

| GENERAL INFORMATION | |
|---|--|
| Name of formality | License to operate information business |
| Type of formality | License |
| Date of last modification | 21.08.2020 |
| Responsible Authority | Information, Culture and Tourism Department |
| Who should apply for this formality? | Individuals or legal entities who intend to conduct business in the field of radio-television, signage, electronic media, cameras, camcorders, videographers and photographers. |
| Qualifications needed by the business to get the formality | 1. The applicant must have the location, vehicle, technical equipment related to the business, the capital that support the business operation;2. Must have qualified personnel (7-10 people) with knowledge in the relevant field |

| LEGAL FRAMEWORK | | | |
|-----------------------------|--------|------------|---------|
| Name | Number | Date | Comment |
| Law on Signs | 50/NA | 21.06.2018 | |
| Law on Mass Media (Revised) | 01/NA | 04.11.2016 | |
| Law on Publication | 05/NA | 09.12.2008 | |

| REQUIRED DOCUMENTS FORMALITIES | | |
|--------------------------------|------------------|---------------------|
| Name | Type | Comment |
| \${SUPPORT_NAME} | \${SUPPORT_TYPE} | \${SUPPORT_COMMENT} |

| LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION | | |
|---|---------------------|---------------------|
| Name of document | Type of document | File of document |
| \${ATTACHMENT_NAME} | \${ATTACHMENT_TYPE} | \${ATTACHMENT_FILE} |

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

| MEAN OF PRESENTATION | | |
|---|--|--|
| Means of presentation | At the Authority Offices | |
| Address of authority | Information, Culture and Tourism Department, Vientiane Capital | |
| Time it takes to the authorities to process the formality | 15 | Relevant legislation does not specify the duration of the consideration, but the authority suggests that the normal hearing period is 7-10 business days. After submitting the application, the applicant should follow up with the authority to provide incomplete information or additional documents to the authority in a timely manner. |

| RENEWAL INFORMATION | |
|--|--|
| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
| YES | 12 |
| What is the process and conditions to get the formality? | |
| What is the process and conditions to renew the formality? | The license is valid from January 1 to December 31 of each year, and the business operators must renew the license, which must be completed by March of each year. |

| ISSUING FEES | | | | |
|-----------------------|--|--|--|--|
| Has application fees? | Service fees businesses need to disburse | Certificate fees businesses need to disburse | Application fees businesses need to disburse | Total fees businesses need to disburse |
| YES | 0.00 | 200000.00 | 0.00 | 200000.00 |

| | | | | |
|-------------------------|--|------|------|------|
| Comments | The calculation of the cost of applying for this license is based on the Ordinances on Fees and Service Charges. | | | |
| ADDITIONAL ISSUING FEES | | | | |
| Additional fee names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional fee comments | | | | |

| RENEWAL FEES | | | | |
|----------------------------------|--|--|--|--|
| Has renewal fees? | Service fees businesses need to disburse | Certificate fees businesses need to disburse | Renewal fees businesses need to disburse | Total renewal fees businesses need to disburse |
| YES | 0.00 | 200000.00 | 0.00 | 200000.00 |
| Comments | The calculation of the cost of applying for this license is based on the Ordinances on Fees and Service Charges. | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |