

Report's name	Form of submission	Reporting cycle	Main contents of the report	Potential consequences for non-compliance
Report on Labor Utilization <i>(In Vietnamese: Báo cáo tình hình sử dụng lao động)</i>	<p><i>Online Submission:</i></p> <ul style="list-style-type: none"> <li>✓ entering data via the National Public Service Portal; or</li> <li>✓ completing the electronic form published on the website of the Department of Home Affairs (DOHA).</li> </ul> <p><i>Hard copy submission (if online submission is not feasible):</i> submit to the DOHA, the relevant social insurance authority and/or the management board of the applicable industrial zone, economic zone or hi-tech zone (depending on the location of the FOC's head office).</p>	Semi-annual and annual reports	<p><b>Contents:<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>✓ Personal information of employees;</li> <li>✓ Job positions;</li> <li>✓ Salaries and allowances;</li> <li>✓ Employment in heavy, hazardous or dangerous occupations;</li> <li>✓ Types and validity of labor contracts; and</li> <li>✓ Commencement and termination of social insurance contributions.</li> </ul> <p><b>Submission place:</b></p> <p><i>Online Reports:</i></p> <ul style="list-style-type: none"> <li>✓ National Public Service Portal (<a href="https://dichvucong.gov.vn/p/home/dvc-trang-chu.html">https://dichvucong.gov.vn/p/home/dvc-trang-chu.html</a>); or</li> <li>✓ Website of provincial DOHA.</li> </ul> <p><i>Hard copy submission:</i></p> <ul style="list-style-type: none"> <li>✓ Provincial DOHA;</li> <li>✓ Management board of the industrial zone, economic zone or hi-tech zone; and</li> <li>✓ Local social insurance authority where the enterprise is headquartered.</li> </ul> <p><b>Deadline:</b></p> <ul style="list-style-type: none"> <li>✓ Semi-annual report: before 05 June of the reporting year;</li> <li>✓ Annual report: before 05 December of the reporting year</li> </ul>	<p><b>Failure to submit report:</b> fines of VND 10-20 million<sup>2</sup>.</p>

<sup>1</sup> The detailed contents of the report are prescribed in Form No. 01/PLI Appendix I of Decree No. 145/2020/ND-CP.

<sup>2</sup> Article 6.1 and Article 8.2(c) of Decree 12/2022/ND-CP.

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			<b>Legal Basis:</b> Article 4.2 of Decree No. 145/2020/ND-CP, as amended and supplemented by Clause 1 Article 49 of Decree No. 10/2024/ND-CP.	
Report on occupational safety and health <i>(In Vietnamese: Báo cáo về công tác an toàn, vệ sinh lao động)</i>	Offline submission or by fax, post or email to the DOHA and the Department of Health	Annual Report	<b>Contents:</b> <sup>3</sup> <ul style="list-style-type: none"> <li>✓ Labor situation of the enterprise;</li> <li>✓ Labor accidents and occupational diseases;</li> <li>✓ Results of occupational safety and health training;</li> <li>✓ Machinery and equipment subject to strict occupational safety requirements;</li> <li>✓ Working hours and overtime;</li> <li>✓ Results of workplace environment monitoring;</li> <li>✓ Costs incurred for implementing the occupational safety and health plan; and</li> <li>✓ Assessment of occupational risk levels and effectiveness of preventive measures.</li> </ul> <b>Submission place:</b> <ul style="list-style-type: none"> <li>✓ Provincial DOHA; and</li> <li>✓ Provincial Department of Health.</li> </ul> <b>Deadline:</b> Before 10 January of the year following the reporting year <b>Legal Basis:</b> Article 10.2 of Circular No. 07/2016/TT-BLDTBXH.	<b>Failure to submit report or late submission:</b> fines of VND 2-6 million <sup>4</sup> .

<sup>3</sup> The detailed contents of the report are prescribed in Appendix II of Circular No. 07/2016/TT-BLDTBXH.

<sup>4</sup> Article 20.2 of Decree 12/2022/ND-CP.

Report's name	Form of submission	Reporting cycle	Main contents of the report	Potential consequences for non-compliance
Report on labor accident statistics <i>(In Vietnamese: Báo cáo tổng hợp tình hình tai nạn lao động)</i>	Offline submission or by fax, post or email to the DOHA	Semi-annual and annual reports	<p><b>Contents:</b><sup>5</sup></p> <ul style="list-style-type: none"> <li>✓ Labor accident statistics during the reporting period (number of accidents, injured persons, fatalities and serious injuries);</li> <li>✓ Classification of accidents by causes, injury factors and occupations; and</li> <li>✓ Losses arising from labor accidents (days off work, costs incurred and property damage).</li> </ul> <p><b>Submission place:</b> Provincial DOHA</p> <p><b>Deadline:</b></p> <ul style="list-style-type: none"> <li>✓ Semi-annual report: before 05 July of the reporting year;</li> <li>✓ Annual report: before 10 January of the year following the reporting year.</li> </ul> <p><b>Legal Basis:</b> Article 24.1 of Decree No. 39/2016/ND-CP.</p>	<p><b>Failure to submit the report, submission of incomplete or inaccurate reports, or late submission:</b> fines of VND 10-20 million<sup>6</sup>.</p>

<sup>5</sup> The detailed contents of the report are prescribed in Appendix XII of Decree No. 39/2016/ND-CP.

<sup>6</sup> Article 20.3 of Decree 12/2022/ND-CP.