



**GLOBAL VIETNAM
LAWYERS**

LEGAL ALERT

**YEAR-END REPORTS SUBMISSION BY
REPRESENTATIVE OFFICES OF FOREIGN TRADERS**



Dear Valued Clients,

We are in the very last weeks of the calendar year 2021 and the year 2022 is coming soon. After an unsecured year with the complicated impacts of the SARS CoV-2 (Covid 19) pandemic, this is the time when the Representative offices of foreign traders in Vietnam (“RO(s)”) can have time to pay due attention to compliance matters. The ROs shall also need to mind and get prepared for the other required reports to be submitted to some local competent State authorities as giving updates on their operation (hereinafter collectively referred to as the “Reports”).

For your reference and compliance purpose, we would like to indicate below the standard statutory reports which the ROs may need to submit:

No.	Deadline	Name of the report	Relevant authority
1.	03 December 2021	Notice of RO’s employment change	Local Employment Services Centre
2.	10 December 2021	Annual report on recruitment and employment of Vietnamese employees	Local Employment Services Centre
3.	03 January 2022	Notice of RO’s employment change	Local Employment Services Centre
4.	05 January 2022	Report on recruitment, employment and management of foreign workers	Department of Labour, Invalids and Social Affairs
5.	10 January 2022	Annual report on labour accident(s) of the year 2021	Department of Labour, Invalids and Social Affairs
6.		Annual report on employees’ health of the year 2021	Health Centre at the level of district, town or cities belonging to province
7.		Annual report on labour safety and hygiene of the year 2021	Department of Labour, Invalids and Social Affairs and Department of Health
8.		Annual report on the prevention of occupational diseases of the year 2021	Department of Health
9.	15 January 2022	Annual report on contribution of unemployment insurance premiums of the year 2021	Department of Labour, Invalids and Social Affairs
10.	30 January 2022	Annual report on RO’s operation of the year 2021	Department of Industry and Trade

It is important to note that failure of submission of late submission of the afore said Reports may result in various administrative fines to be imposed on the RO as the case may be, e.g. failure to submit Annual report on operation is subject to a fine of VND40,000,000 according to Articles 4.4 and 67.2(b) of Decree 98/2020/ND-CP dated 26 August 2020.

In addition to the Reports, we would like to also remind you to arrange the schedule for annual employee conference of this year and the following year (if you have 10 or more employees) as prescribed by law. Our experience shows that, Valued Clients should retain a Grassroots Democracy Regulations at the workplace (“**Regulations**”) that specifically stipulates the form of conference organization, content, participants, time, place, process, responsibility for organizing the implementation and form of disseminating results as facilitating a better organization of the employee conference.

We are more than happy to assist Valued Clients in preparing/ submitting the required Reports and the Regulations where required upon your request.

Hope the above updates have been clear and useful. If you have any queries relating to the abovementioned, please do not hesitate to contact us.

Best regards,



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