

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate Animal Health Clinics	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoAF-LFD-10	17.11.2017	Livestock and Fishery Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	A - Agriculture, forestry and fishing
Purpose for enforcing the business formality	Animal clinics shall take full responsibility for the treatment of the animals and shall ensure minimal impacts that may be caused from their operation to the community, it is necessary to enforce the formality for this business operation.
Who should complete this business formality?	Any person or legal entity that intends to operate an animal clinic that provides general animal treatment, excluding the village veterinarian
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	1. It is prohibited to change or expand the clinic facility without prior permission; 2. Change of technical staff or the veterinarian shall be notified to the Department for their information.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	15	Relevant laws do not define the review period but the authority informed that the normal review period do not exceed 15 working days.
Qualifications needed by the business to get the formality	1. Having good health, agreed more than 20 years, having Lao residence for the minimum period of 5 years; not being convicted or subject to any disciplinary sanction; not being insolvent; 2. Having location and equipment that meet the standards, including (i) clinic shall be separated from the residence or other business operate and shall have the minimum area of not less than 12 square meters; (ii) having the clinic sign showing the owners, the contact numbers and all relevant licenses numbers; and (iii) having sufficient amount of veterinary equipment; 3. Having sufficient amount of staff and veterinarian staff graduated	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	with the Bachelor's Degree or equivalent and for the animal doctor, he / she shall have the Degree in veterinarian fields and shall get the technical license from the Agriculture and Forestry divisions.
Is there any reason for the authority to deny the issuing of the formality?	Deny if the applicants fails to meet the required qualifications.

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 month before the Formality expiration, the Formality holder shall submit the following documents for renewal: Application; Health Certificate checked not more than 3 months; Address Certificate; 3 Photograph size 3x4 of the owner; and Site Inspection Report done and signed by the Department.

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	0.00	0.00	0.00
Comments	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 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	The applicable fees have not been defined in any legal act. The authority is in the process of proposing the applicable fees to be included in the revised Presidential Edict No. 03/PR			

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Animal Health Clinics, Pharmacies and Veterinary Equipment	1973/ກບ	23.08.2012	Chapter 2 Operation of the Animal Clinic (Article 4 to Article 7)
Law on Livestock and Veterinary (Revised)	08/ສພຊ	11.11.2016	Article 40-41

REQUIRED DOCUMENTS	
Document Name	Comment
List of Equipment	ບັນຊີອຸປະກອນຮັບໃຊ້ຢູ່ໃນຮ້ານບໍລິການປິ່ນປົວສັດ
Location Map of the Enterprise	ແຜນວາດທີ່ຈະຕັ້ງຮ້ານບໍລິການປິ່ນປົວສັດ
Site Inspection report	ໃບຢັ້ງຢືນການລົງກວດກາສະຖານທີ່ຂອງເຈົ້າໜ້າທີ່ກ່ອນອະນຸຍາດ
Criminal Certificate	ໃບແຈ້ງໂທດຂອງຜູ້ກ່ຽວ ແລະ ຜູ້ດຳເນີນການ, ຜູ້ປິ່ນປົວສັດ ແລະ ຜູ້ຊ່ວຍ
Photograph	ຮູບຖ່າຍບໍ່ເກີນ 1 ປີ, ຂະໜາດ 3x4 ຈຳນວນ 3ໃບ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ປະຈຸບັນ ທີ່ມີຮູບຕິດ
Certification of Health	ໃບຢັ້ງຢືນສຸຂະພາບບໍ່ກາຍ 3 ເດືອນ
Curriculum vate	ໃບຊີວະປະຫວັດຫຍໍ້ທີ່ມີຮູບຕິດ ບໍ່ກາຍ 1 ປີ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	20	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document