

GENERAL INFORMATION	
Name of formality	License to operate Accommodation
Type of formality	License
Date of last modification	24.06.2024
Responsible Authority	Department of Tourism Business Management (+856-(21) 213-256;)
Who should apply for this formality?	Individuals or legal entities, both domestic and foreign, with the objective of operating in the mentioned activities.
Qualifications needed by the business to get the formality	1. A business application form according to the department's format (1 copy);2. A copy of the restaurant business registration certificate (1 copy);3. A copy of the business registration application (1 set);4. A copy of the internal regulations of the business (1 set);5. Photos of the business owner (3x4 cm, 2 copies)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Amended)	32/NA	24.07.2013	
No name	985	14.12.2021	

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	Tourism Management Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	9	After receiving the business application or confirmation for continuation of business operation correctly and completely, the Department of Information, Culture, and Tourism must coordinate with the relevant sectors to review, consider, and issue a permit to the business owner. They must also notify the applicant of the fees and service charges within 7 working days from the date of receiving the application.

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?	

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	1050000.00	1000000.00	0.00	2050000.00
Comments	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 39, page 210			
ADDITIONAL ISSUING FEES				
Additional fee names				
YES	1050000.00	1000000.00	0.00	2050000.00
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	1050000.00	0.00	0.00	1050000.00
Comments	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 39, page 210			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
YES	1050000.00	0.00	0.00	1050000.00
Additional renewal fees comments				