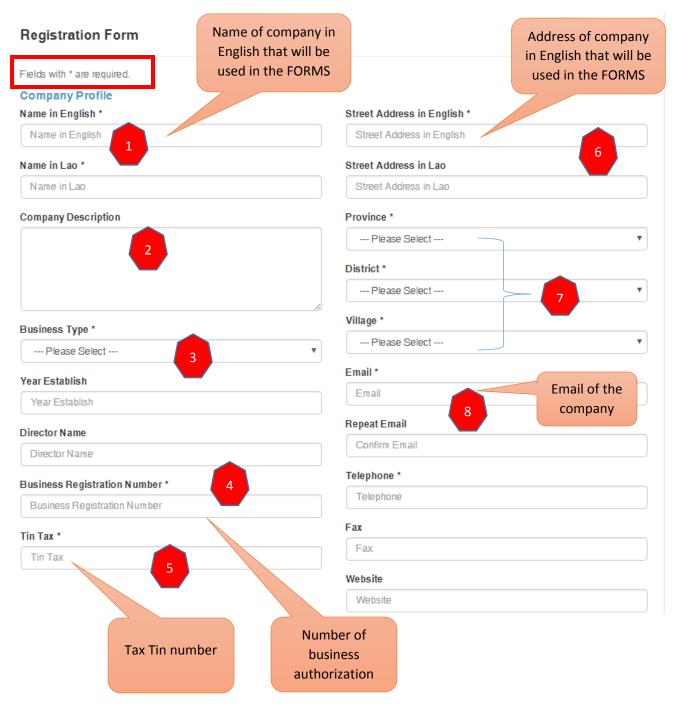


For a company, we need to make a registration online



ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ

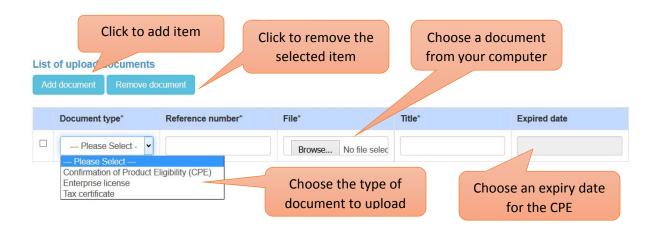
Registration form:



- 1- The name of the company in English will be printed in the forms so please input the full name of the company.
- 2- You can put in brief what kind of business your company is doing.
- 3- Select the business type of your company. Just choose "Others" if your business type is not in the list.

บู้ลี่ສັດ ໄຊເບີເຣຍ จำກัດ 2 | Page

- 4- It is the business registration number taken from the business authorization paper. It will be used to identify the company.
- 5- It is the unique number that identify the company who pay the tax. This number will be used as your login name
- 6- Put the house's number and the name of the road only. Please put the correct address as it will be printed on forms.
- 7- Choose in order the province, district and then the name of the village if not you will see some empty list.
- 8- The email should be an email of the company not of the shipping. In the case that the company have many shipping staff, the company should set a forward email to all the shipping staff. All alerts and communications between the company and the ECO system will be sent to that email.

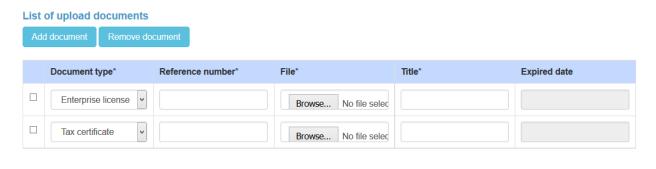


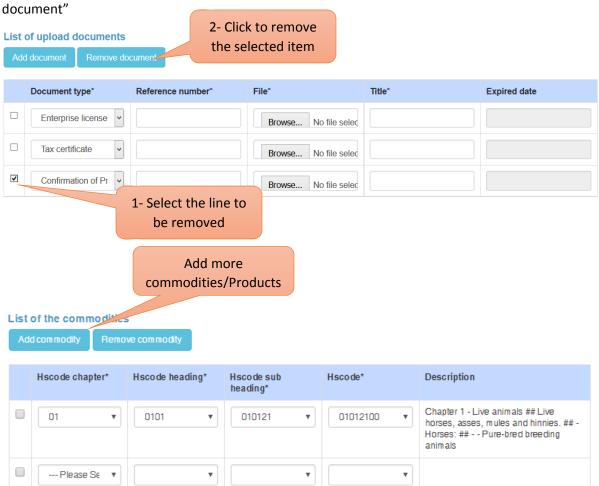
At the registration, the company need to upload at last 2 files (Tax certificate, Enterprise license).

You need to fill a reference number of the up, the title of document and choose a file to upload for (Tax certificate and Enterprise license)

The expiry date is required for the CPE (confirmation of Product Eligibility) if the document type is not CPE then the expiry date can be empty

One line is for one document to upload, if you need to upload more document you have to click on "Add document" as below:

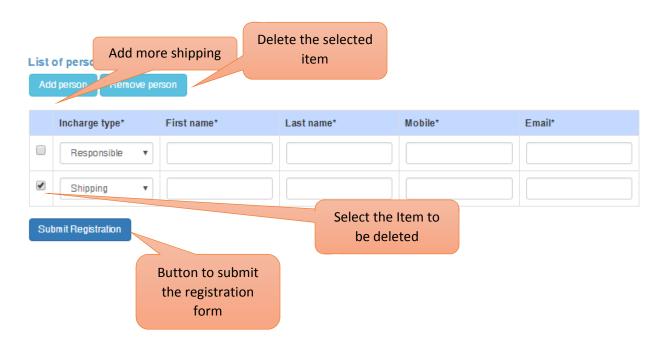




If you need to remove a line of document upload you need to tick and click on the button "Remove".

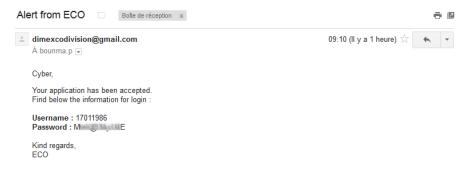
For the commodities, you should choose the hscode that your company deals with. If there are many commodities you should click on Add Commodity on the top.

For the persons in charge, you need to fill in the responsible of the company and all the shipping to facilitate the communication between company and the ministry.

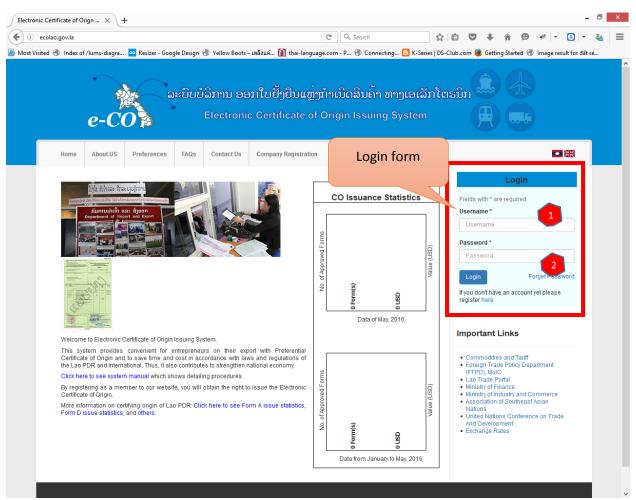


After register you need to wait for the confirmation email from the ministry which will contain the information about the login.

The company should get an email after the approval of the ECO division. Here is how the email look like:

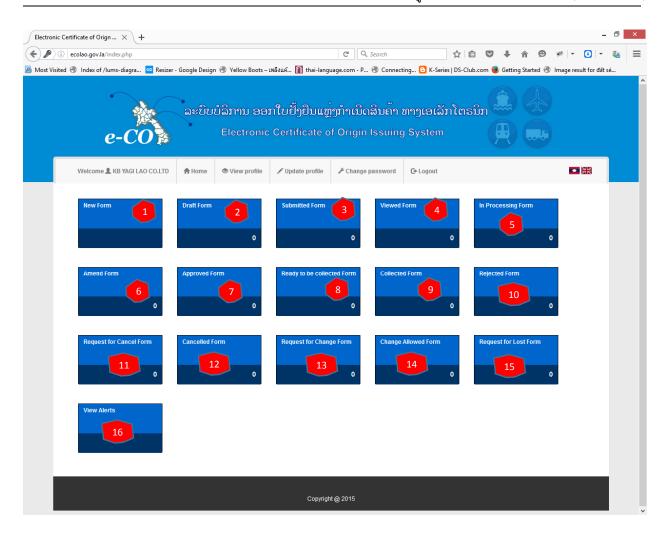


<u>Login</u>

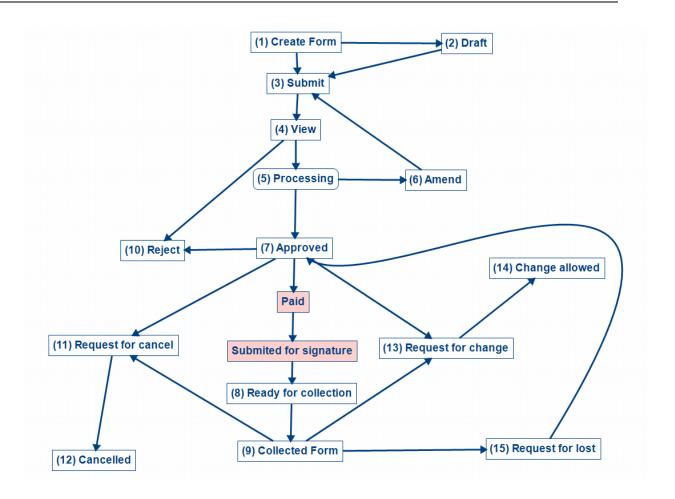


- 1- The company should put the tin tax number used in the registration
- 2- The company should put the password received in the message when the agency approves the registration.

After login the company will see the main page that show the overview of all the form base on the status.



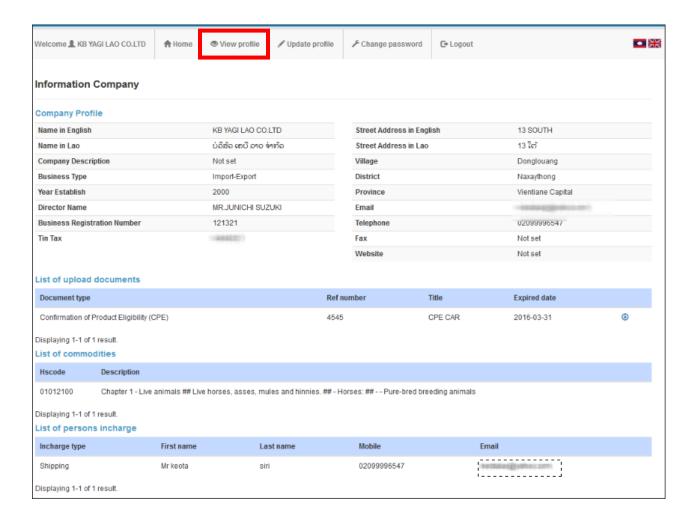
- 1- Create a new form
- 2- Show the list of forms that are not sent to the agencies
- 3- List all the forms that are sent to the agencies
- 4- List all the forms that are viewed but not yet in processing
- 5- List all the forms that are in processing
- 6- List all the forms that have some problems (missing information, document...etc.)
- 7- List all the approved forms
- 8- List all the forms that are signed and ready to for collection by the company
- 9- List all the cancelled forms
- 10- List all the rejected forms
- 11- List all the forms that the company have requested to cancel
- 12- List all the collected forms
- 13- List all the forms that the company have requested to make some changes
- 14- List all the forms that are allowed to make the changes
- 15- List all the forms that are lost
- 16- List all the messages sent between the agencies and the company.



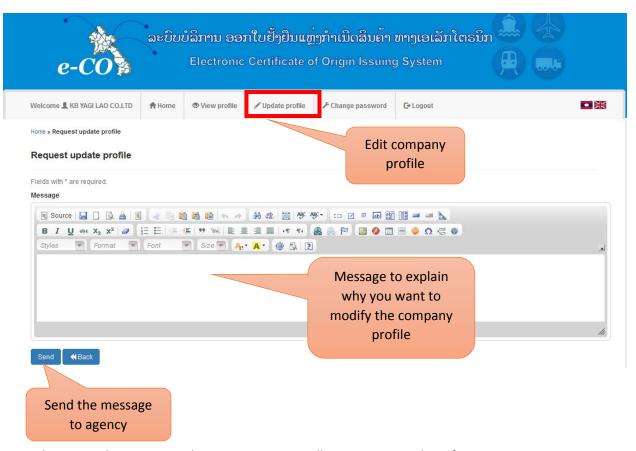
View Profile

After login for the first time, the company should look at its own profile to check the correctness of the data like address...etc.

If something need to be changed or if the company have new CPE files to add, the company can use the menu "Update profile" to request to make the changes.

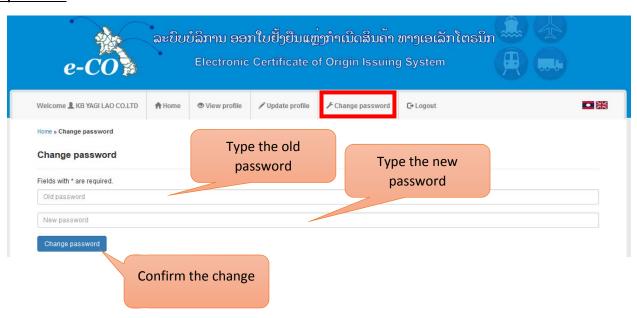


Changing Profile



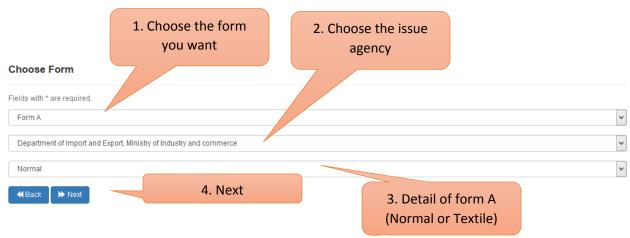
Once the agency have approved your request you will receive an email notification.

Change password



ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 10 | Page

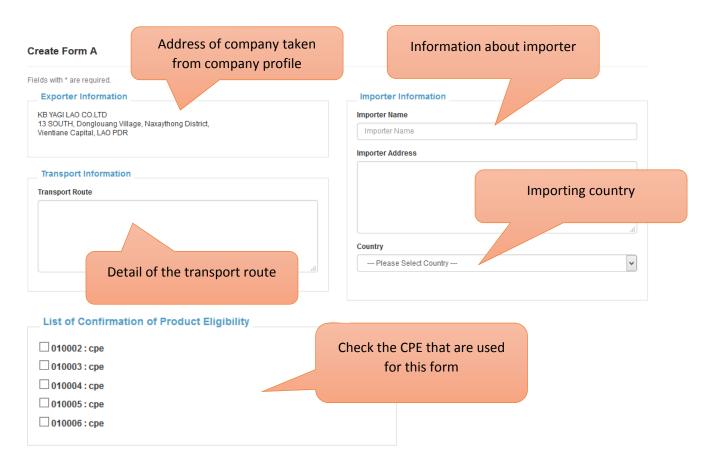
Create form A



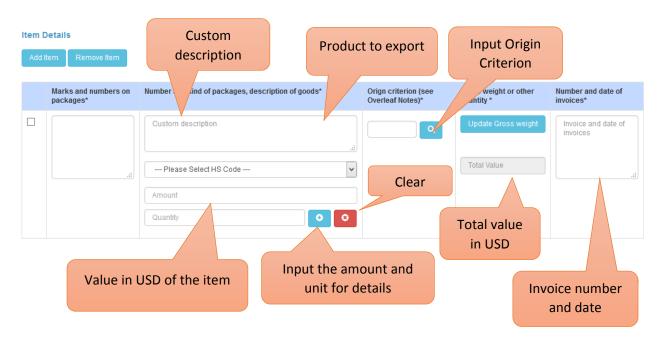
Example of Filling form

You should fill the form except the uploading data, click on save and then update in the draft form to choose the documents to upload.

FORM A



ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 11 | Page

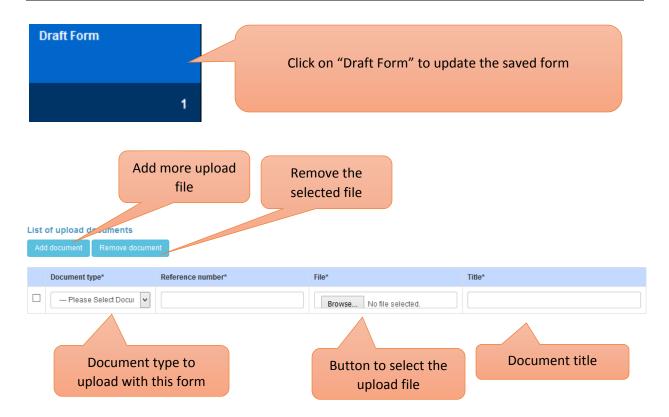


Before selecting the document to upload, make sure that you have saved first as the upload may takes sometimes and it may make a connection time out and you will lost all what you have filled. After saved click on "Draft form" and choose your form and to continue your process with the upload of document.

ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 12 | Page

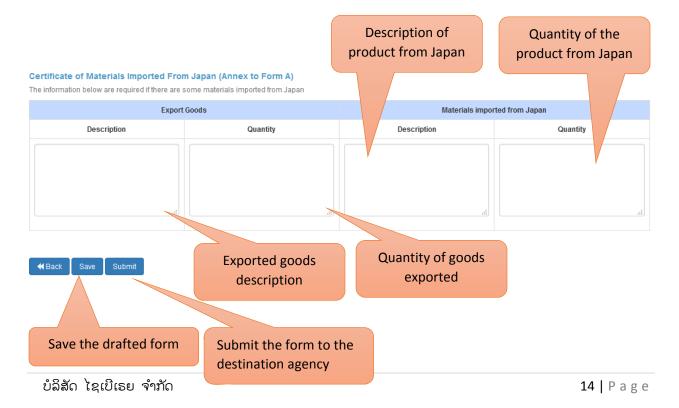
Create Form A Fields with " are required. Exporter Information Importer Information KE YAGI LAD COLLTD 13 SOUTH, Donglousing Wlage, Naxaythong District, Vientiane Capital, LAO POR Transport Information I rensport Route - Please Select Country -Item Details Total Value V Make sure that you have Quantity saved the form before • doing the upload and then submit List of upload documents Intie" - Please Select Dt Certificate of Materials Imported From Japan (Annex to Form A) The information below are required if there are some materials imported from Japan Export Goods Quantity Description Quantity Save as draft

ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 13 | Page

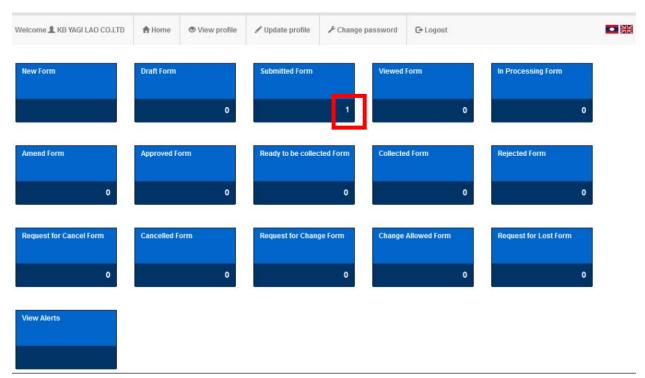


The company must provide some documents for the applied form such as invoice, packing list...etc.

For this example of Form A textile, there is an annex that need to be filled if the imported materials is from Japan if not it can be left blank.

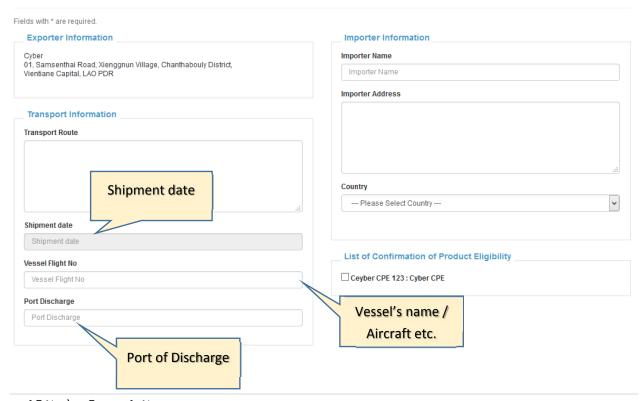


After submitting the form, we can follow up the status of the form in the dashboard.

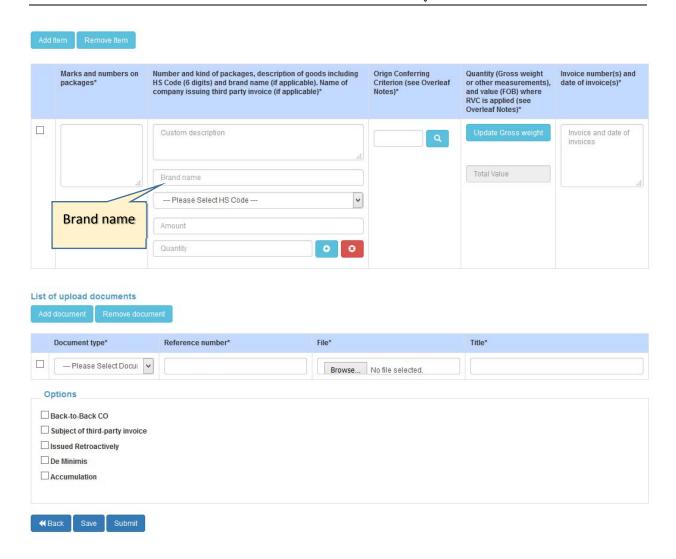


Form AANZ

Create Form AANZ

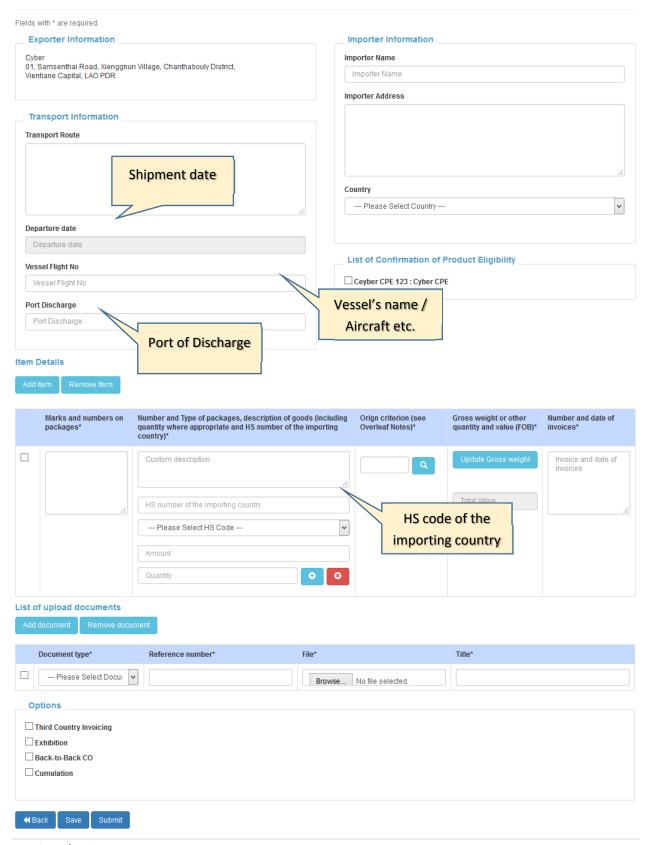


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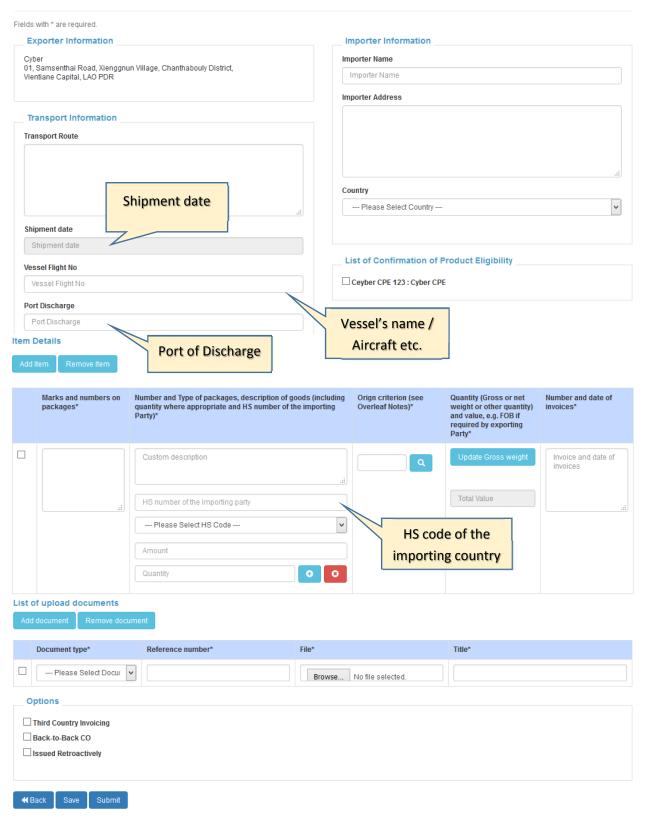
Form Al



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Form AJ

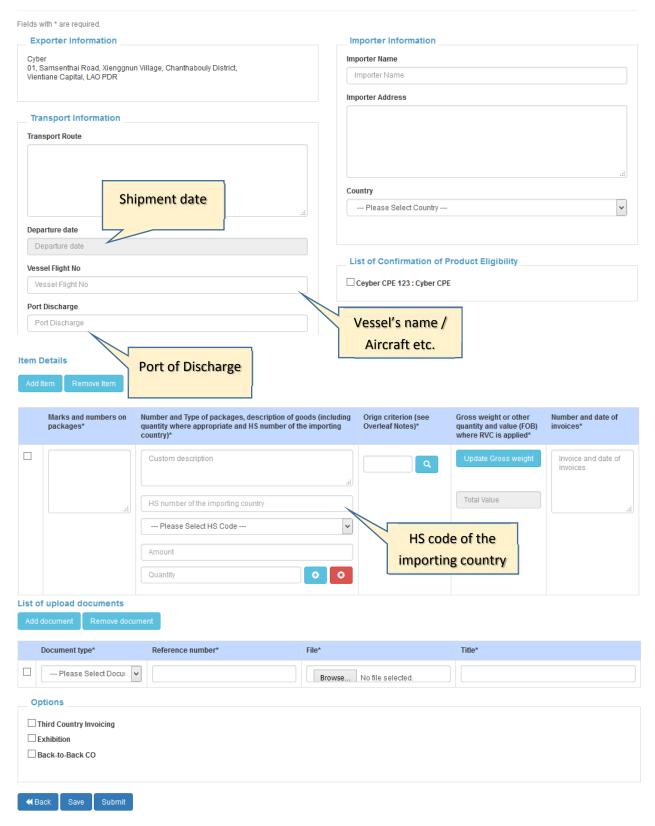
Create Form AJ



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Form AK

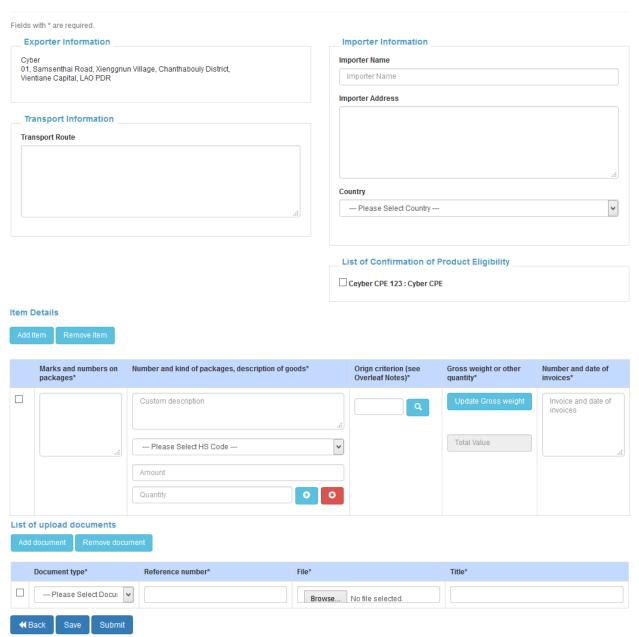
Create Form AK



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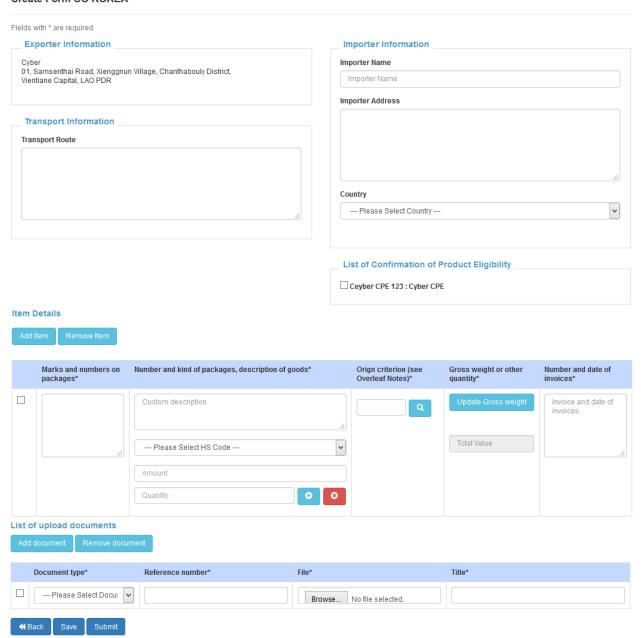
Form APTA

Create Form APTA



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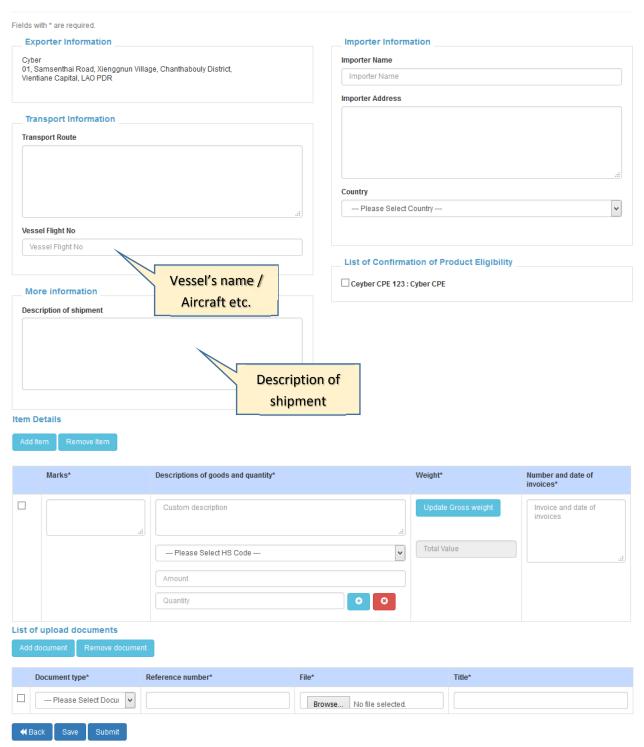
Form CO KOREA Create Form CO KOREA



ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 21 | Page

Form CO White

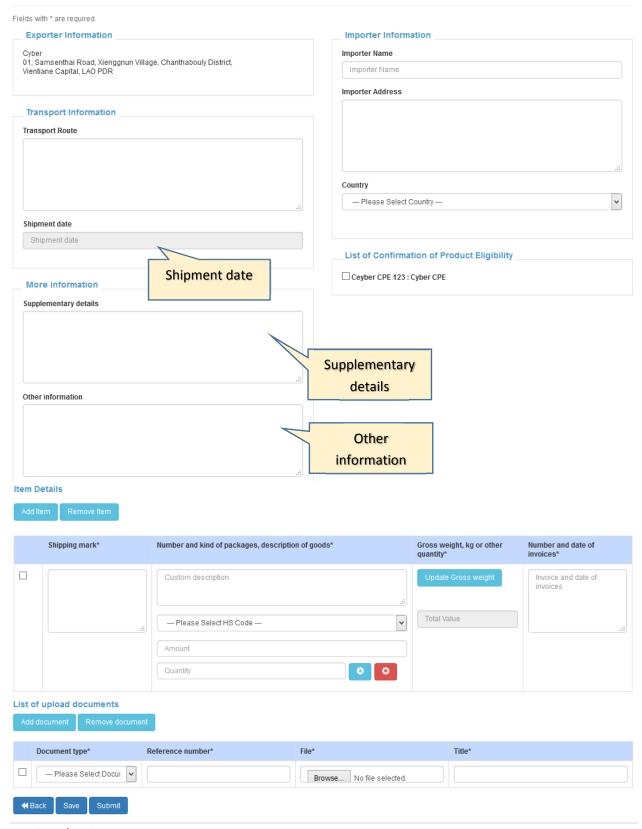
Create Form CO White



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Form CO Yellow

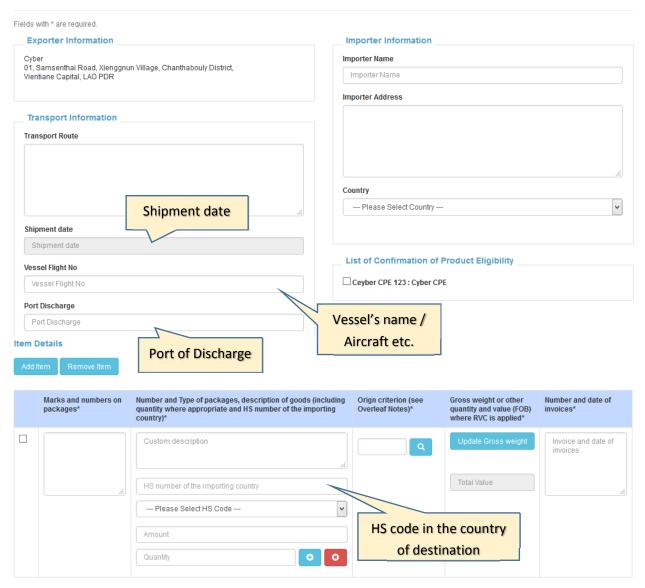
Create Form CO Yellow



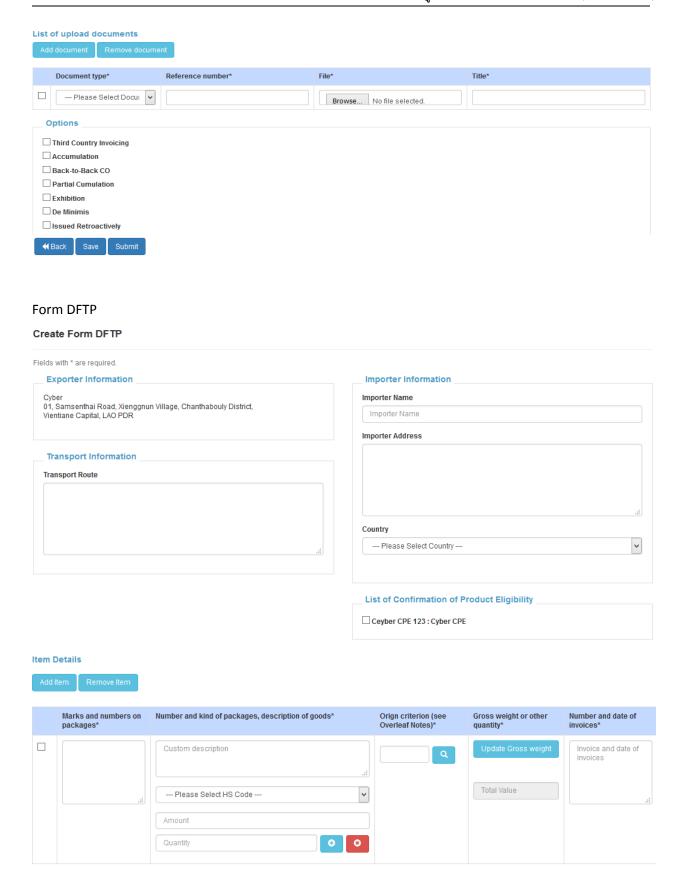
ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 23 | Page

Form D

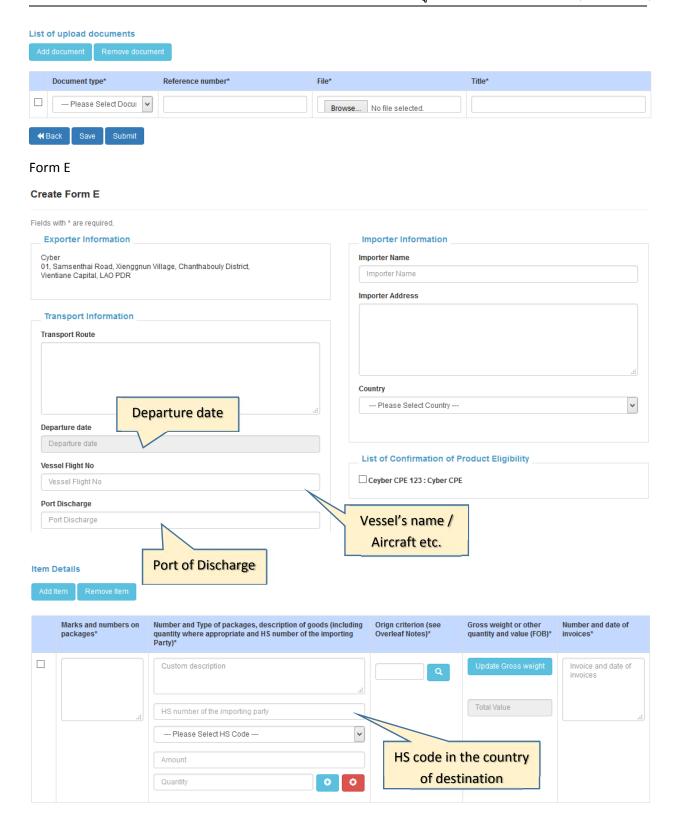
Create Form D



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ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ **25 | Page**



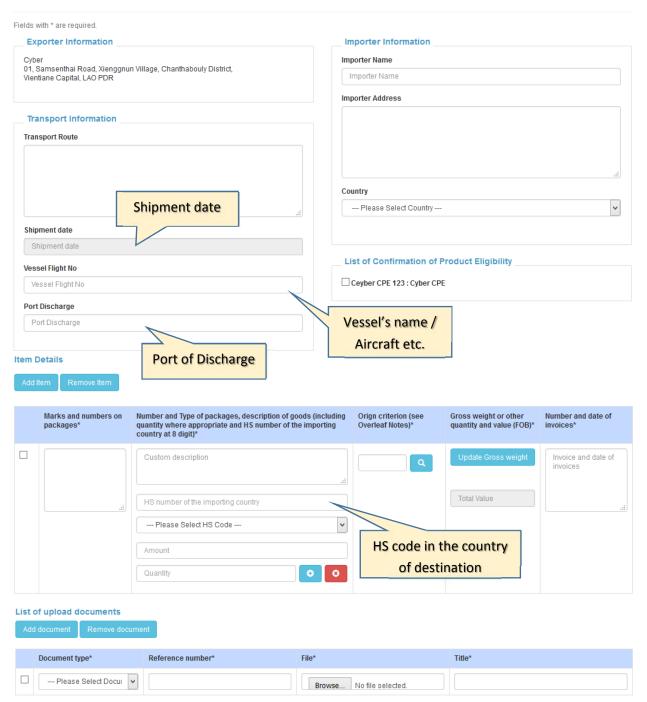
ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ **26** | Page



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Form S

Create Form S



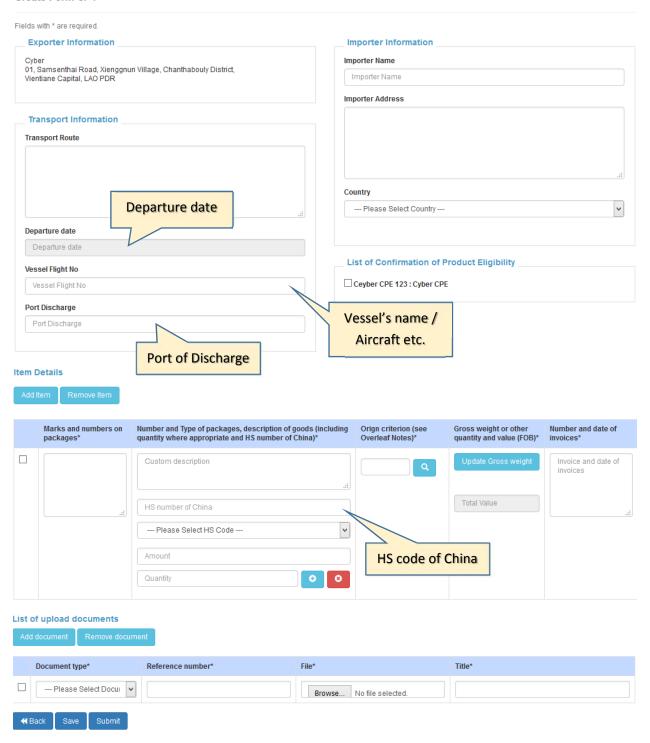
ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ 28 | Page

Options
☐ Third Country Invoicing
Accumulation
□ Partial Cumulation
□ Exhibition
□ De Minimis
☐ Issued Retroactively
◀ Back Save Submit

ບໍລິສັດ ໄຊເບີເຣຍ ຈຳກັດ **29** | Page

Form SPT

Create Form SPT



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