

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish a Printing Houses or Printing Stores	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-PD-10	28.12.2017	Publication 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 manage and ensure the quality of the printing operation undertaken by that printing house / printing store and to mitigate the risk of distributing the publications that may violate the laws / regulations or public security / culture norm, therefore, it is necessary to manage, monitor and collect the statistics.
Who should complete this business formality?	Any person or legal entity that intends to operate the printing house (that prints books or publication with the typo machine, offset, underlying and digital machine); or to operate the printing store (small printing shop that use simple printing technique (i.e. photocopy shop or curtain printing shop)
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	Any printing by the printing houses or printing stores shall have the agreement between the Publishing House and the Printing House.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	15
Qualifications needed by the business to get the formality	1. Having sufficient and appropriate location, vehicle, technical equipment and capital to guarantee their operation; 2. Having qualified technical staffs with printing expertise.
Is there any reason for the authority to deny the issuing of the	Deny in case that the applicant does not meet the requirements

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REQUIREMENTS AND SUPPORTING EVIDENCE	
formality?	

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?	Submit the application form for renewal, business report and the original version of business license.

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	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 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	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/ສພຸດ	09.12.2008	Part III Establishment and Function of the Printing Activities Chapter 2 Organisation and Movement of Publishing house, Publishing and Design Shop Article 42 - Article 48

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REQUIRED DOCUMENTS	
Document Name	Comment
Location Map of the Enterprise	
Photograph of the Managing Director	2 Photographer side 3x4
Curriculum vitae of Technical Staffs	
Criminal Certificate	
Address Certification	
Feasibility Study	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	120	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	599bf4a385795.pdf