



# BUSINESS PROCESS ANALYSIS: EXPORT OF MAIZE AND IMPORT OF ANIMAL FEED IN LAO PDR

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The Network for Knowledge Transfer on Sustainable Agricultural Technologies and Improved Market Linkages in South and Southeast Asia (SATNET Asia) aims to support innovation by strengthening South–South dialogue and intraregional learning on sustainable agriculture technologies and trade facilitation. Funded by the European Union, SATNET facilitates knowledge transfer through the development of a portfolio of best practices on sustainable agriculture, trade facilitation and innovative knowledge sharing. Based on this documented knowledge, it delivers a range of capacity-building programmes to network participants.

SATNET Asia is implemented by the Centre for Alleviation of Poverty through Sustainable Agriculture (CAPSA) in collaboration with the AVRDC – The World vegetable Centre, the Asia Pacific Centre for the Transfer of Technology (APCTT), the Food Security Centre of the University of Hohenheim and the Trade and Investment Division of UNESCAP.

This study has been conducted as part of the initial diagnostic studies for trade facilitation in the target project countries in South and Southeast Asia. The objective of this study was to mainly identify constraints and recommend a few relevant measures with regard to export or import processes of selected agricultural or food products.



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# **Business Process Analysis: Export of Maize and Import of Animal Feed in Lao PDR**

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## **ABBREVIATION**

BPA	Business Process Analysis
GOL	Government of Laos
VCAFD	Vientiane Capital Agriculture and Forestry Division
VCCD	Vientiane Capital Customs Division
VCLFD	Vientiane Capital Livestock and Fishery Division
VCTD	Vientiane Capital Trade Division
SATNET	Network for Knowledge Transfer on Sustainable Agriculture Technologies and Improved Market Linkages in South and Southeast Asia

## 1. INTRODUCTION

### 1.1 SCOPE OF THE STUDY

The importance of trade facilitation towards strengthening the economic growth of a country like Lao PDR cannot be over-emphasized. It is in this context that the Business Process Analysis (BPA) demands exclusive appreciation in scrutinizing the business-as-usual scenario and proposing required improvements in the context of international trade. As part of the exercise, the present study looks into import of animal feed to, and export of maize from, Lao PDR.

One Import-Export Company based in Naxaithong district, Vientiane Capital and two companies based in Sisatthanak districts were selected for examination of import processes of animal feed from Thailand to Lao PDR. The study looks into import processes of animal feed that were conducted under tax exemption and took place through inland transportation (truck) by using Lao-Thai Friendship Bridge No. 1, Nongkhai-Vientiane Capital, Lao PDR. The district of Naxaithong has also been considered for analysis of export process of maize from Lao PDR to Thailand through the Lao-Thai Friendship Bridge No. 1 by using trucks as the main type of inland transportation.

### 1.2 BPA STUDY METHODOLOGY

The study is designed in line with The *UNNEXT/UNESCAP/UNECE Business Process Analysis Guide to Simplify Trade Procedure*. Based on the guide, the business processes were analyzed and categorized into the following three process areas:

1. **Buy** – The business process and activities directly related to the conclusion of trade terms and establishment of a sales contract between buyer and seller;
2. **Ship** – All the business processes and activities directly relating to the arrangement of inland and cross-border transportation and other actions necessary to meet regulatory requirements in both exporting and importing countries.
3. **Pay** – Business process and activities concerning claims for payment of goods.

#### 1.2.1 Data collection and process documentation

a) Both primary and secondary methods of data collection have been used for the study. These included consultation and questionnaire survey with relevant stakeholders and review of existing regulations and legislative documents.



### 1.3 LITERATURE REVIEW FOR IMPORT AND EXPORT SELECTED OF GOODS

The economy of Lao PDR posted a growth of 8.2% in 2012. The key sectors playing major role in this growth were construction, manufacturing, mining and service sectors.

The volume of export of goods from Lao (2011-2012) also increased from USD 2619 million (2011) to USD 2845 million (2012). On the other hand, import of goods to Lao also increased slightly from USD 3446 million in 2011 and USD 4162 million in 2012.

In the World Bank's Doing Business ranking, Lao PDR is ranked 159<sup>th</sup> among 183 countries in the world<sup>1</sup>. On the other hand, in terms of trading across border, the country is ranked 161<sup>th</sup>. The World Bank report found that at present, as many as 10 key documents are required for completion of an export process from Laos. It also noted that the export process takes 23 days, and cost for export of goods is approximately USD 1950 per container. Similarly for import, number of documents specified is 10, with the time spent for import of goods being 26 days, and the cost of such transaction standing up to to USD 1910 per container.

### 1.4 LIMITATIONS OF THE BPA STUDY

Despite all possible efforts, the study suffers from a number of limitations as described below:

- The targeted respondents did not allow the study team to reveal their companies' trade information that they considered to be confidential, e.g. voluntary and unofficial payments made to the service providers in order to accelerate trading process.
- All required documents could not be gathered as respondents felt that some of them were sensitive and confidential, and did not share those documents with the study team.
- Length of appointments with the respondent companies was found to be inadequate. This prohibited the study team from collecting all necessary data and information.
- As the study concentrated on one particular geographical area for the study, it is assumed that the findings of the report may not represent the average scenario across all regions of Lao PDR.

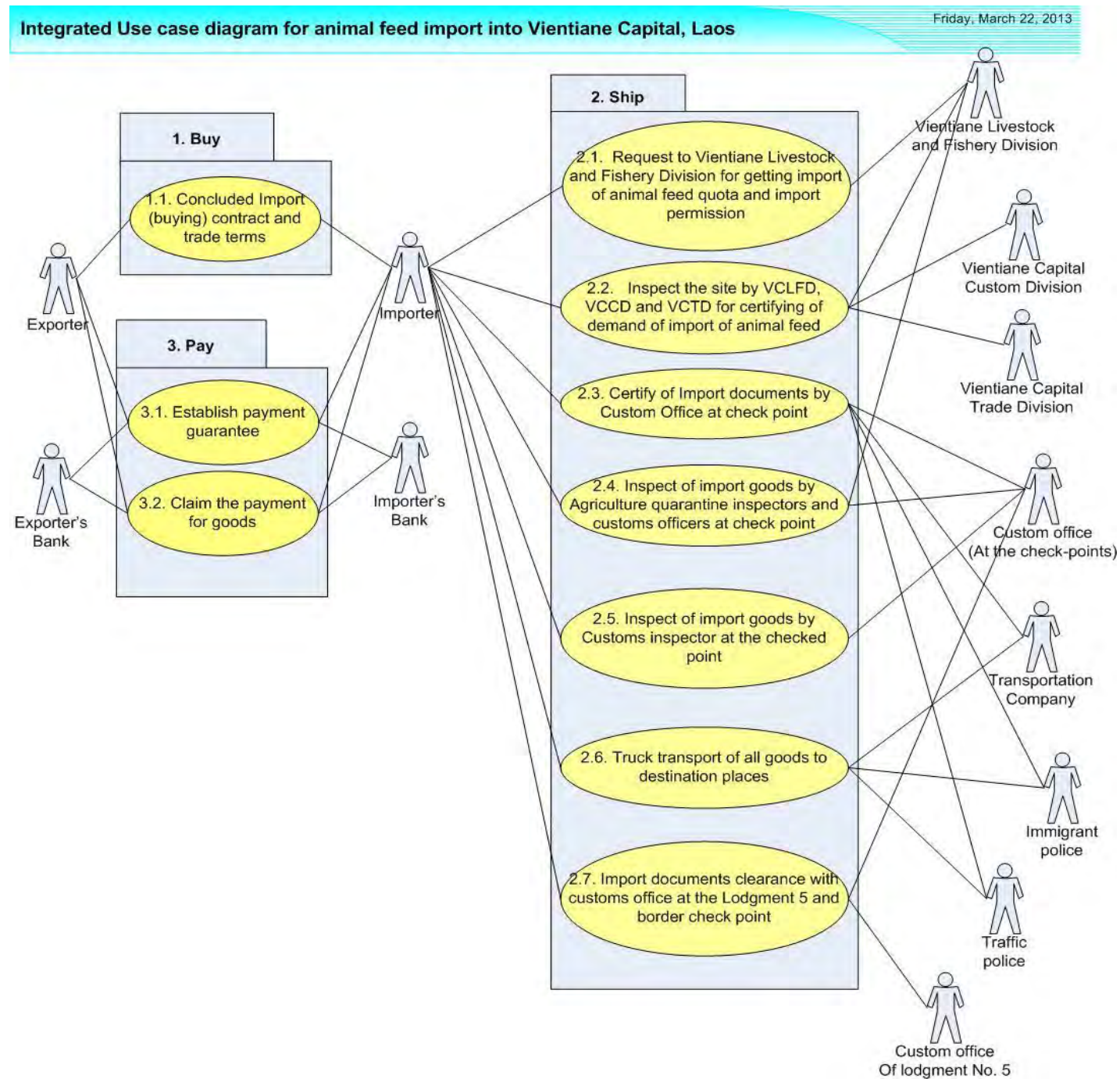
## 2. BPA OF ANIMAL FEED IMPORT

Figure 1 illustrates that there are 10 key steps for import of animal feed into Vientiane by inland transportation from Nongkhai, Thailand. These steps are divided into key business processes, namely: (i) buy, (ii) ship and (iii) pay.

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<sup>1</sup> Doing business 2014 full report, World Bank. Available at: [www.doingbusiness.org](http://www.doingbusiness.org)

Figure 1: Integrated Use case diagram for import of animal feed into Laos



## 2.1 BUSINESS AREA 1--[BUY]

Businesses in Lao are required to hold the following legal documents prior to import and export of their goods to and from Laos:

- (i) A business license
- (ii) Official customs certification, and
- (iii) Import-export license

The import process starts with the negotiation between buyer and seller on goods trade. To this end, the seller proposes a quotation to the potential buyer. The quotation includes, but not limited to:

- (i) Unit price and total amount,
- (ii) Product specification,
- (iii) Means of delivery of goods,
- (iv) Expected time of delivery of goods,
- (v) Commercial contract that includes all the terms of payment after receiving goods and other needed trade transaction.

If the quoted price and sales terms are not acceptable to the buyer, importer requests the exporter to revise the quoted price and sales terms through negotiation process. When the quoted price and sales terms are met and accepted, importer confirms purchase of goods with Purchase Order. At the same time, exporter prepares delivery of animal feed according to agreement. Exporter also informs the importer (buyer) about the delivery preparation from time to time accordingly to agreed timeline. The next step is confirmation by the importer about the shipment schedule. Then the exporter acknowledges receipt of purchase order. This is followed by a Pro-forma Invoice which the export sends to the importer prior to shipment of animal feed across the border. The pro-forma invoice includes (i) the price of goods in agreed type of currency, (ii) the packing list, (iii) type of inland transportation, and (iv) time of arrival of goods to the importer's place. The importer then acknowledges receipt of the Pro-forma Invoice.

## 2.2 BUSINESS AREA--2 [SHIP]

### 2.2.1 Request to VCLFD for permission to import animal feed

The importer first needs to prepare several documents in order to get the import permission from the Vientiane Capital Agriculture and Forestry Office as well as the Vientiane Capital Livestock and Fishery Division and Vientiane Capital Trade Division. These documents generally include the following:

- (i) Packing list,
- (ii) Import license,
- (iii) Commercial contract among importer and exporter,

- (iv) Request for import of animal feed based on the real need of such goods for the target livestock farm; and
- (v) Pro-forma invoice.

Once the documents are ready, the importer, requests VCLFD for the permission to import animal feed. At this stage, the official request letter from the importer is prepared and officially handed over to VCLFD. Later on the VCLFD notifies the importer on receipt of the request letter.

### ***2.2.2 Site visit by VCLFD, VCTD and VCCD***

Upon receipt of the request letter from the importer, VCLFD sends a letter to the importer expressing interest for farm's site inspection. The letter specifies the time and date of the proposed inspection. Upon mutual agreement on the date and time, a site visit is undertaken by the VCLFD and others (VCTD & VCCD). The objective of the site visit is to confirm the real need, as well as actual amount needed, of annual animal feed import for the farm. Following the site visit, VCLFD and VCTD prepare the import permission certificate stating the annual permitted quota of animal feed import by the farm. Sometimes, based on the necessity, the quota is broken down to quarterly or half-yearly basis.

### ***2.2.3 Certification of Import documents by head of Customs Office at check point***

At this stage, the importer prepares the following documents and submits to the customs officer at the check-point to be officially certified by head of customs office at the check-point. The head of customs unit at the check-point then signs at the bottom right corner of the import request letter.

- a. Certification of animal feed importing permission by VCLFD and VCTD that included the quota for import of animal feed into Laos,
- b. Commercial invoice,
- c. Packing list,
- d. Buying contract.
- e. Inland transport (carrier) permission;

To complete the import documents ສູ-3; in this regard, the customs officer at the check point issues the importing form ສູ-3 and define either the import goods to be stored in the check-point storage or whether there is no need for storage. Should the importer need storage, there is a charge of USD15 per day and the importer will get a special numeric code for further import document declaration process. Should there be any comments or queries by the customs officers at the check point, the importer is expected to fulfil that requirement at this stage. The importer

also needs to complete all the immigration related documents for the truck and its driver from the other side of the border. If the driver holds a valid passport, he/she is allowed to stay in Lao for a maximum period of 7 days after getting official approval from immigration police. If the driver only has a border pass as the main immigration document, he/she is allowed to stay in Laos for 3 days only. Besides, all trucks entering Lao must have proper valid insurance. If not, they have to buy truck insurance at the check-point for a price of USD 23. Currently, there are three main insurance companies available for purchasing truck insurance at the check-point visited by the study team:

- a. Togo insurance company,
- b. Lao-Viet Insurance company and
- c. Lao Assurance Company

The importer then fills in the import form “U-53”. Necessary assistance is provided by the customs officers at the check point to complete the form. It needs to be mentioned here that the customs cost for each trailer/truck is 165,000 LAK or around USD 20.71 and 20,000 LAK for the U-53 form. The completed import document form “U-53” is then certified by the head of customs unit at the check-point. At this stage, the head of customs unit sights the cover letter and issues notice to importer for clearance of tax exception documents within 7 days after receipt of import goods.

The next step for the importer is to complete lodgment of an ASEAN Customs Declaration Documents IM-8 using ASYCUDA online system. Once again, the customs officials provide all necessary assistance in completing the form. The completed IM-8 ASEAN Import form is then submitted back to customs office at the check-point and all IM-8 data are entered into the import database with classification of document's color (with red, yellow, blue, and green color). The importer pays the required import fee at this point. The colors of the IM-8 form depend on the risk of the goods:

- i. “GREEN” means “no risk” and the shipment is clear to pass through customs;
- ii. “YELLOW” means that the documents submitted by the importer are not sufficient or has error in them. At this stage, the importer might be required to prepare and submit additional importing documents and checking of importing goods will take place prior to any further importing process.
- iii. “BLUE” form means that the imported goods have relatively high risk. At this stage, the importer will need to prepare and submit additional import documents such as import contract and letter of credit. Inspection of the imported goods takes place before proceeding to further stages of importations. Should the customs officials be not satisfied with the documentation and/or goods inspection at this stage, the documents are then forwarded to the next colour section which is Red.
- iv. “RED” means that the importing documents and goods have a very high risk identified by customs at the check points. Hence, a detailed physical inspection of the



goods takes place at this stage. If any abnormality is detected, the case is then moved on to the justice unit for further actions.

A final check of all the documents including the IM-8 is carried out by customs document checking officer. The main aim of this checking is to certify the completeness of import documents prepared by the importer and that it contains (i) commercial invoice, (ii) weight of imported goods, (iii) packing list, and (iv) contracted price. If all relevant import documents are presented as per requirement, the customs document checking officer signs them as a consent for completeness of import documents. All those completed import documents are then sent to the head of document checking unit within the customs office at the check-point. The key objective of this double checking is to establish authenticity of all import documents. If the head of documents checking unit finds any error or incompleteness, he/she will recommend importer to provide valid documents that will allow importer to proceed to the next step. At this stage, the importer pays customs and import fees and declares the receipt to customs office at the check-point. After receiving the receipt, the head of customs office at the check point officially approves/certifies the import documents. The importer then acknowledges receipt of the updated certified import documents and prepares for the next step of the import process.

#### ***2.2.4 Inspection of import goods by quarantine officers at the check-point***

The next step is submission of request to the quarantine unit at the check point for consignment inspection. The request needs to be accompanied by the following documents: (i) commercial invoice, (ii) packing list, (iii) bill of trucks, and (iv) certified import documents. After all import documents checked by quarantine officers based at the check point, the actual inspection of each truck takes place. The importer needs to pay an amount of around 300,000 LAK (or about USD 38) for inspection of per truck. The quarantine officers (inspectors) then prepare and certify the import goods inspection report. At this stage the quota of animal feed import is adjusted.

#### ***2.2.5 Inspection of import goods by customs officers at the check-point***

Similarly, the importer submits a request to customs head at the check-point and attaches all needed import documents to the request form: (i) commercial invoice, (ii) packing list, (iii) bill of trucks, (iv) certified import documents, and (v) certified documents for import exception. The head of customs unit checks all submitted documents and approves with signature. The customs officer at the check point enters all import data into the customs' computerized database (ASYCUDA system). The key data include (i) number of trucks, (ii) trucks details as well as plate number, (iii) name of truck company, (iv) type of products, (v) packing list, (vi) invoice, and (vii) name of the shipping company. Customs officers then carry out the physical inspection of the imported goods. If any anomaly is found, the consignment is deemed to be of risk and scanning of goods takes place. The inspectors then prepare after inspection report and attach it along with the following key import documents, there were (i) Issued IM-8 , (ii) commercial invoice, (iii) packing list, (iv) bill of trucks.

The inspection report by customs inspectors is then submitted to head of customs unit at the check point. After careful checking by head of customs at the cross-border check point, the head of customs unit approves the inspection report with his/her signature and full name. The importer then takes back all certified import documents to customs officer who is in charge of import goods inspection for final approval.; At this stage, the customs officer signs on form U-53 for import goods release permission.

### ***2.2.6 Transport goods to importer's place***

After the importer receives the import permission from the customs office at the check point, he/she prepares all certified import documents that allows the truck to move all consignments to the destination. These are (i) prepared import documents certified by customs office at check point; and (ii) goods transportation checking document as well as approved form U-53. These documents are then submitted to immigration police at the check point. The immigration police certifies truck's documents (either border pass or driver's passport and other transportation documents). Truck then moves all imported goods to importer's destination. At the same time traffic police accompanied the truck to check whether all import goods are delivered to the proposed place (importer's storage). The importer acknowledges receipt of import goods by certifying with signature and company's stamped on the goods delivery documents and returns a copy with truck driver.

### ***2.2.7 Import documents clearing with customs office at the Lodgment No. 5***

In most cases, import of animal feed into Lao is tax exempted. Within 7 days of receipt of the imported goods, the importer must clear their import documents with customs office at the lodgment no. 5, which is situated at the Thaduea village, Sisatanack district, Vientiane Capital. Prior to clearing their documents at the Customs Office of lodgment No. 5, the importer prepares all needed import documents, namely: (i) Certification of animal feed importing permission by VCLFD, (ii) Purchase invoice, (iii) Packing list, (iv) Commercial contract, (v) copy of IM-8. The customs office of lodgment No. 5 first checks all the import documents and allows the importer complete the IM-4 form as the main document for clearance of import document IM-8. The importer then completes the IM-4 form with direct assistance from the customs officers. The IM-4 document is signed and approved by the customs office of lodgment No. 5 that allows the importer to proceed to the next step. The customs officer at the cross-border check point checks the completed IM-4 with all import documents to establish the authenticity. Later on, the head of customs office at the check point checks and approves IM-4 form with signature. If the head of customs office feels that additional import documents are needed to be provided, the importer will then be asked accordingly to prepare and submit those documents. The importer then submits the IM-4 documents to the inspectors at the border check point to clear IM-8 documents in their computerized ASYCUDA database. The importer acknowledges import documents clearance and prepares for further import of animal feed.

## **2.3 BUSINESS AREA [PAY]: IMPORT OF ANIMAL FEED**

### **2.3.1 *Establish payment guarantee***

The business area (Pay) is usually based on the commercial contract made between the importer and exporter. The process normally starts with the payment request by the exporter. The importer acknowledges payment request made by exporter by responding to the request. Later on the importer requests its nominated bank to issue the letter of credit. At this point, the following documents need to be prepared and submitted: (i) Proforma invoice, (ii) application addressed to the bank for issuing a letter of credit and other supportive documents. The importer consults with the local bank about payment of import of animal feed to the exporter. At the same time, the exporter also consults with its local bank for receiving the payment for their export products. Importer's bank checks all submitted documents related to issuing letter of credit. If any further document is required, the bank notifies the importer. If not, the bank issues the letter of credit on behalf of the importer and forwards to the exporter's bank. Once the L/C is received, the exporter notifies the importer.

The exporter/representative checks if L/C the was acceptable by considering and referring back to the agreement among the importer and exporter. If all the commercial terms are met, then, the exporter confirms L/C acceptance either through telephone confirmation or via email communication. The importer then acknowledges letter of credit acceptance by exporter and prepares for money transfer from importer's bank to exporter's bank. The process of getting letter of credit from the bank usually takes one day.

### **2.3.2 *Claim the payment for import goods***

Claiming payment for import goods starts with the preparation of all documents called for in the letter of credit: (i) Certificate of Origin, (ii) Commercial invoice, (iii) Phytosanitary Certificate, and (iv) Insurance Policy. After the documents are prepared, the exporter officially requests for the goods payment by sending all prepared documents to the local bank (exporter's bank). If all the prepared documents meet the requirement stated in the letter of credit, the exporter's bank forward those documents to the importer's bank. If not, the bank requests the exporter to provide further and appropriate documents to carry the activities forward. Once received, the importer's bank reviews the documents and forwards to the importer's bank. The importer's bank acknowledges receipt of the forwarded documents and reviews those documents in line with the L/C. The importer's bank forwards those documents to the importer for acknowledgement and approval of payment transaction. If the request were not accepted, the importer declines the request to make payment for goods by informing the importer's bank about such circumstances. Consequently, the importer's bank notifies exporter's bank about the decline for making payment. However, if the request of claim for payment is accepted, the importer's bank transfers the payment to the exporter's bank immediately. Right after the exporter's bank receives the money transferred from the importer's bank, the bank transfers payment directly to the exporter's account and informs the exporter about completion of money transfer. The exporter



acknowledges receipt of the payment by officially signing on the receipt and informing both bank and importer.

## 2.4 TIME SPENT FOR IMPORT OF ANIMAL FEED

**Table 1: Time spent for import of animal feed into Laos**

Task/Activity (Import of animal feed Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time (day)
<b>1.1. Conclude Import (buying) contract and trade terms</b>				<b>2</b>
1.1.1. Quote price and terms of trade	0.2	0.2	0.5	0.25
1.1.2. Determine if quotation is acceptable	0.2	0.2	0.5	0.25
1.1.3. Confirm intention to purchase	0.2	0.2	0.5	0.25
1.1.4. Prepare the shipment/delivery of goods and submit Performa invoice	0.5	0.5	1	0.58
1.1.5. Receive Performa Invoice	0.2	0.2	0.5	0.25
<b>2.1. Request to Vientiane Livestock and Fishery Division for getting import of animal feed quota and import permission</b>				<b>1</b>
2.1.1. Prepare all evidence of importing documents	0.2	0.2	0.5	0.25
2.1.2. Request to VCLFD for import of animal feed permission	0.5	0.5	0.5	0.50
2.1.3. Acknowledge receipt of a request from Importer	0.5	0.5	1	0.58
<b>2.2. Site inspection by VCLFD, VCCD and VCTD for certifying demand of import of animal feed</b>				<b>3</b>
2.2.1. Draft an official invitation letter for farm's site inspection	0.2	0.2	0.5	0.25
2.2.2. Acknowledge receipt of official invitation letter for site inspection	0.2	0.2	0.5	0.25
2.2.3. Inspection of the farm site by VLFD	0.5	0.5	1	0.58
2.2.4. Inspect the real farm site by Vientiane Customs Division	0	0	0	0.00
2.2.5. Inspection of the real farm site by Vientiane Trade Division	0	0	0	0.00
2.2.6. Report of farm visit by VCLFD	1	1	2	1.17
2.2.7. Acknowledge site inspection by VCCD	0.5	0.5	1	0.58

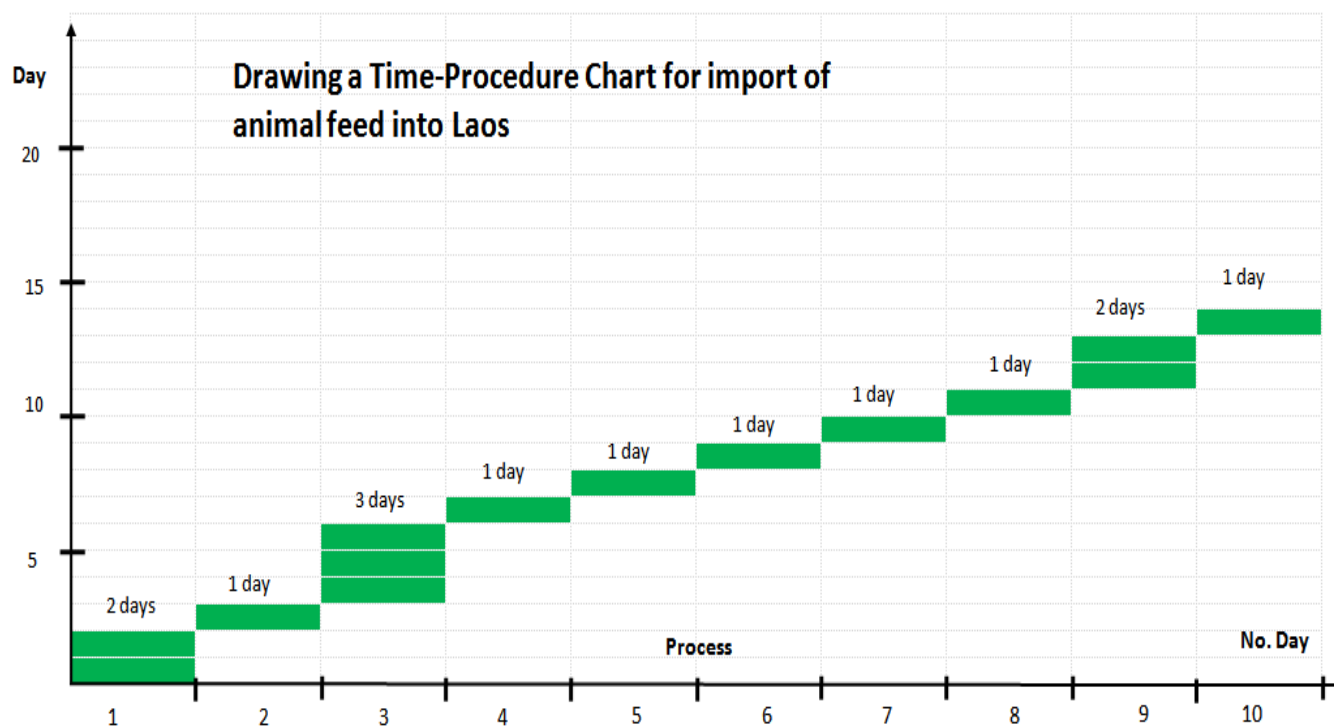
<b>Task/Activity</b> <b>(Import of animal feed Case)</b>	<b>Optimistic</b> <b>Time (day)</b>	<b>Most-Likely</b> <b>Time (day)</b>	<b>Pessimistic</b> <b>Time (day)</b>	<b>Estimated</b> <b>Time</b> <b>(day)</b>
<b>2.2.8. Acknowledge site inspection by VCTD</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>	<b>0.58</b>
<b>2.3. Certify Import documents by head of Customs Office at check point</b>				<b>1</b>
<b>2.3.1. Prepare Import documents</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.2. Certify import documents by head of customs office at check point for approval</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.3. Complete Import documents (Form ສູ-3)</b>	<b>0.1</b>	<b>0.1</b>	<b>0.2</b>	<b>0.12</b>
<b>2.3.4. Checking and approved Import documents (Form ສູ-3)</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.5. Get approval from immigration and traffic police at check point</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.6. Complete Importing form “U-53”</b>	<b>0.1</b>	<b>0.1</b>	<b>0.2</b>	<b>0.12</b>
<b>2.3.7. Checking and approval by customs head</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.7. Checking and approval by customs head</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.8. Complete ASEAN Customs Declaration Documents (IM-8)</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.20</b>
<b>2.3.9. Submit IM-8 and pay import fee to customs office</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.10. Check IM-8 and all import documents by customs officer</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.18</b>
<b>2.3.11. Checking and approved IM-8 by customs head</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>2.3.12. Pay customs and import fee</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>2.3.13. Certified import documents</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.10</b>
<b>2.3.14. Acknowledge customs declaration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>2.4. Inspect of import goods by Agriculture quarantine inspectors at check point</b>				<b>1</b>
<b>2.4.1. Request to head of customs at check point for import goods inspection</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.20</b>
<b>2.4.2. Inspectors at the border checked point keyed in all import goods into computer</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.20</b>

<b>Task/Activity</b> <b>(Import of animal feed Case)</b>	<b>Optimistic</b> <b>Time (day)</b>	<b>Most-Likely</b> <b>Time (day)</b>	<b>Pessimistic</b> <b>Time (day)</b>	<b>Estimated</b> <b>Time</b> <b>(day)</b>
<b>2.4.3. Inspect the goods by inspectors at the border checked point</b>	0.3	0.3	0.5	0.33
<b>2.4.4. Report of goods inspection by customs office at check point</b>	0.2	0.2	0.2	0.20
<b>2.4.5. Certify of import goods inspection by head of customs at check point</b>	0.2	0.2	0.2	0.20
<b>2.4.6. Certify of import documents by customs inspector</b>	0.2	0.2	0.2	0.20
<b>2.4.7. Acknowledgement of import of animal feed permitted</b>	Same as above	Same as above	Same as above	0.00
<b>2.5. Inspection of import goods by Customs inspector at the checked point</b>				1
<b>2.5.1. Request for import goods inspection</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	0.50
<b>2.5.2. Inspection the goods by quarantine officers at the border checked point</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	0.50
<b>2.5.3. Report of import goods Inspected by quarantine officers</b>	<b>0.2</b>	<b>0.2</b>	<b>0.5</b>	0.25
<b>2.6. Truck transport of all goods to destination places</b>				1
<b>2.6.1. Prepare all certified import documents</b>	0.2	0.2	0.5	0.25
<b>2.6.2. Certify related documents by immigrant police at the check point</b>	0.2	0.2	0.2	0.20
<b>2.6.3. Trucks transport of all goods to destination places</b>	0.5	0.5	0.5	0.50
<b>2.6.4. Traffic police accompanies trucks transport of all goods to destination places</b>	0.2	0.2	0.2	0.20
<b>2.6.5. Acknowledge of receiving import goods</b>	0.2	0.2	0.2	0.20
<b>2.7. Import documents clearing with customs office at the Lodgment 5 and border check point</b>				1
<b>2.7.1. Prepare Import documents and request to Customs Office of lodgment No. 5 for import document clearance</b>	0.2	0.2	0.2	0.20
<b>2.7.2. Acknowledge of IM-8 clearance request and allow issue IM-4 for clearance of import documents</b>	0.2	0.2	0.2	0.20
<b>2.7.3. Complete Import documents (Form IM-4)</b>	0.2	0.2	0.2	0.20

<b>Task/Activity</b>	<b>Optimistic Time (day)</b>	<b>Most-Likely Time (day)</b>	<b>Pessimistic Time (day)</b>	<b>Estimated Time (day)</b>
<b>(Import of animal feed Case)</b>				
<b>2.7.4. Checked IM-4 and all import documents by customs officer</b>	0.2	0.2	0.2	0.20
<b>2.7.5. Checked and approved IM-4 by customs head</b>	0.2	0.2	0.2	0.20
<b>2.7.6. Inspectors at the border checked point clear IM-8 in their computer data base</b>	0.2	0.2	0.2	0.20
<b>2.7.7. Acknowledge of Import documents clearance</b>	0.2	0.2	0.2	0.20
<b>3.1. Establish payment guarantee</b>				2
<b>3.1.1. Request the payment to importer</b>	0.2	0.2	0.5	0.25
<b>3.1.2. Acknowledgement of payment request by importer</b>	0.2	0.2	0.2	0.20
<b>3.1.3. Apply for letter of credit</b>	0.2	0.2	0.5	0.25
<b>3.1.4. Consult exporter's bank</b>	Same as above	Same as above	Same as above	0.00
<b>3.1.5. Consult importer's bank</b>	Same as above	Same as above	Same as above	0.00
<b>3.1.6. Review submitted document</b>	0.2	0.2	0.2	0.20
<b>3.1.7. Issue letter of credit</b>	0.2	0.2	0.2	0.20
<b>3.1.8. Establish authenticity for transaction</b>	Same as above	Same as above	Same as above	0.00
<b>3.1.9. Notify authenticity of payment transaction to exporter</b>	0.2	0.2	0.2	0.20
<b>3.1.10. Determine if L/C is acceptable</b>	Same as above	Same as above	Same as above	0.00
<b>3.1.11. Confirmed of L/C accepted</b>	0.2	0.2	0.2	0.20
<b>3.1.12. Acknowledged of letter of credit accepted</b>	0.2	0.2	0.2	0.20
<b>3.2. Claim the payment for goods</b>				1
<b>3.2.1. Prepare documents called for in L/C</b>	0.2	0.2	0.2	0.20
<b>3.2.2. Request for the goods payment</b>	0.2	0.2	0.2	0.20
<b>3.2.3. Reviewed submitted request document</b>	0.2	0.2	0.2	0.20
<b>3.2.4. Forward submitted document</b>	0.2	0.2	0.2	0.20
<b>3.2.5. Reviewed submitted request document</b>	0.2	0.2	0.2	0.20
<b>3.2.6. Reviewed submitted request document</b>	Same as above	Same as above	Same as above	0.00

Task/Activity (Import of animal feed Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time (day)
3.2.7. Decline of request to make payment for goods	Same as above	Same as above	Same as above	0.00
3.2.8. Notified the decline for making payment for goods	Same as above	Same as above	Same as above	0.00
3.2.9. Transfer the payment	0.2	0.2	0.5	0.25
3.2.10. Transfer the payment	0.2	0.2	0.2	0.20
3.2.11. Acknowledged receipt of the payment	Same as above	Same as above	Same as above	0.00
<b>Total time estimated (day)</b>				<b>14</b>

Figure 2: Time procedures chart for import of animal feed



1. Concluded Import (buying) contract and trade terms
2. Request to Vientiane Livestock and Fishery Division for getting import of animal feed quota and import permission
3. Inspect the site by VCLFD, VCCD and VCTD for certifying of demand of import of animal feed
4. Certify of Import documents by head of Customs Office at check point
5. Inspect of import goods by Agriculture quarantine inspectors at check point

6. Inspect of import goods by Customs inspector at the checked point
7. Truck transport of all goods to destination places
8. Import documents clearing with customs office at the Lodgment 5 and border check point
9. Establish payment guarantee
10. Claim the payment for goods

### 2.4.1 Cost of importing process

The total cost for import of animal feed into Lao PDR excludes land transportation cost and expenditure prior to importing goods such as during purchasing and getting a buying contract among export representative and importers. Total cost of importing animal feed into Lao stands approximately at **3,984,800 LAK** or about **USD 500** per transaction<sup>2</sup>, in which around **985,000 LAK or 24.72%** is voluntary expenditure paid by importers for faster processing, and the actual official cost for this import process is about **2,999,800 LAK** or about **75.28 %** of total importing cost.

**Table 2: Cost of import process**

Task/Activity (Import of animal feed Case)	Voluntar y paying of cost, LAK	Officially paying cost, LAK	Total, LAK	Total, USD
Inspection of the site by VCLFD, VCCD and VCTD for certifying of demand of import of animal feed		200,000	200,000	25
Certify farm's animal feed demand for importing		2,389,800	2,389,800	300
Declare import documents to customs office at the border point for approval		5,000	5,000	1
Approve import documents by head of border port	260,000		260,000	33
Checking and approving Importing documents (ພອມ ສູ-3)		100,000	100,000	13
Complete ASEAN Customs Declaration Documents (IM-8)		5,000	5,000	1

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<sup>2</sup> Exchange rate 7,966 KIP per 1 USD

Task/Activity (Import of animal feed Case)	Voluntary paying of cost, LAK	Officially paying cost, LAK	Total, LAK	Total, USD
Complete Importing form “U 53”	165,000	30,000	195,000	24
Pay to the immigration police for getting transit certification		20,000	20,000	3
Pay to traffic police		20,000	20,000	3
Pay import tax, fee and customs to treasury office		130,000	130,000	16
Inspect import goods by customs inspector at the checked point	260,000		260,000	33
Issue goods transportation checking document (approved form U 53)		30,000	30,000	4
Issue animal feed goods checking by Agriculture Quarantine Officers (Charge per truck)	300,000		300,000	38
Trucks transport all goods to destination places		70,000	70,000	9
Total cost estimated per 1 consignment	<b>985,000</b>	<b>2,999,800</b>	<b>3,984,800</b>	<b>500</b>
	% <b>24.72</b>	<b>75.28</b>	<b>100</b>	

Exchanged rate 7,966.00 LAK/1USD

#### 2.4.2 Documents and Actors involve into the importing process

**Table 3: Documents and Actors involved in the import of animal feed into Laos**

Task/Activity (Import of animal feed Case)	Related documents	Key stakeholders involved
Visit to farm by Vientiane Livestock and Fishery Division, customs Division and Trade Division for demand of import of animal feed	<ol style="list-style-type: none"> <li>1. Business license from Vientiane Capital Trade Division (VCTD)</li> <li>2. Business license from Vientiane Capital Agriculture and Forestry</li> <li>3. Customs Certificate from Vientiane capital Customs Division</li> <li>4. Import and Export license; In Laos, the company use to apply for both import and export as one official license.</li> </ol>	<ul style="list-style-type: none"> <li>○ Vientiane Capital Trade Division (VCTD)</li> <li>○ Vientiane Capital Livestock and Fishery Division (VCLFD)</li> <li>○ Vientiane Capital Customs Division (VCCD)</li> </ul>

Task/Activity (Import of animal feed Case)	Related documents	Key stakeholders involved
		<ul style="list-style-type: none"> <li>○ Suppliers</li> <li>○ Importer/farm</li> </ul>
<i>Draft official request and submit to VLFD</i>	5. Official request to VLFD 6. Bill of truck 7. Commercial invoice 8. Certificate of origin 9. Contract with suppliers 10. Packing list 11. Shipping invoice 12. Technical standard/health certificate	<ul style="list-style-type: none"> <li>○ VCLFD</li> <li>○ Importer/farm</li> </ul>
<i>Invite the Vientiane Capital Customs Division to joint site visit</i>	13. Official invitation for site visit addressed to VCCD	<ul style="list-style-type: none"> <li>○ VCLFD</li> <li>○ VCCD</li> </ul>
<i>Invite the Vientiane Capital Trade Division to joint site visit</i>	14. Official invitation for site visit addressed to VCTD	<ul style="list-style-type: none"> <li>○ VCLFD</li> <li>○ VCTD</li> </ul>
Certify of farm's animal feed demand for importing		
<i>Field site visit report and certification prepared by Vientiane Capital</i>	15. Report of site visit made by VLFD	<ul style="list-style-type: none"> <li>○ VCLFD</li> <li>○ VCTD</li> <li>○ VCCD</li> </ul>
<i>Animal feed importing need certified by Vientiane Customs Division</i>	16. Acknowledgement letter for site visit by Vientiane Customs Division	<ul style="list-style-type: none"> <li>○ VCCD</li> </ul>
<i>Acknowledgement of accompanied site visit by Vientiane Capital Trade Division</i>	17. Acknowledgement letter for site visit by Vientiane Capital Trade Division	<ul style="list-style-type: none"> <li>○ VCTD</li> </ul>
Declare of import documents to customs office at the border point for approval		
<i>Approve of import documents by head of border port</i>	18. Approve of import documents by head of border port by signing on such document	<ul style="list-style-type: none"> <li>○ Head of customs unit</li> </ul>
<i>Checking and approved Importing documents (ພອມ ສປ-3)</i>	19. Approved Importing documents (ພອມ ສປ-3)	<ul style="list-style-type: none"> <li>○ Customs Personnel</li> </ul>
<i>Complete ASEAN Customs Declaration Documents (IM-8)</i>	20. ASEAN Customs Declaration Documents (IM-8)	<ul style="list-style-type: none"> <li>○ Customs Personnel</li> </ul>
<i>Complete Importing form “ປ 53”</i>	21. Complete Importing form “ປ 53”	<ul style="list-style-type: none"> <li>○ Customs Personnel</li> </ul>
<i>Pay to the immigrant police for getting transit certification</i>	22. Checked point handling receipts	<ul style="list-style-type: none"> <li>○ Immigrant Police</li> </ul>
<i>Pay to traffic police</i>	23. Transit document approval	<ul style="list-style-type: none"> <li>○ Traffic police</li> </ul>
Pay import tax, fee and customs to treasury office	24. Tax certificate 25. Customs import declaration documents 26. Customs transit document	<ul style="list-style-type: none"> <li>○ Vientiane Capital Customs Division</li> <li>○ Treasury office, Division of</li> </ul>



Task/Activity (Import of animal feed Case)	Related documents	Key stakeholders involved
		Finance
Inspection of import goods by customs inspector at the checked point		
<i>Issue goods transportation checking document (approved form U 53)</i>	27. Approved form U-53	○ Customs Unit at checked point
Inspection of import goods by Agriculture Quarantine officers at the checked point	28. Goods inspected certificate by customs officers	○ Customs Inspectors
<i>Issue animal feed goods checking by Agriculture Quarantine Officers (Charge per truck)</i>	29. Goods inspected certificate by Agricultural Quarantine Officers	○ Vientiane Capital Agricultural Quarantine Office
Trucks transport all goods to destination places	30. Truck release order	○ Transportation company
Pay to the export representative	31. Customs clearance documents	○ Customs Division

### 2.4.3 Bottlenecks identified in importing animal feed

Based on the result of business process study for importation of animal feed into Lao PDR, the following bottlenecks could be identified:

- (i) *Firstly*, the time spent for farm visit by three governmental agencies is redundant since the farm holds trade/import license. Besides, most of the time is spent for travelling to and from the farm. Moreover, sometimes the expected officials are unable to visit the farm site due to their other official engagement.
- (ii) Secondly, the fact that traffic police sometimes accompany the shipment to the importer's premise is deemed unnecessary.
- (iii) Thirdly, inspection of all the consignments by Customs and Quarantine officers is another bottleneck and causes delays. This has negative impact not only on the time spent in inspection, but also on costs incurred by the importer.

### 2.4.4 Preliminary Recommendations for improvement of importing process

Based on the above discussion, a list of recommendations to simplify the process of importation of animal feed into Laos is outlined below:

**Table 4: Proposed simplified actions for simplifying animal feed import into Laos**

Mode	No. of Main Actions (Existing)	No. of Sub-Actions (existing)	Expected No. of Main Actions (Future)	Expected No. of Sub-Actions (Future)	Expected No. of reduced Actions	Expected No. of reduced Actions (%)
<b>Import of animal feed by road transportation</b>	10	75	9	69	1	10.00%

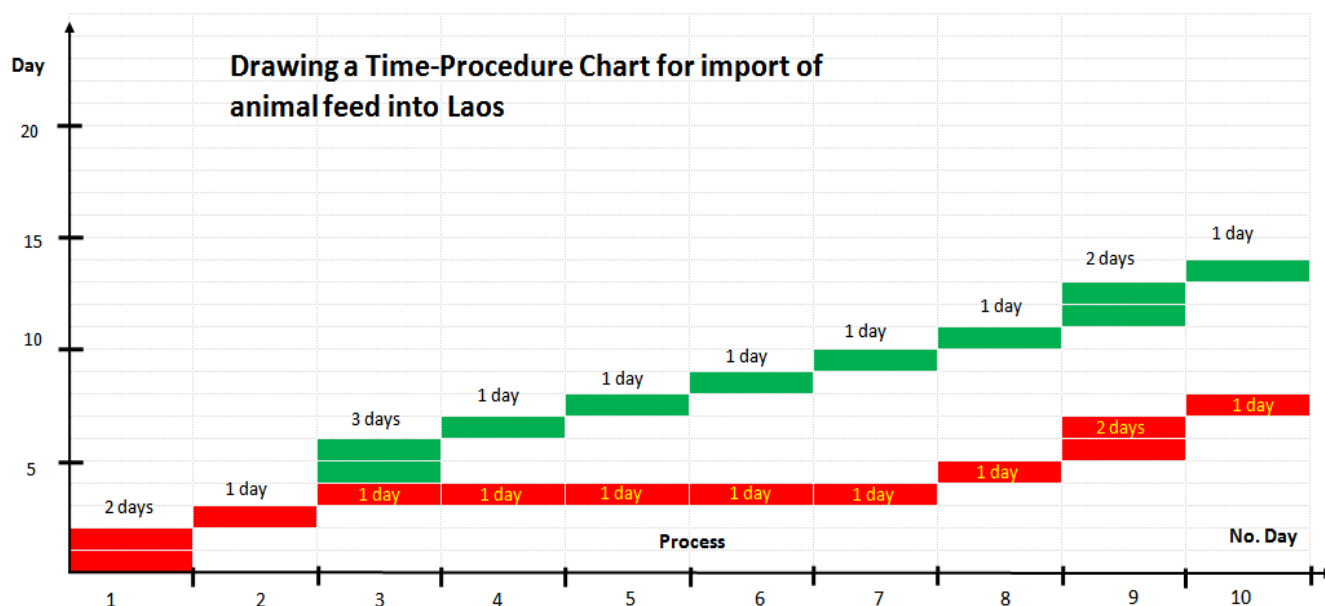
As can be seen from Table 4, there are 10 main actions and 75 sub-actions that are being implemented by importers who wish to import animal feed products into Lao. However, the current study proposes to reduce into 9 key actions with 69 sub actions (see table 4). A table of preliminary recommendation is outlined below:

**Table 5: Preliminary/specific recommendation for import of animal feed**

Issue and bottlenecks	Specific Recommendations	Reduction of Days	Reduction of Documents
<b>1. Inspection of the importer's site by VCFD, VCTD and other concerns</b>	The accompanying by the Vientiane Capital Trade Division during the site visit should be dropped and the brief of importer/farm's site visit by VCLFD should be shared instead for acknowledgement; in this way, the site visit will be shorter and efficient	Number of invitation letters will be less and preparation time spent for delivery of official invitation letters will be reduced at least by half a day.	Preparation of official invitation letter from VCLFD to concerned GOL offices will be reduced accordingly.
<b>2. Inspection of all the consignments by Customs and Quarantine and customs officers at the border checkpoint separately.</b>	At the border crossing or check point, the inspection of importing goods as well as the animal feed products by customs unit and agricultural quarantine team can be organized at one time. Accordingly, the report of inspection can be simplified into one single set of report that will consist of the following main finding: <ul style="list-style-type: none"> <li>▪ customs declaration,</li> <li>▪ goods inspection,</li> <li>▪ certification of animal feed products in terms of quarantine rule and</li> </ul>	If both agencies can inspect at the same time, the transport of goods to destination and all of this processes will be possibly completed within one working day. This will be more economical for the importer.	The document for import consignment inspection will be reduced due to merging customs and quarantine section in to one complete set of document.

Issue and bottlenecks	Specific Recommendations	Reduction of Days	Reduction of Documents
	technical procedures		
<b>3. Inadequate logistic support at the check point</b>	<p>Logistics at the check-point such as printers and set of computers must be increased in order to serve many importers at the same time.</p> <p>Moreover, the further development of online paperless automatic system should also be taken into consideration in order to simplify the business process. In this regard, the ASYCUDA online programme (software) should be provided or installed to all import-export companies to allow them to access online and prepare document, pay tax, fee and customs in advance. Consequently the business process for import of animal feed product into Laos will be shorter.</p>	<p>Time spent for documents preparation at the checkpoint will be reduced by half, due to the time waiting for printing certain documents will be faster.</p> <p>In additional to this, the importer can prepare some import documents in advanced prior to submitting to the customs officers at the check points and the time for this transaction will also be reduced.</p>	<p>The import documents using ASYCUDA program will be filled and printed-out in advance by the importer prior to submitting them to head of customs at the check point.</p>

Figure 3: Proposed simplified time procedure for animal feed into Laos



Proposed simplified business process as well as the importing process for animal feed into Lao marked in the red color and the main step/process is summarized below:

1. Concluded Import (buying) contract and trade terms	2
2. Request to Vientiane Livestock and Fishery Division for getting import of animal feed quota and import permission	1
3. Inspect the site by VCLFD, VCCD and VCTD for certifying of demand of import of animal feed	1
4. Certify of Import documents by head of Customs Office at check point	
5. Inspect of import goods by Customs inspector at the checked point	
6. Inspect of import goods by Agriculture quarantine inspectors at check point	
7. Truck transport of all goods to destination places	
8. Import documents clearing with customs office at the Lodgment 5 and border check point	1
9. Establish payment guarantee	2
10. Claim the payment for goods	1
<b>Total</b>	<b>8</b>

**Table 6: Proposed reduction in time spent for importing animal feed into Laos**

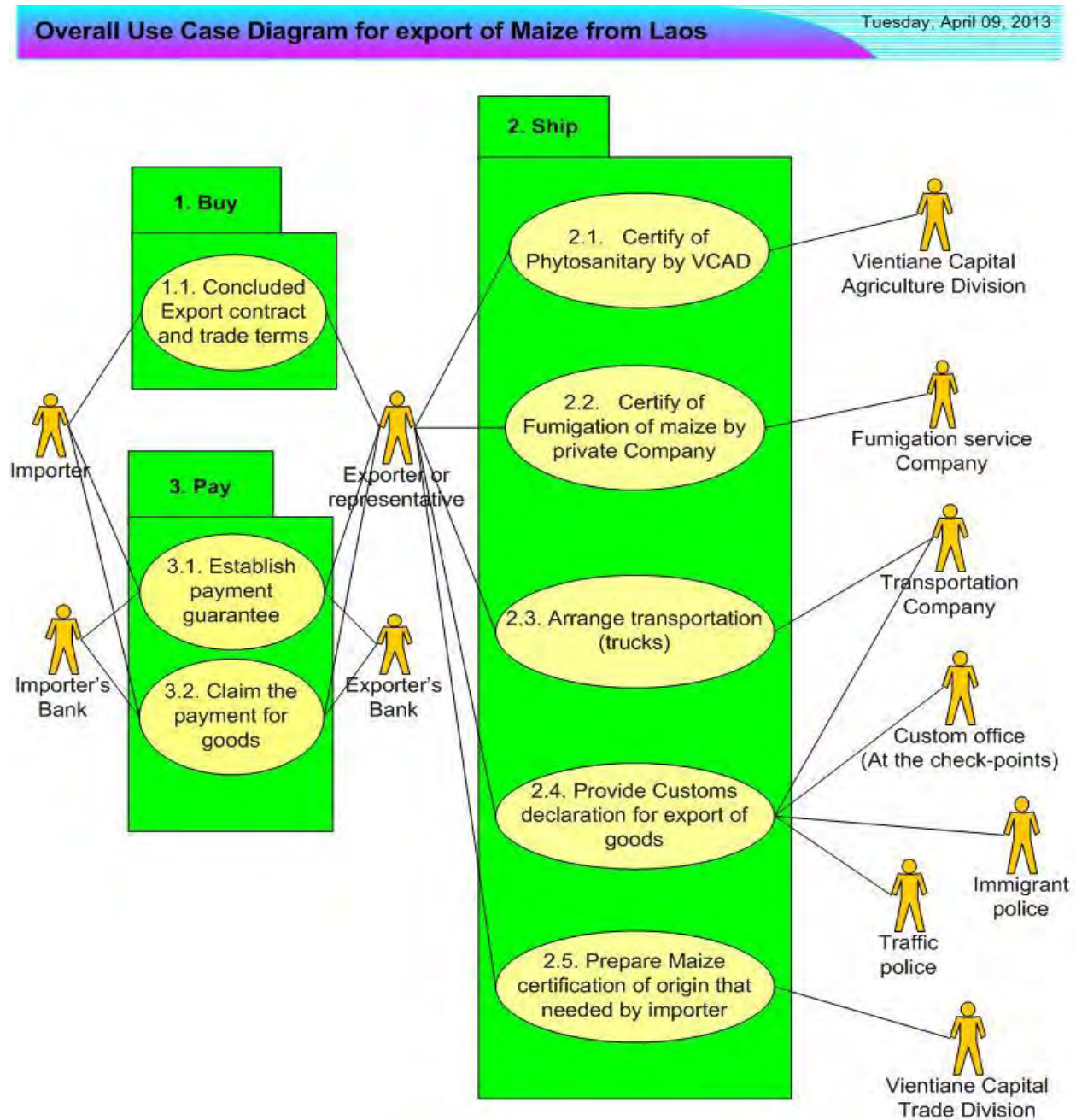
Mode	Existing Time (day)	Usage	Expected Time (day)	Usage	Expected Reduced Time (day)	Expected Reduced (%)	Time
<b>Import of animal feed by road transportation</b>	14		8		6	42.86	

Figure 3 and Table 6 show that the time for importing animal feed products into Laos can be simplified and shortened from 14 days to 8 days (about 42.86% faster than existing process). Longer time in processing one consignment not only results in increased expenditure by the importer and exporter, but also in reduced overall trading across the border. Hence, every single opportunity to reduce time delays need to be appropriately utilized.

### 3. BPA OF EXPORT OF MAIZE

For the export component, the present study looked into the existing process of exporting maize from Lao PDR to Thailand through the Lao-Thai Friendship Bridge No.1. The overall use case diagram for export of maize is illustrated in figure 4:

**Figure 4: Integrated Use Case diagram for export of maize from Laos**



Exporter must hold legal identity and the following legal certification must be ready prior to the export transaction:

- i. a business license
- ii. official customs certification,
- iii. an official import-export license

The buy process process begins with negotiation among the buyer and seller regarding the goods to be traded. First of all, the exporter proposes maize product quotation that includes:

- i. Goods price and total amount,
- ii. Products specification,
- iii. Means of delivery of goods,
- iv. Expected time of delivery of goods,
- v. Commercial contract that include all the terms of payment.

The importer determines whether the quotation is acceptable or not. If the quoted price and sales terms are not acceptable by the importer the buyer requests to revise the quoted price and sales terms through negotiation process. If both parties cannot reach to the agreement, the buying process is cancelled and the transaction ends automatically. On the other hand, if the quoted maize price and sales terms are accepted among both the trading parties, the buyer (Thai importer) confirms exporter the purchase of goods by submitting a Purchase Order. Once the confirmation is received, the exporter prepares the delivery of maize according to agreement among and informs the buyer about the delivery process on a regular basis. The exporter sends Pro-forma Invoice to importer prior to shipment of maize across the border through the Lao-Thai Friendship Bridge No. 1. The pro-forma invoice includes (i) the price of goods in the agreed upon type of currency, (ii) packing list, (iii) type of inland transportation, and (iv) time of arrival of goods to the importer's place; The Importer acknowledges receipt of Pro-forma Invoice and finalize confirmation of goods delivery according to exporter's proposed schedule of goods distribution.

## **3.2 BUSINESS AREA--2 [SHIP]**

### **3.2.1 Phytosanitary Certification by VCAD**

The exporter prepares all required documents and requests the Vientiane Capital Agriculture and Forestry Division for official phytosanitary certification. The request letter includes:

- (i) Packing list,
- (ii) Import license,
- (iii) Commercial contract among importer and exporter,
- (iv) Request for export of maize, and
- (v) Pro-forma invoice.

The exporter purchases phytosanitary form at the VCAD reception submits along with official request to VCAD for Phytosanitary Certification. The VCAD determines if all export



documents are in order and acceptable. Once satisfied, it gives the exporter the document code number that allows the exporter to follow up and check the completeness of their submitted export documents and request for phytosanitary certification. In this regard, if the submitted documents do not meet the requirement for the phytosanitary certification, the VCAD informs the exporter and instructs to submit additional documents. The schedule of site visit and inspection of exporter's goods by quarantine officers are settled at this stage.

The quarantine officers from VCAD inspect the maize of exporter at site (company's storage) according to given schedule. For this, the exporter provides transportation for the quarantine officers to the proposed site for maize inspection. He/she also provides daily allowance and/or lunch for the quarantine officers. Therefore, the daily allowance and lunch are not part of voluntary costs.

The quarantine officers from VCAD inspect exporter's goods at the site (storage of maize) and determine whether the maize is of export quality. If satisfied, they then issue the official phytosanitary certification. However, if all the conditions are not met, the assigned quarantine officer instructs exporter to proceed for further fumigation of maize to meet all trade requirements. At this stage, exporter needs to contact nominated fumigation company to complete fumigation and obtain a fumigation certificate. Later on, the quarantine officers from VCAD inform the exporter about the official phytosanitary certification and issue such export document for proceeding to the next step. The exporter acknowledges of receipt of the phytosanitary certification.

### ***3.2.2 Fumigation service by the private company***

First of all, the exporter coordinates and contacts the fumigation company closest to the exporter's site. At this stage, the following documents are needed to be produced by the exporter: (i) Phytosanitary report underlying the requirement for fumigation for export, and (ii) official request for fumigation services. The fumigation company quotes their service price to the exporter along with conditions and terms of services. The exporter reviews the fumigation service quotation and considers other additional services such as the price of transporting maize from exporter's site to the fumigation plants and back to the site. At this stage, the negotiation process among the exporter and fumigation service company takes place. If all conditions and services terms are agreed upon between the fumigation company and the exporter, the schedule for fumigation services is settled and the fumigation booking request by exporter is agreed and the service agreement is signed. Fumigation of maize is the next step where service charges vary depending on the quality of the maize. For wet maize, fumigation takes about 24 hours (2 days) for 13 ton of maize in one plant. Service charge in this case is 150,000 LAK or about USD 18.83 per ton of maize<sup>3</sup>. Hence, a consignment of 13 ton cost USD 247.91 for fumigation. For semi-

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<sup>3</sup> 1 USD = LAK 7,966



dry maize the fumigation capacity is 15 ton for one consignment and the fumigation process would take 14 hours only. Cost for fumigation of a 15 ton semi-dry maize consignment is USD 282.45. Additionally, if the fumigation company uses its trucks for moving maize from exporter's premise to the fumigation site, they charge an extra 60,000 LAK or about USD 7.6 per 1 ton (with total additional USD 99.16 for whole consignment of wet maize and/or USD 114 for semi-dry maize). Once fumigation is completed and the certificate is obtained, the process ends and the exporter moves to the next process.

### ***3.2.3 Arrange transportation for export of maize***

The process starts with reserving transportation (trucks) by the exporter. At this point, the exporter requests the transport company for booking transportation. The transportation company officially acknowledges the booking request for transportation for export of maize to neighboring country. The company drafts and quotes bill of truck that includes all transportation cost and services terms. The exporter reviews the truck bill and determines if the proposed quotation reflected what exporter's needed. If the terms and transportation conditions are met, the exporter allows the transportation company to proceed to the next service step. On the contrary, if the quotation terms and conditions do not meet the requirements of the exporter, the negotiation process among two parties takes place. At this stage, the exporter confirms the booking and scheduled of picking up and delivery of export goods. As part of this, the exporter submits the "truck booking request" to the transportation company.

1. Upon receipt of the request, the transport company confirms availability of its service based on the settled delivery time and conditions. Occasionally, the exporter reviews booking confirmation and determines whether the services reflected the agreement. If all the terms and transportation services are met among two parties, the exporter acknowledges inland and cross-border truck booking confirmation and allows the company to precede their transportation services. The transportation company then sends trucks with empty containers to exporter's premise. Documents required at this stage are: (i) bill of truck, (ii) commercial invoice, (iii) packing list, and (iv) commercial contract. The empty containers transported from the sea port takes at least 1 day and the trucks with containers needs to stay at the exporter's premise for loading of maize. The trucks are loaded with maize the next day and taken across the border. The exporter is informed accordingly about the cross border movement of the trucks. The loading of containers, journey to the border and cross border movement takes about one and a half day.

### ***3.2.4 Provide Customs declaration for export of goods***

Initially, the exporter prepares all needed documents for customs declaration. These are: (i) Bill of trucks, (ii) commercial invoice, (iii) packing list (iv) commercial contract, (v) phytosanitary certification, and (vi) fumigation certification. The exporter needs to complete the ASEAN customs declaration form EX-1 through ASYCUDA online. This stage is completed with assistance from customs officials. The prepared export documents are then submitted to the head

of customs at the check point for approval. If any inconsistencies found, the head of customs instructs the exporter to prepare the required documents and submit at the earliest. However, if everything is found to be in order, the head of customs approves the export document and allows the exporter to proceed to the next step. The approval is followed by inspection of export goods by customs officers and determination of tax, duty and other fees to be paid, if any. The exporter then pays such fee on the payment order given by the customs. In the meantime, transportation paid by the driver of the truck. At this stage, the exporter gets maize export certificate from the customs officers at the check point and moves their export products across the border. The exporter acknowledges updated customs declaration documents after receiving the export good release approval. The business process of export good declaration ends at this point.

### ***3.2.5 Prepare Maize Certificate of Origin for importer***

Prior to submitting the request for Certification of Origin (COO), the export prepares all the relevant documents including (i) bill of truck, (ii) commercial invoice, (iii) application for requesting of COO, (iv) phytosanitary certification, and (vi) fumigation certification. The request is then submitted to the Vientiane Capital Trade Division. If all appropriate documents are submitted with the application, it takes around 2 days for issuance of the COO. If not, the time increases to 4-5 days. The official COO request forms are sold at the VCTD for 20,000 LAK per set. The exporter then collects the COO and sends it across to the importer. Following is a chart of cost for COO:

- a. total sales below USD 10,000 COO fee 40,000 LAK (5. 1 USD)
- b. sales 10,000-30,000 USD COO fee 60,000 LAK (7. 6 USD)
- c. Sales 30,001-60,000 USD COO fee 80,000 LAK (10. 17 USD)
- d. Sales exceed 60,001 USD COO fee 100,000 LAK (12. 71 USD)

## **3.3 BUSINESS AREA [PAY]: EXPORT OF MAIZE**

### ***3.3.1 Establish payment guarantee***

The pay process usually starts with the export confirmation and payment request by the exporter. The importer acknowledges the payment request made by exporter by responded to the request. Later on the importer requests its nominated bank to issue the letter of credit. At this stage, the following documents need to be prepared and submitted : (i) Proforma invoice, (ii) application addressed to the bank for issuing a letter of credit and other supportive documents. The importer consults with the local bank about payment of import of maize to the exporter site. At the same time, the exporter also consults with its local bank for getting paid of their export of maize. Importer's bank checks all submitted documents related to issuing letter of credit. If any further document is required, the bank notifies the importer. The bank issues the letter of credit on

behalf of the importer and forwards to the exporter's bank. Once the L/C is received, the exporter notifies the importer. The exporter/representative checks if L/C is acceptable by considering and referring back to the agreement among the importer and exporter. If all the commercial terms are met, then the exporter confirms L/C acceptance either through telephone confirmation or via email communication. The importer then acknowledges letter of credit acceptance by exporter and prepares for money transfer from importer's bank to exporter's bank. The process of getting letter of credit from the bank usually takes one day.

### 3.3.2 *Claim payment for export of maize*

Claiming payment for import goods starts with the preparation of all documents called for in the letter of credit: (i) Certificate of Origin, (ii) Commercial invoice, (iii) Phytosanitary Certificate, and (iv) Insurance Policy. After the documents are prepared, the exporter officially requests for the goods payment by sending all prepared documents to the local bank (exporter's bank). If all the prepared documents meet the requirement stated in the letter of credit, the exporter's bank forward those documents to the importer's bank. If not, the bank requests the exporter to provide further and appropriate documents to carry the activities forward. Once received, the importer's bank reviews the documents and forwards to the importer's bank. The importer's bank acknowledges receipt of the forwarded documents and reviews those documents in line with the L/C. The importer bank forwards those documents to the importer for acknowledgement and approval of payment transaction. If the request is not accepted, the importer declines the request to make payment for goods by informing the importer's bank about such circumstances. Consequently, the importer's bank notifies exporter's bank about the decline for making payment.

However, if the request of claim for payment is accepted, the importer's bank transfers the payment to the exporter's bank immediately. Right after the exporter's bank receives the money transferred from the importer's bank, the bank transfers payment directly to the exporter's account and informs the exporter about completion of money transfer. The exporter acknowledges receipt of the payment by officially signing on the receipt and informing both bank and importer.

### 3.3.3 *Time for exporting maize*

**Table 7: Time spent for exporting of maize from Laos**

Task/Activity (Export of Maize Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time(day)
<b>1.1. Concluded export (buying) contract and trade terms</b>				<b>2</b>
1. Quote price and terms of trade	0.2	0.2	0.5	0.25
2. Determine if quotation is acceptable	0.2	0.2	0.5	0.25
3. Confirm intention to purchase	0.2	0.2	0.5	0.25

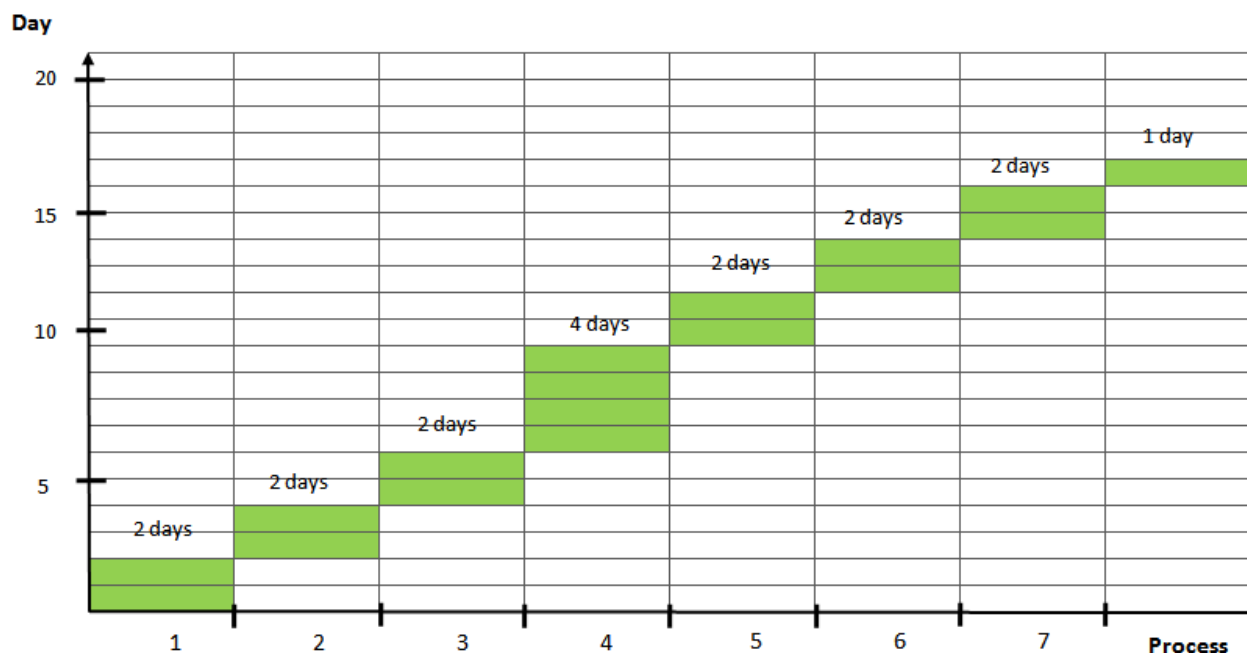
Task/Activity (Export of Maize Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time(day)
4. Prepare the shipment/delivery of goods	0.5	0.5	1	0.58
5. Acknowledge shipment of goods	0.5	0.5	0.5	0.50
6. Performa Invoice	0.2	0.2	0.5	0.25
7. Receive Performa Invoice	0.2	0.2	0.5	0.25
<b>2.1. Certification of Phytosanitary by VCAD</b>				<b>2</b>
1. Prepare all evident for Export documents	0.2	0.2	0.2	0.20
2. Filled Phytosanitary form and request to VCAD for Certification	0.2	0.2	0.2	0.20
3. Determine if all exports documents is acceptable	0.5	0.5	0.5	0.50
4. VCAD inspects Exporter's goods	0.5	0.5	1	0.58
5. Determine if export's goods is acceptable	0.2	0.2	0.2	0.20
6. Assigned for Fumigate of maize	Same as above	Same as above	Same as above	
7. Inform the exporter about the official phytosanitary certification	0.2	0.2	0.2	0.20
8. Acknowledge of receiving phytosanitary certification	Same as above	Same as above	Same as above	
<b>2.2. Certify fumigation service by the company</b>				<b>2</b>
1. Coordinate and reserve with fumigation service company	0.2	0.2	0.2	0.20
2. Quote fumigation certification service	0.2	0.2	0.2	0.20
3. Reviewed fumigation service quotation	0.2	0.2	0.2	0.20
4. Schedule for fumigation services	0.2	0.2	0.2	0.20
5. Collect export goods and got fumigation certificate	1	1	2	1.17
6. Acknowledge of receiving fumigation certification	0.2	0.2	0.2	0.20
<b>2.3. Arrange transportation (trucks)</b>				<b>4</b>
1. Reserve the transportation (truck)	0.5	0.5	1	0.58
2. Acknowledge of booking list	0.2	0.2	0.2	0.20
3. Reviewed draft of truck bill and determine if the content reflect to what exporter's need	0.2	0.2	0.2	0.20
4. Schedule to pick up and delivery of goods	0.2	0.2	0.2	0.20
5. Acknowledge of booking request	Same as above	Same as above	Same as above	

Task/Activity (Export of Maize Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time(day)
6. Reviewed booking confirmation and determine if the reflect to what exporter's need	0.2	0.2	0.2	0.20
7. Acknowledge of truck booking confirmation	Same as above	Same as above	Same as above	
8. Transport of empty containers from sea port to exporter's site	0.5	0.5	1	0.58
9. Loading maize into the containers	0.5	0.5	1	0.58
10. Transport of maize across the border	1	1	1	1.00
11. Acknowledge of maize moving across the border	0.2	0.2	0.2	0.20
<b>2.4. Provide Customs declaration for export of goods</b>				<b>2</b>
1. Prepare for export customs declaration	0.2	0.2	0.2	0.20
2. Determine if the submitted documents meet requirement	0.2	0.2	0.2	0.20
3. Inspection of Export goods by customs officers	0.2	0.2	0.2	0.20
4. Determine if there are tax, duty and other fee to be paid	0.2	0.2	0.2	0.20
5. Pay export tax, duty and other export fee	0.2	0.2	0.2	0.20
6. Pay transportation fee				
7. Certify export customs declaration	0.2	0.2	0.2	0.20
8. Transport of export goods to importer's place	0.5	0.5	0.5	0.50
9. Acknowledge updated customs declaration	0.2	0.2	0.2	0.20
<b>2.5. Prepare Maize certification of origin that needed by importer</b>				<b>2</b>
1. Prepare all documents that need by importer	0.5	0.5	0.5	0.50
2. Request for certification of origin	0.5	0.5	0.5	0.50
3. Determine whether submitted documents meet requirement	0.5	0.5	0.5	0.50
4. Certify of origin (COO)	0.5	0.5	1	0.58
5. Get COO document that relevant to importer	0.2	0.2	0.2	0.20
<b>3.1. Establish payment guarantee</b>				<b>2</b>
1. Request the payment to importer	0.2	0.2	0.5	0.25
2. Acknowledge payment request	0.2	0.2	0.2	0.20

Task/Activity (Export of Maize Case)	Optimistic Time (day)	Most-Likely Time (day)	Pessimistic Time (day)	Estimated Time(day)
3. Apply for letter of credit	0.2	0.2	0.5	0.25
4. Consult exporter's bank	Same as above	Same as above	Same as above	0.00
5. Consult importer's bank	Same as above	Same as above	Same as above	0.00
6. Review submitted document	0.2	0.2	0.2	0.20
7. Issue letter of credit	0.2	0.2	0.2	0.20
8. Establish authenticity for transaction	Same as above	Same as above	Same as above	0.00
9. Notify authenticity of payment transaction	0.2	0.2	0.2	0.20
10. Determine if L/C is acceptable	Same as above	Same as above	Same as above	0.00
11. Confirm L/C accepted	0.2	0.2	0.2	0.20
12. Acknowledge of letter of credit accepted	0.2	0.2	0.2	0.20
<b>3.2. Claim the payment for goods</b>				<b>1</b>
1. Prepare documents called for in L/C	0.2	0.2	0.2	0.20
2. Request for the goods payment	0.2	0.2	0.2	0.20
3. Review submitted request document	0.2	0.2	0.2	0.20
4. Forward submitted document	0.2	0.2	0.2	0.20
5. Review submitted request document	0.2	0.2	0.2	0.20
6. Review submitted request document	Same as above	Same as above	Same as above	0.00
7. Decline request to make payment for goods	Same as above	Same as above	Same as above	0.00
8. Notify the decline for making payment for goods	Same as above	Same as above	Same as above	0.00
9. Transfer the payment	0.2	0.2	0.5	0.25
10. Transfer the payment	0.2	0.2	0.2	0.20
11. Acknowledge receive the payment	Same as above	Same as above	Same as above	0.00
Total time estimated (day)				<b>17</b>

As Table 7 shows, for exporting maize from Lao to Thailand it takes at least 17 days. The time procedure chart further illustrates the time needed in Figure 5 below:

**Figure 5: Time procedure chart for export of maize from Laos**



### Export Procedures

1. Concluded export (buying) contract and trade terms
2. Certify of Phytosanitary by VCAD
3. Certify of fumigation service by the company
4. Arrange transportation (trucks)
5. Provide Customs declaration for export of goods
6. Prepare Maize certification of origin that needed by importer
7. Establish payment guarantee
8. Claim the payment for goods

### 3.3.4 Cost of process for exporting of maize

**Table 8: Cost of process for exporting maize from Lao**

*Calculation for 1 container, Exchange rate 7,966.00 LAK/USD*

Task/Activity (Export of maize Case)	Voluntary paying of cost, LAK	Officially paying cost, LAK	Total, LAK	Total, USD
Request for Phytosanitary Certification		10,000	10,000	1
Certification of Phytosanitary for maize exporting		200,000	200,000	25
Site visit by Vientiane Capital Agriculture Division	900,000		900,000	113
(if all terms met) Issuance the Phytosanitary certificate to Exporter		200,000	200,000	25
Fumigation of maize by Fumigation Company		2,249,997	2,249,997	282
Transport maize to fumigation plants		908,124	908,124	114
Obtain trucks insurances for export of maize		500,000	500,000	63
Declare Export documents to customs office at the border point for approval		20,000	20,000	3
Approve Export documents by head of border port		20,000	20,000	3
Complete ASEAN Customs Declaration EX1		200,000	200,000	25
Inspect export goods by customs inspector at the checked point	250,000	30,000	280,000	35
Get certification of origin from Vientiane Capital Industry and Trade		100,000	100,000	13
Receive pay from import representative	260,000		260,000	33
Total time estimated (day)	<b>1,410,000</b>	<b>4,438,121</b>	<b>5,848,121</b>	<b>734</b>
%	<b>24.11</b>	<b>75.89</b>	<b>100</b>	

As shown in Table 7, total cost for exporting maize from Lao PDR to Thailand is about 5,848,121 LAK or about USD **734** per container. Of this total cost, around **24%** or about **1,410,000** LAK is voluntary expenditure paid by exporter to facilitate faster processing. The



actual official cost for this export process is around **4,438,121 LAK** or about **76%** of total export cost.

### 3.3.5 Documents and actors involved in exporting process

**Table 9: Documents and actors needed for exporting of maize from Lao PDR**

Task/Activity (Export of Maize Case)	Related documents	Key stakeholders involved
Request for Phytosanitary Certification	<ul style="list-style-type: none"> <li>○ Business license from Vientiane Capital Trade Division (VCTD)</li> <li>○ Business license from Vientiane Capital Agriculture and Forestry</li> <li>○ Customs Certificate from Vientiane capital Customs Division</li> <li>○ Import and Export license</li> </ul>	<ul style="list-style-type: none"> <li>○ Exporter</li> <li>○ Vientiane Capital Trade Division (VCTD)</li> <li>○ Vientiane Capital Agriculture Division (VCAD)</li> <li>○ Vientiane Capital Customs Division (VCCD)</li> <li>○ Importers (buyers)</li> </ul>
<i>Draft official request and submit to Vientiane Capital Agriculture Division</i>	<ul style="list-style-type: none"> <li>○ Bill of trucks</li> <li>○ Commercial invoice</li> <li>○ Packaging list</li> </ul>	<ul style="list-style-type: none"> <li>○ Exporter</li> </ul>
<i>Fill in Phytosanitary form and invite VCAD for site visit</i>	<ul style="list-style-type: none"> <li>○ Official request/form for Phytosanitary certification</li> </ul>	<ul style="list-style-type: none"> <li>○ Vientiane Capital Agriculture Division</li> </ul>
<i>Arrange for site visit by Vientiane Capital Agriculture Division</i>		<ul style="list-style-type: none"> <li>○ Exporter</li> </ul>
Certify Phytosanitary for maize exporting		
<i>Site visit by Vientiane Capital Agriculture Division</i>	<ul style="list-style-type: none"> <li>○ Minute of site visit made by VCAD</li> </ul>	<ul style="list-style-type: none"> <li>○ Vientiane Capital Agriculture Division</li> <li>○ Exporter</li> </ul>
<i>Field visit report by Vientiane Capital Agriculture Division</i>	<ul style="list-style-type: none"> <li>○ Report of phytosanitary after site visit</li> </ul>	<ul style="list-style-type: none"> <li>○ VCAD</li> <li>○ Exporter</li> </ul>
<i>(if all terms met) Issuance the Phytosanitary certificate to Exporter</i>	<ul style="list-style-type: none"> <li>○ Certificate of phytosanitary</li> </ul>	<ul style="list-style-type: none"> <li>○ VCAD</li> <li>○ Exporter</li> </ul>
Certify maize fumigated by Fumigation Company		
<i>Fumigation of maize by Fumigation Company</i>	<ul style="list-style-type: none"> <li>○ Maize fumigated record</li> </ul>	<ul style="list-style-type: none"> <li>○ Fumigation Company</li> <li>○ Exporter</li> </ul>
<i>Certification of maize Fumigation</i>	<ul style="list-style-type: none"> <li>○ Fumigation certification by company</li> </ul>	<ul style="list-style-type: none"> <li>○ Fumigation Company</li> <li>○ Exporter</li> </ul>
Arrange transportation	<ul style="list-style-type: none"> <li>○ Contract of transportation service</li> </ul>	<ul style="list-style-type: none"> <li>○ Exporter</li> <li>○ Transportation Company</li> </ul>
Obtain trucks insurances for export of maize	<ul style="list-style-type: none"> <li>○ Truck insurance</li> </ul>	<ul style="list-style-type: none"> <li>○ Exporter</li> <li>○ Insurance company</li> </ul>

Task/Activity (Export of Maize Case)	Related documents	Key stakeholders involved
Declare Export documents to customs office at the border point for approval		
Approve Export documents by head of border port	○ Export documents approved	○ Head of Customs Unit at the checked point
Complete ASEAN Customs Declaration EX1	○ Completed ASEAN Customs Declaration EX 1	○ Customs Office at the checked point
Pay Export tax, fee and customs to treasury office	○ Certification of export tax paid (receipt)	○ Vientiane Capital Financial Division
Inspect export goods by customs inspector at the checked point	○ Goods inspected certificate by customs officers	○ Customs Inspector at the checked point
Trucks transport all export goods cross border	○ Truck release order	○ Transportation Company
Get certification of origin from Vientiane Capital Industry and Trade	○ Certification of maize origin (CO)	○ Vientiane Capital Industrial and Commerce
Get pay from import representative	○ Receipt of exported goods	○ Exporter and Importer (Representative)

It is clearly noticed that altogether 9 main stakeholders are involved in the process of maize export from Laos. They are:

- Exporter
- Importers (buyers)
- Vientiane Capital Trade Division (VCTD)
- Vientiane Capital Agriculture Division (VCAD)
- Vientiane Capital Customs Division (VCCD)
- Vientiane Capital Financial Division
- Customs Inspector at the checked point
- Transportation Company
- Fumigation Company

Table 9 shows that there 22 documents are required in the process of maize export from Laos.

### 3.3.6 Bottlenecks identified for maize exporting process

1. It is felt that the time required to travel and transportation at different stages of the process are higher than necessary.
2. Application for Certificate of Origin (COO) is a stand-alone process that consumes a significant amount of time.

### 3.3.7 Preliminary recommendations for improvement of export process

Base on identified bottlenecks, a few recommendations are made for improvement of exporting process that allows the exporter to move their product to destinations faster and according to desired time.

**Table 10: Proposed simplified action for shortening of animal feed import into Laos**

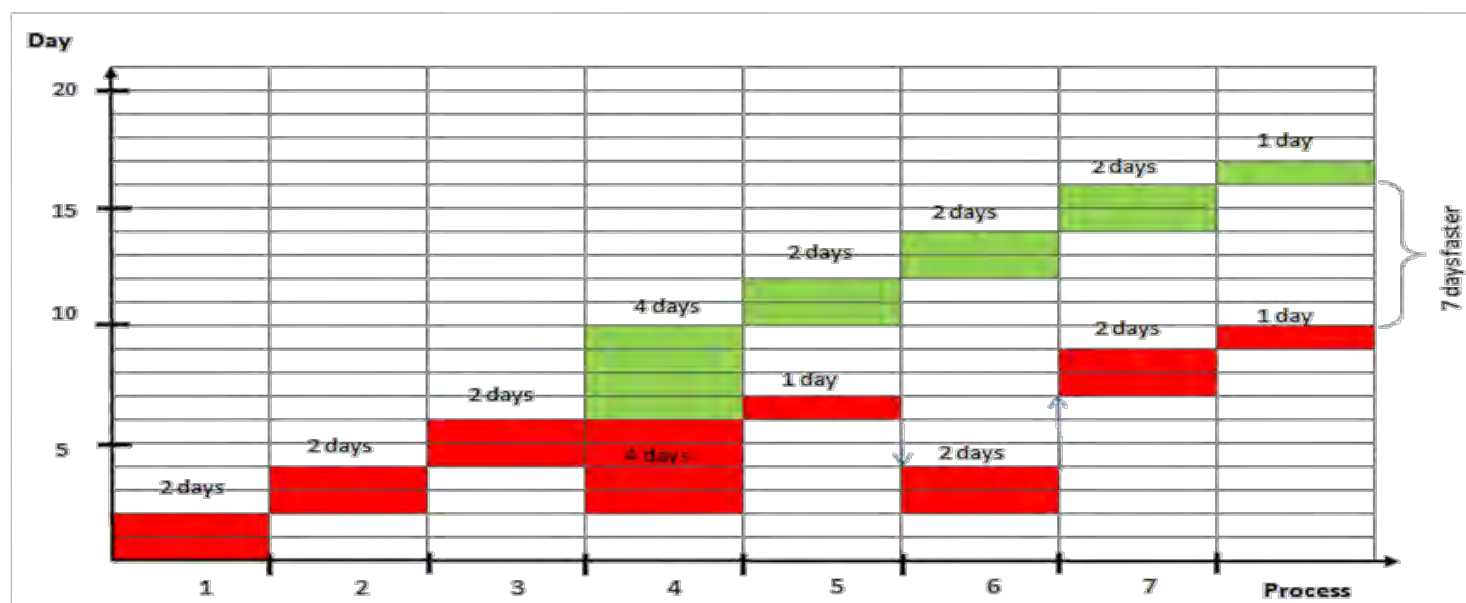
Mode	No. of Main Actions (Existing)	No. of Sub-Actions (existing)	Expected No. of Main Actions (Future)	Expected No. of Sub-Actions (Future)	Expected No. of reduced Actions	Expected No. of reduced Actions (%)
<b>Export of maize out by using road</b>	8	69	7	56	1	14.28 %

Table 10 shows that at present 8 main actions and 69 sub-actions are required to export maize from Laos to Thailand. However, based on the preceding discussions and the findings from the study, some reduction in the number of actions can be considered. Based on the analysis of "Use Case Diagram" and "activities diagram" illustrated above, specific recommendations for facilitating maize export process are summarized below:

**Table 11: Preliminary/specific recommendation for export of maize**

Issue and bottlenecks	Specific Recommendations	Reduction of Days	Reduction of Documents
<b>1. Issuance of Certificate of origin (COO) can be processed after or simultaneously with the phytosanitary and fumigation certification process.</b>	The process of application and issuance of COO should be initiated simultaneously with the application for Phytosanitary and/or fumigation certification.	The time spent for export of maize can be reduced by at least 3 days if COO could be done simultaneously with phytosanitary and fumigation certification.	<b>The phytosanitary, fumigation certification and COO can be merged into one set of document.</b>
<b>2. Consider reducing time for traveling from one place to another</b>	Further automation of overall export system is very essential. A single-window approach to connect all the relevant government agencies and private sector players will play a key role in replace a lot of human travelling from one place to another by movement of documents electronically from one authority to another.	If the system is further developed and automated, there will certainly be reduction in the time required for documents sending and receiving.	<b>All papers needed for specific export process will be further reduced.</b>

Figure 6: Proposed simplified time-procedure chart for Maize Exporting from Lao PDR

**Export Procedures**

1. Concluded export (buying) contract and trade terms
2. Certify of Phytosanitary by VCAD
3. Certify of fumigation service by the company
4. Arrange transportation (trucks)
5. Provide Customs declaration for export of goods
6. Prepare Maize certification of origin that needed by importer
7. Establish payment guarantee
8. Claim the payment for goods

**No. Day**

2  
2  
2  
4  
2  
2  
2  
1  
17 days

**Proposed reduction No. Day**

2  
2  
2  
0 - at same time of step 2  
1  
0- Together with step 3  
2  
1  
10 days

Figure 6 and Table 10 show that the time for exporting maize from Lao to Thailand can be simplified and shortened from 17 days to 10 days (about 20% faster than existing process). As discussed above, verification of COO by Vientiane Capital Trade Division simultaneously with phytosanitary process can play a vital role in this regard.

## **4. CONCLUSION AND RECOMMENDATION**

### **4.1 CONCLUSION**

The study on business process for both import of animal feed products into Lao and export of maize from Laos were successfully completed in accordance with the ESCAP BPA guideline. Despite its limited scope, the study is thought to have identified the key issues in relation to the import and export process in Lao PDR. Based on the preceding discussions, a set of stakeholder-specific recommendations to facilitate business process in Lao PDR is articulated below:

#### **1) Recommendations for the Government:**

- Take into consideration all the above-mentioned recommendations for improvement of business process of import of animal feed to. and export of maize from, Laos.
- Carry out similar BPA studies on for other potential agro-products for both import and export procedures.

#### **2) To concerned private sector**

- The final report of the present BPA study should be translated into Lao language and distributed among all concerned private sectors for their information and better understanding of the as-is and to-be business processes for animal feed import and export of maize.

## **5. ANNEXES**

Annex 1: BPA Charts for Import of animal feed

Annex 2: BPA Charts for export of maize

Annex 3: Scanned Supportive documents for import of animal feed into Laos

Annex 4: Scanned Supportive documents for export of maize out from Laos



# **ANNEX 1: BPA CHARTS for IMPORT of Animal Feed ; Laos case**

Wednesday, April 30, 2014

**Supported by SANET Asia**

Business Process Analysis for importing of animal feed and Exporting of Maize (Laos)

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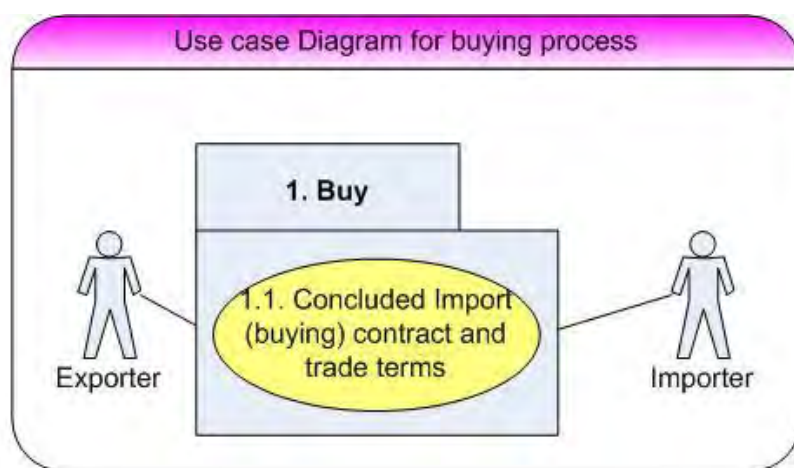
# 1 ANNEX 1: BPA CHARTS FOR IMPORT OF ANIMAL FEED

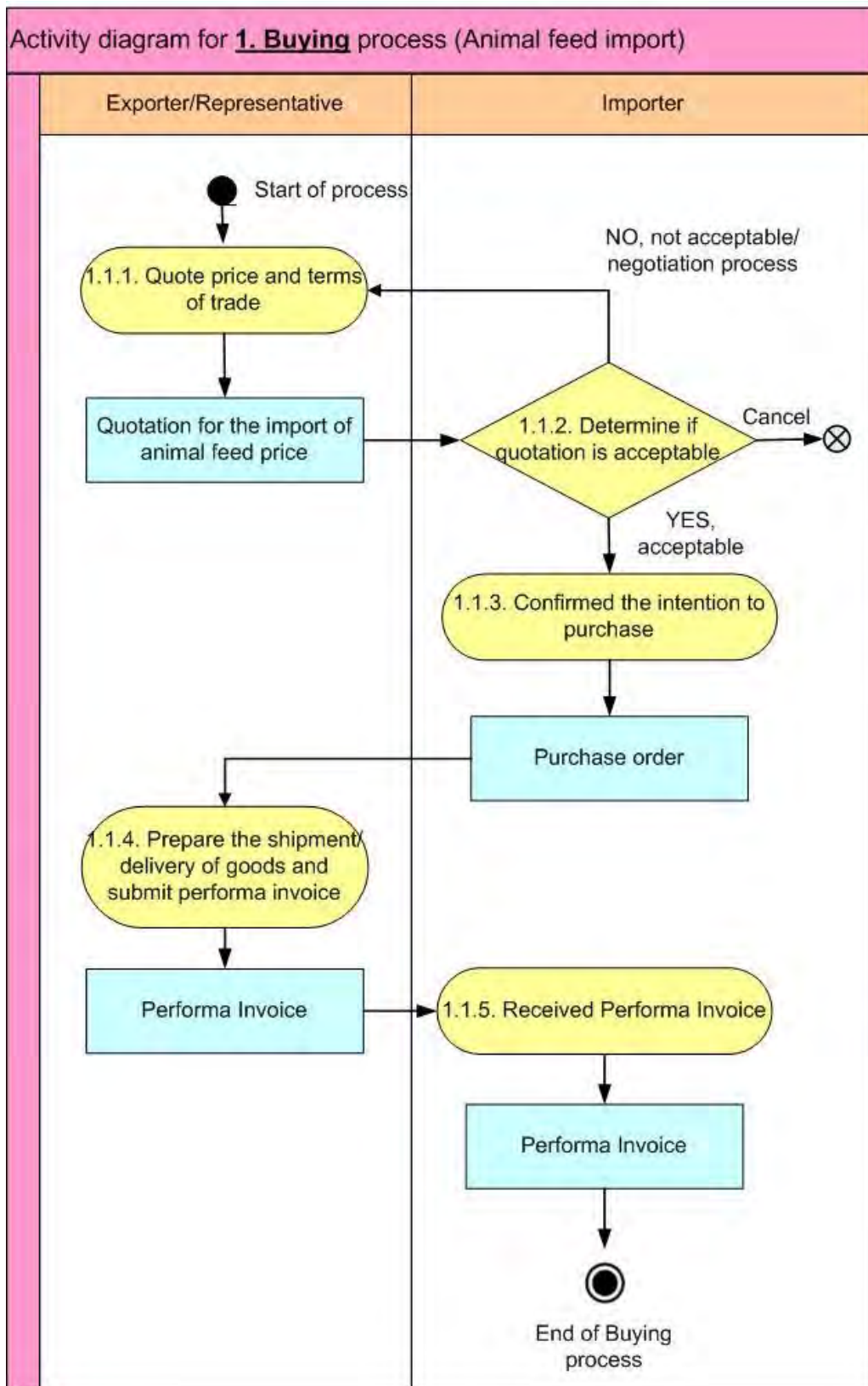
## 1.1 PROCESS AREA 1--BUYING PROCESS FOR IMPORT OF ANIMAL FEED INTO LAOS

### 1.1.1 *Use case and activities diagram for business process 1.1.-- Completed import buying contract and trade terms*

The buying stage that included the negotiation process between the exporter and importer where both parties concluded sales contract and all trade terms that described in figure 7: use case diagram for buying process;

**Figure 1: Use case diagram for "1-Buying" process of import of animal feed**



**Figure 2: Activities diagram for "1-Buying" process of import of animal feed**

**Table 1: Main activity process and description for 1-buying process**

The main activities that associated to the **1-buying** process are summarized below:

Business Process	Description
<b>Name of a process area</b>	<b>1. Buy</b>
Name of a business process	1.1. Conclude sales contract and trade terms
Related laws, rules, and regulations and relevant documents	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Quotation for the import of animal feed price</li> <li>○ Purchase order</li> <li>○ Performa Invoice</li> </ul>
Process participant	Importer (animal feed) Exporter or representative in Vientiane
Activities and associated documentary requirements	1.1.1. Quote price and terms of trade by animal feed exporter 1.1.2. Determine if quotation is acceptable by the importer 1.1.3. Confirmed the intention to purchase 1.1.4. Prepare the shipment/delivery of goods and submit Performa invoice 1.1.5. Received Performa Invoice
Output criteria to exit the business process	Importer and exporter have concluded trade contract and terms
Average time required to complete this business process	2 Days

### 1.1.2 Process Area 2.1: Request for Importer's site visit as part of importing process of animal feed

Figure 3: Use case and activity diagram for business process 2.1. Request for importer's site visit

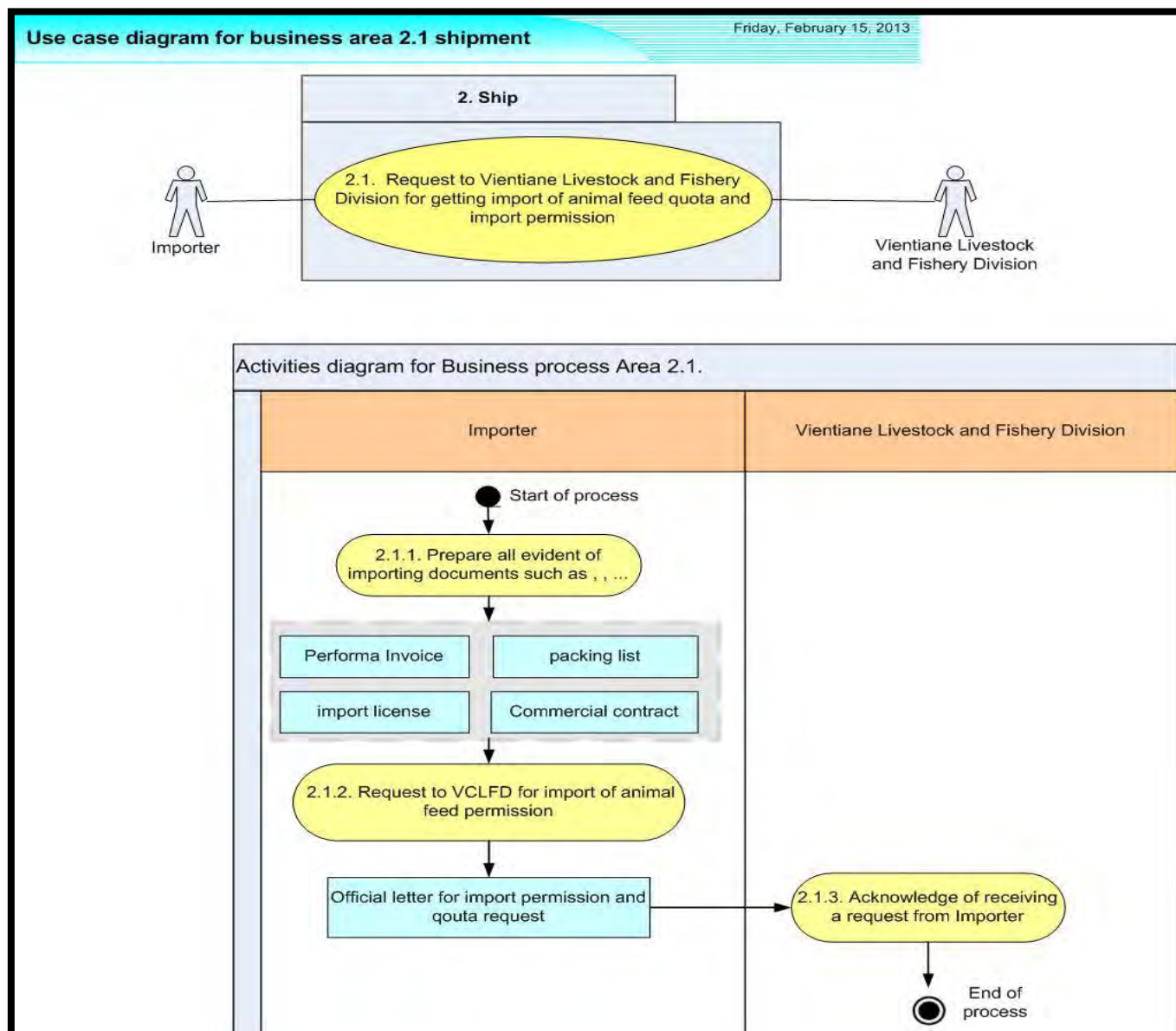


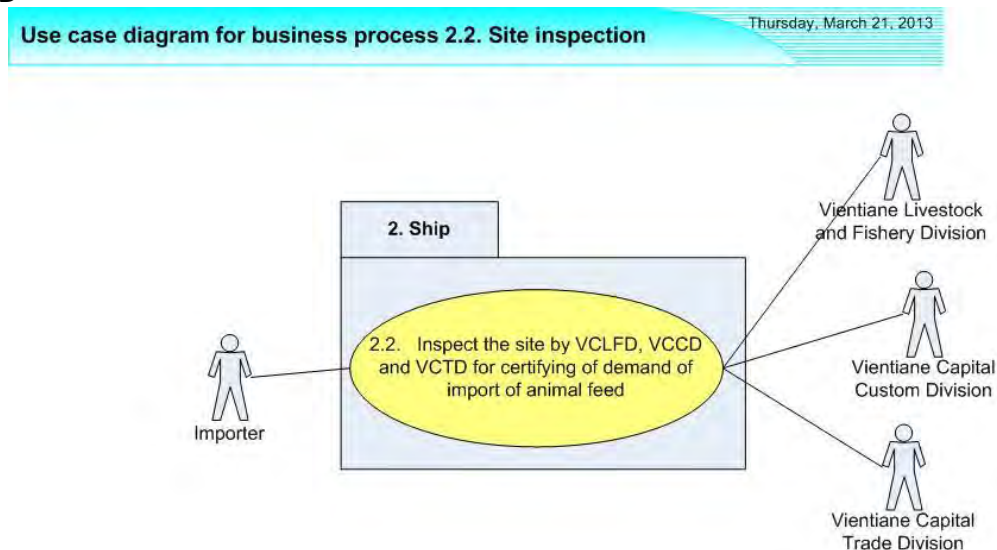
Table 2: Main activity process and description for 2.1--Request for farm's site visit

Business Process	Description
Name of a process area	2. Shipment
Name of a business process	2.1. Request for site visit
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>Decree on Import and Export of Goods No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>Notification on prohibited goods on import or export, No.</li> </ul>

Business Process	Description
	0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce <ul style="list-style-type: none"> <li>○ Performa Invoice</li> <li>○ Packing list</li> <li>○ import license</li> <li>○ Commercial contract</li> </ul>
Process participant	Importer (animal feed) Vientiane Capital Fishery and Livestock Division
Activities and associated documentary requirements	2.1.1. Prepare all evident of importing documents by importer; 2.1.2. Request to Vientiane Capital Livestock and Fishery Division; for import of animal feed permission; 2.1.3. Acknowledge of receiving a request from Importer by VCLFD.
Output criteria to exit the business process	Official letter of receiving import request from the livestock farm
Average time required to complete this business process	1 Days

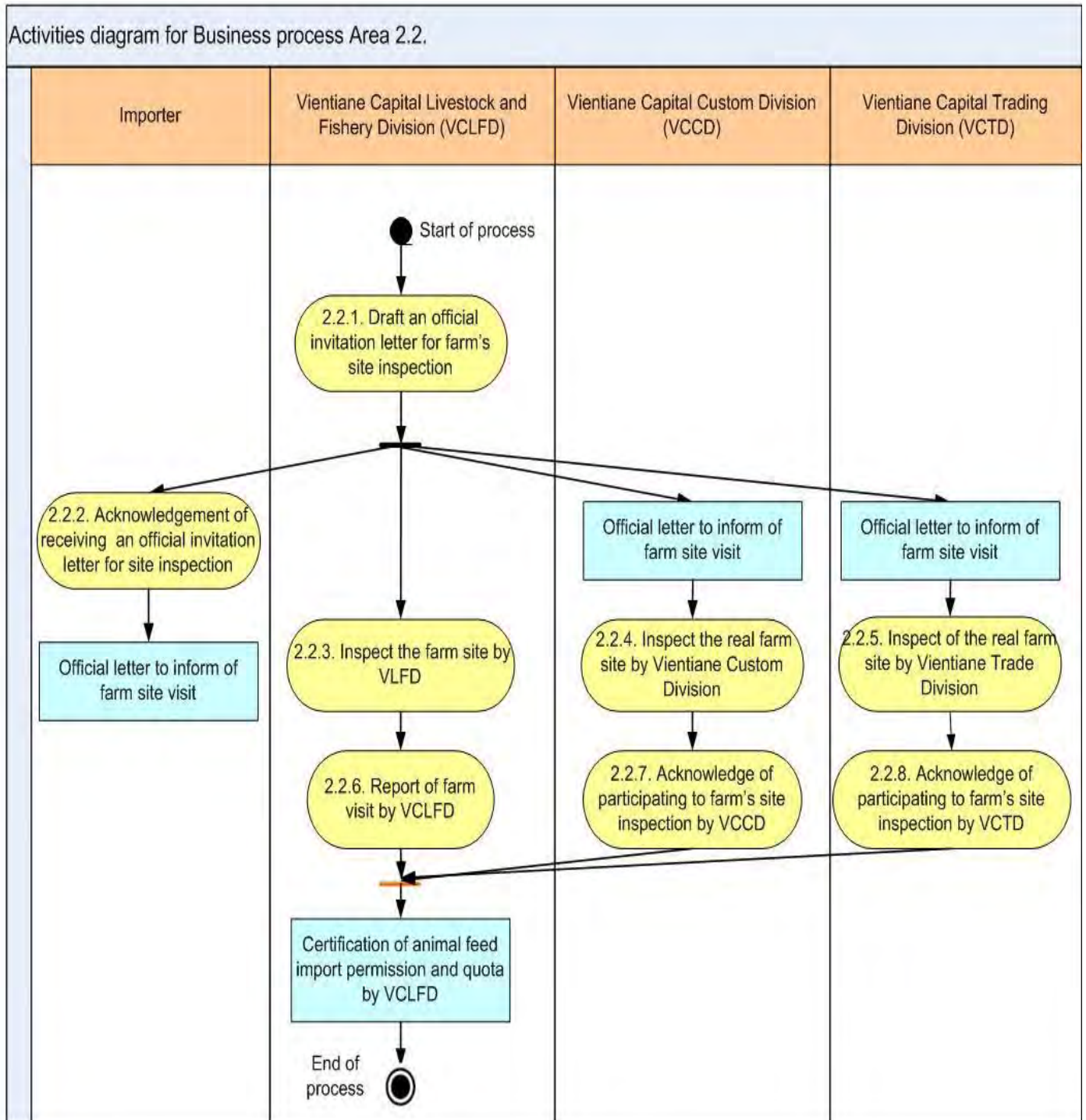
### 1.1.3 Process Area 2.2. Importer's site visit for certifying of animal feed need by VCLFD, VCTD and VCCD

Figure 4: Use case diagram for business process 2.2. Farm's site visit by VCLFD, VCTD and VCCD





**Figure 5: Activity diagram for business process 2.2. Farm's site visit by VCLFD, VCTD and VCCD**



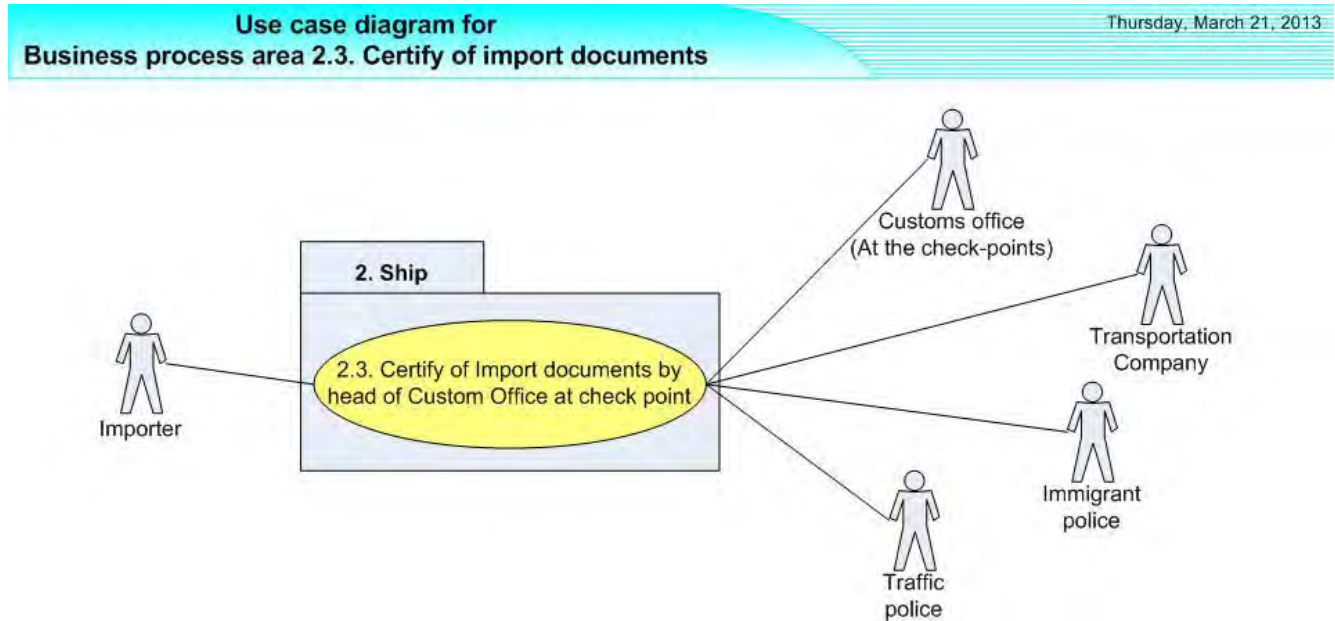


**Table 3: Main activity process and description for 2.2-- Farm's site visit by VCLFD, VCCD and VCTD**

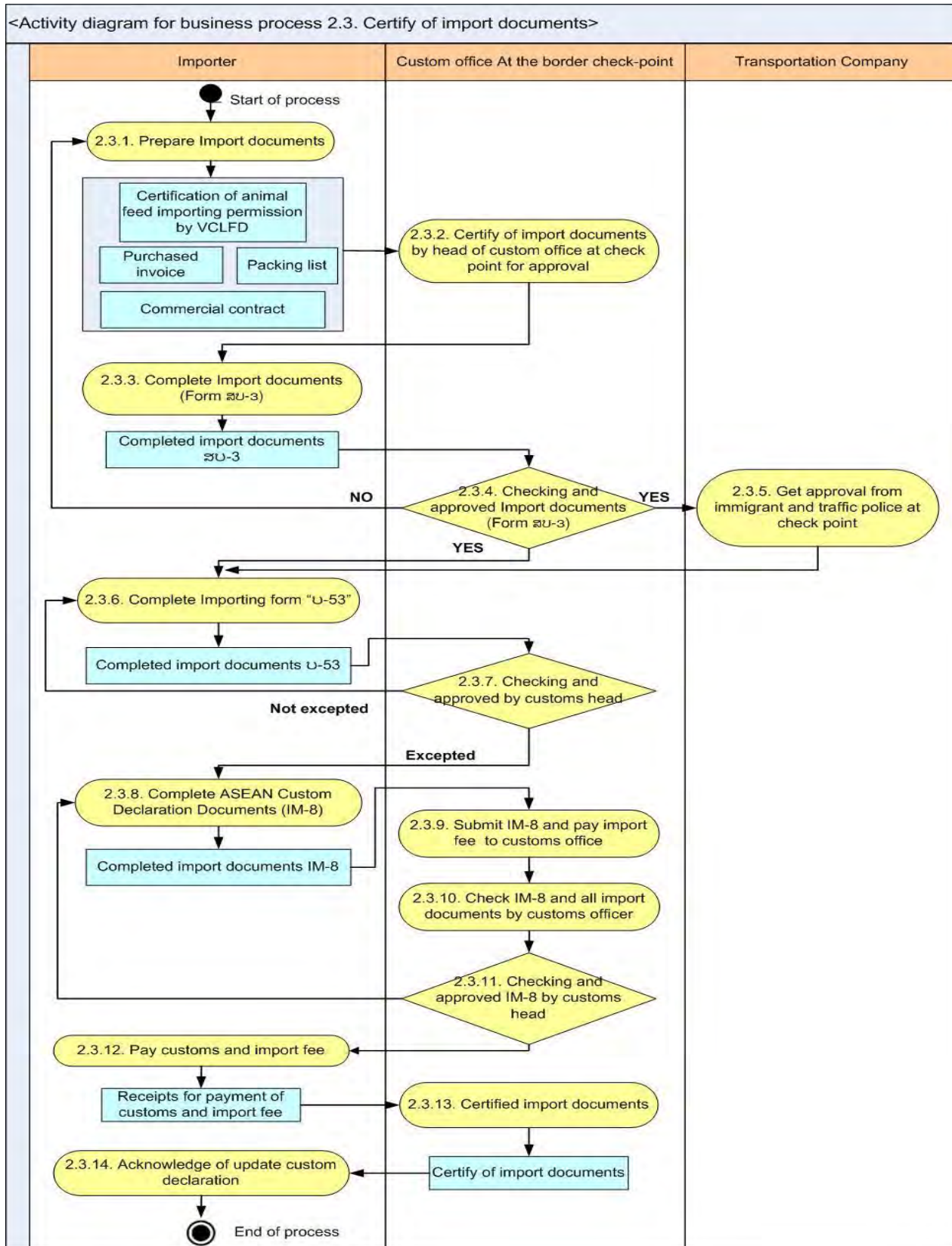
<b>Business Process</b>	<b>Description</b>
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	2.2. Farm's site visit by VCLFD, VCCD and VCTD
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Official letter to inform of farm site visit addressed to importer, VCCD and VCTD</li> <li>○ Certification of animal feed import permission and quota by VCLFD</li> </ul>
Process participant	Importer (animal feed) Vientiane Capital Fishery and Livestock Division VCLFD Vientiane Capital Custom Division (VCCD) and Vientiane Capital Trade Division (VCTD)
Activities and associated documentary requirements	2.2.1. Draft an official invitation letter for farm's site inspection 2.2.2. Acknowledgement of receiving an official invitation letter for site inspection 2.2.3. Inspect the farm site by VLFD 2.2.4. Inspect the real farm site by Vientiane Custom Division 2.2.5. Inspect of the real farm site by Vientiane Trade Division 2.2.6. Report of farm visit by VCLFD 2.2.7. Acknowledge of participating to farm's site inspection by VCCD 2.2.8. Acknowledge of participating to farm's site inspection by VCTD
Output criteria to exit the business process	Certification of animal feed importing permission by VCLFD (quota for import of animal feed into Vientiane Capital)
Average time required to complete this business process	3 Days

### 1.1.4 Business process 2.3. Certify of import documents declaration by custom office at the check point

Figure 6: Use case and activity diagram for the business process 2.3. Certify of import documents by custom office at the check point



**Figure 7: Activity diagram for the business process 2.3. Certify of import documents by custom office at the check point**



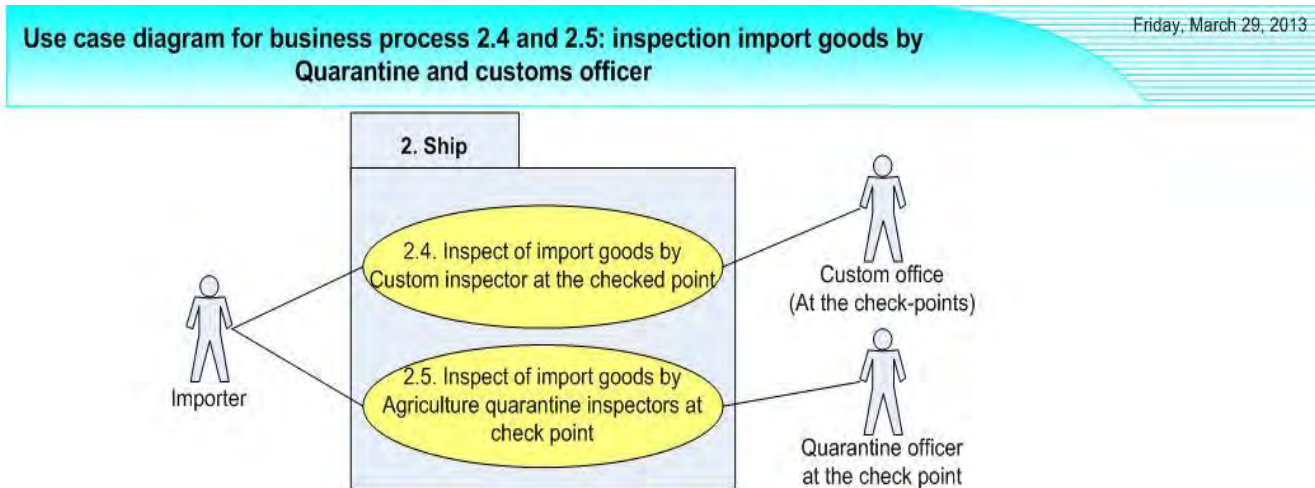
**Table 4: Main activity process and description for 2.3. Certify of import documents by custom office at the check point**

Business Process	Description
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	2.3. Certify of import documents by custom office at the check point
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Certification of animal feed importing permission by VCLFD</li> <li>○ Purchased invoice</li> <li>○ Packing list</li> <li>○ Commercial contract</li> <li>○ Completed import documents ສປ-3</li> <li>○ Completed import documents IM-8</li> <li>○ Receipts for payment of customs and import fee</li> <li>○ Certify of import documents</li> </ul>
Process participant	Importer Custom office at the check point Transport company Immigrant police Traffic police
Activities and associated documentary requirements	2.3.1. Prepare Import documents, there are mainly (i) Certification of animal feed importing permission by VCLFD, (ii) Purchased invoice, (iii) Packing list, (iv) Buying contract... by importer 2.3.2. Certify of import documents by head of custom office at check point for approval 2.3.3. Complete Import documents (Form ສປ-3) by importer 2.3.4. Checking and approved Import documents (Form ສປ-3) by customs office at the check point; 2.3.5. Get approval from immigrant and traffic police at check point; 2.3.6. Complete Importing form “ປ-53” by the importer 2.3.7. Checking and approved by customs head at the check point 2.3.8. Complete ASEAN Custom Declaration Documents (IM-8) by importer 2.3.9. Submit IM-8 and pay import fee to customs office by importer; 2.3.10. Check IM-8 and all import documents by customs officer (import document checking officer); 2.3.11. Checking and approved IM-8 by customs head

Business Process	Description
	2.3.12. Pay customs and import fee by importer; 2.3.13. Certified import documents by customs head at the check point; 2.3.14. Acknowledge of update custom declaration by the importer.
Output criteria to exit the business process	Certify of import documents that allow the importer to precede the further step.
Average time required to complete this business process	1 Days

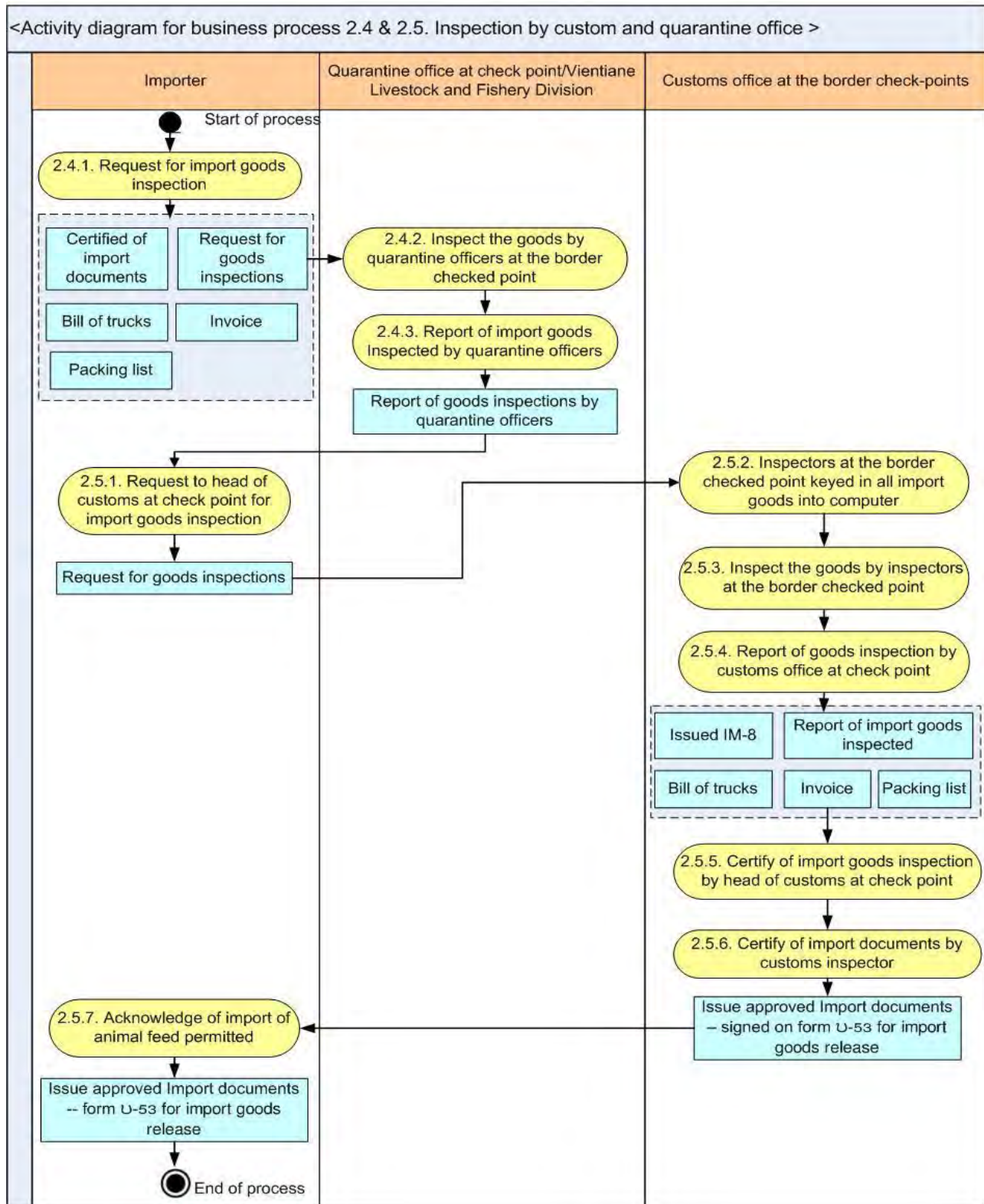
### 1.1.5 Business process 2.4: Pay import tax and Submit receipt to Custom office at check point

Figure 8: Use case diagram for the business process 2.4. Pay import tax and Submit receipt to Custom office at check point





**Figure 9: Activity diagram for the business process 2.4. and 2.5. Inspection of import goods by customs and quarantine officers**



**Table 5: Main activity process and description for 2.4. and 2.5. Inspection of import goods by customs and quarantine officers at check point**

Business Process	Description
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	2.4. and 2.5. Inspection of import goods by customs and quarantine officers at the check points
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Certified of import documents</li> <li>○ Request for goods inspections</li> <li>○ Bill of trucks</li> <li>○ Invoice</li> <li>○ Packing list</li> <li>○ Issue approved Import documents – signed on form U-53 for import goods release</li> </ul>
Process participant	Importer Custom office at the check point Quarantine officer at the check point
Activities and associated documentary requirements	2.4.1. Request for import goods inspection 2.4.2. Inspect the goods by quarantine officers at the border checked point 2.4.3. Report of import goods Inspected by quarantine officers 2.5.1. Request to head of customs at check point for import goods inspection 2.5.2. Inspectors at the border checked point keyed in all import goods into computer 2.5.3. Inspect the goods by inspectors at the border checked point 2.5.4. Report of goods inspection by customs office at check point 2.5.5. Certify of import goods inspection by head of customs at check point 2.5.6. Certify of import documents by customs inspector 2.5.7. Acknowledge of import of animal feed permitted
Output criteria to exit the business process	Issue approved Import documents -- form U-53 for import goods release
Average time required to complete this business process	1 Days



### 1.1.6 Business process 2.6: Truck transport of all goods to destination places

Figure 10: Use case diagram for the business process 2.6. Truck transport of all goods to destination places

Use case diagram for business process 2.6. transport of import goods to targeted place

Thursday, March 21, 2013

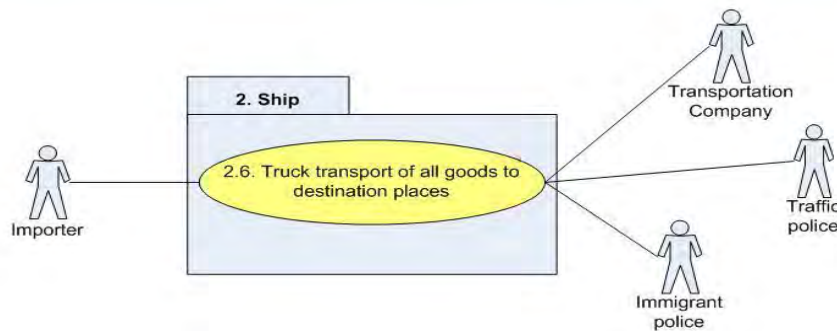
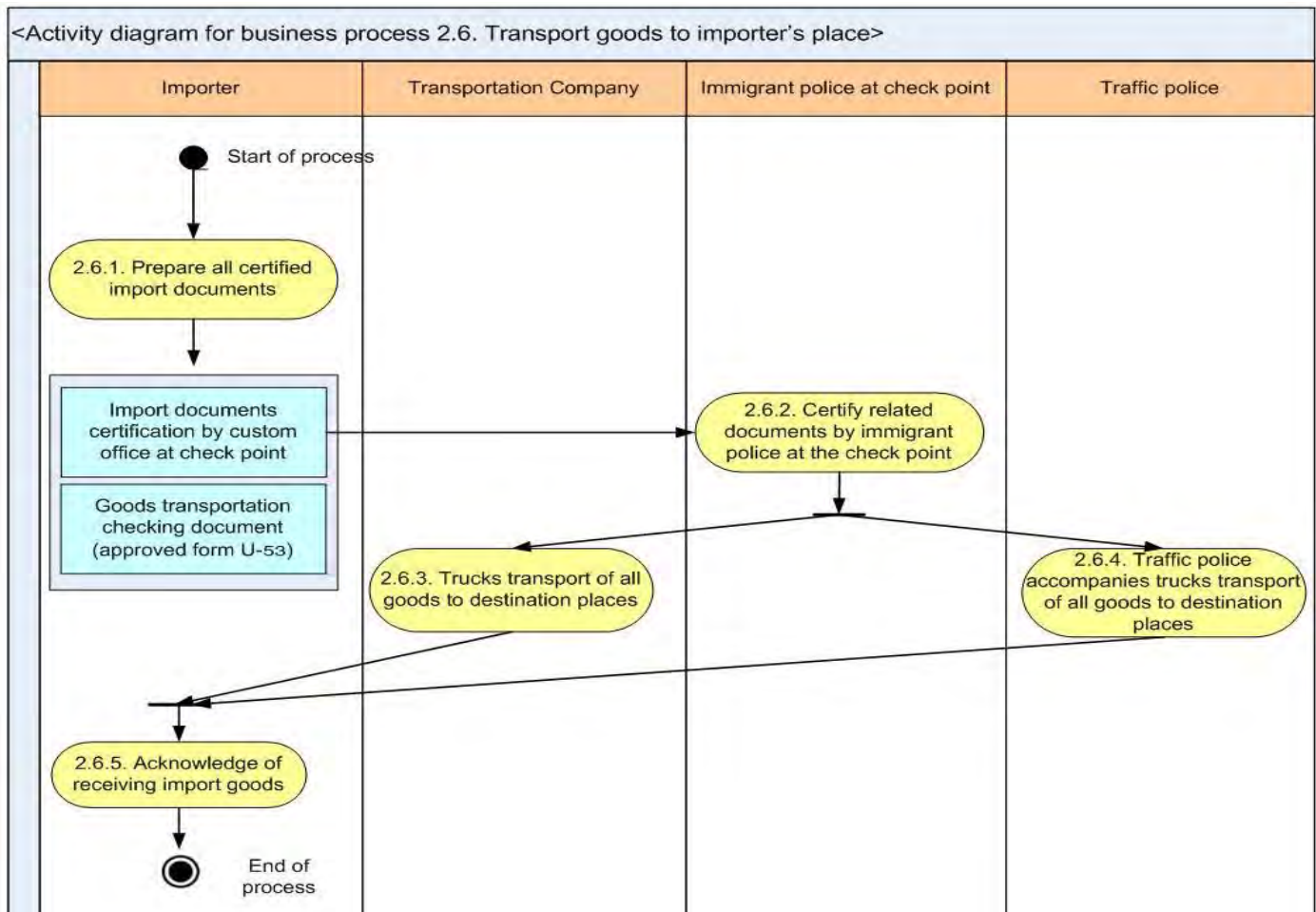


Figure 11: Activities diagram for the business process 2.6. Truck transport of all goods to destination places



**Table 6: Main activity process and description for business process 2.6. Truck transport of all goods to destination places**

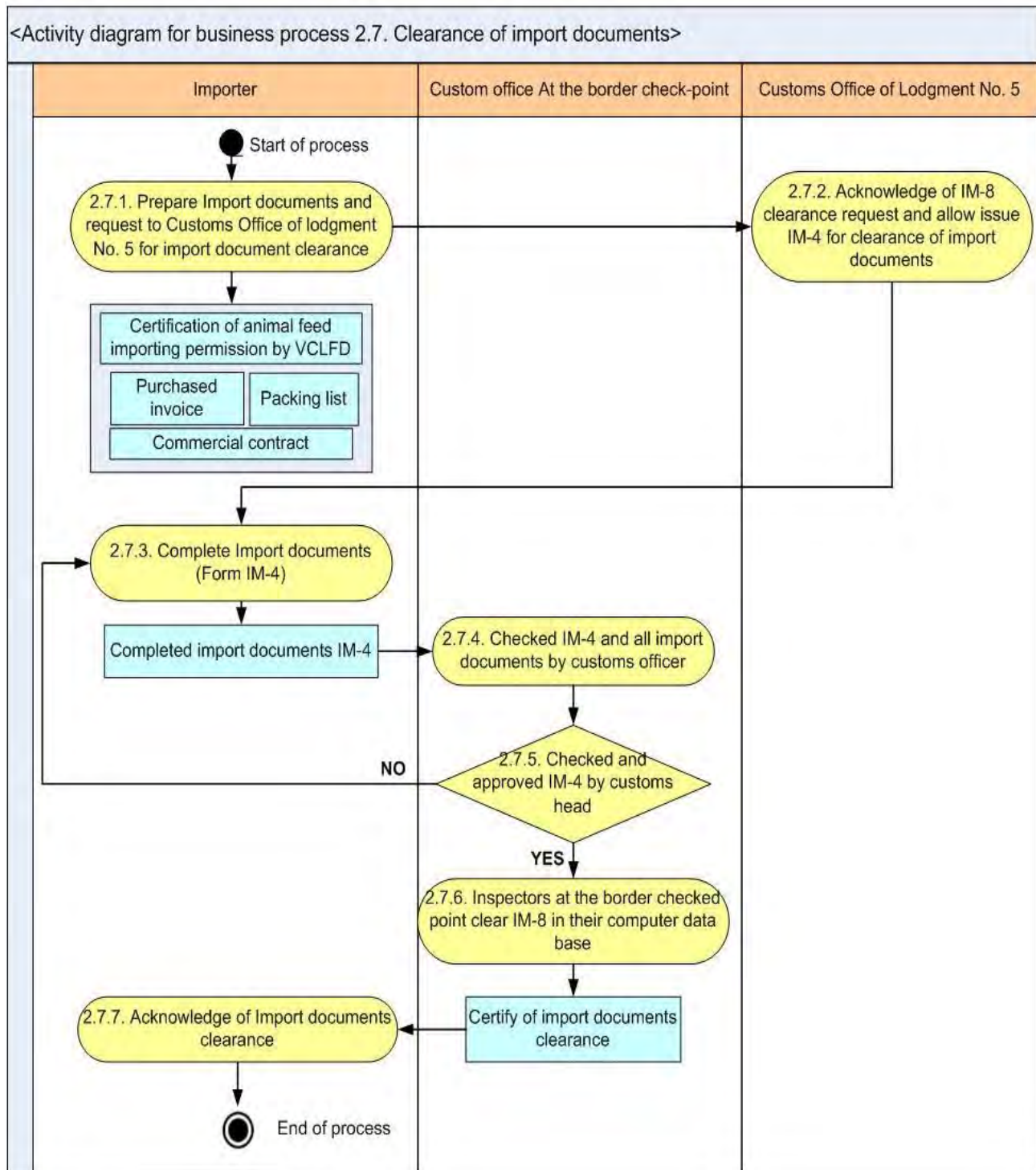
<b>Business Process</b>	<b>Description</b>
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	<b>2.6. Truck transport of all goods to destination places</b>
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Import documents certification by custom office at check point</li> <li>○ Goods transportation checking document (approved form U-53)</li> </ul>
Process participant	Importer Transport company Traffic police
Activities and associated documentary requirements	2.6.1. Prepare all certified import documents by the importer 2.6.2. Certify related documents by immigrant police at the check point 2.6.3. Trucks transport of all goods to destination places 2.6.4. Traffic police accompanies trucks transport of all goods to destination places 2.6.5. Acknowledge of receiving import goods by the importer
Output criteria to exit the business process	Acknowledgement of receiving all import consignment by the importer
Average time required to complete this business process	1 Days

**1.1.7 Use case and activity diagrams for business process 2.7.  
Import documents clearing with customs office at the Lodgment  
5 and border check point**

**Figure 12: Use case diagram for business process 2.7. Import documents clearing with customs office at the Lodgment 5 and border check point**



**Figure 13: Activities diagram for business process 2.7. Import documents clearing with customs office at the Lodgment 5 and border check point**



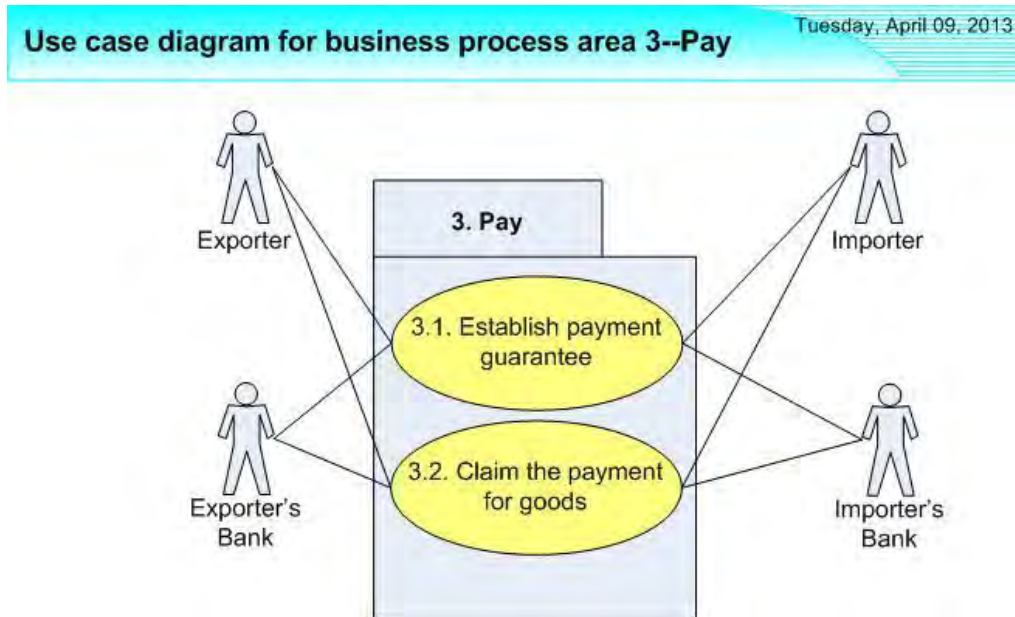
**Table 7: Main activity process and description for business process 2.7. Import documents clearing with customs office at the Lodgment 5 and border check point**

Business Process	Description
Name of a process area	<b>2. Shipment</b>
Name of a business process	2.7. Import documents clearing with customs office at the Lodgment 5 and border check point
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/GoL; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Certification of animal feed importing permission by VCLFD</li> <li>○ Purchased invoice</li> <li>○ Packing list</li> <li>○ Commercial contract</li> <li>○ Completed import documents IM-4</li> </ul>
Process participant	Importer Custom office at the check point Customs office at the Lodgment 5
Activities and associated documentary requirements	2.7.1. Prepare Import documents and request to Customs Office of lodgment No. 5 for import document clearance by importer; 2.7.2. Acknowledge of IM-8 clearance request and allow issue IM-4 for clearance of import documents by the customs office at the Lodgment No. 5; 2.7.3. Complete Import documents (Form IM-4) by the importer; 2.7.4. Checked IM-4 and all import documents by customs officer at the check point; 2.7.5. Checked and approved IM-4 by customs head at the check point; 2.7.6. Inspectors at the border checked point clear IM-8 in their computer data base 2.7.7. Acknowledge of Import documents clearance by importer;
Output criteria to exit the business process	Certify of import documents clearance
Average time required to complete this business process	1 Days



### 1.1.8. *Process area 3--Paying process for import of animal feed*

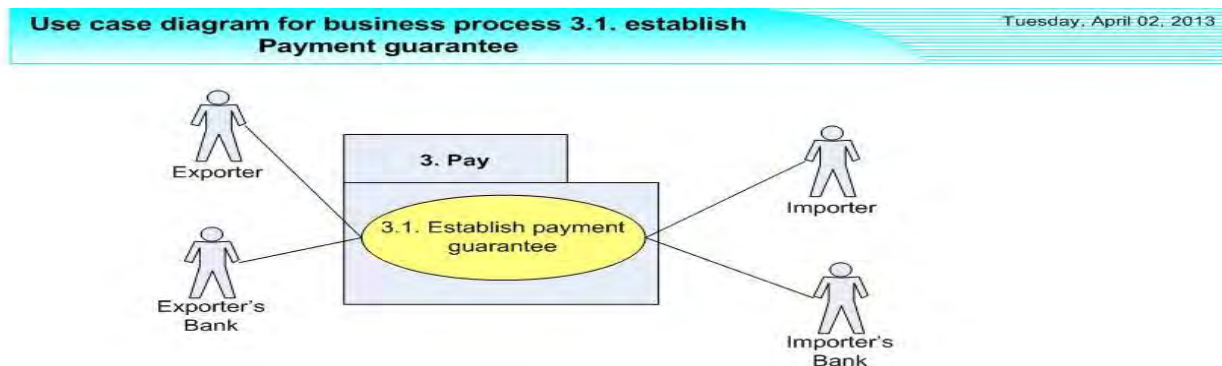
Figure 14: Use case diagram for business area 3--payment to exporter for import of animal feed into Laos

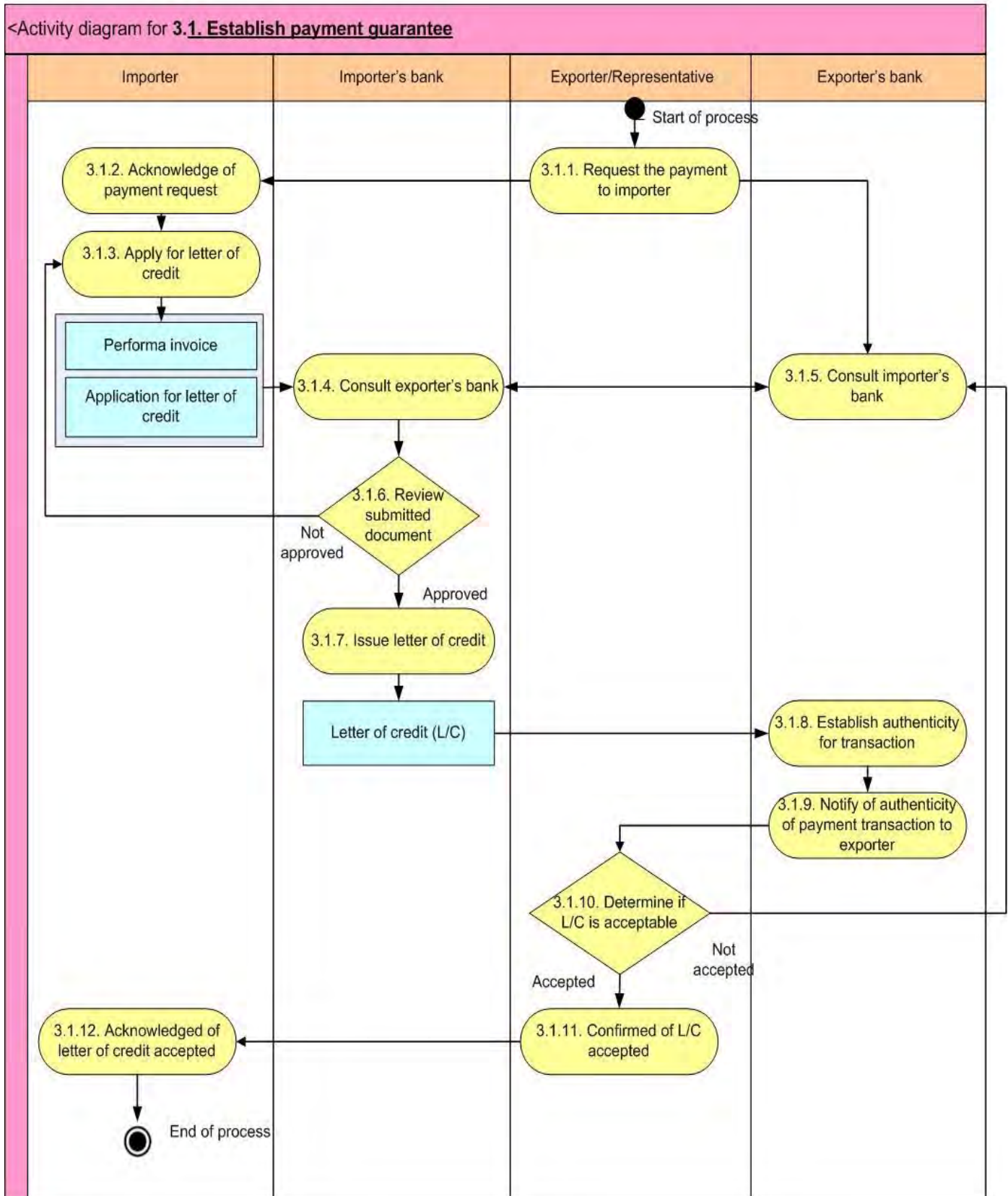


At the payment stage, there are two cores business process such as all transaction will be made through the local bank services through using letter of credit, for instant, the process will start with 3.1. Establishment of payment guarantee by importer's bank and 3.2. Collection of payment for goods by exporters or through it representative base in Vientiane Capital, Laos and the payment processes that summarized below:

### 1.1.9 *Use case and activities diagram for business process 3.1--Establish payment guarantee*

Figure 15: Use case diagram for business area 3--3.1.Establish payment guarantee



**Figure 16: Activities diagram for business area 3--3.2.Establish payment guarantee**

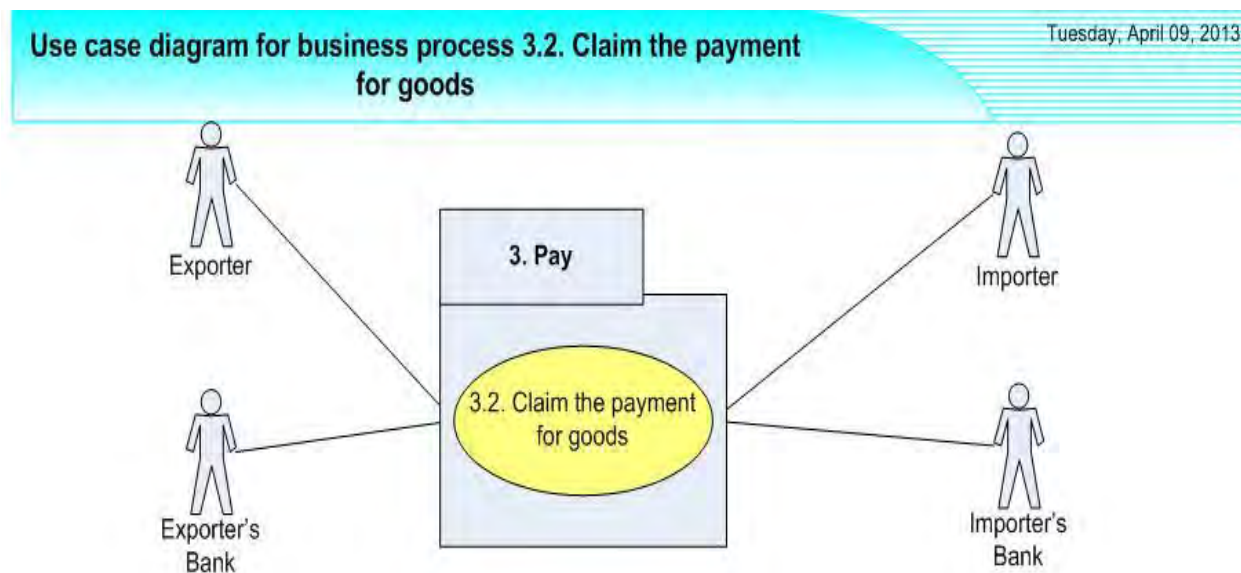


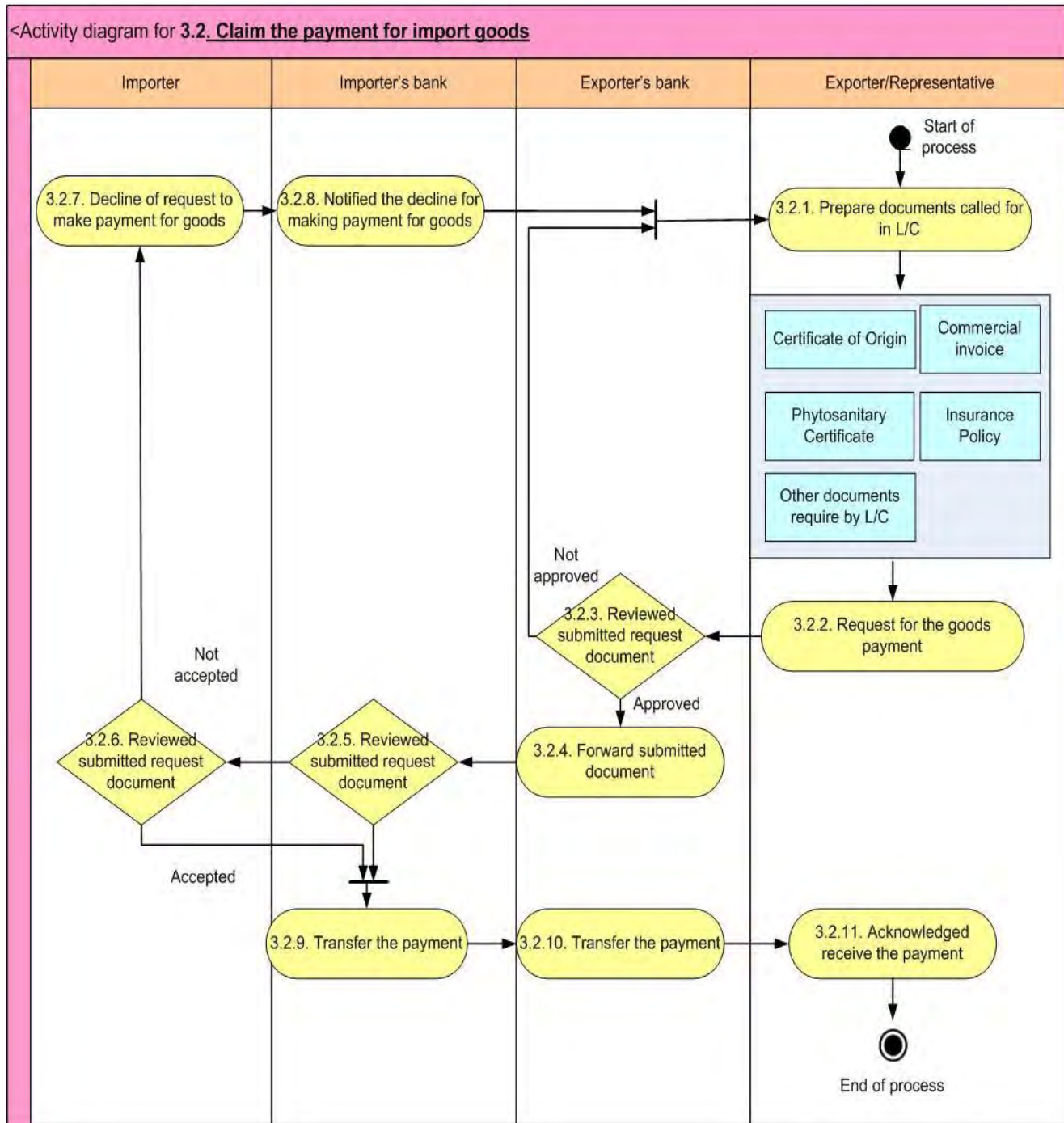
**Table 8: Main activity process and description for business process 3.1. Establish payment guarantee;**

<b>Business Process</b>	<b>Description</b>
<b>Name of a process area</b>	<b>3. Pay</b>
<b>Name of a business process</b>	<b>3.1. Establish payment guarantee</b>
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Bank rule</li> <li>○ Performa invoice</li> <li>○ Application for letter of credit</li> <li>○ Letter of credit (L/C)</li> </ul>
Process participant	Importer Importer's Bank Exporter or Representative Exporter's Bank
Activities and associated documentary requirements	3.1.1. Request the payment to importer by exporter or the representative based in Vientiane; 3.1.2. Acknowledge of payment request by the importer; 3.1.3. Apply for letter of credit 3.1.4. Consult exporter's bank by exporter; 3.1.5. Consult importer's bank by importer; 3.1.6. the importer's bank will review submitted document and application that request for issue the letter of credit; 3.1.7. If all the documents and application accepted, the importer's bank will issue letter of credit and the importer will directly send to both exporter and exporter's bank; 3.1.8. The exporter's bank will establish authenticity for the payment transaction and will notice to the exporter about the correct of letter of credit; 3.1.9. The exporter's bank will officially notice of authenticity of letter of credit to exporter as the confirmation process; 3.1.10. The exporter will check the L/C and determine if L/C is acceptable; 3.1.11. If the L/C is accepted, the exporter will confirm of authenticity of the letter of credit and notice to both importer and exporter's bank to proceed the payment; 3.1.12. Right after got the authenticity of letter of credit, the importer will officially acknowledge of letter of credit accepted; and prepare for precede the further payment step.
Output criteria to exit the business process	Importer got letter of credit from the importer's bank Exporter except the letter of credit
Average time required to complete this business process	2 Days

**1.1.10 Use case and activities diagram for business process 3.2--  
Claim the payment for goods (import of animal feed to  
Vientiane Capital)**

**Figure 17: Use case diagram for business area 3--3.2. Claim the payment for goods**



**Figure 18: Activities diagram for business area 3--3.2.Claim the payment for the import goods**

**Table 9: Main activity process and description for business process 3.2. Claim the payment for the goods**

Business Process	Description
Name of a process area	<b>3. Pay</b>
Name of a business process	<b>3.2. claim the payment for the goods</b>
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Bank rule</li> <li>○ Certificate of Origin</li> <li>○ Commercial invoice</li> <li>○ Phytosanitary Certificate</li> <li>○ Insurance Policy</li> <li>○ Other documents require by L/C</li> </ul>
Process participant	Importer Importer's Bank Exporter or Representative Exporter's Bank
Activities and associated documentary requirements	<p>3.2.1. The starting of the process was commenced from the preparation of all needed documents called for in L/C by exporter as well as (i) the commercial invoice, (ii) business contract, (iii) letter of credit, (iv) packing list and other relevant documents;</p> <p>3.2.2. later on the exporter will request for the goods payment, by send the request along with all relevant documents to exporter's bank;</p> <p>3.2.3. the exporter's bank reviewed all submitted request document that gained from the exporter;</p> <p>3.2.4. After checked and certified of authenticity, the exporter's bank will forward submitted documents to the import's bank for acknowledgement and proceed the further step;</p> <p>3.2.5. The importer's bank reviewed submitted request document that gained from the exporter's bank;</p> <p>3.2.6. Again, the importer's bank reviewed forward submitted document and determined the authenticity of the documents and notice to the importer for the payment base on exporter's request.</p> <p>3.2.7. If the forward submitted documents gained from the exporter's bank did not fit to the term and business agreed contract, the importer might decline of request to make payment for goods to the exporter through the notice to the importer's bank about the reasons;</p> <p>3.2.8. The importer's bank notified the decline for making payment for goods base on importer's considerations; the process of payments transaction will repeat as described above until all agreed submitted documents were fulfilled according to</p>

ANNEX 1: CHARTS - BUSINESS PROCESS ANALYSIS FOR IMPORTING OF ANIMAL FEED (LAOS)

Business Process	Description
	<p>business contract and condition mentioned on the letter of credit.</p> <p>3.2.9. If all the terms and condition met according to the business contract and letter of credit, and finally, got the certification of the payments from importer the importer bank will transfer the payment to the exporter's bank;</p> <p>2.2.10. The exporter's bank also will transfer the payment to the exporter's account and inform about final payment transaction;</p> <p>2.2.11. Finally, the exporter will acknowledged of receiving the payment through direct telephone call or vise email communication means.</p>
Output criteria to exit the business process	<p>Exporter received the payment for goods</p> <p>Importer received documents required to complete import formalities</p>
Average time required to complete this business process	1 day



## **ANNEX 2: BPA CHARTS for EXPORT of maize; Laos Case**

Wednesday, April 30, 2014

**Supported by SANET Asia**

Business Process Analysis for importing of animal feed and Exporting of Maize (Laos)

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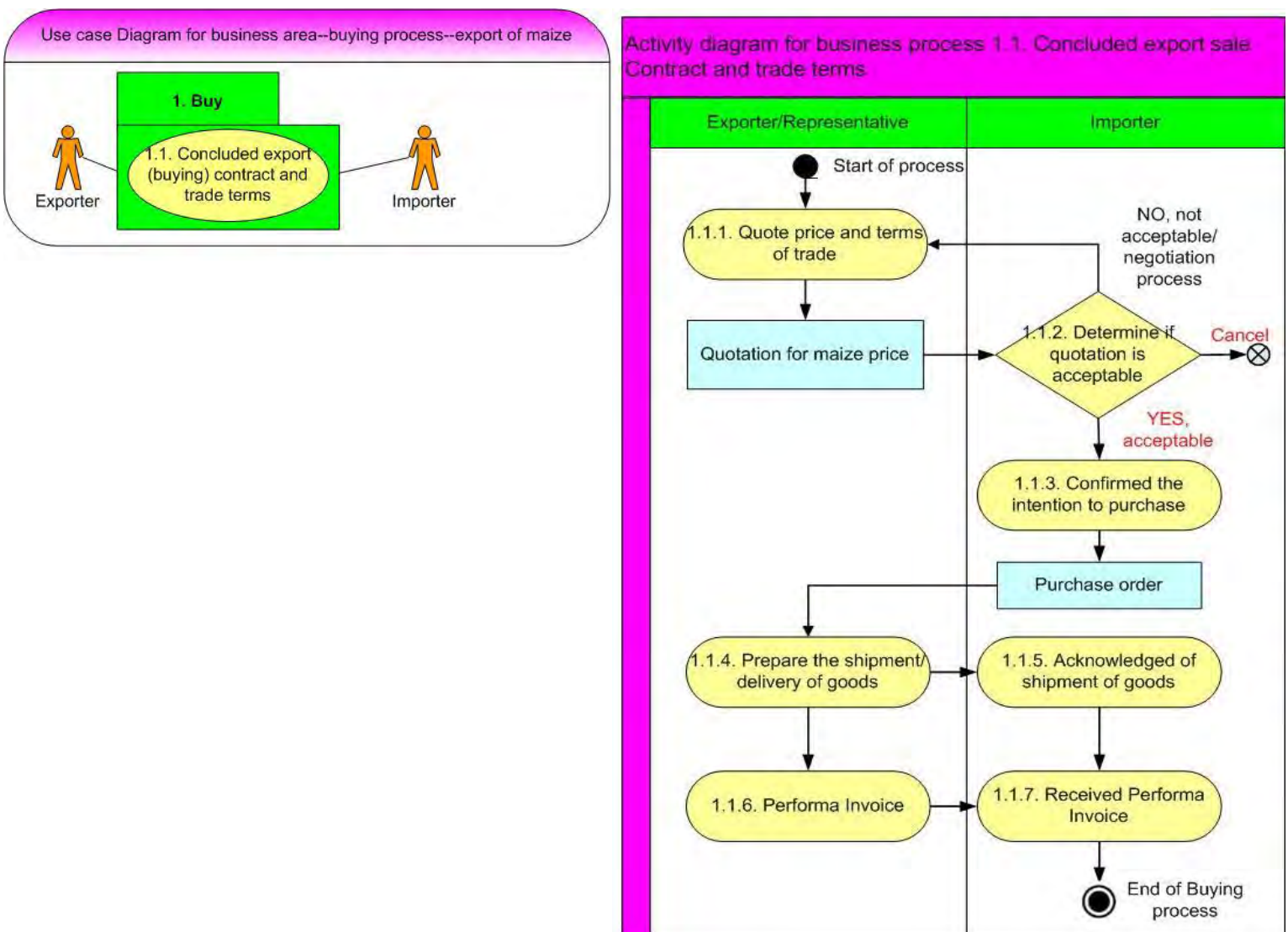
## 2 ANNEX 2: PBA CHARTS FOR EXPORT OF MAIZE

### 2.1 PROCESS AREA 1--BUYING PROCESS FOR EXPORT OF MAIZE

#### 2.1.1 Use case and activities diagram for business process 1.1.-- Completed export selling contract and trade terms

The buying stage that included the negotiation process between the exporter and importer where both parties concluded sales contract and all trade terms that described in figure 25: use case diagram for buying process under the business area 1.--buying process;

Figure 1: Use case and Activities diagram for "1-Buying" process of export maize from Laos



**Table 1: Main activity process and description for 1-buying process--export of maize**

The main activities that associated to the **1-buying** process are summarized below:

Business Process	Description
<b>Name of a process area</b>	<b>1. Buy</b>
Name of a business process	1.1. Conclude sales contract and trade terms
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ <b>Decree on Import and Export of Goods</b> No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>○ <b>Notification on prohibited goods on import or export</b>, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ <b>Other related legal documents</b></li> </ul>
Process participant	Importer Exporter or representative
Activities and associated documentary requirements	<p>1.1.1. Quote price and terms of trade, in this regard, two parties such as exporter and importer start negotiate the price of maize and agreed on the business conditions that made both a "win-win" solutions;</p> <p>1.1.2. Determine if quotation is acceptable; the importer considered all proposed business terms and negotiated via-versus;</p> <p>1.1.3. If all the condition and terms agreed, the importer confirmed the intention to purchase and allow the exporter to precede the further business process accordingly.</p> <p>1.1.4. Right after got the purchase confirmation from the importer, the exporter will prepare the shipment/delivery of goods as well as arrange all export documents needed;</p> <p>1.1.5. At the meanwhile, the importer also acknowledged of shipment of goods by aware of arrangement process from time to time that performed by exporter;</p> <p>1.1.6. The exporter will submit the Performa Invoice to the importer;</p> <p>1.1.7. If all condition and trade terms remained as the business contract, the importer will acknowledge of received Performa Invoice and confirm of for precede next further step.</p>
Output criteria to exit the business process	Importer and exporter have concluded trade contract and terms

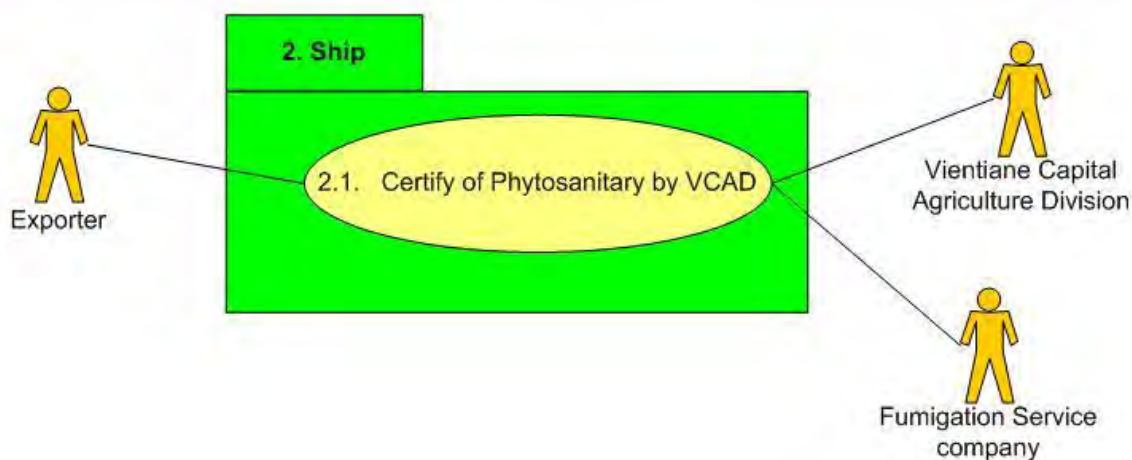
Business Process	Description
Average time required to complete this business process	2 Days

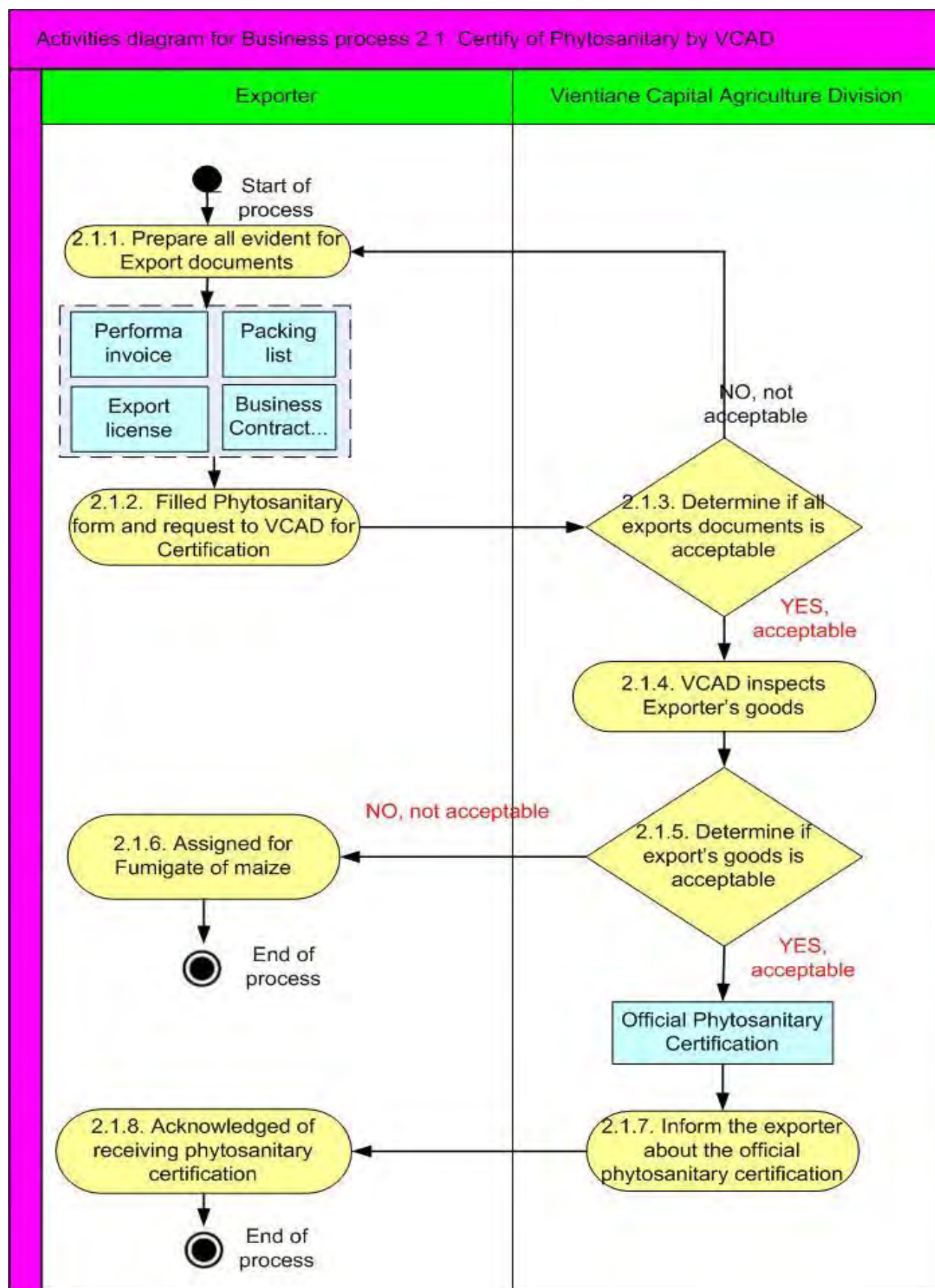
## 2.2 BUSINESS PROCESS 2: SHIP (EXPORT OF MAIZE OUT FROM LAOS)

### 2.2.1 *Request for Phytosanitary certification by Vientiane Agriculture Division for export of maize*

Figure 2: Use case and activity diagram for business process 2.1. Request for Phytosanitary certification services

Use case diagram for business area 2.1. Shipment (export of maize) April 9, 2013





**Table 2: Main activity process and description for 2.1--Request for phytosanitary certification for export of maize**

The main activities that associated to the **2-Ship** process are summarized below:

Business Process	Description
<b>Name of a process area</b>	<b>2. Ship</b>
Name of a business process	2.1. Request for phytosanitary certification for export of maize
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Decree on Import and Export of Goods No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>○ Notification on prohibited goods on import or export, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Notice for import and export of maize, MAF, Department of Agriculture, 1308/DOA, 2/10/2012</li> </ul>
Process participant	Exporter or representative Vientiane Capital Agriculture Division Agriculture Quarantine Section
Activities and associated documentary requirements	2.1.1. Prepare all evident for Export documents; in this regard the reporter or the representative prepared the following core documents that relevant to the phytosanitary process, there were (i) Performa invoice, (ii) Packing list, (iii) Export license, (iv) Business Contract among the importer and exporter and other relevant documents such as (v) custom certification, (vi) business license from VCAD and others; 2.1.2. The phytosanitary form can be purchased at the VCAD, the exporter or the representative must filled in the form and submit along with official request to VCAD for Phytosanitary Certification; 2.1.3. Acknowledge of receiving a request and filled phytosanitary form; and determined whether if all the submitted export documents were met the terms and trading condition, the VCAD will inform the exporter/ representative about the actual date of inspection of exporter's goods prior to certification; 2.1.4. The quarantine officer from VCAD inspect Exporter's goods; 2.1.5. Determine if export's goods is acceptable; in this regard, if the goods met the condition and quality criteria, the VCAD



Business Process	Description
	<p>will issue the phytosanitary certification for the exporters; if not excepted, the VCAD will let the exporter to fumigate their goods by using fumigation company;</p> <p>2.1.6. Assigned for Fumigate of maize</p> <p>2.1.7. If the maize products meet the requirement of importer, the VCAD officially issued the phytosanitary certification and let the exporter know.</p> <p>2.1.8. The exporter acknowledged of receiving phytosanitary certification and proceeds the further export process.</p>
Output criteria to exit the business process	Official Phytosanitary certificated
Average time required to complete this business process	This process will take at least 2 days

### 2.2.2 Request for Fumigation certification by private company for export of maize

Figure 3: Use case diagram for business process 2.2. Request for fumigation services

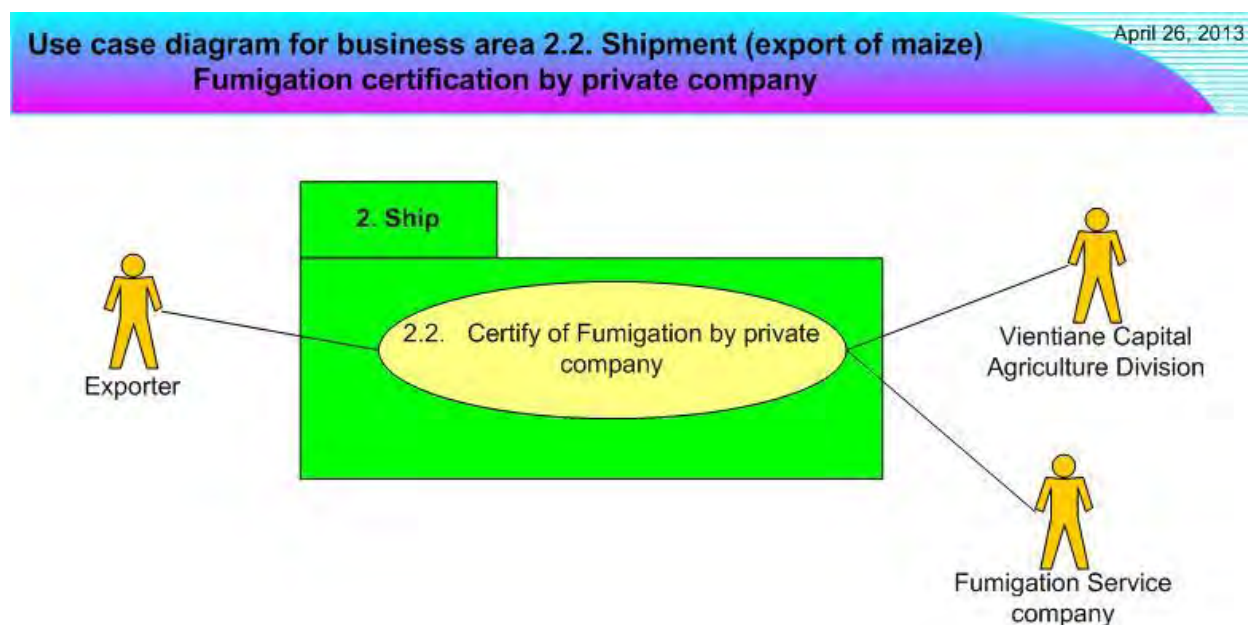
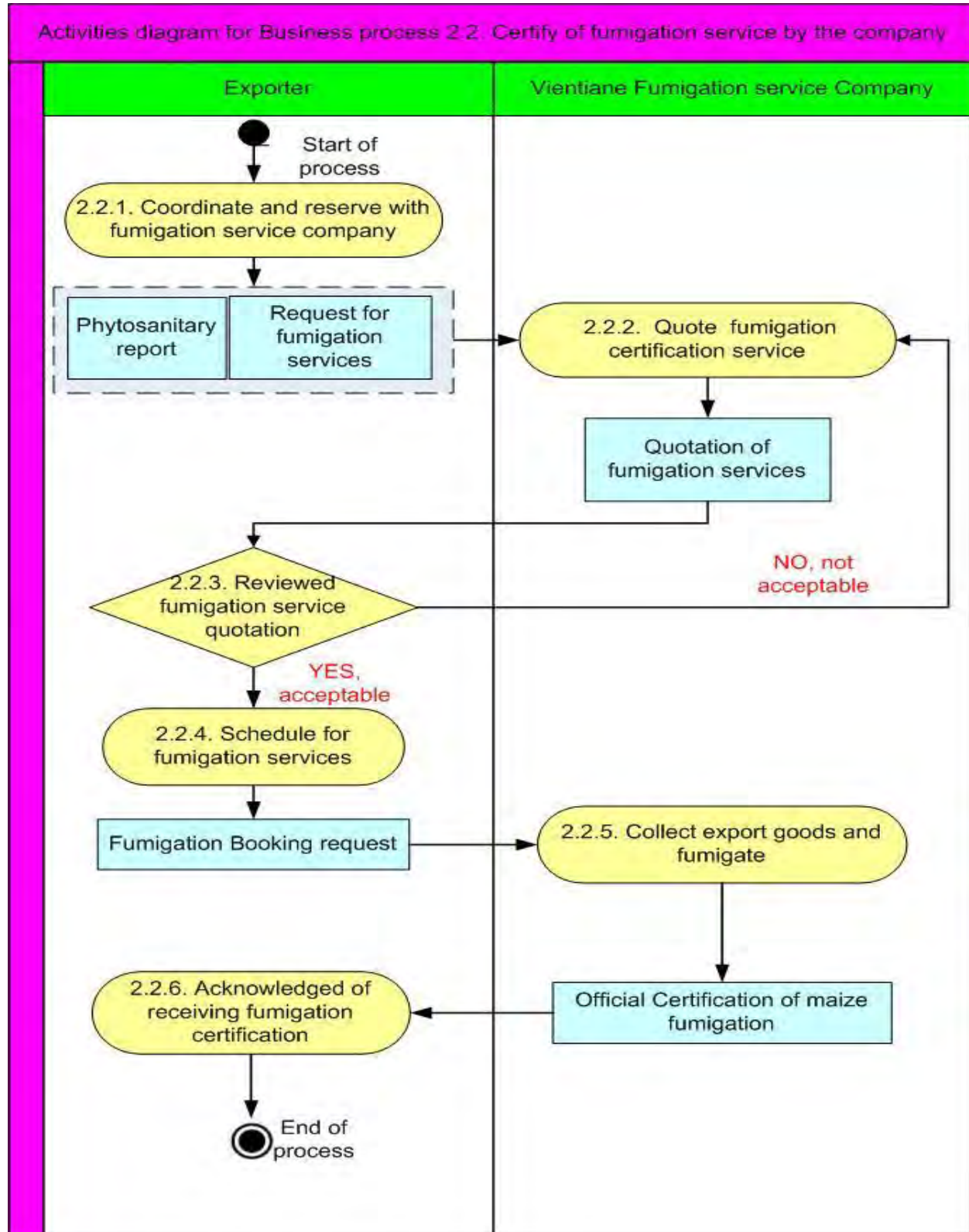




Figure 4: Activity diagram for business process 2.2. Request for fumigation services



**Table 3: Main activity process and description for 2.2--Request for fumigation certification for export of maize**

The main activities that associated to the **2-Ship** process are summarized below:

Business Process	Description
<b>Name of a process area</b>	<b>2. Ship</b>
Name of a business process	2.2. Request for fumigation certification for export of maize
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ Notice for import and export of maize, MAF, Department of Agriculture, 1308/DOA, 2/10/2012</li> <li>○ Phytosanitary report</li> <li>○ Request for fumigation services</li> </ul>
Process participant	Exporter or representative Vientiane Capital Agriculture Division Agriculture Quarantine Section Fumigation Service Company
Activities and associated documentary requirements	2.2.1. The exporter coordinated and reserved with fumigation service company along with the following documents (i) Phytosanitary report and (ii) Request for fumigation services; 2.2.2. The private company quoted fumigation certification service charge by sending "Quotation of fumigation services" to the exporter for consideration; 2.2.3. The exporter reviewed fumigation service quotation through the negotiation process; 2.2.4. If both had common agreement, the schedule for fumigation services would take placed; at this time the exporter submitted confirmed "Fumigation Booking request" to the company. 2.2.5. The fumigation company collected maize export goods, fumigated and certified fumigation completeness by sending "Official Certification of maize fumigation" to the exporter. 2.2.6. The exporter acknowledged of receiving fumigation certification and prepared for further export process.
Output criteria to exit the business process	Certification of maize fumigation
Average time required to complete this business process	2 days or may be faster that very much depend on the volume of maize for fumigation.

### 2.2.3 Business Process 2.3.: Arrange of transportation for export of maize from Laos

Figure 5: Use case and activity diagram for business process 2.3. Arrange of transportation for export of maize from Laos

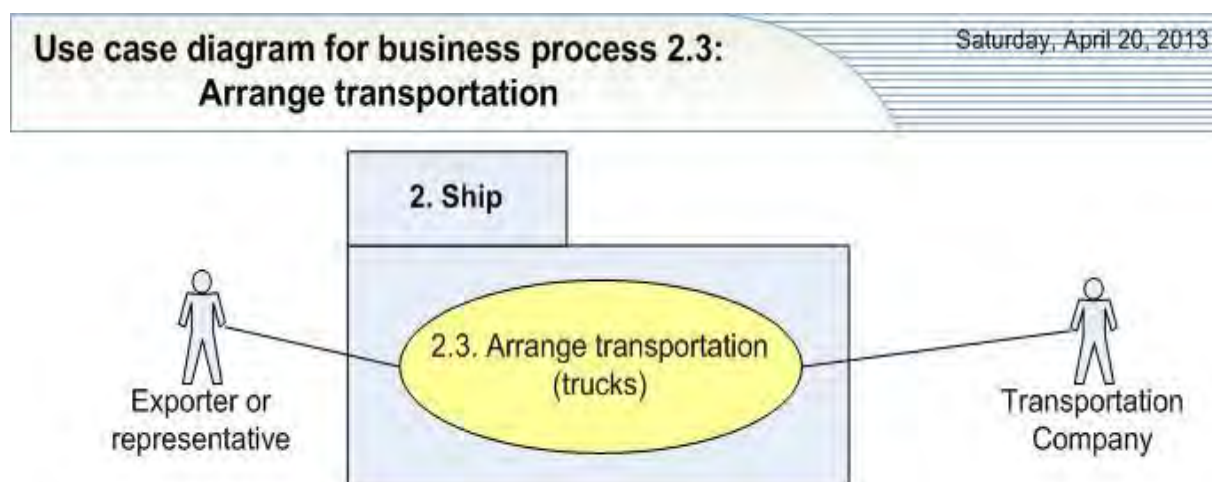
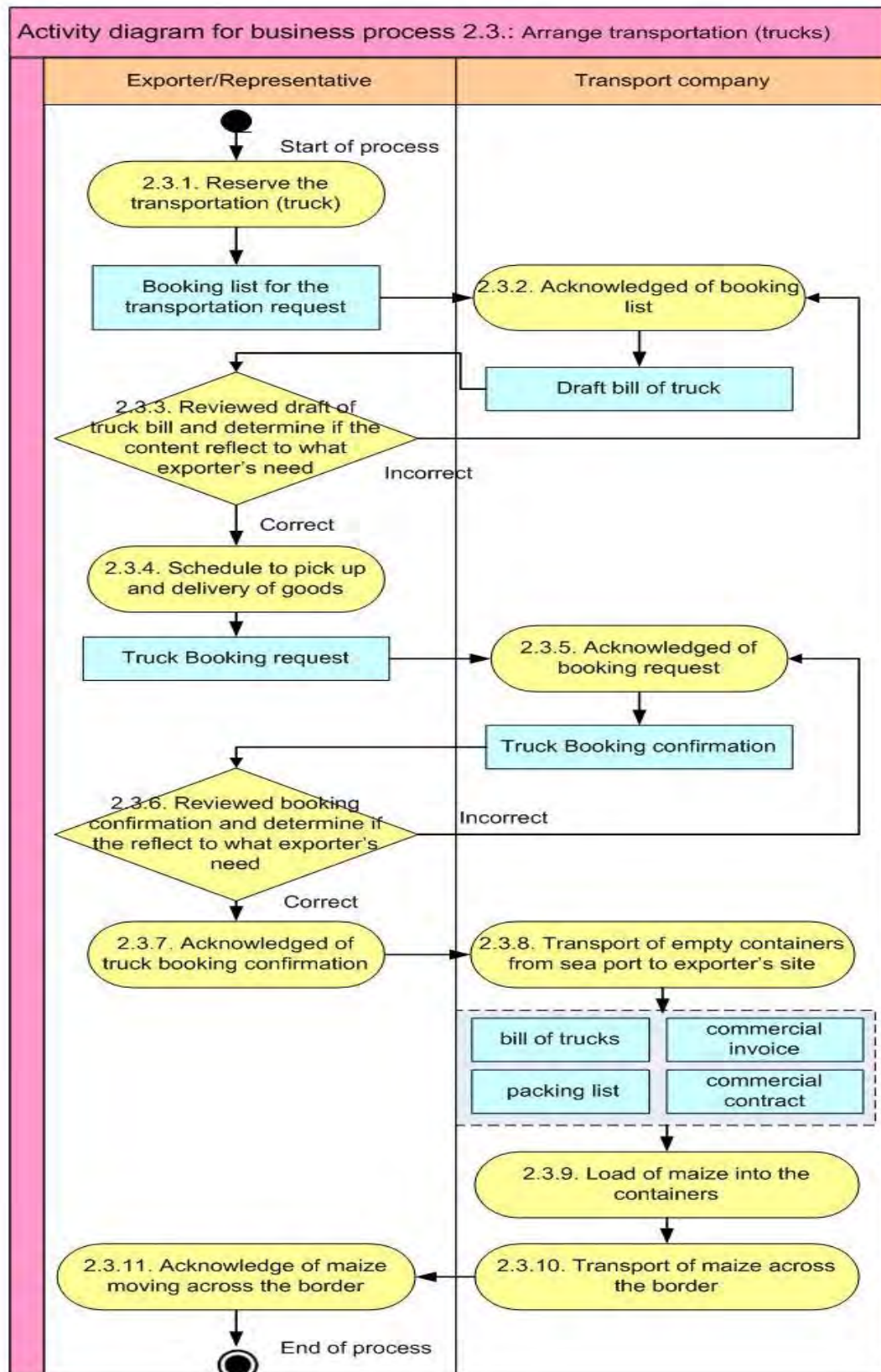


Figure 6: Activity diagram for business process 2.3. Arrange of transportation for export of maize from Laos



**Table 4: Main activity process and description for 2.3-- Arrange of transportation for export of maize from Laos**

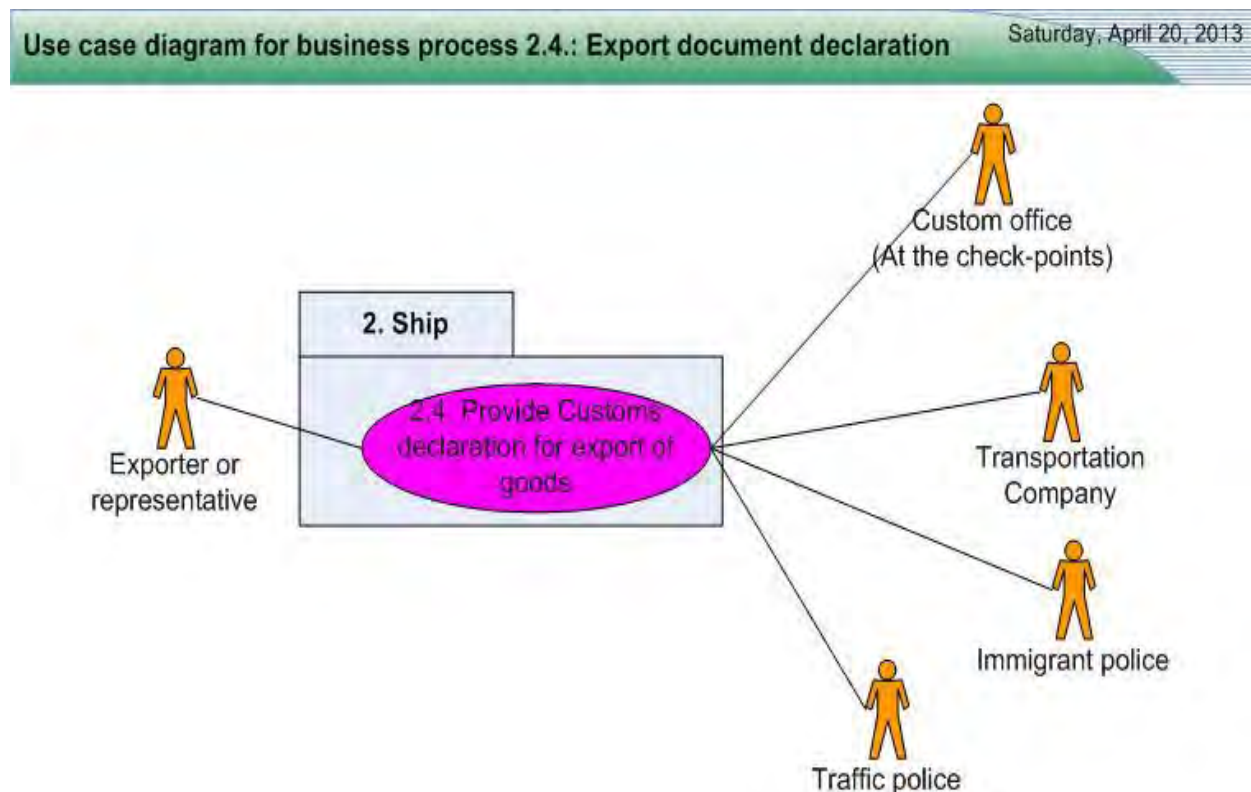
Business Process	Description
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	2.3. Arrange of transportation for export of maize from Laos
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ <b>Decree on Import and Export of Goods</b> No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>○ <b>Notification on prohibited goods on import or export</b>, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Land transportation regulation</li> <li>○ bill of truck</li> <li>○ Truck Booking</li> <li>○ packing list</li> </ul>
Process participant	Exporter or representative Transport company
Activities and associated documentary requirements	2.3.1. first of all, the exporter reserved the transportation (truck) by directly contact the legal land transportation company available in Vientiane Capital and request for the booking list of transportation; 2.3.2. The land transportation company officially acknowledged of booking list request by exporter; and sent a draft of bill of truck to the exporter for consideration and comments; 2.3.3. The exporter reviewed draft of bill of truck and determined if the content reflect to what exporter's need 2.3.4. The exporter proposed scheduled for picking up and delivery of goods; 2.3.5. The inland transportation company acknowledged of booking request and send the booking confirmation to the exporter for acceptation and acknowledgement; 2.3.6. Once again the exporter reviewed a booking confirmation and determine if it reflect to what exporter's requested; If all the terms and condition were not reflected to whatever exporters need the request for correction was taken placed. 2.3.7. If all the condition were met, the exporter acknowledged of booking confirmation and prepared their goods for exporting according to settled schedule; 2.3.8. The inland transportation transport of empty containers from sea port to exporter's site crossed the border; 2.3.9. Load of maize into the containers;



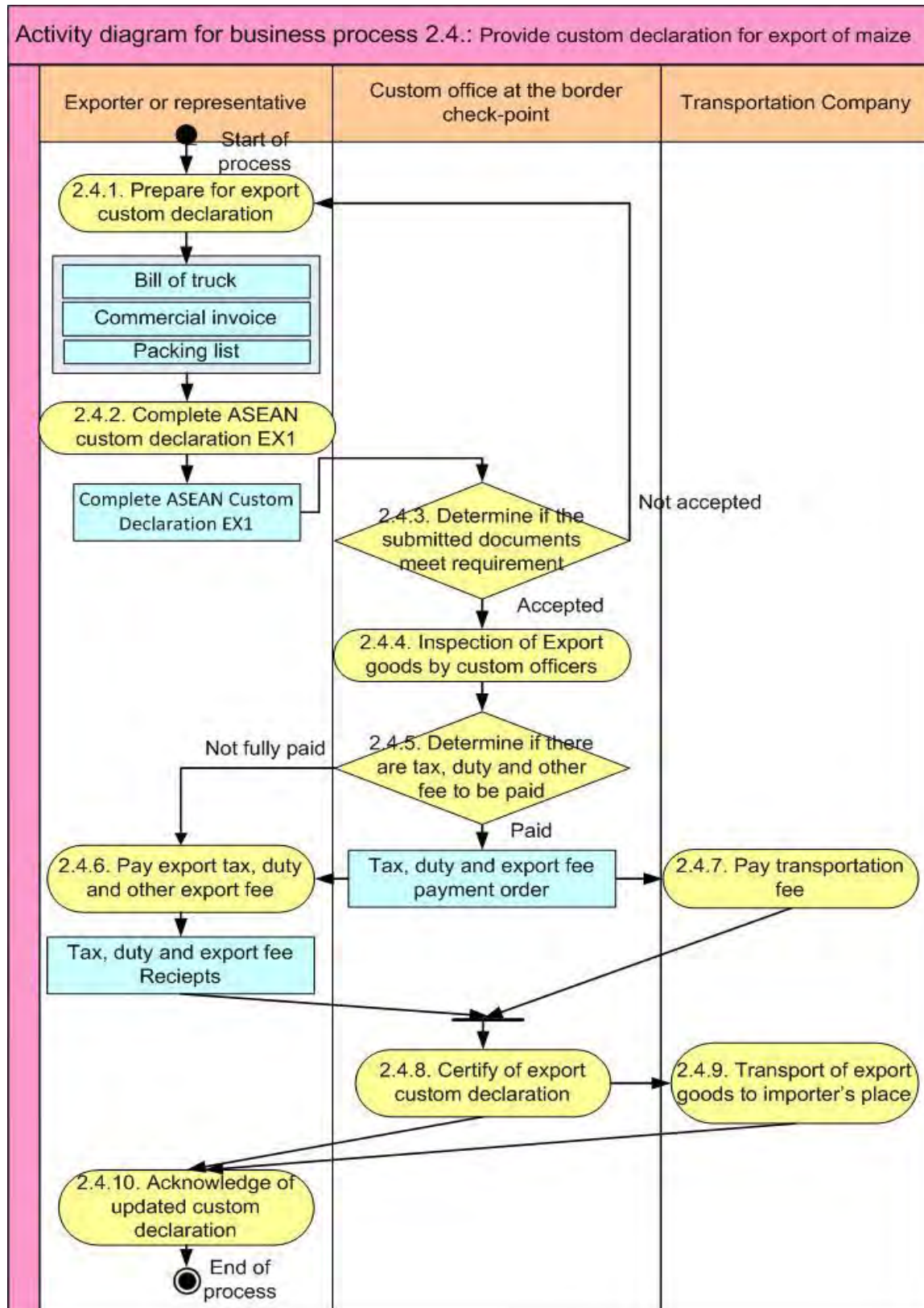
Business Process	Description
	2.3.10. Transport of maize across the border on the schedule that had been settled between two parties. 2.3.11. Acknowledge of maize moving across the border
Output criteria to exit the business process	Transportation and shipment schedule confirmation
Average time required to complete this business process	4 Days that included trucks carried empty containers crossed borders, loaded of maize and transport crossed border again

#### 2.2.4 Business process 2.4. Provide Export declaration

Figure 7: Use case and activity diagram for the business process 2.4. Provide export declaration for export of maize



**Figure 8: Activity diagram for the business process 2.4. Provide export declaration for export of maize**





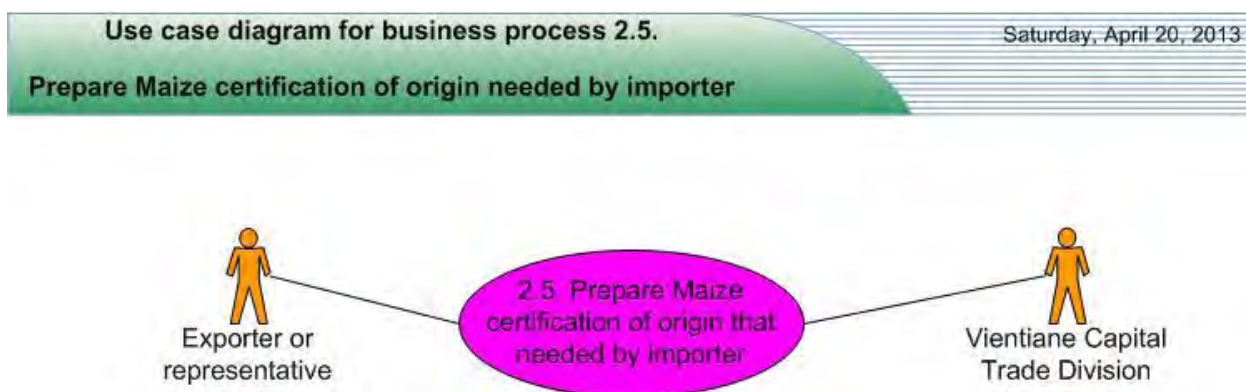
**Table 5: Main activity process and description for 2.4. Provide export declaration at check point**

Business Process	Description
<b>Name of a process area</b>	<b>2. Shipment</b>
Name of a business process	2.4. Provide export declaration at the check point
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ <b>Decree on Import and Export of Goods</b> No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>○ <b>Notification on prohibited goods on import or export</b>, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ <b>Other related legal documents</b></li> </ul>
Process participant	Exporter or representative Custom office at the check point Transport company
Activities and associated documentary requirements	2.4.1. Prepare for export custom declaration; at this time, the exporter prepared all needed documents such as (i) bill of truck, (ii) packing list, (iii) commercial invoice and other relevant documents that needed for export custom declaration; 2.4.2. Complete ASEAN custom declaration EX1 form filled in by the exporter. 2.4.3. The custom at the check point reviewed and determined if the submitted documents meet requirement; if did not match to that requirement, the exporter requested providing additional custom declaration documents; 2.4.4. If all the export documents excepted, the custom officers at the check point inspected all consignments export goods; 2.4.5. At this stage, the custom at the check point might determine if there are additional tax, duty and other fee to be paid after the inspection of exporter's consignments; 2.4.6. Base on the order for payments gained from the custom at the check point after inspection, the exporters paid all export tax, duty and other export fee; 2.4.7. At the meanwhile, the transportation company also need to pay transportation fee accordingly; 2.4.8. The custom at the check point officially certified export custom declaration that allowed the exporter was able to proceed further exporting step; 2.4.9. Therefore, after that, the transportation company was able to transport the export goods to importer's place; 2.4.10. Also the exporter acknowledged of updated custom

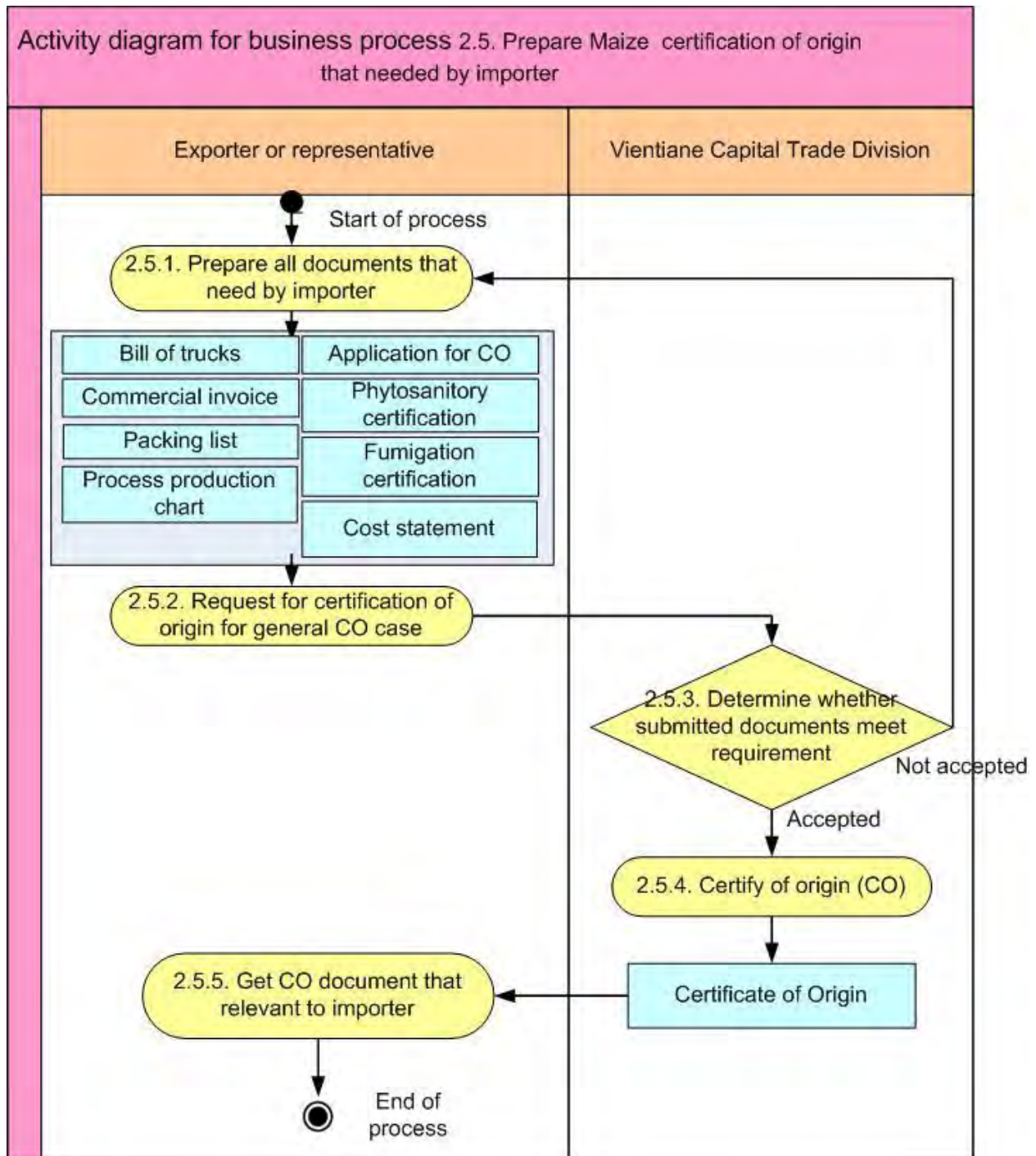
Business Process	Description
	declaration and prepare for other export step;
Output criteria to exit the business process	Certify of export custom declaration
Average time required to complete this business process	1 Days

### 2.2.5 Business process 2.5: Prepare Maize certification of origin

Figure 9: Use case diagram for the business process 2.4. Prepare Maize certification of origin that needed by importer



**Figure 10: Activity diagram for the business process 2.5. Prepare Maize certification of origin that needed by importer**



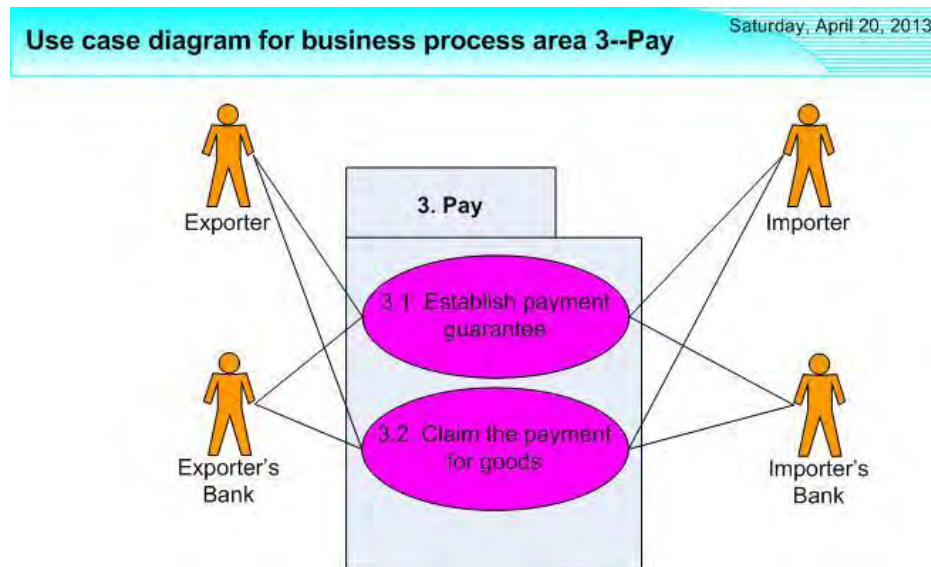
**Table 6: Main activity process and description for 2.5. Prepare Maize certification of origin that needed by importer**

Business Process	Description
Name of a process area	<b>2. Shipment</b>
Name of a business process	2.5. Prepare Maize certification of origin that needed by importer
Related laws, rules, and regulations	<ul style="list-style-type: none"> <li>○ <b>Decree on Import and Export of Goods</b> No. 114/Gol; Vientiane Capital, date 6 April 2011</li> <li>○ <b>Notification on prohibited goods on import or export</b>, No. 0973/ MoIC.DIMEX, Vientiane Capital, 25 May 2011; Dr. Nam Viyaket, Minister of Ministry of Industry and Commerce</li> <li>○ Bill of truck</li> <li>○ Commercial invoice</li> <li>○ Packing list</li> <li>○ Complete ASEAN Custom Declaration EX1</li> <li>○ Tax, duty and export fee Receipts</li> </ul>
Process participant	<p>Exporter</p> <p>Vientiane Capital Trade Division</p>
Activities and associated documentary requirements	<p>2.5.1. Prior to submit the request for certification of origin, the export prepared all documents that need by importer for proceeding of import transaction that include (i) bill of truck, (ii) commercial invoice, (iii) application for requesting of CO, (iv) phytosanitary certification, (vi) fumigation certification and other relevant documents;</p> <p>2.5.2. The exporter officially requested for certification of origin</p> <p>2.5.3. Determine whether submitted documents meet requirement for certification of maize origin; If all submitted did not meet to what Vientiane Capital Trade Division, the request to exporter for providing of additional information and documents were taken placed;</p> <p>2.5.4. If all submitted documents meet the requirement, the Vientiane Capital Trade Division were Certify of Origin (CO)</p> <p>2.5.5. Finally, the export will collect certified CO document and sent to importer for proceed of import of goods accordingly.</p>
Output criteria to exit the business process	Certificate of Origin
Average time required to complete this business process	2 Days

## 2.3 PROCESS AREA 3--PAYING

### 2.3.1. *Process area 3.1.-Paying process for export of maize*

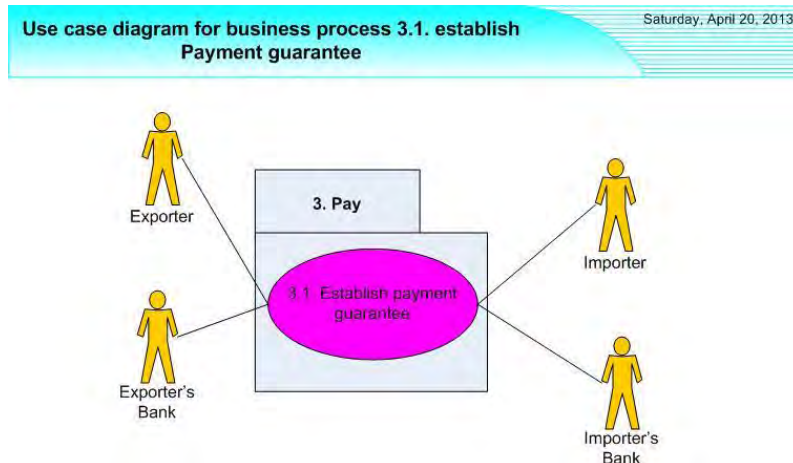
Figure 11: Use case diagram for business area 3--get paid from export of goods



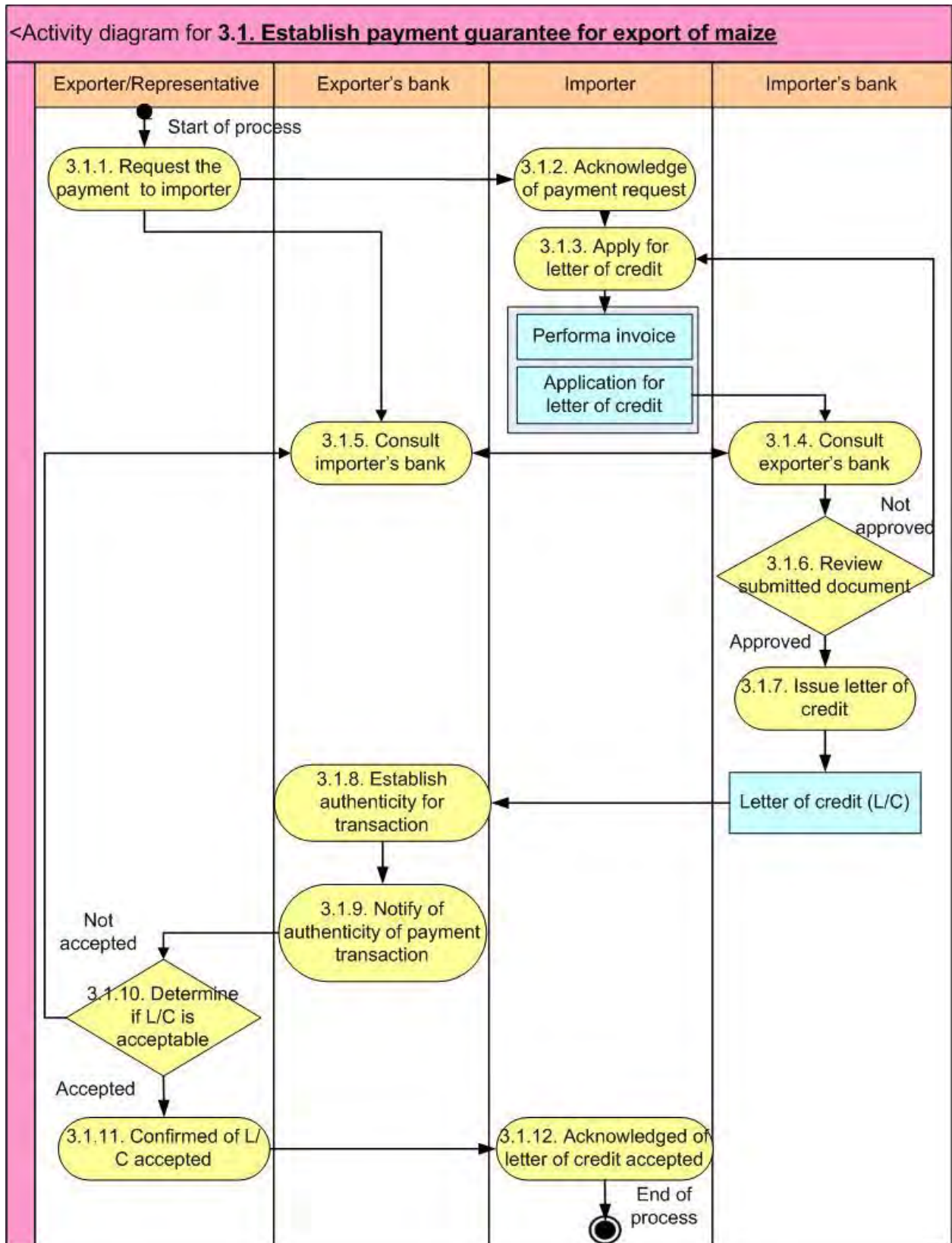
Similarly, at the business area 3--payment stage, there were two cores business process such as all transaction will be made through the local bank services through using letter of credit; the process will start with 3.1. Establishment of payment guarantee by exporter's bank and 3.2. Collection of payment for goods by exporters or through representative base in Laos that summarized below:

### 2.3.2 *Use case and activities diagram for business process 3.1-- Establish payment guarantee for export of maize*

Figure 12: Use case diagram for business area 3.1--get paid from export of goods





**Figure 13: Activity diagram for business area 3.1--get paid from export of goods**

**Table 7: Main activity process and description for business process 3.1. Establish payment guarantee;**

<b>Business Process</b>	<b>Description</b>
<b>Name of a process area</b>	<b>3. Pay</b>
Name of a business process	<b>3.1. Establish payment guarantee</b>
Related laws, rules, and regulations	Bank rule
Process participant	Importer Importer's Bank Exporter or Representative Exporter's Bank
Activities and associated documentary requirements	3.1.1. Request the payment to importer considered as the starting of payment transaction; 3.1.2. Acknowledged of payment request by the importer and prepared all documents that relevant for applying of letter of credit application; 3.1.3. The importer applied for letter of credit; 3.1.4. The importer's bank consulted exporter's bank about the transaction; 3.1.5. At the meanwhile the exporter's bank also consulted importer's bank about such transactions; 3.1.6. The importer's bank reviewed submitted document which provided by the importers; 3.1.7. If all the required documents meet the need, the importer's bank issued letter of credit to the importer; 3.1.8. The letter of credit were sent the exporter's bank; and then, establish authenticity for transaction; 3.1.9. The exporter's bank notified of authenticity of payment transaction to the exporter; 3.1.10. The exporter determined if L/C is acceptable base on the commercial invoice and agreed trade terms between importer and exporter; 3.1.11. Confirmed of L/C accepted, if all terms and conditions met to what had agreed and informed the importer about accept of the letter of credit; 3.1.12. The importer acknowledged of letter of credit accepted;
Output criteria to exit the business process	Accepted letter of credit by the importer Exporter except the letter of credit
Average time required to complete this business process	2 Days



### 2.3.3 Use case and activities diagram for business process 3.2-- Claim the payment for export of maize by exporter

Figure 14: Use case diagram for business area 3.2--get paid from export of goods

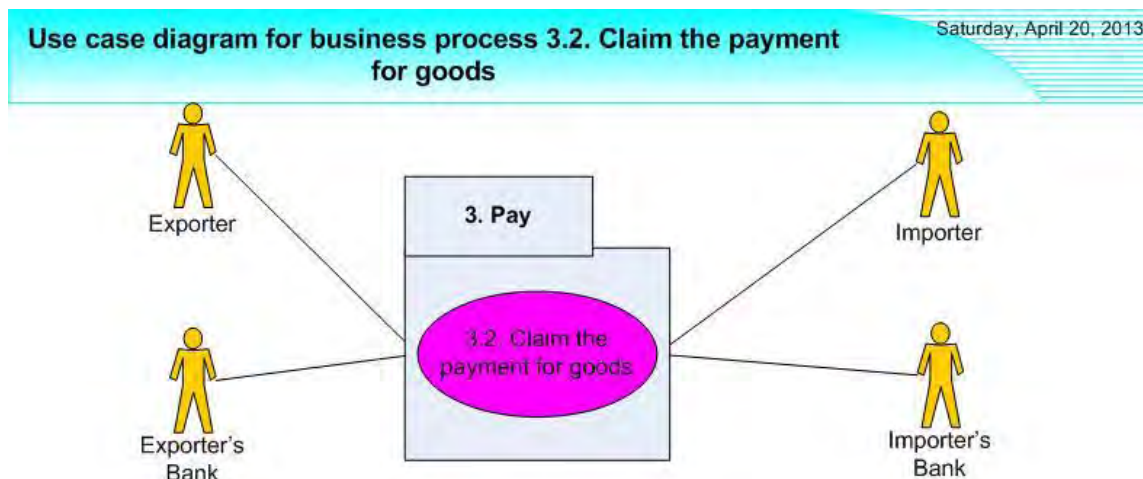
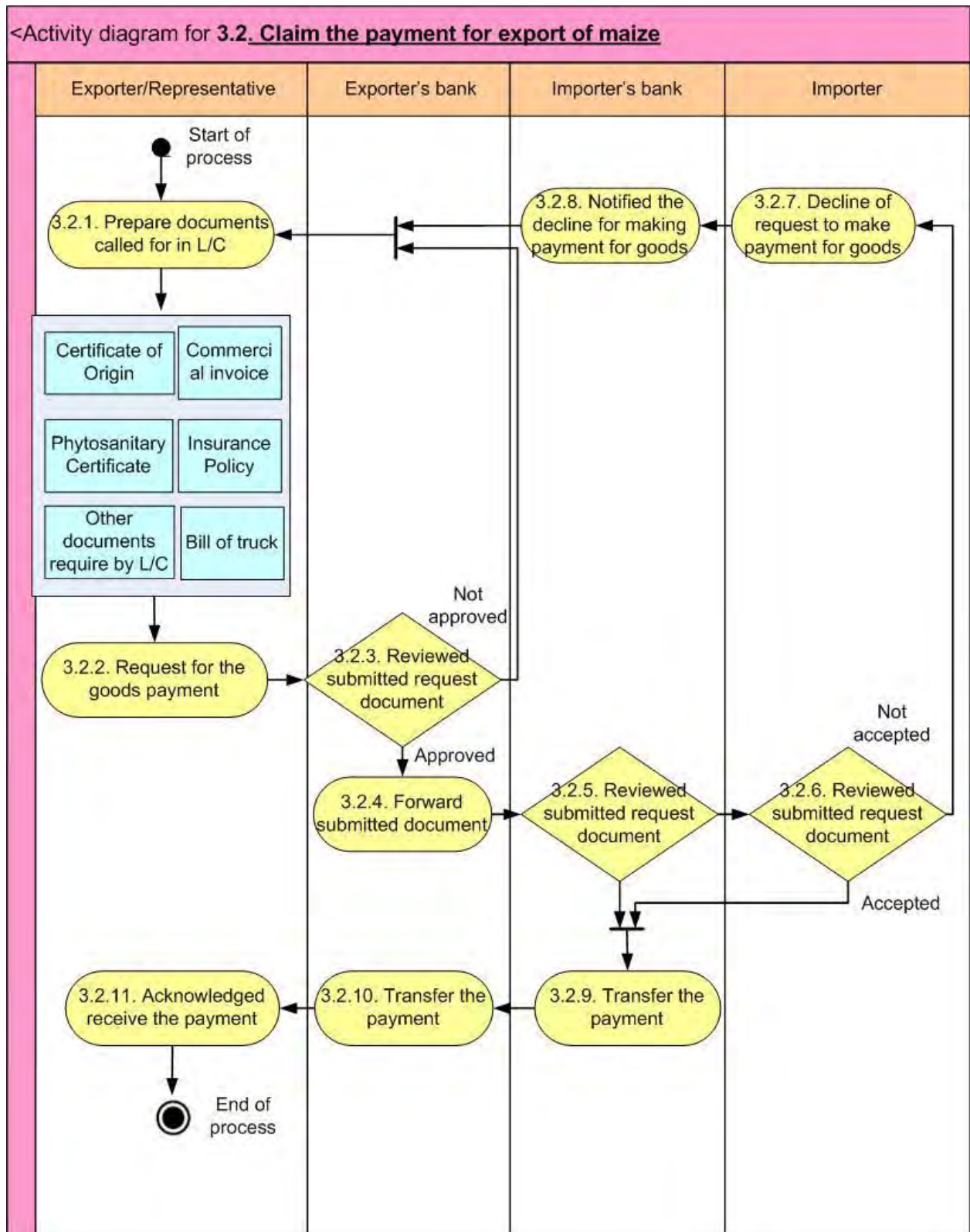


Figure 15: Use case diagram for business area 3.2--get paid from export of goods



**Table 8: Main activity process and description for business process 3.2. claim the payment for the export of maize.**

Business Process	Description
Name of a process area	<b>3. Pay</b>
Name of a business process	<b>3.2. claim the payment for the export goods</b>
Related laws, rules, and regulations	Bank rule
Process participant	Importer Importer's Bank Exporter or Representative Exporter's Bank
Activities and associated documentary requirements	<p>3.2.1. The starting of the process was commenced from the preparation of all needed documents called for in L/C by exporter as well as (i) the commercial invoice, (ii) business contract, (iii) letter of credit, (iv) packing list and other relevant documents;</p> <p>3.2.2. later on the exporter will request for the goods payment, by send the request along with all relevant documents to exporter's bank;</p> <p>3.2.3. the exporter's bank reviewed all submitted request document that gained from the exporter;</p> <p>3.2.4. After checked and certified of authenticity, the exporter's bank will forward submitted documents to the import's bank for acknowledgement and proceed the further step;</p> <p>3.2.5. The importer's bank reviewed submitted request document that gained from the exporter's bank;</p> <p>3.2.6. Again, the importer's bank reviewed forward submitted document and determined the authenticity of the documents and notice to the importer for the payment base on exporter's request.</p> <p>3.2.7. If the forward submitted documents gained from the exporter's bank did not fit to the term and business agreed contract, the importer might decline of request to make payment for goods to the exporter through the notice to the importer's bank about the reasons;</p> <p>3.2.8. The importer's bank notified the decline for making payment for goods base on importer's considerations; the process of payments transaction will repeat as described above until all agreed submitted documents were fulfilled according to business contract and condition mentioned on the letter of credit.</p> <p>3.2.9. If all the terms and condition met according to the business contract and letter of credit, and finally, got the</p>

ANNEX-2: CHARTS-BUSINESS PROCESS ANALYSIS FOR EXPORTING OF MAIZE (LAOS)

Business Process	Description
	<p>certification of the payments from importer the importer bank will transfer the payment to the exporter's bank;</p> <p>3.2.10. The exporter's bank also will transfer the payment to the exporter's account and inform about final payment transaction;</p> <p>3.2.11. Finally, the exporter acknowledged of receiving the payment through direct telephone call or vise email communication means.</p>
Output criteria to exit the business process	<p>Exporter received the payment for goods</p> <p>Importer received documents required to complete import formalities</p>
Average time required to complete this business process	1 Day



## **ANNEX 3: Supportive Documents for Import of Animal Feed, Laos Case**

Wednesday, April 30, 2014

**Supported by SANET Asia**

Business Process Analysis for importing of animal feed and Exporting of Maize (Laos)


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## ANNEX 3: PBA CHARTS FOR IMPORT OF ANIMAL FEED

### 3.1 IMPORT PERMISSION (SAMPLE)

IMPORT PERMISSION



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ

ກະຊວງກະສິກໍາ ແລະ ປ່າໄມ້  
ພະແນກກະສິກໍາແລະປ່າໄມ້ນະຄອນຫຼວງວຽງຈັນ

ເລກທີ \_\_\_\_\_/ກປ.ນວ  
ວັນທີ \_\_\_\_\_

ຕໍ່ໃບອະນຸຍາດ  
ນໍາສົນຄ້າກະສິກໍາ ເຂົ້າ ສ.ປ.ປ ລາວ

- ອີງໃສ່ກົດໝາຍວ່າດ້ວຍກະສິກໍາ ສະບັບເລກທີ 01/98 ສພຊ ລົງວັນທີ 10/10/1998.  
 - ອີງຕາມກົດໝາຍປ້ອງກັນພືດ ສະບັບເລກທີ 06/ສພຊ, ລົງວັນທີ 09/12/2008  
 - ອີງຕາມໃບສະເໜີນໍາເຂົ້າຂອງ ບໍລິສັດ ສິ່ງເສີມກະສິກໍາ ເມືອງ ນາຊາຍທອງຈຳກັດ  
 ລົງວັນທີ : \_\_\_\_\_ ແລະ ໃບອິນວອຍເລກທີ: \_\_\_\_\_

ພະແນກກະສິກໍາແລະປ່າໄມ້ນະຄອນຫຼວງວຽງຈັນ ເຫັນດີອອກໃບອະນຸຍາດໃຫ້ແກ່: ບໍລິສັດ ສິ່ງເສີມກະສິກໍາ ເມືອງນາຊາຍທອງ  
 ທີ່ຢູ່ບ້ານ: ສົງເປືອຍ ເມືອງ: ນາຊາຍທອງ ແຂວງ: ນະຄອນຫຼວງວຽງຈັນ  
 ຊື່ພາກສ່ວນ: ບໍລິສັດ ສິ່ງເສີມກະສິກໍາ ເມືອງ ນາຊາຍທອງຈຳກັດ ຜູ້ດຸ່ງວ, ໂທລະສັບ:  
 ທີ່ມາຂອງສົນຄ້າ: ປະເທດໄທ  
 ຈຸດປະສົງນໍາເຂົ້າມາ: ເພື່ອມາສົ່ງເສີມໃຫ້ຊາວກະສິກອນ ໃນນະຄອນຫລວງວຽງຈັນ  
 ຈຸດທີ່ຈະນໍາສົນຄ້າເຂົ້າ: ດ່ານຂົວມິດຕະພາບລາວ-ໄທ 1, ວິທີຂົນສົ່ງ: ທາງລົດ


**ລາຍລະອຽດຂອງວັດຖຸປະກອນທີ່ນໍາເຂົ້າ:**

ລ/ດ	ປະເພດສົນຄ້າ	ປະເພດທີ່ຜະລິດ	ຈຳນວນ(ກິໂລ)	ມູນຄ່າສົນຄ້າ(\$)
1				
2				
	ລວມ:			

ນ້ຳໜັກລວມ (ເປັນຕົວໝັ້ງສີ): ( \_\_\_\_\_ ກິໂລ)

ລວມມູນຄ່າ (ເປັນຕົວໝັ້ງສີ): ( \_\_\_\_\_ ໂດລາສະຫະລັດ)

**ໝາຍເຫດ:** - ໃບອະນຸຍາດສະບັບນີ້ໃຊ້ໄດ້ພາຍໃນກຳນົດ 90 ວັນ, ສ່ວນປະລິມານຕ້ອງບໍ່ເກີນຕາມຈຳນວນທີ່ໄດ້ລະບຸໄວ້  
 - ຫ້າມໂອນໃບອະນຸຍາດ ສະບັບນີ້ໃຫ້ແກ່ຜູ້ອື່ນນໍາໃຊ້ ຖ້າຫາກລະເມີດຈະຕ້ອງໄດ້ຮັບໂທດຕາມກົດໝາຍ.  
 - ສົນຄ້າປະເພດຝຸ່ນ, ຢາປາບສັດຕູພືດ, ແນວຟັນຫຼືຜະລິດຕະພັນທີ່ໄດ້ນໍາເຂົ້າຕ້ອງໄດ້ຜ່ານການກວດກາ ແລະ ຍິ່ງຍືນຈາກພະນັກງານ  
 ກັກກັນພືດເສັຍກ່ອນ ຈຶ່ງຈະອະນຸຍາດໃຫ້ມີການເຄື່ອນຍ້າຍໄດ້.  
 ຍິ່ງຍືນຈາກດ່ານກັກກັນພືດ  
 ຂົວມິດຕະພາບລາວ-ໄທ 1



ຫົວໜ້າພະແນກກະສິກໍາແລະປ່າໄມ້  
ນະຄອນຫຼວງວຽງຈັນ

**ເອກະສານສົ່ງ:**  
 - ດ່ານກັກກັນພືດ 1 ສະບັບ (ເພື່ອຕິດຕາມ)  
 - ເກັບມ້ຽນ 1 ສະບັບ  
 - ຜູ້ດຸ່ງວ 1 ສະບັບ



### 3.2 IM-8 FORM

4

[illegible]

## 3.4 REQUEST TO HEAD OF CUSTOMS AT THE CHECK POINT

Request cover letter to head of  
customs at the check point



**ບໍລິສັດ ຂົນສົ່ງສາກົນ ຈຳກັດ**  
**INTER TRANSPORT Co., LTD**

T2 Road, Ban Nakham, Sikhottabong District, Vientiane capital, Lao PDR  
Phone: (856-21) 223517, Fax: (856-21) 252635, E-mail: inttran@laotel.com

ເລກທີ : /12

ນະຄອນຫຼວງວຽງຈັນ, ວັນທີ :

ໃບສະເໜີ

ຮຽນ : ຫົວໜ້າ ດ່ານພາສີ ສາກົນ ຂົວມິດຕະພາບ I

ເລື່ອງ :

-ອີງຕາມ

-ອີງຕາມ

-ອີງຕາມ

ບໍລິສັດ ຂົນສົ່ງສາກົນ ຈຳກັດ ຂໍຖືເປັນກຸດອັນສູງຮຽນສະເໜີມາຍັງທ່ານເພື່ອຂໍອະນຸຍາດນຳເຂົ້າກ່ອນ

ລາຍລະອຽດຂອງສິນຄ້າທີ່ຈະນຳເຂົ້າມີດັ່ງລຸ່ມນີ້ :

ລ/ດ	ລາຍການສິນຄ້າ	ຈຳນວນ	ນ້ຳໜັກຈິງ (ກລ)	ນ້ຳໜັກລວມ (ກລ)	ມູນຄ່າລວມ US\$	ໝາຍເຫດ
01						
	ລວມມີ					

( Invoice , date : )

ພາຍຫຼັງທີ່ນຳເຂົ້າມາແລ້ວ ທາງບໍລິສັດຈະຮັບຮ້ອນປະກອບເອກະສານທີ່ກ່ຽວຂ້ອງມາຊຳລະສະສາງຕາມລະບຽບການ

ດັ່ງນັ້ນ, ຈຶ່ງຮຽນສະເໜີມາຍັງທ່ານ ເພື່ອຂໍອະນຸມັດ ແລະພິຈາລະນາຕາມຄວາມເໝາະສົມດ້ວຍ

ຮຽນມາດ້ວຍຄວາມນັບຖືຢ່າງສູງ

## 3.5 TRUCK RELEASE ORDER (SAMPLE)

Truck release order

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ກະຊວງການເງິນ  
ກົມພາສີ  
ດ່ານຂົວມິດຕະພາບ I

**ໃບຕິດຕາມລົດຂົນສົ່ງສິນຄ້າ**

---

ລະຫັດດ່ານ: R5C10 - ດ່ານຂົວມິດຕະພາບ I

ຂໍ້ມູນທົ່ວໄປ

ເວລາສິນຄ້າອອກ: ໂດຍ

ເລກທີ:

ປ່ອນເກັບມ້ຽນສິນຄ້າ: - ປ່ອນເກັບມ້ຽນສິນຄ້າຂອງບໍລິສັດ

ລະຫັດຜູ້ແຈ້ງ

---

**ຂໍ້ມູນຂອງຜູ້ຂົນສົ່ງ**

ເລກທະບຽນລົດຂົນສົ່ງ ສັນຊາດ

---

**ຊື່ຜູ້ຂັບລົດ**

---

**ຂໍ້ມູນສິນຄ້າ**

ເລກທີຕິດຕາມເອກະສານຜູ້ແຈ້ງ  
ລາຍການສິນຄ້າ:

Without	ຈຳນວນ ແລະ ປະເພດຫີບຫີ	ນ້ຳໜັກລວມ

ຈຳນວນ ແລະ ກາຫມາຍ 1:  
ຈຳນວນ ແລະ ກາຫມາຍ 2:  
ເລກທີໃບຂົນສົ່ງສິນຄ້າ  
ຂໍ້ມູນຮັບຮອງການແຈ້ງ

ພະນັກງານຜູ້ກວດກາສິນ ຫົວໜ້າດ່ານຂົວມິດຕະພາບ I

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## 3.6 CARRIER'S REPORT

<b>CARRIER'S REPORT</b> <span style="float: right; border: 1px solid black; padding: 2px;">หรือ คู่ฉบับ</span>	
<b>สำหรับของที่ส่งออกนอกราชอาณาจักรทางบก</b> of goods carried out of Thailand over a land	
<b>ตามพระราชบัญญัติศุลกากร (ฉบับที่ ๗) พ.ศ. ๒๔๘๐ มาตรา ๘ (๓)</b> frontier under section 8 (iii) of the Customs Act (No. 7) B.E. 2480	
ที่ซึ่งส่งของออก..... place of exportation	
ชนิดขบวน..... Type of vehicle	
เลขทะเบียนขบวน..... Number of registration of Vehicle	
นามเจ้าของขบวน..... Owner of vehicle	
ข้าพเจ้า (นาม)..... I (name)	ขอแสดงด้วย hereby declare
ความสัตย์จริงว่า ข้าพเจ้าเป็นผู้ควบคุมขบวนที่กล่าวข้างต้น ขนส่งของออกนอกราชอาณาจักร และรายการของที่ that this report is a just report of the goods being carried, other than แสดงในบัญชีในด้านหลังหนังสือนี้ เป็นรายการแห่งของที่บรรทุกในขบวนนี้โดยครบถ้วนถูกต้องบริบูรณ์ แต่ไม่ accompanied passenger's baggage, and that the particulars therein รวมหีบห่อของส่วนตัวโดยสารในขบวนนี้ are true	
ลงนาม..... Signature	ผู้ควบคุมขบวนพาหนะ person in charge of vehicle
วัน เดือน ปี..... Date	
(ต่อไปนี้เป็นสำหรับพนักงานศุลกากรกรอกเอง) <b>FOR OFFICIAL PURPOSES ONLY</b>	
นามด่านศุลกากร..... Customs station.	ด่านศุลกากรหนองคาย-ด่านพรมแดนหนองคาย
ด่านศุลกากรได้ตรวจขบวน..... และตรวจของที่บรรทุกปรากฏว่ารายการที่แสดงไว้ในบัญชีด้านหลังนี้ Lading of the vehicle checked and found to agree with this report. Goods may be exported ถูกต้องแล้ว จึงขออนุญาตให้ขนของไปยังด่านพรมแดนตามทางอนุมัติ และข้ามเขตแดนไปได้ by the approved route via the boundary station.	
ลงนาม..... Signature	พนักงานด่านศุลกากร Customs officer
วัน เดือน ปี..... Date	
นามด่านพรมแดน..... Boundary Post	ด่านศุลกากรหนองคาย-ด่านพรมแดนหนองคาย
ด่านพรมแดนได้ตรวจขบวน และตรวจของที่บรรทุกนี้แล้ว เห็นสมควรปล่อยไปได้ Lading of vehicle rechecked and found to agree with the carrier's report. Allowed to pass.	
ลงนาม..... Signature	พนักงานศุลกากร Customs officer
วัน เดือน ปี.....	

## 3.7 OUTWARD CARRIER'S REPORT

บัญชีสินค้าขาออก OUTWARD CARRIER'S REPORT							
หมายเลขหีบห่อ and Numbers	จำนวนหีบห่อ Number of Packages	น้ำหนักหีบห่อ Gross weight (Kilo)	ชนิดของ Description of Goods	ราคา Value	ผู้ตรวจส่ง Consignor	ผู้รับของ Consignee	หมายเหตุ Remark

ลงนาม.....ผู้รับของ  
 Signature Consignee  
 วัน เดือน ปี.....  
 Date





### 3.9 IMPORT TAX EXEMPTION COVER LETTER

#### Tax exemption cover letter

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ

ກະຊວງການເງິນ  
ກົມພາສີ

ເລກທີ : \_\_\_\_\_ / ກພສ  
ນະຄອນຫຼວງວຽງຈັນ, ວັນທີ : .....

#### ໜັງສືທາງລັດຖະການ

ເຖິງ : ທ່ານ ຫົວໜ້າດ່ານພາສີສາກົນ ຂົວມິດຕະພາບ 1 ( ພາສີ ປະຈຳຂົວ )

ເລື່ອງ : ການນຳເຂົ້າ ແລະ ຍົກເວັ້ນພາສີ-ອາກອນ ( ສຳລັບ

ພາສີປະຈຳຂົວ V	
ເລກທີ:	.....
ວັນທີ:	.....
ເວລາ:	.....

- ອີງຕາມ ກົດໝາຍວ່າດ້ວຍພາສີ ສະບັບເລກທີ : 04/ສພຊ, ລົງວັນທີ : 20/12/2011.
- ອີງຕາມ ອະນຸຍາດ ຂອງ ກະຊວງແຜນການ ແລະ ການລົງທຶນ ເລກທີ : 226 / ຜທ/ຮມສ-ປງທ, ລົງວັນທີ : 24/01/2013.
- ອີງຕາມ ໃບຢັ້ງຢືນການນຳເຂົ້າສິນຄ້າ
- ອີງຕາມ ໜັງສືສະເໜີ ຂອງ

( ນຳສິນຄ້າເຂົ້າຜ່ານດ່ານພາສີສາກົນ ຂົວມິດຕະພາບ 1 ) ລາຍລະອຽດດັ່ງນີ້:

ລ/ດ	ລາຍການສິນຄ້າ	ຈຳນວນ/ຫົວໜ່ວຍ	ນ້ຳໜັກຈຳ	ມູນຄ່າລວມ \$
01				
02				
03				
	ລວມ :			

ກົມພາສີ ມອບຄວາມຮັບຜິດຊອບໃຫ້ ດັ່ງນີ້:

1. ໃຫ້ເອົາໃຈໃສ່ຊັ້ນຳໜ່ວຍງານກ່ຽວຂ້ອງ ທີ່ຂຶ້ນກັບຄວາມຮັບຜິດຊອບຂອງຕົນ ໃນການກວດກາ, ຄຸ້ມຄອງ ແລະ ຕິດຕາມລົບແຜນນຳເຂົ້າໃຫ້ຖືກຕ້ອງ.
2. ພິຈາລະນາອອກໃບຍົກເວັ້ນ ພາສີ-ອາກອນ ຕາມການອະນຸຍາດຂອງກະຊວງແຜນການແລະການລົງທຶນ
3. ປະຕິບັດການສຳລະສະສາງເອກະສານ ຕາມລະບຽບການໃຫ້ສຳເລັດໂດຍໄວ, ພ້ອມມີວິທີການຄຸ້ມຄອງ ການນຳໃຊ້ຢ່າງຮັດກຸມ ແລະ ຖືກຕ້ອງຕາມເປົ້າໝາຍ.

### 3.10 IM-4 CUSTOMS CLEARANCE FORM AT THE CUSTOMS LODGMENT No. 5

12

### 3.11IM-4 (PAGE 2)

13



## 3.12 TRUCKS RELEASE MINUTES FORM

## Truck released minutes

## ໃບປັນທຶກກວດປ່ອຍສິນຄ້າ



ອີງຕາມໃບແຈ້ງພາສີເປັນລາຍລະອຽດ, ສະບັບເລກທີ:....., ລົງວັນທີ: .....  
ໃນເວລາ:....., ອາໄວ້ວັນທີ:..... ພວກເຮົາເຈົ້າໜ້າທີ່ພາສີ ດັ່ງນີ້ລາຍຊື່ລຸ່ມນີ້:

1....., 3.....

2....., 4.....

ຮູບການກວດກາ: ☐ ບໍ່ກວດກາ ☐ ກວດກາເອກະສານ ☐ ໃຊ້ສະແກນເນີ ☐ ກວດສິນຄ້າຖືວຈິງ

ໄດ້ກວດກາສິນຄ້າຂອງບໍລິສັດ....., ໂດຍຊ່ອງໜ້າທ່ານ.....

ຢູ່ທີ່:..... ບັນທຸກໂສລັດຈຳນວນ..... ຄັນ, ໝາຍເລກທະບຽນ.....

ຜ່ານການກວດກາສິນຄ້າຖືວຈິງເຫັນວ່າ:

<input type="checkbox"/>	ເອກະສານປະກອບໃບແຈ້ງ	ໝາຍເຫດ
<input type="checkbox"/>	ຈຳນວນຫົບໜີ້	
<input type="checkbox"/>	ເຄື່ອງໝາຍການຄ້າ	
<input type="checkbox"/>	ຊະນິດສິນຄ້າ	
<input type="checkbox"/>	ເລກລະຫັດສິນຄ້າ	
<input type="checkbox"/>	ປະເທດຕົ້ນກຳເນີດ	
<input type="checkbox"/>	ອື່ນໆ	
<input type="checkbox"/>	ໃບແຈ້ງພາສີເປັນລາຍລະອຽດ	

- ການກວດກາສິນຄ້າໄດ້ສິ້ນສຸດລົງໃນເວລາ..... ຂອງວັນທີ..... ພ້ອມ  
ດຽວກັນ ນັ້ນກໍໄດ້ປົກຜັງບັດ ☐ ບໍ່ໄດ້ປົກຜັງບັດ ☐ ປົກຜັງບັດໜີ້ບກົວ ☐ ຍັງຍືນວ່າຜົນການກວດກາສິນຄ້າ  
ຖືກຕ້ອງຕາມການແຈ້ງໃນເບື້ອງຕົ້ນ.

ດ່ານພາສີ.....

(ພະນັກງານກວດກາສິນຄ້າ)

ຊື່ ແລະ ລາຍເຊັນ

ໝາຍເຫດ:

☒ ຮັບໄດ້

☒ ຮັບບໍ່ໄດ້ (ກວດກາຄົນ)

ຄໍາເຕືອນ: ເມື່ອຂົນສົນຄ້າຂ້າມລົດເປັນທີ່ຮຽບຮ້ອຍແລ້ວ ຕ້ອງຢູ່ໃນການຄວບຄຸມຂອງເຈົ້າໜ້າທີ່ພາສີ

ເພື່ອລໍຖ້າການຊໍາລະສະສາງ ແລະ ໄດ້ຮັບອະນຸຍາດຈາກຄະນະດ່ານເສຍກ່ອນຈຶ່ງປ່ອຍສິນຄ້າອອກຈາກສາງໄດ້.



## **ANNEX 4: Supportive Documents for Export of Maize, Laos Case (Phytosanitary)**

Wednesday, April 30, 2014

**Supported by SANET Asia**

Business Process Analysis for importing of animal feed and Exporting of Maize (Laos)

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4.4	Phytosanitary Certification (sample).....	6



## 4 ANNEX 4: SAMPLE OF PBA DOCUMENTS FOR IMPORT OF ANIMAL FEED

### 4.1 REQUEST FORM FOR PHYTOSANITARY CERTIFICATION

ພະແນກກະສິກໍາ ແລະ ປ່າໄມ້ນະຄອນຫຼວງວຽງຈັນ  
 ຂາເຂົ້າ ເລກທີ \_\_\_\_\_ ວັນທີ \_\_\_\_\_  
 ວັນທີນັດໝາຍ \_\_\_\_\_  
 ໂທລະສັບ: 021 315 627



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ.  
 ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ.

ຄໍາຮ້ອງຂໍ ໃບຢັ້ງຢືນສຸຂານາໄມພືດ

ຮຽນ: \_\_\_\_\_  
 To: The Director of Agriculture and Forestry Service of Vientiane Capital

ທ່ານ/ນາງ/ນາງລາວ.....ນາມລະກູນ.....ອາຍຸ.....ປີ, ສັນຊາດ.....  
 Mr/Mrs/Miss.....Family name.....Age.....Year, Nationality.....  
 ບ້ານເລກທີ.....ຖະໜົນ.....ເມືອງ.....ແຂວງ.....ປະເທດ.....  
 Address.....Street.....District.....Province.....Country.....  
 ໂທລະສັບ.....  
 Telephone.....

ຂໍຢັ້ງຢືນຄໍາຮ້ອງຂໍ ໃບຮັບຮອງປອດຜິດພິດ ສໍາລັບພືດ/ຜະລິດຕະພັນພືດ ທີ່ມີຜະລິດຕະພັນກະສິກໍາ-ປ່າໄມ້ທີ່ຈະສົ່ງອອກຕ່າງລາຍ.

ການຕໍ່ໄປນີ້:  
 Request for Phytosanitary Certificate of the Following Plants/plant Products or Agro-forestry Products Intended for export

ຊະນິດພືດ/ຜະລິດຕະພັນ Kind of Plant/plant product	ປະລິມານ Quantity	ວິທີປັ້ນຈຸທິບທີ່ Description of packages

ຊື່ແລະທີ່ຢູ່ຜູ້ສົ່ງ ຫລືບໍລິສັດ.....  
 Name and address of exporter.....  
 ຊື່ແລະທີ່ຢູ່ຜູ້ຮັບ.....  
 Name and address of consignee.....  
 ແຫລ່ງກໍາເນີດຂອງພືດ.....ເຄື່ອງໝາຍທີ່ສັ່ງເກດນໍາທິບທີ່.....  
 Origin.....Distinguishing marks.....  
 ສິ່ງໂດຍພາຫະນະ.....ວັນທີສົ່ງອອກ.....  
 Means of conveyance.....Departure date.....  
 ປະເທດປາຍທາງ.....ໃບອະນຸຍາດສົ່ງອອກ ເລກທີ.....ມູນຄ່າ.....  
 Point of entry.....Export permit No.....Value.....  
 ທີ່.....ວັນທີ.....  
 (ເຊັນຊື່ຜູ້ຍືນຄໍາຮ້ອງຫລືຕົວແທນ)  
 (Signature of Applicant or Authorized representative)

## 4.2 PHYTOSANITARY REPORT FORM (PAGE 1)

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ.

-----

ກະຊວງກະສິກຳ ແລະ ປ່າໄມ້  
ພະແນກກະສິກຳ ແລະ ປ່າໄມ້ນະຄອນຫລວງ  
ຂະແໜງປູກຝັງ  
ດ່ານກັກກັນພືດ.....

**ໃບສະຫລຸບຜົນການກວດກາພືດ**

I. ສະພາບຄວາມເປັນມາຂອງສິນຄ້າ

1. ສິນຄ້າທີ່ຈະສົ່ງອອກ.....

2. ສິນຄ້າທີ່ຈະນຳເຂົ້າມາ.....

3. ນຳໜັກ..... ມູນຄ່າ.....

4. ຊື່ຂອງພືດ.....

5. ສະຖານທີ່ທຳການກວດກາ.....

6. ກວດກາເລີ່ມແຕ່ວັນທີ..... ເຖິງວັນທີ.....

7. ສະພາບສະຖານທີ່ກວດກາ ☐ ສາງ ☐ ຊີໂລ ☐ ເຮືອສິນຄ້າ ☐ ບັນຈຸຫີບຫໍ່  
☐ ກາງແຈ້ງ ☐ ພາຊະນະບັນຈຸ ☐ ພາຊະນະສິນຄ້າ  
☐ ກະສອບ ☐ ມັດ ☐ ລັງໄມ້ ☐ ບໍ່ບັນຈຸຫີບຫໍ່ ☐ ອື່ນໆ

II. ຜົນການກວດກາ

1. ການກວດກາທົ່ວໄປ (ດ້ວຍຕາເປົ່າ) ການທຳລາຍ ☐ ສູງ ☐ ປານກາງ ☐ ຕ່ຳ ☐ ຕ່ຳສຸດ

2. ການກວດກາວິໃຈຕົວຢ່າງການທຳລາຍ ☐ ສູງ ☐ ປານກາງ ☐ ຕ່ຳ ☐ ຕ່ຳສຸດ

3. ຊະນິດຂອງພະຍາດແລະບຶງແມງທີ່ພົບເຫັນ: -  
.....  
.....

4. ຊະນິດຂອງພະຍາດ ແລະບຶງແມງທີ່ພົບເຫັນວ່າບໍ່ຄວນນຳເຂົ້າມາພາຍໃນປະເທດ ແລະ ບໍ່  
ຄວນສົ່ງອອກຕ່າງປະເທດຊຶ່ງບໍ່ສອດຄ່ອງກັບກົດລະບຽບຂອງປະເທດທີ່ຕ້ອງການສິນຄ້າ:  
.....  
.....

III. ການຮິມຢາຫລືຂ້າເຊື້ອດ້ວຍວິທີອື່ນໆ:

ຖ້າຫາກກວດພົບເຫັນວ່າມີພະຍາດບຶງແມງໄມ້ບາງຊະນິດທີ່ມີການທຳລາຍຂັ້ນປານກາງຫາ  
ຂັ້ນສູງສຸດ, ແຕ່ບໍ່ແມ່ນພະຍາດບຶງແມງທີ່ເກືອດທຳມ, ຈຳເປັນຈະຕ້ອງທຳການຮິມຫລືຂ້າເຊື້ອ  
ດ້ວຍວິທີການທີ່ເໝາະສົມ (ອີງຕາມຄວາມຕ້ອງການຂອງປະເທດທີ່ຕ້ອງການ)  
ວິທີການຂ້າເຊື້ອພະຍາດ ແລະ ບຶງແມງ..... ສານເຄມີທີ່ໃຊ້.....  
ອັດຕາຄວາມເຂັ້ມຂຸ້ນທີ່ໃຊ້..... ໃຊ້ເວລາ.....

### 4.3 PHYTOSANITARY REPORT FORM (PAGE 2)

IV. ການອອກໃບຮັບຮອງປອດສັດຕູພືດ: ☐ ເຫັນດີ ☐ ບໍ່ເຫັນດີ ☐ ສົ່ງເຂົ້າໄປ  
☐ ຕ້ອງຜ່ານການຂ້າເຊື້ອເສຍກ່ອນ

V. ຄຳເຕືອນ: ນັບແຕ່ວັນສະຫລຸບຜົນການກວດກາເປັນຕົ້ນໄປ ບໍ່ໃຫ້ເກີນ 21 ວັນ ຕ້ອງສົ່ງສິນ  
ຄ້າອອກ ບໍ່ດັ່ງນັ້ນ ຈະບໍ່ຮັບຜິດຊອບ

ຖ້າຫາກເຫັນດີຜ່ານການຂ້າເຊື້ອຕາມຄຳສະເໜີຂອງວິຊາການ, ຈົ່ງຕັດເອົາສ່ວນລຸ່ມນີ້  
ສົ່ງໄປຫາຂະແໜງການທີ່ກ່ຽວຂ້ອງ (ພາກສ່ວນຮິມຢາ)

ຈາກ.....  
ເຖິງ.....


ພວກເຮົາເຫັນດີຕາມໃບສະຫລຸບຜົນການກວດກາພືດຄັ້ງວັນທີ.....ຫາວັນທີ.....  
ກ່ຽວກັບການຂ້າເຊື້ອວິທີທີ່ເໝາະສົມ ແລະ ຂໍຮັບພາລະໃນການໃຊ້ຈ່າຍທັງໝົດໃນການປະຕິ  
ບັດວຽກງານທັງໝົດ.

ເຫັນດວນປະການໃດແລ້ວແຕ່ທ່ານຈະພິຈາລະນາ.  
ທີ່.....ວັນທີ...../...../2010

ພະນັກງານກວດກາ ລາຍເຊັນເຈົ້າຂອງສິນຄ້າ



#### 4.4 PHYTOSANITARY CERTIFICATION (SAMPLE)

 <p><b>LAO PEOPLE'S DEMOCRATIC REPUBLIC</b> PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY</p> <p><b>MINISTRY OF AGRICULTURE AND FORESTRY</b> <b>DEPARTMENT OF AGRICULTURE</b></p> <p><b>PHYTOSANITARY CERTIFICATE</b></p>		
From : Plant Protection Organization of		To : Plant Protection Organization(s) of
<b>I. DESCRIPTION OF CONSIGNMENT</b>		
Name and address of exporter		Declared name and address of consignee
Number and description of packages		Distinguishing marks
Place of Origin	Declared means of conveyance	Declared point of entry
Name of produce and quantity declared		Botanical name of plants
<p>This is to certify that the plant and plant products or other regulated articles described herein have been inspected and /or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.</p>		
<b>II. ADDITIONAL DECLARATION</b>		
<b>III. DISINFESTATION AND / OR DISINFECTION TREATMENT</b>		
Treatment Date:		Treatment:
Chemical (Active ingredients):		Duration & Temperature:
Concentration:		Additional Information:
Date Inspected:		Name and Signature of Authorized Officer
Date Issued:		
Place of Issue:		
<p>Department of Agriculture, P.O.Box 811, Vientiane, Lao PDR. Tel: (856) 21 412350 Fax: (856) 21 412349 Email: doag@laotel.com</p>		


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## 4 ANNEX 4: SAMPLE OF PBA DOCUMENTS FOR EXPORT OF MAIZE

### 4.1 EX-1 FORM



 ໂບລະຈັງພາສີຝັນລາຍລະອຽດ ASEAN CUSTOMS DECLARATION DOCUMENT		 ກ.ລະຫັດຕຳນະສາສີບອນບິນໂບລະຈັງພາສີ / CUSTOMS OFFICE OF LOGEMENT	
2 ຜູ້ສົ່ງອອກ / Exporter / Consignor		1 ລະຫັດໂບລະຈັງພາສີ / Type of declaration 3 ເລກສາມຈຳນວນສູດ / Forms 4 ເລກທີໂບລະຈັງພາສີ / Customs reference number: _____ ວັນທີ / Date	
8 ຜູ້ນຳເຂົ້າ / Importer / Consignee		5 ຈຳນວນສະເປັດສິນຄ້າ / Total items 6 ຈຳນວນເອີ້ນຄ່າ / Total packages 7 ເລກລະຫັດຜູ້ສົ່ງອອກ / Declarant reference number	
14 ຜູ້ປະກາດໂບລະຈັງພາສີ ຫຼື ຜູ້ຕາງໜ້າ Identification of declarant / Representative		9 ກ.ເລກສີໂບລະຈັງພາສີ / Cargo manifest reference 10 ວັນທີນຳເຂົ້າ / ສົ່ງອອກ / Date of importation / exportation 12 ນ້ຳໜັກລວມ / Gross weight (Kg)	
18 ເລກສະບັບພາສາພາຍໃນສົ່ງຈາກປະເທດຕົ້ນສາຍ Identification and nationality of means of transport		15 ປະເທດສົ່ງອອກ / Country of exportation 16 ລະຫັດປະເທດຕົ້ນກຳເນີດ / Country of origin / Code 17 ປະເທດປາກເກາະ / Country of destination	
21 ເລກສະບັບພາສາພາຍໃນສົ່ງເຖິງປະເທດປາກເກາະ Identification and nationality of means of transport crossing the border		19 ຜູ້ສິນຄ້າ / 20 ເງື່ອນໄຂສົ່ງອອກສິນຄ້າ / Terms of delivery 22 ສະກຸນເງິນໃນການສົ່ງອອກ / ມູນຄ່າສິນຄ້າໃນໂບລະຈັງພາສີ Payment currency / Total invoiced amount 23 ສິດຕາສະກຸນ / Exchange rate 24 ສັດຕາສະກຸນ / Nature of trans	
25 ວິທີການສົ່ງ / Mode of transport 27 ບ່ອນເອົາສິນຄ້າຂຶ້ນ / ລົງ Place of unloading/loading		28 ສະມາທິປະໄຕການເງິນ ລວມ ທຸກພາກສ່ວນ / Financial and banking data	
29 ຕຳນະສາສີບອນບິນກຳເນີດ / ສອກ Customs office of entry / exit		30 ບ່ອນເກັບສິນຄ້າ / Location of goods	
31 ເຄື່ອງໝາຍ ແລະ ເລກສາມຈຳນວນ ປະກອບ Container identifier, marks and number of packages, number and type of packages and description of goods		32 ສິນຄ້າສິນຄ້າຕາມປີ Item No. 33 ເລກລະຫັດສິນຄ້າ / Commodity Tariff Code (AHTN)	
34 ປະເທດຕົ້ນກຳເນີດ / C/O code 35 ນ້ຳໜັກລວມ / G.W (Kg) 36 ການໃຫ້ສິດພິເສດ / Preference 37 ລະຫັດປະເທດສາຍ / Procedure code 38 ນ້ຳໜັກຈົງ / N.W (kg) 39 ໂບລະຈັງພາສີ / Quota / License		40 ໂບລະຈັງພາສີກ່ອນເລກສີ / Previous customs document / Summary declaration 41 ປະເພດສິນຄ້າຕື່ມ / Supplementary quantity 42 ລາຄາສິນຄ້າ / Item price 43 ລະຫັດປະເທດສາຍ / Val code 44 ເອກະສານປະກອບ Other information covering the liability of goods to specific requirements 45 ມູນຄ່າປັບປຸງ / Adjustment 46 ມູນຄ່າສິນຄ້າສົ່ງອອກ / Customs val after adjust (LAK) ເອກະສານສິນຄ້າສົ່ງອອກ / Statistical value	
47 ຕຳນະສາສີ ອາກອນ ແລະ ພັນທະສິນຄ້າ Collection of duties and taxes ປະເພດພາສີ-ອາກອນ / Type of duty-tax ວິນຍາຍເກິດໄລ່ / Calculation base ສິດຕາ / Rate ຄ່າພາສີ-ອາກອນ / Amount ສີດ / MP ພາສີ / Duty ອາກອນ / Cons. tax ສະເພນ / VAT ອາກອນ / Profit tax ລວມ / Total		48 ການຊໍາລະເງິນຄ່າພາສີ-ອາກອນ / Deferred payment of duty / tax / fee 49 ສາງພາສີ / Identification of customs warehouse ລາຍລະອຽດການບັນທຶກ / ACCOUNTING DETAILS Mode of Payment Assessment Number _____ ວັນທີ / Date ບັນທຶກບັນທຶກ / Receipt number _____ ວັນທີ / Date Guarantee _____ ວັນທີ / Date Total Fees Total Declaration	
47 ກ ລວມອອກ ຕຳນະສາສີ-ອາກອນ ແລະ ພັນທະສິນຄ້າ ຈະຕ້ອງສົ່ງອອກ Total amount of Customs duties and taxes ປະເພດພາສີ-ອາກອນ / Type of duty / tax ຄ່າພາສີ-ອາກອນທີ່ຈະຕ້ອງສົ່ງອອກ Duties and taxes collected ພາສີ / Duty ອາກອນ / Consumption tax ສະເພນ / VAT ອາກອນ / Profit tax ລວມອອກ / Total amount		ລາຍລະອຽດການບັນທຶກຄ່າສິນຄ້າ / VALUATION DETAILS 22 ກ ລວມອອກໃນໂບລະຈັງພາສີ / Total invoiced amount (LAK) ຄ່າສິນຄ້າທີ່ໄດ້ຈ່າຍຫຼືຈະຕ້ອງຈ່າຍ / Freight paid or payable (LAK) ຄ່າປະກັນໄພ / Insurance costs (LAK) ຄ່າອື່ນໆ / Other charges (LAK) ສີ ແລະ ລາຍເຊັນພະນັກງານກວດກາສິນຄ້າ / Name and signature of customs inspector(s) ວັນທີ / Date ສີ / Name ລາຍເຊັນ / Signature ສີ ແລະ ລາຍເຊັນຫົວໜ້າຕຳນະສາສີ / Name and Signature of Chief of Customs office of entry / exit point ວັນທີ / Date ສີ / Name ລາຍເຊັນ / Signature	
54 ການຢືນຢັນ / Authentication: ພວກຂ້າພະເຈົ້າລະຫັດຢືນຢັນໃຫ້ຮູ້ວ່າ ທຸກຂໍ້ມູນທີ່ໄດ້ສົ່ງໃນໂບລະຈັງພາສີຝັນລາຍລະອຽດ ສະບັບນີ້ ແມ່ນຖືກຕ້ອງຕາມເອກະສານກ່ຽວກັບສິນຄ້າທີ່ສົ່ງອອກ / We hereby certify that the information contained in all pages of this declaration submitted are the best of our knowledge and belief true and correct. ຊື່ / Place _____ ວັນທີ / Date ຖານະຜູ້ສົ່ງອອກ / Status of declarant ຊື່ຂອງຜູ້ສົ່ງອອກສິນຄ້າ / ຜູ້ປະກາດໂບລະຈັງພາສີ: _____ ລາຍເຊັນ Name of declarant / representative: _____ Signature:			



## 4.2 EX-1 FORM (PAGE 2--FOR OFFICIAL USE ONLY)

ສະເພາະພະນັກງານ / For Officers Only			
ຫ້ອງທີ 1 ຂົນສົ່ງຜ່ານແຄວ ດ່ານພາສີ / ປະເທດ Box 1 Transit point / Country	ດ່ານພາສີບ່ອນເຂົ້າ Entry point    <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ສິບກົວ / Seal  <input type="checkbox"/> ສິບກົວລົດຂົນສົ່ງ / Sealed truck  <input type="checkbox"/> ສິບກົວຕີບທໍາ / Sealed container               </div> <div> <input type="checkbox"/> ສະພາບເດີມ / Good condition  <input type="checkbox"/> ສິບກົວໂຮມ / Re-sealed               </div> </div>	ປະສົບການ Stamp	ດ່ານພາສີບ່ອນອອກ Exit point    ປະສົບການ Stamp
ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____		ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____	
ຫ້ອງທີ 2 ຂົນສົ່ງຜ່ານແຄວ ດ່ານພາສີ / ປະເທດ Box 2 Transit point / Country	ດ່ານພາສີບ່ອນເຂົ້າ Entry point    <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ສິບກົວເພີ່ມ / Additional seal  <input type="checkbox"/> ບໍ່ / No               </div> <div> <input type="checkbox"/> ເລກສິບກົວ / Sealed code  <input type="checkbox"/> ໄດ້ / Yes               </div> </div>	ປະສົບການ Stamp	ດ່ານພາສີບ່ອນອອກ Exit point    ປະສົບການ Stamp
ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____		ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____	
ຫ້ອງທີ 3 ດ່ານພາສີ / ປະເທດ ບ່ອນສິນຄ້າມາສອດ Box 3 Destination point / Country	ດ່ານພາສີສູດຕໍາບ່ອນສິນຄ້າມາສອດ Customs control at destination point    <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ໄດ້ສົ່ງສິນຄ້າມາສອດຕໍາບ່ອນສິນຄ້າມາສອດ / Destination point  <input type="checkbox"/> ການຂົນສົ່ງຜ່ານແຄວໄດ້ສິ້ນສຸດລົງ / End of transit               </div> </div>		
ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____		ວັນທີ / Date: _____ ລາຍເຊັນ / Signature: _____	

ພວກຂ້າພະເຈົ້າ ເຊີນມີ ແລະ ລາຍເຊັນລັກຊະນະ ຂໍຢັ້ງຢືນວ່າການຂົນສົ່ງສິນຄ້າເທື່ອຂອງຜູ້ຂ້າພະເຈົ້າ ແມ່ນຖືກຕ້ອງແທ້ ແລະ ພວກຂ້າພະເຈົ້າຮັບປະກັນວ່າ ຈະສົ່ງສິນຄ້າດັ່ງກ່າວໄປເຖິງປະເທດປາຍທາງ ຖ້າບໍ່ດັ່ງນັ້ນ ພວກຂ້າພະເຈົ້າຈະຮັບຜິດຊອບວ່າ ຈະຍືນຍອມໃຫ້ພະລັງບັນດາພະທານ ຕາມທີ່ໄດ້ກຳນົດໄວ້ໃນກົດສະບຽບຂອງພາສີແຫ່ງ ສປປ ລາວ.

We, by the names and signatures listed below, certify that the above declaration of goods is true and correct and we ensure that the goods will be transported to final destination. Otherwise, we shall be liable for Lao Customs Law.

ຜູ້ກຳປະກັນ / Guarantor

\_\_\_\_\_

ຜູ້ຂົນສົ່ງ / Transport operator

\_\_\_\_\_



## 4.3 EXPORT GOODS RELEASE MINUTE FORM

**ໃບບັນທຶກກວດປ່ອຍສິນຄ້າ**



ອີງຕາມໃບແຈ້ງພາສີເປັນລາຍລະອຽດ, ສະບັບເລກທີ:....., ລົງວັນທີ: .....,  
 ໃນເວລາ:..... ຂອງວັນທີ:..... ພວກເຮົາເຈົ້າໜ້າທີ່ພາສີ ດັ່ງມີລາຍຊື່ລຸ່ມນີ້:

1....., 3.....  
 2....., 4.....

ຮູບການກວດກາ: ☐ ບໍ່ກວດກາ ☐ ກວດກາເອກະສານ ☐ ໃຊ້ສະແກນເນີ ☐ ກວດສິນຄ້າຕົວຈິງ  
 ໄດ້ກວດກາສິນຄ້າຂອງບໍລິສັດ....., ໂດຍຊ່ອງໜ້າທ່ານ.....  
 ຢູ່ທີ່:..... ບັນທຸກໃສ່ລິດຈຳນວນ..... ຄັນ, ໝາຍເລກທະບຽນ.....  
 .....  
 ຜ່ານການກວດກາສິນຄ້າຕົວຈິງເຫັນວ່າ:

		ໝາຍເຫດ
<input type="checkbox"/>	ເອກະສານປະກອບໃບແຈ້ງ	
<input type="checkbox"/>	ຈຳນວນຫົບຫໍ່	
<input type="checkbox"/>	ເຄື່ອງໝາຍການຄ້າ	
<input type="checkbox"/>	ຊະນິດສິນຄ້າ	
<input type="checkbox"/>	ເລກລະຫັດສິນຄ້າ	
<input type="checkbox"/>	ປະເທດຕົ້ນກຳເນີດ	
<input type="checkbox"/>	ອື່ນໆ	
<input type="checkbox"/>	ໃບແຈ້ງພາສີເປັນລາຍລະອຽດ	

- ການກວດກາສິນຄ້າໄດ້ສິ້ນສຸດລົງໃນເວລາ....., ຂອງວັນທີ..... ພ້ອມ  
 ດຽວກັນ ນັ້ນກໍໄດ້ປົກຜ້າບັດ ☐ ບໍ່ໄດ້ປົກຜ້າບັດ ☐ ປົກຜ້າບັດໜີບກົວ ☐ ຍັງຢືນວ່າຜົນການກວດກາສິນຄ້າ  
 ຖືກຕ້ອງຕາມການແຈ້ງໃນເບື້ອງຕົ້ນ.

ດ່ານພາສີ.....  
 (ພະນັກງານກວດກາສິນຄ້າ)  
 ຊື່ ແລະ ລາຍເຊັນ

ໝາຍເຫດ:  
☒ ຮັບໄດ້  
☒ ຮັບບໍ່ໄດ້ (ກວດກາຄືນ)

ຄໍາເຕືອນ: ເມື່ອຂົນສົນຄ້າຂຶ້ນລົດເປັນທີ່ຮຽບຮ້ອຍແລ້ວ ຕ້ອງຢູ່ໃນການຄວບຄຸມຂອງເຈົ້າໜ້າທີ່ພາສີ  
 ເພື່ອລໍຖ້າການຊໍາລະສະສາງ ແລະ ໄດ້ຮັບອະນຸຍາດຈາກຄະນະດ່ານເສຍກ່ອນຈຶ່ງປ່ອຍສິນຄ້າອອກຈາກສາງໄດ້.