

VIETTONKIN CONSULTING JOINT STOCK COMPANY

BUSINESS ADVISORY SERVICES

Professionalism – Practicality – Trust – Partnership



COMPANY PROFILE
Latest version

**Viettonkin Consulting JSC**

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Viettonkin is a multidisciplinary-operated company specializing in Consulting Services which provides professional services to both domestic and foreign businesses as well as towards larger companies in all over the world. By facilitating business, investment and trade between Vietnam and the rest of the world through innovative and cost-effective development services, we have helped many individuals and organizations to establish their businesses successfully in Vietnam.

Our firm specializes in:

- 1. Company incorporation services:***
- 2. Legal advisory service***
- 3. Market research and Business plan development services***
- 4. Human Resource Recruitment and Management***
- 5. Taxation & Accounting services***
- 6. Business sourcing:***
- 7. Visa, work permit or TRC services***
- 8. Business travel***
- 9. Linguistic solutions: Translation, Interpretation, Localization***

OUR VISION



Viettonkin strives to become the leading consulting firm in the Southeast Asian region, a strategic and trusted partner of any business corporations or organizations with an interest in doing business in the region.

OUR MISSIONS



To Clients: We are designated to give clients useful advices and solutions to approach and to get significant development in Vietnam market.

To Vietnam: Our mission aims to bridge Vietnam to the world through foreign projects which will create short and long –term profit for Vietnam.

VIETTONKIN EXPERTISES

Viettonkin Consulting demonstrates its superiors for all facet of business including Service lines and industry solutions.



SERVICE LINES

1. COMPANY INCORPORATION SERVICE

Vietnam company registration is difficult for foreign investors because of complex licensing procedures, and differences in local language and culture. That said, economic reforms and international integration are attracting foreign investors, export-orientated manufacturing industries. With an ample amount of cheap labor supply, Vietnam is a great option for investors who want to expand their business in Asian market.

With a strong team with experienced consultants, Viettonkin Consulting has been assisting dozen of foreign investors to set up their businesses successfully in Vietnam. There are a lot of ways to present in Vietnamese market, but mostly the following types:

- ❖ *Incorporation of the Representative Office, Branch Office or Company*
- ❖ *Acquisition of the local firm*
- ❖ *Joint-Venture, Partnership establishment*

Our scope work includes but not limited to:

- ❖ Advising Clients about the most suitable business model based on the specific project
- ❖ Advising Clients about the legal basic, procedure, timeline, required documents, and also the quotation for the project
- ❖ 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 and notarizing 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.

2. LEGAL ADVISORY SERVICES

Viettonkin Consulting would like to offer our Clients Legal Advisory Services including but not limited to:

- ❖ Foreign investment
- ❖ International trade contract negotiation
- ❖ Employment and labor dispute

3. BUSINESS TRAVEL

- ❖ Airport transfer with luxurious car rental with chauffeur
- ❖ Booking four-star and five-star hotels national wide
- ❖ Professional interpreters of various languages
- ❖ Visiting Factories, Industry Zone
- ❖ Meeting with Legal Consultants, Vietnamese Authorities.
- ❖ Market research & survey tours
- ❖ Luxury cruises, Private charter cruises, Kayaking, Scuba Diving, Beach
Yoga, Golf and Spa Resort
- ❖ Private tour guide

This special interest tour is a private tour which is customized on a case by case basis to accommodate the Client's request and requirements.

4. MARKET RESEARCH AND BUSINESS PLAN DEVELOPMENT SERVICE

- ❖ Country risk assessment
- ❖ Detail analysis of the Business sector or industry that is suitable for foreign investment
- ❖ Competitors' analysis research
- ❖ Preparation of the investment plan or business plan
- ❖ Implementation and Management of your investment project or branch company

5. TRANSLATION AND LOCALIZATION SERVICE

Translation and interpretation

- ❖ Language pairs
- ❖ Document translation
- ❖ Legal translation
- ❖ Book translation
- ❖ Website/software translation

Localization

- ❖ Software localization
- ❖ Website localization
- ❖ Localization consultancy

6. LEGAL ADVISORY SERVICES

Viettonkin Consulting would like to offer our Clients Legal Advisory Services including but not limited to:

- ❖ Foreign investment
- ❖ International trade contract negotiation
- ❖ Employment and labor dispute

7. HR MANAGEMENT AND RECRUITMENT

We offer different types of staffing service, including:

- ❖ Detecting and seeking potential candidates suitable for the need of the enterprise market expansion.

- ❖ Providing efficient HR management solutions to harmonize the cultural environment of different types of businesses
- ❖ Strategic HR Management
- ❖ Leadership development and talent management
- ❖ Contract design, management and administration
- ❖ Designing development policies, including HR development system.
- ❖ Developing and providing customized training programs.
- ❖ Providing consultancy services in terms of Labour Law, Social Insurance, Health Insurance.

8. BUSINESS SOURCING

With wide range of office and strong staffing team, Viettonkin consulting is offering business sourcing for many foreign companies who want to take advantages of low labor rate, local understanding. Our sourcing service covers the following fields:

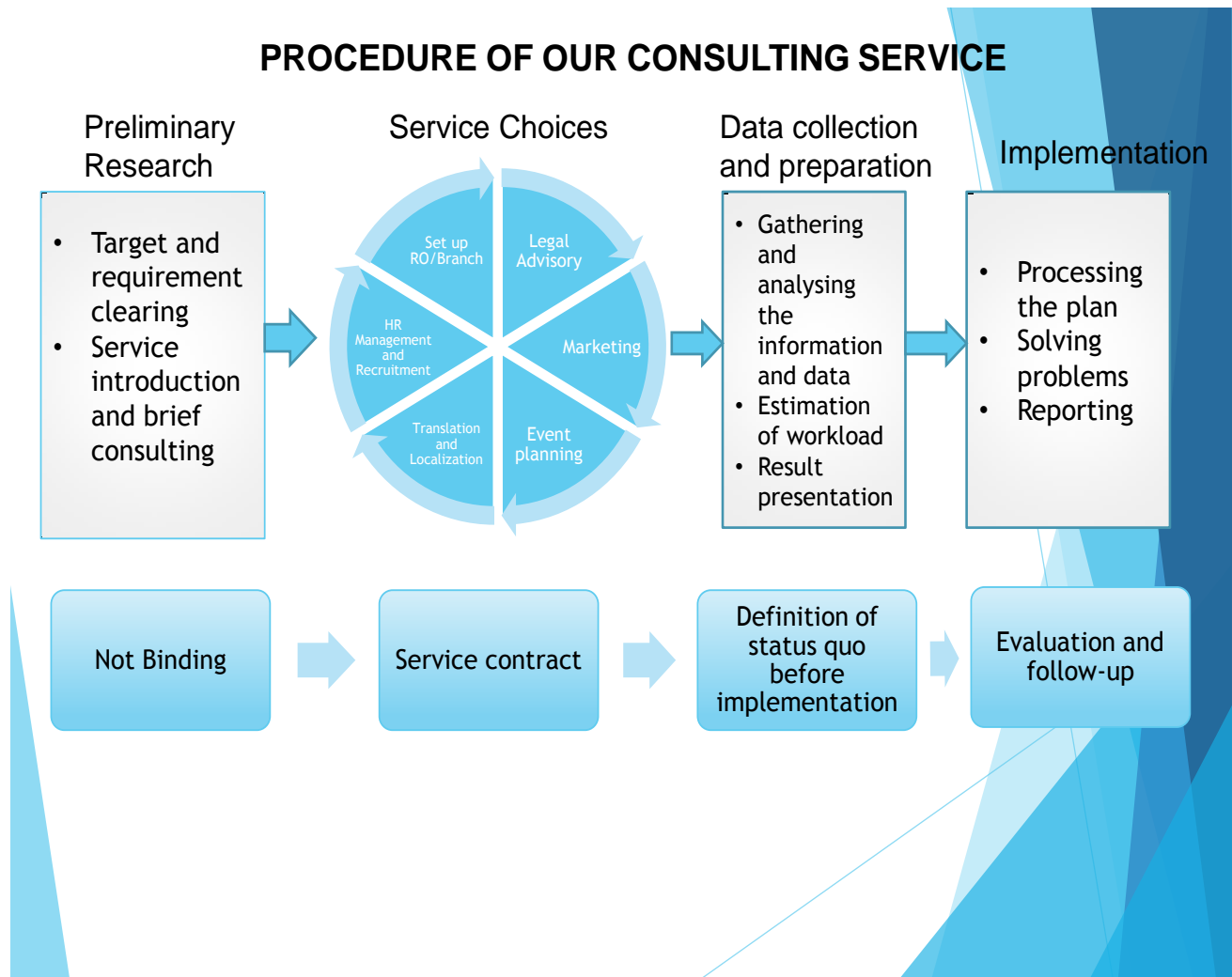
- ❖ *Business Support and Questionnaire*
- ❖ *Translation and Language Skills*
- ❖ *Data Entry*
- ❖ *Market Research and Survey*

INDUSTRY SOLUTIONS

Assisting dozens of Clients successfully incorporated their business in Vietnam every year, Viettonkin consulting team has been absorbed a lot of experience working with clients specializing in different industries and business fields. We do have experience in assisting Client in the following industries:

Cars - Catering - Construction - Consumer and Retail - Innovation and Design - Education and Training - Banking and Finance - Health and Safety - Law - Entertainment - Life Science (medical) - Logistics - Manufacturing and Engineering - Marketing and PR - Media and Entertainment - NGO and Humanitarian assistance - Pharmaceutical - Publishing - Retail - Technology - Telecommunications - Travel and Tourism.

PROCEDURE OF OUR CONSULTING SERVICES



OUR MANAGEMENT TEAM

Mr. LANG XUAN TRUONG
Chairman & CEO
Chief Consultant

- ❖ Master degree in Business Administration
- ❖ Founder and Chief Executive Officer of Viettonkin JSC
- ❖ Ten-year consulting service experience in Southeast Asian Market

- ❖ 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

MR. DO HOAI NAM –
Consultant
Master of Business Administration
Virtual Business Solution & Strategic
Management Consultant

MS DAO PHUONG THUY
Senior Consultant
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

- ❖ 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

MR NGUYEN HUY AN
Legal consultant

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

DR. PETE OOI- CONSULTANT
Expert at consulting

- ❖ Business Management strategy
- ❖ Management
- ❖ Finance and accounting

OUR ACHIEVEMENTS

Although Viettonkin Consulting is a young consulting, with our team with excellent consultants in different specialized fields, the company has been achieving significant results.

Cooperation

- ❖ Viettonkin Consulting is the member of VCCI (Vietnam Chamber Commercial Industry) in 2010. The company is always the key member for international events related to international trading and investment.
- ❖ Viettonkin Consulting is the close partner with Jetro (Japan External Trade Organization) in Hanoi. Our staffs always update Newsletter from Jetro and participate in events of Jetro.
- ❖ Viettonkin Consulting is a strategic partner with Tobridge Limited Company, a consulting firm in Japan. We have cooperated to assist several Japanese Enterprises in entering Vietnamese Market.
- ❖ Viettonkin Consulting has signed cooperation contracts with Healy Consultant in Singapore, Bizmonster firm in Korea, and a lot of professional firms and organizations over the world. Please see our partners sections for more information.

Clients

We assist dozen of foreign investors to incorporate their business in Vietnam every year. They are still using our other supporting services until now. Please read testimonials of our Clients for your reference.





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OUR CONTACT

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