

**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 a Driving School</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-18	11.01.2018	Public Work and Transportation 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>	The driving school is the place that will provide both theoretical and practical lessons to the driver who will be applying and testing for the driver's license and in order to guarantee that the training and teaching will be conducted in strict compliance the standards defined by the Ministry of Public Works and Transportation, it is necessary that the business person shall apply for this Formality.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish and operate a driving school that will teach how to drive both a normal vehicle and heavy vehicle.
<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>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Shall have the management that has specific knowledge relating to vehicle mechanics from the Intermediate Level and shall passed the training course relating to all the relevant legal acts; 2. Shall have the teachers that passed the training course relating to driving lessons and have driving license at least C class and have more than 5 five years of working experiences; 3. Shall have appropriate

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<b>REQUIREMENTS AND SUPPORTING EVIDENCE</b>	
	location, permanent structures, teaching facilities that are modern and complete sufficiently equipped for the driving lessons; 4. Shall have at least 3 cars for teaching in case of the general vehicle driving school and at least 5 types of heavy vehicles for teaching in case of the heavy vehicle driving school; 5. Shall have the curriculum that is in strict compliance with the Decision No. 2326/MPTW; 6. Shall have registered capital of at least 8 Billion LAK in case of general vehicle driving school or 15 Billion LAK in case of heavy vehicle driving school; 7. In case of a general vehicle driving school, the foreign investor can only invest 49% of the total capital but for the heavy vehicle driving school, the foreign investor can invest 100%.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in case that the applicant cannot meet the required qualification and conditions.

<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 within 30 days prior to the expiration date of this Formality.

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

<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	200000.00	0.00	200000.00

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RENEWAL FEES	
<b>Comments</b>	Reference to the Presidential Decree No. 003 /PR

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on the Establishment of Driving School Business	2326/ຄຂປກ	21.07.2000	Article 4 - Article 8: Regulation of Establishment Driving School
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/ທທຂ	21.08.2015	
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Business of Traffic Road Business Article 43 - Article 44

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	ຢັ້ງຢືນການສໍາລະອາກອນປີຜ່ານມາ (ກໍລະນີຂໍຕໍ່)

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	16

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Transportation Business Application Form	Application form	transportation-application-for... 59df297151666.pdf