



Introduction to Tiger Consulting Vietnam (Legal name-Vietnam Tiger Consulting Company Ltd.)

Vietnam Tiger Consulting Company Ltd

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Key Country Facts

Official Language

Vietnamese is the first language in Vietnam and compulsory for all documents submitted to the Vietnam Government. English is an active second language, which is widely spoken, mostly used in international company.

Currency: Viet Nam Dong (VND)

Time Zone: UTC +7

Capital City: Hanoi is the Capital of Vietnam.

Laws and Customs: Vietnam laws and customs are based on transparency, compliance, and best practices to ensure a lack of corruption and to attract foreign investment.

Cultural and Economics: Vietnam is located in South East Asia. After the end of many years of war in 1975, its economy is now developing very fast. In 1986, the government initiated a series of economic and political reforms, which began Vietnam's path towards integration into the world economy. By 2000, it had established diplomatic relations with most nations. Vietnam's economic growth has been among the highest in the world since 2000, and in 2011 it had the highest Global Growth Generators Index among 11 major economies.

Vietnamese are warm and friendly people who easily accept foreigners into their circle of friends.

Establishing a company/legal entity in Country

Employment: Vietnamese may work at will. Foreign workers and expatriates must possess valid visas, work permits, and employment passes prior to commencing work.

Working Hours: 8hrs/ day, normally 8am – 5 pm from Mon-Fri

Banking and payments: Besides the Local banking system, there are many branches of famous foreign banks that are operating in Vietnam such as HSBC, ANZ, Standard Charter Bank, City Bank, UOB, DBS, OCBC and more. So the banking services are very good and convenient in Vietnam now.

Visa's & work permits: Foreigners and expatriates who wish to work in Vietnam are required to obtain a valid visa at the Immigration Department and work permit from the Labor Department of Vietnam.

Public Holidays

- New Year's Day 1 January
- Lunar New Year (date will move slightly each year)
- Kings Hung's Anniversary (date will move slightly each year)
- Liberation Day 30 April
- Labour Day 1 May
- National Day 2 September

Tax & Social Security

Personal Income Tax (PIT)

- The resident individual that has a labour contract will be subjected to the following rates. Current PIT personal relief is 9,000,000VND, and dependent relief is 3,600,000VND

- Up to 5,000 thousand VND	5%
- Over 5,000 to 10,000 thousand VND	10%
- Over 10,000 to 18,000 thousand VND	15%
- Over 18,000 to 32,000 thousand VND	20%
- Over 32,000 to 52,000 thousand VND	25%
- Over 52,000 to 80,000 thousand VND	30%
- Over 80,000 thousand VND	35%

- The resident individual who has no labour contract will be subjected to the PIT rate of 10%
- The non-resident individual will be subjected to the PIT rate of 20%

Employee's Provident Fund (EPF)

The Social Insurance (SI): compulsory for both Vietnamese only

Medical Insurance (MI): compulsory for both Vietnamese and expat

Unemployment Insurance (UI): only applied to Vietnamese and for a company that has more than 9 employees.

The current SI, MI, UI rate contribution is based on basic monthly salary (but doesn't exceed the cap basic salary 23,000,000 VND that is defined by the Vietnam Social Department)

	SI	MI	UI
Employer contribution	17 %	3%	1%
Employee contribution	7%	1.5%	1%

Social Security organization

The Social Department provides social security protection to employees and their dependents through social security schemes and by increasing awareness of occupational safety and health for the well being of employees and their families.

Inland Revenue Board of Vietnam

Every individual who is taxed is required to declare his income to Tax Authorities of Vietnam. Employers have the responsibility to withhold tax for all employees who are under employment in Vietnam on a monthly basis.

Reporting requirements

Monthly:	Payroll / PIT/ SIMIUI
Yearly:	Accounting/Audit
Starters & Leavers:	Monthly as event occurs
EPF:	Monthly filing 10 th of the current month
Annual Tax Filing:	Employers to file income tax return by 31 st March of the year Employees to file income tax return by 30 th April of the year
Employment Law	The new updated labour codes 2013

Employees

Payslips:	Monthly available.pdf
Payslip requirements:	(sample payslip)

VIETNAM TIGER - CONSULTING COMPANY LTD.			
Individual Pay Sheet			
Month of: Sep-13			
Exchange Rate: 21,000		PIT Code: #N/A	
Total working Days of the Month: 28.0			
Employee name	#N/A		
Position	#N/A		
Employee ID No.	0		
No. of Dependents	#N/A	Person	
Basic Salary in USD	#N/A		
Total paid Days	#N/A	Days	
1. Income Earned: (Gross Income)			
Basic Salary		VND	USD
Allowances		#N/A	#N/A
Sales Comm.		#N/A	#N/A
Other allowances		#N/A	#N/A
Total		#N/A	#N/A
2. Taxable Income (Minus SI 7% & HI 1.5% & UI 1% & Family allowances)			
		#N/A	#N/A
3. Deductions:			
Income Tax		#N/A	#N/A
- Up to 5,000 thousand VND	5%		-
- Over 5,000 to 10,000 thousand VND	10%		-
- Over 10,000 to 18,000 thousand VND	15%		-
- Over 18,000 to 32,000 thousand VND	20%		-
- Over 32,000 to 52,000 thousand VND	25%		-
- Over 52,000 to 80,000 thousand VND	30%		-
- Over 80,000 thousand VND	35%		-
7% Social Insurance		#N/A	#N/A
1.5% Health Insurance		#N/A	#N/A
1% Unemployment Insurance (other deduction)		#N/A	#N/A
Total		#N/A	#N/A
4. Breakdown Payment			
Net salary		#N/A	#N/A
Paid Claims		#N/A	#N/A
Other deduction		#N/A	#N/A
In which:			-
Total payment for this month		#N/A	#N/A
Total Pay This Month			
		VND	#N/A
Remark: Pls be informed that the payment shall be transferred to your personal a/c No. #N/A at bank.			
Signature of employee: _____			

Holiday allowance: Full-time employees are paid for public holidays.

Maternity: 180days (6 months) 100% salary contributed SI.

Annual Leave: An employee is entitled to paid annual leave of:

- 12 days for every twelve months for normal working condition.
- 14 days for every twelve months for hard working condition.
- 16 days for every twelve months for special hard working condition.
- For every 5 years working, 1 more day annual leave will be added.

Sickness: An employee is entitled to paid sick leave (75% salary contributed SI), where no hospitalization is necessary

- (i) 30 days if the employee has been employed for less than 15 years
- (ii) 40 days if the employee has been employed for more than 15 years but less than 30 years
- (iii) 60 days if the employee has been employed for more than 30 years

Benefits to the employee in country

Pensions

Employees' Provident Fund is a Vietnamese government. It manages the compulsory savings plan and retirement planning for private sector workers in Vietnam. Membership of the EPF is mandatory for Vietnam citizens employed in the private sector and is not required for foreign employees.

Expatriates:

Accommodation

Expats moving to Vietnam can rest assured that they will have no problem in finding comfortable and affordable accommodations while in Vietnam. All types of accommodation are present, from large, stand-alone houses (known as bungalows), to semi-detached and terraced houses, to apartments and condominiums or hotels for short a stay.

Generally, renting a 2-bedroom apartment in Ho Chi Minh and Ha Noi with average cost 10,000,000VND to 20,000,000VND.

Transportation

The most private convenient transportation in Vietnam is motorbike. Taxis services are also very convenient at reasonable rates.

Food

Vietnam has a fine range of cuisine from across the world, and this is reflected in the many types of restaurants available. Street food in Vietnam is a great experience and provides for a low-cost night out; the normal restaurant meals will cost about 100,000VND.