

GENERAL INFORMATION	
Name of formality	License to Operate a Driving School
Type of formality	License
Date of last modification	05.05.2020
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Any person or legal entity that intends to establish and operate a driving school that will teach how to drive both a normal vehicle and heavy vehicle.
Qualifications needed by the business to get the formality	<p>1. Shall have the Board of Directors that have a high school diploma or specialised knowledge relating to vehicle mechanics from the Intermediate Level and shall passed the training course relating to all the relevant legal acts;2. Shall have at least 1 teacher who has specialised knowledge on vehicle, has passed the training course relating to driving lessons. Also, the applicant shall have at least 2 teachers who can teach practica lessons on driving, who have driving license of at least class C and have more than 5 five years of driving experiences;3. Shall have appropriate location, permanent structures, teaching facilities that are modern and be sufficiently equipped for the driving lessons;4. Shall have at least 3 cars or at least 5 types of vehicles for teaching in case of the general vehicle driving lessons;5. Shall have the curriculum that is in compliance with the Decision No. 2326/MPTW;6. Shall have registered capital of more than 8 billions LAK for general vehicle driving school or 15 billions LAK for heavy vehicle driving school; 7. In case of a general vehicle driving school, the foreign investor can only invest 49% of the total capital but for the heavy vehicle driving school, the foreign investor can invest 100%.</p>

LEGAL FRAMEWORK			
Name	Number	Date	Comment

Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/MPWT	21.08.2015	
Provision on the Establishment of Driving School Business	2326/MOTPC	21.07.2000	Article 4 - Article 8: Regulation of Establishment Driving School
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Business of Traffic Road BusinessArticle 43 - Article 44

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.
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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				