

Corporate Compliance Services Offer

Attention: to whom it may concern

Legal Entity: Limited Liability Company / Công ty trách nhiệm hữu hạn

Validity: 30 days

Services comprises:

- Advise on business, tax and compliance procedures while running your business according to the latest Vietnamese corporate and tax laws
- Legal procedure(s) e.g. company particulars change (change of shareholders, capital increase or decrease, change of address, branch creation, etc.)
- Government procedures guidance (FCT tax registration, Customs registration, etc.)
- Advising on any situation from a legal perspective
- Advising on the need of a legal paperwork (contracts, liquidations minutes, etc.)
- Advising on the expenses related to such contract(s)
- Advising on lease contracts
- Advising on international commercial transactions
- Commercial contracts
 - Reaching an agreement on principle
 - Drafting the contract in Vietnamese
 - Translating it into English
 - Submitting to the parties
 - Verifying lawfulness
 - Finalization of the contract
 - Completion reports
 - Redacting appendixes
 - Contract updates
- Redacting companies' decisions and minutes
- For FDI's companies, preparation and filing of the quarterly (04) and yearly (01) reports to the Investment Authority.

Total : 5.000.000VND per month (excl.VAT)

Terms: 1-year contract, if the mission requires redacting more than 2 contracts/month, PCACS may count an extra fee, remote work, contract renewable, cancellable with 3 months' notice before term

Terms of payment: quarterly payment in advance,

Excludes: Court filings & litigation, labor, shareholders & investors agreement, company charter, government fees if any, taxation optimization, shipping fees of documents, physical payment of fees/taxes/contributions at the counters, fines and penalties due to late payment, import and export filing procedures, compliance work pre-signature of the present agreement, travel.

- The Service Provider-

- The Client-

PCA Company Services

Date:

Date: