

GENERAL INFORMATION	
Name of formality	License to operate information business
Type of formality	License
Date of last modification	21.08.2020
Responsible Authority	Information, Culture and Tourism Department
Who should apply for this formality?	Individuals or legal entities who intend to conduct business in the field of radio-television, signage, electronic media, cameras, camcorders, videographers and photographers.
Qualifications needed by the business to get the formality	1. The applicant must have the location, vehicle, technical equipment related to the business, the capital that support the business operation;2. Must have qualified personnel (7-10 people) with knowledge in the relevant field

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Signs	50/NA	21.06.2018	
Law on Mass Media (Revised)	01/NA	04.11.2016	
Law on Publication	05/NA	09.12.2008	

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	Information, Culture and Tourism Department, Vientiane Capital	
Time it takes to the authorities to process the formality	15	Relevant legislation does not specify the duration of the consideration, but the authority suggests that the normal hearing period is 7-10 business days. After submitting the application, the applicant should follow up with the authority to provide incomplete information or additional documents to the authority in a timely manner.

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?	The license is valid from January 1 to December 31 of each year, and the business operators must renew the license, which must be completed by March of each 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	0.00	200000.00	0.00	200000.00

Comments	The calculation of the cost of applying for this license is based on the Ordinances on Fees and Service Charges.			
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	0.00	200000.00	0.00	200000.00
Comments	The calculation of the cost of applying for this license is based on the Ordinances on Fees and Service Charges.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				