

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Establish Vehicle and Machine Reparation Business
<b>Type of formality</b>	License
<b>Date of last modification</b>	16.01.2018
<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 the vehicle reparation service.
<b>Qualifications needed by the business to get the formality</b>	1. Shall have appropriate location that can guarantee the environment protection;2. Shall have a good facilities that meets the standards defined by the Ministry of Public Works and Transportation;3. Shall have modern equipment that meets the international standards;4. Shall have the minimum registered capital of 1.5 billion LAK;5. Shall comply with all the required specifications under Notice No. 1107/PWT,VTE, dated 22/09/1995

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Instruction governing the Establishment of Controlled Business in Public Works and Transportation Sector	13779/MPWT	21.08.2015	
Law on Land Traffic (Revised)	23/NA	12.12.2012	Chapter Iv:Traffic Road Business Article 43 - Article 44
Notice: Make improvements and allocation of garage facilities (repair shops), repair of all types of vehicles, lathes and factories	1107/DTPC.VC	22.09.1995	

### **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.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
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.
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<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>				

