



# sparton

## Facility Convenience Sheet

Spartronics, No.3, Street no.6, Viet Nam Singapore Industrial Park I, Thuan An Town, Binh Duong Province  
(Công Ty TNHH Spartronics Việt Nam I Số 3, đường số 6, KCN Việt Nam – Singapore 1, Thị Xã Thuận An, tỉnh Bình Dương)



### Closest Airports

- Tan Son Nhat International Airport  
Ho Chi Minh City - 18 km to Binh Duong Province (approx 45 min)



### Major Hotels

- Sheraton Saigon Hotel & Towers  
88 Dong Khoi Street, District 1  
Ho Chi Minh City, Viet Nam  
+84 8 3827 2828
- Intercontinental Asiana Saigon Hotel  
Corner Hai Ba Trung Street & Le Duan Street, District 1  
Ho Chi Minh City, Viet Nam  
+84 8 3520 9999
- Renaissance Riverside Hotel Saigon  
8-15 Ton Due Thang Street, District 1  
Ho Chi Minh City, Viet Nam  
+84 8 3822 0033
- New World Saigon Hotel  
76 Lê Lai, Ben Thanh Ward, District 1  
Ho Chi Minh City, Viet Nam  
+84 8 3822 8888
- Hotel Sofitel Saigon Plaza  
17 Le Duan, District 1  
Ho Chi Minh City, Viet Nam  
+84 8 3824 1555



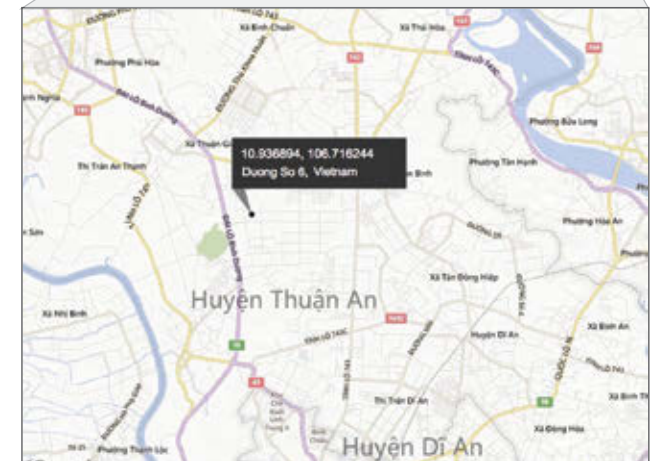
### Restaurants

- Ciao Bella (Italian)  
11 Dong Du Street  
District 1  
Ho Chi Minh City, Viet Nam  
+08 3822 3329
- El Gaucho (Argentinian)  
5D Nguyen Sieu,  
Ben Nghe Ward, District 1,  
HCM City, VN  
+84 8 3825 1879
- Jaspas (Australian)  
74 Hai Ba Trung,  
District 1,  
Ho Chi Minh City, Viet Nam  
+84 8 3823 0509
- Pomodoro (Italian)  
79 Hai Ba Trung,  
District 1,  
Ho Chi Minh City, Viet Nam  
+84 8 3823 8998
- Temple Club Saigon (Vietnamese)  
29-31 Ton That Tiep Street,  
District 1,  
Ho Chi Minh City, Viet Nam  
+84 8 3829 9244
- Cuc Gach Quan (Vietnamese)  
10 Dang Tat, Tân Định, District 1,  
Ho Chi Minh City, Viet Nam  
+84 8 3848 0144
- Chill SkyBar (Rooftop Bar)  
Rooftop, AB Tower  
76 Le Lai, District 1,  
Ho Chi Minh City, Viet Nam  
+84 8 3827 2372  
<http://www.chillsaigon.com>



### Activities / Things to Do

- War Remnants Museum  
28 Võ Văn Tần, District 3,  
Ho Chi Minh City, Viet Nam
- Notre Dame Cathedral  
Dong Khoi and Han Thuyen Streets,  
Bến Nghé, District 1,  
Ho Chi Minh City, Viet Nam
- Saigon Central Post Office  
2 Công xã Paris, Bến Nghé, District 1  
Ho Chi Minh City, Viet Nam
- Museum of Vietnamese History  
2 Nguyen Binh Khiem Street,  
Ben Nghe Ward, District 1,  
Ho Chi Minh City, Viet Nam
- Cu Chi Tunnels  
Củ Chi district, Ho Chi Minh City  
(about 73km northwest of  
Ho Chi Minh City)
- Mekong Delta 2-day Tour,  
Cai Be Floating Market  
Accommodation:  
Mekong Lodge, Cai Be  
(about 120km southwest  
of Ho Chi Minh City)  
<http://www.mekonglodge.com>  
Office in HCMC: No 196/1/20,  
Cong Hoa St, Tân Bình Dist,  
Ho Chi Minh City, Viet Nam  
Email: [info@mekonglodge.com](mailto:info@mekonglodge.com)  
+84 8 3948 2175 ext :115  
Hotline: +84 933 449 391



### Major Rental Car

- Not advisable.  
Spartronics Viet Nam  
can arrange airport pick up.



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## Step by Step Directions to Travel to Viet Nam

+84 (650) 3784-890



### STEP 1

- Begin VISA Application process 3 months in advance  
[http://Viet Namembassy-usa.org/services/VISA-application-process](http://VietNamembassy-usa.org/services/VISA-application-process)



### STEP 2

- Must have passport  
If no passport – apply for passport: <http://travel.state.gov/passport>  
*Note: Passport cannot expire 6 months before visiting Viet Nam*



### STEP 3

- Obtain VISA Application
- Complete and Sign application with one photo glued or stapled in designated box  
*Note: for #10 on form, fill in:*

Spartronics Viet Nam Co., Ltd  
3 VSIP, Street 6  
Thun An District  
Bing Duong Province  
Viet Nam



### STEP 4

- You will need to get your *Entry Letter* – you can receive this from Drew Richmond of Spartronics ([dritchmond@sparton.com](mailto:dritchmond@sparton.com)) saying that he will host you and gives permission to visit the country.



### STEP 5

- You will need a Money Order, Certified Check, or Cashier's Check payable to: "The Embassy of Viet Nam".
- Check amount determined based on how long the stamp from the Embassy in your passport will last. *Prices subject to change, call Embassy at 202.861.0737*



### STEP 6

- Will need to include Prepaid FedEx slip to receive your passport back once you have been approved from the Embassy and passport has been stamped.

### Overview of All Documents and Steps:



#### STEP 1

- 3 MONTHS EARLY: VISA APPLICATION



#### STEP 2

- PASSPORT



#### STEP 3

- COMPLETE AND SIGN YOUR VISA APPLICATION



#### STEP 4

- ENTRY LETTER



#### STEP 5

- MONEY ORDER



#### STEP 6

- INCLUDE FEDEX SLIP

\* You can also enroll in the Smart Traveler Enrollment Program (STEP) for updated safety and security announcements: <https://step.state.gov/step>

\* Viet Nam-US Embassy website: [http://Viet Namembassy-usa.org](http://VietNamembassy-usa.org)