

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate a Pawnshop Business	
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	https://www.bol.gov.la/laoweb/microfinancelao4.html
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 /	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the formality	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.
Is there any reason for the authority to deny the issuing of the formality?	Deny if the applicant cannot meet the required considerations or qualifications defined.

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?	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				
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	2500000.00	500000.00	0.00	3000000.00
Comments	Referring to Agreement No. 926/BOL, dated 11 November 2015			

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

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RENEWAL FEES	
Comments	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: - ໃບສະຫຼຸບຊັບສິມບັດ - ແຜນຄາດຄະເນລາຍຮັບ - ລາຍຈ່າຍ 3 ປີທຳອິດ - ໃບລາຍງານຊັບສິມບັດຄົງທີ່ ພ້ອມຕາຕະລາງການຄິດໄຫລໜັກຄ່າຫຼ້ຍຫ້ຽນ

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REQUIRED DOCUMENTS	
Designation Letter of the Focal Person	ໃບແຕ່ງຕັ້ງມອບກຳມະສິດ ຜູ້ຕາງໜ້າຜົວຜັນວຽກງານນຳທະນາຄານແຫ່ງ 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