

Vietnamese annual renewal obligations

Our Client's Name

Our Client Address

Date: Tuesday, March 07, 2023

Invoice No: 20xx-001-003SH

Professional services rendered for Vietnamese annual renewal	Note	US\$
Vietnamese legal registered office fees	1.	1,200
Vietnamese Government fees	2.	355
Monthly & quarterly Government reporting (active business US\$610 X12)	3.	7,320
Annual accounting & audit & tax filing fees	4.	7,970
Total renewal fees payable this week, thank you;	5.	16,845

Note: I recommend you carefully read the notes in the following pages; to understand all the professional services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement.

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Notes to invoice above

1. In accordance with [Vietnam Company Law](#), all Germany companies must-maintain a legal registered office address to receive all official Government communication; As always, Healy Consultants Group PLC will supply [this professional service](#) (click link); and
2. This fee is an estimate of government costs payable during your Firm's engagement. For transparency purposes, all government fee payments will be supported by original receipts and invoices; and
3. Healy Consultants Group PLC will continue to complete monthly and quarterly Government reporting. Monthly and quarterly Government tax obligations include **i)** payroll and personal income tax reporting on behalf of employees (if any) **ii)** monthly VAT returns and payments **iii)** quarterly report over the use of the invoice book and **iv)** quarterly corporate tax provisional payments. Healy Consultants Group PLC monthly support will include **i)** receive in dropbox the monthly invoices from our Client (if any) **ii)** preparation and submission of VAT returns and **iii)** monitor monthly profit levels to determine annual corporate tax payable and **iv)** submission of monthly employee payroll reporting (if any);

If a company will be a dormant entity in 2023, my team and I will supply this monthly professional service for US\$560. When a company hires employee(s) or starts operations during this period, these fees will be renegotiated;

4. While preparing this invoice, Healy Consultants Group PLC assumed our Client's business was an active trading company during its xxxx financial year. Our in-house Compliance & Accounting & Tax Department will:
 - ✓ Prepare annual financial statements and annual corporation tax return and submit them to the local tax authority; and
 - ✓ Project-manage the independent statutory [annual audit](#) of the financial statements;
 - ✓ Optimize the use of **i)** tax exemptions and **ii)** Government incentives and **iii)** foreign tax credits and **iv)** double tax treaties.
5. Excess fund for the xxxx renewal. Refer to Ms. Word embedded below for more details:
6. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC's business [website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services or historic fee payments from Clients. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors.
7. To avoid late penalties, please settle our fees by the required deadline. Otherwise, a monthly penalty fee will be borne by our Client. It is important our Clients respect deadlines set by the Government and co-operate with Healy Consultants Group PLC to timely discharge your Firm's tax & accounting & audit filing obligations.
8. Engage Healy Consultants Group PLC to [project manage](#) business set up in every country on the planet. We are the best in the [world](#) at what we do, timely completing [the A to Z](#) of every country engagement; and



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9. In 2022 and because of global inflation, Healy Consultants Group PLC increased our fees. Refer to this [web page](#) to understand why. We hope this increase does not damage our business relationship; and
10. Over the coming months, you may need Consultants Group PLC support for i) [book-keeping](#) and ii) [monthly and quarterly](#) Government reporting and iii) [employee](#) matters. Specifically:

Statutory reporting obligations	When	Comments
CIT filing	Quarterly	For both dormant and active companies
PIT filing	Quarterly	For both dormant and active companies
VAT	Quarterly	For both dormant and active companies
Employer quarterly return filing	Quarterly	For active staffed companies
Annual business license tax payment	Annual	For both dormant and active companies

11. Refer to this web page ([click link](#)) to view additional terms and conditions relating to your annual renewal engagement; and
12. Thank you for your business and for staying with Healy Consultants Group PLC. We look forward to timely, accurately and completely [discharging](#) your annual statutory legal & accounting & tax reporting obligations.

Best regards

Sharon Tham

[Sharon Tham \(click link\)](#),

Group Financial Controller

Singaporean [office](#)

Healy Consultants Group PLC