



## VIETNAM ESSENTIAL DOING BUSINESS GUIDE

**Peninsular Excelsior / Singapore**  
**Friday 13<sup>th</sup> July 2018 (0900 – 1630)**

### 1. Setting Up Business

- Understanding recent changes in the Investment and Enterprise law - the regulatory and administrative steps in setting up subsidiary company in Vietnam
- Market entry modes for:
  - Trading and distribution;
  - E-commerce business models;
  - Services and contracting
- Updated regulation on trading and distribution by foreign investors
- Post Licensing Procedure: Obtaining seal, tax notification, opening bank account and buying tax invoices

### 2. Managing Business and Internal Control

- Governance structure for companies
- Company charter and associated documents
- Authority and control
- Bank account management
- Limiting the power of legal representative in Vietnam
- The function of Chief Accountant

### 3. Tax Briefing

- Vietnam taxation in a nut-shell
- Tax incentives
- Corporate Income Tax Planning:
  - Equity / Debt
  - Taxation on exiting

- Transfer Pricing Regulation: Decree 20/2017/ND-CP
- Withholding tax and Double Tax Agreement
- Foreign exchange control and taxation

### 4. Hiring and Firing in Vietnam

- Understanding Vietnamese Labour Code and employment regulations
- Vietnam salary survey 2018
- Updates on social, health and unemployment insurance
- Trade union and internal labour regulation
- Retrenchment and termination – the laws and practice
- Work permits and related issues
- Personal Income Tax

### 5. Expatriation

- Work permit, tax and visa issues for legal representative, chief representative and expatriates

### 6. Buying Residential Property in Vietnam

- What types of property can foreigners buy?
- The administrative procedure of buying residential property
- Tax aspects of residential property ownership, leasing and transferring

## Who Should Attend

- CEOs and Directors of foreign companies with Vietnamese operations
- CFO, finance directors and managers
- Corporate affairs, legal and company secretarial officers
- Project managers with Vietnam responsibility

## Why Vietnam?

- 94m population and growing - Young, dynamic and eager to embrace global lifestyles
- Rapid urbanization – attractive property sector and urban demands
- Increasing global integration and liberalization through investment and trade agreements
- China + 1 strategy: Excellent manufacturing hub for labour intensive production for exporting to USA / Europe / ASEAN. Large production facilities of major multinationals are relocating to Vietnam from China (mobile phones, electronics, garments / textiles)
- Increasing sophistication of consumer tastes and demands;
- Extensive investment in infrastructure and utility, opening up vast tract of the country for rapid economic development.

## Speakers / Consultants



### Lim Chor Ghee

**General Director,  
Tricor Vietnam**

An Australian / Malaysian qualified accountant based in Vietnam since 2007, Chor Ghee has supported many foreign companies in entering Vietnam through M&A and investment licensing application, as well as providing corporate services, taxation, accounting, payroll and business advisory services. He has successfully developed an advisory and accountancy practice that has since March 2014 merged into Tricor Vietnam.

Tricor Vietnam serves a diverse client portfolio ranging from manufacturing, services, trading / distribution, property / construction and e-commerce.

Prior to starting his business ventures in Vietnam, Chor Ghee worked in professional practice and commerce. He started his accounting and advisory career with a Big 4 firm in 1993 and then joined a Hong Kong-public listed hospitality / leisure group as an accountant and left as the Group's Vice President (Legal and Corporate Affairs).

Chor Ghee is a member of 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.



### Nguyen Le Anh Binh (Brian)

**Team Manager, Tricor Vietnam**

Brian has experience from 8 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.

Brian 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 business and corporate services in Tricor Vietnam, Brian works closely with Tricor's professional team in supporting foreign clients 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 Bachelor of Law degree with the University of Law of Ho Chi Minh City as the second degree.

Brian is proficient in written and spoken English and Vietnamese.



### Le Minh Trung Assistant Manager, Tricor Vietnam

Trung Le has 5 years of working experience in internal controls and human resources management in banking and professional services industry.

Prior to joining Tricor Vietnam, Trung Le used to work at HSBC for 2 years and Standard Chartered for 1 year where he was involved a wide range of HR's aspects i.e. Talent Acquisition, Employee Experience/Relations, HR System and Reporting and HR Compliance (Process, Procedure).

Trung Le joined Tricor Vietnam since mid-2017 in HR Services team. During his course of working as a professional at Tricor, he is involved in many engagements across HR Advisory field such as: Vietnam's labor regulations, labor contract / internal labor regulations review and advice, employee hiring / termination. Apart from these, Trung also extends his support on Work Permit and Temporary Residence procedures for Expatriates planning to Vietnam for working.

He possessed an LLB from the University of Economics Ho Chi Minh, Vietnam and a Master degree in Business and Commerce conferred by Western Sydney University.

Trung Le is proficient in written and spoken English and Vietnamese.

## Supporting Organizations



Tricor Group ("Tricor") is Asia's largest 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 Certificate licensing and company formation, corporate 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 and Human Resources Consulting

- Treasury management
- Financial and tax due diligence

Tricor Vietnam maintains offices in Ho Chi Minh City, Hanoi and Danang.



Indochina Link derives its synergies from the alliance of regional 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 provide "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.

## Registration Details

**Early Birds! Pay By 29 June 2018**

**SGD 650 per person**

**10% discount for groups of 3**

**Normal Price**

**SGD 750 per person**

**10% discount for groups of 3**

(Lunch and two coffee breaks are included in seminar fee)

### Notes:

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

## Event Consultant

**EC Tan (Mr)**  
**+65 8193 9928**

E-mail: [events@indochinalink.com](mailto:events@indochinalink.com)

### Indochina Link Pte Ltd

(Reg No 200713333E)  
111 North Bridge Road,  
#21-01 Peninsula Plaza  
Singapore 179098

Mr Tan Eng Choon  
HP: +65 8193 9928 (Singapore)

### Indochina Link Vietnam Company Limited (HCMC)

Tầng Lững, Tòa nhà An Phú Plaza  
117-119 Lý Chính Thắng, Phường 07  
Quận 3, Hồ Chí Minh, Vietnam

Mr Nguyen Le Anh Binh  
HP: +84 93321 3273 (Vietnam)

## Our Track Record

- Vietnam – Essential Doing Business Guide
  - Hong Kong 9 April 2018
  - Kuala Lumpur 30<sup>th</sup> March 2018
- Vietnam – New Transfer Pricing Regulations & Tax Finalization 2017
  - Singapore 16 March 2018
  - Ho Chi Minh City 9 March 2018
- Vietnam - Doing Business and Tax Briefing
  - Hong Kong 12 Dec 2017
  - Bangkok 6 November 2017
  - Kuala Lumpur 3 October 2017
  - Singapore 28 August 2017
  - Hong Kong 15 August 2017
- Vietnam - Doing Business and Tax Briefing
  - Singapore 17 March 2017
  - Kuala Lumpur 27 March 2017
  - Hong Kong 11 April 2017
  - Bangkok 15 May 2017
- Vietnam Tax Briefing
  - Singapore 17 Oct 2016
  - Hong Kong 21 Nov 2016
  - Bangkok 21 Oct 2016

- Kuala Lumpur 8 Dec 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

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

## Consulting Inquiries



### Tricor Centre, HCMC

No. 16, Yen The Street, Ward 2, Tan Binh District, Ho Chi Minh City  
Tel: (84) 86289 8887

### Tricor CBD, HCMC

Level 1, IMM Group Building  
99 Nguyen Dinh Chieu, Ward 6, District 3  
Ho Chi Minh City

### Contact Persons:

Lim Chor Ghee, General Director  
Email: [cglim@tsvservices.com](mailto:cglim@tsvservices.com)  
HP: +84 123 868 6288

Nguyen Le Anh Binh (Brian), Team Manager  
Email: [anhbinh@tsvservices.com](mailto:anhbinh@tsvservices.com)  
HP: +84 93 321 3273

**Sign Me Up!**  
**Registration Form**



**VIETNAM:**  
**ESSENTIAL DOING BUSINESS GUIDE**

**Peninsular Excelsior / Singapore**  
**Friday 13<sup>th</sup> July 2018 (0900 – 1630)**

	<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:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Do you have an existing business operation in Vietnam? YES / NO**

**Payment / Terms & Conditions**

Kindly remit to

**INDOCHINA LINK PTE LTD**

Oversea-Chinese Banking Corporation Limited, Singapore

SWIFT code: OCBCSGSG

**Account No: 629 184 607 001**

Please email the remittance slip to [events@peligotraining.com](mailto:events@peligotraining.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.



**VIETNAM  
ESSENTIAL DOING BUSINESS GUIDE**

**Peninsular Excelsior / Singapore**  
**Friday 13<sup>th</sup> July 2018 (0900 – 1630)**

**Speakers:**

Lim Chor Ghee (Mr), General Director/ Practice Leader, Tricor Vietnam  
 Nguyen Le Anh Binh (Mr), Manager, Tricor Vietnam  
 Le Minh Trung (Mr), Assistant Manager, Tricor Vietnam

0830 – 0900	<p>Registration and coffee</p> <p>Slideshow on new urban &amp; infrastructure development in Ho Chi Minh City</p>
0900 – 1015	<p><b>1. Setting Up Business</b></p> <ul style="list-style-type: none"> <li>• Understanding recent changes in the Investment and Enterprise law - the regulatory and administrative steps in setting up subsidiary company in Vietnam</li> <li>• Market entry modes for:             <ul style="list-style-type: none"> <li>○ Trading and distribution;</li> <li>○ E-commerce business models;</li> <li>○ Manufacturing concerns.</li> </ul> </li> <li>• Regulation on trading and distribution by foreign investors</li> <li>• Post Licensing Procedure: Obtaining seal, tax notification, opening bank account and buying tax invoices</li> </ul>
1015 - 1045	<p><b>Coffee Break and Individual Q&amp;A</b></p>
1045 – 1200	<p><b>2. Managing Business and Internal Control</b></p> <ul style="list-style-type: none"> <li>• Governance structure for companies</li> <li>• Company charter and associated documents</li> <li>• Authority and control</li> <li>• Bank account management</li> <li>• Limiting the power of legal representative in Vietnam</li> <li>• The function of Chief Accountant</li> </ul>
1200 – 1330	<p><b>Lunch &amp; Q&amp;A</b></p>

1330 – 1400	<p><b>6. Buying Residential Property in Vietnam</b></p> <ul style="list-style-type: none"> <li>• What types of property can foreigners buy?</li> <li>• The administrative procedure of buying residential property</li> <li>• Tax aspects of residential property ownership, leasing and transferring</li> </ul>
1400 – 1500	<p><b>3. Tax Briefing</b></p> <ul style="list-style-type: none"> <li>• Corporate Income Tax Planning: <ul style="list-style-type: none"> <li>• Equity / Debt</li> <li>• Taxation on exiting</li> </ul> </li> <li>• Transfer Pricing Regulation: Decree 20/2017/ND-CP (1 May 2017)</li> <li>• Tax incentives</li> <li>• Withholding tax and Double Tax Agreement</li> <li>• Foreign exchange control</li> </ul>
1500 – 1515	<p><b>Coffee</b></p>
1515 – 1630	<p><b>4. Hiring and Firing in Vietnam</b></p> <ul style="list-style-type: none"> <li>• Understanding Vietnamese Labour Code and employment regulations</li> <li>• Vietnam salary survey 2018</li> <li>• Updates on social, health and unemployment insurance</li> <li>• Trade union and internal labour regulation</li> <li>• Retrenchment and termination - the laws and practice</li> <li>• Work permits and related issues</li> <li>• Personal Income Tax</li> </ul> <p><b>5. Expatriation</b></p> <ul style="list-style-type: none"> <li>• Work permit, tax and visa issues for legal representative, chief representative and expatriates</li> </ul>



# STARTING BUSINESS IN VIETNAM

## Conception to Implementation

Tricolor's Business Setup Services is designed to provide invaluable support and hand-holding to any foreign company investing in Vietnam. Our multi-professional business setup team delivers under one roof a combination of advisory and consulting services, transaction support and project management support for inward investments.

In doing so our consultants not only guide foreign direct investors at the pre-investment stage - providing advice on investment and enterprise laws, market entry strategy, ensuring regulatory compliances, and obtaining tax incentives - but also assist in greenfield to brownfield setup stage; thus delivering business setups on a turnkey basis. On successful implementation of the business plan, we also arrange for recurring services to help the client through the initial stages of operation in an unfamiliar location.

We aim to help clients avoid mistakes as well as save management time in dealing with regulations, customs, business and operational issues.

		<b>UNDERSTAND</b>		
		<b>Preliminary Consultation (Market Entry)</b>		
		<b>Company Setup Representative Office / Branch Project Office</b>		
Investment Licenses and Sublicenses	Company Charter and Governance	<b>Approvals and Structuring</b>	Capital structure / loan approval	International Tax Planning
	Tenancy Agreement	<b>Real Estate</b>	Selection of Premises	
Labor Laws / Staff Handbook	Labour Contracts	<b>Human Resources</b>	Labour Union	Expat Tax Planning
Tax Registration and Tax Invoice Printing	Accounting / Payroll System Set-Up	<b>Statutory Registration and Initial Set Up</b>	Labour and Insurance Registration	Bank account opening support
		<b>START OPERATION</b>		



# OUR VALUE PROPOSITION



## PRE- INVESTMENT

- ▶ Market Entry Strategy
- ▶ Investment Law: Legal and Regulatory Assessment
- ▶ Vietnam's commitments under WTO
- ▶ Tax incentives
- ▶ Industrial codes mapping (CPCs to VSICs)
- ▶ Corporate structures in line with Vietnam laws
- ▶ Location of investment
- ▶ Due Diligence

## EXECUTION / SET-UP

### GREENFIELD TO BROWNFIELD SET-UP

- ▶ Pre-requisites Registrations and Approvals
- ▶ Land Scouting and Acquisition
- ▶ Investment Registration Certificate and Enterprise Registration Certificate (Company Incorporation)
- ▶ Initial Statutory Fulfillment
- ▶ Provision of Registered Address (if required)
- ▶ Recruitment Support
- ▶ Project Management
- ▶ Obtaining Sub-licenses

## POST INVESTMENT

- ▶ Company Secretarial Services
- ▶ Accounting & Financing Reporting
- ▶ HR & Payroll Administration
- ▶ Business Advisory
- ▶ VAS / IFRS / Reporting Requirements
- ▶ Internal Audit and Outsourcing Services
- ▶ Transfer Pricing
- ▶ Performance, Governance, Risk & Compliance
- ▶ Tax Advisory & Consultancy Services
- ▶ Executive Search & HR Services
- ▶ Incubation Services
- ▶ Expatriates Relocation Services

For more information, please contact:

### **Tricor Center, Vietnam**

No. 16 Yen The Street, Ward 2  
Tan Binh District, Ho Chi Minh City  
Phone: (+84) 286 289 8887  
Email: [contact@tsvservices.com](mailto:contact@tsvservices.com)  
Website: [www.vn.tricorglobal.com](http://www.vn.tricorglobal.com)

### **Key contacts:**

**Lim Chor Ghee** - General Director  
Email: [cglim@tsvservices.com](mailto:cglim@tsvservices.com)

**Nguyen Le Anh Binh** – Team Manager  
Email: [anhbinh@tsvservices.com](mailto:anhbinh@tsvservices.com)

AUSTRALIA • BARBADOS • BRITISH VIRGIN ISLANDS • BRUNEI • CAYMAN ISLANDS • DUBAI, UAE • HONG KONG • INDIA • INDONESIA • IRELAND  
JAPAN • KOREA • LABUAN • MACAU • MAINLAND CHINA • MALAYSIA • SINGAPORE • THAILAND • UNITED KINGDOM • VIETNAM

Copyright 2018 Tricor Vietnam Company Limited / Tricor Services Vietnam Company Limited. All Rights Reserved.