GENERAL INFORMATION			
Name of formality	Application of Paying Contribution for Labour Unit		
Type of formality	Other		
Date of last modification	02.11.2020		
Responsible Authority	Lao Social Security Organization		
Who should apply for this formality?	Labour unit/enterprise that is a member of the social security organization.		
Qualifications needed by the business to get the formality	Labour unit that is registered and a member of the social security organization.		

LEGAL FRAMEWORK					
Name Number Date Comment					
Law on Social Security (Amended)	54/NA	27.06.2018	Article 90, Clause 3		

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 documentType of documentFile 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	30 Once the social security authority receives the application form, the authority will record it into the database immediately to ensure the legitim social security rights of employees.			

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			
	AD	DITIONAL 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					