

## *Corporate Compliance Services Offer*

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**Attention:** to whom it may concern

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

**Validity:** 30 days

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### **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 contracts, Internal Working Regulations, 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.

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- The Service Provider-

- The Client-

*PCA Company Services*

*Date:*

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*Date:*