

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate Freight Forwarder Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
VCPG-PWTD-12	12.01.2018	Public Work and Transportation 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	Freight forwarder shall bear direct liability on the accuracy and the complement of the transportation documents; shall ensure that the shipment will be transported accurately. Therefore, it is necessary to collect statistic and supervise the service provider in this business to ensure the quality, standards and existence of the service provider with an aim to protect the consumer through the issuance of this Formality.
Who should complete this business formality?	Any person or legal entity that intends to provide freight forward business that includes the services of compilation, contentment, package of the goods and preparation of relevant transportation documents for delivery to the transporter within Lao PDR or to other country.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	15	The relevant legal act does not define the review period but the Department informed that the normal review period does not exceed 15 working days.
Qualifications needed by the business to get the formality	1. Shall have executive that have at least 5 years of transportation business experience 2. Shall have a minimum Lao staff of 20% of the total number that has High Diploma in Transportation field with at least 2 years of working experience. 3. Shall have registered capital of at least 3 Billion LAK for domestic freight	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	forwarding or 5 Billion LAK for international freight forwarding. 4. In case of the joint venture between domestic and international investor, the domestic investor shall hold more than 50% of the total capital and shall have majority management power.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the applicant cannot meet the required qualification and conditions.

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 renew the formality?	This Formality shall be valid until 31 December for each year and it shall be renewed no matter which month the formality was first issued.

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	0.00	200000.00	0.00	200000.00
Comments	Reference to the Presidential Decree No. 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	0.00	200000.00	0.00	200000.00
Comments	Reference to the Presidential Decree No. 003 /PR			

LEGAL FRAMEWORK

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land Transportation (Revised)	24/ສພຸ	12.12.2012	Chapter 3 Freight Forwarding (Article 40 to 42)
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ຍທຂ	21.08.2015	

REQUIRED DOCUMENTS	
Document Name	Comment
Business Activities Report	
Certificate for Enterprise Registration of Company Limited	
Photograph of the Managing Director	ຮູບ 3x4 ຈຳນວນ 04 ແຜ່ນ
Certificate of Annual Tax Payment	ໃບຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານ(ກໍລະນີຂີ້ຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	0
2017	5	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Application form	Application form	transportation-application-for... 59dde6a2d637a.pdf