

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Approval of Internal Regulations of Labour Unit
<b>Type of formality</b>	Other
<b>Date of last modification</b>	23.08.2017
<b>Responsible Authority</b>	Labour Management Department
<b>Who should apply for this formality?</b>	Any enterprise that has employees
<b>Qualifications needed by the business to get the formality</b>	The content of the internal regulations shall include the minimum protection defined under the Labour Law. In other words, the internal regulations can provide more or better protection than what the law defined, but it must not waive or exempt any protection that the law prescribed.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Labour (Revised)	43/NA	24.12.2013	Article 63 to Article 65

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>
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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	Labour Management Department, Ministry of Labor and Social Welfare	
Time it takes to the authorities to process the formality	60	Relevant law does not define the time for consideration, but the authority informs that the consideration period shall not exceed 60 working days.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to get the formality?	
What is the process and conditions to renew the formality?	The renewal process is similar to the approval process of the internal regulations of the labour unit, but the content of the internal regulations shall be amended in accordance with recent labour law and regulations.

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	100000.00	0.00	15000.00	115000.00
Comments	Refer to the Presidential Ordinance No.03/PO			
ADDITIONAL ISSUING FEES				

<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<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	100000.00	0.00	15000.00	115000.00
<b>Comments</b>	Refer to the Presidential Ordinance No.03/PO			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				