

# PROCEDURES FOR REGISTRATION OF INTERNAL LABOUR REGULATIONS FROM 2021

## DEFINITION



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.

## SUBJECT OF THE PROCEDURE



Enterprise that has at least 10 employees.

## REGISTRATION DOSSIERS

No.	Name of document	Type	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



**02 • PREPARING THE DOSSIERS**  
The employer shall prepare the dossier as prescribed by law..



**04 • 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.

**01 • 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...



**03 • SUBMITTING THE DOSSIERS**  
Within 10 days from the issue date of the ILRs, the employer shall submit the prepared dossier to the Department of Labor, Invalids and Social Affairs or Office of Labor, Invalids and Social Affairs (in case of authorization) where the employer has headquarters..



**05 • 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



Direct submission at registration authority.



Postal submission.



Online submission through the public service portal.

## FORMS OF SANCTION



Not announced or not listed

Monetary fine VND 500,000 – 1,000,000



Not issued, not registered

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



Using ILRs that are not yet effective or have expired

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



PL & PARTNERS

Hotline: 093.1111.060

Email: info@pl-partners.vn

“OUR MISSION, YOUR SUCCESS”