

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to provide ICT Installation and Reparation Service	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoPT-ITTD-22	31.10.2017	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 services of ICT installation and reparation will meet the required quality and standards with an aim to protect the users' rights.
Who should complete this business formality?	Any person or legal entity that intends to provide ICT installation service (installation of ICT equipment or software in a place or computer) or provide ICT reparation (maintenance and reparation of ICT equipment or software). The services that will be provided include: 1. Installation and reparation of small ICT equipment; 2. Installation and reparation of server system; 3. Installation and reparation of security system; and 4. Installation and reparation of network system.
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	In case that the application package is incomplete or the applicant does not meet the required qualifications, the authority will inform the applicant within 5 working days.
Qualifications needed by the business to get the formality	1. Having relevant technical staff that graduated in the ICT fields with the certificate issued by the education institutions certified by the Ministry of Education and Sports or ICT authority; 2. Not being confiscated of their assets or convicted of being bankrupt under Lao PDR laws; 3. Having definite location equipped with all the ICT equipment sufficient to provide the relevant services	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	and those equipment shall meet the technical standards defined by the ICT authorities.
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?	Renewal shall be undertaken 30 days before the expiration date.

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	200000.00	50000.00	50000.00	300000.00
Comments	Reference: Presidential Edit 003/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	200000.00	50000.00	50000.00	300000.00
Comments	Reference: Presidential Edit 003/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment

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LEGAL FRAMEWORK			
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Installation and Reparation of ICT Equipment	2234/ປທສ	10.07.2017	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Location Confirmation of Enterprise	
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
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນຖານະການເງິນ/ບັນຊີເງິນເຄື່ອນໄຫວທຸລະກິດ
Feasibility Study	
Copy of Passport of the Managing Director	
Curriculum vitae of Managing Director	
Copy of ID card or Family book of Managing Director	
Address Certification	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	391

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599ba1b52f07e.pdf

