

VCI LEGAL | Labor & Employment Practice Group Capacity Introduction



Labor, Employment Regulations & Human Resources Management in Vietnam



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VCI LEGAL | Labor & Employment Practice Group
Capacity Introduction



Labor, Employment Regulations & Human Resources Management in Vietnam

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Hanoi

Beijing

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Dubai

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VCI LEGAL INTRODUCTION

- Business Law Firm providing "In-house Counsel Service", specialized legal services for business and some **Key Practice Areas**
 - Corporations, M&A & Securities
 - Investment and restructuring
 - Banking, Finance & Capital Markets
 - Insurance
 - Real Estate & Construction
 - Petroleum, Mining & Energy
 - Infrastructure, Transport & Logistics
 - Trade Policy & Competition
 - Tax & Transfer Pricing
 - Labor, HR Management & Compliance
 - Alternative Dispute Resolution: Mediation, Arbitration



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LOCAL INSIGHTS MEET INTERNATIONAL EXPERTISE

- A full service law firm with a seasoned team of multi-disciplinary professionals
- in-depth understanding of the legal system, business environment, and cultural background in Vietnam.
- Offices: Hanoi and Ho Chi Minh City
- Professional staffs: 25
- Languages: *Vietnamese, English, Japanese, French, Chinese, Korean*



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INTERNATIONAL AWARDS

- Legal500, Chambers & Partners, IFLR 1000, Asialaw Profile and Legalese's Tax Director Handbook (global legal directories & ranking agencies) and international professional magazines list VCI Legal among the top law firms in Vietnam for: *M&A, competition law, banking and corporate, insurance, taxation, intellectual property, investment,*
- Acquisition International Magazine:
 - Vietnam Corporate Law Firm of the Year 2012-2014,
 - M&A Vietnam Law Firm of the Year 2013,
 - Real Estate Law Firm of the year 2012-2013
- ACQ Global Magazine:
 - Vietnam Banking & Finance Law Firm of the Year 2012-2013
 - Vietnam Capital Markets Law Firm of the Year 2012-2013
 - Vietnam Corporate Law Firm of the Year 2012-2013
 - Vietnam M&A Law Firm of the Year 2012-2013
- Financial Monthly – Law Firm of the Year 2011-2013
- Corporate LiveWire – M&A Vietnam Law Firm of the Year 2012-2013
- Law Asia- Highly Recommended Firm for the Year 2014

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2012 ACQUISITION LEGAL AWARDS VIETNAM CORPORATE LAW FIRM OF THE YEAR

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SERVICES OVERVIEW

- Full-service business law firm: business-oriented approach to meet our clients' needs:
 - Finance, Legal & Stock Market Engineering Service™
 - Investment Structuring & Placement®
 - Legal, Compliance & Risk Management Service®;
 - Intellectual Properties Strategic Management Service®
 - IP Enforcement Service®

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SERVICES OVERVIEW | 1

- Corporate, Finance, Tax and Litigation on the "In-house Counsel Services"® platform
 - Legal and Financial Advisory Services
 - Project and Contract Negotiation
 - Drafting & Translation
 - Due Diligence
 - Registration procedures
 - State & Local Government Relations
 - Regulatory Compliance
 - In-house training & workshops
 - Project Planning and Management
 - Daily Operations

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WHAT SETS VCI LEGAL APART?

- A "Can Do" Attitude combining with a "Know How" Capacity
- True sense of "Lawyer for business" independent legal professionals who were trained & practiced in international environment
- Most key personnel are lawyers with in-house counsel experience and deep "local" business insights,
- Not only legal practitioners but also business managers who are willing to bring "some skin in the game";
- Strong professional & cultural background;
- Committed to provide not only the best legal services but also the most effective & practical business solutions;
- Team player and partnering with clients in resolving business issues

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SOME REPRESENTATIVE CLIENTS

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BANKS & FINANCIAL INSTITUTIONS

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FMCG & LOGISTICS

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HEALTHCARE, NUTRITION, GOVERNMENT & NGOs

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KEY LABOR REGULATION FOR HR Management

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EASY TO HIRE – NOT SO EASY TO FIRE!

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LABOR CONTRACTS

- Content of the contract:
 - Employment, work-time, rest-time, salary, work;
 - Venue, term of employment and labor conditions;
 - Labor discipline;
 - Hygiene and Safety and social insurance;
 - Intellectual property rights, protection of assets and technological and business secrets;
- Duration: Indefinite term, Less than a year or 12 to 36 months
- Compliance with Vietnamese laws, enterprise collective agreement, sector labor agreement, internal labor regulations.

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MINIMUM WAGES

- Minimum wages must be defined according to the work complexity, qualification, skills, duties and experience to implement the work.
- The minimum wage shall not be lower than the regional minimum wage stated by the government:
 - Region 1, including Nha Be rural district of HCMC, several districts of Hanoi City, Vung Tau City, rural district of Hai Phong city, : 2,750,000 VND/month
 - Region 2, including Nha Trang City, Phan Thiet City, Da Lat City, Hue City : 2,400,000 VND/month
 - Region 3, including rural district of Can Tho and Binh Minh, : 2,100,000/month
 - Region 4: 1,900,000/month

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WAGES & SALARY

- Employees working in
 - heavy, hazardous and dangerous labor conditions and
 - SPECIAL heavy, hazardous and dangerous labor condition
 must at least be entitled to **5% and 7%** respectively higher than normal conditions.
- Wage scale and payroll must be periodically reviewed and employees' representatives must be consulted for such revision.

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WORKING TIME AND LEAVE 


- **Working time**
 - Not to exceed 8 hours/ day or 48 hours/week
 - State encourages employees to adopt 40-hours work a week.
- **Overtime**
 - May be determined on daily, weekly or monthly basis.
 - Permissible over time: 12 hours a day, 30 hours a month or 200 hours a year. Exceptional cases of 300 hours a year.
 - 150%, 200% or 300% of the normal wage unit.
- **Types of Leave**
 - Annual leave: 12 working days after 12 Months employment;
 - Fully paid public holidays : 9 days listed in the Labor Code;
 - Fully paid leave: Marriage, family member's wedding or death;
 - Employer and employee may agree on unpaid leaves

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PROBATION PERIOD 

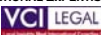
- Probationary terms:
 - less than 60 days for jobs that requires professional and technical qualification of college or higher level
 - less than 30 days for jobs that require professional and technical qualifications of intermediate vocational level, professional secondary level, or for technical workers and skilled employees
 - 6 working days for other type of jobs
- Salary during the probationary period: 85% of the wage

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SOCIAL/HEALTH AND UNEMPLOYMENT CONTRIBUTIONS 

	Social Insurance	Health Insurance	Unemployment contributions
Employee	7%	1.5%	9.5%
Employer	17%	3%	21%

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TERMINATION 

- **Legal ground for termination:**
 - Agreement with the employee to terminate;
 - The work is accomplished, contract expired;
 - Disciplinary dismissal;
 - Judgment from authority that prevent the employment.
 - Employee reached retirement conditions;
 - Merger, separation of enterprise, creation of cooperatives;
 - Unilateral Termination
- **Severance allowance:**
 - To employees with more than 12 months employment in the enterprise
 - Equal to a year of wage per employment calculated on the average salary 6 months before termination
- **Notification for definite term contract: 15 days before the term**

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UNILATERAL TERMINATION

- Employee repeatedly failed to perform his/her work; or
- Employee takes sick leave exceeding:
 - 2 consecutive months for contract without term
 - 6 consecutive months for definite term contract
 - half of the duration of his/her contract for definite term contract with a duration of less than a year
- Must reach an agreement with the Executive Committee of the Trade Union before the termination or report the failure to the provincial authority.
- Advance notice: **45 days** for contract without term, **30 days** for contract of 1 to 3 years and at least **3 days** for contract of less than 1 year.

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DISMISSAL

- **Dismissal is a disciplinary measure:**
 - The employee committed an act of theft, embezzlement, gambling, intentional injury or infliction, use drug inside the workplace, disclosure of technological or business secrets or infringement of IPR, damage or threaten to damage company asset or interest; and
 - This is not the first time he/she committed the act (**recidivism**).
 - The employee has been absent from work without permission for more than **5 working days in a month or 20 days in a year**.
- Must prove the fault of the employee, must organize a recorded meeting with employee's representative and give the chance to the employee to defend himself.
- Must occur within **6 months or 12 months** from the violation.

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LAY OFFS

Termination of contract for economic reasons, change of structure and technology:

- Termination must be the last option (retrain employee)
- Must elaborate and implement a **Labor Utilization Plan** for the lay off of more than 1 employee:
 - with the Participation of employees' representatives
 - providing the list of employees to be further employed, to be retrained, to be retired, to be assigned part time jobs and to be terminated + measures and financial sources for implementing the plan
- Must discuss with employee's representatives and notify of termination to the provincial level state management agency of labor 30 days in advance
- **Job loss allowance to employees with more than 12 months** employment in the company: 1 month's wage for each working year but not lower than 2 months wage.

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UNLAWFUL TERMINATION

- **what is an unlawful Termination:**
 - The employee suffers from illness or injuries caused by work related accident or occupational diseases?
 - The employee is on annual or personal leave
 - Female employee is tendering kids under 12 months
 - Female employee is on maternity leave
- **Penalty:**
 - Employee **must be reinstated** and must be paid wage, social insurance (SI) and health insurance (HI) for the period the he/she was not allowed to work.
 - When employee doesn't want to return to work: Severance allowance + Wage+ SI+HI
 - When the employer doesn't want to reinstate the employee: Severance allowance + Wage+ SI+HI + at least 2 months salary

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FOREIGN WORKERS


- A foreign employee must :
 - Have full civil capacity;
 - Be a manager, executive officer, expert or technician
 - Have professional level and health status qualified for the jobs;
 - Have a clean criminal record under Vietnamese or any other jurisdiction;
 - Obtain a **WORK PERMIT** from the competent authority.
- Work Permit
 - Valid term: up to 2 years
 - Upon expiration, a work permit may be renewed for a maximum term up to 36 months.

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WORK PERMIT EXEMPTIONS

List of exemptions include:






- Members or owners of an Ltd. Company;
- Members of the Management Board of a JSC;
- Chiefs of Rep Offices, Project Offices of NGOs in Vietnam;
- Employee internally transferred in business that operate within any of 11 services sectors identified under WTO, including business, communication, construction, finance, transportation.
- Worker holding master degrees or higher which provides consultancy, teach or conduct scientific research at institutions of higher education or vocational colleges within 30 days;
- Foreigner entering Vietnam to offer services or solving technical break-down or issues for less than 3 months;
- Foreign lawyers who have obtained license to practice law in Vietnam;


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PROCEDURES FOR WORK PERMIT EXEMPTIONS






- Request the WP exemption to Department of Labor, War Invalids and Social Affairs of the province where the work will be performed at least 7 working days before the first day of work in Vietnam
- Request includes:
 - The list of foreign workers, which specifies their full names, ages, genders, nationalities, passport numbers, starting and ending dates, and their positions;
 - Other papers proving that the foreign workers are exempted from work permit.
- The rejection of the application must be notified and explained within 3 working days from the reception of the application.

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WORK PERMIT PROCEDURES-1





1. Submit an **annual report** to the People Committee (PP) of each province/city where the company's head office is located to set your needs for expats workers during the year. The report must detail each working position which Vietnamese employees are not able to perform.
2. The PP issue a **written approval** setting each position for which you are entitled to recruit.
3. Submit the dossier at least **15 days** before the intended starting date to the department of **Labor, War Invalids and Social Affairs (DOLISA)** of the province where the employee will work.
4. Within 10 working days the WP will be issued or rejected.
5. Sign a labor contract and send a copy of such contract to the SLWISA within **5 days** from signing

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WORK PERMIT PROCEDURES-2

- Documents to be submitted include:
 - Health certificate
 - Criminal Record
 - Certification that the worker is a manager, executive officer, expert, or technician
 - **Written approval for employment of foreign workers is given by the President of the People's Committee of the province.**
 - Transfer of employee: Evidence that the foreign worker has worked in the foreign company for at least 2 years before the transfer.
 - Other evidence depending on the situation






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WORK PERMIT REISSUANCE

- Reissuance when the WP is lost, damaged, personal information of the holder changed, or the WP has expired.
- Application for reissuance must be submitted to DOLISA:
 - within **5 days** the employer has been informed of the loss/damage.
 - between **5 and 15 days** before the WP expires
- WP is issued within 3 days from the reception of the application by the authorities.
- Once the WP is issued, employer and employee must sign a labour contract.
- Within 5 days from the signing of the labour contract, a copy of such contract must be sent to DOLISA.

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INTERNAL REGULATIONS

- Internal Labor Regulations (ILRs):
 - Compulsory for company with more than 10 employees
 - Must include: working hours, order at workplace, occupational safety and health, protection of assets, business confidentiality and IPR, labour discipline.
 - Must be registered with DOLISA or the Management Board of Industrial Zone
 - Requires evidence of trade union consultation + notification to employees

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COLLECTIVE BARGAINING

- Collective bargaining:
 - To resolve issues relating to performance of rights or obligations of parties, to set out new labor conditions, to settle Labor disputes, to sign agreement upon and execute the Collective bargaining agreement
 - employer must bear the cost of collective bargaining
 - employees are paid for conducting the collective bargaining
- Collective Agreement
 - Between the workers' collective and the employer
 - On the working conditions established during collective bargaining.

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HYGIENE AND SAFETY-1

- Employer must elaborate a plan for ensuring occupational safety and occupational hygiene when it is required by the law.
- Plan must include the hazards and accidents that may occur during operation, specific measures to eliminate and minimize the hazards and a plan for dealing with accidents and emergency response.
- Employing elderly employees to perform hard, hazardous and dangerous work is strictly limited.
- Occupational accident are accidents that harm the employee or lead to his/her death and occurred on the way to work or on the way back home from work, as well as during the fulfillment of employee's tasks, during short or meal break, preparation for work and finalization of the work at the workplace.
- Occupational disease is illness resulting from harmful working conditions

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HYGIENE AND SAFETY-2

- Employer's responsibility:
 - Employer must pay full wage to the employee during medical leave resulting from occupational accident or disease.
 - Employer must share the cost the treatment or fully pay the first aid and medical treatment of employee not covered by insurance scheme
- Right of employees:
 - Employment injury benefit
 - Compensation from 1.5 months to 30 months wages depending on the reduction of his/her ability to work.
 - Reduction of 60% of this amount if the accident or illness results from employee's fault.

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TRADE UNION-1

- Union Levy:
 - Equal to 2% of employee's payroll used for social insurance contribution
 - According to Decree 133 union fee applies to companies which have registered grassroots union.
 - New Decree 191: union levy applies to all company regardless whether a grassroots union exist in such company or not. This is a monthly basis fee and must be made at the same time as the social insurance contribution,
 - Such fee will be used for organizing and maintaining trade union activities (activities for employees, assist employees in difficulty enforcing state policies...).

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TRADE UNION-2

- Trade union represent and protect interests and rights of employees during:
 - Signing of labor contract with employer
 - Collective bargaining, signing and implementation of collective agreements.
 - Implementation of wage scale, payroll, labour rates, wage payment and bonuses, internal rules.
 - Resolution of conflicts between employer and employee
 - Arranging legal consultancy for workers
 - Starting of court proceeding and representing workers when collective labour rights are infringed
 - Holding and leading strikes


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DATA PRIVACY AND IPR PROTECTION FOR HR




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WHAT IS IP ?


- Intellectual Property (IP) is a term referring to a brand, invention, design or other kind of creation which a person or business has legal rights over.
- Common type of IP include:
 - **Copyright:** protects works written or published works such as books, songs, films, web content and artistic works;
 - **Patents:** protects commercial inventions, including new business product or process
 - **Designs:** protects designs, such as drawings or computer models;
 - **Trade marks:** protects signs, symbols, logos, words or sounds that distinguish your products and services from those of your competitors.

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WHY IPR FOR HR ?

- While some IP are protected by patents, registered design or trademarks, a substantial part of IP's company is simply carried around in employee's heads and has no formal protection.
- Trade secrets, confidential technical know how and customer information can all form a part of a company's IP
- HR policies and procedures can directly affect the security and therefore the value of IP owned by a business.
- Essential first step in securing confidential technical information is to make sure that all employees have contracts which make it clear that this information is the property of the company.

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PROTECTED INFORMATION

- Protected information include Personal information and private information
- Information of an organization are implicitly protected by E-transaction law: Prohibiting the use of private information of an organization without consent
- Consent requirement:
 - Individual and organization must grant their consent prior to the collection, use and transfer of their protected information
 - Consent may be implied or expressed.
 - In practice, the court would consider the balance between the comprehensiveness of the consent, and
 - The sensitivity of the information, the way it is used and the extent of its publication

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RISKS FOR BUSINESSES

- Risk of confusion between personal and professional behavior on social networks
- Controlling and monitoring work devices
- Breach of agreements and potential lawsuits for infringement of laws on data privacy, IPR, advertizing....
- Potential duplication of efforts and resources
- Inaccessibility to digital consent
- Employee may leave the company with unregistered IP with them
- Risk to see a competitor obtain a key patent or other IP right from existing unregistered IP

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HOW CAN WE HELP ?



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QUICK OVERVIEW

- We help our clients through the whole process of employment from contract negotiation to contract termination.
- Our services include drafting and reviewing employee handbooks, internal rules, and labor contracts.
- We assist with strategic HR planning, the development of policies and procedures, and represent clients before Vietnamese courts and arbitration centers.
- We provide counseling to ensure compliance with Vietnamese employment laws.

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RECRUITMENT

- Draft agreements:
 - Labor contracts,
 - Apprenticeship contract,
 - outsourcing Agreement,
 - Non Disclosure Agreement,
 - Non Compete Agreement, etc
- Ensure the application of compulsory benefits, including social, health and unemployment insurance
- Obtain VISA and Work Permits for foreign workers, including approval from people committee to hire foreign workers.



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CONTRACT COMPLIANCE

- Ensure compliance with Vietnamese regulations regarding:
 - Minimum wage, wage allowances, advancement, bonuses, wage advance, and Wage deduction,
 - Working time, overtime, night work, etc
 - work suspension and leave regulations, including public holiday, maternity leave, personal leave and unpaid leave
 - Foreign, Female, minor and Elderly employees and workers with disabilities.
 - Damage, occupational accidents and diseases, including injury benefits, compensation & Insurance claims.
 - Disciplinary measures
 - Employees' transfer

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TERMINATION

- We may advise on contract termination and related litigation issues:
 - Labour utilization plan and redundancy
 - M&A and restructuring
 - Unilateral termination by employer and employee
 - Wrongful termination and litigation proceeding
 - Alternative Dispute Resolution
 - Severance Package and job-loss allowances.
- We may represent before Vietnamese courts and arbitration centers regarding termination issues.

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DISPUTE RESOLUTION

- Individual labor disputes between employees and employers over:
 - damage compensation upon termination
 - social and health insurance claim
 - temporary employment
- Collective labor Disputes between labor's collectives and employers over:
 - rights and interests related to occupation, wage and other working conditions
 - Performance of collective labor agreement
 - Right to set up, join or operate a Trade Union
 - Strikes

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CORPORATE RESTRUCTURING

- **Retention effort:** Legal compliance of company's new bonuses and workplace policies, procedures and internal promotion system.
- **Company's reorganization:**
 - Ensure legal compliance of employee's lay off, including negating and drafting the Labor utilization Plan.
 - Supplement and modify labor contract to ensure employees' transfer and change of individual working conditions (working hours, night shift, part time, salary reduction...)
 - Assist with the recruitment of new employees, including contract drafting.
- **Communication with staff:** advise on the format, content and legal procedures
- **Strikes:** advise on legal remedies to strikes and conflicts with employees and employees' representatives

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GLOBAL MOBILITY MANAGEMENT

- Draft International labour contract and Mobility clauses
- Ensure legal compliance, risk mitigation and cost efficiency including taxation, social insurance, business, immigration and employment laws, employee benefit and, conflict of laws.
- Manage large scale transfer, including immigration consequences of reorganization, M&A, redundancies and related structuring.
- Case management: Maintain employee records for visa renewal, provision of status report and planning.
- Establishment of new business operation brand: transfer of senior personnel to establish operations and related corporate, securities and taxation advice.

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COLLECTIVE BARGAINING

- Discuss and negotiate with employees' representatives, including working time, leave, salary structure, and occupational safety.
- Advise and assist with internal strikes, including wildcats strikes.
- Advise on Trade Union matters, including proceeding and annual fees.
- Representation before Vietnamese courts and arbitration centers regarding collective labour disputes over rights and interests.

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COMPANY POLICY

- Advise, draft, review and amend:
 - Internal Regulations
 - Collective Agreements
 - Company handbook
 - Occupational Safety and Health Plan
 - Code of conduct.
 - Data privacy policy
- Register with the Provincial Authority of Labour, War Invalids and Social Affairs or the Industrial Park Management Board.
- Advise on company policy's issues and represent before Vietnamese courts and Arbitration Centers.



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IPR AND DATA PRIVACY PROTECTION

- HR professionals need to consider protection at all stages of the employment cycle. We may assist with
 - including strong provisions in employment contracts regarding ownership and use of confidential information;
 - establish the company's IP policy;
 - Draft other documents intended to protect the company's IP.

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HR OUTSOURCING SERVICES

- Payroll services, including calculation of Social insurance, Health insurance, tax liabilities.
- Manage salary payment
- Maintain Statutory Book Keeping to ensure the compliance with Vietnamese laws.
- Prepare and update SI book and claim for SI allowances.
- Prepare PIT declaration and PIT return and submit to relevant authorities.

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RELEVANT EXPERIENCE



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COMPLIANCE

We assisted and hundreds of represent international & local employers in Vietnam

- an electrical multinational company transferring foreign employees : advising on *Vietnamese regulations for foreign workers, Work Permit registration and PIT declaration*
- an international construction company with diverse labor matters:
 - We drafted and reviewed a wide range of *documents, including internal rules, code of conduct, collective agreement* and
 - advised on the *termination* of one of its employee.
- Vietnam's leading banks with labor disciplinary actions:
 - Review *internal policies, handbook* and other documents
 - *labor discipline, time limits, material and document* for disciplinary actions
 - *settlement of labor violations, negotiation with employee*

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DISPUTE RESOLUTION

- an Australian bank with the settlement of its dispute with one of its employee outside the court.
 - Employee was suspected of money laundering. To avoid the fastidious process of *dismissal as disciplinary measure*, the Bank wanted to negotiate the employee resignation.
 - We successfully reached an agreement with the employee and our client *escaped expensive and uncertain litigation*
- Philippines' F&B manufacturer and distributor with the dismissal of one of its employee outside the court.
 - We successfully negotiated with the employee and obtained its departure against reasonable compensation from our client.
 - The case was challenging as there were no legal ground for unilateral termination of the labour contract.

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OUR TEAM OF EXPERTS



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HR & EMPLOYMENT TEAM



Tuan A. Phung, Esq.
Managing Partner | Corporate & Legal



Thanh Q. Duong, Esq.
Managing Counsel | DRP Head | Hanoi



Kent Wong, Esq.
Partner | Head of Banking & Capital Markets



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HR & EMPLOYMENT TEAM



Truong Duc Loi, Esq.
Senior Associate | Corporate, Labour & DRP



Son Nguyen, Esq.
Director | Banking & Corporate



Bui Thi Nhu Hue, Esq.
Associate | Corporate & Labour



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Tuan Phung, Esq.

Managing Partner

- A graduate of Northwestern University, Chicago, Mr. Phung is among a few professional lawyers who are well-trained and have extensive experience in both law and business in Vietnam
- Currently serving as the Hon. **Consul General** of Finland in HCMC and **VAFI** Vice Chairman and General Secretary of **FICAC** his international experience provide him with a unique qualification as a business executive and a legal expert
- Tuan has experience advising on corporate, tax, social welfare, immigration, and labour matters, including Work Permit and VISA registration, wrongful dismissal, and redundancy

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**Kent Wong, Esq. | Partner
Head of Banking Practice**



- Kent worked as a senior foreign attorney and partner at APEX LLC, a first tier law firm in Korea and for top law firms in the US, New Zealand and Korea.
- **Recognized "IBA Fellow in International Legal Practice" by the IBA and the College of Law, England & Wales in 2010 and named an Asialaw Leading Lawyer in 2012, 2013 and 2014.**
- Has experience dealing with a wide range of corporate and employment issues

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**Thanh Q. Duong | Director
Dispute Resolution Practice**



- With over 20 years of experience, Thanh is the managing counsel of our office in Hanoi.
- Former judge in Hanoi's courts, Thanh is specialized in dispute resolution and has represented a number of SME and Fortune 500 companies before arbitration centers, courts and government authorities in Vietnam.
- His scope of expertise includes taxation, individual and collective labor contentious matters.
- Before joining VCI Legal, Mr. Duong was the VP - Legal Counsel working for BOM of **Techcombank** after his time working for the leading law firms in Vietnam (Associate with *Baker & McKenzie*, Senior Associate at *VILAF*)

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**Son V. Nguyen | Director
Banking & Corporate Practice**



- With over 15 years of experience, Son represents clients on a wide range of matters, including HR policies, risk management, legal compliance, taxation, M&A and restructuring, as well as dispute resolution
- Currently arbitrator at the Vietnam International Arbitration Centre (VIAC) and former member of London Court of International Arbitration, Son is an expert in dispute resolution.
- Son's scope of expertise covers issues related to HR policies, risk management, legal compliance, taxation, M&A and restructuring, as well as dispute resolution

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**Loi Duc Trung | Senior
Associate
Corporate, Labour & DRP**



- Loi Trung deals with business and legal matters with a particular focus on Labour and dispute resolution.
- He has vast experience successfully representing SME and Fortune 500 companies before Vietnamese courts and Arbitration centers regarding labour issues, including corporate restructuring and labor compliance.


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Hue Bui | *Associate* Corporate & Labor

- With over 7 years of practice, Hue Bui is specialized corporate and labor matters and advises clients regarding individual labor issues from recruitment to contract termination, as well as collective labour issues.
- Her experience includes drafting, reviewing of labor contracts, PIT and social security issues, collective agreement registration and dispute resolution.

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SOME REPRESENTATIVE CLIENTS



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HR & EMPLOYMENT





























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MORE QUESTIONS?



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Community Justice

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