

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	License to Establish a Book and Publication Distributing Company and Store	
Type of formality	License	
Formality Code	Date of last modification	Responsible Authority
MolCT-PD-11	28.12.2017	Publication Department

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	To mitigate the risk of distributing the publications or books that may violate the laws / regulations or public security / culture norm, therefore, it is necessary to manage, monitor and collect the statistics of the company or store
Who should complete this business formality?	Any person or entity that intends to establish the publication distributing company / store that covers the distributions in the form of selling, renting, lending, displaying, distributing in other forms, importing-exporting of those books and publications.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	10	It is defined in the Law that the review timeline would be the same timeline as defined under the Law on Enterprise so it is presumed to be 10 working days.
Qualifications needed by the business to get the formality	1. Having appropriate location, vehicle, technical equipment and capital sufficient to guarantee their business operation 2. Having qualified technical staff that have the knowledge and expertise in marketing filed and shall pass the publication training with the certificate.	
Is there any reason for the authority to deny the issuing of the	Deny in the case that the applicant cannot meet the required qualification or conditions.	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
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?	Submit a report of the Company's activities over the recent year and a feasibility study plan based on a draft report to the officials.

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	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 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	0.00	100000.00	10000.00	110000.00
Comments	Reference: Presidential Edict 03/PR			

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Publication	05/ສພຸ	09.12.2008	Chapter 3 Setting up and process the company and shop Article 49 to Article 51
Notice on the Registration of Publication Printing, Importation-	091/ພອ/04	30.03.2004	

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LEGAL FRAMEWORK			
Exportation, Distributions and Advertisement in Lao PDR			
Order governing the Importation and Distribution of Publication Products	518/ຖວທ	13.06.2012	

REQUIRED DOCUMENTS	
Document Name	Comment
Certificate to confirm Land Ownership	
Education Qualification Evidence	1 version
Criminal Certification	1 version
Photograph	2 photograph side 3x4
Copy of ID card or Family book of Managing Director	1 version
Curriculum vate	1 version
Address Certification	1 version
Feasibility Study	1 version

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

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
Application	Application form	59ae1651baeb0.pdf
ໃບຄຳຮ້ອງ ຂໍອະນຸຍາດນຳເຂົ້າ ຫຼື ສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Application form	59b6794970e27.pdf
ໃບຢັ້ງຢືນຮັບປະກັນ ການນຳເຂົ້າ ຫຼື ສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Example of resolution	59b679b699769.pdf
ໃບອະນຸຍາດນຳສົ່ງອອກປັ້ມ - ສິ່ງຝົມ	Example of resolution	59b688158558d.pdf