

## *Payroll Management Services Offer*

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**Attention:** to whom it may concern

**Legal Entity:** LLC, RO, JSC, JV

**Validity:** 30 days

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### **Services comprises:**

- Analyzing the current situation
- Advising on the need of a legal labor contract
- Advising on the expenses related to such contract including allowances
- Labor contract preparation (*up to manager position*)
  - Negotiations with the employee on behalf of the Client (when/if required)
  - Reaching an agreement on principle
  - Defining the contract particulars
  - Drafting the contract in Vietnamese
  - Translating it into English
  - Verifying lawfulness
  - Submitting to the Parties (employer first)
  - Finalization of the contract
- Legal Registration Procedures (social security, insurance, pensions, etc.)
- Legal Forms (preparation, filling, filing, etc.)
- Government fees & Tax payments preparation (insurances, social security, PIT)
- PIT payment receipts issuance
- Pay slips preparation
- Salary payment request preparation for the employer
- Contracts update(s)
- Legal advisory related to labor law e.g. contract termination, etc.

- **Total A : 2.000.000 VND per month (excl. VAT)**

*(Discount 50% if PCA preps your accounting)*

- **Total B: 1.000.000VND per month (excl. VAT)**

**Terms:** above price valid up to 3 staffs, starting from the 4<sup>th</sup> one extra +400.000VND/staffs/month (excl. VAT), a staff hired on a freelance contract is considered as an employee as well as contract, liquidation minutes and PIT declaration and preparation must be prepared, yearly contract, renewable, only cancellable with notice 3 months before expiry

**Terms of payment:** quarterly payment in arrears

**Excludes:** Government fees if any, employer's and employee's contributions, contracts preparation for higher than manager's position, fines and penalties due to late contributions payment, court filings & litigation, Internal Working Regulations (holidays, internal disciplinary procedures, etc.), shipping fees of documents, physical payment of fees/taxes/contributions at the counters and travels.

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- The Service Provider-

- The Client-

*PCA Company Services*

*Date:*

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*Date:*