

GENERAL INFORMATION	
<b>Name of formality</b>	Certificate for Aircraft Personnel and Technical Staff
<b>Type of formality</b>	Certificate
<b>Date of last modification</b>	11.01.2018
<b>Responsible Authority</b>	Civil Aviation Department
<b>Who should apply for this formality?</b>	Any pilot, aviation engineering (onboard), aircraft technical repairer (on the ground), other aviation technical staff; and aviation commander. Any aircraft shall have this Formality for each personnel.
<b>Qualifications needed by the business to get the formality</b>	1. The applicant shall be the personnel of the entity that registered their aircraft in Lao PDR; 2. The applicant shall meet the specific requirements or qualifications for each position as defined under the Part 2 of Lao Civil Aviation Regulations.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Civil Aviation (Amended)	53/NA	26.06.2018	Part II Civil AviationChapter 4 Flight Personnel and Technical StaffArticle 30 the License for Flight Personnel and Technical Staff

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	Civil Aviation Department, Ministry of Public Work and Transport	
Time it takes to the authorities to process the formality	60	Relevant laws do not define the review period but the authority informed that the normal review period will not exceed 60 working days.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
What is the process and conditions to get the formality?	
What is the process and conditions to renew the formality?	

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	250000.00	300000.00	0.00	550000.00
Comments	Reference: Presidential Edit 003/PR			
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	250000.00	150000.00	0.00	400000.00
Comments	Reference: Presidential Edit 003/PR			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				