



VINA BOOKKEEPING

COMPANY PROFILE 2021

Accounting • Tax • Advisory



vinabookkeeping.com

VINA BOOKKEEPING

“Vina Bookkeeping was founded by I-Glocal, a leading Japanese consulting firm in Vietnam, and Mr. Vo Tan Huu (I-Glocal’s former Deputy General Director) with the mission to provide expert services in bookkeeping, accounting, taxes, and consulting for Japanese and FDI enterprises in Vietnam.”

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ABOUT I-GLOCAL

I-GLOCAL is a Japanese consulting firm in the consulting, accounting, taxation and Investing for Japanese enterprises with business development in Vietnam and Cambodia. IGL provides a full-service from the initial support of the investment phase to support the business operation phase, such as helping Japanese business customers to develop markets with confidence.

ABOUT MR. VO TAN HUU

Mr. Huu has more than 16 years of experience in financial consultancy, accounting, and tax consultancy for Japanese enterprises and FDI in Vietnam. He joined I-Glocal in 2005 as Deputy General Director was responsible for accounting services, tax declaration, corporate governance, M&A, and consulting for Japanese customers.

From 2014, He and I-Glocal directly established and operated Vina Bookkeeping as a capital investor and General Director. He graduated from the University of Economics, HCMC, major in accounting; he obtained the certificate of CPA issued by MOF and CPT issued by the General Department of Taxation. He is also currently an executive committee member of the Vietnam Institute of Chartered Accountants (VICA).

I-GLOCAL GROUP



OUR TEAM



MR. VO TAN HUU

General Director | VNCPA | VNCPT

“ With the desire to become a reliable partner to contribute to your business's success in Vietnam, we are committed to implementing our mission of Quality First and the spirit of Dedicated Service (Omotenashi) throughout, exceed customer expectations.

Said **Mr. Vo Tan Huu** – CEO



We gather talented people with many years of experience providing services to Japanese businesses and FDI in Vietnam. Our people have fully accounting practice licenses issued by the Ministry of Finance and tax agent practice licenses granted by the General Department of Taxation.



Nguyen Thi Dung

Deputy Director | VNCPA | VNCPT



Bui Bao Nguyen

Manager | VNCPA | VNCPT



Truong Ngoc Khanh

Manager | VNCPA | VNCPT



Tran Thi Ngoc Thien

Manager | VNCPA | VNCPT



Pham Nguyen Nhat Thien

Manager



Nguyen Thi Ngoc

Manager | VNCPA | VNCPT



Tran Mai Thao

Manager | VNCPA | VNCPT



Luu Hong Mui

Manager | VNCPA | VNCPT



Thieu Thi Chuc

Manager | VNCPA | VNCPT

SERVICE STANDARD

“ We are committed to implementing our mission of Quality First (Quality First) and the spirit of Dedicated Service (Omotenashi) to exceed customer expectations. ”

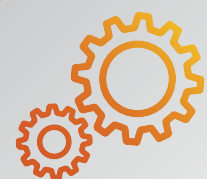


01.
OMOTENASHI

Customers are always served wholeheartedly in the spirit of Japanese Omotenashi. Commitment to the interests of customers is in the highest position.

The Japanese working culture Horenso is followed in Reporting – Communication
– Discussing within the Company and providing services to Clients.

02.
HORENDO



03.
PDCA

The PDCA cycle is applied to Plan, Do, Check and Action in providing services to customers.

Customer feedback is always heard and used as a guide to improve service quality not only to meet but exceed customer expectations.

04.
KAIZEN



CLIENTS



Our clients are Japanese and FDI Companies, Representative Offices, Contractor Offices in Vietnam.

WE ARE PROUD OF HAVING



200+

JAPANESE AND FDI CUSTOMERS



4000+

ISSUED FINANCIAL STATEMENTS



5000+

ISSUED TAX DECLARATION



2000+

PAYROLL AND INSURANCE
(PEOPLE)

CONNECT INDUSTRY AND VINA BOOKKEEPING TO YOUR BUSINESS DEVELOPMENT

- Information Technology
- Outsourcing service
- Logistics
- Wholesale and retail
- Communication
- Restaurant
- Construction
- Manufacturing

OUR SERVICES

At Vina Bookkeeping, we understand your challenges in the management of accounting, tax, and payroll. That is why we have created our specialized services to consist of the needs of our clients. Depending on the Customer's requirement, Vina Bookkeeping offers flexibility in choosing a variety of services. We always guarantee the highest quality for the services provided and precisely as we have promised to rest assured.

WE PROVIDE
& COMMIT



SAVE THE MAXIMUM TIME & COST

You can save significant time and money on administrative tasks such as inputting data, calculating figures, checking reports, and accounting management costs.

ACCURATE & TIMELY

With our experience and spirit of conscientious service to customers, We are committed to providing accurate and timely reports in compliance with the deadline by all staff.

COMPLIANCE WITH LEGAL
REGULATIONS

We usually update the newest legal regulations and always give professional advice so you can be assured of administering and complying with the latest regulations.

MINIMIZE THE RISK

We always provide professional advice and solutions applied in your practice to reduce risks and save tax.



OUR SERVICES
• Bookkeeping service
• Accounting
• Tax
• Labor and salary
• Staff outsourcing
• Management consulting
• Training
• Online test

OUR SERVICES
BOOKKEEPING SERVICE



Bookkeeping Service is a professional accounting service of Vina Bookkeeping Co., Ltd (“VBK”) to meet its management’s needs and comply with the current regulations.

When using the Bookkeeping Service of VBK, the company does not need to have an internal accountant; all accounting jobs as preparing accounting books, financial statements, and tax reports according to the regulations will be in charge of VBK’s staff.

We give professional accounting packages for each business type: service, trading, construction, and manufacturing.

BOOKKEEPING
SERVICES INCLUDE

- Check and classification of documents, vouchers provided by customers.
- Input the arising accounting transactions into accounting software.
- Prepare monthly financial statements according to the management requirements of the company.
- Prepare annual financial statements according to Accounting regulations.
- Support to work with auditors at the end of the fiscal year.
- Prepare and print out accounting books according to Accounting regulations.
- Declare Value Added Tax (VAT) report according to Tax regulations.
- Declare and finalize Personal Income Tax (PIT) report according to Tax regulations.
- Declare and finalize Corporate Income Tax (CIT) return according to Tax regulations.
- Declare and finalize Foreign Contractor Tax (FCT) according to tax regulations.

OUR SERVICES

ACCOUNTING & TAX

“The team has many years of experience in providing services for Japanese and FDI Enterprises, fully licensed by the Ministry of Finance and the General Department of Taxation.”



ACCOUNTING SERVICES INCLUDE



- Bookkeeping Service
- Preparing monthly financial statements service
- Reviewing Financial Statements Service
- Accounting consulting services
- Supporting short term accounting
- Accounting staff outsourcing
- Service of converting financial statements from VAS to IFRS

TAX SERVICES INCLUDE



- PIT declaration and finalization services for foreign experts
- VAT refund service
- Service of preparing annual Corporate Income Tax
- Tax compliance review service
- Tax inspection support service
- Service of preparing Tax exemption application dossiers under Tax Agreements
- Package service for foreign representative offices
- Package service for foreign contractor's office

OUR SERVICES

LABOR, SALARY, AND STAFF OUTSOURCING



LABOR AND SALARY



Absolute **confidentiality** of salary information

- Payroll service
- Work permits service
- Compensation and benefits consulting service
- Labor laws consulting service

STAFF OUTSOURCING



- Accountant staff outsourcing
- Chief accountant outsourcing
- Admin staff outsourcing

We will send our staffs to work as your **inhouse employees**

OUR SERVICES

MANAGEMENT CONSULTING



“We work directly with the Board of Directors, the accounting department, and other related departments to collect information and documents, from which to consult and build up a suitable process for Enterprises.”

The team has many years of experience in providing services for Japanese and FDI businesses, fully licensed by the Ministry of Finance and the General Department of Taxation.

- Consulting for cash-flow management
- Inventory management consulting
- Cost management consulting
- Consulting for building up costing method

OUR SERVICES

TRAINING AND ONLINE TEST

TRAINING



Learners will study according to a set of documents, procedures, and actual templates that applied to Japanese and FDI enterprises. After the course, learners will be confident in preparing monthly financial statements and tax declaration at Enterprises.

- Guide to prepare monthly financial statements
- Guidance on PIT declaration and finalization
- Guidelines for CIT finalization
- Practical accounting

ONLINE TEST



The accounting profession test is built on the fundamental accounting skills and situations people who work in accounting and taxation often encounter. The test is compiled by VBK's experts who have many years of working in accounting and finance.

- Practical accounting test
- Practical tax test
- Practical accounting, tax, and labor test
- Practical labor and salary test

VINA BOOKKEEPING



TOP 10 LARGEST ACCOUNTING FIRM IN VIETNAM RANKED BY THE MINISTRY OF FINANCE 2018 & 2019

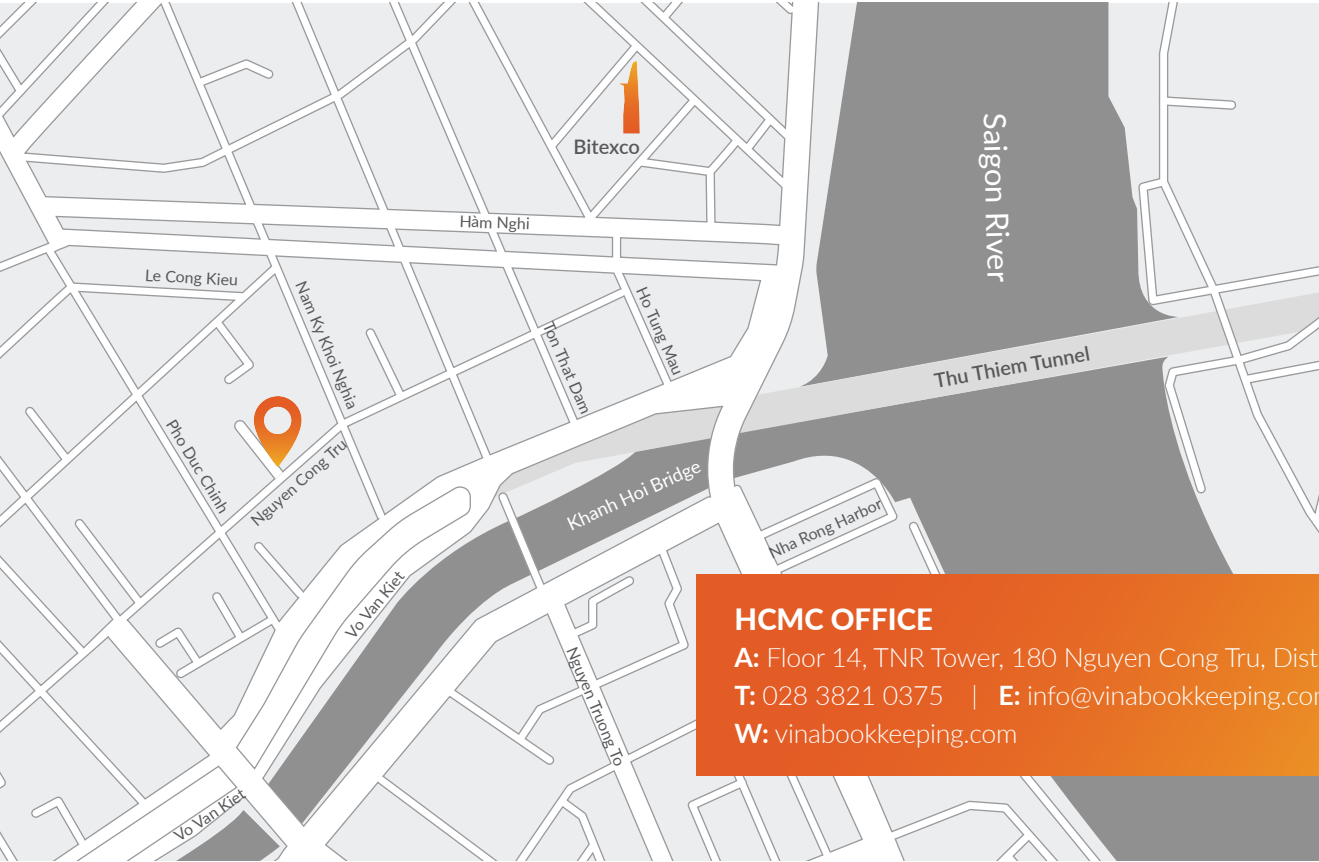
- CERTIFICATE OF MERIT FROM THE VIETNAM TAX CONSULTANT'S ASSOCIATION (VTCA)
- CERTIFICATE OF MERIT FROM THE VIETNAM ASSOCIATION OF ACCOUNTANTS AND AUDITORS (VAA)



VISIT OUR OFFICES

- 1 HCMC reception
- 2 HAN working space
- 3 HCMC working space
- 4 Meeting room
- 5 Seminar room





HCMC OFFICE

A: Floor 14, TNR Tower, 180 Nguyen Cong Tru, District 1
T: 028 3821 0375 | E: info@vinabookkeeping.com
W: vinabookkeeping.com



HAN OFFICE

A: Floor 12, Indochina Plaza Tower, 241 Xuan Thuy, Cau Giay District
T: 024 3795 4295 | E: info@vinabookkeeping.com
W: vinabookkeeping.com

Company Name	Vina Bookkeeping Co.,Ltd
Offices	HCMC Head Office, and HAN Branch Office
Year of Establishment	2014
Investors	I-Glocal (Japan) and Mr. Vo Tan Huu
Representative	Mr. Vo Tan Huu - General Director
Major Business Sectors	Bookkeeping - Accounting - Tax - Advisory
Target Audiences	Japanese and FDI Companies, Representative Offices, Contractor Offices in Vietnam
Number of Employees	45
Number of Employees With VNCPA	9
Number of Employees With VNCPT	13
Number of Employees With IFRS	2
Positioning & Ranking	Top 10 largest accounting firm in Vietnam ranked by Ministry of Finance (2018-2019)
Certificate of Merit	Certificate of Merit from the Vietnam Tax Consultant's Association (VTCA), Certificate of Merit from the Vietnam Association of Accountants and Auditors (VAA)
Member	Member of Vietnam Accounting Association (VICA) and Vietnam Tax Consulting Association (VTCA)
Website	vinabookkeeping.com
Email	info@vinabookkeeping



Vina Bookkeeping a member of **I-Glocal** (Japan)