

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Operate an ICT Consulting Service Business
<b>Type of formality</b>	License
<b>Date of last modification</b>	17.01.2018
<b>Responsible Authority</b>	Department of Digital Technology
<b>Who should apply for this formality?</b>	Individuals or legal entities that intend to operate an ICT consulting business (data collection, data analysis, consulting or ICT assistance)
<b>Qualifications needed by the business to get the formality</b>	1. Must have a definite and appropriate setting;2. Each ICT project proposal must be reviewed by the ICT sector;3. Must have personnel as follows: have experts who have a good understanding of ICT technical systems; Professionals with at least 5 years of ICT consulting experience with certificate of employment; And experts with experience in ICT consulting or related fields and must have a bachelor's degree or higher.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Information and Communications Technology	02/NA	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Operation of the ICT Consulting and Training Business	295/MOPT	10.02.2017	Chapter 2 License Article 5 to Article 13
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 28.1.5, Article 29.2.1.5 and Article 28.1.e

<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>
<code>\${ATTACHMENT_NAME}</code>	<code>\${ATTACHMENT_TYPE}</code>	<code>\${ATTACHMENT_FILE}</code>

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
<code>\${ATTACHMENT_NAME_RENEW}</code>	<code>\${ATTACHMENT_TYPE_RENEW}</code>	<code>\${ATTACHMENT_FILE_RENEW}</code>

**MEAN OF PRESENTATION**

<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Department of Digital Technology, Ministry of Technology and Communications	
<b>Time it takes to the authorities to process the formality</b>	10	In case of an incomplete, incorrect or did not meet the requirements to obtain the permission, the management and inspection agency will notify the applicant within 5 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	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>	Renewal application of the license must be submitted before the 30 days before expiration date. Must operate the business within one year and in accordance with the laws of the Lao PDR. The applicant must prepare documents as the following: Application form, Color Photo size 3x4 = 2, previous License, power of attorney (In case of designate other person or representatives of companies to apply for the renewal), certificate of tax payment, business operation summary, financial reports.
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<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>
YES	200000.00	50000.00	0.00	250000.00
<b>Comments</b>	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
<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>
YES	200000.00	50000.00	0.00	250000.00

<b>Comments</b>	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
<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>				