

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Permit Card to Use the ASYCUDA User for Customs Clearance
<b>Type of formality</b>	Other
<b>Date of last modification</b>	02.10.2020
<b>Responsible Authority</b>	Customs Department
<b>Who should apply for this formality?</b>	A company, Government Organization or International Organization intends to use the ASYCUDA system for the electronic detailed customs clearance for the importation, exportation and transit of products in Lao PDR
<b>Qualifications needed by the business to get the formality</b>	- The applicant must be a company, Government Organization or International Organization which has an approval for conducting of import-export of goods in accordance with the regulations- The applicant must have documents from the company, Government Organization or International Organization to be attached with the application - The applicant shall pass the customs clearance training on ASYCUDA system - The applicant shall be Lao citizen with 18 years old or over, has a court clearance certificate and never been any tax case

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Law on Customs (Revised)	04/NA	20.12.2011	
Order on the Control of the User of Electronic Customs Clearance	00098/CD	06.01.2017	
Instruction on the Management and Utilization of Customs Declaration Card through the Automated System for Customs Data (ASYCUDA)	02539/CD	21.05.2018	
Instruction regarding the Electronic Custom Clearance Systems	00097/CD	06.01.2017	article 9

**REQUIRED DOCUMENTS FORMALITIES**

<b>Name</b>	<b>Type</b>	<b>Comment</b>
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

**LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

**LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION**

<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

**MEAN OF PRESENTATION**

<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Customs Department, Ministry of Finance	
<b>Time it takes to the authorities to process the formality</b>	1	Relevant law does not define clearly the review period but in general the Technology, Information and Planning Division will take not more than 3 working days to issue the permit after the applicant submitted the customs clearance training certificate

**RENEWAL INFORMATION**

<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
NO	12
<b>What is the process and conditions to get the formality?</b>	

<b>What is the process and conditions to renew the formality?</b>	The applicant shall submit an application to Customs Department for a renewal 1 month before the expiration date. Customs Department will assess the performance of the applicant, if it is in good operation Customs Department will consider to renew it
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<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	The fee is 100,000 LAK per permit			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	100000.00	0.00	100000.00
<b>Comments</b>	The fee is 100,000 LAK per permit			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00

<b>Additional renewal fees c omments</b>	
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