

**OBLIGATION OF LABOR REPORTS OF ENTERPRISES AND REPRESENTATIVE OFFICES**

Report	Administrative penalties
1. Report on employee changing	
Biannual report (before June 5 th) and annual report (before December 5 th).	A fine ranging from VND 10.000.000 to VND 20.000.000 shall be imposed upon an employer for commission of failing to submit reports on changes in number of employees as prescribed. <i>(Point c Clause 2 Article 8 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>
2. Occupational Health and Safety Report	
Annually before January 1 st of the following year.	A fine ranging from VND 2.000.000 to VND 6.000.000 shall be imposed upon an employer for commission of failing to submit reports or lately submitting reports as prescribed by law. <i>(Clause 2 Article 20 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>
3. General report on occupational accident	
Biannual report (before July 5 th) and annual report (before January 1 st of the following year).	A fine ranging from VND 10.000.000 to VND 20.000.000 shall be imposed upon an employer for commission of failing to submit periodic reports or submitting inadequate, inaccurate or late reports on occupational accidents. <i>(Clause 3 Article 20 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>
4. Report on participation in unemployment insurance	
Annually before January 15 th of the following year.	A fine ranging from VND 10.000.000 to VND 20.000.000 shall be imposed upon an employer for commission of failing to provide accurate, adequate and timely information as prescribed by law. <i>(Clause 4 Article 39 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>
5. Occupational Health Report	
Biannual report (before July 5 th) and annual report (before January 1 st of the following year).	A fine ranging from VND 2.000.000 to VND 6.000.000 shall be imposed upon an employer for failing to submit reports or lately submitting reports on occupational safety and health as prescribed by law. <i>(Clause 2 Article 20 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>
6. Notification of labor fluctuation (Applicable only in cases where the number of employees increases or decreases by 50 or more)	
In the event of any changes	A fine ranging from VND 4.000.000 to VND 8.000.000 shall be imposed upon an employer for commission of failing to notify the employment service center of the locality where its head office is located of any changes in labour or employment status at its enterprise in accordance with regulations of law. <i>(Clause 3 Article 41 và Point b Clause 3 Article 6 Decree 12/2022/ND-CP)</i>

End./