

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 in to the PSW system by clicking www.psw.gov.pk and entering your login ID and password.
- 2nd Step: Upon login, the PSW Home Screen 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: At the 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”, click the active link “**REX pre-application**”. This will take you to the online “REX Pre-Application Form” of the European Commission, bearing the heading “Create Pre Application”.
- 6th Step: Fill in and complete the “REX Pre-Application Form” online. Derive your Trader Identification Number (TIN) from your National Tax Number (NTN) as follows:

$$\text{TIN} = \text{PK} + \text{NTN}; \text{ Example: If NTN} = 7659843-1, \text{ then TIN} = \text{PK76598431}$$
 (Please note that a valid email address must be correctly entered in the application, as it will be used for all future communications with the applicant. For further assistance on filling in the REX Pre-Application Form, please refer to Section-4 of the “REX Operational Guide” available on the TDAP website.)
- 7th Step: After filling in all the required fields of the REX Pre-Application Form, click “Save”. A message will appear confirming that the Pre-Application has been created and prompting you to print it. Click “Print”. This will download a PDF copy of the completed Pre-Application to your computer.

PART-II: Online Submission of the Completed REX Pre-Application to TDAP:

- 8th Step: Print the downloaded “REX Pre-Application” from your computer and affix the authorized signature(s) and seal at all relevant places (Boxes 5 and 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”. If your company is not registered with the SECP, please attach a copy of your company’s membership certificate of the relevant Trade Association or Chamber of Commerce & Industry. *Both the “REX Pre-Application” and the attached membership certificate must be duly attested by the 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 9(a), and save both documents to your computer.

- 10th Step: If you have been logged out of the PSW system, log in again (as per Step 1). Re-open the “REX Registration Endorsement” screen (Step 4 above) and upload both the REX Pre-Application document and its attachment by entering the file names, selecting the files, and clicking the “Upload File” box on this screen. After uploading both files, click “**Submit**” at the bottom of the screen to submit your REX Pre-Application to TDAP.
- 11th Step: Click “**Yes**” on the submission-confirmation screen. The system will confirm the submission by displaying “Submitted” along with a system-generated request number.

PART-III: Receipt of REX Registration Certificate Online:

- 12th Step: TDAP will examine the submitted REX Application. If it is found in order, TDAP will register the applicant company in the REX system on the EU portal. Simultaneously, an email alert will be sent to the applicant company as a message in its PSW Inbox. The message will convey the company’s REX number and REX registration date, and will also forward, as attachments, electronic QR-coded copies of: (i) the “REX Registration Certificate”, and (ii) the “Terms for REX Registration”.
- 13th Step: If TDAP finds the REX Application incomplete or lacking information, it will send a request for additional information to the applicant, which will appear as an email alert in the applicant’s PSW Inbox. The applicant shall provide the additional information to TDAP through the PSW online system to enable further processing of the application.
- 14th Step: To receive the REX Registration Certificate online, check the status of the submitted REX Application, or submit additional information to TDAP, the applicant must log in to the PSW system (as per Step 1). Upon login, a message may appear in the PSW Inbox, which the applicant can click to proceed further. Alternatively, the applicant can directly access the “REX Registration Endorsement” screen (Step 4 above) to view the status of the REX Application, find the REX Registration Number, and download the electronic (QR-coded) copies of the “REX Registration Certificate” and the “Terms for REX Registration”.