



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;
- There are two main procedures to set up the Company, including investment registration and enterprise registration. You will be granted the Investment Registration Certificate which contains information on the investment project and the Enterprise Registration Certificate 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:

3.1.
Provision of general legal advices

- Providing you with a Vietnam regulations for establishment of the Company in Vietnam including requirments, neccesary documents, procedures and other related matters;
- Evaluating your requirements and documents of client for the Company establishment; and
- Responding/clarifying any questions/concern which are directly related to above advices those needed to be clarified or detailed.

3.2. <u>Licen</u>sing services

- Preparing checklist and questionnaire for you to prepare necessary documents and information;
- Preparing necessary documents in both English and Vietnamese applying for the Investment Registration Certificate and Enterprise Registration Certificate and notification on corporate seal for establishment of the Company and obtaining the trading license in Hanoi based on the documents and information provided by you;
- Submitting the application dossier to the State Authorities;
- Following up and admending/supplementing the dossier (if any) and responding to all clarification and questions during the processes at State Authorities; and
- •Obtaining the Licenses from the State Authorities on your behalf.

3.3.
Post licensing services

- Advising you on opening bank account and conducting the necessary procedures at the local tax agency;
- Advising you on the operations of the Company in Vietnam (report mode, labor issues (labor contracts, work permit, temporary residence card), tax (personal income tax, contractor tax...), compulsory insurance etc);

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) VAT excluded		
3.1	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.	USD100		
3.2	Licensing for establishment of the Company	For obtaining the Investment Registration Certificate: 15 days from the date of submitting the complete dossier (Formal application files) to the State Authority. For obtaining the Enterprise Registration Certificate: 03 working days from the date of submitting the complete dossier (Formal application files) to the State Authority. For notification on corporate seal: 02 working days from the date of submitting the complete dossier (Formal application files) to the State Authority.	USD1,000		
		For obtaining the Trading License: 33 – 40 working days from the date of submitting the complete dossier (Formal application files) to the State Authority.	USD2,000		
3.3	Post licensing services	5 working days from the date of receiving the Enterprise Registration Certificate.	USD300		
		USD3,400 (Three thousand five			

No.	Services	Timeframe	Fee (USD)
			VAT excluded
			hundred US dollars)

5. PAYMENT

- (i) Payment method: Transfer or by cash
- (ii) Payment Currency: VND
- (iii) Payment schedule:
 - ➤ The first payment for the amount of USD2,000 (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 USD1,400 (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 service	es as indicated in	this pro	posal.							
We agree to pay the	e fees as above s	chedules	S.							
Signature:										
Full name:										
Signing date:										

