



USER MANUAL

TDAP - EU REX REGISTRATION FORM TRADERS REGISTRATION 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 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 "www.psw.gov.pk" and click on the 'Login' button.

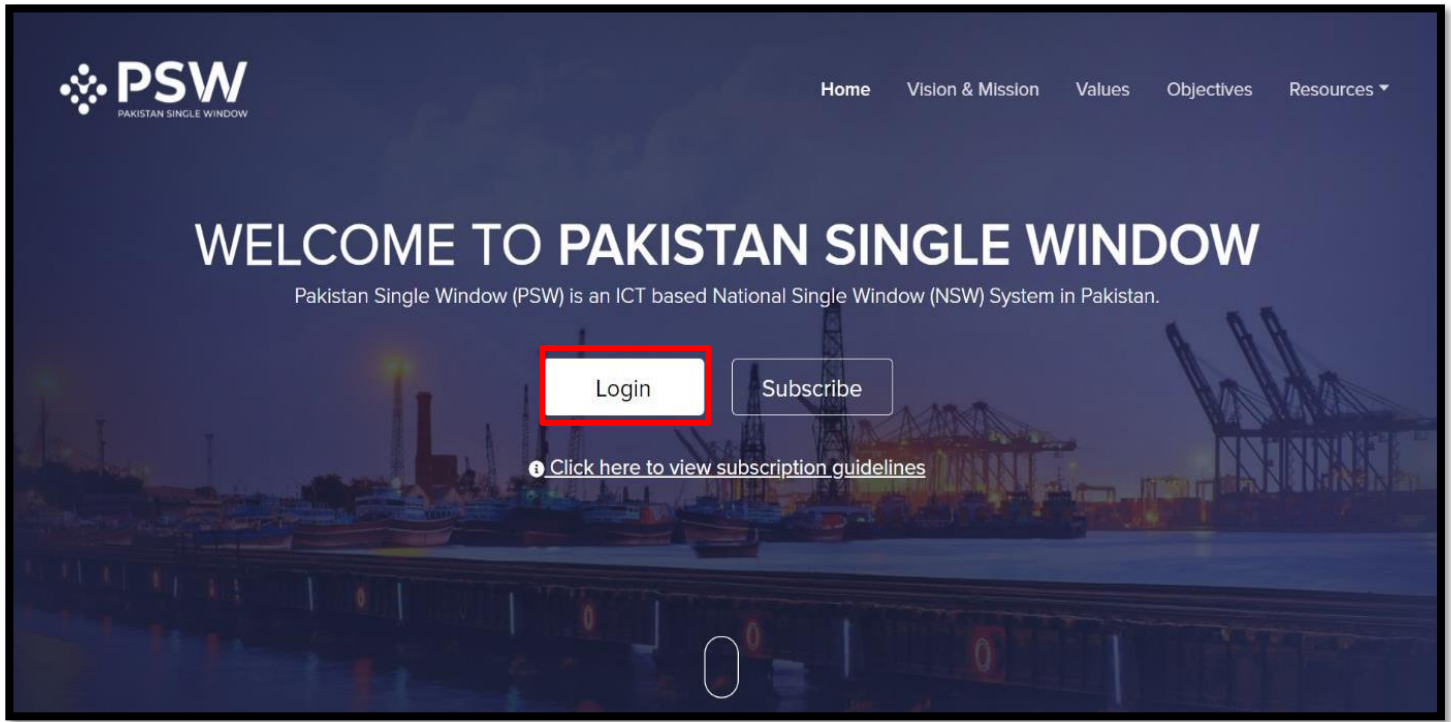


Figure 1

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

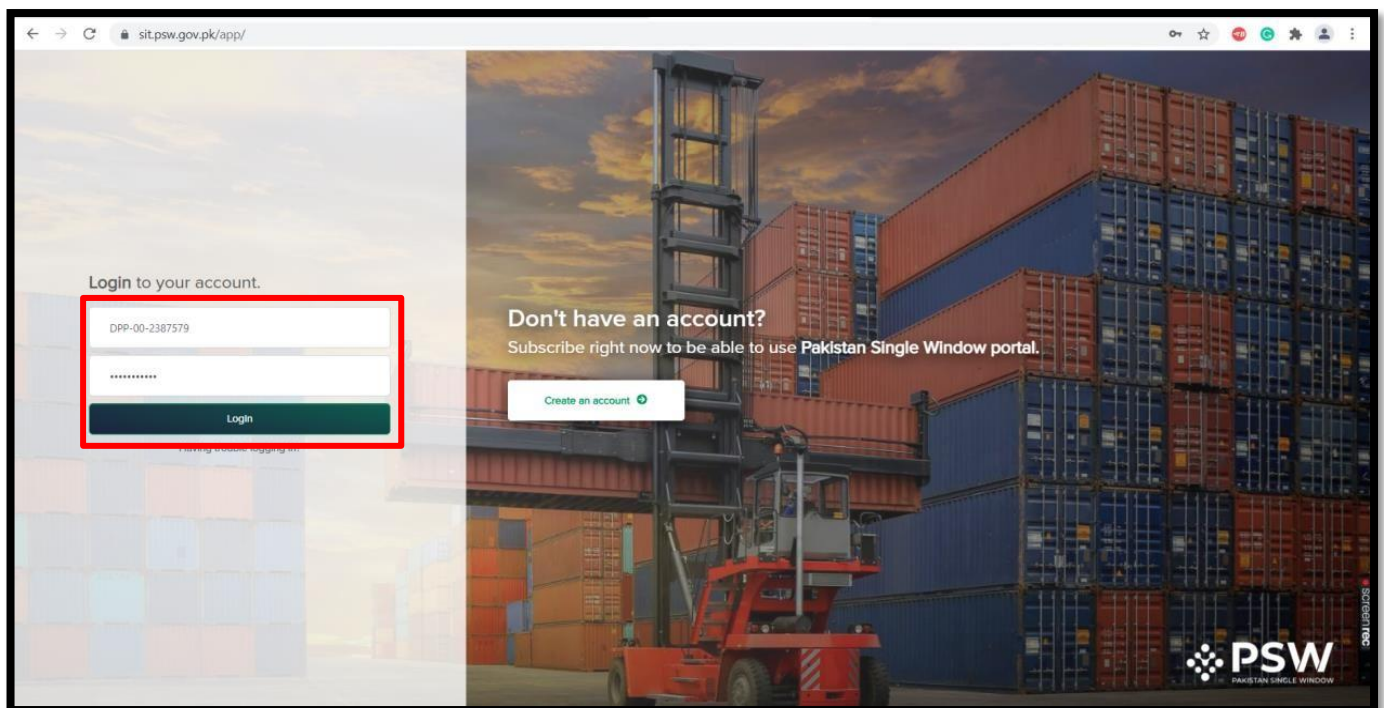


Figure 2



5.2 REX Registration Form

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

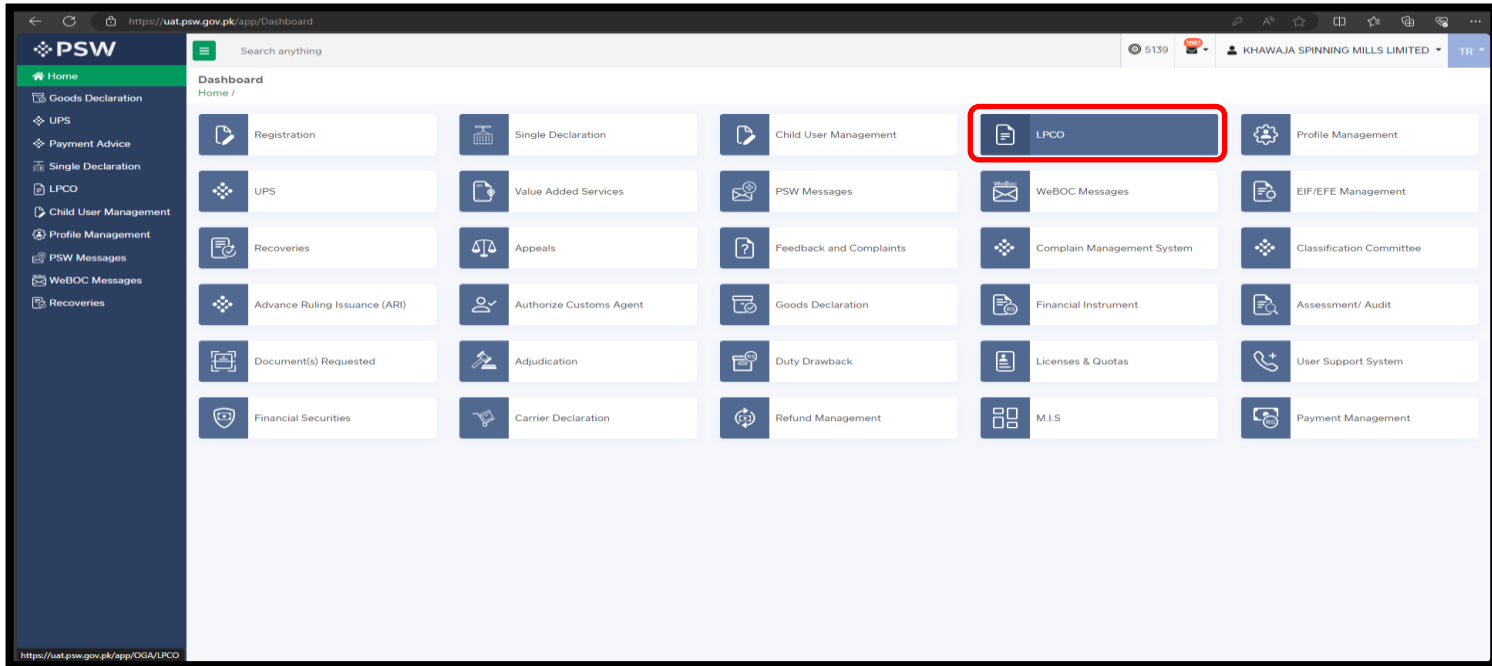


Figure 3

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

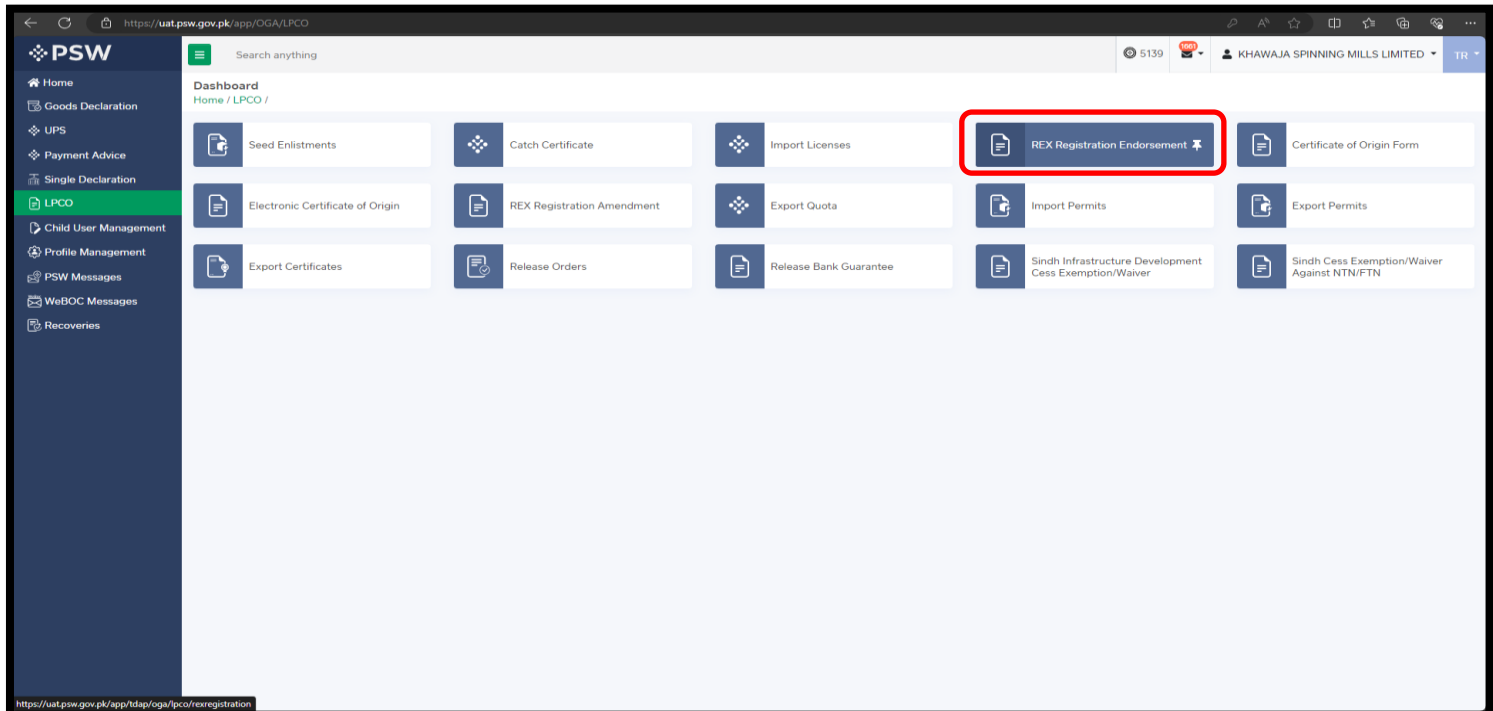


Figure 4



5.2.1 Create New Request

- i. Click on “Create New Request” to submit request.

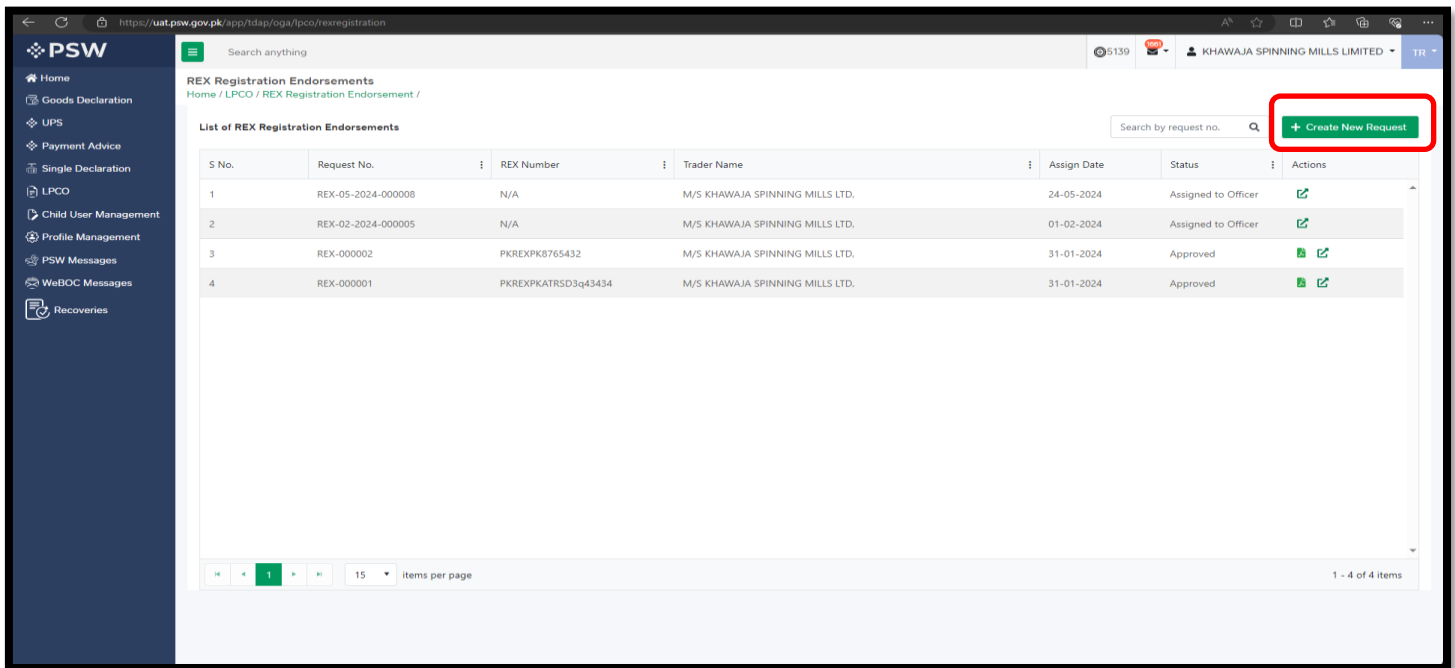


Figure 5

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

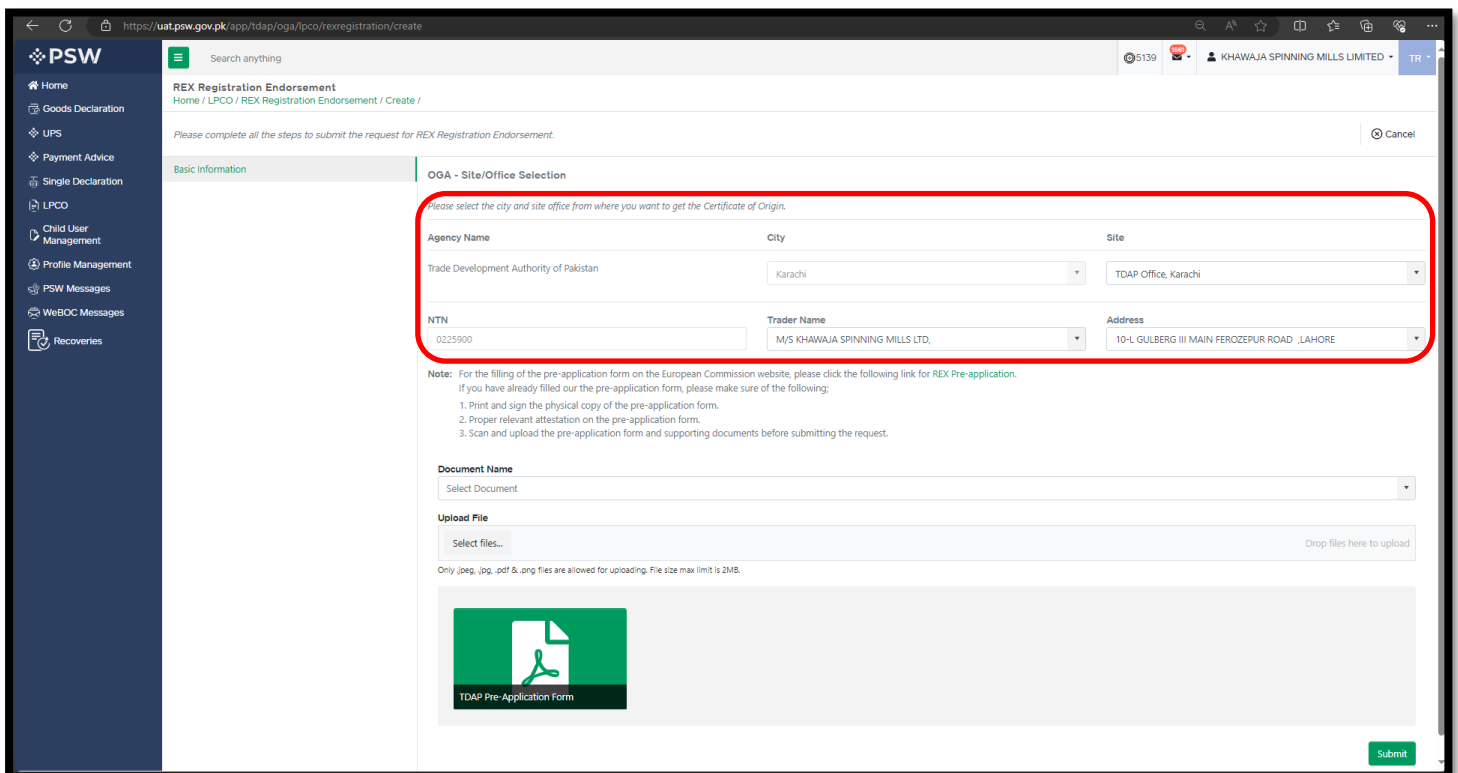
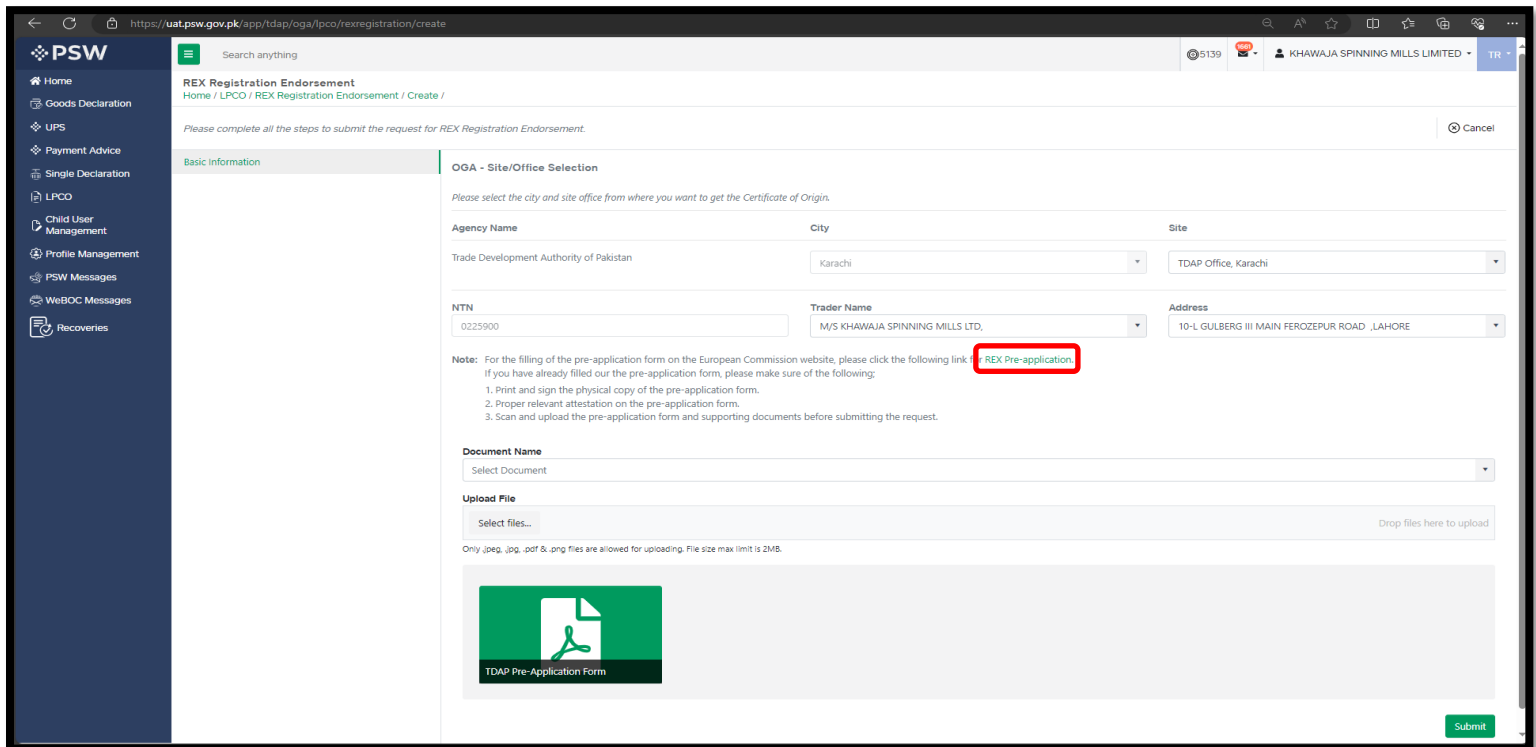


Figure 6

5.2.2 Pre-Application at REX Portal

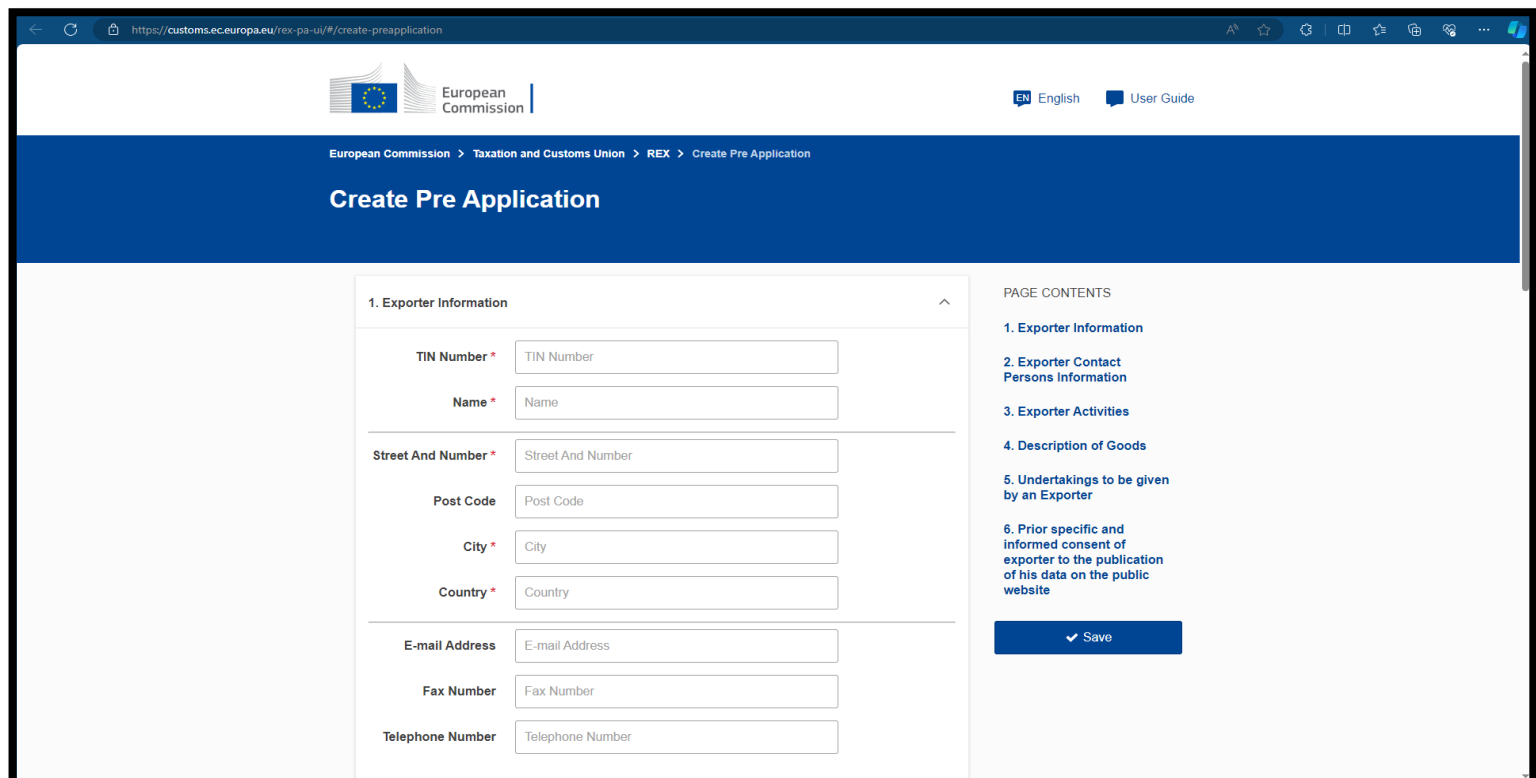
- i. For submission of EU-REX registration endorsement request, user shall first create a pre-application certificate directly through the official EU-REX portal (Fig.8). For the ease of users, a hyperlink leading to the pre-application page is provided on the screen.



The screenshot shows the PSW REX Registration Endorsement portal. The user is logged in as KHAWAJA SPINNING MILLS LIMITED. The page title is "REX Registration Endorsement" and the breadcrumb is "Home / LPCO / REX Registration Endorsement / Create /". The main heading is "OGA - Site/Office Selection". The form includes fields for Agency Name (Trade Development Authority of Pakistan), City (Karachi), Site (TDAP Office, Karachi), NTN (0225900), Trader Name (M/S KHAWAJA SPINNING MILLS LTD), and Address (10-L GULBERG III MAIN FERROZPUR ROAD ,LAHORE). A note provides instructions for filling the form and a link to the "REX Pre-application" form, which is highlighted with a red box. Below the form are sections for "Document Name" and "Upload File".

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.



The screenshot shows the European Commission REX portal. The page title is "Create Pre Application". The form is divided into two main sections: "1. Exporter Information" and "PAGE CONTENTS". The "1. Exporter Information" section includes fields for TIN Number, Name, Street And Number, Post Code, City, Country, E-mail Address, Fax Number, and Telephone Number. The "PAGE CONTENTS" section lists the following steps: 1. Exporter Information, 2. Exporter Contact Persons Information, 3. Exporter Activities, 4. Description of Goods, 5. Undertakings to be given by an Exporter, and 6. Prior specific and informed consent of exporter to the publication of his data on the public website. A "Save" button is visible at the bottom of the page.

Figure 8



- 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.

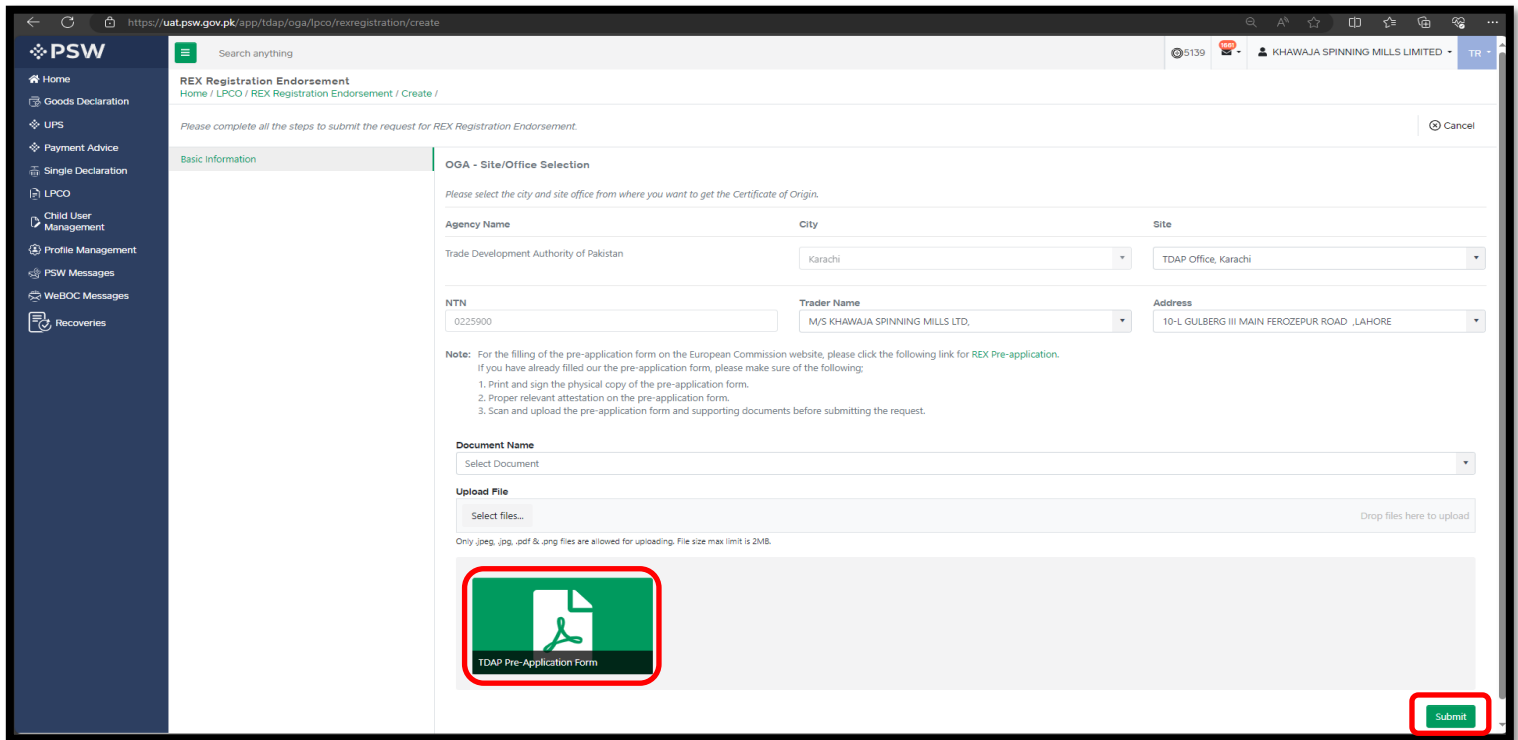


Figure 9

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

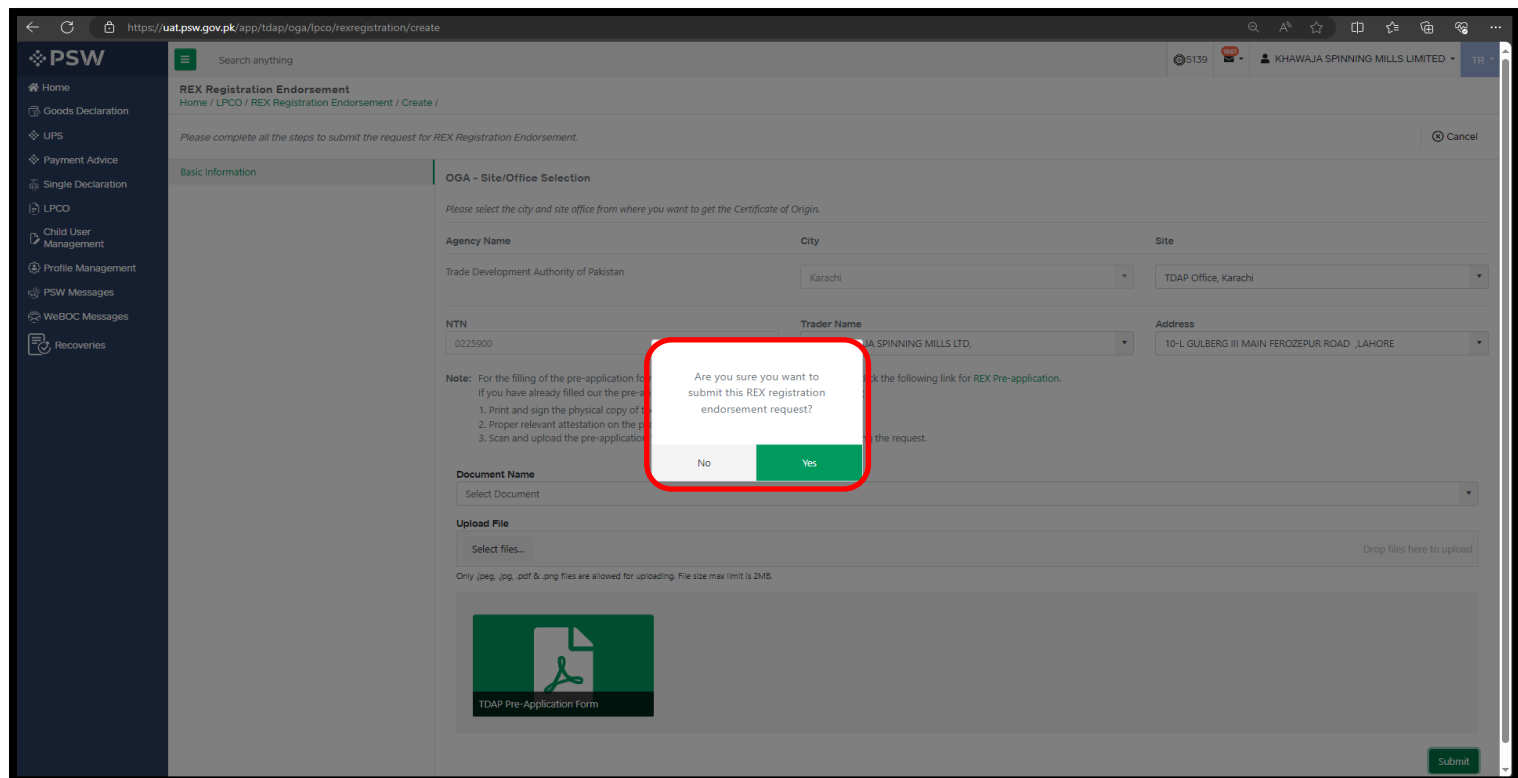


Figure 10

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

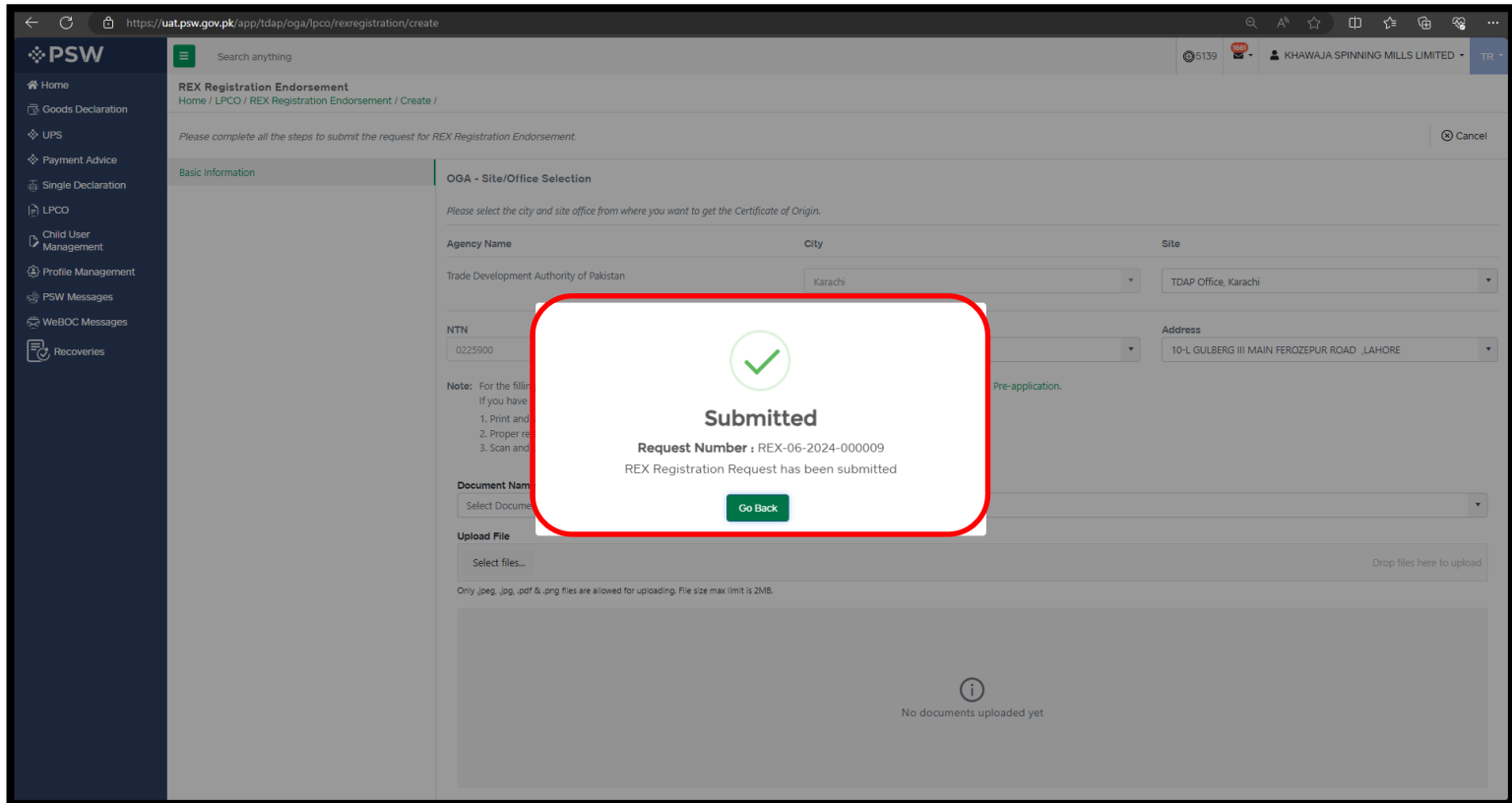


Figure 11

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

REX Registration Endorsements
Home / LPCO / REX Registration Endorsement /

List of REX Registration Endorsements Search by request no.

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	
2	REX-06-2024-000009	PKREXPJAOISBQ29HI1H3U2	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	
4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	
5	REX-000002	PKREXP8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	
6	REX-000001	PKREXPKATRS3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	

Figure 12

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.

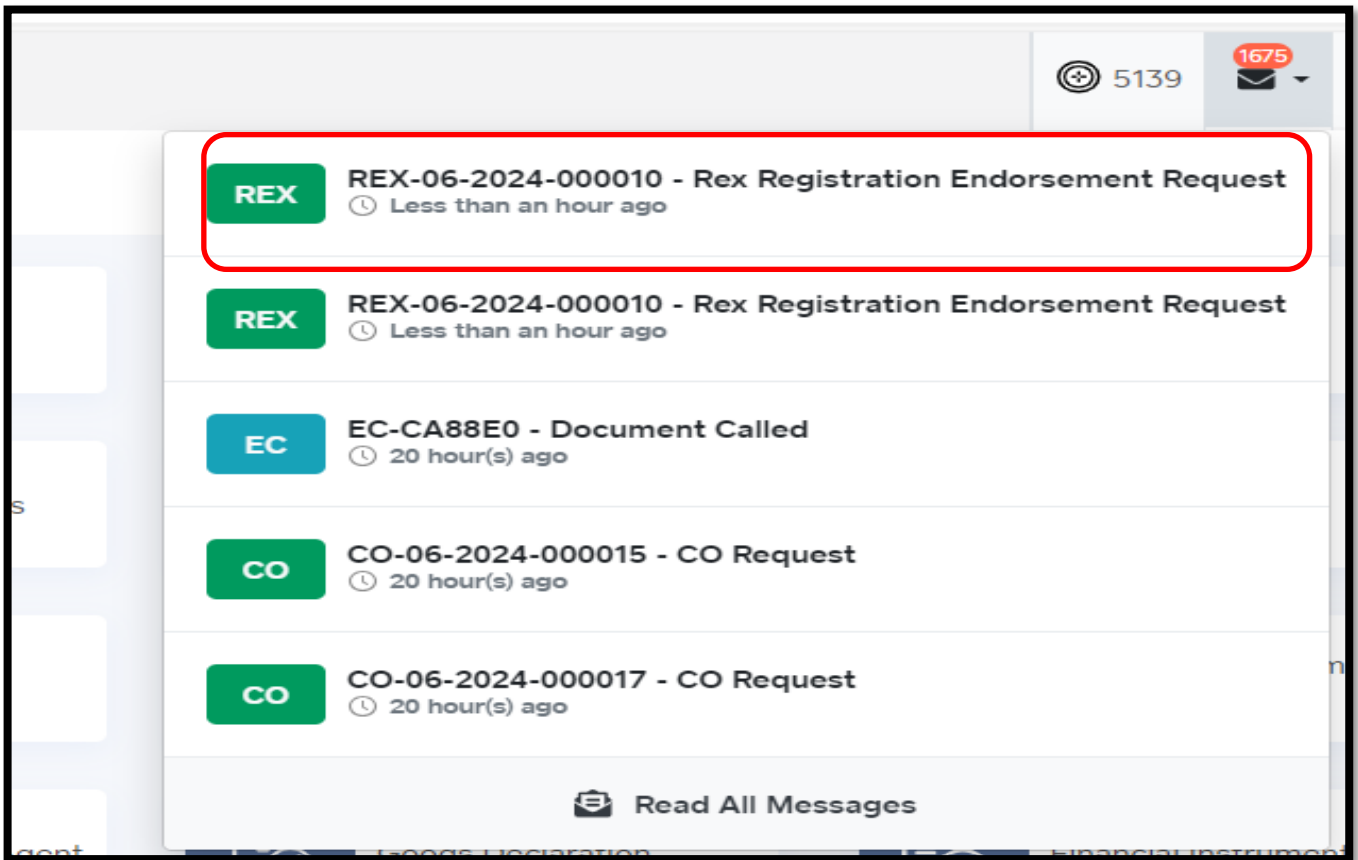


Figure 13

- 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.

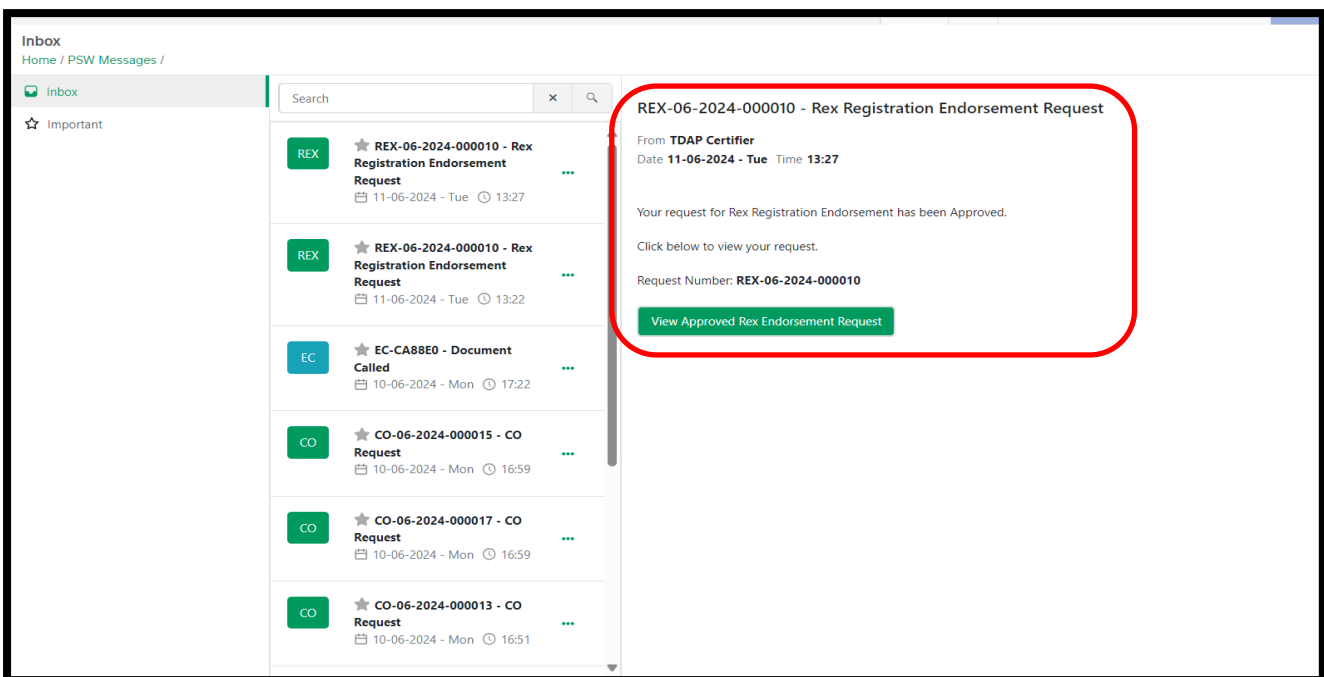


Figure 14



- iii. In case 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.

REX Registration Endorsements

Home / LPCO / REX Registration Endorsement /

List of REX Registration Endorsements Search by request no. + Create New Request

S No.	Request No.	REX Number	Trader Name	Assign Date	Status	Actions
1	REX-06-2024-000010	PKREXP4522215	M/S KHAWAJA SPINNING MILLS LTD,	11-06-2024	Approved	
2	REX-06-2024-000009	PKREXPJAOISBQ29HI1H3U2	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	
4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	
5	REX-000002	PKREXP8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	
6	REX-000001	PKREXPKATRS3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	

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 /

List of REX Registration Endorsements Search by request no. + Create New Request

S No.	Request No.	REX Number	Trader Name	Assign Date	Status	Actions
1	REX-06-2024-000010	PKREXP4522215	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	
4	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD,	01-02-2024	Assigned to Officer	
5	REX-000002	PKREXP8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	
6	REX-000001	PKREXPKATRS3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	

Figure 16

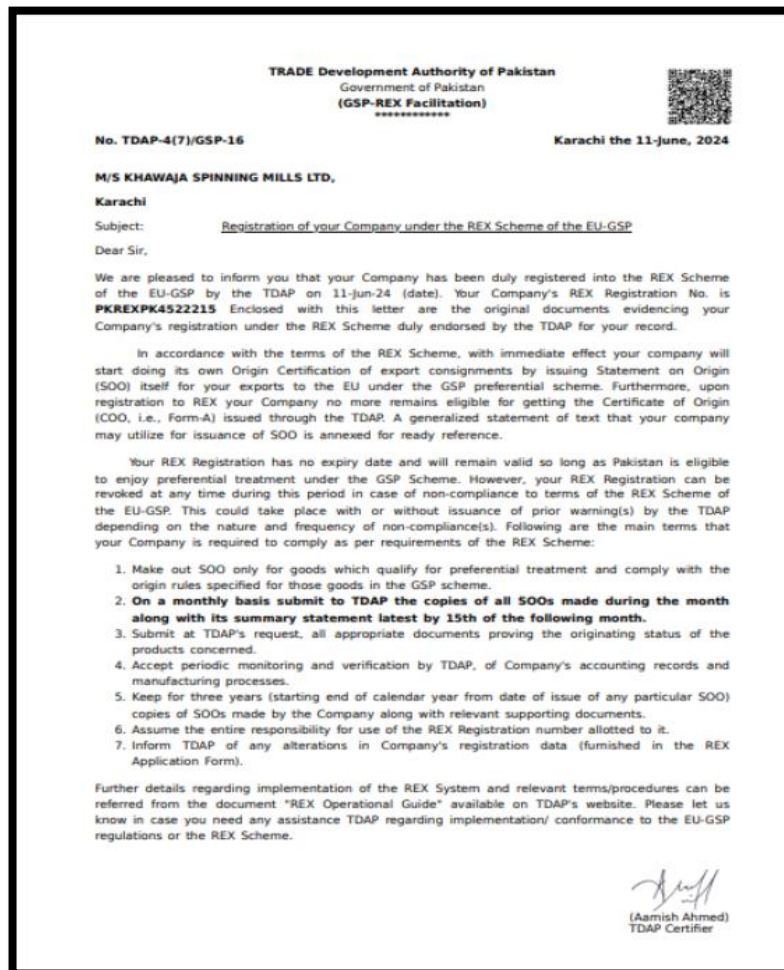


Figure 17

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.

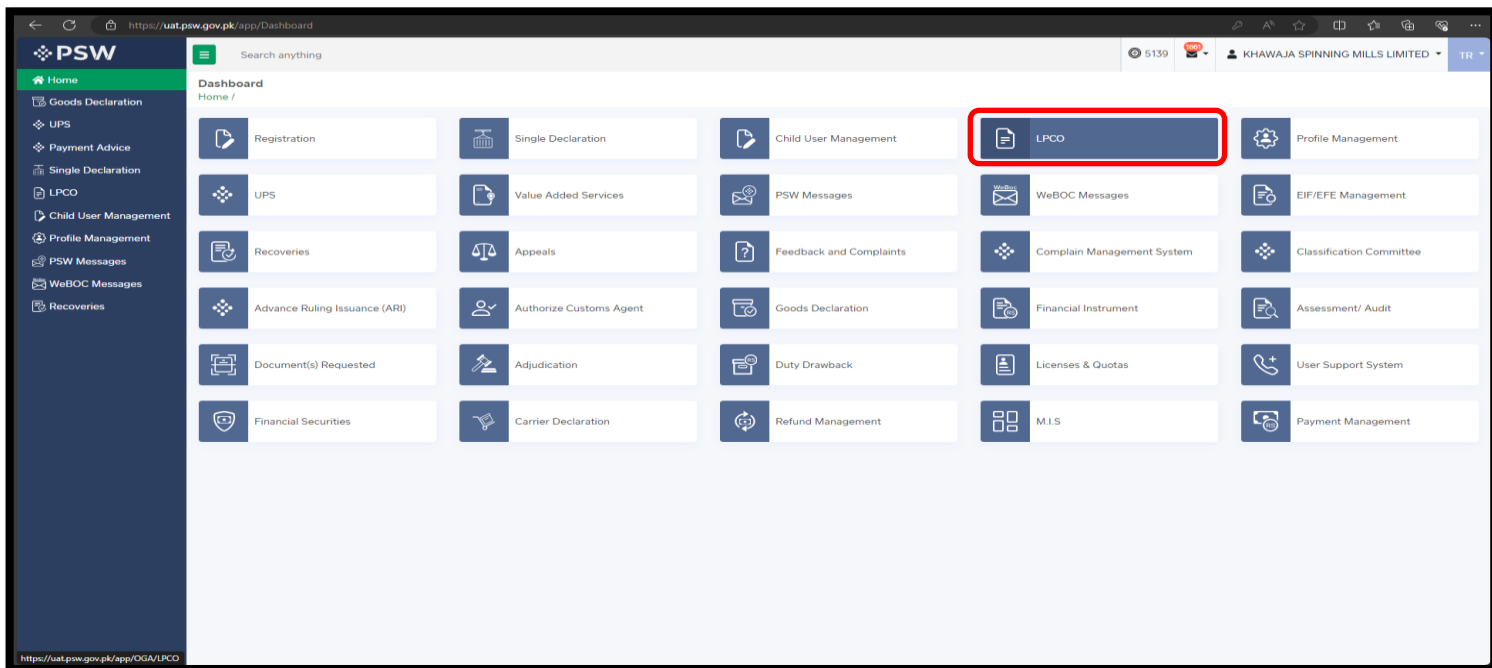


Figure 18

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

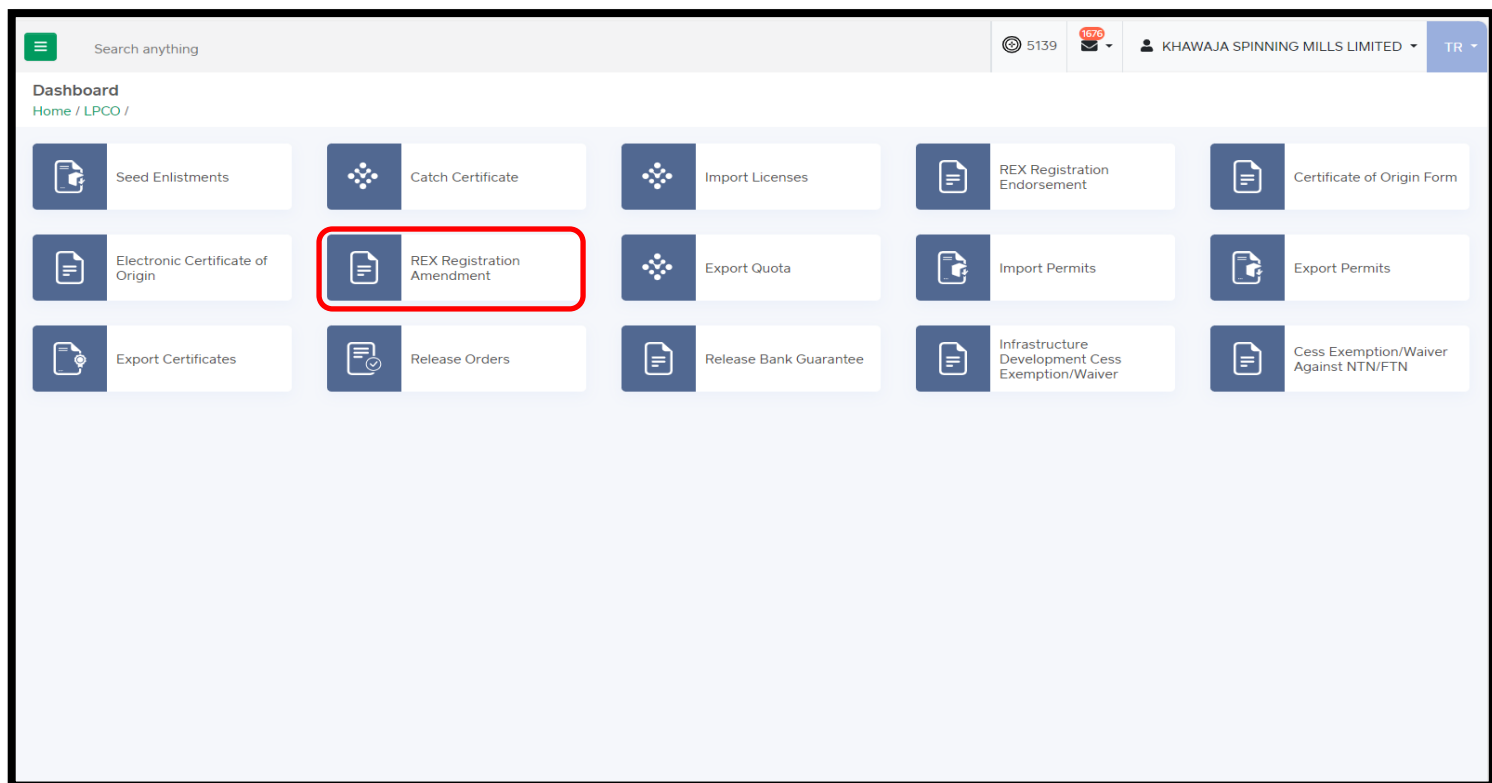


Figure 19



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

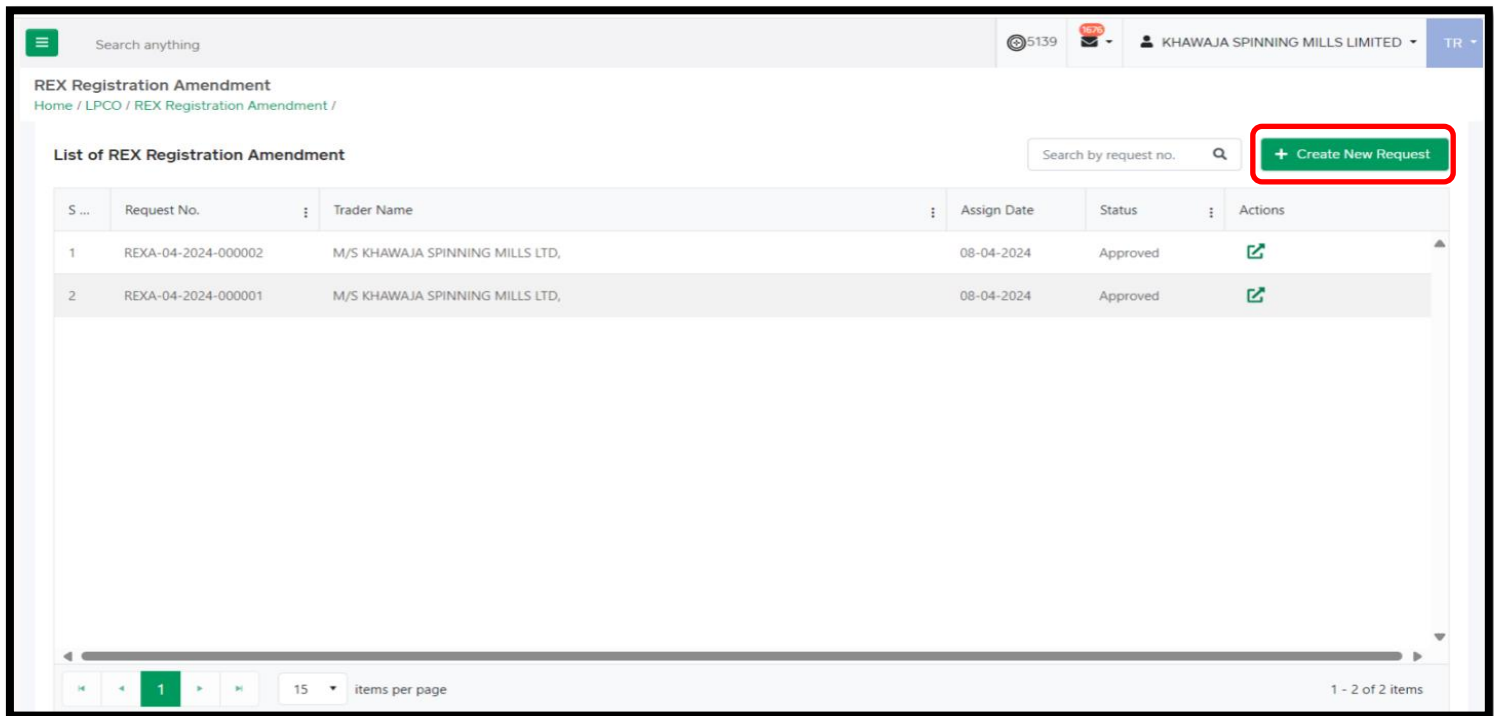


Figure 20

- 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.

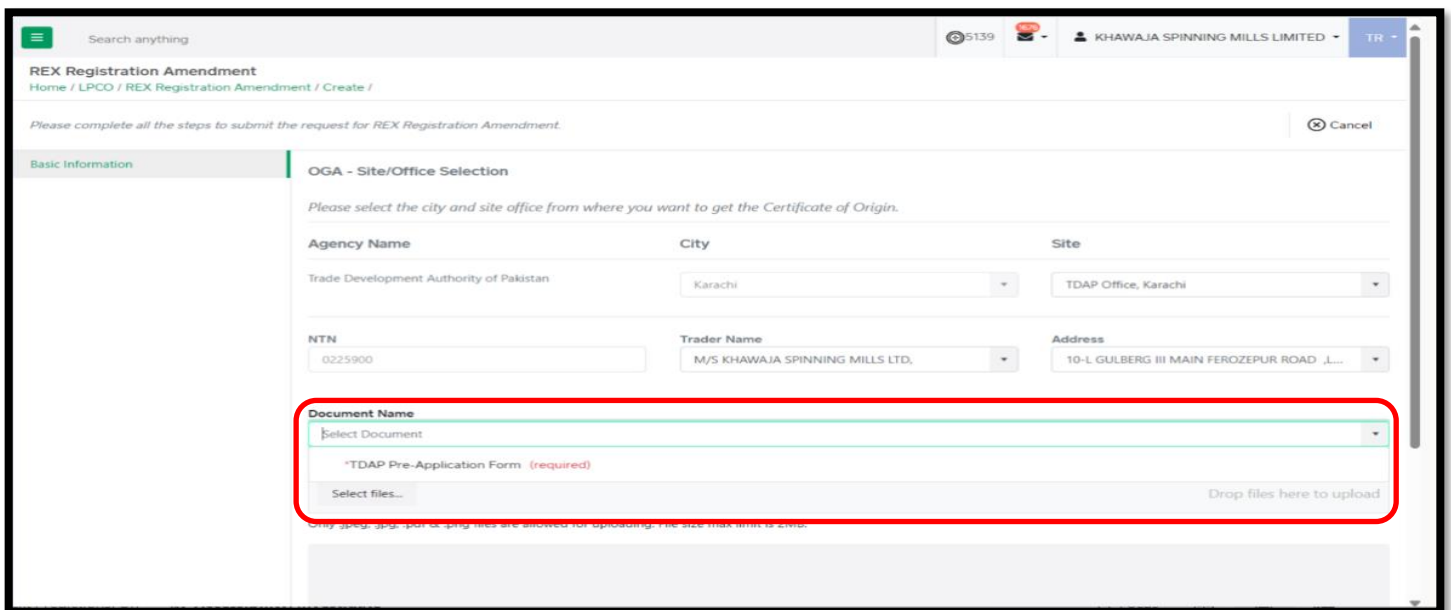
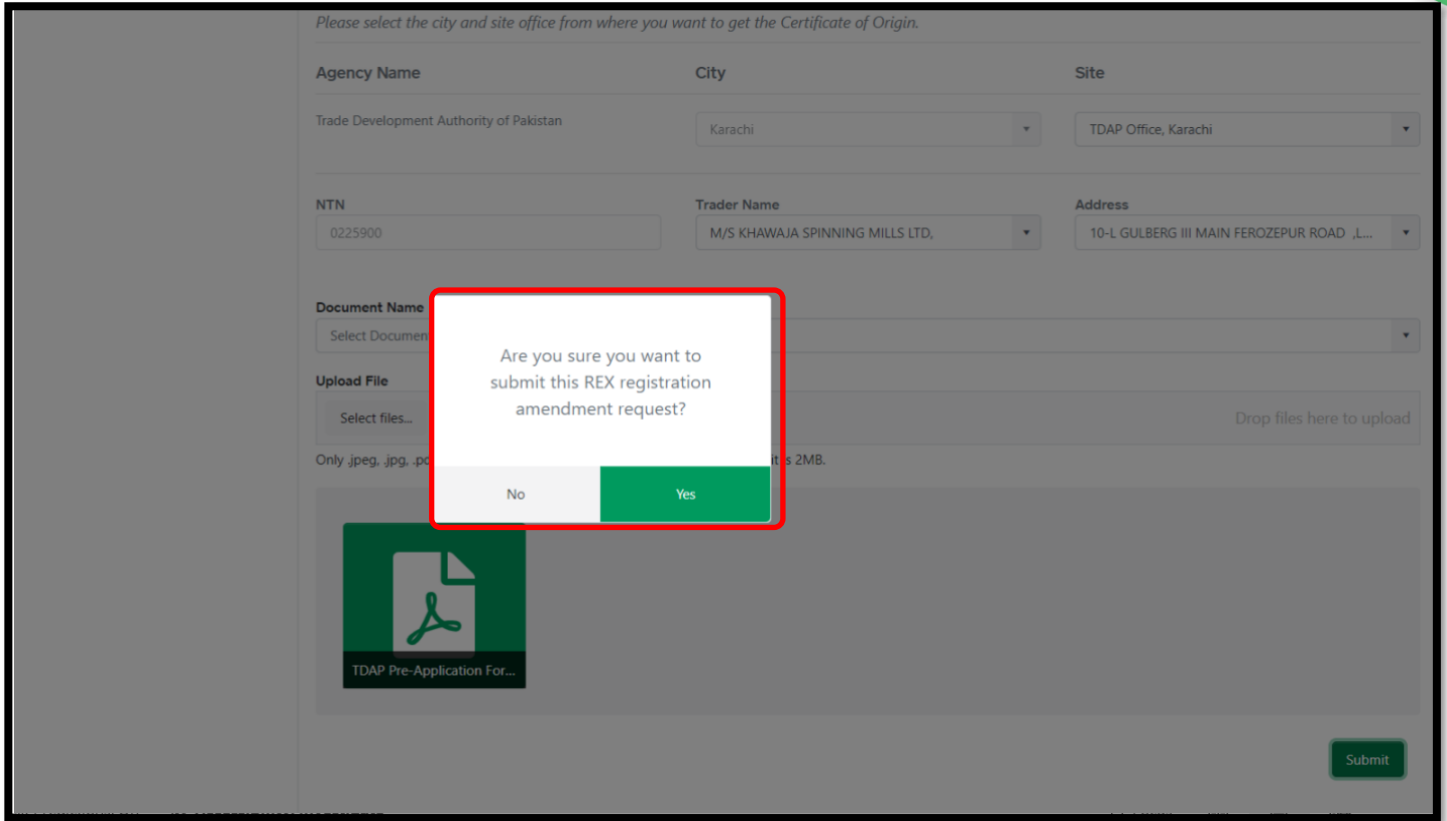


Figure 21

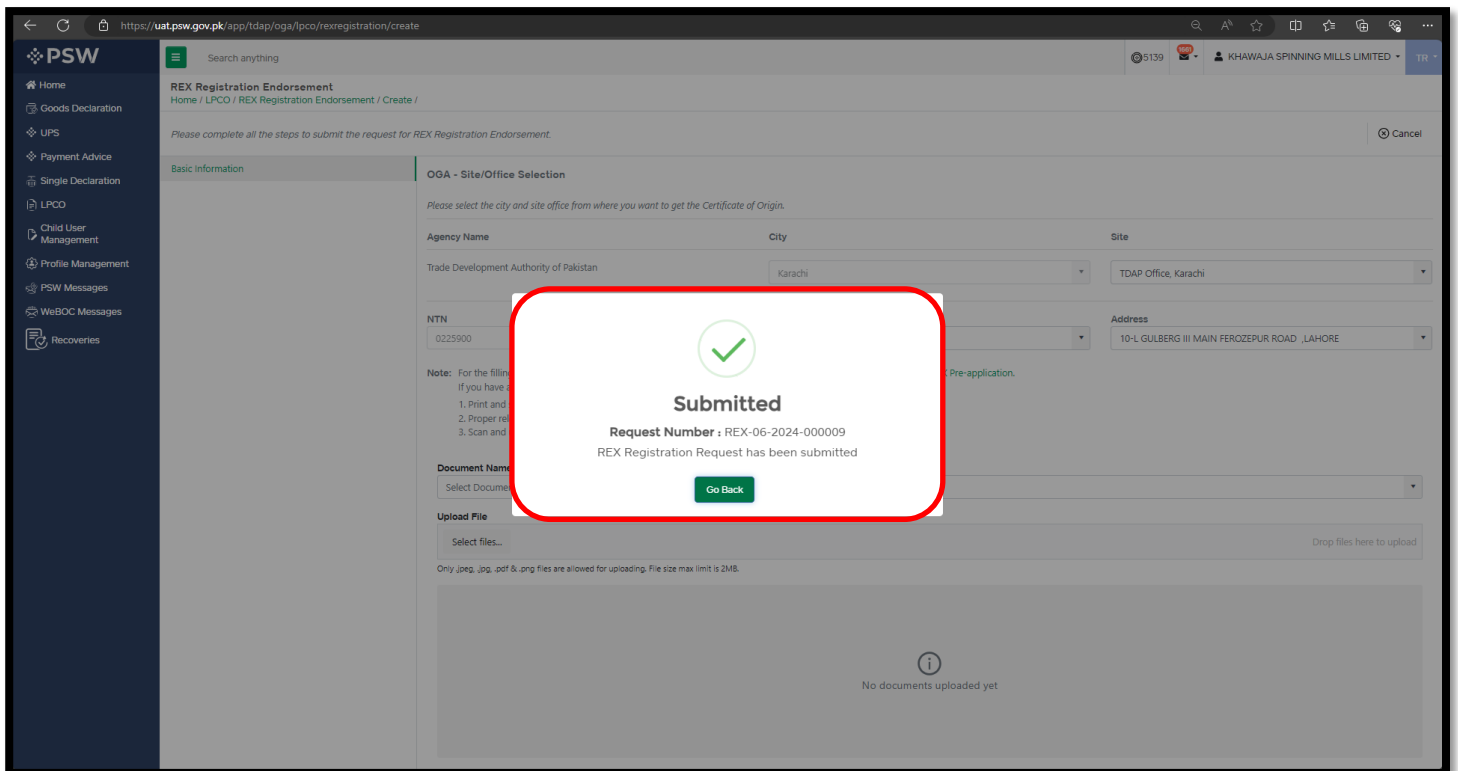
- v. After submitting, a confirmation screen will appear, click “YES” to submit the request.



The screenshot shows a web form for REX registration submission. A red-bordered dialog box is overlaid on the form, asking: "Are you sure you want to submit this REX registration amendment request?". The dialog has two buttons: "No" and "Yes". The "Yes" button is highlighted in green. The background form shows fields for Agency Name (Trade Development Authority of Pakistan), City (Karachi), Site (TDAP Office, Karachi), NTN (0225900), Trader Name (M/S KHAWAJA SPINNING MILLS LTD), and Address (10-L GULBERG III MAIN FERROZEPUR ROAD, LAHORE). There is also a "Submit" button at the bottom right of the form.

Figure 22

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



The screenshot shows the PSW (Pakistan Single Window) interface. A red-bordered confirmation dialog box is overlaid on the form, displaying a green checkmark and the text: "Submitted", "Request Number : REX-06-2024-000009", and "REX Registration Request has been submitted". Below the text is a "Go Back" button. The background form shows the same fields as in Figure 22, but with the "Submit" button highlighted in green. The URL in the browser address bar is "https://uat.psw.gov.pk/app/tdap/oga/lpco/registration/create".

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



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk