

7 KEY STEPS

for post-licensing

Upon receiving the Enterprise Registration Certificate ("ERC"), further post - licensing steps are required to be completed

1. COMPANY'S SEAL

The Company is to decide on the form and content of the seal (which can include a logo/symbol). The Company may have multiple seals as they wish.



Notification of seal specimen is to be arranged and submitted to the authority for acknowledgement and public announcement

2. PUBLICATION

Publication of the announcement of the Company Establishment on the National Enterprise Registration Portal.

This step should be done within 30 days upon receiving the ERC.



3. CHIEF ACCOUNTANT

Each company is required to appoint a Chief Accountant ("CA").



Appointment of a Chief Accountant could be either directly as an employee or through a licensed services provider.

4. TAX REGISTRATION

Meeting to be arranged with the Tax Office for confirmation of initial tax registration.



Registration for e-tax lodgement and payment; VAT declaration using "creditable" method.

5. BUSINESS LICENSE FEE

Lodgement of a Business License Fee ("BLF") return with the Tax Office, detailing the Company's capital and applicable BLF.

Payment to be made within 30 days upon receiving the ERC.



6. BANK ACCOUNTS

Open a bank account(s) at a Vietnamese bank and register with the Tax Office within 10 days from the date an account is opened.



Register for e-tax payment with selected bank for compliance with Tax obligations.

7. LABOUR REGISTRATION

Initial registration with labour authorities is required for the company and for the employee.

Confirmation on Trade Union establishing and registration for salary scale are also to be carried out at this stage.

