



## VIETNAM ESSENTIAL DOING BUSINESS AND TAX GUIDE

Peninsular Excelsior Hotel / Singapore  
Friday 23 November 2018 (0830 – 1230)

**“CHINA’S LOSS IN TRUMP’S TRADE WAR IS ASEAN’S GAIN. LOOK AT VIETNAM”**  
*The country is setting an example to the rest of Southeast Asia when it comes to attracting industry (South China Morning Post, 14 September 2018)*

### Why Vietnam?

- 94m population and growing - Young, dynamic and eager to embrace global lifestyles
- Increasing sophistication of consumer tastes and demands.
- Second factory of the world (after China) - Mobile phones, electronics, furniture, garments / textiles.
- Rapid urbanization – attractive property sector and urban demands
- Extensive investment in infrastructure and utility, opening up vast tract of the country for rapid economic development
- Increasing global integration and liberalization through investment and trade agreements

### WORKSHOP AGENDA

#### 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
- Updated regulation on trading and distribution by foreign investors
- Post Licensing Procedure: Obtaining seal, tax notification, opening bank account and 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
- The function of Chief Accountant

#### 3. Tax Briefing

- Vietnam Tax in a nut-shell
- Tax incentives
- Tax Planning: Equity / Debt and Profit Repatriation
- Transfer Pricing Regulation
- Withholding Tax and Double Tax Agreement
- Foreign exchange control and taxation
- Property investment – taxation aspects

#### 4. Hiring in Vietnam

- Understanding Vietnamese Labour Code and employment regulations
- Social, health and unemployment insurance
- Trade union and internal labour regulation
- Work permits and Residence Visas
- Terminating staff

#### 5. Expatriation

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

## 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

## 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, renewable energy, trading / distribution, real estate, construction, services 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 Hong Khai

**Director & Head of Tax and  
Business Advisory  
Tricor Vietnam**

Khai Nguyen has more than 12 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 LLM from the University of Economics, Vietnam, LLB from the University of Law and Bachelor of International Economics from Foreign Trade University of 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.



### Nguyen Le Anh Binh (Brian)

**Business Development  
Manager  
Tricor Vietnam**

Brian started his career with the legacy firm of Tricor Vietnam and has more than 8 years of experience in consultancy and business development in dealing with investment licensing and market entry for foreign direct investment, project management, company secretary services and human resources advisory.

He has also spent some years 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.

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

Brian 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 Hong Kong, 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 8 Nov 2018**

**SGD 380 per person**  
*10% discount for groups of 3*

**Normal Price**

**SGD 450 per person**  
*10% discount for groups of 3*

(Half day workshop – 1 coffee break is 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

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**Indochina Link Vietnam Company  
Limited (HCMC)**

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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
  - Bangkok 2 Nov 2018
  - Hong Kong 4 Sept 2018
  - Kuala Lumpur 20 July 2018
  - Singapore 13 July 2018
  - Bangkok 15 June 2018
  - 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) 28 6289 8887

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

Hanoi | Client Service Office  
Room 909, Level 9, 5S Office, Sky City Tower A,  
88 Lang Ha Street, Lang Ha Ward, Dong Da  
District, Hanoi

### Contact Persons:

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HP: +84 93 321 3273



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Friday 23 November 2018 (0830 – 1230)

### Speakers from Tricolor Vietnam

Lim Chor Ghee (Mr), General Director  
Nguyen Hong Khai (Mr), Director - Tax and Business Advisory  
Nguyen Le Anh Binh (Mr), Business Development Manager

### AGENDA

0830 – 0900	Registration and coffee Slideshow on new urban & infrastructure development in Ho Chi Minh City
0900 – 1030	<b>1. Setting Up Business</b> <b>2. Managing Business and Internal Control</b>
1030 - 1045	Coffee Break
1045 – 1130	<b>3. Tax Briefing</b>
1130 - 1230	<b>4. Hiring in Vietnam</b> <b>5. Expatriation Matters</b>

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



**VIETNAM:**  
**ESSENTIAL DOING BUSINESS AND TAX GUIDE**

**Peninsular Excelsior Hotel / Singapore**  
**Friday 23th November 2018 (0900 – 1230)**

	<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.





# 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:

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