

GENERAL INFORMATION	
Name of formality	Guest House Operating License
Type of formality	License
Date of last modification	04.11.2020
Responsible Authority	Information, Culture and Tourism Department
Who should apply for this formality?	Individuals, or legal entities, both domestic and foreign, who intend to be operate in such activities
Qualifications needed by the business to get the formality	- The applicant must never have a criminal case or been convicted for any various reasons- Applicants must first apply for license to establish a guest house first

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 laws and regulations do not specify the period of consideration, only based on the completion of documents and the actual premise of the business. For the Department of Information, Culture and Tourism, the period for consideration shall not exceed 15 working days.

RENEWAL INFORMATION		
Does the formality have a validity or an expiration date?		How long will the formality be valid for? (in months)
NO		0
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	The business license is valid until December 31 of each year. The guest house business operating license has no expiration date unless there is a change in business operation. But every year the business has to apply for a permit to certify the operation of the business	

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	800000.00	400000.00	200000.00	1400000.00
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	0.00	800000.00	110000.00	910000.00
Comments	Applicants must also pay a fee at the time of submitting the application of 30,000 with the total cost of 940,000 kip.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				