

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate Tourism Service Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-TMD-28	02.10.2017	Tourism Management Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	H - Transportation and storage
Purpose for enforcing the business formality	Tour operator is the representative of the country in creating tour programme and taking care of all the tourists in Lao PDR; therefore, it is necessary to ensure the standard and qualification of those service providers to ensure the safety of the tourist and to preserve a good image of Lao tourism.
Who should complete this business formality?	Any person or legal entity that intends to establish and operate a tourism service business that will provide tour guide service to the travellers by preparing the tour programme, pick-up, sending and providing other associated services to the traveller.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	After obtaining this Formality, the applicant shall apply for the Enterprise Registration Certificate.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	90
Qualifications needed by the business to get the formality	1. Having registered capital of 142,000,000 LAK or equivalent to 200,000 USD and shall have clear schedule for capital contribution; 2. Having a location owned or rented by themselves; 3. Having remote communication devices (i.e. more than 2 telephone or fax) 4. Having at least 2 transportation truck (one 12-17 seat and one 17 seat). 5. Having transportation vehicle (including boat) to service the tourist that meet the required standards; 6. Having investment plan for the creation of

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	Lao unique characteristic and shall implement such plan within 2 years; 7. Creating at least 5 tour programmes for the travel in officially approved tourist attractions; 8. Having staff that has the knowledge in politic, socio-economic or other specific fields of expertise; provided that 2/3 of all staffs shall be able to speak and write in more than one foreign languages; 9. Having head or director that has experiences and expertise in operating tour business and can speak English; 10. Having tour guide that graduated at least in secondary school; can speak and write at least another foreign language (French or English); and passed the tour guide training within Lao or from abroad with a proper certification; 11. Having collateral either in cash or in letter of guarantee from Lao commercial banks in the following rate: 10,800,000 LAK or equivalent to 15,000 USD for the international tourist operator; or 7,200,000 LAK or equivalent to 10,000 USD for the border tourist operator; or 10,800,000 LAK or 15,000 USD plus 7,200,000 LAK or 10,000 USD per province.
Is there any reason for the authority to deny the issuing of the formality?	Deny in case of the applicant does not have the required qualification or does not meet the required conditions.

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 renew the formality?	The applicant shall submit the following documents for renewal: - Application Form; - The Last Tax payment (VAT and Profit tax); - Balance sheet, Asset; - Financial Certificate.

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	2000000.00	1500000.00	200000.00	3700000.00
Comments	Reference: Presidential Edict No. 03/PR 1. Service Fee shall be collected at the flat rate; 2. Certificate Fee shall be calculated pursuant to the conditions of each companies as follows: (i) tour operator (jointly invested by foreign investors) = 1,500,000 LAK (ii) tour operator (domestically-owned) = 1,500,000 LAK (iii) branch of international tour operator = 1,000,000 LAK (iv) tour operator for domestic tourism = 1,000,000 LAK (v) tour operator for specific area = 500,000 LAK 3. The application form is verbally informed by the Vientiane Capital authority			

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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	2000000.00	1500000.00	100000.00	3600000.00
Comments	Reference: Presidential Edict No. 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Tourism (Revised)	32/ສພຊ	24.07.2013	Chapter 9 Tour Guide (Article 46 to 51)
Order on the Establishment and Operation of Tourism Business	1150/ສນຍ	25.10.1993	Article 6, 9, 11, 16-18

REQUIRED DOCUMENTS	
Document Name	Comment
Criminal Certificate	
Curriculum Vitae of Investor	ໃບຊີວະປະຫວັດລະອຽດ ຍັງຍືນໂດຍການຈັດຕັ້ງຂັ້ນບ້ານ ບໍ່ເກີນ 3 ເດືອນ
Certification of Financial and Asset / Financial Statements	ໃບຢັ້ງຢືນຖານະການເງິນ ແລະ ຊັບສົມບັດຂອງບໍລິສັດ.
Agreement with the Hotel	ຂໍ້ຕົກລົງເບື້ອງຕົ້ນກັບບັນດາໂຮງແຮມ ເຊິ່ງເປັນບ່ອນທີ່ຈະນໍາເອົານັກທ່ອງທ່ຽວໄປພັກແຮມຕາມລາຍການ
Certificate of Insurance	ໃບຢັ້ງຢືນປະກັນໄພທາງແຝງ ໂດຍບໍລິສັດປະກັນໄພ ພາຍໃນ ຫຼື ຕ່າງປະເທດອອກໃຫ້
Tour Description	ລາຍການນໍາທ່ຽວໃນຂົງເຂດຮັບຜິດຊອບການເຄື່ອນໄຫວຂອງຕົນ (5 ລາຍການຢ່າງໜ້ອຍ) ພ້ອມລາຄາຂອງລາຍການຕ່າງໆ, ລາຍການດັ່ງກ່າວຕ້ອງເປັນເອກະລັກຂອງໃຜລາວ ແລະ ບໍ່ຊໍ້າຊ້ອນກັບຂອງພາກສ່ວນອື່ນ.
Feasibility Study	ບົດວິພາກເສດຖະກິດໃນຊ່ວງໄລຍະ 3 ຫາ 5 ປີ
Tour Guide Card	ໃບຢັ້ງຢືນການອົບຮົມສໍາລັບພະນັກງານນໍາທ່ຽວ

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REQUIRED DOCUMENTS	
Copy of ID / family registry / passport of Investor	ສໍາເນົາບັດປະຈຳຕົວທີ່ມີຜົນໃຊ້ໄດ້
Certification of Health	ໃບກວດກາ ແລະ ໃບຢັ້ງຢືນສຸຂະພາບ ອອກໃຫ້ໂດຍໂຮງໝໍຂອງລັດ (ຄະນະອໍານວຍການ)
List of Employees	
Joint Venture Agreement / Partnership Agreement / Incorporation Agreement	ສັນຍາຫຸ້ນສ່ວນທຸລະກິດ
Article of Association	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	200	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application Form	Application form	59e58bc618bcc.pdf