

**Datasheet for business formalities.**

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

REGISTRATION DATA		
<b>Name of formality</b>	<b>Licenses to Establish a Vocational Education Institute</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-VED-6	04.01.2018	Technical and Vocational Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	For establish of the Vocational Education for the purpose of conducting teaching-learning, curriculum, administration, administration, and issuing certificates for students to ensure their students' ability and knowledge, they need to be able to control the quality of the educational environment to ensure the avoidance of poor quality education.
<b>Who should complete this business formality?</b>	Any person or individual who intends to establish a Vocational College that is the education institution or training centre that provide the education to produce labor force that have the required skills at the Fundamental Vocational Levels; the Immediate Vocational Levels; and the High Vocational Levels.
<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>	1. The application of this Formality shall be undertaken before the open of the new term; 2. In addition to this Formality, before the use / implementation of the curriculum, the approval of such curriculum shall also be applied for.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 30 working days; provided that the Department shall also get the technical comments from other relevant authorities (i.e. Quality Standard Centre, Provincial Department of Education and Sports, etc.)
<b>Qualifications needed by the business to get</b>	The applicant shall comply with 12 Standards and 45 Indicators defined in the	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>the formality</b>	Quality Standard of the Vocational Education.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the Minister or Vice Minister of Ministry of Education and Sports considers that the applicant does not have the required qualifications and disapprove the application.

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	36
<b>What is the process and conditions to renew the formality?</b>	Applicant shall submit the self-assessment report of their business operation; curriculum; the existing Formality; Enterprise Registration Certificate; and Annual Tax Payment Certificate

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	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: 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	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Education (Revised)	62/ສພຸ	16.07.2015	Article 15, 16, 31, 62.

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LEGAL FRAMEWORK			
Law on Vocational Education	42/ສລຸ	23.12.2013	Part III Vocational Education Institution (Articles 32 to Article 38) Part VII Investment in Vocational Education (Article 79)

REQUIRED DOCUMENTS	
Document Name	Comment
Organization Chart of the Enterprise	
Certificate to confirm Land Ownership	
Permit for Foreign Labour to Work in Lao	ສໍາເນົາບັດແຮງງານຂອງແຮງງານຕ່າງປະເທດທັງໝົດ
Lease Agreement for the Office Location	
Address Certification	This letter should not over 3 months
Site Inspection report	This letter will provide by Ministry of Education and Sports.
Location Confirmation of Enterprise	
Map of building and class	
Regulation of school, teacher, administrative staff, student and ect.	
Confirmation of resignation from being government officer( In case the previous is the government officer)	
Certification of Financial and Asset / Financial Statements	
Certification of Health	This letter should not over 3 months
Map of Center/Institution/College/School	
Education Qualification Evidence	And Score evidence
Employment Contract	In case the owner of college is not the director
Copy of Passport of the Managing Director	In case of the director is foreigner
Photograph of the Managing Director	not over 3 months
Criminal Certificate	
Letter of appoint school director and broad director	

**STATISTICS (Issue or/and renewed number)**

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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	0	70

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form	Application form	59a52b600825f.pdf