

GENERAL INFORMATION	
<b>Name of formality</b>	License to Establish Recruitment Service Enterprise (suspended)
<b>Type of formality</b>	License
<b>Date of last modification</b>	17.06.2020
<b>Responsible Authority</b>	Skill Development and Employment Department
<b>Who should apply for this formality?</b>	Any individual or legal entity including Lao citizen or a joint venture with a foreign partner is allowed to establish a recruitment service agency in accordance with the laws of Lao PDR and the Decision on the Establishment and Management of Recruitment Services Business, No. 043/MLSW.
<b>Qualifications needed by the business to get the formality</b>	- Individual or legal entity including Lao citizen or a joint venture between Lao and foreign citizens.- Be at the age of 25 or over.- Must at least finish high school level.- Be in good health.- Have a secure fund for sending Lao labour abroad, and for the business registration.- Shall submit the application by his/her own.- Be not in any situation for bankruptcy.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Establishment and Management of the Employment Service Enterprise	1050/MOLSW	12.01.2010	Chapter II Establishment of the Employment Enterprise (Article 11 to Article 19)
Law on Labour (Revised)	43/NA	24.12.2013	Article 46 Establishment and Dissolution of the Employment Service Enterprise Article 47 Conditions for the Establishment of the Employment Service Enterprise Article 48 Issuance and Renewal of the Employment Service Enterprise



**REQUIRED DOCUMENTS FORMALITIES**

Name	Type	Comment
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

**LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION**

Name of document	Type of document	File of document
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

Name of document	Type of document	File of document
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}

**MEAN OF PRESENTATION**

<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Skill Development and Employment Department, Ministry of Labor and Social Welfare	
<b>Time it takes to the authorities to process the formality</b>	60	- For a domestic recruitment agency, it shall not exceed 30 working days after receiving the application (excluding the application process through Vientiane Capital or Provincial Department of Labour and Social Welfare).- For a domestic and overseas recruitment agency, it shall not exceed 60 working days after receiving 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 get the formality?</b>	



<b>What is the process and conditions to renew the formality?</b>	The renewal of the license shall depend on a three-year implementation summary.
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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	0.00	1000000.00	0.00	1000000.00
Comments	Refer to the Edict on fees and service charges, No. 003/POThe fee for the issuance of the license for establishing a domestic recruitment service agency is 500,000 LAK per time, and for a domestic and overseas recruitment agency is 1,000,000 LAK per time.			
ADDITIONAL ISSUING FEES				
Additional fee names	df			
NO	0.00	0.00	0.00	0.00
Additional fee comments				

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
YES	0.00	500000.00	0.00	500000.00
Comments	Refer to the Edict on fees and service charges, No. 003/POThe renewal of the license for a domestic recruitment service agency is 250,000 LAK per time, and the license for a domestic and overseas recruitment agency is 500,000 LAK per time.			
ADDITIONAL RENEWAL FEES				



<b>Additional renewal fees names</b>	dfs			
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				