

**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 Translation Company</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-9	30.10.2017	Publication 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>	In order to ensure that the translation company will provide good, quick and qualified translation service.
<b>Who should complete this business formality?</b>	Any person or legal entity who intends to establish translation company that will provide translation service from one language to another either by verbally, in writing or printing and the user will pay the service fee for the translation as agreed.
<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. Translation company shall be supervised, approved and monitored by the Department of Publication at the central level; 2. Failure to commence their business operation within 1 year will be subject to sanction.

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 will not exceed 30 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Having at least 3 staffs in the company and shall either be (i) 100% domestic-owned company or joint venture between domestic and foreign investors; 2. Head of the company shall have the following qualifications: (i) being Lao citizen and more than 25 years old; (ii) having knowledge and expertise in translation field, graduated High Diploma in translation and having working experience certificate for the translation work; (ii) having competence in managing the translation company; and (iii) never being imprisoned from the intentionally	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	wrongful cause
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

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>	

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	50000.00	10000.00	60000.00
<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	50000.00	10000.00	60000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR,			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of	65/ຖອ	27.01.2010	Chapter 3 The License for

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LEGAL FRAMEWORK			
Translation Service			Translation Service (Article 10) Chapter 4 Qualification of the Translator (Article 13) Chapter 7 Management and Monitoring of Translation Service (Article 24)
Instruction Implementing the Order on the Management of the Translation Service in Lao PDR	59/ຫກຖວ	25.03.2010	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Education Qualification Evidence	ລະດັບວິຊາການ, ລະດັບພາສາຕ່າງປະເທດ, ໃບຢັ້ງຢືນປະສົບການບໍລິການແປພາສາ ແລະ ປະສົບການດ້ານອື່ນທີ່ກ່ຽວພັນກັບການແປພາສາ
Feasibility Study	ບົດວິພາກເສດຖະກິດທີ່ບໍ່ຢັ້ງຊື່ຂອງບໍລິສັດ ເປັນພາສາລາວ ແລະ ພາສາສາກົນ, ເປົ້າໝາຍ, ພາສາທີ່ສາມາດແປໄດ້, ຈຳນວນບຸກຄະລາກອນປະຈຳ, ທຶນໝູນວຽນ, ຊັບຄົງທີ່, ຜົນໄດ້ຜົນເສັຍ, ແຜນຄາດຄະເນລາຍຮັບ-ລາຍຈ່າຍ, ກຳໄລຕໍ່ເດືອນ, ທີ່ຕັ້ງ, ແຜນວາດຂອງບໍລິສັດ.
Criminal Certificate	1 version
Location Map of the Enterprise	1 version
Copy of ID card or Family book of Managing Director	1 version
License to Invest in the Controlled Business	For foreigner only (1 version)
Photograph of the Managing Director	2 Photograph side 3x4
Address Certification	1 Version
Curriculum vate	1 Version

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	2

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application	Application form	59a52975d90ea.pdf