



# USER GUIDE FOR TRADERS

## ONLINE CERTIFICATE OF ORIGIN (CO) APPLICATION

*Supported by*



*Version 1.1*

Contents

Online CO Application System ..... 4

    Functions..... 4

    Login..... 5

    Trader’s Inbox Page..... 6

(1)Certification of Origin (CO) ..... 6

(1.1) New CO Application..... 7

    Step (1) Exporter Information ..... 7

    Step (2) Items..... 8

    Step (3) Declaration by the Exporter..... 10

    Step (4) Supporting Documents..... 10

    Step (5) Preview ..... 11

    Step (6) Payment..... 12

    Step (7) Print..... 14

(1.2) Amend CO Certificate..... 16

(1.3) Cancel CO Certificate..... 20

(1.2) CO Form (Certified True Copy)..... 21

(2)Product Registration Card (PRC)..... 22

(2.1) New PRC..... 23

    Step (1) Exporter Information ..... 23

    Step (2) Items..... 23

    Step (3) Manufacturer Information..... 26

    Step (4) Supporting Document..... 26

    Step (5) Preview ..... 27

    Step (6) Payment..... 29

    Step (7) Print..... 30

(2.2) Amend PRC..... 31

(2.3) Extend PRC ..... 35

(2.4) Cancel PRC..... 36

(3)ATIGA Certified Exporter ..... 37

(3.1) New Application (Certified Exporter) ..... 37

    Step (1) Exporter Information ..... 38

    Step (2) Items..... 39

        (i) Import Item Data with Excel file..... 39

        (ii)Fill in textboxes by each item ..... 40

    Step (3) Goods Information ..... 41

    Step (4) Director Information ..... 42

    Step (5) Preview ..... 42

    Step (6) Print..... 44

(3.2) Amend Certificate (CE) ..... 45

(3.3) Extend Certificate (CE)..... 49

(3.4) Cancel Certificate (CE) ..... 50

(3.5) Invoice Declaration..... 50

    (i)Import with Excel..... 51

    (ii)Fill in textboxes by each item ..... 52

## Online CO Application System

Online Certificate of Origin (CO) Application system is hosted by the URL of <https://onlineco.myanmartradenet.com>. This system will provide online applications in which traders can apply CO Certificate, Product Registration Card and ATIGA Certified Exporter using online. Only Myanmar TradeNet's member can access to this system.

### ✓ Applications for ten types of CO

(1) New CO Application

(2) Amend CO Application

(3) Certified True Copy

(4) Cancel CO Application

### ✓ Product Registration Card

(1) New PRC

(2) Amend PRC

(3) Extend PRC

(4) Cancel PRC

### ✓ ATIGA Certified Exporter(C.E)

(1) New Application

(2) Amend Certificate

(3) Extend Certificate

(4) Cancel Certificate

## Functions

(1) Able to Form fill up by each application type

(2) Able to upload supporting documents(if required)

(3) Able to print as draft file

(4) Able to submit application to Ministry of Commerce

- (5) Able to make payment using MPU
- (6) Able to print Certificate yourself and then take it to MOC to get Authorized Signature.  
(Except for Product Registration Card)

**Login**

- ❖ Trader must be one of Myanmar TradeNet members.
- ❖ To reach the system, open Web Browser (eg. Mozilla FireFox, Chrome) and enter <https://onlineco.myanmartradenet.com> in address bar.

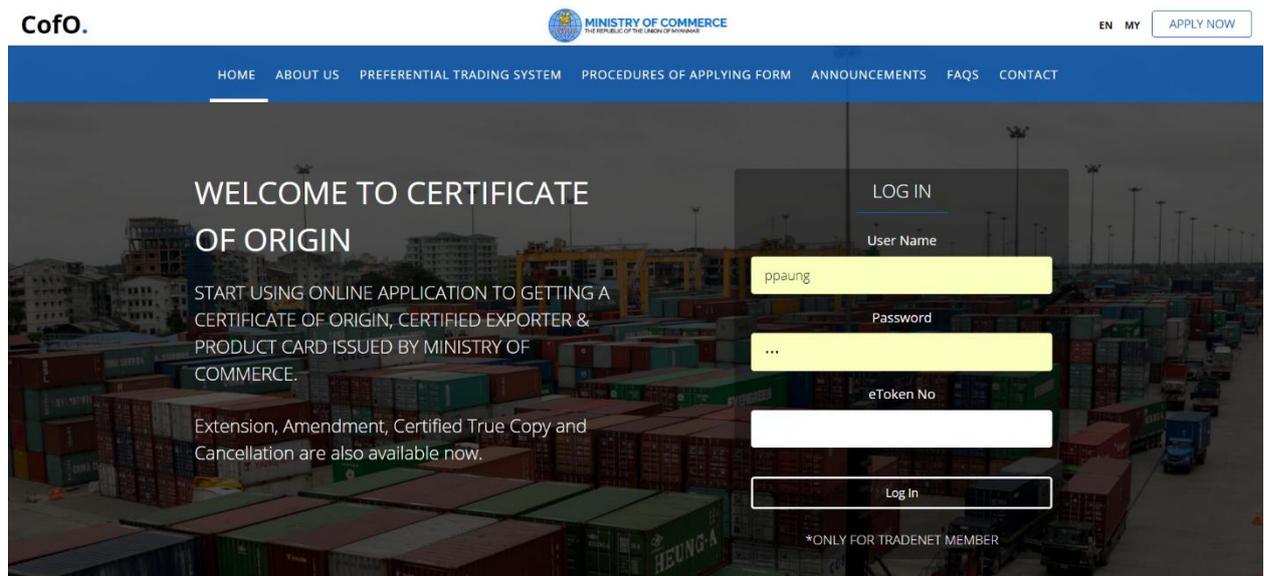


Figure 1- Trader Login Page

- ❖ Myanmar tradent website will open.
- ❖ In login panel, enter username, password and eToken number respectively and click login button.
- ❖ Get eToken Number (6 digits) from eToken device.

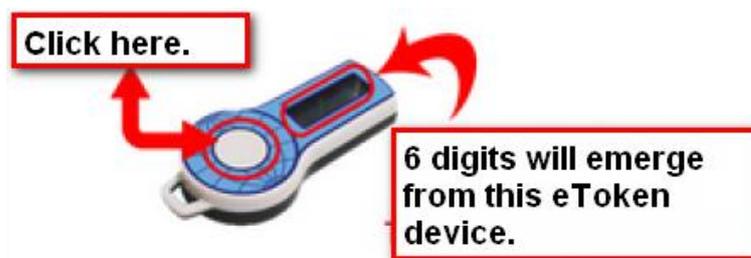


Figure 2 - To get eToken Number

- ❖ Or else, login from "Apply Now" link at right-top corner of home page.

## Trader's Inbox Page

❖ This is trader's Inbox page and applications are categorized according to their status.

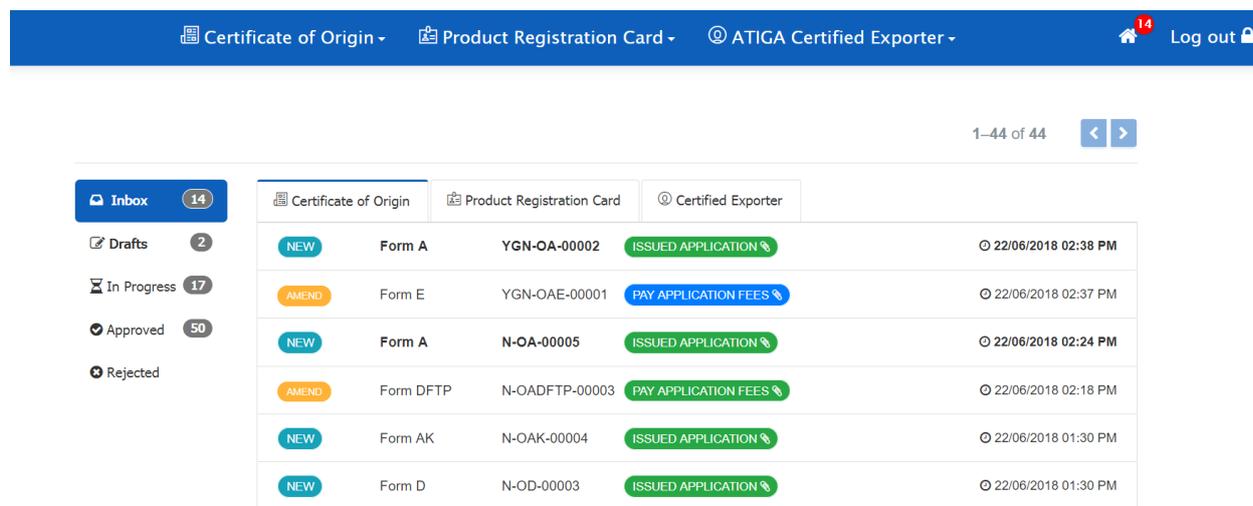


Figure – Home Page

Menu	Description
Inbox	To receive all new notifications. It is categorized by Certificate of Origin, PRC, Certified Exporter
Drafts	Application in draft (before submitting to MOC).
In Progress	List of applications after submitting and before getting approval from MOC.
Approved	List of application approved by MOC.
Rejected	List of application rejected by MOC.

### Types of status

Status	Description
"Pay Application Fees"	To make payment.
"Issued Application"	Ready to print out.
"Cancelled Application"	Application rejected by MOC.

### (1) Certification of Origin (CO)

❖ In CO, application of new CO, amend CO, Certified True Copy and cancel CO are available.

## (1.1) New CO Application

The screenshot shows the main interface with a top navigation bar containing 'Certificate of Origin -', 'Product Registration Card -', and 'ATIGA Certified Exporter -'. A red box highlights 'Certificate of Origin -' with an arrow pointing to a 'Click' label. Below the navigation bar, there are filters for 'Certificate of Origin', 'Product Registration Card', and 'Certified Exporter'. A sidebar on the left shows 'Inbox 17', 'Drafts 4', 'In Progress 17', 'Approved 57', and 'Rejected'. The main content area has radio buttons for 'All', 'New', 'Amendment', 'Extension', and 'Cancellation'. There are 'From Date' and 'To Date' fields with calendar icons and a 'Search' button. A table lists applications with columns for 'Apply Type', 'Form Type', 'Application No', 'Reference No', and 'Issue Date'.

Apply Type	Form Type	Application No	Reference No	Issue Date
AMEND	Form A	N-OAA-00006	NA-00007/2018	28/06/2018 02:05 PM
AMEND	Form A	N-OAA-00005	NA-00007/2018	28/06/2018 02:05 PM
NEW	Form A	N-OA-00007	NA-00007/2018	28/06/2018 02:05 PM
AMEND	Form A	N-OAA-00004	NA-00006/2018	28/06/2018 11:29 AM

Figure – Main Page

❖ To apply new CO, go to Certification of Origin Menu > Form Type> New Application.

## Step (1) Exporter Information

The screenshot shows the 'Step 1 Exporter Information' form for 'Form AANZ'. The form includes a progress bar with steps: Step 1 (Export Information), Step 2 (Name), Step 3 (Declaration by the Exporter), Step 4 (Supporting Documents), Step 5 (Packer), Step 6 (Payment), and Step 7 (Flow). The form fields are: 'Place of Issue' (dropdown menu with 'New Pyl Town' selected, highlighted with a red box and 'Choose location' label), 'Hta Tha Ka No.' (text field with '1297'), 'Name of Exporter' (text field with 'Pyeil Phyo Aung Co. Ltd.'), 'Address' (text field with 'No. 74, 2nd Floor, Wadan Street, Lanmadaw T5, Yangon R' and 'Myanmar'), 'Email' (text field with 'ppaoffice@gmail.com'), 'Telephone No.' (text field with '09-1-228584 223097 211124'), 'Consignee's Name' (text field with 'ADIDAS AUSTRALIA PTY LTD', highlighted with a red box and 'Fill' label), 'Consignee's Address' (text field with 'LEVEL 137 DUNLOP ROAD MULGRAVE VICTORIA 3708 AUS'), 'Departure Date' (text field with '31/08/2018'), 'Vessel's Name / Aircraft etc.' (text field with 'KLUO TAI IDS'), and 'Port of Discharge' (text field with 'BRISBANE AUSTRALIA'). At the bottom right, there are 'Save & Exit' and 'Next' buttons.

Figure – Step (1) of Form AANZ

- ❖ Choose “Place of Issue” in dropdown. (It means the location of the office that will issue certificate and will take authorized signature at that office. If “Yangon” is chosen, Yangon office will execute that application.)
- ❖ Trader information is synchronized with Hta Tha Kha number.
- ❖ Then, fill “Consignee Name, Consignee’s Address, Departure Date and Vessel/Aircraft name., etc” respectively.

Button Name	Functions
	To exit from current page and save application as a draft.
	To proceed the application.

Step (2) Items

- ❖ In Item tab, there are two different input types; one is for total/summarized figures in one CO (Gross Weight, Net Weight and FOB value) and another is for detailed descriptions for individual item/product (Mark and Number on package, Invoice Number and Date, Product description, Number and kind of package, HS Code, Origin Criteria for a item/product)

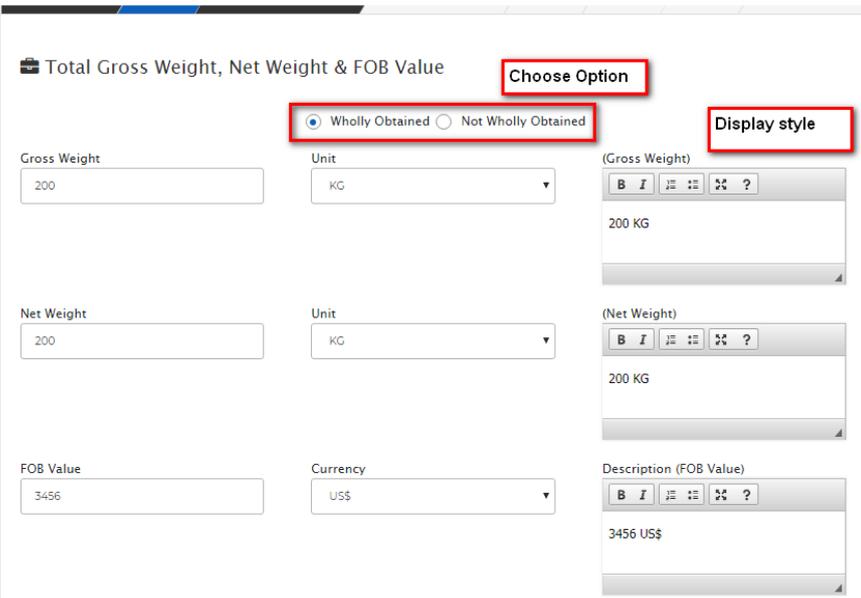


Figure – Step (2) of Form AANZ

- ❖ Choose the options of Wholly Obtained or Not Wholly Obtained.
- ❖ Fill total Gross Weight, Net Weight and FOB Value. Beside of them, text editor is set for inserting displayed style/format (Bold, Italic). In this text editor, trader can add additional information to be display at CO certificate. (e.g. 200 KG (GW))
- ❖ Then, export product/products can be added.
- ❖ For each product, fill data in "Insert Mark and Number on package" text-editor. (or)

The screenshot shows the 'Items' form with the following details:

- Upload Marks and number on packages:** A checkbox is checked. Below it is a text editor with '48 CTNS' and a 'Fill All' button.
- Invoice Date:** 31/10/2018
- Invoice Number:** AM-3120/TY/18
- Product Description:** Sport Shoes(Adidas)
- Number and kind of packages:** CUST No: 960009, MODEL NAME: SAMBA OG
- H.S Code:** 640399.00
- Origin criterion:** CTH, with an 'Add' button.

Figure – Step (2) of Form AANZ

- ❖ Insert the logo by clicking checkbox (  Upload Marks and number on packages ). File Browser will open and choose the image file.
- ❖ The size of logo must be 56px\* 144px. If not, image cannot be uploaded.

The screenshot highlights the following elements:

- Click Here:** Points to the checked checkbox for 'Upload Marks and number on packages'.
- Browse Image'path:** Points to the 'Browse...' button in the file selection area.

Figure 3- Upload Logo

- ❖ Invoice date, Invoice Number, Product Description, HS Code and Origin Criterion will have to be filled. Then click "Add" button. Another product/item can be added in the same way.

### Step (3) Declaration by the Exporter

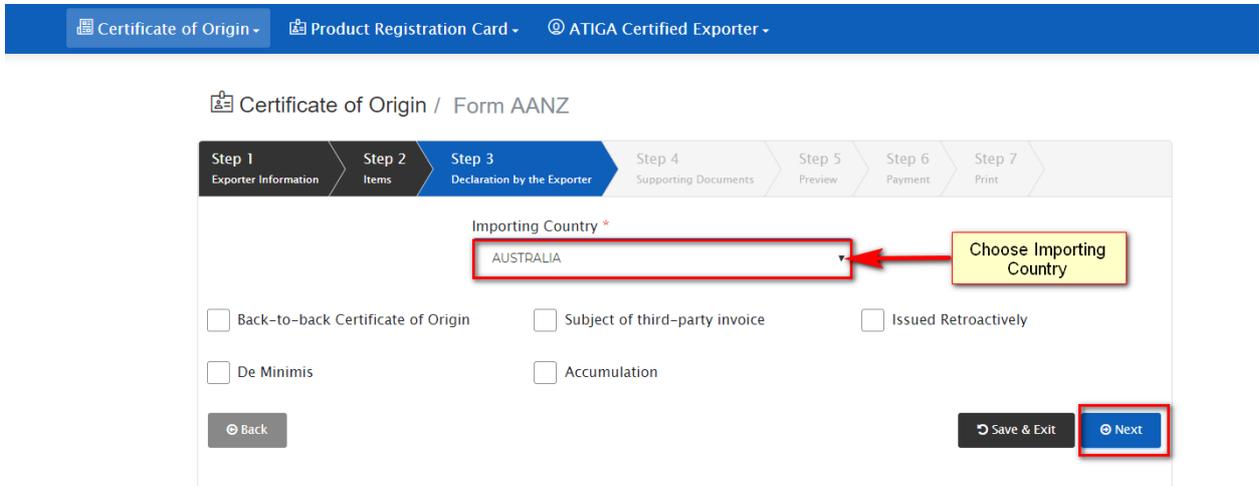


Figure 4-Step 3

- ❖ Choose "importing country" in dropdown and select the related checkboxes. Then click "Next button" to continue.

### Step (4) Supporting Documents

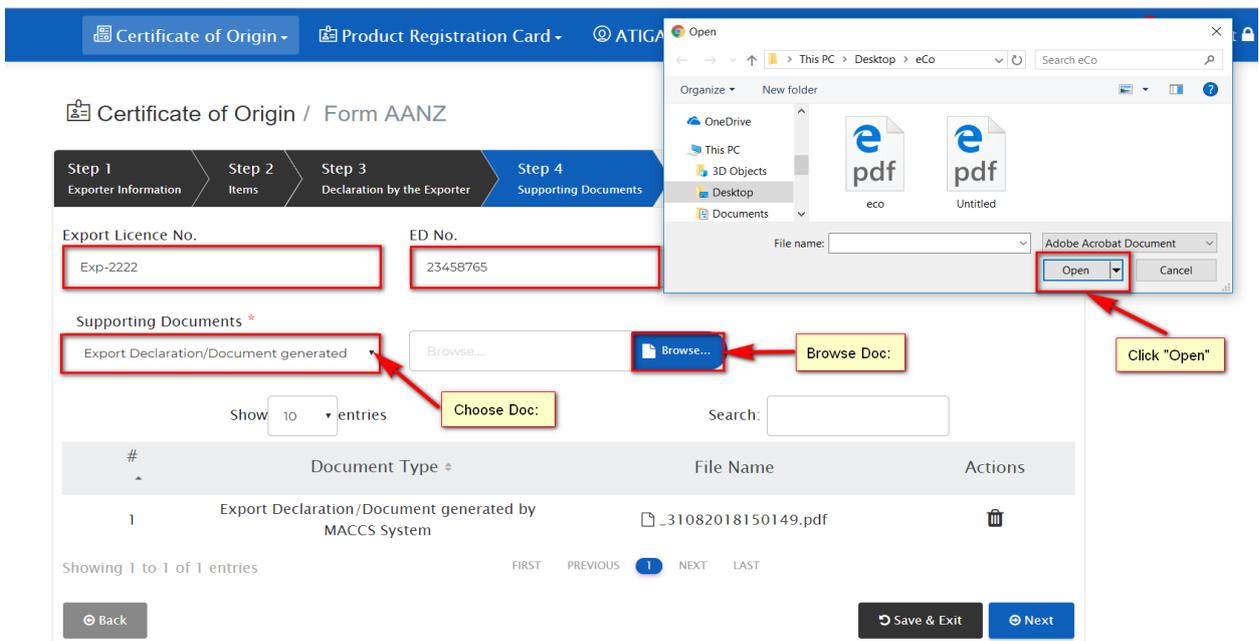
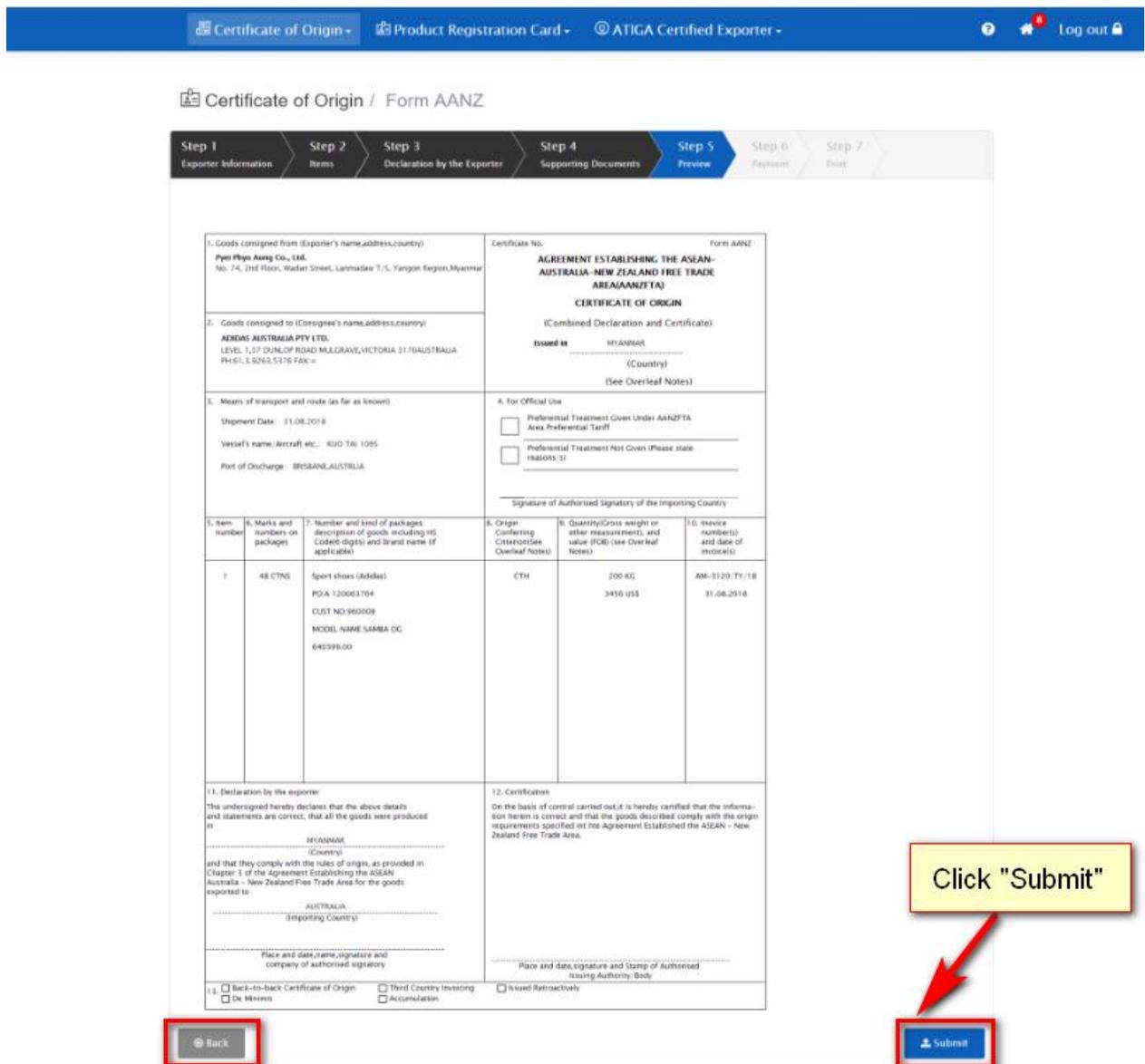


Figure – Step (4) of Form AANZ

- ❖ In step (4), fill Export License No. and ED.No in respective textboxes.

- ❖ To upload the supporting documents, choose the name of supporting document in dropdown list and click "Browse button" (  ) to select the file path.
- ❖ Choose the file. The selected file will show at the table.
- ❖ Then, click "Next button" to continue to next step. If not, click "Save & Exit button" to exit from current page.

## Step (5) Preview



Certificate of Origin / Form AANZ

Step 1 Exporter Information   Step 2 Items   Step 3 Declaration by the Exporter   Step 4 Supporting Documents   **Step 5 Preview**   Step 6 Payment   Step 7 Print

1. Goods consigned from (Exporter's name, address, country) <b>Pyei Phye Aung Co., Ltd.</b> No. 74, 2nd Floor, Wafar Street, Lanmadaw T/5, Yangon Region, Myanmar			Certificate No. Form AANZ <b>AGREEMENT ESTABLISHING THE ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AREA(AANZFTA)</b> <b>CERTIFICATE OF ORIGIN</b> (Combined Declaration and Certificate) Issued in MYANMAR (Country) (See Overleaf Notes)		
2. Goods consigned to (Consignee's name, address, country) <b>ADIDAS AUSTRALIA PTY LTD.</b> LEVEL 1, 27 DUNLOP ROAD MULGRAVE, VICTORIA 3170 AUSTRALIA PH:61-3-9263-5376 FAX:			4. For Official Use <input type="checkbox"/> Preferential Treatment Given Under AANZFTA Area Preferential Tariff <input type="checkbox"/> Preferential Treatment Not Given (Please state REASONS) if:		
3. Means of transport and route (as far as known) Shipment Date: 31.08.2018 Vessel's name/Aircraft etc.: KOD TAI 1095 Port of Discharge: BRISBANE, AUSTRALIA			Signature of Authorized Signatory of the Importing Country		
5. Item number	6. Marks and numbers on packages	7. Number and kind of packages (including HS Code's digits) and brand name (if applicable)	8. Origin (Confirming Criteria) (See Overleaf Note)	9. Quantity (Gross weight or other measurement, and value (FOB) (see Overleaf Note)	10. Invoice number(s) and date of invoice(s)
1	48 CTNS	Sport shoes (Adidas) POA 720063704 CUTY NO 960009 MODEL NAME SAMBA OG 640398.00	CTH	200 KG 9450 US\$	AM-5120-TY/18 31.08.2018
11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in MYANMAR (Country) and that they comply with the rules of origin, as provided in Chapter 3 of the Agreement Establishing the ASEAN Australia - New Zealand Free Trade Area for the goods exported to AUSTRALIA (Importing Country) Place and date, name, signature and company of authorised signatory			12. Certification On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the Agreement Establishing the ASEAN - New Zealand Free Trade Area. Place and date, signature and stamp of authorised issuing Authority Body		
<input type="checkbox"/> Back-to-back Certificate of Origin <input type="checkbox"/> de Minimis			<input type="checkbox"/> Third Country Investing <input type="checkbox"/> Accumulation <input type="checkbox"/> issued Retroactively		

Back
Submit

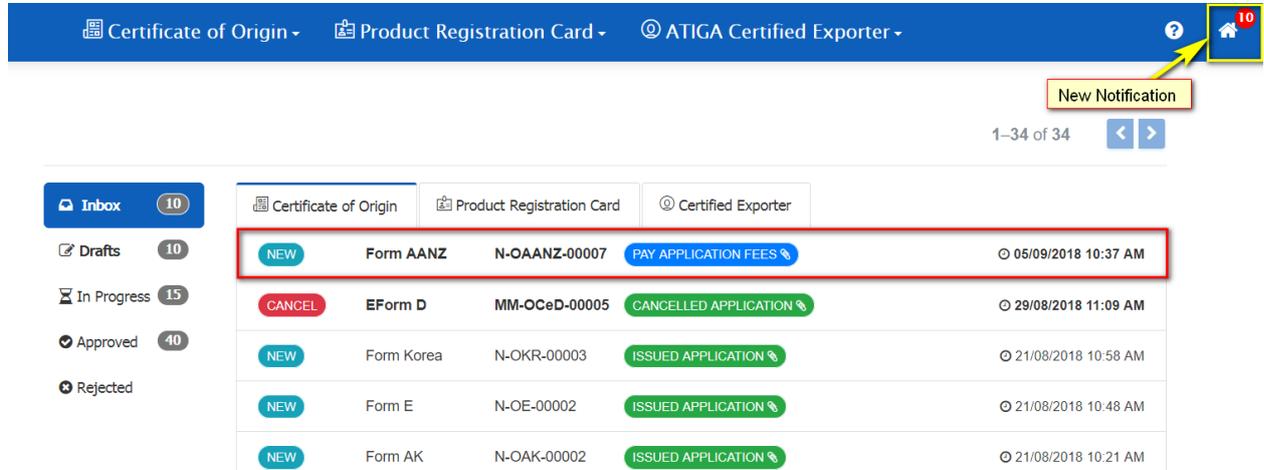
Figure 5- Preview step

- ❖ Step(5) is for preview of the application.

Button Name	Functions
-------------	-----------

 Submit	To submit application to MOC.
 Back	To go to the previous step.

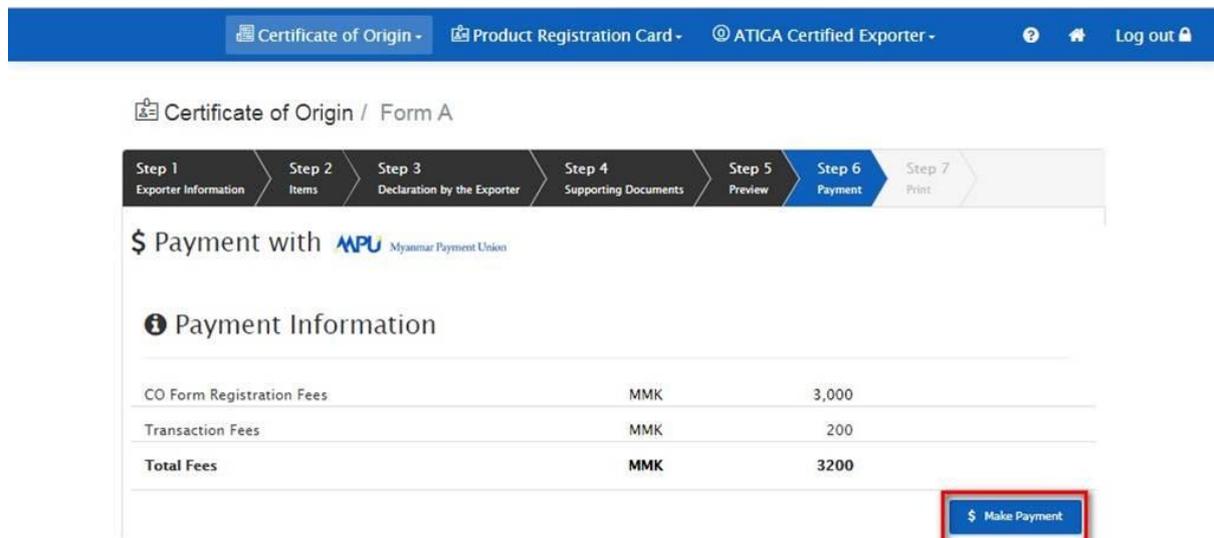
## Step (6) Payment



The screenshot shows the user interface for a trader. At the top, there is a navigation bar with tabs for 'Certificate of Origin', 'Product Registration Card', and 'ATIGA Certified Exporter'. On the right side of this bar, there is a home icon with a red notification badge showing the number '10'. A yellow callout box labeled 'New Notification' points to this icon. Below the navigation bar, there is a sidebar on the left with categories like 'Inbox (10)', 'Drafts (10)', 'In Progress (15)', 'Approved (40)', and 'Rejected'. The main content area shows a list of applications. The first application, 'Form AANZ' with ID 'N-OAANZ-00007', is highlighted with a red border and has a blue button labeled 'PAY APPLICATION FEES'. Other applications include 'EForm D' (CANCELLED), 'Form Korea' (ISSUED), 'Form E' (ISSUED), and 'Form AK' (ISSUED).

Figure – Step (6) Payment

- ❖ Home icon at the right top corner of the page is for receiving notifications. When the progress of application has changed to another progress, notification will receive at trader’s inbox. (e.g. When the application is approved by MOC, the notification of “Pay Application Fees” will receive at trader’s Inbox.)
- ❖ Step (6) will open when the trader click on that notified application.



The screenshot shows the 'Payment' step of the application process. At the top, there is a navigation bar with tabs for 'Certificate of Origin', 'Product Registration Card', and 'ATIGA Certified Exporter', along with a 'Log out' button. Below this, the breadcrumb path is 'Certificate of Origin / Form A'. A progress bar shows seven steps: Step 1 (Exporter Information), Step 2 (Items), Step 3 (Declaration by the Exporter), Step 4 (Supporting Documents), Step 5 (Preview), Step 6 (Payment - currently active), and Step 7 (Print). The main content area is titled '\$ Payment with MPU Myanmar Payment Union'. Underneath, there is a section for 'Payment Information' containing a table of fees:

CO Form Registration Fees	MMK	3,000
Transaction Fees	MMK	200
<b>Total Fees</b>	<b>MMK</b>	<b>3200</b>

At the bottom right of the page, there is a blue button labeled '\$ Make Payment'.

Figure – Step (6) Payment

- ❖ Payment can be made with MPU Card.

**Payment acceptance and authentication**

Merchant Name : Ministry Of Commerce NPT  
Product Description : Form A New Fees  
Invoice Number : A2610181456320000000  
Amount : 3,200.00 MMK  
Card Number : 9503051875778926  
Expire Date : 04 / 2020  
OTP : 668673

**Enter Card Number**  
**Select Expire Date**  
**Enter OTP**  
**CONFIRM PAYMENT**

GET OTP (OTP has been sent to your email.)  
CANCEL

Figure 6- Payment Confirmation

- ❖ Insert "MPU Card No" & "OTP and then click "Confirm Payment button".

**MPU** Date: 26/10/2018 Time: 03:15:48 PM

**Payment result**

Merchant Name : Ministry Of Commerce NPT  
Product Description : Form A New Fees  
Invoice Number : A2610181456320000000  
Amount : 3,200.00 MMK  
Card Number : 9503-05XX-XXXX-8926  
Status : Approve  
Approve Code : SWC0SS  
Date/Time : 26 Oct 2018  
Transaction Ref : 122355

**CONTINUE**

- ❖ Then, click "Continue button" to proceed it.

Step (7) Print

Certificate of Origin / Form AANZ

Step 1 Exporter Information | Step 2 Items | Step 3 Declaration by the Exporter | Step 4 Supporting Documents | Step 5 Preview | Step 6 Payment | Step 7 Print

Form AANZ | Overleaf Notes for Form AANZ

Numbers of products/items per page (If there is one more product in CO, please adjust the item to print.)

Items per Page

Per Page  Choose Page

Print Type \*

Choose Print Type

**\*\* Please Print the Overleaf Notes on Back Page of Original Form.**

<p>1. Goods consigned from (Exporter's name,address,country)  <b>Pyei Phyo Aung Co., Ltd.</b>                  No. 74, 2nd Floor, Wadan Street, Lanmadaw T./S. Yangon Region, Myanmar</p>	<p>Certificate No. eNAANZ-00006/2018 Form AANZ</p> <p><b>AGREEMENT ESTABLISHING THE ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AREA(AANZFTA)</b></p> <p><b>CERTIFICATE OF ORIGIN</b></p> <p>(Combined Declaration and Certificate)</p> <p>Issued in MYANMAR                  (Country)                  (See Overleaf Notes)</p>
<p>2. Goods consigned to (Consignee's name,address,country)  <b>ADIDAS AUSTRALIA PTY LTD.</b>                  LEVEL 1, 37 DUNLOP ROAD MULGRAVE, VICTORIA 3170 AUSTRALIA                  PH:61.3.9263.5376 FAX:=-</p>	

Figure 7 - Print

- ❖ If there are more products in CO and it is not sufficient within one page, it can divide into two pages. Click "Number of products/items per page checkbox".
- ❖ Then, choose number of item per page.

Print Type \*

Original

**\*\* Please Print the Overleaf Notes on Back Page of Original Form.**

- ❖ To print out, choose "Print Type" (e.g -Original, Duplicate, Triplicate).
- ❖ \*\*\* Please use A4 size paper.

## Instructions for Printing Certificate

### 1. Form A

#### Green –Purchase at MoC

- Print Original, 1.Copy, 2.Copy, 3.Copy
- Original- Lightgreen, Others- White

### 2. Form AANZ

#### A4-White

- Print Original, Duplicate, Triplicate
- Place OverleafNotes at the back side of original (print at both sides)

### 3. Form AI

#### A4-White

- Print Original, Duplicate, Triplicate, Quadruplicate
- Place OverleafNotes at the back side of original (print at both sides)

### 4. Form AJ

#### A4- White

- Print Original, Duplicate, Triplicate
- Place OverleafNotes at the back side of original (print at both sides)

### 5. Form AK

#### A4-White

- Print Original, Duplicat, Triplicate Original
- Place OverleafNotes at the back side of original (print at both sides)

### 6. Form China

#### Yellow -Purchase at MoC

- Print Original, Duplicate, Triplicate, Quadruplicate
- Original-Yellow, Others-Green

## Instructions for Printing Certificate

### 7. Form D

#### A4- White

- Print Original, Duplicate, Triplicate
- Place OverleafNotes at the back side of original (print at both sides)

### 8. Form DFTP

#### A4- White

- Print Original, Duplicate, Triplicate, Quadruplicate
- Place OverleafNotes at the back side of original (print at both sides)

### 9. Form E

#### Beige-Purchase at MoC

- Print Original, Duplicate, Triplicate, Quadruplicate
- Original- Light Yellow, Others- Light Yellow
- Place OverleafNotes at the back side of original (print at both sides)

### 10. Form Korea

#### A4- White

- Print Original, Duplicate, Triplicate, Quadruplicate
- Place OverleafNotes at the back side of original (print at both sides)

#### For All Form

- To print CO, go to **Browser> Print Properties Box> Setting> Margin:** choose **None** then Print.
- Put **MD or Director's signature** on printed CO and then **visit to MoC** with this certificate.
- It can be used after signing by **CO Issuing Authority**.

about:blank

**Print**

Total: **1 sheet of paper**

Print
Cancel

---

Destination Adobe PDF

Change...

Pages All

e.g. 1-5, 8, 11-13

Layout Portrait

Color Color

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Original

1. Goods consigned from (Exporter's name,address,country) Pyei Phyo Aung Co., Ltd. No. 74, 2nd Floor, Wadan Street, Lamadaw T/S. Yangon Region, Myanmar		Certificate No. e/AANZ-00006/2018 <span style="float: right;">Form AANZ</span>			
2. Goods consigned to (Consignee's name,address,country) ADIDAS AUSTRALIA PTY LTD. LEVEL 1,37 DUNLOP ROAD MULGRAVE,VICTORIA 3170AUSTRALIA PH:61.3.9263.5376 FAX:-		AGREEMENT ESTABLISHING THE ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AREA(AANZFTA) <b>CERTIFICATE OF ORIGIN</b> (Combined Declaration and Certificate) Issued in <u>MYANMAR</u> (Country) (See Overleaf Notes)			
3. Means of transport and route (as far as known) Shipment Date: 31.08.2018 Vessel's name/Aircraft etc.: KUO TAI 1065 Port of Discharge: BRISBANE,AUSTRALIA		4. For Official Use <input type="checkbox"/> Preferential Treatment Given Under AANZFTA Area Preferential Tariff <input type="checkbox"/> Preferential Treatment Not Given (Please state reasons/s)			
5. Item number	6. Marks and numbers on packages	7. Number and kind of packages: description of goods including HS Code(s) digits) and brand name (if applicable)	8. Origin Confering Criterion(See Overleaf Notes)	9. Quantity(Gross weight or other measurement), and value (FOB) (see Overleaf Notes)	10. Invoice number(s) and date of invoice(s)
1	48 CTNS	Sport shoes (Adidas) PO-A 120063764 CUST NO:960009 MODEL NAME:SAMBA OG 640399.00	CTH	200 KG 3456 US\$	AM-3120/TY/18 31.08.2018
11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in <u>MYANMAR</u> (Country) and that they comply with the rules of origin, as provided in Chapter 3 of the Agreement Establishing the ASEAN - Australia - New Zealand Free Trade Area for the goods exported to <u>AUSTRALIA</u> (Importing Country) 05.09.2018 Nay Pyi Taw Place and date,name,signature and company of authorised signatory			12. Certification On the basis of control carried out,it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in hte Agreement Established the ASEAN - New Zealand Free Trade Area. 05.09.2018 Place and date,signature and Stamp of Authorised Issuing Authority/Body		
13. <input type="checkbox"/> Back-to-back Certificate of Origin <input type="checkbox"/> De Minimis			<input type="checkbox"/> Third Country Invoicing <input type="checkbox"/> Accumulation <input type="checkbox"/> Issued Retroactively		

Figure 8- CO Print

- ❖ Remark: Front page and overleaf notes page must be printed on both sides.
- ❖ After print, bring the certificate to MOC and put authorized signature and stamp.

### (1.2) Amend CO Certificate

- ❖ To submit amend application, go to Certificate of Origin> Form Type>Amend Certificate.
- ❖ It is necessary to know the Reference No of "Amend Certificate"
- ❖ Reference No. can be seen in "Approved List".

1-1 of 1 < >

**Inbox** 9

**Drafts** 10

**In Progress** 14

**Approved** 41

**Rejected**

Certificate of Origin
Product Registration Card
Certified Exporter

All
New
Amendment
Extension
Cancellation

From Date

To Date

Search

Apply Type	Form Type	Application No	Reference No	Issue Date
NEW	Form AANZ	N-OAAZ-00007	eNAANZ-00006/2018	05/09/2018 11:26 AM

Figure – Approved CO

- ❖ To realize the Reference No., open "Approved List". Search the application and note "Reference No."
- ❖ In searching page of CO, you will have to fill "Reference No" and click "Search".

Certificate of Origin -
Product Registration Card -
ATIGA Certified Exporter -
?

## Q Certificate of Origin Search

Hta Tha Ka No. \*

Reference No \*

Click Search

Figure 9- Search by Ref No.

Telephone No. \*

09-1-228584 223097 211124

Consignee's Name \*

ABC Commodity Co.ltd

Consignee's Address \*

JL rIMOR COMP CENTER POINT NO . H/20 KETUMHAI[ GAN

Sea  Air  Road

Departure Date \*

17/06/2018

Vessel's Name/Aircraft etc. \*

M.V KOTA HASIL V. KHSOOS4S

Port of Discharge \*

BELAWAN,INDONESIA

Save & Exit Next

Figure 10- Step 1> Amend

- ❖ To amend, click on checkbox (  ) of each textbox before editing. Then, edit/amend data.(Consignee’s Name, Address, Vessel’s Name.,etc)

Button Name	Functions
	To exit from current page and save the application as draft.
	To proceed to next page.

Certificate of Origin / Form AANZ / Reference No : NAANZ-00001/2018

#	Product Description	Other Description	H.S Code	Origin criterion	Actions
<input checked="" type="checkbox"/>	BTACK MATPE (SQ)	TOTAL BAGS :2000 BAGS TOTAT NETT : 50.00 MT TOTAL GROSS : 50.10 MT	H.S CODE NO. 0713311061	WO	

Showing 1 to 1 of 1 entries

Buttons: Back, Save & Exit, Next

Figure – Step (2) of Amend Form AANZ

- ❖ Step (2) is for selecting items to be edited. Click the checkbox and Next button.
- ❖ In step (3) amend item can be seen. Textbox will fill up with data when you click edit icon ().
- ❖ Before edit, please make sure to check the checkbox first.

Product Description \*  Edit

Other Description

H.S Code \*

Origin criterion \*  Update Clear

#	Product Description	Other Description	H.S Code	Origin criterion	Actions
1	BTACK MATPE (SQ)	TOTAL BAGS :2000 BAGS TOTAT NETT : 50.00 MT TOTAL GROSS : 50.10 MT	H.S CODE NO. 0713311061	WO	

Showing 1 to 1 of 1 entries

Buttons: Back, Save & Exit, Next

Figure – Step (3) of Amend Form AANZ

- ❖ Then, edit the existing data and click "Update" button.
- ❖ In product table, the updated item will be shown in red color.

#	Product Description	Other Description	H.S Code	Origin criterion	Actions
1	<b>BLACK PACKS 45</b>	TOTAL BAGS :2000 BAGS TOTAT NETT : 50.00 MT TOTAL GROSS : 50.10 MT	H.S CODE NO. 0713311061	<b>"WO"</b>	 

Showing 1 to 1 of 1 entries

⏪ Back
Save & Exit
Next ⏩

Figure – Step (3) of Amend Form AANZ

- ❖ \*\*\* To amend every item, please make sure that of clicking respective checkboxes before edit.

 Certificate of Origin / Form AANZ / Reference No : NAANZ-00001/2018

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
Exporter Information	Items	Amend Items	Declaration by the Exporter	Supporting Documents	Preview	Payment	Print		
1. Goods consigned from (Exporter's name,address,country) <b>Pyei Phyo Aung Co., Ltd.</b> No. 74, 2nd Floor, Wadan Street, Lanmadaw T/5, Yangon Region, Myanmar		2. Goods consigned to (Consignee's name,address,country) <b>ABC Commodity Co.ltd</b> JL TIMOR COMP CENTER POINT NO. H/20 KETUMHAJI GANG BUNTU KECAMATAN MEDAN TIMU& MEDAN – INDONESIA.		Certificate No. _____ Form AANZ <b>AGREEMENT ESTABLISHING THE ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AREA(AANZFTA)</b> <b>CERTIFICATE OF ORIGIN</b> (Combined Declaration and Certificate) Issued in MYANMAR (Country) (See Overleaf Notes)		3. Means of transport and route (as far as known) Shipment Date: 17.06.2018 Vessel's name/Aircraft etc.: M.V KOTA HASIL V. KHSAD0545 Port of Discharge: BELAWAN,INDONESIA		4. For Official Use <input type="checkbox"/> Preferential Treatment Given Under AANZFTA Area Preferential Tariff <input type="checkbox"/> Preferential Treatment Not Given (Please state reasons: a) _____ Signature of Authorised Signatory of the Importing Country	
5. Item number	6. Marks and numbers on packages	7. Number and kind of packages: description of goods including HS Code(6 digits) and brand name (if applicable)	8. Origin Conferring Criterion(See Overleaf Notes)	9. Quantity/Gross weight or other measurement), and value (FOB) (see Overleaf Notes)	10. Invoice number(s) and date of invoice(s)				
1		<b>BLACK PACKS 45</b> TOTAL BAGS :2000 BAGS TOTAL NETT : 50.00 MT TOTAL GROSS : 50.10 MT H.S CODE NO. 0713311061	<b>"WO"</b>	50.10 MT (TOTAL GROSS) FOBVALUE usD 2+000.00	394 /ACGPPA/ BMP 16.06.2018				

- ❖ In step(7)- Preview, click "Submit" to send application.

### (1.3) Cancel CO Certificate

- ❖ To submit cancel application, go to Certificate of Origin> Form Type>Cancel Certificate.
- ❖ Enter the Reference No. of "Cancel Certificate"
- ❖ Step-5 Preview will open and click "Submit" button.
- ❖ Confirmation message box will open and type the reason of applying cancellation.

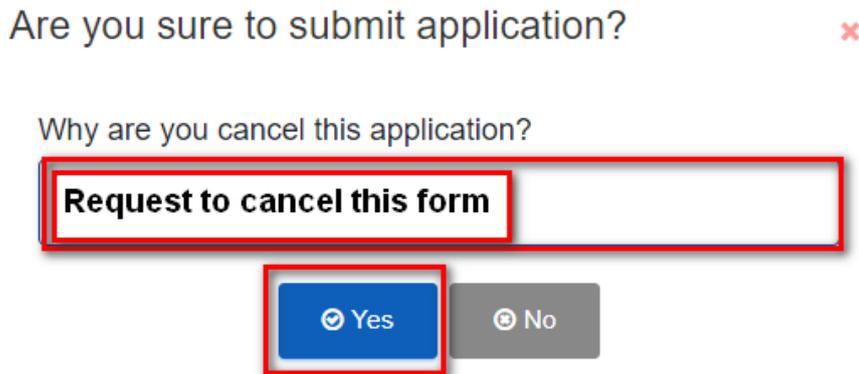
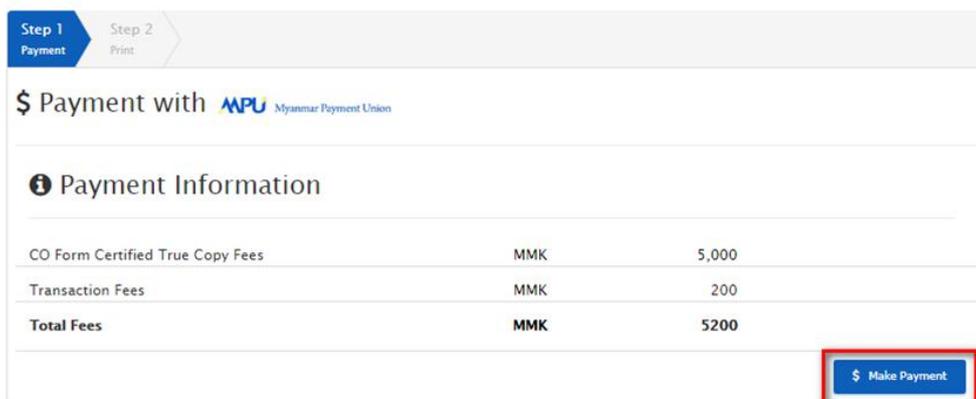


Figure 11-Submit Cancellation Form

- ❖ Then, click “Yes” to send application.

**(1.2) CO Form (Certified True Copy)**

- ❖ If the original CO is lost or damage, trader can apply “Certified True Copy” of that certificate.
- ❖ Once CO is printed and signed by MOC, it cannot be printed again. But, it can print as Certified True Copy and need to paid fees.
- ❖ Go to “Approved Lists” and find the application. Step (7) will open and click “Print” button.
- ❖ When you click “Print”, Payment step for “Certified True Copy” will open and make payment for it.



- ❖ Click “Make Payment”. Then, enter MPU Card No., OTP and click “Confirm Payment button”.

- ❖ Print the certificate of Certified True Copy and bring it to MOC to get authorized signature and stamp.
- ❖ It is need to provide the evidence letter, cover letter with company letter head to MOC.

Numbers of products/items per page (If there is one more product in CO, please adjust the item to print.)

Print Type \*

Choose Print Type ▼

Print

**\*\* Please Print the Overleaf Notes on Back Page of Original Form.**

**\*\*Required to be provided:**  
**(1) Report with Letter Head (Including reason for lost/damage)**  
**(2) Evidence Letter**  
**in case of getting signature and stamp in Ministry of Commerce.**

<p>1. Goods consigned from (Exporter's name, address, country)  <b>Pyal Phyo Aung Co., Ltd.</b>                  No. 74, 2nd Floor, Wadan Street, Lanmadaw T.S. Yangon Region, Myanmar</p>		<p>Reference No. NAJ-00001/2018</p> <p style="text-align: center;">THE AGREEMENT ON COMPREHENSIVE ECONOMIC PARTNERSHIP AMONG MEMBER STATES OF THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS AND JAPAN (AJCEP AGREEMENT)</p> <p style="text-align: center;"><b>CERTIFICATE OF ORIGIN</b></p> <p style="text-align: center;"><b>FORM AJ</b></p> <p style="text-align: center;">Issued in <u>MYANMAR</u> (Country)</p> <p style="text-align: center;">See Notes Overleaf</p>				
<p>2. Goods consigned to (Consignee's name, address, country)  <b>PT. PRATAMA MANDIRI SIJANTEN</b>                  JL HIMDR COMP CENTER POINT NO. 1, 20 KETUMBAR, GANG BUNTU KECAMATAN MEDAN TIMULU MEDAN - INDONESIA.</p>		<p>3. Means of transport and route (as far as known)                  Shipment Date <u>17.08.2018</u>                  Vessel's name/Aircraft etc. <u>M.V KOTA NASIL V. KNSA00545</u>                  Port of Discharge <u>SELAWAN, INDONESIA</u></p>		<p>4. For Official Use</p> <p><input type="checkbox"/> Preferential Treatment Given Under AJCEP Agreement</p> <p><input type="checkbox"/> Preferential Treatment Not Given (Please state reasons:)</p> <p>Signature of Authorized Signatory of the Importing Country</p>		
5. Item number	6. Marks and numbers on packages	7. Number and type of packages; description of goods (including quantity where appropriate and HS number of the Importing Party)	8. Origin Criteria (See notes overleaf)	9. Gross weight or other quantity and value (PDE only when RVC criterion is used)	10. Number and date of Invoices	
1		<p><b>STACK MATPE (SQ)</b></p> <p><b>TOTAL BAGS :2000 BAGS</b></p> <p><b>TOTAL NETTY : 50.00 MT</b></p> <p><b>TOTAL GROSS : 50.10 MT</b></p> <p><b>H.S CODE NDL 0710011001</b></p>	WO	50.10 MT (TOTAL GROSS) PDEVALUE USD 2*000.00	094 /ACCPPA/ SMP 18.08.2018	
<p>11. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in</p> <p style="text-align: center;">-----                  MYANMAR                  (Country)</p> <p>and that they comply with the requirements specified for these goods in the AJCEP Agreement for the goods exported to</p> <p style="text-align: center;">-----                  INDONESIA                  (Importing Country)</p> <p>17.07.2018 Myanmar</p> <p>Place and date, name, signature and company of authorized signatory</p>		<p>12. Certification</p> <p>It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.</p> <p style="text-align: right; border: 1px solid red; padding: 2px;"><b>Certified True Copy</b></p> <p style="text-align: center;">17.07.2018</p> <p style="text-align: center;">Place and date, signature and stamp of certifying authority</p>				

Figure 12- Print Certified True Copy

## (2) Product Registration Card (PRC)

- ❖ Related with product registration card, the system will provide applications of new PRC, amend PRC, extend PRC and Cancel PRC.

(2.1) New PRC

Step (1) Exporter Information

Figure 13- Step-1> Exporter Information

- ❖ Choose option: Textile for Form D or Other for Form D.
- ❖ Choose "Place of Issue". (It means the location of office that you want to submit your application.)
- ❖ Trader information will be shown automatically since trader had already registered at Myanmar Tradenet website and synchronized with Hta Tha Kha number.

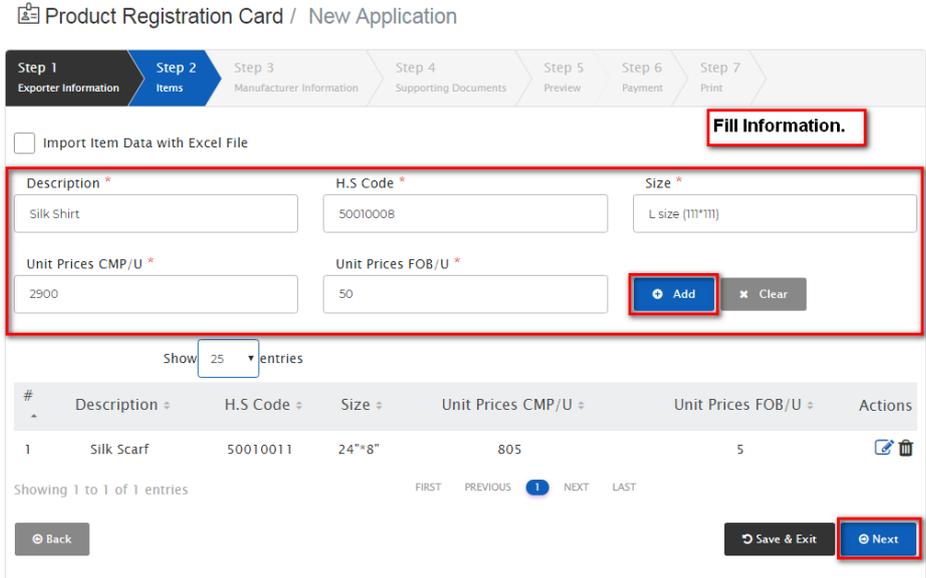
Button Name	Functions
	To exit from current page and save the application as draft
	To proceed the application

Step (2) Items

- ❖ Step (2) is for item registration. There are two methods for data entry.
- ❖ There are (1)Filling up textboxes and (2) Importing with Excel Template

## Filling up textboxes

- ❖ Fill up each textbox and click "Add" Button (  ).
- ❖ Clear button (  ) is for deleting data in textboxes.



Product Registration Card / New Application

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

Import Item Data with Excel File **Fill Information.**

Description \*  H.S Code \*  Size \*

Unit Prices CMP/U \*  Unit Prices FOB/U \*   

Show  entries

#	Description	H.S Code	Size	Unit Prices CMP/U	Unit Prices FOB/U	Actions
1	Silk Scarf	50010011	24*8"	805	5	

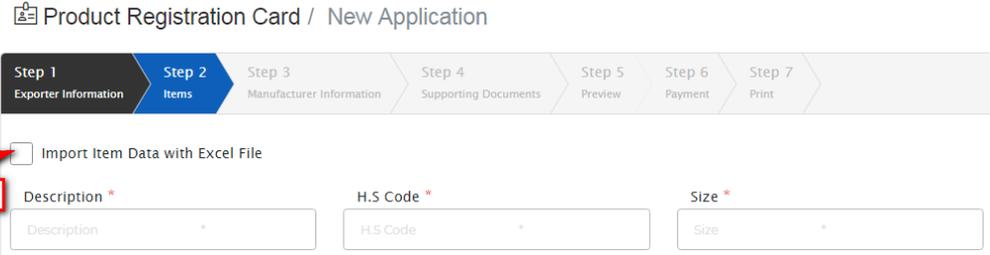
Showing 1 to 1 of 1 entries FIRST PREVIOUS **1** NEXT LAST

Back Save & Exit **Next**

- ❖ There can have one more item/products in each PRC. More items can be added.

### Importing with Excel Template

- ❖ Item can be imported from predefined excel file to the system.
- ❖ To do this, open checkbox beside import Item Data with Excel File as shown in figure.



Product Registration Card / New Application

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

Import Item Data with Excel File **Check on.**

Description \*  H.S Code \*  Size \*

Figure 14- Check on the checkbox

- ❖ Download the "template file".

Product Registration Card / New Application

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

Import Item Data with Excel File

- Please download template first. Then fill items in it.
- Upload file here.

[Download Template](#) Download template here!

[Browse...](#) Choose download file when items are filling up.

- ❖ Fill data in excel file. Save it.

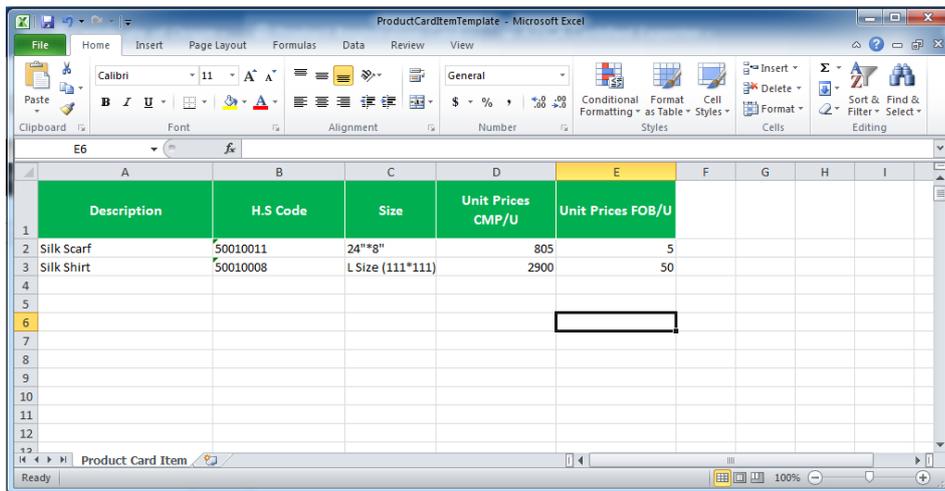


Figure 15- Filling data in PRC Template file

- ❖ Then, upload the excel template using "Browse button".

Show  entries Items per page.

#	Description	H.S Code	Size	Unit Prices CMP/U	Unit Prices FOB/U	Action
1	Silk Scarf	50010011	24"*8"	805	5	
2	Silk Shirt	50010008	L size (111*111)	2900	50	

Showing 1 to 2 of 2 entries

FIRST PREVIOUS **1** NEXT LAST

[Back](#) [Save & Exit](#) [Next](#)

Edit Delete

Figure 16- Items

- ❖ Item can be edited by using "Edit icon" and then click "Update/Add" icon. Item can be removed by using "Delete icon".

## Step (3) Manufacturer Information

Product Registration Card / New Application

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

Name of Manufacturer \*  
Moe Kyal Co.,Ltd

Address \*  
No.2231, U Mg Street, Hlaing Thar Yar Tsp, Ygn Myanmar

Telephone No. \*  
0123932,0183742

Fax No.  
01239332

Buttons: Back, Save & Exit, Next

Figure 17- Step 3> Manufacturer Information

- ❖ Fill "Manufacturer Information" in textboxes respectively. Click "Next" button.

## Step (4) Supporting Document

- ❖ Required supporting documents can be uploaded using "File Browser". File must be PDF file format.

Supporting Documents \*

Product Photo Text.pdf testing.pdf Browse... 100%

Search:

File Name	Actions
Invoice	
001_27082018151312.pdf	To delete.
2 Packing List 002_27082018151318.pdf	
3 Cost Statement for(one unit) 003_27082018151323.pdf	
4 HS Code (at 6 digit level) and Description of Input Materials and Finished Products 004_27082018151328.pdf	
5 Sale Contract 007_27082018151343.pdf	
6 Product Photo 008_27082018151348.pdf	

Showing 1 to 6 of 6 entries

Buttons: Back, Save & Exit, Next

Figure 18- Uploading Supporting Document

- ❖ To remove missing file, click “delete icon” beside the file name.
- ❖ If you click “Next” to proceed without required documents, you will see the following message.

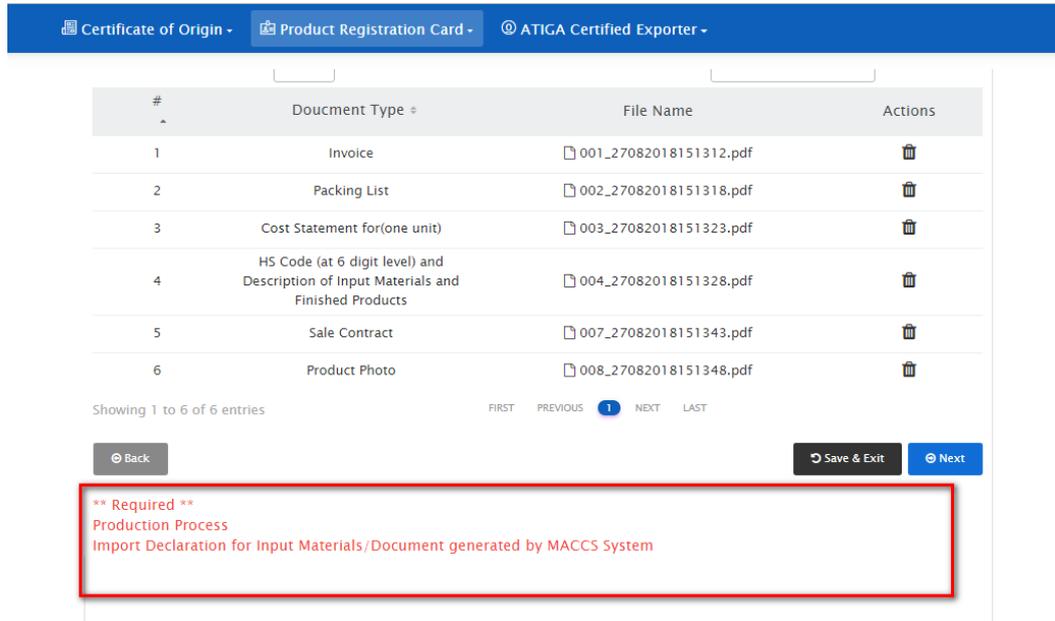


Figure 19- Message for Required Supporting Document

- ❖ Please make sure that all required documents to be provided.
- ❖ Some supporting documents are optional.

### Step (5) Preview

- ❖ Step 5 is the preview page.
- ❖ Draft certificate can be printed out.

## Product Registration Card / New Application

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

**Print**

1. Exporter (Name & Address) Pyei Phyo Aung Co., Ltd. No. 74, 2nd Floor, Wadan Street, Lanmadaw T/S. Yangon Region, Myanmar Telephone No: 09-1-228584 223097 211124 Fax No: 09-1-211821		Hta Tha Ka No/Valid Date: 1297 (31.01.2020)	Registration No.: <b>THE GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR MINISTRY OF COMMERCE DEPARTMENT OF TRADE CERTIFICATE OF PRODUCT REGISTRATION ATIGA FORM D</b>				
2. Manufacturer (Name & Address) ABCD YGN, Myanmar Telephone No: 01786656 Fax No: 01479623		Industry Registration No/Valid Date:	3. H.S Code (10 Digit) 500100				
		4. Description of Product <b>Item1</b> Silk Scarf3 <b>Item2</b> Silk Shirt 3					
5.							
Item No.	HS Code	FOB Price	SCC	ACC	CTC	SP	CC
Item1	50010011	5.00					

Figure 20 - In PRC Certificate Format

- ❖ Click "Submit button" to send application to Ministry of Commerce. If it is confirmed, click "Yes".

Are you sure to submit application?

Yes    No

6. Verification of cost statement No. \_\_\_\_\_ dated \_\_\_\_\_ approved by Ministry of Industry (if any).

7. Date of Issue  
This certificate is valid for one year from the date of issue.

Place and date, signature and Stamp of Authorised Issuing Authority/Body

Figure 21- Confirmation Message to submit form

Step (6) Payment

- ❖ Payment notification will receive at trader’s inbox when MOC allow issuing certificate.

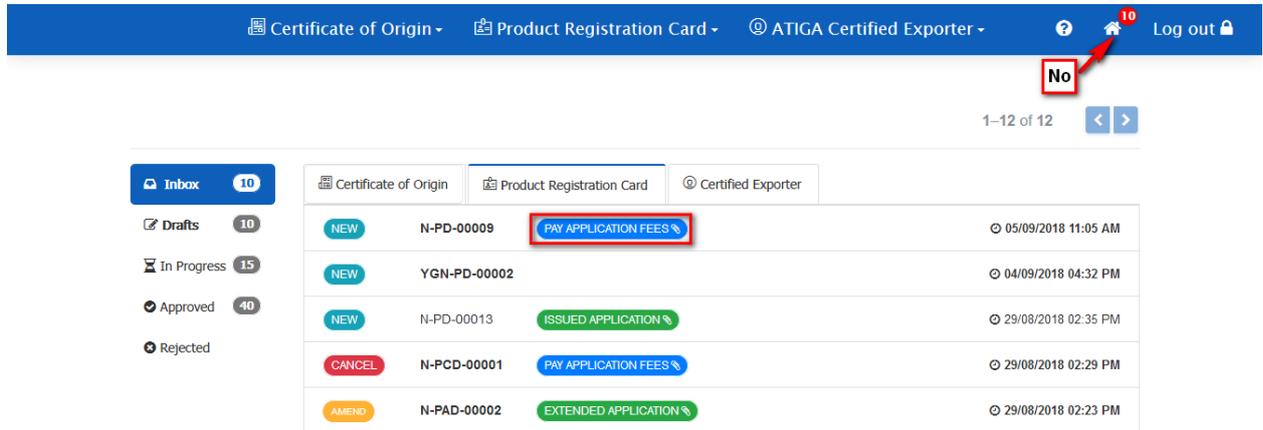


Figure 22-Notification for payment

- ❖ Click “Make Payment”.
- ❖ Application fees will show at Payment Information tab.

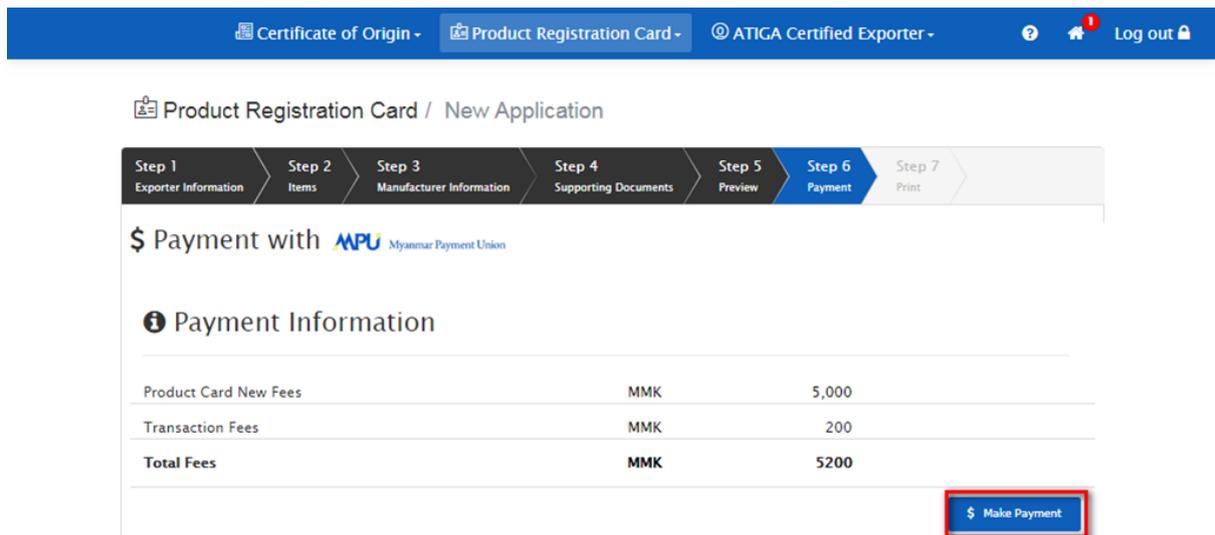


Figure 23- Make Payment

- ❖ Enter MPU Card No., Expire date, OTP and then click “Confirm Payment”.

**MPU** Date:26/10/2018  
Time:03:46:52 PM

### Payment acceptance and authentication

Merchant Name : Ministry Of Commerce NPT  
 Product Description : Product Card New Fees  
 Invoice Number : PRC26101815450700000  
 Amount : 5,200.00 MMK **Enter Card Number**  
 Card Number : 9503051875778926 ✓  
 Expire Date : 04 2020 ✓ **Select Expire Date**  
**GET OTP** ✓ OTP has been sent to your email.  
 OTP : 380693 ✓  
 CANCEL **CONFIRM PAYMENT**

Figure 24- MPU Payment

### Step (7) Print

- ❖ Certificate can be printed after payment is successful.

Certificate of Origin - Product Registration Card - ATIGA Certified Exporter -

Product Registration Card / New Application

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

**Print**

1. Exporter (Name & Address) Hta The Ka No./Valid Date: 1227 (01.01.2020) Prel Print Aung Co., Ltd. No. 74, 2nd Floor, Wadan Street, Lanmadon T.S. Yangon Region, Myanmar Telephone No: 09-11-220504 220207 211124 Fax No: 09-11-211221		Registration No.: HMD-20002-2018 THE GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR MINISTRY OF COMMERCE DEPARTMENT OF TRADE CERTIFICATE OF PRODUCT REGISTRATION ATIGA FORM D																	
2. Manufacturer (Name & Address) test test, Myanmar Telephone No: test Fax No: test		3. H.S Code (10 Digit) 0																	
4. Description of Product Item1 1																			
<table border="1"> <thead> <tr> <th>Item No.</th> <th>HS Code</th> <th>FDE Price</th> <th>SEC</th> <th>ACC</th> <th>CTC</th> <th>SP</th> <th>CC</th> </tr> </thead> <tbody> <tr> <td>Item1</td> <td>1</td> <td>1.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Item No.	HS Code	FDE Price	SEC	ACC	CTC	SP	CC	Item1	1	1.00					
Item No.	HS Code	FDE Price	SEC	ACC	CTC	SP	CC												
Item1	1	1.00																	
5. Verification of cost statement No. ....		7. Date of issue																	

This document is valid without signature and stamp.

Figure 25- PRC Print

- ❖ Product Registration Card can be used without authorized signature and stamp by MOC.

(2.2) Amend PRC

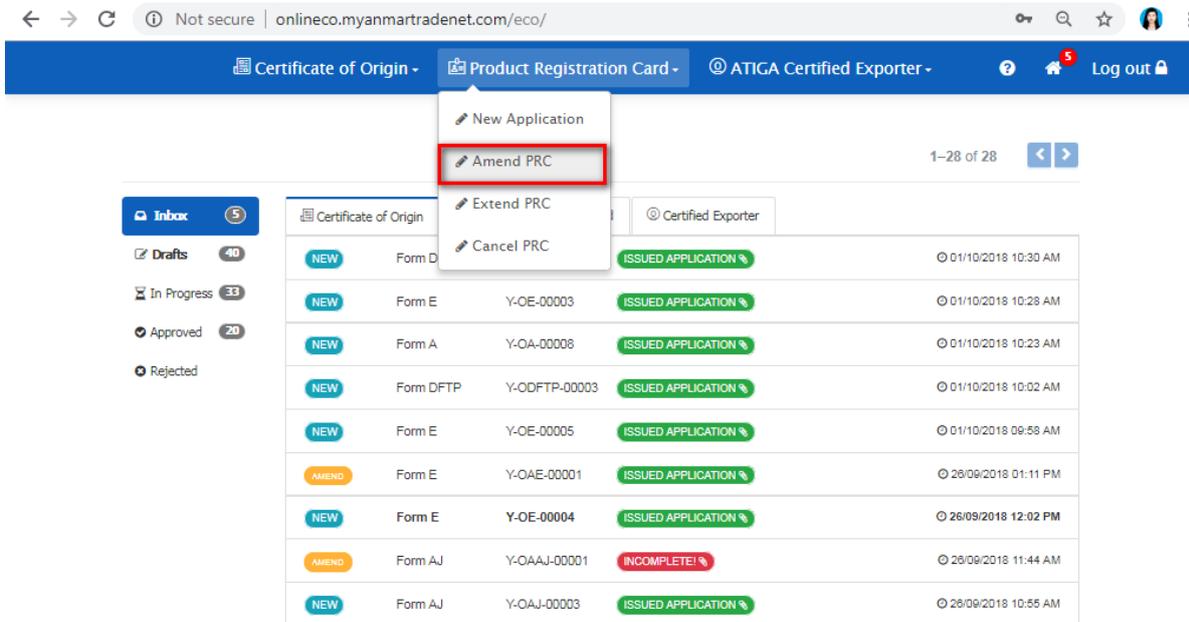
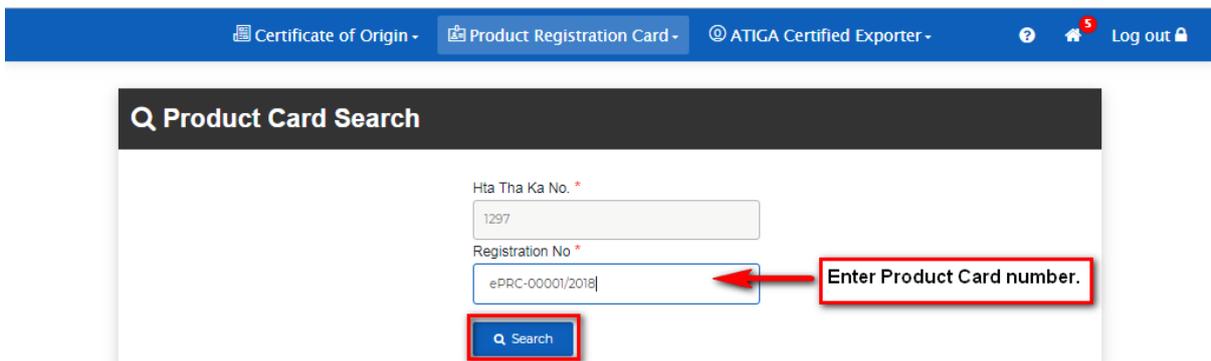


Figure 26- PRC Menu > Amend PRC

- ❖ To apply amend, go to Product Registration Card Menu> Amend PRC.
- ❖ The following page will open and fill "Product Card No" and click "Search".



- ❖ Application file will open.
- ❖ \*\*\* It is important to make sure that check box beside amend item must be checked on. Update the data after clicking respective checkboxes. \*\*\*

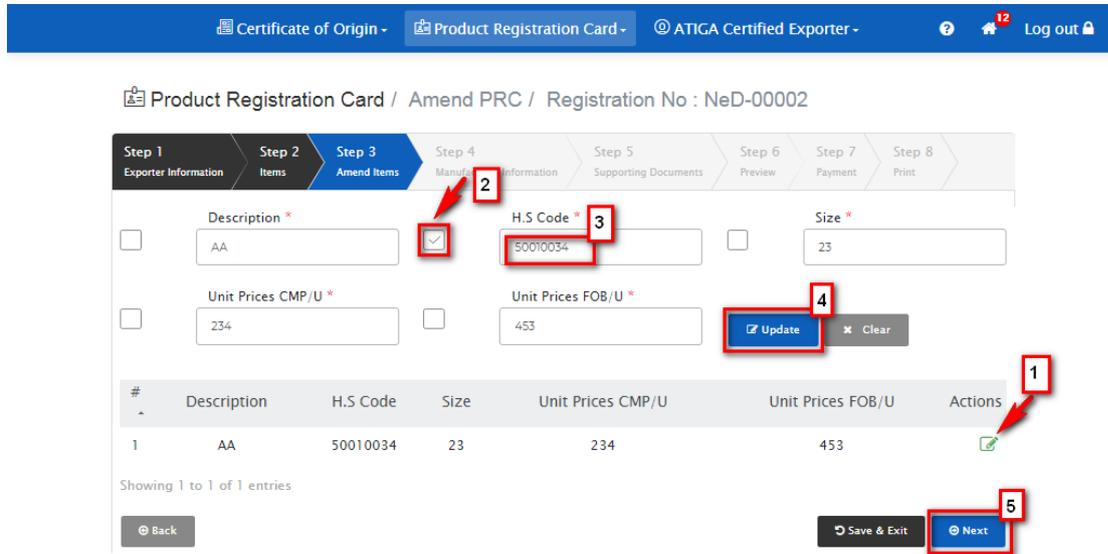
Figure 27- Amending in Step 1

- ❖ Go to Next page.
- ❖ In Step (2), it is to select the items to be amended.

Figure 28- To choose item to amend

- ❖ Then, click "Next".

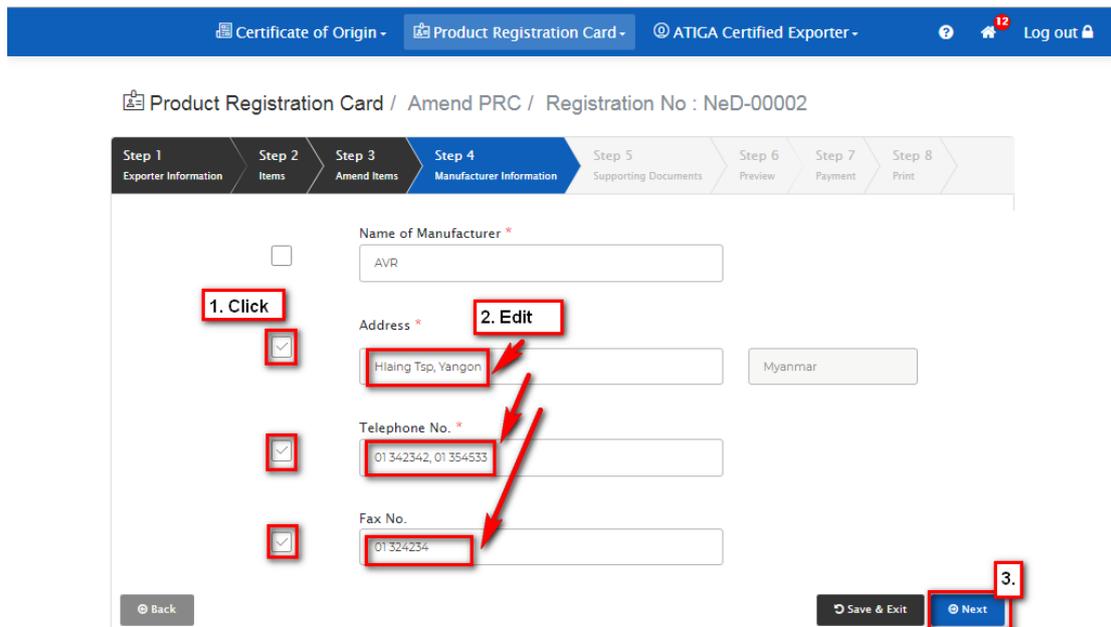
- ❖ In Amend Item tab, click "edit icon" (  ).
- ❖ Edit the data and click "Update" button.
- ❖ Updated data will be seen in red color. Another item can be edited in the same way.



The screenshot shows the 'Amend PRC' interface for Registration No: NeD-00002. The navigation bar includes 'Certificate of Origin -', 'Product Registration Card -', and 'ATIGA Certified Exporter -'. The main content area has a progress bar with steps 1 through 8. Step 3, 'Amend Items', is active. Below the progress bar, there are input fields for 'Description \*' (AA), 'H.S Code \*' (50010034), and 'Size \*' (23). There are also fields for 'Unit Prices CMP/U \*' (234) and 'Unit Prices FOB/U \*' (453). A blue 'Update' button is highlighted with a red box and labeled '4'. Below these fields is a table with one entry: # 1, Description AA, H.S Code 50010034, Size 23, Unit Prices CMP/U 234, Unit Prices FOB/U 453. A green edit icon in the 'Actions' column is highlighted with a red box and labeled '1'. At the bottom, there are 'Back', 'Save & Exit', and 'Next' buttons. The 'Next' button is highlighted with a red box and labeled '5'.

Figure 29- To update Item's info

- ❖ Click "Next" button. In Step 4, Manufacturer Information can be edited.



The screenshot shows the 'Manufacturer Information' interface for Registration No: NeD-00002. The navigation bar is the same as in Figure 29. The progress bar shows Step 4, 'Manufacturer Information', as active. The form contains several fields: 'Name of Manufacturer \*' (AVR), 'Address \*' (Hlaing Tsp, Yangon), 'Telephone No. \*' (01 342342, 01 354533), and 'Fax No.' (01 324234). Each field has a checkbox to its left. Red boxes and arrows highlight the 'Address \*' field (labeled '2. Edit'), the 'Telephone No. \*' field, and the 'Fax No.' field. A red box labeled '1. Click' points to the checkbox for the 'Name of Manufacturer \*' field. At the bottom, there are 'Back', 'Save & Exit', and 'Next' buttons. The 'Next' button is highlighted with a red box and labeled '3'.

Figure 30- To update Manufacturer Information

- ❖ Then, click "Next". Step (5) is to upload the supporting documents.

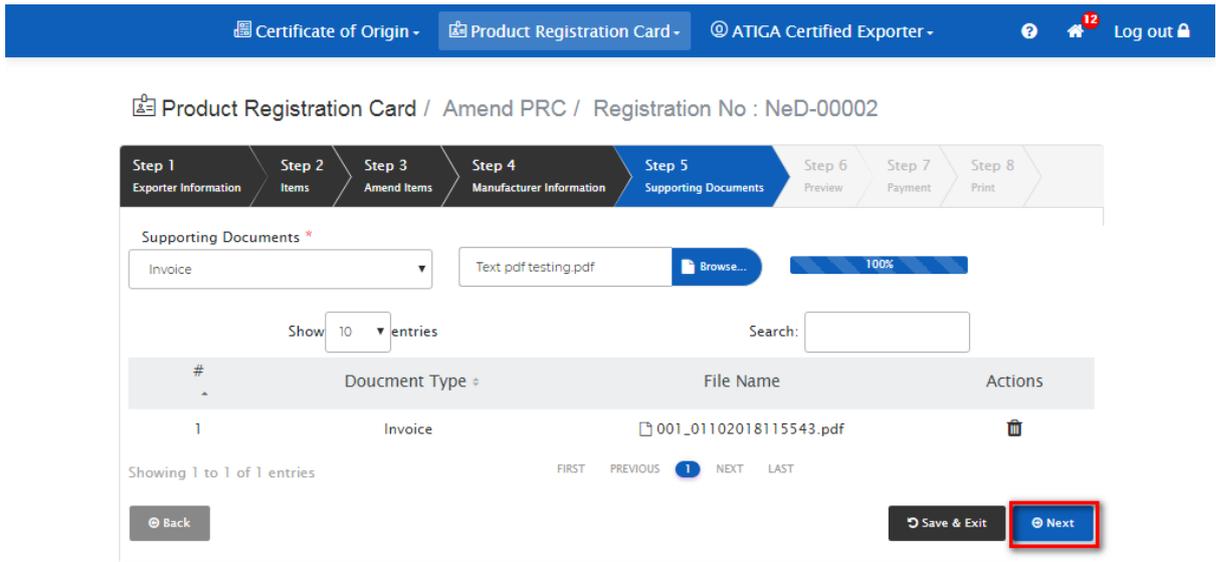


Figure 31- Supporting Document

- ❖ In Preview page, click "Submit button" to send amended application.

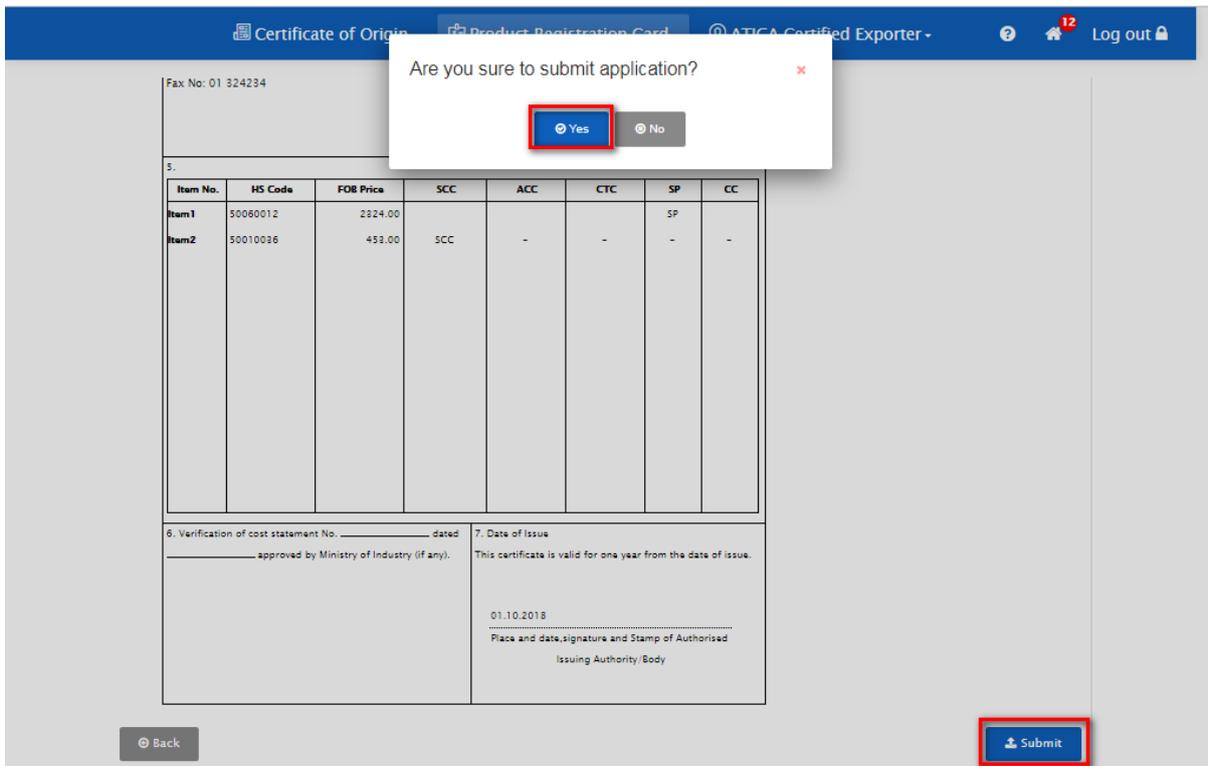


Figure 32- To Submit

(2.3) Extend PRC

❖ To extend certificate, go to Product Registration Card Menu > Extend PRC.

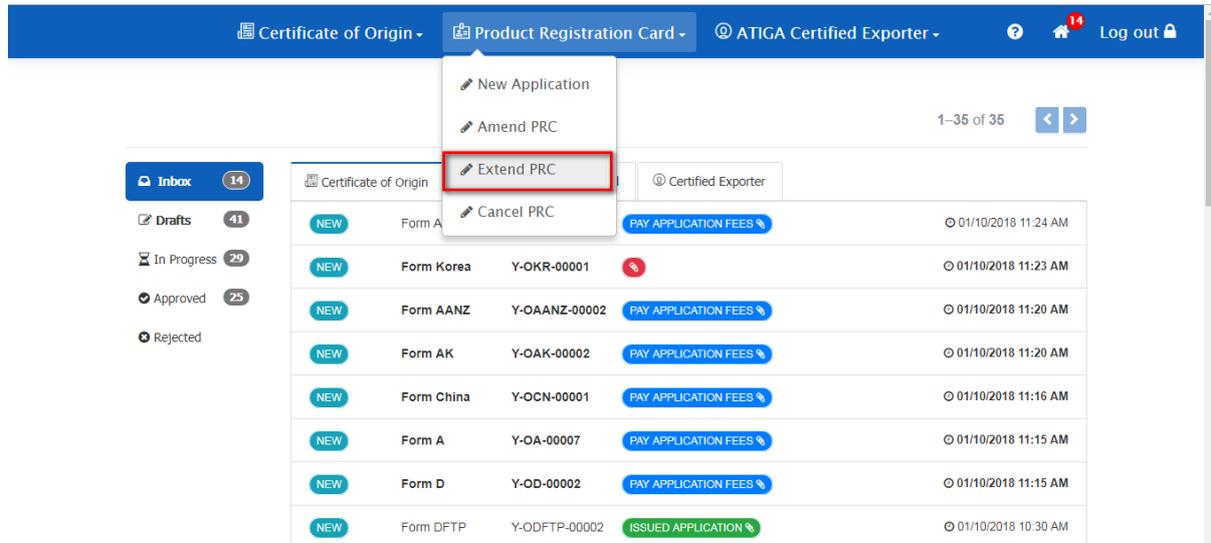


Figure 33- PRC Menu> Extend Certificate

❖ The following page will open and fill "Reference No".

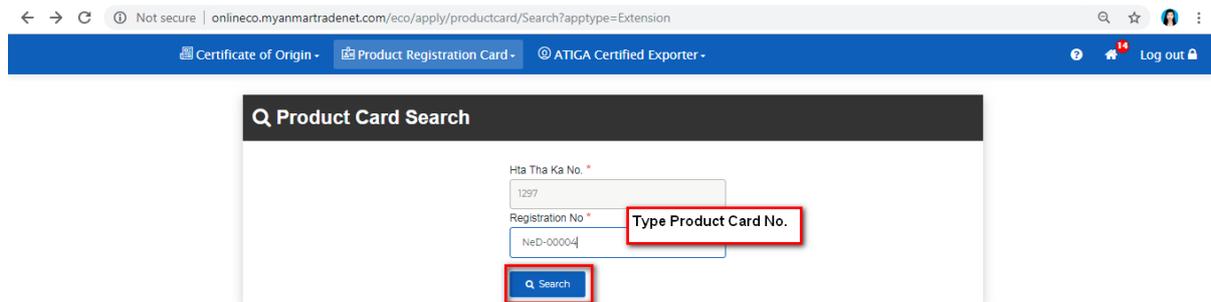


Figure 34- Search PRC

❖ The certificate file will open and click "Submit" to apply extension of certificate.

- ❖ You will see the progress of application as “CHECKING FOR APPLICATION” in dashboard > In Progress> Product Registration.

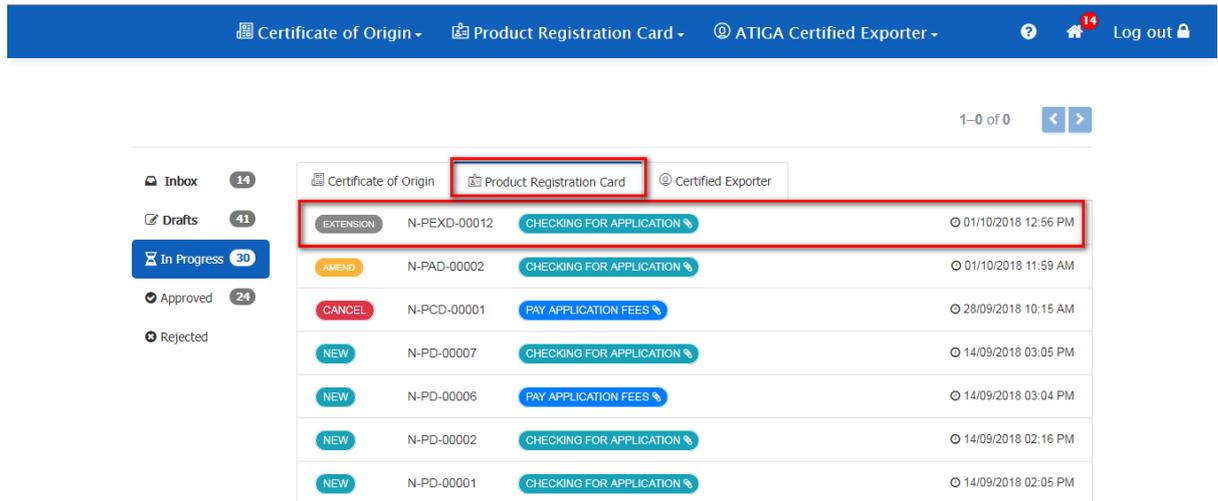


Figure 35- In Progress Tab

## (2.4) Cancel PRC

- ❖ To cancel PRC, click PRC Menu> Cancel PRC.

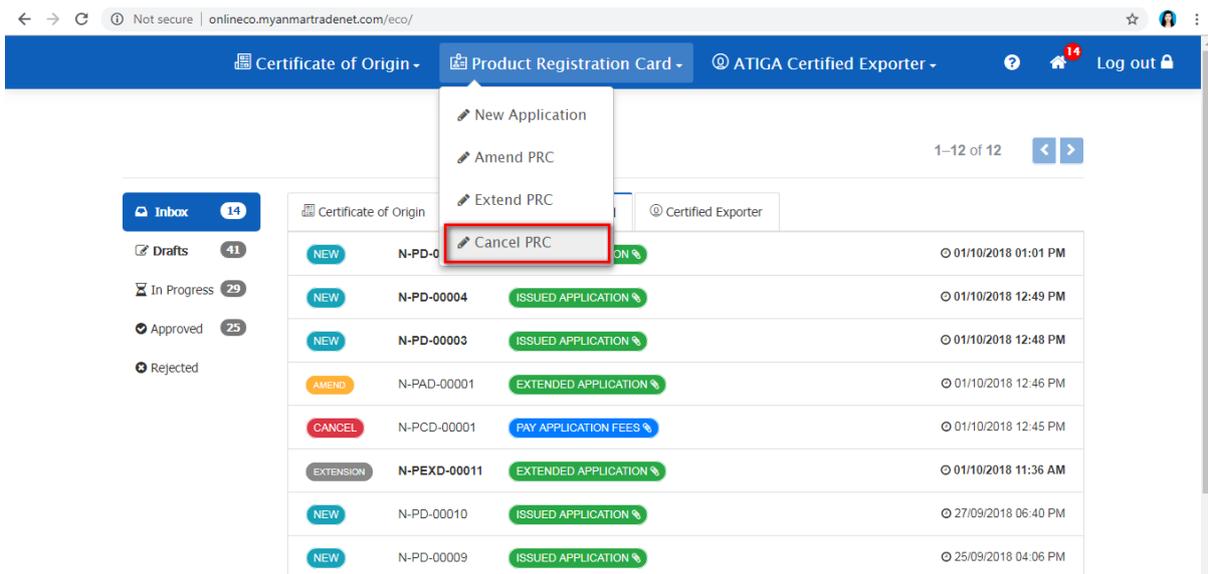


Figure 36- PRC Menu> Cancel PRC

- ❖ The following “Search box” will open and enter “PRC Reference No.”.

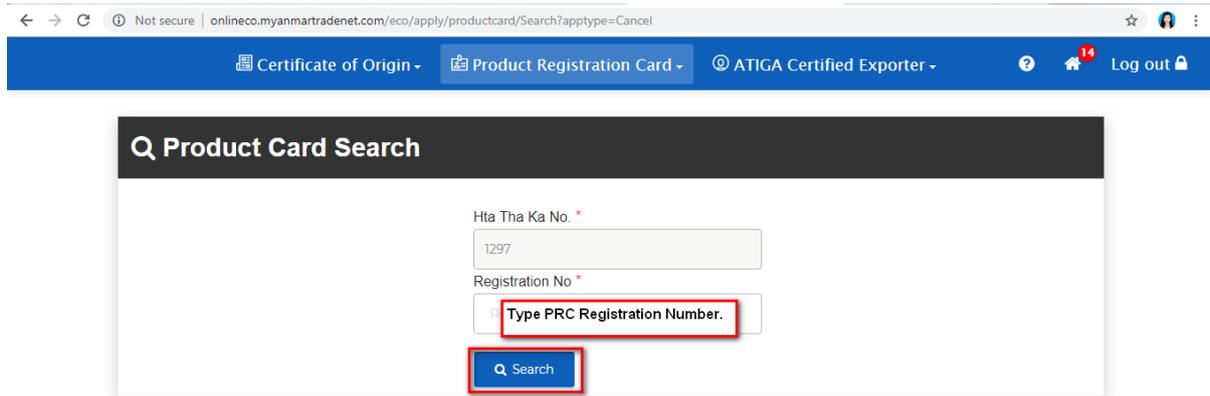


Figure 37- Search Application to Cancel

- ❖ Then click "Submit" button.
- ❖ If the application that you want to cancel is in progress of another application, the system will show the message as follow.

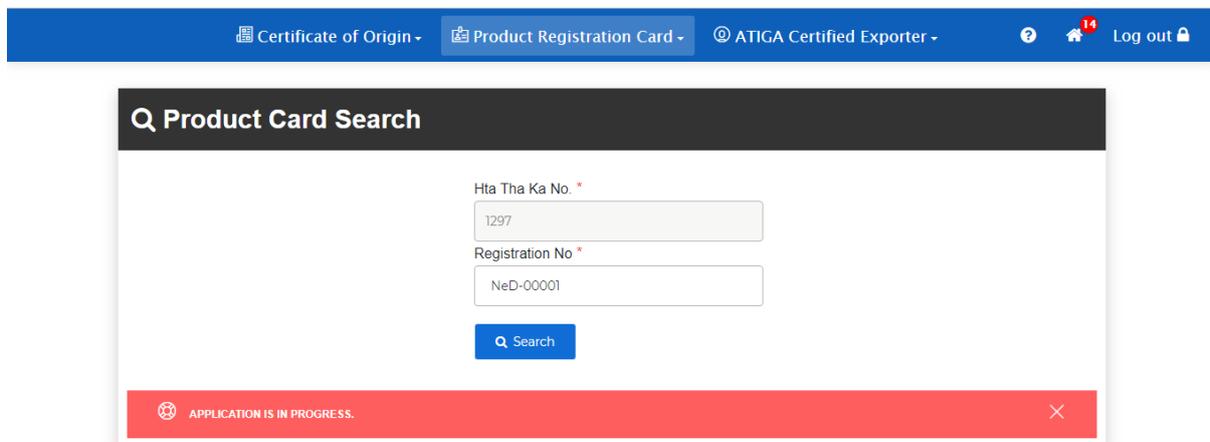


Figure 38- Application is in progress

-----

## (3) ATIGA Certified Exporter

### (3.1) New Application (Certified Exporter)

- ❖ Go to ATIGA Certified Exporter Menu > New Application.

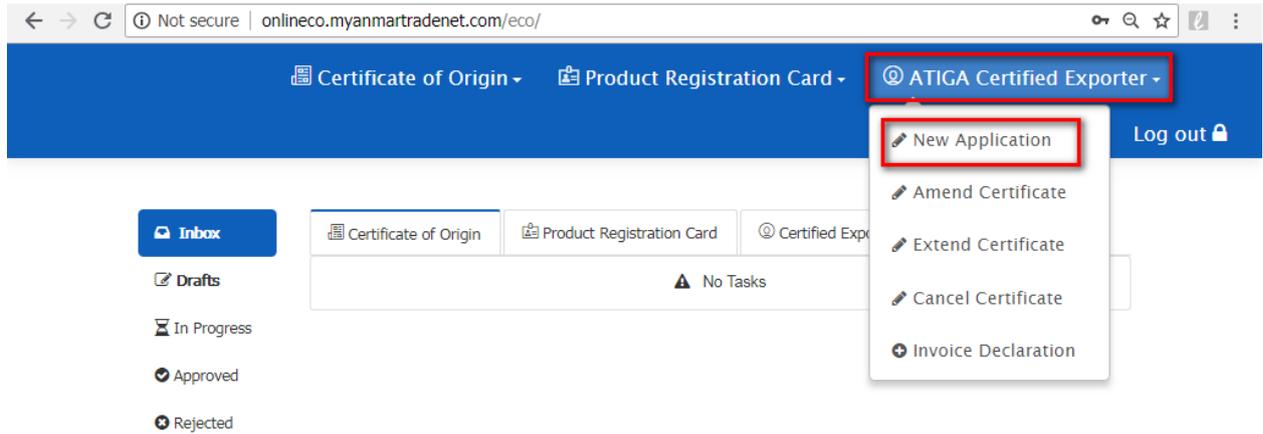


Figure 39- ATIGA Certified Exporter

- ❖ New application form will open.

Step (1) Exporter Information

- ❖ Choose "Naypyitaw" in Place of Issue dropdown list.

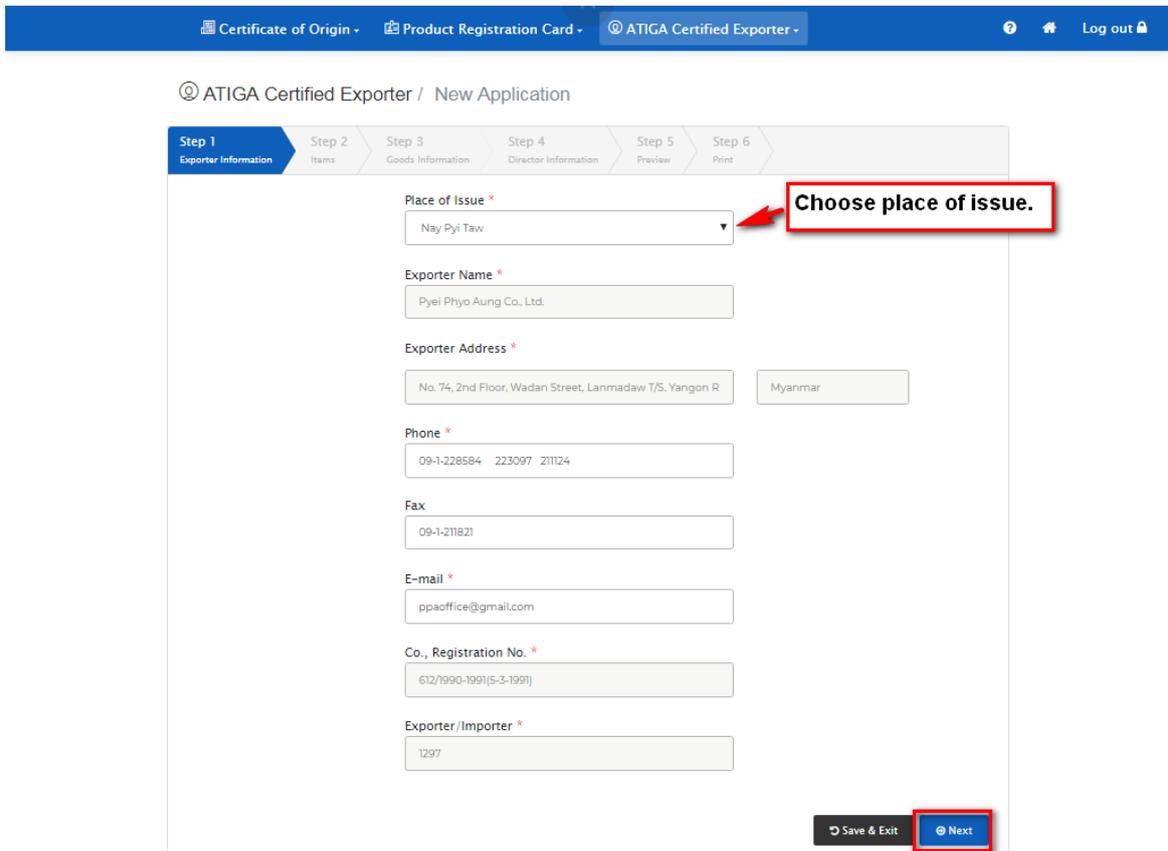


Figure 40- Step 1

- ❖ Click "Next" to go to next step.

Step (2) Items

ATIGA Certified Exporter / New Application

Step 1 Exporter Information | **Step 2 Items** | Step 3 Goods Information | Step 4 Director Information | Step 5 Preview | Step 6 Print

Are you exporting wholly obtained or not wholly obtained goods?

Wholly Obtained  Not Wholly Obtained **Choose Option.**

Import Item Data with Excel File

Description \*  H.S Code \*

Figure 41- Step 2

- ❖ Choose option: Wholly obtained (or) Not Wholly obtained Option. If you choose “Not Wholly Obtained”, Product Registration Card Number is required to be provided.
- ❖ For filling item, there are two methods for data entry.

(i) Import Item Data with Excel file

- ❖ Click “checkbox titled Import Item Data with Excel file”. Download the template file first.
- ❖ Fill data in downloaded excel file. (product/item, HS code)

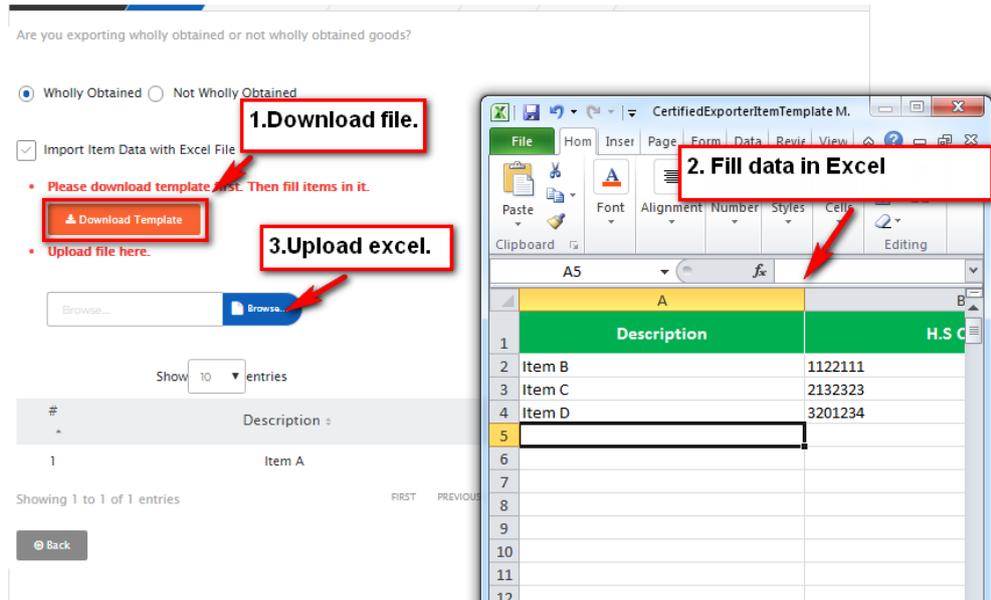


Figure 42-Excel upload

❖ Then, click Browse button to upload excel file to the system. (or)

(ii) Fill in textboxes by each item

❖ Fill "Description and HS code" in respective textboxes.

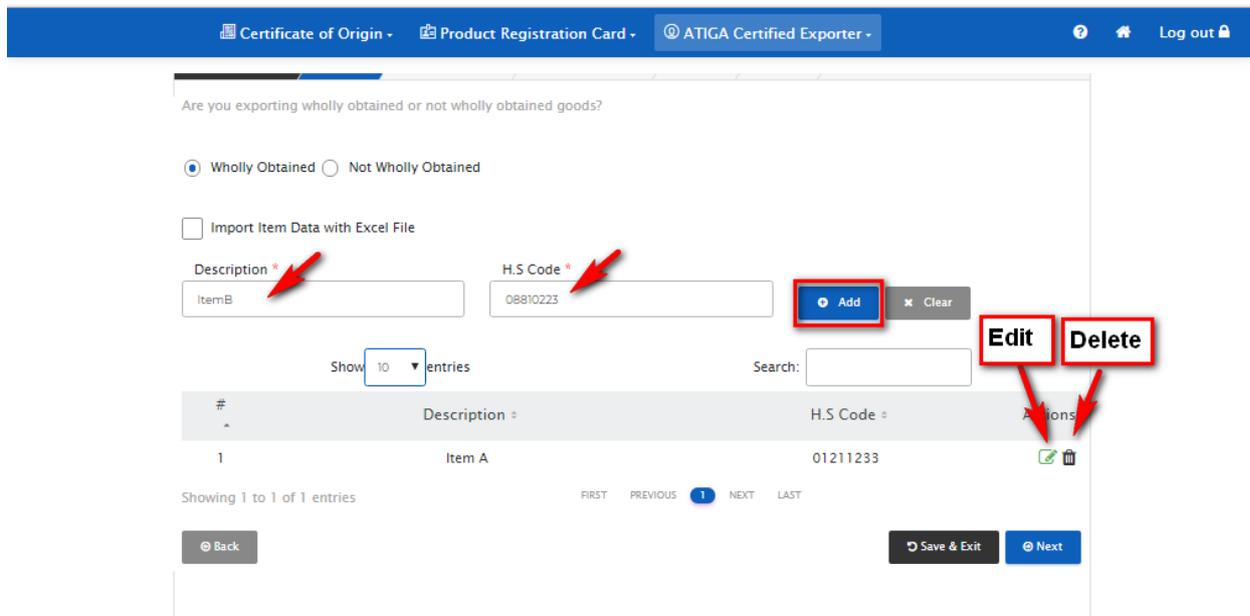


Figure 43- Add Items

- ❖ Items will be seen in item table. Item can be edited by using “edit icon” (✎).

Figure 44- Edit Item

- ❖ After editing, click “Add” button to update the data.
- ❖ Then, click “Next”.

### Step (3) Goods Information

- ❖ Fill all the data and go to Next page.

Step (4) Director Information

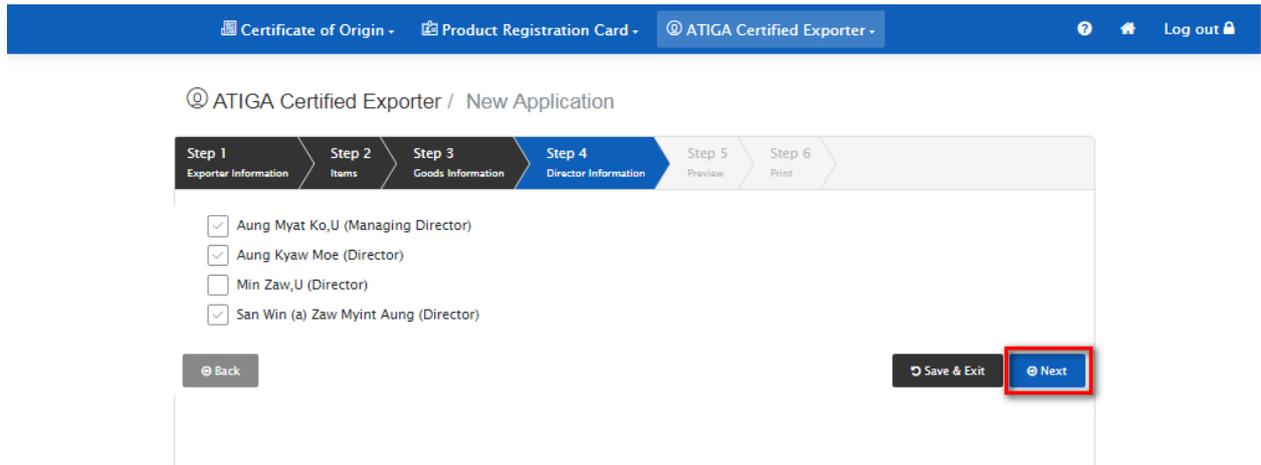


Figure 45-Choose three Directors

- ❖ Director information will be shown in Certificate and select three persons for signing on this certificate.

Step (5) Preview

- ❖ Draft certificate can be printed. Please print first page and second page on both sides.

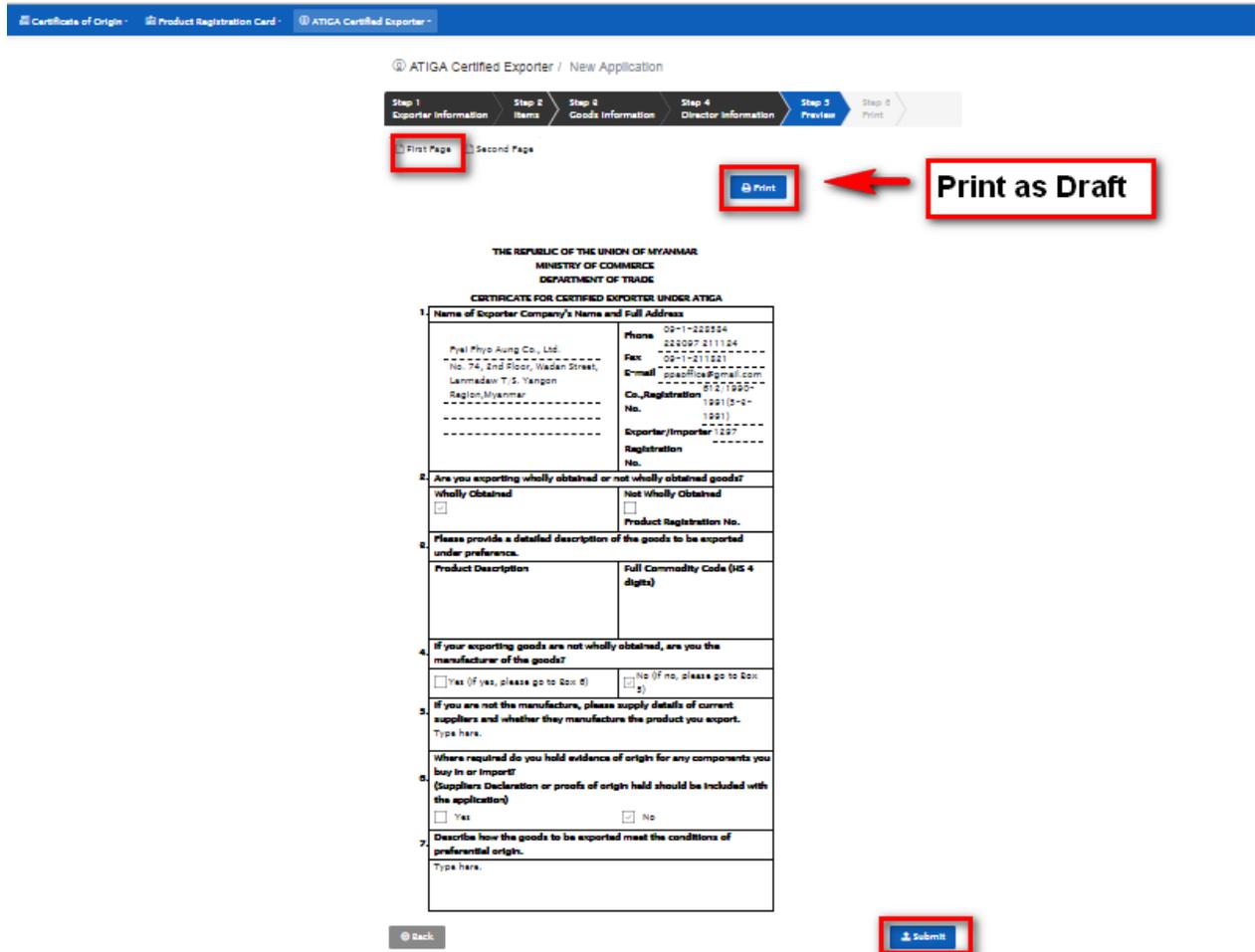


Figure 46- Preview

- ❖ အချက်အလက်များကို လိုအပ်သလို စစ်ဆေးပြင်ဆင်ပြီးပါက ပေးပို့ရန် Submit button ကို နှိပ်ပါ။ Confirm message ကျလာပါမည်။ သေချာပါက Yes ကိုနှိပ်ပြီး ပေးပို့ပါ။
- ❖ If information is confirmed, click "Submit button" to send application. Then, click "Yes".

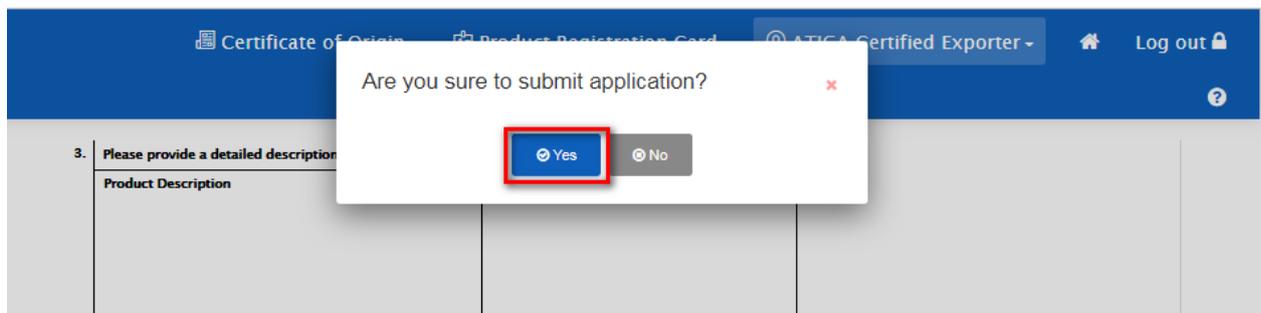


Figure 47-Confirmation Message

## Step (6) Print

After getting approval by MOC, notification of "Issued Application" will receive at trader's Inbox .

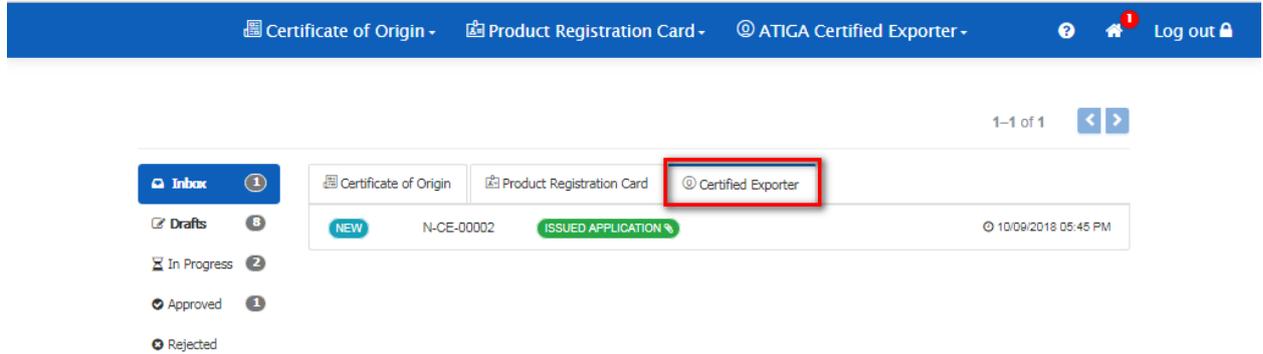


Figure 48- Notification

- ❖ Print on both sides and take it to Ministry of commerce (Nay Pyi Taw) to get authorized signature and stamp.

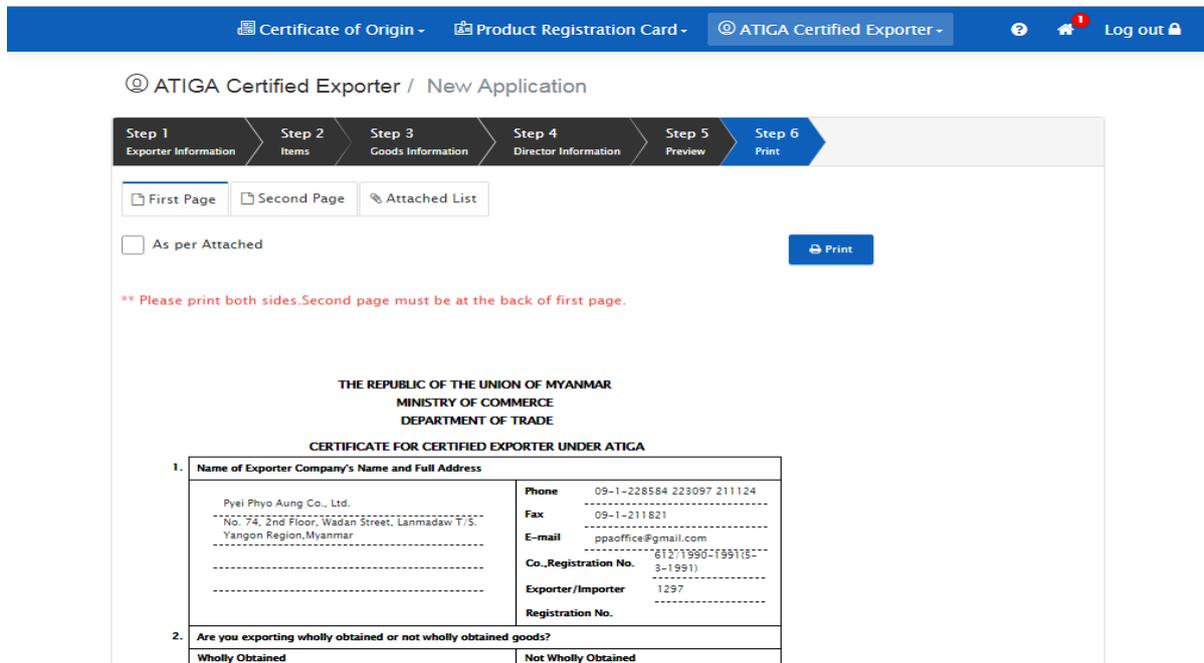


Figure 49 - To Print

Certificate of Origin - Product Registration Card - ATIGA Certified Exporter - Log out

Pyai Phyo Aung Co., Ltd. No. 7A, 2nd Floor, Wadan Street, Larnmadaung Yangon Region, Myanmar		Phone 09-1-228584 228097 211124 Fax 09-1-211821 E-mail ppaoffice@gmail.com Co.,Registration No. 67271996-1997(5) Exporter/Importer 1297 Registration No.
2. Are you exporting wholly obtained or not wholly obtained goods?		
Wholly Obtained <input checked="" type="checkbox"/>	Not Wholly Obtained <input type="checkbox"/> Product Registration No.	
3. Please provide a detailed description of the goods to be exported under preference.		
Product Description test1 test	Full Commodity Code (HS 4 digits) 987654321 123456789	
4. If your exporting goods are not wholly obtained, are you the manufacturer of the goods?		
<input checked="" type="checkbox"/> Yes (if yes, please go to Box 6)		<input type="checkbox"/> No (if no, please go to Box 5)
5. If you are not the manufacture, please supply details of current suppliers and whether they manufacture the product you export.		
6. Where required do you hold evidence of origin for any components you buy in or import? Suppliers Declaration or proofs of origin held should be included with the application		
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
7. Describe how the goods to be exported meet the conditions of preferential origin.		
test		

**Please Note that.**

\*\* Please bring this document to Ministry of Commerce. It is not valid without signature and stamp.

### (3.2) Amend Certificate (CE)

- ❖ Go to ATIGA Certified Exporter > Amend Application. Enter "Authorization code" and click "Search button".

Certificate of Origin - Product Registration Card - ATIGA Certified Exporter - Log out

### Q Certified Exporter Search

Exporter/Importer \*

1297

Authorization Code \*

YG

YGNMMS-00001

**Search Authorization code.**

Figure 50-Search by Authorization Code

- ❖ Check on the checkbox first and edit data.

ATIGA Certified Exporter / Amend Certificate

Step 1 Exporter Information

Place of Issue \*  
Nay Pyi Taw

Exporter Name \*  
Dyeli Phyo Aung Co., Ltd.

Exporter Address \*  
 No. 74, 2nd Floor, Wadan Street, Lanmadaw 1/5, Yangon Reg Myanmar

Phone \*  
 09-1228584 228097 211024

Fax \*  
 09-121821

E-mail \*  
 ppaoffice@gmail.com

Co., Registration No. \*  
6121990-1991(5-3-1991)

Exporter/Importer \*  
1297

Save & Exit Next

Figure 51- Amend> Step 1

ATIGA Certified Exporter / Amend Certificate

Step 1 Exporter Information

Step 2 Items

Step 3 Amend Items

Step 4 Goods Information

Step 5 Director Information

Step 6 Preview

Step 7 Print

Search:

#	Description	H.S Code
<input type="checkbox"/> 1	test1	987654321
<input checked="" type="checkbox"/> 2	test	123456789

Showing 1 to 2 of 2 entries

Back Save & Exit Next

Figure 52- To Amend item

- ❖ In step (2), choose the item that you want to edit.
- ❖ In step (3), click "edit button" beside each item. Then, click checkbox to edit data in each textbox.
- ❖ Click "Update button".

## ATIGA Certified Exporter / Amend Certificate

Step 1 Exporter Information | Step 2 Items | **Step 3 Amend Items** | Step 4 Goods Information | Step 5 Director Information | Step 6 Preview | Step 7 Print

Are you exporting wholly obtained or not wholly obtained goods?

Wholly Obtained  
 Not Wholly Obtained

Description \*  H.S Code \*

test123 987654321

#	Description	H.S Code	Actions
1	test	123456789	
2	test1	987654321	

Showing 1 to 2 of 2 entries

Figure 53- Amend Item> Step 3

## ATIGA Certified Exporter / Amend Certificate

Step 1 Exporter Information | Step 2 Items | Step 3 Amend Items | **Step 4 Goods Information** | Step 5 Director Information | Step 6 Preview | Step 7 Print

If your exporting goods are not wholly obtained, are you the manufacturer of the goods? \*

Yes  No

Where required do you hold evidence of origin for any components you buy in or import? (Suppliers Declaration or proofs of origin held should be included with the application) \*

Yes  No

Describe how the goods to be exported meet the conditions of preferential origin. \*

**B I** [Rich Text Editor]  
test

What is the country/countries of destination of the exported goods? \*

MALAYSIA  
 SINGAPORE

Figure 54- Amend> Step 4

ATIGA Certified Exporter / Amend Certificate

Step 1  
Exporter Information

Step 2  
Items

Step 3  
Amend Items

Step 4  
Goods Information

Step 5  
Director Information

Step 6  
Preview

Step 7  
Print

Aung Myat Ko,U (Managing Director)  
 Aung Kyaw Moe (Director)  
 Min Zaw,U (Director)  
 San Win (a) Zaw Myint Aung (Director)

⏪ Back

Save & Exit

Next

Figure 55-Amend> Step 5

- ❖ In step (6), click "Submit" to apply amend certificate.
- ❖ The certificate can be printed after getting approval by MOC,

MINISTRY OF COMMERCE

User 01

- CMS
- Dashboard
- System Users
- Setup
- Reports

View-> Amend-> N-CEA-00001

SEND MESSAGE TO EXPORTER

REJECT

SEND TO OFFICER

VIEW HISTORY

CERTIFIED EXPORTER
ITEMS

THE REPUBLIC OF THE UNION OF MYANMAR  
MINISTRY OF COMMERCE  
DEPARTMENT OF TRADE

**CERTIFICATE FOR CERTIFIED EXPORTER UNDER ATIGA**

1. Name of Exporter Company's Name and Full Address	
Pyei Phyto Aung Co., Ltd. No. 74, 2nd Floor, Waddan Street, Lanmadaw T/S, Yangon Region	Phone 09-1-228584 223097 211124 Fax <span style="border: 2px solid red; padding: 2px;">09-1-211821 09658909</span> E-mail ppaoffice@gmail.com Co.,Registration No. 612/1990-1991(53-1991) Exporter/Importer 1297 Registration No.
2. Are you exporting wholly obtained or not wholly obtained goods?	
Wholly Obtained <input checked="" type="checkbox"/>	Not Wholly Obtained <input type="checkbox"/> Product Registration No.
3. Please provide a detailed description of the goods to be exported under preference.	
Product Description testa test123	Full Commodity Code (HS 4 digits) 123456789 987654321

In Red color

Figure 56- Amend Item in Red

Online CO Application System

Page 48



### (3.4) Cancel Certificate (CE)

- ❖ To cancel certificate, go to ATIGA Certified Exporter Menu > Cancel Certificate.
- ❖ Enter "CE Authorization code" and click "Search" button.

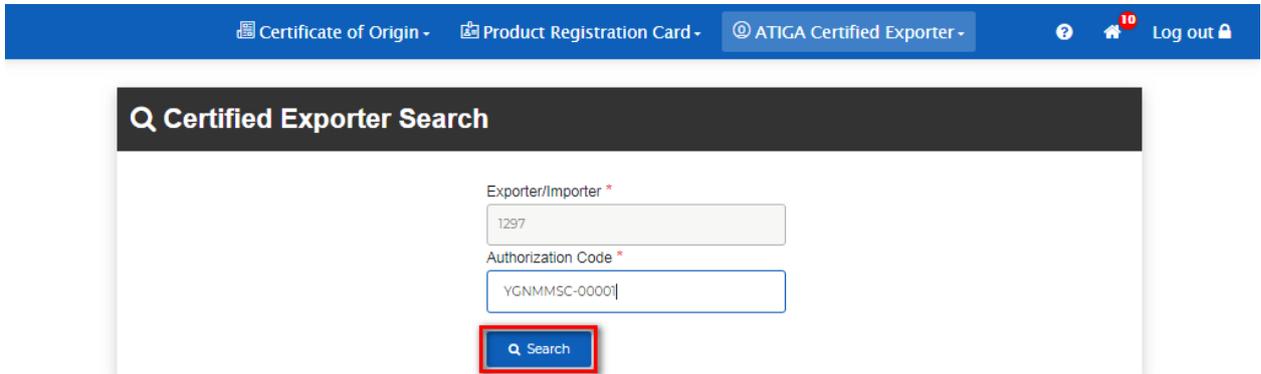


Figure 58- Search by Authorization Code

- ❖ Then, click "Submit" to cancel certificate.

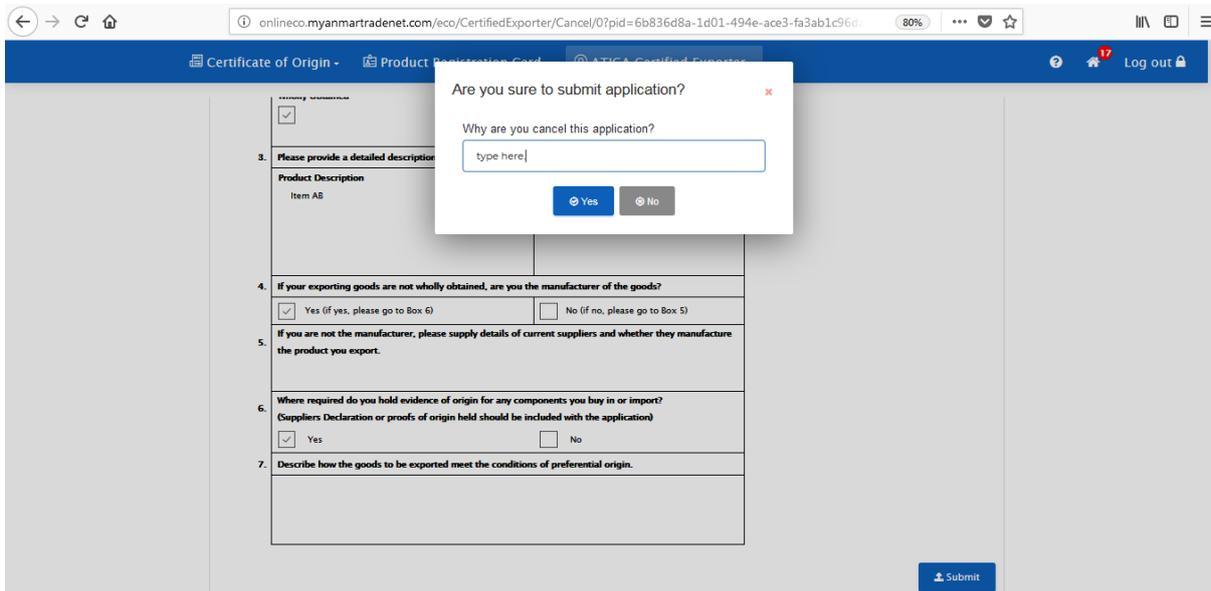


Figure 59- Type reason for cancellation

### (3.5) Invoice Declaration

- ❖ Certified exporter can report monthly export items list to Ministry of Commerce.
- ❖ To send this, click "ATIGA Certified Exporter Menu > Invoice Declaration".

Figure 60- Invoice Declaration

**(i) Import with Excel**

- ❖ Product/Item can be uploaded with excel.
- ❖ Before upload to the system, download the excel template first.

	A	B	C	D
1	Company	Name, CE Reg No.,	Product Description	AHTN(8-digit)
2	PPA	TTA, 612/1990-92	Item A	81231231
3				
4				
5				
6				

Figure 61- Fill data in Excel Template

- ❖ Fill data in Excel Template.

Figure 62-Excel Import

- ❖ Choose “Year and Month” for export items, then click “Browse” to import data from excel file.

**(ii) Fill in textboxes by each item**

- ❖ Fill data in each textbox and click “Add”.

Figure 63- Item Entry Form

- ❖ Item will be shown with red-cross icon before submitting to MOC.

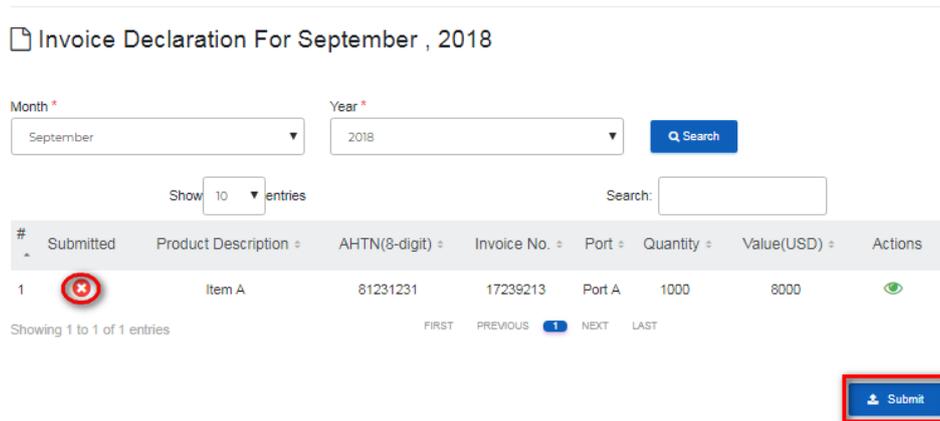


Figure 64- Before submit to MOC

- ❖ Click "Submit". Confirmation message box will open and click "Yes".
- ❖ After submitting the item, it will be shown with blue marking.

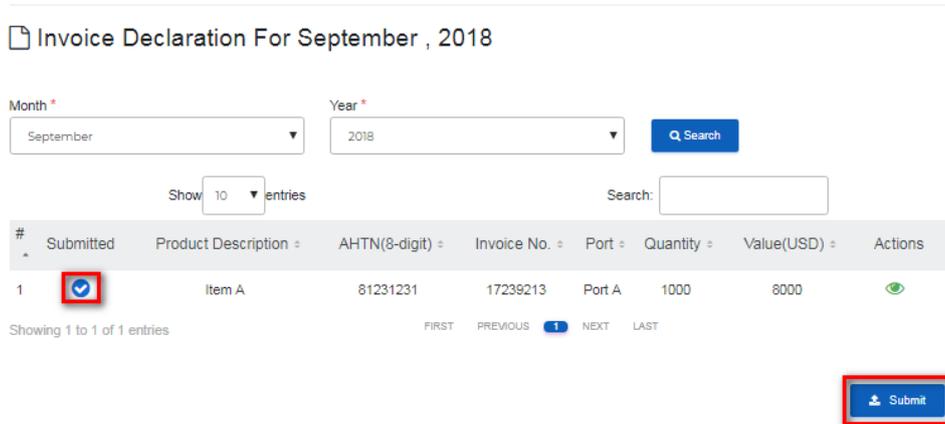


Figure 65- Submit items to MOC

Icon	Status
	Before submitting to Ministry of Commerce
	After submitting to Ministry of Commerce

## Search

- ❖ Exported item can be filtered and view by monthly.

Invoice Declaration For September , 2018

Month \*  Year \*

Show  entries Search:

#	Submitted	Product Description	AHTN(8-digit)	Invoice No.	Port	Quantity	Value(USD)	Actions
No data available in table								

Showing 0 to 0 of 0 entries FIRST PREVIOUS NEXT LAST

Figure 66- Search Item by monthly

