

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	Confirmation of the Import and Export Duties Payment
<b>Type of formality</b>	Other
<b>Date of last modification</b>	04.01.2018
<b>Responsible Authority</b>	Customs Department
<b>Who should apply for this formality?</b>	Who intends to import and export of goods in customs territory of the Lao PDR, but not include the declaration of retail goods, import-export of vehicles for tourism and goods sent by mail
<b>Qualifications needed by the business to get the formality</b>	The applicant shall strictly follow all of these steps:1. The applicant shall submit the Bill of Lading to the authority within 24 hours since the arrival of the products at the border;2. The applicant shall fill in all the information and attach all the supporting documents into the ASYCUDA system before printing the original customs clearance forms and other supporting documents for actual submission to the Customs authorities for their review and crosscheck with the ASYCUDA;3. After the endorsement of the custom clearance document by the authority, the applicant shall pay all the required customs and levies such as pay through Smart tax system; 4. After the customs and levies payment in full, all the documents shall be submitted to the Head or Deputy Head of the Customs for their final approval before the applicant shall be entitled to request for the release order.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Instruction Implementing Law on Customs	1559/MOF	24.05.2016	
Order on Management and Use of the Customs Declaration Fee	2575/MOF	10.08.2016	
Law on Customs (Revised)	04/NA	20.12.2011	

Instruction regarding the Electronic Custom Clearance Systems	00097/CD	06.01.2017	Clause 10 Customs Declaration for Importation
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### 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

<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	The relevant law does not define the total review period but the authority informed that in practice, after declaring the document for low-risk goods the authority will take 1 working day to cross-check the products imported before releasing the products. The customs authority has defined the level of risk in a specific regulations.

### 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>
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NO	0
<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 customs clearance declaration must be applied for every importation

<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	0.00	6000.00	6000.00
<b>Comments</b>	Based on the comment from the authority, the application fee is separate from the fee for management of ASYCUDA system which is LAK100,000 per transaction and customs or other fees that need to be paid in full			
<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>
NO	0.00	0.00	0.00	0.00
<b>Comments</b>				
<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>				