

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Establish a Legal Enterprise</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoJ-DJSP-3	28.12.2017	Department of Justice System Promotion

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	M - Professional, scientific and technical activities
<b>Purpose for enforcing the business formality</b>	Legal enterprise is person who provides legal service to the public and those service may affect the legal rights and benefits of those persons so this Formality is needed to confirm their qualifications.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate a legal enterprise that provides the following legal services: 1. Giving advice, recommendation or legal opinion in writing and verbally to the client; 2. Drafting the legal documents as requested by the client pursuant to the relevant laws and regulations; 3. Preparing the claims, request, petitions, appeal and other legal documents for the legal proceedings as requested by the client and in accordance with the applicable forms; and 4. Translating the relevant provisions in the law or regulations in foreign languages to official Lao languages .
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	NO
<b>Any additional comment concerning the formality</b>	The foreign legal enterprise that has been registered in Lao PDR shall be entitled to give advice on the foreign and international law but if that legal enterprise has Lao lawyer as the shareholder or as the permanent staff, that enterprise shall be entitled to also give Lao legal advice and provide other advocacy at the Lao People's Court by that Lao lawyer.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	30	Relevant laws do not define the review period but the authority informed that the normal review period ranges from 15 to 30 working days.

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
<b>Qualifications needed by the business to get the formality</b>	1. It is the people who serve the people, domestic and foreign investors with integrity, not misuse legal services for personal gain that are illegal; 2. The applicant shall graduated with the High Diploma in law at the minimum and shall have at least 3 years working experience. If the applicant is not a lawyer, there shall have one shareholder who is a lawyer; 3. Never been disciplined by the state or ever been imprisoned before, except in case of the negligence; 4. Not being a government official; 5. Having a registered capital of at least 10,000,000 LAK. 6. There is a genuine open place by labeling and registering according to the laws.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification or conditions as defined under the laws and regulation.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	24
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be submitted 1 month prior to the expiry of this Formality unless that this Formality shall be terminated immediately.

<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>
YES	200000.00	400000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict No. 003/PR			

<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>
YES	200000.00	400000.00	0.00	600000.00
<b>Comments</b>	Reference: Presidential Edict No.003/PR			

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<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment
Law on Lawyer	010/ສພຊ	21.12.2011	Part V Legal Enterprise Chapter 1 Establishment of Legal Enterprise (Article 44, 45 and 47)
Order on the Establishment and Operation of the Legal Consulting Office	178/ກຍ	18.09.2007	Article 4 to Article 7

<b>REQUIRED DOCUMENTS</b>	
Document Name	Comment
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Lawyer ID Card	ບັດສະມາຊິກທະນາຍຄວາມ ຫຼື ຂໍ້ຕົກລົງແຕ່ງຕັ້ງເປັນທະນາຍຄວາມ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າຫ້ອງການ ຫຼື ໃບຢັ້ງຢືນທີ່ຕັ້ງສໍານັກງານ
Employment Contract	ສັນຍາແຮງງານ (ກັບທະນາຍຄວາມ)
Photograph	ຮູບຖ່າຍຂະໜາດ 3*4 ຈໍານວນ 6 ແຜ່ນ
List of Shareholder	
Feasibility Study	
Article of Association	
Certification of Health	
Address Certification	
Criminal Certificate	
Curriculum vate	

<b>STATISTICS (Issue or/and renewed number)</b>		
Year	Issued	Renewed
2016	5	0