

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

| REGISTRATION DATA | | |
|--------------------------|--------------------------------------|---|
| Name of formality | Permit to Use Enterprise Seal | |
| Type of formality | Permit | |
| Formality Code | Date of last modification | Responsible Authority |
| MoPS- DFRFC-4 | 09.01.2018 | Department of Family Registry and Foundation Construction |

| BACKGROUND DATA | |
|--|--|
| Means of presentation | At the Authority Offices |
| Specific sector linked to the formality | All sectors |
| Purpose for enforcing the business formality | To endorse that the seal of such enterprise can be used to effectuate any legal documents that the enterprise entered into and to assure the unity in the use of company seal nationwide. |
| Who should complete this business formality? | Any enterprise that is legally registered under Lao PDR |
| The formality has online information? | NO |
| Link to online information | |
| The formality has an application form? | NO |
| Any additional comment concerning the formality | 1. The content and format of the enterprise seal is defined under Article 11 of the Decree; 2. The Enterprise seal shall be affixed with blue ink; 3. The affixation of enterprise seal shall cover 1/3 of the signature and seal shall be affixed on the left hand sided. |

| REQUIREMENTS AND SUPPORTING EVIDENCE | |
|---|--|
| Time it takes to the authorities to process the formality | 30 |
| Qualifications needed by the business to get the formality | The applicant shall be registered legally with the Industry and Commerce Department. |
| Is there any reason for the authority to deny the issuing of the | Deny in case that the document submitted is incomplete. |

Datasheet for business formalities.
Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

| REQUIREMENTS AND SUPPORTING EVIDENCE | |
|--------------------------------------|--|
| formality? | |

| 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 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 |
| YES | 65000.00 | 10000.00 | 0.00 | 75000.00 |
| Comments | Reference: Presidential Edict No. 03/PR | | | |

| 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 | | | | |

| LEGAL FRAMEWORK | | | |
|--------------------------------------|--------|------------|---|
| Name | Number | Date | Comment |
| Decree on Management and Use of Seal | 218/ᨡᨣ | 19.07.2005 | Article 14.3, Article 18.1 and Article 20.5 |

| REQUIRED DOCUMENTS |
|--------------------|
| |

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

| REQUIRED DOCUMENTS | |
|---|----------------|
| Document Name | Comment |
| Permit to Carve Enterprise Seal | |
| Certificate for the Issuance of the Tax Identification Number | |
| Certificate for Enterprise Registration of Company Limited | |

| STATISTICS (Issue or/and renewed number) | | |
|---|---------------|----------------|
| Year | Issued | Renewed |
| 2016 | | |

| LIST OF ATTACHED DOCUMENTS | | |
|-----------------------------------|-------------------------|-------------------------|
| Name of document | Type of document | File of document |