

Outsourced Vietnam payroll services

The processing of payrolls for staff is not just about paying salaries. It is a far more time consuming and compliance oriented function that needs dedication and focus.

It's very costly to maintain your own administration and human resource team in SME. Outsourcing services are always the cost benefit and time saving solution for BOD as well as to comply with all applicable prevailing regulations when the company is entering into the new market.

Why AC&C for your payroll in Vietnam?

- Support of our professional expertise to ensure taxation, compulsory social securities issues are controlled appropriately;
- Significant experiences of managing all types of Vietnam payrolls across a wide range of sectors;
- A review is carried out for all payroll runs to ensure accuracy and in compliance with local taxation, employment rules by Partner level;
- A team that will look beyond the immediate payroll compliance tasks by being mindful of opportunities to add value;
- Ability to produce customized payroll management reports in compliance with Group Reporting as well as local requirements;
- Conduct annual review and risk assessment of the payroll process and procedures to eliminate any risks of misstatements or non compliances;

What are the main benefits of outsourcing your payroll function to AC&C?

- Increased efficiency by having your valued employees focus on other core areas of the business;
- Increased confidence in the accuracy of the payroll;
- Ensure deadlines will be met;
- Ensure compliance with the current taxation and employment rules;
- Removes the cost of employing a dedicated payroll person to manage the payroll process;
- Access to our expert employment tax and legal knowledge;



**Quality, Confidential,
Professional and Flexible
approach to payroll
management and
compliance**

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Payroll processing flow and time table



ACTIONS BY THE CLIENT

Sending payroll information to AC&C

- Confirmation & approval payroll
- Approval of funds
- Remit funds to AC&C accounts (Payroll funds, statutory funds and monthly fees)

1-17 th	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th	25 th	26 th	27 th	28 th - 1 st weeks of next month
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- Data capturing
- Data validation
- Payroll fund requisition
- Payroll fund approval

Remit payment to employees accounts

- Remits payments to statutory accounts;
- Submit monthly statutory reports
- Submit monthly reports to the Client

ACTIONS BY AC&C