



## VIETTONKIN JOINT STOCK COMPANY

Office: Suite 408, Press Club Building, 59A Ly Thai To, Hoan Kiem , Hanoi  
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Ha Noi, date, month, year

### 1. ASSUMPTIONS

Viettonkin Consulting JSC. provides consulting services in a customer-centered approach. Our services are specially designed and tailor-made to suit the various tastes of our customers who are business corporations from Japan and other countries. Our focus is on how to best help our clients with our optimal solutions and comprehensive package services specifically meeting the needs of our clients.

**Our core values** are manifested in our work and services and are the guiding principles for the betterment of our services and sustainable development:

- ✓ *Professionalism*
- ✓ *Practicality*
- ✓ *Trust*
- ✓ *Partnership*

Additionally, there are some assumptions underlying our services:

- **Confidentiality:** We take the confidentiality of our clients into serious consideration. Therefore, before we provide our services, it is important that we sign a Non-Disclosure Agreement (NDA) whereby we strictly follow the provisions relating to the protection of our clients' secret and confidential information. All of our staff, associates, partners, suppliers, etc. who may be involved in the product value chain shall maintain the strict standards of confidentiality and each of them sign the NDA with our company before initiating any actions. A copy of all the NDAs shall be submitted to our clients upon their request and be filed in our office.

- We are not a legal firm but a full-service consulting company whose mission is to enable foreign corporations to take firm steps to set up the Vietnamese market. On the one hand, we directly offer the localization services which are our core competencies. On the other hand, in each related matter such as legal advisory, marketing, financial advisory services, etc., we have a wide range of partners and

suppliers who are in a good standing and available to our clients when they are in need of their services. In this way, we bring the customers a lot of useful options for them to make the final decision. In addition, we offer the customers our services with the **“Double Guarantee Policy”** in which our partners/ suppliers give the customers the first guarantee with their excellent services then our company makes the second guarantee when we ensure that the said partners/ suppliers are well-selected and the right ones for our target customers to rely on.

- Additional services other than our professional ones including photocopy, printing, scanning, express mail service, government fee and VAT tax, bank charges, deposit or transfer of funds shall be invoiced and sent to our clients per their request

## **2. COMPANY INTRODUCTION**

### **Background**

Viettonkin is a multidisciplinary-operated company specializing in Consulting Services, which provides professional services for both domestic and foreign enterprises, SMEs as well as towards large corporations all over the world. By facilitating business, investment and trade between Vietnam and the rest of the world through innovative and cost-effective setup and development services, we have helped many individuals and businessmen set up and expand their business in a proper and successful way.

We have a dynamic team of professionals offering up decades of experience in the following areas:

- Set up Representative Office/ Branch Office
- Legal advisory services
- Market Research and business plan development
- Translation and Localization Services
- HR Recruitment and Management



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- Online Marketing
- Event Planning
- Financial Advisor
- Others

### Our Professional Consultants

<p><b>Mr. LANG XUAN TRUONG</b> <b>Chairman &amp; CEO - Chief Consultant</b> Master degree in Business Administration Founder and Chief Executive Officer of Viettonkin JSC Ten-year consulting service experience in Southeast Asian Market</p>	<p><b>DR. PETE OOI</b> <b>Consultant</b> Expert at consulting: Business Management strategy Management Finance and accounting</p>
<p><b>MS DAO PHUONG THUY</b> <b>Senior consultant</b> MBA degree from Henley Management College (UK). Petrolimex and BP's senior accountant Ten-year financial advisory experience Presenter at "Structured Trade/Commodity Finance and Risk Management in Asia – Middle East "conference in 2004 in Malaysia Presenter at "optimizing working capital and effective receivable management in Vietnam" conference in Singapore in 2008</p>	<p><b>MR. DO HOAI NAM</b> <b>Consultant</b> Master of Business Administration Virtual Business Solution &amp; Strategic Management Consultant Member of Board of Director –University of Hoa Sen – Ho Chi Minh City Has trained for: Director of Thames School of Business Administration Chairman of the Board of Directors of International Training and Consultation Center</p>

**MR NGUYEN HUY AN**

**Legal consultant**

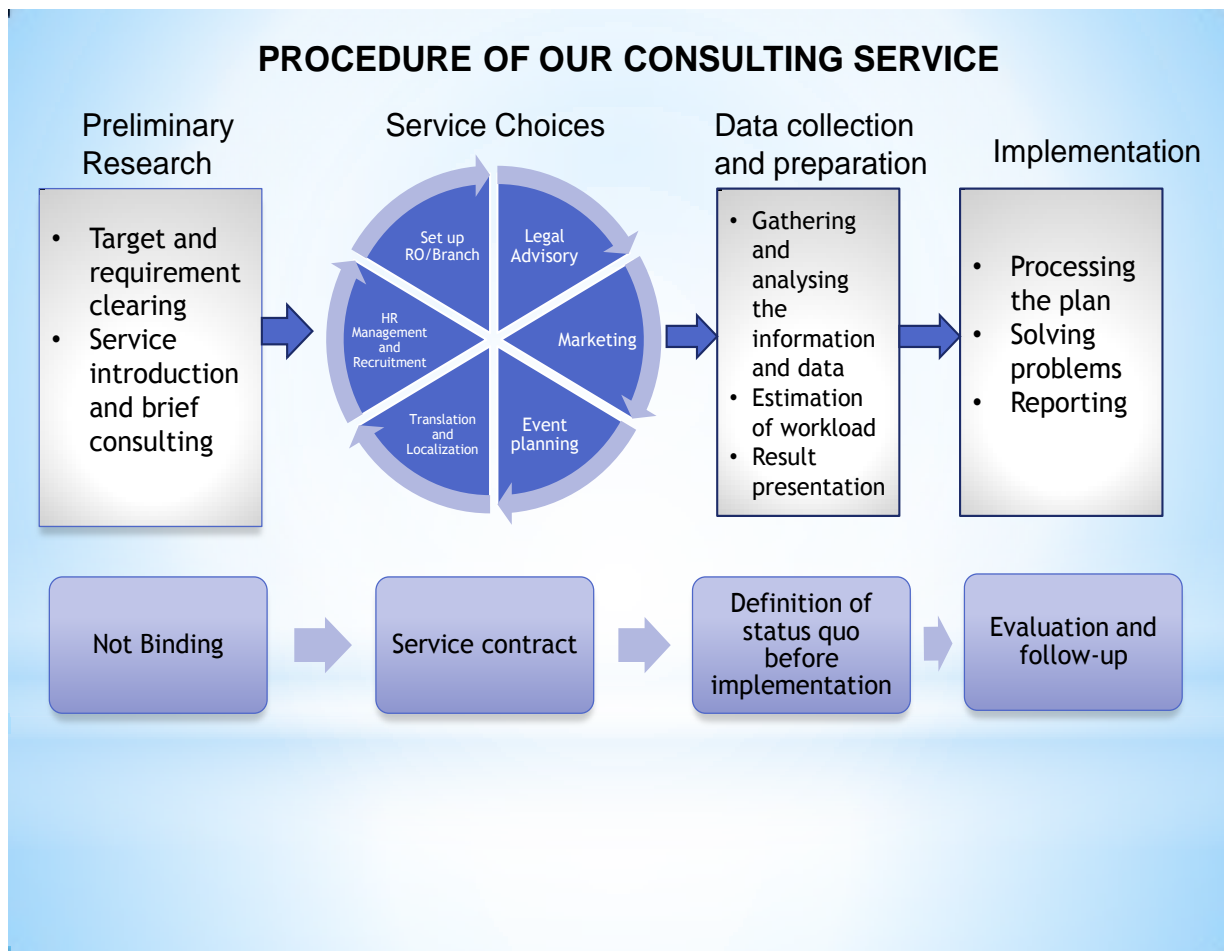
- Master of Law at Ha Noi Law University
- Five years' experience as Professional Lawyer
- His expertise are Opening new business; Setting up Representative Office/Branch; Investment and Real estate

**DR. SUE LIM**

**Senior consultant**

- Highly qualified and experienced senior consultant in Malaysia and Singapore.
- Trainer of many courses in Vietnam.
- Consultant for some business corporations

**OUR CONSULTING PROCESS**



### **3. SETTING UP REPRESENTATIVE OFFICE IN VIETNAM**

A representative office is the presence for a foreign company in Vietnam. Representative office is intended to promote business opportunities, accelerate the trade opportunities in Vietnam, and supervise the implementation of contracts signed between its parent company and local partners. It cannot conduct any revenue-generating activities. A company can open more than one representative office in Vietnam.

#### **Conditions for setting up a foreign representative office in Vietnam:**

- Foreign company must have obtained a certificate of incorporation in the relevant foreign country where its head office located; and
- It's established at least 1 year.

#### **Applications**

Pursue to article 5-Decree 72/2006/ND-CP dated on 25/07/2006, To establish a representative office in Vietnam, foreign companies are required to file the following legal documents with the relevant licensing agency:

- A copy of the company's Business License (including a copy of the Origin License which must be Legalized by the Vietnamese embassy in the relevant foreign country and a Vietnamese translation of this document which must be notarized by the Vietnamese Notary Office).
- The latest audited financial report or other documents equivalent which attesting to the existence and true working of company in the latest financial year (including a
- Copy of the Origin License which must be legalized by the Vietnamese embassy in the relevant foreign country and a Vietnamese translation of this document which must be notarized by the Vietnamese Notary Office).
- A copy of company's charter (legalized by the Vietnamese Embassy)

- Notarized copy Passport of Parent Company Director. (Legalized by the Vietnamese Embassy)
- Notarized copy Passport of Chief of Rep.office. (Legalized by the Vietnamese Embassy)

### **3. OUR SCOPE WORKs**

**We are pleased to assist you in these following steps:**

- Notifying application documents required in accordance with Vietnamese law;
- Drafting application documents required for submission purpose
- Obtaining preliminary comments from the licensing authority on the draft application documents;
- Finalizing the application documents following comments from the licensing authority; and
- Translating the final version of the application documents into Vietnamese for execution.
- Submitting the application dossier to the licensing authority on your behalf;
- Monitoring and following up with the relevant authorities on the approval process;
- Keeping you updated on the developments and additional requirements, if any.

**Moreover, we also provide these supporting services as following:**

- Recruiting an appropriate Representative for Client's Agency (If needed).
- Searching for Office Location
- Other specific services required from Client.

### **4. TIMING**

#### **Operation**

Within 45 days of the issue of the representative office's license, the representative office must register its operation by way of a written notice to the relevant licensing agency indicating its office address, number of Vietnamese staff and foreign staff



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working at the representative office and its chief representative, and obtain an acknowledgement from the relevant licensing agency.

It requires a copy of the lease agreement for the representative office in Vietnam. Following the registration and on the basis of a letter of introduction issued by the Department of Trade, the representative office will register its seal with the Police Department.

Furthermore, the Representative Office must open a bank account in where it located to make payment for salary of employee, social insurance, and tax.

### **Service Timeframe**

The time to finish the services is 60 days from the date complete all documents according to regulations and submit documents to Authority( 15 days to get the license and 45 days for registering the operation). The time mentioned does not include the interruption period since your Company is late in provision of documents and in submitting for signature.

### **5. FEE**

The service fee depends on the specific case. However, normally the total fee is from US\$1000 to US\$2000 including official fee but not 10% VAT and translating fee. (Including getting the license and finish the Declaration after getting the license: get stamp and tax code)

### **6. METHOD PAYMENT**

#### **By T/T to the following Account:**

*Beneficiary's Name:* Viettonkin Joint Stock Company

*A/C No:* 190.259.62241.011

*Bank:* Techcombank

*Bank's Address:* Chuong Duong Branch





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