

(Unofficial translation)

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Finance
Department of Customs

No.07888/DC

Vientiane Capital, on 12 December 2018

Notification Guidelines

To: Entrepreneurs who do business importing goods into the Lao PDR.

Subject: Applying documents for preferential tariff in the Free Trade Agreements which Lao PDR is a party.

- Pursuant to the Customs Law No. 04/NA, dated 20 December 2011 and some revised articles No. 57/NA, dated 24 December 2014;
- Pursuant to the Decision of the Customs Department No. 2826/MOF, dated 22 August 2017 on the organization and operation of the Customs Department.
- Pursuant to the Instruction of the Department of Customs, No.03782/DC, dated 16 February 2016 on the Origin of Products and preferential tariff in the condition of Free Trade Agreements which the Lao PDR is a party.

In preparing to implement the One-Stop Service and facilitation entrepreneurs for applying to the certificate of preferential tariff in the various Free Trade Agreements of the Lao PDR as a party, when importing goods and items. The implementation aims to reduce unnecessary time and improve procedures to be unity around the nation in accordance with the relevant laws and regulations.

The Department of Customs issued the following notification guideline:

1. From 01 January 2019 onwards, entrepreneurs who, intends to apply the certificate of preferential tariff in the various Free Trade Agreements of the Lao PDR as a party, must submit the following documents:
 - A request letter to Department of Customs (Legal Division);
 - Copy of Certificate of Origin;
 - Copy of invoice and packing list;
 - Copy of shipping documents: Bill of Landing, Truck Bill, Air WayBill, Manifest (Master Bill or House Bill) other relevant to the international shipment documents (excluded shipment form ສູ 3);
 - Copy of enterprise registration certificate (front-back); tax receipt and/or annual tax certificate (last year).

Copies must be stamped by the company in order to certify that the copy is correct within its original forms.

2. Submission of documents can be submitted in person at, or for further information please consult with, the Legal Division (Department of Customs) and/or send to E-mail: legislation.laocustoms2018@gmail.com or telephone: 021 285294, 030 5185800 (Business hours);
3. A consideration of the preferential tariff certificate will be 3 official days (if the documents are completed and correct).

Therefore, we would like to inform for your information and cooperation accordingly.

**Acting Director General of the Department of Customs
Bounpaseurt Sikounlabout**