

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish a Library	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-PD-24	04.01.2018	Publication Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	R - Arts, entertainment and recreation
Purpose for enforcing the business formality	In order to guarantee that all the libraries will meet the standard and there will not be a use of library in a wrongful or illegal way (i.e. the collection and display of publications that have the content that are in conflict with the laws and regulations or public security)
Who should complete this business formality?	Any person or legal entity that intends to establish a library that is a place that collect all the books, publications and others that contains the public knowledge and intelligence and categorise all those books and publications according to their topics in order to provide access to information to all the public, except the person or legal entity who want to establish a reading room (meaning family or private reading room that do not adopt the library system)
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	1. Ministry of Information, Culture and Tourism approve Formality for National Library, National University Library and Special Library 2. Provincial Department of Information, Culture and Tourism approves the Formality for Provincial Library, university / college/ vocational school library 3. District Office of Information, Culture and Tourism approves the Formality for District Library and school library

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	20

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REQUIREMENTS AND SUPPORTING EVIDENCE	
Qualifications needed by the business to get the formality	1. Having books, other publications and visual equipments in sufficient amount in alignment with each category of library; 2. Having safe infrastructure such as: a building, location and necessary equipment for functioning; 3. Having librarian or staff, who has completed library training courses; 4. Having budget to ensure a regular functioning of library.
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)
NO	0
What is the process and conditions to renew the formality?	

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	20000.00	10000.00	30000.00
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
NO	0.00	0.00	0.00	0.00
Comments				

Datasheet for business formalities.
Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Library	012/ສພຊ	21.12.2011	Part III Establishment and Organization of Library Chapter 1 Establishment of Library (Article 22 to Article 24) Part IV Management and Monitoring (Article 40 to Article 42)

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Construction Layout	- ແຜນນວາດ; - ແບບຂອງຫ້ອງສະໝຸດ.

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017		
2016		

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄໍາຮ້ອງ ຂໍອະນຸຍາດເປີດຫ້ອງສະໝຸດ	Application form	59b791ca9fa6b.pdf