

Login Participating Government Agencies' (PGA) System via Trade Single Window for applying and viewing Trade Documents

1

Trade Single Window

Login Participating Government Agencies' (PGA) System via Trade Single Window for applying and viewing Trade Documents

Electronic User Manual

2

User should link up Trade Single Window with PGA's system before using the following functions

3

Click "Apply"

4

Click "Apply New Application"

5

Click "Go to FTP"

6

The login page of FTP website will pop up.

Enter the one-time password and click "Confirm".

7

After login, user can choose to apply for required trade documents.

8

Input information

9

Click "Next"

10

Input information

11

Click "Next"

12

Input information

13

Click "Next"

14

Input information

15

Click "Next"

16

Input information

17

Note: file should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or

below.

18

Input information

19

Click “Next”

20

Input information

21

Note: file should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.

22

Input information

23

Click “Next”

24

Input information

25

Click “Preview and Submit Application”

26

If all the information is correct, click “Confirm”.

27

Read the declaration, check the box to accept and click “Submit”.

28

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

Please call 2117 3348 if no email is received.

29

Open the notification box

30

You shall find an application no., meaning your application is under process.

31

Click “Apply”

32

Under “Recent Applications”, enter the application number in the search bar or select the corresponding department in “All department” to view the submitted application.

33

Click the application number, the login page of FTP website will pop up.

34

Enter the one-time password and click “Confirm”

35

After login, you can see the submitted trade documents under “Submitted Case”.

36

Trade Single Window

End of Chapter

Electronic User Manual