

GENERAL INFORMATION	
<b>Name of formality</b>	License to Establish a Book and Publication Distributing Company and Store
<b>Type of formality</b>	License
<b>Date of last modification</b>	28.12.2017
<b>Responsible Authority</b>	Publication Department
<b>Who should apply for this formality?</b>	Any person or entity that intends to establish the publication distributing company/store that covers the distributions in the form of selling, renting, lending, displaying, distributing in other forms, importing-exporting of those books and publications.
<b>Qualifications needed by the business to get the formality</b>	The conditions for company establishment are as follows:1. Name, purpose, objectives and feasibility study2. Location, vehicles, technical equipment, capital to support the operation.3. Have qualified personnel, knowledge, marketing skills4. Approved by the relevant authorities

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/NA	09.12.2008	Chapter 3 Setting up and process the company and shopArticle 49 to Article 51
Order governing the Importation and Distribution of Publication Products	518/MOICT	13.06.2012	
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 51

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	7	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	100000.00	100000.00	0.00	200000.00
Comments	Pursuant to Article 51 of the Ordinances No. 03/PO Application Forms are 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	100000.00	100000.00	0.00	200000.00
Comments	Pursuant to Article 51 of the Ordinances No. 03/PO Application Forms are 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				