

GENERAL INFORMATION	
Name of formality	Tourism Service Operating License
Type of formality	License
Date of last modification	03.11.2020
Responsible Authority	Information, Culture and Tourism Department
Who should apply for this formality?	Individuals, or legal entities that intend to establish and operate a tourism business, which will provide tour guide services to tourists by creating tour itineraries, tourist transfers and services.
Qualifications needed by the business to get the formality	<p>1. Have a registered capital of LAK1,600,000,000 or equivalent to US\$ 200,000 in minimum</p> <p>2. Own or lease an office</p> <p>3. Have the basics of telecommunication devices: two or more telephones, one or more fax or telex machine.</p> <p>4. Have at least two service vehicles, one that can accommodate from 12-17 seats per vehicle, and another for more than 17 seats.</p> <p>5. All types of transport vehicles (including boats) used for tourist services must ensure technical standards, with civil insurance for the life and property of tourists, including transport vehicles.</p> <p>6. Must have an investment plan to create something unique in Laos and must be implemented in 2 years at the latest.</p> <p>7. Create 5 tour programs in accordance with the scope of their responsibilities and activities and at tourist attractions officially authorized by the government.</p> <p>8. Must have staff with political, socio-economic and related professional knowledge, 2/3 of whom must be able to speak and write at least one foreign language.</p> <p>9. Have a leader or company manager who has knowledge, experience and expertise in running a tourism business, can speak and write at least 2 foreign languages, one of which must be English.</p> <p>10. Have a tour guide who must have at least a high school diploma, able to speak and write a foreign language in at least one language (French or English), went through a domestic or foreign tourism training (organized by the relevant organization and have a valid certificate)</p>

LEGAL FRAMEWORK

Name	Number	Date	Comment
Law on Tourism (Amended)	32/NA	24.07.2013	Chapter 9, Article 40 to Article 51
Decision on Tour Operator	607	30.09.2022	

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	Information, Culture and Tourism Department, Vientiane Capital	
Time it takes to the authorities to process the formality	15	After the documents are corrected and completed, the tourism sector will inspect the place and hold a meeting for consultation within the department before issuing the license.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24

What is the process and conditions to get the formality?	
What is the process and conditions to renew the formality?	Must apply for a renewal with a complete application package, the period of application process is no later than 15 working days.

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	2000000.00	1270000.00	230000.00	3500000.00
Comments	Based on Ordinance 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	2000000.00	1270000.00	230000.00	3500000.00
Comments	Based on Ordinance 003/PO			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00

Additional renewal fees c omments	
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