

GENERAL INFORMATION	
Name of formality	Permit for Enterprise Seal Using
Type of formality	Other
Date of last modification	04.05.2020
Responsible Authority	Department of Family Registry and Foundation Construction
Who should apply for this formality?	Any enterprise that is legally registered under the laws of Lao PDR
Qualifications needed by the business to get the formality	The enterprise shall be legally registered with the related agencies

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 36, and Article 39.5
Decree on Management and Use of Seal	218/PM	19.07.2005	Chapter 1, Article 3, 5. Chapter 2, Article 2.2, Article 7.2, Article 10 and Chapter 3, Article 16.4

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 Family Registry and Foundation Construction, Ministry of Public Security	
Time it takes to the authorities to process the formality	5	The process shall take around 3 to 5 working days.

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?	

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	65000.00	10000.00	0.00	75000.00
Comments	Refer to the Presidential Ordinance No. 003/PO, Article 36 and Article 39.5 Remark: the fee may be different depends on the type of the seal			
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 comments				