

GENERAL INFORMATION	
Name of formality	License to provide ICT Installation and Reparation Service
Type of formality	License
Date of last modification	31.10.2017
Responsible Authority	Department of Digital Technology
Who should apply for this formality?	Individuals or legal entity that intends to provide ICT installation service (installation of ICT equipment or software in a place or computer) or provide ICT reparation (maintenance and reparation of ICT equipment or software). The services that will be provided include: 1. Installation and reparation of small ICT equipment; 2. Installation and reparation of a server system; 3. Installation and reparation of the security system; and 4. Installation and reparation of a network system.
Qualifications needed by the business to get the formality	1. Having relevant technical staff that graduated in the ICT fields with the certificate issued by the education institutions certified by the Ministry of Education and Sports or ICT authority; 2. Not being confiscated of their assets or convicted of being bankrupt under Lao PDR laws; 3. Having definite location equipped with all the ICT equipment sufficient to provide the relevant services and those equipment shall meet the technical standards defined by the ICT authorities.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 28.1.8 and Article 29.2.1.8
Law on Information and Communications Technology	02/NA	11.07.2016	Part V ICT Business Activities Article 35 to Article 38

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	Department of Digital Technology, Ministry of Technology and Communications	
Time it takes to the authorities to process the formality	10	In case that the application package is incomplete or the applicant does not meet the required qualifications, the authority will inform the applicant within 5 working days.

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?	Renewal shall be undertaken 30 days before the expiration date.

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	200000.00	50000.00	50000.00	300000.00
Comments	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
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	200000.00	50000.00	50000.00	300000.00
Comments	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				

