

GENERAL INFORMATION	
<b>Name of formality</b>	License for Operating Cultural Business (Translation Service)
<b>Type of formality</b>	License
<b>Date of last modification</b>	02.11.2020
<b>Responsible Authority</b>	Information, Culture and Tourism Department
<b>Who should apply for this formality?</b>	Any individual or legal entity intending to establish a translation service company, translation service unit, or freelance translator.(Article 06 of the Decision on the Management of Translation Services, No. 65/ICT, dated 27 January 2010)
<b>Qualifications needed by the business to get the formality</b>	Article 16 of the Decision on the Management of Translation Services, No. 65/ICT, dated 27 January 2010.Qualifications for a translation service:1. Be a Lao citizen at the age of 25 or over;2. Have knowledge and competency in translation, graduate with at least a higher diploma, and certificates of translation experience;3. Have knowledge of political theory, government directions, and policies;4. Be competent in managing a translation service business;5. Never been convicted nor imprisoned for any intended crimes;6. Be in good health.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/NA	09.12.2008	
Order on the Management of Translation Service	65/MIC	27.01.2010	Chapter 3 (Article 10), Chapter 4 (Article 13), Chapter 7 (Article 24)
Instruction Implementing the Order on the Management of the Translation Service in Lao PDR	59/PSOIC	25.03.2010	

REQUIRED DOCUMENTS FORMALITIES
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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		
<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Information, Culture and Tourism Department, Vientiane Capital	
<b>Time it takes to the authorities to process the formality</b>	14	The relevant laws did not specify the consideration period, but the authority suggests that the regular processing time is no more than 14 working days. Applicants must bring the required documents to sign the certification of the village and the Information, Culture and Tourism Office where the business unit is located and submit it at the reception of the Department of Information, Culture and Tourism Vientiane Capital. The relevant authority will then review the documents and inspect the premises, and with the opinion of the department committee whether to grant the license or not. If the document is approved by the department, the license will be issued in one week.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	12

<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	The license will be valid from 01 January to 31 December every year.The renewal shall be undertaken before 31 March of every 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	300000.00	100000.00	0.00	400000.00
Comments	As defined in Article 51 of the Edict, No. 003/PO			
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	As defined in Article 51 of the Edict, No. 003/PO			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00

<b>Additional renewal fees c omments</b>	
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