



2026 Edition

9-STEP PLANNING CHECKLIST FOR FOREIGN CONTRACTORS

Construction Operation License in Vietnam

Practical pre-mobilization planning guide for foreign construction contractors entering Vietnam.

Note: This checklist is general information for planning purposes and is not legal advice. Document requirements and authority practice can change, so confirm the current list before filing. The license does not replace work permits, visas, professional certificates, or foreign contractor tax obligations, which are separate.

9-STEP PLANNING CHECKLIST

PHASE 1 – PROJECT QUALIFICATION

STEP	WHAT TO CONFIRM	COMMON DELAY RISK
Scope of Work	What work the contractor will actually perform (design, build, install, supervise, EPC, etc.).	Contract title does not match the real work.
Contractor Role	Main contractor, EPC, subcontractor, consortium member, or consultant.	Wrong assumption about who is responsible.
License Need	Whether the construction operation license is required for this scope.	Review happens too late.

PHASE 2 – DOCUMENTATION

STEP	WHAT TO CONFIRM	COMMON DELAY RISK
Award documents	Bidding results or selection decision, plus project approval / investment decision	Project owner documents not ready
Corporate documents	Business registration, home-country certificate, 3-year audited financials, power of attorney	Headquarters slow to issue or sign
Local partner	Vietnamese subcontractor or consortium agreement, and owner approval where needed	Partner documents incomplete

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PHASE 3 – FILING & MOBILIZATION

STEP	WHAT TO CONFIRM	COMMON DELAY RISK
Legalization	Consular legalization and certified Vietnamese translation of foreign documents	Names, signatures, or formats do not match
Filing	Correct authority (Ministry of Construction agency or provincial Department of Construction); timely responses	Filed in wrong place; slow responses
Mobilization	Work permits, visas, tax review, project office, site access, insurance, run in parallel	License issued but team still not ready

COMMON MISTAKES TO AVOID

- Consular legalization mismatch or missing translation
- Wrong authority or outdated submission address
- Delayed Vietnamese partner approval
- Incomplete financial statements or POA
- Work permit and visa preparation started too late

PARALLEL OBLIGATIONS

- Work permits for foreign staff
- Visas and temporary residence cards
- Tax registration and compliance
- Project office and site access
- Insurance (worker, liability, etc.)

NEED THE FULL GUIDE?

See the complete step-by-step guide with detailed requirements, document lists, procedures, and practical tips.

Read the full article:

[Apply for A Construction Operation License in Vietnam: 9 Steps Foreign Contractors Should Plan Before Mobilization.](#)