

Starting a Business Questionnaire – Lao PDR

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Dear Contributor,

We would like to thank you for your participation in the *Doing Business* project. Your expertise in the area of Starting a Business in Lao PDR is essential to the success of the *Doing Business* report, one of the flagship publications of the World Bank Group that benchmarks business regulations in 190 economies worldwide. The Starting a Business indicator, which measures the number of procedures, time, cost and paid-in minimum capital requirement for a small and medium-size limited liability company to start up and formally operate, is one of the 11 indicator sets published by the *Doing Business* report.

The report attracts much attention around the world. The latest edition, *Doing Business 2018: Reforming to Create Jobs*, was the 15th in a series of annual reports measuring the regulations that enhance business activity and those that constrain it. It received over 10,000 media citations within just a week of its publication on October 31, 2017. Within that same period the *Doing Business* website was viewed over a million times and the report was downloaded over 15,000 times. One hundred and nineteen economies implemented a total of 264 reforms easing the process of doing business. Europe and Central Asia continues to be the region with the highest share of economies reforming – i.e. 79%, followed by South Asia and Sub-Saharan Africa.

Governments worldwide read the report with interest every year, and your contribution makes it possible for the *Doing Business* project to disseminate the regulatory best practices that continue to inspire their regulatory reform efforts. In 2016/17, 38 economies made changes to pre-registration and registration formalities captured by the Starting a Business indicator.

We are honored to be able to count on your expertise for *Doing Business 2019*. Please do the following in completing the questionnaire:

- Review the assumptions of the case study before updating last year's information in the questionnaire.
- Describe in detail any reform that has affected the areas of starting a business since June 1, 2017.
- Be sure to update your name and address if necessary, so that we can mail you a complimentary copy of the report.
- Kindly return the questionnaire to Nadia Novik at nnovik@worldbank.org.

We thank you again for your invaluable contribution to the work of the World Bank Group.

Sincerely,

Nadia Novik
Tel: +603 2263 4922
Email: nnovik@worldbank.org

Primary Contributor Information: Please check the box next to information you **do not** want us to **publish**.

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Never Published	Position (e.g. manager, associate, partner)	[]	[]
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Additional Contributor(s): If there are more people whom you would like us to acknowledge, kindly send us an e-mail.

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Please e-mail me an electronic copy of the report and my certificate of appreciation, rather than mailing me a paper copy.

Referrals: Please help us expand our list of contributors by referring us to other experts in the private or public sector (lawyers, notaries, public officials or any expert on this field) who can respond to the questionnaire.

First name	Last name	Position	Firm	Address	Phone	E-mail
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]

1. CASE STUDY ASSUMPTIONS

The Starting a Business indicators record all procedures officially required, or commonly done in practice, for an entrepreneur to start up and formally operate an industrial or commercial business, as well as the time and cost to complete these procedures and the paid-in minimum capital. These procedures include obtaining all the necessary licenses and permits and completing any required notifications, verifications or inscriptions for the company and employees with relevant authorities.

Please provide responses to the questions in sections 2 and 3 of the questionnaire based on the case study assumptions and information below.

You are setting up the following company:

Type of limited liability company	<ul style="list-style-type: none"> Private Limited Liability Company. The business has 5 owners (shareholders) and is 100% domestically owned.
Location	<ul style="list-style-type: none"> In Vientiane.
Company size	<ul style="list-style-type: none"> Start-up capital: LAK 182,883,430 (equivalent to USD 21,500). Annual sales (turnover): LAK 1,828,834,298 (equivalent to USD 215,000). Number of employees: 10-50 employees (within 1 month of commencement of operations). All are nationals of Lao PDR.
Activities	<ul style="list-style-type: none"> The business conducts general industrial or commercial activities, such as production or sale of goods or services to the public. The business does not qualify for investment incentives or any special benefits. The business does not perform foreign trade activities and does not handle products subject to a special tax regime, for example, liquor or tobacco. It does not use heavily polluting production processes.
Assets and office space	<ul style="list-style-type: none"> The business does not own real estate. It leases the commercial plant and offices. The amount of the annual lease for the office space is LAK 18,288,343 (equivalent to USD 2,150). The size of the entire office space is approximately 929 square meters (10,000 square feet).
Company deed	<ul style="list-style-type: none"> 10 pages long.

2. REFORM UPDATE

When answering the questions below, please use the case study assumptions provided in section 1.

2.1 Has there been any reform (in practice or in laws and regulations) related to the process of starting a business SINCE June 1, 2017?

If applicable, please indicate the name and date of the law and provide an online link to the legal text:

Response	If yes, has this reform simplified or complicated the process of starting a business? Please explain:
-Click to Select-	

2.2 Are you aware of any reform (in practice or in laws and regulations) related to the process of starting a business that is expected to be adopted PRIOR TO May 1, 2018?

Response	If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:
-Click to Select-	

2.3 Are you aware of any reform (in practice or in laws and regulations) related to the process of starting a business that is ongoing and is expected to be adopted AFTER May 1, 2018?

Response	If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:
-Click to Select-	

2.4 How many Private Limited Liability Company registrations did you or your company oversee in the past year?

-Click to Select-

3. THE BUSINESS START-UP PROCESS

For your convenience, last year's aggregate answers are included in this survey. They represent a **unified** answer based on the answers we received from various contributors. Thus, they may not match the specific answers that you or your colleagues provided last year.

If you feel that the unified answers do not reflect the current reality in your economy, kindly provide us with your own answers and a clear indication of the reasons for your different views.

Please describe in detail any change to the data and indicate when the change took effect. Please specify the reason why you think the data for this year should be different:

- (i) Correction: our unified answer is wrong and does not reflect the current practice in your economy;
- (ii) Reform: the different answer resulted from a modification of practice or law after June 1, 2017;
- (iii) Other: please specify.

Definitions

A **procedure** is any interaction of the company founder with external parties, for example, government agencies, lawyers, auditors or notaries. Interactions between company founders or between company officers and their employees are not considered separate procedures. Both pre- and post-incorporation procedures that are required for an entrepreneur to legally operate a business (**including procedures required after the company incorporation**) are recorded. If female entrepreneurs have to comply with additional requirements compared to male entrepreneurs, such additional requirements are included in the list of procedures and are marked as "applies to women only".

Time is recorded in **calendar days**, not working days. The time span for each procedure starts with the first filing of the application or request and ends once the company has received the final document, such as the company registration certificate or tax number (for example, it includes the time to make an appointment with a notary or any waiting time once the documents are filed). It is assumed that the entrepreneur has had no prior contact with any of the officials. Procedures that can be fully completed online and in less than 1 day are counted as half a day.

Costs include only **official fees and taxes**. Bribes are excluded. If possible, please indicate the relevant fee schedule or calculation formula (for example, as a percentage of the company's capital). Fees for professional services (such as those of notaries, lawyers or accountants) are included only if the company is required by law to use such services or if the use of professional services are solicited by the majority of entrepreneurs.

Paid-in minimum capital requirement is the amount that an entrepreneur is required to deposit in a bank or with a notary prior to or within 3 months of company registration.

Please note that all time and cost estimates for each procedure should be provided assuming that no bribe is offered to the officials. Similarly, please assume that no procedure can be skipped through a bribe payment.

3.1 Please update the data below, taking into account the case study assumptions provided in section 1.

- Please describe in detail any change to the data and indicate when the change took effect.
- When your answers differ from last year's information, please specify whether this is due to a correction, a reform or other reason.

	Last year's information	Please update last year's information	Comments (correction, reform, other)
Most common type of domestic limited liability company in Lao PDR.	Private Limited Liability Company		
Minimum capital requirement	LAK 0		
Paid-in minimum capital requirement (minimum amount to be deposited prior to or within 3 months of company registration)	LAK 0		

3.2 Please revise as needed the following list of procedures to start a company in Vientiane based on the scenario described in section 1.

Procedure 1	Apply for a Name Reservation Certificate and Enterprise Registration Certificate (ERC)
Name update:	
Time:	Time last year: 2 weeks
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: LAK 390,000
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Enterprise Registry Office (ERO), Department of Investment Promotion for General Businesses (IPB), Ministry of Industry and Commerce (MOIC)
	Agency update:
Procedure Details:	<p>Details: Applicants apply for the name reservation certificate and the enterprise registration certificate at the same time. A completed Application for Reservation of Company Name, listing three potential names for the company to be established, and a signed Contract of Incorporation (if there are multiple shareholders) in the format approved by the MOIC must be submitted to the ERO in order to obtain a Name Reservation Certificate. At the same time, the applicant submits the application for the Enterprise Registration Certificate (ERC), which can be downloaded at the MOIC website. Founders shall complete the application form for the ERC in the MOIC standard application form attaching the following required documents:</p> <ul style="list-style-type: none"> (i) 3 copies of the Contract of Incorporation, (ii) 3 original copies of the signed Articles of Association in the MOIC standard template, (iii) 3 copies of the resolution of founders of the company, (iv) 3 copies of the Power of Attorney in the MOIC standard template (if another person is

	<p>assigned to submit the application), (v) 3 copies of ID card/passport of founders or business licenses for entities, (vi) 6 photos size 3cmx4cm of the nominated Managing Director.</p> <p>When issuing the ERC, the MOIC issues a letter that you have to take to the tax office to register for a Tax ID.</p> <p>Cost details: LAK 10,000 (name reservation certificate), LAK 10,000 (Incorporation form) + LAK 70,000 (Application form) + LAK 300,000 (Registration service fee) Your comments:</p>
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Procedure 2	Register the Articles of Association
Name update:	
Time:	Time last year: 1 week
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select- If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: no charge
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: State Asset Management Office, Ministry of Finance
	Agency update:
Procedure Details:	Details: Once the company obtains the Enterprise Registration Certificate, it shall thereafter register its Articles of Association with the State Assets Management Department (SAMD), Ministry of Finance. For registration the following are required: letter request, the original signed Articles of Association, and copy of ERC. Your comments:
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	

If **yes**, do the **majority** of entrepreneurs use this online service? -Click to Select-

If **not**, what are the main obstacles?

If the procedure is done online, is any **further** in-person interaction still needed **at the agency** (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-

If yes, please explain:

Procedure 3	Apply for Tax Registration Certificate
Name update:	
Time:	Time last year: 2 weeks
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: LAK 25,000 (Registration form for taxes) + LAK 100,000 (Tax certificate)
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Tax Department
	Agency update:
Procedure Details:	<p>Details: Enterprises operating in the Lao PDR are subject to direct and indirect taxes. You need to submit the following documents:</p> <ol style="list-style-type: none"> 1. Application form 2. Resident certificate of managers 3. List of assets 4. List of employees and estimates salaries 5. Copy of lease agreement 6. Office location certificate 7. Map signed and sealed by the village chief 8. 2 photos 3x4 of the managing directors 9. Copy of the resolution of formation 10. Copy of the ERC 11. Copy of ID cards 12. Registered AOA <p>Your comments:</p>
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical	

inspection visit, etc.)? -Click to Select-

If yes, please explain:

Procedure 4	Obtain Approval of Content on the Company Signage and the Company Signage Building Permit
Name update:	
Time:	Time last year: 1 to 2 weeks (simultaneous with previous procedure)
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: LAK 10,000
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Ministry of Information Culture and Tourism
	Agency update:
Procedure Details:	<p>Details: The company must obtain content approval and a building permit. For the content approval application, the company must complete the application form in MICT standard form and provide the following: (i) the name of the company in Lao, enterprise code provided under the enterprise registration certificate, office location and contact detail of the company; (ii) the color in red for the letters, and yellow for the background (these colors applied to domestic companies); and (ii) the size shall not exceed 2mx4m. For the building permit, the company must complete the application form and attach the signage layout indicating the location and size, and copy of the company's licenses.</p> <p>Your comments:</p>
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Procedure 5	Carve a company seal
Name update:	
Time:	Time last year: 2 weeks (simultaneous with previous procedure)
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: LAK 10,000 (application form for making the company seal) + LAK 60,000 (the certificate authorizing the design) + LAK 50,000 (carving of a seal in Lao language only) or LAK 53,000 (the carving of a seal in Lao and in another language)
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Ministry of Industry and Commerce and Ministry of Public Security
	Agency update:
Procedure Details:	<p>Details: After the Enterprise Registry Office issued the ERC and a letter for seal carving, entrepreneurs need to submit these documents with the application form at the Seal carving Unit within the Ministry of Industry and Commerce and Ministry of Public Security. Once the seal is carved, a letter for registration the seal is issued by the seal carving unit. Entrepreneurs can submit these to the seal carving unit for the approval of official use.</p> <p>Your comments:</p>
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Procedure 6	Register company seal at the provincial department of public security
Name update:	
Time:	Time last year: 1 to 2 weeks
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: included in procedure 5
	Cost update:

	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Provincial Department of Public Security
	Agency update:
Procedure Details:	Details: After the seal is carved, the company needs to register it at the provincial department of public security in order to use it. Your comments:
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Procedure 7	Register the workers for social security
Name update:	
Time:	Time last year: 1 week
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: no charge
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Social Security Office
	Agency update:
Procedure Details:	Details: The application form to register workers for social security insurance is available at the agency in charge of registration. Employees and employers must participate in the compulsory social security regime. They may not enter into mutual agreements to avoid participation in the social security regime. The social security regime for company employees is established on the principle of state-guaranteed insurance. Contributions to the social security regime are paid by both the employers and employees: 6.0% of gross salary is to be contributed for social security by the employer and another 5.5%, by the employee. The maximum ceiling for calculating these contributions is LAK 2,000,000 (6% and 5.5% of LAK 2,000,000). Your comments:
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	

Can this procedure be done online? -Click to Select- Please provide a link to the website:

If **yes**, do the **majority** of entrepreneurs use this online service? -Click to Select-

If **not**, what are the main obstacles?

If the procedure is done online, is any **further** in-person interaction still needed **at the agency** (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-

If yes, please explain:

Procedure 8	Register for VAT
Name update:	
Time:	Time last year: 3 weeks (simultaneous with previous procedure)
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: no charge
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: Tax authority
	Agency update:
Procedure Details:	Details: As per Article 9 of Law of Value added tax of 26 December 2006, all companies with a turnover higher than 400,000,000 Kip are are subject to value-added tax registration with the tax authority. Your comments:
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

3.3 Additional procedures to start and operate a business. Please specify any new or existing procedures that have been omitted from the general list. For example, are there any missing procedures related to:

- Registration of employer and/or employees with the relevant social security agency
- Registration of employer and/or employees with the Ministry of Labor
- Registration of employer with the relevant tax authority and/or VAT

- Registration or inspection of the company's office space by any agency

Additional procedure 1	
Time:	
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	
Procedure Details:	
	Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Additional procedure 2	
Time:	
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	
Procedure Details:	
	Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of entrepreneurs use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit	

physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-

If yes, please explain:

4. RESEARCH QUESTIONS

This year, *Doing Business* is collecting data on the quality of infrastructure, accessibility of information and legislative framework for the registration of limited liability companies. It also looks into the issue of education and training at the company registry. This section measures data for Lao PDR. Please provide your answers to the questions below as well as your comments when applicable.

4.1 Quality of infrastructure at the company registry

	Answer	Comments
4.1.1 Is there a centralized business registry with full national coverage (Lao PDR)?	-Click to Select-	
4.1.2 Are all company records stored in digital form in the economy (Lao PDR)?	-Click to Select-	
4.1.3 Is there an electronic database to search all company records?	-Click to Select-	
If yes, is the search available in bulk (i.e., the result would show all companies that satisfy the search criteria)?	-Click to Select-	
If yes, is the search available for individual cases?	-Click to Select-	
4.1.4 Is there an electronic system that covers the entire company registration process (from submitting the application to receiving the company documents in an electronic format)?	-Click to Select-	
4.1.5 Is there a fully electronic filling of changes of company ownership?	-Click to Select-	
4.1.6 Is there an electronic payment for all fees related to company incorporation?	-Click to Select-	
4.1.7 Is there an electronic signature or another electronic form of authentication (with relevant legal framework) used for online company registration?	-Click to Select-	
4.1.8 Is there an automated electronic exchange of information between the business registry and other stakeholder agencies (tax authority, social security, pension fund, etc.)?	-Click to Select-	
4.1.9 Is a Unique Business Identification number (UBI) for all companies used by all government agencies (business registry, tax authority, social security, etc.)?	-Click to Select-	

4.2 Accessibility of information about companies

	Answer	If online, please provide link	Comments
4.2.1 Does the company registry provide public access to information about the:			
• Name of company?	-Click to Select-		
• Company ID?	-Click to Select-		
• Name of directors?	-Click to Select-		
• Name of shareholders?	-Click to Select-		
• Name of beneficial owners?	-Click to Select-		
• Articles of association?	-Click to Select-		
• Year of incorporation?	-Click to Select-		
• Legal address?	-Click to Select-		
• Physical address?	-Click to Select-		
• Type of main activity?	-Click to Select-		
• Annual accounts?	-Click to Select-		
4.2.2 Is the list of documents needed to incorporate a limited liability company available to the general public?	-Click to Select-		
4.2.3 Is the list of all fees (including their amount) required for company incorporation available to the general public?	-Click to Select-		
4.2.4 Are the service standards for company incorporation (e.g. commitment from the administration to deliver the document within a specific timeframe) available to the general public?	-Click to Select-		
4.2.5 Are statistics about newly registered limited liability companies available to the general public?	-Click to Select-		
If yes, what is the number of new limited liability companies in the economy (Lao PDR) in 2017?			

4.3 Legislative framework for company registration

	Answer	If yes, please provide a specific legal basis	Comments
4.3.1 Is it mandatory to verify the company name?	-Click to Select-		
4.3.2 Is it mandatory to verify the identity of the entrepreneurs?	-Click to Select-		
If yes, who is held responsible for verifying the identity of the entrepreneurs? Please select all that apply:	<input type="checkbox"/> Registrar <input type="checkbox"/> Notary <input type="checkbox"/> Lawyer <input type="checkbox"/> Other		
4.3.3 Is it mandatory to register changes of company name at the business registry?	-Click to Select-		
If yes, what is the time limit for registering such changes?			
4.3.4 Is it mandatory to register changes in shareholder details at the business registry?	-Click to Select-		
If yes, what is the time limit for registering such changes?			
4.3.5 Is it mandatory to register changes in the articles of association at the business registry?	-Click to Select-		
If yes, what is the time limit for registering such changes?			
4.3.6 Is it mandatory to register bankruptcy cases?	-Click to Select-		
If yes, what is the time limit for registering such cases?			
4.3.7 Is it mandatory to register beneficial owner details and changes thereof?	-Click to Select-		
If yes, what is the time limit for registering such changes?			
4.3.8 Are there legal provisions on preventing the corporate identity theft?	-Click to Select-		
If yes, please describe.			
4.3.9 Are there any differences for women shareholders during the operations of the company?	-Click to Select-		
If yes, please describe.			

4.4 Training and education

	Answer	Comments
4.4.1 Do the officers of the company registry have the legal obligation of attending specific trainings?	-Click to Select-	
If yes, what is the legal basis?		
If yes, how are the training delivered (online, group classes, etc.)?		
If yes, is there any time requirement for officers to do the training?		
If yes, what is the content of the training?		
4.4.2 Is there any minimum number of days per year dedicated to training for officers of the company registry?	-Click to Select-	
If yes, what is the minimum amount?		
4.4.3 Is there any frequency for the trainings provided to the officers of the company registry?	-Click to Select-	
If yes, how often are the trainings provided?		
4.4.4 Does the company registry have a budget dedicated to staff training?	-Click to Select-	
If yes, what is the amount for training?		
If yes, what is the percentage of the total budget?		
4.4.5 Are entrepreneurs offered the option of attending specific classes or trainings when they start their new business?	-Click to Select-	
If yes, what is the content of the training (business plan, entrepreneurship, etc.)?		
If yes, how are the training delivered (online, group classes, etc.)?		
If yes, are the trainings offered to anyone or targeted at specific groups (youth, women, etc.)?		
4.4.6 Do entrepreneurs get any incentive to obtain any additional tertiary education during the conduct of business?	-Click to Select-	
If yes, what kind of incentive is offered (tax credits for educational expenses, tax exempt educational savings plans, funding for entrepreneurship training, etc.)?		
If yes, are the incentives offered to anyone or targeted at specific groups (youth, women, etc.)?		
4.4.7 When changes to the business start-up process are introduced (e.g. new online system), how are the conveyed to the officers of the business registry?	<input type="checkbox"/> Pilot test <input type="checkbox"/> Dissemination campaign (e.g. social media, billboards, etc.) <input type="checkbox"/> Training/workshops <input type="checkbox"/> Through public broadcast (e.g. TV, radio, etc.) <input type="checkbox"/> None of the above <input type="checkbox"/> Other (please specify in comments)	

4.4.8 When changes to the business start-up process are introduced (e.g. new online system), how are they conveyed to the general public?

- Dissemination campaign (e.g. social media, billboards, etc.)
- Training/workshops
- Through public broadcast (e.g. TV, radio, etc.)
- None of the above
- Other (please specify in comments)

REFERRALS

Please help us expand our list of contributors by referring us to other experts in the private or public sector (lawyers, notaries, public officials or any expert on this field) who could respond to *Doing Business* questionnaire.

First Name

Last name

Firm name

Position

Phone

Email

Profession -Click to Select-

Topic of Interest -Click to Select-

Thank you very much for completing the questionnaire!

We sincerely appreciate your contribution to the *Doing Business* project.

The results will appear in the *Doing Business 2019* report and on our website: <http://www.doingbusiness.org>.

Your work will be gratefully acknowledged.