

GENERAL INFORMATION	
Name of formality	License to operate ICT training service business
Type of formality	License
Date of last modification	16.11.2020
Responsible Authority	Department of Digital Technology
Who should apply for this formality?	Individuals or legal entities that intend to conduct business in the field of ICT training services (opening short-term ICT teaching or training courses).
Qualifications needed by the business to get the formality	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.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
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		
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	Department of Digital Technology, Ministry of Technology and Communications	
Time it takes to the authorities to process the formality	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		
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?		

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	50000.00	0.00	250000.00
Comments	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).			
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	200000.00	50000.00	0.00	250000.00
Comments	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).			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00

Additional renewal fees c omments	
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