

GENERAL INFORMATION	
Name of formality	License for Establishment the Postal Business (Type II)
Type of formality	License
Date of last modification	04.09.2017
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	Article 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	15	

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	36
What is the process and conditions to get the formality?	

What is the process and conditions to renew the formality?	To renew the license, the applicants shall submit their applications 30 days before the expiration. In case the applicant does not have an investment license, it is required to apply for it with the Planning and Investment sector before submitting the application for renewal.
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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	300000.00	1000000.00	0.00	1300000.00
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: 10,000,000 LAK.The total cost is 11,300,000 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	300000.00	1000000.00	0.00	1300000.00
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: 10,000,000 LAK.The total cost is 11,300,000 LAK			
ADDITIONAL RENEWAL FEES				

Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				