

GENERAL INFORMATION	
Name of formality	License to Operate a Road and Traffic-related Business
Type of formality	License
Date of last modification	11.01.2018
Responsible Authority	Public Work and Transport Department
Who should apply for this formality?	Any person or legal entity that intends to operate the business of traffic survey, traffic management, traffic line and sign drawing and road safety inspection.
Qualifications needed by the business to get the formality	1. Shall have an executive who has expertise in road and bridge construction and traffic engineering with at least Intermediate Diploma 2. Shall have at least 1 technical staff who has passed the training relating to traffic engineering and have expertise and 3-year working experiences; 3. Shall have modern equipment and instruments for sign installation.

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

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.

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
NO	0.00	0.00	0.00	0.00
Comments	no data			
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
NO	0.00	0.00	0.00	0.00
Comments	no data			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				