



Ministry of Commerce

Foreign Trade Department

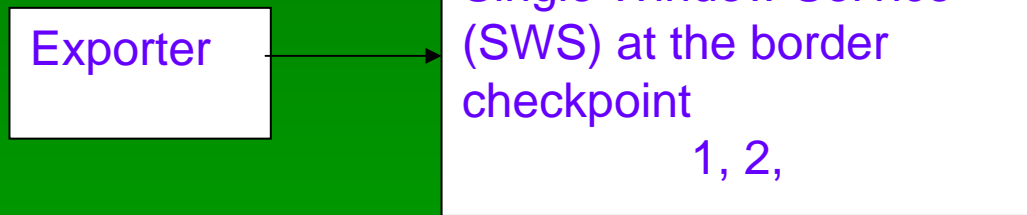


Export Procedures Chart

■ General Goods

Documents required:

1. Invoice
2. Packing List



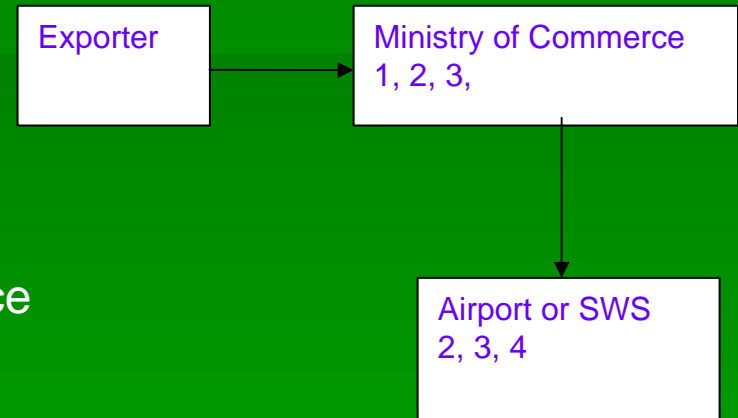
- Exporter shall submit invoice and packing list to the SWS at the border checkpoint for the inspections and to release the goods.
(2 documents and 1 step)

Export Procedures Chart

- Goods Controlled (administered) under the Ministry of Commerce (rough and cut diamond)

Documents required:

1. Application Form
2. Invoice
3. Packing List
4. Approval from the Ministry of Commerce



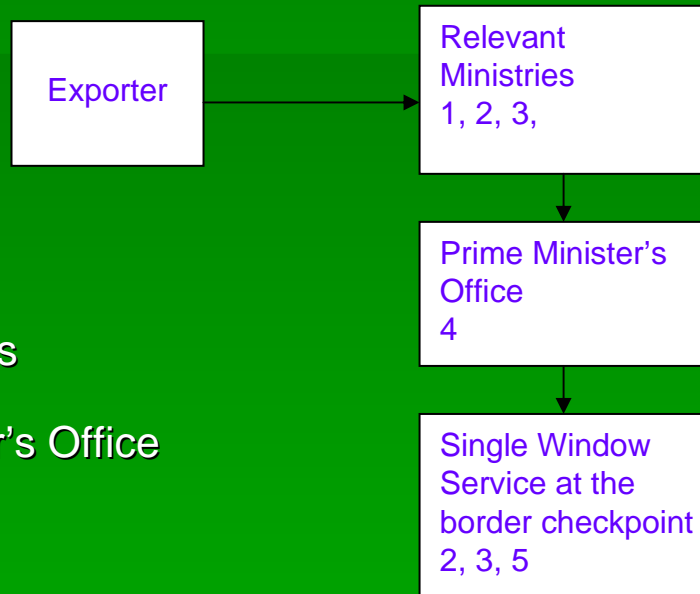
- Exporter shall submit application form, invoice and packing List to the Ministry of Commerce (Foreign Trade Department) for an approval. Then exporter shall present the approval to the airport SWS at the border checkpoint for the inspections and to release the goods. (4 documents and 2 steps)

Export Procedures Chart

Prohibited goods

Documents required:

1. Application Form
2. Invoice
3. Packing List
4. Letter from relevant Ministries
5. Approval from Prime Minister's Office



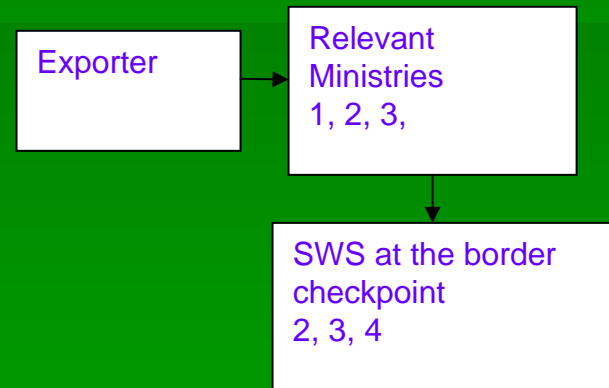
- Exporter shall submit application form, invoice and packing list to the relevant ministries to issue the letter to the Prime Minister's Office for an approval. Then exporter shall present the approval to the SWS at the border checkpoint for the inspections and to release the goods. (5 documents and 3 steps)

Export Procedures Chart

- Goods Controlled (Administered) under the concerned Authorities

Documents required:

1. Application Form
2. Invoice
3. Packing List
4. Approval from relevant Ministries



- Exporter shall submit application form, invoice and packing list to the relevant authorities (ministries or provincial offices, Vientiane Municipality offices or Special Governing Zone) for an approval. Then exporter shall present the approval to the Single Window service at the border checkpoint for the inspections and to release the goods.

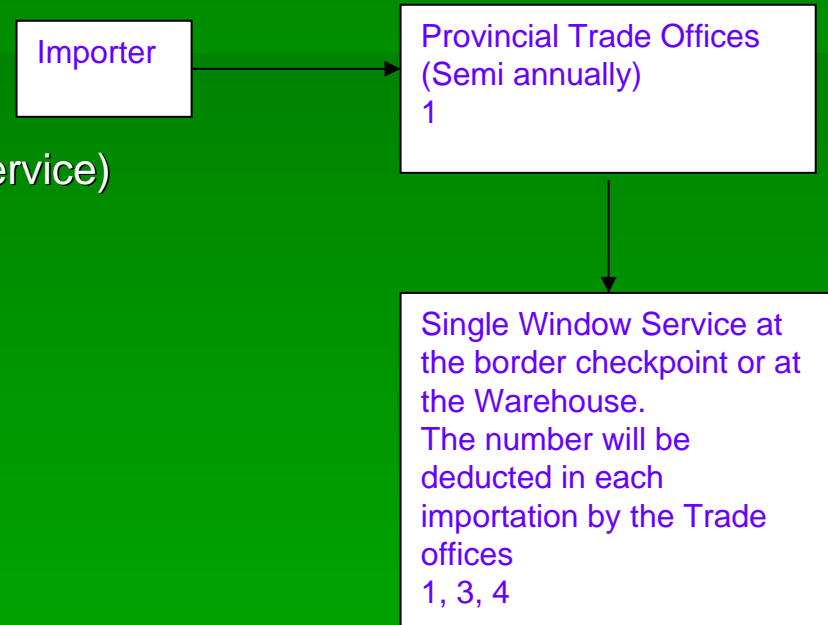
(4 documents and 2 steps)

Import Procedures Chart

■ General goods (under import plan or indicative plan)

Documents required:

1. Import Plan for 6 months or 1 year
2. Import book (Trade-Single Window Service)
3. Invoice
4. Packing List
5. Import duty and tax payment receipt



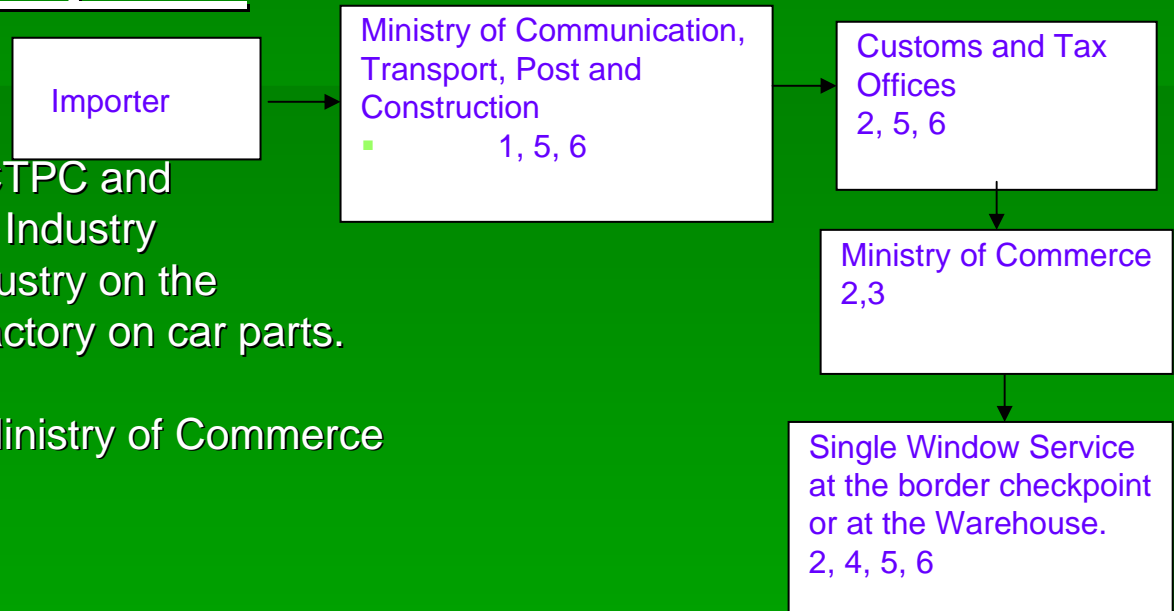
- Importer shall submit import plan for 6 months or 1 year, specifies the quantity and value of each importation to the Provincial Trade Offices. The importer forwards the import plan to trade authority at the border checkpoint or warehouse.
- And deducts each import transaction against the import plan. After that the importer can pay for import duties and tax before clearing the goods from the warehouse. (5 documents and 2 steps)

Import Procedures Chart

■ Automobile and parts

Documents required:

1. Application Form
2. Technical approval from the MCTPC and Certified letter from the Ministry of Industry and Handicraft, Department of Industry on the importation of Auto Assembling Factory on car parts.
3. Duty and tax payment receipt
4. Importation approval from the Ministry of Commerce
5. Invoice
6. Packing List



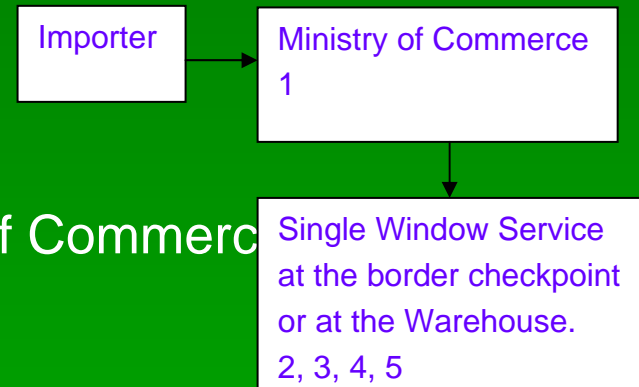
- Importer shall submit application form to MCTPC (Department of Transport) for technical approval, then present the technical approval, invoice and packing list to the Finance Sector for customs and tax payment. After that the importer submits those documents to the Ministry of Commerce (Foreign Trade Department) for the importation approval. Finally, the importer shall forward the documents to the Single Window Service at the border checkpoint for inspections and to release the goods. (6 documents and 4 steps)

Import Procedures Chart

■ Goods Controlled (Administered) under the MOC (Petroleum and Gases)

Documents required:

1. Application form together with annual importation report and Plan
2. Importation approval from the Ministry of Commerce
3. Import duty and tax payment receipt
4. Invoice
5. Packing List



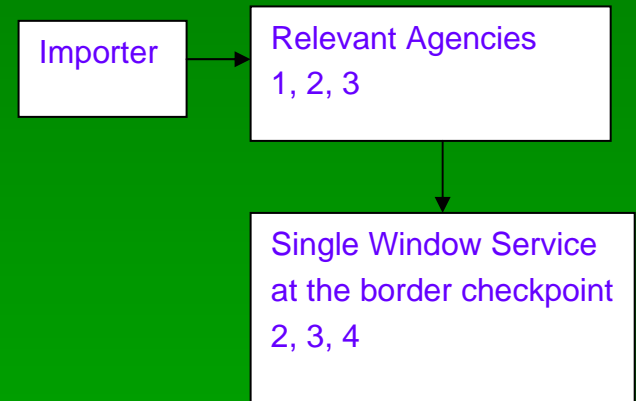
- Importer shall submit the annual importation report and plan to the Ministry of Commerce for importation approval semi annually. Then, the importer forwards the importation approval, invoice and packing list to the single window service at the border checkpoint or warehouse for inspections, import duty and tax payment, and to release the goods. (5 documents and 2 steps)

Import Procedures Chart

- Goods Controlled (Administered) under the relevant Agencies

Documents required:

1. Application form
2. Invoice
3. Packing List
4. Importation approval from relevant agencies



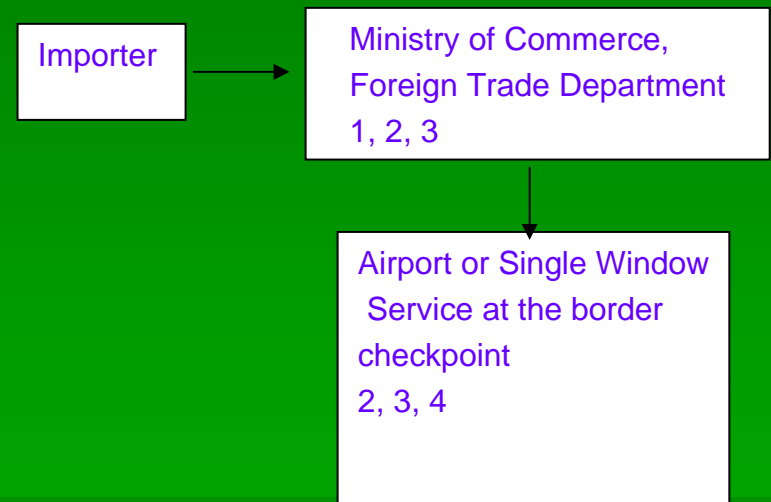
- Importer shall submit the application form, invoice and packing list to relevant agencies (Ministries or Provincial Trade Offices, Vientiane Municipality Divisions or Special Governing Zone) for approval. Then, the importer forwards the approval to the single window service at the border checkpoint for inspections and to release the goods. (4 documents and 2 steps)

Import Procedures Chart

- Goods Controlled (Administered) under the MOC (rough and unwrought diamond)

Documents required:

1. Application form
2. Invoice
3. Packing List
4. Importation approval from the Ministry of Commerce



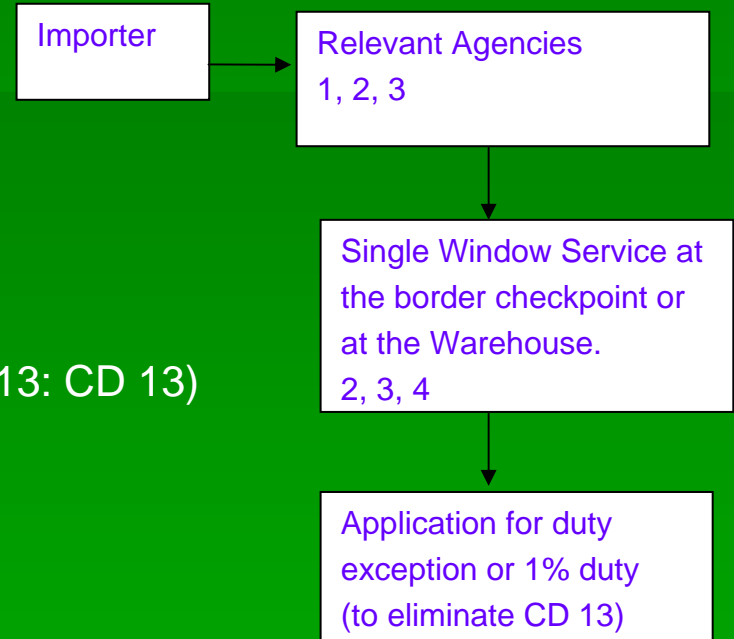
- Importer shall submit the application form, invoice and packing list to the Ministry of Commerce for approval. Then, the importer forwards the approval to the airport-customs office or the single window service at the border checkpoint for inspections and to release the goods. (4 documents and 2 steps)

Project's goods Importation Procedures Chart

■ General Goods

Documents required:

1. Application form
2. Invoice
3. Packing List
4. Letter from relevant ministries
5. Import duty receipt (Customs Declaration form 13: CD 13)



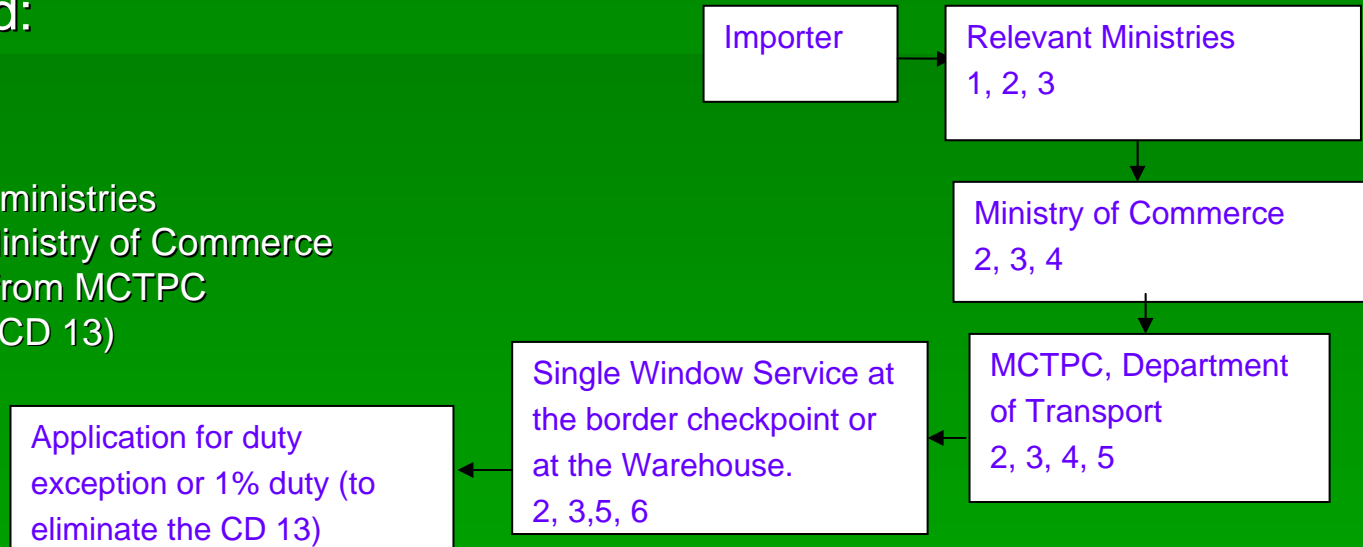
- Importer of goods for projects, diplomats, International Organizations, Foreign Experts, Foreign investment, domestic investment shall submit the application form, invoice and packing list to the Ministry of Foreign Affairs or Committee for Planning and Investment or other relevant ministries for the approval. Then, the importer forwards the approval to the single window service at the border checkpoint or warehouse for inspections and to release the goods. (5 documents and 2 steps)

Project's goods Importation Procedures Chart

■ Auto Vehicle

Documents required:

1. Application form
2. Packing List
3. Invoice
4. Letter from relevant ministries
5. Approval from the Ministry of Commerce
6. Technical approval from MCTPC
7. Import duty receipt (CD 13)



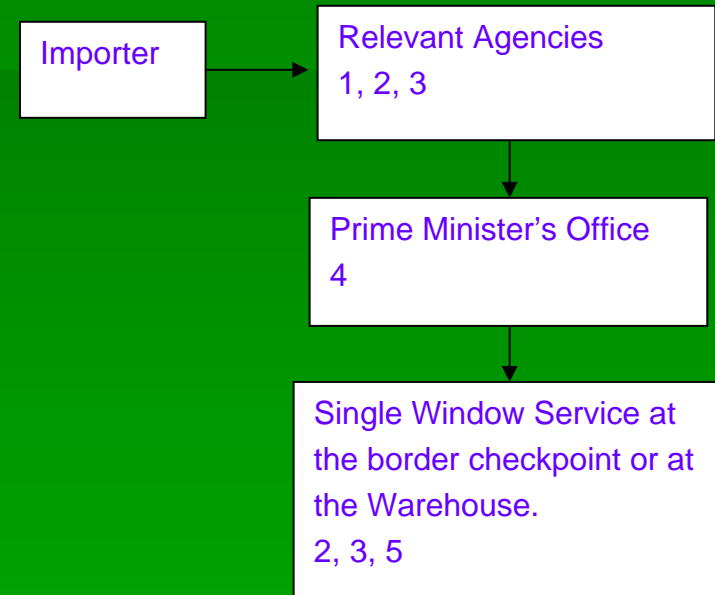
- Importer of goods for projects, diplomats, International Organizations, Foreign Experts, Foreign investment, domestic investment shall submit the application form, invoice and packing list for the importation of auto vehicle to the Ministry of Foreign Affairs or Committee for Planning and Investment or other relevant ministries for the approval to be sent to the Ministry of Commerce. The Ministry of Commerce will issue the vehicle importation approval accordingly. Then, the importer shall present the approval to the MCTPC for technical approval then forwards those documents to the SWS at the border checkpoint or warehouse for inspections and to release the goods. (7 documents and 4 steps)

Project's goods Importation Procedures Chart

■ Prohibited Goods

Documents required:

1. Application form
2. Invoice
3. Packing List
4. Letter from relevant ministries
5. approval from Prime Minister's Office



- Importer shall submit the application form, invoice and packing list to the relevant ministries. Then, the relevant ministries will issue the letter to the Prime Minister's Office for approval. Then, importer forwards the approval to the single window service at the border checkpoint or warehouse for inspections and to release the goods.
- (5 documents and 3 steps)

END

