(Unofficial Translation)

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Industry and Commerce
Permanent Secretary Office

No. 3572/PSO
Vientiane Capital, 21 September 2026

NOTICE

To: - Office of the Ministry of Foreign Affairs
- Department of Foreign Trade, Ministry of Industry and Commerce
- Customs Department, Ministry of Finance
- Department of Transport, Ministry of Public Works and Transport
- Office of the Investment Promotion and Management Committee
- Enterprises/Projects, Embassies and International Organizations

Subject: Use of the National Single Window Plus (NSWA+) System for the Issuance of Import and Export Permits for Land Vehicles under Permanent and Temporary Import Duty and Tax Exemption Schemes.

- Pursuant to the Decision on the Organization and Operations of the Permanent Secretary Office, No. 1990/MOIC, dated 9 September 2025;
- Pursuant to the Notice on the Use of the National Single Window Plus (NSWA+) System in the Management of the Import and Export of Goods, No. 1167/PSO, dated 12 May 2022.

In order to ensure that the management of the import of land vehicles under permanent and temporary import duty and tax exemption schemes is systematic, uniform, and in line with laws and regulations as well as international trade principles, the Permanent Secretary Office of the Ministry of Industry and Commerce has the honor to inform the relevant sectors, enterprises/projects, embassies and international organizations intending to import land vehicles under such schemes, for their information and compliance, as follows:

1. From 1 October 2026 onwards, applications for permits to import land vehicles under permanent and temporary import duty and tax exemption schemes must be submitted through the NSWA+ System only.
2. For each import permit application, the documents must be uploaded to the NSWA+ System correctly and completely, and arranged in the order below, according to each case:

2.1 Permanent or Temporary Import under Duty and Tax Exemption Schemes by Enterprises:

1) Enterprise registration certificate;

2) Latest annual tax payment certificate or a certifying document from the tax authority;
3) Business operating license;
4) Decision approving the import plan from the responsible sector (Master List);
5) Certificate of registration as an importer-exporter of goods and services;
6) Deduction tracking sheet against the import plan decision (Master List), using the template of the Department of Foreign Trade (in cases where the company previously imported using the paper-based process before the use of the NSWA+ System);
7) Copy of the Invoice and Packing List;
8) Technical import permit for the vehicle (only for used vehicles and temporarily imported vehicles).

2.2 Temporary Import under Duty and Tax Exemption Schemes by Embassies and International Organizations:

1) Decision approving the import of the vehicle issued by the Ministry of Foreign Affairs or the relevant government authority;
2) Invoice and Packing List;
3) Copy of the Invoice and Packing List.

3. Enterprises, embassies and international organizations nationwide intending to import land vehicles are requested to promptly contact BIVAC Company (the system developer) for training on the use of the NSWA+ System and to request user credentials for the system.
4. The Department of Foreign Trade shall coordinate with the Customs Department, Ministry of Finance; the Department of Transport, Ministry of Public Works and Transport; BIVAC Company and relevant parties to disseminate and strictly implement this Notice.
5. This Notice replaces Notice No. 3292/PSO of the Permanent Secretary Office, Ministry of Industry and Commerce, dated 11 November 2025 (only the part concerning the preparation of import permit application documents).
6. This Notice shall enter into force from **1 October 2026** onwards.

Therefore, you are hereby notified for your information and compliance with the contents of this Notice.

Head of the Permanent Secretary Office

Dr. Buavanh Vilavong

Distribution:

- ***Department of Foreign Trade, MOIC***
- ***Department of Transport, Ministry of Public Works and Transport***
- ***Customs Department, Ministry of Finance***
- ***Office of the Investment Promotion and Management Committee***
- ***BIVAC Company, developer of the LNSWA+ System***
- ***Lao Automotive Industry Association***
- ***Land vehicle import companies.***