

| GENERAL INFORMATION                                               |                                                                                                                |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Name of formality</b>                                          | Notification of Insured Person Resuming Work (for those who has a card or registered with the social security) |
| <b>Type of formality</b>                                          | Other                                                                                                          |
| <b>Date of last modification</b>                                  | 02.11.2020                                                                                                     |
| <b>Responsible Authority</b>                                      | Lao Social Security Organization                                                                               |
| <b>Who should apply for this formality?</b>                       | Working unit/enterprise that hires employees who have been registered with social security before.             |
| <b>Qualifications needed by the business to get the formality</b> | Employees who recently start working again (have been registered and have a social security card)              |

| LEGAL FRAMEWORK                  |        |            |            |
|----------------------------------|--------|------------|------------|
| Name                             | Number | Date       | Comment    |
| Law on Social Security (Amended) | 54/NA  | 27.06.2018 | Article 90 |

| 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                                      | National Social Security Fund Office, Ministry of Labor and Social Welfare |                                                                                                                                                         |
| Time it takes to the authorities to process the formality | 0                                                                          | Because the application form will be sent by a working unit, and once the social security authority receives it, they will record it into the database. |

| RENEWAL INFORMATION                                        |  |                                                       |
|------------------------------------------------------------|--|-------------------------------------------------------|
| Does the formality have a validity or an expiration date?  |  | How long will the formality be valid for? (in months) |
| NO                                                         |  | 0                                                     |
| What is the process and conditions to get the formality?   |  |                                                       |
| What is the process and conditions to renew the formality? |  |                                                       |

| 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 |
| NO                      | 0.00                                     | 0.00                                         | 0.00                                         | 0.00                                   |
| Comments                | Free of charge                           |                                              |                                              |                                        |
| 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                          | Free of charge                           |                                              |                                          |                                                |
| ADDITIONAL RENEWAL FEES           |                                          |                                              |                                          |                                                |
| Additional renewal fees names     |                                          |                                              |                                          |                                                |
| NO                                | 0.00                                     | 0.00                                         | 0.00                                     | 0.00                                           |
| Additional renewal fees c omments |                                          |                                              |                                          |                                                |