



PSW

PAKISTAN SINGLE WINDOW



USER MANUAL

TDAP MODULE ELECTRONIC CERTIFICATE OF ORIGIN/ FORM ISSUANCE TRADERS PROCESS

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1. Introduction

Pakistan Single Window (PSW) is an electronic portal that allows parties involved in cross border trade and transport to lodge standardized information and documents using a single-entry point to fulfill all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory approvals need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and Other Government Agencies (OGA) fees.

Currently, most OGAs dealing in cross border trade are performing their related functions manually. Even the OGAs using electronic means lack integration with the customs clearance system. All the internal users correspond through emails, phone calls, and messages which causes a delay in the operational processes and approvals.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the exporters/TDAP officer with online applications for issuance of Electronic Certificate of Origin. The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing regulatory approval requests shall be enabled by the PSW.

With the PSW system going live, there will be no TDAP office visits and manual submission of applications for the approval of E-CO request. The processing of the application will be done online, where you can have clear visibility of the action being performed on the same. Moreover, communication between you and the TDAP officer will be visible, robust, and transparent. For more to know about PSW please visit our website www.psw.gov.pk.



2. Background

Background As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' (NSW) as a 'Category C' commitment with effect from 22nd February 2017. To implement NSW the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. Pakistan Customs has established a dedicated PSW Company (PSWC), as a not-for-profit Company under the Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act for developing and maintaining the PSW portal in collaboration with 77 different public sector entities involved in the regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to the regulation of international trade. This will not only reduce the time and costs but also increase compliance and immensely benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters, etc. The implementation of the PSW program will also enhance government controls and transparency. By creating a national electronic trade and logistics platform the PSW will help Pakistan integrate better into the regional and global single window systems. It will facilitate integration into global value chains and enable Pakistan to become a hub for regional and international transit and trade.



3. Salient Features of TDAP E-CO Module

- A complete solution covering online application, processing and issuance of Certificate of Origin.
- No visits to TDAP office. End-to-end digitalization of the process.
- Wet seals and stamps replaced with digital signatures and QR code for ease of verification of authenticity
- Allows filing requests for Certificate of Origin against multiple GDs/SDs.
- Communication between the officers and traders/custom agents will be done through the PSW system.
- Facilitates exporters to the world markets in availing tariff concessions by reducing cost and time using automated system.
- Electronic application and processing help save time and costs.

4. System Requirements

- To use PSW Portal on Windows®, the subscriber will require:
 - a. Google Chrome Browser.
 - b. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
 - c. An Intel Pentium 4 processor or later that's SSE3 capable.
- To use PSW Portal on Mac®, the subscriber will need:
 - d. Google Chrome Browser
 - e. OS X El Capitan 10.11 or later.



5. Step by Step Business Process

5.1 User Login

- i. Please visit "www.psw.gov.pk" and click on the 'Login' button.

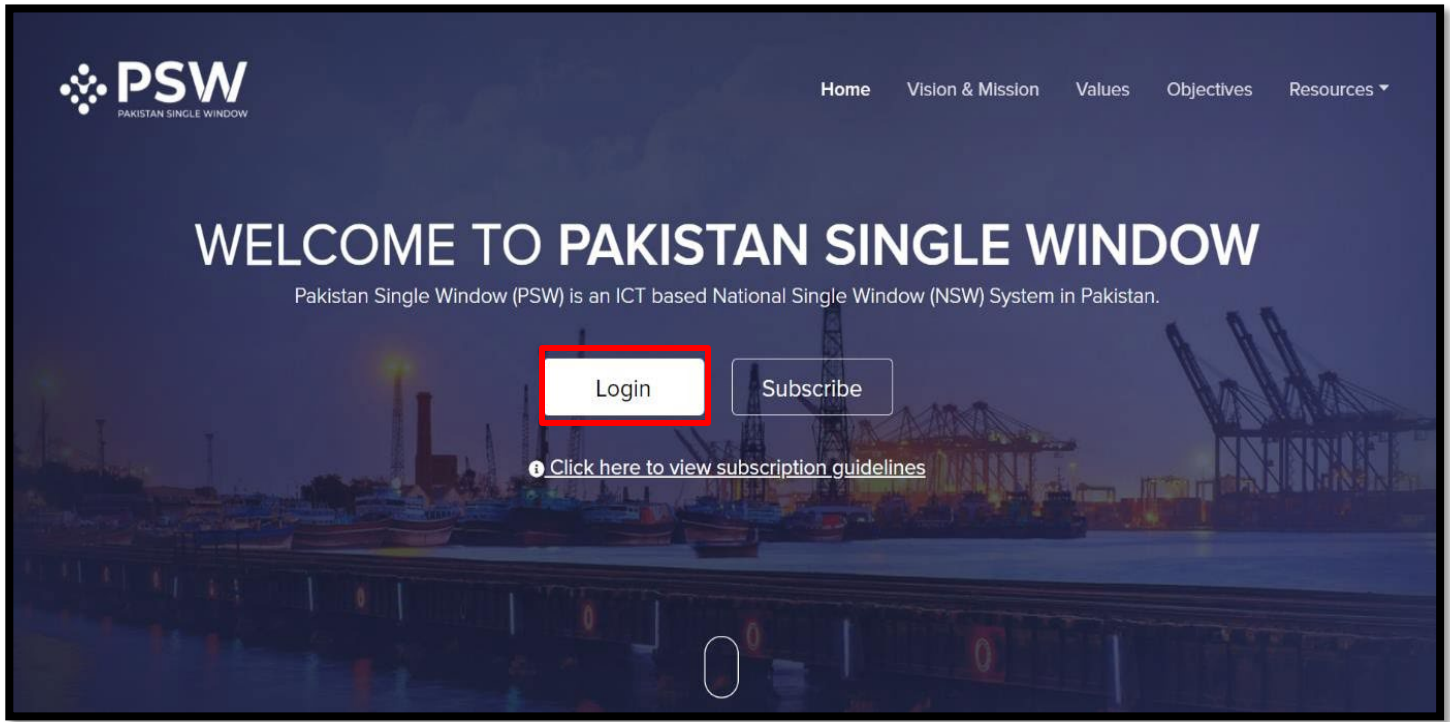


Figure 1

- ii. After clicking on the login button, User will be redirected to the login interface. Here, you will be required to enter login credentials.

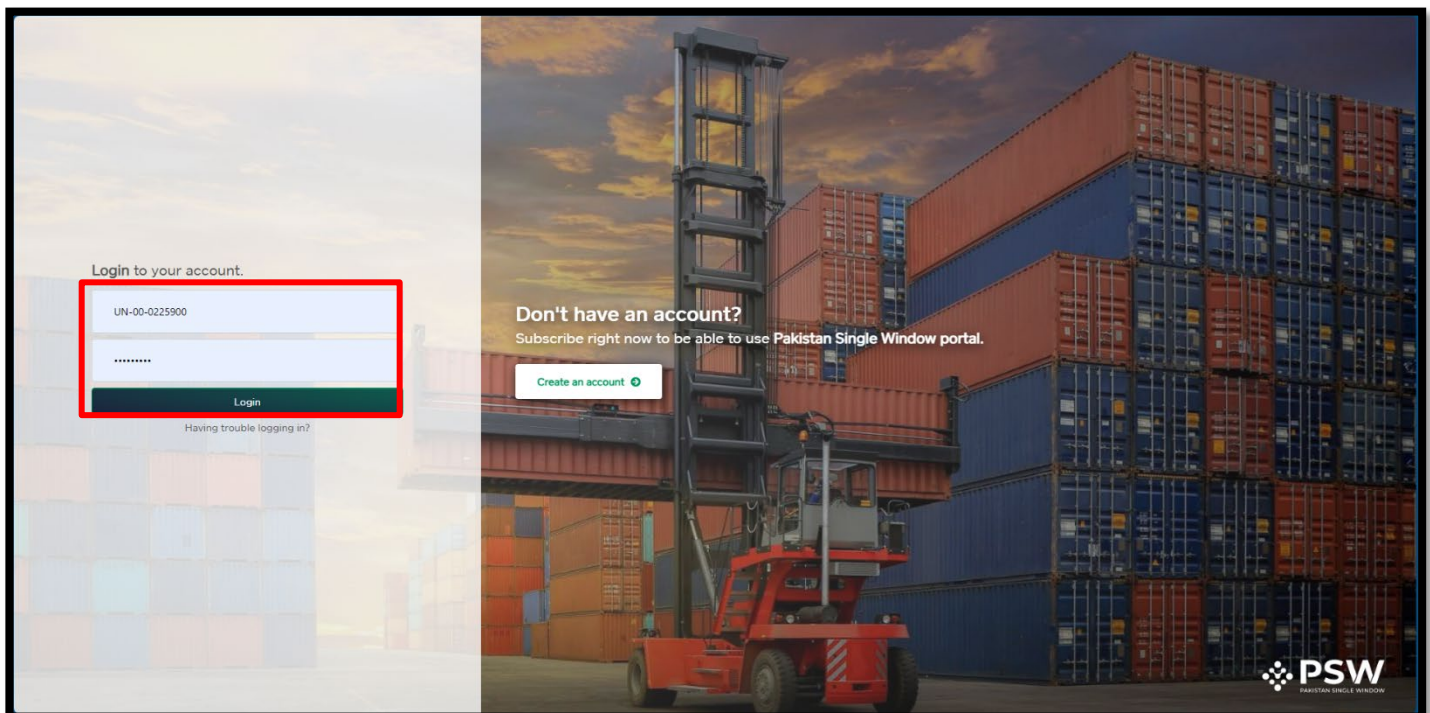


Figure 2



5.2 Electronic Certificate of Origin

- i. Upon successful log-in, a dashboard will appear. At the Home Screen, click on the 'LPCO' button.

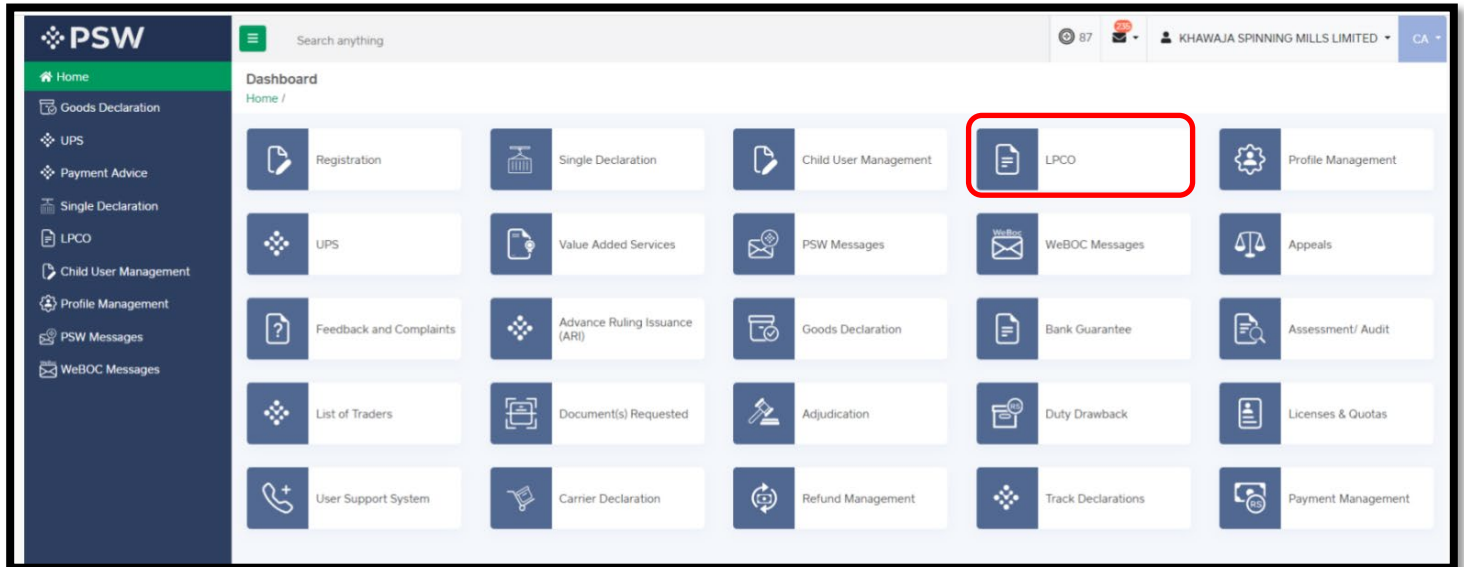


Figure 3

- ii. Under the LPCO grid, select "Electronic Certificate of Origin".

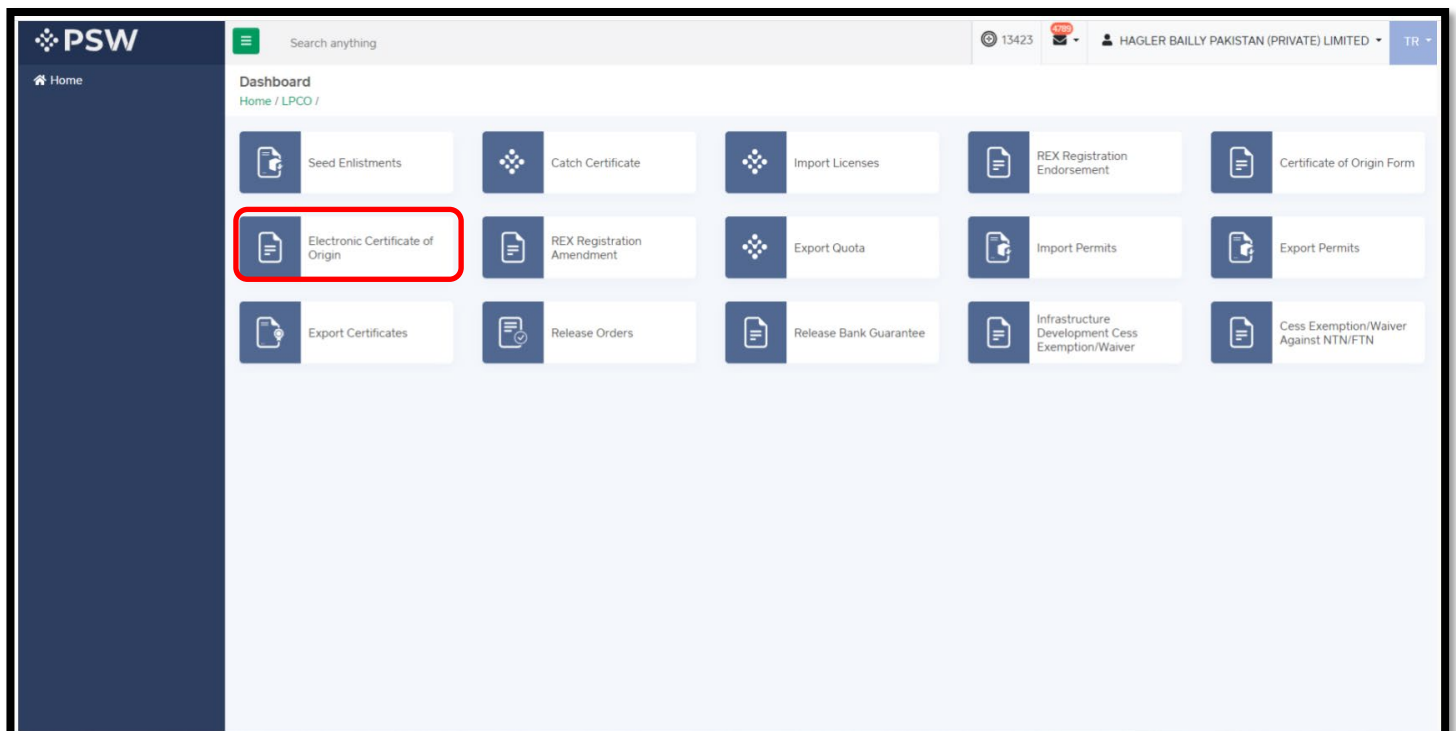


Figure 4

5.3 Create New Request

- i. This page shall display a list of all the requests for E-CO along with the status. To create a new request, click on “Create New Request” to submit request.

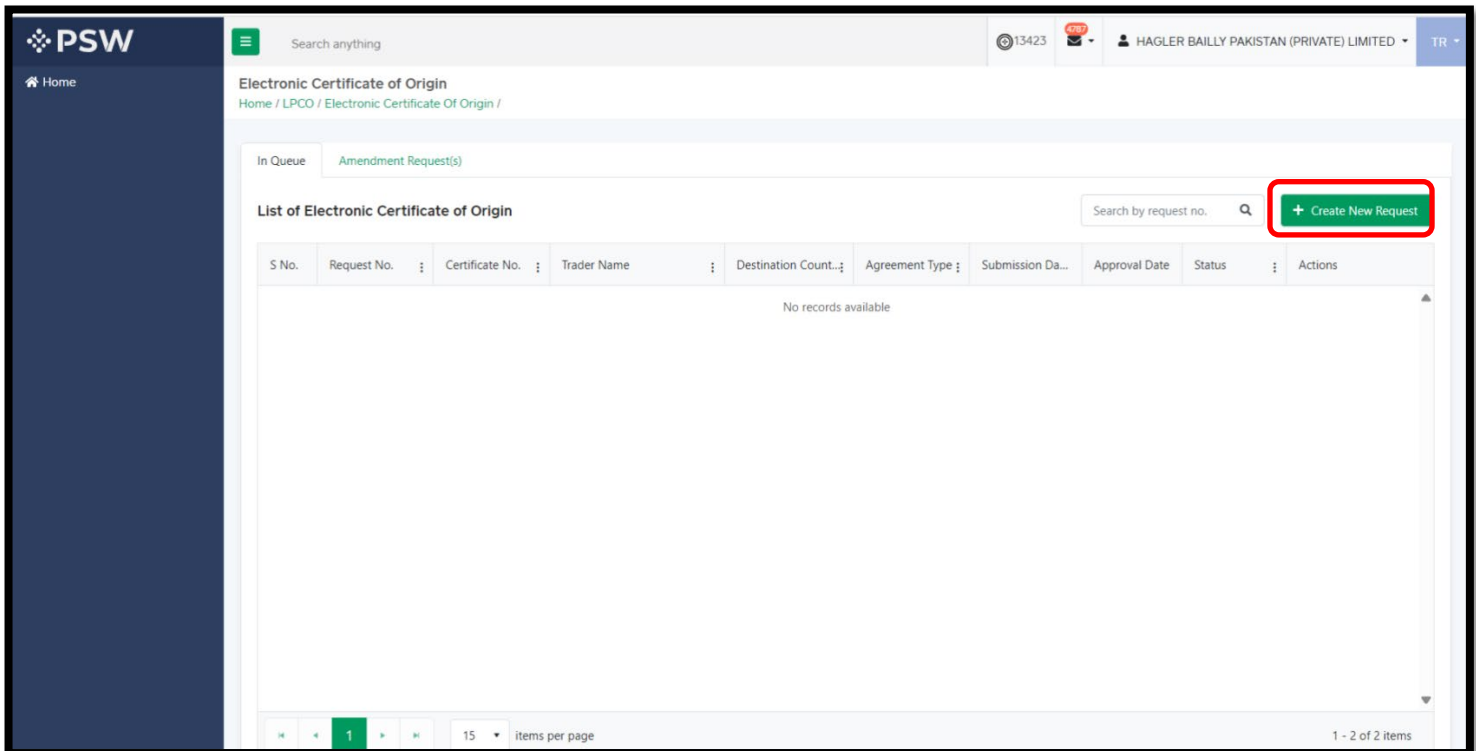


Figure 5

- ii. Upon clicking the 'Create New Request', a list of all Preferential Trade Agreements (PTAs) will be displayed. Please select your preferred trade agreement. For example, the China-Pakistan Free Trade Agreement is selected in below screen. Upon clicking, the system shall generate Pak-China FTA Certificate of Origin request.

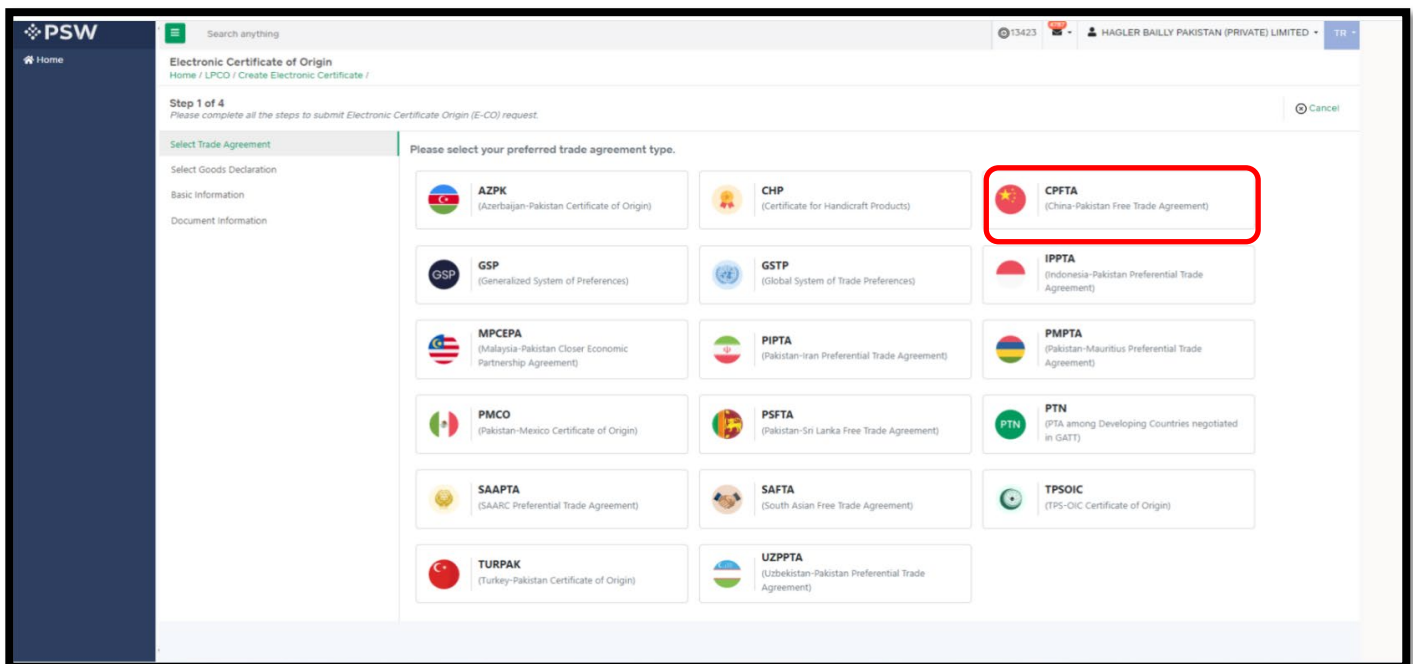


Figure 6



5.4 Select Declaration

- i. After selecting the preferred Certificate, the system shall require the trader to select a Goods/Single Declaration against which E-CO is being requested. Please click on 'Select Declaration' tab.

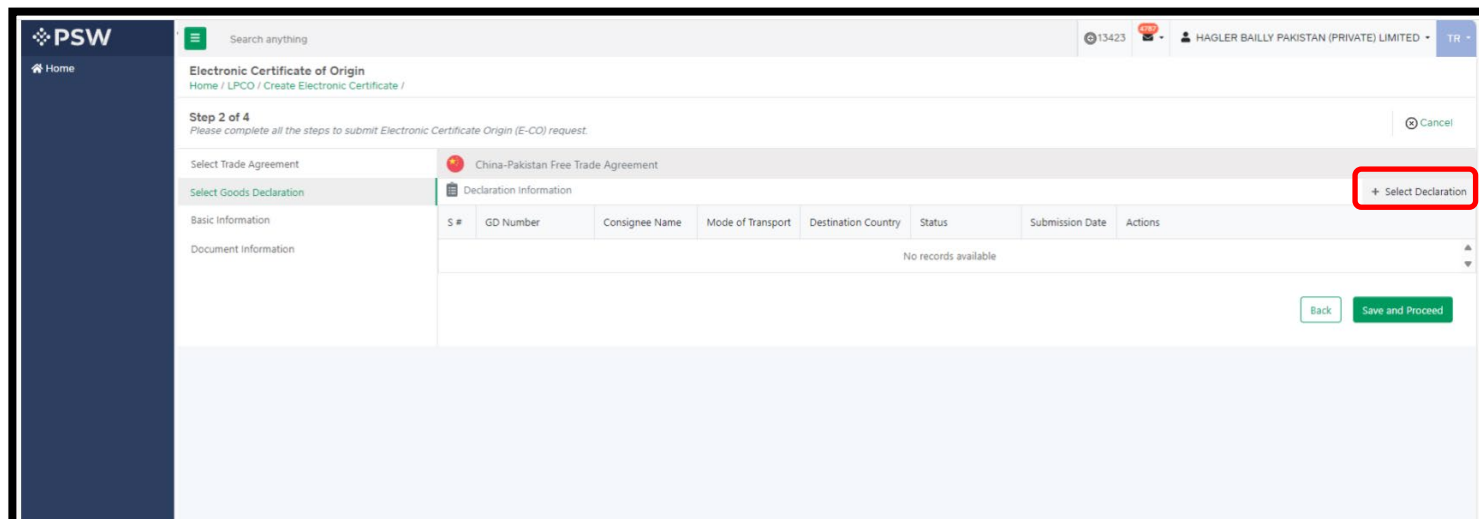


Figure 7

- ii. In the 'Select Declaration' tab, the trader will be required to select a goods declaration either through searching the 'consignee name' or by directly entering the complete GD number. Similarly, the trader shall also select mode of transport i.e. either by Sea, Air or land from drop down box.

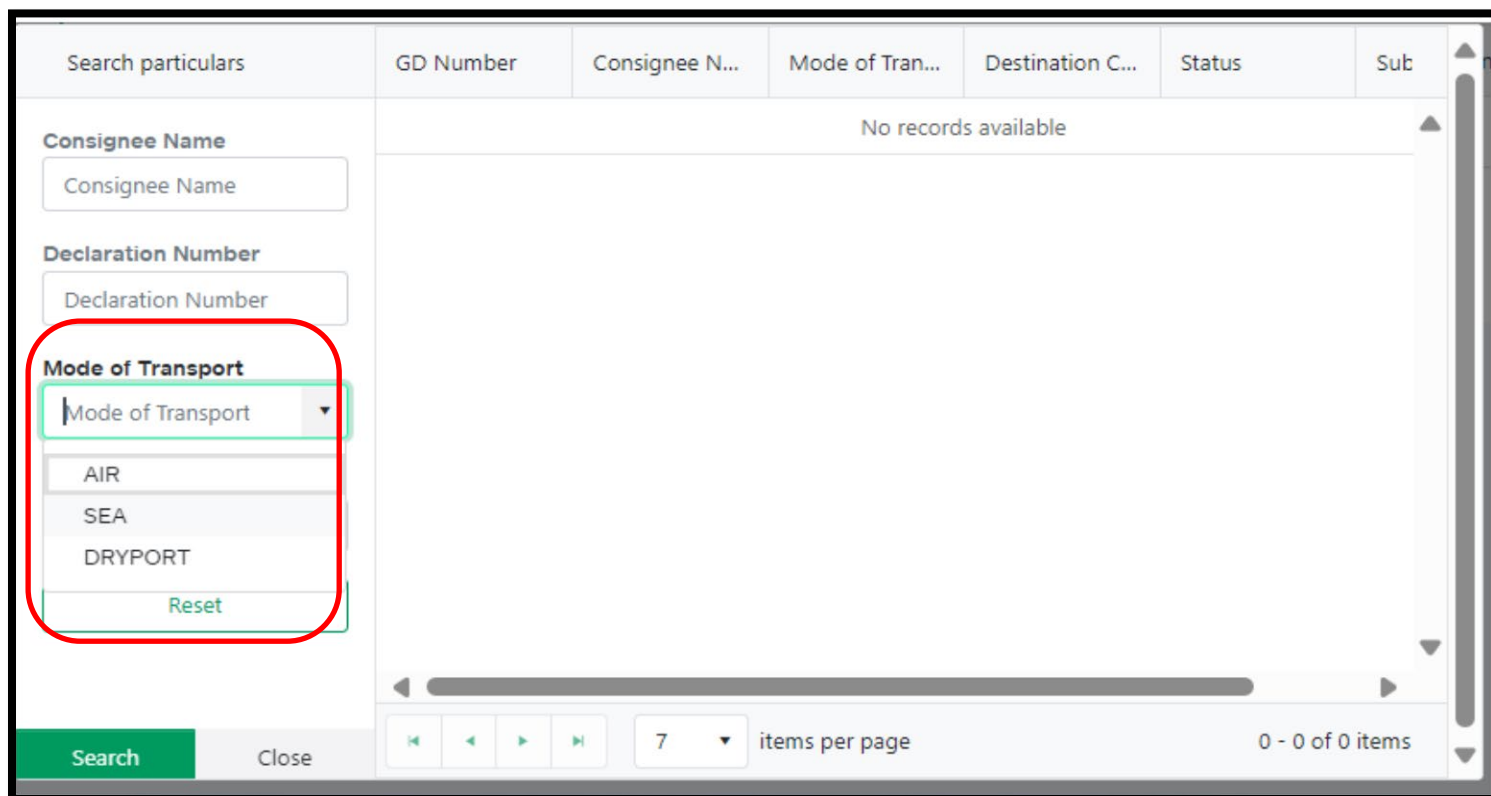


Figure 8

- iii. In this screen, since the trader has not entered a specific consignee name or GD number and has only selected mode of transport 'by sea', the system shall display all the GDs filed by the trader which were destined to China and were shipped by sea.

Note:

In this screen, the system shall only display the GDs/SDs which have attained the "consignment shipped" status. The system allows trader to apply for a Certificate of Origin against multiple GDs provided that their consignee's name, destination country and mode of transport are the same.

The screenshot shows a search interface with the following elements:

- Search particular:** A header for the search filters.
- Filters:**
 - Consignee Name: Input field with placeholder "Consignee Name".
 - Declaration Number: Input field with placeholder "Declaration Number".
 - Mode of Transport: Dropdown menu set to "SEA".
 - Destination Country: Dropdown menu set to "China".
 - Reset button: A green button to clear filters.
- Search Button:** A green button labeled "Search" at the bottom left.
- Table:** A table with the following data:

| GD Number | Consignee N... | Mode of Tran... | Destination C... | Status | Sub |
|------------------------|------------------|-----------------|------------------|---------------------|------|
| KPPE-SB-194-01-08-2023 | JMETER - SHABBIR | SEA | China | Consignment Shipped | 01-0 |
- Page Navigation:** A footer showing "1" of 1 items, "7" items per page, and "1 - 1 of 1 items".

Figure 9



5.5 Basic Information

- i. After associating desired GDs with the request, the trader will be prompted to the next screen. Here, the trader will fill in relevant fields. In the 'City' tab, the trader shall select the city from where the issuance of the E-CO is desired. The dropdown will display the cities where TDAP offices are present for the processing of requests.

Home / LPCO / Create Electronic Certificate /

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request.

Select Trade Agreement: China-Pakistan Free Trade Agreement

Select Goods Declaration

Basic Information

Document Information

OGA - Site/Office Selection
Please select the city and site office from where you want to get the Certificate of Origin.

| Agency Name | City | Site |
|---|-------------|-------------|
| Trade Development Authority of Pakistan | Select City | Select Site |

Exporter's Name and Address

Consignor / Exporter Name: Hagler Bailly Pakistan (Pvt) Ltd

Consignee's Name and Address

Consignee / Importer Name: Consignee / Importer Name

Producer's Name, Address and Country

Producer Name: Producer Name

Producer Address: Producer Address

Producer Country: Producer Country

Country of Origin: Pakistan

Country of Destination: Select Country

Means of Transport and route (as far as known) + Add

Figure 10

- ii. The address of the exporter will be auto fetched from the system, trader only needs to select the address.

Home / LPCO / Create Electronic Certificate /

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request.

Select Trade Agreement: China-Pakistan Free Trade Agreement

Select Goods Declaration

Basic Information

Document Information

OGA - Site/Office Selection
Please select the city and site office from where you want to get the Certificate of Origin.

| Agency Name | City | Site |
|---|---------|----------------------|
| Trade Development Authority of Pakistan | Karachi | TDAP Office, Karachi |

Exporter's Name and Address

Consignor / Exporter Name: Hagler Bailly Pakistan (Pvt) Ltd

Address: Consignor Address

Consignee's Name and Address

Consignee / Importer Name: Consignee / Importer Name

Producer's Name, Address and Country

Producer Name: Producer Name

Producer Address: Producer Address

Producer Country: Producer Country

Country of Origin: Pakistan

Country of Destination: Select Country

Means of Transport and route (as far as known) + Add

Figure 11



- iii. The trader shall enter the details of importer and producer of the goods. Under the producer details, details about the manufacturer of exported goods shall be inserted.

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request.

Select Trade Agreement: China-Pakistan Free Trade Agreement

Select Goods Declaration: OGA - Site/Office Selection

Basic Information: Please select the city and site office from where you want to get the Certificate of Origin.

Document Information

| Agency Name | City | Site |
|---|---------|----------------------|
| Trade Development Authority of Pakistan | Karachi | TDAP Office, Karachi |

Exporter's Name and Address

| Consignor / Exporter Name | Address | Country of Origin |
|----------------------------------|--|-------------------|
| Hagler Bailly Pakistan (Pvt) Ltd | Block 1, Commercial Area, Street 21, F8/2, Islamabad Islama... | Pakistan |

Consignee's Name and Address

| Consignee / Importer Name | Consignee Address | Country of Destination |
|---------------------------|-------------------|------------------------|
| ABC Import Company | Guangzhou, China | Select Country |
| | | CHN - China |

Producer's Name, Address and Country

| Producer Name | Producer Address | Producer Country |
|---------------|------------------|------------------|
| Master Impex | SITE Karachi | PAK - Pakistan |

Means of Transport and route (as far as known) + Add

Figure 12

- iv. Under the means of transport tab, click the "Add" button to provide details about means of transport.

PSW Search anything

Electronic Certificate of Origin
Home / L/PCO / Create Electronic Certificate /

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request.

Select Trade Agreement: China-Pakistan Free Trade Agreement

Select Goods Declaration: OGA - Site/Office Selection

Basic Information: Please select the city and site office from where you want to get the Certificate of Origin.

Document Information

| Agency Name | City | Site |
|---|---------|----------------------|
| Trade Development Authority of Pakistan | Karachi | TDAP Office, Karachi |

Exporter's Name and Address

| Consignor / Exporter Name | Address | Country of Origin |
|----------------------------------|--|-------------------|
| Hagler Bailly Pakistan (Pvt) Ltd | Block 1, Commercial Area, Street 21, F8/2, Islamabad Islamabad Urban | Pakistan |

Consignee's Name and Address

| Consignee / Importer Name | Consignee Address | Country of Destination |
|---------------------------|-------------------|------------------------|
| ABC Import Company | Guangzhou, China | Select Country |
| | | CHN - China |

Producer's Name, Address and Country

| Producer Name | Producer Address | Producer Country |
|---------------|------------------|------------------|
| Master Impex | SITE Karachi | PAK - Pakistan |

Means of Transport and route (as far as known) + Add

| S No. | Departure Date | Vessel/Flight/Train/Vehicle No. | Port of Loading | Port of Discharge | Actions |
|-------|----------------|---------------------------------|-----------------|-------------------|---------|
|-------|----------------|---------------------------------|-----------------|-------------------|---------|

Figure 13



v. User will provide required information and save the details.ss

Edit Electronic Certificate of Origin
Home / LPCO / Electronic Certificate Of Origin / Edit /

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request. Cancel

Select Trade Agreement: CPFTA (China-Pakistan Free Trade Agreement)

Select Goods Declaration: **Add Details**

Basic Information

Document Information

Departure Date: day-month-year

Vessel/Flight/Train/Vehicle No.:

Port of Loading (optional):

Port of Discharge:

Back Save

Figure 14

vi. Added details will appear in “Means of Transport and route” grid.

Edit Electronic Certificate of Origin
Home / LPCO / Electronic Certificate Of Origin / Edit /

Step 3 of 4
Please complete all the steps to submit Electronic Certificate Origin (E-CO) request. Cancel

Select Trade Agreement: CPFTA (China-Pakistan Free Trade Agreement)

Select Goods Declaration: **OGA - Site/Office Selection**

Basic Information

Document Information

Agency Name: Trade Development Authority of Pakistan
City: Karachi
Site: TDAP Office, Karachi

Exporter's Name and Address
Consignor / Exporter Name: Hagler Bailly Pakistan (Pvt) Ltd
Address: Block 1, Commercial Area, Street 21, F8/2, Islamabad Islamabad Urban
Country of Origin: Pakistan

Consignee's Name and Address
Consignee / Importer Name: ABC Import Company
Consignee Address: Guangzhou, China
Country of Destination: CHN - China

Producer's Name, Address and Country
Producer Name: Master Impex
Producer Address: SITE Karachi
Producer Country: PAK - Pakistan

Means of Transport and route (as far as known)

| S.No. | Departure Date | Vessel/Flight/Train/Vehicle No. | Port of Loading | Port of Discharge | Actions |
|-------|----------------|---------------------------------|-----------------|-------------------|---------|
| 1 | 10-07-2024 | MT Ocean | Karachi | Shanghai | |

+ Add

Figure 15

- vii. After adding route information, the trader shall click on “Add Commodity” tab to add commodity details.

Figure 16

- viii. User will add Commodity details in required fields, then press save button. For selection of relevant origin criterion, please refer to the Certificate of Origin Form and guidelines container therein. Selection of correct origin criterion is crucial to the approval of your request for E-CO by TDAP and its acceptance by the authorities of the destination country.

Note:

The E-CO module is designed in a way that it accommodates as many items as possible on a single form. Therefore, traders are requested to enter the required details in as few letters/characters as possible.

Figure 17

- ix. Once saved, added details will appear under the Commodity Information grid.

The screenshot shows a web application interface for submitting an Electronic Certificate of Origin (E-CO) request. The form is titled "China-Pakistan Free Trade Agreement" and is in the "Site/Office Selection" step. It contains several sections for data entry: Agency Name (Trade Development Authority of Pakistan), City (Karachi), and Site (TDAP Office, Karachi). The Exporter's Name and Address section includes Hagler Bally Pakistan (Pvt) Ltd and its address in Islamabad. The Consignee's Name and Address section includes ABC Import Company and its address in Guangzhou, China. The Producer's Name, Address and Country section includes Master Impex and its address in SITE Karachi. Below these sections is a table for "Means of Transport and route (as far as known)" with one entry: S No. 1, Departure Date 10-07-2024, Vessel/Flight/Train/Vehicle No. MT Ocean, Port of Loading Karachi, Port of Discharge Shanghai. At the bottom, there is a "Commodity Information" grid with one entry: Item No. 1, Description of Goods "Bovine Meat, Half Carcass 200 No. packed in 200 Bags". The grid is highlighted with a red box. At the bottom right, there are "Back" and "Save and Proceed" buttons.

Figure 18

- x. Once information is added, Trader shall be required to enter remarks. Please enter remarks and click on the save and proceed button.

Note:

Please note that the remarks entered by the trader shall appear on the Certificate of Origin, therefore, keep your remarks short and standardized.

This screenshot is identical to Figure 18, showing the same E-CO request form. The "Commodity Information" grid is visible with the same entry. In this version, the "Save and Proceed" button at the bottom right is highlighted with a red box, indicating the next step in the process.

Figure 19



5.6 Document Information

- i. After adding the commodity details, the system will lead the trader to the final step in the E-CO application. Here, the trader shall attach all the mandatory documents as per the system requirement. User will select Document Name from the drop-down menu and upload accordingly.

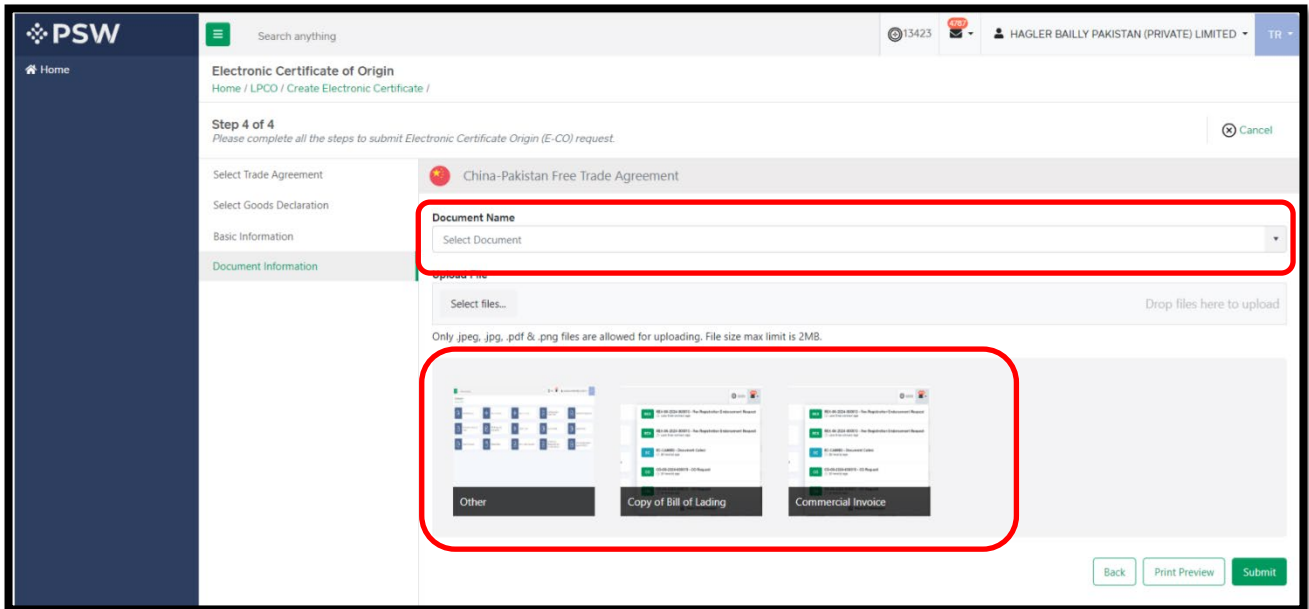


Figure 20

- ii. Before submitting the application for E-CO, it is strongly advised to preview the Certificate of Origin and details entered in the previous screens.

Note:

It is advised that the trader shall always analyze the print preview of the CO before submitting an application and make corrections/additions accordingly if required.

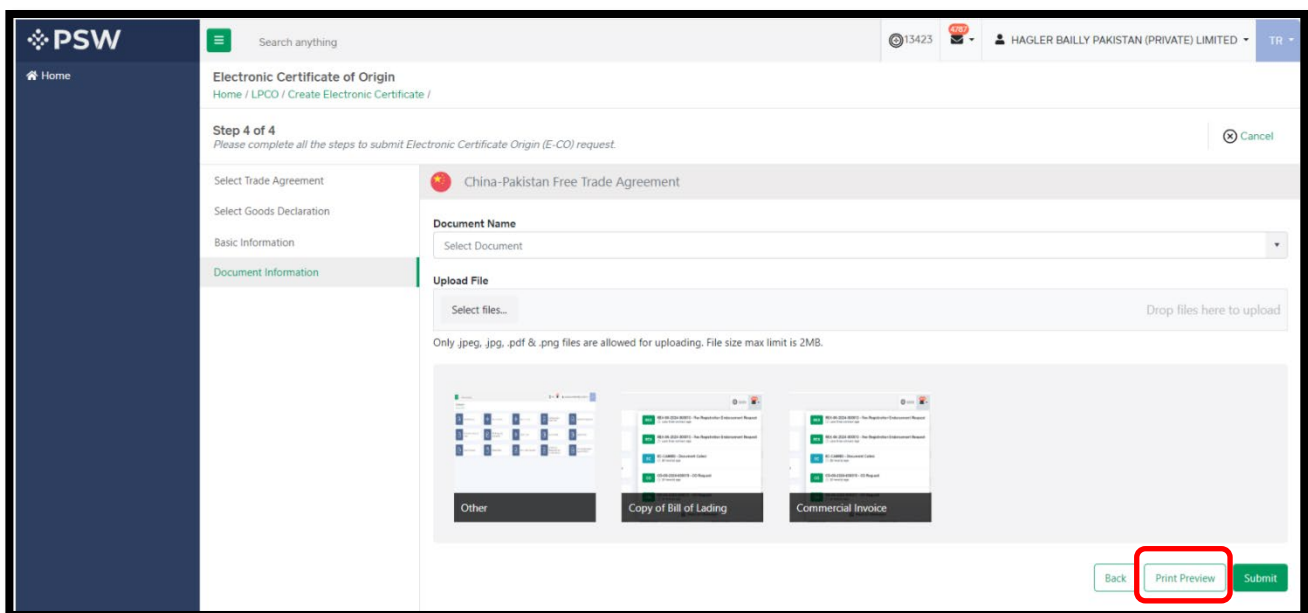


Figure 21

5.7 Print Preview

- i. User will be able to preview the certificate.

Print Preview ✕

| | | | | | |
|--|---|----------------------------|--|--|------------------------------------|
| 1. Exporter's Name and Address Country Hagler Bailly Pakistan (Pvt) Ltd, Block 1, Commercial Area, Street 21, F8/2, Islamabad Islamabad Urban, Pakistan | | | CERTIFICATE NO. CERTIFICATE OF ORIGIN CHINA-PAKISTAN FTA (Combined Declaration and Certificate) Issued in <u> Pakistan </u> (Country) See Instruction Overleaf | | |
| 2. Consignee Name and Address, country ABC Import, Guangzhou, China, China | | | | | |
| 3. Producer's Name and Address, country Master Impex, SITE Karachi, PAK | | | | | |
| 4. Means of transport and route (as far as known) Departure Date: 10-07-2024 Vessel/Fight/Train/Vehicle No. MT Ocean Port of discharge: Shanghai Port of loading: Karachi | | | 5. For official Use only <input type="checkbox"/> Preferential Treatment Given Under China-Pakistan FTA <input type="checkbox"/> Free Trade Preferential Tariff Preferential Treatment Not Given (Please state reason's) Signature of Authorized Signatory of the Importing Country | | |
| 6. Item number | 7. Marks and number on packages; Number and kind of packages; description of goods; HS code of the importing country | 8. Origin Criterion | 9. Gross Weight, Quantity and FOB value | 10. Number and date of invoices | 11. Remarks |
| 1 | Master Impex; Bovine Meat, Half Carcass 200 No. packed in Jumbo Bags; 0201.1000 | P | 5000, KG, 10000 | Inv/1298 09-07-2024 | Please issue Certificate of Origin |
| 10. Declaration by the exporter The under signed hereby declares that the above details and statemets are correct; that all the goods were produced in <div style="text-align: center;"> _____ Pakistan Country </div> and that they comply with the origin requirements specified for these goods in the China-Pakistan Free Trade Area Preferential Tariff for the goods exported to <div style="text-align: center;"> _____ China Importing Country </div> <div style="text-align: center;"> _____ Karachi Place and date signature of authorized signatory </div> | | | 13. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct <div style="text-align: center;"> _____ Place and date signature and stamp of Certifying Authority </div> | | |

Figure 22

5.8 Submission of E-CO Request

- i. After preview, the User will submit the request after which a confirmation pop-up will appear, User will select “Yes” to proceed further.

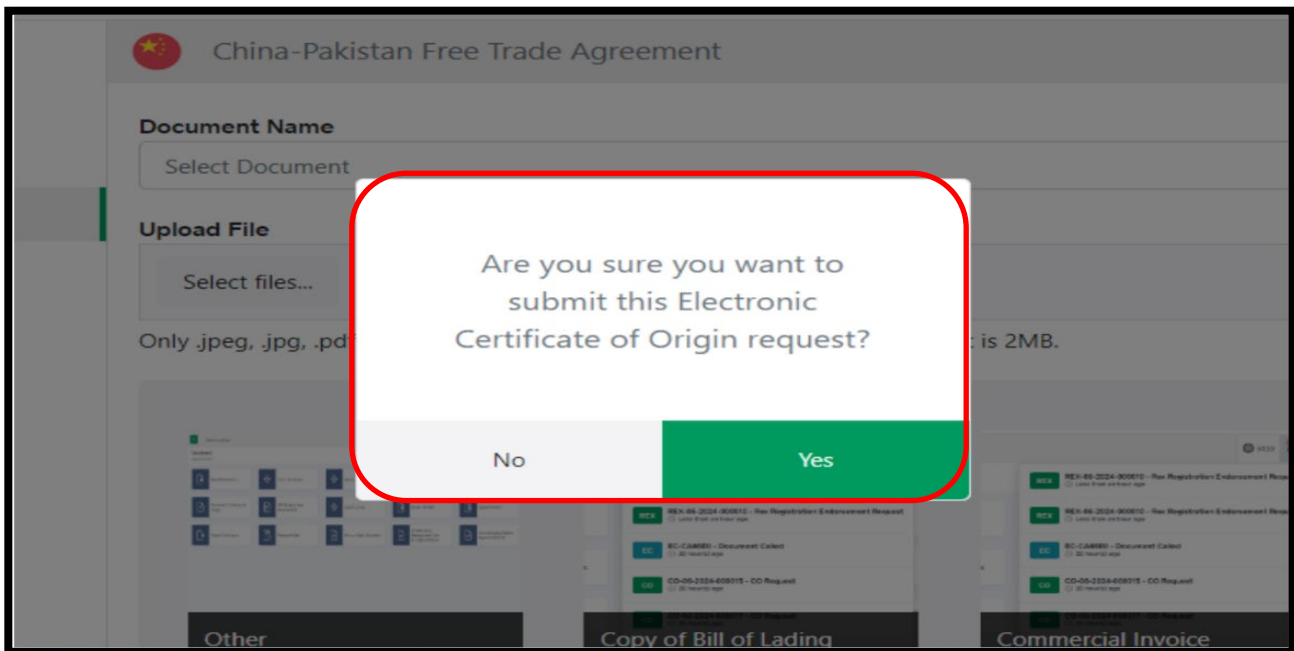


Figure 23

- ii. After confirming submission of request, the system shall generate an automated request number to your application. Request submitted message will appear, along with Request Number.

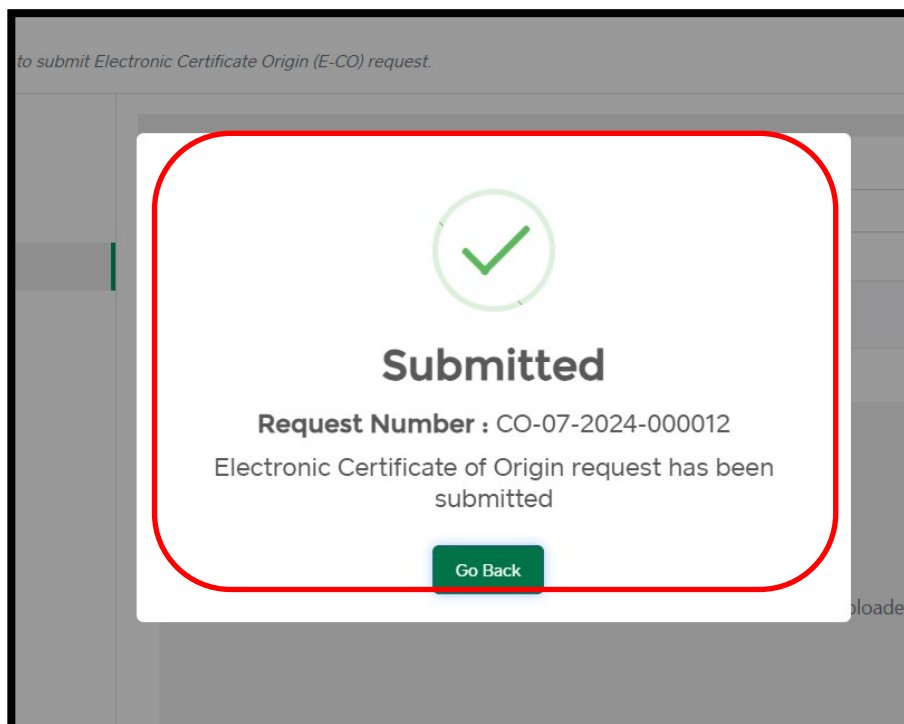


Figure 24

- iii. After successful application submission, the request will be assigned a system generated request number and will reflect status as “Assigned to Officer” in your E-CO main menu. Similarly, ‘Approved’ status will appear against approved requests.

The screenshot displays the PSW Electronic Certificate of Origin interface. The page title is "Electronic Certificate of Origin" with a breadcrumb trail: Home / LPCO / Electronic Certificate Of Origin / . The user is logged in as HAGLER BAILLY PAKISTAN (PRIVATE) LIMITED. The main content area shows a table titled "List of Electronic Certificate of Origin" with a search bar and a "+ Create New Request" button. The table has the following columns: S.No., Request No., Certificate No., Trader Name, Destination Count, Agreement Type, Submission Date, Approval Date, Status, and Actions. Two rows are highlighted with a red box:

| S.No. | Request No. | Certificate No. | Trader Name | Destination Count | Agreement Type | Submission Date | Approval Date | Status | Actions |
|-------|-------------------|--------------------------|----------------------------------|-------------------|----------------|-----------------|---------------|---------------------|---------|
| 1 | CO-07-2024-000012 | N/A | Hagler Bailly Pakistan (Pvt) Ltd | China | CPFTA | 11-07-2024 | - | Assigned to Officer | |
| 2 | CO-07-2024-000011 | KHI-CPFTA-000011/07-2024 | Hagler Bailly Pakistan (Pvt) Ltd | China | CPFTA | 10-07-2024 | 11-07-2024 | Approved | |

The bottom of the page shows a pagination control with "1" selected, "15" items per page, and "1 - 2 of 2 items".

Figure 25

6. Amendment in Electronic Certificate of Origin

The PSW E-CO module allows traders to amend certain fields of information in their approved requests for E-CO i.e. it enables amendments in certain fields after its issuance by the TDAP. For this purpose, traders shall be required to file an 'Amendment Request' electronically. Please go through the step-by-step instructions for filing an amendment request.

- i. Please visit "www.psw.gov.pk" and click on the 'Login' button.

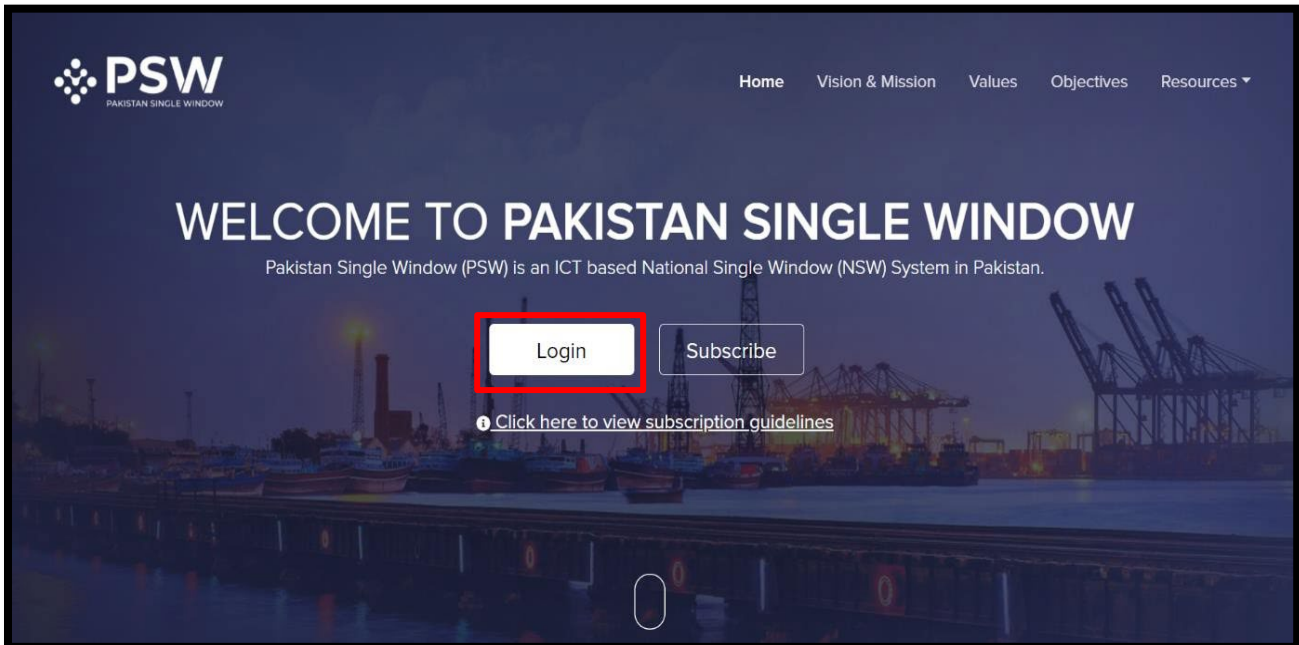


Figure 26

- ii. After clicking on the login button, User will be redirected to the login interface. Here, you will be required to enter login credentials.

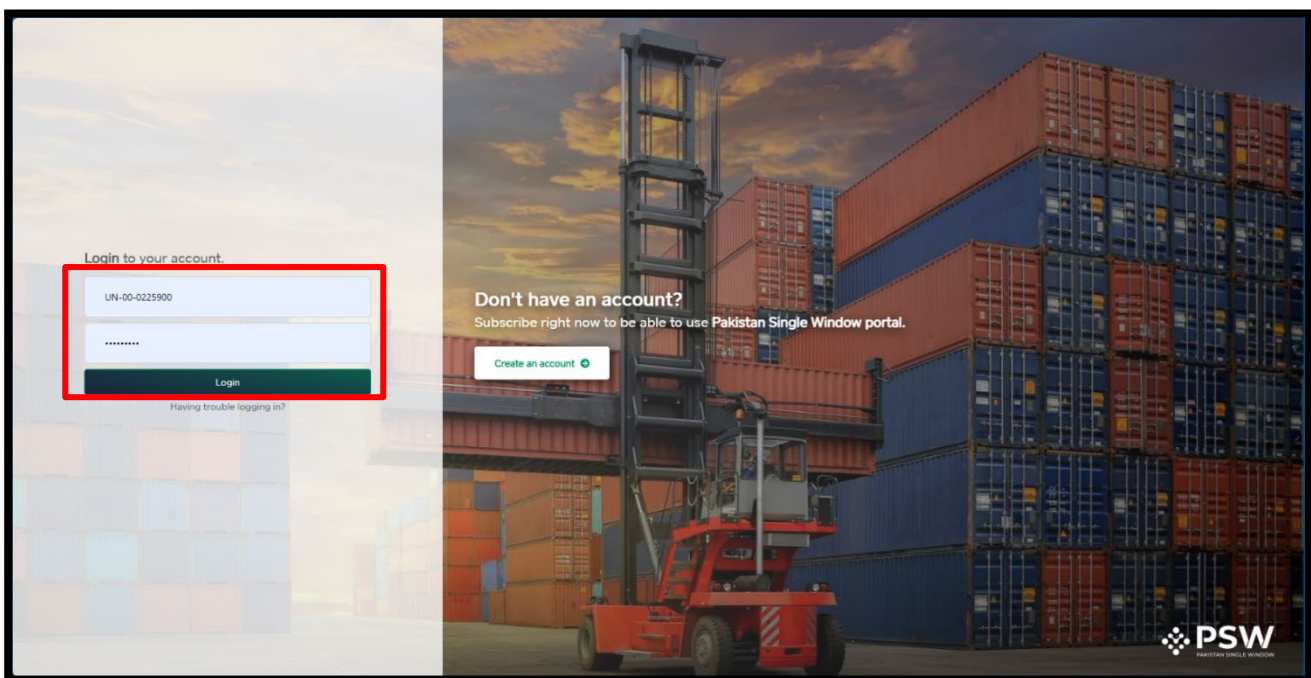


Figure 27

- iii. Upon successful log-in, a dashboard will appear. At the Home Screen, click on the 'LPCO' button.

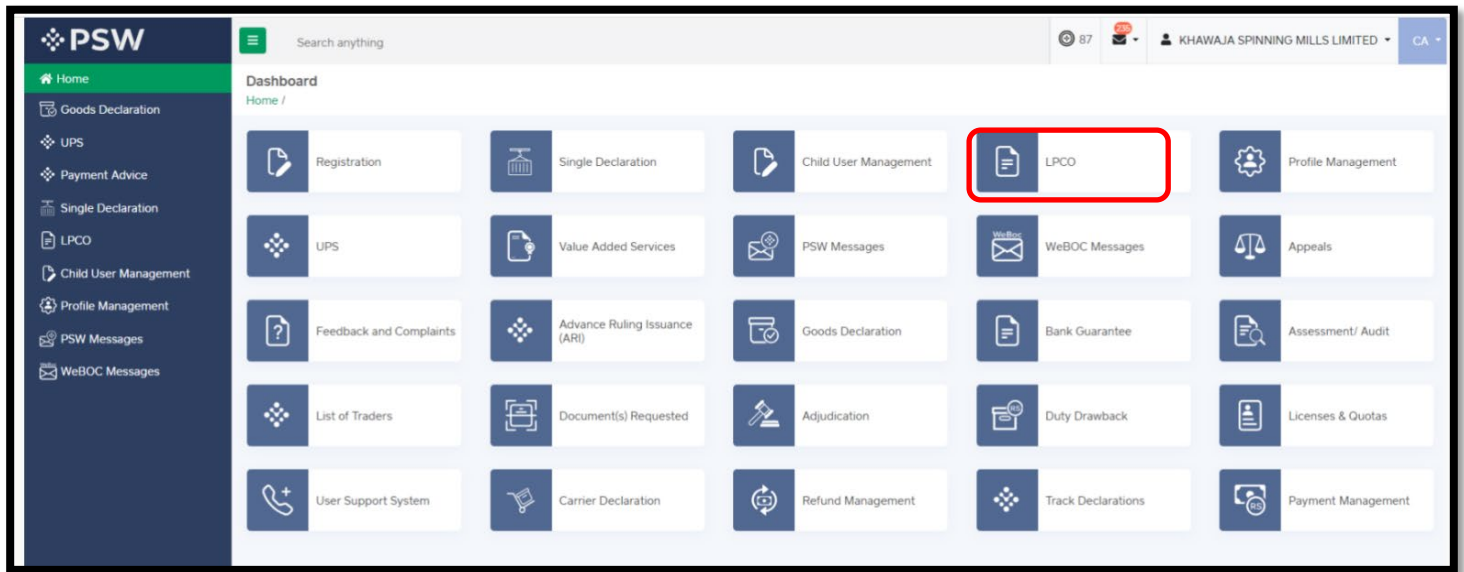


Figure 28

- iv. Under the LPCO grid, select "Electronic Certificate of Origin".

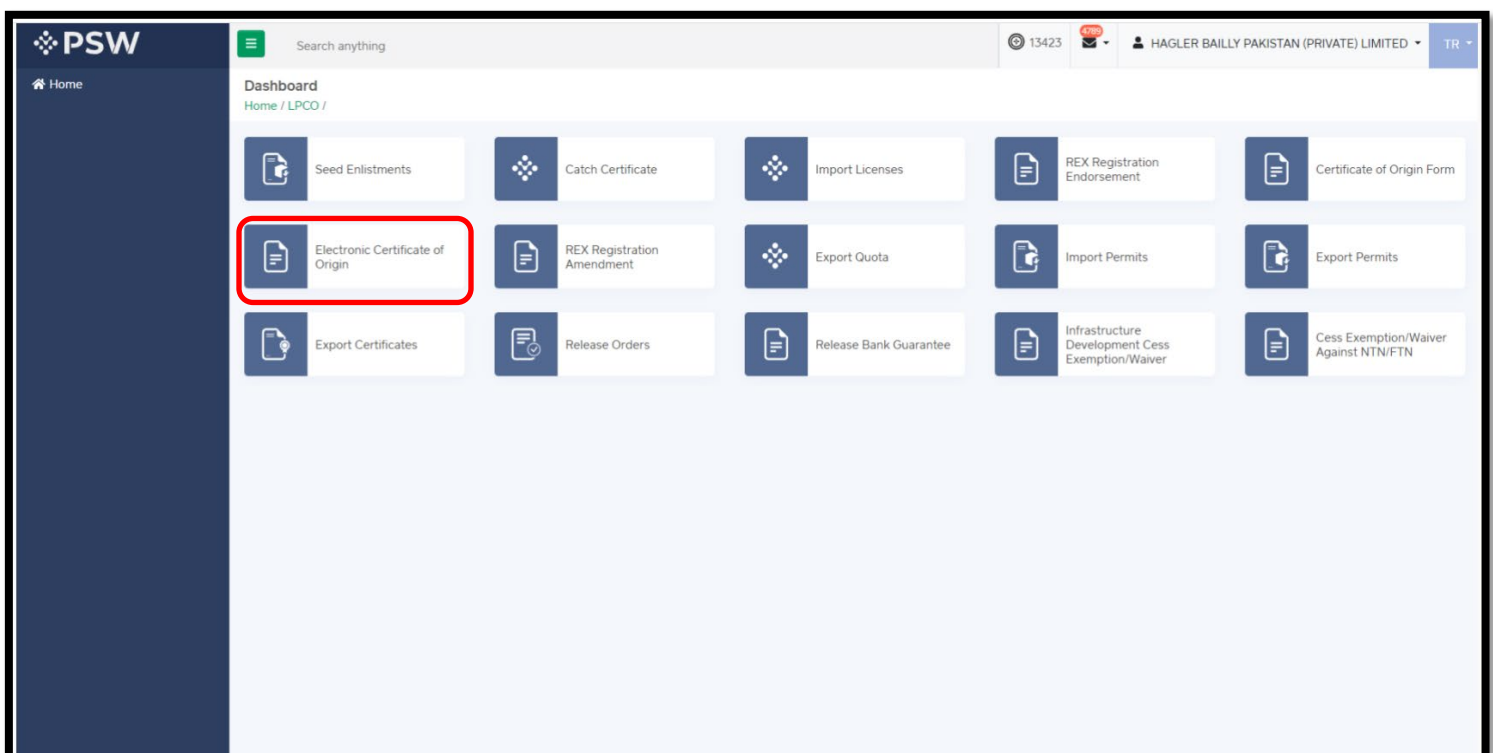


Figure 29

- v. The screen will display a list of Requests for E-CO filed by the trader.

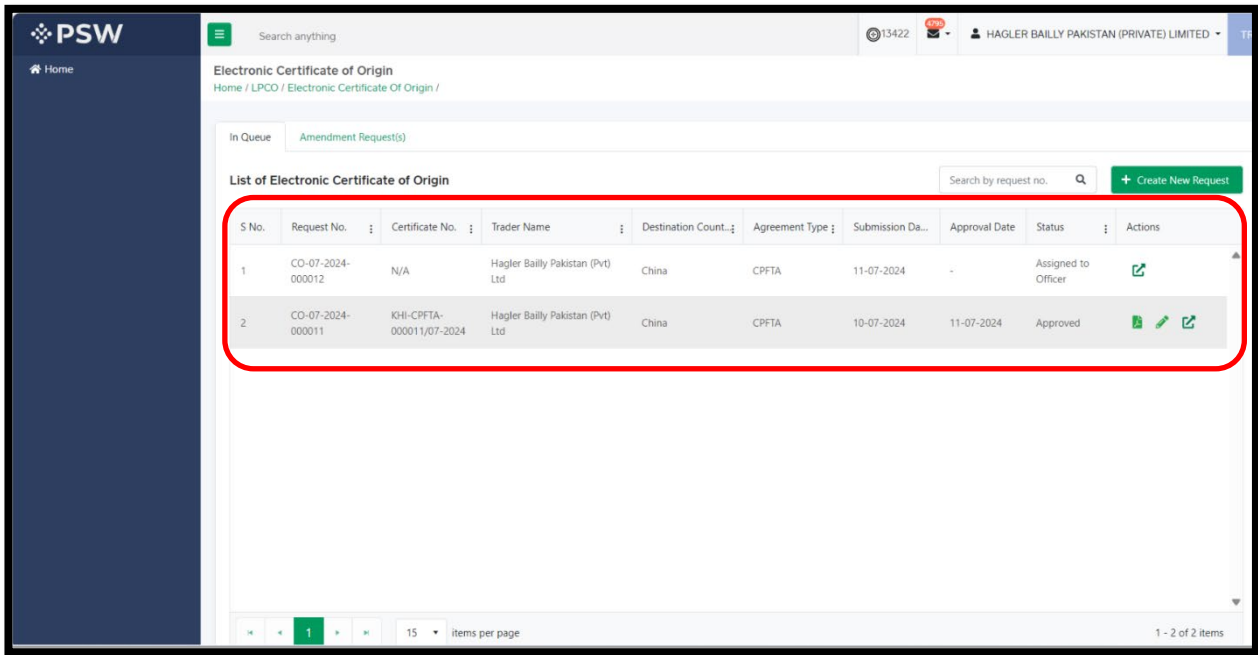


Figure 30

- vi. User shall click on the edit button under Actions tab. Please note that amendment is permitted by the system only after the approval of request by the TDAP. The screen will display a edit tab under the 'Action' grid. Please click to initiate amendment request. Upon clicking the 'Edit' tab, system shall allow editing in the 'Select Goods Declaration' menu. Here, the trader can Add, Remove or Edit, GD information.

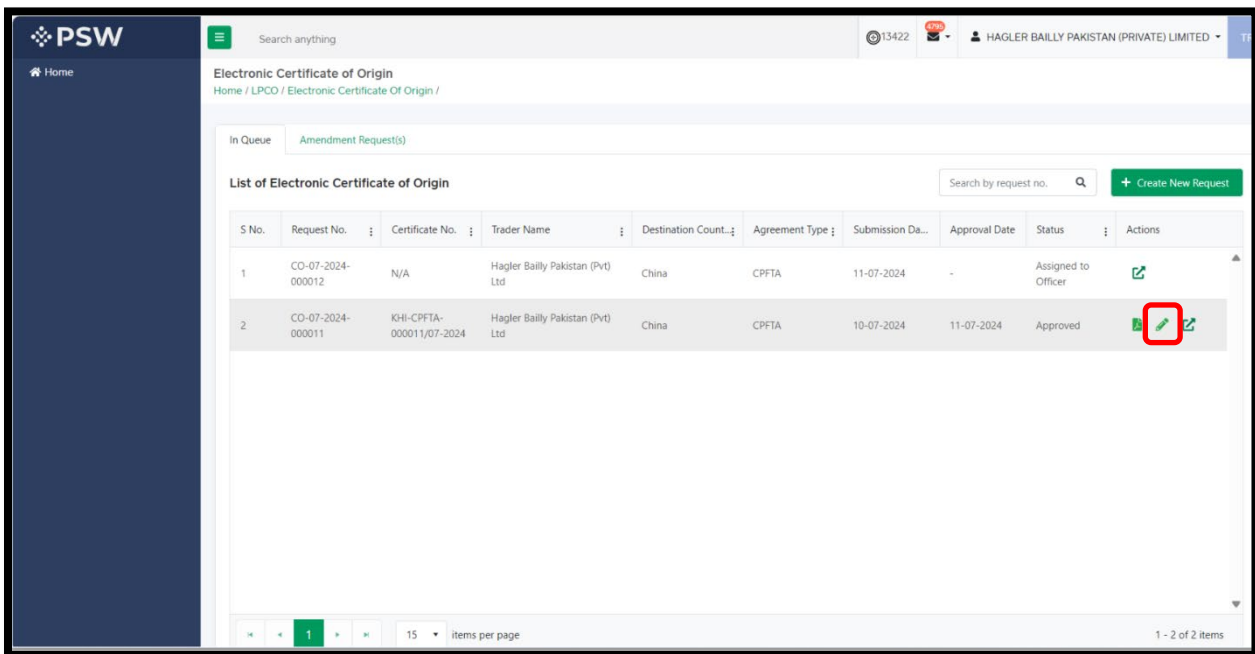


Figure 31

6.1 Amendment of Basic Information

- i. User will be able to edit permitted fields, after editing User shall click on save button and edited information will be saved.

The screenshot shows the PSW interface for an Electronic Certificate of Origin Amendment. The user is at Step 2 of 3, editing details for a CPFTA (China-Pakistan Free Trade Agreement). The 'Basic Information' section is active, and the 'Edit Details' form is displayed. The form contains the following fields:

- Departure Date: 10-07-2024
- Vessel/Flight/Train/Vehicle No.: MT Ocean
- Port of Loading (optional): Karachi
- Port of Discharge: Shanghai

A red box highlights the 'Save' button at the bottom right of the form.

Figure 32

- ii. After saving the vessel details, the User will be able to edit commodity details and can add remarks for the TDAP officer if required. Then save the information.

Note:

The remarks made by the trader shall appear on the Certificate of Origin, therefore, keep your remarks short and standardized.

The screenshot shows the PSW interface for an Electronic Certificate of Origin Amendment. The user is at Step 2 of 3, editing commodity details for a CPFTA (China-Pakistan Free Trade Agreement). The 'Edit Commodity' form is displayed. The form contains the following fields:

- HS Code of the Importing Country: 0201.1000
- Origin Criterion: P
- Marks and Number of Package(s): M/s Master Impex, Karachi
- Number and Kind of Package(s), Description of Goods: Bovine Meat, Half Carcass 200 No. packed in 200 Bags
- Gross Weight or Other Quantity: 5000
- UOM: KG
- FOB Value (optional): 10000
- Number of Invoice: Inv/1298/
- Date of Invoice: 10-07-2024

A red box highlights the 'Save' button at the bottom right of the form. Below the main form, there is a 'Remarks' section with a text area containing the text: "Please issue certificate of Origin".

Figure 33

6.2 Adding Document Information

- i. User shall upload updated documents here, and then click on submit button once documents are uploaded.

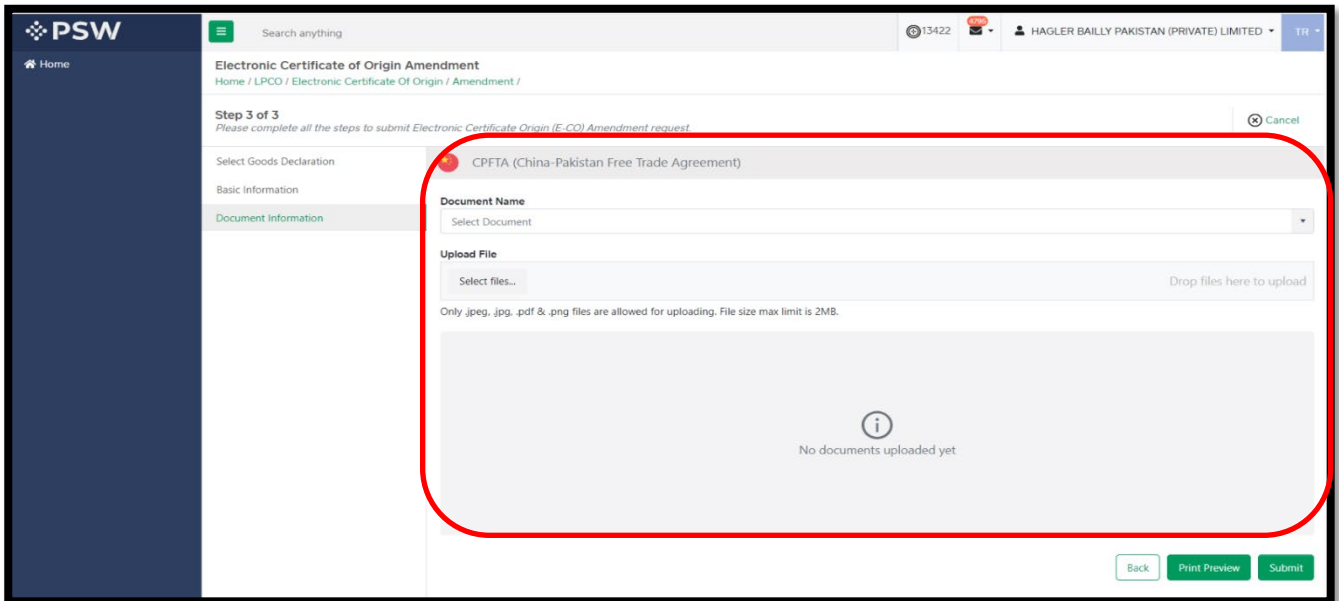


Figure 34

- ii. Once the request is submitted, a confirmation screen will appear, User shall click on “Yes” to proceed further.

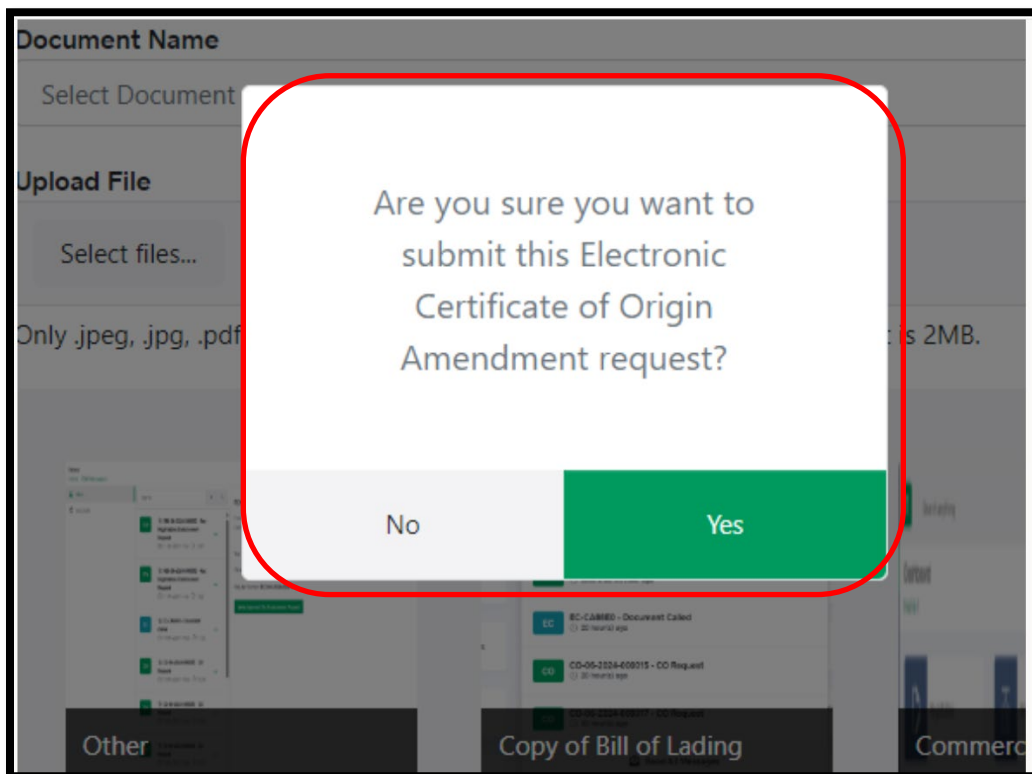


Figure 35

- iii. Confirmation of the submitted request will appear, and the request number will be generated.

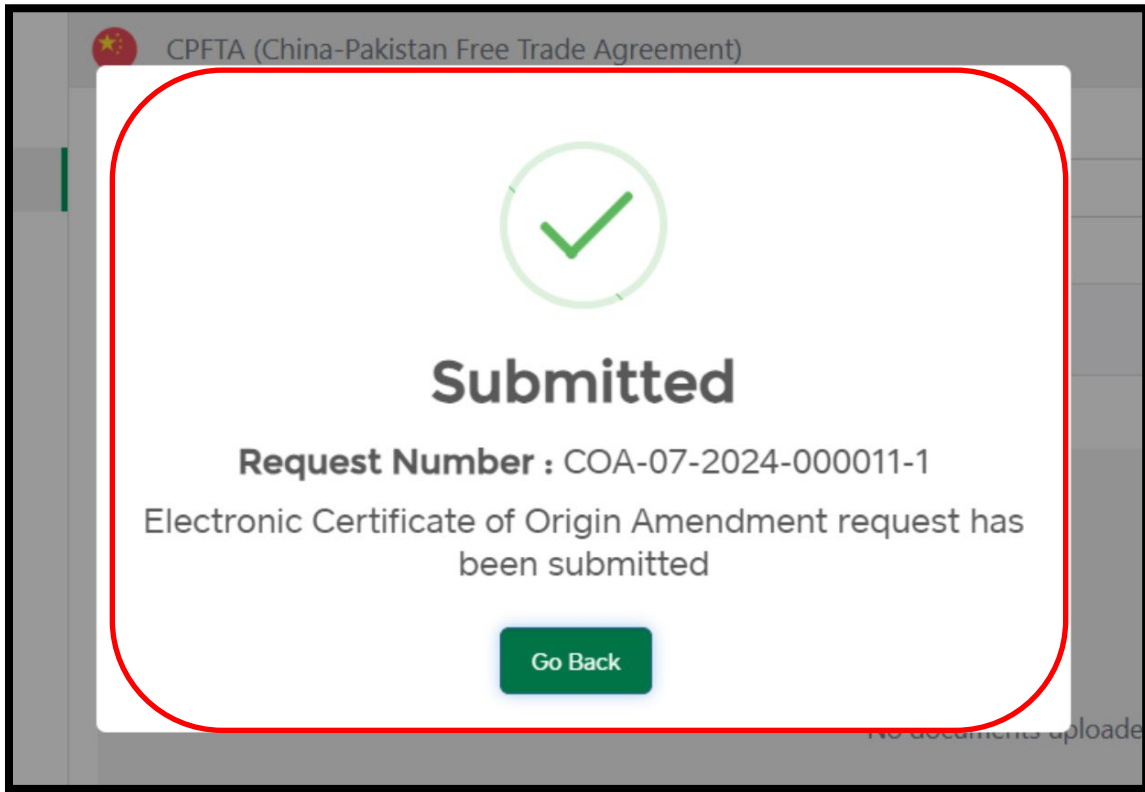


Figure 36

- iv. After successful application submission, the request will be assigned a system generated number and will reflect status as "Assigned to Officer".

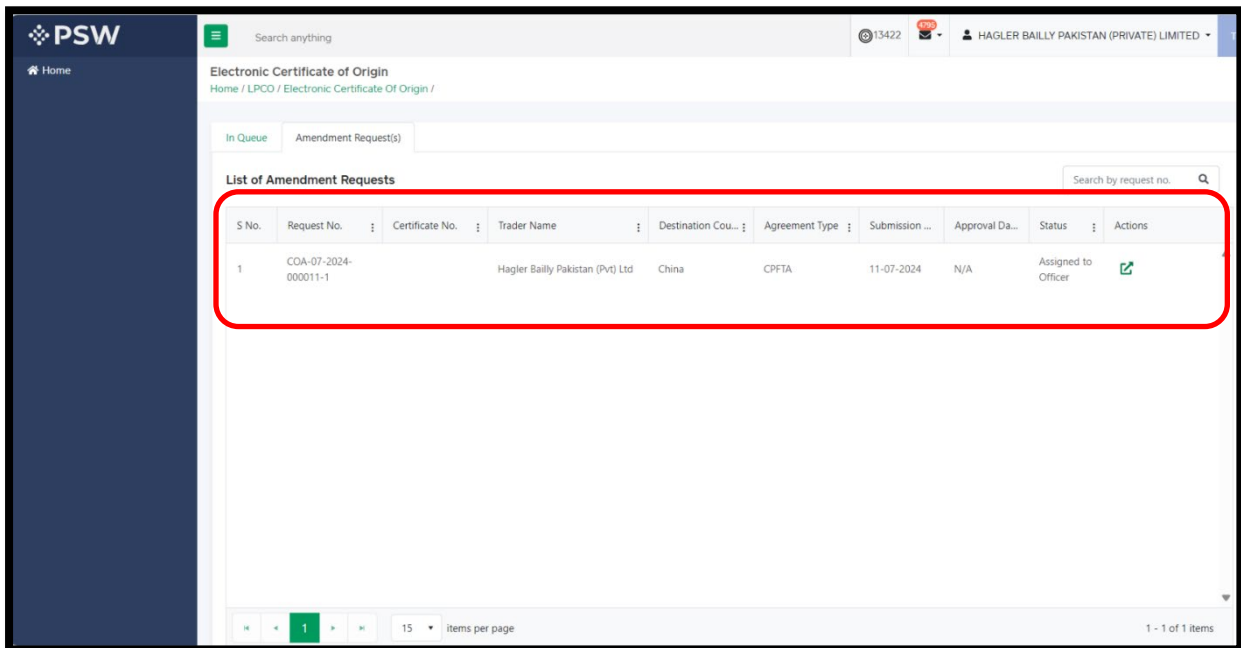


Figure 37

6.3 Status Alert at Trader's Portal

- i. After successful application submission, the request will be assigned a system generated number and will reflect status as "Assigned to Officer". The trader will receive a confirmation message on the home screen.

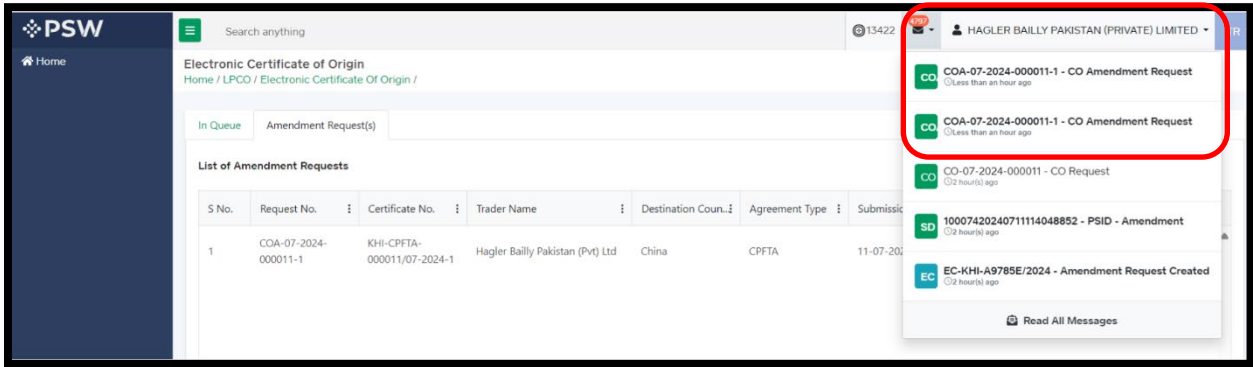


Figure 38

- ii. Upon clicking on the message, the trader shall be able to view the message and status of the application i.e. Approved or Rejected.

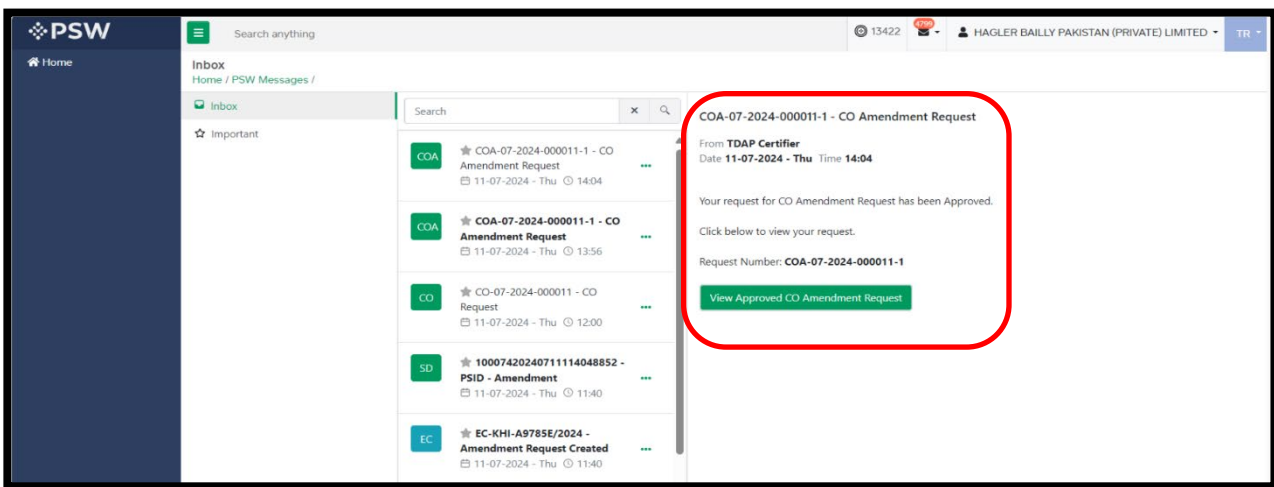


Figure 39

- iii. To check the status of application, trader shall go to dashboard, and click on LPCO tab.

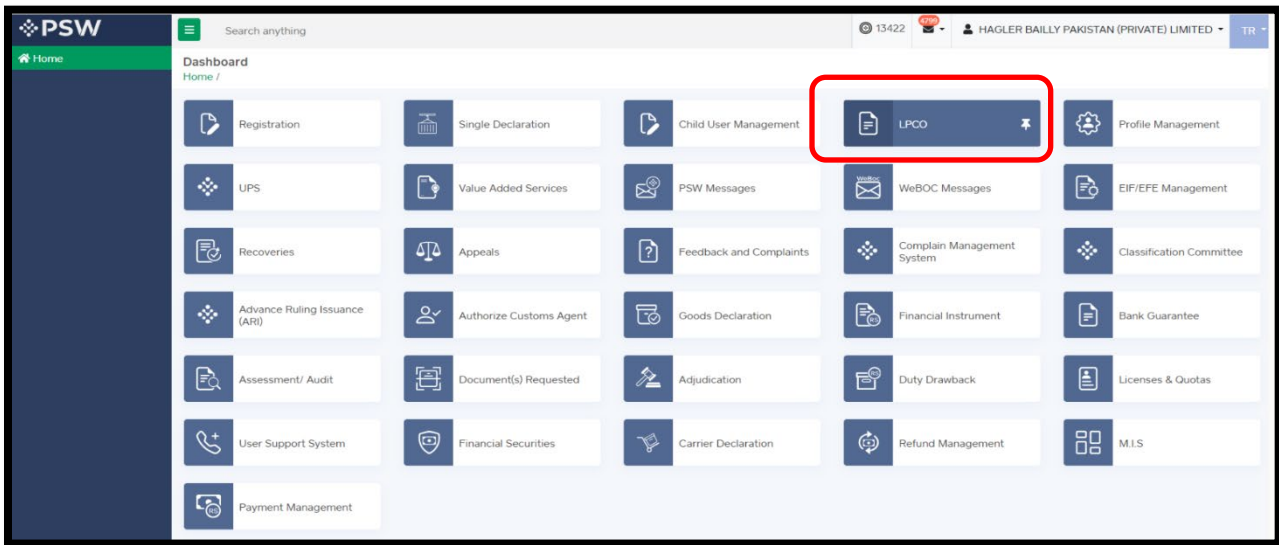


Figure 40

- iv. Trader shall click on Electronic Certificate of Origin menu.

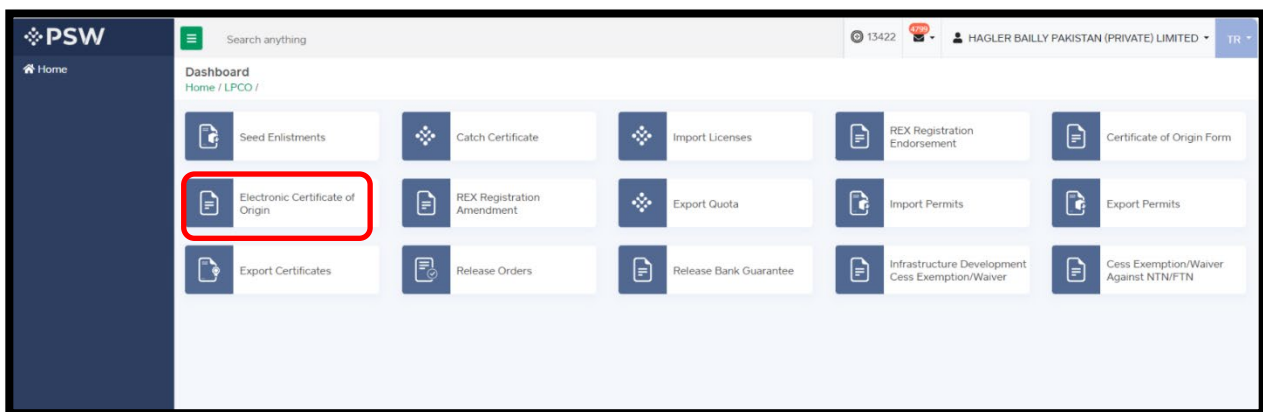


Figure 41

- v. Since the application for E-CO was approved. A system generated 'Certificate No.' shall appear next to the Request No. Please note that Certificate No. is the number which shall appear on your Certificate of Origin and is different from the 'Request No. Please click on the 'document' figure under the 'Action' tab to download the Certificate of Origin.

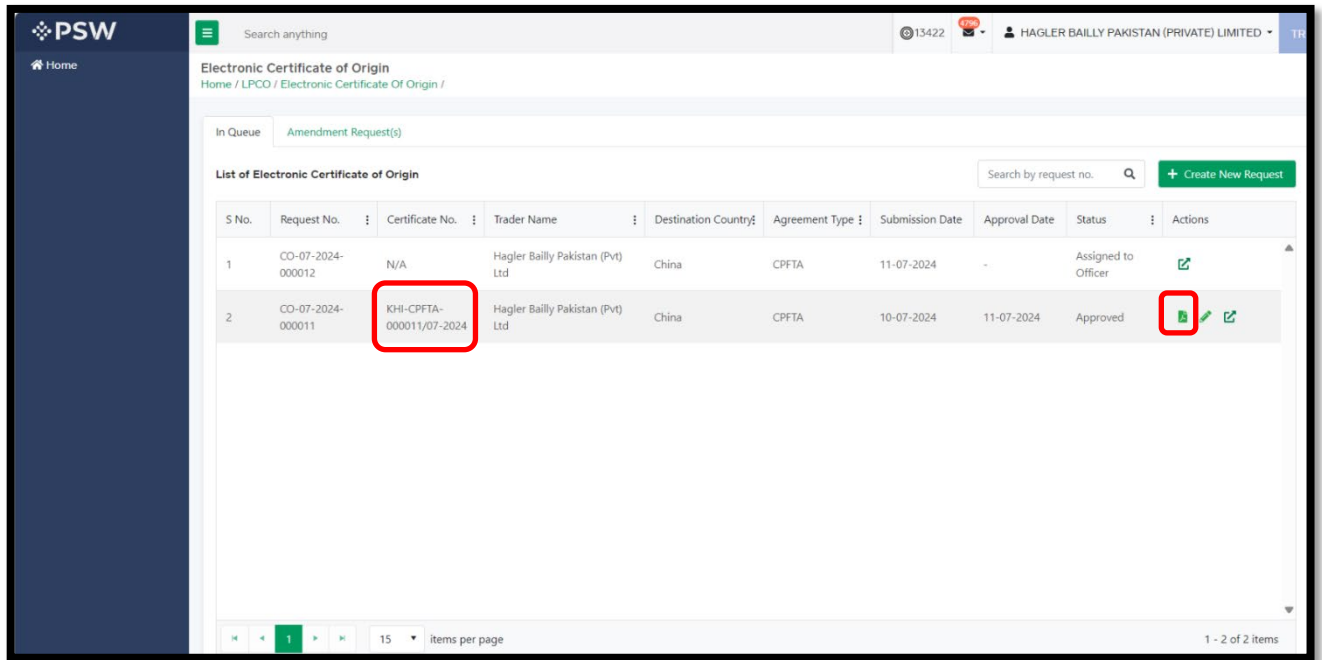


Figure 42

- vi. Certificate will be downloaded and will be shown in the downloads.



Figure 43

- vii. After the approved Certificate has been downloaded and opened, it shall contain the TDAP officer's e-signature and stamp along with a QR code. The QR code enables online verification of this E-CO from anywhere in the world. Please insert the Certificate of Origin Form in your printer, adjust the printer tray as per the Form size/dimensions and print the certificate on the form. Print as many copies as desired.

Note:

Please note that in different types of Certificates of Origin Forms, there is a separate box requiring 'Declaration by the Exporter'. Based on requirement, the trader shall affix their stamp and signature manually on the Certificate of Origin issued electronically through the PSW.



| | | | | | |
|---|--|---------------------|---|---------------------------------|------------------------------------|
| 1. Exporter's Name and Address Country Hagler Bailly Pakistan (Pvt) Ltd, Block 1, Commercial Area, Street 21, F8/2, Islamabad Islamabad Urban, Pakistan | | | <p>CERTIFICATE NO. KHI-CPFTA-000011/07-2024</p> <p>CERTIFICATE OF ORIGIN</p> <p>CHINA-PAKISTAN FTA</p> <p>(Combined Declaration and Certificate)</p> <p>Issued in <u>Pakistan</u> (Country)</p> <p>See Instruction Overleaf</p> | | |
| 2. Consignee Name and Address, country ABC Import Company, Guangzhou, China, China | | | | | |
| 3. Producer's Name and Address, country Master Impex, SITE Karachi, PAK | | | | | |
| 4. Means of transport and route (as far as known) Departure Date: 10-07-2024 Vessel/Fight/Train/Vehicle No. MT Ocean Port of discharge: Shanghai Port of loading: Karachi | | | 5. For official Use only <input type="checkbox"/> Preferential Treatment Given Under China-Pakistan FTA <input type="checkbox"/> Free Trade Preferential Tariff Preferential Treatment Not Given (Please state reason's) Signature of Authorized Signatory of the Importing Country | | |
| 6. Item number | 7. Marks and number on packages; Number and kind of packages; description of goods; HS code of the importing country | 8. Origin Criterion | 9. Gross Weight, Quantity and FOB value | 10. Number and date of invoices | 11. Remarks |
| 1 | M/s Master Impex, Karachi; Bovine Meat, Quarter Carcass 400 No. packed in 200 Bags; 0201.1000 | P | 5000, KG, 10000 | Inv/1298/10-07-2024 | Please issue certificate of Origin |
| 10. Declaration by the exporter The under signed hereby declares that the above details and statemets are correct; that all the goods were produced in <u>Pakistan</u> Country and that they comply with the origin requirements specified for these goods in the China-Pakistan Free Trade Area Preferential Tariff for the goods exported to <u>China</u> Importing Country 10-07-2024 Karachi Place and date signature of authorized signatory | | | 13. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct   Karachi 11-07-2024 Place and date signature and stamp of Certifying Authority | | |

Figure 44

7. Request for Certificate of Origin Form

7.1 User Login

- i. Please visit "www.psw.gov.pk" and click on the 'Login' button.

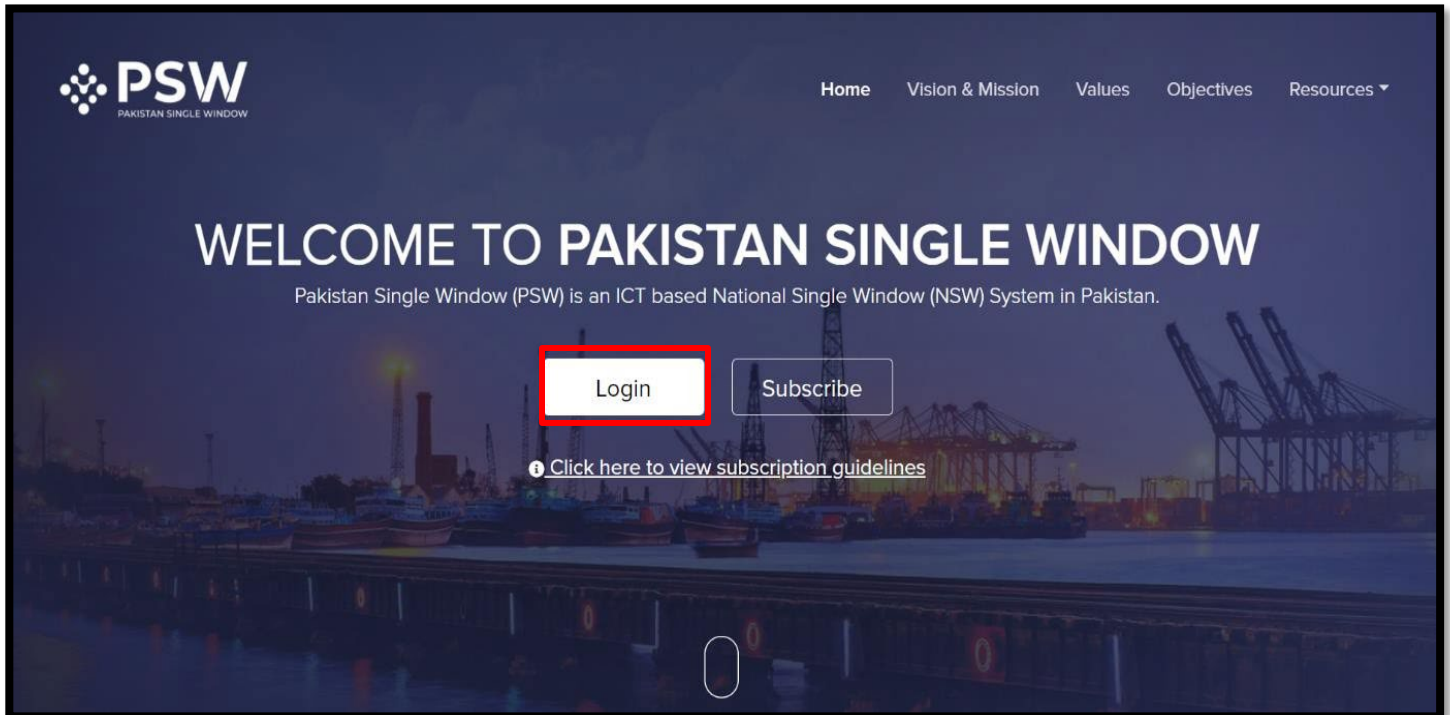


Figure 45

- ii. After clicking on the login button, User will be redirected to the login interface. Here, you will be required to enter login credentials.

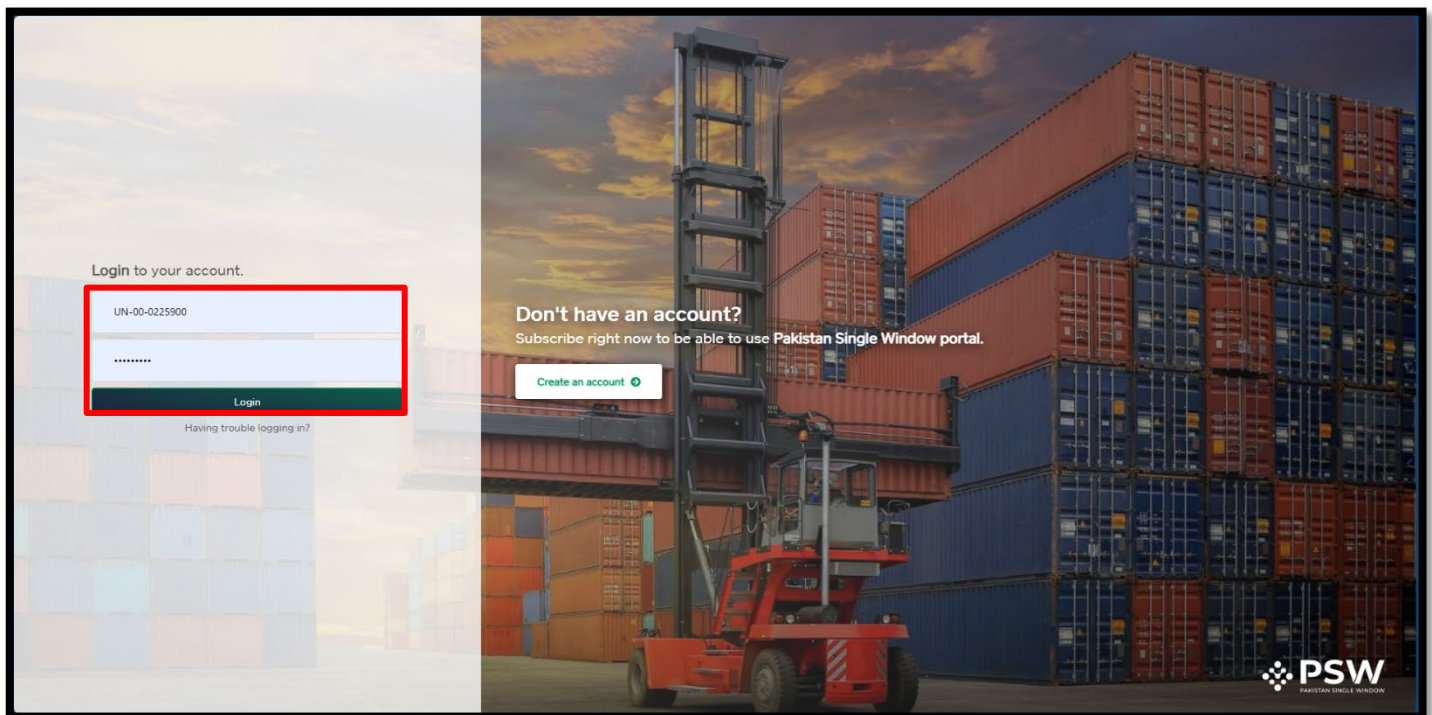


Figure 46

7.2 Certificate of Origin Forms Request

- iii. Upon successful log-in, a dashboard will appear. At the Home Screen, click on the 'LPCO' button.

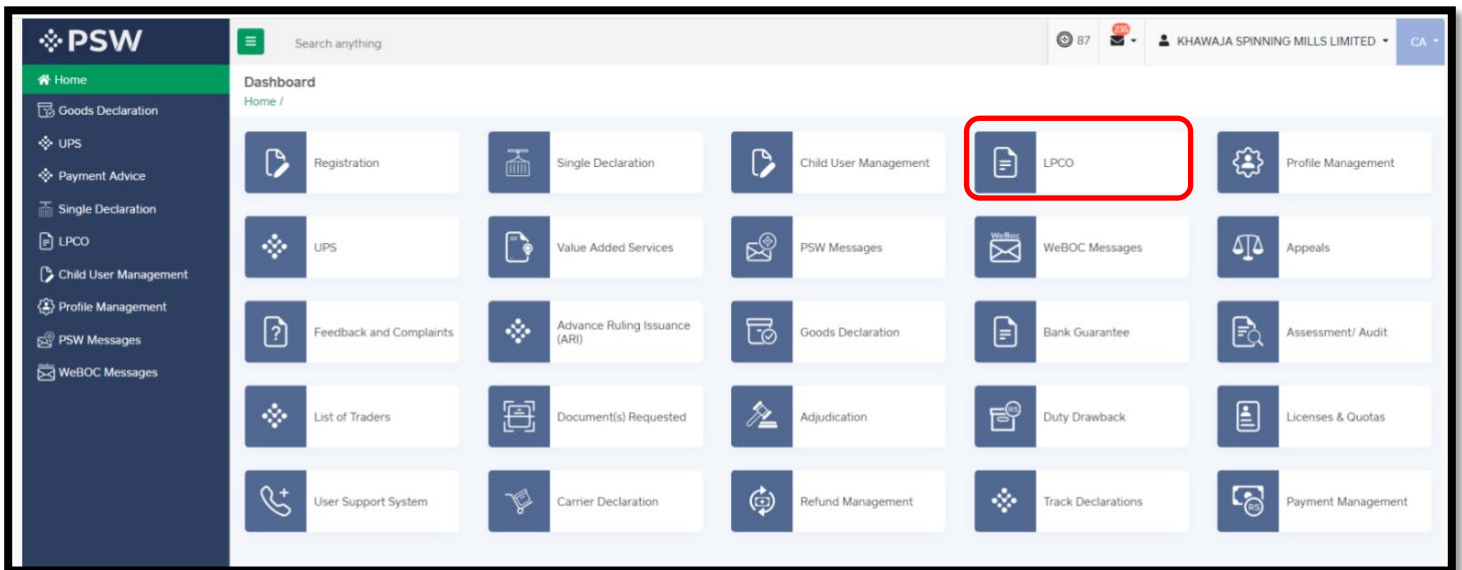


Figure 47

- iv. Under the LPCO grid, select "Certificate of Origin Forms".

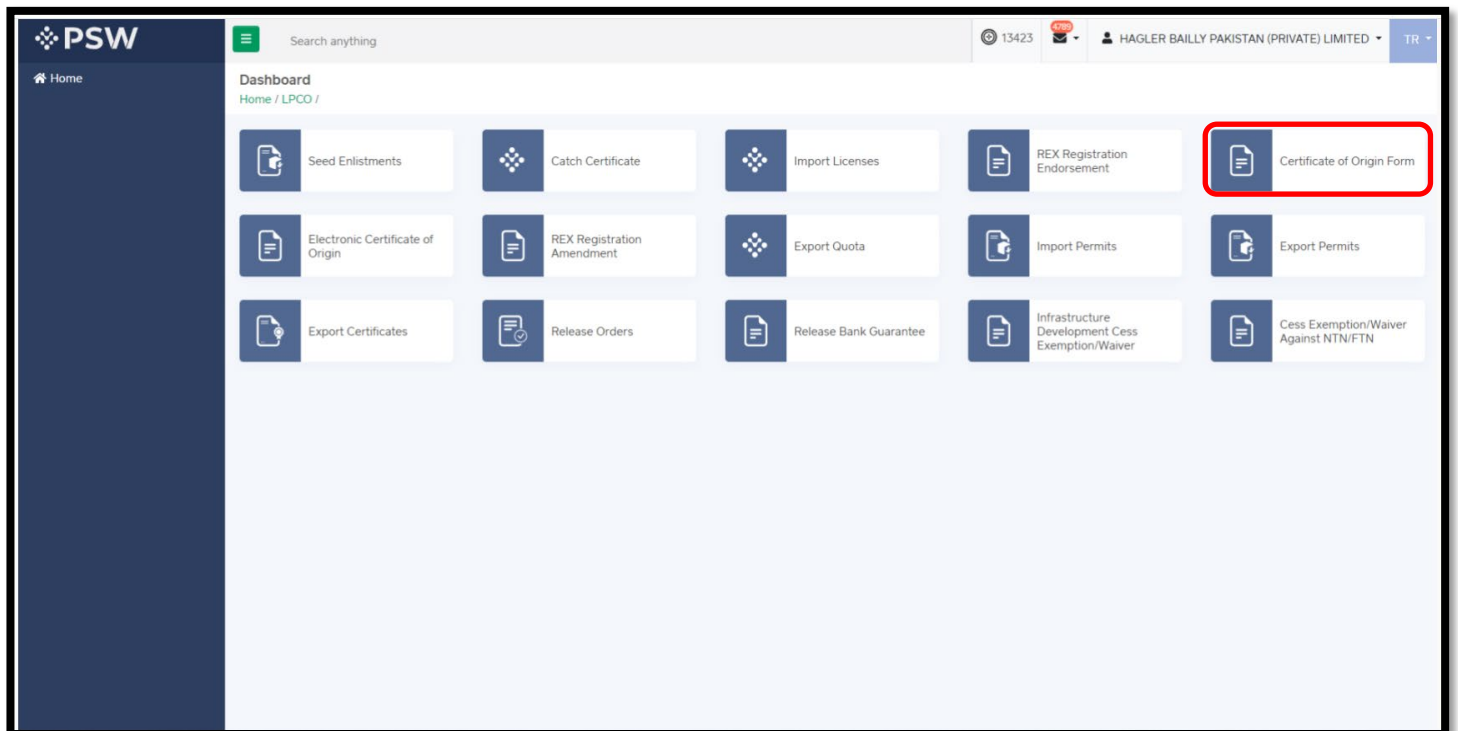


Figure 48

7.3 Create New Request

- i. This page shall display a list of all the requests for E-CO along with the status. To create a new request, click on “Create New Request” to submit request.

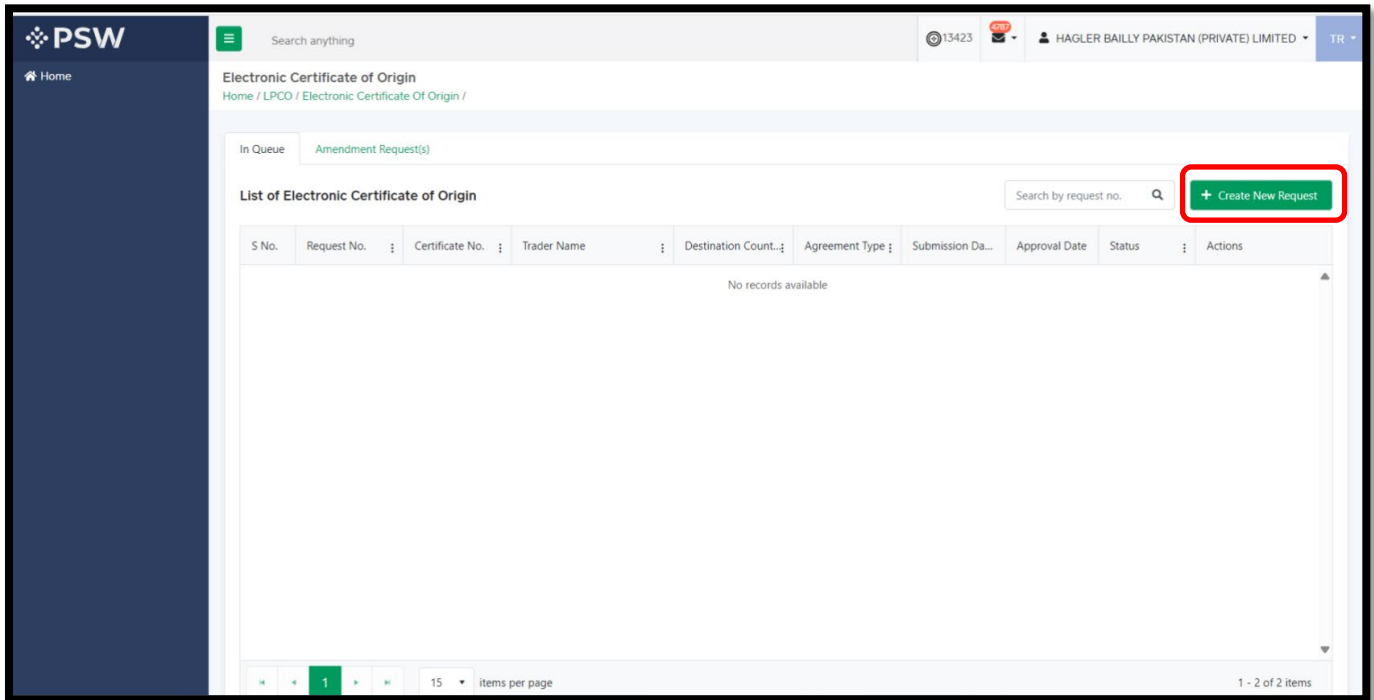


Figure 49

- ii. User shall be vigilant while providing relevant details. User shall select correct city from dropdown menu.

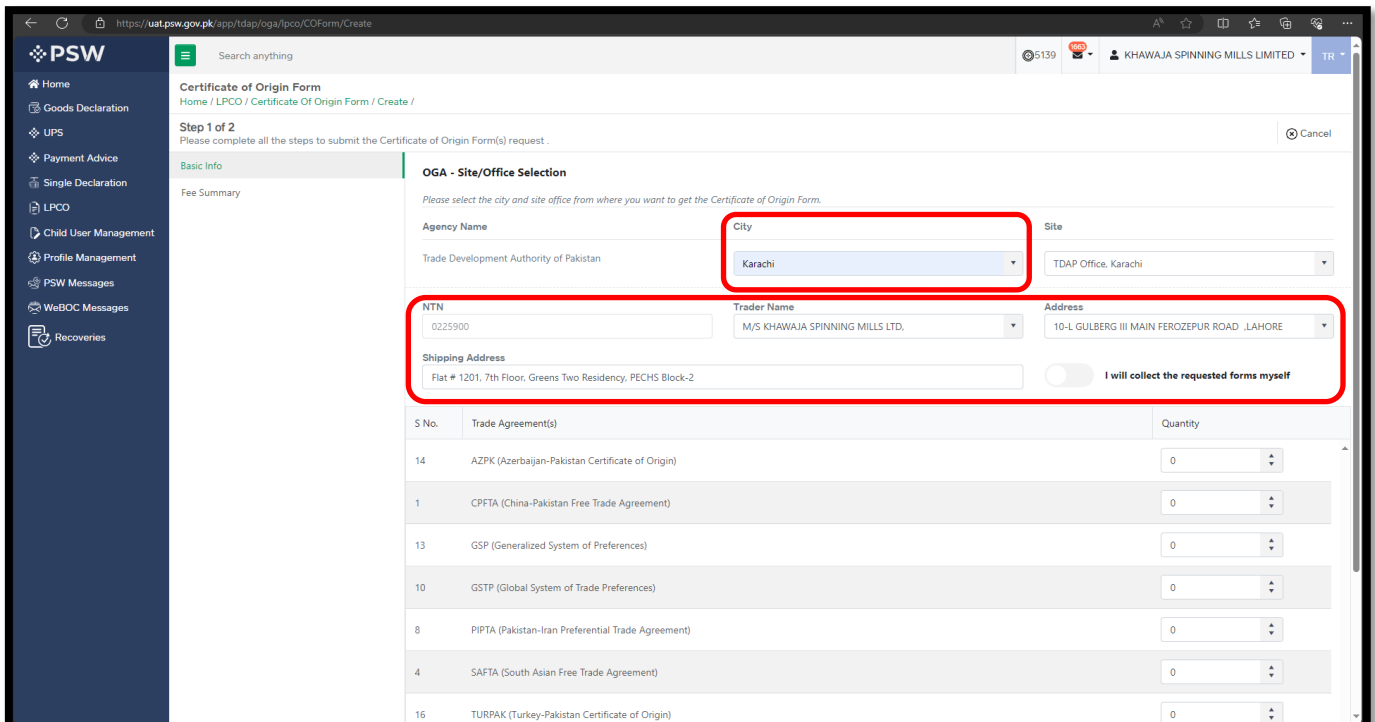


Figure 50

7.4 Selection of CO Forms Collection

- i. User shall enable the 'I will collect the request forms myself' button if user will collect the forms by himself or keep the button disable if CO Forms should be delivered to the address.

OGA - Site/Office Selection
Please select the city and site office from where you want to get the Certificate of Origin Form.

Agency Name: Trade Development Authority of Pakistan | City: Karachi | Site: TDAP Office, Karachi

NTN: 0225900 | Trader Name: M/S KHAWAJA SPINNING MILLS LTD. | Address: 10-L GULBERG III MAIN FERDZEPUR ROAD ,LAHORE

Shipping Address: Flat # 1201, 7th Floor, Greens Two Residency, PECHS Block-2

I will collect the requested forms myself

| S No. | Trade Agreement(s) | Quantity |
|-------|--|----------|
| 14 | AZPK (Azerbaijan-Pakistan Certificate of Origin) | 0 |
| 1 | CPFTA (China-Pakistan Free Trade Agreement) | 0 |
| 13 | GSP (Generalized System of Preferences) | 0 |
| 10 | GSTP (Global System of Trade Preferences) | 0 |
| 8 | PIPTA (Pakistan-Iran Preferential Trade Agreement) | 0 |
| 4 | SAFTA (South Asian Free Trade Agreement) | 0 |
| 16 | TURPAK (Turkey-Pakistan Certificate of Origin) | 0 |

Figure 51

- ii. List of trade agreement will be shown, User shall select the required number of desired trade agreement from dropdown menu. User shall add remarks if required, then press save and proceed button.

OGA - Site/Office Selection
Please select the city and site office from where you want to get the Certificate of Origin Form.

Agency Name: Trade Development Authority of Pakistan | City: Karachi | Site: TDAP Office, Karachi

NTN: 0225900 | Trader Name: M/S KHAWAJA SPINNING MILLS LTD. | Address: 10-L GULBERG III MAIN FERDZEPUR ROAD ,LAHORE

Shipping Address: Flat # 1201, 7th Floor, Greens Two Residency, PECHS Block-2

I will collect the requested forms myself

| S No. | Trade Agreement(s) | Quantity |
|-------|--|----------|
| 14 | AZPK (Azerbaijan-Pakistan Certificate of Origin) | 1 |
| 1 | CPFTA (China-Pakistan Free Trade Agreement) | 1 |
| 13 | GSP (Generalized System of Preferences) | 1 |
| 10 | GSTP (Global System of Trade Preferences) | 1 |
| 8 | PIPTA (Pakistan-Iran Preferential Trade Agreement) | 1 |
| 4 | SAFTA (South Asian Free Trade Agreement) | 1 |
| 16 | TURPAK (Turkey-Pakistan Certificate of Origin) | 1 |

Remarks: Please consolidate.

Figure 52

7.5 Fee Summary

- i. Fee Summary will be shown along with quantity of the forms. Accumulated amount will be shown in grand total.

The screenshot shows the 'Certificate of Origin Form' creation process in the PSW system. The user is at 'Step 2 of 2'. The 'Fee Summary' section displays a table with the following data:

| S No. | Item(s) | Quantity | Unit Price | Total |
|-----------------------------|--|----------|------------|-----------|
| 1 | AZPK (Azerbaijan-Pakistan Certificate of Origin) | x1 | PKR 1,000 | PKR 1,000 |
| 2 | CPFTA (China-Pakistan Free Trade Agreement) | x1 | PKR 1,000 | PKR 1,000 |
| 3 | GSP (Generalized System of Preferences) | x1 | PKR 1,000 | PKR 1,000 |
| 4 | GSTP (Global System of Trade Preferences) | x1 | PKR 1,000 | PKR 1,000 |
| 5 | PIPTA (Pakistan-Iran Preferential Trade Agreement) | x1 | PKR 1,000 | PKR 1,000 |
| 6 | SAFTA (South Asian Free Trade Agreement) | x1 | PKR 1,000 | PKR 1,000 |
| 7 | TURPAK (Turkey-Pakistan Certificate of Origin) | x1 | PKR 1,000 | PKR 1,000 |
| Sub Total: | | | | PKR 7,000 |
| Courier / Delivery Charges: | | | | PKR 0 |
| Grand Total: | | | | PKR 7,000 |

The 'Submit' button is highlighted with a red box.

Figure 52

- ii. Once the amount is confirmed, the User shall click on the submit button to proceed further.

This screenshot is identical to Figure 52, showing the 'Fee Summary' table and the 'Submit' button highlighted with a red box.

Figure 53

7.6 Payment Process

- i. Upon clicking the submit button, Payment Awaited prompt will appear, where PSID against the request will be generated and total amount to be paid will be displayed. Upon confirmation, User shall click on submit to proceed further.

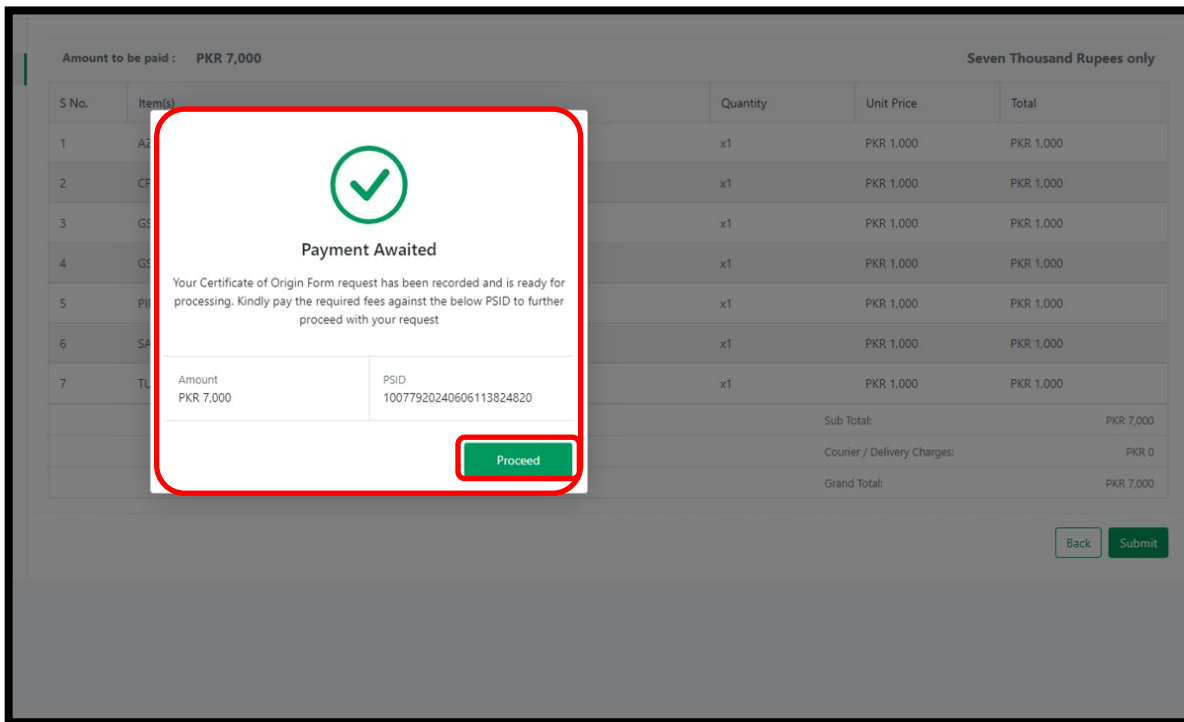


Figure 54

- ii. On the left side of the screen, the user shall have a view of details of general information, however on the right side of the screen mode of payment will be displayed. The user shall make payment through the PD Account or user can choose to make payment through the alternate delivery channel (ADC).

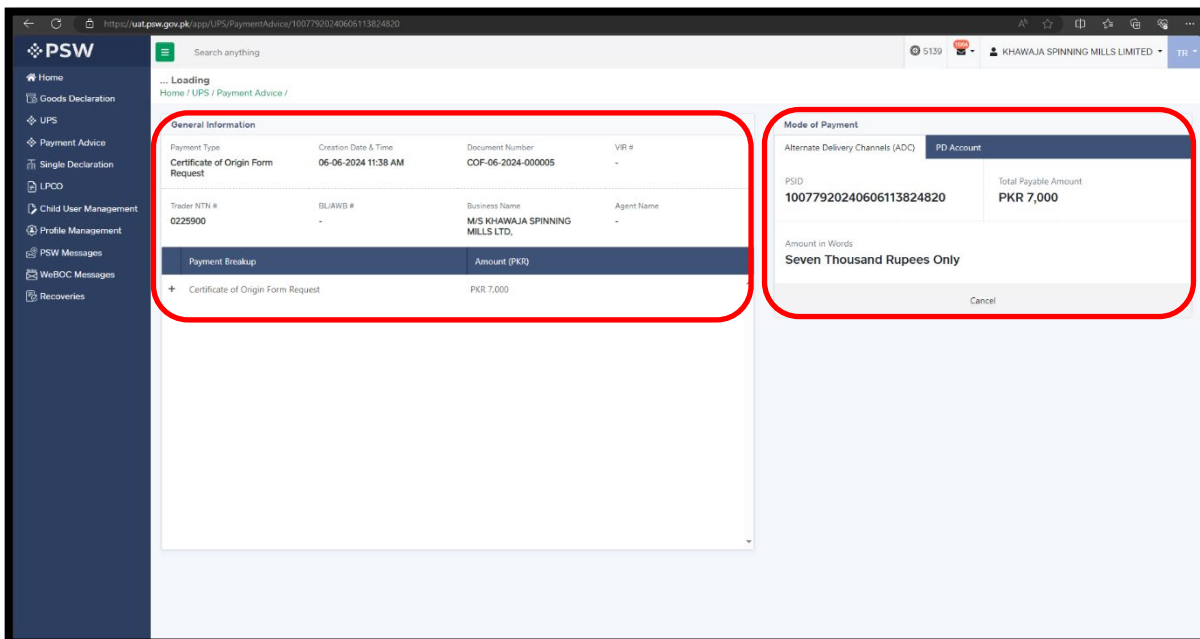


Figure 55

- iii. Once the payment has been processed, below screen will appear. The user can print the payment receipt by clicking on 'Payment Receipt' button.

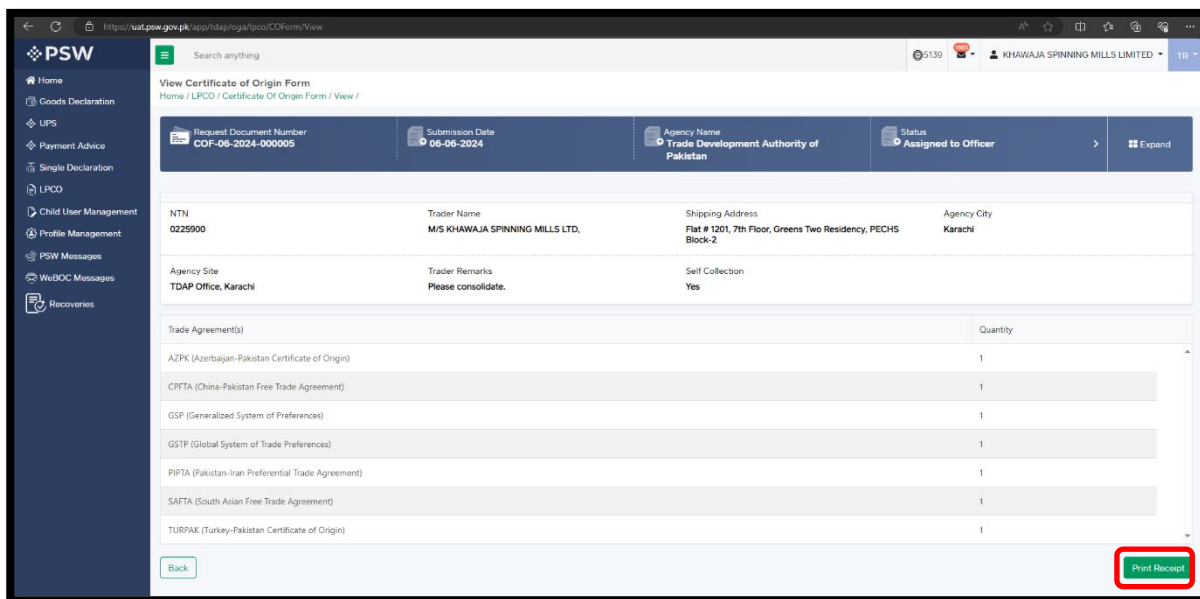


Figure 56

- iv. Preview of the CO forms payment receipt will appear.

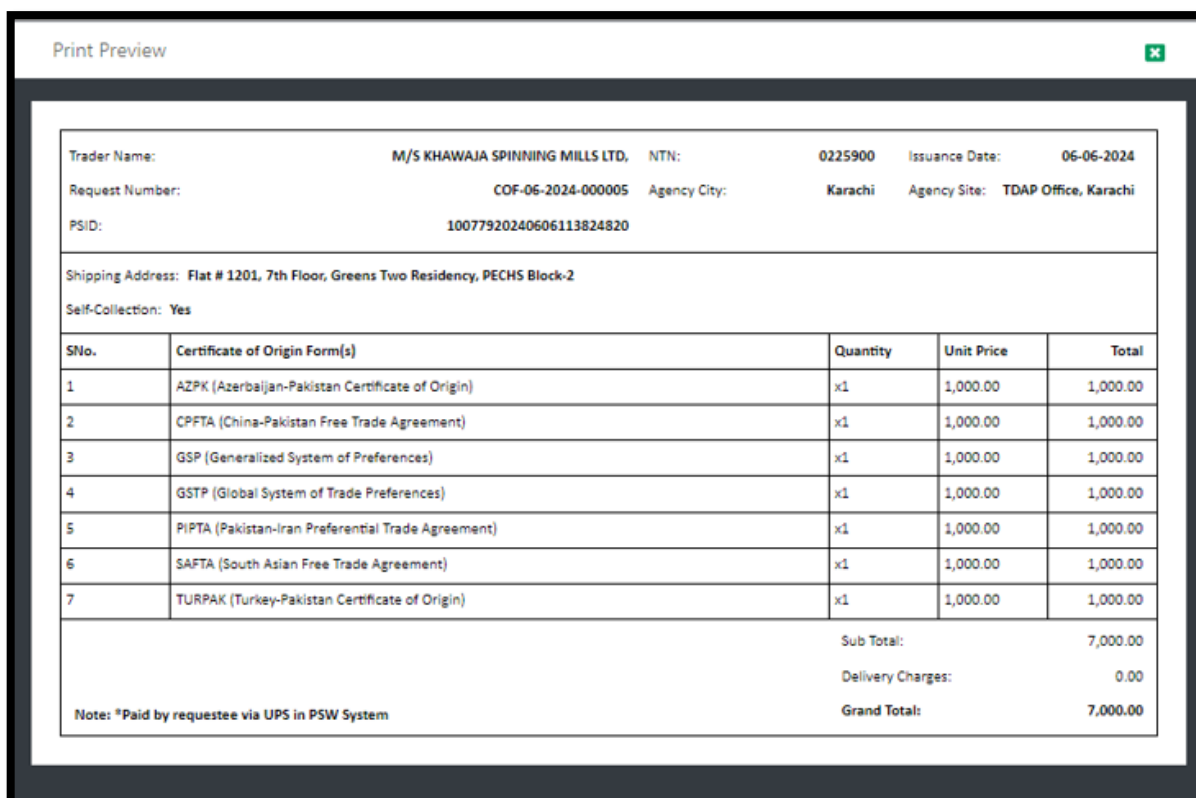


Figure 57



8. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: support@psw.gov.pk

Phone: 021-111-1sss11-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk