

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

| <b>LEGAL FRAMEWORK</b>                          |               |             |  |
|---|---------------|-------------|--|
| <b>Name</b>                                     | <b>Number</b> | <b>Date</b> | <b>Comment</b>   |
| 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 |

| <b>REQUIRED DOCUMENTS FORMALITIES</b> |                    |                       |
|---------------------------------------|--------------------|-----------------------|
| <b>Name</b>                           | <b>Type</b>        | <b>Comment</b>        |
| `\${SUPPORT_NAME}`                    | `\${SUPPORT_TYPE}` | `\${SUPPORT_COMMENT}` |

| <b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b> |                         |                         |
|--|-------------------------|-------------------------|
| <b>Name of document</b>                                      | <b>Type of document</b> | <b>File of document</b> |
| `\${ATTACHMENT_NAME}`  | `\${ATTACHMENT_TYPE}`   | `\${ATTACHMENT_FILE}`   |

| <b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b> |                          |                          |
|---|--------------------------|--------------------------|
| <b>Name of document</b>                                 | <b>Type of document</b>  | <b>File of document</b>  |
| #{ATTACHMENT_NAME_RENEW}                                | #{ATTACHMENT_TYPE_RENEW} | #{ATTACHMENT_FILE_RENEW} |

| <b>MEAN OF PRESENTATION</b>                                      |   |  |
|--|---|--|
| <b>Means of presentation</b>                                     | At the Authority Offices  |  |
| <b>Address of authority</b>                                      | Department of Family Registry and Foundation<br>Construction, Ministry of Public Security |  |
| <b>Time it takes to the authorities to process the formality</b> | 5   | The process shall take around 3 to 5 working days. |

| <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> |
| NO  | 0  |
| <b>What is the process and conditions to get the formality?</b>   |  |
| <b>What is the process and conditions to renew the formality?</b> |  |

| <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                            | 65000.00   | 10000.00  | 0.00  | 75000.00                                      |
| <b>Comments</b>                | 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 |   |   |   |
| <b>ADDITIONAL ISSUING FEES</b> |  |   |   |   |
| <b>Additional fee names</b>    |  |   |   |   |

|                                |      |      |      |      |
|--------------------------------|------|------|------|------|
| NO                             | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Additional fee comments</b> |      |      |      |      |

| <b>RENEWAL FEES</b>                     |   |   |   |   |
|---|---|---|---|---|
| <b>Has renewal fees?</b>                | <b>Service fees businesses need to disburse</b> | <b>Certificate fees businesses need to disburse</b> | <b>Renewal fees businesses need to disburse</b> | <b>Total renewal fees businesses need to disburse</b> |
| NO                                      | 0.00  | 0.00  | 0.00  | 0.00  |
| <b>Comments</b>                         |   |   |   |   |
| <b>ADDITIONAL RENEWAL FEES</b>          |   |   |   |   |
| <b>Additional renewal fees names</b>    |   |   |   |   |
| NO                                      | 0.00  | 0.00  | 0.00  | 0.00  |
| <b>Additional renewal fees comments</b> |   |   |   |   |