

| <b>GENERAL INFORMATION</b>  |   |
|---|---|
| <b>Name of formality</b>  | License to Operate ICT Equipment Business   |
| <b>Type of formality</b>  | License   |
| <b>Date of last modification</b>                                  | 30.12.2017  |
| <b>Responsible Authority</b>                                      | Department of Digital Technology  |
| <b>Who should apply for this formality?</b>                       | Individuals and legal entities that intend to conduct business in the assembly of ICT equipment, such as parts or components of computers and other electronic devices, such as memory, monitor, keyboards, printers, and various parts of information and communication technology equipment to be assembled in Lao PDR as their own product to distribute, handover to both their domestic and foreign customers. |
| <b>Qualifications needed by the business to get the formality</b> | 1. Have capital, offices, equipment and tools as appropriate;2. Have experienced professionals, experts with a number of appropriate business sizes;3. Have the feasibility study for each business type.   |

| <b>LEGAL FRAMEWORK</b>                           |               |             |  |
|--|---------------|-------------|--|
| <b>Name</b>                                      | <b>Number</b> | <b>Date</b> | <b>Comment</b>   |
| Presidential Ordinance on Fees and Service Fees  | 003/PO        | 26.12.2012  | Article 28.1.11 and Article 29.2.1.11                      |
| Law on Information and Communications Technology | 02/NA         | 11.07.2016  | Part V ICT Business Activities<br>Article 35 to Article 38 |

| <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}`   |

| <b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b> |                             |                             |
|---|-----------------------------|-----------------------------|
| <b>Name of document</b>                                 | <b>Type of document</b>     | <b>File of document</b>     |
| `\${ATTACHMENT_NAME_RENEW}`                             | `\${ATTACHMENT_TYPE_RENEW}` | `\${ATTACHMENT_FILE_RENEW}` |

| <b>MEAN OF PRESENTATION</b>                                      |   |   |
|--|---|---|
| <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> | 30  | There is no Decisions on the management of such services, the period of consideration is not more than 30 working days. |

| <b>RENEWAL INFORMATION</b>  |   |
|---|---|
| <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. |

| <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                            | 2000000.00  | 300000.00   | 0.00  | 2300000.00                                    |
| <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                                  | 2000000.00  | 300000.00   | 0.00  | 2300000.00  |
| <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<br/>renewal fees c<br/>omments</b> |  |
|--|--|