

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate Hotel and Guesthouse Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
VCPG-ICTD-33	02.01.2018	Information, Culture and Tourism Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	I - Accommodation and food service activities
Purpose for enforcing the business formality	In order to ensure the safety, quality, good service and efficient service of the hotel and guesthouse that will be providing direct service to the travellers and the public in order to prevent risk that may be incurred on the national tourism environment.
Who should complete this business formality?	Any person or legal entity that intends to operate Hotel (stay place that have more than 15 bedrooms) and Guesthouse (staying place that have less than 15 but more than 5 bedrooms); provided that the stay period can be daily, weekly or monthly but not permanently.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	Application for hotel shall be reviewed by the National Tourism Authority before submitting to the Provincial Governor's approval; while the application for guesthouse can be submitted directly to the Provincial Governor's approval.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	30	Relevant laws do not define the review period but the Vientiane Capital authority informed that the review period for the applicant in Vientiane Capital will not be more than 30 working days.
Qualifications needed by the business to get the formality	1. The applicant shall never been convicted of any crime; and 2. For the guesthouse operation, it is reserved only for Lao person or legal entity only.	
Is there any reason for	Deny in case of the applicant does not have the required qualification or does not	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the authority to deny the issuing of the formality?	meet the required 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 certified on an annual basis by the relevant authorities in order to continue their business operation; provided that they will have to submit the following documents: - Application Form; - Certificate for Payment Tax in last year; - Annual financial statement

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	2000000.00	5000000.00	200000.00	7200000.00
Comments	Reference: Presidential Edict 03/PR The service fee and certificate fee are collected at the following rates: 1. 5-star hotel and resort = 5,000,000 LAK and 2,000,000 LAK 2. 4-star hotel and resort = 4,000,000 LAK and 1,500,000 LAK 3. 3-star hotel and resort = 3,000,000 LAK and 1,000,000 LAK 4. 2-star hotel and resort = 2,000,000 LAK and 800,000 LAK 5. 1-star hotel and resort = 1,000,000 LAK and 600,000 LAK 6. no-classified hotel and resort = 800,000 LAK 7. 3-star guesthouse = 2,000,000 LAK and 500,000 LAK 8. 2-star guesthouse = 1,000,000 LAK and 400,000 LAK 9. 1-star guesthouse = 800,000 LAK and 300,000 LAK 10. no-classified guesthouse = 400,000 LAK			

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	0.00	100000.00	100000.00
Comments				

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	Part III Tourism Business Chapter 4 Staying Place (Article 25 - 28) Chapter VI Tourism Business (Article 77 - 78)
Order on the Management of Hotel and Guest House Services	159/ສນຍ	30.07.1997	

REQUIRED DOCUMENTS	
Document Name	Comment
Permit to Construct a Building Structure	ໃບອະນຸຍາດປຸກສ້າງ (ຖ້າເປັນໂຮງແຮມກໍ່ສ້າງຂຶ້ນໃໝ່) ຫລື ໃບອະນຸຍາດສ້ອມແປງ (ຖ້າເປັນເຄຫະເກົ່າມາດັດແປງເປັນໂຮງແຮມ-ເຮືອນພັກ)
Certificate of Annual Tax Payment	ສໍາເນົາໃບທະບຽນອາກອນ
Certificate for Enterprise Registration of Company Limited	ສໍາເນົາໃບທະບຽນວິສາຫະກິດ
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	
Feasibility Study	
Construction Layout	ແຜນຜັງໂຮງແຮມ-ເຮືອນພັກ (ລວມ ແລະ ລະອຽດ)
Criminal Certificate	
Copy of ID / family registry / passport of Investor	ສໍາເນົາບັດປະຈຳຕົວ, ຊີວະປະຫວັດລະອຽດ, ໃບຢັ້ງຢືນສຸຂະພາບ ແລະ ໃບຢັ້ງຢືນທີ່ຢູ່ຂອງເຈົ້າຂອງໂຄງການ
Certification of Financial and Asset / Financial Statements	ໃບສະຫຼຸບຊັບສິມບັດໜີ້ສິນ ກ່ອນເປີດທຸລະກິດ (ທຶນຮອນ, ເງິນຝາກທະນາຄານ, ຊັບສິມບັດຕ່າງໆ)
Photograph	ຮູບ 3x4 ຈໍານວນ 8 ໃບ
Article of Association	
Certificate of Insurance	ໃບປະກັນໄພທາງແຜ່ງຂອງໂຮງແຮມ - ເຮືອນພັກ
Lease Agreement for the Office Location	

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STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	485	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	59e58cd9d858d.pdf