

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	Permit for Foreign Labour to Work in Lao	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
MoLSW-SDED-7	09.01.2018	Skill Development and Employment Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	In order to monitor and control the risk of illegal smuggle of foreign labour into Lao PDR and also to ensure that there will not be any risk of illegal work operation by the foreigner. Also, the registration will give a clear point of contact (the specific labour units that such foreign labour is subject to) to monitor the operation of the foreigner
Who should complete this business formality?	Any legal entity that intends to utilise those foreign labour that they have imported according to the approved quota.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	1. In case that the foreign labour will be used at the province, the utilisation plan shall be reviewed and commented by the Provincial Department of Labour and Social Welfare where the unit labour is situated. 2. Employer that utilise the foreign labour for the period over than the permitted period shall be subject to the penalty of 5 USD per day per person, calculating from the date that exceeding the permitted period. 3. Any labour unit that used the foreign labour in the working place that is not defined in this Formality shall be subject to the penalty of 200 USD per person per time; 4. Foreign labour that is working without any permit issued shall be subject to the penalty of 100 USD per person per time.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the	14

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REQUIREMENTS AND SUPPORTING EVIDENCE	
authorities to process the formality	
Qualifications needed by the business to get the formality	1. The foreign labour shall meet the following qualifications: (i) having technical capacity and competence that meet with the requirement of the specific position; (ii) being more than 20 years old; (iii) having the ability to transfer the technical knowledge to the Lao labour; (iv) having good health condition; 2. The foreign labour shall be cross-checked in the blacklist by the Immigration Department, Ministry of Public Security; 3. The foreign labour shall receive working visa from the Ministry of Foreign Affairs and after they entered into Lao PDR, they shall obtain the multiple visa from the Consulate Department, Ministry of Foreign Affairs; 4. The labour unit shall identify the names, amount, positions, nationality and the engagement period of that foreign labours.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the foreign labour or the labour unit do not comply with the requirements / qualifications or do not follow the required procedures

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?	Foreign labour can only work in Lao PDF for the consecutive period of the maximum of 4 years and they shall return to their residence. The renewal process can only be undertaken 2 years after that foreign labour returning back to their residence for 2 years.

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	Certificate fees businesses need to	Renewal fees	Total renewal fees businesses

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

RENEWAL FEES				
	disburse	disburse	businesses need to disburse	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 Foreign Labour to Work in Lao PDR	5418/ວສສ	10.12.2007	Chapter II Conditions and Regulations for the Importation of 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, 16 and 17 Chapter V Management of the Foreign Labour Article 18
Law on Labour (Revised)	43/ວພຸ	24.12.2013	Part III Promotion of Employment Chapter 5 Importation of Foreign Labour (Article 41 to 45)

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

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	22116	0

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

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	59afaf2f1ab6b.pdf