

**Datasheet for business formalities.**

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

REGISTRATION DATA		
<b>Name of formality</b>	<b>Approval of the Internal Labour Regulation</b>	
<b>Type of formality</b>	Other	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-LMD-3	23.08.2017	Labour Management 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 ensure that the labour unit will comply with the Labor Law in providing protection to the employee's rights and benefit. The internal labour regulation will only be effective upon the approval.
<b>Who should complete this business formality?</b>	Any enterprise that has employees
<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>	After the approval of the Internal Labour Regulation, the labour unit shall disseminate the internal labour regulation to their employees.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	60	The relevant laws and regulations do not define the review period but the authority informed that the normal review period will not exceed 60 working days.
<b>Qualifications needed by the business to get the formality</b>	The content of the internal regulation prepared and submitted shall include the minimum protection defined under the Labour Law. In other words, the internal regulations can provide more or more favourable protection than what the law defined but it cannot waive or exempt any protection that the law prescribed.	
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the internal labour regulation submitted are not in compliance with the requirements under the relevant laws and regulations.	

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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>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Same process for the first approval but the labour unit would be required to update the internal regulations.

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	100000.00	0.00	15000.00	115000.00
<b>Comments</b>	Referring to Presidential Edict 03/PR			

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>
YES	100000.00	0.00	15000.00	115000.00
<b>Comments</b>	Referring to Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Article 63 to Article 65

REQUIRED DOCUMENTS	
Document Name	Comment
Evidence for Employee Income Tax Payment	ບັນຊີເບີກຈ່າຍເງິນເດືອນສຸດທ້າຍ ແລະ ໃບເສຍອາກອນເງິນເດືອນ (ເດືອນສຸດທ້າຍ)

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REQUIRED DOCUMENTS	
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	146	80

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Template of the Internal Labour Regulation	Application form	5992802b87093 59964579da6a3.pdf