TIN HOLDINGS®

Our Word - Our Responsibility

LEADING
COMPLIANCE & ADVISORY PARTNER
FOR BUSINESSES

www.tinholdings.com



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TIN Holdings Headquarters

ABOUT TIN HOLDINGS

As a business owner, you know better than anyone: every day brings dozens of decisions that must be made for the company to grow - yet dozens of compliance obligations also run quietly in parallel, and a single minor error (a late tax filing, inaccurate accounting records, missing employment documentation) can become a major legal risk, or stand in the way just when the business needs to raise capital or scale up. Most of a business owner's time and attention should go to customers, products and growth - not to wrestling with ledgers, licenses and ever-changing legal regulations.

TIN Holdings was founded to take on exactly that burden - to serve as a trusted compliance and advisory function, so that business owners can focus fully on running and growing their businesses.

TIN Holdings at a Glance

Founded in 2012, TIN Holdings is the leading Compliance & Advisory partner for businesses in Vietnam.

14 Years
Supporting Businesses

2 Offices
Ho Chi Minh City & Hanoi

~100 Professionals
With specialist expertise



Message from the CEO

> ***"More than 10 years ago, we started with a simple question: why are businesses always on the back foot when it comes to compliance, when they are the very ones who need a dedicated partner the most?"***



Mr. ***Nguyen Van Khai***
Founder & CEO TIN Holdings

Every business - large or small - must comply with the same legal system and faces the same level of risk if it makes a mistake. Yet not every business has the resources, expertise and time to build an effective in-house team of dedicated accounting, legal and HR professionals. That is precisely the gap TIN Holdings was created to fill.

I believe a business can grow sustainably only when it operates in compliance with the law and makes sound decisions - two things that are inseparable, because a solid foundation is the very condition for making major decisions: expanding, raising capital, restructuring. Throughout this journey, we have kept one commitment: our word - our tesponsibility. We do not promise what we cannot deliver, and once we take on a job, we see it through to the end.

Mission

To help businesses build a solid compliance foundation and make sound decisions for sustainable growth.

Vision

To become the first-choice compliance and advisory partner for businesses in Vietnam.

Core Values

- **Improvement**
- **System**
- **Efficiency**
- **Trust**
- **Compliance**



The Role of TIN Holdings

TIN Holdings does not offer standalone services. TIN Holdings plays two roles in parallel:

Compliance Partner

Ensuring that businesses operate in accordance with the law and reducing legal risk across accounting, tax, labor and social insurance.
*(through **TIN Comply** and **TIN Payroll**)*

Advisory Partner

Accompanying businesses in making the right decisions at critical moments: expansion, legal matters, fundraising and restructuring.
*(through **TIN Advisory**)*

Lawful Operations + Sound Decisions

↓

Sustainable Growth

Why Choose TIN Holdings

01 One Point of Contact, Not Many Vendors

Accounting, tax, social insurance, legal, payroll and strategic advisory - all compliance and operational needs are handled by a single partner, so businesses do not have to coordinate among multiple fragmented service providers.

02 Deep Understanding of Vietnamese Businesses, Rapid Response to Policy Changes

14 years of operating in the Vietnamese market enables TIN Holdings to track and promptly stay current with every change in tax, labor and enterprise law - proactively notifying and adjusting for clients before risks arise, rather than reacting passively after the fact.

03 Long-Term Partnership Through a Subscription Model

Rather than a case-by-case service, TIN Comply operates continuously on a monthly/quarterly basis - businesses always have a dedicated team of specialists on standby, with no need to wait until the tax finalization period to discover problems.

04 Right-Sized, Not Cumbersome

TIN Holdings focuses on serving the right-fit businesses with lean, flexible processes, enabling fast response, reasonable costs and close alignment with operational realities.



Who Is TIN Holdings For?

Every business must comply with the same complex and frequently changing legal system. However, not every business has the resources to maintain a full-fledged, specialized in-house accounting and legal department. Many organizations opt for stopgap solutions - hiring an individual accountant, handling legal matters case by case as they arise - and only discover the gaps after their legal standing has been affected, they have been assessed for back taxes, or they have lost key personnel.

TIN Holdings is built to solve exactly that problem: to serve as an extension of the business's own compliance and advisory function, at a lower cost than building one in-house, while still upholding the standards and accountability of a professional partner. We serve businesses - both Vietnamese enterprises and foreign-invested (FDI) enterprises - that need a partner with deep knowledge of the Vietnamese market, rapid response to policy changes, and long-term commitment rather than piecemeal, case-by-case handling.



Ideal Fit

Annual revenue
Of **15** Billion VND
Or more

Industry
Trading, Services
Manufacturing

Location
HCM City, Hanoi
surrounding areas

Customer type
Vietnamese enterprises
& FDI enterprises

Dedicated Support for FDI Enterprises

TIN Holdings has English and Japanese-speaking staff to help foreign businesses communicate smoothly, with no language barriers on compliance and legal matters in Vietnam.

TIN Comply - A Solid Compliance Foundation, Supporting Your Business Every Day

Running a business in compliance with the law is not a one-time task. Books must be recorded continuously, taxes must be filed on time, and insurance and legal matters must be updated with every regulatory change.

TIN Comply is built to address exactly that reality: instead of purchasing services case by case, businesses sign up on a recurring subscription basis - paying a fixed monthly or quarterly fee - with a team of specialists supporting them throughout, proactively handling every compliance task without waiting for reminders from the business or worrying about omissions.



Mrs. Nguyen Thi Vien
Head of Tax & Accounting Advisory



Mrs. Le Thi Thu Thai
Head of Labor & Social Insurance Advisory



Ms. Nguyen Thi Hong Nhung
Head of Legal Advisory



TIN Comply

3 Core Service Packages

TIN Comply - Standard

Accounting - Tax + Ongoing Corporate Legal Services

Suitable for businesses that need a basic compliance foundation & stable operations.

TIN Comply - Advanced

Accounting - Tax - Social Insurance + Ongoing Corporate Legal Services

Suitable for businesses that already have staff and need integrated social insurance management.

TIN Comply - Comprehensive

Accounting – Tax – Social Insurance + Ongoing Corporate Legal Services + Payroll (TIN Payroll included)

The most complete compliance solution - a single point of contact for all of the business's back-office operations.

Or Choose by Specific Need

- **Outsourced Accounting & Tax:** including tax filing for foreign representative offices
- **Outsourced Chief Accountant:** adding senior-level expertise without the need for a formal hire
- **In-Depth Support for In-House Accounting Teams:** helping existing accounting teams establish & control source documents and keep books to standard, ensuring that records are properly archived and reports are transparent and timely for management
- **Recurring Corporate Legal Services:** advising on and handling legal issues that regularly arise during operations

TIN Payroll - Calculated Right, Paid on Time, Keeping Your Employees' Trust

> ***"One wrong figure on the payroll - and employees lose trust for the entire year."***

TIN Payroll is a professional payroll service that can be used independently or integrated seamlessly with TIN Comply.

When used together, TIN Comply handles personal income tax (PIT) and social insurance filings, while TIN Payroll handles payroll calculation and payroll disbursement results - so the business does not have to provide duplicate data to two separate points of contact.

Scope of Services

Monthly Payroll Calculation

- Gross-to-net payroll calculation for all employees based on timekeeping data
- Calculation of fixed components (base salary, allowances) and variable components (overtime, bonuses, leave)
- Calculation of social insurance, health insurance and unemployment insurance deductions, and monthly provisional personal income tax withholding
- Handling of special cases: employees joining or leaving mid-month

Monthly Deliverables

- Consolidated payroll and individual payslips for each employee
- Bank transfer list, ready for salary payment
- Payroll data archiving, retrievable on request for the duration of the contract

Our Commitments to Clients

- **Transparent, no hidden fees:** service fees are based on the actual number of employees, with no initial setup fee
- **On time:** a clear processing workflow ensures that the payroll and bank transfer file are ready before payday
- **Absolute confidentiality:** payroll data is accessible only to assigned personnel and is never shared with third parties



TIN Payroll

TIN Advisory - Guiding Businesses to the Right Decisions at Critical Moments

If TIN Comply helps businesses operate in compliance with the law every day, then TIN Advisory is the partner for the moments when a business needs more than a compliance report - when it must review tax risk ahead of an inspection, when its accounting system can no longer keep pace with its growth, or when it must make a strategic decision that affects its future.

In-Depth Tax Advisory

- Tax risk management
- Comprehensive tax advisory services
- Tax finalization support
- Representing clients before tax authorities
- Preparing explanatory dossiers and tax refund applications

Accounting System Review & Standardization

- Bookkeeping review and remediation - assessing the current state of the books, and identifying and correcting discrepancies
- Standardizing the accounting records system to be transparent and consistent
- Accounting system advisory - assessing and recommending improvements suited to the business's scale and industry-specific characteristics

TIN Advisory

Comprehensive Compliance Advisory

Comprehensive legal compliance review and remediation covering accounting, tax, labor, social insurance and general corporate legal matters - suitable for businesses that want an overall assessment of their compliance level before expanding, raising capital, or switching service providers.

Management & Strategy Advisory

- **Transaction advisory:** pre-transaction legal and financial due diligence, and strategic advice on transactions
- **Process development advisory:** standardizing internal operating processes and supporting businesses in scaling up in a controlled manner
- **Business strategy and planning:** setting direction, targets and concrete action plans for the business.
- **Business coaching:** accompanying and coaching business owners throughout the journey of building and growing their businesses



One Point of Contact for Every Operational Need - No Need to Look for Other Providers

In addition to the three core pillars - TIN Comply, TIN Payroll and TIN Advisory - TIN Holdings offers supplementary support services as needs arise - from legal procedures and documentation for foreigners to office space.

Businesses do not need to deal with multiple parties; every operational need is handled in one place.

Translation & Visa

- Notarized translation
- Interpreter services
- Consular legalization
- Outbound travel visas - for Vietnamese citizens traveling abroad for tourism or business



Ms. Nguyen Ngoc Dung
Head of Administration
& Office Advisory



Ms. Mai Minh Nguyet
Advisory Specialist



Ms. Le Thi Minh Diem
Advisory Specialist



Mrs. Nguyen Thanh Phuong Nhat
Advisory Specialist

Legal & Licensing

- Domestic enterprise incorporation
- Foreign-invested enterprise incorporation
- Product declaration
- Intellectual property registration
- Business licenses
- Work permits for foreigners
- Temporary Residence Cards for foreigners
- Vietnam entry visas - for foreign experts and workers
- Business suspension and dissolution

Operations & HR

- Standard office leasing and serviced offices at the TIN Holdings headquarters
- Labor registration, salary scales and wage tables and trade union setup

Other Support Services

A Simple Engagement Process with No Disruption to Operations

Needs Discussion

We listen to the business's current situation - its size, industry and the challenges it faces - to recommend a suitable service package.

1

Assessment & Solution Proposal

Assessing the current state of the books, legal records and existing processes; proposing a specific service scope and implementation roadmap.

2

Contract Signing & Handover

Agreeing on the contract & receiving the data handover from the previous provider (if any) - ensuring no interruption to filing & reporting obligations during the transition.

3

Operations & Long-Term Partnership

A dedicated team proactively carries out the work, reports periodically and promptly updates the business on any policy changes that affect it.

4

Confidentiality Commitment

All of the client's financial, personnel and legal data is kept strictly confidential - it is not shared with any third party in any form, except at the request of a competent state authority.

All TIN Holdings personnel who handle client data sign information confidentiality agreements, and data is stored securely and accessible only to assigned personnel.



Workflow

Confidentiality Commitment

TIN Holdings at a Glance

90%
Client retention rate

14 Years
Experience

~100 Professionals
With specialist expertise

Key Partners

- HCMC Tax Consultancy & Agency Association
- HCMC Tax Consultancy & Agency Association
- BNI Vietnam
- Phu Nhuan District Business Association
- ActionCOACH
- Corporate Connections
- Transworld Business Advisors
- Vietnam HR Club

Key Clients

- Annam Group
- Vinh Hien Rice
- Innotech Vietnam
- Eishin VH
- Coro Energy
- IDFL Vietnam
- Phu Thai
- Logistics Shibusawa
- Lotte Vina International
- Tsingtao Beer Vietnam
- Sojitz Corporation
- Binh Phat

Key Clients & Partners

Recognition from the Business Community

Chairman of the Ho Chi Minh City Business Association - Recognition of outstanding achievements in building and developing the Phu Nhuan District Business Association, 2018–2023.



Chairman of the Phu Nhuan District People's Committee - Recognition of active contributions to the activities of the Phu Nhuan District Business Association, 2021–2022, on the occasion of Vietnam Entrepreneurs' Day (October 13).



BizTech Vietnam 2023 - Founder & CEO Nguyen Van Khai - recognized for his contribution as a speaker at the BizTech Vietnam 2023 Conference and Exhibition, organized by VINASA.



Ready to Partner with Your Business

Whether your business is looking for a reliable compliance partner or needs advice on an important upcoming decision - TIN Holdings is always ready to listen and propose suitable solutions.

Register for a free consultation - we will get back to you as soon as possible.

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Community Testimonials