

**Datasheet for business formalities.**

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

REGISTRATION DATA		
<b>Name of formality</b>	<b>License to Conduct an ICT Equipment Importation Business</b>	
<b>Type of formality</b>	License	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
MoPT-ITTD-21	30.12.2017	Department of Information and Communication Technology

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>	In order to guarantee that the importation of ICT Equipment will meet the required quality and standards with an aim to protect the users' rights.
<b>Who should complete this business formality?</b>	Individuals, entities or organizations intended to conduct business importing ICT equipment from overseas to domestic in order to deliver to other individuals, entities or organizations.
<b>The formality has online information?</b>	YES
<b>Link to online information</b>	<a href="http://www.ITD.Gov.la">www.ITD.Gov.la</a>
<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>	15
<b>Qualifications needed by the business to get the formality</b>	1. Have Capital; 2. Have a staff who acknowledge and with at least 1 year of ICT experience; 3. Have space, facilities, transport vehicles and ICT equipment with sufficiently and appropriately to the business; 4. Have a clear of business plan and be able to do.
<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.

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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>
NO	12
<b>What is the process and conditions to renew the formality?</b>	Renewal shall be undertaken at least 30 days before the expiration.

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	500000.00	100000.00	100000.00	700000.00
<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	500000.00	100000.00	100000.00	700000.00
<b>Comments</b>	Reference: Presidential Edict 03/PR			

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 Importation and Sale of ICT Equipment	3201/ປທສ	16.11.2016	

REQUIRED DOCUMENTS	
Document Name	Comment

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REQUIRED DOCUMENTS	
Certificate for Enterprise Registration of Company Limited	
Education Qualification Evidence	
Bank Statement confirming the capital importation	ໃບຢັ້ງຢືນສະຖານະການເງິນ/ບັນຊີເຄື່ອນທຸລະກິດ ຈາກທະນາຄານພາຍໃນ ສປປ ລາວ
Copy of Passport of the Managing Director	
Copy of ID card or Family book of Managing Director	
Feasibility Study	
Location Confirmation of Enterprise	
Curriculum vitae of Managing Director	
Power of Attorney (in case the applicant appoints the attorney to proceed with the application)	
Address Certification	
Photograph of the Managing Director	ຮູບສີຂະໜາດ 3x4 ຈຳນວນ 2 ໃບ ບໍ່ໃຫ້ກາຍ 3 ເດືອນ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2016	0	170

LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບຄຳຮ້ອງ ຂໍໃບອະນຸຍາດດຳເນີນທຸລະກິດດ້ານເຕັກໂນໂລຊີຂໍ້ມູນຂ່າວສານ	Application form	599ba067c27d0.pdf