



Lao's People Democratic Republic  
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce

Ref no. 0752 /MOIC  
Vientiane Capital, dated 23 May 2023

## **Decision On the Importers and Exporter Registration**

- According to Decree on the Organization and Operation of Ministry of Industry and Commerce no.275/PM, dated 1 September 2023;
- According to Decree on Import and Export no.114/GOL, dated 6 April 2011;
- According to the request letter of Department of Foreign Trade no.1160/DIMEX, dated 3 May 2024.

**Minister of Industry and Commerce has issued a Decision:**

### **Chapter 1 General Provision**

#### **Article 1 Objectives**

This Decision specifies principles, regulations, and measures on the registration of importers and exporters in Lao PDR in order to monitor the import and export of goods in a centralized and unified manner throughout the country aiming at enabling trading into systems, ensuring the management of revenues and payment in foreign currency from import and export goods, promoting the production of domestic potential goods to contribute in the national socio-economic plans.

#### **Article 2 Registration of Importers and Exporters**

Registration of importers and exporters is the collection of information of import and export operators for goods that the government managing revenue and payment from import and export specifically and has a rapid impact on people's lives.

#### **Article 3 Definition**

The terms being used in this Decision has following meaning:

- 1. Goods Importers and Exporters** means a business entity and foreign trader who has been authorized to operate import and export of goods in accordance with related laws and regulations;
- 2. Goods** means products that has economic value being imported and exported for production, manufacturing, consumption and distribution as specified in the harmonized tariff nomenclature.
- 3. Registration Certificate** means document certifying the completion of registration of importer and exporter for goods managed by the Government and goods that can

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have a fast impact on lives of the nations issued by Department of Import and Export, Ministry of Industry and Commerce.

#### **Article 4 Scope of Application**

This Decision shall apply to any individuals, entities and domestic and foreign organization that performing import and export of goods in Lao PDR.

## **Chapter 2 Application for Importers and Exporter Registration**

#### **Article 5 Supporting Documents for Registration**

Registration of importer and exporter for goods managed by the Government or has fast impact to lives of the nations shall request with Department of Import and Export with the following documents:

1. Application form as provided by Department of Import and Export;
2. A copy of business certificate or trading right certificate (for foreign traders);
3. A copy of business operational license for an activity that requires to apply for a business operational certificate.

#### **Article 6 Consideration for Issuing Importer and Exporter Registration Certificate**

Upon receiving completed and correct documents as specified under Article 5 of this Decision, Department of Import and Export shall consider issuing the registration certificate for the applicant within three working days from the date receiving the documents.

In case that the documents are incompleting or incorrect, the authority checking the documents shall notify to the applicants know immediately for revising it to be completed and correct.

#### **Article 7 Validity, Extension, Contents Modification of Registration Certificate**

Registration certificate is valid for one year and extendable.

Modification of the contents of the registration certificate consists of modifying business entity information and goods list.

Application who wishes to apply for extending or modifying contents of the registration certificate shall request to Department of Import and Export with the following documents:

1. Application form as provided by Department of Import and Export;
2. A copy of business certificate or trading right certificate (for foreign traders);
3. A copy of business operational license for an activity that requires to apply for a business operational certificate;
4. Original Importer and exporter registration certificate.

#### **Article 8 Renewal of Importer and Exporter Registration Certificate**

In the case that the registration certificate being damaged or loss, Importer and exporter can request to Department of Import and Export, Ministry of Industry and Commerce to apply for renewal with the following supporting documents:

1. Application form as provided by Department of Import and Export;
2. A copy of business certificate or trading right certificate (for foreign traders);
3. A copy of business operational license for an activity that requires to apply for a business operational certificate;
4. A copy of Importer and exporter registration certificate;
5. Damage declaration letter certified by public security sector.

#### **Article 9 Suspension or Revocation Importer and Exporter Registration Certificate**

Registration certificate shall be suspended or revoked in the following circumstances:

1. Importer and exporter of goods does not follow the obligations specified under Article 11 of this Decision;
2. Importer and exporter violate prohibition specified under Article 12 of this Decision;
3. Importer and exporter request to cancel their business activity operation voluntarily.

### **Chapter 3 Rights and Obligations of Importers and Exporters**

#### **Article 10 Rights of Importers and Exporters**

Goods importers and exporters have the following rights:

1. Import and export goods as specified in the registration certificate;
2. Request to modify the contents, extend, suspend, and revoke the registration certificate;
3. Request to get information and trainings on work related to goods import and export;
4. Request to complain or report on the performance of related authorities or performance of importer and exporter that is not complied with laws and regulations of related sectors;
5. Exercise other rights as specified under the laws and regulations.

#### **Article 11 Obligations of Goods Importers and Exporters**

Goods importers and exporters have the following obligations:

1. Carry out trade and service payment with foreign countries in accordance with related laws and regulations;
2. Declare a duties and taxes payment as specified in the laws and regulations;
3. Have a system record and track the goods being imported, exported, and distributed.
4. Keep a complete set of copies of goods import and export license documents and documents certifying the payment through commercial bank accounts in Lao PDR;
5. Report and provide information on goods import and export to Department of Import and Export on a quarterly basis;
6. Use an advance system for the management and monitoring their own import and export activities;
7. Perform other obligations as specified in the laws and regulations.

### **Chapter 4 Prohibition**

### **Article 12 Prohibition for Goods Importers-Exporters**

Prohibit importers-exporters for the following actions:

1. Import-export without importers-exporters registration certificate;
2. Give the importers-exporters registration certification for others to use;
3. Falsifying document or use false documents;
4. Have other actions that is violate the laws and regulations of Lao PDR.

### **Article 13 Prohibition for Authorities-Officers**

Prohibit authority-officer for the following actions:

1. Postpone or prolong of inspection and consideration of goods importer-exporter certificate issuance;
2. Abuse their power, positions, or duties to claim for any benefits;
3. Falsifying documents, evade duties, being irresponsible, or misrepresent the facts;
4. Conceal, protect, or cooperate with the operators;
5. Reveal business secret without permission from related importer-exporter;
6. Perform other actions in violation of relevant laws and regulations.

## **Chapter 5**

### **Goods Importers and Exporters Registration Management**

#### **Article 14 Implementation of the Management of Importers and Exporters Registration**

Ministry of Industry and Commerce centrally implements and manages the importer and exporter registration work in Lao PDR in which Department of Import and Export is assigned to coordinate with related sectors for implementing this Decision.

#### **Article 15 Rights and Duties of Department of Import and Export**

Department of Import and Export has the following rights and duties:

1. Reseaches and improves legislations, programme, workplan and projects on importer and exporter registration work in orde to propose to the higher level for aproval and promugation as well as to implement with good outcomes.
2. Considers to issue, suspend, and revoke the registration certificate;
3. Audits the business activities of goods importers and exporters;
4. Collect information and summarize the goods import and export situation in order to report to the higher level knows and provide guidance;
5. Oraganises meetings to discuss, disseminate, and lessons learned with public and private sectors both domestically and internationally on the management of goods importers and exporters work;
6. Cooperates with related sectors in order to adjust the goods importers and exporters who performs that do not comply with laws and regulation such as import smuggling, false customs declaration (type, quantity, value), import through the border checkpoints that not being allowed, etc;
7. Keep documents that are related to the certification of goods importers and exporters;
8. Request for technical and academic assistance to modernise goods importer and exporters certification work;

9. Use budgets, vehicles, equipments for government work and budgets of technical promotion projects being implemented by the Department;
10. Perform other rights and duties as specified under the laws and regulations

## **Chapter 6**

### **Rewards for Outstanding Performers and Measures against Violators**

#### **Article 16 Rewards for Outstanding Performers**

Any individuals, entities or organizations who have outstanding performance in the implementation of this Decision shall be received praises or rewards according to laws and regulations

#### **Article 17 Measures against Violators**

Any individuals, entities or organizations who violate this Decision shall be subject to measures on warning, re-education, disciplinary action, fine, compensation for civil loss, or criminal punishment depends on cases.

## **Chapter 7**

### **Final Provision**

#### **Article 18 Implementation**

Department of Import and Export is assigned to coordinate with relevant sectors for implementing this Decision with a high effectiveness.

#### **Article 19 Effectiveness**

This Decision is effective 45 days upon signing for promulgation and published in the Lao Official Gazette.

**Vice Minister**  
**Bountheng Duangsavanh**