



**LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY**

Ministry of Foreign Affairs
Task Force Committee for
Prevention, Control and
Response to COVID-19 Pandemic

No. 1861 /MOFA.TC
Vientiane Capital, 31 July 2020

Procedural Advisory

**On documentation and steps required for seeking authorization for entry and exit of
Lao PDR during the implementation of measures to prevent, control and respond to the
COVID-19 pandemic**

- Pursuant to the decision of the Government to establish a Task Force Committee for Prevention, Control and Response to the COVID-19 pandemic No. 09/PMO dated 03 February 2020;
- Pursuant to the Notice of the Prime Minister's Office on continuing to implementing measures to prevent, control, contain and respond to the COVID-19 pandemic, No. 806/PMO dated 29 July 2020;
- Pursuant to the recommendations by the Task Force Committee for Prevention, Control and Response to the COVID-19 pandemic No. 2336/TFC, dated 31 July 2020.

The Task Force Committee of the Ministry of Foreign Affairs for Prevention, Control and Response to the COVID-19 pandemic has the honor to inform that pursuant to the decision of the Lao Government to continue closing all border checkpoints to prevent and contain the COVID-19 pandemic in the country, therefore, any individual and juristic person wishing to enter or exit Lao PDR must follow steps and procedures as followings:

I. Authorization request for an entry to Lao PDR

1. Prior to the departure to the Lao PDR

- 1.1.** Any Ministry and Agency with an essential and urgent need to bring in experts, technicians, volunteers and foreign students can do so by proposed in writing to the Task Force Committee of the Ministry of Foreign Affairs through concerned ministry (Station at the Consular Department, Ministry of Foreign Affairs);
- 1.2.** Any individual or juristic person with an essential and urgent need to bring in investors and entrepreneurs for business feasibility study, contract or MOU signing needs to follow the normal practical steps as required through the concerned authorities before proposing in writing to the Task Force Committee of the Ministry of Foreign Affairs and must attached the following documents:

- 1) Domestic and foreign Investment license;
- 2) Enterprise registration certification;
- 3) Proof of annual tax payment;
- 4) Letter of request for visa from the Investment Promotion Department, Ministry of Planning and Investment or from Provincial/Vientiane Capital Planning and Investment Division addressed to Consular Department, Ministry of Foreign Affairs, but it has to go through the Department of Immigration, Ministry of Public Security before its submission to Consular Department;
- 5) The letter addressed to the Task Force Committee of the Ministry of Foreign Affairs shall provide details on names, approximate date of entry, point of entry, mode of transportation, venue for self-quarantine, transit country and reasons on an urgent need to enter Lao PDR.
- 6) Proof of booking confirmation at a venue designated by the central and local Task Force Committees for quarantine;

1.3. Company or project owner in the Lao PDR with an essential and urgent need to bring in foreign workers and technicians for their businesses or projects can do so. First, they have to follow the normal procedures as required under the relevant laws and regulations for bringing in foreign workers and after that submit a request in writing to the Task Force Committee of the Ministry of Foreign Affairs, and must attach the following documents:

- 1) Investment license in Laos;
- 2) Enterprise registration;
- 3) Proof of annual tax payment;
- 4) Proof of quota permission to employ foreign workers from Ministry of Labour and Social Welfare;
- 5) Labour import authorization letter from Provincial/Vientiane Capital Department of Labour.
- 6) Letter requesting for visa from business/project owner addressed to Consular Department, Ministry of Foreign Affairs, but it has to go through the Department of Immigration, Ministry of Public Security before its submission to the Consular Department;
- 7) The letter addressed to the Task Force Committee of the Ministry of Foreign Affairs shall provide details on names, approximate date of entry, point of entry, mode of transportation, venue for self-quarantine, transit country and reasons for an urgent need to enter Lao PDR;
- 8) Proof of booking confirmation for quarantine: at a designated hotel or a specific venue authorized by the central and local Task Force Committees.

1.4. For Lao nationals who wish to return to Lao PDR, they need to register at the Lao embassy or consulate general at the country of their residence and provide necessary information about the contact person in Lao PDR, name and phone number, reasons

for stranded abroad, approximate date of entry, mode of transportation, point of entry, venue for quarantine (at a hotel or state quarantine center identified by central and local Task Force Committees) for the Task Force Committee to consider options to help facilitate on their travelling home;

- 1.5. A diplomatic mission and international organization with an essential and urgent need to bring in its diplomats or staffs to carry out its duties both on a short or long term can do so by proposing in writing to the concerned Department of Ministry of the Foreign Affairs together with necessary information such as: name and family name, approximate date of arrival, mode of transportation, transit countries, point of entry and address of the venue for quarantine. The Consular Department, Ministry of Foreign Affairs will then consider and proceed in accordance with its domestic procedures;
 - 1.6. All requests for entry into the Lao PDR shall reach the Task Force Committee of the Ministry of Foreign Affairs in advance of at least 07 days prior to the proposed date of departure.
- 2. After receiving an entry authorization from the Task Force Committee of the Ministry of Foreign Affairs, the individual shall take the followings:**
- 2.1. Individual with valid entry visa for Lao PDR can proceed to travel to Lao PDR (need to carry a proof of an entry authorization from the Task Force Committee of the Ministry of Foreign Affairs);
 - 2.2. For those who do not have an entry visa for Lao PDR, after they received an authorization for an entry visa from Consular Department, Ministry of Foreign Affairs, they can apply for a visa at the Lao Embassy or Consulate General at the country of departure;

II. Authorization request for exit Lao PDR:

1. For Lao nationals who need to travel abroad must first get approval from his/her own organization and then propose to the Task Force Committee of the Ministry of Foreign Affairs to provide necessary facilitation and they have to follow the requirements under the laws and regulations of the destination country.
2. For Lao nationals and foreigners who are seriously sick or who need a regular medical treatment (diseases that cannot be treated in Lao PDR) that have an urgent need to seek medical treatment abroad must have a referral letter from state hospital or proof of appointment from the destination hospital abroad and have to follow the laws and regulations of the destination country.
3. For foreign nationals who need to exit Lao PDR, they need to propose through their respective Embassy and follow the requirements provided by the country of destination. The respective Embassy shall propose in writing to the Ministry of Foreign Affairs together with necessary information such as, name, passport number, approximate date of departure, point of exit, mode of transportation for the latter to provide necessary facilitation.

Attention:

1. Detailed instructions on the measures to prevent, control and respond to the COVID-19 pandemic for the travelling in and out of the Lao PDR are to follow the recommendations by the Task Force Committee for Prevention, Control and Response to the COVID-19 pandemic No. 2336/TFC, dated 31 July 2020 which can be found at the website <http://www.convid19.gov.la/index.php>.
2. This Advisory entered into force from the date of signature and will remain valid until further notice.

Therefore, it is the honor to notify you, for your kind information and strict implementation of this notice.

Deputy Minister
Member of the Central Task Force Committee
Head of Task Force Committee of the Ministry of Foreign Affairs

(Signed and sealed)

Thongsavanh PHOMVIHANE