

SECURIT

USER MANUAL TDAP - EU REX REGISTRATION FORM TRADERS REGISTRATION PROCESS

Confidential Information:

The information provided in this document is intended solely for the use of PSW. The contents of this document may not be reproduced or divulged outside the intended organizations without the express written permission of PSW.

.

8

Username

LOGIN

TABLE OF CONTENTS

1. Introducti	on	4
2. Backgrou	nd	5
3. Salient Fe	atures of TDAP EU REX Module	6
4. System R	equirements	6
5. Step by S	tep Business Process	7
5.1 Us	er Login	7
5.2 RE	X Registration Form	8
5.2.1	Create New Request	9
5.2.2	Pre-Application at REX Portal	10
5.2.3	Status Alert at Trader's Portal	13
5.3 Am	nendment Process of EU-REX Request	16
6. Contact lı	nformation	

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 singleentry 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 registration on the EU-REX portal. 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 EU-REX registration endorsement 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

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 EU REX Module

- A complete solution for online filling and processing of EU-REX registration endorsement applications.
- Caters to online processing of applications and issuance of registration certificates to traders.
- Communication between the officers and traders/custom agents will be done through the PSW system.
- Electronic application and processing help save time and costs.
- Facilitates compliance of trade regulations through the PSW system.

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 "<u>www.psw.gov.pk</u>" and click on the 'Login' button.

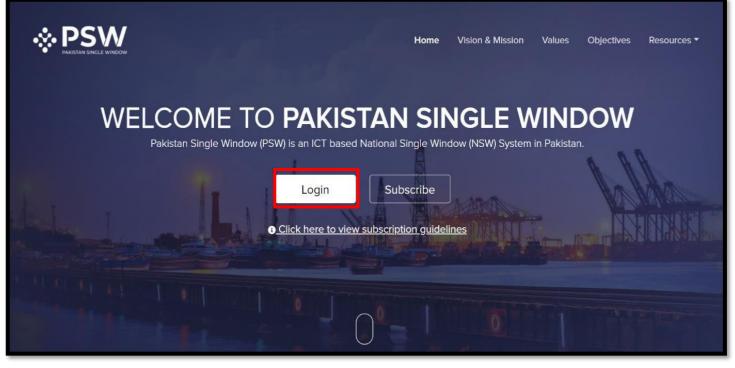


Figure 1

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

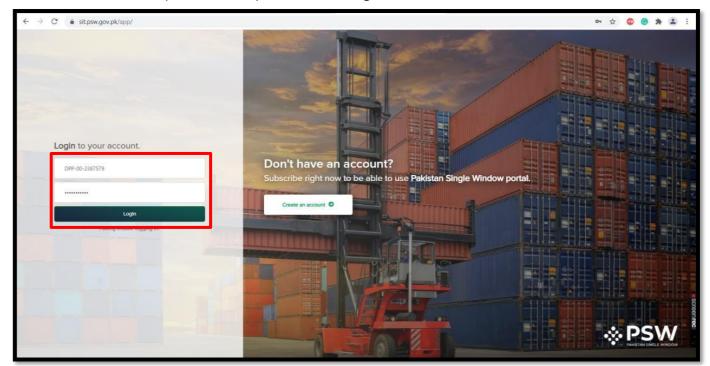


Figure 2

5.2 REX Registration Form

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

← C 🗅 https://uat.p	sw.gov.pk/app/Dashboard				
⊗PSW	Search anything			© 5139 🖉₊	L KHAWAJA SPINNING MILLS LIMITED - TR -
☆ Home 중 Goods Declaration	Dashboard Home /				
 ♦ UPS ♦ Payment Advice 	Registration	Single Declaration	Child User Management	E LPCO	Profile Management
Single Declaration ☞ LPCO ▷ Child User Management	VPS	Value Added Services	PSW Messages	WeBOC Messages	EIF/EFE Management
Profile Management PSW Messages	Recoveries	Appeals	Feedback and Complaints	Complain Management System	Classification Committee
茵 WeBOC Messages ஸ Recoveries	Advance Ruling Issuance (ARI)	Authorize Customs Agent	Goods Declaration	Financial Instrument	Assessment/ Audit
	Document(s) Requested	Adjudication	Duty Drawback	Licenses & Quotas	User Support System
	Financial Securities	Carrier Declaration	(c) Refund Management	HI.S	Payment Management
https://uat.psw.gov.pk/app/OGA/LPCO					

Figure 3

ii. Under the LPCO grid, select "REX Registration Endorsement".

← C 🗗 https://uat.	psw.gov.pk/app/OGA/LPCO	
⊗PSW	E Search anything	© 5139 👻 ▲ KHAWAJA SPINNING MILLS LIMITED ▼ TR ▼
😤 Home	Dashboard Home / LPCO /	
♦ UPS ♦ Payment Advice	Seed Enlistments Catch Certificate Import Licenses	REX Registration Endorsement F
Single Declaration ┏ LPCO	Electronic Certificate of Origin	Import Permits
Child User Management Profile Management PSW Messages	Export Certificates Release Orders	Sindh Infrastructure Development Cess Exemption/Waiver Against NTN/FTN
WeBOC Messages		
https://uut.pow.gov.pk/app/dasp/ogs/g	co/remegicitation	

Figure 4

5.2.1 Create New Request

PSW 🚺	Search anythin	g				© 5139	🗑 - 💄 KHAWAJA SPI	NNING MILI	S LIMITED -
	REX Registration E								
oods Declaration	Home / LPCO / REX Re	gistration Endorsement /							
PS .	List of REX Registra	ation Endorsements				Searc	th by request no. Q	+ Crea	te New Reques
nyment Advice	S No.	Request No.	REX Number	: Tr	rader Name	Assign Date	Status	Actions	
co	1	REX-05-2024-000008	N/A	м	//S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Officer	Ľ	
d User Management	2	REX-02-2024-000005	N/A		//S KHAWAJA SPINNING MILLS LTD.	01-02-2024	Assigned to Officer	Ľ	
ile Management	3	REX-000002	PKREXPK8765432		//s KHAWAJA SPINNING MILLS LTD.	31-01-2024	Approved		
/ Messages 30C Messages	4	REX-000001	PKREXPKATRSD3q43434		1/5 KHAWAJA SPINNING MILLS LTD.	31-01-2024	Approved		
	H 4 1 >	H 15 T items per page							1 - 4 of 4 items

i. Click on "Create New Request" to submit request.

Figure 5

ii. Here, the user will select desired TDAP site for processing of application.

\leftarrow C \triangle https://	uat.psw.gov.pk/app/tdap/oga/lpco/rexregistration/cre			< ^ ☆ 中 ☆ ● % …
⇔PSW	E Search anything			©5139 📽 ▲ KHAWAJA SPINNING MILLS LIMITED - TR -
A Home	REX Registration Endorsement			
Goods Declaration	Home / LPCO / REX Registration Endorsement / Creat	te /		
♦ UPS	Please complete all the steps to submit the request for	or REX Registration Endorsement.		(S) Cancel
Payment Advice	Basic Information			
즙 Single Declaration	basic mornation	OGA - Site/Office Selection		
(란) LPCO		Please select the city and site office from where you want to get the Certific	ate of Origin.	
Child User Management		Agency Name	City	Site
Profile Management PSW Messages		Trade Development Authority of Pakistan	Karachi	TDAP Office, Karachi
training PSW Messages				
-		NTN	Trader Name	Address
Recoveries		0225900	M/S KHAWAJA SPINNING MILLS LTD,	10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		1. Print and sign the physical copy of the pre-application form. 2. Proper relevant attestation on the pre-application form. 3. Scan and upload the pre-application form and supporting docu Document Name Select Document	ments before submitting the request.	
		Upload File		
		Select files		Drop files here to upload
		Only ,jpeg, ,jpg, .pdf & .png flies are allowed for uploading. File size max limit is 2M	18.	
		TDAP Pre-Application Form		
				Submit

Figure 6

5.2.2 Pre-Application at REX Portal

i. For submission of EU-REX registration endorsement request, user shall first create a pre-application certificate directly through the official EU-REX portal (Fig.8). For the ease of users, a hyperlink leading to the pre-application page is provided on the screen.

\leftarrow C \bigcirc https://	uat.psw.gov.pk/app/tdap/oga/lpco/rexregistration/creat			9. A 12 🛈 13 🐨 14 14 14 14 14 14 14 14 14 14 14 14 14
⊗PSW	E Search anything			
중 Home 중 Goods Declaration	REX Registration Endorsement Home / LPCO / REX Registration Endorsement / Create	a <i>l</i>		
♦ UPS ♦ Payment Advice	Please complete all the steps to submit the request for	REX Registration Endorsement.		⊗ Cancel
↔ Payment Advice	Basic Information	OGA - Site/Office Selection		
l <u>ē</u>) LPCO		Please select the city and site office from where you want to get the Certificate	of Origin.	
Child User Management		Agency Name	City	Site
Profile Management		Trade Development Authority of Pakistan	Karachi 💌	TDAP Office, Karachi
Rebor Messages		NTN	Trader Name	Address
Recoveries		0225900	M/S KHAWAJA SPINNING MILLS LTD,	10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		Note: For the filing of the pre-application form on the European Commissio If you have already filled our the pre-application form, please makes su 1. Print and sign the physical copy of the pre-application form. 2. Proper relevant attestation on the pre-application form. 3. Scan and upload the pre-application form and supporting document	ire of the following;	
		Document Name Select Document		
		Upload File		
		Select files		Drop files here to upload
		Only .jpeg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.		
		TDAP Pre-Application Form		
				Submit

Figure 7

ii. Upon clicking on the button, User will be redirected to official website of European Commission, where User can fill in the required details.

thtps://customs.ec.europa.eu/rex-pa-ui/#/create-preapplication				A* ☆ 🔇	CD Z≌	\⊕ %8	··· 💶
European Commissi	on		🛐 English 🛛 💭 User Guide				
European Commission > Taxatio	on and Customs Union > REX > Create Pre Application						
Create Pre App	lication						
1. Exporter Information		^	PAGE CONTENTS 1. Exporter Information				
TIN Number *	TIN Number		2. Exporter Contact Persons Information				
Name *	Name		3. Exporter Activities				
Street And Number *	Street And Number		4. Description of Goods				
Post Code	Post Code		5. Undertakings to be given by an Exporter				
City *	City		6. Prior specific and informed consent of exporter to the publication				
Country *	Country		of his data on the public website				
E-mail Address	E-mail Address		✓ Save				
Fax Number	Fax Number						
Telephone Number	Telephone Number						
							Y



iii. User is required to upload soft copy of duly submitted pre-application form before submitting EU-REX registration endorsement application to the TDAP officer. Click on "Submit" button after uploading filled in pre-application form.

⇔PSW	Search anything			
A Homo				© 5139 ₩ - L KHAWAJA SPINNING MILLS LIMITED - TR -
☆ Home Goods Declaration	REX Registration Endorsement Home / LPCO / REX Registration Endorsement / Create	97		
⇒ ♦ UPS	Please complete all the steps to submit the request for	REX Registration Endorsement.		⊗ Cancel
Payment Advice	Basic Information			
The Single Declaration		OGA - Site/Office Selection		
E LPCO		Please select the city and site office from where you want to get the Certificate	of Origin.	
Child User Management		Agency Name	City	Site
Profile Management		Trade Development Authority of Pakistan	Karachi	TDAP Office, Karachi
ঞ্জ PSW Messages				
Heboc Messages		NTN	Trader Name	Address
Recoveries		0225900	M/S KHAWAJA SPINNING MILLS LTD,	10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		1. Print and sign the physical copy of the pre-application form. 2. Proper relevant attaction on the pre-application form. 3. Scan and upload the pre-application form and supporting docume Document Name	ints before submitting the request.	
		Select Document		×
		Upload File		
		Select files		Drop files here to upload
		Only joeg, jog, oof & org fles are allowed for uploading. File size max limit is 2M8.		Submit

Figure 9

iv. After submitting, a confirmation screen will appear, click "YES" to submit the request.

← C 🗈 https://t	uat.psw.gov.pk/app/tdap/oga/lpco/rexregistration/crea	ite		
⇔PSW	E Search anything			©5139 📽 L KHAWAJA SPINNING MILLS LIMITED - TR - ↑
	REX Registration Endorsement			
	Home / LPCO / REX Registration Endorsement / Create	2/		
	Please complete all the steps to submit the request for	r REX Registration Endorsement.		(Cancel
	Basic Information			
	basic information	OGA - Site/Office Selection		
		Please select the city and site office from where you want to get the Certificate of	of Origin.	
Child User Management		Agency Name	City	Site
		Trade Development Authority of Pakistan	Karachi	TDAP Office, Karachi
		NTN	Trader Name	Address
Recoveries		0225900	JA SPINNING MILLS LTD,	10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		Note: For the filing of the pre-application to If you have already filled our the pre- 3. Priorit and sign the physical copy of the 2. Proper relevant attestation on the parallel 3. Scan and upload the pre-application Document Name No	istration	
		Select Document		•
		Upload File		
		Select files		Drop files here to upload
		Only .jpeg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.		
		TDAP Pre-Application Form		Submit

Figure 10

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

← C 🗅 https://	uat.psw.gov.pk/app/tdap/oga/lpco/rexregistration/crea				S A A D C G S …
⊗PSW	E Search anything				©5139 ♥ ▲ KHAWAJA SPINNING MILLS LIMITED - TR -
✿ Home Goods Declaration ♦ UPS	REX Registration Endorsement Home / LPCO / REX Registration Endorsement / Creat Please complete all the steps to submit the request fo				(c) Cancel
Payment Advice 즙 Single Declaration 한 LPCO Child Liser	Basic Information	OOA - Site/Office Selection Please select the city and site office from where you	u want to get the Certificate of Origin.		
Child User Management ④ Profile Management ⑤ PSW Messages		Agency Name Trade Development Authority of Pakistan	City Karachi	•	Site TDAP Office, Karachi
ूर WeBOC Messages			Submitted submitted puest Number : REX-06-2024-000009 egistration Request has been submitted	Pre-application.	Address 10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		Select files Only gleg, jbg. pdf & org files are allowed for upload		(j) ruments uploaded yet	Orop files here to upload



vi. After successful application submission, the request will be assigned a system generated number and will reflect status as "Submitted".

ist of REX Registration Endorsements					uest no. Q	+ Create New Reque
S No.	Request No.	: REX Number :	Trader Name	Assign Date	Status	: Actions
1	REX-06-2024-000010	N/A	M/S KHAWAJA SPINNING MILLS LTD,	N/A	Submitted	Ľ
2	REX-06-2024-000009	PKREXPKJAOISBQ29HI1H3U2	M/S KHAWAJA SPINNING MILLS LTD,	06-06-2024	Approved	
3	REX-05-2024-000008	N/A	M/S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Officer	Ľ
4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	Ľ
5	REX-000002	PKREXPK8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	
6	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	



5.2.3 Status Alert at Trader's Portal

i. After completion of processing by the TDAP officer, the trader shall receive an automated alert message.

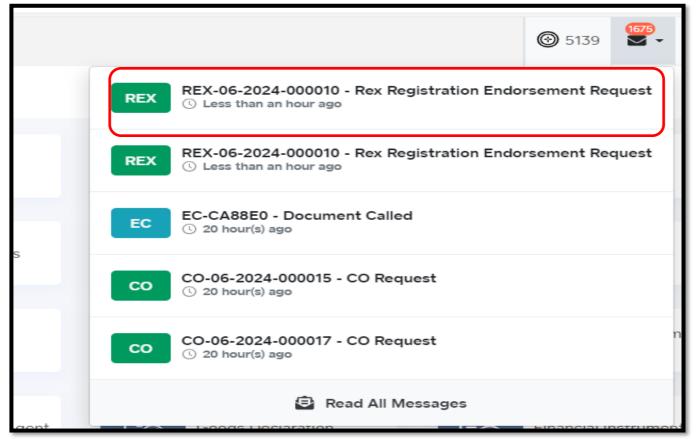


Figure 13

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.

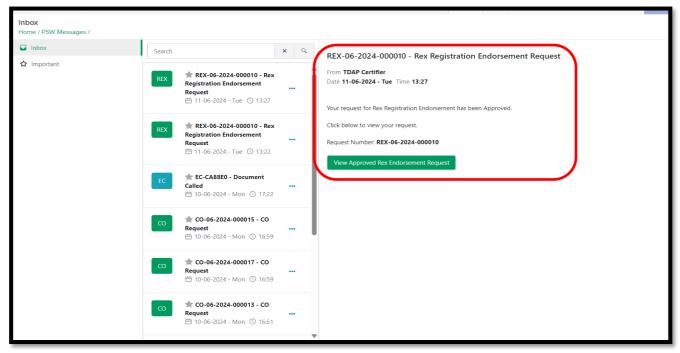


Figure 14

 iii. Incase application is approved by TDAP, the user home screen shall display "Approved" status message. In addition, the user shall also be able to view "REX Number" on this screen. This "REX Number" shall be used by the trader on "Statement of Origin" as required.

st of REX	Registration Endorsements			Search by request	t no. Q	+ Create New Requ
S No.	Request No.	REX Number :	Trader Name :	Assign Date	Status	Actions
1	REX-06-2024-000010	PKREXPK4522215	M/S KHAWAJA SPINNING MILLS LTD,	11-06-2024	Approved	
2	REX-06-2024-000009	PKREXPKJAOISBQ29HI1H3U2	M/S KHAWAJA SPINNING MILLS LTD,	06-06-2024	Approved	B 🗹
3	REX-05-2024-000008	N/A	M/S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Officer	Ľ
4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	Ľ
5	REX-000002	PKREXPK8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	B 🗹
6	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	b c

Figure 15

iv. Additionally, the user can also download the QR code supported electronic Registration Certificate issued by TDAP containing "REX Registration Number", terms of registration and requirements for compliance (Fig 17).

REX Registration Endorsements Home / LPCO / REX Registration Endorsement /								
L	ist of REX Regi	istration Endorsements	Search by request no. Q + Create New Req					
	S No.	Request No.	REX Number	Trader Name	Assign Date	Status	Actions	
	1	REX-06-2024-000010	PKREXPK4522215	M/S KHAWAJA SPINNING MILLS LTD,	11-06-2024	Approved		
	2	REX-06-2024-000009	PKREXPKJAOISBQ29HI1H3U2	M/S KHAWAJA SPINNING MILLS LTD,	06-06-2024	Approved		
	3	REX-05-2024-000008	N/A	M/S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Officer	ß	
	4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	ß	
	5	REX-000002	PKREXPK8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	b c	
	6	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved		

Figure 16

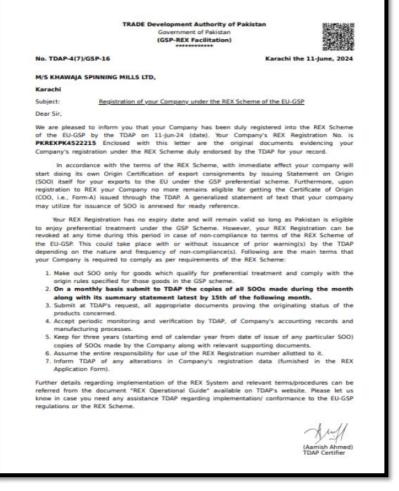
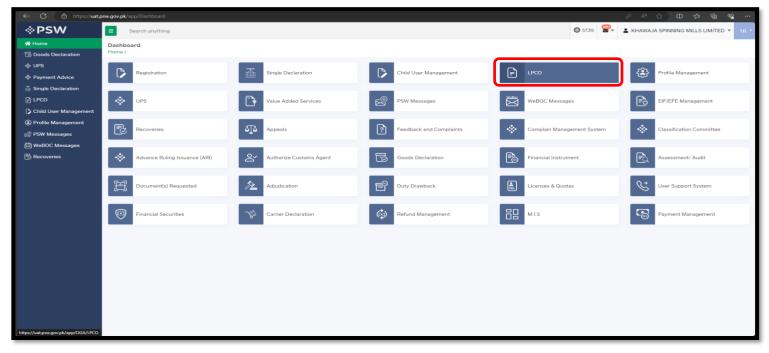


Figure 17

5.3 Amendment Process of EU-REX Request

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





ii. For amendment in existing REX registration credentials, user will select REX Registration Amendment menu.

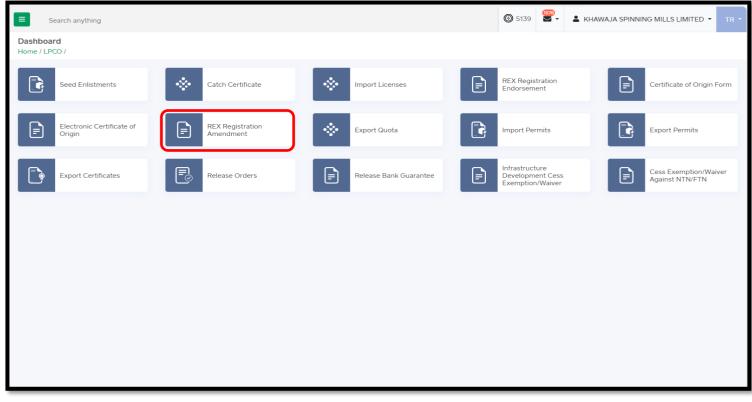


Figure 19

iii. The screen will display a list of previous amendment requests. User shall select "Create New Request" tab.

	CO / REX Registration Amen					Searc	h by request no.	۹ + ст	eate New Request
s	Request No.	:	Trader Name	1	Assig		Status	: Actions	
1	REXA-04-2024-000002		M/S KHAWAJA SPINNING MILLS LTD,		08-04	-2024	Approved	ß	
2	REXA-04-2024-000001		M/S KHAWAJA SPINNING MILLS LTD,		08-04	-2024	Approved	ď	

Figure 20

iv. User shall select the desired TDAP site and upload REX pre-application form.
 For amendment trader is required to access EU-REX portal, make desired amendments and download pre-application form from the REX portal. The same shall be uploaded with the amendment request as per below screen.
 Note: The process to access EU-REX portal, making amendments and downloading pre-application form is the same as outlined at 5.2.2 (i) & (ii) Fig 7

8 3

	α θ.				
Search anything			⊙ 5139 ≅	KHAWAJA SPINNING MILLS LIMITE	D • TR •
EX Registration Amendrome / LPCO / REX Registratio					
ease complete all the steps to	o submit the request for REX Registration Amendment.				Cancel
asic Information	OGA - Site/Office Selection				
	Please select the city and site office from when	re you want to get the Certificate of Origin.			
	Agency Name	City		Site	
	Trade Development Authority of Pakistan	Karachi	*	TDAP Office, Karachi	•
	NTN	Trader Name		Address	
	0225900	M/S KHAWAJA SPINNING MILLS LTD,	•	10-L GULBERG III MAIN FEROZEPUR ROAD	•
	Document Name				
				•	
*TDAP Pre-Application Form (required)					
Select files				Drop files here	to upload
	Only gpeg, gpg, por a prig mes are allowed for opin	oading, the size max inners zivib.			

Figure 21

v. After submitting, a confirmation screen will appear, click "YES" to submit the request.

Pleas	Please select the city and site office from where you want to get the Certificate of Origin.				
Age	ency Name	City	Site		
Trade	e Development Authority of Pakistan	Karachi 🔹	TDAP Office, Karachi		
NTN 022		Trader Name M/S KHAWAJA SPINNING MILLS LTD,	Address 10-L GULBERG III MAIN FEROZEPUR ROAD .L		
Set Uptor Si Only	ument Name Hect Documen Sad File Select files 	on t s 2MB.	Drop files here to upload		

Figure 22

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

- C 🖞 https://ust.psw.gov.pk//usp/dap/ogs//pcc/reate								
⊗PSW	Search anything Image: Search anything Image: Search anything Image: KHAWAJA SPINNING MILLS LIMITED •							
🖨 Home	REX Registration Endorsement Home / LPCO / REX Registration Endorsement / Create /							
↔ UPS ♦ Payment Advice	Please complete all the steps to submit the request for	⊗ Cancel						
	Basic Information OGA - Site/Office Selection							
	Please select the city and site office from where you want to get the Certificate of Origin.							
Child User Management		Agency Name	City	Site				
Profile Management PSW Messages		Trade Development Authority of Pakistan	Karachi	TDAP Office, Karachi				
⇔ WeBOC Messages								
Recoveries		NTN 0225900		Address 10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE				
			REX-06-2024-000009 est has been submitted	• Drop files here to upload				
		Only .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2	1/0					
			(j) No documents uploaded yet					

Figure 23

6. Contact Information

If you require any assistance, please feel free to contact us:

Email: support@psw.gov.pk Phone: 021-111-111-779





info@psw.gov.pk

www.psw.gov.pk