

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

REGISTRATION DATA		
Name of formality	Certificate for the Registration of Social Security	
Type of formality	Certificate	
Formality Code	Date of last modification	Responsible Authority
MoLSW-NSSFO-1	17.08.2017	National Social Security Fund Office

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	To be the solid evidence certifying that the enterprise is providing the Social Security protection to the employees in compliance with the requirements under Lao PDR laws.
Who should complete this business formality?	Any Enterprise that has the employees
The formality has online information?	YES
Link to online information	https://www.nssf.gov.la
The formality has an application form?	YES
Any additional comment concerning the formality	The enterprise shall be registering as the entity providing umbrella for all the employees and each employee shall also fill in their separate application form

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	30
Qualifications needed by the business to get the formality	Any Enterprise that has been incorporated under the Lao PDR laws.
Is there any reason for the authority to deny	No

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

REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the 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
NO	0.00	0.00	0.00	0.00
Comments	Free of Charge			

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
Law on Social Security	34/ສພຸ	26.07.2013	Article 6 Employer shall participate in the contribution in the National Social Security Fund Article 55 Contribution by the Government and the Employer Article 56 Contribution

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

LEGAL FRAMEWORK			
			by the Employee
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Article 71 Every labor unit and employee shall register into the social security system and shall contribute to the National Social Security Fund in order to obtain all the protections from the social security system as prescribed under the Law on Social Security.
Order on the Establishment and Functioning of National Social Security Fund Office	3122/ຮສສ	14.10.2014	Article 3.9 Obligation to register and issue the social security card<div>Article 11 Registration and Contribution Payment Division has the obligation to register and issue the certificate.</div>

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of Annual Tax Payment	ສໍາເນົາການເສຍອາກອນປີຫຼ້າສຸດ
Certificate for the Issuance of the Tax Identification Number	ສໍາເນົາ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາ
Location Map of the Enterprise	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	76	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Registration Form	Application form	5976c31da81fd.pdf
Example of Resolution	Example of resolution	5977f9fbc2ae.pdf