

GENERAL INFORMATION	
<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.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
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	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment

`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`
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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	National Social Security Fund Office, Ministry of Labor and Social Welfare	
Time it takes to the authorities to process the formality	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.

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
NO	0.00	0.00	0.00	0.00
Comments	Free of Charge			
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	Free of Charge			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				