

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to operate ICT training service business
<b>Type of formality</b>	License
<b>Date of last modification</b>	16.11.2020
<b>Responsible Authority</b>	Department of Digital Technology
<b>Who should apply for this formality?</b>	Individuals or legal entities that intend to conduct business in the field of ICT training services (opening short-term ICT teaching or training courses).
<b>Qualifications needed by the business to get the formality</b>	1. Must have a certain location, suitable classrooms for teaching and learning, sufficient lighting, good ventilation in the training place;2. Must have modern, appropriate and complete equipment to ensure an effective teaching-learning;3. The training curriculum must ensure that it is up-to-date in the form of an internationally integrated textbook or instruction manual;4. The duration, form, lesson and content of each course must be determined through the correction and validation from the ICT sector and relevant parties;5. Must have personnel as follows: Personnel with professional knowledge and skills in the ICT or related fields; Personnel who have passed the teacher training program certification from any educational institution; And personnel with experiences, is a professional and have a relevant certificate in training business operation course.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Information and Communications Technology	02/NA	11.07.2016	
Order on the Operation of the ICT Consulting and Training Business	295/MOPT	10.02.2017	

**REQUIRED DOCUMENTS FORMALITIES**

<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>	Department of Digital Technology, Ministry of Technology and Communications	
<b>Time it takes to the authorities to process the formality</b>	10	In case of incomplete application, incorrect or did not meet the requirements to obtain the license, the management and inspection agency will notify the applicant within 5 working days.

**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>
NO	0
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	

<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	50000.00	0.00	250000.00
<b>Comments</b>	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
<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	200000.00	50000.00	0.00	250000.00
<b>Comments</b>	Fees and service charges shall be in accordance with the provisions of the specific regulations on fees and service charges promulgated in each period (currently in accordance with Ordinance No. 003/PO, dated 26 December 2012).			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00

<b>Additional renewal fees c omments</b>	
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