

GENERAL INFORMATION	
Name of formality	License to Operate ICT Equipment 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 and legal entities that intend to conduct business in the assembly of ICT equipment, such as parts or components of computers and other electronic devices, such as memory, monitor, keyboards, printers, and various parts of information and communication technology equipment to be assembled in Lao PDR as their own product to distribute, handover to both their domestic and foreign customers.
Qualifications needed by the business to get the formality	1. Have capital, offices, equipment and tools as appropriate;2. Have experienced professionals, experts with a number of appropriate business sizes;3. Have the feasibility study for each business type.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 28.1.11 and Article 29.2.1.11
Law on Information and Communications Technology	02/NA	11.07.2016	Part V ICT Business Activities Article 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	30	There is no Decisions on the management of such services, the period of consideration is not more than 30 working days.

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?	Renewal application of the license must be submitted before the 30 days before expiration date. Must operate the business within one year and in accordance with the laws of the Lao PDR. The applicant must prepare documents as the following: Application form, Color Photo size 3x4 = 2, previous License, power of attorney (In case of designate other person or representatives of companies to apply for the renewal), certificate of tax payment, business operation summary, financial reports.	

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	2000000.00	300000.00	0.00	2300000.00
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	300000.00	0.00	2300000.00
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 c omments	
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