

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Application for Change of Information about Insured Person and Family Member
<b>Type of formality</b>	Other
<b>Date of last modification</b>	29.10.2020
<b>Responsible Authority</b>	Lao Social Security Organization
<b>Who should apply for this formality?</b>	Any employee working under the labour unit/enterprise that obtains the business operating license in compliance with the laws, and they shall receive a wage or salary in accordance with the Labour Law.
<b>Qualifications needed by the business to get the formality</b>	Any employee working under a working unit/enterprise and holding a legitimate right of using the national social security system.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Social Security (Amended)	54/NA	27.06.2018	Article 90 (Clause 3) and Article 97 (Clause 2.2)
Law on Family (Amended)	05/NA	26.07.2008	
Law on Notary (Amended)	11/NA	26.11.2009	
Law on Children's Rights	05/NA	27.12.2006	
Law on Lao Nationality	29/NA	01.11.2017	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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<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>	National Social Security Fund Office, Ministry of Labor and Social Welfare	
<b>Time it takes to the authorities to process the formality</b>	5	It shall be done within the timeframe because social security authority will send a list of employees' information to the hospitals of their choice once a week or every Monday. In case of unforeseen situations or any other case, the information transmission may take 1 or 2 days more.

<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>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	Free of Charge			
<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>	Free of Charge			
<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>				