

[Lao National Emblem]

**Lao People's Democratic Republic**  
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce

No. 1418/MOIC.DIT  
Vientiane Capital, dated 11 October 2018

**Decision**

**On Uniform, Logo, Forms and Authority Card of Trade Inspection Personnel**

- Pursuant to the Decree on the Organization and Activities of the Ministry of Industry and Commerce, No. 230/PM, dated 24 July 2017;
- Pursuant to the Decree on Commercial Inspection, No. 508/GOV, dated 04 December 2012;
- Pursuant to the Proposal by the Department of Internal Trade, No. 1240/DIT.TI, dated 26 September 2018.

**Minister of Industry and Commerce decides:**

**Chapter I**  
**General Provisions**

**Article 1 Objectives**

This Decision defines the management and utilization of uniforms, logos, forms and authority cards in relation to trade inspection officials and authorities, ensuring public reliability on duty operations.

**Article 2 Uniforms, Logos, Forms and Authority Cards of Trade Inspection Personnel**

Uniforms, logos, forms and authority cards of trade inspection personnel are operational tools for inspection activities, having specific characteristics, color and design nationwide.

**Article 3 Scope of Application**

This Decision applies to trade officials and inspection nationwide.

**Chapter 2**  
**Characteristics of Uniforms, Logos, Forms and Authority Card of**  
**Trade Inspection Personnel**

**Article 4 Uniforms**

The uniforms of trade inspection officials and authority are clothing comprising of shirt, trousers, Sinh [Lao skirts], belt, necktie, cap and shoes, having the specific color and characteristic details as follows:

1. The dress uniform is khaki-colored fabric of Twin Lions' brand at no. TTL369 with a notch-lapel blazer, 4 flapped pockets, shoulder panels and 3-golden sleeve buttons;
2. The jacket is khaki-colored fabric of Twin Lions' brand at no. TTL369 with the collar, closed vents, full lining, full-zip or hidden-khaki-colored button, a left-breast-inside pocket, 2 outer angled pockets, 5 x 7cm-trade inspection logo on the upper left, shoulder panels and 2 sleeve buttons;
3. The short or long sleeve shirt with a classic collar, fabric of khaki color of the Twin Lions' brand at No. TTL369 and olive-green color, closed vents with double darts fitting to the wearer, 2 outer-buttoned-flapped pockets, 6 buttons and shoulder panels;
4. The short or long sleeve safari shirt with a classic collar, fabric of Khaki-colored of the twin lions' brand at No. TTL369 and olive-green color, closed vents with double darts fitting to the wearer, 2 buttoned-flapped breast pockets, 2 flapped pockets, waist-side straps, 6 buttons and shoulder panels;
5. The white T-shirt as under layer with the logo on the upper left;
6. The trouser is khaki-colored fabric of Twin Lions' brand at no. TTL369 with 2 pockets, a single pleat on left and right sides, 2 back pockets and 6 belt loops. Female shall customize men's trousers, and the Sinh with khaki-color of Twin Lions' brand at no. TTL369, waistband [Hua Sinh] of 4-cm width, the hem [Tin Sinh] of 12-cm width, color of the hem shall be darker khaki woven by golden silk with lao patterns;
7. The black or dark khaki belt for female and male with exact width for the belt loops, the 5 x 5cm-square-shaped golden buckle with the trade inspection personnel stamped in front of the buckle;
8. The dark khaki necktie;
9. The cap for trade inspection officials and authority is khaki-colored fabric of Twin Lions' brand at no. TTL369 and has 2 designs as beret cap and peaked cap;
10. Shoes for male and female shall be black or brown boots. The shoes heels for female shall not exceed 2-3 cm in length.

#### **Article 5 Logos**

The logos shall refer a specific symbol of the Trade Inspection Agency as the professional identity for operational use with uniforms, vehicles, authority cards, office-organization buildings and others, applied to the activities of trade inspection officials and authority that comprise of:

1. Shirt patch;
2. Cap badge;
3. Collar badges;
4. Shoulder panels;
5. Insignia;
6. Nametag.

#### **Article 6 Characteristic Details of Each Logo**

The logos of trade inspection officials and authorities shall refer as follows:

### **1. Shirt Patch;**

The shirt patch is knitted at shoulder sleeve of the shirt and the safari shirt, woven in oval of 7 x 9 cm with light blue background, the upper edge as 5-angled shape, lower edges as spade shape, edged with golden silk. In the middle, there are rice ears symbol and the “Thatluang” symbol (yellow). Above the Thatluang is the Lao national flag symbol, under the rice ears symbol is the inscription written in Lao: “ກວດກາການຄ້າ” and the lower in English: “TRADE INSPECTION” (written in yellow).

### **2. Cap Badge**

The cap badge consists of 2 categories as follows:

Category 1. Stamped with metal sheet into a convex shape for peaked cap. The upper part is identical to the shirt patch, while the lower part is shaped in the Lao unique patterns, encircling the badge with 3 x 5 cm of size.

Category 2. Embroidered as identical with the shirt patch in 5 x 7 cm of size, used with the beret cap.

### **3. Collar Badges**

The collar badges are shaped in heptagon and stamped with bronze-colored metal sheet in a convex shape of 2 x 2.5 cm of size. The lower part has 2 rice ears encircling each other with the abbreviation of “ອກ” in the middle, defining herewith the “Trade Inspection Agency”.

### **4. Shoulder Panels**

The characteristic of shoulder panels is collectively distinguished nationwide, tailored in light blue silk and dark blue velvet, the crescent hem has 0.5 cm of edge that embroidered in Lao patterns with golden silk, the bottom edge is stamped with golden metal of 1.4 cm diameter (the Thatluang symbol encircled with the rice ears in a bending-towards-one-another shape), the top edge is knitted with red gold color with 1.8 cm of diameter (the Thatluang symbol encircled with the rice ears in a bending-towards-one-another shape reserving space between the tip of the Thatluang and 2 rice ears);

#### **Types of Shoulder Panels**

The shoulder panels of trade inspection officials and authorities consists of 3 types as follows:

1. The shoulder panels for Vice Minister level have a golden silk background and are embroidered the Lao patterns, top width of 5.5 cm, bottom width of 4.5 cm and length of 13.5 cm;

2. The shoulder panels for Director General, Deputy Director General, Provincial Director and Deputy Director, and Capital Director Level are backgrounded with blue fabric, having a black-silk stripe of 1.2 cm over the middle of shoulder panels, top width of 5 cm, bottom width of 4 cm, length of 13.5 cm;

3. The shoulder panels for Capital Deputy Director, Head of Division, Head of Unit, Head of District-City Industry and Commerce Office, Head and Vice Head of Team, and General Trade Inspection Personnel level are backgrounded with blue fabric, having a black-silk stripe of 1 cm over middle of shoulder panels, top width of 5 cm, bottom width of 4 cm, length of 12.5 cm.

## **5. Insignia**

The ranking insignia for trade inspection officials and authority shall be made by the golden metal in a convex star shape with the flat edges, comprising of 4 types as follows:

1. Golden star of 24.5 mm in size;
2. Golden star of 21.5 mm in size;
3. Golden star of 18 mm in size;
4. Golden star of 14 mm in size;

## **6. Nametag**

The nametag is made of plastic, identifying name and full name of the trade inspection official and authority 2 x 8 cm in size, black background, golden letters, black edge, and contains the trade inspection logo of 1.5 x 1.8 cm in size positioned at the left of the nametag.

## **Article 7 Forms for Trade Inspection**

The forms of trade inspection are distinguished carbon papers with a copying function, layering by sets of A4 and ½A4 papers where a set comprises of 3 papers in 3 different colors such as: white, yellow and pink. Each paper is watermarked with the trade inspection logo. The forms for trade inspection consist of with 9 forms as follows:

- Form 01. Agreement on personnel appointment for trade inspection;
- Form 02. Memo of inspection;
- Form 03. Inspection report;
- Form 04. Agreement on consideration of inspection report;
- Form 05. Notification of consideration;
- Form 06. Statement of acknowledgement;
- Form 07. Warnings;
- Form 08. Records of documents, exhibit, vehicle;
- Form 09. Invoice.

## **Article 8 Authority Card of Trade Inspection Personnel**

The authority card of trade inspection personnel is made of plastic in rectangular shape, 8.5 x 5.5 cm in size. The details of authority card are as follows:

1. Front: the top area is red, the lower is khaki as identical to the uniform color and below is white. It has the trade inspection personnel logo at top, while below the logo having the blue inscription of “Ministry of Industry and Commerce”, lower imprints “Trade Inspection Agency”, the lower line imprints “Authority Card of Trade Inspection Personnel”, and at the bottom right contains the red code, signature and seal of the Director General of Trade Inspection Personnel .

2. Back: the top area is red, the lower is khaki as identical to the uniform color and below is white, it has red edge and the blue inscription for instruction as follows:

1. This authority card is specifically used by trade inspection personnel only. In cases of fabrication or use by the unauthorized person, the trespasser shall be punished by the Laws of the Lao PDR.

2. Organizations and authorities at all levels shall acknowledge and facilitate the inspection operations.

3. In case of loss or damage, the holder shall report the authority for immediate reissuance.

### **Chapter 3**

## **Utilization and Decoration of Uniforms, Logos, Forms and Authority Card of Trade Inspection Personnel**

#### **Article 9 Utilization of Uniforms**

The utilization of uniforms is supplied for trade inspection officials and authorities only during business hours and functional activities during official duties.

#### **Article 10 Utilization of Logos**

The utilization of the trade inspection logos, specified in the article of this Decision shall apply with uniforms, vehicles, authority card of trade inspection personnel, office-organizational buildings and others, used in the functional activities of the trade inspection officials and authority. For the shoulder panels, they shall be applied to distinguish ranking of the trade inspection officials and authority, and the decoration shall be as follows:

1. The decoration of the shoulder panels with 24.5-cm star is for the Vice Minister of Industry and Commerce, supervising the Department of Internal Trade, decorating with one star.

2. The decoration of the shoulder panels with 21.5-cm star is for the Director General of Internal Trade, decorating with three stars, the Deputy Director General of Internal Trade (supervising the trade inspection), Director General of Provincial and Capital Department of Industry and Commerce, decorating with two stars.

For the Director of Trade Inspection Division in Capital, the Deputy Director of Provincial and Capital Department of Industry and Commerce, decorating with 1 star.

3. The decoration of the shoulder panels with 18-cm star is for the Deputy Director of Trade Inspection Division in Capital, the Head of Internal Trade Division of Provincial-Capital Industry and Commerce Department, the Head of District-City Industry and Commerce Office, decorating with three stars.

For the Director of Trade Inspection Division as a supervisor of the Trade Inspection Unit, the Vice Head of the District-City Industry and Commerce Office as a supervisor of Trade Inspection Team, decorating with two stars, and the Vice Head of Provincial Division, decorating with one star.

4. The decoration of the shoulder panels with 18-cm star is for the Vice Head of District-City Unit, decorating with three stars.

For the officials and personnel under the Capital Trade Inspection Division, Provincial Unit of trade inspection, District Inspection Team whose inspection experience is more than three years, decorating with two stars. For the personnel whose inspection experience is less than three years, decorating with one star. (The term of inspection experience is derived from the Agreement on Appointment of the Trade Inspection Personnel at Capital-Provincial level by the Minister, and the supervisory Vice Minister for District-City Level).

**Article 11 Utilization of Trade Inspection Forms**

The forms of trade inspection are applied to functional inspection activities. For instance, the issuance of an agreement on personal appointment for trade inspection; a memo of inspection in any case; a report of inspection and others in accordance with the 9 forms. Each form consists 3 papers with 3 colors, used for as follows:

1. Paper 1 in white color as a copy in trespass files;
2. Paper 2 in yellow color as a copy for the inspected persons and counterparties;
3. Paper 3 in pink color as a copy in form directory.

**Article 12 Utilization of the Authority Card of Trade Inspection Personnel**

The authority card of trade inspection personnel is used in the functional inspection activities. For instance: a violation of trade control regulations, a business operation with no enterprise registration certificate or business objective mismatching, and a trade of smuggled products.

Only the authorized or appointed personnel performing any inspection shall have rights in utilizing the authority card, and return it when every inspection has been done.

**Chapter 4**

**Management and Distribution of Uniforms, Logos, Forms and Authority Card of Trade Inspection Personnel**

**Article 13 Management of Uniforms, Logos and Authority Card of Trade Inspection Personnel**

The Trade Inspection Agency (Central Government) manages uniforms, logos, forms and an issuance of authority cards of trade inspection personnel to the local trade inspection agencies for distributing to the respective personnel of trade inspection under their supervision. For the authority card of trade inspection personnel, the Trade Inspection Agency (Central Government), the Department of Internal Trade are the issuer for the authority card of trade inspection personnel nationwide.

After the issuance from the Trade Inspection Agency (Central Government), the trade inspection agency at all level shall carry the management and utilization.

This authority card shall be used by trade inspection personnel only; in case of lending to other persons with or without any intention, shall be imposed to the sanctions measures as stipulated in Article 30 and 31 of the Decree on Trade Inspection;

In case of loss and damage, the card holder shall immediately report to the respective trade inspection agency and the central government.

**Article 14 Distribution of Uniforms, Logos, Forms and Authority Card of Trade Inspection Personnel**

All trade inspection personnel shall receive a distribution of two sets of uniforms and logos per person per year, one jacket per person every two years and one set of dress uniforms per person every three years.

The distribution of authority card shall be made as appropriate.

**Article 15 Budget**

The budget for distributing uniforms, logos, forms and authority cards of trade inspection personnel to trade inspection personnel of concerned level of agencies, shall

utilize the budget of the concerned level of agencies by using the technical revenue of the trade inspection in accordance with the regulations on finance.

## **Chapter 5**

### **Final Provisions**

#### **Article 16    Implementation**

The Department of Internal Trade, the Provincial-Capital Department of Industry and Commerce, the District-City Industry and Commerce Office, shall implement this Decision effectively.

The related parties shall acknowledge, cooperate and facilitate the implementation of this Decision in accordance with roles.

#### **Article 17    Effectiveness**

This Decision enters into force from the date of signing and replaces the Decision on Uniforms, Logos and Authority Card for the Trade Inspection Personnel, No. 2553/MOIC.DIT, dated 14 December 2012.

**Minister**

[Seal and Signature]

Mrs. Khemmany PHOLSENA