

GENERAL INFORMATION	
Name of formality	Press Card
Type of formality	Registration
Date of last modification	21.10.2020
Responsible Authority	Mass Media Department
Who should apply for this formality?	Individuals, personnel of a media agency both private and public.
Qualifications needed by the business to get the formality	1. Have a permanent residence in Lao PDR 2. Hold Lao nationality and be 18 years old or older 3. Have a journalistic ethics 4. Have a diploma in a specific field at the higher education level or have a certificate, knowledge, experience and talent in media. 5. Know any foreign language 6. Healthy

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Mass Media (Revised)	01/NA	04.11.2016	
Provision on Requirement and Procedures of Journalist Card	457/MOICT	30.07.2020	

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	Mass Media Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	15	Based on the authority's suggestion. There is no legislation cover the processing time.

RENEWAL INFORMATION		
Does the formality have a validity or an expiration date?		How long will the formality be valid for? (in months)
YES		60
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	After the press card expires in 5 years, those who want to apply for a new press card must apply for the card in the same process.	

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	0.00	0.00	50000.00
Comments	Based on the Decisions on conditions and regulations of the press card, No. 457/ICT, 30.07,2020			
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				
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees c omments				