

TRUELAW CO., LTD

COMPANY PROFILE

VALUABLE QUALITY - TOTAL CONFIDENTIALITY

✓ Confidential

✓ Prestigious

✓ Responsible

✓ Professional

✓ Tax incentive consulting

✓ Investment Registration Certificate adjustment

✓ FDI company establishment

✓ Visa - Work Permit - Temporary Residence
Card consulting

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EPILOGUE

Open Letter

To: Our Valued Customers and Partners

On behalf of the Board of Directors and the entire TrueLaw Co., Ltd, I would like to send my best wishes to customers and partners for health, happiness and success!

Right from its inception, TrueLaw has oriented its core value in the message **"VALUABLE QUALITY - TOTAL CONFIDENTIALITY"** with the desire that all TrueLaw customers, partners, and employees once they have cooperated with TrueLaw will always have a sustainable connection to develop together, understand, sympathize, support and bring beneficial values in terms of knowledge, experience, improve professional capacity and quality service.

TrueLaw's quality policy throughout is encapsulated in 04 mottoes:
"Confidential - Responsible - Professional - Prestigious"

Over 10 years of experience in providing legal consultation in many different areas of business activities, TrueLaw's experts have directly provided consultation and assisted thousands of foreign workers, foreign investors, and dismantled legal difficulties and barriers for each specific case. We are confident that, with continuous efforts and development, TrueLaw will lead the Vietnamese market in the field of legal consultation for domestic and foreign employees and investors.

TrueLaw's team of experts has more than 10 years of consulting experience and capacity in the field of legal consultation, especially investment law. We have a network of legal experts spread across the country with high professional qualifications, who will support clients in the best way, thereby offering optimal solutions on investment legal activities, visa - work permit - temporary residence card and tax for business.

We always look forward to the long-term cooperation of our valued customers and partners.

Best regards,


DIRECTOR

Master, Lawyer Le Thi Dung



INTRODUCTION

TrueLaw Co., Ltd (TrueLaw) was founded by a team of senior experts including Masters of Economic Law, Lawyers, financial experts, tax experts with many years of experience working in large corporations. With the mission of developing and leading the market in the field of legal labor consultation for foreigners, we always try to become the leading consulting company in Vietnam specializing in providing the best, the most effective and fastest legal services for businesses. With the strength of foreign investment consulting services, establishing foreign-invested companies, consultation on visa - work permits - temporary residence cards, law on enterprise consulting, business restructuring, merger and acquisition, drafting and negotiating contracts...

We are always proud to have a team of experienced lawyers and leading experts, TrueLaw has built a strong and prestigious client base in the domestic and foreign corporate market. With our experience, TrueLaw has helped hundreds of foreign workers to apply for Work Permits and Temporary Residence Cards so that employees can feel secure to work, live and work in Vietnam as well as private consulting and solving problems for many special cases that not all consulting units can do. We have advantages in the field of legal consultation on investment, tax, labor an insurance, so we understand the risks and incentives of each specific business object.

HEAD OFFICE AND BRANCH ADDRESS



TrueLaw - Northern Area:

Address: 15th Floor, Sao Mai Building,
19 Le Van Luong Street, Nhan Chinh
Ward, Thanh Xuan District, Hanoi.
Phone: 0978.821.823

TrueLaw - Southern Area:

Address: Commercial, Service and
Housing Complex at 16/9 Bui Van Ba
Street, Tan Thuan Dong Ward, District
7, Ho Chi Minh City.
Phone: 0978.821.823



Over the years, TrueLaw's team of experts has directly and successfully implemented many investment consulting projects, regular legal consultation for businesses and helped promote foreign investment in Vietnam increased even more strongly day by day. With our advantages, in addition to highly specialized domestic lawyers, TrueLaw is also the convergence of many experienced and reputable foreign legal consultants, holding important roles in associations, enterprises, and Vietnam business forums.



Consulting work permits, visas, temporary residence cards, types of permit conversion and visas for foreign workers working in Vietnam.



Investment consulting, project consulting, establishing foreign-invested companies and perfecting the legal system for newly established enterprises; Consulting and implementing legal procedures for investment projects (IRC), economic organizations (ERC) and sub-licenses, practice licenses (for conditional business lines) for investors newly established investment in order to optimize time, cost and ensure compliance with Vietnamese law





Regular legal consultation for businesses: consultation on labor law; law on enterprise, social insurance law, consultation on drafting labor contracts, contracts arising in business activities; Law on tax administration, accounting and auditin



Consulting on conditional business lines, sub-license application services, consulting on business advantages, specific preferential policies for each type of business according to Vietnamese law; legal risk analysis, corporate governanc



OBJECTIVE



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With the service criterion: "VALUABLE QUALITY - TOTAL CONFIDENTIALITY", TrueLaw always recognizes the level of customer satisfaction as the main measure to evaluate the company's performance. We also build and maintain a thoughtful customer care policy and listen to customers' opinions to perfect our services to meet the requirements of each of the most demanding customers.

TrueLaw's goal is to build a professional legal consulting organization in Vietnam in order to maximize the interests of customers, especially investors and foreign workers, through providing legal consultation, legal services and solutions to handle and prevent legal risks. The combination of a team of Vietnamese and foreign lawyers helps us to provide the most effective solutions when advising on issues related to Vietnamese law while still protecting the interests of our clients according to international standards.

06 REASONS TO CHOOSE TRUCELAW



TrueLaw is considered as one of the leading legal consulting firms in Vietnam. With a team of senior experts, professional and experienced lawyers, TrueLaw is proud to be one of the right choices for your business:

1 A team of senior and professional lawyers and financial experts

4 No incurred costs

2 Control legal risk; provide consultation on business advantages

5 100% job done

3 Consultation on reviewing the legal, financial and tax systems

6 Free consultation

INTRODUCING TRUELAW'S TEAM OF EXPERTS



Mrs. Le Thi Dung (Elena)

*PhD Student of economic law - Master
Lawyer - Director*

PhD Student of economic law - Master - Lawyer Le Dung with more than 12 years of practice, Mrs. Le Dung has diverse and extensive consulting experience in the fields of contract law, real estate, enterprise legal, investment consultancy for foreign investors investing in Vietnam and other fields related to intellectual property. TrueLaw Co., LTD's Director has provided consultation on various contracts on corporate restructuring, corporate governance and completing the legal system for many foreign-invested enterprises. Currently, PhD Student of economic law - Master - Lawyer Le Dung is a member of Hanoi Bar Association.



Mr. Le Minh Tam

Master of Laws, Financial Expert

With more than 12 years of practical experience, Mr. Le Minh Tam has directly undertaken more than 600 specialized legal and financial consultations in areas such as finance, banking, energy, health, and heavy manufacturing industry, constructions and minerals. Mr. Le Minh Tam is also a qualified auditor, appraiser and policy researcher. Along with his team, Mr. Tam has consulted for nearly 20 companies successfully listed on the HNX and HOSE during the years from 2015 to 2018.



Mr. Pham Ngoc QUAN

*Legal - Financial expert – Auditor
Appraiser – CIA (The iiA)*

CPA Pham Ngoc Quan with 14 years being an audit manager of financial statements under IERS, GAAP, IAS for multinational corporations and consolidated financial statements for State corporations, which provides high-end consulting value of taxation, risk control, internal auditing and transfer pricing. Notable enterprises and corporations which Mr. Quan practiced auditing:

Mergers: EVN, Petrolimex, Vinaconex, Thanh Cong,...

Foreign enterprises: Boyd, Galtronics, DYT, Intercontinental Hotel, Sany, Tachibana,...

Listed companies: HVN, NCS, VCG, VIP, NSC, PNX,...

Credit institutions: BIDV, Agribank, MB capital, Ocean Group...

Biography: Deloitte Vietnam, BRG Group, GARENA.



Mr. Kim Minsu

Foreign legal expert

Mr. Kim Minsu is a Korean corporate legal expert at TrueLaw. Mr. Kim has a deep understanding of the Vietnamese legal system. With more than 12 years working and living in Vietnam, Mr Minsu has included his knowledge of Korean culture as well as Asian markets into both deals and consulting contracts in investment consultancy, investment incentives and trade promotion for Korean enterprises in Vietnam.

Mr. Kim graduated from School of Law – Vietnam National University and participated in a lawyer-training course at the Academy of Justice.

INTRODUCING TRUELAW'S TEAM OF EXPERTS



Ms. Nguyen Thi Thuy

*Enterprise legal expert
Tax consultant*

Ms. Thuy has many years of legal consulting experience in various fields such as corporate legal advice, intellectual property, mergers & acquisitions, and investment advisory. Moreover, Ms. Thuy is a consultant on conditional business lines. She has directly consulted and supported foreign investors applying for several sub-licenses in Vietnam.

In addition to legal consultation, Ms. Thuy is an expert in consulting and solving problems on accounting and taxation for businesses. She is currently in charge of accounting, tax and internal accounting consulting for domestic and foreign-invested enterprises.



Ms. Nguyen Nhat Vy

*Assistant lawyer
Legal expert*

Ms. Nguyen Nhat Vy is currently a senior legal expert in the field of domestic corporate legal consultation of TrueLaw Firm.

Ms. Nguyen Nhat Vy has many years of experience in providing in-depth consultation in the field of enterprise law and investment law for foreign investors when entering the Vietnamese market. At the same time, she is also a contract negotiator and corporate governance consultant for many foreign-invested enterprises in Vietnam. During her career, she has directly successfully advised and helped many businesses in mergers and acquisitions, restructuring of various types of small and medium-sized enterprises, supporting and consulting on enterprises' legal advantages for many business lines, especially tax law.



Ms. Tran Thuy Duong

Legal Advisor of Foreign Labor Department

Ms. Duong is a lawyer, a senior consultant in the field of labor law, social insurance, ... especially in the field of consulting for foreign workers working in Vietnam. She has directly handled visa applications, work permits, and temporary residence cards in many different situations for hundreds of foreign workers when coming to work in Vietnam. Currently, she is a legal expert in charge of all aspects of labor law, insurance, and foreign worker management at TrueLaw Firm.



Mr. Tran Minh Ngoc

Labor law consultant

Mr. Ngoc is a lawyer, a special legal expert in the field of labor law consulting, visa - work permit - temporary residence card consulting for foreign workers. He is the person who has directly handled and solved many difficult cases in the process of consulting on labor law. Mr. Ngoc has now provided consultation for more than 100 businesses in many different fields and is currently in charge of TrueLaw's foreign worker client department.



Mr. Lee Yong Woo
Foreign Legal expert

Mr. Lee Yong Woo is a Korean corporate legal expert at TrueLaw. With more than 14 years of experience in practicing law, Mr. Lee has consulted and successfully connected many Korean businesses as well as corporations investing in the Vietnamese market with diverse industries such as real estate, textile, engineering, electricity, commercial services. Mr. Lee can communicate fluently in English and Vietnamese.

Mr. Lee graduated from the Faculty of Economic Law - Vietnam National University and participated in a lawyer-training course at the Academy of Justice.



Mr. Nguyen Duy Duong
Financial - appraisal expert

With nearly 20 years of practical experience in consulting for domestic and foreign businesses in the financial sector, Mr. Nguyen Duy Duong has directly undertaken hundreds of financial consultations and in-depth appraisals for commercial enterprises, joint stock enterprises and enterprises with state capital. Mr. Duong is a financial consultant, appraisal consultant and investment consultant, especially for foreign capital investment companies.



Mr. Pham Ba Tuyen

*Financial - tax expert - Auditor
CPA - ACCA*

Mr. Pham Ba Tuyen is one of the senior tax and financial advisors at Truelaw Firm. With more than 12 years of practical experience in the field of tax law, finance and auditing, he has directly performed more than 600 financial and audit consulting services in many types of businesses with diverse sectors. He is also an expert in due diligence.

Before taking on the role of senior advisor at Truelaw, he was a consultant and auditor at Deloitte Auditing Company from 2011 to 2016. During his career, Mr. Tuyen has directly manage many large internal and external audits.



Mr. Dong Ngoc Anh

*Auditor - Appraiser
Financial, corporate legal expert*

Mr. Anh has more than 12 years of experience and directly in charge of tax law, appraisal, and audit for more than 300 businesses. In which, he has been an long-term in-depth consultant for businesses such as Vietnam Coffee Corporation, Cuu Long Corporation, Vietnam Expressway Development Investment Corporation...

During many years of working, Mr. Anh has directly consulted and operated many large local and international projects. Successful consulting for hundreds of different customer cases. Currently, Mr. Anh is a senior financial and tax consultant for businesses who are regular customers of Truelaw.



Mrs. Dao Thi Van Anh

*Auditor - Assessor
Senior tax law expert*

Ms. Dao Thi Van Anh is an auditor, tax consultant, CPA, with more than 14 years of experience in consulting tax law and corporate finance for large companies and corporations. She is a senior legal advisor in the fields of investment, banking, public investment, etc.

Currently, she is a senior tax legal advisor of Siglaw, currently consulting and managing more than 200 domestic clients. Some big clients she directly advises are TLG, Gamuda, A&C...



Mr. Nguyen Manh Chien

*Auditor - Assessor
Tax legal expert*

Mr. Nguyen Manh Chien is a founding member of Calico Audit Firm since 2016, with more than 12 years of experience in the field of auditing and appraisal, Mr. Chien has directly performed more than 500 audits in many types of businesses with diverse sectors. In which, Mr. Chien is an in-depth consultant for many years for Steel corporations and Credit Funds. Before that, he was an audit and legal expert at AASC Auditing Company. During his career, Mr. Chien has directly manage many large legal and financial consultants in Siglaw's client system.



Mr. Nguyen Quang Hai

*Assistant lawyer
Legal consultant*

Mr. Nguyen Quang Hai is currently a senior legal expert in the Sub-licenses department at Siglaw. Mr. Hai has many years of experience in consulting in the field of domestic enterprise law, especially conditional business lines. With his strength in corporate and civil law, Mr. Hai has directly provided consultation and applied for hundreds of sub-licenses in different industries such as: Foreign language training license, License to establish an international preschool, Food Hygiene and Safety License, Trademark Protection Registration, Barcode Registration,... At the same time, he also directly consulted and applied for licenses for many foreign-invested businesses.



Bà Nguyễn Thanh Hương

*Master of Economic Law
Foreign labor legal expert*

Mrs. Nguyen Thanh Huong has more than 12 years of experience in providing legal consultation to large companies and corporations with domestic and foreign capital. She is an expert in the fields of corporate law, M&A, commerce, labor, contracts...

She has directly consulted and regularly provided legal assistance to hundreds of businesses operating in different sectors such as: Bellsystem24-HoaSao Jsc., My Kim Equipment Jsc., Phu Linh International Jsc. (Phu Linh Corporation)...

Currently, she is a senior consultant of the foreign labor department at Siglaw.

MAJOR CUSTOMERS OF TRUELAW



STEAMOLOGY CO., LTD

Steamology, a system of foreign language centers, is thriving in Ho Chi Minh City. As a Korean-invested education company, Steamology provides educational programs from preschool to university level, foreign language training services as well as soft skills development for students at all levels.

Steamology is headquartered in District 2, with branches in District 4 and District 7 in Ho Chi Minh City. TrueLaw has performed investment consulting, investment project licensing, and legal issues for the establishment and operation of a chain of foreign language centers.

To ensure the quality of the Center's teaching, the number of foreign teachers at Steamology has always maintained a large number. TrueLaw has provided consultation for Steamology on standards and regulations on recruiting foreign teachers as well as applying for work permits for teachers here. In addition, TrueLaw also assists the development of Steamology's labor rules to perfect the management apparatus for the center



POINT AVENUE CO., LTD

Point Avenue is a technology education company headquartered in Hanoi and Ho Chi Minh City. The enterprise is a 100% Singaporean-invested company, providing educational services for children from the very beginning to entering universities. With a completed curriculum, a package of educational products integrating a high-tech foundation and a team of experienced and enthusiastic teachers, Point Avenue has achieved certain successes in China, Korea, Vietnam and Thailand.

During its operation in Vietnam, Point Avenue has always trusted and selected TrueLaw as a consulting partner and handling all legal issues of Point Avenue from the establishment of the beginning legal system for International Inter-level schools, International Kindergarten, Center for International Language Training Center, Center for Oversea educational consultation, regular legal consultation, drafting contracts and contracts consultancy,...



Image of Work Permit Temporary Residence Card of Point Avenue performed by TrueLaw.

MAJOR CUSTOMERS OF TRUELAW



HEY! KOREAN INC

Hey!Korea Inc. is an advertising and software technology development corporation headquartered in Wall Street, USA; Seoul and Jeju, South Korea. In 2016, Hey! Korea started to enter Vietnam with the establishment of a subsidiary called AnPSoft to exploit the software development market in Vietnam.

The Chairman of the corporation, Mr. Raymond Shim, has trusted and utilised TrueLaw's services right from the beginning of the business research in Vietnam. He always highly appreciates the service quality and legal consultation of TrueLaw. Currently, TrueLaw is in charge of regular legal, tax and financial consultation for AnPSoft from 2016 to present.

As a multinational corporation, Hey!Korea has a large number of foreign employees, especially experts from Korea and the US. TrueLaw has applied for work permits, temporary residence cards for the staff here as well as provided consultation on labor law, tax, and insurance.

LilyMag

Flower & Garden

SEOUL · INCHEON · HANOI

LILYMAG FLOWER&GARDEN VIETNAM

LilyMag is a Korean-invested company with a Korean-style brand of fresh flowers and ornamental plants. In 2019, LilyMag was the exclusive and official Flower Sponsor of Miss World Vietnam 2019.

Currently, LilyMag has 3 branches in Seoul – Incheon, Korea and in Hanoi, Vietnam. Company director - Mr. Lee Sung Won is a very famous flower artist in both Korea and Vietnam.

TrueLaw conducted survey consulting for LilyMag when the company first entered the Vietnamese market. TrueLaw also applied for Work Permits and Temporary Residence Cards, and provided consultation on labor and tax issues for LilyMag.

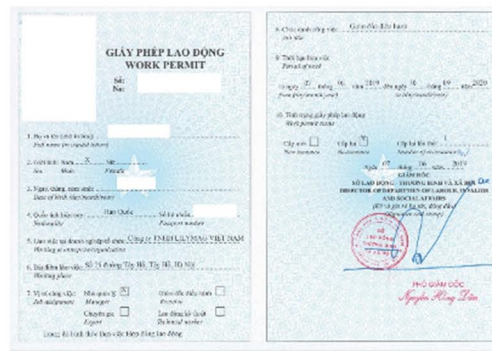


Image of Work Permit of Lilymag performed by TrueLaw

MAJOR CUSTOMERS OF TRUELAW



CEO SUITE CO., LTD

CEO SUITE is an enterprise with 100% foreign capital. This is a unit specializing in providing high-end office rental services with a network throughout Asia. Mostly located in the most favorable buildings in the Asia-Pacific region (Korea, Malaysia, China, Indonesia, Singapore, Thailand, Vietnam), CEO SUITE provides all essential services for partners, from finding suitable local business partners to accounting, administration and technology.

TrueLaw is the unit that applied for an Investment Registration Certificate for the field of real estate business for Ceo Suite. At the same time, TrueLaw is also a regular legal and financial consulting unit. During the operation in Vietnam, all legal issues, Ceo Suite has trusted and used TrueLaw's services since 2017 until now.

With a market operating in many countries, Ceo Suite requires a large staff of diverse nationalities to be able to meet the group's strict business standards and criteria. TrueLaw was in charge of the entire process of consulting, applying for Work Permits and Temporary Residence Cards for the company's staff.





RESTAURANT CHAIN GOJUMONG - GANGNAM BULGOGI - GAON - BORNGA

The Gojumong - Gangnam Bulgogi - Gaon - Bornga restaurant chain is owned by HS F&B Group. This is a chain of high-end Korean-style restaurants located in major commercial centers such as Lotte, Vincom Metropolis, AEON Mall,... TrueLaw is responsible for setting up the legal framework related to the Food & Beverage field and, at the same time, establishing other legal procedures to bring the restaurant chain into operation in accordance with the law.

To ensure service quality, the restaurant chain has a large number of Korean chefs and managers working here. TrueLaw has successfully assisted the restaurant chain in applying for Work permits, Temporary residence cards, visas for these Korean chefs and professionals. Besides, we also participate in the development of labor rules, collective bargaining agreement, and the salary scale system for restaurant chains.



With the desire to bring maximum efficiency to the legal and investment consulting services for enterprises, especially foreign-invested enterprises. TrueLaw is confident to be a pioneer and leading legal consulting company in the field of investment law. We are always ready to put the responsibility of work, the value of consulting quality and the security of our customers first with the most complete and optimal solutions.

TrueLaw - Northern area:

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TrueLaw - Southern area:

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