

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Certificate for the Establishment of Branch of Lao Enterprise</b>	
<b>Type of formality</b>	Certificate	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolC-ERMD-15	01.11.2017	Enterprise Registration and Management Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices, Online
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Issue this Formality as the evidence for the general public that this branch has been established and this Formality will inform the general public of the name of the parent company that shall take full responsibility and liability for the performance of the branch.
<b>Who should complete this business formality?</b>	Legal entity that has been fully incorporated in Lao PDR and intends to establish a Branch (an integral business parts of their enterprise that is not separated as a new legal entity) in Lao PDR.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.erm.gov.la">www.erm.gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	A branch of the Lao enterprise can only be established if the Enterprise Registration Certificate of the parent company already included this proposed branch therein as endorsed by the Enterprise Registration Officer where such enterprise is located.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	The relevant legal act does not define the review period for this Formality but the authority informed that the normal review period will not exceed 5 working days.
<b>Qualifications needed by the business to get the formality</b>	The operation of the proposed branch shall not exceed the designated scope defined in writing by the parent company; shall not exceed the scope of business operation that the parent company is entitled to conduct; and shall comply strictly with the requirements under other legal acts (i.e. in case of Lao reserved business, the employee in such branch shall all be Lao).	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the operation of such branch does not comply with the scope and requirements or in case of the branch that will operate in the controlled sectors, the application shall be denied if the lined technical agency does not give a consent to the establishment of such branch.

RENEWAL INFORMATION	
<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>	

ISSUING FEES				
<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	10000.00	100000.00	0.00	110000.00
<b>Comments</b>	Reference: Notice No. 1617/MOIC, Dated 28/08/2013			

RENEWAL FEES				
<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>				

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Enterprises (Revised)	46/ສພຊ	26.12.2013	Article 40 Branches of Partnership Enterprise

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LEGAL FRAMEWORK			
Instruction on the Establishment of a Branch by the Enterprise in Lao PDR	1641/ອຄ.ທ ຄວ	11.09.2014	C. The Establishment of Enterprise's Branch of Foreign Legal Entity

REQUIRED DOCUMENTS	
Document Name	Comment
Assignment Letter from the Parent Company to a Branch	
Copy of Passport of the Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ຄັດຕິດປັດປະຈຳຕົວຜູ້ຮັບສັນທະໃຫ້ມາພົວພັນເອກະສານ
Certificate for Enterprise Registration of Company Limited	
Location Confirmation of Enterprise	ແບບຟອມຂອງກົມທະບຽນ ແລະ ຄຸ້ມຄອງວິສາຫະກິດ
List of Employees	ບັນຊີຈຳນວນພະນັກງານຂອງສາຂາ ເຊັ່ນໂດຍຜູ້ອຳນວຍການ ຫຼື ຜູ້ຈັດການ ຂອງວິສາຫະກິດແມ່ ໃນນີ້ປະກອບດ້ວຍ: ຊື່ ແລະ ນາມສະກຸນ, ສັນຊາດ, ຕຳແໜ່ງ (ຖ້າເປັນຄະນະສາຂາ) ພ້ອມສຳເນົາປັດປະຈຳຕົວຂອງແຕ່ລະຄົນ, ໃນກໍລະນີຈ້າງຄົນຕ່າງປະເທດ ຕ້ອງຜ່ານຂັ້ນຕອນການພິຈາລະນາຕາມລະບຽບກົດໝາຍທີ່ຖືກຕ້ອງ
Photograph	ຮູບຫົວໜ້າສາຂາ ຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ (ຖ່າຍບໍ່ເກີນ 3 ເດືອນ)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form for the Establishment of a Branch	Application form	application-form-for-the-estab... 59e9c38349bbb.pdf