

GENERAL INFORMATION	
Name of formality	Passenger Log Book
Type of formality	Other
Date of last modification	19.10.2020
Responsible Authority	Department of Transport
Who should apply for this formality?	Individual, legal entity or organization intends to provide transportation service and specific international transportation
Qualifications needed by the business to get the formality	A vehicle that uses for transport service and specific transport must have the following conditions: - Belonging to the transport enterprise, if it is a rental car it must belong to a car rental enterprise;- A left-hand drive car;- The vehicle is not more than twelve years, for vehicle travel between provinces and international;- Have technical standards in accordance with the regulations of the Ministry of Public Works and Transport;- Registered and affix plate with enterprise type;- Have Vehicle use permit and Passenger Log Book;- Affix symbol in accordance with the regulations of the Ministry of Public Works and Transport;- Have paid annual road usage fees;- Have insurance in accordance with the type and scope of transportation.The State allows the registration of right-hand drive for cross-border transport business with countries that use the left-hand traffic system only.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Land Transportation (Amended)	24/NA	12.12.2012	
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 21.5 and 24.5

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	Department of Transport, Ministry of Public Works and Transport	
Time it takes to the authorities to process the formality	5	In case the applicant has completed the application in full and accuracy, the authority will consider issuing a permit within 5 working days (If there are many trucks it will take 10 working days)

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?	1. This permit is valid for 1 year from the signing date.2. For renewal of this permit must submit 3 months in advance before its expire and the procedure is the same as a new application.

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	10000.00	0.00	10000.00
Comments	According to the Edict 003/PO			
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	10000.00	0.00	10000.00
Comments	According to the Edict 003/PO			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				