

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

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

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	P - Education
Purpose for enforcing the business formality	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
Who should complete this business formality?	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
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	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.
Qualifications needed by the business to get the formality	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	

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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.
Is there any reason for the authority to deny the issuing of the formality?	Reject if the applicant cannot meet the required qualification or conditions as define under the relevant law.

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?	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				
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	500000.00	0.00	500000.00
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	500000.00	0.00	500000.00

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RENEWAL FEES	
Comments	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