Ministry of Commerce

TradeNet 2.0

User Guide
(Trader)

Supported by

Prepared by

English Version

Contents

Introduction

In this document is intended to guide the online processing system for export/import traders to apply the Trade Registration and Import/Export Licenses and Permits including secure online payment features via the Myanmar Payment Union (MPU) and also can do the following functions –

- Member registration
- Create sub-member account
- Login
- Forget password
- Dashboard
- How to apply, amend, extension, cancel and online payment Pa-Tha-Ka
- How to apply individual trading card (ITC)
- How to apply, amend, extension, cancel and online payment other cards/certificates
- How to apply, amend, extension, cancel and online payment border export/import licenses/permits
- How to apply, amend, extension, cancel and online payment oversea export/import licenses/permits

Member registration

To make TradeNet2.0 member account.

Step 1: When click on **Register** from the top menu bar, following member register from screen will appear.

Figure: Member registration form step1

Step 2: Fill up the step1 member registration form.

Step 3: After filling up the step1 form, click on **Next** button. When click on Next button, following step1 member registration form will appear.

Figure: Member registration form step2

Step 4: After filling up the step2 member registration form, click on **Register** button. And then you will receive the payment link from your registered email.
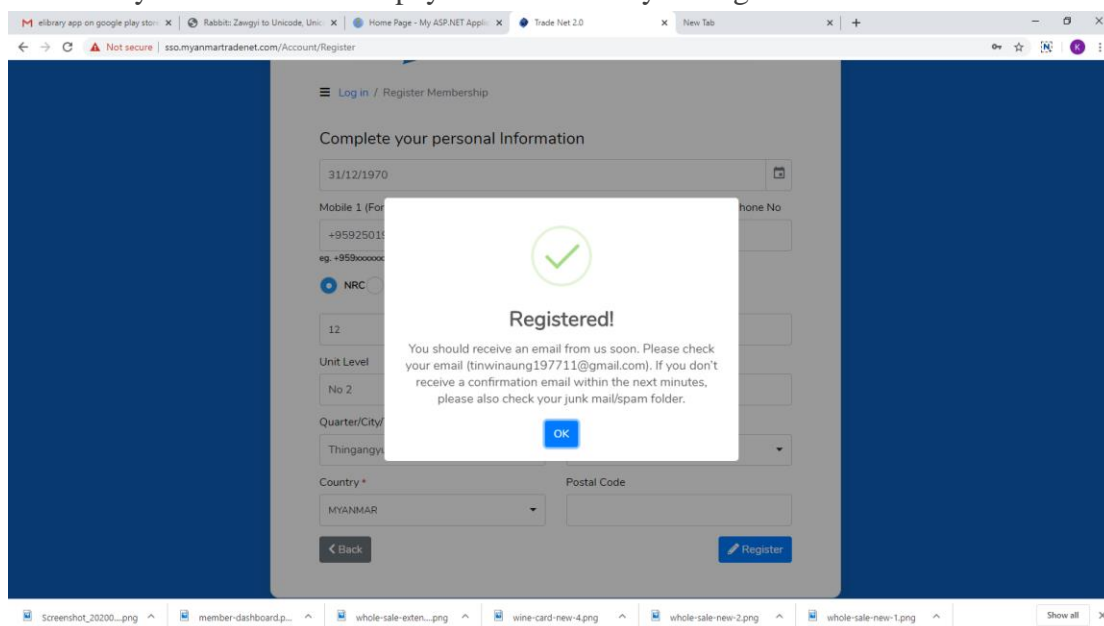

Figure: Member registration success message

Step 5: After making the payment for member registration, you will receive the verification code and verification link from your registered email.
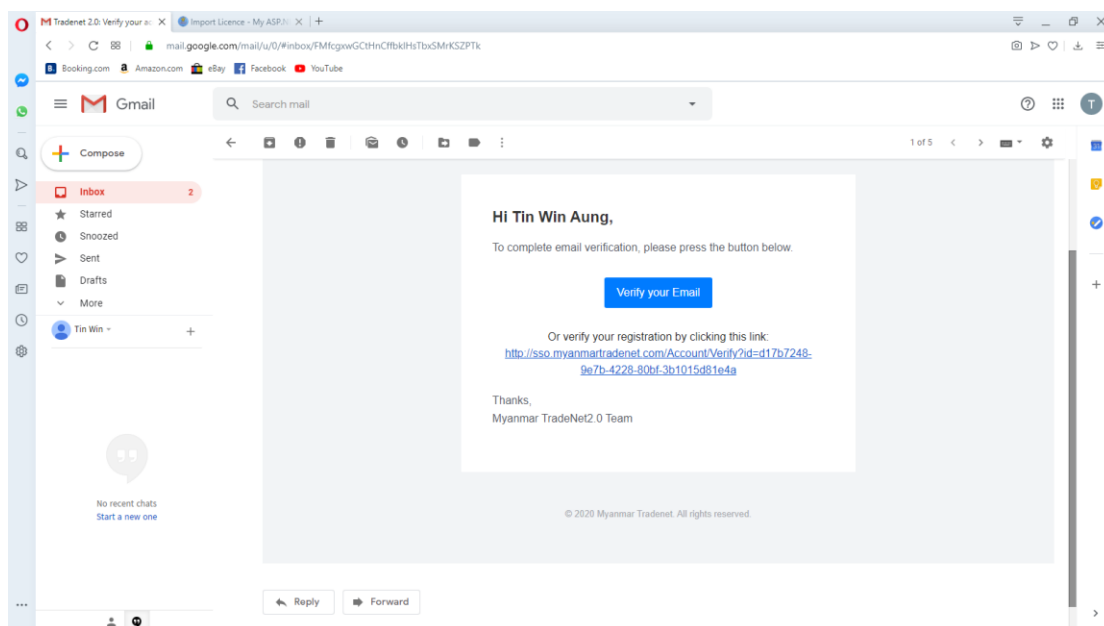
Figure: Registered email for payment link and verify account

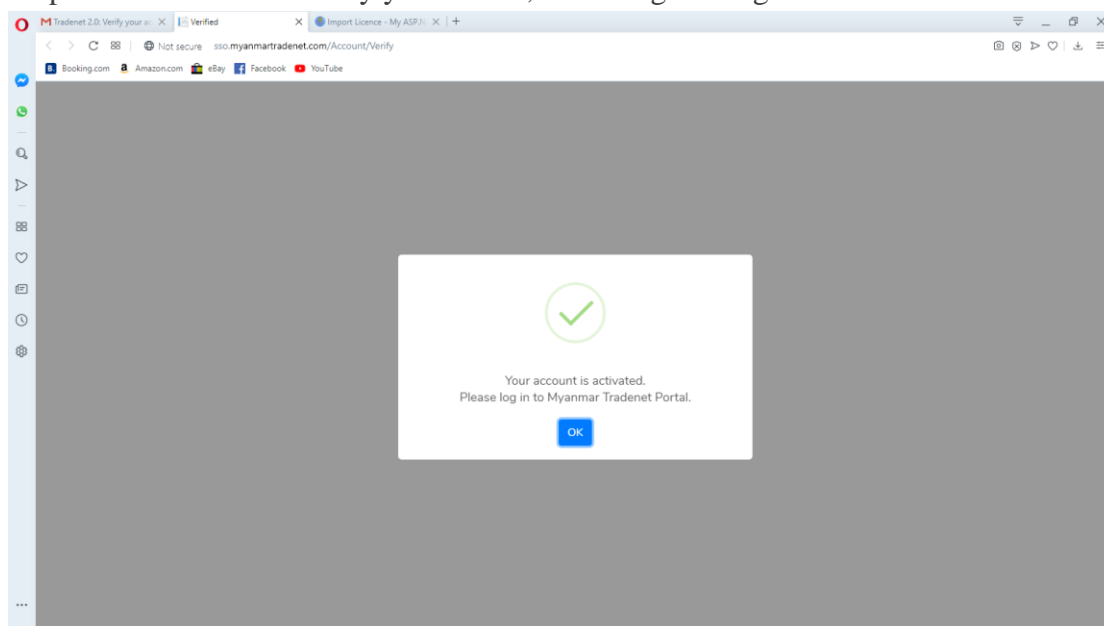Step 6: After click on Verify your Email, following message will show.

Figure: Account activation

Forget password

If you forgot the password, click on "Forgot Password" and following screen will appear.
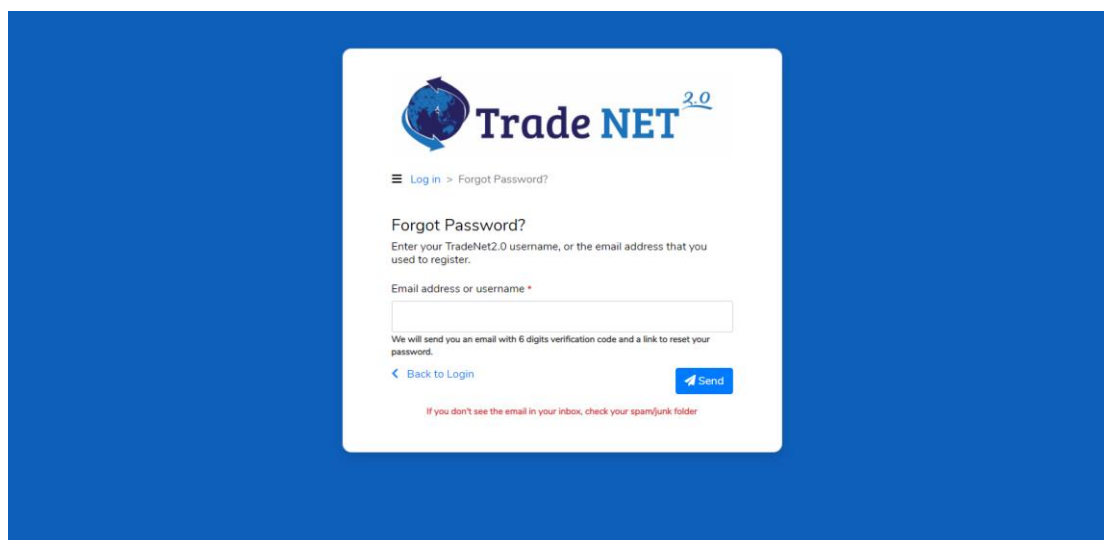
Figure: Forgot password

Step 1: Fill up your registered email address and click on **Send** button.

Remark: Email address must be the same of registered email.
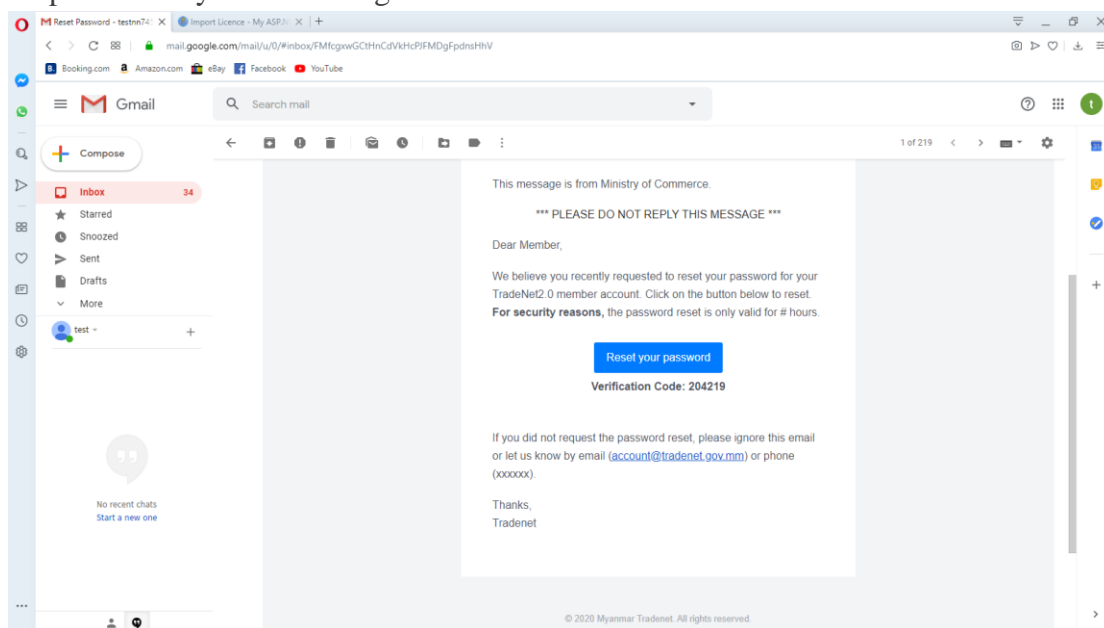
Step 2: Check your email to get the verification code.

Figure: Forgot password – get verification code and link

Step 3: Enter verification code and click on **Next** button.

Figure: Forgot password – enter verification code

Step 4: When you click on **Next** button, following rest password screen will appear.

Figure: Forgot password – reset password

Step 5: Enter new password and confirm new password and then click on **Reset** button. Your new password has been changed successfully.

Member Dashboard

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.

Figure: Member Dashboard

Create sub member account

Step 1: Click on member account from the top menu bar.

Figure: Dashboard – member account menu

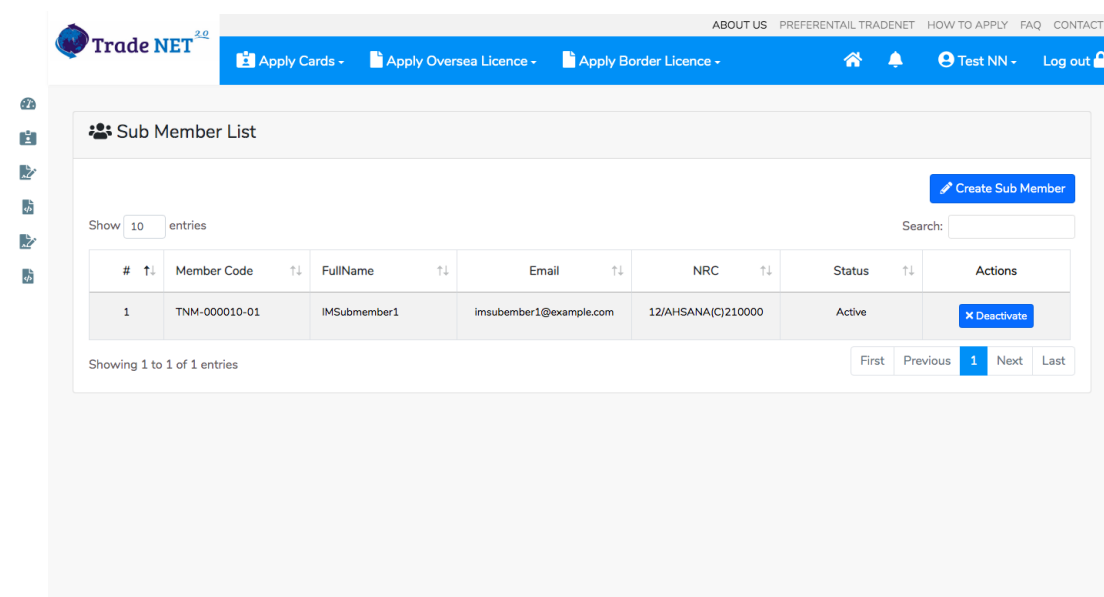Step 2: Click on **Sub-Member**, the below sub-member list screen will appear.

Figure: Sub-member list

Step 3: Click on **Create Sub Member** button, the below sub-member create form will appear.

Figure: Sub-member form

Step 4: After filling up the sub-member information, click on **Create** button to save the sub-member.

Remark: Email address must be the correct email to send the notification.

View profile and edit
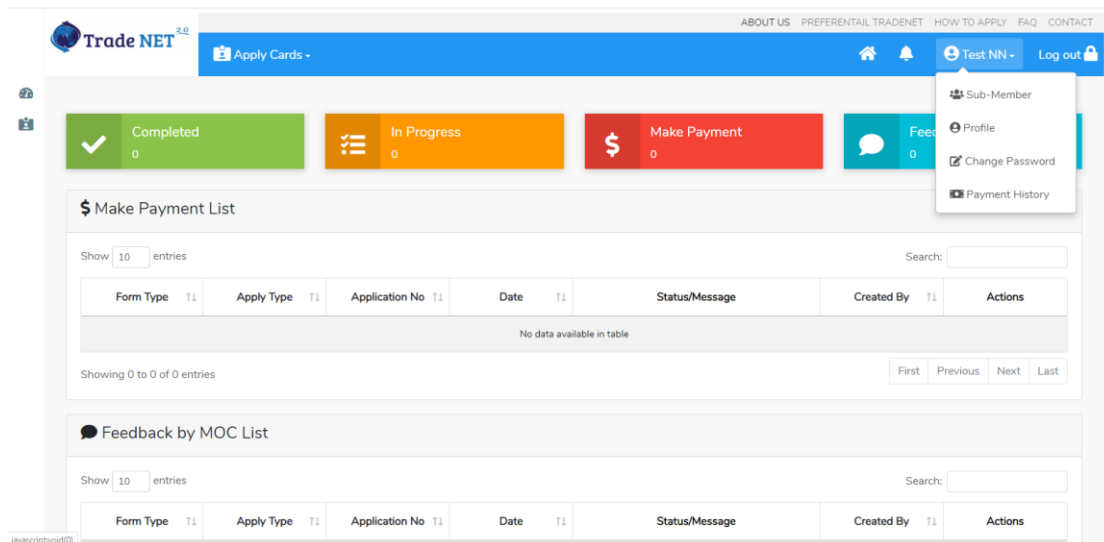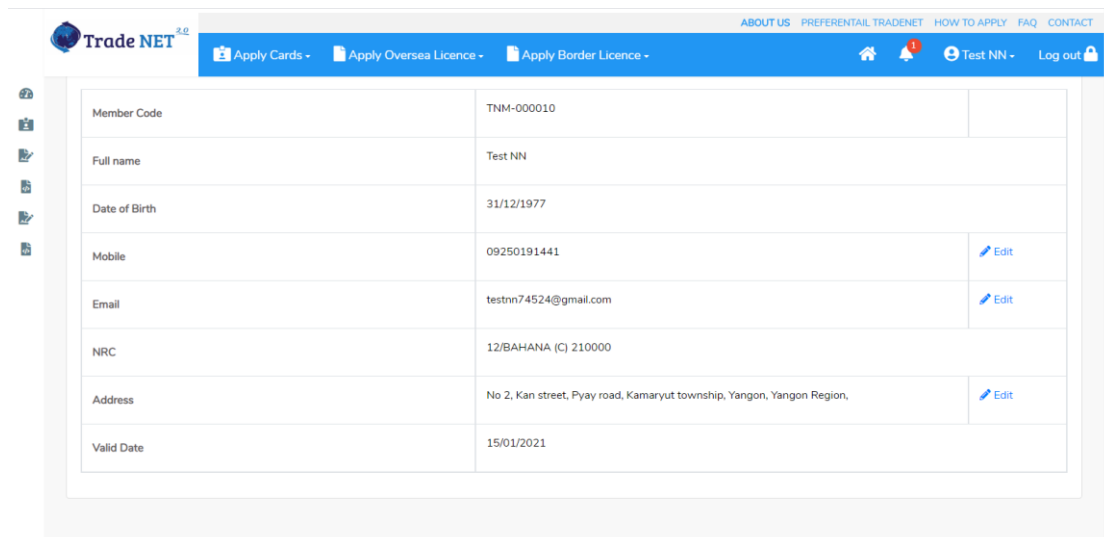
Step 1: Click on member account from the top menu bar.

Figure: Dashboard – member account menu

Step 2: Click on **Profile**, the below profile information screen will appear.

Figure: Profile view and edit

Step 3: If you want to make edit, click on **Edit** icon, the edit pop will appear as below image.
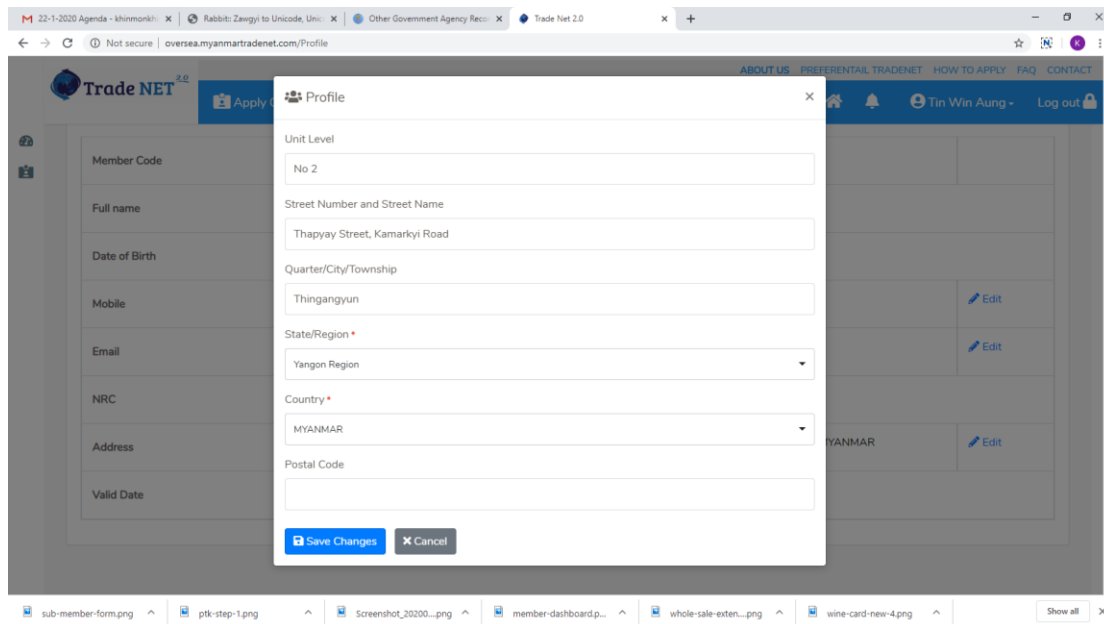
Figure: Profile edit

Step 4: After editing the profile information, click on **Save Changes** button. Your editing field has been successfully updated.

Member extension

Step 1: Go to the member profile page and than click on **Apply Extension** button. The below confirmation message will appear.
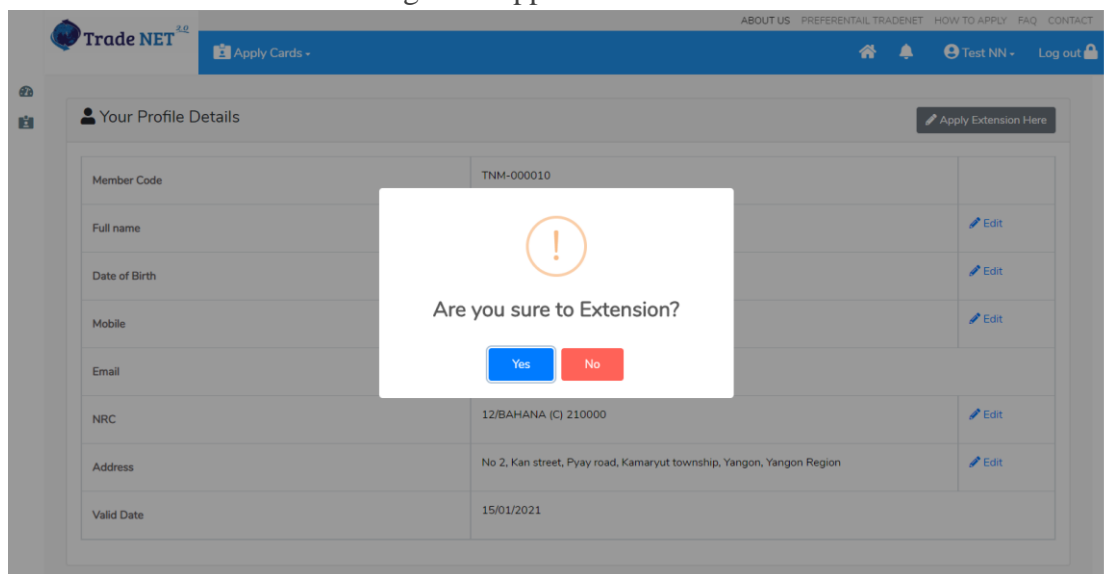
Figure: Member extension

Step 2: If you sure, click on **Yes** button. And then below MPU online payment screen will appear.

Figure: Member extension for MPU payment page

Change Password

Step 1: Click on member account from the top menu bar.

Figure: Dashboard – member account menu

Step 2: Click on **Change Password**, the below change password screen will appear.
Step 3: Enter 1) Current password 2) New password and 3) Confirm password and then click on **Save Changes** button to save the new password.
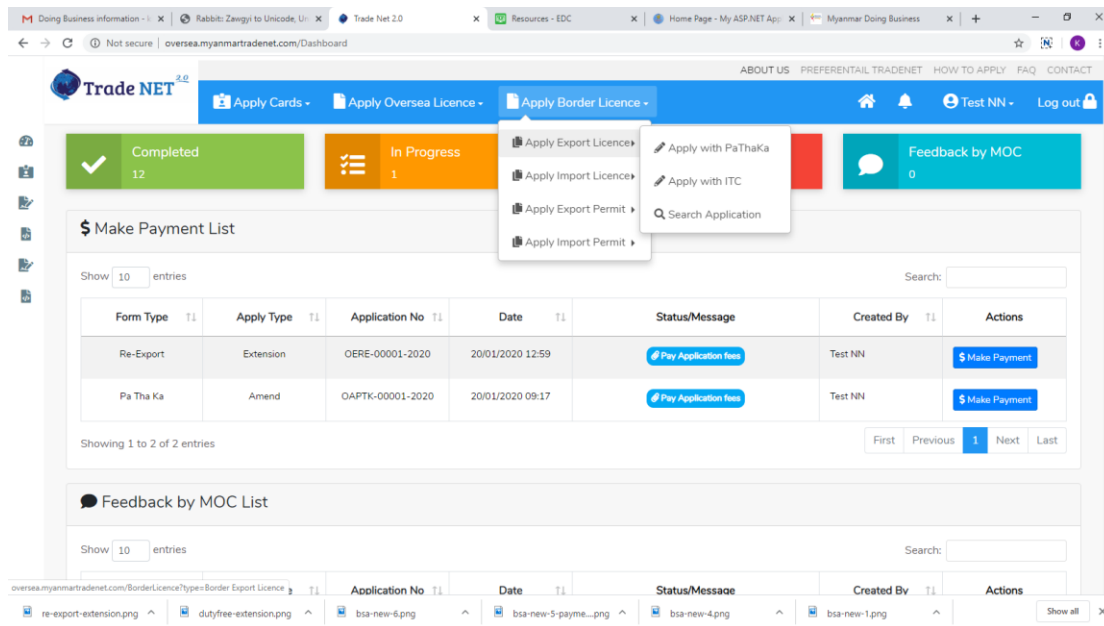
Figure: Change Password

Oversea/Border Export/Import License

When you click on **Export License** from the **Border License** 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.

Figure: Border Export License

Apply Export/Import License

If you want to apply oversea export license, click on **Apply Oversea License > Apply Export License > Apply New Application** on menu bar.

If you want to apply border export license, click on **Apply Border License > Apply Export License > Apply New Application** on menu bar. For border license, trader can able to apply by Pa-Tha-Ka or ITC cards as follow.

Figure: Border license apply with Pa-Tha-Ka or ITC

Step 1: When you apply export license with PTK or ITC, following step1 license form will appear. In step 1, PTK information or ITC information is displaying.

Figure: Export license form step1

Step 2: Click on **Next** button, following step2 form will appear and fill up the license information.

Figure: Export license form step2

Step 3: After filling up the step2 form and click on **Next** button, following step3 form will appear.

Figure: Export license form step3

(1) Click on **Search HS Code** and select the HS Code which you want to apply license and fill up the require items information.
(2) Click on **Add** button.
(3) If you want to add more item, search HS Code, fill up information and click on Add.

Step 4: After fill up the items and click on **Next** button, following step4 form will appear. In step4, to attach the supporting documents and adding the OGA recommendation reference no. Trader can able to attach more than one supporting documents and OGAs recommendation reference no.

Figure: Export license form step4

Step 5: After filling up step4 form and click on **Next** button, following step5 form will appear. Review the license information and if you want to submit to MOC, click on **Submit** button and wait the approval for application.

Figure: Export license form step5

Step 6: After approved the apply application 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 as per below image.

Figure: Display to make payment on approved application in dashboard

Step 7: After making payment process is success, following screen will appear to print the Created License and Payment voucher.

Figure: Print created license

Figure: Print payment voucher

Search Export/Import License

If you want to search oversea export license, click on **Apply Oversea License > Apply Export License > Search Application** on menu bar.

If you want to search border export license, click on **Apply Border License > Apply Export License > Search Application** on menu bar.
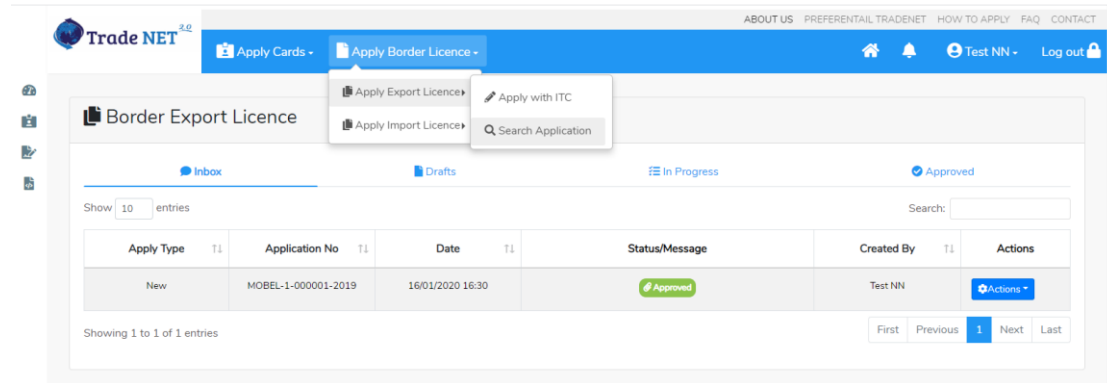
Figure: To Search Application

If you want to make Amend, Extension or Cancel, first you have to search the license by license no.

(1) Check on Pa Tha Ka No or Individual Trading No.
(2) Enter license no (original created license no)
(3) Click on **Search** button

Figure: Search Application

After search application is exist, following screen will appear to make **Amend**, **Extension** or **Cancel**.

Figure: Review the search application

Extension Export/Import License

Step 1: Go to the search application page.

Step 2: Search the license application by license no and if the searched application is exists, review the search application screen will appear.

Step 3: Click on **Extension** button, the following screen will appear and then click on **Submit** button to submit to MOC officer.

Remark: License information cannot edit in extension process.

Figure: To submit the application for extension

Step 4: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 6: After making payment process is success, trader get the extend license and can print.

Figure: Review the extend license

Amend Export/Import License

Step 1: Go to the search application page.

Step 2: Search the license application by license no and if the searched application is exists, review the search application screen will appear.

Step 3: Click on **Amend** button, the following screen will appear to display the Pa Tha Ka or ITC card information and then click on **Next** button to go to step2 form.

Figure: Export license form step1

Step 4: In step2 form, please check on the checkbox of amended fields.

Figure: Export license form step2

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

Figure: Export license form step3

If you want to make edit the item, check on the checkbox and click on **Next** button and following screen will appear..

Figure: Amend Items form step4

Step 6: After making amend the item click on **Next** button, supporting documents screen will appear and can able to make attach the require documents.

Step 7: After making attach the require documents, click on **Next** button, the following screen will appear to review the amend application and then click on **Submit** button to submit to MOC for approval.

Figure: Review amend application step6

Step 8: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 9: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 10: After making payment process is success, trader get the amend license and can print.

Figure: View and print the amend license

Cancel Export/Import License

Step 1: Go to the search application page.

Step 2: Search the license application by license no and if the searched application is exists, review the search application screen will appear.

Step 3: Click on **Cancel** button, the following screen will appear and then click on **Submit** button to submit to MOC officer.

Figure: To submit the application for cancellation

Step 4: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 6: After making payment process is success, trader get the cancel license and can print.

Figure: Review the cancel license

Oversea/Border Export/Import Permit

When you click on **Export Permit** from the **Border Permit** 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.

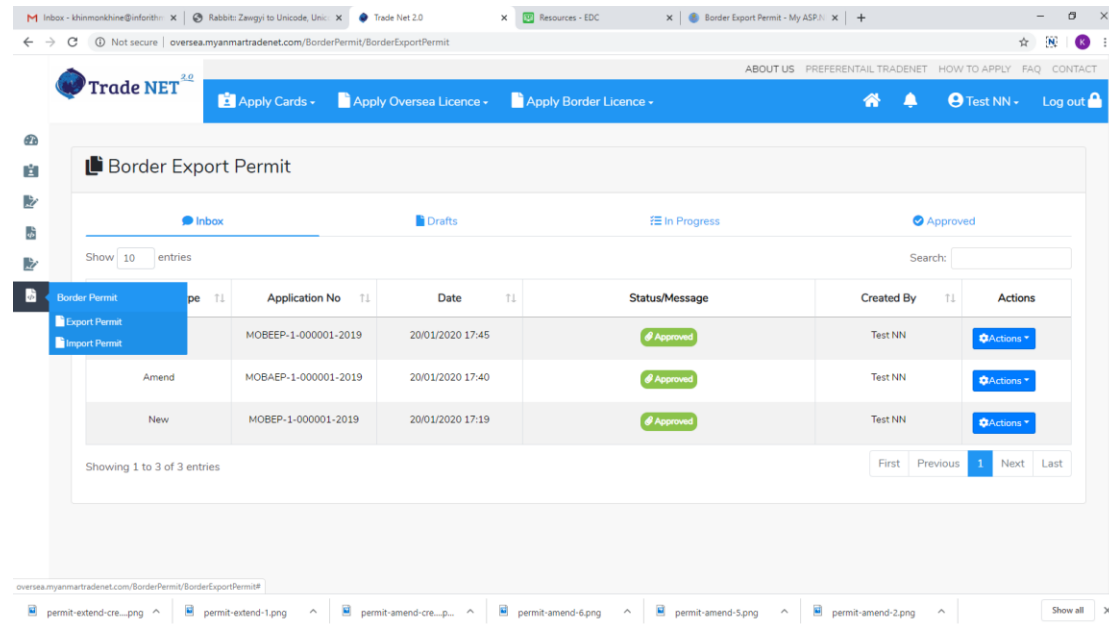**Approved** – display the application, which has been approved by MOC officer.

Figure: Border Export Permit

Apply Export/Import Permit

If you want to apply oversea export license, click on **Apply Oversea Permit > Apply Export Permit > Apply New Application** on menu bar.

If you want to apply border export license, click on **Apply Border Permit > Apply Export Permit > Apply New Application** on menu bar.
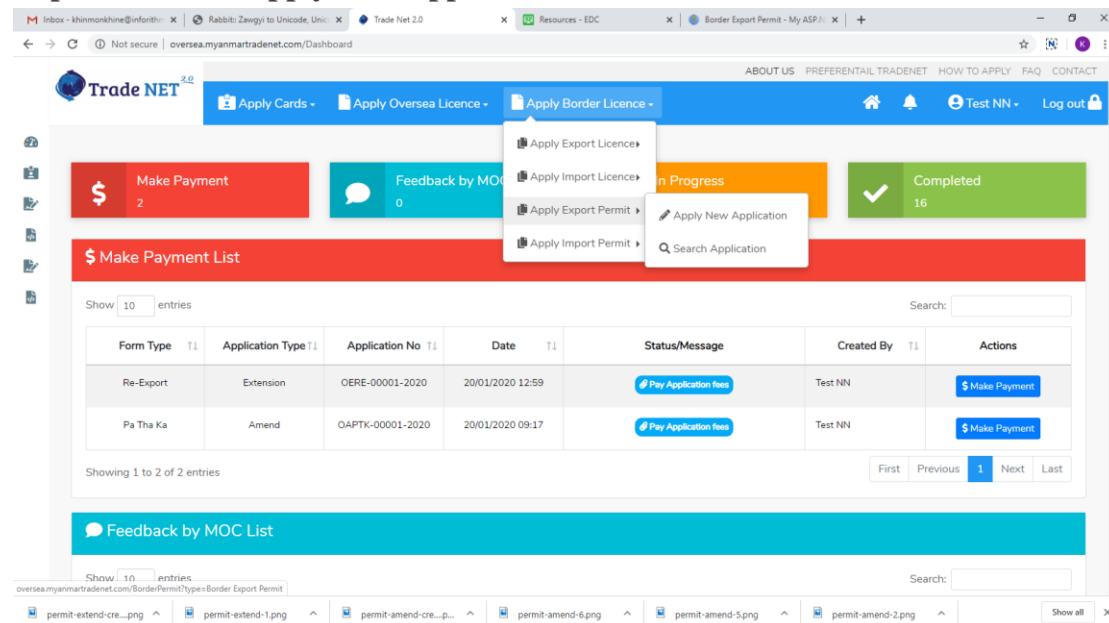

Figure: Border permit apply

Step 1: When you apply export permit, following step1 permit form will appear. In step 1, PTK information is displaying.

Figure: Export permit form step1

Step 2: Click on **Next** button, following step2 form will appear and fill up the permit information.

Figure: Export permit form step2

Step 3: After filling up the step2 form and click on **Next** button, following step3 form will appear.

Figure: Export permit form step3

(1) Click on **Search HS Code** and select the HS Code which you want to apply license and fill up the require items information.

(2) Click on **Add** button.

(3) If you want to add more item, search HS Code, fill up information and click on Add.

Step 4: After fill up the items and click on **Next** button, following step4 form will appear. In step4, to attach the supporting documents and adding the OGA recommendation reference no. Trader can able to attach more than one supporting documents and OGAs recommendation reference no.

Figure: Export permit form step4

Step 5: After filling up step4 form and click on **Next** button, following step5 form will appear. Review the license information and if you want to submit to MOC, click on **Submit** button and wait the approval for application.

Figure: Export permit form step5

Step 6: After approved the apply application 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 as per below image.

Figure: Display to make payment on approved application in dashboard

Step 7: After making payment process is success, following screen will appear to print the Created Permit and Payment voucher.

Figure: Print created permit

Figure: Print payment voucher

Search Export/Import Permit

If you want to search oversea export license, click on **Apply Oversea Permit >**
Apply Export Permit > Search Application on menu bar.

If you want to search border export license, click on **Apply Border Permit > Apply**
Export Permit > Search Application on menu bar.
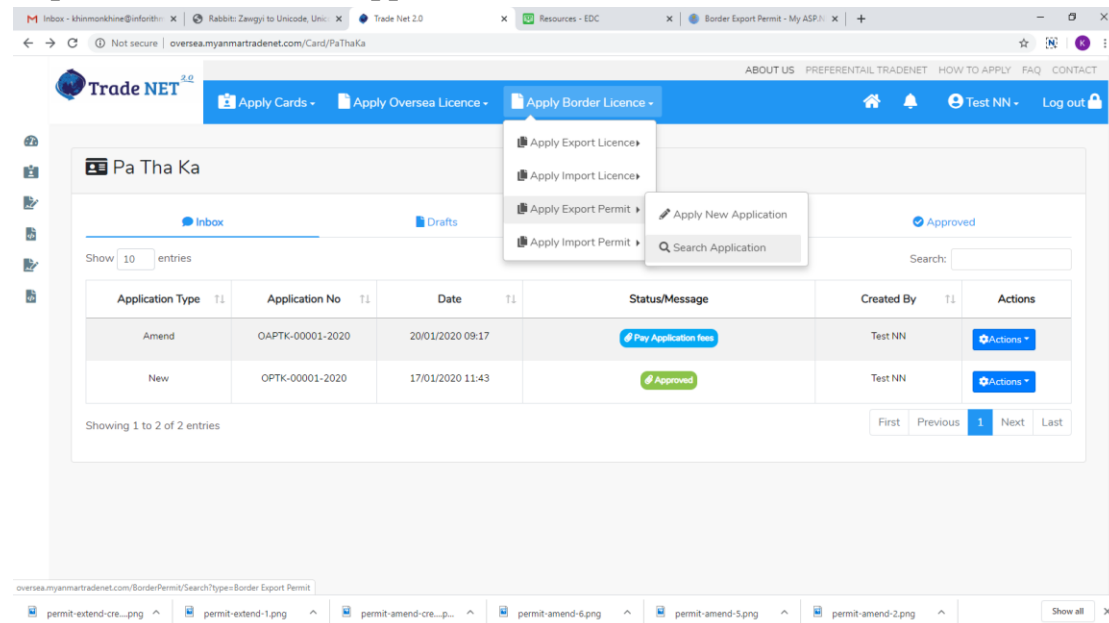
Figure: To Search Application

If you want to make Amend, Extension or Cancel, first you have to search the pemit
by permit no.

   (1) Enter permit no (original created permit no)
   (2) Click on **Search** button

Figure: Search Application

After search application is exist, following screen will appear to make **Amend**,
Extension or **Cancel**.

Figure: Review the search application

Extension Export/Import Permit

Step 1: Go to the search application page.

Step 2: Search the permit application by permit no and if the searched application is
exists, review the search application screen will appear.

Step 3: Click on **Extension** button, the following screen will appear and then click on
Submit button to submit to MOC officer.

Remark: Permit information cannot edit in extension process.

Figure: To submit the application for extension

Step 4: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 6: After making payment process is success, trader get the extend permit and can print.

Figure: Review the extend permit

Amend Export/Import Permit

Step 1: Go to the search application page.

Step 2: Search the license application by license no and if the searched application is exists, review the search application screen will appear.

Step 3: Click on **Amend** button, the following screen will appear to display the Pa Tha Ka information and then click on **Next** button to go to step2 form.

Figure: Export permit form step1

Step 4: In step2 form, please check on the checkbox of amended fields.

Figure: Export permit form step2

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

Figure: Export permit form step3

If you want to make edit the item, check on the checkbox and click on **Next** button and following screen will appear..

Figure: Amend Items form step4

Figure: Supporting document and recommendation referenceID form step5

Step 6: After making amend the item click on **Next** button, supporting documents screen will appear and can able to make attach the require documents.

Step 7: After making attach the require documents, click on **Next** button, the following screen will appear to review the amend application and then click on **Submit** button to submit to MOC for approval.

Figure: Review amend application step6

Step 8: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 9: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 10: After making payment process is success, trader get the amend license and can print.

Figure: View and print the amend permit

Cancel Export/Import Permit

Step 1: Go to the search application page.

Step 2: Search the permit application by permit no and if the searched application is exists, review the search application screen will appear.

Step 3: Click on **Cancel** button, the following screen will appear and then click on **Submit** button to submit to MOC officer.

Figure: To submit the application for cancellation

Step 4: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 6: After making payment process is success, trader get the cancel permit and can print.

Figure: Review the cancel permit

Cards/Certificates

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.
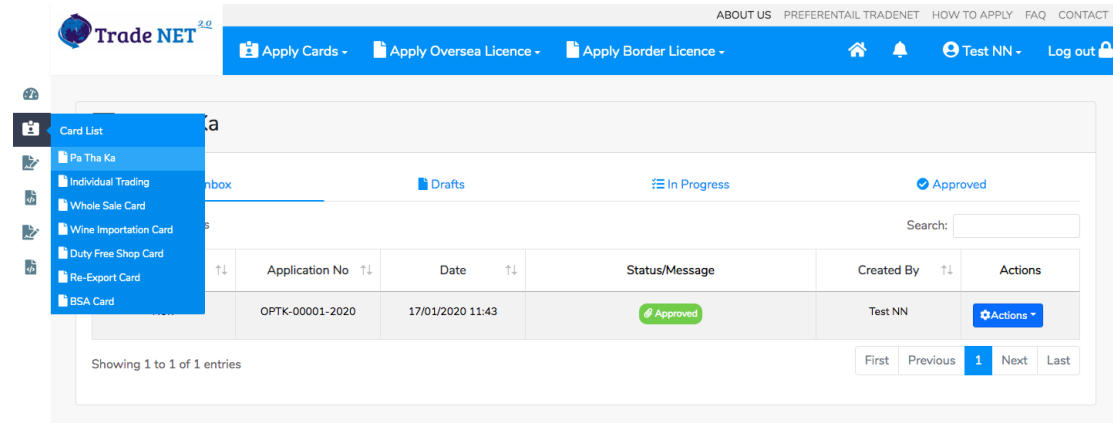
Figure: Individual Trading Card Section

Apply Pa-Tha-Ka

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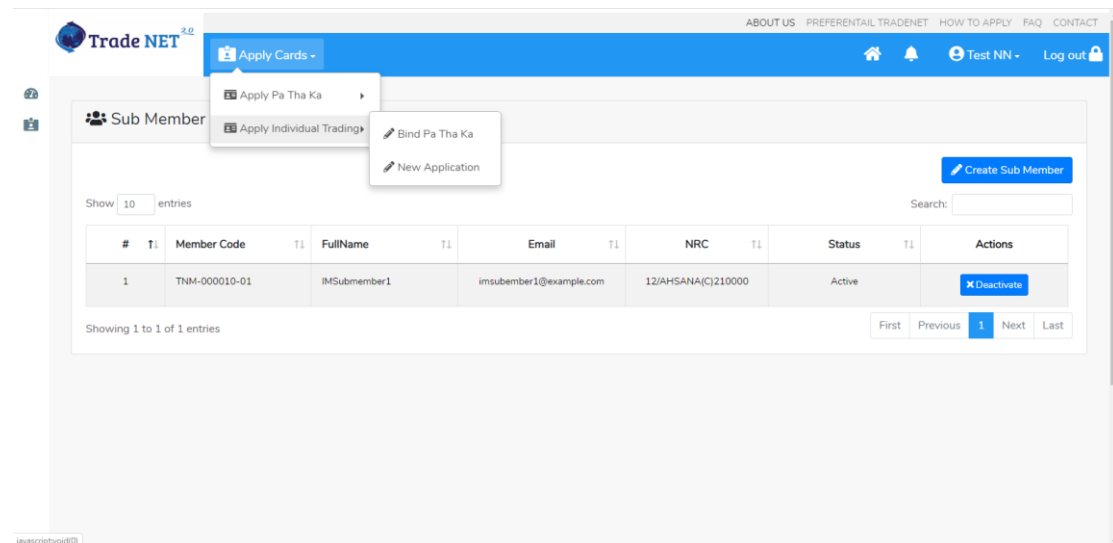
Figure: Apply Pa-Tha-Ka Card

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

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

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

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

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

Figure: Apply Pa-Tha-Ka Card – 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.

Figure: Apply Pa-Tha-Ka Card – 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.

Figure: Apply Pa-Tha-Ka Card – 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, you have make payment and you can check the amount of payment. Click on **Make Payment** button to make payment and then go to the MPU payment page.

Figure: Apply Pa-Tha-Ka Card – step6 Make payment

Step 8: After payment is success, you can print the Payment Voucher in Step6 and Pa-Tha-Ka in Step7.

When you got the Pa-Tha-Ka you can apply import/export oversea/border licenses/permits and apply the other cards/certificates related with Pa-Tha-Ka.

Search Pa-Tha-Ka

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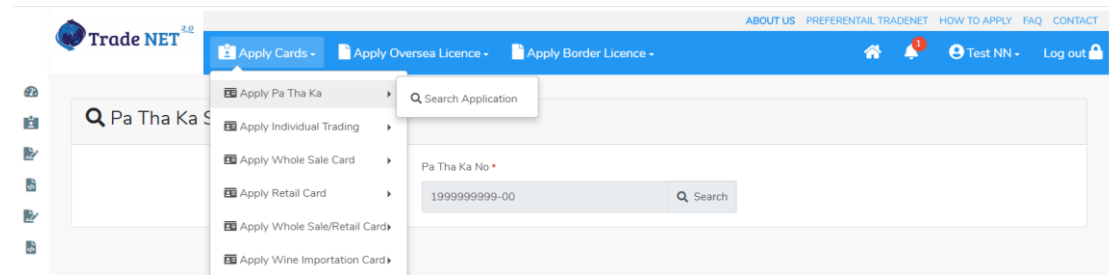
Figure: Search PTK application

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.
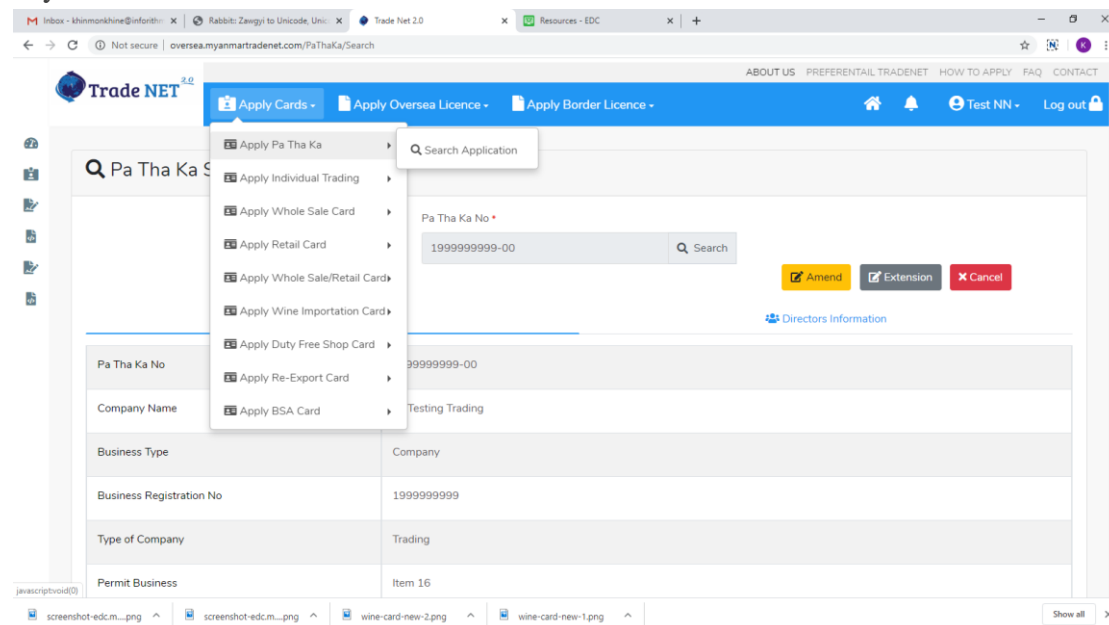
Figure: Pa-Tha-Ka information

Amend 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.

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.

Figure: Amend Pa-Tha-Ka Step2

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

Figure: Amend Pa-Tha-Ka Step3

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

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.

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.

Step 7: After approved the Pa-Tha-Ka application by MOC officer, you have make payment and you can check the amount of payment. Click on **Make Payment** button to make payment and then go to the MPU payment page.

Figure: Display to make payment on approved application in dashboard

Step 8: After payment is success, you can print the Payment Voucher in Step6 and Pa-Tha-Ka in Step7.

When you got the Pa-Tha-Ka you can apply import/export oversea/border licenses/permits and apply the other cards/certificates related with Pa-Tha-Ka.

Individual Trading Card

When you click on **Individual Trading** 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.
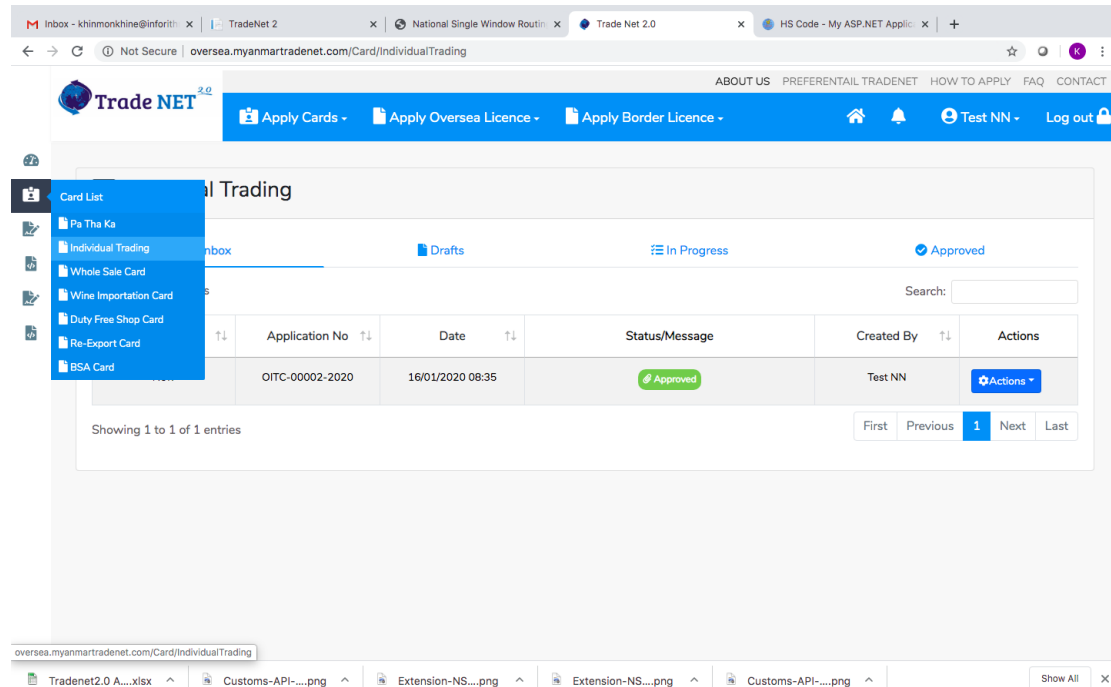
Figure: Individual Trading Card Section

Apply Individual Trading Card

Step 1: Click on **Apply New Application** from the **Apply Individual Trading** of **Apply Cards** menu**.**
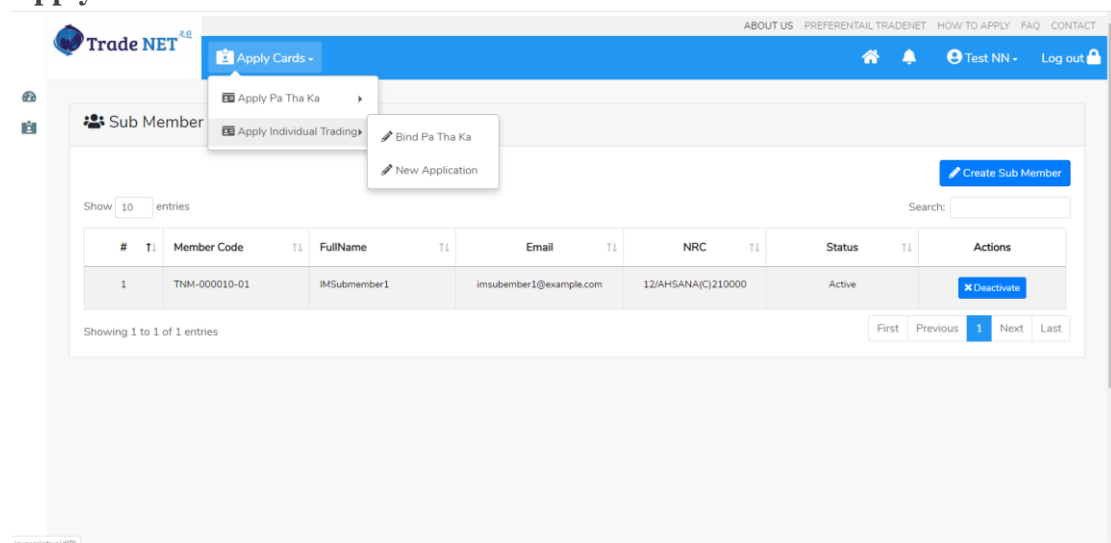
Figure: Apply Individual Trading Card

Step 2: When you click on **New Application**, following ICT card step1 form will appear.

Figure: ICT form step1 – Trader's information

Step 3: Fill up the Trader's information and then click on **Next** button, following step2 form will appear.

Figure: ICT form step2 – Supporting documents

Step 4: Attached the supporting documents and then click on **Next** button, following step3 review page will appear. If you want to edit the Trader's information, click on **Step1** and if you want to edit supporting documents, click on **Step2**.

Figure: ICT form step3 – Review ICT card information

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

Step 6: After approved the ICT 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 as per below image.

Figure: Display to make payment on approved application in dashboard

Step 7: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 8: Following screen will appear to print the ICT card.

Figure: Display and print ICT card

Duty Free Shop Card

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.
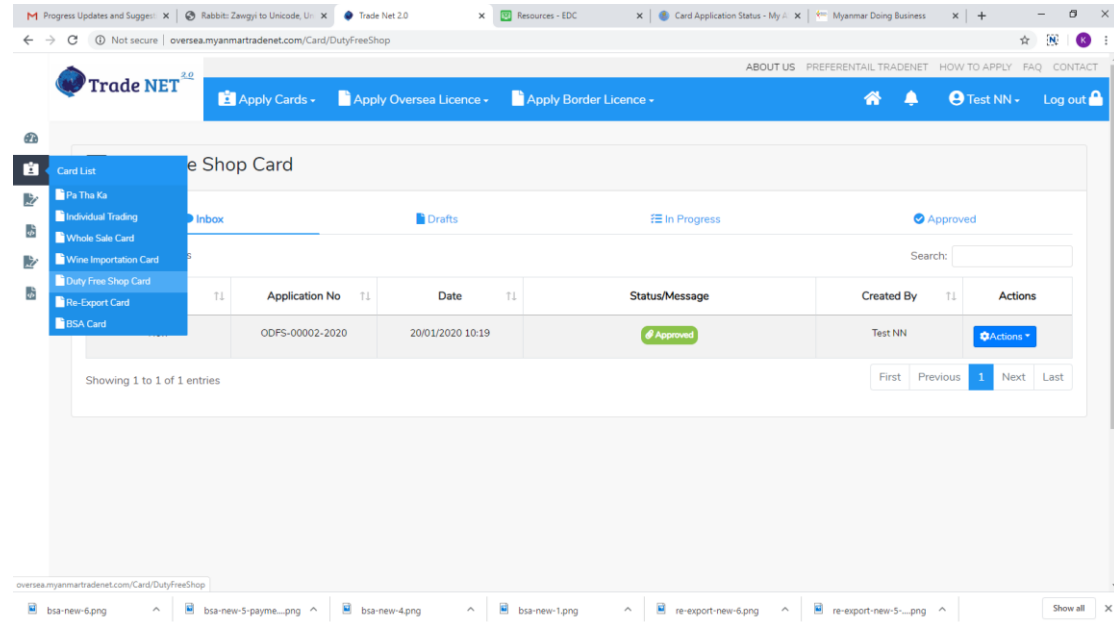
Figure: Duty Free Shop Card Section

Apply Duty Free Shop Card

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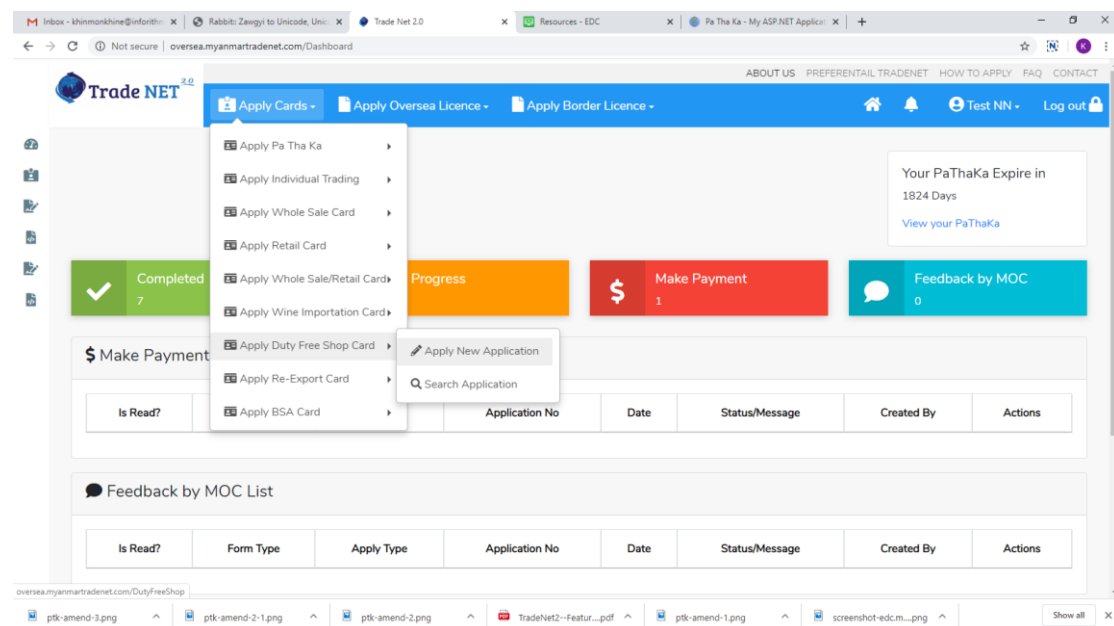
Figure: Apply Duty Free Shop Card

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

Figure: Apply Duty Free Shop Card – step 2

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

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.

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.

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 as per below image.

Figure: Display to make payment on approved application in dashboard

Step 7: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 8: Following screen will appear to print the apply card.

Figure: Display and print card

Extension Duty Free Shop Card

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

Figure: Search application

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

Figure: Review the information for extension

Step 2: After approved the 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 as per below image.

Figure: Display to make payment on approved application in dashboard

Step 3: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 4: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 5: Following screen will appear to print the apply card.

Figure: Display and print card

Amend Duty Free Shop

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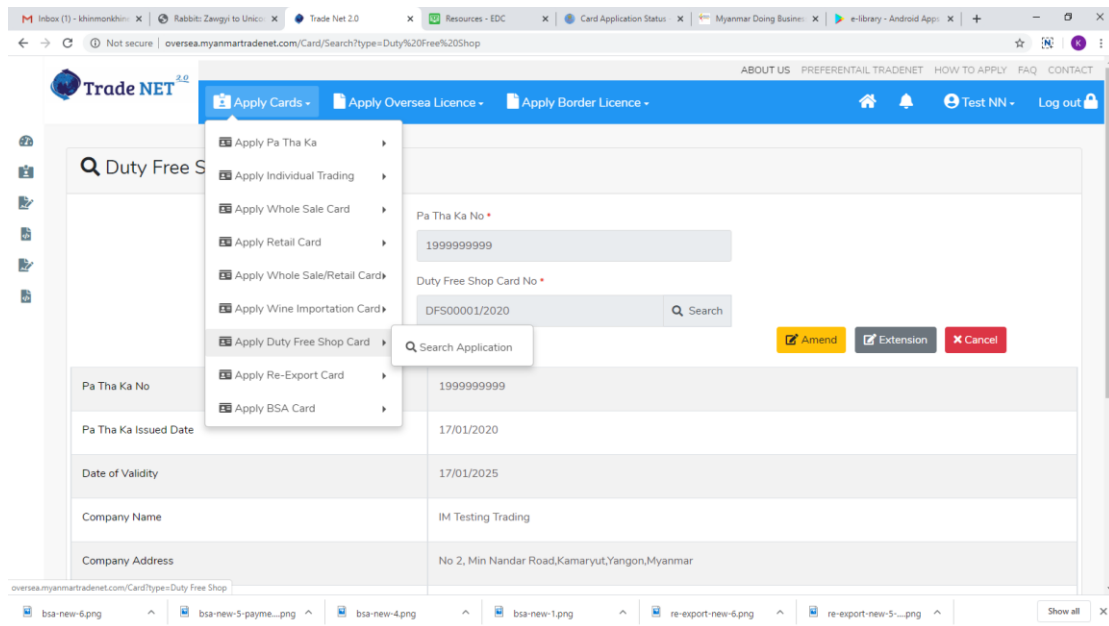
Figure: Search application

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

Step 3: After making amendment the card information, click on **Submit** button to submit to MOC.

Step 4: After approved the card by MOC officer, you can get the notification. There is a new record to make payment in the make payment list.

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Step 6: After making payment process is success, following screen will appear to print the Payment voucher.

Step 7: Following screen will appear to print the apply card.

Re-export Card

When you click on **Re-Export 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.
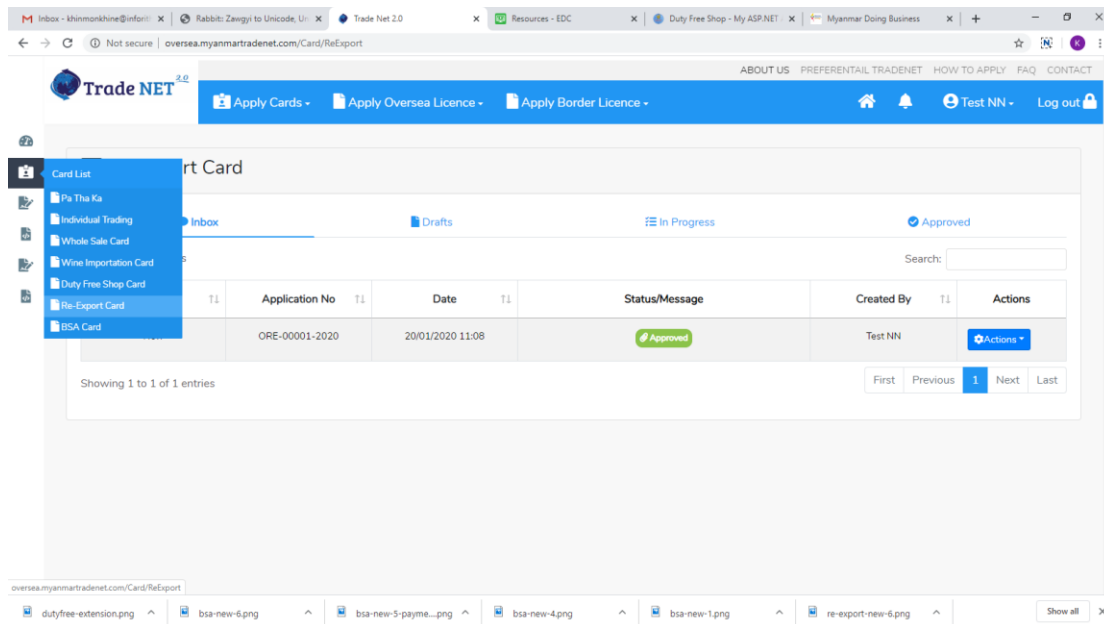
Figure: Re-export Card Section

Apply Re-export Card

Step 1: Click on **Apply New Application** from the **Apply Re-Export Card** of **Apply Cards** menu**.**

Figure: Apply Duty Re-Export Card

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

Figure: Apply Re-export Card – step 2

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

Figure: Apply Re-Export Card – step 3

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

Figure: Apply Re-Export 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.

Figure: Apply Re-Export Card – step 5

Step 7: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 8: Following screen will appear to print the apply card.

Figure: Display and print card

Extension Re-Export Card

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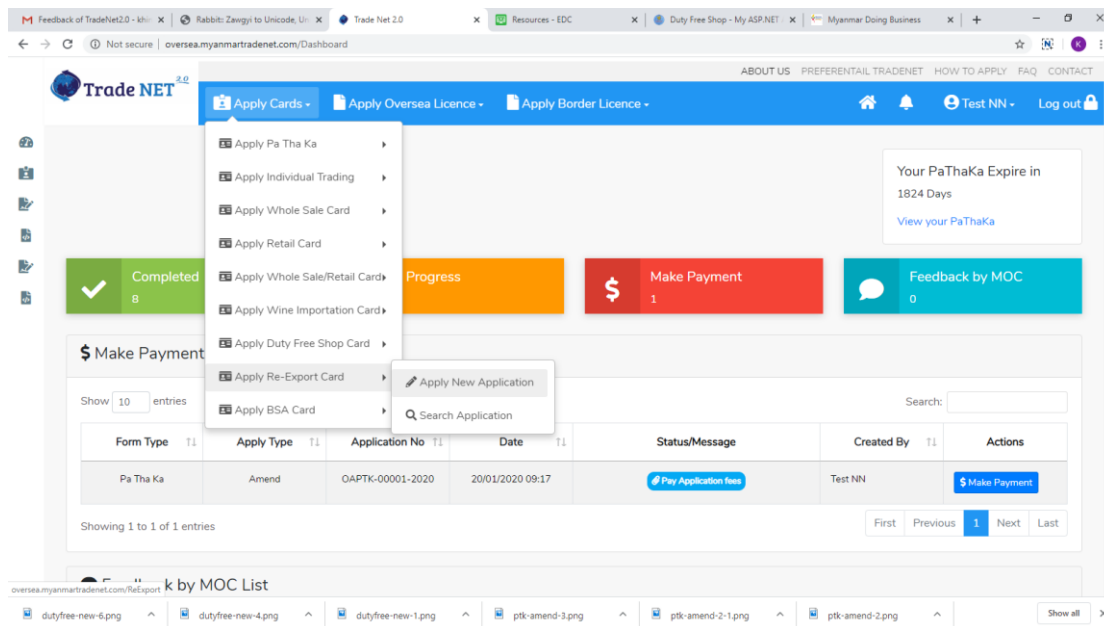
Figure: Search application

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

Figure: Review the information for extension

Step 2: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 3: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 4: After making payment process is success, following screen will appear to print the Payment voucher.

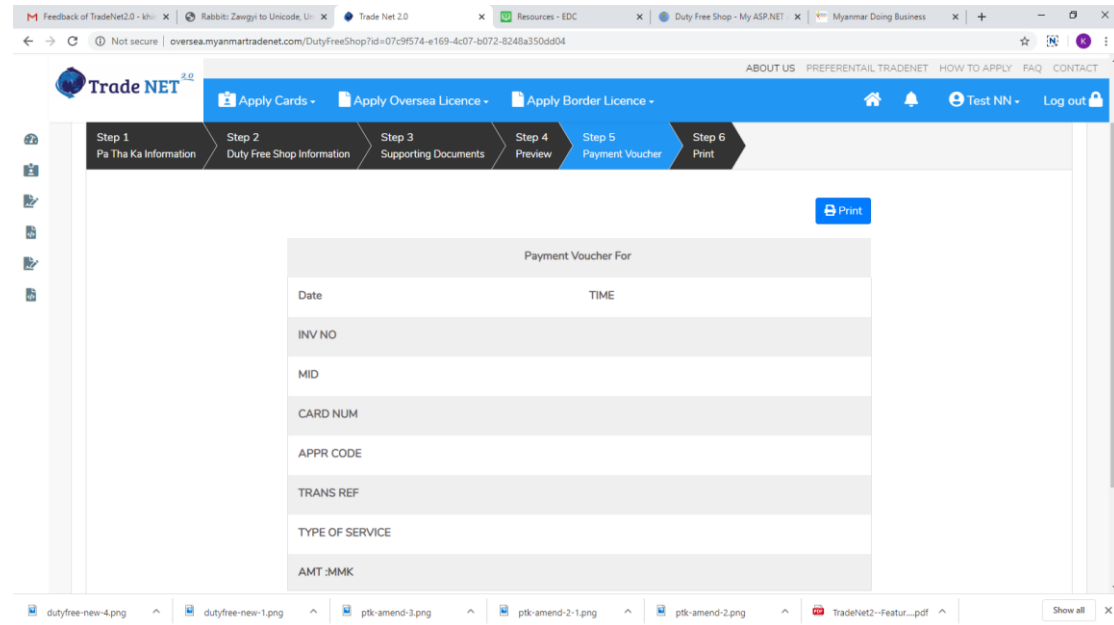*Figure: Display and print payment voucher information*

Step 5: Following screen will appear to print the apply card.

Figure: Display and print card

Amend Re-Export Card

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

Figure: Search application

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

Step 3: After making amendment the card information, click on **Submit** button to submit to MOC.

Step 4: After approved the card by MOC officer, you can get the notification. There is a new record to make payment in the make payment list.
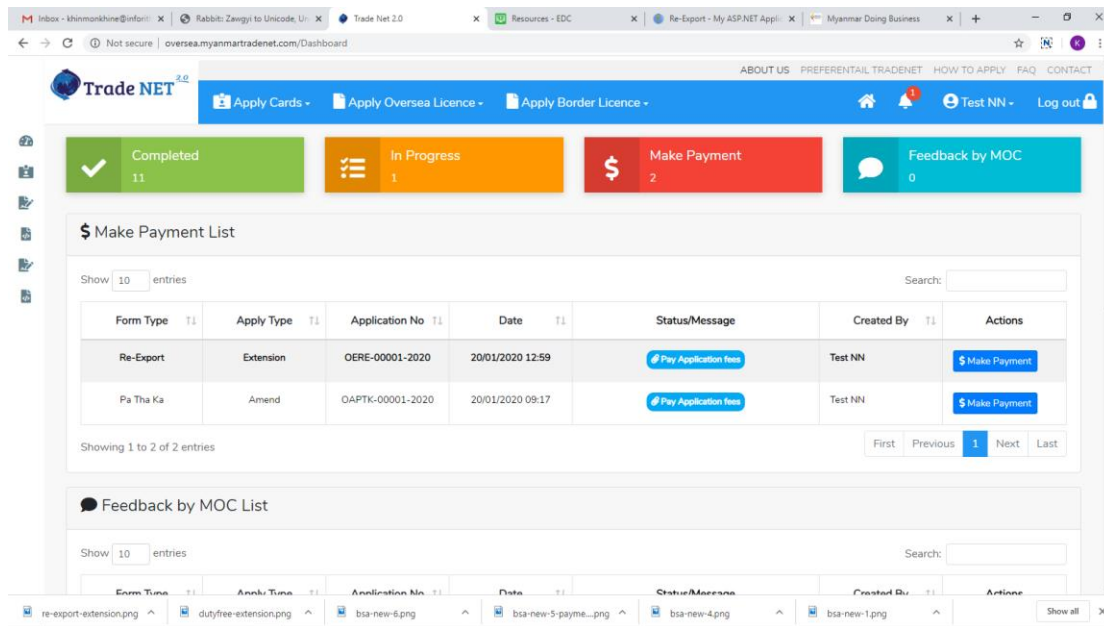
Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Step 6: After making payment process is success, following screen will appear to print the Payment voucher.

Step 7: Following screen will appear to print the apply card.

Business Service Agency Card (BSA)

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.

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

Figure: BSA Card Section

Apply Business Service Agency Card

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

Figure: Apply Duty Re-Export Card

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

Figure: Apply BSA Card – step 2

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.

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 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.

Figure: Apply BSA Card – step 5

Step 7: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 8: Following screen will appear to print the apply card.

Figure: Display and print card
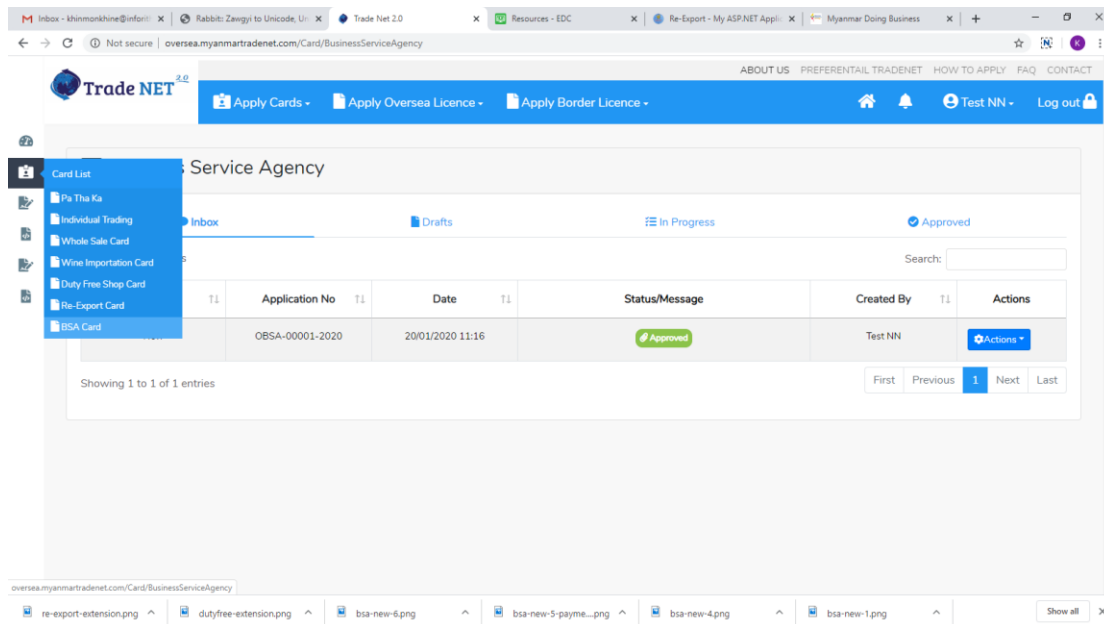
Extension Business Service Agency Card

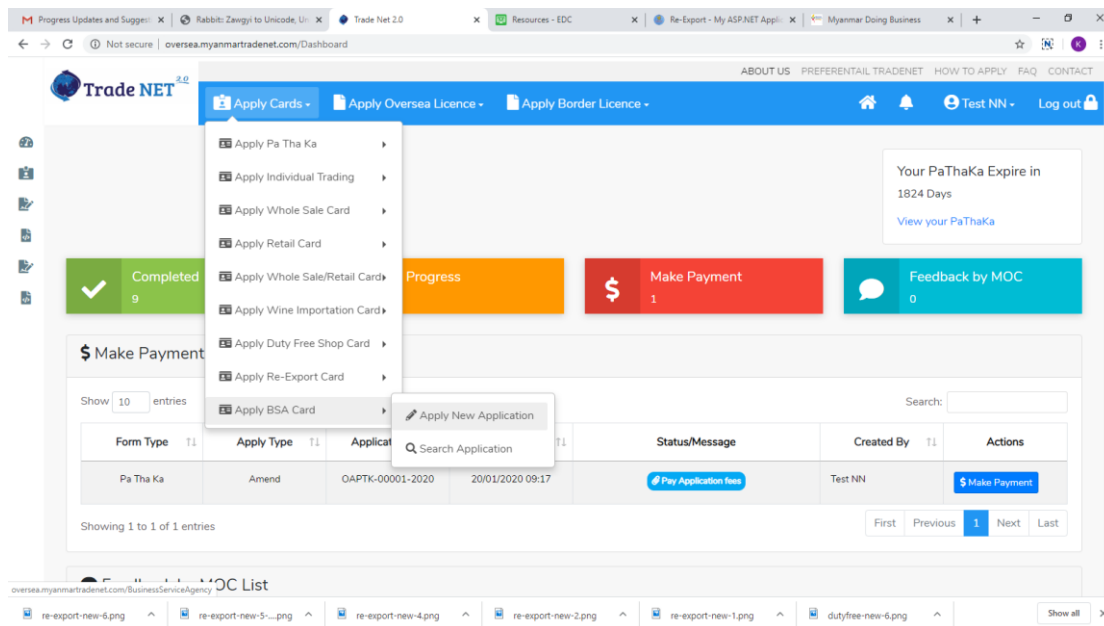Step 1: Click on **Search Application** from the **Apply BSA Card** of **Apply Cards** menu **a**nd then **Search** button, following screen will appear.

Figure: Search application

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

Figure: Review the information for extension

Step 2: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 3: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 4: After making payment process is success, able to print the Payment voucher.

Step 5: Able to print the apply card.

Amend Business Service Agency Card

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

Figure: Search application

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

Step 3: After making amendment the card information, click on **Submit** button to submit to MOC.

Step 4: After approved the card by MOC officer, you can get the notification. There is a new record to make payment in the make payment list.

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Step 6: After making payment process is success, following screen will appear to print the Payment voucher.

Step 7: Following screen will appear to print the apply card.
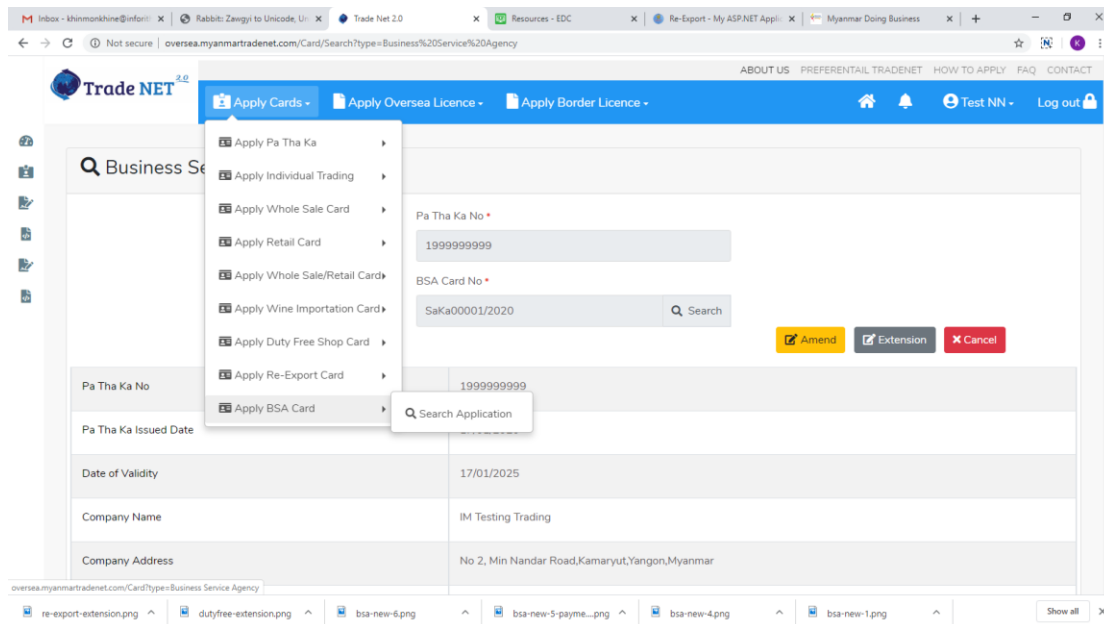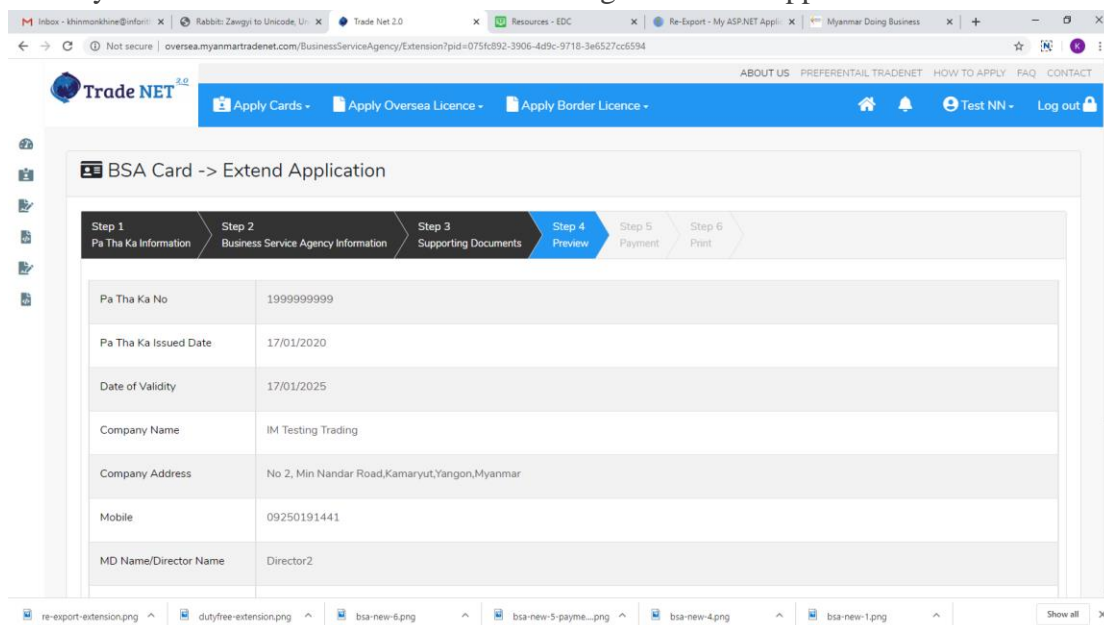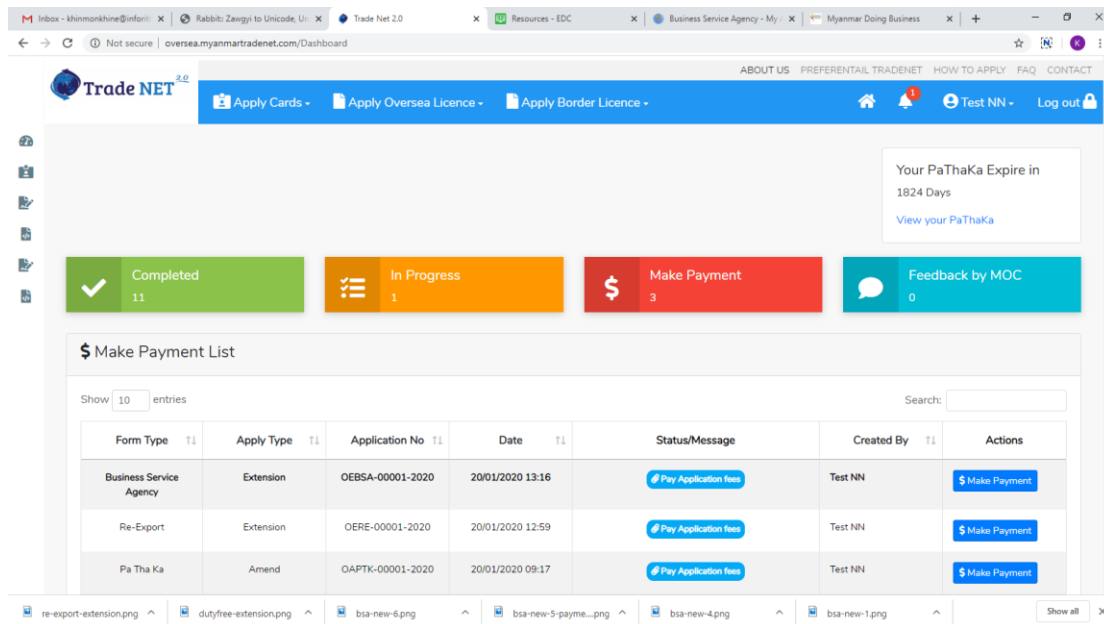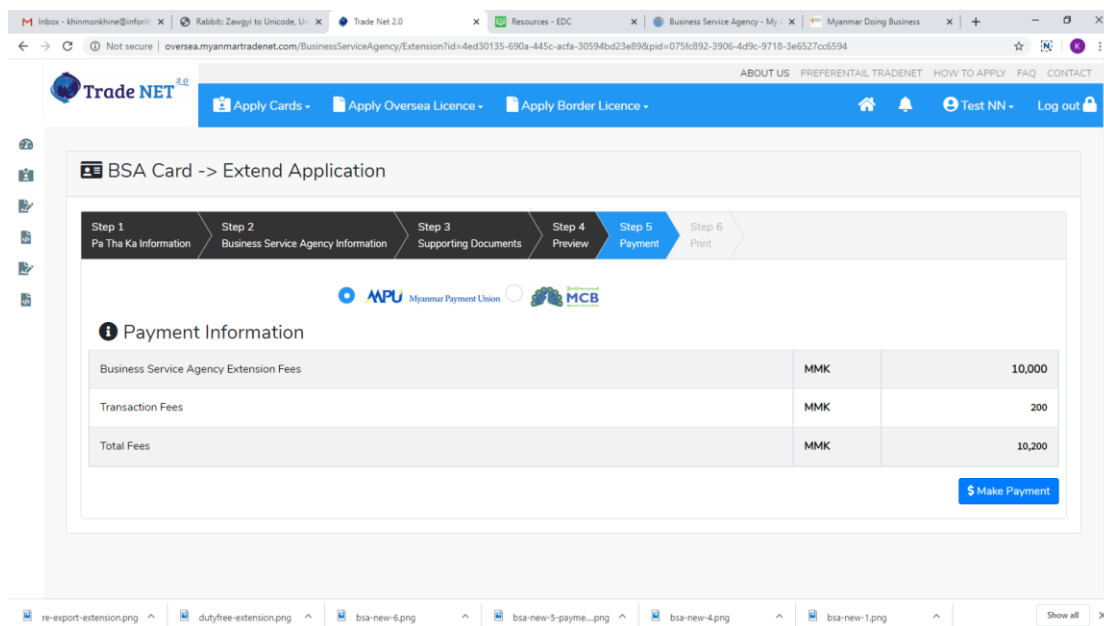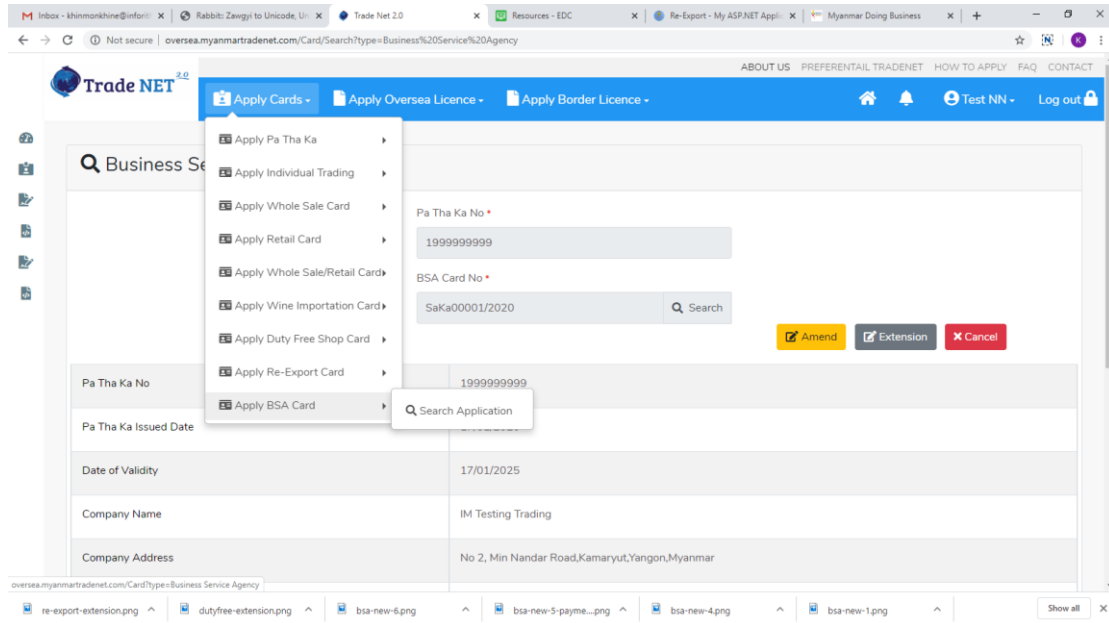
Whole Sales/Retail Card

When you click on **Whole Sales 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.
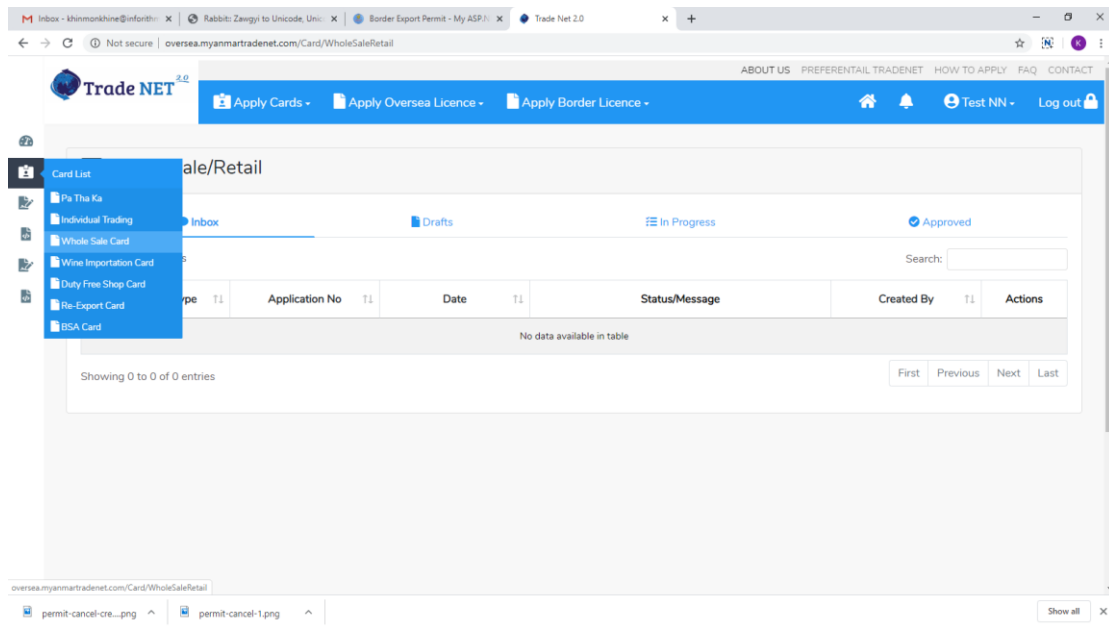
Figure: Whole Sales/Retail Card Section

Apply Whole Sales/Retail Card

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.

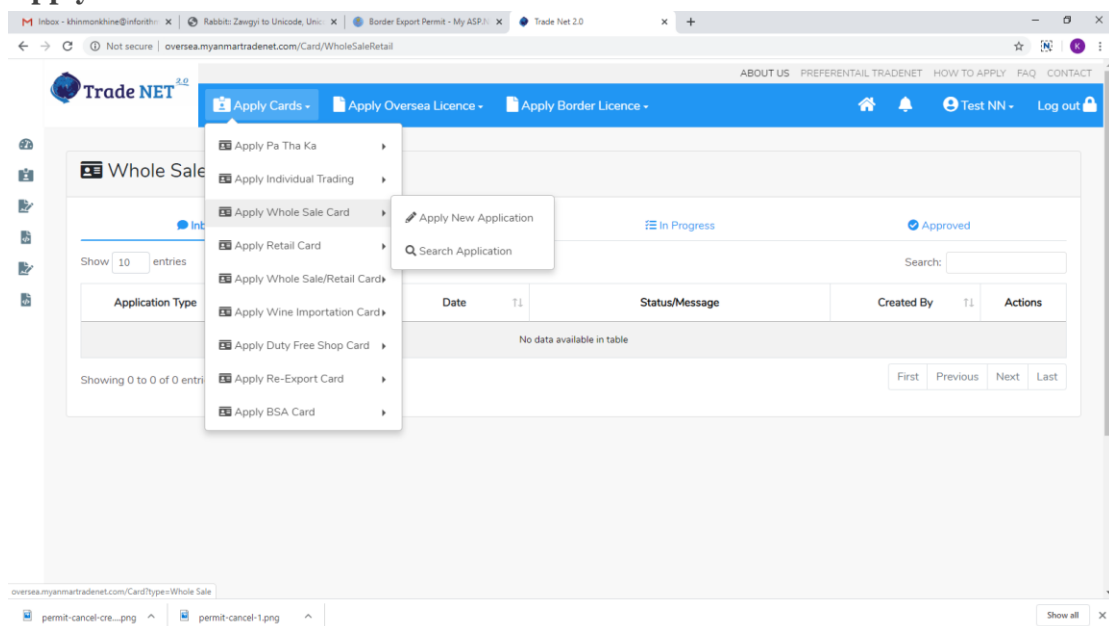Step 1: Click on **Apply New Application** from the **Apply Whole Sale Card** from **Apply Cards** menu**.**

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.

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.

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.

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.

Figure: Display to make payment on approved application in dashboard

Step 7: After making payment process is success, following screen will appear to print the Payment voucher.

Figure: Display and print payment voucher information

Step 8: Print the apply card.

Extension Whole Sale Card

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

Figure: Search application

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

Figure: Review the information for extension

Step 2: After approved the 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.

Figure: Display to make payment on approved application in dashboard

Step 3: Click on **Make Payment**, following screen will appear to check the payment amount.

Figure: Payment information and make payment

Step 4: After making payment process is success, able to print the Payment voucher.

Step 5: Able to print the apply card.

Amend Whole Sale Card

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

Figure: Search application

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

Step 3: After making amendment the card information, click on **Submit** button to submit to MOC.

Step 4: After approved the card by MOC officer, you can get the notification. There is a new record to make payment in the make payment list.

Step 5: Click on **Make Payment**, following screen will appear to check the payment amount.

Step 6: After making payment process is success, following screen will appear to print the Payment voucher.

Step 7: Following screen will appear to print the apply card.