

GENERAL INFORMATION	
Name of formality	Apartment Business Operating License
Type of formality	License
Date of last modification	03.11.2020
Responsible Authority	Information, Culture and Tourism Department
Who should apply for this formality?	Individuals or legal entities intending to conduct apartment business
Qualifications needed by the business to get the formality	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

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

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	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.

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?	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.	

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	200000.00	800000.00	800000.00	1800000.00
Comments	According to 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	140000.00	800000.00	0.00	940000.00
Comments	According to the authority			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				