

**Datasheet for business formalities.**

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

LIST OF ATTACHED DOCUMENTS		
Draft Decree on promotion and Management of Special Economic Zone	Government Decree	draft-decree-on-promotion-and-... 59f04a2fb96cf.pdf

REGISTRATION DATA		
Name of formality	License to Establish a Representative Office	
Type of formality	Other	
Formality Code	Date of last modification	Responsible Authority
MoPI-IPD-3	27.12.2017	Investment Promotion 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 acknowledge the establishment and the legitimate rights of the Representative Office under Lao PDR laws.
Who should complete this business formality?	Foreign enterprise that intends to establish a representative office that is the office representing the parent company in the study of investment opportunities and the coordination with any party in Lao PDR.
The formality has online information?	YES
Link to online information	<a href="http://www.investlao.gov.la">www.investlao.gov.la</a>
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	15
Qualifications needed by the business to get the formality	1. The business area that the representative office will focus on operate in Lao PDR shall be in consistent with the business operation of the parent company; 2. The parent company shall be legally established in other country for the period of

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	more than 1 year.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant does not have the required qualifications or does not meet the required conditions.

<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>
YES	12
<b>What is the process and conditions to renew the formality?</b>	This Formality can only be renewed twice (1 year validity each).

<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	250000.00	70000.00	50000.00	370000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the total fee is 370,000 LAK.			

<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>
YES	70000.00	30000.00	0.00	100000.00
<b>Comments</b>	Relevant laws and regulations (including Presidential Edict) do not define the applicable fee but the authority informed that the renewal fee is 100,000 LAK per time.			

<b>LEGAL FRAMEWORK</b>
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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Promotion of Investment (Revised)	14/ສພຊ	17.11.2016	Chapter 7 (Article 55 and 56)

REQUIRED DOCUMENTS	
Document Name	Comment
List of Asset	ລາຍຊື່ຊັບສິນຂອງຫ້ອງການຜູ້ຕາງໜ້າ (ຊັບສິນຄົງທີ່)
Power of Attorney	ໃບມອບສິດຈາກບໍລິສັດແມ່ ໃນການຂໍສ້າງຕັ້ງຫ້ອງການຜູ້ຕາງໜ້າຢູ່ ສ ປປ ລາວ ພ້ອມທັງລະບຸບຸກຄົນທີ່ໄດ້ຮັບການແຕ່ງຕັ້ງເປັນຜູ້ຕາງໜ້າ
Article of Association	ກົດລະບຽບຂອງຫ້ອງການຜູ້ຕາງໜ້າ (ແບບຟອມຂອງກົມສິ່ງເສີມການລົງທຶນ)
List of Employees	ລາຍຊື່ພະນັກງານ ພ້ອມລະບຸເງິນເດືອນ
Location Map of the Enterprise	ແຜນທີ່ຕັ້ງຫ້ອງການ ໂດຍມີການເຊັນຢັ້ງຢືນຈາກອຳນາດການປົກຄອງບ້ານ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງການ ພ້ອມດ້ວຍໃບຮັບເງິນຂອງການເສຍອາກອນຄ່າເຊົ່າ
Financial Certification and active bank balance statement of at least 90 days backwards	ເອກະສານລາຍງານທາງດ້ານການເງິນຂອງບໍລິສັດແມ່
Application Form	ຄໍາຮ້ອງຂໍສ້າງຕັ້ງຫ້ອງການຜູ້ຕາງໜ້າ (ແບບຟອມຂອງກົມສິ່ງເສີມການລົງທຶນ)
Copy of Enterprise Registration Certificate	ສໍາເນົາໃບທະບຽນວິສາຫະກິດຂອງບໍລິສັດແມ່ ທີ່ມີການຢັ້ງຢືນຄວາມຖືກຕ້ອງ ແລະ ມີຜົນບັງຄັບໃຊ້ໄດ້
Curriculum vate	ຊີວະປະຫວັດຫຍໍ້ຂອງຜູ້ທີ່ຖືກແຕ່ງຕັ້ງ
Copy of Passport	ສໍາເນົາໜັງສືຜ່ານແດນຂອງຜູ້ທີ່ຖືກແຕ່ງຕັ້ງ

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 Opening of a Representative office	Application form	rep-office-form-lao-eng 59c24b6288462.doc