

GENERAL INFORMATION	
Name of formality	Signage Installation Permit
Type of formality	Other
Date of last modification	16.01.2018
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Signage Advertising Company who received a license from the Information, Culture, and Tourism sector
Qualifications needed by the business to get the formality	Must be a company that conduct signage business activity

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on the Management of Construction Activity	2241/MPWT	31.01.2019	
Law on Signs	50/NA	21.06.2018	
Provision (Additional) on the Management of Sign along the streets, Deposit and Fine	2638/PWT.VC	01.08.2014	
Order on the Control of Traffic Order; Control of Construction-Reparation and Installation of Advertisement Signage in Vientiane Capital	010/GVC	13.09.2013	Clause 5
Decision on City and SUBurb Management	1184/GVC	12.12.2017	Article 8
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	Public Work and Transport Department, Vientiane Capital	
Time it takes to the authorities to process the formality	10	The relevant legislation does not state the timeline but the timeline will be based on the procedure which will be issued by the Department of Public Works and Transport such as 1 week is the fastest, 3 weeks is the slowest. The applicant should follow up with the authority to provide and revise the incorrect document which can speed up the process.

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?	1. The permit is valid for 1 year starting from 1 January to 31 December of each year. 2. The renewal must be made within March of each year. 3. The procedure is the same when applying for the first time. 4. For Hinging signage crossroad is valid for 7 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 fees businesses need to disburse
YES	5000.00	55000.00	0.00	60000.00
Comments	The fees are based on the recommendation from the authority. For hanging signage crossroad the applicant must deposit LAK200,000 per spot. After taking down the signage within 7 days, the applicant can redeem the deposit. If the applicant does not take down the signage on time, the authority will dispossess of advance deposit to take down the signage.			
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	5000.00	55000.00	0.00	60000.00
Comments	The fees are based on the recommendation from the authority			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				

