

| GENERAL INFORMATION | |
|---|--|
| Name of formality | License to Establish a Museum |
| Type of formality | License |
| Date of last modification | 08.07.2020 |
| Responsible Authority | Heritage Department |
| Who should apply for this formality? | Any person or legal entity that intends to establish a museum, that means the non-profit place for collection, conservation, preservation and exhibition of objects relating to the culture, history, nature, science and social for the purpose of disseminating the background, race valiant, diligence of the ancestors, the richness of Lao nation; and for the purpose of research, education and tourism, for the domestic and foreign. |
| Qualifications needed by the business to get the formality | 1. it shall collect sufficient amount of high value in cultural, historical, natural, scientific and technological objects for exhibition.2. It shall have the sufficient and appropriate location and storage area that can prevent disasters such as floods, pollution, road congestion and other construction sites.3. It shall have the technical staffs graduated in museum fields or other relevant sciences.4. It shall have sufficient capital.5. Have operation and budgets plan to serve technical objectives before or after construction.6. Having the Secured buildings which the Lao PDR is party.7. Having modern vehicle security equipment.8. Have the permanent storage, to secure archiving system to support high value objects. |

| LEGAL FRAMEWORK | | | |
|------------------------------------|---------------|-------------|--|
| Name | Number | Date | Comment |
| Decree on Museum | 159/GOV | 28.05.2015 | Chapter 4 Establishment of the Museum (Article 21 to 23) |
| Law on National Heritage (Revised) | 44/NA | 24.12.2013 | Part VI Museum (Article 62 - Article 68) |

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 | Heritage Department, Ministry of Information, Culture and Tourism | |
| Time it takes to the authorities to process the formality | 90 | In all circumstance, in case the supporting document or qualifications are incomplete, the Department will inform the applicant within 15 days. |

RENEWAL INFORMATION

| | |
|---|--|
| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
| NO | 0 |
| 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 |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Comments | | | | |
| 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 |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Comments | | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |