

GENERAL INFORMATION	
<b>Name of formality</b>	License to Operate Massage and Spa Business
<b>Type of formality</b>	License
<b>Date of last modification</b>	15.12.2020
<b>Responsible Authority</b>	Information, Culture and Tourism Department
<b>Who should apply for this formality?</b>	Any individual or legal entities who intend to operate massage and spa business
<b>Qualifications needed by the business to get the formality</b>	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Amended)	32/NA	24.07.2013	

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	Information, Culture and Tourism Department, Vientiane Capital	
Time it takes to the authorities to process the formality	14	The relevant laws did not specify the consideration period, but the authority suggests that the regular processing time is no more than 14 working days. Applicants must bring the required documents to sign the certification of the village and the Information, Culture and Tourism Office where the business unit is located and submit it at the reception of the Department of Information, Culture and Tourism Vientiane Capital. The relevant authority will then review the documents and inspect the premises, and with the opinion of the department committee whether to grant the license or not. If the document is approved by the department, the license will be issued in one week.

RENEWAL INFORMATION		
Does the formality have a validity or an expiration date?		How long will the formality be valid for? (in months)
YES		12
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	The license is valid from the 1st of January to the 31st of December of every year. The renewal of the license should be done within the 31st of March of every year.	

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	0.00	0.00	0.00
Comments	Please contact the Department of Information, Culture and Tourism authority for more information about fees.			

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
NO	0.00	0.00	0.00	0.00
Comments	Please contact the Department of Information, Culture and Tourism authority for more information about fees.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				