

GENERAL INFORMATION	
Name of formality	License to Conduct an ICT Equipment Importation Business
Type of formality	License
Date of last modification	30.12.2017
Responsible Authority	Department of Digital Technology
Who should apply for this formality?	Individuals, legal entities or organizations with the purpose of conducting ICT equipment importation business. Importing ICT equipment is the importation of ICT equipment from overseas into the country for use or delivery 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 a knowledgeable personnel with at least a diploma education and 1 year of ICT experience;3. Have space, facilities, transport vehicles and ICT equipment with sufficiently and appropriately to the business;4. Have a clear of business plan and be able to do.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Importation and Sale of ICT Equipment	3201/MOPT	16.11.2016	
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 28.1.6 and Article 29.2.1.6
Law on Information and Communications Technology	02/NA	11.07.2016	Part V ICT Business ActivitiesArticle 35 to Article 38

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 license revoked;3. Must conduct importing or selling ICT equipment business in accordance with the relevant 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	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 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	2000000.00	50000.00	0.00	2050000.00
Comments	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				

