

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Use Enterprise Seal</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPS- DFRFC-4	09.01.2018	Department of Family Registry and Foundation Construction

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To endorse that the seal of such enterprise can be used to effectuate any legal documents that the enterprise entered into and to assure the unity in the use of company seal nationwide.
<b>Who should complete this business formality?</b>	Any enterprise that is legally registered under Lao PDR
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. The content and format of the enterprise seal is defined under Article 11 of the Decree; 2. The Enterprise seal shall be affixed with blue ink; 3. The affixation of enterprise seal shall cover 1/3 of the signature and seal shall be affixed on the left hand sided.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	The applicant shall be registered legally with the Industry and Commerce Department.
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the document submitted is incomplete.

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REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	65000.00	10000.00	0.00	75000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Management and Use of Seal	218/ᨡᨣ	19.07.2005	Article 14.3, Article 18.1 and Article 20.5

REQUIRED DOCUMENTS

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Permit to Carve Enterprise Seal	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Mass Media Organisation</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MMD-4	28.12.2017	Mass Media Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	Since Mass Media Organization has an imminent and sensitive role in disseminating information and news to the general public, it is necessary to monitor and control the business operation of the investor to ensure a good outcomes and to avoid any bad impacts to the general public.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate the Mass Media Organization that is the organization that operate the mass media either in publications (media published in paper either on a daily or periodically basis) or in electronic forms (via radio, television, other electronic forms or internet that broadcasted via cable, air or frequency) in Lao, ethnic languages or other foreign languages.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.micat.gov.la/">http://www.micat.gov.la/</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	1. Having the manager, deputy manager, the Chief Editor and Vice Chief Edition and news reporter that have permanent domicile in Lao PDR and have Lao nationality; have the High diploma in specific fields and have working experience in mass media fields; and knows one foreign language; 2. Having suitable office

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	location, as well as sufficient vehicles and technical equipment, capital that can ensure the full operation of their mass media activities 3. In case of a foreign Mass Media Organization, the applicant shall proceed their application through the Ministry of Foreign Affairs for the proceed with the Government approval and such organization shall (i) be the mass media organization being registered in their origin country; and (ii) have the license to be the mass media organization from the relevant authorities in the origin country.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case (i) the applicant do not have required qualifications or have wrongful purpose to establish; or (ii) the authority determines that there is any duplication of the work undertaken by the mass media organisations.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renew shall be undertaken within 90 day after this formality expires and shall submit a brief report of their performance from the last year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	1000000.00	200000.00	20000.00	1220000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR, except for the Application Fee. 1. Certificate Fee shall be collected in the following rates: (i) For the Establishment of Magazine and Newspaper = 100,000 LAK/year; and (ii) For the establishment of the Radio or Television = 200,000 LAK/year/station. 2. Service Fee shall be collected for the Establishment of the Radio or Television.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

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RENEWAL FEES				
YES	1000000.00	200000.00	20000.00	1220000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR, except for the Application Fee. 1. Certificate Fee shall be collected in the following rates: (i) For the Establishment of Magazine and Newspaper = 100,000 LAK/year; and (ii) For the establishment of the Radio or Television = 200,000 LAK/year/station. 2. Service Fee shall be collected for the Establishment of the Radio or Television.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mass Media (Revised)	01/ສພຊ	04.11.2016	Part IV Establishment and Operation of Mass Media Chapter 1 Establishment of Mass Media (Article 22 to Article 35) Chapter 3 Establishment of Mass Media Organization (Article 39 to Article 40) Chapter 5 Operation of the Mass Media Activities (Article 53 to Article 61)

REQUIRED DOCUMENTS	
Document Name	Comment
Brief of Producing Method	ລາຍລະອຽດການຜະລິດ ແລະ ການດຳເນີນທຸລະກິດ
Permit to Use Enterprise Seal	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Copy of ID card or Family book of Managing Director	
Address Certification	
Education Qualification Evidence	- ໃບປະກາດສະນິຍະບັດທີ່ກ່ຽວກັບວຽກງານຂອງຕົນ.
Feasibility Study	- ບົດວິພາກເສດຖະກິດການສ້າງຕັ້ງສື່ມວນຊົນ;

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed

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STATISTICS (Issue or/and renewed number)		
2016	0	7

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ຄໍາຮ້ອງ ຂໍຕໍ່ໃບອະນຸຍາດ	Application form	5976f2d567b50.pdf
(ຮ່າງ)ບົດວິພາກເສດຖະກິດການສ້າງຕັ້ງ(ຊື່ອົງການສົມວນຊົນ)	Application form	5976f337ab2ab.pdf

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REGISTRATION DATA		
Name of formality	<b>Certificate for the Registration of Social Security</b>	
Type of formality	Certificate	
Formality Code	Date of last modification	Responsible Authority
MoLSW-NSSFO-1	17.08.2017	National Social Security Fund Office

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	To be the solid evidence certifying that the enterprise is providing the Social Security protection to the employees in compliance with the requirements under Lao PDR laws.
Who should complete this business formality?	Any Enterprise that has the employees
The formality has online information?	YES
Link to online information	<a href="https://www.nssf.gov.la">https://www.nssf.gov.la</a>
The formality has an application form?	YES
Any additional comment concerning the formality	The enterprise shall be registering as the entity providing umbrella for all the employees and each employee shall also fill in their separate application form

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	30
Qualifications needed by the business to get the formality	Any Enterprise that has been incorporated under the Lao PDR laws.
Is there any reason for the authority to deny	No

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments	Free of Charge			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Social Security	34/ສພຸ	26.07.2013	Article 6 Employer shall participate in the contribution in the National Social Security Fund Article 55 Contribution by the Government and the Employer Article 56 Contribution

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LEGAL FRAMEWORK			
			by the Employee
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Article 71 Every labor unit and employee shall register into the social security system and shall contribute to the National Social Security Fund in order to obtain all the protections from the social security system as prescribed under the Law on Social Security.
Order on the Establishment and Functioning of National Social Security Fund Office	3122/ຮສສ	14.10.2014	Article 3.9 Obligation to register and issue the social security card<div>Article 11 Registration and Contribution Payment Division has the obligation to register and issue the certificate.</div>

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of Annual Tax Payment	ສໍາເນົາການເສຍອາກອນປີຫຼ້າສຸດ
Certificate for the Issuance of the Tax Identification Number	ສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Location Map of the Enterprise	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	76	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Registration Form	Application form	5976c31da81fd.pdf
Example of Resolution	Example of resolution	5977f9fbc2ae.pdf

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REGISTRATION DATA		
<b>Name of formality</b>	<b>License to provide Environment Service</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoNRE-EQPD-1	11.08.2017	Department of Environment Quality Promotion

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	The environment service provider will provide the environment service to the activities that will cause environmental and social impacts so it is necessary to ensure the quality and the capacity of the service provider with the ultimate goal to mitigate the risk to environment
<b>Who should complete this business formality?</b>	Any individual or enterprise that intends to provide Environment Service that include the following services: 1. Assessment, analysis and preparation of the Environmental and Social Impact Assessment 2. Provision of eco-friendly technology and building structures 3. Pollution control and management of general, hazardous and toxic waste 4. Education and awareness raising to promote environment quality 5. Planning for the Integrated Environmental Management Plan 6. Preparing the Strategic Environmental Assessment 7. Implementation of the obligations under the Environmental and Social Management Plan 8. Monitoring of the environment quality (air, water or noise) 9. Research and Analysis of environment quality 10. Other technical services relating to environment service.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	20	The relevant law only defines the document review process that it shall not be more than 15 working days; however, the authority will have to do initial inspection on site as well. It is estimated by the

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	authority that the inspection should not be more than 5 working days so altogether 20 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having the Enterprise Registration Certificate and the feasibility study 2. Having good financial condition – having at least 400 Million LAK registered capital for the service provider who conducts ESIA and having at least 100 Million LAK for other services 3. Having sufficient environment expert – having at least 3 experts that have master’s degree; and having other staff that have high level diploma with at least 3 years of working experience and those experts shall not be the government officers or have committed any crime 4. Having sufficient office and technical equipment 5. Having good track record in contributing to the activities relating to natural resources and environment protection
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	90 days before the expiry date of the permit, the enterprise who intends to renew the permit shall submit the application form and the 2-year operation report and the revised feasibility study prepared in the defined form to the authority.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	1500000.00	2500000.00	0.00	4000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to</b>	<b>Total renewal fees businesses need to disburse</b>

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RENEWAL FEES				
			<b>disburse</b>	
YES	1500000.00	2500000.00	0.00	4000000.00
<b>Comments</b>	As defined in the Presidential Edict 03			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Provision of Operation Service relating to Environment	0345/ກຊສ	22.01.2015	
Law on Environment Protection (Revised)	29/ສພຊ	18.12.2012	Article 44 and Article 45
Guideline (Additional) on Application Steps for the new application or renewal of the Permit to provide Environmental Service	137/ກຊສ.ກສສ	07.03.2016	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for the Issuance of the Tax Identification Number	ສໍາເນົາ
Certificate of Annual Tax Payment	ສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Estimated Income	ສໍາລັບອີກ 2 ປີຂ້າງໜ້າ
Curriculum vitae of Technical Staffs	
Certification of Financial and Asset / Financial Statements	
List of Equipment	
Criminal Certificate	
Article of Association	
Feasibility Study	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	4	7

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
CV of the experts	Application form	5982d15f7cbb1.pdf
Draft Report for the Renewal of the Permit	Application form	5982d1d21c845.pdf
Format for the Feasibility Study	Application form	5982d1f21f6a0.pdf
Example of resolution	Example of resolution	example-of-resolution 5982d2056a8e9.pdf
Application Form	Application form	5982d10c951a7.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish an Employment Service Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-2	27.12.2017	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	N - Administrative and support service activities
<b>Purpose for enforcing the business formality</b>	Employment Service enterprise may lead to the risk of human trafficking or discrimination in the employment opportunities, therefore, it is necessary for the government to request for the application of the permit to establish and operate this service to prevent such risk.
<b>Who should complete this business formality?</b>	Any person or entity that intends to operate the employment service both employment service for domestic labour market or the employment service for both domestic and foreign markets.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The application form shall be submitted and reviewed by the Provincial Department of Labour and Social Welfare first before being proceeded further for approval by the Minister.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	60 - For the employment service only for domestic employment service, the review period would be 30 working days (excluding the review period from the Provincial Department of Labor and Social Welfare) - For the domestic and foreign employment services, the review period shall not be more than 60 working days
<b>Qualifications needed by the business to get the formality</b>	1. Having Lao nationality or being the joint venture between Lao and foreign investor; 2. Having staff that has good track record and good education background and skills suitable for the business operation; 3. Not being insolvent or bankrupt; 4. Having office, equipment and staff that are qualified to provide fundamental skill improvement; 5. Having registered capital and working capital

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	of 200 Million LAK for the domestic employment service or 2 Billion LAK for the domestic and foreign employment service 6. Placing a guarantee of 2,000 USD for the domestic employment service or 20,000 USD for the domestic and foreign employment services; provided that the guarantee shall be placed before the issuance of the license and it shall be returned upon the termination of the enterprise without any outstanding liability
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Only if the applicants fails to meet the required qualifications

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Shall renew the license by giving notification to the government authorities 30 days in advance, unless it shall be deemed that they waive its rights; provided that the following conditions shall be complied with: 1. The applicant shall comply with the law and regulation issued 2. The applicant shall provide employment service and labors governance in an efficient manner 3. The applicant shall not cause any harm to socio-economic condition 4. The applicant shall pay tax to government correctly in full 5. The applicant shall reach the estimated employment target as delegated by the Government authority in due manner 6. The applicant shall report the employment statistic to the government authority on a regular basis

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1000000.00	10000.00	1010000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR - Certificate Fee for domestic employment service is 500,000 LAK - Certificate fee for domestic and foreign employment services is 1,000,000 LAK - Application fee is defined under Decision No. 043/MLSW			

<b>RENEWAL FEES</b>
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RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	500000.00	10000.00	510000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR - Renewal fee for domestic employment service is 250,000 LAK - Renewal fee for domestic and foreign employment service is 500,000 LAK - Application fee is defined under Decision No. 043/MLSW			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Establishment and Management of the Employment Service Enterprise	043/ຮສສ	12.01.2010	Chapter II Establishment of the Employment Enterprise (Article 11 to Article 19)
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Article 46 Establishment and Dissolution of the Employment Service Enterprise Article 47 Conditions for the Establishment of the Employment Service Enterprise Article 48 Issuance and Renewal of the Employment Service Enterprise

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	ຫ້ງສີສະເໜີຂໍສ້າງຕັ້ງ ໂດຍຜ່ານພະແນກແຮງງານ ແລະ ສະຫວັດດິການສັງຄົມແຂວງ ແລະ ນະຄອນຫຼວງວຽງຈັນ
Criminal Certificate	
Education Qualification Evidence	
Estimated Income	ແຜນຄາດຄະເນລາຍຮັບໃນອະນາຄົດ 2 ປີຂ້າງໜ້າ
Feasibility Study	
Photograph of the Managing Director	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	

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<b>REQUIRED DOCUMENTS</b>	
Address Certification	
Article of Association	
Location Map of the Enterprise	
Organisation Structure of Board of Directors	
Curriculum vitae of Managing Director	
Application Form	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	4	4

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Money Exchange Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-MPD-1	28.12.2017	Monetary Policy Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	State promotes the use of Lao Kip within Lao PDR and the foreign currency can only be used for specific purpose. In order to maintain and control over Lao currency value, therefore, it is necessary to monitor and control anyone who want to provide money exchange service
<b>Who should complete this business formality?</b>	Any individual or entity that intends to operate the money exchange business, meaning conducting business transaction of money sale-purchase
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="https://www.bol.gov.la/Monetary_Policy/agreement-M.html">https://www.bol.gov.la/Monetary_Policy/agreement-M.html</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1, The applicant shall obtain this License before the business registration with the Industry and Commerce sectors. 2. The permit is valid from January to December and shall be expired on 31 December every year, disregard the fact of which date or month in the year the permit was issued. Therefore, the permit shall be renewed every year at the beginning of the year. 3. Operate without the License would be subject to penalty of 30 Million LAK

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed</b>	1. Having Lao nationality (aged 23 onwards) or having 100% Lao shareholders 2.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	Having knowledge and financial experiences 3. Having registered capital of not less than 1 Billion LAK; provided that the capital shall be deposited as the working capital in the bank account with the commercial bank in Lao PDR 4. Having appropriate location for the business operation 5. Having sufficient equipment to facilitate the business operation 6. Not being convicted or being sued for any crime commitment 7. Not being revoked of the Money Exchange Permit before
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant do not have the required qualification or do not submit all the required documents.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Submit the following documents: application form, copy of the past operating license, copy of the enterprise registration certificate, copy of the past tax payment certificate, annual financial statement, bank balance sheet for the past one year and the photo of the managing director; provided that the applicant shall comply strictly with all the laws and shall not have any loss than 10 percent of the registered capital in each year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1500000.00	100000.00	1600000.00
<b>Comments</b>	Reference: BOL Agreement No. 529/BOL, dated 1 July 2016 The Certificate fee shall be calculated at the rate of 0.05 percent of the registered capital but the maximum is 1,500,000 LAK			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

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RENEWAL FEES				
YES	0.00	500000.00	100000.00	600000.00
<b>Comments</b>	Reference: BOL Agreement No. 529/BOL, dated 1 July 2016			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Operation of Money Exchange Business	529/ທຫລ	01.07.2016	Chapter 2 Application for the Exchange Money Business License (Article 5 to Article 9) Chapter 3 Registered Capital (Article 11)
Law on Management of Foreign Currency	55/ສພຊ	22.12.2014	Chapter 4 Operation of Foreign Currency Business (Article 18 to 20)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
List of Employees	
Financial Certification and active bank balance statement of at least 90 days backwards	
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນສະຖານະການເງິນ ແລະ ບັນຊີສໍາຮອງທະນາຄານທີ່ມີການເຄື່ອນໄຫວຢ່າງໜ້ອຍ 90 ວັນຂຶ້ນໄປ
Photograph of the Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Location Map of the Enterprise	
List of Equipment	
Copy of Tax Certificate	
Copy of ID card or Family book of Managing Director	
Criminal Certificate	
Address Certification	
Curriculum vitae of Managing Director	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Application Form	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	92

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	application-form 59800784eb78b.pdf
Curriculum vitae	Application form	cv 598007ab27731.pdf
Location Certification	Application form	location-certification 598007cfa86a6.pdf
Employees List and Equipment List	Application form	staff-list-and-equipment-list 598008056f8d0.pdf
Power of Attorney	Application form	power-of-attorney 59800821d640d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Entertainment Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-TMD-33	02.01.2018	Tourism Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to control and manage the entertainment business in order and to prevent any potential negative impact or nuisance that may incur on the neighbouring community.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate entertainment business that includes: discotheque, nightclub, snack bar, bar, pub, karaoke or concert.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The application for the discotheque, nightclub, pub and snack bar shall be made at the Central authority while the application for bar, karaoke and concert shall be made at the Provincial authority.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority from the Vientiane Capital informed that the normal review period will not exceed 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. For the individual: being more than 18 years old, not being insane and not being convicted for imprisonment; 2. For the legal entity: having the Enterprise Registration Certificate, having complied with all the obligations under the relevant laws and not being convicted of being bankruptcy or insolvent 3. Each type of the entertainment business shall meet the general and specific specifications as defined in the Decree No. 315/GOL, dated 02/10/2017 4. The investor shall have the registered capital of not less than 30% of the total capital	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	in order to assure the capability of the investor to commence their operation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications or conditions defined.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be certified of their continuation of their business operation by the relevant authority on an annual basis.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	2000000.00	200000.00	2200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on Entertainment Business	315/ວຸ	02.10.2017	Part 3, article 20-25

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	

REQUIRED DOCUMENTS	
Document Name	Comment
Construction Layout	
Certificate of Annual Tax Payment	ສະບັບສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສະບັບສໍາເນົາ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	5a163a613fe25.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Seedlings</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-DoA-4	21.09.2017	Department of Agriculture

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	To ensure the quality of the seedlings that will be used for agriculture production in Lao PDR and to avoid any other impacts on environmental impacts that may be caused by the use of under-standard or alien seedlings
<b>Who should complete this business formality?</b>	Person, legal entities or organisation that intends to produce and conduct business relating to seedlings in Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	This Formality will be revoked before the expiration in case of any violation of the regulations or in case the seedlings do not meet the required standard.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. Any person or legal entity that will register the seedlings shall have the agriculture and forestry operating license; 2. The seedlings that will be registered shall meet the quality as defined in the Lao standard for agriculture and forestry, the regional and international standards; 3. The seedlings that will be imported shall be registered at the origin country.
<b>Is there any reason for the authority to deny</b>	Deny in case that the seedlings do not meet the required standard

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	65000.00	5000.00	70000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	5000.00	65000.00	70000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management and Utilisation of Seedlings	3919/ກຸບ	12.12.2012	Chapter 3 Registration of Seedlings (Article 18 to 20)

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate for Enterprise Registration of Company Limited	
Results from field analysis of the seedlings	In Lao PDR
Information about the Seedling	From Origin Country
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	copy ID Card/ສໍາເນົາປັດປະຈຳຕົວ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	Authorization letter for registration or representative in Lao PDR
Certificate that the Seedlings is non-GMO	From Origin Country
Seedling Quality Assurance Certificate	From origin Country
Certificate of the Seedling Registration from origin country	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	6	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Seed Registration Form	Application form	seed-application-form 598a7f4249a0b.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License for the Establishment of the Commercial Bank and the Branch of International Commercial Bank</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-BSD-2	06.10.2017	Commercial Bank Supervision Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since commercial bank is one of the key institutions that is important for the development and financial stability of the nation, it is necessary to closely manage and monitor the establishment and operation of the commercial bank in order to mitigate the risk that may be caused to the macro-economic and the general public.
<b>Who should complete this business formality?</b>	Any person or entity that intends to establish the Commercial Bank that means the entity that operates the banking business that includes: the money transactions through deposit receiving and using of funds to provide credit, sale-purchase of foreign currency and other payment services
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	<p>1. After receiving the application, BOL shall issue the Temporary Permit; provided that the applicant who gets the Temporary Permit shall not be entitled to conduct any business just yet and he/she is obliged to open the bank account with BOL, pay the registered capital in full and fulfil other readiness requirements defined under the relevant regulations. 2. Temporary Permit shall have the validity of 180 days and shall be renewed 90 days per renewal for not more than two times. If the applicant fails to meet the readiness conditions, the Temporary Permit shall be terminated. 3. After fulfilling all the readiness conditions, the applicant shall propose to BOL to pay a visit and consider the issuance of the Permanent Permit. 4. The applicant that gets the Permanent Permit shall pay the Permit Fee in full and shall apply for the Enterprise Registration Certificate. Then, it shall commence their business operation within 90 days after the receipt date</p>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>BACKGROUND DATA</b>	
	of the Enterprise Registration Certificate.

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>		
<b>Time it takes to the authorities to process the formality</b>	100	Review Period for the issuance of the Temporary Permit is 90 days and the review period for the issuance of the Permanent Permit is 10 working days if the applicant meets all the readiness conditions
<b>Qualifications needed by the business to get the formality</b>	<p>1. Having one or more commercial bank holding more than 50% of the total voting shares but one individual cannot hold a share of more than 10% and one shareholder who has substantial stake in the commercial bank cannot hold substantial share in more than 1 commercial bank operating in Lao PDR</p> <p>2. Having the minimum registered capital of not less than 300 Billion LAK for the commercial bank and 100 Billion LAK for the branch of the international commercial bank</p> <p>3. Having the following conditions and qualifications: If the applicant is the Commercial Bank: - Having a good and profitable business operation for the past 3 years and having no loss - Having sufficient capital and total assets of not less than 40,000 Billion LAK in the year of establishment - Having a credit rating of BBB from the evaluation of the international credit rating agency - In case of the international commercial bank, getting the approval from the competent authorities to invest in the establishment of the commercial bank in Lao PDR - Not being in the blacklist for the money laundering or terrorism finance</p> <p>If the applicant is the entity that is not the Commercial Bank: - Having a good and profitable business operation for the past 3 years and having no loss - Having sufficient capital – not less than 2 times of the total share value that the applicant will hold in that commercial bank - Not being in the blacklist for the money laundering or terrorism finance</p> <p>If the applicant is the individual: - Having sufficient capital – not less than 2 times of the total share value that the applicant will hold in that commercial bank - If that applicant is a major shareholder, he/she shall have the appropriate qualification and experience - Not committing any crime on the charges of theft, embezzle, defraud, document faking, receive / give bribery, corruption, money laundering, terrorism finance or other charges relating to finance, money or narcotic - Not being in the blacklist for the money laundering or terrorism finance</p> <p>Conditions for the Management: - Having management experiences and having financial-banking knowledge - Not being adjudicated for the commitment of any crime on the charges of theft, embezzle, defraud, document faking, receive / give bribery, corruption, money laundering, terrorism finance or other charges relating to finance, money or narcotic - Not being removed from being the management in other entity, not being adjudicated to be bankrupt and not being the management in the entity that was adjudicated as bankrupt.</p> <p>4. After receiving the Temporary Permit, the applicant shall complete the following conditions to ensure their readiness: - Paying the minimum registered capital in full; - Having the sufficient staffs that have been trained in the banking field in Lao or abroad; - Having a concrete office space on the construction land. In case of lease or concession, the team shall not be less than 20 years. Having a proper safe reserve and other safety measures that are in compliance with the BOL regulations; - Having a ready data system that is modern and has the capacity to manage the internal banking operation in a safety and</p>	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	efficient manner and to link the BOL system. The system shall be established to ensure the reporting obligations and other transactions with BOL in compliance with the laws of Lao PDR; - Having the management system and operation manual on the accounting, risk management, internal audit, staff management, financial products provisions, anti-money laundering and anti-terrorism financing and others in compliance with the Lao PDR laws; - Having a good, reasonable and feasible feasibility study, having complete regulations prepared in compliance with Lao PDR laws.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Only in the case that the applicant does not meet the required qualifications

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	No renewal requirement but the commercial bank shall pay the Annual Management Fee.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	20000000.00	80000000.00	100000000.00
<b>Comments</b>	Reference BOL Agreement No. 1034/BOL, dated 22/11/2011 1. Application Fee shall be collected at the following rates: - Commercial Bank (Headquarter) 80 Million LAK - Branch of the international commercial bank 60 Million LAK 2. Fee of the Permanent Permit for the Establishment shall be collected at the following rate: - Commercial Bank (Headquarter) 20 Million LAK - Branch of the international commercial bank 10 Million LAK			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			disburse	
NO	0.00	0.00	50000000.00	50000000.00
<b>Comments</b>	Reference BOL Agreement No. 1034/BOL, dated 22/11/2011 During the first quarter of each accounting year (before 1 April), every commercial bank and the branch of the international commercial bank shall pay the annual management fee at the rate of 0.002% of the total assets of the commercial bank or the branch of the international commercial bank (including both assets in LAK and in other foreign currencies) but the minimum shall not be less than 50 Million LAK.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Commercial Bank	03/ສພຊ	26.12.2006	Chapter II: Establishment and Structure of the Commercial Bank (Article 10 to Article 16)
Order on the Fee for the Establishment and the Annual Management Fee of the Commercial Bank	1034/ທຫລ	22.11.2011	Article 2 to Article 5
Order on the Establishment of the Commercial Bank and the Branch of the Commercial Bank	42/ທຫລ	15.01.2016	All provisions
Agreement on the Increase of Minimum Registered Capital of the Commercial Bank and the Minimum Investment Capital for the Branch of International Commercial Bank	141/ນຍ	24.09.2009	Article 1

REQUIRED DOCUMENTS	
Document Name	Comment
Education Qualification Evidence	ໃບຢັ້ງຢືນຄຸນະວຸດ ແລະ ປະສົບການການເຮັດວຽກຂອງຜູ້ບໍລິຫານ
Curriculum vitae of Managing Director	
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ບໍລິຫານ ແລະ ຜູ້ລົງທຶນ
Certification of Financial and Asset / Financial Statements	ເອກະສານຢັ້ງຢືນທຶນຂອງຜູ້ລົງທຶນ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Receipt for Fee Payment	ໃບຢັ້ງຢືນຈາກກົມບໍລິຫານ, ທະນາຄານແຫ່ງ ສປປ ລາວ ກ່ຽວກັບການຈ່າຍຄ່າທຳນຽມການຍື່ນຄຳຮ້ອງຂໍສ້າງຕັ້ງ
Bank Manual	ຄູ່ມືດຳເນີນງານກ່ຽວກັບວຽກງານການບັນຊີ, ການບໍລິຫານຄວາມສ່ຽງ, ການກວດກາພາຍໃນ, ການຄຸ້ມຄອງພະນັກງານ, ການບໍລິການຜະລິດຕະພັນຕ່າງໆ, ການຕ້ານການຟອກເງິນ ແລະ ການສະໜອງທຶນໃຫ້ແກ່ການກຳການຮ້າຍ
Resolution of Shareholders	ມະຕິກອງປະຊຸມຂອງຜູ້ຖືຮຸ້ນສ້າງຕັ້ງ ກ່ຽວກັບການຮັບຮອງເອົາ 1. ບົດວິພາກເສດຖະກິດ-ເຕັກນິກ 2. ຮ່າງກົດລະບຽບ 3. ມະຕິ ຫລື ຂໍ້ຕົກລົງແຕ່ງຕັ້ງຄະນະຮັບຜິດຊອບສ້າງຕັ້ງ ຫລື ການມອບສິດ ແລະ 4. ສັນຍາຮ່ວມທຶນ ລວມທັງ ການແຕ່ງຕັ້ງສະພາບໍລິຫານ ແລະ ຄະນະຜູ້ອຳນວຍການຊຸດທຳອິດ
Feasibility Study	ບົດວິພາກເສດຖະກິດ-ເຕັກນິກ ຕ້ອງປະກອບຕາມແບບຟອມທີ່ທະນາຄານແຫ່ງ ສປປ ລາວ ກຳນົດອອກ
Article of Association	ຮ່າງກົດລະບຽບ ຕ້ອງໄດ້ປະກອບ ຕາມແບບຟິມທີ່ ທະນາຄານແຫ່ງ ສປປ ລາວ ກຳນົດອອກ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	1	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Electricity Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-EMD-1	17.08.2017	Energy Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Electricity is one of the key factors for the country in general and have a high possibility of causing impacts to the society, in particular the safety impacts and country's energy security, therefore, it is necessary to manage and control the operator
<b>Who should complete this business formality?</b>	Any person or entity that intend to operate the Electric Enterprise that include: development of the electricity development plan, the planning work, surveying and data collection work relating to electricity, designing and installation of electric appliances, the construction and installation, electricity generation, electricity distribution and transmission, the import-export of electric products and other services provided relating to electricity.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Classification of the Electricity Business Operation Level 1: Survey, design and/or construction of hydropower plant, high-medium-low high voltage transmission, installation of electric transformer and substation and general electricity installation Level 2: Survey, design and/or construction of medium voltage transmission network and the installation of interior electricity system Level 3: Installation and reparation of the interior electricity system and provision of general services relating to electricity

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process</b>	7	1. Within 3 working days after submission of all the application form and the documents, the Department will call to make an appointment for the technical interview and site inspection; 2. After

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	the interview and site inspection, the Department will prepare the memorandum of understanding as the evidence in writing; 3. After the receipt of the Enterprise Registration Certificate, within 2 working days, the Department will issue the Formality.
<b>Qualifications needed by the business to get the formality</b>	1. Having stable financial condition as required for each level of business (1 Billion LAK for Level 1, 500 Million to 1 Billion for Level 2 and 250 Million LAK for Level 3) as per the actual evaluation or as certified by the approved audit company 2. Having sufficient amount of technical staff with the high diploma degree and having at least 5 year of working experiences in compliance with the following requirements (5 experts or more for Level 1, 3 experts or more for Level 2 and 1-3 experts for Level 3) 3. Having sufficient equipment, instrument and vehicles to conduct the required business 4. Having permanent office for the operation and coordination and having sufficient office equipment as required for their business operation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	The authority will deny the application in case the applicants fail to meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Before 30 days of the Permit will expired, the enterprise have to submit documents to the authority included: 1. Application form 2. Tax Certificate 3. Activity Report in last year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	25000000.00	0.00	25000000.00
<b>Comments</b>	1. Fee for the certificate of the General Energy Business that does not have the concession agreement shall be collected based on the registered capital: capital from 100 Million to 400 Million LAK = 300,000 LAK, capital from 400 Million to 1 Billion LAK = 600,000 LAK, more than 1 Billion LAK = 1,500,000 LAK 2. Fee for the electricity generation business that has the concession agreement shall be collected once throughout the concession period at the rate of: 1 Million/year multiplied by the concession period (maximum period is 25 years) 3. Fee for the			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	renewable electricity generation with the capacity of less than 15 MW shall be collected only once at the rate of 100,000 LAK/year multiplied by the concession period. 4. Fee for the Electricity Enterprise License shall be collected based on the registered capital at the following rates: capital of less than 1 Billion = 1,000,000 LAK, capital of more than 1 Billion to 3 Billion LAK = 2,000,000 LAK, capital of more than 3 Billion LAK = 3,000,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	1000000.00	0.00	1000000.00
<b>Comments</b>	1. Fee for the renewal of the General Electricity License that does not have the concession agreement shall be collected according to the registered capital as follows: 100 Million LAK to 400 Million LAK = 150,000 LAK , 400 Million to 1 Billion LAK = 300,000 LAK , More than 1 Billion LAK = 750,000 LAK 2. Fee for the renewal of the Electricity Enterprise shall be calculated according to the registered capital at the following rates: 1 Billion LAK = 500,000 LAK , More than 1 Billion to 3 Billion = 1 Million LAK , More than 3 Billion = 1,500,000 LAK			

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Electricity (Revised)	03/ສພຊ	20.12.2011	Chapter III Electricity Business (Article 24 to 42)
Order on the Establishment and Operation of Electricity Enterprise	1155/ພບ	23.10.2008	Chapter II Conditions for the Electricity Enterprise (Article 4 to 7)<div>Chapter III Review and Consideration of the Application for the Establishment and Operation of Electricity Enterprise (Article 8 and 9)</div><div>Chapter IV Operation, Utilisation, Renewal and Fee Collection (Article 10 to 17)</div>

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Education Qualification Evidence	ຂອງຜູ້ອໍານວຍການ ແລະ ວິຊາການ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Copy of ID card or Family book of Managing Director	
Article of Association	
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ (ສໍາລັບຄົນລາວ) ຫລື ໃບຢັ້ງຢືນຄົນຕ່າງດ້າວທີ່ ກະຊວງປ້ອງກັນຄວາມສະຫງົບອອກໃຫ້ (ສໍາຫລັບຄົນຕ່າງດ້າວທີ່ຜູ້ມາລໍາເນົາຖາວອນຢູ່ ສປປ ລາວ)
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3 (ບໍ່ກາຍ 3 ເດືອນ)
Employment Contract	
List of Employees	
Location Map of the Enterprise	
Land Title Deed	
Internal Safety rule	
Curriculum vitae of Electricity Engineer	
Curriculum vitae of Managing Director	
List of Shareholder	
List of Equipment	
Certification of Financial and Asset / Financial Statements	
Organization Chart of the Enterprise	
Application Form	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	98	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	5982ce12a17b5.pdf
Article of Association	Application form	5982ce4183b57.pdf
ບົດສະຫຼຸບການເຄື່ອນໄຫວວຽກງານປະຈຳປີ	Application form	5982cf2667f65.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
Assessment of Economic and Social	Application form	5982cebcf26da.pdf
Example of resolution	Example of resolution	5982db009cb71.pdf
List of Vehicle and stationery	Application form	5982daa6c1ba8.pdf
List of equipment	Application form	5982db8b2f881.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Financial Leasing Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-FISD-3	28.12.2017	Financial Institution Supervision Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since the leasing company is a financial institution that may cause risk on the financial stability of the country and of the general public it is necessary to manage and control the permission of anyone who would like to invest in this business.
<b>Who should complete this business formality?</b>	Any entity who conduct at least 6 leasing business transaction per year - the leasing business transaction is the transaction where (i) the lessee determine and select the supplier and inform the lessor of such selection; (ii) then the lessor will enter into the agreement with such selected supplier to get the determined goods for the lessee; (iii) the lessor will deliver the goods to the lessee; provided that the lessee shall pay the rental fee to the lessor; and (iv) at the end of the term, the lessee shall be entitled to exercise the right to purchase or to sublease the products)
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="https://www.bol.gov.la/laoweb/index.php">https://www.bol.gov.la/laoweb/index.php</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. After obtaining the License, the applicant shall apply for the Enterprise Registration Certificate and Tax Certificate from the relevant authorities pursuant to the relevant laws 2. From 1 March 2017 to 28 February 2019, the Department will suspend the issuance of the Operating License for the Leasing Company

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	60

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. Need to be established as the Limited Company and have the promoting shareholders at least 2 shareholders but not more than 30 shareholders; provided that at least one shareholder shall have financial management experience 2. For foreign investment, the foreign shareholder shall contribute more than 10 percent up to 100 percent 3. Having minimum registered capital of 500 Million LAK 4. Having the financial certification of each shareholder to show the readiness for their capital contribution 5. Having proper, solid and clear organisational structure 6. In case of foreign investment, the approval from the relevant authorities from the origin countries shall also be submitted.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required conditions / qualifications

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	The License has the validity period throughout the investment and business operation period; however, the institute shall pay the annual management fee.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	5000000.00	0.00	5000000.00
<b>Comments</b>	Reference: BOL Agreement No.926/BOL, dated 11 November 2015 - For Service fee is 0,5% of Capital.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	Reference: BOL Agreement No.926/BOL, dated 11 November 2015 Not the renewal fee but the Annual Management Fee that shall be paid within the January each year at the rate of 0.02% of the averaged assets (minimum registered capital is 500 Million LAK)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Financial Leasing	11/ນຍ	18.02.1999	Part III Leasing Company (Article 10 to 13)
Notice for the Temporary Suspension of the Issuance of the Operating Licenses for the Financial Institutions in Lao PDR	95/ກຄສງ	18.05.2017	
Notice on Conditions and Supporting Documents for the Application for the Operating License and Branch Expansion of the Financial Leasing Company	1038/ກຄສງ	24.07.2014	
Order on the Service Fees, Certificate Fees for the Application of the Operating License and the Annual Management Fee of the Financial Institutions	926/ທຫລ	11.11.2015	Article 2 to Article 4

REQUIRED DOCUMENTS	
Document Name	Comment
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ແຜນການດຳເນີນທຸລະກິດ 3 ປີທຳອິດ (ແຜນຄາດຄະເນ ລາຍຮັບ-ລາຍຈ່າຍທີ່ສົມເຫດສົມຜົນ) ຂອງ ບໍລິສັດ ເຊົ່າສິນເຊື້ອ
Lease Agreement for the Office Location	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Receipt for Fee Payment	ໃບຢັ້ງຢືນຮັບເງິນຄ່າທຳນຽມຍື່ນເອກະສານ ຈຳນວນ 50 ລ້ານກີບ ຈາກກົມບໍລິການທະນາຄານແຫ່ງ ສປປ ລາວ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Address Certification	ໃບຢັ້ງຢືນທີ່ຕັ້ງສໍານັກງານທີ່ເຊັນຢັ້ງຢືນຈາກອົງການປົກຄອງບ້ານທີ່ສໍານັກງານຕັ້ງຢູ່
Location Map of the Enterprise	
Education Qualification Evidence	ໃບຢັ້ງຢືນວຸດທິການສຶກສາຂອງ ຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດສອບພາຍໃນ
Copy of Passport of the Managing Director	ສໍາເນົາພາດສະປອດຂອງຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດສອບພາຍໃນ
Shareholders' Bank Statement	ກໍລະນີຂາຮຸ້ນທີ່ເປັນບຸກຄົນ, ໃບຢັ້ງຢືນການເຄື່ອນໄຫວບັນຊີຈາກທະນາຄານທຸລະກິດ ຢ່າງໜ້ອຍ 6 ເດືອນຍ້ອນຫລັງ ແລະ ກໍລະນີຂາຮຸ້ນເປັນນິຕິບຸກຄົນ ຕ້ອງປະກອບ ບົດລາຍງານຖານະການເງິນ ແລະ ບົດກວດສອບບັນຊີພາຍນອກ 2 ປີຍ້ອນຫລັງ
Copy of ID card or Family book of Managing Director	ສໍາເນົາປຶ້ມສໍາມະໂນຄົວ, ສໍາເນົາບັດປະຈຳຕົວ ຂອງຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດສອບພາຍໃນ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດສອບພາຍໃນ
Curriculum vitae of Managing Director	ຊີວະປະຫວັດ, ໃບຢັ້ງຢືນທີ່ຢູ່ ແລະ ວຸດທິການສຶກສາ ລວມທັງ ປະສົບການເຮັດວຽກ ຂອງຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດສອບພາຍໃນ ໃນໄລຍະ ສາມປີ ທີ່ຜ່ານມາ
Resolution of Shareholders	ມະຕິຕົກລົງຂອງກອງປະຊຸມຜູ້ຖືຮຸ້ນ ກ່ຽວກັບ ການແຕ່ງຕັ້ງຄະນະສະພາບໍລິຫານ, ຜູ້ອໍານວຍການ ແລະ ຄະນະກວດກາພາຍໃນຂອງບໍລິສັດ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Internal Operation Manual	ກົດລະບຽບພາຍໃນຂອງ ບໍລິສັດເຊົ່າສິນເຊື້ອ ທີ່ໄດ້ຮັບການເຊັນຮັບຮອງໂດຍ ປະທານສະພາບໍລິຫານ ຫລື ຜູ້ທີ່ໄດ້ຮັບມອບສິດໃຫ້ເຊັນແທນ
Certification of Financial and Asset / Financial Statements	ໃບສະຫລຸດຊັບສິມບັດ (ຊັບສິນ, ໜີ້ສິນ ແລະ ທຶນ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	29

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	application-form-for-leasing-c... 599699aa2c3db.pdf

REGISTRATION DATA		
Name of formality	<b>License to Operate the General Insurance Company</b>	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoF-MDSEID-4	09.01.2018	State-Owned Enterprise Investment Management and Insurance Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	K - Financial and insurance activities
Purpose for enforcing the business formality	Insurance is characterized as a business vested or affected with the public interest – the insurance consumers and policyholders. The enterprise will raise funds from the public and has a mandatory obligation to compensate the beneficiary upon all the losses; therefore, the qualification, the technical and financial competence and the solvency of the enterprise is very important and the regulators shall ensure that those enterprises shall pass all the qualifications in order to monitor and supervise and ultimately avoid the risk to the general public from entering into the agreement and trusting those entities. To prevent the financial risk an individual may encounter when buying insurance products
Who should complete this business formality?	Individual or entities that intends to establish or operate General Insurance, including assets insurance, third-party liability and other non-life insurance (i.e. health insurance, accident insurance, transportation insurance, vehicle insurance, fire insurance, financial insurance or business insurance, etc.).
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	1. Firstly, the Temporary License will be issued for the period of 1 year for the purpose of monitoring and supervision and after it is proven to be in full compliance with all the requirements and conditions, the Permanent

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>BACKGROUND DATA</b>	
	License will be issued. 2. Currently, the Government issued a notice to suspend the issuance of this Formality to a newly-established entity.

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. The enterprise shall get the Investment License from the Ministry of Planning and Investment; 2. The founder shall have a good business history, never been convicted of a deliberate offense in a deliberate offensive economy, not on the list of terrorists and transnational crimes; 3. Having a minimum registered capital of 16 billion LAK throughout the business period 4. Depositing cash of 1/3 of the registered capital in the blocked bank account opened with the commercial bank operating in Lao PDR and notify the Ministry of Finance of such deposit; provided that the investor shall follow the following conditions: (a) for the open, withdrawal or closure of the deposit account, it shall be jointly signed between the insurance company and the Department; (b) that commercial bank shall be informed that the authority from the Department shall be authorized to monitor the total balance in the bank account; and (c) the withdrawal of the deposit proceeds shall be approved by the Ministry of Finance. 5. Having staff or personnel that have knowledge, competence, expertise and certificates in the insurance fields; 6. Having clear business operation plan for a short, medium and long term; 7. Never being revoked of the License to Operate Life Insurance Business in the past 5 years; and 8. In the case of the foreign investor, the investors shall: (a) having the insurance experience for at least 5 years; (b) having the License for the Establishment of the Representative Office of the foreign insurance company; and (c) having the permit to establish and operate insurance business from the origin country of such investor.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualifications or conditions defined under the Law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The Formality shall be valid for one year, starting from 1 January to 31 December and the Enterprise shall renew and pay the renewal fee within the first 3 months of the following year (within 30 March of every year).

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	10000000.00	0.00	50000.00	10050000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	2000000.00	0.00	50000.00	2050000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Insurance (Revised)	06/ສພຊ	21.12.2011	Part II Insurance (Article 11 – 14) Part IV Insurance Business Operation Chapter 1 Establishment and Operation of Insurance Business (Article 17 to Article 25) Chapter 2 Foreign-invested Insurance Company and Insurance Brokerage (Article 28 to Article 35)
Instruction on the Issuance of the Insurance Operating Licenses	770/ກງ	21.03.2016	Article 3, 7, 8, 9, 10.
Notice on the Suspension of the Approval of Newly-established Insurance Investment	1199/ຫສນຍ.ກລຂ	17.08.2016	
Instruction Implementing Law on Insurance	539/ກງ	19.02.2014	Article 5, 6 and 15

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Evidence for the placement of required guarantee	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃບມອບຜົນທະ ຫຼື ໃບມອບສິດຂອງຜູ້ຖືກມອບໝາຍໃຫ້ແຈ້ງຂຶ້ນທະບຽນວິສາຫະກິດ
Photograph of the Managing Director	ຮູບຂະໜາດ 3x4 ຈຳນວນ 6 ໃບ (ຮູບຂອງຜູ້ອຳນວຍການທີ່ຕົກລົງໃຫ້ແຈ້ງຂຶ້ນໃບອະນຸຍາດດຳເນີນທຸລະກິດໄຟ, ຮູບບໍ່ເກີນ 3 ເດືອນ)
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາສ້າງຕັ້ງບໍລິສັດປະກັນໄພ
Location Confirmation of Enterprise	
Business Plan	ແຜນການດຳເນີນທຸລະກິດ 5 ປີທຳອິດ
Resolution of Shareholders	
Curriculum vitae of Managing Director	
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Article of Association	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	11	2
2016	3	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LIST OF ATTACHED DOCUMENTS		
ຄໍາຮ້ອງ ຂໍໃບອະນຸຍາດດໍາເນີນທຸລະກິດການປະກັນໄພທົ່ວໄປ	Application form	01 5993ba7468efc.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish Skill Development Center</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-4	13.09.2017	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	The Government encourages the establishment of the skill development centre and the Government intends to ensure that the centre that will be established will have all the required conditions and qualifications
<b>Who should complete this business formality?</b>	Any individual or entity that intends to establish the Skill Development Centre that provides training, skill and expertise improvement as well as the development of working competence and working attitude to the general public to ensure the compliance with the National Skill Standard
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws and regulations do not define the review timeline but the authority informed that the normal review period will not exceed 30 days after a submission of the completed and accurate application set; provided that the authority will also conduct a site-inspection to the centre.
<b>Qualifications needed by the business to get the formality</b>	1. Being Lao nationality or joint venture between foreigner and Lao; provided that the person shall be more than 21 years old and the applicant shall not be insolvent. 2. Having standardised trainer and other staffs that have capacity, experiences and expertise, meaning graduated from the relevant expertise field at least at the High Diploma degree and passed the teaching course or the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	training course of the Government 3. Having the curriculum that is in line with the labour market and having sufficient facilities (i.e. buildings, equipment, training instruments and other facilities) for the provision of the training and the skill testing 4. Having the skill development standard and having the criterion for the skill test as defined under the relevant laws 5. Having sufficient budget and capital to develop labor skills in each occupation fields.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Reject if the applicant cannot meet the required qualification or conditions as define under the relevant law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	Relevant laws and regulations do not define the validity period for this Formality; however, the authority instructed in the Formality that this Formality shall be valid for 3 years. The conditions for the renewal is that the enterprise shall prepare annual report to show their performance whether or not it has compiled with the estimation made and the enterprise shall submit evidence that they have fully paid all the tax obligations.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00

**Datasheet for business formalities.**  
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RENEWAL FEES	
<b>Comments</b>	Reference: Presidential Edict 03/PR

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Refer to article 8-16

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Investment License	ສໍາລັບຕ່າງປະເທດມາລົງທຶນ
Certification of Health	
Photograph of the Managing Director	ຮູບ 3*4 ບໍ່ເກີນ 6 ເດືອນ
Certification of Financial and Asset / Financial Statements	
Criminal Certificate	
Copy of ID card or Family book of Managing Director	
Education Qualification Evidence	ສໍາເນົາໃບປະກາສະນິຍະບັດ ຫຼື ໃບຢັ້ງຢືນການສຶກສາ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ໃບສັນຍາຮ່ວມທຶນສ້າງສູນ
Curriculum vitae of Managing Director	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	1

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	5993f036d9001.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Notarisation of Documents to confirm its Validity</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoJ-NT-2	28.12.2017	Notary Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To be an evidence confirming the accuracy, validity, enforcement and legal compliance of the legal documents , in particular in the legal proceeding (i.e. court proceedings).
<b>Who should complete this business formality?</b>	Any individual or the legal entity that intends to effectuate their contracts or documents under Lao PDR laws.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Notarization shall be undertaken with the Notary Office where; (i) both the Parties are domicile; (ii) the contract will be performed; or (iii) where the assets under that contract is situated.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	The authority informed that the review period may be extended but the maximum timeline is 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. All the documents that will be notarized shall be prepared or translated into Lao language; and 2. All the contracting parties shall be present during the notarization of their contracts or documentation and those contracting parties shall sign the minutes of meeting to assure their presence in the form designated by the Department 3. The contracting parties shall assure that he or she has the ability and legal competence to act or getting the permission from, the parent or guardian. In case the contracting party is the legal entity, the notarization shall be	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	undertaken by an authorized representative of the organization.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	The Department will deny the notarization if (i) a contract or other document submitted is incomplete; unclear; inconsistent with the laws; or (ii) there is a doubt that a contract or other document was prepared in coercion; violence; fraud or fake; or (iii) there is a doubt that the contracting party lacks of capacity or competence and the contracting parties cannot prove otherwise; or (iv) the content of the contract or document violates the norms, cultures or social order; or the objective of the contract or documents is not correct.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	5000.00	20000.00	0.00	25000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Service fee shall be collected per page. In case of the bilingual documents, the service fees shall be collected for the total page of both languages; however, the fees are not defined in the law.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

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<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on Strengthening the Importance of Notarisation Work	10/ນຍ	01.04.2016	Article 1 to 3
Law on Notary (Revised)	11/ສພຸ	26.11.2009	Article 2 of Law on Notary (Revised)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Document to be notarised	
Operating License	ກໍລະນີຄູ່ສັນຍາເປັນນິຕິບຸກຄົນ
Copy of Tax Certificate	ກໍລະນີຄູ່ສັນຍາເປັນນິຕິບຸກຄົນ
Copy of ID card or Family book of Managing Director	ສໍານຳເນົາບັດປະຈຳຕົວ ຫຼື ສໍາມະໂນຄົວຂອງຄູ່ສັນຍາພາຍໃຕ້ສັນຍາ
Copy of Enterprise Registration Certificate	ກໍລະນີທີ່ຄູ່ສັນຍາເປັນນິຕິບຸກຄົນ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	9020	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	application-form 5991631801812.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
Name of formality	<b>License to Operate a Pawnshop Business</b>	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
BoL-FISD-4	20.08.2017	Financial Institution Supervision Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	K - Financial and insurance activities
Purpose for enforcing the business formality	Since a pawnshop is a financial institution that is easily accessible by anyone in the society, in particular the vulnerable groups that may not be able to get access to other formal source of fund, it may cause risk on those people so it is necessary to manage and control the permission of anyone who would like to invest in this business.
Who should complete this business formality?	Any individual or entity that intends to provide financial service, in particular providing short-term credit to the public by accepting the pledge of movable assets to guarantee such credit.
The formality has online information?	YES
Link to online information	<a href="https://www.bol.gov.la/laoweb/microfinancelao4.html">https://www.bol.gov.la/laoweb/microfinancelao4.html</a>
The formality has an application form?	YES
Any additional comment concerning the formality	1. After receiving this formality, the applicant shall apply for the Enterprise Registration Certificate and the Tax Certificate with the competent authorities pursuant to the relevant laws. 2. From 1 March 2017 to 28 February 2019, the Department will suspend the issuance of the License to Operate Pawnshop

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	30	The relevant laws do not define the review timeline but the authority informed that the normal review period will not exceed 30 working days.
Qualifications needed by the business to get	Conditions for the Applicants: 1. Having Lao nationality 2. Having the expert / staff that graduated with the High Diploma at the minimum 3. Having the expert /	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	staff who has the knowledge relating to financial, banking and accounting and has worked for at least 2 years 4. Never be sentenced from the financial crime relating to finance or banking and never be revoked of their license to operate pawnshop before 5. Having detailed information about the source of investment fund 6. Having good financial condition, being accepted and appraised by the public and the village administrative authorities 7. Having registered capital of not less than 1 Billion LAK 8. Having a good and standardised office location equipped with all the necessary equipment (i.e. safety box that can tolerate fire for more than 2 hours and other equipment) 9. There is a comprehensive operating system, internal inspection and control system.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applicant cannot meet the required considerations or qualifications defined.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	The License has the validity period throughout the investment and business operation period; however, the institute shall pay the annual management fee within 30 January

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	2500000.00	500000.00	0.00	3000000.00
<b>Comments</b>	Referring to Agreement No. 926/BOL, dated 11 November 2015			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00

**Datasheet for business formalities.**  
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RENEWAL FEES	
<b>Comments</b>	Referring to Agreement No. 926/BOL, dated 926/BOL, dated 11 November 2015 Not the renewal fee but the Annual Management Fee that shall be paid within the January each year at the rate of 0.02% of the averaged assets (minimum registered capital is 1 Billion LAK)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Pawnshop Business	248/ລບ	26.07.2016	Part II Establishment and Operation of the Pawnshop Business Chapter I Establishment of the Pawnshop Business (Article 5 to 11)
Notice for the Temporary Suspension of the Issuance of the Operating Licenses for the Financial Institutions in Lao PDR	95/ກຄສງ	18.05.2017	
Order on the Service Fees, Certificate Fees for the Application of the Operating License and the Annual Management Fee of the Financial Institutions	926/ທຫລ	11.11.2015	Article 2 to Article 4
Notice on Conditions and Supporting Documents for the Establishment of the Pawnshop	156/ກຄສງ	17.02.2012	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	ກໍລິນີເປັນນິຕິບຸກຄົນ
Certificate of Annual Tax Payment	ກໍລະນີເປັນນິຕິບຸກຄົນ
Location Confirmation of Enterprise	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາສ້າງຕັ້ງລະຫວ່າງຜູ້ຖືຮຸ້ນ
Business Plan	ແຜນການດໍາເນີນທຸລະກິດ 3 ປີທໍາອິດໄດ້ແກ່: - ໃບສະຫຼຸບຊັບສົມບັດ - ແຜນຄາດຄະເນລາຍຮັບ - ລາຍຈ່າຍ 3 ປີທໍາອິດ - ໃບລາຍງານຊັບສົມບັດຄົງທີ່ ພ້ອມຕາຕະລາງການຄິດໄຫລໜັກຄ່າຫຼ້ຍຫ້ຽນ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Designation Letter of the Focal Person	ໃບແຕ່ງຕັ້ງມອບກຳມະສິດ ຜູ້ຕາງໜ້າພົວພັນວຽກງານນຳທະນາຄານແຫ່ງ ສປປ ລາວ
Article of Association	
Copy of ID / family registry / passport of Investor	
Draft Pledge Agreement	ຮ່າງສັນຍາຊວດຈຳ ແລະ ຮ່າງບົດບັນທຶກຂາຍຊັບຊວດຈຳ
Curriculum Vitae of Investor	
Address Certification	ໃບຢັ້ງຢືນ ທີ່ເຊັນຮັບຮອງຈາກອຳນາດການປົກຄອງ
Location Map of the Enterprise	
Copy of ID card or Family book of Managing Director	ສຳເນົາບັດປະຈຳຕົວ ແລະ ສຳເນົາສຳມະໂນຄົວຂອງຜູ້ຂໍສ້າງຕັ້ງ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ຂໍສ້າງຕັ້ງ
Certification of Financial and Asset / Financial Statements	ໃບສະຫລຸບຊັບສົມບັດ (ຊັບສິນ, ໜີ້ສິນ ແລະ ທຶນ) / ລາຍການຊັບສົມບັດຄົງທີ່ ແລະ ຫັກຄ່າຫລັຍຫ້ຽນ ແລະ ໃບຢັ້ງຢືນຖານະເງິນຝາກທະນາຄານ
Organization Chart of the Enterprise	
Internal Operation Manual	ກົດລະບຽບພາຍໃນໂຮງຊວດຈຳ
Feasibility Study	ບົດວິພາກເສດຖະກິດ ຫລື ແຜນການດຳເນີນທຸລະກິດໂຮງຊວດຈຳ 5 ປີທຳອິດ ແລະ ແຜນການລາຍຮັບ-ລາຍຈ່າຍລ່ວງໜ້າ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	27

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	application-form-for-pawshop-... 59969a37ada00.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Document</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-SAMD-3	05.01.2018	State Asset Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To collect statistics on economic and social movements, to effectuate the documents entered into by the parties, to ensure document protection for the ease in case / dispute proceeding and to generate income for the state.
<b>Who should complete this business formality?</b>	Any individual or the legal entity that intends to effectuate their documents under Lao PDR laws
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	2 The relevant law does not define about the time for document review and registration process but the authorities informed verbally that it would normally take 2 working days
<b>Qualifications needed by the business to get the formality</b>	All documents submitted for registration shall be entered into pursuant to the relevant laws and regulations and shall be certified by the competent authorities.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Will be denied only in case that the document submitted does not meet the require conditions or are incomplete.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	30000.00	0.00	0.00	30000.00
<b>Comments</b>	<p>- Service Fee collection is not prescribed under any laws or regulations but the authority collects it. - Certificate Fees (Registration Fees) are defined in the Presidential Edict 03/PR 1. Documents listed in A. in MOF Instruction No. 2333/MOF is subject to fixed fee at the rate of 40.000 (i.e. Articles of Association, pledge agreement, contract amendment, power of attorney, etc) 2. Lease / Sublease agreement is subject to the variable fee based on the contract value from 40,000 LAK to 500,000 LAK for the lease agreement and 20,000 LAK to 150,000 LAK for the sublease agreement. 3. Concessions is subject to the variable fee based on the contract value from 600,000 LAK to 30,000,000 LAK for the mine excavation concession and from 1,000,000 LAK to 50,000,000 for other concession. 4. Assignment agreement is subject to the variable fee based on value of the assets from 25,000 LAK to 3,000,000 LAK. 5. Assets contribution agreement to enterprise capital is subject to the variable fee based on the value of assets from 20,000 LAK to 120,000 LAK. 6. Joint venture contract is subject to the variable fee based on the registered capital of either 200,000 LAK or 500,000 LAK. 7. For various types of contracts listed under B 6. in MOF Instruction No. 2333/MOF is subject to variable fee depending on the contract value from 5,000 LAK to 200,000 LAK. 8. Construction contract is subject to the variable fee based on the project value from 20,000 LAK to 125,000,000 LAK</p>			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Document Registration	52/ນຍ	13.03.1993	Article 1, 2.

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	
Certificate for Enterprise Registration of Company Limited	
Certificate of Annual Tax Payment	
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	1204	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Deposit-Taking Microfinance</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-FISD-5	28.12.2017	Financial Institution Supervision Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Microfinance aims at providing financial service to the poor, the low-income household and small income-generating business that are the most vulnerable group in the society, therefore, it is very necessary to manage and control the issuance of license for the business operator.
<b>Who should complete this business formality?</b>	Any individual or legal entity that intends to provide Deposit-taking Microfinance which means the microfinance institutes that take deposit from the general public, gives micro credits and provides other microfinance services in Lao Kip currency with the limited ratio of credit and deposit in LAK that the institution can give (i.e. maximum credit amount of not more than 50 Million LAK)
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="https://www.bol.gov.la/laoweb/microfinancelao4.html">https://www.bol.gov.la/laoweb/microfinancelao4.html</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Within 30 days after receiving this formality, the applicant shall apply for the Enterprise Registration Certificate and the Tax Certificate with the competent authorities pursuant to the relevant laws. 2. From 1 March 2017 to 28 February 2019, the Department will suspend the issuance of the License to Establish Deposit-Taking Microfinance

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	1. Bank of Lao PDR shall review and issue the Temporary License within 30 days after receiving the complete set of document 2. Bank of Lao PDR shall review and issue the Permanent License within 30 days after (i) the payment of registered capital in full in the bank account opened with the Bank of Lao PDR; and (ii) the on-site

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	inspection of the readiness to provide services
<b>Qualifications needed by the business to get the formality</b>	1. Complete the personnel in accordance with the organizational structure; 2. Having qualified and experienced management team in the field of financial, banking and other relevant fields for at least 2 years and having standardised staff for the operation of microfinance 3. Having clear shareholding structure 4. Having good financial conditions and shall pay the registered capital in full; provided that the minimum registered capital shall not be less than 3 Billion LAK. At least 90% of the registered capital shall be cash capital and assets capital shall be the maximum of 10%. The foreign shareholder shall invest at the minimum of 10% but not more than 30%. 5. Having standardised office buildings and equipments as required 6. Having comprehensive operation, audit and internal management system 7. Having the readiness to provide the services 8. Shall be established in the form of the Company Limited with at least 5 promoting shareholders and at least one of the major shareholders shall have experiences in banking and microfinance fields. One major shareholder shall hold more than 20% of registered capital; provided, however, that the maximum capital held by that major shareholder shall not exceed 40%.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	1. The applicant, any of their shareholders or managers is conducting any illegal actions or is adjudicated not to operate a microfinance of banking business 2. The applicant does not comply with the qualification or does not submit the complete set of documents 3. All the documents submitted are unreliable 4. The submitted business plan is considered to be inefficient Any applicant that was denied shall be entitled to submit the written explanation to Bank of Lao PDR and the Bank of Lao PDR will permit the first resubmission of the application free of charge within 60 days after receiving the denial - the fee will only be collected for the resubmission of the application more than one time.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	No need to renew but the enterprise shall pay the annual management fee

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	15000000.00	3000000.00	0.00	18000000.00

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
<b>Comments</b>	Reference: BOL Instruction No. 01/BOL, dated 19 April 2016 Service fee shall be collected at the rate of 0.5% of the registered capital (minimum capital is 3 Billion LAK)

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	6000000.00	0.00	6000000.00
<b>Comments</b>	Reference: BOL Instruction No. 01/BOL, dated 19 April 2016 Not the renewal fee but the Annual Management Fee that shall be paid within the January each year at the rate of 0.02% of the averaged assets or at least 0.2% of the registered capital (minimum registered capital of 3 Billion LAK)			

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Instruction Implementing Decree on Microfinance	01/ທຫລ	19.04.2016	Chapter II Deposit-Taking Microfinance (Article 5 to 12)
Order on the Management of Deposit-Taking Microfinance	04/ທຫລ	20.06.2008	Chapter II Establishment and Revocation of the Operating License (Article 5 to 14)
Notice for the Temporary Suspension of the Issuance of the Operating Licenses for the Financial Institutions in Lao PDR	95/ກຄສງ	18.05.2017	
Decree on Microfinance Institution	460/ລບ	03.10.2012	Part II Deposit-Taking Microfinance Chapter 1 Establishment (Article 7 to 13)

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Certificate of the Capital Importation	
Certificate of Annual Tax Payment	
Power of Attorney (in case the applicant appoints the attorney to	

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REQUIRED DOCUMENTS	
proceed with the application)	
Organisation Structure of Board of Directors	
Copy of ID / family registry / passport of Investor	
Location Confirmation of Enterprise	
Address Certification	
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນຂອງຜູ້ຖືຮຸ້ນສ້າງຕັ້ງ - ຜູ້ຖືຮຸ້ນທີ່ເປັນບຸກຄົນຕ້ອງມີເອກະສານຕົ້ນຕໍເຊັ່ນ: ສໍາເນົາບັນຊີສໍາຮອງເງິນຝາກປະຢັດ ຫຼື ເງິນຝາກປະຈໍາຢ່າງໜ້ອຍ 6 ເດືອນ ຢັ້ງຢືນໂດຍທະນາຄານກ່ຽວຂ້ອງ, ໃບຢັ້ງຢືນກໍາມະສິດໃນຊັບສິນ ຫຼື ວັດຖຸທີ່ປະກອບເປັນທຶນ, ໃບແຈ້ງສະຫຼຸບຊັບສິມບັດ, ໃບແຈ້ງຊັບສິນ-ໜີ້ສິນ ຫຼື ເອກະສານການກູ້ຢືມທຶນ ແລະ ແຈ້ງທີ່ມາຂແງແຫ່ງທຶນ - ຜູ້ຖືຮຸ້ນທີ່ເປັນນິຕິບຸກຄົນຕ້ອງມີເອກະສານຕົ້ນຕໍເຊັ່ນ: ສໍາເນົາບັນຊີສໍາຮອງເງິນຝາກຢ່າງໜ້ອຍ 2 ປີ ຢັ້ງຢືນໂດຍທະນາຄານກ່ຽວຂ້ອງ, ບົດກວດສອບພາຍນອກ 2 ປີ ຍ້ອນຫຼັງ, ແຈ້ງຊັບສິນ-ໜີ້ສິນ ຫຼື ເອກະສານການກູ້ຢືມ ແລະ ແຈ້ງທີ່ມາຂອງເງິນລົງທຶນ
Copy of Passport of the Managing Director	
Feasibility Study	
Receipt for Fee Payment	ໃບຢັ້ງຢືນຮັບເງິນຈາກກົມບໍລິການ ທະນາຄານແຫ່ງ ສປປ ລາວ ຫຼື ແຊັກເງິນສິດ
Business Plan	ແຜນການດໍາເນີນທຸລະກິດ 3 ປີທໍາອິດ
Location Map of the Enterprise	
Article of Association	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
List of Shareholder	
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ບໍລິຫານ
Curriculum vitae of Managing Director	ຊີວະປະຫວັດຂອງຜູ້ຖືຮຸ້ນລາຍໃຫຍ່ ແລະ ຜູ້ບໍລິຫານ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	17

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	5993a8e7bf97d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Register a Non Deposit-Taking Microfinance</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-FISD-8	28.12.2017	Financial Institution Supervision Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Microfinance aims at providing financial service to the poor, the low-income household and small income-generating business that are the most vulnerable group in the society, therefore, it is very necessary to manage and control the issuance of license for the business operator.
<b>Who should complete this business formality?</b>	Any individual or legal entity that intends to provide Non-Deposit-taking Microfinance which means the microfinance institutes that gives micro credits, microfinance loans and other financial services, can mobilize capital from domestic and foreign loans by obtaining permission from the Bank of Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="https://www.bol.gov.la/laoweb/microfinancelao4.html">https://www.bol.gov.la/laoweb/microfinancelao4.html</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Within 30 days after receiving this formality, the applicant shall apply for the Enterprise Registration Certificate and the Tax Certificate with the competent authorities pursuant to the relevant laws. 2. From 1 March 2017 to 28 February 2019, the Department will suspend the issuance of the License to Establish Non-Deposit-Taking Microfinance

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get</b>	1. Having good financial conditions 2. Having qualified and experienced management team in the field of financial, banking and other relevant fields and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	having standardised staff for the operation of microfinance 3. Having a comprehensive system of operations, internal audit and control systems 4. Having the readiness to provide the services such as standardised office buildings and equipments as required 5. Having the minimum registered capital at 200 Million LAK; provided that the foreign investor can invest in this microfinance at the minimum ratio of 10% but not exceed 30%
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	1. The applicant is conducting any illegal actions or is adjudicated not to operate a microfinance of banking business 2. The applicant does not comply with the qualification 3. All the documents submitted are unreliable. Any applicant that was denied shall be entitled to submit the written explanation to Bank of Lao PDR and the Bank of Lao PDR will permit the first resubmission of the application within 30 days after receiving the denial - the fee will only be collected for the resubmission of the application more than one time.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	No renewal but the institute shall pay the annual management fee within 30 January; provided that the applicant shall be exempted for the annual management fee in their first year of operation.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference from BOL Instruction No. 01/BOL, dated 19 April 2016 Certificate fee shall be collected based on the registered capital at the rate of 0.5% of the registered capital (the minimum registered capital is 200 Million LAK)			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
NO	0.00	400000.00	0.00	400000.00
<b>Comments</b>	Reference: BOL Instruction No. 01/BOL, dated 19 April 2016 No renewal fee but the institution shall pay the Annual Management Fee at the rate of 0.02% of the averaged assets; or at least 0.2% of the registered capital (minimum registered capital of 200 Million LAK)			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction Implementing Decree on Microfinance	01/ທຫລ	19.04.2016	Chapter III Non-Deposit-Taking Microfinance and Microfinance Project (Article 24 to 32)
Order on Management of Non-Deposit Taking Microfinance	02/ທຫລ	20.06.2008	Chapter II Establishment and Revocation of Non-Deposit-Taking Microfinance (Article 3 to 8)
Notice for the Temporary Suspension of the Issuance of the Operating Licenses for the Financial Institutions in Lao PDR	95/ກຄສງ	18.05.2017	
Decree on Microfinance Institution	460/ລບ	03.10.2012	Part III Non-Deposit-Taking Microfinance Chapter 1: Establishment and Operation (Article 54 to 58)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of the Capital Importation	
Education Qualification Evidence	
Copy of ID / family registry / passport of Investor	
Certificate of Annual Tax Payment	
Certificate for Enterprise Registration of Company Limited	
Address Certification	
Curriculum vitae of Managing Director	
Location Confirmation of Enterprise	
Joint Venture Agreement / Partnership Agreement /	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Incorporation Agreement	
List of Shareholder	
Criminal Certificate	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Organisation Structure of Board of Directors	
Business Plan	ແຜນການດຳເນີນທຸລະກິດ 3 ປີທຳອິດໄດ້ແກ່: - ໃບສະຫຼຸບຊັບສົມບັດ - ແຜນຄາດຄະເນລາຍຮັບ - ລາຍຈ່າຍ 3 ປີທຳອິດ - ໃບລາຍງານຊັບສົມບັດຄົງທີ່ພ້ອມຕາຕະລາງການຄິດໄລ່ຫັກຄ່າຫຼ້ຍຫ້ຽນ
Location Map of the Enterprise	
Certification of Financial and Asset / Financial Statements	ໃບສະຫຼຸບຊັບສົມບັດ (ສະຫຼຸບຖານະຊັບສິນ, ໜີ້ສິນ ແລະ ຫິນ)
Article of Association	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	3	56

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	5993b570cd810.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish the Insurance Broker Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-MDSEID-7	06.11.2017	State-Owned Enterprise Investment Management and Insurance Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since the insurance broker is the one who represent and advice the general public about the most suitable insurance and the insurance is mandatory for everyone to have; therefore, it is important that the insurance broker should have a sufficient qualification and to have these insurance broker listed in the system to protect the risk that the public will have to face.
<b>Who should complete this business formality?</b>	Any person or individual that intends to provide insurance brokerage service that mean representing the client in executing the insurance transaction with the insurance companies; provided that one insurance broker can enter into the agreement with more than one insurance companies.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. The insurance broker shall show the evidence of the Formality every time that broker is selling the insurance; 2. The applicant shall get this Formality before the application of the Enterprise Registration Certificate from the Ministry of Industry and Commerce. 3. The delay in paying the fees for the issuance of the Formality shall be subject to the penalty from 1 time to 10 times of the fees, depending on how long the delay it would be (3 months to 6 months).

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process</b>	15

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	
<b>Qualifications needed by the business to get the formality</b>	1. Having staff that graduated with the insurance education background and passed the test specifically in insurance filed; 2. Having the registered capital of not less than 50 Million LAK; 3. Having the cash collateral equivalent to 1/3 of the registered capital; 4. Having insurance brokerage contract with one of the insurance company; and 5. Never been revoked of the insurance brokerage license for the past 5 years before the application.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualifications or conditions defined under the Law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The Formality shall be valid for one year, starting from 1 January to 31 December and the Enterprise shall renew and pay the renewal fee within the first 3 months of the following year (within 30 March of every year).

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	2000000.00	30000.00	2030000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	5000000.00	10000.00	5010000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
	upon purchase of the form but the fee is not included in any legal act.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Insurance (Revised)	06/ສພຊ	21.12.2011	Part VI Insurance Agent and Insurance Broker Chapter 2 Insurance Broker (Article 81 to Article 85)
Instruction on the Issuance of the Insurance Operating Licenses	770/ກງ	21.03.2016	Article 5, Article 7 to Article 10
Instruction Implementing Law on Insurance	539/ກງ	19.02.2014	

REQUIRED DOCUMENTS	
Document Name	Comment
Address Certification	
Certificate for Enterprise Registration of Company Limited	
Representative/Broker Insurance Contract	ສັນຍາການເປັນຕົວແທນ/ນາຍໜ້າຂອງບໍລິສັດປະກັນໄພ
Insurance Training Certificate	ໃບຢັ້ງຢືນການເຝິກອົບຮົມກ່ຽວກັບການປະກັນໄພ ຈາກບໍລິສັດປະກັນໄພທີ່ຕົນຈະເປັນຕົວແທນ
Certificate for the Issuance of the Tax Identification Number	
Photograph of the Managing Director	ຮູບຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ (ຮູບບໍ່ເກີນ 3 ເດືອນ)
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	1	0
2016		

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງຂໍໃບອະນຸຍາດເປັນນາຍໜ້າປະກັນໄພ ສໍາລັບນິຕິບຸກຄົນ	Application form	03 599510d210566.pdf
ໃບຄໍາຮ້ອງຂໍໃບອະນຸຍາດເປັນນາຍໜ້າປະກັນໄພ ສໍາລັບບຸກຄົນ	Application form	04 599510feefab3.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Internal Labour Regulation</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-LMD-3	23.08.2017	Labour Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To ensure that the labour unit will comply with the Labor Law in providing protection to the employee's rights and benefit. The internal labour regulation will only be effective upon the approval.
<b>Who should complete this business formality?</b>	Any enterprise that has employees
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	After the approval of the Internal Labour Regulation, the labour unit shall disseminate the internal labour regulation to their employees.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	The relevant laws and regulations do not define the review period but the authority informed that the normal review period will not exceed 60 working days.
<b>Qualifications needed by the business to get the formality</b>	The content of the internal regulation prepared and submitted shall include the minimum protection defined under the Labour Law. In other words, the internal regulations can provide more or more favourable protection than what the law defined but it cannot waive or exempt any protection that the law prescribed.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the internal labour regulation submitted are not in compliance with the requirements under the relevant laws and regulations.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Same process for the first approval but the labour unit would be required to update the internal regulations.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	100000.00	0.00	15000.00	115000.00
<b>Comments</b>	Referring to Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	100000.00	0.00	15000.00	115000.00
<b>Comments</b>	Referring to Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Article 63 to Article 65

REQUIRED DOCUMENTS	
Document Name	Comment
Evidence for Employee Income Tax Payment	ບັນຊີເບີກຈ່າຍເງິນເດືອນສຸດທ້າຍ ແລະ ໃບເສຍອາກອນເງິນເດືອນ (ເດືອນສຸດທ້າຍ)

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	146	80

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Template of the Internal Labour Regulation	Application form	5992802b87093 59964579da6a3.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Fertiliser</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-DoA-3	21.09.2017	Department of Agriculture

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	To ensure that fertiliser will be imported and produced correctly and to ensure no harm to plants, to human health and the environment.
<b>Who should complete this business formality?</b>	Individuals, jurists person who intends to (i) produce the fertiliser for sale; (ii) import the fertiliser into Lao PDR, except for the use in test and technical research purposes; or for the display or use in the government aid project; (iii) export the fertiliser; (iv) sell the fertiliser; and (v) use the fertiliser.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Fertiliser produced, imported, exported and sold in Lao PDR shall have the label showing the technical information in Lao language 2. Advertisement of fertiliser in Lao PDR can only be done for the fertiliser that has been registered in Lao PDR already and all the advertisement document shall be technically reviewed by the relevant lined agencies.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. The fertiliser shall meet all the required standards and not be the fake or under-standard fertiliser 2. Imported fertiliser shall be registered from the origin country; 3. Fertiliser produced domestically shall get the test certificate from National Agriculture and Forestry Research Institute
<b>Is there any reason for</b>	Deny in case that the fertiliser does not meet the required qualifications and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	standards

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	The renewal shall be done within 30 days prior to the expiration date of this Formality

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	65000.00	5000.00	70000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	65000.00	0.00	65000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Fertilizer in Lao PDR	2169/ກຸບ	24.10.2013	Chapter 5 Fertiliser Registration (Article 29 to Article 34)

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Sample of Label /Packaging/ Storage	ຕົວຢ່າງສະຫລາກຝຸນ, ຮູບພາບສະແດງການບັນຈຸ ແລະ ຄຸ້ມຄອງນໍາໃຊ້ ແລະ ຂໍ້ຄວນລະວັງເປັນພາສາລາວ
Certificate for Enterprise Registration of Company Limited	
License to Operate Medicine and Medical Device Factory	ໃບອະນຸຍາດສ້າງຕັ້ງໂຮງງານ ກໍລະນີຜະລິດຝຸນໃນ ສປປ ລາວ
Brief of Producing Method	ລາຍລະອຽດການຜະລິດ, ການດໍາເນີນທຸລະກິດ ສໍາລັບການຜະລິດຝຸນໃນ ສປປ ລາວ
License to Operate Agriculture and Forestry Business	
Result from the analysis undertaken by National Agriculture and Forestry Research Institute	(ສໍາຫລັບຝຸນທີ່ຜະລິດໃນ ສປປ ລາວ)
Copy of ID card or Family book of Managing Director	Only copy ID Card
Export permit form Origin Country	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Certificate of nutrients analysis to ensure that fertiliser meets international standard	ບໍ່ໃຫ້ເກີນ 6 ເດືອນ
Certificate of Fertilizer Products registration from importing country	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	43	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Fertilizer Registration Form	Application form	fertilizer-registration-form 598abe853fce2.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Annual Tax Payment</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-TD-9	28.12.2017	Tax Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To show the evidence for the full payment of the tax obligations of each legal entity in each year.
<b>Who should complete this business formality?</b>	Any legal entity that operates their business, consumes products and services in Lao PDR and in the foreign country that are obliged under the Tax Law to make tax payment.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Director General of the Tax Department will issue Formality for a big enterprise that operates strategic business, the business that relates to other country or relates to many sectors, a group company, an enterprise that provides public services, an enterprise that implement big government project or concession project; 2. Head of Provincial Department of Tax shall issue the Formality for a big enterprise (as designated by the Department) and the medium-sized enterprise operating within their province; 3. Head of District Office of Tax shall issue the Formality for a medium-sized enterprise (as designated by the Provincial Department) and a small enterprise that the Village are collecting the fee.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	Upon the submission of complete package and all the tax payment is made in full, the Formality will be issued within 3 to 5 working days after the date of receiving the financial statement.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	The applicant shall pay all of their tax obligations in full; provided that the financial statement shall be submitted within 1 March of the following year.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case of the incomplete applicant package or the failure to may all the tax obligations in full by the applicant.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The Formality shall be valid for 1 year, commencing from 1 January of N year to 31 December of N year and the annual financial statement shall be re-submitted to confirm the full payment of tax on a yearly basis.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	30000.00	0.00	30000.00
<b>Comments</b>	Reference: Presidential Edit 003,			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	30000.00	0.00	30000.00
<b>Comments</b>	Reference: Presidential Edit 003,			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tax (Revised)	70/ສພຊ	15.12.2015	Part III Indirect Taxation Chapter 2 Excise Tax Article 23 and Article 24 Part IV Direct Taxation Chapter 1 Profit Tax Article 36 to Article 38 Chapter 2 Income Tax Article 50 to Article 52 Chapter 3 Contract Tax Article 56.
Instruction on the Management of Tax Collection	3281/ກງ	06.10.2014	Chapter II Rule of Management Clause 5 Issue of Tax Payment Confirmation Chapter III Allocation of Management the Business Unit Clause 1 to Clause 4

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Business Plan	ແຜນການຜະລິດ, ແຜນລາຍຮັບ-ລາຍຈ່າຍທຸລະກິດ ແລະ ແຜນມອບພັນທະອາກອນ ຂອງປີການບັນຊີ.
Other Related Documents	ໃບສະຫຼຸບສັງລວມລາຍການຊັບສົມບັດຄົງທີ່ ແລະ ຕາຕະລາງຫັກຄ່າຫຼ້ຍຫ້ຽນ; ໃບສະຫຼຸບສັງລວມການມອບພັນທະອາກອນປະເພດຕ່າງໆ ໃນປີການບັນຊີ ພ້ອມເອກະສານຢັ້ງຢືນການມອບເງິນອາກອນດັ່ງກ່າວ; ໃບສະຫຼຸບສັງລວມການນໍາໃຊ້ໃບເກັບເງິນ;
List of Equipment	ບັນຊີຊັບສິນ, ຫນັ້ນສິນ ໃນປີການບັນຊີ
Balance Sheets prepared for Tax Payment Certificate	ໃບດຸ່ນດຽງການບັນຊີກ່ອນການກວດນັບ ແລະ ຫຼັງການກວດນັບ
Land Title Deed	ໃບຢັ້ງຢືນກຳມະສິດ ແລະ ໃບຮັບເງິນຄ່າທຳນຽມນໍາໃຊ້ດິນ ຫຼື ໃບສັນຍາເຊົ່າ ພ້ອມໃບເສັຍອາກອນຄ່າເຊົ່າ
List of Employees	ບັນຊີລາຍຊື່ພະນັກງານ (ພ້ອມຕາຕະລາງຄິດໄລ່ເງິນເດືອນ)
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Estimated Income	ໃບລາຍງານຜົນໄດ້ຮັບໃນປີການບັນຊີ
Article of Association	ພ້ອມຈົດທະບຽນກັບກົມຄຸ້ມຄອງຊັບສິນຂອງລັດ
Photograph of the Managing Director	ຮູບ 3x4 ບໍ່ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	374

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງຂໍໃບຢັ້ງຢືນການມອບຜົນທະປະຈໍາປີ 2016	Application form	2016 5a279a82e1002.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish the Insurance Agency</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-MDSEID-10	01.11.2017	State-Owned Enterprise Investment Management and Insurance Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since the insurance agent will represent the insurance company in the communication and engagement with the public in all the insurance transactions, it is necessary to have a list of all the persons who will be performing this duty for the purpose of monitoring and supervision to prevent any risk of the general public.
<b>Who should complete this business formality?</b>	Individuals or entities who intend to be an agent representing an insurance company in the sale-purchase and the performance of the insurance transaction as agreed with the insurance company and under the condition that the agent does not receive any salary from the insurance company but receives other consideration as agreed with an insurance company; provided that the insurance agent can only represent one insurance company.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. The insurance agent shall apply for this Formality before applying for the Enterprise Registration Certificate and the Tax Identification Number certificate. 2. The delay in paying the fees for the issuance of the Formality shall be subject to the penalty from 1 time to 10 times of the fees, depending on how long the delay it would be (3 months to 6 months).

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. Having staff that graduated with the insurance education background and passed the test specifically in insurance filed; 2. Having the registered capital of not less than 50 Million LAK; 3. Having insurance agent contract with the only insurance company that they are representing; and 4. Never been revoked of the insurance brokerage license for the past 5 years before the application.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualifications or conditions defined under the Law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The Formality shall be valid for one year, starting from 1 January to 31 December and the Enterprise shall renew and pay the renewal fee within the first 3 months of the following year (within 30 March of every year).

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1000000.00	10000.00	1010000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	1000000.00	0.00	1000000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Insurance (Revised)	06/ສພຊ	21.12.2011	Part VI Insurance Agent and Insurance Broker Chapter 1 Insurance Agent (Article 76 to Article 80)
Instruction on the Issuance of the Insurance Operating Licenses	770/ກງ	21.03.2016	Article 4, 6, 7, 8, 9, 10
Instruction Implementing Law on Insurance	539/ກງ	19.02.2014	

REQUIRED DOCUMENTS	
Document Name	Comment
Address Certification	ຈຳນວນ 1 ສະບັບ
Certificate for Enterprise Registration of Company Limited	
Certificate for the Issuance of the Tax Identification Number	
Insurance Training Certificate	ໃບຢັ້ງຢືນການເຝິກອົບຮົມກ່ຽວກັບການປະກັນໄພຈາກບໍລິສັດປະກັນໄພທີ່ຕົນຈະເປັນຕົວແທນ/ນາຍໜ້າ
Location Confirmation of Enterprise	ກໍລະນີເປັນນິຕິບຸກຄົນ
Photograph of the Managing Director	ຮູບຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ (ຮູບບໍ່ເກີນ 3 ເດືອນ)
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Representative/Broker Insurance Contract	ສັນຍາການເປັນຕົວແທນ/ນາຍໜ້າຂອງບໍລິສັດປະກັນໄພ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LIST OF ATTACHED DOCUMENTS		
ໃບຄໍາຮ້ອງຂໍໃບອະນຸຍາດເປັນຕົວແທນປະກັນໄພ ສໍາລັບນິຕິບຸກຄົນ	Application form	03 5995180b6aa1b.pdf
ໃບຄໍາຮ້ອງຂໍໃບອະນຸຍາດເປັນຕົວແທນປະກັນໄພ ສໍາລັບບຸກຄົນ	Application form	04 5995182eb1005.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Invest in Concession Business</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPI-IPD-2	27.12.2017	Investment Promotion Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing, B - Mining and quarrying, D - Electricity, gas, steam and air conditioning supply, K - Financial and insurance activities, All sectors
<b>Purpose for enforcing the business formality</b>	Since the concession business includes the business sector that are important to the Lao economy, for instance, power, mining, agriculture and others, it is necessary to apply for a license to invest in those business in order to ensure the maximum benefit and minimum risk from the investment in those businesses.
<b>Who should complete this business formality?</b>	Any legal entity that intends to invest in the concession business that means a business that the Government gives concession of the Government's rights to private sector to develop or operate certain types of businesses (i.e. land concession, aviation business, mining business and electricity generation business).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.investlao.gov.la">www.investlao.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	65	1. One-Stop Office shall submit the application forms to get technical comments from the lined agencies within 2 working days and the lined agencies shall response within 30 working days; 2. After getting technical comments from the lined agencies, the application form shall be submitted to the Investment Committee for their general approval within 30 working days; 3. After getting the general approval from the Committee, the team will negotiate the Memorandum of Understanding or other form of agreement

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	with the investor for the feasibility study and environmental and social impact assessment process; 4. After the execution of the concession agreement with the investor, this Formality shall be issued within 3 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have the experience and business operation that has been proven as successful by the relevant lined agencies; and shall have sufficient capital and source of fund as endorsed by the domestic or foreign financial institutions; 2. The applicant shall meet the required qualifications and conditions for the business operation of each type as defined in each relevant laws (i.e. Electricity Law or Mining Law). 3. The enterprise shall have the registered capital (equity) not less than 30 percent of the total investment cost.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the investor cannot meet the qualifications as defined for such specific concession burins or the lined agencies have the technical comments that such investment shall be denied.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	600
<b>What is the process and conditions to renew the formality?</b>	The total Concession investment term would depend on type, size, investment cost, conditions, business feasibility as defined for each specific sector; provided that the maximum period is 50 years and can only be extended with the approval from the Government, the National Assembly or the Provincial Assembly pursuant to their mandates under the relevant laws.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	320000.00	50000.00	370000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the total fee is 370,000 LAK.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Renewal fees</b>	<b>Total renewal fees businesses</b>

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

RENEWAL FEES				
	disburse	disburse	businesses need to disburse	need to disburse
NO	70000.00	30000.00	0.00	100000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the renewal fee is 100,000 LAK per time.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Promotion of Investment (Revised)	14/ສພຊ	17.11.2016	Chapter 4 Concession Investment (Article 41 to Article 46) Article 52

REQUIRED DOCUMENTS	
Document Name	Comment
Environmental and Social Impact Assessment	
Copy of Enterprise Registration Certificate	ທະບຽນວິສາຫະກິດ ກໍລະນີເປັນນິຕິບຸກຄົນ
Copy of Passport of the Managing Director	ສໍາເນົາໜັງສືເດີນທາງຂອງຜູ້ລົງທຶນ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ລົງທຶນ
Copy of ID card or Family book of Managing Director	ບັດປະຈຳຕົວຂອງຜູ້ລົງທຶນ
Article of Association	ກົດລະບຽບບໍລິສັດຕາມຮູບແບບທີ່ກຳນົດ
Financial Certification and active bank balance statement of at least 90 days backwards	ບົດລາຍງານຖານະການທີ່ຜ່ານການຢັ້ງຢືນ ສອງປີຫຼ້າສຸດ
Feasibility Study	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Joint Venture Agreement	
Curriculum vate	ປະຫວັດຂອງຜູ້ລົງທຶນ ຫຼື ບໍລິສັດ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	7	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
General_project_concession_from_for_agriculture	Application form	general-project-concession-fro... 59ea0fe2b1973.doc
Energy_application_from	Application form	energy-application-from-final 59ea0f9d75a83.doc
Mining Application Form	Application form	mining-application-from-final 59ea103443d84.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Postal Service Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-PD-2	29.12.2017	Post Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	To ensure the quality, the convenience, the safety of the deliverer and the receiver of the postal items; and to ensure that the postal service will not be used to deliver anything illegal or suspicious.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to provide Postal Business Operation that includes the following services: (i) the acceptance, dispatch and delivery of postal items; (ii) the receipt and transmission of electronic information; (iii) postal financial services; and (iv) sale of postage stamps and other postal products.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.mpt.gov.la">www.mpt.gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. First Class Postal Business can provide the comprehensive Postal Services both domestically and internationally; provided, however, that so far this license is only issued for the State-Owned Enterprise; 2. Second Class Postal Business can only provide the international service of acceptance, dispatch and delivery of postal items and postal logistics 3. Third Class Postal Business can only provide the domestic service of acceptance, dispatch and delivery of postal items and postal logistics

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get</b>	1. Having a stable financial condition, has a deposit account at a bank in Lao PDR and has the minimum registered capital of 3 Billion LAK for the First class postal

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	business; 2 Billion LAK for the Second class postal business; and 1 Billion LAK for the Third class postal business as confirmed by the competent authority. 2. Having a personnel that has knowledge, capability and experience that are compatible with their responsibilities. 3. Having a technical staff who graduate in Post fields or other relevant academic, or has the working experience in this field for at least 3 years. 4. Only for the First Class Postal Business, having a technical staff who graduate in accounting diploma, finance or business administration have certificate or has work experience for at least 3 years. 5. Having sufficient amount of employees for their business operation. 6. There is a permanent office consisting of vehicles and equipment for carrying out various tasks appropriate to the scale of the business. 7. Having an efficient business plans. 8. Only for the First Class Postal Business, shall have a branch or service counter in every province within 3 years.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the requirements / conditions as defined

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1. Renewal of the First Class Postal Business shall be undertaken at the Department of Post; 2. Renewal of the Second and Third Class Postal Business shall be undertaken at the Provincial Department of Public Works and Transportation. 3. Renewal shall be undertaken on an annual basis not later than 31 March of the expiry year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	10200000.00	4000000.00	0.00	14200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR 1. Certificate Fee shall be collected based on the Registered Capital in the following rate: (i) Less than 1 Million LAK = exempted; (ii) More than 1 Million to 10 Million LAK = 20,000 LAK; (iii) More than 10 to 20 Million LAK = 40,000 LAK; (iv) More than 20 Million to 50 Million LAK = 60,000 LAK; (v) More than 50 Million to 100 Million LAK = 100,000 LAK; (vi) More than 100 Million to 400 Million = 140,000 LAK; (vii) More than 400 Million to 1 Billion LAK = 200,000 LAK; (viii) More than 1 Billion to 10 Billion LAK =			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	1,000,000 LAK; (viv) More than 10 Billion to 20 Billion LAK = 2,000,000 LAK; and (vv) More than 20 Billion LAK = 4,000,000 LAK. 2. Service Fee shall be collected in the following rate: (i) Annual Fee 200,000 LAK; and (ii) Technical Control Service - item less than 50 kg per item = 5,000,000 LAK and item more than 50 kg per item = 10,000,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	10200000.00	4000000.00	0.00	14200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR 1. Certificate Fee shall be collected based on the Registered Capital in the following rate: (i) Less than 1 Million LAK = exempted; (ii) More than 1 Million to 10 Million LAK = 20,000 LAK; (iii) More than 10 to 20 Million LAK = 40,000 LAK; (iv) More than 20 Million to 50 Million LAK = 60,000 LAK; (v) More than 50 Million to 100 Million LAK = 100,000 LAK; (vi) More than 100 Million to 400 Million = 140,000 LAK; (vii) More than 400 Million to 1 Billion LAK = 200,000 LAK; (viii) More than 1 Billion to 10 Billion LAK = 1,000,000 LAK; (viv) More than 10 Billion to 20 Billion LAK = 2,000,000 LAK; and (vv) More than 20 Billion LAK = 4,000,000 LAK. 2. Service Fee shall be collected in the following rate: (i) Annual Fee 200,000 LAK; and (ii) Technical Control Service - item less than 50 kg = 5,000,000 LAK and item more than 50 kg = 10,000,000 LAK			

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Order on Licensing of the Postal Services Business	2555/ປທສ	29.08.2016	Article 6, 9, 10.
Law on Postal Services (Revised)	45/ສພຊ	25.12.2013	Articles 2, 24, 25
Order on the Standard and Quality of Postal Products and Services	1918/ປທສ	16.05.2017	
Order on the Identification of Prohibited Object for Post Service	168/ປທສ	23.01.2017	

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Curriculum vitae of Managing Director	
Photograph of the Managing Director	
Certificate for Enterprise Registration of Company Limited	
Address Certification	
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Feasibility Study	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	5

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບອະນຸຍາດດຳເນີນທຸລະກິດ	Example of resolution	5a459d1a3dd0c.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Ordinary School (Primary and Secondary School)</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-OED-3	06.12.2017	Ordinary Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	Since the primary and secondary school is the one of the key institutions that implements the National Education Strategy, it is necessary to issue this formality in order to ensure the quality, efficiency and unity as well as the standardisation of those institutions.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a Ordinary School that includes the primary school and secondary school with the total learning period of 12 years.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.moes.edu.la/dge">www.moes.edu.la/dge</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Department of Ordinary Education will consider the issuance of this Formality for the Ordinary School that is foreign-invested school that uses international curriculum. 2. District Office of Education and Sports will consider the application for the private-invested Ordinary School before submission to the Head of District approval. 3. This Formality shall be applied through the District Office and Provincial Department of Education and Sports at least 90 days prior to the commencement of new term.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	14	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 14 working days; provided that the site inspection shall be successfully completed.
<b>Qualifications needed</b>	I. Conditions relating to students – shall have minimum 30 students and 2	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	teachers, except in the remote areas, they shall have minimum 15 students and 1 teacher; provided that the teacher shall have Education Diploma or passed the primary school course, For secondary education, the teacher must complete a variety of courses II. Conditions relating to location – shall have suitable and convenient location situated at the center of the community, free from any nuisance and away from the risky areas; IV. Conditions relating to structure and buildings – shall (i) have the total area of 30 to 40 square meters per student; (ii) have a good and safe location; (iii) have the classroom with the minimum size of 7 x 8 meters per room. V. It shall have the Lao shareholder that holds minimum of 30% of registered capital and have the number of shareholders that equal 50% of the total number of shareholders.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applications fails to meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	The applicant shall submit the Performance Report of the past year and the inspection report to renew the Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Education (Revised)	62/ສພຊ	16.07.2015	Part III Education Institution (Article 29 to Article 32)
Order on the Management of the International Pre-school and Ordinary Education	1052/ສສກ .ມຍ	26.02.2016	Article 9-12; Approval for Type of educational institution
Order on General Principle for the Management of Primary School.	1372/ສ ສກ.ອບ	30.03.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Teaching Curriculum and List of Teaching Equipment	
Internal Operation Manual	ຫລັກການ ແລະ ລະບຽບການກ່ຽວກັບການບໍລິຫານໂຮງຮຽນ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Organization Chart of the Enterprise	ບັນຊີລາຍຊື່, ສັນຊາດຂອງຄະນະກຳມະການ ແລະ ສະມາຊິກຄະນະກຳມະການ
Certificate to confirm Land Ownership	ໃບຕາດິນ ຫລື ຫລັກຖານອື່ນສະແດງກຳມະສິດ ຫລື ສິດໃນການເປັນຜູ້ເຊົ່າ ພ້ອມສິດການນຳໃຊ້ ບໍ່ຕໍ່າກວ່າ 10 ປີ
Education Qualification Evidence	
Permit to Construct a Building Structure	ຫນັງສືຢັ້ງຢືນຮັບຮອງການກໍ່ສ້າງອາຄານ, ການດັດແປງອາຄານ ຫລື ການເຄື່ອນຍ້າຍອາຄານ ທີ່ໄດ້ຮັບການຮັບຮອງຄວາມໝັ້ນຄົງ ແລະ ໄດ້ມາດຕະຖານຈາກວິສະວະກອນການກໍ່ສ້າງຕາມກົດໝາຍ
Feasibility Study	ບົດວິພາກເສດຖະກິດກ່ຽວກັບກິດຈະການຂອງໂຮງຮຽນ
Photograph	Size 4 x 6 / 2 pieces, when individuals apply for a certificate of establishment of school

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Certificate on the use of curricula from Ministry of Education and Sport.	
Plan for employee (teachers) and recruit students	
List of study books and other genre of books	
Copy of ID card or Family book of Managing Director	
List of Shareholder	ສໍາລັບ ນິຕິບຸກຄົນ ທີ່ເປັນບໍລິສັດຮຸ້ນສ່ວນຈຳກັດ ຫຼື ບໍລິສັດຈຳກັດ
Certificate for Enterprise Registration of Company Limited	In case of the individual investment

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Internal of operation Manual	Application form	59aebee7eb581.pdf
Feasibility study	Application form	59aebf2642bc2.pdf
Guideline on application procedures for establishing the private general education school and international general education school.	Application form	59aec1a013db3.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Issuance of the Tax Identification Number</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-TD-8	28.12.2017	Tax Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To confirm the issuance of Tax Identification Number that shall be used to monitor and collect information for the management of the tax payment obligation of the taxpayers.
<b>Who should complete this business formality?</b>	Any person, legal entity and organizations including Lao, alien, foreigner, non-resident who are obliged to pay tax obligations to the state according to the laws
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Tax Department will be responsible for a big enterprise that conduct the business that relate to national strategy, international relation or relates to many sectors or a group company that has many branches or has the representative in both domestically and internationally

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	Referring to Guideline on the Tax Income Collection Management No. 3281/MOF, dated 6 October 2014
<b>Qualifications needed by the business to get the formality</b>	Every person, legal entity and organisations that conducts business, consumes products and services in Lao PDR and abroad shall apply for the Tax Identification Number.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Only deny in case of the incomplete application submission	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	40000.00	0.00	50000.00	90000.00
Comments	Reference: Presidential Edit 003 for the Service Fee Application Form is collected at the rate of 50,000 LAK per form			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on the Tax Identification Number	354/ນຍ	05.10.2007	Article 6, 7, 9
Instruction Implementing the Decree on Tax Identification Number	0559/ກງ	13.03.2008	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Tax (Revised)	70/ສພຸ	15.12.2015	Part III Indirect Taxation Chapter 2 Excise Tax Article 23 and Article 24 Part IV Direct Taxation Chapter 1 Profit Tax Article 36 to Article 38 Chapter 2 Income Tax Article 50 to Article 52 Chapter 3 Contract Tax Article 56.
Instruction on the Management of Tax Collection	3281/ກງ	06.10.2014	Chapter II Rule for Management Clause 3 Issue of Tax's Number Clause 9 Apply for the Tax's Number Chapter III Allocate the Authorities for Management Business Unit Clause 3 Responsible for Issues the Tax's Number Certificate

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Address Certification	
Estimated Income	ແຜນລາຍຮັບມື້ຂຶ້ນທະບຽນຂອງວິສາຫະກິດ (ຄາດຄະເນຕໍ່ປີ)
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
List of Equipment	ບັນຊີຊັບສິມບັດທັງໝົດຂອງບໍລິສັດ
List of Employees	ພ້ອມຕາຕະລາງຄົດໄລ່ເງິນເດືອນ
Location Map of the Enterprise	ແຜນວາດຍັ້ງຢືນສະຖານທີ່ຕັ້ງສໍານັກງານ ໂດຍມີການເຊັນຍັ້ງຢືນຈາກອໍານາດການປົກຄອງທ້ອງຖິ່ນ, ເບີໂທລະສັບຕັ້ງໂຕະ, ມືຖື, ເບີແຟັກ, ອີເມວ ທີ່ສາມາດຕິດຕໍ່ໄດ້
Lease Agreement for the Office Location	ໃບຍັ້ງຢືນກໍາມະສິດ ແລະ ໃບຮັບເງິນຄ່າທໍານຽມນໍາໃຊ້ດິນ ຫຼື ໃບສັນຍາເຊົ່າ ພ້ອມໃບເສຍອາກອນຄ່າເຊົ່າ
Article of Association	ພ້ອມຈົດທະບຽນກັບກົມຄຸ້ມຄອງຊັບສິນຂອງລັດ
Photograph of the Managing Director	ຮູບ 3x4 ບໍ່ເກີນ 3 ເດືອນ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	2136	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຄໍາຮ້ອງຂໍເລກປະຈຳຕົວຜູ້ເສຍອາກອນ	Application form	2017 599cf8d52af50.pdf
ຂໍ້ມູນການຂຶ້ນທະບຽນເລກປະຈຳຕົວຜູ້ເສຍອາກອນ	Application form	599cf90aa46f6.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License for Operation of the Life Insurance Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-MDSEID-5	04.01.2018	State-Owned Enterprise Investment Management and Insurance Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Insurance is characterized as a business vested or affected with the public interest – the insurance consumers and policyholders. The enterprise will raise funds from the public and has a mandatory obligation to compensate the beneficiary upon the death of the insurance holder; therefore, the qualification, the technical and financial competence and the solvency of the enterprise is very important and the regulators shall ensure that those enterprises shall pass all the qualifications in order to monitor and supervise and ultimately avoid the risk to the general public from entering into the agreement and trusting those entities. To prevent the financial risk an individual may encounter when buying insurance products
<b>Who should complete this business formality?</b>	Individuals or entities that intend to establish and operate a life insurance business that is the a business to insure risks on lives of individual for the entire life of the insured person where the insurer shall pay the compensation to the beneficiary if the insured person is dead.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Firstly, the Temporary License will be issued for the period of 1 year for the purpose of monitoring and supervision and after it is proven to be in full compliance with all the requirements and conditions, the Permanent License will be issued. 2. Currently, the Government issued a Notice to suspend the issuance of this Formality for a newly-established business.

REQUIREMENTS AND SUPPORTING EVIDENCE
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	<p>1. The enterprise shall get the Investment License from the Ministry of Planning and Investment; 2. The founder shall have a good business history, never been convicted of a deliberate offense in a deliberate offensive economy, not on the list of terrorists and transnational crimes; 3. Having a minimum registered capital of 16 billion LAK throughout the business period 4. Depositing cash of 1/3 of the registered capital in the blocked bank account opened with the commercial bank operating in Lao PDR and notify the Ministry of Finance of such deposit; provided that the investor shall follow the following conditions: (a) for the open, withdrawal or closure of the deposit account, it shall be jointly signed between the insurance company and the Department; (b) that commercial bank shall be informed that the authority from the Department shall be authorized to monitor the total balance in the bank account; and (c) the withdrawal of the deposit proceeds shall be approved by the Ministry of Finance. 5. Having staff or personnel that have knowledge, competence, expertise and certificates in the insurance fields; 6. Having clear business operation plan for a short, medium and long term; 7. Never being revoked of the License to Operate Life Insurance Business in the past 5 years; and 8. In the case of the foreign investor, the investors shall: (a) having the insurance experience for at least 5 years; (b) having the License for the Establishment of the Representative Office of the foreign insurance company; and (c) having the permit to establish and operate insurance business from the origin country of such investor.</p>
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualifications or conditions defined under the Law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	12
<b>What is the process and conditions to renew the formality?</b>	The Formality shall be valid for one year, starting from 1 January to 31 December and the Enterprise shall renew and pay the renewal fee within the first 3 months of the following year (within 30 March of every year).

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to</b>	<b>Total fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

ISSUING FEES				
			disburse	
YES	10000000.00	0.00	50000.00	10050000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	2000000.00	0.00	50000.00	2050000.00
<b>Comments</b>	Reference: MOF Instruction No. 770/MOF Application Form Fee is collected upon purchase of the form but the fee is not included in any legal act.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Insurance (Revised)	06/ສລຊ	21.12.2011	Part II Insurance (Article 9-10) Part IV Insurance Business Operation Chapter 1 Establishment and Operation of Insurance Business (Article 17 to Article 25) Chapter 2 Foreign-invested Insurance Company and Insurance Brokerage (Article 28 to Article 35)
Instruction on the Issuance of the Insurance Operating Licenses	770/ກງ	21.03.2016	Article 3, 7, 8, 9, 10
Notice on the Suspension of the Approval of Newly-established Insurance Investment	1199/ຫສບຍ.ກລຂ	17.08.2016	
Instruction Implementing Law on Insurance	539/ກງ	19.02.2014	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Copy of Investment License	
Location Confirmation of Enterprise	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Curriculum vitae of Managing Director	
Article of Association	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃບມອບຜັນທະ ຫຼື ໃບມອບສິດຂອງຜູ້ຖືກມອບໝາຍໃຫ້ແຈ້ງຂຶ້ນທະບຽນວິສາຫະກິດ
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Resolution of Shareholders	ບົດບັນທຶກກອງປະຊຸມໃນການສ້າງຕັ້ງບໍລິສັດປະກັນໄພ
Business Plan	ແຜນດຳເນີນທຸລະກິດ 5 ປີທຳອິດ
Photograph of the Managing Director	ຮູບຂະໜາດ 3 x 4 ຈຳນວນ 6 ໃບ (ຮູບຂອງຜູ້ອຳນວຍການທີ່ຕົກລົງໃຫ້ແຈ້ງຂຶ້ນໃບອະນຸຍາດດຳເນີນທຸລະກິດປະກັນໄພ, ຮູບບໍ່ເກີນ 3 ເດືອນ)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	5	2
2016	4	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດການປະກັນໄພຊີວິດ	Application form	02 5993fbbd94bb9.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Pesticides</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-DoA-5	21.09.2017	Department of Agriculture

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	In order to ensure that those pesticides meet the standard and shall not cause any impact on human or animal health or environment.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to produce, import-export, sale and use pesticide in Lao PDR, except the pesticide that is extracted from botanic origin and not packed for sale.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1.The Formality may be revoked before the expiration period in the following cases: (i) any material violation of the relevant law; (ii) pesticide does not meet the required standard; (iii) pesticide is withdrawn from the market 2. Sale, transportation, maintenance, utilisation, destroy, packaging, labelling and advertisement of the registered pesticide shall comply with the required conditions under the relevant laws.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Any person or legal entity that would register the pesticide shall obtain the pesticide operating license; 2. The imported pesticide shall be registered at the origin country.
<b>Is there any reason for the authority to deny</b>	Deny in case that those pesticides are prohibited - referring to Appendix 1

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	The renewal process shall be undertaken 2 months before expiry date.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	100000.00	5000.00	105000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	5000.00	100000.00	105000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Pesticides in Lao PDR	2860/ກຸບ	11.06.2010	Chapter III Registration of Pesticide (Article 9 to Article 16)

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Pesticide Analysis Information	ຂໍ້ມູນຄວາມສຽງຕໍ່ສຸຂະພາບ ແລະ ສິ່ງແວດລ້ອມ, ຂໍ້ມູນສານຕົກຄ້າງ, ຂໍ້ມູນຊີວະພາບປະສິດທິພາບ, ຂໍ້ມູນທາງດ້ານພຶດຕິທະນາ, ຂໍ້ມູນທາງດ້ານວັດຖຸ-ເຄມີ
Example of Product	
Certificate for Enterprise Registration of Company Limited	
License to Operate Agriculture and Forestry Business	
Sample of Label /Packaging/ Storage	From Original country
Plan for Field Test of the Efficiency and Residue of Pesticide	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	Copy of ID Card
Detail of Pesticide	ເປັນພາສາລາວ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	Authorization letter for representative of manufacturer
Analysis Certificate of the Pesticides from the origin country	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	6	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Apply for pesticide registration	Application form	pesticide-application-form 5992a23e1c910.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of the Capital Importation</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-MPD-10	28.12.2017	Monetary Policy Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To be an evidence for the offshore transfer of capital from abroad into Lao PDR through the official mean (i.e. through commercial banking system)
<b>Who should complete this business formality?</b>	Any person, enterprise and legal entity that intends to import capital, both in cash or in kind, either in the form of equity or debt into Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. This Formality shall be applied for every importation of capital, either in the form of debt or equity. 2. This Formality is required as the supporting document for the remittance of any capital / dividend out of Lao PDR

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant law does not define the review period but the authority informed that the review process normally do not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	Capital importation shall be undertaken in the formal forms (i.e. commercial bank system with an evidence of receipt or importation of assets or cash with an evidence of full payment of customs / taxes)	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the supporting document cannot certify the actual importation of capital.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	15000.00	0.00	15000.00
Comments	Reference: The fee is defined in the Application Form			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	15000.00	0.00	15000.00
Comments	Reference: The fee is defined in the Application Form			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Management of Foreign Currency	55/ສພຸ	22.12.2014	Article 24

REQUIRED DOCUMENTS	
Document Name	Comment
Permit to Receive or Provide the Offshore Loan	ກໍລະນີທີ່ບໍລິສັດໄດ້ນໍາທຶນເຂົ້າມາເປັນເງິນຕາທີ່ໄດ້ກູ້ຢືມມາຈາກຕ່າງປະເທດ
Invoice	ໃບສັ່ງຊື້ສິນຄ້າເຂົ້າມາເປັນທຶນ ເຊັ່ນ ເຄື່ອງຈັກ, ພາຫະນະ,

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
	ອຸປະກອນເພື່ອນຳໃຊ້ໃນການຜະລິດ ແລະ ເຄື່ອງຮັບໃຊ້ຫ້ອງການຕ່າງໆ
Bank Statement confirming the capital importation	ໃບລາຍງານບັນຊີສຳຮອງເດືອນທີ່ມີການໂອນທຶນເຂົ້າ
AVIS credit note / SWIFT Message	ຢັ້ງຢືນການຮັບເງິນທຶນໂອນເຂົ້າ ຜ່ານລະບົບທະນາຄານ
Certificate of Annual Tax Payment	
Certificate for Enterprise Registration of Company Limited	
Certificate for Enterprise Registration of Sole Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	205	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	5997aad970b9a.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate ICT Equipment and Electronic Parts Manufacturing</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-14	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the business operator will have all the required qualification to perform composition of ICT Equipment that meets the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Individuals and entities who intends to conducting ICT assembly business include: hardware manufacturing, hardware assembly and software production. - Hardware refers to parts or components of computers and other electronic devices, such as memory, screens, keyboards, printers, phones and televisions. - Software refers to a command set or program that hosts a computer or other electronic device for specific operations.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10 There is no subordinated regulation issued just yet but the authority informed that the normal review period will not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Have capital, offices, equipment and tools as appropriate; 2. Have experienced professionals, experts with a number of appropriate business sizes; 3. Have the feasibility study for each business type.
<b>Is there any reason for the authority to deny</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	1000000.00	50000.00	50000.00	1100000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Education Qualification Evidence	ໃບປະກາສະນິຍະບັດ / ໃບຢັ້ງຢືນການສຶກສາ
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ / ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Certificate for Enterprise Registration of Company Limited	
Feasibility Study	
Location Confirmation of Enterprise	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	1

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599b90181c4c8.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Request for Importation Quota of Foreign Labour</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-5	11.09.2017	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Labor law emphasises that the Government give high priority to the use of Lao labour force before the foreign labor force; therefore, it is necessary to request the business to get a quota for the importation of foreign worker and get the approval to avoid the illegal importation of foreign labour that would reduce the job opportunity of the Lao labor
<b>Who should complete this business formality?</b>	Any entity that intends to import and use the foreign labours.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	In case that the foreign labour will be used at the province, the application shall be reviewed and commented by the Provincial Department of Labour and Social Welfare where the unit labour is situated.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Review period shall not exceed 3 weeks.
<b>Qualifications needed by the business to get the formality</b>	The import and employment quotas must comply with the maximum percentage set by the Labor Law, which is less than 15% of the total number of workers for unskilled labour and 25% for those with specific skilled labour. For a large project, a government priority project that has the investment period of less than 5 years, they shall be entitled to the quota as agreed between the investor and the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	government.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the proposed quota does not comply or exceed the limitation defined under the Labour Law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	No renewal for the foreign quota so the investor shall request for this Formality again every year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	0.00	10000.00	60000.00
<b>Comments</b>	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Order on the Permission to Import Foreign Labour to Work in Lao PDR	5418/ຮສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of Foreign Labour to work in Lao PDR Article 4 and 6 Chapter III Rights to Approve the Importation and Utilisation of the Foreign Labour Article 10, Chapter IV Registration and Issuance of the Work Permit for Foreign Labour Article 17
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45) Part IV Labour Protection Chapter 5 Foreigner Labour in Lao PDR (Article 68 revised)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
The Plan to use Foreign Employees	ແຜນການນຳໃຊ້ຜູ້ອອກແຮງງານຕ່າງປະເທດ
License to Operate a Industrial and Handicraft Processing Plant	ສຳເນົາໃບອະນຸຍາດສ້າງຕັ້ງໂຮງງານ ຫຼື ບໍລິສັດ
License to Invest in Concession Business	ສະບັບສຳເນົາ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Certificate for the Issuance of the Tax Identification Number	ສຳເນົາສີໃບທະບຽນອາກອນ ລວມທັງ ອາກອນເງິນເດືອນທີ່ມີລາຍຊື່ຈຳນວນພະນັກງານລາວເດືອນຫລັງສຸດ (ພ້ອມທັງ ເອົາໃບແທ້ມາໃຫ້ພະນັກງານກວດພ້ອມ)
Certificate for Enterprise Registration of Company Limited	ສຳເນົາສີ ທັງດ້ານໜ້າ ແລະ ດ້ານຫລັງ ຫຼື ໃບສັນຍາຮັບເໝົາໂຄງການໂດຍມີການຍັງຢືນຈາກເຈົ້າຂອງໂຄງການທີ່ກ່ຽວຂ້ອງ(ຕໍ່າມີ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	49411	0

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application for the Quota for Importation of Foreign Labour	Application form	59af7800cd6dd.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
Name of formality	<b>Permit to Receive or Provide the Offshore Loan</b>	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
BoL-MPD-11	22.09.2017	Monetary Policy Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	The offshore lending would involve the importation and exportation of foreign currency in Lao PDR pursuant to the loan agreement so this Formality is needed to control the flow of foreign currency
Who should complete this business formality?	Any person domicile in Lao PDR or any legal entity registered and operating in Lao PDR who would lend or borrow money from abroad
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	1. Need to get the approval prior to the receipt or provision of loan or credit from offshore 2. Giving or receiving the foreign credit without approval shall be subject to penalty of 0.1% of the total credit amount

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	15 The relevant law does not define the review period but the authority informed that the normal review period should not exceed 15 working days.
Qualifications needed by the business to get the formality	1. All the lending transactions shall be undertaken through commercial banking system 2. The lending purpose is not in consistent with the defined purposed under the relevant laws.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the purpose for the offshore loan is illegal or from the discretion of the authority, the offshore loan may not be performed.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	15000.00	0.00	15000.00
Comments	The certificate fee is defined in the Application Form.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Management of Foreign Currency	55/ສພຊ	22.12.2014	Article 23

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of the Capital Importation	ໃບຢັ້ງຢືນການນຳເຂົ້າທຶນຈາກຕ່າງປະເທດ ອອກໂດຍທະນາຄານແຫ່ງ ສປປ ລາວ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
	(ກໍລະນີບໍລິສັດລົງທຶນຕ່າງປະເທດ)
Certificate of Annual Tax Payment	ສໍາເນົາໃບມອບອາກອນຂອງປີຫລ້າສຸດ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Estimated Income	ແຜນລາຍຮັບ-ລາຍຈ່າຍຂອງບໍລິສັດ ນັບແຕ່ມີກູ້ຢືມເງິນຈາກຕ່າງປະເທດ ຈົນຮອດມີສິ້ນສຸດການຊໍາລະໜີ້ເງິນກູ້
Draft Loan Agreement	
Loan Utilisation and Repayment Plan	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	82	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for Offshore Lending	Application form	5997e45494f7a.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Open Offshore Bank Account</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-MPD-12	08.09.2017	Monetary Policy Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To monitor the transfer of foreign currency outside of Lao PDR to the offshore bank account that would be hard to track without any requirement to get a prior permission, therefore, it is necessary to enforce this formality
<b>Who should complete this business formality?</b>	Any person who is domicile in Lao PDR or any legal entity registered and operating in Lao PDR who intends to open their bank account in other country, except in the case of the students or any appointed staff that are working in other country under which those people can open an offshore bank account without requiring to get any permit.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Open the offshore bank account without permission will be subject to the penalty of 20 Million LAK

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant laws do not define the review period but the authority informed that the normal review period do not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	Offshore bank account can only be opened for these specific purposes: 1. For the cross-border transaction i.e. transportation, post, insurance, tourism, etc. 2. For the repayment and receipt of offshore loan or credit 3. For the establishment of the branch or representative office in the foreign countries as approved by the relevant authorities 4. For the foreign investment 5. For other purposes as prescribed under the relevant regulations of Bank of Lao PDR	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the bank account will be used for the purposes that are not prescribed in the Law

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	15000.00	0.00	15000.00
Comments	The application fee is defined in the Application Form			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Management of Foreign Currency	55/ສພຊ	22.12.2014	Article 16

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Invest in the Controlled Business	
Documents that defines the intended purpose for the use of Offshore Bank Account	
Certificate of Annual Tax Payment	ສໍາເນົາໃບຢັ້ງຢືນການຊໍາລະອາກອນປີຫລ້າສຸດ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	20	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form for Offshore Bank Account Permit	Application form	599811db0ad6b.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Accounting Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-AD-11	04.01.2018	Accounting Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	Since the accounting is one of key work for every enterprise for the monitoring and inspection of their financial status and for the government's inspection, it is necessary to control and guarantee the quality of the accounting enterprise that will provide those accounting services.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the Accounting Enterprise that provides the service of: (i) giving advice relating to the accounting system and preparation of financial statement; (ii) giving advice relating to accounting and accounting standards; (iii) giving advice on accounting management; (iv) giving short-term training on accounting; and (v) other services relating to accounting work.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Ministry of Finance will issue this Formality within 10 working days from the receipt of the investment application from the Industry and Commerce authorities.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be the accounting expert; 2. The applicant shall be a member of Chamber of Accounting and Audit; 3. The applicant shall not be a government officer, owner, shareholder or employee in other auditing enterprise; 4. The applicant shall never convicted or adjudicated to commit any	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	crime relating to embezzlement or other financial / accounting crime; 5. The enterprise shall have at least 3 accounting expert with at least a High Diploma.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant do not have the required qualification.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The relevant law does not define the validity period but the Department informed that the auditing enterprise shall submit the annual performance report to the Department.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	250000.00	600000.00	0.00	850000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	250000.00	0.00	0.00	250000.00
<b>Comments</b>	According to the Authority's comments			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Independent Audit	51/ສພຊ	22.07.2014	Part IV Accounting and Audit Enterprise Article 40, 41, 42, 45, 46, 47, 48

REQUIRED DOCUMENTS	
Document Name	Comment
Power of Attorney	ໃບມອບສິດໃຫ້ບຸກຄົນທີ່ຮັບຜິດຊອບພົວພັນເອກະສານ (ຖ້າມີ)
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາສ້າງຕັ້ງບໍລິສັດຂອງຂ້າຮຸ້ນ (ຖ້າມີ)
Evidence of Capital Contribution	
Location Map of the Enterprise	
Curriculum vate	ຊີວະປະຫວັດລະອຽດ; ໃບຢັ້ງຢືນການຜ່ານງານ (ບັນຊີ ແລະ/ຫຼື ກວດສອບ)
Certificate of Delegation from Accounting Parent Company	ເອກະສານຢັ້ງຢືນການມອບສິດ ຫຼື ຖ່ານໂອນຕ່າງໆຂອງບໍລິສັດແມ່ (ຖ້າມີ); ໃບແຕ່ງຕັ້ງບຸກຄົນຮັບຜິດຊອບ, ຮັບໜ້າທີ່ປະຈຳຢູ່ ສປປ ລາວ ຂອງບໍລິສັດແມ່ (ຖ້າມີ)
Business Operation Report of the Parent Company for the Importation of Medicine	ຖ້າມີ
Copy of ID / family registry / passport of Investor	ສຳເນົາບັດປະຈຳຕົວ ຫຼື ໜັງສືເດີນທາງ, ສຳເນົາສຳມະໂນຄົວ
Address Certification	
Photograph of the Managing Director	ຮູບຖ່າຍບໍ່ເກີນສາມເດືອນ ຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ
Feasibility Study	ບົດວິພາກເສດຖະກິດແຜນການ 3 ປີ
Article of Association	
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Certificate of Auditor	
Education Qualification Evidence	ໃບປະກາສະນິຍະບັດວິຊາສະເພາະ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed

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STATISTICS (Issue or/and renewed number)		
2016	6	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ	Application form	599a5c5c2178f.pdf
ຊື່ວະປະຫວັດຂອງທີ່ປຶກສາບັນຊີ	Application form	599a5d0196d1a.pdf
ໃບອະນຸຍາດດໍາເນີນທຸລະກິດບັນຊີ	Example of resolution	5a45c3107586f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate to approve the Environmental and Social Impact Assessment</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoNRE-DNREP-7	10.01.2018	Department of Natural Resources and Environment Policy

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	The Investment Project and Activities that are required to conduct the Environmental and Social Impact Assessment are the projects that have high possibility to cause environmental and social impacts so when the project owner prepares the Environmental and Social Impact Assessment and the Environmental and Social Management and Monitoring Plan, it is necessary to consider, review and approve the completeness, accuracy and quality of the report and plan.
<b>Who should complete this business formality?</b>	Any investment projects and activities that are listed in List of Investment Projects and Activities that shall conduct Initial Environmental Examination or Environmental and Social Impact Assessment No. 8056/MONRE
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	175	1. Review period for the Scoping and TOR for the Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management and Monitoring Plan (ESMMP) is 15 working days 2. Administrative review of ESIA and ESMMP shall be completed in 10 working days and Technical review of ESIA and ESMMP shall be completed within 95 working days 3. In case of the Complicated Investment Projects and Activities, DESIA will appoint the technical task force to assist in the technical review; provided that the technical task force will have additional review time of 55 working

**Datasheet for business formalities.**

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	days so the total review period will be increased from 120 working days to 175 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The ESIA and ESMMP shall be prepared pursuant to the Writing Guideline for ESIA and ESMMP and shall ensure the public involvement as required under the relevant laws and regulations. 2. ESIA and ESMMP shall be prepared by the Environmental Service Provider who gets the license pursuant to the laws and regulations.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Rejecting the ESIA and ESSMP in case the Ministry of Natural Resources and Environment considers that result from the study and review in ESIA and ESMMP shows that substantial, unavoidable and unremedied social and environmental impacts; or such investment projects and activities are not in consistent with the National Environmental Policy or Strategic Plan of the Natural Resources and Environment Agencies.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	Two Environmental Compliance Certificates will be issued: one to approve the ESIA and another one to approve the ESMMP. The Environmental Compliance Certificate for the approval of ESIA shall have the validity until the end of the Investment period while the Environmental Compliance Certificate for the approval of ESMMP shall have the validity from 2 to 5 years, depending on the severity of the impacts the Investment Projects and Activities will cause.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	36000000.00	1000000.00	0.00	37000000.00
<b>Comments</b>	- Referring to Presidential Edict 03/PR - For the Concession Agreement (hydropower project), the project owner shall negotiate the Standard Environmental and Social Obligations with the Government and they will have to pay the additional service fee of 5 Million LAK			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees</b>	<b>Certificate fees</b>	<b>Renewal</b>	<b>Total renewal</b>

**Datasheet for business formalities.**

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<b>RENEWAL FEES</b>				
	<b>businesses need to disburse</b>	<b>businesses need to disburse</b>	<b>fees businesses need to disburse</b>	<b>fees businesses need to disburse</b>
YES	1500000.00	500000.00	0.00	2000000.00
<b>Comments</b>	- Referring to Presidential Edict 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on the Compensation and Resettlement from the Development Project	84/ລບ	05.04.2016	
Decision on the Approval and Declaration of the List of Investment Projects and Activities that shall conduct Initial Environmental Examination or Environmental and Social Impact Assessment	8056/ກຊສ	17.12.2013	
Instruction on the Process for the Environmental and Social Impact Assessment of the Investment Projects and Activities	8030/ກຊສ	17.12.2013	
Instruction on the Process for the Initial Environmental Examination of the Investment Projects and Activities	8029/ກຊສ	17.12.2013	
Law on Environment Protection (Revised)	29/ສພຊ	18.12.2012	Article 22

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Environmental and Social Management and Monitoring Plan	
Environmental and Social Impact Assessment	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	16	0

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ESIA Writing Guideline	Department Guideline	esia-writing-guideline 599a6a7105902.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Money Transfer Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-FISD-13	28.12.2017	Financial Institution Supervision Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	In order to ensure the social order and to mitigate the risk that may be caused from the money transfer, in particular, the risk incurred relating to money-laundering and terrorism finance, it is necessary to control and manage the person who would like to operate the money transfer business.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate Money Transfer business that means the service of: (i) receiving cash or other financial instruments; (ii) deducting the proceeds in saving accounts in order to complete the money transfer transactions either via electronic methods, banking system or other methodologies (i.e. communication methods, message system, transfer through other payment liquidation system).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="https://www.bol.gov.la/laoweb/microfinancelao7.html">https://www.bol.gov.la/laoweb/microfinancelao7.html</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	From 1 March 2017 to 28 February 2019, the Department will suspend the issuance of the License to Establish Money Transfer Company

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	In case that the application form is incomplete or inaccurate, the applicant shall revise and resubmit the additional documents within 15 working days unless Bank of Lao PDR will not consider the application and will return all the documents back to the applicant
<b>Qualifications needed by the business to get</b>	1. Having minimum registered capital of 500 Million LAK; provided that the foreign investment shall be limited at 40% of the registered capital 2. Having good	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	qualification and shall not commit any crime relating to money or currency (i.e. theft, embezzlement, document fraud, bribery, corruption, money-laundering, terrorism finance) 3. Having the education and working background on financial or accounting field for at least 2 years 4. In case of a representative of the international money transfer company, the applicant shall receive the appointment in writing under a valid agreement
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applicant do not meet the required qualifications or conditions

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The applicant shall submit the application to the Bank of Lao PDR within 30 working days before the expiry and the Bank of Lao PDR will review and consider the renewal application within 15 working days.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	1000000.00	0.00	0.00	1000000.00
<b>Comments</b>	Reference: BOL Agreement No. 926/BOL, dated 11 November 2015 From the written response from Bank of Lao PDR, until now, they have not collected any application fee.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: BOL Agreement No. 926/BOL, dated 11 November 2015 No renewal fee will be collected but the company shall pay the Annual Management Fee at			

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RENEWAL FEES	
	the rate of 0.02% of the averaged assets (assuming the registered capital is 500 Million LAK)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Notice for the Temporary Suspension of the Issuance of the Operating Licenses for the Financial Institutions in Lao PDR	95/ກຄສງ	18.05.2017	
Notice on Conditions and Supporting Document for the Establishment of the International Money Transfer Company	159/ກຄສງ	17.02.2012	
Order on the Service Fees, Certificate Fees for the Application of the Operating License and the Annual Management Fee of the Financial Institutions	926/ທຫລ	11.11.2015	Article 4
Order on Management of Money Transfer Business	1058/ທຫລ	05.12.2016	Chapter 2 Establishment and Operation of the Money Transfer Business (Article 5 to 10 and Article 18)

REQUIRED DOCUMENTS	
Document Name	Comment
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Permission Letter and Appointment Agreement to be Transfer Agent for Money Transfer Business	ເອກະສານອະນຸຍາດ ແລະ ສັນຍາການເປັນຕົວແທນໃຫ້ບໍລິການໂອນເງິນ ຈາກບໍລິສັດທີ່ເປັນເຈົ້າຂອງລະບົບຢູ່ຕ່າງປະເທດ ທັງສະບັບພາສາລາວ ແລະ ອັງກິດ (ກໍລະນີຂໍອະນຸຍາດເປັນຕົວແທນຂອງບໍລິສັດທີ່ຢູ່ຕ່າງປະເທດ)
Receipt for Fee Payment	ໃບຢັ້ງຢືນຮັບເງິນຈາກ ກົມບໍລິການ ທະນາຄານແຫ່ງ ສປປ ລາວ ສໍາລັບຄ່າທຳນຽມ
Location Map of the Enterprise	ແຜນວາດ, ຮູບພາບ ແລະ ໃບຢັ້ງຢືນທີ່ຕັ້ງສໍານັກງານທີ່ເຊັນຢັ້ງຢືນ ຈາກອົງການປົກຄອງບ້ານ ບ່ອນທີ່ສໍານັກງານຕັ້ງຢູ່ (ກໍລະນີເຊົ່າຫ້ອງການແມ່ນໃຫ້ປະກອບສັນຍາເຊົ່າຄັດຕິດ)
Permission to Establish the company	ໜັງສືອະນຸຍາດຈາກອົງການທີ່ມີສິດອໍານາດໃຫ້ມາສ້າງຕັ້ງຢູ່ ສປປ ລາວ ແລະ

**Datasheet for business formalities.**

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<b>REQUIRED DOCUMENTS</b>	
from origin country	ໜັງສືອະນຸຍາດນຳເງິນອອກນອກປະເທດ ຕາມລະບຽບກົດໝາຍຂອງປະເທດກ່ຽວຂ້ອງ (ສຳລັບນັກລົງທຶນຕ່າງປະເທດ)
Evidence certifying the source of capital	ເອກະສານຫຼັກຖານຢັ້ງຢືນແຫຼ່ງທຶນທີ່ຈະນຳມາສ້າງຕັ້ງ ທີ່ຢັ້ງຢືນໂດຍທະນາຄານທີ່ຮັບຜາກແຫຼ່ງທຶນດັ່ງກ່າວ ແລະ ຄຳຊີ້ແຈງກ່ຽວກັບການໄດ້ມາຂອງແຫຼ່ງທຶນດັ່ງກ່າວພ້ອມດ້ວຍເອກະສານຢັ້ງຢືນທີ່ກ່ຽວຂ້ອງ
Education Qualification Evidence	ໃບຢັ້ງຢືນວຸດທິການສຶກສາ ຫຼື ໃບຢັ້ງຢືນປະສົບການ ການເຮັດວຽກຂອງຜູ້ສະເໜີຂໍອະນຸຍາດດຳເນີນທຸລະກິດ
Criminal Certificate	
Copy of ID / family registry / passport of Investor	
Curriculum vate	
Internal Operation Manual	ເອກະສານຢັ້ງຢືນ ລະບົບແລະກົນໄກ ການໃຫ້ບໍລິການ, ກົດລະບຽບພາຍໃນກ່ຽວກັບການໃຫ້ບໍລິການໂອນເງິນ
Statement of Investor of the Money Transfer Business	ເອກະສານຢັ້ງຢືນກ່ຽວກັບແຫຼ່ງທຶນທີ່ຈະນຳມາສ້າງຕັ້ງໂດຍປະກອບມີໃບລອກກ່າຍ ບັນຊີຂອງຜູ້ຖືຮຸ້ນ ຊຶ່ງອອກໂດຍທະນາຄານບ່ອນທີ່ເປີດບັນຊີດັ່ງກ່າວ ແລະ ຄຳຊີ້ແຈງກ່ຽວກັບການໄດ້ມາຂອງແຫຼ່ງທຶນດັ່ງກ່າວ ພ້ອມດ້ວຍເອກະສານຢັ້ງຢືນທີ່ກ່ຽວຂ້ອງ; - ຜູ້ຖືຮຸ້ນທີ່ເປັນນິຕິບຸກຄົນ ຕ້ອງປະກອບໃບລອກກ່າຍບັນຊີເງິນຝາກຢ່າງໜ້ອຍ 6 ເດືອນຍ້ອນຫຼັງ ທີ່ຢັ້ງຢືນໂດຍທະນາຄານທີ່ກ່ຽວຂ້ອງ; - ຜູ້ຖືຮຸ້ນທີ່ເປັນນິຕິບຸກຄົນ ຫຼື ການຈັດຕັ້ງ ຕ້ອງປະກອບໃບລອກກ່າຍບັນຊີເງິນຝາກ ຢ່າງໜ້ອຍ 2 ປີ ຍ້ອນຫຼັງທີ່ຢັ້ງຢືນໂດຍທະນາຄານທີ່ກ່ຽວຂ້ອງ ແລະ ໃບແຈ້ງຊັບສິນ-ໜີ້ສິນ.
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ແຜນດຳເນີນທຸລະກິດ 3 ປີທຳອິດ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Telecommunication Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-AOTO-5	09.11.2017	Adjust of Telecommunication Organization

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	Telecommunication is an essential public services and infrastructure so it is important to ensure that the telecommunication services are provided in a manner consistent with national perceptions of the public interest.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to operate 'Telecommunication' business - meaning the communication by transmission and reception of data, information, sound, pictures, numbers, letters, symbols by means of transmission lines, optical fibers, radio frequencies, electro-magnetic wave guides, any other mediums or a combination of mediums.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.MPT.Gov.la">www.MPT.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The Department will be responsible to issue the Formality for the following business: 1. Telecommunication Service; 2. Satellite Communication Service; and 3. Installation, importation, distribution and reparation of the high standard Telecommunication equipment

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	The Formality will be reviewed and issued within 10 working days but if the application form is incomplete; the applicant do not have the required qualification; or the review period shall be extended due to the technical reason, the applicant shall be informed within 5 working days.
<b>Qualifications needed by the business to get</b>	1. Having a good financial position; 2. Having sufficient knowledge, skills and experience that suits the work; 3. Having sufficient and appropriate offices, vehicles and equipment with the size of the business; 4. Having paid the fees and	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	charges in full; 5. Completing the required documentation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the application form and supporting document are not complete or the applicant cannot meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	180
<b>What is the process and conditions to renew the formality?</b>	1. Terms for the Formality are as follows: (i) 15 years for Type I; (ii) 10 years for Type II; (iii) 5 years for Type III; and (iv) 3 years for Type IV 2. Renewal shall be undertaken within 30 working days, if cannot renew the Formality within this timeline, the written explanation shall be given to the issuing authority unless it will be deemed that they intend to stop their operation and the issuing authority will terminate the Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	35000000.00	500000.00	0.00	35500000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	35000000.00	500000.00	0.00	35500000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Telecommunication (Revised)	09/ສພຊ	21.12.2011	Article 22, 23, 24.
Order on Licensing of Telecommunication Business	221/ປທສ	02.02.2015	Article 10, 11, 12, 13.

REQUIRED DOCUMENTS	
Document Name	Comment
Brief of Producing Method	ແຜນຜັງລະບົບເຕັກນິກ
Internal Operation Manual	ລະບຽບການຂອງວິສາຫະກິດ
Feasibility Study	
Copy of Passport	
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນ ແລະ ປະສິບການຂອງຜູ້ສ້າງຕັ້ງ
Curriculum Vitae of Investor	ຊີວະປະຫວັດຫຍໍ້ຂອງຜູ້ສ້າງຕັ້ງ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	6	3
2016	0	6

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງຂໍ ໃບອະນຸຍາດປະກອບກິດຈະການໂທລະຄົມມະນາຄົມ	Application form	599a5934bb788.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Auditing Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-AD-12	04.01.2018	Accounting Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	Auditor plays imminent role in audit and review the financial statement of any enterprise to ensure a full compliance and since those financial statement is one of the key documents that would show the financial status of any enterprise, it is needed to ensure the capacity, reliability and credential of those audit enterprise.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the Auditing Enterprise that provides audit services, including audit of the financial statement, review of the financial statement, information verification for the future financial information and other services relating to auditing service.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	After the obtainment of this Formality and the Enterprise Registration Certificate, the director shall get the auditor permit from the Ministry of Finance pursuant to the relevant laws.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Ministry of Finance will issue this Formality within 10 working days from the receipt of the investment application from the Industry and Commerce authorities.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be the accounting expert or a foreign auditing enterprise; 2. The applicant shall be a member of Chamber of Accounting and Audit; 3. The applicant shall not be a government officer, owner, shareholder or employee in other auditing enterprise; 4. The applicant shall never convicted or adjudicated to commit any crime relating to embezzlement or other financial / accounting crime; 5. The enterprise shall have at least 2 accounting expert 6. 2/5 of the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	shareholders shall be the accounting expert.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant do not have the required qualification.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The relevant law does not define the validity period but the Department informed that the auditing enterprise shall submit the annual basis by submitting the annual performance report.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	250000.00	600000.00	0.00	850000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	250000.00	0.00	0.00	250000.00
<b>Comments</b>	According to Authority's comments			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Independent Audit	51/ສພຊ	22.07.2014	Part IV Accounting and Audit

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			Enterprise Article 40, 43, 44, 45, 46, 47, 49

REQUIRED DOCUMENTS	
Document Name	Comment
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາສ້າງຕັ້ງບໍລິສັດຂອງຂາຮຸ້ນ (ຖ້າມີ)
Power of Attorney	ໃບມອບສິດໃຫ້ບຸກຄົນທີ່ຮັບຜິດຊອບພົວພັນເອກະສານ (ຖ້າມີ)
Evidence of Capital Contribution	
Curriculum vate	ຊີວະປະຫວັດລະອຽດ; ໃບຢັ້ງຢືນການຜ່ານງານ (ບັນຊີ ແລະ/ຫຼື ກວດສອບ)
Address Certification	
Copy of ID / family registry / passport of Investor	ສໍາເນົາບັດປະຈຳຕົວ ຫຼື ໜັງສືຜ່ານແດນ; ສໍາເນົາສໍາມະໂນຄົວ
Certificate of Delegation from Accounting Parent Company	ເອກະສານຢັ້ງຢືນການມອບສິດ ຫຼື ຖ່າຍໂອນຕ່າງໆຂອງບໍລິສັດແມ່ (ຖ້າມີ); ໃບແຕ່ງຕັ້ງບຸກຄົນຮັບຜິດຊອບ, ຮັບໜ້າທີ່ປະຈຳຢູ່ ສປປ ລາວ ຂອງບໍລິສັດແມ່ (ຖ້າມີ)
Business Operation Report of the Parent Company for the Importation of Medicine	ຖ້າມີ
Location Confirmation of Enterprise	
Location Map of the Enterprise	
Photograph of the Managing Director	ຮູບຖ່າຍບໍ່ເກີນສາມເດືອນ ຂະໜາດ 3x4 ຈໍານວນ 2 ໃບ
Feasibility Study	ບົດວິພາກເສດຖະກິດແຜນການ 3 ປີ
Article of Association	
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Lao CPA Membership Card	
Certificate of Auditor	
Education Qualification Evidence	ໃບປະກາສະນີຍະບັດວິຊາສະເພາະ

STATISTICS (Issue or/and renewed number)
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	8	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ	Application form	599a5e352c022.pdf
ຊື່ວະປະຫວັດ ຂອງທີ່ປຶກສາບັນຊີ	Application form	599a5f230367d.pdf
ໃບອະນຸຍາດດໍາເນີນທຸລະກິດກວດສອບ	Example of resolution	5a4625c9f281f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Enterprise Registration of Public Company</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-ERMD-7	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
<b>Who should complete this business formality?</b>	Individuals or legal entity who intends to incorporate a public company limited, a form of enterprise created by dividing capital into shares and each shares will has equal value, the shareholders in such enterprise are responsible for the company's liability up to the value of the unpaid portion of their shares and that enterprise has at least nine founding shareholders, can transfer the shares and sell shares publicly to the general public.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	period is 10 working days.
<b>Qualifications needed by the business to get the formality</b>	There is no specific qualifications needed for the application of this Formality, except in the case where such company limited will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	90000.00	5000000.00	0.00	5090000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: - Registered Capital of less than 1 Million LAK No fee - Registered Capital of more than 1 Million to 10 Million LAK 20,000 LAK - Registered Capital of more than 10 Million to 20 Million LAK 50,000 LAK - Registered Capital of more than 20 Million to 50 Million LAK 100,000 LAK - Registered Capital of more than 50 Million to 100 Million LAK 300,000 LAK - Registered Capital of more than 100 Million to 400 Million LAK 500,000 LAK - Registered Capital of more than 400 Million to 1 Billion LAK 1,000,000 LAK - Registered Capital of more than 1 Billion to 10 Billion LAK			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	2,000,000 LAK - Registered Capital of more than 10 Billion to 20 Billion LAK 3,000,000 LAK - Registered Capital more than 20 Billion LAK 5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Incorporation Contract 10,000 LAK; and (ii) Application Form for public company 70,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part V Company Chapter 3 Public Company Limited (Article 185)

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບມອບສັນທະໃຫ້ມາພົວພັນເອກະສານ
Copy of ID / family registry / passport of Investor	
Copy of ID card or Family book of Managing Director	ກໍລະນີຜູ້ອຳນວຍການເປັນຄົນລາວ
Photograph of the Managing Director	ຮູບ ຂະໜາດ 3x4 ຈຳນວນ 6 ໃບ (ຂອງຜູ້ອຳນວຍການ ທີ່ຕົກລົງໃຫ້ຕິດໃສ່ໃບ ທະບຽນວິສາຫະກິດ ແລະ ທະບຽນອາກອນ) ຮູບຖ່າຍບໍ່ເກີນ 3 ເດືອນ.

<b>STATISTICS (Issue or/and renewed number)</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	1	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Public Company Application Form	Application form	public-company-application-for... 59ea0dd58540a.doc

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate to Confirm the Compliance of the Enterprise Accounting</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-AD-13	04.01.2018	Accounting Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to ensure the compliance of the enterprise's account with the accounting standards in Lao PDR that will be used as the reference for the management and inspection of tax payment and in order to encourage a full accounting of the enterprise.
<b>Who should complete this business formality?</b>	Any enterprise that has registered their business and has a legal entity under Lao PDR laws that has the obligation to keep accounts.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant law does not give any details on the review period but the authority verbally informed that the actual review process would be 15 working days.
<b>Qualifications needed by the business to get the formality</b>	The enterprise shall prepare the annual financial statement in strict compliance with the relevant Accounting Standards and shall complete the financial statement within 2 months after the end of the fiscal year before submitting the financial statement within 3 months after the end of the fiscal year.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the financial statement does not comply with the required Standards.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Renewal of this Formality shall be undertaken on an annual basis at the same time as the application for tax payment certificate.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	100000.00	0.00	0.00	100000.00
Comments	According to the authority's information			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	100000.00	0.00	0.00	100000.00
Comments	According to the authority's information			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction Implementing Law on Accounting	531/ກງ	26.02.2016	Chapter IV Financial Statement Reporting (Article 21)
Law on Accounting (Revised)	01/ສພຊ	26.12.2013	Article 48

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certification of Financial and Asset / Financial Statements	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	297	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຕິດຕາມການຖືບັນຊີ ປະຈຳປີ 2017	Example of resolution	2017 5a46241432d7d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Industrial and Handicraft Processing Plant</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-IHD-8	03.01.2018	Industry and Handicraft Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	C - Manufacturing
<b>Purpose for enforcing the business formality</b>	To assure that the processing plant that will be established and operate will meet all the required standard and will not cause any impacts on the neighbouring facilities and communities.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the processing plan that means a place that has machine with more than 10 house power or 7.46 kilowatt or use more than 10 employees for the production, compilation, reparation, improvement, modification, containment or reprocessing purposes.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The processing plant is divided into 3 sizes: 1. Small-sized - having machine with the house power of 10 to 50 or employ the labor of 10 to 50 persons; 2. Medium-sized - having machine with the house power of 51 to 200 or employ the labor of 51 to 200 persons; 3. Large-sized - having machine with the house power of more than 201 or employ the labor of more than 201 persons.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	After receipt the application form, the Department will conduct site inspection to ensure a full compliance of the plant with the defined standards and if it passed the inspection, the Formality shall be issued within 10 working days from the date of receipt of the documents correctly and completely.
<b>Qualifications needed</b>	Applicants must have: 1. Enterprise registration certificate; 2. Building license; 3.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	Environmental Impact Assessment; 4. Technical Standards: Location, Building, Machinery, Safety, Sanitary, Manufacture and environment according to the evaluation; provided that such processing plant shall meet the required specifications and conditions as defined (i.e. the location shall be in compliance with the Land Use Master Plan and shall have the location far away from the sensitive area) 5. The factory shall pass a successful test run or commissioning.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification or standards defined for each type of processing plant or features above one.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	Within 30 days before the expiration of the Formality, the applicant shall renew the Formality by submitting the renewal form and the report of the past performance that shall ensure a full compliance of their operation with the feasibility study and the relevant laws, The factory must have technical standards (sanitary, safety, product).

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	2000000.00	40000.00	2040000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the horse of engine as follow: - Use employee from 10-25 persons or engine less than 5 horse power 15.000 Kip - Use employee from 26 persons or use engine less than 5 horse power 25.000 Kip - Use engine from 5 horse power but not up to 10 horse power 20.000 Kip - Use engine from 10 horse power but not up to 20 horse power 30.000 Kip - Use engine from 20 horse power but not up to 50 horse power 50.000 Kip - Use engine from 50 horse power but not up to 100 horse power 100.000 Kip - Use engine from 100 horse power but not up to 200 horse power 150.000 Kip - Use engine from 200 horse power but not up to 300 horse power 200.000 Kip - Use engine from 300 horse power but not up to 400 horse power 250.000 Kip - Use engine from 400 horse power but not up to 600 horse power 350.000 Kip - Use engine from 600 horse power but not up to 800 horse power			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	500.000 Kip - Use engine from 800 horse power but not up to 1.000 horse power 750.000 Kip - Use engine from 1.000 horse power but not up to 2.000 horse power 1.000.000 Kip - Use engine from 2.000 horse power but not up to 3.000 horse power 1.250.000 Kip - Use engine from 3.000 horse power but not up to 4.000 horse power 1.500.000 Kip - Use engine from 4.000 horse power but not up to 5.000 horse power 2.000.000 Kip

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	2000000.00	40000.00	2040000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the horse of engine as follow: - Use employee from 10-25 persons or engine less than 5 horse power 15.000 Kip - Use employee from 26 persons or use engine less than 5 horse power 25.000 Kip - Use engine from 5 horse power but not up to 10 horse power 20.000 Kip - Use engine from 10 horse power but not up to 20 horse power 30.000 Kip - Use engine from 20 horse power but not up to 50 horse power 50.000 Kip - Use engine from 50 horse power but not up to 100 horse power 100.000 Kip - Use engine from 100 horse power but not up to 200 horse power 150.000 Kip - Use engine from 200 horse power but not up to 300 horse power 200.000 Kip - Use engine from 300 horse power but not up to 400 horse power 250.000 Kip - Use engine from 400 horse power but not up to 600 horse power 350.000 Kip - Use engine from 600 horse power but not up to 800 horse power 500.000 Kip - Use engine from 800 horse power but not up to 1.000 horse power 750.000 Kip - Use engine from 1.000 horse power but not up to 2.000 horse power 1.000.000 Kip - Use engine from 2.000 horse power but not up to 3.000 horse power 1.250.000 Kip - Use engine from 3.000 horse power but not up to 4.000 horse power 1.500.000 Kip - Use engine from 4.000 horse power but not up to 5.000 horse power 2.000.000 Kip			

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Industrial Processing (Revised)	48/ສພຸ	27.12.2013	Chapter 2 Factory Distribution

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			Article 10 to 15
Order on the Management of Processing Plant	1301/ອຄ	30.07.2007	Chapter 2 Industrial Processing Factory Activities Article 4 to 7

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Certificate to approve the Environmental and Social Impact Assessment	
Permit to Construct a Building Structure	
Certificate for Enterprise Registration of Company Limited	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Construction Layout	ແຜນຜັງການກໍ່ສ້າງ ແລະ ລະບົບເຕັກນິກເຄື່ອງຈັກໂຮງງານ
Feasibility Study	ບົດວິພາກເສດຖະກິດ-ເຕັກນິກ
List of Machine in the Processing Plant	ຕ້ອງແມ່ນເຄື່ອງຈັກໃໝ່ 100% ແລະ ຂັດຕິດສະເປັກ, ແຄັດຕາລັອກຂອງເຄື່ອງຈັກ
Factory Environmental Certificate and Environmental Management Plan for Factory	
Annual Operation Plan of the Processing Plant	ແຜນການເຄື່ອນໄຫວປະຈຳປີຂອງໂຮງງານ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	8	26

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for Factory Incorporation	Application form	application-form-for-factory-i...59de3156323ad.doc



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Use and Sell the Enterprise Accounting Programme</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-AD-15	04.01.2018	Accounting Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	In order to ensure a full compliance of the enterprise accounting programme with all the mandatory specifications and requirements for accounting and financial statement, it is necessary that those enterprise accounting shall be reviewed and approved by the relevant department.
<b>Who should complete this business formality?</b>	Any person or legal entity that creates the enterprise accounting that includes the computerised programme used for the accounting and financial management, financial recording, monitoring and reporting of any enterprise that intends to use or sell such programme.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The person or legal entity that get the permit only to use the created enterprise accounting programme for their own operation cannot sell such programme to the general public.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 10 working days; provided that the software shall be tested before the issuance of this Formality.
<b>Qualifications needed by the business to get the formality</b>	Enterprise Accounting Program shall meet the required specifications and conditions as denied under Agreement No. 0210/MOF, dated 1 February 2010 and Guidelines for the implementation of the Law on Accounting No. 531/MOF, dated 26 February 2016	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the accounting programme does not meet the required specifications and conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	500000.00	600000.00	0.00	1100000.00
Comments	According to the Authority's comments			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	500000.00	0.00	0.00	500000.00
Comments	According to the Authority's comments			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Computerised Enterprise Accounting Programme	0210/ກງ	02.01.2010	Part 1 and Part 2

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Example of the Balance Sheet generated from the Accounting Program	
User's Manual of Accounting Program	
Evidence of Intellectual Property Right Acquisition over the Accounting Program	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Article of Association	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	12	2
2016	4	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບອະນຸຍາດນຳໃຊ້ຊຸດຄຳສັ່ງໂປຣແກຣມບັນຊີ SAP ເຂົ້າໃນວຽກງານບັນຊີວິສາຫະກິດ	Example of resolution	sap 5a461e13ecf1b.pdf
ໃບອະນຸຍາດນຳໃຊ້ຊຸດຄຳສັ່ງໂປຣແກຣມບັນຊີ EXPRESS ເຂົ້າໃນວຽກງານບັນຊີວິສາຫະກິດ “ຊີ້ວຄາວ”	Example of resolution	express 5a461e616204f.pdf
ໃບອະນຸຍາດນຳໃຊ້ຊຸດຄຳສັ່ງໂປຣແກຣມບັນຊີ ຂອງອົງການຈັດຕັ້ງລັດ (ຊີ້ວຄາວ)	Example of resolution	5a461ea98f11e.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Import and Export Movies</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MD-5	30.10.2017	Department of Cinema

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the movie that will be imported and exported would not cause any negative impact on national culture and customs.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to export and import the movie for distribution or display.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The Provincial Department of Information, Culture and Tourism manage the importation-exportation of movie in the form of cassette and CD.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 3 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Condition for the importation - the content shall be creative, beneficial, not violate the state policy, policy scheme, culture and national customs or privilege the national uniformity. 2. Condition for the exportation - the content shall have good content that would promote a good culture of the nation.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny due to an appropriate content as prescribed under the Lao PDR laws.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	A request letter from business for renewal

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR (Movie Fees)			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Movie	246/ຊບ	23.07.2014	Article 14 and Article 15

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
of Company Limited	
Request Letter	ໜັງສືສະເໜີຂອງພາກສ່ວນກ່ຽວຂ້ອງ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	1	3

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Cinema</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MD-7	30.12.2017	Department of Cinema

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	To ensure the movie which will be disseminated would not cause any negative impact on national culture, to be appropriate and obtain the permit before disseminate.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to disseminate Lao cinema and imported foreign cinema for sale in Lao PDR in one of the following methods: shows in theatre and mobile screenings; broadcast on television and those sent to internet networks; cinema to screen in a cinema week event or international film festivals; or disseminate on VDO, CD, VCD, DVD, hard disk or other recording devices.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. The movie to be broadcasted on television must be approved by cinema government management or receive permission from the director of Lao National Television; 2. The movie content must be prior checked and it must be constructive, not contradict with national traditions, social order, and not impact on the harmony between Lao and other friendly countries; 3. If it is foreign movie, it is required to be dubbed into Lao language or its original language with

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	Lao subtitles.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the content of the movie does not meet the required conditions under the Lao PDR laws.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	A request letter from business for renewal

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 65 Service fees for Movies (page No. 123)			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 65 Service fees for Movies (page No. 123)			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on Movie	246/ລບ	23.07.2014	Article 17 to Article 20

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	ຫ້ງສີສະເໜີຂອງພາກສ່ວນກ່ຽວຂ້ອງ.
Curriculum Vitae	
Location Map of the Enterprise	
Criminal Certificate	
Feasibility Study	
Address Certification	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	2

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate an Internet Cafe Type 1</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-9	31.10.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that internet cafe that provide access and service to the general public and assist in promoting the use of internet to the wider range will have good quality, quick and safe
<b>Who should complete this business formality?</b>	Individuals or entities who intends to operate the Internet Cafe meaning the business of providing the internet access to general public in the specific location i.e. Internet cafe
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The applicant who obtain this Formality shall ensure full compliance with the qualifications as defined within 60 days.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. having space service with the area of 2 square meters per computer, with a total space of the shop not less than 8 square meters, with sufficient lighting and easy airflow (for the 1st); 2. Having safety protection measures for the user (i.e. fire or electrical short prevention according to the relevant standard); 3. Having the CCTV that can capture the activities of the users within the shop for not less than 30 days; 4. Showing business licenses, fees and internal rules where the users can see and read easily; 5. Having a computer network system that has internet signal within the shop or areas that they are responsible only; 6. Having

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	anti-virus software on each computer; 7. Having at least 2 Mbps Internet speeds; 8. For the use of wireless networking systems, it is only permitted to use the WiFi networks systems with a frequency band of 2.4 GHz or 5GHz, and the output speed must not exceed 0.05 watts.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be done 30 days before the expiration date

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Provision of Internet Cafe Service	828/ປທສ	11.03.2015	Chapter 2 Type and Issues of Internet Cafe License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Education Qualification Evidence	
Lease Agreement for the Office Location	ສັນຍາເຊົ່າໃຊ້ອາຄານ (ຖ້າມີ)
Copy of ID card or Family book of Managing Director	
Certificate for Enterprise Registration of Company Limited	
List of Equipment	ລາຍລະອຽດອຸປະກອນ
Location Confirmation of Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	57

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599aaab6f2823.pdf

**Datasheet for business formalities.**

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REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate an Internet Data Center and Cloud Service</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-11	31.10.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure the unity, standardisation and quality of the operation of internet data centre with an aim to ensure the ease, quick and safe provision of the information via internet network
<b>Who should complete this business formality?</b>	Individual or legal entity that intends to provide service of renting the space for equipment installation, renting the space for the server installation, renting the server, renting the server spaces, renting software or information database or others to any person or legal entity. 1. The Type I Formality for the investor who have a large Internet information service center with its own premises; 2. The Type II Formality for the investor who have middle of information center service providers with no self-contained building but with own room; 3. The Type III Formality for the investor who have service provider that uses the information in the center of the information center of others.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. First, the Temporary Formality shall be issued for 1 year and if the applicant can achieve 60% of all the business operation plan, the Permanent Formality shall be issued; provided that the Temporary Formality can only be renewed once. 2. Operate without this Formality shall be subject to penalty of 50,000,000 LAK 3. Failure to start their business operation within 1 year or failure to achieve 60% of the annual work plan shall be subject to the penalty of 20,000,000 LAK 4. Failure to renew the Formality within 30 days of the expiration date shall be subject to penalty of 20,000,000 LAK

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>		
<b>Time it takes to the authorities to process the formality</b>	30	1. Review period for the Type I Formality is within 30 working days; 2. Review period for the Type II Formality is within 20 working days; 3. Review period for the Type III Formality is within 15 working days.
<b>Qualifications needed by the business to get the formality</b>	The business operator shall comply with the following standards: 1. Location standard – shall be situated in the suitable location, the building structure shall have a wall of at least 20 cm-thickness, shall have all the structure that meets that standard TIA-942; the area shall ensure the weight endurance of 800 kg/square meters 2. Technical standard – shall have direct connection to National Internet Centre or get connected via the Internet Service Provider; shall have data monitoring and collection equipment to protect customers’ information as well as the back-up system; all the equipment and its installation layout shall be verified to ensure the compliance with the standard as defined by the relevant authorities, including Post, Telecommunication and Information sector and all the equipment shall be installed in Lao 3. Safety standard – shall have detailed regulations on how to manage and maintain the equipment to ensure its safety and shall have emergency response plan, in particular shall have all the suitable and immediate plan to assure the safety of the customers’ information (i.e. Firewall, Anti-DOS or filtering)	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	1. The validity period of the Formality is divided into 2 phase: (i) Phase 1 - Temporary Formality for the period of 1 year; and (ii) Phase 2 - Permanent Formality for the following period: 5 years for Type 1, 3 years for Type 2 and 2 years for Type 3; 2. Renewal of this Formality shall be completed at least 30 days prior to the expiration date; provided that the applicant shall comply with the defined conditions in the law.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	50000.00	50000.00	400000.00

**Datasheet for business formalities.**

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ISSUING FEES	
<b>Comments</b>	Reference: Presidential Edict No. 03/PR

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	300000.00	50000.00	50000.00	400000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຸ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Agreement on License to operate Internet Information Centre	590/ປທສ	18.03.2016	Chapter 2 Issue of License Article 5 to Article 12

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Bank Statement confirming the capital importation	
Education Qualification Evidence	
Curriculum vitae of Technical Staffs	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Feasibility Study	
Location Confirmation of Enterprise	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ 3x4, ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນ ຂ່າວສານ	Application form	599aafa47bd50.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate ICT Consulting Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-DICT-36	17.01.2018	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure standardisation of the services with an aim to ensure the rights and benefits of the users and general public
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the ICT consulting business (providing service of data collection and analysis,giving advice and assistance relating to ICT).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Operate this business without prior approval shall be subject to penalty of 10,000,000 LAK 2. Failure to renew the Formality within 30 days as the deadline shall be subject to penalty of 1,000,000 LAK

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. Having a suitable location; 2. Any plan proposed by the consultant shall be verified by the Post, Telecommunication and Communication sector; 3. Having the technical staffs that meet the following requirements: the specialists who have a good understanding about ICT technical system; have at least 5-year working experience in ICT consulting; and have graduated at least with the Bachelor's degree;
<b>Is there any reason for the authority to deny</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Renewal shall be done 30 days prior to the expiration by submitting the following documents: 1. Application form; 2. 3x4 photos in colors not exceeding 3 months; 3. Original the business license; 4. Power of Attorney (in case the Applicant appoint the others person or representation from the company); 5. Payment Tax certificate; 6. Report of business activities; 7. Financial Summary; 8. Certificates of payment of telecommunications resources (if used); 9. Proposal for clarification the reasons (if any changes, suspensions or cancellations); 10. Other required documents if necessary.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	200000.00	50000.00	50000.00	300000.00
Comments	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	200000.00	100000.00	100000.00	400000.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment

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LEGAL FRAMEWORK			
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Operation of the ICT Consulting and Training Business	295/ປທສ	10.02.2017	Chapter 2 License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Copy Certificate of Education	ໃບປະກາສະນິຍະບັດ/ໃບຢັ້ງຢືນການສຶກສາ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ຕັກນິກ
Location Confirmation of Enterprise	
Curriculum Vitae	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ	Application form	599b946f1f8f8.pdf

**Datasheet for business formalities.**  
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LIST OF ATTACHED DOCUMENTS		
ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ		

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Petty Patent</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-15	27.09.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their utility innovation under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The owner of the 'utility innovation' that means a new innovative work derived through technical improvements, which involve simpler steps than with inventions and that owner intends to get the full protection over such Invention within Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process</b>	360	1. The Department will conduct a formality examination of the each application to ensure that the application is complete and that fees

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	have been paid. 2. After the formality examination, the Department will (i) publish the application in the official industrial property gazette in the 19th month after the date of filing the application; and (ii) conduct substantive examination to determine whether it meets the requirements for patentability as described in Lao PDR laws within the framework of 12 months; provided, however, that if application has previously been subject to a search or examination by another authority, the applicant may submit a copy of the report of such office and request that it be accepted by the Department in lieu of conducting a search in Lao PDR.
<b>Qualifications needed by the business to get the formality</b>	1. The utility innovation shall meet the following requirements: (i) shall be new in the sense that it has not been previously known or used in Lao PDR within 1 year prior to the date of application; (ii) shall involve a new technical improvement that involves an invention step which may be a lesser innovative step than required for a patent; and (iii) shall be industrially applicable in industry, handicraft, agriculture, fishery, services, etc. 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	1. Deny in case that the Invention does not meet the requirements; or 2. Deny (i) where it is necessary to prevent its commercial exploitation to protect culture and the fine traditions of the nation, including to protect human, animal or plant life or health or to avoid serious prejudice to the environment; or (ii) where necessary for the protection of the essential security interest of Lao PDR.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	120
<b>What is the process and conditions to renew the formality?</b>	In order to maintain the term of protection, the petty patent owner shall pay annual fees in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Application fees</b>	<b>Total fees businesses need</b>

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ISSUING FEES				
	disburse	disburse	businesses need to disburse	to disburse
YES	710000.00	0.00	100000.00	810000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR Service Fee shall be collected for each steps of the review with the total minimum amount of 710,000 LAK;			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	1800000.00	0.00	5750000.00	7550000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR 1. Renewal Fee for the total period of 10 years of validity, calculated in the following rate: (i) 1st year = 200,000 LAK; (ii) 2nd year = 150,000 LAK; (iii) 3rd year = 200,000 LAK; (iv) 4th year = 300,000 LAK; (v) 5th year = 400,000 LAK; (vi) 6th year = 500,000 LAK; (vii) 7th year = 700,000 LAK; (viii) 8th year = 900,000 LAK; (ix) 9th year = 1,100,000 LAK; and (x) 10th year = 1,300,000 LAK 2. Service fee for the maintenance of the patent validity shall be paid on the annual basis from the 2nd year at the rate of 200,000 LAK			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຸ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 14) Chapter 2 Industrial Property Ineligible for Protection (Article 21) Chapter 3 Protection of Industrial Property (Article 26, 27, 31, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 49)

REQUIRED DOCUMENTS	
Document Name	Comment
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	

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**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Invention Claims	Claims that clearly specify the subject matter to be protected and are supported by the description. ຂໍ້ຮຽກຮ້ອງຂໍຮັບສິດຕ້ອງກຳນົດຢ່າງຈະແຈ້ງ ຫົວຂໍ້ທີ່ຈະປົກປ້ອງ ແລະ ມີບົດອະທິບາຍສະໜັບສະໜູນຂໍ້ຮຽກຮ້ອງນັ້ນ.
Invention Description	Description that discloses the invention or utility innovation in such clear and complete terms as to enable a person of ordinary skill in the relevant field of technology to understand and exploit the invention or utility innovation, the description shall disclose the best mode for making or using the invention or utility innovation. ບົດອະທິບາຍ ກ່ຽວກັບການເຜີຍແຜ່ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ ຢ່າງຈະແຈ້ງ ແລະ ຄົບຖ້ວນ ເພື່ອໃຫ້ບຸກຄົນທີ່ມີຄວາມທົ່ວໄປ ໃນຂົງເຂດເຕັກໂນໂລຊີທີ່ກ່ຽວຂ້ອງເຂົ້າໃຈ ແລະ ໃຊ້ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດນັ້ນ ໃຫ້ເປັນປະໂຫຍດ, ບົດອະທິບາຍຈະຕ້ອງເປີດເຜີຍວິທີທີ່ດີສຸດ ສຳລັບການຜະລິດ ຫຼື ນຳໃຊ້ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ.
Receipt for Fee Payment	
Drawings	(If need to understand the invention) ຖ້າຕ້ອງການເພື່ອໃຫ້ເຂົ້າໃຈການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ)
Abstract	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

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REGISTRATION DATA		
<b>Name of formality</b>	License to Establish a Publishing House	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-12	30.10.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	Publishing house is entitled to create and establish an outline for any publication that will be disseminated to the public, therefore, it is necessary to guarantee that those publishing houses have sufficient competence and capabilities. Also, it is necessary to manage the operation and the layout drafting of all the publications of these publishing house to ensure that there will not be any content that are in violation of the laws or public security.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a publishing house that means the organisation that compile the writing contents, photos and other pieces of information together to compose the original manuscript
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Having standardised management and technical staffs. 2. Having office, vehicle, technical equipment and capital that are sufficient for their business operation. 3. Having director or deputy director, head of editor committee and editor that have the certificate of Publishing Training or High Diploma in publishing field; having Lao permanent residence; having Lao nationality; and having knowledge of

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	one more foreign language.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Submit the application form for renewal, business report of recent year and original business license.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000.00	10000.00	110000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	100000.00	10000.00	110000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Publication	05/ສພຸ	09.12.2008	Part III Establishment and Function

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**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			of Publishing Activities Chapter 1 Establishment and Operation of Publishing House (Article 26 - Article 41)
Instruction on the Establishment of the Publishing House in Lao PDR	781/ຫກ	25.02.2009	

REQUIRED DOCUMENTS	
Document Name	Comment
Article of Association	
Education Qualification Evidence	ໃບຢັ້ງຢືນການສຶກສາ ແລະ ປະສົບການຂອງຜູ້ອຳນວຍການ ແລະ ຫົວໜ້າບັນນາທິການສຳນັກພິມແນວລະ 1 ສະບັບ
Curriculum vitae of Managing Director	Curriculum vitae of Director and Deputy Edition of Publishing Press 1 issue
Feasibility Study	1 issue
Organization Chart of the Enterprise	Organization chart of the Publishing Press 1 issue
Criminal Certificate	The Criminal Certificate of Director and Deputy Edition of Publishing Press 1 issue per person
Photograph of the Managing Director	ຮູບຂະໜາດ 3x4 ຂອງຜູ້ອຳນວຍການສຳນັກພິມ ຈຳນວນ 2 ແຜ່ນ
Location Map of the Enterprise	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	599cf8bb4837f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Printed Advertisement Design Shop</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-8	16.11.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure that the advertisement shop will not design the advertisement that is exaggerated, that have the risk of impairing the national interest or good norm of the society.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish the printed advertisement design shop that will design the original prototype and print on paper, clothes, vinyl, plastic or other materials for advertisement purpose.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. Having sufficient and appropriate location, vehicle, technical equipment and capital to guarantee their operation; 2. Having qualified technical staffs with printing expertise.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.

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RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	10000.00	60000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	50000.00	10000.00	60000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Publication	05/ສພຊ	09.12.2008	Part II Article 12
Order on the Management of Design of Printed Advertisement	327/ຖອ	05.05.2010	Chapter 3 Article 9 - Article 11

REQUIRED DOCUMENTS	
<b>Document Name</b>	<b>Comment</b>
Certificate to confirm Land Ownership	

**Datasheet for business formalities.**

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<b>REQUIRED DOCUMENTS</b>	
Feasibility Study	
Copy of ID card or Family book of Managing Director	1 version
Criminal Certificate	1 version
Education Qualification Evidence	1 version
Photograph of the Managing Director	2 photograph side 3x4
Curriculum vate	1 version
Address Certification	1 version

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	0	3
2016	0	1

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form	Application form	59a922b8d1aac.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Import Foreign Worker</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-6	11.09.2017	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To ensure that the foreign labour will be imported in strict compliance with the approved quota and to avoid the illegal smuggle of labour force.
<b>Who should complete this business formality?</b>	Any legal entity that intends to import and use the foreign labours.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. This Formality shall be proceeded at the Provincial Department of Labor and Social Welfare where the business is situated (referring to Minister's Notification on the Allocation of Responsibility between the Central and Local authorities relating to the Importation and Utilisation of Foreign Labour in Lao PDR No. 0151/MLSW, dated 21 January 2014) 2. Any labour unit that utilises the foreign labour without getting the prior approval shall be subject to the penalty of 250 USD per day per person.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	Review period for the issuance of this Formality is within 1 week
<b>Qualifications needed by the business to get the formality</b>	The applicant shall be the fully and legally established to conduct their business under the relevant Law PDR; has the annual foreign labour utilisation plan; and get the approved quota from the Ministry of Labour and Social Welfare.	
<b>Is there any reason for</b>	Deny in case that the importation does not comply with the approved quota or	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	the imported foreign labour does not pass the qualification or blacklist checking

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	The entity shall apply for a new Formality on an annual basis.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	50000.00	0.00	10000.00	60000.00
Comments	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	50000.00	0.00	10000.00	60000.00
Comments	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Permission to Import	5418/ຜສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of

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<b>LEGAL FRAMEWORK</b>			
Foreign Labour to Work in Lao PDR			Foreign Labour to work in Lao PDR Article 4, 8, 9, Chapter III Rights to Approve the Importation and Utilisation of the Foreign Labour Article 10, Chapter IV Registration and Issuance of the Work Permit for Foreign Labour Article 14, 15 and 17
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບຂອງຜູ້ອອກແຮງງານຕ່າງປະເທດ
Copy of Passport	ສຳເນາໜັງສືຜ່ານແດນ ຂອງ ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 4 ໃບ
List of Employees	ບັນຊີລາຍຊື່ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Request for Importation Quota of Foreign Labour	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	23073	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59afa00bada71.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate the Business relating to Software and Internet Information Centre</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-20	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure the efficiency, safety and fairness for the provisions of these services by the entrepreneurs to the general public and consumer.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out business relating to software (including software development, installation, distribution and rental) and internet information centre (development and provision of information, image, sound, video in the electronic form displayed via electronic devices connected to internet).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Operate the business without this Formality shall be subject to penalty of 10,000,000 LAK; and 2. Failure to renew this Formality within 30 days after the expiration of the Formality shall be subject to penalty of 1,000,000 LAK.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	In case the application package is incomplete or inaccurate or the applicant does not meet the qualifications, the Department shall notify the applicant within 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Have the technical staffs that are competence with the service that they will be providing; 2. Have a appropriate location; 3. Not be subject to any confiscation, bankruptcy or insolvency process under the laws of Lao PDR; and 4. Shall provide services that are in strict compliance with the technical and safety standards as	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	defined under Agreement No. 143/MoPT (i.e. shall be compatible to use in Lao language, be efficient and fit in with the international standard of ISO/IEC 29110.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken at least 30 days prior to the expiration and the Department will review the renewal application within 5 working days.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	500000.00	50000.00	50000.00	600000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	500000.00	50000.00	50000.00	600000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

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LEGAL FRAMEWORK			
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Operation of the Software Business and Internet Information Service Centre	143/ປທສ	20.01.2017	Article 5 to 12

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານ ພາຍໃນ ສປປ ລາວ
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Feasibility Study	
Location Confirmation of Enterprise	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	27

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

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LIST OF ATTACHED DOCUMENTS		
ໃບຄໍາຮ້ອງ ຂໍໃບອະນຸຍາດດໍາເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599b9e51815a6.pdf

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Fuel Quality at the Border</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-7	05.01.2018	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	To protect the consumer that they will get a good quality fuel that meets the standards
<b>Who should complete this business formality?</b>	The licensed fuel operator who intends to produce, import, export, processed and sell the fuel of any type in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.laostandards.gov.la">www.laostandards.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Fuel container shall attach with the label in Lao language.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	8	Document review shall be completed within 3 working days and after the inspection of the fuel that confirmed the compliance with the National Standard, this Formality shall be issued within 5 working days.
<b>Qualifications needed</b>	Fuel that will be inspected and certified shall have chemical and physical	

**Datasheet for business formalities.**

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	qualification that strictly comply with National Standard endorsed and declared by the Ministry of Science and Technology.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the fuel does not meet the National Standard.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	The Formality can only be used once.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	600000.00	30000.00	5000.00	635000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

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<b>LEGAL FRAMEWORK</b>			
Law on Measurement (Revised)	36/ສພຊ	13.12.2013	
Decision on the Management, Inspection and Quality Certificate of Fuel	0541/ກວຕ	08.06.2016	Articles 5, 8, 10, 13,14, 15, 20.

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate of the Fuel Quality Check	
Fuel Importation Plan	
Certificate of Fuel Truck Inspection	
Transportation Document	
Invoice	
Request Letter	
Certificate for Enterprise Registration of Company Limited	
Certificate of Fuel Import Quality from import country	The certification should not over 6 Months

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	9	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form for fuel import license according to national standards	Application form	59b7f233ef0a9.pdf

**Datasheet for business formalities.**

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REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Book and Publication Distributing Company and Store</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-11	28.12.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	To mitigate the risk of distributing the publications or books that may violate the laws / regulations or public security / culture norm, therefore, it is necessary to manage, monitor and collect the statistics of the company or store
<b>Who should complete this business formality?</b>	Any person or entity that intends to establish the publication distributing company / store that covers the distributions in the form of selling, renting, lending, displaying, distributing in other forms, importing-exporting of those books and publications.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	It is defined in the Law that the review timeline would be the same timeline as defined under the Law on Enterprise so it is presumed to be 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having appropriate location, vehicle, technical equipment and capital sufficient to guarantee their business operation 2. Having qualified technical staff that have the knowledge and expertise in marketing filed and shall pass the publication training with the certificate.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in the case that the applicant cannot meet the required qualification or conditions.	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Submit a report of the Company's activities over the recent year and a feasibility study plan based on a draft report to the officials.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/ສພຸ	09.12.2008	Chapter 3 Setting up and process the company and shop Article 49 to Article 51
Notice on the Registration of Publication Printing, Importation-	091/ພອ/04	30.03.2004	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Exportation, Distributions and Advertisement in Lao PDR			
Order governing the Importation and Distribution of Publication Products	518/ຖວທ	13.06.2012	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Education Qualification Evidence	1 version
Criminal Certification	1 version
Photograph	2 photograph side 3x4
Copy of ID card or Family book of Managing Director	1 version
Curriculum vate	1 version
Address Certification	1 version
Feasibility Study	1 version

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application	Application form	59ae1651baeb0.pdf
ໃບຄໍາຮ້ອງ ຂໍອະນຸຍາດນໍາເຂົ້າ ຫຼື ສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Application form	59b6794970e27.pdf
ໃບຢັ້ງຢືນຮັບປະກັນ ການນໍາເຂົ້າ ຫຼື ສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Example of resolution	59b679b699769.pdf
ໃບອະນຸຍາດນໍາສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Example of resolution	59b688158558d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct an ICT Equipment Importation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-21	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the importation of ICT Equipment will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Individuals, entities or organizations intended to conduct business importing ICT equipment from overseas to domestic in order to deliver to other individuals, entities or organizations.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. Have Capital; 2. Have a staff who acknowledge and with at least 1 year of ICT experience; 3. Have space, facilities, transport vehicles and ICT equipment with sufficiently and appropriately to the business; 4. Have a clear of business plan and be able to do.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken at least 30 days before the expiration.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	500000.00	100000.00	100000.00	700000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	500000.00	100000.00	100000.00	700000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Importation and Sale of ICT Equipment	3201/ປທສ	16.11.2016	

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Feasibility Study	
Location Confirmation of Enterprise	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ກາຍ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	170

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599ba067c27d0.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the approval of the Feasibility Study of the Power Project</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-DEPP-2	28.09.2017	Department of Energy Policy and Planning

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Feasibility study aims to determine if the project is technically, economically, and financially feasible; therefore, the Department shall validate or re-assess the information in the feasibility study to ensure the quality of those informations.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the power project concession in Lao PDR with the capacity larger than 15 MW and has entered into the Memorandum of Understanding with the Government of Lao PDR and under that MOU, that person or legal entity is obliged to prepare the feasibility study for the study of such power project.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.laoenergy.la">http://www.laoenergy.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. The Project Developer shall prepare and submit the reports in the following orders: (i) Inception Report; (ii) Interim Report that shall be submitted within 10 months after the MOU signing; (iii) draft final report that shall be submitted within 16 months after the MOU signing; and (iv) final report shall be submitted within 1 month after receiving the written comments from responsible organisations. 2. The Department will approve the Interim Report and the Final Report

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant law do not define the review period but the authority informed that the normal review period is 10 working days upon the submission of the complete set of documents.
<b>Qualifications needed</b>	The Feasibility Study report shall be prepared by following the "Table of Contents	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	of Feasibility Study Report" and the Technical Guideline as instructed by the Ministry.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the Feasibility Study does not meet the requirements, conditions or quality as defined under the Technical Guideline as instructed.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000000.00	0.00	100000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR Certificate Fee shall be calculated pursuant to the installed capacity (MW) and the power generation capacity (GWh) of the Project at the following rate: (i) Interim Report approval fee calculated at the rate of 7,200 LAK x GWh + 32,000 LAK x MW; and (ii) Final Report approval fee calculated at the rate of 8,500 LAK x GWh + 36,000 LAK x MW; provided that the fee shall be collected on the actual capacity at the minimum rate of 3,000,000 LAK and maximum of 100,000,000 LAK			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Organization and Functioning for Department of Energy Policy and Planning	0542/ພບ	10.05.2012	Article 2.21, Article 3.24 and Article 6.3.2
Law on Electricity (Revised)	03/ສພຊ	20.12.2011	Article 30

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Feasibility Study	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	13	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
TOR for Feasibility Study	Department Guideline	tor-feasibility-study 59a77e7b8abb6.pdf
Technical Guideline for Feasibility Study Preparation	Department Guideline	annex-4-technical-guide 59a77eaf6d63f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to provide ICT Installation and Reparation Service</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-22	31.10.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the services of ICT installation and reparation will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to provide ICT installation service (installation of ICT equipment or software in a place or computer) or provide ICT reparation (maintenance and reparation of ICT equipment or software). The services that will be provided include: 1. Installation and reparation of small ICT equipment; 2. Installation and reparation of server system; 3. Installation and reparation of security system; and 4. Installation and reparation of network system.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	In case that the application package is incomplete or the applicant does not meet the required qualifications, the authority will inform the applicant within 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having relevant technical staff that graduated in the ICT fields with the certificate issued by the education institutions certified by the Ministry of Education and Sports or ICT authority; 2. Not being confiscated of their assets or convicted of being bankrupt under Lao PDR laws; 3. Having definite location equipped with all the ICT equipment sufficient to provide the relevant services	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	and those equipment shall meet the technical standards defined by the ICT authorities.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken 30 days before the expiration date.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Installation and Reparation of ICT Equipment	2234/ປທສ	10.07.2017	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Location Confirmation of Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນຖານະການເງິນ/ບັນຊີເງິນເຄື່ອນໄຫວທຸລະກິດ
Feasibility Study	
Copy of Passport of the Managing Director	
Curriculum vitae of Managing Director	
Copy of ID card or Family book of Managing Director	
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	391

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599ba1b52f07e.pdf



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Printing Houses or Printing Stores</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-10	28.12.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	To manage and ensure the quality of the printing operation undertaken by that printing house / printing store and to mitigate the risk of distributing the publications that may violate the laws / regulations or public security / culture norm, therefore, it is necessary to manage, monitor and collect the statistics.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the printing house (that prints books or publication with the typo machine, offset, underlying and digital machine); or to operate the printing store (small printing shop that use simple printing technique (i.e. photocopy shop or curtain printing shop)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Any printing by the printing houses or printing stores shall have the agreement between the Publishing House and the Printing House.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. Having sufficient and appropriate location, vehicle, technical equipment and capital to guarantee their operation; 2. Having qualified technical staffs with printing expertise.
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the applicant does not meet the requirements

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Submit the application form for renewal, business report and the original version of business license.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/ສພຸ	09.12.2008	Part III Establishment and Function of the Printing Activities Chapter 2 Organisation and Movement of Publishing house, Publishing and Design Shop Article 42 - Article 48

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Location Map of the Enterprise	
Photograph of the Managing Director	2 Photographer side 3x4
Curriculum vitae of Technical Staffs	
Criminal Certificate	
Address Certification	
Feasibility Study	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	120	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form	Application form	599bf4a385795.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the approval of the Basic Feasibility Study of the Mining Project</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-GMD-15	21.09.2017	Geology and Mineral Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Basic feasibility study report is the first study that would determine the technical and financial feasibility of the Mine exploration and prospecting and the Government will rely on such study to determine whether or not to allow the continuation of the mining project so it is important for the Department to review and re-assess the information contained therein to ensure the information quality.
<b>Who should complete this business formality?</b>	Any person or legal entity that is authorised to conduct mining prospecting and completed the preparation of the basic feasibility study and intends to proceed to conduct the mining exploitation
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The report shall be submitted in 1 electronic copy and 2 hard copy, attached with all the relevant supporting documents.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	120	After approved by the Department and the relevant Ministry, the Ministry shall report to the Government for their consideration by communicating through the Ministry of Planning and Investment.
<b>Qualifications needed by the business to get the formality</b>	The basic Feasibility Study shall be prepared in strict compliance with the Department Guideline on Writing Principles of the Basic Feasibility Study as declared by the Department	
<b>Is there any reason for</b>	Deny in case that the basic feasibility study do not meet the requirements,	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions or quality required in the Department Guideline.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Basic Feasibility Study shall be completed within 1 year and can only extended once for the period of not more than 1 year.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	300000.00	0.00	300000.00
Comments	Reference: Presidential Edict 03/PR but in practice, the Department only collects the service fee at the rate of 300,000 LAK.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	350000000.00	0.00	0.00	350000000.00
Comments	Reference: Presidential Edict 03/PR but in practice, the Department only collects the service fee at the rate of 300,000 LAK.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຸ	26.12.2011	Part III Mining Business Operation Article 22 Basic and Detailed

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
			Financial and Technical Feasibility Study Article 42 Approval of the Basic and Detailed Financial and Technical Feasibility Study

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Conduct Mine Exploration	
License to Conduct Mine Prospecting	
Feasibility Study	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	4	0
2016	27	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the approval of the detailed Feasibility Study of the Mine Exploration</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-4	03.10.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Feasibility study report is the final study that would determine the technical and financial feasibility of the Mine exploitation throughout the concession period and the Government will rely on such study to determine whether or not to allow such project so it is important for to review and re-assess the information contained therein to ensure the information quality.
<b>Who should complete this business formality?</b>	Any person or legal entity that is authorised to conduct mine prospecting; mine exploration; completed the preparation of the final feasibility study and intends to proceed to conduct the mining exploitation
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The report shall be submitted in 1 electronic copy and 2 hard copy, attached with all the relevant supporting documents.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	120	After approved by the Department and the relevant Ministry, the Ministry shall report to the Government for their consideration by communicating through the Ministry of Planning and Investment
<b>Qualifications needed by the business to get the formality</b>	The detailed Feasibility Study shall be prepared in strict compliance with the Department Guideline on the approval of the Detailed Feasibility Study for the Mining Exploitation Project No. 1107/MEM, dated 16 June 2014	
<b>Is there any reason for the authority to deny</b>	Deny in case that the detailed feasibility study submitted do not meet the requirements, conditions or quality required in the Department Guideline.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the issuing of the formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	In case that the applicant cannot complete the detailed feasibility study within the expiration date due to the adverse external factors (i.e. impact on the mineral price), the applicant may apply for the extend of the expiration period for another 2 years and such renewal shall be subject to the consent of the Government.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	20000000.00	0.00	0.00	20000000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR The Service Fee shall be collected pursuant to the project value as follows: (i) Less than 50,000,000 LAK = 10,000,000 LAK (ii) More than 50,000,000 but less than 500,000,000 LAK = 15,000,000 LAK (iii) More than 500,000,000 LAK = 20,000,000 LAK			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	20000000.00	0.00	0.00	20000000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR The Service Fee shall be collected pursuant to the project value as follows: (i) Less than 50,000,000 LAK = 10,000,000 LAK (ii) More than 50,000,000 but less than 500,000,000 LAK = 15,000,000 LAK (iii) More than 500,000,000 LAK = 20,000,000 LAK			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order endorsing and approving the Mining Department Instruction on Feasibility Study	1107/ພບ	16.06.2014	
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business Operation Article 22 Basic and Detailed Financial and Technical Feasibility Study Article 40 Mining Business Article 42 Approval of the Basic and Detailed Financial and Technical Feasibility Study

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Conduct Mine Exploration	
License to Invest in Concession Business	
License to Conduct Mine Prospecting	
Feasibility Study	
Certificate for the approval of the Basic Feasibility Study of the Mining Project	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Example of the DFS Approval	Example of resolution	dfs-approval 5a01319d4559f.pdf
DFS Writing Guideline	Department Guideline	dfs-guideline 5a0131d385189.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish Mineral Processing Plant</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-5	07.11.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	In order to supervise the standards and quality in the service performance of the mineral processing plan with an aim to ensure the quality of the end-product and to ensure that no impact will be caused from the operation.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a Mineral Processing Plant that provides services of crushing, washing, extracting, burning, melting, processing and polishing minerals; either in the case that such person or legal entity has their own mining concession or not.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. In case the applicant has their own exploitation concession, the applicant shall show all the evidence of their mining exploitation concession rights; and shall have a processing plan that is in strict compliance with the procedures defined for each type of mineral under the relevant guideline; 2. In case the applicant does not have the mining exploitation concession right, they shall show the evidence of their stable financial status, the well-proven expertise and experience in mineral processing; shall have the sale-purchase agreement of mineral or the

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	engagement contract with the mining business operator; and the processing plan that they will execute shall comply strictly with the defined procedures for each type of minerals.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the applicant cannot meet or comply with the required standards or qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	The Formality will be issued with the validity of 5 years each until the total validity period as defined by the Government that would not exceed the total validity of 20 years. This Formality can be renewed with the Government's approval.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR If the License to Conduct the Mining Exploitation is issued, no fee will be collected separately.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR If the License to Conduct the Mining Exploitation is issued, no fee will be collected separately.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business (Article 19 and Article 24)
Instruction governing the Management of Mineral Processing Plant	0760/ພບ	28.05.2015	Chapter III License to Establish Mineral Processing Plant (Article 7 to Article 10)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Mineral Purchase and Sale Agreement	
Evidence of the experience in Mineral Processing Operation	ຂອງບຸກຄົນ ຫຼື ນິຕິບຸກຄົນທີ່ສະເໜີ
Mineral Processing Plan	
Feasibility Study	ບົດສະເໜີໂຄງການ
Certification of Financial and Asset / Financial Statements	ໃບສະແດງຖານະການເງິນ ສໍາລັບ ກໍລະນີ ບຸກຄົນ ຫລື ນິຕິບຸກຄົນ ທີ່ບໍ່ມີເຂດສໍາປະທານຊຸດຄົ້ນບໍ່ແຮ່ເປັນຂອງຕົນເອງ
Construction Layout	ແຜນການກໍ່ສ້າງ
Certificate to approve the Environmental and Social Impact Assessment	
Permit to Construct a Building Structure	ໃບອະນຸຍາດກໍ່ສ້າງອາຄານ ລວມທັງ ໃບຢັ້ງຢືນຄວາມຖືກຕ້ອງຂອງສິ່ງປຸກສ້າງ
License to Invest in Concession Business	ກໍລະນີ ບຸກຄົນ ຫລື ນິຕິບຸກຄົນທີ່ມີເຂດສໍາປະທານຊຸດຄົ້ນບໍ່ແຮ່ເປັນຂອງຕົນເອງ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Example of Permit for Mine Processing Plant	Example of resolution	template-ore-processing-licenc... 5a013254e8f3e.pdf



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct Mining Exploitation</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-6	18.10.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Mineral is one of the key natural resources that are very valuable to Lao PDR so it is important to control such activity by requiring this Formality as the prior approval and to avoid illegal mining activities.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to exploit mineral substances that means excavation of mineral ore to the soil surface by excavating, pumping, explosion and extraction of mineral substances, movement and storage of those mineral substances.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	After the investor has submitted the detailed Feasibility Study and just before the enter into the mining exploitation phase, the Government shall be entitled to hold shares in such mining exploitation enterprise.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be fully and legally registered as the mining company; 2. The applicant shall have stable financial status, have sufficient financial resources and have guarantee as required; 3. The applicant shall have good and reliable track record of expertise; 4. The applicant shall have experienced and expertise in mining prospecting; 5. The applicant shall obtain the approval of the Detailed Feasibility Study and the detailed mining exploitation and processing plan from

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	Ministry of Energy and Mines
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications, in particular the approval of the detailed feasibility study.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	240
<b>What is the process and conditions to renew the formality?</b>	Validity period of this Formality shall not exceed 2 years from the date of issuance of this Formality and can only be renewed for another 5 years as determined by the Government, depending on the size of the project.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຸ	26.12.2011	Article 23 Chapter 2 Mining Business

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			(Article 40, 41 and 44)

REQUIRED DOCUMENTS	
Document Name	Comment
Mine Master Plan	
License to Conduct Mine Prospecting	
License to Conduct Mine Exploration	
Certificate for the approval of the detailed Feasibility Study of the Mine Exploration	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Example of Mining Exploitation License	Example of resolution	template-mining-licence 5a0132e5119c2.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Mine Rehabilitation and Closure Plan</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-7	01.11.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	One of the key obligation for the mining operator is to rehabilitate the exploited areas to ensure that such land can be usable after the concession period and in order to ensure that those lands will be rehabilitated in a proper way and shall not have any remaining any environmental and social impacts, it is necessary that the mine rehabilitation and mine closure plan shall be approved.
<b>Who should complete this business formality?</b>	The mining exploitation operator whose concession period is about to expire and intends to return the exploited area back to the Government and such operator is obliged to implement the mine rehabilitation and mine closure plan.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	60 The relevant legal act does not define the review period but the authority informed that the normal review period does not exceed 60 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The Mine Rehabilitation and Closure Plan shall be prepared in strict compliance with the national and local socio-economic development plan, mining strategic plan, land planning as well as the project environmental and social mitigation and management plan as approved by the relevant authorities. 2. The Mine Rehabilitation and Closure Plan shall ensure the minimum impacts with an aim to assure the sustainable development and livelihood development of the

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	neighbouring communities.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the mine rehabilitation and mine closure plan does not meet the required standards and conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຸ	26.12.2011	Article 27 and Article 28

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Mine Rehabilitation and Mine Closure Plan	
Certificate for the approval of the detailed Feasibility Study of the Mine Exploration	
License to Conduct Mine Exploration	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct Mine Exploration</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-GMD-14	21.09.2017	Geology and Mineral Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Mineral is one of the key natural resources that are very valuable to Lao PDR so it is important to control such activity by requiring this Formality as the prior approval and to avoid illegal mining activities.
<b>Who should complete this business formality?</b>	Any legal entity that intends to conduct mining exploration work that means the study of geological structure and mining ore in the designated area, including the work of tunnelling and collecting the mineral ore for analysis and testing and other related activities with an aim to determine the total mining reserves and its quality before entering to the phase of studying the basic technical and financial feasibility of the project or determining the technical condition for the mining exploitation in the subsequent phase.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The investor shall be entitled to find other partner to join in the mining exploration process; provided that such joint venture shall be subject to the Government consent.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be fully and legally registered as the mining company; 2. The applicant shall have stable financial status, have sufficient financial resources and have guarantee as required; 3. The applicant shall have good and reliable track record of expertise; 4. The applicant shall have experienced and expertise

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	in mining prospecting; 5. Exploring area shall be situated within the prospected area as approved.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the qualification or the applicant fails to comply with the conditions for the License to Conduct the Mining Prospecting or other prior agreements entered into with the Government.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	360
<b>What is the process and conditions to renew the formality?</b>	Can only be extended for another 2 year under the following conditions: 1. The relevant contract and operating license shall remain valid 2. The renewal shall be undertaken 3 months before the expiry 3. Such company shall perform all of their obligations as required under the relevant laws or the relevant contract with the Government in full and in all aspects. 4. The actual exploration shall be completed at least 60 percent of the approved plan. 5. The extended plan for the mining exploration shall be approved by the relevant ministry. If no renewal is made, the Formality shall be terminated with an immediate effect.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business Operation (Article 21) Part IV Mining Business (Article 34 to Article 37)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	
Mining Plan	ແຜນການສໍາຫລວດແຮ່ທາດ
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
License to Conduct Mine Prospecting	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	12	0
2016	20	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Commence the Operation of Hydropower Project</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-EMD-11	21.09.2017	Energy Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Before the commencement of the full operation of the power project, it is necessary for the Department to inspect and monitor the completion of all the constructions to ensure a full compliance with Lao Electric Power Technical Standards and the certificate will mark the permit to start the operation of such hydropower project.
<b>Who should complete this business formality?</b>	Any licensed hydropower project that completed the construction and full impoundment and intends to start the of their hydropower project.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 30 working days upon submission of all the complete set of documents
<b>Qualifications needed by the business to get the formality</b>	1. Prior to the application for this Formality, the applicant shall obtain the formality for the construction and the impoundment from the Department in strict compliance with the relevant Laws and Regulations 2. Construction and impoundments in all aspects shall be undertaken in strict compliance with the Lao Electric Power Technical Standards and all the plans as approved by the Department 3. Equipment and Appliances used in the hydropower project shall	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	not cause any hazard, electric or magnetic nuisance or any impacts on general energy supply system or surrounding environment.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the construction does not meet the Lao Electric Power Technical Standard or it will cause irreversible or unremedied hazard, nuisance or impacts.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	25000000.00	0.00	25000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR Certificate for this Formality is collected pursuant to the installed capacity of the hydropower project as follows: Below 1 MW - free of charge More than 1 MW to 15 MW - 5,000,000 LAK More than 15 MW to 100 MW - 15,000,000 LAK More than 100 MW to 500 MW - 20,000,000 LAK More than 500 MW - 25,000,000 LAK			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Approval and Declaration of the Lao Electric Power Technical Standards	052/ອທ.	12.02.2004	Article 3 Conformity to the Technical Standards Article 5 Examination and Inspection - 2 (2)
Law on Electricity (Revised)	03/ສພຸ	20.12.2011	Article 15 Electricity Generation Article 22 Establishment and Compliance with the Electric Power Technical Standards Article 23 Adjustment to ensure the Compliance with the Electric Power Technical Standards

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Invest in Concession Business	
Hydropower Operation Plan	
Certificate for the approval of the Feasibility Study of the Power Project	
License to Operate Electricity Enterprise	
Permit for first Water Impoundment of the Hydropower Project	
Permit to Commence the Hydropower Project Construction	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Extracted Lao Electric Power Technical Standards	Department Guideline	59bf6c87b62b4.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct Mine Prospecting</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-GMD-13	21.09.2017	Geology and Mineral Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Mineral is one of the key natural resources that are very valuable to Lao PDR so it is important to control such activity by requiring this Formality as the prior approval and to avoid illegal mining activities.
<b>Who should complete this business formality?</b>	Any legal entity who intends to conduct the mining prospecting activities that mean the desktop review of all the documents and the field work to study the geological conditions, the appearance of mineral ore and the assessment of the mineral characteristics in order to determine the potential areas that will be explored in the following phase.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	During the prospecting period, it is prohibited to enter into the joint venture, transfer or sell such prospecting concession.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be fully and legally registered as the mining company; 2. The applicant shall have stable financial status, have sufficient financial resources and have guarantee as required; 3. The applicant shall have good and reliable track record of expertise; 4. The applicant shall have experienced and expertise in mining prospecting; 5. Prospecting area for one enterprise shall not exceed 300 square kilometres and cannot be extended.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet all the required qualifications or the prospecting area are subject to the Government's reservation or the other's concessions rights.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Can only be extended for another 1 year under the following conditions: 1. The relevant contract and operating license shall remain valid 2. The renewal shall be undertaken 3 months before the expiry 3. Such company shall perform all of their obligations as required under the relevant laws or the relevant contract with the Government in full and in all aspects. 4. The actual prospection shall be completed at least 60 percent of the approved plan. 5. The extended plan for the mining prospecting shall be approved by the relevant ministry. If no renewal is made, the Formality shall be terminated with an immediate effect.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business Operation (Article 20) Part IV Mining Business (Article 34 to Article 37)

REQUIRED DOCUMENTS	
Document Name	Comment
Mining Plan	ແຜນການຊອກຄົ້ນແຮ່ທາດ
Certification of Financial and Asset / Financial Statements	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	7	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Fuel Dispenser Inspection</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-5	02.01.2018	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	To certify that the fuel dispenser shall be accurate for the fairness of the business person and the public end-users
<b>Who should complete this business formality?</b>	Any person or legal entity that operates the distribution of fuels in all types in Lao PDR
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the authority will not take more than 10 working day to complete the review process.
<b>Qualifications needed by the business to get the formality</b>	The fuel dispenser shall comply with the specifications for each type of the dispenser as defined in the Agreement No. 0608/MOST, dated 26 May 2017, including the requirements that it shall bear the label that defines sufficient informations about the dispenser and shall have the variation of their measurers in the permitted range for each type of dispenser	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the fuel dispenser does not meet the required specifications.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality will be issued for once with no validity period but the fuel dispenser shall be inspected every year for the gas station and every 6 months for the fuel dispenser at the fuel silo.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	20000.00	20000.00	5000.00	45000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	20000.00	20000.00	5000.00	45000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Measurement (Revised)	36/ສພຊ	13.12.2013	Chapter 3 Tools and Measuring Equipment Article 21 (Re viced) Registration Tools and Measuring Equipment
Order on the Management of Fuel Dispenser in Lao PDR	0608/ກວຕ	26.05.2017	Articles: 1, 2,4, 9,12,14,15,21

REQUIRED DOCUMENTS
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
Document Name	Comment
Details of Fuel Dispenser	
Certificate of Annual Tax Payment	
Business Operation License	
Copy of Enterprise Registration Certificate	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Foreign Credit Rating Agency</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-LSCO-17	27.12.2017	Lao Securities Commission Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Credit rating is the entity that will do the credit rating on the quality of the securities and the listed companies and those rating is a key factor for the decision to invest of the investor; therefore, it is necessary to ensure the qualification of the credit rating agency in order to ensure that the the investor will get the most reliable credit rating for making decision on their investment.
<b>Who should complete this business formality?</b>	A Credit Rating company established and operating in other country that intends to provide credit rating services relating to securities, including: 1. rating of quality and risk of the securities; 2. rating of the management system; and 3. rating of the financial status of the listed companies
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.lsc.gov.la">http://www.lsc.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Provision of the credit rating without getting the license shall be subject to the penalty of 100 Million LAK.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Being the international credit rating company that are reputable and internationally acknowledged or being the credit rating company listed in the country that is the member of IOSCO or the country that has the MOU with LSCO; 2. Having good reputation and having experience in credit rating work 3. Having a guaranteed and standardised internal management system 4. Having at least 2

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	credit rating officers that got the CFA certificate, Rating practitioner certificate issued by the securities authorities from abroad and that have the working experience in credit rating for at least 2 years 5. Having good financial conditions or having the profitable operation for at least 1 year after the issuance of the application to LSCO
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The Company must provide documentation and comply with the requirements to LSCO before 45 days prior to the expiry date.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	20000000.00	0.00	20000000.00
<b>Comments</b>	Reference: LSCO Regulation No. 002/LSCO			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	10000000.00	10000000.00	20000000.00
<b>Comments</b>	In addition to the Certificate fee for the renewal, the enterprise shall pay the Annual Management Fee as well on the first quarter of the following year.			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Regulation on Approval of Foreign Credit Rating Agency	002/ຄຄຊ	08.12.2015	Chapter 2 Approval of the Foreign Credit Rating Agencies (Article 4 to Article 9) Article 13
Law on Securities	21/ສພຊ	10.12.2012	Article 94-95

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Internal Operation Manual	ສໍາເນົາກົດລະບຽບຂອງບໍລິສັດຈັດລໍາດັບຄວາມໜ້າເຊື່ອຖືຈາກຕ່າງປະເທດ
Curriculum vitae of Technical Staffs	ຊີວະປະຫວັດຫຍໍ້ ຂອງຜູ້ຮັບຜິດຊອບຈັດລໍາດັບຄວາມໜ້າເຊື່ອຖື ຕາມແບບຝົມຂອງ ສໍານັກງານຄະນະກຳມະການຄຸ້ມຄອງຫລັກຊັບ
Education Qualification Evidence	ສໍາເນົາໃບຢັ້ງຢືນການຜ່ານຫລັກສູດທາງດ້ານວິຊາຊີບການເງິນ ແລະ ການລົງທຶນລະດັບສາກົນ, ໃບຢັ້ງຢືນວິຊາຊີບຈັດລໍາດັບຄວາມໜ້າເຊື່ອຖື ຫລື ໃບຮັບຮອງເປັນຜູ້ຮັບຜິດຊອບຈັດລໍາດັບຄວາມໜ້າເຊື່ອຖືຈາກ ອົງການຄຸ້ມຄອງວຽກງານຫລັກຊັບຈາກຕ່າງປະເທດ ຂອງຜູ້ຮັບຜິດຊອບຈັດລໍາດັບຄວາມໜ້າເຊື່ອຖື
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Business Plan	ແຜນການເຄື່ອນໄຫວທຸລະກິດປະຈຳປີຢູ່ ສປປ ລາວ ພາຍຫຼັງໄດ້ຮັບການຮັບຮອງ
Certification of Financial and Asset / Financial Statements	ບົດລາຍງານການເຄື່ອນໄຫວທຸລະກິດ ແລະ ເອກະສານລາຍງານການເງິນ ໜຶ່ງປີຄືນຫຼັງກ່ອນການຍື່ນເອກະສານປະກອບຂໍຮັບຮອງ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	599d4f5d90c38.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Business Visa for Work (LA-B2)</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoFA-CD-4	14.11.2017	Consulate Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to manage, supervise, inspect and collect statistics of the immigration-emigration of foreigners and keep the track record of what are the specific purpose that such foreigner is in Lao PDR for.
<b>Who should complete this business formality?</b>	Any legal entity that intends to import the foreigner for work, the legal entity shall submit the request letter for their employee and the foreigner that intends to come work for such entity shall apply for the visa.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The enterprise that will apply for visa for their employee shall submit the request letter in the form and substance as defined and declared.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	6	The relevant legal act does not define the review period but the authority informed that the normal review period shall not exceed 3 working days per visa; provided that the foreign employee shall apply for 2 visas: 1) single visa for the application of the work permit and stay permit; and 2) multiple visa. Therefore, the total review period shall be 6 working days for the whole process.
<b>Qualifications needed by the business to get the formality</b>	1. The entity that intends to apply for the visa for their employee shall be legally incorporated under the Lao PDR laws and get the labor quota as required under Lao PDR laws; 2. The foreign labour shall have the employment contract with the enterprise; and shall obtain 1) single visa; 2) work permit; and 3) stay permit from the relevant lined agencies under the Lao PDR laws.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny only in case that the Ministry of Labour and Social Welfare or the Ministry of Public Security rejects the work permit or stay permit application of the foreign labor.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The validity of this Formalities may be 3 months, 6 months or 12 months depending on the term of the employment contract.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	20000.00	1200000.00	25000.00	1245000.00
<b>Comments</b>	- Reference: Presidential Edict No. 03/PR - For the first single visa, the fee shall be collected at the rate from 20 to 42 USD, depending on the nationality of the applicant (Referring to Notification No. 256/MOFA.FCD, dated 25 February 2009). - Service Fee for the visa issuance on arrival 5,000 LAK per person and the service fee for the visa issuance at the foreign Embassy / Consulate 20,000 LAK per person.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	20000.00	1200000.00	25000.00	1245000.00
<b>Comments</b>	- Reference: Presidential Edict No. 03/PR - For the first single visa, the fee shall be collected at the rate from 20 to 42 USD, depending on the nationality of the applicant (Referring to Notification No. 256/MOFA.FCD, dated 25 February 2009). - Service Fee for the visa issuance on arrival 5,000 LAK per person and the service fee for the visa issuance at the foreign Embassy / Consulate 20,000 LAK			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
	per person.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Entry-Exit and Management of Foreigners in Lao PDR	59/ສລຊ	26.12.2014	Chapter 4 Types and the Issuance of Visa (Article 19 to 22)

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Passport	
Permit for Foreign Labour to Work in Lao	ສະບັບສໍາເນົາ
Permit to Stay for Foreign Investor	ສະບັບສໍາເນົາ
Request Letter	
Request for Importation Quota of Foreign Labour	ສະບັບສໍາເນົາ
Permit to Import Foreign Worker	ສະບັບສໍາເນົາ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	70000	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Passenger Transportation</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-11	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since under the relevant law, the business operator shall be fully liable for the passenger transportation - liable for all the risk, lost or injury incurred on their passenger, it is necessary to ensure the quality and mitigate the risk by issuing this Formality to control.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the passenger transportation business that means the movement of the passenger from one place to another destination by any transportation vehicles either domestically (from one district / province to another) and internationally.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall obtain a prior approval to operate in the designated route from the Department of Public Works and Transportation of the route origin as endorsed by the Route Management Committee; 2. Shall have at least 2 technical staff that graduated with High Diploma in transportation; provided one staff shall have at least 5 year of working experiences; 3. Shall have minimum registered capital of 1 Billion LAK for the domestic transportation and 3 Billion LAK for the international	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	transportation; 4. In case of the international transportation, the applicant shall have more than 3 years of business operation of the domestic transportation; 5. Shall have at least 5 cars for the domestic transportation or have sufficient car to respond to the needs as agreed for each route of the international transportation; 6. This Business is reserved fro Lao; therefore, the foreign investor is prohibited to invest in this business.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required conditions or qualification.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Instruction commenting on the Terms and Conditions of Investment in the Transportation Sector	12059/ກຂສ	24.09.2008	
Law on Land Transportation (Revised)	24/ສພຊ	12.12.2012	Chapter III: ;Land Transportation Business Article 23 - Article 27
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ໃບຢັ້ງຢືນສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂໍຕໍ່)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	0	28
2016	0	41

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Transportation Application form	Application form	transportation-application-for... 59dde23eb45eb.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the registration of Products Packaging</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-4	28.11.2017	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to protect the consumer rights that will consume the products that bear those packaging that they will get a clear and sufficient information from the packaging, it is necessary to review and register such packaging.
<b>Who should complete this business formality?</b>	Any person, legal entity or in domestic that operate business relating to packaging that are listed in the Appendix 3 of the Agreement No. 0542/MOST, dated 16 May 2017 that intends to import, export, wrap and sell those packaging.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The application shall be reviewed within 5 working days and after the inspection and the acceptance of the complete set of document, the Formality shall be issued within 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The packaging shall define clearly the quantity of its content in strict compliance with the specifications defined in the Order; 2. The packaging shall bear Lao label that defines clearly the description about the products with the minimum contents defined in the Agreement.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the documents not complete as request or product does not in list of standards.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	0.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Measurement (Revised)	36/ສພຊ	13.12.2013	Chapter 4 Packaging Products Article 31 (New) Qualification for Packaging Products
Order on the Management of Packagings of Goods in Lao PDR (Revised)	0542/ກວຕ	16.05.2017	Articles: 1, 7, 11, 14, 15, 16

REQUIRED DOCUMENTS
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Example of Product	
Certificate for Enterprise Registration of Company Limited	
Request Letter	ໃບສະໜີຂໍຈົດທະບຽນສິນຄ້າທຸ້ມໜີ້ ແລະ ລາຍການລະອຽດກ່ຽວກັບ ສິນຄ້າທຸ້ມໜີ້ ທີ່ນຳມາຈົດທະບຽນ
Certificate of Annual Tax Payment	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Electricity Meter Inspection</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-8	02.01.2018	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	To certify that the electricity meter that will be used will provide accurate measurement in order to ensure that the rights and benefits of the business operator and electricity user will be in transparent and fair manner.
<b>Who should complete this business formality?</b>	Any person or legal entity that operates business relating to water meters (that means the measuring instrument used to records electricity power consumed for P(w), Q(Var) and t(h) to calculate the electricity bill with the consumer) in Lao PDR that intends to import, export, use and provide service relating to such water meters.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	Electricity meter shall comply and meet the required specifications and standards defined for each type of meters under Ministerial Order No. 014/MOST, dated 26 September 2016	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case water meter does not meet the standards as a result of actual inspection.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	This Formality will be issued without the validity period but the electricity meter shall be inspected every 2 years.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	2500.00	2500.00	5000.00	10000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR ; provided that the service fees and certificate fees is calculated by unit			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	2500.00	2500.00	5000.00	10000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR ; provided that the service fees and certificate fees is calculated by unit			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Measurement (Revised)	36/ສພຸ	13.12.2013	Chapter 3 Tools and Measuring Equipment Article 21 (Re viced ) Registration Tools and Measuring

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
			Equipment
Order on the Management of Electricity Meter in Lao PDR.	1014/ກວຕ	26.09.2016	Articles: 2,4, 10-15 and 20

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	ໃບສະເໜີ ພ້ອມທັງເອກະສານຂໍຜະລິດ, ນໍາເຂົ້າ, ສົ່ງອອກ ແລະ ໃຫ້ບໍລິການໝັ້ນນັບໄຟຟ້າ
Quality Certificate issued by the Origin Country	
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນວິສາຫະກິດທີ່ລະບຸຈຸດປະສົງຂອງວິສາຫະກິດ ໃນການດໍາເນີນກິດຈະການຕິດພັນກັບໝັ້ນນັບໄຟຟ້າ
Certificate of Annual Tax Payment	
Proposal letter.	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	348465	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish Securities Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-LSCO-9	26.08.2017	Lao Securities Commission Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since the securities company has the primary duty to provide advice and to prepare a company that will offer their securities to the public, it is necessary to ensure the quality and competence of the securities company with the goal to prevent the impact and risk that may be incurred on the general public from the investment in a poor quality company.
<b>Who should complete this business formality?</b>	Individuals or legal entity that intends to establish the Securities Company that can conduct the following businesses: 1. Financial Advisory Service (giving advice on the corporate restructuring, administrative and financial management of the company that is preparing to offer their shares to the public and registering in the Lao Securities Exchange); 2. Securities Broker (being an intermediary or agent for securities trading according to purchasing or selling orders of the customers and providing other financial advisor to the investors); and 3. Securities Underwriter (underwriting securities issued by means of assisting in sale of securities or purchasing securities partially or entirely from an issuer for the remaining portion in order to guarantee the success of issuance of securities).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.lsc.gov.la">http://www.lsc.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. In case that the applicant cannot meet all the required conditions required for the obtainment of the Permanent License within 180 days after the receipt of the Temporary License, the Temporary License shall be revoked, except the applicant can give a justifiable explanation and LSCO may allow for the extension of time to complete all those requirements for the maximum of 90 days. 2. After receiving the Permanent License, the investor shall apply for Enterprise Registration Certificate. 3. Securities Company that obtains the Enterprise Registration Certificate shall notify the general public via mass media of their establishment within 5 days

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

BACKGROUND DATA	
	after the receipt of the Enterprise Registration Certificate.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	1. Review process for the issuance of the Temporary License shall be completed within 30 days; and 2. The Permanent License shall be issued within 30 days after the fulfilment of all the required conditions (i.e. the full paid-up capital contribution).
<b>Qualifications needed by the business to get the formality</b>	<p>1. Having the minimum registered capital of 5 Billion LAK for the financial advisor service; 30 Billion LAK for the Broker services; and 100 Billion LAK for the securities underwriting services 2. For the broker and securities underwriting services, having at least one shareholder that is a commercial bank established under Lao PDR and that shareholder shall hold more than 30%; and for the financial advisor service, having the domestic investor holds more than 10% of the total registered capital 3. Having good reputation and having the management that has knowledge and experience in securities, financial-banking or accounting fields at least 5 years. 4. Having the business plan for the first 3 years after the establishment. 5. Having good financial conditions as audited by the audit firm 6. Not being convicted or adjudicated in a criminal trial relating to embezzlement, fraud and other securities-financial-banking and accounting crime. 7. The applicant for establishment of the securities company from abroad shall be securities company and shall obtain the approval from Securities and Exchange Commission from that origin country 8. For the securities company that provides securities broker and underwriting services shall have the cooperation agreement with at least one custodian bank to ensure the settlement. 9. After getting the Temporary License, the investor shall contribute their equity capital in full. 10. Having the location and operating equipment that is sufficient and appropriate for the securities business. 11. Having the operational, audit, internal management and risk assessment system for each division. 12. Having securities technical staffs that have certificate of the securities expertise in the service field of that enterprise and having sufficient amount of technical staff. 13. Having the organisational structure that comprises of board of management, special committees for the management (i.e. Internal Audit Committee and Compliance Unit Committee) that have the qualifications and conditions as defined under the Law.</p>	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>RENEWAL INFORMATION</b>	
<b>What is the process and conditions to renew the formality?</b>	No renewal requirement for this Formality; however, the enterprise shall pay the Annual Management Fee within the first quarter of the following year from the year of establishment.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000000.00	20000000.00	120000000.00
<b>Comments</b>	Reference: LSCO Regulations No. 002/LSCO The Certificate fee shall be calculated at the rate of 0.1% of the registered capital (assuming the minimum registered capital for the securities underwriting that is 100 Billion LAK) and shall be paid upon the receipt of the Permanent License.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	30000000.00	30000000.00
<b>Comments</b>	The Annual Management shall be paid at the rate of 0.1% of the total annual revenue; provided that the minimum payment shall be 30,000,000 LAK and shall be paid within the first quarter of the following year.			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Securities	21/ສພຸ	10.12.2012	Part IV Securities Intermediaries Chapter 1 Securities Company (Article 50 to Article 64)
Regulation on the Establishment and Operation of Securities Company	002/ຄຄຸ	24.07.2013	Article 3 to 7 , Article 13

**REQUIRED DOCUMENTS**

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາໃບທະບຽນວິສາຫະກິດຂອງຜູ້ຖືຮຸ້ນທີ່ເປັນນິຕິບຸກຄົນ
Curriculum Vitae of Investor	
Curriculum vitae of Managing Director	
Agreement between the Securities Company and the Custodian Bank	ສໍາເນົາສັນຍາຂອງບໍລິສັດຫລັກຊັບ ແລະ ທະນາຄານຕົວແທນ (ກ່ອນການດໍາເນີນປະເພດທຸລະກິດຫລັກຊັບ)
Approval to Investment in Lao PDR issued by the authority in their origin country	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	ໃບຢັ້ງຢືນທີ່ຕັ້ງສໍານັກງານ ຫລື ສັນຍາເຊົ່າທີ່ຕັ້ງສໍານັກງານ
Organization Chart of the Enterprise	ໂຄງປະກອບການຈັດຕັ້ງ ແລະ ບັນຊີລາຍຊື່ຜະນິດການທັງໝົດຂອງບໍລິສັດຫລັກຊັບ
List of Shareholder	ບັນຊີລາຍຊື່ຜູ້ຖືຮຸ້ນແລະອັດຕາສ່ວນຜູ້ຖືຮຸ້ນ
Article of Association	ກົດລະບຽບພາຍໃນ ຕ້ອງມີເນື້ອໃນເພີ່ມເຕີມຕາມທີ່ລະບຸໄວ້ໃນແບບຟິມຂອງສໍານັກງານຄະນະກຳມະການຄຸ້ມຄອງຫລັກຊັບ ແລະ ຈະມີຜົນສັກສິດໄດ້ກໍ່ຕໍ່ເມື່ອໄດ້ຮັບການຮັບຮອງຢ່າງເປັນລາຍລັກອັກສອນ ຈາກສໍານັກງານຄະນະກຳມະການຄຸ້ມຄອງຫລັກຊັບ
Business Plan	ແຜນການດໍາເນີນທຸລະກິດຢ່າງໜ້ອຍ 3 ປີທໍາອິດພາຍຫຼັງການສ້າງຕັ້ງ
Certification of Financial and Asset / Financial Statements	ເອກະສານລາຍງານການເງິນຂອງຜູ້ຖືຮຸ້ນທີ່ເປັນນິຕິບຸກຄົນທີ່ໄດ້ຜ່ານການກວດສອບຈາກບໍລິສັດກວດສອບ
Education Qualification Evidence	ໃບຢັ້ງຢືນວຸດທິການສຶກສາຂອງສະມາຊິກສະພາບໍລິຫານ ແລະ ຄະນະອໍານວຍການ (ຖ້າມີ)
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາຮ່ວມທຶນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
2016	4	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	application-form-for-security-... 599a9896b5ddc.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Construct on and by the Water</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-IWTD-7	26.09.2017	Inland Waterways Transport Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Improper construction around the water area may lead to risk on environmental and social impacts, in particular change in water flow so it is important to issue this Formality to avoid and prevent all those risks.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to construct on or in the water, on the water bank, on the island or other water sources (i.e. construction of the bridge, pier, embankment construction work, sand and gravel platform, vessel canal or construction of other structures around that area, fish pond in the river)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Ministry of Public Works and Transportation will approve big construction projects or the projects with the total value of more than 50 Billion LAK; 2. Provincial Department of Public Works and Transportation will approve small and medium-sized projects or the projects with the total value of less than 50 Billion LAK. 3. After the construction completion, the owner shall notify the Public Works and Transportation authority within the period of not more than 15 days for the final inspection and if everything is confirmed, the authority will issue the confirmation to the owner as the reference.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	7	7 working days after the document review and detailed site visit.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. Such construction shall not cause any damage or obstruction to the water traffic; shall preserve the embankment area as much as possible; shall not obstruct the water scenery; shall not cause adverse impact on environment and water ecosystem; shall not cause any change in water flow; shall not be situated in the area that the Government already has the development plan. 2. Such construction shall also meet with the requirements or construction standards defined for each type of constructions.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the construction does not match with the general and specific standards defined under the laws.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	3
<b>What is the process and conditions to renew the formality?</b>	In case the construction cannot be completed within 3 months, the project owner can renew this Formality, but can only be renewed 2 times unless the Formality will be terminated immediately.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	1000000.00	0.00	0.00	1000000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Fee is collected for the inspection and review of the construction plan by the water.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	1000000.00	0.00	0.00	1000000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Fee is collected for the inspection and			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
	review of the construction plan by the water.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order governing the Construction Activities by the Water	7736/ຍຸຸຂ	08.06.2010	Chapter II Management of Waterway Construction (Article 5 to Article 10) Chapter III Inspection and Confirmation of the Construction Completion (Article 12)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	If required
Construction Layout	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Excavate Rock and Sand from Water</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-IWTD-8	29.12.2017	Inland Waterways Transport Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	To prevent any impact on the embankment, vessel canal, infrastructure and river ecosystem that may be caused by the improper excavation of rock and sand so it is necessary to assure this Formality is enforced
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to conduct the business of rock, sand excavation that means the excavation of those natural resources from the river for the use as construction materials by using several types of vehicles.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Ministry of Public Works and Transportation approve the Formality for an excavation area of more than 5 hectares; 2. Provincial Department of Public Works and Transportation approve the Formality for the medium-sized project (the excavation area of less than 5 hectare) 3. District Office of Public Works and Transportation approve the Formality for the traditional excavation (for the village or private purpose by using the primary equipment)

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	5
<b>Qualifications needed by the business to get the formality</b>	1. Excavation shall be conducted in the area, depth and amount as surveyed and displayed in the map and the excavation shall be undertaken pursuant to all the requirements defined under the laws to avoid any risk or impacts 2. The

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	applicant shall: (i) be the legal entity that is authorised to conduct the construction or construction material supply businesses; (ii) have qualified and experienced staff sufficient for their business operation; (iii) have the sufficient quantity and quality of excavation vehicles and instruments; and (iv) have appropriate location for as the stockyard for the excavated sand, rock and gravel that will not cause any impacts.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant or the excavation plan proposed do not meet the conditions or requirements under the laws.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	8
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order governing the Excavation of Rock, Sand and Gravel along the Mekong River and other Rivers in Lao PDR (Revised)	7737/ຍທຂ	08.06.2010	
Guideline on Issuance of License for the Rock, Sand and Gravel Excavation in Lao PDR	00467/ຍທຂ.ກຍນ	15.01.2013	Chapter II Principles and Regulations on the Rock, Sand and Gravel Excavation (Article 5 and 6) Chapter III Operation Process prior to the Excavation (Article 7 to Article 10) Chapter IV Issuance of the Certificate and the License relating to Excavation (Article 11 to Article 14)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	
Other Related Documents	<p>1.ແບບຟອມສັງລວມທາງດ້ານເຕັກນິກ ມາດຕະຖານຊາຍຊາຍ ແລະ ດິນດຳ</p> <p>2.ໃບຢັ້ງຢືນການກວດກາຂອງແຮ່ທາດ ຂອງຂະແໜງທໍລະນີສາດ</p> <p>3.ໃບຢັ້ງຢືນທາງດ້ານເຕັກນິກຂອງວິຊາການ ຄປຂຫ ຂັ້ນສູນກາງ,ທ້ອງຖິ່ນ,ແຂວງ ແລະ ນະຄອນຫລວງ (ບົດວິພາກເຕັກນິກ ຂອງຜູ້ສໍາປະທານ: ສໍາຫລວດດ້ານອຸທຸກກະສາດ,ອຸທິກກະວິດທະຍາຢູ່ຈຸດທີ່ຕັ້ງ ເຂດສໍາປະທານຊຸດຄົ້ນ ຕາມຫລັກວິຊາການຂອງຂະແໜງທາງນໍ້າ ຜ່ອມທັງແຕ່ມແຜ່ນພຽງເຂດພື້ນທີ່ຊຸດຄົ້ນ,ກໍານົດບໍລິມາດ,ເນື້ອທີ່,ວິທີການຊຸດຄົ້ນ ແລະ ອື່ນໆ) 4.ໃບອະນຸຍາດຊຸດຄົ້ນຫີນນໍ້າແຮ່,ຊາຍ ແລະ ດິນດຳ(ເມືອງ,ແຂວງ,ສູນກາງ)</p>
Environmental and Social Impact Assessment	ໃບຢັ້ງຢືນດ້ານສິ່ງແວດລ້ອມ ຂອງຂະແໜງສິ່ງແວດລ້ອມ-ສັງຄົມ ຂອງແຂວງ,ນະຄອນຫລວງ
List of Employees	
Certification of Financial and Asset / Financial Statements	ບັນຊີພາຫະນະ,ອຸປະກອນ, ແລະ ສໍາເນົາໃບກວດກາເຕັກນິກຂອງພາຫະນະ
Copy of Tax Certificate	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
Certificate for Enterprise Registration of Company Limited	
Curriculum vitae of Managing Director	
Address Certification	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	4	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Use the ASICUDA User for Customs Clearance</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-CD-19	04.01.2018	Customs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	The holder of this Formality shall be entitled to prepare the customs clearance so they play important role in the assurance of a full payment of all the customs under Lao PDR laws. Having said this, it is important to issue this Formality to monitor, inspect and record the statistics of those Formality holders.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to use the ASICUDA system for the electronic detailed customs clearance for the importation, exportation and transit of products in Lao PDR
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	This Formality can only be issued to any person or legal entity at the central level (Department of Customs).

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Relevant law does not define clearly the review period but in general the authority will take not more than 3 working days to issue the Formality by the Technology, Information and Planning Division after the prior approval from the Director of the Department of Customs.
<b>Qualifications needed by the business to get the formality</b>	1. In case of legal entity, the applicant shall have the Enterprise Registration Certificate for the business operation of: import-export, logistics, transportation, customs clearance, products storage or other services relating to import-export and transit; and shall have the tax certificate and valid tax payment certificate; 2. In case of person, the applicant shall have a degree in specific field and shall have	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	the confirmation from the enterprise that they are subject to; 3. The applicant shall pass the customs clearance training and shall receive the ASICUDA login number.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken 1 month before the expiration date; provided that the Customs Department will assess the performance of such applicant before determining whether or not to renew this Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	5000.00	5000.00
<b>Comments</b>	According to the authority's comments This Fee is separate from the training course that the applicant shall attend before the issuance of this Formality.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Control of the User of Electronic Customs Clearance	00098/ກພສ	06.01.2017	
Instruction regarding the Electronic Custom Clearance Systems	00097/ກພສ	06.01.2017	Clause 9 Qualification of Customs Declaration by the ASYCUDA system
Law on Customs (Revised)	04/ສພຊ	20.12.2011	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	
Certificate of Annual Tax Payment	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	70	0
2016	500	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Confirmation of the Import and Export Duties Payment</b>	
<b>Type of formality</b>	Confirmation	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-CD-21	04.01.2018	Customs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Issue this Formality as the evidence to confirm that the importer has paid all the required import and export duties and levies in full amount as required under the Lao PDR laws.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to import and export any goods in the customs territory of Lao PDR but excludes the retail importation, personal products attached with the traveler, the importation of vehicles for travel or visit purposes and the declaration of goods transported by post.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	1	The relevant law does not define the total review period but the authority informed that the authority will take 1 working day to cross-check the products imported before releasing the products.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall strictly follow all of these steps: 1. The applicant shall submit the Bill of Lading to the authority within 24 hours since the arrival of the products at the border; 2. The applicant shall fill in all the information and attach all the supporting documents into the ASICUDA system before printing the original customs clearance forms and other supporting documents for actual submission to the Customs authorities for their review and crosscheck with the ASICUDA; 3. After the endorsement of the custom clearance document by the authority, the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	applicant shall pay all the required customs and levies; 4. After the customs and levies payment in full, all the documents shall be submitted to the Head or Deputy Head of the Customs for their final approval before the applicant shall be entitled to request for the release order.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not follow the required steps and procedures.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be applied for every importation.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	10000.00	10000.00
<b>Comments</b>	According the technical comment This fee is separate from the customs or duties that the importer or exporter shall make to the authority depending on type of the products and goods.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Customs (Revised)	04/ສພຊ	20.12.2011	
Instruction Implementing Law on Customs	1559/ກງ	24.05.2016	
Order on Management and Use of the Customs Declaration Fee	2575/ກງ	10.08.2016	
Instruction regarding the Electronic Custom Clearance Systems	00097/ກພສ	06.01.2017	Clause 10 Customs Declaration for Importation

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Transportation Document	
Certificate of the Origin of the imported / exported products	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Permit form relevant Authorities (in case the goods is in the Negative List)	
Customs privilege certificate	
Packing list	
Invoice	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	300000	0
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບແຈ້ງພາສີເປັນລາຍລະອຽດ	Application form	59dc2be400d5d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Private Hospital</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-TRD-2	02.10.2017	Therapy Department;

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	Private Hospital provides the services that is directly related to the life and health of the people and the public, therefore, it is necessary to control and guarantee that the operation of the private hospital will have the required qualification, efficiency and fair treatment.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to operate a Private Hospital that is the place that provides services of treatment, diagnosis, therapy, health promotion and disease prevention by the private sectors and has medical equipment, beds and therapeutic professions pursuant to the regulations.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Before the issuance of this Formality, the Ministry of Public Health will inspect the location of the private hospital to ensure the technical standards, the water treatment system and the hazardous waste management of such private hospital.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. In case of foreign investment in the private hospital, it shall be subject to the minimum registered capital of 2 Billion LAK; 2. It shall have sufficient and qualified personnel and modern medical equipment to provide the designated level of treatment; 3. In case of foreign-invested private hospital, it shall have at least 1 Lao doctor that meets the required standards and have at least 10 years of

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	working experiences with good track record and no conviction of any professional misconduct.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications or conditions as required under the laws or regulations.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	Please insert information

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1500000.00	0.00	1500000.00
<b>Comments</b>	Reference: Presidential Edit 003			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Health Therapy (Revised)	58/ສພຊ	24.12.2014	Article 20
Decree on the Private Hospital	151/ວບ	28.04.2014	Article 6 and Article 10 Chapter 4 Approval for the Operation of Private House (Article 15 to Article 17)

REQUIRED DOCUMENTS	
Document Name	Comment
Feasibility Study	ບົດວິພາກທາງດ້ານເຕັກນິກວິຊາການ ຕ້ອງປະກອບເນື້ອໃນ ໂຄງຮ່າງ (ກົງຈັກ ແລະ ການຈັດຕັ້ງຂອງໂຮງໝໍທີ່ຈະເປີດບໍລິການ), ບັນຊີລາຍຊື່ ພ້ອມ ເອກະສານທີ່ກ່ຽວຂ້ອງດ້ານການສຶກສາ ແລະ ວິຊາຊີບຂອງແຕ່ລະຕໍາແໜ່ງງານ ທັງຄົນລາວ ແລະ ຄົນຕ່າງປະເທດ ແລະ ບັນຊີລາຍຊື່ອຸປະກອນການແພດ ແລະ ເອກະສານອື່ນທີ່ກ່ຽວຂ້ອງ
Photograph of the Managing Director	ຮູບເຄິ່ງຄົງ ຂະໜາດ 3X4 ຈໍານວນ 3 ແຜ່ນ
Certificate to approve the Environmental and Social Impact Assessment	
Location Map of the Enterprise	
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Copy of ID / family registry / passport of Investor	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Sole Company Limited	ພ້ອມທັງບັນດາສໍາເນົາເອກະສານຕ່າງໆ ທີ່ໄດ້ສະເໜີຂໍຈົດທະບຽນວິສາຫະກິດນໍາກະຊວງອຸດສາຫະກໍາ ແລະ ການຄ້າ ຫຼື ພະແນກອຸດສາຫະກໍາ ແລະ ການຄ້າແຂວງ
Certificate for Enterprise Registration of Company Limited	ພ້ອມທັງບັນດາສໍາເນົາເອກະສານຕ່າງໆ ທີ່ໄດ້ສະເໜີຂໍຈົດທະບຽນວິສາຫະກິດນໍາກະຊວງອຸດສາຫະກໍາ ແລະ ການຄ້າ ຫຼື ພະແນກອຸດສາຫະກໍາ ແລະ ການຄ້າແຂວງ

**STATISTICS (Issue or/and renewed number)**

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	5	17

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate the Private Medical Clinic</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-TRD-3	02.10.2017	Therapy Department;

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	The private medical clinic provides the services that is directly related to the life and health of the people and the public, therefore, it is necessary to control and guarantee that the operation of the private hospital will have the required qualification, efficiency and fair treatment.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate a medical clinic that means the therapeutic place that has the basic medical device and profession but do not have bed for the overnight patient.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	According to Presidential Edit 003, the fee will collect for 24 months.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	0	Please insert information
<b>Qualifications needed by the business to get the formality</b>	Please insert information	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Please insert information	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	Please insert information

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	600000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 46 (Clause 2)			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	600000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 46 (Clause 2)			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on the Private Hospital	151/ລປ	28.04.2014	
Law on Health Therapy (Revised)	58/ສພຊ	24.12.2014	Chapter 2 Doctor and treatment services Article 9 and 12

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Licenses to Establish a Vocational Education Institute</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-VED-6	04.01.2018	Technical and Vocational Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	For establish of the Vocational Education for the purpose of conducting teaching-learning, curriculum, administration, administration, and issuing certificates for students to ensure their students' ability and knowledge, they need to be able to control the quality of the educational environment to ensure the avoidance of poor quality education.
<b>Who should complete this business formality?</b>	Any person or individual who intends to establish a Vocational College that is the education institution or training centre that provide the education to produce labor force that have the required skills at the Fundamental Vocational Levels; the Immediate Vocational Levels; and the High Vocational Levels.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. The application of this Formality shall be undertaken before the open of the new term; 2. In addition to this Formality, before the use / implementation of the curriculum, the approval of such curriculum shall also be applied for.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 30 working days; provided that the Department shall also get the technical comments from other relevant authorities (i.e. Quality Standard Centre, Provincial Department of Education and Sports, etc.)
<b>Qualifications needed by the business to get</b>	The applicant shall comply with 12 Standards and 45 Indicators defined in the	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	Quality Standard of the Vocational Education.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the Minister or Vice Minister of Ministry of Education and Sports considers that the applicant does not have the required qualifications and disapprove the application.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	Applicant shall submit the self-assessment report of their business operation; curriculum; the existing Formality; Enterprise Registration Certificate; and Annual Tax Payment Certificate

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Education (Revised)	62/ສພຸ	16.07.2015	Article 15, 16, 31, 62.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Law on Vocational Education	42/ສລຊ	23.12.2013	Part III Vocational Education Institution (Articles 32 to Article 38) Part VII Investment in Vocational Education (Article 79)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Organization Chart of the Enterprise	
Certificate to confirm Land Ownership	
Permit for Foreign Labour to Work in Lao	ສໍາເນົາບັດແຮງງານຂອງແຮງງານຕ່າງປະເທດທັງໝົດ
Lease Agreement for the Office Location	
Address Certification	This letter should not over 3 months
Site Inspection report	This letter will provide by Ministry of Education and Sports.
Location Confirmation of Enterprise	
Map of building and class	
Regulation of school, teacher, administrative staff, student and ect.	
Confirmation of resignation from being government officer( In case the previous is the government officer)	
Certification of Financial and Asset / Financial Statements	
Certification of Health	This letter should not over 3 months
Map of Center/Institution/College/School	
Education Qualification Evidence	And Score evidence
Employment Contract	In case the owner of college is not the director
Copy of Passport of the Managing Director	In case of the director is foreigner
Photograph of the Managing Director	not over 3 months
Criminal Certificate	
Letter of appoint school director and broad director	

**STATISTICS (Issue or/and renewed number)**

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	70

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form	Application form	59a52b600825f.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Custodian Bank</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-LSCO-16	27.12.2017	Lao Securities Commission Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Since the custodian bank has the duties to protect, supervise and represent the investors in the management of the investor's assets (cash and securities); therefore, it is highly necessary that this Formality shall be issued in order to ensure and prevent the risk that may be incurred on the investors.
<b>Who should complete this business formality?</b>	A domestic or foreign commercial bank that intends to be the custodian bank that has the main duties to protect and supervise the assets of the investor, clearing and settlement of securities transaction and acting on behalf of investors to protect rights and other benefits that investors are entitled to.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.lsc.gov.la">http://www.lsc.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	After receiving this Formality, the Custodian Bank shall publicise the approval through mass media at least for 5 consecutive working days.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	45
<b>Qualifications needed by the business to get the formality</b>	1. Having sound financial liquidity and being recognized by investors 2. Complying with the regulations relating to the stability prescribed by the Bank of Lao PDR 3. having secured and sound asset supervision and management systems, internal audit system and risk management system, including monitoring system for cash accounts and securities accounts 4. having a securities clearing and settlement system which is secured and flexible, both domestically and internationally 5.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	having IT system in place for connecting to relevant parties and that can ensure high security; 6. entering into contracts with Lao Securities Exchange (Depository Center) and securities companies; 7. employees must be qualified with at least bachelor degree in finance-banking field or in related fields and with at least 3 (three) years work experience in the field, and never been sentenced by court on criminal charge such as frauds, asset appropriation, counterfeiting documents, receiving or giving bribery, corruption or money laundering, and never been criminalized in securities business; 8. For a foreign commercial bank wishing to operate as a custodian bank in Lao PDR, in addition to conditions stipulated above, there are additional conditions to be met as: have entered into a joint venture contract with a commercial bank which is incorporated in Lao PDR to act as a correspondent bank for settlement of cash or securities; and it must come from countries, which Lao Securities Commission has relations and cooperation with by signing MOUs.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	No renewal requirement but the applicant shall pay the Annual Management Fee

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	20000000.00	5000000.00	25000000.00
<b>Comments</b>	Reference: LSCO Regulation No. 010/LSCO			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Renewal fees businesses</b>	<b>Total renewal fees businesses</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
	disburse	disburse	need to disburse	need to disburse
YES	0.00	0.00	30000000.00	30000000.00
<b>Comments</b>	The enterprise does not need to renew the Formality but it shall pay the Annual Management Fee.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Securities	21/ສພຊ	10.12.2012	Part IV Securities Intermediaries Chapter 3 Custodian Bank (Article 78 to 83)
Regulation on Custodian Bank	010/ອອຊ	07.05.2014	Chapter 2 Application to be the Custodian Bank (Article 3 to Article 7) Chapter 4 Obligations and Fees (Article 12)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Criminal Certificate	ໃບແຈ້ງໂທດບໍ່ໃຫ້ເກີນ 3 ເດືອນຂອງຜູ້ບໍລິຫານ ແລະ ພະນັກງານທີ່ກ່ຽວຂ້ອງຂອງພະແນກດູແລຊັບສິນ
Curriculum vate	ຊີວະປະຫວັດຫຍໍ້, ປະສົບການ, ການຝຶກອົບຮົມ ບໍ່ໃຫ້ກ່າຍ 3 ເດືອນຂອງຜູ້ບໍລິຫານ ແລະ ພະນັກງານທີ່ກ່ຽວຂ້ອງຂອງພະແນກດູແລຊັບສິນ
Internal Operation Manual	ລະບຽບການ ແລະ ຄຸ້ມຄອງທີ່ກ່ຽວຂ້ອງຂອງພະແນກດູແລຊັບສິນ
Organization Chart of the Enterprise	ໂຄງປະກອບການຈັດຕັ້ງຂອງພະແນກດູແລຊັບສິນ ພ້ອມທັງກຳນົດພາລະບົດບາດ, ສິດ ແລະ ໜ້າທີ່ ແລະ ຂອງຂະແໜງການທີ່ກ່ຽວຂ້ອງ ພາຍໃນພະແນກດູແລຊັບສິນ
Business Plan	ບົດສະເໜີກ່ຽວກັບການເຄື່ອນໄຫວເປັນທະນາຄານດູແລຊັບສິນ
Certification of Financial and Asset / Financial Statements	ເອກະສານລາຍງານການເງິນ 3 ປີຄົ້ນຫຼັງ ຫຼື ນັບແຕ່ວັນສ້າງຕັ້ງທີ່ໄດ້ຮັບການກວດສອບ
Resolution of Board of Director	ມະຕິຂອງກອງປະຊຸມສະພາບໍລິຫານ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	599fad71b3cb1.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	License to provide Accounting and Audit Services relating to Securities	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-LSCO-19	28.08.2017	Lao Securities Commission Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Provision of the accounting and audit services is the key factor that would assist in the management and control of the risk that may incurred on the investors that invest in the securities-issuing companies or the securities companies; and as the fact that the accounting system of these companies are normally more complex and subject to a higher / stricter accounting standard than the normal companies, it is necessary to ensure the quality and qualification of the service providers; therefore, it is necessary to enforce this formality to mitigate the risk of fraud in the securities sectors.
<b>Who should complete this business formality?</b>	Any person or individual that intends to provide accounting services (bookkeeping, recording, calculating and reporting the financial information of the business operation) and audit services (reviewing and certifying the financial reports of the targeted group to assess the compliance of the financial reports with the international accounting standards) for the targeted group relating to the Securities work.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.lsc.gov.la">http://www.lsc.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Any enterprise shall only be entitled to provide service to one specific targeted group for the maximum period of 5 years and will only be entitled to provide the service to the same group after passing at least 3 years after the end of the initial service.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process</b>	45

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	
<b>Qualifications needed by the business to get the formality</b>	1.Obtaining the Accounting or Audit Licenses from the Ministry of Finance and in case of the Audit License for Securities, that enterprise shall be established and operating in Lao PDR for at least 3 years before the application submission or in case of the merger, the merger shall be completed at least 6 months; 2.Having at least 2 managements that has the certificate to be the Accounting or Audit from Ministry of Finance; 3.Having at least 5 accounting / audit technical staffs; provided that at least 2 staffs shall have the certificate of audit / accounting from the Ministry of Finance and endorsed by LSCO; 4. Having good knowledge and expertise on international accounting / audit standard and international standard of financial reporting; 5. Being a member of the Account and Independent Audit Certified Federation of Lao PDR; 6. Having good financial status; provided that for the Audit Company, it is required to have at least 1 Billion LAK registered capital at the minimum; 7. Having a detailed business plan for the next 3 years after submission of the application; 8. Having good reputation and being acknowledged by the public about their business and the provisions of the accounting / audit services; 9. Having insurance, in particular, the occupational insurance for the Audit Company.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The Enterprise shall submit the renewal application at least 45 days prior to the expiry date.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	15000000.00	0.00	15000000.00
<b>Comments</b>	Reference: LSCO Regulation No. 001/LSCO			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	10000000.00	15000000.00	25000000.00
<b>Comments</b>	For the renewal, the enterprise shall pay the Annual Management Fee within January of the following year; provided that the enterprise shall not be required to pay the Annual Management Fee if that enterprise does not provide any securities audit / accounting to the targeted group.			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Securities	21/ສພຊ	10.12.2012	Part IV Securities Intermediaries Chapter 4 Audit Enterprise and Auditor (Article 86 to 90)
Regulation on Securities Accounting and Audit Company	001/ຄຄຊ	07.04.2015	Chapter 3 Approval of the Accounting Enterprise (Article 8 to Article 10, Article 14 and Article 16) Chapter 4 Approval of the Audit Enterprise (Article 17 to Article 18 and Article 21)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Evidence of being Authorised Accountant	ສໍາເນົາໃບຢັ້ງຢືນເປັນນັກຊ່ຽວຊານບັນຊີຂອງ ສະມາຊິກສະພາບໍລິຫານ ແລະ ນັກຊ່ຽວຊານບັນຊີຈາກ ກະຊວງການເງິນ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງວິສາຫະກິດ ແລະ ນັກຊ່ຽວຊານບັນຊີ
Confirmation as the member of Lao Accounting Federation	ສໍາເນົາ
Certification of Financial and Asset / Financial Statements	ບົດລາຍງານການດໍາເນີນງານ 3 ປີຄົ້ນຫລັງ
Certificate for the Issuance of the Tax Identification Number	ສໍາເນົາ
Article of Association	
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
List of Employees	ບັນຊີລາຍຊື່ພະນັກງານວິຊາການດ້ານການບັນຊີ ທີ່ມີໃບຢັ້ງຢືນເປັນນັກຊ່ຽວຊານບັນຊີຈາກ ກະຊວງການເງິນ ພ້ອມດ້ວຍຊີວະປະຫວັດຫຍໍ້ ແລະ ປະສົບການໃນການໃຫ້ການບໍລິການດ້ານການບັນຊີຂອງພວກກ່ຽວ
License to Operate Auditing Enterprise	ສໍາເນົາໃບອະນຸຍາດໃຫ້ດໍາເນີນວິສາຫະກິດບັນຊີ ຫລື ວິສາຫະກິດກວດສອບ ຈາກ ກະຊວງການເງິນ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	599fef6fdb5a7 59a1081d20395.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Irrigation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-ID-6	28.12.2017	Irrigation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	The irrigation system is vital and important for public interest and improper construction and management of irrigation system may lead to risks of water supply, droughts, floods and impacts on agricultural production, so is necessary to enforce this Formality to prevent such risks.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to conduct Irrigation Business that include (i) conducting feasibility study for irrigation project ;(ii) conducting irrigation surveys and design and providing technical advice;(iii) conducting the irrigation project; (iv) utilizing and repairing the irrigation project; (v) construction of irrigation of the agriculture irrigation project
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	There are 3 Tiers of Irrigation Business, including (i) Tier 1 with the ability to undertake any Project in any size nationwide;(ii) Tier 2 with the ability to undertake partial work for the big-size Project and the total work for the small or medium-size Project nationwide;and(iii) Tier 3 with the ability to undertake only small-size project in specific province.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant law does not define the review period but the authority informed that normally the review process does not exceed 30 working days
<b>Qualifications needed by the business to get</b>	1.Having the irrigation engineer that have the working experience for at least 5 year in the amount defined for each Tier of Irrigation Business. 2.Having at least	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	one manager who has the specific irrigation background and having the company chief that is a qualified irrigation engineer 3.Having sufficient capital and equipment in the total amount as defined for each Tier of Irrigation Business;provided that company shall have working capital of at least 30% of the total fixed assets
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant fails to comply with the required qualification or conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1.The renewal process shall be undertaken within 15 days after the expiry date unless the authority shall be entitled to deny the renewal However, if the applicant has any justifiable reason, the renewal time may be extended to the timeline of maximum of 30 days; 2. The applicant shall submit the supporting documents to show the competences of the company to continue their operation.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	50000.00	550000.00
<b>Comments</b>	Application fee is 50,000 kip and Certificate fee is 500,000 both fees are according by Authority informed by letter			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	50000.00	500000.00	550000.00

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	Renewal fee is 500,000 kip and Certificate fee is 50,000 both fees are according by Authority informed by letter

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Irrigation	26/ສພຊ	14.12.2012	
Decision on Licensing of Irrigation Business	0104/ກປ.2002	31.01.2002	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	Copy Of Certificate Enterprise for Owner Business and Share holder
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນຈາກທະນາຄານ, ໃບສະຫລຸບຊັບສິມບັດ-ໜີ້ສິນ, ບັນຊີຊັບສິມບັດຄົງທີ່ພ້ອມດ້ວຍການຢັ້ງຢືນກຳມະສິດຈາກອົງການກ່ຽວຂ້ອງ ຈາກພະແນກ ໂຍທາທິການ ແລະ ຂົນສົ່ງ ແລະ ບັນຊີລູກໜີ້
Location Map of the Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Education Qualification Evidence	1.Certificate of the Technical Staffs and Agreement between Company and those Technical staff; and 2. Working confirmation from the past working experiences
Photograph of the Managing Director	Size 3x4 of 4 photos
Copy of Passport of the Managing Director	
Article of Association	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Organization Chart of the Enterprise	
List of Employees	
Copy of Tax Certificate	
Criminal Certificate	
Feasibility Study	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	5	28

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form for Irrigation Companies	Application form	application-form 599bdd14d6dcb.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Animal Health Clinics</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-LFD-10	17.11.2017	Livestock and Fishery Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Animal clinics shall take full responsibility for the treatment of the animals and shall ensure minimal impacts that may be caused from their operation to the community, it is necessary to enforce the formality for this business operation.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate an animal clinic that provides general animal treatment, excluding the village veterinarian
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. It is prohibited to change or expand the clinic facility without prior permission; 2. Change of technical staff or the veterinarian shall be notified to the Department for their information.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having good health, agreed more than 20 years, having Lao residence for the minimum period of 5 years; not being convicted or subject to any disciplinary sanction; not being insolvent; 2. Having location and equipment that meet the standards, including (i) clinic shall be separated from the residence or other business operate and shall have the minimum area of not less than 12 square meters; (ii) having the clinic sign showing the owners, the contact numbers and all relevant licenses numbers; and (iii) having sufficient amount of veterinary equipment; 3. Having sufficient amount of staff and veterinarian staff graduated	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	with the Bachelor's Degree or equivalent and for the animal doctor, he / she shall have the Degree in veterinarian fields and shall get the technical license from the Agriculture and Forestry divisions.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applicants fails to meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1 month before the Formality expiration, the Formality holder shall submit the following documents for renewal: Application; Health Certificate checked not more than 3 months; Address Certificate; 3 Photograph size 3x4 of the owner; and Site Inspection Report done and signed by the Department.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Animal Health Clinics, Pharmacies and Veterinary Equipment	1973/ກບ	23.08.2012	Chapter 2 Operation of the Animal Clinic (Article 4 to Article 7)
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	Article 40-41

REQUIRED DOCUMENTS	
Document Name	Comment
List of Equipment	ບັນຊີອຸປະກອນຮັບໃຊ້ຢູ່ໃນຮ້ານບໍລິການປິ່ນປົວສັດ
Location Map of the Enterprise	ແຜນວາດທີ່ຈະຕັ້ງຮ້ານບໍລິການປິ່ນປົວສັດ
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ກ່ອນອະນຸຍາດ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ກ່ຽວ ແລະ ຜູ້ດຳເນີນການ, ຜູ້ປິ່ນປົວສັດ ແລະ ຜູ້ຊ່ວຍ
Photograph	ຮູບຖ່າຍບໍ່ເກີນ 1 ປີ, ຂະໜາດ 3x4 ຈຳນວນ 3ໃບ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ປະຈຸບັນ ທີ່ມີຮູບຕິດ
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບບໍ່ກາຍ 3 ເດືອນ
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ ບໍ່ກາຍ 1 ປີ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	20	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Licenses to Operate an Animal Pharmacy and Equipment Shop</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-LFD-11	04.01.2018	Livestock and Fishery Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	The shop will give advice and have direct communication to the customer about the animal drugs and equipment so it is important to ensure that the entrepreneur will have standardised qualifications and license shall be given to assure the qualification of those shops
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business of selling, importing and exporting drugs and equipment that will be used for the provision of veterinarian services.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. It is prohibited to located the shop in the fresh market; 2. It is prohibited to relocate the shop without getting approval; 3. It is prohibited to change the shop seller without informing the Department; 4. It is prohibited to sell animal drugs together with the human drugs and prohibited to sell the products more than the approved quota.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having good health and aged more than 20 years; having permanent residence for not less than 5 years; never been convicted or subject to the disciplinary sanction; not being insolvent; 2. Having location and equipment that meet the following standards: (i) location shall have the total area of not less than 12	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	square metre, separated from the residential areas and have separate warehouse with the total areas of not less than 9 square meters; (ii) shall have well-equipped equipment for the store and display of the products; (iii) the shop sign shall define all the contact details of the owner; 3. Being graduated with the Bachelor's Degree in veterinarian filed or equivalent; and 4. Having an assistant who has the veterinarian expertise who will be stationing at the shop when the owner is absent.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applicants fails to meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1 month before the Formalities' expiration, the investor shall submit the following documents for the renewal: (i) Application for the renewal; (ii) Health Certificate checked not more than 3 months; (ii) Address Certificate; (iv) 3 Photograph size 3x4 taken not more than 1 year; (v) Site Inspection Report undertaken by the Department.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Animal Health Clinics, Pharmacies and Veterinary Equipment	1973/ກບ	23.08.2012	Chapter 3 Animal Pharmacy and Equipment Shop (Article 11 to Article 14)
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	

REQUIRED DOCUMENTS	
Document Name	Comment
List of Drugs and Veterinary Equipment	ບັນຊີຢາ ແລະ ເຄື່ອງມືສັດຕະວະແພດທີ່ຈະຂາຍ
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ກ່ອນອະນຸຍາດ
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດດ້ານສັດຕະວະແພດຊັ້ນປະລິນຍາຕີ ຫຼື ທຽບເທົ່າ
Location Map of the Enterprise	
Criminal Certificate	
Photograph	ຮູບຖ່າຍບໍ່ເກີນ 1 ປີ, ຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ
Address Certification	
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບທີ່ອອກໃຫ້ບໍ່ກາຍ 3 ເດືອນ
Curriculum vate	ໃບຊີວະປະຫວັດທີ່ມີຮູບຕິດ ບໍ່ກາຍ 1 ປີ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	3	0

LIST OF ATTACHED DOCUMENTS
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

REGISTRATION DATA		
Name of formality	<b>Permit to Export Imitated Heritage Artifact</b>	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-HD-18	30.12.2017	Heritage Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	R - Arts, entertainment and recreation
Purpose for enforcing the business formality	To manage and monitors the exportation of Imitated Heritage artefacts to prevent exporting of the authentic national heritage artefacts.
Who should complete this business formality?	Any person or legal entity that intends to export the imitated heritage artefacts (a newly created object to imitate an ancient artefacts in form, size, colour, pattern, decoration and other special characteristics) to abroad.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	3	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 3 working days.
Qualifications needed by the business to get the formality	The object to be exported shall be the imitated, not the authentic artefacts as proven by the authority; provided that the applicant shall submit (i) the document showing the registry number and description of such artefacts; and (ii) the purchase-sale evidence of such imitated artefacts.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	2000000.00	0.00	2000000.00
Comments	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on National Heritage (Revised)	44/ສພຊ	24.12.2013	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Purchase Receipt	
Business Operation License	
Photograph of the Managing Director	2 photographer of owner side 2x3
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	Copy a passport for Foreigner
Address Certification	For National or Foreigner lived in Laos

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	31	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຄໍາຮ້ອງນໍາອອກວັດຖຸຈໍາລອງໄປຕ່າງປະເທດ	Application form	59b10aceafe58.jpeg

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Museum</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-HD-19	31.12.2017	Heritage Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to manage the establishment and operation of the museum that is one of the key factor playing imminent role in preserving and conserving the national heritage in a systematic and efficient manner to ensure the quality and standard.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a museum, that means the non-profit place for collection, conservation, preservation and exhibition of objects relating to the culture, history, nature, science and social for the purpose of disseminating the background, race valiant, diligence of the ancestors, the richness of Lao nation; and for the purpose of research, education and tourism, for the domestic and foreign.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Government will approve the establishment of National Museum 2. Ministry of Information, Culture and Tourism will approve the department and local museum. 3. Provincial Governor will approve the Community Museum or Private Museum.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	In all circumstance, in case the supporting document or qualifications are incomplete, the Department will inform the applicant within 15 days.
<b>Qualifications needed by the business to get the formality</b>	1. it shall collect sufficient amount of high value in cultural, historical, natural, scientific and technological objects for exhibition. 2. It shall have the sufficient and appropriate location and storage area that can prevent disasters such as floods, pollution, road congestion and other construction sites. 3. It shall have the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	technical staffs graduated in museum fields or other relevant sciences. 4. It shall have sufficient capital. 5. Have operation and budgets plan to serve technical objectives before or after construction. 6. Having the Secured buildings which the Lao PDR is party. 7. Having modern vehicle security equipment. 8. Have the permanent storage, to secure archiving system to support high value objects.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on National Heritage (Revised)	44/ສພຊ	24.12.2013	Part VI Museum (Article 62 - Article 68)
Decree on Museum	159/ລບ	28.05.2015	Chapter 4 Establishment of the Museum (Article 21 to 23)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	ຜູ້ປະກອບການຕ້ອງຂຽນໜັງສະເໜີມາທາງກົມມໍຣະດົກ
Article of Association	
Organisation Structure of Board of Directors	Organisation Structure of Board
Curriculum vate	
Criminal Certificate	ຖ້າແມ່ນບຸກຄົນ
Land Title Deed	ໃບຕາດິນ ຫຼື ສິດນໍາໃຊ້ທີ່ດິນຂອງສະຖານທີ່ຕັ້ງຫໍພິພິທະພັນ
Copy of ID card or Family book of Managing Director	Copy of ID card or Family book

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	1	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish an Animal Farm</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-LFD-12	04.01.2018	Livestock and Fishery Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	In order to ensure that animal farm operation will comply with the relevant laws; to ensure that the animal produced and bred from the farm will have good quality and safety for the consumer; and to ensure the environment protection.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish an animal farm that means the area that breed a lot of animals for the domestic sale or exportation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Department of Livestock and Fishery shall determine and approve the Formality for animal farm invested by the foreigners and the animal farm jointly invested by public and private sectors for the improvement of animal breeding; 2. Livestock and Fishery division at the provincial level shall determine and approve the Formality for the domestic-invested big farm and the medium-sized farm; and 3. Livestock and Fishery unit at the district level shall determine and approve the Formality for small-sized farm.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get</b>	Animal farm shall meet: (i) general standards - meaning the technical standards relating to the establish and operation of the animal farm that are applicable to

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	every type and form of the animal farms; and (ii) specific standards - meaning the technical standards specifically required for specific type of animal, size and specific objective of that farm.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the animal farm do not meet the required standards

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Renewal process shall be undertaken 45 days prior to the expiration period and the Department will consider the renewal within 10 days.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Animal Farm Business	0209/ກບ	06.02.2013	Chapter 2 Establishment of Animal Farm (Article 5 and 6) Chapter 3 Animal Farm Standard (Article 9 to Article 17) Chapter 5 Management and Monitoring of Animal Farm (Article 21 to Article 23)
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	Article 69-72

REQUIRED DOCUMENTS	
Document Name	Comment
Certification of Health	
Criminal Certificate	
Address Certification	
Curriculum vate	
Certificate to approve the Environmental and Social Impact Assessment	ໃບປະເມີນຜົນກະທົບຕໍ່ສິ່ງແວດລ້ອມ ຈາກຂະແໜງການຊັບພະຍາກອນທຳມະຊາດ ແລະ ສິ່ງແວດລ້ອມ
Feasibility Study	ບົດວິພາກເສດຖະກິດເຕັກນິກ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit for Foreign Labour to Work in Lao</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-7	09.01.2018	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to monitor and control the risk of illegal smuggle of foreign labour into Lao PDR and also to ensure that there will not be any risk of illegal work operation by the foreigner. Also, the registration will give a clear point of contact (the specific labour units that such foreign labour is subject to) to monitor the operation of the foreigner
<b>Who should complete this business formality?</b>	Any legal entity that intends to utilise those foreign labour that they have imported according to the approved quota.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. In case that the foreign labour will be used at the province, the utilisation plan shall be reviewed and commented by the Provincial Department of Labour and Social Welfare where the unit labour is situated. 2. Employer that utilise the foreign labour for the period over than the permitted period shall be subject to the penalty of 5 USD per day per person, calculating from the date that exceeding the permitted period. 3. Any labour unit that used the foreign labour in the working place that is not defined in this Formality shall be subject to the penalty of 200 USD per person per time; 4. Foreign labour that is working without any permit issued shall be subject to the penalty of 100 USD per person per time.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the</b>	14

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>authorities to process the formality</b>	
<b>Qualifications needed by the business to get the formality</b>	1. The foreign labour shall meet the following qualifications: (i) having technical capacity and competence that meet with the requirement of the specific position; (ii) being more than 20 years old; (iii) having the ability to transfer the technical knowledge to the Lao labour; (iv) having good health condition; 2. The foreign labour shall be cross-checked in the blacklist by the Immigration Department, Ministry of Public Security; 3. The foreign labour shall receive working visa from the Ministry of Foreign Affairs and after they entered into Lao PDR, they shall obtain the multiple visa from the Consulate Department, Ministry of Foreign Affairs; 4. The labour unit shall identify the names, amount, positions, nationality and the engagement period of that foreign labours.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the foreign labour or the labour unit do not comply with the requirements / qualifications or do not follow the required procedures

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Foreign labour can only work in Lao PDF for the consecutive period of the maximum of 4 years and they shall return to their residence. The renewal process can only be undertaken 2 years after that foreign labour returning back to their residence for 2 years.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	0.00	10000.00	60000.00
<b>Comments</b>	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Renewal fees</b>	<b>Total renewal fees businesses</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>RENEWAL FEES</b>				
	<b>disburse</b>	<b>disburse</b>	<b>businesses need to disburse</b>	<b>need to disburse</b>
YES	50000.00	0.00	10000.00	60000.00
<b>Comments</b>	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Permission to Import Foreign Labour to Work in Lao PDR	5418/ວສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of Foreign Labour to work in Lao PDR Article 4, 8, 9, Chapter III Rights to Approve the Importation and Utilisation of the Foreign Labour Article 10 Chapter IV Registration and Issuance of the Work Permit for Foreign Labour Article 14, 15, 16 and 17 Chapter V Management of the Foreign Labour Article 18
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request for Importation Quota of Foreign Labour	
List of Employees	ບັນຊີລາຍຊື່ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 4 ໃບ
Copy of Passport	ສຳນວນໜັງສືຜ່ານແດນ ຂອງ ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບຂອງຜູ້ອອກແຮງງານຕ່າງປະເທດ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	22116	0

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59afaf2f1ab6b.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Library</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-24	04.01.2018	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to guarantee that all the libraries will meet the standard and there will not be a use of library in a wrongful or illegal way (i.e. the collection and display of publications that have the content that are in conflict with the laws and regulations or public security)
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a library that is a place that collect all the books, publications and others that contains the public knowledge and intelligence and categorise all those books and publications according to their topics in order to provide access to information to all the public, except the person or legal entity who want to establish a reading room (meaning family or private reading room that do not adopt the library system)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Ministry of Information, Culture and Tourism approve Formality for National Library, National University Library and Special Library 2. Provincial Department of Information, Culture and Tourism approves the Formality for Provincial Library, university / college/ vocational school library 3. District Office of Information, Culture and Tourism approves the Formality for District Library and school library

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	20

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. Having books, other publications and visual equipments in sufficient amount in alignment with each category of library; 2. Having safe infrastructure such as: a building, location and necessary equipment for functioning; 3. Having librarian or staff, who has completed library training courses; 4. Having budget to ensure a regular functioning of library.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	20000.00	10000.00	30000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Library	012/ສລຊ	21.12.2011	Part III Establishment and Organization of Library Chapter 1 Establishment of Library (Article 22 to Article 24) Part IV Management and Monitoring (Article 40 to Article 42)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Construction Layout	- ແຜນວາດ; - ແບບຂອງຫ້ອງສະໝຸດ.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ຂໍອະນຸຍາດເປີດຫ້ອງສະໝຸດ	Application form	59b791ca9fa6b.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
Name of formality	<b>Licenses to Establish a Translation Company</b>	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-PD-9	30.10.2017	Publication Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	M - Professional, scientific and technical activities
Purpose for enforcing the business formality	In order to ensure that the translation company will provide good, quick and qualified translation service.
Who should complete this business formality?	Any person or legal entity who intends to establish translation company that will provide translation service from one language to another either by verbally, in writing or printing and the user will pay the service fee for the translation as agreed.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	1. Translation company shall be supervised, approved and monitored by the Department of Publication at the central level; 2. Failure to commence their business operation within 1 year will be subject to sanction.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	30	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 30 working days.
Qualifications needed by the business to get the formality	1. Having at least 3 staffs in the company and shall either be (i) 100% domestic-owned company or joint venture between domestic and foreign investors; 2. Head of the company shall have the following qualifications: (i) being Lao citizen and more than 25 years old; (ii) having knowledge and expertise in translation field, graduated High Diploma in translation and having working experience certificate for the translation work; (ii) having competence in managing the translation company; and (iii) never being imprisoned from the intentionally	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	wrongful cause
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	10000.00	60000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR,			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	50000.00	10000.00	60000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR,			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Management of	65/ຖອ	27.01.2010	Chapter 3 The License for

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Translation Service			Translation Service (Article 10) Chapter 4 Qualification of the Translator (Article 13) Chapter 7 Management and Monitoring of Translation Service (Article 24)
Instruction Implementing the Order on the Management of the Translation Service in Lao PDR	59/ຫກຖວ	25.03.2010	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate to confirm Land Ownership	
Education Qualification Evidence	ລະດັບວິຊາການ, ລະດັບພາສາຕ່າງປະເທດ, ໃບຢັ້ງຢືນປະສົບການບໍລິການແປພາສາ ແລະ ປະສົບການດ້ານອື່ນທີ່ກ່ຽວພັນກັບການແປພາສາ
Feasibility Study	ບົດວິພາກເສດຖະກິດທີ່ບໍ່ຢັ້ງຢືນຂອງບໍລິສັດ ເປັນພາສາລາວ ແລະ ພາສາສາກົນ, ເປົ້າໝາຍ, ພາສາທີ່ສາມາດແປໄດ້, ຈຳນວນບຸກຄະລາກອນປະຈຳ, ທຶນໝູນວຽນ, ຊັບຄົງທີ່, ຜົນໄດ້ຜົນເສັຍ, ແຜນຄາດຄະເນລາຍຮັບ-ລາຍຈ່າຍ, ກຳໄລຕໍ່ເດືອນ, ທີ່ຕັ້ງ, ແຜນວາດຂອງບໍລິສັດ.
Criminal Certificate	1 version
Location Map of the Enterprise	1 version
Copy of ID card or Family book of Managing Director	1 version
License to Invest in the Controlled Business	For foreigner only (1 version)
Photograph of the Managing Director	2 Photograph side 3x4
Address Certification	1 Version
Curriculum vate	1 Version

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	2

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application	Application form	59a52975d90ea.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Carry out Electronic Transactions Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-ITD-18	30.12.2017	Department of Information Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Electronic transaction is new business model for Lao PDR but it can be accessible easily by the general public and it is difficult to be traced; therefore, it is necessary to issue this Formality to control, manage and monitor the business operator in this field.
<b>Who should complete this business formality?</b>	Any person or individual, organizations who intends to carry out online business such as e-commerce, e-service performance, electronic financial transactions or electronic signature verification service.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Relevant laws do not define the review period but the authority informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. No history of fraud, not in bankruptcy proceedings, not in a period of default, or as a defendant in a similar case; 2. Having at least 70% bank guarantee on the bank (70%) of the registered capital. 3. Having technical staff that has expertise on the relevant transaction.	
<b>Is there any reason for</b>	Deny in case the applicant do not meet the required qualifications or conditions.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	36
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	300000.00	300000.00	20000.00	620000.00
<b>Comments</b>	Reference: As informed by the authority			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	100000.00	300000.00	20000.00	420000.00
<b>Comments</b>	Reference: As informed by the authority			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Electronic Transaction	20/ສພຸຸ	07.12.2012	Articles: 1, 2,3, 28

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Detail for Method of Production	ໜັງສືອະທິບາຍກ່ຽວກັບ ເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານທີ່ນຳໃຊ້ໃນການໃຫ້ບໍລິການ
Brief of Producing Method	ໜັງສືອະທິບາຍກ່ຽວກັບ ລະບຽບການ, ຂັ້ນຕອນ ແລະ ມາດຕະຖານຂອງວິສາຫະກິດທີ່ນຳໃຊ້ໃນການໃຫ້ບໍລິການ
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Curriculum vitae of Technical Staffs	ຄັດຕິດຊີວະປະຫວັດວິຊາການຫລັກ ແລະ ສຳເນົາປະກາດສະນິຍະບັດ
Location Map of the Enterprise	ຄັດຕິດແຜນທີ່ຂອງສະຖານທີ່ຕັ້ງວິສາຫະກິດ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃບມອບສິດ(ໃນກໍລະນີເປັນຕົວແທນ)
Copy of ID card or Family book of Managing Director	ສຳເນົາບັດປະຈຳຕົວ,ໜັງສືຜ່ານແດນ ເຈົ້າຂອງ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	3	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງຂໍອະນຸຍາດດຳເນີນທຸລະກິດໃຫ້ບໍລິການກ່ຽວກັບທຸລະກຳທາງເອເລັກໂຕຣນິກ	Application form	5a17d475e9fd1.pdf
ໃບຄຳຮ້ອງຂໍສືບຕໍ່ອະນຸຍາດດຳເນີນທຸລະກິດໃຫ້ບໍລິການທຸລະກຳທາງເອເລັກໂຕຣນິກ	Application form	5a2617c8e5ad9.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Gaming Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MCD-20	06.12.2017	Mass Culture Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to restrict unauthorized and unregulated gaming business and to prevent the importation and operation of a game that is violent or that may cause adverse impact on the society, in particular a public norm and good tradition.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate gaming business that include slot game, internet game, CD-player game, gambling slot, intellectual games and casino.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. The Ministry of Information, Culture and Tourism shall issue the Formality for big gaming business that are subject to approval of the Government; and Provincial Department of Information, Culture and Tourism shall issue the Formality for medium and small gaming business within their territory. 2. From 2008, the Government Office prohibited the issuance of this Formality.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	7	Relevant legal acts do not define clearly the review period but the authority informed the team that the normal review period is 7 working days.
<b>Qualifications needed by the business to get the formality</b>	All the gaming business operation shall be carried out in a club or gaming room that are spacious, clean and will not cause any impact on the neighbouring communities - no sound nuisance or other nuisances outside of the gaming club or room. Also, the gaming club or gaming room shall ensure a safety of human life	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	and assets and the public safety.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Documentation for renewal is following: 1. Request letter for renewal 2. Performance report in recent year 3. An old Formality

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	2000000.00	0.00	2000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	2000000.00	0.00	2000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Notice on the Government Policy	545/ຄວບ	19.03.2008	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
relating to the Casino and Slot Game in Lao PDR.			
Order on Management, Inspection and Approval of all the type of Gaming Business in Lao PDR.	664/ຖວ	22.10.2003	
Notice on Cessation of Permission to Operate Casino and Game Slot in the defined provinces (Bolikhamsay, Khammouane, Savannakhet and Champasack)	1264/ຫລບ.ກໜ	12.09.2014	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate for the Issuance of the Tax Identification Number	ໃບທະບຽນອາກອນ
Certificate for Enterprise Registration of Company Limited	
Business Plan	ແຜນນໍາເຂົ້າເຄື່ອງຫຼິ້ນເກມໃນປີ
Request Letter	
Feasibility Study	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	3	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate the Business relating to Signage</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MCD-21	08.12.2017	Mass Culture Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	The owner of the enterprise that operate business relating to signage shall be responsible for the signage that they are designing, producing and installing; therefore, it is necessary to control and collect the statistics of the business operators.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out business relating to signage, including a design, production and installation of signage that means the production used to display information in texts, photos or lightings forms with the purposes of showing the direction; educating; or disseminating information of any products or services to the public.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Issuance of this Formality shall be under the rights and obligations of the Provincial Department of Information, Culture and Tourism or District Office of Information, Culture and Tourism for the business operating with their territory.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Relevant legal act does not define the review timeline but the authority informed the team that the normal review period is 3 working days.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall have sufficient and appropriate location, vehicles, technical equipments and capital that should ensure their capacity to perform their works; and have qualified and knowledgeable personnel.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Will deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Submit the application form for renewal, business report and copy of the business license.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	500000.00	0.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	500000.00	0.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on Sign	36/ຊບ	29.01.2016	Chapter 3 The signage Business Article 15 to Article 17

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for the Issuance of the Tax Identification Number	ໃບທະບຽນອາກອນ
Certificate for Enterprise Registration of Company Limited	
Location Map of the Enterprise	
Feasibility Study	
Request Letter	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	1
2016	4	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
Name of formality	Approval of the Signage Content	
Type of formality	Other	
Formality Code	Date of last modification	Responsible Authority
MolCT-MCD-23	08.12.2017	Mass Culture Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	All of the signage will disseminate information to the general public; therefore, it is necessary for the authority to review the approve the content of those signages to ensure the unity and good order and culture of nation.
Who should complete this business formality?	Any person or legal entity that intends to use and install signage for the purposes of: (i) identifying the name, direction or details of the organisation or directions; (ii) educating the public; or (iii) advertisement purpose - in any forms.
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	1. The approval of the signage of the central government authorities and the business operation registered at the central level shall be applied with the Ministry of Information, Culture and Tourism; 2. The approval of the signage of the business operation registered at the provincial level shall be applied with the Provincial Department of Information, Culture and Tourism; and 3. The approval of the signage of the business operation registered at the district or village level shall be applied with the District Office of Information, Culture and Tourism.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	3	The relevant legal act does not define the review period but the authority inform the team that the normal review period is 3 working days.
Qualifications needed by the business to get	1. The content shall be made primarily in Lao language and if there is any other foreign language in the signage, the Lao language shall be bigger (2/3 of the total	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	area) and for the Enterprise signage - it shall identify the required contents as defined under the Decree on Signage; 2. The background and font colours of the signage shall comply with the requirements for each type of signage as defined under the Decree on Signage but if the applicant intends to use a unique characteristics, a separate approval shall be obtained; and 3. Size of the signage shall comply with the requirements defined for each type of signage under the Decree on Signage.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the content, colour or size of the signage does not meet the requirements

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	For the renewal of the Formality, the applicant shall submit the application form and supporting document as follow: - Request letter for renewal - Copy of the business license

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	3000000.00	0.00	0.00	3000000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	3000000.00	0.00	0.00	3000000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Sign	36/ວບ	29.01.2016	Chapter 4 Content, Color of Background, Text and Size of Sign Article 20 to Article 22 Chapter 5 Approval of content, Period, Import-Export and installation signage Article 23 to Article 26

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	ໃບສະເໜີຂໍອະນຸຍາດຜ່ານເນື້ອໃນປ້າຍ ແລະ ໃບສະເໜີຂໍດຳເນີນກິດຈະການກ່ຽວກັບປ້າຍ
Feasibility Study	
Location Map of the Enterprise	
Certificate for the Issuance of the Tax Identification Number	ໃບທະບຽນອາກອນ
Content of Sign	
Copy of Enterprise Registration Certificate	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	3
2016	6	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Patent</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-17	22.12.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their invention under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The owner of the 'Invention' that means the technical solution to create new product or process of production to resolve a specific problem and that owner intends to get the full protection over such Invention within Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	960	1. The Department will conduct a formality examination of the each application to ensure that the application is complete and that fees have been paid. 2. After the formality examination, the Department will (i) publish the application in the official industrial property gazette in the 19th month after the date of filing the application; and (ii) conduct substantive examination to determine whether it meets the requirements for patentability as described in Lao PDR laws within the framework of 32 months; provided, however, that if

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	application has previously been subject to a search or examination by another authority, the applicant may submit a copy of the report of such office and request that it be accepted by the Department in lieu of conducting a search in Lao PDR.
<b>Qualifications needed by the business to get the formality</b>	1. The invention that will be registered shall meet the following requirements: (i) shall be new, meaning such invention has not existed, not been disclosed to the public by publication, or by use or in any other means in Lao PDR or any place in the world prior to the date of filing the application for registration or where priority is claimed prior to the priority date of the application for a patent; (ii) shall involve an invention steps - meaning that would not be obvious to a person having ordinary knowledge in that field of technology; (iii) shall be industrially applicable in industry, handicraft, agriculture, fishery, services, etc. 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	1. Deny in case that the Invention does not meet the requirements; or 2. Deny (i) where it is necessary to prevent its commercial exploitation to protect culture and the fine traditions of the nation, including to protect human, animal or plant life or health or to avoid serious prejudice to the environment; or (ii) where necessary for the protection of the essential security interest of Lao PDR.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	240
<b>What is the process and conditions to renew the formality?</b>	In order to maintain the term of protection, the patent owner shall pay annual fees in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	600000.00	300000.00	200000.00	1100000.00

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
<b>Comments</b>	Reference: Presidential Edict 03/PR Service Fee shall be collected for each steps of the review with the total minimum amount of 1,200,000 LAK;

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	6400000.00	0.00	42000000.00	48400000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR 1. Renewal Fee for the total period of 20 years of validity, calculated in the following rate: (i) first 4 year = 300,000 LAK; (ii) 5th year = 300,000 LAK; (iii) 6th year = 400,000 LAK; (iv) 7th year = 500,000 LAK; (v) 8th year = 600,000 LAK; (vi) 9th year = 800,000 LAK; (vii) 10th year = 1,000,000 LAK; (viii) 11th year = 1,400,000 LAK; (ix) 12th year = 1,800,000 LAK; (x) 13th year = 2,300,000 LAK; (xi) 14th year= 2,800,000 LAK; (xii) 15th year = 3,300,000; (xiii) 16th year = 3,900,000 LAK; (xiv) 17th year = 4,500,000 LAK; (xv) 18th year = 5,100,000 LAK; (xvi) 19th year = 5,700,000 LAK; and (xvii) 20th year = 6,500,000 LAK 2. Service fee for the maintenance of the patent validity shall be paid on the annual basis from the 5th year at the rate of 400,000 LAK In the case the patent owner do not want to reserve their right, he / she can suspend the payment of the fee and the patented invention will become public domain for the general public upon such suspension			

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຸຸ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 13) Chapter 2 Industrial Property Ineligible for Protection (Article 21) Chapter 3 Protection of Industrial Property (Article 26, 27, 31, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 48)

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Power of Attorney	If the applicant is represented, a power of attorney and the name and address of the applicant's representative in the

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
	Lao PDR. ໃບມອບສິດ ທີ່ບົ່ງບອກຊື່ ແລະ ທີ່ຢູ່ ຂອງຜູ້ຕາງໜ້າຕົນ ຢູ່ ສປປ ລາວ, ໃນລະນີ ທີ່ຍື່ນຄຳຮ້ອງຂໍຜ່ານຜູ້ຕາງໜ້າ.
Abstract	
Drawings	(If needed to understand the invention) (ຖ້າຕ້ອງການ ເພື່ອໃຫ້ເຂົ້າໃຈການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ)
Invention Claims	Claims that clearly specify the subject matter to be protected and are supported by the description. ໃນຂໍ້ຮຽກຮ້ອງຂໍຮັບສິດ ຕ້ອງກຳນົດຢ່າງຈະແຈ້ງ ຫົວຂໍ້ທີ່ຈະປົກປ້ອງ ແລະ ມີບົດອະທິບາຍ ສະໜັບສະໜູນຂໍ້ຮຽກຮ້ອງນັ້ນ.
Invention Description	Description that discloses the invention or utility innovation in such clear and complete terms as to enable a person of ordinary skill in the relevant field of technology to understand and exploit the invention or utility innovation, the description shall disclose the best mode for making or using the invention or utility innovation. ບົດອະທິບາຍ ກ່ຽວກັບການເປີດເຜີຍ ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ ຢ່າງຈະແຈ້ງ ແລະ ຄົບຖ້ວນ ເພື່ອໃຫ້ບຸກຄົນທີ່ມີຄວາມຮູ້ທົ່ວໄປ ໃນຂົງເຂດເຕັກໂນໂລຊີທີ່ກ່ຽວຂ້ອງເຂົ້າໃຈ ແລະ ໃຊ້ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດນັ້ນ ໃຫ້ເປັນປະໂຫຍດ, ບົດອະທິບາຍ ຈະຕ້ອງເປີດເຜີຍວິທີທີ່ດີສຸດ ສຳລັບການຜະລິດ ຫຼື ນຳໃຊ້ການປະດິດສ້າງ ຫຼື ສິ່ງປະດິດ.
Receipt for Fee Payment	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	4	0
2016	2	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Industrial Design</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-19	22.12.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their industrial design under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The owner of the 'industrial design' that means the form or shape of the product, which is to be created, including the shape, pattern, line, colour, etc. and that owner intends to get the full protection over such Industrial Design within Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again. 3. Where an Industrial Design has been registered, the third party may request an objection or a cancellation of such registration within period of 5 years from the date of publication in the official gazette.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	180

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. The Industrial Design that will be registered shall meet the following requirements: (i) the industrial design shall be new - meaning that it has not been disclosed to the public by publications or by use or displayed, or in any other means in Lao PDR or any place in the world prior to the date of filing the application for registration or prior to the priority date of the application for registration; and (ii) the Industrial Design shall be ornamental - meaning that it gives a special appearance to the object to which the design is applied or in which it is embodied; 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the Industrial Design cannot be registered in the following circumstances: (i) a design the appearance of which is dictated by technical features of the object to which the design is applied or in which it is embodied; or (ii) a design that is contrary to social order and the fine traditions of the nation.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	180
<b>What is the process and conditions to renew the formality?</b>	In order to maintain the term of protection, the Industrial Design owner shall pay annual fees in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	0.00	100000.00	300000.00
<b>Comments</b>	Reference: Comments from the Authority			

<b>RENEWAL FEES</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	100000.00	0.00	0.00	100000.00
<b>Comments</b>	Reference: Comments from the Authority			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຊ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 15) Chapter 2 Industrial Property Ineligible for Protection (Article 22) Chapter 3 Protection of Industrial Property (Article 26, 27, 32, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 50)

REQUIRED DOCUMENTS	
Document Name	Comment
Receipt for Fee Payment	ໃບຮັບເງິນຄ່າທຳນຽມ Receipt of payment of fees.
Abstract	ບົດອະທິບາຍໂດຍສັງເຂບ ກ່ຽວກັບ ຊະນິດສິນຄ້າ ທີ່ກ່ຽວຂ້ອງກັບ ແບບອຸດສາຫະກຳ. A brief statement of the type of goods to which the industrial design relates.
Drawings	ຮູບແຕ້ມ ຫຼື ຮູບຖ່າຍ ຈຳນວນໜຶ່ງຮູບ ຫຼື ຫຼາຍຮູບ ທີ່ບົ່ງບອກເຖິງແບບອຸດສາຫະກຳ ຢ່າງຈະແຈ້ງ ເພື່ອສະແດງໃຫ້ເຫັນລັກສະນະຮູບຊົງຂອງແບບນັ້ນ. One or more drawings or photographs that clearly disclose the industrial design as needed to illustrate its appearance.
Power of Attorney	ໃບມອບສິດທິບົ່ງບອກຊື່ ແລະ ທີ່ຢູ່ ຂອງຜູ້ຕາງໜ້າຕົນ ຢູ່ ສ ບປ ລາວ ໃນກໍລະນີ ທີ່ ຍື່ນຄຳຮ້ອງຂໍຜ່ານຜູ້ຕາງໜ້າ. If the applicant is represented, a power of attorney and the name and address of the applicant's representative in the Lao PDR.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
Application Form	ຄໍາຮ້ອງຂໍຈົດທະບຽນແບບອຸດສາຫະກຳ A request for registration of the industrial design.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	17	30

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Trademark</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-20	31.12.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their trademark under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The owner of the 'trademark' that means the mark to use with goods or services as well as to distinguish between these goods or services and other goods or services and that owner intends to get the full protection over such trademark within Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again. 3. Where a trademark has been registered, the third party may request an objection or a cancellation of such registration within period of 5 years from the date of publication in the official gazette.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	300	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	<p>1. Trademark that will be registered shall have the following conditions: (i) the mark may be any sign, or any combination of signs, capable of distinguishing the goods or services of one undertaking from those of other undertakings; (ii) the mark is not identical to a previously registered mark, well-known mark, or geographical indication for the same goods or services; and (iii) the mark is not similar to a previously registered mark or well-known mark for the same, similar, or related goods and services, where the use of the later mark would tend to cause confusion as to the source of goods or services or create a false impression that they are connected or associated with another party; (iv) not being the prohibited mark as defined under Article 23 of the Law on Intellectual Property 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.</p>
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that such trademark is the prohibited trademark as defined under the law

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	120
<b>What is the process and conditions to renew the formality?</b>	Renewal can be done for another 10 years continuously; provided in order to maintain the term of protection, the patent owner shall pay annual fees 10 years in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	800000.00	20000.00	1120000.00
<b>Comments</b>	Reference: Comments from the Authority			

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	300000.00	800000.00	20000.00	1120000.00
<b>Comments</b>	Reference: Comments from the Authority			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຊ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 16) Chapter 2 Industrial Property Ineligible for Protection (Article 23) Chapter 3 Protection of Industrial Property (Article 26, 27, 31, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 51)

REQUIRED DOCUMENTS	
Document Name	Comment
Receipt for Fee Payment	ໃບຮັບເງິນຄ່າທຳນຽມ ແລະ ບໍລິການ Receipt for payment of fees.
Abstract	ບົດອະທິບາຍ ກ່ຽວກັບ ສິນຄ້າ ທີ່ເຄື່ອງໝາຍການຄ້າຈະຖືກນຳໃຊ້ ຫຼື ການບໍລິການ ທີ່ກ່ຽວຂ້ອງ. ຖ້າວ່າຄຳຮ້ອງຂໍ ຫາກກ່ຽວຂ້ອງກັບເຄື່ອງໝາຍການຄ້າລວມໝູ່ ຫຼື ເຄື່ອງໝາຍຮັບຮອງນັ້ນ ຄຳຮ້ອງຂໍຕ້ອງບົ່ງບອກເຄື່ອງໝາຍດັ່ງກ່າວໄວ້ຢ່າງຄັກແນ່ ແລະ ຕ້ອງປະກອບບົດອະທິບາຍ ກ່ຽວກັບ ການຈະນຳໃຊ້ເຄື່ອງໝາຍນັ້ນ. Description of the goods to which the mark will be applied or the services in connection with which it will be used, if the application related to a collective mark or certification mark, the application shall so indicate and shall include a description of the way the mark is to be used.
Drawings	ຮູບແຕ້ມ ຫຼື ຮູບຖ່າຍ ຫຼື ຕົວຢ່າງເຄື່ອງໝາຍທີ່ຈະແຈ້ງ. A clear drawing or other image or specimen of the mark.
Power of Attorney	ໃບມອບສິດ ທີ່ບົ່ງບອກຊື່ ແລະ ທີ່ຢູ່ຂອງຜູ້ຕາງໜ້າຕົນ ຢູ່ ສປປ ລາວ ໃນກໍລະນີ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
	ທີ່ຍື່ນຄຳຮ້ອງຂໍຜ່ານຜູ້ຕາງໜ້າ. If the applicant is represented, a power of attorney and the name and address of applicant's representative in the Lao PDR.
Application Form	ຄຳຮ້ອງຂໍຈິດທະບຽນເຄື່ອງໝາຍການຄ້າ. A request for registration of the trademark.

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	2389	1334

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Layout-design of Integrated Circuits</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-21	27.09.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their layout-design of the integrated circuits under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The owner of the 'layout-design integrated circuits' that means a three-dimensional disposition however expressed, of an integrated circuit at least one element of which is an active element and some or all of the interconnections of an integrated circuit or such a three dimensional disposition prepared for an integrated circuit intended for manufacture and that owner intends to get the full protection over such layout-design of integrated circuits within Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	180
<b>Qualifications needed</b>	1. A layout-design of integrated circuit shall be in original in the sense that it is

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	the result of it creators' own intellectual effort and is not commonplace among creators of layout-designs and manufacturers of integrated circuit at the time of its creation; 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the layout-design of integrated circuits or the applicant do not meet the defined qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	144
<b>What is the process and conditions to renew the formality?</b>	In order to maintain the term of protection, the owner shall pay annual fees in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	300000.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
YES	0.00	1120000.00	0.00	1120000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຊ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 17) Chapter 3 Protection of Industrial Property (Article 26, 27, 31, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 52)

REQUIRED DOCUMENTS	
Document Name	Comment
Receipt for Fee Payment	ໃບຮັບເງິນຄ່າທຳນຽມ Receipt for the payment of fees.
Other Related Documents	ບົດອະທິບາຍ ກ່ຽວກັບ ໜ້າທີ່ທາງດ້ານອີເລັກໂຕຣນິກ ທີ່ວົງຈອນລວມທຳງານ ຫຼື ຈຸດປະສົງ ເພື່ອເຮັດໃຫ້ວົງຈອນລວມທຳງານ ຖ້າຫາກວົງຈອນລວມ ໄດ້ຖືກນຳໄປຫາຜົນປະໂຫຍກໃນທາງການຄ້າແລ້ວ. If the integrated circuit has been commercially exploited, a description of the electronic function that the integrated circuit perform or is intended ti perform.
Drawings	ແຜນວາດ ຂອງແບບຜັງວົງຈອນລວມ ເພື່ອສາມາດຈຳແນກແບບຜັງ. Drawing of the layout-design integrate circuit sufficient to identify the layout-design.
Abstract	ບົດອະທິບາຍ ກ່ຽວກັບ ການນຳໃຊ້ໃນທາງການຄ້າເທື່ອທຳອິດ ຂອງແບບຜັງ ຫຼື ວົງຈອນລວງທີ່ເຊື່ອມຕໍ່ເຂົ້າກັນ. Description of the first commercial use of the layout-design or integrated circuit in which it is embodied.
Power of Attorney	ໃບມອບສິດ ທີ່ບົ່ງບອກຊື່ ແລະ ທີ່ຢູ່ຂອງຜູ້ຕາງໜ້າຕົນ ຢູ່ ສປປ ລາວ ໃນກໍລະນີ ທີ່ຍື່ນຄຳຮ້ອງຂໍຜ່ານຜູ້ຕາງໜ້າ. If the applicant is represented, a power of attorney and the name and address of applicant's

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
	representative in the Lao PDR.
Application Form	ຄໍາຮ້ອງຂໍຈົດທະບຽນແບບຜັງວົງຈອນລວມ. A request for registration of layout -design of integrated circuit..

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Print the Publications</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-13	16.11.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	To mitigate the risk of distributing the publications that may violate the laws / regulations or public security / culture norm, therefore, it is necessary to manage, monitor and collect the statistics.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to print the manuscript and produce a books, electronic publications or other types of publications.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Any printing house, both public and private, in Lao PDR is prohibited to print or publish any books or publications that do not get this Formality.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	All the manuscripts for the printing shall be submitted to the licensed Publishing House to review and verify first.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	25000.00	10000.00	35000.00
<b>Comments</b>	Presidential Edict 03, Article 51. The fees shall be collected for each printing and the issuance of each Formality.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Publication	05/ສພຸ	09.12.2008	Chapter 2 Printing Article 15 to Article 19
Notice on the Registration of Publication Printing, Importation-Exportation, Distributions and Advertisement in Lao PDR	091/ພອ/04	30.03.2004	
Instruction on Publishing, Importation-Exportation, Restricted	1085/ຫກ	08.12.2005	Chapter I Printing the Books -

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Importation-Exportation and Distribution of Books and Publications in Lao PDR	ຖວ		Publications
Instruction on the Permission to Print Books and Publications in Lao PDR	729/ຖວ	14.12.2009	

REQUIRED DOCUMENTS	
Document Name	Comment
Original of the book or publication to be printed	- ປຶ້ມ ຫຼື ສິ່ງພິມ ທີ່ຈະພິມ 1 ສະບັບ. - ຕ້ອງໄດ້ຜ່ານ ບ.ກ ຫຼື ສໍານັກພິມໃດໜຶ່ງ. - ຈັດມາແກ້ດ (ຕົ້ນສະບັບ) ຢ່າງສົມບູນແບບຄື: ໜ້າປົກ, ຫຼັງປົກ, ປົກສໍາຮອງ, ສາລະບານ, ຄໍາເຫັນຂອງສໍານັກພິມ ຫຼື ບ.ກ ແລະ ຄໍາເຫັນຂອງຜູ້ແຕ່ງ, ຂໍ້ມູນອ້າງອິງ ແລະ ອື່ນໆ ທີ່ຈໍາເປັນ.
Certificate of Annual Tax Payment	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	3
2016	0	1

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ຂໍອະນຸຍາດຂຶ້ນທະບຽນພິມຈໍາໜ່າຍປຶ້ມ ແລະ ສິ່ງພິມ	Application form	59b66b2dd9ec8.pdf
ໃບທະບຽນພິມຈໍາໜ່າຍ	Example of resolution	59b67ab24705c.pdf
ຄໍາຮ້ອງຂໍອະນຸຍາດພິມ	Application form	59b690409929b.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
ໃບອະນຸຍາດຝັມ	Example of resolution	59b6905a2e46b.pdf

REGISTRATION DATA		
Name of formality	<b>Certificate of Fuel Truck Inspection</b>	
Type of formality	Certificate	
Formality Code	Date of last modification	Responsible Authority
MoST-SMD-22	02.01.2018	Standardization and Measurement Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	D - Electricity, gas, steam and air conditioning supply
Purpose for enforcing the business formality	To protect the rights and benefits of the fuel business operator and the end-users in the general public through the assurance of the accuracy of the fuel quantity contained in the fuel truck.
Who should complete this business formality?	Any person or legal entity that operates the business relating to fuel truck that means the truck used to transport fuel to the fuel manufacturer, distributor and fuel stations.
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	10	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 10 working days.
Qualifications needed by the business to get the formality	The fuel truck shall be designed specifically for the fuel transportation and shall pass the inspection of technical specifications from the fuel company or relevant authorities.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the fuel tank truck does not meet the set standards as a result of actual inspection.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	This Formality will be issued once without the validity period; however, the inspection of the fuel truck shall be undertaken by the authority every two years.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	3500000.00	30000.00	5000.00	3535000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR date: 26.12.2012 The Volume tank of Fuel truck Rate/LAK/Tank /Year Less than 7,000 L 800,000 7,000 - 9,000 L 950,000 9,000 - 12,000 L 1,200,000 12,000-16,000 L 1,400,000 16,000-24,000 L 1,900,000 24,000-30,000 L 2,300,000 30,000-35,000 L 2,600,000 35,000-40,000 L 3,000,000 Over than 40,000 L 3,500,000			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	3500000.00	30000.00	5000.00	3535000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR date: 26.12.2012 The Volume tank of Fuel truck Rate/LAK/Tank /Year Less than 7,000 L 800,000 7,000 - 9,000 L 950,000 9,000 - 12,000 L			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES		
	1,200,000 12,000-16,000 L 24,000 L	1,400,000 16,000- 1,900,000 24,000-30,000 L
	2,300,000 30,000-35,000 L 40,000 L	2,600,000 35,000- 3,000,000 Over than 40,000 L
	3,500,000	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Measurement (Revised)	36/ສພຊ	13.12.2013	Chapter 3 Tools and Measuring Equipment. Article 21 (revive) Registration Tools and Measuring Equipment
Order on the Management of Fuel Trucks in Lao PDR	1397/ກວຕ	27.12.2016	Articles: 1,2,4,12,13,14,19

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	ທະບຽນວິສາຫະກິດ ທີ່ສະແດງຈຸດປະສົງບໍລິສັດດຳເນີນກິດຈະການຈຳໜ່າຍນໍ້າມັນເຊື້ອໄຟ
Request Letter	
Vehicle registration document	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	566	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish Slaughter House</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-LFD-13	17.11.2017	Livestock and Fishery Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Animal slaughtering and inspection of sanitation of the animal product shall ensure the safety of human and animal safety and environment protection so it is necessary to get an operating license for the establishment of slaughter house.
<b>Who should complete this business formality?</b>	Any person, family or legal entity that intends to establish slaughter house (a place that use the methodology to kill the animal without tormenting the animal) and small slaughter place (place that kill 1 to 4 cows, buffalos or pig at a time; 1 to 8 sheep or goats at a time; and less than 50 chicken)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Ministry of Agriculture and Forestry shall issue the Formality for the medium and big-sized slaughter house and Provincial Department of Agriculture and Forestry shall issue the Formality for the small slaughter house.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Slaughter and animal hygiene product shall be undertaken pursuant to the Standard as endorsed by the Government and shall ensure the compliance with standards, conditions or guideline of OIE; 2. Once the construction completed for 50-80%, the authority shall inspect the site to give recommendations and once the construction completed 100% and before the issuance of the Formality, the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	site inspection shall be undertaken to test-run and commission the operation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	The applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1 month before the expiration of this Formality, this Formality shall be renewed by the submission of the (i) the request letter to renew the Formality; (ii) health certificate not more than 3 months; (iii) current address certificate; (iv) 3x4 photograph taken not more than 1 year 3 copies; and (v) inspection report undertaken by the veterinary authority.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Slaughter and Animal Products Inspection	0870/ກປ	18.03.2011	Chapter 3 Establishment of Slaughter House Article 14-15
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	article 69-70

REQUIRED DOCUMENTS	
Document Name	Comment
Construction Layout	ແຜນຜັງເຕັກນິກດ້ານການກໍ່ສ້າງ
Location Map of the Enterprise	
Certificate to approve the Environmental and Social Impact Assessment	
Feasibility Study	ບົດສະເໜີໂຄງການ, ບົດວິພາກເສດຖະກິດ
Copy of ID / family registry / passport of Investor	ຖ້າເປັນບຸກຄົນ ໃຫ້ມີບັດປະຈຳຕົວ ຫຼື ສຳມະໂນຄົວ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of approving the Technical Feasibility Plan for Agriculture Production</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-DoA-7	30.12.2017	Department of Agriculture

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	To ensure the compliance and quality of the technical feasibility plan; to be the reference for the monitoring of the business operator's performance and be the reference for the application for the License to Operate Agriculture and Forestry Business.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate agriculture production business both in the case of land lease or concession; or the contract farming.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. This Formality is pre-requisite for the issuance of the License to conduct Agriculture and Forestry Business; 2. The Department will issue this Formality for the enterprise that received the investment license or Enterprise Registration Certificate from the central government; while the Provincial Division will issue this Formality for the enterprise that received the investment license or Enterprise Registration Certificate from the provincial government.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed</b>	1. The Technical Feasibility plan shall be prepared in strict compliance with

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	Section II, Article 5 of this Recommendation (No. 1393 /KPF); 2. The area shall be inspected and the plan shall be consulted and passed in the technical consultation with the relevant authorities.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the feasibility plan do not comply with the required conditions or standards or the plant that will be produced are prohibited.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	1. Having report on the implementation of the project. 2. Having detailed plans for implementation next year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	150000.00	0.00	150000.00
<b>Comments</b>	Reference for Certificate Fee: Department Guideline No. 1393/DOA			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Guidelines on the Management of the Agriculture Business	1393/ກປຜ	07.07.2017	Chapter III Certificate of the Technical Plan for Agriculture Production (Article 6 to 8)
Law on Agriculture	01/98/ສພຊ	10.10.1998	Chapter II: Article 8-Article 9:Farming Produce and type of Agricultural

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Feasibility Study	ບົດວິພາກເສດຖະກິດ-ເຕັກນິກການປູກພືດເປັນສິນຄ້າ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Template for the Formality	Example of resolution	certificate-on-technical-farmi... 59c33723a9232.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Boat</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-IWTD-13	17.11.2017	Inland Waterways Transport Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage, All sectors
<b>Purpose for enforcing the business formality</b>	In order to get the evidence of the ownership rights for the use of the boat and to certify the nationality of the boat as Lao.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to register their ownership over the boat that means any water vehicles in any form that run by engine or human rowing or other means and used for any specific purposes
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Inland Transportation Department will register: (i) international transportation boat in any size; (ii) passenger boat with the capacity of more than 100 persons, goods transportation boat with the capacity of more than 300 tons, restaurant floating boat with the capacity of more than 100 persons, and big natural resources excavating and construction boat; 2. Provincial Department of Public Works and Transportation will register: passenger boat with the capacity of more than 15-100 persons, goods transportation boat with the capacity of more than 15-300 tons, international ferry, big-truck transportation ferry, restaurant floating boat with the capacity of more than 50-100 persons, other size of natural resources excavating and construction boat and sports boat with the capacity of more than 5 power houses; 3. District Office of Public Works and Transportation will register passenger boat with the capacity of more than 5 persons but less than 15 persons, goods transportation boat with the capacity of 500 kg or 0.5 tons but less than 15 tons, motorcycle transporting ferry, restaurant floating boat with the capacity of less than 50 persons and fishery boat.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	17	1. Department will review the application package and give a response within 7 working days 2. If the application package is complete, the Department will inspect the boat and if everything is correct, the Department will enter such registry in the registration book and issue the boat registration within 10 working days after such inspection.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall be the rightful owner of the boat with a clear ownership certificate	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant is not the rightful owner or in case that it appears that the boat as inspected does not match the details contained in the application form.	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	250000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
Comments	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Onder on Regulation relating to Boat Registration	00177/ຍທຂ	04.01.2013	Chapter 2 Boat Registration (Article 6 to 11) Chapter 4 Management and Monitoring (Article 21 to 24)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of the Boat Ownership	
Certificate to Cancel the Boat Registration that is undertaken abroad	
Customs Clearance for the Imported Boat	
Boat Importation / Shipping and Invoice Documents	
Certificate of the Boat Technical Safety	ໃບຢັ້ງຢືນກວດກາເຕັກນິກເຮືອ ແລະ ໃບຢັ້ງຢືນຄວາມປອດໄພທາງດ້ານເຕັກນິກ ແລະ ສິ່ງແວດລ້ອມຂອງເຮືອ
Photo of Boat (in right side, full, size 10x15 cm)	
Copy of ID card or Family book of Managing Director	ສຳເນົາບັດປະຈຳຕົວຝົນລະເມືອງລາວ, ຊາວຕ່າງດ້າວ ຫລື ຫຼັງສືຜ່ານແດນສຳຫລັບຄົນຕ່າງປະເທດ, ສຳເນົາໃບທະບຽນວິສາຫະກິດ ສຳຫລັບນິຕິບຸກຄົນ
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	4	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LIST OF ATTACHED DOCUMENTS		
Boat Registration	Application form	boat-registration0912201759b75f8d38d47.pdf
ໃບທະບຽນເຮືອ	Example of resolution	59c866cbd98a3.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Produce a Movie</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MD-25	30.12.2017	Department of Cinema

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to ensure the content of the movie to be appropriate so that the movie can contribute in the protection and conservation of national heritage.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to produce a movie that means the compilation of art and entertainment media that composing motion and sound and recorded in the media for public display via various type of technical device.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The content of the movie shall be reviewed in order to ensure that it will not violate the requirements or conditions prescribed under the law. 2. In case the movie have the content directly relating to Lao PDR, the content shall be reviewed by the Lao Embassy of the origin country before the movie can be produced.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny because the inappropriate content of the filming and impact on the national traditional or Law.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	2500000.00	0.00	2500000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Movie	246/ວບ	23.07.2014	Article 12. Movie Production

REQUIRED DOCUMENTS	
Document Name	Comment
List of Equipment	- ແຈ້ງອຸປະກອນທີ່ຈະນຳເຂົ້າມາຖ່າຍທຳ - List the equipment using in filming

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Request Letter	-ໜັງສືສະເໜີຂໍອະນຸຍາດຖ່າຍທຳຮູບເງົາ (ຕິດຄັດມານຳໜັງສືສະເໜີປະກອບມີເອກະສານກຳນົດເວລາ ແລະ ສະຖານທີ່ຖ່າຍທຳໃຫ້ລະອຽດຊັກເຈນ). - Propose letter to film the cinema (The details of schedule and location of proposed filming must be attached).
Copy of Passport	
List of Employees	ລາຍຊື່ທີມງານ (ຜູ້ກຳກັບ, ວິຊາການທີ່ເຮັດວຽກໃຫ້ຈະແຈ້ງ ແລະ ອັດສຳເນົາໜັງສືເດີນທາງຕິດຄັດມາພ້ອມ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	10	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Geographical Indication</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-23	02.10.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify that such products was originated in the territorial or area of Lao PDR in order to leverage the value of their geographically unique products and inform / attract consumers
<b>Who should complete this business formality?</b>	The owner of the products or services that intends to get the certificate and protection under the Lao PDR laws that their products or services are originated from within the territory of Lao PDR
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 2. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	60
<b>Qualifications needed by the business to get the formality</b>	1. Geographic indication that can be registered shall give a distinctive characteristics to that specific products that are different fro other products and such distinctive characteristic is originated by the unique natural factors in that

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	territory or by the human factor (i.e. specific skills or experiences in that locality); 2. Persons eligible to obtain protection for this Formality include: (i) a Lao citizen or resident in Lao PDR, or a legal entity or organisations established under the Lao PDR laws; (ii) an individual that is a national or resident of any country which is a member of the Paris Convention or other international agreement relating to the protection of industrial property and of which Lao PDR is also a member; (iii) an individual, legal entity or organisation with a real and effective industrial or commercial establishment in the territory of any member of the Paris Convention or of any other international agreement that relates to the protection of industrial property of which Lao PDR is also a member.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the application fails to meet the required qualification or if such geographic indication is prohibited from being registered under the Law (i.e. such geographic indication may cause any misleading or confusion with other products origin).

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພລຸ	20.12.2011	Part III Industrial Property Chapter 1 Industrial Property Requirements (Article 18) Chapter 2 Industrial Property Ineligible for Protection (Article 25) Chapter 3 Protection of Industrial Property (Article 26, 27, 31, 37, 38 to 41) Chapter 5 Terms of Protection of Patents (Article 53)

REQUIRED DOCUMENTS	
Document Name	Comment
Receipt for Fee Payment	ໃບຮັບເງິນຄ່າທຳນຽມ. Receipt for payment of fees.
Evidence that the geographical indication is protected in its country of origin.	ຫຼັກຖານຢັ້ງຢືນການປົກປ້ອງແຫຼ່ງກຳເນີດ ຢູ່ໃນປະເທດຕົ້ນກຳເນີດ ໃນກໍລະນີທີ່ຄຳຮ້ອງຂໍຈົດທະບຽນນັ້ນ ໄດ້ອີງໃສ່ການປົກປ້ອງຢູ່ຕ່າງປະເທດ. Where the geographical application is based on protection in a foreign country, evidence that the geographical indication is protected in its country of origin.
Other Related Documents	ບົດລາຍງານ ກ່ຽວກັບ ຈຸດເດັ່ນຂອງແຫຼ່ງກຳເນີດ ຊຶ່ງຜູ້ຮ້ອງຂໍສະເໜີໃຫ້ເປັນແຫຼ່ງກຳເນີດ ແລະ ຫຼັກຖານ ເພື່ອສະໜັບສະໜູນບົດລາຍງານນັ້ນ. Statement of the basis on which the proposed geographical indication is claimed to be a geographical indication, and evidence in support of such statement.
Additional information, if available	ສິນຄ້າ ທີ່ກ່ຽວກັບແຫຼ່ງກຳເນີດ ແລະ ວິທີການກວດກາທີ່ຈະນຳມາໃຊ້. Goods to which the proposed geographical indication applies and applicable methods of control.
Abstract	ບົດລາຍງານ ກ່ຽວກັບຂົງເຂບຜູ້ມສາດ ທີ່ຈະນຳໃຊ້ເປັນແຫຼ່ງກຳເນີດ. Statement of the geographical region to which the proposed

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
	geographical indication of control.
Drawings	ຮູບຂອງແຫຼ່ງກຳເນີດທີ່ຈະແຈ້ງ. A clear image of the geographical indication.
Power of Attorney	ໃບມອບສິດ ທີ່ບັງບອກຊື່ ແລະ ທີ່ຢູ່ ຂອງຜູ້ຕາງໜ້າຕົກ ຢູ່ ສ ປປ ລາວ ໃນກໍລະນີ ທີ່ຍື່ນຄຳຮ້ອງຂໍຜູ້ຜານຜູ້ຕາງໜ້າ If the applicant is represented, a power of attorney and the name and address of applicant's representative in the Lao PDR.
Application Form	ຄຳຮ້ອງຂໍຈົດທະບຽນແຫຼ່ງກຳເນີດ A request for registration of the geographical indication.

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of New Plant Variety</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-IPD-24	27.09.2017	Intellectual Property Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Registration to get the legal protection of their new plant variety under the Lao PDR law and in Lao PDR
<b>Who should complete this business formality?</b>	The breeder of new plant variety that intends to get the legal protection for their rights under Lao PDR laws within Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.most.gov.la">www.most.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. One application can only apply for one plant variety 2. Any individual, legal entity or organisation residing in a foreign country, who intends to apply for this Formality shall appoint an authorised representative in Lao PDR to carry out transactions relating to this Formality in Lao PDR 3. Application and any supporting documents may be filed in either Lao or English language; provided, however, that for any application filed in English, the applicant must within 90 days of such filing supply a Lao translation as certified to the authority again.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	A new plant variety shall be: 1. novel - not been sold or otherwise disposed of to others more than 1 year before the date of filing of the national application; 2. distinctive from any other variety whose existence is a matter of common

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	knowledge at the time of the filing of the applications; 3. uniform in its relevant characteristics; and 4. stable - remain unchanged after repeated propagation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the new plant variety or the applicant do not meet the required qualifications or conditions under the Lao PDR laws.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	300
<b>What is the process and conditions to renew the formality?</b>	For trees and vines, a fixed period of 25 years and for other varieties of plants, 20 years. In order to maintain the term of protection, the owner shall pay annual fees in advance.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	700000.00	0.00	700000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	9500000.00	0.00	9500000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Intellectual Property (Revised)	01/ສພຊ	20.12.2011	Part IV New Plant Variety (Article 67 to 77)

REQUIRED DOCUMENTS	
Document Name	Comment
Receipt for Fee Payment	ໃບຮັບເງິນຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການ. Receipt for payment of the applicable fee.
Statement of distinctiveness, uniformity and stability	ໃບຢັ້ງຢືນປ່ອນທີ່ສາມາດຊອກຫາຂໍ້ມູນທີ່ຈຳເປັນ ໃນການກຳນົດເງື່ອນໄຂຂອງຄວາມແຕກຕ່າງ, ຄວາມສະໝໍ່າສະເໝີ ແລະ ຄວາມຄົງຕົວ. Where available, such data ads required to determine whether the requirements of distinctiveness, uniformity, and stability have been met.
Sampling of product	ຕົວຢ່າງສ່ວນຂະຫຍາຍພັນພືດ ຫຼື ໜັງສືຢັ້ງຢືນ ກ່ຽວກັບສ່ວນຂະຫຍາຍພັນພືດ. A viable sample of the propagating material of the new variety or statement related to propagating material.
Abstract	ບົດອະທິບາຍ ຄຸນລັກສະນະຂອງພັນພືດ ກ່ຽວກັບ ຄວາມແຕກຕ່າງ, ຄວາມສະໝໍ່າສະເໝີ ແລະ ຄວາມຄົງຕົວ ແລະ ອະທິບາຍກ່ຽວກັບການຈັດລຳດັບແນວພັນ ແລະ ຂັ້ນຕອນການເພາະປູກ. Description of the variety setting forth its distinctiveness, uniformity, and stability and a description of the genealogy and breeding procedure.
Request Letter	ໃບສະເໜີການກຳນົດຊື່ໃໝ່. Proposed new denomination.
Power of Attorney	ໃບມອບສິດ ແລະ ຊື່ ແບະ ທີ່ຢູ່ ຂອງຕົວແທນ ຖ້າຫາກເປັນຕົວແທນ. If represented, a power of attorney and the name and address of the representative.
A statement	ຊື່ນັກປະສົມພັນພືດ, ຖ້າຜູ້ຮ້ອງຂໍບໍ່ແມ່ນນັກປະສົມພັນພືດ ຕ້ອງມີໜັງສືຢັ້ງຢືນຄວາມເປັນເຈົ້າຂອງ. Name of the breeder, and if applicant is not the breeder, a statement of the basis of applicant's ownership.
Application Form	ຄຳຮ້ອງຂໍສິດຕໍ່ພັນພືດໃໝ່ທີ່ໄດ້ມາຈາກການປະສົມພັນ Request for plant

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
	breeder's right.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
Name of formality	Notification of Copyright	
Type of formality	Other	
Formality Code	Date of last modification	Responsible Authority
MoST-IPD-25	27.09.2017	Intellectual Property Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	Notify in order to create an evidence and reference for the copyright owner in particular in the case of dispute or infringement.
Who should complete this business formality?	The copyright owner who intends to get a certificate of their rights over their production in the literary, scientific and artistic domain under Lao PDR laws.
The formality has online information?	YES
Link to online information	<a href="http://www.most.gov.la">www.most.gov.la</a>
The formality has an application form?	YES
Any additional comment concerning the formality	Copyright are the rights which arise immediately when the work is created without registration requirement but can be voluntarily notify to the Department.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	15
Qualifications needed by the business to get the formality	1. It shall be the product of the composer that create a product and such work shall be created in a tangible medium 2. Persons eligible for protection are: the authorship, the performer, producers of phonograms who take the first fixation of the sounds and broadcasters that initiated and made the broadcast
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the work cannot be copyrighted or the applicant do not meet the required qualification or conditions defined.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	20000.00	0.00	5000.00	25000.00
Comments	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Intellectual Property (Revised)	01/ສພຸຸ	20.12.2011	Part V Copyright and Related Rights Chapter 1 Protection of Copyright (Article 88) Chapter 3 Notification of Copyright or Related Rights (Article 93 and 94) Chapter 6 Term of Protection of Copyright and Related Rights (Article 109)

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	20	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Commence the Hydropower Project Construction</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-EMD-9	10.10.2017	Energy Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	To approve and certify that the construction of the hydropower plant will comply with the technical standards in order to prevent any risk or hazard to human or objects and in order to prevent environmental impacts and the general power supply.
<b>Who should complete this business formality?</b>	Any entity, either private or public, who is authorised to operate the power business and intends to construct the hydropower project in Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	After obtaining this Formality and before the actual construction of any part of the hydropower project, the Department shall be notified.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 30 working days upon submission of a complete set of documents.
<b>Qualifications needed by the business to get the formality</b>	1. The construction design shall comply strictly with Part 2: Hydropower Civil Engineering Facilities as prescribed under the Lao Electric Power Technical Standard 2. The Department will monitor and inspect the equipment and electrical supplies to ensure a full compliance before the commencement of any construction.	
<b>Is there any reason for the authority to deny</b>	Deny in case that the construction design does not meet the defined standards or qualifications.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	10000000.00	0.00	0.00	10000000.00
Comments	Reference: Presidential Edict No. 03/PR The service fees shall be collected pursuant to the size of the hydropower project as follows: 1. small-sized project - 4,000,000 LAK 2. medium-sized project - 6,000,000 LAK 3. large-sized project - 10,000,000 LAK			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Approval and Declaration of the Lao Electric Power	052/ອທ.	12.02.2004	Article 3 Conformity to the Technical Standards Article 5 Examination and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Technical Standards			Inspection - 1 (1)
Law on Electricity (Revised)	03/ສາມຊຸມ	20.12.2011	Article 13 Construction Design Article 14 Electricity Construction and Installation Article 21 Electric Equipment and Appliance Installation Article 22 Establishment and Compliance with the Electric Power Technical Standards Article 23 Adjustment to ensure the Compliance with the Electric Power Technical Standards

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Invest in Concession Business	
Feasibility Study	
Construction Layout	
License to Operate Electricity Enterprise	
Certificate for the approval of the Feasibility Study of the Power Project	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Extracted Lao Electric Power Technical Standards	Department Guideline	59bf37a6350f6.pdf
Draft TOR for Hydropower Project Construction	Department Guideline	tor 59bf766b7d36d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit for first Water Impoundment of the Hydropower Project</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-EMD-10	10.10.2017	Energy Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	First Impoundment would normally be the riskiest time for the construction cycle of the hydropower project, in particular on the surrounding environment and society so it is necessary for the Department to inspect before the actual impoundment to avoid the irreversible damages.
<b>Who should complete this business formality?</b>	Any licensed energy operator who intends to start their first impoundment for their hydropower project.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period does not exceed 30 working days upon submission of all the complete documents.
<b>Qualifications needed by the business to get the formality</b>	1. All the engineering construction of the hydropower project shall be inspected to ensure the compliance with the Lao Electric Power Technical Standard and compliance with the construction design as approved by the Department before the construction. 2. For dams categorised as 'high risk' in the LEPTS, the report on dam management system, discharge procedure and measures to mitigate danger to downstream areas in case of flood situations shall be made and submitted.	

**Datasheet for business formalities.**

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REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the engineering construction does not meet the required standards and it will pose imminent impacts to environment or society from such impoundment

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Approval and Declaration of the Lao Electric Power	052/ອທ.	12.02.2004	Article 3 Conformity to the Technical Standards Article 5 Examination and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Technical Standards			Inspection - 1 (3) Article 7 Obligation to Report - 1 (2)
Law on Electricity (Revised)	03/ສພຸ	20.12.2011	Article 13 Construction Design Article 14 Electricity Construction and Installation Article 21 Electric Equipment and Appliance Installation Article 22 Establishment and Compliance with the Electric Power Technical Standards Article 23 Adjustment to ensure the Compliance with the Electric Power Technical Standards

REQUIRED DOCUMENTS	
Document Name	Comment
License to Invest in Concession Business	
Water Impoundment Plan and Schedule	
Certificate for the approval of the Feasibility Study of the Power Project	
License to Operate Electricity Enterprise	
Permit to Commence the Hydropower Project Construction	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Extracted Lao Electric Power Technical Standards	Department Guideline	59bf4ad9696ef.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish the Pre-School Education Institution</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-PSED-2	06.12.2017	Pre-School Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	Since the pre-school education institution is the place that takes care, nurture and educate kids and it one of the key institutions that implements the National Education Strategy, it is necessary to issue this formality in order to ensure the quality, efficiency and unity as well as the standardisation of those institutions.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish the 'Pre-school Education Institution' that include: 1. nursery (nurturing kids from 3 month-old to 3 year-old) 2. kindergarten (educating kids from 3 to 5 year-old) and 3. Pre-primary school (preparing the kids more than 5 years old for the education at the primary school level).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.moes.edu.la/moes/index.php/2016-06-29-07-17-20">http://www.moes.edu.la/moes/index.php/2016-06-29-07-17-20</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Department of Kindergarten and Primary School shall determine the application for the Pre-School education institution that is foreign-owned and adopt the international curriculum before submission for the Minister to approve; 2. District Office of Education and Spots will consider the application for the private-invested pre-school education institution before submission to the Head of District approval.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	14	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 14 working days after the successful site inspection.
<b>Qualifications needed</b>	I. Conditions relating to students – nursery (shall have more than 16 students),	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	kindergarten (shall have more than 50 students), pre-primary school (shall have more than 20 students; and playing group (shall have more than 10 students) II. Conditions relating to teachers – teacher shall have Education Diploma or passed the nursery and kindergarten training course and shall have teachers in sufficient amount comparing with the number of students. III. Conditions relating to location – shall have suitable and convenient location situated at the center of the community, free from any nuisance and away from the risky areas; provide that the pre-primary school shall be situated within the area of the primary school and the playing group shall be situated in the village where the primary school is situated. IV. Conditions relating to structure and buildings – shall (i) have convenient and well-equipped facilities; (ii) having the total area of 15 to 20 square meters per student for the nursery and having the total area of 25 to 35 square meters per student for the primary school; (iii) having the name of institution that meet the required specification; (iv) having a good and safe location and have sufficient playground; (v) having the classroom with the minimum size of 7 x 8 meters per room. V. It shall have the Lao shareholder that holds minimum of 30% of registered capital and have the number of shareholders that equal 50% of the total number of shareholders.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required conditions or qualifications as defined under the law and Regulation of Pre-school education

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The applicant shall attach the Operation Report from the past year to the application for the renewal.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

**Datasheet for business formalities.**

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RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Education (Revised)	62/ສພຊ	16.07.2015	Part III Education Institution (Article 29 to Article 32)
Order on the Management of the International Pre-school and Ordinary Education	1052/ສສກ .ມຍ	26.02.2016	Articles: 2, 3, 5,6,7,8,10,12,13,14,15,16,19,20, 22,23,24
Order on the General Principle for the Management of Pre-School Education	1374/ສສກ.ອບ	30.03.2015	Chapter 2 (Establishment of Pre-school Education Institutions)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Permit to Construct a Building Structure	
Organization Chart of the Enterprise	ໂຄງຮ່າງການຈັດຕັ້ງ ຫລື ສະພາບໍລິຫານ
Feasibility Study	
Map of Center/Institution/College/School	ແຜນວາດສີຖານທີ່ບໍລິເວນການສ້າງຕັ້ງສະຖານລ້ຽງເດັກ/ໂຮງຮຽນ
Map of building and class	
List of teacher and staffs.	Give the detail of full time teacher and part time teacher
Confirmation of resignation from being government officer( In case the previous is the government officer)	
Certification of Health	
Education Qualification Evidence	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Copy of ID card or Family book of Managing Director	
Photograph of the Managing Director	Not over 6 months for 3 pieces
Criminal Certificate	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	8	2

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	59a840385358d.pdf
Application for Individuals	Application form	59a8417a91943.pdf
CV of investor	Application form	59a8424c41bbe.pdf
School plan for establishment	Application form	59a8429894c30.pdf
Plan of curricula	Application form	59a84383cf7c4.pdf
Plan for employee (teacher)	Application form	59a844d3a0c10.pdf
Plan of estimate the students in 3 years	Application form	3 59a845293f559.pdf
Plan of school fee	Application form	59a845775cdfd.pdf
Letter of operate director of school	Application form	59a845b8aaf90.pdf
CV for broad director and teacher	Application form	59a845f7e861b.pdf
Site inspection report	Application form	59a84634ecebb.pdf
Contract of employee	Application form	59a8469d9cecf.pdf
Contract between family member	Application form	59a84737c82b7.pdf
ໜັງສືສັນຍານຳໃຊ້ທີ່ດິນ	Application form	59a847739bac6.pdf
ໜັງສືສະເໜີ ຂໍອະນຸຍາດບັນຈຸຄູ	Application form	59a847c9e22c9.pdf
Financial and asset report for person or Individual to establish private school.	Example of the Confirmative Act	59acff9760f43.pdf
List of document to establishment private school	Application form	59ad01848b1d0.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Harvest Materia Medical Pharmacognosy Resources Listed in Class 1</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-13	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	In order to protect medical pharmacognosy resources, natural prosperity and assure the sustainable use of those resources, this Formality is required to avoid the illegal exploitation of medical pharmacognosy.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to excavate, harvest and hunt all the medical pharmacognosy that are originated in the nature and will be used as the raw material for the production of herbal or conventional medicine; provided that the Formality will only be required if those resources are listed in the Class 1 (the herbal resources that are scarce and likely to extinguish)
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">www.fdd.gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Formality holder shall comply with the agreement that they have with the Department relating to the restoration of ecosystem.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	The relevant law does not define the review timeline but the authority informed verbally that the maximum review period will not exceed 3 months.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall submit the reforestation or offset plan for the resources that they will be exploiting and the applicant shall employ a proper methodology and technic to exploit and harvest in the right season to ensure a minimum impact and the sustainable expansion of those herbal resources.	
<b>Is there any reason for</b>	Deny in case that the herbal resources are about to extinguish or the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	reforestation / offset that the applicant proposed is not appropriate.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	2000000.00	0.00	2000000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction Implementing the Prime Minister Decree on Medical Pharmacognosy No. 155/PM	252/ກຸຊສ	06.06.2007	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	
Feasibility Study	
Certificate for Enterprise Registration of Company Limited	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct ICT Business for ICT Security Service</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-23	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the ICT Security Service will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Any person or legal entity who intend to conduct business of ICT security services, which means the service of providing security of computer networks, hardware devices, software and all information.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	The relevant law is not issued just yet but the authority informed that the normal review period does not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Have capital, offices, equipment and tools as appropriate; 2. Have experienced professionals, experts with a number of appropriate business sizes; 3. Have the feasibility study for each business type.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	500000.00	50000.00	50000.00	600000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຸ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Law on Prevention and Anti-Computer Crime	61/ສພຸ	15.07.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
of Company Limited	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ / ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານ ພາຍໃນ ສປປ ລາວ
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດ / ໃບຢັ້ງຢືນການສຶກສາ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Location Confirmation of Enterprise	
Feasibility Study	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ ຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	59c33fe1abe5f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate to confirm the Accuracy of Weighing Machine</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-9	28.11.2017	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To guarantee that the weighing machine that will be used and serviced shall meet the required national, regional and international standards with an aim to protect the consumer that will be affected from the wrong measurement in the goods and services buy-sale and exchange of any unstandardised measurers.
<b>Who should complete this business formality?</b>	Any person or legal entity that operates any business relating to weighing machine, either in the form of importing, exporting and selling the weighing machine or providing weighing services The Ministry of Science and Technology or the provincial Department of Science and Technology will have to pass a calibration from the Department of Standards and Measurements.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 10 working days after the receipt of the request letter and supporting documents.
<b>Qualifications needed by the business to get the formality</b>	The weighing machine shall meet the national and regional standard from the inspection by the Department, Provincial Department of Science and Technology and District Office of Science and Technology.	
<b>Is there any reason for</b>	Deny if the weighing machine does not meet the standards as inspected by the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	relevant authorities and if the documentation do not complete as requirement.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	This Formality does not have the validity period but the weighing machine shall be inspected every two years.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	350000.00	0.00	5000.00	355000.00
Comments	Reference: Presidential Edict 03/PR Service Fee shall be calculated depending on the type of weighing machines - analog for the weight of more than 1,000 kg = 50,000 LAK; and digital for the weight of more than 10,000 kg = 350,000 LAK			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	350000.00	0.00	5000.00	355000.00
Comments	Reference: Presidential Edict 03/PR Service Fee shall be calculated depending on the type of weighing machines - analog for the weight of more than 1,000 kg = 50,000 LAK; and digital for the weight of more than 10,000 kg = 350,000 LAK			

LEGAL FRAMEWORK			
Name	Number	Date	Comment

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Order on the Management of Weighing Machine in Lao PDR.	0544/ກວຕ	16.05.2017	Articles: 4,5,14,15,19,22,

REQUIRED DOCUMENTS	
Document Name	Comment
Quality Certificate issued by the Origin Country	
Details of Weighing Machine	
Certificate for Enterprise Registration of Company Limited	
Request Letter	ໃຫ້ຮ່າງຂຽນໃບສະເໜີແບບທົ່ວໄປ ເຖິງ ຫົວໜ້າກົມມາດຕະຖານ ແລະ ວັດແທກ.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	52	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Collect Mining Information</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-GMD-16	22.09.2017	Geology and Mineral Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Unauthorised entry into the designated area for the mining purpose may lead to risk, concern or nuisance for the people living in that area; therefore, the investor needs to get the permission under this Formality before entering into such designated areas. Also, the permission under this Formality would enable the Department to collect information on the potential mining areas that the investor may be interested in investing as well.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to inspect, survey the potential area that may discover any mineral ore; visit the designated field to assess the special characteristic of the designated areas; study the geological structure and the appearance of mineral substances in order to be certain of whether or not the designated area has sufficient potential to apply for the concession for the mineral exploration, survey and exploitation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. The government officer shall participate in the information collection process and the investor shall be solely responsible for all the costs incurred for such participation by the government officer pursuant to the defined regulations. 2. The investor shall prepare the report for such information collection and submit to the Department and the Provincial Department of Energy and Mines.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process</b>	5	After the review, the Department will draft the letter to Provincial Department of Energy and Mines to assist and facilitate the in

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	collection of mining information by the investor.
<b>Qualifications needed by the business to get the formality</b>	Data collection can only undertaken in the area that are not covered in the area that the Government already given the concession right to the third party or in the area that are officially preserved by the central or provincial government or the military.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that designated area is subject to the concession of other third party or subject to the official reservation.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	1
<b>What is the process and conditions to renew the formality?</b>	The maximum time for the information collection is 30 days (including the traveling time). If the work cannot be completed within 30 days, the renewal can be requested with the written request only once and the renewed period shall not exceed 15 days.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Article 30
Instruction governing the Collection of Mining Data	1058/ກຊສ	20.02.2013	

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	ໃບສະເໜີຂໍ້ເກັບກຳຂໍ້ມູນແຮ່ທາດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Extract Mineral Ore for Analysis and Test</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-GMD-17	21.09.2017	Geology and Mineral Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	Since during the mining prospecting and exploration period, the investor is not entitled to extract the mineral ores out of the site except for the analysis and testing purposes, it is necessary to enforce this Formality to monitor and collect statistic of the total quantity of mineral ores extracted for that purpose with an aim to avoid the illegal / unauthorised extraction of all the mineral ores before the obtainment of the concession right or full authorisation for the mining exploitation by the Government.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to extract mineral ore for the purpose of analysis and testing either within Lao PDR or export to the foreign country during the mining prospecting and exploration period until the beginning of the mine exploitation period.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Prior to the extraction, the sample of such mineral ore shall be inspected by the relevant technical committee of the Department and/or the local administration to ensure the quantity and purpose 2. The findings from the analysis and test shall be submitted to the Department for their consideration and approval 3. 1 technical staff from the Department and 1 local department shall be participate in the extraction to inspect the mineral ores that will be sent out; provided that the applicant shall be responsible for all the costs incurred.

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	5
<b>Qualifications needed by the business to get the formality</b>	1. The priority for the analysis and testing venue shall be given to the Department's lab or other lab that the Department endorsed but if those labs cannot provide the required services, the test and analysis can be undertaken at other lab as assessed by the Department 2. The extraction of mineral ore for this purpose shall be subject to the required limitation of quantity as defined in the Regulation for each type of mineral ore.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the plan for the extraction of mineral ore does not meet the required condition or exceed the approved quantity.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Article 39, Article 43
Instruction Governing the Extraction of Mineral for analysis and test purposes	7883/ກຊສ	13.11.2012	

REQUIRED DOCUMENTS	
Document Name	Comment
Mineral Ore Extraction Plan	ແຜນການສົ່ງແຮ່ທາດ ເພື່ອການວິໄຈ-ທົດລອງ ທີ່ລະບຸໄວ້ໃນແຜນການຊອກຄົ້ນ, ສໍາຫລວດແຮ່ທາດ, ສຶກສາຄວາມເປັນໄປໄດ້ ຊຶ່ງກົມທໍລະນີສາດ ແລະ ແຮ່ທາດ ໄດ້ຮັບຮອງເອົາແລ້ວ
Certificate for the approval of the Basic Feasibility Study of the Mining Project	
License to Conduct Mine Exploration	
License to Conduct Mine Prospecting	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບສະເໜີຂໍນໍາສິ່ງຕົວຢ່າງແຮ່ທາດອອກໄປວິໄຈຢູ່ຕ່າງປະເທດ	Application form	application-form 59bfcd4c18330.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Restaurant and Pub Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-TMD-26	02.10.2017	Tourism Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	I - Accommodation and food service activities
<b>Purpose for enforcing the business formality</b>	In order to ensure that the restaurant and pub that will provide good quality, good hygiene and safety for the customer at the reasonable price and conditions without causing nuisance and impacts on the neighbouring society.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a restaurant (the place that provides food service as their primary business and provides drink service as the secondary business) and a pub (the place that provides drink service as their primary business and provides appetiser service as the secondary business)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Central Government issue this Formality for the business with the investment value of more than 1 Billion LAK; 2. Vientiane Capital, Savannakhet, Champasak, Luangprabang Khammoune Provincial Government issue this Formality for the business with the investment value of more than 80 Million LAK but not exceed 1 Billion LAK; 3. For the Districts with the above-mentioned 5 provinces, the District government will issue this Formality for the business with investment value of less than 80 Million LAK. 4. For other provinces, the government will issue this Formality for the business with investment value of more than 40 Million LAK to 700 Million LAK and the district within those provinces, they will issue this Formality for the business with investment value of less than 40 Million LAK.

REQUIREMENTS AND SUPPORTING EVIDENCE
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority at the Vientiane Capital informed that the normal review period for the applicant in Vientiane Capital will not exceed 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having a good location with sufficient parking lots and other facilities (i.e. toilets) and shall have a good and hygiene system to manage and dispose of all the wastes; 2. Having staff that has been trained in their specific fields of expertise.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case of the applicant does not have the required qualification or conditions.	

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	For renewal of License, the applicant shall submit the following documents: - Application Form; - Certificate of Tax Payment ( Last year ); - Copy of Tax Certificate, Business License and Business Insurance; - Financial Statement from the past year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	3000000.00	200000.00	3200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR for the Certificate Fee; provided that the certificate fee will be collected depend on the investment value as follows: - Investment value of less than 30 Million LAK - 300,000 LAK - Investment value of 30 Million to 400 Million LAK - 1,000,000 LAK - Investment value of 400 Million to 1 Billion LAK - 2,000,000 LAK - Investment value of more than 1 Billion LAK - 3,000,000 LAK Application Fee rate was informed by Vientiane Capital			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			need to disburse	
YES	0.00	3000000.00	100000.00	3100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR for the Certificate Fee; provided that the certificate fee will be collected depend on the investment value as follows: - Investment value of less than 30 Million LAK - 300,000 LAK - Investment value of 30 Million to 400 Million LAK - 1,000,000 LAK - Investment value of 400 Million to 1 Billion LAK - 2,000,000 LAK - Investment value of more than 1 Billion LAK - 3,000,000 LAK Application Fee rate was informed by Vientiane Capital			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	Part III Tourism Business Operation Chapter 5 Foods and Drink (Article 29 to Article 32) Chapter VI Tourism Business (Article 77 - 78)
Instruction (Temporary) on the Management of Restaurants and Dining bars.	2727/ຈຄ.ກພ	28.11.2001	
Order on the Management of Restaurants, and Pub Business	059/ອທຊ	26.02.2007	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Permit to Construct a Building Structure	
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນ
Feasibility Study	
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3 ຈາກສານປະຊາຊົນ (ບໍ່ກາຍ 3 ເດືອນ)
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ຂອງນັກລົງທຶນ
License to Invest in the Controlled Business	ໃບອະນຸຍາດລົງທຶນ (ສໍາລັບຄົນຕ່າງປະເທດ)
Copy of ID / family registry / passport	ບັດປະຈຳຕົວ, ບັດຕ່າງດ້າວ ຫຼື passport

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
of Investor	
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ບໍ່ກາຍ 3 ເດືອນ
Land Title Deed	ໃບຕາດິນ (ຫຼືລາຍລະອຽດຂອງການນໍາໃຊ້ທີ່ດິນ ຫຼື ອາຄານ) ພ້ອມທັງໃບມອບສິດ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	109	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59e58c8bb36fe.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Water Meter Inspection</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoST-SMD-6	02.01.2018	Standardization and Measurement Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	E - Water supply; sewerage, waste management and remediation activities
<b>Purpose for enforcing the business formality</b>	To assure the accuracy of the water meter and to assure the benefits and fairness of the business operator and the water users in the transparent way.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business relating to water meter in Lao PDR, including the importation-exportation, the use and the service of water meters.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	The water meter shall comply and meet all the specifications defined for each type of water meter in the Ministerial Order No. 0543/MOST	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case water meter does not meet the standards as a result of actual inspection	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be issued without the validity period but the water meter shall be inspected and certified every 2 years.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	150000.00	2500.00	5000.00	157500.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	150000.00	2500.00	5000.00	157500.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Measurement (Revised)	36/ສພຸ	13.12.2013	Chapter 3 Tools and Measuring Equipment Article 21 (Re viced) Registration Tools and Measuring Equipment
Order on the Management of Water Meters in Lao PDR.	0543/ກວຕ	16.05.2017	Articles: 2,4, 10-15 and 20

REQUIRED DOCUMENTS
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Quality Certificate issued by the Origin Country	
Request Letter	ໃບສະເໜີ ຄັດຕິດເອກະສານຂໍຜະລິດ, ນຳເຂົ້າ, ສົ່ງອອກ ແລະ ໃຫ້ບໍລິການໜີ້ແທກນ້ຳປະປາ
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນວິສາຫະກິດ ທີ່ລະບຸຈຸດປະສົງການດຳເນີນທຸລະກິດ ຕິດຜັນກັບ ໜີ້ວັດແທກນ້ຳປະປາ
Certificate of Annual Tax Payment	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Housing Surveys, Design and Consultant Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-5	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	F - Construction
<b>Purpose for enforcing the business formality</b>	Housing surveys, design and consultant business will provide fundamental service of site inspection and calculation of the basic structure of all the building (in particular housing and production facilities) that would have a direct impact and risk on the stability and strength of each building and the people living in those buildings; therefore, it is necessary to ensure the qualification of the service provider and require this Formality to confirm.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out the business of housing survey, design and consultant that include the soil and construction survey and analysis; architectural and structural design; interior-exterior design; construction management and control in the area of housing or buildings used for production activities.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Housing Surveys, Design and Consultant Business has 3 types: (i) Soil and Construction Material Survey-Analysis Business (site survey, soil and construction material analysis, testing and certifying the soil and construction material quality); (ii) Housing Design and Decoration (site survey, architectural design, structural design and calculation, interior-exterior design, price calculation and construction monitoring); and (iii) Housing Consultant (project study, determine the technical standard for housing design and construction, preparation of bidding documents, manage and inspect the construction work and sign the certificate confirming the quality of building structure and components).

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	21
<b>Qualifications needed by the business to get the formality</b>	1. Having minimum registered capital of 4 Billion LAK and in case of a joint venture between domestic and foreign investors, the domestic investor shall hold minimum share of 51%; 2. (i) director shall have housing construction expertise with High Diploma degree at the minimum; (ii) having permanent staff with the quantity and working experiences as required for each type of business pursuant to Additional Order No. 2741/MPWT.VTE; (iii) having vehicles, equipment and other appliances in the amount as required in Additional Order No. 2741/MPWT.VTE; 3. Director and the technical staff shall be a member of Association of Architecture and Construction Engineering of Lao PDR.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that applicant cannot comply with required conditions or qualifications.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken from 1 January to 31 March in every year, no matter the fact which month this Formality is issued

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	150000.00	800000.00	0.00	950000.00
<b>Comments</b>	Reference: the regulation of division (different from Presidential Edict No. 03/PR)			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			need to disburse	
YES	0.00	150000.00	600000.00	750000.00
<b>Comments</b>	Reference: the regulation of division			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Order on the Approval for the Establishment and Operation of Building Surveys and Design Business	1890/ຄຂປກ	24.05.2002	
Decision (Additional) on the Approval for the Establishment and Operation of the Building Construction, Survey, Design and Consulting Business	2741/ຍທຂ.ນວ	19.07.2012	
Law on Construction	05/ສພຊ	26.11.2009	Part II Construction Activities Chapter 1 Type, Categories and Size of Construction Project Article 9 and Article 13 Part III Construction Business Article 44 to Article 47
Order (Additional) on Licensing of Housing-related Business in the Joint Venture form (51/49 domestic - foreign investor)	4901/ຍທຂ.ນວ	07.11.2017	

REQUIRED DOCUMENTS	
Document Name	Comment
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງ ອາຄານຫ້ອງງານ (ພະແນກ ຍທຂ)
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງງານ ຫຼື ສາງ
Employment Contract	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນຖານະການເງິນຂອງເຈົ້າຂອງບໍລິສັດ 40% ຂອງທຶນຈົດທະບຽນ
List of Asset	ບັນຊີຊັບສິນ, ພາຫະນະ, ກົນຈັກ, ອຸປະກອນເຄື່ອງຮັບໃຊ້ ແລະ ຮູບຖ່ານ ໃຫ້ມູນຄ່າເປັນ 60% ຂອງທຶນ (ຕ້ອງໄປຈົດທະບຽນຊັບສິນຢູ່ຫ້ອງການຊັບສິນນະຄອນຫຼວງວຽງຈັນ)
Address Certification	ຂອງຫົວໜ້າບໍລິສັດ ແລະ ວິຊາການ
Criminal Certificate	ຂອງຫົວໜ້າບໍລິສັດ ແລະ ວິຊາການ
Certificate for Enterprise Registration of Company Limited	ໃຫ້ຖືໃບທະບຽນສະບັບແທ້ມາກວດເວລາຍືນຂາເຂົ້າ
Education Qualification Evidence	ສັນຍາຈ້າງ, ຊີວະປະຫວັດ, ໃບຢັ້ງຢືນທີ່ຢູ່, ໃບແຈ້ງໂທດ, ໃບປະກາດ ແລະ ໃບມອບສິດ ໃຫ້ນຳໃຊ້ໃບປະກາດຂອງວິຊາການ 2 ຄົນ (ໃຫ້ຖືໃບປະກາດແທ້ມາກວດເວລາຍືນຂາເຂົ້າ)
Photograph of the Managing Director	ຮູບຖ່າຍຂະໜາດ 3x4 ຂອງຫົວໜ້າບໍລິສັດ 3 ໃບ ແລະ ວິຊາການຜູ້ລະໃບ
Copy of ID card or Family book of Managing Director	ສຳເນົາບັດປະຈຳຕົວ ແລະ ສຳມະໂນຄົວ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃບມອບສິດໃຫ້ຜູ້ແລ່ນເອກະສານ
Feasibility Study	
Certificate for the Issuance of the Tax Identification Number	ໃບຢັ້ງຢືນຕົວເລກຜູ້ເສຍອາກອນ
Location Map of the Enterprise	ແຜນຜັງທີ່ຕັ້ງບໍລິສັດ, ຖ່າຍຮູບສຳນັກງານບໍລິສັດ
Organization Chart of the Enterprise	ກົດລະບຽບ ແລະ ໂຄງຮ່າງການຈັດຕັ້ງບໍລິສັດ
Business Plan	ແຜນວຽກປະຈຳປີ
Curriculum vitae of Technical Staffs	ສັນຍາຈ້າງ, ຊີວະປະຫວັດຫຍໍ້, ຢັ້ງຢືນທີ່ຢູ່, ໃບແຈ້ງໂທດ, ໃບປະກາດ ແລະ ໃບມອບສິດນຳໃຊ້ໃບປະກາດຂອງວິຊາການ 2 7 ຄົນ (ໃຫ້ຖືໃບປະກາດແທ້ ມາກວດກາເວລາຍືນຂາເຂົ້າ)
List of Employees	ບັນຊີຈຳນວນພົນຂອງບໍລິສັດ
Curriculum vitae of Managing Director	ຊີວະປະຫວັດຫຍໍ້, ໃບແຈ້ງໂທດ ແລະ ໃບຢັ້ງຢືນທີ່ຢູ່ ຫົວໜ້າບໍລິສັດ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	0	156
2016	42	128

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form for Establishment and Operation of Building Surveys and Design Business	Application form	application-form-establishment... 59bf83ecdafbc.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish House Construction Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-6	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	F - Construction
<b>Purpose for enforcing the business formality</b>	This Formality is required to ensure the qualification of the construction contractor that will be providing service of building a house of production facilities to general public with an aim to alleviate and mitigate the risk that may incurred on the people who are living or using those structures.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to carry out a construction business, including construction, demolition, decoration, reparation and installation of housing and other production facilities.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	This business is divided into 3 classes: - Class 1: can provide service across the country without any restrictions on the size of the building. - Class 2: can only provide service within the province which issue this Formality and can only construct a building with total area of not exceeding 1,000 square meters. - Class 3: can only provide service within the province which issue this Formality and can only construct a building with total area of not exceeding 200 square meters.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	21
<b>Qualifications needed by the business to get</b>	1. Having minimum registered capital as follows: For Class 1= 3 Billion LAK; Class 2 = 1,500 Million LAK; and Class 3 = 1 Billion LAK; provided that in case of foreign-

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	domestic joint venture, the domestic investor shall hold at least 51% shares; 2. Having permanent staff that graduated in construction filed with High Diploma degree and working experiences pursuant to the requirement defined in Additional Order No. 2741/MPWT.VTE and having equipment, vehicles and appliances for construction in the numbers as required in Additional Order No. 2741/MPWT.VTE; and 3. At least 2 directors and technical staffs shall be a member of Association of Architect and Engineering of Lao PDR.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not have the required qualifications or does not meet the minimum requirement.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken from 1 January to 31 March of every year, disregard the month that this Formality was issued.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	150000.00	1200000.00	0.00	1350000.00
<b>Comments</b>	Reference: the regulation of division (different from Presidential Edict No. 03/PR)			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	150000.00	1200000.00	0.00	1350000.00
<b>Comments</b>	Reference: the regulation of division			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Order on the Approval for the Establishment and Operation of Building Construction Business	928/ຄຂປກ	21.05.2000	
Decision (Additional) on the Approval for the Establishment and Operation of the Building Construction, Survey, Design and Consulting Business	2741/ຍທຂ.ນວ	19.07.2012	
Law on Construction	05/ສພຊ	26.11.2009	Part II Construction Activities Chapter 1 Type, Categories and Size of Construction Project Article 9 and Article 13 Part III Construction Business Article 44 to Article 47
Order (Additional) on Licensing of Housing-related Business in the Joint Venture form (51/49 domestic - foreign investor)	4901/ຍທຂ.ນວ	07.11.2017	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate of the Capital Importation	
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງອາຄານທ້ອງຖານ (ພະແນກ ຍທຂ)
Lease Agreement for the Office Location	ສັນຍາເຊົ່າທ້ອງຖານ ຫຼື ສາງ
Copy of ID card or Family book of Managing Director	
Photograph of the Managing Director	ຮູບຖ່າຍຂະໜາດ 3x4 ຂອງຫົວໜ້າບໍລິສັດ 3 ໃບ ແລະ ວິຊາການຜູ້ລະໃບ
Certificate for the Issuance of the Tax Identification Number	
Article of Association	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Feasibility Study	
Location Map of the Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Organization Chart of the Enterprise	
Business Plan	
Certificate for Enterprise Registration of Company Limited	ໃຫ້ຖືໃບທະບຽນສະບັບແທ້ມາກວດເວລາຍື່ນຂາເຂົ້າ
Curriculum vitae of Technical Staffs	
Education Qualification Evidence	ສັນຍາຈ້າງ, ຊີວະປະຫວັດ, ໃບຢັ້ງຢືນທີ່ຢູ່, ໃບແຈ້ງໂທດ, ໃບປະກາດ ແລະ ໃບມອບສິດ ໃຫ້ນຳໃຊ້ໃບປະກາດຂອງວິຊາການ 2 ຄົນ (ໃຫ້ຖືໃບປະກາດແທ້ມາກວດເວລາຍື່ນຂາເຂົ້າ)
Employment Contract	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນຖານະການເງິນຂອງເຈົ້າຂອງບໍລິສັດ 40% ຂອງທຶນຈົດທະບຽນ
List of Asset	ບັນຊີຊັບສິນ, ພາຫະນະ, ກົນຈັກ, ອຸປະກອນເຄື່ອງຮັບໃຊ້ ແລະ ຮູບຖ່າຍ ໃຫ້ມູນຄ່າເປັນ 60% ຂອງທຶນ (ຕ້ອງໄປຈົດທະບຽນຊັບສິນຢູ່ຫ້ອງການຊັບສິນ ນະຄອນຫຼວງວຽງຈັນ)
List of Employees	
Address Certification	
Criminal Certificate	
Curriculum vitae of Managing Director	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	227
2016	73	216

**LIST OF ATTACHED DOCUMENTS**

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

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LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງຂໍອະນຸຍາດດໍາເນີນທຸລະກິດ	Application form	application-form-establishment... 59c8f7c3baeca.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish Vehicle and Machine Reparation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-19	16.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the reparation shop will provide good, quality and standardised service that will ensure a good and safety of the vehicle and machine that the business operator has repaired. It is necessary to issue this Formality to mitigate the risk of a mechanical failure in vehicles derived from a deficient mechanical service.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate the vehicle reparation service.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have appropriate location that can guarantee the environment protection; 2. Shall have a good facilities that meets the standards defined by the Ministry of Public Works and Transportation; 3. Shall have modern equipment that meets the international standards; 4. Shall have the minimum registered capital of 1.5 Billion LAK; 5. Shall comply with all the required specifications under Notice No. 1107/PWT,VTE, dated 22/09/1995

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Notice: Make improvements and allocation of garage facilities	1107/ຄຂປກ.ກພ	22.09.1995	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
(repair shops), repair of all types of vehicles, lathes and factories			
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Traffic Road Business Article 43 - Article 44

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ໃບຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂໍຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	0
2016	0	4

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for... 59df3176676a9.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Food</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-5	29.12.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	C - Manufacturing, Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	In order to collect statistics and control the operation of food production, importation, exportation and distribution within Lao PDR or from abroad with an aim to protect consumers and to ensure the human health safety from food consumption.
<b>Who should complete this business formality?</b>	Any person or legal entity that owns the food manufacture formula from the domestic production or importation that intends to manufacture and sale those food products in Lao PDR; provided that food shall mean any processed or semi-processed food product, not the raw material.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la/showContent.php?contID=54">www.fdd.gov.la/showContent.php?contID=54</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	120	Review process includes the process of document review, site inspection, inspection of the actual manufacture process and the analysis of the food sample to ensure the quality.
<b>Qualifications needed by the business to get the formality</b>	The food production shall meet the standards and pass the test that they are safe for consumer - the food producer shall inform in writing list of ingredients for such food products.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that such food products does not meet the standards.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	Renewal shall be undertaken within 3 months prior to the expiration date of the Formality.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	100000.00	0.00	100000.00
Comments	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	100000.00	0.00	100000.00
Comments	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Food (Revised)	33/ສພຊ	24.07.2013	Article 41
Order on the Management of Safe Food Production, Exportation and Importation	856/ກຊສ	12.05.2006	Part III Food Registration and Import-Export (Article 13 to 15)

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Order on Food Registration	1600/ກຸສ	25.11.1994	Article 2 to Article 6

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate of Product Quality	ໃບຢັ້ງຢືນຄຸນະພາບອາຫານ
Brief of Producing Method	ກຳມະວິທີໃນການປຸງແຕ່ງ ຫລື ຂັ້ນຕອນການປຸງແຕ່ງ
Sample of Food Products	ຕົວຢ່າງຜະລິດຕະພັນອາຫານທີ່ບັນຈຸຢູ່ໃນຫົວໜ່ວຍມັດຫໍ່ເດີມ (ສ່ວນປະລິມານຂອງຕົວຢ່າງ ແມ່ນຂຶ້ນກັບລາຍການວິເຄາະເບິ່ງ Annex I)
Food Label	ຖ້າຈາກຕ່າງປະເທດຕ້ອງເປັນສະຫຼາກຜະລິດຕະພັນອາຫານທີ່ຂຽນເປັນພາສາລາວ ພ້ອມດ້ວຍເລກທີຈິດທະບຽນຂອງ ສປປ ລາວ
Certificate for Enterprise Registration of Company Limited	
Permission to sale the food from the manufacturing or exporting country	
Food Analysis Report	ຜົນຂອງການກວດວິເຄາະອາຫານຈາກຫ້ອງທົດລອງທີ່ທາງການຮັບຮູ້ຕາມແຕ່ລະກໍລະນີ (ຖ້າເປັນຜິດຕະພັນຈາກຕ່າງປະເທດ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate the Retail Pharmacy Shop</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-4	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	Pharmacy shop will provide direct advice and sale of all the medicine that are important to the human health to the customer so it is necessary to issue this Formality to ensure the qualifications of the owner of the pharmacy shop and to avoid all the risks that may be caused from bad advice.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a pharmacy shop that means the place that sells medicine and medical devices and gives advice and information relating to medicine directly to the consumer.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. There are 3 types of pharmacy, depending on the qualification of the Formality as follows: Type 1: The Formality's holder is graduated with High Diploma Degree Type 2: The Formality's holder is graduated with Medium-Diploma Degree Type 3: The Formality's holder is graduated with Primary Diploma Degree In the municipal areas, the authority will only the establishment of Type 1 and Type 2 pharmacy. 2. Ministry will issue the Formality for the pharmacy of Type 1 and Type 2 whereas for the Type 3, the Provincial Department will issue the Formality after get prior consent from the Ministry of Public Health.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	The Law does not define the review period but according to the normal practice of the authority, it would take 60 working days.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall either be (i) Lao citizen that has a permanent residence in Lao PDR for the period of 5 years at the minimum; (ii) foreigner who has the permanent residence in Lao PDR; passes pharmacy degree in Lao PDR and get the prior approval from the Ministry of Public Health; 2. A pharmacist who will apply for this Formality shall have a working experience of at least 2 years in case of the pharmacy in the remote area and at least 3 years in case of the pharmacy in the municipal; 3. The applicant shall not be convicted of any crime relating to pharmacy 4. A pharmacy shall be situated in a clean location, not in a fresh market and separate from residence area, and have a total area of at least 12 square meters.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required qualifications, in particular after an inspection by the relevant authorities.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	1. The renewal shall be undertaken within 3 months before the expiration of the Formality by submission of all the required documents; provided that the authority will inspect and review the past performance of such pharmacy. 2. The pharmacy Type 1 and Type 2 shall be renewed by the Provincial Department of Public Health but such renewal shall get prior consent from the Ministry of Public Health; while the pharmacy Type 3 shall be renewed by the Provincial Department of Public Health and report to the Ministry of Public Health.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR Certificate Fee shall be collected depending on the Type of the Pharmacy – Type 1 = 200,000 LAK; Type 2 = 160,000 LAK; and Type 3 = 100,000 LAK / 2 years			

<b>RENEWAL FEES</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR Certificate Fee shall be collected depending on the Type of the Pharmacy – Type 1 = 200,000 LAK; Type 2 = 160,000 LAK; and Type 3 = 100,000 LAK / 2 years			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Part III Medicine and Medical Device Business Chapter 1 Operation of Medicine and Medical Device (Article 12, 18)
Order on Retail Pharmacy Shop (Revised)	2922/ສທ	21.09.2016	Article 3, 5, 15, 19, 22 and 23

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ກ່ອນອະນຸຍາດ
Criminal Certificate	
Certification of Health	
Location Map of the Enterprise	ແຜນວາດ ແລະ ແຜນຜັງສະຖານທີ່ຕັ້ງຮ້ານຂາຍຢ່ອຍຢາ
Photograph	ຮູບຖ່າຍຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ
Education Qualification Evidence	ສຳເນົາໃບປະກາດສະນິຍະບັດ, ໃບຢັ້ງຢືນການຜ່ານງານ, ໃບຢັ້ງຢືນຂອງກົມກອງທີ່ສັງກັດໃນກໍລະນີເປັນພະນັກງານສັງກັດລັດ
Address Certification	

**STATISTICS (Issue or/and renewed number)**

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Registration of Medicine</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-6	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	In order to facilitate in the control and supervision of the production and importation of all the medicine in Lao PDR in order to ensure the safety, efficiency and quality of all the medicine that is one of the vital components for human life.
<b>Who should complete this business formality?</b>	Any person who produces and imports medicine for sale in Lao PDR; provided that the following medicines do not require this Formality: (i) medicine chemical that will be used as the raw material; and (ii) unprocessed herbal medicine.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. The Department will only accept the application once every week on Friday. 2. This Formality and the registration number shall be obtained before any production or importation of such medicine. 3. The holder of this Formality shall have sole and exclusive right to import such medicine into Lao PDR.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	180	The Medicine Registration Committee (as appointed by the Ministry of Public Health) is the authority that approves the registration but if such medicines are listed in the certified list of medicine approved and endorsed by the relevant lined agencies already, the Department can issue this Formality without getting any comment from the Committee.
<b>Qualifications needed</b>	The applicant shall either be: (i) the Licensed Medicine and Medical Devices	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	Import-Export Company for the imported medicine that get the official license from the Ministry of Public Health; or (ii) the Licensed Medicine and Medical Devices Factory that get the official license from the Ministry of Public Health.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the following circumstances: (i) the application package is incomplete; (ii) such medicine is listed in prohibited list; (iii) the registration of such medicine in the origin countries is revoked; (iv) such medicine that has not been registered in the origin country or has been registered for the period of less than 5 years; (v) such medicine has more than 3 active ingredients, except for the multi-vitamin medicine; or (vi) such medicine is similar or imitate other medicine that has been registered before.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 90 days before the expiration of this Formality unless the registration will be revoked.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1500000.00	0.00	1500000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR – The certificate fee shall be collected per item at the same rate for both the medicines that will be imported or produced domestically.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	1500000.00	0.00	1500000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR – The certificate fee shall be collected per item at the same rate for both the medicines that will be imported or			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
	produced domestically.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Medicine Registration	1441/ກຸສ	13.08.2003	Article 2, 4, 7, 8, 9, 10, 11, 13 and 15
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
License to Operate Medicine and Medical Device Import-Export Company	
License to Operate Medicine and Medical Device Factory	
Medicine Formula	
Request Letter	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Advertisement Content of Food, Medicine and Medical Device</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-12	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	In order to ensure that the consumer will get an accurate and reasonable information about the products when they consume foods, medicine or medical devices that are the important factors / components for life.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to advertise or disseminate information relating to foods, medicine and medical device (including cosmetic products) in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	For the advertisement of medicine, the anti-biotic medicine or other medicine that shall be prescribed by the doctor can only be disseminated in a limited scope of medical field, not to the general public.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	The relevant legal act does not define the review period but the Department informed the team that the normal review period is not more than 3 months.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall either be: (i) the licensed import-export company; or the licensed factory; or the authorized distributor that gets the license from the Ministry of Public Health; 2. The contents for each products shall be accurate and contains the information as required under the Agreement No. 1494/MPH.	
<b>Is there any reason for the authority to deny</b>	Deny in case that the contents are: (i) inaccurate or exaggerated about its contents or its efficiency; (ii) not proven by any consumers or third party; (iii) in	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the issuing of the formality?</b>	violation of good norms or traditions of the country; or (iv) the contents, photos and dissemination means are not in compliance with the principles defined by the Ministry of Public Health under the Agreement No. 1494/MPH.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The Formality for advertisement in publication shall be valid for 1 year. The Formality for advertisement in electronic media shall be valid for 3 months. The Formality for advertisement in the form of training, seminar or exhibition shall be valid only once.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Advertisement though publication = 50,000 LAK/year Advertisement via radio = 50,000 LAK/quarter Advertisement via television = 100,000 LAK/quarter Advertisement in the exhibition, seminar or website = 100,000/time			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Advertisement though publication = 50,000 LAK/year Advertisement via radio = 50,000 LAK/quarter Advertisement via television = 100,000 LAK/quarter Advertisement in the exhibition, seminar or website = 100,000/time			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Management of Food, Medicine and Medical Device Advertisement	1494/ສທ	06.07.2016	
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Article 19 and 20

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate for the Registration of Medicine	
Certificate for the Registration of Food	
Details of the Food / Drug Advertisement Method	ປະຫວັດຫຍໍ້ຂອງວິທະຍາກອນ (ປະຊຸມ, ສໍາມະນາ), ແຈ້ງສະຖານທີ່, ວັນເດືອນປີ ແລະ ຕາຕະລາງ (ປະຊຸມ, ສໍາມະນາ), ເປົ້າໝາຍ ແລະ ຈໍານວນຜູ້ທີ່ຈະເຂົ້າຮ່ວມ
Sample of Medicine or Food Advertisement	ຕົວຢ່າງເນື້ອໃນ ແລະ ຮູບການທີ່ຈະໂຄສະນາ (ເປັນພາສາລາວ, ຝະລັ່ງ ຫຼື ອັງກິດ), ຕົວຢ່າງຕາມຫົວໜ່ວຍມັດທໍ່ຂຶ້ນທະບຽນ (ອາຍຸການນໍາໃຊ້ 6 ເດືອນຂຶ້ນໄປ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Construct a Building Structure</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-7	11.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Construction work may cause any impact on environment and neighbouring communities, therefore, it is necessary to manage and control those construction works. Also, it is necessary to manage and control the construction work in order to ensure safety of all the constructed buildings.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to construct any buildings or structures that include construction of a new building; big reparation (including dismantling and removal of any building structures); soil excavation and soil filling for the construction purpose; and installation of poles and advertisement signage.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Formality for Construction Level I - the construction that has minimal impacts on environment or neighbouring community shall be issued by the District Office of Public Works and Transportation; while the Formality for Construction Level II - the construction that has moderate to high impacts shall be issued by the Provincial Department of Public Works and Transportation; 2. The relevant authority will inspect the construction site twice before the completion of all construction to give advice; 3. Once the construction is completed, the applicant shall notify the relevant authority in writing not later than 15 days to conduct final inspection before issuance the confirmation letter to assure the construction completion.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the</b>	30	After receipt of the application package, the authority will conduct

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>authorities to process the formality</b>	site inspection and if the application package is incomplete or the construction plan does not meet the technical standards, the authority will inform the applicant within 7 working days. Then, after the completeness of all the required application package, this Formality shall be issued within 30 working days thereafter.
<b>Qualifications needed by the business to get the formality</b>	Construction plan shall be made pursuant to the technical standards and in compliance with urban planning and other related regulations (i.e. land use urban planning, architectural requirements and other requirements).
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	3
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be valid for 3 months so the construction shall be undertaken within that timeframe. This Formality can only be renewed twice before it will be void.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Authority's written confirmation. Fee is collected depending on type and size of the building structure.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
Comments	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Construction Activity	7681/ຄຂປກ	29.06.2005	
Law on Urban Planning	03/99/ສພຊ	03.04.1999	Chapter 4 Permit and Management of Construction Article 27 to Article 29
Law on Construction	05/ສພຊ	26.11.2009	Part II Construction Activity Chapter 4 Construction Permit Article 24 to Article 26

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	
Site Inspection report	
Certificate to confirm Land Ownership	
Contract with Neighborhood	
Environmental and Social Impact Assessment	ໃບຢັ້ງຢືນປະເມີນຜົນກະທົບຕໍ່ສິ່ງແວດລ້ອມ (ອີງຕາມຄວາມຈໍາເປັນ)
Construction Layout	ແຜນຜັງທີ່ຕັ້ງ ແລະ ຮູບຖ່າຍຂອງສະຖານທີ່ຈະປຸກສ້າງ, ແຜນຜັງລວມ (ແຕ້ມລະບົບລະບາຍນໍ້າເປື້ອນ, ນໍ້າຝົນ ແລະ ສິ່ງກໍ່ສ້າງທີ່ມີຢູ່ອ້ອມຂ້າງອາຄານຈະປຸກໃໝ່ ຫຼື ຖ້າເປັນການສ້ອມແປງມີການຕໍ່ເຕີມອາຄານ ຕ້ອງແຕ້ມອາຄານຫຼັງທີ່ຈະຕໍ່ເຕີມໃສ່ນໍ້າ) ແຜນຜັງສະຖາປັດຕະຍະກໍາ ແລະ ເຕັກນິກ ຊຶ່ງອອກແບບໂດຍບໍລິສັດສໍາຫຼວດອອກແບບເຄຫາສະຖານ ທີ່ຖືກຕ້ອງຕາມກົດໝາຍ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ຂອງຜູ້ຂໍອະນຸຍາດປຸກສ້າງ

STATISTICS (Issue or/and renewed number)
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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	290	0
2016	345	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບສະເໜີຂໍອະນຸຍາດປຸກສ້າງ	Application form	59c9b51b3c32a.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Tourism Service Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-TMD-28	02.10.2017	Tourism Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Tour operator is the representative of the country in creating tour programme and taking care of all the tourists in Lao PDR; therefore, it is necessary to ensure the standard and qualification of those service providers to ensure the safety of the tourist and to preserve a good image of Lao tourism.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate a tourism service business that will provide tour guide service to the travellers by preparing the tour programme, pick-up, sending and providing other associated services to the traveller.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	After obtaining this Formality, the applicant shall apply for the Enterprise Registration Certificate.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	1. Having registered capital of 142,000,000 LAK or equivalent to 200,000 USD and shall have clear schedule for capital contribution; 2. Having a location owned or rented by themselves; 3. Having remote communication devices (i.e. more than 2 telephone or fax) 4. Having at least 2 transportation truck (one 12-17 seat and one 17 seat). 5. Having transportation vehicle (including boat) to service the tourist that meet the required standards; 6. Having investment plan for the creation of

**Datasheet for business formalities.**

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	Lao unique characteristic and shall implement such plan within 2 years; 7. Creating at least 5 tour programmes for the travel in officially approved tourist attractions; 8. Having staff that has the knowledge in politic, socio-economic or other specific fields of expertise; provided that 2/3 of all staffs shall be able to speak and write in more than one foreign languages; 9. Having head or director that has experiences and expertise in operating tour business and can speak English; 10. Having tour guide that graduated at least in secondary school; can speak and write at least another foreign language (French or English); and passed the tour guide training within Lao or from abroad with a proper certification; 11. Having collateral either in cash or in letter of guarantee from Lao commercial banks in the following rate: 10,800,000 LAK or equivalent to 15,000 USD for the international tourist operator; or 7,200,000 LAK or equivalent to 10,000 USD for the border tourist operator; or 10,800,000 LAK or 15,000 USD plus 7,200,000 LAK or 10,000 USD per province.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case of the applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	The applicant shall submit the following documents for renewal: - Application Form; - The Last Tax payment ( VAT and Profit tax ); - Balance sheet, Asset; - Financial Certificate.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	2000000.00	1500000.00	200000.00	3700000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR 1. Service Fee shall be collected at the flat rate; 2. Certificate Fee shall be calculated pursuant to the conditions of each companies as follows: (i) tour operator (jointly invested by foreign investors) = 1,500,000 LAK (ii) tour operator (domestically-owned) = 1,500,000 LAK (iii) branch of international tour operator = 1,000,000 LAK (iv) tour operator for domestic tourism = 1,000,000 LAK (v) tour operator for specific area = 500,000 LAK 3. The application form is verbally informed by the Vientiane Capital authority			

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RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	2000000.00	1500000.00	100000.00	3600000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	Chapter 9 Tour Guide (Article 46 to 51)
Order on the Establishment and Operation of Tourism Business	1150/ສນຍ	25.10.1993	Article 6, 9, 11, 16-18

REQUIRED DOCUMENTS	
Document Name	Comment
Criminal Certificate	
Curriculum Vitae of Investor	ໃບຊີວະປະຫວັດລະອຽດ ຍັງຍືນໂດຍການຈັດຕັ້ງຂັ້ນບ້ານ ບໍ່ເກີນ 3 ເດືອນ
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນ ແລະ ຊັບສິນມັດຂອງບໍລິສັດ.
Agreement with the Hotel	ຂໍ້ຕົກລົງເບື້ອງຕົ້ນກັບບັນດາໂຮງແຮມ ເຊິ່ງເປັນບ່ອນທີ່ຈະນໍາເອົານັກທ່ອງທ່ຽວໄປພັກແຮມຕາມລາຍການ
Certificate of Insurance	ໃບຢັ້ງຢືນປະກັນໄພທາງແຝງ ໂດຍບໍລິສັດປະກັນໄພ ພາຍໃນ ຫຼື ຕ່າງປະເທດອອກໃຫ້
Tour Description	ລາຍການນໍາທ່ຽວໃນຂົງເຂດຮັບຜິດຊອບການເຄື່ອນໄຫວຂອງຕົນ ( 5 ລາຍການຢ່າງໜ້ອຍ) ພ້ອມລາຄາຂອງລາຍການຕ່າງໆ, ລາຍການດັ່ງກ່າວຕ້ອງເປັນເອກະລັກຂອງໃຜລາວ ແລະ ບໍ່ຊໍາຊ້ອນກັບຂອງພາກສ່ວນອື່ນ.
Feasibility Study	ບົດວິພາກເສດຖະກິດໃນຊ່ວງໄລຍະ 3 ຫາ 5 ປີ
Tour Guide Card	ໃບຢັ້ງຢືນການອົບຮົມສໍາລັບພະນັກງານນໍາທ່ຽວ

**Datasheet for business formalities.**

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<b>REQUIRED DOCUMENTS</b>	
Copy of ID / family registry / passport of Investor	ສໍາເນົາບັດປະຈຳຕົວທີ່ມີຜົນໃຊ້ໄດ້
Certification of Health	ໃບກວດກາ ແລະ ໃບຢັ້ງຢືນສຸຂະພາບ ອອກໃຫ້ໂດຍໂຮງໝໍຂອງລັດ (ຄະນະອໍານວຍການ)
List of Employees	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາຫຸ້ນສ່ວນທຸລະກິດ
Article of Association	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	200	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59e58bc618bcc.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Medicine and Medical Device Factory</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-7	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	The owner of the medicine and medical device factory shall be fully responsible and liable for any damages incurred on any person from the use of the medicine or medical devices that they produced; therefore, it is necessary to manage and control those companies in order to ensure that all the medicine and medical devices that will be produced will not cause any damage to the human health.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a factory that produces medicine and medical devices within Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. After the Department issued this Formality, the Industry and Commerce authority will then consider the application for the business registration of such enterprise. 2. For all the produced medicine and medical devices shall be subject to test that shall be approved by the Department and after completion of the successful test, those products shall be registered.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	45	The application shall be submitted through the District Unit of Foods and Drugs or Food and Drug Office of the Provincial Department of Foods and Drugs where the company will be situated. Then, the application will be assessed and approved by each level of authorities in the local before such application will be submitted to Department. Finally, the Minister of Ministry of Public Health shall execute this Formality.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have Lao pharmacist that has the Degree in Pharmacy field as issued by the relevant institutes either in Lao or from abroad and shall get a pharmacist permit from the Ministry of Public Health with at least 5-year working experience; and the applicant shall never been convicted of any crime relating to pharmacy or narcotic. In case of foreign applicant, such applicant shall get the relevant pharmacy diploma from the institutes as endorsed by the Ministry of Public Health; 2. The location of the factory shall be free from any risk of contamination to environment; equipped with all the required standardized equipment and facilities to ensure the quality and safety of all the products; 3. The applicant shall have analysis lab with competent and experienced staffs sufficient to analyze all of their products; and 4. The applicant shall have standardized medicine storage for all the medicines and medical devices produced.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required qualifications, in particular after an inspection by the relevant authorities.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 3 months before the expiration of the Formality; provided that the following documents shall be submitted: (i) request letter for the renewal; (ii) health certificate; (iii) land title deed of the factory; (iv) 1-year performance report and next-year plan; and (v) the former Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Renewal fees</b>	<b>Total renewal fees businesses</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
	disburse	disburse	businesses need to disburse	need to disburse
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Manufacture of Medicine and Medical Products	937/ກຸສ	12.05.2004	Article 3, 4, 5 and 6
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Part III Medicine and Medical Device Business Chapter 1 Operation of Medicine and Medical Device (Article 12, 14 and 15)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Land Title Deed	ໃບຢັ້ງຢືນກຳມະສິດເຮືອນ ຫຼື ຮ້ານ
Copy of Passport	ໃບຢັ້ງຢືນສຳລັບຄົນຕ່າງປະເທດ
Criminal Certificate	
Location Map of the Enterprise	ແຜນວາດທີ່ຕັ້ງຂອງໂຮງງານ ແລະ ແຜນວາດພາຍໃນຂອງໂຮງງານ
Photograph	ຮູບຖ່າຍຂະໜາດ 4*6 (ບໍ່ກາຍ 1 ປີ)
Address Certification	
Certification of Health	ບໍ່ກາຍ 3 ເດືອນ
Education Qualification Evidence	
Curriculum vate	ຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Direct Sales Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-DTD-16	28.12.2017	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	G - Wholesale and retail trade; repair of motor vehicles and motorcycles
<b>Purpose for enforcing the business formality</b>	Since the direct sale businessperson will be selling the products to the consumer in a direct and close way, it is necessary to ensure that the quality and standard of the business operation to prevent all the risk to the consumer.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate direct sale business that means the sale of products directly to the consumer either at their residence or other places.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Currently, the Department of Domestic Trade has issued a notice of suspended of the request for permission to conduct the direct sales business No 0788 dated on April 11, 2017

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have the minimum registered capital of 40 Billion LAK; 2. The applicant shall deposit 5% of the registered capital in the fixed account opened with the commercial bank and such deposit shall be maintained as the guarantee throughout the investment and business operation period of such enterprise.
<b>Is there any reason for the authority to deny</b>	Deny in case that the applicant cannot meet the required qualifications or it is determined that the payment scheme is exaggerated or too excessive.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Relevant laws do not define the validity period of this Formality but the authority informed that this Formality will be valid and shall be renewed on annual basis.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Currently, the Formality is not issued so all the fees are not collected and the relevant laws do not define the applicable fees.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Currently, the Formality is not issued so all the fees are not collected and the relevant laws do not define the applicable fees.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Direct Sale Business	0060/ອຄ.ກ ຄພງ	12.01.2017	Chapter 2 The Direct Sales Business Activities Articles 6 to 10

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Evidence for the placement of required guarantee	
Certificate for Enterprise Registration of Company Limited	
Copies of a bank guarantee certificate from a bank where the business unit has opened an account	
Payment Scheme for Direct Sale Business	
Examples of a Direct Sale Representative Card	
Direct Sale Contract	ສັນຍາລະຫວ່າງ ຜູ້ດຳເນີນທຸລະກິດຂາຍກິ່ງ ກັບ ຕົວແທນຂາຍກິ່ງ ຫລື ຜູ້ຂາຍອິດສະຫລະ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Medicine and Medical Device Import-Export Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-9	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	The Import-Export Company will be the first point of contact in case there is any problem or damage incurred from any medicine or medical device imported into Lao PDR; therefore, it is necessary to manage and control those companies in order to ensure that all the medicine and medical devices that will be imported and used will not cause any damage to the human health in Lao PDR.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a Medicine and Medical Device Import-Export Company that carries the business of importing all the medicine and medical devices and registering all those products with the Department.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	The application shall be submitted through the District Unit of Foods and Drugs or Food and Drug Office of the Provincial Department of Foods and Drugs where the company will be situated. Then, the application will be assessed and approved by each level of authorities in the local before such application will be submitted to Department. Finally, the Minister of Ministry of Public Health shall execute this Formality.
<b>Qualifications needed by the business to get</b>	1. The applicant shall have Lao pharmacist that has the Degree in Pharmacy field as issued by the relevant institutes either in Lao or from abroad and shall get a	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	pharmacist permit from the Ministry of Public Health with at least 5-year working experience; and the applicant shall never been convicted of any crime relating to pharmacy or narcotic; 2. The applicant shall not import any products together with the medicine and medical devices; 3. The applicant shall have clean and standardized storage with the total area of at least 6 x 12 metres and shall have all the necessary equipment for the storage pursuant to Good Whole Selling Practice and Good Storage Practice. 4. The applicant shall have the working area of at least 20 square metres that are separated from other area.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required qualifications, in particular after an inspection by the relevant authorities.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 3 months before the expiration of the Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1000000.00	0.00	1000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	1000000.00	0.00	1000000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Establishment of Medicine and Medical Device Business Operation (Revised)	1820/ສທ	25.08.2017	Article 4, 7, 8, 9.1, 14, 17, 18, 22
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Part III Medicine and Medical Device Business Chapter 1 Operation of Medicine and Medical Device (Article 12, 14 and 16)

REQUIRED DOCUMENTS	
Document Name	Comment
Business Operation Report of the Parent Company for the Importation of Medicine	ໃບອະນຸຍາດຈາກບໍລິສັດທີ່ຕົນຈະເປັນຕົວແທນຈຳໜ່າຍ (ສຳລັບສາຂາ ຫຼື ຕົວແທນຈຳໜ່າຍ)
Feasibility Study	ບົດວິພາກກ່ຽວກັບການເຄື່ອນໄຫວທຸລະກິດດ້ານຢາ ແລະ ຜະລິດຕະພັນການແພດ, ສະໜອງຂໍ້ມູນຊີລະອຽດ ແລະ ແຫຼ່ງທີ່ມາຂອງຢາ ແລະ ຜະລິດຕະພັນການແພດ
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ກ່ຽວຂ້ອງກ່ອນການອະນຸຍາດ
Location Map of the Enterprise	ແຜນວາດກ່ຽວກັບທີ່ຕັ້ງບໍລິສັດ, ສາຂາບໍລິສັດ/ໂຮງງານ, ຕົວແທນຈຳໜ່າຍ
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດ
Photograph	ຮູບຖ່າຍຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ (ຮູບຖ່າຍບໍ່ໃຫ້ກາຍ 1 ປີ)
Address Certification	ບໍ່ໃຫ້ກາຍ 3 ເດືອນ
Certification of Health	ບໍ່ໃຫ້ກາຍ 3 ເດືອນ
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ (ຮູບຖ່າຍບໍ່ໃຫ້ກາຍ 1 ປີ) ໃບຢັ້ງຢືນການອອກຈາກລັດຖະການ ຫຼື ໃບແຕ່ງຕັ້ງຂອງກົມກອງໃນກໍລະນີທີ່ເປັນລັດວິສາຫະກິດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

REGISTRATION DATA		
Name of formality	<b>License to Operate Foreign Medicine and Medical Device Distributor</b>	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoPH-FDD-8	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	Q - Human health and social work activities
Purpose for enforcing the business formality	The Foreign Medicine and Medical Device Distributor will represent the owner of the medicine and medical device that are operating in other countries and such company shall be the focal point for any communication with such company; therefore, it is necessary to keep record and registry of all these companies to prevent any possible risk to human health caused by foreign medicine or medical devices.
Who should complete this business formality?	Any person or legal entity that intends to operate as the representative and distributor of any foreign medicine or medical devices in Lao PDR.
The formality has online information?	YES
Link to online information	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process	90	The application shall be submitted through the District Unit of Foods and Drugs or Food and Drug Office of the Provincial Department of Foods and Drugs where the company will be situated. Then, the

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	application will be assessed and approved by each level of authorities in the local before such application will be submitted to Department. Finally, the Minister of Ministry of Public Health shall execute this Formality.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have Lao pharmacist that has the Degree in Pharmacy field as issued by the relevant institutes either in Lao or from abroad and shall get a pharmacist permit from the Ministry of Public Health with at least 4-year working experience; and the applicant shall never been convicted of any crime relating to pharmacy or narcotic; 2. The applicant shall have the working area of at least 20 square metres that are separated from other area. 3. The applicant shall have clean and standardized storage with the total area of at least 4 x 8 metres and shall have all the necessary equipment for the storage pursuant to Good Whole Selling Practice.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required qualifications, in particular after an inspection by the relevant authorities.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 3 months before the expiration of the Formality.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			need to disburse	
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Establishment of Medicine and Medical Device Business Operation (Revised)	1820/ສທ	25.08.2017	Article 5, 9.2, 14, 17, 18, 24
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Part III Medicine and Medical Device Business Chapter 1 Operation of Medicine and Medical Device (Article 12 and 14)

REQUIRED DOCUMENTS	
Document Name	Comment
Photograph	ຮູບຖ່າຍຂະໜາດ 3*4 ຈຳນວນ 3 ໃບ
Education Qualification Evidence	
Certification of Health	
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ (ຮູບຖ່າຍບໍ່ໃຫ້ກາຍ 1 ປີ) ໃບຢັ້ງຢືນການອອກຈາກລັດຖະການ ຫຼື ໃບແຕ່ງຕັ້ງຂອງກົມກອງໃນກໍລະນີທີ່ເປັນລັດວິສາຫະກິດ
Permission to be the Distributor signed by the Parent Company	ສຳລັບສາຂາ ຫຼື ຕົວແທນຈຳໜ່າຍ
Feasibility Study	ບົດວິພາກກ່ຽວກັບການເຄື່ອນໄຫວທຸລະກິດດ້ານຢາແລະຜະລິດຕະພັນການແພດ, ສະໜອງຂໍ້ມູນຊື່ລະອຽດແລະແຫຼ່ງທີ່ມາຂອງຢາ ແລະ ຜະລິດຕະພັນການແພດ
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ທີ່ກ່ຽວຂ້ອງກ່ອນການອະນຸຍາດ
Location Map of the Enterprise	ແຜນວາດກ່ຽວກັບທີ່ຕັ້ງ ສາຂາບໍລິສັດ/ໂຮງງານ
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Address Certification	ບໍ່ໃຫ້ກາຍ 3 ເດືອນ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Use the Radio Frequency Communication</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-RFD-33	09.01.2018	Radio Frequency Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	To monitor, manage and inspect the use of radio frequency communication with an aim to assure national safety and stability and the social order.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to use radio frequency communication that means the electro-magnetic wave that operated in the air, spaces or underwater to communicate with the frequency from 8.3 KiloHertz to 3,000 GigaHertz, except the use of short-wave radio frequency that includes use of wireless microphone, remote or wifi equipment.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	There are many types of frequency communication; a separate Formality will be required for each type of frequency communication.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	25
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have the Enterprise Registration Certificate in case that the applicant will be using the radio frequency communication for any of their own business operation; 2. The applicant shall have stable financial status; 3. The use of those frequencies shall be used in strict compliance with the national policy, strategy and the National Plan for the Use of Radio Frequency Communication; 4. The applicant shall have a clear plan for the use of the frequency in their business operation; 5. The applicant shall ensure a good standards that will be used for

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	the use of those frequencies; 6. The applicant shall comply with other applicable standards (i.e. safety standard of the frequency broadcasting No. 208/MPTC or the requirements for the satellite frequency No. 2507/MPTC)
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case the frequency use do not fit in the national strategy; international / regional or national standards or the use do not meet the required qualifications or conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be renewed 60 days prior to the expiration of this Formality; provided that the applicant shall comply with all the conditions in the Formality and other applicable obligations.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	300000.00	0.00	350000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	50000.00	50000.00	0.00	100000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Radio Frequency Communication	17/ສພຊ	05.05.2017	Chapter 4 the Approval of Use the Frequency Article 29 to Article 35

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Radio Frequency Communication Network Development Plan	
Request Letter	
Certificate of Annual Tax Payment	ສໍານຳເນົາທະບຽນອາກອນ
Certificate for Enterprise Registration of Company Limited	ສໍານຳເນົາທະບຽນວິສາຫະກິດ
Feasibility Study	ບົດວິພາກເສດຖະກິດເຕັກນິກ ສໍາລັບທຸລະກິດການໃຫ້ບໍລິການເປັນຕົ້ນ ການໂທລະຄົມ, ວິທະຍຸກະຈາຍສຽງ ແລະ ໂທລະພາບ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	39	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ຮ່າງໃບອະນຸຍາດນໍາໃຊ້ຄື້ນຄວາມຖີ່ວິທະຍຸ	Example of resolution	59eda60367556.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Business relating to Narcotics and Psychotropic substances</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-14	18.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	Narcotics and psychotropic substances are the medicines that have high risk that may cause adverse impacts on the users from the overdosed use or misuse of those medicines; therefore, it is mandatory to control, monitor and inspect the business operation of those medicine.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to import-export, produce, distribute or possess narcotics and psychotropic substances for the medical, pharmaceutical, scientific research, agriculture purposes or other legal purposes.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">www.fdd.gov.la</a>
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Before the distribution or sale of any narcotics or psychotropic substances, those narcotics and psychotropic substances shall be registered with the Ministry of Public Health. 2. The Formality holder shall submit the annual plan for the import-export and production of those narcotics and psychotropic substances for approval by the Ministry of Public Health.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	The relevant legal act does not define the review period but the authority informed that the normal review process would not exceed 3 months.
<b>Qualifications needed by the business to get</b>	The applicant shall either be: (i) Licensed Medicine Production Factory or Medicine Import-Export Company for the importation-exportation and	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	distribution business; (ii) Licensed Retail Pharmacy Shop Class I or Class II for the retailing sale pursuant to prescription; and (iii) Licensed Hospital for the distribution and sale pursuant to prescription.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant is not the licensed business operator under the relevant laws or in case that the narcotics and psychotropic substances will be used for purposes other than for legal purposes.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	Before each time of import-export, distribution of narcotics and psychotropic substances, the applicant shall get this Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Management of Narcotics and Psychotropic Substances	456/ກຊສ	19.04.2006	Article 10 and Article 12
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Article 12
Order on the List of Narcotics and Psychotropic Substances	08/ກຊສ	04.01.2005	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	
Medicine Formula	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Legal Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoJ-DJSP-3	28.12.2017	Department of Justice System Promotion

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	Legal enterprise is person who provides legal service to the public and those service may affect the legal rights and benefits of those persons so this Formality is needed to confirm their qualifications.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a legal enterprise that provides the following legal services: 1. Giving advice, recommendation or legal opinion in writing and verbally to the client; 2. Drafting the legal documents as requested by the client pursuant to the relevant laws and regulations; 3. Preparing the claims, request, petitions, appeal and other legal documents for the legal proceedings as requested by the client and in accordance with the applicable forms; and 4. Translating the relevant provisions in the law or regulations in foreign languages to official Lao languages .
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The foreign legal enterprise that has been registered in Lao PDR shall be entitled to give advice on the foreign and international law but if that legal enterprise has Lao lawyer as the shareholder or as the permanent staff, that enterprise shall be entitled to also give Lao legal advice and provide other advocacy at the Lao People's Court by that Lao lawyer.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period ranges from 15 to 30 working days.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. It is the people who serve the people, domestic and foreign investors with integrity, not misuse legal services for personal gain that are illegal; 2. The applicant shall graduated with the High Diploma in law at the minimum and shall have at least 3 years working experience. If the applicant is not a lawyer, there shall have one shareholder who is a lawyer; 3. Never been disciplined by the state or ever been imprisoned before, except in case of the negligence; 4. Not being a government official; 5. Having a registered capital of at least 10,000,000 LAK. 6. There is a genuine open place by labeling and registering according to the laws.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification or conditions as defined under the laws and regulation.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be submitted 1 month prior to the expiry of this Formality unless that this Formality shall be terminated immediately.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	400000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	200000.00	400000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict No.003/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Lawyer	010/ສພຊ	21.12.2011	Part V Legal Enterprise Chapter 1 Establishment of Legal Enterprise (Article 44, 45 and 47)
Order on the Establishment and Operation of the Legal Consulting Office	178/ກຍ	18.09.2007	Article 4 to Article 7

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Lawyer ID Card	ບັດສະມາຊິກທະນາຍຄວາມ ຫຼື ຂໍ້ຕົກລົງແຕ່ງຕັ້ງເປັນທະນາຍຄວາມ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງການ ຫຼື ໃບຢັ້ງຢືນທີ່ຕັ້ງສໍານັກງານ
Employment Contract	ສັນຍາແຮງງານ (ກັບທະນາຍຄວາມ)
Photograph	ຮູບຖ່າຍຂະໜາດ 3*4 ຈໍານວນ 6 ແຜ່ນ
List of Shareholder	
Feasibility Study	
Article of Association	
Certification of Health	
Address Certification	
Criminal Certificate	
Curriculum vate	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	5	0

**Datasheet for business formalities.**

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LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

REGISTRATION DATA		
Name of formality	Certificate for Enterprise Registration of Sole Company Limited	
Type of formality	Certificate	
Formality Code	Date of last modification	Responsible Authority
MoIC-ERMD-3	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
Who should complete this business formality?	Individuals or legal entity who intends to incorporate a sole company limited, a form of enterprise created by dividing capital into shares and each shares will has equal value and the shareholders in such enterprise are responsible for the company's liability up to the value of the unpaid portion of their shares and that enterprise has shareholder not over one person.
The formality has online information?	YES
Link to online information	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review period is 10 working days.
<b>Qualifications needed by the business to get the formality</b>	There is no specific qualifications needed for the application of this Formality, except in the case where such sole company limited will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	80000.00	5000000.00	0.00	5080000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: - Registered Capital of less than 1 Million LAK No fee - Registered Capital of more than 1 Million to 10 Million LAK 20,000 LAK - Registered Capital of more than 10 Million to 20 Million LAK 50,000 LAK - Registered Capital of			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	more than 20 Million to 50 Million LAK      100,000 LAK - Registered Capital of more than 50 Million to 100 Million LAK      300,000 LAK - Registered Capital of more than 100 Million to 400 Million LAK      500,000 LAK - Registered Capital of more than 400 Million to 1 Billion LAK      1,000,000 LAK - Registered Capital of more than 1 Billion to 10 Billion LAK 2,000,000 LAK - Registered Capital of more than 10 Billion to 20 Billion LAK 3,000,000 LAK - Registered Capital more than 20 Billion LAK 5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Application Form for sole company limited 70,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part V Company Chapter 2 Company Limited J. Sole Company Limited (Article 175 )

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Copy of ID / family registry / passport of Investor	
Photograph	ຮູບຂອງຜູ້ຈັດການ ຂະໜາດ 3x4 ຈຳນວນ 6 ໃບ ເພື່ອຕິດໃນໃບທະບຽວສາທະ ກິດ ແລະ ໃບທະບຽນອາກອນ, ຮູບຖ່າຍບໍ່ໃຫ້ເກີນ 3 ເດືອນ.
Location Confirmation of Enterprise	ແບບຟອມຕາມກົມທະບຽນ ແລະ ຄຸ້ມຄອງວິສາຫະກິດ
Copy of ID card or Family book of Managing Director	ຂອງຜູ້ຖືຮຸ້ນ ແລະ/ຫຼື ຜູ້ຈັດການ ກໍລະນີທີ່ເປັນຄົນລາວ

**Datasheet for business formalities.**

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REQUIRED DOCUMENTS	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບສັນທະໃຫ້ມາພົວພັນເອກະສານ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	239	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for Sole Company Limited	Application form	sole-co-ltd-appliction-form 59a62a522a974.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Domestic Wholesale of Medicine and Medical Devices</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-10	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	The wholesaler will be the first point of entry into the market for any medicine and medical devices in Lao PDR; therefore, it is necessary to keep record and registry of all these companies to prevent any possible risk to human health.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business of wholesaling the medicines and medical devices from the domestic producer or Import-Export Company to the retailing pharmacy shops in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	The application shall be submitted through the District Unit of Foods and Drugs or Food and Drug Office of the Provincial Department of Foods and Drugs where the company will be situated. Then, the application will be assessed and approved by each level of authorities in the local before such application will be submitted to Department. Finally, the Minister of Ministry of Public Health shall execute this Formality.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have Lao pharmacist that has the Degree in Pharmacy field as issued by the relevant institutes either in Lao or from abroad and shall get a pharmacist permit from the Ministry of Public Health with at least 4-year working experience; and the applicant shall never been convicted of any crime relating to	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	pharmacy or narcotic; 2. The applicant shall have the working area of at least 20 square metres that are separated from other area. 3. The applicant shall have clean and standardized storage with the total area of at least 6 x 12 metres and shall have all the necessary equipment for the storage pursuant to Good Whole Selling Practice.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 3 months before the expiration of the Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	600000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	600000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

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<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Establishment of Medicine and Medical Device Business Operation (Revised)	1820/ສທ	25.08.2017	Article 6, 9.3, 14, 17, 18, 26
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Part III Medicine and Medical Device Business Chapter 1 Operation of Medicine and Medical Device (Article 12, 14 and 17)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Photograph	ຮູບຖ່າຍຂະໜາດ 3*4 ຈຳນວນ 3 ໃບ (ບໍ່ກາຍ 1 ປີ)
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ທີ່ກ່ຽວຂ້ອງກ່ອນການອະນຸຍາດ
Education Qualification Evidence	
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ, ໃບຢັ້ງຢືນການອອກຈາກລັດຖະການ ຫຼື ໃບແຕ່ງຕັ້ງຂອງກົມກອງໃນກໍລະນີທີ່ເປັນລັດວິສາຫະກິດ
Certification of Health	
Feasibility Study	ບົດວິພາກກ່ຽວກັບການເຄື່ອນໄຫວທຸລະກິດດ້ານຢາ ແລະ ຜະລິດຕະພັນການແພດ
Location Map of the Enterprise	
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Address Certification	ບໍ່ໃຫ້ກາຍ 3 ເດືອນ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Cosmetic Products</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPH-FDD-11	03.10.2017	Food and Drugs Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	Q - Human health and social work activities
<b>Purpose for enforcing the business formality</b>	In order to control and ensure the cosmetic products that will be produced, imported or sold in Lao PDR will have a good quality and standard with an aim to assure safety of the consumer.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to produce, import and sale cosmetic products (products that used to any part of body to enhance beauty) In Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.fdd.gov.la">http://www.fdd.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Only the Department can issue this Formality – the provincial department of public health can only permit the importation of the registered cosmetic products that have been registered at the central government.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	Relevant legal act does not define the review period but the authority informed the team that the normal review period is not more than 3 months.
<b>Qualifications needed by the business to get the formality</b>	1. For the production of cosmetic products, the factory shall have the following qualifications: (i) have sufficient staffs (i.e. experienced pharmacist or chemical expert); (ii) have sufficient and necessary facilities (i.e. production room and storage); (iii) have safety and environment protection system; and (iv) prior to the production of the cosmetic products, it shall apply for the permit to produce a prototype from the Department first. 2. For the importation of cosmetic products, the importer shall have the following qualifications: (i) have enterprise registration certificate; (ii) obtain the approval for importation of such cosmetic	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	products from the Department; and (iii) have sufficient and necessary facilities (i.e. production room and storage).
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the cosmetic products that will be produced or imported does not pass the required standards.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken at least 90 days prior to the expiration date of this Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	150000.00	0.00	150000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	150000.00	0.00	150000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Order on Management of Quality of Cosmetic Products	2580/ກຸສ	12.11.2003	
Law on Medicine and Medical Device (Revised)	07/ສພຊ	21.12.2011	Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Example of Product	ຜະລິດຕະພັນຕົວແບບ (ຈຳນວນຕາມກຳນົດ) ທີ່ຢູ່ໃນຫົວໜ່ວຍມັດຫໍ່ເດີມ
Certificate of the Sale	ໃບຢັ້ງຢືນການຈຳໜ່າຍຈາກປະເທດຜູ້ຜະລິດ ທີ່ຍັງມີຜົນບັງຄັບໃຊ້
Certificate of Product Quality	ໃບຢັ້ງຢືນຄຸນນະພາບຈາກປະເທດຜູ້ຜະລິດ (ໃບຢັ້ງຢືນການຜະລິດທີ່ດີ, ການວິໄຈ, ການຂັ້ນທະບຽນ) ທີ່ຍັງມີຜົນບັງຄັບໃຊ້
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນການຄ້າ/ທຸລະກິດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish the Business relating to Fine Arts</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-FAD-29	30.12.2017	Fine Arts Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to ensure the fine arts that will be created and conducted as a business will ensure a good authentication of Lao and strictly comply with the Lao traditions and cultures
<b>Who should complete this business formality?</b>	Any person or legal entity intends to establish business relating to Fine Arts - the production of human created with delicacy, for instance, paintings, sculptures, architectural structures, printed image and handicraft (i.e. display, museum, training centre, institution, schools)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30 Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have location and technical equipment sufficient to guarantee the performance of their fine art business; 2. The applicant shall have personnel that has quality, knowledge, expertise and work experiences relating to Fine Arts.
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that applicant does not meet the required qualifications.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	Relevant laws do not define the validity period but the authority informed that the validity period would be from 3 to 5 years.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	100000.00	300000.00	30000.00	430000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR and the additional information relating to the certificate fee and the application from from the authority.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	50000.00	150000.00	15000.00	215000.00
<b>Comments</b>	According to the authority, the fee will be collected at the rate of 50% of the initial fee.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Fine Arts	217/ວຸ	09.07.2016	Chapter 3 Business Relating to Fine Arts (Article 18 to Article 23)

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Request Letter	
Curriculum vitae of Technical Staffs	
Location Confirmation of Enterprise	
Land Title Deed	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Fuel Importation and Exportation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-DTD-20	09.01.2018	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Fuel is one of the key production factor of Lao economic; therefore, it is necessary to manage and control the business relating to fuel and since Fuel importation business is the first point of entry of fuel in Lao, it is even more necessary to manage and control.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out a business of importing fuel for distribution to domestic fuel wholesaler, exporting or importing fuel for transit purpose.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The Fuel importation and exportation business operator shall prepare and submit (i) annual fuel importation plan; and (ii) annual fuel distribution plan as certified by the Fuel Association to the Ministry of Industry and Commerce for their consideration before 31 October each year; provided that if additional fuel will be imported, a new / supplementary plan shall be submitted at least 60 days prior to the intended importation date.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	35	After receipt the complete package of documents, the Ministry of Industry and Commerce shall coordinate with the lined agencies to conduct site inspection within 5 working days and if the applicant passes the site inspection and document review, this Formality shall be issued within 30 working days.
<b>Qualifications needed</b>	1. Having registered capital of not less than 150 Billion LAK and working capital of	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	60 Billion LAK; 2. Having fuel storage that can contain fuel of more than 5 Million litres; 3. Having company trademark registered with the relevant authorities; 4. Having at least 20 fuel transpiration vehicles; 5. Having fuel distributor that is the Domestic Fuel Distributor; 6. Having fuel quality laboratory that has been registered with Ministry of Science and Technology; 7. Having at least 30 personnels that passes the training on fuel business hosted by the relevant authorities.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant fails to meet the required conditions or qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>RENEWAL FEES</b>	
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Decree on Fuel Business	331/ນຍ	27.10.2017	Part II Establishment and Operation of Fuel Business Chapter 1: Establishment of Fuel Business (Article 6 - 8) Chapter 2: Operation of Fuel Importation and Exportation Business (Article 10 - 18)

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Certificate for the Issuance of the Tax Identification Number	
Certificate to confirm Land Ownership	ໃບຢັ້ງຢືນກຳມະສິດຂອງສາງ
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງ ແລະ ໃບຢັ້ງຢືນຄວາມຖືກຕ້ອງຂອງສະຖານທີ່ຕັ້ງຂອງສາງ ຈາກຂະແໜງໂຍທາທິການ ແລະ ຂົນສົ່ງ
Certificate to approve the Environmental and Social Impact Assessment	
Certificate for Enterprise Registration of Company Limited	
Certificate of the Fuel Business Training Course	
Certificate for the Membership Enrolment in Fuel Association	
Fuel Sale-Purchase or Distribution Agreement from Foreign Fuel Company	
Certificate of Fire Safety Inspection for Fuel Storage	
Certification of Financial and Asset / Financial Statements	ບັນຊີຊັບສິນຂອງບໍລິສັດ ລວມມີ: ບັນຊີສາງເກັບນ້ຳມັນເຊື້ອໄຟ, ບັນຊີພາຫະນະຂົນສົ່ງນ້ຳມັນເຊື້ອໄຟ, ບັນຊີເຄື່ອງກວດສອບຄຸນນະພາບນ້ຳມັນເຊື້ອໄຟ

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Address Certification	ໃບຢັ້ງຢືນສະຖານທີ່ຕັ້ງສາງ ທີ່ຜ່ານການຢັ້ງຢືນຈາກອົງການປົກຄອງບ້ານ
Feasibility Study	ຕາມແບບຝົມທີ່ອົງການຄຸ້ມຄອງທຸລະກິດນໍ້າມັນເຊື້ອໄຟ ກຳນົດ
Environmental and Social Impact Assessment	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Install Advertisement Signage</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-8	16.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	This Formality is needed to ensure the clean, fine and order city and that the signage will not be installed scatteringly. Also, to mitigate negative externalities on society (i.e. negative externality that is to block the view of the sky, the viewing of something not intended, polluting the city with unnecessary images or signs, or even creating a risk to the people surrounding it if the billboard falls)
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to install any advertisement signage that means the compilation of specific name, pictures, photos, languages, signs, colours and electronic contents in the signage within Vientiane Capital.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	In general, the Formality will be issued by the Provincial Department, except the signage that will be put on the road that has the size not more than 2x4 metres that will be issued by the District Office.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act do not define the review timeline but the timeline is defined in the notice of Vientiane Capital Department of Public Works and Transportation that the timeline is the minimum of 1 week and the maximum of 3 weeks
<b>Qualifications needed by the business to get the formality</b>	1. Content of the advertisement signage shall be reviewed and approved by the Information, Culture and Tourism Department and this Formality shall be applied at least 7 days before installation; 2. Size of the advertisement signage shall comply with the size defined in Instruction No. 010/VTE, dated 13 September 2013; 3. The applicant shall place the deposit in the amount defined in Additional	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	Instruction No. 2638/PWT.VTE
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	1
<b>What is the process and conditions to renew the formality?</b>	Installation of the signage by the road and hanging signage can only be permitted for the period of not less than 10 days and can only be renewed once. By the end of the expiration of this Formality, the applicant shall dismantle that signage within 1 day and shall notify the relevant authority to verify the situation before getting the deposit back.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Please insert information			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Please insert information			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Sign	36/ລບ	29.01.2016	Chapter 5 Approval of content, Period, Import-Export and installation signage Article 26 and Article 32 Chapter 6
Guideline (Additional) for installation of street signs and posters on main street lights in Vientiane Capital.	1439/ຍທຂ.ນວ	23.04.2014	
Order (Additional) on the Management of Sign along the streets, Deposit and Fine	2638/ຍທຂ.ນວ	01.08.2014	
Order on the Control of Traffic Order; Control of Construction-Reparation and Installation of Advertisement Signage in Vientiane Capital	010/ຈນວ	13.09.2013	Clause 5 Management of Signs

REQUIRED DOCUMENTS	
Document Name	Comment
Other Related Documents	ສັນຍາເຊົ່າສະຖານທີ່ ຫລື ຄຳເຫັນຈາກເຈົ້າຂອງພື້ນທີ່ຕິດຕັ້ງປ້າຍ
Process of Sign Installation	ຂັ້ນຕອນໃນການຂໍອະນຸຍາດຕິດຕັ້ງປ້າຍ
MOU for inspection the location	ບົດບັນທຶກກວດກາສະຖານທີ່ (ຕິດຂັດຫຼັງຈາກວິຊາການລົງກວດກາສະຖານທີ່ແລ້ວ)
Content of Sign	ຕິດຂັດເນື້ອໃນຂອງປ້າຍມາຜ່ອມ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າດິນ (ໃນກໍລະນີສະຖານທີ່ຕັ້ງຢູ່ໃນການຄຸ້ມຄອງຂອງລັດ, ບຸກຄົນ)
Construction Layout	ແບບຈຸດທີ່ຕັ້ງ, ແຜນຜັງເຕັກນິກການກໍ່ສ້າງລະອຽດ ແລ້ວໃຫ້ຈຳກາຜ່ານບໍລິສັດສຳຫຼວດ-ອອກແບບ ເຄຫາສະຖານ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ ຕິດຂັດຮູບມາຜ່ອມ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	85	24
2016	159	0

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບສະເໜີຂໍອະນຸຍາດຕິດຕັ້ງປ້າຍ	Application form	5a33501162ee1.pdf
ໃບອະນຸຍາດຕິດຕັ້ງປ້າຍ	Example of resolution	5a5d9ecaf19ea.pdf
ຄໍາທຳນຽມໃບອະນຸຍາດຕິດຕັ້ງປ້າຍ	Department Notice	5a5d9efdcafa5.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Annual Fuel Distribution</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-DTD-17	29.12.2017	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Since fuel is an important commodity necessary and have direct impact on the economic development of Lao PDR, it is necessary to manage, control and collect status of the total quantity of fuel imported and sold in Lao PDR.
<b>Who should complete this business formality?</b>	Any person or legal entity that is authorised to operate import and wholesale of fuel in Lao PDR who intends to import and sell those fuel.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	Relevant laws do not define the review period but the Department informed that the normal review period does not exceed 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be an enterprise that is authorised to carry out fuel importation and wholesale business; 2. The applicant shall have fuel silo with the capacity of 1 million liters of fuel; 3. The applicant shall have model fuel station and distributing fuel station; 4. The applicant shall have at least 5 fuel transportation vehicle; 5. The applicant shall be authorised to use a logo or trademark by the relevant industry; 6. The applicant shall be a member of the Fuel Group; 7. The applicant shall have expertise or experience in conducting a fuel business or shall have a professional employee.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case the applicant fails to comply with the required qualifications.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	12
What is the process and conditions to renew the formality?	The applicant shall submit the following documents for renewal: 1. Request Letter; 2. Summary of the Fuel Importation and Wholesale amount from the past year; 3. Certificate for the payment of all the required taxes and duties; 4. Formality from the past year.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Management of Fuel	1785/ອຄ.ຄ	07.09.2009	Chapter II Standard and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Importation and Wholesale Business	ພາດ		Requirements in Establishing and Operating a Fuel Importing Business and Wholesale Service of Fuel Import Company Article 5 to 7

REQUIRED DOCUMENTS	
Document Name	Comment
Fuel Importation and Wholesale Plan	
Request Letter	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	22	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish High Education Institution</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-HED-8	10.11.2017	High Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	Higher Education institution is one of the key initiations that provide education to general public; therefore, it is necessary to issue this Formality to ensure the qualification of the applicant, the specification and standard of the curriculum and subsequently the quality of the graduated students.
<b>Who should complete this business formality?</b>	Any person or legal entity intends to establish a High Education Institution that means the education institutions that provide teaching curriculum from High Diploma level that include college, institute, academy and university.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Prime Minister will issue the Formality for High Education Institution (national and international levels) as proposed by the Ministry of Education and Sports; 2. Minister of Ministry of Education and Sports will issue the Formality for High Education Institution in other classes (Class 2, 3 and 4); 3. Currently, the Minister of Ministry of Education and Sports instructed under the Instruction No. 155/MES, dated 31 January 2013 not to allow the issuance of Formality for the new establishment of a High Education Institution that teaches a High Diploma Degree.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	0	Please insert information for the High Education that is lower than Bachelor's Degree.
<b>Qualifications needed</b>	1. The school shall have sufficient teaching personnel and students and shall have	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>by the business to get the formality</b>	all the required readiness for the investment in construction of all the infrastructures, equipment procurement and administrative matters with the certificate of the investment by the relevant government authorities; 2. Shall provide the curriculum for the High Education that meets the required National Curriculum Standard
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications under the relevant legal acts.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	0
<b>What is the process and conditions to renew the formality?</b>	Please insert information for the High Education that is lower than Bachelor's Degree.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	350000.00	0.00	350000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR Fee for High Education is 200,000 LAK Fee for Bachelor's Degree is 250,000 LAK Fee for Master's Degree is 300,000 LAK Fee for Doctorate's Degree is 350,000 LAK			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on High Education	177/ວປ	05.06.2015	
Law on Education (Revised)	62/ສພຊ	16.07.2015	Part III Education Institution (Article 29 to Article 32)

REQUIRED DOCUMENTS	
Document Name	Comment

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Air Ticket Sale and Reservation Agents</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-9	03.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since this business operator will represent both domestic and international airlines in the direct transaction with the users, in order to mitigate the risk the users may be subject to and to secure the air bookings for those users, it is necessary to manage and control this business operation and require the issuance of this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate at the air ticket agent that provides the service of selling the air ticket and airline booking as the agent of the relevant airlines both domestic and international according to their agreement.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The Department has the rights and mandate to issue this Formality for the business operator nationwide.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	In case of denial, the Department shall notify the applicant in writing within 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall obtain the Enterprise Registration Certificate with a clear business operation of airline booking and sales; 2. Shall have the agent agreement to be the airline agent with the relevant airlines; 3. Shall have the qualified personnels - the minimum requirements are: (i) 1 IT technical staff; (ii) at least 2 air line booking and sale agent that has the IT background and can speak good English; 4. Shall have a good IT system that link directly to the airline and other airline agent	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	both domestic and international; 5. Shall have modern and sufficient equipment to provide the service; and 6. Shall have a permanent office in Lao PDR.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken at least 30 days prior to the expiration of this Formality; provided that the applicant shall submit all the required documentation to the Department for their consideration of the renewal and the Department will consider the renewal within 5 working days.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	750000.00	20000.00	770000.00
<b>Comments</b>	Reference: Presidential Edit 003, The application fee is collected by the authority.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	20000.00	375000.00	395000.00
<b>Comments</b>	Reference: Presidential Edit 003, The application fee is collected by the authority.			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part III Civil Aviation Business Chapter 1 Operating Business of Civil Aviation Article 51 and Article 52.6
Order on Management of Air Ticket Sale and Reservation Agent	2526/ຍທຂ	16.02.2011	Article 2-Article 7: Air Ticket Agents and Airline Reservation

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate of Annual Tax Payment	
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນວິສາຫະກິດ ເພື່ອດຳເນີນທຸລະກິດຂາຍປີ້ເຮືອບິນ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ, ໃນກໍລະນີເປັນສາຂາຂອງບໍລິສັດດັ່ງກ່າວ ຕ້ອງປະກອບໃບທະບຽນວິສາຫະກິດເປັນສາຂາ
Evidence for the placement of required guarantee	
Address Certification	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃນກໍລະນີ ຜູ້ຮ້ອງຂໍບໍ່ສາມາດມາພົວພັນວຽກຕົນເອງໄດ້ ຕ້ອງມີໃບມອບສິດ
Copy of Passport of the Managing Director	ສຳເນົາບັດປະຈຳຕົວ ຫລື ໜັງສືຜ່ານແດນ
Organisation Structure of Board of Directors	ໂຄງຮ່າງການຈັດຕັ້ງປະຈຸບັນ
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ກົດລະບຽບພາຍໃນ ວິສາຫະກິດ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສຳເນົາສັນຍາເປັນຕົວແທນຂາຍປີ້ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ ກັບສານການບິນທີ່ກ່ຽວຂ້ອງ
Certification of Financial and Asset / Financial Statements	ບັນຊີອຸປະກອນສຳຫລັບສື່ສານທາງດ້ານເຕັກໂນໂລຊີ ຂໍ້ມູນຂ່າວສານ ແລະ ສຳຫລັບການຂາຍປີ້ເຮືອບິນ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດ ຫລື ເອກະສານຢັ້ງຢືນຄຸນນະວຸດທິ ຂອງນັກວິຊາການທີ່ກ່ຽວຂ້ອງ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
2016	6	86

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form for Air Ticket Agents and Airline Reservation	Application form	application 59dc3307b3d20.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Invest in the Controlled Business</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPI-IPD-4	27.12.2017	Investment Promotion Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Since the Controlled Businesses are the business that are sensitive to the country's security and business and it would need the technical comments from the lined agencies of whether or not to allow such investment, it is necessary to centralised the investment application process of those businesses through the issuance of this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to invest the Controlled Business that means the business that may cause any impact on the public security, the good norms and order of the society, the environs and society as defined in the List of Controlled Business announced by the Government.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.investlao.gov.la">www.investlao.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	This Formality shall be issued at the same time as the issuance of the Enterprise Registration Certificate.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	25	1. One Stop Office shall submit the application form to the relevant lined agencies for their technical comment within 2 working days; provided that the lined agencies shall respond back within 8 working days; 2. After receiving the agreement from the lined agencies, the One Stop Office will submit the application form to the Investment Committee for their approval within 10 working days 3. After receiving the agreement from the Investment Committee, this Formality shall be issued within 5 working days.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Qualifications needed by the business to get the formality</b>	The applicant shall comply with all the qualifications and meet all the requirements defined specifically for each type of business in the Controlled List.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the lined agencies or the Investment Management and Promotion Committee deny the application

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	250000.00	70000.00	50000.00	370000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the total fee is 370,000 LAK.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Promotion of Investment (Revised)	14/ສພຸ	17.11.2016	Chapter 2 Investment in General Business; and Chapter 3 Procedures for Investment in General Business Article 33 to 40

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	1	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Investment_application_from	Application form	investment-application-from 59ea1408d1458.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Business relating to Wildlife and Aquatic Life</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-FD-15	17.11.2017	Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Wildlife and aquatic life are important resources for the country; therefore, it is necessary to manage and control anyone who would intend to invest in this wildlife and aquatic life business with an aim to limit the reduction or extinction of wildlife and aquatic life.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate breeding business of wildlife and aquatic life of any kind in farm, zoo, breeding station or other place for the business purposes.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall have proper container or spaces that is sufficient and suitable for the breedings of wildlife and aquatic life and shall have sufficient food to feed those wildlife and aquatic life. Also, the applicant shall comply with the obligations defined under CITES treaty.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case the applicant do not have the required conditions.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Aquatic and Wildlife	07/ສພຸ	24.12.2007	Part III Business of Aquatic and Wildlife Protection and Development (Article 21)

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
License to Operate Agriculture and Forestry Business	
Site Inspection report	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Request Letter	ໃບສະເໜີ ຜ່ານຫ້ອງການປົກຄອງທ້ອງຖິ່ນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	1	2

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Example of resolution	Example of resolution	59fad0ce5b968.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate to confirm Land Ownership</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoNRE-LMD-3	25.10.2017	Land Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	As the permanent evidence that the holder of this Formality is the legal owner of such piece of land and shall be entitled fully to use such land under Lao PDR laws unless proven otherwise.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to register their land and get the specific evidence of their ownership.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	50	1. After getting the application form, the relevant authority will conduct desktop review relating to such piece of land and issue the appointment letter to the applicant within 15 working days; 2. The field team will inspect and measure the land on-site and after completion, the office staff will review all the relevant findings and register those findings in the system; 3. The District or Provincial Office of Natural Resources and Environment will notify the information relating to the registered land to the public for objection for the period of 30 days; 4. If no objection is made, the Formality will be issued and distributed
<b>Qualifications needed</b>	The land that is subject to this Formality shall be inspected and measured to	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>by the business to get the formality</b>	ensure that there is no other rights of any third party that may conflict with the rights applied for under this Formality and such land shall not lay in the prohibited areas.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that such piece of land is subject to contestant by third party or it is not consistent with the National Land Allocation Plan.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	450000.00	30000.00	0.00	480000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR 1. Certificate Fee - 30,000 LAK for municipal land or 15,000 LAK for remote area 2. Service for Land Survey - construction areas ranging from 100 LAK per square meters to 350,000 LAK per square meters (depending on the land location) / agriculture land ranging from 150,000 LAK per hectare to 300,000 LAK per hectare (depending on the land location) 3. Service Fee for the issuance of the Deed - 100,000 LAK			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Instruction on Land Registration and the Issuance of Land Title Deed	6036/ກຊສ	27.08.2014	Article 2.2
Law on Land	04/ສພຊ	21.10.2003	Chapter 10 (Article 45 to 50)

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Evidence of the Land Acquisition	

<b>STATISTICS (Issue or/and renewed number)</b>		
Year	Issued	Renewed
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Enterprise Registration of Sole-Trader Enterprise</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoIC-ERMD-4	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
<b>Who should complete this business formality?</b>	Individuals who intends to incorporate a Sole-Trader Enterprise, a form of enterprise owned by an individual. A sole-trader enterprise operates under the name of its owner who holds unlimited liability for the debts of the enterprise;
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.rem.gov.la">www.rem.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review period is 10 working days.
<b>Qualifications needed</b>	There is no specific qualifications needed for the application of this Formality,	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	except in the case where such sole-trader enterprise will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	40000.00	5000000.00	0.00	5040000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: - Registered Capital of less than 1 Million LAK No fee - Registered Capital of more than 1 Million to 10 Million LAK 20,000 LAK - Registered Capital of more than 10 Million to 20 Million LAK 50,000 LAK - Registered Capital of more than 20 Million to 50 Million LAK 100,000 LAK - Registered Capital of more than 50 Million to 100 Million LAK 300,000 LAK - Registered Capital of more than 100 Million to 400 Million LAK 500,000 LAK - Registered Capital of more than 400 Million to 1 Billion LAK 1,000,000 LAK - Registered Capital of more than 1 Billion to 10 Billion LAK 2,000,000 LAK - Registered Capital of more than 10 Billion to 20 Billion LAK 3,000,000 LAK - Registered Capital more than 20 Billion LAK			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

ISSUING FEES	
	5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Application Form for sole-Trader Enterprise 70,000 LAK

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part III Sole-Trader Enterprise (Article 32)

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of ID / family registry / passport of Investor	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບມອບສັນທະໃຫ້ມາພົວພັນເອກະສານ
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 3 ໃບ ຂອງເຈົ້າຂອງວິສາຫະກິດ ເພື່ອຕິດໃສ່ໃບທະບຽນວິສາຫະກິດ ແລະ ທະບຽນອາກອນ, ຮູບຖ່າຍບໍ່ໃຫ້ເກີນ 3 ເດືອນ.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	7	0

LIST OF ATTACHED DOCUMENTS
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for Sole-Trader Enterprise	Application form	sole-trader-enterprise-applica... 59a8e49729bcd.doc

REGISTRATION DATA		
Name of formality	Permit to Lease or get Concession of State Land	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
MoNRE-LMD-6	02.11.2017	Land Management Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	In order to certify the land boundary of the state land that the person or entity shall be entitled to use under the land lease agreement or the land concession agreement as entered with the Government.
Who should complete this business formality?	Any person or legal entity that intends to lease or apply for the concession of land that means the application of the land use right over the state land for any specific business operation pursuant to the conditions and term as defined under the agreement.
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	Collection of lease / concession fee shall be made in strict compliance with the Presidential Edict on Lease or Concession of State Land No. 02/PR, dated 18 May 2009

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process	0	The relevant legal act does not define the review period but the authority informed that the normal review period does not exceed [

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	] working days.
<b>Qualifications needed by the business to get the formality</b>	1. The lease or concession shall be undertaken for specific purposes (i.e. agriculture, industrial zone and mining purposes) and the total area of land that will be leased or concession shall not exceed the areas defined for those purposes; 2. In case the leased area overlaps with the areas owned by other and those persons shall be moved, the leaseholder shall pay fair compensation to those persons; 3. The applicant shall obtain approval for the feasibility study, the environmental and social impact assessment from the relevant lined agencies; and shall obtain the investment license to operate such business purposes that the leaseholder applied such lease for.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that such piece of land is in the restricted or reserved area or it overlaps with other's concession or land use rights.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	360
<b>What is the process and conditions to renew the formality?</b>	The total lease period shall depend on the nature, size and conditions of each purpose of lease / concession; provided that the maximum lease / concession period shall not exceed 30 years and can only be renewed with the Government consent.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Presidential Edict 003/PR This Certificate Fee is separate from the rental or concession fee that the leaseholder / concessionaire shall be liable to pay under the lease or concession agreement that shall be paid in accordance with Presidential Edict 002/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to</b>	<b>Certificate fees businesses need to</b>	<b>Renewal fees</b>	<b>Total renewal fees businesses</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
	disburse	disburse	businesses need to disburse	need to disburse
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Presidential Edict 003/PR This Certificate Fee is separate from the rental or concession fee that the leaseholder / concessionaire shall be liable to pay under the lease or concession agreement that shall be paid in accordance with Presidential Edict 002/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Land Lease or Land Concession	135/ນຍ	25.05.2009	
Law on Land	04/ສພຊ	21.10.2003	Article 65

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	
License to Invest in Concession Business	
Feasibility Study	ບົດວິພາກເສດຖະກິດ-ເຕັກນິກ ສໍາລັບ ປະເພດທຸລະກິດທີ່ຈະໄດ້ມີການນໍາໃຊ້ທີ່ດິນທີ່ເຊົ່າ ແລະ ສໍາປະທານດັ່ງກ່າວ ທີ່ໄດ້ຮັບການຮັບຮອງ ແລະ ຍັງຍືນຈາກໜ່ວຍງານກ່ຽວຂ້ອງ
Environmental and Social Impact Assessment	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Enterprise Registration of Limited Partnership Enterprise</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoIC-ERMD-6	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
<b>Who should complete this business formality?</b>	Individuals or legal entity who intends to incorporate a limited partnership enterprise, a form of enterprise established on the basis of a contract between at least two investors who contribute capital to joint business operations for the purpose of sharing profits and which some of the partners have unlimited liability for the debts of the enterprise and are referred to as “general partners” and the other partners have limited liability and are referred to as “limited partners”;
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	period is 10 working days.
<b>Qualifications needed by the business to get the formality</b>	There is no specific qualifications needed for the application of this Formality, except in the case where such company limited will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	90000.00	5000000.00	0.00	5090000.00
<b>Comments</b>	1. Reference: Presidential Edict No.003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: - Registered Capital of less than 1 Million LAK No fee - Registered Capital of more than 1 Million to 10 Million LAK 20,000 LAK - Registered Capital of more than 10 Million to 20 Million LAK 50,000 LAK - Registered Capital of more than 20 Million to 50 Million LAK 100,000 LAK - Registered Capital of more than 50 Million to 100 Million LAK 300,000 LAK - Registered Capital of more than 100 Million to 400 Million LAK 500,000 LAK - Registered Capital of more than 400 Million to 1 Billion LAK 1,000,000 LAK - Registered Capital of more than 1 Billion to 10 Billion LAK			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	2,000,000 LAK - Registered Capital of more than 10 Billion to 20 Billion LAK 3,000,000 LAK - Registered Capital more than 20 Billion LAK 5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Incorporation Contract 10,000 LAK; and (ii) Application Form for Limited Partnership Enterprise 70,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part IV Partnership Enterprise Chapter 3 Limited Partnership Enterprise (Article 75 )

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບມອບສັນທະໃຫ້ມາຝົວຜັນເອກະສານ
Copy of ID / family registry / passport of Investor	
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 6 ໃບ ຂອງຂ້າຮຸ້ນທົ່ວໄປໃດໜຶ່ງ ຕາມການຕົກລົງຂອງ ບັນດາຂ້າຮຸ້ນ (ທົ່ວໄປ ແລະ ຈຳກັດໜີ້ສິນ) ເພື່ອຕິດໃນໃບທະບຽນວິສາຫະກິດ ແລະ ທະບຽນອາກອນ ຮູບຖ່າຍບໍ່ໃຫ້ເກີນ 3 ເດືອນ

<b>STATISTICS (Issue or/and renewed number)</b>		
Year	Issued	Renewed

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form for Limited Partnership Enterprise	Application form	ltd-partnership-application-fo... 59a7ca14cc64e.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Chemical Substance Registration</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-IHD-10	03.01.2018	Industry and Handicraft Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To collect statistics of the chemical substances that will be imported, produced and used in order to mitigate and prevent any risk that may be incurred from the illegal or unauthorised chemical substances.
<b>Who should complete this business formality?</b>	Any person or legal entity that operates chemical business and intends to import, produce and use chemical substances in all types, except the Class 1 Chemical Substance that is strictly prohibited from using.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal acts do not define the review period but the Department informed that the normal review period does not exceed 15 working days; provided that a site inspection shall also be undertaken to ensure the maintenance, use and disposal of those chemical.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall 1) notify the Department and the local department of industry and commerce in writing of the chemical substance that will be registered; and 2) assess the hazardous of the chemical substance in strict compliance with the detailed guideline; 2. The applicant shall implement the maintenance, use and disposal of the chemical substances in strict compliance with the relevant legal acts.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that: (i) such chemical substance is listed in Class 1 that is prohibited to be used; or (ii) the applicant cannot comply with the required qualifications or conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	25000.00	0.00	25000.00
<b>Comments</b>	The registration fee is based on the letter from Division of Environment and Chemical, Department of Industry and Handicraft, Dated 10/07/2017			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Management of Chemical	07/ສພຸ	10.11.2016	Part IV Business Activities of

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			Chemical Chapter 1 Business Activities and Use of Chemical Article 44 Chemical Registration

REQUIRED DOCUMENTS	
Document Name	Comment
Licence to Operate the Chemical Substance Business	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Certificate for Enterprise Registration of Company Limited	
Safety Data sheet of Chemical Substances	Materials Safety Data Sheet ຫຼື Safety Data Sheet) ຫຼື ຕາມມາດຕະຖານ ISO 11014 ຫຼື ຕາມຂໍ້ກຳນົດລະບົບ Globally Harmonized System of Classification and Labelling of Chemical (GHS)
Chemical Substance Hazard Assessment report	ບົດປະເມີນຜົນຄວາມສ່ຽງຂອງແຕ່ລະທາດເຄມີ (ແບບຟອມຂອງ ກົມອຸດສາຫະກຳ ແລະ ຫັດຖະກຳ)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	29	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application for Chemical Registration	Application form	application-for-chemical-regis...59f0604da8edb.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Air Transport Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-16	11.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To assure that the air transporter (i.e. aircraft operator) shall meet all the required standards and conditions for the civil aviation with an aim to assure a safety of the customer.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish air transport businesses that includes the service of transporting passenger and their belongings; post transportation and goods transportation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Each applicant shall make the application for an initial issue of this Formality at least 90 days before the date of intended operation.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 90 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having aircraft that meet the required standards; 2. Having a aircraft personnel and aviation technical staff with knowledge, skills and experience appropriate and suitable for the size of the business; 3. Complying with the conditions set forth in the international agreement or treaty signed or entered into by Lao PDR; 4. Shall have all the required qualifications and specifications as defined under Part 9 of Lao Civil Aviation regulation dated 01/05/2014.	
<b>Is there any reason for the authority to deny</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the issuing of the formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal of this Formality shall be undertaken at least 30 days before the end of the existing period of validity.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	5000000.00	1000000.00	0.00	6000000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	1000000.00	1000000.00	0.00	2000000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຸ	19.05.2005	Part III Civil Aviation Business Chapter 1 Civil Aviation Business Process Article 52 Aircraft Business License

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Internal Operation Manual	ຄູ່ມືການດຳເນີນການດ້ານຄວາມປອດໄພໃນການດຳເນີນທຸລະກິດ ຊຶ່ງຕ້ອງໄດ້ດຳເນີນການ ແລະ ສ້າງໃຫ້ສອດຄ່ອງກັບ ເນື້ອໃນ ແລະ ມາດຕະຖານທີ່ກຳນົດໄວ້ໃນຂໍ້ກຳນົດວ່າດ້ວຍ ຄວາມປອດໄພການບິນ ພາກທີ 9
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	1	2
2016	0	3

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Lao Civil Aviation Regulation - Part 9 - Air Operator Certification and Administration	Department Guideline	part09-revise-001 59f44fd3c0962.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate of Airworthiness</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-17	11.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To monitor the airworthiness of any aircraft flying across Lao territory with an aim to prevent any risk on life and assets that may be caused.
<b>Who should complete this business formality?</b>	Any entity that operates Aircraft transportation business that intends to fly their aircraft across Lao territory.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	For foreign aircraft that will be flying across Lao territory, such aircraft shall bear the Certificate of Airworthiness as issued by their origin country and shall endorse such Certificate with the Ministry of Public Works and Transportation.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 90 working days.
<b>Qualifications needed by the business to get the formality</b>	Such aircraft shall pass the inspection and confirmation that they meet all the Airworthiness Standards and requirements as defined under the applicable International Treaty.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that such aircraft does not pass the inspection test and fails to meet the required standards or specification.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	2500000.00	3500000.00	0.00	6000000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	1250000.00	2000000.00	2.00	3250002.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part II Civil Aviation Chapter 2 Airplane Article 14 Technical of Airplane Certificate

REQUIRED DOCUMENTS	
Document Name	Comment
License to Operate Air Transport	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Business	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	2	25
2016	1	24

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application for Approved Maintenance Organization Certificate and/or Ratings	Department Guideline	045-application-for-amo 59f4558ba26b1.pdf
ຄູ່ມືຜູ້ກວດກາເຕັກນິກຄວາມສົມບູນຂອງເຮືອບິນ (Volume 4)	Department Guideline	cover-v-4 59f45d7d71f20.pdf
Quality System	Department Guideline	amo-08-quality-system 59f45eb3492f8.pdf
Maintenance Release	Department Guideline	amo-09-maintenance-release-111 59f45ece88082.pdf
Control of Parts - Aeronautical Supplies	Department Guideline	amo-12-control-of-parts-aerona... 59f45f44475e6.pdf
Support and Over Haul Shops	Department Guideline	amo-13-support-overhaul-shops-... 59f45f72cc46f.pdf
Maintenance Arrangements	Department Guideline	amo-15-maintenance-arrangement... 59f45fb0d4732.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Aircraft Personnel and Technical Staff</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-18	11.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To certify that the aircraft personnel and staff will have all the required qualifications and to ensure that the passenger will get a good, safe and high quality service from these staffs.
<b>Who should complete this business formality?</b>	Any pilot, aviation engineering (on board), aircraft technical repairer (on ground), other aviation technical staff; and aviation commander
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Any aircraft shall have this Formality for each personnel.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 60 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be the personnel of the entity that registered their aircraft in Lao PDR; 2. The applicant shall meet the specific requirements or qualifications for each position as defined under the Part 2 of Lao Civil Aviation Regulations.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	250000.00	300000.00	0.00	550000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	250000.00	150000.00	0.00	400000.00
Comments	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part II Civil Aviation Chapter 4 Flight Personnel and Technical Staff Article 30 the License for Flight Personnel and Technical Staff

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Certification of Health	
Education Qualification Evidence	
License to Operate Air Transport Business	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	26	83
2016	34	71

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Lao Civil Aviation Regulation - Part 2- Personnel Licensing	Department Guideline	lcar-part-02-1st-revison-final... 59f44bd18372c.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Domestic Airport</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-21	04.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To ensure that the operator will build, operate and manage their domestic airport to meet the required international and national standard of design and operation of the airport with an aim to assure safety and convenience of the end-user.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to construct and operate the domestic airport
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	90	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 90 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Applicant shall have capability and capacity to perform in strict compliance with the Airport Safety Standard as defined; 2. The airport structure, location, construction and management shall be undertaken in strict compliance with the relevant laws and shall be inspected of their readiness and compliance with the relevant authorities.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the applicant cannot meet with the required standards or their operation is likely to cause any potential risk.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>formality?</b>	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Relevant laws do not define the validity period but the authority informed that this Formality shall be renewed every 12 months by submitting all the required documents in the same manner as the first application of this Formality.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	1500000.00	750000.00	0.00	2250000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສາວຸ	19.05.2005	Part II Civil Aviation Chapter 3 Airport Article 21 and 22

REQUIRED DOCUMENTS

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Construction Layout	
Certificate for Enterprise Registration of Company Limited	
Manual of Aerodrome Certification Procedure	ຄູ່ມືຂັ້ນຕອນການຢັ້ງຢືນສະໜາມບິນ
Airport Regulations	ລະບຽບການຄຸ້ມຄອງສະໜາມບິນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Manual Aerodrome Certification Procedures	Department Order	manual-aerodrome-certification... 5a15295aa95d8.pdf
Obstacle restriction and Limitation	Department Order	mos-chapter-7-obstacle-restric... 5a152a7d18fcf.pdf
Aerodrome Inspection Manual	Department Order	aerodrome-inspection-manual-fina... 5a152b1a4a6ff.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of Movie Content</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-MD-30	30.12.2017	Department of Cinema

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	Before the broadcast of the foreign movie, it is necessary to ensure that the content will not prejudice or impair the social security or good culture of Lao PDR.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to import the foreign film to show in Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	1	The relevant legal act does not define the review period but the authority informed that the normal review period do not exceed 1 working day.
<b>Qualifications needed by the business to get the formality</b>	1. The foreign movie shall have a good and positive content that does not be in contrary to the good culture of Lao PDR, the social safety or do not impair the country's unity and international harmonisation. 2. The foreign movie shall be subtitled in Lao language, except the scientific or technical documentary.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the content of the movie does not meet the required conditions or qualifications as define under the relevant legal act.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	150000.00	0.00	0.00	150000.00
Comments	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Movie	246/ຊບ	23.07.2014	Part 3 (Activities on cinema) Article 16 and Article 20

REQUIRED DOCUMENTS	
Document Name	Comment
Example of Product	
Request Letter	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	144	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	License to Establish Sports and Aerobic Business	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-MSD-11	05.12.2017	Mass Sports Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	In order to guarantee the quality for the business operation; to mitigate and manage the risk that the business operator will use the sports and aerobics as the gambling or other illegal purposes.
<b>Who should complete this business formality?</b>	Individuals or Domestic Organization and Forigner who intend to invest in the establishment of business and sport activities, including football, badminton, swimming, snooker-billiad, golf, Lao boxing, physical building, aerobics-yoga, traditional animal sports, petanque, basketball, chair-ball, pingpong, takraw, international boxing, judo-karatedo-taekwando-pencak silat, gyroscope, boat-racing-sports activities, bowling, running, tennis and shooting within the territory of Vientiane Capital.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Before the issuance of this Formality, the department will visit the site and review the construction plan and all the equipment to ensure the compliance with the standards and after the construction completion, the department will do the final inspection before reporting to the high-level authorities to issue this Formality.
<b>Qualifications needed by the business to get</b>	1. The location and the landscape for such business shall meet the required standards for each type of sports and aerobics; 2. For the establishment of the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	sports club, it shall have the quality and conditions as defined for each type of sports and shall have at least 3 sports in that club; and for the establishment of the sports units, it can only carry one business; 3. The sports and aerobics shall not cause any impacts to society order and safety; shall comply with the national and local sports development plan; shall not violate the laws, tradition and social norms; and shall not involve any gambling or drugs.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the application fails to meet the required conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Follow the same procedure as the new issuance of this Formality

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	4000000.00	0.00	4000000.00
<b>Comments</b>	Reference: Regulation No. 12828/DES.VTE, dated 19 November 2015 The Certificate Fee will be collected differently depending on the type of sports and aerobics from 100,000 LAK to 4 Million LAK.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	4000000.00	10000.00	4010000.00
<b>Comments</b>	Reference: Regulation No. 12828/DES.VTE, dated 19 November 2015 The Certificate Fee will be collected differently depending on the type of sports and			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
	aerobics from 100,000 LAK to 4 Million LAK.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Sports and Acrobatic (Revised)	15/ສພຊ	06.07.2012	Chapter 6 (Article 65 to 66)
Regulation on the Management of Swimming Business in Vientiane Capital.	12831/ສກຂ.ນວ	19.11.2015	
Regulation on the Control of Clubs, Sports unit, Sport and Acrobatic Centre in Vientiane Capital.	12828/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Badminton Business in Vientiane Capital.	12830/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Football Business in Vientiane Capital.	12829/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Golf Business in Vientiane Capital	12833/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Snooker and Billiards Business in Vientiane Capital.	12832/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Bicycle, Motocross Bike and Motocross Car (Modified Car) Business in Vientiane Capital.	12845/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Boat Racing, Jet-ski and other water sports Business in Vientiane Capital.	12848/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Lao Boxing Business in Vientiane Capital.	12834/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Aerobics and Yoga Business in Vientiane Capital.	12836/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Volleyball Business in Vientiane Capital.	12840/ສກຂ.ນວ	19.11.2015	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Regulation on the Management of Gyroscopes Business in Vientiane Capital.	12846/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of International Boxing Business in Vientiane Capital	12843/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Bow Business in Vientiane Capital.	12847/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Tennis Business in Vientiane Capital.	12841/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Petangue Business in Vientiane Capital	12838/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Judo, Karate domain, Taekwondo and Pencak silat Business in Vientiane Capital.	12844-ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Basketball Business in Vientiane Capital	12839/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Takraw Business in Vientiane Capital	12842/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Calisthenics Business in Vientiane Capital.	12835/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Bowling Business in Vientiane Capital.	12849/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Athletic Sport Business in Vientiane Capital.	12850-ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Tennis Business in Vientiane Capital.	12851-ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Gun Shooting Business in Vientiane Capital.	12852/ສກຂ.ນວ	19.11.2015	
Regulation on the Management of Local Animal Game Business in Vientiane Capital.	12837/ສກຂ.ນວ	19.11.2015	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Address Certification	
Curriculum vate	
Photograph	ຮູບຖ່າຍຂະໜາດ 3*4 ຈຳນວນ 2 ແຜ່ນ ບໍ່ເກີນ 3 ເດືອນ
Location Map of the Enterprise	ແຜນວາດທີ່ຕັ້ງຂອງໜ່ວຍກິລາ (ແຕ້ມໃຫ້ລະອຽດ)
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	55	132
2016	22	77

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	License to Operate the Road and Bridge Construction Business	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-9	11.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	F - Construction
<b>Purpose for enforcing the business formality</b>	Road and bridge are very important infrastructure for the public works. In order to ensure the quality and qualification of the service providers who will design, build, maintain and repair this public infrastructure and to mitigate the risk that may incurred to the public, it is necessary to issue this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate road and bridge business that include planning, surveying, designing, monitoring, supervising, preparing and protection of road and bridge.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. This Formality will be issued for 3 Classes of enterprises, classified pursuant to the capital, personnel and equipment. 2. Provincial Department of Public Works and Transportation issue this Formality to all classes of enterprise nationwide.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Authority informed that the normal review period do not exceed 10 working days but the relevant legal act defines the review period of 60 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have the registered capital, equipment and machinery in the amount as defined for each class of business; provided that the minimum registered capital is 3 Billion LAK; 2. Shall have the road and bridge engineer that has the working experience of 3 to 5 years in the amount as required for each class; provided that the minimum requirement is not less than 2 persons; 3. Shall post the guarantee amount either in cash or bank guarantee in the amount of 3% of the registered	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	capital with the National Treasury; provided that the applicant shall be entitled to withdraw the guarantee after 1 year of their business operation.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken 30 days prior to the expiration date.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Agreement No. 1649/MPWT, dated 11 May 1999			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Agreement No. 1649/MPWT, dated 11 May 1999			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Law on Construction	05/ສພຊ	26.11.2009	Part III Construction Business (Article 44 and 45)
Decision on the Confirmation of Establishment of Road Construction and Consulting Enterprise	1649/ຄຂປກ	11.05.1999	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate for Enterprise Registration of Company Limited	
Certification of Financial and Asset / Financial Statements	
Education Qualification Evidence	
Organization Chart of the Enterprise	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Criminal Certificate	
List of Equipment	
List of Employees	
Copy of Passport of the Managing Director	
Feasibility Study	
Article of Association	
Photograph of the Managing Director	
Address Certification	
Copy of ID card or Family book of Managing Director	
Curriculum vitae of Managing Director	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	261

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

LIST OF ATTACHED DOCUMENTS		
ຄໍາຮ້ອງສ້າງຕັ້ງວິສາຫະກິດ	Application form	59dcda5cf1e96.pdf
ຄໍາຮ້ອງຂໍສືບຕໍ່ໃບອະນຸຍາດດໍາເນີນທຸລະກິດຂົວ- ທາງ ປະຈຳປີ	Application form	59dcda99202dd.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Performing Arts Products</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PAD-31	03.01.2018	Performing Arts Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	To monitor the activities relating to performing art to be held properly without causing any impacts to the society and assure the consistent of those performing arts with the government policy, regulations, good culture and norms of the country.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to show, disseminate, sell-purchase any performing arts products in any forms, for instance music, song, dancing, concert or other festive event.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	This formality is issued exclusively for each show, so it is not renewable

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 The relevant legal acts do not define the review period but the authority informed that the normal review period will not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having the technical feasibility Study; 2. Having sufficient capital, office, vehicle and equipment 3. Having qualified personnel with knowledge and capability relating to performing arts.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Will denies in case the content affecting with another article.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	600000.00	20000.00	620000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 57. Performing Arts fees , clause 18 (pages no. 109)			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	600000.00	20000.00	620000.00
<b>Comments</b>	Reference: Presidential Edit 003, Article 57. Performing Arts fees , clause 18 (pages no. 109)			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Performing Arts	16/ສພຸ	04.05.2017	Part II Performing Arts Chapter 1 Types of Performing Arts Article 9 Types of Performing Arts Part IV the Process of Artists and Performance Arts Chapter 2 Establish on the Performing Arts Article 46 Qualification on the Establish Article

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			47 License for Performing Arts

REQUIRED DOCUMENTS	
Document Name	Comment
Other Related Documents	ຈຸດປະສົງຂອງການສະແດງ
Copy of Enterprise Registration Certificate	
Content of Showing	ເນື້ອໃນຂອງການສະແດງ
Request Letter	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Domestic Fuel Distribution Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-DTD-21	09.01.2018	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Fuel is one of the key production factor of Lao economic; therefore, it is necessary to manage and control the business relating to fuel and since the domestic fuel distributor is playing a key of distributing imported fuel to fuel station or directly to the customer, it is necessary to manage and monitor their operation.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out the business of buying fuel from fuel importer or plant produced or processed within Lao PDR and selling those fuel to the fuel station or their customer.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	35	After receipt the complete package of documents, the Ministry of Industry and Commerce shall coordinate with the lined agencies to conduct site inspection within 5 working days and if the applicant passes the site inspection and document review, this Formality shall be issued within 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having registered capital of more than 50 Billion LAK and having working capital of 5 Billion LAK; 2. Having fuel storage that can contain fuel of more than 1 Million litre; 3. Having at least 10 fuel transportation vehicles; 4. Having self-invested fuel station and fuel distributing station as instructed by the relevant	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	authority; 5. Having fuel quality check equipment that meets the required standards; 6. Having at least 2 technical staffs that pass the fuel business training course.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant fails to meet the required conditions or qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on Fuel Business	331/ນຸ	27.10.2017	Part II Establishment and Operation of Fuel Business Chapter 1: Establishment of Fuel Business (Article 6 - 8) Chapter 3: Operation of Fuel Distribution Business (Article 19 - 23)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certification of Financial and Asset / Financial Statements	
Fuel Sale-Purchase or Distribution Agreement from Foreign Fuel Company	
Certificate of the Fuel Business Training Course	
Certificate for the Membership Enrolment in Fuel Association	
Certificate of Fire Safety Inspection for Fuel Storage	
Certificate to confirm Land Ownership	
Permit to Construct a Building Structure	
Certificate to approve the Environmental and Social Impact Assessment	
Environmental and Social Impact Assessment	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Water Transport Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-IWTD-24	29.12.2017	Inland Waterways Transport Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To ensure that the operation of the water transportation will be carried out in compliance with the relevant laws with an aim to ensure the safety of the passenger and the public that are using the water transportation services.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate water transportation business including products transportation and passenger transportation along the waters in Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	7 Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 7 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be a legal owner of the boat with a legally valid certificate of vessel certification. 2. The boat that will be used for the transportation business shall be in a good shape and meet the standard.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny In case the claimant is not the owner or case to inspect the actual boat and find out that the boat's contents do not match the information provided in the document.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	200000.00	500000.00	0.00	700000.00
Comments	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	200000.00	0.00	500000.00	700000.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on the Waterway Traffic Transportation	219/ຄຂປກ	19.04.2000	Article 1-Article 2: Purpose of Water Transportation

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of the Boat Technical Safety	ໃບຢັ້ງຢືນກວດກາເຕັກນິກເຮືອປະຈຳປີ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Registration of Boat	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ສອງໃບ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Perform a Performing Arts Event</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoICT-PAD-32	03.01.2018	Performing Arts Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	R - Arts, entertainment and recreation
<b>Purpose for enforcing the business formality</b>	To guarantee that the performing of all those events will be in consistent with the government policy or principles, relevant legal framework, a good norm, Lao culture and prevent any dissemination of bad or inappropriate content.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate performing arts business that include local and ethnic song singing, dancing, acrobat, play, fashion show or other festive event.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	Relevant legal act does not define the review period but the authority informed that normally the review period will not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	For each event management, the content that will be disseminated through each event shall be assured of the content that it will be in strict compliance with the relevant laws and will not prejudice a good culture or norm of Lao PDR; and in each event, the host shall ensure a good plan, capital, equipment and personnel sufficient to manage such event properly.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the applicant cannot meet the required conditions or qualifications.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	500000.00	3000000.00	20000.00	3520000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	600000.00	20000.00	620000.00
Comments	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Performing Arts	16/ສລຸຊ	04.05.2017	Part II Performing Arts Chapter 1 Types of Performing Arts Article 9 Types of Performing Arts Part IV the Process of Artists and Performance Arts Chapter 2 Establish on the Performing Arts Article 46

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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LEGAL FRAMEWORK			
			Qualification on the Establish Article 47 License for Performing Arts

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Content of Showing	
Request Letter	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Land-related Transactions</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoNRE-LMD-4	25.10.2017	Land Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Registration to effectuate all the land-related transactions under the Lao PDR laws and to endorse the validity of those transactions against all relevant stakeholders and this Formality provides the evidence of the legal existence of those transactions.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to register the economic relationship that they have over the piece of land that has the land title deed.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. The registration shall commence with the request letter submitted to the head of village where such land is situated for further submission to District and Provincial Department of Natural Resources and Environment for their verification; 2. After the verification of the land title deed, the applicant shall notarise the agreement with the Notary Office; 3. The notarised agreement shall be registered and recorded in the Land Office registry book and endorsed in the back of the land transaction registry of such specific piece of land.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Relevant laws do not define the review period just yet but the authority informed that the normal review period will not exceed 3 working days.
<b>Qualifications needed</b>	1. Each transactions that will be registered shall be in strict compliance with the	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>by the business to get the formality</b>	relevant Lao PDR laws and the requirements for each type of transactions as defined under Regulation No. 500/PM.LMA, dated 09/05/2008 2. Such piece of land shall have land title deed; not being subject to any other transactions and there is no objection or contestant by any one against the proposed transaction 3. Those transactions shall be recorded in the agreement executed in the presence of at least 3 witnesses, the head of village or notary officer where the land is situated.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the transaction proposed for registration under this Formality does not comply with the relevant Lao PDR laws.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	0.00	50000.00
<b>Comments</b>	Reference: Presidential Edict 003/PR The registration fee shall be collected depending on each type of transactions in the lump-sum fixed amount (20,000 LAK to 50,000 LAK); and in the ratio or percentage of the land value or the loan amount (ranging from 0.2 to 1%)			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
Comments	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land	04/ສພຊ	21.10.2003	Article 51

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Certificate for Enterprise Registration of Company Limited	ກໍລະນີຖ້າຫາກເປັນນິຕິບຸກຄົນ
Receipt for Land Tax Payment	ໃບແຈ້ງເສຍພາສີທີ່ດິນຢ່າງຕໍ່ເນື່ອງ
Copy of ID / family registry / passport of Investor	ປຶ້ມສໍາມະໂນຄົວ, ບັດປະຈຳຕົວ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ຕິດຮູບ ເຊັນນາຍບ້ານ ບໍ່ເກີນກຳນົດ 12 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Car Rental Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-22	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	In order to collect the statistics of the car rental service provider and to ensure the quality and safety of every car that will be rented out to the end user.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry car rental business that means the business of renting a car to third party according to the agreement both the car rental with or without the driver.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	If it is the foreign-owned investment, only the Ministry of Public Works and Transportation will be entitled to issue this Formality.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Shall have the executive that has at least 5 years of working experiences in this field of business; 2. Shall have Lao technical staff graduated with transportation High Diploma and have at least 2 working experience 20 percent of the total staff; 3. Shall have the minimum registered capital is 3 Billion LAK for domestic investment and 5 Billion LAK for foreign investment; 4. Shall have more than 20 normal car rental or in case of heavy car - shall have more than 8 heavy car for rent; 5. In case of a joint venture between the domestic and foreign investor, the domestic investor shall have more than 50% of the total capital and shall have majority in business management.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case the applicant fails to meet the required condition.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	This Formality shall be valid for 1 year (12 calendar months) and can be renewed for another one year.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	50000.00	200000.00	0.00	250000.00
Comments	Reference to the Presidential Decree No. 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	50000.00	200000.00	0.00	250000.00
Comments	Reference to the Presidential Decree No. 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land Transportation (Revised)	24/ສພຊ	12.12.2012	ພາກທີ IV ໝວດທີ 5 ມາດຕາ 46 ຫາ ມາດຕາ 48

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Instruction on the Car Rental Business	737/ຄຂປກ	21.02.2001	Chapter II Approval for the Car Rental Business (Article 5 to 9)

REQUIRED DOCUMENTS	
Document Name	Comment
List of Vehicle	
Article of Association	
Feasibility Study	
Curriculum vate	
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດ
Location Map of the Enterprise	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	16
2017	1	17

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	transportation-application-for... 59e825ec449ff.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Transportation Station</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-14	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since the transportation station is a hub for both the goods and passenger transportation, it is one of an importation infrastructure for the transportation. Therefore, it is necessary to manage and guarantee the standards and quality of those stations with an aim to ensure the public interest and to mitigate any risk associated with the transportation of goods and passengers that may be incurred.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the transportation station that include both the goods and passenger transportation domestically, internationally or cross-border.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Provincial Department of Public Works and Transportation will issue this Formality but in case of 100% foreign-invested enterprise or the international or cross-border transportation station, the Department shall get a prior approval from the Ministry of Public Works and Transportation.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	This Formality shall be issued after the completion of the construction of the station as endorsed and inspected by the relevant Department.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have executive that have at least 5 years of transportation business experience 2. Shall have a minimum Lao staff of 20% of the total number that has High Diploma in Transportation field with at least 2 years of working experience. 3. Shall have registered capital of at least 5 billion LAK for domestic investment or 10 billion LAK for the foreign investment. 4. In case of a joint venture between	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	foreign and domestic investors, the domestic investor shall hold more than 50% of the total capital and shall have majority management power. 5. Shall have the conditions and standards defined for each type and size of the station as defined under Decision No. 4088/MPWT, dated 14 December 2000.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications or conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Validity of this Formality shall be 12 calendar month so it shall be valid until 31 December each year.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction commenting on the Terms and Conditions of Investment in the Transportation Sector	12059/ກຂສ	24.09.2008	
Decision on the Establishment of Transportation Station	4088/ຄຂປກ	14.12.2000	
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Law on Land Transportation (Revised)	24/ສພຊ	12.12.2012	Chapter III: The conduct of Land Traffic Transportation Article 23- Article 27

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຢັ້ງຢືນສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂໍ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	4
2017	0	4

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application form	Application form	transportation-application-for... 59dee6abc9d1e.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate International or Transit Goods Transportation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-13	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	The transporter shall bear full liability to prevent all the lost or damages that may incurred from such transportation, in particular, for this case it is the international and cross-border transportation that may incurred more risks than the domestic transportation, therefore, it is necessary to ensure that those service providers will be secured and protected in order to guarantee the service quality and prevent / mitigate any risks that may be incurred.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business of moving the goods from one place to another destination from Lao PDR to other country or from other country to Lao; or the transit transportation through Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have executive that have at least 5 years of transportation business experience 2. Shall have a minimum Lao staff of 20% of the total number that has High Diploma in Transportation field with at least 2 years of working experience. 3. Shall have registered capital of at least 5 billion LAK. 4. Shall have at least 20 trucks with 100% technical capacity. 5. In case of foreign-invested company, a	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	foreign shareholder shall not hold share more than 49% of the total capital.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Land Transportation (Revised)	24/ສພຸຸ	12.12.2012	Chapter III: Land Traffic

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			Transportation Article 23-Article 27
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຢັ້ງຢືນສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂີ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	1	0
2017	18	2

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application form	Application form	transportation-application-for... 59dedac79c64b.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Taxi Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-21	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Issue this Formality in order to guarantee the quality and the safety of the taxi meter business that will provide service and facilities to the general public and to collect statistics and control the risk, in particular safety risk, that may be incurred on the passenger from the use of such service.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the passenger transport from one place to another by a taxi that will calculate the transportation fee from the total distance of transportation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 The relevant legal acts do not define the review period therein but the authorities informed the team that the normal review period would not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have the executive that has working experience in this field for at least 5 years; 2. Shall have the transportation technical staff graduated with Bachelor's degree with the working experience of at least 2 years in the total number of 20% of the total staff; 3. Shall have and own at least 20 taxi meters; 4. Shall have a proper communication system; and 5. Shall have the registered capital of at least 5 Billion LAK.
<b>Is there any reason for</b>	Deny in case that the applicant cannot meet the defined qualifications or

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	The relevant legal act does not define specifically about the validity and the renewal conditions but the authority informed that this Formality shall be valid only until 31 December of the issuing year and the applicant shall renew the Formality right away, disregard the month this Formality was issued.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land Transportation (Revised)	24/ສມຸຊ	12.12.2012	Chapter III:The conduct of Land Traffic Transportation Article 23-

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
			Article 27
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຢັ້ງຢືນສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂີ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	3
2017	4	4

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for...59ddcd33276b0.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Freight Forwarder Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-12	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Freight forwarder shall bear direct liability on the accuracy and the complement of the transportation documents; shall ensure that the shipment will be transported accurately. Therefore, it is necessary to collect statistic and supervise the service provider in this business to ensure the quality, standards and existence of the service provider with an aim to protect the consumer through the issuance of this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to provide freight forward business that includes the services of compilation, contentment, package of the goods and preparation of relevant transportation documents for delivery to the transporter within Lao PDR or to other country.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have executive that have at least 5 years of transportation business experience 2. Shall have a minimum Lao staff of 20% of the total number that has High Diploma in Transportation field with at least 2 years of working experience. 3. Shall have registered capital of at least 3 Billion LAK for domestic freight	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	forwarding or 5 Billion LAK for international freight forwarding. 4. In case of the joint venture between domestic and international investor, the domestic investor shall hold more than 50% of the total capital and shall have majority management power.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land Transportation (Revised)	24/ສພຸ	12.12.2012	Chapter 3 Freight Forwarding (Article 40 to 42)
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ໃບຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານ(ກໍລະນີຂີ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	0
2017	5	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Application form	Application form	transportation-application-for... 59dde6a2d637a.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Licenses to Operate Domestic Transportation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-10	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since the relevant law defines that the transporter shall bear full liability to prevent all the lost or damages that may incurred from such transportation, therefore, it is necessary to be sure that those service providers will be secured and protected in order to guarantee the service quality and prevent / mitigate any risks that may be incurred.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business of moving the goods from one place to another destination (i.e. within the district, within the province or from one province to another province) within Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have executive that have at least 5 years of transportation business experience 2. Shall have a minimum Lao staff of 20% of the total number that has High Diploma in Transportation field with at least 2 years of working experience. 3. Shall have registered capital of at least 3 billion kip. 4. Shall have at least 20 trucks with 100% technical capacity.	
<b>Is there any reason for</b>	Deny in case that the applicant cannot meet the required qualification and	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation	13779/ຜທຂ	21.08.2015	Regulation on the Establishment of Controlled Business in Public Works and Transportation sector

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Sector			
Law on Land Transportation (Revised)	24/ສພຊ	12.12.2012	Chapter III: ;Land Transportation Business Article 23 - Article 27

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ໃບຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານ(ກໍລະນີຂໍຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	0
2017	0	69

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Application Form	Application form	transportation-application-for... 59ddd4c4a9ffe.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Railway Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-RD-26	01.11.2017	Railway Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Considering that a railway business is a very new business for Lao PDR that does not have much of the experience and expertise relating to this field and the importance of this business in Lao context, it is necessary to issue this Formality to ensure that railway business will be delivered in good quality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate railway businesses that include: 1. Railway ticket booking; 2. Supply of spare parts and communication devices for the Railway transportation work; 3. Supply of spare parts and reparation devices for railway system; 4. Railway transportation services; and 5. Foods and beverage services on the railway.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	20	The relevant law does not define the review period but the Department informed that the normal review period does not exceed 20 working days.
<b>Qualifications needed by the business to get the formality</b>	The business operation and standards shall be certified of its quality by the relevant lined agencies in the Ministry of Public Works and Transportation.	
<b>Is there any reason for the authority to deny</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	0
What is the process and conditions to renew the formality?	The validity period of this Formality remains unidentified but In case of railway construction project, the Formality can be renewed until the construction completion but this Formality cannot be renewed more than twice.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Unidentified just yet but the applicable fee will be defined in the revised Presidential Edict re. Service Fees and Charges that are being prepared.			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Unidentified just yet but the applicable fee will be defined in the revised Presidential Edict re. Service Fees and Charges that are being prepared.			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation	13779/ຢທຂ	21.08.2015	Regulation on the Establishment of Controlled Business

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Sector			

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Location Map of the Enterprise	
Feasibility Study	
Photograph of the Managing Director	
Copy of Investment License	ໃບອະນຸຍາດລົງທຶນ
Copy of Tax Certificate	ໃບທະບຽນອາກອນ
Copy of Enterprise Registration Certificate	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Establishment of Branch of Lao Enterprise</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-ERMD-15	01.11.2017	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices, Online
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Issue this Formality as the evidence for the general public that this branch has been established and this Formality will inform the general public of the name of the parent company that shall take full responsibility and liability for the performance of the branch.
<b>Who should complete this business formality?</b>	Legal entity that has been fully incorporated in Lao PDR and intends to establish a Branch (an integral business parts of their enterprise that is not separated as a new legal entity) in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	A branch of the Lao enterprise can only be established if the Enterprise Registration Certificate of the parent company already included this proposed branch therein as endorsed by the Enterprise Registration Officer where such enterprise is located.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	The relevant legal act does not define the review period for this Formality but the authority informed that the normal review period will not exceed 5 working days.
<b>Qualifications needed by the business to get the formality</b>	The operation of the proposed branch shall not exceed the designated scope defined in writing by the parent company; shall not exceed the scope of business operation that the parent company is entitled to conduct; and shall comply strictly with the requirements under other legal acts (i.e. in case of Lao reserved business, the employee in such branch shall all be Lao).	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the operation of such branch does not comply with the scope and requirements or in case of the branch that will operate in the controlled sectors, the application shall be denied if the lined technical agency does not give a consent to the establishment of such branch.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	10000.00	100000.00	0.00	110000.00
<b>Comments</b>	Reference: Notice No. 1617/MOIC, Dated 28/08/2013			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Article 40 Branches of Partnership Enterprise

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Instruction on the Establishment of a Branch by the Enterprise in Lao PDR	1641/ອຄ.ທ ຄວ	11.09.2014	C. The Establishment of Enterprise's Branch of Foreign Legal Entity

REQUIRED DOCUMENTS	
Document Name	Comment
Assignment Letter from the Parent Company to a Branch	
Copy of Passport of the Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດປັດປະຈຳຕົວຜູ້ຮັບສັນທະໃຫ້ມາພົວພັນເອກະສານ
Certificate for Enterprise Registration of Company Limited	
Location Confirmation of Enterprise	ແບບຟອມຂອງກົມທະບຽນ ແລະ ຄຸ້ມຄອງວິສາຫະກິດ
List of Employees	ບັນຊີຈຳນວນພະນັກງານຂອງສາຂາ ເຊັ່ນໂດຍຜູ້ອຳນວຍການ ຫຼື ຜູ້ຈັດການ ຂອງວິສາຫະກິດແມ່ ໃນນີ້ປະກອບດ້ວຍ: ຊື່ ແລະ ນາມສະກຸນ, ສັນຊາດ, ຕຳແໜ່ງ (ຖ້າເປັນຄະນະສາຂາ) ພ້ອມສຳເນົາປັດປະຈຳຕົວຂອງແຕ່ລະຄົນ, ໃນກໍລະນີຈ້າງຄົນຕ່າງປະເທດ ຕ້ອງຜ່ານຂັ້ນຕອນການພິຈາລະນາຕາມລະບຽບກົດໝາຍທີ່ຖືກຕ້ອງ
Photograph	ຮູບຫົວໜ້າສາຂາ ຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ (ຖ່າຍບໍ່ເກີນ 3 ເດືອນ)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for the Establishment of a Branch	Application form	application-form-for-the-estab... 59e9c38349bbb.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Driving School</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-18	11.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	The driving school is the place that will provide both theoretical and practical lessons to the driver who will be applying and testing for the driver's license and in order to guarantee that the training and teaching will be conducted in strict compliance the standards defined by the Ministry of Public Works and Transportation, it is necessary that the business person shall apply for this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate a driving school that will teach how to drive both a normal vehicle and heavy vehicle.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Shall have the management that has specific knowledge relating to vehicle mechanics from the Intermediate Level and shall passed the training course relating to all the relevant legal acts; 2. Shall have the teachers that passed the training course relating to driving lessons and have driving license at least C class and have more than 5 five years of working experiences; 3. Shall have appropriate

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	location, permanent structures, teaching facilities that are modern and complete sufficiently equipped for the driving lessons; 4. Shall have at least 3 cars for teaching in case of the general vehicle driving school and at least 5 types of heavy vehicles for teaching in case of the heavy vehicle driving school; 5. Shall have the curriculum that is in strict compliance with the Decision No. 2326/MPTW; 6. Shall have registered capital of at least 8 Billion LAK in case of general vehicle driving school or 15 Billion LAK in case of heavy vehicle driving school; 7. In case of a general vehicle driving school, the foreign investor can only invest 49% of the total capital but for the heavy vehicle driving school, the foreign investor can invest 100%.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken within 30 days prior to the expiration date of this Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on the Establishment of Driving School Business	2326/ຄຂປກ	21.07.2000	Article 4 - Article 8: Regulation of Establishment Driving School
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ທທຂ	21.08.2015	
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Business of Traffic Road Business Article 43 - Article 44

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂໍຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	16

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for... 59df297151666.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish the Vehicle Technical Inspection Centre</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-17	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since this centre will provide the service of inspection and certification of the technical qualification of all the vehicles, it is necessary to ensure that the certification by those centres will meet the required standards and it is necessary to collect the total statistics of those centres.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a vehicle technical inspection centre that is the centre that will inspect and certify the technical qualifications of any vehicles used on the route within Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have appropriate location that will ensure the mitigation of any environmental and social impacts; 2. Shall have all the structures and facilities as defined and required by the Ministry of Public Works and Transportation; 3. Shall have all the required equipment that are modern and meet the required international standards; 4. Shall have the minimum registered capital of 1 Billion LAK.
<b>Is there any reason for</b>	Deny in case that the applicant cannot meet the required qualification and

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation	13779/ຮທຂ	21.08.2015	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Sector			
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter IV: Land Traffic Business Article 43-Article 44

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຢັ້ງຢືນສໍາລະອາກາດຜ່ານມາ (ກໍລະນີຂໍຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	4
2016	0	4

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for... 59df1908934f4.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Road and Traffic-related Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-20	11.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Traffic survey and design as well as the road safety inspection are the important works that would have imminent effect on the road safety of the public and neighbouring community; therefore, it is necessary to issue this Formality in order to ensure and guarantee the qualifications and standards of the service provider.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the business of traffic design, installation, traffic management, traffic line and sign drawing and road safety inspection.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have an executive that have road and bridge expertise and shall have at least Intermediate Diploma in Traffic Engineering; 2. Shall have at least 1 technical staff that passed the training relating to traffic engineering and have expertise and 3-year working experiences; 3. Shall have modern equipment and instrument to perform all the services.	
<b>Is there any reason for</b>	Deny in case that the applicant cannot meet the required qualification and	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation	13779/ຢທຂ	21.08.2015	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Sector			
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Traffic Road Business Article 43 - Article 44

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຍັງຢືນຊຳລະອາກອນປີຜ່ານມາ (ກໍລະນີຂີ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for... 59e03bd6946a8.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to ICT Equipment Distribution Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-29	08.01.2018	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the ICT equipment that will be sold or distributed will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to carry out the business of supplying ICT equipment to third party, either in the wholesale or retail approach.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. Have Capital; 2. Have a staff who acknowledge and with at least 1 year of ICT experience; 3. Have space, facilities, transport vehicles and ICT equipment with sufficiently and appropriately to the business; 4. Have a clear of business plan and be able to do.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken at least 30 days before the expiration date.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	500000.00	100000.00	100000.00	700000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	500000.00	100000.00	100000.00	700000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຸ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Importation and Sale of ICT Equipment	3201/ປທສ	16.11.2016	

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ກາຍ 3 ເດືອນ
Location Confirmation of Enterprise	
Feasibility Study	
Curriculum vitae of Managing Director	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Address Certification	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	170

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຄໍາຮ້ອງ ຂໍໃບອະນຸຍາດດໍາເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	59f821e2d7156.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Develop Special Economic Zone</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPI-PMSEZO-5	03.01.2018	Specific Economic Zone Promotion and Management Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	L - Real estate activities
<b>Purpose for enforcing the business formality</b>	The Special Economic Zone shall be subject to separate management mechanism that is different from the general investment and since this Zone is considered one of the fundamental infrastructure for the investment in Lao PDR, it is necessary to ensure that the developer of this Zone has all the required qualifications.
<b>Who should complete this business formality?</b>	Any legal entity that intends to invest in the development of the Special Economic Zone established by the Government that has their specific management mechanism that intends to facilitate the investment - including Industrial Cluster, Processing Zone for export, Technology and information development zone, service / trade / tourism development zone.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Ministry of Planning and Investment will enter into the Memorandum of Understanding with the applicant to enable them to conduct detailed research and study for the development of the proposed Special Economic Zone for consideration and approval within the maximum period of 18 months; 2. The holder of this Formality shall establish a project company to manage the Special Economic Zone; provided that the project company shall comply with the required registered capital and capital importation conditions defined for Concession Business in the Investment Promotion Law.

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	7	The relevant legal act does not define the review period but the authority informed that in practice, after the Government agree and approves the application by the relevant investor, the Authority will issue this Formality within 7 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be a juristic person; 2. The applicant shall have stable and strong financial status as inspected and certified by the reliable domestic or foreign financial institution; 3. The applicant shall have experience and successful track record as certified and confirmed by the relevant authorities; 4. The applicant shall never be adjudicated as being bankrupt or imprisoned due to a wrongful and intentional conviction.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the defined conditions and requirements; the proposed zone is reserved specifically for government investment; or the applicant requests for the privileges that exceed the permitted scope.	

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	600
<b>What is the process and conditions to renew the formality?</b>	The investment period for Special Economic Zone will depends on the type, size, investment value, conditions and the feasibility of each investment; provided that the maximum period shall not exceed 50 years and the renewal shall be subject to the approval from the Government or National Assembly or the Provincial Assembly.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	5000000.00	0.00	5000000.00
<b>Comments</b>	Reference: According to the information provided by the authority			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			<b>disburse</b>	
YES	0.00	5000000.00	0.00	5000000.00
<b>Comments</b>	Reference: According to the information provided by the authority			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Promotion of Investment (Revised)	14/ສພຊ	17.11.2016	Part IV Development of Special Economic Zone Article 59-63

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	
Special Economic Zone Development Master Plan	
Certificate of Special Economic Zone Area	ໃບຢັ້ງຢືນຂອບເຂດເນື້ອທີ່ດິນລະອຽດຂອງໂຄງການ ຈາກອົງການປົກຄອງທ້ອງຖິ່ນ ແລະ ຂະແໜງການທີ່ກ່ຽວຂ້ອງ
Draft Special Economic Zone Development Agreement	
Construction Layout	ແຜນຜັງກໍ່ສ້າງເບື້ອງຕົ້ນ
Environmental and Social Impact Assessment	
Feasibility Study	
Request Letter	ໃບສະເໜີຂໍຮັບຮຽນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	5	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Draft Decree on promotion and Management of Special Economic Zone	Government Decree	draft-decree-on-promotion-and-... 59f04a2fb96cf.pdf

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Representative Office</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPI-IPD-3	27.12.2017	Investment Promotion Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To acknowledge the establishment and the legitimate rights of the Representative Office under Lao PDR laws.
<b>Who should complete this business formality?</b>	Foreign enterprise that intends to establish a representative office that is the office representing the parent company in the study of investment opportunities and the coordination with any party in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.investlao.gov.la">www.investlao.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15
<b>Qualifications needed by the business to get the formality</b>	1. The business area that the representative office will focus on operate in Lao PDR shall be in consistent with the business operation of the parent company; 2. The parent company shall be legally established in other country for the period of

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	more than 1 year.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not have the required qualifications or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality can only be renewed twice (1 year validity each).

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	250000.00	70000.00	50000.00	370000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the total fee is 370,000 LAK.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	70000.00	30000.00	0.00	100000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the renewal fee is 100,000 LAK per time.			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Promotion of Investment (Revised)	14/ສພຊ	17.11.2016	Chapter 7 (Article 55 and 56)

REQUIRED DOCUMENTS	
Document Name	Comment
List of Asset	ລາຍຊື່ຊັບສິນຂອງຫ້ອງການຜູ້ຕາງໜ້າ (ຊັບສິນຄົງທີ່)
Power of Attorney	ໃບມອບສິດຈາກບໍລິສັດແມ່ ໃນການຂໍສ້າງຕັ້ງຫ້ອງການຜູ້ຕາງໜ້າຢູ່ ສ ປປ ລາວ ພ້ອມທັງລະບຸບຸກຄົນທີ່ໄດ້ຮັບການແຕ່ງຕັ້ງເປັນຜູ້ຕາງໜ້າ
Article of Association	ກົດລະບຽບຂອງຫ້ອງການຜູ້ຕາງໜ້າ (ແບບຟອມຂອງກົມສິ່ງເສີມການລົງທຶນ)
List of Employees	ລາຍຊື່ພະນັກງານ ພ້ອມລະບຸເງິນເດືອນ
Location Map of the Enterprise	ແຜນທີ່ຕັ້ງຫ້ອງການ ໂດຍມີການເຊັນຢັ້ງຢືນຈາກອຳນາດການປົກຄອງບ້ານ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງການ ພ້ອມດ້ວຍໃບຮັບເງິນຂອງການເສຍອາກອນຄ່າເຊົ່າ
Financial Certification and active bank balance statement of at least 90 days backwards	ເອກະສານລາຍງານທາງດ້ານການເງິນຂອງບໍລິສັດແມ່
Application Form	ຄໍາຮ້ອງຂໍລ້າງຕັ້ງຫ້ອງການຜູ້ຕາງໜ້າ (ແບບຟອມຂອງກົມສິ່ງເສີມການລົງທຶນ)
Copy of Enterprise Registration Certificate	ສໍາເນົາໃບທະບຽນວິສາຫະກິດຂອງບໍລິສັດແມ່ ທີ່ມີການຢັ້ງຢືນຄວາມຖືກຕ້ອງ ແລະ ມີຜົນບັງຄັບໃຊ້ໄດ້
Curriculum vate	ຊີວະປະຫວັດຫຍໍ້ຂອງຜູ້ທີ່ຖືກແຕ່ງຕັ້ງ
Copy of Passport	ສໍາເນົາໜັງສືຜ່ານແດນຂອງຜູ້ທີ່ຖືກແຕ່ງຕັ້ງ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for Opening of a Representative office	Application form	rep-office-form-lao-eng 59c24b6288462.doc



**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Enterprise Registration of Company Limited</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoIC-ERMD-2	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
<b>Who should complete this business formality?</b>	Individuals or legal entity who intends to incorporate a company limited, a form of enterprise created by dividing capital into shares and each shares will has equal value, the shareholders in such enterprise are responsible for the company's liability up to the value of the unpaid portion of their shares and that enterprise has shareholder at least 2 persons but not exceeding 30 persons
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review period is 10 working days.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	There is no specific qualifications needed for the application of this Formality, except in the case where such company limited will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>																								
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>																				
YES	90000.00	5000000.00	0.00	5090000.00																				
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">- Registered Capital of less than 1 Million LAK</td> <td style="width: 50%;">No fee</td> </tr> <tr> <td>- Registered Capital of more than 1 Million to 10 Million LAK</td> <td>20,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 10 Million to 20 Million LAK</td> <td>50,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 20 Million to 50 Million LAK</td> <td>100,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 50 Million to 100 Million LAK</td> <td>300,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 100 Million to 400 Million LAK</td> <td>500,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 400 Million to 1 Billion LAK</td> <td>1,000,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 1 Billion to 10 Billion LAK</td> <td>2,000,000 LAK</td> </tr> <tr> <td>- Registered Capital of more than 10 Billion to 20 Billion LAK</td> <td>3,000,000 LAK</td> </tr> <tr> <td>- Registered Capital more than 20 Billion LAK</td> <td></td> </tr> </table>				- Registered Capital of less than 1 Million LAK	No fee	- Registered Capital of more than 1 Million to 10 Million LAK	20,000 LAK	- Registered Capital of more than 10 Million to 20 Million LAK	50,000 LAK	- Registered Capital of more than 20 Million to 50 Million LAK	100,000 LAK	- Registered Capital of more than 50 Million to 100 Million LAK	300,000 LAK	- Registered Capital of more than 100 Million to 400 Million LAK	500,000 LAK	- Registered Capital of more than 400 Million to 1 Billion LAK	1,000,000 LAK	- Registered Capital of more than 1 Billion to 10 Billion LAK	2,000,000 LAK	- Registered Capital of more than 10 Billion to 20 Billion LAK	3,000,000 LAK	- Registered Capital more than 20 Billion LAK	
- Registered Capital of less than 1 Million LAK	No fee																							
- Registered Capital of more than 1 Million to 10 Million LAK	20,000 LAK																							
- Registered Capital of more than 10 Million to 20 Million LAK	50,000 LAK																							
- Registered Capital of more than 20 Million to 50 Million LAK	100,000 LAK																							
- Registered Capital of more than 50 Million to 100 Million LAK	300,000 LAK																							
- Registered Capital of more than 100 Million to 400 Million LAK	500,000 LAK																							
- Registered Capital of more than 400 Million to 1 Billion LAK	1,000,000 LAK																							
- Registered Capital of more than 1 Billion to 10 Billion LAK	2,000,000 LAK																							
- Registered Capital of more than 10 Billion to 20 Billion LAK	3,000,000 LAK																							
- Registered Capital more than 20 Billion LAK																								

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

ISSUING FEES	
	5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Incorporation Contract 10,000 LAK; and (ii) Application Form for the company limited 70,000 LAK

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part V Company Chapter 2 Company Limited (Article 91 )

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of ID / family registry / passport of Investor	
Photograph of the Managing Director	ຮູບຂອງຜູ້ອໍານວຍການ ທີ່ຕົກລົງໃຫ້ຕິດໃສ່ໃບທະບຽນວິສາຫະກິດ ແລະ ໃບທະບຽນອາກອນ) ຂະໜາດ 3x4 ຈໍານວນ 6 ໃບ ຮູບຖ່າຍບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Copy of ID card or Family book of Managing Director	ກໍລະນີຜູ້ອໍານວຍການເປັນຄົນລາວ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບສັນທະໃຫ້ມາຝົວຜັນເອກະສານ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	159	0

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form for Company Limited	Application form	co-ltd-application-form 599d407c51c22.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Enterprise Registration of Ordinary Partnership Enterprise</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-ERMD-5	05.01.2018	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To certify and confirm that a company has been legally established and confirm the scope of business operation or the objectives that the company can perform, upon the issuance of this Formality, such company shall be entitled to commence their business operation within ninety days, if the company not performs it business that company should be inform Authority and should be apply for the Operating License with relevant authority.
<b>Who should complete this business formality?</b>	Individuals or legal entity who intends to incorporate a Ordinary partnership enterprise, a form of enterprise established on the basis of a contract between at least two investors who contribute capital to joint business operations for the purpose of sharing profits and which is jointly operated by the partners primarily based on mutual trust and where all partners have joint and unlimited liability for the debts of the enterprise;
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	13	1. For the Negative List business (meaning the list of business types that are highly sensitive to national stability, social order, and fine national traditions and to the environment, which require the permission of, and inspection by, the relevant authorities prior to the registration of the enterprise), the total review period is 13 working days. 2. For the non-Negative List business, the review

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	period is 10 working days.
<b>Qualifications needed by the business to get the formality</b>	There is no specific qualifications needed for the application of this Formality, except in the case where such company limited will be conducting the business that are subject to specific requirements under other legal acts, in particular, the business under the Negative List. For those Negative List businesses, the relevant sectorial authorities may have their specific requirements on qualifications and the applicant shall comply with those requirements and the DERM authority will have to take into consideration all of those specifications from the sectorial authorities as the qualifications need to get this Formality, In addition, it is necessary to look at the relevant terms and conditions of the relevant sector, and also to look at the type of business which the investor proposes.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	That the sectorial authorities reject the application based on their technical review.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	90000.00	5000000.00	0.00	5090000.00
<b>Comments</b>	1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the registered capital of the Enterprise as follows: - Registered Capital of less than 1 Million LAK No fee - Registered Capital of more than 1 Million to 10 Million LAK 20,000 LAK - Registered Capital of more than 10 Million to 20 Million LAK 50,000 LAK - Registered Capital of more than 20 Million to 50 Million LAK 100,000 LAK - Registered Capital of more than 50 Million to 100 Million LAK 300,000 LAK - Registered Capital of more than 100 Million to 400 Million LAK 500,000 LAK - Registered Capital of more than 400 Million to 1 Billion LAK 1,000,000 LAK - Registered Capital of more than 1 Billion to 10 Billion LAK			

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>ISSUING FEES</b>	
	2,000,000 LAK - Registered Capital of more than 10 Billion to 20 Billion LAK 3,000,000 LAK - Registered Capital more than 20 Billion LAK 5,000,000 LAK 3. Service Fee for the application will be collected as follows: (i) Incorporation Contract 10,000 LAK; and (ii) Application Form for ordinary partnership enterprise 70,000 LAK

<b>RENEWAL FEES</b>				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Part II Enterprise Chapter 2 Enterprise Registration (Article 14 to Article 18) Part IV Partnership Enterprise Chapter 3 Ordinary Partnership Enterprise (Article 43 )

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດບັດປະຈຳຕົວຜູ້ຮັບມອບສັນທະໃຫ້ມາຝົວຜັນເອກະສານ
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 6 ໃບ ຂອງຜູ້ຈັດການ ທີ່ບັນດາຂ້າຮຸ້ນຕົກລົງໃຫ້ຕິດໃສ່ໃບທະບຽນວິສາຫະກິດ ແລະ ໃບທະບຽນອາກອນ, ຮູບຖ່າຍບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Copy of ID / family registry / passport of Investor	

<b>STATISTICS (Issue or/and renewed number)</b>		
Year	Issued	Renewed
2016		

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form for Ordinary Partnership Enterprise	Application form	ordinary-partnership-applicatio... 59a7da64132cc.doc

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Discharge Wastewater from the Processing Plant</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-IHD-12	03.01.2018	Industry and Handicraft Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To monitor and control that the wastewater that will be discharged from the factory shall not exceed the defined standards and do not cause any environment and social impacts to the general public and the neighbouring facilities.
<b>Who should complete this business formality?</b>	Any owner of the processing plant that will discharge any contaminated or wastewater from their factory operation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	The relevant legal act does not define the review period but the authority informed that the normal review period will not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	Wastewater discharge shall not exceed the standard defined by the Ministry of Industry and Commerce for each type of factory.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the discharge of wastewater exceed the defined standards.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	Renewal procedure is the same as the first application procedure.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	90000.00	0.00	90000.00
<b>Comments</b>	The license fees is based on the letter from Division of Environment and Chemical, Department of Industry and Handicraft, Dated 10/07/2017			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	90000.00	0.00	90000.00
<b>Comments</b>	The license fees is based on the letter from Division of Environment and Chemical, Department of Industry and Handicraft, Dated 10/07/2017			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Industrial Processing (Revised)	48/ສລຊ	27.12.2013	
Order on the Discharge of Wastewater and Contaminated Water from the Processing Plant	326/ອຫ	06.10.2005	Part IV Confirmation Certificate and Fees Article 19 to 23

REQUIRED DOCUMENTS
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	ໃບສະເໜີຫາ ກົມອຸດສາຫະກຳ ແລະ ຫັດຖະກຳ ໃນລຶງໄປກວດາວັດແທກຄ່າຂອງ ມົນລະພິດທີ່ປ່ອຍ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	3	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Licence to Operate the Chemical Substance Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-IHD-9	03.01.2018	Industry and Handicraft Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Chemical business that does not meet the standard may result in a risk on health, assets and life of the users or the third party, therefore, it is necessary to manage and supervise the business operator in order to alleviate those associated risks.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate chemical business that includes the production, containment, packaging, sale-purchase, protection, research, test, provision, transportation, importation, exportation, maintenance, possession, elimination and treatment of chemical substance or chemical waste.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30 If the application package is incorrect or incomplete, the authority will inform the applicant in writing within 10 working days and in case that the authority will deny the issuance of this Formality, the authority shall inform the applicant within 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have knowledgeable and experienced technical staff; 2. The applicant shall have sufficient capital, technical, equipment and plan for the operation of the chemical business and the solution of chemical emergency; 3. The applicant shall have standardised location, facilities, warehouse and transportation vehicles; 4. The applicant shall have safety prevention plan and Environment; 5. The applicant shall have the prevention plan and correct

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	accidents
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the application does not meet the required qualification or do not have the required qualifications under the relevant legal acts.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Fees for licensing have not been determined			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Management of	1041/ອຄ.ກອທ	28.05.2012	Chapter IV Business Operation

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
Industrial Substances and Chemical Substances			relating to Hazardous Substances and Chemical Substances (Article 18 and 19)
Law on Management of Chemical	07/ສພຊ	10.11.2016	Part IV Business Activities of Chemical Chapter 1 Business Activities and Use of Chemical Article 40 to 43

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Safety Data sheet of Chemical Substances	ເອກະສານ ກ່ຽວກັບ ຂໍ້ມູນຄວາມປອດໄພຂອງເຄມີ ແມ່ນຕ້ອງໄດ້ສ້າງສອດຄ່ອງກັບ ມາດຕາ 7 ຂອງຂໍ້ຕົກລົງ ເລກທີ 1041/ອຄ.ກອທ
Certificate for Enterprise Registration of Company Limited	
Prevention and Corrective action plan for Chemical Substance Hazard	
Chemical Substance Hazard Assessment report	ບົດປະເມີນຄວາມສ່ຽງ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Import the Chemical Substances</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-IHD-11	03.01.2018	Industry and Handicraft Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to manage and collect statistics of the quantity and type of chemical substances that are imported in Lao PDR with an aim to prevent the risk that may incurred on health, life, assets and environment from the uncontrolled importation of hazardous chemical substances in Lao PDR.
<b>Who should complete this business formality?</b>	Any person, legal entity or Organization that intends to import chemical substances in all types, except the chemical substances listed in Class 4 that does not require this Formality but the importer shall notify the Provincial Department of Industry and Commerce where such chemical substances will be imported.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. Importation of the Class 1 Chemical Substances shall be issued by the Government; 2. Importation of the Class 2 and Class 3 Chemical Substances shall be issued by the Ministry of Industry and Commerce; provided that if such chemical substances are subject to the requirements of the lined agencies, the applicant shall obtain the endorsement by those lined agencies.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	The relevant legal act does not define the review period but the Department informed that the normal review process shall not exceed 5 working days.
<b>Qualifications needed by the business to get</b>	1. The applicant shall already obtained the Chemical Certificate for the imported chemical substances; 2. The applicant shall prepare the annual importation plan	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	of the chemical substances to Provincial Department of Industry and Commerce and other lined agencies first and the chemical substance that the applicant intends to import shall include in such annual importation plan.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications or conditions.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	90000.00	0.00	90000.00
<b>Comments</b>	The license fee is based on the letter from Division of Environment and Chemical, Department of Industry and Handicraft, Dated 10/07/2017			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Management of Chemical	07/ສພຸ	10.11.2016	Article 45

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Annual Importation Plan	
Licence to Operate the Chemical Substance Business	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	10	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Hotel and Guesthouse Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-ICTD-33	02.01.2018	Information, Culture and Tourism Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	I - Accommodation and food service activities
<b>Purpose for enforcing the business formality</b>	In order to ensure the safety, quality, good service and efficient service of the hotel and guesthouse that will be providing direct service to the travellers and the public in order to prevent risk that may be incurred on the national tourism environment.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate Hotel (stay place that have more than 15 bedrooms) and Guesthouse (staying place that have less than 15 but more than 5 bedrooms); provided that the stay period can be daily, weekly or monthly but not permanently.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Application for hotel shall be reviewed by the National Tourism Authority before submitting to the Provincial Governor's approval; while the application for guesthouse can be submitted directly to the Provincial Governor's approval.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the Vientiane Capital authority informed that the review period for the applicant in Vientiane Capital will not be more than 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall never been convicted of any crime; and 2. For the guesthouse operation, it is reserved only for Lao person or legal entity only.	
<b>Is there any reason for</b>	Deny in case of the applicant does not have the required qualification or does not	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	meet the required conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	This Formality shall be certified on an annual basis by the relevant authorities in order to continue their business operation; provided that they will have to submit the following documents: - Application Form; - Certificate for Payment Tax in last year; - Annual financial statement

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	2000000.00	5000000.00	200000.00	7200000.00
Comments	Reference: Presidential Edict 03/PR The service fee and certificate fee are collected at the following rates: 1. 5-star hotel and resort = 5,000,000 LAK and 2,000,000 LAK 2. 4-star hotel and resort = 4,000,000 LAK and 1,500,000 LAK 3. 3-star hotel and resort = 3,000,000 LAK and 1,000,000 LAK 4. 2-star hotel and resort = 2,000,000 LAK and 800,000 LAK 5. 1-star hotel and resort = 1,000,000 LAK and 600,000 LAK 6. no-classified hotel and resort = 800,000 LAK 7. 3-star guesthouse = 2,000,000 LAK and 500,000 LAK 8. 2-star guesthouse = 1,000,000 LAK and 400,000 LAK 9. 1-star guesthouse = 800,000 LAK and 300,000 LAK 10. no-classified guesthouse = 400,000 LAK			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	100000.00	100000.00
Comments				

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	Part III Tourism Business Chapter 4 Staying Place (Article 25 - 28) Chapter VI Tourism Business (Article 77 - 78)
Order on the Management of Hotel and Guest House Services	159/ສນຍ	30.07.1997	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງ (ຖ້າເປັນໂຮງແຮມກໍ່ສ້າງຂຶ້ນໃໝ່) ຫລື ໃບອະນຸຍາດສ້ອມແປງ (ຖ້າເປັນເຄຫະເກົ່າມາດັດແປງເປັນໂຮງແຮມ-ເຮືອນພັກ)
Certificate of Annual Tax Payment	ສໍາເນົາໃບທະບຽນອາກອນ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາໃບທະບຽນວິສາຫະກິດ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Feasibility Study	
Construction Layout	ແຜນຜັງໂຮງແຮມ-ເຮືອນພັກ (ລວມ ແລະ ລະອຽດ)
Criminal Certificate	
Copy of ID / family registry / passport of Investor	ສໍາເນົາບັດປະຈຳຕົວ, ຊີວະປະຫວັດລະອຽດ, ໃບຢັ້ງຢືນສຸຂະພາບ ແລະ ໃບຢັ້ງຢືນທີ່ຢູ່ຂອງເຈົ້າຂອງໂຄງການ
Certification of Financial and Asset / Financial Statements	ໃບສະຫຼຸບຊັບສິມບັດໜີ້ສິນ ກ່ອນເປີດທຸລະກິດ (ທຶນຮອນ, ເງິນຝາກທະນາຄານ, ຊັບສິມບັດຕ່າງໆ)
Photograph	ຮູບ 3x4 ຈໍານວນ 8 ໃບ
Article of Association	
Certificate of Insurance	ໃບປະກັນໄພທາງແຜ່ງຂອງໂຮງແຮມ - ເຮືອນພັກ
Lease Agreement for the Office Location	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	485	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59e58cd9d858d.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Agriculture and Forestry Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoAF-DPF-25	24.11.2017	Department of Planning and Finance

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	In order to collect statistics of every type of agriculture and forestry businesses that are operating in Lao PDR
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate agriculture business that includes agriculture, livestock and fishery; or to operate forestry business that includes use of forestry area, wood plantation, wood logging and wood production as well as non-timber product exploitation.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Relevant laws do not define the review period clearly but according to the authority, they are adopting the review period of time as defined under the Law on Investment Promotion that is 10 working days.
<b>Qualifications needed by the business to get the formality</b>	The applicant shall comply with all the technical standards and shall have the required qualifications as defined for each specific type of agriculture and forestry business.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications or standards.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	- Relevant law do not define the validity period but the validity period as defined in the issued Formality is 1 year. - The renewal process shall be undertaken within 1 month before the expiration of this Formality. If the renewal is not undertaken, the warning and penalty will be delivered and enforced.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	150000.00	0.00	150000.00
<b>Comments</b>	Reference: Presidential Edit 003			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	150000.00	0.00	150000.00
<b>Comments</b>	Reference: Presidential Edit 003			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Forestry	06/ສພຸ	24.12.2007	Article 45 to Article 54
Law on Agriculture	01/98/ສພຸ	10.10.1998	Part III Investment in Agriculture Business (Article 46 and 47)

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Land Title Deed	ໃບຢັ້ງຢືນການນໍາໃຊ້ທີ່ດິນ ຫລື ໃບຕາດິນ (ທີ່ໄດ້ຮັບທີ່ໄດ້ຮັບການອະນຸມັດຢັ້ງຢືນຖືກຕ້ອງຄົບຖ້ວນແລ້ວ)
Certificate to approve the Environmental and Social Impact Assessment	ບົດປະເມີນຜົນະທົບຕໍ່ສິ່ງແວດລ້ອມ ແລະ ສັງຄົມ ໃບຢັ້ງຢືນຮັບຮອງ (ທີ່ໄດ້ຮັບການອະນຸມັດຢັ້ງຢືນຮັບຮອງ ຖືກຕ້ອງຄົບຖ້ວນແລ້ວ)
Feasibility Study	ບົດວິພາກເສຖະກິດ-ເຕັກນິກ (ທີ່ໄດ້ຮັບການອະນຸມັດຢັ້ງຢືນຖືກຕ້ອງຄົບຖ້ວນແລ້ວ)
Copy of Tax Certificate	ໃບທະບຽນອາກອນ ຫລື ໃບຢັ້ງຢືນການປະຕິບັດຜັນທະອາກອນ(ປະຈໍາປີ)
Copy of Enterprise Registration Certificate	
Photograph of the Managing Director	ໃບຄໍາຮ້ອງ ຂໍຕໍ່ໃບອະນຸຍາດດໍາເນີນກິດຈະການກະສິກໍາ ແລະ ປ່າໄມ້(ພ້ອມດ້ວຍຮູບຂະໜາດ 3x4 ຈໍານວນ 02 ໃບຄັດຕິດມາພ້ອມ)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	11	70
2016	18	61

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ເອກະສານປະກອບສໍາລັບກິດຈະການສໍາປະທານ	Application form	5a1cd60da98f5.pdf
ເອກະສານປະກອບສໍາລັບກິດຈະການທົ່ວໄປຂອງການດໍາເນີນກິດຈະການກະສິກໍາ ແລະ ປ່າໄມ້	Application form	5a1cd65ddf88a.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Visa for Investor (NI-B2 or I-B2)</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoFA-CD-5	01.11.2017	Consulate Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	In order to manage, supervise, inspect and collect statistics of the immigration-emigration of foreigners and keep the track record of what are the specific purpose that such foreigner is in Lao PDR for.
<b>Who should complete this business formality?</b>	Any foreign investor and their family that intends to invest or collect business information in Lao PDR.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	Investor shall submit the request letter in the form and substance as defined and declared.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	6 The relevant legal act does not define the review period but the authority informed that the normal review period shall not exceed 3 working days per visa; provided that the foreign employee shall apply for 2 visas: 1) single visa for the application of the stay permit; and 2) multiple visa. Therefore, the total review period shall be 6 working days for the whole process.
<b>Qualifications needed by the business to get the formality</b>	1. Enterprise of the foreign investor shall be legally incorporated under Lao PDR laws; 2. The foreign investor shall be listed as managing director or the shareholder in the Enterprise Registration Certificate and the Articles of Association of such enterprise.
<b>Is there any reason for</b>	Deny only in case that the Ministry of Public Security denies the stay permit of

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the authority to deny the issuing of the formality?</b>	that foreign investor.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	60
<b>What is the process and conditions to renew the formality?</b>	In general, the validity of the Formality is 12 months but in case of the concession investor that get the privileges under the Law on Investment Promotion, the maximum validity of the Formality is 60 months.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	20000.00	1200000.00	25000.00	1245000.00
<b>Comments</b>	- Reference: Presidential Edict No. 03/PR - For the first single visa, the fee shall be collected at the rate from 20 to 42 USD, depending on the nationality of the applicant (Referring to Notification No. 256/MOFA.FCD, dated 25 February 2009). - Service Fee for the visa issuance on arrival 5,000 LAK per person and the service fee for the visa issuance at the foreign Embassy / Consulate 20,000 LAK per person.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	20000.00	1200000.00	25000.00	1245000.00
<b>Comments</b>	- Reference: Presidential Edict No. 03/PR - For the first single visa, the fee shall be collected at the rate from 20 to 42 USD, depending on the nationality of the applicant (Referring to Notification No. 256/MOFA.FCD, dated 25 February 2009). - Service Fee for the visa issuance on arrival 5,000 LAK per person and the service fee for the visa issuance at the foreign Embassy / Consulate 20,000 LAK per person.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Entry-Exit and Management of Foreigners in Lao PDR	59/ສພຊ	26.12.2014	Chapter 4 Types and the Issuance of Visa (Article 19 to 22)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Copy of Passport	
Request Letter	ໃບສະເໜີຂອງບໍລິສັດ ໂດຍຜ່ານກົມຕໍາຫລວດກວດຄົນເຂົ້າ-ອອກເມືອງ, ກະຊວງປ້ອງກັນຄວາມສະຫງົບ
Permit to Stay for Foreign Investor	ສະບັບສໍາເນົາ
Certificate of Annual Tax Payment	ສະບັບສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສະບັບສໍາເນົາ

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	1000	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Logistic Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-16	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Logistic business is the business that will provide integrated and complete service and it is an important function and mechanism for the transportation system in Lao PDR; therefore, in order to guarantee the the efficient services provision and in order to guarantee that there will not be any impacts on environment and neighbouring society from such service.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate Logistic Business that means the integration of products movement, commencing from planning, managing, maintenance, packaging, moving, transporting, information provisions and services from the origin to the destination in the whole system.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have at least 2 technical staffs that graduated with High Diploma in Transportation field; provided that 1 staff passed the Logistic Training course certified by the international organisation; and have at least 3 years of working experiences in logistic or 5 years of working experience in international transportation; 2. Shall have minimum registered capital of 6 Billion LAK; 3. Shall	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	have sufficient technology relating to documentation, product compilation, packaging, contentment, maintenance and distribution for the logistic operation; provided that those technologies shall be approved by the Ministry; 4. In case of foreign investment, the foreign investor can only invest 70% of the total capital.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken from 1 January to 31 March in every year

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference to the Presidential Decree No. 003/PR			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Instruction commenting on the Terms and Conditions of Investment in the Transportation Sector	12059/ກຂສ	24.09.2008	
Law on Land Transportation (Revised)	24/ສພຊ	12.12.2012	Chapter III: ;Land Transportation Business Article 23 - Article 27

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ຍັງຍືນສຳລະອາກອນປີຜ່ານມາ (ກໍລະນີຂີ້ຕໍ່)

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	4	13
2016	0	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Transportation Business Application Form	Application form	transportation-application-for...59df11cce61e7.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Convert Agriculture or Forestry Land for other Purpose in Vientiane Capital</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-23	08.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	The Vientiane Capital Governor intends to preserve agriculture and forestry land in Vientiane Capital to ensure food safety and sustainable forestry resources development; therefore, in case that any defined agriculture and forestry land will be used for other purposes, it is necessary that a specific Formality will be granted with a detailed assessment of cost-benefit.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to convert the Agriculture Land (land defined to be used for agriculture, livestock and agriculture research) or Forestry Land (land covered by forest or land defined under the Law on Forestry as the forestry land) for other purposes.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Vientiane Capital Department of Agriculture and Forestry shall get prior approval from the relevant District Governor before the issuance of this Formality.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	7	Reference: Agreement of the Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 17 January 2011
<b>Qualifications needed by the business to get the formality</b>	The Agriculture and Forestry Land that will be converted shall not be included in (i) the Irrigation Area; or (ii) the Restricted Agriculture and Forestry Land as defined under the Agreement of Vientiane Capital Governor No. 0250/VCG, dated	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	29 March 2017
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that land does not meet the qualification

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	100000.00	15000.00	10000.00	125000.00
Comments	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 January 2011			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Forestry	06/ສພຊ	24.12.2007	Article 70
Law on Land	04/ສພຊ	21.10.2003	Article 14
Law on Agriculture	01/98/ສພຊ	10.10.1998	Article 13
Order on the Determination and Management of Land for Agriculture and Forestry in Vientiane Capital	0250/ຈນວ	29.03.2017	Article 13 and Article 14
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນວ	31.01.2011	

REQUIRED DOCUMENTS	
Document Name	Comment
Map and Photo of the Land that will be converted	
Agreement from the Neighbour	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Certificate to confirm Land Ownership	
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ ບໍ່ກາຍ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Example of resolution	Example of resolution	59f984067e185.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for Aircraft Registration</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-27	11.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To collect statistics of all the aircraft flying across Lao territory for monitoring purpose of the national security and the safety of those aircraft and this Formality will certify the rights and entitlements of the registration holder under Lao PDR laws.
<b>Who should complete this business formality?</b>	Any entity that will fly any type of civil aircraft across Lao territory.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	90
<b>Qualifications needed by the business to get the formality</b>	Have the qualification according to the regulation is issue by the Civil Aviation Department
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	7000000.00	13000000.00	0.00	20000000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part II Civil Aviation Chapter 2 Airplane Article 9 Nationality and License of Airplane Certificate

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	1	0
2016	2	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Lao Civil Aviation Regulation Part 4 - Aircraft Registration and Marking	Department Guideline	part04-lastest 59f69b48b49c4.pdf
Aircraft Type Certificate Acceptance	Department Guideline	acft-01-tc-acceptance 59f69bb88c0d1.pdf
Application for Registration of Aircraft and Issue of Certificate of Registration, Certificate of Airworthiness, Aircraft Radio Station License and Noise Certificate	Application form	acft-02-application-for-aircra... 59f69c1c7ba9e.pdf
Certificate of Registration	Department Guideline	acft-02-c-of-r 59f69c432513f.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Fuel Station</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoIC-DTD-22	09.01.2018	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Fuel is one of the key production factor of Lao economic; therefore, it is necessary to manage and control the business relating to fuel and since fuel station will provide fuel to the general public, it is necessary to manage and control the operation and the quality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to retail selling fuel directly to customer - both as self-invested station and gas distribution station.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	In case there are other business operations carrying out in the fuel station, an Enterprise Registration Certificate shall be obtained separate for each business operation.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	20	After receipt the complete package of documents, the Ministry of Industry and Commerce shall coordinate with the lined agencies to conduct site inspection within 5 working days and if the applicant passes the site inspection and document review, this Formality shall be issued within 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having registered capital of more than 1 Billion LAK for self-invested fuel station or 300 Million LAK for fuel distributing station; 2. Having location and structure as defined under the Decree on Fuel Business; 3. Having the fuel dispenser and other quantity equipment that meets the standards; 4. Having	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	public toilet and other required facilities under the Decree.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant fails to meet the required conditions or qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Fuel Business	331/ນຍ	27.10.2017	Part II Establishment and Operation of Fuel Business Chapter 1: Establishment of Fuel Business (Article 6 - 8) Chapter 4: Operation of Fuel Station (Article 24 - 28)

REQUIRED DOCUMENTS	
Document Name	Comment
Fuel Distribution Agreement for Fuel Station	
Certification of Financial and Asset / Financial Statements	ບັນຊີຊັບສິນຂອງປ້ານໍ້າມັນເຊື້ອໄຟ ແລະ ເອກະສານຢັ້ງຢືນຖານະການເງິນຈາກທະນາຄານ
Certificate of Fire Safety Inspection for Fuel Storage	
Certificate to approve the Environmental and Social Impact Assessment	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	ກໍລະນີປ້ານໍ້າບໍລິສັດລົງທຶນເອງ, ໃບທະບຽນວິສາຫະກິດ ຕ້ອງມີຈຸດປະສົງ ດໍາເນີນກິດຈະການບໍລິສັດຈໍາໜ່າຍຜາຍໃນ
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງ ແລະ ໃບຢັ້ງຢືນຄວາມຖືກຕ້ອງຂອງສະຖານທີ່ຕັ້ງຂອງປ້າ ຈາກຂະແໜງໂຍທາທິການ ແລະ ຂົນສົ່ງ
Feasibility Study	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate an Internet Cafe Type 2</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-30	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that a place that provide internet access and service to the general public will have good quality, quick and safe
<b>Who should complete this business formality?</b>	Individuals or entities who intends to operate the Internet Cafe meaning the business of providing the internet access to their customer that are using their other services (i.e restaurants, guesthouse or other public place)
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The applicant who obtain this Formality shall ensure full compliance with the qualifications as defined within 60 days.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. Having safety protection measures for the user (i.e. fire or electrical short prevention according to the relevant standard); 2. Having the CCTV that can capture the activities of the users within the shop for not less than 30 days; 3. Showing business licenses, fees and internal rules where the users can see and read easily; 4. Having a computer network system that has internet signal within the shop or areas that they are responsible only; 5. Having anti-virus software on each computer; 6. Having at least 2 Mbps Internet speeds; 7. For the use of wireless networking systems, it is only permitted to use the WiFi networks systems with a frequency band of 2.4 GHz or 5GHz, and the output speed must

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
	not exceed 0.05 watts.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be done 30 days before the expiration date

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	200000.00	50000.00	100000.00	350000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and	02/ສລຸ	11.07.2016	Part V ICT Business Activities Article

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Communications Technology			35 to Article 38
Order on the Provision of Internet Cafe Service	828/ປທສ	11.03.2015	Chapter 2 Type and Issues of Internet Cafe License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Education Qualification Evidence	
Certificate for Enterprise Registration of Company Limited	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອ
Location Confirmation of Enterprise	
List of Equipment	ລາຍລະອຽດອຸປະກອນ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າໃຊ້ອາຄານ (ຖ້າມີ)
Copy of ID card or Family book of Managing Director	
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	397

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ	Application form	59f82de710d07.pdf
ຂໍ້ໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ		

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate ICT Equipment Composition Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-31	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to guarantee that the Composition of ICT Equipment will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Individuals and entities with the objective of carrying out ICT hardware assembly and software production. - Hardware refers to parts or components of computers and other electronic devices, such as memory, screens, keyboards, printers, phones and televisions. - Software refers to a command set or program that hosts a computer or other electronic device for specific operations.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10 The relevant law is not issued yet but the authority informed that the normal review period do not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Have capital, offices, equipment and tools as appropriate; 2. Have experienced professionals, experts with a number of appropriate business sizes; 3. Have the feasibility study for each business type.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	1000000.00	50000.00	50000.00	1100000.00
Comments	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Location Confirmation of Enterprise	
Feasibility Study	
Education Qualification Evidence	ໃບປະກາສະນິຍະບັດ / ໃບຢັ້ງຢືນການສຶກສາ
Curriculum vitae of Managing Director	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ / ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	1

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Department Order	59f988c66cbf8.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Mineral and Mineral Products Trading Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-18	07.11.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	In order to assure that all the mineral and mineral products that will be traded in Lao PDR will have an authorised source. Also, this Formality should assist in reducing the illegal exploitation of mineral since those illegal mining operation will not be tradable in the market.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate mineral and mineral products trading business - both the trader who also has the mine exploitation license under their own concession agreement; and the trader who purchase mineral and mineral products from other's sources.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 - In case the Formality will be issued for the trader who also has the Mine Exploitation License under their own concession, the review period shall not exceed 15 working days; - In case the Formality will be issued for the trader who does not have the concession, the review period shall not exceed 10 working days.
<b>Qualifications needed by the business to get the formality</b>	1. In case that the applicant gets the Mining Exploitation License, they shall be entitled to get this Formality automatically but they will have to provide all the evidence of their incorporation and rights to mine exploit; and shall have a mine stockyard that meets the required technical standards; 2. In case the applicant

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	does not have the mining exploitation rights or the concession, the applicant shall have the Enterprise Registration Certificate that they can conduct trading business; shall have entered into the purchase-sale agreement for all the mineral and mineral products that they will purchase and sell - they shall only buy from the authorised mining exploitation; and shall have a mine stockyard that meets the required technical standards.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required standards or qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	360
<b>What is the process and conditions to renew the formality?</b>	1. In case the applicant has the concession right and the Mining Exploitation License, the validity for this Formality shall last for the same period as the Mining Exploitation License; 2. In other case, if the applicant does not have the concession right but apply for this Formality just to trade those mineral products, this Formality shall be valid for 12 months and can be renewed on an annual basis.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/PR If the License to Conduct the Mining Exploitation is issued, no fee will be collected separately.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	300000.00	0.00	300000.00

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES	
<b>Comments</b>	Reference: Presidential Edict No. 03/PR If the License to Conduct the Mining Exploitation is issued, no fee will be collected separately.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Purchase - Sale of Minerals and Mineral Products	0481/ພບ	20.04.2012	Chapter II Trade of Minerals and Mineral Products (Article 4 to Article 8)
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business (Article 19 and Article 25)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of Annual Tax Payment	
Mineral Purchase and Sale Agreement	ສັນຍາຂາຍແຮ່ທາດກັບຜູ້ຊື້ຢູ່ປາຍທາງ
Letter of Intention to Trade Mineral & Mineral Products	
Certificate for Enterprise Registration of Company Limited	
License to Conduct Mining Exploitation	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Transport Mineral and Mineral Products</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-20	07.11.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	In order to prevent the illegal transportation mineral and mineral products by the unauthorised business operator and to collect the statistics of all the transportation.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to transport mineral and mineral products
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have the License to Trade Minerals and Mineral Products; 2. The applicant shall have a clear transportation plan detailing type of transportation vehicles, transportation time and transportation route; 3. The applicant shall use a transportation vehicle that meets the technical standards; and 4. The applicant shall have a mine stockyard that meets the technical standards.
<b>Is there any reason for the authority to deny</b>	Deny in case that the applicant cannot meet the required qualifications.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Purchase - Sale of Minerals and Mineral Products	0481/ພບ	20.04.2012	Chapter III Transportation (Article 14 and Article 15)
Law on Mineral (Revised)	02/ສພຊ	26.12.2011	Part III Mining Business (Article 19 and Article 26)

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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REQUIRED DOCUMENTS	
Document Name	Comment
Detail of Transport	
License to Operate Mineral and Mineral Products Trading Business	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Fishery Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-24	08.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Fishery business is one of an important agriculture-related business for Lao PDR and the general public; therefore, it is necessary to issue this Formality to control and monitor with an aim to ensure sustainable development of fishery and aquatic animals.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate fishery business that means the business of farming of fishes and other aquatic fauna for trade and distribution with the total area or reservoir of more than 15,000 square metres or in the cages of more than 120 square metres.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	1. General fishery business that use ponds area of more than 15,000 to 50,000 sq. m. or in the cages of more than 120 to 250 sq. m. shall be approved by the District Office of Agriculture and Forestry. 2. General fishery business that use ponds area of more than 50,000 sq. m. or in the cages of more than 250 sq. m. shall be approved by the Provincial Department of Agriculture and Forestry. 3. The fishery business of prohibited fish shall be approved by the Government. 4. The fishery business of controlled fish shall be approved by the Ministry of Agriculture and Forestry.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process</b>	3	Department of Agriculture and Forestry, Vientiane Capital, defines the review period at the maximum of 3 working days (reference:

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	Agreement No. 207/AF.VTE, dated 31 January 2011.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall have a feasible technical plan and prepare the environmental and social impact assessment 2. The applicant shall have location, area, technical staffs that has expertise in fishery fields that meets the standards defined by the authority. 3. The applicant shall get the consent from the relevant Fishery Management Committee where the business will be conducted.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualifications.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	15000.00	10000.00	75000.00
<b>Comments</b>	Reference: Agreement No. 207/AF.VTE, dated 31 January 2011			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	50000.00	15000.00	10000.00	75000.00
<b>Comments</b>	Reference: Agreement No. 207/AF.VTE, dated 31 January 2011			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນວ	31.01.2011	
Law on Fisheries	03/ສພຊ	07.09.2009	Chapter 2 Fishery Business (Article 30 to 33)

REQUIRED DOCUMENTS	
Document Name	Comment
License to Operate Agriculture and Forestry Business	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit for Land Clearing before Forest Plantation</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-27	08.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	Forestry is one of the key resources of Lao PDR so it is one of the promoted business; however, in order to guarantee a good and efficient use of land, in particular forestry land, for the forest plantation, this Formality is needed to be issued.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to commence the land clearing activities for the forest plantation to produce wood product and to supply the wood processing plant.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	7	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 21 January 2011
<b>Qualifications needed by the business to get the formality</b>	1. The land that will be cleared for forest plantation shall be included in the areas that focuses on the devastated forest areas as designated by the Forest and Forestry Area Authority; 2. Identification and selection of vegetation that will be planted shall be determined on climate conditions and the local demand; 3. The applicant shall obtain the Forestry Operating License from the Vientiane Capital Department of Agriculture and Forestry.	
<b>Is there any reason for</b>	Deny in case that the selected land and plant do not meet the required	

**Datasheet for business formalities.**

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	conditions.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	10000.00	10000.00	20000.00
<b>Comments</b>	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 January 2011			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Service and Application Form Fee of One Stop Service	207/ທປ.ວ.ຕ	31.01.2011	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Law on Forestry	06/ສພຊ	24.12.2007	Article 33 and Article 47

REQUIRED DOCUMENTS	
Document Name	Comment
Site Inspection report	ບົດບັນທຶກກວດກາຂອງພະນັກງານປ່າໄມ້ເມືອງ ພ້ອມທັງຍັງຍືນຈາກ ກະສິກຳ ແລະ ປ່າໄມ້ເມືອງ
Certificate to confirm Land Ownership	
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ ບໍ່ກາຍ 3 ເດືອນ
License to Operate Agriculture and Forestry Business	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Wood Cutting Machine</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-28	08.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	This Formality will assist in managing and controlling wood cutting operation to avoid illegal and uncontrolled wood cutting operation and this Formality will collect the statistics of all the wood cutting machine used within Vientiane Capital to reduce deforestation by the unauthorised person.
<b>Who should complete this business formality?</b>	Any person or legal entity that operates forestry plantation business that intends to use the wood cutting machine for their business operation; provided that only the machine that use fuel is required to obtain this Formality, hand-machine or electrical machine does not need this Formality.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	This Formality shall only be used within the area of Vientiane Capital.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 Jan 2011
<b>Qualifications needed by the business to get the formality</b>	The applicant shall be the authorised business operator for forest plantation and wood cutting with a proper.	
<b>Is there any reason for the authority to deny the issuing of the</b>	Deny in case that the applicant does not have a required qualifications.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	15000.00	20000.00	10000.00	45000.00
Comments	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 Jan 2011			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	15000.00	20000.00	10000.00	45000.00
Comments	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 Jan 2011			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນວ	31.01.2011	
Law on Forestry	06/ສພຊ	24.12.2007	Article 20

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Purchase Receipt	ໃບບິນຊື້ຈັກຕັດໄມ້ (ບິນອາກອນອອກໃຫ້) ຊຶ່ງຂຽນບອກລະອຽດ ເລກຈັກ, ຍີ່ຫໍ້ ແລະ ສີ
Site Inspection report	ບົດບັນທຶກກວດກາຂອງພະນັກງານກວດກາປ່າໄມ້ເມືອງ ໂດຍຍັງຍືນຈາກຫ້ອງການກະສິກໍາ ແລະ ປ່າໄມ້ເມືອງ
Photograph	ຮູບ 3x4 ຂອງຜູ້ກ່ຽວ
Address Certification	ໃບຍັງຍືນທີ່ຢູ່ຂອງຜູ້ກ່ຽວ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Example of resolution	Example of resolution	5a017b7c137cc.pdf
Application Form	Application form	5a017baac8b1c.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Construct the Mining Infrastructure and Processing Plant</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoEM-MD-19	10.11.2017	Mine Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	B - Mining and quarrying
<b>Purpose for enforcing the business formality</b>	This Formality will be used as the monitoring tool for the implementation of the mining exploitation work whether or not it follows the milestone - starting from construction of all the required infrastructures and facilities before the commencement of the mining exploitation process.
<b>Who should complete this business formality?</b>	Any legal entity that entered into the mining exploitation concession agreement with the Government and intends to commence the construction of the mining infrastructure and the construction of the mining processing plant.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	15 Relevant laws do not define the review period but the authority informed that the normal review period is 15 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall enter into the mining exploitation concession agreement and obtain the concession license from the relevant government authorities pursuant to Lao PDR laws; 2. The construction plan shall meet the required standards, modern, efficient and shall be entitled to mitigate all the environmental and social impacts.
<b>Is there any reason for the authority to deny</b>	Deny in case that the applicant does not have the required qualifications.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	The renewal shall be undertaken at least 30 days prior to the expiration of this Formality and the renewal shall only be done once for another 1 year.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	300000.00	0.00	300000.00
Comments	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	300000.00	0.00	300000.00
Comments	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mineral (Revised)	02/ສພຸ	26.12.2011	Article 23 and 24

REQUIRED DOCUMENTS

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certificate for the approval of the detailed Feasibility Study of the Mine Exploration	
License to Invest in Concession Business	ໃບອະນຸຍາດລົງທຶນ ຫລື ໃບທະບຽນສໍາປະທານຊຸດຄົ້ນບໍ່ແຮ່

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Example of the Permit to Construct Mining Infrastructure	Example of resolution	template-construction-licence 5a012b66a2648.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	Registration a Animal Farm	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-29	10.11.2017	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	In order to ensure that animal farm operation will comply with the relevant laws; to ensure that the animal produced and bred from the farm will have good quality and safety for the consumer; and to ensure the environment protection.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish an animal farm that means the area that breed a lot of animals for the domestic sale or exportation. After obtain the establish an animal farm from the Vientiane Agriculture and Forestry Department, investor has to apply for this formality.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Department of Livestock and Fishery shall determine and approve the Formality for animal farm invested by the foreigners and the animal farm jointly invested by public and private sectors for the improvement of animal breeding; 2. Livestock and Fishery division at the provincial level shall determine and approve the Formality for the domestic-invested big farm and the medium-sized farm; and 3. Livestock and Fishery unit at the district level shall determine and approve the Formality for small-sized farm.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	According to the authority's comment
<b>Qualifications needed</b>	Animal farm shall meet: (i) general standards - meaning the technical standards	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>by the business to get the formality</b>	relating to the establish and operation of the animal farm that are applicable to every type and form of the animal farms; and (ii) specific standards - meaning the technical standards specifically required for specific type of animal, size and specific objective of that farm.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the animal farm do not meet the required standards

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	12
<b>What is the process and conditions to renew the formality?</b>	Renewal process shall be submit the application form and the Department will consider the renewal within 3 days.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Please insert information			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	Please insert information			

<b>LEGAL FRAMEWORK</b>
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**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນວ	31.01.2011	Article 1 (1.1.4)
Order on the Management of Animal Farm Business	0209/ກປ	06.02.2013	Chapter 2 Establishment of Animal Farm (Article 5 and 6) Chapter 3 Animal Farm Standard (Article 9 to Article 17) Chapter 5 Management and Monitoring of Animal Farm (Article 21 to Article 23)
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	Article 69-72

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Photograph of the Managing Director	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບຄໍາຮ້ອງ (ສໍາຫຼັບການຂໍອະນຸຍາດສ້າງຕັ້ງຝາມ)	Application form	5a02bc62e0fa0.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Stay for Foreign Labor</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPS-DFC-2	10.11.2017	Foreign Control Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To collect data to monitor and manage detailed statistics on the history of foreigners entering into the territory of Lao PDR.
<b>Who should complete this business formality?</b>	Any foreigner who intends to work and reside in Lao PDR for the certain period of time (i.e. as a trader, technical staff or employee for the enterprise or factory)
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	The relevant legal act does not define the review period but the authority informed that the normal review period shall not exceed 3 working days.
<b>Qualifications needed by the business to get the formality</b>	1. The entity that intends to apply for the visa for their employee shall be legally incorporated under the Lao PDR laws; 2. The foreign labour shall have the employment contract with the enterprise 3. The foreign labour shall have multiple visa; and work permit from the relevant lined agencies under the Lao PDR laws.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that foreign worker has bad track record or is listed in the blacklist or subject to any dispute / case or the applicant do not have the required qualifications.	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The validity of this Formalities may be 3 months, 6 months or 12 months depending on the term of the employment contract.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	100000.00	1220000.00	5000.00	1325000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	100000.00	1220000.00	5000.00	1325000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Entry-Exit and Management of Foreigners in Lao PDR	59/ສພຊ	26.12.2014	Article 34

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Passport	

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Permit for Foreign Labour to Work in Lao	ຕົ້ນສະບັບ
Business Visa for Work (LA-B2)	
Request for Importation Quota of Foreign Labour	
Permit to Import Foreign Worker	
Certificate of Annual Tax Payment	ສະບັບສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສະບັບສໍາເນົາ
Photograph	ຮູບຂະໜາດ 3*4 ຈໍານວນ 1 ໃບ
Request Letter	ຫນັງສືສະເໜີຈາກບໍລິສັດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	1 5a02c15f87689.pdf
Application form	Application form	5a02c17b4c676.pdf
Example of resolution	Example of resolution	5a054cfe8e3e1.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Stay for Foreign Investor</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPS-DFC-3	10.11.2017	Foreign Control Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Issuing this Formality to monitor, manage, supervise and collect statistics of all the foreigner who is residing in Lao PDR.
<b>Who should complete this business formality?</b>	Any foreigner who intends to invest and carry out business as well as reside in Lao PDR temporarily for certain period of time.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The enterprise of the investor who intends to apply for this Formality shall submit the request letter to the Investment Promotion Department, Ministry of Planning and Investment and the Investment Promotion Department will issue the cover letter further to this Department.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	The relevant legal act does not define the review period but the authority informed that the normal review period shall not exceed 3 working days
<b>Qualifications needed by the business to get the formality</b>	1. The enterprise of the investor shall be legally established under Lao PDR laws and shall get the confirmation letter from Investment Promotion Department; 2. The applicant shall be listed as the managing director or the shareholder under the Enterprise Registration Certificate or the Articles of Association; 3. The applicant shall have a passport with validity period of more than 6 months.	
<b>Is there any reason for the authority to deny</b>	Deny in case that investor has bad track record or is listed in the blacklist or subject to any dispute / case or the applicant do not have the required	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	qualifications.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
What is the process and conditions to renew the formality?	The investor that invest in Lao PDR for a long term and has entered into the investment agreement with the government shall get the Formality with the validity from 6 months to 5 years; provided that the renewal shall be undertaken 15 days prior to the expiration.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	100000.00	1220000.00	5000.00	1325000.00
Comments	Reference: Presidential Edict No. 03/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	100000.00	1220000.00	5000.00	1325000.00
Comments	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Entry-Exit and Management of Foreigners in Lao PDR	59/ສພຊ	26.12.2014	ມາດຕາ 34

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Passport	
Visa for Investor (NI-B2 or I-B2)	
Photograph	
Certificate of Annual Tax Payment	ສະບັບສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສະບັບສໍາເນົາ
Request Letter	ໃບສະເໜີຈາກກົມສົ່ງເສີມການລົງທຶນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	5a02ca5c4a038.pdf
Example of Stay Permit for Foreign Investor	Example of resolution	5a43407fd5926.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate a Internet Service Provider Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-AOTO-32	28.12.2017	Adjust of Telecommunication Organization

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	ISP Telecommunication is an essential public services and infrastructure so it is important to ensure that the services will be provided in a manner consistent with national perceptions of the public interest.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to operate internet service business which provided to any individual, entities and organizations - the internet service business is kind of the telecommunication service which provided to the users access to the Internet with a wired or wireless connection. There are 3 types of license: - License Type 1: Is a licensed Internet service provider with its own network, can provide services across the country. - License Type 2: Is a license for an internet service provider with or without its own network, can be served in any province / city. - License Type 3: Is a license for an internet service provider with or without its own network, can be provided in any jurisdiction.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.MPT.Gov.la">www.MPT.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	Before the issuance of the Permanent Formality, the Temporary Formality will be issued for a period of 1 year and the Permanent one will be issued after 60% completion of the business plan

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	First Class Formality will be reviewed within 30 working days Second Class Formality will be reviewed within 20 working days Third Class Formality will be reviewed within 15 working days.
<b>Qualifications needed by the business to get</b>	1. Having a application form, feasibility study and other document as determined by the Post, Telecommunication and Communications Sectors; 2. Having	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	sufficient knowledge, skills and experience of staff that suits the work; 3. In the case of the use of telecommunication resources and / or telecommunication networks, have to obtain the License from the Postal, Telecommunication and Communications License; 4. Must not be in the period time of seize assets, bankruptcy process or be convicted as a bankruptcy under the laws of Lao PDR; 5. Must comply with other conditions which determine by the Post, Telecommunication and Communication Sectors.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the application form and supporting document are not complete or the applicant cannot meet the required qualifications.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	180
<b>What is the process and conditions to renew the formality?</b>	1. Terms for the Formality are as follows: (i) 5 years for License Type 1; (ii) 3 years for License Type 2; (iii) 2 years for License Type 3. 2. Renewal shall be undertaken within 30 working days and complete of conditional as determine by the law.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	5000000.00	50000.00	0.00	5050000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	5000000.00	50000.00	0.00	5050000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Telecommunication (Revised)	09/ສພຊ	21.12.2011	Article 22, 23, 24.
Order on Licensing of Internet Service Provider Business (ISP)	2530/ປທສ	22.09.2015	Article 6, 7, 8

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	ໃບອະນຸຍາດດຳເນີນທຸລະກິດ ບໍລິການ ອິນເຕີເນັດ ແມ່ນໃຫ້ອ້າງອີງຂໍ້ຕົກລົງວ່າດ້ວຍການອະນຸຍາດດຳເນີນທຸລະກິດບໍລິການອິນເຕີເນັດ ISP
Bank Statement confirming the capital importation	
Feasibility Study	
Education Qualification Evidence	
Curriculum vitae of Technical Staffs	
Curriculum vitae of Managing Director	
Copy of ID / family registry / passport of Investor	
Copy of ID card or Family book of Managing Director	
Photograph of the Managing Director	
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	7

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
ໃບຄໍາຮ້ອງ	Application form	5a051a4c93508.pdf
ບົດວິພາກເສດຖະກິດເຕັກນິກ	Application form	5a051a793a6e4.pdf

REGISTRATION DATA		
Name of formality	Permit for the Import and Export of an Animal's Products	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
VCPG-AFD-30	05.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	A - Agriculture, forestry and fishing
Purpose for enforcing the business formality	To management all imports and exports of Animals's products that may arise an epidemic of animal diseases.
Who should complete this business formality?	Individuals, entities and organizations who intend to import and export the animals's products into Lao PDR, products of animal products mean the livestock, animal products, genetic products, biological products, animal endings, animal feed, medicinal herbs, animal husbandry and medical equipment.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	Must submit the import application at least 15 days prior to import, the importer must disclose relevant documents with the date and the time of actual import to the relevant medical personnel at least one day.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	3

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Qualifications needed by the business to get the formality</b>	Please insert information
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	0
<b>What is the process and conditions to renew the formality?</b>	This formality is issued per time to import or export, so it is not renewable

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	15000.00	10000.00	75000.00
<b>Comments</b>	According to the Order of Vientiane Agriculture and Forestry Department No.207, dated 31 Jan 2011			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK
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**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Livestock and Veterinary (Revised)	08/ສລຊ	11.11.2016	Part III Veterinary Chapter 3 the movement of the Animal's Products Article 42, 44, 45, 48, 49
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນອ	31.01.2011	

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
License to Operate Agriculture and Forestry Business	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	
Certificate of disease from livestock and fisheries	
Certificate of Join the group of animals, fish, chickens (if any)	
The export licenses of the National Animal Management Authority from original country	
Certificate of animal origin (Pedegree) from the country of origin	
Certificate of Animal Disease from the National Veterinary Organization	
Certificate of vaccination	
Certificate of Animal business from a original farm	
Packing list	
Invoice	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ຂໍເຄື່ອນຍ້າຍສັດ ແລະ ຜະລິດຕະພັນກ່ຽວກັບສັດ ພາຍໃນ ສປປ ລາວ	Application form	5a0a7d8d975f8.pdf
ໃບຄໍາຮ້ອງຂໍແນວພັນສັດ ເຂົ້າມາ ສປປ ລາວ	Application form	5a0a7deb0aa49.pdf
ໃບຄໍາຮ້ອງ ສິ່ງຜະລິດຕະພັນສັດອອກນອກ ສປປ ລາວ	Application form	5a0a7e266d63d.pdf
ໃບຄໍາຮ້ອງ ນໍາປະເພດສັດລ້ຽງອອກນອກ ສປປ ລາວ	Application form	5a0a7fcab2f78.pdf
ໃບຄໍາຮ້ອງ ນໍາຢາປ້ອງກັນ, ຢາປິ່ນປົວ ແລະ ຢາບໍາລຸງ ອຸປະກອນສັດຕະວະແພດເຂົ້າມາ ສປປ ລາວ	Application form	5a0a802029a79.pdf
ໃບຄໍາຮ້ອງ ນໍາຫົວອາຫານສັດ ແລະ ສ່ວນປະສົມອາຫານສັດ ເຂົ້າ ສປປ ລາວ	Application form	5a0a805439f22.pdf
ໃບຄໍາຮ້ອງ ນໍາອາຫານທະເລແຊ່ແຂງ ແລະ ຜະລິດຕະພັນສັດ ເຂົ້າມາໃນ ສປປ ລາວ	Application form	5a0a809055b34.pdf
ໃບຄໍາຮ້ອງ ນໍາອຸປະກອນຮັບໃຊ້ຝາມ ເຂົ້າມາໃນ ສປປ ລາວ	Application form	5a0a80e2c49f8.pdf

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Registration of Forest Plantation</b>	
<b>Type of formality</b>	Registration	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-AFD-25	08.01.2018	Agriculture and Forestry Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	A - Agriculture, forestry and fishing
<b>Purpose for enforcing the business formality</b>	This Formality is needed to register and collect the source of wood / forest products that will be moved or sold, in particular the in case that the Prime Minister instructed a close monitor of all the wood products, it is highly necessary to collect this information by issuing this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that starts the forest plantation and intends to register the plantation plot to ensure the source of forestry products before exploitation and move of log and products.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	3	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 January 2011
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall obtain the Forestry Operating License and Permit for Land Clearing before Forest Plantation; 2. The applicant shall succeed in getting some survival rates of forest planted.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant or the forest plantation does not meet the required conditions.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
What is the process and conditions to renew the formality?	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	70000.00	10000.00	80000.00
<b>Comments</b>	Reference: Agreement of Vientiane Capital Department of Agriculture and Forestry No. 207/AF.VTE, dated 31 January 2011			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Service and Application Form Fee of One Stop Service	207/ກປ.ນວ	31.01.2011	
Law on Forestry	06/ສພຊ	24.12.2007	Article 33 and Article 47

REQUIRED DOCUMENTS	
Document Name	Comment

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIRED DOCUMENTS</b>	
Permit for Land Clearing before Forest Plantation	
Site Inspection report	ບົດບັນທຶກກວດກາຂອງ ພະນັກງານປ່າໄມ້ເມືອງ ພ້ອມທັງຍັງຍືນຈາກ ຫ້ອງການກະສິກໍາ ແລະ ປ່າໄມ້ເມືອງ
Certificate to confirm Land Ownership	
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ຜູ້ຮ້ອງຂໍ ບໍ່ກາຍ 3 ເດືອນ
License to Operate Agriculture and Forestry Business	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Construction Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-31	17.11.2017	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	F - Construction
<b>Purpose for enforcing the business formality</b>	To ensure the quality, technical competence of the service provider who will provide direct services to the consumer with an aim to guarantee safety and mitigate all the associated risk that may incur from the use and reside in the constructed buildings.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate construction business that provide the services of construction, demolition, adjustment, renovation, reparation and installation of any resident or commercial buildings.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The Construction Business is divided into: Class 1 can provide all type of construction nationwide and there is no restriction on the building that they can provide service; Class 2 and Class 3 can only provide service in a specific province; provided that Class 2 can provide service to the area not exceed 1,000 square metres and Class 3 can only provide reparation service and the construction service of the area not exceed 200 square meters.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get</b>	1. Financial: - First class: Registered capital of 3,000 million kip, the working capital 40%, Fixed capital 60% (Personnel can be imported as capital), Personnel:

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	15 people, subject 2 (Technical experience 5 years), Vehicles and construction machines: 6- 10, truck or 1 car, 2 bumpers or 2 bracelets, 2 cutters, two electric motors; Two electric generators, one lift or lid, two electric fencing, one angle camera, one level camera; - The second class: registered capital of 1,500 million kip, the working capital 40%, fixed capital 60% (for land can be imported), personnel: 10 people, subject 2 (3 year experience), vehicles and machines for construction 1 car, 1 bunker, 1 vibrator, 1 brick machine, 1 cutter, 1 electric machine, 1 electric car park; Electric 1; 1 lift or elevator; Electric Frog 2; 1 camera angle; Level 1; - The third class: Registered capital of 1,000 million kip, the working capital 40%, Fixed capital 60% (For land can be capitalized), Personnel: 7 people, subject 2 (technical experience 3 years), Vehicles and machines for construction: 1 pickup truck or 1 car. 1 machine, 1 cutter, 1 electric machine, 1 electric appliance, 1 electric cabinet, 1 electric plane
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that applicant not comply with registration for comment approval from authority

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal process shall be undertaken 30 days prior to the expiration of the Formality

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	1200000.00	150000.00	1350000.00
<b>Comments</b>	Reference: Internal Regulation of the Division			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to</b>	<b>Total renewal fees businesses need to disburse</b>

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

RENEWAL FEES				
			<b>disburse</b>	
YES	0.00	150000.00	800000.00	950000.00
<b>Comments</b>	Reference: Internal Regulation of the Division			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Order on the Approval for the Establishment and Operation of Building Construction Business	928/ຄຂປກ	21.05.2000	Article 3-Article Article 8
Law on Construction	05/ສພຊ	26.11.2009	Article 9-Article Article 13 : Chapter II : Construction Business

REQUIRED DOCUMENTS	
Document Name	Comment
Photograph of the Managing Director	ຮູບຖ່າຍຂະໜາດ 3x4 ຂອງຫົວໜ້າບໍລິສັດ 3 ໃບ ແລະ ວິຊາການຜູ້ລະໃບ
Copy of ID card or Family book of Managing Director	ສໍາເນົາບັດປະຈຳຕົວ ແລະ ສໍາມະໂນຄົວ
Other Related Documents	ໃບຢັ້ງຢືນຮັບປະກັນການປະກອບເອກະສານ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃບມອບສິດໃຫ້ຜູ້ແລ່ນເອກະສານ

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REQUIRED DOCUMENTS	
Construction Permit.	ໃບອະນຸຍາດປຸກສ້າງ ອາຄານຫ້ອງການ(ພະແນກ ຍທຂ) ຫລື ສັນຍາເຊົ່າຫ້ອງການ-ສາງ
Certificate for the Issuance of the Tax Identification Number	ໃບຢັ້ງຢືນຕົວເລກຜູ້ເສຍອາກອນ
Location Map of the Enterprise	ແຜນຜັງບໍລິສັດ, ຮູບຖ່າຍສຳນັກງານ ບໍລິສັດ
Organization Chart of the Enterprise	ກົດລະບຽບ ແລະ ໂຄງຮ່າງການຈັດຕັ້ງບໍລິສັດ
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນວິສາຫະກິດ(ໃຫ້ຖືໃບທະບຽນສະບັບສະບັບແທ້ມາກວດກາເວລາຍືນຂາເຂົ້າ)
Curriculum vitae of Technical Staffs	ສັນຍາຈ້າງ, ຊີວະປະຫວັດຫຍໍ້, ຢັ້ງຢືນທີ່ຢູ່, ໃບແຈ້ງໂທດ, ໃບປະກາດ, ໃບມອບສິດໃຫ້ນຳໃຊ້ໃບປະກາດຂອງວິຊາການ 2 ຄົນ (ໃຫ້ຖືໃບປະກາດແທ້ມາກວດເວລາຍືນຂາເຂົ້າ)
Guarantee Confirmation from Bank	ໃບຢັ້ງຢືນຖານະການເງິນຂອງເຈົ້າຂອງບໍລິສັດ 40% ຂອງທຶນຈົດທະບຽນ
Certification of Financial and Asset / Financial Statements	ບັນຊີຊັບສິນ-ພາຫະນະ-ກິນຈັກ, ອຸປະກອນຮັບໃຊ້ ແລະ ຮູບຖ່າຍ ໃຫ້ໃນຄ່າເປັນ 60% ຂອງທຶນ (ຕ້ອງໄປຈົດທະບຽນຊັບສິນຢູ່ຫ້ອງການຊັບສິນ ນະຄອນຫລວງ)
List of Employees	ບັນຊີຈຳນວນຜົນຂອງບໍລິສັດ
Curriculum vitae of Managing Director	ຊີວະປະຫວັດຫຍໍ້, ໃບແຈ້ງໂທດ ແລະ ໃບຢັ້ງຢືນທີ່ຢູ່ ຫົວໜ້າບໍລິສັດ
Feasibility Study	
Business Plan	ແຜນວຽກປະຈຳປີ

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017		
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Establishment and Operation of Building Construction Business	Application form	application-formestablishment-... 59bf7c1341cbf.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate International Airport</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-28	04.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	To ensure that the operator will build, operate and manage their international airport to meet the required international and national standard of design and operation of the airport with an aim to assure safety and convenience of the end-user.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to construct and operate the international airport
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	150	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 150 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Applicant shall have capability and capacity to perform in strict compliance with the Airport Safety Standard as defined; 2. The airport structure, location, construction and management shall be undertaken in strict compliance with the relevant laws and shall be inspected of their readiness and compliance with the relevant authorities.	
<b>Is there any reason for the authority to deny</b>	Deny in case that the applicant cannot meet with the required standards or their operation is likely to cause any potential risk.	

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to renew the formality?	Relevant laws do not define the validity period but the authority informed that this Formality shall be renewed every 24 months by submitting all the required documents in the same manner as the first application of this Formality.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	3000000.00	2000000.00	0.00	5000000.00
Comments	Reference: Presidential Edit 003/PR			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	500000.00	0.00	50000.00	550000.00
Comments	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຸ	19.05.2005	Part II Civil Aviation Chapter 3 Airport Article 21 and 22

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to approve the Environmental and Social Impact Assessment	
Environmental and Social Impact Assessment	
Construction Layout	
Certificate for Enterprise Registration of Company Limited	
Airport Regulations	ລະບຽບການຕຸ້ມອງຄອງສະໜາມບິນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Aerodrome Inspection Manual	Department Guideline	aerodrome-inspection-manual-fina... 5a4d94f616924.pdf
Manual of Aerodrome Certification Procedure	Department Guideline	manual-aerodrome-certification... 5a4d955faf7d7.pdf
Standards of the Aerodrome	Department Guideline	mos-chapter-7-obstacle-restric... 5a4d96044cca7.pdf

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish an Assets Evaluation Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
BoL-LSCO-15	27.12.2017	Lao Securities Commission Office

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	K - Financial and insurance activities
<b>Purpose for enforcing the business formality</b>	Assets evaluation relating to securities work would primarily relate to the evaluation of the total assets of the listed company or the securities-issuing companies and because the total value of the assets in that listed company would be the major factor for the consideration to invest in those companies, if the evaluation was undertaken by the unqualified or unexperienced service provider, it would subsequently cause risk and impact on the investors who are the general public. Therefore it is necessary to control the quality and require the application for the operating license.
<b>Who should complete this business formality?</b>	The Company aims to provide asset evaluation services related to securities work in Lao PDR, including assets evaluation for securities-issuing company, listed companies, securities intermediaries and other related authorities.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.lsc.gov.la">http://www.lsc.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Provision of the assets evaluation without getting the prior approval shall be subject to penalty of 100 Million LAK. 2. Assets evaluation that does not relate to securities shall get the approval from other lined agencies.

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get</b>	1. Having the minimum registered capital of 500 Million LAK 2. Being listed in the Assets Evaluation Company of the International Organisation of Securities

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>the formality</b>	Commission or the Assets evaluation Company from a country that has the MOU with LSCO 3. Having reputation and experiences in assets evaluation 4. Having the guaranteed and standardised internal management system 5. Having at least 2 assets evaluators that has the certification for the ability to conduct assets evaluation issued by the authorities or the Assets Evaluation Association, either domestically or internationally. 6. Having good financial conditions
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	In case of the applicant does not have the required qualification or does not meet the required conditions.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken at least 45 days before the expiry of the Formality.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	20000000.00	0.00	20000000.00
<b>Comments</b>	Reference: LSCO Regulations No. 003/LSCO			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	10000000.00	10000000.00	20000000.00
<b>Comments</b>	The renewal fee (Annual Management Fee) will be exempted if in that year, no agreement to provide assets evaluation service was entered into between that enterprise and the client.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Regulation on Approval of an Asset Evaluation Company	003/ອຄຊ	08.12.2015	Chapter 2 Approval of the Assets Evaluation Company (Article 4 to 7, Article 10 to 12)

REQUIRED DOCUMENTS	
Document Name	Comment
Certification of Financial and Asset / Financial Statements	ເອກະສານລາຍງານການເງິນ 1 ປີຄົ້ນຫລັງ ກ່ອນການຍື່ນເອກະສານປະກອບການຂໍຮັບຮອງ ຍົກເວັ້ນບໍລິສັດທີ່ສ້າງຕັ້ງຂຶ້ນໃໝ່
Curriculum vitae of Technical Staffs	ຊີວະປະຫວັດຫຍໍ້ຂອງຜູ້ປະເມີນມູນຄ່າຊັບສິນ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Business Plan	ແຜນການ ກ່ຽວກັບ ການເຄື່ອນໄຫວທຸລະກິດຂອງຕົນ ຢູ່ ສປປ ລາວ 3 ປີຕໍ່ໜ້າ ພາຍຫລັງທີ່ໄດ້ຮັບການຮັບຮອງເປັນຕົ້ນໄປ
Article of Association	ສໍາເນົາກົດລະບຽບຂອງບໍລິສັດປະເມີນມູນຄ່າຊັບສິນ
List of Employees	ລາຍຊື່ພະນັກງານວິຊາການດ້ານການປະເມີນມູນຄ່າຊັບສິນທີ່ມີໃບຢັ້ງຢືນຜ່ານຫຼັກສູດການປະເມີນມູນຄ່າຊັບສິນ ຫຼື ໃບຢັ້ງຢືນຜູ້ປະເມີນມູນຄ່າຊັບສິນຈາກອົງການຄຸ້ມຄອງວຽກງານຫຼັກຊັບ ແລະ ສະມາຄົມປະເມີນມູນຄ່າຊັບສິນທີ່ກ່ຽວຂ້ອງຈາກພາຍໃນ ຫຼື ຕ່າງປະເທດ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LIST OF ATTACHED DOCUMENTS		
Application Form	Application form	599be439742e4.pdf

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Fuel Storage Renting Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-DTD-23	09.01.2018	Domestic Trade Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	D - Electricity, gas, steam and air conditioning supply
<b>Purpose for enforcing the business formality</b>	Fuel is one of the key production factor of Lao economic; therefore, it is necessary to manage and control the business relating to fuel, including the fuel storage renting business that shall also need to be monitored of their statistics and storage.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a fuel storage renting business.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	25	After receipt the complete package of documents, the Ministry of Industry and Commerce shall coordinate with the lined agencies to conduct site inspection within 5 working days and if the applicant passes the site inspection and document review, this Formality shall be issued within 20 working days.

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Qualifications needed by the business to get the formality</b>	1. Having registered capital of more than 2 Billion LAK and working capital of 500 Million LAK; 2. Having storage that can contain fuel of more than 500 litre; 3. Having experienced staff or staff that passed the training on fuel safety at least 1 person per storage.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant fails to meet the required conditions or qualifications.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	36
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	0.00	0.00	0.00
<b>Comments</b>	This Formality just becomes effective so no fee is defined in any legal documents and the relevant authority have not made a final decision on the applicable fee just yet.			

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Decree on Fuel Business	331/ນຸ	27.10.2017	Part II Establishment and Operation of Fuel Business Chapter 1: Establishment of Fuel Business (Article 6 - 8) Chapter 5: Operation of Fuel-related Service Business (Article 30 - 33)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certification of Financial and Asset / Financial Statements	
Certificate for the Membership Enrolment in Fuel Association	
Certificate of Fire Safety Inspection for Fuel Storage	
Certificate to approve the Environmental and Social Impact Assessment	
Permit to Construct a Building Structure	
Certificate for the Issuance of the Tax Identification Number	
Certificate for Enterprise Registration of Company Limited	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016		

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate ICT Training Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-DICT-37	17.01.2018	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure standardisation of the services with an aim to ensure the rights and benefits of the users and general public
<b>Who should complete this business formality?</b>	Any person or any legal entity who intends to carry out business of providing training on ICT (training of long or short courses of ICT training).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Operate this business without prior approval shall be subject to penalty of 10,000,000 LAK 2. Failure to renew the Formality within 30 days as the deadline shall be subject to penalty of 1,000,000 LAK

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. Having a specific location with classroom suitable for the training; 2. Having modern, appropriate and sufficient training equipment; 3. Training courses shall be modernised and meet the international standards; 4. Having a clear and definite training curriculum that shall be verified and approved by the Post, Telecommunication and Communication sectors and other lined agencies; and 5. Having the technical staffs that meet the following requirements: the specialists who have good specific ITC-related knowledge; passed the teaching course from the education institution; and have experience and certificate assuring the

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	competence to train the specific field that they will provide to the public.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be done 30 days prior to the expiration date.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	200000.00	100000.00	100000.00	400000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Information and	02/ສພຸ	11.07.2016	Part V ICT Business Activities Article

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

LEGAL FRAMEWORK			
Communications Technology			35 to Article 38
Order on the Operation of the ICT Consulting and Training Business	295/ປທສ	10.02.2017	Chapter 2 License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Location Confirmation of Enterprise	
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ເຕັກນິກ
Curriculum vate	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	3

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ອະນຸຍາດດໍາເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	59f6d410465f3.pdf



