

Copy Application

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Trade Single Window

Copy Application

Electronic User Manual

2

After login, click “Apply”.

3

Click “Options” of the application to be copied under “Recent Applications”

4

Click “Copy”

5

Information will be copied from your previous application

(Note: except supporting documents)

6

Review the information and update the details if required

7

Upload the supporting documents as required

8

After reading the declaration, check the box to accept and click “Next”.

9

Sign your application form with the password

10

Click “Submit”

11

Upon successful submission, the submission result will be displayed and an acknowledgment email will be sent to your email box.

Please call 2117 3348 if no email is received.

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End of Chapter

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