

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to operate Accommodation
<b>Type of formality</b>	License
<b>Date of last modification</b>	24.06.2024
<b>Responsible Authority</b>	Department of Tourism Business Management (+856-(21) 213-256;)
<b>Who should apply for this formality?</b>	Individuals or legal entities, both domestic and foreign, with the objective of operating in the mentioned activities.
<b>Qualifications needed by the business to get the formality</b>	1. A business application form according to the department's format (1 copy);2. A copy of the restaurant business registration certificate (1 copy);3. A copy of the business registration application (1 set);4. A copy of the internal regulations of the business (1 set);5. Photos of the business owner (3x4 cm, 2 copies)

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Tourism (Amended)	32/NA	24.07.2013	
No name	985	14.12.2021	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
#{ATTACHMENT_NAME_RENEW}	#{ATTACHMENT_TYPE_RENEW}	#{ATTACHMENT_FILE_RENEW}

**MEAN OF PRESENTATION**

<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Tourism Management Department, Ministry of Information, Culture and Tourism	
<b>Time it takes to the authorities to process the formality</b>	9	After receiving the business application or confirmation for continuation of business operation correctly and completely, the Department of Information, Culture, and Tourism must coordinate with the relevant sectors to review, consider, and issue a permit to the business owner. They must also notify the applicant of the fees and service charges within 7 working days from the date of receiving the application.

**RENEWAL INFORMATION**

<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	12
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	

**ISSUING FEES**

<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>

YES	1050000.00	1000000.00	0.00	2050000.00
<b>Comments</b>	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 39, page 210			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
YES	1050000.00	1000000.00	0.00	2050000.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	1050000.00	0.00	0.00	1050000.00
<b>Comments</b>	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 39, page 210			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
YES	1050000.00	0.00	0.00	1050000.00
<b>Additional renewal fees comments</b>				