

| GENERAL INFORMATION | |
|---|---|
| Name of formality | License to establish a print shop |
| Type of formality | License |
| Date of last modification | 07.10.2020 |
| Responsible Authority | Publication Department |
| Who should apply for this formality? | Individuals or legal entities that intend to establish a print shop |
| Qualifications needed by the business to get the formality | 1. Name, purpose, objectives, feasibility study and environmental impact assessment.2. Have facilities, vehicles, technical equipment, funds to support the operation.3. Have qualified personnel with knowledge and printing skills(Article 43 Law on Publication) |

| LEGAL FRAMEWORK | | | |
|--|---------|------------|---------------------------|
| Name | Number | Date | Comment |
| Presidential Ordinance on Fees and Service Fees | 003/PO | 26.12.2012 | Article 51, clause 4 |
| Law on Publication | 05/NA | 09.12.2008 | Part 2, Article 12 |
| Order on the Management of Design of Printed Advertisement | 327/MIC | 05.05.2010 | Chapter 3 article 9 to 11 |

| 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 | 3 | According to the authority |

| 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 for 12 months from the date of issuance | |

| 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 | 300000.00 | 100000.00 | 0.00 | 400000.00 |
| Comments | The fee is based on the Ordinance on fees and service charges No. 003/PO, Article 51, clause 4. The service charge is based on the recommendation of 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 |
| YES | 300000.00 | 100000.00 | 0.00 | 400000.00 |
| Comments | The fee is based on the Ordinance on fees and service charges No. 003/PO, Article 51, clause 4. The service charge is based on the recommendation of the authority. | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |