

GENERAL INFORMATION	
Name of formality	Annual Accounting Programme Monitoring Certificate
Type of formality	Other
Date of last modification	11.11.2020
Responsible Authority	Accounting Department
Who should apply for this formality?	Any individual, legal entity, accounting entity, and related organization that uses and develops accounting programs throughout Lao PDR.
Qualifications needed by the business to get the formality	The set-up enterprise accounting program must comply with the qualifications and conditions specified in Decision No. 1835 /MOF, dated 14 July 2020.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on Accounting Programme Management	1835/MOF	14.07.2020	Chapter 1, Article 4 and Chapter 6, Article 19

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION		
Name of document	Type of document	File of document
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION

Name of document	Type of document	File of document
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

MEAN OF PRESENTATION	
Means of presentation	At the Authority Offices
Address of authority	Accounting Department, Ministry of Finance
Time it takes to the authorities to process the formality	15 The Ministry of Finance will consider issuing the accounting program monitoring certificate within 15 working days after the process of checking documents, having actual tests, and meeting all required conditions. In case of failure to issue the accounting program monitoring certificate, the Ministry of Finance shall notify the applicant in a written form within 15 working days.

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 get the formality?	
What is the process and conditions to renew the formality?	The certificate is valid from January 1 to December 31. Once the required documents are complete as defined and the actual inspection is conducted, the Accounting Department of the Ministry of Finance shall consider the issuance of the certificate.

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	100000.00	0.00	0.00	100000.00

Comments	As advised by the authority			
ADDITIONAL ISSUING FEES				
Additional fee names				
NO	0.00	0.00	0.00	0.00
Additional fee comments				

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				
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				