

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Establish Skill Development Center
<b>Type of formality</b>	License
<b>Date of last modification</b>	13.09.2017
<b>Responsible Authority</b>	Skill Development and Employment Department
<b>Who should apply for this formality?</b>	Any individual or entity that intends to establish the Skill Development Center that provides training, skill, and expertise improvement as well as the development of working competence and working attitude to the public in compliance with the National Skill Standard.
<b>Qualifications needed by the business to get the formality</b>	1. Be a Lao citizen or foreigner having a joint venture with a Lao citizen, and be at the age of 21 or older, as well as not in any situation for business bankruptcy.2. Have an educational background or working experience related to skill development.3. Be in good health.4. Have a decent background.5. Have registered capital.6. Submit the application by his/herself.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	
Decision on the Establishment and Development of Skilled Labors	036/PM	22.01.2010	
Law on Labour (Revised)	43/NA	24.12.2013	Article 8 to Article 16
No name	850	11.03.2026	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}

<b>MEAN OF PRESENTATION</b>		
<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Skill Development and Employment Department, Ministry of Labor and Social Welfare	
<b>Time it takes to the authorities to process the formality</b>	30	First, the applicant shall get the application form to establish a skill development center at the Ministry of Planning and Investment. After are required documents are complete and accurate, the review process shall be done within 30 days. After that, the authorities from the Department of Skill Development and Employment, and from the provincial (Vientiane Capital) Department of Labour and Social Welfare shall conduct the inspection at the actual location.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	0
<b>What is the process and conditions to get the formality?</b>	

<b>What is the process and conditions to renew the formality?</b>	The relevant laws do not define how long the issuance process will take, and the renewal shall depend on the assessment of the skill development implementation.
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<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	500000.00	0.00	500000.00
<b>Comments</b>	Refer to the presidential Ordinance No. 003/PO, dated 26 December 2012 (Article 86, Page 158)			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00

<b>Additional renewal fees c omments</b>	
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