

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	Registration of Document	
Type of formality	Registration	
Formality Code	Date of last modification	Responsible Authority
MoF-SAMD-3	05.01.2018	State Asset 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 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.
Who should complete this business formality?	Any individual or the legal entity that intends to effectuate their documents under Lao PDR laws
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	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
Qualifications needed by the business to get the formality	All documents submitted for registration shall be entered into pursuant to the relevant laws and regulations and shall be certified by the competent authorities.	
Is there any reason for the authority to deny the issuing of the formality?	Will be denied only in case that the document submitted does not meet the require conditions or are incomplete.	

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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	30000.00	0.00	0.00	30000.00
Comments	<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				
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

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RENEWAL FEES				
NO	0.00	0.00	0.00	0.00
Comments				

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