

GENERAL INFORMATION	
Name of formality	Registration of Labour Unit
Type of formality	Registration
Date of last modification	30.10.2020
Responsible Authority	Lao Social Security Organization
Who should apply for this formality?	Labour unit/enterprise obtaining a business operating license in compliance with the laws, and having employees working under its management.
Qualifications needed by the business to get the formality	Every enterprise obtaining a business operating license in compliance with the laws of Lao PDR.

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 Labour (Revised)	43/NA	24.12.2013	Article 71
Law on Social Security (Amended)	54/NA	27.06.2018	Article 74 (Clause 2.1, 2.2), Article 75 (Clause 2.1), Article 9
Instruction on the Implementation of Law on Social Security (Amended)	1206/MOLSW	23.04.2019	Article 90, 92

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	National Social Security Fund Office, Ministry of Labor and Social Welfare	
Time it takes to the authorities to process the formality	2	In practice, they can have it issued immediately if the enterprise needs it urgently.

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				