

(Unofficial translation)

**LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY**

Ministry of Industry and Commerce  
Permanent Secretary Office  
No 0609/PSO  
Vientiane Capital, date 14 March 2024

**Notification**

**To:** - Provincial and Vientiane Capital Division of Industry and Commerce  
- Lao National Chamber of Commerce and Industry  
- Enterprises of import-export of goods and services across the country

**Subject:** Continue the registration of importers and exporters of goods and services.

- According to the Decision on the organization and operation of the Ministry of Industry and Commerce's Permanent Secretary Office, No. 0634/MOIC.DOP, dated 01 July 2020;
- According to the Decision on the registration of importers and exporters of goods, No.0752/MOIC, date 23 May 2023.

The Ministry of Industry and Commerce's Permanent Secretary Office would like to inform you that the Department of Foreign Trade has improved the importers' and exporters' registration and management of goods and services. The details as the following:

1. Starting from 18 March 2024, enterprises that import and export of goods and provide services can complete documents and register according to the procedures through the website <https://imex-enterprise.laoconnect.la/>.
2. The Provincial and Vientiane Capital Division of Industry and Commerce emphasizes to inform enterprises that export agricultural products (rice, coffee, tea, cassava, rubber, etc.) or provide services: international transportation, insurance, tourism, hospitality, telecommunications (post and telephone), constructions, finance, government, labor fee for produce or process, maintenance fees, intellectual property usage fees, technical service fees, consulting and other business service fees.
3. The Importing and exporting registration of goods and services issued since on 18 March 2024 will use the amendment certificate (as attached) which will be used to replace the previous version. Operators who have registered and received a certificate can continue to use the current certificate.
4. Enterprise that did the registration must consult with the Foreign Exchange Management Department, Bank of Lao PDR after receiving the certificate within 5 business days to inform about the deposit account that will be opened or converted into a special account regarding the import and export of goods and services to issue a certificate. The issued certificate will be informed the commercial bank for the next step.
5. Enterprise that is not registered with the Department of Foreign Trade and does not successfully open or convert a specific account regarding the import and export of goods

and services, which will not be able to carry out financial transactions with the bank and notify the import and export of goods and services.

6. The Provincial and Vientiane Capital Division of Industry and Commerce must coordinate with the relevant sectors, the Special Economic Zone Management Office, the Lao National Chamber of Commerce and Industry and the Commercial Banks to notify the enterprises of import and export goods and services that must complete the registration process.

Please be informed and complied with the contents of this notification.

**Director of the Permanent Secretary Office**  
**Ph.D. Buavanh Vilavong**