

WORK PERMITS:

Documents Required & Application Process

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Work Permits are both required and necessary for Vietnamese companies seeking to employ and pay most foreign individuals in Vietnam.

With a Work Permit, foreign employees can receive their salary into a Vietnamese bank account (in Vietnam Dong or a nominated foreign currency), and they can transfer these funds from their bank account to outside Vietnam as they wish. A Work Permit, which is valid for up to 2 years and can be renewed in most situations for another 2 years, also allows an individual and their immediate family to obtain Temporary Resident Cards, removing the need for obtaining and maintaining Visas whilst in Vietnam.

Overview of the Process

The actual process can take from 5 to 8 weeks, depending on a range of factors, and assuming all documents are in order. If the required documents are not ready, then this timeline will obviously be extended.

Some documents can take a considerable time to prepare, and it is encouraged that these be arranged before the Work Permit process commences. In particular, Criminal History Checks can be burdensome in some countries, and even Vietnamese Criminal History Checks take a minimum of 3 weeks and often 5 weeks or more.

Documents Required for Processing a Work Permit

Documents that need to be collected and submitted in the Work Permit application process are detailed below. These documents can vary slightly for each specific application or individual circumstance, such as for some teachers, however the standard documents detailed will apply for most cases.

Employer	Employee
Job Description	Criminal History (Police) Check from the Employee's home country (C&L)
Business License (N)	Criminal History Check from Vietnam (if the applicant has ever resided in Vietnam)
Seal Register (N)	Work Permit Health Check from an authorised Vietnamese hospital
(Draft) Employment Agreement / Labour Contract	University Degree (C&L) or Experience Certificate(s) / Letter confirming 5 years relevant work experience (C&L)
	Confirmation letter confirming relevant management experience (C&L)
	Summary CV / Record of work history.
	Passport and Visa/Resident Card (N)

Legend:

C&L: This document needs to be Consularised and Legalised. This involves either:

- The document is stamped by the employee's Embassy/Consulate in Vietnam, translated then legalised at the Ministry of Foreign Affairs in Vietnam, or
- The document is stamped in the employees home country by the appropriate government agency, and then legalised at the Vietnamese Embassy in that country.

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

Domicile Corporate Services handles the entire application process for clients - first lodging and gaining approval for the employer to employ foreign labour, and then lodging the physical application and submission of documents to support each employees personal Work Permit.

We can also arrange the Notarisation of most Vietnamese documents, and in some circumstances we can also assist and undertake the Consularisation and Legalisation for certain nationalities and documents in Vietnam.

Contact Domicile Corporate Services today to enquire about your Work Permit needs

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