

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Operate Air Ticket Sale and Reservation Agents</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPWT-CAD-9	03.01.2018	Civil Aviation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	H - Transportation and storage
<b>Purpose for enforcing the business formality</b>	Since this business operator will represent both domestic and international airlines in the direct transaction with the users, in order to mitigate the risk the users may be subject to and to secure the air bookings for those users, it is necessary to manage and control this business operation and require the issuance of this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to operate at the air ticket agent that provides the service of selling the air ticket and airline booking as the agent of the relevant airlines both domestic and international according to their agreement.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	The Department has the rights and mandate to issue this Formality for the business operator nationwide.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the authorities to process the formality</b>	10	In case of denial, the Department shall notify the applicant in writing within 5 working days.
<b>Qualifications needed by the business to get the formality</b>	1. Shall obtain the Enterprise Registration Certificate with a clear business operation of airline booking and sales; 2. Shall have the agent agreement to be the airline agent with the relevant airlines; 3. Shall have the qualified personnels - the minimum requirements are: (i) 1 IT technical staff; (ii) at least 2 air line booking and sale agent that has the IT background and can speak good English; 4. Shall have a good IT system that link directly to the airline and other airline agent	

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	both domestic and international; 5. Shall have modern and sufficient equipment to provide the service; and 6. Shall have a permanent office in Lao PDR.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to renew the formality?</b>	The renewal shall be undertaken at least 30 days prior to the expiration of this Formality; provided that the applicant shall submit all the required documentation to the Department for their consideration of the renewal and the Department will consider the renewal within 5 working days.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	750000.00	20000.00	770000.00
<b>Comments</b>	Reference: Presidential Edit 003, The application fee is collected by the authority.			

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	20000.00	375000.00	395000.00
<b>Comments</b>	Reference: Presidential Edit 003, The application fee is collected by the authority.			

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part III Civil Aviation Business Chapter 1 Operating Business of Civil Aviation Article 51 and Article 52.6
Order on Management of Air Ticket Sale and Reservation Agent	2526/ຍທຂ	16.02.2011	Article 2-Article 7: Air Ticket Agents and Airline Reservation

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate of Annual Tax Payment	
Certificate for Enterprise Registration of Company Limited	ໃບທະບຽນວິສາຫະກິດ ເພື່ອດຳເນີນທຸລະກິດຂາຍປີ້ເຮືອບິນ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ, ໃນກໍລະນີເປັນສາຂາຂອງບໍລິສັດດັ່ງກ່າວ ຕ້ອງປະກອບໃບທະບຽນວິສາຫະກິດເປັນສາຂາ
Evidence for the placement of required guarantee	
Address Certification	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	ໃນກໍລະນີ ຜູ້ຮ້ອງຂໍບໍ່ສາມາດມາພົວພັນວຽກຕົນເອງໄດ້ ຕ້ອງມີໃບມອບສິດ
Copy of Passport of the Managing Director	ສຳເນົາບັດປະຈຳຕົວ ຫລື ໜັງສືຜ່ານແດນ
Organisation Structure of Board of Directors	ໂຄງຮ່າງການຈັດຕັ້ງປະຈຸບັນ
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ກົດລະບຽບພາຍໃນ ວິສາຫະກິດ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສຳເນົາສັນຍາເປັນຕົວແທນຂາຍປີ້ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ ກັບສານການບິນທີ່ກ່ຽວຂ້ອງ
Certification of Financial and Asset / Financial Statements	ບັນຊີອຸປະກອນສຳຫລັບສື່ສານທາງດ້ານເຕັກໂນໂລຊີ ຂໍ້ມູນຂ່າວສານ ແລະ ສຳຫລັບການຂາຍປີ້ເຮືອບິນ ແລະ ຈອງບ່ອນໂດຍສານທາງອາກາດ
Education Qualification Evidence	ໃບປະກາດສະນິຍະບັດ ຫລື ເອກະສານຢັ້ງຢືນຄຸນນະວຸດທິ ຂອງນັກວິຊາການທີ່ກ່ຽວຂ້ອງ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed

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<b>STATISTICS (Issue or/and renewed number)</b>		
2016	6	86

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
Application form for Air Ticket Agents and Airline Reservation	Application form	application 59dc3307b3d20.pdf