

[Lao National Emblem]

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce

No.2121/MOIC.ERM
Vientiane Capital, dated 14 October 2015

Notice

To: - The Provincial – Capital Department of Industry and Commerce
- The District – City Office of Industry and Commerce
- All registered enterprises

Subject: Inspecting and monitoring the validity of enterprises after enterprise registration

– Pursuant to the provisions in Article 22 of the Enterprise Law (amended) 2013.

In order to facilitate a continuous process of inspecting and monitoring the validity of enterprises after registration by focusing on enforcement of supervisory activities in accordance with the provisions in Article 22 of the Enterprise Law (amended) 2013, the Ministry of Industry and Commerce shall hereby give notice to related parties to acknowledge and implement strictly as follows:

1. The term: “a validity of enterprise” therein this notice shall mean an business operation or activities of any enterprise after the enterprise registrar has registered, and has no relation with the term “the termination of legal entity status” of enterprise as stipulated in the Para.3, Article 72 of the Enterprise Law (amended) 2013;

2. After enterprise registration, enterprises commence business operation activities within 90 days.

The term “business operation activities” therein this notice or pursuant to the Article 22 of the Enterprise Law (amended) 2013 shall mean any relevant business activities in respect to the enterprise (for example: an application for factory construction license or an import-export license etc.), factory construction or business contracts, stock offerings, capital importation etc.;

3. After the 90-day period, the enterprise concerned shall report their activities to the enterprise registrar within 10 business days (reporting shall comply with Form E (1) as attached herein);

4. For every first quarter (from January to end of March), all enterprise shall report its status (the validity) and its annual business performance of previous year (calendar year) to the enterprise registrar with the specified forms E (2.1 to 2.6) as attached herein;

5. Enterprises that fail to report its business activities as defined in the above para 3 and 4 or unclearly reported, for instance, certain business activities indirectly

related with business objectives, the relevant enterprise registrar shall notify the enterprise concerned for an explanation. If the enterprise concerned failed to make an explanation within 10 business days after being notified, or made an explanation without justification, the enterprise concerned shall be considered for business suspension or dissolution in accordance with the specified procedures in the Enterprise Law (amended) 2013;

6. All of the information filled in the Form E (1) and (2) shall be truly correct. In case of violation, the violator shall be liable to law enforcement in a respect of supplying misleading information to the Government;

7. After a report and examination or explanation of the enterprise concerned, the enterprise registrar shall make an on-site inspection whether the provided information is in dispute;

8. In case of evidence demonstrating noncompliance of the enterprise concerned in accordance with the above Para. 3, 4 and 5, the enterprise registrar shall make a record signed with the enterprise concerned. The record shall stipulate essential contents as follows: 1) the reasons for noncompliance; 2) timeframe for the fulfilment (up to 90 days) and 3) the commitment. For the second violation, the enterprise concerned shall be considered for a business suspension or dissolution in accordance with the specified procedures in the Enterprise Law (amended) 2013;

9. Upon the event of office relocation, the enterprise concerned shall propose an amendment of its enterprise registration certificate within 30 days after signing the lease or acquisition or hand-over date in relation to its new office location. After the amendment to the enterprise registration certificate is accepted, the enterprise concerned shall file written notification to the relevant tax authorities acknowledging the new office location within 5 business days after the registration of the amended enterprise registration certificate;

10. The contact number of the enterprise specified in the Foam E (1) and E (2) shall contain two contact numbers of the managing director or general manager or business owner who can make decisions on the enterprise's behalf, or the contact number of a person who is authorized by the managing director or the general manager or business owner to liaise with the relevant government authorities (particularly the enterprise registrar), therein:

- The coordination between the enterprise registrar and the person authorized by the managing director or general manager or business owner of the enterprise concerned shall be referred as coordinating with the managing director or general manager or business owner directly and shall be personally liable as such.

- The contact number of the enterprise shall be reachable during office hours. In case of change or issues, the enterprise concerned shall notify the relevant enterprise registrar no later than 3 business days since the occurrence of change or issues. When the enterprise registrar has attempted to contact the enterprise concerned 3 times, at least 2 days apart, on the given contact number, it shall imply that the enterprise concerned has been officially contacted but without response and shall have its business operation suspended or the enterprise registrar shall proceed with dissolution in accordance with the specified procedures in the Enterprise Law (amended) 2013;

11. In case of incidents or issues during the implementation of this Notice, the authority shall immediately report to the Ministry of Industry and Commerce for direction and resolution.

Hereby notice for strict implementation.

(On behalf of) Minister of Industry and Commerce

[Seal and Signature]
Siaosawat SAVENGSEUKSA

Form E (1)

Enterprise Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Enterprise Context: Domestic () ; Joint Venture – Domestic (.....%) Foreign (.....%); Foreign () ;

Location (For individual enterprise) or Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Business operations during 90 days after enterprise registration

| Description of business operation during business operation activities | No..../....,Dated.... Or location | Quantity or amount or in % (complete) |
|--|--------------------------------------|--|
| A. Type of Business Contracts | | |
| 1. An Agreement on | No..../....,Dated.... | - |
| 2. An Agreement on | No..../....,Dated.... | - |
| B. Types of Application for License, other Certificates | | |
| 1. A License of | No..../....,Dated.... | - |
| 2. A Certificate of | No..../....,Dated.... | - |
| C. Type of Actual Business Operations | | |
| 1. Factory Construction (Example) | Location | In % |
| 2. Exports (Example) | - | Amount (LAK) |
| 3. Land Development (Example) | Location | In Hectares |
| D. Other Activities relating to the business (Optional) | | |
| | | |
| | | |

In.....,Date

Full name and Signature of Managing Director () / General Manager () / Owner ()

(The signature shall be made by a legally authorized person or representative)

Form E (2.1 – For Individual Enterprise)

Enterprise Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Domestic Enterprise () / Foreign Enterprise () Country

Location: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|---|---|
| A. Status (Validity) in General: 1. Name and Full Name of Owner:..... 2. Registered Capital:.....Million LAK 3. Total Equity:.....Million LAK 4. Actual Business Operations 4.1) Business Type 4.2) Business Type | |
| 5. Non-compliant Business Operations 5.1) Business Type 5.2) Business Type | Reasons of noncompliance: 1)..... 2)..... |
| B. Status (Validity) in Business Operations (in the year): 1. Revenue (Total):Million LAK 2. Taxes (Total) :.....Million LAK | |

Full name and Signature of Owner () or General Manager ()

Remark: Please enclose with copies of: 1) Enterprise Registration Certificate;

Form E (2.2 – For Ordinary Partnership)

Enterprise Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Enterprise Context: Domestic () ; Joint Venture – Domestic (.....%) Foreign (.....%); Foreign () ;

Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|--|---|
| A. Status (Validity) in General: 1. No. of Partners:.....persons; Shares Value:Million LAK 2. Name and Full Name of General Manager:..... 3. Registered Capital:.....Million LAK 4. Total Equity:.....Million LAK 5. Actual Business Operations 5.1) Business Type 5.2) Business Type | |
| 6. Non-compliant Business Operations 6.1) Business Type 6.2) Business Type | Reasons of noncompliance: 1)..... 2)..... |
| B. Status (Validity) in Business Operations (in the year): 1. Revenue (Total):Million LAK 2. Taxes (Total) :.....Million LAK | |

Full name and Signature of General Manager ()

Remark: Please enclose with copies of: 1) Enterprise Registration Certificate;

Form E (2.3 – For Partnership Limited)

Enterprise Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Enterprise Context: Domestic () / Joint Venture – Domestic (.....%), Foreign (.....%) / Foreign ();

Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|--|--------------------------------------|
| A. Status (Validity) in General: 1. General Partners:.....persons; Shares Value:Million LAK 2. Limited Partners:.....persons; Shares Value:Million LAK 3. Full Name of General Manager (Whose Photo in Enterprise Certificate):..... 4. Registered Capital:.....Million LAK 5. Total Equity:.....Million LAK 6. Actual Business Operations 6.1) Business Type | |
| 6.2) Business Type | |
| 7. Non-compliant Business Operations 7.1) Business Type | Reasons of noncompliance: 1)..... |
| 7.2) Business Type | 2)..... |
| B. Status (Validity) in Business Operations (in the year): 1. Revenue (Total):Million LAK 2. Taxes (Total) :.....Million LAK | |

Full name and Signature of General Manager ()

Remark: Please enclose with copies of: 1) Enterprise Registration Certificate;

Form E (2.4 – For Limited Company)

Company Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Company Context: Domestic () / Joint Venture – Domestic (.....%), Foreign (.....%) / Foreign ();

Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|---|--|
| <p>A. Status (Validity) in General:</p> <p>1. Common Shareholders.....persons; No. of Shares.....shares, Par Value: LAK</p> <p>2. Preferred Shareholders.....persons; No. of Shares.....shares, Par Value: LAK</p> <p>3. Full name of Chairman of Board Of Directors (Optional):</p> <p>4. Full Name of Managing Director (Whose Photo in Enterprise Certificate):.....</p> <p>5. Registered Capital:.....Million LAK</p> <p>6. Total Equity:.....Million LAK</p> <p>7. Actual Business Operations</p> <p> 7.1) Business Type</p> <p> 7.2) Business Type</p> | |
| <p>8. Non-compliant Business Operations</p> <p> 8.1) Business Type</p> <p> 8.2) Business Type</p> | <p>Reasons of noncompliance:</p> <p>1).....</p> <p>2).....</p> |
| <p>B. Status (Validity) in Business Operations (in the year):</p> <p>1. Revenue (Total):Million LAK</p> <p>2. Taxes (Total) :Million LAK</p> | |

Full name and Signature of Managing Director ()

Remark: Please enclose with copies of: 1) Enterprise Registration Certificate;

Form E (2.5 – For Sole Limited Company)

Company Name:

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Company Context: Domestic () / Joint Venture – Domestic (.....%), Foreign (.....%) / Foreign ();

Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|--|---|
| A. Status (Validity) in General: 1. Shareholder: - Name and Surname:..... - No. of Shares.....shares and Par Value: LAK 2. Full Name of General Manager (Whose Photo in Enterprise Certificate):..... 3. Registered Capital:.....Million LAK 4. Total Equity:.....Million LAK 5. Actual Business Operations 5.1) Business Type 5.2) Business Type | |
| 6. Non-compliant Business Operations 6.1) Business Type 6.2) Business Type | Reasons of noncompliance: 1)..... 2)..... |
| B. Status (Validity) in Business Operations (in the year): 1. Revenue (Total):Million LAK 2. Taxes (Total) :.....Million LAK | |

Full name and Signature of General Manager ()

Remark: Please enclose with copies of: 1) Enterprise Registration Certificate;

Form E (2.6 – For Public Company)

Company Name:; Listed on Stock Market: Listed () ; Unlisted () ;

Enterprise Number:/....., Registration Date.....; License Code

Tax Information Number

Company Context: Domestic () / Joint Venture – Domestic (.....%), Foreign (.....%) / Foreign () ;

Office: Village,.....District,Province;

Official Contact Number: (Primary.....) and (Secondary.....)

Report

Status (Validity) and Business Performance of the Year

| Description | Remark |
|---|---|
| A. Status (Validity) in General: 1. No. of Shares.....shares, Par Value: LAK 2. Full name of Chairman of Board Of Directors): 3. Full Name of Managing Director (Whose Photo in Enterprise Certificate):... .. 4. Registered Capital:.....Million LAK 5. Total Equity:.....Million LAK 6. Actual Business Operations 6.1) Business Type 6.2) Business Type | |
| 7. Non-compliant Business Operations 7.1) Business Type 7.2) Business Type | Reasons of noncompliance: 1)..... 2)..... |
| B. Status (Validity) in Business Operations (in the year): 1. Revenue (Total):Million LAK 2. Taxes (Total) :.....Million LAK | |

Full name and Signature of Managing Director ()