USER MANUAL FOR TRADERS & CUSTOMS AGENTS

DPP – Import Permit, Release Order & Export Certificate

PSW
PAKISTAN SINGLE WINDOW

July 2022

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WELCOME TO PAKISTAN SINGLE WINDOW MODULE FOR DPP IMPORT PERMIT, EXPORT CERTIFICATE (PHYTOSANITARY CERTIFICATE) USER MANUAL!

This Pakistan Single Window (PSW) user manual for traders and customs agents, is your step-by-step guide on how to obtain Import Permit and Export Certificate (Phytosanitary Certificate) from the Department of Plant Protection (DPP) through the PSW portal. This user manual provides background of the PSW system while describing its key features. It also outlines some responsibilities and obligations of the PSW users while using the PSW portal.

1. INTRODUCTION

Pakistan Single Window (PSW) is an electronic portal that allows parties involved in cross border trade and transport to lodge standardized information and documents using a single- entry point to fulfil all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory approvals need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and OGA fees.

Currently, most OGAs dealing in cross border trade are performing their related functions manually. Even the OGAs using electronic means lack integration with the customs clearance system. All the internal users correspond through emails, phone calls and messages which causes delay in the operational processes and approvals.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the trader/customs agent with online applications for Import Permit/Export Certificate by the DPP. The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.

This new platform will also automate document calling, inspection calling, approval/rejection of Import Permit and Export Certificate requests. The Export Certificate request will be generated by the system at the time of submission of export Single Declaration (SD). With the PSW system going live, there will be no DPP office visits and manual submission of applications for the issuance of regulatory approvals. The processing of application will be done online, where you can have a clear visibility of the action being performed on the same. For example, if, during the processing of application for the Export Certificate, the DPP officer requests for the fumigation of a consignment, then a notification will be generated automatically by the PSW system which will appear in the trader dashboard.

With the help of this platform, the communication between you and DPP officer will be visible robust and transparent. For more to know about PSW please visit our website www.psw.gov.pk

2. BACKGROUND

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' (NSW) as a 'Category C' commitment with effect from 22nd February 2017. To implement NSW the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. Pakistan Customs has established a dedicated PSW Company (PSWC), as a not-for-profit Company under Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act for developing and maintaining the PSW portal in collaboration with 77 different public sector entities involved in regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to regulation of international trade. This will not only reduce the time and costs but also increase compliance and immensely benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters etc. The implementation of PSW program will also enhance government controls and transparency. By creating a national electronic trade and logistics platform the PSW will help Pakistan integrate better into the regional and global single window systems. It will facilitate integration into global value chains and enable Pakistan to become a hub for regional and international transit and trade.

3. SALIENT FEATURES OF DPP LPCO MODULE

i. A complete solution for online filling and processing of applications.

ii. It caters to all the needs of DPP related to processing of Import Permit(s) and Export Certificate(s).

iii. A complete and comprehensive log of the activities on the trader's online request for Import Permit or Export Certificate will be visible to the trader/custom agent in the system.

iv. Dynamic User Management System provided to the DPP will ensure proper performance monitoring against agreed performance benchmarks and key performance indicators.

v. Communication between the officer and trader/custom agent will be done through the PSW system.

vi. Facilitates compliance of trade regulations through the system relying on HS code/Product Code based description and purpose of import selection.

vii. Allows efficient clearance of consignments from the port through automation of the processing of LPCO.

viii. Digital transactions through online payments of LPCO fees thus saving time and costs and promotion of digital transactions.

ix. Clarity and precision in determining LPCO requirements on items being imported or exported through the ITMS based product codes.

3.1. Pre-requisites for availing DPP PSW LPCO Services

i. The trader/custom agent must register in PSW.

ii. The trader/custom agent must have a valid bank account and bank profile registered with the Authorized Dealer.

3.2. System Requirements

i. To use PSW Portal on Windows®, the subscriber will require:
   a. Google Chrome Browser.
   b. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
   c. An Intel Pentium 4 processor or later that's SSE3 capable

ii. To use PSW Portal on Mac®, the subscriber will need:
   d. Google Chrome Browser
   e. OS X El Capitan 10.11 or later

4. STEP-BY-STEP PROCESS

4.1. User Login

i.   Please visit ''www.psw.gov.pk" and click on the '**Login**' option.
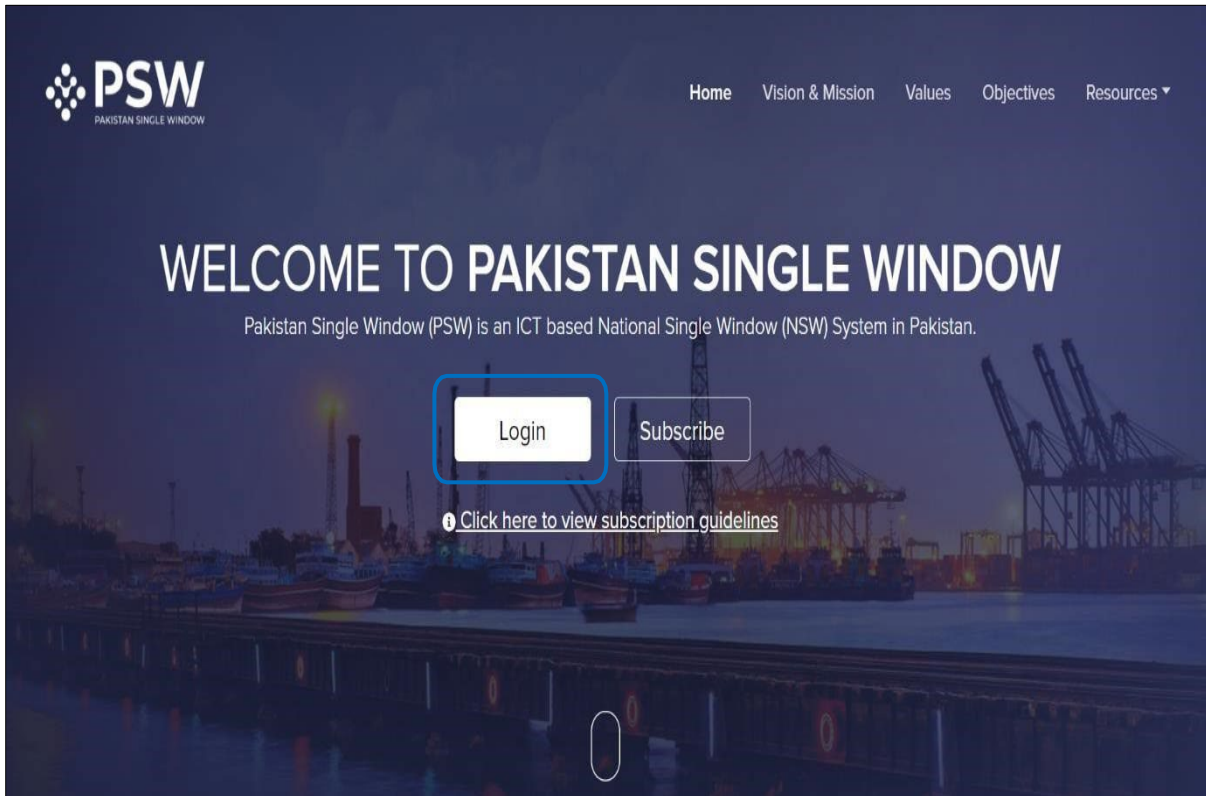
Figure 1

ii.   After clicking on the login button, you will be redirected to the login interface. Here, you will be required to enter your login credentials.
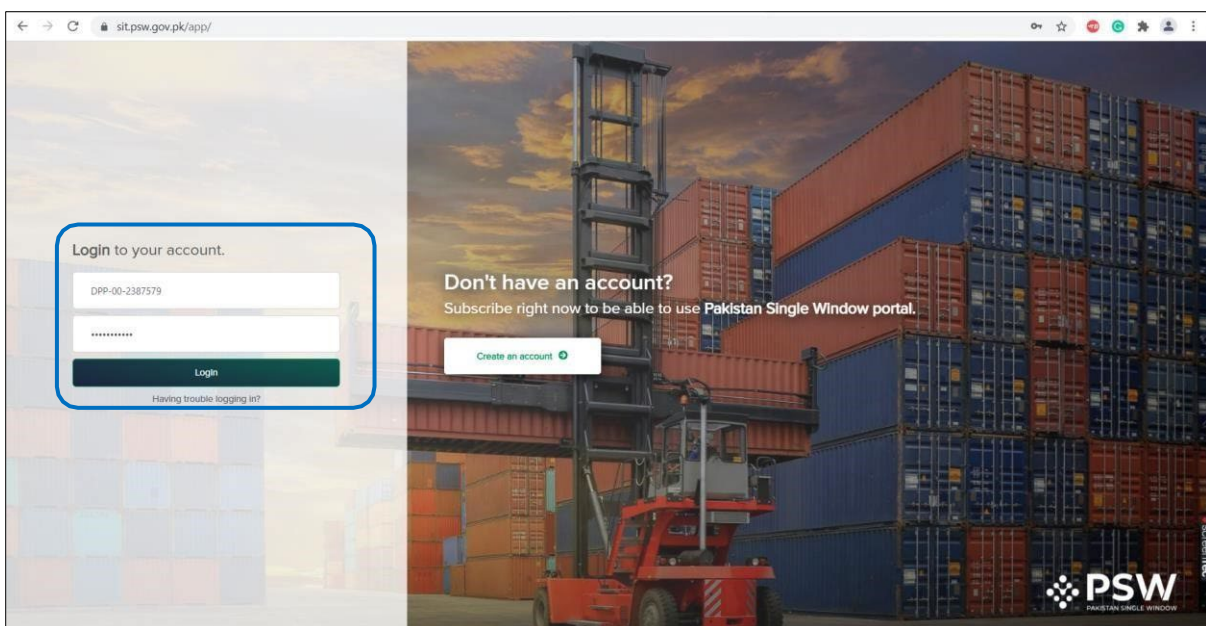
Figure 2

4.2. User Dashboard

4.2.1. User Dashboard – Trader

i.   Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on "LPCO option."
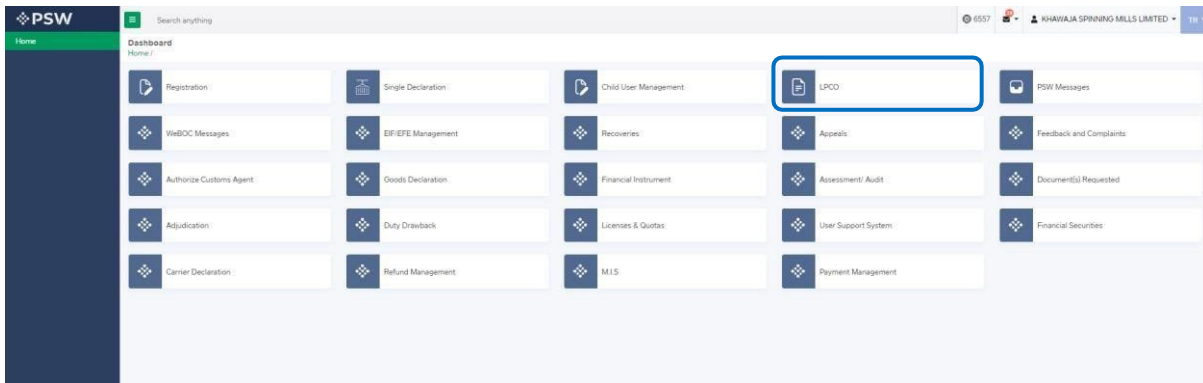
Figure 3

4.2.2. User Dashboard – Custom Agent

i.   Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on "LPCO option."
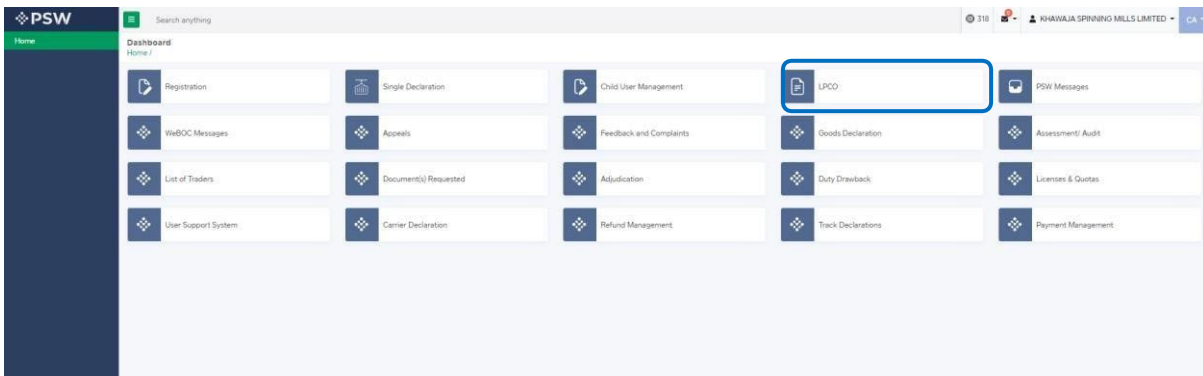
Figure 4

5. IMPORT PERMIT(S)

5.1. Filling of New Import Permit Request

    i.   Click on 'Import Permits'
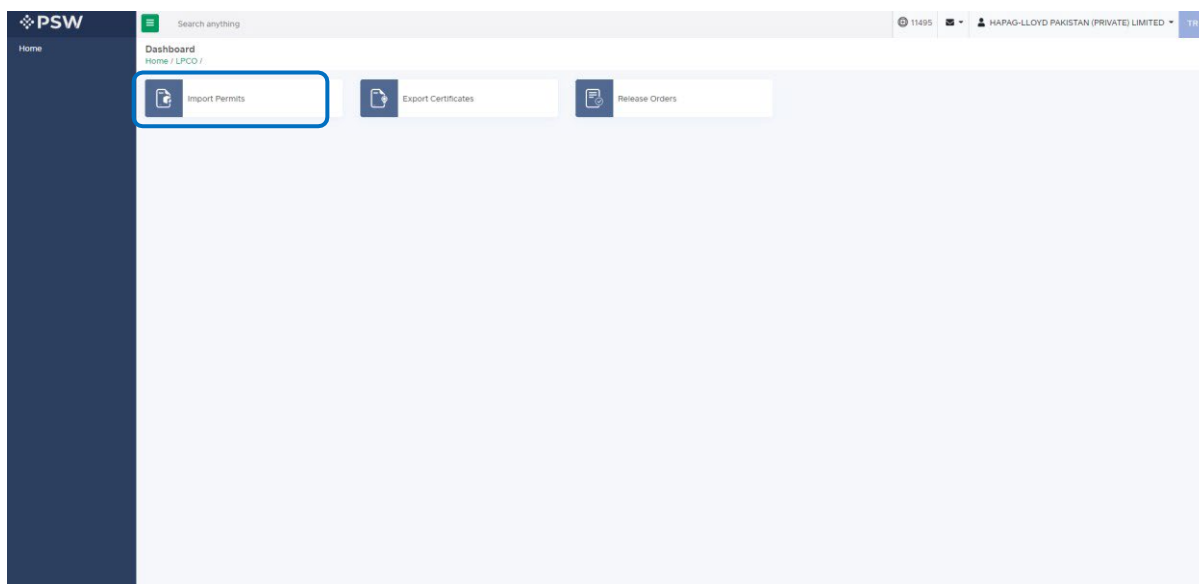
Figure 5

    ii.   After clicking on Import Permits, you will be able to create a new Import Permit by clicking on 'Create Import Permit' button.
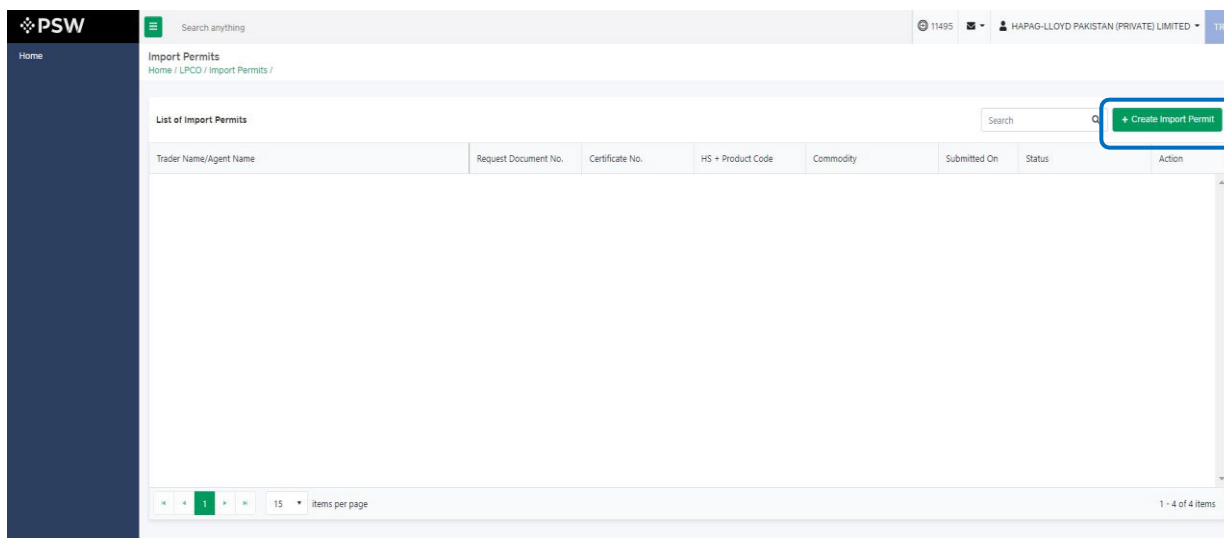
Figure 6

    iii.   As you click on 'Create Import Permit' button, a new screen will appear in which you will lodge an online application for Import Permit.

    iv.   You will enter required information and click on 'save and proceed' button to proceed further.

- **Consignment Information**

Trader View

i. Following will be the view if trader is filing Import Permit. Trader will add Consignment Information and click on 'Save & Proceed' button.

Figure 7

Custom Agent View

i. Following will be the view if Custom Agent is filing Import Permit. Custom Agent will add Consignment Information and click on 'Save & Proceed' button.

Figure 8

- **Commodities – Trader/Custom Agent**

i. You will provide commodity information and click on 'Save and Proceed' button to proceed further.

Figure 9

Following types of screens may open based on HS Code.

Figure 10

Figure 11

Figure 12

Figure 13

Figure 14

Commodities searching – Trader/Custom Agent

i.   You will be able to search and identify the specific commodity HS code and Product code by clicking on 'Search' tab in the Product Code field

.

Figure 15

ii.   You can search by HS code, Product code, Item description and by purpose and select the desired result.

Figure 16

iii. You can also click on 'Reset' button to reset the search.

Figure 17

- **Document Information – Trader/Custom Agent**

i. The system will require you to upload mandatory documents, through the use of ITMS HS code and Product Code. The system will only display the documents which are required under the selected HS/Product Code

Figure 18

ii. You can also click on uploaded document to view the documents.
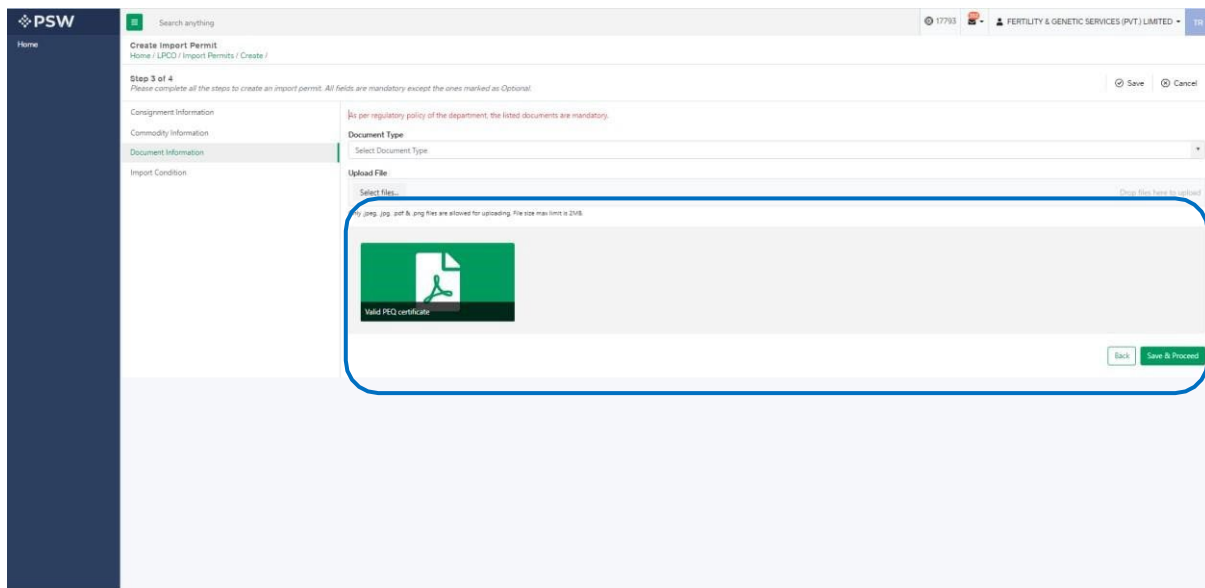
iii. After uploading the documents, you will click on 'Save and Proceed' button to proceed further.
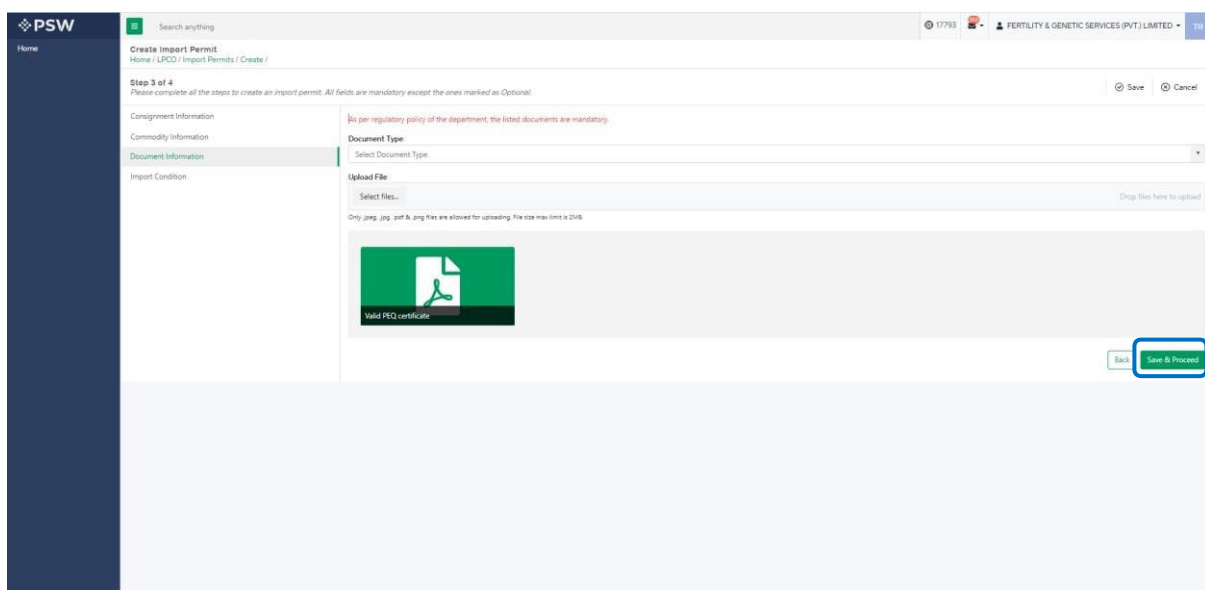
Figure 20

5.2. Import Conditions – Trader/Custom Agent

i. When import conditions are not defined by Department following screen will appear:

Figure 21

    a. If the declaration is defined user must check box.

    b. Note: When declarations are not defined this checkbox is optional for selection

Figure 22

    c. You click on 'Submit' Button and submit the Import Permit application request.

Figure 23

ii. When import conditions are defined following screen will appear:

Figure 24

a. You must click on declaration check box.

Figure 25

b. You click on 'Submit' button to submit the Import Permit application request.

Figure 26

iii. Upon submission of Import Permit request, a PSID will be generated. The Import Permit fee shall be displayed for payment against the PSID. You will pay the fee and proceed.
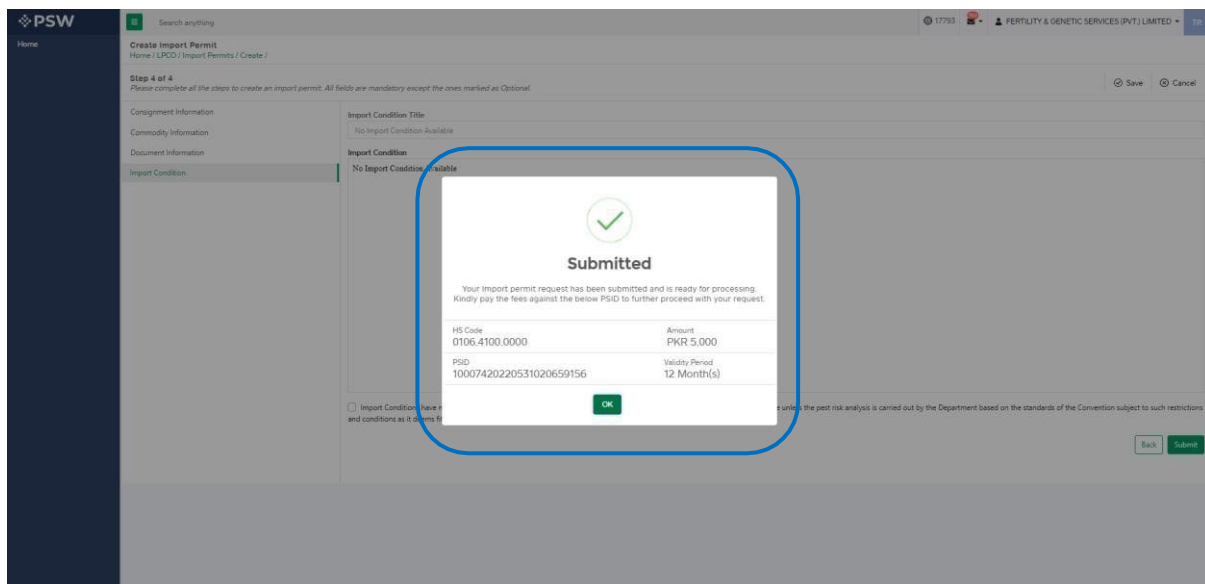

Figure 27

5.3. Save, Edit, Cancel & View Import Permit

5.3.1.1. *Save Import Permit*

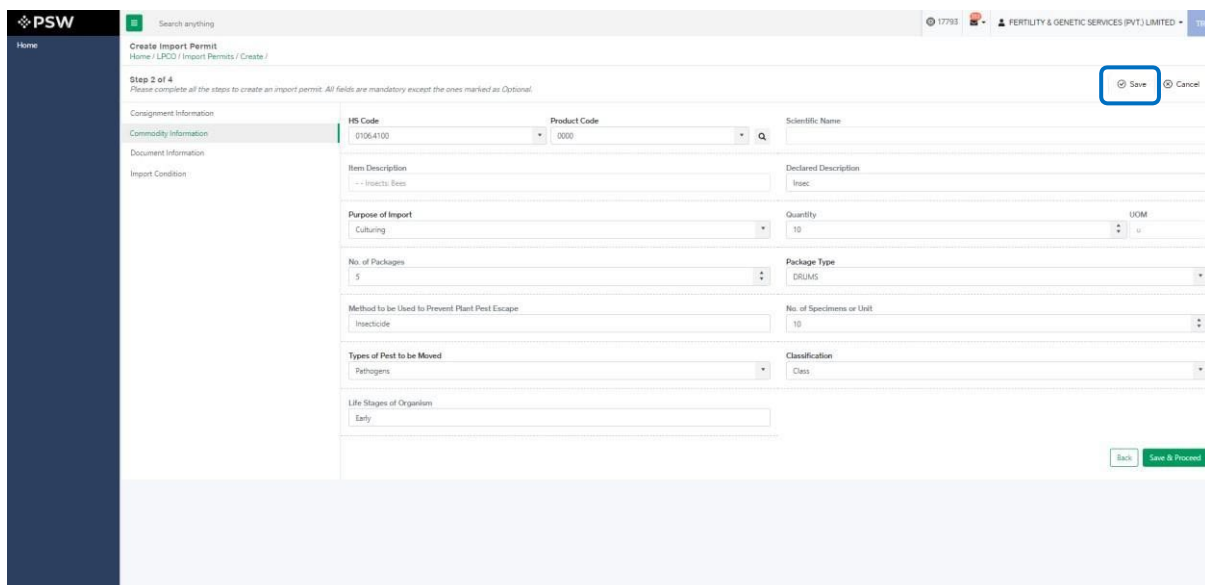i. You can save the information entered while creating Import Permit by clicking on 'Save' button during each step.

Figure 28

ii. Upon clicking on 'Save' button a pop up will appear where trader/Custom agent will click
'Yes.'

Figure 29

Edit Saved Import Permit

    i. Once the Import Permit information is saved it will appear in Import Permit grid with status "Drafted," you can click on pen icon to edit drafted/saved Import Permits.

Figure 30

Copyright © Pakistan Single Window

Trader View

i.   You can edit the saved request.

Custom Agent View

i.   You can edit the saved request.

Cancel Import Permit

i.   To cancel a saved Import Permit, which is not submitted for processing, you shall click on 'Cancel' button.
       (*Note: Edit and cancel function shall only be available on draft/saved permit. No option to edit or cancel will be available once the Import Permit is submitted*)

Figure 33

ii.   Upon clicking on 'cancel' button a pop up will appear to which you will click 'Yes' to cancel the drafted request.

Figure 34

5.3.2. View Import Permit – Trader/Custom Agent

i.   You can view submitted Import Permit by clicking on desired Import Permit.

Figure 35

ii.   You can view the submitted Import Permit, attach documents, and import conditions (if any).

Figure 36

5.4. Upload Called document(s)

i.   If DPP officer requests any additional document, a notification will appear in the notification bar. You will click on notification button appearing at top right side on the window.
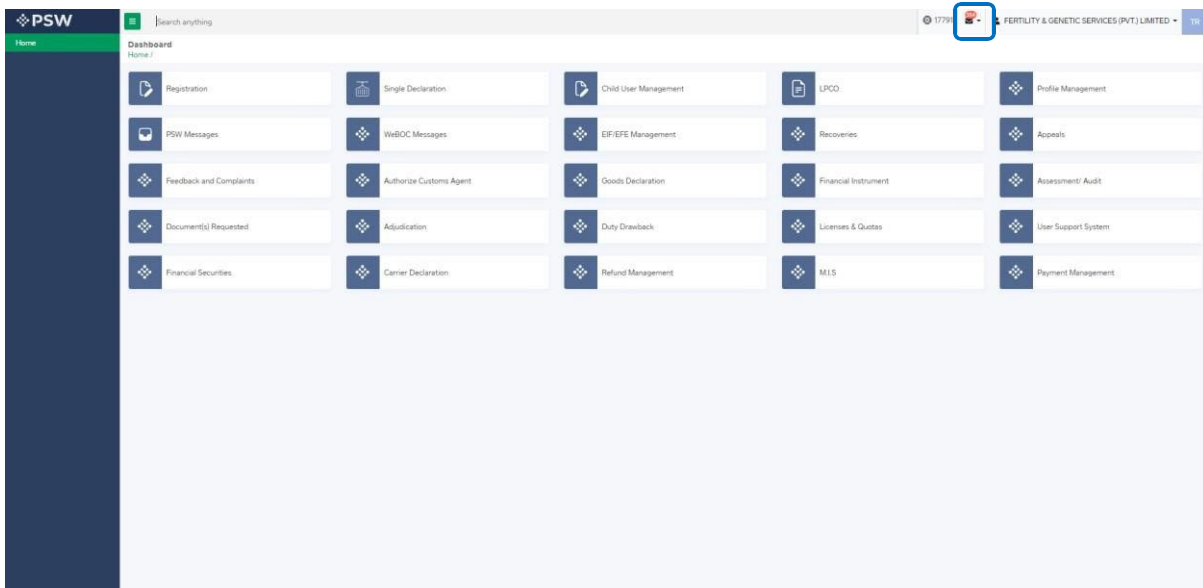
Figure 37

ii.   You will click on a particular notification.
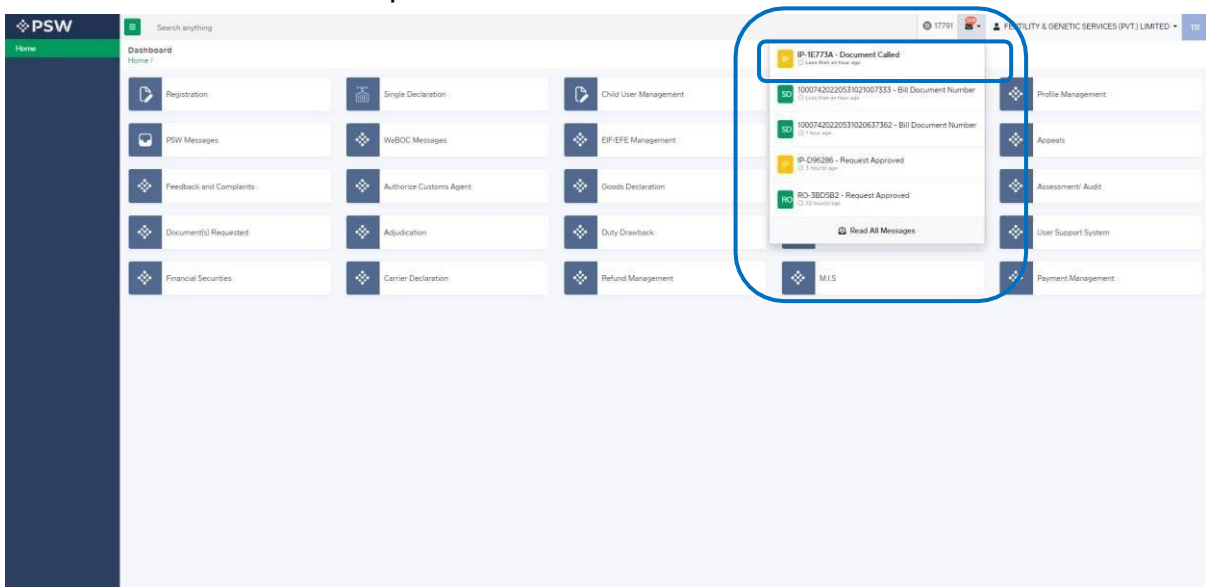
Figure 38

iii.   If 'document called' notification is clicked, you will be re-directed to the inbox from where you will click on 'Upload Document.'

Figure 39

iv.   You will be re-directed to the 'Document Called' screen from where you can upload document.
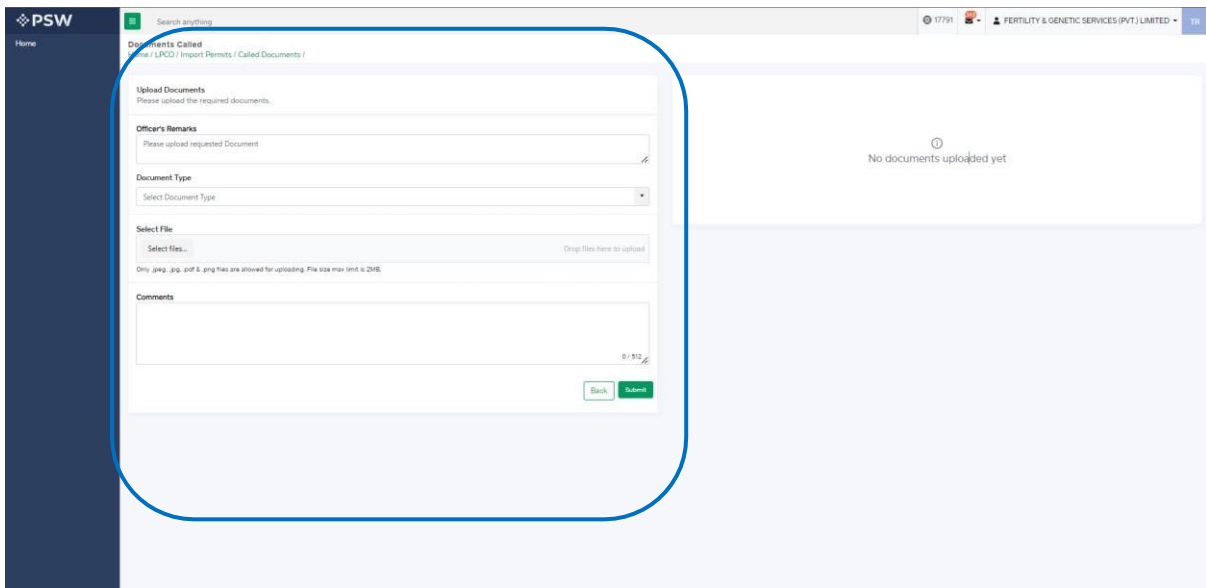
Figure 40

v.   You will select require document by clicking on 'Document Type'

gure 41

vi.   You will click on 'select file' button and upload a file.
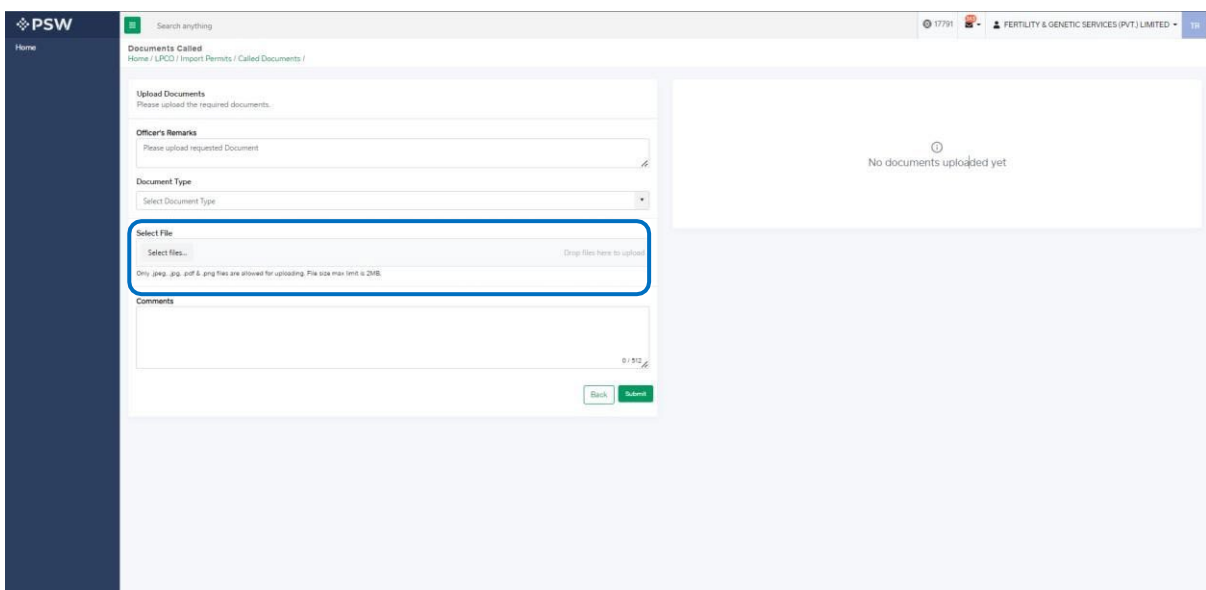
Figure 42

vii.   You can review the attached file by clicking on file and then clicking on 'Submit' button to submit document for further processing.
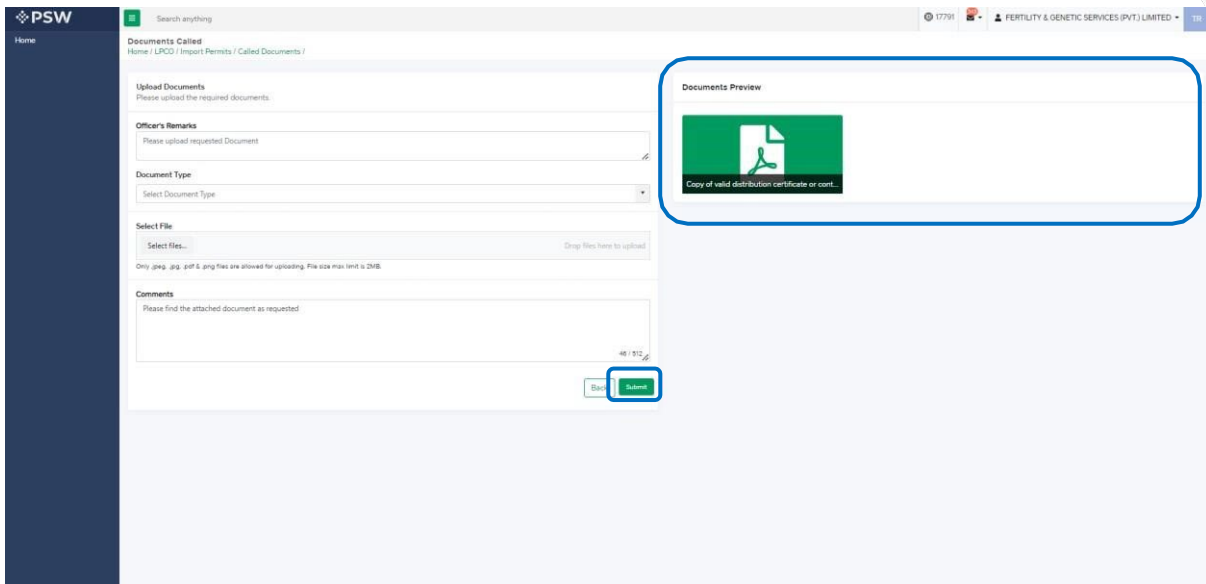
Figure 43

viii.   Upon clicking on 'Submit' button a success pop-up screen will appear.
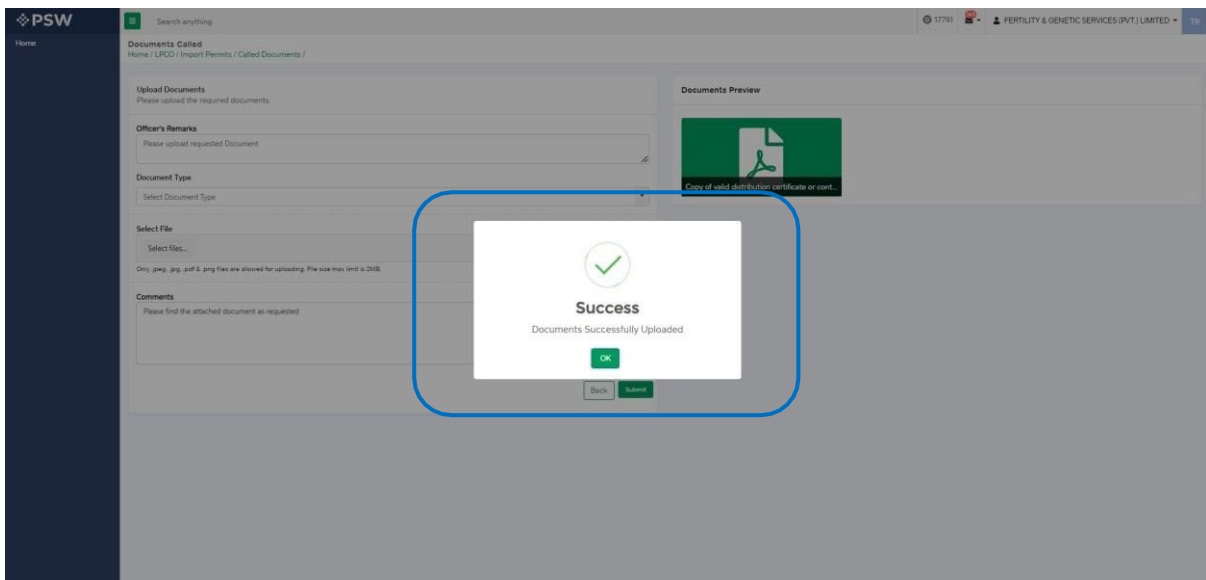
Figure 44

5.4.1. Alternate way to upload document

i.   You can also upload document by clicking on action icon.

Figure 45

ii. After clicking on action button, you will be redirected to the 'Upload Document' screen from where you can select document, upload file, add comments and submit document.

iii. The same process under heading 5.4 will follow.

5.5. Notification regarding Approval/Rejection of Import Permit

Approval notification

i. A notification will appear in your inbox informing you about the Import Permit approval. You will click on the notification.

Figure 46

ii.   You will select on 'Request Approval' to view notification
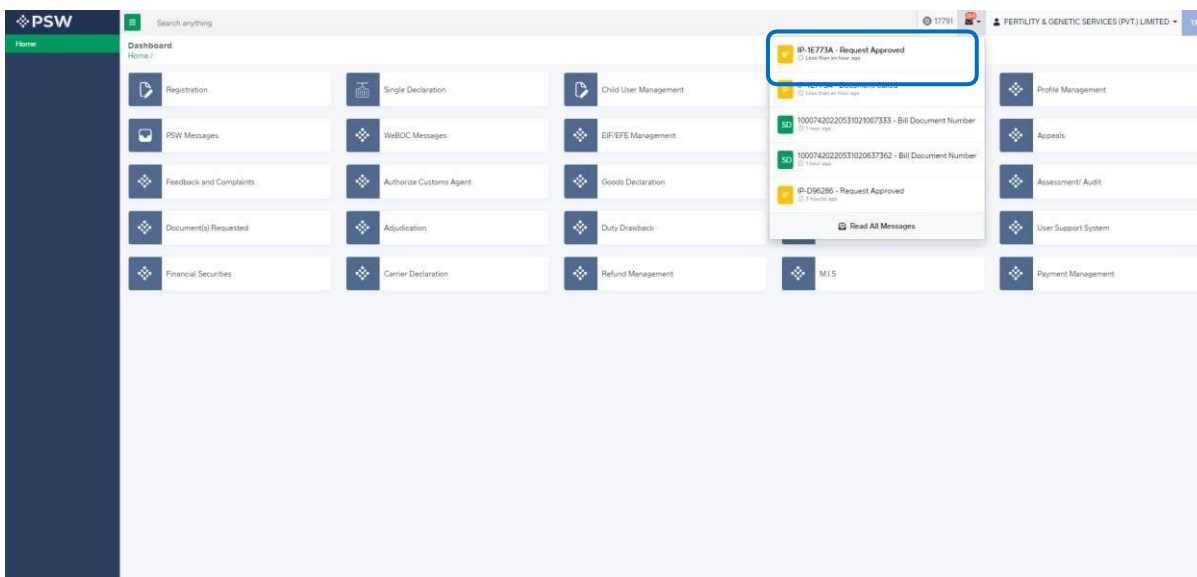
Figure 47

iii.   You will be re-directed to inbox where you can click on 'View Import Permit' button to view approved Import Permit.
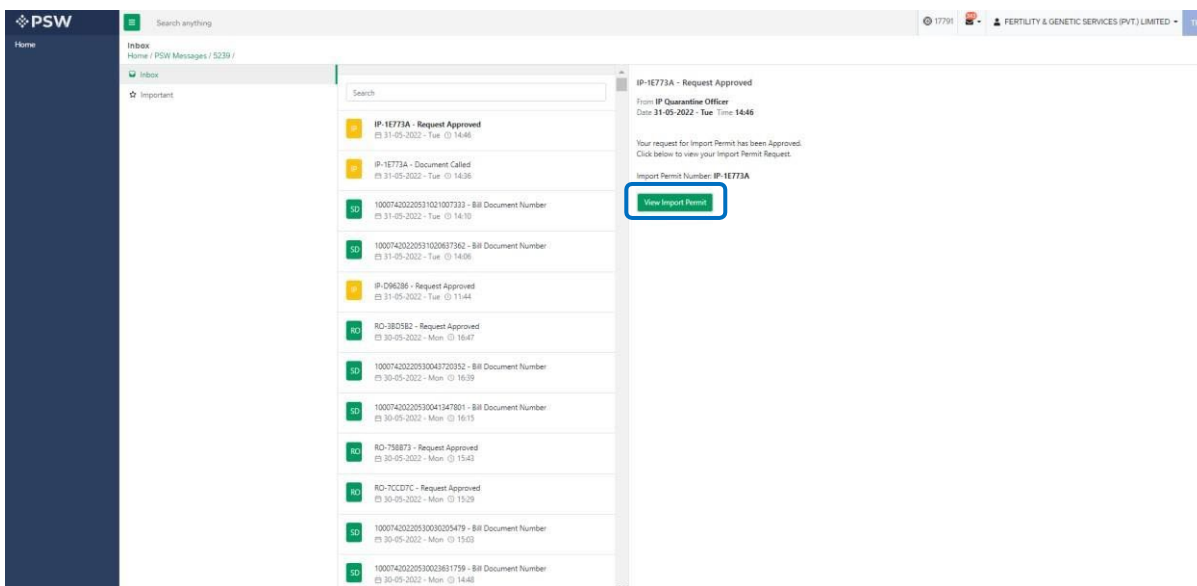
Figure 48

iv.   You will be re-directed Import Permit screen to view the approved Import Permit.

Figure 49

v. You can click on 'Print' button to print Import Permit in DPP prescribed certificate along with QR code.

Figure 50

vi. Upon clicking on the 'Print' button, a PDF file will automatically download.

DPPQ-Form-15
see rule 19(4) 96(11) and 98(9), 101

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
DEPARTMENT OF PLAN PROTECTION
(PLANT QURANTINE DIVISION)
****
PERMIT FOR IMPORT OF LIVE INSECTS OR MITES OR NEMATODES OR MICROBIAL CULTURES
INCLUDING ALGAE/BIO-CONTROL AGENTS AND NOXIOUS WEEDS

Permit No. IP-KHI-6504E7/2022
Book No. _____   Serial No. _____   Validity Period: 29-04-2022:   to. 29-04-2023

In exercise of powers conferred under rules 19(4), 96(11), 98(9) and 101 of the Pakistan Plant Quarantine Rules 2019 issued under sub-section (1) (2) and (3) of section 3 and section 5 and 10 of the Pakistan Plan Quarantine Act 1976, I hereby grand permission to import the following insects or mites or nematodes or microbial cultures or biocontrol agents or regulated goods as detailed below:

1. Name and address of importer/consignee/ applicant FERTILITY & GENETIC SERVICES (PVT.) LIMITED 38-EAST, ZAHOOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban	2. Name and address of exporter/consignor Hassaan Bin Irshad House # A-136, Sector 11-A North Karachi, Karachi

3. Country of origin or re-export including location (Province/State/Territory)
Afghanistan

4. Port or Point of entry in Pakistan (Please specify) Attock	5. Port of foreign shipment Port of loading

6. Means of importation
Sea

7. Description of Organism (Common & Scientific Name)	8. Taxon, Class/family/Order /Germs/species/ strain	9. Life stage of organism,host species,if any	10. No.of specimens/units	11. No.of shipments
	Nil	Life Stages of Organism	123	--

12. Intended use
Culturing

13. Name, address and contact detail of DPP approved arrangement sites where work will be performed.
Nil

14. The importation and biosecurity clearance / plant protection release order of the consignment shall be subject to the fulfilment of phytosanitary requirements of this import pathway in Pakistan specified by the Department on the import permit or attached to this import permit. (See standard conditions on reverse side or as attached of it.) NPPO of exporting country must consider import permit and its attachments for compliance of phytosanitary requirements specified by the Department and don't issue phytosanitary certificate without import permit in order to avoid phytosanitary action.

15. Name and designation of authorized officer RO-EC-IP Officer	16. Signature of authorized officer
17. Place of issue Karachi	18. Stamp or seal of authorized officer

19. Date issued
29-04-2022

Note: This is the system generated document and does not require any signature. This document can be verified electronically/Online through the QR code available on the document.

Figure 51

Alternate way to print approved Import Permit

    i.   You can navigate to Import Permit grid and click on print button to print approved Import Permit in DPP prescribed forms.

Figure 52

ii.   Upon clicking on print button, a PDF file will automatically download.

Rejection notification

i.   A notification will appear in your inbox notifying user about Import Permit
         rejection along with remarks thereof.

Figure 53

ii.   You shall click on the 'Request Rejected' message where you will be
          redirected to
          the inbox screen. You will click on 'View Import Permit' to view the rejected
          Import Permit.
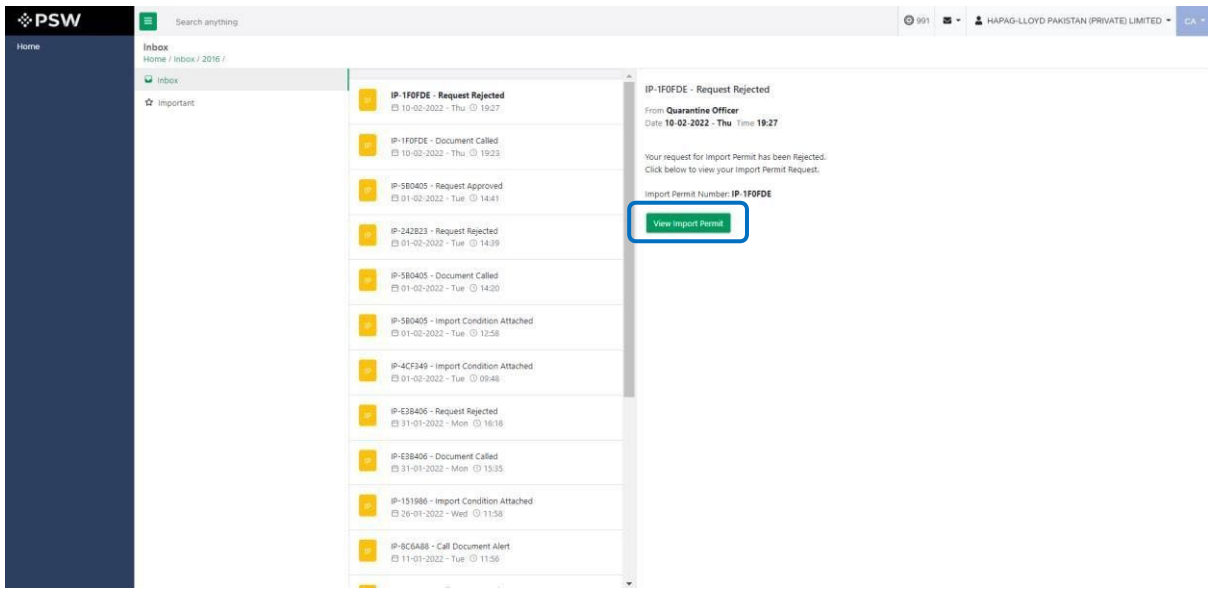
Figure 54

iii.   'Import Permit' screen will open.
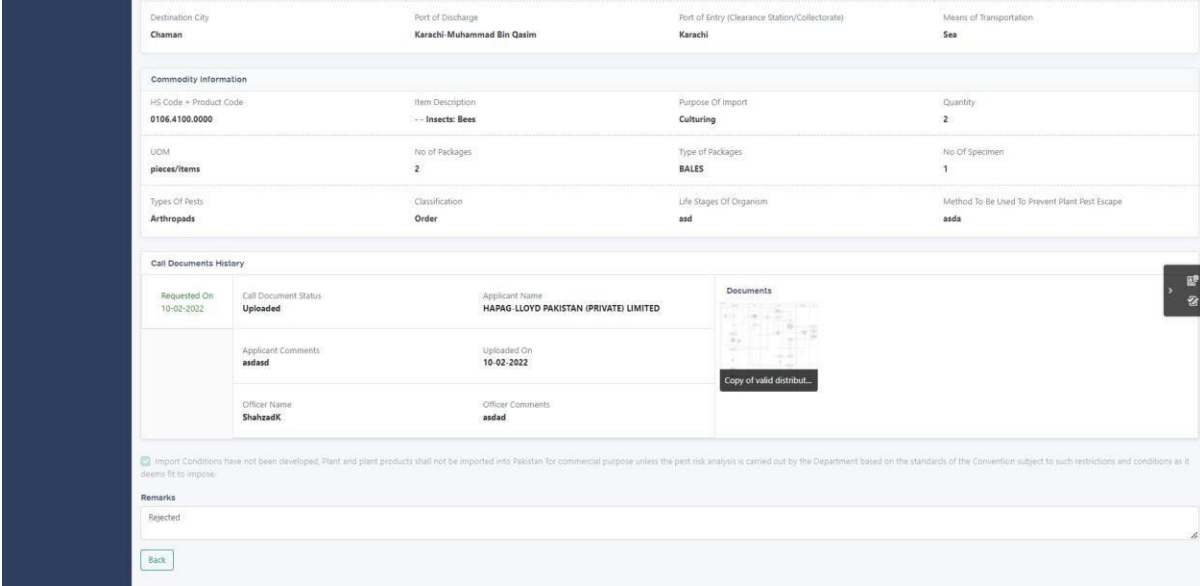
Figure 55

iv.   When you will click on 'View Import Permit' button then the rejected Import Permit will open where you can view officer remarks.

Figure 56

5.6. Import Permit Amendment

i.   Once Import Permit is approved, User can file Import Permit amendment by clicking on the 'Request Amendment' button.

Figure 57

ii.   Once you click on 'Request Amendment' button, a new screen will appear where the Import Permit will display, and you can amend 'Port of Entry' and the 'Quantity' and request for Import Permit Extension.

Figure 58

Import Permit Amendment of Port of Entry and Quantity iii. Once you amend the port of entry and quantity, you will click on 'Request Amendment' button. No fees are required for Amendment of Port of Entry and Quantity.

Figure 59

iv.　　Upon clicking on 'OK' button a pop up will appear to which you will click 'Yes' file a request for Import Permit amendment.
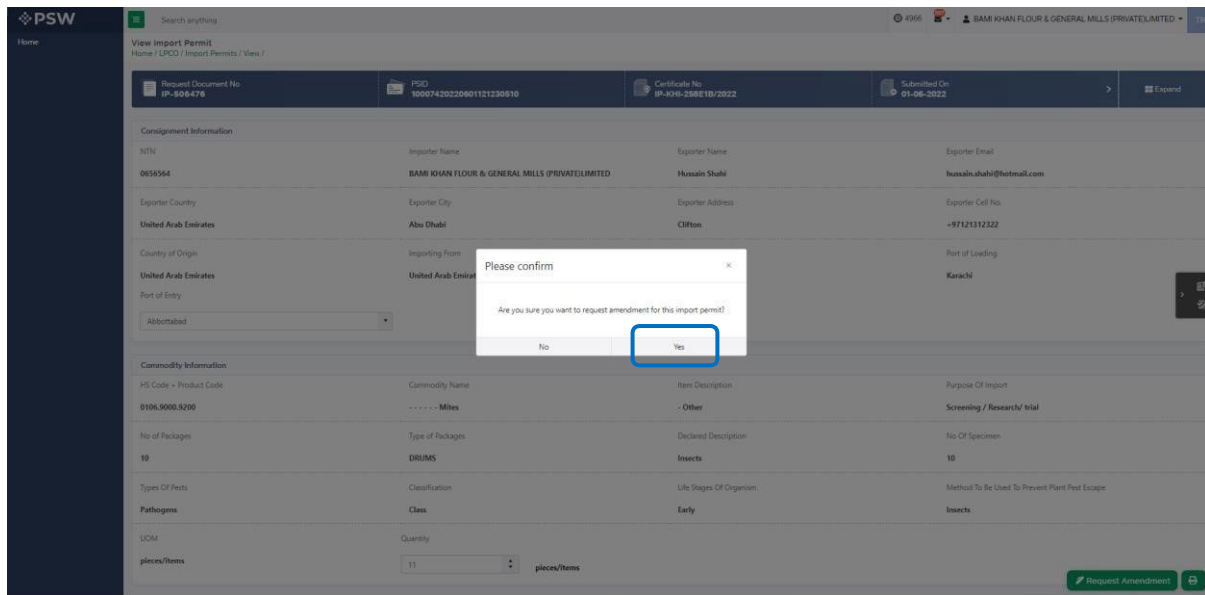
Figure 60
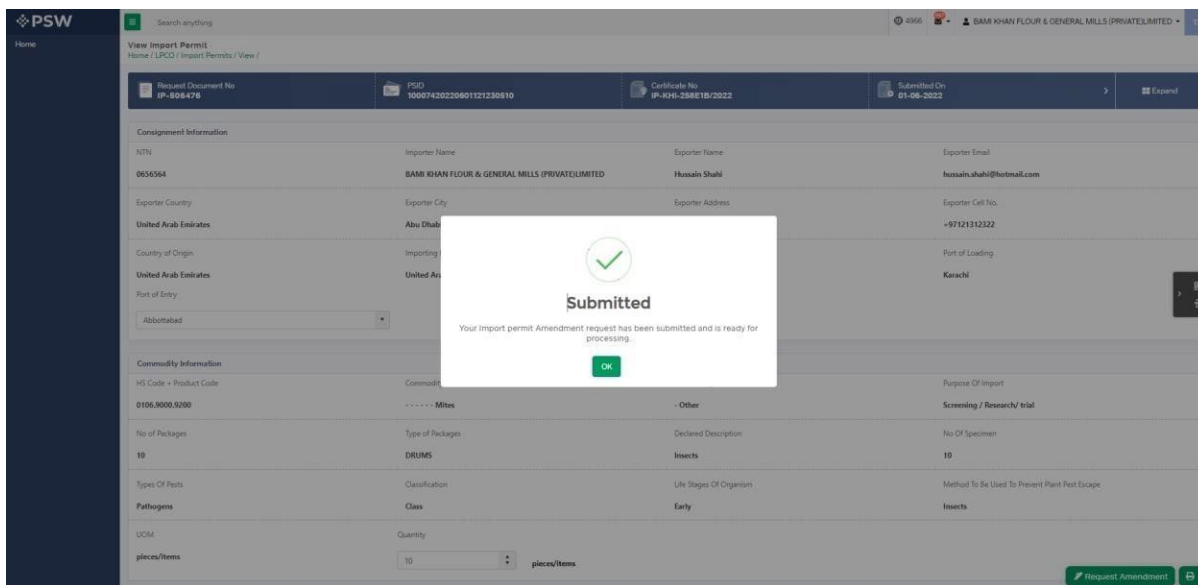
Figure 61

Import Permit Amendment of Extension

i.   Once tick on the 'Request Extension' dialog box and click on 'Request Amendment' button, an 'Information' pop-up will appear which will show the Import Permit Extension amendment fees. You will click on the 'OK' button.
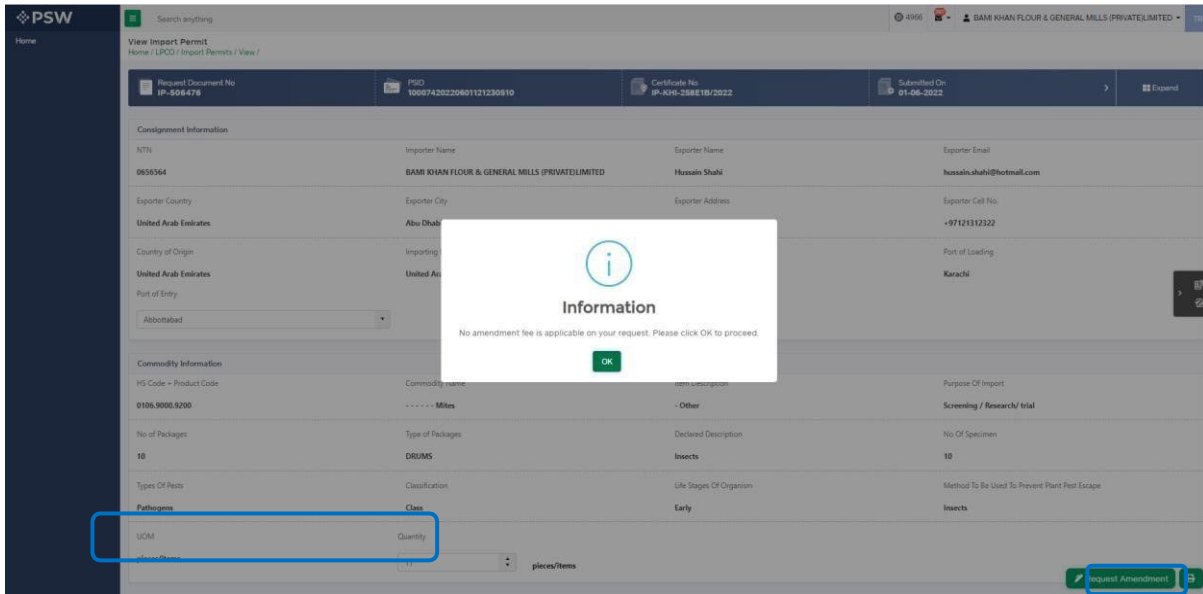
Figure 62
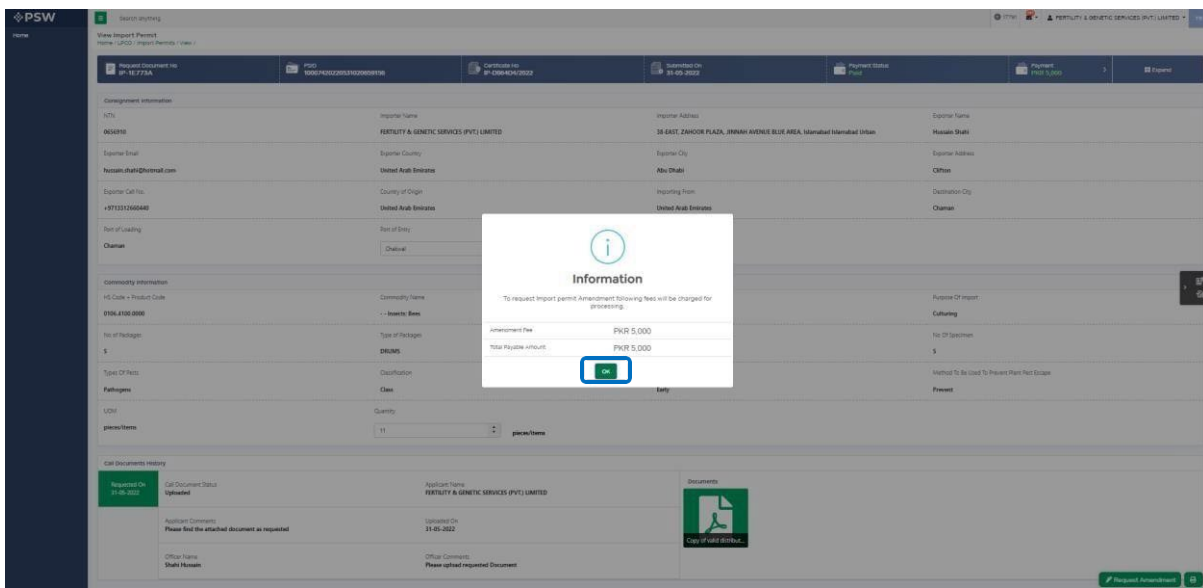
Figure 63

ii.   Upon clicking on 'OK' button a pop up will appear to which you will click 'Yes' file a request for Import Permit amendment
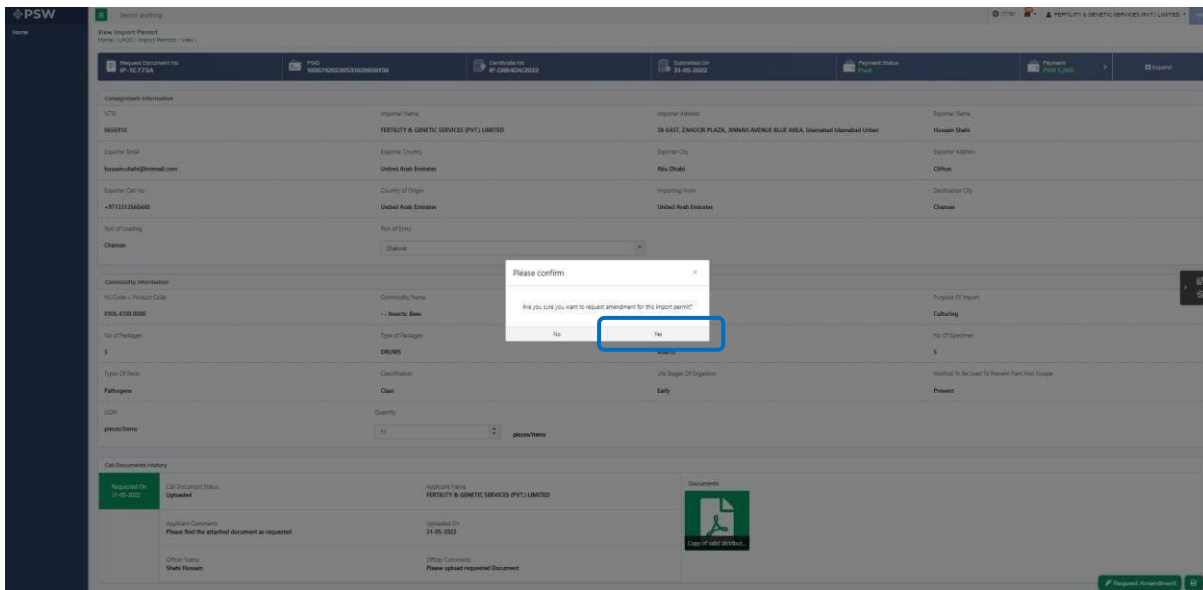
Figure 64
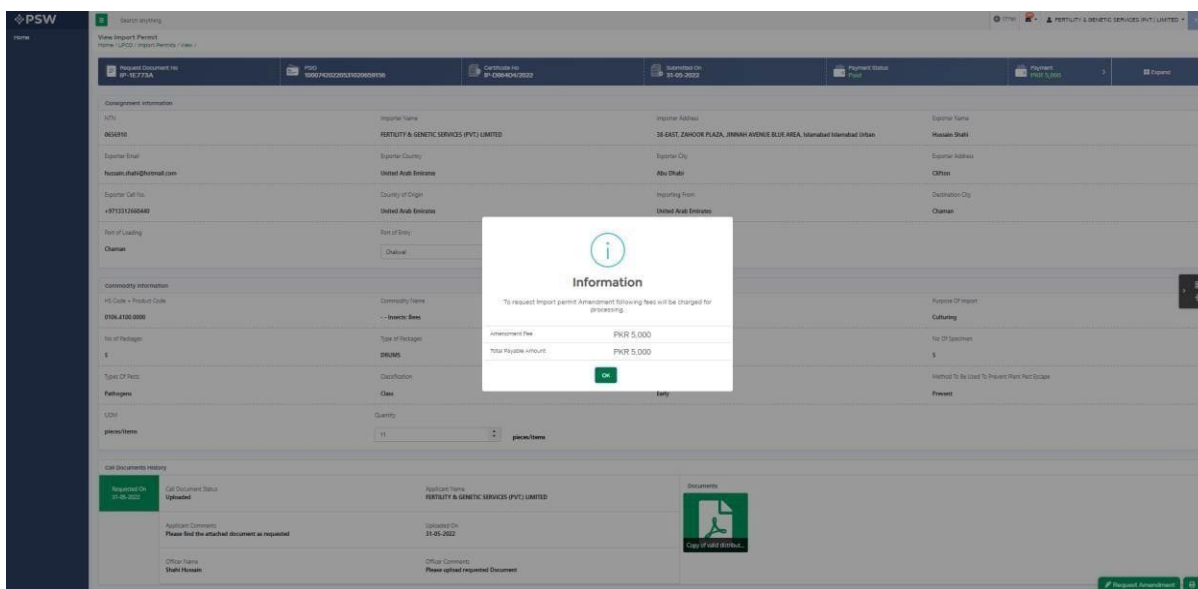
Figure 65

iii.   Once the request of Import Permit Amendment is initiated. User can view the Amendment history by clicking on the Import Permit.

Figure 66

iv.   Once User clicks on the Import permit. An import permit view screen appears where a 'Note' is displayed stating that 'Your Amendment Request is currently InProcess, for further information kindly view Import Permit Amendment History Section below.'

Figure 67

5.6.1. Upload Called document(s)

i.   If DPP officer requests any additional document against the Import Permit Amendment, a notification will appear in the notification bar. You will click on notification button appearing at top right side on the window.
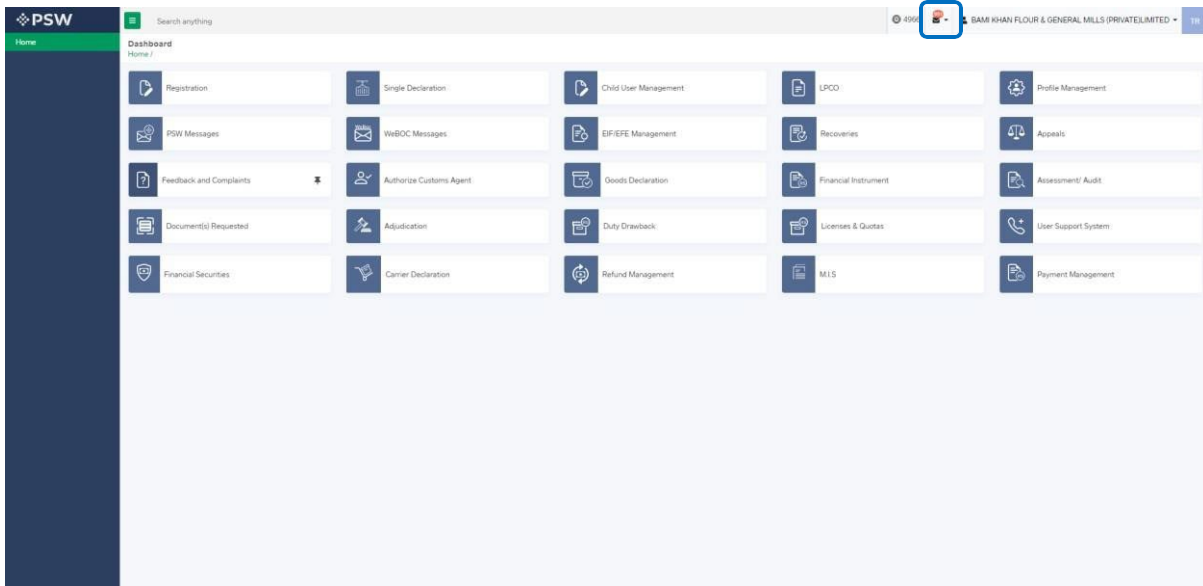
Figure 68

ii.   You will click on a particular notification
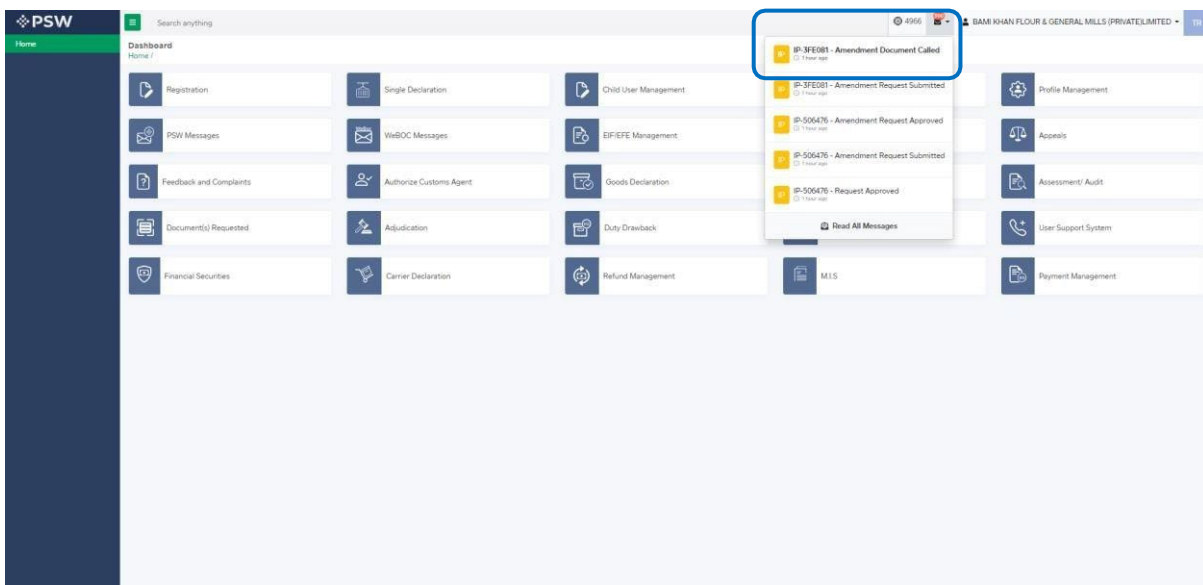
Figure 69

iii.   If 'document called' notification is clicked, you will be re-directed to the inbox from where you will click on 'Upload Document.'
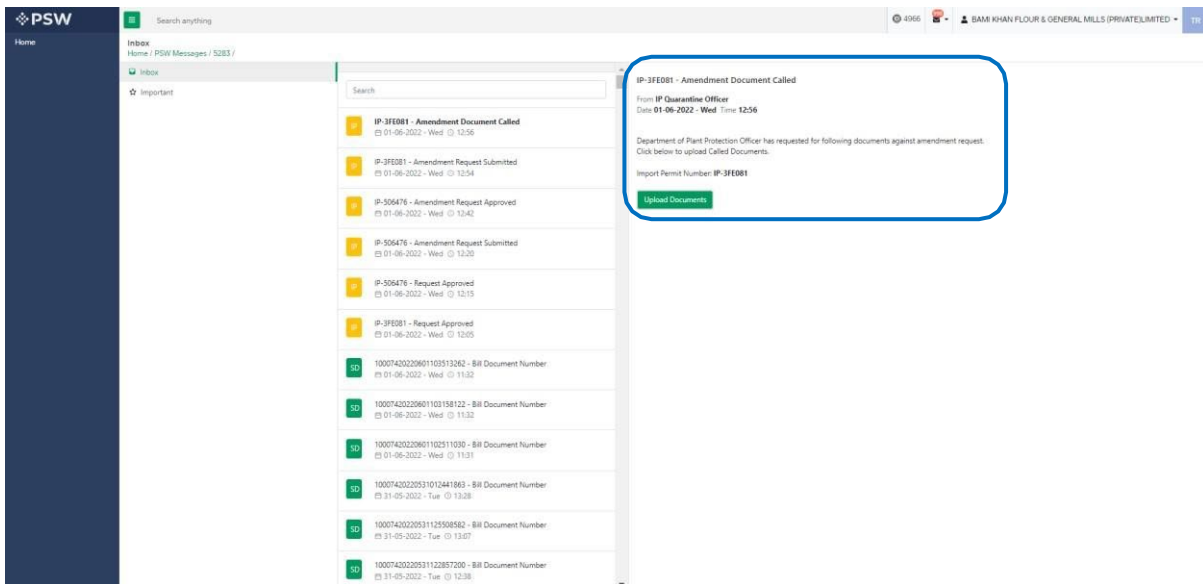
Figure 70

iv.   You will be re-directed to the 'Document Called' screen from where you can upload document.
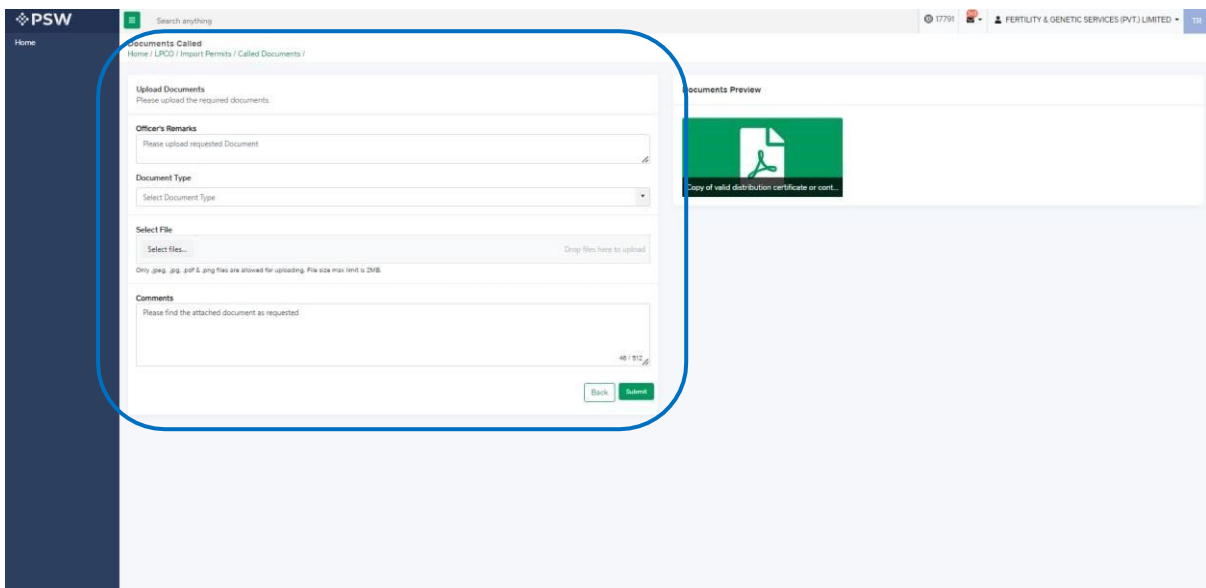
Figure 71

v.   You will select require document by clicking on 'Document Type'
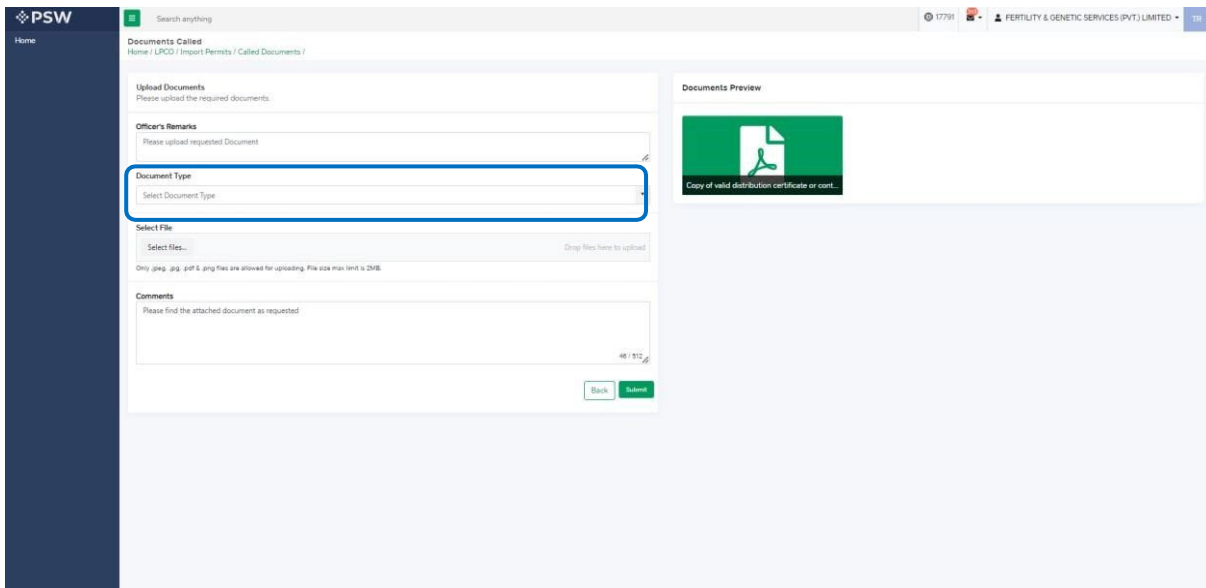
Figure 72

vi.   You will click on 'select file' button and upload a file.
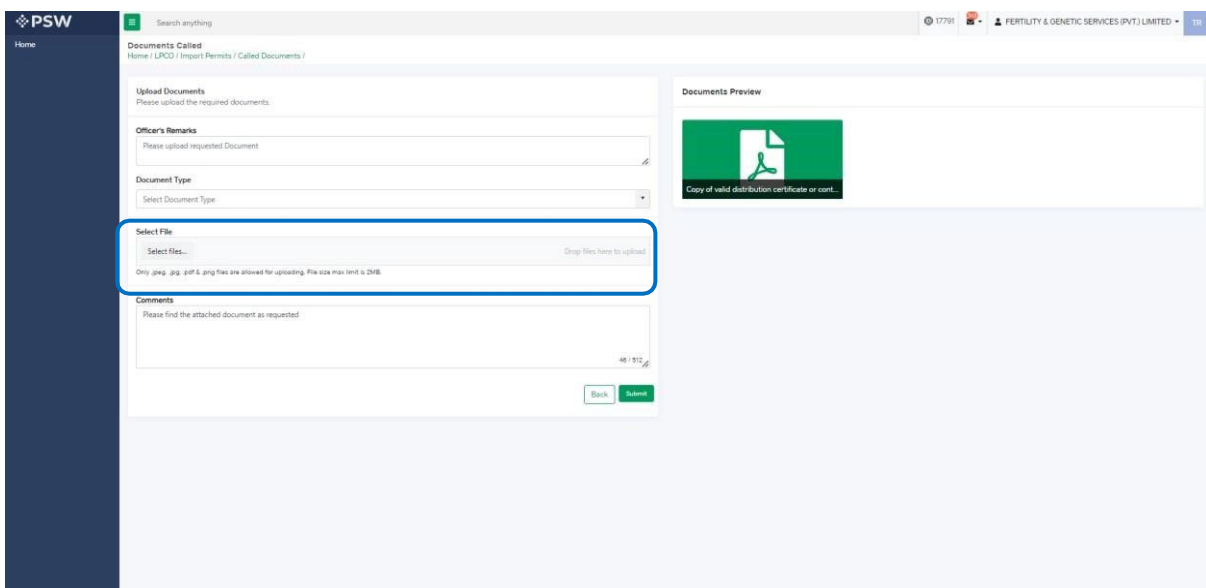
Figure 73

vii.   You can review the attached file by clicking on file and then clicking on 'Submit' button to submit document for further processing.
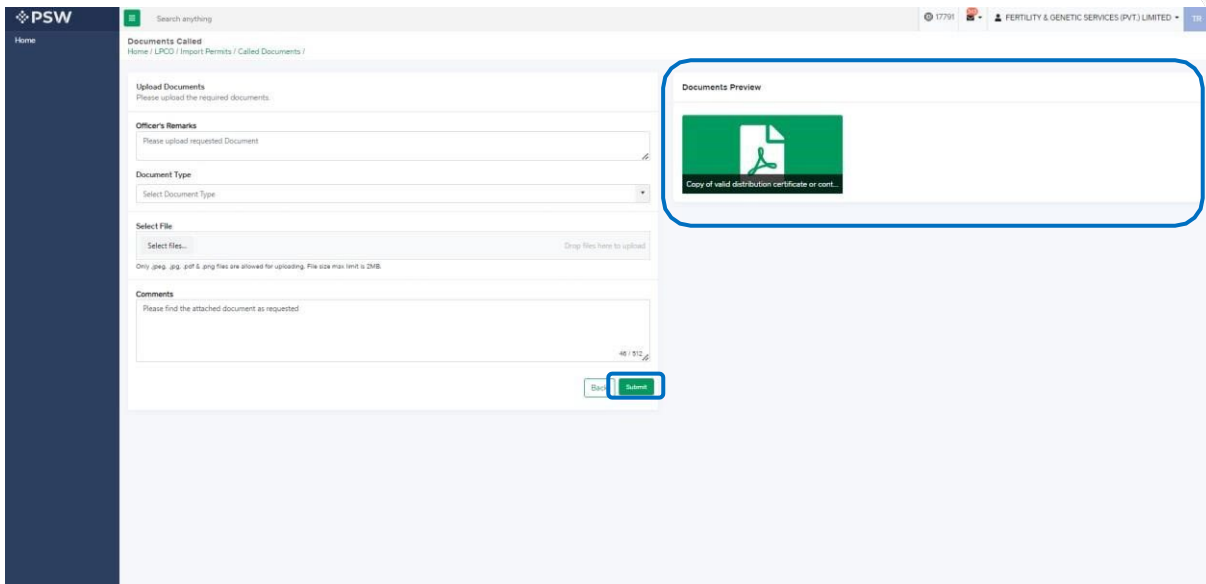
Figure 74

viii.   Upon clicking on 'Submit' button a success pop-up screen will appear.
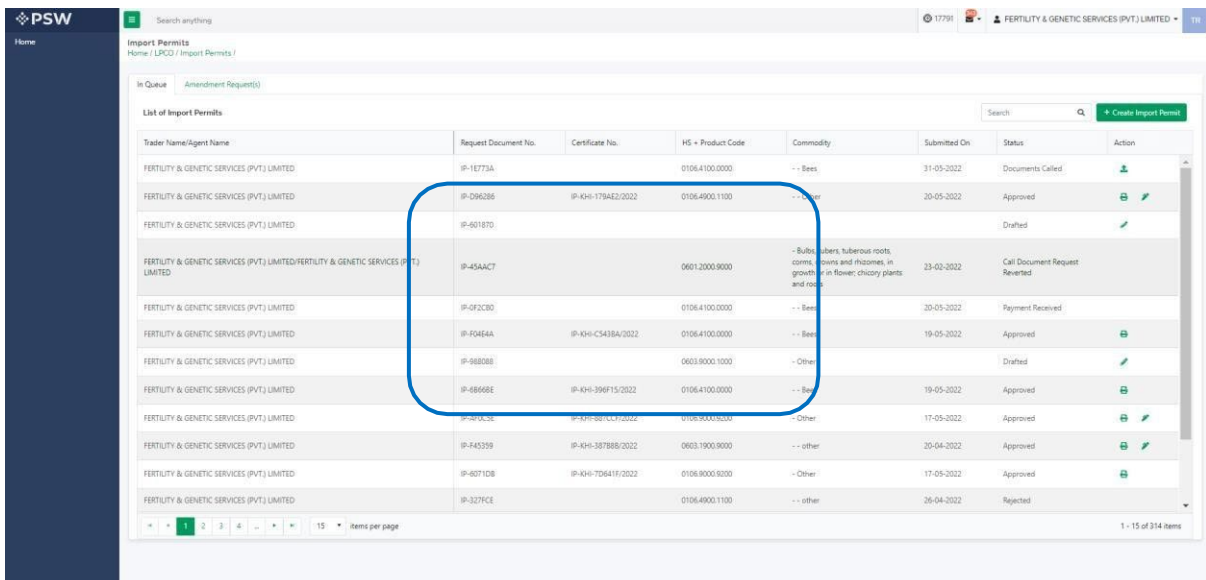
Figure 75

5.6.2. Alternate way to upload document

i.   You can also upload document by clicking on action icon.

Figure 76

ii.   After clicking on action button, you will be redirected to the 'Upload Document' screen from where you can select document, upload file, add comments and submit document.

iii.   Same process as under 5.6.1. will follow.

5.6.3. Notification regarding Import Permit Amendment Approval/Rejection

Approval notification

i.   A notification will appear in your inbox informing you about the Import Permit Amendment approval. You will click on the notification.

Figure 77

ii.   You will select on 'Amendment Request Approved' to view notification
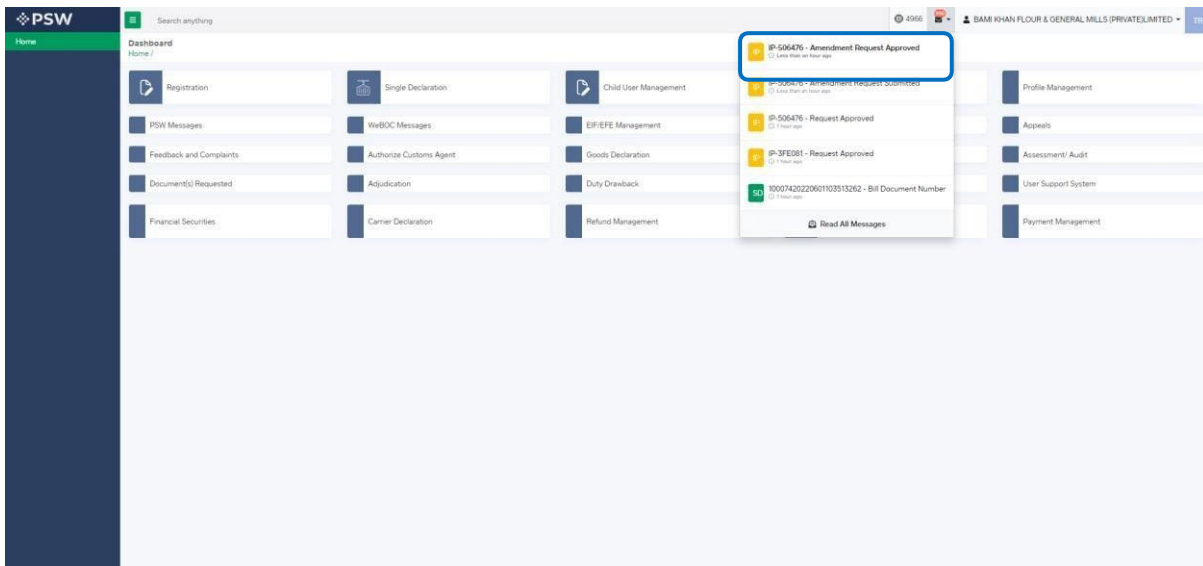
Figure 78

iii.   You will be re-directed to inbox where you can click on 'View Import Permit' button to view approved Import Permit Amendment.
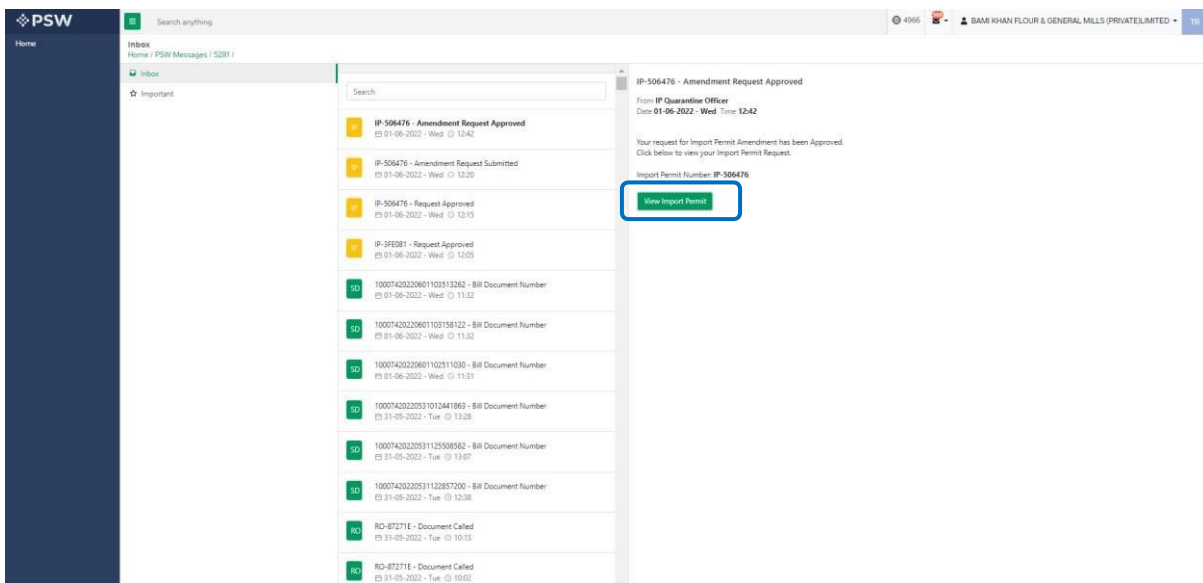
Figure 79

iv.   You will be re-directed Import Permit screen to view the approved Import Permit.

Figure 80

v.   You can click on 'Print' button to print Import Permit in DPP prescribed certificate along with QR code.

Figure 81

vi.   Upon clicking on the 'Print' button, a PDF file will automatically download.

DPPQ-Form-15
see rule 19(4) 96(11) and 98(9), 101

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
DEPARTMENT OF PLAN PROTECTION
(PLANT QURANTINE DIVISION)
****
PERMIT FOR IMPORT OF LIVE INSECTS OR MITES OR NEMATODES OR MICROBIAL CULTURES
INCLUDING ALGAE/BIO-CONTROL AGENTS AND NOXIOUS WEEDS

Permit No. IP-KHI-6504E7/2022
Book No. _____ Serial No. _____ Validity Period: 29-04-2022: to. 29-04-2023

In exercise of powers conferred under rules 19(4), 96(11), 98(9) and 101 of the Pakistan Plant Quarantine Rules 2019 issued under sub-section (1) (2) and (3) of section 3 and section 5 and 10 of the Pakistan Plan Quarantine Act 1976, I hereby grand permission to import the following insects or mites or nematodes or microbial cultures or biocontrol agents or regulated goods as detailed below:				
1. Name and address of importer/consignee/ applicant FERTILITY & GENETIC SERVICES (PVT.) LIMITED 38-EAST, ZAHOOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban	**2. Name and address of exporter/consignor** Hassaan Bin Irshad House # A-136, Sector 11-A North Karachi, Karachi			
3. Country of origin or re-export including location (Province/State/Territory) Afghanistan				
4. Port or Point of entry in Pakistan (Please specify) Attock	**5. Port of foreign shipment** Port of loading			
6. Means of importation Sea				
7. Description of Organism (Common & Scientific Name)	**8. Taxon, Class/family/Order /Germs/species/ strain**	**9. Life stage of organism,host species,if any**	**10. No.of specimens/units**	**11. No.of shipments**
	Nil	Life Stages of Organism	123	--
12. Intended use Culturing				
13. Name, address and contact detail of DPP approved arrangement sites where work will be performed. Nil				
14. The importation and biosecurity clearance / plant protection release order of the consignment shall be subject to the fulfilment of phytosanitary requirements of this import pathway in Pakistan specified by the Department on the import permit or attached to this import permit. (See standard conditions on reverse side or as attached of it.) NPPO of exporting country must consider import permit and its attachments for compliance of phytosanitary requirements specified by the Department and don't issue phytosanitary certificate without import permit in order to avoid phytosanitary action.				
15. Name and designation of authorized officer RO-EC-IP Officer	**16. Signature of authorized officer**			
17. Place of issue Karachi	**18. Stamp or seal of authorized officer**			
19. Date issued 29-04-2022				

Note: This is the system generated document and does not require any signature. This document can be verified electronically/Online through the QR code available on the document.

Figure 82

Alternate way to print approved Import Permit Amendment

    i.   You can navigate to Import Permit grid and click on print button to print approved Import Permit Amendment in DPP prescribed forms.

Figure 83

ii.   Upon clicking on the 'Print' button, a PDF file will automatically download.

Rejection notification

i.   A notification will appear in your inbox informing you about the Import Permit Amendment Rejection. You will click on the notification.

Figure 84

ii.   You will select on 'Amendment Request Rejected' to view notification.
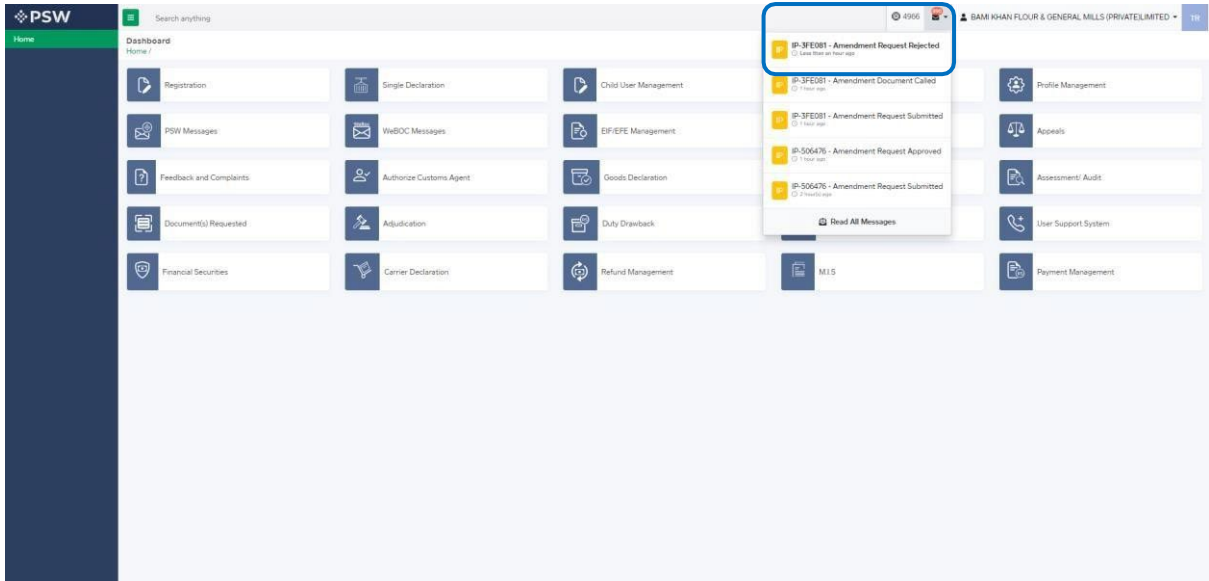
Figure 85

iii.   You will be re-directed to inbox where you can click on 'View Import Permit' button to view rejected Import Permit Amendment.
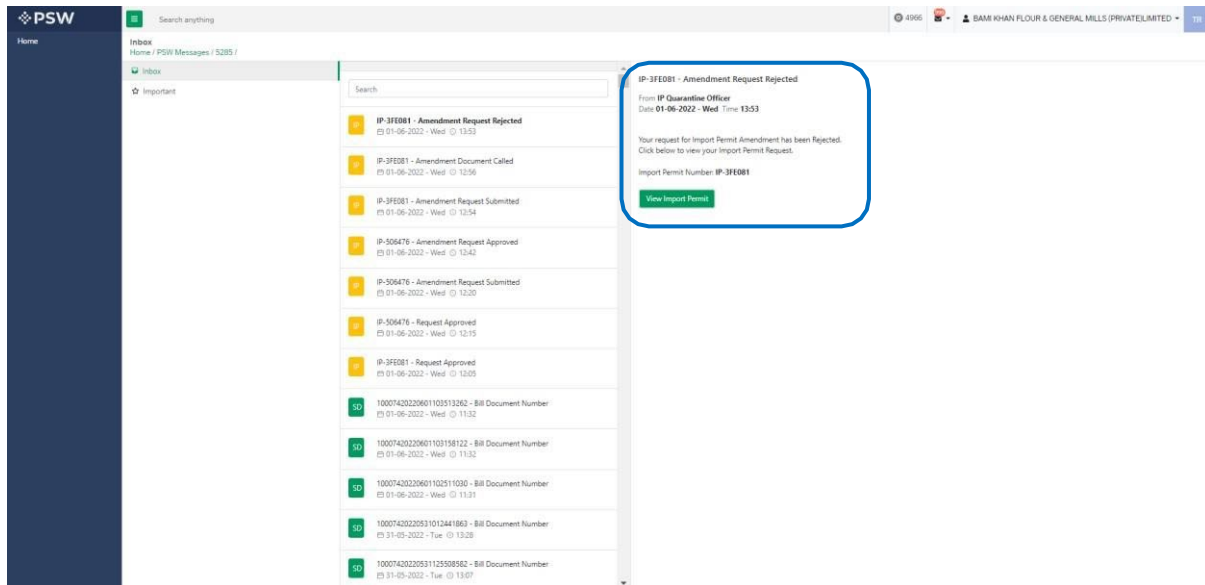
Figure 86

iv.   When you will click on 'View Import Permit' button then the rejected Import Permit will open where you can view officer remarks.
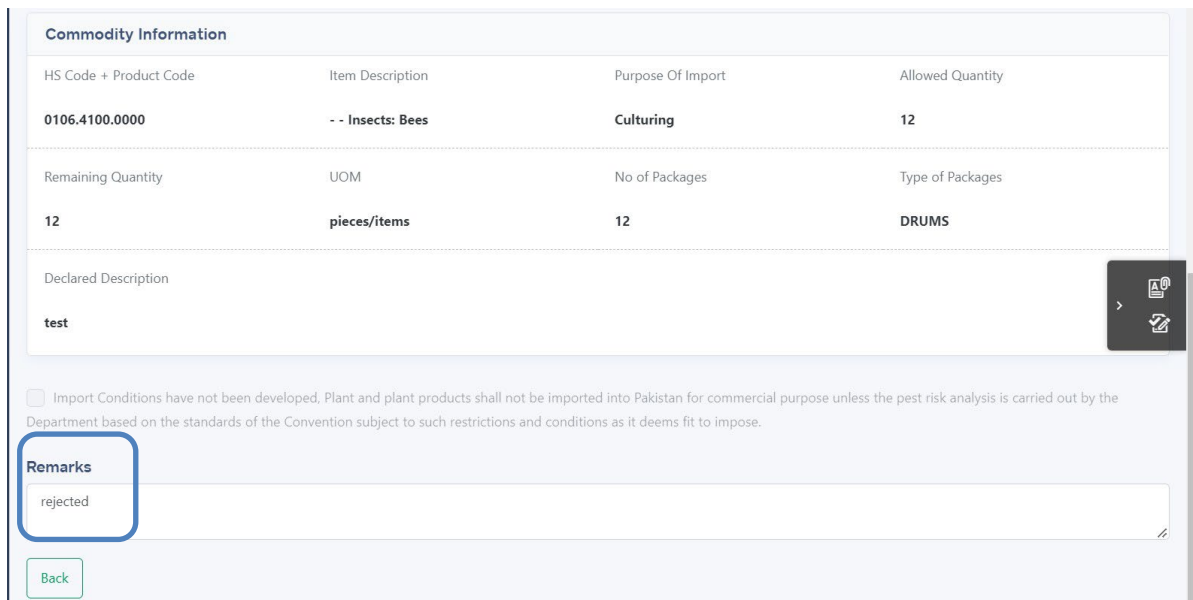
Figure 87

5.7. Import Permit Revocation/Restoration

Import Permit Revocation

i.   A notification is generated to trader/clearing agent when Import conditions are added

ii.   A notification will appear in your inbox informing you about the Import Permit Revocation. You will click on the notification.
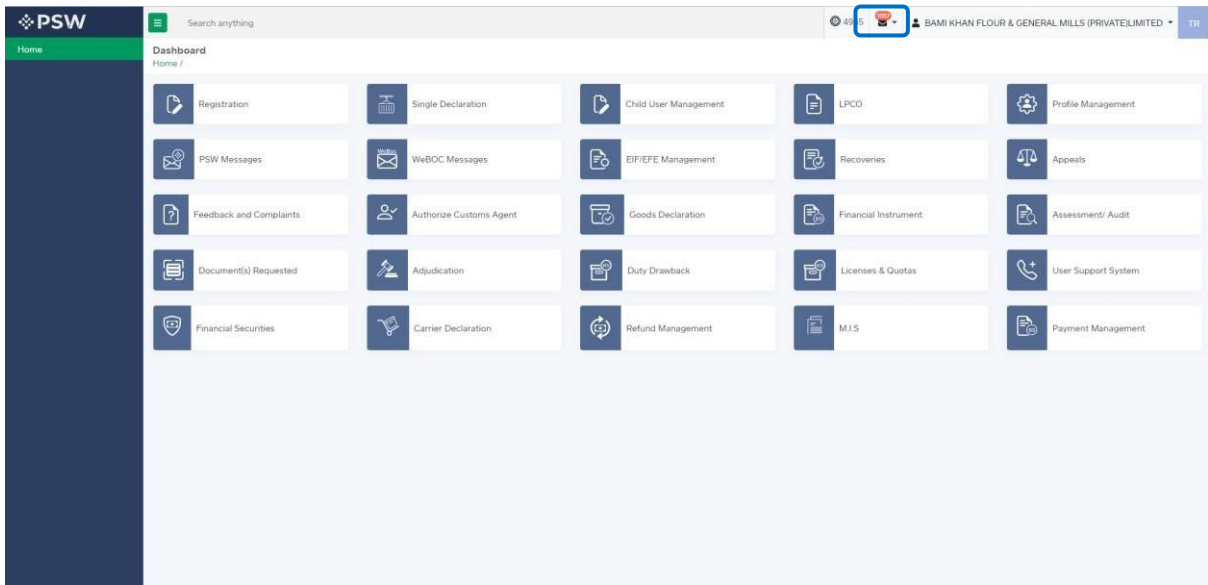
Figure 88

iii. You will select on 'Import Permit Revoked' to view notification.
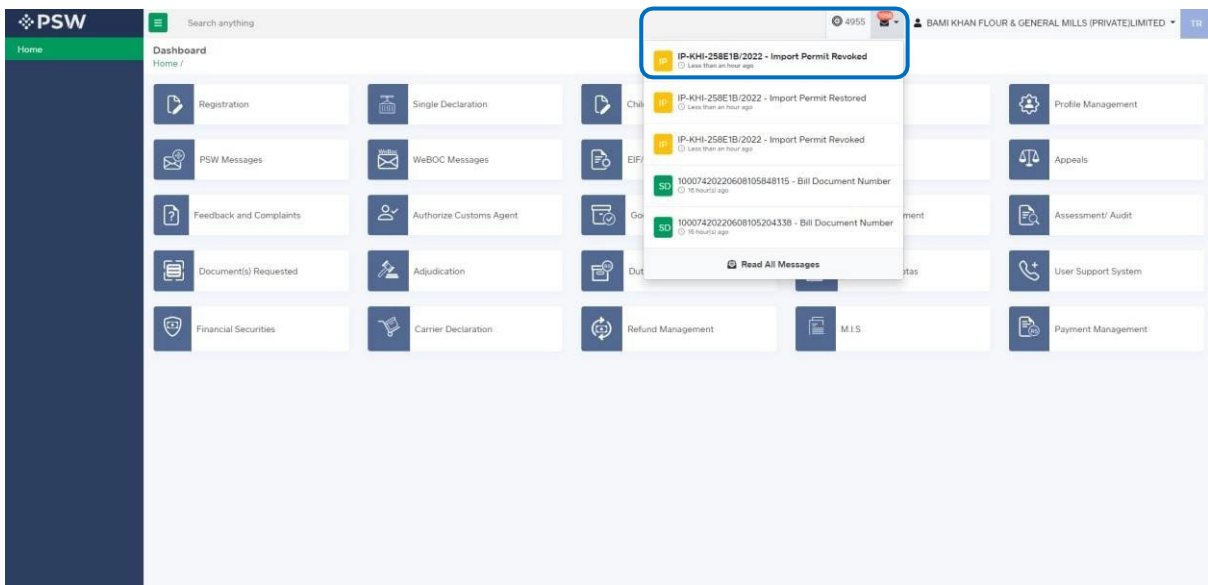
Figure 89

iv.   You will be re-directed to inbox where you can click on 'View Import Permit' button to view revoked Import Permit.
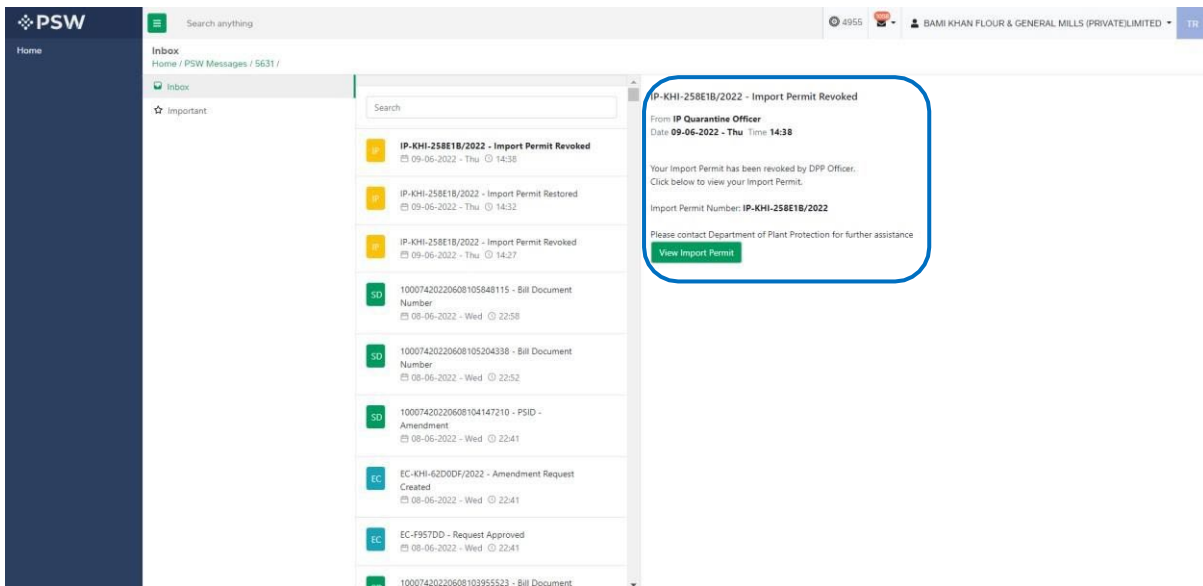
Figure 90

v. You will be re-directed Import Permit screen to view the revoked Import Permit.
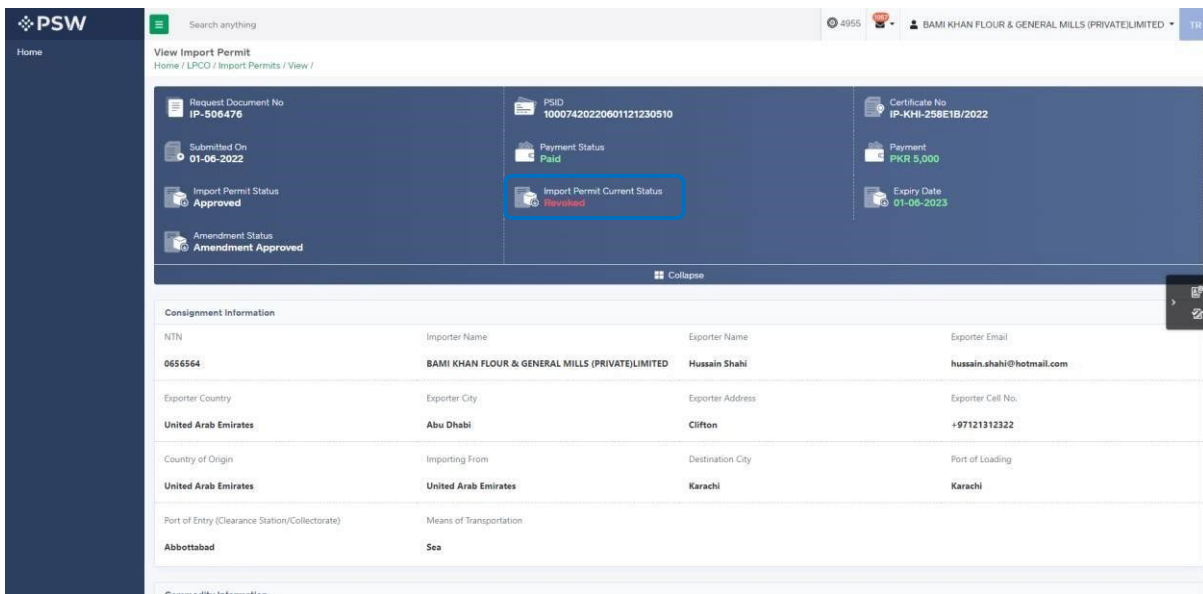
Figure 91

Import Permit Restoration

i. A notification will appear in your inbox informing you about the Import Permit Restoration. You will click on the notification.
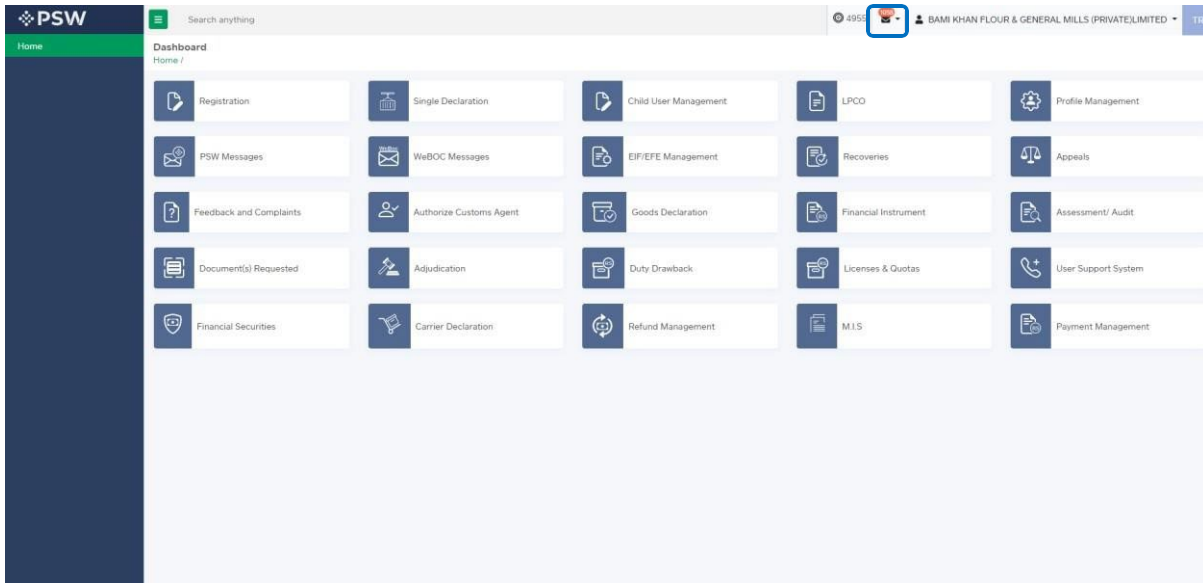
Figure 92

    ii.   You will select on 'Import Permit Restoration to view notification.
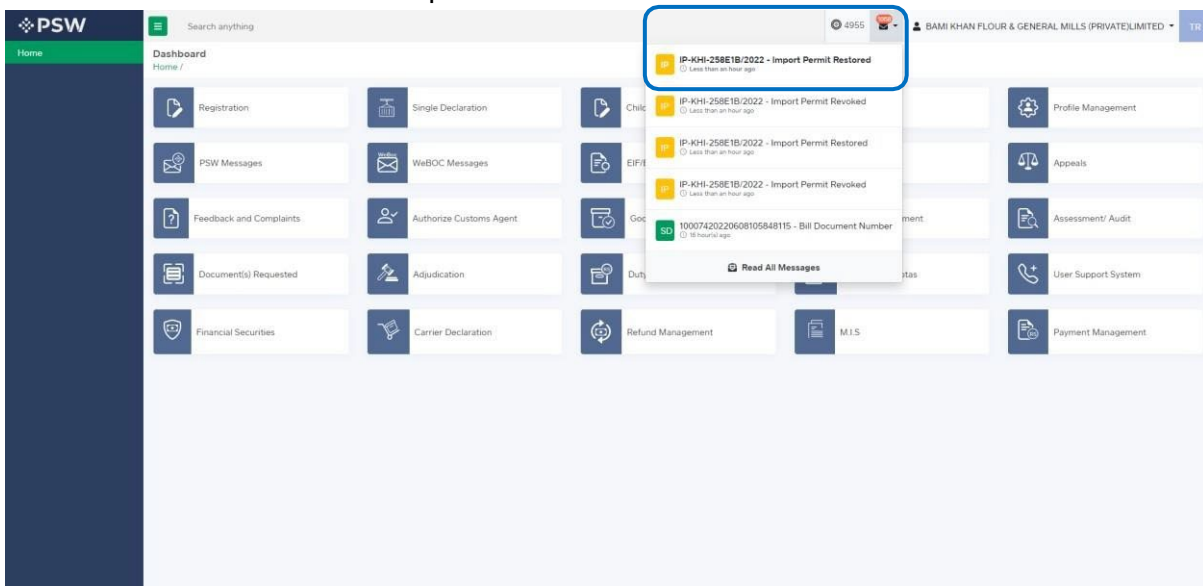
Figure 93

    iii.   You will be re-directed to inbox where you can click on 'View Import Permit' button to view Restored Import Permit.
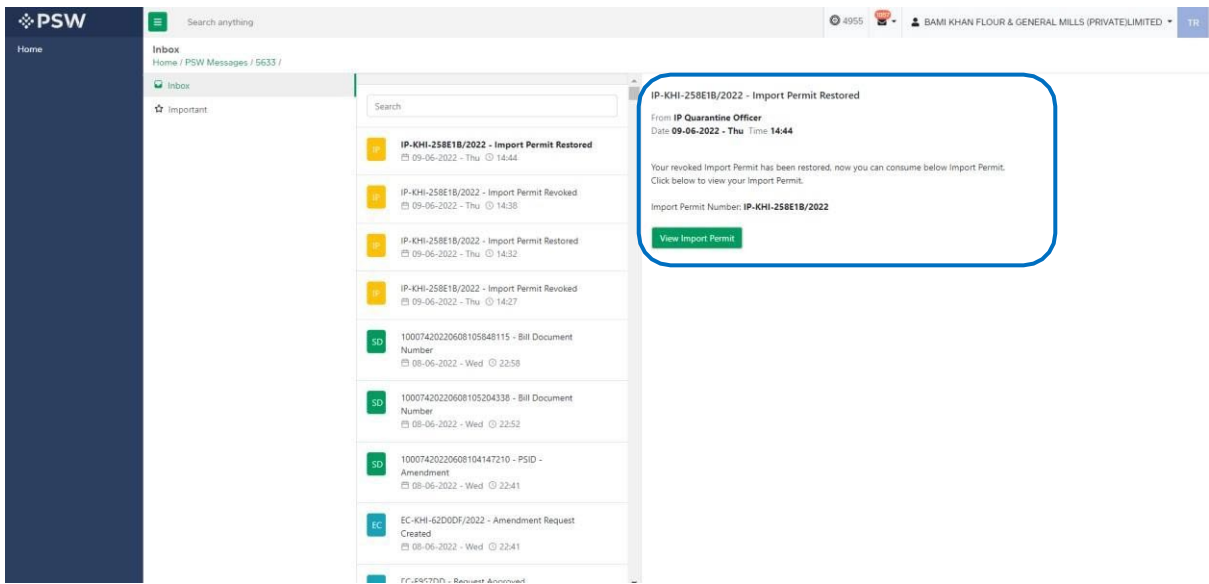
Figure 94

iv. You will be re-directed Import Permit screen to view the restored Import Permit.
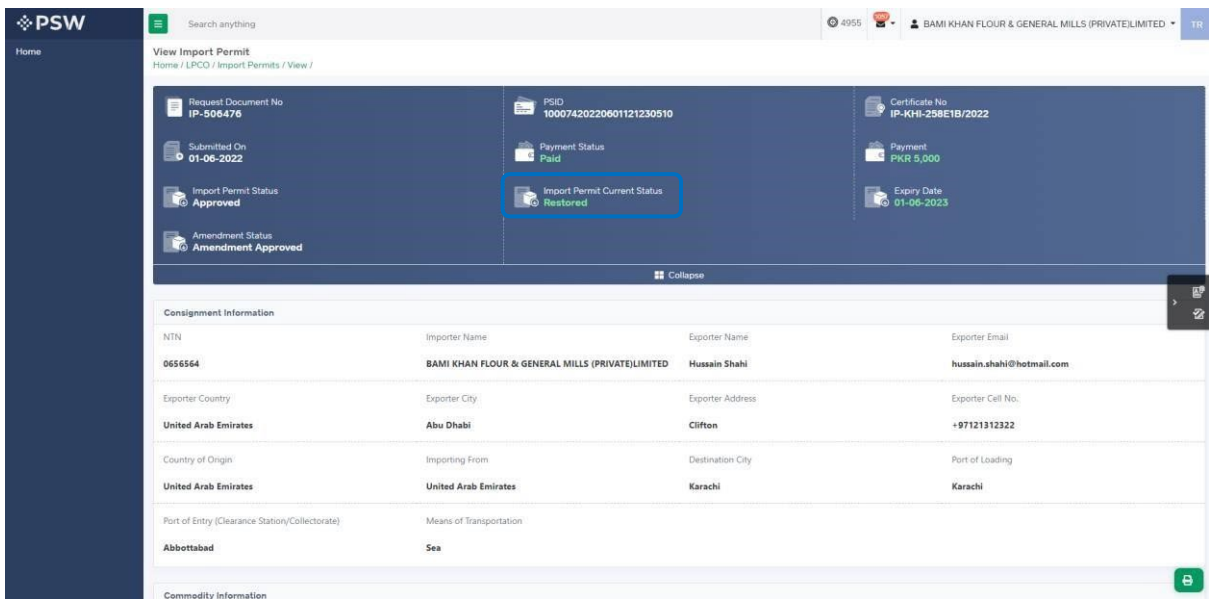
Figure 95

5.8. Import Condition Attached notification.

A notification will appear in your inbox notifying user about the Import conditions tagged to Import permit against which conditions were not defined earlier.
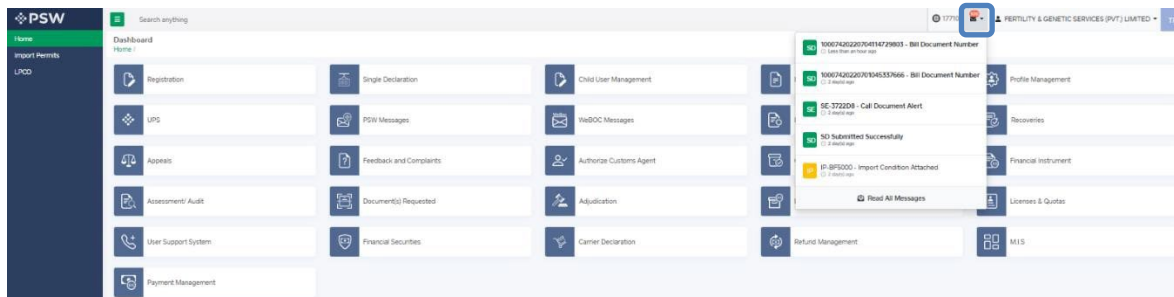
ii.You will click a particular notification.
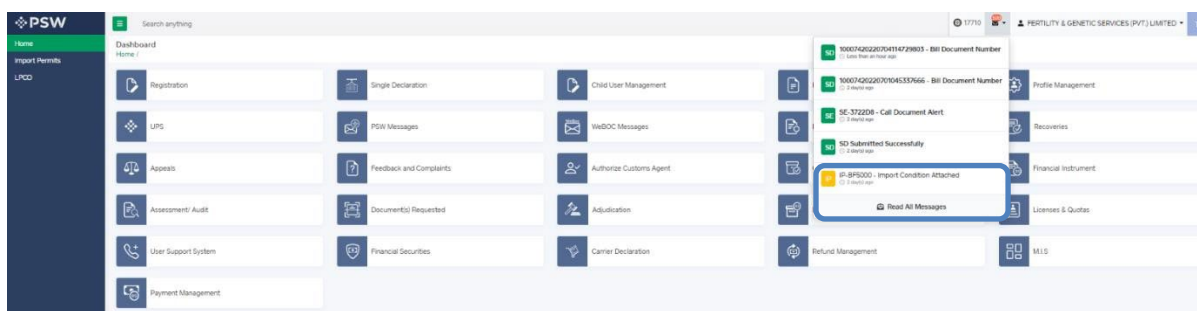
iii. You will be redirected to inbox from where the You will Click on 'View Import Permit' to view Import conditions.
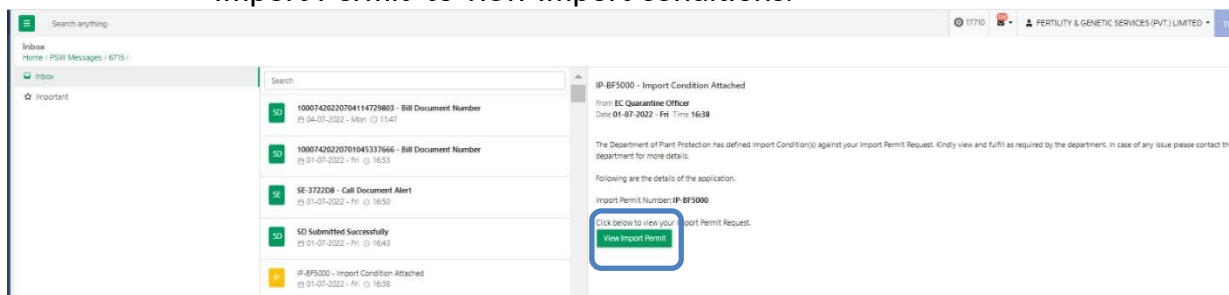
iv. Upon clicking on 'View Import Permit' button a screen will from where you can view Import conditions tagged with your Import Permit.

v.   Click on Import Conditions widget to view import conditions.

6. RELEASE ORDER

Once you click on 'LPCO' a new screen will open in which you can click on 'Release Order' button to view existing release order request which are under process.

Note: All the requests of Release Order will be automatically generated upon submission of Single Declaration.
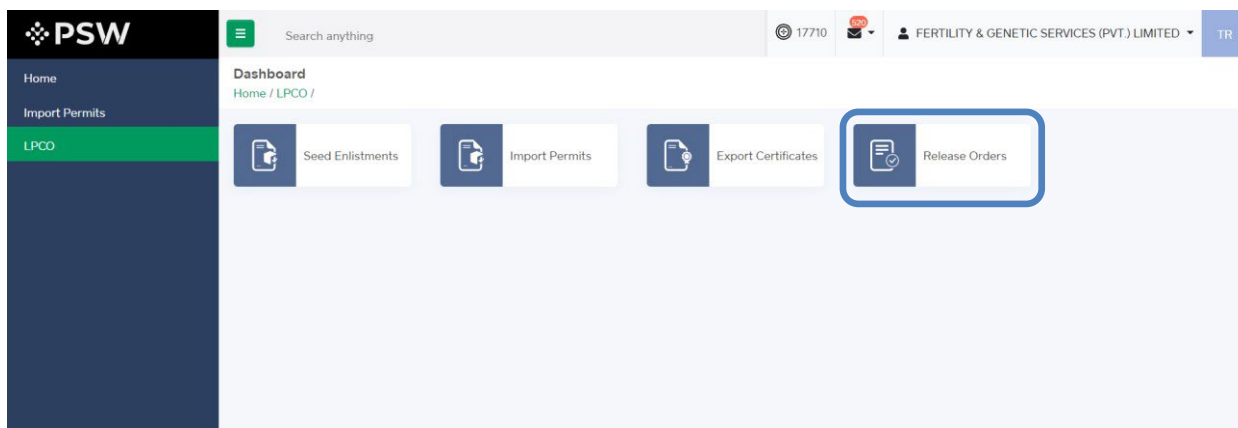
Figure 100

6.1. View Release Order

    i.   Upon clicking on 'Release Order' button a new screen shall open. You will be able to view all the release orders which are under process.
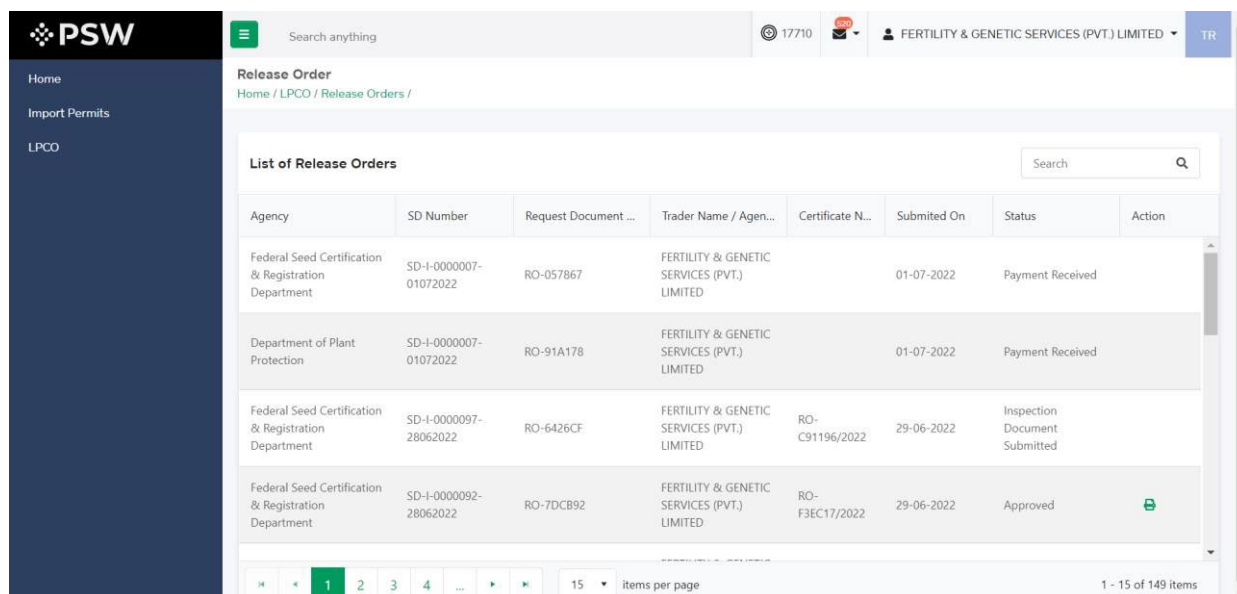
Figure 101

    ii.   You will click on desired Release Order to view the request.
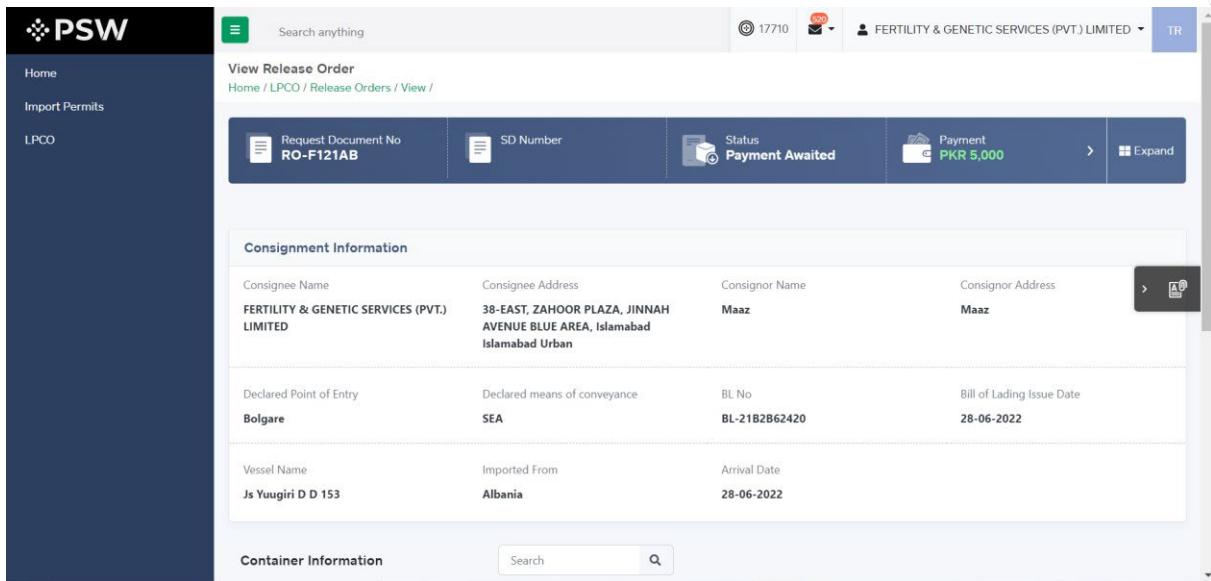
Figure 102

6.2. Upload Called Document(s)

i. A notification will appear in the notification bar when officer requests the trader/custom agent to submit any additional document. You will click on notification button to open all the notifications.
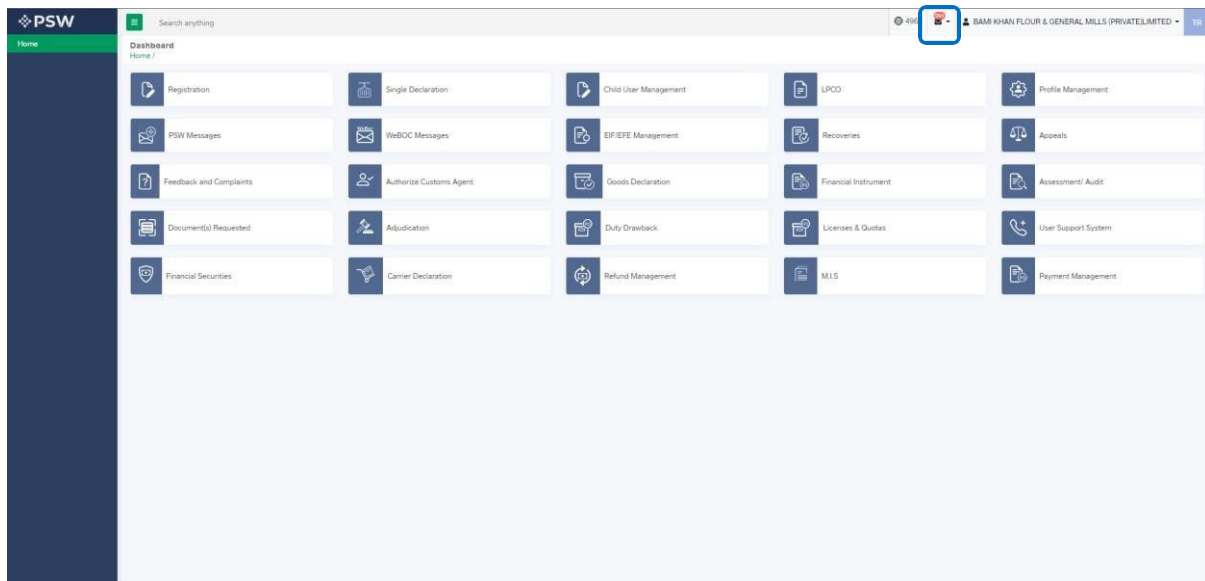
Figure 103

ii. You will click on a desired notification.
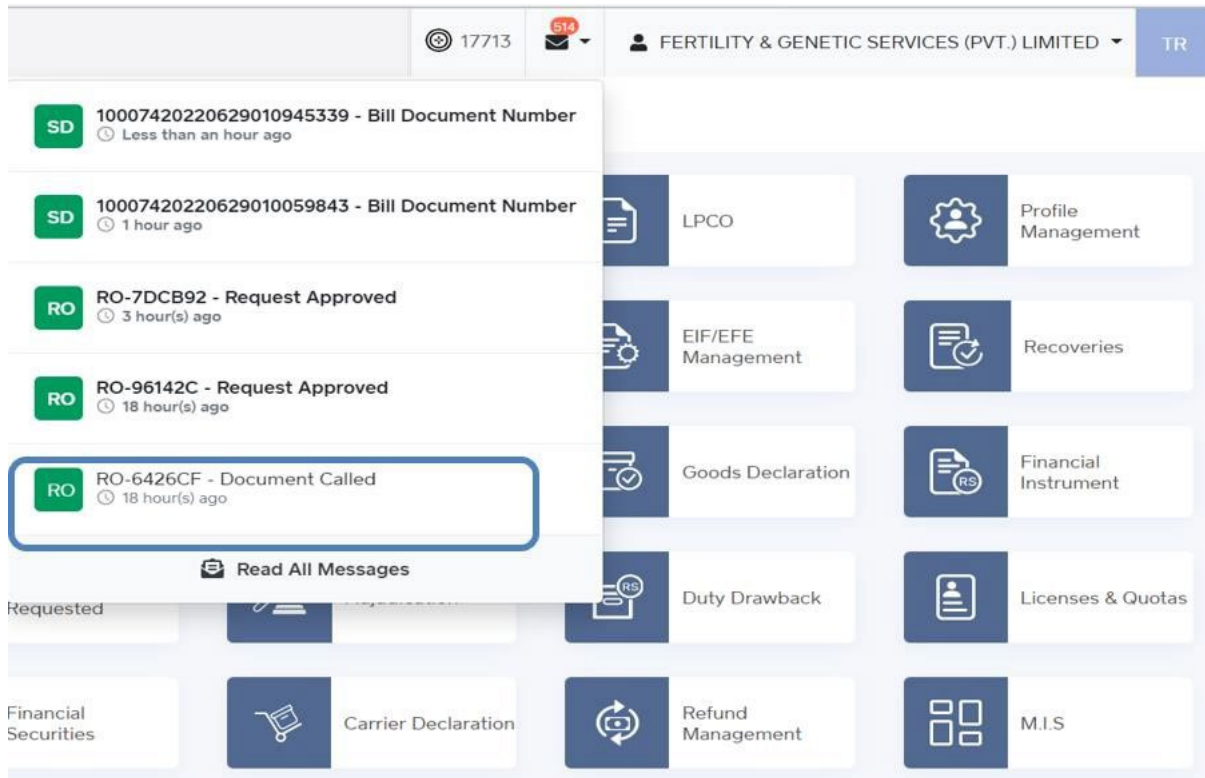
Figure 104

iii. In case, you click on 'Documents Called' tab, you will be re-directed to the inbox from where you will click on 'Upload Document.'
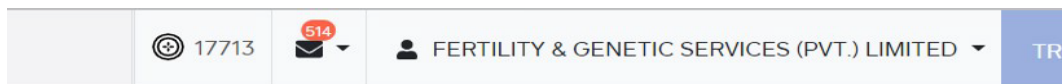
RO-E996EF - Document Called

From **RO Quarantine Officer**
Date **26-06-2022 - Sun** Time **16:41**

Department of Plant Protection Officer has requested for following documents.
Click below to upload Called Documents.

Release Order Number: **RO-E996EF**
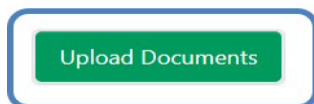
Upload Documents

Figure 105

iv. You will be re-directed to the 'Document Called' screen from where you will click on 'Upload Document' button.
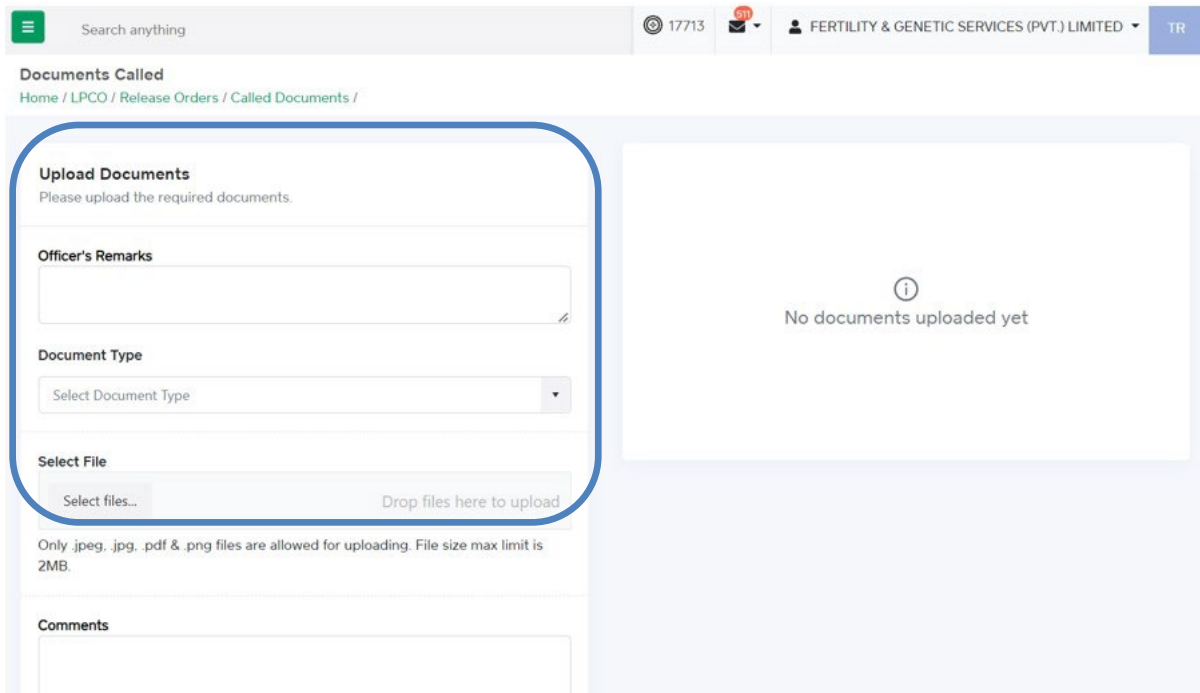
Figure 106

v.   You will select required document by clicking on 'Document Type'
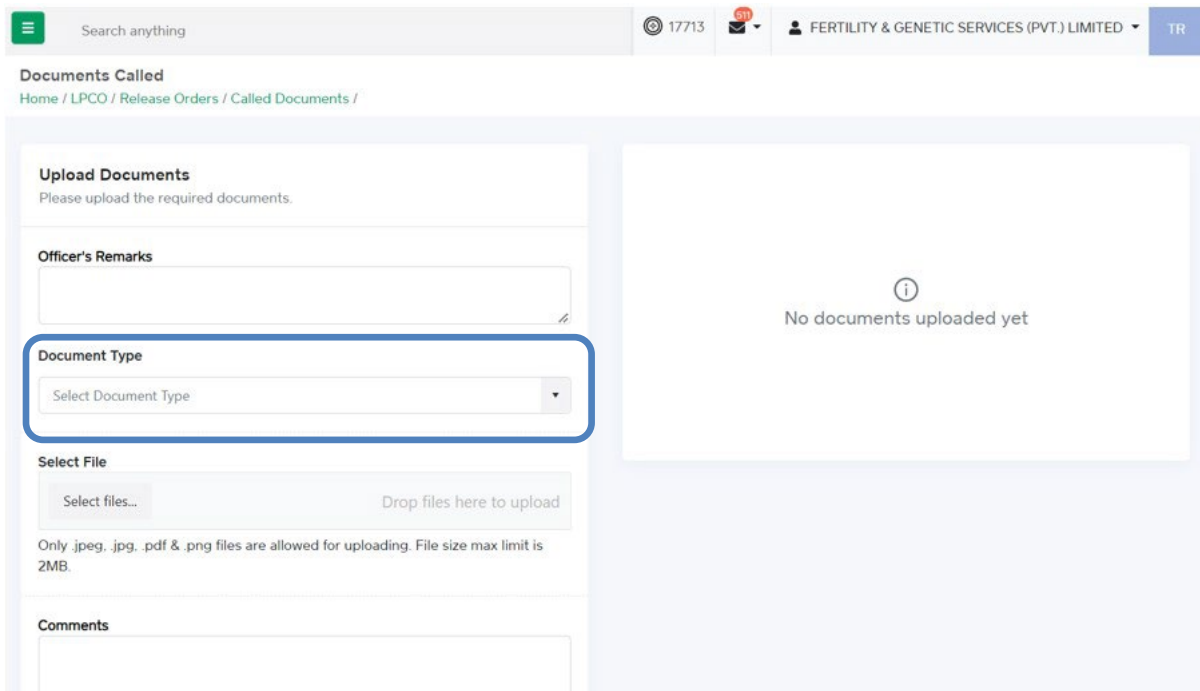
Figure 107

vi.   You will click on selected file and upload file.

Figure 108

vii. You can review the attached document by clicking on document and click on 'Submit' button to submit document for further processing.

viii. Upon clicking on submit button a success pop-up will appear.
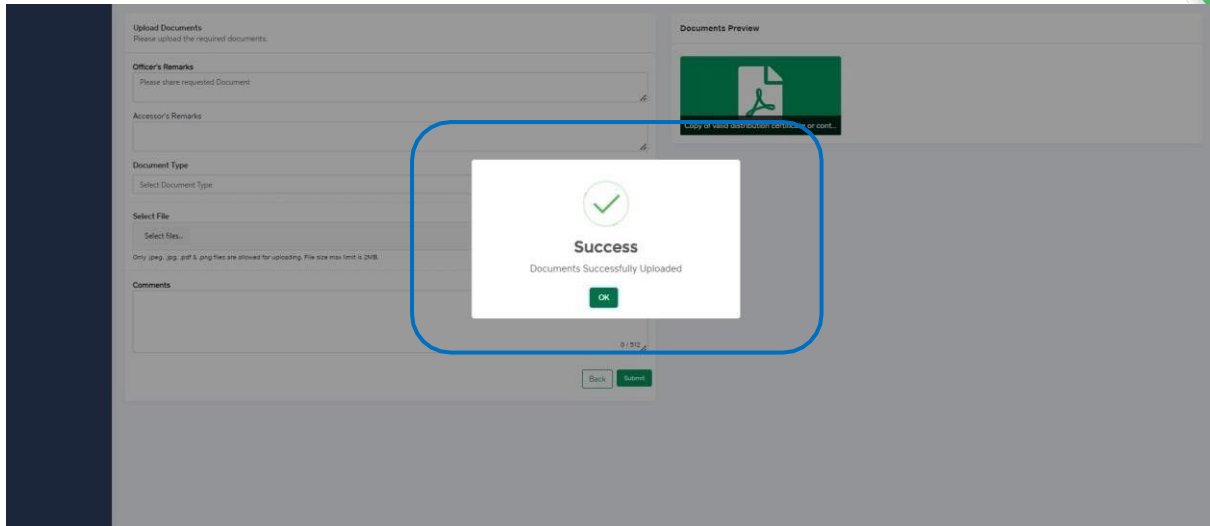
Figure 110

6.2.1. Alternate way to upload document

     i.   You can also upload document by clicking on action icon.

Figure 111

    ii.   Upon clicking on action button, you will be redirected to the 'Document Called' screen from where you can select document, upload file, add comments and submit document.

    iii.   Same process as under 6.2. will follow.

6.3. Notification for Approval/Rejection of Release Order

Approval notification

     i.   A notification will appear in your inbox notifying you about release order approval. You will click on the notification.
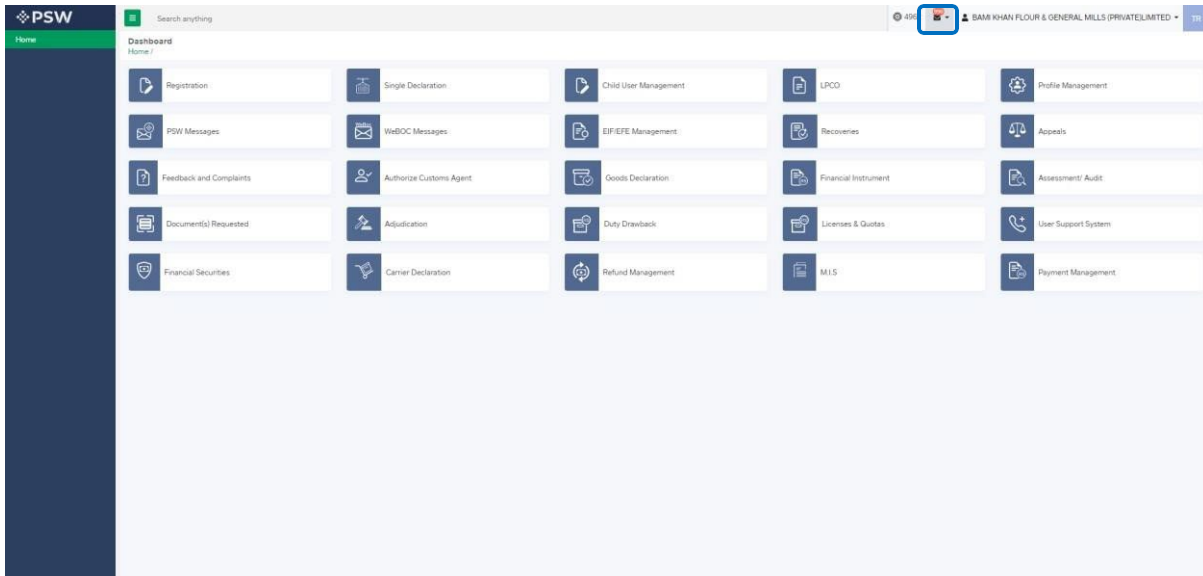
Figure 113

ii.   You will click on a particular notification.
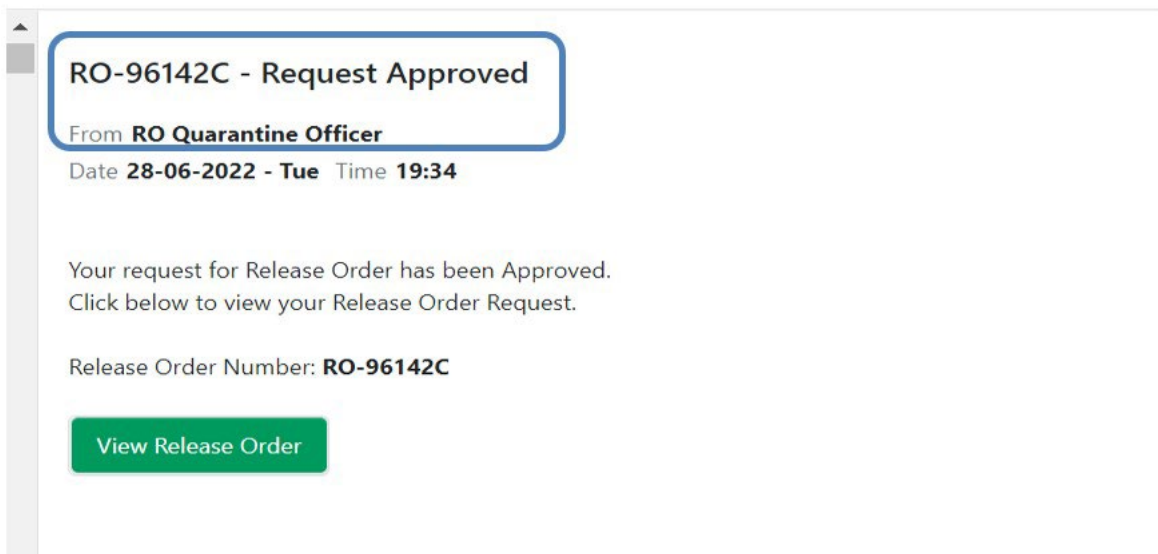
Figure 114

iii.   You will be re-directed to the inbox from where you will click on 'View Release Order.'

iv. When you will click on 'View Release Order' button then approved Release Order shall appear.

v. You can click on 'Print' button to print Release Order in DPP prescribed format.

Figure 116

vi.   Upon clicking on 'print' button, a PDF file will automatically download.

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
DEPARTMENT OF PLAN PROTECTION
(PLANT QURANTINE DIVISION)
****
BIOSECURITY CLEARANCE ORDER OR PLANT PROTECTION RELEASE ORDER

BC/RO. NO. RO-3B9B4F/2022

Book No. _____   Serial No. _____   Date of Issue. 28-06-2022   Place of Issue. Karachi

In exercise of the powers conferred under rules 49(2), 50(3),54, 96(3)(9)(11), 101 of the Pakistan Plant Quarantine Rules 2019 issued under sub-section (1) (2) and (3) of section 3 and section 5 and section 10 of the Pakistan Plan Quarantine Act 1976, the following consignment of plant or plant products or regulated goods or article referred to this station has been inspected/tested/fumigated or treated and the same has been accorded biosecurity clearance or plant protection release order or provisional quarantine clearance* for growing in an approved post entry quarantine facility, as detailed below:

1. Name and address of importer / consignee 38-EAST, ZAHOOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban	2. Name and address of exporter(consignor) Maaz Maaz	
3. Description of Plant or Plant Product or regulated goods or articles (1) - - - - - Blueberries (Vaccinium spp-cyanococcus) seeds;23.00 Kilogram		
(Common & Scientific Name)	Quantity.(Wt.Vol))	No. of shipments
(1) 123123123	(1) 23.0000 Kilogram	--
4. Name of vessel or voy / flight or vehicle Js Yuugiri D D 153	5. Name of shipping company or airline or transport N/A	
6. Container No's (FCL / LCL) hatch No's As per Declaration: SD-I-0000097-28062022, GD Number: KPPI-HC-813-28-06-2022		
7. Foreign Port of shipment Karachi	8. Point or port of arrival in Pakistan Bolgare	
9. Distinguishing marks if any As per Declaration: SD-I-0000097-28062022, GD Number: KPPI-HC-813-28-06-2022	10. Country of origin or re-export Albania	
11. Date of arrival of shipment 28-06-2022	12. Bill of entry No. / shipping or airway bill No. / Bill of lading No. BL-330B9A3A98	
13. Date of inspection 28-06-2022	14. Date of sampling --	15. Date of laboratory report if applicable --	16. Date of treatment 01-01-0001
17. Signature and stamp of authorized officer	18. Name and designation of authorized officer RO-EC-IP Officer(RO Quarantine Officer)	
19. Copy to: Collector / Deputy Collector / Assistant Collector of Customs for information and necessary action: (Designation and address of model custom collectorate)		
20. Copy to importer of plant or plant products or regulated goods or article for information and necessary actions: 38-EAST, ZAHOOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban Name and address of importer/ authorized agent		

Note: This is the system generated document and does not require any signature. This document can be verified electronically/Online through the QR code available on the document.

Figure 117

Alternate way to print approved Release Order

    i.   You can navigate to release order grid and click on 'print' button to print approved release order in DPP prescribed forms.

Figure 118

ii.   Upon clicking on print button, a PDF file will automatically download.

Rejection notification

i.   A notification will appear in user's inbox notifying user about release order rejection.
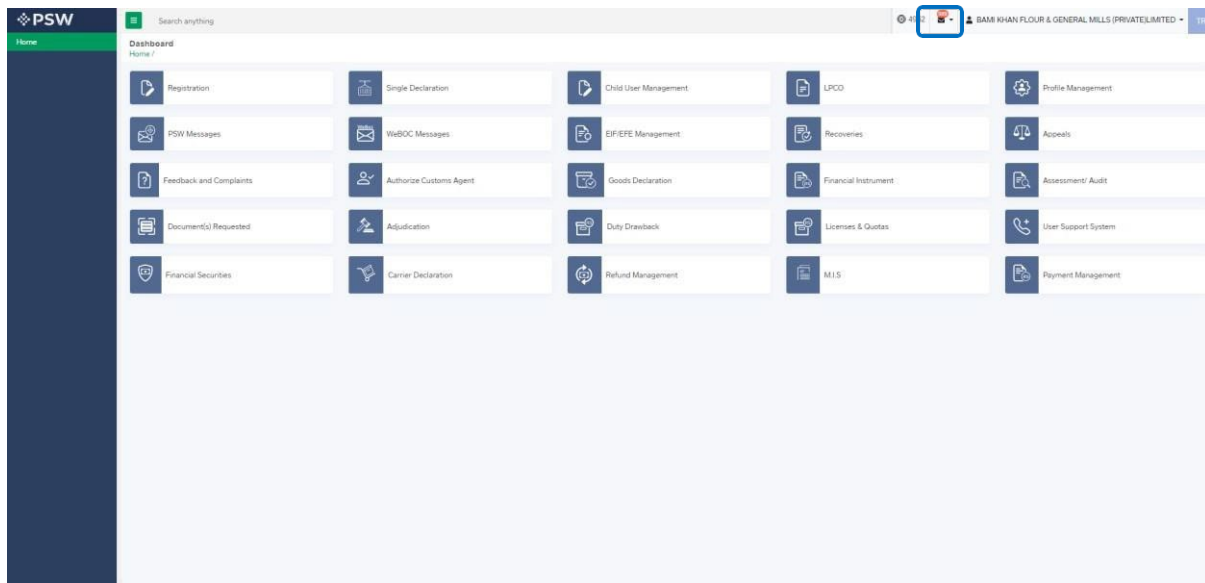
Figure 120

ii.   You will click on a particular notification

RO-AD358D - Request Rejected

From **RO Quarantine Officer**

Date **28-06-2022 - Tue** Time **17:51**

Your request for Release Order has been Rejected.
Click below to view your Release Order Request.

Release Order Number: **RO-AD358D**

View Release Order

Figure 121

iii. When You will click on 'View Release Order, you will be redirected to the inbox screen from where you can click on 'View Release Order' button to view rejected Release Order.

RO-AD358D - Request Rejected

From **RO Quarantine Officer**
Date **28-06-2022 - Tue** Time **17:51**

Your request for Release Order has been Rejected.
Click below to view your Release Order Request.

Release Order Number: **RO-AD358D**
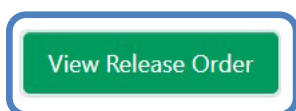
View Release Order

Figure 122

iv. When you will click on View release order button then rejected release order will open where you can view officer remarks.

Officers Remarks

reject
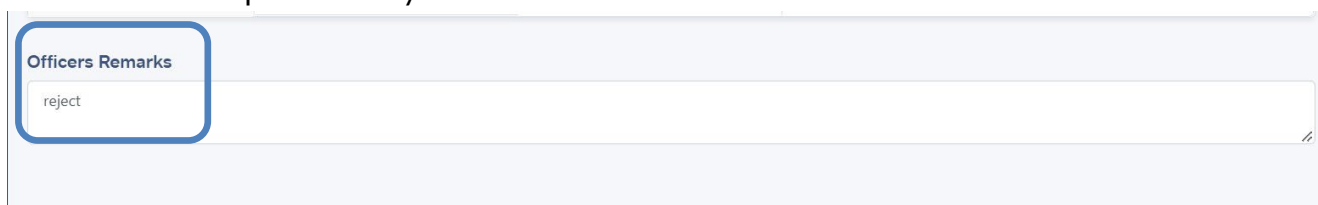
Figure 123

6.4. Notification for fumigation

Fumigation notification

i. A notification will appear in your inbox notifying user about the fumigation called by department.

Figure 124

ii.   You will click a particular notification

Figure 125

iii.   You will be redirected to inbox from where the You will upload fumigation report by clicking on 'Upload fumigation report' button.

Figure 126

iv. Upon clicking on 'Upload fumigation report' button a screen will appear on which you will select file, add comments, and clicks on 'submit' button to submit the fumigation report.

Figure 127

v. Upon clicking on 'submit' button a pop-up will appear which will tell You about the successful submission.

Figure 128

7. EXPORT CERTIFICATE(S)

i. Once you click on 'LPCO' a new screen will open in which you can click on 'Export Certificate' button to view existing export certificate request which are under process.

Note: All the requests of Export Certificate will be automatically generated upon submission of Single Declaration.
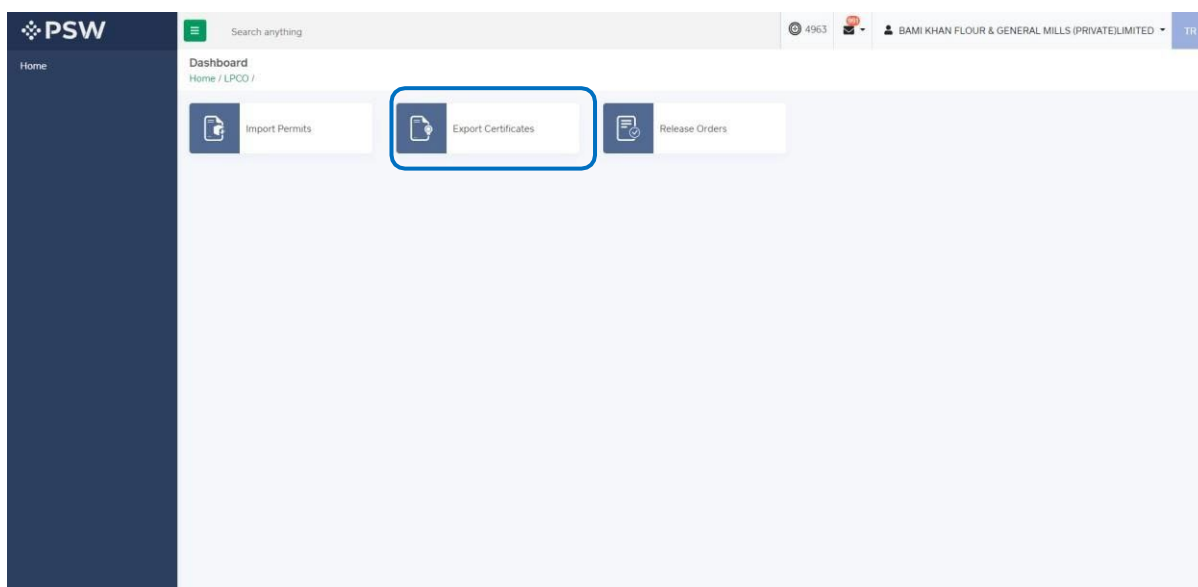
Figure 129

7.1. View Export Certificate

iii. Upon clicking on 'Export Certificate' button a new screen shall open. You will be able to view all the export certificates which are under process.
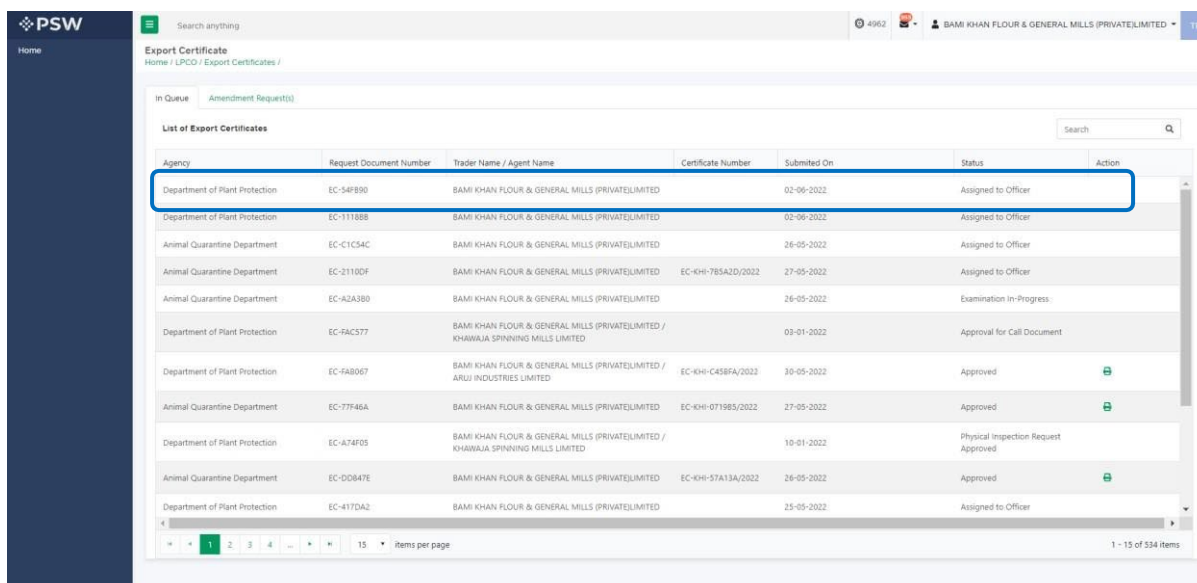
Figure 130

iv. You will click on desired Export Certificate to view the request.
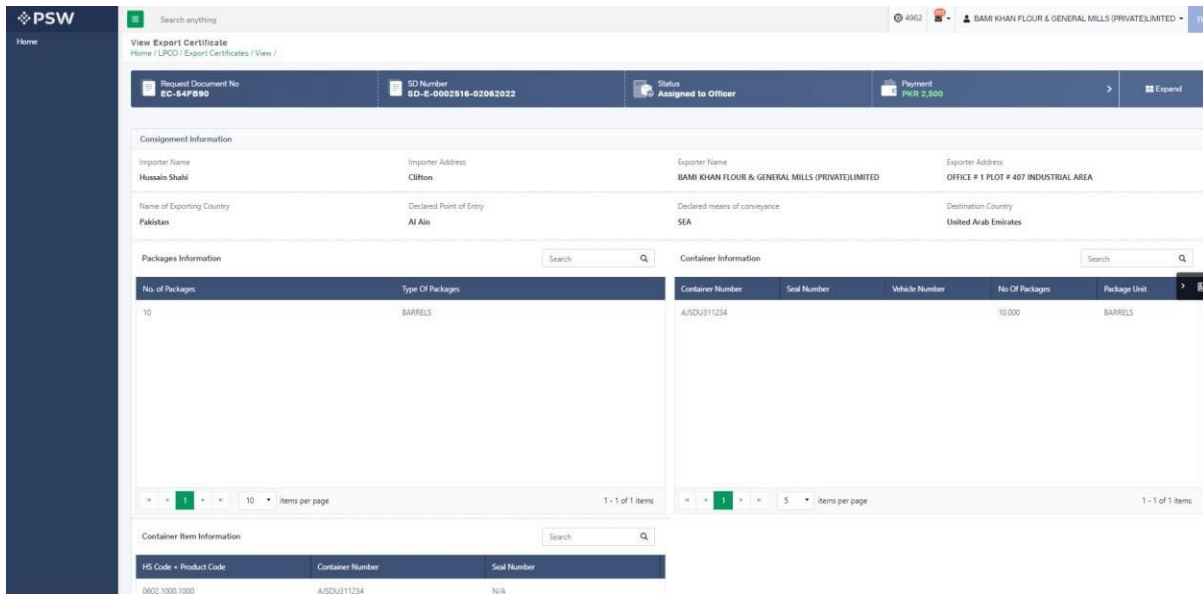
Figure 131

7.2. Upload Called Document(s)

ix.   A notification will appear in the notification bar when officer requests the trader/custom agent to submit any additional document. You will click on notification button to open all the notifications.
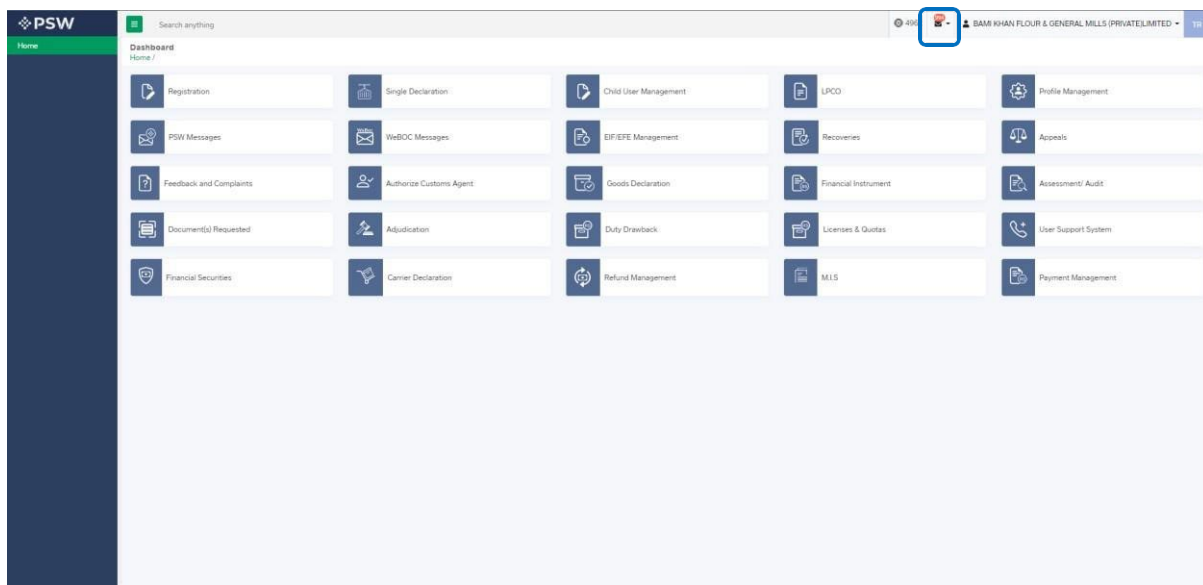
Figure 132

x.   You will click on a desired notification.
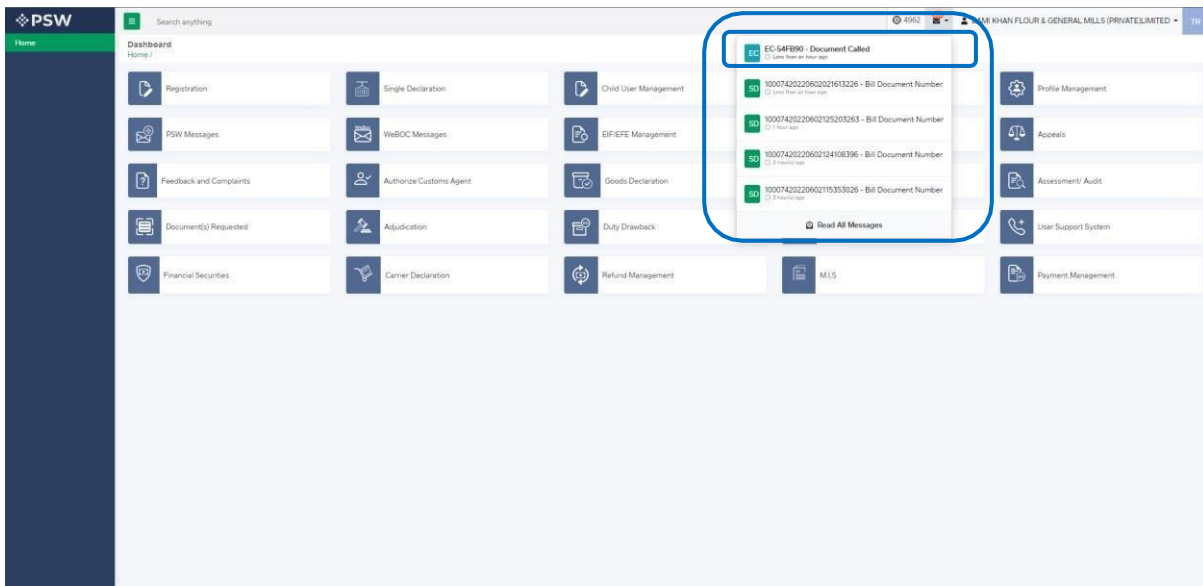
Figure 133

xi.   In case, you click on 'Documents Called' tab, you will be re-directed to the inbox from where you will click on 'Upload Document.'
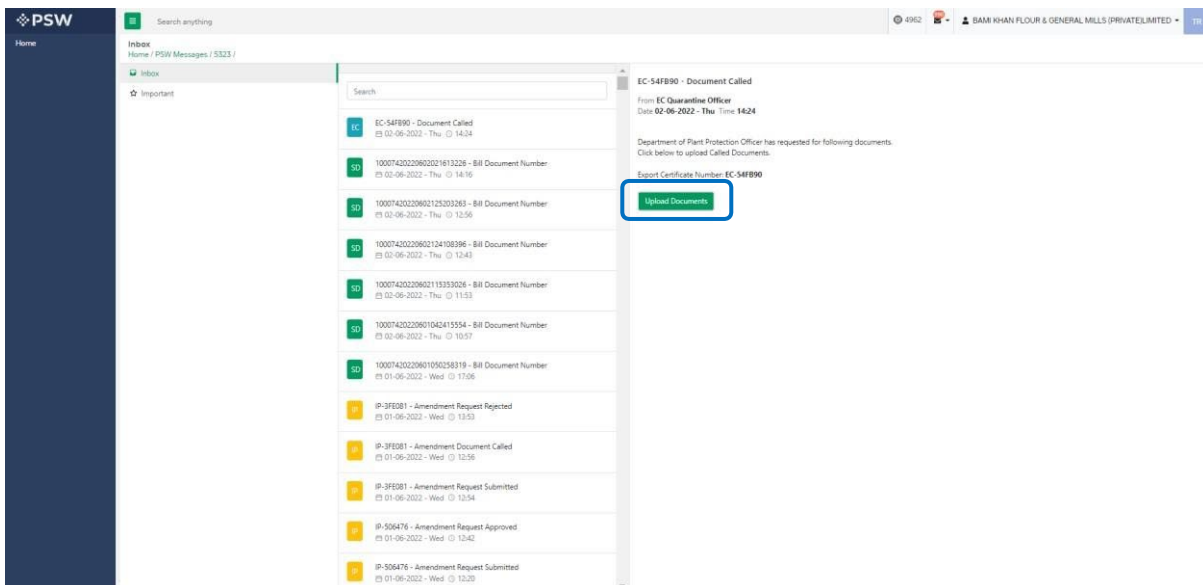
Figure 134

xii.   You will be re-directed to the 'Document Called' screen from where you will click on 'Upload Document' button.
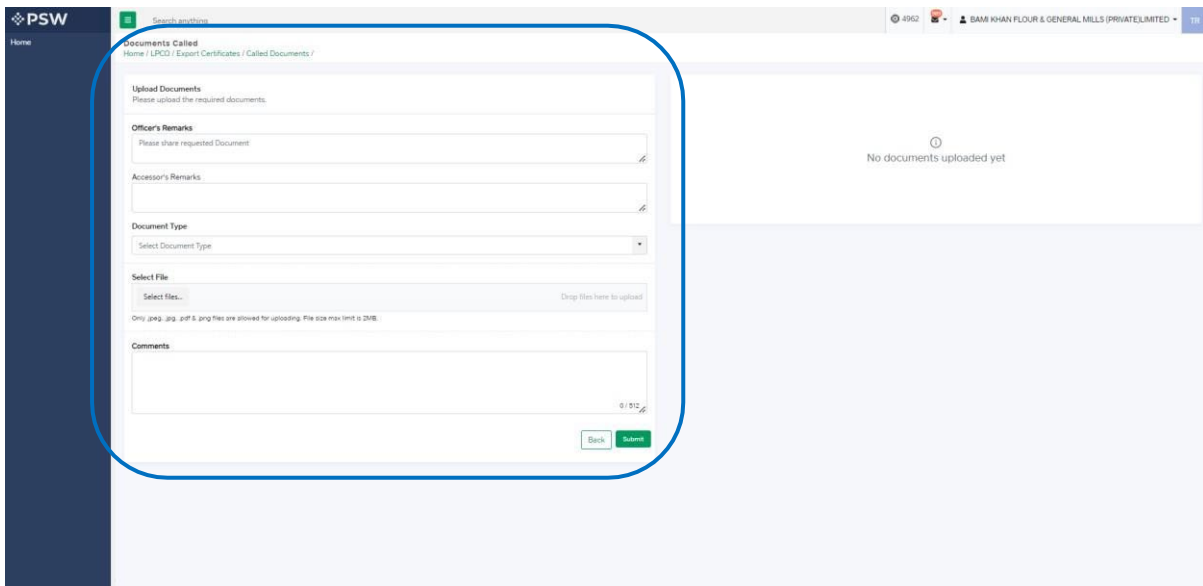
Figure 135

xiii.   You will select required document by clicking on 'Document Type'
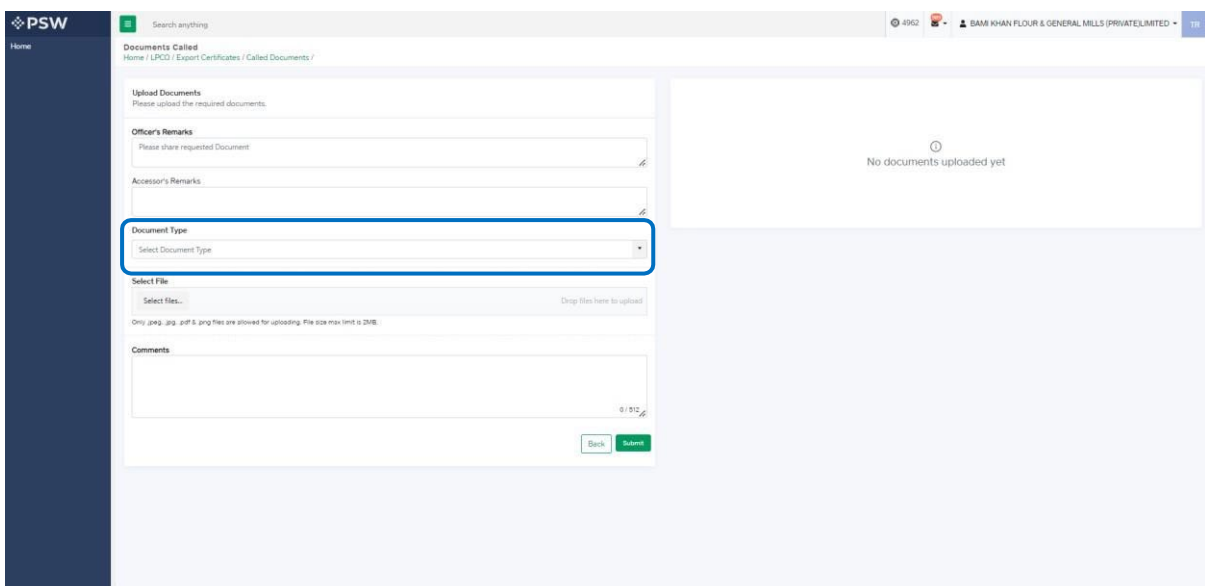
Figure 136

xiv.   You will click on selected file and upload file.
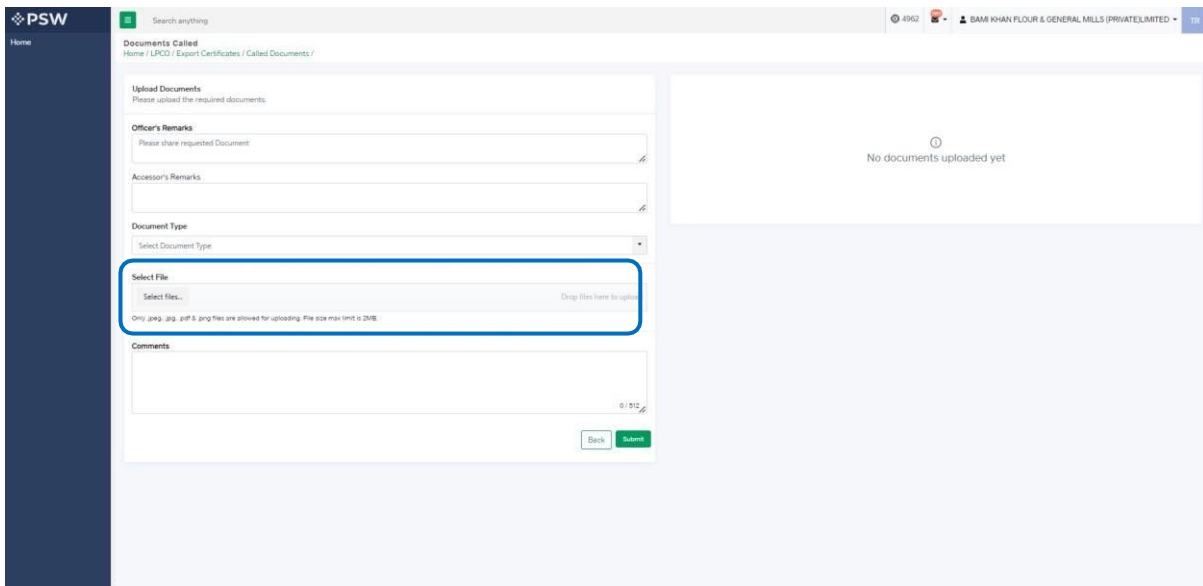
Figure 137

xv. You can review the attached document by clicking on document and click on 'Submit' button to submit document for further processing.
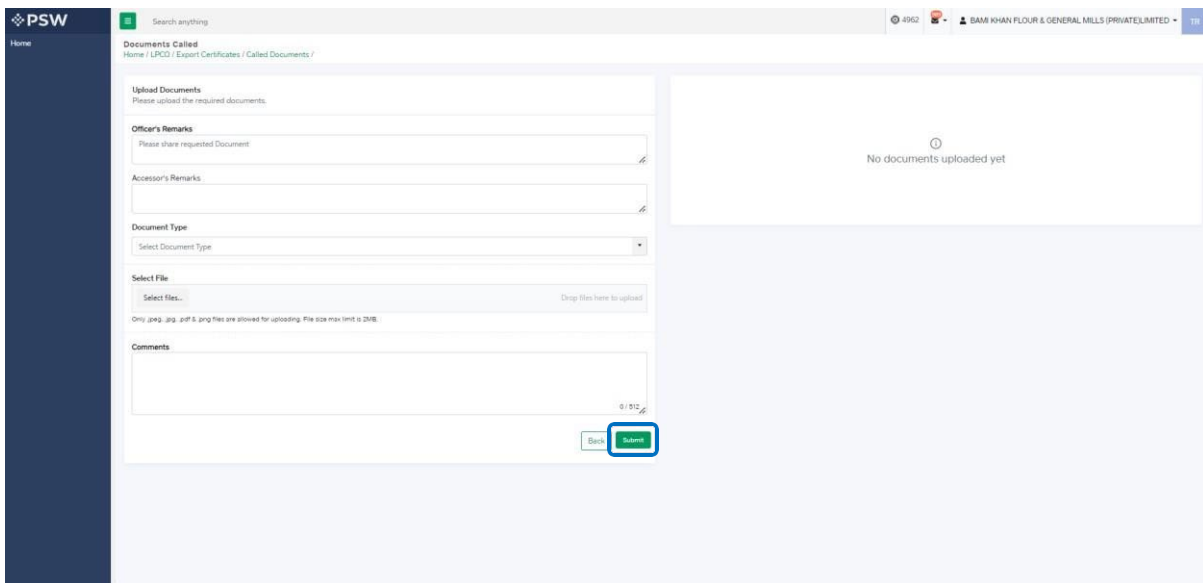
Figure 138

xvi. Upon clicking on submit button a success pop-up will appear.
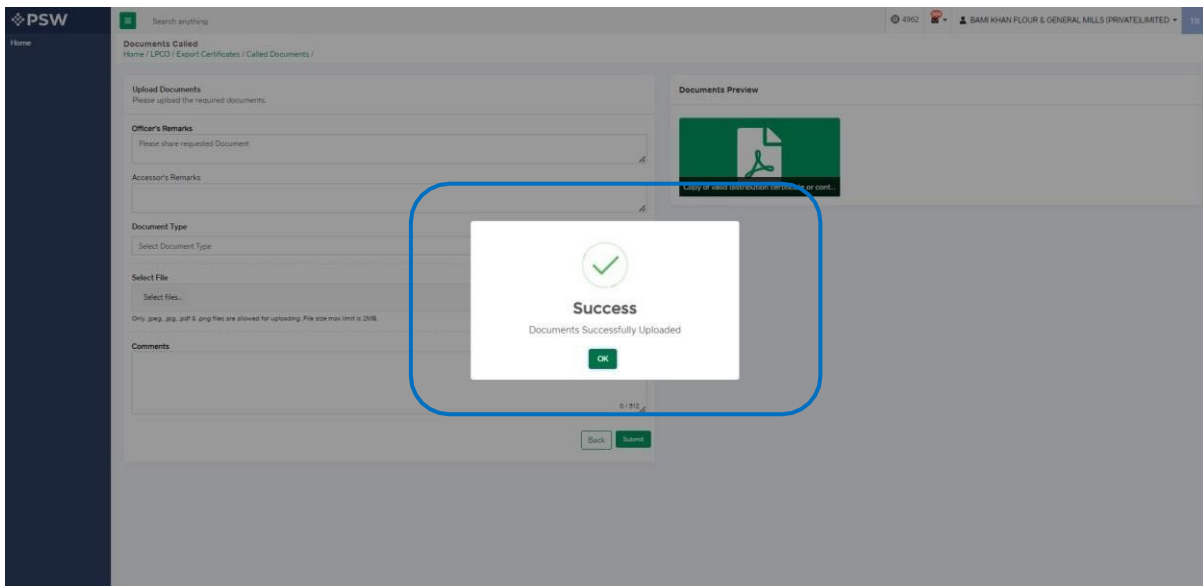
Figure 139

7.2.1. Alternate way to upload document

iv. You can also upload document by clicking on action icon.
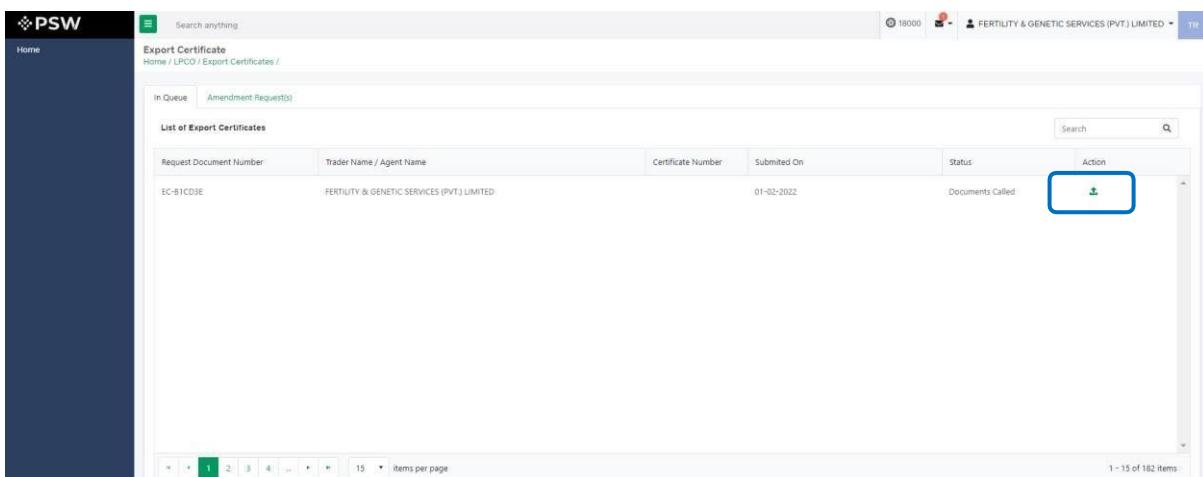
Figure 140

v. Upon clicking on action button, you will be redirected to the 'Document Called' screen from where you can select document, upload file, add comments and submit document.

vi. Same process as under 7.2. will follow.

7.2.2. Notification for Approval/Rejection of Export Permit

Approval notification vii. A notification will appear in your inbox notifying you about export certificate approval. You will click on the notification.
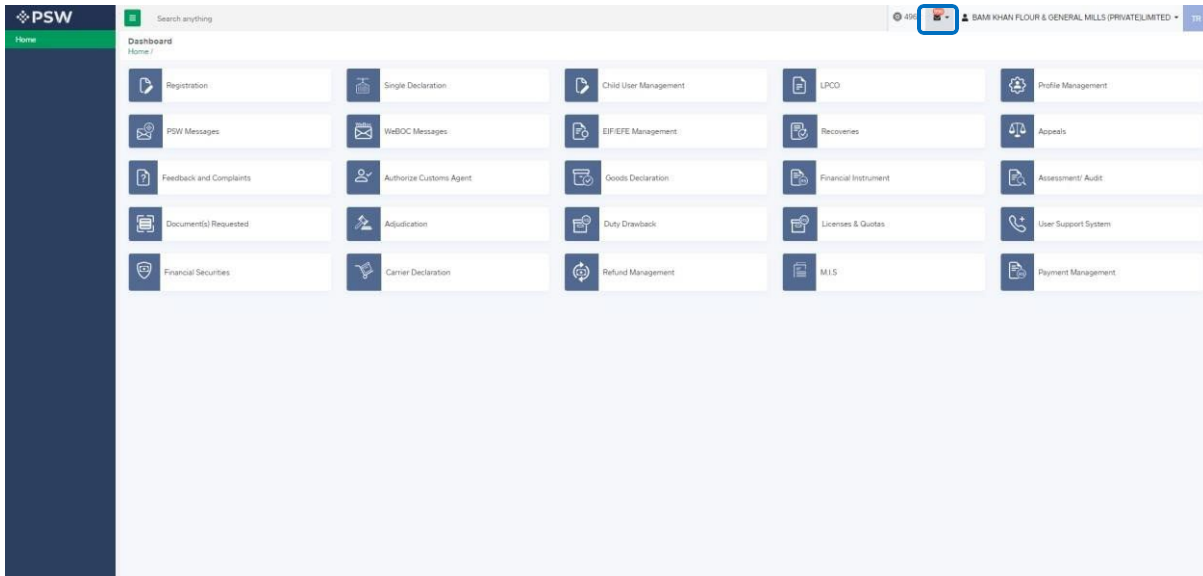
Figure 142

viii. You will click on a particular notification.
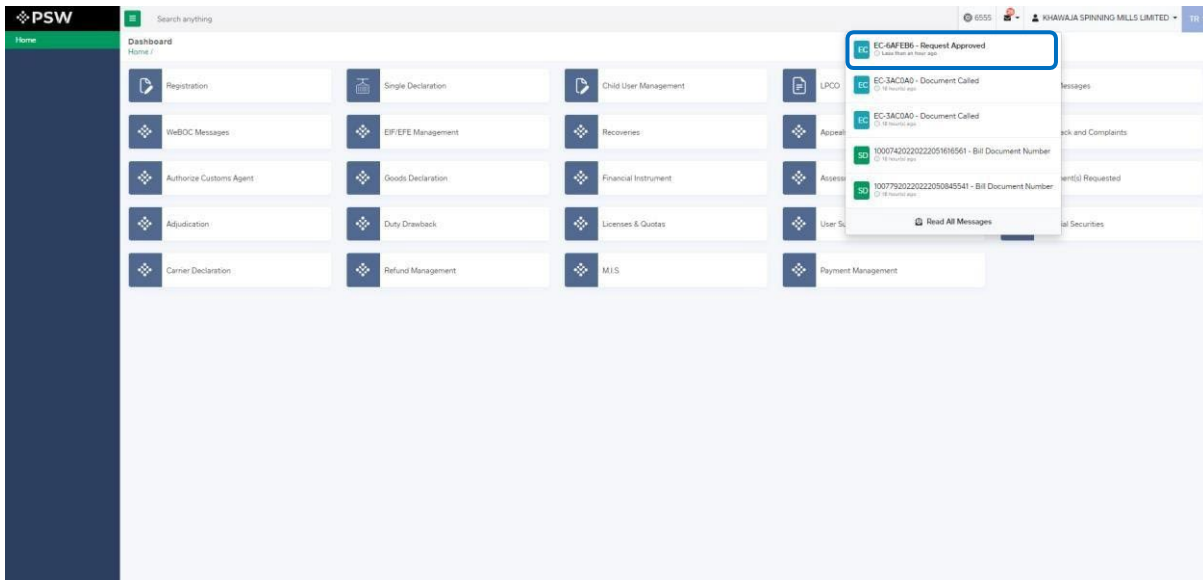
Figure 143

ix. You will be re-directed to the inbox from where you will click on 'View Export Certificate.'

Figure 144

x.   When you will click on 'View Export Certificate' button then approved Export Certificate shall appear.

Figure 145

xi.   You can click on 'Print' button to print Export Certificate in DPP prescribed certificate.

Figure 146

xii.   Upon clicking on 'print' button, a PDF file will automatically download.

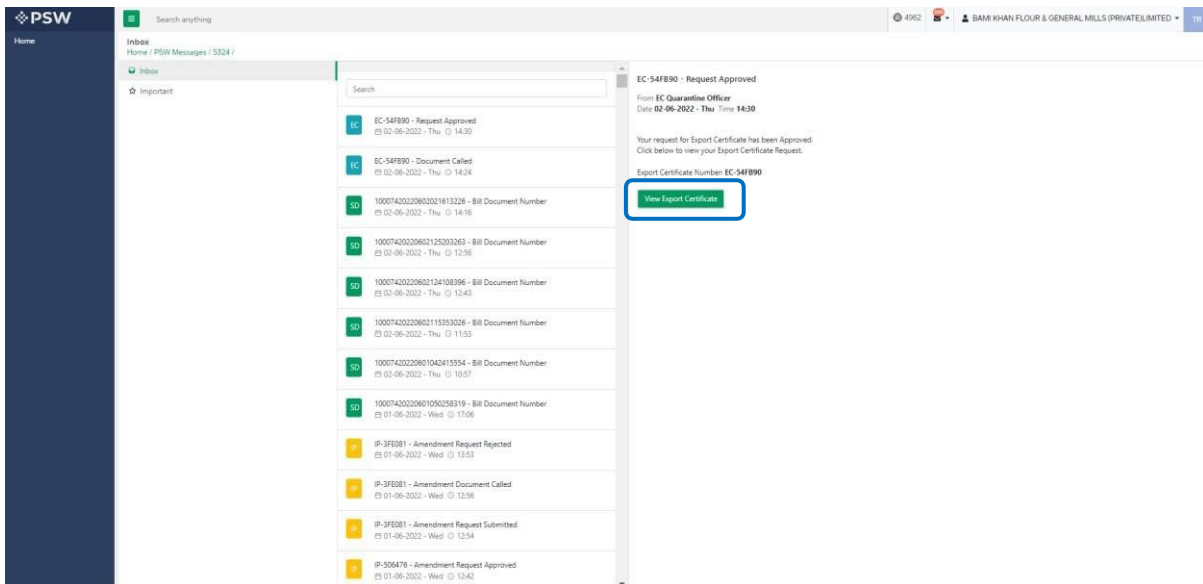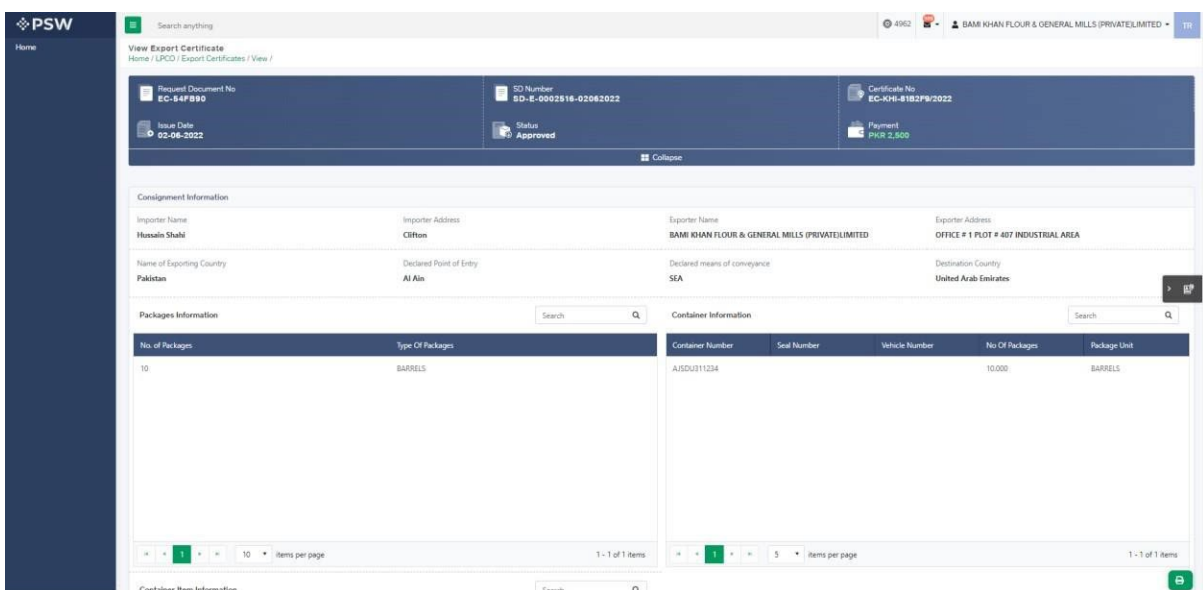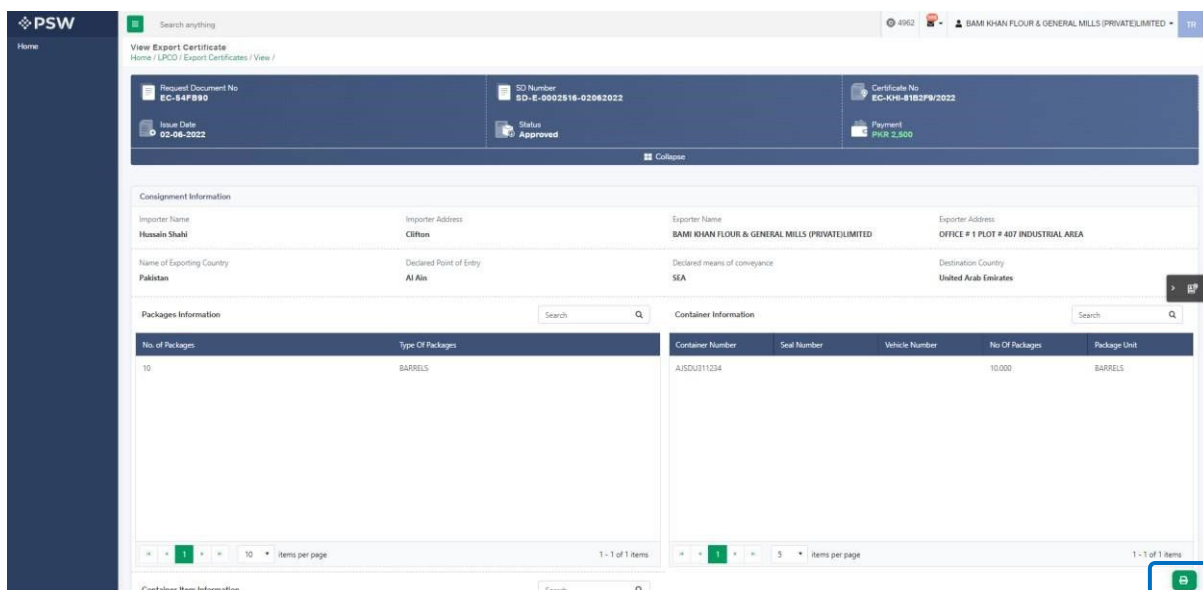|	
Government of Pakistan **Ministry of National Food Security** **And Research** **Department of Plant Protection** Jinnah Avenue, Malir Halt, Karachi 75100, Pakistan Ph: +92-21-99248612-15, Fax: +92-21-99248673 E-Mail:Quarantine@plantprotection.gov.pk (Website: www.plantprotection.gov.pk)	DPPQ-Form-28 see rule 9(4) 96(11) and 98(9), 101 PHYTOSANITARY CERTIFICATE FOR EXPORT Certificate No: EC-97837D/2021
From: Department of Plant Protection of Pakistan	To: Plant Protection Organization of Importing Country

<table>
<tr><td colspan="2" align="center">Description of the Consignment</td></tr>
<tr><td>1. Name and address of Exporter
M/S CHANAR SUGAR MILLS LTD.
69B, Block C2, Gulberg III, Lahore Gulberg Town</td><td>2. Declared Name and address of Consignee
New Light Traders
Test Consignee address</td></tr>
<tr><td>3. Name of produce and quantity declared.
- - - BULBS;12.0000;pieces/items</td><td>4. Botanical name of plant.
test</td></tr>
<tr><td>5. Number and Description of packages
0;</td><td>6. Distinguishing marks/container no./seal no.
Nil</td></tr>
<tr><td>7. Declared means of conveyance
MCC Export Karachi</td><td>8. Place of Origin
PAKISTAN</td></tr>
<tr><td colspan="2">9. Declared Point of entry
China</td></tr>
<tr><td colspan="2" align="center">CERTIFICATION</td></tr>
<tr><td colspan="2">This is to certify that the plants, plant products or other regulated articles described herein have been inspected and / or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.</td></tr>
<tr><td colspan="2" align="center">Additional Declaration</td></tr>
<tr><td colspan="2" align="center">Disinfection and/or Disinfection Treatment</td></tr>
<tr><td>10. Date.
11/18/2021 19:00:00</td><td>11. Treatment
test</td></tr>
<tr><td>12. Chemical
Nil</td><td>13. Duration and Temperature
12</td></tr>
<tr><td>14. Concentration.
test</td><td>15. Additional Information.
Nil</td></tr>
<tr><td>16. Place of issue
Nil</td><td>17. Name of authorized Officer
CHANAR SUGAR MILLS LIMITED</td></tr>
<tr><td>18. Stamp of Organization.</td><td>19. Signature Of Authorized Person</td></tr>
<tr><td colspan="2">20. Date Issues
19-11-2021</td></tr>
<tr><td colspan="2">No financial liability with respect to this certificate shall attached to department of plant protection. Pakistan or to any of its officer or representatives.</td></tr>
</table>

Figure 147

Alternate way to print approved Export Certificate iii. You can navigate to export Certificate grid and click on 'print' button to print approved export certificate in DPP prescribed forms.
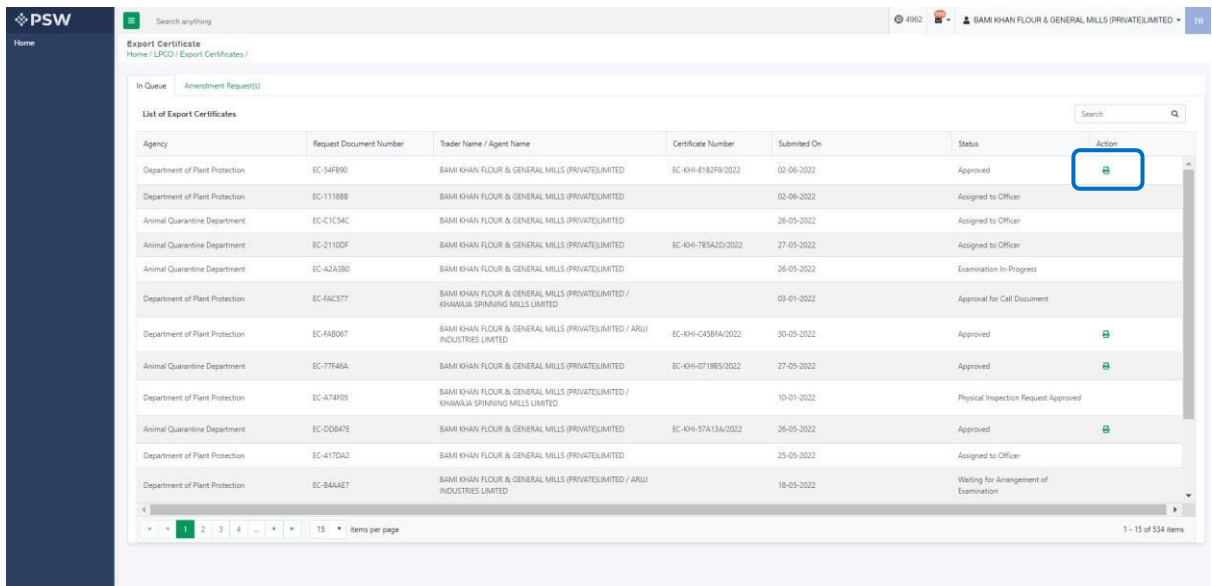

Figure 14

iv. Upon clicking on print button, a PDF file will automatically download.

Rejection notification

v. A notification will appear in user's inbox notifying user about export certificate rejection.
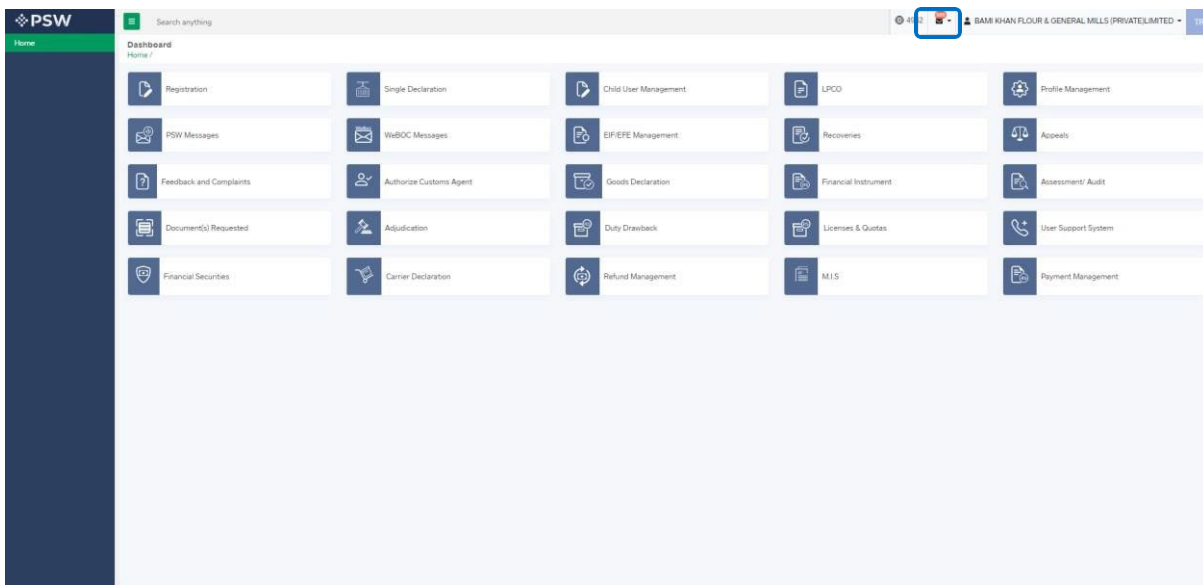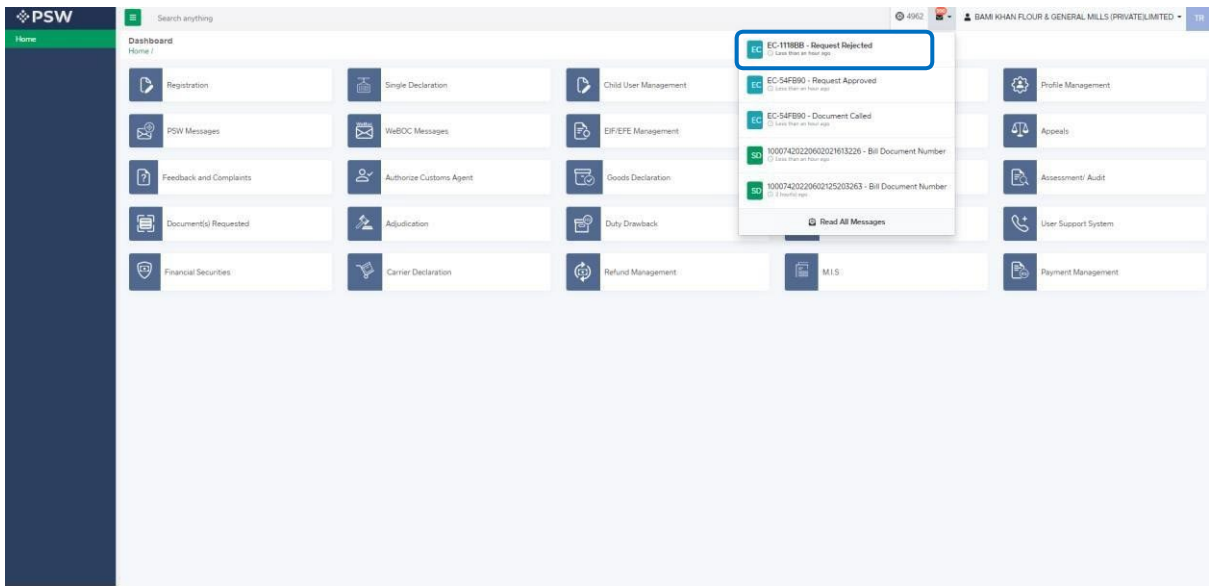

Figure 150

vi. You will click on a particular notification

Figure 151

vii.   When You will click on 'View Export Certificate, you will be redirected to the inbox screen from where you can click on 'View Export Certificate' button to view rejected Export Certificate.
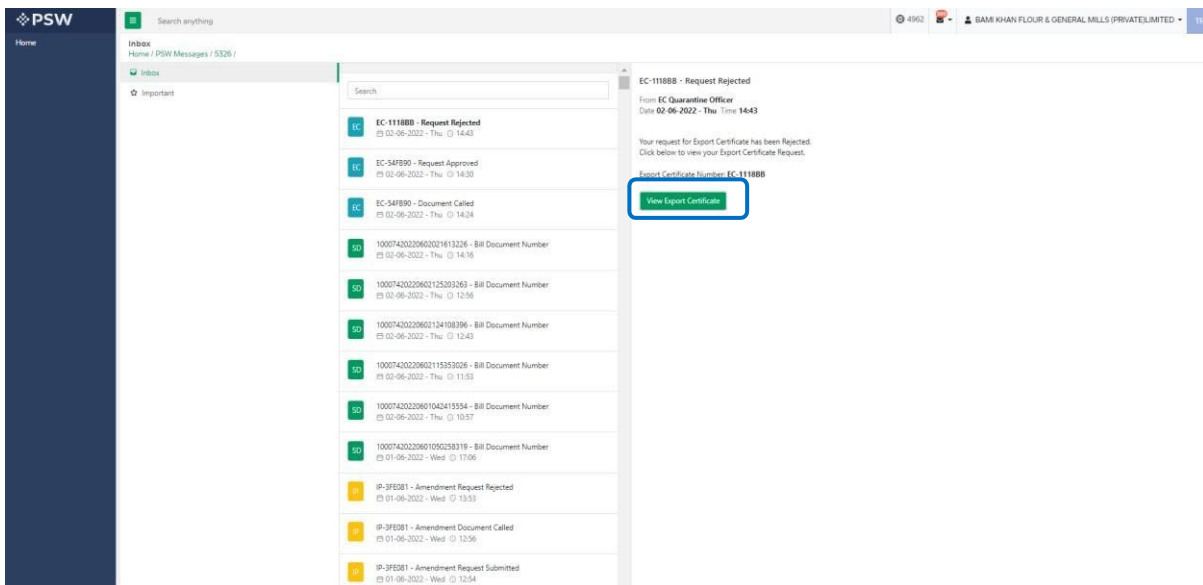
Figure 152

viii.   When you will click on View export certificate button then rejected export certificate will open where you can view officer remarks.
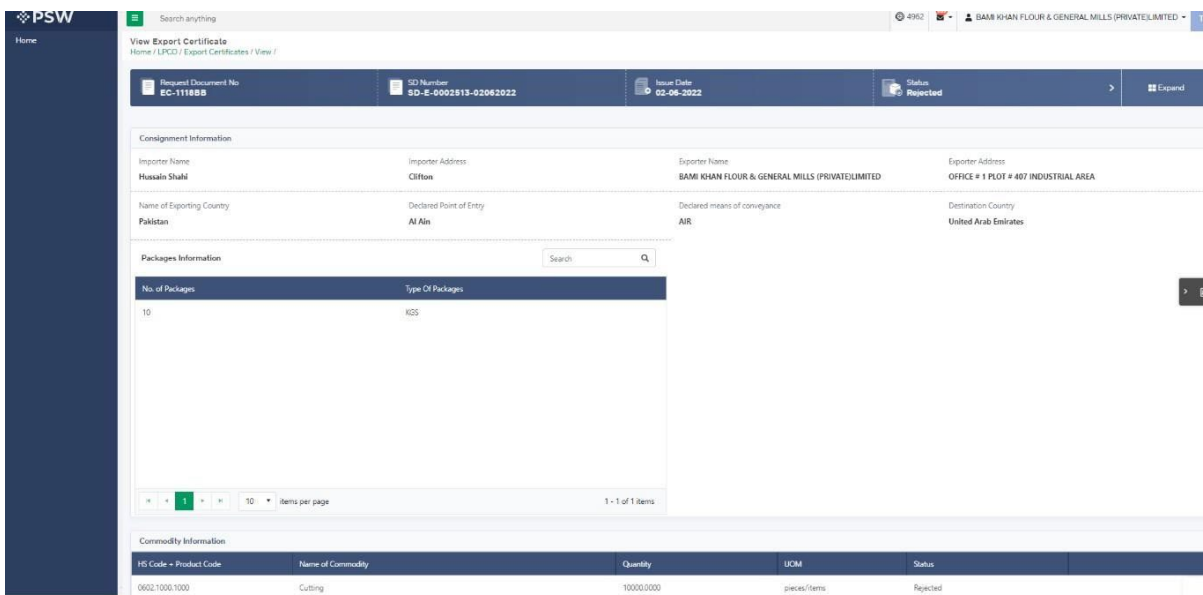
Figure 153

7.3. Notification for fumigation

Fumigation notification vi. A notification will appear in your inbox notifying user about the fumigation called by department.
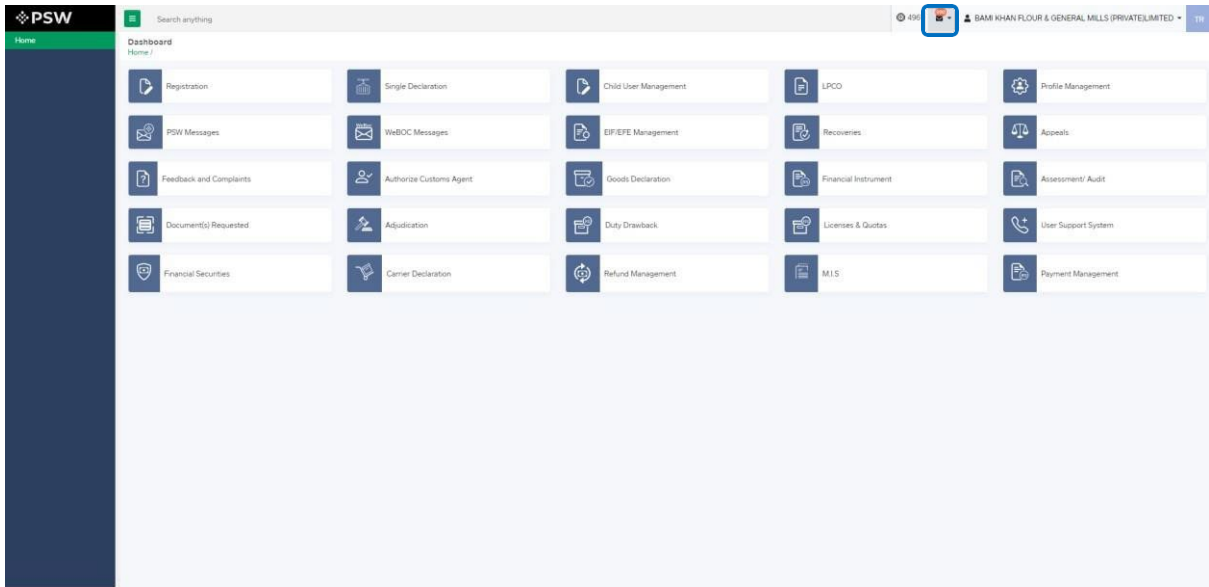
Figure 154

vii.   You will click a particular notification
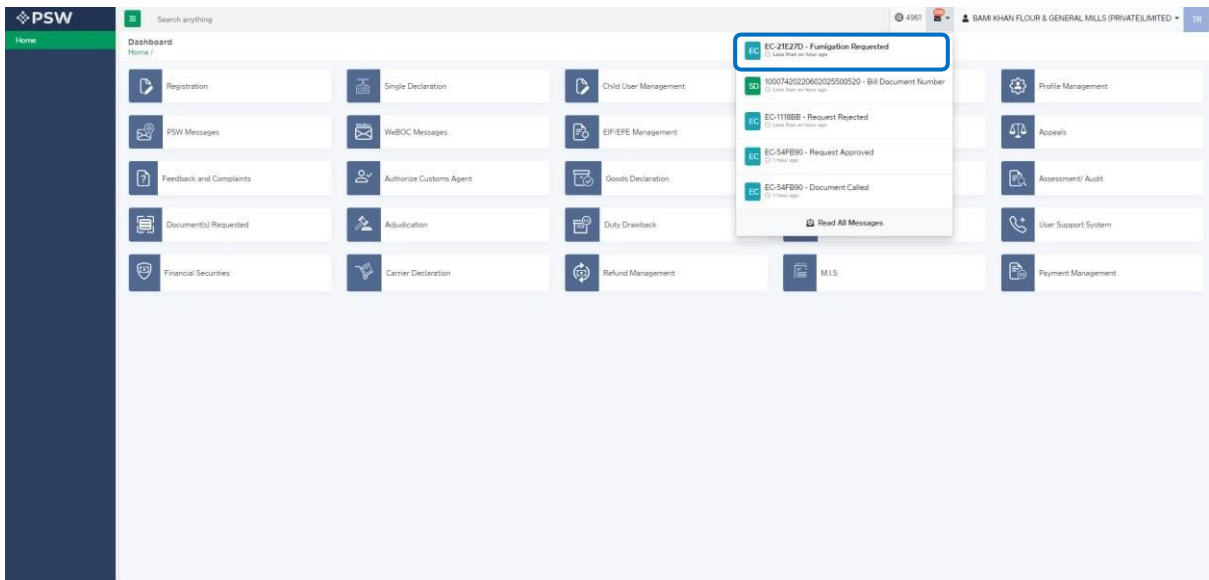
Figure 155

viii.	You will be redirected to inbox from where the You will upload fumigation report by clicking on 'Upload fumigation report' button.
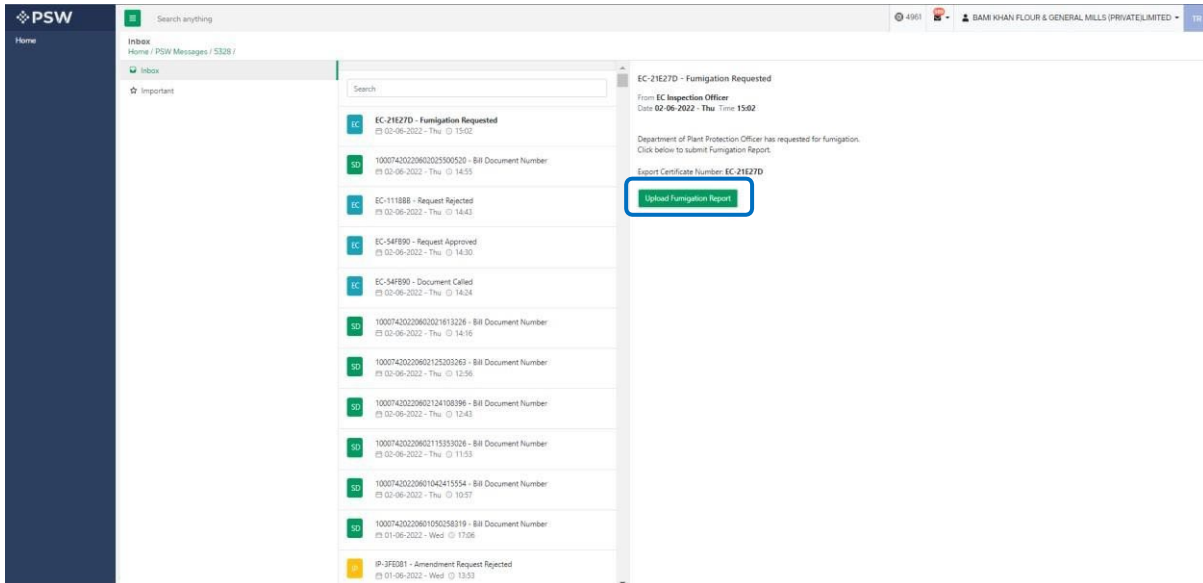
Figure 156

ix.	Upon clicking on 'Upload fumigation report' button a screen will appear on which you will select file, add comments, and clicks on 'submit' button to submit the fumigation report.
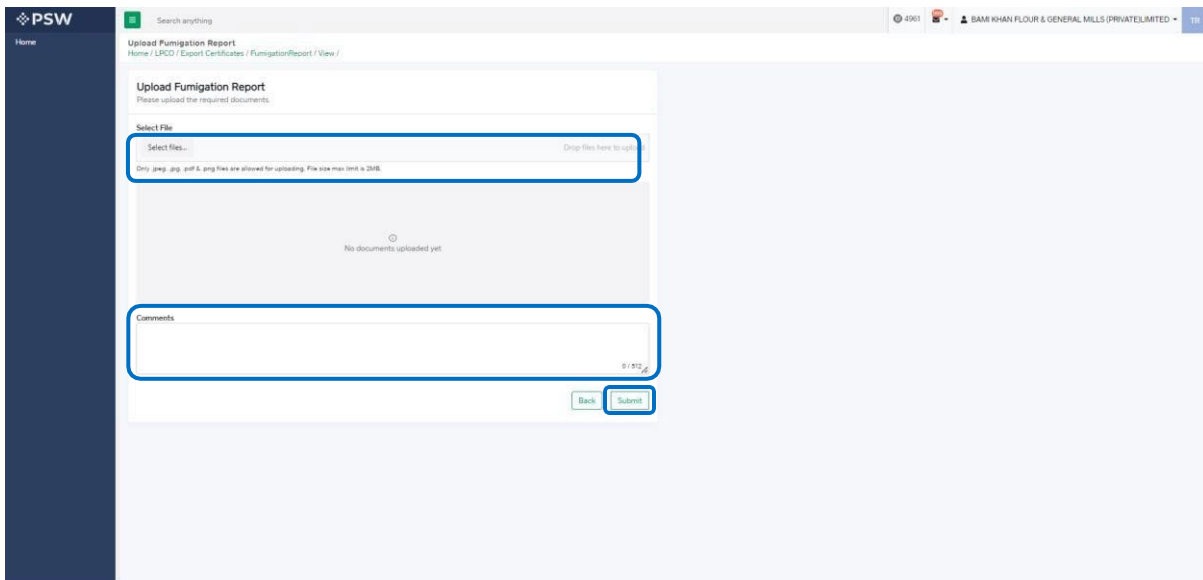
Figure 157

x.	Upon clicking on 'submit' button a pop-up will appear which will tell You about the successful submission.
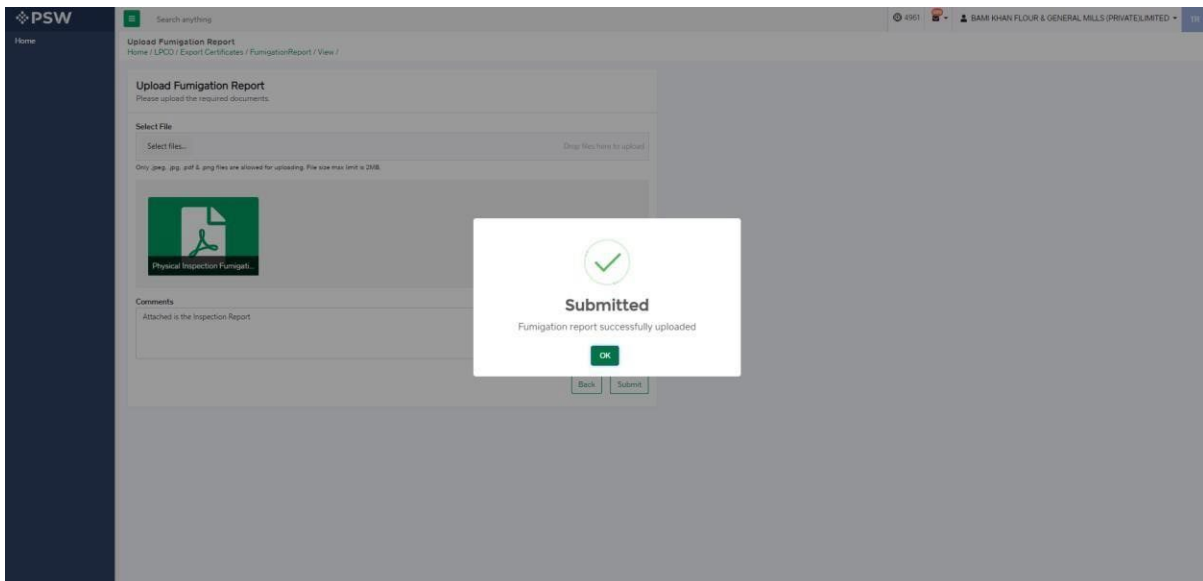
Figure 158

7.4. Export Certificate Amendment

    i.   If trader/custom agent had filed an SD amendment, a notification will appear in the notification bar. You will click on notification button appearing at top right side on the window
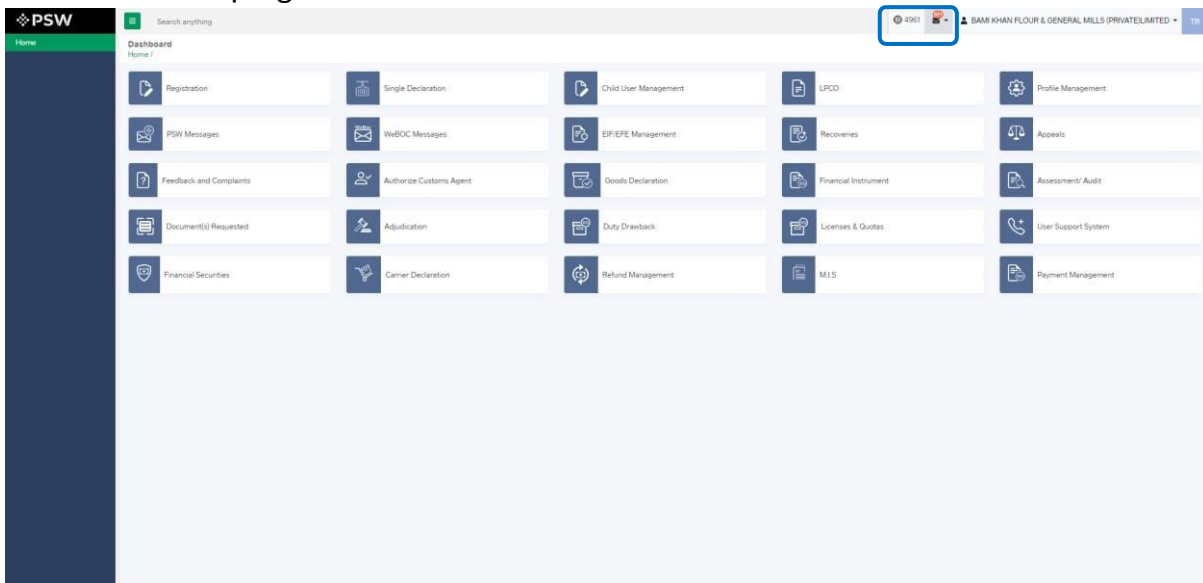
Figure 159

    ii.   You will click on a particular notification
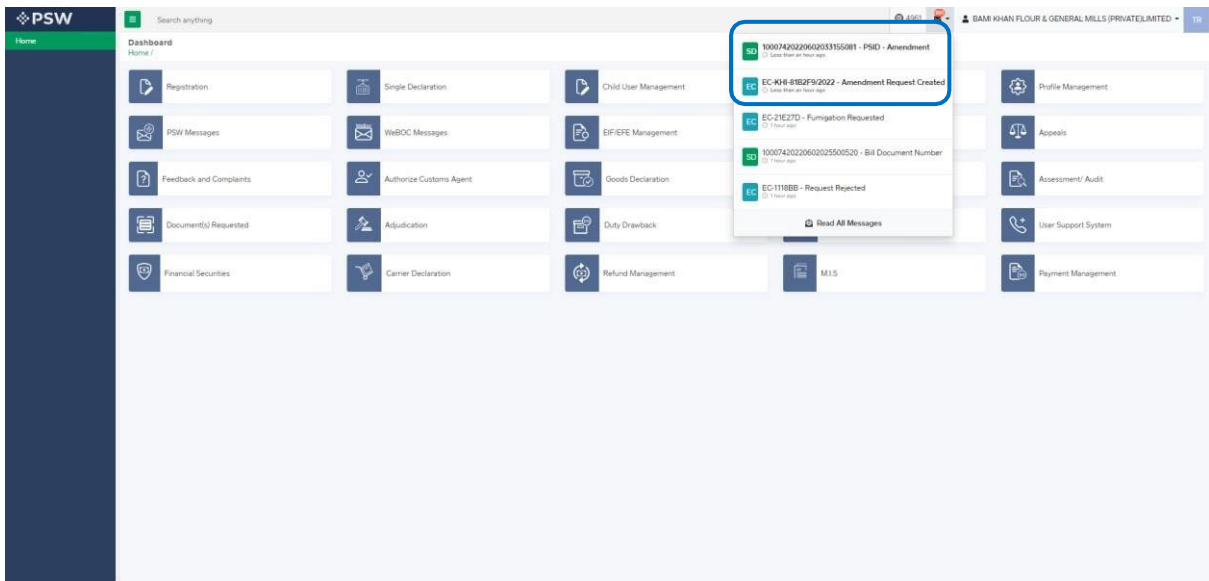
Figure 160

iii.   If 'Amendment Request Created' notification is clicked, you will be re-directed to the inbox from where you will click on 'View Export Certificate.'
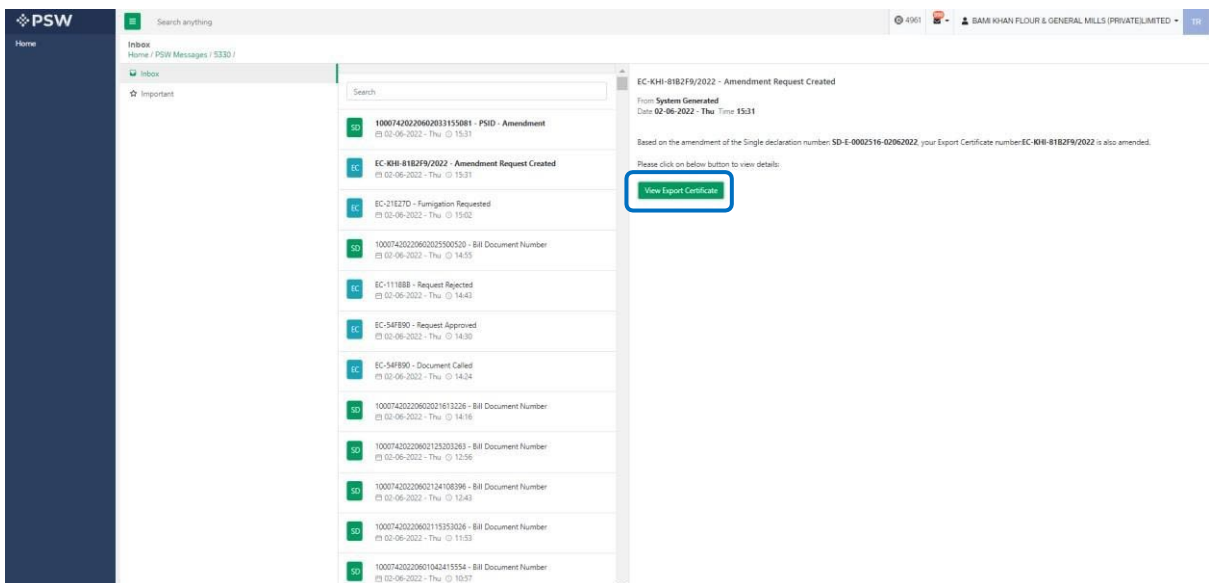
Figure 161

v.   Amendment Export Certificate will appear
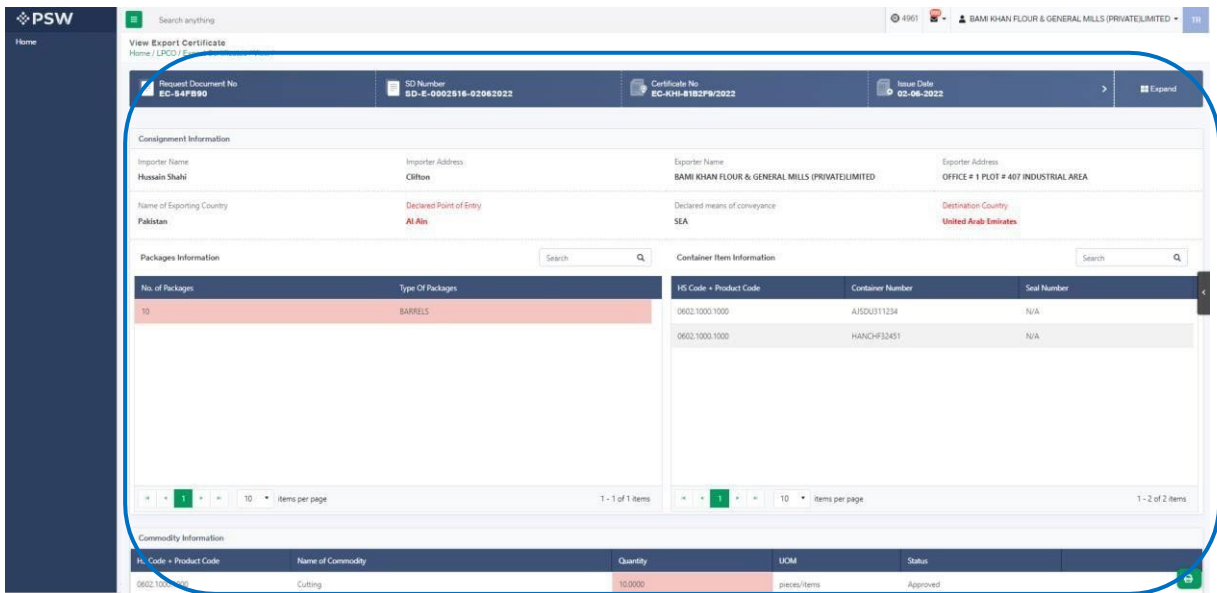
Figure 162

vi.   User can view the amended field with the help of the widget available in the screen below.
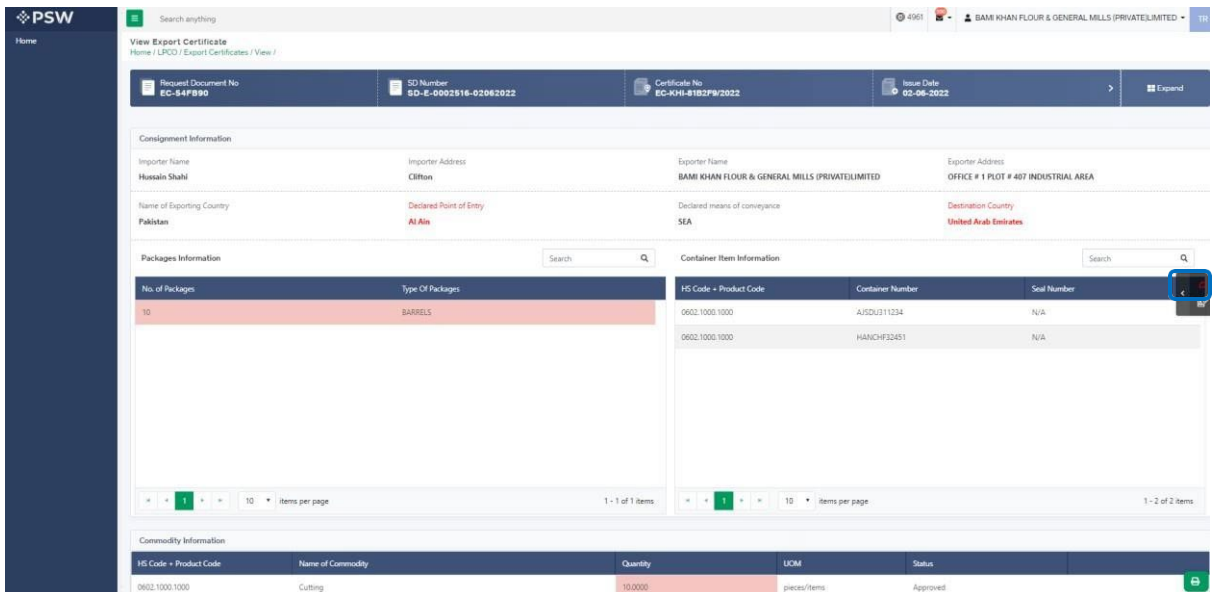
Figure 163

vii.   As the user filed an amendment against the quantity of the item and Destination Country, the quantity and the destination country highlighted in 'Red' is the previous value which was entered by the trader/custom agent while submitting the SD and the quantity and the destination country highlighted in 'Green' shows the updated quantity.

Figure 164

viii.   User can also view the 'Consignment additional information' by clicking on the item in the consignment information tab.

Figure 165

Figure 166

7.4.1. Alternate way to view Export Certificate Amendment

i.   To view the Export Certificate Amendment request, trader/custom agent will click on 'LPCO.'
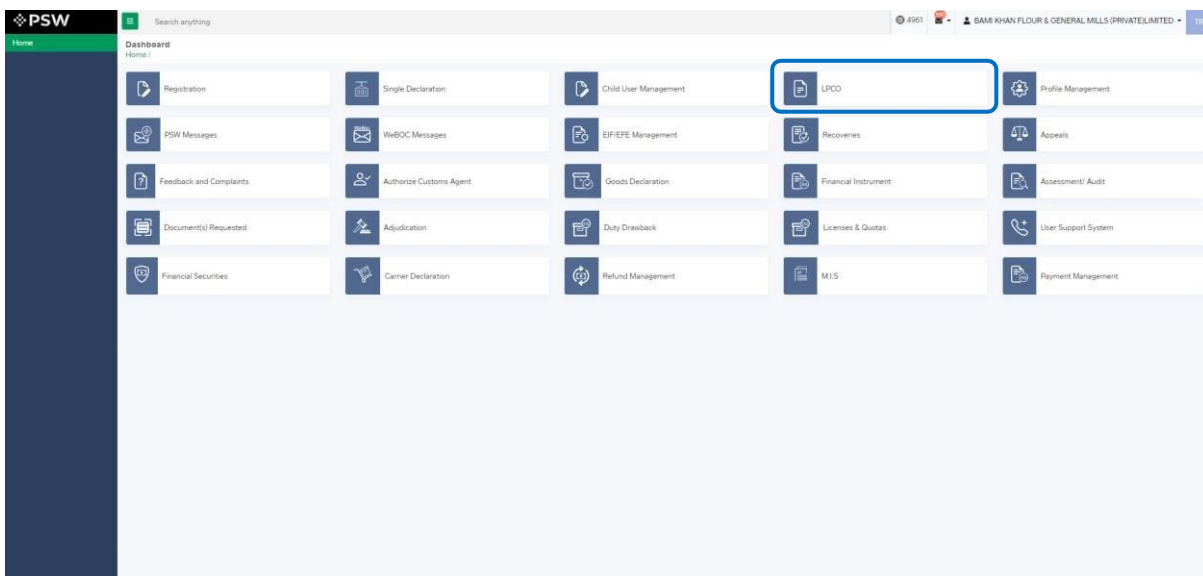
Figure 167

ii.   Trader/custom agent will click on 'Export Certificate'
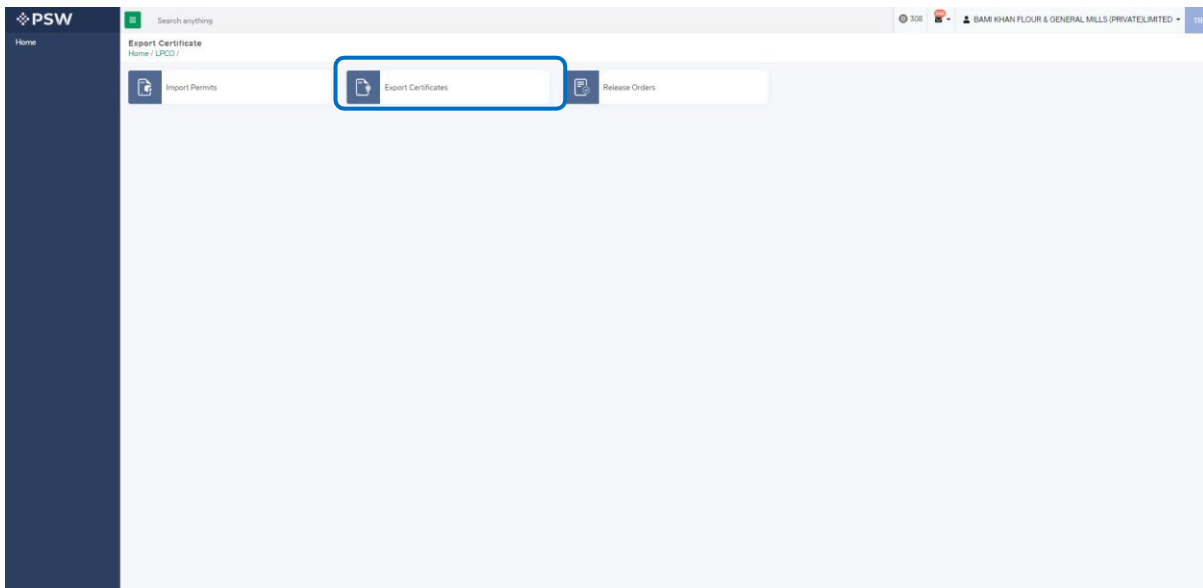
Figure 168

iii.   User will click on 'Amendment Request' tab and view the list of amended Export Certificates
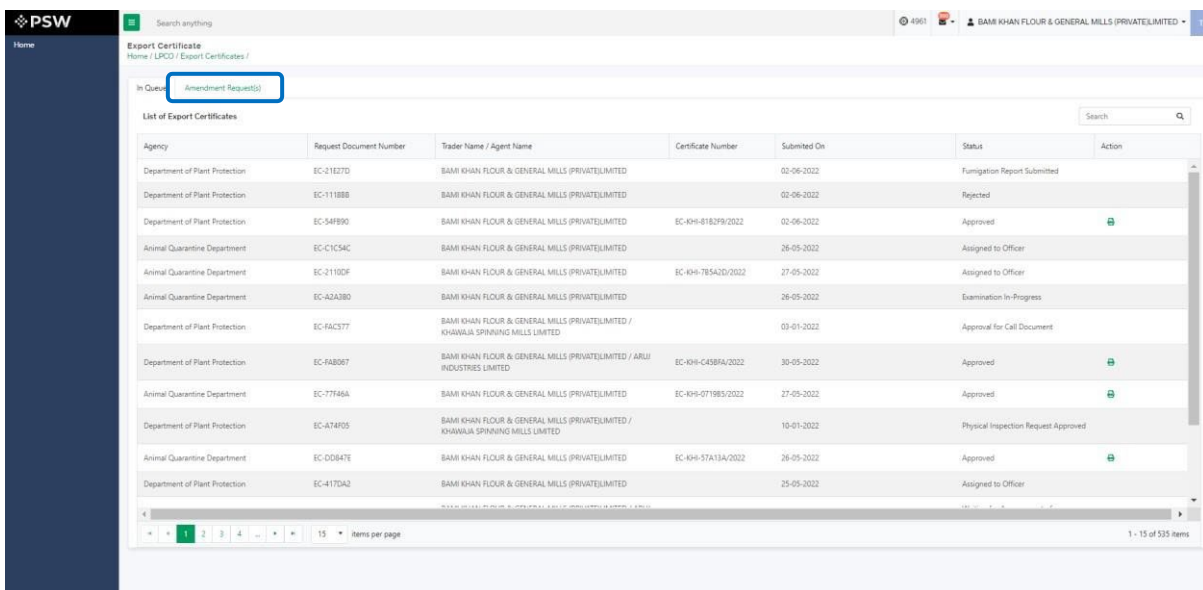
Figure 169

iv.   Following screens shows the list of amendment request along with the 'status' column. Trader/custom agent will click on the desired Export Certificate.

Figure 170

v.   'View Export Certificate' screen will open where the trader/custom agent will view the details of the Export Certificate.

Figure 171

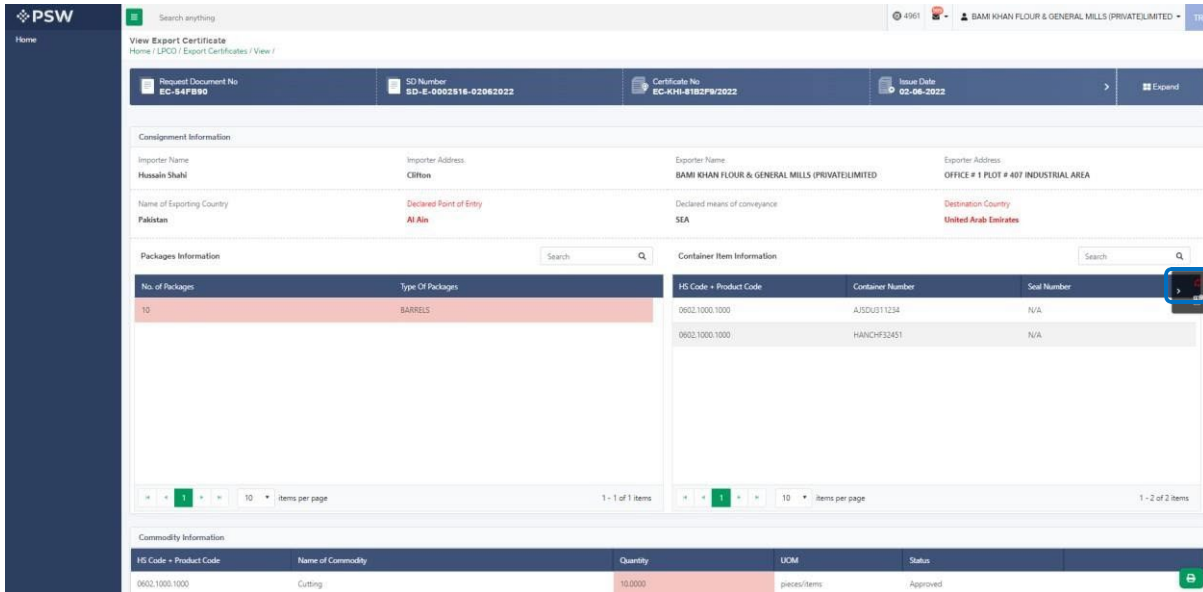vi.   User can view the amended field with the help of the widget available in the screen below.

Figure 172

vii.   As the user filed an amendment against the quantity of the item, the quantity highlighted in 'Red' is the previous value which was entered by the trader/custom agent while submitting the SD and the quantity highlighted in 'Green' shows the updated quantity.
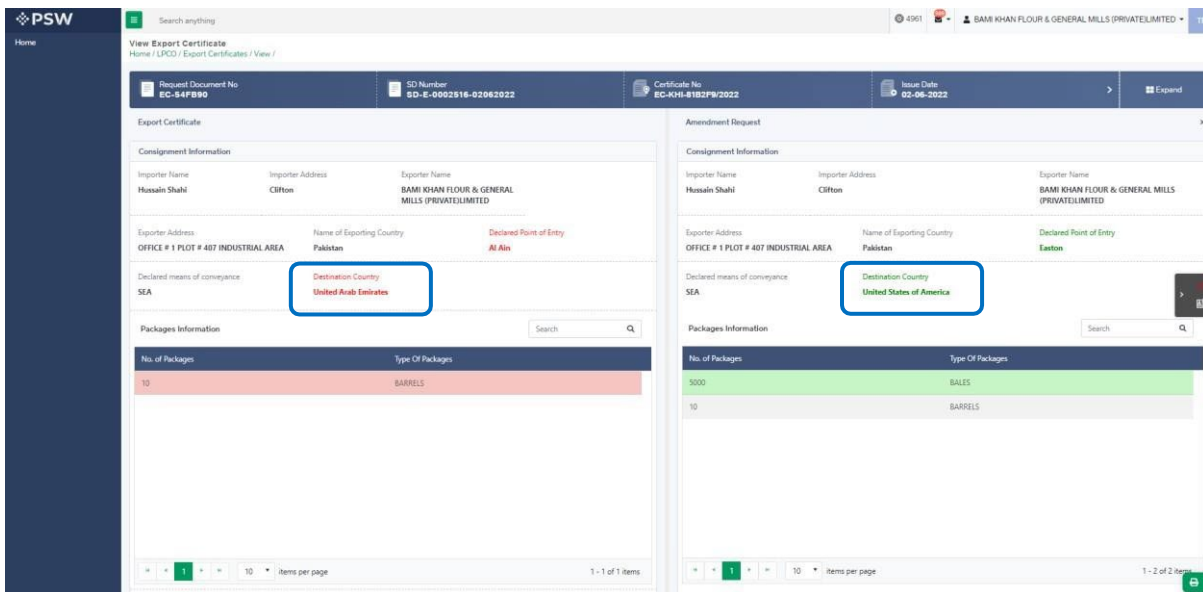

Figure 173

viii.   User can also view the 'Consignment additional information' by clicking on the item in the consignment information tab.

Figure 174

Figure 175

7.5. Notification for Amendment Approval/Rejection of Export Permit

Single Declaration Amendment

i.   After submitting the single declaration, you will have the provision to amend the declaration before consignment is in 'gate-in' state. As you have requested for the declaration amendment, a PSID will be generated against which amendment fees will be required. Before paying the amendment fees you can view the amendment request.

Figure 176

Figure 177

ii.   As soon as you will pay the fees the fees the 'status' column will be changed to 'Payment received.' After payment of fees the amendment request will be assigned to the Entomologist Officer. Officer shall approve/reject the amendment request after conducting analysis.

Figure 178

iii.　　　You will not have the provision to print the Export Certificate until the amendment request has been approved or rejected by the Entomologist Officer. If the Entomologist approves the amendment request, you can print the updated Export Certificate by clicking the 'Print' icon.

Figure 179

Figure 180

iv.   If the Entomologist Officer have rejected the amendment request, you print the old export certificate by clicking on the 'print' icon.

Figure 181

View of Amendment Export Certificate

i.   A notification will appear in your inbox notifying you about amendment export certificate approval. You will click on the notification.
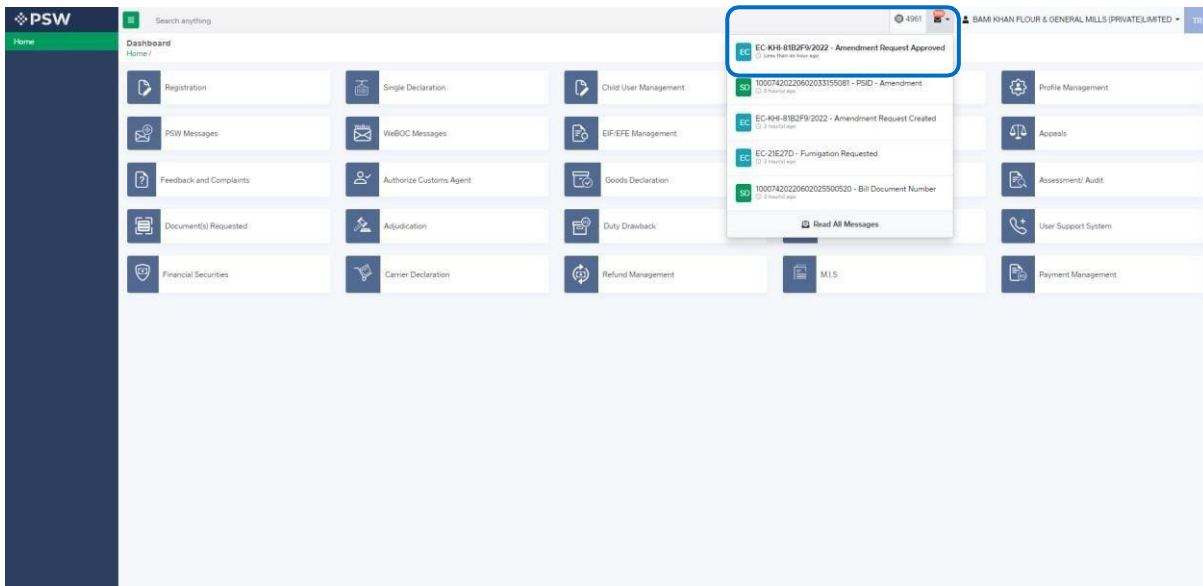
Figure 182

ii.   You will click on a particular notification.
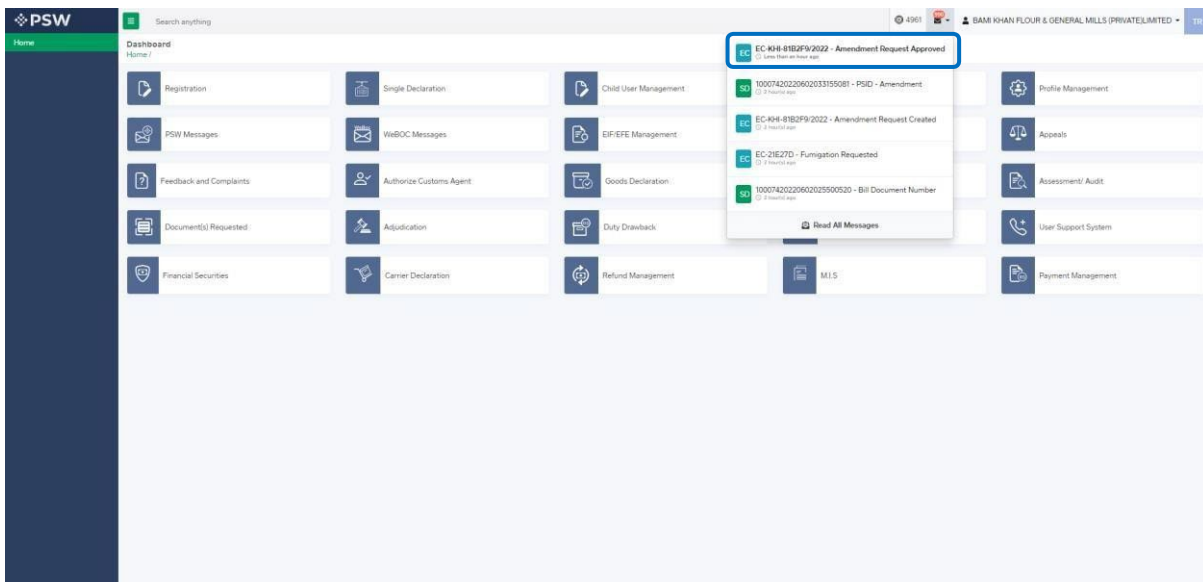
Figure 183

iii.   You will be re-directed to the inbox from where you will click on 'View Export Certificate.'

Figure 184

iv.   When you will click on 'View Export Certificate' button then approved amended Export Certificate shall appear.
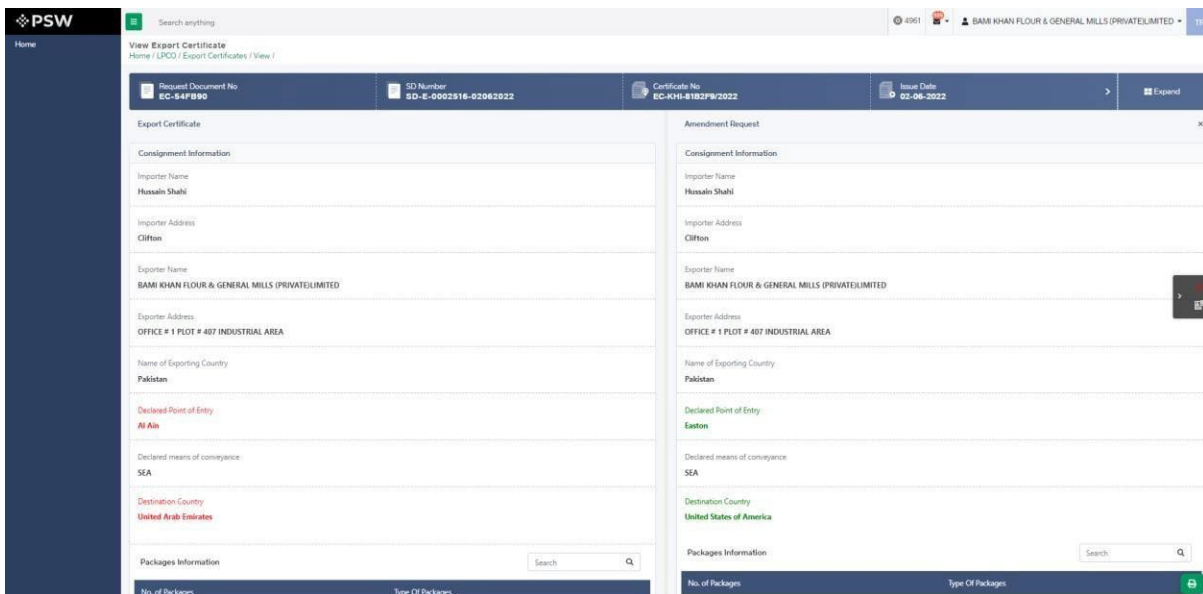
Figure 185

v.   You can click on 'Print' button to print Export Certificate in DPP prescribed certificate.
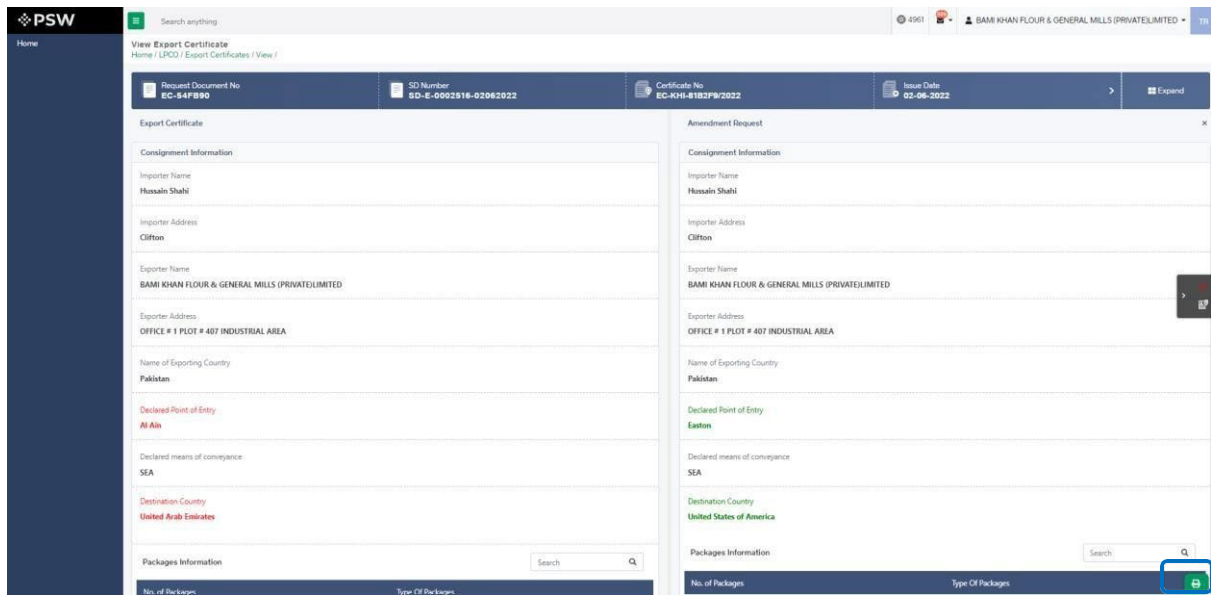
Figure 186

vi.   Upon clicking on 'print' button, a PDF file will automatically download. Here the trader/custom agent will see the updated quantity.

Government of Pakistan
Ministry of National Food Security
And Research
Department of Plant Protection
Jinnah Avenue, Malir Halt, Karachi 75100, Pakistan
Ph: +92-21-99248612-15.
Fax: +92-21-99248673
E-Mail:Quarantine@plantprotection.gov.pk
(Website: www.plantprotection.gov.pk)

DPPQ-Form-28
see rule 9(4) 96(11) and 98(9), 101

PHYTOSANITARY CERTIFICATE FOR EXPORT

Certificate No: EC-B7053A/2022

From: Department of Plant Protection of Pakistan | To: Plant Protection Organization of Importing Country

Description of the Consignment

1. Name and address of Exporter	2. Declared Name and address of Consignee
FERTILITY & GENETIC SERVICES (PVT.) LIMITED 38-EAST, ZAHOOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban	New Light Traders Consignee Address
3. Name of produce and quantity declared. - - - - - Bulbs;100.0000;pieces/items	4. Botanical name of plant. BNOP
5. Number and Description of packages 100.0000;BOXES	6. Distinguishing marks/container no./seal no. TEBT1212121;
7. Declared means of conveyance MCC Export Karachi	8. Place of Origin PAKISTAN

9. Declared Point of entry
China

CERTIFICATION

This is to certify that the plants, plant products or other regulated articles described herein have been inspected and / or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.

Additional Declaration

Disinfection and/or Disinfection Treatment

10. Date. 28-02-2022	11. Treatment TC
12. Chemical Nil	13. Duration and Temperature 12
14. Concentration. CC	15. Additional Information. qwertyy
16. Place of issue Karachi	17. Name of authorized Officer Ebad multi role 11
18. Stamp of Organization.	19. Signature Of Authorized Person

20. Date Issues
02-03-2022

No financial liability with respect to this certificate shall attached to department of plant protection. Pakistan or to any of its officer or representatives.

Note: This is the system generated document and does not require any signature. This document can be verified electronically/Online through the QR code available on the document.

Figure 187
Alternate way to print approved Export Certificate

i. You can navigate to export Certificate grid and click on 'print' button to print approved amended export certificate in DPP prescribed forms.

Figure 188

Rejection notification

i.   A notification will appear in user's inbox notifying user about export certificate rejection

Figure 189

ii.   You will click on a particular notification

Figure 190

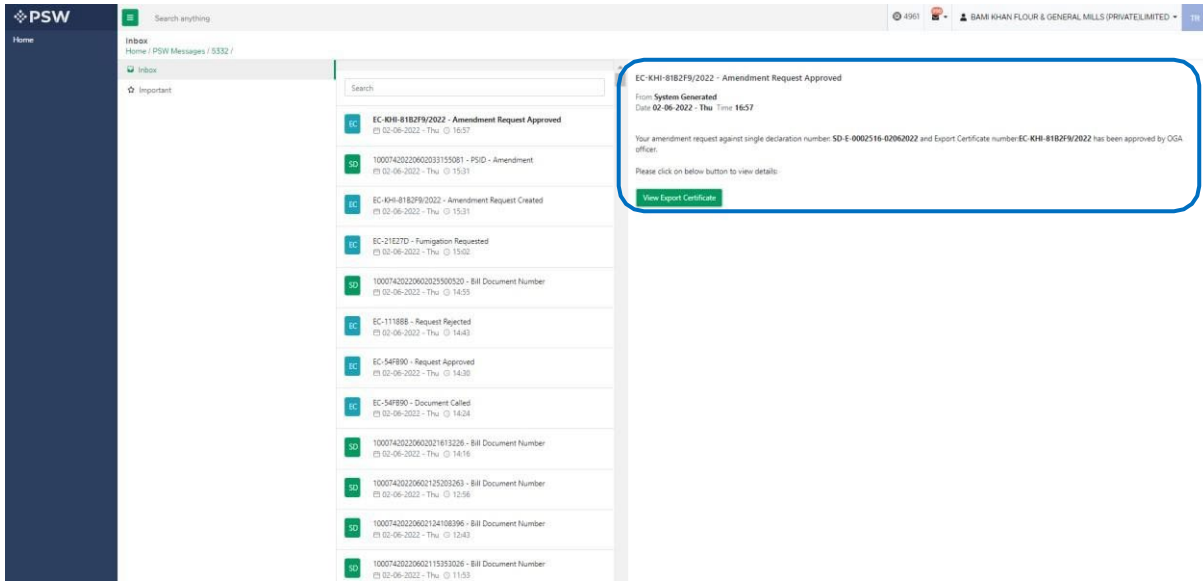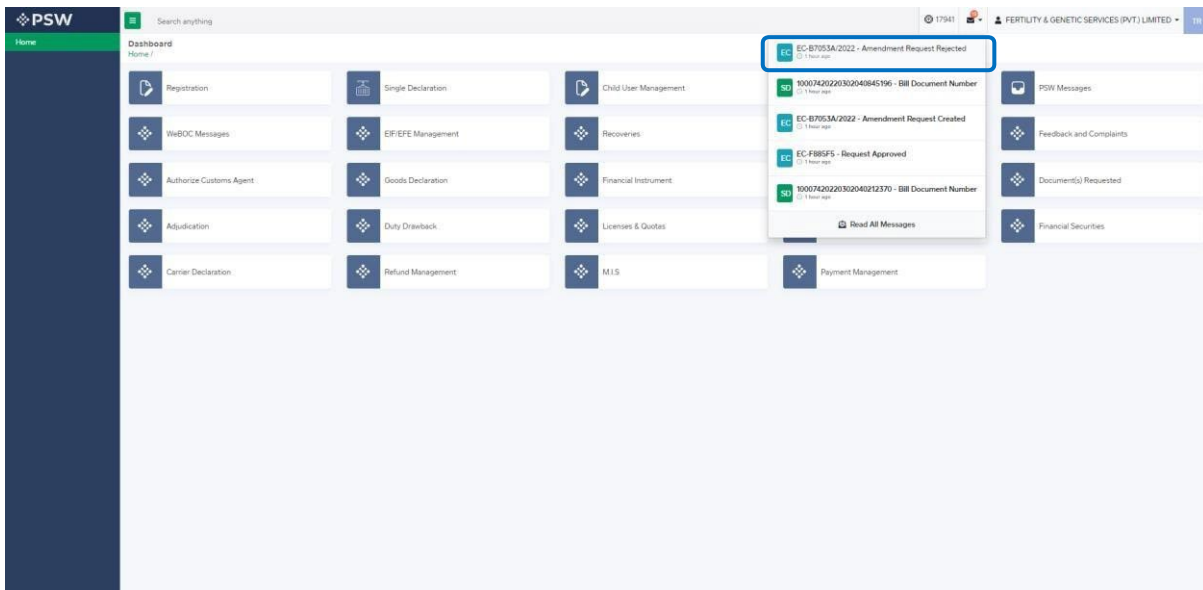iii. When You will click on 'View Export Certificate, you will be redirected to the inbox screen from where you can click on 'View Export Certificate' button to view rejected Amendment Export Certificate.
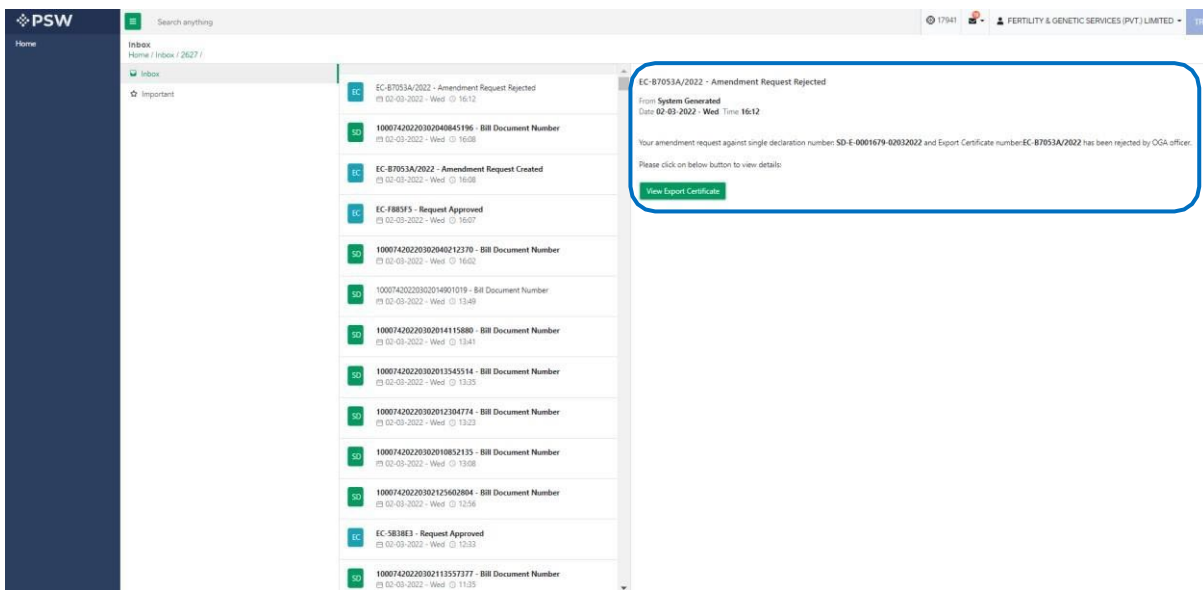

Figure 191

iv. When you will click on View export certificate button then rejected export certificate will open where you can view officer remarks.

Figure 192

8. ACRONYMS & ABBREVIATIONS

S.No.	Acronyms	Definition
1.	EC	Export Certificate
2.	IP	Import Permit
3.	LPCO	License, Permits, Certificates and Others
4.	NSW	National Single Window
5.	OGA	Other Government Agency
6.	PSW	Pakistan Single Window
7.	SD	Single Declaration

9. CONTACT INFORMATION NEED ANY ASSISTANCE?

Please feel free to contact us as:

Email: support@psw.gov.pk
Phone: 021-111-111-779

PSW

PAKISTAN SINGLE WINDOW