

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Apartment Business Operating License
<b>Type of formality</b>	License
<b>Date of last modification</b>	03.11.2020
<b>Responsible Authority</b>	Information, Culture and Tourism Department
<b>Who should apply for this formality?</b>	Individuals or legal entities intending to conduct apartment business
<b>Qualifications needed by the business to get the formality</b>	1. The room must have complete appliances and facilities such as kitchen, bathroom, bedroom, living room.2. Must have a receptionist, finance staff.3. Must have a parking space4. Must have a garbage storage

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Tourism (Amended)	32/NA	24.07.2013	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`
-----------------------------	-----------------------------	-----------------------------

<b>MEAN OF PRESENTATION</b>	
<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>	15 Relevant legislation does not specified the processing time, but the authorities suggests that the normal considering period is 15 working days in the event that the applicant submits the documents and fully complies with the specified conditions.

<b>RENEWAL INFORMATION</b>	
<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>	There is no expiration for the license, but applicant must apply for a permit to continue the business operation each year in accordance with the regulations of the Department of Information, Culture and Tourism.

<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	200000.00	800000.00	800000.00	1800000.00
<b>Comments</b>	According to the authority			
<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	140000.00	800000.00	0.00	940000.00
<b>Comments</b>	According to the authority			
<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>				