



PSW
PAKISTAN SINGLE WINDOW



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 traders/TDAP officer with online applications. 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

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. Log into the PSW system by clicking www.psw.gov.pk and entering your log-in ID & password.

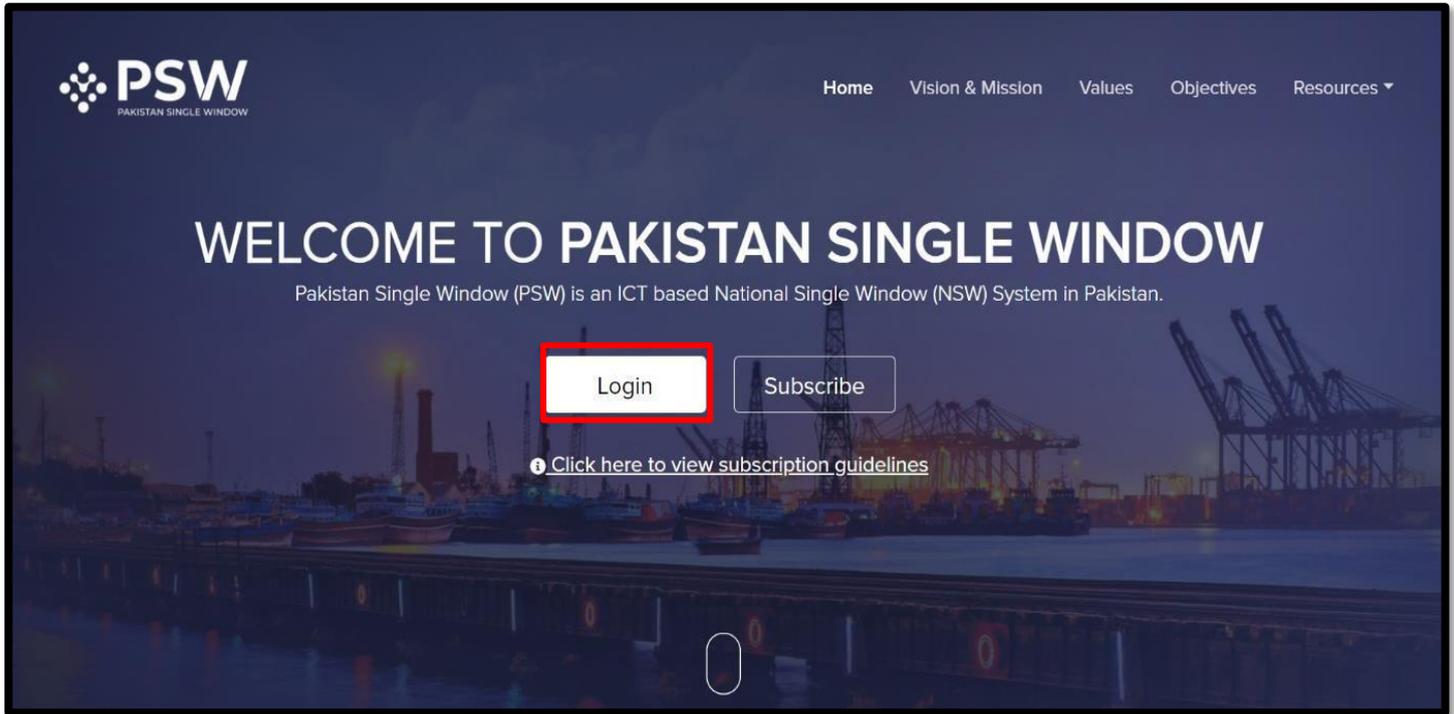


Figure 1

- ii. Upon log-in, Home Screen of the PSW will appear, showing a “Dashboard”. Click the box “LPCO” (Licenses, Permits, Certificates, Others) on the Dashboard to enter the LPCO grid.

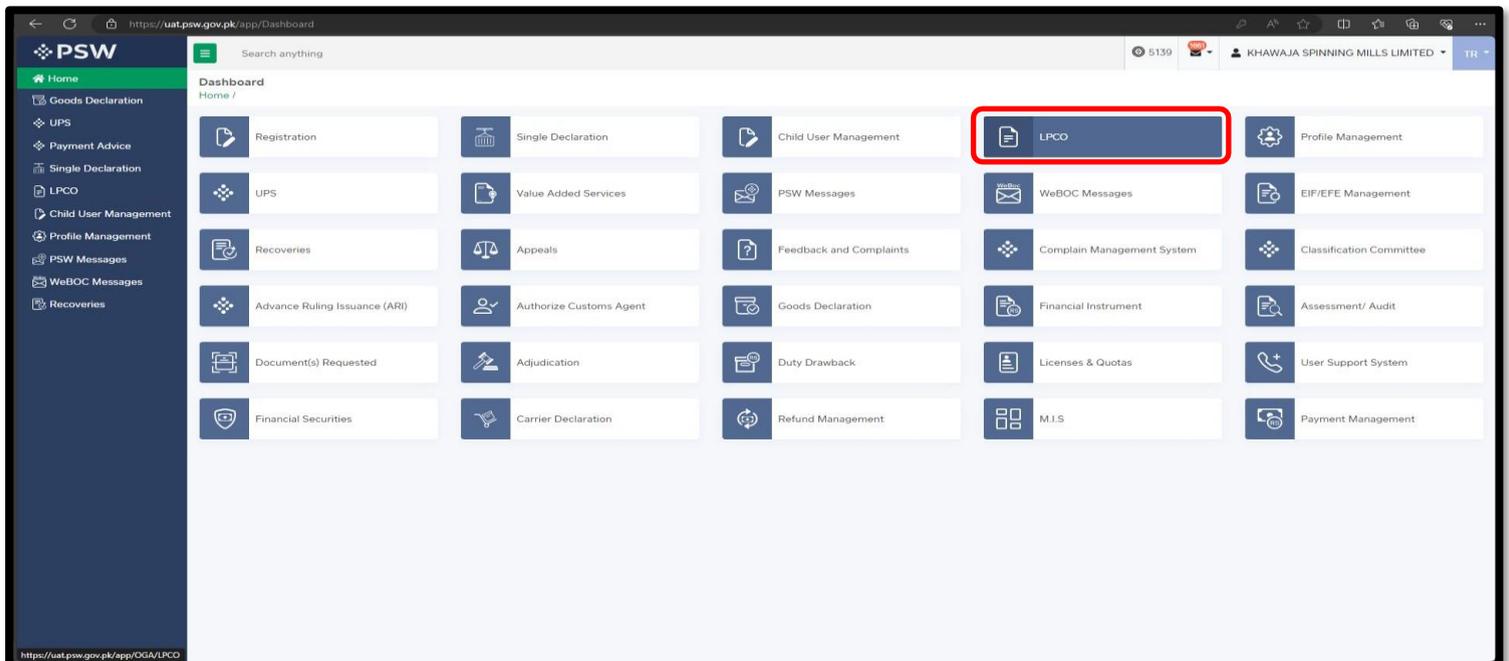


Figure 2

5.2 “REX Pre Application” online on the EU Portal

- i. In the LPCO grid, click the box “REX Registration Endorsement”.

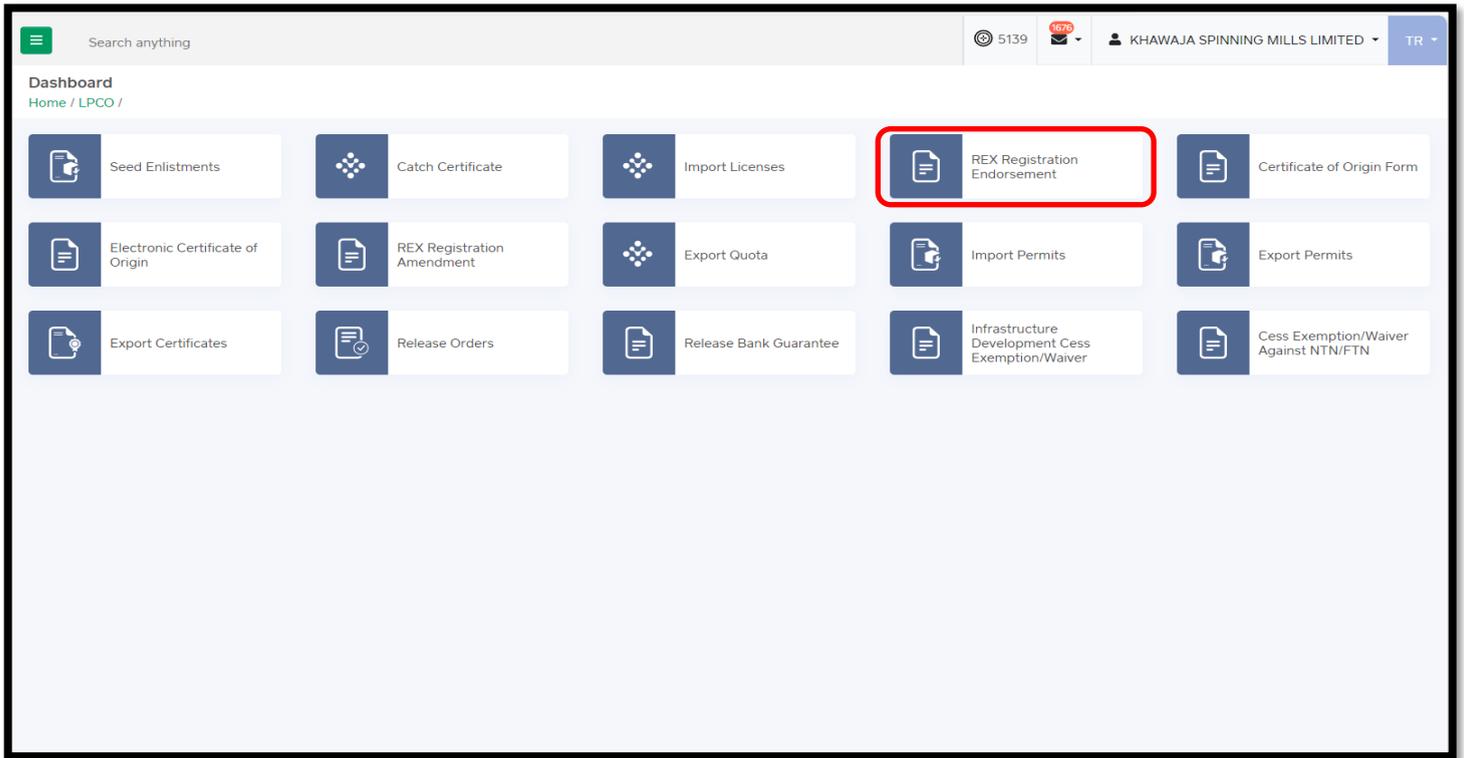


Figure 3

- ii. On top-right of the “REX Registration Endorsement” screen, click “Create New Request”.

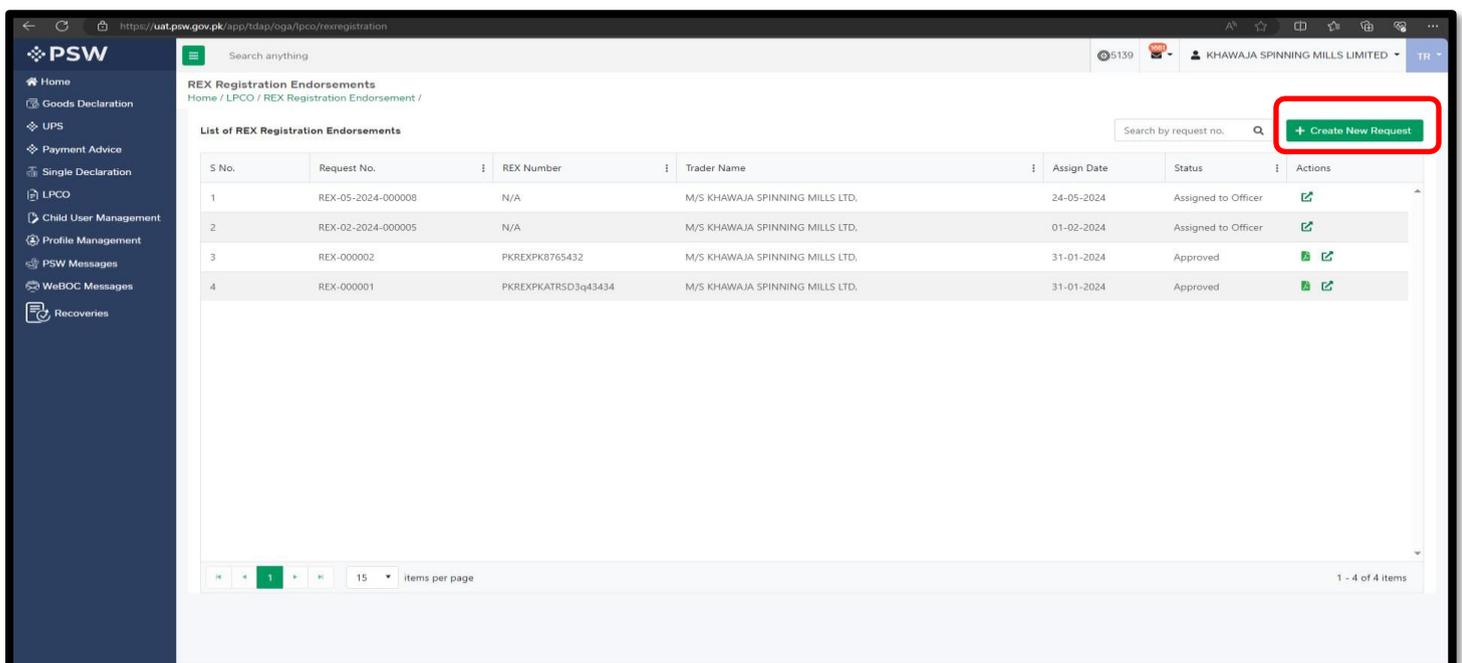


Figure 4

- iii. On the next screen, under the heading “OGA - Site/Office Selection”, just click the active link “REX pre-application”. This will take you to the online “REX Pre-Application Form” of the European Commission with the heading “Create Pre-Application”.

The screenshot shows the PSW portal interface. The main content area is titled "OGA - Site/Office Selection". It contains a form with the following fields: Agency Name (Trade Development Authority of Pakistan), City (Karachi), Site (TDAP Office, Karachi), NTN (0223900), Trader Name (M/S KHAWAJA SPINNING MILLS LTD.), and Address (10-L GULBERG III MAIN FERDZEPUR ROAD ,LAHORE). Below the form, there is a "Note" section with instructions for filling the pre-application form on the European Commission website. A red box highlights the link "REX Pre-application". There is also a "Document Name" field and an "Upload File" section.

Figure 5

- iv. Fill/ complete the “REX Pre Application Form” online. Make your TIN Number using your National Tax Number (NTN) as per the following relation:

TIN = PK + NTN Number; Example: If NTN = 7659843-1; then TIN = PK76598431

The screenshot shows the European Commission website for "Create Pre Application". The page has a blue header with the European Commission logo and navigation links. The main content area is titled "Create Pre Application". On the right side, there is a "PAGE CONTENTS" section with a list of sections: 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 red box highlights the "1. Exporter Information" section, which contains the following fields: TIN Number, Name, Street And Number, Post Code, City, Country, E-mail Address, Fax Number, and Telephone Number. There is also a "Save" button at the bottom right of the form.

Figure 6

(Please note that a valid email address should be correctly entered in the application which will be used for all future communications with the applicant. For any further assistance on filling the REX Pre Application Form, please refer Section-4 of the “REX Operational Guide” available on the TDAP website)



- v. After filling all required fields in the REX Pre Application Form, click “Save”.

6. Prior specific and informed consent of exporter to the publication of his data on the public website

Indication of consent of exporter to the publication of his data on the public website

Place of signature of the Authorised Signatory * Karachi

Authorised Signatory Name * Rizwan

Authorised Signatory Job Title * Deputy

m8crm

Text in image: * m8crm

Save

1. Exporter Information

2. Exporter Contact Persons Information

3. Exporter Activities

4. Description of Goods

5. Undertakings to be given by an Exporter

6. Prior specific and informed consent of exporter to the publication of his data on the public website

European Commission website

Figure 7

- vi. You will see a message confirming that the Pre-Application has been created, asking to print the Pre-Application. Click on “Print”. This will download a pdf copy of the filled Pre-Application to your computer.

European Commission

EN English User Guide

European Commission > Taxation and Customs Union > REX > Pre Application creation confirmation

Pre Application creation confirmation

The Pre Application has been successfully created, please print a copy of the AREX form using the Print button below and send it to your competent Custom Authority.

Print

European Commission website

Figure 8



- vii. Print the downloaded “REX Pre Application” from your computer and put authorized Signatures & Seal at all relevant places (boxes 5 & 6) on the printed REX Pre Application.

1. Exporter's name, full address and country, TIN ⁽¹⁾ Rizwan Samad, street 1, 75500, Karachi, Pakistan PK102987346
2. Contact details including telephone and fax number as well as e-mail address where available. Rizwan Samad, Street 1, 75500, Karachi, Pakistan, rizwan.samad@email.com
3. Specify whether the main activity is Production or Trading. Production
4. Indicative description of goods which qualify for preferential treatment, including indicative list of Harmonised System headings (or chapters where goods traded fall within more than twenty Harmonised System headings). 0101 Live horses, asses, mules and hinnies
5. Undertakings to be given by an exporter The undersigned hereby: - declares that the above details are correct; - certifies that no previous registration has been revoked; conversely, certifies that the situation which led to any such revocation has been remedied; - undertakes to make out statements on origin only for goods which qualify for preferential treatment and comply with the origin rules specified for those goods in the preferential trade agreement concerned; - undertakes to maintain appropriate commercial accounting records for production / supply of goods qualifying for preferential treatment and to keep them for at least three years from the end of the calendar year in which the statement on origin was made out; - undertakes to immediately notify the competent authority of changes as they arise to his registration data since acquiring the number of registered exporter; - undertakes to cooperate with the competent authority; - undertakes to accept any checks on the accuracy of his statements on origin, including verification of accounting records and visits to his premises by the European Commission or Member States' authorities; - undertakes to request the revocation of his registration in the system, should he no longer meet the conditions for exporting any goods under preferential tariff treatment; - undertakes to request the revocation of his registration in the system, should he no longer intend to export such goods under a preferential arrangement. Karachi, 20/08/2024, Rizwan, Consultant
6. Prior specific and informed consent of exporter to the publication of his data on the public website The undersigned is hereby informed that the information supplied in this declaration may be disclosed to the public via the public website. The undersigned accepts the publication and disclosure of this information via the public website. The undersigned may withdraw his consent to the publication of this information via the public website by sending a request to the competent authorities responsible for the registration. Karachi, 20/08/2024, Rizwan, Deputy, Consent data publication on the internet

(1) The indication of the TIN (Trader Identification Number) is mandatory.

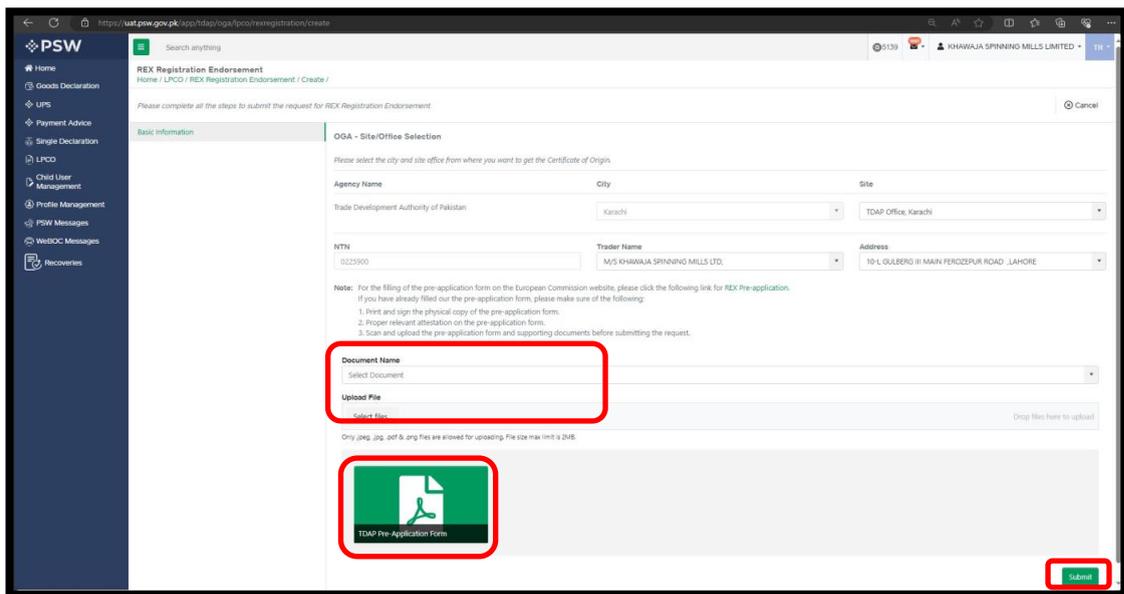
Figure 9

(a) Attach a copy of the SECP Registration Certificate of your Company/Business to your “REX Pre Application”. In case your Company is not registered with the SECP, then please attach a copy of your Company’s membership certificate with the relevant Trade Association or the Chamber of Commerce & Industry. Both the “REX Pre Application” as well as the attached membership certificate should be duly attested by the relevant Trade Association or Chamber of Commerce & Industry.

(b) Scan your attested “REX Pre Application” and the attested “Trade Association/Chamber Certificate” as completed under Step - 5.2 (vii) (a) and save both the documents to your computer.

5.3 Online Submission of REX Pre-Application to the TDAP

- i. Assuming that you have been logged-out of the PSW system, please login to the PSW system again [using steps – 5.1(i) & 5.1(ii)]. Now re-open the “REX Registration Endorsement” screen [Step-5.2(i), above] and upload both the REX Pre Application document and its attachment by entering file names, selecting the files, and clicking the box “Upload File” on this screen. After uploading both the files, click “Submit” at the bottom of the screen to submit your REX Pre Application to the TDAP.



The screenshot shows the PSW system interface for REX Registration Endorsement. The form is titled "OGA - Site/Office Selection" and includes the following fields:

- 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 FERDUSEPUR ROAD ,LAHORE

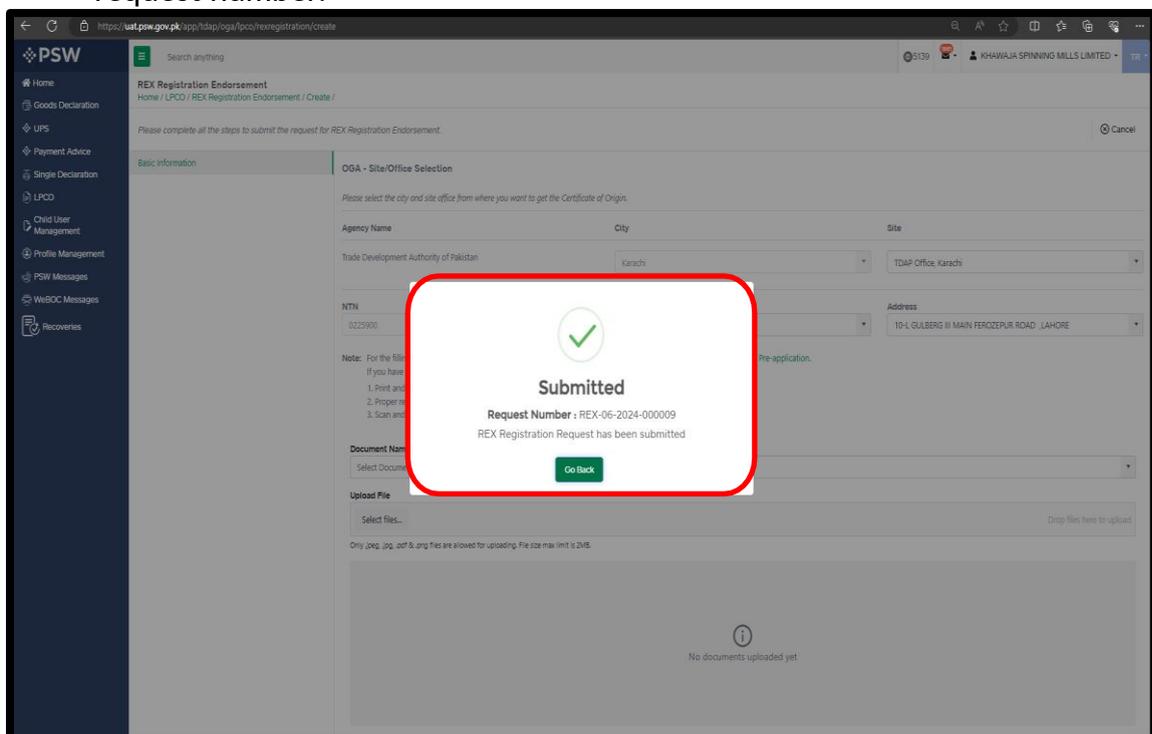
Below the form, there is a section for document upload with the following options:

- Document Name: Select Document
- Upload File: Select files

A red box highlights the "Document Name" and "Upload File" sections. Another red box highlights the "TDAP Pre-Application Form" document icon. A "Submit" button is visible at the bottom right.

Figure 10

- ii. Please click “Yes” at the submission-confirmation screen. The system will provide confirmation by displaying “Submitted” along with a system-generated request number.



The screenshot shows the PSW system interface for REX Registration Endorsement. A large green checkmark and the word "Submitted" are displayed in the center. Below this, the "Request Number" is shown as "REX-06-2024-000009". A "Go Back" button is visible at the bottom of the confirmation box.

Figure 11



5.4 Receipt of REX Registration Certificate Online

- i. The TDAP will examine the REX Registration-Data Amendment request. Finding it okay, TDAP will amend the company's REX Registration-Data on the EU Portal. Simultaneously, an email alert will be sent to the applicant as a message in his PSW Inbox. This message will convey that the requested REX Registration-Data amendment has been made, also forwarding the updated/amended electronic QR Code bearing "REX Registration Certificate" as an attachment.

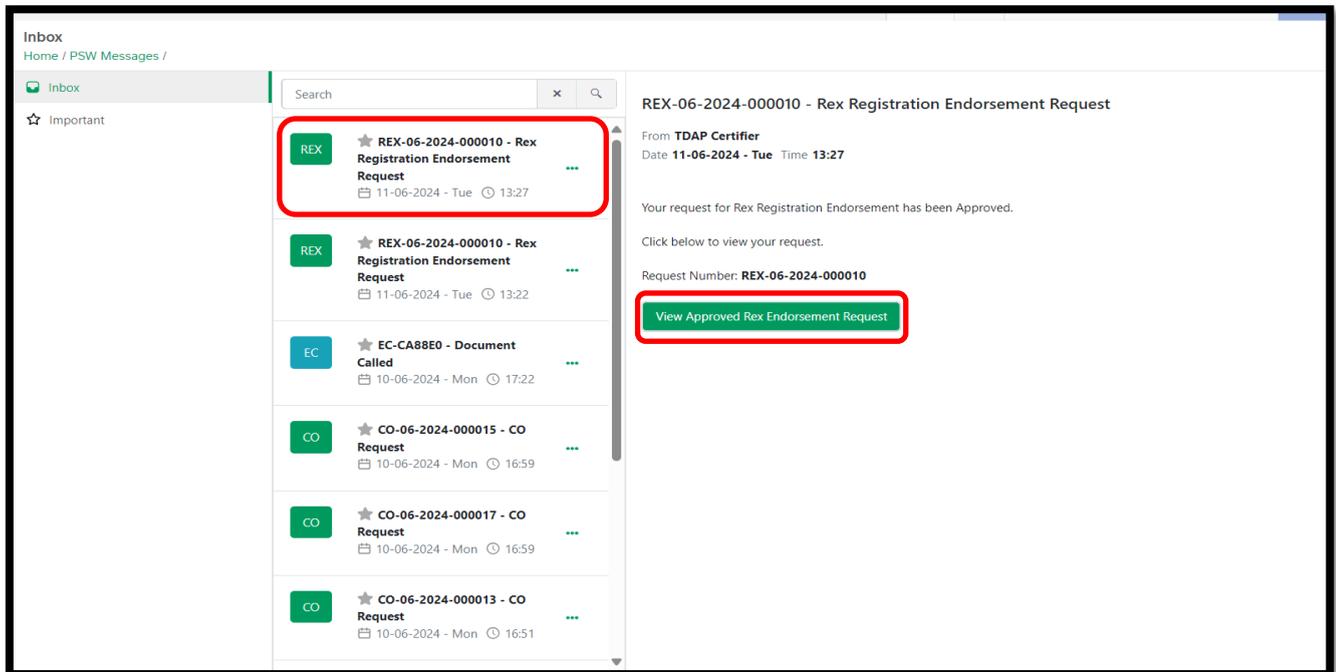


Figure 11

In case the TDAP finds the REX Application incomplete or lacking information, it will send a request for additional information to the applicant, appearing as an email alert in his PSW Inbox. The applicant will provide additional information to the TDAP through the PSW online system to enable further processing of his application

- ii. To receive his REX Registration Certificate online, or to check the status of his submitted REX Application, or submit additional information to the TDAP, the applicant will have to login to the PSW system [using Steps 5.1(i) & 5.1(ii), above]. Upon login, he may see a message in his PSW inbox that he would click to proceed further. Alternatively, he can directly access the “REX Registration Endorsement” screen [Step 5.2(iii), above] where he can see the status of his REX Application, find his REX Registration Number, and download the electronic (QR Code bearing) copies of his “REX Registration Certificate” and “Terms for REX Registration”.

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	PKREXPk4522215	M/S KHAWAJA SPINNING MILLS LTD,	11-06-2024	Approved	 
2	REX-06-2024-000009	PKREXPkIAOISBQ29H11H3U2	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	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	 

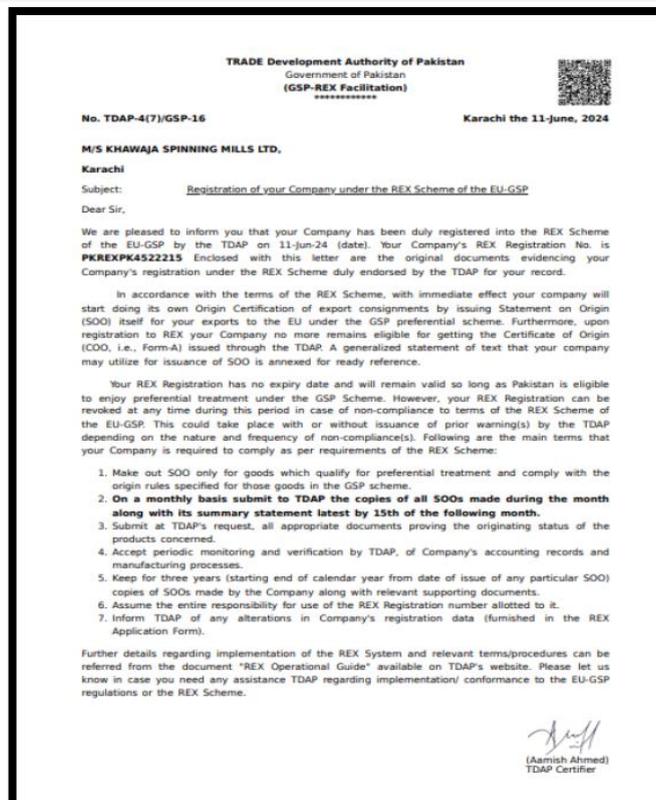


Figure 12



5.5 Amendment of REX-Registration Data

- i. Log into the PSW system by clicking www.psw.gov.pk and entering your log-in ID & password.

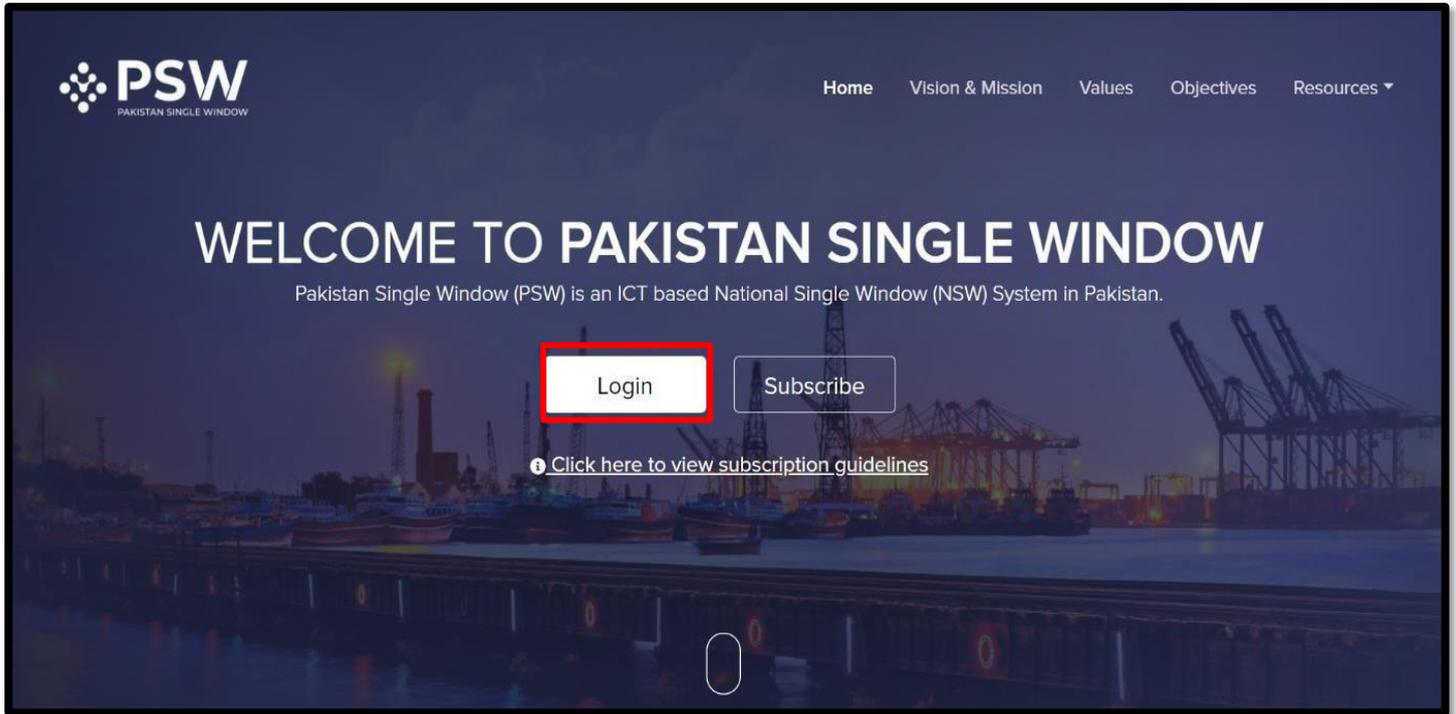


Figure 13

- ii. Upon log-in, Home Screen of the PSW will appear, showing a “Dashboard”. Click the box “LPCO” (Licenses, Permits, Certificates, Others) on the Dashboard to enter the LPCO grid).

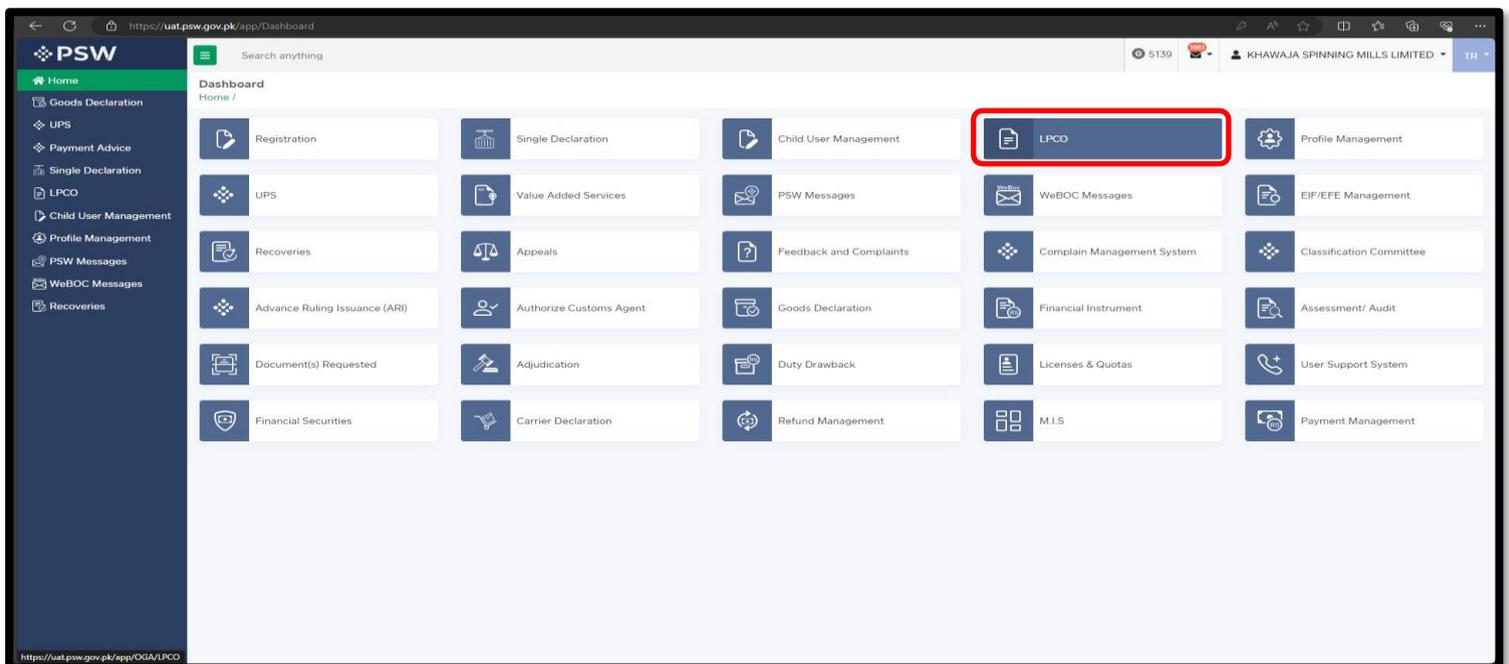


Figure 14



iii. In the LPCO grid, click the box “REX Registration Amendment”

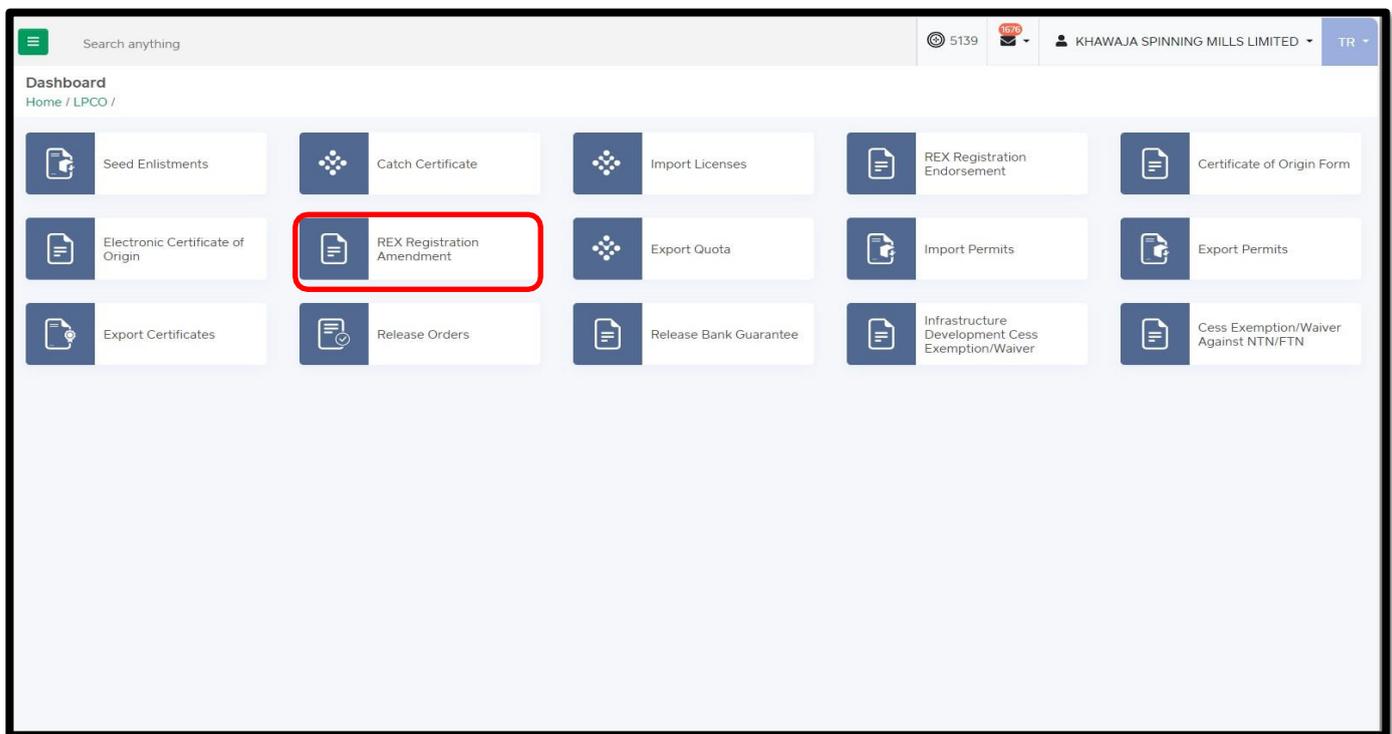


Figure 15

iv. This will take you to the “REX Registration Amendment” screen which will display all your previous REX data amendment requests made in the past through the PSW system (if any). On top-right of the “REX Registration Amendment” screen, click “Create New Request”.

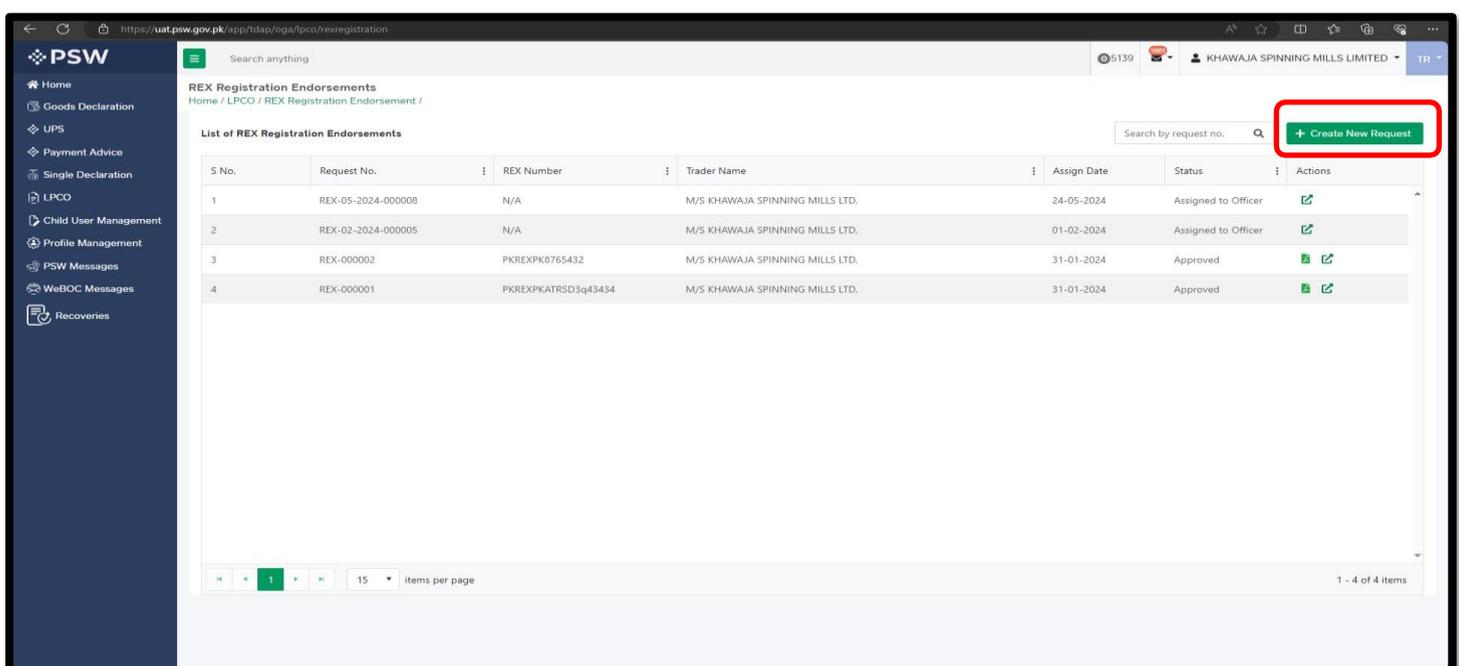


Figure 16



- v. On the next screen, under the heading “OGA - Site/Office Selection”, just click the active link “REX data-amendment-form”. This will download a pdf copy of the “REX Registration-Data Amendment Form” to your computer.

Search anything

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REX Registration Amendment
Home / LPOO / REX Registration Amendment / Create /

Please complete all the steps to submit the request for REX Registration Amendment. Cancel

Basic 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

NTN NTN Trader Name Address

0453600 TRUST SHOES INTERNATIONAL (PRIVATE) LIMITED 47-B, HBFC Housing Society, Lahore, Lahore Cantonment

Document Name

Select Document

*REX Registration-Data Amendment Form (required)

Select files... Drop files here to upload

Only .jpeg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.

No documents uploaded yet

Submit

Download REX Data Amendment Form

Figure 17

5.6 Online Submission of Amended REX Pre-Application to the TDAP

- i. Print the downloaded “REX Registration-Data Amendment Form” from your computer and fill in the Form as per instructions provided in the Form.

REX Registration-Data Amendment Form	
Company Information: As a REX-Registered entity, please provide following information:	
Business or Company Name:	
REX Number:	
Name & Designation of the Person Requesting Amendment:	
<i>In the following boxes please enter just the <u>changes desired</u> in your existing REX Registration-Data. Where there are no changes, leave the boxes empty writing “N/A”.</i>	
1. Changes desired to company/business address, telephone, fax, email – if any:	
2. Changes desired to the contact person (name, address, telephone, fax, email – if any):	
2. Changes desired to the main business activity (please tick the change desired – if any):	
- Production <input type="checkbox"/>	
- Trading <input type="checkbox"/>	
- Both Production & Trading <input type="checkbox"/>	
4. Changes desired to HS Codes & Description of goods to be exported (please provide 4-digit HS Codes and Descriptions for goods to be added or deleted):	
-	
-	
-	
-	
-	
5. Undertaking by exporter: There can be no change to the text in this box, so it remains the same.	
6. Changes desired to the Consent of the exporter to publication of his company's data on the EU Website (tick):	
- Applicant <u>agrees</u> to publication of his company's data on the EU Website: <input type="checkbox"/>	
- Applicant <u>disagrees</u> to publication of his company's data on the EU Website: <input type="checkbox"/>	

Figure 18

- ii. Assuming that you have been logged-out of the PSW system, please login to the PSW system again [Steps - 5.1(i) & 5.1(ii)]. Now re-open the “REX Registration Amendment” screen [Step-5.5(iii)], above and upload the filled “REX Registration-Data Amendment Form”. After uploading the Form, click “Submit” at the bottom of the screen to submit your REX Registration Amendment request to the TDAP.

The screenshot displays the 'REX Registration Endorsement' form in the PSW system. The form is titled 'REX Registration Endorsement' and includes a search bar and a user profile for 'KHAWAJA SPINNING MILLS LIMITED'. The main content area is divided into sections: 'Basic Information', 'OGA - Site/Office Selection', and 'Document Name'. The 'OGA - Site/Office Selection' section contains 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 'Download REX Data Amendment Form' button is visible. The 'Document Name' section has a 'Select Document' dropdown menu and a file upload area with a 'Select files...' button and a 'Drop files here to upload' area. A file named 'Copy of REX Registration...' is shown in the upload area. A 'Submit' button is located at the bottom right of the form.

Figure 19

- iii. Please click “Yes” at the submission-confirmation screen. The system will provide confirmation by displaying “Submitted” along with a system-generated request number.

The screenshot shows the same 'REX Registration Endorsement' form as in Figure 19, but with a confirmation message overlaid. The message is a white box with a green checkmark and the text 'Submitted'. Below the checkmark, it displays 'Request Number : REX-06-2024-000009' and 'REX Registration Request has been submitted'. A 'Go Back' button is located at the bottom of the message box. The background form is dimmed, and the 'Submit' button is no longer visible.



5.7 Online Receipt of Updated/Amended REX Registration Certificate

- i. The TDAP will examine the REX Registration-Data Amendment request. Finding it okay, TDAP will amend the company's REX Registration-Data on the EU Portal. Simultaneously, an email alert will be sent to the applicant as a message in his PSW Inbox. This message will convey that the requested REX Registration-Data amendment has been made, also forwarding the updated/amended electronic QR Code bearing "REX Registration Certificate" as an attachment.

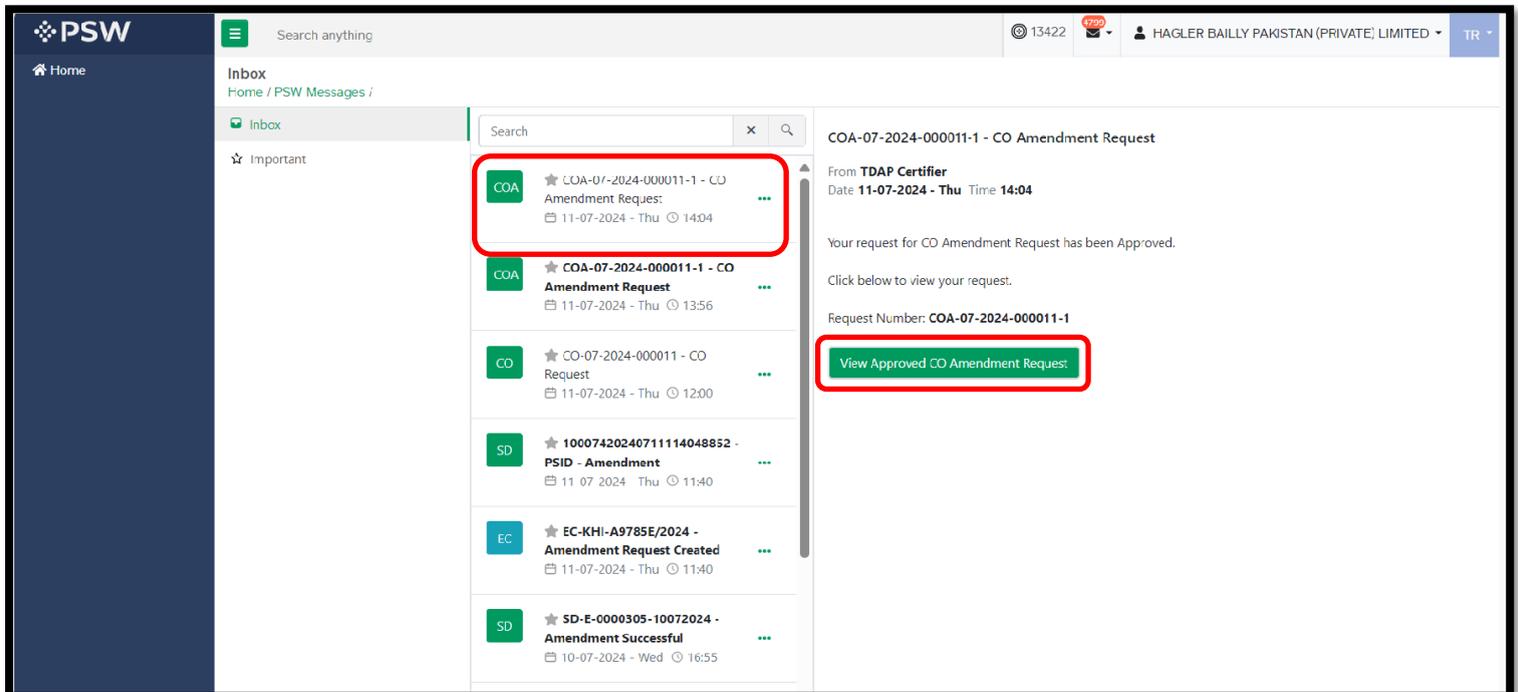


Figure 21

In case the TDAP finds the REX Application incomplete or lacking information, it will send a request for additional information to the applicant, appearing as an email alert in his PSW Inbox. The applicant will provide additional information to the TDAP through the PSW online system to enable further processing of his application

- ii. To receive his updated/amended REX Registration Certificate online, or to check the status of his submitted REX Registration-Data Amendment request, or submit additional information to the TDAP, the applicant will have to login to the PSW system (using Step-1). Upon login, he may see a message in his PSW inbox that he would click to proceed further. Alternatively, he can directly access the “REX Registration Amendment” screen [Step – 5.5 (iv), above] where he can see the status of his REX Amendment Request and download the electronic (QR Code bearing) copy of his updated/amended “REX Registration Certificate”.

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	PKREXPk4522215	M/S KHAWAJA SPINNING MILLS LTD,	11-06-2024	Approved	 
2	REX-06-2024-000009	PKREXPkAOISBQ29HI1H3U2	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	PKREXPk8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	 
6	REX-000001	PKREXPkATRS3q43434	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	 

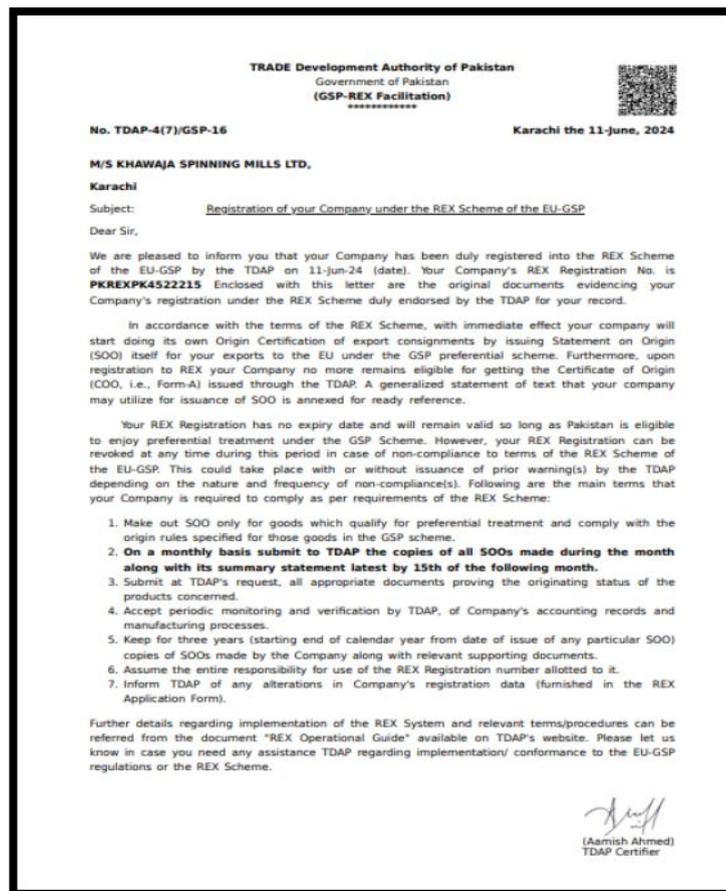


Figure 22



6. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: support@psw.gov.pk

Phone: 021-111-111-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk

