

GENERAL INFORMATION	
Name of formality	Approval of the Signage Content
Type of formality	Permit
Date of last modification	08.12.2017
Responsible Authority	Literature And Publishing Department
Who should apply for this formality?	Individuals or legal entities and organizations whose purpose is to use and install signages to indicate, to educate, or to advertise with the signage, electronic signage, written signage, drawing, sculpting, molding, etching or engraving
Qualifications needed by the business to get the formality	1. All types of signage intended for be used in Lao PDR must be in Lao language, with contents that are accurate, clear and grammatical correct. For the written signage or printed in Lao and foreign languages, must put the Lao language on top, foreign language at the bottom or Lao language on the right, foreign language on the left, the size of foreign text should not exceed 2/3 of the Lao text. 2. The background color, text and size of the signage must be in accordance with the type of signage as specified in the Law on Signage. Note: If the applicant intends to make colorful and unique signage, the applicant must apply for the permission from Information, Culture and Tourism sector according to each supervision level.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Chapter XI, Article 65, page 120
Law on Signs	50/NA	21.06.2018	Part II Part III, Article 16, 17 and 18 Part V, Chapter 1, Article 23, 24 and Chapter 2, Article 28 Part VIII Part X, Chapter 1 and 2
No name	226/MICT	26.05.2023	

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		
Time it takes to the authorities to process the formality	8	The Law on Signage No. 50/NA states that the issuance of a license is in eight business days from the date of receipt of the application (For the consideration of approval on the signage business is also eight business 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?	Subject to the contract of the licensing agency and the applicant Submit application and supporting documents as follows:-Application form and signage content- Copy of the previous Approval for signage content
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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	1000000.00	0.00	1000000.00
Comments	- Licenses for products and services signage of all kinds in the size of 6 cm/sign- Processing the new signage.Pursuant to the Ordinance on Fees and Service Charges No. 003/PO, dated 26.12.2012 (Section XI, Article 65, page 120)			
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	1000000.00	0.00	1000000.00
Comments				
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				

NO	0.00	0.00	0.00	0.00
Additional renewal fees c omments				