GENERAL INFORMATION				
Name of formality	License to Operate Air Ticket Sale and Reservation Agents License			
Type of formality				
Date of last modification	03.01.2018			
Responsible Authority	Civil Aviation Department			
Who should apply for this formality?	Any person or legal entity that intends to operate at the air ticket agent that provides the service of selling the air ticket and airline booking as the agent of the relevant airlines both domestic and international according to their agreement.			
Qualifications needed by the business to get the formality	1. Shall obtain the Enterprise Registration Certificate with a clear business operation of airline booking and sales;2. Shall have the agent agreement to be the airline agent with the relevant airlines;3. Shall have the qualified personnels - the minimum requirements are: (i) 1 IT technical staff; (ii) at least 2 air line booking and sale agent that has the IT background and can speak good English;4. Shall have a good IT system that link directly to the airline and other airline agent both domestic and international; 5. Shall have modern and sufficient equipment to provide the service; and 6. Shall have a permanent office in Lao PDR.			

LEGAL FRAMEWORK				
Name	Number	Date	Comment	
Order on Management of Air Ticket Sale and Reservation Agent	2526/MPWT	16.02.2011	Article 2-Article 7: Air Ticket Agents and Airline Reservation	
Law on Civil Aviation (Amended)	53/NA	26.06.2018	Part III Civil Aviation BusinessChapter 1 Operating Business of Civil AviationArticle 51 and Article 52.6	

Name	Туре	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 documentType of documentFile of document				
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}		

MEAN OF PRESENTATION				
Means of presentation	At the Authority Offices			
Address of authority	Civil Aviation Department, Ministry of Public Work and Transport			
Time it takes to the authorities to process the formality	10	In case of denial, the Department shall notify the applicant in writing within 5 working days. The Department has the rights and mandate to issue this Formality for the business operator nationwide.		

RENEWAL INFORMATION				
	y have a validity or an ation 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?	The renewal shall be undertaken at least 30 days prior to the expiration of this Formality; provided that the applicant shall submit all the required documentation to the Department for their consideration of the renewal and the Department will consider the renewal within 5 working days.			

ISSUING FEES					
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total busine neec disb	esses I to
YES	0.00	750000.00	20000.00	77000	00.00
Comments	Reference: Presidential Edit 003, The application fee is collected by the authority.				
	AD	DITIONAL ISSUING	FEES		
Additional fee names					
NO	0.00	0.00	0.00 0.0		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	0.00	20000.00	375000.00	395000.00	
Comments	Comments Reference: Presidential Edit 003, The application fee is collected by the authority.				
	ADD	ITIONAL RENEWA	L FEES		
Additional renewal fees names	renewal				
NO	0.00	0.00	0.00	0.00	
Additional renewal fees c omments					