

GENERAL INFORMATION	
Name of formality	License to Operate Passenger Transportation
Type of formality	License
Date of last modification	12.01.2018
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Any person or legal entity that intends to operate the passenger transportation business which are the activities of the movement of the passenger from one place to another destination by any transportation vehicles either domestically (from one district/province to another) and internationally.
Qualifications needed by the business to get the formality	1. Shall obtain a prior approval to operate in the designated route from the Department of Public Works and Transportation of the route origin as endorsed by the Route Management Committee;2. Shall have at least 2 technical staff that graduated with High Diploma in transportation; provided one staff shall have at least 5 year of working experiences;3. Shall have minimum registered capital of 1 Billion LAK for the domestic transportation and 3 Billion LAK for international transportation; 4. In the case of international transportation, the applicant shall have more than 3 years of effective business operation of domestic transportation;5. Shall have at least 5 vehicals for domestic transportation or have sufficient behicals as agreed for each route of international transportation; 6. This Business is reserved for Lao citizen only. Therefore, the foreign investor is prohibited to invest in this business.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/MPWT	21.08.2015	

Law on Land Transportation (Amended)	24/NA	12.12.2012	Chapter III: ;Land Transportation BusinessArticle 23 - Article 27
Instruction commenting on the Terms and Conditions of Investment in the Transportation Sector		24.09.2008	

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	3	The authority will consider and issue the license within 3 official days after the applicants submit the complete application and required documents. The applicant is recommended to follow up with the authority closely in case the submitted documents or/and required documents are incomplete. The applicant will later have to submit the correct documents according to the advise from the authority.
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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?	This formality shall be valid until 31 of December for each year and it shall be renewed by 30th of March in the following year.

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	50000.00	200000.00	0.00	250000.00
Comments	According to the Single Window Office of the department			
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	50000.00	200000.00	0.00	250000.00
Comments	According to the Single Window Office of the department			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				