

| GENERAL INFORMATION | |
|---|--|
| Name of formality | Licenses to Establish a Language Translation Service Company |
| Type of formality | License |
| Date of last modification | 30.10.2017 |
| Responsible Authority | Publication Department |
| Who should apply for this formality? | Government agencies, joint venture translation companies with foreigner and foreign investment companies |
| Qualifications needed by the business to get the formality | 1. Knowledgeable and skilled in language translation, have a higher degree in translation, have a certificate of experience in translation.2. Knowledge in political theory, understand the government directions and policies3. Ability to manage the translation business4. Never been imprisonment or confinement Due to a Conviction for a criminal offense.5. Healthy |

| LEGAL FRAMEWORK | | | |
|--|----------|------------|---|
| Name | Number | Date | Comment |
| Order on the Management of Translation Service | 65/MIC | 27.01.2010 | Chapter 3 The License for Translation Service (Article 10)Chapter 4 Qualification of the Translator (Article 13)Chapter 7 Management and Monitoring of Translation Service (Article 24) |
| Presidential Ordinance on Fees and Service Fees | 003/PO | 26.12.2012 | Article 51, clause 2 and Article 65, page 119 |
| Instruction Implementing the Order on the Management of the Translation Service in Lao PDR | 59/PSOIC | 25.03.2010 | |

| 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 | Publication Department, Ministry of Information, Culture and Tourism | |
| Time it takes to the authorities to process the formality | 15 | According to 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? | |

| 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 | 100000.00 | 0.00 | 400000.00 |
| Comments | According to Article 51, clause 2 and Article 65, page 119 of the Ordinances 003/PO on Fees and Service Charges.The application form can be purchased at the Publication 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 | 300000.00 | 100000.00 | 0.00 | 400000.00 |
| Comments | According to Article 51, clause 2 and Article 65, page 119 of the Ordinances 003/PO on Fees and Service Charges.The application form can be purchased at the Publication Department | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |

