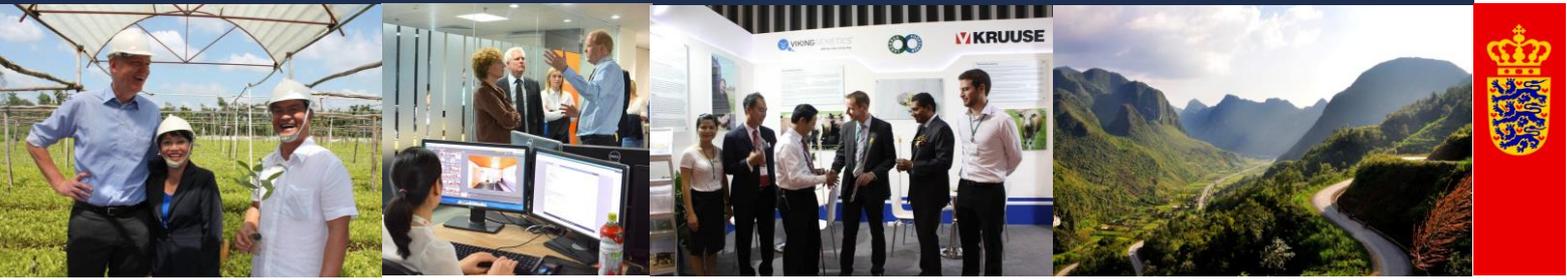


Commercial Services

April 2016



BUSINESS ESTABLISHMENT SERVICES BUSINESS SUPPORT IN VIETNAM

The Commercial Section of the Embassy in Hanoi and the Danish Economic & Commercial Office (DECO) in Ho Chi Minh City promote trade and investment between Denmark and Vietnam. We are constantly ready to assist your company with business support based on your individual request. The Embassy can assist you in the following business establishment issues:

1. Licensing services:

The Embassy in Hanoi and our office in Ho Chi Minh City are ready to assist you in the whole licensing process, from preparing necessary application documents, submitting them to the licensing authorities and following up/lobbying to the licensing authorities to obtain the FIE Investment Certificate, RO license or Branch license on your behalf.

2. Location for the office:

In order to assist Danish companies in the initial step of establishing a presence in Vietnam, the Embassy in Hanoi offer virtual office service and our office in Ho Chi Minh City offer office facilities and local administrative assistance under the incubator scheme, specifically:

At the Embassy in Hanoi:

- ✓ **Address and mail services** (post received and parcels signed for at your business address)
- ✓ **Telephone services** (dedicated local business telephone number; call answering, screening and forwarding; messages pass to your company by phone, fax or email)

At Danish Economic & Commercial Office in Ho Chi Minh City:

✓ **The scope and non-exclusivity of the service**

The service covers the Embassy's provision of the services and 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.

✓ **Workstations and employees**

The company shall be entitled to use one workstation for one person. A workstation consists of one computer with Internet access and a telephone with a separate number. The company shall furthermore be entitled to use the incubator's postal address as a c/o address and to have signs with the company's name displayed at the entrance to the incubator. The design of the sign shall comply with the Embassy's instructions.

✓ **Shared facilities**

The company shall also have access to the following shared facilities: reception, toilets/bathrooms, fax, printer, photocopiers, meeting rooms, where compatible with the Agency's other activities.

- ✓ **Other administrative services** (water, telephone, receptionist, etc.)

Our advice and services are tailor-made based on the company's needs. As an integrated part of the Ministry of Foreign Affairs and Trade Council of Denmark our services are subject to payment of DKK 935 per hour. The fees are based on the number of hours used on the activities/selection process.

Working Methods

An assignment starts with a dialogue with the company, followed by a detailed offer from the Embassy specifying the content of the assignment, working methods, timeframe, price and delivery. It is a fixed offer based on estimated hours required, where only actual hours spent will be invoiced. The company can thus on an informed basis assess the recommended action plan and the expected outcome. We place great emphasis on continuous dialogue with the company throughout the assignment to ensure the best results. Each task is finalized with recommendations concerning the next steps that the company should take to strengthen its position regarding the completed task.

Why the Embassy?

- ✓ Integrated part of the Trade Council with global presence and knowledge base
- ✓ Experiences from helping more than hundred Danish companies in Vietnam
- ✓ Active in the market 365 days a year
- ✓ Provides tailor-made advice within 48 hours
- ✓ Vietnamese staff with sector and local expertise
- ✓ Good understanding of Danish and Vietnamese business culture
- ✓ Competitive prices compared to international consultancy firms
- ✓ Excellent relationship with Vietnamese authorities, unique access to authorities and companies as we work under the umbrella of the Embassy

We Look Forward to Assist You

Our team in Hanoi:

Mr. Bo Mønsted, Commercial Counsellor, e-mail: bomons@um.dk

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Our team in Ho Chi Minh City:

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