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| Step 1 | Obtaining Pre-Approval of demand on employing foreign employees | <ul style="list-style-type: none"> - Must be done at least 30 days before the expat's commencement date. - The employer shall prepare the registration form for its demand on using foreign workers and submit the same with provincial PC/ DOLISA. |
| Step 2 | Preparing and submitting documents for applying for work permit exemption certificate | <p>Application preparation:</p> <ul style="list-style-type: none"> - Request form for confirming the foreign employee is eligible for work permit exemption (Form 09/PLI as appendix 1 of the Decree 152); - Original or certified copy of Vietnam health check; or certified translation of the legalized health check if issued abroad; - Original or certified copy of Pre-Approval of Demand on using foreign employees (obtained in step 1), if required; - Certified copy of valid passport; - Proof of eligibility for work permit exemption (01 original or 01 certified copy. Documents issued in foreign countries should be legalized and translated into Vietnamese and in accordance with regulations of Vietnam). <p>Application submission:</p> <ul style="list-style-type: none"> - Must be submitted to MOLISA or DOLISA at least 10 days before the expat's commencement date. |
| Step 3 | Receiving Result | <ul style="list-style-type: none"> - After 5 working days of receiving full valid documents, MOLISA/ DOLISA shall issue a work permit exemption certificate or reject to issue the work permit exemption certificate with express reasons of rejection. - Validity of a work permit exemption certificate is up to 2 years. |