

Subscribe to Trade Document

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Trade Single Window

Subscribe to Trade Document

Electronic User Manual

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User should subscribe to the trade document(s) before making application at Trade Single Window

3

Click “Subscription”

4

Click “Subscribe now”

5

Select “Department”, click “Subscribe” for the relevant trade document(s)

6

After reading the terms and conditions, filling in and submitting the information, check the box to accept and click “Next” to continue.

7

Click “Submit”

8

Auto Approve is complete

Note: The subscription of certain trade document(s) requires Participating Government Agencies’ verification and/or approval.

The verification time required for subscription varies.

9

After successful subscription, the trade document(s) will be shown under “Apply New Application” on the main page.

10

You may also click “Apply” and select “Apply New Application”

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Trade Single Window

End of Chapter

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