

**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 Ordinary School (Primary and Secondary School)</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoES-OED-3	06.12.2017	Ordinary Education Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	P - Education
<b>Purpose for enforcing the business formality</b>	Since the primary and secondary school is the one of the key institutions that implements the National Education Strategy, it is necessary to issue this formality in order to ensure the quality, efficiency and unity as well as the standardisation of those institutions.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a Ordinary School that includes the primary school and secondary school with the total learning period of 12 years.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.moes.edu.la/dge">www.moes.edu.la/dge</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Department of Ordinary Education will consider the issuance of this Formality for the Ordinary School that is foreign-invested school that uses international curriculum. 2. District Office of Education and Sports will consider the application for the private-invested Ordinary School before submission to the Head of District approval. 3. This Formality shall be applied through the District Office and Provincial Department of Education and Sports at least 90 days prior to the commencement of new term.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	14	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 14 working days; provided that the site inspection shall be successfully completed.
<b>Qualifications needed</b>	I. Conditions relating to students – shall have minimum 30 students and 2	

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<b>by the business to get the formality</b>	teachers, except in the remote areas, they shall have minimum 15 students and 1 teacher; provided that the teacher shall have Education Diploma or passed the primary school course, For secondary education, the teacher must complete a variety of courses II. Conditions relating to location – shall have suitable and convenient location situated at the center of the community, free from any nuisance and away from the risky areas; IV. Conditions relating to structure and buildings – shall (i) have the total area of 30 to 40 square meters per student; (ii) have a good and safe location; (iii) have the classroom with the minimum size of 7 x 8 meters per room. V. It shall have the Lao shareholder that holds minimum of 30% of registered capital and have the number of shareholders that equal 50% of the total number of shareholders.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny if the applications fails to meet the required qualifications.

<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>	The applicant shall submit the Performance Report of the past year and the inspection report to renew the Formality.

<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	0.00	100000.00	0.00	100000.00
<b>Comments</b>	Reference: Presidential Edict No. 03/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>

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RENEWAL FEES				
YES	0.00	100000.00	0.00	100000.00
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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Education (Revised)	62/ສພຊ	16.07.2015	Part III Education Institution (Article 29 to Article 32)
Order on the Management of the International Pre-school and Ordinary Education	1052/ສສກ .ມຍ	26.02.2016	Article 9-12; Approval for Type of educational institution
Order on General Principle for the Management of Primary School.	1372/ສ ສກ.ອບ	30.03.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Teaching Curriculum and List of Teaching Equipment	
Internal Operation Manual	ຫລັກການ ແລະ ລະບຽບການກ່ຽວກັບການບໍລິຫານໂຮງຮຽນ
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Organization Chart of the Enterprise	ບັນຊີລາຍຊື່, ສັນຊາດຂອງຄະນະກຳມະການ ແລະ ສະມາຊິກຄະນະກຳມະການ
Certificate to confirm Land Ownership	ໃບຕາດິນ ຫລື ຫລັກຖານອື່ນສະແດງກຳມະສິດ ຫລື ສິດໃນການເປັນຜູ້ເຊົ່າ ພ້ອມສິດການນຳໃຊ້ ບໍ່ຕໍ່າກວ່າ 10 ປີ
Education Qualification Evidence	
Permit to Construct a Building Structure	ຫນັງສືຢັ້ງຢືນຮັບຮອງການກໍ່ສ້າງອາຄານ, ການດັດແປງອາຄານ ຫລື ການເຄື່ອນຍ້າຍອາຄານ ທີ່ໄດ້ຮັບການຮັບຮອງຄວາມໝັ້ນຄົງ ແລະ ໄດ້ມາດຕະຖານຈາກວິສະວະກອນການກໍ່ສ້າງຕາມກົດໝາຍ
Feasibility Study	ບົດວິພາກເສດຖະກິດກ່ຽວກັບກິດຈະການຂອງໂຮງຮຽນ
Photograph	Size 4 x 6 / 2 pieces, when individuals apply for a certificate of establishment of school

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REQUIRED DOCUMENTS	
Certificate on the use of curricula from Ministry of Education and Sport.	
Plan for employee (teachers) and recruit students	
List of study books and other genre of books	
Copy of ID card or Family book of Managing Director	
List of Shareholder	ສໍາລັບ ນິຕິບຸກຄົນ ທີ່ເປັນບໍລິສັດຮຸ້ນສ່ວນຈຳກັດ ຫຼື ບໍລິສັດຈຳກັດ
Certificate for Enterprise Registration of Company Limited	In case of the individual investment

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Internal of operation Manual	Application form	59aebec7eb581.pdf
Feasibility study	Application form	59aebf2642bc2.pdf
Guideline on application procedures for establishing the private general education school and international general education school.	Application form	59aec1a013db3.pdf