GENERAL INFORMATION	
Name of formality	License to Operate an ICT distribution service business
Type of formality	License
Date of last modification	17.01.2018
Responsible Authority	Department of Digital Technology
Who should apply for this formality?	Individuals, legal entities or organizations that intend to conduct business in the field of ICT equipment, such distribution is the wholesaling or retailing activities of ICT equipment to individuals, legal entities or organizations within the Lao PDR.
Qualifications needed by the business to get the formality	1. Have a sufficient capital;2. Have personnel with diploma level of knowledge or higher and at least 1 year of experience in ICT;3. Adequate location, storage facilities, transport vehicles and equipment for carrying out various activities and suitable for the business;4. Have a clear and viable business plan.

LEGAL FRAMEWORK			
Name	**Number**	**Date**	**Comment**
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 28.1.5, Article 29.2.1.5 and Article 28.1.E
Law on Information and Communications Technology	02/NA	11.07.2016	Part V ICT Business ActivitiesArticle 35 to Article 38
Order on the Importation and Sale of ICT Equipment	3201/MOPT	16.11.2016	

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	Department of Digital Technology, Ministry of Technology and Communications	
Time it takes to the authorities to process the formality	15	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	**How long will the formality be valid for? (in months)**
YES	12
What is the process and conditions to get the formality?	
What is the process and conditions to renew the formality?	1. Must not be under foreclosure or license suspension;2. Must never have their property confiscated or revoked;3. Must conduct import or distribute ICT equipment business in accordance with the relevant laws and regulations;4. The renewal application must be submitted at least 30 working days before the expiry date

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	200000.00	50000.00	0.00	250000.00
Comments	According to Ordinance No. 003/PO, dated 26 Dec 2012			
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	200000.00	50000.00	0.00	250000.00
Comments	According to Ordinance No. 003/PO, dated 26 Dec 2012			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				