

GENERAL INFORMATION	
Name of formality	Approval of Internal Regulations of Labour Unit
Type of formality	Other
Date of last modification	23.08.2017
Responsible Authority	Labour Management Department
Who should apply for this formality?	Any enterprise that has employees
Qualifications needed by the business to get the formality	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.

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

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
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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				

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