

KIND OF REPORT/ REGISTRATION			AUTHORITY	TIME FRAME
AD HOC REPORTS/ REGISTRATION	1.	Report on the usage of workforce	DLD	Within 30 days since operation
	2.	Preparation of employment logbook	Internal use	Within 30 days since operation
	3.	Notice on the quantity of employees	ESC	Within 30 days since operation
	4.	Report the demand for expatriates, if any	DOLISA	30 days before commencement date
	5.	Registration of wage scale and table	DLD	No regulatory time-frame but failure shall be subject to sanction.
	6.	Registration of Internal Labor Regulations <i>(applicable for employers with ten employees or more)</i>	DOLISA	Within 10 days since issuance date
	7.	Registration of the Collective Labor Agreement, if any	DOLISA	Within 10 days since signing date
ANNUAL REPORTS	8.	Annual report on labor accident situation	DOLISA	Before 10 January
	9.	Annual report on occupational health	DHC	
	10.	Annual report on labor safety and hygiene	DOLISA & DOH	
	11.	Annual report on prevention from occupational diseases	MOH & DOH	
	12.	Annual report on contribution of unemployment insurance	DOLISA	Before 15 January
	13.	Semi-annual report on the changes of employment	DLD	Before 25 May
	14.	Semi-annual report on number of selected local employees working overseas	DOLAB	Before 20 June
	15.	Semi-annual report on labor accident situation	DOLISA	Before 05 July
	16.	Semi-annual report on occupational health	DHC	
	17.	Annual report on the changes of employment	DLD	Before 25 November
	18.	Annual report on result of training, fostering and improving jobs and professional skills for employees	DOLISA	
	19.	Annual report on number of selected local employees working overseas	DOLAB	Before 20 December
QUARTERLY REPORTS	20.	Quarterly report on recruitment, assignment and management of expat employees	DOLISA	Before the 05 th of each quarter's first month
MONTHLY REPORTS	21.	Notice on the changes of the employment, if any	ESC	Before the 03 rd
	22.	List of employees working overseas; employees returning Vietnam or employees subject to employment termination	DOLAB	Before the 20 th

GLOSSARY OF TERMS	MOLISA: National Ministry of Labor, War Invalids and Social Affairs	ESC : Employment Service Center under DOLISA
	DOLAB : Department of Overseas Labor under MOLISA	DLD : District-level Labor Division
	DOL : Department of Legal under MOLISA	MOH : National Ministry of Health
	DOSH : Department of Occupational Safety and Health under MOLISA	DOH : Provincial Department of Health
	DOLISA : Provincial Department of Labor, War Invalids and Social Affair	DHC : District-level Health Center
NOTES	This summary is not to cover reporting obligations of specialized employers, including but not limited to (i) Diplomatic missions; (ii) Vietnam-based Representative Offices of offshore entities; and (iii) Labor outsourcing enterprises.	