

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Licenses to Establish a Language Translation Service Company
<b>Type of formality</b>	License
<b>Date of last modification</b>	30.10.2017
<b>Responsible Authority</b>	Publication Department
<b>Who should apply for this formality?</b>	Government agencies, joint venture translation companies with foreigner and foreign investment companies
<b>Qualifications needed by the business to get the formality</b>	1. Knowledgeable and skilled in language translation, have a higher degree in translation, have a certificate of experience in translation.2. Knowledge in political theory, understand the government directions and policies3. Ability to manage the translation business4. Never been imprisonment or confinement Due to a Conviction for a criminal offense.5. Healthy

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Order on the Management of Translation Service	65/MIC	27.01.2010	Chapter 3 The License for Translation Service (Article 10)Chapter 4 Qualification of the Translator (Article 13)Chapter 7 Management and Monitoring of Translation Service (Article 24)
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 51, clause 2 and Article 65, page 119
Instruction Implementing the Order on the Management of the Translation Service in Lao PDR	59/PSOIC	25.03.2010	

<b>REQUIRED DOCUMENTS FORMALITIES</b>
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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		
<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Publication Department, Ministry of Information, Culture and Tourism	
<b>Time it takes to the authorities to process the formality</b>	15	According to the authority

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	

ISSUING FEES
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<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	According to Article 51, clause 2 and Article 65, page 119 of the Ordinances 003/PO on Fees and Service Charges.The application form can be purchased at the Publication Department			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	According to Article 51, clause 2 and Article 65, page 119 of the Ordinances 003/PO on Fees and Service Charges.The application form can be purchased at the Publication Department			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				

