

GENERAL INFORMATION	
Name of formality	Licenses to Establish a Language Translation Service Company
Type of formality	License
Date of last modification	30.10.2017
Responsible Authority	Publication Department
Who should apply for this formality?	Government agencies, joint venture translation companies with foreigner and foreign investment companies
Qualifications needed by the business to get the formality	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

LEGAL FRAMEWORK			
Name	Number	Date	Comment
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	

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	15	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?	

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	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			
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	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			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				

