

STEPS FOR AMENDMENT OF REX-REGISTRATION DATA

Exporters/ traders can get their REX Registration-Data amended from TDAP by completing the process in three parts:

PART-I: Completing the “REX Registration-Data Amendment Form” online

- 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 Amendment**”.
- 4th Step: This will take you to the “REX Registration Amendment” screen which will display all of 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**”.
- 5th Step: 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 (Annex).

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

- 6th Step: Print the downloaded “REX Registration-Data Amendment Form” from your computer and fill the Form as per instructions provided in the Form.
- 7th Step: Scan the filled “REX Registration-Data Amendment Form” and save it to your computer.
- 8th 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 Amendment” screen (Step-4, above) and upload the filled “REX Registration-Data Amendment Form”. After uploading both the Form, click “**Submit**” at the bottom of the screen to submit your REX Registration Amendment request to the TDAP.
- 9th 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 Updated/Amended REX Registration Certificate Online:

- 10th Step: 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. The 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.

- 11th Step: In case the TDAP finds the REX Registration-Data Amendment 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.
- 12th Step: 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-4, above) where he can see the status of his REX Amendment Request and download the electronic (QR Code bearing) copy of his updated/amended “REX Registration Certificate”.

REX Registration-Data Amendment Form

Company Information: As a REX-Registered entity, please provide following information:

Business or Company Name:

REX Number:

Name & Designation of the Person Requesting Amendment:

In the following boxes please enter just the changes desired in your existing REX Registration-Data. Where there are no changes, leave the boxes empty writing "N/A".

1. Changes desired to company/business address, telephone, fax, email – if any:

2. Changes desired to the contact person (name, address, telephone, fax, email – if any):

2. Changes desired to the main business activity (please tick the change desired – if any):

- Production
- Trading
- Both Production & Trading

4. Changes desired to HS Codes & Description of goods to be exported (please provide 4-digit HS Codes and Descriptions for goods to be added or deleted):

-
-
-
-
-
-

5. Undertaking by exporter: There can be no change to the text in this box, so it remains the same.

6. Changes desired to the Consent of the exporter to publication of his company's data on the EU Website (tick):

- Applicant agrees to publication of his company's data on the EU Website:
- Applicant disagrees to publication of his company's data on the EU Website: