

**FOREIGN INVESTED ENTERPRISES
YEAR END STATUTORY COMPLIANCE
Accounting, Auditing, Tax, SIHUI and Enterprise Law**

**0830 – 1230 Friday 18 November 2016
Pullman Hotel, Ho Chi Minh City**

Program Outline

**A. STATUTORY COMPLIANCE -
MANAGEMENT ISSUES**

- Typical issues with financial management and enterprise compliance in Vietnam
- Managing an effective compliance team for finance, accounting and tax functions
- “Tax Computation” and “Tax Agent” Demystified
- Who can be Chief Accountant?
- Multiple Legal Representatives and Seals – It is no longer the same?
- IFRS / VAS, consolidation and group auditors’ reporting
- “Board Resolutions” for approving financial statements, auditors and submission of statutory returns - Are these required?

**B. USEFUL TOOLKIT - COMPLIANCE
CHECKLIST**

- Compliance timetable and to-do checklist for financial year end 2016
 - Enterprise / Investment Law
 - CIT and VAT
 - PIT
 - Labour Regulations
 - Representative Office
 - Statutory Insurance
 - Statistical Reports

C. ACCOUNTING AND AUDIT

- Mapping head office reporting requirements with Vietnam subsidiary’s VAS accounts
- Managing two sets of accounts (IFRS / VAS) – can it be simplified?

- Understanding key differences between VAS and IFRS
- Issues on the consolidation of Vietnamese subsidiaries and group reporting requirements
- Preparing for statutory audit
- Audit processes and expectations

D. TAXATION

- CIT Finalization – Tax Review, Adjustments and Reporting
- CIT Updates relevant to year end finalization
- VAT – Updates on new regulation on VAT refund
- Dividend payment – what is required?
- Transfer Pricing Declaration – How to deal with this?

E. HR AND PAYROLL RELATED

- PIT Finalization for Expatriates and Vietnamese Employees
- Statutory Reports for Social Insurance / Health Insurance / Unemployment Insurance
- Labour Reporting
- Internal Labour Regulation – Is it compulsory?

**F. COMPANY SECRETARIAL SUPPORT
(INVESTMENT/ ENTERPRISE LAW)**

- Annual General Meeting, Approving and signing off Financial Statements, auditors’ appointment, re-appointment of Legal representatives
- Annual filing requirements for Representative office and Project offices
- Head Office verification of compliance requirements
- Best Practices for Enterprise / Investment Law Compliance and how Tricolor can support

Who Should Attend

- General Director / Director / General Manager
- CFO, Financial Director and Chief Accountant
- Corporate affairs, legal and company secretarial officers

Panel of Speakers / Consultants



Lim Chor Ghee

**General Director
Tricor Vietnam**

Based in Vietnam since 2007, Chor Ghee has supported many foreign companies in entering Vietnam through M&A and new investment licensing application, as well as providing taxation, accounting / audit and business advisory support.

He has successfully developed an advisory and accountancy practice over the past 9 years that has since March 2014 merged into Tricor Vietnam.

Chor Ghee started his accounting and advisory career with Coopers & Lybrand / Price Waterhouse in Kuala Lumpur from 1993-1996. He then joined a Hong Kong public listed hospitality and leisure group as an accountant and left as the Group's Vice President (Legal and Corporate Affairs) in 2002. During his tenure, he managed legal, taxation, and corporate affairs for the group's business operations that spanned more than 15 countries.

Professionally Chor Ghee is a member of the CPA Australia, Malaysian Institute of Accountants and Chartered Institute of Taxation. He holds several postgraduate academic qualifications in business administration, political science and e-commerce from distinguished universities in Australia and UK.

Passionate in developing young professional talents as well as contributing to the advancement of professionalism in accountancy and finance in Vietnam, Chor Ghee is currently a visiting faculty member in accounting and finance with the University of Economics of Ho Chi Minh City, Centre Franco-Vietnamien de formation à la Gestion (CFVG) and Solvay University (Open University campus) in Vietnam. He also conducts exam revision classes and speaks regularly for CPA Australia in Vietnam.



Wesley Wong

**Director (Payroll Outsourcing)
Tricor Vietnam**

Wesley Wong has more than 17 years of working experience in consulting services, business management and fund administration services in Australia and Vietnam.

He has supported many foreign clients in applying for investment license and providing general business advisory. He has extensive experience in setting up enterprises involved in IT, logistics, manufacturing, trading and distribution and property development and construction.

Wesley also served as the client relationship manager for outsourced accounting, tax and payroll services and currently heads the Payroll Outsourcing division in Tricor Vietnam.

Prior to his consultancy and outsourcing career, Wesley has over 6 years' commercial experience and was a Director in a company in Vietnam involved in engineering services. He was responsible for the company operations which included Business development, information technology, HR and Accounting.

He speaks fluent Chinese, English and Vietnamese.



Nguyen Hong Khai

**Manager and Head of Tax and
Business Advisory
Tricor Vietnam**

Khai Nguyen has more than 10 years of working experience in tax and corporate services. Prior to joining Tricor Vietnam, he was with KMPG for 5 years and with BDO Vietnam for 3 years where he was involved in a wide range of tax practice in Vietnam i.e. Corporate Income Tax, Foreign Contractor Tax, Value Added Tax, Personal Income Tax, and other relevant corporate services e.g. market entry and investment licensing, M&A advisory, HR services, etc.

Khai graduated with LLB from the University of Law and Bachelor of International Economics from Foreign Trade University of Vietnam and is currently pursuing LLM degree from the University of Economics, Vietnam.

During his course of working as a professional, he has involved in many engagements across a wide range of industries e.g. trading, real-estate, manufacturing, education, services, BOT projects, EPC contractors, BCC etc. His clients are mostly

foreign invested enterprise and foreign contractors and thus he has honed his skills in understanding and managing relevant tax and legal issues relating to inbound investment.

Khai is proficient in written and spoken English and Vietnamese.



Vu Van Hau

**HCMC Branch Director
Reanda Vietnam /
Vietvalues Audit**

Van Hau has over 11 years of working experience in the field of auditing, accounting and consulting. He has experience in serving foreign companies, large corporations and public listed companies in Vietnam in different industries, including manufacturing, transportation, information technology, media and telecommunication services, software and garment industries.

Van Hau has developed an in-depth knowledge in Vietnamese Accounting Standards (VAS) and International Financial Reporting Standards ("IFRS") through his many years of performing auditing work with foreign companies.

A graduate of the University of Economics HCMC in accounting and auditing, Van Hau is a Certified Public Accountant (Vietnam) and holds the Certificate for Tax Practice (Vietnam). He is currently pursuing ACCA.



Nguyen Van Su

**Manager &
Head of Hanoi Office
Tricor Vietnam**

Nguyen Van Su has 7 years of working experience in auditing and accounting services. Before joining Tricor Group, he worked at Vietvalues Audit (the legacy practice of Tricor Vietnam) for 6 years where he worked on statutory audit of companies involved in diverse industries such as trading, manufacturing, construction, services and advertising.

His audit experience has greatly facilitated Van Su in dealing with financial and tax reviews and advisory services at Tricor Vietnam.

As his clients are mainly foreign invested enterprises, his exposure has enabled him to efficiently identify auditing, accounting and tax issues facing foreign invested enterprises in Vietnam, communicate the issues to the foreign clients and recommend workable solutions.

A graduate of the University of Economics HCMC in economics and accounting, Van Su is a Certified Public Accountant (Vietnam).

Van Su is proficient in written and spoken English and Vietnamese.



Nguyen Le Anh Binh

**Assistant Manager
(HR Advisory)
Tricor Vietnam**

Anh Binh has experience from 6 years of corporate and consultancy work in dealing with investment licensing and market entry for foreign direct investment, project management, company secretary services and human resources advisory.

Anh Binh started his career with Vietvalues Audit, the legacy practice that merged into Tricor Vietnam, and has 2 years of professional consultancy experience at BDO Consulting Vietnam, a big 5 international audit firm.

In performing a wide range of corporate services in Tricor Vietnam, Anh Binh works closely with the professional team in assisting SMEs and public listed companies overseas to invest in Vietnam, managing compliance activities and delivering value added advisory to the clients' business operations.

He graduated with Bachelor of Business Administration from the University of Wales, United Kingdom and is currently pursuing Bachelor of Law degree with the University of Law of Ho Chi Minh City.

Anh Binh is proficient in written and spoken English and Vietnamese.

Supporting Organizations



Tricor Group ("Tricor") is a global provider of integrated Business, Corporate and Investor Services.

As a business enabler, Tricor provides outsourced expertise in corporate administration, compliance and business support functions that allows clients to concentrate on what they do best - Building Business.

Tricor Vietnam offers one-stop compliance and advisory services in Vietnam. Tricor professionals are experts in market entry, compliance services and advisory functions.

Our specialists in Vietnam provide a comprehensive range of services including:

- Vietnam Market Entry & Business Advisory
- Investment Registration Certificate licensing
- Company formation, company secretarial and administrative services
- Representative office set up and compliance
- Advisory on loan registration and profit repatriation
- Accounting and book-keeping (IFRS and VAS)
- Tax advisory and compliance services
- Mobility and expatriation services (work permit, residence visa and expatriate tax planning)
- Payroll outsourcing
- Human Resources consulting
- Treasury management
- Financial and tax due diligence

Tricor Vietnam serves our clients from our Tricor Center in Ho Chi Minh City and maintains a representative office in Hanoi.



REANDA Vietnam (Vietvalues Audit) provides investment consulting, auditing and valuation services. We have more than 100 professional staff in Ho Chi Minh City, Hanoi and several other offices throughout Vietnam.

Our engagement partners and consultants are accounting, finance and legal professionals who are well-equipped to address your business needs in leveraging opportunities while meeting the challenges of operating in Vietnam.

Vietvalues Audit is member firm of Reanda International, which is an international network of

independent accounting and consulting firms, the China's first professional accounting network to collaborate with independent member firms from overseas countries and regions. These member firms provide assurance, tax consulting and specialist business advisory to privately held business and transnational conglomerates.

With 96 offices and over two thousands of dedicated professionals, Reanda International is one of the leading networks in the Asian Region.

The global dynamic business environment has become increasingly complex and the Asian Region has gaining their momentum over the decade. At Reanda International, the business enterprises will find competent specialists from the member firms to serve their businesses to penetrate this fast-moving Asian business arena.

Event Organizer



TSV Business and Management Services Company Limited is established in HCMC in 2016 to provide event management, marketing services and human resources advisory services, and is one of the affiliates of Indochina Link in Vietnam.

Indochina Link derives its synergies from the alliance of business advisors, lawyers, accountants and entrepreneurs who are committed to intensifying business and investment link in the Indochina region.

Our alliance members are strong believers of further economic integration in the greater Mekong region. We see vast opportunities offered in this region of abundant natural resources and dynamic population that complements the economic and financial clout of vibrant East Asian economies.

The alliance was incepted in Vietnam in 2007. We have organized many Indochina investment and "doing business" conferences and workshops in Singapore, Kuala Lumpur, Ho Chi Minh City, Jakarta and Bangkok. Indochina Link has spearheaded many study tours and business exchanges, and has worked with trade promotion institutions and professional bodies for exchanges in the region.

We publish "doing business" information, and with the growing cross border investment and M&A activities in Indochina, we offer business intelligence, market feasibility studies and market research reports. Working closely with our alliance members in Vietnam, Cambodia, Thailand and Laos, we also offer a full suite of professional services ranging from valuation, due diligence, structuring, tax planning and accounting.



A regional alliance of conference organizers and training companies that brings to you strategic financial and business management programs aimed at equipping professionals with global managerial skills. Our event producers have many years of experience in putting together contemporary conference and workshop topics for highly targeted audience. We invite expert speakers who are practicing consultants, senior corporate executives and distinguished academics with extensive experience in the areas of cross border financial management, international tax planning, corporate finance, strategic management and applied accounting. Over the years, we have received the continuous support from our clients and sponsors that include major public listed and multinational companies, large enterprises, government bodies and established consulting firms in the region.

Registration Details

Early Birds! Pay By 10th Nov 2016
VND 1,500,000 per person
10% discount for groups of 3

Normal Price
VND 1,800,000 per person
10% discount for groups of 3

VAT 10% applies
Half Day Workshop - Morning coffee / refreshment provided

Event Consultants

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Event Organizer in Vietnam:

TSV Business and Management Services Company Limited

Business Address:

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Supported by:

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Notes:

Confirmation of attendance is subject to receipt of full payment. No cancellation will be entertained after confirmation, but substitutes are allowed.

Our Track Record

- Vietnam Tax Briefing: Understanding and Managing Tax Compliance in Vietnam
Singapore 17 Oct 2016
Bangkok 21 Oct 2016
- VIETNAM: Selling Your Products Successfully - Practical Strategies for Market Entry
Bangkok 8 July 2016
- Vietnam: Business Opportunities & Market Entry Strategies – Legal, Taxation and Business Issues
Kuala Lumpur 13 May 2016
Singapore 18 April 2016
- Vietnam Investment – Easier Market Entry and Effective Company Management with New Investment / Enterprise Law
Bangkok – 18 January 2016
Hong Kong – 8 Oct 2015
Ho Chi Minh City – 14 Oct 2015
Singapore – 31 August 2015
Kuala Lumpur – 31 July 2015
- VIETNAM – Market Access, Investment Regulations and Tax Updates
Singapore – Wed 15 April 2015
- VIETNAM – Attractive Business Sectors (Updates), Market Analysis, Market Entry Strategies and Managing Regulatory / Business Issues
Singapore – Thursday 30 October 2014

- VIETNAM – Doing Business and Tax Updates
Bangkok 30 May 2014
- VIETNAM – Acquiring Business and Investment Updates
Shanghai – 14 April 2014
- VIETNAM – Setting Up and Acquiring Businesses (with Tax Updates)
Singapore 14 March 2014
Kuala Lumpur 28 March 2014
- VIETNAM Investment and Tax Updates
Taipei ROC 30 October 2013
- VIETNAM – Acquisition and Structuring of Businesses
Kuala Lumpur 28 Aug 2013
Singapore 29 Aug 2013
- VIETNAM: Practical Strategies for Market Entry in Trading, Distribution and Retailing - Opportunities in Challenging Times
Singapore 28 May 2013
Kuala Lumpur 20 May 2013
- VIETNAM M&A – Acquiring Business: Due Diligence, Structuring and Valuation
Singapore 22 Oct 2012
Kuala Lumpur 23 Oct 2012
- Vietnam Investment Updates – Setting Up and Acquiring Business
23rd August 2012, Singapore
13th August 2012, Kuala Lumpur
- Trading and Distribution Business in Vietnam: Successful Strategies for Market Entry and Protecting Your Investment
16th July 2012, Ho Chi Minh City
- VIETNAM: Acquisition of Business – Legal, Tax and Practical Considerations
14th May 2012 Singapore
20th April 2012 Kuala Lumpur
13th March 2012 Ho Chi Minh City
- VIETNAM: Practical Strategies for Market Entry in Trading and Distribution
23rd April 2012 Bangkok
9th March 2012 Singapore
- VIETNAM: Acquisition of Business – Legal, Tax and Practical Considerations
21st November 2011 Singapore
23 November 2011 Kuala Lumpur
- Vietnam International Tax Planning Masterclass
12th October 2011 Jakarta

.... And many other workshops in the region on Vietnam investment since 2006 ...

Consulting Inquiries

BUSINESS ADVISORY AND ACCOUNTING / TAX / PAYROLL SERVICES



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TSV Services Vietnam Co., Ltd

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AUDITING



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Sign Me Up!
Registration Form



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YEAR END STATUTORY COMPLIANCE
Accounting, Auditing, Tax, SIHUI and Enterprise Law**

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Pullman Hotel, Ho Chi Minh City**

	<u>Name</u>	<u>Email</u>	<u>Designation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(10% discount applies to group of 3 or more)

Company: _____

Address: _____

Telephone: _____ **Fax:** _____

MST (Tax) Number: _____

Email: _____ **Contact Person:** _____

Are you currently a client of Tricor Vietnam / Reanda Vietnam? YES / NO (Special Offer applies)

Payment / Terms & Conditions

Kindly remit to: CONG TY TNHH TSV BUSINESS AND MANAGEMENT SERVICES
BIDV BANK, Nam Ky Khoi Nghia Branch

Account No: 119-10-00-032438-8 (VND)

Please email the remittance slip to anhbinh@tsvservices.com for our records.

Confirmation of attendance is subject to receipt of full payment. No cancellation will be allowed after confirmation, but substitutes are allowed. The management have right to change the date / venue of the event with notice to given in advance.

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AGENDA / SCHEDULE

0800 – 0830	Registration
0830– 0915	<p>STATUTORY COMPLIANCE - MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Typical issues with financial management and enterprise compliance in Vietnam • Managing an effective compliance team for finance, accounting and tax functions • “Tax Computation” and “Tax Agent” Demystified • Who can be Chief Accountant? • Multiple Legal Representatives and Seals – It is no longer the same? • IFRS / VAS, consolidation and group auditors’ reporting • “Board Resolutions” for approving financial statements, auditors and submission of statutory returns- Are these required?
0915 – 0945	<p>USEFUL TOOLKIT - COMPLIANCE CHECKLIST</p> <ul style="list-style-type: none"> • Compliance timetable and to-do checklist for financial year end 2016 <ul style="list-style-type: none"> ○ Enterprise / Investment Law ○ CIT and VAT ○ PIT ○ Labour Regulations ○ Representative Office ○ Statutory Insurance ○ Statistical Reports
0945 – 1015	Coffee break
1015 – 1045	<p>ACCOUNTING AND AUDIT</p> <ul style="list-style-type: none"> • Mapping head office reporting requirements with Vietnam subsidiary’s VAS accounts • Managing two sets of accounts (IFRS / VAS) – can it be simplified? Understanding key differences between VAS and IFRS • Issues on the consolidation of Vietnamese subsidiaries and group reporting requirements • Preparing for statutory audit • Audit processes and expectations
1045 - 1115	<p>TAXATION</p> <ul style="list-style-type: none"> • CIT Finalization – Tax Review, Adjustments and Reporting • CIT Updates relevant to year end finalization • VAT – Updates on new regulation on VAT refund • Dividend payment – what is required? • Transfer Pricing Declaration – How to deal with this?

1115 – 1145	HR AND PAYROLL RELATED <ul style="list-style-type: none">• PIT Finalization for Expatriates and Vietnamese Employees• Statutory Reports for Social Insurance / Health Insurance / Unemployment Insurance• Labour Reporting• Internal Labour Regulation – Is it compulsory?
1145 – 1230	COMPANY SECRETARIAL SUPPORT (INVESTMENT/ ENTERPRISE LAW) <ul style="list-style-type: none">• Annual General Meeting, Approving and signing off Financial Statements, auditors appointment, re-appointment of legal representatives• Annual filing requirements for representative office and project offices• Head Office verification of compliance requirements• Best Practices for Enterprise / Investment Law Compliance and how Tricor can support

