

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	Request for Importation Quota of Foreign Labour	
Type of formality	Other	
Formality Code	Date of last modification	Responsible Authority
MoLSW-SDED-5	11.09.2017	Skill Development and Employment Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	Labor law emphasises that the Government give high priority to the use of Lao labour force before the foreign labor force; therefore, it is necessary to request the business to get a quota for the importation of foreign worker and get the approval to avoid the illegal importation of foreign labour that would reduce the job opportunity of the Lao labor
Who should complete this business formality?	Any entity that intends to import and use the foreign labours.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	In case that the foreign labour will be used at the province, the application shall be reviewed and commented by the Provincial Department of Labour and Social Welfare where the unit labour is situated.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	15	Review period shall not exceed 3 weeks.
Qualifications needed by the business to get the formality	The import and employment quotas must comply with the maximum percentage set by the Labor Law, which is less than 15% of the total number of workers for unskilled labour and 25% for those with specific skilled labour. For a large project, a government priority project that has the investment period of less than 5 years, they shall be entitled to the quota as agreed between the investor and the	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	government.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the proposed quota does not comply or exceed the limitation defined under the Labour Law.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	No renewal for the foreign quota so the investor shall request for this Formality again every year.

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	50000.00	0.00	10000.00	60000.00
Comments	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

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
NO	0.00	0.00	0.00	0.00
Comments				

LEGAL FRAMEWORK			
Name	Number	Date	Comment

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LEGAL FRAMEWORK			
Order on the Permission to Import Foreign Labour to Work in Lao PDR	5418/ຮສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of Foreign Labour to work in Lao PDR Article 4 and 6 Chapter III Rights to Approve the Importation and Utilisation of the Foreign Labour Article 10, Chapter IV Registration and Issuance of the Work Permit for Foreign Labour Article 17
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45) Part IV Labour Protection Chapter 5 Foreigner Labour in Lao PDR (Article 68 revised)

REQUIRED DOCUMENTS	
Document Name	Comment
The Plan to use Foreign Employees	ແຜນການນຳໃຊ້ຜູ້ອອກແຮງງານຕ່າງປະເທດ
License to Operate a Industrial and Handicraft Processing Plant	ສຳເນົາໃບອະນຸຍາດສ້າງຕັ້ງໂຮງງານ ຫຼື ບໍລິສັດ
License to Invest in Concession Business	ສະບັບສຳເນົາ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Certificate for the Issuance of the Tax Identification Number	ສຳເນົາສີໃບທະບຽນອາກອນ ລວມທັງ ອາກອນເງິນເດືອນທີ່ມີລາຍຊື່ຈຳນວນພະນັກງານລາວເດືອນຫລັງສຸດ (ພ້ອມທັງ ເອົາໃບແທ້ມາໃຫ້ພະນັກງານກວດພ້ອມ)
Certificate for Enterprise Registration of Company Limited	ສຳເນົາສີ ທັງດ້ານໜ້າ ແລະ ດ້ານຫລັງ ຫຼື ໃບສັນຍາຮັບເໝົາໂຄງການໂດຍມີການຍັ້ງຢືນຈາກເຈົ້າຂອງໂຄງການທີ່ກ່ຽວຂ້ອງ(ຕໍ່າມີ)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	49411	0

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LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application for the Quota for Importation of Foreign Labour	Application form	59af7800cd6dd.pdf