Introduction

Below is listed some examples of key documents that can be used to mitigate legality risks for timber in Laos.

Example 1: Pre-harvesting inventory
Example 2: Harvesting permit
Example 3: Log lists
Example 4: Registration into state assets
Example 5: Selling-purchasing contract
Example 6: Receipt of royalty payment from timber buyer
Example 7: Money transfer receipt to the provincial treasury
Example 8: Transport slip
Example 9: Transport permit
Example 10: Notification from Government for conversion
Example 11: Survey report of logging areas
Example 12: Enterprise registration certificate
Example 13: Factory operation certificate
Example 14: Input report on timber and wood products
Example 15: Report on timber output and balance
Example 16: Loading certificate for wood product export
Example 17: CITES permit
Example 18: Custom declaration form
Example 1

**Name of document:** Pre-harvesting inventory

**Applicable for:** Inventory units and harvesting company

**Purpose and content of document:** Pre-harvesting inventory is usually done in production forest areas and in conversion areas. Inventory team is reporting information on: location map, compartments, sampling technic, standing volume, standing tree inventory map, etc. The inventory form includes sampling location, timber species, DBH, height of tree, and quality.

**Holder of document:** DAFO and PAFO

**Signature required by:** DAFO staffs and Head of DAFO

**Gaps/limitations:**

**Key considerations when checking the document:**
- Is the report signed and stamped?
- Is the inventory map and timber list included?
Pre-harvesting inventory

Excerpt from the sampled preharvest inventory map on a scale of 1:1,000
Pre-harvest inventory form

<table>
<thead>
<tr>
<th>No.</th>
<th>Species</th>
<th>Diameter (cm)</th>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>15</td>
<td></td>
<td>150</td>
<td>10</td>
<td>2</td>
</tr>
</tbody>
</table>

Inventory map in conversion area
Example 2

Name of document: *Harvesting permit*

Applicable for: Harvesting operator

**Purpose and content of document:** Documents include harvesting location, operator, number of trees, volume and species, time frame, etc.

**Holder of document:** Harvesting operator

**Signature required by:** Head of PAFO, in case of conversion area document signed by provincial governor or prime minister office.

**Gaps/limitations:**
Harvesting permit contains area, tree category (I, II, III), total number of trees and volumes to be harvested. It does not indicate the species and timber sources which may have difficulty in tracking timber back to its origin to ensure the legality.

**Key considerations when checking the document:**
- Is the harvesting permit issuing based on the annual quota approved by the National Assembly?
- Is the harvesting permit including clear and accurate tree categories, species and volumes to be harvested?
- Is the harvesting permit containing conditions for allowing and not allowing harvesting operation proceeded by the harvesting enterprise or harvesting operator?
- Is the harvesting permit having a correct signature with valid date?
Harvesting permit

Harvesting permit approved by PAFO/ Decision of provincial governor/ and notification from PM office
Example 3

**Name of document: Log list**

**Applicable for:** DAFO, PAFO, POIC, state asset, finance, and enterprise

**Purpose and content of document:** include list of timber by species, log number, volume, grading, etc. Log list is certified/verified by the committee, detail of harvesting address, etc.

PAFO and DAFO staff conduct scaling and grading of all timber/log and then certified by PAFO

**Holder of document:** government and enterprise who win bidding

**Signature required by:** Measuring, scaling and grading staffs, District forestry unit, Head of DAFO, production forest unit, forestry section, PAFO and inspection committee.

**Gaps/limitations:**
Information on timber sources do not contain in the log list which may have difficulty in tracking log back to its origin.

**Key considerations when checking the document:**
- Is log list containing information on timber sources to prove the legality?
- Is the log list signed and certified by all relevant organizations?
- Is the log list having any error in terms of species, dimeter, length and volumes?
Log lists

Log list verification by committee

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>بحث لجنة</td>
<td>رسميًا</td>
<td>لجنة مراجعة</td>
<td>من قبل لجنة</td>
<td>معتمد من قبل</td>
</tr>
</tbody>
</table>

- بحث لجنة: 2017/69/الجديد، مراجعة 1 من 2018، من قبل لجنة | |
- بحث لجنة: 2017/69/الجديد، مراجعة 2 من 2018، من قبل لجنة | |
- بحث لجنة: 2017/69/الجديد، مراجعة 3 من 2018، من قبل لجنة | |
- بحث لجنة: 2017/69/الجديد، مراجعة 4 من 2018، من قبل لجنة | |
- بحث لجنة: 2017/69/الجديد، مراجعة 5 من 2018 | |

- **Log list**
### Summary grading by species

<table>
<thead>
<tr>
<th>Species</th>
<th>Volume</th>
<th>Grade</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Species 1</td>
<td>1000</td>
<td>A</td>
<td>100</td>
</tr>
<tr>
<td>Species 2</td>
<td>2000</td>
<td>B</td>
<td>200</td>
</tr>
<tr>
<td>Species 3</td>
<td>3000</td>
<td>C</td>
<td>300</td>
</tr>
</tbody>
</table>

### Log list transferred from PAFO to POIC

<table>
<thead>
<tr>
<th>Log Number</th>
<th>Length (m)</th>
<th>Diameter (cm)</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>3.5</td>
<td>15</td>
<td>50</td>
</tr>
<tr>
<td>002</td>
<td>2.8</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>003</td>
<td>3.0</td>
<td>18</td>
<td>60</td>
</tr>
</tbody>
</table>

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Note: The images contain tables and text in both English and Lao script.
Example 4

Name of document: Registration into state assets

Applicable for: State Asset, Finance, PAFO, POIC

Purpose and content of document: Document included timber species, volume, number of logs, timber grade, etc. After timber log list register into the state asset, document transferred back to PAFO, and then PAFO transferred to POIC for proceeding auction.

Holder of document: State asset, financial sector

Signature required by: Natural resources asset unit, head of state assets office

Gaps/limitations:
Information on timber sources do not contain in the log list of state asset registration which may have difficulty in tracking log back to its origin.

Key considerations when checking the document:
- Is the document containing information on sources of logs which are consistent with the scaling and grading log list provided by PAFO?
- Is the document having correct signatures with valid date?
Registration into state assets

After registered into state asset, log list sent to PAFO
### Office for the management of state assets - entry book for timber

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/01/2023</td>
<td>Sawdust</td>
<td>50 kg</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>02/01/2023</td>
<td>Lumber</td>
<td>20 m³</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>03/01/2023</td>
<td>Plywood</td>
<td>12 m²</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>04/01/2023</td>
<td>Panels</td>
<td>150 pc</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>05/01/2023</td>
<td>Timber</td>
<td>30 m³</td>
<td></td>
</tr>
</tbody>
</table>

... (more entries continued)

**Note:** The table contains a record of various timber products and their quantities issued by the Office for the management of state assets.
Example 5

**Name of document:** Selling-purchasing contract

**Applicable for:** POIC, Asset, Finance, enterprise

**Purpose and content of document:** Indicates the obligations of the seller and the buyer in the process of timber sales. The document consists of: parties involved in the contract, timber species, volumes and prices to be sold, terms of payment by the buyer and requirements for movement timber to the factory.

**Holder of document:** POIC and enterprise

**Signature required by:** POIC and the buyer.

**Gaps/limitations:**
The contract contains only the timber categories (1,2 and 3) and total volumes. It does not indicate the timber species, diameter, volumes and sources of timber. It may create a problem for certifying the timber sources to ensure its legality.

**Key considerations when checking the document:**
Is the contract indicating all timber information such as timber species, diameter, volumes and sources of timber? Is the contract containing correct signatures with valid date?
Selling-purchasing contract

POIC and company

<table>
<thead>
<tr>
<th>No.</th>
<th>Size</th>
<th>Volume (м³)</th>
<th>Price (LY)</th>
<th>Price per м³ (LY)</th>
<th>Quantity (м³)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
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<td>11,049.559</td>
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<td>420,702.628</td>
</tr>
</tbody>
</table>

Note: The table above shows the details of the selling-purchasing contract between POIC and company. The quantities and prices are specified for different items or services as agreed upon in the contract.
Confiscated timber purchasing contact with bidding winner enterprise

Purchasing contact company vs company
Laos Document Guide | Version 1.0
Example 6

Name of document: *Invoice for royalty payment from State asset Office buyer*

Applicable for: State asset Office and enterprise who win bidding

Purpose and content of document: Document is included royalty calculation, and made invoice to the enterprise for royalty payment, etc.

Holder of document: Enterprise and state assess office, a copy with POIC and PAFO

Signature required by: State asset office

Gaps/limitations:
Information on timber sources in the invoice do not contain in the log list which may have difficulty in tracking log back to its origin.

Key considerations when checking the document:
- If the information of the invoice and royalty calculation document are consistent?
- Is the invoice attaching with log list to prove the timber legality?
- Is the invoice having all required signatures with valid date?
Receipt of royalty payment from timber buyer
### Royalty Calculation

<table>
<thead>
<tr>
<th>No.</th>
<th>Royalty</th>
<th>Location</th>
<th>Area (M2)</th>
<th>Amount ($)</th>
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<tr>
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<td>0196</td>
<td>Laos</td>
<td>131,184</td>
<td>6,027.28</td>
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<td></td>
<td></td>
<td></td>
<td>111</td>
<td>41,903</td>
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<td></td>
<td></td>
<td>139</td>
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<td>9,500</td>
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<td>2</td>
<td>0320</td>
<td>Laos</td>
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<td></td>
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<td>168</td>
<td>107,707</td>
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<td>78</td>
<td>56,804</td>
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<tr>
<td>3</td>
<td>5835</td>
<td>Laos</td>
<td>15,920</td>
<td>495.37</td>
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<td></td>
<td>3</td>
<td>1,032</td>
</tr>
</tbody>
</table>

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1. หมายเหตุ ได้แก่ ตัวเลขที่

2. นับจากตัวเลขที่ 1 ถึง 3 ได้ตามลำดับ.

3. ตัวเลขที่ 1 ถึง 3 ตัวเลขที่

   และตัวเลขที่ 1 ถึง 3 ตัวเลขที่

   และตัวเลขที่ 1 ถึง 3 ตัวเลขที่

   และตัวเลขที่ 1 ถึง 3 ตัวเลขที่

   และตัวเลขที่ 1 ถึง 3 ตัวเลขที่
Example 7

Name of document: *Money transfer receipt to the provincial treasury*

Applicable for: Finance Office, POIC,

**Purpose and content of document:** Document included amount of payment, bank account to be transferred, address of bank account, date of issuing receipt and related information.

**Holder of document:** Enterprise and Provincial Office of Treasure

**Signature required by:** Provincial office of treasure, Provincial Finance Department and money receiver

**Gaps/limitations:**
Receipt is very important document to prove to PAFO for issuing transport permit from log landing 2 (LL2) to LL 3. This receipt is issued based on the summary of royalty payment record but the record does not include all information such as timber sources and log information (Diameter, length and volume) to be able to issue transport permit to the enterprise.

**Key considerations when checking the document:**
- Is receipt attaching with detailed log list with detailed information in terms of sources, species and volumes?
- Is the receipt and Summary of royalty payment order having all required signatures with valid date?
Money transfer receipt to the provincial treasury
Example 8

**Name of document:** *Transport slip*

**Applicable for:** Operator and DAFO staff

**Purpose and content of document:** Control the movement of logs truck by truck from LL1 to LL2. The document includes: date of transport, sheet No, production forest area, forest management area, sub-forest management area, timber sources, tree number, log number, length and timber species.

**Holder of document:** DAFO staff in LL1, truck driver, and DAF staff receiving log at LL2 (The person or entity that that has the document)

**Signature required by:** Log recorder and log receiver

**Gaps/limitations:**
The transport slip is not consistent with regulation. According to the regulation, the form shall be made into 3 copies with 3 signatures, one copy for DAFO staff in LL1, one for the driver of the truck, and one for DAF staff receiving log at LL2.

**Key considerations when checking the document:**
- Is the document including all timber sources and timber information?
- If the document is signed by 3 related persons according to the regulation?
Transport slip

Harvest operation 2009 in Naphakeo Sub-FMA, sampled at DFU Mahaxay.
Example 9

Name of document: Transport permit

Applicable for: Enterprise

Purpose and content of document: To Legally allow the bidding winner to move logs from LL2 to LL3 or factory. The document includes: the organization who issues the permit, who is permitted to move species, amount and volumes of logs, the time period of movement of logs, time not allowing movement of logs and statement of not allowing for making fake document

Holder of document: Enterprise or Buyer (The person or entity that has the document)

Signature required by: Provincial Forestry Section and PAFO.

Gaps/limitations: This transport permit contains only the timber species, amount and volumes of logs to be moved and does not include the detailed log list with full information on timber sources. It may create a problem for the enterprise to use the same transport permit to move other timber sources with similar species, amount and volumes of logs.

Key considerations when checking the document:
- Is the transport permit attaching with detailed information on timber sources and timber information?
- Is the transport permit having a correct signature with valid date and valid transport time period?
**Transport permit**

![Transport permit image]

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

1. In the event of any violation, said permit will be revoked.
2. Permits are valid from 0800 to 1700 hours.
3. Licenses and permits must be displayed in the front window of the vehicle.
4. The driver may be fined.
5. The driver must be in possession of a valid license at all times.
Example 10

Name of document: Notification from Government for conversion

Applicable for: The Ministers of MOF, MAF, MONRE and Provincial Governor

Purpose and content of document: To approve timber harvesting. The notification issued by Prime Minister Office to approve the timber harvesting to use the fund to finance the District’s urban development plan and water supply system, Khammouane Province.

Holder of document: Ministers of MOF, MAF, MONRE and Provincial Governor (The person or entity that has the document)

Signature required by: Prime Minister, Head of Prime Minister Office

Gaps/limitations:
The notification does not indicate timber species and volumes to be harvested and does not make reference to any forest inventory which the company shall comply with. It may create over harvesting on the ground.

Key considerations when checking the document:
- Is the notification containing the area, timber species and volumes to be harvested?
- Is the notification containing a correct signature with valid date?
Notification from Government for conversion
Example 11

**Name of document:** The summary report of Provincial harvesting operation

**Applicable for:** Provincial Forestry Section (For internal record)

**Purpose and content of document:** To consolidate volumes of timber of all harvested areas within the province for internal record keeping. The document contains permitted areas for harvesting in the province, permitted volumes, actual harvested volumes, status of royalty payment.

**Holder of document:** Provincial Forestry Section (The person or entity that has the document)

**Signature required by:** Timber recorder, Unit of Production Forest and Harvesting operation and Provincial Forestry Section

**Gaps/limitations:** The summary report does not indicate timber species and volumes harvested and does not make reference to any log list which have difficulty to track the timber sources to prove its legality.

**Key considerations when checking the document:**
- Is the summary report containing timber species, volumes, timber sources, prices and payment status?
- Is the summary report having a correct signature with valid date?
**Survey report of logging areas**

**Reporting:** PAFO forestry section - annual logging summary

<table>
<thead>
<tr>
<th>No.</th>
<th>Area</th>
<th>Description</th>
<th>Volume (cubic meters)</th>
<th>Revenue (THB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>123</td>
<td>150,000</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>147</td>
<td>180,000</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>253</td>
<td>300,000</td>
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<td>4</td>
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<td>425</td>
<td>500,000</td>
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<td>5</td>
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<td>119</td>
<td>150,000</td>
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<td>6</td>
<td></td>
<td></td>
<td>358</td>
<td>400,000</td>
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<tr>
<td>7</td>
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<td></td>
<td>322</td>
<td>380,000</td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td>331</td>
<td>390,000</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>1,173</td>
<td>1,352,000</td>
</tr>
</tbody>
</table>

**Total Revenue:** THB 1,830,571

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**Diagram:**

The diagram shows a detailed breakdown of the logging areas with various metrics, including area, description, volume, and revenue. The data is presented in a tabular format, with each row indicating a different logging area and the corresponding details. The total revenue for the specified period is THB 1,830,571.
Example 12

Name of document: Enterprise registration certificate

Applicable for: All business entities

Purpose and content of document: Business activities is classified by the Laos Standard Industry Classification (LSIC) Code, based on the International Standard Industry Classification (ISIC). The enterprise registration certificate include: name of owner, level and category of the activities, capital and contact address, etc.


Holder of document: All business entities

Signature required by: Authority of Enterprise Registration (Can be issued by MOIC, or POIC or DOIC level depend on the scale of business)

Gaps/limitations: -

Key considerations when checking the document:

- Is the register certificate stamped signed and stamped correctly?
Enterprise registration certificate

Old version:
Example 13

Name of document: Factory operation certificate

Applicable for: All operation factory

Purpose and content of document: Operation certificate is valid 3 year after issued by POIC. The factory/ operators is requested to POIC for certification with the factory inspection report/minutes. The operation certificate are included: name and address of the factory owner, name and information of enterprise registration, capital and operation cost, etc.

Holder of document: All factory including small holders

Signature required by: Signed and stamped by POIC

Gaps/limitations:
- Certificate is contained only local languages
- Company code

Key considerations when checking the document:
- Is the operation certificate is still valid?
- Is the operation certificate signed and stamped properly?
- Is the information of the enterprise registration that matching with this operation certificate?
Factory operation certificate
Example 14

Name of document: Report on timber output and balance

Applicable for: All timber factory and furniture shop

Purpose and content of document: Each month company have to report their input-output and balance sheet. The content of monthly input-output and balance report includes: name of the factory, enterprise legislation number, timber species, volume of round and square logs, sawn timber, semi-finished product, finished products, total volume sold, total volume use for processing, etc.

Holder of document: Enterprise/ wood factories

Signature required by: Official staff monitoring the factory, factory’ owner with stamped, verify by industry and handicraft unit and District Office of Industry and Handicraft (DOIC) with stamped.

Gaps/limitations:
- Unclear recovery rate in each production line.

Key considerations when checking the document:
- Is date of issued and reporting month is correct?
- Is the document signed and certified by DOIC?
Report on timber output and balance

Old version:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Old Version</th>
<th>New Trial Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPCON</td>
<td>Company X</td>
<td>NEPCON New Trial Version</td>
</tr>
</tbody>
</table>

New trial version:

### MONTHLY TIMBER OUTPUTS AND BALANCE REPORT

<table>
<thead>
<tr>
<th>Date</th>
<th>Reporting Period</th>
<th>Reporting Area</th>
<th>Volume (m³)</th>
<th>Average Ø (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2022</td>
<td>January</td>
<td>South Region</td>
<td>46.993</td>
<td>10.5</td>
</tr>
</tbody>
</table>

### Total Volume

- Total volume cut and extracted (in): 46.993 m³
- Total volume for processing (in): 46.993 m³
- Total volume for manufacturing (in): 46.993 m³
Example 15

Name of document: Annual tax payment certificate

Applicable for: All enterprise/ business entities

Purpose and content of document: Enterprise pay both direct and indirect tax such as: Value Added Tax; Excise Tax; Profit tax; Income tax; Lump-Sum tax; Environmental tax, and included fees and administrative charges. For the tax payment and calculation guideline see: http://taxservice.mof.gov.la/websquare/websquare.do

Additional information of annual tax payment certificate are: code, enterprise name and registered address, amount of investment capital, types of tax to be paid, etc.

Holder of document: Enterprise/ business operator/ wood factories

Signature required by: Province Tax Office with stamped

Gaps/limitations:
- Sometime, error of typing (.) and comma (,) of numbers, local currency and dollars is presented in the document.

Key considerations when checking the document:
□ Is the tax payment certificate signed and stamped properly;
□ Is the currency units used is the same for every type of tax;
**Annual tax payment certificate**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 | 2
| 3 | 4
| 5 | 6
| 7 | 8
| 9 | 10

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11,561,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>15,553,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>xxx</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2,891,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>xxx</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>xxx</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>300,000</td>
<td></td>
</tr>
</tbody>
</table>

**Annual tax payment certificate**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29,265,000</td>
</tr>
</tbody>
</table>
Example 16

**Name of document:** Loading certificate for wood product export

**Applicable for:** All forest enterprise

**Purpose and content of document:** Before loading timber products on truck for exporting. Wooden products is verified before export by the committee at the provincial level. See notification and instruction on the Procedures to Certify Wooden Products Before Loading to Container for Export via:

https://www.laotradeportal.net/index.php?r=site/display&id=1120

https://www.laotradeportal.net/index.php?r=site/display&id=1119

Loading certificate have two forms, one for natural wooden and one for planted wooden products. See:


**Holder of document:** Enterprise/ Wood factories/ Furniture company

**Signature required by:** The owner of the company with the stamped, the committee from Provincial Office of Industry and Commerce (POIC), Provincial Agriculture and Forestry Office, Provincial Office of Finance (state asset section). And then verify by Head of POIC and stamped.

**Gaps/limitations:**
- Scientific name is not mentioned
- No space for entry the CITES species
- The amounts of the volume and values are confusing.

**Key considerations when checking the document:**
- Is supporting document that the same as filled in the information in the form such as company name, address,
- Is the document signed by committee, company, and POIC?
- Is the information in breakdown table that matching with total volume or units?
Loading certificate for wood product export

1.VICELAND MUNGlori 1600
2. VICELAND MUNGlori 1620

<table>
<thead>
<tr>
<th>No</th>
<th>Product description</th>
<th>Length (mm)</th>
<th>Width (mm)</th>
<th>Height (mm)</th>
<th>Species</th>
<th>QTY</th>
<th>Unit</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Volume (m³)</th>
<th>Gross Weight (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VICELAND MUNGlori 1600</td>
<td>1600</td>
<td>1220</td>
<td>1600</td>
<td>Sheath</td>
<td>1000</td>
<td>Mm</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>0.02</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>VICELAND MUNGlori 1620</td>
<td>1620</td>
<td>1220</td>
<td>1620</td>
<td>Sheath</td>
<td>1000</td>
<td>Mm</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>0.02</td>
<td>20</td>
</tr>
</tbody>
</table>
PERMIS D’EXPORTATION

1. Est Autonome :
2. Documents de contrôle :
3. Facture Originales :

1. Taux de change : 
2. Guichet Comptable :
3. Mode de paiement :

1. Nature de marchandise :
2. N° de facture :
3. Poids brut :
4. Poids net :
5. Quantité :
6. Valeur unitaire :
7. Valeur totale :
8. Valeur exportation :
9. Valeur expatriation :
10. Port de départ :
11. Mode de transport :
12. Destinataire final :
13. Pays at transiter :
14. Validité :

(Nota: ce permis est strictement personnel toute fraude sera sanctionnée conformément à la loi)

P 2 J A N  2 0 1 5
Laos Document Guide | Version 1.0
LAO PEOPLE’S DEMOCRATIC REPUBLIC

CERTIFICATE OF ORIGIN

PHONE SA YANG SAWMILL SAYABOURY PROVINCE

No. 1108080111

PARTS OF FURNITURE (SOFT WOOD)

<table>
<thead>
<tr>
<th>MARKS</th>
<th>QUANTITY</th>
<th>DESCRIPTIONS</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO MARK</td>
<td>1,385 PCS, 28,000 M3</td>
<td>MAY YANG DECKING SOFT WOOD (PACKET) SIZE: 251 CM UP TOTAL: ONE THOUSAND THREE HUNDRED AND EIGHTY FIVE (1,385) PIECES ONLY*** TWENTY EIGHT POINT AND EIGHT (28.008) CUBIC METERS ONLY***</td>
<td>4,481.28 $</td>
</tr>
</tbody>
</table>

Shippers: FROM SAYABOURY PROVINCE LAO P D R TO NETHERLAND BY TRUCK - BY

Consignee: TO: ATC HOUTHADEL B.V. BEDRIJVENPARK TWENTE 133 7602 KE ALMELO, THE (NETHERLAND)

Vessel: Loading on or about

Destination: (NETHERLAND)

On the basis of control carried out of Xaignabouri province certifies that all the goods mentioned above were wholly produced in the Lao People’s Democratic Republic or otherwise stated.

This certificate refers only to the original source of the goods and the certification does not cover other matters.

Issued in Xaignabouri on 23 AUG 2011 in one original with additional 63 copies.

Authorized Signature: Mr. Bounsou Vilaysak
Example 17

Name of document: *CITES permit*

Applicable for: All entities who want to export or import for re-export the product

**Purpose and content of document:** The government have notification to implement the convention on the international trade of endangered species. The government of Laos ban trade of wild fauna and flora that are considered as close to extinction listed in CITES category I or the red list of the CITES. See https://www.laotradeportal.net/index.php?r=site/display&id=1002 and https://www.laotradeportal.net/index.php?r=site/display&id=464

More than 15 boxes in the form to fill in. The form available in digital format. The content of the certificate are: permit code, name and address of consignee, name and address of export permitted company, scientific name, description of the products, CITES management authority, etc.

**Holder of document:** The companies, research institutes that permitted for export

**Signature required by:** Department of Forestry [CITES Management Authority]

**Gaps/limitations:**
- Detail guideline and procedure on how to obtaining the certificate is limited.

**Key considerations when checking the document:**
- Is the document signed and stamped properly?
- Is the codes used in the box are correct as instructed on the back-page of certificate?
- Is the detail address of export company and the destination country is provided clearly?
- Is the scientific name, specimen description, and quantity are recorded?
- Is the certificate still valid?
CITES permit
Example 18

Name of document: Custom declaration form

Applicable for: Forest enterprise who export timber to other countries

Purpose and content of document: All enterprise have to register with ministry of industry and commerce or provincial industry and commerce. The registration form shows that the holder has the right to legally import and export. The contents of the declaration form are: name of the enterprise, address, contact information, business registration license, product volume or weight etc. In total there are more than 46 boxes for information filling in see: https://www.laotradeportal.net/kfinder/upload/files/CUSTOMS%20DECLARATION.pdf

The enterprise have to entry the information for export and import through the electronic system call “ASYCUDA” under custom department. The detailed instructions on customs declaration form by ASYCUDA system see: https://www.laotradeportal.net/index.php?r=site/display&id=313

Holder of document: Enterprise for export or/and import timbers or timber products

Signature required by: Trader, custom official who in charge of checking filled in forms,

Gaps/limitations:
- All information from loading certificate (certificate for export by commerce) are not filled in or only scanned attched;
- Importers/Exporters information is in local name.
- Typing error with on comma (,) and dot(.) filled in by traders
- Summary of product and timber species mentioned only local name (no trade name and scientific name in summary box.

Key considerations when checking the document:
- Is the information the same as on the loading certificate (certificate for export)
- Is the document signed by customs officers, entrepreneur and stamped, regional custom office and stamped?
**Custom declaration form**
NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

NEPCon | www.nepcon.org | info@nepcon.org
FSC™ A000535 | PEFC/09-44-02 |