

5 LABOR REPORTS ENTERPRISES MUST DO AT THE END OF THE YEAR

1. Annual labor use report



Submission deadlines:

Every 6 months (before 5 June) and annually (before 5 December), the employer must report the change of employees to the Department of Labor, War Invalids and Social Affairs through the National Public Service Portal (Form No 1 /PLI attached to the offer 145/2020 / ND-CP).

Submission place:

Reports can be submitted online or directly to the Department of Labour, War Invalids and Social Affairs and notified to the district social insurance agency where the head office is located.

2. Occupational safety and hygiene report

According to Clause 2, Article 10 of Circular 07/2016/TT-BLDTBXH, the employer must report the work of occupational safety and health yearly to the Department of Labor, War Invalids and Social Affairs, and the Department of Health (directly, email, fax, or by post) using the form specified in Appendix II to this Circular

Submission deadline:

Reports must be submitted by 10 January of the following year.

Submission place:

Department of Labor, War Invalids and Social Affairs, and Department of Health.



3. Occupational health report

Enterprises must make an occupational health report to the competent authority according to the form specified in Appendix 8 to Circular 19/2016/TT-BYT.



Submission deadlines:

- Before 5 July every year for the first 6-month report
- Before 10 January of the following year for annual report.

Submission place:

- The local medical center where the head office is located
- The health unit of the ministry or branch, in the case of an enterprise under the management of the ministry or branch.

4. Occupational accident report

The employer shall send the general report on the reality of occupational accidents following the form specified in Appendix XII issued with Decree 39/2016/ND-CP directly, fax, email, or by post.

Submission deadlines:

- Before 5 July each year for the first 6-month report
- Before 10 January of the following year for the annual report.

Submission place:

Department of Labour, War Invalids and Social Affairs where the head office is located.



5. Prevention of occupational diseases report

Employers shall periodically and irregularly report on occupational disease prevention and control to provincial-level state management agencies in charge of health to consolidate and report to the Ministry of Health.



Submission deadlines:

Before 10 January of the following year for the full year report (Circular 28/2016/TT-BYT).

Submission place:

The provincial-level state management agency in charge of health to consolidate and report to the Ministry of Health (according to Clause 2, Article 37 of the Law on Occupational Safety and Health 2015).