

| <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> |  |
|-----------------------------|--|

|                                |      |      |      |      |
|--------------------------------|------|------|------|------|
| 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> |   |   |   |   |