

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish House Construction Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
VCPG-PWTD-6	12.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	F - Construction
Purpose for enforcing the business formality	This Formality is required to ensure the qualification of the construction contractor that will be providing service of building a house of production facilities to general public with an aim to alleviate and mitigate the risk that may incurred on the people who are living or using those structures.
Who should complete this business formality?	Any person or legal entity who intends to carry out a construction business, including construction, demolition, decoration, reparation and installation of housing and other production facilities.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	This business is divided into 3 classes: - Class 1: can provide service across the country without any restrictions on the size of the building. - Class 2: can only provide service within the province which issue this Formality and can only construct a building with total area of not exceeding 1,000 square meters. - Class 3: can only provide service within the province which issue this Formality and can only construct a building with total area of not exceeding 200 square meters.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	21
Qualifications needed by the business to get	1. Having minimum registered capital as follows: For Class 1= 3 Billion LAK; Class 2 = 1,500 Million LAK; and Class 3 = 1 Billion LAK; provided that in case of foreign-

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the formality	domestic joint venture, the domestic investor shall hold at least 51% shares; 2. Having permanent staff that graduated in construction filed with High Diploma degree and working experiences pursuant to the requirement defined in Additional Order No. 2741/MPWT.VTE and having equipment, vehicles and appliances for construction in the numbers as required in Additional Order No. 2741/MPWT.VTE; and 3. At least 2 directors and technical staffs shall be a member of Association of Architect and Engineering of Lao PDR.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the applicant does not have the required qualifications or does not meet the minimum requirement.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	12
What is the process and conditions to renew the formality?	Renewal shall be undertaken from 1 January to 31 March of every year, disregard the month that this Formality was issued.

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	150000.00	1200000.00	0.00	1350000.00
Comments	Reference: the regulation of division (different from 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
YES	150000.00	1200000.00	0.00	1350000.00
Comments	Reference: the regulation of division			

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	
Order on the Approval for the Establishment and Operation of Building Construction Business	928/ຄຂປກ	21.05.2000	
Decision (Additional) on the Approval for the Establishment and Operation of the Building Construction, Survey, Design and Consulting Business	2741/ຍທຂ.ນວ	19.07.2012	
Law on Construction	05/ສພຊ	26.11.2009	Part II Construction Activities Chapter 1 Type, Categories and Size of Construction Project Article 9 and Article 13 Part III Construction Business Article 44 to Article 47
Order (Additional) on Licensing of Housing-related Business in the Joint Venture form (51/49 domestic - foreign investor)	4901/ຍທຂ.ນວ	07.11.2017	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of the Capital Importation	
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງອາຄານທ້ອງຖານ (ພະແນກ ຍທຂ)
Lease Agreement for the Office Location	ສັນຍາເຊົ່າທ້ອງຖານ ຫຼື ສາງ
Copy of ID card or Family book of Managing Director	
Photograph of the Managing Director	ຮູບຖ່າຍຂະໜາດ 3x4 ຂອງຫົວໜ້າບໍລິສັດ 3 ໃບ ແລະ ວິຊາການຜູ້ລະໃບ
Certificate for the Issuance of the Tax Identification Number	
Article of Association	

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REQUIRED DOCUMENTS	
Feasibility Study	
Location Map of the Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Organization Chart of the Enterprise	
Business Plan	
Certificate for Enterprise Registration of Company Limited	ໃຫ້ຖືໃບທະບຽນສະບັບແທ້ມາກວດເວລາຍື່ນຂາເຂົ້າ
Curriculum vitae of Technical Staffs	
Education Qualification Evidence	ສັນຍາຈ້າງ, ຊີວະປະຫວັດ, ໃບຢັ້ງຢືນທີ່ຢູ່, ໃບແຈ້ງໂທດ, ໃບປະກາດ ແລະ ໃບມອບສິດ ໃຫ້ນຳໃຊ້ໃບປະກາດຂອງວິຊາການ 2 ຄົນ (ໃຫ້ຖືໃບປະກາດແທ້ມາກວດເວລາຍື່ນຂາເຂົ້າ)
Employment Contract	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນຖານະການເງິນຂອງເຈົ້າຂອງບໍລິສັດ 40% ຂອງທຶນຈົດທະບຽນ
List of Asset	ບັນຊີຊັບສິນ, ພາຫະນະ, ກົນຈັກ, ອຸປະກອນເຄື່ອງຮັບໃຊ້ ແລະ ຮູບຖ່າຍ ໃຫ້ມູນຄ່າເປັນ 60% ຂອງທຶນ (ຕ້ອງໄປຈົດທະບຽນຊັບສິນຢູ່ຫ້ອງການຊັບສິນ ນະຄອນຫຼວງວຽງຈັນ)
List of Employees	
Address Certification	
Criminal Certificate	
Curriculum vitae of Managing Director	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	227
2016	73	216

LIST OF ATTACHED DOCUMENTS

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Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງຂໍອະນຸຍາດດໍາເນີນທຸລະກິດ	Application form	application-form-establishment... 59c8f7c3baeca.pdf