

Commercial Services

April 2016



INCUBATOR FACILITIES

BUSINESS SUPPORT IN VIETNAM

In order to assist Danish companies in the initial step of establishing a presence in Vietnam, the Embassy of Denmark in Hanoi and the Danish Economic and Commercial Office (DECO) in Ho Chi Minh City offer office facilities and administrative assistance under the incubator scheme.

The service covers the provision of facilities that are made available to the company within the framework of the incubator. The company acquires a non-exclusive right to use the incubator's services and facilities, which include the following:

Services, etc.

- ✓ The company will be equipped with one workstation with unique extension number in shared premises. DECO can currently offer a total of four workstations.
- ✓ Water, electricity, heating/air-conditioning and general cleaning
- ✓ Shared reception services including telephone answering
- ✓ Reception and enveloping/dispatch of normal post
- ✓ Signs erected with the Company's name at the entrance to the incubator
- ✓ Access to administrative services within bookkeeping, accounting and HR at the hourly rate of DKK 935 (as per January 2016).

Shared facilities

The Company shall also have access to the following shared facilities, i.e.

- ✓ Reception
- ✓ Toilets
- ✓ Meeting rooms and storerooms
- ✓ Fax, printer and photocopiers

Virtual incubator

Both the Embassy in Hanoi and DECO in Ho Chi Minh City offer virtual incubator assistance to Danish companies in Vietnam. The virtual incubator can be useful in the early phase of business establishment, especially for companies in the start-up phase with no local staff and companies who are yet to receive approval of product registration etc.

The virtual incubator offers telephone answering as well as reception and enveloping/dispatch of normal post. Furthermore, the company will occasionally be able to use meeting rooms and other physical facilities when compatible with the activities of the Embassy. The price of using the Embassy's facilities will be determined on a case-by-case basis.

Price and terms

The following applies for both the physical and virtual incubator facility:

- ✓ The company is obliged to buy a minimum of five hours of Embassy services on average per month at the hourly rate of DKK 935 (as per January 2016)
- ✓ The monthly rental costs for one working station at the physical incubator amounts to DKK 1,000 (as per January 2015) and in Hanoi the monthly rental cost will be based on the chosen office facilities.
- ✓ The price for the virtual incubator will be determined on an individual basis depending on the company's usage of the Embassy's facilities as well as the general level of business activity of the company.

The contract is liable to the general terms and conditions of the Trade Council of Denmark as well as the Code of Conduct of Danish Embassies.

We Look Forward to Assist You

Our team in Hanoi:

Mr. Bo Mønsted, Commercial Counsellor, e-mail: bomons@um.dk
Ms. Vu Phuong Lan, Trade and Investment Advisor, e-mail: lanpvu@um.dk
Ms Nguyen Thi Thu Hang, Trade and Investment Advisor, e-mail: nthang@um.dk
Ms. Le Thi Thu Hang, Trade and Investment Advisor, e-mail: hangle@um.dk

Our team in Ho Chi Minh City:

Ms. Le Nguyet Minh, Head of DECO, Trade and Investment Advisor, e-mail: nguyet@um.dk
Ms. Nguyen Huynh Anh, Trade and Investment Advisor, email: anhnhu@um.dk
Mr. Tran Viet Hai, Trade and Investment Advisor, e-mail: haiutr@um.dk
Ms. Hoang Thi Thu Hien, Trade and Investment Advisor, email: hienth@um.dk

<p>Embassy of Denmark BIDV Tower, 7th Floor 194 Tran Quang Khai Street, Hoan Kiem District, Hanoi, Vietnam Tel: +84 4 3823 1888 Fax: +84 4 3823 1999 Web: http://www.vietnam.um.dk/ E-mail: hanamb@um.dk Office hours: 08:30-16:30 (Monday-Thursday) 08:30-14:30 (Fridays)</p>	<p>Danish Economic & Commercial Office No. 505, Centec Tower, 5th floor 72-74 Nguyen Thi Minh Khai District 3, Ho Chi Minh City, Vietnam Tel: +84 8 3821 9373 Fax: +84 8 3821 9371 Web: http://www.vietnam.um.dk/ Office hours: 08:30-17:00 (Monday-Thursday) 08:30-14:30 (Fridays)</p>
---	--