One-time Social Insurance Claim for foreign individuals working in Vietnam

(Updated April 2023)

**1 CONDITIONS**

Foreign employees can apply for this claim if their employment contract is terminated, or their Work Permits, practicing certificates or practicing licenses expire without being permitted for renewal.

**2 DOCUMENTS**

- Package of documents required by SI Department (Form 13 & 14)
- Passport translated into Vietnamese and notarised
- Notarised document from Department of Justice
- Labour contract
- Termination Decision
- Work Permit
- Social Insurance book

**3 BENEFITS**

The calculation of one-time SI is based on the number of years that an employee pays for SI contribution. (Clause 2, Article 8, Decree 115/2015/ND-CP)

\[
\text{Claimed amount} = 2 \times \text{Average monthly SI salary} \times \text{Number of years contributing SI}
\]

Example: An employee joins SHUI from January 2022 to July 2023 with the average monthly SI salary of VND 29,800,000 (this is the prevailing capped amount of SI salary - the base to calculate monthly SI contributions at the prescribed rates. The cap is different by the time according to the law. Where gross salary of employees exceed the cap, the base to calculate contributions is equal to the cap.)

\[= \text{VND } 119,200,000 \]

Notes:

(i) For employees who participate in SI program for 1 year or more:
- If the contribution period is from 1 to 6 months, it is counted as 0.5 year
- If the contribution period is from 7 to 11 months, it is counted as 1 year

(ii) For employees who participate in SI program for less than 1 year: the estimated claimed amount is calculated as 22% of the average monthly SI salary multiplied by the number of months of contributed SI. The total received amount will not exceed 2 months of the average SI salary.