

| GENERAL INFORMATION | |
|---|---|
| Name of formality | Notarisation of Contracts and Documents with Notary Office |
| Type of formality | Other |
| Date of last modification | 09.07.2020 |
| Responsible Authority | Notary Department |
| Who should apply for this formality? | Any individual, legal entity, a domestic, or foreign organization that has entered into contracts or other documents in Lao PDR. This shall include any individual, legal entity, or organization that has entered into contracts or other documents at the Lao embassies and the consulates of Lao PDR overseas on a legal basis. |
| Qualifications needed by the business to get the formality | 1. Submit the contracts or documents that need notarization to the notary officers;2. Provide accurate, complete, and clear information or evidence about the contracts or other documents that needed to be notarized;3. Show the identification card or family registration book, or power of attorney;4. Pay fees and service charges in accordance with regulations;5. All the contracting parties shall be present during the notarization of their contracts or documentation and those parties shall sign the minutes of the meeting to assure their presence in the form designated by the Notary Office6. The contracting parties shall have the capacity to conduct the work, if there is no conduct capacity, the parent or guardian must act on behalf of the legal entity, or the organization must have a legal representative or be properly authorized. |

| LEGAL FRAMEWORK | | | |
|--|--------|------------|-------------------------|
| Name | Number | Date | Comment |
| Law on Notary (Revised) | 11/NA | 26.11.2009 | Article 2, 4, 6,7 and 9 |
| Order on Strengthening the Importance of Notarisation Work | 10/PM | 01.04.2016 | Article 1 to 3 |

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|---|--------|------------|------------|
| Presidential Ordinance on Fees and Service Fees | 003/PO | 26.12.2012 | Article 89 |
|---|--------|------------|------------|

| 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 | | |
|--|--|---|
| Means of presentation | At the Authority Offices | |
| Address of authority | Notary Department, Ministry of Justice | |
| Time it takes to the authorities to process the formality | 3 | In the case that the evidence provided is accurate, complete, clear, and true, the notary officers shall consider its notarization within 3 working days after the application is submitted, however it is not always the case. If such contracts and documents used to be notarized once, the notarization will take less than 3 working days. It may be done even within half a day or a few hours if there are not many documents. |

| RENEWAL INFORMATION |
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| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
|--|---|
| NO | 0 |
| What is the process and conditions to get the formality? | |
| What is the process and conditions to renew the formality? | |

| 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 | 5000.00 | 20000.00 | 5000.00 | 30000.00 |
| Comments | Refer to the Presidential Ordinance on the Fee and Service Charges (Amended), No. 003/PO, dated 26 December 2012. - Article 89: The fee shall be collected per set of documents at the same rate of 20,000 LAK. And the service charge is 5,000 LAK per page. Even if there are two or more languages, the service charge shall still be collected based on the actual number of pages because they will need to check both or all languages. Therefore, it must be collected and kept in two or more languages.- The service charge and application fee is based on the recommendation of the authority. | | | |
| ADDITIONAL ISSUING FEES | | | | |
| Additional fee names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional fee c omments | | | | |

| 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 |

| | | | | |
|----------------------------------|------|------|------|------|
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Comments | | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |