REX Registration Data Adjustment Procedure

As per EU regulations, companies registered under the REX system are responsible for keeping their REX registration data fully updated all the time. This applies to all the data entered online by a company in the "REX Application Form" while applying for its REX registration; such as product HS Codes, company address, contact details, etc.

It is very important that REX registered companies keep their product HS codes promptly updated to avoid facing issues in grant of preferential tariffs by importing EU customs in respect of HS Codes not reflected in their REX registration data.

Procedure for adjustment of REX registration data:

As REX registrations are performed exclusively by the GSP Section, TDAP, Karachi; adjustments in REX registration data are also executed by the same office. When a REX registered company wants to have its REX registration data updated (including addition/ deletion of HS Codes) the company needs to abide by the following procedure laid out for the purpose:

- Prepare a written request/ letter on Company's Letterhead (addressed to GSP Section, TDAP, 3rd Floor, Tower A, FTC Building, Shahrah-e-Faisal, Karachi) clearly specifying the changes/ adjustments desired in the REX registration data.
- The letter should be duly signed by company's authorized representative.
- The letter should be sent in original to GSP Section, TDAP, Karachi (directly by courier/ post/ hand delivery, or through a TDAP office in any other city).

Normally, requested adjustments in the REX data are made on the same working day (or by the next working day) and exporters are also informed. However, exporters are encouraged to check the status of their updated REX registration data online by clicking the active link "Validate REX numbers" (green) using the procedure given below:

Click Validate REX numbers then enter your company's "TIN" or "REX" number and click respective "validate" button. Click "+" signs to see complete registration data.

Note:

1. *The link is also available on the REX page at TDAP's website www.tdap.gov.pk (Sr. 2 under "Important Links for the "REX System").*
2. *Companies who have consented for display of their REX data on EU website (by completing Box No. 6 of the REX Application Form online while applying for REX registration) will only be able to see their REX registration data.*