

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Operate a Road and Traffic-related Business
<b>Type of formality</b>	License
<b>Date of last modification</b>	11.01.2018
<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 operate the business of traffic survey, traffic management, traffic line and sign drawing and road safety inspection.
<b>Qualifications needed by the business to get the formality</b>	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.

<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

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

**LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${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**

<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>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	no data			
<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>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	no data			
<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>				