

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Operate a Driving School
<b>Type of formality</b>	License
<b>Date of last modification</b>	05.05.2020
<b>Responsible Authority</b>	Public Work and Transport Department
<b>Who should apply for this formality?</b>	Any person or legal entity that intends to establish and operate a driving school that will teach how to drive both a normal vehicle and heavy vehicle.
<b>Qualifications needed by the business to get the formality</b>	<p>1. Shall have the Board of Directors that have a high school diploma or specialised knowledge relating to vehicle mechanics from the Intermediate Level and shall passed the training course relating to all the relevant legal acts;2. Shall have at least 1 teacher who has specialised knowledge on vehicle, has passed the training course relating to driving lessons. Also, the applicant shall have at least 2 teachers who can teach practica lessons on driving, who have driving license of at least class C and have more than 5 five years of driving experiences;3. Shall have appropriate location, permanent structures, teaching facilities that are modern and be sufficiently equipped for the driving lessons;4. Shall have at least 3 cars or at least 5 types of vehicles for teaching in case of the general vehicle driving lessons;5. Shall have the curriculum that is in compliance with the Decision No. 2326/MPTW;6. Shall have registered capital of more than 8 billions LAK for general vehicle driving school or 15 billions LAK for heavy vehicle driving school; 7. In case of a general vehicle driving school, the foreign investor can only invest 49% of the total capital but for the heavy vehicle driving school, the foreign investor can invest 100%.</p>

<b>LEGAL FRAMEWORK</b>			
Name	Number	Date	Comment

Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/MPWT	21.08.2015	
Provision on the Establishment of Driving School Business	2326/MOTPC	21.07.2000	Article 4 - Article 8: Regulation of Establishment Driving School
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Business of Traffic Road BusinessArticle 43 - Article 44

### 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

<b>Means of presentation</b>	At the Authority Offices
<b>Address of authority</b>	Public Work and Transport Department, Vientiane Capital

<b>Time it takes to the authorities to process the formality</b>	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 advice from the authority.
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<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	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.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	50000.00	200000.00	0.00	250000.00
<b>Comments</b>	According to the Single Window Office of the department			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	50000.00	200000.00	0.00	250000.00
<b>Comments</b>	According to the Single Window Office of the department			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				