

<b>GENERAL INFORMATION</b>	
<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.

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

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

<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<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>	Civil Aviation Department, Ministry of Public Work and Transport	
<b>Time it takes to the authorities to process the formality</b>	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**

<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	60
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	

**ISSUING FEES**

<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	250000.00	300000.00	0.00	550000.00

**Comments** Reference: Presidential Edit 003/PR

**ADDITIONAL ISSUING FEES**

<b>Additional fee names</b>	
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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	250000.00	150000.00	0.00	400000.00
<b>Comments</b>	Reference: Presidential Edit 003/PR			
<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>				