

STEPS FOR OBTAINING A NEW E-CO

The following step-by-step procedure explains how to apply online for a new (fresh) Electronic Certificate of Origin (E-CO) from the Trade Development Authority of Pakistan (TDAP) through the Pakistan Single Window (PSW) system.

Step 1: Access the PSW System

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

Step 2: Navigate to the E-CO Module

3. On the Dashboard, click the box “LPCO” (i.e., Licenses, Permits, Certificates, Others).
4. On the LPCO screen, click “Electronic Certificate of Origin”.
5. On 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.

Step 3: Create an E-CO Request (Four-Step Process)

6. The “Create Electronic Certificate” screen displays, in separate boxes, all types of E-COs issued by TDAP. To create a request for an Electronic Certificate of Origin (E-CO), complete the following four steps (also displayed in the panel on the left side of your PSW dashboard screen):

Step 1 of 4: “Select Trade Agreement”: Click the box for the E-CO you want to obtain (e.g., CPFTA).

Step 2 of 4: “Select Goods Declaration”: To select the Goods Declaration/Single Declaration (GD) against which you require the E-CO, click the “Select Declaration” box at the top right of the screen, then click “Save and Proceed”. A page listing all 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 are displayed). You may select multiple GDs (up to a maximum of three) to obtain a single E-CO covering all of them, provided that their consignee name, destination country, and mode of transport are the same. Alternatively, a GD can be searched for and selected using the search boxes for “Consignee Name”, “GD Number”, or “Mode of Transport” (Air, Sea, Dry Port – this option displays all 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 the desired GD(s), you are now required to fill in the prescribed E-CO Form online. Please use the “Save” button regularly to save the data entered while filling in the E-CO Form, as follows:

- a. Select the “City” from the drop-down list (this is the city of the TDAP office to which you wish to send your E-CO Application). You may select any TDAP office convenient to you, without restriction.
- b. The exporter’s name, address, and country will be auto-fetched by the system. You only need to click and select from the addresses displayed.
- c. Add the producer’s/manufacturer’s name, address, and country.

- d. Add the consignee's name, address, and country of destination.
- e. Under the "Means of Transport" tab, click the "Add" button and enter the details of the means of transport.
- f. Add the departure date, vessel/flight number, port of loading, and port of discharge. Click "Save".
- g. Click the "Add Commodity" tab and enter the commodity details (as concisely as possible, to save space so that the maximum number of items can be entered on a single page). Click "Save & Proceed".
- h. Select the "Origin Criterion" by referring to the "Overleaf Notes" page. This page can be accessed by clicking the coloured active link "Overleaf Notes" shown in bold on this screen. Selection of the correct origin criterion is crucial for approval of the E-CO request by TDAP and for the grant of duty concession by the customs authorities of the importing country.
- i. Any remarks, if desired, may also be added for the last column of the E-CO. Click "Save & Proceed".

[Note: The statements at sub-paragraphs (a) to (i) above relate to the data-entry fields available in the E-CO Form for CPFTA. They are provided for general guidance only and may differ slightly when filling in E-CO Forms for agreements other than CPFTA.]

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

Step 4: Review, Submit, and Payment

7. Click the "Print Preview" button to carefully review your completed E-CO Application and make any adjustments, if needed.
8. Then click "Submit" to send your completed E-CO Application online for TDAP approval.
9. On clicking "Submit", a pop-up will appear displaying a PSID (i.e., Payment Slip ID), asking you to settle the PSID by paying the E-CO processing fee to TDAP through any online payment option or by making the payment in person at a bank. The screen will also convey the message that your E-CO application will be automatically assigned to the TDAP certifying officer as soon as the PSID is paid.
10. Upon payment of the PSID, the status of your E-CO application on the PSW dashboard will change from "Payment Due" to "Request Assigned", and a system-generated "Request Number" will be displayed.

Step 5: Approval and Receipt of E-CO

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

Step 6: Printing and Dispatch of Approved E-CO

13. To receive your TDAP-approved E-CO, or to check the status of a submitted E-CO Application online, log in to the PSW portal and go to the “Electronic Certificate of Origin” screen as described at Sr. 4 above.
14. Print the approved E-CO on good-quality A4-size plain paper from the “Electronic Certificate of Origin” screen by clicking the document icon for the respective E-CO under the “Actions” column. Next to the document icon, you will see a red icon containing the printing instructions, which you are required to read carefully and comply with fully before printing the E-CO.
15. Finally, print the E-CO along with the “Overleaf Notes”. The printed E-CO is complete in all respects and can be sent as a paper document or pdf to your buyer.

STEPS FOR OBTAINING AN AMENDED E-CO

Please follow the steps below to obtain online an amended Electronic Certificate of Origin (E-CO) against an E-CO previously approved by TDAP:

1. Follow the first four steps (Sr. 1 to 4) 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 for by your company, with the status of each shown in the “Status” column. Locate the E-CO you wish to have amended and, in the “Actions” column, click “Edit” (pencil icon) against that E-CO. You can also search for the E-CO by clicking the “Search by request no.” tab and then use the “Edit” tab to amend it. *Please note that amendment is permitted only for E-COs already approved by TDAP.*
3. Clicking “Edit” against an E-CO will take you to the “Select Goods Declaration” menu, where the GD information for the selected E-CO can be edited. For details of the process, please refer to “Step 2 of 4: Select Goods Declaration” under Sr. 6 of “STEPS FOR OBTAINING A NEW E-CO”.
4. Having edited the GD information, you can now edit the entries previously made in the E-CO Form by following the process described at “Step 3 of 4: Basic Information”.
5. Having made all the desired amendments to the E-CO Form, you can now upload the updated mandatory and other documents using the process described at “Step 4 of 4: Document Information”.
6. To preview, submit, obtain approval, print, and finalize the amended E-CO, follow the processes described at Sr. 7 to 15 under “STEPS FOR OBTAINING A NEW E-CO”.