

GENERAL INFORMATION	
Name of formality	Licensing Pharmacy Assistant
Type of formality	Registration
Date of last modification	19.11.2020
Responsible Authority	Food and Drugs Department
Who should apply for this formality?	pharmacist or assistant pharmacist (mid-level practitioner) or primary pharmacist
Qualifications needed by the business to get the formality	1. Must be a Lao National with permanent residence in Laos for at least 5 years;2. Foreigners or non-Lao National that has a permanent residence in Lao PDR, but has to go through a Lao Pharmaceutical Education System and licensed by the MoH;3. Shall be a person that is not under trial or abandoning position or under disciplinary due to the error in Pharmaceutical Profession;4. Must be fully healthy;5. For the pharmacy that has previously licensed medical assistants or other health professionals are allowed to continue their business activities until there is any further change or instructions from the Ministry of Health.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Drugs and Medical Products (Amended)	07/NA	21.12.2011	
Order on Retail Pharmacy Shop (Amended)	2922/MOPH	21.09.2016	Article 4
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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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		
Address of authority	Food and Drugs Department, Ministry of Public Health	
Time it takes to the authorities to process the formality	0	No specific consideration period. The application for Licensing pharmacy assistant must be through the health authority of district bureau and provincial/Vientiane capital Department of Health, then propose to Food and Drug Department, Ministry of Health for consideration and approval.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24
What is the process and conditions to get the formality?	

What is the process and conditions to renew the formality?	- Renewal of the Licensing Pharmacy Assistant must be renewed 3 months prior from the expiry date.- The application for renewal must be reviewed by the District Bureau and Provincial/Vientiane Capital Department of Health and then proposed to the Food and Drug Department, Ministry of Health for consideration and approval.
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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	0.00	100000.00	0.00	100000.00
Comments	Refer to the Ordinance on fees and service charges 003/PO			
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	50000.00	0.00	50000.00
Comments	Refer to the Ordinance on fees and service charges 003/PO			
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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