

PROCEDURES FOR REGISTRATION OF INTERNAL LABOUR REGULATIONS

FROM 2021



SUBJECT OF THE PROCEDURE



Enterprise that has at least 10 employees.

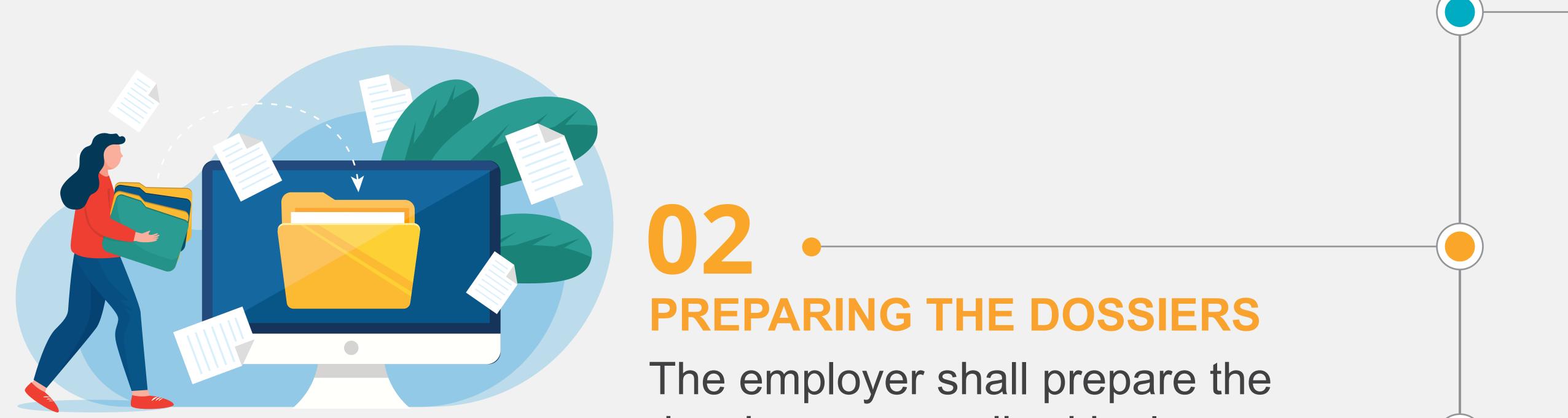


Internal labour regulations (ILRs) are a collection of rules of conduct promulgated by the employer in accordance with the law that employees have to comply with when participating in labour relations with the employer. ILRs are also the basis for disciplining employees.

REGISTRATION DOSSIERS

No.	Name of document	Туре	Quantity
01	The application form.	Original	01
02	The internal labour regulations.	Original	01
03	A document containing comments of the grassroots trade union or representative organization of employees at the company.	Original	01
04	Documents of the employer that are relevant to labor discipline and material responsibility (if any).	Original	01

PROCEDURAL SEQUENCES



ISSUING ILRS

The contents of the ILRs shall be in accordance with the laws. It must include the working hours, order at the workplace, labor discipline, etc...



dossier as prescribed by law.



APPRAISING THE DOSSIERS

Within 07 working days from the date of receipt of the application, if detect any unlawful content of ILRs, the provincial labor authority shall notify and instruct the employer to revise it and re-submit the application.

SUBMTTING THE DOSSIERS

Within 10 days from the issue date of the ILRs, the employer shall submit the prepared Output description of the des and Social Affairs or Office of Labor, Invalids and Social Affairs (in case of authorization) where the employer has headquarters..

AMENDING, SUPPLEMENTING

If the ILRs needs to be amended, supplemented, re-submitted, enterprise shall follow the notice and instruction of the provincial labor authority.





METHOD OF SUBMISSION

FORMS OF SANCTION













Direct submission at registration authority.

Postal submission. Online submission through the public service portal.

Not announced or not listed

Not issued,

Monetary fine Monetary fine VND 500,000 – 1,000,000 VND 5,000,000 – 10,000,000

not registered

that are not yet effective or have expired

Using ILRs

Monetary fine VND 5,000,000 – 10,000,000



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