

SIMPLE STEPS FOR REGISTRATION TO REX

Exporters/ traders can obtain REX Registration from TDAP by completing the process in three parts:

PART-I: Completing the “REX Pre Application” online on the EU Portal

- 1st Step: Log into the PSW system by clicking www.psw.gov.pk and entering your log-in ID & password.
- 2nd Step: 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.
- 3rd Step: In the LPCO grid, click the box “**REX Registration Endorsement**”.
- 4th Step: On top-right of the “REX Registration Endorsement” screen, click “**Create New Request**”.
- 5th Step: 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”.
- 6th Step: 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
(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)
- 7th Step: After filling all required fields in the REX Pre Application Form, Click “**Save**”. 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.

PART-II: Online submission of the completed REX Pre Application to the TDAP:

- 8th Step: 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.
- 9th Step: (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 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-9a and save both the documents to your computer.

10th Step: Assuming that you have been logged-out of the PSW system, please login to the PSW system again (using Step-1). Now re-open the “REX Registration Endorsement” screen (Step-4, 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.

11th Step: Please click “**Yes**” at the submission-confirmation screen. The system will provide a confirmation by displaying “Submitted” along with a system-generated request number.

PART-III: Receipt of REX Registration Certificate Online:

12th Step: The TDAP will examine the submitted REX Application. Finding it okay, TDAP will register the applicant company to the REX system on the EU Portal. Simultaneously, an email alert will be sent to the applicant company as a message in his PSW Inbox. The message will convey his REX number and REX registration date, also forwarding electronic QR Code bearing copies of: (i) “REX Registration Certificate” and, (ii) “Terms for REX Registration” as attachments.

13th Step: 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.

14th Step: 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 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 Endorsement” screen (Step-4, 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”.