

| GENERAL INFORMATION | |
|---|---|
| Name of formality | Certificate for Enterprise Registration of Sole-Trader Enterprise |
| Type of formality | Certificate |
| Date of last modification | 05.01.2018 |
| Responsible Authority | Department of Enterprise Registration (021 412011;) |
| Who should apply for this formality? | Those who intend to invest or conduct business in Lao PDR. |
| Qualifications needed by the business to get the formality | N/A |

| LEGAL FRAMEWORK | | | |
|---|----------------|------------|---------|
| Name | Number | Date | Comment |
| Decision on Enterprise Registration | 0023/MoIC.DERM | 09.01.2019 | |
| Presidential Ordinance on Fees and Service Fees | 003/PO | 26.12.2012 | |

| 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 | Department of Enterprise Registration, Ministry of Industry and Commerce | |
| Time it takes to the authorities to process the formality | 10 | Refer to the Decision on Enterprise Registration of Ministry of Industry and Commerce, No.0023/PSO.DERM issued on 09 January 2019; the Certificate for Enterprise Registration shall be issued no later than 10 working days after receiving documents. |

| RENEWAL INFORMATION | | |
|--|---|---|
| Does the formality have a validity or an expiration date? | | How long will the formality be valid for? (in months) |
| NO | | 0 |
| What is the process and conditions to get the formality? | | |
| What is the process and conditions to renew the formality? | The Enterprise Registration Certificate has no term. It will be issued once throughout the period of business operation (unless there is any change in the content of the certificate). | |

| 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 | 40000.00 | 0.00 | 0.00 | 40000.00 |

| | | | | |
|-----------------------------|--|------|------|------|
| Comments | 40,000 LAK with an additional certificate fee based on the registered capital as follows: 1. Registered Capital of less than 1 Million LAK, no fee2. Registered Capital of more than 1 Million to 10 Million LAK, certificate fee is 20,000 LAK3. Registered Capital of more than 10 Million to 20 Million LAK, certificate fee is 50,000 LAK4. Registered Capital of more than 20 Million to 50 Million LAK, certificate fee is 100,000 LAK5. Registered Capital of more than 50 Million to 100 Million LAK, certificate fee is 300,000 LAK6. Registered Capital of more than 100 Million to 400 Million LAK, certificate fee is 500,000 LAK7. Registered Capital of more than 400 Million to 1 Billion LAK, certificate fee is 1,000,000 LAK8. Registered Capital of more than 1 Billion to 10 Billion LAK, certificate fee is 2,600,000 LAK9. Registered Capital of more than 10 Billion to 20 Billion LAK, certificate fee is 4,000,000 LAK10. Registered Capital more than 20 Billion LAK, certificate fee is 6,000,000 LAK | | | |
| ADDITIONAL ISSUING FEES | | | | |
| Additional fee names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional fee c omments | | | | |

| 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 | The Enterprise Registration Certificate cannot be renewed unless there is a change in the content of the certificate, and the fee is 40,000 LAK. In addition, if there is a change in registered capital, the fee shall be collected depending on the registered capital of the enterprise as defined above. | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |

| | |
|---|--|
| Additional renewal fees comments | |
|---|--|