

| GENERAL INFORMATION | |
|---|--|
| Name of formality | License for Establishment the Postal Business (Type II) |
| Type of formality | License |
| Date of last modification | 04.09.2017 |
| Responsible Authority | Post Department |
| Who should apply for this formality? | Individuals or juristic persons with the purpose of conducting the following services: - Acceptance, dispatch and delivery of postal items and logistics post services;- Acceptance, dispatch and delivery of documents, parcel posts and items Services with a weight of not more than 50 kg per package;- Money transfer or payment services through post- Transmitting Information services and other facilities on postal services - Production services or sale of Postage Stamps and other Postal Products;- Postal Agency of the types of services mentioned above. |
| Qualifications needed by the business to get the formality | - Companies that registered for enterprise in the Lao PDR for at least one billion Kip - Have an office in the Lao PDR - Have service center, vehicles and equipment to provide the services;- Have personals and postal technicians. |

| LEGAL FRAMEWORK | | | |
|---|-----------|------------|-------------|
| Name | Number | Date | Comment |
| Law on Postal Services (Revised) | 45/NA | 25.12.2013 | Article 25. |
| Order on the Identification of Prohibited Object for Post Service | 168/MOPT | 23.01.2017 | |
| Decision on Licensing of Postal Services Business | 1039/MOPT | 09.04.2019 | |
| Order on the Standard and Quality of Postal Products and Services | 1918/MOPT | 16.05.2017 | |

| REQUIRED DOCUMENTS FORMALITIES | | |
|--------------------------------|------------------|---------------------|
| Name | Type | Comment |
| \${SUPPORT_NAME} | \${SUPPORT_TYPE} | \${SUPPORT_COMMENT} |

| 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 | Post Department, Ministry of Post and Telecommunications | |
| Time it takes to the authorities to process the formality | 15 | |

| RENEWAL INFORMATION | |
|---|---|
| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
| NO | 36 |
| What is the process and conditions to get the formality? | |

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| What is the process and conditions to renew the formality? | To renew the license, the applicants shall submit their applications 30 days before the expiration. In case the applicant does not have an investment license, it is required to apply for it with the Planning and Investment sector before submitting the application for renewal. |
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| 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 | 300000.00 | 1000000.00 | 0.00 | 1300000.00 |
| Comments | According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 10,000,000 LAK.The total cost is 11,300,000 LAK | | | |
| 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 | 300000.00 | 1000000.00 | 0.00 | 1300000.00 |
| Comments | According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 10,000,000 LAK.The total cost is 11,300,000 LAK | | | |
| ADDITIONAL RENEWAL FEES | | | | |

| | | | | |
|---|------|------|------|------|
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |