

### VINA TPT COMPANY LIMITED

Accounting - Tax - Human Resources Services

#### **Ho Chi Minh City Office**

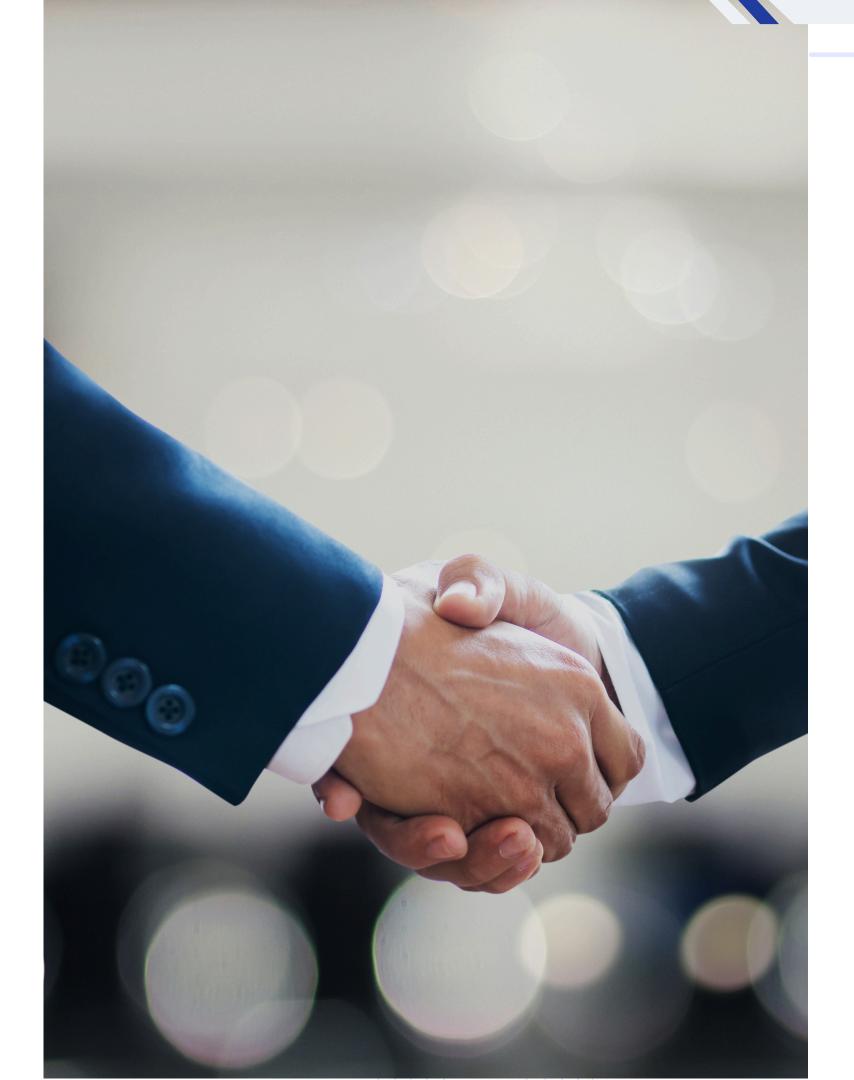
- · Address: 5th Floor, More Building, 83B Hoang Sa Street, Tan Dinh Ward, Ho Chi Minh City, Vietnam
- Tax Code: 0315968958
- Phone: (+84) 984 980 069

#### **Da Nang Office**

- Address: 1st Floor, Nhan Dan Newspaper Building, 06 Tran Phu Street, Hai Chau Ward, Da Nang City, Vietnam
- Phone: +84 98 498 0069







### Vision

To become the leading accounting, finance, and tax consulting firm in Vietnam, trusted by clients for our superior service quality, optimal solutions, and absolute professionalism.

VINA TPT aspires to be a strong bridge that promotes the prosperity of the business community and contributes positively to the growth of the national economy.

### Mission

With a foundation of experienced and dedicated professionals, VINA TPT is committed to:

- Creating Value for Businesses: Provide in-depth, practical, and innovative consulting solutions to help businesses optimize operations, ensure legal compliance, enhance management efficiency, and achieve sustainable growth in a challenging business environment.
- **Contributing to Social Development:** By supporting enterprises to operate transparently, efficiently, and sustainably, we help build a healthy business environment and promote long-term economic growth.
- **Empowering Our Experts:** Foster a professional working environment that encourages continuous learning, innovation, and personal growth, so that each member of VINA TPT becomes a dedicated expert, delivering the highest value to clients and society.



# OPERATIONAL VALUES



### CONTINUOUS LEARNING & ADVANCEMENT

We stay ahead by updating our knowledge, adapting to regulatory changes, and enhancing our capabilities to deliver the best solutions to clients.

## TIMELINESS & EFFICIENCY Recognizing the importance of

speed and precision in accounting and taxation, we handle tasks promptly and accurately to maximize client efficiency.

### 2 ACCURACY & COMPLIANCE

We strictly adhere to all legal regulations. Each accounting, tax, and financial solution we provide ensures cost optimization while maintaining full transparency and precision in business operations.

### 4 SUPPORT & COLLABORATION

Our team stands ready to assist clients at every step, working closely to resolve issues effectively and efficiently.





# www.vinatpt.com +8428 730 40 790 infor@vinatpt.com

### SERVICES



### FINANCIAL & ACCOUNTING ADVISORY

- Accounting and bookkeeping
- Financial statements & consolidated reports
- Accounting system setup
- Practical accounting training

### **HUMAN RESOURCES ADVISORY**

- Recruitment support
- Payroll services
- Services related to SHUI (Obligated Insurance)
- Services for foreign employees / expats
- HR Administrative services related to work permits, employment contracts, etc.

### **TAX ADVISORY**

- Tax filing and finalization
- Value Added Tax (VAT) refund.
- Tax health check and tax audit assistance
- Transfer Pricing Related transaction
- Global minimum tax

#### **BUSINESS ADVISORY**

- Mergers & acquisitions
- Establish a company
- Business dissolution
- Assistance with licensing and postlicensing procedures
- Compliance consulting
- Corporate secretary / back-office support

# FINANCIAL & ACCOUNTING ADVISORY Service



VINA TPT is proud to provide professional **Financial and Accounting services**, built on a foundation that optimally combines modern technology with rigorous quality control processes, ensuring absolute accuracy and reliability for all client records.

- We are pioneers in applying advanced technology and professional software systems to optimize workflow processes. This allows VINA TPT to perform calculations with the highest precision, generate reports swiftly, and securely store data, giving our clients complete peace of mind.
- Every financial and accounting task at VINA TPT is carried out by highly qualified professionals, rigorously trained and continuously updated with the latest industry knowledge. To ensure maximum accuracy and compliance, all reports and records undergo a strict three-step review process by our experienced experts before submission to clients or government authorities.
- **Tax Optimization**: With deep expertise in accounting standards and current tax laws, VINA TPT not only ensures compliance but also develops effective tax strategies. We assist in legally optimizing tax costs while ensuring timely and accurate tax filings.
- Accounting and bookkeeping
- ✓ Preparation of financial statements and consolidated reports
- Establishment of accounting systems and internal control frameworks
- **⊘** Practical training for accountants

# TAXADVISORY SERVICES





In the context of a frequently changing and increasingly complex tax legal framework, ensuring compliance while optimizing tax obligations is a major challenge for any business. VINA TPT offers specialized tax advisory services designed to help clients navigate the tax landscape effectively, minimize risks, and maximize benefits.

Our team of tax experts, with **over 20 years of experience and extensive knowledge of Vietnamese tax law as well as international regulations**, provides tailored advice for each individual case.

VINA TPT proactively monitors changes in tax policies, analyzes and assesses potential risks for businesses, and guides clients in completing all necessary documentation and procedures. We ensure full compliance with the requirements of tax authorities, thereby minimizing the risk of additional assessments or penalties during audits and inspections.

- **✓** Tax declaration and finalization
- ✓ Value-Added Tax (VAT) refund
- **✓** Tax assessment review and audit support
- **⊘** Specialized tax consulting: transfer pricing & related transactions, global minimum tax compliance

### VINA TPT

# BUSINESS ESTABLISHMENT & DISSOLUTION SERVICES



The process of establishing or dissolving a business demands absolute legal accuracy and strict procedural compliance. VINA TPT provides comprehensive, professional services to help clients complete these processes **smoothly**, **quickly**, **and in full compliance**, allowing businesses to focus entirely on their core objectives.

#### **Business Establishment - A Solid Start with VINA TPT**

We do more than simply assist with business registration procedures. Our team of experts offers in-depth consultation from the outset, helping clients choose the most suitable business type, capital structure, and industry registration. In addition, we provide guidance on the initial accounting system, preferential tax regimes, and optimal tax declaration methods for newly established enterprises, ensuring a solid legal and financial foundation from day one.

#### **Business Dissolution – Safe and Efficient Completion**

When a business faces the decision to dissolve, VINA TPT delivers comprehensive advisory and support services. We assist clients in systematically handling financial obligations, debts, asset liquidation, equipment, and inventory, while ensuring full compliance with all tax, social insurance, and banking requirements. Our process minimizes legal risks and disputes during this sensitive phase.

#### **Optimized Time, Cost, and Full Compliance**

VINA TPT offers end-to-end services with efficient procedures, combining deep expertise and modern technology. We help businesses minimize administrative costs while ensuring all documentation and processes strictly comply with the law, eliminating potential risks.

# STRATEGIC ADVISORY SERVICES





In the context of globalization and increasingly complex regulations, businesses require superior advisory solutions to tackle unique challenges. VINA TPT is proud to **offer in-depth, high-level consultancy services** designed to help enterprises make strategic decisions and achieve sustainable competitive advantages.

#### Global Minimum Tax (GMT / Pillar Two) Advisory

With the introduction of new international tax regulations, such as the Global Minimum Tax, multinational corporations face unprecedented compliance and tax optimization challenges. VINA TPT's team of experts, with extensive international tax experience, provides guidance on assessing impacts, **developing compliance strategies, and optimizing tax** obligations under the latest Pillar Two requirements, ensuring your business is fully prepared for the global tax era.

#### **Transfer Pricing & Related-Party Transactions**

This area requires deep understanding of both tax law and economic principles. VINA TPT delivers specialized advisory services on transfer pricing, assisting businesses in establishing and defending intercompany pricing policies in a reasonable and compliant manner with Vietnamese law and international standards (OECD). We support the **preparation of transfer pricing documentation, risk assessment, and strategic planning** to help clients avoid disputes and tax reassessments by regulatory authorities.

#### **Mergers & Acquisitions (M&A)**

M&A transactions are pivotal decisions that demand thorough financial, legal, and tax analysis. VINA TPT provides comprehensive advisory services for M&A deals, **including financial due diligence**, tax risk evaluation, transaction structuring, and support for legal and accounting procedures. We partner with businesses to ensure smooth, efficient transactions that deliver maximum value.

# HUMAN RESOURCES SERVICES





Operating as a **professional outsourced HR department**, VINA TPT helps businesses optimize operations, reduce administrative burdens, and focus on core business development. With VINA TPT, your company benefits from an efficient, lean HR function that is always ready to support strategic workforce growth.

#### **Payroll & Benefits Management**

We handle the entire payroll process, including salary calculation, bonuses, and allowances, accurately, securely, and on time. VINA TPT also supports the administration and reporting of social insurance, health insurance, unemployment insurance, and other employee benefits in full compliance with legal regulations.

#### **Recruitment & Candidate Screening**

VINA TPT assists businesses in sourcing, screening, and recommending the most suitable candidates for positions and company culture. We streamline the recruitment process, saving time and costs while ensuring access to high-quality talent.

#### **Training & Workforce Development**

We advise on and design training programs aligned with the company's and individuals' development needs. Our practical training courses enhance professional skills, soft skills, and team engagement, contributing to sustainable organizational growth.

#### **HR Administration Support**

VINA TPT manages daily HR administrative tasks on behalf of clients, including drafting employment contracts, maintaining employee records, handling labor-related procedures, and addressing employee inquiries regarding company policies, ensuring smooth and efficient HR operations.

#### **Foreign Workforce Management & Work Permits**

With extensive expertise, we provide comprehensive support for foreign employees in Vietnam, including work permit and visa applications/renewals, temporary residence cards, and full compliance with current laws, helping businesses maintain stability in senior and key positions.



### WHY CHOOSE VINA TPT AS YOUR PARTNER?



## **Extensive Experience**& Expertise

With a team of experts boasting over 20 years of experience in accounting, taxation, and human resources, VINA TPT confidently brings deep professional knowledge and the ability to handle complex challenges effectively.



### Responsibility & Dedication

VINA TPT operates with the highest sense of responsibility. Our team proactively seeks solutions and works closely alongside clients to ensure every requirement is addressed thoroughly and effectively.



# Client-Centric Philosophy

VINA TPT operates with a philosophy of placing our clients' interests at the core of every decision. We listen attentively and deeply understand the unique needs and goals of each business, delivering optimal advisory solutions that not only address immediate challenges but also support long-term success.



## Transparent and Clear Costs

All agreements are presented transparently before implementation, enabling clients to remain fully in control and confident about their budgets, while ensuring fairness and trust in every transaction.



### Commitment in Every Service

VINA TPT is dedicated to strictly adhering to all agreements, deadlines, and coordination processes, ensuring complete peace of mind for our partners.



### Integrity and Trustworthiness

Honesty is a core value that defines the VINA TPT brand. We consistently ensure integrity in all our advice, reports, and interactions.











# Mr. **LE QUOC DUY**Chairman, Lawyer

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- le.quoc.duy@vinatpt.com

Mr. Le Quoc Duy has over 20 years of experience across multiple fields and has held senior leadership positions at international corporations:

- I-GLOCAL Co., Ltd. Director (M&A, Acquisition Investigation)
- Khai Minh Consulting Co., Ltd. (KMC) Director/Shareholder (Accounting Firm)
- Acecook Vietnam Group Member of the Supervisory Board
- PGT Holdings Group (Listed on Hanoi Stock Exchange) Chairman of the Supervisory Board (2015–present)
- Otsuka Pharmaceutical Vietnam JSC Chairman of the Supervisory Board (2016-present)
- Pacific Oil & Gas Trading JSC Member of the Supervisory Board (Aug 2022-present)
- Earth Chemical Vietnam Group Auditor (2024–present)

As a professional consultant, he provides advisory services to numerous Japanese and international enterprises and lectures on investment, taxation, and finance for Japanese companies in Vietnam. He also contributes specialized articles to Mizuho Asia Report and various Japanese journals.

#### **DEGREES AND CERTIFICATIONS:**

- Bachelor of Economics Shinshu International University, Japan
- Bachelor of Law University of Economics Ho Chi Minh City, Vietnam
- Chief Accountant Certificate Ministry of Finance, Vietnam
- Japanese Language Proficiency Certificate, Level 1
- Lawyer Practice Certificate Ministry of Justice, Vietnam
- Intellectual Property Lawyer Practice Certificate Ministry of Justice, Vietnam
- Lawyer Card Vietnam Bar Federation





# Ms. **CHAU KIM HIEN (KIM)**Chief Executive Officer (CEO)

- **C** +84 34 868 5526
- chau.kim.hien@vinatpt.com

#### MS. CHAU KIM HIEN (KIM) | FINANCIAL, ACCOUNTING & TAX SPECIALIST

With **over 10 years of experience** in accounting, finance, and taxation, Ms. Chau Kim Hien specializes in providing services for FDI enterprises. She possesses in-depth knowledge of both International and Vietnamese Accounting Standards, Vietnamese Tax Law, and multisector consulting, including services, manufacturing, finance, IT, real estate, and construction.

Currently serving as the Chief Executive Officer at VINA TPT, she combines leadership and management skills with practical expertise to ensure the implementation and oversight of comprehensive and effective financial solutions for clients.

#### **QUALIFICATIONS & CERTIFICATIONS:**

- Bachelor's Degree in Accounting University of Economics Ho Chi Minh City, Vietnam
- Master's Degree in Finance University of Economics Ho Chi Minh City, Vietnam
- Chief Accountant Certificate Ministry of Finance, Vietnam
- Tax Procedure Service Practice Certificate General Department of Taxation, Vietnam
- Accounting Certificate Ministry of Finance, Vietnam

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# Mr. **MAI DUC LOI** *Lawyer*

- **C** +8437 474 1762
- mai.duc.loi@vinatpt.com

### MR. MAI DUC LOI | LEGAL SPECIALIST

Mr. Mai Duc Loi has **over 10 years of experience** providing legal services, investment advisory, and management consulting for foreign-invested enterprises (FDI) operating in Vietnam.

With deep expertise in corporate law, tax law, and investment-related regulations in Vietnam, he has successfully assisted numerous Japanese enterprises in establishing and expanding their business operations in the Vietnamese market.

Leveraging his professional knowledge and practical experience, Mr. Lợi provides legal advice, guides clients to navigate the business environment, and proposes tailored solutions to help them achieve their goals.

#### **QUALIFICATIONS & CERTIFICATIONS:**

- Bachelor of Laws Ho Chi Minh City University of Law, Vietnam
- Law Graduate Certificate Judicial Academy, Vietnam
- Licensed Attorney Ministry of Justice, Vietnam
- Industrial Property Representative Practice Certificate Intellectual Property Office,
   Vietnam
- Lawyer Card Vietnam Bar Federation





# Mr. **TRAN VAN GIOI** *Lawyer*

- **+8493 893 1193**
- lawyer@vinatpt.com

#### MR. TRAN VAN GIOI | LEGAL SPECIALIST

Mr. Tran Van Gioi has **over 15 years of experience** providing legal services to foreign investors and foreign-invested enterprises operating in Vietnam.

He possesses in-depth knowledge of laws in investment, corporate, tax, finance, labor, and intellectual property.

Beyond strategic legal advice, he directly represents clients in dispute resolution, helping businesses minimize risks and protect their lawful rights in commercial operations. With a deep understanding of Vietnam's legal system, Mr. Giới consistently delivers optimal solutions, enabling clients to confidently navigate all legal challenges.

#### **QUALIFICATIONS & CERTIFICATIONS:**

- Bachelor of Laws Ho Chi Minh City University of Law, Vietnam
- Master of Economic Law University of Economics Ho Chi Minh City, Vietnam
- Lawyer Training Certificate Judicial Academy, Vietnam
- Licensed Attorney Ministry of Justice, Vietnam
- Lawyer Card Vietnam Bar Federation





# Mr. **PHAM LE MINH HOANG**Head of Accounting & Tax Consulting

- +8498 695 0909
- pham.le.minh.hoang@vinatpt.com

#### MR. PHAM LE MINH HOANG | AUDIT & ACCOUNTING SPECIALIST

With nearly a decade of experience supporting businesses, Mr. Hoang has successfully executed numerous auditing, accounting, and financial consulting projects for both domestic and international companies, ranging from mid-sized enterprises to large corporations. He not only addresses complex financial issues but also enhances compliance, optimizes operations, and strengthens long-term financial health.

With deep expertise in international accounting and auditing standards as well as Vietnamese law, he designs comprehensive financial solutions that balance accuracy, efficiency, and practical applicability. His goal is to deliver tangible, sustainable value, enabling businesses to confidently grow in a dynamic business environment.

#### **QUALIFICATIONS & CERTIFICATIONS:**

- Master of Finance Massey University, New Zealand
- Chief Accountant Certificate Ministry of Finance, Vietnam
- Accountant Certificate Ministry of Finance, Vietnam





# Ms. **HOANG THUY LINH**Head of HR Consulting

- +8493 427 3386
- hoang.thuy.linh@vinatpt.com

#### MS. HOANG THUY LINH | HR MANAGEMENT & CONSULTING EXPERT

With **over 13 years of experience** in the human resources field, Ms. Linh has accumulated comprehensive expertise in HR management, payroll, recruitment, and training. She has an in-depth understanding of compensation systems, insurance regulations, taxation, and legal compliance requirements in Vietnam, while also being proficient in managing internal HR operations and delivering services to clients.

She has directly built and managed recruitment processes from planning, screening, and interviewing to onboarding new employees; designed and organized numerous training programs to enhance staff capabilities, maximizing workforce performance. At the same time, she has successfully managed payroll for thousands of employee records, ensuring all payments are accurate, timely, and fully confidential.

With a meticulous and professional work approach focused on people, she is committed to providing precise, timely, and suitable HR solutions aligned with the company's long-term development strategy. Ms. Linh's goal is to support the company in building a strong team, a sustainable working environment, and creating added value for clients.



### PROFESSIONAL CERTIFICATIONS IN ACCOUNTING & AUDITING











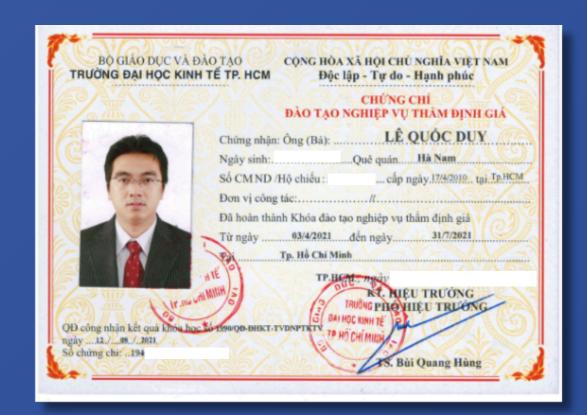


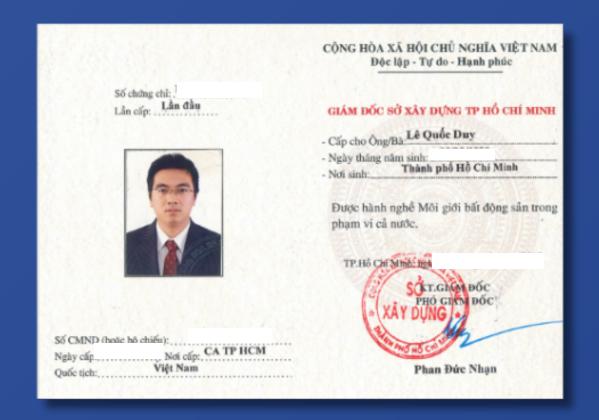




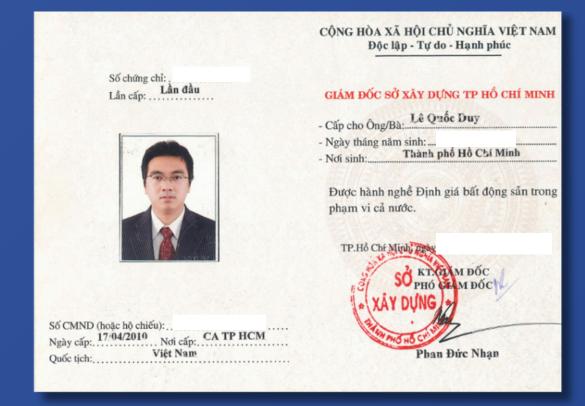
### PROFESSIONAL CERTIFICATIONS IN TAX & APPRAISAL PRACTICE

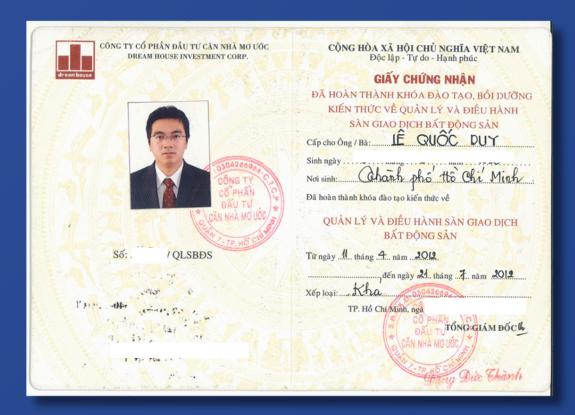














### PROFESSIONAL CERTIFICATIONS IN TAX & APPRAISAL PRACTICE

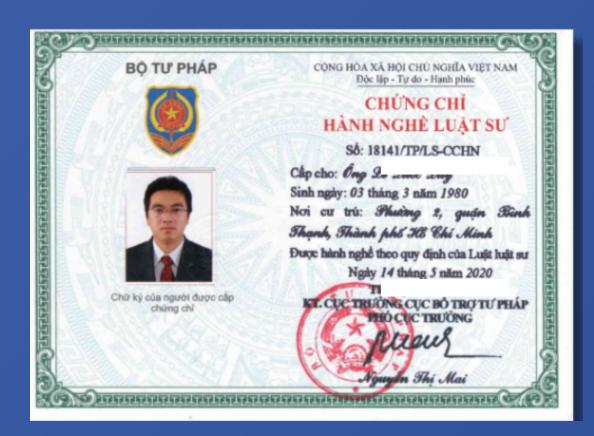


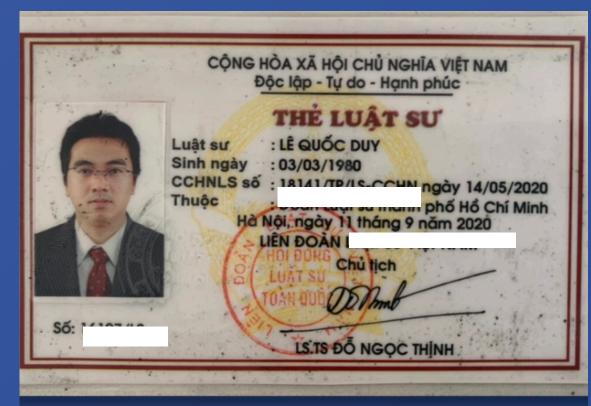






### PROFESSIONAL CERTIFICATIONS IN LAW & INDUSTRIAL PROPERTY REPRESENTATION













### CONTACT





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