



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Finance
Customs Department

No. 07366/CD
Vientiane Capital, date 14 November 2017

Instruction
On the Utilization of Manifest Module
at the International Customs Border Checkpoint of Friendship Bridge II, Dansavanh,
Customs Warehouse Units, Customs Boe Ten Border Checkpoint and Customs Border
Checkpoint of Friendship Bridge IV.

- Pursuant to Customs Law no. 04/NA, dated 20 December 2011 and Customs Law (Amended some articles) no. 57/NA, dated 24 December 2014.
- Pursuant to the Decision of Minister no. 2826/MOF, dated 22 August 2017 on the Organization and Function of Customs Department.
- Pursuant to the Instruction on Electronic Customs Declaration N0. 00097/CD, dated 6th Jan 2017.
- Pursuant to the Decision of Customs Department no. 7358/CD, dated 14 November 2017 on utilization of Module to Manage and Movement of Goods.

Director General of Customs Department issued the instruction:

I. Objective

This Instruction is to determine the principles, methods and procedures on using Manifest Module to facilitate on the monitoring, inspect on the notice of the movement on goods to the warehouse and be able to deduct at the same time while enterprises clearing on declaration form to be uniform and modernize.

II. Principles and Scope of Use

This instruction will be pilot used at the International Customs Border Checkpoint of Friendship Bridge II, Dansavanh, Customs Warehouse Units, Customs Boe Ten Border Checkpoint and Customs Border Checkpoint of Friendship Bridge IV as the pilot project of the Manifest Module, upgrade module to be completed and create the opportunities to extend. Install this module across the country.

III. The procedure to use the module on movement of goods

1. The transport services must inform information at least 24 hours before goods arrived. To notice information on transport in Manifest Module in ASYCUDA system should follow the procedures as follows:
 - Inform General Information: transport services should include Master Bill (general segment) as the first shipment should include 1 sets of shipping details.
 - Detailed on transport information: after completed shipping document details, the enterprises must submit detail of Bill of Lading/Truck Bill into detail Way Bill.
 - To register notice information on transport: ASYCUDA system shall determine Manifest Reference Number use as reference for the details of customs declaration form.
2. Separation of shipping details on transport goods
 - In case of shipping details on transport goods is Master Bill, the transport services must separate on shipping details (degroupage) to proceed on the details customs declaration.
 - In case of shipping details us House Bill, the transport services does not to separate the information on goods and be able to proceed on the details customs declaration.
3. Modification on information of transport goods

Modification on information of transport goods: in case the information on transport goods is not match with the Master Bill because of necessary cases such as weight is exceed to suit on bording on ship or truck which is essential to sent some of goods before movement, transport services have to bring documents and evidence on modification of all transportation to inform the customs authorities at the warehouse regards on modify information in ASYCUDA system to match with actual goods that arrived in warehouse.

- IV. The procedure on the customs declaration in details

To declare customs in details, the trader/broker have to follow the procedure as:

 - The goods owner or broker (Savan Logistic) have to proceed on customs declaration in details at Customs Office in the warehouse port Savannakhet by following the procedure as defined on the Guidance of Customs Department No. 00097/CD, dated 6 January 2017. To fill out information on customs declaration in details, the owners (Customs broker or representative) have to inform information on transport goods (Manifest) and Number of Bill of Lading/Truck Bill in to customs declaration in details in order to give ASYCUDA be able to inspect and intergrate information on transport goods into customs declaration form automatically.
 - House Bill 1 Form have to attached customs declaration 1 set as well as with Bill of Lading each time submit to customs authorities to proceed on the inspections.
 - In case of some goods items that not attached with customs declaration form. In the deduction of House Bill, the customs authorities at the warehouse have to deduct that House Bill

The inspection of goods and container shall prepare a document and complete data including the picture collection, inspection result, use of table template for statistics collection for risk analysis in the future.

4. Perform other duties as assigned by the management of border checkpoint strictly and in timely manner.

Article 5. Official Confidentiality

All documents been conducted the data analysis, inspection result, customs measure or other official data of the container control unit shall consider as confidential, not allow to be disclosed unless the approval from high level.

Article 6. Personnel Structure

The personnel structure of the container control unit is an assistant structure of the International Customs Border Checkpoint of Friendship Bridge I, Customs Regional Office V, comply with the Decision of Minister no. 2826/MOF, dated 22 August 2017 on the Organization and Function of Customs Department and Decision of Director General of Customs Department no. 1179/CD, dated 15 March 2018 on Responsibilities and Working Principles of Sector in the Customs Regional Office, Unit in the Provincial Customs Inspection Office and Customs Border Unit.

The container control unit combines one to five permanent customs officers that can be increased or decreased depend on the practical condition and workload to control the risk, inspect the goods and container containing goods and item import, export and transit as specified regulation.

The leading committee of the container control unit is:

- Director General of Customs Department.
- Head of National Commission on Drug Control and Inspection.
- National Coordinator of UNODC.

The implementing unit has a duty to report the International Customs Border Checkpoint, Customs Regional Office V to continue report to the Leading Committee of the Programme quarterly, the Leading Committee of the Programme shall convene a consultation meeting every six month to evaluating the implementation of the Customs Container Programme, addressing issues and developing activities.

Article 7. Monitoring and Report

1. A customs officer who assigned to take responsibility under the container control unit shall report the performance result on goods and container inspection, problem, difficulty and challenge including when found the violation and the seizing of illegal goods regularly to the Head of the International Customs Border Checkpoint of Friendship Bridge I and Head of the Customs Regional Office V.
2. In case of performance is required, the CCU can collaborate with the International Customs Border Checkpoint of Friendship Bridge I, Customs Regional Office V and concerned agencies to ensure the effective performance.
3. Head of the International Customs Border Checkpoint check and report to Head of the Customs Regional Office V daily and weekly to continue summarize and report to the Customs Department weekly, montly, quarterly and yearly to continue report to the Leading Committee of CCP.
4. Summarize, collect and report the situation of the activity and implementation of CCP to high level as specified in the procedure and regulation.

Article 8. Extension and Implementation

Head of the Customs Regional Office V, Head of the International Customs Border Checkpoint of Friendship Bridge I, Sectors and Units of Customs Border are assigned to undertake the extension, dissemination and guidance for the government officials and customs officers under their own responsibilities to have deeper understanding and lead to the implementing in right and complete manner and ensure the achievement as expected level. All sectors are requested to acknowledge, collaborate and facilitate the implementation of this Decision strictly.

Article 9. Effectiveness

This Decision shall become effective and implement from the date of signature until the replacement of new Decision.

Acting Deputy Director General
of Customs Department

Bounpaseuth SIKOUNLABOUT

Organizational Structure of CCU of the International Customs Border Checkpoint of Friendship Bridge 1

