staff rostering and overtime management with finger/card scanning for time attendance, our software enables complete management of scheduling, attendance and overtime management.

E-Payslip Management



The E-Payslip service provides remote access for staff to access their payroll & payment related information, and provides a central facility for corporate staff (including those in foreign headquarters) to access corporate payroll data.

Notes:

The specific details of our services are included in our services proposals that prepared for each potential client.

E: info@domicilecs.com
W: www.DomicileCS.com

Ho Chi Minh City
Level 9, Abacus Tower
58 Nguyen Dinh Chieu
District 1
P: +84 (0)28 6291 5779

Hanoi
Level 13, Hanoi Tower
49 Hai Ba Trung
Hoan Kiem District
P: +84 (0)24 3266 3314