



**PSW**  
PAKISTAN SINGLE WINDOW



# USER MANUAL

## TDAP ELECTRONIC CERTIFICATE OF ORIGIN / FORM ISSUANCE TRADERS 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.



## TABLE OF CONTENTS

1. Introduction.....	4
2. Background.....	4
3. Salient Features of TDAP E-CO Module .....	6
4. System Requirements .....	6
5. Step by Step Business Process .....	7
5.1 User Login.....	7
5.2 Electronic Certificate of Origin .....	8
5.3 Create New Request.....	9
5.4 Select Declaration.....	10
5.5 Basic Information.....	12
5.6 Document Information .....	16
5.7 Print Preview .....	17
5.8 Submission of E-CO Request.....	19
6. Amendment in Electronic Certificate of Origin .....	21
6.1 Amendment of Basic Information.....	24
6.2 Adding Document Information.....	26
6.3 Status Alert at Trader’s Portal .....	28
7. Request for Certificate of Origin Form.....	32
7.1 User Login .....	32
7.2 Certificate of Origin Forms Request.....	33
7.3 Create New Request.....	34
7.4 Selection of CO Forms Collection.....	35
7.5 Fee Summary.....	36
7.6 Payment Process .....	38
8. Contact Information.....	40

## 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](http://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](http://www.psw.gov.pk)" and click on the 'Login' button.

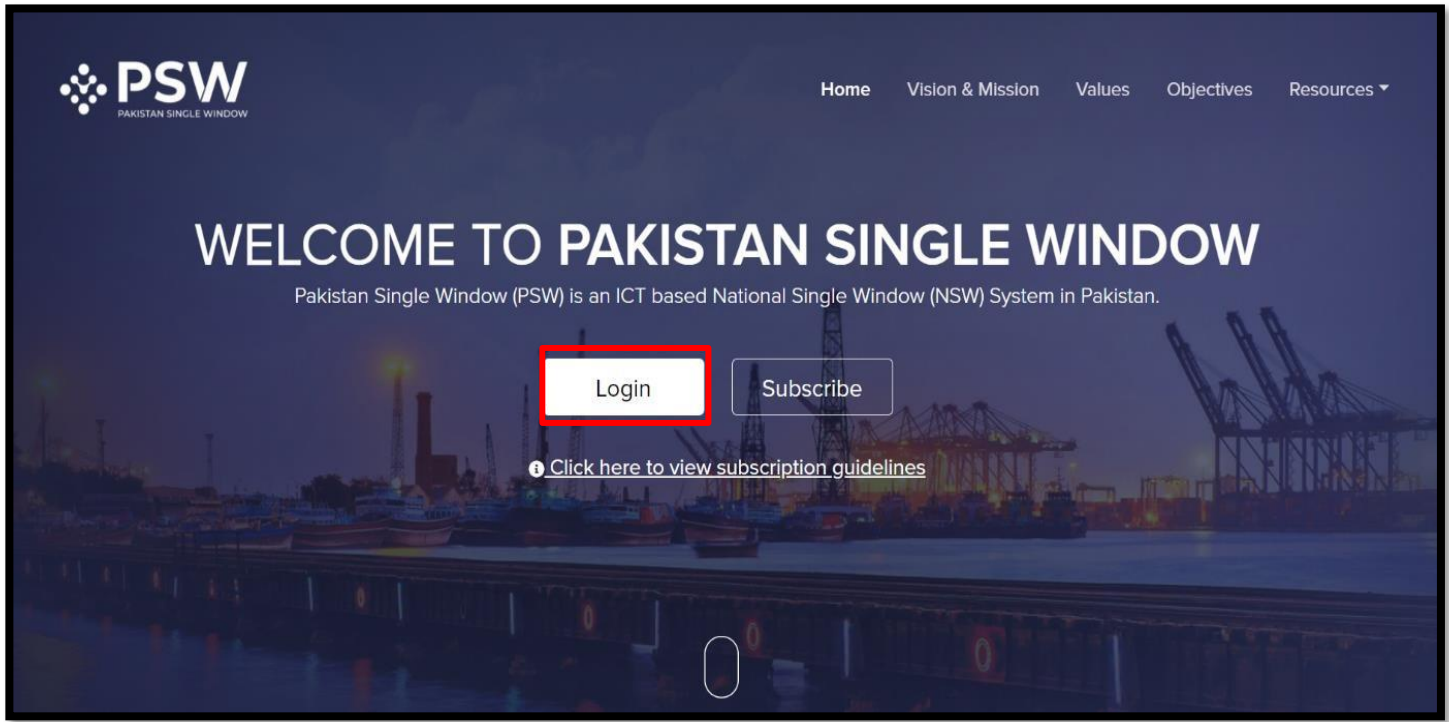


Figure 1

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

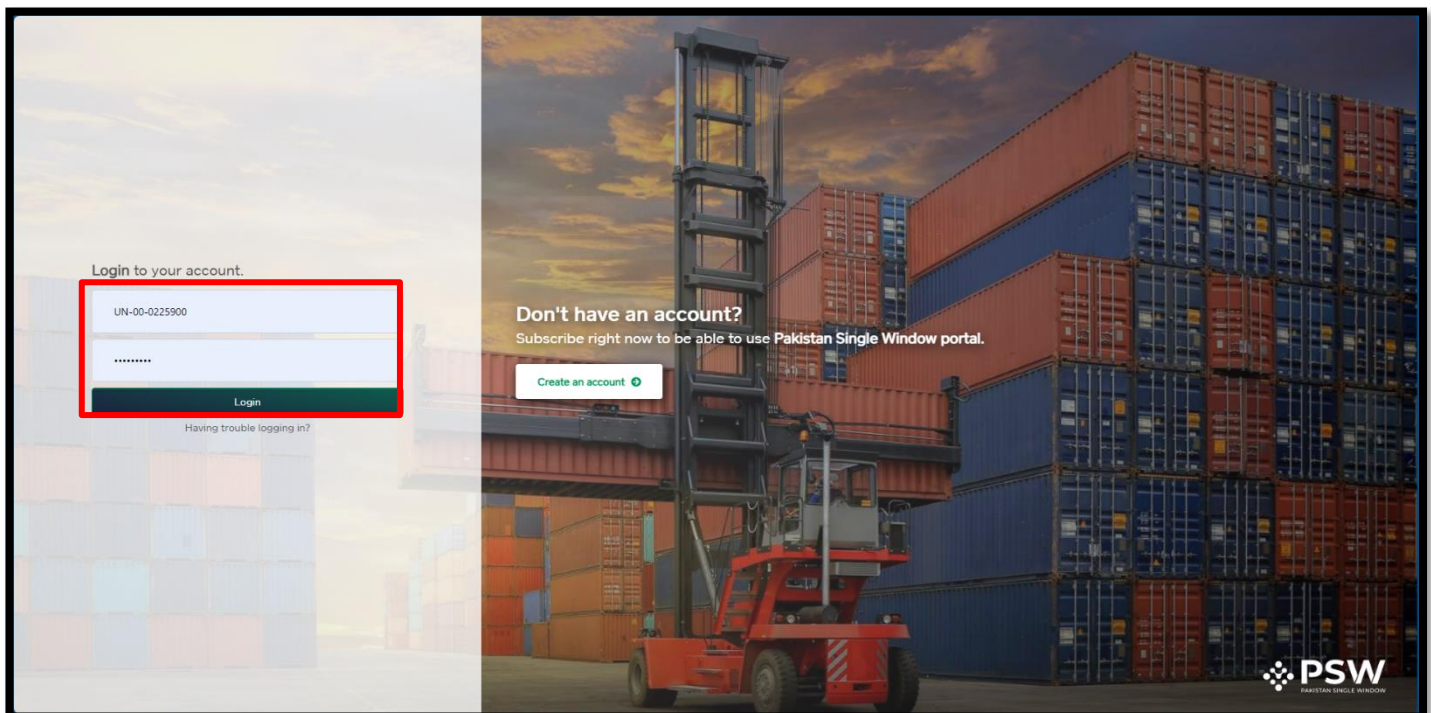


Figure 2



## 5.2 Electronic Certificate of Origin

- i. At the Dashboard, click the box “LPCO” (i.e., Licenses, Permits, Certificates, Others).

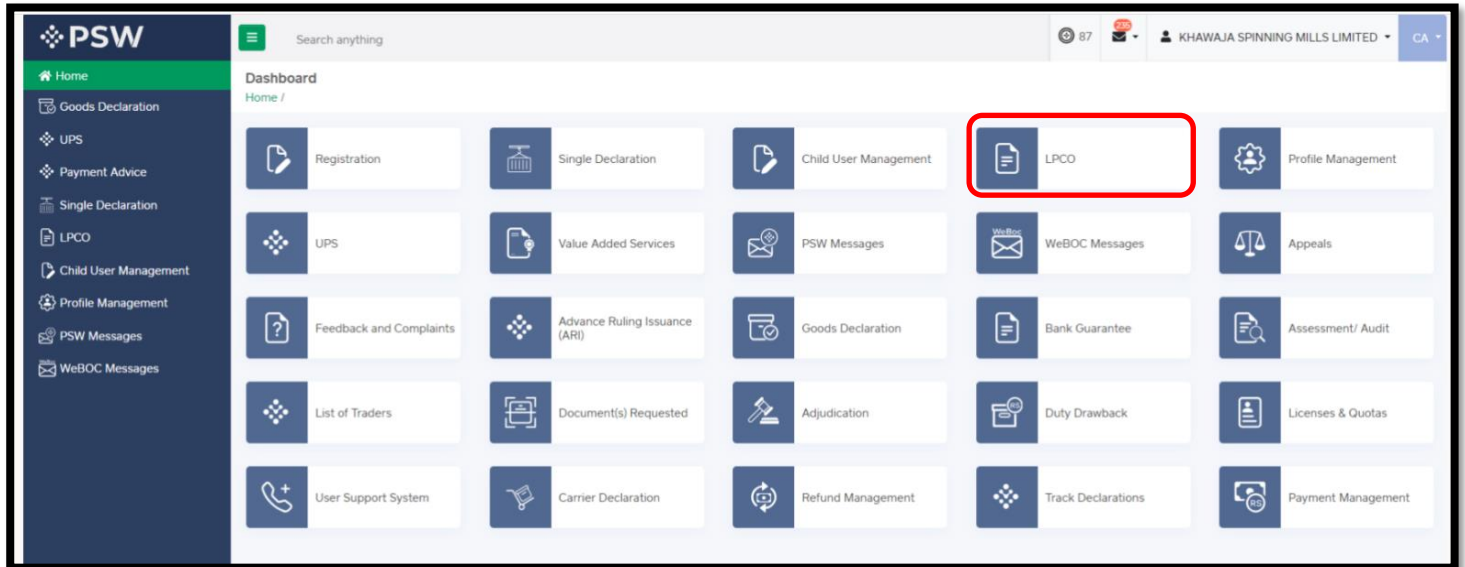


Figure 3

- ii. On the LPCO screen, click “Electronic Certificate of Origin”.

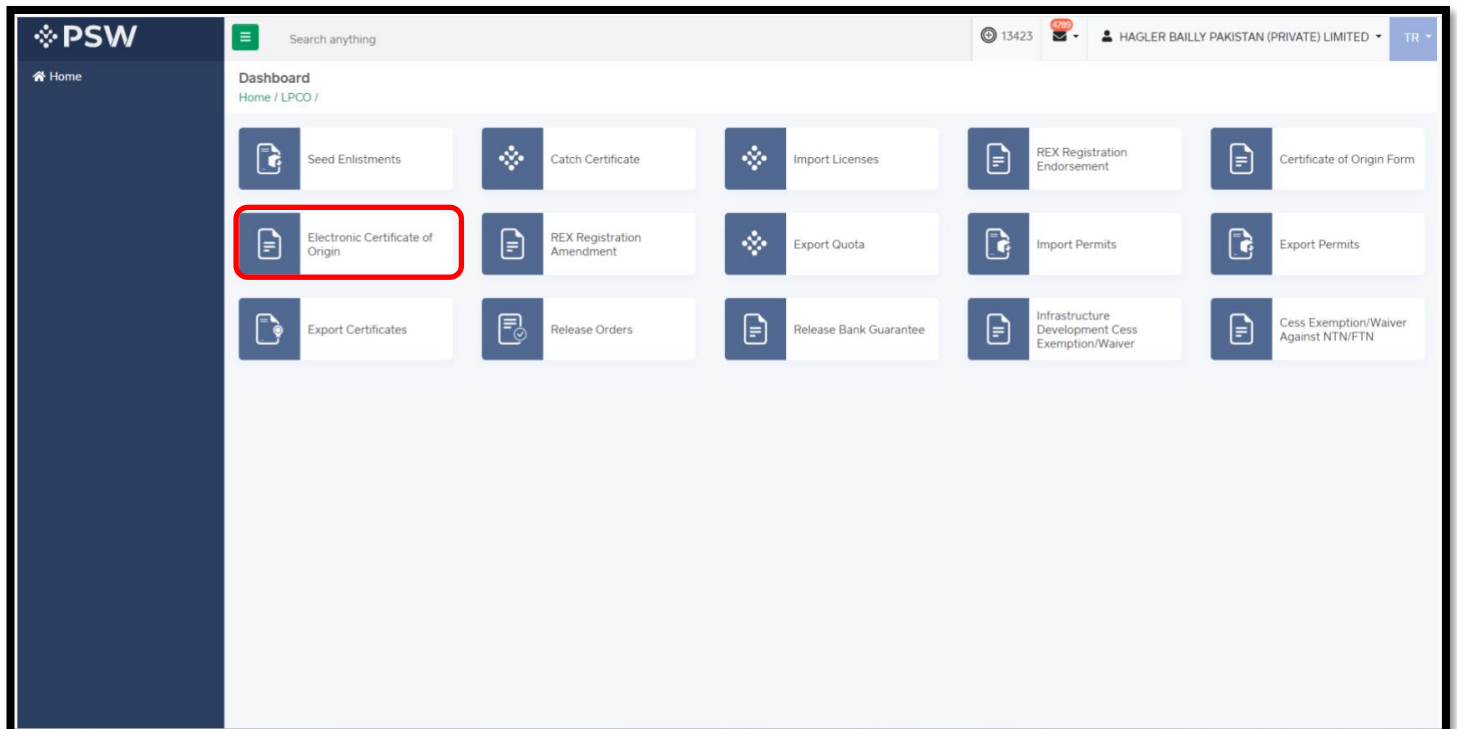


Figure 4

## 5.3 Create New Request

- i. At the “Electronic Certificate of Origin” screen, click “Create New Request” to apply for a new E-CO. This will take you to the “Create Electronic Certificate” screen.

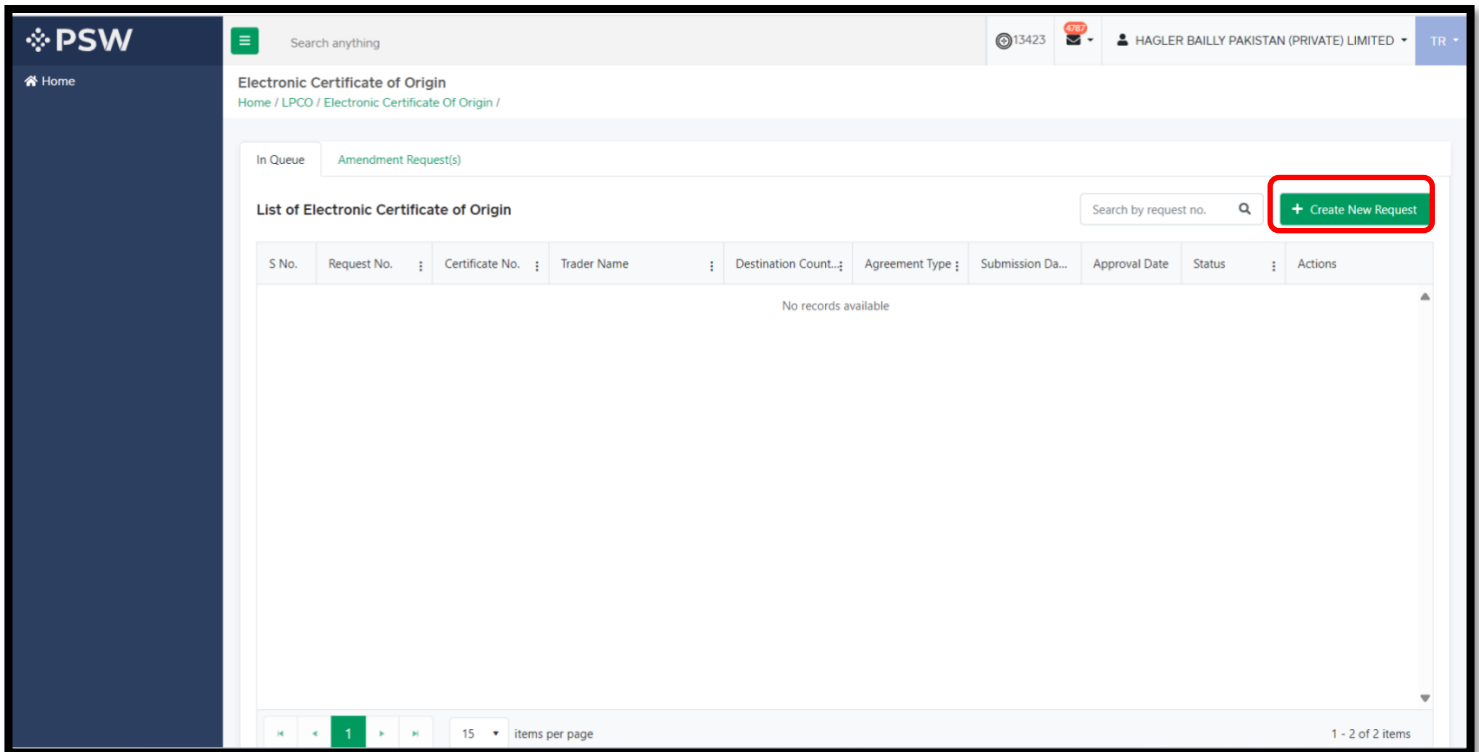


Figure 5

- 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.

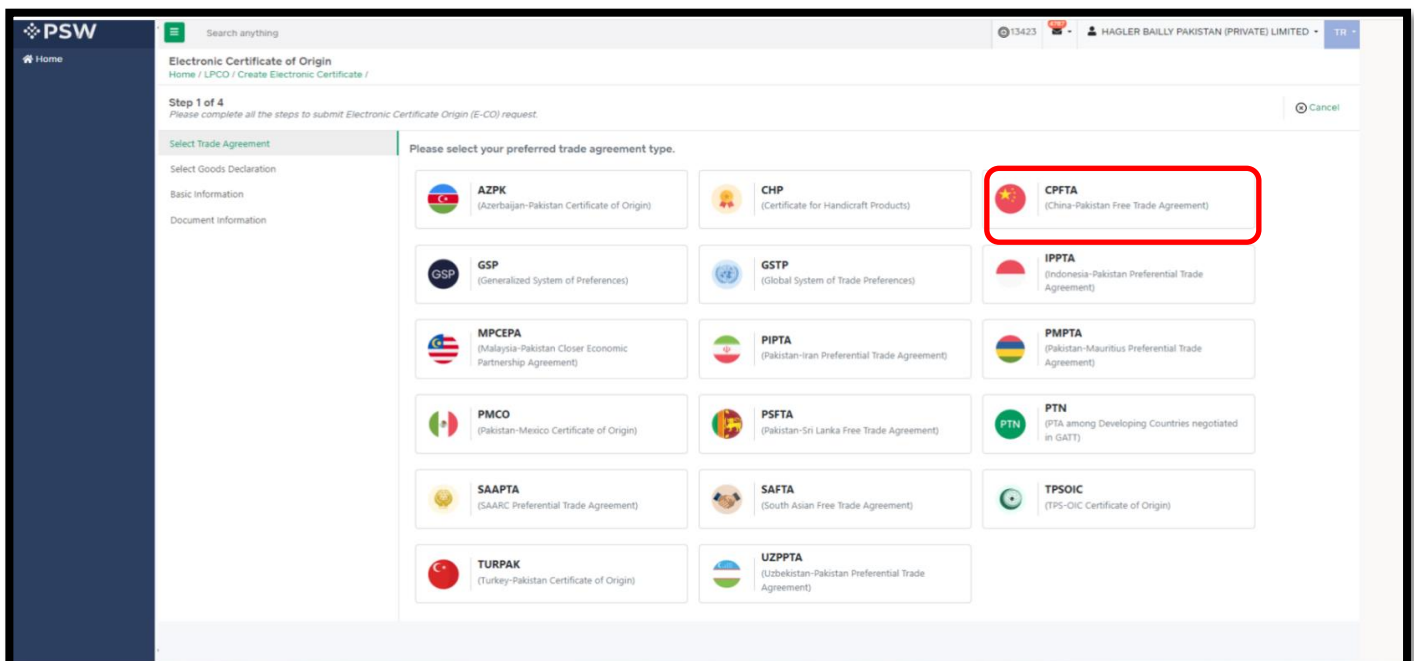




Figure 6

## 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.

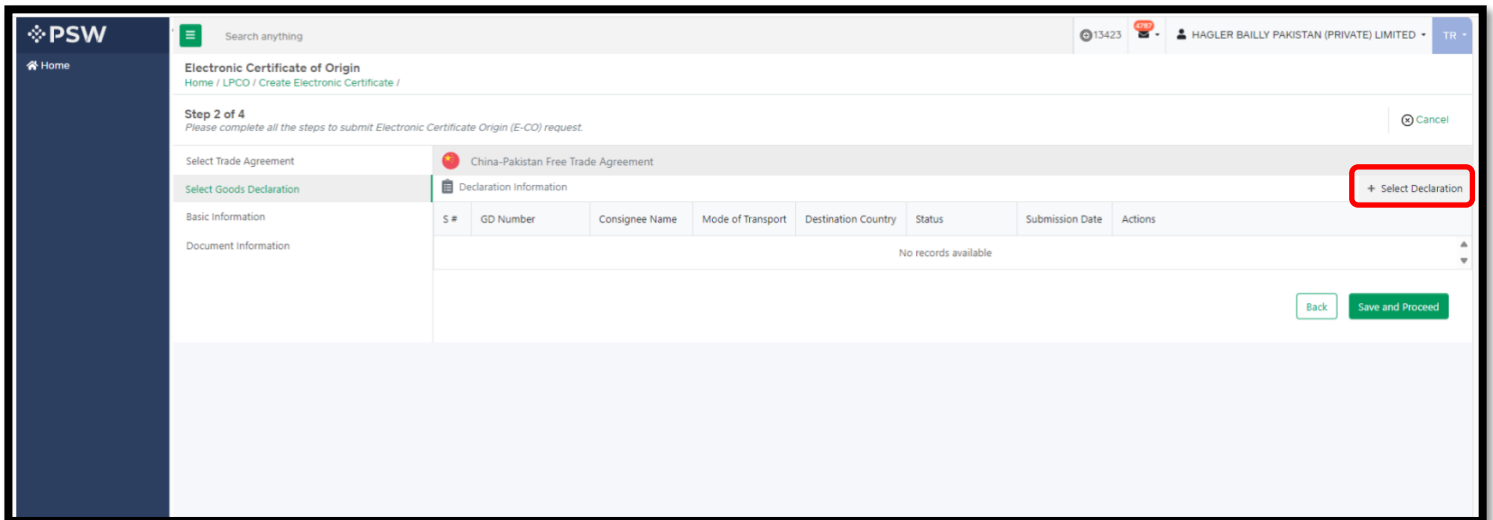


Figure 7

- 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.

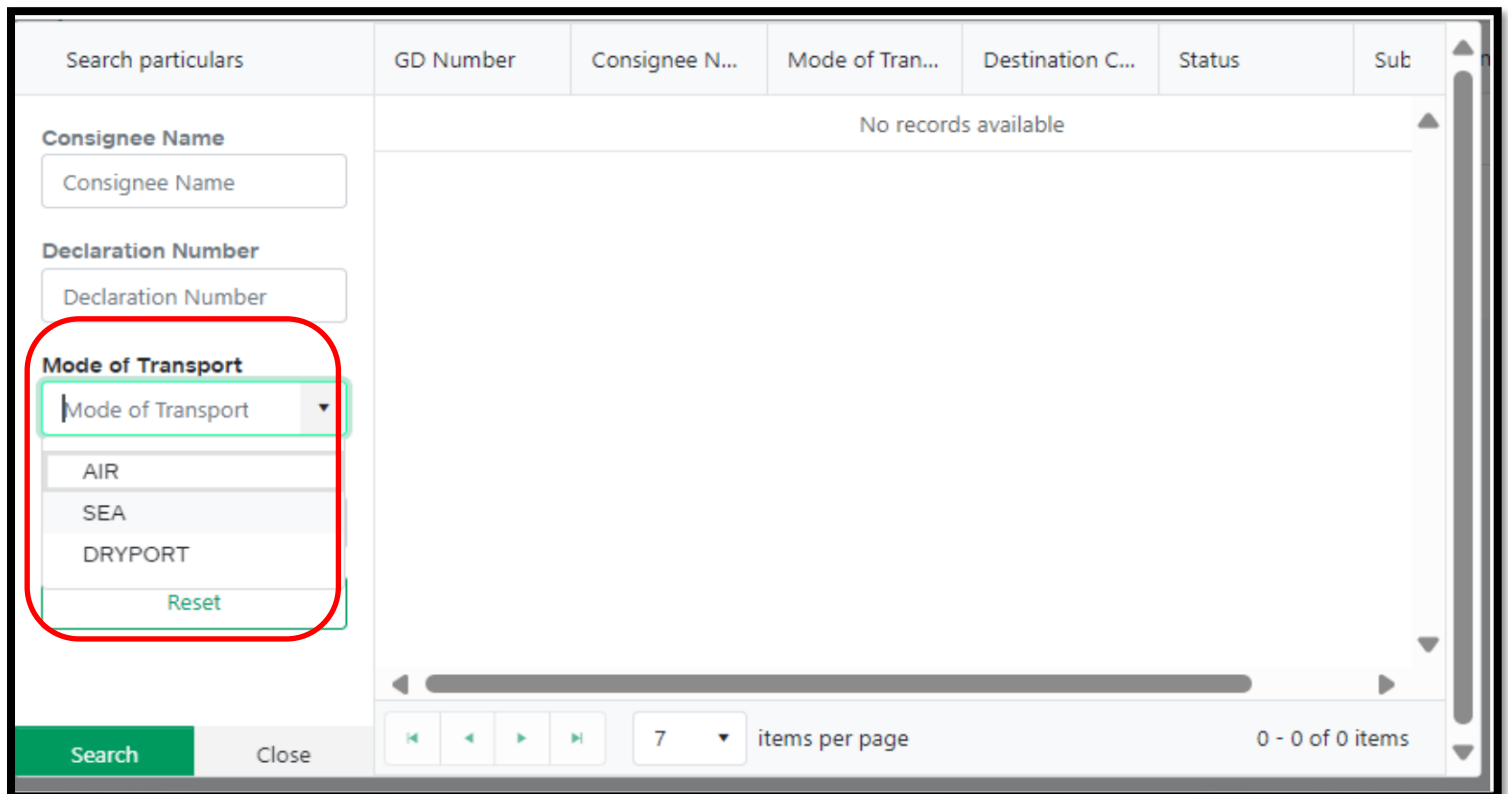


Figure 8



- 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 displays a search interface with the following elements:

- Search Particulars:** A table with columns: GD Number, Consignee N..., Mode of Tran..., Destination C..., Status, and Sub.
- Filters:** Consignee Name, Declaration Number, Mode of Transport (set to SEA), and Destination Country (set to China). A 'Reset' button is located below these filters.
- Search Button:** A green 'Search' button is highlighted with a red box.
- Table:** A table with one row of data: GD Number: KPPE-SB-194-01-08-2023, Consignee N...: JMETER - SHABBIR, Mode of Tran...: SEA, Destination C...: China, Status: Consignment Shipped, Sub: 01-0.
- Footer:** A 'Close' button, a page indicator showing '1' of 1 items, and a '7 items per page' dropdown menu.

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

Consignee Address

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

Country of Origin: Pakistan

Consignee's Name and Address

Consignee / Importer Name: Consignee / Importer Name

Consignee Address

Producer's Name, Address and Country

Producer Name: Producer Name

Producer Address: Producer Address

Producer Country: Producer Country

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 the 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  
Select Goods Declaration  
Basic Information  
Document Information

China-Pakistan Free Trade Agreement  
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	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  
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  
Select Goods Declaration  
Basic Information  
Document Information

China-Pakistan Free Trade Agreement  
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	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	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)

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

+ Add

Figure 13



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

**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: **OOA - 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)** + Add

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

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 "OGA - Site/Office Selection". It contains several sections for data entry:

- Agency Name and Site:** Trade Development Authority of Pakistan, Karachi, TDAP Office, Karachi.
- Exporter's Name and Address:** Hagler Bally Pakistan (Pvt) Ltd, Block 1, Commercial Area, Street 21, FB/2, Islamabad Islamabad Urban, Pakistan.
- Consignee's Name and Address:** ABC Import Company, Guangzhou, China, CHN - China.
- Producer's Name, Address and Country:** Master Impex, SITE Karachi, PAK - Pakistan.

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, Part of Loading Karachi, Part of Discharge Shanghai.

The "Commodity Information" section is highlighted with a red box and contains a table with one entry:

Item No.	Description of Goods	Actions
1	Bovine Meat, Half Carcass 200 No. packed in 200 Bags	[Edit] [Delete]

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 form and data. The "Save and Proceed" button at the bottom right is highlighted with a red box.

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.

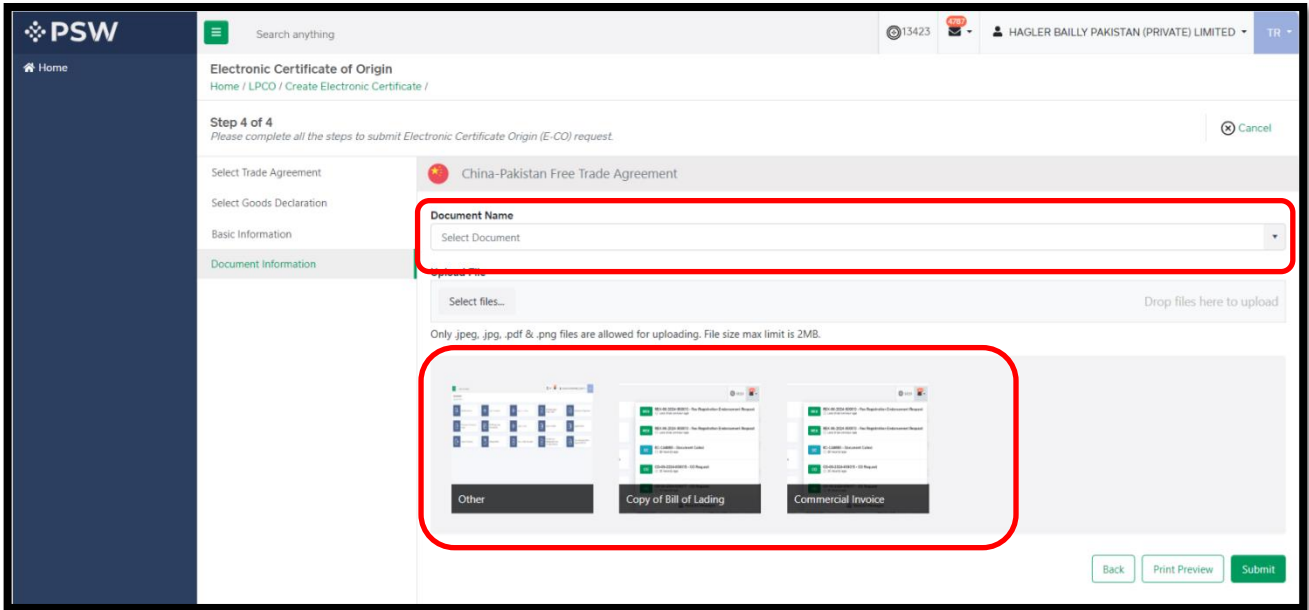


Figure 20

- 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.

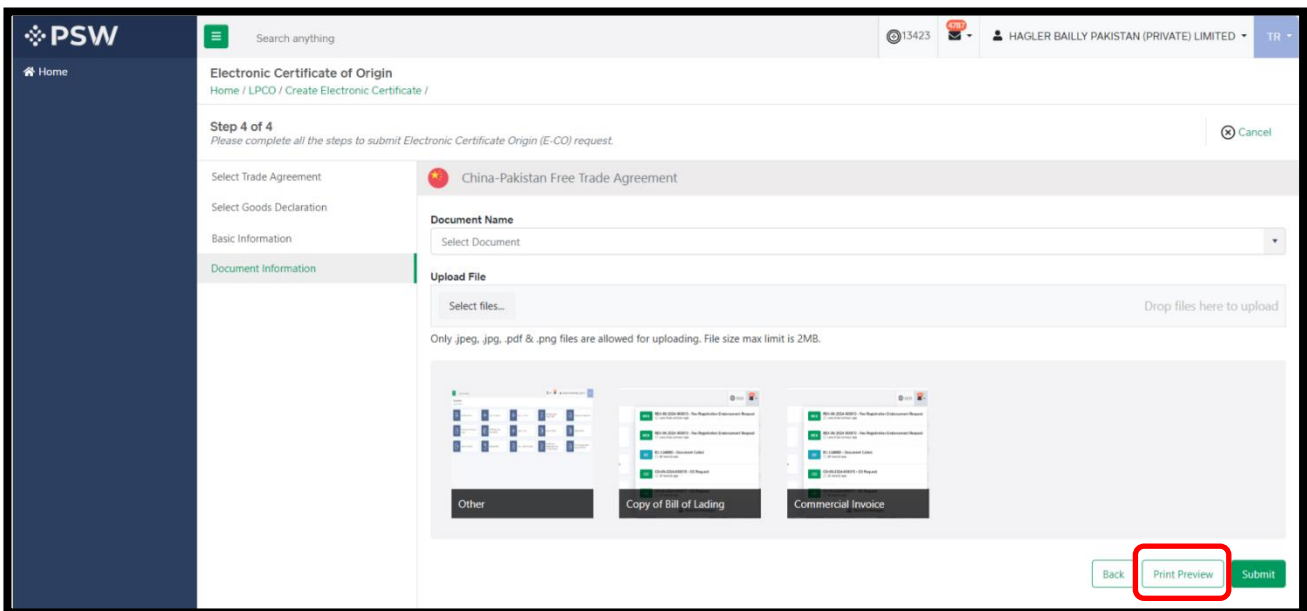


Figure 21

## 5.7 Print Preview

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



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

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.

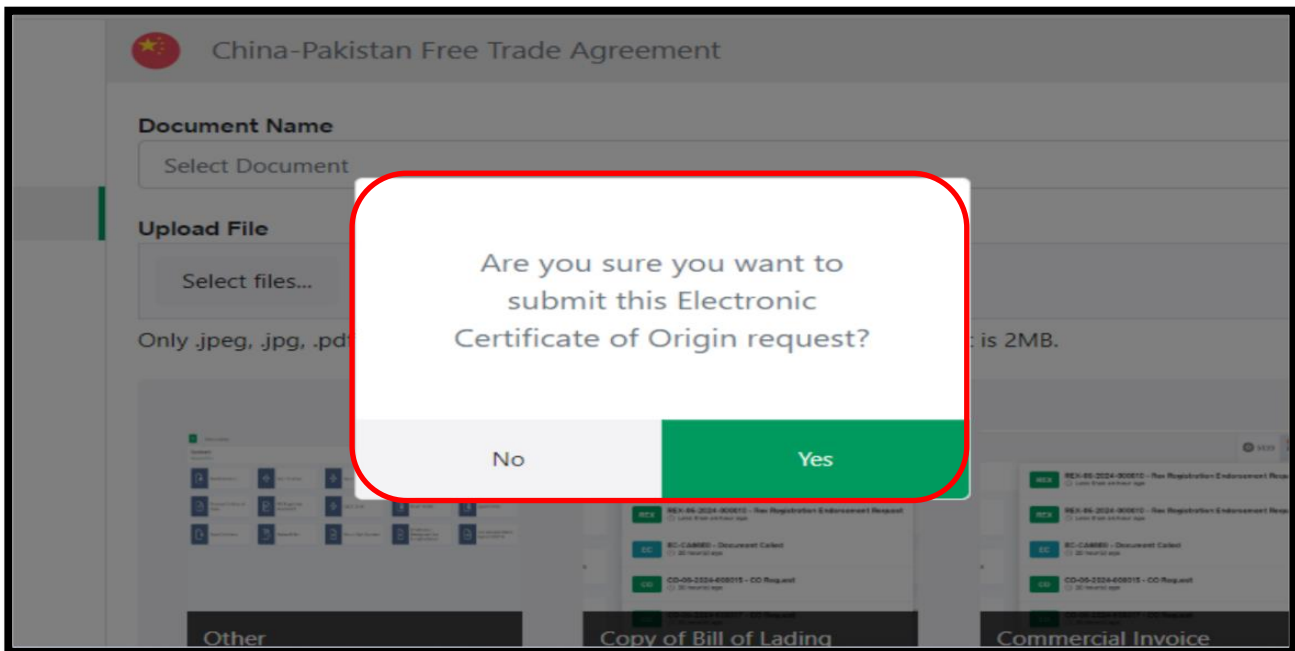


Figure 23

- 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.

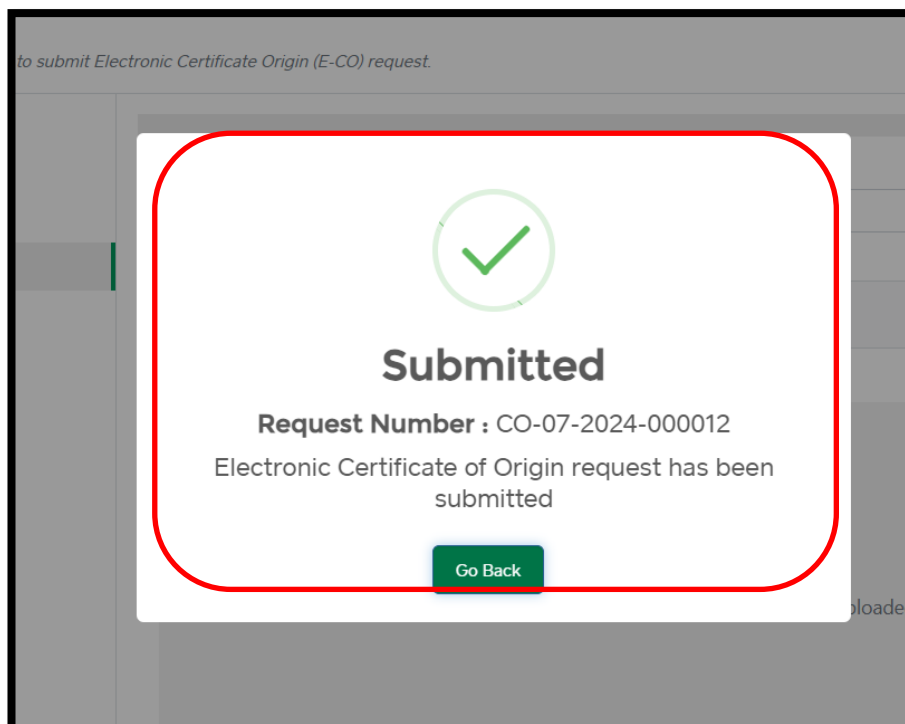


Figure 24

- 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.

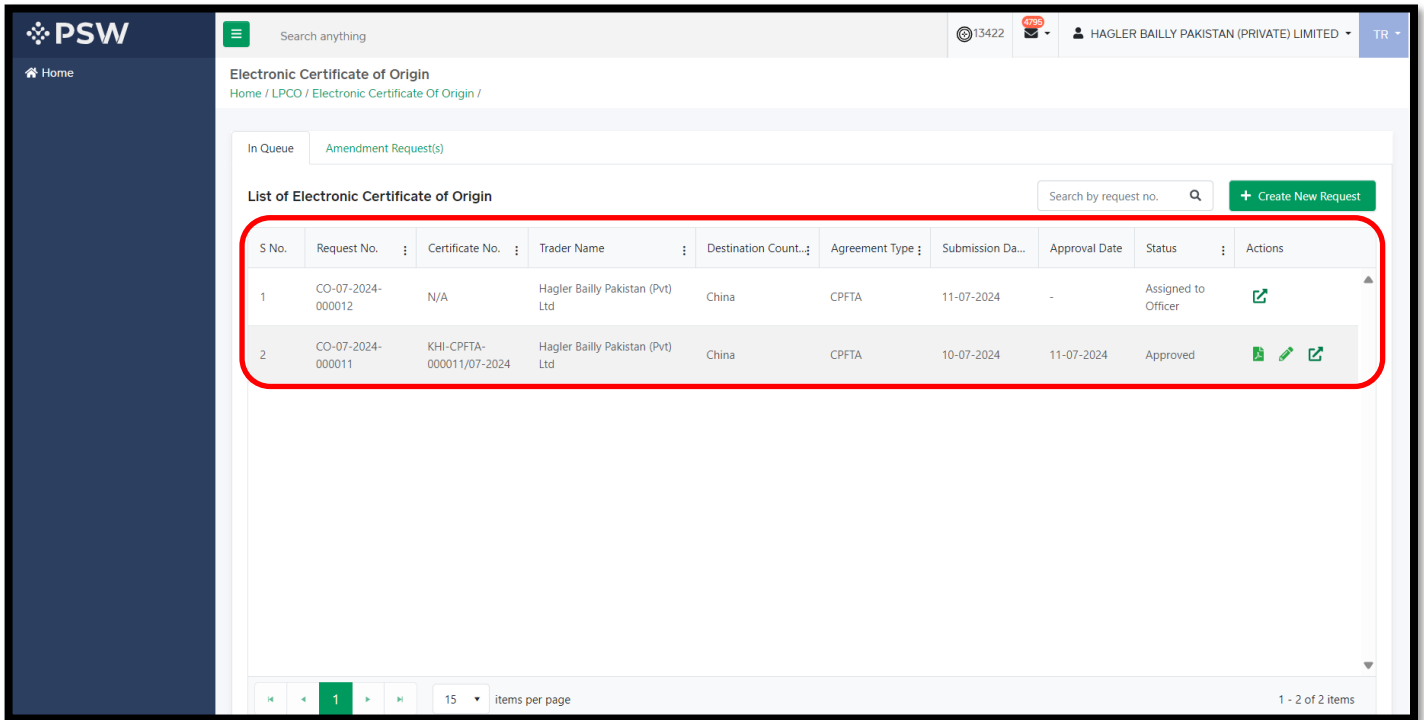


Figure 25

- iv. You can print an approved E-CO from the “Electronic Certificate of Origin” screen by clicking the document-icon for the respective E-CO under the column “Actions”. After printing the E-CO you must put your signature/seal in the box reserved for “Exporter’s Declaration”. Without trader’s signature/stamp the E-CO will be incomplete and likely to be rejected by customs in the importing country. Now you need to send the completed, signed and stamped E-CO as a paper document to your buyer, as was being done under the manual system for Certificate of Origin issuance.

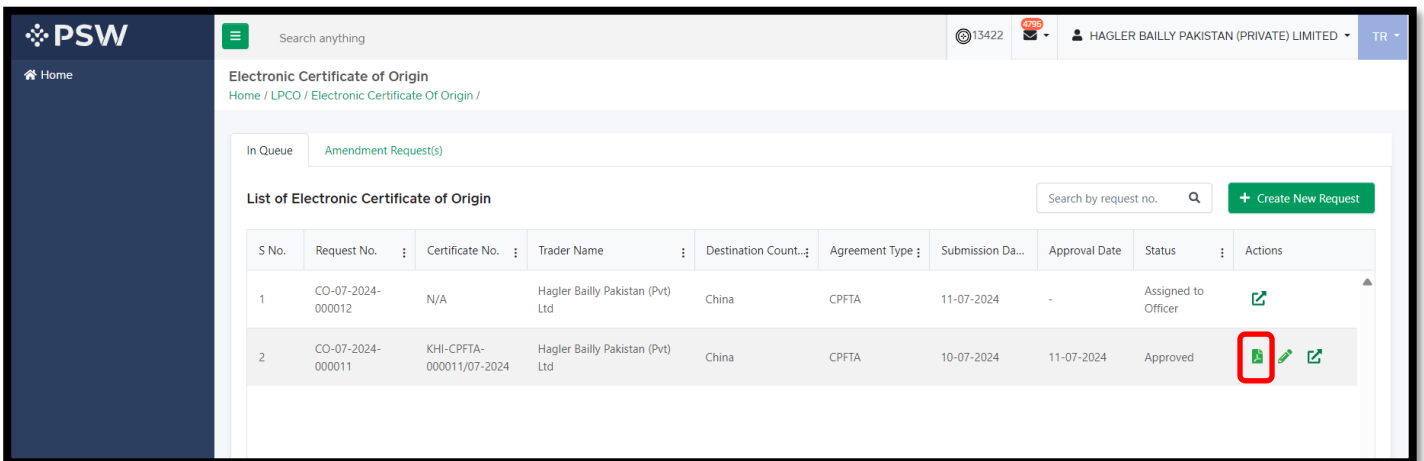


Figure 26



## 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](http://www.psw.gov.pk)" and click on the 'Login' button.

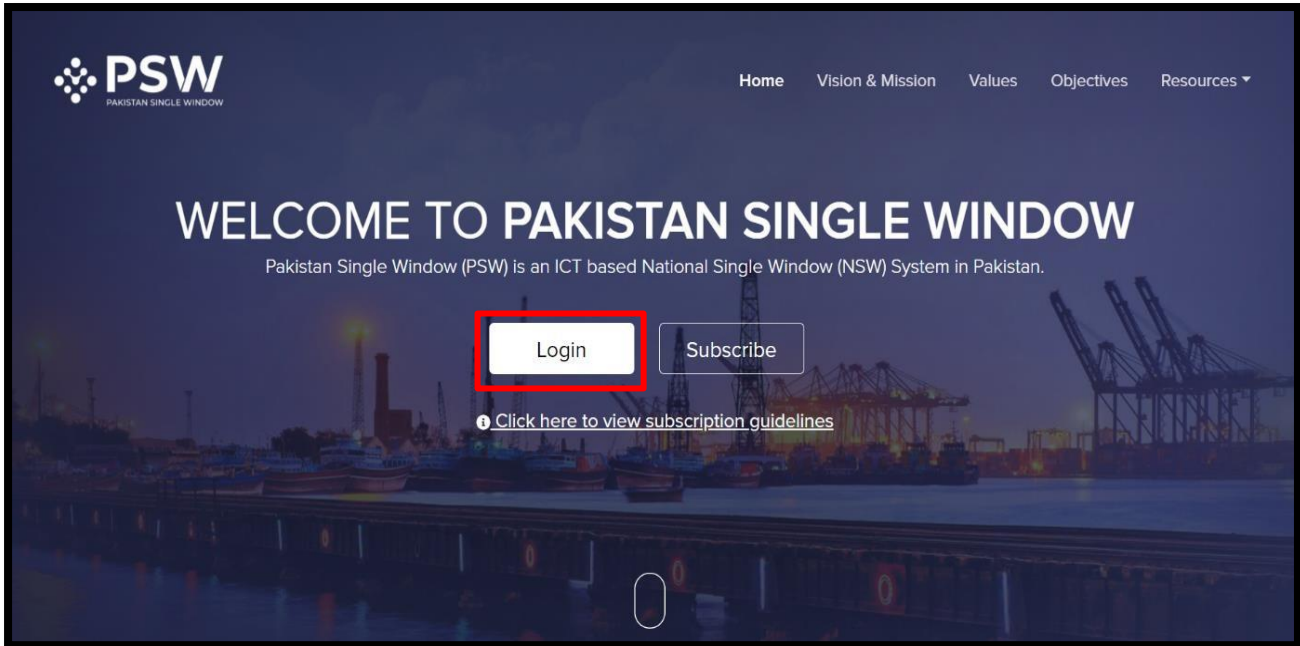


Figure 27

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

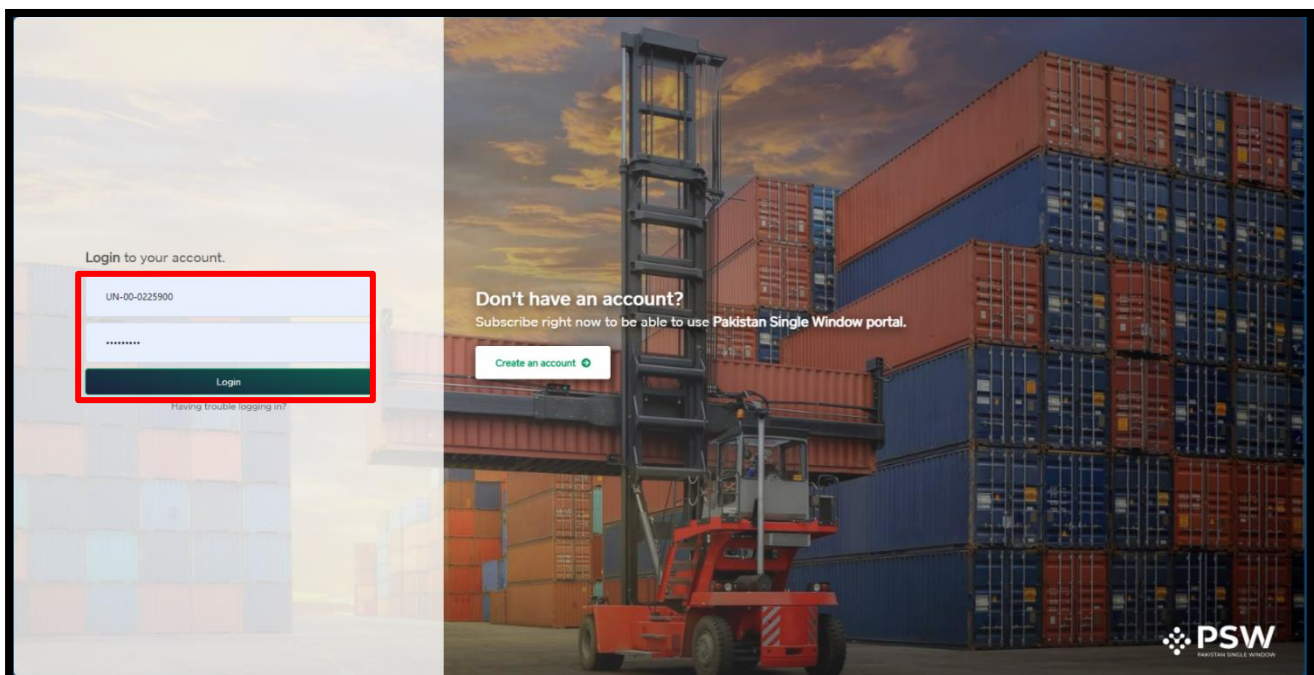


Figure 28

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

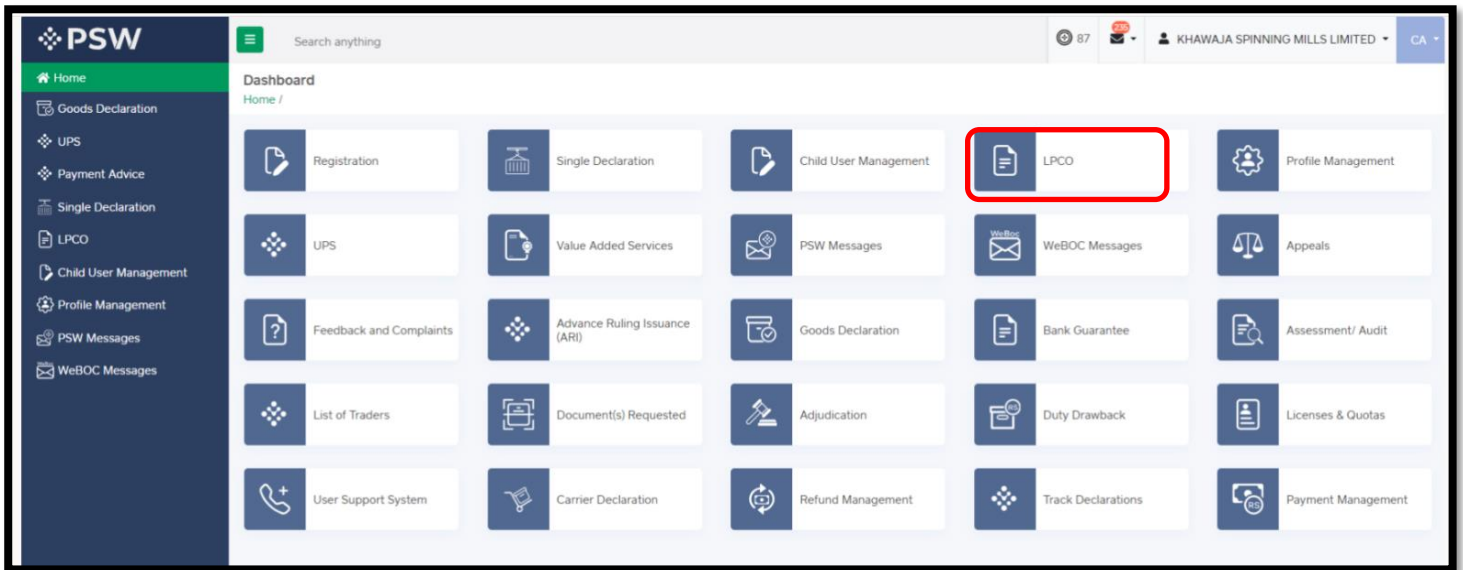


Figure 29

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

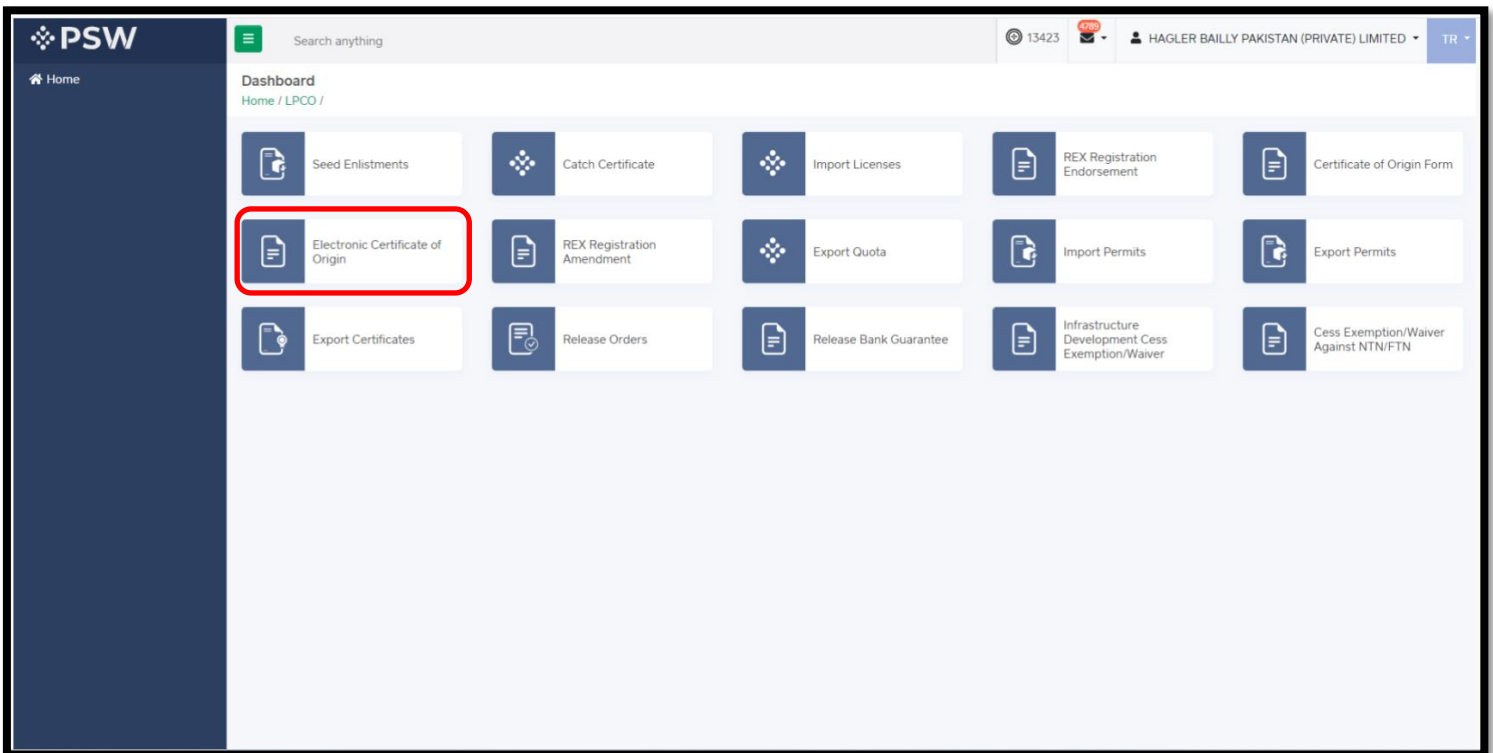


Figure 30

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

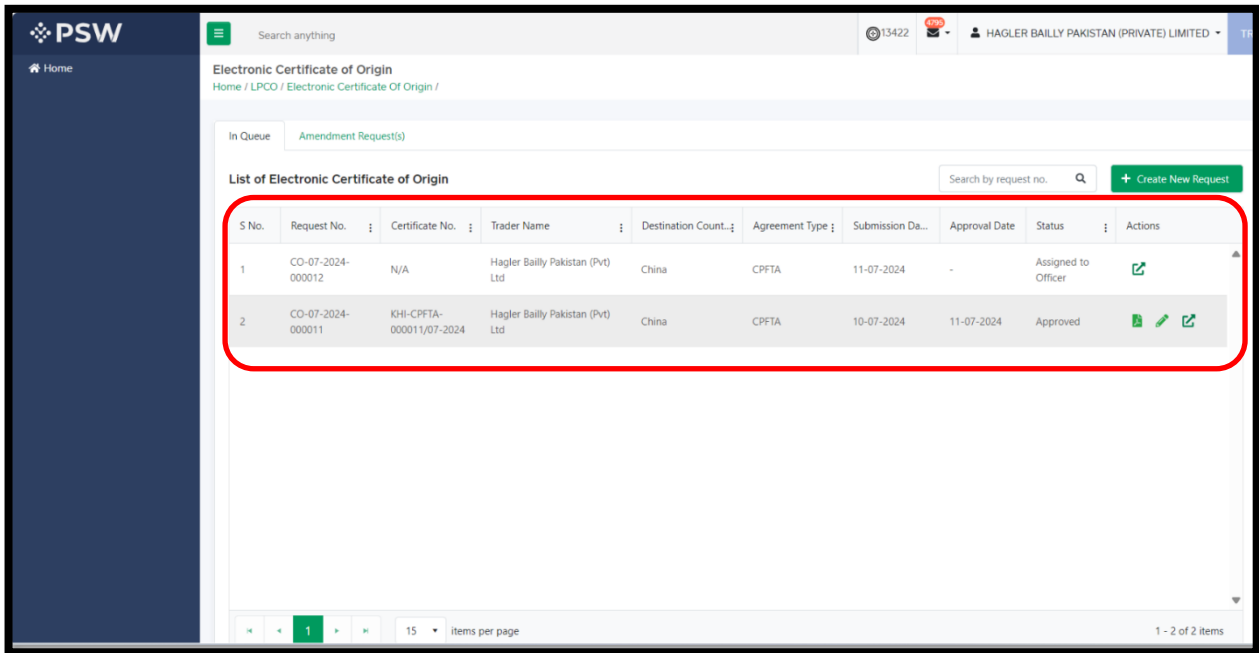


Figure 31

- vi. User shall click on the edit button under Actions tab against the E-CO selected for amendment. Please note that amendment is permitted by the system only after the approval of request by the TDAP. User can also search the E-CO for amendment by clicking the tab "Search by request no".

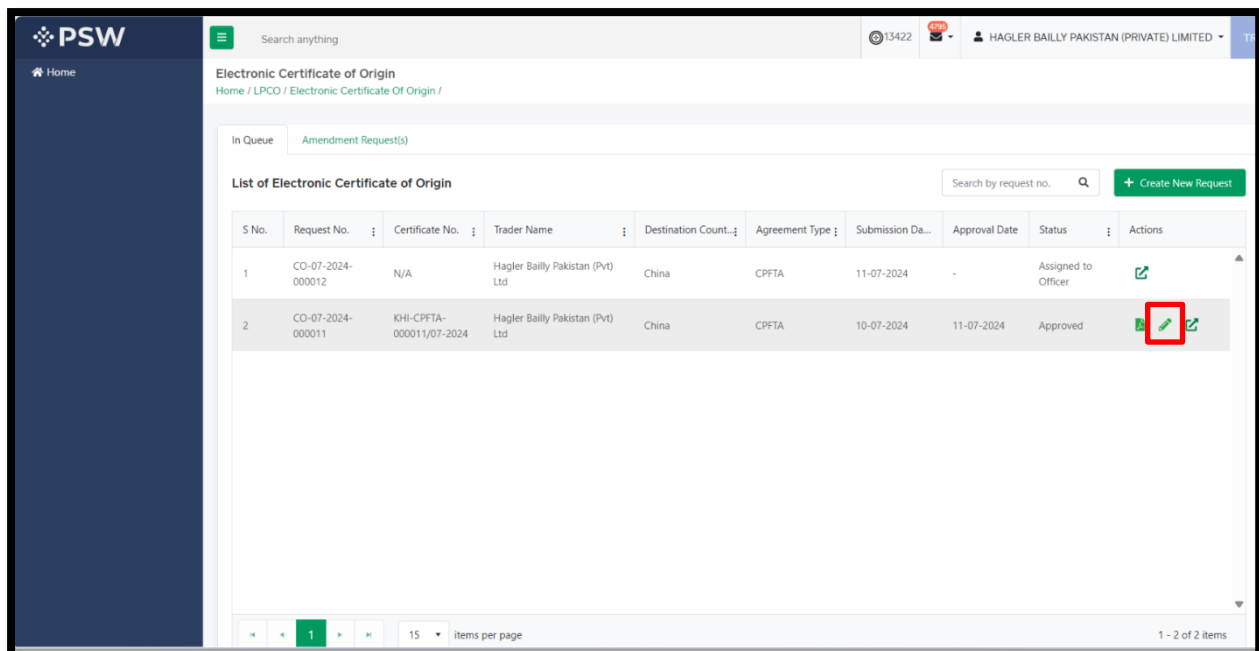


Figure 32



## 6.1 Amendment of Basic Information

- i. Clicking “Edit” against an E-CO will take the User to the “Select Goods Declaration” menu to enable any editing of the GD information for the selected E-CO.

PSW

Search anything

13422

HAGLER BAILLY PAKISTAN (PRIVATE) LIMITED

TR

Electronic Certificate of Origin Amendment

Home / LPCO / Electronic Certificate Of Origin / Amendment /

Step 1 of 3

Please complete all the steps to submit Electronic Certificate Origin (E-CO) Amendment request.

Cancel

Select Goods Declaration


CPFTA (China-Pakistan Free Trade Agreement)

Basic Information

Declaration Information

+ Select Declaration

Document Information

S #	GD Number	Consignee Name	Mode of Transport	Destination Country	Status	Submission Date	Actions
1	KPPE-SB-194-01-08-2023	JMETER - SHABBIR	SEA	China	Consignment Shipped	01-08-2023	

Save and Proceed

Figure 33

- ii. Having edited the GD information, User can now edit the entries made earlier in this E-CO Form. User will be able to edit permitted fields, after editing User shall click on save button and edited information will be saved.

PSW

Search anything

13422

HAGLER BAILLY PAKISTAN (PRIVATE) LIMITED

TR

Electronic Certificate of Origin Amendment

Home / LPCO / Electronic Certificate Of Origin / Amendment /

Step 2 of 3

Please complete all the steps to submit Electronic Certificate Origin (E-CO) Amendment request.

Cancel

Select Goods Declaration

CPFTA (China-Pakistan Free Trade Agreement)

Basic Information

< Edit Details

Document Information

Departure Date: 10-07-2024

Vessel/Flight/Train/Vehicle No.: MT Ocean

Port of Loading (optional): Karachi

Port of Discharge: Shanghai

Back Save

Figure 34



- iii. 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.

Select Goods Declaration

CPFTA (China-Pakistan Free Trade Agreement)

Basic Information

Document Information

**Edit Commodity**

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

Remarks: Please issue certificate of Origin

Back Save

Figure 35





## 6.2 Adding Document Information

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

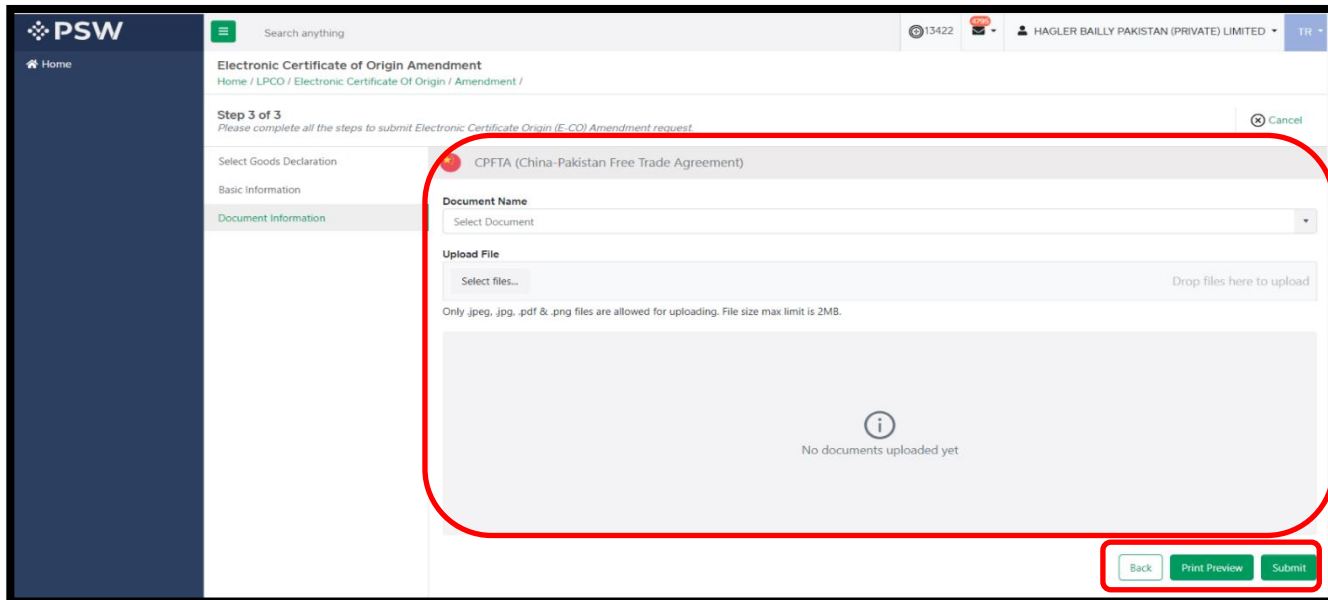


Figure 36

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

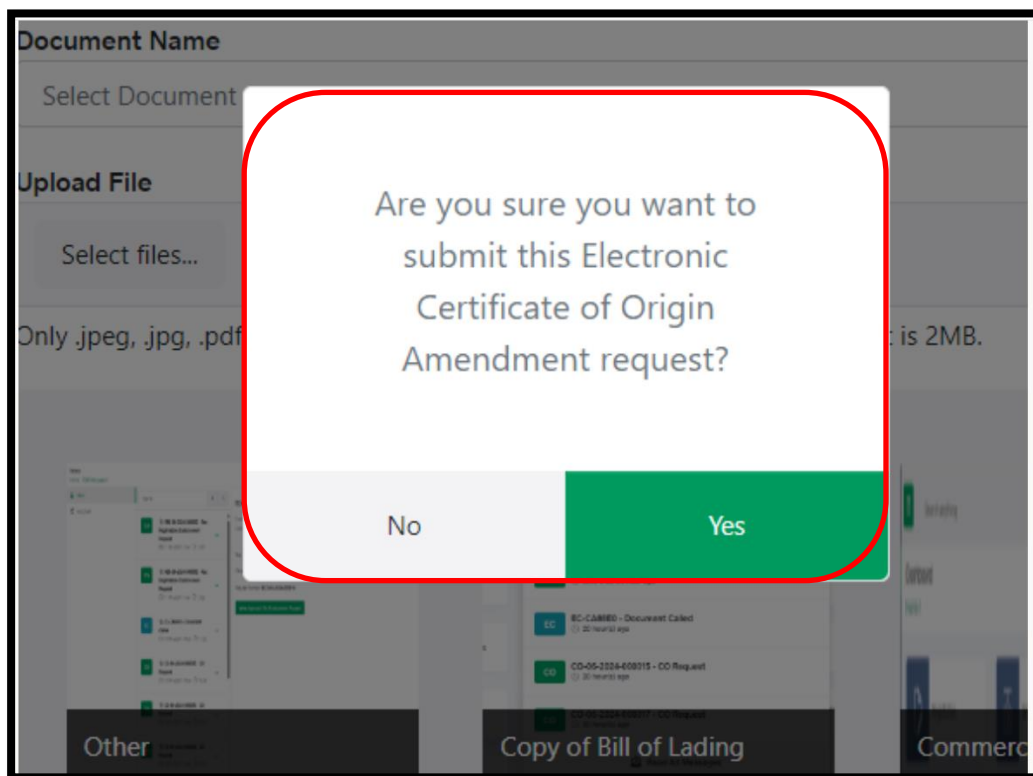


Figure 37

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

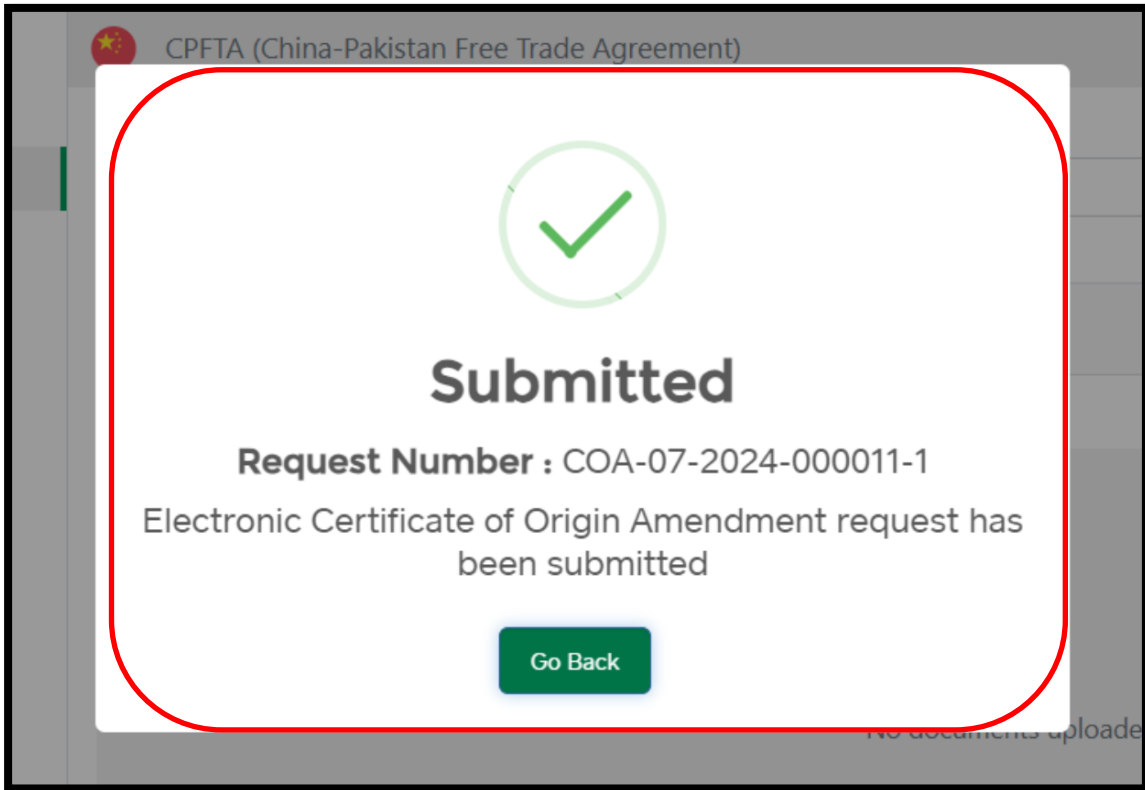


Figure 38

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

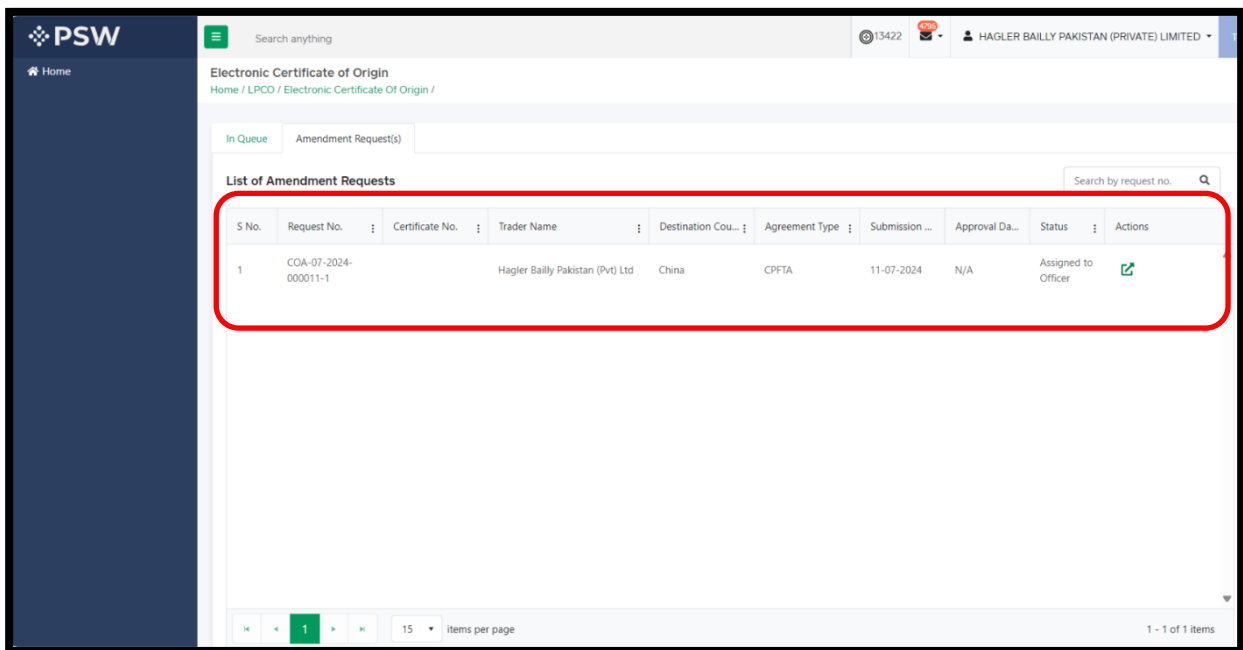


Figure 39



## 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.

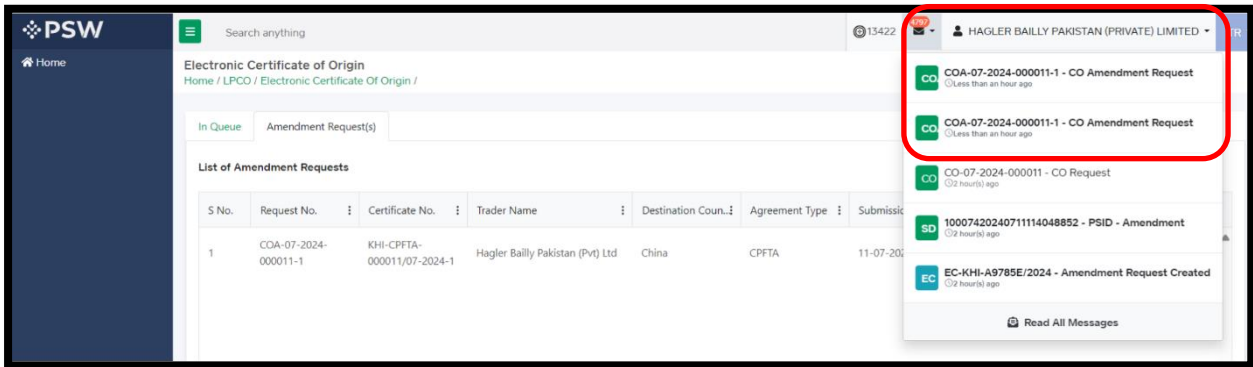


Figure 40

- 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.

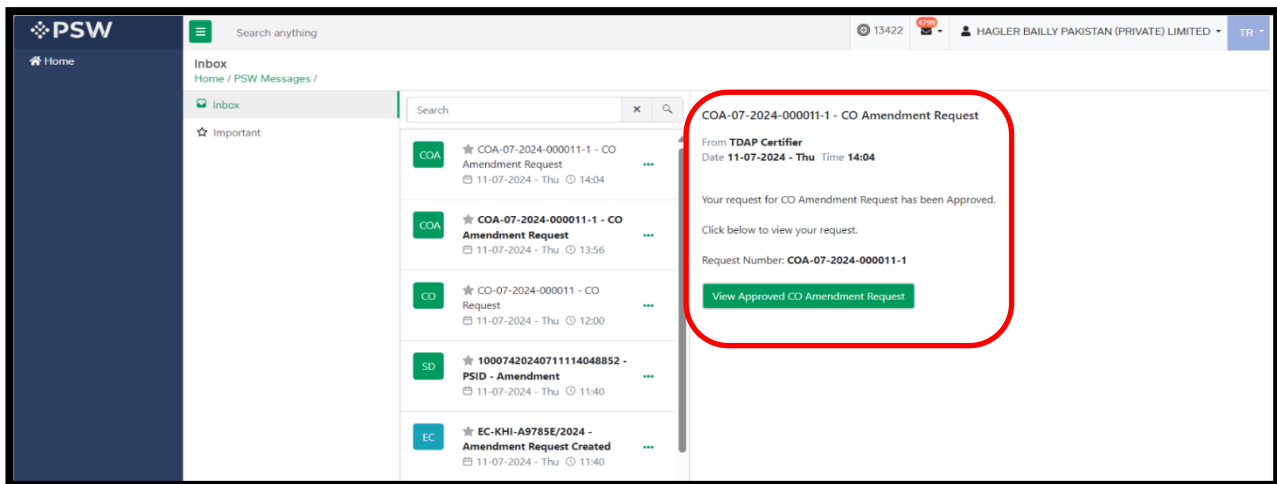


Figure 41

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

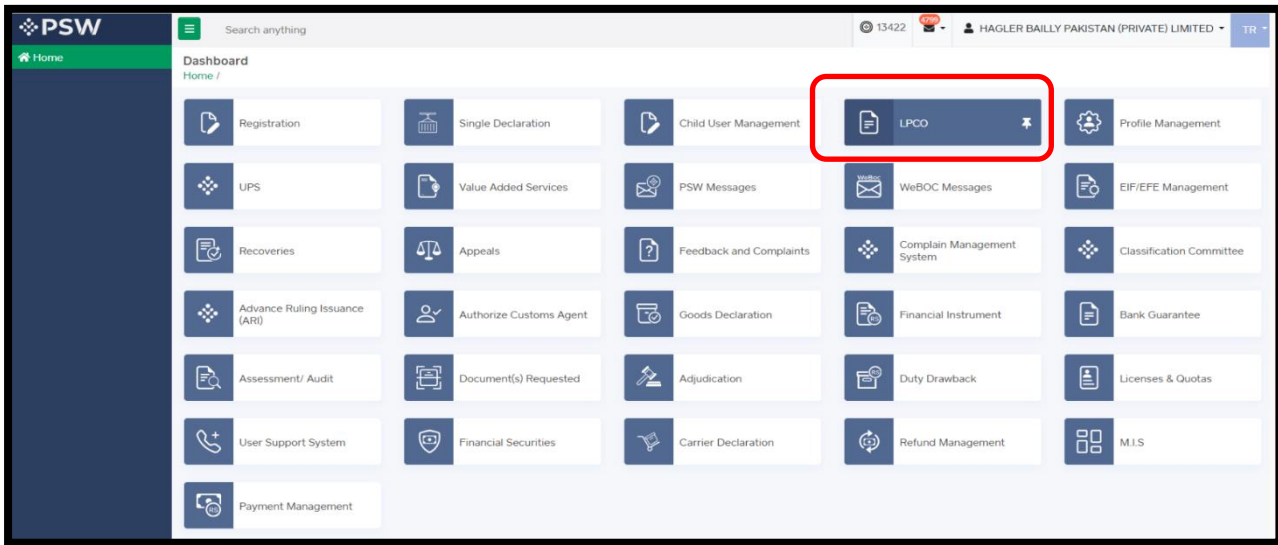


Figure 42

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

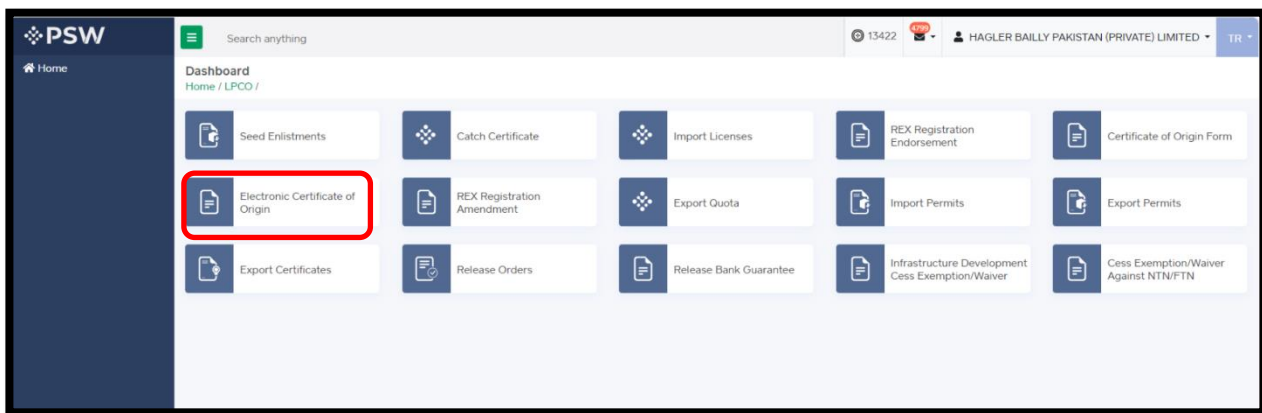


Figure 43

- 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.

S No.	Request No.	Certificate No.	Trader Name	Destination Country	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	

Figure 44

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

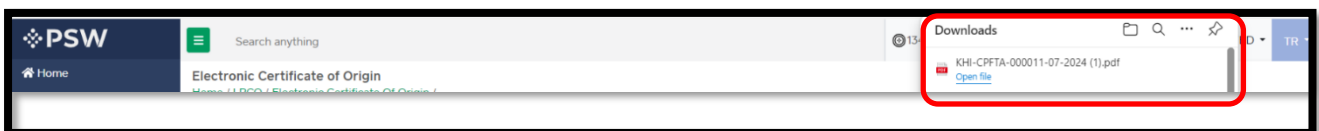


Figure 45

- 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><i>CERTIFICATE NO. KHI-CPFTA-000011/07-2024</i></p> <p align="center"><b>CERTIFICATE OF ORIGIN</b></p> <p align="center"><b>CHINA-PAKISTAN FTA</b></p> <p align="center"><b>(Combined Declaration and Certificate)</b></p> <p align="center">Issued in <u>Pakistan</u> (Country)</p> <p align="right">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 46

## 7. Request for Certificate of Origin Form

### 7.1 User Login

- i. Please visit "[www.psw.gov.pk](http://www.psw.gov.pk)" and click on the 'Login' button.

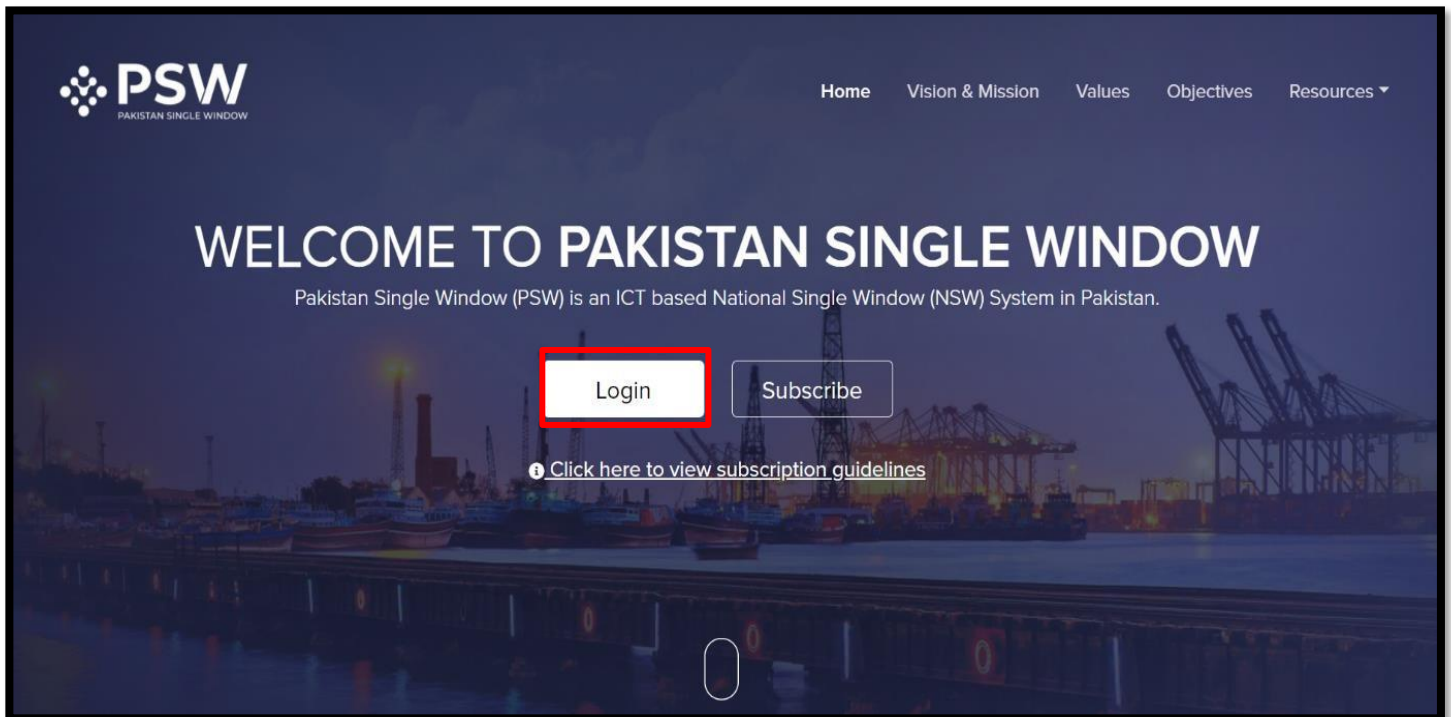


Figure 47

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

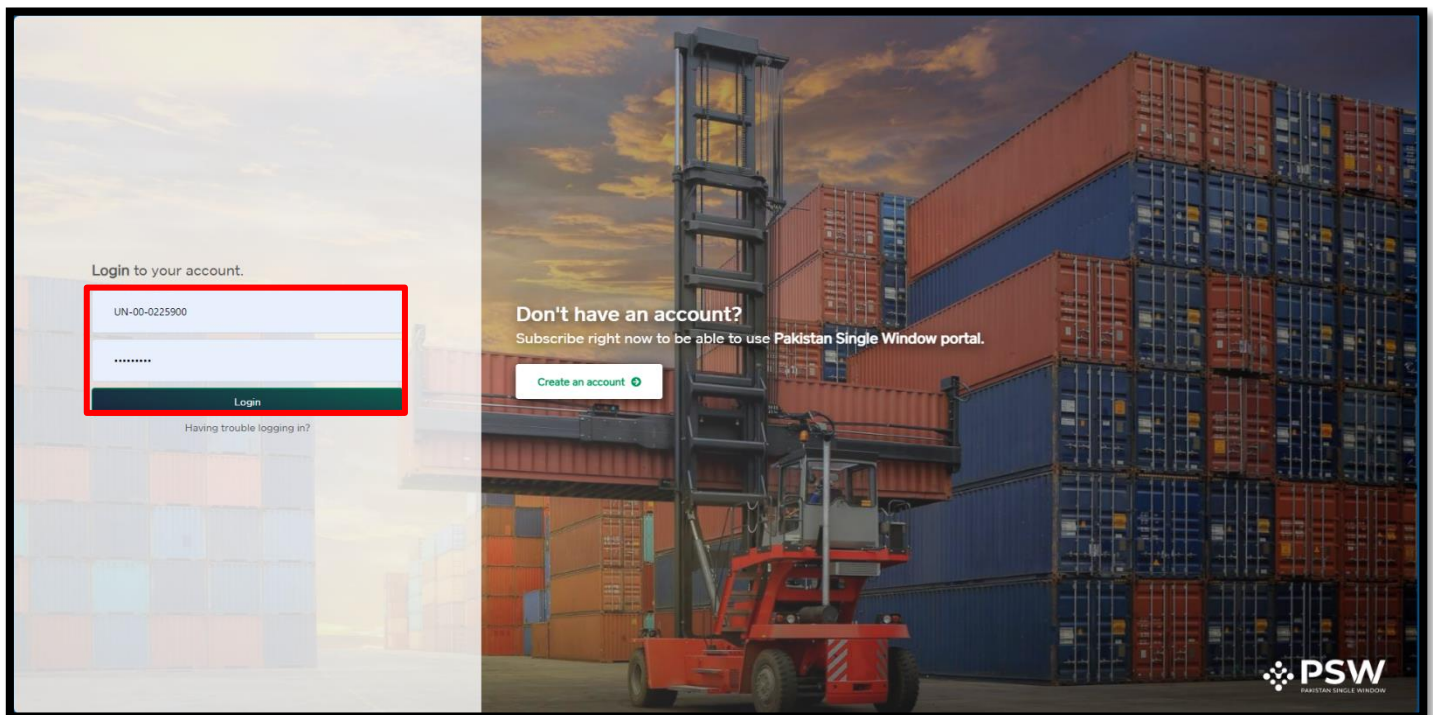


Figure 48

## 7.2 Certificate of Origin Forms Request

- iii. At the Dashboard, click the box “LPCO” (i.e., Licenses, Permits, Certificates, Others).

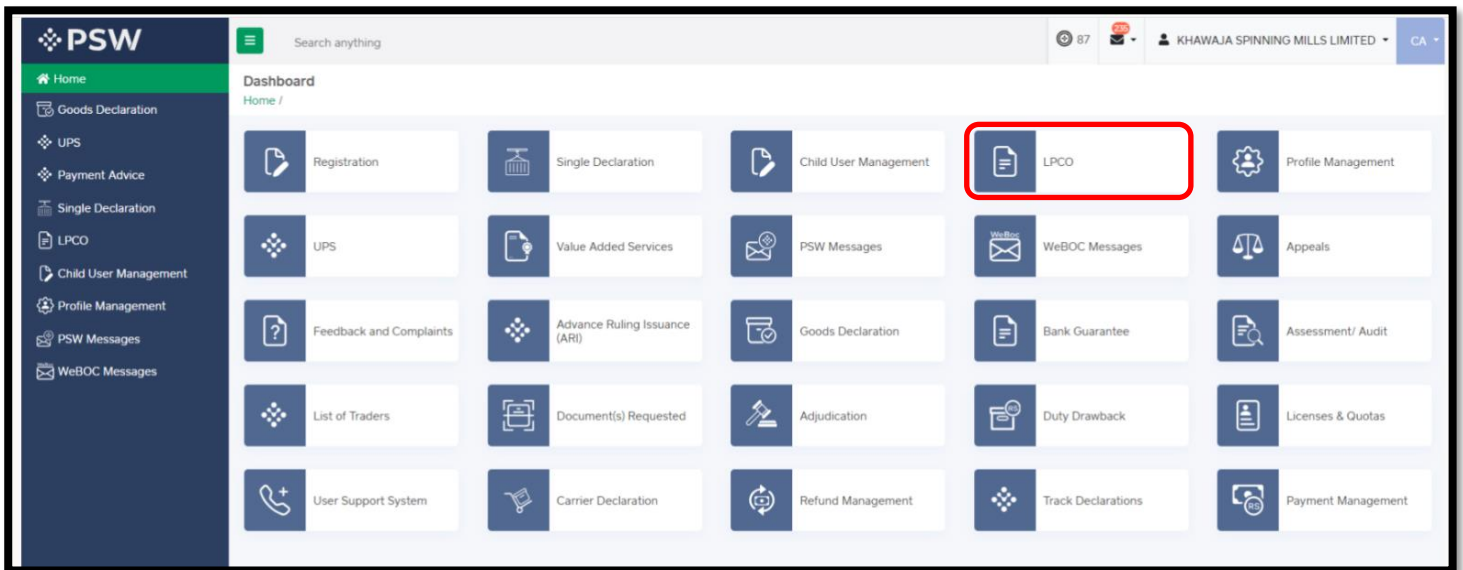


Figure 49

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

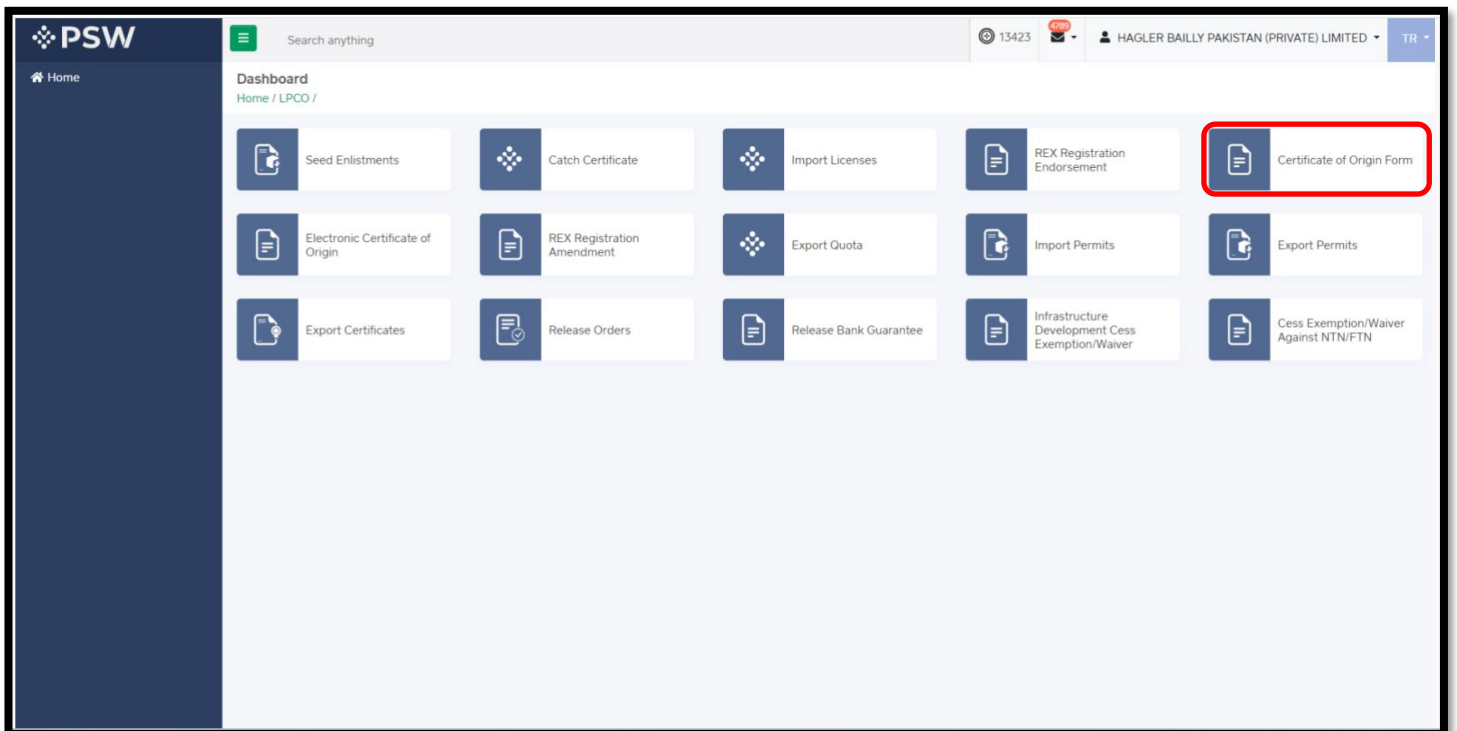


Figure 50



## 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.

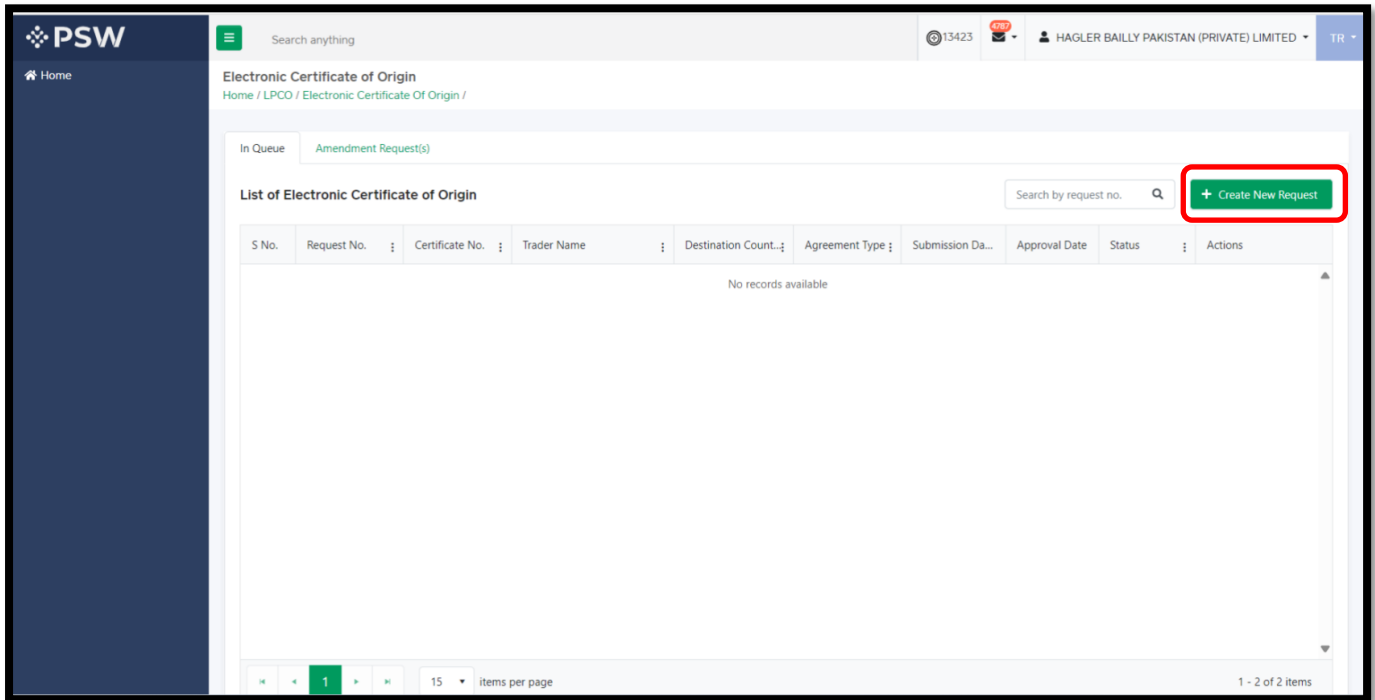


Figure 51

- ii. Using the drop-down list, select the “City” of the TDAP office from which you want to obtain the Certificate of Origin Forms (e.g., Karachi).

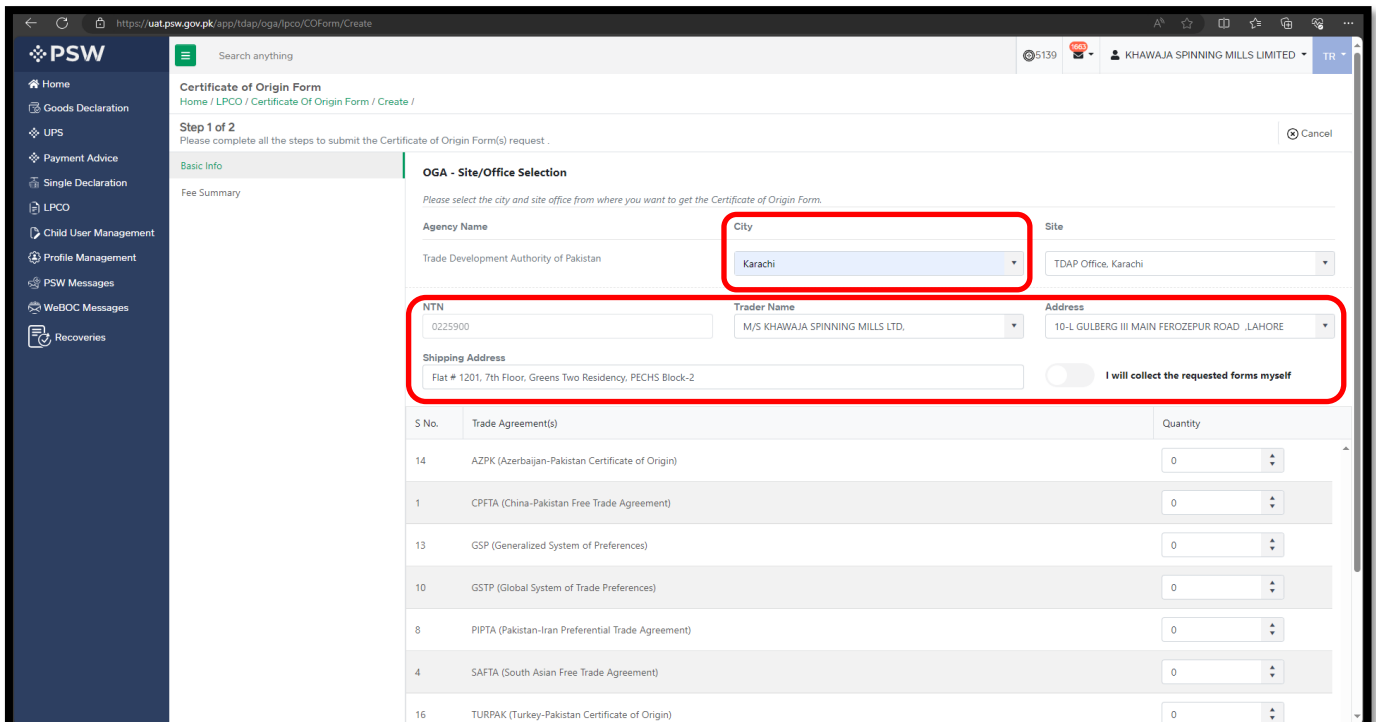


Figure 52



## 7.4 Selection of CO Forms Collection

- i. Then use the toggle switch next to the statement “I will collect the requested forms myself” to choose your preferred option from ‘personal collection of forms’ or their ‘delivery by courier’. In case you choose delivery by courier, you will be required to complete the field “Shipping Address” and bear the charges for delivery by courier.

**PSW** Certificate of Origin Form  
Home / LPCO / Certificate Of Origin Form / Create /

**Step 1 of 2**  
Please complete all the steps to submit the Certificate of Origin Form(s) request .

**Basic Info** | **OGA - Site/Office Selection**

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

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

NTN: 0225900 | Trader Name: M/S KHAWAJA SPINNING MILLS LTD. | Address: 10-L GULBERG III MAIN FEROEZPUR 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 53

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



The screenshot shows the 'Certificate of Origin Form' creation interface. The 'OGA - Site/Office Selection' section includes fields for Agency Name, City, Site, NTN, Trader Name, and Address. Below this is a table of trade agreements with columns for S.No., Trade Agreements, and Quantity. A red box highlights the table and the 'Remarks' field below it. The 'Remarks' field contains the text 'Please consolidate.'. A 'Save & Proceed' button is highlighted in the bottom right corner.

S.No.	Trade Agreements	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

Figure 54



## 7.5 Fee Summary

- i. The emerging screen will show the breakup as well as total amount of fees to be paid for purchase of selected forms, including the cost of courier, if opted. Click “Submit” to proceed with the payment of fees.

Amount to be paid : PKR 7,000 Seven Thousand Rupees only

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	PIFTA (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

Figure 55

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

Amount to be paid : PKR 7,000 Seven Thousand Rupees only

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	PIFTA (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

Figure 56

## 7.6 Payment Process

- i. A “Payment Awaited” banner will appear, displaying the total amount to be paid along with the PSID number against which the amount can be paid using banking channels. Click “Proceed” to move ahead.

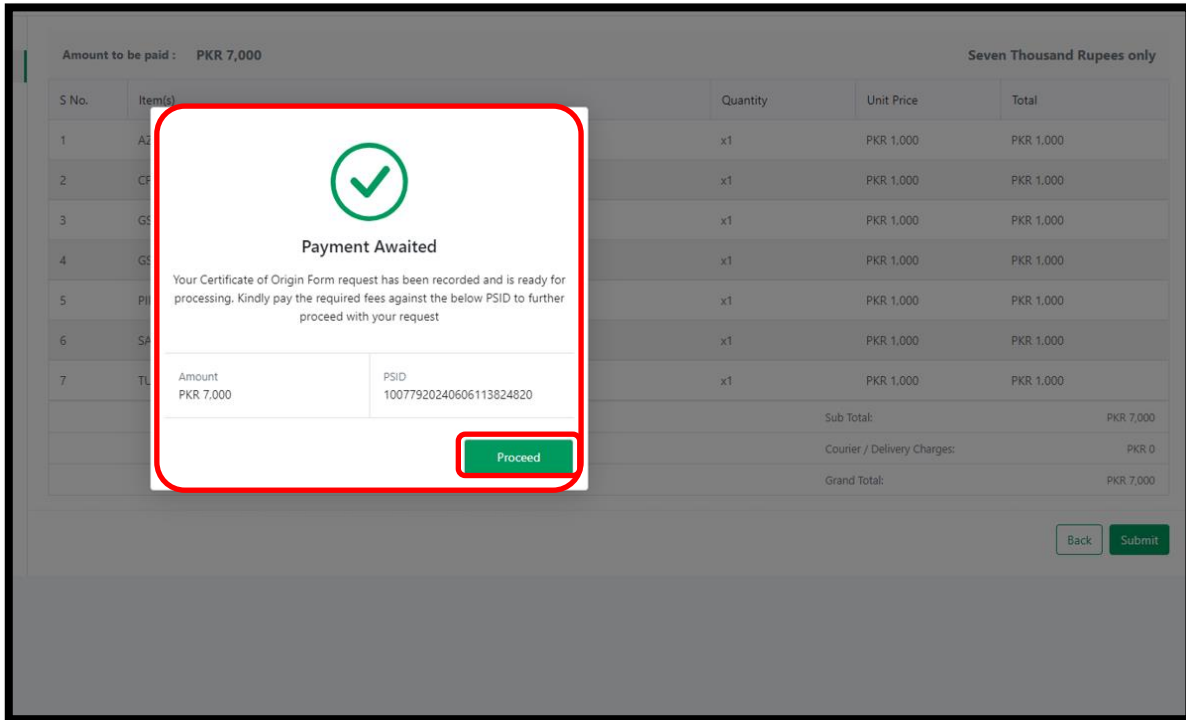


Figure 57

- ii. The next emerging screen will have two parts. On the left of the screen, the user will have a view of details of general information, while options for the mode of payment will be displayed on the right side. The user can choose to make payment through the Personal Deposit (PD) account, or through the Alternate Delivery Channels (ADC) account. The user will be able to make the payment online from his bank account using PSW’s linkages with the banks.

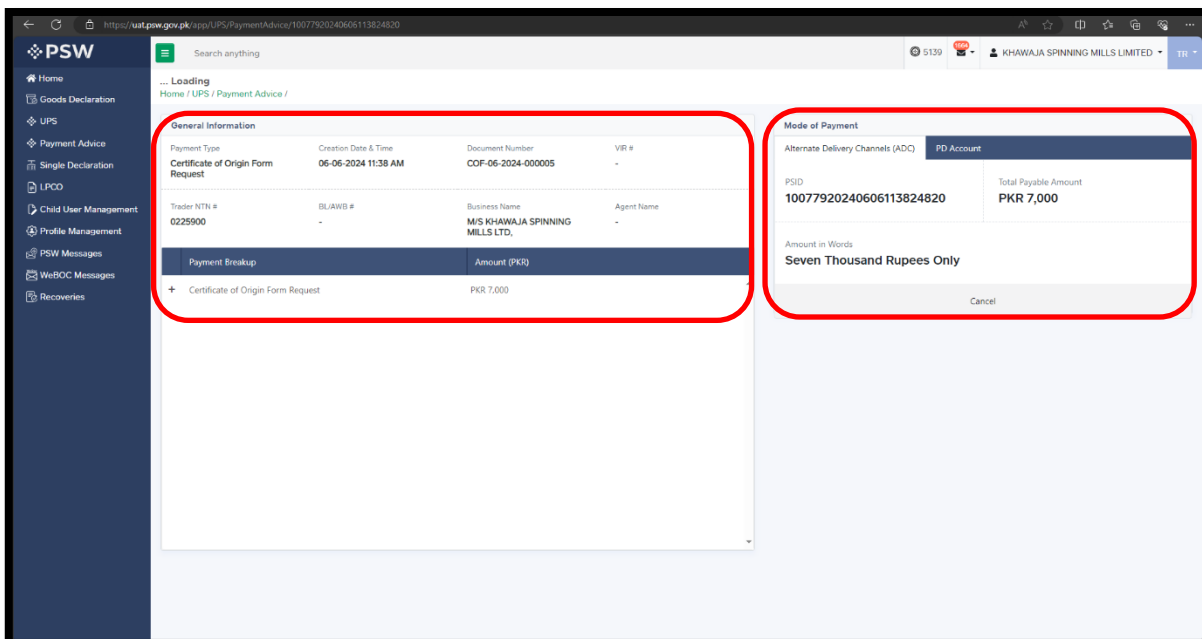


Figure 58

- iii. Once the payment has been processed, a screen will appear showing a summary of all the payment-related information pertaining to the transaction. The user can print the payment receipt by clicking on “Print Receipt” button.

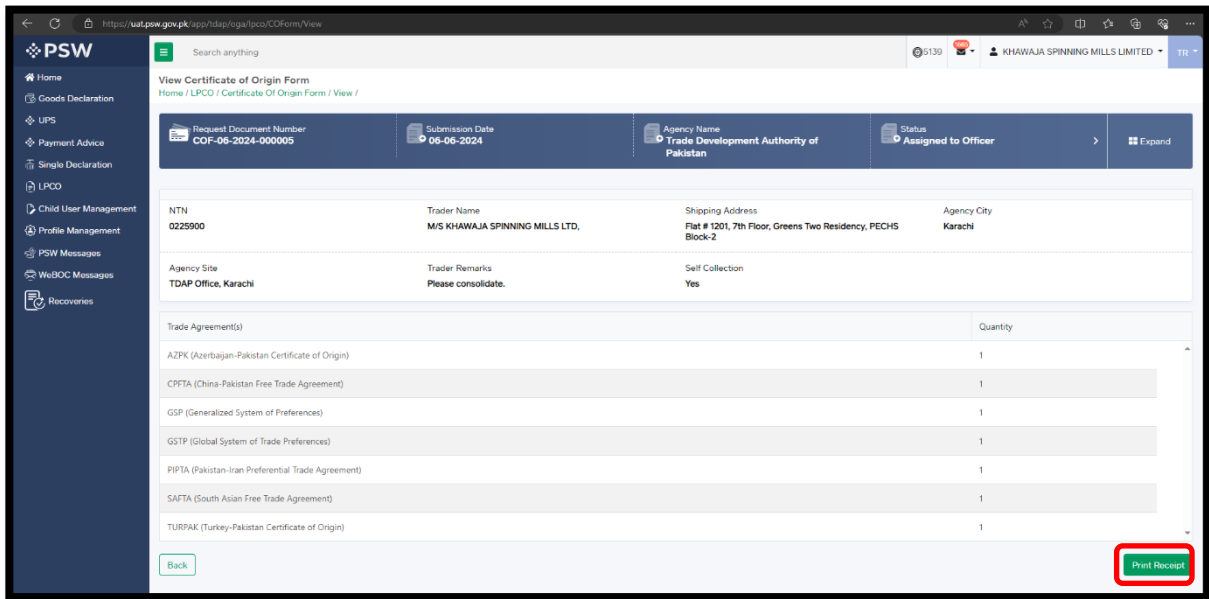


Figure 59

- iv. As soon as the fee payment has been made, the request for “Certificate of Origin Form” created online will land at the TDAP. If the user has opted for “Courier Delivery” the delivery of Forms will be made to his shipping address by the TDAP through courier. Alternatively, he will be required to have the Form collected from the chosen TDAP office against the “Payment Receipt” available with him.

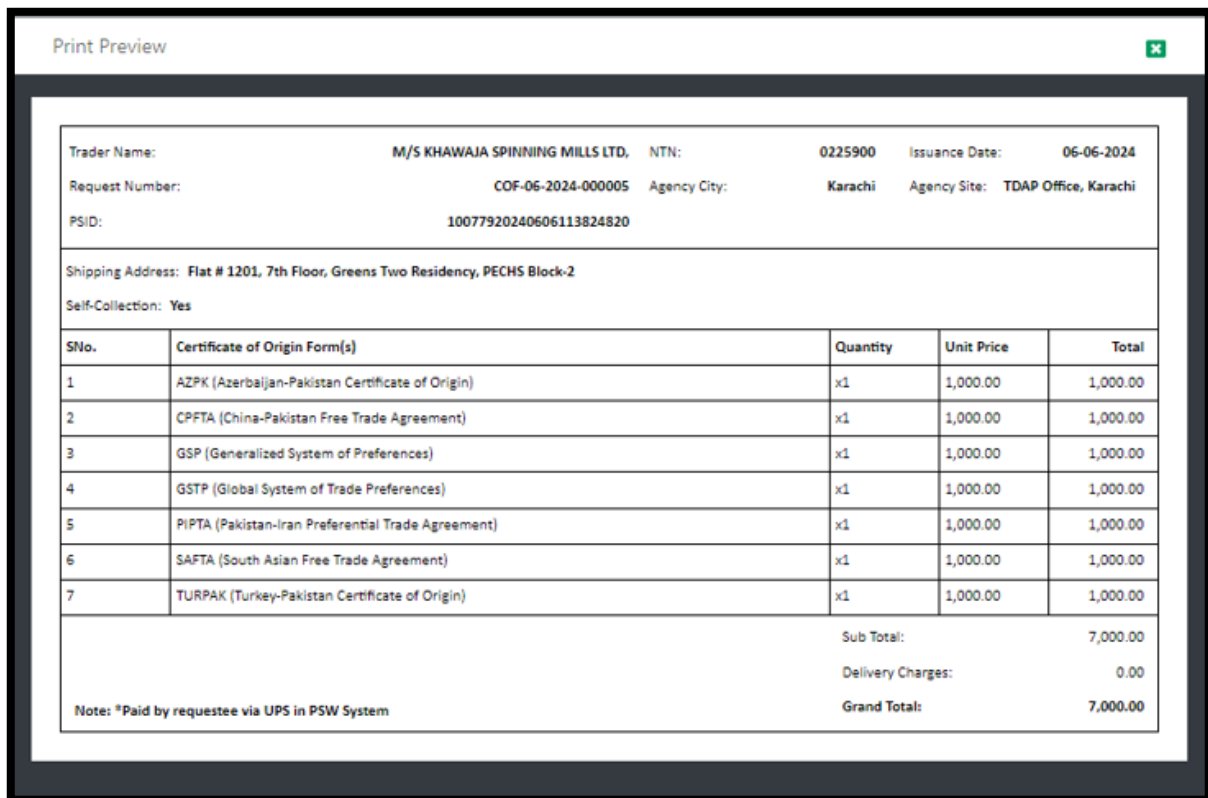


Figure 60



## 8. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: [support@psw.gov.pk](mailto:support@psw.gov.pk)

Phone: 021-111-111-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk