

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to operate Tour Operator
<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 and legal entities who wish to operate a tourism business must meet the following conditions: Be an individual or legal entity that is properly registered according to the laws of the Lao People's Democratic Republic; Have an office/office space and appropriate equipment according to regulations and standards; Have full-time or part-time tourism staff; Have a detailed tourism program and pricing; Hold a valid tourism business license; Have registered capital as specified in the applicable regulations; Open a business account with a bank in accordance with relevant laws and regulations; Foreign individuals or legal entities, in addition to complying with conditions 1, 2, 3, 4, and 5, must also provide a deposit (in Kip) of not less than 30% of the total registered capital.
<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>
Decision on Tour Operator	607	30.09.2022	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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<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}

<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}

<b>MEAN OF PRESENTATION</b>			
<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>	<table border="1"> <tr> <td data-bbox="424 1144 592 1532">9</td> <td data-bbox="592 1144 1508 1532">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.</td> </tr> </table>	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.
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.		

<b>RENEWAL INFORMATION</b>	
<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	9

<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	The required documents for applying to extend a tourism business license include:1. Application Form: A single application form for extending the business license.2. Current License: A copy of the existing tourism business license or a certificate of extension of the license for the previous year.3. Tax Clearance Certificate: A tax payment certificate or a certificate confirming the tax payment for the previous year.4. Submission Deadline: The application for extending the business license must be submitted at least 30 days before the current license expires.

<b>ISSUING FEES</b>				
<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 38 and 39			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<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 38 and 39			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				