

GENERAL INFORMATION	
Name of formality	License to Establish Skill Development Center
Type of formality	License
Date of last modification	13.09.2017
Responsible Authority	Skill Development and Employment Department
Who should apply for this formality?	Any individual or entity that intends to establish the Skill Development Center that provides training, skill, and expertise improvement as well as the development of working competence and working attitude to the public in compliance with the National Skill Standard.
Qualifications needed by the business to get the formality	1. Be a Lao citizen or foreigner having a joint venture with a Lao citizen, and be at the age of 21 or older, as well as not in any situation for business bankruptcy.2. Have an educational background or working experience related to skill development.3. Be in good health.4. Have a decent background.5. Have registered capital.6. Submit the application by his/herself.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	
Decision on the Establishment and Development of Skilled Labors	036/PM	22.01.2010	
Law on Labour (Revised)	43/NA	24.12.2013	Article 8 to Article 16

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	Skill Development and Employment Department, Ministry of Labor and Social Welfare	
Time it takes to the authorities to process the formality	30	First, the applicant shall get the application form to establish a skill development center at the Ministry of Planning and Investment. After are required documents are complete and accurate, the review process shall be done within 30 days. After that, the authorities from the Department of Skill Development and Employment, and from the provincial (Vientiane Capital) Department of Labour and Social Welfare shall conduct the inspection at the actual location.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	0
What is the process and conditions to get the formality?	

What is the process and conditions to renew the formality?	The relevant laws do not define how long the issuance process will take, and the renewal shall depend on the assessment of the skill development implementation.
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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	500000.00	0.00	500000.00
Comments	Refer to the presidential Ordinance No. 003/PO, dated 26 December 2012 (Article 86, Page 158)			
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 c omments	
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