

| Start        | End      | Duration    | Details   | Speaker                                |
|--------------|----------|-------------|---|--|
| 8:30 AM      | 9:00 AM  | 30 mins     | Registration  | -                                      |
| 9:00 AM      | 9:10 AM  | 10 mins     | Welcome Address   | Kooi Thong Lai   Jack Sheehan          |
| 9:10 AM      | 9:40 AM  | 30 mins     | <p>Legal Compliance</p> <ul style="list-style-type: none"> <li>- Corporate Reporting Requirements: Overview of corporate reporting obligations</li> <li>- Annual Filings and License Renewals: Key filings and renewals are required annually</li> <li>- Compliance Timeline: Important deadlines and timelines for compliance</li> </ul> | Kooi Thong Lai   Dalouny Rattana       |
| 9:40 AM      | 10:25 AM | 45 mins     | <p>Tax Compliance</p> <ul style="list-style-type: none"> <li>- New draft Tax Law – what changes to expect?</li> <li>- Recent issues in tax audits</li> <li>- Overview of the current Profit Tax, Value Added Tax (VAT), and Personal Income Tax (PIT) compliance requirements</li> </ul>  | Jack Sheehan   Senesakoune Sihanouvong |
| 10:25 AM     | 10:45 AM | 20 mins     | Tea / Coffee break  | -                                      |
| 10:45 AM     | 11:15 AM | 30 mins     | Introduction to the Electronic Business Registration System (eBRS) - Overview and benefits of the eBRS for businesses in Laos   | Kooi Thong Lai   Dalouny Rattana       |
| 11:15 AM     | 11:45 AM | 30 mins     | <p>Labour Law Considerations</p> <ul style="list-style-type: none"> <li>- Internal Regulations: Requirements for workplace internal regulations</li> <li>- Foreign Labour Quota: Guidelines and quotas for employing foreign workers</li> <li>- Severance: Procedures and obligations for employee severance</li> </ul>                   | Standre Bezuidenhout                   |
| 11:45 AM     | 12:00 PM | 15 mins     | Q&A   | Jack Sheehan                           |
| <b>Total</b> |          | <b>3:30</b> |   |  |