

GENERAL INFORMATION	
Name of formality	Permit Card to Use the ASYCUDA User for Customs Clearance
Type of formality	Other
Date of last modification	02.10.2020
Responsible Authority	Customs Department
Who should apply for this formality?	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
Qualifications needed by the business to get the formality	- 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

LEGAL FRAMEWORK			
Name	Number	Date	Comment
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

Name	Type	Comment
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION

Name of document	Type of document	File of document
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION

Name of document	Type of document	File of document
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

MEAN OF PRESENTATION

Means of presentation	At the Authority Offices	
Address of authority	Customs Department, Ministry of Finance	
Time it takes to the authorities to process the formality	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

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

What is the process and conditions to renew the formality?	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
---	--

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	100000.00	0.00	100000.00
Comments	The fee is 100,000 LAK per permit			
ADDITIONAL ISSUING FEES				
Additional fee names				
NO	0.00	0.00	0.00	0.00
Additional fee comments				

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

Additional renewal fees c omments	
--	--