

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

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
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**

<b>Name</b>	<b>Type</b>	<b>Comment</b>
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

**LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

**MEAN OF PRESENTATION**

<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>	2	In practice, they can have it issued immediately if the enterprise needs it urgently.

**RENEWAL INFORMATION**

<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>				