



# NEWSLETTER



FOREIGN EMPLOYMENT  
COMPLIANCE  
CHECKLIST

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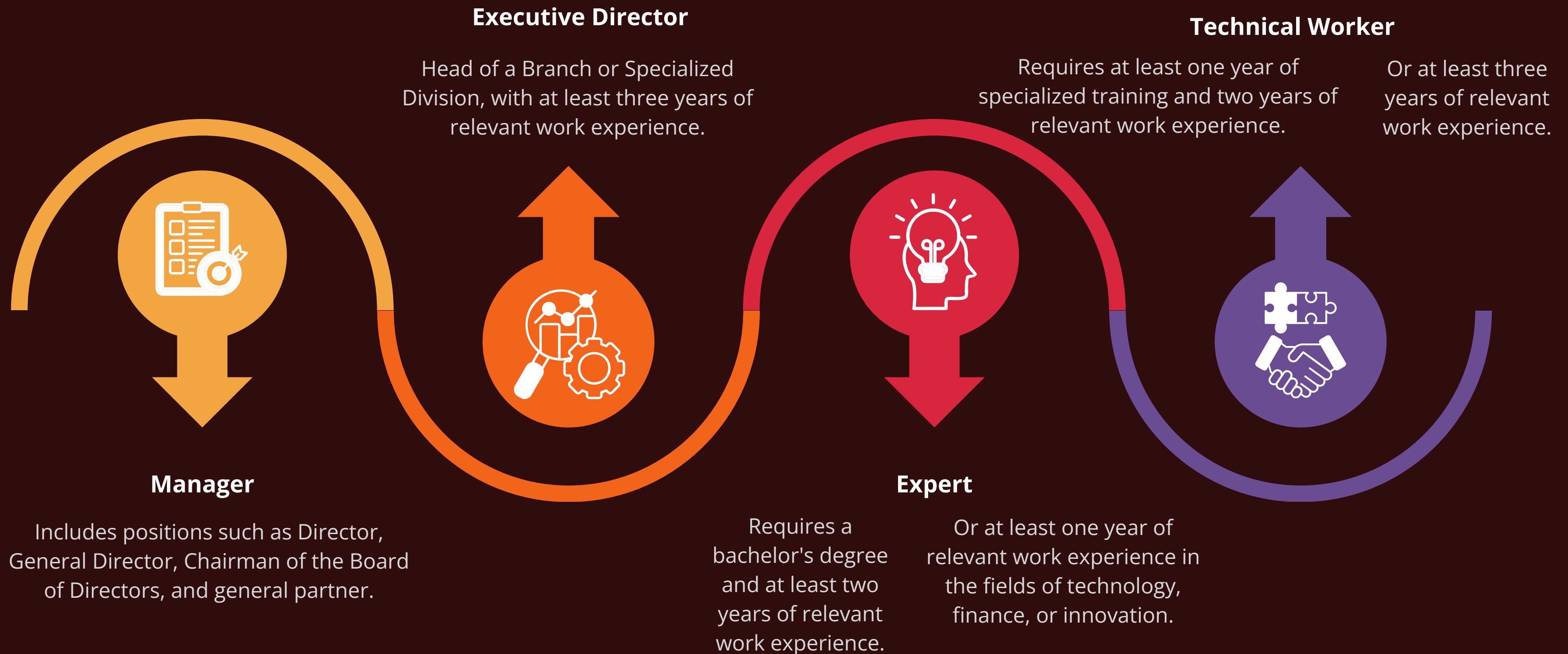
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**Pursuant to Decree No. 219/2025/ND-CP, foreign employees may be recruited to work in Vietnam under the following four main categories of positions:**



# RECRUITMENT OF FOREIGN EMPLOYEES

## Recruitment Notice

01

Decree No. 152/2020/ND-CP  
Decree No. 70/2023/ND-CP  
Official Letter No. 6932/TTDVL-GTVL



## Application for Work Permit

02

Decree No. 219/2025/ND-CP

## Application for a Temporary Residence Card (TRC)

03

Law on Entry, Exit, Transit and Residence of Foreigners in Vietnam 2014  
Circular No. 31/2015/TT-BCA  
Circular No. 04/2025/TT-BNG



# WORK PERMIT APPLICATION DOSSIER

## 1. Checklist of Required Documents for the Employee / Investor



1. Health Certificate (issued within the last 12 months)
2. Criminal Record Certificate (issued within the last 6 months)
3. Documents Proving Manager or Expert Qualifications
4. Passport-sized Photograph (4cm x 6cm)
5. Valid Passport

## 2. Checklist of Documents to Be Prepared by the Company



1. Explanatory Report on the Demand for Foreign Employees
2. Application for a Work Permit
3. Enterprise Registration Certificate (ERC)
4. Documents Evidencing the Form of Employment or Intra-company Transfer (if applicable)

## 3. Requirements for Foreign-Issued Documents



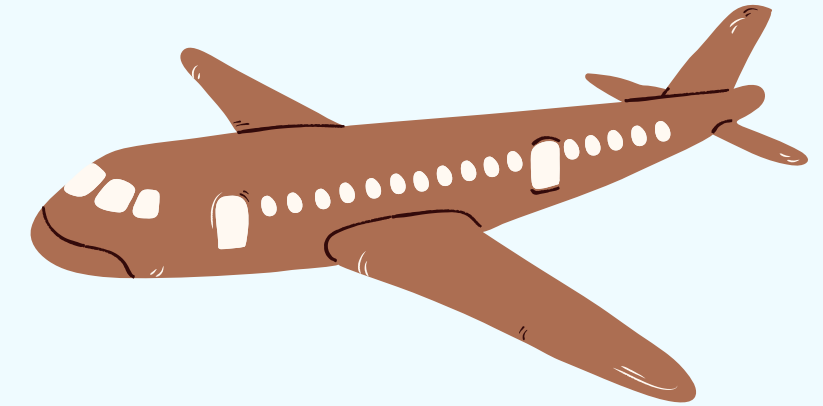
- Must be legalized/consularly legalized in accordance with Vietnamese regulations.
- Must be translated into Vietnamese and notarized/certified.

## 4. Application Process



- Submit the application online through the National Public Service Portal.
- The competent authority reviews the application.
- Processing time: 10 working days from the date of receipt of a complete and valid application.

# TEMPORARY RESIDENCE REGISTRATION



Register and obtain confirmation of temporary residence with the competent local authority at the place of residence.

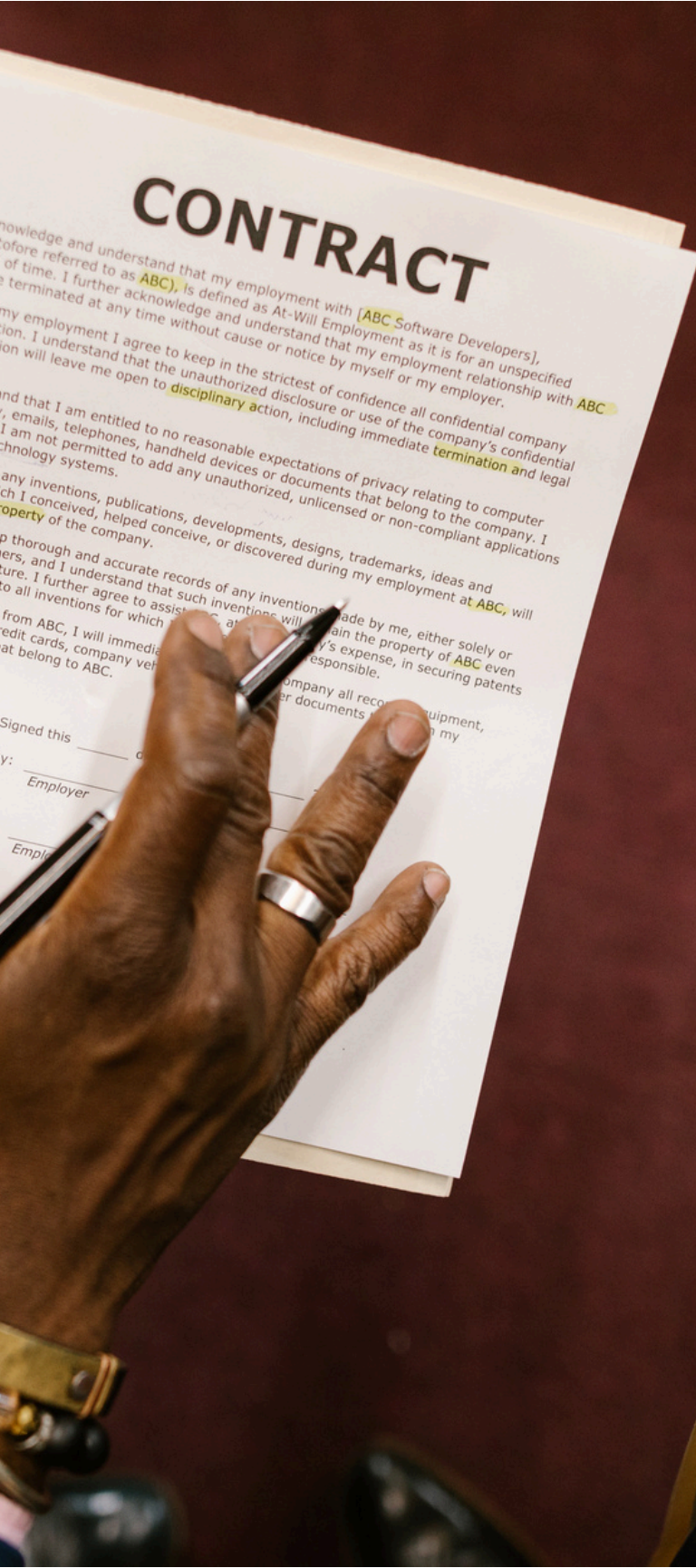


Entry into Vietnam with the appropriate visa type.



Apply for a Temporary Residence Card (TRC) at the Immigration Authority.

# Employment contract



## Contract type

According to Article 151 of the 2019 Labor Code:

*“2. The term of the employment contract for foreign employees working in Vietnam must not exceed the validity period of the Work Permit. When employing foreign employees in Vietnam, the two parties may agree to enter into multiple fixed-term employment contracts.”*

## Termination of Employment Contract

The employment contract shall be terminated upon expiry of the contract term, completion of the agreed work, or in other cases as prescribed by the 2019 Labor Code.

In addition to salary, employees may be entitled to allowances and benefits in accordance with the law or the company’s policies, including:

- Severance allowance (if eligibility requirements are met);
- Job-loss allowance;
- Sickness and maternity benefits under social insurance regulations;
- Occupational accident and disease benefits (if applicable).

## Contract term

The term of the employment contract for foreign employees shall correspond to the duration of the Work Permit or Work Permit Exemption Certificate. Upon expiry, foreign employees may carry out procedures for extension if they wish to continue working.

According to Article 151 of the 2019 Labor Code:

*“The term of the Work Permit is a maximum of 02 years. In case of extension, it may only be extended once for a maximum duration of 02 years.”*

## Salary

Decree No. 293/2025/NĐ-CP stipulates the minimum wage for employees working under employment contracts from 01/01/2026.

Region	Minimum Monthly Wage	Minimum Hourly Wage
Region I	5.310.000 VNĐ	25.500 VNĐ
Region II	4.730.000 VNĐ	22.700 VNĐ
Region III	4.410.000 VNĐ	19.900 VNĐ

# Participation in Social Insurance

## MANDATORY PARTICIPATION

Under **Clause 2, Article 2 of the 2024 Law on Social Insurance**, foreign employees working in Vietnam are required to participate in compulsory social insurance if they sign a fixed-term employment contract of 12 months or more with an employer in Vietnam.

## NON-MANDATORY PARTICIPATION

Foreign employees who are transferred to work in other departments within the same enterprise in accordance with current regulations on foreign workers in Vietnam (as stipulated in Clause 1, Article 3 of Decree No. 11/2016/NĐ-CP) are not subject to compulsory social insurance participation.

## NON-MANDATORY PARTICIPATION

Employees who have reached the statutory retirement age at the time of signing the employment contract (in accordance with Clause 2, Article 169 of the Labor Code) are not subject to compulsory social insurance participation.  
The retirement age is regulated under Decree No. 135/2020/NĐ-CP.

## NON-MANDATORY PARTICIPATION

In cases where international treaties to which the Socialist Republic of Vietnam is a member provide otherwise.

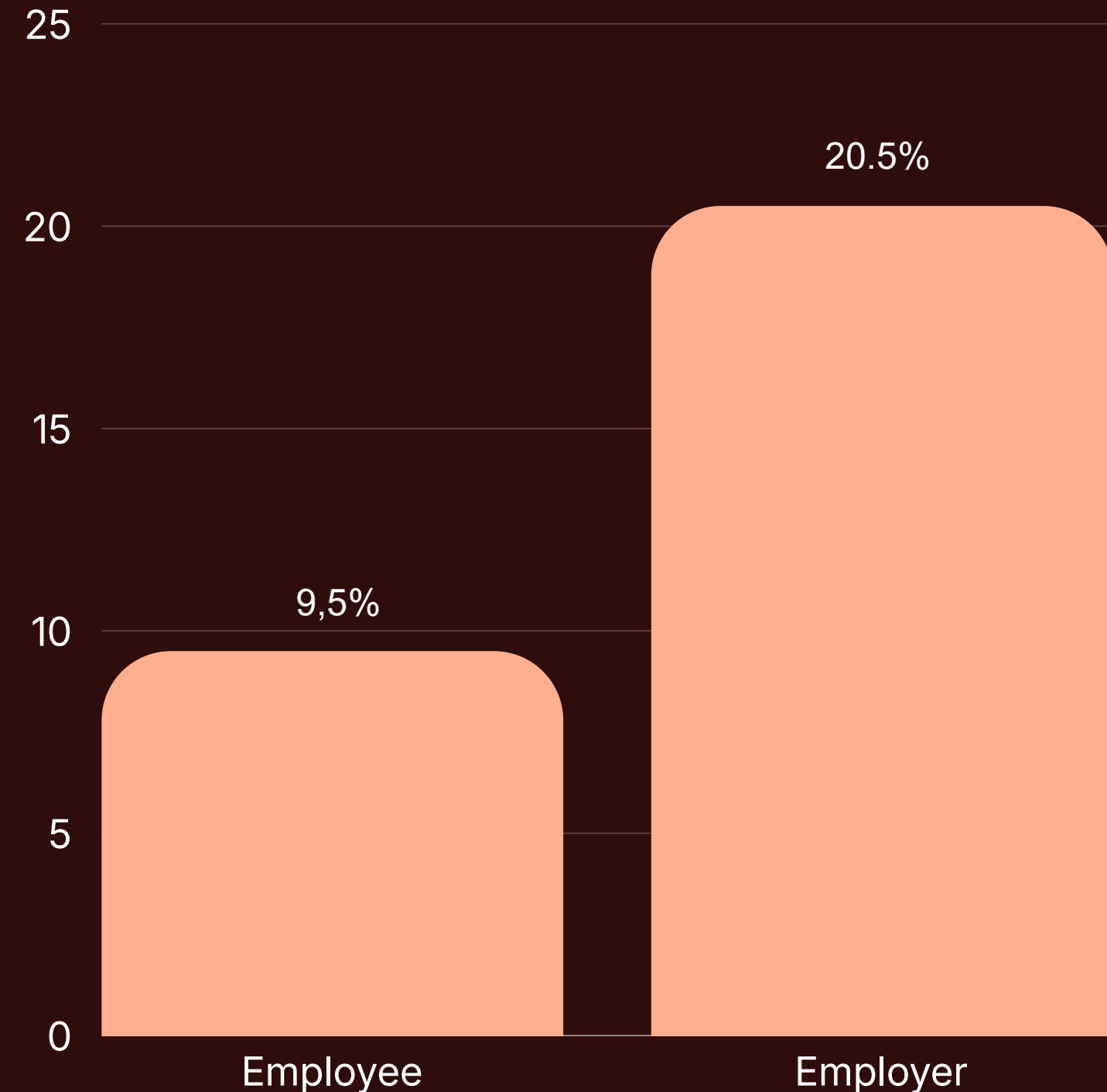
# Social insurance contribution rates

## Minimum contribution level:

The salary used as the basis for social insurance contributions must not be lower than the applicable regional minimum wage at the time of contribution.

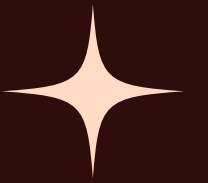
## Maximum contribution level:

Applicable period	Maximum Salary Subject to Social Insurance Contributions
From 01/01/2026 – to 30/6/2026	VND 46.8 million
From 01/07/2026 onwards	VND 50.6 million





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