

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

REGISTRATION DATA		
Name of formality	Approval of the Signage Content	
Type of formality	Other	
Formality Code	Date of last modification	Responsible Authority
MolCT-MCD-23	08.12.2017	Mass Culture Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	All of the signage will disseminate information to the general public; therefore, it is necessary for the authority to review the approve the content of those signages to ensure the unity and good order and culture of nation.
Who should complete this business formality?	Any person or legal entity that intends to use and install signage for the purposes of: (i) identifying the name, direction or details of the organisation or directions; (ii) educating the public; or (iii) advertisement purpose - in any forms.
The formality has online information?	NO
Link to online information	
The formality has an application form?	NO
Any additional comment concerning the formality	1. The approval of the signage of the central government authorities and the business operation registered at the central level shall be applied with the Ministry of Information, Culture and Tourism; 2. The approval of the signage of the business operation registered at the provincial level shall be applied with the Provincial Department of Information, Culture and Tourism; and 3. The approval of the signage of the business operation registered at the district or village level shall be applied with the District Office of Information, Culture and Tourism.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	3	The relevant legal act does not define the review period but the authority inform the team that the normal review period is 3 working days.
Qualifications needed by the business to get	1. The content shall be made primarily in Lao language and if there is any other foreign language in the signage, the Lao language shall be bigger (2/3 of the total	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the formality	area) and for the Enterprise signage - it shall identify the required contents as defined under the Decree on Signage; 2. The background and font colours of the signage shall comply with the requirements for each type of signage as defined under the Decree on Signage but if the applicant intends to use a unique characteristics, a separate approval shall be obtained; and 3. Size of the signage shall comply with the requirements defined for each type of signage under the Decree on Signage.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case that the content, colour or size of the signage does not meet the requirements

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?	For the renewal of the Formality, the applicant shall submit the application form and supporting document as follow: - Request letter for renewal - Copy of the 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	3000000.00	0.00	0.00	3000000.00
Comments	Reference: Presidential Edict No. 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	3000000.00	0.00	0.00	3000000.00
Comments	Reference: Presidential Edict No. 003/PR			

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Sign	36/ວບ	29.01.2016	Chapter 4 Content, Color of Background, Text and Size of Sign Article 20 to Article 22 Chapter 5 Approval of content, Period, Import-Export and installation signage Article 23 to Article 26

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	ໃບສະເໜີຂໍອະນຸຍາດຜ່ານເນື້ອໃນປ້າຍ ແລະ ໃບສະເໜີຂໍດຳເນີນກິດຈະການກ່ຽວກັບປ້າຍ
Feasibility Study	
Location Map of the Enterprise	
Certificate for the Issuance of the Tax Identification Number	ໃບທະບຽນອາກອນ
Content of Sign	
Copy of Enterprise Registration Certificate	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	0	3
2016	6	0

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