

**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 ICT Training Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-DICT-37	17.01.2018	Department of Information and Communication Technology

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	In order to ensure standardisation of the services with an aim to ensure the rights and benefits of the users and general public
<b>Who should complete this business formality?</b>	Any person or any legal entity who intends to carry out business of providing training on ICT (training of long or short courses of ICT training).
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Operate this business without prior approval shall be subject to penalty of 10,000,000 LAK 2. Failure to renew the Formality within 30 days as the deadline shall be subject to penalty of 1,000,000 LAK

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	10
<b>Qualifications needed by the business to get the formality</b>	1. Having a specific location with classroom suitable for the training; 2. Having modern, appropriate and sufficient training equipment; 3. Training courses shall be modernised and meet the international standards; 4. Having a clear and definite training curriculum that shall be verified and approved by the Post, Telecommunication and Communication sectors and other lined agencies; and 5. Having the technical staffs that meet the following requirements: the specialists who have good specific ITC-related knowledge; passed the teaching course from the education institution; and have experience and certificate assuring the

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	competence to train the specific field that they will provide to the public.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<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>	Renewal shall be done 30 days prior to the expiration date.

ISSUING FEES				
<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	200000.00	50000.00	50000.00	300000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

RENEWAL FEES				
<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	200000.00	100000.00	100000.00	400000.00
<b>Comments</b>	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and	02/ສພຸ	11.07.2016	Part V ICT Business Activities Article

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LEGAL FRAMEWORK			
Communications Technology			35 to Article 38
Order on the Operation of the ICT Consulting and Training Business	295/ປທສ	10.02.2017	Chapter 2 License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ
Location Confirmation of Enterprise	
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ເຕັກນິກ
Curriculum vate	
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	3

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ອະນຸຍາດດໍາເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	59f6d410465f3.pdf