

GENERAL INFORMATION	
Name of formality	License to establish a print shop
Type of formality	License
Date of last modification	07.10.2020
Responsible Authority	Publication Department
Who should apply for this formality?	Individuals or legal entities that intend to establish a print shop
Qualifications needed by the business to get the formality	1. Name, purpose, objectives, feasibility study and environmental impact assessment.2. Have facilities, vehicles, technical equipment, funds to support the operation.3. Have qualified personnel with knowledge and printing skills(Article 43 Law on Publication)

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 51, clause 4
Law on Publication	05/NA	09.12.2008	Part 2, Article 12
Order on the Management of Design of Printed Advertisement	327/MIC	05.05.2010	Chapter 3 article 9 to 11

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	Publication Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	3	According to the authority

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 for 12 months from the date of issuance

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	300000.00	100000.00	0.00	400000.00
Comments	The fee is based on the Ordinance on fees and service charges No. 003/PO, Article 51, clause 4. The service charge is based on the recommendation of the authority.			
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	300000.00	100000.00	0.00	400000.00
Comments	The fee is based on the Ordinance on fees and service charges No. 003/PO, Article 51, clause 4. The service charge is based on the recommendation of the authority.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				