

GENERAL INFORMATION	
Name of formality	License to Establish a Postal Service Business (Type I)
Type of formality	License
Date of last modification	29.12.2017
Responsible Authority	Post Department
Who should apply for this formality?	Individuals or juristic persons with the purpose of conducting the following services: - Acceptance, dispatch and delivery of postal items and logistics post services;- Acceptance, dispatch and delivery of documents, parcel posts and items Services with a weight of not more than 50 kg per package;- Money transfer or payment services through post- Transmitting Information services and other facilities on postal services - Production services or sale of Postage Stamps and other Postal Products;- Postal Agency of the types of services mentioned above.
Qualifications needed by the business to get the formality	- Companies that registered for enterprise in the Lao PDR for at least one billion Kip - Have an office in the Lao PDR - Have service center, vehicles and equipment to provide the services;- Have personals and postal technicians.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Postal Services (Revised)	45/NA	25.12.2013	Articles 2, 24, 25
Order on the Identification of Prohibited Object for Post Service	168/MOPT	23.01.2017	
Decision on Licensing of Postal Services Business	1039/MOPT	09.04.2019	
Order on the Standard and Quality of Postal Products and Services	1918/MOPT	16.05.2017	

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 document	Type of document	File of document
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

MEAN OF PRESENTATION

Means of presentation	At the Authority Offices	
Address of authority	Post Department, Ministry of Post and Telecommunications	
Time it takes to the authorities to process the formality	20	

RENEWAL INFORMATION

Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
What is the process and conditions to get the formality?	

What is the process and conditions to renew the formality?	To renew a Postal Business Operation License, service providers must submit the renewal application 30 days before the expiration date and must file the following documents: In case the operator has not previously been obtained an investment license, he/she shall file a request to obtain it from the Planning and Investment sector before the license can be renewed.
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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
YES	500000.00	1200000.00	0.00	1700000.00
Comments	According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 12,000,000 LAK.The total cost is 13,700,000 LAK.			
ADDITIONAL 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
YES	10200000.00	4000000.00	0.00	14200000.00
Comments	According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 12,000,000 LAK.The total cost is 13,700,000 LAK.			

ADDITIONAL RENEWAL FEES**Additional
renewal
fees names**

NO

0.00

0.00

0.00

0.00

**Additional
renewal fees
comments**