



## PROPOSAL TO PROVIDE PROFESSIONAL SERVICES --• *New Business Registration in Vietnam* --• 2026

Dear Mr/Ms \_\_\_\_\_ ,

As per your request, we are very pleased to set out below our professional legal services proposal for your kind consideration and acceptance.

### 1. BACKGROUND AND OUR UNDERSTANDING OF YOUR REQUIREMENTS

As our understanding, you are a **Korean individual** investor who wants to set up a new company in Vietnam (“**Company**”). The Company will engage in the business activities including (i) **wholesale, retail and distribution of food products**, and (ii) **construction services**. The head office of the Company is located in **Cau Giay District, Hanoi, Vietnam**.

In this regard, you are seeking assistance with general advice and licensing, post-licensing services in order to obtain: (i) a regulatory officially-granted license for establishment of the Company; and (ii) certain post-licensing procedural works as required by local laws (corporate seal, account, public announcement etc.).

### 2. OUR PRELIMINARY COMMENTS

We would like to provide our preliminary comments on your requirements as follows:

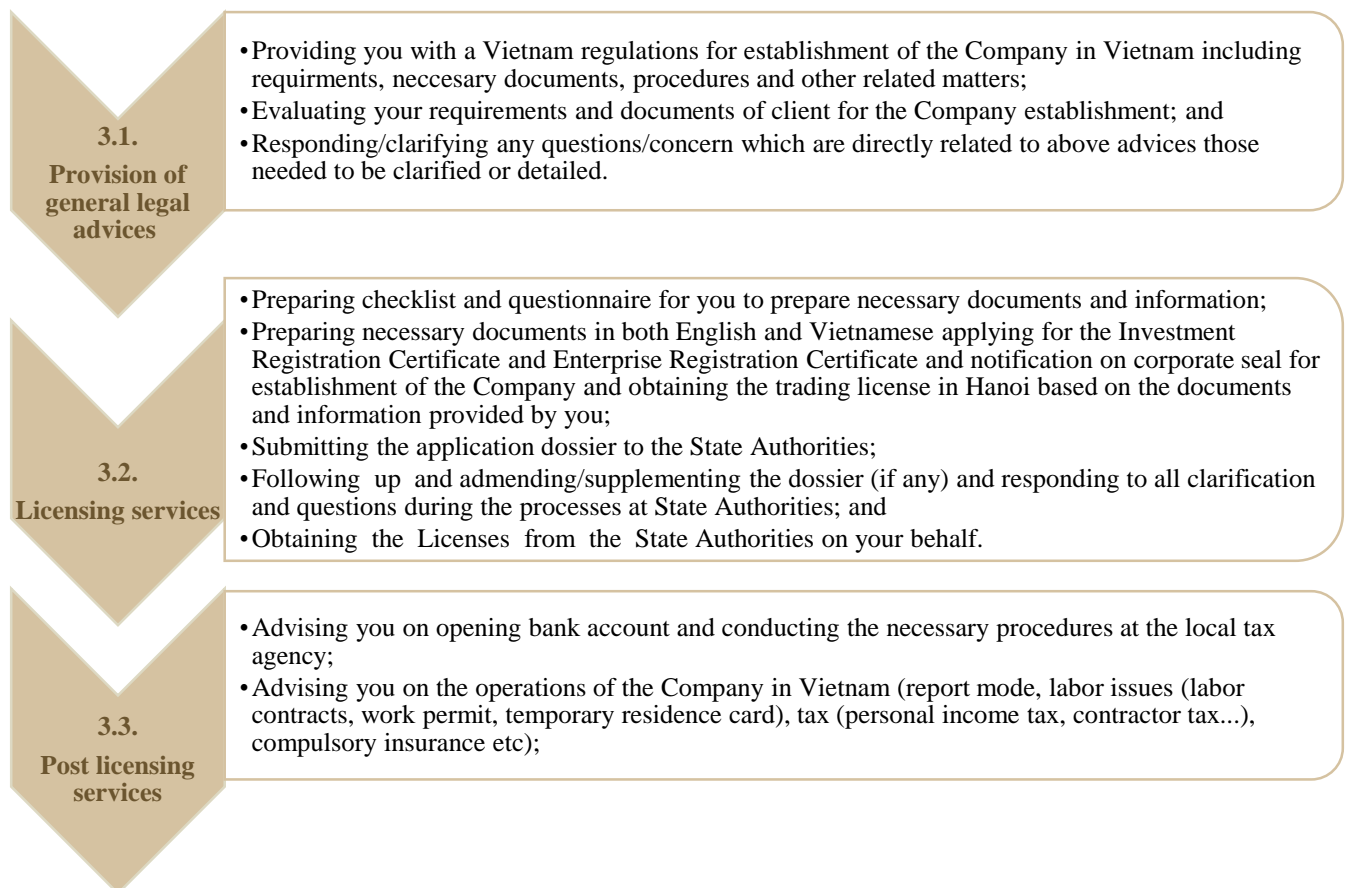
- The most suitable form of enterprise is the **single-member limited liability company (LLC)**;
- There are two main procedures to set up the Company, including investment registration and enterprise registration. You will be granted the Investment Registration Certificate (IRC) which contains information on the investment project and the

Enterprise Registration Certificate (ERC) which contains information on enterprise registration upon completion of those procedures.

- Regarding the business activities which you are planning to conduct through the Company, the first activitive (wholesale, retail and distribution of food products) triggers another procedure namely application for the trading license which shall be issued by Hanoi People's Committee; whereas, the second activitive (construction services) may highly be unallowed to be invested by the individual investor. However, we will come back to discuss with you again about this point upon receipt of your acceptance.

### 3. SCOPE OF SERVICES

Based on our understanding of your needs and our experience from previous engagements, we envisage our scope of services will include the following:



#### 4. TIMEFRAME AND FEE

**Note:**

- The below timeframe is tentative and subject to change depending on how quickly you are able to provide us with all necessary information and documents, as well as on the speed of the evaluation process of the relevant authorities. Please note further that although the application process technically follows the stipulated response timeframes from the licensing authorities, delays can be expected.
- The total fees are included all out-of-pocket fees listed and do not include 10% VAT.

Based on our experience dealing with similar projects, we estimate the timeframe and fees will be as follows:

No.	Services	Timeframe	Fee (USD) <i>VAT excluded</i>
1	Providing general legal advices	03 – 05 working days from the date of your formal acceptance of our Proposal and first payment has been made fully.	<b>Free</b>
2	Investment project dossier building	05 working day.	<b>USD1,000</b>
3	Investment registration procedures	For obtaining the Investment Registration Certificate: 25 days from the date of submitting the complete dossier (Formal application files) to the State Authority.	<b>USD100</b>
4	Enterprise registration services	For obtaining the Enterprise Registration Certificate: 06 working days from the date of submitting the complete dossier (Formal application files) to the State Authority.	<b>USD130</b>
5	Post licensing services	Corporate seal. Bank account.	<b>USD50</b>
<b>Total fees</b>			<b>USD1,280</b> <i>(Twelve hundred eighty dollars)</i>

## **5. PAYMENT**

- (i) Payment method: Transfer or by cash
- (ii) Payment Currency: VND
- (iii) Payment schedule:
  - The first payment for the amount of USD1,000 (not including VAT) shall be made within 5 working days from the date when you send us your formal acceptance.
  - The remaining fee amount of USD280 (not including VAT) shall be made within 5 working days from the date of receipt of the trading license.

We trust the above proposal satisfactorily addresses your current needs, if you wish to discuss any aspect of the proposal further, please contact us. We are looking forward to your favorable response.

Yours Sincerely,

## **ACCEPTANCE OF PROPOSAL FOR PROFESSIONAL SERVICES**

\_\_\_\_\_ hereby accepts the proposal for the provision of the professional services as indicated in this proposal.

We agree to pay the fees as above schedules.

**Signature:**

Full name: \_\_\_\_\_

Signing date: \_\_\_\_\_

