REGISTRATION DATA		
Name of formality	License to Operate ICT Equipment Composition Business	
Type of formality	License	
Formality Code	**Date of last modification**	**Responsible Authority**
MoPT-ITTD-31	30.12.2017	Department of Information and Communication Technology

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	J - Information and communication
Purpose for enforcing the business formality	In order to guarantee that the Composition of ICT Equipment will meet the required quality and standards with an aim to protect the users' rights.
Who should complete this business formality?	Individuals and entities with the objective of carrying out ICT hardware assembly and software production. - Hardware refers to parts or components of computers and other electronic devices, such as memory, screens, keyboards, printers, phones and televisions. - Software refers to a command set or program that hosts a computer or other electronic device for specific operations.
The formality has online information?	YES
Link to online information	www.ITD.Gov.la
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	10	The relevant law is not issued yet but the authority informed that the normal review period do not exceed 10 working days.
Qualifications needed by the business to get the formality	1. Have capital, offices, equipment and tools as appropriate; 2. Have experienced professionals, experts with a number of appropriate business sizes; 3. Have the feasibility study for each business type.	
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.	

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?	

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	1000000.00	50000.00	50000.00	1100000.00
Comments	Reference: Presidential Edit 03/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	0.00	0.00	0.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	**Number**	**Date**	**Comment**
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38

REQUIRED DOCUMENTS	
Document Name	**Comment**
Certificate for Enterprise Registration of Company Limited	

REQUIRED DOCUMENTS	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີຂະຫນາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Location Confirmation of Enterprise	
Feasibility Study	
Education Qualification Evidence	ໃບປະກາສະນີຍະບັດ / ໃບຢັ້ງຢືນການສຶກສາ
Curriculum vitae of Managing Director	
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ / ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	1

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຊັ້ນສູນຂ່າວສານ	Department Order	59f988c66cbf8.pdf