

VIETNAM WORK PERMITS

REQUIRED DOCUMENTS & APPLICATION PROCESS

(January 2017)

Why Obtain Work Permits for Foreign Employees?

Work Permits are required for *all foreign employees* in Vietnam before entering into an employment contract or conducting any work, *unless subject to an exemption*. (Decree 11/2016/ND-CP)

1



2



With a Work Permit foreign employees can *receive salaries* into a Vietnamese bank account (in Vietnam Dong OR a nominated foreign currency), and can later *transfer these funds* abroad via their bank.

3



Payments to foreign employees with Work Permits are generally *deductible for Corporate Income Tax* ("CIT"), reducing company tax liabilities.

4



A Work Permit, which is valid for up to 2 years and can be renewed, also allows an individual and their family to *obtain Temporary Resident Cards* ("TRC"), removing the need for obtaining and maintaining Visas whilst in Vietnam

Overview

The Work Permit application process is often seen as time-consuming and frustrating. However, appropriate planning and preparation of the required documents will make the process more efficient and ultimately successful.

1
DISCUSSION
& DOCUMENT
PREPARATION

2
FORMAL
APPLICATIONS

3
FOLLOW UP &
WORK PERMIT
ISSUANCE

Domicile Corporate Services is a leading provider of professional accounting, tax, payroll consulting, compliance 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 through proactive compliance and reporting assistance.

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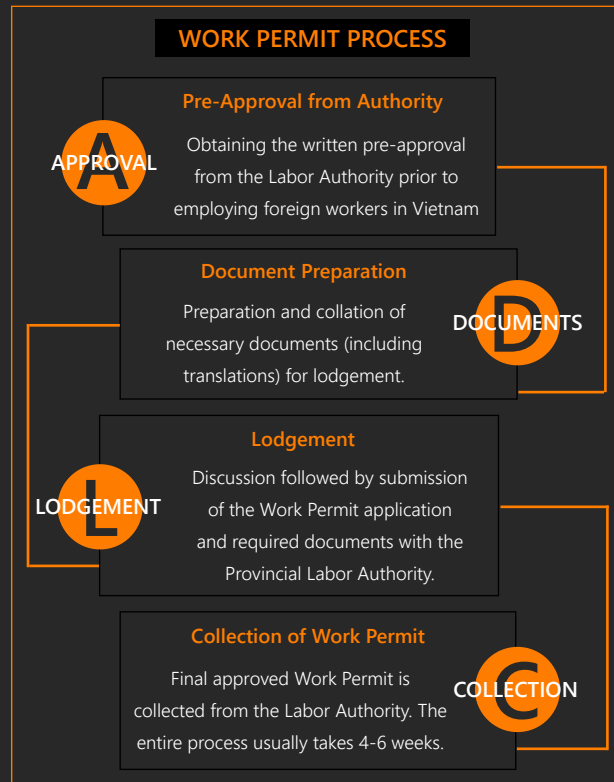
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CHECKLIST: EXTERNAL DOCUMENTS REQUIRED

Employer Documents

- 1 Job Description
- 2 Business License (N)
- 3 (Draft) Employment Agreement / Labour Contract

Employee Documents

- 1 Criminal History (Police) Check
 - a) from the Employee's home country (C&L) OR
 - b) from Vietnam (if the applicant has resided in Vietnam for greater than 3 months)
- 2 Work Permit Health Check from an authorised Vietnamese hospital
- 3 University Degree (C&L)
- 4 Experience Certificate(s) / Letter confirming at least 3 years relevant foreign work experience (C&L) or copies of previous relevant Vietnam Work Permits for 3 years (or combination of these)
- 5 Summary CV / Record of work history
- 6 Passport and Visa/Resident Card (N)

C&L: This document needs to be Consularized and Legalised.

N: This document needs notarizing in Vietnam, most commonly at a People's Committee.