

GENERAL INFORMATION	
Name of formality	License to Operate Fuel (Gas) Station
Type of formality	License
Date of last modification	04.12.2020
Responsible Authority	Department of Industry and Commerce
Who should apply for this formality?	Those who intend to invest or conduct the business of fuel station in Vientiane Capital
Qualifications needed by the business to get the formality	<ul style="list-style-type: none"> • Obtain a certificate to operate a gas station • Invested and disbursed the registered capital as specified in Clause 1.3, Article 7 of the Decree No. 331/PM. • Have an accounting system to track the receipt and payment of fuel on a daily basis • Have a system to monitor and count the fuel payment figures • Have a company trademark that the enterprise is representing • Have a bank account with a bank in Lao PDR and all the payments must be made through the bank. • Have a fuel dispenser and a volume meter inspected and certified by the Science and Technology sector. • Have fire extinguishers according to the number of dispensers and basic firefighting equipment • Have fuel tanks with a maximum capacity of not exceeding 80,000 liters per dispenser • Have public toilets • If there are other business activities at the gas station such as convenience stores, restaurants, cafes, they must register each business separately. • Have insurance under the insurance law

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Fuel Business	331/PM	27.10.2017	
Instruction on the Implementation of some Articles content in Decree on Petroleum Business No. 331/PM, dated 27 October 2017	0521/MOIC.DDT	02.05.2018	

Decision on the Business Activities of the Ministry of Industry and Commerce that requires Business Operating License	0044/MoIC.DERM	18.01.2019	
Instruction on Granting Business Operating License in Business Activities of Internal Trade	0164/DIT.TMDD	01.02.2019	

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		
Time it takes to the authorities to process the formality	10	

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?	Must submit an application for license renewal 6 months prior to its expiry date. After that, the authority will conduct a site inspection and issue a new license.

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	10000.00	110000.00
Comments	Service charge has not been determined yet			
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	100000.00	10000.00	110000.00
Comments	Service charge has not been determined yet			
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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