

**Datasheet for business formalities.**  
**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Accounting Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoF-AD-11	04.01.2018	Accounting Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	Since the accounting is one of key work for every enterprise for the monitoring and inspection of their financial status and for the government's inspection, it is necessary to control and guarantee the quality of the accounting enterprise that will provide those accounting services.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate the Accounting Enterprise that provides the service of: (i) giving advice relating to the accounting system and preparation of financial statement; (ii) giving advice relating to accounting and accounting standards; (iii) giving advice on accounting management; (iv) giving short-term training on accounting; and (v) other services relating to accounting work.
<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>	

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	Ministry of Finance will issue this Formality within 10 working days from the receipt of the investment application from the Industry and Commerce authorities.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be the accounting expert; 2. The applicant shall be a member of Chamber of Accounting and Audit; 3. The applicant shall not be a government officer, owner, shareholder or employee in other auditing enterprise; 4. The applicant shall never convicted or adjudicated to commit any	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	crime relating to embezzlement or other financial / accounting crime; 5. The enterprise shall have at least 3 accounting expert with at least a High Diploma.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant do not have the required qualification.

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	12
<b>What is the process and conditions to renew the formality?</b>	The relevant law does not define the validity period but the Department informed that the auditing enterprise shall submit the annual performance report to the Department.

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	250000.00	600000.00	0.00	850000.00
<b>Comments</b>	Reference: Presidential Edict No. 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	250000.00	0.00	0.00	250000.00
<b>Comments</b>	According to the Authority's comments			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>

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LEGAL FRAMEWORK			
Law on Independent Audit	51/ສພຊ	22.07.2014	Part IV Accounting and Audit Enterprise Article 40, 41, 42, 45, 46, 47, 48

REQUIRED DOCUMENTS	
Document Name	Comment
Power of Attorney	ໃບມອບສິດໃຫ້ບຸກຄົນທີ່ຮັບຜິດຊອບພົວພັນເອກະສານ (ຖ້າມີ)
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາສ້າງຕັ້ງບໍລິສັດຂອງຂາຮຸ້ນ (ຖ້າມີ)
Evidence of Capital Contribution	
Location Map of the Enterprise	
Curriculum vate	ຊີວະປະຫວັດລະອຽດ; ໃບຢັ້ງຢືນການຜ່ານງານ (ບັນຊີ ແລະ/ຫຼື ກວດສອບ)
Certificate of Delegation from Accounting Parent Company	ເອກະສານຢັ້ງຢືນການມອບສິດ ຫຼື ຖ່ານໂອນຕ່າງໆຂອງບໍລິສັດແມ່ (ຖ້າມີ); ໃບແຕ່ງຕັ້ງບຸກຄົນຮັບຜິດຊອບ, ຮັບໜ້າທີ່ປະຈຳຢູ່ ສປປ ລາວ ຂອງບໍລິສັດແມ່ (ຖ້າມີ)
Business Operation Report of the Parent Company for the Importation of Medicine	ຖ້າມີ
Copy of ID / family registry / passport of Investor	ສຳເນົາບັດປະຈຳຕົວ ຫຼື ໜັງສືເດີນທາງ, ສຳເນົາສຳມະໂນຄົວ
Address Certification	
Photograph of the Managing Director	ຮູບຖ່າຍບໍ່ເກີນສາມເດືອນ ຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ
Feasibility Study	ບົດວິພາກເສດຖະກິດແຜນການ 3 ປີ
Article of Association	
Criminal Certificate	ໃບແຈ້ງໂທດເລກທີ 3
Certificate of Auditor	
Education Qualification Evidence	ໃບປະກາສະນິຍະບັດວິຊາສະເພາະ

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

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STATISTICS (Issue or/and renewed number)		
2016	6	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ	Application form	599a5c5c2178f.pdf
ຊື່ວະປະຫວັດຂອງທີ່ປຶກສາບັນຊີ	Application form	599a5d0196d1a.pdf
ໃບອະນຸຍາດດໍາເນີນທຸລະກິດບັນຊີ	Example of resolution	5a45c3107586f.pdf