



Ministry of Commerce



TradeNet 2.0

User Guide (Trader)

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 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.

Trade NET^{2.0}

[Log in](#) / [Register Membership](#)

Welcome to TradeNet Membership! Please fill in the following information to complete your registration.

Full name *

Email *

Enter a valid email address (name@gmail.com)

Password *

Confirm Password *

Passwords must be at least 8 or more characters in length, must a mixture of Uppercase characters (A-Z), Lowercase characters (a-z), Digits (0-9), Special characters (~!@#\$%^&*_-+={}[];:'"<>.,?)

[Back to Login](#) [Next](#)

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.

Trade NET 2.0

Log in / Register Membership

Complete your personal Information

Date of Birth *

Mobile 1 (For SMS) * Mobile 2 / Office Phone No Mobile 3 / Home Phone No

eg. +959xxxxxxx

☒ NRC ☐ Old-Format NRC / Passport No.

- Select - - Select - - Select -

Unit Level Street Number and Street Name *

Quarter/City/Township * State/Region *

- Select State -

Country * Postal Code

MYANMAR

Back Register

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.

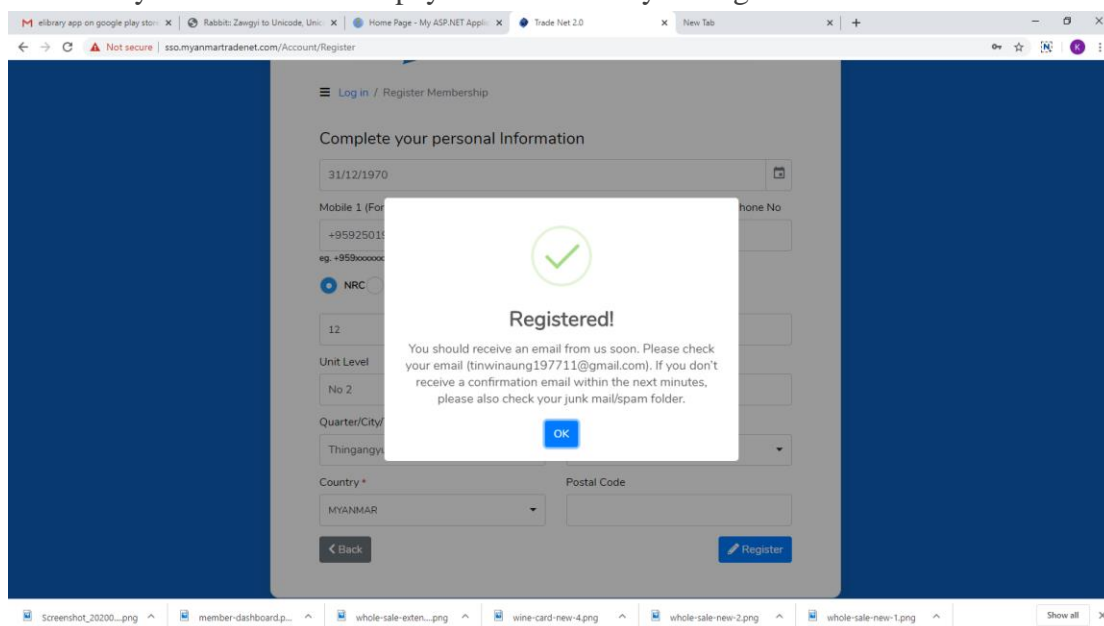


Figure: Member registration success message

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

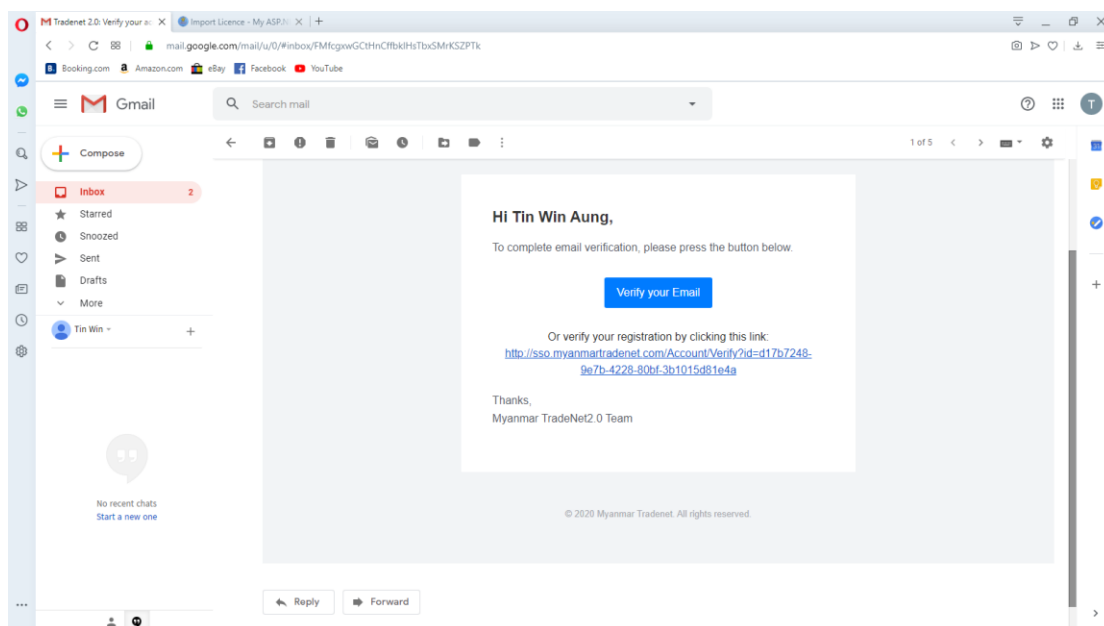


Figure: Registered email for payment link and verify account

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

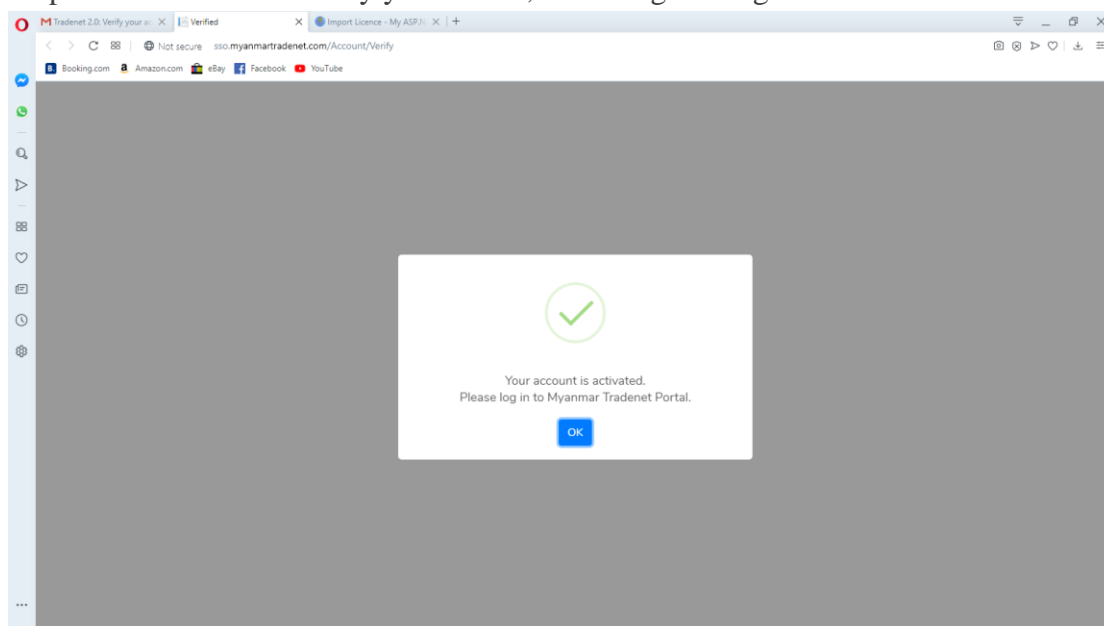


Figure: Account activation

Forget password

If you forgot the password, click on “Forgot Password” and following screen will appear.

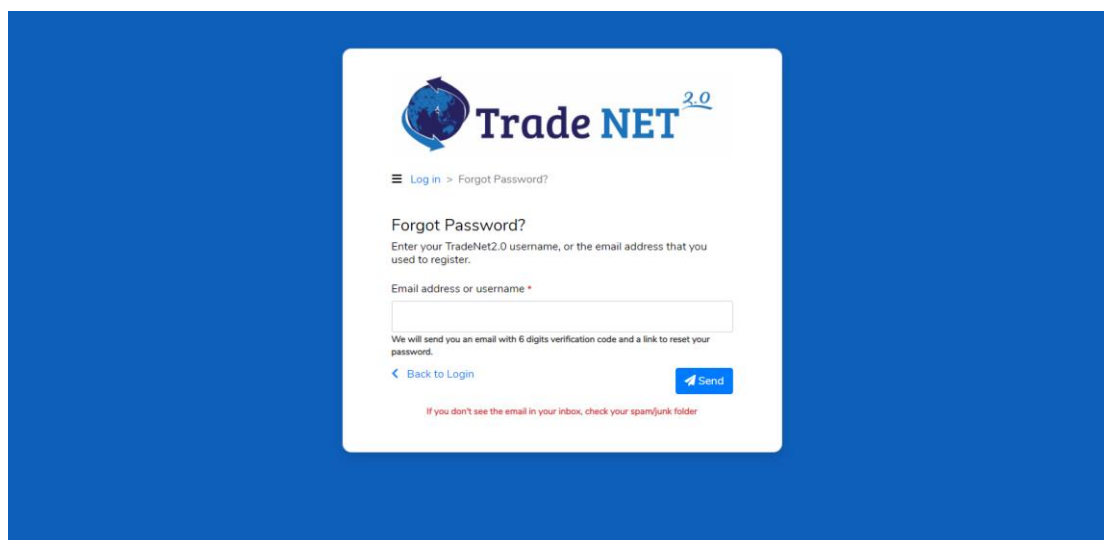


Figure: Forgot password

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.

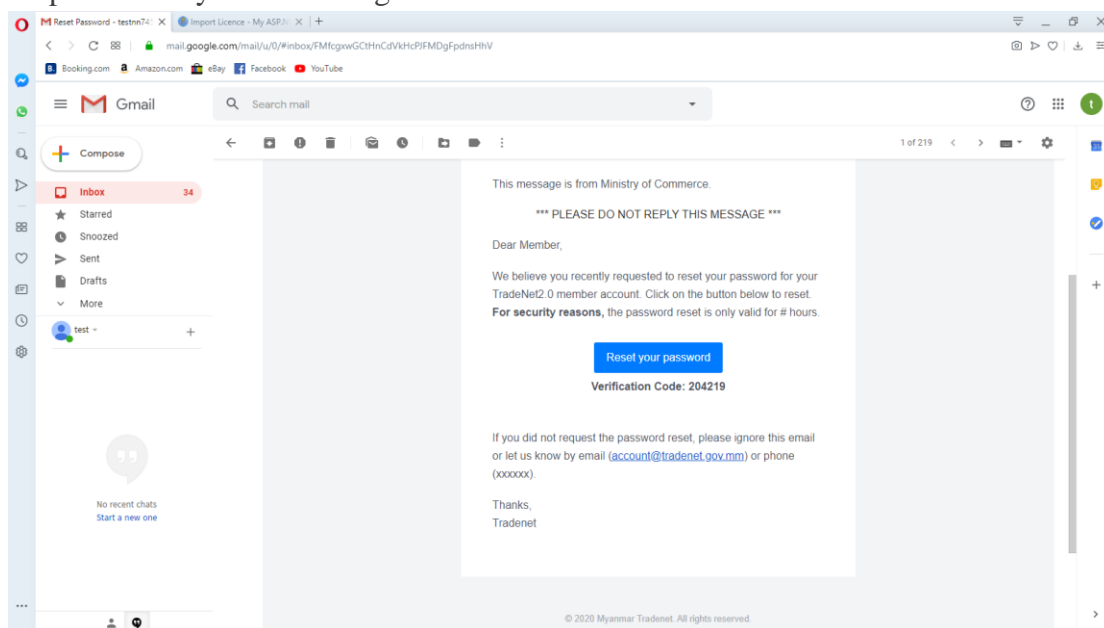


Figure: Forgot password – get verification code and link

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.

Dashboard →

Card List →

Overseas License →

Overseas Permit →

Border License →

Border License →

Notification

Trade NET 2.0

ABOUT US | PREFERENTIAL TRADENET | HOW TO APPLY | FAQ | CONTACT

Apply Cards - | Apply Overseas Licence - | Apply Border Licence - | **Dashboard** | Home | Bell | Test NN | Log out

\$ Make Payment 2

Feedback by MOC 0

In Progress 1

Completed 19

\$ Make Payment List

Show 10 entries

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Play Application fees	Test NN	\$ Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Play Application fees	Test NN	\$ Make Payment

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Feedback by MOC List

Show 10 entries

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
No data available in table						

Showing 0 to 0 of 0 entries

First Previous Next Last

In Progress List

Show 10 entries

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Duty Free Shop	Amend	OADFS-00001-2020	20/01/2020 12:34	Checking for Application	Test NN	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Completed List

Form Type	Application Type	Licence/Permit/Card No	Issued Date	Actions
-----------	------------------	------------------------	-------------	---------

Figure: Member Dashboard

Create sub member account

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

Trade NET 2.0

ABOUT US | PREFERENTIAL TRADENET | HOW TO APPLY | FAQ | CONTACT

Apply Cards - | Home | Bell | **Test NN** | Log out

Sub-Member

Profile

Change Password

Payment History

Completed 0

In Progress 0

\$ Make Payment 0

\$ Make Payment List

Show 10 entries

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
No data available in table						

Showing 0 to 0 of 0 entries

First Previous Next Last

Feedback by MOC List

Show 10 entries

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
-----------	------------	----------------	------	----------------	------------	---------

Figure: Dashboard – member account menu

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

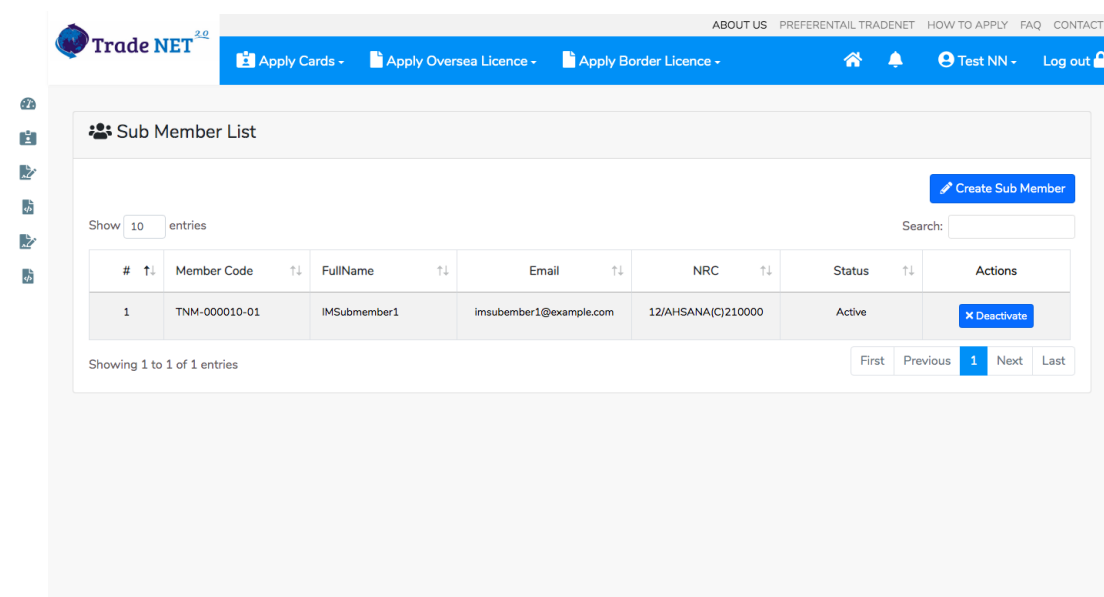


Figure: Sub-member list

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

The screenshot shows the 'Sub-Member' creation form. It includes the following fields and options:

- Full name ***: Text input with value 'IMSubmember1'.
- Email ***: Text input with value 'imsubmember1@example.com'. A note below says 'You can use letters & numbers'.
- Password ***: Password input field.
- Confirm ***: Password input field. A note below says 'Use 8 or more characters with a mix of letters, numbers & symbols'.
- Date of Birth ***: Date picker showing '31/12/1970'.
- Mobile 1 ***: Text input with value '09250191441'.
- Mobile 2**: Empty text input.
- Mobile 3**: Empty text input.
- NRC**: Radio button selected for 'NRC', 'Old-Format NRC' is unselected.
- States/Divisions ***: Dropdown menu showing 'Yangon Region'.
- Address ***: Text input with value 'No 2, Pyay Road, Kamaryut TS, Yangon'.
- Buttons**: 'Back' button at the bottom left and 'Create' button at the bottom right.

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.

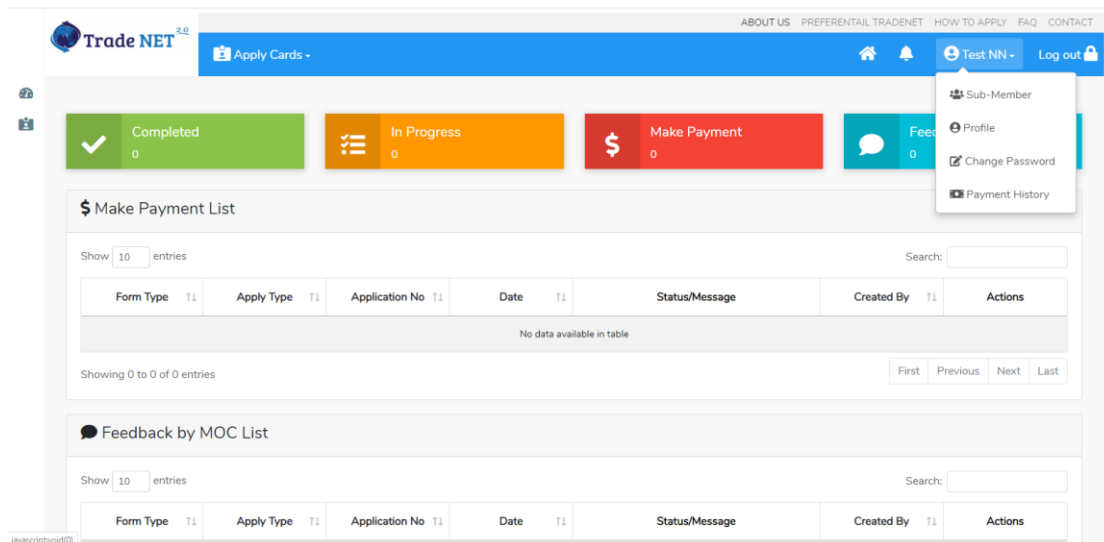


Figure: Dashboard – member account menu

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

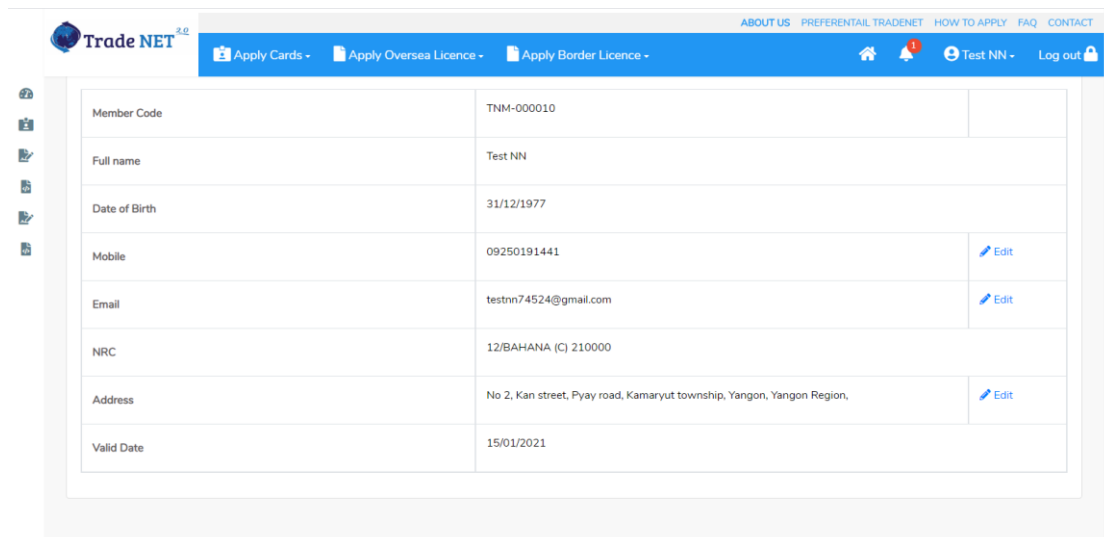


Figure: Profile view and edit

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

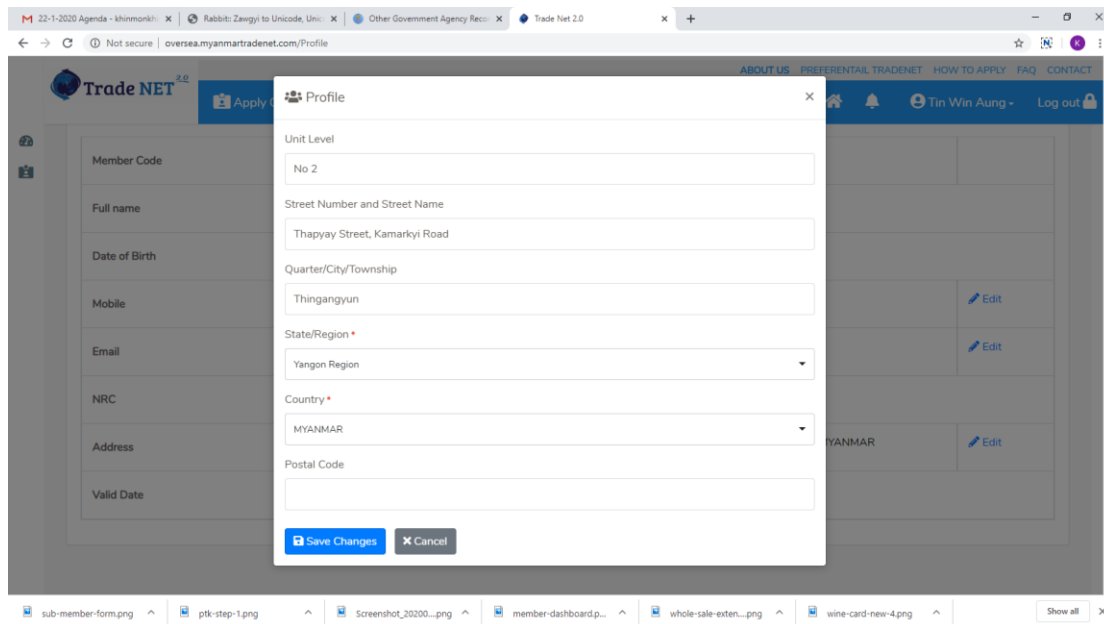


Figure: Profile edit

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 then click on **Apply Extension** button. The below confirmation message will appear.

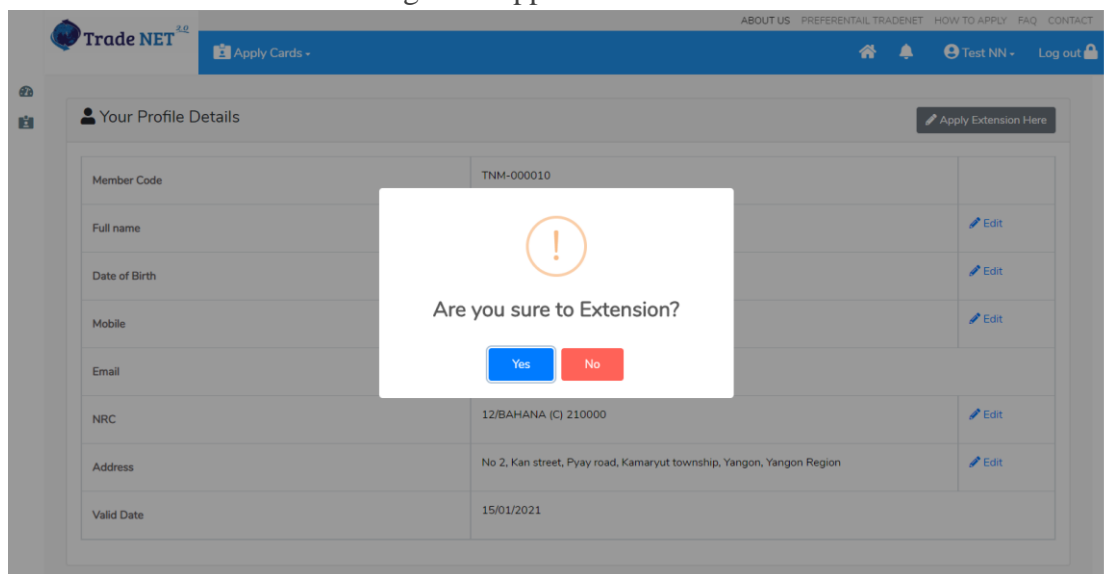


Figure: Member extension

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

MPU

Date: 16/01/2020
Time: 12:33:22 PM

Payment acceptance and authentication

Merchant Name : Ministry of Commerce DOT TEST

Product Description : Member Extension Fees

Invoice Number : TNMEK150120123323000

Amount : 50,500.00 MMK

Card Number :

Expire Date :

OTP :

Copyright © 2020, MPU. All rights reserved.

Figure: Member extension for MPU payment page

Change Password

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

Trade NET

Apply Cards

ABOUT US | PREFERENTIAL TRADENET | HOW TO APPLY | FAQ | CONTACT

Test NN | Log out

- Sub-Member
- Profile
- Change Password
- Payment History

\$ Make Payment List

Show 10 entries

Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
No data available in table						

Showing 0 to 0 of 0 entries

First Previous Next Last

Feedback by MOC List

Show 10 entries

Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
-----------	------------	----------------	------	----------------	------------	---------

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.

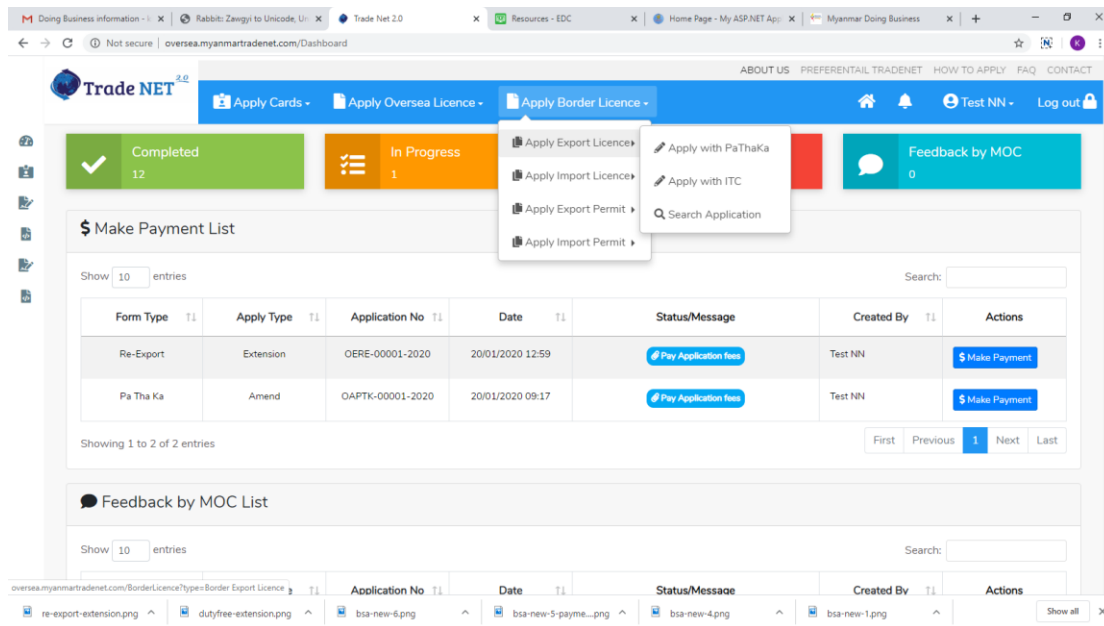


Figure: Border license apply with Pa-Tha-Ka or ITC

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.

Export Licence -> New Application

Step 1: Trader's Information | **Step 2: Licence Information** | Step 3: Items | Step 4: Supporting Documents | Step 5: Preview | Step 6: Payment

Sakhan *

Export Section *

Buyer Name *

Buyer Address *

Buyer Country *

Place/Port of Export *

Place/Port of Discharge *

Mode of Transport *

Method of Export *

Country of Origin *

Consigned Country *

Country of Destination *

Method of Export According to Incoterms *

[< Previous](#) [Next >](#)

Figure: Export license form step2

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

Trade NET [Apply Cards](#) [Apply Border Licence](#) [ABOUT US](#) [PREFERENTIAL](#) [TRADE NET](#) [HOW TO APPLY](#) [FAQ](#) [CONTACT](#) [Test NN](#) [Log out](#)

Export Licence -> New Application

Step 1: Trader's Information | Step 2: Licence Information | **Step 3: Items** | Step 4: Supporting Documents | Step 5: Preview | Step 6: Payment

☐ If you want to upload items click checkbox & upload excel file. [Download Items Excel Template File.](#)

HS Code * [Search HS Code](#)

HS Code Description

Description

Unit *

Price *

Quantity *

Amount *

Currency *

[< Previous](#) [+ Add](#) [Clear](#) [Next >](#)

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.

Export Licence -> New Application

Step 1 Trader's Information | Step 2 Licence Information | Step 3 Items | **Step 4 Supporting Documents** | Step 5 Preview | Step 6 Payment

Supporting Documents

Document Type: Invoice | class-notes.pdf | Browse... | 100%

Show 10 entries | Search:

#	Document Type	Filename	Actions
1	Invoice	EL_16012020135229.pdf	Delete

Showing 1 to 1 of 1 entries | First | Previous | 1 | Next | Last

OGA Recommendations

OGA Department: - Choose - | OGA Section: - Choose - | Recommendation No:

+ Add | Clear

Show 10 entries | Search:

#	OGA Section	Recommendation No	Actions
No data available in table			

Showing 0 to 0 of 0 entries | First | Previous | Next | Last

< Previous | Next >

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.

Export Licence -> New Application

Step 1 Trader's Information | Step 2 Licence Information | Step 3 Items | Step 4 Supporting Documents | **Step 5 Preview** | Step 6 Payment

☐ As Per Attached

First Page | Attached List | [Print](#)

APPENDIX 4b

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Exporter (Name & Address) IM Testing NN No 2, Pyay Road, Kamaryut Township, Yangon/Yangon Region, Myanmar		2. Registration No/ Valid Date 941111111 (16/01/2021)		3. Licence No. ELC 000000	
4. Consignee (Name & Address) IM Testing Buyer Address		5. Please tick (x) Where appropriate NO UNAUTHORIZED ADDITION/AMENDMENT MAY BE MADE ONCE IT IS ISSUED.			
6. Last Date of Export		7. Country Whence Consigned THAILAND		8. Country of Origin THAILAND	
9. Mode of Transport <input type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		10. Method of Export Normal LC		11. Country of Final Destination THAILAND	
12. Place/Port of Discharge Aetcharn		13. Value USD 0.0000			
14. No.		15. HS Code		16. Description of Goods	
1		1006201000		-- Hom Mali rice	
				Additional description	
				Total Value	
				KG	
				10.0000	
				100.00	
				1000.0000	
21. Remarks Send a copy of Bill of Lading after completion					
22. The particulars declared by trader are true and correct.					
23. Conditions					
Name: Test NN					
Designation: 12/BAHANNA/12/20000					
Date: 16/01/2020					
24. Revenue Stamp					
25. EXPORT LICENCE issued subject to conditions stated herein.					
for DIRECTOR GENERAL					
Date of Issue: Stamp					

[< Previous](#) | [Submit](#)

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.

Trade NET 2.0

Apply Cards | Apply Border Licence

Completed 3 | In Progress 0 | Make Payment 0 | Feedback by MOC 0

\$ Make Payment List

Show 10 entries

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
Border Import Licence	New	MOBIL-1-000001-2019	17/01/2020 09:21	Pay Application fees	Test NN	\$ Make Payment

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Feedback by MOC List

Show 10 entries

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
-----------	------------	----------------	------	----------------	------------	---------

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.

Export Licence -> New Application

Step 1 Trader's Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents Step 5 Print Step 6 Payment Voucher

☐ As Per Attached

First Page Attached List

Print

APPENDIX 4b

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Exporter (Name & Address) IM Testing NRI No 2, Pjay Road, Kamaryut Township, Yangon/Yangon Region, Myanmar	2. Registration No./Valid Date R11111111 (16/01/2021)	3. Licence No. MBEL1920000001 (16/01/2020)	Republic of the Union of Myanmar Ministry of Commerce Department of Trade			
3. Consignee (Name & Address) IM Testing Buyer Address		Please tick (x) where appropriate (If you choose appropriate answer may be made once it is issued)				
4. Last date of Export 16/04/2020	8. Country Whence Consigned THAILAND	10. Country of Origin THAILAND	11. Country of Final Destination THAILAND			
5. Mode of Transport <input type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air	9. Method of Export Normal L.C.	12. Method of Export Normal L.C.	13. Value USD 0.0000			
6. Place/Port of Export Muse	<input checked="" type="checkbox"/> CIF <input type="checkbox"/> FOB <input type="checkbox"/> C&F <input type="checkbox"/> CFR <input type="checkbox"/> D/W <input type="checkbox"/> FAS <input type="checkbox"/> CPT <input type="checkbox"/> DAT <input type="checkbox"/> DDP <input type="checkbox"/> CIP					
7. Place/Port of Discharge Actu-Lum	<input type="checkbox"/> 4TEST** <input type="checkbox"/> C&F <input type="checkbox"/> FCA <input type="checkbox"/> DAT <input type="checkbox"/> ODP					
14. No.	15. Invoice	16. Description of Goods	17. Unit/Code	18. Unit/Price	19. Quantity	20. Value/USD
1	1006201000	--- Home Mail rice Additional description	KG	10.0000	100.00	1000.0000
Total Value			KG		100.00	1000.0000
21. Remarks Send a copy of Bill of Lading after completion						
22. The particulars declared by me/us are true and correct. Name: Test NRI Designation: 12/BAWNA/C/010000 Date: 16/01/2020 24. Revenue Stamp			23. Conditions IM Testing Border Export Licence with ITC card			
			25. EXPORT LICENCE issued subject to conditions stated herein. For DIRECTOR GENERAL Date of Issue: 16/01/2020			

Figure: Print created license

Export Licence -> New Application

Step 1 Trader's Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents Step 5 Print Step 6 Payment Voucher

Print

Payment Voucher For

Date	TIME
INV NO	
MID	
CARD NUM	
APPR CODE	
TRANS REF	
TYPE OF SERVICE	
AMT :MMK	

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.

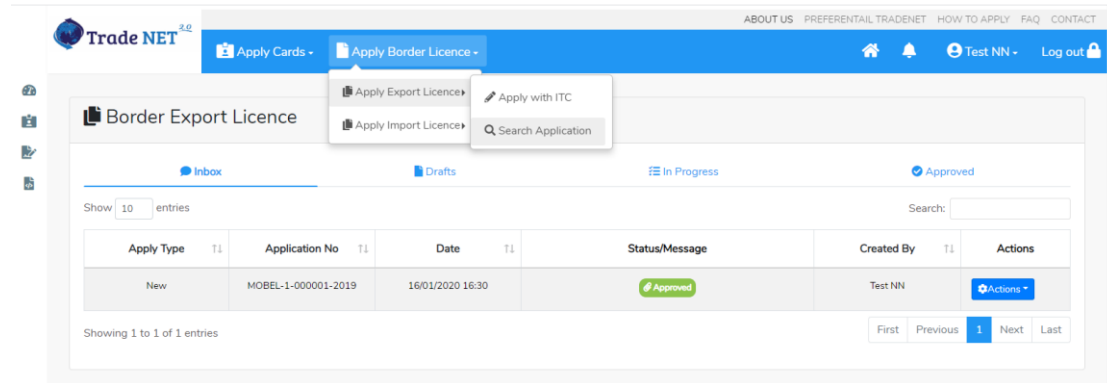


Figure: To Search Application

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

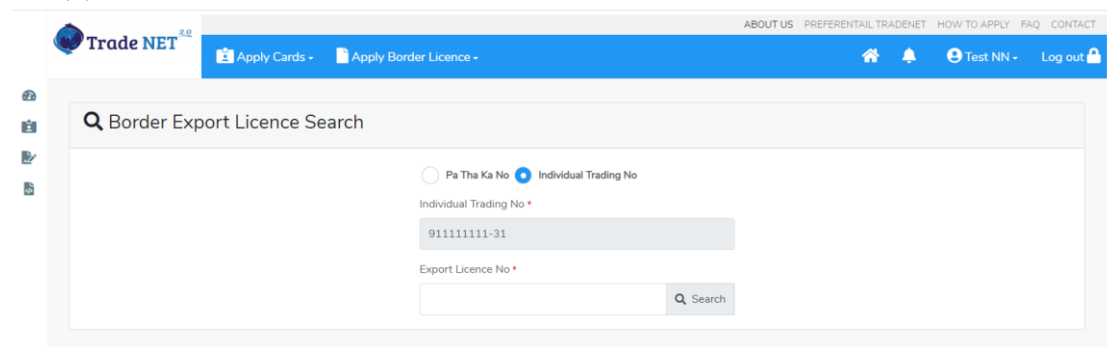


Figure: Search Application

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

Border Export Licence Search

☐ Pa Tha Ka No
 ☒ Individual Trading No

Individual Trading No *

911111111-31

Export Licence No *

MBEL1192000001

APPENDIX 4b

☐ ORIGINAL
 ☐ DUPLICATE
 ☐ TRIPPLICATE
 ☐ QUADRUPLICATE
 ☐ OFFICE COPY

1. Exporter (Name & Address) IM Testing NM No 2, Pysty Road, Kamaryut Township, Yangon/Yangon Region/Myanmar		2. Registration No/Valid Date 911111111-31 (16/01/2021)		3. Licence No. MBEL1192000001 (16/01/2020)	
4. Consignee (Name & Address) IM Testing Buyer Address		5. Please tick (✓) where appropriate no unauthorised address/consignment may be made once it is issued.			
6. Date of Export 16/04/2020		7. Country of Origin THAILAND		8. Country of Final Destination THAILAND	
9. Mode of Transport <input type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		10. Method of Export Normal LC			
11. Place/Port of Export Mueang		12. Value USD 0.0000			
13. Place/Port of Discharge Achar-lum					

14. HS	15. HS Code	16. Description of Goods	17. Unit/Code	18. Unit/Price	19. Quantity	20. Value/USD
1	2006201000	→ Home Made rice Additional description	KG	10.0000	100.00	1000.0000
		Total Value	KG		100.00	1000.0000

21. Remarks
Send a copy of Bill of Lading after completion

22. The particulars declared by me/its are true and correct.
Name : Test NM
Designation : 12-BANANA/C/10000
Date : 16/01/2020
23. Revenue Stamp

23. Conditions
IM Testing Border Export License with ITC card

24. EXPORT LICENSE issued subject to conditions stated herein.
for DIRECTOR GENERAL
Date of Issue: 16/01/2020 Stamp

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.

Export Licence -> Extend Application

Step 1 Trader's Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents **Step 5 Preview** Step 6 Payment

APPROVED BY

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Exporter (Name & Address) IM Testing NN No 2, Piny Road, Kamaryut Township, Yangon Region, Myanmar		2. Registration No / Valid Date 911111111 (16/01/2021)		3. Extension No. MBEL11920E000001 (17/01/2020)	
4. Consignee (Name & Address) IM Testing amend Buyer Address amend		5. Country of Origin THAILAND			
6. Last Date of Export 16/04/2020		7. Country of Final Destination THAILAND			
8. Mode of Transport <input checked="" type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		9. Method of Export Normal LC			
10. Place/Port of Export Mue		11. Value USD 2000.0000			
12. Place/Port of Discharge Aktionum		13. Incoterms <input checked="" type="checkbox"/> CIF <input type="checkbox"/> FOB <input type="checkbox"/> CFR <input type="checkbox"/> FAS <input type="checkbox"/> CPT <input type="checkbox"/> DAP <input type="checkbox"/> CIP <input type="checkbox"/> DDP <input type="checkbox"/> JTEST**			
14. No.	15. HS Code	16. Description of Goods	17. Unit/Code	18. Unit/Price	19. Quantity
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	150.00
2	1006209020	----- Ngasem IM testing additional description	KG	10.0000	50.00
Total Value			KG		200.00
20. Value USD 2000.0000					
21. Remarks Send a copy of Bill of Lading after completion					
22. The participant declared by me is true and correct Name : Test NN Designation : 12/BAHNNAC/210000 Date : 17/01/2020 23. Revenue Stamp			24. Conditions IM testing amend condition		
25. EXPORT LICENCE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: 17/01/2020 Stamp					

[Submit](#)

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.

Trade NET 2.0

ABOUT US | PREFERENTIAL TRADENET | HOW TO APPLY | FAQ | CONTACT

[Apply Cards](#) [Apply Border Licence](#)

[Home](#) [Test NN](#) [Log out](#)

Border Export Licence

[Inbox](#) [Drafts](#) [In Progress](#) [Approved](#)

Show 10 entries Search:

Apply Type	Application No	Date	Status/Message	Created By	Actions
New	MOBEL-1-000001-2019	16/01/2020 16:28	Pay Application fees	Test NN	Actions

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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.

Payment Information		
Online Fees	MMK	2,500
Transaction Fees	MMK	200
Total Fees	MMK	2,700

[\\$ Make Payment](#)

Figure: Payment information and make payment

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

[Print](#)

1. Exporter (Name & Address) JM Testing NRI No 2, Paly Road, Kamaryut Township, Yangon/Yangon Region, Myanmar		2. Licence Extension No MBEL11920E000001 (17/01/2020)	
3. Last Date of Export 16/04/2020		4. Export Licence No MBEL119200000001	
5. Description of Goods -- Hom Mail rice Additional description		6. Total Value of Licence 2000.0000 USD	
7. Description of Extension Licence (16/04/2020)ရက်နေ့ထိ ပထမအကြိမ်သက်တမ်းတိုးခွင့်ပြုလိုက်သည်။		8. By authority JM testing authority	
9. Revenue Stamp		10. EXPORT LICENCE issued subject to conditions stated hereon. for DIRECTOR GENERAL Date of Issue: 17/01/2020	

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.

The screenshot shows the Trade NET e.g. website interface. The top navigation bar includes links for 'ABOUT US', 'PREFERENTIAL', 'TRADE NET', 'HOW TO APPLY', 'FAQ', and 'CONTACT'. Below this, there are buttons for 'Apply Cards' and 'Apply Border Licence'. The main content area is titled 'Export Licence -> Amend Application'. A progress bar at the top of the form indicates seven steps: Step 1 (Trader's Information), Step 2 (Licence Information), Step 3 (Items), Step 4 (Amend Items), Step 5 (Supporting Documents), Step 6 (Preview), and Step 7 (Payment). The form fields for Step 1 are as follows:

- Business Registration No: 911111111
- Date of Validity: 16/01/2021
- Trader's Name: IM Testing NN
- Address: No 2, Pyay Road, Kamaryut Township, YangonYangon Region, Myanmar

A 'Next >' button is located at the bottom right of the form.

Figure: Export license form step1

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

The screenshot shows the 'Export Licence -> Amend Application' form at Step 2: Licence Information. The progress bar at the top indicates the current step. The form fields and checkboxes are as follows:

- Sakhan: Muse
- Export Section: 1
- Buyer Name: IM Testing amend (checkbox checked)
- Buyer Address: Buyer Address amend (checkbox checked)
- Buyer Country: THAILAND
- Place/Port of Export: Muse
- Place/Port of Discharge: Actu-lum
- Mode of Transport: Sea (checked), Road, Air
- Method of Export: Normal LC
- Country of Origin: THAILAND
- Consigned Country: THAILAND
- Country of Destination: THAILAND
- Method of Export According to Incoterms: CIF

At the bottom left is a '< Previous' button, and at the bottom right is a 'Next >' button.

Figure: Export license form step2

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

Export Licence -> Amend Application

Step 1 Trader's Information | Step 2 Licence Information | **Step 3 Items** | Step 4 Amend Items | Step 5 Supporting Documents | Step 6 Preview | Step 7 Payment

Show 10 entries

Item No	HS Code	Description	Unit	Price	Quantity	Amount	Currency
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	100.00	1000.0000	USD

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Previous Next

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..

Export Licence -> Amend Application

Step 1 Trader's Information | Step 2 Licence Information | Step 3 Items | **Step 4 Amend Items** | Step 5 Supporting Documents | Step 6 Preview | Step 7 Payment

HS Code * 1006201000 Search HS Code

HS Code Description -- Hom Mali rice

Description Additional description

Unit * KG Price * 10

Quantity * 150 Amount * 1500.0000

Currency * USD

Show 10 entries

Item No	HS Code	Description	Unit	Price	Quantity	Amount	Currency	Actions
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	100.00	1000.0000	USD	Actions

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Previous Next

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.

Export Licence -> Amend Application

Step 1 Trader's Information Step 2 Licence Information Step 3 Items Step 4 Amend Items Step 5 Supporting Documents **Step 6 Preview** Step 7 Payment

[Print](#)

1. Exporter (Name & Address) IM Testing (M) No 2, Pyaw Road, Kamaryut Township, Yangon/Yangon Region, Myanmar		2. Licence Amendment No. Republic of the Union of Myanmar Ministry of Commerce Department of Trade	
3. Registration No/Valid Date 9111111111/16/01/2021		4. Export Licence No MBEL11920000001	
5. ပုလဲသင်စင်ပိုင်ခွင့်ပြုချက် IM Testing		6. ပြင်ဆင်ပိုင်ခွင့်ပြုချက် IM Testing amend	
Buyer Name		Buyer Address	
Buyer Address		Buyer Address amend	
Mode of Transport		Sea/Road	
7. ပစ္စည်းအမျိုးအမည်		8. ပမာဏ	9. ဝန်ခံငွေ
1. ပုလဲသင်စင်ပိုင်ခွင့်ပြုချက် 1006201000 -- Hom Mali rice Additional description ပြင်ဆင်ပိုင်ခွင့် 1006201000 -- Hom Mali rice Additional description		10.0000	100.00 KG
		10.0000	150.00 KG
1000.0000 USD		1500.0000 USD	
10. Remark		11. By authority	
12. Revenue Stamp		13. AMENDMENT EXPORT LICENCE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: Stamp	

[Previous](#) [Submit](#)

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.

Trade NET [Apply Cards](#) [Apply Border Licence](#) [ABOUT US](#) [PREFERENTIAL TRADENET](#) [HOW TO APPLY](#) [FAQ](#) [CONTACT](#)

[Home](#) [Test NN](#) [Log out](#)

Border Export Licence

[Inbox](#) [Drafts](#) [In Progress](#) [Approved](#)

Show entries Search:

Apply Type	Application No	Date	Status/Message	Created By	Actions
New	MOBEL-1-000001-2019	16/01/2020 16:28	Pay Application fees	Test NN	Actions

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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.

Payment Information		
Online Fees	MMK	2,500
Transaction Fees	MMK	200
Total Fees	MMK	2,700

[\\$ Make Payment](#)

Figure: Payment information and make payment

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

[Print](#)

1. Exporter (Name & Address) IM Testing NM No 2, Pyat Road, Kamaryut Township, Yangon/Yangon Region/Myanmar		2. License Amendment No. MBEL119204000001 (17/01/2020)	
3. Last Date of Export 16/04/2020		4. Export Licence No. MBEL119200000001	
5. Buyer Name IM Testing		6. Buyer Address IM Testing amend	
7. Buyer Address Buyer Address		8. Buyer Address amend Buyer Address amend	
9. Mode of Transport Road		10. Sea/Road	
11. Conditions IM Testing Border Export License with ITC card		12. IM testing amend condition	
13. 1000201000 -- Hom Mali rice Additional description		14. 10.0000	15. 100.00 KG
16. 1000201000 -- Hom Mali rice Additional description		17. 10.0000	18. 150.00 KG
19. IM testing remark		20. IM testing authority	
21. Revenue Stamp		22. AMENDMENT EXPORT LICENCE issued subject to conditions stated hereon. for DIRECTOR GENERAL Date of issue: 17/01/2020	

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.

Export Licence -> Cancel Application

Step 1 Trader's Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents Step 5 Preview Step 6 Payment

APPROVED 46

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Exporter (Name & Address) IM Testing NN No 2, Ppyay Road, Kamaryut Township, Yangon Region, Myanmar		2. Registration No/Valid Date 911111111 (16/01/2021)		3. Extension No. MBEL11920E000001 (17/01/2020)	
4. Consignee (Name & Address) IM Testing amend Buyer Address amend		5. Republic of the Union of Myanmar Ministry of Commerce Department of Trade EXPORT LICENCE <input type="checkbox"/> Please tick (✓) Where appropriate <input type="checkbox"/> (overseas/foreign application/extension may be made once it is issued)			
6. Last Date of Export 16/04/2020		7. Country Whence Consigned THAILAND		8. Country of Origin THAILAND	
9. Mode of Transport <input checked="" type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		10. Port of Export Mue		11. Country of Final Destination THAILAND	
12. Place/Port of Discharge Acton-lum		13. Value USD 2000.0000 <input checked="" type="checkbox"/> CIF <input type="checkbox"/> JTEST** <input type="checkbox"/> FOB <input type="checkbox"/> CAF <input type="checkbox"/> CFR <input type="checkbox"/> EWR <input type="checkbox"/> FAS <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> DAT <input type="checkbox"/> DAP <input type="checkbox"/> DDP <input type="checkbox"/> CIP			
14. No.	15. HS Code	16. Description of Goods	17. Unit/Code	18. Unit/Price	19. Quantity
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	150.00
2	1006209020	----- Ngapi IM testing additional description	KG	10.0000	50.00
Total Value			KG		200.00
20. Value USD 2000.0000					
21. Remarks Send a copy of Bill of Lading after completion					
22. The particulars declared by me are true and correct Name - Test NN Designation - 12/BAHNA/C210000 Date - 17/01/2020			23. Conditions IM testing amend condition		
24. Revenue Stamp			25. EXPORT LICENCE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: 17/01/2020 Stamp		

[Submit](#)

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.

Trade NET 2.0

Apply Cards Apply Overseas Licence Apply Border Licence

Home Notification Test NN Log out

Make Payment 3 Feedback by MOC 0 In Progress 1 Completed 13

\$ Make Payment List

Show 10 entries Search:

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Border Export Licence	Cancel	MOBCEL-1-000001-2019	20/01/2020 17:18	Pay Application fees	Test NN	Make Payment
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Pay Application fees	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Feedback by MOC List

permit-new-6-pay.png permit-new-created.png explic-cancel-1.png permit-new-5.png permit-new-4.png permit-new-2.png Show all

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.

Payment Information		
Export Licence Cancelling Fees	MMK	5,000
Transaction Fees	MMK	200
Total Fees	MMK	5,200

[\\$ Make Payment](#)

Figure: Payment information and make payment

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

[Print](#)

1. Exporter (Name & Address) IM Testing NN No 2, Pyay Road, Kamaryut Township, Yangon/Yangon Region, Myanmar	2. Licence Cancelling No MBEL11920C000001 (20/01/2020) Republic of the Union of Myanmar Ministry of Commerce Department of Trade
3. Registration No/Valid Date 911111111 (16/01/2021)	4. Export Licence No MBEL119200000001
5. Last Date of Export 16/04/2020	6. Total Value of Licence 2000.0000 USD
7. Description of Good -- Hom Mali Rice Additional description	8. To authority IM testing authority for cancellation
9. Description Of Cancelling Licence (20/01/2020) မရမည့် ပယ်ဖျက်/အင်အားပေးခြင်း လိုက်သည့်	10. EXPORT LICENCE issued subject to conditions stated hereon. for DIRECTOR GENERAL Date of Issue: 20/01/2020 Stamp

Figure: Review the cancel license

Overseas/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.

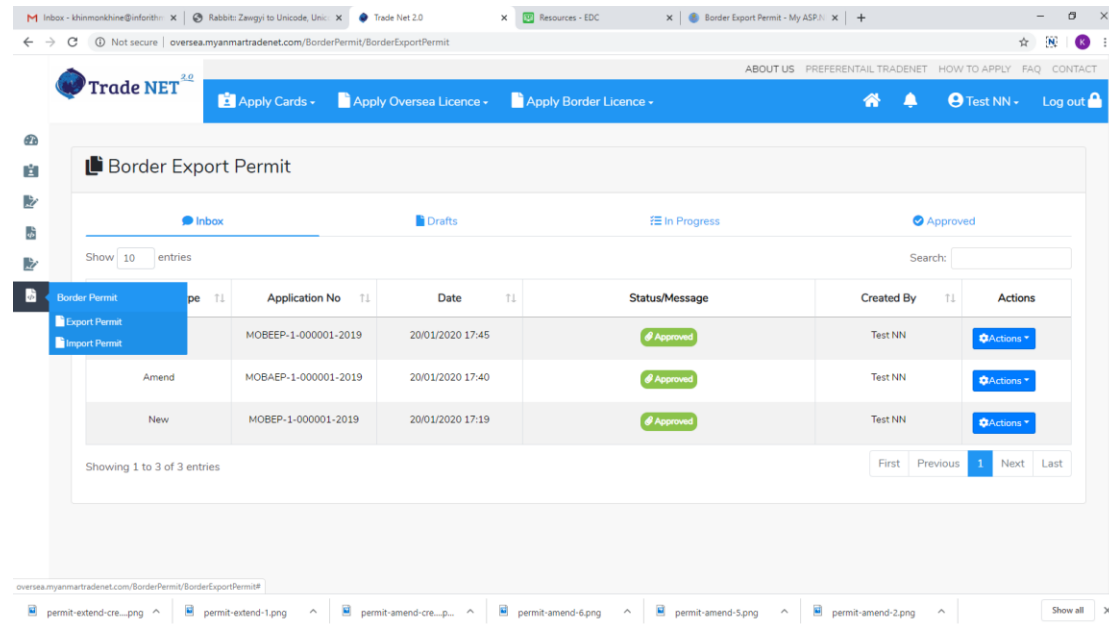


Figure: Border Export Permit

Apply Export/Import Permit

If you want to apply overseas 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.

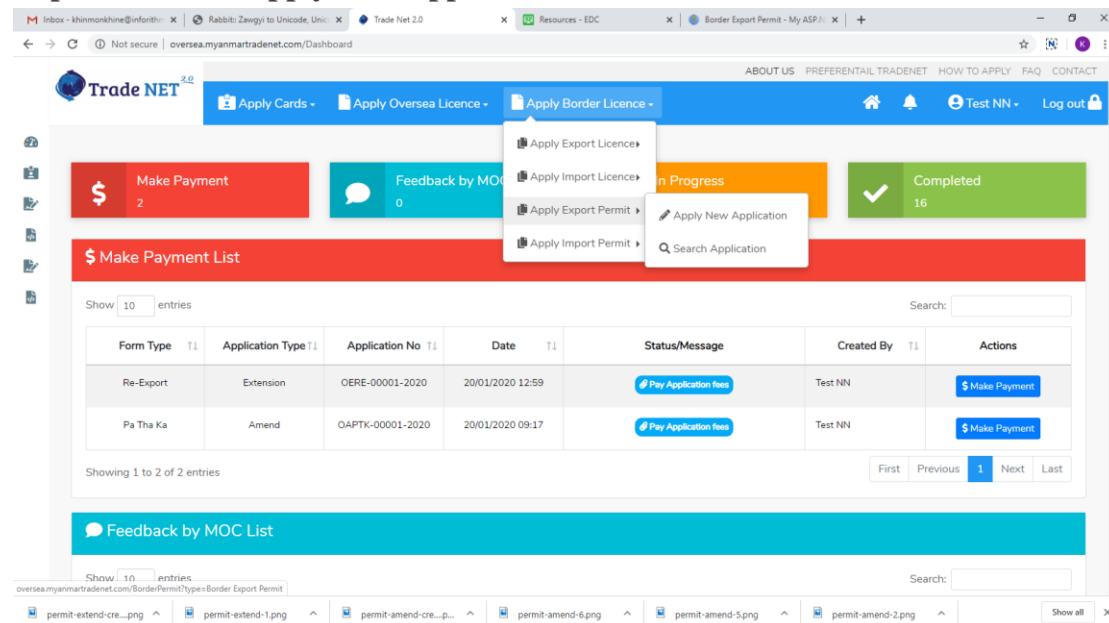


Figure: Border permit apply

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

Trade NET 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

ABOUT US PREFERENTIAL TRADE NET HOW TO APPLY FAQ CONTACT

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents Step 5 Preview Step 6 Payment

Pa Tha Ka No *

1999999999

Date of Validity

17/01/2025

Company Name

IM Testing Trading

Company Address

No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar

Next >

Figure: Export permit form step1

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

☒ Sea ☒ Road ☐ Air

Place/Port of Export *

Muse

Place/Port of Discharge *

Actu-lum

Country of Destination *

THAILAND

Consigned Country *

THAILAND

Country of Origin *

THAILAND

☒ Ordinary ☐ Special

Previous Next >

Figure: Export permit form step2

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

Trade NET 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

ABOUT US PREFERENTIAL TRADE NET HOW TO APPLY FAQ CONTACT

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information **Step 3 Items** Step 4 Supporting Documents Step 5 Preview Step 6 Payment

☐ If you want to upload items click checkbox & upload excel file. Download [Items Excel Template File](#).

HS Code * Search HS Code

HS Code Description

Description

Unit * Price * Quantity * Amount * Currency *

permit-new-2.png expic-extension-s...png 201an20_letterTo...pdf BorderExportLic...html BorderExportLic...html re-export-extension.png Show all

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.

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items **Step 4 Supporting Documents** Step 5 Preview Step 6 Payment

Supporting Documents

Document Type *
 Invoice ▾ Browse....  Browse...

Show 10 entries Search:

#	T↓	Document Type	T↓	Filename	Actions
No data available in table					

Showing 0 to 0 of 0 entries First Previous Next Last

OGA Recommendations

OGA Department * OGA Section * Recommendation No *

- Choose - ▾ - Choose - ▾

+ Add **Clear**

Show 10 entries Search:

#	T↓	OGA Section	T↓	Recommendation No	T↓	Actions
No data available in table						

Showing 0 to 0 of 0 entries First Previous Next Last

< Previous **Next >**

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.

Export Permit -> New Application

Step 1
Exporter Information

Step 2
Licence Information

Step 3
Items

Step 4
Supporting Documents

Step 5
Preview

Step 6
Payment

☐ As Per Attached

First Page

Attached List

[Print](#)

APPENDIX 4B

☐ ORIGINAL
 ☐ DUPLICATE
 ☐ TRIPlicate
 ☐ QUADuplicate
 ☐ OFFICE COPY

1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Hnandar Road,Kamayut,Yangon,Myanmar	2. Registration Not Valid Date 1999999999 (17/01/2025)
3. Consignee (Name & Address) Consignee Name Consignee address	6. Permit No. <div style="border: 1px solid black; padding: 2px; font-weight: bold;">EFPF 000000</div>
4. Last Date of Export	Republic of the Union of Myanmar Ministry of Commerce Department of Trade EXPORT PERMIT <input type="checkbox"/> Please tick (x) if where appropriate no consignment export/shipment may be made once it is issued.
5. Mode of Transport <input checked="" type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air	7. Country Whence Consigned THAILAND 8. Country of Origin THAILAND 9. Country of Final Destination THAILAND
10. Place/Port of Export Musee	11. Type of Permit <input checked="" type="checkbox"/> Ordinary <input type="checkbox"/> Special 12. Type of Permit <input checked="" type="checkbox"/> Ordinary <input type="checkbox"/> Special
13. Place/Port of Discharge Actua-luth	14. Union Citizenship Card No. 12/AHLANA/C/000001

14.Nb	15.Hecode	16.Description of Goods	17.UnitsCode	18.UnitsPrice	19.Quantity	20.Value(USD)
1	1006201000	-- Hom Mali rice Additional description Total Value	KG	10.0000	100.00	1000.0000
			KG		100.00	1000.0000

21. Remarks
 Send a copy of Bill of Lading after completion

 22. The particulars declared by importer are true and correct.
 Name : Test NN
 Designation : 12/BAHANA/C/210000
 Date 20/01/2020

23. Conditions

 24. EXPORT LICENCE issued subject to conditions stated herein.

 for DIRECTOR GENERAL
 Date of Issue: _____ Stamp

[< Previous](#)

[Submit](#)

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.

TradeNet 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

Test NN - Log out

\$ Make Payment List

Show 10 entries Search:

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Border Export Permit	New	MOBEP-1-00001-2019	20/01/2020 17:12	Pay Application fees	Test NN	Make Payment
Re-Export	Extension	OERE-0001-2020	20/01/2020 12:59	Pay Application fees	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-0001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Feedback by MOC 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 Created Permit and Payment voucher.

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents **Step 5 Print** Step 6 Payment Voucher

☐ As Per Attached

First Page **Attached List** **Print**

APPENDIX 4b

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY


1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar	2. Registration No Valid Date 199999999 1/17/01/2025	3. Permit No. HBEF1192000001 (20/01/2020)	Republic of the Union of Myanmar Ministry of Commerce Department of Trade EXPORT PERMIT	
4. Consignee (Name & Address) Consignee Name Consignee address		5. Please tick (✓) where appropriate for non-processed applications/consentment has not been checked it is issued.		
6. Last Date of Export 20/04/2020		7. Country Whence Consigned THAILAND		
8. Mode of Transport Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		9. Country of Origin THAILAND		
10. Place/Port of Export Mae		11. Country of Final Destination THAILAND		
12. Type of Permit Ordinary <input checked="" type="checkbox"/> Special		13. Union Citizenship Card No. 12/APLANA/C/000001		
14. No		15. HS Code	16. Description of Goods	17. Unit/Code
1	1006201000	- - Hom Mali rice	KG	10.0000
		Additional description	KG	100.00
		Total Value		1000.0000
				100.00
				1000.0000
21. Remarks Send a copy of Bill of Lading after completion				
22. The particulars declared by me/so are true and correct. Name: Test MI Designation: 12/BAHHNA/C/000000 Date: 20/01/2020		23. Conditions IM testing export border permit approved		
24. Revenue Stamp		25. EXPORT LICENCE issued subject to conditions stated hereon for DIRECTOR GENERAL Date of Issue: 20/01/2020 		

Figure: Print created permit

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents Step 5 Print **Step 6 Payment Voucher**

Print

Payment Voucher For

Date	TIME
INV NO	
MID	
CARD NUM	
APPR CODE	
TRANS REF	
TYPE OF SERVICE	
AMT :MMK	

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.

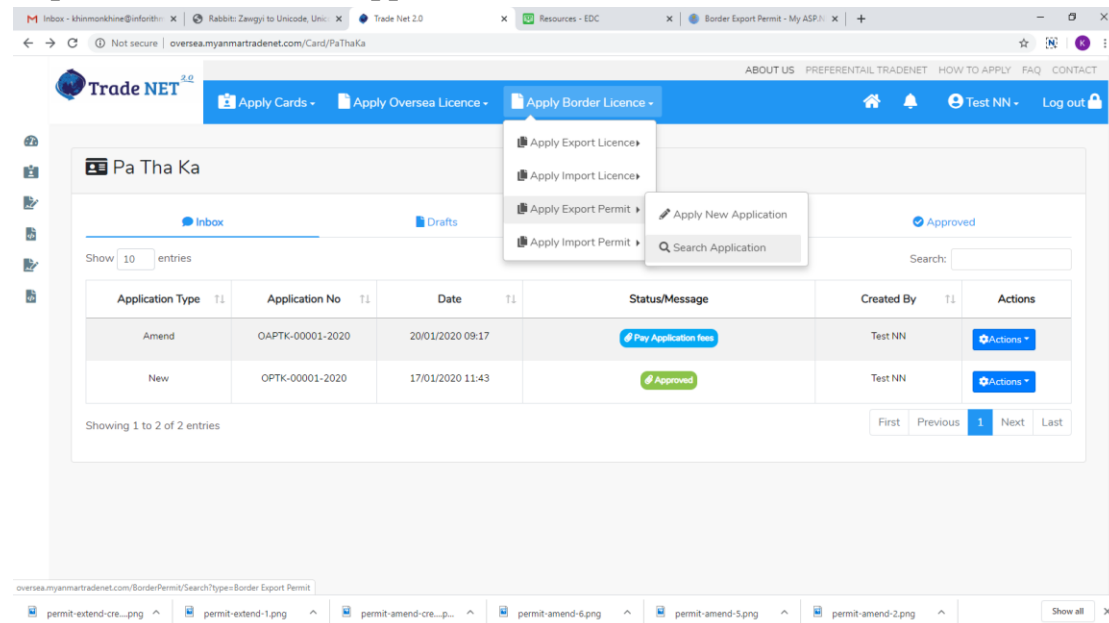


Figure: To Search Application

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

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

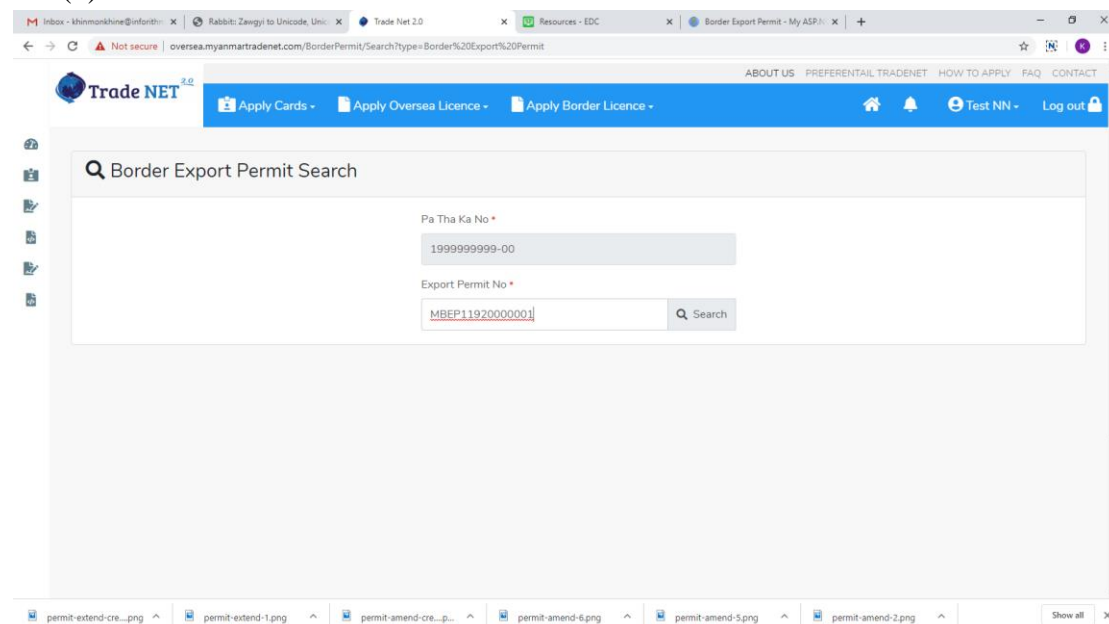


Figure: Search Application

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

Pa Tha Ka No *

1999999999-00

Export Permit No *

MBEP11920000001

APPENDIX 4B

☐ ORIGINAL ☐ DUPLICATE ☐ TRIPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Permit Recipient (Name & Address) M Testing Trading No 2, Min Hander Road, Kamaryut, Yangon, Myanmar		2. Registration No./Issue Date 1999999999-00 (17/01/2020)		3. License No. MBEP11920000001 (20/01/2020)	
4. Consignee (Name & Address) Consignee Name Consignee address		5. Please tick (if where appropriate) <input type="checkbox"/> NO CHARGED ADDITIONAL/AMENDMENT MAY BE MADE ONCE IT IS ISSUED			
6. Last Date of Export 20/04/2020		7. Country of Origin THAILAND		8. Country of Final Destination THAILAND	
9. Name of Exporter <input checked="" type="checkbox"/> Self <input type="checkbox"/> Agent		10. Type of Permit <input checked="" type="checkbox"/> Ordinary <input type="checkbox"/> Special		11. Permit/Export License No. 12. JARALAN/C000001	
12. Name/Port of Discharge Ampur-Sum		13. Description of Goods			
14. No.	15. Invoice	16. Unit Code	17. Unit Price	18. Quantity	19. Value (USD)
1	1006201000	-- Hom Mali rice	KG	10.0000	100.00
		Additional description			
		Total Value	KG		100.00
					1000.0000
20. Remarks Send a copy of Bill of Lading after completion					
21. The particulars declared by trader are true and correct Name: Test M Designation: 12/BAWAC/20000 Date: 20/01/2020			22. Conditions 23. Testing export border permit approved		
24. Revenue Stamp			25. EXPORT LICENSE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: 20/01/2020 Stamp		

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.

Export Permit -> Extend Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents **Step 5 Preview** Step 6 Payment

APPENDIX 4G

ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar		2. Registration No/Valid Date 199999999 (17/01/2025)		3. Amendment No. MBEP110204000001 120 (01/2020)	
3. Consignee (Name & Address) Consignee address1		4. Country of Origin CHINA			
4. Last Date of Export 20/04/2020		5. Country of Origin CHINA		6. Country of Final Destination CHINA/THAILAND	
5. Mode of Transport <input checked="" type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		6. Country of Origin CHINA/THAILAND		7. Type of Permit <input type="checkbox"/> Ordinary <input checked="" type="checkbox"/> Special	
6. Place/Port of Export Mae		8. Union Citizenship Card No. 12/ANLAN/C/000001			
7. Place/Port of Discharge Choose					
9. No.	10. HS Code	11. Description of Goods	12. Unit Code	13. Unit Price	14. Quantity
1	1006201000	-- Hom Mali rice	KG	10.0000	100.00
Additional description					1000.0000
Total Value			KG		100.00
					1000.0000
15. Remarks Send a copy of Bill of Lading after completion					
16. The particulars declared by declarant are true and correct. Name: Test NN Designation: 12/ANLAN/C/000001 Date: 20/01/2020			17. Conditions IM testing Amend Conditions		
18. Revenue Stamp			19. EXPORT LICENCE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: 20/01/2020		

[Submit](#)

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.

Trade NET 6.0

ABOUT US PREFERENTIAL TRADENET HOW TO APPLY FAQ CONTACT

Apply Cards Apply Oversea Licence Apply Border Licence

Test NN Log out

Make Payment 3 Feedback by MOC 0 In Progress 1 Completed 15

\$ Make Payment List

Show 10 entries Search:

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Border Export Permit	Extension	MOBEEP-1-000001-2019	20/01/2020 17:44	Pay Application fees	Test NN	Make Payment
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Pay Application fees	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Feedback by MOC List

permit-extend-1.png permit-amend-cre...p... permit-amend-6.png permit-amend-5.png permit-amend-2.png permit-search-1.png Show all

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.

Payment Information		
Export Permit Extension Fees	MMK	5,000
Transaction Fees	MMK	200
Total Fees	MMK	5,200

[\\$ Make Payment](#)

Figure: Payment information and make payment

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

[Print](#)

1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Hander Road, Kamaryut, Yangon, Myanmar Registration No/Valid Date 3999999999/17/01/2025	2. Permit Extension No MBEP11920000001 (20/01/2020) Republic of the Union of Myanmar Ministry of Commerce Department of Trade
3. Last Date of Export 20/04/2020	4. Export Permit No MBEP11920000001
5. Description of Good -- Home Mail rice Additional description	6. Total Value of Licence 1000.0000 USD
7. Reason/Extension of Licence (20/09/2020)ရက်စွဲနှင့် ပထမဆုံးပြသက်တမ်း တိုးချဲ့ခြင်းလုပ်သည်။	8. By authority IM testing special extend border permit
9. Revenue Stamp	10. EXPORT LICENCE issued subject to conditions stated hereon. for DIRECTOR GENERAL Date of issue: 20/01/2020 Stamp

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.

The screenshot shows the 'Export Permit -> New Application' interface in TradeNet 2.0. The top navigation bar includes links for 'Apply Cards', 'Apply Oversea Licence', and 'Apply Border Licence'. The main content area displays a progress bar with seven steps: Step 1 (Exporter Information), Step 2 (Licence Information), Step 3 (Items), Step 4 (Amend Items), Step 5 (Supporting Documents), Step 6 (Preview), and Step 7 (Payment). Step 1 is currently active. The form fields are as follows:

Field	Value
Pa Tha Ka No *	199999999
Date of Validity	17/01/2025
Company Name	IM Testing Trading
Company Address	No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar

A 'Next' button is located at the bottom right of the form.

Figure: Export permit form step1

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

Export Permit -> New Application

Step 1 Exporter Information **Step 2 Licence Information** Step 3 Items Step 4 Amend Items Step 5 Supporting Documents Step 6 Preview Step 7 Payment

Sakhan *

Muse

Export Section *

1

NRC ☐ Old-Format NRC/Passport No

NRC No *

☐ 12 AHLANA (C) 000001

Consignee Name *

☒ Consignee Name1

Consignee Address *

☒ Consignee address1

Buyer Country *

☒ CHINA

Mode of Transport *

☒ Sea ☒ Road ☒ Air

Place/Port of Export *

☐ Muse

Muse

Place/Port of Discharge *

☒ Bandon

Country of Destination *

☒ CHINA, THAILAND

CHINA,THAILAND

Consigned Country *

☒ CHINA

Country of Origin *

☒ CHINA, THAILAND

☐ Ordinary ☒ Special

[< Previous](#) [Next >](#)

Figure: Export permit form step2

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

Export Permit -> New Application

Step 1 Exporter Information | Step 2 Licence Information | **Step 3 Items** | Step 4 Amend Items | Step 5 Supporting Documents | Step 6 Preview | Step 7 Payment

Show 10 entries

Item No	HS Code	Description	Unit	Price	Quantity	Amount	Currency
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	100.00	1000.0000	USD

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Previous Next

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..

Export Permit -> New Application

Step 1 Exporter Information | Step 2 Licence Information | Step 3 Items | **Step 4 Amend Items** | Step 5 Supporting Documents | Step 6 Preview | Step 7 Payment

HS Code * Search HS Code

HS Code Description

Description

Unit * Price * Quantity * Amount * Currency *

- Choose - 0 0 0 USD + Add Clear

Show 10 entries

Item No	HS Code	Description	Unit	Price	Quantity	Amount	Currency	Actions
1	1006201000	-- Hom Mali rice Additional description	KG	10.0000	100.00	1000.0000	USD	Actions

Showing 1 to 1 of 1 entries

First Previous **1** Next Last


Previous Next

Figure: Amend Items form step4


Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Amend Items **Step 5 Supporting Documents** Step 6 Preview Step 7 Payment

Supporting Documents

Document Type *
 Invoice Browse....  Browse...

Show entries Search:

#	T1	Document Type	T1	Filename	Actions
1		Invoice		EP_20012020170903.pdf	 Delete



Showing 1 to 1 of 1 entries First Previous **1** Next Last

OGA Recommendations

OGA Department *
 - Choose -

OGA Section *
 - Choose -

Recommendation No *

 Add  Clear

Show entries Search:

#	T1	OGA Section	T1	Recommendation No	T1	Actions
No data available in table						

Showing 0 to 0 of 0 entries First Previous Next Last



 Previous  Next

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.

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Amend Items Step 5 Supporting Documents Step 6 Preview Step 7 Payment

Print

1. Permit Recipient (Name & Address) M Testing Trading No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar Registration No/Valid Date 1999999999(17/01/2025)		2. Permit Amendment No. Republic of the Union of Myanmar Ministry of Commerce Department of Trade	
3. Last Date of Export 20/04/2025		4. Permit No. MBEP11920000001	
5. ယူငွေခံရသူအမည် Consignee Name		6. ယူငွေခံရသူအမည် Consignee Name1	
Consignee Address		Consignee address1	
Buyer Country THAILAND			
Place/Port of Discharge Actu-lum		Bandon	
Country of Destination THAILAND		CHINA, THAILAND	
Consigned Country THAILAND		CHINA	
Country of Origin THAILAND			
Type of Permit Ordinary		Special	
7. Remark		8. By authority	
9. Revenue Stamp		10. AMENDMENT EXPORT LICENSE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of issue: Stamp	

Previous Submit

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.

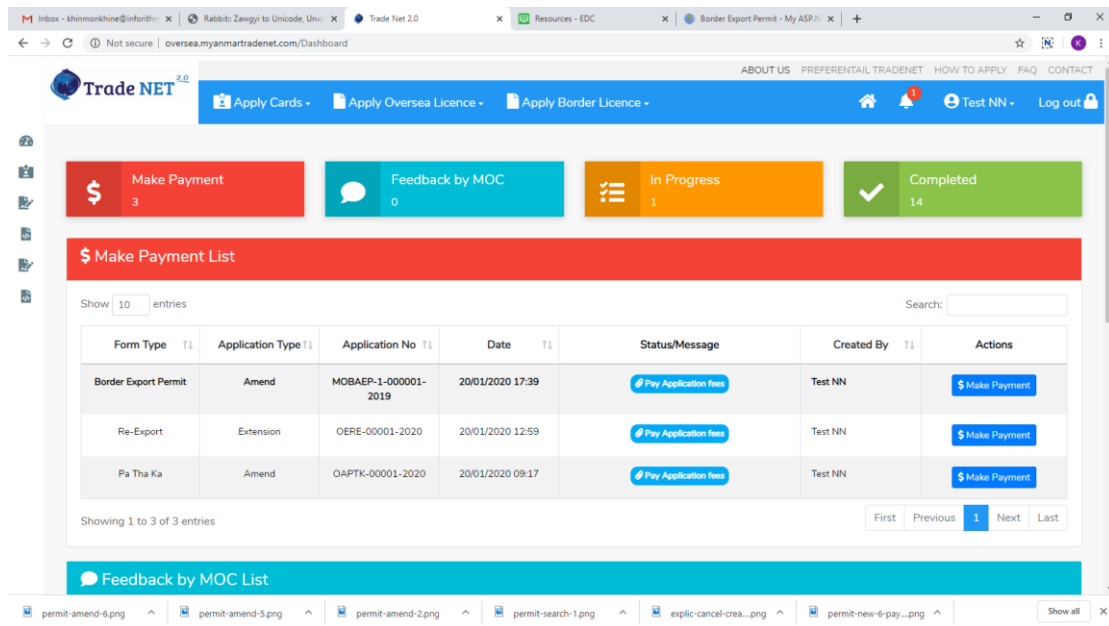


Figure: Display to make payment on approved application in dashboard

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

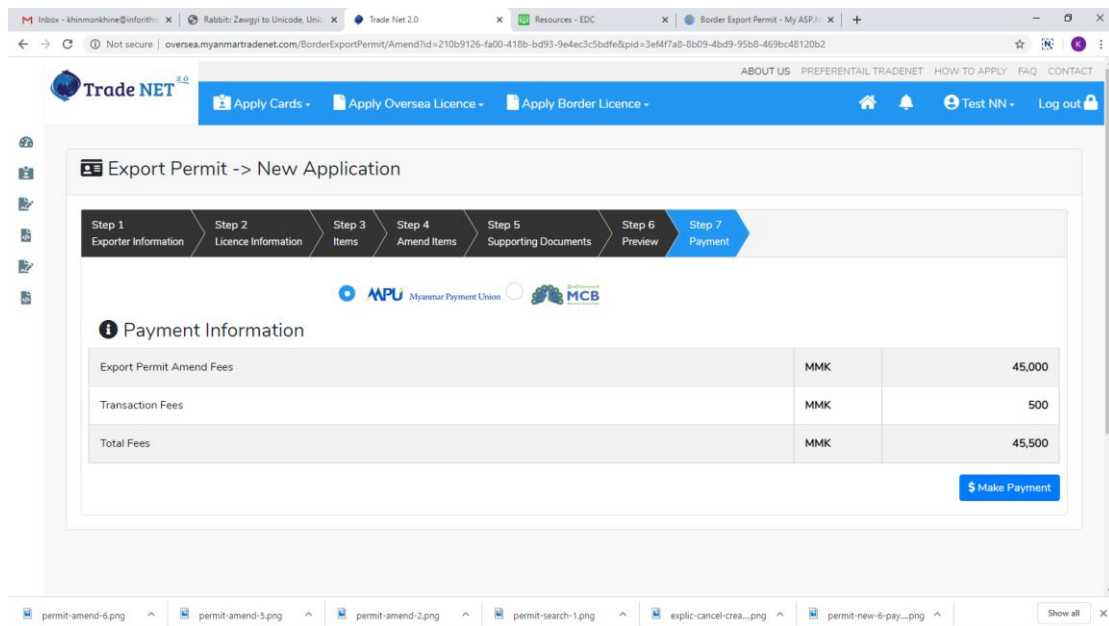


Figure: Payment information and make payment

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

Export Permit -> New Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Amend Items Step 5 Supporting Documents **Step 6 Print** Step 7 Payment Voucher

[Print](#)


1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar Registration No/Valid Date 12099999999(17/01/2025)		2. Permit Amendment No. MBEP11920A000001 (20/01/2020) Republic of the Union of Myanmar Ministry of Commerce Department of Trade	
3. Last Date of Export 20/04/2020		4. Permit No. MBEP11920000001	
5. မြန်မာနိုင်ငံတော်သို့ Consignee Name		6. မြန်မာနိုင်ငံတော်သို့ Consignee Name1	
Consignee Address		Consignee address1	
Buyer Country THAILAND			
Place/Port of Discharge Acto-lum		Bandon	
Country of Destination THAILAND		CHINA, THAILAND	
Consigned Country THAILAND		CHINA CHINA	
Country of Origin THAILAND			
Type of Permit Ordinary		Special	
Conditions IM testing export border permit approved		IM testing Amend Conditions	
7. Remark IM testing Remark		8. Sign authority IM testing authority	
9. Revenue Stamp		10. AMENDMENT EXPORT LICENSE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of issue: 20/01/2020  Stamp	

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.

Export Permit -> Cancel Application

Step 1 Exporter Information Step 2 Licence Information Step 3 Items Step 4 Supporting Documents **Step 5 Preview** Step 6 Payment

APPENDIX 46

ORIGINAL ☐ DUPLICATE ☐ TRIPPLICATE ☐ QUADRUPPLICATE ☐ OFFICE COPY

1. Permit Recipient (Name & Address) IM Testing Trading No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar		2. Registration No/Valid Date 199999999 (17/01/2025)		3. Permit No. MBEP1102000001 (20/01/2020)	
3. Consignee (Name & Address) Consignee address1		4. Country of Origin CHINA			
4. Last Date of Export 20/09/2020		5. Country of Final Destination CHINA/THAILAND		6. Type of Permit <input type="checkbox"/> General <input checked="" type="checkbox"/> Special	
5. Place/Port of Export Mae		6. Place/Port of Discharge Choose		7. Union Citizenship Card No. 12/ANLAN/C/000001	
8. Mode of Transport <input checked="" type="checkbox"/> Sea <input checked="" type="checkbox"/> Road <input type="checkbox"/> Air		9. Description of Goods 10. Unit Code 11. Unit Price 12. Quantity 13. Value (USD)			
1		1006201000		-- Hom Mali rice	
				Additional description	
				Total Value	
				KG	
				10.0000	
				100.00	
				1000.0000	
				1000.00	
				1000.0000	
14. Remarks Send a copy of Bill of Lading after completion					
15. The particulars declared by declarant are true and correct. Name: Test NN Designation: 12/ANLAN/C/000001 Date: 20/01/2020 Reference Stamp					
16. Conditions IM testing Amend Conditions					
17. EXPORT LICENCE issued subject to conditions stated herein. for DIRECTOR GENERAL Date of Issue: 20/01/2020 Stamp					

Submit

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.

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

Make Payment 3 Feedback by MOC 0 In Progress 1 Completed 16

\$ Make Payment List

Show 10 entries Search:

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Border Export Permit	Cancel	MOBCEP-1-000001-2019	21/01/2020 08:33	Pay Application fees	Test NN	Make Payment
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Pay Application fees	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Feedback by MOC 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.

Payment Information		
Export Permit Cancelling Fees	MMK	5,000
Transaction Fees	MMK	200
Total Fees	MMK	5,200

[\\$ Make Payment](#)

Figure: Payment information and make payment

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

[Print](#)

1. Permit Recipient (Name & Address) IM Testing Trading No. 2, Min Nandar Road, Kamaryut, Yangon, Myanmar		2. Permit Amendment No. HBEF11920400001 (20/01/2020)	
3. Registration No/Valid Date 1999999999 (17/01/2025)		4. Permit No. HBEF11920000001	
5. Consignee Name မြောင်မြောင်မြောင်		6. Consignee Name1 မြောင်မြောင်မြောင်	
Consignee Address		Consignee address1	
Buyer Country THAILAND			
Place/Port of Discharge Actu-lum		Bandon	
Country of Destination THAILAND		CHINA, THAILAND	
Consigned Country THAILAND		CHINA	
Country of Origin THAILAND		CHINA	
Type of Permit Ordinary		Special	
Conditions IM testing export border permit approved		IM testing Amend Conditions	
7. Remark IM testing Remark		8. Ex authority IM testing authority	
9. Revenue Stamp		10. AMENDMENT EXPORT LICENCE issued subject to conditions stated hereon. for DIRECTOR GENERAL Date of Issue: 20/01/2020	

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.

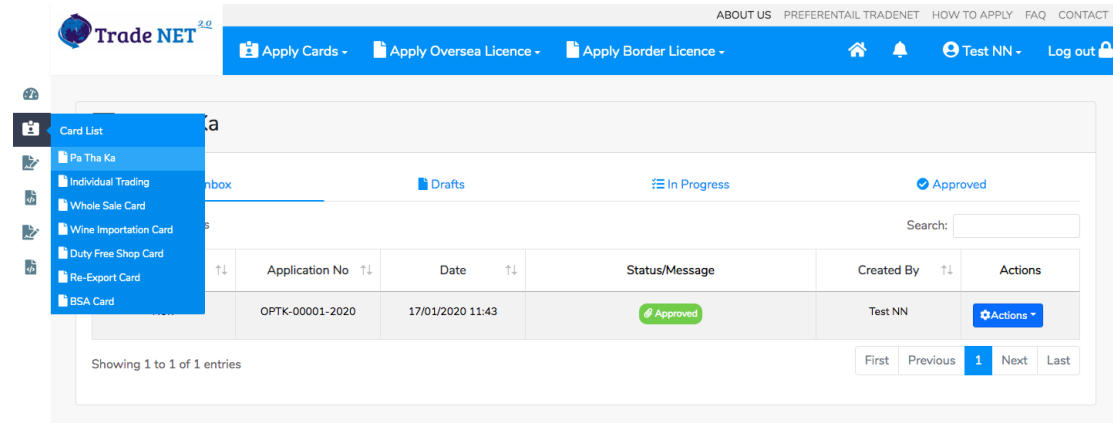


Figure: Individual Trading Card Section

Apply Pa-Tha-Ka

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

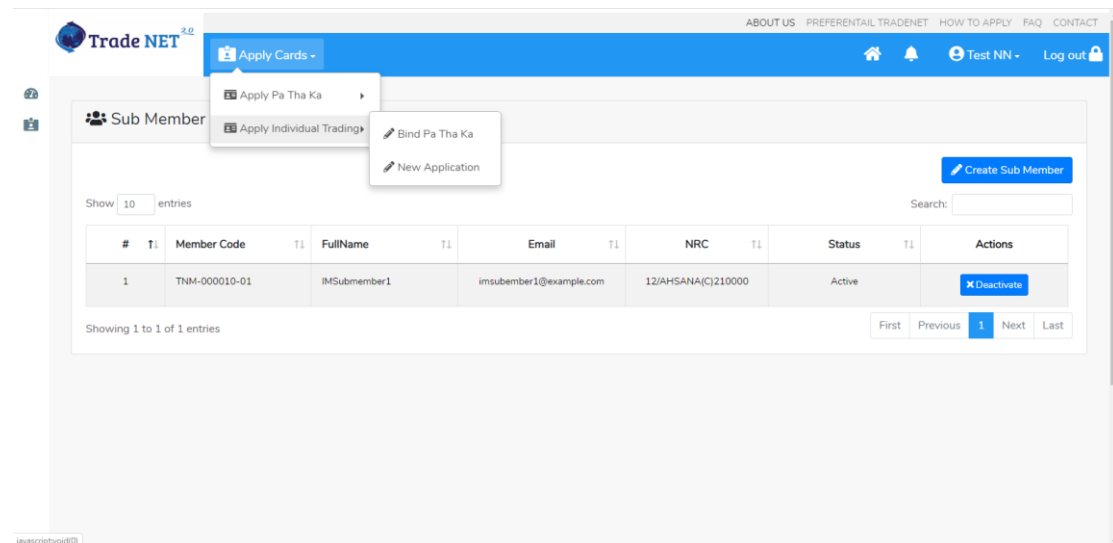


Figure: Apply Pa-Tha-Ka Card

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

Pa Tha Ka -> New Application

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

Pa Tha Ka Type *
 --- Choose ---

Registration Term *
 --- Choose ---

Company Registration Date *

Owner Name *

☒ NRC ☐ Old-Format NRC

NRC *
 - Select -

Company Name *

Capital *

Currency *
 USD

MIC Permit No *

Company Address *

Township *

States/Divisions *

Country *
 Myanmar

Mobile 1 *

Mobile 3

Mobile 2

Fax

Email *

Business Type *
 --- Choose ---

Line of Business *
 --- Choose ---

Next >

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.

Pa Tha Ka -> New Application

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

Name *

Former Name

Nationality *

☒ NRC ☐ Old-Format NRC

NRC *
 - Select -

Other Nationality

☒ Male ☐ Female

Date of Birth

Position *

Mobile

Email *

Address *

States/Divisions

Country

+ Add **Clear**

Show entries

Search:

#	Name	NRC	Position	Email	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous **Next >**

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.

Pa Tha Ka -> New Application

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

[Company Information](#) [Directors Information](#)

Company Name	IM Testing Trading
Business Type	Company
Business Registration No	1999999999
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

[< Previous](#) [Submit](#)

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.

Trade NET 2.0 ABOUT US PREFERENTIAL TRADENET HOW TO APPLY FAQ CONTACT

[Apply Cards](#) [Apply Border Licence](#) [Home](#) [Test NN](#) [Log out](#)

Pa Tha Ka -> New Application

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

[MPU Myanmar Payment Union](#) [MCB](#)

Payment Information

Online Fees	MMK	2,500
Pa Tha Ka Registration Fees	MMK	200,000
Transaction Fees	MMK	500
Total Fees	MMK	203,000

[\\$ Make Payment](#)

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.

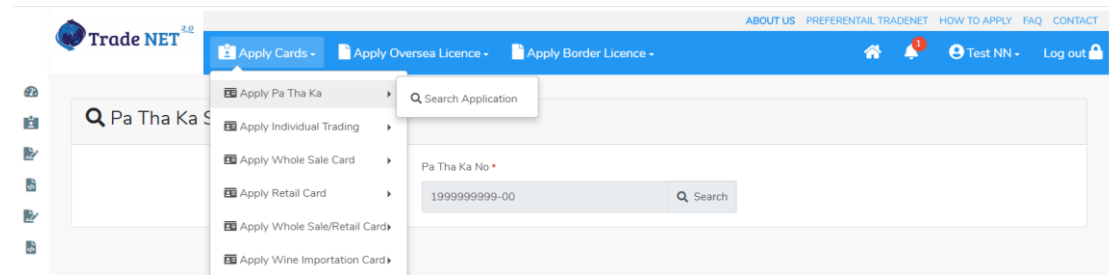


Figure: Search PTK application

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.

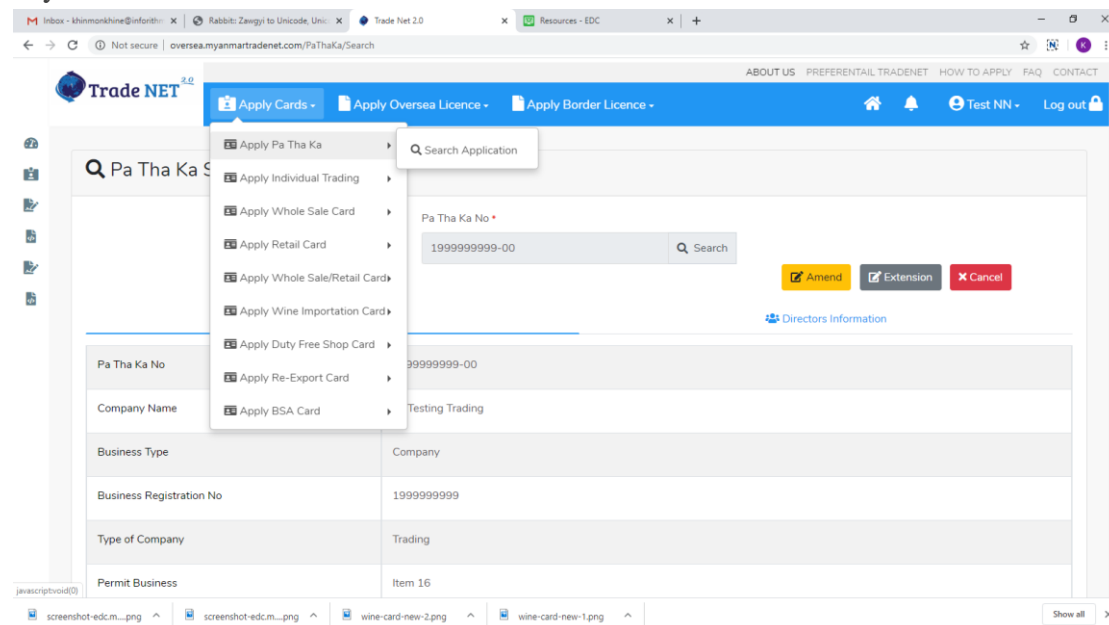


Figure: Pa-Tha-Ka information

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.

Pa Tha Ka -> New Application

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

Pa Tha Ka Type *

Registration Term *

☐ Business Registration No *

☐ Company Registration Date *

☐ Owner Name *

☒ NRC ☐ Old-Format NRC

☐ Company Name *

☐ Capital *

☐ Currency *

☐ MIC Permit No *

☐ Company Address *

☐ Township *

☐ States/Divisions *

☐ Country *

☐ Mobile 1 *

☐ Mobile 2

☐ Mobile 3

☐ Fax

☐ Email *

☐ Business Type *

☐ Line of Business *

Next >

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.

Pa Tha Ka -> New Application

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

Directors Information

Show entries Search:

#	Name	NRC	Position	Email
1	Director 1	12/AHLANA(C)100000	Director 1	director1@example.com
2	Director2	12/AHLANA(C)100011	Director	director2@example.com

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Amend Directors Information

Name * Former Name Nationality *

☒ NRC ☐ Old-Format NRC NRC *

Other Nationality ☒ Male ☐ Female Date of Birth

Position * Mobile Email *

Address *

States/Divisions Country

Show entries Search:

#	Name	NRC	Position	Email	Actions
1	Director 1	12/AHLANA(C)100000	Director 1	director1@example.com	<input type="button" value="Actions"/>
3	Director 3	12/AHLANA(C)000003	Director	director3@example.com	<input type="button" value="Actions"/>

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Figure: Amend Pa-Tha-Ka Step2

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

Pa Tha Ka -> New Application

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:

#	Permit Business	T1
1	Item 16	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Amend Permit Business Information

Permit Business

Item 17

Show 10 entries Search:

#	Permit Business	T1	Actions
1	Item 16		<input type="button" value="Actions"/>
2	Item 20		<input type="button" value="Actions"/>

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Figure: Amend Pa-Tha-Ka Step3

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

Pa Tha Ka -> New Application

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

Document Type *

Company Letter Head

Show 10 entries Search:

#	Document Type	T1	Filename	Actions
1	Company Letter Head		PTK_20012020091158.pdf	<input type="button" value="Delete"/>
2	Company Letter Head		PTK_16012020100903.jpg	<input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries First Previous **1** Next Last

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 -> New Application

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

Company Information Directors Information

Show 10 entries Search:

#	T1	Name	T1	NRC	T1	Position	T1	Email	T1
1		Director 4		12/AHLANA(C)100000		Director 1		director4@example.com	
2		Director2		12/AHLANA(C)100011		Director		director2@example.com	
3		Director 3		12/AHLANA(C)000003		Director		director3@example.com	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Submit

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.

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

ABOUT US PREFERENTIAL TRADENET HOW TO APPLY FAQ CONTACT

Your PaThaKa Expire in 1824 Days View your PaThaKa

Completed 7 In Progress 0 Make Payment 1 Feedback by MOC 0

\$ Make Payment List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Feedback by MOC List

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 overseas/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.

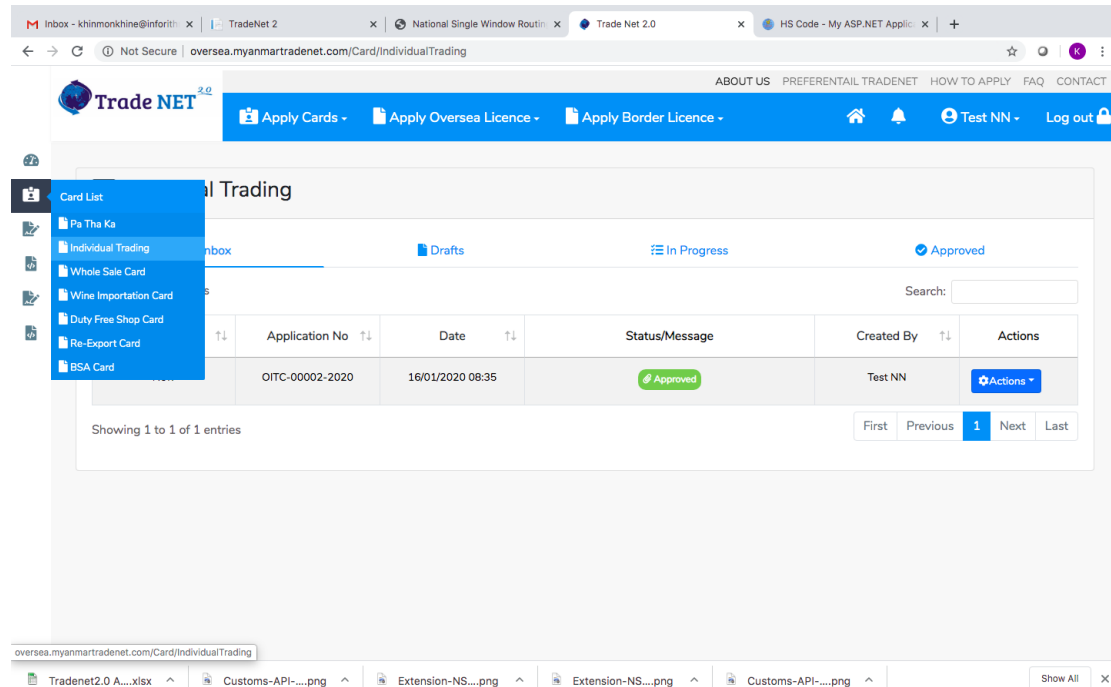


Figure: Individual Trading Card Section

Apply Individual Trading Card

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

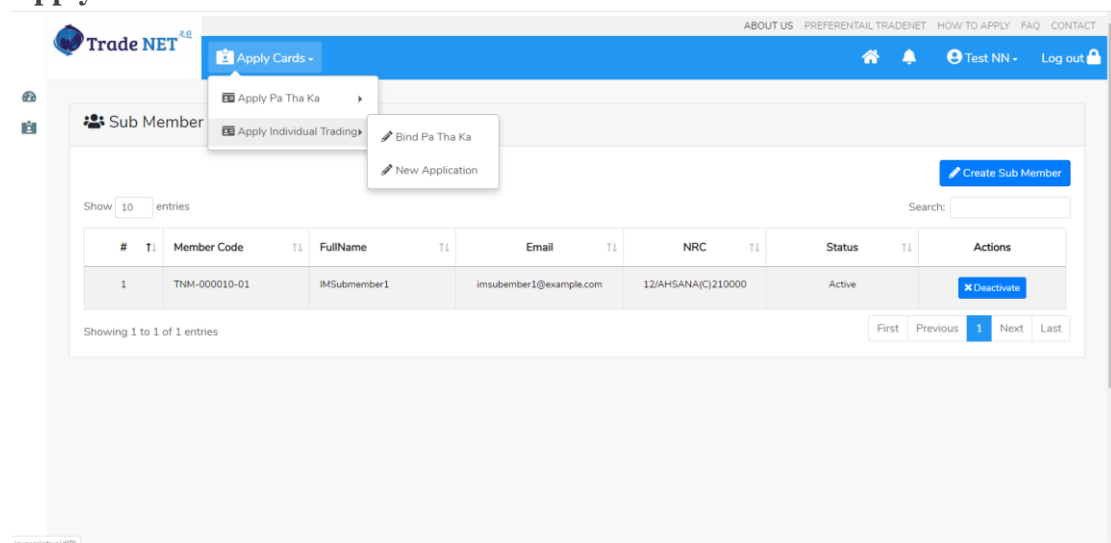


Figure: Apply Individual Trading Card

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.

#	Document Type	Filename	Actions
1	Photo	ITC_15012020125447.png	Delete

Showing 1 to 1 of 1 entries

Navigation: First, Previous, 1, Next, Last

Buttons: < Previous, Next >

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**.

Individual Trading -> New Application

Step 1 Trader's Information Step 2 Supporting Documents Step 3 Preview Step 4 Payment Step 5 Print

Sakhan	Muse
Trader's Name	IM Testing NN
Business Registration No	911111111
NRC No	12/AHSANA(C)210000
Address	No 2, Pyay Road, Kamaryut Township, Yangon, Yangon Region, Myanmar
Mobile	09250191441
Fax	
Email	testnn74524@gmail.com
Registration Term	1 Year

Previous Submit

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.

Trade NET 2.0

Apply Cards Apply Border Licence

Completed 3 In Progress 0 Make Payment 0 Feedback by MOC 0

\$ Make Payment List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
Border Import Licence	New	MOBIL-1-000001-2019	17/01/2020 09:21	Pay Application fees	Test NN	Make Payment

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Feedback by MOC List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
-----------	------------	----------------	------	----------------	------------	---------

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.

Individual Trading -> New Application

Step 1 Trader's Information Step 2 Supporting Documents Step 3 Preview Step 4 **Payment Voucher** Step 5 Print

Print

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

Figure: Display and print payment voucher information

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

Individual Trading -> New Application

Step 1 Trader's Information Step 2 Supporting Documents Step 3 Preview Step 4 Payment Voucher Step 5 **Print**

Print

INDIVIDUAL TRADING CARD-ITC REGISTRATION

1. Trader Name: IM Testing NN 2. Registration No: 9111111111

6. NRC No.: 12/AHSANA(C)210000 3. Registration Term: 1 Year

7. Father Name: U Ba 4. Date of Issue :

8. Date of Birth: 31/12/1970 5. Date of Expiry :16/01/2021

9. Address: No 2, Pyay Road, Kamaryut Township, Yangon, Yangon Region, Myanmar

10. Type of Business: Individual Trading

11. Type of Service : New

12. Contact No : 09250191441

Telephone No. Fax No. E-mail

13. Remarks :

12. Terms and Conditions :

The Individual Trading Card holders shall abide by the following disciplines:

(a) It is not allowed the ITC card to transfer or sell.

(b) The ITC card holders shall abide by the existing regulations and procedures.

(c) The ITC card holders have the right to do trading only certain items which are allowed with border trade method.

(d) It is not allowed to export/import for certain items which are prohibited and restricted.

Stamp For Director General

9111111111

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.

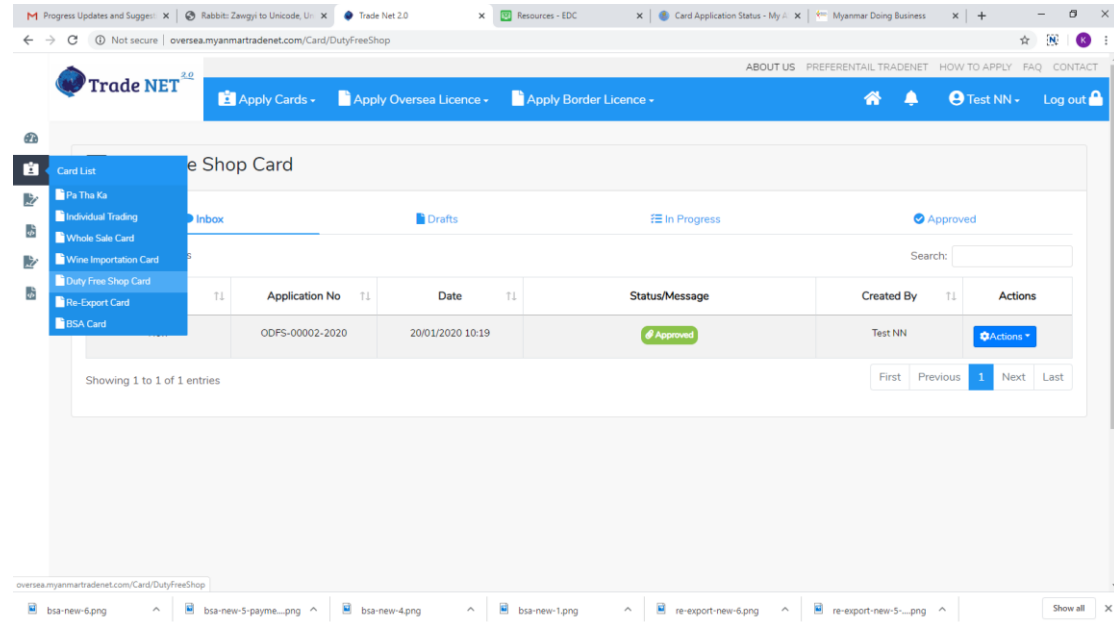


Figure: Duty Free Shop Card Section

Apply Duty Free Shop Card

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

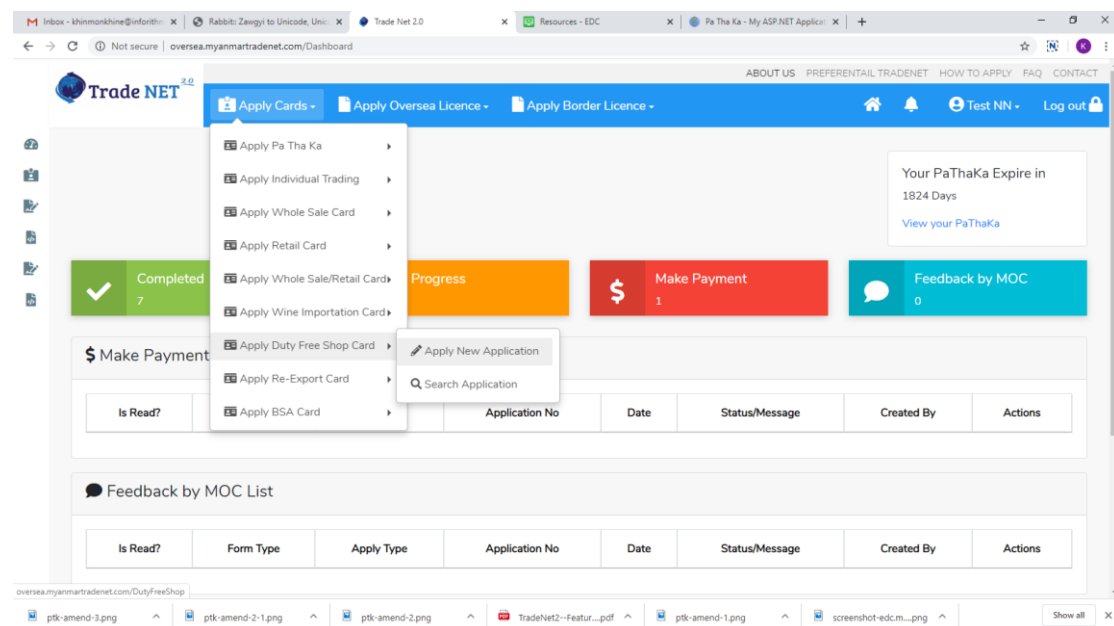


Figure: Apply Duty Free Shop Card

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.

Step 1: Pa Tha Ka Information | **Step 2: Duty Free Shop Information** | Step 3: Supporting Documents | Step 4: Preview | Step 5: Payment | Step 6: Print

Registration Term *
1 Year

MD Name/Director Name *
Director 4

☒ NRC ☐ Old-Format NRC

NRC *
12 AHLANA (C) 000004

Type of Business *
Duty Free Shop

Duty Free Shop's Location *
Yangon

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.

Trade NET 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

ABOUT US | PREFERENTIAL TRADENET | HOW TO APPLY | FAQ | CONTACT

Duty Free Shop Card -> New Application

Step 1: Pa Tha Ka Information | **Step 2: Duty Free Shop Information** | **Step 3: Supporting Documents** | Step 4: Preview | Step 5: Payment | Step 6: Print

Document Type *
Company Letter Head

Show 10 entries

#	Document Type	Filename	Actions
1	Company Letter Head	DFS_200120020092657.pdf	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

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 Step 2 Duty Free Shop Information Step 3 Supporting Documents **Step 4 Preview** Step 5 Payment Step 6 Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued 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	Director 4
MD/Directors' NRC No	12/AHLANA(C)000004
Type of Business	Duty Free Shop
Duty Free Shop's Location	Yangon
Valid Date	-

[< Previous](#) [Submit](#)

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.

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

Completed 7 In Progress 0 Make Payment 2 Feedback by MOC 0

\$ Make Payment List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
Duty Free Shop	New	ODFS-00002-2020	20/01/2020 10:17	Pay Application fees	Test NN	\$ Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	\$ Make Payment

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Feedback by MOC List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
-----------	------------	----------------	------	----------------	------------	---------

Figure: Display to make payment on approved application in dashboard

Duty Free Shop Card -> New Application

Step 1 Pa Tha Ka Information | Step 2 Duty Free Shop Information | Step 3 Supporting Documents | Step 4 Preview | **Step 5 Payment** | Step 6 Print

MPU Myanmar Payment Union MCB

Payment Information

Online Fees	MMK	2,500
Duty Free Shop Registration Fees	MMK	50,000
Transaction Fees	MMK	500
Total Fees	MMK	53,000

[\\$ Make Payment](#)

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

Duty Free Shop Card -> New Application

Step 1 Pa Tha Ka Information | Step 2 Duty Free Shop Information | Step 3 Supporting Documents | Step 4 Preview | **Step 5 Payment Voucher** | Step 6 Print

[Print](#)

Payment Voucher For

Date	TIME
INV NO	
MID	
CARD NUM	
APPR CODE	
TRANS REF	
TYPE OF SERVICE	
AMT :MMK	

Figure: Display and print payment voucher information

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

Duty Free Shop Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Duty Free Shop Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Voucher **Step 6 Print**

[Print](#)

CERTIFICATE OF DUTY FREE SHOP REGISTRATION

1.DFS No.:	DFS00001/2020
2.Start Date:	20/01/2020
3.Valid Date:	20/01/2021

4.Company Name and Registration No	:	IM Testing Trading 1999999999
5.Exporter/Importer Registration No and Date	:	1999999999(17/01/2025)
6.Type of Business	:	Duty Free Shop
7.Contact Address and Phone No.	:	No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar 09250191441
8.MD Name and MD's NRC	:	Director 4 12/AHLANA(C)000004
9.Duty Free Shop's Location	:	Yangon
10.Type of Service	:	New

For Director General

ODFS-00002-2020

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 and then **Search** button, following screen will appear.

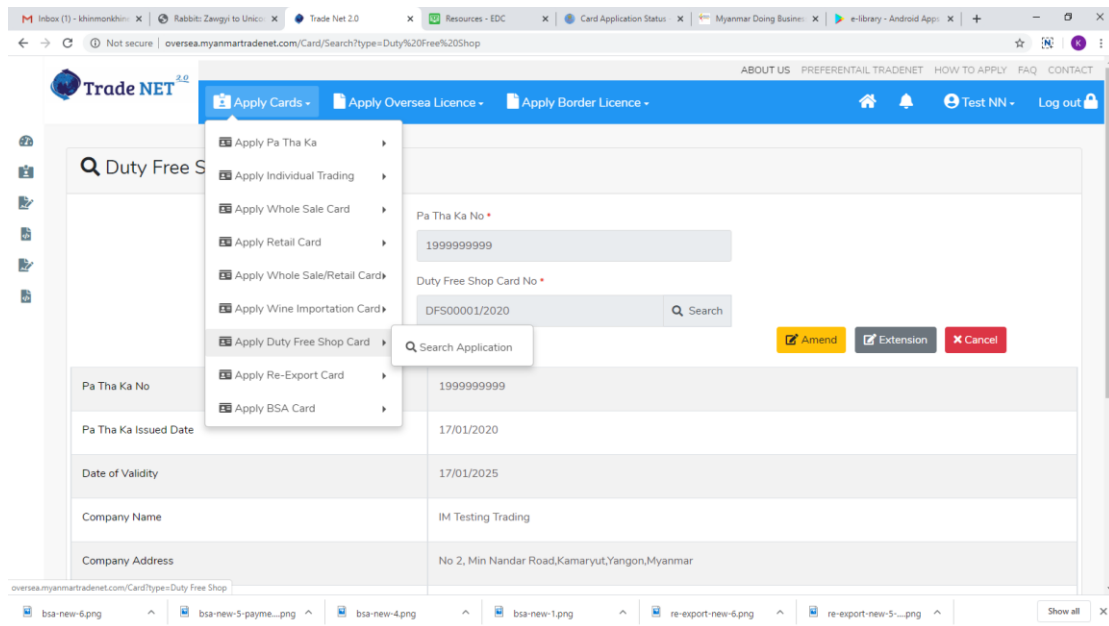


Figure: Search application

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

Duty Free Shop Card -> Extend Application

Step 1: Pa Tha Ka Information | Step 2: Duty Free Shop Information | Step 3: Supporting Documents | **Step 4: Preview** | Step 5: Payment | Step 6: Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued 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	Director 4
MD/Directors' NRC No	12/AHLANA(C)000004
Type of Business	Duty Free Shop
Duty Free Shop's Location	Yangon
Valid Date	20/01/2021

[Previous](#) [Submit](#)

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.

Trade NET 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

Completed 10 In Progress 0 Make Payment 2 Feedback by MOC 0

\$ Make Payment List

Show 10 entries Search:

Form Type	Apply Type	Application No	Date	Status/Message	Created By	Actions
Duty Free Shop	Extension	OEDFS-00001-2020	20/01/2020 12:21	Pay Application fees	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	Make Payment

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Feedback by MOC List

dutyfree-extension.png bsa-new-6.png bsa-new-5-payme...png bsa-new-4.png bsa-new-1.png re-export-new-6.png Show all

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.

Trade NET 2.0

Apply Cards - Apply Oversea Licence - Apply Border Licence -

Duty Free Shop Card -> Extend Application

Step 1 Pa Tha Ka Information Step 2 Duty Free Shop Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Step 6 Print

Payment Information

Fee Type	Currency	Amount
Duty Free Shop Extension Fees	MMK	50,000
Transaction Fees	MMK	500
Total Fees	MMK	50,500

Make Payment

dutyfree-extension.png bsa-new-6.png bsa-new-5-payme...png bsa-new-4.png bsa-new-1.png re-export-new-6.png Show all

Figure: Payment information and make payment

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

Individual Trading -> New Application

Step 1
Trader's Information

Step 2
Supporting Documents

Step 3
Preview

Step 4
Payment Voucher


Step 5
Print

Print


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

Figure: Display and print payment voucher information

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

 Duty Free Shop Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Duty Free Shop Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Voucher Step 6 Print

 Print

CERTIFICATE OF DUTY FREE SHOP REGISTRATION

1.DFS No.:	DFS00001/2020
2.Start Date:	20/01/2020
3.Valid Date:	20/01/2021

4.Company Name and Registration No	: IM Testing Trading 1999999999
5.Exporter/Importer Registration No and Date	: 1999999999(17/01/2025)
6.Type of Business	: Duty Free Shop
7.Contact Address and Phone No.	: No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar 09250191441
8.MD Name and MD's NRC	: Director 4 12/AHLANA(C)000004
9.Duty Free Shop's Location	: Yangon
10.Type of Service	: New

For Director General

ODFS-00002-2020

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 and then **Search** button, following screen will appear.

The screenshot shows the TradeNet 2.0 interface for applying for a Duty Free Shop card. The top navigation bar includes links for 'Apply Cards', 'Apply Overseas Licence', and 'Apply Border Licence'. A dropdown menu is open under 'Apply Cards', showing options like 'Apply Pa Tha Ka', 'Apply Individual Trading', 'Apply Whole Sale Card', 'Apply Retail Card', 'Apply Whole Sale/Retail Card', 'Apply Wine Importation Card', 'Apply Duty Free Shop Card', 'Apply Re-Export Card', and 'Apply BSA Card'. The 'Apply Duty Free Shop Card' option is selected, and a search bar is visible. The main form displays the following information:

Pa Tha Ka No	1999999999
Duty Free Shop Card No	DFS00001/2020
Pa Tha Ka Issued 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

Buttons for 'Amend', 'Extension', and 'Cancel' are visible at the bottom right of the form.

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.

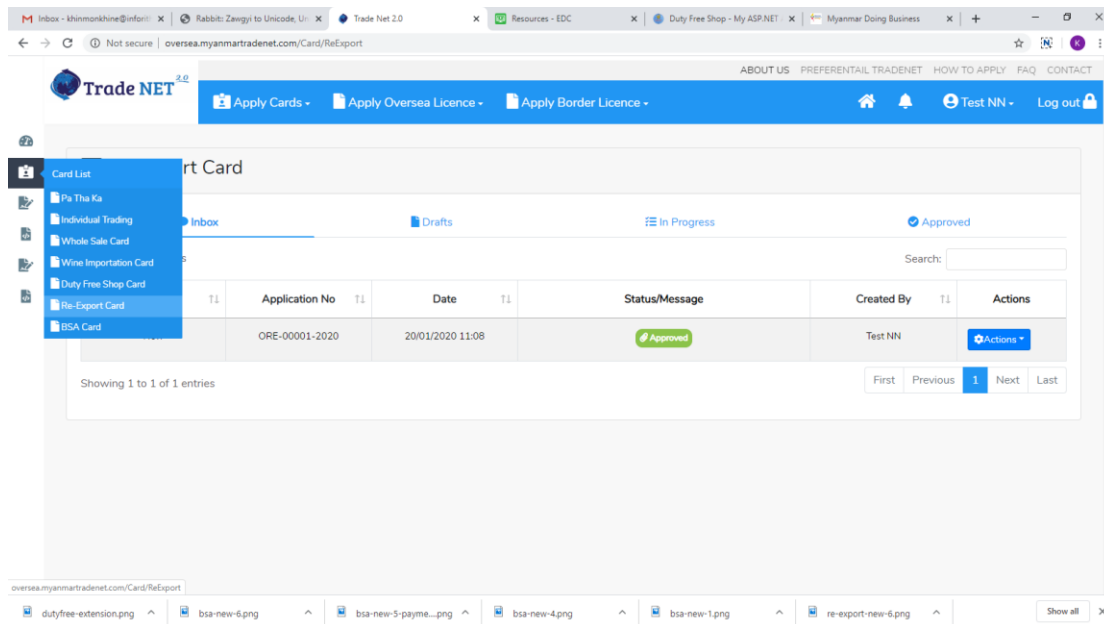


Figure: Re-export Card Section

Apply Re-export Card

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

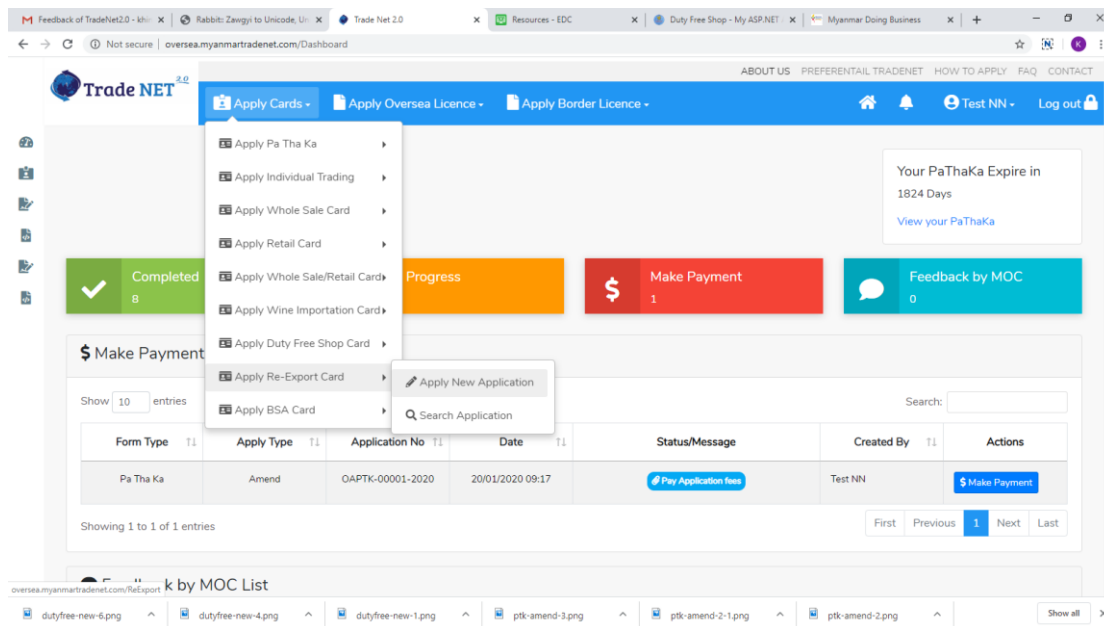


Figure: Apply Duty Re-Export Card

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.

Re-Export Card -> New Application

Step 1 Pa Tha Ka Information | **Step 2 Re-Export Information** | Step 3 Supporting Documents | Step 4 Preview | Step 5 Payment | Step 6 Print

Registration Term *
1 Year

MD Name *
Director2 Search Directors

☒ NRC ☐ Old-Format NRC

NRC *
12 AHLANA (C) 100011

Warehouse Address *
Warehouse address

States/Divisions *
Yangon Region

Type of Business *
Re-export

Goods Group *
Cashew Nut

Goods Description
Goods description

Previous Next

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.

Re-Export Card -> New Application

Step 1 Pa Tha Ka Information | Step 2 Re-Export Information | **Step 3 Supporting Documents** | Step 4 Preview | Step 5 Payment | Step 6 Print

Document Type *
Company Letter Head

class-notes.pdf Browse... 100%

Show 10 entries

#	Document Type	Filename	Actions
1	Company Letter Head	RE_20012020102959.pdf	Delete

Showing 1 to 1 of 1 entries

Previous Next

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.

Re-Export Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Re-Export Information Step 3 Supporting Documents **Step 4 Preview** Step 5 Payment Step 6 Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued 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	Director2
MD NRC	12/AHLANA(C)100011
Warehouse Address	Warehouse address
States/Divisions	Yangon Region
Type of Business	Re-export
Goods Group	Cashew Nut
Goods Description	Goods description
Valid Date	-

[< Previous](#) [Submit](#)

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.

Progress Updates and Support Rabbit: Zawgyi to Unicode, Unicode to Zawgyi Trade Net 2.0 Resources - EDC Re-Export - My ASP.NET Application Myanmar Doing Business

← → Not secure | oversea.myanmartradenet.com/ReExport/Index?id=5d9bc4b4-01a4-473d-b379-e44911966770

ABOUT US PREFERENTIAL TRADENET HOW TO APPLY FAQ CONTACT

Trade NET 2.0 Apply Cards - Apply Oversea Licence - Apply Border Licence - Home Notification Test NN - Log out

Re-Export Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Re-Export Information Step 3 Supporting Documents Step 4 Preview **Step 5 Payment** Step 6 Print

Payment Information

Online Fees	MMK	2,500
Re-Export Registration Fees	MMK	200,000
Transaction Fees	MMK	500
Total Fees	MMK	203,000

[Make Payment](#)

re-export-new-4.png re-export-new-2.png re-export-new-1.png dutyfree-new-6.png dutyfree-new-4.png dutyfree-new-1.png Show all

Figure: Apply Re-Export Card – step 5

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

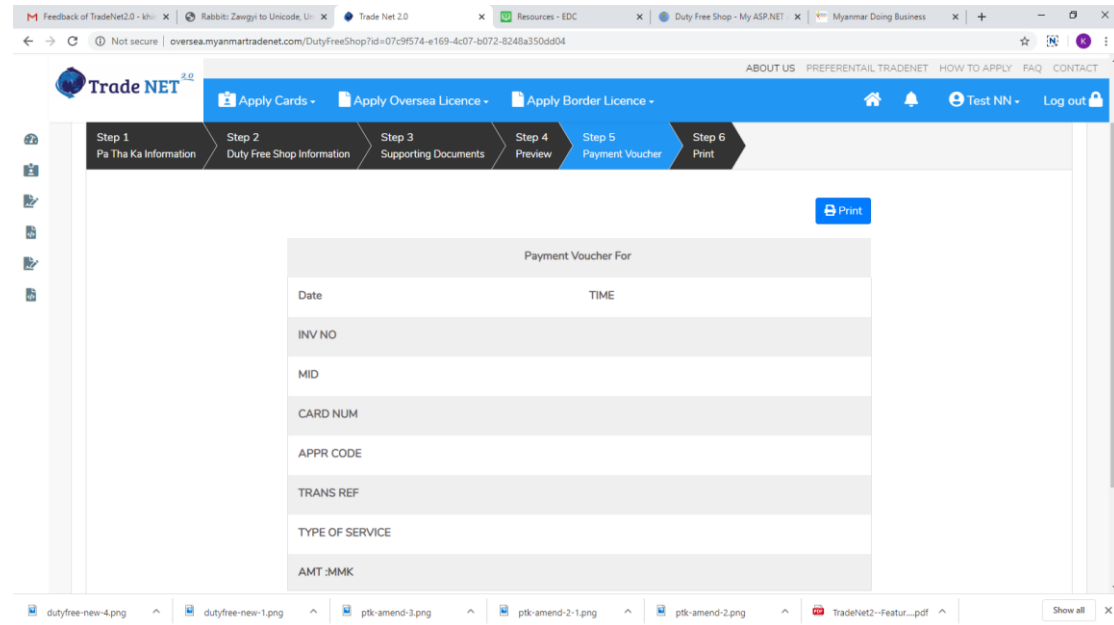


Figure: Display and print payment voucher information

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

Re-Export Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Re-Export Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Voucher Step 6 Print

Print

CERTIFICATE OF RE-EXPORTER REGISTRATION

1.Re-Exporter Registration No	:	RE00001/2020
2.Start Date	:	20/01/2020
3.End Date	:	20/01/2021s
4.Enterprise Name	:	IM Testing Trading
5.Commodity	:	Cashew Nut
6.Company Address	:	No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar
7.Warehouse Address	:	Warehouse address
8.Business Registration No	:	1999999999
9.Exporter/Importer Registration No	:	1999999999(17/01/2025)
10.Type of Service	:	New
11.Contact No	:	09250191441
12.Remarks	:	

stamp For Director General

ORE-00001-2020

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 and then **Search** button, following screen will appear.

Trade NET 2.0

Apply Cards - Apply Overseas Licence - Apply Border Licence -

Re-Export Card

Apply Pa Tha Ka

Apply Individual Trading

Apply Whole Sale Card

Apply Retail Card

Apply Whole Sale/Retail Card

Apply Wine Importation Card

Apply Duty Free Shop Card

Apply Re-Export Card

Apply BSA Card

Pa Tha Ka No

Pa Tha Ka Issued Date

Date of Validity

Company Name

Company Address

Pa Tha Ka No

1999999999

Re-Export Card No

RE00001/2020

Search

Amend

Extension

Cancel

Search Application

17/01/2020

17/01/2025

IM Testing Trading

No 2, Min Nandar Road, Kamaryut, Yangon, Myanmar

oversea.myanmartradenet.com/Card/Search?type=Re-Export

dutyfree-extension.png bsa-new-6.png bsa-new-5-payme...png bsa-new-4.png bsa-new-1.png re-export-new-6.png Show all

Figure: Search application

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

Re-Export Card -> Extend Application

Step 1 Pa Tha Ka Information

Step 2 Re-Export Information

Step 3 Supporting Documents

Step 4 Preview

Step 5 Payment

Step 6 Print

Pa Tha Ka No

1999999999

Pa Tha Ka Issued 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

Director2

MD NRC

12/AHLANA(C)100011

Warehouse Address

Warehouse address

States/Divisions

Yangon Region

Type of Business

Re-export

Goods Group

Cashew Nut

Goods Description

Goods description

Valid Date

20/01/2021

Submit

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.

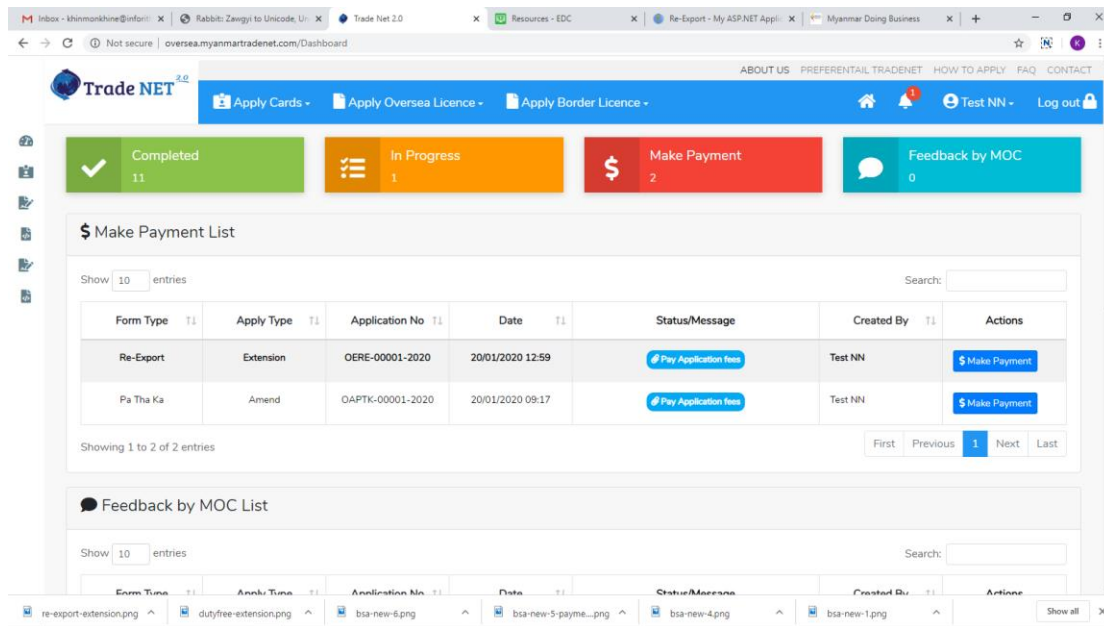


Figure: Display to make payment on approved application in dashboard

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

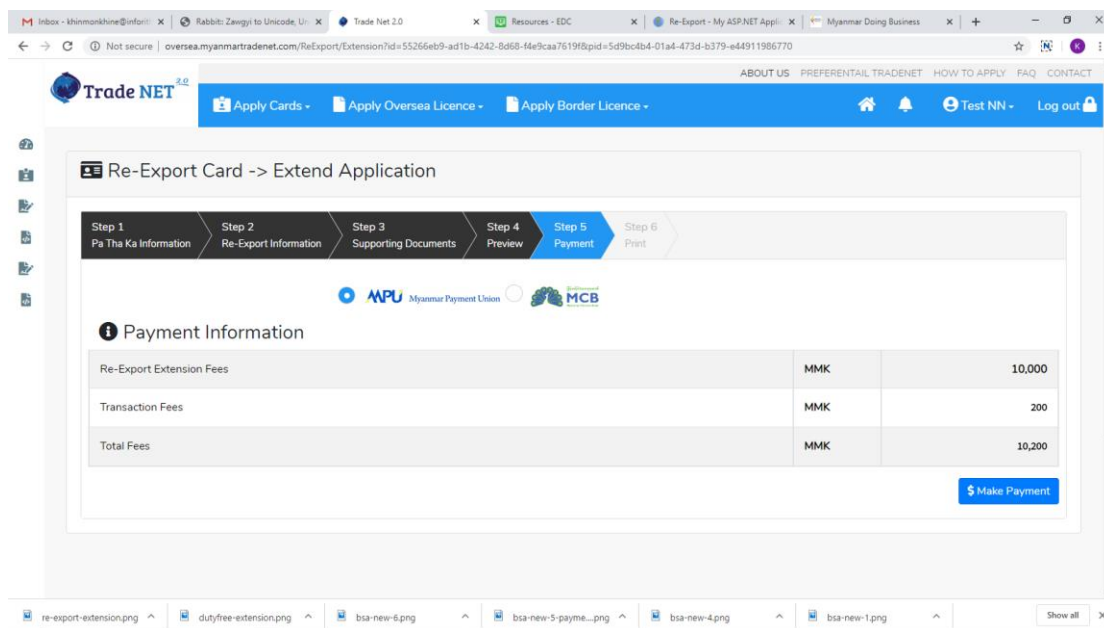


Figure: Payment information and make payment

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

The screenshot shows the TradeNet 2.0 web application. The top navigation bar includes links for 'Apply Cards', 'Apply Oversea Licence', and 'Apply Border Licence'. The main header shows the 'Trade NET 2.0' logo and a progress bar with six steps: Step 1 (Pa Tha Ka Information), Step 2 (Duty Free Shop Information), Step 3 (Supporting Documents), Step 4 (Preview), Step 5 (Payment Voucher), and Step 6 (Print). The 'Payment Voucher' form is displayed with a 'Print' button in the top right corner. The form fields are as follows:

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

Figure: Display and print payment voucher information

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

The screenshot shows the 'Re-Export Card -> New Application' form in Step 6 of the application process. The progress bar shows Step 1 (Pa Tha Ka Information), Step 2 (Re-Export Information), Step 3 (Supporting Documents), Step 4 (Preview), Step 5 (Payment Voucher), and Step 6 (Print). The 'Print' button is in the top right corner. The form is titled 'CERTIFICATE OF RE-EXPORTER REGISTRATION' and contains the following fields:

1.Re-Exporter Registration No	: RE00001/2020
2.Start Date	: 20/01/2020
3.End Date	: 20/01/2021s
4.Enterprise Name	: IM Testing Trading
5.Commodity	: Cashew Nut
6.Company Address	: No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar
7.Warehouse Address	: Warehouse address
8.Business Registration No	: 1999999999
9.Exporter/Importer Registration No	: 1999999999(17/01/2025)
10.Type of Service	: New
11.Contact No	: 09250191441
12.Remarks	:

At the bottom of the form, there is a 'stamp' field and a 'For Director General' field. The form is signed off with 'ORE-00001-2020'.

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 and 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.

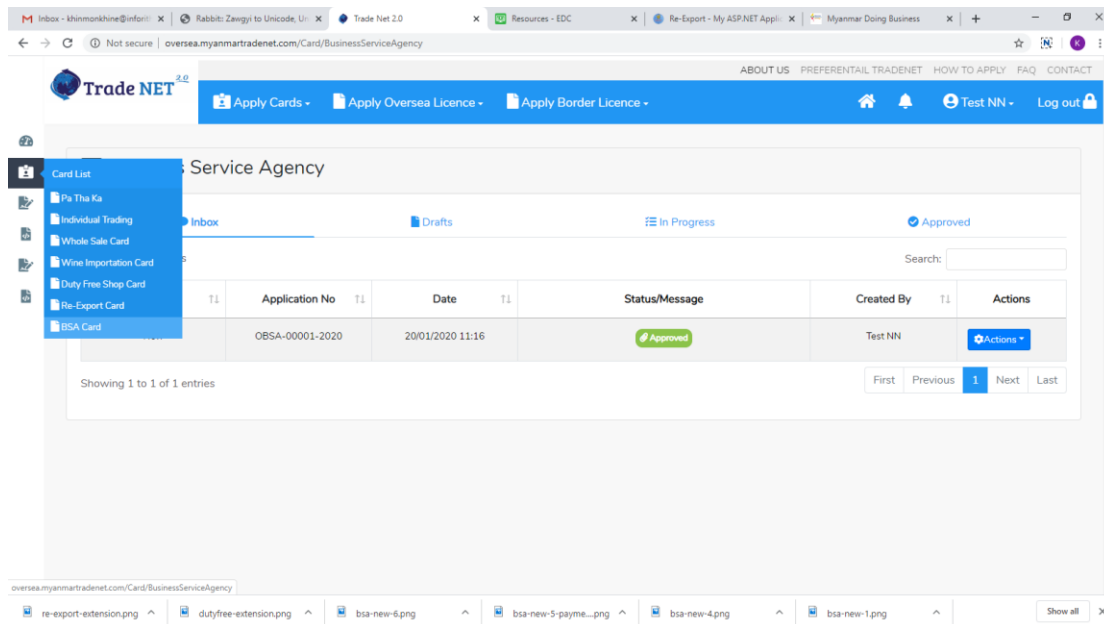


Figure: BSA Card Section

Apply Business Service Agency Card

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

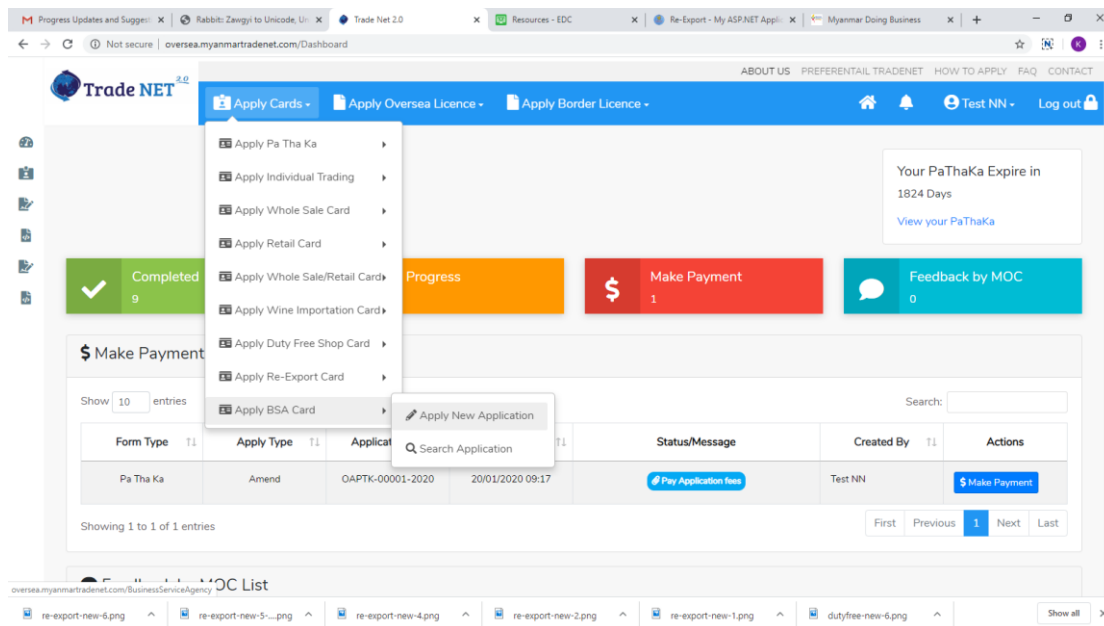


Figure: Apply Duty Re-Export Card

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.

The screenshot shows the 'BSA Card -> New Application' form in Step 2. The progress bar indicates Step 2 is active. The form contains the following fields:

- Registration Term: A dropdown menu with '--- Choose ---' selected.
- MD Name/Director Name: A text input field with a 'Search Directors' button.
- Agent of Authorize Company: A text input field.
- Service of Agent: A text input field.
- Commission: A radio button.
- Salary: A radio button.
- LIC (OR) TT: A radio button.

Navigation buttons include 'Previous' and 'Next'.

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.

The screenshot shows the 'BSA Card -> New Application' form in Step 3. The progress bar indicates Step 3 is active. The form contains the following elements:

- Document Type: A dropdown menu with 'Company Letter Head' selected.
- Browse...: A button to upload documents.
- Show 10 entries: A text input field.
- Search: A text input field.
- Table: A table with columns '#', 'Document Type', 'Filename', and 'Actions'. The table is currently empty, displaying 'No data available in table'.
- Showing 0 to 0 of 0 entries: A text input field.
- Navigation buttons: 'Previous', 'Next', 'First', 'Previous', 'Next', 'Last'.

Figure: Apply BSA Card – step 3

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

BSA Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Business Service Agency Information Step 3 Supporting Documents **Step 4 Preview** Step 5 Payment Step 6 Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued 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
Agent of Authorize Company	Testing
Service of Agent	5 years
Commodity	L/C (OR) TT
Valid Date	-

[< Previous](#) [Submit](#)

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.

Feedback of TradeNet2.0 - kh... x Rabbit: Zawgyi to Unicode, U... x Trade Net 2.0 x Resources - EDC x Duty Free Shop - My ASP.NET x Myanmar Doing Business x + - X

← → Not secure overseas.myanmartradenet.com/DutyFreeShop/index?id=07c9f574-e169-4c07-b072-8248a350dd04

ABOUT US PREFERENTIAL TRADENET HOW TO APPLY FAQ CONTACT

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

Home Test NN Log out

Duty Free Shop Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Duty Free Shop Information Step 3 Supporting Documents Step 4 Preview **Step 5 Payment** Step 6 Print

Payment Information

Online Fees	MMK	2,500
Duty Free Shop Registration Fees	MMK	50,000
Transaction Fees	MMK	500
Total Fees	MMK	53,000

[Make Payment](#)

dutyfree-new-4.png dutyfree-new-1.png ptk-amend-3.png ptk-amend-2-1.png ptk-amend-2.png TradeNet2-Featur...pdf Show all X

Figure: Apply BSA Card – step 5

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

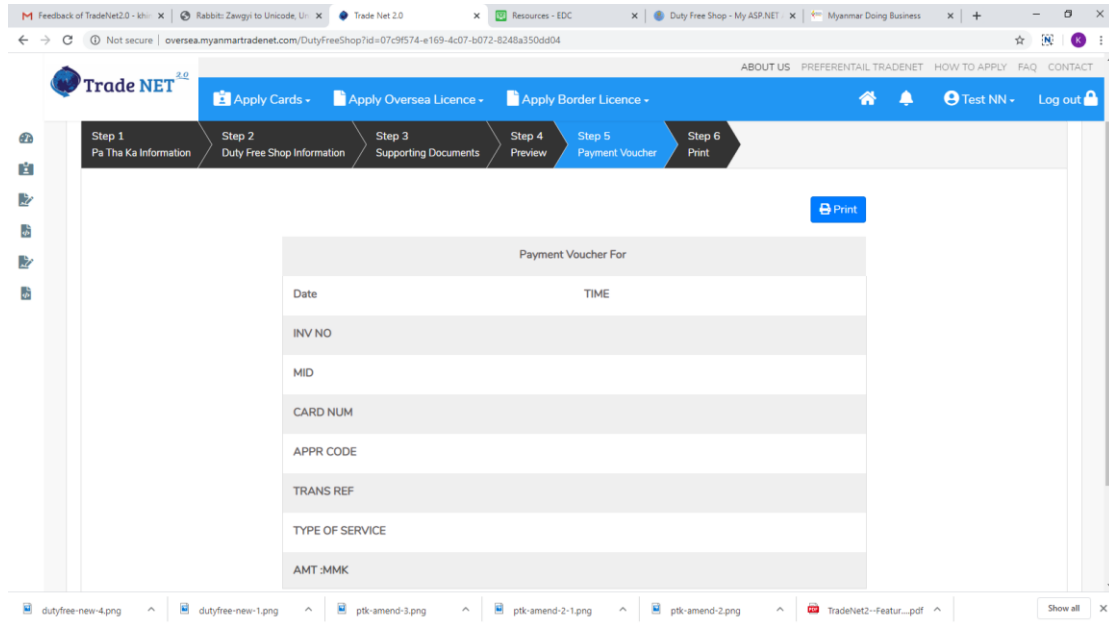


Figure: Display and print payment voucher information

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

BSA Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Business Service Agency Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Voucher Step 6 Print

Print

CERTIFICATE OF BUSINESS REPRESENTATIVE

1.Saka No.: SaKa00001/2020

2.Start Date: 20/01/2020

3.Valid Date: 20/01/2021

4.Company Name : IM Testing Trading

5.Address : No 2, Min Nandar Road,Kamaryut,Yangon,Myanmar

6.Contact No./e-mail : 09250191441

7.MD Name/Director Name : Director2

8.Agent of Authorize Company : Testing

9.Business Registration No : 1999999999

10.Type of Business : Service

11.Service of Agent (or) Commodity : 5 years
L/C (OR) TT

12.Type of Service : New

13.Remark

stamp For Director General

OBSA-00001-2020

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 and then **Search** button, following screen will appear.

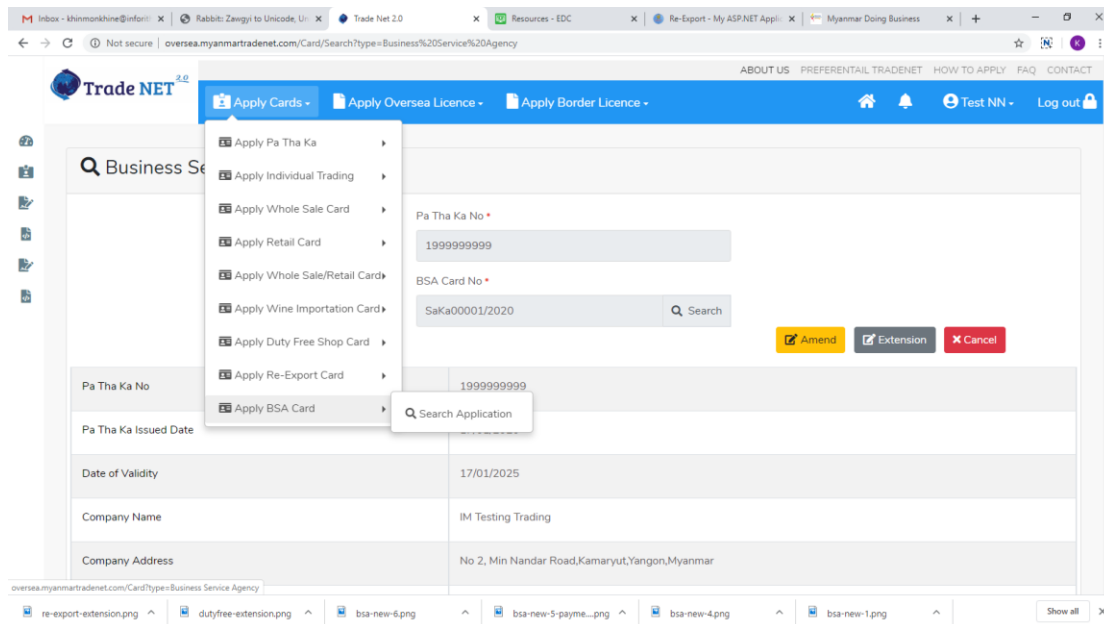


Figure: Search application

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

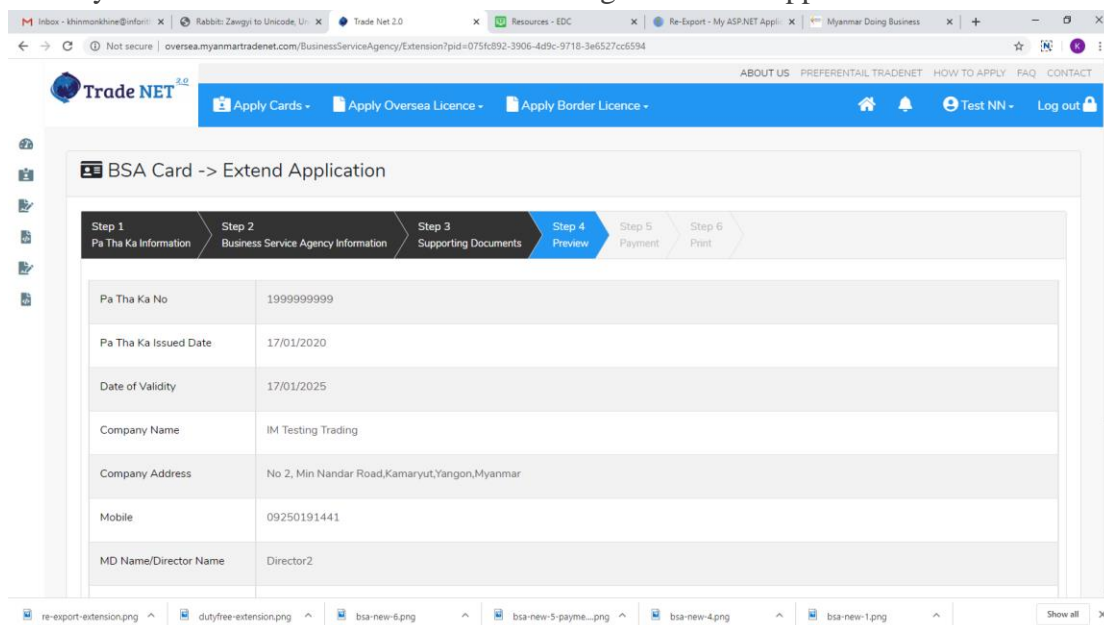


Figure: Review the information for extension

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.

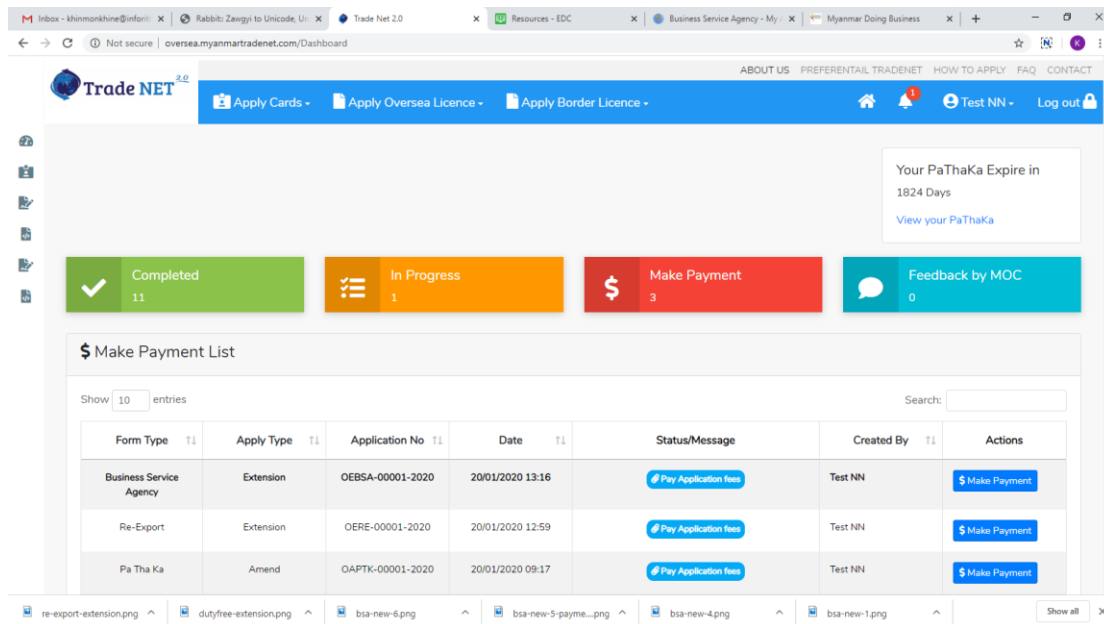


Figure: Display to make payment on approved application in dashboard

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

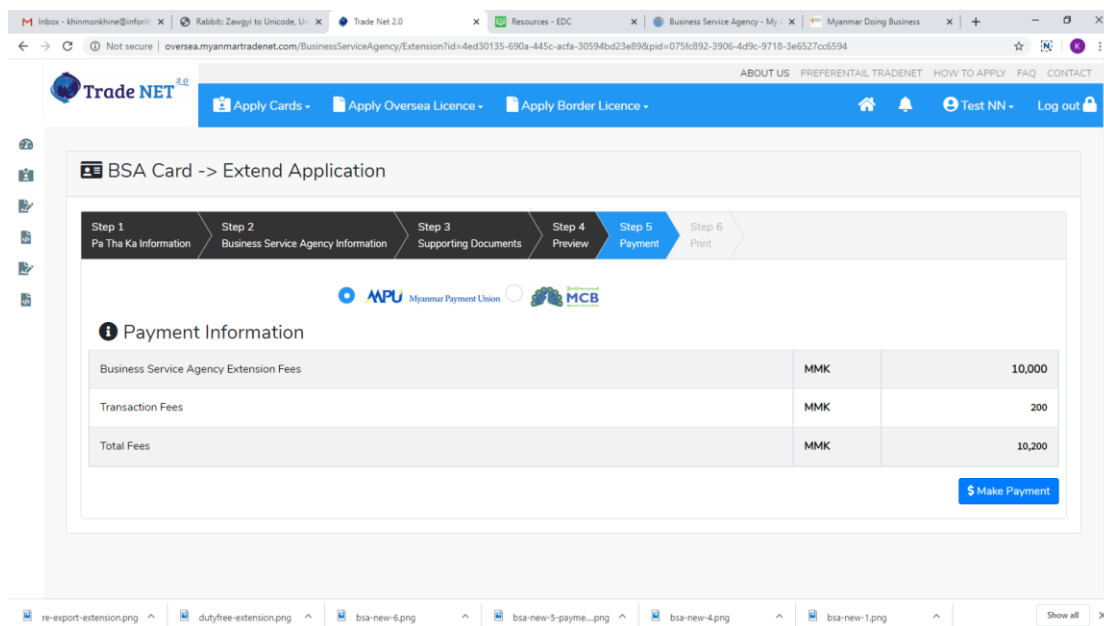


Figure: Payment information and make payment

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 and then **Search** button, following screen will appear.

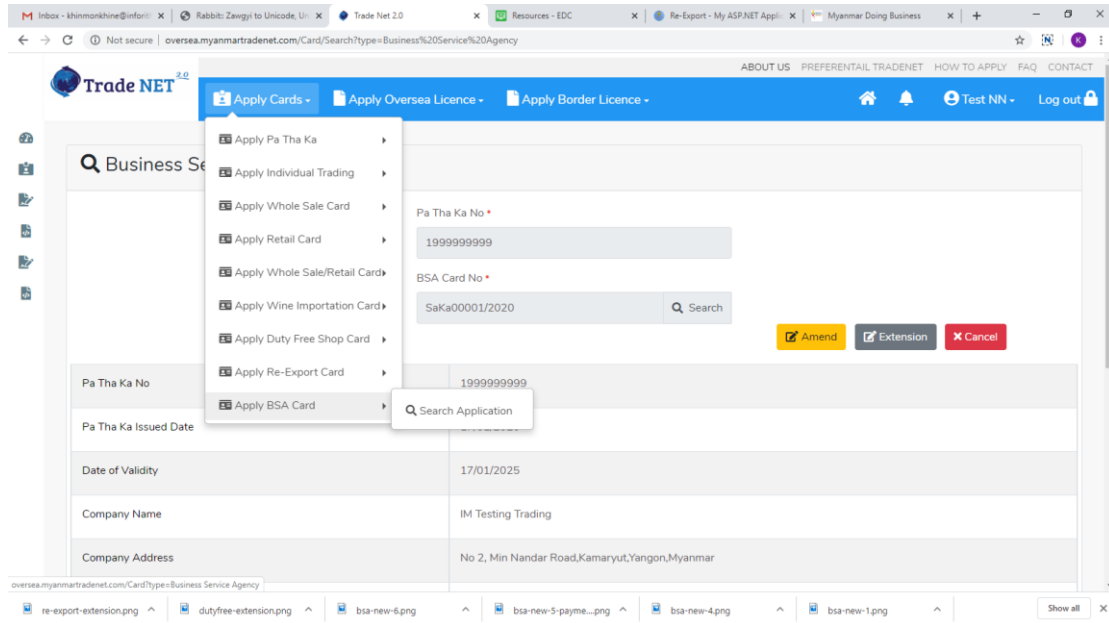


Figure: Search application

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.

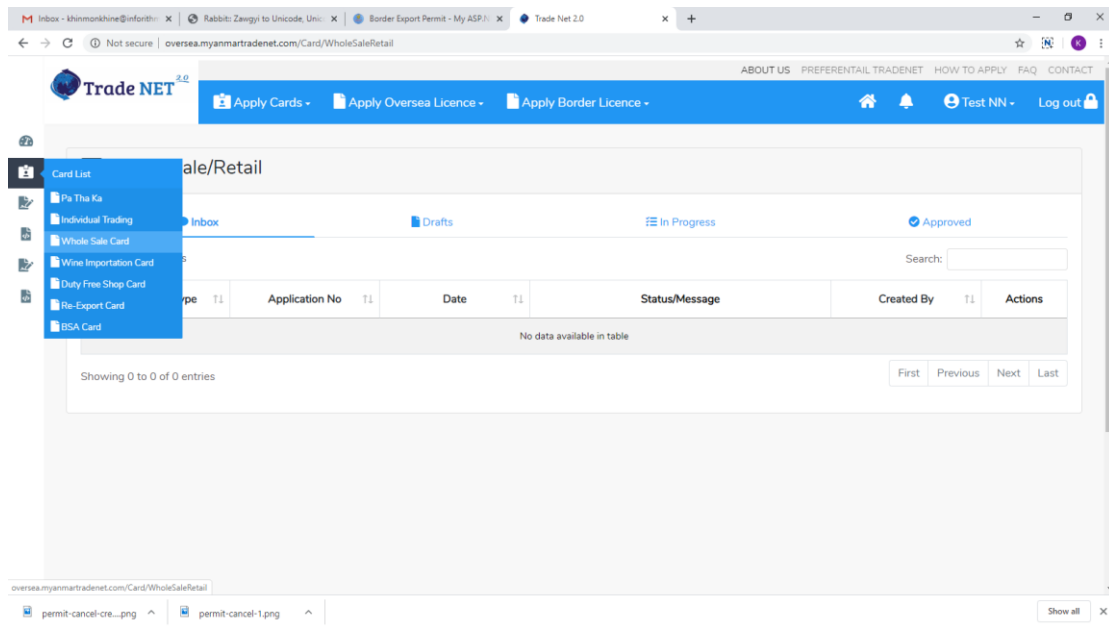


Figure: Whole Sales/Retail Card Section

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.

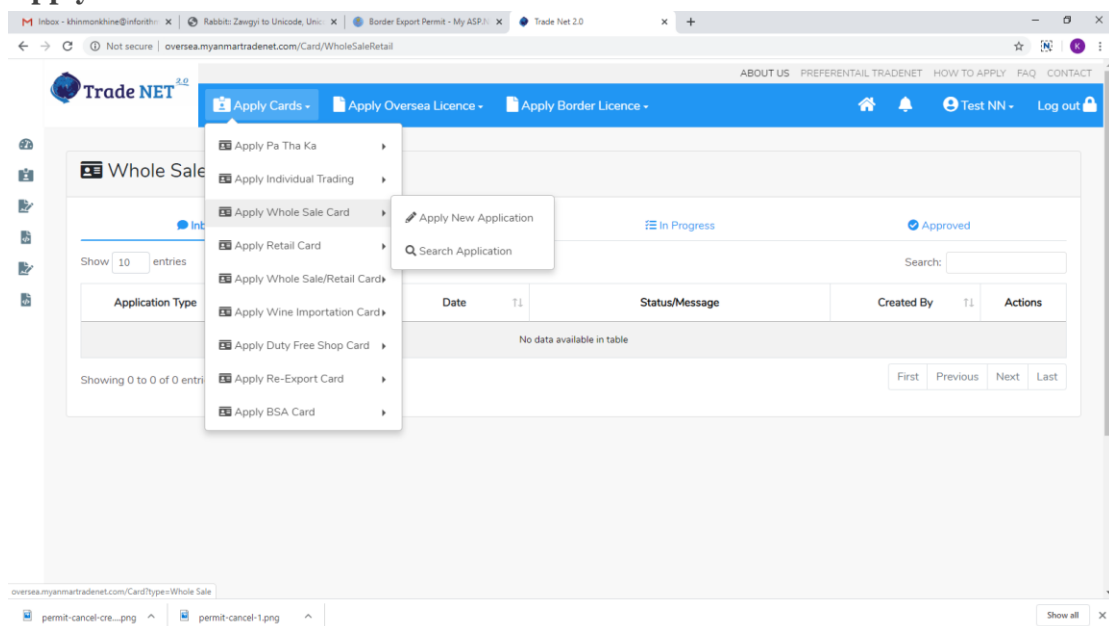


Figure: Apply Whole Sale Card

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.

Wine Importation Card -> New Application

Step 1 Pa Tha Ka Information | **Step 2 Wine Importation Information** | Step 3 Supporting Documents | Step 4 Preview | Step 5 Payment | Step 6 Print

Registration Term *
 --- Choose ---

MD Name *

☒ NRC ☐ Old-Format NRC

NRC *
 - All - - All - - All -

Name of FL-11 Licence Holder *

☒ NRC ☐ Old-Format NRC

NRC of FL-11 Licence Holder *
 - All - - All - - All -

Type of Business *

Type of Alcoholic Beverages *
 --- Choose ---

Valid Date Of Foreign Liquor Licence *

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 Application

Step 1 Pa Tha Ka Information | Step 2 Whole Sale Information | **Step 3 Supporting Documents** | Step 4 Preview | Step 5 Payment | Step 6 Print

Document Type *
 Company Letter Head class-notes.pdf entries

#	T1	Document Type	T1	Filename	Actions
1		Company Letter Head		W_21012020085814.pdf	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

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.

Whole Sale/Retail Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Whole Sale Information Step 3 Supporting Documents **Step 4 Preview** Step 5 Payment Step 6 Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued Date	17/01/2020
Date of Validity	17/01/2025
Business Registration No	1999999999
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	-

[< Previous](#) [Submit](#)

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.

The screenshot shows the TradeNet 2.0 dashboard. At the top, there are navigation links: ABOUT US, PREFERENTIAL TRADENET, HOW TO APPLY, FAQ, CONTACT. Below these are buttons for Apply Cards, Apply Oversea Licence, and Apply Border Licence. The dashboard features four main status boxes: Make Payment (3), Feedback by MOC (0), In Progress (1), and Completed (17). The 'Make Payment List' is highlighted in red. It shows a table with 3 entries. The table has columns: Form Type, Application Type, Application No, Date, Status/Message, Created By, and Actions. The first entry is for 'Whole Sale and Retail' with application number 'OW-00001-2020' and date '21/01/2020 09:00'. The second entry is for 'Re-Export' with application number 'OERE-00001-2020' and date '20/01/2020 12:59'. The third entry is for 'Pa Tha Ka' with application number 'OAPTK-00001-2020' and date '20/01/2020 09:17'. Each entry has a 'Pay Application Fee' button and a 'Make Payment' button. The dashboard also includes a 'Feedback by MOC List' section at the bottom.

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Whole Sale and Retail	New	OW-00001-2020	21/01/2020 09:00	Pay Application Fee	Test NN	Make Payment
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Pay Application Fee	Test NN	Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application Fee	Test NN	Make Payment

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

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.

Whole Sale/Retail Card -> New Application

Step 1 Pa Tha Ka Information Step 2 Whole Sale Information Step 3 Supporting Documents Step 4 Preview Step 5 Payment Voucher Step 6 Print

Print

Payment Voucher For

Date	TIME
INV NO	
MID	
CARD NUM	
APPR CODE	
TRANS REF	
TYPE OF SERVICE	
AMT 3MMK	

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 and then **Search** button, following screen will appear.

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

Whole Sale Search

Pa Tha Ka No 1999999999

Whole Sale Card No W00001/2020 Search

Amend Extension Cancel

Pa Tha Ka No	1999999999
Pa Tha Ka Issued Date	17/01/2020
Date of Validity	17/01/2025
Business Registration No	1999999999
Company Name	IM Testing Trading

Figure: Search application

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

Whole Sale/Retail Card -> Extend Application

Step 1 Company Information Step 2 Whole Sale Information Step 3 Supporting Documents **Step 4 Preview** Step 5 Payment Step 6 Print

Pa Tha Ka No	1999999999
Pa Tha Ka Issued Date	17/01/2020
Date of Validity	17/01/2025
Business Registration No	1999999999
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

[Submit](#)

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.

Trade NET 2.0

Apply Cards Apply Oversea Licence Apply Border Licence

Home Test NN Log out

Make Payment 3 Feedback by MOC 0 In Progress 1 Completed 18

\$ Make Payment List

Show 10 entries Search:

Form Type	Application Type	Application No	Date	Status/Message	Created By	Actions
Whole Sale and Retail	Extension	OEWR-00001-2020	21/01/2020 09:09	Pay Application fees	Test NN	\$ Make Payment
Re-Export	Extension	OERE-00001-2020	20/01/2020 12:59	Pay Application fees	Test NN	\$ Make Payment
Pa Tha Ka	Amend	OAPTK-00001-2020	20/01/2020 09:17	Pay Application fees	Test NN	\$ Make Payment

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Feedback by MOC 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.

Payment Information		
Whole Sale Extension Fees	MMK	50,000
Transaction Fees	MMK	500
Total Fees	MMK	50,500

[\\$ Make Payment](#)

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 and then **Search** button, following screen will appear.

Whole Sale Search	
Pa Tha Ka No	199999999
Whole Sale Card No	W00001/2020
Amend Extension Cancel	
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

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.