

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

| REGISTRATION DATA | | |
|--------------------------|--|------------------------------------|
| Name of formality | License to Operate a Industrial and Handicraft Processing Plant | |
| Type of formality | License | |
| Formality Code | Date of last modification | Responsible Authority |
| MolC-IHD-8 | 03.01.2018 | Industry and Handicraft Department |

| BACKGROUND DATA | |
|--|--|
| Means of presentation | At the Authority Offices |
| Specific sector linked to the formality | C - Manufacturing |
| Purpose for enforcing the business formality | To assure that the processing plant that will be established and operate will meet all the required standard and will not cause any impacts on the neighbouring facilities and communities. |
| Who should complete this business formality? | Any person or legal entity that intends to operate the processing plan that means a place that has machine with more than 10 house power or 7.46 kilowatt or use more than 10 employees for the production, compilation, reparation, improvement, modification, containment or reprocessing purposes. |
| The formality has online information? | NO |
| Link to online information | |
| The formality has an application form? | YES |
| Any additional comment concerning the formality | The processing plant is divided into 3 sizes: 1. Small-sized - having machine with the house power of 10 to 50 or employ the labor of 10 to 50 persons; 2. Medium-sized - having machine with the house power of 51 to 200 or employ the labor of 51 to 200 persons; 3. Large-sized - having machine with the house power of more than 201 or employ the labor of more than 201 persons. |

| REQUIREMENTS AND SUPPORTING EVIDENCE | | |
|--|---|---|
| Time it takes to the authorities to process the formality | 10 | After receipt the application form, the Department will conduct site inspection to ensure a full compliance of the plant with the defined standards and if it passed the inspection, the Formality shall be issued within 10 working days from the date of receipt of the documents correctly and completely. |
| Qualifications needed | Applicants must have: 1. Enterprise registration certificate; 2. Building license; 3. | |

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| REQUIREMENTS AND SUPPORTING EVIDENCE | |
|--|---|
| by the business to get the formality | Environmental Impact Assessment; 4. Technical Standards: Location, Building, Machinery, Safety, Sanitary, Manufacture and environment according to the evaluation; provided that such processing plant shall meet the required specifications and conditions as defined (i.e. the location shall be in compliance with the Land Use Master Plan and shall have the location far away from the sensitive area) 5. The factory shall pass a successful test run or commissioning. |
| Is there any reason for the authority to deny the issuing of the formality? | Deny in case that the applicant cannot meet the required qualification or standards defined for each type of processing plant or features above one. |

| RENEWAL INFORMATION | |
|---|--|
| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
| YES | 36 |
| What is the process and conditions to renew the formality? | Within 30 days before the expiration of the Formality, the applicant shall renew the Formality by submitting the renewal form and the report of the past performance that shall ensure a full compliance of their operation with the feasibility study and the relevant laws, The factory must have technical standards (sanitary, safety, product). |

| 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 | 0.00 | 2000000.00 | 40000.00 | 2040000.00 |
| Comments | 1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the horse of engine as follow: - Use employee from 10-25 persons or engine less than 5 horse power 15.000 Kip - Use employee from 26 persons or use engine less than 5 horse power 25.000 Kip - Use engine from 5 horse power but not up to 10 horse power 20.000 Kip - Use engine from 10 horse power but not up to 20 horse power 30.000 Kip - Use engine from 20 horse power but not up to 50 horse power 50.000 Kip - Use engine from 50 horse power but not up to 100 horse power 100.000 Kip - Use engine from 100 horse power but not up to 200 horse power 150.000 Kip - Use engine from 200 horse power but not up to 300 horse power 200.000 Kip - Use engine from 300 horse power but not up to 400 horse power 250.000 Kip - Use engine from 400 horse power but not up to 600 horse power 350.000 Kip - Use engine from 600 horse power but not up to 800 horse power | | | |

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| ISSUING FEES | |
|---------------------|--|
| | 500.000 Kip - Use engine from 800 horse power but not up to 1.000 horse power 750.000 Kip - Use engine from 1.000 horse power but not up to 2.000 horse power 1.000.000 Kip - Use engine from 2.000 horse power but not up to 3.000 horse power 1.250.000 Kip - Use engine from 3.000 horse power but not up to 4.000 horse power 1.500.000 Kip - Use engine from 4.000 horse power but not up to 5.000 horse power 2.000.000 Kip |

| 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 | 0.00 | 2000000.00 | 40000.00 | 2040000.00 |
| Comments | 1. Reference: Presidential Edict No. 003/PR 2. Certificate Fee will be collected based on the horse of engine as follow: - Use employee from 10-25 persons or engine less than 5 horse power 15.000 Kip - Use employee from 26 persons or use engine less than 5 horse power 25.000 Kip - Use engine from 5 horse power but not up to 10 horse power 20.000 Kip - Use engine from 10 horse power but not up to 20 horse power 30.000 Kip - Use engine from 20 horse power but not up to 50 horse power 50.000 Kip - Use engine from 50 horse power but not up to 100 horse power 100.000 Kip - Use engine from 100 horse power but not up to 200 horse power 150.000 Kip - Use engine from 200 horse power but not up to 300 horse power 200.000 Kip - Use engine from 300 horse power but not up to 400 horse power 250.000 Kip - Use engine from 400 horse power but not up to 600 horse power 350.000 Kip - Use engine from 600 horse power but not up to 800 horse power 500.000 Kip - Use engine from 800 horse power but not up to 1.000 horse power 750.000 Kip - Use engine from 1.000 horse power but not up to 2.000 horse power 1.000.000 Kip - Use engine from 2.000 horse power but not up to 3.000 horse power 1.250.000 Kip - Use engine from 3.000 horse power but not up to 4.000 horse power 1.500.000 Kip - Use engine from 4.000 horse power but not up to 5.000 horse power 2.000.000 Kip | | | |

| LEGAL FRAMEWORK | | | |
|--|--------|------------|--------------------------------|
| Name | Number | Date | Comment |
| Law on Industrial Processing (Revised) | 48/ສພຸ | 27.12.2013 | Chapter 2 Factory Distribution |

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| LEGAL FRAMEWORK | | | |
|---|---------|------------|---|
| | | | Article 10 to 15 |
| Order on the Management of Processing Plant | 1301/ອຄ | 30.07.2007 | Chapter 2 Industrial Processing Factory Activities Article 4 to 7 |

| REQUIRED DOCUMENTS | |
|---|--|
| Document Name | Comment |
| Certificate to confirm Land Ownership | |
| Certificate to approve the Environmental and Social Impact Assessment | |
| Permit to Construct a Building Structure | |
| Certificate for Enterprise Registration of Company Limited | |
| Power of Attorney (in case the applicant appoints the attorney to proceed with the application) | |
| Construction Layout | ແຜນຜັງການກໍ່ສ້າງ ແລະ ລະບົບເຕັກນິກເຄື່ອງຈັກໂຮງງານ |
| Feasibility Study | ບົດວິພາກເສດຖະກິດ-ເຕັກນິກ |
| List of Machine in the Processing Plant | ຕ້ອງແມ່ນເຄື່ອງຈັກໃໝ່ 100% ແລະ ຂັດຕິດສະເປັກ, ແຄັດຕາລັອກຂອງເຄື່ອງຈັກ |
| Factory Environmental Certificate and Environmental Management Plan for Factory | |
| Annual Operation Plan of the Processing Plant | ແຜນການເຄື່ອນໄຫວປະຈຳປີຂອງໂຮງງານ |

| STATISTICS (Issue or/and renewed number) | | |
|--|--------|---------|
| Year | Issued | Renewed |
| 2016 | 8 | 26 |

| LIST OF ATTACHED DOCUMENTS | | |
|--|------------------|--|
| Name of document | Type of document | File of document |
| Application Form for Factory Incorporation | Application form | application-form-for-factory-i...59de3156323ad.doc |

