

GENERAL INFORMATION	
Name of formality	License to Establish a Magazine
Type of formality	License
Date of last modification	01.09.2017
Responsible Authority	Mass Media Department
Who should apply for this formality?	Individuals, legal entities and organizations that intend to establish a media agency (Magazine)
Qualifications needed by the business to get the formality	1. Identify the name, type of media, ideology, objectives in accordance with the role of the agency by the media owner, the target of the service, the scope of publication and distribution of the print media, the power of the transmitter, the timing of the distribution, the frequency, the scope of the transmitting, including the language, username on the internet that will be used by the media agency,2. Identify the name, structure, content, form of the media product3. Must have an organizational structure and qualified personnel as defined in Articles 29, 32 and 34 in accordance with the Law on the Media.4. Have an office, vehicles, technical equipment, capital to ensure the operation of their work.5. In accordance with the development plan and media management in each period

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Chapter IX, Article 55
Law on Mass Media (Revised)	01/NA	04.11.2016	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment

\$_{SUPPORT_NAME}	\$_{SUPPORT_TYPE}	\$_{SUPPORT_COMMENT}
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LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION		
Name of document	Type of document	File of document
\$_{ATTACHMENT_NAME}	\$_{ATTACHMENT_TYPE}	\$_{ATTACHMENT_FILE}

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION		
Name of document	Type of document	File of document
\$_{ATTACHMENT_NAME_RENEW}	\$_{ATTACHMENT_TYPE_RENEW}	\$_{ATTACHMENT_FILE_RENEW}

MEAN OF PRESENTATION		
Means of presentation	At the Authority Offices	
Address of authority	Mass Media Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	15	Within 90 days. After receiving the application, the Ministry of Information, Culture and Tourism must consider issuing the license. In case of refusal, the reason must be given in written to the applicant

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 get the formality?		
What is the process and conditions to renew the formality?	After completing the required documents, the relevant authority will conduct the actual inspection	

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	0.00	100000.00
Comments	Based on the Ordinance on fees and service charges No. 003/PO, Chapter IX, Article 55			
ADDITIONAL ISSUING FEES				
Additional fee names				
NO	0.00	0.00	0.00	0.00
Additional fee comments				

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	0.00	100000.00
Comments	Based on the Ordinance on fees and service charges No. 003/PO,, Chapter IX, Article 55			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees c omments				