

GENERAL INFORMATION	
Name of formality	License to Establish Vehicle and Machine Reparation Business
Type of formality	License
Date of last modification	16.01.2018
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Any person or legal entity that intends to establish and operate the vehicle reparation service.
Qualifications needed by the business to get the formality	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

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 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		
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 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
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.
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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	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				

