



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Finance
Customs Department

No. 02539 /CD
Vientiane Capital, date 21 May 2018

Instruction
**On the Management and Utilization of Customs Declaration Card through
the Automated System for Customs Data (ASYCUDA)**

- Pursuant to Customs Law no. 04/NA, dated 20 December 2011 and Customs Law (Amended some articles) no. 57/NA, dated 24 December 2014.
- Pursuant to the Decision of Minister no. 2826/MOF, dated 22 August 2017 on the Organization and Function of Customs Department.
- Pursuant to the Instruction of Customs Department on the Automated Detailed Customs Declaration no. 00097/CD, dated 01 January 2017.
- Pursuant to the Agreement and Harmonization of the Management of Customs Department.

Director General of Customs Departments instructs:

Article 1: Objective

This instruction determines the principle, condition on the issuance of customs declaration card, and the management and utilization measure of the ASYCUDA for the customs declarant like individual, legal entity, company, government and international organization who proceed the detailed customs declaration via the ASYCUDA at the customs border checkpoints nationwide, which aims to inspect and certify the accuracy of customs declarant in consistent with the law and regulation and in harmonized manner throughout the country.

Article 2: Right and Scope of the Utilization of Customs Declaration Card

Use to certify the status of the licensed customs declarant which shall present the card to the customs officer who receives the document to inspect and certify the accuracy of user while in process of detailed customs declaration via the ASYCUDA at the customs border checkpoints nationwide.

Article 3: Condition of the Issuance of Customs Declaration Card

A customs declarant requesting for the customs declaration card shall have the following conditions:

- Shall be a company, government or international organization who has a license to import and export goods, item legally.
- Shall have the certified document from a company, government or international organization as an attachment with application form.
- Shall pass the training on the utilization of ASYCUDA and the certification from Customs Department.
- Shall be a Lao Nationality and above eighteen years old, shall have the criminal record certificate, has never be in the customs case.

Article 4: Procedure of the Issuance of Customs Declaration Card

A customs declarant who wishes to request for the issuance of customs declaration card shall have the following documents:

4.1 Any request as a company, shall submit the documents to the Customs Regional Office, Provincial Customs Inspection Office to collect and propose to the Customs Department for consideration and issuance of the user code. The documents consist of:

- Application Form;
- Enterprise Registration Certificate;
- Customs Declaration Service Provider License from the Customs Department or Ministry of Finance (if any);
- Certificate from the company;
- Training Certificate from the Customs Department;
- Residence Certificate and Copied Identity Card;
- Criminal Record Certificate;
- Photo not exceed three months, size 3x4, two photos.

4.2 Any request as a government or international organization shall submit the documents to the Planning and Information Division (Customs Department) to propose to the Customs Department for consideration and issuance of the card. The documents consist of:

- Application Form;
- Certificate of the Departments or Cabinet Office;
- Training Certificate from the Customs Department;
- Photo not exceed three months, size 3x4, two photos.

4.3 The issuance fee of customs declaration card is 100,000 kip/card.

Article 5: Type of Customs Declaration Card

- The front of the card consist of: Reference number; logo of Customs Department; Photo of card owner; TIN number; Name of company or affiliated organizations; Password of user ID; Date of issuance and expiration; Type of customs declarant (A customs service provider, B customs declarant for his/her own company, C customs declarant on behalf of government or international organization); QR code that shows information such as: reference number, password of user ID,

name and surname, TIN number, issuance date, expiration date and type of customs declarant; and signature and stamp of the Head of Planning and Information Division, Head of Customs Regional Office and Provincial Customs Inspection Office.

- The back of the card consists of the instruction.

Article 6: Validity and Extension of Customs Declaration Card

The validity of the card is one year after the approval from the Customs Department. An operator who is licensed to use the card can extend the validity of the card, but shall come to the Customs Regional Office where the card is issued before one month to inspect the record of activity before receiving the approval for extension.

Article 7: Prohibition

A licensed customs declarant can use the card for the detailed customs declaration related to import and export of goods, item of his/her own company or organization only. Another person is prohibited to use the card or his/her user ID strictly. The utilization of other activities that not related to the detailed customs declaration is prohibited.

Article 8: Measure Against Violator

A licensed customs declarant for the automated detailed customs declaration who violates the prohibition as specified in this Instruction, will be subject to disciplinary measures in the following order: warning, temporary import suspension and permanent cancellation.

- Any customs violation in all form, will be subject to the customs prosecution based on the case.
- Any violation that leads to the civil or criminal impact shall be subject to compensation for damages and shall be legally prosecuted.
- Any cancellation of the card consists of: the customs declarant subject to the customs offense, lost and damaged card, no activity or no use exceed six months.

Article 9: Implementation

The Concerned Divisions of Customs Department, Customs Regional Office, Provincial Customs Inspection Office, Customs Border Checkpoints nationwide are assigned to pay attention to disseminate this Instruction to the individual, legal entity, government or international organization for acknowledgement of the principle and regulation to be able to implement effectively.

Article 10: Effectiveness

This Instruction shall become effective from the date of signature

Acting Director General
of Customs Department

Cc:

- Deputy Prime Minister, Minister of Finance 1 copy for acknowledgement
- Cabinet Office of Ministry of Finance 1 copy for acknowledgement
- Lao National Chamber of Commerce
and Industry 1 copy for acknowledgement and
collaboration
- Concerned Division of Customs Department 1 copy for acknowledgement
- Each Customs Regional Office I-VII 1 copy for acknowledgement