

All business operations in Lao PDR are required to register and obtain investment or business operating licenses.

Enterprises that have obtained investment or business operating licenses, or have business activities specified on the back of their Enterprise Registration Certificate are allowed to operate business activities in accordance with the laws and regulations.

An Enterprise Registration Certificate may have multiple investment or business operating licenses.

Investors (whether foreign or domestic) intending to establish and operate businesses in Lao PDR shall comply with conditions and procedures for each type of business as follows:

1. Business activities that are on the controlled list and under concession shall comply with the Law on Investment Promotion.

2. Business activities that are not included on the controlled list are required to comply with procedures as defined in the Enterprise Law:

- For business activities that are not required to apply for a business operating license, the enterprise registrar shall specify business activities on the back of the Enterprise Registration Certificate;

- For business activities that are required to apply for a business operating license, the enterprise registrar shall issue an Advice Letter that instructs an enterprise to cooperate with relevant agencies to apply for a business operating license, where business activities would not be specified on the back of the Enterprise Registration Certificate.

## **I. Enterprise Registration**

### **A. Allocation of Responsibility for Enterprise Registration**

1. Central level (the Department of Enterprise Registration and Management) processes applications for enterprise registration with regard to the establishment of a foreign legal entity branch, state-owned enterprise, partnership, company and individual enterprise with registered capital of 500 million kip or higher that has a business address in Vientiane Capital and other provinces where necessary, which is subject to specific notification in each period;

2. Provincial level (the Provincial Department of Industry and Commerce) processes applications for enterprise registration with regard to the establishment of a state-owned enterprise, partnership, company (except public company), and individual enterprise with registered capital of 500 million kip or higher that has a business address in Vientiane Capital or particular province;

3. District level (the District Office of Industry and

Commerce) processes applications for enterprise registration with regard to the establishment of a cooperative enterprise and individual enterprise with registered capital of 500 million kip or lower that has a business address in particular district or city.

### **B. Documents Required for Enterprise Registration**

#### **Documents Required for Registration of an Individual Enterprise:**

1. Application form for individual enterprise establishment;

2. List of business activities that are proposed to operate.

#### **Documents Required for Registration of a Partnership or Company:**

1. Application form for partnership or company establishment;

2. List of business activities that are proposed to operate;

3. An agreement of enterprise establishment (except sole limited company).

A legal entity that applies for enterprise registration shall submit power of attorney from its parent enterprise.

In the list of proposed business activities, an investor must identify: 1) Business activities on the controlled list in accordance with Decree No. 03/PM, dated 10 January 2019; and 2) Business activities that are not classified on the controlled list in accordance with the regulations of relevant agencies. The investor must also consider: 1) Business with conditions for foreign investors; 2) Reserved business for Lao citizens; and 3) Prohibited business.

In addition to the above-mentioned documents, the investor will have to provide necessary documents as defined in the specific forms with some attachments listed in the notes of those documents.

### **C. Procedures and Timeframe for Processing Applications and Issuing Enterprise Registration Certificate**

1. Prepare documents and submit to the Industry and Commerce Sector based on allocation of responsibility for enterprise registration as defined in clause (A);

2. After receiving documents, enterprise registrar shall complete accuracy check of the documents as stipulated in Article 12 of Decision No.0023/MOIC.DERM, dated 9 January 2019 within one hour and shall immediately notify the applicant according to each of the following cases:

2.1 If the application is complete and accurate, the enterprise registrar shall provide an acknowledgement of receipt. This shall include the date, time of receipt of application and the

appointment date for receipt of Enterprise Registration Certificate not later than 10 working days from the date of issuing the acknowledgement of receipt.

2.2 If the application is incomplete or inaccurate, the enterprise registrar shall immediately notify and advise the applicant how to correct the application, by indicating the points that must be corrected or improved. The registrar shall sign this instruction document. When the application is complete and correct, the procedures and timeframe defined in clause 2.1 above shall be applied.

### **D. Service Charges and Fees for Issuing Enterprise Registration Certificate**

#### **1. Service Charges**

##### **1.1 Cost of Application Form:**

Description	Cost (LAK)
- Individual enterprise	10.000
- Ordinary partnership	60.000
- Limited partnership	60.000
- Limited company	60.000
- Sole limited company	50.000
- Public company	60.000
- Cooperative enterprise	60.000
- Branch (foreign legal entity)	10.000
- Changes to the contents of Enterprise Registration Certificate	10.000

##### **1.2 Fees:**

Description	Cost (LAK)
- Printing of Enterprise Registration Certificate	30.000/1 set
- Approval of changes to the contents of Enterprise Registration Certificate	30.000/1 set
- Registration for establishment of branch	100.000/branch
- Registration for temporary or permanent dissolution of the enterprise	50.000/time
- Registration for completion of liquidation	50.000/time
- Photocopying relevant documents	2.000/1 sheet

## 2. Fees for Issuing Enterprise Registration Certificate

Description (LAK)	Cost (LAK)
- Under 1.000.000	No charge
- More than 1 million to 10 million	20.000
- More than 10 million to 20 million	50.000
- More than 20 million to 50 million	100.000
- More than 50 million to 100 million	300.000
- More than 100 million to 400 million	500.000
- More than 400 million to 1.000 million	1.000.000
- More than 1.000 million to 10.000 million	2.000.000
- More than 10.000 million to 20.000 million	3.000.000
- More than 20.000 million	5.000.000

Business registration forms and detailed information can be downloaded at [www.ned.gov.la](http://www.ned.gov.la)

## II. Application for Business Operating License

### 1. Timeframe for Application for Business Operating License

Within 90 days of receiving the Enterprise Registration Certificate, the respective enterprise shall apply for a business operating license from relevant agencies as defined in the Advice Letter except where any business activities are specified on the back of the Enterprise Registration Certificate.

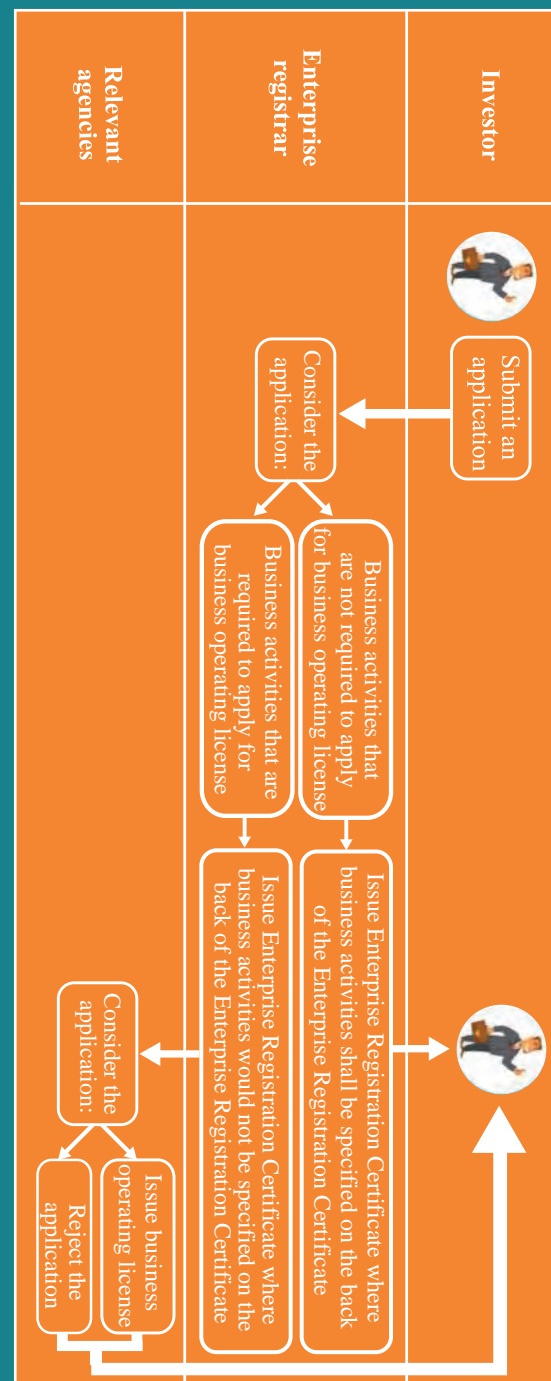
Enterprises that were registered prior the implementation of Decision on Enterprise Registration No. 0023/MOIC.DERM, dated 9 January 2019 are allowed to continue their normal business operations. Any enterprises that wish to operate additional activities may directly apply for a license with relevant agencies.

### 2. Procedures and Timeframe for Processing Applications

After Enterprise Registration, enterprises with business activities that are not classified on the controlled list shall apply for a business operating license in accordance with the conditions, procedures and timeframe stipulated in the laws and regulations.

### 3. Documents Required for Business Operating License

The documents required for a business operating license are: 1) Enterprise Registration Certificate and Advice Letter from enterprise registrar; and 2) Documents required for a business operating license in accordance with the regulations as defined by relevant agencies.



## (General) Procedures for Enterprise Registration and Application for Business Operating License

## Procedures, Fees and Timeframe for Registering an Enterprise in Lao PDR



Supported by:



Department of Enterprise Registration and Management  
 Address: Phonesay Village, Xaysetha District, Vientiane Capital  
 Tel: +856 21 412 011 Fax: +856 21 453 865  
 Website: [www.ned.gov.la](http://www.ned.gov.la)