

**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	

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<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	ສໍາເນົາປັດປະຈຳຕົວ 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