

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, December 30, 2020

DECREE

**Regulations on foreign workers in Vietnam and recruitment and management of
Vietnamese workers for foreign organizations and individuals in Vietnam**

*Pursuant to the Law on Government Organization dated June 19, 2015; Law
amending and supplementing a number of articles of the Law on Government
Organization and the Law on Local Government Organization dated November 22,
2019;*

Pursuant to the Labor Code dated November 20, 2019;

Pursuant to the Law on Investment dated June 17, 2020;

Pursuant to the Law on Enterprises dated June 17, 2020;

At the request of the Minister of Labor - Invalids and Social Affairs;

*The Government promulgates the Decree about regulations on foreign workers
in Vietnam and recruitment and management of Vietnamese workers working for
foreign organizations and individuals in Vietnam.*

Chapter I
GENERAL PROVISIONS

Article 1. Governing scope

This Decree provides regulations on foreign workers in Vietnam and
recruitment and management of Vietnamese workers working for foreign
organizations and individuals in Vietnam according to the following provisions and
clauses of the Labor Code:

1. Conditions, order and procedures for the grant, re-grant, extension and
revocation of work permit and certificate of exemption from work permit for foreign
workers in Vietnam under Article 157 of the Labor Code and the foreign workers in
Vietnam exempt from work permits under Clauses 1, 2 and 9, Article 154 of the Labor

Code.

2. Recruitment, introduction and management of Vietnamese workers working for foreign organizations and individuals in Vietnam (hereinafter referred to as “foreign organizations and individuals”) under Clause 3, Article 150 of the Code Labor.

Article 2. Subjects

1. Foreign citizens working in Vietnam (hereinafter referred to as “foreign workers”) in the following forms:

- a) Performance of employment contracts;
- b) Internal mobility;
- c) Performance of types of contracts or agreements on economics, commerce, finance, banking, insurance, science and technology, culture, sports, education, vocational training and health;
- d) Contractual service provider;
- e) Offering for sale of services;
- e) Working for foreign non-governmental organizations, international organizations in Vietnam licensed to operate in accordance with Vietnamese law;
- g) Volunteers;
- h) Persons responsible for establishing the commercial presence;
- i) Managers, executive directors, experts, technical workers;
- k) Participating in the execution of bidding packages and projects in Vietnam;
- l) Relatives of members of foreign representative missions in Vietnam, who are allowed to work in Vietnam under international treaties to which the Socialist Republic of Vietnam is a member.

2. Employers of foreign workers include:

- a) Enterprises operating under the Law on Enterprises, the Law on Investment or under international treaties to which the Socialist Republic of Vietnam is a member;
- b) Contractors participating in bidding, performing contract;

c) Representative offices, branches of enterprises, agencies or organizations licensed to be established by the competent agencies;

d) State agencies, political organizations, socio-political organizations, socio-political-professional organizations, social organizations, socio-professional organizations;

dd) Foreign non-governmental organizations which are granted a registration certificate by a Vietnamese competent agency in accordance with Vietnamese law;

e) Non-business organizations and educational institutions established in accordance with the law;

g) International organizations, offices of foreign projects in Vietnam; agencies and organizations allowed to be established and operate by the Government, the Prime Minister, ministries and departments in accordance with law;

h) Foreign investors' executive offices in a business cooperation contract or of a foreign contractor, which are registered to operate in accordance with the law;

i) Law-practicing organizations in Vietnam according to the provisions of law;

k) Cooperatives and cooperative unions established and operating under the Law on Cooperatives;

l) Business households and individuals allowed to do business in accordance with the law.

3. Foreign organizations in Vietnam which are foreign agencies or organizations allowed to operate in the Vietnamese territory by Vietnamese competent authorities, including:

a) Diplomatic missions, foreign consulates, representative agencies of international organizations of the United Nations system, regional and sub-regional organizations;

b) Permanent offices of the foreign news, press, radio and television agency;

c) International organizations, intergovernmental organizations, foreign governmental organizations;

d) Foreign non-governmental organizations which are granted a registration certificate by a Vietnamese competent agency in accordance with the law;

dd) Representative offices in Vietnam of foreign organizations operating in the fields of economics, commerce, finance, banking, insurance, science - technology, culture, education, health , foreign law consulting.

4. Foreign individuals in Vietnam who are foreigners working at organizations defined in Clause 3 of this Article or persons allowed to reside in Vietnam by Vietnamese competent agencies.

5. Vietnamese workers working for foreign organizations and individuals in Vietnam.

6. Employment service organizations and labor leasing enterprises which provide services to foreign organizations and individuals in Vietnam related to recruitment, introduction and management of Vietnamese workers working for foreign organizations and individuals in Vietnam.

Article 3. Interpretation of terms

1. Foreign workers mobilizing internally within an enterprise are managers, executive directors, experts and technical workers of a foreign enterprise that has established a commercial presence in the Vietnamese territory, temporarily mobilizing to the enterprise's commercial presence in the territory of Vietnam and having been previously recruited by the foreign enterprise for at least 12 consecutive months.

2. Volunteers are foreign workers working in Vietnam voluntarily and without pay to implementing the international treaties to which the Socialist Republic of Vietnam is a member and certified by foreign diplomatic missions or international organizations in Vietnam.

3. Experts are foreign workers in one of the following cases:

a) Having a bachelor's degree or higher or equivalent and having at least 3 years of experience working in a specialized major relevant to the job position the foreign worker is expected to work for in Vietnam;

b) Having at least 5 years of experience and practice certificate relevant to the job position the foreign worker is expected to work in Vietnam;

c) Special cases decided by the Prime Minister at the request of the Ministry of Labor, Invalids and Social Affairs.

4. Managers are enterprise managers according to the provisions of Clause 24, Article 4 of the Law on Enterprises or the heads or deputy heads of agencies or organizations.

5. Executive directors are the heads and directly administer a unit directly under agencies, organizations or enterprises

6. Technical workers are foreign workers in one of the following cases:

a) Having been trained in a technical major or in another major for at least 01 year and having worked for at least 03 years in the trained major;

b) Having at least 5 years of working experience relevant to the job position the foreign worker is expected to work in Vietnam.

7. Commercial presence includes foreign-invested economic organizations; representative offices and branches of foreign traders in Vietnam; Executive offices of foreign investors in business cooperation contracts.

8. Contractual service providers are foreign workers who have worked for at least 2 years (24 months) in a foreign enterprise with no commercial presence in Vietnam and must meet regulations applicable to experts in Clause 3 of this Article.

9. Foreign workers working by offering services are foreign workers not living in Vietnam and not receiving remuneration from any source in Vietnam, participating in activities related to acting on behalf of a service provider to negotiate that provider's consumption of services, provided that the services are not sold directly to the public and are not directly engaged in the provision of the services.

Chapter II

APPROVING DEMAND FOR FOREIGN WORKERS; FOREIGN WORKERS EXEMPT FROM WORK PERMITS; GRANT, RE-GRANT, EXTENSION AND REVOCATION OF WORK PERMITS

Section 1

APPROVING DEMAND FOR FOREIGN WORKERS

Article 4. Employment of foreign workers

1. Determination of demand for foreign workers

a) At least 30 days before the intended date of employment of the foreign workers, the employers (except contractors) shall be responsible for determining the demand for foreign workers for each job position that Vietnamese workers have not yet met its requirements and reporting to the Ministry of Labor, Invalids and Social Affairs or the People's Committees of provinces and centrally-run cities (hereinafter referred to as "People's Committees of provinces") where the foreign workers are expected to work, under Form No. 01/PLI of the Appendix I issued together with this Decree.

During the implementation process, if there is a change in the demand for foreign workers, the employers must report to the Ministry of Labor, Invalids and Social Affairs or the People's Committees of provinces, under Form No. 02/PLI of the Appendix I issued together with this Decree at least 30 days before the intended date of employment of the foreign workers.

b) In case the foreign workers are defined in Clauses 3, 4 and 5, Article 154 of the Labor Code and Clauses 1, 2, 8, 9, 10, 11, 12 and 13, Article 7 of this Decree, the employers shall be not required to determine the demand for foreign workers.

2. The Ministry of Labor, Invalids and Social Affairs or the People's Committees of provinces shall approve or disapprove in writing the employment of foreign workers for each job position, under Form No. 03/PLI of the Appendix I issued together with this Decree within 10 working days from the date of receipt of the explanatory report or the report on explanation of changes in the demand for foreign workers.

Article 5. Employment of foreign workers by the contractors

1. Before recruiting foreign workers, the contractors shall have the responsibility to declare the quantity, qualifications, professional qualifications and experience of the foreign workers to be recruited to execute the bidding package in Vietnam and request recruiting Vietnamese workers to the job positions expected to recruit foreign workers with the Chairmen of the People's Committees of provinces where the contractors execute the package, under Form No. 04/PLI of the Appendix I issued together with this Decree.

In case the contractors wish to adjust or supplement the declared number of employees, the investors must confirm the contractor's plan of adjusting and supplementing the demand for workers under Form No. 05/PLI of the Appendix I

issued together with this Decree.

2. The Chairmen of the People's Committees shall direct local agencies and organizations to introduce and supply Vietnamese workers to contractors or coordinate with other local agencies and organizations to introduce and supply Vietnamese workers to the contractor. Within maximum 2 months from the date of receipt of the request for recruiting from 500 Vietnamese workers or more and up to 01 month from the date of receipt of the request for recruiting from 100 to less than 500 Vietnamese workers and 15 days after receiving the request to recruit less than 100 Vietnamese workers without introducing or supplying Vietnamese workers to the contractors, the Chairmen of the People's Committees shall consider and decide whether the contractors can recruit foreign workers into the job positions where Vietnamese workers cannot be recruited under Form No. 06/PLI of the Appendix I issued together with this Decree.

3. The investors shall be responsible for supervising and requesting the contractors to strictly comply with the declared contents on the employment of Vietnamese and foreign workers; guiding, urging and inspecting contractors' compliance with regulations on recruitment and employment of foreign workers for contractors in accordance with the law; monitoring and managing the foreign workers' implementation of the provisions of the law; before July 05 and January 05 of the following year, the investors report on the employment of foreign workers in the first 6 months of the year and annually under Form No. 07/PLI of the Appendix I issued together with this Decree.

The closing time of the reporting of the first 6 months is from December 15 of the year before the reporting period to June 14 of the reporting period, the closing time of annual data reporting is from December 15 of the year before the reporting period to December 14 of the reporting period.

4. Annually or unexpectedly, the Department of Labor, Invalids and Social Affairs shall assume the prime responsibility and coordinate with the public security of provinces and cities; Provincial Command of Border Guard or related agencies and units of the Ministry of National Defense in border areas, border gates, islands, strategic areas, key areas, critical defense areas and relevant agencies to inspect the implementation of legal provisions by the foreign workers working in the bidding packages performed by the successful bidder in the locality, and report on the inspection results to the People's Committees of provinces, Ministry of Labor,

Invalids and Social Affairs, Ministry of Public Security and Ministry of National Defense.

Article 6. Reporting on the employment of foreign workers

1. Before July 05 and January 05 of the following year, the foreign employers shall make a report on the first 6 months and annually on the use of foreign workers under Form No. 07/PLI of the Appendix I issued together with this Decree. The closing time of the reporting of the first 6 months is from December 15 of the year before the reporting period to June 14 of the reporting period, the closing time of annual data reporting is from December 15 of the year before the reporting period to December 14 of the reporting period.

2. Before July 15 and January 15 of the following year or unexpectedly upon request, the Department of Labor, Invalids and Social Affairs shall report to the Ministry of Labor, Invalids and Social Affairs on the situation of foreign workers working in their localities under Form No. 08/PLI of the Appendix I issued together with this Decree. The closing time of the the data of the first 6 months and annual data report shall comply with the Government's regulations on reporting regime of state administrative agencies.

Section 2

FOREIGN WORKERS EXEMPT FROM WORK PERMITS

Article 7. Cases that the foreign workers exempt from work permits

In addition to the cases specified in Clauses 3, 4, 5, 6, 7 and 8, Article 154 of the Labor Code, the foreign workers exempt from work permits shall include:

1. Owners or capital contributors of a limited liability company with a capital contribution value of VND 3 billion or more.

2. Chairmen of the Board of Directors or members of the Board of Directors of a joint stock company with a capital contribution value of VND 3 billion or more.

3. Internal mobility within 11 service sectors in Vietnam's Schedule of Specific Commitments in Services to the World Trade Organization, including: business, information, construction, distribution, education, environment, finance, health, tourism, entertainment and culture and transportation.

4. Persons entering Vietnam to provide professional and technical advisory

services or to perform other duties for research, development, evaluation, monitoring, assessment, management and implementation of the programs and projects using official development assistance (ODA) according to regulations or agreements in ODA international treaties signed between Vietnamese and foreign competent agencies.

5. Persons licensed to operate in the fields of information and press in Vietnam by the Ministry of Foreign Affairs according to the provisions of law.

6. Persons sent to Vietnam by the competent foreign agencies or organizations to teach or research at international schools under the management of foreign diplomatic missions or the United Nations; establishments and organizations established under the agreements that Vietnam has signed and acceded to.

7. Volunteers defined in Clause 2, Article 3 of this Decree.

8. Persons entering Vietnam to work as managers, executive directors, experts or technical workers for a working time of less than 30 days and not more than 03 times a year.

9. Persons entering Vietnam to implement international agreements signed by agencies or organizations at the central or provincial level according to the provisions of law.

10. Students studying at overseas schools and training institutions with internship agreements in agencies, organizations and enterprises in Vietnam; trainees and apprentices on Vietnamese ships.

11. Relatives of members of foreign representative missions in Vietnam specified in Point 1, Clause 1, Article 2 of this Decree.

12. Persons having official passports to work for state agencies, political organizations, socio-political organizations.

13. Persons responsible for establishing the commercial presence.

14. Persons being certified as foreign workers entering Vietnam for teaching and research by the Ministry of Education and Training.

Article 8. Certification of exemption from work permit

1. The Ministry of Labor, Invalids and Social Affairs or the Department of

Labor, Invalids and Social Affairs shall have the authority to certify that the foreign workers are exempt from work permits.

2. The employer shall request the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs where the foreign workers are expected to work to certify that the foreign workers are exempt from work permits at least 10 days in advance from the start working date the foreign workers.

In the cases specified in Clauses 4, 6 and 8, Article 154 of the Labor Code and Clauses 1, 2, 8 and 11, Article 7 of this Decree, procedures are not required to certify that the foreign workers are exempt from work permits but it is required to report to the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs where the foreign workers are expected to work with information: full name, age, nationality, passport number, name of the foreign employers, the starting date and the end date at least 3 days prior to the date the foreign workers are expected to start working in Vietnam.

The time limit for certifying that foreign workers are exempt from work permits is maximum 02 years and according to one of the cases specified in Article 10 of this Decree. In case of re-grant of certification of exemption from work permits for foreign workers, the maximum time limit is 02 years.

3. Documents of application for certification of exemption from work permits shall include:

a) Written request for certification that the foreign workers are exempt from work permits under Form No. 09/PLI of the Appendix I issued together with this Decree;

b) Health certificate or medical check certificate as prescribed in Clause 2 Article 9 of this Decree;

c) Written approval for demand for foreign workers, except for cases in which the demand for foreign workers is not required to be determined;

d) Certified copy of the valid passport as prescribed by law;

dd) Documents proving that the foreign workers are exempt from work

permits;

e) Documents specified in Points b, c and d of this Clause: 01 original or certified true copy. If they are issued abroad, they must be legalized, translated into Vietnamese and authenticated except in the case of exemption from consular legalization under international treaties to which the Socialist Republic of Vietnam and the foreign country concerned are both members or on the principle of reciprocity or according to the provisions of law.

4. Within 05 working days from the date of receipt of a complete application for certification of exemption from work permits, the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs shall have the document certifying that foreign workers are exempt from work permits under Form No. 10/PLI of the Appendix I issued together with this Decree. In case of non-certification, the Ministry or the Department shall reply in writing, clearly stating the reason.

Section 3

GRANT OF WORK PERMITS

Article 9. Application for work permits

1. The employers' written request for work permits under Form No. 11/PLI of the Appendix I issued together with this Decree.

2. Health certificate or medical check certificate issued by competent foreign or Vietnamese medical agencies or organizations, which is valid for 12 months from the date of signing and conclusion of health to the date of application submission or the certificate of good health in accordance with the regulations of the Minister of Health.

3. Criminal record certificate or document certifying that the foreign workers are not currently serving a penalty or have not had his convictions unspent or are being prosecuted for criminal liability issued abroad or issued by Vietnam.

Criminal record certificate or document certifying that the foreign workers are not currently serving a penalty or have not had his convictions unspent or are being prosecuted for criminal liability shall not be issued for more than 06 month, from the date of issue to the date of filing.

4. Documents and papers proving that the foreign workers are managers,

executive directors, experts, technical workers and a number of occupations and jobs are defined as follows:

a) Documents proving that the foreign workers are managers or executive director as prescribed in Clauses 4 and 5 Article 3 of this Decree;

b) Documents proving that the foreign workers are experts or technical workers as prescribed in Clauses 3 and 6 Article 3 of this Decree, including: diplomas, certificates, written confirmation of agencies, organizations or enterprises at foreign countries in terms of years of experience of experts and technical workers;

c) Documents proving experience of foreign football players or certificates of international transfer (ITC) issued to foreign or Vietnamese football player or document of Vietnam Football Federation confirming temporary or official registration for a player of a club belonging to the Vietnam Football Federation;

d) Pilot license issued by a competent authority of Vietnam or by a foreign competent authority and recognized by a competent authority of Vietnam for foreign pilots or specialized certificates of eligibility to work on aircraft issued by the Ministry of Transport to flight attendants;

dd) Certificate of expertise in aircraft maintenance, issued by a competent authority of Vietnam or by a foreign competent authority and recognized by a competent authority of Vietnam for foreign workers doing aircraft maintenance;

e) Certificate of qualification or a confirmation of qualification certificate issued by a competent authority of Vietnam to foreign seafarers;

g) Certificate of high achievement in the field of sports and certified by the Ministry of Culture, Sports and Tourism for sports coaches or having at least one of the qualifications such as: 'B' coaching certificate from the Asian Football Federation (AFC) or Level 1 Goalkeeping coaching certificate by the AFC or Level 1 Conditioning coaching certificate by the AFC or Level 1 Futsal coaching certificate by the AFC or any equivalent foreign coaching qualification recognized by the AFC;

h) Qualifications issued by competent agencies, satisfying the regulations on qualifications and standards under the Law on Education, the Law on Higher Education, the Law on Vocational Education and the Regulations on organization and operation of foreign language centers, informatics centers issued by the Minister of Education and Training.

5. 02 color photos (4 cm x 6 cm, white background, front face, bare-headed, no colored glasses), taken within 06 months from the date of application submission.

6. Written approval for the demand for foreign workers, except for cases where the demand for foreign workers is not required to be determined.

7. Certified copy of the passport which is still valid in accordance with the law.

8. Documents related to the foreign workers:

a) For foreign workers specified in Point b, Clause 1, Article 2 of this Decree, it is required to have a document proving that the foreign enterprises dispatch the foreign workers to work in the commercial presence in the Vietnamese territory and a document proving that the foreign workers have been recruited by those foreign enterprises before they work in Vietnam for at least 12 consecutive months;

b) For foreign workers specified in Point c, Clause 1, Article 2 of this Decree, it is required to have a contract or agreement signed between the Vietnamese partners and the foreign enterprises, in which there must be an agreement on foreign workers working in Vietnam;

c) For foreign workers specified in Point d, Clause 1, Article 2 of this Decree, it is required to have a service provision contract signed between the Vietnamese partner and the foreign enterprises and a document proving the foreigner workers have worked for those foreign enterprises with no commercial presence in Vietnam for at least 2 years;

d) For foreign workers specified in Point d, Clause 1, Article 2 of this Decree, it is required to have a document proving the service providers dispatch the foreign workers to work in Vietnam to negotiate on service provision;

dd) For foreign workers specified in Point e, Clause 1, Article 2 of this Decree, it is required to have a document proving the agencies or organizations dispatch the foreign workers to work for the foreign non-governmental organizations, international organizations in Vietnam, except for the cases specified in Point a, Clause 1, Article 2 of this Decree and operation licenses of foreign non-governmental organizations, international organizations in Vietnam in accordance with law;

e) For foreign workers specified in Point i, Clause 1, Article 2 of this Decree, it is required to have a document proving the foreign enterprises, agencies or

organizations dispatch the foreign workers to work in Vietnam and in accordance with the intended job position.

9. Documents of application for work permits in some special cases shall include:

a) For foreign workers that have been granted work permits, which are still valid and wish to work for another employer at the same job position and job title as stated in the work permits, the documents to apply for a new work permit shall include: confirmation of the current employer proving that the employee is currently working, the documents specified in Clauses 1, 5, 6, 7, 8 of this Article and a certified copy of granted work permits;

b) For foreign workers that have been granted work permits which are still valid and change the job position or job title or the form of employment as stated in the work permit in accordance with the law but not change the employer, the documents of application for a new work permit shall include the documents specified in Clauses 1, 4, 5, 6, 7 and 8 of this Article and work permit or a certified copy of granted work permit.

10. Consular legalization, authentication of documents:

Documents specified in Clauses 2, 3, 4, 6 and 8 of this Article must be originals or certified true copies. If they are issued abroad, they must be legalized, except for cases of legalization exemption under international treaties to which the Socialist Republic of Vietnam and the foreign country concerned are both members or on the principle of reciprocity or as prescribed by law, translated into Vietnamese and certified in accordance with Vietnamese law.

Article 10. Term of work permits

The term of a work permit is in accordance with the term of one of the following cases but not exceeding 02 years:

1. The term of the employment contract is expected to be signed.
2. The term of the foreign enterprise's dispatch of the foreign worker to work in Vietnam.
3. The term of the contract or agreement signed between Vietnamese partners and foreign enterprises.

4. The term of a service provision contract or agreement signed between Vietnamese partners and foreign enterprises.

5. The term stated in the service provider's document dispatching the foreign worker to enter Vietnam to negotiate on service provision.

6. The term determined in the operation license of the agencies, organizations or enterprises.

7. The term in the service provider's document dispatching the foreign worker to enter Vietnam to establish the commercial presence of the service provider.

8. The term in the document proving that the foreign worker is allowed to participate in the activities of a foreign enterprise which has established a commercial presence in Vietnam.

9. The term in the written approval for employment of foreign workers, except for the cases in which the report on the demand for foreign workers is not required, as prescribed at Point b, Clause 1, Article 4 of this Decree.

Article 11. Sequence of grant of work permits

1. At least 15 days before the date the foreign workers are expected to start working in Vietnam, the person who submits the application for work permits to the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs where the foreign workers are expected to work is prescribed as follows:

a) The employer for the cases of the foreign workers working in the form specified in Points a, b, e, g, i and k, Clause 1, Article 2 of this Decree;

b) Vietnamese agencies, organizations and enterprises or foreign organizations and enterprises operating in Vietnam where the foreign workers work in the form specified in Points c and d, Clause 1, Article 2 of this Decree;

c) The foreign workers entering Vietnam to offer services, the persons responsible for establishing a commercial presence in the form specified in Points d and h, Clause 1, Article 2 of this Decree.

2. Within 05 working days from the date of receipt of the complete application for work permits, the Ministry of Labor, Invalids and Social Affairs or the Department

of Labor, Invalids and Social Affairs where the workers are expected to work shall grant work permits to foreign workers under Form No. 12/PLI of the Appendix I issued together with this Decree. The work permits are printed and granted uniformly by the Ministry of Labor, Invalids and Social Affairs. In case of not granting work permits, it shall reply in writing and clearly state the reason.

3. For foreign workers specified in Point a, Clause 1, Article 2 of this Decree, after the foreign workers are granted work permits, the employers and the foreign workers must sign an employment contract in accordance with Vietnamese labor law prior to the intended date of employment.

The employer must send the signed employment contract as required to the competent agency that granted the work permit. Employment contract must be an original or a certified copy.

Section 4

RE-GRANT OF WORK PERMITS

Article 12. Cases of re-grant of work permits

1. The valid work permit is lost.
2. The valid work permit is damaged.
3. Change of full name, nationality, passport number, workplace as stated in the valid work permit.

Article 13. Application for re-grant of work permits

1. The Employer's written request for re-grant of work permits under Form No. 11/PLI of the Appendix I issued together with this Decree.
2. 02 color photos (4cm x 6cm, white background, front face, bare-headed, no colored glasses), taken within 06 months from the date of application submission.
3. Granted work permit which is still valid:
 - a) In case the work permit is lost under the provisions of Clause 1, Article 12 of this Decree, it is required to have the certification of the public security agency at the commune where the foreigners reside or the foreign competent agency in accordance with law;

b) In case of changing the contents of the work permit, it is required to have proofs.

4. Written approval for demand for foreign workers, except for cases where the demand for foreign workers is not required to be determined.

5. Documents specified in Clauses 3 and 4 of this Article must be originals or certified copies, except for the cases specified in Clause 1, Article 12 of this Decree. If they are issued abroad, they must be legalized and translated into Vietnamese except for cases of legalization exemption under international treaties to which the Socialist Republic of Vietnam and the foreign country concerned are both members or on the principle of reciprocity or as prescribed by law.

Article 14. Sequence of re-grant of work permits

Within 03 working days from the date of receipt of the complete application for re-grant of work permits, the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs shall re-grant work permits. In case of not re-granting work permits, it shall reply in writing and clearly state the reason.

Article 15. Term of re-granted work permits

The term of granted work permits shall be equal to the term of the granted work permits minus the duration the foreign workers have worked until the time of application for re-grant of work permits.

Section 5

EXTENSION OF WORK PERMITS

Article 16. Conditions for the extension of work permits

1. The granted work permit is valid for at least 05 days but not exceeding 45 days.

2. The demand for foreign workers is approved by a competent agency specified in Article 4 or Article 5 of this Decree.

3. Documents proving that the foreign workers continue to work for the employers according to the contents of the granted work permit.

Article 17. Application for the extension of work permits

1. The employer's written request for extension of work permits under Form No. 11/PLI of the Appendix I issued together with this Decree.

2. 02 color photos (4cm x 6cm, white background, front face, bare-headed, no colored glasses), taken within 06 months from the date of application submission.

3. Valid work permit.

4. Written approval for demand for foreign workers, except for cases where the demand for foreign workers is not required to be determined.

5. Certified copy of passport which is valid as prescribed by law.

6. Health certificate or medical check certificate specified in Clause 2, Article 9 of this Decree.

7. One of the documents specified in Clause 8, Article 9 of this Decree proving that the foreign workers continue to work for the employers according to the contents of the granted work permit.

8. Documents specified in Clauses 3, 4, 6 and 7 of this Article must be originals or certified true copies. If they are issued abroad, they must be legalized and translated into Vietnamese, except for cases of legalization exemption under international treaties to which the Socialist Republic of Vietnam and the foreign country concerned are both members or on the principle of reciprocity or as prescribed by law.

Article 18. Sequence of extension of work permits

1. At least 05 days in advance but not later than 45 days before the expiration date of the work permits, the employers must submit the application for extension of work permits to the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs that granted those work permit.

2. Within 05 working days from the date of receipt of the complete application for extension of work permits, the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs shall extend work permits. In case of not extending work permits, it shall reply in writing and clearly state the reason.

3. For foreign workers specified in Point a, Clause 1, Article 2 of this Decree, after the foreign workers' work permits are extended, the employers and the foreign workers must sign an employment contract in accordance with the Vietnamese labor law before the expected date of continuous employment.

The employers must send the signed employment contract as required to the

competent authority that has extended those work permits. Employment contract must be an original or a certified copy.

Article 19. Term of extended work permits

The term of the work permit is extended according to the term of one of the cases specified in Article 10 of this Decree, but only extended once for a maximum period of 2 years.

Section 6

REVOCATION OF WORK PERMITS

Article 20. Cases of work permit revocation

1. The work permits expire according to the provisions of Clauses 1, 2, 3, 4, 5, 6 and 7, Article 156 of the Labor Code.
2. The employers or the foreign workers fail to strictly comply with the provisions of this Decree.
3. Foreign workers, during the time working in Vietnam, fails to comply with Vietnamese laws, affecting social security, order and safety.

Article 21. Sequence of revocation of work permits

1. For the cases specified in Clause 1, Article 20 of this Decree, within 15 days after the work permit expires, the employers shall revoke the work permits of the foreign workers and return them to the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs that granted the work permits, together with a document stating the reason for revocation, the work permits subject to revocation but cannot be revoked.
2. For the cases specified in Clauses 2 and 3, Article 20 of this Decree, the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs that granted the work permits shall issue a decision to revoke work permits under Form No. 13/PLI of the Appendix I issued together with this Decree and notify the employers to revoke the work permits of the foreign workers and return them to the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs that granted the work permits.
3. Within 05 working days from the date of receipt of the revoked work

permits, the Ministry of Labor, Invalids and Social Affairs or the Department of Labor, Invalids and Social Affairs shall issue a written confirmation of the revocation of work permits and send it to the employers.

Chapter III

RECRUITMENT AND MANAGEMENT OF VIETNAMESE WORKERS WORKING FOR FOREIGN ORGANIZATIONS AND INDIVIDUALS IN VIETNAM

Article 22. Authority to recruit and manage Vietnamese workers working for foreign organizations and individuals

1. Organizations authorized to recruit and manage Vietnamese workers working for foreign organizations and individuals (hereinafter referred to as “organizations authorized to recruit and manage Vietnamese workers”) shall include:

- a) Organizations delegated, authorized, assigned by the Ministry of Foreign Affairs to perform tasks, place orders or bid;
- b) Organizations delegated, authorized, assigned by the Department of Labor, Invalids and Social Affairs to perform tasks, place orders or bid.

2. Organizations specified in Point a, Clause 1 of this Article can recruit and manage Vietnamese workers working for the following foreign organizations and individuals:

- a) Foreign organizations specified in Points a, b, c and d, Clause 3, Article 2 of this Decree;
- b) Foreign individuals working for foreign organizations specified in point a, b, c and d clause 3 Article 2 of this Decree.

3. Organizations specified in Point b, Clause 1 of this Article can recruit and manage Vietnamese workers working for the following foreign organizations and individuals:

- a) Foreign organizations specified in Point d, Clause 3, Article 2 of this Decree;
- b) Foreign individuals working for foreign organizations specified in Point dd, Clause 3, Article 2 of this Decree, foreigners permitted to reside in Vietnam by a Vietnamese competent agency.

Article 23. Employment application of Vietnamese workers

1. The employment application form under Form No. 01/PLII of the Appendix II issued together with this Decree.
2. Certified copy of one of the following documents: birth certificate or identity card or citizen identity card.
3. Health certificate or medical check certificate issued by a competent medical facility, which is valid for 12 months, to the time of submission of the application.
4. Certified copies of diplomas and certificates of professional, technical qualifications, professional skills and foreign language related to the job that the workers apply. If they are issued abroad, they must be legalized, except for cases of legalization exemption under international treaties to which the Socialist Republic of Vietnam and the foreign country concerned are both members or on the principle of reciprocity or as prescribed by law, translated into Vietnamese and certified in accordance with Vietnamese law.

Article 24. Sequence and procedures for recruiting Vietnamese workers to work for foreign organizations and individuals

1. When there is a demand for Vietnamese workers, foreign organizations and individuals shall directly recruit or recruit through employment service organizations, labor leasing enterprises or organizations authorized to recruit and manage Vietnamese workers.
2. In case of recruitment through organizations authorized to recruit and manage Vietnamese workers, the foreign organizations or individuals must send a written request for the recruitment of Vietnamese workers to the organizations authorized to recruit and manage Vietnamese workers. The request must clearly state the requirements for the job position, quantity, technical and professional qualifications, skills, foreign language, recruitment period, rights and obligations of Vietnamese workers and of the foreign organizations and individuals in the working duration and when the workers leave their job for each position that needs to be recruited.

Within 15 working days after receiving a written request from the foreign organizations or individuals, the organizations authorized to recruit and manage Vietnamese workers shall recruit and manage the Vietnamese workers at the request of foreign organizations and individuals. Upon the expiration of the aforesaid period,

if the organizations authorized to recruit and manage Vietnamese workers fail to recruit or introduce Vietnamese workers at the request of foreign organizations or individuals, they shall reply in writing and clearly state the reason.

3. Within 07 working days from the date the employment contract is signed with the Vietnamese workers, the foreign organizations or individuals must send a written notice enclosed with a certified copy of the signed employment contract and the documents specified in Clauses 2 and 4, Article 23 of this Decree to the organizations authorized to recruit and manage Vietnamese workers. In case the signed employment contract is in a foreign language, the Vietnamese translation is required.

Article 25. Responsibilities of Vietnamese workers working for foreign organizations and individuals

1. Complying with the labor laws of Vietnam.
2. Strictly complying with the terms of the employment contract signed with the foreign organizations or individuals.
3. Strictly complying with regulations of organizations authorized to recruit and manage Vietnamese workers working for foreign organizations and individuals.

Article 26. Responsibilities of foreign organizations and individuals in Vietnam when employing Vietnamese workers

1. Strictly complying with the provisions of the Labor Code and the current regulations.
2. Strictly complying with the employment contract signed with the Vietnamese workers.
3. Before December 15 every year or on unexpectedly upon request, foreign organizations and individuals, when employing Vietnamese workers, shall report annually on the situation of recruitment and employment of Vietnamese workers working for foreign organizations and individuals under Form No. 02/PLII of the Appendix II issued together with this Decree. The closing time of the reporting of the annual data is from December 15 of the year before to the reporting period to December 14 of the reporting period and submit the report as follows:

a) Foreign organizations and individuals specified in Points a, b, c and d, Clause 3, Article 2 of this Decree shall send reports to the organizations authorized to

recruit and manage Vietnamese workers according to the provisions of Point a, Clause 1, Article 22 of this Decree;

b) Foreign organizations and individuals specified in Point dd, Clause 3, Article 2 of this Decree shall send reports to organizations authorized to recruit and manage Vietnamese workers according to the provisions of Point b, Clause 1, Article 22 of this Decree.

Article 27. Responsibilities of organizations authorized to recruit and manage Vietnamese workers

1. Receiving employment applications of Vietnamese workers and the foreign organizations and individuals' written requests for recruitment of Vietnamese workers.

2. Organizing the recruitment, introduction and management of Vietnamese workers working for foreign organizations and individuals.

3. Giving training and refresher course to improve Vietnamese workers' qualifications according to law provisions to meet the requirements of foreign organizations and individuals.

4. Before December 20 every year or unexpected upon request, the organizations authorized to recruit and manage Vietnamese workers shall report on the recruitment and management of Vietnamese workers working for foreign organizations and individuals in Vietnam under Form No. 03/PLII of the Appendix II issued together with this Decree. The closing time of the reporting of the annual data is from December 15 of the year prior to the reporting period to December 14 of the reporting period and submitting the report as follows:

a) Organizations delegated, authorized, assigned by the Ministry of Foreign Affairs to perform tasks, place orders or bid to recruit and manage Vietnamese workers working for foreign organizations and individuals shall report to the Ministry of Foreign Affairs;

b) Organizations delegated, authorized, assigned by the Department of Labor, Invalids and Social Affairs to perform tasks, place orders or bid to recruit and manage Vietnamese workers working for foreign organizations and individuals shall report to the Department of Labor, Invalids and Social Affairs.

5. Proposing competent agencies or persons to handle agencies, organizations

and individuals that have committed acts of violating the provisions of this Decree.

6. Performing other duties as prescribed by law.

Article 28. Responsibilities of employment service organizations and labor leasing enterprises

Before December 15 every year or unexpectedly upon request, the employment service organizations or the labor leasing enterprises shall report on the supply of Vietnamese workers or the leasing of Vietnamese workers working for foreign organizations and individuals in Vietnam under Form No. 04/PLII of the Appendix II issued together with this Decree for organizations authorized to recruit and manage Vietnamese workers. The closing time of the reporting of the annual data is from December 15 of the year before the reporting period to December 14 of the reporting period.

Chapter IV ENFORCEMENT PROVISIONS

Article 29. Effectiveness for enforcement

1. This Decree takes effect from February 15, 2021.

2. Decree No. 11/2016/ND-CP dated February 03, 2016 of the Government detailing the implementation of a number of articles of the Labor Code regarding foreign workers working in Vietnam (hereinafter referred to as “Decree No. 11/2016/ND-CP”), which was amended and supplemented in the Decree No. 140/2018/ND-CP dated October 08, 2018 of the Government amending and supplementing Decrees related to conditions for business investment and administrative procedures under the state management scope of the Ministry of Labor, Invalids and Social Affairs (hereinafter referred to as “Decree No. 140/2018/ND-CP”) and the Decree No. 75/2014/ND-CP dated July 28, 2014 of the Government detailing the implementation of a number of articles of the Labor Code regarding recruitment and management of Vietnamese workers working for foreign organizations and individuals in Vietnam shall become invalid from the date this Decree takes effect.

3. Transitional provision:

a) For documents such as written approval for the employment of foreign workers, written certification of exemption from work permits and work permits that

have been granted or re-granted as prescribed in Decree No. 11/2016/ND-CP, which was amended and supplemented in the Decree No. 140/2018/ND-CP, shall continue to be used until the expiration of the term;

b) In case the employment contracts for the foreign workers in Vietnam have been signed and are still in effect before the effective date of this Decree, it shall continue to be performed until the work permits which have been granted under the provisions of the Decree No. 11/2016/ND-CP amended and supplemented in the Decree No. 140/2018/ND-CP expire.

Article 30. Responsibilities for enforcement

1. Responsibilities of the Ministry of Labor, Invalids and Social Affairs:

a) Approving the demand for foreign workers; certifying that foreign workers are exempt from work permits; granting, re-granting, extending and revoking work permits for foreign workers working for employers as prescribed at Point g, Clause 2, Article 2 and agencies and organizations specified in Points d, e Clause 2 Article 2 of this Decree and allowed to be established by the Government, the Prime Minister, ministries and departments;

b) The employers specified in Point a, Clause 2, Article 2 have its head office in a province or city but have a representative office or branch in another province or city and the employers specified in Point d, Clause 2, Article 2 of this Decree can choose to approve the demand for foreign workers; certify that foreign workers are exempt from work permits; grant, re-grant, extend and revoke work permits at the Ministry of Labor, Invalids and Social Affairs;

c) Performing the state management of recruitment and management of foreign workers in Vietnam and Vietnamese workers working for foreign organizations and individuals in Vietnam;

d) Assuming the prime responsibility and coordinating with ministries and departments to supervise, assess, examine and inspect annually or unexpectedly the agencies, organizations and enterprises related to the implementation of the regulations of law on foreign workers in Vietnam and Vietnamese workers working for foreign organizations and individuals in Vietnam;

dd) Assuming the prime responsibility and coordinating with ministries, departments, central and local agencies to guide, propagate, collect information,

research and assess the effectiveness of the implementation of this Decree;

e) Summarizing and reporting to the Prime Minister on foreign workers in Vietnam and Vietnamese workers working for foreign organizations and individuals as requested;

g) Proposing and handling violations of agencies, organizations and individuals that violate the provisions of this Decree.

2. Responsibilities of the Ministry of Foreign Affairs:

a) Assuming the prime responsibility and coordinating with central and local agencies to guide and propagate the regulations on recruitment and management of Vietnamese workers working for foreign organizations and individuals in Vietnam under the management of the Ministry of Foreign Affairs;

b) Managing the organizations delegated, authorized and assigned by the Ministry of Foreign Affairs to perform tasks, place orders or bid on recruiting and managing Vietnamese employees working for foreign organizations and individuals in Vietnam;

c) Guiding the recruitment and management of Vietnamese workers working for foreign organizations and individuals specified in Points a, b, c and d, Clause 3, Article 2 of this Decree;

d) Before December 30 every year or unexpectedly upon request, the Ministry of Foreign Affairs shall send the Ministry of Labor, Invalids and Social Affairs an annual report on the recruitment and management of Vietnamese workers working for the foreign organizations and individuals under their management under Form No. 03/PLII of the Appendix II issued together with this Decree. The closing time of the reporting of the annual data shall comply with the Government's regulations on the reporting regime of state administrative agencies.

3. Responsibilities of the Ministry of National Defense:

Coordinating with agencies authorized to manage foreign workers, Vietnamese workers working for foreign organizations and individuals and foreign organizations and individuals employing Vietnamese workers to implement the regulations of law on ensuring social order and security in border areas, border gates, islands, strategic areas, key areas, and critical defense areas.

4. Responsibilities of the Ministry of Public Security:

a) Monthly providing the information about foreign workers who are granted visas with codes such as LD, LV, DN, DT to work for agencies, organizations and enterprises to the Ministry of Labor, Invalids and Social Affairs;

b) Coordinating with the agencies authorized to manage Vietnamese workers working for foreign organizations and individuals in Vietnam and foreign organizations and individuals employing Vietnamese workers to implement the regulations of the law on ensuring social order and security.

5. Responsibilities of the People's Committees of provinces and centrally run cities:

a) Managing and guiding the local agencies and organizations to comply with the law on foreign workers in Vietnam and Vietnamese workers working for foreign organizations and individuals in Viet Nam;

b) Directing the local competent authorities to propagate and disseminate laws; examine, inspect and handle violations in accordance with the law on recruitment and management of foreign workers and Vietnamese workers working for foreign organizations and individuals in Vietnam in their localities;

c) Directing the local agencies and organizations to introduce and supply Vietnamese workers to the contractors;

d) Deciding to permit the contractors to recruit foreign workers in each job position where Vietnamese workers cannot be recruited in the localities;

d) Accepting the job positions that are taken by the foreign workers in the localities or assigning to the authorized agencies.

6. Responsibilities of the Department of Labor, Invalids and Social Affairs:

a) Approving the demand for foreign workers; certifying that foreign workers are exempt from work permits; granting, re-granting, extending and revoking work permits for foreign workers working for employers specified in Points a, b, c, h, i, k, l, Clause 2, Article 2 and agencies and organizations specified in Points d and e, Clause 2, Article 2 of this Decree and established by the People's Committees of the

provinces, specialized agencies of the People's Committees of provinces or People's Committees of districts;

b) The employers specified in Point a, Clause 2, Article 2 have its head office in a province or city but have a representative office or branch in another province or city and the employers specified in Point d, Clause 2, Article 2 of this Decree can choose to approve the demand for foreign workers; certify that foreign workers are exempt from work permits; grant, re-grant, extend and revoke work permits at the Department of Labor, Invalids and Social Affairs;

c) Upon receipt of the application for the grant, re-grant or extension of work permits; certification of foreign workers are exempt from work permits, it is required to record into the tracking book under Form No. 14/PLI of the Appendix I issued together with this Decree and have a receipt given to the employers. The receipt must clearly state the date of receipt of the application; documents of application and deadline for reply;

d) In case of not certifying that foreigners are exempt from work permits; not granting, re-granting or extending work permits, a written reply shall be made under Form No. 15/PLI of the Appendix I issued together with this Decree;

d) Assuming the prime responsibility and coordinating with local agencies to guide and propagate this Decree;

e) Performing the state management of foreign workers in Vietnam and recruiting and managing Vietnamese workers working for foreign organizations and individuals under the local management;

g) Managing the organizations delegated, authorized and assigned by the Department of Labor, Invalids and Social Affairs to perform tasks, place orders or bid to recruit and manage Vietnamese workers working for foreign organizations and individuals;

h) Inspecting, examining and supervising the implementation of regulations of the law on foreign workers in Vietnam and recruiting and managing Vietnamese workers working for foreign organizations and individuals under the local management;

i) Before December 30 every year or unexpectedly upon request, the Department of Labor, Invalids and Social Affairs shall report to the Ministry of Labor, Invalids and Social Affairs on the recruitment and management of Vietnamese workers working for foreign organizations and individuals under their management under Form No. 03/PLII of the Appendix II issued together with this Decree. The closing time of the reporting of the annual data shall comply with the Government's regulations on the reporting regime of state administrative agencies.

7. Ministers, Heads of Ministerial-level agencies, Heads of Governmental agencies, Chairmen of People's Committees of provinces and centrally-run cities, and relevant agencies, organizations and individuals shall be responsible for implementation of this Decree./.

Recipients:

- Secretariat of the Party Central Committee;
- Prime Minister, Deputy Prime Ministers;
- Ministries, ministerial-level agencies, governmental agencies;
- People's Councils, People's Committees of provinces and centrally-run cities;
- Central Office and Committees of the Party;
- Office of the General Secretary;
- Office of the President;
- Ethnic Council and Committees of the National Assembly;
- Office of the National Assembly;
- Supreme People's Court;
- Supreme People's Procuracy;
- State Audit Office;
- National Financial Supervisory Commission;
- Bank for Social Policies;
- Vietnam Development Bank;
- Central Committee of Vietnam Fatherland Front;
- Central agencies of unions;
- Government Office: Minister-Director, Deputy Directors, Assistant to President, General Director of the E-portal, Departments, Agencies, units, Official

**ON BEHALF OF THE
GOVERNMENT
PRIME MINISTER***(signed and sealed)***Nguyen Xuan Phuc**

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- Archived: Documentation, Science, Education,
Culture and Social Affairs (2 copies). 110

Appendix I

*(Enclosed with the Government's Decree No. 152/2020 ND-CP
dated December 30, 2020)*

Form No. 01/PLI	Regarding the explanation of the demand for foreign workers.
Form No. 02/PLI	Regarding the explanation of the change in demand for foreign workers.
Form No. 03/PLI	Regarding the approval for job positions taken by foreign workers.
Form No. 04/PLI	Regarding the proposal to recruit Vietnamese workers to the job positions expected to be taken by foreign workers.
Form No. 05/PLI	Regarding the amendment and supplementation of the demand for foreign workers.
Form No. 06/PLI	Regarding the recruitment of foreign workers to the positions that Vietnamese workers cannot be recruited.
Form No. 07/PLI	Report on the employment of foreign workers.
Form No. 08/PLI	Report on the foreign workers.
Form No. 09/PLI	Regarding the certification of exemption from work permits for foreign workers.
Form No. 10/PLI	Certification of exemption from work permits.
Form No. 11/PLI	Regarding the grant/re-grant/extension of work permits for foreign workers.
Form No. 12/PLI	Work permits.
Form No. 13/PLI	Decision on revocation of work permits of foreign workers.
Form No. 14/PLI	Tracking book of foreign workers.
Form No. 15/PLI	Regarding no certification of exemption from work permits/no grant/re-grant/extension of work permits.



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Form No. 01/PLI

**NAME OF
ENTERPRISE/ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: explanation of the demand for
foreign workers

To:(1).....

Information about enterprise/organization: name of enterprise/organization, type of enterprise/organization, total number of employees currently working at the enterprise/organization, in which number of foreign workers, address, phone, fax, email, website, term of business/operation license, fields of business/operation, contact details of person submitting application for enterprise/organization for contacting if necessary (phone number, email).

The explanation of the demand for foreign workers is as below:

1. Job position 1: (Choose 1 of 4 job positions: manager/executive director/expert/technical worker).

- Job title: (declared by the enterprise/organization, for example: accountant, construction supervision, etc.)

- Quantity (person):

- Working duration from (date/month/year) to (date/month/year):

- Workplace (expected):

- Employment form (clearly specify the employment form):

- Reasons for employing the foreign workers (the current employment of foreign workers (if any), job description, job title and requirements for qualifications and experience to perform that job, the reasons for not employing Vietnamese to the expected position to employ foreign workers, etc.):

2. Job position 2: (if any) (listed like item 1 above)

3. Job position ... (if any) (listed like item 1 above)

We kindly request ... (2) to consider, evaluate and approve the above-mentioned contents.

Thank you very much./.

Recipients:

- As above;
- Archived:;

**REPRESENTATIVE OF THE
ENTERPRISE/ORGANIZATION**
(Signature, full name and seal)

Notes: (1), (2) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/People's Committee of province, city ...

Form No. 02/PLI**NAME OF
ENTERPRISE/ORGANIZATION****SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: explanation of the change in
demand for foreign workers

To:(1).....

Pursuant to the document No (date/month/year) of (2) regarding the notification of approval of the job positions taken by the foreign workers and the actual demand of (enterprise/organization name).

Information about enterprise/organization: name of enterprise/organization, type of enterprise/organization, total number of employees currently working at the enterprise/organization, in which number of foreign workers, address, phone, fax, email, website, term of business/operation license, fields of business/operation, contact details of person submitting application for enterprise/organization for contacting if necessary (phone number, email).

The explanation of the change in demand for foreign workers is as below:

1. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), employment form, workplace which are approved:

2. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), employment form, workplace which are used (if any); reason for not using the approved job position (if any)

3. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), employment form, workplace, reason for employing foreign workers (demand to change, specify the current situation of employing foreign workers (if any), job description and requirements for qualifications and experience of the foreigners, reasons for not recruiting Vietnamese to the expected positions to be taken by foreign workers, etc.).

We kindly request ... (3) to consider, evaluate and approve the above-

mentioned contents.

Thank you very much.

Recipients:

- As above;
- Archived:

**REPRESENTATIVE OF THE
ENTERPRISE/ORGANIZATION**

(Signature, full name and seal)

Notes: (1), (2), (3) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/People's Committee of of province, city ...

Form No. 03/PLI

.....(1).....

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.:

Re: approval for job positions taken
by foreign workers.

....., date month year

To: (Name of enterprise/organization)

Pursuant to the request in the document No. (date/month/year) of (Name of enterprise/organization) and approval of People's Committee of Province/City..... (if any),... (2) announces the job positions (Name of enterprise/organization) taken by foreign workers as follows:

I. APPROVED JOB POSITIONS

1. Job position (manager/executive director/expert/technical worker); job title; quantity (person); date/month/year (date/month/year) to (date/month/year), employment form, workplace.

2. Job position (manager/executive director/expert/technical worker); job title; quantity (person); working duration from (date/month/year) to (date/month/year), employment form, workplace.

II. UNAPPROVED JOB POSITIONS

1. Job position (manager/executive director/expert/technical worker); job title; quantity (person):

Reason:

2. Job position (if any) (manager/executive director/expert/technical worker); job title; quantity (person):

Reason:

(Name of enterprise/organization) shall be responsible for complying with the regulations of law on foreign workers in Vietnam.

Recipients:

- As above;

.....(3).....

(Signature, full name and seal)

- Archived:

Notes:

(1), (2) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/People's Committee of of province, city ... (3) Director/Chairman of People's Committee of province.

Form No. 04/PLI

**NAME OF
CONTRACTOR**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: proposal to recruit
Vietnamese workers to the
job positions expected to be
taken by foreign workers

To: People's Committee of Province/City...

Information of contractor including: name of contractor, registered address in the country or territory where the contractor holds nationality, phone number, fax, email, website, contracting license, address of branch, representative office or executive office in Vietnam, contracting license, execution time of bidding package.

To execute the bidding package, the contractor requests to recruit Vietnamese workers to the job positions expected to be taken by foreign workers as follows:

(Specify each job position (manager/executive director/expert/technical worker), job title, quantity (person), qualification, experience, salary, location, working duration from (date/month/year) to (date/month/year).

We kindly request the Chairman of People's Committee of Province/City to direct the agencies and organizations related to the introduction

and supply of Vietnamese workers to according to the above job positions.

Thank you very much.

Recipients:

- As above;
- Archived:

**REPRESENTATIVE OF
CONTRACTOR**

(Signature, full name and seal)

Form No. 05/PLI

NAME OF CONTRACTOR

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No.:

Re: amendment and
supplementation of the demand for
foreign workers

....., date month year

To: People's Committee of Province/City...

Pursuant to the written request No. (date/month/year), document No. (date/month/year) of People's Committee of Province/City regarding to approval for recruitment of foreign workers to the positions that Vietnamese workers cannot be recruited (if any) and the actual demand of the contractor.

(Information of contractor shall include: registered address in the country or territory where the contractor holds nationality, phone number, fax, email, website, contracting license, address of branch, representative office or executive office in Vietnam, contracting license, execution time of bidding package).

(Name of contractor) kindly requests to amend and supplement the demand for foreign workers as follows:

1. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), workplace which are approved:

2. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), workplace which are used (if any); reason for not using the approved job position (if any):

3. Job position (manager/executive director/expert/technical worker), quantity (person), job title, working duration from (date/month/year) to (date/month/year), workplace, reason for employing foreign workers (demand to change, specify the current situation of employing foreign workers (if any), job description and requirements for qualifications and experience of the foreigners, etc.)

We kindly request the Chairman of People's Committee of

Province/City..... to direct the agencies and organizations related to the introduction and supply of Vietnamese workers to..... according to the above job positions.

Thank you very much.

Recipients:

- As above;
- Archived:

**CONFIRMATION OF
INVESTOR**

**REPRESENTATIVE OF
CONTRACTOR**
(Signature, full name and seal)

Form No. 06/PLI

**PEOPLE'S COMMITTEE OF
PROVINCE/CITY.....**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: recruitment of foreign workers
to the positions that Vietnamese
workers cannot be recruited

To: (Name of contractor)

Pursuant to the request in the document No. (date/month/year) of (name of contractor) and the report of (name of agency, organization directed by the Chairman of People's Committee province/city to introduce and supply Vietnamese workers to contractor), Chairman of People's Committee province/city announces the job positions that (name of contractor) can recruit foreign workers but not Vietnamese workers as follows:

I. APPROVED JOB POSITIONS

1. Job position (manager/executive director/expert/technical worker); job title; quantity (person); working duration from (date/month/year) to (date/month/year), employment form, workplace.

2. Job position (if any) (manager/executive director/expert/technical worker); job title; quantity (person); working duration from (date/month/year) to (date/month/year), employment form, workplace.

II. UNAPPROVED JOB POSITIONS

1. Job position (manager/executive director/expert/technical worker); job title; quantity (person):

Reason:

2. Job position (if any) (manager/executive director/expert/technical worker); job title; quantity (person):

Reason:

(Name of contractor) shall be responsible for complying with the regulations of

law on foreign workers in Vietnam.

Recipients:

- As above;
- Archived:;

**FOR PEOPLE'S COMMITTEE OF
PROVINCE/CITY....
CHAIRMAN**

(Signature, full name and seal)

Form No. 07/PLI

**NAME OF
ENTERPRISE/ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

REPORT ON THE EMPLOYMENT OF FOREIGN WORKERS

(From date...month...year...to date...month... year...)

To: Department of Labor, Invalids and Social Affairs of province, city ...

Information about enterprise/organization: name of enterprise/organization, address, phone number, fax, email, website, business/operation license, fields of business/operation, representative of enterprise/organization for contacting if necessary (phone number, email).

The report on recruitment, employment and management of foreign workers of is as follows:

1. Information about contractor (if any) including: name of contractor, registered address in the country or territory where the contractor holds nationality, phone number, fax, email, website, contracting license, address of branch, representative office or executive office in Vietnam, contracting license, execution time of bidding package.

2. Data about foreign workers of enterprise, organization (with enclosed data summary table).

3. Evaluation, proposal (if any).

Recipients:

- As above;
- Archived: Documentation.

**REPRESENTATIVE OF THE
ENTERPRISE/ORGANIZATION**

(Signature, full name and seal)

SUMMARY TABLE OF FOREIGN WORKERS

Enclosed with the Report No. ... date... month... year... of (name of enterprise/organization)

Unit: person

Unit: person															
No.	Nationality	Arising within 6 months/year			Job position				Work permit				Not granted/re-granted/extended/certified to be exempt from work permit	Revocation of work permit	Working for enterprise, organization
		Total	In which: Foreign workers working for below 1 year		Manager	Executive director	Expert	Technical worker	Grant of work permit	Re-grant of work permit	Extension of work permit	Exemption from work permit			
			Quantity	Average salary (VND)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
														
Total															

 Air Ticket | Work Permit & Other Services For Expats | Visa & Immigration/Migration Services | Tours & M.I.C.E
 Abroad Job & Study | Investment Consulting

Recipients:

- Department of Labor, Invalids and Social Affairs of province, city.....;
- Archived:

REPRESENTATIVE OF THE ENTERPRISE/ORGANIZATION

(Signature, full name and seal)

Notes:

(*) (3) = (6) + (7) + (8) + (9) = (10) + (11) + (12) + (13).

(**) Column (16) Foreign workers working for enterprises, organizations are classified by: State enterprises; foreign-invested enterprises; Non-state enterprises; organizations.

 Air Ticket | Work Permit & Other Services For Expats | Visa & Immigration/Migration Services | Tours & M.I.C.E
 Abroad Job & Study | Investment Consulting

Form No. 08/PLI

PEOPLE'S COMMITTEE OF
PROVINCE/CITY
**DEPARTMENT OF LABOR,
INVALIDS AND SOCIAL
AFFAIRS**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., date month year

No.:

**REPORT ON FOREIGN WORKERS IN THE FIRST 6 MONTHS OF
YEAR..../YEAR....**

To: Ministry of Labor, Invalids and Social Affairs (Department of Employment).

Implementing the Government's Decree about foreign workers in Vietnam and recruitment, management of Vietnamese workers working for foreign organizations, individuals in Vietnam, Department of Labor, Invalids and Social Affairs of province, city reports on the foreign workers in the first 6 months of year..../year.... as follows:

I. GENERAL SITUATION OF FOREIGN WORKERS

1. Approval for demand for foreign workers (specify quantity, job positions approved at the enterprise, organization).
2. Grant of work permits (specify the grant of work permits at the enterprise, organization).
3. Management of the foreign workers in the area (results, reasons, facts, difficulties) (enclosed with the data summary of foreign workers in the first 6 months of year..../year....).

II. SOLUTIONS AND PROPOSALS

1. Solutions for managing foreign workers.
2. Proposals.

Recipients:

- As above;
- Archived:

DIRECTOR

(Signature, full name and seal)

REPORT ON FOREIGN WORKERS IN THE FIRST 6 MONTHS OF YEAR..../YEAR.....

(Enclosed with the Report No.... date... month... year... of ...)

Unit: person

No.	Nationality	Arising in 6 months/year			Job position				Work permit				Not granted/re-granted/extended/certified to be exempt from work permit	Revocation of work permit	Enterprise, organization			
		Total	In which: Foreign workers working for below 1 year		Manager	Executive director	Expert	Technical worker	Grant of work permit	Re-grant of work permit	Extension of work permit	Exemption from work permit			Enterprise			Organization
			Quantity	Average salary (VND)											State enterprise	Foreign-invested enterprise	Non-state enterprise	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
																	
Total																		

Recipients:

- As above;

DIRECTOR

(Signature, full name and seal)

 Air Ticket | Work Permit & Other Services For Expats | Visa & Immigration/Migration Services | Tours & M.I.C.E
 Abroad Job & Study | Investment Consulting

- Archived:;

Notes: (3) = (6) + (7) + (8) + (9) = (10) + (11) + (12) + (13) = (16) + (17) + (18) + (19).

Form No. 09/PLI

**NAME OF
ENTERPRISE/ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: certification of exemption from
work permits for foreign workers

To:(1).....

1. Name of enterprise/organization:
2. Type of enterprise/organization (State enterprise/Foreign-invested enterprise/Non-state enterprise/Organization)
3. Total of employees currently working at enterprise, organization: persons
- In which, number of foreign workers: persons
4. Address:
5. Phone number:6. Email (if any):
7. Business (operation) license No.:
- Issued by: valid to:
- Fields of business (operation):
8. Contact details of person submitting application of enterprise/organization if necessary (phone number, email):
.....

Pursuant to the document No.(date ... month ... year...) of about approval for employment of foreign workers, (name of enterprise/organization) kindly requests(2) to confirm that the following foreign workers are exempt from work permits:

9. Full name:
10. Date of birth: 11. Sex (Male/Female):
12. Nationality: 13. Passport number:
14. Issued by: 15. Valid to:
16. Job position:
17. Job title:
18. Employment form:
19. Professional qualifications (skills) (if any):
20. Working at enterprise/organization:
21. Workplace:

22. Working duration: From (date... month ... year ...) to (date ... month ... year...).....

23. Cases of foreign workers exempt from work permits (specify which subjects specified in the Decree No.):

24. Attached proof (list the documents):

Thank you very much.

Recipients:

- As above;
- Archived:

**REPRESENTATIVE OF THE
ENTERPRISE/ORGANIZATION**

(Signature, full name and seal)

Notes: (1), (2) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/Department of Labor, Invalids and Social Affairs of province, city...

Form No. 10/PLI

.....(1).....

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

CERTIFICATION OF EXEMPTION FROM WORK PERMIT

No.:

1. Full name (in capital letters): 2. Sex: Male.....Female:
3. Date of birth:
4. Nationality: Passport number:
5. Working at enterprise/organization:
6. Working place:
7. Job assignment:
8. Job title:
9. Working form:
10. Period of work: from date....month....year to datemonth....year....
- Reasons for exempted work permit:

Recipients:

- As above;

- Archived: Documentation;

..... date month..... year....

.....(2).....

(Signature, full name and seal)

Notes:

(1) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/Department of Labor, Invalids and Social Affairs of province, city....

(2) Director of Department of Employment/Director of Department of Labor, Invalids and Social Affairs of province, city.

Form No. 11/PLI

**NAME OF
ENTERPRISE/ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

No.:

....., date month year

Re: grant/re-grant/extension of work
permits for foreign workers

To:(1).....

1. Name of enterprise/organization:

2. Type of enterprise/organization (State enterprise/Foreign-invested
enterprise/Non-state enterprise/Organization)

3. Total of employees currently working at enterprise, organization:
persons

In which, number of foreign workers: persons

4. Address:

5. Phone number: 6. Email (if any)

7. Business (operation) license No.:

Issued by: Valid to:

Fields of business (operation):

8. Contact details of person submitting application of enterprise/organization if
necessary (phone number, email):

Pursuant to the written approval for job positions taken by foreign workers No.
..... (date ... month ... year...) of, (name of enterprise/organization)
kindly requests to grant/re-grant/extend the work permits for foreign workers, in
details as follows:

9. Full name (in capital letters):

10. Date of birth: 11. Sex (Male/Female)

12. Nationality:

13. Passport/document valid for international travel No.:

Issued by: Valid to:

14. Professional qualifications (skills) (if any):

15. Working at enterprise/organization:

16. Workplace:

17. Job position:

18. Job title:

19. Employment form:

20. Salary: VND

21. Working duration from (date... month ... year...) to (date ... month ...year...):

.....

22. Place registered for receiving work permits:

23. Reasons for request (applicable for re-granting of work permits):

.....

I. TRAINING (2)

.....
.....
.....

II. EMPLOYMENT HISTORY (3)

24. Workplace

- Workplace (1st time):

+ Location:

+ Job position:

+ Job title:

+ Working duration from (date... month ... year...) to (date ... month ...year...)....

- Workplace (2nd time):

+ Location:

+ Job position:

+ Job title:

+ Working duration from (date... month ... year...) to (date ... month ...year...)

.....

- Final or current workplace:

+ Location:

+ Job position:

+ Job title:

+ Working duration from (date... month ... year...) to (date ... month ...year...)

.....

(Enterprise/organization) undertakes that the above statements are true. If false,
(Enterprise/organization) shall be responsible according to the laws.

Recipients:

- As above;
- Archived:

**REPRESENTATIVE OF THE
ENTERPRISE/ORGANIZATION**

(Signature, full name and seal)

Notes:

(1) Ministry of Labor, Invalids and Social Affairs (Department of
Employment)/Department of Labor, Invalids and Social Affairs of province, city....

(2), (3) Not applicable for re-grant/extension of work permits.

Form No. 12/PLI

SOCIALIST REPUBLIC OF VIETNAM
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NATIONAL
EMBLEM

WORK PERMIT

No.:

[Air Ticket](#) | [Work Permit & Other Services For Expats](#) | [Visa & Immigration/Migration Services](#) | [Tours & M.I.C.E](#)
[Abroad Job & Study](#) | [Investment Consulting](#)

[Air Ticket](#) | [Work Permit & Other Services For Expats](#) | [Visa & Immigration/Migration Services](#) | [Tours & M.I.C.E](#)
[Abroad Job & Study](#) | [Investment Consulting](#)

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center; padding: 5px;"> 4 cm x 6 cm Color photo </div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">WORK PERMIT</p> <p>1. Full name (in capital letters):</p> <p>2. Sex: Male Female:.....</p> <p>3. Date of birth:</p> <p>4. Nationality:..... Passport number:</p> <p>5. Working at enterprise/organization:</p> <p>6. Working place:</p> <p>7. Job assignment: Manager <input type="checkbox"/> Executive <input type="checkbox"/> Expert <input type="checkbox"/> Technical worker <input type="checkbox"/></p>	<p>8. Job title:</p> <p>9. Period of work from (date/month/year) to (date/month/year)</p> <p>10. Work permit status:</p> <p>New issuance <input type="checkbox"/> Re-issuance <input type="checkbox"/> Ex-issuance <input type="checkbox"/></p> <p style="text-align: right;">Date ... month ... year (1) <i>(Signature and stamp)</i></p>
---	--

<p>In which, working form:</p>	
--------------------------------------	--

Notes: (1) Director of Department of Employment (Ministry of Labor, Invalids and Social Affairs)/Director of Department of Labor, Invalids and Social Affairs of province, city....

Form No. 13/PLI

.....(1).....

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.:

....., date month year

DECISION

On revocation of work permits of foreign workers

.....(2).....

Pursuant to the Government's Decree No. about regulations on foreign workers in Vietnam and recruitment, management of Vietnamese workers working for foreign organizations and individuals in Vietnam;

Pursuant to

At the request of

IT IS DECIDED:

Article 1. To revoke work permits of the following foreign workers:

1. Full name: 2. Male (Female):
3. Date of birth: 4. Nationality:
5. Working at (name of enterprise/organization):
6. Job position:
7. Job title:
8. Granted work permit No.:date....month....year.....
9. Working duration from (date... month... year...) to (date... month... year...):.....

Article 2. (Name of enterprise/organization) shall be responsible for revoking the work permits of the foreign workers mentioned in Article 1 of this Decision and submitting it to ... (3) within 03 days as from date of revoking work permits.

Article 3. This decision takes effect from the signing date.

Article 4. The foreign workers stated in Article 1, (name of enterprise/organization) stated in Article 2 shall be responsible for implementing this Decision.

Recipients:

- As Article 4;
- Archived: Documentation

.....(4).....

(Signature, full name and seal)

Notes:

(1), (3) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/Department of Labor, Invalids and Social Affairs of province, city.

(2), (4) Director of Department of Employment/Director of Department of Labor, Invalids and Social Affairs of province, city.....

Form No. 14/PLI
SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., date.....month.....year.....

TRACKING BOOK OF FOREIGN WORKERS

No.	Date of entry	Full name	Year of birth		Nationality	Passport/ Document valid for international travel		Job position	Job title	Employment form	Work permit									Exemption from work permit			Revoked work permit
						No. Issued agency	Valid to				Grant of work permit			Re-grant of work permit			Extension of work permit			From (date/month/year)	To (date/month/year)	Not eligible	
											From (date/month/year)	To (date/month/year)	Not eligible	From (date/month/year)	To (date/month/year)	Not eligible	From (date/month/year)	To (date/month/year)	Not eligible				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1																							
2																							

 Air Ticket | Work Permit & Other Services For Expats | Visa & Immigration/Migration Services | Tours & M.I.C.E
 Abroad Job & Study | Investment Consulting

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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Form No. 15/PLI

.....(1).....

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.:

Re: no certification of exemption
work permits/no grant/re-
grant/extension of work permits

....., date month year

To: (Name of enterprise/organization)

Pursuant to the request in the document No. ...(date... month... year...) of (name of enterprise, organization) about requesting for certification of exemption/grant/re-grant/extension of work permits for foreign workers and regulations of law on certification of exemption/grant/re-grant/extension of work permits, (2)..... announces the following foreign workers are not certified to be exempt from work permits/not granted/re-granted/extended work permits:

1. Full name: 2. Male (Female):

3. Date of birth:

4. Nationality:

5. Passport number/ Document valid for international travel number:

.....

Issued by: Valid to:

6. Working at (name of enterprise/organization):

7. Workplace:

8. Job position:

9. Job title:

10. Granted work permit (if any) No.: date.. ..monthyear.....

11. Working duration from (date ... month ... year...) to (date ... month ...year):.....

12. Reason:

(3) announce for (name of enterprise/organization) for execution.

Recipients:

- As above;
- Archived: Documentation.

.....(4).....

(Signature, full name and seal)

Notes:

(1), (2), (3) Ministry of Labor, Invalids and Social Affairs (Department of Employment)/Department of Labor, Invalids and Social Affairs of province, city.....

(4) Director of Department of Employment/Director of Department of Labor, Invalids and Social Affairs of province, city.

Appendix II

*(Enclosed with the Government's Decree No. 152/2020 ND-CP
dated December 30, 2020)*

Form No. 01/PLII	Employment application form.
Form No. 02/PLII	Report on recruitment and employment of Vietnamese workers.
Form No. 03/PLII	Report on recruitment and management of Vietnamese workers working for foreign organizations and individuals in Vietnam.
Form No. 04/PLII	Report on the supply and lease of Vietnamese workers to work for foreign organizations and individuals in Vietnam.

Form No. 01/PLII

4 cm x 6 cm photos
taken within 06
months, white
background, front
face, bare-headed, no
glasses

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

....., date month year

EMPLOYMENT APPLICATION FORM

To:.....

1. Full name (in capital letters): Male (Female):
2. Date of birth: Place of birth:
3. ID Card/Citizen ID Card/Passport No.:
Date of issue: .../.../... Place of issue:
4. Ethnic group: Religion:
5. Permanent address:
6. Temporary address:
7. Contact address:
8. Phone: Fax: E-mail:
9. Highest general education level:
10. Highest professional qualification level:
11. Vocational skill level (if any):
12. Foreign language: Qualification:
- Currently participating in Ho Chi Minh Communist Youth Union/Trade Union/
Communist Party of Vietnam (if any):
13. Training

No.	Training school, institution	Major	Diploma/certificate
1			
2			
3			
...			

14. Employment history

No.	Working duration (From month/year to month/year)	Workplace (Name, address)	Job position (Job name, title)
1			
2			
3			
...			

15. Family relationships (spouse, children)

No.	Full name	Relationship	Year of birth	Current residence	Workplace	Job position
1						
2						
3						
....						

16. Abilities, strengths

.....

After finding out information and based on my personal needs and aspirations,
 I applied for a job position (job name, work location, salary, etc.):

I would like to attach the following documents:

- Certified copy of birth certificate/ID Card/Citizen ID Card;
- Health certificate;
- Certified copy of diplomas, certificates;
- Other necessary documents required by laws (if any);
- Documents proving preferred subjects (if any).

I undertake that the above contents are true and I will comply with the regulations on labor recruitment. If I am accepted, I commit:

1. To strictly comply with all regulations of labor laws..
2. To strictly comply with the terms of the employment contract signed with the foreign organization/individual in Vietnam.
3. To fully implement all regulations of the organizations authorized to recruit and manage Vietnamese workers working for foreign organizations and individuals in Vietnam.
4. If I violate the above commitments, I shall be responsible for damages according to the regulations of laws.

APPLICANT

(Signature and full name)

Form No. 02/PLII

**NAME OF FOREIGN
ORGANIZATION,
INDIVIDUAL...**

....., date month year

**REPORT ON RECRUITMENT
AND MANAGEMENT OF VIETNAMESE WORKERS**
 (From date ... month ... year... to date... month ... year...)

I. RECRUITMENT OF VIETNAMESE WORKERS IN YEAR ...

No.	Full name	Year of birth	Highest professional qualification level	Job position	Form of recruitment			
					Direct	Employment service organization	Labor leasing enterprise	Organizations authorized to recruit, manage Vietnamese workers
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1								
2								
....								

II. EMPLOYMENT OF VIETNAMESE WORKERS IN YEAR ...

Unit: person

No.	Criteria	Beginning of reporting period		Arising during the reporting period		End of reporting period	
		Total	Female	Increase	Decrease	Total	Female
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Total number of Vietnamese workers						

2	Highest professional qualification level						
	Untrained						
	Vocational						
	Intermediate						
	Associate						
	Bachelor and higher						
3	Employment contract						
	Indefinite term contract						
	Definite term contract						
4	Reason for Vietnamese worker cutback	X	X	X		X	X
	Unilateral termination of employment contract	X	X	X		X	X
	Discipline, dismissal	X	X	X		X	X
	Termination agreement	X	X	X		X	X
	Others	X	X	X		X	X

III. EMPLOYMENT OF VIETNAMESE WORKERS FROM EMPLOYMENT SERVICE ORGANIZATION, LABOR LEASING ENTERPRISE

No.	Name of employment service organization, labor leasing enterprise	Contact address, phone number	Number of employed Vietnamese workers from employment service organization, labor leasing enterprise					
			Total	Bachelor and higher	Associate	Intermediate	Vocational	Untrained
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
I	Employment service organization							
1								

....								
II	Labor leasing enterprise							
1								
....								
Total		X						

IV. DEMAND FOR RECRUITMENT OF VIETNAMESE WORKERS IN YEAR...

No.	Job vacancy	Quantity (person)	Specific requirements
(1)	(2)	(3)	(4)
1			
....			

V. PROPOSAL AND RECOMMENDATION

1. With the organizations authorized to recruit, manage Vietnamese workers.
2. About Vietnamese workers.
3. Other issues.

REPRESENTATIVE OF FOREIGN ORGANIZATION/INDIVIDUAL

(Signature, full name and seal)

Form No. 03/PLII

 NAME OF REPORTING
 AGENCY/ORGANIZATION....

 SOCIALIST REPUBLIC OF VIETNAM
 Independence - Freedom - Happiness

No.:/BC

....., date month year

**REPORT ON RECRUITMENT AND MANAGEMENT OF VIETNAMESE WORKERS
 WORKING FOR FOREIGN ORGANIZATIONS AND INDIVIDUALS IN VIETNAM**

To:

I. DEMAND FOR RECRUITMENT OF VIETNAMESE WORKERS IN YEAR ...

No.	Name of foreign organization, individual	Address	Number of workers to be recruited				Untrained
			Bachelor and higher	Associate	Intermediate	Vocational	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1							
....							

II. RECRUITMENT AND INTRODUCTION OF VIETNAMESE WORKERS IN YEAR ...

No.	Name of foreign organization	Address	Number of workers recruited, introduced by organizations authorized to recruit and manage Vietnamese workers	Number of workers directly recruited by foreign organization, individual	Number of workers recruited by foreign organization, individual through employment service organization and labor leasing enterprise
-----	------------------------------	---------	--	--	--

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individual			Professional qualification level of workers who signed employment contract						Professional qualification level of workers who signed employment contract						Professional qualification level of workers who signed employment contract					
			Total	Bachelor and higher	Associate	Intermediate	Vocational	Untrained	Total	Bachelor and higher	Associate	Intermediate	Vocational	Untrained	Total	Bachelor and higher	Associate	Intermediate	Vocational	Untrained
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
....																				

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III. SITUATION OF VIETNAMESE WORKERS WORKING FOR FOREIGN ORGANIZATIONS AND INDIVIDUALS IN VIETNAM

No.	Name of foreign organization, individual	Total	Professional qualification level					Type of employment contract	
			Bachelor and higher	Associate	Intermediate	Vocational	Untrained	Indefinite term	Definite term
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									
....									

IV. PROPOSAL AND RECOMMENDATION (if any)

REPRESENTATIVE OF AGENCY/ORGANIZATION
(Signature, full name and seal)

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Form No. 04/PLII

**NAME OF EMPLOYMENT SERVICE
ORGANIZATION/LABOR LEASING ENTERPRISE**
**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

....., date month year

**REPORT ON THE SUPPLY AND LEASE OF VIETNAMESE WORKERS TO WORK FOR FOREIGN ORGANIZATIONS AND
INDIVIDUALS IN VIETNAM**

To:

No.	Name of foreign organization, individual in Vietnam employing Vietnamese workers through employment service organization and labor leasing enterprise	Contact address, phone number	Total	Professional qualification level					Type of employment contract	
				Bachelor and higher	Associate	Intermediate	Vocational	Untrained	Indefinite term	Definite term
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1										

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2										
....										
Total		X								

**REPRESENTATIVE OF ORGANIZATION,
ENTERPRISE**

(Signature, full name and seal)

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 Abroad Job & Study | Investment Consulting