

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Establish a Publishing House
<b>Type of formality</b>	License
<b>Date of last modification</b>	02.11.2020
<b>Responsible Authority</b>	Information, Culture and Tourism Department
<b>Who should apply for this formality?</b>	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.
<b>Qualifications needed by the business to get the formality</b>	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

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
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	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<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>	Information, Culture and Tourism Department, Vientiane Capital	
<b>Time it takes to the authorities to process the formality</b>	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**

<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	12
<b>What is the process and conditions to get the formality?</b>	

<b>What is the process and conditions to renew the formality?</b>	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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<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	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	As stipulated in Ordinance 003/PO, Article 51			
<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>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	As stipulated in Ordinance 003/PO, Article 51			
<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>				

