

(unofficial translation)



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



Ministry of Industry and Commerce  
Department of Import and Export

No.1535/DIMEX.IEMD  
Vientiane Capital, dated on 10 May 2016

**Instruction on**  
**The use of the Revised Import and Export License Form**

To: The head of Department of Industry and Commerce at provincial level and Capital.

Re: The use of the Revised Import and Export License Form

- Pursuant to Notification on the promulgation of the revised import-export license form No. 0472/MoIC.DIMEX, dated 10 March 2016.

In order to ensure that the import and export license (revised version) issued by Ministry of Industry and Commerce and Department of Industry and Commerce at provincial level and in the Capital are implemented and utilized uniformly as well as to simplify, eliminate unnecessary procedures and gradually turn towards an electronic license, Department of Import and Export recommends Department of Industry and Commerce at provincial level and in the Capital to take an ownership to disseminate and support entrepreneurs in using the revised Import and Export Licenses as follows:

1. Import and Export License applicant can download the Revised Import and Export License Form from the website of Lao Trade Portal at [www.laotradeportal.gov.la](http://www.laotradeportal.gov.la) (the detailed procedures on how to download the form attached) or request for soft file from the issuing authority;
2. If the applicant is not capable for the new system, s/he can continue using the old system until they are capable (not later than 30 September 2016). After that, they must use the Revised Import and Export License Form.
3. - The applicant pay fee for issuance of license at the cashier of Ministry of Industry and Commerce if the product is administered at the ministerial level or otherwise at Department of Industry and Commerce at provincial level and in the Capital if the product is authorized by provincial level and in the Capital.  
- Fees and charges of the issuance of Import and Export licenses managed by the Industry and Commerce unit shall be implemented as prescribed in the Edict on Fees and Service Charges approved and revised from time to time.
4. Timeframe of the License and filling.

No.	Type of Import – Export License	Utility timeframe	Amount of document and filling			
			Original License (applicant)	Copied License		Total amount
				Import-Export	Issuing office	
<b>I</b>	<b>Department of Import and Export</b>					
1	Vehicles/vehicles for direct production	90 days	√	√	√	3 copies
2	Fuel	180 days	√	√	√	3 copies
3	Gas	180 days	√	√	√	3 copies
4	Rough Diamonds	60 days	√	√	√	3 copies
5	Column Timber	90 days	√	√	√	3 copies
<b>II</b>	<b>Department of Industry and Commerce (provincial level and Capital)</b>					
1	Vehicles used in direct productions	90 days	√	√	√	3 copies
2	Steel, Cement	60 days	√	√	√	3 copies
3	Rice	60 days	√	√	√	3 copies
4	Semi-finished wooden products	90 days	√	√	√	3 copies
5	Chemical substances	90 days	√	√	√	3 copies

Thus, this instruction is notified for your acknowledgement and strict implementation accordingly.

Director General of Department of Import and Export

(signed and sealed)

Banesaty Thepphavong

CC:

- The Lao National Chamber of Commerce and Industry (LNCCI), Chamber of Commerce and Industry at Provincial level and Capital.

# The instruction on how to download and to fill form for Import – Export License

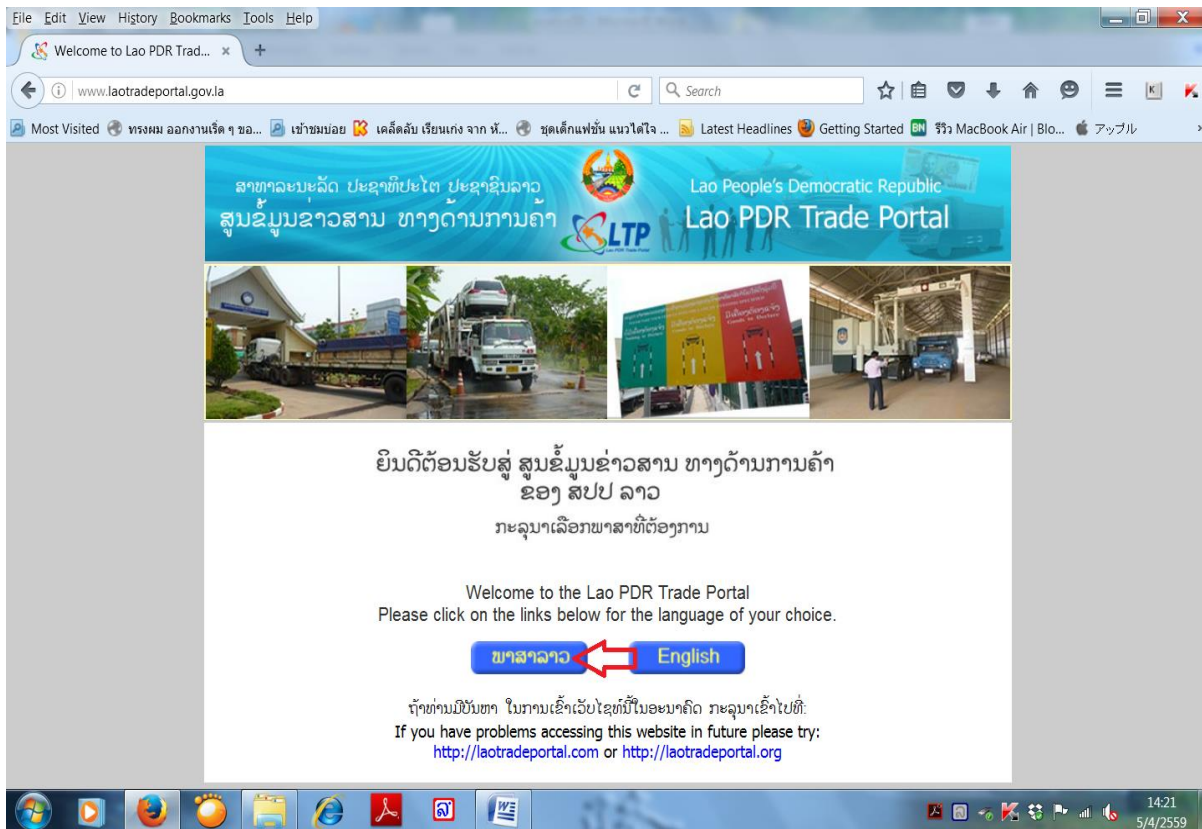
The Import or Export License is an authorizing letter for the import of products from overseas or the export to overseas. This authorizing letter is issued and managed by Industry and Commerce Sector. In order to facilitate Importers and Exporters to complete the said form on their own, which will reduce time and unnecessary cost spent in the process of submitting form, this manual is divided into 2 steps: Download the application form for import or export License; and filling the application form for Import or Export License.

## I. Download the application form for import or export License

This step consists of 3 procedures as below:

1. Access to the website:

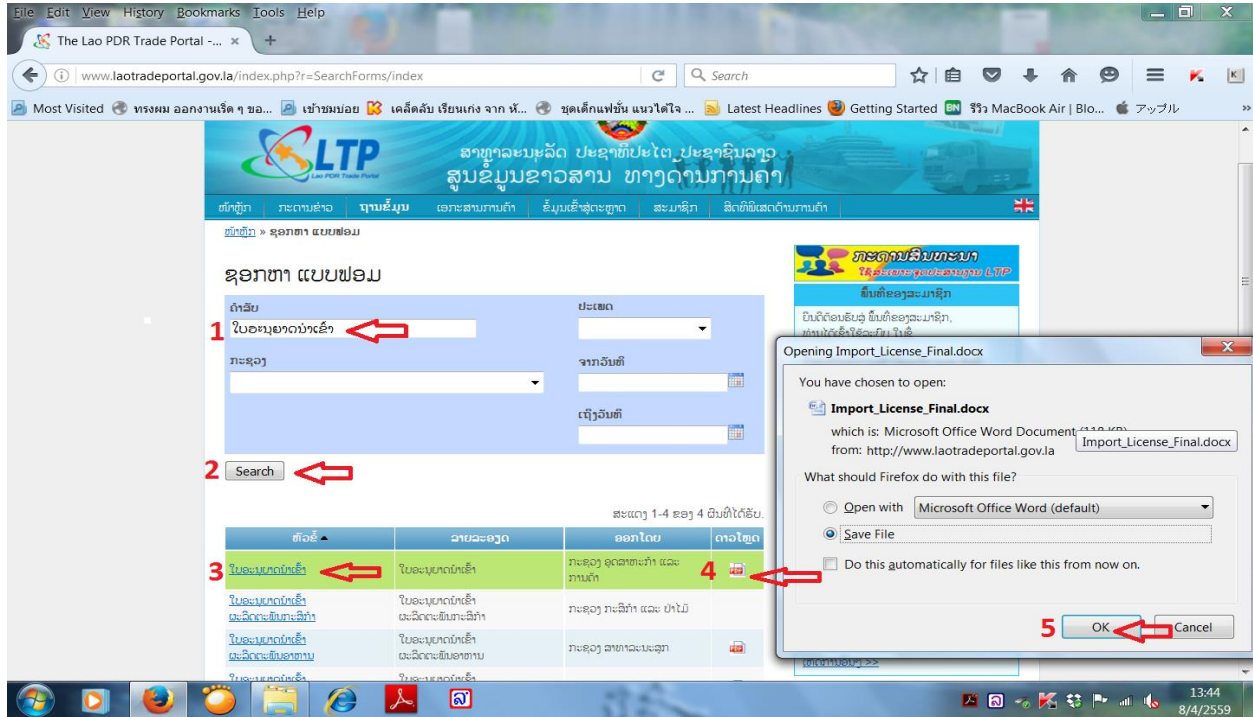
there are 3 accessible websites for the form download, [www.laotradeportal.gov.la](http://www.laotradeportal.gov.la), [www.laotradeportal.com](http://www.laotradeportal.com) and [www.laotradeportal.org](http://www.laotradeportal.org). The first page the applicant will see is the welcome page, from which the applicant can choose their preference language, Lao or English as illustrated below.



2. Go to the main menu at the top. Then go to “Database” and select “Search Forms”.

The screenshot shows the Lao PDR Trade Portal website. The browser address bar displays [www.laotradeportal.gov.la/index.php?r=site/index](http://www.laotradeportal.gov.la/index.php?r=site/index). The website header features the LTP logo and the text "ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ" and "ສູນຂໍ້ມູນຂ່າວສານ ທາງດ້ານການຄ້າ". A navigation menu is located below the header, with the "ຂໍ້ມູນເຂົ້າສູ່ຕະຫຼາດ" (Market Access) menu item highlighted. A dropdown menu is open under this item, showing options: "ຄົ້ນຫາສິນຄ້າ" (Search Goods), "ຄົ້ນຫາບັນດາກຳ" (Search Various Services), "ແບບຟອມ" (Forms), "ຂໍ້ມູນຕອນ" (Information), "ມາດຕະການ, ມາດຕະຖານ ແລະ ຂໍ້ກຳນົດ" (Measures, Standards and Regulations), and "ສະມາຊິກ" (Members). A red arrow points to the "ແບບຟອມ" option. The main content area includes a section titled "ຍິນດີຕ້ອນຮັບເຂົ້າສູ່ສູນຂໍ້ມູນຂ່າວສານດ້ານການຄ້າຂອງ ສປປ ລາວ" (Welcome to the Lao PDR Trade Portal) and a search form with a "ຄົ້ນຫາ" (Search) button. The right sidebar contains a "ກະດານສິນທະນາ" (Market Bulletin) section and a "ຈຸດສອບຖາມ" (FAQ) section.

3. To start searching for an application form for Import or Export License, type in the name of the form then click “Enter” or “Search”. The Search results will pop up. Then, click “Download”. After that, the download is completed; you can start filling the application form.



The example of Import license



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
 Lao People's Democratic Republic  
 ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນະຖາວອນ  
 Peace Independence Democracy Unity Prosperity

ກະຊວງອຸດສາຫະກຳ ແລະ ການຄ້າ  
 Ministry of Industry and Commerce

1 [ກົວທີ່ນີ້ເພື່ອເລືອກ](#)

A ເລກທີ / Ref.no: 3

3 [ກົວທີ່ນີ້ເພື່ອເລືອກ](#)  
 4 [Click Here to Select](#)

2 [Click Here to Select](#)

B ວັນທີ / Date: 4

## ໃບອະນຸຍາດນຳເຂົ້າ / Import License

5 [I. ຂໍ້ມູນຂອງຜູ້ຮ້ອງຂໍ / Applicant Details](#)

ຊື່ / Name:	ບ້ານ / Village:	ເມືອງ / District:	ແຂວງ / Province:	ໃບສະເໜີ ເລກທີ / Application No:	ວັນທີ / Date
ທີ່ຢູ່ / Address:	ເມືອງ / District:	ແຂວງ / Province:		ເບີໂທລະສັບ ຫຼື ມືຖື / Telephone or Mobile:	
				ແຟັກ / Fax:	
				ອີເມລ໌ / Email:	

6 [II. ຂໍ້ມູນຂອງຜູ້ສົ່ງອອກ / Exporter Details](#)

ບໍລິສັດ/Company:	ທີ່ຢູ່ / Address:	ປະເທດ / Country:	ເບີໂທລະສັບ ຫຼື ມືຖື / Telephone or Mobile:
			ແຟັກ / Fax:
			ອີເມລ໌ / Email:

7 [III. ຂໍ້ມູນຂອງຜູ້ຊົມໃຊ້ສຸດທ້າຍ / End User Details](#)

ຊື່ / Name:	ທີ່ຢູ່ / Address:	ເບີໂທລະສັບ ຫຼື ມືຖື / Telephone or Mobile:
		ແຟັກ / Fax:

8 [IV. ຂໍ້ມູນການນຳເຂົ້າ / Import Details](#)

- ລະບອບການນຳເຂົ້າ / Import Regime:
  ການນຳເຂົ້າທີ່ຕ້ອງໄດ້ເສຍ ພາສີ ແລະ ອາກອນ / Duty and Tax Payable
  ການນຳເຂົ້າທີ່ໄດ້ອິບການຍົກເວັ້ນ ພາສີ ແລະ / ຫຼື ອາກອນ / Duty and / or Tax Exemption
- ປະເພດນຳເຂົ້າ / Type of Import:
  ນຳເຂົ້າຖາວອນ / Home Consumption
  ນຳເຂົ້າຊົ່ວຄາວ / Temporary
- ກໍລະນີໄດ້ອິບການຍົກເວັ້ນ, ໃຫ້ຕື່ມຂໍ້ມູນໃສ່ເອກະສານອ້າງອີງ / If Exempt From Duty and/or Tax Exemption, Please Provide Reference:  
 ເອກະສານອ້າງອີງ ເລກທີ / Approval No: \_\_\_\_\_ ລົງວັນທີ / Date: \_\_\_\_\_  
 ເອກະສານອ້າງອີງ ເລກທີ / Approval No: \_\_\_\_\_ ລົງວັນທີ / Date: \_\_\_\_\_

9 [ລາຍການສິນຄ້າ](#)

No.	Description of Goods	HS Code	ຈຳນວນ ແລະ ຫົວໜ່ວຍ	ຄ່າຕໍ່ຫົວໜ່ວຍ	ລວມທັງໝົດ
			Quantity and Unit	Value per Unit	Total Value
1					
2					
3					
ລວມ					

10 [ການນຳເຂົ້າ / Customs Clearance Office](#)

11 [ກົວທີ່ນີ້ເພື່ອເລືອກ](#)

12 [Click Here to Select](#)

C [ໃບອະນຸຍາດສະໄໝນີ້ມີອະນຸຍາດໃຊ້ຮອດວັນທີ](#)  
 Import License Valid Until

D [ເຊັນ ແລະ ປະທັບກາ](#)

ໝາຍເຫດ / Remark:

- ຜູ້ຮ້ອງຂໍຕ້ອງສົ່ງສັນຕິດຊອບຕໍ່ຂໍ້ມູນທີ່ລຽບໄວ້ໃນໃບອະນຸຍາດສະໄໝນີ້.  
 Submission Of False Information Shall Result In Penalties.
- ທຳນຽມໃຫ້ມີຄວາມລຽບ, ຮອບເມັດທັງໝົດ ຫຼື ຮອຍຂີດຂ້າຢ່າງເຈັບຕາ.  
 All Information Must Be Typed Without Any Corrections Or Modifications.

The example of Export license



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
Lao People's Democratic Republic  
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະນາຍ ວັດທະນະຖາວອນ  
Peace Independence Democracy Unity Prosperity

ກະຊວງອຸດສາຫະກຳ ແລະ ການຄ້າ  
Ministry of Industry and Commerce

- 1 [ກົດທີ່ໃບເລືອກ](#)
- 2 [Click Here to Select](#)

A  ເລກທີ / Ref.No: 3 [ກົດທີ່ໃບເລືອກ](#)  
 B  ວັນທີ / Date: 4 [Click Here to Select](#)

## ໃບອະນຸຍາດສົ່ງອອກ / Export License

**5 I. ຂໍ້ມູນຂອງຜູ້ສົ່ງອອກ / Export Details**

ຊື່ / Name:	ໃບສະເໜີ ເລກທີ / Application No:	, ລົງວັນທີ / Date:
ທີ່ຢູ່ / Address:	ເບີໂທລະສັບໂທລະ ຫຼື ມືຖື / Telephone or Mobile:	
ບ້ານ / Village:	ອີເມລ໌ / Email:	
ເມືອງ / District:	ແຟັກ / Fax:	

**6 II. ຂໍ້ມູນຜູ້ຮັບສິນຄ້າປາຍທາງ / Importer Details At Final Destination**

ບໍລິສັດ / Company:	ເບີໂທລະສັບໂທລະ ຫຼື ມືຖື / Telephone or Mobile:
ທີ່ຢູ່ / Address:	ແຟັກ / Fax:
ປະເທດ / Country:	ອີເມລ໌ / Email:

**7 III. ຂໍ້ມູນການສົ່ງອອກ / Export Details**

ເອກະສານອ້າງອີງ ເລກທີ / Approval No:	ລົງວັນທີ / Date:
ເອກະສານອ້າງອີງ ເລກທີ / Approval No:	ລົງວັນທີ / Date:
ເອກະສານອ້າງອີງ ເລກທີ / Approval No:	ລົງວັນທີ / Date:

ລຸ້ນ	ລາຍການສິນຄ້າ	ລະຫັດພາສີ	ຈໍານວນ ແລະ ຫົວໜ່ວຍ	ມູນຄ່າຕໍ່ຫົວໜ່ວຍ	ມູນຄ່າລວມ
No.	Description of Goods	HS Code	Quantity and Unit	Value per Unit	Total Value
1					
2					
3					
ລວມ					

<b>9 ຕຳນາສົ່ງອອກ / Customs Clearance Office</b>		<b>10 <a href="#">ກົດທີ່ໃບເລືອກ</a></b>
<b>C ໃບອະນຸຍາດສະບັບນີ້ມີອາຍຸນຳໃຊ້ຮອດວັນທີ</b> Export License Valid Until		<b>11 <a href="#">Click Here to Select</a></b>
<b>D ເຊັນ ແລະ ປະທັບກາ</b>		

**ໝາຍເຫດ / Remarks:**

1. ຜູ້ສົ່ງອອກ ຕ້ອງສົ່ງຂໍ້ມູນທີ່ຜິດພາດໃນໃບອະນຸຍາດສະບັບນີ້.  
Submission Of False Information Shall Result In Penalties.
2. ຫ້າມບໍ່ໃຫ້ມີຮອຍລືບ, ຮອຍຝືນຫັ້ນໃສ່ ຫຼື ຮອຍຂີດຂ້າຢ່າງເຈັດຂາດ.  
All Information Must Be Typed Without Any Corrections Or Modifications.

## II. Filling the application form for Import License

### ➤ For an applicant:

1. Click at  to select the Import License's issuing body (Lao

- Language): Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.
2. Click at  to select the Import License's issuing body (English): Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.
  3. Click at  to select the abbreviation of the Import License's issuing body (Lao Language) after the number for example: 1234/ກຂອ.ບຂອ, 4567/ອຄ.ບວ.
  4. Click at  to select the abbreviation of the Import License's issuing body (English) after the number for example: 1234/DIMEX.IMEXDIV, 4567/DOIC.VT.
  5. Box No 1, detailed information of the applicant must be provided. It consists of Name, Address, requesting letter number, telephone No. and email address of the company;
  6. Box 2, detailed information of the exporter at country of origin of the products must be provided. It consists of Name, address, Name of the country and email of the company;
  7. Box 3, detailed information of the final users must be provided such as international organization or other projects. The information shall be provided are Name, address and telephone number;
  8. Box 4, the detailed information of the Import must be provided by putting X in the most appropriate box according to the import regime. If the Import is duty and tax payable, or duty and tax exception, supportive document must be identified.
    - Select type of Import: Home Consumption or Temporary.
  9. Detailed description of goods must be provided, either in Lao or English. Correct HS Code, Quantity, unit, value per unit and total value also must be provided.
  10. Identify the Customs clearance office where the import will be processed for instance, Vientiane – Nongkhai Friendship bridge or other borders;
  11. Click at  to select the Import License's issuing body (Lao Language) such as Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.
  12. Click at  to select the Import License's issuing body (English) such as Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.

➤ **For the authorized officials**

- A. The authorized officials must remember the License number for example: 1234/ກຂອ.ບຂອ, 4567/ອຄ.ບວ.
- B. The authorized officials must remember date/month/year of the License issued for example 1 Jan 2016.
- C. The authorized officials must set the expiry date of the License as defined in the Instruction on The use of the Revised Import and Export License Form, and type in the set date for example 07 May 2016.
- D. Sign and seal.

**III. Filling application form for Export License**

➤ **For an applicant:**

1. Click at  to select the Export License's issuing body (Lao Language): Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.
2. Click at  to select the Export License's issuing body (English): Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.



3. Click at  to select the abbreviation of the Export License's issuing body (Lao Language) after the number for example: 1234/ກຂອ.ບຂອ, 4567/ອຄ.ບວ.
4. Click at  to select the abbreviation of the Export License's issuing body (English) after the number for example: 1234/DIMEX.IMEXDIV, 4567/DOIC.VT.
5. Box No 1, detailed information of the applicant must be provided. It consists of Name, Address, requesting letter number, telephone No. and email address of the company;
6. Box 2, detailed information of the Importer at final destination must be provided. It consists of Name, address, Name of the country and email of the company;
7. Box 3, detailed information of the Export must be provided. If the Export has been approved, all related documents must be provided;
8. Detailed description of goods must be provided, either in Lao or English. Correct HS Code, Quantity, unit, value per unit and total value also must be provided.
9. Identify the Customs clearance office where the Export will be processed, for instance, Vientiane – Nongkhai Friendship bridge or other borders;
10. Click at  to select the Export License's issuing body (Lao Language) such as Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.
11. Click at  to select the Export License's issuing body (English) such as Department of Import and Export, Department of Industry and Commerce at provincial level or Capital.

➤ **For the authorized officials**

- A. The authorized officials must remember the License number for example: 1234/ກຂອ.ບຂອ, 4567/ອຄ.ບວ.
- B. The authorized officials must remember date/month/year of the License issued for example 1 Jan 2016.
- C. The authorized officials must set the expiry date of the License as defined in the Instruction on The use of the Revised Import and Export License Form, and type in the set date for example 07 May 2016.
- D. Sign and seal.

**Remarks:**

- The Import or Export License is applicable both Lao and English.
- The Vehicle Import License or Vehicle for direct production shall type engine serial number, cylinders serial number at the back of the License with a signature and company's seal.
- For used heavy duty vehicle, additional detail must be provided in box "Description of goods".