STEPS FOR OBTAINING A NEW E-CO

Please observe the following steps for obtaining a new/fresh Electronic Certificate of Origin (E-CO) online from the TDAP:

1. Click www.psw.gov.pk to access the Pakistan Single Window (PSW) system. Click "Login" and enter your Login ID & Password to reach the PSW Dashboard.

2. At the Dashboard, click the box "LPCO" (i.e., Licenses, Permits, Certificates, Others).

3. On the LPCO screen, click "Electronic Certificate of Origin".

4. 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.

5. The "Create Electronic Certificate" screen will show all types of ECO's being issued by the TDAP in separate boxes. To create a request for the Electronic Certificate of Origin (E-CO), you need to complete the following four steps (also displayed in the box at the left side of your computer screen):

Step 1 of 4: "*Select Trade Agreement*": for this click the box for the E-CO you want to obtain (e.g., CPFTA).

Step 2 of 4: "*Select Goods Declaration*": to select "Goods/Single Declaration" against which you want the E-CO, click the box "Select Declaration" at top right of the screen, then click "Save and Proceed". A page showing all of your GDs for CPFTA will appear from which you can select one or more GDs to associate with your E-CO (only GDs that have attained "Consignment Shipped" status will be displayed). You can select multiple GDs (maximum three) to obtain a single E-CO against all of them (provided that their consignee name, destination country, and mode of transport is the same). Alternatively, a GD can also be searched-selected using the search boxes for "Consignee Name", "GD Number", or "Mode of Transport" (Air, Sea, Dry-Port – this option will show all the GDs pertaining to the selected mode of transport). To move to the next Step, click "Save and Proceed".

Step 3 of 4: *"Basic Information"*: Having associated desired GD(s), you now have to fill the prescribed E-CO Form. Please keep using "Save" button to save the entered data while filling the E-CO Form as follows:
    a. Select "City" from a drop-down list (it is the city of the TDAP office to which you want to send your E-CO Application). You can select any TDAP office convenient for you without any constraint.

b. Exporter name, address, and country will be auto-fetched by the system. You only need to click-select from the addresses showing up.

c. Add producer/ manufacturer name, address, and country.

d. Add consignee name, address, and country of destination.

e. Under means of transport tab, Click "Add" button and enter details pertaining to means of transport.

f. Add departure date, vessel/flight no., port of loading, port of discharge. Click "Save".

g. Click "Add Commodity" tab and enter commodity details (in as concise manner as possible to save space for entering max possible items on a single Form). Click "Save & Proceed".

h. Select "Origin Criterion" by referring to the overleaf notes printed at the back of the Certificate of Origin Form obtained from the TDAP. Selection of correct origin criterion is crucial for approval of E-CO request by TDAP and grant of duty concession by importing customs in the destination country.

i. Any remarks, if desired, can also be added for last column of E-CO. "Save & Proceed".

[**_Note_**_: Statements at Sub-paras (a) to (i) above pertain to the data entry fields available in the E-CO Form for CPFTA. Given statements are just for general guidance and may differ slightly for filling of E-CO Forms other than the CPFTA]._

Step 4 of 4: _"Document Information"_: The next screen is for attaching mandatory and other document(s) to the E-CO Application (e.g., copies of B/L, Invoice, etc.). Select document name from the drop-down menu and click "Select Files" to search, select, and upload the document from your computer. Repeat the process for attaching each document.

6. Now click the "Print Preview" button to carefully review your completed E-CO Application and make any adjustment, if needed. Then click "Submit" to send your completed E-CO Application online for TDAP endorsement. Click "Yes" at the emerging confirmation pop-up. A "Request Submitted" message will appear on the screen along with a system-generated "Request Number".

7. Your completed E-CO Application will reach the TDAP online. If okay, it will be approved, electronically signed/ stamped, QR coded, and returned to you online by the TDAP. You will receive a brief confirmation message on your PSW home screen. Upon clicking the message, you will be able to view the message and status of the application.

8. To receive back your TDAP-Endorsed E-CO, or check the status of a submitted E-CO Application online, you will have to log-in to the PSW portal and reach the "Electronic Certificate of Origin" screen as per Sr. 4, above.

9. 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.

STEPS FOR OBTAINING AN AMENDED E-CO

Please observe the following steps for obtaining online an amended Electronic Certificate of Origin (E-CO) against a previous E-CO approved by the TDAP:

1. Follow the first three steps (Sr. 1 to 3) given under "Steps for obtaining a new E-CO", to reach the "Electronic Certificate of Origin" screen.

2. On the "Electronic Certificate of Origin" screen, under the heading "List of Electronic Certificate of Origin", you will see all the E-COs applied by your company with the status of each reflected in the "Status" column. Find the E-CO that you want to get amended, then in the "Actions" column, Click "Edit" (pencil icon) against this E-CO. You can also search the E-CO by clicking the tab "Search by request no." and then using the "Edit" tab for its amendment. Please note that amendment is permitted only in E-COs already approved by the TDAP.

3. Clicking "Edit" against an E-CO will take you to the "Select Goods Declaration" menu to enable any editing of the GD information for the selected E-CO. For details of the process you need to follow, refer "Step 2 of 4: Select Goods Declaration" under Sr. 5 of "Steps for obtaining a new E-CO".

4. Having edited the GD information, you can now edit the entries made earlier in this E-CO Form by following the process stated at "Step 3 of 4: Basic Information" under Sr. 5 of "Steps for obtaining a new E-CO".

5. Having made all desired amendments to the E-CO Form, you can now upload updated mandatory and other documents to it using the process described at "Step 4 of 4: Provide Document Information" under Sr. 5 of "Steps for obtaining a new E-CO".

6. To preview, submit, receive back, print, and finalize you amended E-CO, follow the processes mentioned at Sr. 6, 7, 8 and 9 under "Steps for obtaining a new E-CO".