



TradeNet2.0 Importer/Exporter Registration Certificate and Other Registration Cards User Guide

Ministry of Commerce

Supported by



Prepared by



English Version

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#### Introduction

In this document is intended to guide the online processing system for export/import traders to apply the **Importer/Exporter Registration Certificate** (Pa Tha Ka) including secure online payment features via the **Myanmar Payment Union** (MPU) and also to apply the following cards –

- Business Representative Cards
- Sale Center Cards for commercial vehicles
- Sale Center Cards for motor vehicles
- Show Room Cards for brand new motor vehicles
- Show Room Cards for machinery and mechanical
- Alcoholic Beverages Importing Cards
- Duty Free Cards
- Whole Sale Cards
- Retail Cards
- Whole Sale Retail Cards

#### **Member Dashboard**

When you login with your registered email and password is success and following Dashboard will appear.

Member/Sub-member can view all process of updated status.

Make Payment List – It is showing the applications which need to be made payment.

**Message from MOC List** – It is showing the applications which have the message from the MOC officer.

In Progress List – It is showing the applications which have been submitted to MOC section.

**Completed List** – It is showing the application which have needed to print by Trader.



	TradeNet 2.0	rds -				Dashboard ->	ABOUT US HOW TO APPLY FAQS CONT	аст 🔶
Dashboard — @ Card List	\$ Make Payment 0		Message from MOC	<b>#</b>	In Progress 0	Completed 0	Sub-Member	Sub-member Profile
Search HS	\$ Make Payment List					Notifica	tion	Recommendations
	Show 10 + entries						Search: Payment History	Payment History
	Form Type 11	Application Type 11	Application No TL	Date TL	Status/Message	Created By 11	Actions	
				No data available in table				
	Showing 0 to 0 of 0 entries						First Previous Next Last	
	Message from MOC List							
	Show 10 ¢ entries						Search:	
	Form Type T1	Application Type 11	Application No 11	Date 11	Status/Message	Created By	TL Actions	
				No data available in table				
	Showing 0 to 0 of 0 entries						First Previous Next Last	
	🚝 In Progress List							
	Show 10 • entries						Search:	
	Form Type 1	Application Type TL	Application No TL	Date T1	Status/Message	Created By	TL Actions	
				No data available in table				
	Showing 0 to 0 of 0 entries						First Previous Next Last	
	✓ Completed List							
	Show 10 • entries						Search:	
javascrip	twoid(0) Form Type	T1	Application Type	Licence/Permit/Card No	TL Issue	d Date TL	Actions	<b>.</b>

Figure - Dashboard

# **Importer/Exporter Registration Certificate (Pa Tha Ka)**

## Pa Tha Ka

When you click on **Pa Tha Ka** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

**Drafts** – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

Approved – display the application, which has been approved by MOC officer.



		20			ABOUT US	PREFERENTAIL TRADENET HOW	TO APPLY FAQ CONTA
	🖤 Trade NET		Apply Cards -	Apply Oversea Licenc	ce - 📄 Apply Border Licence -	<b>* \$</b> 8	Test NN - Log out
2							
	Card List	(a					
2	Pa Tha Ka						
	Individual Trading	nbo	ĸ	Drafts	∰ In Progress	📀 Арр	roved
2	Whole Sale Card						
2	Wine Importation Card	s				Search:	
	Duty Free Shop Card						
6	Re-Export Card	↑↓	Application No 1	Date ↑↓	Status/Message	Created By 1	Actions
	BSA Card		OPTK-00001-2020	17/01/2020 11:43	& Approved	Test NN	CACtions *
	Showing 1 to 1 of 1	l entri	ies			First Previous	1 Next Last

Figure: Pa Tha Ka Card Section

## **Existing Pa Tha Ka**

If you already have a Pa Tha Ka (9 digits), you have to apply from **Existing Pa Tha Ka**. You do not need to apply a new Pa Tha Ka.

Step 1: Click on Existing Pa Tha Ka from the Apply Cards menu.

	MYANMAR				HOME ABOUT U	S HOW TO APPLY FAQs CONTACT
	TradeNet 2.0	iy Cards +			<b>*</b> 4	🕒 😐 TestCC 🗸 🛛 Log out 🔒
	🖻 Appl	y Pa Tha Ka				
<b>ট</b> Q	\$ Make Payment	🖋 Existing Pa Tha Ka	мос	In Progress	<ul> <li>✓</li> </ul>	Completed
	<b>\$</b> Make Payment List					
	Show 10 ÷ entries				S	earch:
	Form Type 11 Applicatio	n Type î↓ Application No ↑↓	Date ↑↓	Status/Message	Created By 1	Actions
			No data avail	able in table		

Figure: Existing Pa-Tha-Ka

**Step 2:** When you click on **Existing Application**, following Pa-Tha-Ka the following form will appear.

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A Company Information				
Business Registration No •	Company Registration Date	Company Name	Owner Name	
Company Address	Mobile		Email	
Type of Business	Type of Company			
Supporting Documents				
Document Type •	Attachment Name •			
ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ	•		Browse	@ Brows
Show 10 + entries				Search:
# 11 Document Type	î↓ Attac	chment Name	↑↓ <b>Filename</b>	Actions
	١	No data available in table		
Showing 0 to 0 of 0 entries				First Previous Next L

Figure: Existing Pa Tha Ka form

**Step 3:** Enter your Pa Tha Ka (9 digits) in the Business Registration No. If your Pa Tha Ka (9 digits) is correct the company information will appear in the form fields and attached the require supporting documents.

The Company Information						
Business Registration No •	Company Reg	istration Date	Company Name	Owner Nam	e	
176576952	29/07/2004		Win Shwe Wah Trading Co., Ltd.	Thein Win	i,U	
Company Address		Mobile		Email		
No. 49, Ground Floor, 53rd Street, (2) Ward Region, MYANMAR	d, Pazundaung, Yangon	+95-9-5117051		WSW.trd@gmail.com		
Type of Business		Type of Company				
Trading		Myanmar Company				
Supporting Documents						
Document Type •		Attachment Name •				
ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ	•	DICA Registration		sample.pdf		@ Brow
Show 10 ¢ entries		100%			Search:	
# 1↓ Document Type		11 Attachment Name		î↓ Filename		Actions
	ျာက်လာ	DICA Registration		PTK_021120201026	32.pdf	Telete
1 ကုမ္ပဏီ Letter Head ပါလျှေ	10					

Figure: Showed company information

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If enter your Pa Tha Ka is already connected by other member, you will see the following message.

Company Information				
Business Registration No •	Company Registration Date	Company Name	Owner Name	
176576952				
Company Address		$(\mathbf{X})$	Email	
Type of Business	17657695	2 already connected by		
	o	ther member.		
Supporting Documents		ОК		

Figure: Show error message

**Step 4:** After review the company information and upload the supporting document, click on **Submit** button to submit to the MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

After approved the Pa-Tha-Ka application by MOC officer, this member and the Pa Tha Ka is combined and you can make import/export license/permit processing shown as below.

6	MYANMAR				HOME ABOUT US HO	W TO APPLY FAQs CONTAG
	TradeNet 2.0	pply Cards - 📑 Apply Overs	sea Licence - 👘 Apply Bord	ler Licence -	A 🐥	• TestCC • Log out
<b>b</b> 0	Dashboard					
	💶 Pa Tha Ka					
r B	nbox		Drafts	/⊟ In Progress	Approve	d
,	Show 10 ¢ entries				Search:	
l.	Application Type	Application No 1	Approved/Notify Date $\uparrow \downarrow$	Status/Message	Created By ↑↓	Actions
	New	OPTK-00011-2020	05/11/2020 19:47	Ø Approved	TestCC	Actions -
	Showing 1 to 1 of 1 entries				First Previou	is 1 Next Last

Figure: Member combined the existing Pa Tha Ka

# Apply Pa Tha Ka (New)

Step 1: Click on Apply New Application from the Apply Pa Tha Ka of Apply Cards menu.

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	MYANMAR					HOME ABOU	T US HOW TO APPLY FAQs CO	NTACT
	TradeNet 2.0	Apply Cards -	_			*	🐥 😫 TestCC 🗸 Log	out 🤷
<b>£</b>	Ē	🖪 Apply Pa Tha Ka)	New Application	1				
e Q	\$ Make Payment o		Existing Pa Tha K	a MOC	in Progress	~	Completed 0	
	\$ Make Payment List	t						
	Show 10 ¢ entries						Search:	
	Form Type 🗈 Ap	plication Type î	Application No 11	Date ↑↓	Status/Message	Created By	11 Actions	
				No data	available in table			

Figure: Apply Pa-Tha-Ka Card

Step 2: When you click on New Application, following Pa-Tha-Ka card step1 form will appear.

- (1) Enter your Pa Tha Ka (9 digit) in the Business Registration No.
- (2) If you choose Pa Tha Ka Type is Company, there is **Get Data From DICA** button will be appeared.
- (3) Click on Get Data From DICA button to get the company information from DICA.

Step 1         Step 2         Step 3         Step 4           Company Information         Directors Information         Permit Business Information         Supporti	ng Docume	nts Step 5 Step 6 Step 7 Preview Payment Print	
Ра Тha Ка Туре •		Registration Term *	Business Registration No •
Choose		Choose	103319730 Q. Get Data From
Company Registration Date •		Company Name •	Owner Name •
13/07/1999		ART DECORATION COMPANY LIMITED	
NRC Old-Format NRC/Passport No		NRC• 12 • YAKANA • (C) • 000001	
Revenue/Investment Amount •		Currency •	MIC Permit No
5000		MMK -	433/1999-2000
DICA Company Address			
No.A/001,Thitmin Yeiktha Thumingalar Street Na Nwinn Gone Quarter,Thingangyun To	wnship Y	ingon Region MYANMAR	
Unit Level		Street Number and Street Name •	Quarter/City/Township *
No.A/001,Thitmin Yeiktha		Thumingalar Street	Na Nwinn Gone Quarter, Thingangyun Township
State/Region *		Country •	Postal Code
Yangon Region	•	MYANMAR	
Mobile 1(For SMS) •		Mobile 2/Office Phone No. MYANMAR	Mobile 3/Home Phone No.
Fax		Email •	
Type of Business *		Type of Company •	
Choose	*	Choose	

Figure: Apply Pa-Tha-Ka - step1 Company Information

**Step 3:** Fill up the rest of information, click on **Next** button, the following step2 form will appear.



HIANMAR				HOME ABOUT US HOW TO APPLY FAQs CONTACT
TradeNet 2.0				🕋 🌲 😁 TestNN - Log out 🔒
🖪 Pa Tha Ka -> New Application				
Step 1 Step 2 Step 3 Directors Information Permit Business Information	tion Step 4 Step 5 Step 6 Step 7 Priview Payment Print			
Show 10 entries				Search:
# T⊥ Name	TL NRC	11 Position	T1 Email	T1 Actions
1 DAW CHO MAR HTAY	12/0UKATA(N)050926		kyawlwin29@gmail.com	QActions *
2 U KYAW LWIN	12/THA(GAKA(N)135929		kyawlwin29@gmail.com	Actions *
3 U SEIN TUN	12/KATATA(N)006493		kyawlwin29@gmail.com	¢Actions *
Showing 1 to 3 of 3 entries				First Previous 1 Next Last
< Previous				Next >

Figure: Apply Pa-Tha-Ka – step2 Director Information

**Step 4:** Review the director information and then click on **Next** button, the step3 form screen will appear as below.

A HIGHE	HOME ABO	UTUS HO	OW TO APPLY FA	AQS CONTACT
TradeNet 2.0	*	٠	🖲 TestNN -	Log out 📤
Pa Tha Ka -> New Application				
Step 1         Step 2         Step 3         Step 4         Step 4         Step 5         Step 6         Step 7           Company Information         Pennet Bioanesa Information         Step 1         Step 4         Step 6         Step 7				
Permit Business				
- Select		Search:		
# II Permit Business	11 Actions			
1 ဆောက်လုပ်ရေးနှင့်ပတိသက်သောဝန်ဆောပ်မှုလုပ်ငန်။	Actions	•		
Showing 1 to 1 of 1 entries	First	Previou	s 1 Next	Last
<pre></pre>			N	lext >

Figure: Apply Pa-Tha-Ka – step3 Permit Business Information

**Step 5:** (1) Select the permit business from the **Permit Business** dropdown list and click on **Add** button.

(2) If you want to remove/delete the permit business, click on **Delete** from the **Actions** dropdown.

After defined the permit business, click on **Next** button to go to step4 and following step4 screen will appear.

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Step 1 Company Information	Directors Information	Permit Business Information	Step 4 Supporting Documents	Previe	ew Payment	Print		
ocument Type *								
Company Letter Head		• images (1).	jpg		@ Browse	100%		
ihow 10 entries							Search:	
# 1↓	Document Type			î↓ F	ilename		Ac	ions
1	Company Letter Head			F	PTK_1601202010090	I3.jpg		Delete
ihowing 1 to 1 of 1 er	ntries						First Previous	1 Next Last
< Previous								Next >

Figure: Apply Pa-Tha-Ka - step4 Supporting documents

**Step 6:** Attach the required documents and if you want to delete/remove the attached file click on **Delete** icon.

After attached the required documents, click on **Next** button to go to the step5 and following step5 screen will appear.

Before you submit, you can make edit the Pa-Tha-Ka information, click on each steps.



ep 1 Step 2 Directors Information	Step 3         Step 4         Step 5         Step 5         Step 7           Permit Business Information         Supporting Documents         Preview         Payment         Print
😤 Compa	any Information 🖶 Directors Information
Company Name	IM Testing Trading
Business Type	Company
Business Registration No	199999999
Type of Company	Trading
Permit Business	Item 16
Capital	100000 USD
MD/Owner Name and NRC No	IMTest NN 12/AHLANA(C)210000
Company Address	No 2, Min Nandar Road,Kamaryut,Myanmar
Mobile	09250191441
Fax	
Email	testnn74524@gmail.com
Registration Term	Five Year

Figure: Apply Pa-Tha-Ka – step5 Review the Pa-Tha-Ka information

After reviewed the Pa-Tha-Ka information, click on **Submit** button to submit to the MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 7:** After approved the Pa-Tha-Ka application by MOC officer, there will be shown in Make Payment List of member dashboard.

	TradeNet 2.0	Apply Cards -					HOW TO APPLY FAQS CONTA
27a 1111 0,	\$ Make Payn	nent	D Message 0	e from MOC	In Progress	✓ <sup>6</sup>	Completed
	\$ Make Paymen	t List					
	show 10 ¢ entries					50	arch:
	Form Type 1	Application Type 1↓	Application No 1	Date ↑↓	Status/Message	Created By 1	Actions
	Pa Tha Ka	New	OPTK-00003-2020	26/10/2020 10:39	Pay Application fees	TestNN	\$ Make Payment
	Showing 1 to 1 of 1 entr	ries				First	Previous 1 Next Last

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Figure: Apply Pa-Tha-Ka – make payment message

(1) Click on Make Payment button you can check the amount of payment.

TradeNet 2.0 Apply Cards -          Image: Apply Cards -       Image: Apply Cards - <th>+ Log ou</th>	+ Log ou
Step 1       Step 2       Step 3       Step 4       Step 5       Step 6       Step 7         Company Information       Step 3       Step 4       Supporting Documents       Step 5       Step 7       Print         Image: Step 1       Step 2       Step 3       Step 4       Supporting Documents       Step 5       Step 7       Print         Image: Step 2       Step 3       Step 4       Supporting Documents       Step 5       Preview       Step 7       Print         Image: Step 3       Step 4       Supporting Documents       Image: Step 5       Step 7       Print         Image: Step 4       Step 5       Step 5       Step 6       Step 7       Print	
Step 1 Company Information       Step 2 Directors Information       Step 3 Permit Business Information       Step 4 Supporting Documents       Step 5 Preview       Step 6 Permit       Step 7 Print         Image: Step 1 Permit Business Information       Image: Step 2 Permit Business Information       Image: Step 2 Permit Business Information       Image: Step 3 Permit Business Information       Image: Step 4 Permit Business Information       Image: Step 5 Permit	
APU Myannar Payment Union     Payment Information	
Payment Information	
Online Fee MMK	3,000
Pa Tha Ka Registration Fee MMK 2	200,000
Technical Service Fee MMK	100
Transaction Fee MMK	500
Total Due MMK 2	203,600
\$ Make	Payment

Figure: Apply Pa-Tha-Ka - check payment amount

(2) Click on **Make Payment** button to make payment and then go to the MPU payment page as below.



	MPU Payment			
	COLUMNED S	Merchant Name : Myanmar Tradenet Test		
	MYANMAR TradeNe	Product Description : Pa Tha	Ka Registration Fee	
		Amount :	203,600.00 MMK	
		9503051881696732	~	
		01 ~ 2022	~ ~	
		955370	GET OTP	
		OTP has been sent to your registered mobile and email.		
		CANCEL CONFIRM PA		
( )		Copyright © 2020, MPU. All rights reserv	red.	

Figure: Apply Pa-Tha-Ka – MPU payment portal

(3) Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MPU Result			
	Payment Result		
	Merchant Name :		
	Myanmar Tradenet Test		
TradeN	et		
	Product Description :	Pa Tha Ka Registration Fee	
	Invoice Number :	PTK26102010412800000	
	Amount :	203,600.00 MMK	
	Card Number :	9503-05XX-XXXX-6732	
	Status :	Approve	
	Approve Code :	GKPEXP	
	Date/Time :	26 Oct 2020	
	Transaction Ref :	310994	
	CON	TINUE	
	Copyright © 2020, M	PU. All rights reserved.	

Figure: Apply Pa-Tha-Ka – MPU payment success

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**Step 8:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

		🔒 Print
Payme	ent Voucher For	
Date	TIME	
INV NO		
MID		
CARD NUM		
APPR CODE		
TRANS REF		
AMT :MMK		

Figure: Apply Pa-Tha-Ka – print the payment voucher

Step 9: Click on Continue button to print your Pa Tha Ka card, following screen will appear.

- (1) Click on **Send OTP** button send OTP code to your registered email.
- (2) Check your email get the OTP code.

							HOME	ABOUT US	6 HOW TO APPLY FA	AQs CONTACT
	TradeNet 2.0	🛓 Apply Cards 🗸	Apply Oversea Licenc	Press F11 to exit full scre	ennce -		1	8	e TestNN -	Log out 🤷
<b>@</b>										
Ľ	💶 Pa Tha Ka -	> New Applic	ation							
Ľ		\ \		\\	\					
¢	Step 1 Company Information	Step 2 Directors Information	Step 3 Permit Business Information	Step 4 Supporting Documents	Step 5 Preview Pa	tep 6 ayment Voucher	Step 7 Print			
Ż			•							
\$			🛃 Validate OTP	(One Time Pass	code)					
Q			A OTP (One Time Passcode) Please enter the OTP in the f	has been sent to your email. ield below to verify and print	your certificate or	licence form.				
			Send OTP			C Resend OT	P			

Figure: Apply Pa-Tha-Ka – send OTP code

- (3) Enter your OTP code and click on Validate OTP.
- (4) If you did not get OTP code, click **Resend OTP** to send again.

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Oontinue

	MYANMAR									HOME ABO	OUT US H	HOW TO APPLY FA	Qs CONTACT
	TradeNet	2.0 Apply Cards -	Apply Oversea Licence	- 📄 Apply Border Li	icence -					*	4	🕒 Test NN -	Log out 🔒
ž.	💶 Pa Tha	Ka -> New Applic	cation										
Ľ	Char 1	0	(http://	Char 4	Charle E	Char C	Ch						
\$ <sub>r</sub>	Company Informat	ion Directors Information	Permit Business Information	Supporting Documents	Preview	Payment Voucher	Print						
Z						a d a )							
\$ c				ite OTP (One T	me Passo	ode)							
Q			Please enter the	OTP in the field below to v	to your email. verify and print y	our certificate or licend	ce form.						
	Ente	er OTP Code							_				
			♥ Validate 0	P				CResend OTP	]				

Figure: Apply Pa-Tha-Ka – verify the OTP code

**Step 10:** If your OTP code is verified, below print preview will appear. You can print the Importer/Exporter Registration Certificate, click on **Print** button and Permit Business, click on **Print Permit Business** button as show in below.

G	HYANMAR										HOME ABOUT US HOW TO APPLY FAQs CONTACT
	TradeNet 2.0	🚊 Apply Cards -	Apply Oversea Licence	- Apply Border							🕋 🌲 😝 TestNN + Log out 🔒
£	Step 1 Company Information	Step 2 Directors Information	Step 3 Permit Business Information	Step 4 Supporting Documents	Step 5 Preview	Step 6 Payment Voucher	Step 7 Print				
2											Print Permit Business
					Constant of	The Governme	nt of The Repu Ministry of Departmer	blic of the Uni Commerce nt of Trade	on of Myanmar		
						CERTIFICATE (	OF EXPORTER	IMPORTER R	EGISTRATION		
					1. Enterprise Name	ART DECORATION	COMPANY LIMITED	2. Registration I	lo: 103319730(27/10/2020)		
								3. Registration	erm: Five Year		
								4. Start Date:	27/10/2020		
								5. End Date:	26/10/2025		
					6. Address:	No.A/001.Thitmin Ye Township.	eiktha, Thumingalar Sti	eet, Na Nwinn Gone	Quarter.Thingangyun		
						nangon nogon, mir					
					7. Business Regist	ation No : 103319	1730(13/07/1999)				
					8. Type of Busines	: Trading (Myanmar	Company)				
					9. Type of Service	New				-	
					10. Contact No :						
					+90920015	,441			stnn/4524@gmail.com		
					Telephon 11. Remarks :	No. IM Testing PTK	Fax No.		E-mail		
					12. Terms and Con I hereby registr terms and con (a) Line of goo (b) The enterput the registered	Jitions : r the above mentio itions: fs permitted - all it ise must abide by : Exporters/Importer	oned enterprise as tems except prohib the Export/Import rs.	Exporter/Importe ited and restricted rules and Regulat	r subject to the following I items. ions prescribed for		
										Ko Ko Lay (Deputy Director General)	
							OPTK-00003-2020	, ,			-

Figure: Apply Pa-Tha-Ka – step 7 print

## Search Pa Tha Ka

**Step 1:** Click on **Search Application** from the **Apply Pa Tha Ka** of **Apply Cards** menu, following screen will appear.

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	20		ABOUT US PREFERENTAIL TRADENET HOW TO APPLY FAQ CONTACT	Î
		Apply Cards - Apply C	versea Licence - 📲 Apply Border Licence - 🔗 🧳 🛛 Test NN - Log out 🕯	
Ð		🖪 Apply Pa Tha Ka 🕨	Q Search Application	
1	<b>Q</b> Pa Tha Ka S	Apply Individual Trading		
Ż		Apply Whole Sale Card	Pa Tha Ka No •	
¢		🖪 Apply Retail Card 🔹	199999999-00 <b>Q</b> Search	
Ľ		🖪 Apply Whole Sale/Retail Card		
\$		🖪 Apply Wine Importation Card 🕨		ł

Figure: Search PTK application

**Step 2:** Click **Search** icon, following Pa-Tha-Ka information screen will appear. You can make **Amend**, **Extension** and **Cancellation**.

If you want to make the amendment of PTK click on **Amend** button.

If you want to make the extension of PTK click on **Extension** button.

If you want to make the cancellation of PTK click on **Cancel** button.

M Inbox-	khinmonkhine@inforithm ×   ③ F	Rabbit:: Zawgyi to Unicode, Unico 🗙 💽 🔿 Ta	ade Net 2.0 x 🔯 Resources - EDC x   +	- 1 5 00	8	× :
	Trade NET <sup>22</sup>	Apply Cards -	ABOUT US PREFERENTIAL TRADENET HOW TO APPLY I OVErsea Licence - Apply Border Licence - APPLY I OVErsea LICENCE - APPLY I O	FAQ CON		ŝ
83 10 10 10 10 10 10 10 10 10 10 10 10 10	<b>Q</b> Pa Tha Ka S	Apply Pa Tha Ka     Apply Individual Trading     Apply Whole Sale Card     Apply Retail Card     Apply Whole Sale/Retail Card     Apply Whole Sale/Retail Card     Apply Whole Sale/Retail Card     Apply Duty Free Shop Card     Apply Duty Free Shop Card     Apply Re-Export Card	Q Search Application Pa Tha Ka No *  1999999999-00 Q Search C Amend C Extension X Cancel  399999999-00			
javascriptvoid(	Company Name Business Type Business Registration N Type of Company Permit Business	Apply BSA Card	Trading Trading Trading tem 16			
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## **Amend Pa-Tha-Ka**

When you made changes on company information in DICA, your Pa Tha Ka will be at the amend process and you cannot do any other applications. First you have to do Pa Tha Ka amend as below image.

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	Apply Cards -				<b>6</b>	r 🔶	e lest AA -	Lo
Alert								
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Figure: Alert message to make Pa Tha Ka

**Step 1:** Click on **Search Application** from the **Apply Pa Tha Ka** of **Apply Cards** menu and Pa-Tha-Ka information screen will appear.

Step 2: Click on Amend button, following step1 form page will appear and you can make edit.

Remark: Please do not forget to check on the checkbox of amended fields.

**Notes:** Some of company information fields will be disabled after getting API integration with DICA for company information you cannot make amend on those fields.

Importer/Exporter Registration & Car	ds User Guide
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Apply Cards -				😭 🔎 🙂 Test NN -
Pa Tha Ka Type •		Business Registration No •		
Company	-	106013101		
Company Registration Date •		Company Name •	Owner Name •	
10/10/1994		GREAT MYANMAR ISLANDS COMPANY LIMITED	IM Testing	
NRC Old-Format NRC/Passport No		NRC• 12 J PABATA J (C) J 000001		
Revenue/Investment Amount *		Currency*	MIC Permit No	
450		MMK	· 720/1994-1995 001	
Unit Level		Street Number and Street Name •	Quarter/City/Township •	
		No.63, 2nd Street, (Taung Gyi St.)	(23) Ward, South Dagon Myo Thit Townshi	p
States/Divisions *		Country +	Postal Code	
Yangon Region	-	MYANMAR	~	
Mobile 1(For SMS) *		Mobile 2/Office Phone No.	Mobile 3/Home Phone No.	
+959250191441				
Fax		Email •		
01555456		testnn74524@gmail.com		
Type of Business •		Type of Company *		
Trading	*	Myanmar Company	*	
Please tick checkbox if your company changed directors.				
				Activate Windows

Figure: Amend Pa-Tha-Ka Step1

Step 3: After making edit, click on Next button and then following step2 screen will appear.

Remark: Please do not forget to check on the checkbox of amended fields.

**Notes:** Some of director information fields will be disabled after getting API integration with DICA for director information you cannot make amend on those fields.

Importer/Exporter Registration & Card	ds User Guide
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Traden	let 2.0 📋 Apply Cards -			*	🖉 😲 Test NN	Log
ကုန်/သွင်းကုန် င	လိုင်စင်များ လိုလျှင် ပသက အချက်အလက်မု	ျားပြင်ဆင်ပြီးမှ လျှောက်ထားခွင့်ပြုမည်။ ပသက	အချက်အလက်များပြင်ဆင်လိုလျှင် ဒီနေရာမှဝင်ရောက်၍	ပြင်ဆင်နိုင်ပါသည်။	.0	0 J • 0
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211044	entries				Search.	
#1↓ N	Name	1J NRC	1↓ Position 1↓ Email		↑↓ Actio	ns
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#1 N 1 U 2 D	Name J THAN SOE DAW THAN THAN SOE	III         NRC           12/PABATA(N)021237         12/PABATA(N)021238	1⊥ Position 1⊥ Email greatmyanmarisla greatmyanmarisla	nd@gmail.com nd@gmail.com	11 Actio	tions <b>-</b>
#1⊥ N 1 U 2 D	Name J THAN SOE DAW THAN THAN SOE	III         NRC           12/PABATA(N)021237         12/PABATA(N)021238	T1     Position     T1     Email       greatmyanmarislan     greatmyanmarislan	nd@gmail.com nd@gmail.com First	↑ Actio	tions   tions  Last
#TL N 1 U 2 D Showing 1 to	Name J THAN SOE DAW THAN THAN SOE to 2 of 2 entries	III         NRC           12/PABATA(N)021237         12/PABATA(N)021238	T⊥     Position     T⊥     Email       greatmyanmarisla       greatmyanmarisla	nd@gmail.com nd@gmail.com First	T1 Actio	tions   tions   Last
# t⊥     N       1     U       2     D       Showing 1 to       < Previous	Name J THAN SOE DAW THAN THAN SOE to 2 of 2 entries	III         NRC           12/PABATA(N)021237         12/PABATA(N)021238	T⊥ Position T⊥ Email greatmyanmarisla greatmyanmarisla	nd@gmail.com nd@gmail.com First	TL Actio	tions  tions  Last Next >
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Figure: Amend Pa-Tha-Ka Step2

Step 4: After making edit, click on Next button and then following step3 screen will appear.

N MVANMAR	HOME ABOUT US HOW TO APPLY FAQs
TradeNet 2.0	in 🖓 🧳 🕒 Test NN - La
Step 1 Company Information         Step 2 Directors Information         Step 3 Permit Business Information         Step 4 Supporting Documents         Step 5 Preview         Step 6 Payment         Step 7 Print	
📽 Permit Business Information	
Show 10 • entries	Search:
# 11 Permit Business	1
ဆေးနှင့်ဆေးပစ္စည်းများလက်လီ(လက်ကား ဖြန့်ဖြူးရောင်းခုခြင်း	
Showing 1 to 1 of 1 entries	First Previous 1 Next Las
Amend Permit Business Information	
Permit Business	
- Select - + Add O Clear	
Show 10 + entries	Search:
# 11 Permit Business	11 Actions
No data available in table	
Showing 0 to 0 of 0 entries	First Previous Next Las
/ Dem inne	Neut
Control Previous	Next

Figure: Amend Pa-Tha-Ka Step3

Step 5: After making edit, click on Next button and then following step4 screen will appear.

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	MYANMAR					HOI	ME ABOUT US H	IOW TO APPLY FAC	S CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence	e - 📄 Apply Border L	icence <del>-</del>		x 🗳	🕑 Test NN 🗸	Log out 🤷
<u>•</u>	💶 Pa Tha Ka -	> Amend Appl	ication						
2 6	Step 1 Company Information	Step 2 Directors Information	Step 3 Permit Business Information	Step 4 Supporting Documents	Step 5 Preview Payment	Step 7 Print			
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ø Q	ကုမ္ပဏီ Letter Head ပါ	လျှောက်လွှာ	•			Browse		@ Browse.	
	Show 10 ¢ entries						Search:		
	# 1↓ Docum	ent Type	î⊥ At	ttachment Name		1↓ Filename		Actions	
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	Showing 1 to 1 of 1 entr	ies					First Previo	us 1 Next	Last
	<pre> Previous</pre>							Ne	×t >

Figure: Amend Pa-Tha-Ka Step4

**Step 6:** After making edit, click on **Next** button and then following step5 screen will appear to review the Pa-Tha-Ka information and director information.

Pa Tha Ka -> Amend Application		
Step 1 Step 2 Step 3 Directors Information Permit Business Information	Step 4         Step 5         Step 7           Supporting Documents         Preview         Psyment	
😤 Company Information	4 Directors Information	
Company Name	GREAT MYANMAR ISLANDS COMPANY LIMITED	
Type of Business	Company	
Business Registration No	106013101(10/10/1994)	
Type of Company	Myanmar Company	
Permit Business	ဆေးနှင့်ဆေးပစ္စည်းများလက်လီ(လက်ကား ဖြန့်ဖြူးရောင်းရမြင်း	
Revenue/Investment Amount	450 MMK	
MD/Owner Name and NRC No	IM Testing 12/PABATA(C)000001	
Company Address	No.63, 2nd Street, (Taung Gyi St. (23) Ward, South Dagon Myo Thit Townshi, Yangon Region, MYANMAR	
Mobile	+959250191441	
Fax		
Email	testnn74524@gmail.com	
Registration Term		

Figure: Amend Pa-Tha-Ka Step5

After reviewed the Pa-Tha-Ka information, click on **Submit** button to submit to the MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

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**Step 7:** After approved the Pa-Tha-Ka application by MOC officer, there will be shown in Make Payment List of member dashboard.

\$ Make Payme	ent	Message fr	rom MOC	In Progress		leted		
<b>\$</b> Make Payment	List							
Show 10 ¢ entries					Sea	Search:		
Form Type 1	Application Type 11	Application No 11	Date 11	Status/Message	Created By 11	Actions		
Pa Tha Ka	Amend	OAPTK-00011-2020	10/11/2020 18:45	Pay Application fees	Test NN	\$ Make Payment		
Whole Sale	New	OW-00002-2020	02/11/2020 10:18	Pay Application fees	Test NN	\$ Make Payment		
Showing 1 to 2 of 2 entrie	25				First I	Previous 1 Next Last		

Figure: Amend Pa-Tha-Ka – make payment message

- (1) Click on **Make Payment** button you can check the amount of payment.
- (2) Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- (3) Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

**Step 8:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.



	Payment Voucher For	
Date	TIME	
INV NO		
MID		
CARD NUM		
APPR CODE		
TRANS REF		
AMT :MMK		

🖶 Print

Ontinue

Figure: Amend Pa-Tha-Ka - print the payment voucher

Step 9: Click on Continue button to print your Pa Tha Ka card, following screen will appear.

- (1) Click on **Send OTP** button send OTP code to your registered email.
- (2) Check your email get the OTP code.
- (3) Enter your OTP code and click on Validate OTP.
- (4) If you did not get OTP code, click **Resend OTP** to send again.

**Step 10:** If your OTP code is verified, below print preview will appear. You can print the amend Importer/Exporter Registration Certificate, click on **Print** button and Permit Business, click on **Print Permit Business** button as show in below.



-	МТАХИАЯ				HOME ABOUT US	HOW TO APPLY FAC	S CONTACT	
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence - Apply Bord			🕋 🌲	TestNN -	Log out 🔒
Ð	Step 1 Company Information	Step 2 Directors Information	Step 3 Step 4 Permit Business Information Supporting Documer	ts Step 5 Preview	Step 6 Step 7 Payment Voucher Print			
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2						🖨 Print	🖨 Print Permit Busir	ness
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2								
Ş					The Government of The Republic of the Union of Myanmar Ministry of Commerce			
Q				a design of the second	Department of Trade			
					CERTIFICATE OF EXPORTER/IMPORTER REGISTRATION			
				1. Enterprise Name	ART DECORATION COMPANY LIMITED     2. Registration No: 103319730(27/10/2020)			
					3. Registration Term: Five Year			
					4. Start Date: 27/10/2020			
					5. End Date: 28/10/2025			
				6. Address:	No.4/001.Thitmin Yelktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township,			
					Yangon Region, MYANMAR			
				7. Business Registr	ration No : 103319730(13)07/1999)			
				8. Type of Business	3 : Trading (Myanmar Company)			
				9. Type of Service :	: New			
				10. Contact No :	21//1 sumo7/57/@wwwJ.com			
				+35325013	zawa vesuri v vzawygyłeścom			
				Telephone 11. Remarks :	e no. Pax no. E-mail IM Testino PTK			
				12. Terms and Con	nditions :			
				I hereby registe terms and cond	er the above mentioned enterprise as Exporter/Importer subject to the following ditions:			
				(a) Line of good	ds permitted - all items except prohibited and restricted items.			
				the registered i	Exporters/Importers.			
			a material and					
					Ka Ka Lay (Deputy Director General)			
					OPTK-00003-2020			-

Figure: Amend Pa-Tha-Ka - step 7 print

## **Extension Pa-Tha-Ka**

**Step 1:** Click on **Search Application** from the **Apply Pa Tha Ka** of **Apply Cards** menu and Pa-Tha-Ka information screen will appear.

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۲	Trade NET <sup>22</sup>	🚊 Apply Cards 🗸 📄 Appl	ABOUT US PREFERENTAIL TRADENET HOW TO APPLY FA	Q CONTAC	ст 🔒
	<b>Q</b> Pa Tha Ka S	<ul> <li>Apply Pa Tha Ka</li> <li>Apply Individual Trading</li> </ul>	Q Search Application		
		Apply Whole Sale Card     Apply Retail Card     Apply Whole Sale/Retail Card	Pa Tha Ka No     1999999999-00     Q. Search      Cf Amend     Cf Extension     X Cancel		
8		Apply Wine Importation Car     Apply Duty Free Shop Card	d> Directors Information		
	Pa Tha Ka No Company Name	Apply Re-Export Card     Apply BSA Card	9999999-00		
	Business Type		Company		
	Business Registration N	40	199999999		
	Type of Company		Trading		
javascript:void(0)	Permit Business		Item 16		
screensh	iot-edc.mpng ^ 🖹 sc	reenshot-edc.mpng ^ 🔳 wine	-card-new-2.png ^ 🗟 wine-card-new-1.png ^	Show all	×

Figure: Pa Tha Ka information page

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Step 2: Click on Extension button, you can review all information but you cannot make edit.

Step 3: Choose your Extension Period and review information step by step.

After reviewed the Pa-Tha-Ka information, click on **Submit** button to submit to the MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the Pa-Tha-Ka application by MOC officer, there will be shown in Make Payment List of member dashboard.

- (1) Click on **Make Payment** button you can check the amount of payment.
- (2) Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- (3) Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your Pa Tha Ka card, following screen will appear.

- (1) Click on **Send OTP** button send OTP code to your registered email.
- (2) Check your email get the OTP code.
- (3) Enter your OTP code and click on Validate OTP.
- (4) If you did not get OTP code, click **Resend OTP** to send again.

**Step 7:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

## **Cancellation Pa-Tha-Ka**

**Step 1:** Click on **Search Application** from the **Apply Pa Tha Ka** of **Apply Cards** menu and Pa-Tha-Ka information screen will appear.



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63 63 64	<b>Q</b> Pa Tha Ka S Pa Tha Ka No	Apply Pa Tha Ka     Apply Individual Trading     Apply Undividual Trading     Apply Whole Sale Card     Apply Retail Card     Apply Whole Sale/Retail Car     Apply Whole Sale/Retail Car     Apply Unie Importation Can     Apply Duty Free Shop Card     Apply Re-Export Card	Q Search Application Pa Tha Ka No* 199999999-00 Q Search C Amend C E Extension C Cancel		
javascriptvoid(0)	Pa Tha Ka     Pa Tha Ka     Apply Whole Sale Card     Pa Tha Ka     Apply Whole Sale Card     Pa Tha Ka No     Apply Whole Sale Card     Pa Tha Ka No     Apply Whole Sale/Retail Card     Pa Tha Ka No     Apply Unit individual Trading     Pa Tha Ka No     Apply Ba Card     Pa Tha Ka No     Pa Tha Ka No     Apply Ba Card     Pa Tha Ka No     Directors Information     Pa Tha Ka No     Pa Tha Ka				
screens	hot-edc.mpng ^ 🖹 sc	creenshot-edc.mpng ^ 🖹 wine	-card-new-2.png ^ 🖻 wine-card-new-1.png ^	Show a	× III

Figure: Pa Tha Ka information page

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the Pa-Tha-Ka information, click on **Submit** button to submit to the MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the Pa-Tha-Ka application by MOC officer, your Pa Tha Ka has been cancelled.

**Note:** If your Pa Tha Ka has been cancelled, all of your Pa Tha Ka's related cards will also be cancelled.

## **Business Service Agency**

When you click on **BSA Card** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

Drafts – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

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	MYANMAR				HOME ABOU	TUS HOW TO A	APPLY FAQs CONTACT
	TradeNet 2.0	oply Cards - 📄 Apply Overs	sea Licence - 📄 Ap	ply Border Licence <del>-</del>	<b>*</b>	<b>.</b> Өт	estCC - Log out 🐣
<b>@</b>							
1	Business Service	Agency					
2	nbox 🤊		Drafts	/⊟ In Progres	s	Approved	
2	Show 10 ¢ entries				5	Search:	
\$ <sup>2</sup>	Application Type	Application No 11	Approved/Notify Da	te ↑↓ Status/Messa	ge Create	d By 🕕	Actions
۹				No data available in table			
	Showing 0 to 0 of 0 entries					First Previou:	s Next Last

Approved – display the application, which has been approved by MOC officer.

Figure: Business Service Agency (BSA) card section

# **Apply Business Service Agency (BSA)**

Step 1: Click on Apply New Application from the Apply BSA Card of Apply Cards menu.

MYANMAR				HOME ABOUT US HOW TO APPLY FAQs CONTACT				
TradeNet 2.0	🛓 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	<b>*</b>	² 😲 Test NN -	Log out		
Step 1 Pa Tha Ka Information	Step 2 Business Service Agency Info	ormation Step 3 Supporting Document	ts Step 4 Step 5 Step 6 Preview Payment Print					
		Pa Tha Ka No •						
		106013101						
		Pa Tha Ka Issued Date						
		29/09/2020						
		Date of Validity						
		28/03/2021						
		Company Name						
		GREAT MYANMAR ISLAND	S COMPANY LIMITED					
		Company Address						
		No.63, 2nd Street, (Taung G Region,MYANMAR	yi St:, (23) Ward, South Dagon Myo Thit Townshi, Yangon					
		Mobile						
		+959250191441						
					_			
					N	ext >		
				A.c.	tivate Windows			
TN-License-Permit.png				Go	to Settings to activate Wi	ndows. Show all		



**Step 2:** When you click on **New Application**, following BSA card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

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🖪 BSA Card -> New App	lication	
Step 1 Pa Tha Ka Information Step 2 Business Service.	Agency Information Step 3 Step 4 Step 5 Step 6 Preview Payment Print	
	Registration Term •	
	Choose	•
	MD Name/Director Name *	
	Q Searc	ch Directors
	Type of Business *	
	Choose	~
	Agent of Authorize Company *	
	Service of Agent *	
	Commission Salary L/C (OR) TT	
Previous		Next
Trevious		NEX! >

#### Figure: Apply BSA Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button as shown in below.

	- AVIANUE	_					-	HOME AB		Qs CONTACT
	TradeNet 2.0	<b>::</b> :	irectors List				×			Log out 🔒
Ð		Show	10 ¢ entries		Sear	rch:				
	🖬 BSA Card -> New Applica	#1	Name 11	NRC	ţţ	Position 11				
	Step 1 Pa Tha Ka Information Step 2 Business Service Agency	1	DAW CHO MAR HTAY	12/OUKATA(N)050926		Select				
		2	U KYAW LWIN	12/THAGAKA(N)135929		Select				
Q		3	U SEIN TUN	12/KATATA(N)006493		Select				
		Show	ing 1 to 3 of 3 entries		First F	Previous 1 Next Last				
			gene of a feature company			× Close				
			IM Test							
		Si	ervice of Agent •							
			Test NN							
			Commission Salary 💽 L	(C (OR) TT						
	<pre>≮ Previous</pre>								Nex	

Figure: Apply BSA Card – step 2

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Step 1 Pa Tha Ka Information Business Service Agency Informat	Step 3 Supporting Documents         Step 4 Preview         Step 5 Payment         Step Prime	0 6 t	
Document Type • ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ	Attachment Name • Company 100%s	sample.pdf	@ Browse
Show 10 • entries #1 Document Type	11 Attachment Name	11 Filename	Search: Actions
1 ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ Showing 1 to 1 of 1 entries	Company	BSA_27102020163014.	off     Total       First     Previous     1     Next     Last
< Previous			Next >

Step 3: Fill up the BSA information and click to Next button, to go to step3 as follow image.

Figure: Apply BSA Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.



Agency Information Step 3 Supporting Documents 9730 2020 2025 ECORATION COMPANY LIMITED	Step 4 Preview Step 5 Preview Payment	Step 6 Print						
Agency Information Step 3 Supporting Documents 2020 2025 ECORATION COMPANY LIMITED	Step 4 Preview Payment	Step 6 Print						
Agency Information Step 3 Supporting Documents 9730 2020 2025 ECORATION COMPANY LIMITED	Step 4 Proven Payment	Step 6 Print						
9730 2020 2025 ECORATION COMPANY LIMITED								
2020 2025 ECORATION COMPANY LIMITED								
2025 ECORATION COMPANY LIMITED								
ECORATION COMPANY LIMITED								
JUI,Initmin teiktha, Inumingalar Street, Na Nwi	vinn Gone Quarter,Thingangy	yun Township, Yangor	gon Region,MYANMAR					
50191441								
I TUN								
t								
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501 I TU t R) T	91441 N T	91441 N T	91441 N T	91441 N T	19141 N T	91441 N T	91441 N T	9141 N T

Figure: Apply BSA Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.

**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

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TradeNet 2.0				when the second s	a _0	
	Apply Cards -	Apply Oversea I	Licence - Apply Bo	order Licence +	n ÷	lestNN → Lo
🔒 🛛 Make Paym	ent	Message	from MOC	In Progress	Con	pleted
Ş 1		0		;≡ 。	✓ 2	
\$ Make Payment	List					
Show 10 🗢 entries					Searc	n:
			_			
Form Type ↑↓	Application Type ↑↓	Application No ↑↓	Date ↑↓	Status/Message	Created By 1	Actions
Business Service Agency	New	OBSA-00001-2020	27/10/2020 16:35	Pay Application fees	TestNN	\$ Make Payment
Showing 1 to 1 of 1 entri	es				First Prev	ious 1 Next Las
Message from	MOC List					
Show 10 \$ entries					Searc	1:
Form Type 1	Application Type $\hat{\uparrow} \downarrow$	Application No 11	Date 1↓	Status/Message	Created By	Actions
			No data availa	ble in table		

Figure: Apply Card – make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				НОМ	ABOUT US	HOW TO APPLY FAQs	CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence +	Apply Border Licence -		☆ 🌲	🙁 TestNN 🗸	Log out 🦰
20 1	BSA Card ->	New Applica	tion					
2 \$	Step 1 Pa Tha Ka Information	Step 2 Business Service Agency	Information Step 3	ents Step 4 Step 5 Preview Payment	Step 6 Print			
4 4			Myanmar Payment Union	Galissegued MCB Dere Conete				
Q	Payment In	formation						
	Online Fee				ММК		3,00	00
	Business Service Agency	y Registration Fees			ММК		200,00	00
	Technical Service Fee				ММК		10	00
	Transaction Fee				ММК		50	00
	Total Due				ММК		203,60	00
							\$ Make Payme	ent

Figure: Apply Card - check payment amount

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2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.

MPU Payment		
	Merchant Name : Myanmar Tradenet Test	
MYANMAR TradeNet	Product Description : Business Service Agency Registration F	es
	Invoice Number : SaKa2710201636420 Amount : 203,600.00 M	оо ИК
	Card Number	
	Month Year Y	
	Enter OTP GET OTP	
	CANCEL CONFIRM PAYMENT	
	Conversion © 2020 MDU All violate reconverses	

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

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MPU Re	sult			
		Payment Result		
	POIMMERBE	Merchant Name :		
	MYANMAR	Myanmar Tradenet Test		
	TradeNet	Product Description :	Business Service Agency Registration Fees	
		Invoice Number :	SaKa2710201650040000	
		Amount :	203,600.00 MMK	
		Card Number :	9503-05XX-XXXX-6732	
		Status :	Approve	
		Approve Code :	NZISKY	
		Date/Time :	27 Oct 2020	
		Transaction Ref :	311300	
			CONTINUE	
			CONTINUE	

Figure: Apply Card – MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

			🖨 Print
	Payment Vo	oucher For OW-00001-2020	)
Date	27/10/20	TIME	16:15:33
INV NO	W27102016145000	00000	
MID	205104001204577		
CARD NUM	950305xxxxx6732		
APPR CODE	Transaction Succes	s	
TRANS REF	311288		
AMT :MMK		53,600.00	
			Continue

Figure: Apply Card – print the payment voucher

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Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

					HOME AE	OUT US	HOW TO APPLY FAC	s CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	2	😫 Test NN 🗸	Log out 📤
<b>@</b>								
ŝ	💶 BSA Card ->	> New Application	'n					
Ž			1					
\$	Step 1 Exporter Information	Step 2 Licence Information	Step 3 Step 4 Items Supporting Documents	Step 5 Step 6 Print Payment Voucher				
Ž			/					
\$			🛃 Validate OTP (O	ne Time Passcode)				
Q			A OTP (One Time Passcode) has b Please enter the OTP in the field be	een sent to your email. elow to verify and print your certificate or licence form.				
			Send OTP	S Reser	nd OTP			

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

	MYANWAR				HOME AB	OUT US	HOW TO APPLY FAC	s CONTACT
	TradeNet 2.0	🛓 Apply Cards 🗸	Apply Oversea Licence -	Apply Border Licence -	*	<b>2</b>	🙁 Test NN 🗸	Log out 🤷
1	💵 BSA Card ->	New Application	n					
Ż								
φĽ	Step 1 Exporter Information	Step 2 Licence Information	Step 3 Step 4 Items Supporting Documents	Step 5 Print Payment Voucher				
Ż		, , , , , , , , , , , , , , , , , , ,	-					
\$r			よ Validate OTP (O	ne Time Passcode)				
0			A OTP (One Time Passcode) has b	een sent to your email.				
~	Enter OTP C	Code	Please enter the OTP in the field be	elow to verify and print your certificate or licence form.	_			
			Validate OTP	C Resend OTP				

Figure: Apply Card - verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.



N MONTHA		HOME ABOUT US HOW TO APPLY FAQ: CONT
TradeNet 2.0	s · 🔹 Apply Oversas Licence · 📲 Apply Border Licence ·	or 🗍 😫 🖓 Testhin - Log o
	the state of the s	
BSA Card -> New App	Jication	
Step 1 Pa Tha Ka Information Step 2 Business Service	Step 3 Step 3 Step 4 Step 4 Step 4 Step 4 Step 4 Step 5 Step 4 Step 5 Step 4 Step 5 Step 4 Step 5 St	
· · · · · ·		
		🕀 Print
	The Government of The Republic of the Union of Myanmar	
	Ministry of Commarce Department of Trade	
	CERTIFICATE OF BUSINESS REPRESENTATIVE	
	1.5.44 No.: 54 Ko.0001	
	2.5Herl Dete 27/10/2020	
	2.Volid Dove 28/10/2021	
4.Company Name	ART DECORATION COMPANY LIMITED	
5.Address	No.A001.Th/tesh / Holdha, Tuuninggiar Street, No Hvienin Gore Quarter/Thinggraphyon Township, Yangoon Region_MYANMAR	
6.Contact No./e-mail	499220193441	
THE New Production		
7.MD Name Director Name	U daar tuat	
8.Agent of Authorize Company	M Tast	
9.Business Registration No	103318726(33071999)	
10.Type of Business	Sanka	
11.Service of Agent (or) Commodity	Test NS	
	LC (RN TT	
12.Type of Service	New	
13.Remark	IN Testing	
	No ficiar District General	
	0854-0001-2010	

Figure: Print Card

#### **Amend Business Service Agency**

Step 1: Click on Search Application from the Apply BSA Card of Apply Cards menu and then Search button, following screen will appear.

	A						ABOUT US PREPERENTAL TRADENET HOW TO APPLY FAQ CONTACT				Î
	Trade NET	Apply Cards - Apply Oversea Lio			ence - 📄 Apply Border Licence -			🔿 🔶 🔶	🙂 Test NN -	Log out 🖴	
ø		🗱 Apply Pa Tha Ka	•								
101 87 87 87 87 87	<b>Q</b> Business Se	Apply Individual Tr	ading +								I
		C Apply Whole Sale	Card >	Pa Tha Ka No •							I
		Apply Retail Card		1999999999							I
		Apply Whole Sale	Retail Carde	BSA Card No •							I
		C Apply Wine Impor	tation Card+	SaKa00001/2	1020	Q, Search					I
		Apply Duty Free S	hop Card 🔸				8	Amend 🗹 Extensio	an K Cancel		I
	Pa Tha Ka No	Apply Re-Export C	and +	19999	199999						ĩ
	Ro The Keller and Date	Apply BSA Card	•	A Search Applica	ition						
	Pa Tha Ka Issued Liate		_								
	Date of Validity			17/01/	2025						
	Company Name	Company Name			ting Trading						
	Company Address	Company Address			No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar						
everses myanmathadenet.com/Card/Type+Business Service Agency						-		-			-
	re-export-extension.png ^ 🖹 d	utyfree-extension.prg 🗠	Biannew-6.ph	9 ^	B bianew@-payme_pag ^	B biannew-Aprig	^	bia-new-1.prg	^ I	Show all 3	×

Figure: Search application

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Step 2: When you click on Amend button following card form will appear step by step.

Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 7:** If your OTP code is verified, you can print the card, click on **Print** button.

#### **Extension Business Service Agency**

**Step 1:** Click on **Search Application** from the **Apply BSA Card** of **Apply Cards** menu **a**nd then **Search** button, following screen will appear.


	A						ABOUTUS	PREFERENTALL T	RADENET	HOW TO APPOY	SAQ CONTAC	2
	Trade NET	🗄 Apply Cards - 📄 App	ly Oversea Lice	ce - 🖹 A	pply Border Licence			*	٠	e Test NN -	Log out	۹ ا
ø		🐻 Apply Pa Tha Ka										
Ú.	Q Business Se	Apply Individual Trading										
B/		Apply Whole Sale Card	• Pa Tha P	a No •								
5		C Apply Retail Card	• 19999	0000								
		Apply Whole Sale/Retail Ca	BSA Car	No *								
8		Apply Wine Importation Ca	SaKa0	001/2020		Q, Search		_		-		
		Apply Duty Free Shop Card	•				8	Amend 🗹	Extension	X Cancel		
	Pa Tha Ka No	Apply Re-Export Card	•	99999999999								
	Ro The Keller and Date	C Apply BSA Card	• Q. Search	pplication								
	Partna ka issued Date											
	Date of Validity			17/01/2025								
	Company Name			M Testing Tra	Sing							
	Company Address			vio 2, Min Nan	dar Road,Kamaryut,Ya	ngon,Myanmar						
D-B-MARA	yannahadenet.com/CardPtype+Business	Service Agency										
8.	e-export-extension.prg ^ 🖹 d	utyfree-extension.png 🗠 🖹 baa	new-6.png	n 🖹 bar	new-5-paymepag _ ^	B barnew-Aprop	~	B barnew-1pr	na	~	Showall	×

Figure: Search application

When you click on **Extension** button following screen will appear.

	A				ABOUT US	PREFERENTAL TRADE	ENET HOW TO APPLY	FAQ CONTACT
	Trade NET	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -			Test NN	- Log out 合
0 11	BSA Card ->	Extend App	lication					
er B Br	Step 1 Pa Tha Ka Information	Step 2 Business Service Agen	cy information Step 3 Supporting Doc	ments Step 4 Step 5 Payment	Step 6 Print			
в	Pa Tha Ka No	199999999	19					
	Pa Tha Kallsound Date	17/01/2020	)					
	Date of Validity	17/01/2025						
	Company Name	IM Testing T	Trading					
	Company Address	No 2, Min N	andar Road,Kamaryut,Yangon,My	anmar				
	Mobile	092501914	141					
	MD Name/Director Nam	Director2						

Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.

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3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

## **Cancellation Business Service Agency**

**Step 1:** Click on **Search Application** from the **Apply BSA Card** of **Apply Cards** menu and then **Search** button, following screen will appear.

	Trade NET					ABOUT US PREPERE		Plott to server 1	
	- Huue Nul	Apply Cards - Apply	Oversea Licence -	Apply Border Licence			* *	😑 Test NN -	Log out
9		🗰 Apply Pa Tha Ka							
	<b>Q</b> Business Se	Apply Individual Trading							
'		C Apply Whole Sale Card	Pa Tha Ka No						
		C Apply Retail Card	1999999999	•					
		Apply Whole Sale/Retail Card	BSA Card No						
		Apply Wire Importation Card	SaKa00001/	2020	Q, Search				
		Apply Duty Free Shop Card				C Amend	2 Extension	* Cancel	
	Pa Tha Ka No	Apply Re-Export Card	1999	999999					
		Apply BSA Card	Q, Search Applic	ation					
	Pa Tha Ka Issued Date								
	Date of Validity		17/01	/2025					
	Company Name		IM Ter	iting Trading					
	Company Address		No 2	Min Nandar Road Kamana t Yan	oon Museemar				
	summarizational com/CardPhyse Business	Service Agency	140 2.	Harris Harris an Horaci, Karriar yur, Tarr	goronyarinar				
	resport-extension.png ^ 🖹 d	utytee-extension.prg	e-Sprg A	B barnewd-payme_prg ^	B barnew-Aprop	∧ 8 ba	new-1prg	~	Showall

Figure: Search application

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your BSA has been cancelled.

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**Note:** If your BSA has been cancelled, all of your BSA's related cards such as Show Room and Sale Center cards will also be cancelled.

# Sale Center

There are two kinds of sale center card as follow -

- 1. Sale Center for Commercial Vehicles and
- 2. Sale Center for Motor Vehicles

If you want to apply sale center for motor vehicles you will already have a BSA card.

When you click on **Sale Center Card** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

**Drafts** – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

**Approved** – display the application, which has been approved by MOC officer.

MYANMAR						HOME AB	OUT US	HOW TO AP	PLY FAQs C
TradeNet 2.0	Apply Cards -	Apply Oversea I	Licence -	Apply Borde	er Licence -	*	۵	🙁 Test	tCC - Log
Sale Center									
🗩 Inb	ox		Drafts		/⊞ In Progress		🛛 Арр	roved	
Show 10 ¢ entries							Search	1:	
Application Type	Applica	tion No 11	Approved/Noti	ify Date 🕕	Status/Message	Crea	ated By	11	Actions
				No c	data available in table				
Showing 0 to 0 of 0 entries							First	Previous	Next Last



# **Apply Sale Center for Commercial Vehicles**

Step 1: Click on Apply New Application from the Apply Sale Center Commercial Vehicles Card of Apply Cards menu.



IYANMAR		HOME ABOUT US	HOW TO APPLY FA
FradeNet 2.0	Apply Oversea Licence - 🔹 Apply Border Licence -	A 🗍	E TestNN •
💶 Sale Center for Commercia	al Vehicles -> New Application		
Step 1         Step 2           Pa Tha Ka Information         Sale Center Information	Step 3     Step 4     Step 5     Step 6       Supporting Documents     Preview     Prime     Print		
	Pa Tha Ka No •		
	103319730		
	Pa Tha Ka Issued Date		
	27/10/2020		
	Date of Validity		
	26/10/2025		
	Company Name		
	ART DECORATION COMPANY LIMITED		
	Company Address		
	No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR		
	Mobile		
	+959250191441		
			N

Figure: Apply Sale Center Card

**Step 2:** When you click on **New Application**, following sale center card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

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Sale Center for Commercial	Vehicles -> New Application	1						
Step 1 Pa Tha Ka Information Step 2 Sale Center Information	Step 3 Supporting Documents Preview Payme	5 Step 6 nt Print						
	Registration Term •							
	Choose				•			
	MD Name/Director Nar	ne•						
					<b>Q</b> Search Directors			
	O NRC Old-For	mat NRC/Passport No						
	NRC .							
	- All -	-	- All -	- All -	-			
	Type of Business •							
	Choose	1			•			
	Service Agent or Comm	nodity •				Consignment		
	Agent of Authoriza Ca						•	
	Agent of Admonze Con	mpany -						
A gent of Authorize Company Co	optact							
Agent of Autionize company co	indet							
Unit Level		Street Number and Street	et Name •		Quarter/City/Township •			
State/Region *		Country •			Postal Code			
- Select State/Region -	•	MYANMAR		-				
		Fax						
Email								
Email								
Email Mobile 1		Mobile 2/Office Phone	No.		Mobile 3/Home Phone N	io.		
Email Mobile 1		Mobile 2/Office Phone	No.		Mobile 3/Home Phone N	0.		
Emai Mobile 1 Sale Center Address		Mobile 2/Office Phone	No.		Mobile 3/Home Phone N	0.		
Email Mobile 1  Sale Center Address Unt Level		Mobile 2/Office Phone	No. et Name +		Mobile 3/Home Phone N	o.		
Email Mobile 1  Sale Center Address Unt Level		Mobile 2/Office Phone	No. et Name *		Mobile 3/Home Phone N Quarter/City/Township *	0.		
Email Mobile 1 Sale Center Address Unt Level State/Region +		Mobile 2/Office Phone Street Number and Str	No. set Name *		Mobile 3/Home Phone N Quarter/City/Township * Postal Code	0.		
Email Mobie 1 Sale Center Address Unt Level State/Region * - Select Stans/Region -		Mobile 2/Office Phone   Street Number and Str Country • MYANMAR	No. set Hame *		Mobile 3/Home Phone N Quarter/City/Township * Postal Code	0.		
Email Mobie 1 Sale Center Address Unt Level State/Region * - Select State/Region - Varehouse Address		Street Number and Str Country *	No. set Hame *		Mobile 3/Home Phone N Quarter/City/Township *	0.		
Email Mobile 1 Sale Center Address Unt Level State/Region * - Setect State/Region * Varehouse Address Unt Level Unt Level		Mobile 2/Office Phone Street Number and Str Country * Mr02aeAR Street Number and Str	No		Mobile 3/Home Phone N Quarter/City/Township * Postal Code	a.		
Email Mobie 1 Sale Center Address Unt Level State/Region * - Salec Suns/Region - Varehouse Address Unt Level		Mobile 2/Office Phone Street Number and Str Country + InvakeAut Street Number and Str	No. at Name *		Mobile 3/Home Phone N Quarter/City/Township *	a.		
Email Mobie 1 Sale Center Address Unt Level State/Region * State/Region * Vvarehouse Address Unt Level State/Region		Mobile 2/Office Phone Street Number and Str Country * MrozakaR Street Number and Str Country	No. set Name * et Name	· · · · ·	Mobile 3/Home Phone N Quarter/City/Township + Postal Code Quarter/City/Township Postal Code	0.		
Email Mobie 1 Sale Center Address Unt Level State/Region * - Select Strate/Region - Varehouse Address Unt Level State/Region - Select Strate/Region -		Street Number and Str Country * MrozawaR Street Number and Str Country *	No. set Name * et Name	· · · · · · · · · · · · · · · · · · ·	Mobile 3/Home Phone N Quarter/City/Township + Postal Code Quarter/City/Township Postal Code	0.		

Figure: Apply Sale Center Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.



	MYANMAR				HOME /	BOUT US HO	OW TO APPLY FAC	s CONTACT
	TradeNet 2.0	🚺 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	4	÷ .	😍 TestNN 🗸	Log out 🤷
<b>@</b>								
1	💶 Sale Center	for Commercia	al Vehicles -> New	Application				
\$ <sup>2</sup>	Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print				
Ż	Document Type •		Attachment N	lame •				
لية م	ကုမ္ပဏီ Letter Head ပါ	လျှောက်လွှာ	•		Browse		Browse.	
	Show 10 \$ entries					Search:		
	# î↓ Docur	ment Type	î↓	Attachment Name	î↓ Filename		Actions	
				No data available in table				
	Showing 0 to 0 of 0 entr	ries				First Pr	evious Next	Last
	<pre> Previous</pre>						Ne	ext >

Figure: Apply Sale Center Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

Sale Center for Commercial Vehicles -> New Applie	ation	
kep 1 Step 2 Step 3 Step 4 Priview Priview	Step 5 Step 6 Percent	
Pa Tha Ka No	103219730	
Pa The Ke Issued Date	27710/2020	
Date of Validity	26/10/2025	
Company Name	ART DECORATION COMPANY LIMITED	
Company Address	No.A.001,Thitmin Yelktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangan Region,MYANMAR	
Mobile	-959250191441	
Type of Registration	Sale Center for Commercial Vehicles	
MD Name/Director Name	U SEIN TUN	
MD/Directors' NRC No	12/K4T4T4(5)006493	
BSA Cerd No		
Type of Business	Service	
Service Agent or Commodity	Test NNLC (vr)TT	
Agent of Authorize Company	IM Test	
Agent of Authorize Company Contact	AF Test 111, Free, Kommyn Chegon Mytalawdd Koman Chef Call Aggeraulaum Meanau Chef Chef Call Aggeraulaum Meanau Chef Chef Chef Call Aggeraulaum	
Sale Center Address	222, Pyrs, Kamaryut, Yangon Region, MYAMMAR	
Warehouse Address	333, Pyey, Kamaryut, Yangan Region, M(ANMAR	
Valid Date		

Figure: Apply Sale Center Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.



**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

\$ Make Paym	ent	D Message	e from MOC	In Progress	✓ <sup>Co</sup> 4	mpleted
\$ Make Payment	List					
Show 10 🖨 entries					Sear	rch:
Form Type 1	Application Type $\uparrow\downarrow$	Application No $ {\uparrow} {\downarrow}$	Date ↑↓	Status/Message	Created By ↑↓	Actions
Sale Center for Commercial Vehicles	New	OSCCV-00001-2020	28/10/2020 11:04	Pay Application fees	TestNN	\$ Make Payment
Showing 1 to 1 of 1 optr	65				First Pre	evious 1 Next L

Figure: Apply Card – make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				HOME A	BOUT US HOW TO APPLY FAC	Qs CONTACT
	TradeNet 2.0	🛓 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	🐥 😬 TestNN -	Log out 🤷
@	🖪 Sale Center	for Commercia	I Vehicles -> New ,	Application			
2 \$	Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print			
φĽ			Myanmar Payment Unior				
Q	Payment I	nformation					
	Online Fee				ММК	3,	000
	Sale Center Registration	on Fees			ММК	100,	000
	Technical Service Fee				ММК		100
	Transaction Fee				ММК		500
	Total Due				ММК	103,	600
						\$ Make Payr	ment

Figure: Apply Card – check payment amount

2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.

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MPU Payment			
Contractor	Merchant Name : Myanmar Tradenet Test		
MYANMAR TradeNet	Product Description : Invoice Number :	Sale Center Registration Fees SCCV2810201105440000	
	Amount :	103,600.00 MMK	
	Card Number Month V Year	~	
	Enter OTP	GET OTP	
	CANCEL	CONFIRM PAYMENT	

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MF		Payment Result		
	9000016881	Merchant Name :		
	MYANMAR	Myanmar Tradenet Test		
	TradeNe	Product Description :	Sale Center Registration Fees	
		Invoice Number :	SCCV2810201105440000	
		Amount :	103,600.00 MMK	
		Card Number :	9503-05XX-XXXX-6732	
		Status :	Approve	
		Approve Code :	EOFBUA	
		Date/Time :	28 Oct 2020	
		Transaction Ref :	311339	
		CO		

Figure: Apply Card - MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

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ъ	Dein	4
-		IL,

Payment Voucher For OSCCV-00001-2020								
Date	28/10/20	TIME	11:08:54					
INV NO	SCCV2810201105440000							
MID	205104001204577							
CARD NUM	950305xxxxx6732							
APPR CODE	Transaction Success							
TRANS REF	311339							
AMT :MMK		103,600.00						

Ontinue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

				HC	OME ABOUT U	JS HOW TO APPLY	FAQs CONTACT
TradeNet 2.0	🚊 Apply Cards 🗸	Apply Oversea Licence -	Apply Border Licence -		<b>* 4</b>	. estNN -	Log out 🐣
Sale Center	for Commercia	al Vehicles -> New /	Application				
		\\					
Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 review Payment Voucher Print				
		/ /					
		🔩 Validate OTP (C	)ne Time Passcode)				
		A OTP (One Time Passcode) has	been sent to your email.	an form			
			below to verify and print your certificate or incern				
		Send OTP		<b>5</b> Resend OTP			
	E Sale Center Step 1 Pa Tha Ka Information	E Sale Center for Commercia Step 1 Pa Tha Ka Information Step 2 Sale Center Information	Apply Cards · Apply Oversea Licence ·     Step 1     Sale Center for Commercial Vehicles -> New /     Step 1     Sale Center Information     Step 2     Sale Center Information     Supporting Documents     P     A OTP (One Time Passcode) has     Please enter the OTP in the field     Sele Center Information	Step 1 Step 2 Sale Center for Commercial Vehicles -> New Application Step 1 Pa Tha Ka Information Step 2 Sale Center Information Step 3 Supporting Documents Preview Step 4 Preview Step 5 Preview Preview Step 6 Print Print Print Preview Print Print Print Preview Print	Provide A contract and the contract of th	With About 1         Image: Solution of the state o	With a bourt us How TO APPLY         Image: Apply Cards -       Apply Oversea Licence -       Apply Border Licence -       Image: Apply Cards -       Im

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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	MYANMAR				HC	OME ABOU	TUS H	IOW TO APPLY FAC	Qs CONTACT
	TradeNet 2.0		🖹 Apply Oversea Licence - 👘 Apply Border Licence -			*	<u>ڊ</u>	🕒 TestNN 🗸	Log out 🤷
<b>@</b>									
Ľ	Sale Center	for Commerci	al Vehicles -> New A	Application					
Z			\						
\$ <sup>r</sup>	Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 review Payment Voucher Print					
<u>کر</u> ج			よ Validate OTP (O	ne Time Passcode)					
q			A OTP (One Time Passcode) has Please enter the OTP in the field b	been sent to your email. below to verify and print your certificate or lice	ence form.				
	Enter OTP C	ode 🗾	152299						
			Validate OTP		C Resend OTP				

Figure: Apply Card – verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.

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## Figure: Print Card

## **Amend Sale Center Commercial Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Commercial Vehicles Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.



	Ann 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						ABOUTUS	PREFERENTIAL	TRADENET	HOW TO APPLY	FAQ CONTAG	CT I
	Trade NET	Apply Cards - Apply O	versea Licenc	- 🖹 Ao	ply Border Licence			-	5 <b>4</b> -	😑 Test NN -	Log out	•
ø		🖬 Apply Pa Tha Ka 🔹 🕨										
ė.	<b>Q</b> Business Se	Apply Individual Trading +										
₽r		Apply Whole Sale Card	Pa Tha Ka	Nio =								
5		🖬 Apply Retail Card 🔹	1999999	099								
Br		Apply Whole Sale/Retail Card+	BSA Card No •									
8		Apply Wine Importation Card+	SaKa000	31/2020		Q, Search	_					
		Apply Duty Free Shop Card 🔸					0	Amend	Cotension 2	X Cancel		
	Pa Tha Ka No	Apply Re-Export Card	1	00000000								
	Pa Tha Ka Issued Date	Apply BSA Card	Q, Search Ap	plication								
	Date of Validity		1	/01/2025								
	Company Name	м			ing							
	Company Address		N	2, Min Nandi	ar Road,Kamaryut,Ya	ngon,Hyanmar						
D-BORD	nyanmartradenet.com/CardTtype+Businets	Service Agency										-
м,	e-export-extension.png ^ 🖹 d	lutyhee-extension.png 🗠 📓 blaineer	6.png ^	B barne	nv-5-payme_prg ^	B bianew-Aprop	~	B barnew-1	prig	^	Show all	×

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

#### Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

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#### **Extension Sale Center Commercial Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Commercial Vehicles Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTAL TR	ADENET I	HOW TO APPLY	SAQ CONTACT	1
	Trade NET	Apply Cards - Apply Oversea Lice			Apply Border Licence			*	٠	😑 Test NN -	Log out	۹.
ø		🔯 Apply Pa Tha Ka										
10	Q Business Se	Apply Individual T	ading +									
B⁄		Card +	Pa Tha Ka No									
5		Apply Retail Card	,	1999999999	• · · · · · · · · · · · · · · · · · · ·							
Br.		Apply Whole Sale	Retail Card+	BSA Card No*								
5		C Apply Wine Impor	tation Card+	SaKa00001/5	1020	Q, Search						
		Apply Duty Free S	hop Card 🔸				8	Amend 20 D	xtension	X Cancel		
	Pa Tha Ka No	Apply Re-Export 0	Card +	19995	1999999					-		
		Apply BSA Card		Q, Search Applica	ton							
	Pa Tha Ka Issued Date											
	Date of Validity			17/01	2025							
	Company Name	lame			ting Trading							
	Company Address	Company Address			No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar							
0.0168	myanmartradenet.com/CardThype+Business	Service Agency										-
8	re-export-extension.png ^ 🖹 d	utyfrei eitension.prg 🗠 🗠	B barnew-64	Phg ^	🖹 barnev-5-paymeprg 🗠	bannew-Aprig	· ^	B bia-new-liping		•	Show all	×

Figure: Search applications

When you click on **Extension** button following screen will appear.

The second second second	ABOUT US PROPERT	DITAL TRACES	ALL HOM TO APPLY	and .
Irade NET	oply Cards - 📄 Apply Oversea Licence - 📄 Apply Boeder Licence -	* *	G Test NN	
Sale Center for	Commercial Vehicles -> Extend Application			
Even and the second				
Pa The Ka Information Step	12 Step 3 Step 4 Step 4 Step 4 Step 5 Step 5 Step 5 Step 5 Step 6			
Pa Tha Ka No	199900999			
Pa Tha Ka tasand Date	000010/12			
Date of Validity	17901/2025			
Company Name	Bri Testing Tradeg			
Company Address	No. 2, Min Namlar Road/Kamaryot/Sergan/Myerman			
	09290101441			
Mobile				

Figure: Review the information for extension

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**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

## **Cancellation Sale Center Commercial Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Commercial Vehicles Card** of **Apply Cards** menu **a**nd then **Search** button, following screen will appear.

	A					ABOUTUS PR	EPERENTAL TRADENET	HOW TO APPLY 15	AQ CONTACT
	Trade NET	Apply Cards -	Apply Oversea L	icence - 📄 Apply B	Sorder Licence -		18 🐥	😑 Test NN -	Log out 📤
ø		🛅 Apply Pa Tha Ka	•						
Ú.	Q Business Se	Apply Individual Tradir	9 × 0						
B-		Apply Whole Sale Car	d Patr	ha Ka No *					
5		Apply Retail Card	• 19	20000000					
		Apply Whole Sale/Ret	ail Card+ BSA	Card No •					
5		Apply Wine Importatio	in Carda Sal	a00001/2020	Q,	Search			
		Apply Duty Free Shop	Card +			<b>12</b> ~~	nend 🗹 Extension	X Cancel	
	Pa Tha Ka No	Apply Re-Export Card	•	1999999999					
		Apply BSA Card	<ul> <li>Q, Sear</li> </ul>	ch Application					
	Pa Tha Ka Issued Date								
	Date of Validity			17/01/2025					
	Company Name			IM Testing Trading					
	Company Address			No 2, Min Nandar Ro	ad,Kamaryut,Yangon,Mya	nmar			
preven.	nyanmartradenet.com/CardPtype+Business	Service Agency							
8.	e-export-extension.png ^ 🔋 d	utytee-extension.prg 🗠 🔋	bsarnew-6.png	<ul> <li>B barnewdrp</li> </ul>	aymeprg 🔿  🗎 bar	new-Aprop A	bia-new-1.prg	~	Show all 3

Figure: Search application Importer/Exporter Registration & Cards User Guide | Page **49** of **118** 



Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your sale center cards has been cancelled.

# **Apply Sale Center for Motor Vehicles**

**Step 1:** Click on **Apply New Application** from the **Apply Sale Center Commercial Vehicles Card** of **Apply Cards** menu.

	MYANMAR			HOME ABO	UTUS	HOW TO APPLY FAQ	s CONTACT
	TradeNet 2.0	🛓 Apply Cards -	Apply Oversea Licence -	*		🖲 TestNN -	Log out 🔒
	💶 Sale Center	for Motor Vehi	cles -> New Application				
1	Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3     Step 4     Step 5     Step 6       Supporting Documents     Preview     Payment     Print				
			Pa Tha Ka No •				
			103319730				
ì			Pa Tha Ka Issued Date				
			27/10/2020				
			Date of Validity				
			26/10/2025				
			Company Name				
			ART DECORATION COMPANY LIMITED				
			Company Address				
			No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR				
			Mobile				
			+959250191441				
						Ne	x( >

Figure: Apply Sale Center Card

**Step 2:** When you click on **New Application**, following sale center card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

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TradeNet 2.0	📑 Apply Oversea Licence - 👘 📑 A	Apply Border Licence							~	÷.	🙁 TestNN -
Sale Center for Motor Veh	icles -> New Application	n									
Step 1 Pa Tha Ka Information Sale Center Information	Step 3 Supporting Documents Step 4 Preview	Step 5 Step Payment Print	06 t								
	BSA Card No •										
	Choose						•				
	Registration Term •										
	Choose						-				
	MD Name/Director N	ame •									
		ormat NRC/Passport No				<b>Q</b> Search Directo	irs				
	NRC*				40						
	- All -	•	- All -	•	- All -		•				
	Choose						•				
	Service Agent or Con	nmodity •									
								Consignment			•
	Agent of Authorize C										
Q Agent of Authorize Company C	Contact	ompany •									
Agent of Authorize Company (     Unit Level	Contact	Street Number and	Street Name *			Quarter/City/Too	wnship •				
Agent of Authorize Company C     Unit Level     State/Region *	Contact	Street Number and Street Numbe	Street Name *			Quarter/City/Too	wnship •				
Agent of Authorize Company O     Unit Level     State/Region *     - select State/Region -	Contact	Street Number and Country *	Street Name *			Quarter/City/Too	vnship *				
Agent of Authorize Company O     Unit Level     State/Region *     - select State/Region - Email	Contact	Street Number and : Country * MYANMAR Fax	Street Name *			Quarter/City/Tos	vnship *				
Agent of Authorize Company O     Unit Level     State/Region *     - Select State/Region - Email	Contact	Street Number and Country * MYANMAR Fax	Street Name *			Quarter/City/Tov	wnship *				
Agent of Authorize Company O Unit Level  State/Region *  - Select State/Region - Email  Mobile 1	Contact	Street Number and Country * MANMAR Fax Mobile 2JOffice Pho	Street Name *			Quarter/City/Tov Postal Code	wnship *				
Agent of Authorize Company O Unit Level  State/Region *  - select State/Region - Email  Mobile 1	Contact	Street Number and Country * MrANNAR Fax Mobile 2/Office Pho	Street Name *		-	Quarter/City/To	wnship *				
Agent of Authorize Company O Unit Level      State/Region *      - select State/Region - Email      Mobile 1      Sale Center Address	Contact	Street Number and Country * MrANMAR Fax Mobile 2/Office Pho	Street Name •			Quarter/City/Too	wnship *				
Agent of Authorize Company O Unit Level      State/Region *     - select State/Region - Email      Mobile 1      Sale Center Address      Unit Level	Contact	Street Number and Country * Mr2NMAR Pax Mobile 2/Office Pho	Street Name * ne No.		•	Quarter/City/Too	wnship *				
Agent of Authorize Company O Unit Level  StateRegion * - select StateRegion - Email  Mobile 1  Sale Center Address Unit Level	Contact	Street Number and Country * Mr2NMAR Pax Mobile 2/Office Pho Street Number and	Street Name *		•	Quarter/City/Too	Phone No				
	Contact	Street Number and Country * Mr2NMAR Pax Street Number and Street Number and Country *	Street Name *		•	Quarter/City/Too	Phone No				
Agent of Authorize Company O Unit Level  State/Region * - select State/Region - Email  Mobile 1  State/Region 4 Unit Level  State/Region * - select State/Region -	Contact	Street Number and Country * Mr2NMAR Pax Street Number and Street Number and Country * Mr2NMAR	Street Name *			Quarter/City/Too	Phone No				
Agent of Authorize Company O      Unit Level      State/Region *      - select State/Region -  Email      Sale Center Address      Unit Level      State/Region *      - select State/Region -      State/Region *      - select State/Region -      Warehouse Address	Contact	Street Number and Country * Mr/ANMAR Pax Mobile 2/Office Pho Street Number and Country * Mr/ANMAR	Street Name *			Quarter/City/Ton Postal Code Mobile 3/Home Quarter/City/Ton Postal Code	PPhone Nd				
Agent of Authorize Company O Unit Level      StateRegion *     Select StateRegion - Email      Mobile 1      Sale Center Address Unit Level      StateRegion *     Select StateRegion -      StateRegion *      Select StateRegion -	Contact	Street Number and Country * Mobile 2/Office Pho Street Number and Country *	Street Name *			Quarter/City/Ton Postal Code Mobile 3/Home Quarter/City/Ton Postal Code Quarter/City/Ton Quarter/City/Ton	Phone No				
Agent of Authorize Company O      Unit Level      State/Region *      Select State/Region -  Email      Mobile 1      Sale Center Address      Unit Level      State/Region +      - Select State/Region -      Warehouse Address      Unit Level      Unit Level      State/Region -      Warehouse Address	Contact	Street Number and i Country * MrANMAR Fax Street Number and Country * Mobile 2/Office Pho Country * MrANMAR Street Number and Country * MrANMAR	Street Name *		•	Quarter/City/Too	Phone No				
Agent of Authorize Company O      Unit Level      State/Region *      Sale Center Address      Unit Level      State/Region *      Setstate/Region *      State/Region *      Substate/Region *      State/Region *      Stat	Contact	Street Number and i Country * MrANMAR Fax Street Number and i Street Number and i Street Number and i Country + MrANMAR Street Number and Country + MrANMAR	Street Name •		•	Quarter/City/Too	vnship *				

Figure: Apply Sale Center Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.

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NYANMAR			HOME ABOUT US	HOW TO APPLY FA	Qs C
TradeNet 2.0 Apply Cards - Apply Oversea L	icence - 👘 Apply Border Licence -		🕋 🌲	😫 TestNN 🝷	Lo
Sale Center for Motor Vehicles -> New A	Application				
Step 1 Pa The Ka Information Sale Center Information Supporting Docume	step 4 Step 5 Step 6 Preview Print Print				
Document Type *	Attachment Name *				
ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ	•	Browse		<i>e</i> Browse	ł
			0		
Show 10 entries			Searc	n:	
# ↑J Document Type	î↓ Attachment Name	î↓ Filename		Actions	
	No data available in table				
Showing 0 to 0 of 0 entries			First F	Previous Next	Last
< Previous				N	ext >

Figure: Apply Sale Center Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

Sale Center for Motor Vehicles	-> New Application	
Step 1 Step 2 Ste 2 The Kaleformation Sale Contact Information Stat	p 3 Step 4 Step 5 Step 6 Step 6 Step 6 Step 7 Step	
Pa Tha Ka No	103319730	
Pa Tha Ka Issued Date	27/10/2020	
Date of Validity	26/10/2025	
Company Name	ART DECORATION COMPANY LIMITED	
Company Address	No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR	
Mobile	+959250191441	
Type of Registration	Sale Center for Motor Vehicles	
MD Name/Director Name	U KYAW LWIN	
MD/Directors' NRC No	12/THAGAKA(C)135929	
BSA Card No	Se Ka-00001	
Type of Business	Service	
Service Agent or Commodity	Test NN LC (or)TT	
Agent of Authorize Company	IM Test	
Agent of Authorize Company Contact	IM Test 111, Paya, Kamarut, Yangon Region.MYANMAR Emaitastmir/4524@garai.com Mobile:09250191441	
Sale Center Address	222-, Pyay, Kamaryut, Yangon Region,MYANMAR	
Warehouse Address	333, Pyay, Yangon Region,MYANMAR	
Valid Date		

Figure: Apply Sale Center Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.

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**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

	Apply Cards -	Apply Oversea Licence -	Apply Border	Licence <del>-</del>	HOME ABOUT	US HOW TO APPLY FAQS CONTACT
	\$ Make Payment 1 \$ Make Payment List	Dessage from Mo	oc 🧯	Din Progress	~	Completed 6
ч	Show 10 ¢ entries					Search:
Q	Form Type 11 Application Type 1	↑↓         Application No ↑↓         Date         ↑↓		Status/Message		11 Actions
	Sale Center for Motor New Vehicles	OSCMV-00001-2020 28/10/20	020 12:18	Pay Application fees	TestNN	\$ Make Payment
	Showing 1 to 1 of 1 entries				First	Previous 1 Next Last

Figure: Apply Card - make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR					HOME A	BOUT US HOW TO APPLY	FAQs CONTACT
	Trade	Net 2.0	🚺 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	🔶 🙁 TestNN	- Log out 🤷
<b>@</b>								
1	💶 Sal	e Center	for Motor Vehi	cles -> New Applic	ation			
Z				、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、				
ф	Step 1 Pa Tha Ka	Information	Step 2 Sale Center Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 review Payment Print			
Ż		/						
\$Ľ				Myanmar Payment Union	С 🍂 МСВ			
Q	O P	ayment	Information					
	Online	Fee				ММК		3,000
	Sale Ce	enter Registrat	ion Fees			ММК		100,000
	Technie	al Service Fee				ММК		100
	Transa	ction Fee				ММК		500
	Total D	ue				ММК	:	103,600
							Activate <mark>MS Make</mark> Go to Settings to activ	ate Windows,

Figure: Apply Card – check payment amount

2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.



MPU Payment	Merchant Name :			
MYANMAR	Myanmar Tradenet Test Product Description :	Sale Center Registration Fees		
TradeNet	Invoice Number : Amount :	SCMV2810201219000000 103,600.00 MMK		
	Card Number			
	Month Year Enter OTP	► GET OTP		
	CANCEL			
	Copyright © 2020, MPU	. All rights reserved.	Ac	tivate Windows

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MPU Re	sult				
	MYANMAR P	ayment Result Ierchant Name : Iyanmar Tradenet Test			
	TradeNet	roduct Description :	Sale Center Registration Fees		
	Ir	voice Number :	SCMV2810201320190000		
	A	mount :	103,600.00 MMK		
	C	ard Number :	9503-05XX-XXXX-6732		
	S	tatus :	Approve		
	A	pprove Code :	ITFM5Q		
	D	ate/Time :	28 Oct 2020		
	Т	ansaction Ref :	311352		
		CON	TINUE		
		Copyright © 2020, N	IPU. All rights reserved.	Activ	rate Windows

Figure: Apply Card - MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

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ъ	Dein	4
-		IL,

Payment Voucher For OSCCV-00001-2020								
Date	28/10/20	TIME	11:08:54					
INV NO	SCCV2810201105440000							
MID	205104001204577							
CARD NUM	950305xxxxx6732							
APPR CODE	Transaction Success							
TRANS REF	311339							
AMT :MMK		103,600.00						

Oontinue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on Send OTP button send OTP code to your registered email.
- 2. Check your email get the OTP code.

		NWAR		HC	ME ABOUT US	HOW TO APPLY FA	Qs CONTACT	
	TradeNet 2.0	deNet 2.0				A 🗳	😍 TestNN 🗸	Log out 🔔
±	💶 Sale Center	for Motor Veh	icles -> New Applica	ation				
2			\ <u>\</u>					
\$	Step 1 Pa Tha Ka Information	Step 2 Sale Center Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 Payment Voucher Print				
Ľ								
\$			Logical Validate OTP (O	ne Time Passcode)				
Q			A OTP (One Time Passcode) has be Please enter the OTP in the field be	been sent to your email. below to verify and print your certificate or lice	nce form.			
			Send OTP		S Resend OTP			

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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Figure: Apply Card - verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.

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#### Figure: Print Card

## **Amend Sale Center Motor Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Motor Vehicles Card** of **Apply Cards** menu and then **Search** button, following screen will appear.



	A					ABOUTUS	PREPERENTAL TRADENET	HOW TO APPLY	FAQ CONTACT	Î
	Trade NET	Apply Cards - Apply O	versea Licence	- Apply Border Lice			🕋 🌲	😑 Test NN -	Log out 📤	
ø		🖬 Apply Pa Tha Ka 🔹 🕨								
1ÊI	Q Business Se	Apply Individual Trading +								
B/		Apply Whole Sale Card	Pa Tha Ka I	No *						
8		Apply Retail Card	1999999	999						
		Apply Whole Sale/Retail Card+	BSA Card P	¥0 •						
8		Apply Wine Importation Card+	SaKa000	01/2020	Q, Search	_				
		Apply Duty Free Shop Card 🕨				8	Amend Z Extensio	* Cancel		
	Pa Tha Ka No	Apply Re-Export Card	19	999999999						Ĩ
	Pa The Ka Issued Date	R Apply BSA Card	Q, Search Ap	plication						
	Date of Validity		17	/01/2025						
	Company Name		BM	Testing Trading						
	Company Address		N	2, Min Nandar Road,Kamaryu	t,Yangon,Myanmar					
0-0108	mjørmartradenet.com/Card/type=Businets	Service Agency								-
1	re-export-extension.png ^ 🖹 d	lutyhee-extension.png 🗠 🖹 bia-new-	6.png ^	Bianew-S-payme_prg /	<ul> <li>Barnew-Aprop</li> </ul>	^	Bsamew-1.prg	^	Show all 24	ŝ.

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

#### Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

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#### **Extension Sale Center Commercial Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Commercial Vehicles Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTAL TR	ADENET I	HOW TO APPLY	SAQ CONTACT	1
	Trade NET	Apply Cards -	Apply Ov	ersea Licence -	Apply Border Licence			*	٠	😑 Test NN -	Log out	۹.
ø		🔯 Apply Pa Tha Ka										
10	Q Business Se	Apply Individual T	ading +									
B⁄		Apply Whole Sale	Card +	Pa Tha Ka No								
5		Apply Retail Card	,	1999999999	• · · · · · · · · · · · · · · · · · · ·							
Br.		Apply Whole Sale	Retail Card+	BSA Card No*								
5		C Apply Wine Impor	tation Card+	SaKa00001/5	1020	Q, Search						
		Apply Duty Free S	hop Card 🔸				8	Amend 20 D	xtension	X Cancel		
	Pa Tha Ka No	Apply Re-Export 0	Card +	19995	1999999					-		
		Apply BSA Card		Q, Search Applica	ton							
	Pa Tha Ka Issued Date											
	Date of Validity			17/01	2025							
	Company Name			IM Tes	ting Trading							
	Company Address			No 2,	Min Nandar Road,Kamaryut,Ya	ngon,Myanmar						
0.0168	myanmartradenet.com/CardThype+Business	Service Agency										-
8	re-export-extension.png ^ 🖹 d	utyfrei eitension.prg 🗠 🗠	B barnew-64	Phg ^	🖹 barnev-5-paymeprg 🗠	bannew-Aprig	· ^	B bia-new-liping		•	Show all	×

Figure: Search applications

When you click on **Extension** button following screen will appear.

	ABOUT US PREPERIDITIAL TRA	CENET HOW TO APPLY	FRQ
Trade NET	epły Cambi - 📓 Apply Overska Licence - 📓 Apply Border Licence - 👘	Fest NN	
Sale Center for	Motor Vehicles -> Extend Application		
0m1 0m			
Pa The Ka Information Busi	ness Service Agency Information Supporting Documents		
Pa Tha Ka No	190000099		
Pa Tha Ka tasand Date	17/02/2020		
Date of Validity	17901/2025		
Company Name	Br Testing Tradeg		
Company Address	No. 2, Min Namlar Road/Kamaryol/Sergen/Myanmar		
	09250191441		
Mobile			

Figure: Review the information for extension

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**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

# **Cancellation Sale Center Motor Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Sale Center Mortor Vehicles Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

							ABOUT US PREFER	NTAL TRACENET	HOW TO APPOY IF	SAQ CONTACT
	Trade NET	Apply Cards -	Apply Overse		Apply Border Licence			18 A	😑 Test NN -	Log out 📤
ø	O Business St	🚨 Apply Pa Tha Ka	•							
191	C Business Se	Apply Individual Tra	ding +							
B/		Apply Whole Sale 0	and + j	a Tha Ka No •						
5		Apply Retail Card	· ·	19999999999						
BY B		Apply Whole Sale/	letail Carde	ISA Card No •						
8		Apply Wine Import	ition Carda	SaKa00001/2	1020	Q, Search				
		Apply Duty Free Sh	op Card 🔸				C Amend	🗹 Extensio	A Cancel	
	Pa Tha Ka No	Apply Re-Export Co	ed +	19999	00000					
		Apply BSA Card	, d	Search Applicat	tion					
	Pa Tha Ka Issued Date		_							
	Date of Validity			17/01/	2025					
	Company Name			IM Test	ting Trading					
	Company Address			No 2, N	Min Nandar Road,Kamaryut,Ya	ngon,Myanmar				
CVP148	myanmartradenet.com/CardPtype+Business	Service Agency								
8	re-export-extension.png ? 🔋 d	utyfree-extension.prg _ ^	B barnew-Sprg	~	B barnew-bipaymeprg ^	B barnew-Aprop	<ul> <li>8 to</li> </ul>	new-1.prg	~	Showalt

Figure: Search application Importer/Exporter Registration & Cards User Guide | Page **60** of **118** 



Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

Step 4: After approved the application by MOC officer, your sale center card has been cancelled.

## **Show Room**

There are two kinds of show room card as follow -

- 1. Show Room for Brand New Motor Vehicles and
- 2. Show Room for Machinery and Mechanical

If you want to apply these two types of show room you will already have a BSA card.

When you click on **Show Room Card** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

Drafts – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

Approved – display the application, which has been approved by MOC officer.

	MYANMAR				HOME ABOUT US HOW T	O APPLY FAQs CONTAC
- Comp	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	s 🐥 🖗 😣	TestNN - Log out
	🖪 Show Room	Card				
e l	🗩 Inbox		Drafts	i In Progress	Approve	d
	Show 10 ¢ entries				Search:	
	Application Type 1	Application No	11 Submit Date	Status/Message	Created By 11	Actions
	New	OSRMM-00001-2020	28/10/2020 12:49	Checking for Application	TestNN	Actions *
	Showing 1 to 1 of 1 entries				First Previous	1 Next Last

Figure: Show Room card section

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# **Apply Show Room for Brand New Motor Vehicles**

Step 1: Click on Apply New Application from the Apply Show Room Brand New Motor Vehicles Card of Apply Cards menu.

MYANMAR		HOME ABOUT US	HOW TO APPLY FAI	Qs
TradeNet 2.0	Apply Oversea Licence - Apply Border Licence -	A 4	😫 TestNN -	Ŀ
Show Room for Brand Ne	w Motor Vehicles -> New Application			
Step 1 Pa Tha Ka Information Show Room Information	Step 3         Step 4         Step 5         Step 6           Supporting Documents         Preview         Payment         Print			
	Pa Tha Ka No •			
	103319730			
	Pa Tha Ka Issued Date			
	27/10/2020			
	Date of Validity			
	26/10/2025			
	Company Name			
	ART DECORATION COMPANY LIMITED			
	Company Address			
	No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR			
	Mobile			
	+959250191441	A	te Mineleure	
		Activa	ite windows	

Figure: Apply Show Room Card

**Step 2:** When you click on **New Application**, following show room card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.



Apply Cards -	Apply Oversea Licence •	Apply Border Licence							1	ñ 🌲	TestNN •	
💶 Show Room for Brand Ne	ew Motor Vehicles -> Ne	w Applicatior	ı									
Step 1 Pa Tha Ka Information Step 2 Show Room Information	n Supporting Documents Step 4 Preview	Step 5 Ste Payment Pri	ep 6 nt									
	BSA Card No •											
	Sa Ka-00001											
	Registration Term •											
	1 Year						•					
	MD Name/Director N	lame •				_						
	U KYAW LWIN					٩	Search Directors					
		format NRC/Passport No										
	12		THAGAKA		(C)			135929				
	Brand Name *	-		-				100020				
	AUDI											
	Type of Business *											
	Service						•					
	Service Agent or Cor	mmodity •										
	Test NN							LC (or)TT			•	
<b>9</b> Agent of Authorize Company	Test NN Agent of Authorize C IM Test	Company *						LC (or)TT			•	
Agent of Authorize Company I	Test NN Agent of Authorize C IM Test Contact	Company *	Street Name +				Duarter/City/Townshi	LC (or)TT			•	
Agent of Authorize Company i	Test NN Agent of Authorize C IM Test Contact	Company * Street Number and Pyay	Street Name *				Quarter/City/Townshij Kamaryut	LC (or)TT			•	
Agent of Authorize Company (     Unit Level     111     State/Region *	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyay Country *	Street Name *				Quarter/City/Township Kamaryut Postal Code	LC (or)TT			•	
Agent of Authorize Company I     Unit Level     111     State/Region *     Yangon Region	Test NN Agent of Authorize C IM Test Contact	Company * Street Number and Pyay Country * MYANMAR	Street Name *				Quarter/City/Townshij Kamaryut Postal Code	LC (or)TT			•	
Agent of Authorize Company I     Unit Level     111     State/Region *     Yangon Region     Email	Test NN Agent of Authorize C IM Test Contact	Company * Street Number and Pyay Country * MYANMAR Fex	Street Name *			•	Quarter/City/Township Kamaryut Postal Code	LC (or)TT			•	
Agent of Authorize Company I Unit Level III State/Region * Yangon Region Email testnn74524@gmail.com	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyay Country * MYAMAAR Pax	Street Name *			•	Quarter/City/Township Kamaryut Oostal Code	LC (or)TT			•	
Agent of Authorize Company I Unit Level III State/Region * Yangon Region Email testnn74524@gmail.com Mobile 1	Test NN Agent of Authorize C IM Test	Street Number and Pyay Country * MYAMAAR Pax Mobile 2/Office Pho	Street Name *			•	Quarter/City/Township Kamaryut Postal Code	LC (m)TT			-	
Agent of Authorize Company I Unit Level 111 State/Region * Yangon Region Email testnn74524@gmal.com Mobile 1 09250191441	Test NN Agent of Authorize C IM Test	Street Number and Pyay Country * MYANAMAR Pax Mobile 2/Office Phe	Street Name *			•	Quarter/City/Township Kamaryut Postal Code Mobile 3/Home Phone	D*			•	
Agent of Authorize Company I     Unit Level     111     State/Region *     Yangon Regon     Email     testnn74524@gmail.com     Mobile 1     09250191441     Show Room Address	Test NN Agent of Authorize C IM Test	Street Number and Pyay Country* MrXNMAR Pax Mobile 2/Office Phe	Street Name *				Quarter/City/Township Kamaryut Postal Code Mobile 3/Home Phone	LC (or)TT			•	
Agent of Authorize Company I      Unit Level     [11]     State/Region *      Yangon Regon  Email     testnn74524@gmail.com      Mobile 1     09250191441      Show Room Address      Unit Level	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyay Country * MYANMAR Pax Street Number and	Street Name *				Quarter/City/Townshij Kamaryut Postal Code Mobile 3/Home Phone Quarter/City/Townshij	LC (or)TT			•	
Agent of Authorize Company I      Unit Level     111     State/Region *     Yengon Regon  Email     testnn74524@gmail.com      Mobile 1     09250191441      Show Room Address      Unit Level     222	Test NN Agent of Authorize G IM Test	Street Number and Pyay Country* MrXNMAR Pax Street Number and Pyay	Street Name *				Quarter/City/Township Kamaryut Postal Code Mobile 3/Home Phone Quarter/City/Township Kamaryut	D*			•	
<ul> <li>◆ Agent of Authorize Company II</li> <li>Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yangon Regon</li> <li>Email</li> <li>testrn74524@gmail.com</li> <li>Mobile 1</li> <li>ø250191441</li> <li>◆ Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> </ul>	Test NN Agent of Authorize C IM Test	Street Number and Pyay Country * MYANMAR Pax Street Number and Pyay Country *	Street Name *				Quarter/City/Township Kamaryut Postal Code Mobile 3/Home Phone Quarter/City/Township Kamaryut Postal Code	D*			•	
<ul> <li>◆ Agent of Authorize Company II</li> <li>Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yangon Regon</li> <li>Email</li> <li>testrn74524@gmail.com</li> <li>Mobile 1</li> <li>09250191441</li> <li>◆ Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> <li>Yangon Regon</li> </ul>	Test NN Agent of Authorize G IM Test	Street Number and Pyay Country* MrXNMAR Fax  Street Number and Pyay Country* Street Number and Pyay Country* MrXNMAR MrXNMAR	Street Name *				Quarter/City/Township Kamaryut Postal Code Mobile 3/Home Phone Quarter/City/Township Kamaryut Postal Code	No.			•	
<ul> <li>Agent of Authorize Company II</li> <li>Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yengon Region</li> <li>Email</li> <li>testim/2524@gmail.com</li> <li>Mobile 1</li> <li>09250191411</li> <li>Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> <li>Yengon Region</li> <li>Warehouse Address</li> </ul>	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyay Country * MANMAR Pac Street Number and Pyay Country * Street Number and Pyay Country *	Street Name *				Quarter/City/Township Kamaryut Postal Code Aobile 3/Home Phone Quarter/City/Township Kamaryut Postal Code	Vo.				
<ul> <li>Agent of Authorize Company of Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yengon Region</li> <li>Email</li> <li>testin/4524@gmail.com</li> <li>Mobile 1</li> <li>09250191411</li> <li>Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Warehouse Address</li> <li>Unit Level</li> <li>Unit Level</li> </ul>	Test NN Agent of Authorize C IM Test Contact	Street Number and Pray Country * MrSANSAR Pax Street Number and Pray Country * Street Number and Street Number and	Street Name *				Quarter/City/Townshij Kamaryut Postal Code Aobile 3/Home Phone Quarter/City/Townshij Kamaryut Postal Code	No.				
<ul> <li>Agent of Authorize Company II</li> <li>Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yangon Region</li> <li>Email</li> <li>testinn24524@gmail.com</li> <li>Mobile 1</li> <li>o9250191411</li> <li>Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Yangon Region</li> <li>Warehouse Address</li> <li>Unit Level</li> <li>333</li> </ul>	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyny Country * MrSAMAR Pax Mobile 2/Office Pho Street Number and Pyny Country * MrSAMAR	Street Name *				Quarter/City/Townshij Kamaryut Aostal Code Aobile 3/Home Phone Quarter/City/Townshij Kamaryut Dostal Code	No.			•	
<ul> <li>Agent of Authorize Company II</li> <li>Unit Level</li> <li>111</li> <li>State/Region *</li> <li>Yangon Region</li> <li>Email</li> <li>testin/4524@gmail.com</li> <li>Mobile 1</li> <li>09250191411</li> <li>Show Room Address</li> <li>Unit Level</li> <li>222</li> <li>State/Region *</li> <li>Yangon Region</li> <li>Warehouse Address</li> <li>Unit Level</li> <li>333</li> <li>State/Region</li> </ul>	Test NN Agent of Authorize C IM Test Contact	Street Number and Pyny Country * MYANAAR Pax Mobile 22/Office Phe Street Number and Pyny Country * MYANAAR	Street Name *				Quarter/City/Townshij Kamaryut Postal Code Aobile 3/Home Phone Quarter/City/Townshij Kamaryut Postal Code Quarter/City/Townshij Kamaryut Postal Code	No.				

Figure: Apply Show Room Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.

Importer/Exporter Registration & Cards User Guide	
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	MYANMAR					HOME ABOUT	US HOW TO APPLY FA	Qs CONTACT
	TradeNet 2.0	🚺 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -		<b>*</b> 4	💄 😲 TestNN -	Log out 🤷
<b>@</b>								
1	Show Room	n for Brand Nev	w Motor Vehicles ->	New Application				
22 5	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Payment Print				
Ľ.	Document Type •		Attachment Na	me •				
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				No data available in table				
	Showing 0 to 0 of 0 entr	ries				Firs	t Previous Next	Last
	<pre></pre>						٨	lext >

Figure: Apply Show Room Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

Show Room for Brand New Motor Veh	cles -> New Application	
tep 1 Step 2 Step 3 a Tha Ka Information Show Room Information Supporting Docu	Sep 4 She 5 She 6 A	
Pa Tha Ka No	101110730	
Pa Tha Ka Issued Date	27/10/2020	
Date of Validity	28/10/2025	
Company Name	ART DECORATION COMPANY LIMITED	
Company Address	No.4001,Thitmin Yelkha, Thumingelar Street, Na Nwinn Gone Quarter, Thingangyun Township, Yangon Region,MYANMAR	
Mobile	+959250191441	
Type of Registration	Show Room for Brand New Motor Vehicles	
MD Name/Director Name	U KYAW UMIN	
MD/Directors' NRC No	12/THAGAKA(C)139929	
BSA Card No	5a Ka-00001	
Type of Rusiness	Service	
Brand Name	AUCH	
Service Agent or Commodity	Test NN LC (b)TT ALIDI	
Agent of Authorize Company	M Test	
Agent of Authorize Company Contact	IM Test 111, Pres, Kamaryot, Yangan Region,MYAMAR	
Show Room Address	222, Pyrey, Karmaryud, Yangan Region,MYANMAR	
Warehouse Address	222, Pyrey, Kamaryud, Yangon Region,MYAMMAR	
Valid Date		

Figure: Apply Show Room Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.



**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

Make Payment   2     Make Payment   2     Make Payment   2     Make Payment List     Show 10 • entries     Show 10 • entries     Show Room for   New   OSRMM-00001-2020   28/10/2020 13:00   Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38     Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38     Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38   Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38     Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38     Proy Application for   New   OSRMM-00001-2020   28/10/2020 12:38	mpleted					
\$ Make Payment	t List				See	rahu
Form Type 1	Application Type ↑↓	Application No $11$	Date î↓	Status/Message	Created By îl	Actions
Show Room for Machinery and Mechanical	New	OSRMM-00001-2020	28/10/2020 13:00	Pay Application fees	TestNN	\$ Make Payment
	New	OSRBN-00001-2020	28/10/2020 12:38	Pay Application fees	TestNN	\$ Make Payment

Figure: Apply Card - make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				HOME A	BOUT US HOW TO APPLY FAQs C	CONTACT
	TradeNet 2.0	🛓 Apply Cards 🗸	Apply Oversea Licence -	Apply Border Licence -	*	🖓 😫 TestNN + 🛛 Log	g out 🤷
<b>@</b>							
ż	Show Room	n for Brand Nev	w Motor Vehicles ->	> New Application			
2			、 、 、				
\$ <sup>L</sup>	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	Step 4         Step 5         Step 6           Preview         Payment         Print			
Z	· · · · · · · · · · · · · · · · · · ·		/ /				
\$			Myanmar Payment Union				
Q	Payment	Information					
	Online Fee				ММК	3,000	
	Show Room Registrat	tion Fees			ММК	100,000	
	Technical Service Fee				ММК	100	
	Transaction Fee				ММК	500	
	Total Due				ММК	103,600	
						Activate Activate Activate Windo	hws

Figure: Apply Card – check payment amount

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2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.

MPU	MYANMA	R PAYMENT UNION		Date: 28/10/2020   Time: 01:44:0	22 PM
	MPU Payment				
	MYANMAR TradeNet	Merchant Name : Myanmar Tradenet Test Product Description : Invoice Number : Amount : 9503051881696732 01 2022 518296 ✓ 07P has been sent to your registered mobile and Proc CANCEL	Show Room Registration Fees SRBN2810201341530000 103,600.00 MMK		
		Copyright © 2020, MPU	. All rights reserved.	A G	ctivate Windows o to Settings to activate Windows.

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MPL	MYANMAR	PAYMENT UNION		Date: 28/10/2020   Time: 02:20:50 PM	
	MPU Result				
	MYANMAB	Payment Result Merchant Name : Myanmar Tradenet Test			
	TradeNet	Product Description :	Show Room Registration Fees		
		Invoice Number :	SRBN2810201348050000		
		Amount :	103,600.00 MMK		
		Card Number :	9503-05XX-XXXX-6732		
		Status :	🗸 Approve		
		Approve Code :	ERMIBB		
		Date/Time :	28 Oct 2020		
		Transaction Ref :	311366		
		CONTIN	IUE		

Figure: Apply Card – MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

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Д	Pri	nt
ч		

	Payment Voucher For	OSCCV-00001-2020	
Date	28/10/20	TIME	11:08:54
INV NO	SCCV2810201105440000		
MID	205104001204577		
CARD NUM	950305xxxxx6732		
APPR CODE	Transaction Success		
TRANS REF	311339		
AMT :MMK		103,600.00	

Ontinue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

	MYANMAR					HOME ABO	UT US F	HOW TO APPLY FAI	Qs CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -		<b>^</b>	4	😫 TestNN 🗸	Log out 🤷
1	Show Room	n for Brand Nev	w Motor Vehicles ->	New Application					
2			、 、 、						
Ş	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 Payment Voucher Print	•				
2	· · · · · · · · · · · · · · · · · · ·								
\$			よ Validate OTP (O	ne Time Passcode)					
Q			A OTP (One Time Passcode) has I Please enter the OTP in the field b	been sent to your email. below to verify and print your certificate or lice	ence form				
			Send OTP		SResend OTP				

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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Figure: Apply Card – verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.







#### Figure: Print Card

## Amend Show Room Brand New Motor Vehicles

**Step 1:** Click on **Search Application** from the **Apply Show Room Brand New Motor Vehicles Card** of **Apply Cards** menu and then **Search** button, following screen will appear.



	A						ABOUT US	PREFERENTIAL TR	<b>ADENET</b>	HOW TO APPLY	FAQ CONTAC	7
	Trade NET	Apply Cards - Apply O	versea Lice		Apply Border Licence			*	٠	😑 Test NN -	Log out	•
۵		🖬 Apply Pa Tha Ka 🔹 🕨										
Ú.	<b>Q</b> Business Se	Apply Individual Trading +										
B/		Apply Whole Sale Card	PaTha	Ka No •								
в		Apply Retail Card	1999	000000								
Br .		Apply Whole Sale/Retail Card+	BSA Ce	nd No •								
8		Apply Wine Importation Card+	SaKa	0001/20	20	Q, Search	_					
		Apply Duty Free Shop Card 🔸					6	Amend If i	Extension	X Cancel		
	Pa Tha Ka No	Apply Re-Export Card		1999999	9999							
	Pa The Kellstrand Date	Apply BSA Card	Q, Search	Applicatio	on							
	Fa ma ha toped pate											
	Date of Validity			17/01/20	025							
	Company Name			IM Testir	ng Trading							
	Company Address			No 2, Mi	n Nandar Road,Kamaryut,Yar	igon,Myanmar						
	yannatradenet.com/CardPtype=Business	Service Agency										1
	e-export-extension.png ^ 📕 d	lutyfree-extension.png 🔿 📓 bsa-new-	6.png	^ ×	bianew-5-payme_prg ^	E barnew-Aprop	· ^	B bsamew-1pm	9	^	Show all	×

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

#### Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

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## **Extension Show Room Brand New Motor Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Show Room Brand New Mortor Vehicles Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTAL TRA	CENET H	OW TO APPOY	FAQ CONTAG	7
	Trade NET	Apply Cards -	Apply Ove		Apply Border Licence			*	۰.	😑 Test NN -	Log out	•
ø		🚨 Apply Pa Tha Ka										
Ú.	<b>Q</b> Business Se	Apply Individual Tr	ading +									
B/		Apply Whole Sale	Card +	Pa Tha Ka No •								
5		🖾 Apply Retail Card	,	19999999999								
		Apply Whole Sale/	Retail Card»	BSA Card No								
8		Apply Wine Impor	tation Card+	SaKa00001/2	1020	Q, Search		_				
		Apply Duty Free Si	hop Card 🔸				8	Amend B D	dension	X Cancel		
	Pa Tha Ka No	Apply Re-Export C	and +	19999	99999							
	Pa Tha Ka Issued Date	C Apply BSA Card	•	Q, Search Applica	tion							
	Date of Validity			17/01/	2025							
	Company Name			IM Tes	ting Trading							
	Company Address			No 2, 1	Min Nandar Road,Kamaryut,Ya	igon,Myanmar						
C-P14B.	ryanmartradenet.com/CandType+Business 1	Service Agency										-
8.	e-export-extension.png ^ 🖹 d	utyhae-extension.prg 🗠	B barnew-6.p	ng ^	🖹 barnev-5-paymeprg 🗠	B bannew-Apro	~	B bia-new-1.png	~		Show all	×

Figure: Search applications

When you click on **Extension** button following screen will appear.

State         State         Apply Conds         Apply Conds         Apply Conds         Apply Boder Lkance         Apply Boder Lkance	AQ.			
Trade NET   Apply Cards ·   Apply Oversea Loence ·   Apply Border Loence ·   Apply Border Loence ·   Show Room for Brand New Motor Vehicles -> Extend Application   Step 1   Pa Tha Ka No   Pa Tha Ka No   Pa Tha Ka No   Image: Step 2   Step 3   Step 4   Pa Tha Ka No   199999999   Pa Tha Ka No   Image: Step 3   Step 4   Pa Tha Ka No   199999999   Pa Tha Ka No   Image: Step 3   Step 4   Pa Tha Ka No   Image: Step 4   Step 5   Step 5   Pa Tha Ka No   Image: Step 5   Step 6   Pa Tha Ka No   Image: Step 7   Step 7   Step 8   Step 9   Pa Tha Ka No   Image: Step 7   Step 8   Step 9   Pa Tha Ka No   19999999   Pa Tha Ka No   Image: Step 7   Step 8   Step 9   S	• Test NN -			
Show Room for E	3rand New Motor Vehicles -> Extend Application			
Step 1 Pa Tha Ka information Step	52 ness Senice Agency Information Step 3 Supporting Documents Step 4 Next No. 1 Next No.			
Pa Tha Ka No	1999999999			
Pa Tha Kallssued Date	17/01/2020			
Date of Validity	17/01/2025			
Company Name	IM Testing Trading			
Company Address	No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar			
Mobile	09250191441			
MD Name/Director Name	Director2			

Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

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**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

# **Cancellation Show Room Brand New Motor Vehicles**

**Step 1:** Click on **Search Application** from the **Apply Show Room Brand New Motor Vehicles Card** of **Apply Cards** menu and then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTAL TRA	CENET 1	HOW TO APPLY	SAQ CONTAC	7.1
	Trade NET	Apply Cards -	Apply Ov	ersea Licence -	Apply Border Licence			*	٠	\varTheta Test NN -	Log out	•
ø		🚨 Apply Pa Tha Ka										
Ш.	<b>Q</b> Business Se	Apply Individual Tr	uding +									
B/		Apply Whole Sale	Card +	Pa Tha Ka No								
5		🖪 Apply Retail Card	,	1999999999	•							
Br.		Apply Whole Sale	Retail Card»	BSA Card No								
5		Apply Wine Impor	tation Card+	SaKa00001/	2020	Q, Search						
		C Apply Duty Free S	hop Card 🔸				8	Amend	dension	X Cancel		
	Pa Tha Ka No	Apply Re-Export C	and +	1999	1999999							
		Apply BSA Card	•	Q, Search Applic	ation							
	Pa Tha Kallssued Date		_									
	Date of Validity			17/01	/2025							
	Company Name			IM Ter	iting Trading							
	Company Address			No 2,	Min Nandar Road,Kamaryut,Ya	ngon,Myanmar						
Overses.	nyanmartradenet.com/CantPtype+Business 1	Service Agency										-
ж.	e-export-extension.png ^ 🖹 d	ityhee-extension.prg 🗠	B barnew-6.	prig ^	🖹 barnev-5-paymeprg 🗠	barnew-Aprop	^	B bsamew-1png		•	Show all	×

Figure: Search application

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

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Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your show room card has been cancelled.

### **Apply Show Room for Machinery and Mechanical**

**Step 1:** Click on **Apply New Application** from the **Apply Show Room Machinery and Mechanical Card** of **Apply Cards** menu.

MYANMAR		HOME ABOUT US HOW TO APPLY FAQs C
TradeNet 2.0	y Cards - 📲 Apply Oversea Licence - 📲 Apply Border Licence -	strink 📌 🛛 Testink + Log
■ Show Room for №	achinery and Mechanical -> New Application	
Step 1 Pa Tha Ka Information Step 2 Show Re	m Information Step 3 Step 4 Step 5 Step 6 Preview Payment Print	
	Pa Tha Ka No •	
	103319730	
	Pa Tha Ka Issued Date	
	27/10/2020	
	Date of Validity	
	26/10/2025	
	Company Name	
	ART DECORATION COMPANY LIMITED	
	Company Address	
	No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Ya Region,MYANMAR	ingon
	Mobile	
	+959250191441	
		Maut X
		Activate Windows

Figure: Apply Show Room Card

**Step 2:** When you click on **New Application**, following show room card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

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Show Room for Machinery	and Mechanical	New Applic	ation								
		New Applic	ation								
Step 1 Pa Tha Ka Information Show Room Information	Step 3 Supporting Documents	tep 4 Step 5 review Payment	Step 6 Print								
	BSA Card No •										
	Choose						-				
	Registration Term •										
	Choose						-				
	MD Name/Director	Name •									
						- <b>A</b> , S	Search Directors				
		-Format NRC/Passport	tNo								
	NRC•										
	- All -	-	- All -	-	- All -		-				
	Type of Business •										
	Choose						•				
	Service Agent or Co	ommodity •									
								Con	signment		•
	Agent of Authorize	Company •									
-											
Unit Level											
		Street Number an	nd Street Name •			(	Quarter/City/Towns	ship •			
		Street Number an	nd Street Name •			0	Quarter/City/Towns	ship •			
State/Region •		Street Number an Country •	nd Street Name •			F	Quarter/City/Towns	ship •			
State/Region • - Select State/Region -	-	Street Number an Country • MYANMAR	nd Street Name •			-	Quarter/City/Towns Postal Code	ship •			
State/Region • - Select State/Region - Email	-	Street Number an Country • MYANMAR Fax	nd Street Name *				Quarter/City/Towns Postal Code	ship •			
State/Region • - Select State/Region - Email	•	Street Number an Country * MYANMAR Fax	nd Street Name *				Quarter/City/Towns	ship •			
State/Region • - select State/Region - Email Mobile 1	•	Street Number an Country * MYANMAR Fax Mobile 2/Office Planet	nd Street Name •			•	Quarter/City/Towns	ship •			
State/Region • - select State/Region - Email Mobile 1	-	Street Number an Country * MYANMAR Fax Mobile 2/Office Pi	nd Street Name *			• (	Quarter/City/Towns Postal Code Mobile 3/Home Pho	ship *			
State/Region • - select State/Region - Email Mobile 1 Show Room Address	-	Street Number an Country * MYANMAR Fax Mobile 2/Office Pi	nd Street Name *				Quarter/City/Towns Postal Code Aobile 3/Home Pho	ship *			
State/Region •  - select State/Region • Email Mobile 1  Show Room Address Unit Level	-	Street Number an Country * MYANMAR Fax Street Number an Street Number an	nd Street Name •				Quarter/City/Towns	ship *			
State/Region • - select State/Region • Email Mobile 1 Show Room Address Unit Level	•	Street Number an Street Number an Street Number an	nd Street Name •				Quarter/City/Towns Postal Code Aobile 3/Home Pho	ship • one No.			
State/Region •  - Select State/Region • Email Mobile 1  Show Room Address Unit Level State/Region •	•	Street Number an Country * MYANMAR Fax Street Number an Country *	nd Street Name • Phone No.				Quarter/City/Towns Postal Code Aobile 3/Home Pho Quarter/City/Towns Postal Code	ship • one No.			
State/Region •  - Select State/Region •  Mobile 1  State/Region •  State/Region •  - Select State/Region •	· · · ·	Street Number an Country * MYANMAR Fax Street Number an Country * MyANMAR Kumber an Country * MYANMAR	nd Street Name • thone No. nd Street Name •				Quarter/City/Towns Postal Code Aobile 3/Home Pho Quarter/City/Towns Postal Code	ship • one No.			
State/Region •  - select State/Region - Email  Mobile 1  Show Room Address Unit Level  State/Region •  - select State/Region -  Varehouse Address	· · · · · · · · · · · · · · · · · · ·	Street Number an Country * MYANMAR Fax Street Number an Country * MYANMAR MYANMAR	nd Street Name •				Quarter/City/Towns Postal Code Aobile 3/Home Pho Quarter/City/Towns Postal Code	ship *			
State/Region •  - Select State/Region - Email  Mobile 1  State/Region •  State/Region •  - Select State/Region -  Warehouse Address Unit Level Unit Level Unit Level Unit Level	· · · ·	Street Number an Country * MYANMAR Fax Street Number an Country * MYANMAR Street Number an Street Number an	nd Street Name •				Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code Quarter/City/Towns Quarter/City/Towns Quarter/City/Towns	ship •			
State/Region •  - select State/Region - Email  Mobile 1  State/Region •  Unit Level  State/Region •  - select State/Region -  Warehouse Address Unit Level  Unit Level	· · · · · · · · · · · · · · · · · · ·	Street Number an Country * MYANMAR Fax Fax Street Number an Country * MYANMAR Street Number an	nd Street Name •				Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code Quarter/City/Towns	ship •			
State/Region •  - Select State/Region - Email  Mobile 1  State/Region •  - Select State/Region •  - Select State/Region •  State/Region •  State/Region •  State/Region •  State/Region •	· · · · · · · · · · · · · · · · · · ·	Street Number an Country * MYANMAR Fax Street Number an Country * MYANMAR Street Number an Country *	nd Street Name •				Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code Postal Code	ship •			
State/Region •  - Select State/Region -  Mobile 1  State/Region •  State/Region •  - Select State/Region -  Varehouse Address  Unit Level  Lunt Level  State/Region •  - Select State/Region -  State/Region -		Street Number an Country * MYANMAR Fax Fax Street Number an Country * MYANMAR Street Number an Country * Street Number an Country *	nd Street Name •				Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code Quarter/City/Towns Postal Code	ship •			

Figure: Apply Show Room Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.

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Ð									
ė.	Show Room	n for Machinery	y and Mechanical ->	<ul> <li>New Application</li> </ul>					
27 **	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print					
	Document Type •			Attachment Name •					
Q	ကုမ္ပဏီ Letter Head ဝါ	လျှောက်လွှာ	•			Browse		<i>e</i> Browse	
	Show 10 ¢ entries						Search	1:	
	# 14 D	Document Type		11 Attachment Name		↑↓ Filename		Actions	
				No data availa	able in table				
	Showing 0 to 0 of 0 entr	ries					First	Previous Next	Last
	< Previous							N	ext >

Figure: Apply Show Room Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

Apply Cards -	Apply Oversea Licence - Apply Border Licence -	😚 🐥 G TestNN -
Pa Tha Ka Information Show Room Information	Supporting Documents Preview Payment Print	
Pa Tha Ka No	103319730	
Pa Tha Ka Issued Date	27/10/2020	
Date of Validity	26/10/2025	
Company Name	ART DECORATION COMPANY LIMITED	
Company Address	No.A/001.Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter, Thingangyun Township, Yangon Region, MYANMAR	
Mobile	-969250191441	
Type of Registration	Show Room for Machinery and Mechanical	
MD Name/Director Name	U KYAW UWIN	
MD/Directors' NRC No	12/THAGAKA(C)135929	
BSA Card No	Sa Ka-00001	
Type of Business	Service	
Service Agent or Commodity	Test NN LC (or)TT	
Agent of Authorize Company	IM Test	
Agent of Authorize Company Contact	IM Test 111, Pysy, Kamaryut, Yangon Region, MYANMAR	
Show Room Address	222, Pyay, Kamaryut, Yangon Region, MYANMAR	
Warehouse Address	333, Pyay, Kamaryut, Yangon Region, MYANMAR	
Valid Date		Activate Windows
		Go to Settings to activate Windo

Figure: Apply Show Room Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.

**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

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TradeNet 2.0	Apply Cards -	Apply Oversea	Licence - Apply	y Border Licence -	A 📌	🕒 TestNN - 🛛 L
\$ Make Paym	ent	D Message	e from MOC	th Progress ₀	✓ <sup>CC</sup> 7	ompleted
\$ Make Payment	List				Sea	arch:
Form Type 1	Application Type $\hat{\ }\downarrow$	Application No 1	Date ↑↓	Status/Message	Created By 11	Actions
Show Room for Machinery and Mechanical	New	OSRMM-00001-2020	28/10/2020 13:00	Pay Application fees	TestNN	\$ Make Payment
Show Room for Brand New Motor Vehicles	New	OSRBN-00001-2020	28/10/2020 12:38	Pay Application fees	TestNN	\$ Make Payment
Showing 1 to 2 of 2 entri	es				First P	revious 1 Next La

Figure: Apply Card - make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				HOME AE	BOUT US HOW TO APPLY FA	Qs CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	🐥 😬 TestNN -	Log out 🤷
<b>B</b>							
1	Show Room	n for Machinery	and Mechanical ->	New Application			
Ľ							
\$ <sub>6</sub>	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print			
Ż							
\$			Myanmar Payment Union				
Q	Payment	nformation					
	Online Fee				ММК	3	,000
	Show Room Registrat	ion Fees			ММК	100	,000
	Technical Service Fee				ММК		100
	Transaction Fee				ММК		500
	Total Due				ММК	103	,600
						Activate	ment Windows

Figure: Apply Card – check payment amount

2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.



MPU	MYANMA	R PAYMENT UNION		Date: 28/10/2020   Time: 01:44:02	PM 😥 🔃 🔁
	MPU Payment				
	MYANMAR TradeNet	Merchant Name : Myanmar Tradenet Test Product Description : Invoice Number : Amount : 9503051881696732 01 ✓ 2022 518296 ✓ 07P has been sent to your registered mobile and Proc CANCEL	Show Room Registration Fees SRBN2810201341530000 103,600.00 MMK		
		Copyright © 2020, MPU.	All rights reserved.	Act Go tr	ivate Windows o Settings to activate Windows.

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MPU	MYANMAR	PAYMENT UNION		Date: 28/10/2020   Time: 02:20:50 PM	10 23 23
MF	PU Result				
		Payment Result Merchant Name : Myanmar Tradenet Test			
	TradeNet	Product Description :	Show Room Registration Fees		
		Invoice Number : Amount :	SRBN2810201348050000 103,600.00 MMK		
		Card Number :	9503-05XX-XXXX-6732		
		Status :	Approve		
		Approve Code :	ERMIBB		
		Date/Time :	28 Oct 2020		
		Transaction Ref :	311366		
		CONTI	NUE		

Figure: Apply Card – MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.



Д	Pri	ot
ч		

	Payment Voucher For	OSCCV-00001-2020	
Date	28/10/20	TIME	11:08:54
INV NO	SCCV2810201105440000		
MID	205104001204577		
CARD NUM	950305xxxxx6732		
APPR CODE	Transaction Success		
TRANS REF	311339		
AMT :MMK		103,600.00	

	C
2	Continue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

	MYANMAR					HOME ABOU	JT US	HOW TO APPLY FAC	s CONTACT
	TradeNet 2.0	🚺 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -		<b>^</b>	۵	😍 TestNN -	Log out 🤷
É	🖪 Show Roon	n for Machinery	and Mechanical ->	New Application					
Ľ			\						
\$L	Step 1 Pa Tha Ka Information	Step 2 Show Room Information	Step 3 Supporting Documents	tep 4 Step 5 Step 6 review Payment Voucher Print					
2			_						
\$			🛃 Validate OTP (O	ne Time Passcode)					
Q			A OTP (One Time Passcode) has b	peen sent to your email.	nco form				
~				elow to verify and print your certificate of lice	nce form.				
			Send OTP		S Resend OTP				

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	HOME ABOUT US HOW TO APPER MAN. COM
Show Roor	n for Machinery	and Mechanical -> New Application	
Step 1 Pa The Ka Information	Step 2 Show Room Information	Step 3 Step 4 Step 5 Step 5 Payment Voucher Preview	
Enter OTP (	Code	Validate OTP (One Time Passcode) A OTP (One Time Passcode) has been sent to your email. Please enter the OTP in the field below to verify and print your certificate or licence fi	form.
		Veldete (TTP)	Reserved OTP

Figure: Apply Card - verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.



Figure: Print Card

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### **Amend Show Room Machinery and Mechanical**

**Step 1:** Click on **Search Application** from the **Apply Show Room Machinery and Mechanical Card** of **Apply Cards** menu and then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTA	IL TRADENET	HOW TO APPLY	FAQ CONTAG	2
	Trade NET	Apply Cards -	Apply Ov	rsea Licence -	Apply Border Licence -			1	* *	e Test NN	Log out	•
ø		🗱 Apply Pa Tha Ka										
Ú.	<b>Q</b> Business Se	🖬 Apply Individual Tr	ading +									
B/		Apply Whole Sale	Card +	Pa Tha Ka No •								
5		Apply Retail Card		19999999999								
		Apply Whole Sale/	Retail Card»	BSA Card No •								
8		Apply Wine Import	tation Card+	SaKa00001/2	1020	Q, Search	_					
		Apply Duty Free Si	top Card 🔸					Amend	C Extension	X Cancel		
	Pa Tha Ka No	Apply Re-Export C	and +	19999	999999							
	Pa Tha Ka Issued Date	C Apply BSA Card	•	Q, Search Applica	tion							
	Date of Validity			17/01/	2025							
	Company Name			IM Tes	ting Trading							
	Company Address			No 2, 8	Min Nandar Road,Kamaryut,Yang	on,Myanmar						
0-0168.	ryanmartradenet.com/CandPtype+Business 1	lervice Agency										-
8.	e-export-extension.png ^ 🖹 di	n, free-extension.prg	B barnew-6p	ng ^	B barnew-5-payme_prg ^	barnew-Aprop	^	B barnew	-1.png	~	Showall	×

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on Make Payment button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on Print button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.

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4. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

#### **Extension Show Room Machinery and Mechanical**

**Step 1:** Click on **Search Application** from the **Apply Show Room Machinery and Mechanical Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

					ABOUT US PREFEREN	TAIL TRADENET	HOW TO APPOY R	AQ CONTACT
	Trade NET	🛓 Apply Cards - 📄 Apply C	rsea Licence - 👘 Appl	ly Border Licence -		* *	🙁 Test NN -	Log out 📤
Ø	O Business C	🖬 Apply Pa Tha Ka 🔹 🕨						
Ш.	C Business Se	Apply Individual Trading +						
Br		Apply Whole Sale Card	Pa Tha Ka No •					
5		Apply Retail Card	1999999999					
Br .		Apply Whole Sale/Retail Card+	BSA Card No *					
5		Apply Wine Importation Card+	SaKa00001/2020	Q, Search			•	
		Apply Duty Free Shop Card			2 Amend	Eff Extension	× Cancel	
	Pa Tha Ka No	Apply Re-Export Card	1999999999					
		C Apply BSA Card	Q, Search Application					
	Pa Tha Ka Issued Date							
	Date of Validity		17/01/2025					
	Company Name		IM Testing Trading	0				
	Company Address		No 2, Min Nandar	Road,Kamaryut,Yangon,Myanmar				
0.0168	nyanmarkadenet.com/CardPtype+Busines	Service Agency						
8	e-export-extension.png ^ 🖹 d	utytee-extension.png 🗠 🖹 biarnew	ng ^ 🖲 biarnew	-5-payme_prg ^ 🖹 biarnew-4p	ng ^ 🖲 barn	ew-1.png	^	Show all X

Figure: Search applications

When you click on **Extension** button following screen will appear.

	Ann 1					ABOUT US	PREFERENTAL TR	ADENET	HOW TO APPOY	IAQ CONTACT
	Trade NET	Apply Cards -	Apply Oversea Licence -	Apply Border Li	cence -		*	٠	C Test NN -	Log out 🐣
0										
Ú.	Show Room	for Brand New	/ Motor Vehicles -> E	xtend Applica	tion					
Br B	Step 1 Pa The Ka Information	Shep 2 Business Service Agen	cy Information Step 3 Supporting Docu	ments Step 4 Preview	Step 5 Payment Piet					
в	Pa Tha Ka No	199999999	29							
	Pa Tha Ka Issued Date	17/01/2020	)							
	Date of Validity	17/01/2025	5							
	Company Name	IM Testing T	frading							
	Company Address	No 2, Min N	iandar Road,Kamaryvt,Vangon,Myr	anmar						
	Mobile	092501914	641							
	MD Name/Director Na	me Director2								
8 -	epot-edesion.png ^ 🖹 du	tytee-extension.png ^	B barnew-lang	B birnewSpaymeprg	n 🖹 Bisinewiking	^	B barnew1png		^	Showall

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Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on Make Payment button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

### **Cancellation Show Room Machinery and Mechanical**

**Step 1:** Click on **Search Application** from the **Apply Show Room Machinery and Mechanical Card** of **Apply Cards** menu and then **Search** button, following screen will appear.

	A						MOUT US PREFERENTAL TRAD	ENET HOW TO APPLY	FAQ CONTACT
	Trade NET	Apply Cards -	Apply Ov	ersea Licence -	Apply Border Licence		<b>*</b> -	O Test NN -	Log out 📤
0 11	<b>Q</b> Business S	Apply Pa Tha Ka	+ ading +						
Br B Br		Apply Whole Sale     Apply Retail Card     Apply Whole Sale	Card •	Pa Tha Ka No 19999999999	•				
в		Apply Wine Impor     Apply Duty Free S	tation Card+	Saka00001/2	2020	Q, Search	C Amend	nsion X Cancel	- 1
	Pa Tha Ka No	C Apply Re-Export C	and a	19995	2999999				
	Pa Tha Ka Issued Date	-	-	Search Applica	ation				
	Date of Validity			17/01	/2025				
	Company Name			IM Tes	iting Trading				
	Company Address			No.2.	Min Nandar Road,Kamaryut,Y	angon,Myanmar			
8	re-export-extension.png ^ 🔒 d	Service Agency Wyfree extension.png	B barneed	prg ^	B barnew-bipaymeprg ^	B barnew-Aprop	n B barnew-lipig	~	Seval X
				Importe	r/Exporter Reg	gistration &	& Cards User G Page <b>82</b> (	uide   of <b>118</b>	

#### Figure: Search application

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your show room card has been cancelled.

# **Alcoholic Beverages Importing Cards**

When you click on **Alcoholic Beverage Importing Card** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

Drafts – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

**Approved** – display the application, which has been approved by MOC officer.

	MYANMAR					HOME ABO	UT US HOW	TO APPLY FAQs CONT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Ар	oly Border Licence <del>-</del>	*	<b>4</b> e	TestNN - Log ou
2								
	🖪 Alcoholic Be	verages Import	ation Card					
÷,	🗩 Inbox	<	Drafts		i In Progress	_	Approv	ved
Ż	Show 10 🜩 entries						Search:	
36	Application Type 1	Application No	↑↓ Date	t1	Status/Message	Create	d By î↓	Actions
2	New	OAB-00001-2020	28/10/2020 10:07		Checking for Application	Test	IN	Actions -
	Showing 1 to 1 of 1 entries					Firs	t Previous	1 Next Last

Figure: Alcoholic Beverages Importation card section

## **Apply Alcoholic Beverages Importation**

**Step 1:** Click on **Apply New Application** from the **Apply Alcoholic Beverages Importation Card** of **Apply Cards** menu.

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	Apply Cards -			
🛥 Alcoholic Be	everages Impo	rtation Card -> Nev	v Application	
Step 1 Pa Tha Ka Information	Step 2 Alcoholic Beverages Impo	ortation Information Supporting	g Documents Step 4 Step 5 Step 6 Preview Payment Print	
		Pa Tha Ka No •		
		103319730		
		Pa Tha Ka Issued Date		
		27/10/2020		
		Date of Validity		
		26/10/2025		
		Company Name		
		ART DECORATION COM	IPANY LIMITED	
		Company Address		
		No.A/001,Thitmin Yeiktha Region,MYANMAR	a, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon	
		Mobile		
		+959250191441		
				Ne
				INE

Figure: Apply Alcoholic Beverages Importation Card

**Step 2:** When you click on **New Application**, following show room card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

Alcoholic Beverages Importation Card -> New App	lication				
1 Step 2 Step 2					
a Ka Information Akoholic Beverages Importation Information Supporting Docume	its Preview Payment Print				
	Registration Term •				
	Choose				
	MD Name •				
				Q. Search Directors	
	NRC Old-Format NRC/Passport No				
	NRC.				
		· All · ·	- All -	•	
	PL11 Licence Holder7				
	of FL-11 Licence Holder*			O. Samet Directory	
				Q search brecker	
	NRC Old-Format NRCPassport No     NRC of FL-11 Licence Holder*				
	-Al-	• All • •	• All •		
	FL11 Licence Valid Date *				
	30/09/2021				
	Is FL4 Licence Holder?				
	Name of FL-4 Licence Holder *				
				Q. Search Directors	
	NRC Old-Format NRC/Passport No				
	NRC of FL-4 Licence Holder*	-			
	· Al · · · ·	· //l · ·	- Al -		
	2000/2021				
	Is FL5 Licence Holder? Name of FL-5 Licence Holder *				
				Q. Search Directors	
	NRC Old-Format NRC/Passport No				
	NRC of FL-5 Licence Holder*				
	· Al ·	- Al	· All ·		
	FLS Licence Valid Date *				
	30/09/2021				
	Type of Alcoholic Beverages *				
				•	

Figure: Apply Alcoholic Beverages Importation Card - step 2

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When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.

🖪 Alcoholic Beverages Importat	on Card -> New Application		
Step 1 Pa Tha Ka Information Step 2	Information Supporting Documents Step 4 Step 4 Preview	5 Step 6 Print	
Document Type • ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ (ကုမ္ပဏီအမည် ၊ မှတ်ပုံတင်အ	Attachment Name *	Browse	@ Browse
Show 10 e entries # 11 Document Type	1↓ Attachment Name	11 Filename	Search:
	No data available in table		
Showing 0 to 0 of 0 entries		F	rst Previous Next Las

Figure: Apply Alcoholic Beverages Importation Card - step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

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Alcoholic Beverages Impor	tation Card -> New Application	
Step 1 Step 2 Pa Tha Ka Information Alcoholic Beverages Impo	tation Information Step 3 Step 3 Step 4 Step 5 Step	
Pa Tha Ka No	103319730	
Pa Tha Ka Issued Date	27/10/2020	
Date of Validity	26/10/2025	
Company Name	ART DECORATION COMPANY LIMITED	
Company Address	No.4/001.Thitmin Yelkha, Thumingalar Street, Na Nwinn Gone Quarter.Thingangsun Township, Yangon Region,MYANMAR	
Mobile	+959250191441	
MD Name	U KNAW UMIN	
MD NRC	12/THAGAKA(C)135929	
Name of FL-11 Licence Holder	U KYAW UNIN	
NRC of FL-11 Licence Holder	12/AHLANA(C)135929	
FL11 Licence Valid Date	30/09/2021	
Name of FL-4 Licence Holder	U KYAW LWIN	
NRC of FL-4 Licence Holder	12/AHLANA(C)135929	
FL4 Licence Valid Date	30/09/2021	
Name of FL-5 Licence Holder	U KYAW UWIN	
NRC of FL-5 Licence Holder	12/AHLANA(C)135929	
FL5 Licence Valid Date	30(09/2021	
Type of Alcoholic Beverages	Wine,Liquor,Semi-Finished Liquor	
Valid Date		

Figure: Apply Alcoholic Beverages Importation Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.

**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

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MYANMAR						HOME ABOUT US	HOW TO APPLY FAQs CONTACT
	TradeNet 2.0	🛓 Apply Cards 🗸	Apply Oversea	Licence 🗸 📄 Apply E	Border Licence +	s 🐥	😫 TestNN 🗸 🛛 Log out 🦀
	\$ Make Paym 1 \$ Make Payment	ent List	Message   o	e from MOC	the Progress of the Progress	V Cor 3	npleted
\$r	Show 10 🜩 entries					Sear	:h:
Q	Form Type 1	Application Type $\mathbb{T} \mathbb{J}$	Application No 1	Date ↑↓	Status/Message	Created By 11	Actions
	Wine Importation	New	OAB-00001-2020	28/10/2020 10:11	Pay Application fees	TestNN	\$ Make Payment
	Showing 1 to 1 of 1 entri	es				First Pre	vious 1 Next Last
	Dessage from	MOC List					
	Show 10 🜩 entries					Sear	:h:
	Form Type 1	Application Type $\uparrow\downarrow$	Application No 1	Date ↑↓	Status/Message	Created By	↓ Actions

Figure: Apply Card – make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				HOME AB	OUT US HOW TO APPLY FAQs	CONTACT
	TradeNet 2.0	🛓 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	🐥 🙁 TestNN - 🛛	Log out
2							
<u>.</u>	💶 Alcoholic Be	everages Impo	rtation Card -> New	Application			
	Step 1 Pa Tha Ka Information	Step 2 Alcoholic Beverages Impe	Step 3 Supporting	Documents Step 4 Preview Payment	Step 6 Print		
2 2			Myanmar Payment Union				
λ	Payment I	nformation					
	Online Fee				ММК	3,00	00
	Alcoholic Beverages Ir	nportation Registration F	ees		ММК	50,00	00
	Technical Service Fee				ММК	10	00
	Transaction Fee				ММК	50	00
	Total Due				ММК	53,60	00
						\$ Make Payme	ent

Figure: Apply Card – check payment amount

2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.



	MAR PAYMENT UNION
MPU Payment	Merchant Name :   Myanmar Trademet Test   Product Description :: Alcoholic Beverages Importation Registration Fees   Invoice Number :   W1281020101340000000   Amount :   53,600.00 MMK   9503051881696732   01   2022   •   101   2022   •   CENTPR CONFIRM PAYMENT Capyright © 2020. MPU. All rights reserved.

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

МУАЛМАР	Payment Result Merchant Name : Myanmar Tradenet Test		
Iraden	Product Description even	rages Importation Registration Fees	
	Invoice Number :	WI281020101340000000	
	Amount :	53,600.00 MMK	
	Card Number :	9503-05XX-XXXX-6732	
	Status :	Approve	
	Approve Code :	EGYGKT	
	Date/Time :	28 Oct 2020	
	Transaction Ref :	311334	
	CON		

Figure: Apply Card – MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

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ъ	Dein	4
-		IL,

Payment Voucher For OSCCV-00001-2020							
Date	28/10/20	TIME	11:08:54				
INV NO	SCCV2810201105440000						
MID	205104001204577						
CARD NUM	950305xxxxx6732						
APPR CODE	Transaction Success						
TRANS REF	311339						
AMT :MMK		103,600.00					

Oontinue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

	MYANWAR							HOME	ABOUT US	HOW TO APPLY F	AQs CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply	Border Licer			1	\$ <b>4</b>	C TestNN -	Log out 🔔
<b>@</b>											
Ľ	💶 Alcoholic Be	everages Impo	rtation Card -> Nev	v Applica	ation						
Z			\ \								
¢L	Step 1 Pa Tha Ka Information	Step 2 Alcoholic Beverages Impo	ortation Information Step 3	g Documents	Step 4 Preview	Step 5 Payment Voucher	Step 6 Print				
Ż	/		/	. /	/						
\$			🞝 Validate OTP (	)ne Time	e Passco	ode)					
Q			A OTP (One Time Passcode) has Please enter the OTP in the field	been sent to y below to verify	our email. and print yo	our certificate or licen	ce form.				
			Send OTP				S Resend OTP				

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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	MYANMAR				HOME ABOUT U	IS HOW TO APPLY FAQ	s CONTACT
	TradeNet 2.0	Apply Cards <del>-</del>	Apply Oversea Licence -	Apply Border Licence -	<b>* 4</b>	😫 TestNN -	Log out 🤷
<b>@</b>							
Ľ	🖪 Alcoholic Beve	rages Impo	ortation Card -> New	/ Application			
Z							
\$ <sup>L</sup>	Step 1 Pa Tha Ka Information Alc	ep 2 oholic Beverages Imp	portation Information Supporting	Step 4         Step 5         Step           Documents         Preview         Payment Voucher         Print	6		
Z							
\$L			Solidate OTP (O	ne Time Passcode)			
Q		_	A OTP (One Time Passcode) has I Please enter the OTP in the field b	been sent to your email. below to verify and print your certificate or licence form.			
	Enter OTP Code	$\rightarrow$	078267				
			Validate OTP	5 Resend	d OTF		

Figure: Apply Card – verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.

Importer/Exporter Registration & Cards User Guide	I
Page <b>90</b> of <b>11</b>	8



	portation Card > Now Application	
🛥 Alconolic Beveraĝes	iportation card -> new Application	
Step 1 Pa Tha Ka Information Step 2 Alcoholic Bever	es Importation Information Step 3 Supporting Documents Step 4 Preview Payment Voucher Print	
	The Government of The Republic of the Union Ministry of Commerce Department of Trade	n of Myanmar
	CERTIFICATE FOR ALCOHOLIC BEVERAGES IMPORT	RTER REGISTRATION
1.Registration No.:	: AB0001/2020-2021	
2.Issue Date:	: 28/10/2020	
3.Valid Date:	: 30/09/2021	
4.Company Name	: ART DECORATION COMPANY LIMITED	
5.Address	: No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MY	YANMAR +959250191441
6.Exporter/Importer Registration No	: 103319730	
7.MD Name/Director Name & NRC	: U KYAW LWIN 12/THAGAKA(C)135929	
8.Type of Alcoholic Beverage	: Wine Liquor Semi-Finished Liquor	
9.Type of FL- Licence	: FL-11 FL-4 FL-5	
10.Valid Date Of FL Licence	30/09/2021 30/09/2021 30/09/2021	
11.Name and NRC of FL-11 Licence Holder	: U KYAW UWIN 12/AHLANA(C)135929	
12.Name and NRC of FL-4 Licence Holder	: U KYAW LWIN 12/AHLANA(C)135929	
13.Name and NRC of FL-5 Licence Holder	: U KYAW LWIN 12/AHLANA(C)135929	
14.Type of Certificate/Issuing Type	: New	
15.Remark	: IM Testing	
		Ko Ko Lay (Deputy Director General)
	UK8-40001-2020	
Terms and Conditions:စည်းကမ်းချက်	20	
The enterprise must abide by the releval Excise Law (လုဝ်ငန်းရှင်သည် တည်ဆဲယစ်မှ ချက်များကို လိုက်နာရမည်။)	aws, nutes and regulations including existing ပခေအပါအဝင် သက်ဆိုင်ရာဥပခေများစည်းကမ်း	
The enterprise must abide by the Import	on Procedure (လုပ်ငန်းရှင်သည် သာလာဒီမ)	
ကျေးကားမှာ များရှားရှားရှားရှားရှားရှားရှားရှားရှားရှ	al contention of the second	

### Figure: Print Card

### **Amend Alcoholic Beverages Importation**

**Step 1:** Click on **Search Application** from the **Apply Alcoholic Beverages Importation Card** of **Apply Cards** menu **and** then **Search** button, following screen will appear.

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	<b>A</b>						ABOUT US	PREFERENTIAL TRA	OENET	HOW TO APPOR	SAQ CONTAC	
	Trade NET	Apply Cards - Apply	Oversea Lice	nce -	Apply Border Licence			*	٠	😑 Test NN -	Logout	۹
0		C Apply Pa Tha Ka										
ція.	Q Business Se	Apply Individual Trading										
Br		Apply Whole Sale Card	PaTha	Ka No *								
8		Apply Retail Card	1999	999999								
B/		C Apply Whole Sale/Retail Card	BSA C	nd No •								
8		Apply Wine Importation Card	SaKa	0001/2020		Q, Search	_					
		Apply Duty Free Shop Card					0	Amend 🗹 D	dension	X Cancel		
	Pa Tha Ka No	Apply Re-Export Card		199999999	99_							1
	Ro The Keller and Date	C Apply BSA Card	Q, Search	Application								
	Pa Tha Kalissued Date											
	Date of Validity			17/01/202	5							
	Company Name			IM Testing	Trading							
	Company Address			No 2, Min P	Nandar Road,Kamaryut,Ya	igon,Myanmar						
	ernatudent.com/CardPtype+Business	Service Agency										
8.00	export-extension.png ^ 🖹 d	utyfrei eitension.prg 🗠 🔋 baine	-6.png	~ ×	bia new 5-paymeprg 🗠	B barnew-Apro	^	B barnew-long		~	Show all	×

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

#### Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 4. Click on **Make Payment** button you can check the amount of payment.
- 5. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 6. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 5. Click on **Send OTP** button send OTP code to your registered email.
- 6. Check your email get the OTP code.
- 7. Enter your OTP code and click on Validate OTP.
- 8. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

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### **Extension Alcoholic Beverages Importation**

**Step 1:** Click on **Search Application** from the **Apply Alcoholic Beverages Importation** of **Apply Cards** menu and then **Search** button, following screen will appear.

	A						ABOUT US	PREFERENTAL TRACE	ENET HOW TO APPL	Y FAQ CONTACT	<u>_</u>
	Trade NET	Apply Cards -	Apply Over		Apply Border Licence				🐥 🛛 😁 Test N	N - Log out	•
ø		🗱 Apply Pa Tha Ka	•								
Ú.	Q Business Se	Apply Individual Tra	ding +								
B⁄		Apply Whole Sale (	Card +	Pa Tha Ka No •							
5		🖾 Apply Retail Card	•	19999999999							
		Apply Whole Sale/	Retail Card»	BSA Card No •							
8		Apply Wine Import	ation Card+	SaKa00001/2	020	Q, Search					
		Apply Duty Free Sh	op Card 🔸				8	Amend 🗹 Exte	rsion X Cancel		
	Pa Tha Ka No	Apply Re-Export C	ed •	19999	99999						
	Pa Tha Ka Issued Date	Apply BSA Card	, (	A Search Applicat	tion						
	Date of Validity			17/01/	2025						
	Company Name			IM Test	ting Trading						
	Company Address			No 2, N	fin Nandar Road,Kamaryut,Ya	ngon,Myanmar					
0-0168	myanmarbadenet.com/CardTtype+Business 1	Service Agency									-
8	re-export-extension.png ^ 🖹 d	utyfree-extension.png	B barnew-Spr	9 A	🖹 barnew-5-paymepng 🗠	B barnew-Aprop	^	bia-new-1png	~	Show all	×

Figure: Search applications

When you click on **Extension** button following screen will appear.

	pply Cards -	Apply Oversea Licence -	Apply Border Licence -		* *	Test NN -	1
Alcoholic Beverage	es Importatio	n Card -> Extend A	pplication				
Step 1 Pa Tha Ka Information Step	) 2 ness Service Agenc	y Information Steep 3 Supporting Doc	meets Day 4 Proves Preprint 9	iet			
Pa Tha Ka No	1999999999	•					
Pa Tha Ka Issued Date	17/01/2020						
Date of Validity	17/01/2025						
Company Name	IM Testing Tr	ading					
Company Address	No 2, Min Na	ndar Road,Kamaryut,Vangon,My	winnar				
Mobile	092501914	1					
MD Name/Director Name	Director2						

Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

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**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

# **Cancellation Alcoholic Beverages Importation**

**Step 1:** Click on **Search Application** from the **Apply Alcoholic Beverages Importation** of **Apply Cards** menu and then **Search** button, following screen will appear.

	Ann						ABOUTUS	PROFERENC	SAIL TRADENET	HOW TO APPLY	FAQ CONTAC	1
	Trade NET	Apply Cards -	Apply Overse		Apply Border Licence -				* *	😑 Test NN -	Log out	•
ø		🗱 Apply Pa Tha Ka	•									
Ú.	<b>Q</b> Business Se	Apply Individual Transition	ding +									
B/		Apply Whole Sale C	ard + p	a Tha Ka No •								
5		🛅 Apply Retail Card	· ·	19999999999	1							
B/		Apply Whole Sale/R	etail Card» B	ISA Card No •								
8		Apply Wine Importa	tion Card+	SaKa00001/2	1020	Q, Search						
		Apply Duty Free Sho	op Card 🔸				8	Amend	C Extension	K Cancel		
	Pa Tha Ka No	Apply Re-Export Ca	rd 🔸	19999	999999							1
	Pa Tha Ka Issued Date	C Apply BSA Card	, d'	Search Applica	tion							
	Date of Validity			17/01/	2025							
	Company Name			IM Tes	ting Trading							
	Company Address			No 2, 8	Hin Nandar Road,Kamaryut,Yangor	Myanmar						
-	nyanmarkadenet.com/CardPtype=Business	Service Agency										
8.	e-export-extension.png ^ 🖹 d	utyfree extension.prg	B barnew-6.prg	^	🖹 barnev-Sipaymeprg 🔿 📲	bia-new-Aprig	^	B barn	nw-1.prg	^	Showall	×

Figure: Search application

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

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Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your show room card has been cancelled.

# **Duty Free Shop Cards**

When you click on **Duty Free Shop Card** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

**Drafts** – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

**Approved** – display the application, which has been approved by MOC officer.

			- Hold and the second -		
Duty Free Shop Ca	rd -> New Application	on			
🗩 inbox		Drafts	III In Progress	Approved	
Show 10 entries				Search:	
Application Type Ti	Application No 11	Date 11	Status/Message	Created By 11	Actions
New	CAB-00001-2020	28/10/2020 10:07	Checking for Application	Testhill	QActions *
Showing 1 to 1 of 1 entries				First Previous	1 Next Las

Figure: Duty Free Shop card section

## **Apply Alcoholic Beverages Importation**

**Step 1:** Click on **Apply New Application** from the **Apply Duty Free Shop Card** of **Apply Cards** menu.



TradeNet 2.0   Image: Apply Cards Apply Oversea Licence Apply Border Licence Image: Apply Cards Apply Oversea Licence Image: Apply Cards Image: Apply Cards<	MYANMAR		HOME ABOUT US H	IOW TO APPLY FA	Qs CONTAC
	TradeNet 2.0	pply Oversea Licence - 📄 Apply Border Licence -	<b>*</b> •	TestNN -	Log out
Step 1 Pa Tha Ka Internation       Step 2 Duty Free Shop Information       Step 3 Supporting Documents       Step 4 Preview       Step 5 Payment       Step 6 Preview         Pa Tha Ka No*       103319730         Data Tha Ka Issued Date       27/10/2020         Date of Validity       26/10/2025         Company Name       Art DECORATION COMPANY LIMITED         Company Address       No A001/Thitmin Yeikha, Thumingalar Street, Na Nwinn Gone Quarter, Thingangyun Township, Yangon Robile         Hobile       +959250191441	Duty Free Shop Card -> New	Application			
Pa Tha Ka No + 103319730 Pa Tha Ka Issued Date 27/10/2020 Date of Validity 26/10/2025 Company Name ART DECORATION COMPANY LIMITED Company Address No A/001,Thitmir Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region, MYANMAR Hobile +959250191441	Step 1 Pa Tha Ka Information Duty Free Shop Information	Step 3         Step 4         Step 5         Step 6           Supporting Documents         Perview         Payment         Print			
103319730         Pa Tha Ka Issued Date         27/10/2020         Date of Validity         26/10/2025         Company Name         ART DECORATION COMPANY LIMITED         Company Address         No A/001, Thirmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter, Thingangyun Township, Yangon         Mobile         +959250191441		Pa Tha Ka No •			
Pa Tha Ka Issued Date 27/10/2020 Date of Validity 26/10/2025 Company Name ART DECORATION COMPANY LIMITED Company Address No,A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon No,A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Nobile 4959250191441		103319730			
27/10/2020 Date of Validity 26/10/2025 Company Name ART DECORATION COMPANY LIMITED Company Address Rog.on,MYANMAR Mobile 4959250191441		Pa Tha Ka Issued Date			
Date of Validity 26/10/2025 Company Name ART DECORATION COMPANY LIMITED Company Address No.A/001,Thirmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR Hobile +959250191441		27/10/2020			
26/10/2025 Company Name ART DECORATION COMPANY LIMITED Company Address No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR Mobile +959250191441		Date of Validity			
Company Name ART DECORATION COMPANY LIMITED Company Address No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR Mobile +959250191441		26/10/2025			
ART DECORATION COMPANY LIMITED Company Address No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR Mobile +959250191441		Company Name			
Company Address No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR Mobile +959250191441		ART DECORATION COMPANY LIMITED			
No A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR // Mobile +959250191441		Company Address			
Mobile +959250191441		No.A/001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR			
+959250191441		Mobile			
		+959250191441			

Figure: Apply Duty Free Shop Card

**Step 2:** When you click on **New Application**, following show room card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

Duty Free Shop Card -> N	lew Application	
Step 1 Pa Tha Ka Information Duty Free Shop Informa	Step 3 Step 4 Step 5 Step 6 Privilew Payment Pint	
	Registration Term •	
	Choose	•
	MD Name/Director Name •	
	Q	Search Directors
	NRC Old-Format NRC/Passport No NRC	
	- All - • • • • • • • • • • • • • • • • • •	•
	Type of Business *	
	Choose	•
Duty Free Shop's Location		
Unit Level	Street Number and Street Name •	Quarter/City/Township •
State/Region •	Country *	Postal Code
- Select State/Region -	_ MYANMAR _	

Figure: Apply Duty Free Shop Card – step 2

When you click on **Search Directors** company's director list will be appear and you can choose the director from the list click on **Select** button.

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**Step 3:** Fill up the Sale Center information and click to **Next** button, to go to step3 as follow image.

TradeNet 2.0							<b>•</b> • • • • • •
	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -		1		TestNN -
💶 Duty Free Sł	nop Card -> N	lew Application					
Step 1 Pa Tha Ka Information	Step 2 Duty Free Shop Informa	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print				
Document Type •			Attachment Name •				
ကုမ္ပဏီ Letter Head ပါစ	လျှာက်လွှာ	-			Browse		@ Browse
Show 10 ¢ entries						Search:	
#	î↓ Do	cument Type	↑↓ Attachment Name	î↓ Filename	Actions		
			No data available i	n table			
Showing 0 to 0 of 0 entri	es					First F	Previous Next
< Previous							N

Figure: Apply Duty Free Shop Card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.

Duty Free Shop	Card -> New Application		
Step 1 Pa Tha Ka Information Dut	2 Step 3 Step 4 Step 5 Step 6 Prec Shop Information Supporting Documents Prevenew Step 7 Prevenew Step 6 Prevenew Step 6 Prevenew		
Pa Tha Ka No	103319730		
Pa Tha Ka Issued Date	27/10/2020		
Date of Validity	26/10/2025		
Company Name	ART DECORATION COMPANY LIMITED		
Company Address	No AJ001,Thitmin Yeiktha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangyun Township, Yangon Region,MYANMAR		
Mobile	+959250191441		
MD Name/Director Name	U SEIN TUN		
MD/Directors' NRC No	12/KATATA(C)006493		
Type of Business	Service		
Duty Free Shop's Location	111, Pyay Road, Kamaryut, Yangon Region,MYANMAR		
Valid Date			

Figure: Apply Duty Free Shop Card – step 4

**Step 5**: Click on **Submit** button to submit the application to MOC and wait the approval for application.

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**Step 6:** After approved the card application by MOC officer, there will be shown in Make Payment List of member dashboard.

\$ Make Pays	ment	Messag 0	e from MOC	In Progress	~	Comple 5	eted
<b>\$</b> Make Paymer	nt List						
Show 10 🜩 entries						Search:	
Form Type 1	Application Type î↓	Application No $11$	Date 11	Status/Message	Created B	∕ t⊥	Actions
Duty Free Shop	New	ODFS-00001-2020	28/10/2020 11:55	Pay Application fees	TestNN		\$ Make Payment
					Fi	st Previous	s 1 Next I

Figure: Apply Card – make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR						HOME ABOUT US HOW TO APPLY FAQs CONTAC						
	TradeNet	2.0 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	<b>.</b>	CestNN -	Log out 🤷					
ø 1	💶 Duty Fr	ree Shop Card -> N	lew Application										
** \$	Step 1 Pa Tha Ka Inform	Step 2 ation Duty Free Shop Informa	Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Print									
APU Myannar Payment Union     Med Myannar Payment Union													
	Online Fee				ММК		3,0	000					
	Duty Free Sho	pp Registration Fees			ММК		50,0	000					
	Technical Serv	vice Fee			ММК		:	100					
	Transaction Fe	ee			ММК		Ę	500					
	Total Due				ММК		53,6	500					
							\$ Make Payn	nent					

Figure: Apply Card – check payment amount

2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.

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MP	U Payment			
	000000000	Merchant Name : Myanmar Tradenet Test		
	MYANMAR TradeNet	Product Description : Invoice Number :	Duty Free Shop Registration Fees DFS28102011560100000	
		Amount :	53,600.00 MMK	
		Card Number		
		Month ~	Year ~	
		Enter OTP	GET OTP	
		CANCEL	CONFIRM PAYMENT	

Figure: Apply Card – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

MYANMAR	Payment Result Merchant Name : Myanmar Tradenet Test		
TradeNet	Product Description :	Duty Free Shop Registration Fees	
	Invoice Number :	DFS28102011590400000	
	Amount :	53,600.00 MMK	
	Card Number :	9503-05XX-XXXX-6732	
	Status :	Approve	
	Approve Code :	SJQJUT	
	Date/Time :	28 Oct 2020	
	Transaction Ref :	311345	
	c	ONTINUE	

Figure: Apply Card – MPU payment success

**Step 7:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

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ъ	De	int
-		ΠIL

Payment Voucher For ODFS-00001-2020										
Date	28/10/20	TIME	23:59:46							
INV NO	DFS28102011590400000	JFS28102011590400000								
MID	205104001204577									
CARD NUM	950305xxxxx6732									
APPR CODE	Transaction Success									
TRANS REF	311345									
AMT :MMK	MT : MMK 53,600.00									

Ontinue

Figure: Apply Card – print the payment voucher

Step 8: Click on Continue button to print your card, following screen will appear.

- 1. Click on Send OTP button send OTP code to your registered email.
- 2. Check your email get the OTP code.

	MYANMAR		HOM	HOME ABOUT US HOW TO APPLY FAQs CON					
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -		<b>*</b>	¢	🙁 TestNN 🗸	Log out 🤷
<b>@</b>									
1	🖪 Duty Free S	Shop Card -> N	lew Application						
2									
ч Ф	Step 1 Pa Tha Ka Information	Step 2 Duty Free Shop Informat	tion Step 3 Supporting Documents	Step 4     Step 5     Step 6       Preview     Payment Voucher     Print					
Ż			/ /						
¢ L			よ Validate OTP (O	ne Time Passcode)					
~			A OTP (One Time Passcode) has I	been sent to your email.					
Q			Please enter the OTP in the field b	elow to verify and print your certificate or licence	e form.				
			Send OTP	0	Resend OTP				

Figure: Apply Card - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

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Figure: Apply Card - verify the OTP code

**Step 9:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button as show in below.



radervét 2.0 E Apply Cards -	Apply Oversea Licence - 📲 Apply Border Licence -	🕋 🌲 😌 TestNN
_		
Duty Free Shop Card -> Ne	w Application	
Step 1 Step 2 Pa Tha Ka Information Duty Free Shop Informatio	Step 3 Step 4 Step 5 Step 6 Period	
	The Government of The Republic of the Union of Myanmar Ministry of Commerce Department of Trade	
	CERTIFICATE OF DUTY FREE SHOP REGISTRATION	
	1DF5 No.: DF500001/2020	
	2.Start Døte: 28/10/2020	
	3 Valid Date: 27/10/2021	
4.Company Name and Registration No	ART DECORATION COMPANY LIMITED 103319730	
5.Exporter/Importer Registration No and Date	: 103319730(26/10/2025)	
6.Type of Business	: Service	
7.Contact Address and Phone No.	No.AV001.Thitmin Yelkiha, Thumingalar Street, Na Nwinn Gone Quarter,Thingangsun Township, Yangon Region,MYANMAR     «959250191441	
8.MD Name and MD's NRC	U SEN TUN 12/KATATA(C)006493	
9.Duty Free Shop's Location	: 111, Pyay Road, Kamaryut, Yangon Region,MYANMAR	
10.Type of Service	: New	
11. Remark	: IM Testing	
	No Ko Lay	
	(Daputy Director Genera)	
	00F5,0001-3020	

Figure: Print Card

## **Amend Duty Free Shop**

**Step 1:** Click on **Search Application** from the **Apply Duty Free Shop Card** of **Apply Cards** menu **and then Search** button, following screen will appear.

	A						ABOUT US	PREFERENTIAL TR	<b>ADENET</b>	HOW TO APPLY	FAQ CONTAC	7
	Trade NET	Apply Cards - Apply O	versea Lice		Apply Border Licence			*	٠	😑 Test NN -	Log out	•
۵		🖬 Apply Pa Tha Ka 🔹 🕨										
Ú.	<b>Q</b> Business Se	Apply Individual Trading +										
B⁄		Apply Whole Sale Card	PaTha	Ka No •								
8		Apply Retail Card	1999	000000								
Br .		C Apply Whole Sale/Retail Car		nd No •								
8		Apply Wine Importation Card+	SaKa	0001/20	20	Q, Search	_					
		Apply Duty Free Shop Card 🔸					6	Amend If i	Extension	X Cancel		
	Pa Tha Ka No	Apply Re-Export Card		1999999	9999							
	Pa The Kellstrand Date	Apply BSA Card	Q, Search	Applicatio	on							
	Fa ma ha toped pate											
	Date of Validity			17/01/20	025							
	Company Name				IM Testing Trading							
	Company Address	Company Address			No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar							
	yannatradenet.com/CardPtype=Business	Service Agency										1
	e-export-extension.png ^ 📕 d	lutyfree-extension.png 🔿 📓 bsa-new-	6.png	^ ×	bianew-5-payme_prg ^	E barnew-Aprop	· ^	B bsamew-1pm	9	^	Show all	×

Figure: Search application

Step 2: When you click on Amend button following card form will appear step by step.

#### Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

Step 7: If your OTP code is verified, you can print the card, click on **Print** button.

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### **Extension Duty Free Shop**

Step 1: Click on Search Application from the Apply Duty Free Shop of Apply Cards menu and then Search button, following screen will appear.

	A						ABOUT US PRE	FERENTAL TRADEN	ET HOW TO APPLY	FAQ CONTACT
	Trade NET	Apply Cards - Apply Oversea Lice			ence - Apply Border Licence -				e Test NN -	Log out 🕰
ø		🗱 Apply Pa Tha Ka	•							
Ú.	Q Business Se	Apply Individual Tr	ading +							
B/		Apply Whole Sale	Card +	Pa Tha Ka No •						
5		Apply Retail Card	•	19999999999						
BY .		Apply Whole Sale/	Retail Card+	BSA Card No •						
63		C Apply Wine Impor	tation Card+	SaKa00001/2	020	Q, Search				
		Apply Duty Free Si	hop Card 🔸				C Am	end 🗹 Extens	ion X Cancel	
	Pa Tha Ka No	Apply Re-Export C	** •	19999	99999					
	Pa Tha Ka Issued Date	Apply BSA Card	· <	Q, Search Applica	tion					
	Date of Validity			17/01/	2025					
	Company Name			IM Test	ting Trading					
	Company Address	Company Address			No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar					
0.0168	myanmartradenet.com/Card/type=Business	Service Agency								
	re-export-extension.png ^ 🖹 d	utyfree-extension.prg 🗠	Barnew-Spr	· · ·	BianewSipayme_prg ^	B bianew-Aprop	~ ×	barnew-1.prg	^	Show all X

Figure: Search applications

When you click on **Extension** button following screen will appear.

	A			ABOUTUS PREPERVING TRADEET HOW TO APPO						
	Trade NET	Apply Cards -	Apply Oversea Licence -	Apply Border Licens	-		*	٠	Contraction -	Log out
0	Duty Free Sh	op Card -> Exter	nd Application							
8 B B	Step 1 Pa Tha Ka Information	Ship 2 Business Service Ager	ny Information Supporting Dec	unenta Reset	an S. Story B.					
5	Pa Tha Ka No	19999999	99							
	Pe The Ka Issued Do	en 17/01/202	•							
	Date of Validity	17/01/2021	5							
	Congarly Name	lite Testing	Trading							
	Company Address	No.2, Mar.N	iandar Road,Kamaryu(Vangun,My	wood						

Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

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- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 6:** If your OTP code is verified, below print preview will appear. You can print the extension Importer/Exporter Registration Certificate, click on **Print** button.

### **Cancellation Duty Free Shop**

**Step 1:** Click on **Search Application** from the **Apply Duty Free Shop** of **Apply Cards** menu and then **Search** button, following screen will appear.

							ABOUT US PREFEREN	TAIL TRADENET	HOW TO APPLY	SAQ CONTRO	2
	Trade NET	Apply Cards -	Apply Oversea	Licence - 👘 A	oply Border Licence			*	😑 Test NN -	Log out	۵
ø		🐻 Apply Pa Tha Ka	•								
Ú.	Q Business Se	Apply Individual Tra 100	ding 🔸								
Br		C Apply Whole Sale C	and + Pa	Tha Ka No •							
		Apply Retail Card	• 2	999999999							
8		Apply Whole Sale/F	etail Carde BS	A Card No •							
_		Apply Wine Import	tion Card + S	aKa00001/2020		Q, Search					
		Apply Duty Free Sh	sp Card +				Le Ameno	LS Extension	A Cancel		
	Pa Tha Ka No	D Apply Re-Export Ca		19999999999							
	Pa Tha Ka Issued Date		, d'se	arch Application							
	Date of Validity			17/01/2025							
	Company Name			IM Testing Tra	ding						
	Company Address			No 2, Min Nar	dar Road,Kamaryut,Yar	gon,Myanmar					
C-P148.	nyanmartradenet.com/CardPtype+Business 1	Service Agency									1
8.	re-export-extension.png ^ 🔒 d	dyfree extension.prg 🗠	B barnew-6.prg	<ul> <li>B tor</li> </ul>	new-5-payme_prg ^	B barnew-Aprop	<ul> <li>B bar</li> </ul>	new-1.pmg	^	Show all	×

Figure: Search application

Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

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After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

**Step 4:** After approved the application by MOC officer, your show room card has been cancelled.

# Whole Sale/Retail

# Whole Sale (or) Retail (or) Whole Sale/Retail

Trader can apply three types of whole sales/retail card as follow.

- 1. Apply whole sales card click on Apply Whole Sale Card from Apply Cards menu.
- 2. Apply retail card click on Apply Retail Card from Apply Cards menu.
- 3. Apply whole sales/retail card click on **Apply Whole Sale/Retail Card** from **Apply Cards** menu.

When you click on **Whole Sale/Retail** from the **Card List** of side bar, you can check the status of individual trading application.

**Inbox** – display the application, which has been approved by MOC officer, need to be made payment and notify from MOC officer.

**Drafts** – display the application, which has not been sent to MOC officer.

**In Progress** – display the application, which has been submitted to MOC officer but not approved yet.

Approved – display the application, which has been approved by MOC officer.

	MYANMAR						HOME ABOUT US HO	W TO APPLY FAQs CONTACT
	TradeNet 2	2.0	Apply Cards -	Apply Ov	versea Licence - 👘 App	ly Border Licence -	* 🌳	😫 Test NN - 🔹 Log out 🐣
Ð								
Ľ.	Card List	ale/Re	etail					
2	Pa Tha Ka							
	Individual Trading	🗩 Inbox	¢		📔 Drafts	<b>≆≣ In Progress</b>	Approve	ed
\$	Whole Sale/Retail Card			_				
Ľ	Alcoholic Beverages Importation Card	5					Search:	
\$ 0	Duty Free Shop Card	Туре	Applicatio	n No 🕕	Approved/Notify Date	↑↓ Status/Message	Created By	Actions
0	BSA Card							
~	Sale Center Card		OW-00002	-2020	02/11/2020 10:18	Pay Application fees	Test NN	Actions -
	Show Room Card							
	Showing 1 to 1 of 1	entries					First Previou	us 1 Next Last

Figure: Whole Sale/Retail Card Section

# **Apply Whole Sale**

Step 1: Click on Apply New Application from the Apply Whole Sale Card from Apply Cards menu.

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	💭 Trade NET <sup>14</sup>	March Carls - Barch D	versea Licence -	Black	- Bowler Licence -	ABOUTUS PREFE	RENTAL TRADENET	HOW TO A	NN Log out A
0	🗖 Whole Sale	🖬 Apply Pa Tha Ka 🔹						C has	
Br B		Apply Whole Sale Card	Apply New Ap	plication	fill in Progress		•	oproved	
E∕ B	Show 10 entries	Apply Retail Card	Q, Search Applica	50n	StatusMessage		Sear	the T1	Actions
		Apply Wine Importation Carb     Apply Duty Free Shop Card		No data	a available in table				
	Showing 0 to 0 of 0 entr	Apply Re-Export Card     Apply BSA Card					First	Previous	Next Last

Figure: Apply Whole Sale Card

**Step 2:** When you click on **New Application**, following whole sale card step1 Pa-Tha-Ka information is showing and click on **Next** button, to go to the step 2 form.

Step 1 Pa Tha Ka Information Step 2 Whole Sale	Information Step 3 Supporting Documents F	tep 4 Step 5 Step 6 Payment Print			
	Registration Term				
	Choose		-		
	Whole Sale Name	•			
♥ WholeSale/Retail Addr	ess				
Unit Level		Street Number and Street Name •	Quarter/City/Township •		
State/Region •		Country •	Postal Code		
- Select State/Region -	-	MYANMAR	-		
	Type of Business •				
	Foreign Compa	anyJV(More than 20%of citizen ration)JV(Less than 20	6 of Citizen ratio) 🕢 Myanmar Company		
	Goods Category Li	st for Selling •			

Figure: Apply whole sale card – step 2
**Step 3:** Fill up the whole sale information and click to **Next** button, to go to step3 as follow image.

💶 Whole Sale/Retail Card -> New Ap	plication			
Step 1 Pa Tha Ka Information Step 2 Whole Sale Information Supporting	Step 4 Step 5 Step 6   Documents Preview Payment Print			
Document Type *	Attachment Name •			
ကုမ္ပဏီ Letter Head ပါလျှောက်လွှာ	•	Browse		<i>e</i> Brows
Show 10 + entries			Search:	
# 11 Document Type	11 Attachment Name	↑↓ Filename		Actions
	No data available in table			
Showing 0 to 0 of 0 entries			First F	revious Next
< Previous				
				-

Figure: Apply whole sale card – step 3

**Step 4:** After attached the supporting documents and click on **Next** button to review the information as below.



There build, the and the them, ipplied den		
Step 1 Step 2 Step 3 Pa Tha Ka Information Supporting Documents Preview	Step 6 Step 6 Payment Print	
Pa Tha Ka No	103319730	
Pa Tha Ka Issued Date	27/10/2020	
Date of Validity	26/10/2025	
Business Registration No	103319730	
Company Name	ART DECORATION COMPANY LIMITED	
Mobile	+959250191441	
Email	testnn74524@gmail.com	
Type of Business	Myanmar Company	
Whole Sale Name	Test NN	
WholeSale/Retail Address	219, Thapyay Road, Thuwanna, Thingungyun, Yangon Region, MYANMAR	
Type of Registration	Whole Sale	
Goods Category List for Selling	IM Testing Goods	
Valid Date	-	

Figure: Apply whole sale card – step 4

**Step 5:** Click on **Submit** button to submit the application to MOC and wait the approval for application.

**Step 6:** After approved the apply card by MOC officer, you can get the notification from the dashboard and there is a new record to make payment in the make payment list.

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TradeNet 2.0	Apply Cards -	Apply Oversea I	Licence - CApply B	order Licence +	i 🕺 🐣	🕒 TestNN - 🛛 Log
				_		
\$ Make Paym	lent	0 Message	e from MOC	o In Progress		mpleted
\$ Make Payment	t List					
Show 10 🗢 entries					Sear	ch:
Form Type 1	Application Type $\uparrow\downarrow$	Application No $~\uparrow\downarrow$	Date 1↓	Status/Message	Created By ↑↓	Actions
Whole Sale	New	OW-00001-2020	27/10/2020 15:56	Pay Application fees	TestNN	\$ Make Payment
Showing 1 to 1 of 1 entri	ies				First Pre	evious 1 Next Las
Message from	n MOC List					
Show 10 🗢 entries					Sear	ch:
Form Type 1	Application Type $\hat{\uparrow} \downarrow$	Application No 1	Date 1↓	Status/Message	Created By	Actions
			No data avail	able in table		

Figure: Apply Whole Sale - make payment message

1. Click on **Make Payment** button you can check the amount of payment.

	MYANMAR				HOME A	BOUT US HOW TO APPLY FAQS CONTACT
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	📮 🌻 TestNN - Log out 🔒
<b>2</b> 2	🕶 Whole Sale	/Retail Card ->	New Application			
≚ ≫						
	Step 1 Pa Tha Ka Information	Step 2 Whole Sale Information	Step 3 St Supporting Documents Pr	tep 4 Step 5 Step 6 Payment Print		
4 4			Myanmar Payment Union	Birlineyeed MCB Net of Carlos		
Q	Payment	Information				
	Online Fee				ММК	3,000
	Whole Sale Registrati	ion Fees			ММК	50,000
	Technical Service Fee				ММК	100
	Transaction Fee				ММК	500
	Total Due				ММК	53,600
						<del>, M</del> ake Payment

Figure: Apply Whole Sale - check payment amount

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2. Click on **Make Payment** button to make payment and then go to the MPU payment page as below.

MPU Payment			
	Merchant Name : Myanmar Tradenet Test		
MYANMAR TradeNet	Product Description :	Whole Sale Registration Fees	
	Amount :	W2710201557360000000 53,600.00 MMK	
	Card Number		
	Month v Year	~	
	Enter OTP	GET OTP	
	CANCEL		
	Copyright © 2020, MPU	All rights reserved.	

Figure: Apply Whole Sale – MPU payment portal

3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.** 

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MPU Result			
	Payment Result		
	Merchant Name :		
	Myanmar Tradenet Test		
	Product Description :	Whole Sale Registration Fees	
	Invoice Number :	W2710201614500000000	
	Amount :	53,600.00 MMK	
	Card Number :	9503-05XX-XXXX-6732	
	Status :	Approve	
	Approve Code :	FIJLAS	
	Date/Time :	27 Oct 2020	
	Transaction Ref :	311288	
	cc	NTINUE	

Figure: Apply Whole Sale – MPU payment success

**Step 8:** After payment is success, you can print the Payment Voucher click on **Print** button as show in below.

		🖶 Print
	Payment Voucher For OW-00001-202	20
Date	27/10/20 TIME	16:15:33
INV NO	W2710201614500000000	
MID	205104001204577	
CARD NUM	950305xxxxx6732	
APPR CODE	Transaction Success	
TRANS REF	311288	
AMT :MMK	53,600.00	
		O Continue



ł

Figure: Apply Whole Sale – print the payment voucher

Step 9: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.

	CONTRACTOR AND A DESCRIPTION OF A DESCRI	MAR .			Home Hoodings Hom to when they contract				
	TradeNet 2.0	Apply Cards -	Apply Oversea Licence - 🌕 Apply Border Licence -	*	٠	🕒 TestNN -	Log out 🖴		
Ø	_								
Ê.	Whole Sale	/Retail Card ->	New Application						
P/									
5	Step 1 Pa Tha Ka Information	Step 2 Whole Sale Information	Step 3 Step 4 Step 5 Step 6 Payment Voucher Print						
P/			• Validate OTP (One Time Responde)						
6									
Q.			A OTP (one time Passcode) has been sent to your email. Please enter the OTP in the field below to verify and print your certificate or licence form.						
			Send OTP Resend OTP						

Figure: Apply Whole Sale - send OTP code

- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

	MYANMAR				HOME ABOUT	US HOW TO APPLY	FAQs CONTACT
	TradeNet 2.0	🛓 Apply Cards -	Apply Oversea Licence -	Apply Border Licence -	*	🐥 🛛 😌 TestNN	- Log out 🐣
1	🖪 Whole Sale/	/Retail Card -:	> New Application				
27 4	Step 1 Pa Tha Ka Information	Step 2 Retail Information	Step 3 Supporting Documents Step 4 Preview	Step 5 Payment Voucher Print			
2 \$			上 Validate OTP (O	ne Time Passcode)			
Q			A OTP (One Time Passcode) has a Please enter the OTP in the field b	been sent to your email. Below to verify and print your certificate or licence forr	m.		
	Enter OTP	Code					
			Validate OTP	් Re	send OTP		

Figure: Apply Whole Sale - verify the OTP code

**Step 10:** If your OTP code is verified, below print preview will appear. You can print the Card, click on **Print** button.

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MYANM.	IAR		HOME ABOUT US HOW TO APPLY FAQs CONTACT
Tra	Apply Cards - Apply	Versea Licence • 💦 Apply Border Licence •	👫 🌲 😝 TestNN + Log out 🕯
			🖨 Print
	The Government of	f The Republic of the Union of Myanmar	
	and the second s	Ministry of Commerce	
		Department of Trade	
	CERTIFICATE OF WHO	LESALE / RETAIL REGISTRATION	
	1. Registration No.	: W-00001/2020	
	2. Issue Date	: 27/10/2020	
	3. Valid Date	: 26/10/2025	
	4. Company Name	: ART DECORATION COMPANY LIMITED	
	5. Company Registration No	: 103319730	
	6. Contact No	: +959250191441	
	7. E-Mail Address	: testnn74524@gmail.com	
	8. Type of Business	: Myanmar Company	
	9. Wholesale / Retailsale Name	: Test NN	
	10. Wholesale / Retailsale Address	: 219, Thapyay Road, Thuwanna, Thingungyun, Yangon Region,MYANMAR	
	11. Issuing Type	: New	
	12. Type of Registration	: Whole Sale	
	13. Remark	: IM Testing	
	14. Term and Conditions :		
	I hereby register the above mentioned e following terms and condition	nterprise as Wholesale / Retail Business Subject to the	
		Ko Ko Lay	
		(Deputy Director General)	

Figure: Apply Whole Sale – step 6 print

## **Amend Whole Sale**

Step 1: Click on Search Application from the Apply Whole Sale Card of Apply Cards menu and then Search button, following screen will appear.

	A				Al	NUT US PREFERENC	SAIL TRADENET	HOW TO APPEY FAQ CONTAG		
	Trade NET	Apply Cards -	Apply Oversea Licence -	Apply Border Licence -			* *	C Test NN -	Log out 🛆	
0 11	Q Whole Sal	e Search								
Br B			Pa Tha Ka No = 19999999999							
8			Whole Sale Car W00001/202	rd No * 10	Q, Search	2 Amend	2 Extension	X Cancel		
	Pa Tha Ka No			199	19999999					
	Pa Tha Ka Issued Date			17/0	1/2020					
	Date of Validity			17/0	1/2025					
	Business Registration N	40		199	9999999					
	Company Name			IM T	esting Trading					

Figure: Search application

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Step 2: When you click on Amend button following card form will appear step by step.

Remark: Please do not forget to check on the checkbox of amended fields.

**Step 3:** After making amendment the card information, click on **Submit** button to submit to MOC and wait for approval of Pa-Tha-Ka application by MOC officer.

**Step 4:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on **Make Payment** button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 5: After payment is success, you can print the Payment Voucher click on **Print** button.

Step 6: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

**Step 7:** If your OTP code is verified, you can print the card, click on **Print** button.

## **Extension Whole Sale**

**Step 1:** Click on **Search Application** from the **Apply Whole Sale Card** of **Apply Cards** menu and then **Search** button, following screen will appear.



	A					ABOUT US PRE	PERENTAL TR	ADENET	HOW TO APPLY F	AQ CONTACT
0 10 10 10 10 10 10 10 10 10 10 10 10 10	Trade NET	Apply Cards -	Apply Oversea Licence -	Apply Border Licence	-		*	٠	🕒 Test NN -	Log out 🛆
	<b>Q</b> Whole Sale	e Search								
			Pa Tha Ka No • 1999999999							
			Whole Sale Car W00001/202	d No *	Q, Search	C Am	end (27)	xtension	X Cancel	
	Pa Tha Ka No			19	20000000					
	Pa Tha Ka Issued Date			17)	01/2020					
	Date of Validity			17)	01/2025					
	Business Registration N	io .		19	0000000					
	Company Name			IM	Testing Trading					

Figure: Search application

When you click on **Extension** button following screen will appear.

rep 1 Step 2 Step 3 Step 3 Supporting Documents	Step 4 Step 5 Step 6 Preview Payment Pitnt
Pa Tha Ka No	199999999
Pa Tha Ka Issued Date	17/01/2020
Date of Validity	17/01/2025
Business Registration No	199999999
Company Name	IM Testing Trading
Mobile	09250191441
Email	testnn74524@gmail.com
Type of Business	JV more than 20%
WholeSale/Retail Name	whole sale name
WholeSale/Retail Address	whole sale address
Type of Registration	Whole Sale
Goods Category List for Selling	Rice
Valid Date	17/01/2025

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Figure: Review the information for extension

**Step 2:** After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval from MOC officer.

**Step 3:** After approved the application by MOC officer, there will be shown in Make Payment List of member dashboard.

- 1. Click on Make Payment button you can check the amount of payment.
- 2. Click on **Make Payment** button to make payment and then its goes to the MPU payment page.
- 3. Fill up the MPU information and click on **CONFIRM PAYMENT** button. If your payment is success your payment result status with **Approve.**

Step 4: After payment is success, you can print the Payment Voucher click on Print button.

Step 5: Click on Continue button to print your card, following screen will appear.

- 1. Click on **Send OTP** button send OTP code to your registered email.
- 2. Check your email get the OTP code.
- 3. Enter your OTP code and click on Validate OTP.
- 4. If you did not get OTP code, click **Resend OTP** to send again.

Step 6: If your OTP code is verified, you can print the Card, click on **Print** button.

## **Cancellation Whole Sale**

**Step 1:** Click on **Search Application** from the **Apply Whole Sale Card** of **Apply Cards** menu and then **Search** button, following screen will appear.

	A						ABOUT US	PROFEREN	TAIL TRADER	ET HOW TO	APPOr 19	Q CONTACT
	W Trade NET	😰 Apply Cards - 📄 Apply Over		rsea Licence - 📄 Apply Border Licence -					* *	e Te	st NN -	Log out 📤
0 11	Q Whole Sale	e Search										
87 87 88 87 88 8				Pa Tha Ka No * 1999999999								
				Whole Sale Car W00001/202	d No *	Q, Sean	n.	Z Amend	🖌 Extern	ion XC	incel	
	Pa Tha Ka No					1999999999						
	Pa Tha Ka Issued Date					17/01/2020						
	Date of Validity					17/01/2025						
	Business Registration N	éo				19999999999						
	Company Name					IM Testing Tradin	9					

Figure: Search application

Importer/Exporter Registration & Cards User Guide | Page **117** of **118**  Step 2: Click on Cancel button, you can review all information but you cannot make edit.

Step 3: Review information step by step.

After reviewed the information, click on **Submit** button to submit to the MOC and wait for approval of the application by MOC officer.

Step 4: After approved the application by MOC officer, your Whole Sale has been cancelled.



