

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate an Internet Cafe Type 1	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoPT-ITTD-9	31.10.2017	Department of Information and Communication Technology

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	J - Information and communication
Purpose for enforcing the business formality	In order to guarantee that internet cafe that provide access and service to the general public and assist in promoting the use of internet to the wider range will have good quality, quick and safe
Who should complete this business formality?	Individuals or entities who intends to operate the Internet Cafe meaning the business of providing the internet access to general public in the specific location i.e. Internet cafe
The formality has online information?	YES
Link to online information	www.ITD.Gov.la
The formality has an application form?	YES
Any additional comment concerning the formality	The applicant who obtain this Formality shall ensure full compliance with the qualifications as defined within 60 days.

REQUIREMENTS AND SUPPORTING EVIDENCE	
Time it takes to the authorities to process the formality	10
Qualifications needed by the business to get the formality	1. having space service with the area of 2 square meters per computer, with a total space of the shop not less than 8 square meters, with sufficient lighting and easy airflow (for the 1st); 2. Having safety protection measures for the user (i.e. fire or electrical short prevention according to the relevant standard); 3. Having the CCTV that can capture the activities of the users within the shop for not less than 30 days; 4. Showing business licenses, fees and internal rules where the users can see and read easily; 5. Having a computer network system that has internet signal within the shop or areas that they are responsible only; 6. Having

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	anti-virus software on each computer; 7. Having at least 2 Mbps Internet speeds; 8. For the use of wireless networking systems, it is only permitted to use the WiFi networks systems with a frequency band of 2.4 GHz or 5GHz, and the output speed must not exceed 0.05 watts.
Is there any reason for the authority to deny the issuing of the formality?	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

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 renew the formality?	Renewal shall be done 30 days before the expiration date

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	200000.00	50000.00	50000.00	300000.00
Comments	Reference: Presidential Edit 03/PR			

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	200000.00	50000.00	50000.00	300000.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Provision of Internet Cafe Service	828/ປທສ	11.03.2015	Chapter 2 Type and Issues of Internet Cafe License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Education Qualification Evidence	
Lease Agreement for the Office Location	ສັນຍາເຊົ່າໃຊ້ອາຄານ (ຖ້າມີ)
Copy of ID card or Family book of Managing Director	
Certificate for Enterprise Registration of Company Limited	
List of Equipment	ລາຍລະອຽດອຸປະກອນ
Location Confirmation of Enterprise	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ເກີນ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	57

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599aaab6f2823.pdf