Preparing for a business dispute in Vietnam

A management checklist and meeting worksheet

Use this worksheet to prepare a focused discussion with your management team and legal advisers. Brief notes are enough. Mark unknowns clearly and keep sensitive information within the authorised team.

Company seeking advice	Prepared by and role	Date

01 Business priorities

What outcome does management want from this dispute?

Amount and currency at issue, operational effects and relationships to preserve

02 Parties and contract

Full legal names of counterparties and other entities involved

Contract and amendments, governing law, dispute forum and language

03 Timing and immediate decisions

Earliest known deadline, its source and who will verify it

Current stage, next proposed action and any risk that needs urgent attention

If time is short: flag the date promptly. Do not wait to complete this worksheet before seeking advice.

Facts and next steps

Tick a box only when the check is complete. Use the notes and action list for gaps or items still to verify.

04 Records and gaps

- [ ] Contracts, amendments and signing authority records identified.
- [ ] Delivery, acceptance, payment and loss records located.
- [ ] Key emails and messages retained with their attachments and context.
- [ ] Missing, inconsistent and adverse records flagged for review.
- [ ] Record owners and people with direct knowledge identified.
- [ ] Risks of deletion, lost access or changing physical evidence escalated.

Strongest supporting record and the main gap or contradiction

Key events

Date	What happened	Record reference

05 Instructions and authority

Who can instruct counsel, approve costs and authorise settlement?

Next decision needed, its approver and any internal approval deadline

06 Next actions

Action or question	Responsible person	Due date

Initial enquiry: send only the parties, a brief issue summary and any deadline. Agree how to share sensitive documents before sending this completed worksheet or a detailed file. An enquiry does not confirm an engagement.

General preparation aid only. Specific advice and deadline checks require the facts.