

GENERAL INFORMATION	
Name of formality	Library Registration Certificate
Type of formality	Registration
Date of last modification	07.10.2020
Responsible Authority	Publication Department
Who should apply for this formality?	Individuals, legal entities or organizations that intends to establish a library must submit an application to the Library management authority. Individuals, legal entities or organization that intends to open a library must obtain a License to establish the library first. Individuals, legal entities or organizations must not misuse the library such as: Use the library as an entertainment venue, as a place to sell books, other publications, etc. that violate the laws.
Qualifications needed by the business to get the formality	1. Name, purpose and objectives of the library 2. Books, other publications and archives as appropriate for each type of library; 3. Insured infrastructure such as buildings, facilities and necessary equipment; 4. Have librarians or staffs who have been trained in library work; 5. Have funds to ensure that the library can operate normally. (Law on Library Article 24)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Library	012/NA	21.12.2011	

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	Based on the actual implementation

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
NO	0
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	0.00	20000.00	0.00	20000.00
Comments	According to the authority			

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
NO	0.00	0.00	0.00	0.00
Comments	No expiration.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				