



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Industry and Commerce
Permanent Secretariat Office

ref.no: 1824/PSO.DIMEX
Vientiane, dated 17 August 2017

Notification

To: Head of Department of Industry and Commerce at Provincial, Vientiane Capital
Head of Industry and Commerce at District which shares borders with Vietnam

Subject: The Issuance of Certificate of Origin for the Border Trade Agreement between Lao PDR and Viet Nam.

- Pursuant to the Border Trade Agreement between Lao PDR and Viet Nam. Signed on dated 24 June 2015.
- Pursuant to the Instruction on implementing some article of Lao-Viet Name Border Trade Agreement No.0280/MOIC.DFTP, dated 27 February 2017.
- Pursuant to the Instruction on Certification of Origin that received the preferences, No. 2225/MoIC.DIMEX, dated 05 December 2014.

In order to expanding and implementing Border Trade Agreement between Lao-Vietnam (next will called Border Trade Agreement between Lao-Viet Nam) on the issuance of Certificate of Origin to be uniformity across the country.

Permanent Secretariat Office of the Ministry of Industry and Commerce issue notification as following:

1. Assign the Provincial/Capital Department of Industry and Commerce to implement as following:
 - 1.1. Issuing Certificate of Origin (CO) that received the preference as mentioned at No. 01 Article 06 (Annex 01) of the Border Trade Agreement between Lao-Viet Name;
 - 1.2. Only the Provincial Department of Industry and Commerce, which shares borders with Vietnam be able to issue the CO as mentioned in Article 07 (Annex 02 and 03);
 - 1.3. To promote, disseminate, monitor and evaluate the implementation of issuing CO at the border districts;

- 1.4. Summarize and analyze information on the process of issuing CO in order to reporting to the Ministry of Industry and Commerce, Department of Import and Export (DIMEX) regularly;
 - 1.5. Quarterly report on the amount of issuing CO to DIMEX no later than the 15th day of the final month of the quarter;
 - 1.6. To collect fees and charges based on the laws;
 - 1.7. To maintain a complete copy of the CO within 02 years period;
 - 1.8. To be as focal point for coordinates with relevant agencies from both Laos and Viet Nam to resolve problems on the implementation for issuing CO.
2. Assign the District of Industry and Commerce Office which shares borders with Vietnam to undertakes the operation as following:
 - 2.1. Issuing Certificate of Origin (CO) for goods item that mentioned in section 04 Article 05 and Article 07 (Annex 02 and 03) of the Border Trade Agreement between Lao-Viet Nam;
 - 2.2. Quarterly report of the amount of issuing CO to the Provincial Department of Industry and Commerce no later than 10th of final month of the quarter;
 - 2.3. To collect fees and charges based on the laws;
 - 2.4. To maintain a complete copy of the CO within 02 years period;
 3. Please see attached file for the issuing CO procedure, requested Form and CO Form.

Hence, this must be inform and implement the content above to achieve good results.

Head of Permanent Secretariat Office,

(Sealed and Signature)

Ms. Banesty Thephavong

Procedures

Issuing Certificate of Origin base on Lao-Viet Nam Border Trade Agreement

I. Documentation

1. For the citizen at border districts with Viet Nam:

- 1.) Requested Form (As Format Form);
- 2.) Identification or Household Book
- 3.) Phytosanitary Certificate (If has requested from Viet Nam).

2. For the trader

Goods of Lao origin under Viet Nam investor as mentioned at Article 01 (Annex 02 and 03) and goods of Lao origin for all general traders as mentioned on No 01 Article 03 (Annex 01) of Lao-Viet Nam Border Trade Agreement must be submit document as following:

- 1.) Requested Form (As Format Form);
- 2.) Identification/Household Book/Transit Book or Power of Antony
- 3.) Business License
- 4.) Tax Certificate
- 5.) Investment or joint venture Certificate (in case requested)
- 6.) Phytosanitary certificate (If has requested from Viet Nam).

II. Submitting of document

1. Citizen living in Viet Nam border: documents has to apply at the Trade Office District where is the own investment location or produce;
2. For the traders who has terms condition in Article 07 of Lao-Viet Nam Border Trade Agreement: documents has to apply at the Department of Industry and Commerce at the province or Trade Office District where is the own investment, produce location or purchase;
3. All general traders: documents has to apply at the Department of Industry and Commerce at the province or Trade Office District where is the own investment, produce location or purchase;

III. Issuing Certificate of Origin

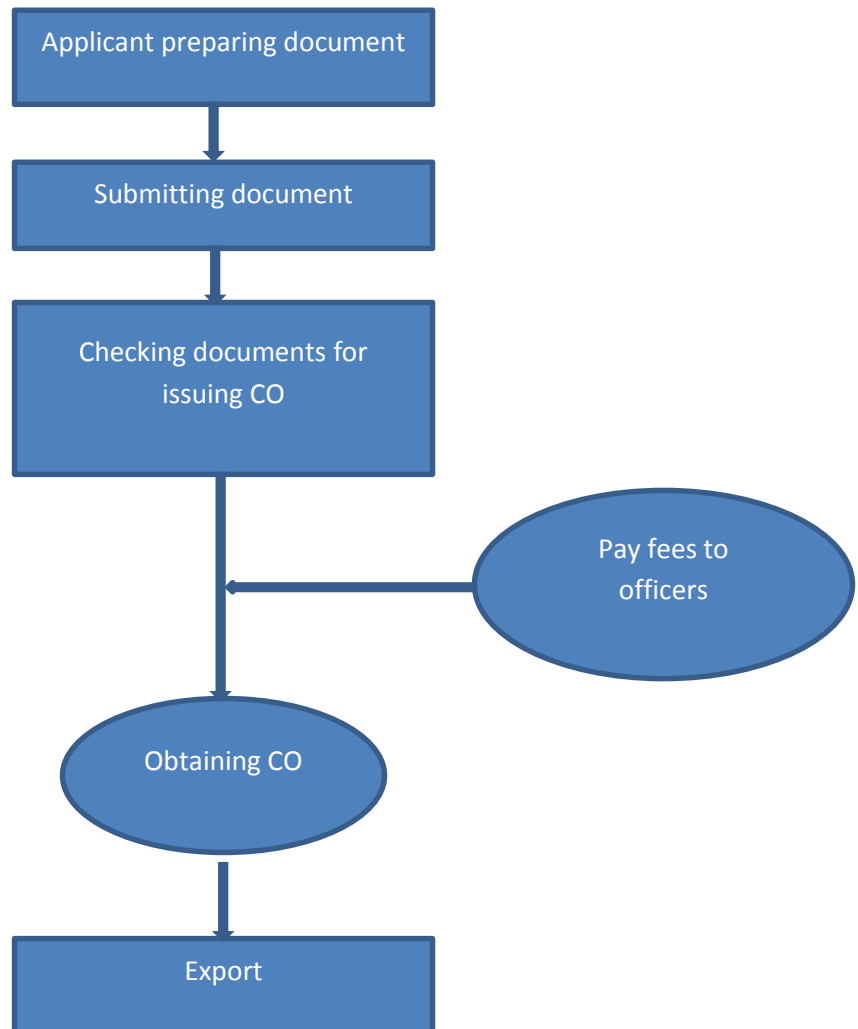
1. If checking documents is correct and compliance, the authorities have to study regarding to issuing CO for requester within 02 working days;
2. CO requester must pay fees for issuing CO, the bill or evident for the fees payment will be submit for obtaining CO from government authorities (for the fees is based on Edict on Fees and Service Charges No. 003/PO from time to time).
3. Validation and preservation period
 - 1.) The certificate issuing by authorities have 03 copies (01 original and 02 hard copies) which the original version will attached with other documents for export to Viet Nam that requested to have CO based on Lao-Viet Nam Border Trade Agreement;
 - 2.) CO will valid for 06 months after the date of issuing and be able only single use;
 - 3.) Preserving CO: applicant for CO and officer must keep CO hard copies at least 02 years after the dated of issuing CO.

IV. The modification or cancel certificate

- ❖ In case of CO and SPS are losing/damage and SPS based on Lao-Viet Nam Border Trade Agreement. It has to follow the instruction on the implementation Phytosanitary under Lao-Viet Nam Border Trade Agreement, No 0162/MOFA, dated 01 February 2017;

- ❖ In case of necessity that have to visit the farmer location, the government officers will visit one per year and each working time is based on actual practice which not more than 07 working days.

Requesting and Issuing CO flow chart





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Company.....

No.....

At....., dated.....

Request letter

To:.....

Subject: Request for issuing CO based on Lao-Viet Nam Border Trade Agreement

My name is (Name and surname/Company name).....

Address/office location Village.....; District:.....

Province:.....; Tel:.....; Fax:.....

Email:.....; Identification/Business License No.....

Dated:.....; issuing by:.....

Aims to obtaining CO as following:

No	Description	HS Code	Amount	Unit	Value	CO from District/province or Capital

I certify that all mentioned above is accurately correct.

Therefore, this will be propose for kindly consideration.

Applicant Signature

Full name

(Seal of Company)



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Company.....

No.....

At....., dated.....

Request letter

To:.....

Subject: Propose for modification or cancel CO based on Lao-Viet Nam Border Trade Agreement

My name is (Name and surname/Company name).....

Address/office location Village.....; District:.....

Province:.....; Tel:.....; Fax:.....

Email:.....; Identification/Business License No.....

Dated:.....; issuing by:.....

Propose to modify cancel the previous CO No.....dated.....

The reasons.....
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Applicant Signature

Full name

(Seal of Company)



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Certificate of Origin based on Lao-Viet Nam Border Trade Agreement

No.....

Dated.....

Company name or exporter.....							
Address: Village.....District.....Province.....							
Tel:.....; Fax:.....							
No	Description	HS Code	Amount	Unit	District/province connect to Viet Nam Border	District/province or Capital that is of goods connect to Viet Nam Border	District/province that is origin goods under Viet Nam investment

Office of Industry and Commerce at District/Province/Capital certified that information has mentioned on certificate of origin is correctly and truly.

Head of Industry and Commerce at province/District

Office of Industry and Commerce at district/Department of

Industry and Commerce at province/capital

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Tel.....

Fax.....

Email.....