

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	License to Establish a Publishing House	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MolCT-PD-12	30.10.2017	Publication Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	J - Information and communication
<b>Purpose for enforcing the business formality</b>	Publishing house is entitled to create and establish an outline for any publication that will be disseminated to the public, therefore, it is necessary to guarantee that those publishing houses have sufficient competence and capabilities. Also, it is necessary to manage the operation and the layout drafting of all the publications of these publishing house to ensure that there will not be any content that are in violation of the laws or public security.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to establish a publishing house that means the organisation that compile the writing contents, photos and other pieces of information together to compose the original manuscript
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	

REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>Time it takes to the authorities to process the formality</b>	30
<b>Qualifications needed by the business to get the formality</b>	1. Having standardised management and technical staffs. 2. Having office, vehicle, technical equipment and capital that are sufficient for their business operation. 3. Having director or deputy director, head of editor committee and editor that have the certificate of Publishing Training or High Diploma in publishing field; having Lao permanent residence; having Lao nationality; and having knowledge of

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	one more foreign language.
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<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	12
<b>What is the process and conditions to renew the formality?</b>	Submit the application form for renewal, business report of recent year and original business license.

ISSUING FEES				
<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	0.00	100000.00	10000.00	110000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

RENEWAL FEES				
<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	0.00	100000.00	10000.00	110000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/ສພຸ	09.12.2008	Part III Establishment and Function

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LEGAL FRAMEWORK			
			of Publishing Activities Chapter 1 Establishment and Operation of Publishing House (Article 26 - Article 41)
Instruction on the Establishment of the Publishing House in Lao PDR	781/ຫກ	25.02.2009	

REQUIRED DOCUMENTS	
Document Name	Comment
Article of Association	
Education Qualification Evidence	ໃບຢັ້ງຢືນການສຶກສາ ແລະ ປະສົບການຂອງຜູ້ອຳນວຍການ ແລະ ຫົວໜ້າບັນນາທິການສຳນັກພິມແນວລະ 1 ສະບັບ
Curriculum vitae of Managing Director	Curriculum vitae of Director and Deputy Edition of Publishing Press 1 issue
Feasibility Study	1 issue
Organization Chart of the Enterprise	Organization chart of the Publishing Press 1 issue
Criminal Certificate	The Criminal Certificate of Director and Deputy Edition of Publishing Press 1 issue per person
Photograph of the Managing Director	ຮູບຂະໜາດ 3x4 ຂອງຜູ້ອຳນວຍການສຳນັກພິມ ຈຳນວນ 2 ແຜ່ນ
Location Map of the Enterprise	

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	2	0

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application form	Application form	599cf8bb4837f.pdf