



**PSW**  
PAKISTAN SINGLE WINDOW



# USER MANUAL FOR TRADER

Ministry of Interior

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# WELCOME TO MINISTRY OF INTERIOR USER MANUAL

This User Manual provides guidance for obtaining import permits for commodities regulated by the Ministry of Interior as per Import Policy Order (IPO). It provides a step-by-step guide to the PSW Users on how to request for import permit for 3D printer, armored vehicle, bullet-proof jacket and raw material thereof while filing a Single Declaration. While describing the key features of the module, this manual also outlines some key responsibilities and obligations of both the PSW and the User.

## 1 INTRODUCTION

Pakistan Single Window (PSW) is the trade related National Single Window (NSW) for efficient management of external trade. The 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 Customs, users can access the PSW to perform cross border trade and transit related activities. For more to know about PSW please visit our website [www.psw.gov.pk](http://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 related to regulations of international trade in the public sector which will benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters etc. by reducing complication, cost, and time involved in achieving compliance with such regulations. 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 trade as well as transit.

## 3 WHAT IS A MINISTRY OF INTERIOR IMPORT PERMIT

Import Permit is an official authorization issued by the Ministry of Interior allowing the import of sensitive and controlled items such as 3D printers, armoured vehicles, bullet-proof jackets, and their related raw materials.



This permit is mandatory for products categorized as security-sensitive or dual-use items. It ensures that imports comply with national security regulations and are only permitted for authorized entities.

Under the digital trade facilitation system, traders can apply for the Ministry of Interior Import Permit during the filing of the Single Declaration (SD).

The system enables:

- a) Online submission of import permit requests against defined regulated products
- b) Automated routing of applications to the Ministry of Interior based on declared HS codes
- c) Digital processing and approval without the need for physical visits
- d) Online payment of applicable fees after approval



## 4 SALIENT FEATURES

1. Upon submission of the Single Declaration (SD) and tagging of import permit, the system will automatically route applications based on declarations and assign them to the relevant OGAs through predefined business rules for consignment clearance.
2. The declaration is filed based on the Integrated Tariff Management System, triggering regulatory and Customs compliance requirements, along with the Integrated Risk Management System for inspection, sampling, and testing where required.
3. Only relevant information from the trader's submission is shared with the agencies concerned, ensuring efficient and secure data handling.

## 5 MINISTRY OF INTERIOR - IMPORT PERMIT - 3D PRINTER

i. In the 'LPCO' section, please select 'Import Permits'.

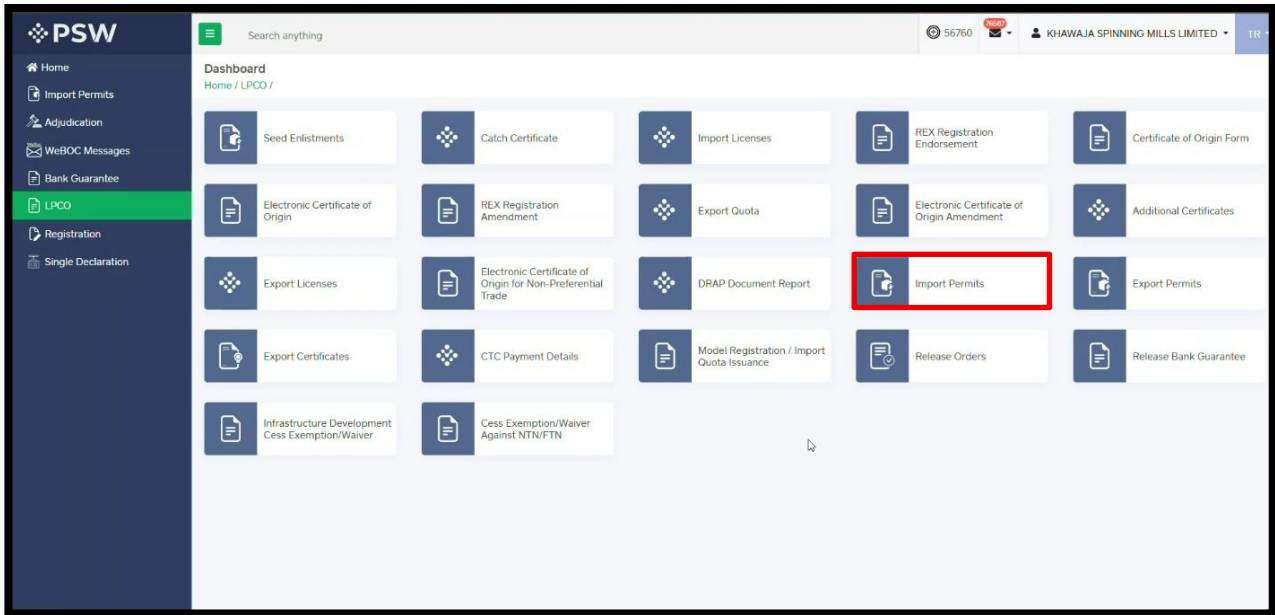


Figure 1

ii. The trader will then be redirected to listings where the trader will click on 'Create Import Permit'.

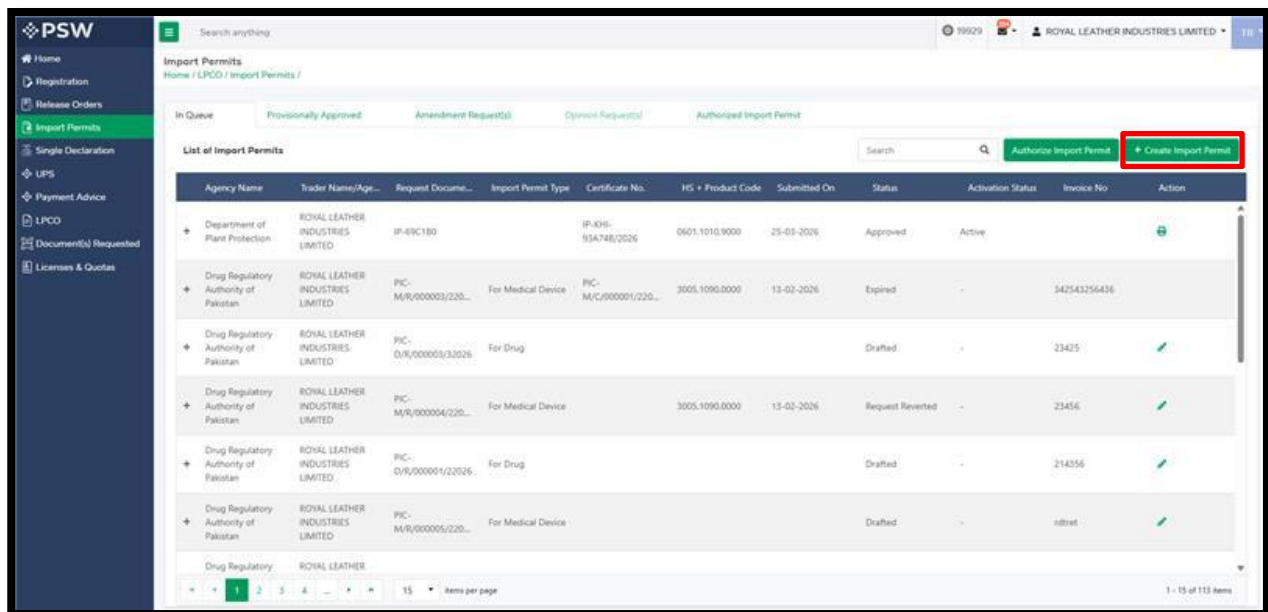


Figure 2

- iii. Here the trader will select 'Ministry of Interior and Narcotics Control' from the drop-down menu.

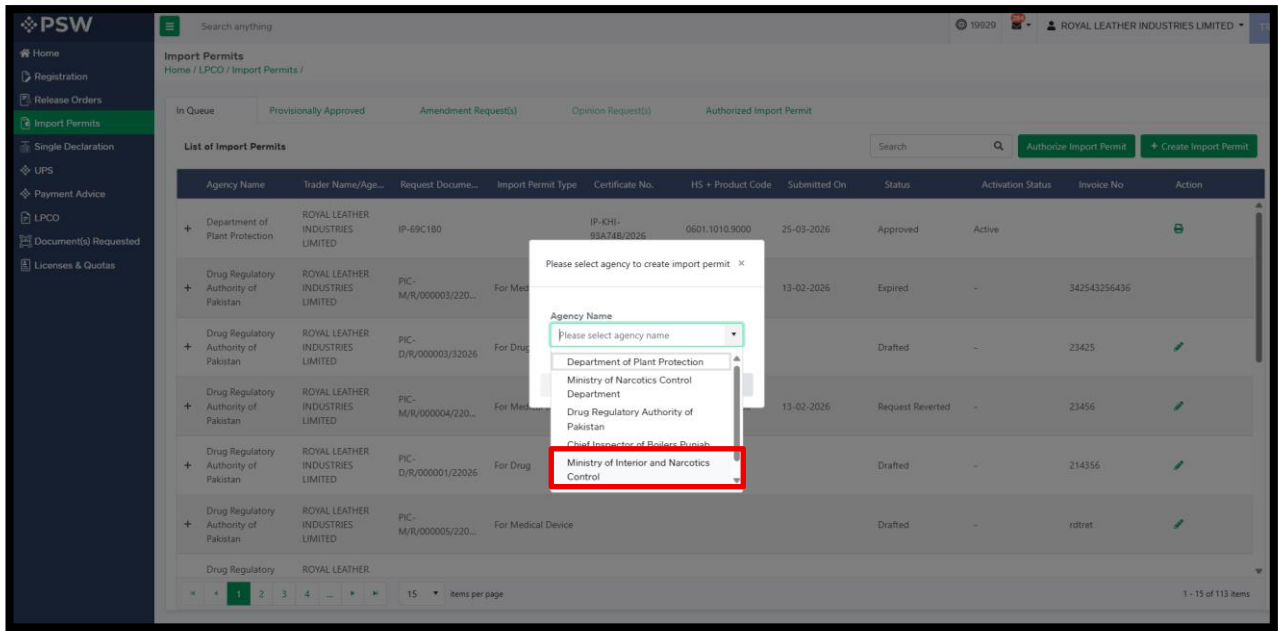


Figure 3

- iv. Now the trader will be redirected to this page. Select the 'Import Permit Type' based on the product you are applying the import permit for. In this case, we will select '3D Printer'.

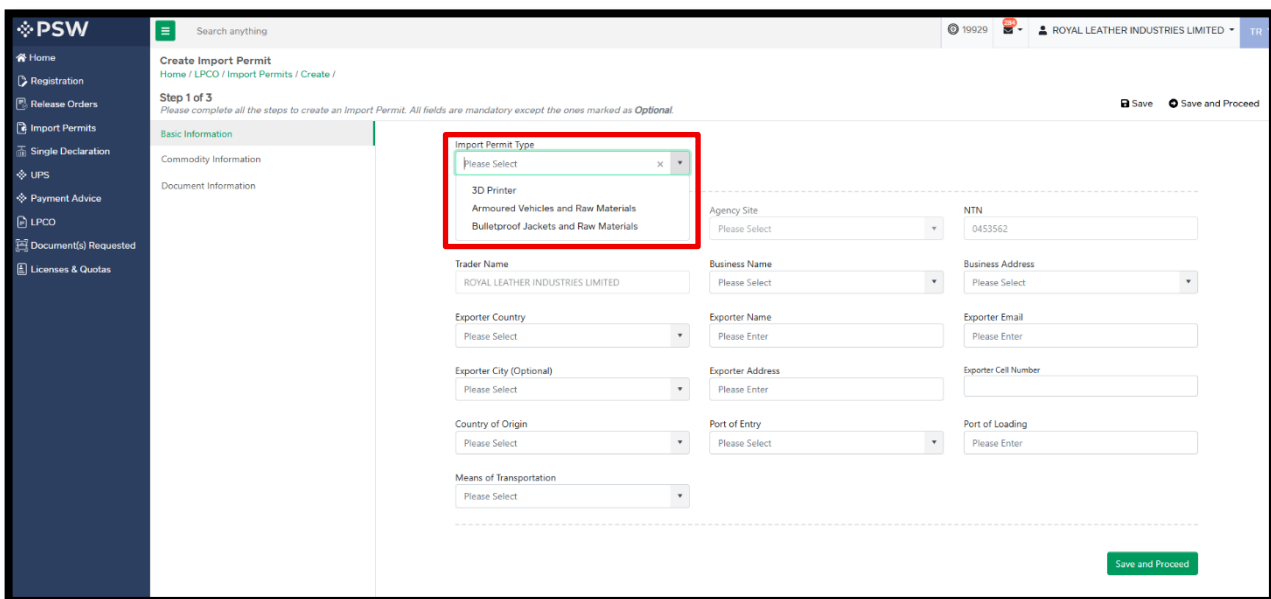


Figure 4

v. Please enter all the required information and then click on 'Save and Proceed'.

**PSW** Search anything 19929 ROYAL LEATHER INDUSTRIES LIMITED TR

Home Registration Release Orders Import Permits Single Declaration LIPS Payment Advice LPCO Document(s) Requested Licenses & Quotas

**Create Import Permit**  
Home / LPCO / Import Permits / Create /

**Step 1 of 3**  
Please complete all the steps to create an Import Permit. All fields are mandatory except the ones marked as *Optional*.

Basic Information  
Commodity Information  
Document Information

Save Save and Proceed

Import Permit Type: 3D Printer

Destination City: Islamabad Agency Site: Islamabad Office NTN: 0453562

Trader Name: ROYAL LEATHER INDUSTRIES LIMITED Business Name: ROYAL LEATHER INDUSTRIES LIMITED Business Address: Badu Murady, 31-KM Lahore, Sheikhpura ...

Designation (Optional): UAE Exporter Country: United Arab Emirates Exporter Name: ALI

Exporter Email: Nnnnn1@gmail.com Exporter City (Optional): Abu Dhabi Exporter Address (optional): HAGLER BAILLY PAKISTAN (PRIVATE) LIMITED

Exporter Cell Number: +92 32381231375 Country of Origin: United Arab Emirates Importing from: United Arab Emirates

Port of Entry: Skardu Port of Loading: UAE Means of Transportation: Air

CUIN (SECP): 1212 Status (Imported):  Yes  No Bill of Lading or Airway Bill No.: Please Enter

Save and Proceed

Figure 5

vi. Now coming to 'Commodity Information', enter all the details required and then click on 'Save and Proceed'.

**PSW** Search anything 19929 ROYAL LEATHER INDUSTRIES LIMITED

Home Registration Release Orders Import Permits Single Declaration LIPS Payment Advice LPCO Document(s) Requested Licenses & Quotas

**Edit Import Permit**  
Home / LPCO / Import Permits / Create /

**Step 2 of 3**  
Please complete all the steps to create an Import Permit. All fields are mandatory except the ones marked as *Optional*.

Basic Information  
Commodity Information  
Document Information

Back Save Save and Proceed

HS Code: Please Select Product Code: Please Select Item Description: Please Enter

Declared Description: Please Enter Quantity: 0 Justification for Import and usage requirements: Please Enter

Nature of material used for printing: Please Select Usage (personal/commercial): Please Enter Technical Details: Please Enter

Serial number(s) of printer(s): Please Enter Type of Printer: Please Enter Make/Model: Please Enter

+ Add Commodity

Sn...	HS Code + Product Code	Item Description	Quantity	Justification for Import and u...	Nature of material use for pri...	Usage (Personal/Commercial)	Action
1	8485.2000.0000	- By plastics or rubber deposit	1	Educational	Plastic/Polymers	23131	

Back Save and Proceed

Figure 6

vii. Now coming to 'Document Information', Select the document type from the drop-down menu.

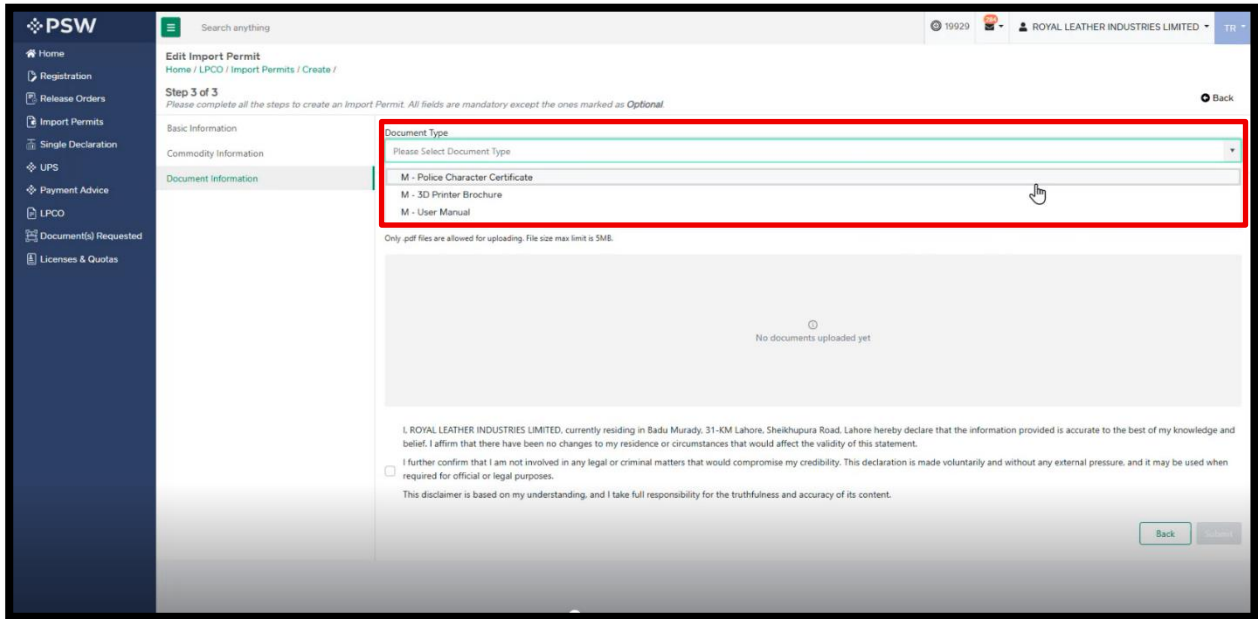


Figure 7

viii. Click on 'Select files...' upload the document.

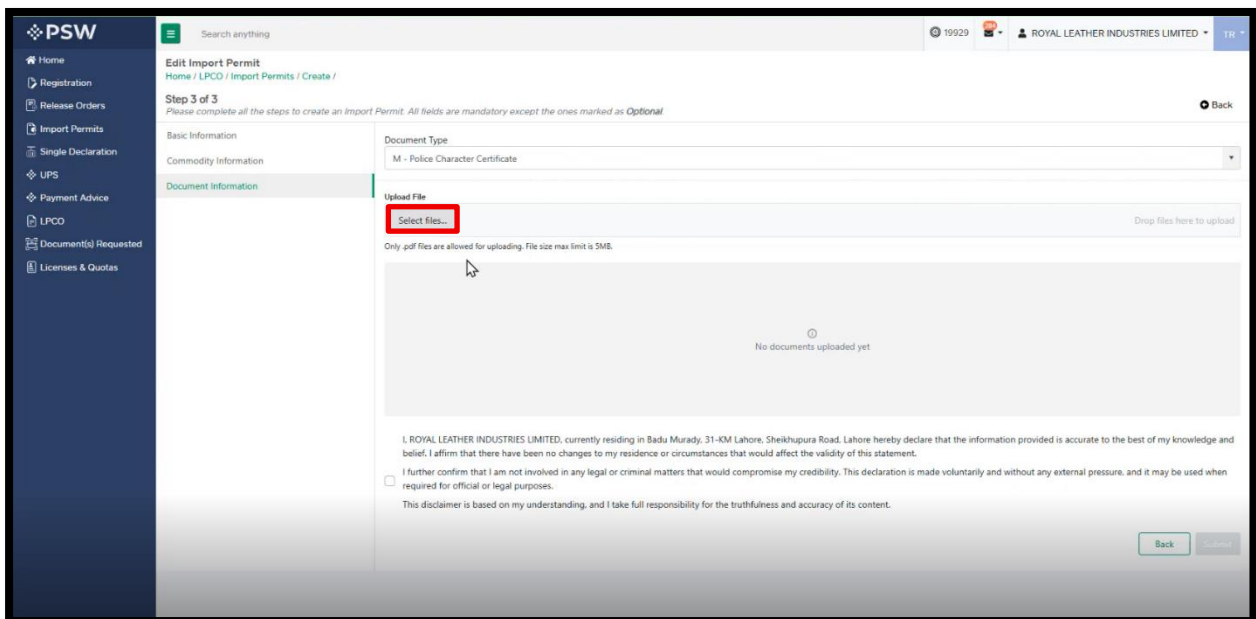


Figure 8

- ix. Once all the documents are uploaded, tick the checkbox and click on 'Submit'.

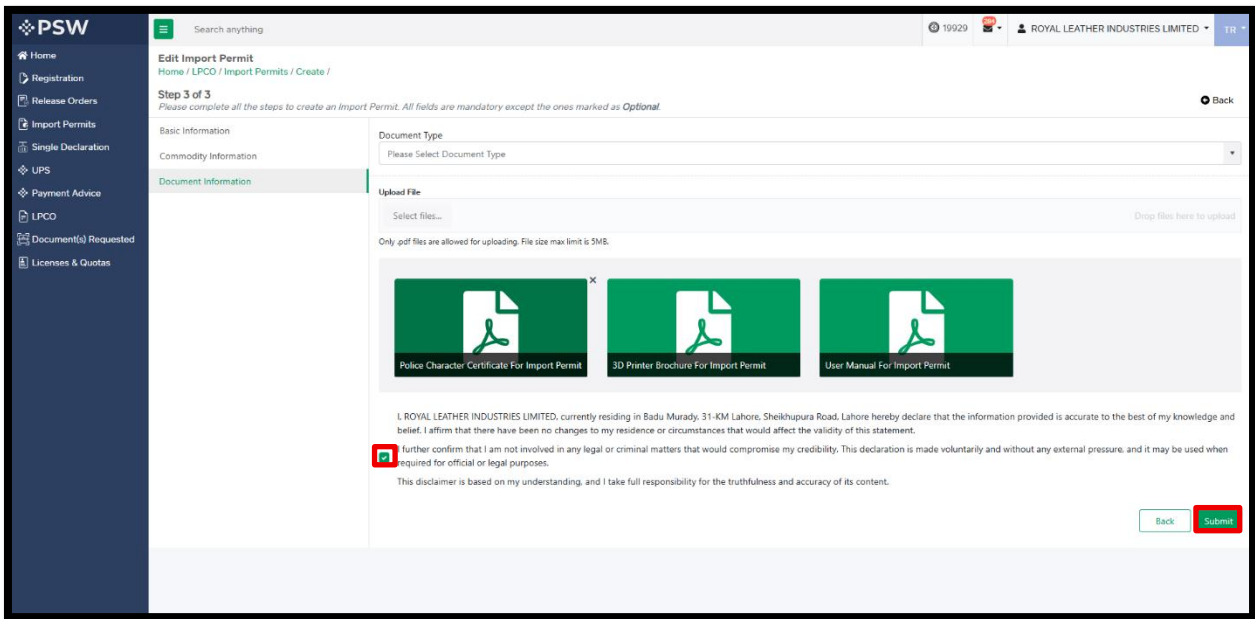


Figure 9

- x. A pop window will appear for you to confirm the undertaking. Click on 'Yes' to proceed.

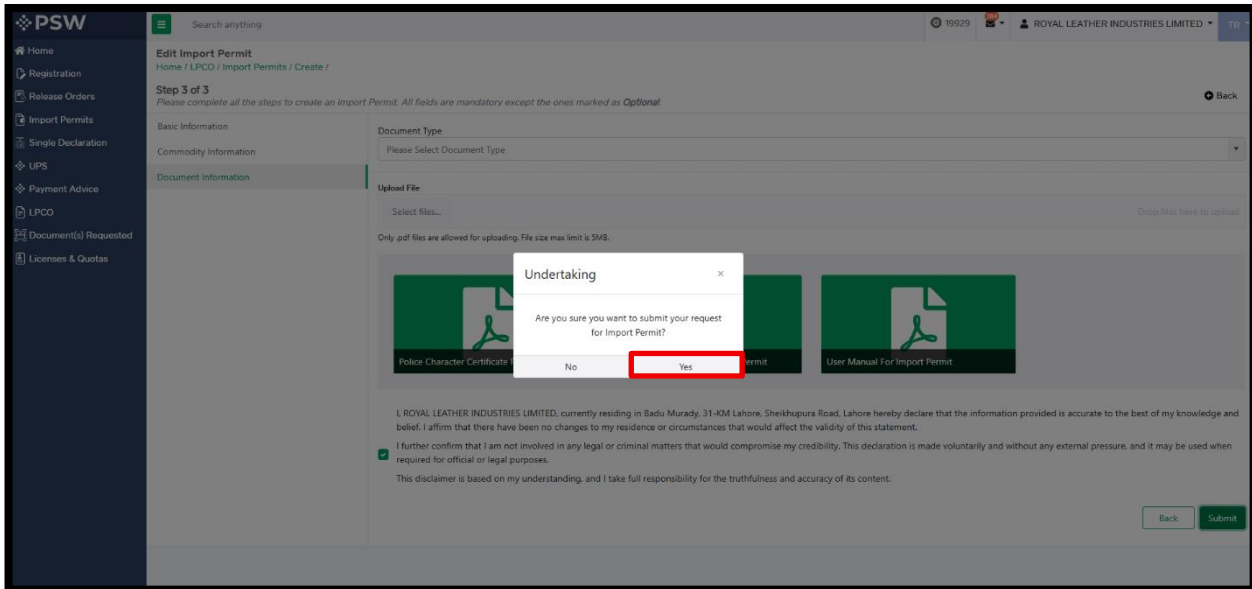


Figure 10

xi. As your request has been submitted successfully, a pop-up will appear.

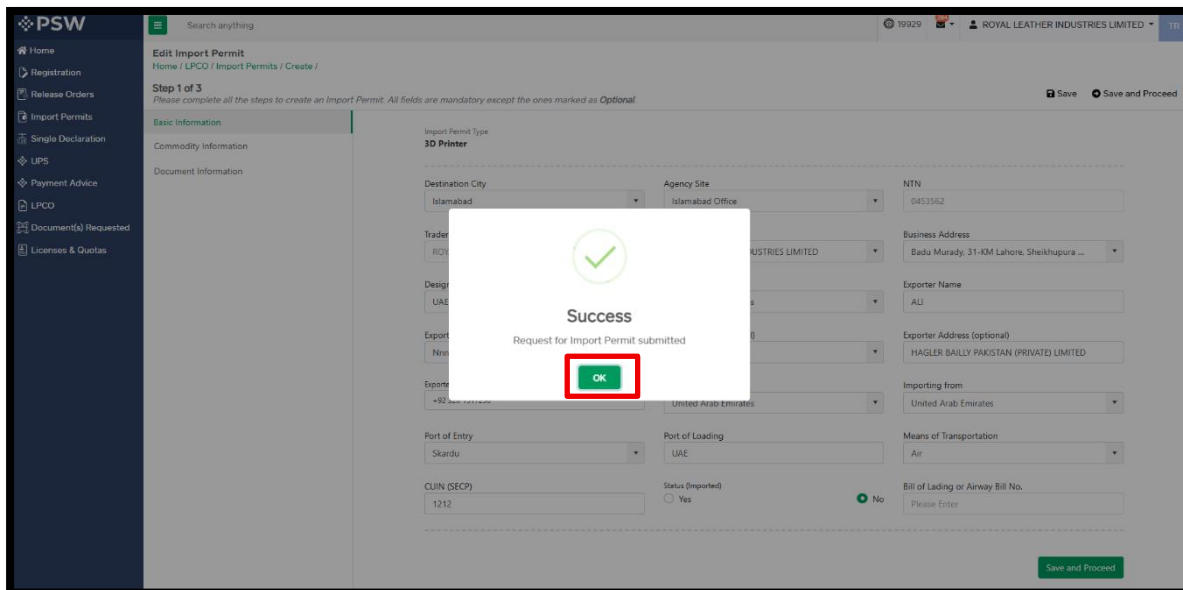


Figure 11

xii. Now here you can see your request that you just created has been assigned to the officer.

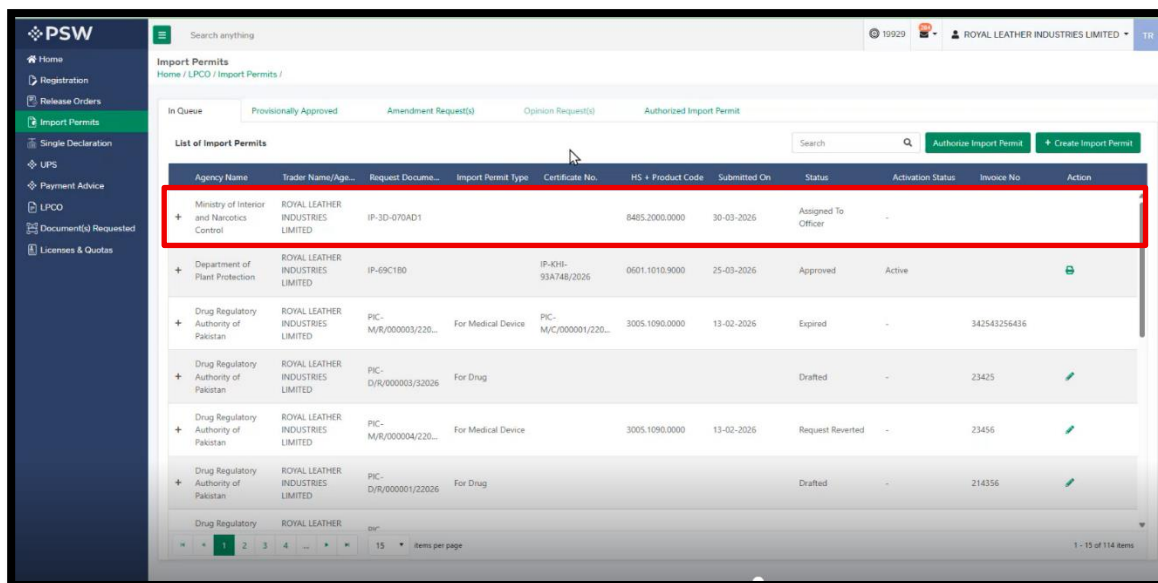


Figure 12

## 6 MINISTRY OF INTERIOR IMPORT PERMIT - ARMORED VEHICLES & RAW MATERIALS

i. In the 'LPCO' section, please select 'Import Permits'.

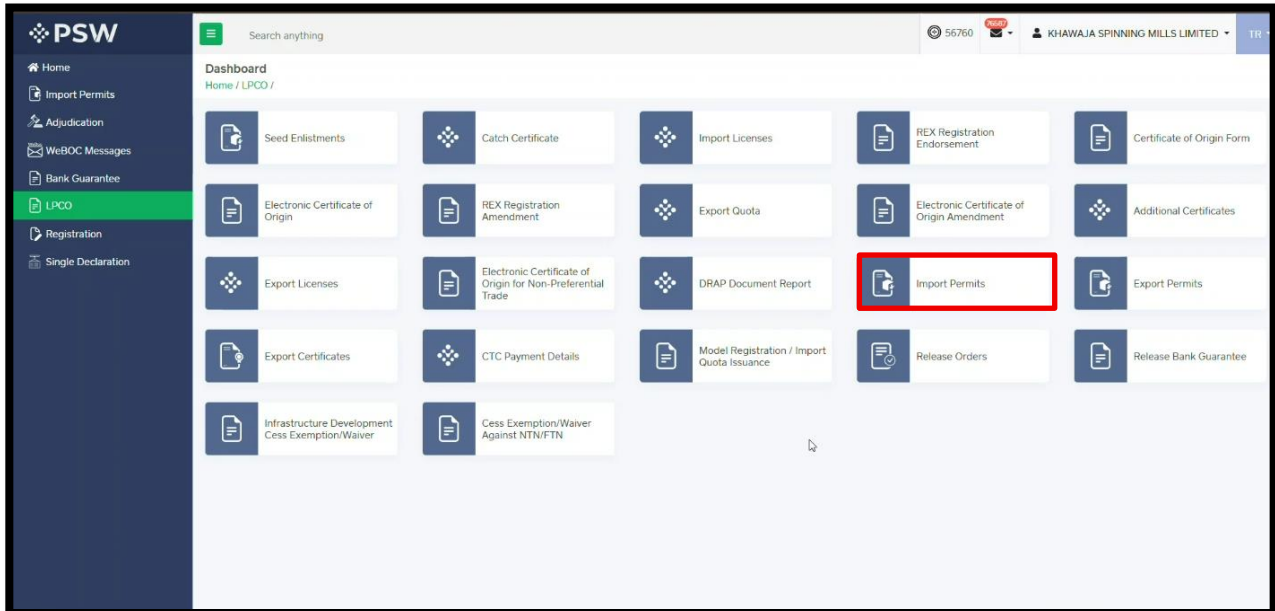


Figure 13

ii. The trader will then be redirected to listings where the trader will click on 'Create Import Permit'.

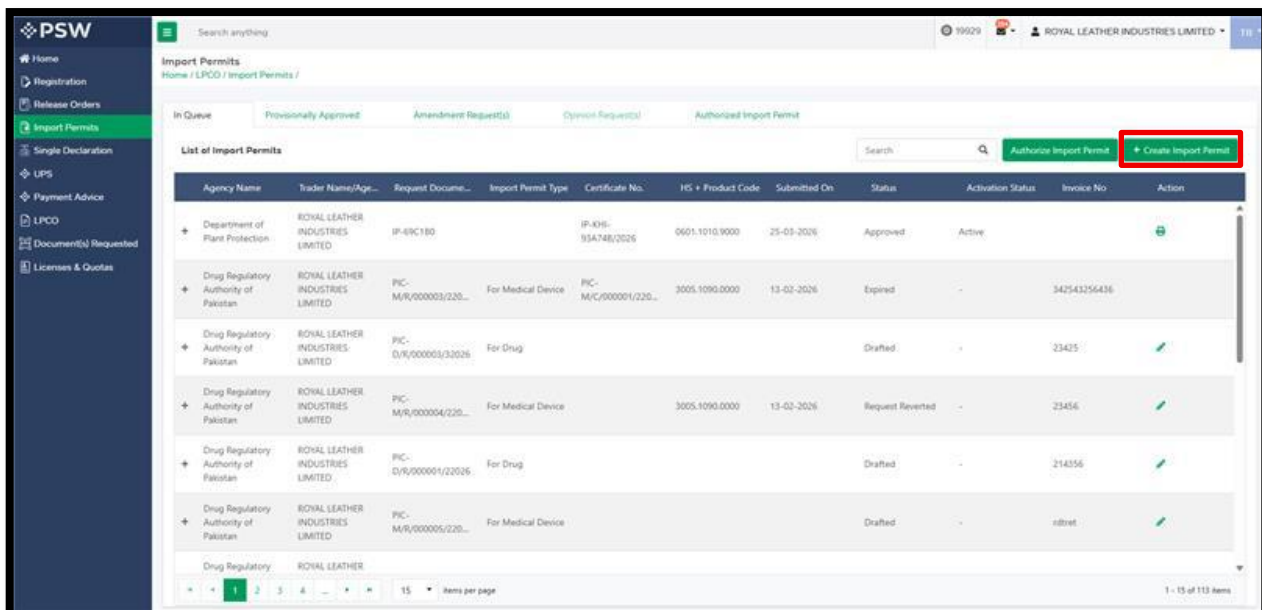


Figure 14



- iii. Here the trader will select 'Ministry of Interior and Narcotics Control' from the drop-down menu.

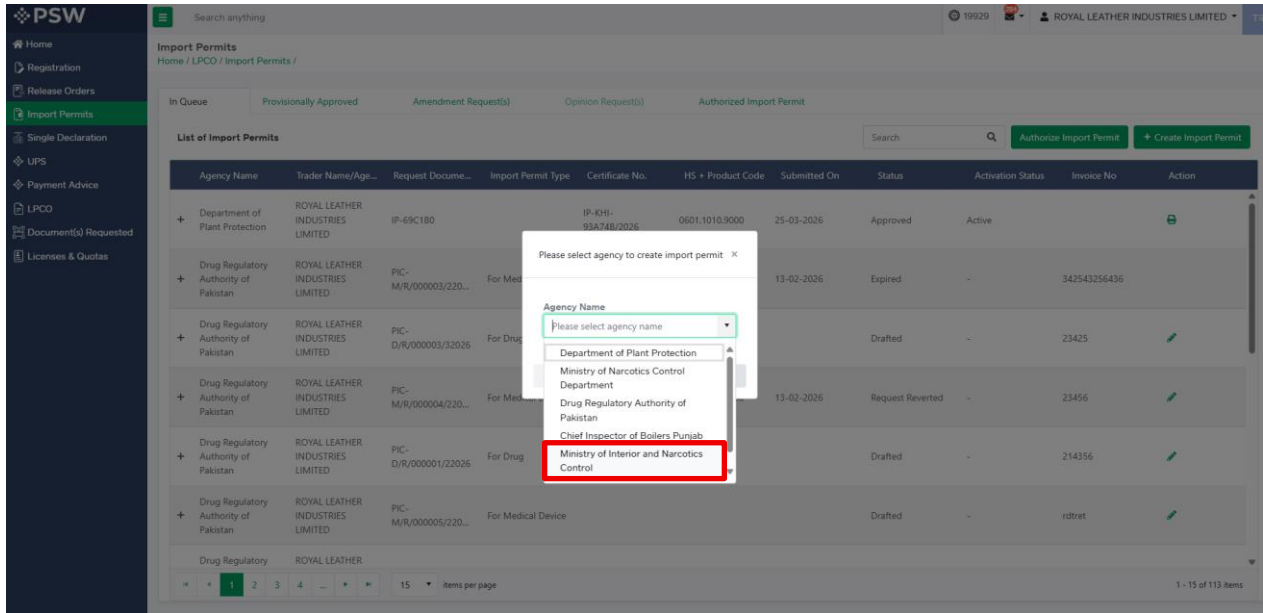


Figure 15

- iv. Now the trader will be redirected to this page. Select the 'Import Permit Type' based on the product you are applying the import permit for. In this case, we will select 'Armoured Vehicles and Raw Materials.'

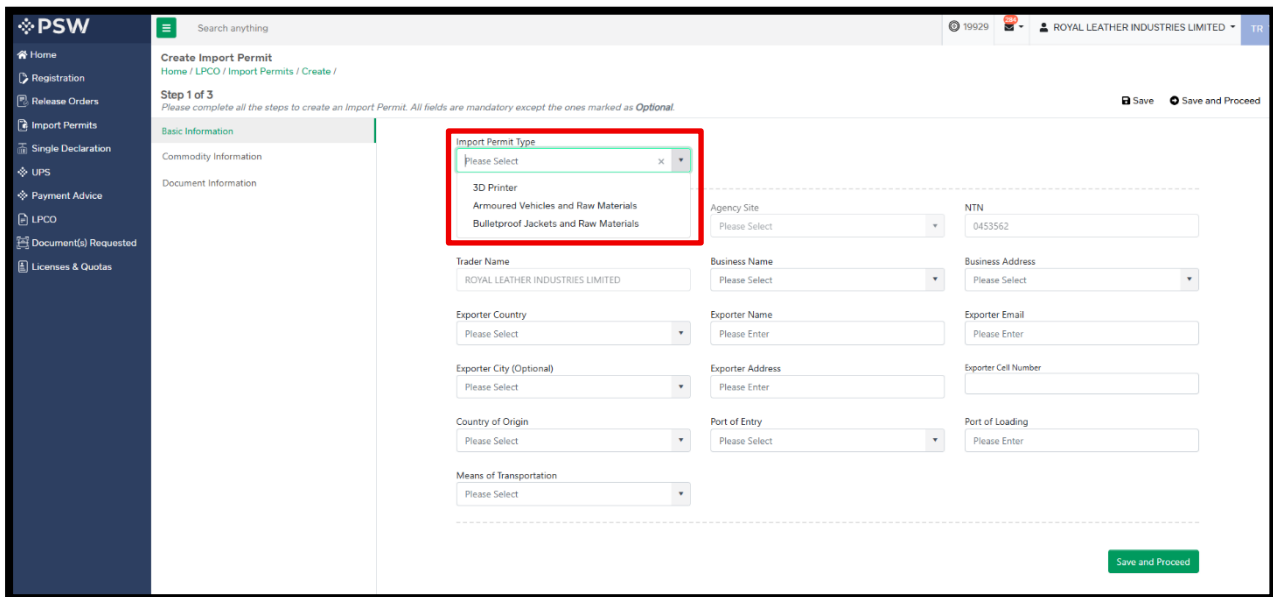


Figure 16



v. After filling in all the information that is required, click on 'Save and Proceed'.

PSW Search anything 19929 ROYAL LEATHER INDUSTRIES LIMITED TH

Home / LPCO / Import Permits / Create /

Step 1 of 3  
Please complete all the steps to create an Import Permit. All fields are mandatory except the ones marked as *Optional*.

Basic Information  
Commodity Information  
Document Information

Import Permit Type: Armoured Vehicles and Raw Materials

Destination City: Islamabad Agency Site: Islamabad Office NTN: 0453562

Trader Name: ROYAL LEATHER INDUSTRIES LIMITED Business Name: ROYAL LEATHER INDUSTRIES LIMITED Business Address: 26-B, ZAMAN PARK, SUNDAR DAS ROAD, L...

Exporter Country: United Arab Emirates Exporter Name: Ali Exporter Email: NoTasdad@gmail.com

Exporter City (Optional): Abu Dhabi Exporter Address: HAGLER BAILY PAKISTAN (PRIVATE) LIMITED Exporter Cell Number: +93 23 891 0375

Country of Origin: United Arab Emirates Port of Entry: Abbottabad Port of Loading: Islamabad

Means of Transportation: Road Registration (SECF): 1212 End User: Kashif

Save and Proceed

Figure 17

vi. Now coming to 'Commodity Information', enter all the details required and then click on 'Save and Proceed'.

PSW Search anything 19929 ROYAL LEATHER INDUSTRIES LIMITED TH

Home / LPCO / Import Permits / Create /

Step 2 of 3  
Please complete all the steps to create an Import Permit. All fields are mandatory except the ones marked as *Optional*.

Basic Information  
Commodity Information  
Document Information

HS Code: 8702.1090 Product Code: 1100 Item Description: --- OTHER

Declared Description: BPV Requested Quantity: 1 UOM: COUNT

Unit Price: 12,000,000.000 Total Value: 12,000,000.000

Category: Please Select

- Category-I (for Individuals)
- Category-II (Private Companies/Institutions)
- Category-III (Armouring Companies)
- Category-IV (Public bodies including Ministries/Divisions/Department)
- Category-V (Foreign Missions / International Organizations)
- Category-VI (Cash in Transit Business, Banks,

+ Add Commodity

UOM	Unit Price	Total Value	Category	Number of Bullet Proof ve...	Action
No records available					

Back Save and Proceed

Figure 18

vii. Now coming to 'Document Information', Select the document type from the drop down menu.

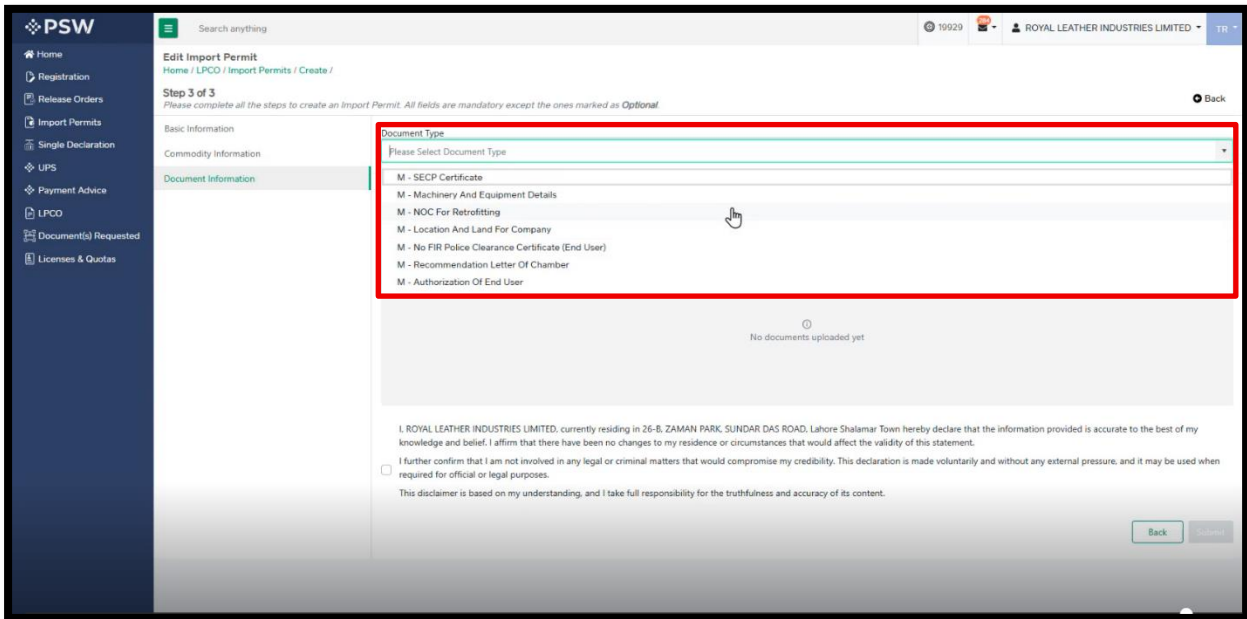


Figure 19

viii. Click on 'Select files...' upload the document.

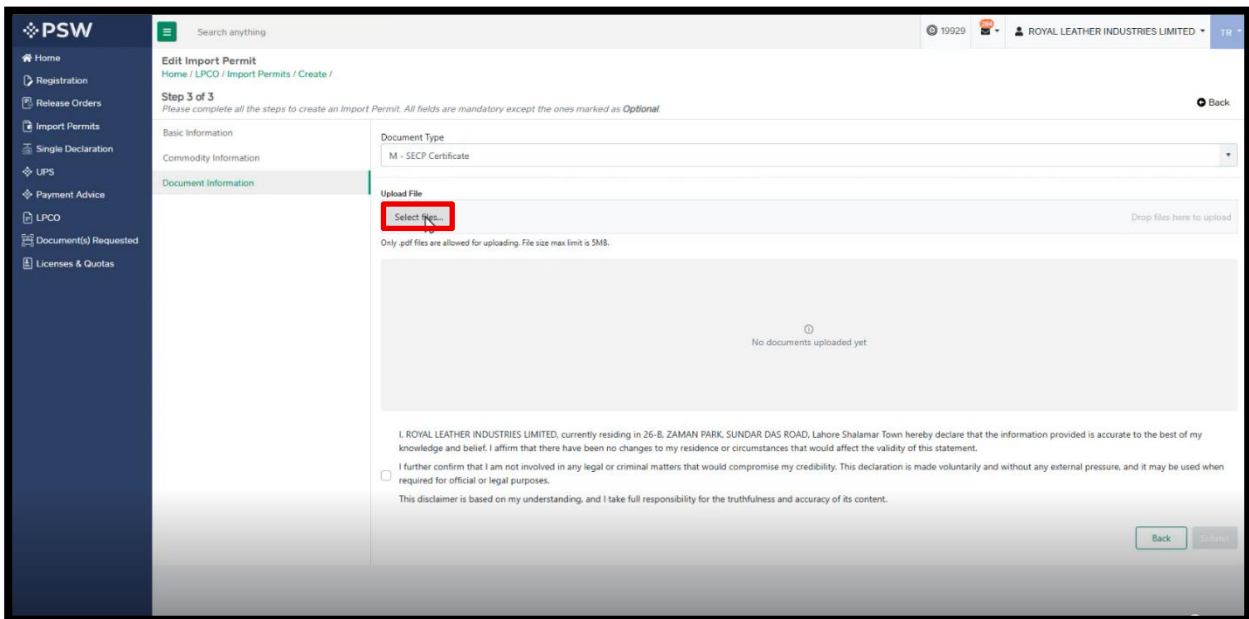


Figure 20

ix. Once all the documents are uploaded, tick the checkbox and click on 'Submit'.

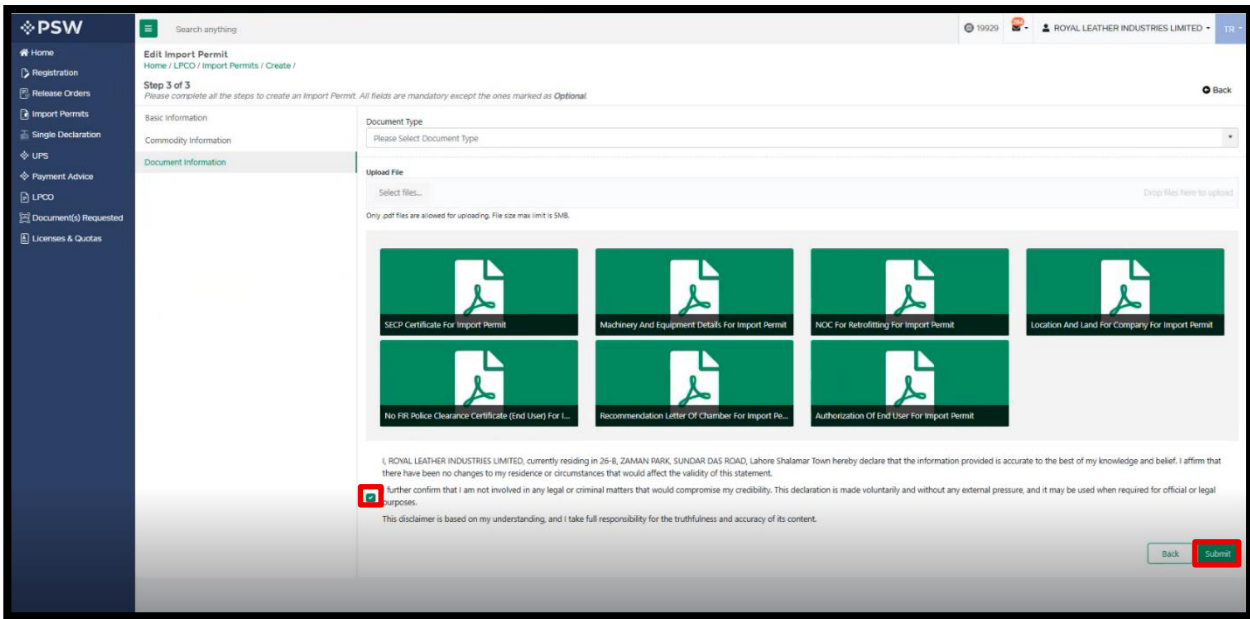


Figure 21

x. A pop window will appear for you to confirm the undertaking. Click on 'Yes' to proceed.

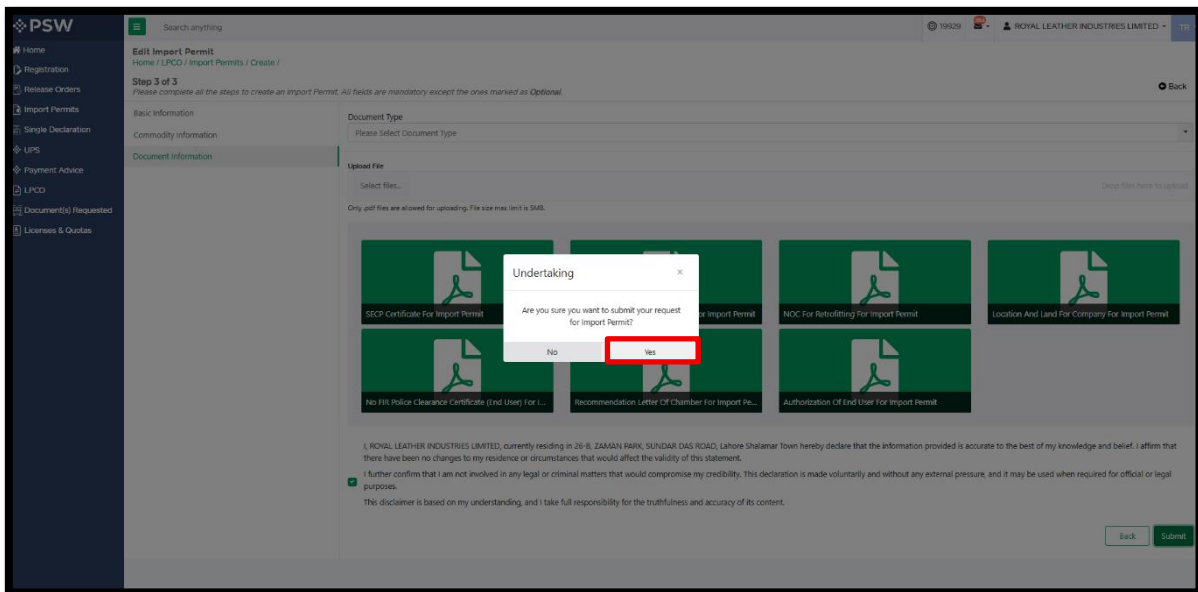


Figure 22

xi. As your request has been submitted successfully, a pop-up will appear.

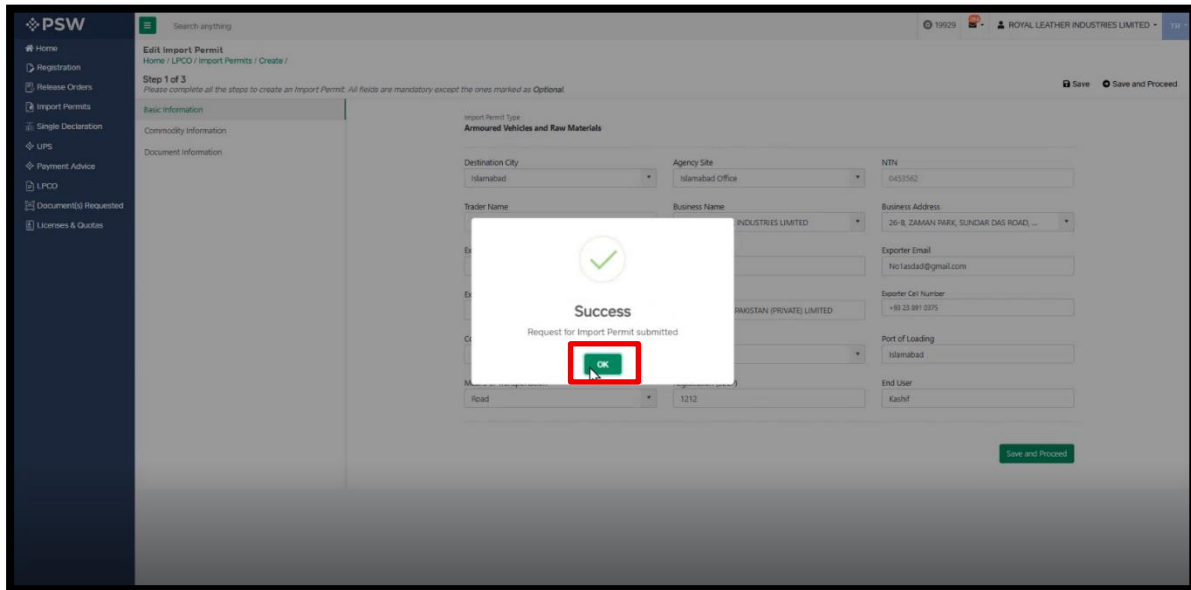


Figure 23

xii. Now here you can see your request that you just created has been assigned to the officer.

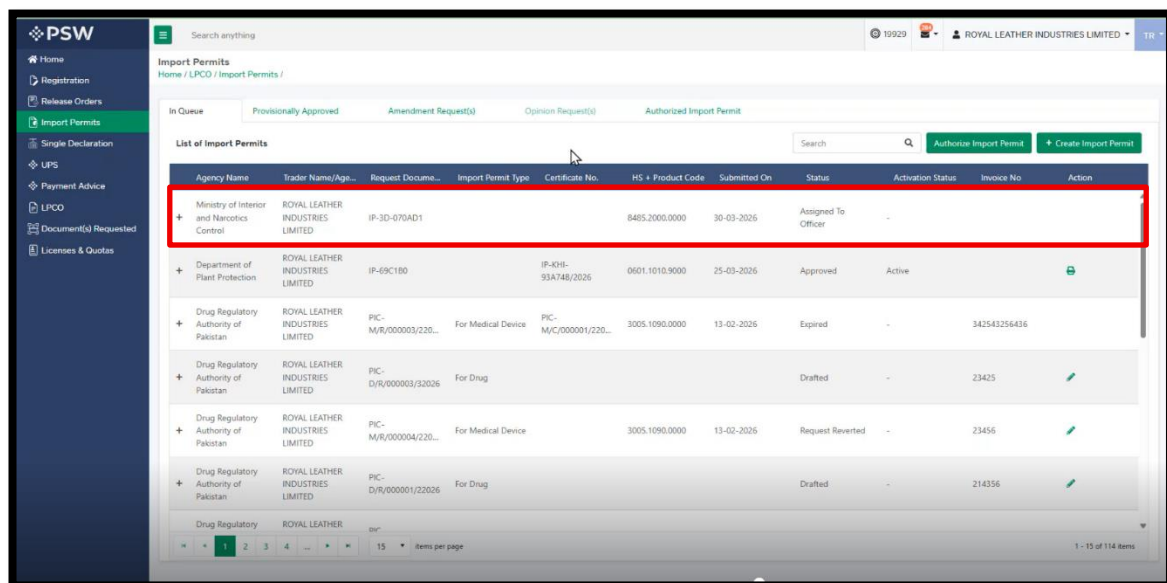


Figure 24

## 7. OBLIGATIONS AND RESPONSIBILITIES

### 7.1 Obligations of PSW

- a) PSW is responsible for safeguarding the security of any information provided by the user in connection with the "PSW System."
- b) The users shall be entitled to all the functions and privileges available to them in the UIDs and no authority whatsoever shall deprive them from conducting any activity related to cross-border trade except in accordance with the law.
- c) PSW will make endeavors to ensure that the "PSW System" remains available for the "user" round the clock for the entire period of subscription. It will make all efforts to restore services in the shortest time possible in case of any disruption or non-availability of services due to any reason.

### 7.2 Obligations of the User

- a) The user will assume responsibility for any unauthorized use of their CNIC, NTN, bank account numbers, SIM card numbers, biometric verifications or any other particulars required by the PSW or its allied components for subscription, role association and further use of the system. The user is responsible for the authenticity of the information provided.
- b) The user is fully responsible for all activities that occur in the "PSW System" under the UIDs provided to them by PSW. The user will ensure that such UIDs are kept confidential and treated in a secure manner. In case of any breach of security with respect to such UIDs or use of the "PSW System," the user must immediately notify PSW through the provided contact information.
- c) The user must not, in any case, share their PSW login credentials with anyone.

## 8. ACRONYMS & ABBREVIATIONS

BL	Bill of Landing
CFR	Cost And Freight
CIF	Cost, Insurance and Freight
CNIC	Computerized National Identity Card
DTRE	Duty & Tax Remission for Exporters
FOB	Free On Board
HS Code	Harmonized System Code
IBAN	International Bank Account Number
KG	Kilogram
MT	Metric Ton
NSW	National Single Window
NTN	National Tax Number
OGA	Other Government Agency
OS	Operating System
PDF	Portable Document Format
PKR	Pakistani Rupee
PSID	Payment Slip Identification
PSW	Pakistan Single Window
PSWC	Pakistan Single Window Company
SD	Single Declaration
SIM	Subscriber Identity Module - Provided by Telecommunication Operator
SSE3	Streaming SIMD Extensions 3
UID	User Identity
UOM	Unit of Measure
USD	United States Dollar
WTO	World Trade Organization



## 9. CONTACT INFORMATION

Need any assistance? Please feel free to contact us at:



[051-111-111-779](tel:051-111-111-779)



[support@psw.gov.pk](mailto:support@psw.gov.pk)



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