GENERAL INFORMATION	
Name of formality	License to Operate a Logistic Business
Type of formality	License
Date of last modification	12.01.2018
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Any person or legal entity that intends to operate Logistic Business that means the integration of products movement, commencing from planning, managing, maintenance, packaging, moving, transporting, information provisions and services from the origin to the destination in the whole system.
Qualifications needed by the business to get the formality	1. Shall have at least 2 technical staffs that graduated with High Diploma in Transportation field; provided that 1 staff passed the Logistic Training course certified by the international organisation; and have at least 3 years of working experiences in logistic or 5 years of working experience in international transportation;2. Shall have minimum registered capital of 6 Billion LAK;3. Shall have sufficient technology relating to documentation, product compilation, packaging, contentment, maintenance and distribution for the logistic operation; provided that those technologies shall be approved by the Ministry;4. In case of foreign investment, the foreign investor can only invest 70% of the total capital.

LEGAL FRAMEWORK			
Name	**Number**	**Date**	**Comment**
Law on Land Transportation (Amended)	24/NA	12.12.2012	Chapter III: Land Transportation BusinessArticle 23 - Article 27
Instruction commenting on the Terms and Conditions of Investment in the Transportation Sector		24.09.2008	

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	Public Work and Transport Department, Vientiane Capital	
Time it takes to the authorities to process the formality	3	The authority will consider and issue the license within 3 official days after the applicants submit the complete application and required documents. The applicant is recommended to follow up with the authority closely in case the submitted documents or/and required documents are incomplete. The applicant will later have to submit the correct documents according to the advice from the authority.

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?	This formality shall be valid until 31 of December for each year and it shall be renewed by 30th of March in the following year.

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	50000.00	200000.00	0.00	250000.00
Comments	According to the Single Window Office of the department			
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	50000.00	200000.00	0.00	250000.00
Comments	According to the Single Window Office of the department			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00

Additional renewal fees comments	