

GENERAL INFORMATION	
Name of formality	License to Establish a Printed Design Shop
Type of formality	License
Date of last modification	16.11.2017
Responsible Authority	Publication Department
Who should apply for this formality?	Individuals or legal entities that intend to establish a Printed Design Shop
Qualifications needed by the business to get the formality	1. Name, purpose, objectives, feasibility study and environmental impact assessment.2. Have facilities, vehicles, technical equipment, and funds to support the operation.3. Have qualified personnel with knowledge and printing skills

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/NA	09.12.2008	Part II Article 12
Order on the Management of Design of Printed Advertisement	327/MIC	05.05.2010	Chapter 3 Article 9 - Article 11
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 51, clause 4

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	Publication Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	3	According to the authority

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?	The license is valid for 12 months from the date of issuance	

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	100000.00	0.00	400000.00
Comments	The fee is defined in the Ordinances 003/PO, Article 51, clause 4. The service charge is based on the recommendation of the authority.			
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	100000.00	0.00	400000.00
Comments	The fee is defined in the Ordinances 003/PO, Article 51, clause 4. The service charge is based on the recommendation of the authority.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				