

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Operate ICT Consulting Business	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MoPT-DICT-36	17.01.2018	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 ensure standardisation of the services with an aim to ensure the rights and benefits of the users and general public
Who should complete this business formality?	Any person or legal entity that intends to operate the ICT consulting business (providing service of data collection and analysis,giving advice and assistance relating to ICT).
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	1. Operate this business without prior approval shall be subject to penalty of 10,000,000 LAK 2. Failure to renew the Formality within 30 days as the deadline shall be subject to penalty of 1,000,000 LAK

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 a suitable location; 2. Any plan proposed by the consultant shall be verified by the Post, Telecommunication and Communication sector; 3. Having the technical staffs that meet the following requirements: the specialists who have a good understanding about ICT technical system; have at least 5-year working experience in ICT consulting; and have graduated at least with the Bachelor's degree;
Is there any reason for the authority to deny	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

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REQUIREMENTS AND SUPPORTING EVIDENCE	
the issuing of the formality?	

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 prior to the expiration by submitting the following documents: 1. Application form; 2. 3x4 photos in colors not exceeding 3 months; 3. Original the business license; 4. Power of Attorney (in case the Applicant appoint the others person or representation from the company); 5. Payment Tax certificate; 6. Report of business activities; 7. Financial Summary; 8. Certificates of payment of telecommunications resources (if used); 9. Proposal for clarification the reasons (if any changes, suspensions or cancellations); 10. Other required documents if necessary.

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	100000.00	100000.00	400000.00
Comments	Reference: Presidential Edit 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment

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LEGAL FRAMEWORK			
Law on Information and Communications Technology	02/ສພຊ	11.07.2016	Part V ICT Business Activities Article 35 to Article 38
Order on the Operation of the ICT Consulting and Training Business	295/ປທສ	10.02.2017	Chapter 2 License Article 5 to Article 13

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Copy Certificate of Education	ໃບປະກາສະນິຍະບັດ/ໃບຢັ້ງຢືນການສຶກສາ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Feasibility Study	ບົດວິພາກເສດຖະກິດ ແລະ ຕັກນິກ
Location Confirmation of Enterprise	
Curriculum Vitae	
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	10

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ	Application form	599b946f1f8f8.pdf

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LIST OF ATTACHED DOCUMENTS

ຂໍ້ໃບອະນຸຍາດດໍາເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ		
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