

STEPS FOR AMENDMENT OF REX REGISTRATION DATA

Exporters/traders can have their REX registration data amended by TDAP by completing the process in three parts:

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

- 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 Amendment”.
- 4th Step: This will take you to the “REX Registration Amendment” screen, which displays all your previous REX data amendment requests made through the PSW system (if any). At the 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”, click the active link “**REX data-amendment-form**”. This will download a PDF copy of the “REX Registration-Data Amendment Form” (Annex) to your computer.

PART-II: Online Submission of the Completed REX Registration-Data Amendment Form to TDAP:

- 6th Step: Print the downloaded “REX Registration-Data Amendment Form” from your computer and fill it in as per the instructions provided in the Form.
- 7th Step: Scan the completed “REX Registration-Data Amendment Form” and save it to your computer.
- 8th Step: If you have been logged out of the PSW system, log in again (as per Step 1). Re-open the “REX Registration Amendment” screen (Step 4 above) and upload the completed “REX Registration-Data Amendment Form”. After uploading the Form, click “Submit” at the bottom of the screen to submit your REX Registration Amendment request to TDAP.
- 9th 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 Updated/Amended REX Registration Certificate Online:

- 10th Step: TDAP will examine the REX Registration-Data Amendment request. If it is found in order, 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 its PSW Inbox. The message will confirm that the requested amendment to the REX registration data has been made, and will forward the updated/amended electronic QR-coded “REX Registration Certificate” as an attachment.
- 11th Step: If TDAP finds the REX Registration-Data Amendment request 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 request.

12th Step: To receive the updated/amended REX Registration Certificate online, check the status of the submitted REX Registration-Data Amendment request, 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 Amendment” screen (Step 4 above) to view the status of the REX Amendment Request and download the electronic (QR-coded) copy of the updated/amended “REX Registration Certificate”.

REX Registration-Data Amendment Form

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

Business or Company Name:

REX Number:

Name & Designation of the Person Requesting the Amendment:

In the boxes below, please enter only the changes desired to your existing REX registration data. Where there is no change, write "N/A" in the box.

1. Changes desired to the company/business address, telephone, fax, or email (if any):

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

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

- Production ☐
- Trading ☐
- Both Production & Trading ☐

4. Changes desired to the HS codes and description of goods to be exported (please provide 4-digit HS codes and descriptions for goods to be added or deleted):

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5. Undertaking by the exporter: No change can be made to the text of this box; it therefore remains the same.

6. Changes desired to the consent of the exporter to publication of the company's data on the EU website (tick):

- Applicant agrees to publication of the company's data on the EU website: ☐
- Applicant does not agree to publication of the company's data on the EU website: ☐