

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				