

GENERAL INFORMATION	
Name of formality	License to establish a radio station
Type of formality	License
Date of last modification	21.10.2020
Responsible Authority	Mass Media Department
Who should apply for this formality?	A Party, State, Lao Front for National Construction, Mass Organizations, Social Organizations, Individuals, Legal Entities and Organizations Authorized to Establish Media agency and operate in Media Activities which is the permanent secretary or Appointed Officials of the media agency
Qualifications needed by the business to get the formality	- Identify the name, type of media, ideology, objectives in accordance with the role of the agency by the media owner, the target of the service, the scope of publication and distribution of the print media, the power of the transmitter, the timing of the distribution, the frequency, the scope of the transmitting, including the language, username on the internet that will be used by the media agency,- Identify the name, structure, content, form of the media product- Must have an organizational structure and qualified personnel as defined in Articles 29, 32 and 34 in accordance with the Law on the Media.- Have an office, vehicles, technical equipment, and capital to ensure the operation of their work.- In accordance with the development plan and media management in each period

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Chapter IX, Article 55, and Article 65, page 124.
Law on Mass Media (Revised)	01/NA	04.11.2016	

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	90	

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 until December 31 of each year. In the renewal process of the license, after the completion of the documents, the relevant authority will conduct an inspection.

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	1000000.00	200000.00	0.00	1200000.00
Comments	Based on the Ordinances 003/PO, Chapter IX, Article 55 and Article 65, page 124.			
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	1000000.00	0.00	0.00	1000000.00
Comments	Based on the Ordinances 003/PO, Chapter IX, Article 55			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				