



# Ministry of Finance

## Ministry of Finance, State Asset Management Department Registry Office for Security Interests in Moveable Property Lao, Peoples Democratic Republic “Registry Office”

### **To: Prospective Clients of the Office for Security Interests in Moveable Property**

We are pleased to provide you with this Registry Office Information Kit containing information about the Office for Security Interests in Moveable Property service and the required forms that you will need to establish an account with the Registry Office.

All forms must be completed, signed and returned in duplicate in order for you to establish an account with the Registry Office and to access any of the current and future services. If you have any questions after reviewing the enclosed documents, please contact the Registry Office client support center at **(856-21) 900 905**. The forms which must be completed, signed and returned in duplicate are:

1. Client Application
2. Financial Agreement
3. Terms and Conditions of Registry Use
4. Identification is required to be presented at the time of filing the Client Application to confirm the identity of applicant. Identification requirements are as follows:
  - If administrator is an individual National ID or passport is required;
  - If administrator is representing a Financial Institution the Business Registration Certificate is required;

Following your completion and return of the agreements, together with your initial deposit, the Registry Office will deliver you the Client Information Guide and provide you and your users with everything necessary to commence set up of your user account with the new online Registry System

Should you have any problems or require help with the Registry service, a Registry staff person is available from Monday – Friday 8:00 am to 12:00 pm and 1:00 pm to 4:00 pm or by calling 85621 900 905.

Once again, thank you for your interest in the new online Registry system and we look forward to serving you.



ຫ້ອງການຈົດທະບຽນຄ້າປະກັນດ້ວຍສິ່ງຫາລິມະຊັບ ກົມຄຸ້ມຄອງຊັບສິນຂອງລັດ ກະຊວງການເງິນ.

ໂທລະສັບ/ແຟັກ : (856-21) 900905. ອີເມລ໌: [reg\\_simp@mof.gov.la](mailto:reg_simp@mof.gov.la). ເວບໄຊຕ໌: [www.mof.gov.la/str](http://www.mof.gov.la/str)

Registry Office for Security Interests in Moveable Property. State Assets Management Department, Ministry of Finance.

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