

GENERAL INFORMATION	
Name of formality	License to Operate Animal Clinics
Type of formality	License
Date of last modification	17.11.2017
Responsible Authority	Livestock and Fishery Department
Who should apply for this formality?	Any individual or legal entity that intends to operate an animal clinic that provides general veterinary services, excluding the village veterinarians.
Qualifications needed by the business to get the formality	1. Be in good health and be at least 20 years old, have a permanent residence in Lao PDR for at least 5 years; not in the process of being prosecuted or disciplined; and no prior business bankruptcy; 2. Having a suitable location and equipment that meet the standards, including (i) clinic shall be separated from the residence or other business operations and shall have an area of not less than 12 square meters; (ii) having the clinic sign stating the name of the owner, address, contact numbers and business registration certificate number, and business operating license number; and (iii) having suitable veterinary equipment; 3. Having sufficient staff and veterinarians who graduated with a Bachelor's Degree in veterinary or equivalent, and veterinarians must have a veterinary certificate and a professional license from the Department of Agriculture and Forestry working in veterinary treatments.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Livestock and Veterinary (Amended)	08/NA	11.11.2016	Article 40-41
Order on the Management of Animal Health Clinics, Pharmacies and Veterinary Equipment	1973/MOAF	23.08.2012	Chapter 2 Operation of the Animal Clinic (Article 4 to Article 7)

REQUIRED DOCUMENTS FORMALITIES

Name	Type	Comment
<code>{SUPPORT_NAME}</code>	<code>{SUPPORT_TYPE}</code>	<code>{SUPPORT_COMMENT}</code>

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION

Name of document	Type of document	File of document
<code>{ATTACHMENT_NAME}</code>	<code>{ATTACHMENT_TYPE}</code>	<code>{ATTACHMENT_FILE}</code>

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION

Name of document	Type of document	File of document
<code>{ATTACHMENT_NAME_RENEW}</code>	<code>{ATTACHMENT_TYPE_RENEW}</code>	<code>{ATTACHMENT_FILE_RENEW}</code>

MEAN OF PRESENTATION

Means of presentation	At the Authority Offices	
Address of authority	Livestock and Fishery Department, Ministry of Agriculture and Forestry	
Time it takes to the authorities to process the formality	15	Relevant law does not define the time for consideration, but the authority informs that the consideration period shall not exceed 15 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?	The license shall be renewed 1 month prior to its expiry date. The license holders shall submit the following documents for renewal: - Application form; - Medical Certificate (tested within 3 months);- Residential Certificate with a photo attached; - 3 Photographs sized 3x4 (taken within 1 year); - Site Inspection Report completed and signed by the Veterinary authorities
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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	0.00	0.00	0.00	0.00
Comments	The application fee has not been defined in any legal act. The authority is proposing to include the application fees in the revised Presidential Ordinance No. 003/PO			
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	0.00	0.00	0.00	0.00
Comments	The renewal fee has not been defined in any legal act. The authority is proposing to include the renewal fees in the revised Presidential Ordinance No. 003/PO			
ADDITIONAL RENEWAL FEES				

Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				