

GENERAL INFORMATION	
Name of formality	Registration of Employee
Type of formality	Registration
Date of last modification	29.10.2020
Responsible Authority	Lao Social Security Organization
Who should apply for this formality?	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.
Qualifications needed by the business to get the formality	Any employee working under the labour unit/enterprise obtaining the business operating license in compliance with the laws of Lao PDR, and they shall receive a wage or salary in accordance with the Labour Law.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Establishment and Functioning of National Social Security Fund Office	3122/MOLSW	14.10.2014	
Law on Social Security (Amended)	54/NA	27.06.2018	Article 74 (Clause 2.2), Article 90 (Clause 1 and last paragraph), Article 91, Article 92 (Clause 1.4 and last paragraph) and A
Instruction on the Implementation of Law on Social Security (Amended)	1206/MOLSW	23.04.2019	Clause 5, Article 75 (Clause 5.1) Clause 6, Article 90 (Clause 4, 5, 6) Clause 7, Article 92

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	
Law on Labour (Revised)	43/NA	24.12.2013	Article 71
No name	37/ສພຊ	17.07.2023	ກົດໝາຍວ່າດ້ວຍການຈັດຫາງານປີ2023

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	
Address of authority	National Social Security Fund Office, Ministry of Labor and Social Welfare

Time it takes to the authorities to process the formality	30	In practice, it depends on the number of applications received from the labour unit. If there are not many applications, they shall receive the social security cards immediately. But, if there are many applications, it shall take around 1 week but not exceed 1 month as defined in the law.
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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				
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				