

**Datasheet for business formalities.**

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

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Import Foreign Worker</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoLSW-SDED-6	11.09.2017	Skill Development and Employment Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	To ensure that the foreign labour will be imported in strict compliance with the approved quota and to avoid the illegal smuggle of labour force.
<b>Who should complete this business formality?</b>	Any legal entity that intends to import and use the foreign labours.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. This Formality shall be proceeded at the Provincial Department of Labor and Social Welfare where the business is situated (referring to Minister's Notification on the Allocation of Responsibility between the Central and Local authorities relating to the Importation and Utilisation of Foreign Labour in Lao PDR No. 0151/MLSW, dated 21 January 2014) 2. Any labour unit that utilises the foreign labour without getting the prior approval shall be subject to the penalty of 250 USD per day per person.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	5	Review period for the issuance of this Formality is within 1 week
<b>Qualifications needed by the business to get the formality</b>	The applicant shall be the fully and legally established to conduct their business under the relevant Law PDR; has the annual foreign labour utilisation plan; and get the approved quota from the Ministry of Labour and Social Welfare.	
<b>Is there any reason for</b>	Deny in case that the importation does not comply with the approved quota or	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	the imported foreign labour does not pass the qualification or blacklist checking

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 entity shall apply for a new Formality on an annual basis.

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	50000.00	0.00	10000.00	60000.00
Comments	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

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	50000.00	0.00	10000.00	60000.00
Comments	Reference: Notice of the Cabinet of the Ministry of Labour and Social Welfare No. 0295/MOLSW, dated 15 February 2012			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Permission to Import	5418/ຜສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of

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<b>LEGAL FRAMEWORK</b>			
Foreign Labour to Work in Lao PDR			Foreign Labour to work in Lao PDR Article 4, 8, 9, Chapter III Rights to Approve the Importation and Utilisation of the Foreign Labour Article 10, Chapter IV Registration and Issuance of the Work Permit for Foreign Labour Article 14, 15 and 17
Law on Labour (Revised)	43/ສພຊ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45)

<b>REQUIRED DOCUMENTS</b>	
<b>Document Name</b>	<b>Comment</b>
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບຂອງຜູ້ອອກແຮງງານຕ່າງປະເທດ
Copy of Passport	ສຳເນາໜັງສືຜ່ານແດນ ຂອງ ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Photograph	ຮູບຂະໜາດ 3x4 ຈຳນວນ 4 ໃບ
List of Employees	ບັນຊີລາຍຊື່ຜູ້ອອກແຮງງານຕ່າງປະເທດ
Request for Importation Quota of Foreign Labour	

<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2016	23073	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application Form	Application form	59afa00bada71.pdf