

## **STEPS FOR E-CO FORM PURCHASE BY EXPORTER**

Please observe the following steps for online purchase of prescribed Electronic Certificate of Origin (E-CO) Forms from the TDAP:

1. Click [www.psw.gov.pk](http://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 “Certificate of Origin Form”.
4. To create a request for the “Certificate of Origin Form”, you need to complete the following two steps (also displayed in the box on the left side of your computer screen):

Step 1 of 2: “Site/Office Selection”: here, you need to undertake following actions:

- a. Using the drop-down list, select the “City” of the TDAP office from which you want to obtain the Certificate of Origin Forms (e.g., Karachi).
- b. Then use the toggle switch next to the statement “I will collect the requested forms myself” to choose your preferred option from ‘personal collection of forms’ or their ‘delivery by courier’. In case you choose delivery by courier, you will be required to complete the field “Shipping Address” and also bear the charges for delivery by courier.
- c. Under the heading “Trade Agreements”, using the drop-down menu, select the quantity for each type of Certificate of Origin Form that you want to purchase.
- d. If desired, you can enter a remark in the “Remarks” field. Then click “Save & Proceed”.

Step 2 of 2: “Payment of Fees”: it will be done through following actions:

- a. The emerging screen will show the breakup as well as total amount of fees to be paid for purchase of selected forms, including the cost of courier, if opted. Click “Submit” to proceed with the payment of fees.
- b. A “Payment Awaited” banner will appear, displaying the total amount to be paid along with the PSID number against which the amount can be paid using banking channels. Click “Proceed” to move ahead.
- c. The next emerging screen will have two parts. On the left of the screen, the user will have a view of details of general information, while options for the mode of payment will be displayed on the right side. The user can choose to make payment through the Personal Deposit (PD) account, or through the Alternate Delivery Channels (ADC) account. The user will be able to make the payment online from his bank account using PSW’s linkages with the banks.

- d. Once the payment has been processed, a screen will appear showing summary of all the payment-related information pertaining to the transaction. The user can print the payment receipt by clicking on "Payment Receipt" button.
5. As soon as the fee payment has been made, the request for "Certificate of Origin Form" created online will land at the TDAP. If the user has opted for "Courier Delivery" the delivery of Forms will be made to his shipping address by the TDAP through courier. Alternatively, he will be required to have the Form collected from the chosen TDAP office against the "Payment Receipt" available with him.