

To: International Non-Governmental Organizations

Hanoi, September 22nd, 2011

Ref: Work Permit requirement

Dear colleagues and friends,

The People's Aid Coordinating Committee (PACCOM) sends compliments to International Non-Governmental Organizations (INGOs) operating in Vietnam and would like to bring your attention to the following:

Under the regulations on recruitment and management of expatriates in Vietnam issued in conjunction with Decree No. 34/2008/NĐ-CP dated 25th March, 2008 of the Vietnamese Government and Decree No. 46/2011/NĐ-CP dated 17th June, 2011, which comes into effect as of 1st August 2011, all expatriates working for INGOs in Vietnam for 3 months or longer, except those who are entitled to exemption, are required to register for Work Permit in due course.

Persons with the exemption include those who represent INGOs with valid permits to legally operate in Vietnam, i.e. Representatives of INGOs with Permit for Establishment of Representative Office, Chiefs of INGOs with Permit for Establishment of Project Office and Persons in charge of INGOs operating in the country.

Expatriates who are subject to the regulations are asked to comply fully. Accordingly, they are kindly requested to include a copy of their Work Permit in applications for visa extension. According to the instructions of the Immigration Department, by 1st February, 2012, expatriates without valid work permits will not have their visas extended.

Should you have any questions, please do not hesitate to contact us.

PACCOM avails itself of this opportunity to renew to you all the assurances of its highest appreciation and continued cooperation.

Sincerely yours,



Don Tuan Phong
Director General, PACCOM