

GENERAL INFORMATION	
Name of formality	Certificate of Good Agricultural Practices (GAP) (for individual farm)
Type of formality	Certificate
Date of last modification	16.12.2020
Responsible Authority	Department of Planning and Cooperation
Who should apply for this formality?	Producers and Entrepreneurs with production from planting to harvesting and processing.
Qualifications needed by the business to get the formality	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Notice on Fees and Service Charges and Certification of Clean Agriculture	0063/DOA	13.01.2020	
Decision on Quality of Good Agricultural Practices on the Safety of Products	0115/MOAF	27.01.2011	

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
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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	Department of Agriculture, Ministry of Agriculture and Forestry	
Time it takes to the authorities to process the formality	120	There are site inspection and report between 2 parties. After that, the inspector will assess the information and write a report before sending to the committee in order to issue a certificate.

RENEWAL INFORMATION		
Does the formality have a validity or an expiration date?		How long will the formality be valid for? (in months)
YES		24
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	- DOA will notify the applicant within 120 days before the certificate is expired. - Producers and entrepreneurs will request to renew the certificate within 60 days. - The renewal process is the same as the first-time application but it will be easier because there are fewer required documents.	

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	50000.00	20000.00	70000.00
Comments	Pursuant the Notice on the Fee and Service Charges in Review and Certify the Clean Agriculture Standard, No. 0063/DOA, dated 13.01.2020 (the service fee for certification in Lao and English is 50,000/certificate)			

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	200000.00	0.00	200000.00
Comments	Pursuant the Notice on the Fee and Service Charges in Review and Certify the Clean Agriculture Standard, No. 0063/DOA, dated 13.01.2020 (the service fee for certification in Lao and English is 20,000/certificate)			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				