

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish a Postal Service Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoPT-PD-2	29.12.2017	Post Department

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	To ensure the quality, the convenience, the safety of the deliverer and the receiver of the postal items; and to ensure that the postal service will not be used to deliver anything illegal or suspicious.
Who should complete this business formality?	Any person or legal entity that intends to provide Postal Business Operation that includes the following services: (i) the acceptance, dispatch and delivery of postal items; (ii) the receipt and transmission of electronic information; (iii) postal financial services; and (iv) sale of postage stamps and other postal products.
The formality has online information?	YES
Link to online information	www.mpt.gov.la
The formality has an application form?	NO
Any additional comment concerning the formality	1. First Class Postal Business can provide the comprehensive Postal Services both domestically and internationally; provided, however, that so far this license is only issued for the State-Owned Enterprise; 2. Second Class Postal Business can only provide the international service of acceptance, dispatch and delivery of postal items and postal logistics 3. Third Class Postal Business can only provide the domestic service of acceptance, dispatch and delivery of postal items and postal logistics

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	10
Qualifications needed by the business to get	1. Having a stable financial condition, has a deposit account at a bank in Lao PDR and has the minimum registered capital of 3 Billion LAK for the First class postal

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the formality	business; 2 Billion LAK for the Second class postal business; and 1 Billion LAK for the Third class postal business as confirmed by the competent authority. 2. Having a personnel that has knowledge, capability and experience that are compatible with their responsibilities. 3. Having a technical staff who graduate in Post fields or other relevant academic, or has the working experience in this field for at least 3 years. 4. Only for the First Class Postal Business, having a technical staff who graduate in accounting diploma, finance or business administration have certificate or has work experience for at least 3 years. 5. Having sufficient amount of employees for their business operation. 6. There is a permanent office consisting of vehicles and equipment for carrying out various tasks appropriate to the scale of the business. 7. Having an efficient business plans. 8. Only for the First Class Postal Business, shall have a branch or service counter in every province within 3 years.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the applicant cannot meet the requirements / conditions as defined

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?	1. Renewal of the First Class Postal Business shall be undertaken at the Department of Post; 2. Renewal of the Second and Third Class Postal Business shall be undertaken at the Provincial Department of Public Works and Transportation. 3. Renewal shall be undertaken on an annual basis not later than 31 March of the expiry year.

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	10200000.00	4000000.00	0.00	14200000.00
Comments	Reference: Presidential Edict 03/PR 1. Certificate Fee shall be collected based on the Registered Capital in the following rate: (i) Less than 1 Million LAK = exempted; (ii) More than 1 Million to 10 Million LAK = 20,000 LAK; (iii) More than 10 to 20 Million LAK = 40,000 LAK; (iv) More than 20 Million to 50 Million LAK = 60,000 LAK; (v) More than 50 Million to 100 Million LAK = 100,000 LAK; (vi) More than 100 Million to 400 Million = 140,000 LAK; (vii) More than 400 Million to 1 Billion LAK = 200,000 LAK; (viii) More than 1 Billion to 10 Billion LAK =			

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ISSUING FEES	
	1,000,000 LAK; (viv) More than 10 Billion to 20 Billion LAK = 2,000,000 LAK; and (vv) More than 20 Billion LAK = 4,000,000 LAK. 2. Service Fee shall be collected in the following rate: (i) Annual Fee 200,000 LAK; and (ii) Technical Control Service - item less than 50 kg per item = 5,000,000 LAK and item more than 50 kg per item = 10,000,000 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	10200000.00	4000000.00	0.00	14200000.00
Comments	Reference: Presidential Edict 03/PR 1. Certificate Fee shall be collected based on the Registered Capital in the following rate: (i) Less than 1 Million LAK = exempted; (ii) More than 1 Million to 10 Million LAK = 20,000 LAK; (iii) More than 10 to 20 Million LAK = 40,000 LAK; (iv) More than 20 Million to 50 Million LAK = 60,000 LAK; (v) More than 50 Million to 100 Million LAK = 100,000 LAK; (vi) More than 100 Million to 400 Million = 140,000 LAK; (vii) More than 400 Million to 1 Billion LAK = 200,000 LAK; (viii) More than 1 Billion to 10 Billion LAK = 1,000,000 LAK; (viv) More than 10 Billion to 20 Billion LAK = 2,000,000 LAK; and (vv) More than 20 Billion LAK = 4,000,000 LAK. 2. Service Fee shall be collected in the following rate: (i) Annual Fee 200,000 LAK; and (ii) Technical Control Service - item less than 50 kg = 5,000,000 LAK and item more than 50 kg = 10,000,000 LAK			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on Licensing of the Postal Services Business	2555/ປທສ	29.08.2016	Article 6, 9, 10.
Law on Postal Services (Revised)	45/ສພຊ	25.12.2013	Articles 2, 24, 25
Order on the Standard and Quality of Postal Products and Services	1918/ປທສ	16.05.2017	
Order on the Identification of Prohibited Object for Post Service	168/ປທສ	23.01.2017	

REQUIRED DOCUMENTS	
Document Name	Comment

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REQUIRED DOCUMENTS	
Curriculum vitae of Managing Director	
Photograph of the Managing Director	
Certificate for Enterprise Registration of Company Limited	
Address Certification	
Copy of ID card or Family book of Managing Director	
Copy of Passport of the Managing Director	
Feasibility Study	

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

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບອະນຸຍາດດຳເນີນທຸລະກິດ	Example of resolution	5a459d1a3dd0c.pdf