

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

REGISTRATION DATA		
Name of formality	Permit to Stay for Foreign Labor	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
MoPS-DFC-2	10.11.2017	Foreign Control Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	To collect data to monitor and manage detailed statistics on the history of foreigners entering into the territory of Lao PDR.
Who should complete this business formality?	Any foreigner who intends to work and reside in Lao PDR for the certain period of time (i.e. as a trader, technical staff or employee for the enterprise or factory)
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	3	The relevant legal act does not define the review period but the authority informed that the normal review period shall not exceed 3 working days.
Qualifications needed by the business to get the formality	1. The entity that intends to apply for the visa for their employee shall be legally incorporated under the Lao PDR laws; 2. The foreign labour shall have the employment contract with the enterprise 3. The foreign labour shall have multiple visa; and work permit from the relevant lined agencies under the Lao PDR laws.	
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that foreign worker has bad track record or is listed in the blacklist or subject to any dispute / case or the applicant do not have the required qualifications.	

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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?	The validity of this Formalities may be 3 months, 6 months or 12 months depending on the term of the employment contract.

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	100000.00	1220000.00	5000.00	1325000.00
Comments	Reference: Presidential Edict 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	100000.00	1220000.00	5000.00	1325000.00
Comments	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Entry-Exit and Management of Foreigners in Lao PDR	59/ສພຊ	26.12.2014	Article 34

REQUIRED DOCUMENTS	
Document Name	Comment
Copy of Passport	

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REQUIRED DOCUMENTS	
Permit for Foreign Labour to Work in Lao	ຕົ້ນສະບັບ
Business Visa for Work (LA-B2)	
Request for Importation Quota of Foreign Labour	
Permit to Import Foreign Worker	
Certificate of Annual Tax Payment	ສະບັບສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສະບັບສໍາເນົາ
Photograph	ຮູບຂະໜາດ 3*4 ຈໍານວນ 1 ໃບ
Request Letter	ຫນັງສືສະເໜີຈາກບໍລິສັດ

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

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	1 5a02c15f87689.pdf
Application form	Application form	5a02c17b4c676.pdf
Example of resolution	Example of resolution	5a054cfe8e3e1.pdf