

Vietnam work permits

Required document & application process

(Updated in March 2021)

Why Obtain Work Permits for Foreign Employees?

Work Permits are required for all foreign employees in Vietnam before entering into an employment contract or conducting any work, unless subject to an exemption per Decree 152/2020/ND-CP.



Payments to foreign employees with Work Permits are generally deductible for Corporate Income Tax ("CIT"), reducing company tax liabilities.



With a Work Permit foreign employees can receive salaries into a Vietnamese bank account (in Vietnam Dong OR a nominated foreign currency), and can later transfer these funds abroad via their bank.



A Work Permit, which is valid for up to 2 years and can be renewed once, also allows an individual and their family to obtain Temporary Resident Cards ("TRC"), removing the need for obtaining and maintaining Visas whilst in Vietnam.

Overview of Work Permit Application Process

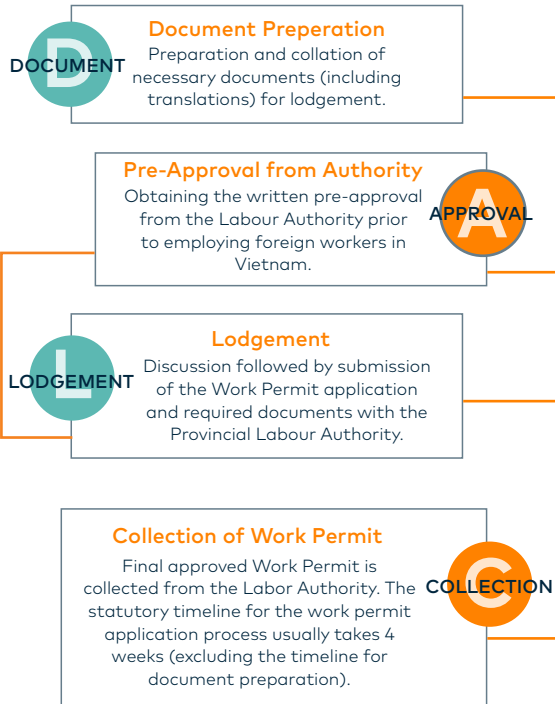
The Work Permit application process is often seen as time consuming and frustrating. However, appropriate planning and preparation of the required documents will make the process more efficient and ultimately successful.



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Work Permit Process



Checklist: External Documents Required

Employer Documents

- 1 Job Description
- 2 Business License (N)
- 3 (Draft) Employment Agreement / Labour Contract

Employee Documents

- 1 Original and Vietnamese Criminal History (Police) Check
 - a) from the Employee's home country (C&L) (T) OR
 - b) from Vietnam*Criminal History Check will be valid for a period of 6 months as from the actual date of issue
- 2 Health Check from an authorised Vietnamese hospital
*Health Check will be valid for a period of 12 months as from the actual date of issue
- 3 University Degree (C&L) (T)
* University Degree can be replaced by a valid practicing certificate issued by a foreign Authority/Government in corresponding with the Job position in Vietnam (for some specific fields only). As such, a Working Experience Letter of at least 5 years is required.
- 4 Experience Certificate(s) / Letter confirming at least 3 years relevant foreign work experience (C&L) (T) issued by an offshore company or the previous relevant Work Permits for 3 years if the foreign individual has working experience in Vietnam. The foreign employees can combine these if the duration of each document is less than 3 years
- 5 Summary CV / Record of work history
- 6 Passport (N)
- 7 2 pictures size 4x6cm

C&L: This document needs to be Consularized and Legalised

N: This document requires notarizing in Vietnam, most commonly at a People's Committee and the original is required upon the lodgement of work permit application.

T: This document needs to be translated into Vietnamese