

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Establish a Postal Service Business (Type IV)
<b>Type of formality</b>	License
<b>Date of last modification</b>	27.07.2020
<b>Responsible Authority</b>	Post Department
<b>Who should apply for this formality?</b>	Individuals or juristic persons with the purpose of conducting the following services: - Acceptance, dispatch and delivery of postal items and logistics post services;- Acceptance, dispatch and delivery of documents, parcel posts and items Services with a weight of not more than 50 kg per package;- Money transfer or payment services through post- Transmitting Information services and other facilities on postal services - Production services or sale of Postage Stamps and other Postal Products;- Postal Agency of the types of services mentioned above.
<b>Qualifications needed by the business to get the formality</b>	- Individuals or juristic persons authorised as a representative of the postal company - Have a store or point of sale

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Postal Services (Revised)	45/NA	25.12.2013	
Order on the Identification of Prohibited Object for Post Service	168/MOPT	23.01.2017	
Decision on Licensing of Postal Services Business	1039/MOPT	09.04.2019	
Order on the Standard and Quality of Postal Products and Services	1918/MOPT	16.05.2017	

**REQUIRED DOCUMENTS FORMALITIES**

<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>
`\${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>	Post Department, Ministry of Post and Telecommunications	
<b>Time it takes to the authorities to process the formality</b>	5	

**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	1
<b>What is the process and conditions to get the formality?</b>	

<b>What is the process and conditions to renew the formality?</b>	To renew a Postal Business Operation License, service providers must submit the renewal application 30 days before the expiration date. In case the operator has not previously been obtained an investment license, he/she shall file a request to obtain it from the Planning and Investment sector before the license can be renewed.
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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	100000.00	100000.00	0.00	200000.00
<b>Comments</b>	According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 1,000,000 LAK. The total cost is 1,200,000 LAK.			
<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>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>	According to the draft amended Ordinance (pending approval), it is specified that in addition to the fees and service charges, the applicant must pay the management fee for the inspection of the product standard and service quality: 1,000,000 LAK. The total cost is 1,200,000 LAK.			
<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>				