

# *Understanding and Managing a Representative Office (“RO”) in Vietnam*

*English speaking*



The permitted functions of a RO are restricted to liaison and support for its Head Office. A RO is not required to prepare financial statements, be audited or apply the Vietnam Accounting System. However, it does have ongoing tax and legal compliance requirements, as well as best practice processes that should be conformed to.

In this workshop, we will discuss the tax and legal implications associated with running a RO and how to ensure compliance with local regulatory requirements and to maintain best practice operating procedures. We will also discuss the authorities enforcement program – RO tax audit and how to manage the challenges.

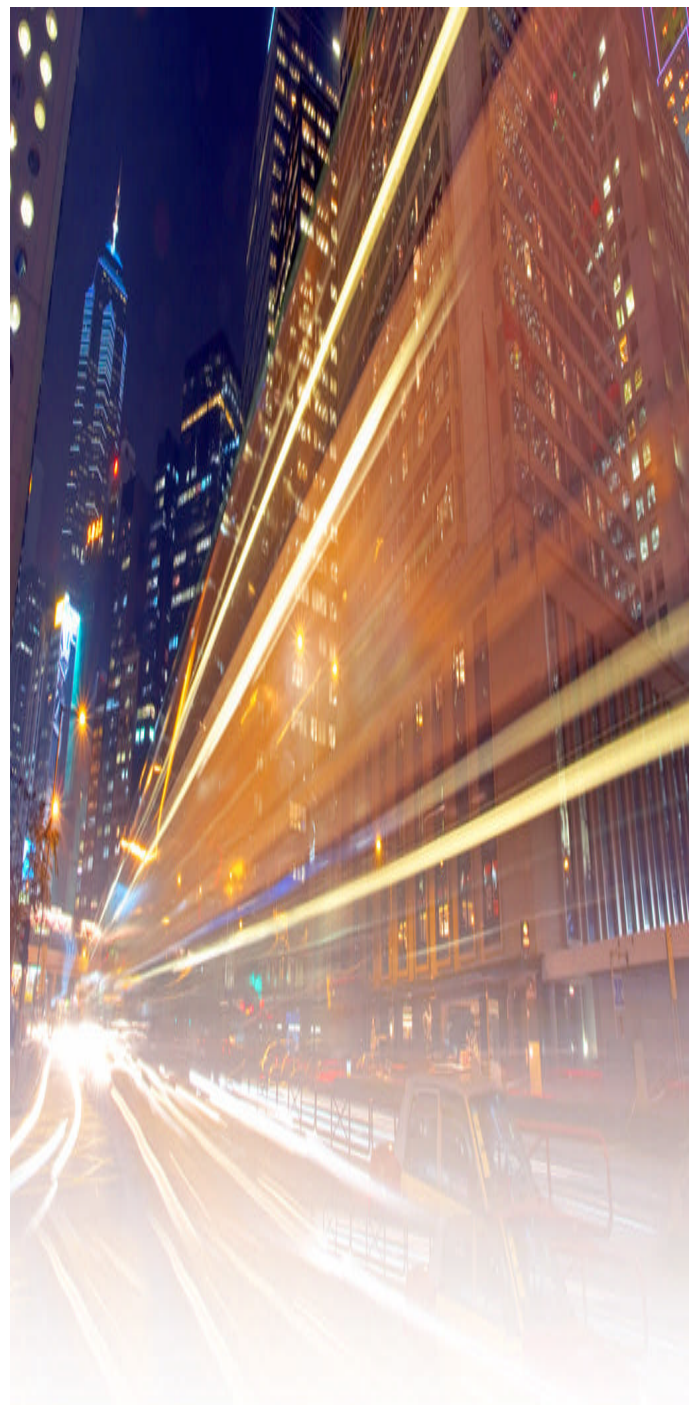
## ***This workshop will discuss:***

- Tax compliance procedures for foreigners, including the Chief Representative of the RO, and Vietnamese working for a RO;
- Legal compliance procedures for a RO;
- Best practice operating procedures and key do's and don'ts; and
- Managing RO tax audit.

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## ***Who should attend?***

Personnel responsible for RO compliance, tax and administrative matters



## Workshop Details:

Time: 8.30 – 11.30 a.m  
Date: 25<sup>th</sup> November 2015

Ho Chi Minh venue:  
Sofitel Saigon Plaza  
17 Le Duan Street, District 1  
Ho Chi Minh City, Vietnam

Time: 8.30 – 11.30 a.m  
Date: 26<sup>th</sup> November 2015

Ha Noi venue:  
Hilton Ha Noi Opera  
1 Le Thanh Tong, Hoan Kiem District  
Ha Noi, Vietnam

# REGISTRATION FORM

## *I will be attending:*

Name: Mr/Mrs/Ms \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Name: Mr/Mrs/Ms \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_

*\*Payment is required prior to the event*

## *Completed registration form and copy of bank remittance to be emailed to:*

**Ho Chi Minh : Ms. Thoai**  
**(huynh.nhat.tuong.thoai@vn.pwc.com)**  
Tel: 08 3823 0796 - Ext. 4206

**Hanoi : Ms. Chi**  
**(pham.mai.chi@vn.pwc.com)**  
Tel: 04 3946 2246 - Ext.4204

## *Payment details:*

***Fee (10% VAT inclusive): VND 2,100,000 per attendee***

***Early bird registration : VND 1,750,000 per attendee (if registered by 6 November)***

### **For bank remittance:**

#### ***Ho Chi Minh City :***

**Bank** : ANZ Bank  
**Address** : 39 Le Duan, District 1,  
Ho Chi Minh City, Vietnam  
**Account No.** : 3009523 (VND)  
**Swift code** : ANZBVNVX472  
**Account name:** PricewaterhouseCoopers (Vietnam) Limited

#### ***Hanoi :***

**Bank** : ANZ Bank  
**Address** : 14 Le Thai To, Hoan Kiem District  
Ha Noi, Vietnam  
**Account No.** : 3010595 (VND)  
**Swift code** : ANZBVNVX  
**Account name:** PricewaterhouseCoopers (Vietnam) Limited

### **For VAT invoice purpose:**

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

VAT code (if applicable): \_\_\_\_\_

Address to send VAT invoice (if different): \_\_\_\_\_

## Event Notes:

- ***Registrations hard close on 20 November 2015.***
- ***Spaces are limited and will be filled on a first-come-first-served basis.***
- ***We reserve the right to cancel the event before the event date. Fees paid will be refunded.***
- ***Light refreshment will be served at welcome and coffee-break.***