

LABOR LAW GUIDE

for Starting Foreign-invested Enterprises



Invest KOREA has been offering various assistances to facilitate business activities of foreign-invested enterprises in Korea.

The "Labor Law Guide for Starting Foreign-invested Enterprises" is one of such assistances and intended for foreign companies in early stages of establishment in Korea.

For new foreign-invested enterprises, hiring and maintaining qualified human resources and promoting harmonious labor relations are essential factors for their successful settlement in Korea.

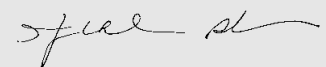
This guide offers essential features of Korean labor laws and systems that range from hiring to retirement such as hours of work, holidays, leave, wages, and the rules of employment.

I hope this booklet will contribute to successful investment and business activities of foreign-invested enterprises.

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Commissioner of Invest KOREA



Labor Law Guide for Starting Foreign-invested Enterprises

CONTENTS



01 Trends of Labor Market and Labor Relations 06

- 1. Labor Market Trends06
- 2. Labor Relations Trends07



02 Recruitment08

- 1. Recruitment methods08
- 2. Probationary period08



03 Employment Contract09

- 1. Signing a contract of employment09
- 2. Effective period of the employment contract09
- 3. Hiring fixed-term workers09
- 4. Using dispatched workers10



04 Wage15

- 1. Ordinary wage and average wage15
- 2. Wage payment methods15
- 3. Minimum wage16
- 4. Temporary shutdown allowance16
- 5. Annual salary system17
- 6. Negative prescription of wage claims18









05 Working Hours19

- 1. Standard working hours19
- 2. Recess19
- 3. Extended working hours19
- 4. Night work20
- 5. Premium pay20
- 6. Restriction on extended work of female workers and workers aged less than 1821
- 7. Various working hour systems21



06 Holidays and Leave24

- 1. Weekly holidays24
- 2. Contractual holidays24
- 3. Annual leave with pay25

	4. Promotion of use of annual leave	25
	5. Optional compensational leave	26
	6. Menstruation leave	26
	7. Maternity leave	26
	07 Social Insurances	28
	08 Retirement Benefit Systems	29
	1. Retirement benefit	29
	2. Retirement pay	29
	3. Retirement pension	30
	09 Dismissal (Disciplinary Dismissal)	32
	1. The need for justifiable reasons	32
	2. Procedures for dismissals	32
	3. Dismissal notice	33
	4. Dismissal for economic reasons	34
	10 The Rules of Employment	35
	11 Prohibition of Discrimination and Sexual Harassment at Work ...	36
	1. Prohibition of discrimination	36
	2. Sexual harassment at work	37
	12 Labor Union and Paid Time-off System	38
	1. Setting up a labor union	38
	2. Paid time-off system for union activities	38
	13 Labor-management Council	40
	1. Institution of the labor-management council	40
	2. Agenda of the labor-management council	40
	14 Useful Contacts for Hiring	42
	Appendices	48
	1. Investment Consulting Center	49
	2. Foreign business associations	51
	3. Foreign investment-related government agencies	52
	4. Invest KOREA's global network	53
	5. Useful business contacts	58

1. Labor Market Trends

The Korean economy that had slowed down due to the global financial crisis began to pick up in 2010. In 2010, GDP grew by 6.2% and employment rate also went up from -0.3% in 2009 to 1.4% in 2010.

As of 2010, Korea's unemployment rate is 3.7%, which is among the lowest in OECD nations, and is far below than the OECD average of 8.6%. However, youth unemployment rate is 8.0% as youth aged 15~29 takes up 37.0% of the unemployed, while SMEs are still suffering from labor shortage. As a result, imbalance in labor supply and demand is persisting in the labor market.

❖ Labor Market Trends

(Source: Ministry of Employment and Labor)

Year	2005	2006	2007	2008	2009	2010
GDP growth(%)	4.2	5.1	5.0	2.5	3.5	6.2
Per capita GNI(USD)	16,413	18,372	20,045	19,296	17,175	20,759
Growth of the employed persons(%)	1.3	1.3	1.2	0.6	-0.3	1.4
Unemployment rate(%)	3.7	3.5	3.2	3.2	3.6	3.7
No. of the unemployed (1,000 persons)	887	827	783	769	889	920
Nominal wage increase(%)	8.1	5.7	6.6	3.1	-0.7	6.1
Real wage increase(%)	5.2	3.4	3.9	-1.5	-3.4	3.0
Consumer prices growth(%)	2.8	2.2	2.5	4.7	2.8	2.9



2. Labor Relations Trends

In 2010, the general labor relations were the most stabilized since the onset of the 1997-98 Asian financial crisis. The government has remained stringent towards unlawful actions, in accordance with the labor policy to respect the law and principles. As a result, the numbers of illegal dispute cases and lost work days continued to decrease, and the government is exerting its effort to ensure that this trend continues.

Union density in Korea is about 10.1%, which is very low, when compared to 12.3% of the United States; 27.4% of the United Kingdom; 19.7% of Australia; and 18.5% of Japan.

❖ Labor Dispute Trends

(Source: Ministry of Employment and Labor)

Year	2005	2006	2007	2008	2009	2010
Labor disputes	287	138 <253>	115 <212>	108 <130>	121 <175>	86 <184>
Strike participants	117,912	131,359	93,385	114,290	80,964	39,736
Working days lost	847,697	1,200,567	536,285	809,402	626,921	511,307
Average days of labor disputes	48.6	54.5	33.6	37.0	27.9	36.2
Unlawful labor disputes	17 (5.9%)	24 (17.4%)	17 (14.8%)	17 (15.7%)	11 (9.1%)	14 (16.3%)

※ < > indicates the number of industrial disputes derived using the calculation method used before 2006. The old method counted the number of enterprises involved in the strikes waged by industry-level unions. However, the new method, which was adopted since 2006, counts an incidence of strike conducted by an industrial union as a single strike regardless of the number of companies that participate in the strike.





1. Recruitment methods

An employer is free to hire employees depending on his/her business needs.

An employer who wants to hire a new worker may get assistance from the following agencies:

- 95 Job Centers under regional labor administrations
- 253 local job information centers
- 23 local branches of the Human Resources Development Service of Korea
- 1 highly-skilled manpower information center, and 38 job banks for senior citizens
- Job application or searching is available at the website of the Ministry of Employment and Labor : <http://www.work.go.kr>

※ Go to the Chapter 14 for the address and contact information of the above-mentioned agencies.

2. Probationary period

An employer is allowed to have a probationary period for a certain period of time for an employee after signing a contract of employment, during which the employee may improve his/her job competency and adaptability to the workplace.

An employer may not dismiss the probationary worker without a justifiable reason. However, before an elapse of 3 months during the probationary period, the employer may dismiss the worker without prior notice so long as there is a justifiable reason for such dismissal. During a probationary period not exceeding 3 months, an hourly minimum wage rate lower than the minimum rate defined in the Minimum Wage Act by 10% may be applied to the worker.



1. Signing a contract of employment

When a contract of employment is concluded, the employer should clearly state the wage, contractual working hours, holidays and paid annual leave to the employee concerned. Especially, the employer should specify in writing the components of wage, and the methods of calculation and payment of wage, contractual working hours, holidays, and paid annual leave.

If a contract of employment contains provisions that are lower than the standards of the Labor Standards Act (LSA), those provisions are deemed invalid and replaced by the corresponding provisions of the LSA.

2. Effective period of the employment contract

An employer can conclude a contract of employment with a worker for a definite or an indefinite term. In the cases where a contract of employment provides for a fixed term of contract, the contract period can be freely determined within the limit given for a fixed-term job (2 years) under the Act concerning Protection, etc. of Fixed-term or Part-time Workers. When a fixed-term contract is made, the employment relationship under the contract is automatically terminated upon maturity of the fixed term.

3. Hiring fixed-term workers

Fixed-term or part-time employees are subject to the Act concerning Protection, etc. of Fixed-term and Part-time Workers, as long as their employment contract is in force.

An employer may not use a fixed-term employee for longer than 2 years. A fixed-term employee who has been hired for a term exceeding 2 years is deemed as having signed a contract of an indefinite term.



However, a fixed-term contract exceeding 2 years is exceptionally allowed for the following reasons.

- The employer has pre-determined a period of time required to complete a particular business or task;
- Since an employee is on leave or dispatched to another workplace, there is a need to hire a substitute to replace the employee until he/she returns to work;
- An employee takes schooling or vocational training and he/she sets a period of time required to complete the schooling or training.
- The employer hires workers with professional knowledge or skills that are specified in the Enforcement decree of the Act.

4. Using dispatched workers

An employer does not hire a dispatched worker but use him/her based on a leasing contract between the employer and a temporary work agency that directly hired the worker.

Dispatched employees may be used in the following cases:

- In case an employer wants to hire employees for jobs requiring professional expertise, skills or experiences or jobs whose nature is reasonably appropriate for employee dispatching, except for that involving direct production process in manufacturing, which is determined by the President Decree; and
- In case there are job vacancies due to childbirth, illness or injury or there is a clear need to secure workforce on a temporary or intermittent basis.
- Under no circumstances can an employer use dispatched employees for harmful or dangerous activities such as construction work, loading/unloading at ports and railways and seafaring.



❖ Types of jobs allowed for employee leasing

Korean Standard Classification of Occupations (Notice No. 2000-2 of the Statistics Korea)	Types of jobs	Notes
120	Computer professionals	
16	Administrative, business management and financial professionals	Excluding administrative professionals(161)
17131	Patent professionals	
181	Record keepers, librarians and other related professionals	Excluding librarians(18120)
1822	Translators and interpreters	
183	Creating and performing artists	
184	Movie, play and broadcasting professionals	
220	Computer associate professionals	
23219	Other technicians in electronic engineering	
23221	Technicians in communications engineering	
234	Draftspersons and CAD operators	
235	Optical and electronic equipment operators	Limited to assistants. Medical and clinical laboratory technologists(23531), radiological technologists (23532) and other medical equipment operators (23539) excluded



❖ Types of jobs allowed for employee leasing

Korean Standard Classification of Occupations (Notice No. 2000-2 of the Statistics Korea)	Types of jobs	Notes
252	Associate professionals in no other than	
253	Other educational associate professionals	
28	Associate professionals in arts, entertainment and sports	
291	Managerial associate professionals	
317	Office supporting workers	
318	Publication, postal and other related workers	
3213	Debt collectors and other related workers	
3222	Telephone switchboard and directory service workers	Excluding the cases where telephone switchboard and directory service is a core activity of the business concerned
323	Customer service workers	
411	Personal protection and other related workers	
421	Cooks	Excluding the cooks of tourist hotels under article 3 of the Tourism Promotion Act
432	Travel guides	



Korean Standard Classification of Occupations (Notice No. 2000-2 of the Statistics Korea)	Types of jobs	Notes
51206	Gas station attendants	
51209	Attendants in other retail stores	
521	Telemarketers	
842	Motor vehicle drivers	
9112	Building cleaning persons	
91221	Janitors and security guards	Excluding the security work under the subparagraph 1 of article 2 of the Security Service Act
91225	Parking lot attendants	
913	Delivery and transportation workers, metermen and other related workers	





❖ Dispatched employees may be used for the following length of time

Jobs requiring professional knowledge, skill or experience	1 year or shorter	Extensible for up to 1 year, with 3-party agreement ※In the case of aged workers (55 or older), dispatching period may be extensible for over 2 years.
When there is a clear and objective reason, such as childbirth, illness, injury, etc.	Period of time required to address the need	
When there is a temporary or intermittent need of more workforce	3 months or shorter	Renewable for 3 more months, with a three-party agreement

An employer should directly employ a dispatched worker:

- In case the employer continues to use the worker for over 2 years; or
- In case the employer uses the worker for the work not permitted for dispatching.



1. ordinary wage and average wage

The Labor Standards Act provides for two different concepts of wage: ordinary wage and average wage. Calculating the retirement pay or any other statutory allowance should be based on either of the two concepts.

- **ordinary wage**

- Wage to be paid for a certain job (contractual hours or days of work to be done) on a regular and flat-rate basis.
- Used for calculation of overtime, holiday and nighttime work pay, and dismissal notice pay

- **average wage**

- The amount calculated by dividing the total amount of wages paid to the relevant worker during three calendar months prior to the date, when the event necessitating such calculation occurs.
- Used for calculation of retirement pay, temporary shutdown allowance, and industrial accident compensation.

※ Average wage or ordinary wage can be used to calculate allowance for unpaid annual leave.

2. Wage payment methods

Wage payment should be made in accordance with the following 4 requirements.

- **Direct payment** : Wage should be paid directly to the employee concerned. However, upon request of the worker, it is acceptable to deposit money into the bank account of the worker. Even when the employee has transferred the wage claim to a third party, the employer may not pay the wage to the third party or his/her representative.
- **Full payment** : Wage shall be paid in full, except when otherwise provided in the relevant law or collective agreement.
- **Payment in legal currency** : Wage should be paid in circulating currency.



- **Regular payment** : Wage should be paid on a fixed date, at least once a month. However, temporary pay or allowance and good attendance pay for a period longer than 1 month are exceptions.

3. Minimum wage

The minimum wage is determined and made public on an annual basis by the Minister of Employment and Labor.

- **Statutory minimum wage rate for the period of Jan. 1 to Dec.31, 2011**
 - 4,320 won per hour / 34,560 won per day (8-hour workday)

An employer should remunerate his/her employees at least at the minimum wage rate which is determined on an annual basis. When a contract of employment provides for a wage rate lower than the minimum rate, the provision is deemed invalid.

Regardless of types of employment or nationality, minimum wage is applied to workers defined by the Labor Standard Act including temporary, daily or hourly workers and foreign workers.
- **Exceptions**
 - The hourly minimum wage rate for those who are engaged in supervisory or intermittent work may be 20% less (3,456 won per hour) than the general minimum rate, so long as the employer has obtained the Minister of Employment and Labor's approval for the under-rate.
 - The minimum wage for probationary workers may be 10% less (3,888 won per hour) than the general minimum rate for the period of 3 months or shorter.

4. Temporary shutdown allowance

When an employee cannot work for a reason attributable to his/her employer, the employer should pay the employee suspended work pay at 70% or more of his average wage for the duration of suspended work.



Reasons attributable to an employer include unintentional causes, such as shortage of materials, reduced orders and decreased sales, as well as his/her acts of intentional negligence.

- **Exceptions**

- In case the amount equivalent to 70% of average wage exceeds ordinary wage, the employee may be paid the ordinary wage for the duration of suspended work.
- If an employer cannot continue his/her business for an inevitable reason, he/she may pay his/her employees at a lower rate than the above when he/she obtains approval from the Labor Relations Commission for doing so.

5. Annual salary system

Annual salary system is a type of wage determination, by which the wage amount is determined annually, based on the evaluated competency, performance and contribution of the employee concerned. The annual salary system can be adopted by way of signing a contract of employment, revising the rules of employment or negotiating a collective agreement.

Even when the annual salary system is in force, the principles of wage payment under labor laws are still binding.

- The wage should be given on a fixed date once or more per month although the annual salary is determined on an annual basis.
- Additional pay or premium for overtime work, night work or holiday work should still be paid to employees.
- Even when an annual salary system is in place, the provisions on retirement pay in the Workers' Retirement Benefit Guarantee Act are still binding.





※ Expiry of an annual salary pay period does not mean an end to the employment relationship. That is to say, the annual pay period is different from the period of employment contract, as the former refers to a pay reference period for which an employee's wage rate is determined and at the end of which the wage rate is re-negotiated.

6. Negative prescription of wage claims

Wage claims have a negative prescription of 3 years. The term 'wage' refers to payment that includes bonus, overtime work pay, annual leave pay and retirement pay.



1. Standard working hours

Standard working hours are 8 hours a day and 40 hours a week.

The 40 hour work-week system took effect starting from 2004 and was gradually applied to companies based on the number of employees. The 40 hour work-week was extended to include business or workplaces hiring five or more employees starting from July 1, 2011. The 'contractual working hours' refers to the working hours agreed on by the employer and the employee, within the limit of standard working hours.

2. Recess

An employer should provide recess time of 30 minutes or longer for 4 working hours, and 1 hour or longer for 8 working hours, while the employee is at work. Recess time is not counted as working hours.

3. Extended working hours

Extended work refers to the work done in excess of the standard working hours.

Extended work is allowed up to 12 hours per week (16 hours per week for the first 3 years from the time the 40-hour workweek takes effect) under the agreement between the employer and the worker.

In principle, the agreement on extended work between the parties concerned shall be made between the employer and the 'individual worker' concerned. Even when there exists a collective agreement on extended work, it does not limit the individual worker's right to reach agreement.

- As an exception, the following businesses may have more than 12 hours of extended work in a week as long as the employer has reached an agreement in that regard with the worker representative.



- transportation
 - product sales or warehousing
 - finance and insurance
 - film making or presentation
 - communications
 - educational research/survey
 - advertising
 - medical/health service
 - entertainment
 - incinerating/cleaning service
 - hairdressing
 - social service
- Restriction on extended work of female workers
 - In principle, a pregnant employee may not work overtime.
 - A mother with a child younger than 1 year of age may not work overtime longer than 2 hours a day, 6 hours a week or 150 hours a year.

4. Night work

Night work refers to the work done sometime between 10 pm and 6 am of the following day.

5. Premium pay

For overtime work in excess of statutory working hours, an employer should pay the worker 50% of hourly ordinary wage rate as premium pay. An employer who has introduced the 40-hour workweek system for the first time may pay 25% of hourly ordinary wage rate as premium pay for the first four hours of extended work for the first three years.

For night or holiday work, the worker concerned should be paid an additional 50% of the ordinary wage rate.



6. Restriction on extended work of female workers and workers aged less than 18

When an employer wants to have a female employee aged 18 or older work night-time or on holidays, he/she should obtain the employee's consent.

In case an employer wants to have a pregnant employee or a youth below 18 work during the time above, the employer should get permission from the Employment and Labor Minister.

7. Various working hour systems

1) Flexitime (flexible working hour) system

The flexitime system is designed to increase efficiency in using workforce by adjusting the length of working hours to seasonal, monthly or daily fluctuations in workload.

Under the flexible working hour system, a worker may work more than eight hours a day or 40 hours a week on condition that his/her average working hours per week of a certain period do not exceed 40 hours per week.

- Flexitime on a maximum 2-week basis
 - The system may be adopted by modifying the rules of employment.
 - The working hours in a particular week may not exceed 48 hours.
- Flexitime on a maximum 3-month basis
 - The system may be adopted by reaching an agreement with the employee representative.
 - The working hours in a particular week and on a particular day may not exceed 52 hours and 12 hours respectively.
- Flexitime cannot be applied to workers aged between 15~18 and pregnant women workers.

2) Selective working hour system

The selective working hour system enables an employee to choose his/her start and finish time at a workplace, as long as he/she works for the contractual working hours within a given period of time.

An employer can introduce the selective working hour system by reaching an agreement in writing with the employee representative concerning the following matters:

- Coverage of employees
- Worktime reference period (should be a fixed length of time of 1 month or shorter)
- When designating a specific range of working hours that must be observed, the start/finish time of the work,
- When designating a range of working hours that can be arranged by the employee, the start/finish time of the work
- standard working hours (basis for the calculation of paid leave)

3) Discretionary working hours system

Under the discretionary working hours system, for a job whose nature makes it necessary for the employer to authorize the job holder to determine how the work is performed as the employee works outside the company or his/her work requires specific expertise or professional skills, the range of working hours or the working hours that the employee chooses is deemed the hours worked, so long as the employer and the employee representative have reached a written agreement.

The system can be applied to the following jobs.

- R&D of new products or new technology
- research of either human and social studies and natural science
- design or analysis of the information processing system
- coverage, composition or editing of articles in newspaper, broadcasting or publication industries



- the designing of costumes, interior spaces, manufacturing products and for the advertisement industry
- producers and directors of TV programs and movies

A written agreement should be made for the following.

- Job description
- That the employer will not give the employee any detailed instructions on how the latter performs his/her work and he/she arranges his/her working hours.
- That calculation of the hours worked is based on the written agreement.

1. Weekly holidays

An employer should grant a weekly holiday with pay at least once a week on average, provided that the employee concerned has worked all of the contractual working days (as determined in the rules of employment, etc.) for the preceding week. An employee who was absent from work on a working day may use the weekly holiday without pay.

It is advisable that weekly holidays, which are not necessarily Sundays, should be stated in the rules of employment or other forms of company rules.

An employee who has worked on a weekly holiday shall be paid an additional 50% of the ordinary wage rate for the hours worked.

If a weekly holiday and another holiday with pay fall on the same day, only one of the two is considered valid, unless specified otherwise.

2. Contractual holidays

The statutory holidays that should be granted to workers under the Labor Standards Act are weekly holidays and the Workers' day (May 1st).

An employer may provide his/her employees with holidays other than statutory holidays, by specifying them in a collective agreement or the rules of employment. Examples are Company Foundation Day, public holidays, and etc. Whether those additional holidays will be paid or unpaid, and how long they will be are determined in an agreement reached by the employer and employees.



3. Annual leave with pay

An employer shall grant 15 days of annual leave with pay to an employee who has recorded 80% or higher in attendance. The days on which an employee is absent from work by reason of occupational accident or maternity leave shall be treated as the days worked.

An employer shall grant 1 day of leave with pay per month of full attendance to his/her employees who have worked less than 1 year. For the first year, the number of leave days used shall be deducted from 15 days.

For an employee who has worked for 3 years or longer, the employer shall grant an additional 1 day in paid leave on the fourth year, and shall add 1 additional day every 2 years thereafter, and the number of annual leaves with pay shall be limited to 25 days.

An employer shall grant his/her employee annual leave on the days that the employee wants to use for his/her annual leave. However, when the employer believes that allowing the use of annual leave on the days wanted would do great harm to his/her business, he/she may reschedule the timing of annual leave

4. Promotion for use of annual leave

When an employee has not used the leave days saved within the year, he/she shall be paid for the unused days of leave at average or ordinary wage rate, as prescribed in the rules of employment.

If employees have not used their annual leave despite the employer's strong commitment to promoting use of annual leave, the employer is exempted from the obligation to provide monetary compensation for the unused annual leave.

- To qualify for such exemption, the employer should inform individual employees of the number of leave days unused within 10 days from the last three months before the 1-year period for use of leave is exhausted,

and call on the employees, in writing, to schedule the use of leave and make a written notice on the schedule to him/herself.

- In case the employee, after receiving the employer's call for use of unused leave, fails to make a written notice on the scheduled use of leave no later than 10 days, the employer should schedule the use of leave and make a written notice on the schedule no later than 2 months before the 1-year period for use of leave is exhausted.

5. Optional compensational leave

An employer may reach a written agreement with the representative of employees that provides for compensational leave in lieu of pay for extended work, nighttime work or holiday work.

Whether to provide the leave on a hourly or daily basis will be decided in a written agreement by the parties concerned. In addition, this compensational leave shall be treated as the leave with pay.

When an employer and employees agree to adopt the optional compensational leave, they shall specify on when and how long it can be used.

6. Menstruation leave

An employer shall grant a female employee one day of menstruation leave per month upon her request. Menstruation leave may be unpaid.

7. Maternity leave

An employer shall grant a pregnant employee 90 days in maternity leave with pay. As the '90 days' above refers to 90 calendar days, it includes weekly holidays and other kinds of holidays that fall during the period.



An employer shall pay leave benefits for 60 days of the leave period, while the employment insurance fund will cover the benefits for the remaining 30 days.

Even when a pregnant employee has used more than 45 days in the pre-natal period, she shall be able to use at least 45 days in the post-natal period. The days used in excess of 90 days may be given without pay.

Protective leave shall be granted in the case of miscarriage or stillbirth, as follows:

- **16~21 weeks into pregnancy:** 30 days of protective leave from the date of miscarriage or stillbirth;
- **22~27 weeks into pregnancy:** 60 days of protective leave from the date of miscarriage or stillbirth; or
- **28 weeks or longer into pregnancy:** 90 days of protective leave from the date of miscarriage or stillbirth





	Employers obligated	Employment insurance	Payment of contribution
National pension	Employers with 1 permanent employee or more	<p>[Employer] Standard monthly pay \times 4.5%</p> <p>[Employee] Standard monthly pay \times 4.5%</p>	Monthly
Health insurance	Employers with 1 permanent employee or more	<p>[Employer] Monthly income \times 2.82%</p> <p>[Employee] Monthly income \times 2.82%</p>	Monthly
Employment insurance	Employers with 1 permanent employee or more	<p>[Employer] ※ Employment security and Vocational ability development program: total wage amount \times 0.25~0.85% (different rates depending on the number of employees) ※ Unemployment benefit: Average monthly cash earnings \times 0.45%</p> <p>[Employee] ※ Unemployment benefit: Average monthly cash earnings \times 0.45%</p>	Monthly
Industrial accident compensation insurance	Employers with 1 permanent employee or more	<p>[Employer] Total wage amount \times 0.006~0.354 (varies depending on industrial sector)</p>	Monthly



1. Retirement benefit

Each and every employer should adopt either retirement pay or retirement pension, in order to pay retirement benefit to retiring employees.

Starting from December 1, 2010, all companies, including small business with four or less regular employees, are required to pay the retirement benefits to their employees. The contribution rate to be borne by the employers with four employees or fewer, shall progressively increase from the initial 50%, which will be effective for the period from December 1, 2010 to December 31, 2012, to that covered by employers with not less than 5 regular employees. From 2013, the same contribution rate will apply to all companies regardless of their sizes.

The employer has no obligation to pay retirement benefit to an employer who has worked for less than a year or whose given working hours per week averaged over four (4) weeks is less than 15 hours.

2. Retirement pay

An employer who adopts a retirement pay scheme shall provide a retiring employee with 30 days' average wage for every year of consecutive service.

As there is no limit on the qualifying reasons of retirement, the retirement pay shall be given in any case when the employment contract is terminated, whether for the employee's resignation or death, the company's extinction, the completion of the assigned work, the arrival of the retiring age or the disciplinary dismissal.

Retirement pay can be settled before retirement. This interim retirement pay scheme allows an employer to give retirement pay to his/her employee, even before his/her retirement, for the consecutive years he/she has been employed so far. Once the interim pay-

ment is made, the consecutive years of service for purpose of retirement pay computation shall be counted anew from right after the point of time the interim payment is made for. The interim retirement pay can be made only at the request of the employee.

In the event of an employee's death or retirement, his/her employer shall pay wage and retirement pay and any other claims that have occurred under the employment relationship, within 14 days from his/her death or retirement. When an employer delays paying wage or retirement pay for longer than 14 days to an employee whose employment relationship is discontinued by reason of retirement, etc., the employer shall pay deferral interests for the unpaid wage or retirement pay at an annual rate of 20%. However, if the employer and the employee have agreed, within the 14 days, to extend the grace period over to a particular date, the employer may delay the payment until that date.

3. Retirement pension

Under a retirement pension program, the employer entrusts an outside financial institution to manage a fund from which a retiring employee receives an annuity or a lump-sum pay.

There are two different plans of retirement pension: defined benefit (DB) and defined contribution (DC). An employer who wants to adopt a retirement pension program shall choose either of the two:

Defined benefit(DB) plan: The amount of pension benefit payable to the employee is predetermined, while the amount to be covered by the employer may vary depending on the outcome of the fund management.

Defined contribution(DC) plan: The amount to be covered by the employer is predetermined, while the amount of pension benefit payable to the employee may vary depending on the outcome of the fund management.



Pension benefits are paid as an annuity or as lump-sum payment. Payment in annuity is to be made to a retiring employee who is aged 55 or older and has paid his/her contribution for 10 years or longer. The pension shall be paid on a lump-sum basis when the retiring employee is not eligible for annuities or wants to receive a lump-sum payment of the pension.

Before adopting a retirement pension program, the employer should obtain the employee representative's consent, draw up the rules of retirement pension and report it to the competent labor office. The rules of retirement pension, which is a retirement pension plan at the level of individual companies, should be set up autonomously by the employer and employees within the limits of statutory standards.

In order to apply a retirement pension program, the employer should sign a contract with a retirement pension provider (financial institution) which is to perform the work of retirement pension (operating the program and managing the fund).



1. The need for justifiable reasons

An employer may not dismiss or lay off an employee, suspend his/her work, transfer him/her to another position, reduce his/her pay, or take any other disciplinary measure against him/her, without giving reasonable justification.

An employer may dismiss an employee or take a disciplinary measure against an employee, only when he/she can give a societally acceptable reason for doing so, by proving that the employee has failed to comply with the contract of employment or that the employee has caused a disturbance in the management.

It is advisable that justifiable reasons for dismissal and other disciplinary measures should be stated in the rules of employment or collective agreements.

Examples of justifiable reasons for disciplinary dismissal are as follows.

- Failure to follow instructions on job or personnel management
- Unauthorized absence
- Early-leaving without approval, negligence
- Poor performance at work
- Irregularities at work
- Physical or verbal violence at work
- Criminal offences outside workplace
- Obstruction of business, violation of the company rules
- Causing financial damage to the company
- Undermining the company's reputation
- Violating work rules and safety rules
- Forging educational or professional attainment

2. Procedures for dismissals

An employer who wants to dismiss his/her employee should make a written notice on the reason for dismissal, the date of dismissal, etc.



If the employer dismisses the employee without giving such written notification, the dismissal shall be rendered null and void.

The rules of employment or collective agreement should specify a set of procedures for disciplinary measures, which should be referred to when the employer wishes to dismiss or discipline his/her employee(s). A dismissal or disciplinary measure may be invalidated, if the required procedures are not fully observed.

3. Dismissal notice

An employer who intends to dismiss his/her employee shall give a 30-day notice to the employee or pay him/her 30 days' ordinary wage (dismissal notice allowance).

However, the employer does not have to give the above mentioned prior notice to the following employees

- Daily-paid employees who have worked for 3 months or shorter
- Monthly-paid employees who have worked for 6 months or shorter
- Employees who are hired for a fixed period of 2 months or shorter
- Employees in apprenticeship (of 3 months or shorter)
- Employees who are hired for seasonal work for a fixed period of 6 months or shorter

An employer is exempted from the obligation to give prior notice for the following cases.

- it is impossible for the employer to continue his/her business due to national disaster, war or any other unavoidable reason.
- An employee has caused the employer a severe business problem or a massive property loss on purpose, and the cause of dismissal falls into any of the reasons prescribed in the Employment and Labor Ministry Ordinance.





4. Dismissal for economic reasons

In order to justify dismissal for an economic reason, the employer should meet the following conditions.

1) There is an urgent economic need

- Managerial crisis in the wake of persistent business malpractices
- Business transfer, M&A, etc. to avoid financial deterioration

2) The employer has made every effort to avoid dismissal.

- Restrictions on extended work, and promotion for simultaneous use of leave
- Labor cost reduction by cutting working hours or wage
- Recruitment freeze
- Ceasing to renew contract for temporary employees
- Redeployment, dispatch
- Temporary suspension of work
- Early retirement
- Reduction in office size
- Management wage freeze

3) Reasonable and fair criteria are used to select workers to be dismissed

- Gender discrimination is banned in setting dismissal standard and in the selection process.

4) The employer has consulted employee representatives in good faith.

- 50-day notice to the employee representative on measures to avoid dismissal and criteria to select employees to be dismissed and good-faith consultation on the measures and criteria.



The rules of employment is a set of rules that are unilaterally devised by an employer and concern contractual working conditions or work behaviors generally binding to his/her employees. A company, factory or another form of workplace employing permanently 10 persons or more should set the rules of employment.

When an employer intends to devise or revise the rules of employment, he/she should consult a trade union representing a majority of his/her employees or, if there exists no such union, a majority of his/her employees. In case the rules of employment are to be revised to the disadvantage of the employees, the employer must obtain the consent from the union or a majority of the employees.

The employer should report the rules of employment to the competent local labor office. When reporting the rules of employment, the employer should submit a statement or a written consent signed by his/her employees.

The rules of employment may not contradict the legislation or collective agreement that is applicable to the business or workplace concerned. If a contract of employment contains provisions that are short of the standards prescribed in the rules of employment, those provisions are deemed invalid and shall be replaced with the corresponding provisions in the rules of employment.



1. Prohibition of discrimination

The Labor Standards Act and the Gender Equality Employment Act prohibit the following discrimination.

- An employer may not discriminate against his/her employees in determining their working conditions, on the ground of gender, nationality, religion or social origin.
- An employer may not discriminate against a job applicant on the ground of gender. An employer may not present certain conditions that are not necessary for performance of the job offered, such as appearance, height, weight, or the status of being unmarried, especially when female workers are recruited.
- An employer should give the same rate of pay for the work of equal value at the same workplace.
- When the employer provides his/her employees with cash, other valuables or loans, in addition to their wage, to support their living, he/she shall not discriminate based on their gender.
- No employer may discriminate his/her employees based on their gender with respect to training/education, job deployment, job promotion, retiring age, retirement or dismissal.
- No employer may enter into a contract of employment with a female worker which stipulates marriage, pregnancy or delivery as a cause of her dismissal.
- When an employer decides to dismiss his/her employees for an urgent economic reason, he/she should create reasonable and fair criteria for such dismissal and select the employees to be dismissed in accordance with the criteria, giving no gender-based regard in the process.



2. Sexual harassment at work

An employer, higher-ranking employee or co-employee should not commit sexual harassment at work. An employer, higher-ranking employee or co-employee sexually harasses an employee when the former takes advantage of his/her position at work or a job-related activity to commit physically or verbally sexual acts which may take the latter feel sexually humiliated, or takes any measures to the occupational disadvantage of the latter on the ground that he/she has not accepted such acts or other related requests.

The victims of sexual harassment at work include both men and women. Job applicants who are sexually harassed in the process of recruitment and hiring are also covered.

An employer should educate his/her employees to prevent sexual harassment at work, at least for one hour and once a year. The employer may provide this education using in-house materials or personnel or commissioning such education to an outside training provider designated by the Labor Minister.

When sexual harassment is committed at work, the employer should discipline the offender or take another proper action against the offender, in consideration of the intensity and continuity of sexual harassment.

An employer should not take any measure in employment to the disadvantage of a victim of sexual harassment or a person who claims he/she is a victim of sexual harassment.

When an employer receives a complaint on sexual harassment at work from his/her employee, he/she should resolve the case him/herself or bring the complaint before the labor-management council for settlement no later than 10 days from the date of the reception of the complaint.

1. Setting up a labor union

Workers are free to organize a labor union or to join it to maintain and improve working conditions and to promote their economic and social status. There is no legal limit imposed on the organizational structure of labor unions. Workers have freedom to organize or join various types of labor unions such as an enterprise-based union or an industrial level union.

Multiple unions are legal. Starting from July 1, 2011, workers can establish more than one union in an enterprise or a workplace. However, as several labor unions in a single company may lead to excessive competition and result in unstable labor relations, the Trade Union and Labor Relations Adjustment Act (TULRAA) stipulates that multiple unions should create a single channel for collective bargaining.

2. Paid time-off system for union activities

On July 1, 2010, the paid time-off system was introduced and the payment of wages to full-time union officials was banned. Under the new system, an employer may pay wages for time spent on union activities that are in the common interests of labor and management.

Under the paid time-off system, union members who are called "paid time-off employees" may perform tasks specified by the TULRAA without loss in their wages. Time spent on those specified tasks may be paid by the employer. The tasks include negotiations with the employer, grievance handlings and workplace safety work that are specified by the collective agreement or based on the employer's consent.



However, the hours spent on strike, campaign for a public office or other work not in the common interest of labor and management are not entitled to paid-time off. For such hours, the employer may not pay wages and the workers may not claim wages.

Payment of wages to "Full-time union officials" who are exclusively engaged in union work is prohibited. Although labor and management may decide on the number and work of full-time union officials, their wages should be borne by the labor union.



1. Institution of the labor-management council

The labor-management council is a two-way consultative body that is intended to promote participation and cooperation of employers and employees in order to increase employee welfare and facilitate business growth in a sound manner. The labor-management council should be established at a workplace or business employing 30 persons or more.

The labor-management council should be composed of employee members and employer members each numbering 3 to 10. It should have a regular meeting once in every 3 months.

The employer members should include the representative of the business (or workplace) and those who are appointed by the representative. The employee members should include those who are elected in a secret and direct vote by the employees, or those entrusted by the union representative and the union if there exists a trade union representing the majority of the employees.

The hours spent to join the meetings of the labor-management council should be counted in the hours worked.

2. Agenda of the labor-management council

There are three types of agenda at the labor-management council: consultation, resolution and reporting.

- **Matters for consultation**

- Productivity improvement; employee welfare promotion; improvement of working conditions for employees, including occupational safety and health; employee grievance handling; improvement of personnel management and other labor affairs systems
- hiring, posting, education and training of workers; Administration of working hours and recess hours; introduction of new machines and technologies or improvement of work processes; establishment or revision of work



rules; matters concerning support the maternity protection of female workers and reconciliation between work and family life; and other matters concerning labor-management cooperation

- **Matters for resolution**

- Establishment of a basic plan for employee training and ability development; establishment and management of employee welfare facilities; establishment of the company welfare fund; matters not resolved by the grievance handling committee; and establishment of various labor-management cooperative committees
- ※ The employee members may ask the employer to provide information on the matters for consultation or resolution, prior to the relevant meeting of the labor-management council. The employer may choose not to provide the information requested, if the information relates to business secrets or personal details.

- **Matters for reporting**

- Overall business plan and performance quarterly production plan and performance; personnel policy; and economic and financial conditions of the enterprise.
- ※ When an employer has failed to report or explain about a matter for reporting, the employee members can request information on the matter.



14

Useful Contacts for Hiring

1. Employment service centers of the Ministry of Employment and Labor (81 centers)

● Seoul

Centers	Tel	Fax
Seoul	02-2004-7031	6915-4010~24
Seocho	02-580-4900	
Seoul Gangnam	02-3468-4794	6915-4025~35
Seoul East area	02-2142-8924	6915-4043~52
Seoul West area	02-2077-6000	6915-4057~64
Seoul South area	02-2639-2300	6915-4070~79
Seoul North area	02-2171-1700	6915-4085~92
Seoul Gwanak	02-3282-9200	6915-4098~106

● Gyeonggi Province

Centers	Tel	Fax
Incheon	032-460-4701~4	0505-130-0010
Inchoeon North area	032-512-1919~20	0505-130-0029
Bucheon	032-320-8900	0505-130-0049
Gimpo	031-999-0900	031-983-9469
Euijeongbu	031-828-0812	0505-130-0055~62
Guri	031-560-5815	0505-130-0068
Goyang	031-920-3937	0505-130-0072~80
Suwon	031-231-7864	0505-130-0085
Yongin	031-289-2210	0505-130-0098
Pyeongtaek	031-646-1202~3	0505-130-0104
Pyeongtaek (Anseong)	031-671-1921~2	031-671-1928



● Gyeonggi Province

Centers	Tel	Fax
Anyang	031-463-0700	0505-130-0122
Gwangmyeong	02-2680-1500	02-6915-4112
Ansan	031-412-6993	0505-130-0136
Siheung	031-496-1909	0505-130-0149
Seongnam	031-739-3174	0505-130-0159
Seongnam (Icheon)	031-632-9898	0505-130-0161
Gyeonggi-Gwangju	031-769-0168~9	0505-130-0167

● Gangwon Province

Centers	Tel	Fax
Chuncheon	033-250-1900	0505-130-0178~81
Gangnung	033-610-1919	0505-130-0183~5
Sokcho	033-630-1919	0505-130-0188
Wonju	033-769-0900	0505-130-0193~7
Taebaek	033-552-8605	550-8660
Taebaek (Samcheok)	033-573-9911	573-9916
Youngwol	033-371-6260	0505-130-0205

● Gyeongsang Province

Centers	Tel	Fax
Busan	051-860-1919	862-5927
Busan East area	051-760-7103	719-4525
Busan North area	051-330-9900	330-9828



● Gyung-sang Province

Centers	Tel	Fax
Changwon	055-239-0900	261-7742
Masan	055-259-1500	299-7348
Changwon (Jinhae)	055-547-6277	547-6280
Ulsan	052-228-1919	228-1929
Gimhae	055-330-6400	0505-130-1050
Gimhae (Milyang)	055-356-8225	0505-130-1058
Yongsan	055-379-2400	0505-130-1068
Jinju	055-753-9090~1	0505-130-1076
Hadong	055-884-8219	884-7283
Tongyeong	055-650-1800	0505-130-1100
Geojae	055-730-1919	0505-130-1113
Daegu	053-667-6000	667-6104
Gyung-san	053-667-6800	720-4029~30
Daegu North area	053-605-6500	720-4036
Daegu Gangbuk	053-606-8000	720-4049
Pohang	054-280-3000	280-3105
Pohang (Uljin)	054-783-0841	783-9441
Gyeongju	054-778-2500	744-8219
Gumi	054-440-3300	0505-130-3030
Gimcheon	054-431-2728	0505-130-3050
Yeongju	054-639-1122	0505-130-3062
Mungyeong	054-556-8219	0505-130-3074
Andong	054-851-8061	0505-130-3081



● Jeolla Province

Centers	Tel	Fax
Gwangju	062-609-8500	062-712-4501
Jeonju	063-270-9100	0505-130-4042
Jeongeup	063-532-8216	0505-130-4056
Namwon	063-631-1919	0505-130-4061
Iksan	063-840-6500	0505-130-4069
Iksan (Gimjae)	063-548-1919	0505-130-4083
Gunsan	063-450-0600	0505-130-4089
Gunsan (Buan)	063-581-7637	0505-130-4100
Mokpo	061-280-0500	0505-130-4001
Suncheon	061-720-9114	0505-130-4021~4023
Yeosu	061-6500-155	0505-130-4034

● Chungcheong Province

Centers	Tel	Fax
Daejeon	042-480-6000	042-717-4006
Gongju	041-851-8501~10	0505-130-2001
Gongju (Nonsan)	041-731-8600	0505-130-2007
Gongju (Yeonki)	041-861-8900	0505-130-2014
Cheongju	043-230-6700	0505-130-2062
Okcheon	043-731-7414	0505-130-2081
Cheonan	041-620-7400	0505-130-2021
Chungju	043-850-4000	043-842-7763



14

Useful Contacts for Hiring

● Chungcheong Province

Centers	Tel	Fax
Jaecheon	043-652-1919	0505-130-2103
Boryung	041-930-6200	0505-130-2041
Seosan	041-669-1919	0505-130-2053

2. Local offices of the Human Resources Development Service of Korea (24 offices)

Local offices	Tel	Fax
Seoul Headquarters	3274-9604	3275-1104
Seoul East area	2024-1733	461-8303
Seoul South area	876-8322~4	885-6718
Gangwon	248-8500	248-8540
Gangnung	650-5700	650-5729
Busan local headquarters	330-1910	343-1453
Busan South area	620-1910, 970	621-7386
Gyeongnam	212-7200	212-7249
Ulsan	276-9031~3	261-9034
Daegu local headquarters	586-7600~4	586-7605
Gyeongbuk	855-2121~3	855-2001
Pohang	278-7704	278-7732
Gyeonggi-Inchoen local headquarters	820-8600	819-3985
Gyeonggi	249-1201	249-1210
Gyeonggi North area	850-9112~6	853-7364



Local offices	Tel	Fax
Seongnam	750-6200	750-6210
Gwangju local headquarters	970-1700~5	972-2764
Jeonbuk	210-9200~3	210-9251
Jeonnam	720-8500	725-5097
Mokpo	282-8671~4	284-1959
Jeju	729-0701~3	729-0704
Daejeon local headquarters	580-9100	586-8826
Chungbuk	279-9000	278-3086
Chungnam	620-7600	620-7630

3. Korea Labor Foundation Outplacement Service Center

- Tel : (82-2) 6021-1100
- Fax : (82-2) 6021-1480
- Website : www.newjob.or.kr

4. Official site of the Ministry of Employment and Labor - www.moel.go.kr

5. Job portal site of the Ministry of Employment and Labor - www.work.go.kr



APPENDICES

01 Investment Consulting Center	49
02 Foreign business associations	51
03 Foreign investment-related government agencies ...	52
04 Invest KOREA's global network	53
05 Useful business contacts	58

Investment Consulting Center (ICC) provides one-stop consulting services free of charge to foreigners who wish to invest in Korea. The services include pre-investment market research, administrative support, and settlement assistance, for the successful establishment of business in Korea.

In order to provide systematic and professional consultation services the center is staffed by consultants, comprising private-sector experts recruited from key investment-related fields, and civil servants seconded from other major government agencies and ministries.

To Receive Investment Consultation ICC Services

- Walk-in consultation : prior reservations available
- Telephone consultation : including consultation via Fax
- On-line consultation : questions submitted to the ICC homepage are answered within 48 hours (www.investkorea.org - ICC - Q&A)
- Online video consultation : ICC services via video conference are currently available only at the Seoul Global Center and Incheon FEZ, but will be available in all provincial governments and FEZs in the future.

Contacts

- Tel : (82-2) 1600-7119
- Fax : (82-2) 3497-1611
- Hours : Mon. thru Fri. 9:00~18:00 (Lunch Break : 12:00~13:00)
- Languages Spoken : English, Japanese, Korean
- Address : IKP Building, 2nd Fl., 13, Heolleungno, Seocho-gu, Seoul

Services

- Investment Consulting
 - Initial Consulting (Consulting on general foreign investment regime such as investment procedures, requirements, and incentives)

- Professional Consulting by Investment Field
(In-depth consultation in each field of taxation, accounting, and legal affairs provided by professional consultants)
- Reserved Consultation with External Specialized Agencies
(Arrangement of free or paid consulting with legal and accounting firms after professional consulting with the ICC)
- **Administrative Assistance**
 - Foreign investment notification (including consultation)
 - Registration of foreign-invested companies (including the declaration of change)
 - Application for the review of the specification of imported capital goods
 - Consultation on tax exemption and reduction programs
 - Business tax ID registration
 - Issuance of certificates of the completion of capital goods investment in-kind
 - Customs-related consultation
 - Guidance and support for the application and registration of foreign-invested companies
 - Issuance of residence permits to investors (D-8) and their accompanying dependents (F-3) and household assistants (F-1)
 - Alien registration; declaration of change of residence
 - Consulting on personnel and labor relations related to foreign-invested companies
 - Assistance for business location search
- **Investor Settlement Service**
 - Provision of information and consulting on life in Korea, including housing, education, medical services, and getting a driver's license
 - Proxy services for reserving hospital appointments, restaurants, and art performances
 - One-day Secretary Service
(On-site administrative assistance provided by the ICC consultants)
 - Appointment of a designated coordinator for settlement assistance
(One-on-one assistance for the executives and employees as well as their family members of foreign-invested companies for the first one-year period)

American Chamber of Commerce in Korea

Address : #4501, Trade Tower 159-1 Samsungdong, Gangnamgu, Seoul
Tel: (82-2) 564-2040
Fax: (82-2) 564-2050
Email: amchamrsvp@amchamkorea.org

Seoul Japan Club

Address : 8th Fl., Press Center Bldg., 1-25 , Taeppung-ro, Junggu , Seoul
Tel: (82-2) 739-6962
Fax: (82-2) 739-6961
Email: sjchp@sjchp.co.kr

European Union Chamber of Commerce in Korea

Address : 21st Floor, Hotel Kukdo, #310 Euljiro 4-ga Jung-gu, Seoul 100-849
Tel: (82-2) 725-9880~5
Fax: (82-2) 725-9886
Email: euinfo@eucck.org



03

Foreign investment-related government agencies

Agencies	Departments	Tel
Ministry of strategy and finance	International economic policy division	822-2150-7612
Ministry of foreign affairs and trade	Trade and investment promotion division	822-2100-7806
Ministry of public administration and security	Regional economy division	822-2100-2970
Ministry of education, science and technology	Global policy division	822-2100-6764
Ministry of culture, sports and tourism	Copyright policy division	822-3704-9468
Ministry for food, agriculture, forestry and fisheries	International development & cooperation division	822-500-1872
Ministry of environment	Environmental industry team	822-2110-7758
Ministry of employment and labor	International cooperation division	822-2110-7431
Ministry of land, transport and maritime affairs	International cooperation division	822-2110-8103
Financial services commission	International cooperation team	822-2156-9665
Korean communications commission	International cooperation officer	822-750-1711
Seoul metropolitan city	Foreign investment promotion division	822-2171-2842
Busan metropolitan city	Foreign investment promotion division	8251-888-4801
Daegu metropolitan city	Investment promotion division	8253-803-3472
Incheon metropolitan city	Investment promotion division	8232-440-3298
Gwangju metropolitan city	Invest in Gwangju office	8262-613-4071
Daejeon metropolitan city	International trade and investment division	8242-600-3683
Ulsan	Invest Ulsan office	8252-229-3072
Gyeonggi province	Investment promotion division	8231-249-2762
Gangwon province	Investment promotion division	8233-249-3433
Chungcheong province	Investment promotion division	8243-220-3235
Chungnam province	Investment promotion division	8242-220-3853
Jeollabuk-do province	Foreign investment promotion division	8263-280-3563
Jeollanam-do province	Investment promotion division	8261-286-5132
Gyeongsangbuk-do province	Investment promotion headquarters	8253-950-3533
Gyeongsangnam-do province	Foreign investment promotion division	055-211-3213
Jeju province	Foreign investment promotion division	010-4120-3920

North America

New York KBC

Address : 460 Park Ave, New York. NY 10022
 TEL : (1-212) 826-0900
 FAX : (1-212) 888-4930
 Homepage : <http://www.kotra.or.kr>
 E-mail : kotrany@hotmail.com

Dallas KBC

Address : 3030 LBJ freeway Suite 1200, Dallas,
 TX 75234
 TEL : (1-972) 243-9300
 FAX : (1-972) 243-9301
 Homepage : kotrana.com
 E-mail : info@kotradallas.com

Detroit KBC

Address : 2000 Town Center Suite 2850,
 Southfield, MI 48075, U.S.A.
 TEL : (1-248) 355-4911
 FAX : (1-248) 355-9002
 Homepage : <http://kotrana.com>
 E-mail : detroit@kotradtt.org

Los Angeles KBC

Address : 4801 Wilshir Blvd. Los Angeles, CA
 90010 U.S.A
 TEL : (1-323) 954-9500
 FAX : (1-323) 954-1707
 Homepage : <http://kotrana.com>
 E-mail : laktc@hanmail.net

Vancouver KBC

Address : Suite#780, 999 Canada Place,
 Vancouver, BC, Canada, V6C 3E1
 TEL : (1-604) 683-1820, 687-7322
 FAX : (1-604) 687-6249
 Homepage : <http://www.kotra.or.kr>
 E-mail : ktc@kotrayvr.com

Chicago KBC

Address : 111 E. Wacker Drive, Suite 2229,
 Chicago, IL 60601
 TEL : (1-312) 644-4323
 FAX : (1-312) 644-4879
 Homepage : <http://kotrana.com>
 E-mail : info@kotrachicago.com

Silicon Valley KBC

Address : 1875 South Grant St, Suite 640, San
 Mateo, CA 94402
 TEL : (1-650) 571-8483
 FAX : (1-650) 571-8065
 Homepage : www.kotrasf.org
 E-mail : info@kotrasf.org

Washington KBC

Address : 1225 Eye St. NW #920 Washington DC
 20005
 TEL : (1-202) 857-7919
 FAX : (1-202) 857-7923
 Homepage : www.kotra.or.kr
 E-mail : washington@kotra.or.kr

Toronto KBC

Address : 65 Queen St. W. Suite 600, Toronto,
 ON, M5H 2M5
 TEL : (1-416) 368-3399
 FAX : (1-416) 368-2893
 Homepage : <http://www.kotrana.org>
 E-mail : info@kotra.ca

04

Invest KOREA's global network

China

Beijing KBC

Address : 北京市 朝陽區 38號 現代汽車大廈 2201號
(100027)

TEL : (86-10) 6410-6162

FAX : (86-10) 6505-2310

Homepage : www.kotrachina.org

E-mail : pekktc@kotra.or.kr

Shanghai KBC

Address : Room 3101, 3110-3112, Shanghai Maxdo Center,
No.8 Xing Yi Rd Shanghai, China 200336

TEL : (86-21) 5108-8771

FAX : (86-21) 6219-6015

Homepage : www.kotrachina.org

E-mail : shanghai@kotra.or.kr

Qingdao KBC

Address : 青島市 香港中路 40號 旗艦大廈 15层

TEL : (0532) 8388-7931/4

FAX : (0532) 8388-7935

Homepage : [http://www.cura.com.cn/Floor/
Display.aspx?id=168](http://www.cura.com.cn/Floor/Display.aspx?id=168)

E-mail : david@derashandong.com

Taipei KBC

Address : 臺北市 基隆路 一段 333號 國貿大樓
2214室

TEL : (886-2) 2725-2324

FAX : (886-2) 2757-7240

Homepage : <http://kotra.or.kr>

E-mail : kotra.tpe@msa.hinet.net

Hong Kong KBC

Address : Rm 3102, 31F, Central Plaza, 18
Harbour Road, Wanchai, HK

TEL : (852-2) 545-9500

FAX : (852-2) 815-0487

Homepage : www.kotra.or.kr

E-mail : kotra@kotra.org.hk

Hang Zhou KBC

Address : 中國 杭州市 民心路 100号 万银国际大厦
3304室

TEL : 86-136-0652-7486

FAX : 86-571-8110-3099

Homepage : www.kotra.or.kr

Japan

Nagoya KBC

Address : 23FL., Nagoya Intl Bldg, 47-1, Nagono1-
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TEL : (81-52) 561-3936

FAX : (81-52) 561-3945

Homepage : www.kotra.or.jp

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Tokyo KBC

Address : 9F. Shinkokusai Bldg. 4-1 Marunouchi
3-Chome, Chiyoda-Ku, Tokyo

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1-6Honmachi 2-chome, Chuo-ku, Osaka

TEL : (81-6) 6262-3831

FAX : (81-6) 6262-4607

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E-mail : osaktc@kotra.or.jp

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3-2-1, Hakata-ku, Fukuoka-city, Japan
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Frankfurt KBC

Address : Mainzer Land str 27-31. 60329,
Frankfurt am Main, Germany
TEL : (49-69) 2429-920
FAX : (49-69) 2533-89
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E-mail : frankfurt@kotra.or.kr

Hamburg KBC

Address : Ludwig-Erhard-Strasse 20, 20459
Hamburg, Germany
TEL : (49-40) 3405-740
FAX : (49-40) 3405-7474
Homepage : <http://kotra.or.kr/hamburg>
E-mail : info@kotra.de

Milano KBC

Address : Via Larga 2 - 20122, Milano, Italy
TEL : (39-02) 795813
FAX : (39-02) 798235
Homepage : www.kotra.or.kr/milano
E-mail : kotramil@kotra.it

Brussels KBC

Address : Boulevard du Roi Albert II 30, bte14
1000 Brussels
TEL : (32-2) 203-2142
FAX : (32-2) 203-0751
Homepage : <http://www.kotra.or.kr/brussels>
E-mail : ktcbbru@skynet.be

Wien KBC

Address : Mariahilferstrasse 77-79/1/3 1060
Wien, Austria
TEL : (43-1) 586-3876
FAX : (43-1) 586-3979
Homepage : <http://www.kotra.or.kr/vienna>
E-mail : kotravie@kotra.at

Europe

London KBC

Address : 1st Floor, Brettenham House North,
12-13 Lancaster Place, London WC2E 7EN
TEL : +44 (0)20 7520 5300
FAX : +44 (0)20 7240 2367
Homepage : <http://>
E-mail : kotra@kotra.co.uk

Madrid KBC

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10, 28046, Madrid, Spain
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FAX : (34-91) 556-6868
Homepage : <http://www.kotra.or.kr/madrid>
E-mail : madktc@kotra.or.kr

Muenchen KBC

Address : Tal 12 D-80331 Muenchen, Germany
TEL : (49-89) 2424-2630
FAX : (49-89) 2424-2639
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E-mail : munich@kotra.or.kr

04

Invest KOREA's global network

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TEL : (46-8) 30 80 90
FAX : (46-8) 30 61 90
Homepage : <http://www.kotra.or.kr/stockholm>
E-mail : kotra.sto@kotra.nu

Amsterdam KBC

Address : WTC Bldg. Strawinskylaan 767, 1077
XX Amsterdam, The Netherlands
TEL : (31-20) 673-0555
FAX : (31-20) 673-6918
Homepage : www.koreatradecenter.nl
E-mail : info@koreatradecenter.nl

Zurich KBC

Address : Claridenstr. 36, 8002 Zuerich,
Switzerland
TEL : (41-44) 202-1232
FAX : (41-44) 202-4318
Homepage : www.kotra.or.kr/zurich
E-mail : ktc@kotra.ch

Copenhagen KBC

Address : Holbergsgade 14, 2nd Fl., DK-1057,
Copenhagen K, Denmark
TEL : (45) 3312-6658
FAX : (45) 3332-6654
Homepage : www.kotra.or.kr/copenhagen
E-mail : info@kotra.dk

Paris KBC

Address : 19 Avenue de l'Opera, 75001 Paris,
France
TEL : (33-1) 55 35 88 88
FAX : (33-1) 55 35 88 89
Homepage : www.kotra.or.kr/paris
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CIS

Moscow KBC

Address : Rm 901 & 30, WTC, 12 Krasnopresnenskaya
nab. Moscow, 123610, Russia
TEL : (7-495) 258-1627
FAX : (7-495) 258-1634
Homepage : <http://kotra.or.kr/moscow>
E-mail : moscow@kotra.or.kr

Middle East

Dubai KBC

Address : PO BOX 12859, SHEIKH ZAYED RD,
DUBAI, UAE
TEL : (971-4) 332-7776
FAX : (971-4) 329-1300
Homepage : <http://www.kotra.or.kr/dubai>
E-mail : dxbkbc@emirates.net.ae

Southeast Asia and Oceania

Melbourne KBC

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Melbourne, VIC 3004

TEL : (61-3) 9867-1988

FAX : (61-3) 9867-2688

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E-mail : koreatrade@bigpond.com

Sydney KBC

Address : Suite2404, Level24, 1 Market st.
Sydney, NSW2000, Australia

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FAX : (61-2) 9264-5299

Homepage : <http://www.kotra.or.kr/sydney>

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Address : No.93, 9th Floor, Maker Chamber 6,
Nariman Point,Mumbai-400 021,India

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Homepage : www.kotra.or.kr/mumbai

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Address : 7 Temasek Boulevard #13-02 Suntec
Tower One Singapore 038987

TEL : (65) 6221-3055

FAX : (65) 6223-5850

Homepage : www.sunteccity.com.sg

E-mail : www.sunteccity.com.sg

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Address : Wisma GKBI,21st Fl.Suite 2102,Jl.Jendral
Sudirman Kav 28,Jakarta 10210,Indonesia

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FAX : (62-21) 572-2187

Homepage : <http://www.kotra.or.kr/jakarta>

E-mail : jakarta@kotra.or.kr

05

Useful business contacts

Law firms

	Homepage
Law Firm TaePyungYang	http://www.bkl.co.kr/eng/main/main.asp
Law Firm GwangJang	http://www.leeko.com
Law Firm SeJong	http://www.shinkim.com/eng
Law Firm HwaWoo	http://www.hwawoo.com/eng/index.asp
Law Firm YulChon	http://www.yulchon.com
Law Firm ChoongJeong	http://www.hmpj.com
Law Firm Barun	http://www.barunlaw.com/english/main.asp
Law Firm Logos	http://www.lawlogos.com/eng/main/main.asp
Law Firm Jisung Horizon	http://www.js-horizon.com/new/eng
Law Firm The One	http://www.one21.co.kr
Kim&Chang Law Firm	http://www.kimchang.com
Law Firm DaeRyook	http://www.deryooklaw.com

Accounting firms

	Homepage
Dasan Accounting Corporation	http://dasancpa.com/english/main.htm
Daemyung Accounting Corporation	http://www.dmgmt.co.kr/english/index.asp
BOD Daejoo Accounting Corporation	http://bdodaejoo.co.kr/eng
Dongnam Accounting Corporation	http://www.dongnamcpa.com
Dongwon Accounting Corporation	http://www.dongwontax.co.kr
Deloitte Anjin Accounting Corporation	http://www.deloitte.com/view/en_KR/kr/index.htm
Samil Accounting Corporation	http://www.pwc.com/kr/en/index.jhtml
Samhwa Accounting Corporation	http://shcpa.co.kr
Sunmyung Accounting Corporation	http://www.smcpc.co.kr

	Homepage
Woori Accounting Corporation	http://www.dfkkorea.com
WooRim Accounting Corporation	http://www.wrac.co.kr
E-Hyun Accounting Corporation	http://www.ehyunac.com/ENG/index.html
Il Shin Accounting Corporation	http://www.ilshincpa.co.kr
Choongjung Accounting Corporation	http://www.horwath.co.kr/eng/index.asp
Taeyoung Accounting Corporation	http://www.tya.co.kr
Han Kyung Accounting Corporation	http://www.hko.co.kr/index-e.html
Ernst&Young Accounting Corporation	http://www.ey.com
Accounting Corporation G-Pyung	http://www.g-pyung.com
Lian Accounting Corporation	http://www.liancg.com/eng/about.htm
KPMG Samjong Accounting Corporation	http://www.kr.kpmg.com/Home.asp?lang=en

Real estate agencies

Seoul		
Jongno-gu	Jungang Real Estate Agency	82-2-734-1557
	Hyeondae Real Estate Agency	82-2-763-8833
	Jinsol Real Estate Agency	82-2-738-4984
Jung-gu	Areum Real Estate Agency	82-2-2233-4800
	Gukje Real Estate Agency	82-2-2233-2525
	Hyeondae Real Estate Agency	82-2-2256-9988
	Ubiquitous Real Estate Agency	82-2-2256-0142
Yongsan-gu	Starvil Real Estate Agency	82-2-798-8990
	Samseong Real Estate Agency	82-2-717-3399

05

Useful business contacts

Real estate agencies

Seoul

Onnuri Real Estate Agency	82-2-796-4955
Hana Real Estate Agency	82-2-714-5873
Eden Real Estate Agency	82-2-793-4774
Jini Real Estate Agency	82-2-749-5959
Asian Tigers Real Estate	82-2-790-1844
Ian Real Estate Agency	82-2-711-0599
Dongwon Real Estate Agency	82-2-792-1035
Gugil Real Estate Agency	82-2-798-0123
Pyeonghwa Real Estate Agency	82-2-792-1006
Landmark Real Estate Agency	82-2-797-4555
Yeonse Real Estate Agency	82-2-798-3223
Alps Real Estate Agency	82-2-774-1588
Viva Consulting Real Estate Agency	82-2-792-5500
LA Real Estate Agency	82-2-790-3555
Nicerent Real Estate Agency	82-2-793-8866
Hansin Real Estate Agency	82-2-798-9966
ANA Realty Service	82-2-794-1133
Jiwoo Real Estate Agency	82-2-797-8814
Green Real Estate Agency	82-2-749-9500
Jun Real Estate Agency	82-2-719-8289
Hilltop Real Estate Agency	82-2-795-4999
New Town Real Estate Agency	82-2-797-8200
Summit Real Estate Agency	82-2-765-6820
Seoul Budongsan Net Real Estate Agency	82-2-796-7114
Hansol Real Estate Agency	82-2-798-6262

Yongsan-gu

Yongsan-gu	Orient Real Estate Agency	82-2-796-4400
	New Town Real Estate Agency	82-2-703-7888
	C&G Real Estate Agency	82-2-795-9043
	Prime Real Estate Agency	82-2-796-0023
	Ire Real Estate Agency	82-2-798-9888
	Yongsan Real Estate Agency	82-2-792-7111
	Gukje Real Estate Agency	82-2-794-8844
	Dreamland Housing Real Estate Agency	82-2-794-0811
	World Real Estate Agency	82-2-797-0330
	REamko Realty Corporation	82-2-749-9959
	UN Realty Service	82-2-792-2558
	Green Real Estate Consulting	82-2-749-8070
	Hi Rent Consulting	82-2-797-7277
Gwangjin-gu	Gangsan Real Estate Agency	82-2-446-0092
	Sobaek Real Estate Agency	82-2-432-8949
Songpa-gu	LBA Leaders Real Estate Agency	82-2-456-4989
Dongdaemun-gu	Janghanpyeong Real Estate Agency	82-2-2249-0088
Jungnang-gu	Uri Real Estate Agency	82-2-433-8338
	Geumgang Real Estate Agency	82-2-977-5775
Seongbuk-gu	Orient Real Estate Agency	82-2-3672-4400
	Prime Real Estate Agency	82-2-983-4589
Gangbuk-gu	Haengbokhan Real Estate Agency	82-2-982-1100
Dobong-gu	Susan Real Estate Agency	82-2-906-9911
	Joeun Real Estate Agency	82-2-990-0708
	Dulli Maeul Real Estate Agency	82-2-990-9055
Eunpyeong-gu	Hyeondae Real Estate Agency	82-2-354-5533

Real estate agencies

Seoul		
Eunpyeong-gu	Yeseong Real Estate Agency	82-2-383-2459
	Eunpyeong Real Estate Agency	82-2-353-1123
Seodaemun-gu	LBA Munchanho Real Estate Agency	82-2-392-4040
	Jiwoo Real Estate Agency	82-2-6414-8540
Mapo-gu	Sinhwa Real Estate Agency	82-2-338-1550

Busan		
Haeundae-gu	Saetbyeol Real Estate Agency	82-11-585-8925
Yeonje-gu	Aram Real Estate Agency	82-16-570-2375
Busanjin-gu	YES Real Estate Agency	82-10-9901-5057

Daegu		
Suseong-gu	Jeongyong Real Estate Agency	82-53-745-9999
	Haengbok Real Estate Agency	82-53-745-5770
	Daewoo Real Estate Agency	82-53-763-7000
	Geoseong Real Estate Agency	82-53-751-0012
	Gangho Real Estate Agency	82-53-791-9987
	Yeongjae Real Estate Agency	82-53-767-2468
	Suseong Green Real Estate Agency	82-53-759-0083
	Myeongdang Real Estate Agency	82-53-794-5500
	Won Real Estate Agency	82-53-295-9770
	Ilho Real Estate Agency	82-53-756-4747
	Park Sangjun Real Estate Agency	82-53-751-5990
	Gangho Real Estate Agency	82-53-791-9987
	Geobugi Real Estate Agency	82-53-795-0900

Buk-gu	Gungjeon Real Estate Agency	82-53-326-7044
	Gangsan Real Estate Agency	82-53-313-3003
	Lee Gangho Real Estate Agency	82-53-294-3800
	Palgong Real Estate Agency	82-53-311-8080
	LBA Maek Real Estate Agency	82-53-313-7778
	Mirae Real Estate Agency	82-53-958-4582
	Gangsan Real Estate Agency	82-53-313-3003
	Daehyeon Real Estate Agency	82-53-957-2220
Dong-gu	Budongsan Ilbeonji Real Estate Agency	82-53-956-7775
	New Well-being Real Estate Agency	82-53-961-5100
	Hwang Gangseok Real Estate Agency	82-53-984-9500
	Samnyuk Real Estate Agency	82-53-964-5342
	Jumin Real Estate Agency	82-53-425-2822
	Jangwon Real Estate Agency	82-53-941-0039
	Smile Real Estate Agency	82-53-965-2885
	Seonggyungwan Real Estate Agency	82-53-985-5252
	Ace Real Estate Agency	82-53-959-1512
	Lee Gyeongsu Real Estate Agency	82-53-986-4989
Seo-gu	Deoksan Real Estate Agency	82-53-556-5700
	Jogwang Real Estate Agency	82-53-552-9300
Nam-gu	My Home Real Estate Agency	82-53-471-7009
	A Plus Real Estate Agency	82-53-266-7963
	Hanbit Real Estate Agency	82-53-472-3641
	My Planet Real Estate Agency	82-53-476-6304
	Namdaegu Real Estate Agency	82-53-625-0808
	Poonglim Real Estate Agency	82-53-475-3334

05

Useful business contacts

Real estate agencies

Daegu		
Jung-gu	With Real Estate Agency	82-53-474-7922
	Samseong Real Estate Agency	82-53-253-9329
Dalseo-gu	Seonjin Real Estate Agency	82-53-655-0655
	Sinubang Real Estate Agency	82-53-636-3600
	Geoseong Real Estate Agency	82-53-654-5878
	Daegaya Real Estate Agency	82-53-566-8000
	Sindaesin Real Estate Agency	82-53-655-4989
	Taeyang Real Estate Agency	82-53-588-3331
	Samseong Real Estate Agency	82-53-641-8844
	Sinhaengun Real Estate Agency	82-53-523-2288
	Top Real Estate Agency	82-53-292-3377
Dalseong-gun	Hanguk Real Estate Agency	82-53-611-0020
	Hana Real Estate Agency	82-53-615-2533

Gwangju		
Dong-gu	Auction Korea Real Estate Agency	82-62-222-8446
	Saesamil Real Estate Agency	82-62-223-1140
	Daehan Real Estate Agency	82-62-226-3600
Seo-gu	Eden Real Estate Agency	82-62-376-4200
	Home Come Real Estate Agency	82-62-385-9994
	Good Morning Real Estate Agency	82-62-381-5356
Nam-gu	Cheongu Real Estate Agency	82-62-671-3556
Buk-gu	Ucheon Real Estate Agency	82-62-268-2729
	Bubu Real Estate Agency	82-62-525-4080
	Uri Real Estate Agency	82-62-576-8910
	Myeongdang Real Estate Agency	82-62-431-2834

Gwangsan-gu	Jung Real Estate Agency	82-62-962-7644
	Royal Real Estate Agency	82-62-956-0200
	Sky Real Estate Agency	82-62-951-9449
	Hyoseong Real Estate Agency	82-62-962-8877
	Gippeun Real Estate Agency	82-62-951-9550

Hospitals

Hospitals	Homepage
Seoul National University Hospital	http://www.snuh.org/english
Soonchunhyang University Hospital	http://schuh-internationalclinic.com/index.asp
Hanyang University Medical Center	http://imc.hanyang.ac.kr/index.asp
The Oriental Hospital, Kyung Hee University Medical Center	http://www.khmc.or.kr/eng
The Severance Hospital of the Yonsei University Health System	http://www.yuhs.or.kr/en
The Catholic University of Korea Seoul St. Mary's Hospital	http://www.cmcseoul.or.kr/global/eng/front?cmd=international
Samsung Medical Center	http://www.samsunghospital.com/global/en/care/ihs.jsp
CHA Medical Center	http://kangnam.chamc.co.kr/ic
Seoul National University Hospital Healthcare System Gangnam Center	http://healthcare.snuh.org/HEALTHCARE/main/MainPage_eng.aspx

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