

DISCLAIMER: The application shall be done and submitted through the official application form provided by the Enterprise Registrar in the Lao language. This English version is a translation of the original in the Lao language for information purposes only. In case of a discrepancy, the Lao original will prevail. Translations of any materials into languages other than Lao are intended solely as a convenience to the non-Lao-reading public and are not legally binding.

**Lao People’s Democratic Republic**

Peace Independence Democracy Unity Prosperity

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**Application for**

**Registration of Individual Enterprise**

* Pursuant to the Law on Enterprise, No. 46/NA, dated 26 December 2013.

I’m (name and surname): ​​....................................., Nationality: …………………………….

Current Address: Unit: …….…. Village: …………. District: ……….….. Province: ……….…

Number of ID Card, Family Book, or Passport – if foreigner……………. Issuing date: ……….

Telephone: ………………….……., Fax: …………………..….As the owner of the enterprise, I propose to apply for the enterprise registration with the Enterprise Registrar ……………………………………as follows:

1. The name of Individual Enterprise proposed for registration shall be observed the following order of priority:

 - The first option: ............................................................................................

 - In English language ..........................................................................................

 - The second option: ..........................................................................................

 - In English language ..........................................................................................

 - The third option: ...............................................................................................

 (Foreign language) ...........................................................................................

1. The objective(s) of business operation are specified in the business activity list proposed for business operation (as attached);
2. Registered capital (must be the owner’s capital only): ................................ kip, whereby:

- In cash: ...........................................kip;

- In items: ...........................................kip;

1. Office location: Room No..........................., Building name: ..........................

Road: .................................., Unit: ....................., Village: ..............................,

District: ......................................., Province: ....................................,

Telephone number: ......................., Fax: ...........................;

1. Numbers of Managers: ..............., as:
2. ( ) Manager as the enterprise owner;
3. ( ) Numbers of designated Manager(s):...................

The first one:

 - Name and surname: ..........................................., nationality.......................,

 - Current Address: Unit: ....................., Village: ..............................,

 District: ......................................., Province: ....................................,

 - Telephone number: ......................., Fax: ............................​,

 - Golding ID Card or Family Book or Passport Number: ............, issued date………

 Oversea Address (if foreigner): .....................................................

 The second manger and others (if any): ............................................

 I, hereby, confirm that all above-mentioned information provided is accurate and correct to the fact. If there is inconsistency with the fact, I will undertake all responsibilities before laws.

 Therefore, I would like to propose this application to the relevant Enterprise Registrar to register the enterprise in accordance with the Law on Enterprise.

 At......................., date...................

 Name and signature of the enterprise owner ( ) or

 Appointee for the enterprise registration ( )

Note: (​Attached documents​) are:

1. Copy of Identiy card (ID) or Family Book or Passport (if foreigner) of the enterprise owner;
2. Photo size 3 X 4 (enterprise owner to be attached in the Enterprise Registration Certificate);
3. Power of Attorney to appointee for the enterprise registration in case the enterprise owner does not submit the application form by him/herself (Power of Attorney form is attached);
4. Biography/Cirriculum Vitae of the investor or foreigner (referred to the attached Form).

All aboved items including the application form for enterprise registration shall be prepared in 3 sets.



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**Business Activity List Proposed to Operate Business**

 This proposed business activity list is attached with the Enterprise Registration Application Form, date……………………………..of Enterprise’s name: ………………………….as follows:

 Activity 1: .....................................................................................................

 Activity 2: .....................................................................................................

 Activity 3: .....................................................................................................

 And other Activities (if any): ..............................................................................

 The activity(ies) is/are provided as reference for: 1) the enterprise registration; 2) specification business activities on the back side of the Enterprise Registration Certificate and the Instruction Letter to the enterprise for further obtaining the Investment License or Business Operating License from relevant agencies in accordance with the laws and regulations.

​

At......................., date...................

 Name and signature of the enterprise owner 🞏 or Appointee 🞏

 ...................................

Note:

* The business activity list proposed to Operate Business shall be prepared in 3 copies.



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Power of Attorney

To deal with enterprise registration documents

Between

**(Party A or Appointor):** Name and surname: ...................................................on behalf of:

🞏 ​Director 🞏 Manager, 🞏 Enterprise owner. Enterprise name: .....................................

And

**(Party B or Appointee):** Name and surname: .........................................................................,

Current Address: House No........................... Unit ............................, Village: ............................,

District: .......................................; Province: ....................................,

Telephone number: ......................................., Fax: ................................................​, Occupation:

🞏 Government Officer (Working place: ........................................................................);

🞏 Retired person (from: .................................................................................................);

🞏 Enterprise’s employee. Name of enterprise: ..............................................................;

🞏 Other profession as: .......................................................................................

Refer to the provisions in the Law on Contract and Tort, No. 01/NA, dated 8 December 2008, we both parties have agreed as follows:

1. The purpose of this Power of Attorney is to assign the Party B, on behalf of Party A, to deal with the relevant Enterprise Registrar in terms of:

🞏 Enterprise Registration, 🞏 Amendment to contents of the Enterprise Registration Certificate, 🞏 Suspension of the business operation, 🞏 Enterprise Dissolution; or

🞏 others (please specify: .............................................................................);

1. This Power of Attorney is valid from the date ……/………/…… and will be terminated

🞏 on the date......../......./......... or 🞏 Once the purpose has been completed as stipulated in the Clause 1 above;

1. Party A assigns duties and rights to the Party B as follows:
* Party B has the rights to sign all following documents:
1. (Please specify all documents that can be singed on behalf) .......................................;
2. .......................................................................................................................................
* Party B has the rights to provide information to the relevant Enterprise Registrar in accordance with the documents provided and signed by the Party A. In case of any instruction from the relevant Enterprise Registrar to such documents is otherwise different, the Party B shall first coordinate and obtain the written consent from the Party A;
1. All Party B’s actions undertaking under the scope of rights and duties stipulated in Clause 3 above are considered as Party A’s actions. Any actions of Party B beyond such scope of rights and duties, the Party B shall be responsible for all damages occurred;
2. In case there is any change in the Appointee, the Party A will make the new Power of Attorney and inform the Enterprise Registrar within three working days from the date of such change. All conflicts occurred between the new and former appointees shall be decided by the appointer;
3. Other detailed obligations, duties including the service fee between Party A and Party B that is not related to the relevant Enterprise Registrar, will be stipulated in the sperate contract.

At………………………….., date……………………..

|  |  |
| --- | --- |
|  Appointor  |  Appointee |
| Name and signature | Name and signature |

**Notice:**

* Please provide the copy of Identity Card (ID) or Family Book or Passport (if foreigner) of the Party B;
* The Enterprise Registrar will acknowledge the appointee and his/her rights and duties as stipulated in this Power of Attorney only.

Curriculum Vitae (CV) for Investor or Foreigner

Name:……………………………………………………………………………………………..
Surname:…………………………………………………………………………………………..
Nationality:………………………………………………………………………………………..
Place Of Birth:…………………………………………………………………………………….
Date Of Birth:………………………….​ Sex:…………………………………………………….
Marital Status:…………………………………………………………………………………….
Religion:………………………………………………………………………………………….
Oversea address:………………………………………………………………………………….
……………………………………………………………………………………………………
Address in Lao PDR:……………………………………………………………………………..
…………………………………………………………………………………………………….
​Telephone:……………………………..​Fax:…………………………………………………….
E-mail:……………………………………………………………………………………………
​Identity Card number (for Lao citizen): ………………; Issuing date:…………………………..
Passport Number (for foreigner) No:……………………., Date…………………………………
How many languages do you speak?..............................................................................................
…………………………………………………………………………………………………….
Who is your representative in Lao PDR?.......................................................................................
​Telephone:………………………….​Fax:………………………….…………………………….
E-mail:…………………………………………………………………………………………….

Where and when did you study? from which year to? Educational Background….………….......

……………………………………………………………………………………………………..……………………………………………………………………………………………………..
Working Experiences: from which year to?…………………………………………………….....
……………………………………………………………………………………...………………
……………………………………………………………………………………………………..

Date: …….​..................................

Signature of Applicant

Note: This draft CV is referred to the printed Form issued by the Ministry of Public Security



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**Assurance[[1]](#footnote-1) Letter**

**Post - Enterprise Registration**

Enterprise (name: ……………………………………, Enterprise Registration Certificate number: ………………………………/ER[[2]](#footnote-2), dated…………….) will operate the business strictly in accordance with procedures and conditions [requirements] stipulated in the relevant laws and regulations of Lao PDR, actively contribute to the national economic development, main actions are:

1. To coordinate with the Tax Authority within 90 days to comply with the laws and regulations;
2. To make the company seal, to put the enterprise signage in accordance with the laws and regulations;
3. To obtain the investment license or business operating license from relevant agencies within 90 days;
4. To operate the business in accordance with the investment license or business operating license;
5. To transfer the capital via the bank in accordance with the laws and regulations (for foreign investors);
6. Not to transfer this Enterprise Registration Certificate to other individual or legal entities for use;
7. To report the business operation annually to the relevant Enterprise Registrar;
8. To comply with other laws and regulations;
9. In case of violation, the Enterprise will be responsible in accordance with relevant laws and regulations.

In case of violation, the Enterprise will be responsible and exercise all measures strictly in accordance with laws.

Name and surname: ………………………………., as  Director / Manager  Owners or  Authorized person who has full authorization to sign on behalf of the enterprise and to bind the enterprise with these commitments in all circumstances.

Hereby, this is made as evidence

Vientiane Capital, date…………….

Signature………………….

Note:

This Assurance will be used for all types of enterprises after enterprise registration both re-registration of enterprise and amendment of the content of enterprise registration certificate.

**Form E (2.1 – For Sole Proprietorship Enterprise)**

**Report on**

**The Existence and Business Operation of Year:……………..**

Enterprise name :………………………………………………………………………………….;

Business Registration Certificate number: …..…/……, dated…………...; Enterprise Code:……;

Tax ID (TIN): ……………………………………………………………………………………..;

Office Address: Road: ……………, Village:………….District:……….….Province:……………

Telephone (first number): ………………..Telephone (second number):………………………….

Domestic Enterprise ( ) / Foreign Enterprise ( ) country name:……………………..

Information to be reported as follows:

1. Name and surname of enterprise owner:………………………………
2. Name and surname of manager (if any): ………………………………
3. Registered capital: ……………………………….kip.
4. Type of business activities which have been operated throughout the year to be reported:
	1. Business activity 1st: ………………………

Business operating license number: …………., dated…………….

* 1. Business activity 2nd ..………………………

Business operating license number: …………., dated…………….

1. Business activities which have not been applied for investment license or business operating license in accordance with the Instruction Letter:
	1. Business activity (if any):
2. Other report (if any)………………………………..

At…………………………, date………………….

Name and signature of the enterprise owner ( ) or Manager ( )

Note: Please attach the following documents:

1. Copy of Enterprise Registration Certificate
2. Copy of business operating license or investment license (if any)
3. Other supporting documents for the report (if any).

1. In Lao language, this also means “promise”, “commitment” [↑](#footnote-ref-1)
2. ER = Enterprise Registrar [↑](#footnote-ref-2)