

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish a Housing Surveys, Design and Consultant Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
VCPG-PWTD-5	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	F - Construction
Purpose for enforcing the business formality	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.
Who should complete this business formality?	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.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	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	
Time it takes to the authorities to process the formality	21
Qualifications needed by the business to get the formality	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.
Is there any reason for the authority to deny the issuing of the formality?	Deny in the case that applicant cannot comply with required conditions or qualifications.

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 undertaken from 1 January to 31 March in every year, no matter the fact which month this Formality is 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	150000.00	800000.00	0.00	950000.00
Comments	Reference: the regulation of division (different from 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	Total renewal fees businesses need to disburse

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
Comments	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 ອາຄານຫ້ອງການ (ພະແນກ ຍທຂ)
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງການ ຫຼື ສາງ
Employment Contract	

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REQUIRED DOCUMENTS	
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	ສຳນຳບັດປະຈຳຕົວ 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

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	156
2016	42	128

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form for Establishment and Operation of Building Surveys and Design Business	Application form	application-form-establishment... 59bf83ecdafbc.pdf