

GENERAL INFORMATION	
Name of formality	Permit to Establish a Representative Office
Type of formality	Other
Date of last modification	27.12.2017
Responsible Authority	Investment Promotion Department
Who should apply for this formality?	A foreign legal entity intending to establish a representative office that is the office representing the parent company to study investment opportunities and to liaise with various parties, both public and private sectors in Lao PDR.
Qualifications needed by the business to get the formality	1. The business activities that the representative office intends to operate in Lao PDR shall be consistent with the business operations of the parent company; 2. The parent company must have been a legal entity for 1 year or more under foreign laws.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Promotion of Investment (Revised)	14/NA	17.11.2016	Chapter 7 (Article 55 and 56)

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	Investment Promotion Department, Ministry of Planning and Investment	
Time it takes to the authorities to process the formality	15	

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 renewal of the permit can only be renewed twice (1-year validity each time).	

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	320000.00	50000.00	420000.00
Comments	Relevant laws (including the presidential Ordinance) do not define fees and service charges, but the authority informs that the total fee is 420,000 LAK.			
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
YES	0.00	100000.00	0.00	100000.00
Comments	Relevant laws (including the presidential Ordinance) do not define fees and service charges, but the authority informs that the renewal fee is 100,000 LAK per time.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				