

GENERAL INFORMATION	
Name of formality	License to Operate a Law Firm
Type of formality	License
Date of last modification	09.07.2020
Responsible Authority	Department of Justice System Promotion
Who should apply for this formality?	Any individual or legal entity that intends to operate legal service business operations as follow:1. Providing legal advice, guidance, and opinions in a written form or verbally to clients on a case-by-case basis;2. Assisting customers in drafting contracts, drafting documents, and preparing legal documents according to the request of the customers in accordance with the laws and regulations of the relevant parties;3. Filing claims, requests, petitions, appeals, or annuls as requested by the customer and in the form prescribed by the relevant parties; and4. Officially translating laws, rules, and regulations in foreign languages into Lao.
Qualifications needed by the business to get the formality	To obtain license, the following criteria shall be fulfilled: 1. Enterprise registration certificate,2. Two permanent lawyers and more,3. Capital, office and adequate equipment.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
No name	002	17.06.2021	
Law on Lawyer (Revised)	23/NA	29.12.2022	Part IV Law firms (Article 56 to 59)

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
<code>#{ATTACHMENT_NAME}</code>	<code>#{ATTACHMENT_TYPE}</code>	<code>#{ATTACHMENT_FILE}</code>

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION

Name of document	Type of document	File of document
<code>#{ATTACHMENT_NAME_RENEW}</code>	<code>#{ATTACHMENT_TYPE_RENEW}</code>	<code>#{ATTACHMENT_FILE_RENEW}</code>

MEAN OF PRESENTATION

Means of presentation	At the Authority Offices	
Address of authority	Department of Justice System Promotion, Ministry of Justice	
Time it takes to the authorities to process the formality	10	

RENEWAL INFORMATION

Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)	
YES	36	
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	The renewal of the license shall be requested 1 month prior to the expiry date, or else the license shall be terminated immediately.	

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	200000.00	400000.00	0.00	600000.00
Comments	Refer to the Presidential Ordinance, No. 002/PONoted: There is no application form fee, and the draft of regulations on the management of legal enterprises is currently being amended.			
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	200000.00	400000.00	0.00	600000.00
Comments	Refer to the Presidential Ordinance, No. 002/PONoted: There is no application form fee, and the draft of regulations on the management of legal enterprises is currently being amended.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees c omments				

