

GENERAL INFORMATION	
Name of formality	Registration of Document
Type of formality	Registration
Date of last modification	05.01.2018
Responsible Authority	State Asset Management Department
Who should apply for this formality?	Any individual or the legal entity that intends to effectuate the registered documents under Lao PDR laws.
Qualifications needed by the business to get the formality	All documents submitted for registration shall in compliance with the laws and shall be certified by the relevant authorities as well as always attaching copies of the enterprise registration certificate and the tax registration certificate.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on State Property	14/NA	05.07.2012	
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 6
Instruction on the Implementation of Law on State Property	699/MOF	19.03.2015	
Notice on the Implementation of the Fine Penalty to the Violator who Delays (of more than 7 days) to Submit the Payment to the State Property	1173/MOF.PSO	18.05.2016	
Notice on the Streamlining the Mechanism, and Procedures between the Registration of Document of Finance Sector and the Issuance of the Tax Registration Certificate	1618/MOF	30.05.2019	
Decree on Document Registration	52/PM	13.03.1993	Article 1, 2.

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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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	State Asset Management Department, Ministry of Finance	
Time it takes to the authorities to process the formality	2	<p>The relevant law does not define the timeframe for the review and registration process, but the authorities informed that it would normally take 2 working days- Submitting the documents to the reception unit, then sending them to the relevant department for the verification of the details. After that, they will issue the payment order to the registration unit for printing to be signed by the director and deputy director general level as well as by the director of the division of Legal and Monitoring, and getting a stamp in accordance with the regulation. Then, the payment order will be delivered to the entrepreneur in order to make a payment at any bank or via BCEL One.- After the entrepreneur makes the payment and receives the certificate of delivery from the bank, it will be sent to the registration authority to be stamped and signed by the director and deputy director general level as well as by the Director of the Division of Legal and Monitoring in accordance with the regulation, then it shall be sent to the entrepreneur (within 1 day if the payment is made).</p>

RENEWAL INFORMATION

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	20000.00	0.00	10000.00	30000.00

Comments

The registration fee is specified in Article 6 of the Decree No. 003\PO, dated 26 December 2012, as follow:1. The fee for the issuance of the license requiring a specific invoice which is 30,000 LAK per timeThe fee for the document registration shall be collected at a flat rate of 40,000 LAK per time, as listed below:- A document on the transfer of inheritance ownership (moveable assets);- A postponement of debt payment or continuation of guarantee (movableassets);- Other documents that are not subject to registration, but the owner applied forregistration (moveable);- A memo of the dissolved company on the distribution of capital to its partner/s;- A memo on the distribution of assets to co-owners;- A contract of a purchase-sales of animals, or all kinds of agricultural products;- A company's regulation- A debt settlement contract;- A mortgage contract;- A contract amendment;- Assignment letter to acting on behalf of another;- A guarantee by moveable assets;- A marriage property distribution document.3. Absolute rates for the collection of registration fees are based on the value of assets are as follows:- Rental contract and re-rental contract of moveable and immoveable properties are subject to a fixed registration fee according to the value: For a rental contract, the initial fee is 40,000 LAK to 500,000 LAK; for the re-rental contract, the initial fee is 20,000 LAK to 150,000 LAK.- For natural resources concession contracts are subject to a fee based on the value of the contract. For exploration, the initial fee is 60,000 LAK to 30,000,000 LAK. For business operation, the initial fee is 1,000,000 LAK to 50,000,000 LAK.- The transfer of ownership is charged according to the contract value. For the purchase-sales contract of the vehicle per unit, all kinds ofequipment and machines, the initial fee is 25,000 LAK to 2,000,000 LAK. For the purchase-sales contract of the vehicle per unit, all kinds ofequipment and machines used in Lao PDR; the purchase-sales of sawn timber, semi-finished timber, and finished timber for export; the purchase-sales of logs, branches, and rootstock for export; the purchase-sales of timber for domestic processing; the initial fee is 50,000 LAK to 3,000,000 LAK.- The contract of transferring an asset into enterprise capital in the form of vehicles, machinery, money or materials, and equipment that is not land is charged according to the value of the property, the initial fee is 20,000 LAK to 120,000 LAK.- The capitalization contract to operate businesses is subject to a fee based on the registered capital, the initial fee is 200,000 LAK or 500,000 LAK.- All type of contracts is charged according to the value of the contract. For a loan contract or property borrowing contract, the initial fee is 10,000 LAK to 100,000 LAK. For a debt transfer document, the initial fee is 20,000 LAK to 200,000 LAK. For a contract on the assignment or transfer of business operations: commercial, production, service undertakings, and sale of shares, the initial fee is 15,000 LAK to 100,000 LAK. For insurance contracts, the initial fee is 10,000 LAK to 50,000 LAK. For a guarantee contract (moveable asset) or individuals, the initial fee is 5,000 LAK to 20,000 LAK. For a surveying and designing service contract, the initial fee is 5,000 LAK to 20,000 LAK.- Contracts for the construction, repair, design, construction monitoring, vehicle repair, and other services are charged according to the project value, the initial fee is 20,000 LAK to 125,000,000 LAK.

ADDITIONAL ISSUING FEES				
Additional fee names				
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
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				