

SECURIT

DATA PROTF

# **USER MANUAL**

# TDAP - EU REX REGISTRATION FORM TRADERS REGISTRATION PROCESS

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Username

LOGIN

## 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 <u>www.psw.gov.pk</u>.

#### 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.





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.

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♦PSW	Search anything			© 5139 👻-	L KHAWAJA SPINNING MILLS LIMITED - TR -
A Home	Dashboard Home /				
♦ UPS ♦ Payment Advice	Registration	Single Declaration	Child User Management		Profile Management
급 Single Declaration 글 LPCO ▷ Child User Management	UPS UPS	Value Added Services	PSW Messages	WeBOC Messages	EIF/EFE Management
Profile Management PSW Messages	Recoveries	۲ Appeals	Feedback and Complaints	Complain Management System	Classification Committee
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	Refund Management	H.I.S	Payment Management
https://uat.psw.gov.pk/app/OGA/LPCO					



# 5.2 "REX Pre Application" online on the EU Portal

i.



In the LPCO grid, click the box "REX Registration Endorsement".



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

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UPS Payment Advice	List of REX Reg	istration Endorsements			Searc	ch by request no. 🔍 🕂 Create N	ew Request
Single Declaration	S No.	Request No.	E REX Number	: Trader Name	: Assign Date	Status Actions	
PCO	1	REX-05-2024-000008	N/A	M/S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Officer	*
Child User Management	2	RFX-02-2024-000005	N/A	M/S KHAWA IA SPINNING MILLS LTD,	01-02-2024	- Assigned to Officer	
rofile Management		NEX-02-00001	14 m		21-01-2024		
SW Messages	2	REX-000002	PKREXPK6/00402	M/S KHAWAJA SPINNING MILLS LED.	31-01-2024	Approved and a	
VeBOC Messages	4	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD.	31-01-2024	Approved 🛛 🗠	

Figure 4

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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".

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<b>♦PSW</b>	Search anything				©5139 ₽• ▲ KHAWAJA SPINNING MILLS LIMITED • TR •
Home	REX Registration Endorsement Home / LPCO / REX Registration Endorsement / Crea	ste /			
♦ urs	Please complete all the steps to submit the request	for REX Registration Endorsement.			(S) Cancel
Payment Advice	Basic Information				
Tingle Declaration		OGA - Site/Office Selection			
l€) LPCO		Please select the city and site office from where you want to get the	e Certificate of Origin.		
Child User Management		Agency Name	City		Site
(2) Profile Management		Trade Development Authority of Pakistan	Karachi	*	TDAP Office. Karachi
्री PSW Messages					
WeBOC Messages		NTN	Trader Name		Address
Recoveries		0225900	M/S KHAWAJA SPINNING MILLS LTD,	•	10-L GULBERG III MAIN FEROZEPUR ROAD , LAHORE
		<ol> <li>Print and sign the physical copy of the pre-application 2. Proper relevant attestation on the pre-application for 3. Scan and upload the pre-application form and support Document Name.</li> </ol>	form. L. Ing documents before submitting the request.		
		Select Document			
		Upload File			
		Select files			Drop files here to upload
		Only jpeg, jpgpdf & .png files are allowed for uploading. File size max	limit (s 2M8.		
		TDAP free Application Form			
					Submit

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

C C https://customs.ec.europa.eu/rex-pa-ui/#/create-preapplication	🔊 🏠 🤃 🗘 🌾 🧠 🦇 … 🌗					
European Commissi	un l	🛐 English 🛛 📮 User Guide				
European Commission > Taxatio	n and Customs Union > REX > Create Pre Application					
1. Exporter Information TIN Number * Name *	TIN Number	PAGE CONTENTS 1. Exporter Information 2. Exporter Contact Persons Information 3. Exporter Activities				
Street And Number * Post Code	Street And Number	S. Exponent Activities     4. Description of Goods     5. Undertakings to be given     by an Exporter     6. Prior specific and				
City * Country * 	City Country F-mail Address	informed consent of exporter to the publication of his data on the public website				
Fax Number Telephone Number	Fax Number       Telephone Number					

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. sAfter filling all required fields in the REX Pre Application Form, click "Save".

Indication of consent	f exporter to the publication of his data on the public we	ebsite	2. Exporter Contact Persons Information
Place of signature			3. Exporter Activities
of the Authorised * Signatory	Karachi		4. Description of Goods
Authorised <sub>*</sub> Signatory Name	Rizwan		5. Undertakings to be given by an Exporter
Authorised <sub>*</sub> Signatory Job Title	Deputy		6. Prior specific and informed consent of exporter to the publication of his data on the public website
<u>nscrm</u>	C Text in * m8crm	]	✓ Save

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	関 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 I competent Custom Authority.	button below and send it to your
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.

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
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
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
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;
<ul> <li>certifies that no previous registration has been revoked; conversely, certifies that the situation which led to any such revocation has been remedied;</li> </ul>
<ul> <li>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;</li> </ul>
<ul> <li>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;</li> </ul>
<ul> <li>undertakes to immediately notify the competent authority of changes as they arise to his registration data since acquiring the number of registered exporter;</li> </ul>
- undertakes to cooperate with the competent authority;
<ul> <li>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;</li> </ul>
<ul> <li>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;</li> </ul>
- 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 and website expensible. For the registration.
Karachi, 20/08/2024, Rizwan, Deputy, Consent data publication on the internet

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.

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<b>⊗PSW</b>	Search anything			Ø5139 ₽- ▲ KHAWAJA SPINNING MILLS LIMITED • 18 •
Home	REX Registration Endorsement Home / LPCO / REX Registration Endorser	ment / Create /		
	Please complete all the steps to submit th	e request for REX Registration Endorsement.		(Cancel
Payment Advice Single Declaration	Basic Information	OGA - Site/Office Selection		
		Please select the city and site office from where you want to ge	t the Certificate of Origin.	
Child User Management		Agency Name	City	Site
Profile Management PSW Messages		Trade Development Authority of Pakistan	Karachi	* TDAP Office, Karachi *
R WeBOC Messages		NTN	Trader Name	Address
Recoveries		0225900	M/S KHAWAJA SPINNING MILLS LTD,	10-L GULBERG III MAIN FEROZEPUR ROAD , LAHORE     *
		Document Name		
		Select Document		
		Upload File		
		Select files		Drop files here to upload
		Only Joed, Job, Joff & John files are allowed for uploading. File size of	nav imit is 2MR.	
		Toto Pre Application from		

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.

← C 🗅 https://	uat.psw.gov.pk/app/tdap/oga/lpco/rexregistration/cre	ate			Q A* & D & G & ;
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	Please complete all the steps to submit the request fi	ar REX Registration Endorsement.			(S) 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
		Trade Development Authority of Pakistan	Karachi		TDAP Office, Karachi
		NTN			Address
Recoveries		0225900		•	10-L GULBERG III MAIN FEROZEPUR ROAD _LAHORE *
		Nets: For the file If you have 3. Here are 3. Sciences Select Document Uptions: File Select files: Only uption, job, and fund files are allowed for updocently file	Submitted Number: #EX-06-2024-00009 ration Request has been submitted Cottact	Pre-application.	• Drag file her trustaa
			. Na decu	(j) ements uploaded yet	



# 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".

st of REX I	Registration Endorsements				Search by request	t no. Q	<b>+</b> c	reate New Rec	uest
5 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	ſ	B 2	
2	REX-06-2024-000009	PKREXPKJAOISBQ29HI1H3U2	M/S KHAWAJA SPINNING MILLS LTD,		06-06-2024	Approved		B 2	
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 🗹	
5	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD,		31-01-2024	Approved		2	

No. TDAP-4(7)/GSP-16 Karaki and Second Secon
Account         Registration of your Company under the REX Scheme of the EU-GSP           Boar Sir:         Registration of your Company under the REX Scheme of the EU-GSP           We are pleased to inform you that your Company has been duly registered into the REX Scheme of the EU-GSP by the TDAP on 11-Jun-24 (date). Your Company's REX Registration No.           RextEXPK4252215         Enclosed with this letter are the original documents evidencing you company's registration under the REX Scheme duly endorsed by the TDAP for your company with doing its own Origin Cettification of export consignments by issuing Statement on Origi Scoli frag your exports to the EU under the GSP preferential scheme. Furthermore, up uny utilize for issuance of 500 is annexed for ready reference.           Wor REX Registration has no expiry date and will remain valid so long as Pakistan is edition enjour preferential tradement under the GSP Scheme. However, your REX Registration company withe EU-GSP. This could take place with on without issuance of prior winning(s) by the TDA begoinding on the nature and frequency of non-compliances). Following are the main terms to your company is required to comply as per requirements of the REX Scheme.           1. Aske out 500 only for goods which qualify for preferential treatment and comply with to conjer nule specified for those goods in the GSP scheme.
Karachi           Subject         Registration of your Company under the REX Scheme of the EU-GSP           Dear Sir;         Registration of your Company has been duly registered into the REX Schem of the EU-GSP by the TDAP on 11-Jun-24 (date). Your Company's REX Registration No. FREXPK4252215           PREXEXPK4252215         Enclosed with this letter are the original documents evidencing yo Company's registration under the REX Scheme duly endorsed by the TDAP for your record.           Natt doing RS own Origin Certification of export consignments by issuing Statement on Origin (SOO) fasef for your exports to the EU under the GSP preferential scheme. Furthermore, up registration to REX your Company no more remains edigible for getting the Certificate of Origin (COO, Le, FormA) issued through the TDAP. A generalized statement of text that your company willize for issuance of SOO is annexed for ready reference.           Wor REX Registration has no expiry date and will remain valid to long as Pakistan is eligib enjory preferential tradement under the GSP Scheme. However, your RX Registration can revoked at any time during this period in case of non-compliance of prior winning(s) by the TD depending on the nature and frequercy of non-compliances of prior winning(s) by the TD depending on the nature and frequercy of non-compliances of prior winning(s) by the TD depending on the nature and frequercy of non-compliances). Following are the main terms the your Company is required to comply as per requirements of the REX Scheme.           1. Make out SOO only for goods which qualify for preferential treatment and comply with to origin rules specified for those goods in the GSP scheme.         1800 made during the more for the company of all SOO made during the more
Subject: Begistration of your Company under the REX Scheme of the EU-GSP Dear Sir, We are pleased to inform you that your Company has been duly registered into the REX Scher of the EU-GSP by the TDAP on 11-jun-24 (date). Your Company's REX Registration No. FREXPKAES22215 Enclosed with this letter are the original documents evidencing yo Company's registration under the REX Scheme duly endorsed by the TDAP for your record. In accordance with the terms of the REX Scheme, with immediate effect your company with start doing its own Origin Certification of export consignments by issuing Statement on Orig (SOOI isself for your exports to the EU under the GSP preferential scheme. Furthermore, up registration to REX your Company no more remains eligible for getting the Certificate of Orig (COO, i.e., form-A) issued through the TDAP. A generalized statement of text that your company usualize for issuance of SOOI is annexed for ready reference. Two REX Registration has no expiry date and will remain valid so long as Paistan is eligible to enjoy preferential treatment under the GSP Scheme. However, your REX Registration con- revoked at any time during this period in case of non-compliance to terms of the REX Scheme to U-GSP. This could take place with or without issuance of origo varing(s) by the TD depending on the nature and frequency of non-compliances. Following are the main terms the your Company is required to comply a sper tenguirements of the REX Scheme: 1. Aske out SOO only for goods which qualify for preferential treatment and comply with to origin rules specified for those goods in the GSP scheme.
Dear Sir. We are pleased to inform you that your Company has been duly registered into the REX Scher of the EU-CSP by the TDAP on 11-jun-24 (date). Your Company's REX Registration No. <b>PKREYR4522215</b> Enclosed with this letter are the original documents evidencing yo Company's registration under the REX Scheme duly endorsed by the TDAP for your record. In accordance with the terms of the REX Scheme, with immediate effect your company or start doing its own Origin Certification of export consignments by issuing Statement on Origin (SOO) itself for your exports to the EU under the GSP preferential scheme. Furthermore, up registration to REX your Company no more remains eligible for getting the Certificate of Origin (SOO), i.e., form-A) issued through the TDAP A generalized statement of text that your company may utilize for issuance of SOO is annexed for ready reference. Your REX Registration has no expiry date and will remain valid so long as Pakistan is eligit to enjoy preferential treatment under the GSP Scheme. However, your REX Registration can revoked at any time during this period in case of non-compliance to terms of the REX Scheme: the EU-GSP. This could take place with or without issuance of prior waming(s) by the TD depending on the nature and frequency of non-compliance). Following are the main terms th your Company is required to comply as per requirements of the REX Scheme: 1. Make out SOO only for goods which qualify for preferencial treatment and comply with to origin rules spacified for those goods in the GSP scheme.
We are pleased to inform you that your Company has been duly registered into the REX Schem of the EU-GSP by the TDAP on 11-jun-24 (date). Your Company's REX Registration No. <b>PKREXPK452215</b> Enclosed with this letter are the original documents evidencing yo Company's registration under the REX Scheme, with immediate effect your company a start doing its own Origin Certification of export consignments by issuing Statement on Origin (SOO) isself for your exports to the EU under the GSP preferential scheme. Furthermore, up registration to REX your Company no more remains eligible for getting the Certificate of Origin (SOO). Les, for your exports to the EU under the GSP preferential scheme. Furthermore, up registration to REX your Company no more remains eligible for getting the Certificate of Origin to enjoy preferential treatment under the GSP preferential scheme. Furthermore, up revoked at any time during this period in case of non-compliance to terms of the REX Scheme EU-GSP. This could take place with or without issuance of prior waining(s) by the TD depending on the nature and frequency of non-compliance. 1. Make out SOO only for goods which qualify for preferential treatment: and comply with t up register three specified for three goods in the GSP scheme.
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Your REX Registration has no expiry date and will remain valid so long as Pakistan is eligit to enjoy preferential treatment under the GSP Scheme. However, your REX Registration can- revoked at any time during this period in case of non-compliance to terms of the REX Scheme the EU-GSP. This could take place with or without issuance of prior warning(s) by the TD depending on the nature and frequency of non-compliance(s). Following are the main terms th your Company is required to comply as per requirements of the REX Scheme: 1. Make out SOO only for goods which qualify for preferential treatment and comply with t origin rules specified for those goods in the GSP scheme. 2. On a monthly basis submit to TDAP the copies of al SOOs made during the mon
<ol> <li>Make out SOO only for goods which qualify for preferential treatment and comply with t origin rules specified for those goods in the GSP scheme.</li> <li>On a monthly basis submit to TDAP the copies of all SOOs made during the mon</li> </ol>
origin rules specified for those goods in the GSP scheme. 2. On a monthly basis submit to TDAP the copies of all SOOs made during the mon plane with its ensure that the scheme is the scheme
store with its summers statement intest he 28th of the following month
along with its summary statement latest by 15th of the following month.
<ol> <li>Submit at TUAP's request, all appropriate documents proving the originating status or t products concerned.</li> </ol>
4. Accept periodic monitoring and verification by TDAP, of Company's accounting records a manufacturing processes
5. Keep for three years (starting end of calendar year from date of issue of any particular SO
copies of SOOs made by the Company along with relevant supporting documents.
<ol> <li>Assume the entities responsibility for use of the KEX Registration number allotted to it.</li> <li>Inform TDAP of any alterations in Company's registration data (furnished in the R Application Form).</li> </ol>
Further details regarding implementation of the REX System and relevant terms/procedures can
referred from the document "REX Operational Guide" available on TDAP's website. Please let know in case you need any assistance TDAP regarding implementation/ conformance to the EU-G
regulations or the REX Scheme.
(Aarrich Atrine

Figure 12 Copyright © Pakistan Single

# 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.





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).

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♦PSW	Search anything			© 5139 🔗-	L KHAWAJA SPINNING MILLS LIMITED - TR -
Home	Dashboard Home /				
♦ UPS ♦ Payment Advice	Registration	Single Declaration	Child User Management	EPCO	Profile Management
m Single Declaration	UPS UPS	Value Added Services	PSW Messages	WeBOC Messages	EIF/EFE Management
(2) Profile Management (2) PSW Messages (2) WeBOC Messages	Recoveries		Feedback and Complaints	Complain Management System	Classification Committee
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	Refund Management	HI.S	Payment Management
https://uat.psw.gov.pk/app/OGA/LPCO					



#### iii. In the LPCO grid, click the box "REX Registration Amendment"





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".

← C 🗅 https://uat.	.psw.gov.pk/app/tdap/oga/lp	pco/rexregistration				A* & )	т ф ф « ···
♦ PSW	Search anythin	19			<b>©</b> 51		NG MILLS LIMITED - TR -
A Home	REX Registration Er	ndorsements					
Goods Declaration	Home / LPCO / REA Reg	gistration Endorsement /					
♦ UPS	List of REX Registra	ation Endorsements				Search by request no. Q	+ Create New Request
Payment Advice     T. Sizela Declaration	S No.	Request No.	RFX Number	Trader Name	: Assign Date	Status I	Actions
I PCO		25% 25 2024 000008	NUT		24.05.2024	Assisted to Officer	-
Child User Management	1	REX-05-2024-000008	N/A	M/S KHAWAJA SPINNING MILLS LTD,	24-05-2024	Assigned to Utticer	6
(2) Profile Management	2	REX-02-2024-000005	N/A	M/S KHAWAJA SPINNING MILLS LTD.	01-02-2024	Assigned to Officer	Ľ
्रु PSW Messages	3	REX-000002	PKREXPK8765432	M/S KHAWAJA SPINNING MILLS LTD,	31-01-2024	Approved	B 2'
😓 WeBOC Messages	4	REX-000001	PKREXPKATRSD3q43434	M/S KHAWAJA SPINNING MILLS LTD.	31-01-2024	Approved	B 12
Recoveries							
	H 4 1 4	H 15 V items per page					1 - 4 of 4 items

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.

E Search anything		(	<b>0</b> 2720	E TRUST SHOES INTERNATIONAL (PRIVATE) LIMITED • TR •
REX Registration Amendment Home / LPCO / REX Registration Amendment / Create /				
Please complete all the steps to submit the request for i	REX Registration Amendment.			(S) Cancel
Basic Information	OGA - Site/Office Selection			
	Please select the city and site office from where you want to get the Certificate of O	rigin.		
	Agency Name	City		Site
	Trade Development Authority of Pakistan	Karachi	Ŧ	TDAP Office, Karachi
	NTN	Trader Name		Address
	0453600	TRUST SHOES INTERNATIONAL (PRIVATE) LIMITED	*	47-B, HBFC Housing Society, Lahore, Lahore Cantonement
	Document Name			Download REX Data Amendment Form
	Select Document			·
	*REX Registration-Data Amendment Form (required)			
	Select files			Drop files here to upload
	Only .jpg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.			
		(i)		
		No documents uploaded yet		
				Submit

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.

Con	npany Information: As a REX-Registered entity, please provide following infor	mation:
Bus	iness or Company Name:	
REX	( Number:	
Nan	ne & Designation of the Person Requesting Amendment:	
In th Regis	e following boxes please enter just the <u>changes desired</u> in your extration-Data. Where there are no changes, leave the boxes empty writing	xisting Rl "N/A".
1. Ch	anges desired to company/business address, telephone, fax, email - if any:	
2. Cha	anges desired to the contact person (name, address, telephone, fax, email – if a	any):
2. Chi - - -	anges desired to the main business activity (please tick the change desired – if Production Trading Both Production & Trading	any):
4. Ch HS - - - - -	anges desired to HS Codes & Description of goods to be exported (please prov Codes and Descriptions for goods to be added or deleted):	<i>i</i> ide 4-digit
5. Uno	lertaking by exporter: There can be no change to the text in this box, so it rema	ins the sar
6. Ch We	anges desired to the Consent of the exporter to publication of his company's d bsite (tick):	ata on the
- /	Applicant agrees to publication of his company's data on the EU Website:	

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.

<b>♦PSW</b>	E Search anything					18 -
Home	REX Registration Endorsement Home / LPCO / REX Registration Endorse	ment / Create/				
¢us	Please complete all the steps to submit th	e request for REX Registration Endorsement.			@ Ca	ice:
Payment Advice     Single Declaration	Sasic Information	004 - Site/Office Selection				
Critid User Management		Please select the obyend site affore from where you want to Agency Name	er me centplate d'Origin. City		Site	
Profile Management     PSW Messages		Trade Development Authority of Pakistan	Ken Gi	*	TDAP Office, Karschi	•
C WeBOC Messages		NTN	Tracler Harne		Address	
Recoveries		0225960	M/S KHAWAJA SPINNING MILLS (TD)	•	10-L GULBERG III MAIN FEROZEPUR ROAD , LAHORE	
		1. Print and sign the physical copy of the pre-application     2. Proper relevant attestation on the pre-application     3. Scan and upload the pre-application form and su     Decument Neme	ation form. form, pporting documents before submitting the request.		Download REX Data Amendment Form	
		Select Document				•
		Select files			Orop ties have to opto	ed
		Ony larg, joy, jord's any free se scienced for uproacing. Fie so	eng (nž ) 208			

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.

← C 🗅 https:/	/uat.psw.gov.pk/app/tdap/oga/lpco/rexregistrati	on/create			《文文》曰 \$P\$ 谢 @ …
♦PSW	Search anything				©5139 ₽- 🛓 KHAWAJA SPINNING MILLS LIMITED - TR -
Home	REX Registration Endorsement Home / LPCO / REX Registration Endorsement	/ Create /			
	Please complete all the steps to submit the req	uest for REX Registration Endorsement.			(S) Cancel
	Rasic information				
		OGA - Site/Office Selection			
		Please select the city and site office from where you wan	t to get the Certificate of Origin.		
Child User Management		Agency Name	City		Site
		Trade Development Authority of Pakistan			TOAP Office Karachi
		NTN			Address
Recoveries		0225900		•	10-L GULBERG III MAIN FEROZEPUR ROAD ,LAHORE
		If you have a 1. Print and 2. Proper risk 3. Scara and Recues REX Regis Document Name Select Docume Upload Pric	Submitted t Number : REX-06-2024-000009 tration Request has been submitted Contack		×
		Select files			
		Only jpeg, jpg, pdf & png files are allowed for uploading. Fi	ie size max limit is 2MB.		
			No da	Ocuments uploaded yet	





## 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.

⊗PSW	Search anything		© 13422 👻 L HAGLER BAILLY PAKISTAN (PRIVATE) LIMITED ▼ TR ▼
希 Home	Inbox Home / PSW Messages /		
	Inbox	Search ×	Q COA-07-2024-000011-1 - CO Amendment Request
	ជំ Important	COA ★ COA-0/-2024-000011-1 - CO Amendment Reques:	From TDAP Certifier Date 11-07-2024 - Thu Time 14:04
		+ CON 07 2024 000041 1 CO	Your request for CD Amendment Request has been Approved.
		COA Amendment Request	Click below to view your request.
		□ 11-07-2024 - Ind (5 15.50	Request Number: COA-07-2024-000011-1
		CO ★ CO-07-2024-000011 - CO Request	View Approved CO Amendment Request
		SD         ★ 10007420240711114048852 - PSID - Amendment	
		★ EC-KHI-A9785E/2024 -           Amendment Request Created           ➡ 11-07-2024 - Thu ③ 11:40	
		SD         ★ SD-E-0000305-10072024 - Amendment Successful            ⊡         10-07-2024 - Wed ③ 16:55	•

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".

EX Registration ome / LPCO / REX R	Endorsements Registration Endorsement /					
List of REX Reg	jistration Endorsements			Search by request	t no. Q	+ 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	B 🖸 💧
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	

	Government of Pakistan (GSP-REX Facilitation)	
No. TDAP-4(7)/GSP-16		Karachi the 11-June, 2024
M/S KHAWAJA SPINNING MILLS	S LTD,	
Carachi		
Subject: Registration	of your Company under the REX Scheme	of the EU-GSP
Dear Sir,		
We are pleased to inform you of the EU-GSP by the TDAP PKREXPK4522215 Enclosed Company's registration under th	that your Company has been duly regi on 11-jun-24 (date). Your Company with this letter are the original of the REX Scheme duly endorsed by the T	stered into the REX Scheme 's REX Registration No. is focuments evidencing your DAP for your record.
In accordance with the tr start doing its own Origin Cer SOO) itself for your exports t egistration to REX your Compu COO, i.e., Form-A) issued throo nay utilize for issuance of SOO	terms of the REX Scheme, with immedia trification of export consignments by i to the EU under the GSP preferential any no more remains eligible for gett ugh the TDAR. A generalized statement is annexed for ready reference.	ate effect your company will issuing Statement on Origin scheme. Furthermore, upon ing the Certificate of Origin : of text that your company
Your REX Registration has o enjoy preferential treatment evoked at any time during this he EU-GSP. This could take p depending on the nature and the your Company is required to co	no expiry date and will remain valid s under the GSP Scheme. However, yo s period in case of non-compliance to the place with or without issuance of pri- frequency of non-compliance(s). Followis mply as per requirements of the REX S	o long as Pakistan is eligible sur REX Registration can be terms of the REX Scheme of or warning(s) by the TDAP ng are the main terms that icheme:
1. Make out SOO only for g	goods which qualify for preferential treat	stment and comply with the
2. On a monthly basis sub along with its summary 3. Submit at TDAP's mount	bmit to TDAP the copies of all SOO statement latest by 15th of the foll all appropriate documents proving t	s made during the month lowing month.
products concerned. 4. Accept periodic monitoring	g and verification by TDAP, of Compa	ny's accounting records and
<ol> <li>Keep for three years (start copies of SOOs made by ti 6. Assume the entire respons</li> <li>7. Inform TDAP of any alt Application Form).</li> </ol>	ting end of calendar year from date of the Company along with relevant suppor sibility for use of the REX Registration ni terations in Company's registration d	issue of any particular SOO) ting documents. umber allotted to it. ata (furnished in the REX
urther details regarding implem eferred from the document "R mow in case you need any ass egulations or the REX Scheme.	mentation of the REX System and relev REX Operational Guide" available on TI sistance TDAP regarding implementation/	ant terms/procedures can be DAP's website. Please let us conformance to the EU-GSP
		Auf

Figure 22

# 6. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: <u>support@psw.gov.pk</u>

Phone: 021-111-111-779





info@psw.gov.pk

www.psw.gov.pk