

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	Certificate for Aircraft Personnel and Technical Staff	
Type of formality	Certificate	
Formality Code	Date of last modification	Responsible Authority
MoPWT-CAD-18	11.01.2018	Civil Aviation Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	H - Transportation and storage
Purpose for enforcing the business formality	To certify that the aircraft personnel and staff will have all the required qualifications and to ensure that the passenger will get a good, safe and high quality service from these staffs.
Who should complete this business formality?	Any pilot, aviation engineering (on board), aircraft technical repairer (on ground), other aviation technical staff; and aviation commander
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	Any aircraft shall have this Formality for each personnel.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	60	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 60 working days.
Qualifications needed by the business to get the formality	1. The applicant shall be the personnel of the entity that registered their aircraft in Lao PDR; 2. The applicant shall meet the specific requirements or qualifications for each position as defined under the Part 2 of Lao Civil Aviation Regulations.	
Is there any reason for the authority to deny the issuing of the formality?	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.	

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RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
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	250000.00	300000.00	0.00	550000.00
Comments	Reference: Presidential Edit 003/PR			

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	250000.00	150000.00	0.00	400000.00
Comments	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation	01/ສພຊ	19.05.2005	Part II Civil Aviation Chapter 4 Flight Personnel and Technical Staff Article 30 the License for Flight Personnel and Technical Staff

REQUIRED DOCUMENTS	
Document Name	Comment

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REQUIRED DOCUMENTS	
Certification of Health	
Education Qualification Evidence	
License to Operate Air Transport Business	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	26	83
2016	34	71

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Lao Civil Aviation Regulation - Part 2- Personnel Licensing	Department Guideline	lcar-part-02-1st-revison-final... 59f44bd18372c.pdf