

GENERAL INFORMATION	
Name of formality	License to Establish a Publishing House
Type of formality	License
Date of last modification	30.10.2017
Responsible Authority	Publication Department
Who should apply for this formality?	Government organizations, a joint-venture publishers with foreign company and foreign investment
Qualifications needed by the business to get the formality	1. Names, objectives, goals of the publisher and feasibility study 2. Have a standardized organizational structure and personnel. 3. Have an office, vehicle, technical equipment, capital to support the operation. 4. Have a Managing director or deputy managing director, Editor-in-chief and Lao editors, must have a publishing training certificate or higher diploma in publishing, permanent residence in the Lao PDR, Lao nationality and 21 years old or older, know any foreign language in a certain level.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/NA	09.12.2008	Part III Establishment and Function of Publishing Activities Chapter 1 Establishment and Operation of Publishing House (Article 26 - Article 41)
Instruction on the Establishment of the Publishing House in Lao PDR	781/PSO	25.02.2009	
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	30	The consideration must be completed within 30 business days of the application form date of receipt. In case of refusal, the reason must be given in written to the applicant.

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	As defined in Ordinance No. 003, Article 51.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	As defined in Ordinance No. 003, Article 51.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				