

| GENERAL INFORMATION   |  |
|---|--|
| <b>Name of formality</b>  | Labour Visa (LA-B2)  |
| <b>Type of formality</b>  | Other  |
| <b>Date of last modification</b>                                  | 14.11.2017   |
| <b>Responsible Authority</b>                                      | Consulate Department   |
| <b>Who should apply for this formality?</b>                       | A legal entity that intends to import foreign labor must submit an application on behalf of the employee, and a foreigner intending to work for such a legal entity must apply for a visa.   |
| <b>Qualifications needed by the business to get the formality</b> | 1. Enterprises applying for labor visas for foreign workers must be properly established under the laws of the Lao PDR and must be authorized for labor quotas in accordance with the laws;2. Foreign workers must have an employment contract and work with any enterprise. Moreover, they must obtain a single entry visa, work permit, and stay permit from the relevant authorities under the laws of the Lao PDR. |

| LEGAL FRAMEWORK   |        |            |   |
|---|--------|------------|---|
| Name  | Number | Date       | Comment   |
| Law on Entry-Exit and Management of Foreigners in Lao PDR | 59/NA  | 26.12.2014 | Chapter 4 Types and the Issuance of Visa (Article 19 to 22) |

| 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> |
|----------------------------|----------------------------|----------------------------|

| <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>                                      | Consulate Department, Ministry of Foreign Affairs |   |
| <b>Time it takes to the authorities to process the formality</b> | 6   | Relevant law does not specify the consideration period for visa issuance, but the authorities state that in the case of having complete documents, the consideration period shall take 3 working days per visa. Moreover, it needs to apply for 2 visas which are 1) a single entry visa in order to apply for a work permit and stay permit; and 2) a multiple entry visa. |

| <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> | The validity of the visa depends on the duration of the employment contract that the foreign worker has, which may be for a period of 3 months, 6 months, or 12 months. The worker must obtain a work permit from the Ministry of Labor and Social Welfare, and obtain a stay permit from the Foreigners Control Department. |

|                     |
|---------------------|
| <b>ISSUING FEES</b> |
|---------------------|

| 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                      | 20000.00   | 1200000.00                                   | 25000.00                                     | 1245000.00                             |
| Comments                 | According to the Presidential Ordinance No. 003/PO, there will be a visa on arrival ranging from \$ 20-42 depending on the country of origin (according to Notification No. 256/MOFA.CD1, dated 25 February 2009) - The service fee for issuing a visa on arrival is 5,000 LAK per person, and the service fee for visas issued at embassies and consulates abroad is 20,000 LAK per copy. |  |  |  |
| 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 |
| YES                           | 20000.00   | 1200000.00                                   | 25000.00                                 | 1245000.00                                     |
| Comments                      | According to the Presidential Ordinance No. 003/PO, there will be a visa on arrival ranging from \$ 20-42 depending on the country of origin (according to Notification No. 256/MOFA.CD1, dated 25 February 2009) - The service fee for issuing a visa on arrival is 5,000 LAK per person, and the service fee for visas issued at embassies and consulates abroad is 20,000 LAK per copy. |  |  |  |
| ADDITIONAL RENEWAL FEES       |  |  |  |  |
| Additional renewal fees names |  |  |  |  |
| NO                            | 0.00   | 0.00   | 0.00                                     | 0.00   |

|   |  |
|---|--|
| <b>Additional<br/>renewal fees<br/>comments</b> |  |
|---|--|