

GENERAL INFORMATION	
Name of formality	License to operate Tour Operator
Type of formality	License
Date of last modification	24.06.2024
Responsible Authority	Department of Tourism Business Management (+856-(21) 213-256;)
Who should apply for this formality?	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.
Qualifications needed by the business to get the formality	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).

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decision on Tour Operator	607	30.09.2022	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment

\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}
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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	Tourism Management Department, Ministry of Information, Culture and Tourism	
Time it takes to the authorities to process the formality	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	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	9

What is the process and conditions to get the formality?	
What is the process and conditions to renew the formality?	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.

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	1050000.00	1000000.00	0.00	2050000.00
Comments	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 38 and 39			
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	1050000.00	0.00	0.00	1050000.00

Comments	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 38 and 39			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				