

| 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} |
|-------------------------|-------------------------|----------------------------|

| 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 been 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 | |
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| 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? | |

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| 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 | |
|--|--|