

GENERAL INFORMATION	
Name of formality	License to Establish a Publishing House
Type of formality	License
Date of last modification	02.11.2020
Responsible Authority	Information, Culture and Tourism Department
Who should apply for this formality?	Individuals or legal entities that intend to establish a publishing house, which refers to the publishing organization, which is a collection of works in the form of creations, photographs or drawings to be reviewed, edited and classified as a complete prototype.
Qualifications needed by the business to get the formality	1. Must have a standardized organizational structure and personnel.2. Must have staffs, vehicles, technical equipment, and funds to support the operation.3. Must have Managing director or deputy managing director, editor-in-chief and editors. Must have a publishing training certificate or higher diploma in publishing, permanent residence in the Lao PDR, hold Lao nationality and is 21 years of age or older, know any foreign language at a certain level

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/NA	09.12.2008	Part III, Chapter 1, Article 26 to Article 41
Instruction on the Establishment of the Publishing House in Lao PDR	781/PSO	25.02.2009	

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	14	The relevant laws did not specify the consideration period, but the authority suggests that the regular processing time is no more than 14 working days. Applicants must bring the required documents to sign the certification of the village and the Information, Culture and Tourism Office where the business unit is located and submit it at the reception of the Department of Information, Culture and Tourism Vientiane Capital. The relevant authority will then review the documents and inspect the premises, and with the opinion of the department committee whether to grant the license or not. If the document is approved by the department, the license will be issued in one week.

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. License renewals must be completed by March 31 of each year.
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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	As stipulated in Ordinance 003/PO, Article 51			
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	As stipulated in Ordinance 003/PO, Article 51			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				

