

GENERAL INFORMATION	
<b>Name of formality</b>	Certificate of Annual Tax Payment
<b>Type of formality</b>	Certificate
<b>Date of last modification</b>	28.12.2017
<b>Responsible Authority</b>	Tax Department
<b>Who should apply for this formality?</b>	Any legal entity and organizations that operate a business, consume products and services in Lao PDR and overseas that are obligated to pay the tax under the law of Lao PDR.
<b>Qualifications needed by the business to get the formality</b>	Applicants must pay their taxes in full and submit their annual financial statements by March 31 of the following year.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tax Management (Amended)	66/NA	17.06.2019	
Law on Income Tax	67/NA	18.06.2019	
Law on Value-Add Tax (VAT) (Amended)	48/NA	20.06.2018	
Regulation on Certificate of Tax Payment	1025/MoF	03.04.2019	

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

<b>\${ATTACHMENT_NAME}</b>	<b>\${ATTACHMENT_TYPE}</b>	<b>\${ATTACHMENT_FILE}</b>
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<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
<b>\${ATTACHMENT_NAME_RENEW}</b>	<b>\${ATTACHMENT_TYPE_RENEW}</b>	<b>\${ATTACHMENT_FILE_RENEW}</b>

<b>MEAN OF PRESENTATION</b>		
<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Tax Department, Ministry of Finance	
<b>Time it takes to the authorities to process the formality</b>	5	The certificate of annual tax payment must be issued within 5 working days from the date of receipt of the complete documents that meet all requirements. (Tax Payment Certificate Regulation 1025/MoF, 03 April 2019, article 11)

<b>RENEWAL INFORMATION</b>		
<b>Does the formality have a validity or an expiration date?</b>		<b>How long will the formality be valid for? (in months)</b>
YES		12
<b>What is the process and conditions to get the formality?</b>		
<b>What is the process and conditions to renew the formality?</b>	Valid for one year from January 1st to December 31st of each year and must be documented with full tax payment to be submitted to the authority.	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	30000.00	0.00	0.00	30000.00

Comments	Refer to the Presidential Ordinance on fees and service charges No. 003/PO, the fee for the issuance of the annual tax payment is 40,000 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
YES	0.00	30000.00	0.00	30000.00
Comments	Based on Ordinance of the president of Lao PDR on fees and service charges 003/PO			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				