



**PSW**  
PAKISTAN SINGLE WINDOW



# **USER MANUAL FOR TRADERS**

**Chief Inspector of Boilers (Sindh) -  
Issuance of Import Permits**

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## **Abstract**

Welcome to the Chief Inspector of Boilers User Manual!

Pakistan Single Window (PSW) Chief Inspector of Boilers User Manual is your step-by-step guide on how to initiate request for Import Permit and its tagging with Single Declaration through the PSW portal. This user manual also provides background of the PSW system while describing its key features.



## 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 fulfill all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory approval need only to be submitted once. Use of the PSW portal is allowed to authorize 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 Other Government Agencies (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 a 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 Importers/CIB officer with online applications for issuance of Import Permit. The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing regulatory approval requests shall be enabled by the PSW.

With the PSW system going live, there will be no CIB office visits and manual submission of applications for the approval of LPCO request. The processing of the application will be done online, where you can have clear visibility of the action being performed on the same. Moreover, communication between you and the CIB officer will be visible, robust, and transparent. For more to know about PSW please visit our

website [www.psw.gov.pk](http://www.psw.gov.pk).





## 2. Background

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 the 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 the regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to the 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 the 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 CIB LPCO Module

- A complete solution covering online application, processing and issuance of Import Permit.
- No visits to CIB office. End-to-end digitalization of the process.
- Wet seals and stamps replaced with digital signatures and QR code for ease of verification of authenticity.
- Communication between the officers and traders/custom agents will be done through the PSW system.
- Electronic applications and processing help save time and costs.

### 4. System Requirements

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



## 5. Step by Step Process

### 5.1. User Login

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

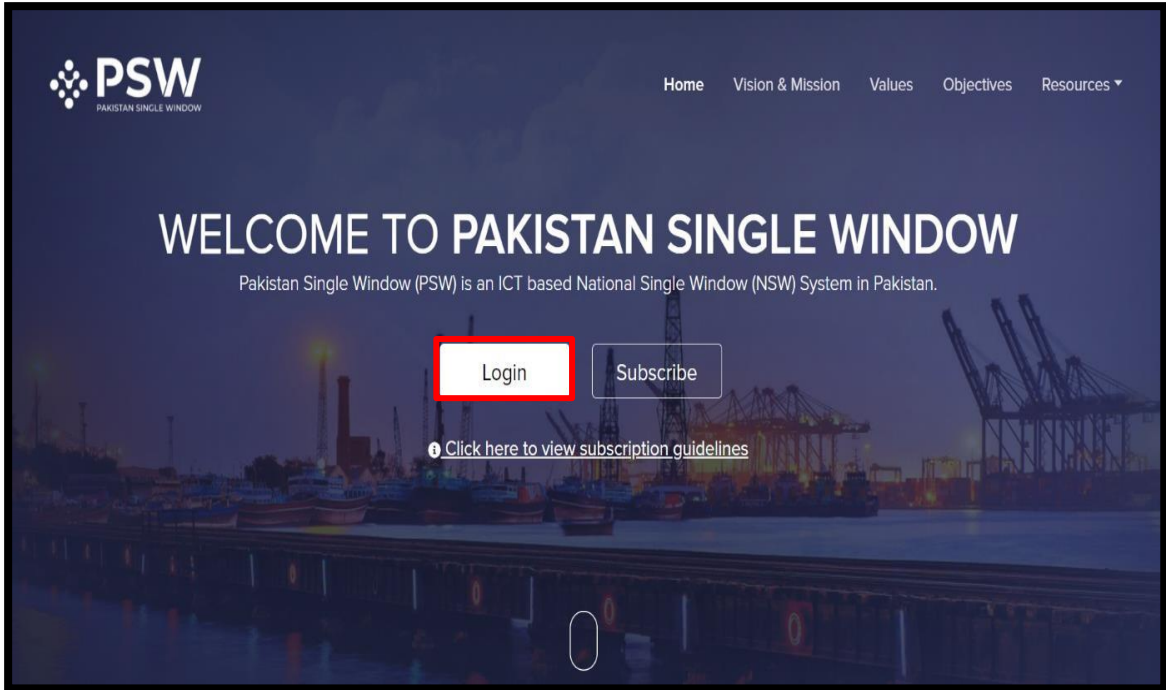


Figure 1

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

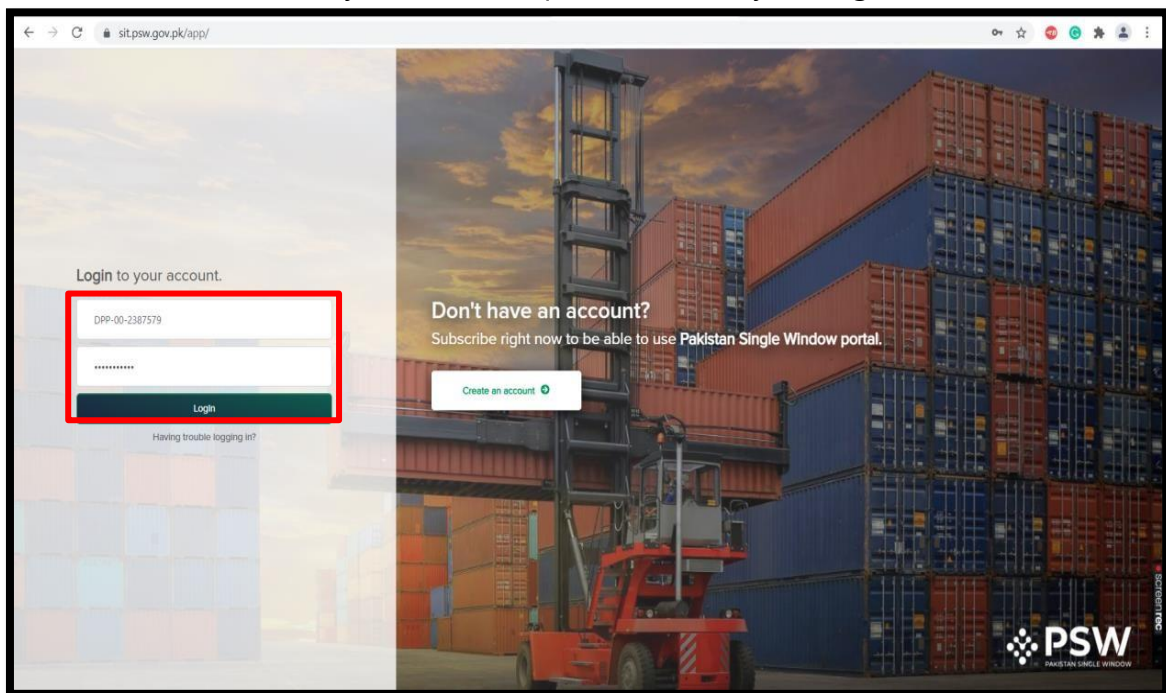


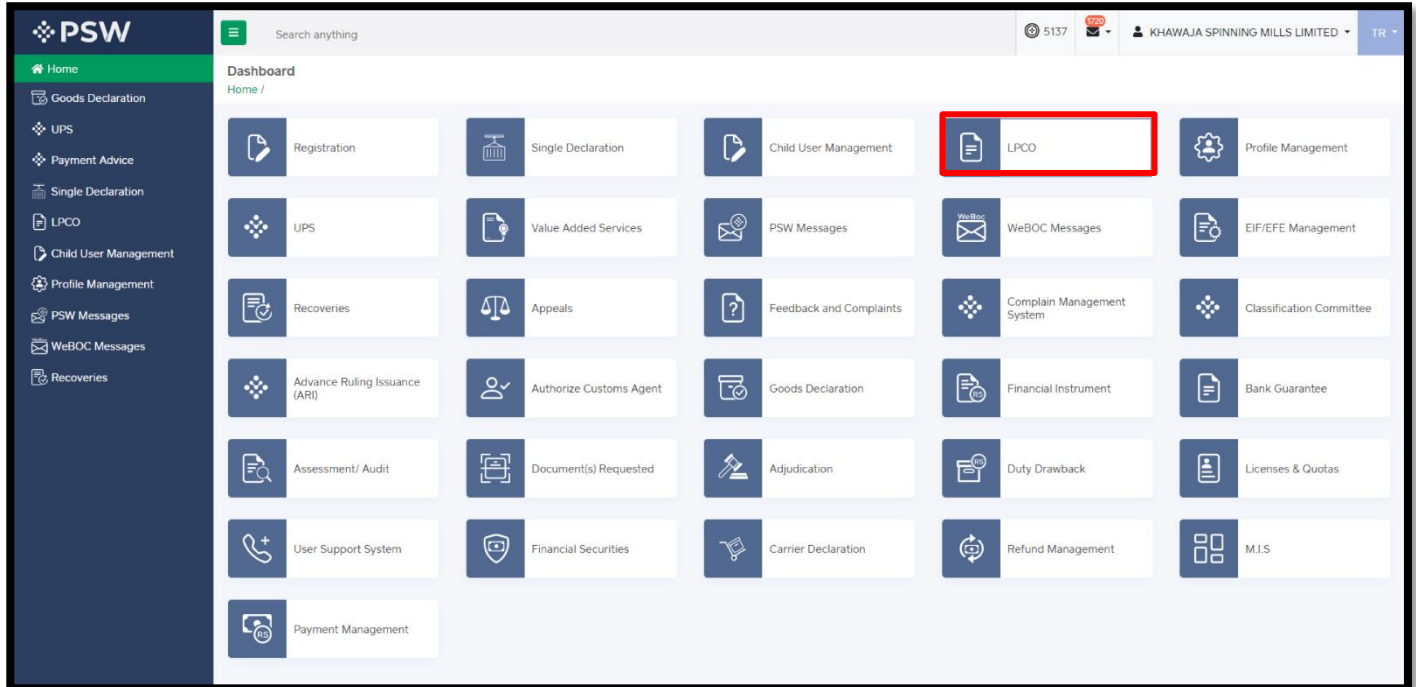
Figure 2

## 5.2. User Dashboard

### 5.2.1. User Dashboard – Trader

- i. At the Dashboard, click the box "LPCO" (i.e., Licenses, Permits, Certificates, Others)

Figure 3



### 5.2.2. User Dashboard – Customs Agent

- i. At the Dashboard, click the box "LPCO" (i.e., Licenses, Permits, Certificates, Others)

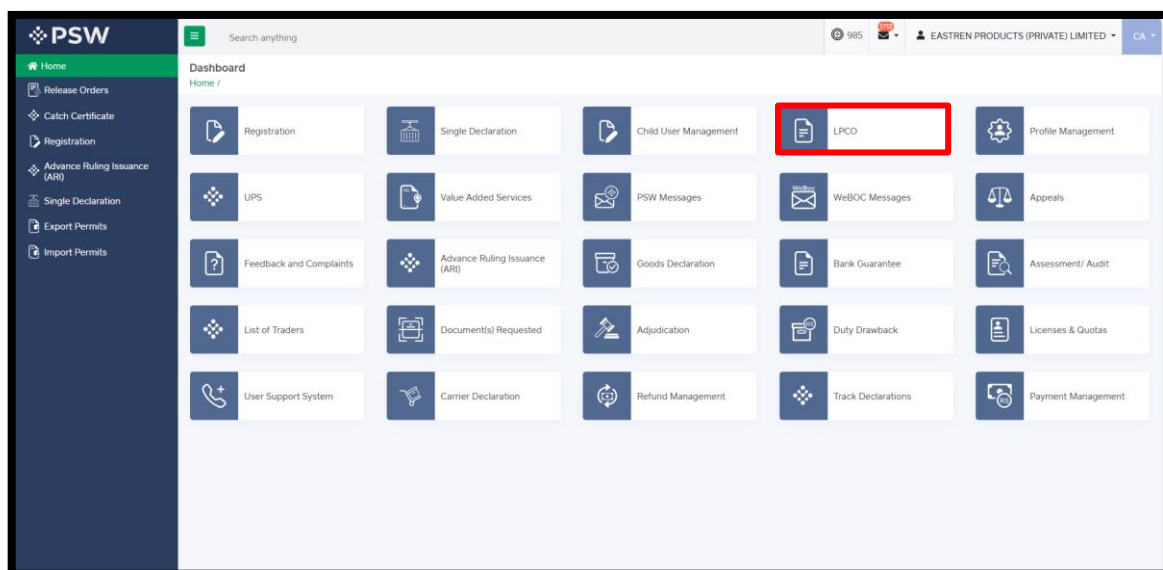


Figure 4



## 6. Import Permit(s)

### 6.1. Initiation of Import Permit Request

- i. Click on the 'Import Permits' button.

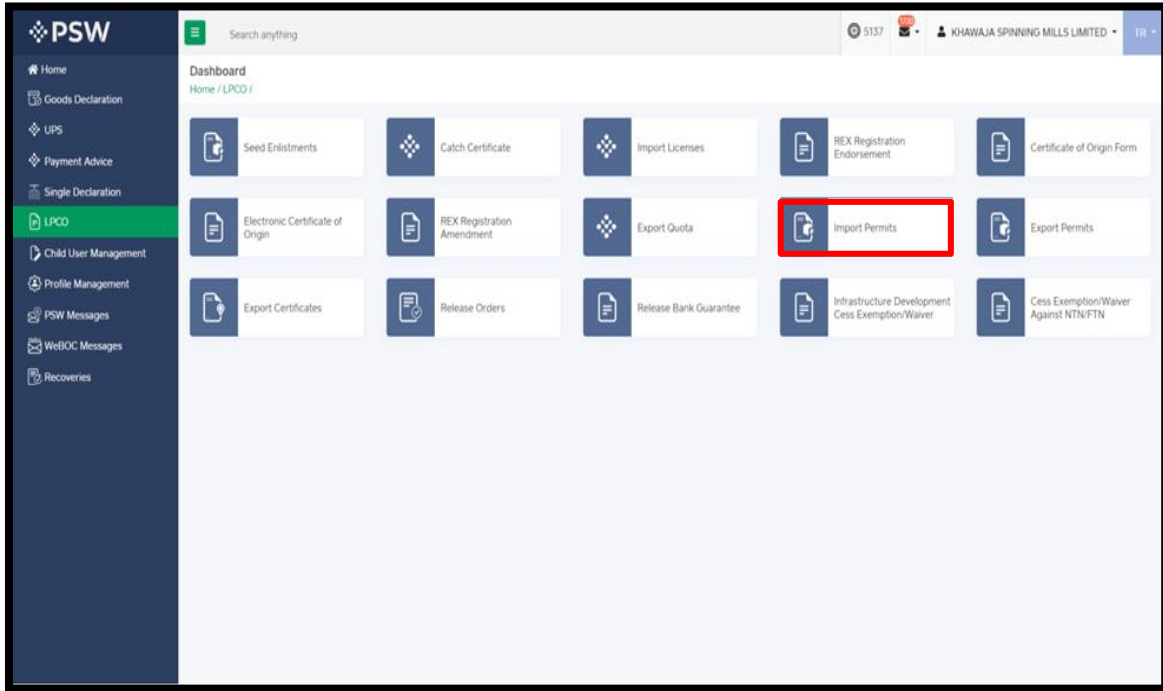
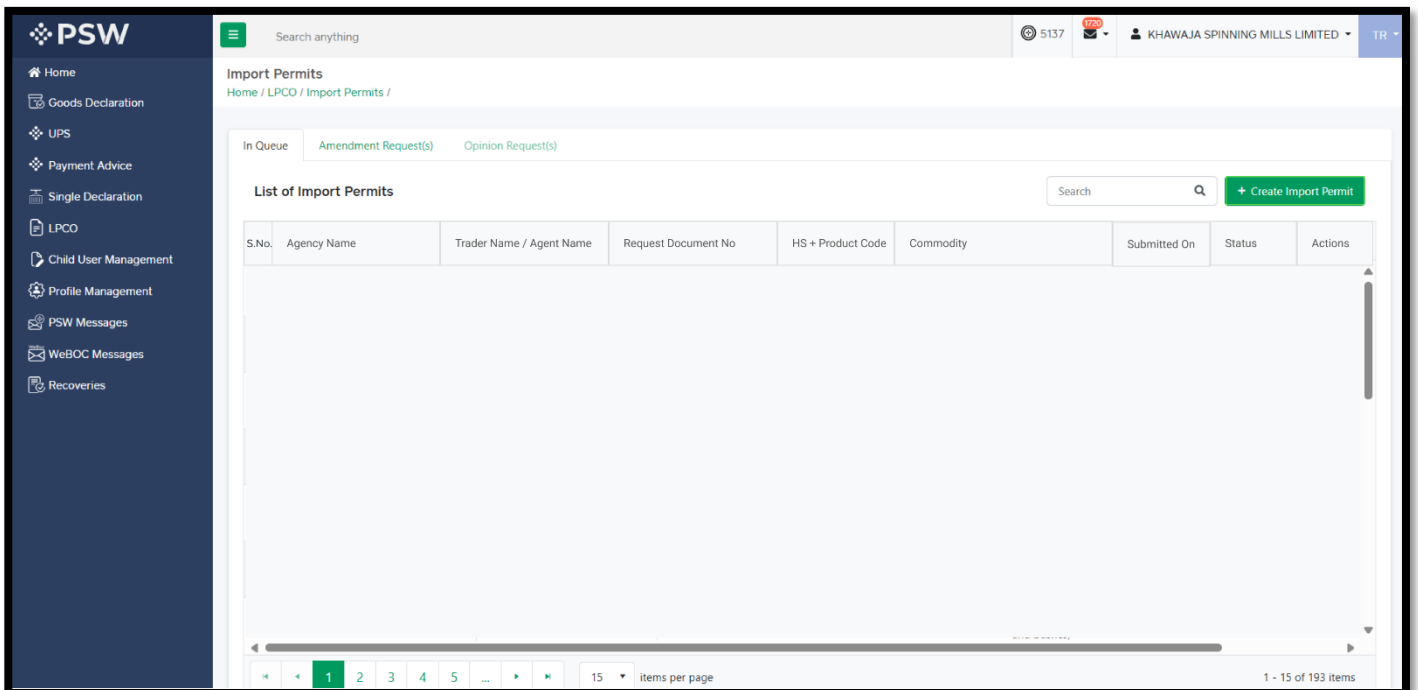


Figure 5

- ii. After clicking on Import Permits, you will be directed to Import Permits Homepage. To create a new Import Permit, click on 'Create Import Permit'



button.

Figure 6

- **Consignment Information**

- Upon clicking the 'Create New Request', an electronic request form will open. Here the user will select the Agency name, Chief Inspector of Boilers, Sindh. System will populate some fields automatically. After entering the required information, user will click on 'Save & Proceed'.

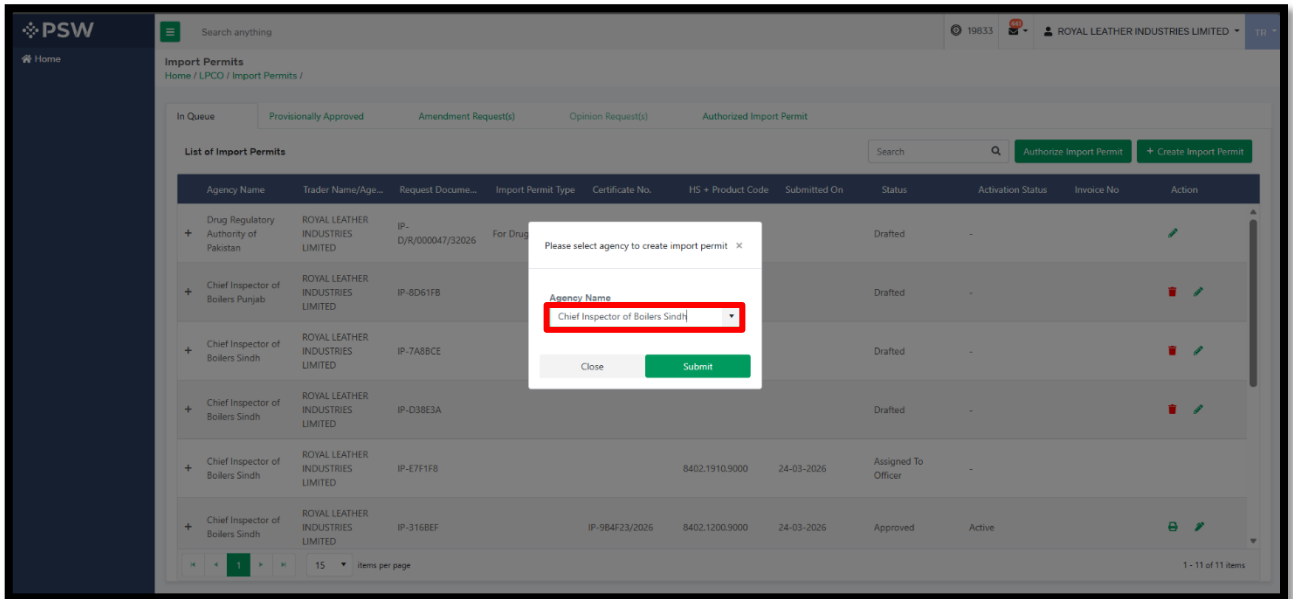


Figure 7

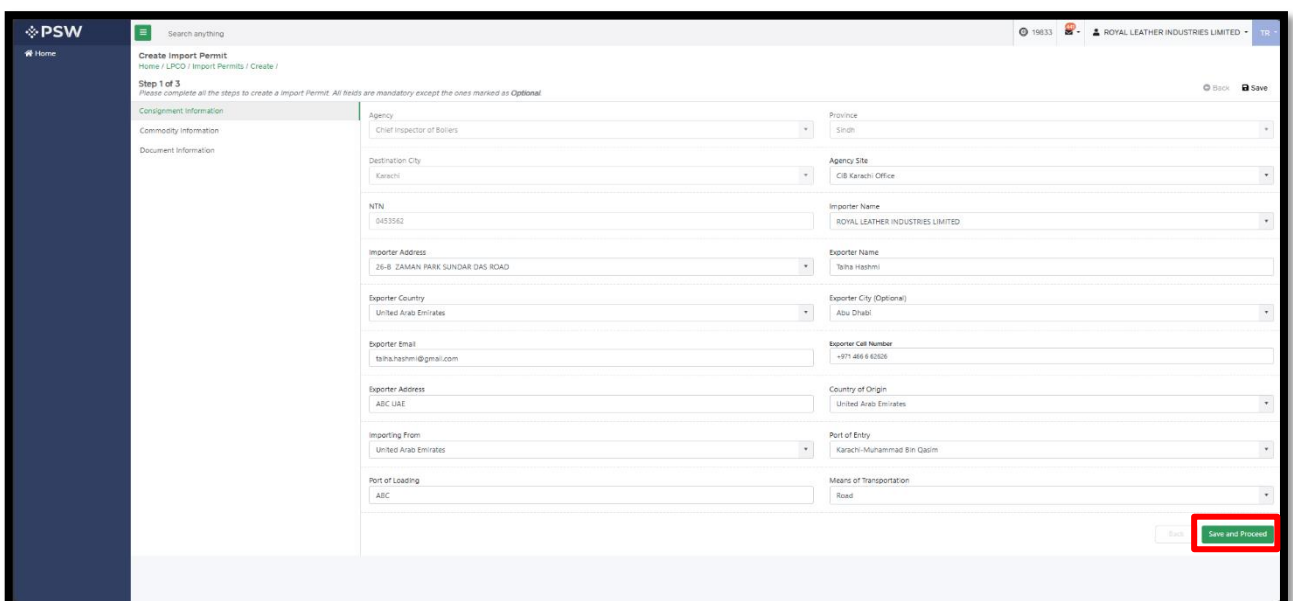


Figure 8

## • Commodity Information

- ii. On the next screen, User will be required to add 'Commodity Information' and press 'Save and Proceed' button to proceed further. Please make sure to enter correct information in these fields as this information is critical to successful processing of your request by the CIB, Sindh. After entering the

PSW

Search Anything

976 ASCO INTERNATIONAL TR

Create 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.

Consignment Information

Commodity Information

Document Information

HS Code	Product Code	Item Name
8402.1000	1100	Steam and vapour generating boilers
Item Description	Declared Description	Boiler Maker No / Serial No / Product No / Model No
Steam and vapour generating boilers	Steam and vapour generating boilers	SZW 06 - 1 25
Manufacturer	Boiler Capacity (TPH)	Working Pressure (MPa)
ABC INDUSTRIES PVT LTD	1.25	1.25
Quantity	Type of Boiler	Boiler Rating (sq. ft)
25	New	For rating exceeding 100 but not exceeding 300

Back Save and Proceed

required information, User will click on 'Save & Proceed'.

Figure 9

- **Document Information**

- iii. On the 'Document Information' screen, a list of mandatory documents will be displayed in the 'Document Type' drop down menu. Please make sure to upload all mandatory documents and press "Save & Proceed" button.

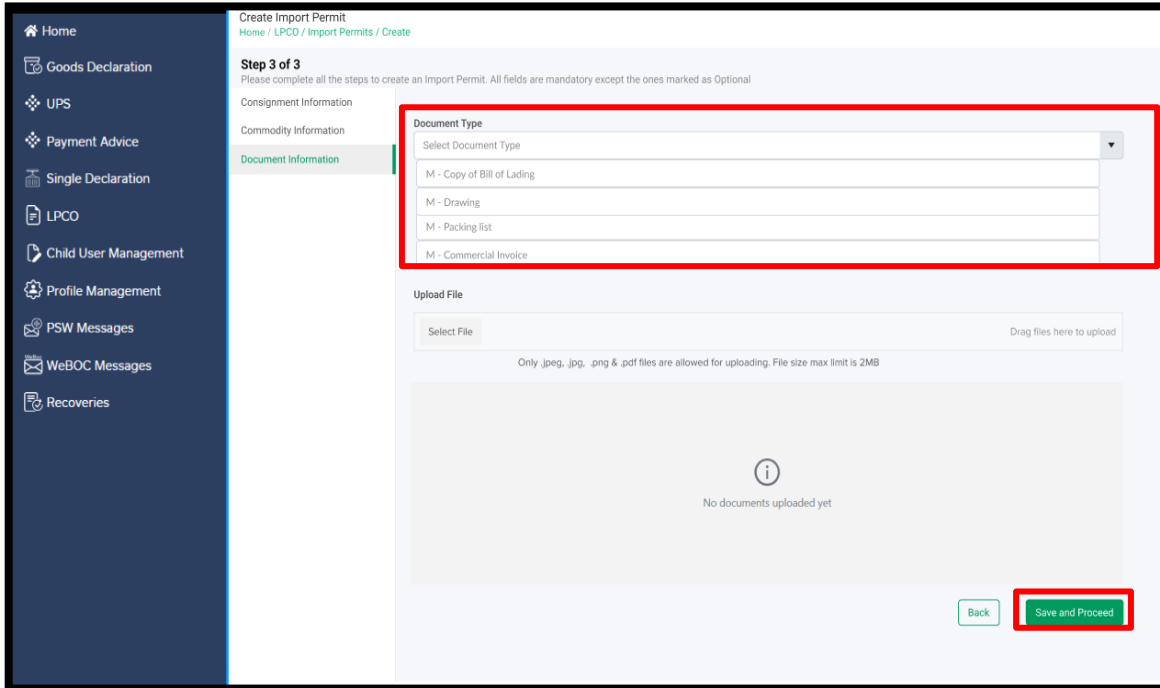


Figure 10

- iv. Upon clicking 'Save & Proceed', a pop-up screen will appear, requiring the User to confirm submission of application for Import Permit. Please make sure that all the required information has been provided. You may revert back to review the details by clicking 'No'. Press 'Yes' to submit your application.

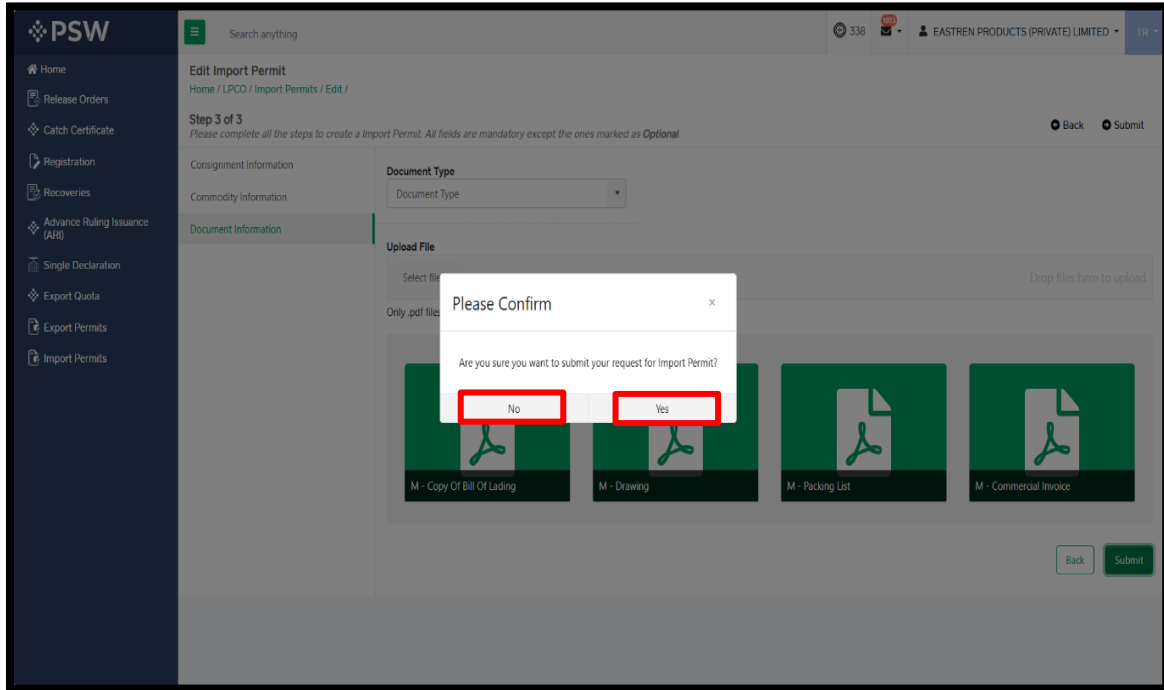


Figure 11

- v. Upon clicking 'Yes', a pop-up screen will appear, requiring the User to pay fee for Import Permit. Click on the 'Pay fee'.

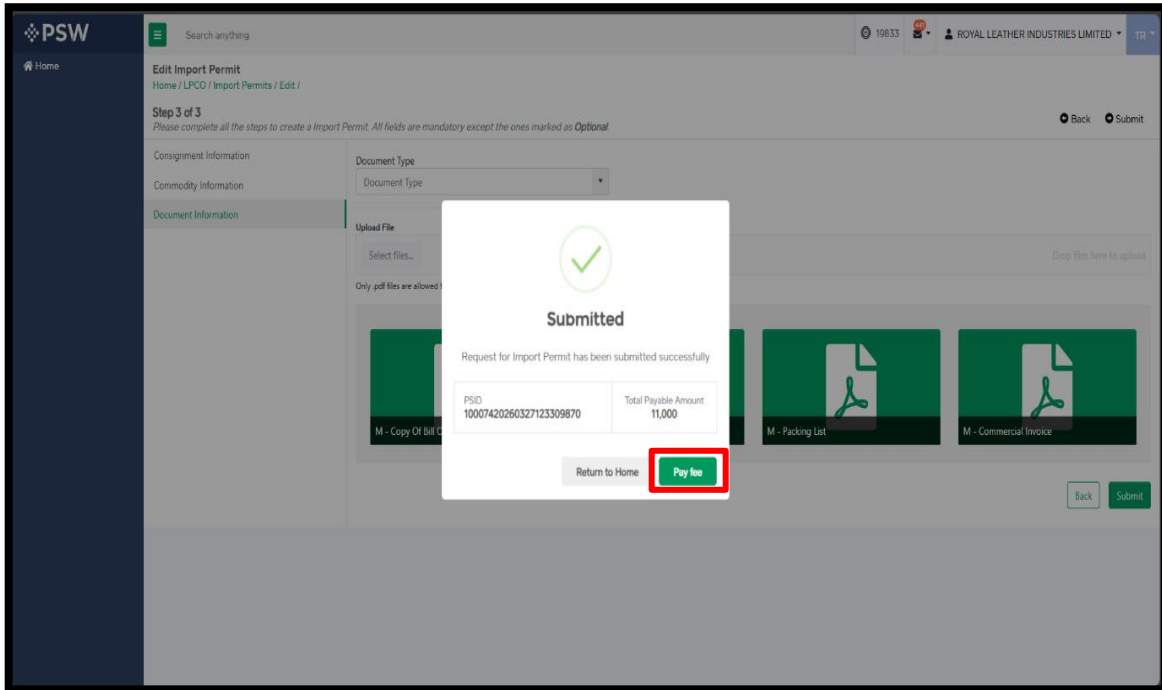


Figure 12

- vi. Now you will be redirected to the payment page so you can process your fee.

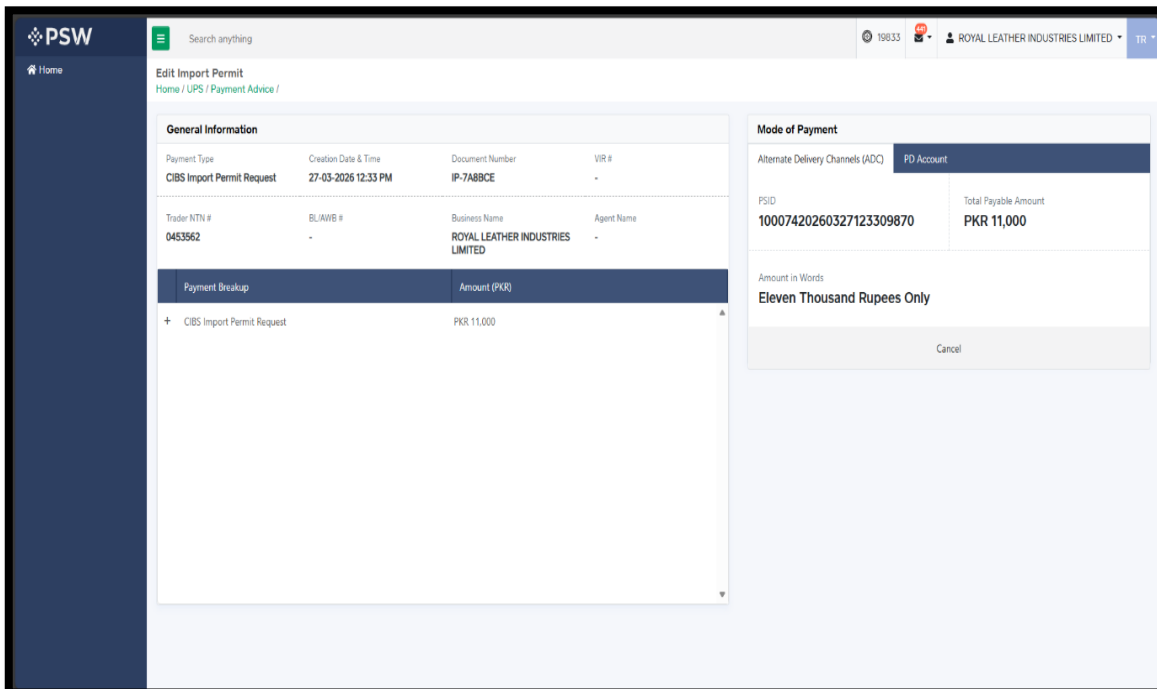


Figure 13

- vii. Now click on 'PD Account'. Select the appropriate account under 'PD Account collectorate'

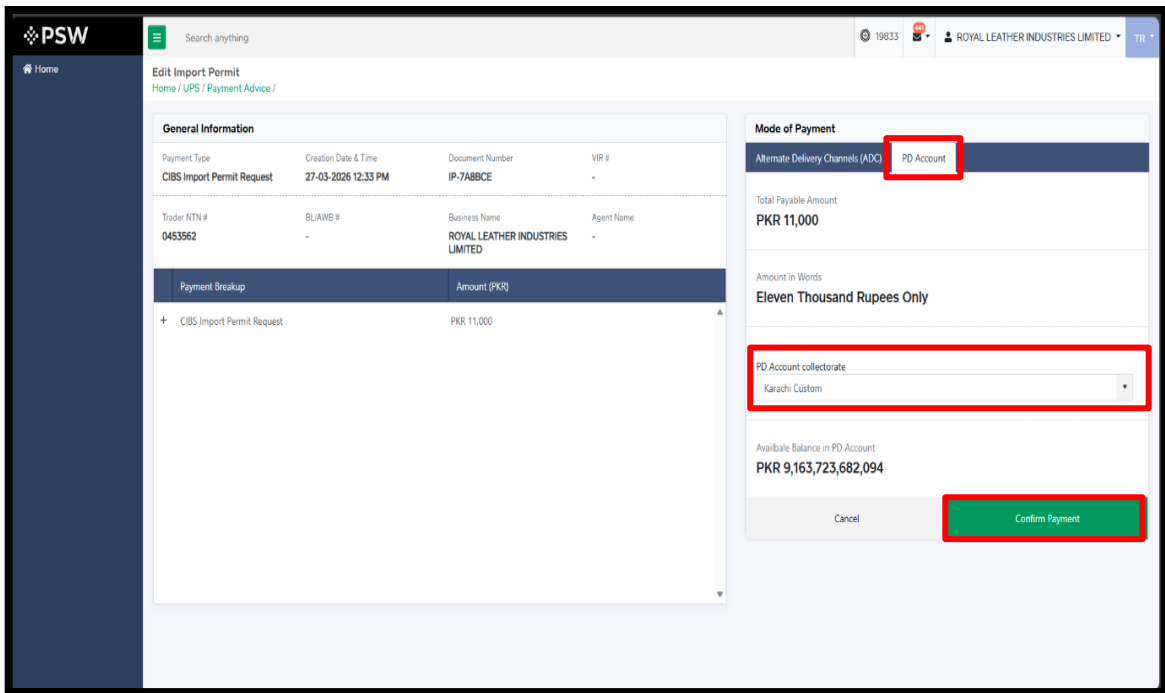


Figure 14

- viii. Click on 'Confirm' to confirm processing your payment.

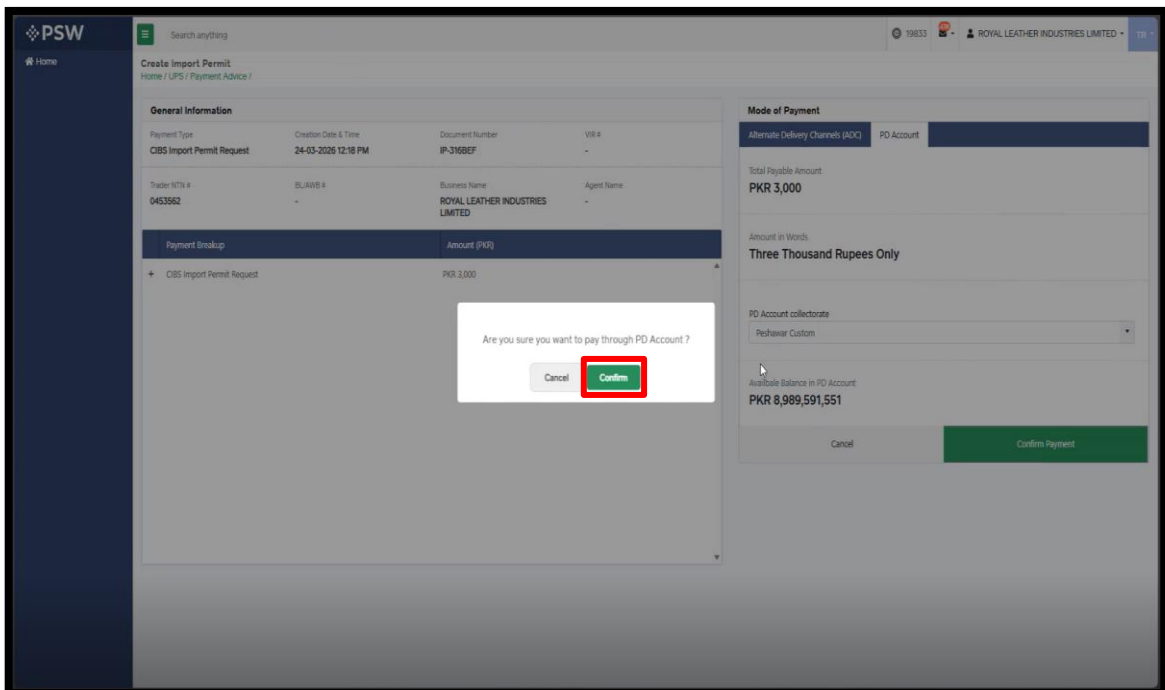


Figure 15

- ix. After that, a pop up will appear, click on 'OK'

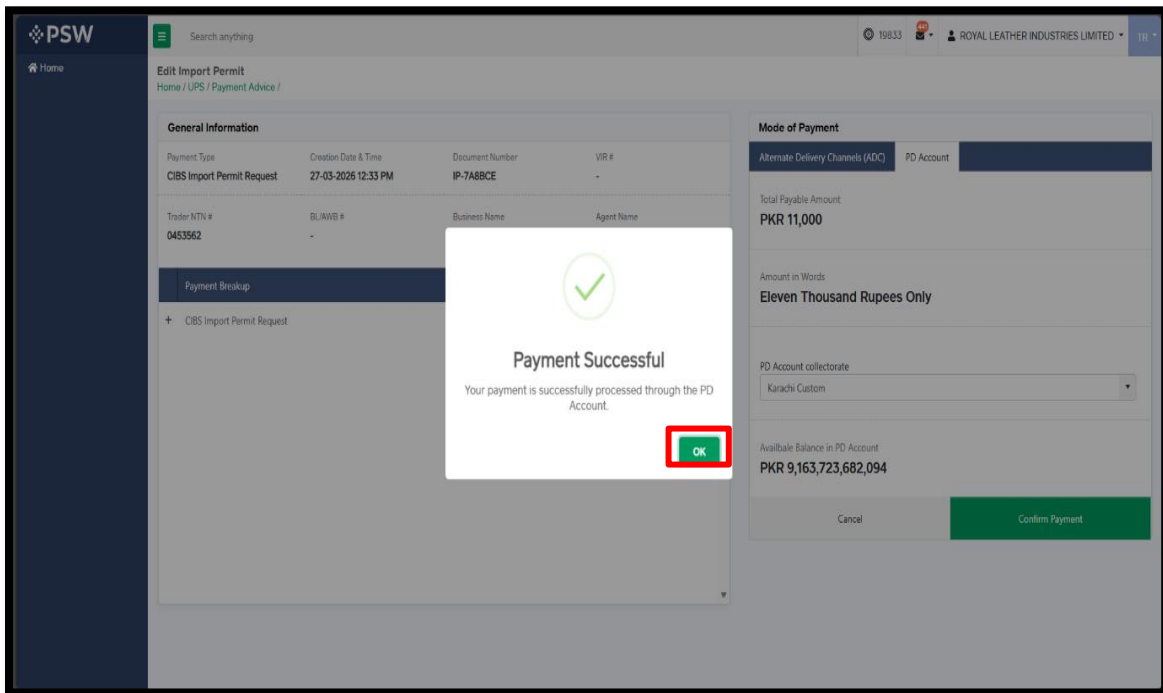


Figure 16

- x. After successful submission of your Import Permit request, it will be assigned a system generated 'Request Document Number' and your application details along with its status will appear on the Import Permits Home screen.

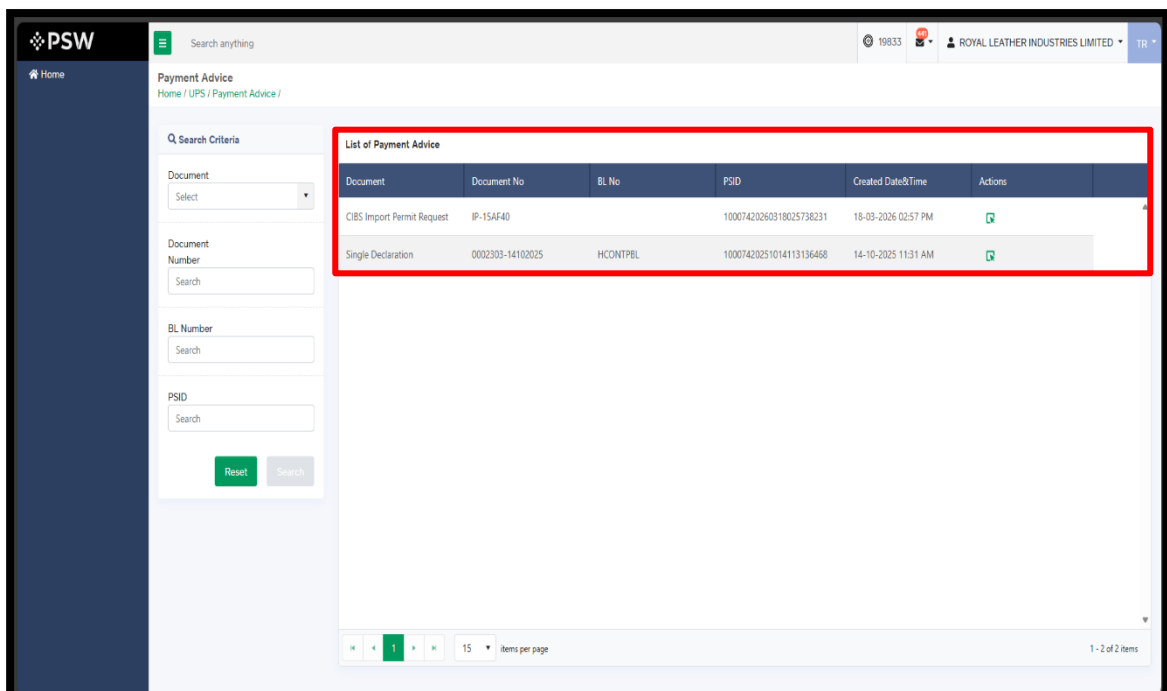


Figure 17



- xi. Once your application of Import Permit request has been 'Approved' by the Chief Inspector of Boilers, a system generated Import Permit number will appear under the 'Certificate Number' field.
- xii. Once approved, User may download the 'Import Permit' by clicking on the 'Download Certificate' button under Actions from the List of Import Permit grid.

The screenshot shows the 'Import Permits' section of the PSW system. The interface includes a search bar, navigation tabs, and a table of permits. The table has the following columns: Agency Name, Trader Name/Agent Name, Request Document No., Import Permit Type, Certificate No., HS + Product Code, Submitted On, Status, Activation Status, Invoice No., and Action. The first row is highlighted, and the 'Certificate No.' field is circled in red. The 'Action' column contains a download icon.

Agency Name	Trader Name/Agent Name	Request Document No.	Import Permit Type	Certificate No.	HS + Product Code	Submitted On	Status	Activation Status	Invoice No.	Action
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-3168EP		IP-894F23/2026	8402.1200.9000	24-03-2026	Approved	Active		
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-11652B		IP-163899/2026	8402.1910.1000	11-03-2026	Approved	Active		
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-C4467A		IP-233F22/2026	8402.1200.1000	27-02-2026	Approved	Active		

Figure 18



No. IP-D352A5/2026  
**GOVERNMENT OF SINDH**  
**DIRECTORATE OF INDUSTRIES & COMMERCE**  
Second floor, State life building No 11, Abdullah  
Haroon Road, Karachi  
**(BOILER INSPECTION WING)**  
\*\*\*\*\*



**SUBJECT: APPROVAL OF PLAN AND PARTICULARS OF BOILER  
ACCEPTABLE FOR REGISTRATION UNDER REGULATION-373 OF  
PAKISTAN BOILER REGULATIONS 1951**

Reference your application No. IP-AA1058, The documents submitted by you have been examined under the provisions of the Boilers & Pressure Vessels Ordinance, 2002 and The Pakistan Boilers Regulations 1951 and revealed that below mentioned **New, - - Watertube boilers with a steam production not exceeding 45 t per hour**, Boilers will be acceptable for Registration under Section-7 of the Boilers & Pressure Vessels Ordinance, 2002 and Pakistan Boiler Regulation-4 subject to fulfill the following conditions:

S. No.	BOILER MAKER NO. / SERIAL NO. / MODEL NO.	QUANTITY	MANUFACTURED BY
1	XYZ1233456	1.0000	ABC

**Conditions:**

- Boiler will be examined under the provisions of Pakistan Boilers Regulation-1951 and allowable working pressure will be calculated accordingly.
- That the Boiler is checked certified by inspecting Authority recognized under the Act at stages of its Manufacture in Form "II".
- Boiler Makers Certificate, Boiler Description, Material Specifications, Working Pressure, Heating Surface and works number in Form "III".
- Steel Maker's Certificate for process and Test results in Form "IV".
- Drawing / Print-Showing the Design of the Boilers in sectional end views with principal parts fully dimensioned.
- Welded construction, in case of welded construction to provide X-Rays and other Test results and stress relieving Certificate.
- Boiler Mountings to be provided according to Regulation No.262.
- Manholes and sight holes to be adequately provided under Regulation No.145.
- Explosion Doors to be provided at suitable location in Gas or pulverized Coal Fired Boilers..

Reference N.B: All the certificates, drawings and documents should be submitted in English language or with English translation duly authenticated.

**Date of Issuance :**  
03-04-2026

**CHIEF INSPECTOR OF BOILERS  
GOVERNMENT OF SINDH,  
KARACHI**

**Note:** This is the system-generated document which can be verified electronically/online through the QR code available on the document.

Figure 19

- xiii. Upon clicking, your import permit in PDF format will be downloaded automatically as shown above.
- xiv. Further on the Approved Import Permit the following actions can be performed by the user:
  - Amend the request à To amend an Import Permit request click on Amend Request pencil icon under Actions

The screenshot displays the 'Import Permits' section of the PSW system. It features a navigation bar with 'PSW' and 'ROYAL LEATHER INDUSTRIES LIMITED'. Below the navigation, there are tabs for 'In Queue', 'Provisionally Approved', 'Amendment Request(s)', 'Opinion Request(s)', and 'Authorized Import Permit'. A search bar and two buttons, 'Authorize Import Permit' and 'Create Import Permit', are visible. The main content is a table titled 'List of Import Permits' with the following columns: Agency Name, Trader Name/Age..., Request Docume..., Import Permit Type, Certificate No., HS + Product Code, Submitted On, Status, Activation Status, Invoice No, and Action. The first row of the table has its 'Certificate No.' field, 'IP-D352A5/2026', highlighted with a red box. The table also includes a pagination bar at the bottom showing '15 items per page' and '1 - 12 of 12 items'.

Agency Name	Trader Name/Age...	Request Docume...	Import Permit Type	Certificate No.	HS + Product Code	Submitted On	Status	Activation Status	Invoice No	Action
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-AA1058		IP-D352A5/2026	8402.1200.9000	03-04-2026	Approved	Active		
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-48D27D		IP-070CE5/2026	8402.1200.1000	03-04-2026	Approved	Active		
Ministry of Interior and Narcotics Control	ROYAL LEATHER INDUSTRIES LIMITED	IP-AV-720553			8702.1090.1100		Drafted	-		
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-7AB8CE			8402.1200.9000	27-03-2026	Assigned To Officer	-		
Drug Regulatory Authority of Pakistan	ROYAL LEATHER INDUSTRIES LIMITED	IP-D/R/000047/32026	For Drug				Drafted	-		
Chief Inspector of Boilers Sindh	ROYAL LEATHER INDUSTRIES LIMITED	IP-ET71F8			8402.1910.9000	24-03-2026	Assigned To Officer	-		

Figure 20

## 6.2. Import Permit Amendment

- i. After logging into PSW portal, click on the 'LPCO' button on the dashboard.

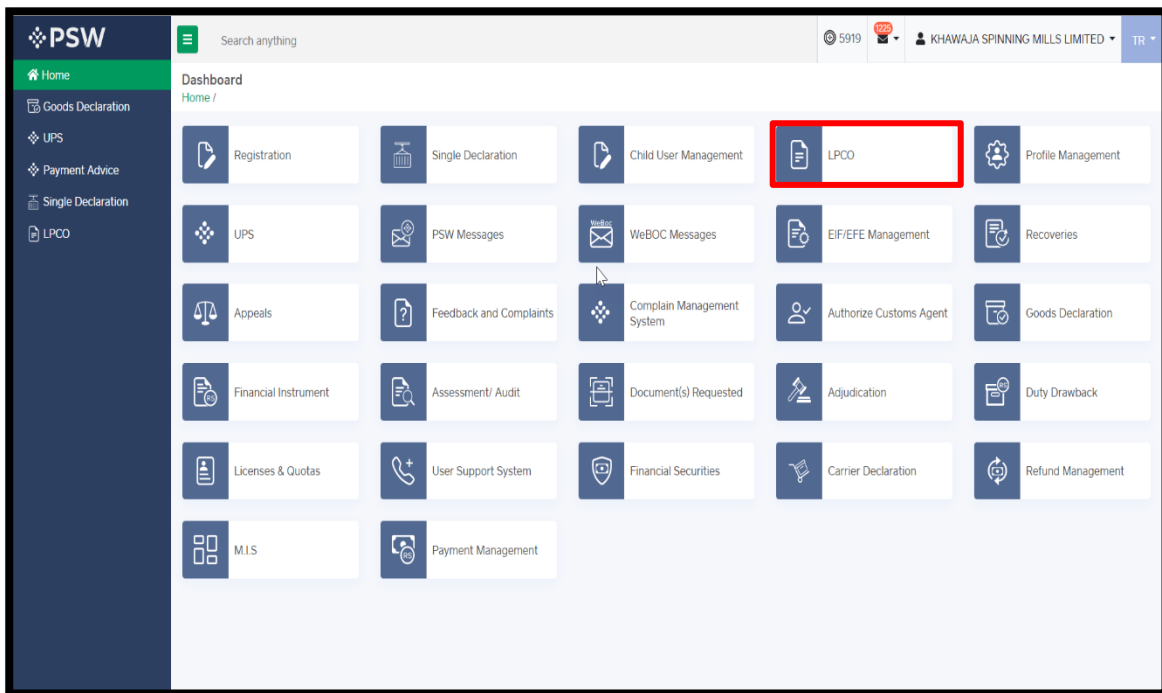


Figure 21

- ii. Select the relevant request and click on the 'Amendment' icon under the 'Action' tab.

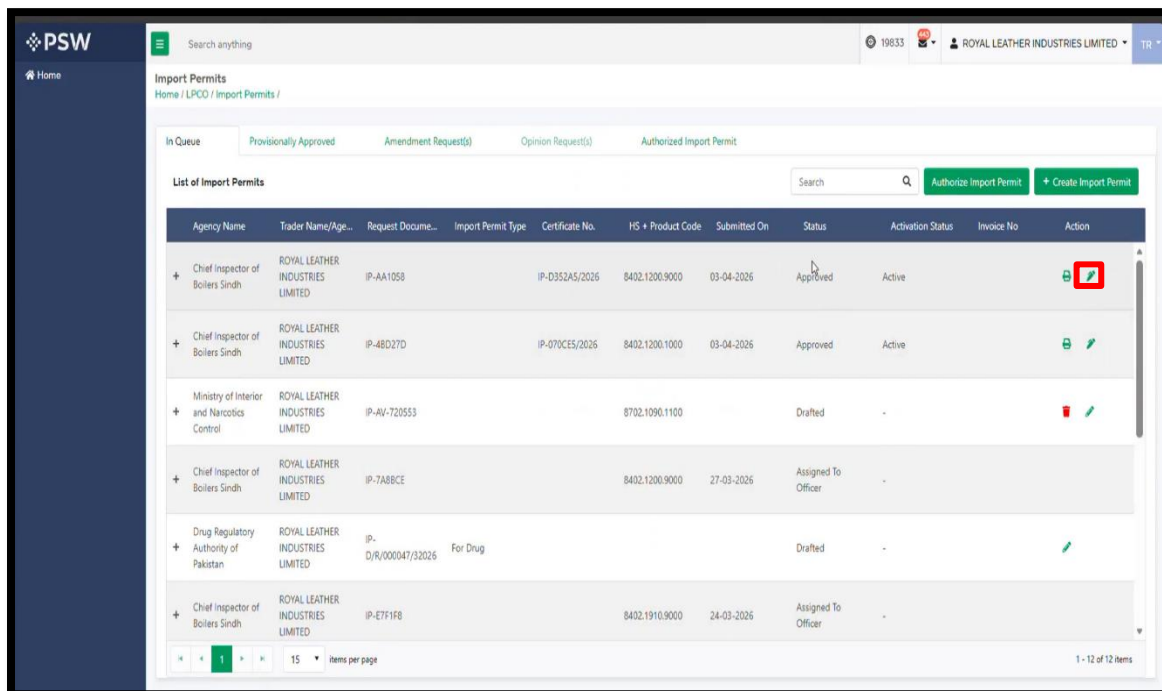


Figure 22

- iii. You will be required to fill in 'Import Permit Amendment form'. Only the permitted fields will be open for amendments. The fields cannot be amended more than three times.

**PSW** Search anything Sayed Muzammil Hussain TR

**View Import Permit**  
Home / LPCO / Import Permits / View

Request Document Number: IP - 26685  
PSID: 10007420241114124427178  
IP No.: IP-KHI-0FD3AF/2024  
Submitted On: 14-11-2024  
Payment: [View Details](#)  
Agency Name: Chief Inspector Boiler  
Import Permit Status: Approved

**Consignment Information**

NTN: 0229500	Importer Name: ABC Pvt Ltd	Importer Address: 10-L GULBERG III MAIN FERROZPUR ROAD, LAHORE	Exporter Name: Abc road, Karachi
Exporter Email: ali.saleem@gmail.com	Exporter Country: Pakistan	Exporter City: Karachi	Exporter Address: Abc road, Karachi
Exporter Cell Number: 03353657210	Country of Origin: United Arab Emirates	Importing from: NIL	Destination City: Karachi
Port of Entry: XYZ	Means of Transportation: Sea	Agency Site: Sea Port Outpost, Karachi	Port of Loading: NIL

**Commodity Information**

HS Code + Product Code: 8402.1102.1000	Commodity Name: Steam Generating Boilers	Item Description: Steam and vapour generating boilers	Capacity (TPH): 10
Working Pressure (MPa): 1.25	Quantity: 10	Type of Boiler: New	Boiler Rating (per sqft): For rating exceeding 100 but not exceeding 300
Boiler Maker No / Serial No / Product No / Model No: 10	Manufacturer: ABC Industries Pvt Ltd		

**Document Information**

Document Type: Select Document Type

Upload File: Select File Drag files here to upload

Only .jpeg, .jpg, .png & .pdf files are allowed for uploading. File size max limit is 2MB

No documents uploaded yet

**Amendment Remarks**

Enter Remarks (if any)

[Back](#) [Submit Request](#)

Figure 23



- iv. Upload the relevant documents then press the "Submit Request" button.

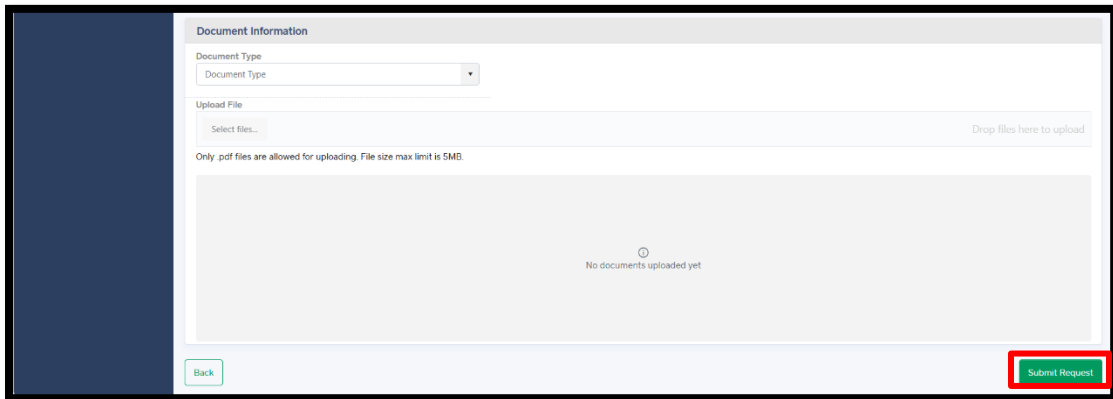


Figure 24

- v. Click on the 'Yes' button to confirm the submission of amendment request.

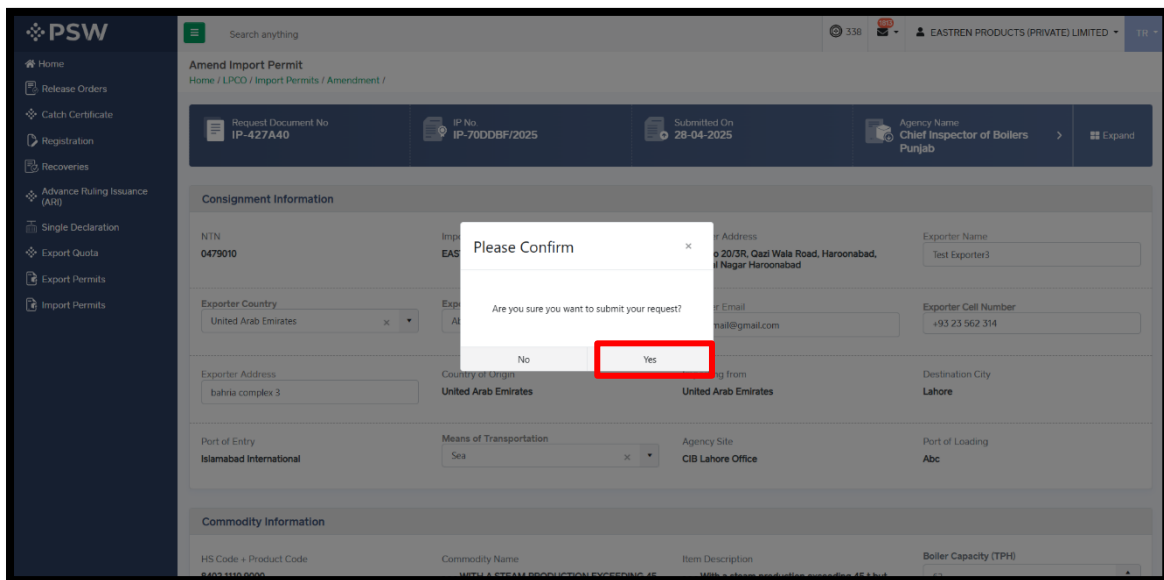


Figure 25

- vi. A pop-up will appear confirming the successful submission of amendment request.

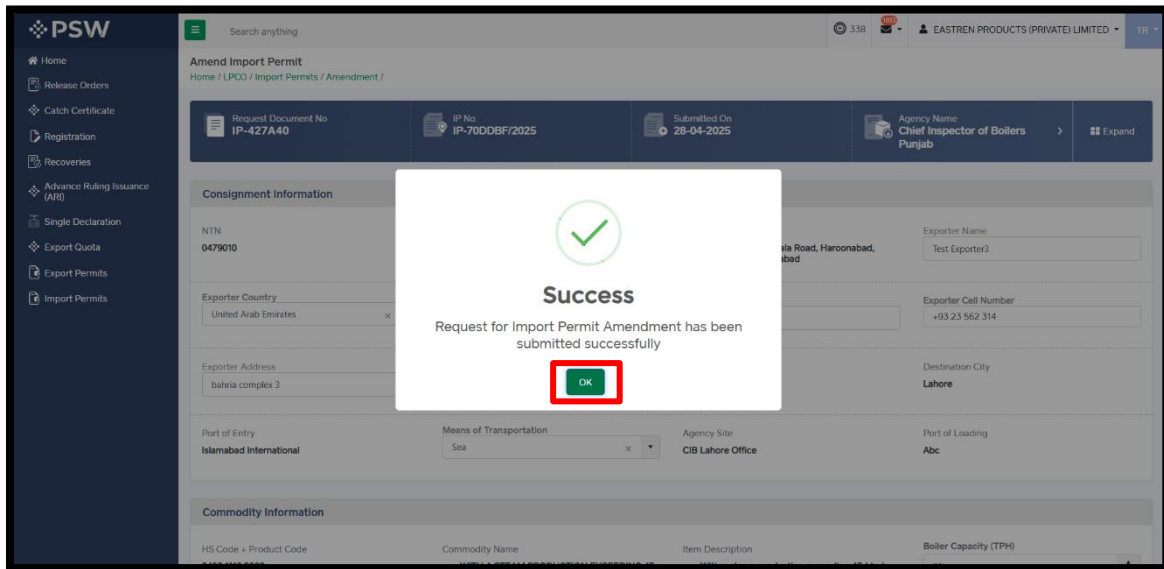


Figure 26

- vii. Your request has been assigned to the CIB Sindh for further processing. A new document request number will be assigned to your amendment application.

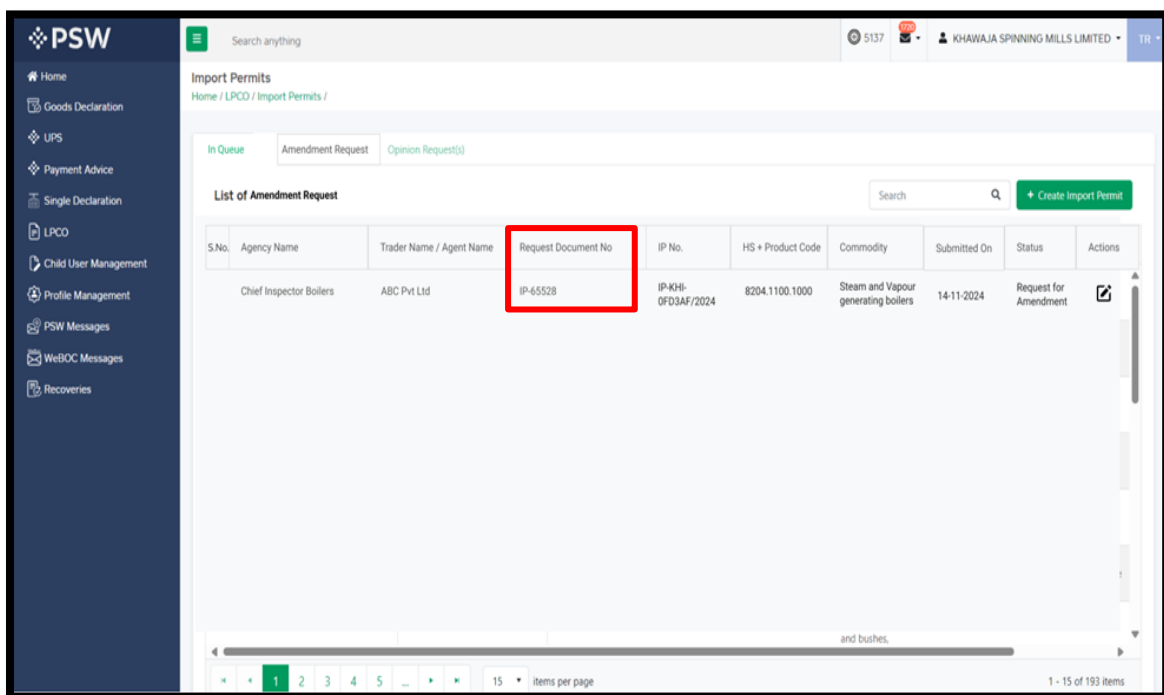


Figure 27



## 7. Consumption of Import Permit in single declaration

- v. After clicking on the login button, User will be redirected to the login interface. Here, you will be required to enter your login credentials.

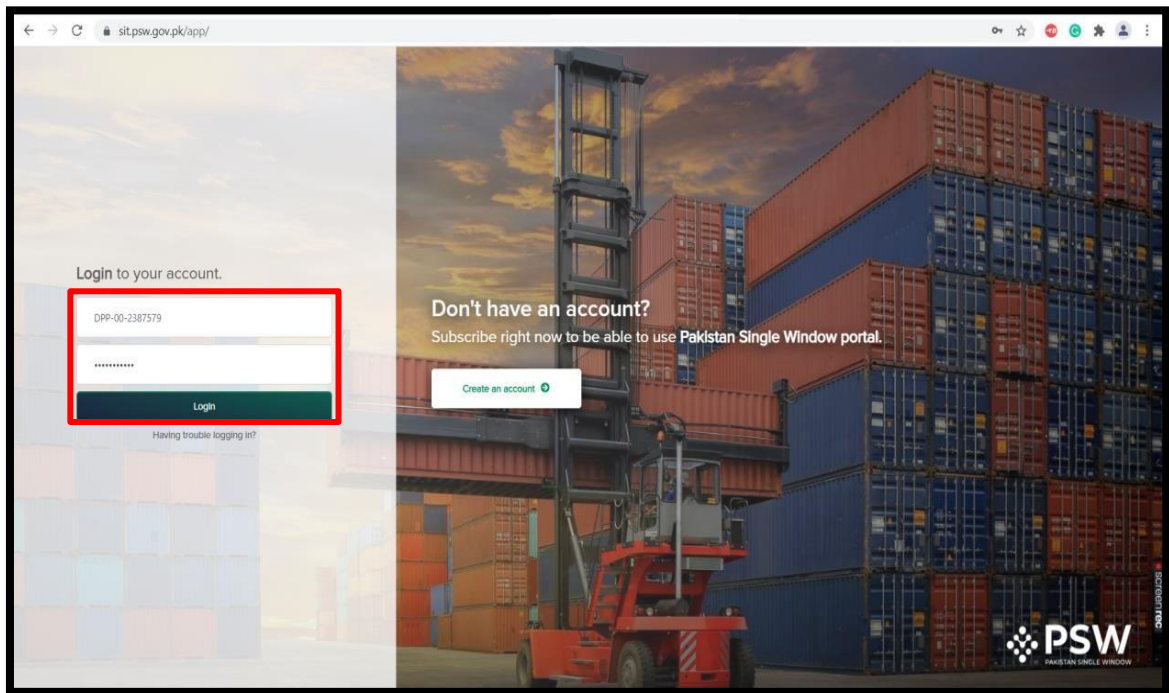


Figure 28

- vi. Once the login credentials are validated, you will be redirected to the dashboard. Click on the "Single Declaration" option.

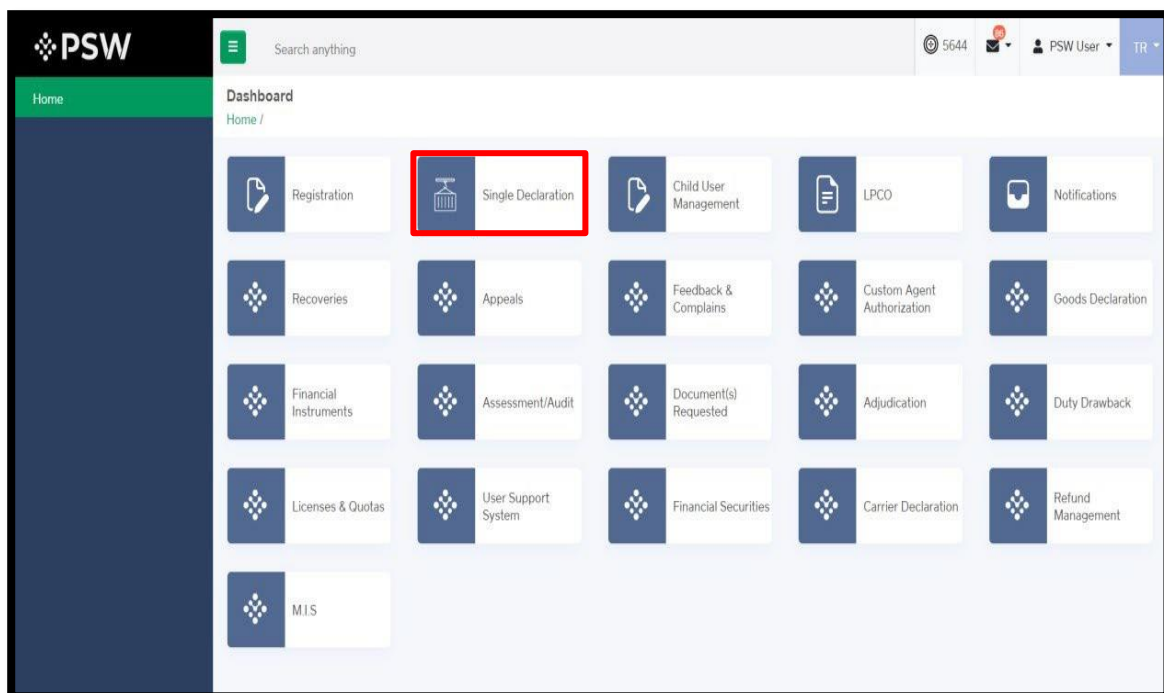


Figure 29



vii. Upon clicking on the option, "Single Declaration" interface will appear.

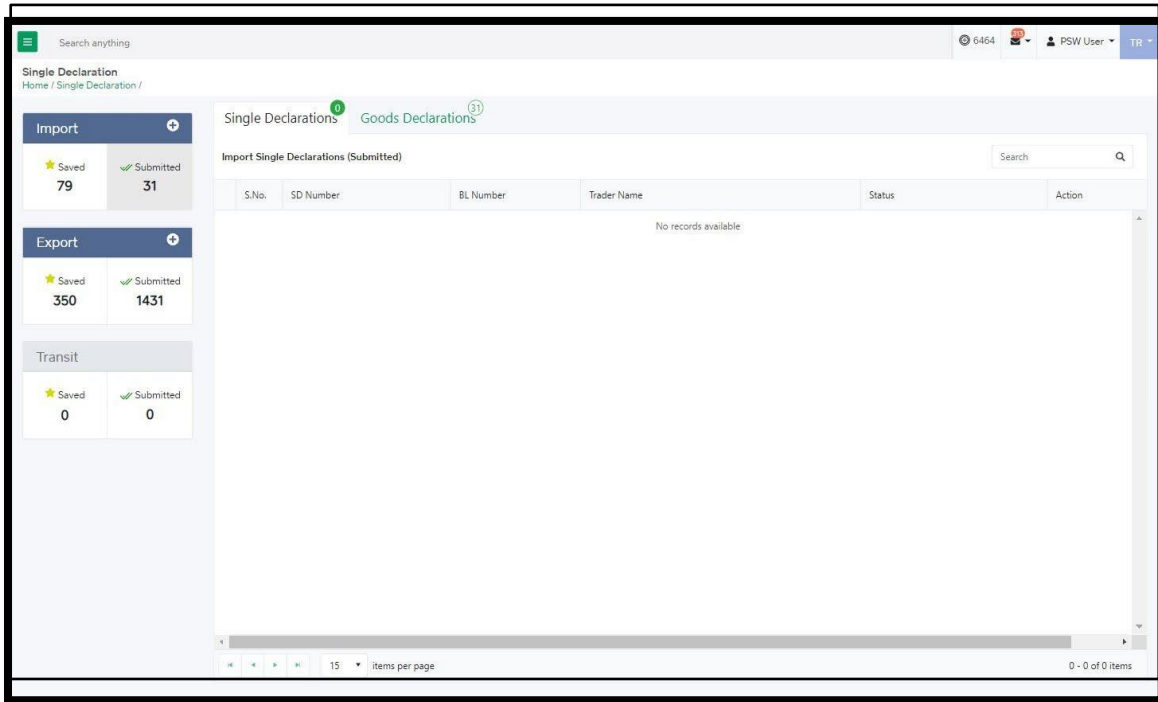


Figure 30

- v. Upon clicking on the "Create Declaration" a pop-up for selection of "Consignment category" & "Declaration Type" will appear. Then click on 'Confirm' to proceed.

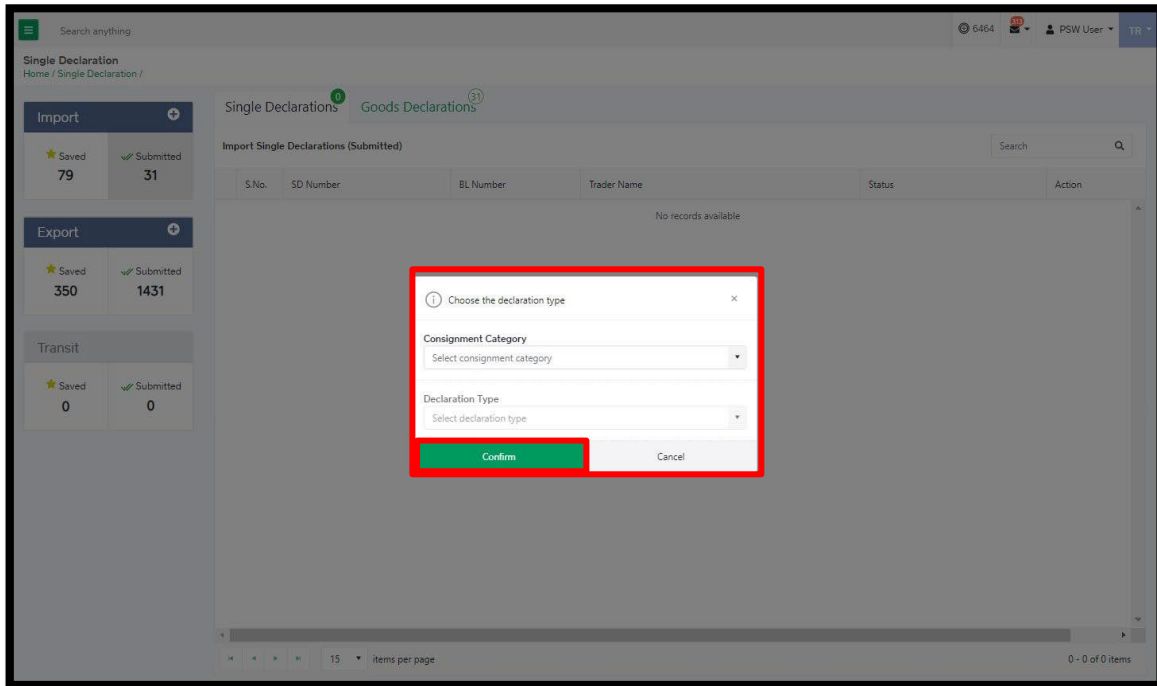


Figure 31

- vi. Upon clicking on the "Confirm" option, "Consignment Information" interface will appear which is the first step of filing an Import Single Declaration.

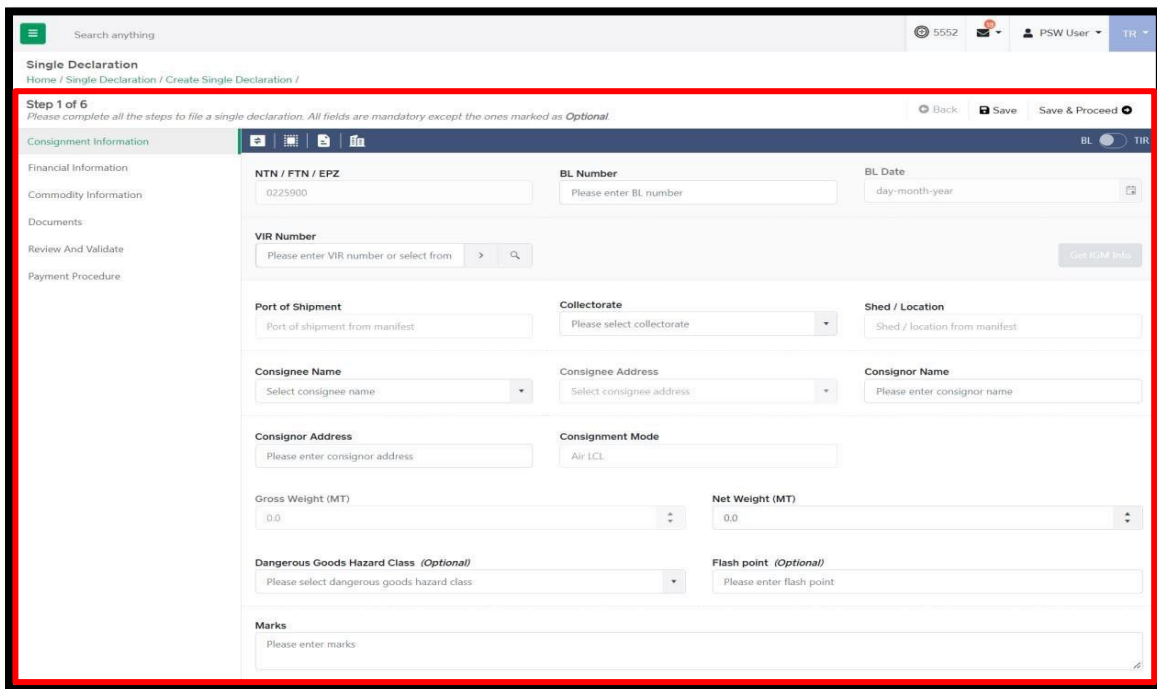


Figure 32

## 7.1. Step 1: Consignment Information

vii. In 'Consignment Information' interface:

- NTN will be fetched automatically from the Trader's profile.
- Input 'BL/AWB Number' and 'BL/AWB Date'.
- Click on the Search icon of the field labelled as 'VIR/AIR Number' to select the VIR/AIR Number from the 'VIR Selection' interface.

The screenshot displays the 'Single Declaration' interface, specifically 'Step 1 of 6' for 'Consignment Information'. The interface includes a search bar at the top, a navigation menu on the left, and a main form area. The form is divided into several sections: 'Financial Information' (NTN / FTN / EPZ: 0225900), 'BL Number' (Please enter BL number), 'BL Date' (day-month-year), 'VIR Number' (Please enter VIR number or select from), 'Port of Shipment' (Port of shipment from manifest), 'Collectorate' (Please select collectorate), 'Shed / Location' (Shed / location from manifest), 'Consignee Name' (Select consignee name), 'Consignee Address' (Select consignee address), 'Consignor Name' (Please enter consignor name), 'Consignor Address' (Please enter consignor address), 'Consignment Mode' (Air LCL), 'Gross Weight (MT)' (0.0), 'Net Weight (MT)' (0.0), 'Dangerous Goods Hazard Class (Optional)' (Please select dangerous goods hazard class), 'Flash point (Optional)' (Please enter flash point), and 'Marks' (Please enter marks). A red box highlights the search icon in the 'VIR Number' field.

Figure 33



- viii. Select the VIR/AIR Number. After selecting the 'VIR/AIR Number', 'Get IGM Info' option will be enabled. Click on the 'Get IGM Info' button and the system will fetch the IGM Information

VIR Selection	S.No.	Vessel/Vehicle Name	VIR Number	Terminal	ETA	ETD
<input type="text" value="Vessel Name"/>	1	Js Yuugiri D D 153	KPPI-0185-03122020	QICT	03/03/2022 10:00	21/04/2021 10:00
	2	Vessel xyz	KPPI-0050-14022018	QICT	03/03/2022 14:00	21/04/2021 23:00
	3	Vessel A	KPPI-0060-11012022	QICT	26/02/2022 00:00	22/01/2022 23:59
	4	Js Yuugiri D D 153	KPPI-0208-24022022	QICT	26/02/2022 10:00	28/02/2022 10:00
	5	Js Yuugiri D D 153	KPPI-0207-10022022	QICT	12/02/2022 12:00	25/03/2022 23:00

Figure 34



The following data fields will be populated from IGM Information:

- Port of Shipment
- Shed/Location
- Consignor Name
- Consignor Address
- Consignment Mode
- Gross Weight
- Net Weight
- Packages Information
- Container Information

Provide the valid:

- Collectorate
  - Consignee Name
  - Consignee Address
  - Dangerous Goods Hazard Class
  - Flash Point
  - Marks
- ix. Data fields in the 'Consignment Information' section may vary according to the selected Collectorate and Consignment Mode.
- x. If the Consignment Mode is 'Air', 'the UOM of 'Gross Weight' and 'Net Weight' will be 'KG', otherwise the UOM will be 'MT'.

Click on 'Save' to save the Single Declaration. Click on 'Save & Proceed' to save the Single Declaration and proceed to the next step. Upon clicking on save & proceed, 'Financial Information' interface will appear.

Search anything

5552 PSW User TH

### Single Declaration

Home / Single Declaration / Create Single Declaration /

**Step 1 of 6**  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as *Optional*.

Back Save Save & Proceed

BL TIR

**Consignment Information**

NTN / FTN / EPZ: 0225900 BL Number: BL-Gen-1801-05 BL Date: 24-03-2022

VIR Number: KPPI-0185-03122020 [Get IGM Info](#)

Port of Shipment: Osterhausen Collectorate: Please select collectorate Shed / Location: Casim International Container Terminal

Consignee Name: Select consignee name Consignee Address: Select consignee address Consignor Name: M/S JOTH STORE & FLOWER SHOP

Consignor Address: NO.1 CAMPBELL LANE SINGAPORE 209882 TEL: 6338 Consignment Mode: Containerized

**Container Information**

S.No.	Container No.	Container Type	Seal No.	Vehicle No.	Vehicle Status
1	ASIF555551	20FT	s8784654		
2	ASIF555552	20FT	d45151		

Gross Weight (MT): 6.704 Net Weight (MT): 6.704

**Packages Information**

S.No.	No. of Package	Package Type
1	100	ROLLS

Dangerous Goods Hazard Class (Optional): Please select dangerous goods hazard class Flash point (Optional): Please enter flash point

Marks: Nil Nil Nil Nil

Figure 35

## 7.2. Step 2: Financial Information

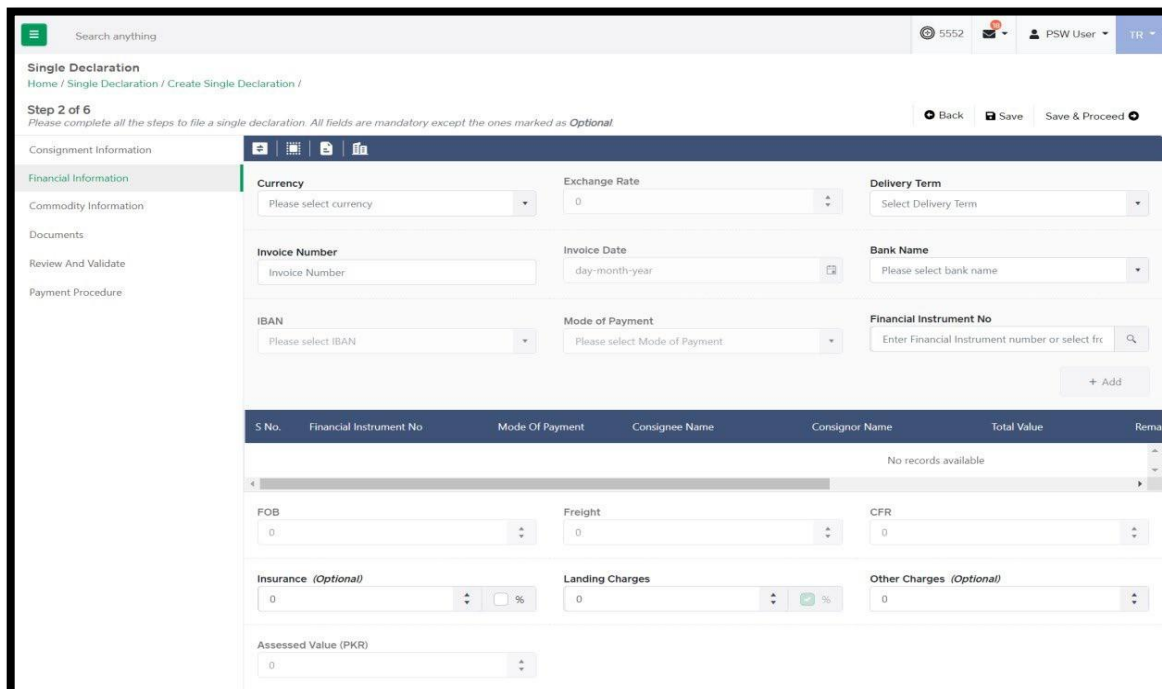
To add a financial instrument, select the following:

- Currency
- Delivery Term
- Bank Name
- IBAN
- Mode of Payment
- Financial Instrument No.
- Invoice Number (Optional)
- Invoice Date (Optional)

Once the currency is selected, 'Exchange Rate' will be fetched automatically. Trader/Customs Agent will be able to select from only those banks which are associated with the user profile.

The option 'Mode of Payment' will only show the authorized payment modes available to the user.

In case of 'Open Account', Financial Instrument association is not required. Input the 'Financial Instrument No' or click on the 'Search' icon of the field labelled as 'Financial Instrument No'.



The screenshot displays the 'Single Declaration' form, Step 2 of 6, titled 'Financial Information'. The form is divided into several sections:

- Consignment Information:** Includes fields for Currency (Please select currency), Exchange Rate (0), and Delivery Term (Select Delivery Term).
- Invoice Information:** Includes fields for Invoice Number (Invoice Number), Invoice Date (day-month-year), and Bank Name (Please select bank name).
- Payment Information:** Includes fields for IBAN (Please select IBAN), Mode of Payment (Please select Mode of Payment), and Financial Instrument No (Enter Financial Instrument number or select fr). There is an '+ Add' button below this section.
- Table:** A table with columns: S No., Financial Instrument No, Mode Of Payment, Consignee Name, Consignor Name, Total Value, and Rema. The table currently shows 'No records available'.
- Charges:** Includes fields for FOB (0), Freight (0), CFR (0), Insurance (Optional) (0), Landing Charges (0), and Other Charges (Optional) (0).
- Assessed Value (PKR):** A field with the value 0.

Figure 36



Select the Financial Instrument No. from the 'Financial Instrument Selection' interface.

User can also view the details of a Financial Instrument at the time of selection of Financial Instrument by clicking on 'View' option from the 'Action' tab of 'Financial Instrument Selection' interface.

Basic Information			
Trader NTN 0656564	Trader Name Raees Ahmed	Trader IBAN PK83DUIB0000001040001740	Mode Of Payment Contract/Collection
Financial Instrument Unique No. DIB-IMP-000002-16052022	Status Active	Advance Payment % 50	Document Against Payment % 25
Document Against Acceptance % 25	Days 10	Total Percentage 100	

Payment Information			
Beneficiary Name John Doe	Beneficiary IBAN PK35ASCM0000121234567890	Beneficiary Address Street 4, Town C, Lahore	Beneficiary Country Pakistan
Exporter Name New Supplier	Exporter Address Block C, Dubai Downtoan, UAE	Exporter Country France	Port Of Shipment Anaa
Delivery Term Cost And Freight (CFR)	Financial Instrument Value 100000	Financial Instrument Currency United States Dollar	Exchange Rate 160
LC/Contract No. 2009LCS2004800PK	Balance 96355		

Item Information						
HS Code	Description	Quantity	UOM	Country Of Origin	Sample	Sample Value
0401.1000	-FOR WEAVING FABRICS OF A WIDTH NOT EXCEEDING 30CM	5	KG	China	Y	100000
0401.1000	-FOR WEAVING FABRICS OF A WIDTH NOT EXCEEDING 30CM	2	KG	China	N	0

1 - 2 of 2 items

Financial Transaction Information			
Intended Payment Date 20221030	Final Date of Shipment 20221231	Transport Document Date 20221030	Expiry Date 20221231

Declaration Information	
Declaration Number	Total Declared Value
No records available	

Figure 37



Click on Add button to add the Financial Instrument.

The added financial instrument can now be seen in the financial instrument grid.

To remove a financial instrument, click on the delete icon in the financial instrument grid.

Users can only associate one Financial Instrument in an Import Single Declaration. Input the following where applicable:

- FOB Value
- Freight Value
- CFR Value
- Insurance Value or % Landing Charges or % Other Charges

Click on "Save" to save the Single Declaration. Click on 'Save & Proceed' to save the Single Declaration and proceed to the next step.

Upon clicking on save & proceed, 'Commodity Information' interface will appear.

**Single Declaration**  
Home / Single Declaration / Create Single Declaration /  
Step 2 of 6  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional.

Consignment Information

Financial Information

Currency: United States Dollar | Exchange Rate: 178 | Delivery Term: Cost And Freight (CFR)

Invoice Number: Invoice Number | Invoice Date: day-month-year | Bank Name: Al Baraka Bank (Pakistan) Ltd

IBAN: Please select IBAN | Mode of Payment: Please select Mode of Payment | Financial Instrument No: Enter Financial Instrument number or select from list

**+ Add**

S No.	Financial Instrument No	Mode Of Payment	Consignee Name	Consignor Name	Total Value	Remaining Value
1	DIB-IMP-000002-16052022	Contract/Collection	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED	New Supplier	100,000,0000	96,355,0000

FOB USD: 276 | Freight USD: 0 | CFR USD: 276

Insurance USD (Optional): 0 | Landing Charges USD: 1 | Other Charges USD (Optional): 0

Assessed Value (PKR): 49,619

Figure 38

### 7.3. Step 3: Commodity Information

In this step, the user provides commodity details. Click on 'Add Commodity' option to add the commodities. Upon clicking on the option, 'Add Commodity' interface will appear

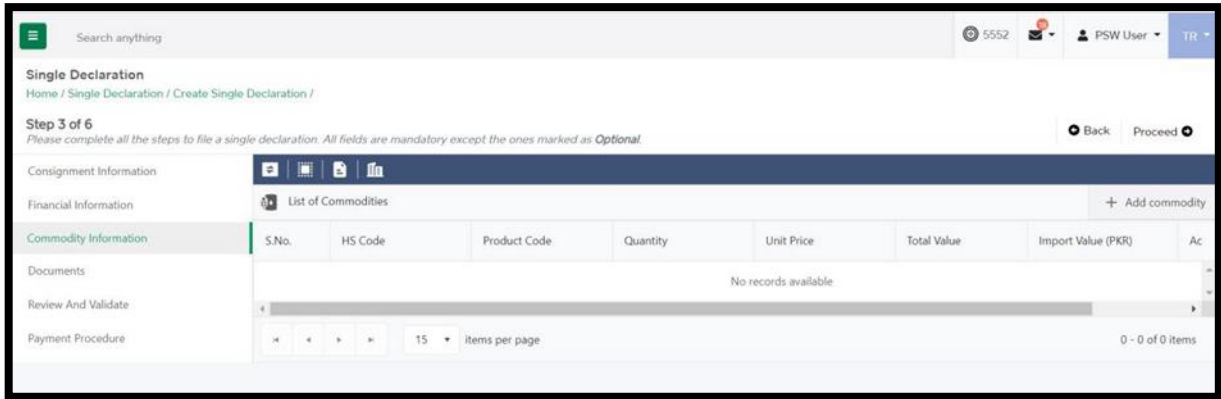


Figure 39

Commodity addition interface includes the following sections:

#### General Information Section:

- In this section, the user provides general information of the consignment goods i.e., HS Code, Product Code, Declared Description.
- Upon entering the 'HS Code', the relevant 'Tariff Description' is fetched automatically. Similarly, when the user selects relevant 'Product Code', the 'Product Description' is fetched automatically. Please make sure that the HS + Product code selected while making Single Declaration is exactly the same as was selected in the IP Request.

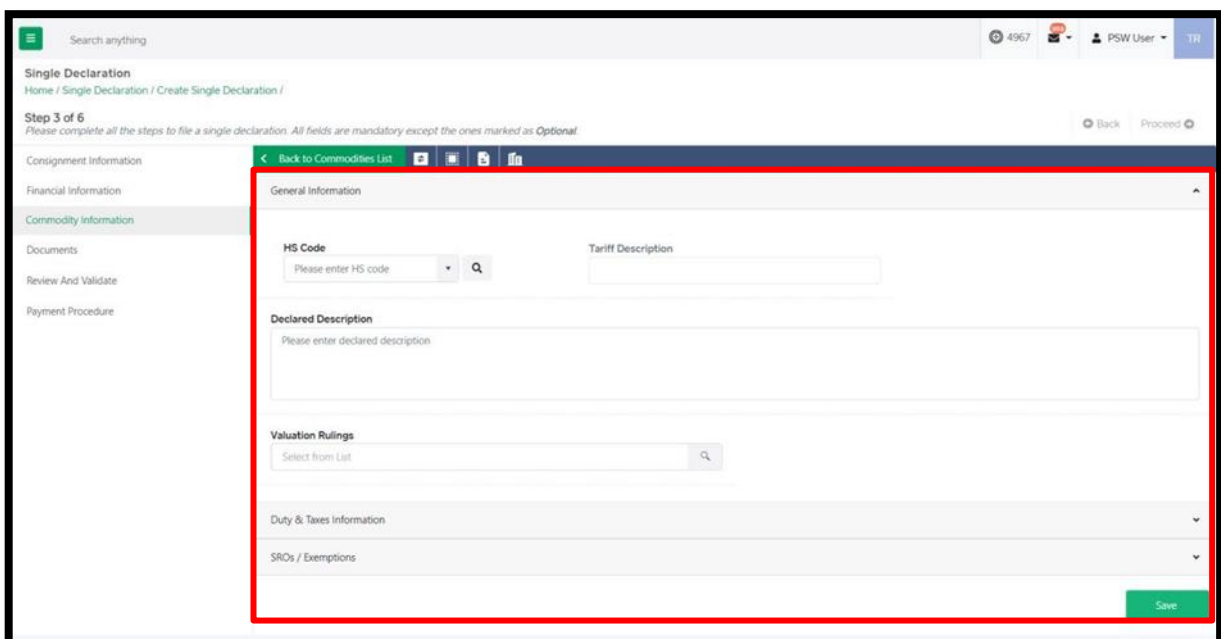


Figure 40



Once the aforementioned information is provided by the user, the names of the concerned regulatory departments will be displayed under the sub-section titled as 'Regulatory Departments'.

Note: The Product Code refers to the 4-digit code which defines the regulatory requirements associated with a specific product.

The screenshot shows a web application interface for a declaration process. At the top, it says "Step 3 of 6" and "Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional." There are "Back" and "Proceed" buttons in the top right corner.

The main content area is divided into several sections:

- Declared Description:** A text input field containing "WaterTube Boilers".
- Valuation Ratings:** A dropdown menu with "Select from List" and a search icon.
- Regulatory Departments:** A dropdown menu with a red border, showing a list of departments:
  - 1 Chief Inspector of Boilers Punjab
  - 2 Chief Inspector of Boilers Sindh
- Supporting Information:** A section with a yellow warning icon and the text "Please fill in the required information".
- SRDs / Exemptions:** A section with a dropdown arrow.
- OGA's Required Information:** A section with a yellow warning icon and the text "Please fill in the required information".
- Required Documents:** A table with two columns: "Document Name" and "Actions".

Document Name	Actions
+ CIGS Import Permit	Download icon

A "Save" button is located at the bottom right of the form.

Figure 41



## Duties and Taxes Information Section:

Provide the following details:

- a. Quantity (Assessment Purpose)
- b. Quantity (Statistical Purpose)
- c. Unit Of Measure (International Traded)
- d. Quantity (International Traded)
- e. Unit Value (Selected Currency)
- f. Total Value
- g. Import Value (PKR)
- h. Unit Value (As per invoice)
- i. Item Import Type
- j. Origin

The screenshot shows a web application interface for 'Single Declaration'. The page title is 'Single Declaration' and the breadcrumb is 'Home / Single Declaration / Create Single Declaration /'. The current step is 'Step 3 of 6'. The page is divided into several sections: 'Consignment Information', 'Financial Information', 'Commodity Information', 'Documents', 'Review And Validate', and 'Payment Procedure'. The 'Duty & Taxes Information' section is highlighted with a red box. This section contains the following fields:

Unit Of Measure (Assessment Purpose) u	Quantity (Assessment Purpose) 0	Unit Of Measure (Statistical Purpose) (Optional) Please select Unit Of Measure (Stati... v	Quantity (Statistical Purpose) 0
Unit Of Measure (International Traded) (Optional) Please select Unit Of Measure (Inter... v	Quantity (International Traded) (Optional) 0	Unit Value (USD) 0	Total Value 0
Import Value (PKR) 0	Unit Value (As per invoice) 0	Item Import Type Item Import Type v	Origin Origin v

At the bottom of the 'Duty & Taxes Information' section, there is a 'Save' button.

Figure 42



## SROs/Exemption Section:

To add the 'SROs/Exemptions', click on the 'SRO Attachment' option. 'SRO/Exemptions' interface will appear.

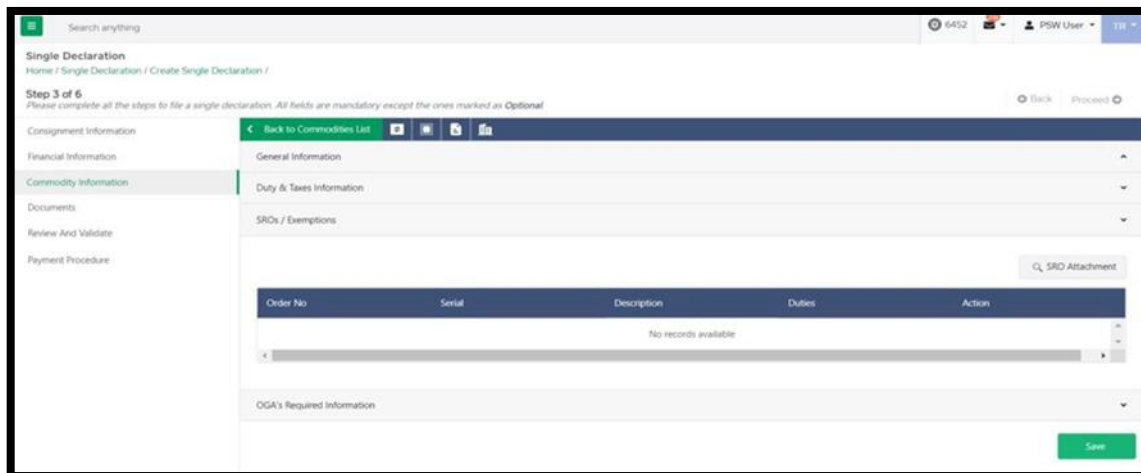


Figure 43

- Select the 'SRO Duty' and click on 'Search'.
- Select the relevant SRO from 'SRO Exemptions' interface.
- The added SRO/Exemption will be displayed in the 'SROs/Exemptions' section.
- To remove an SRO/Exemption, click on the delete icon under 'Action' column in the SRO/Exemption grid.

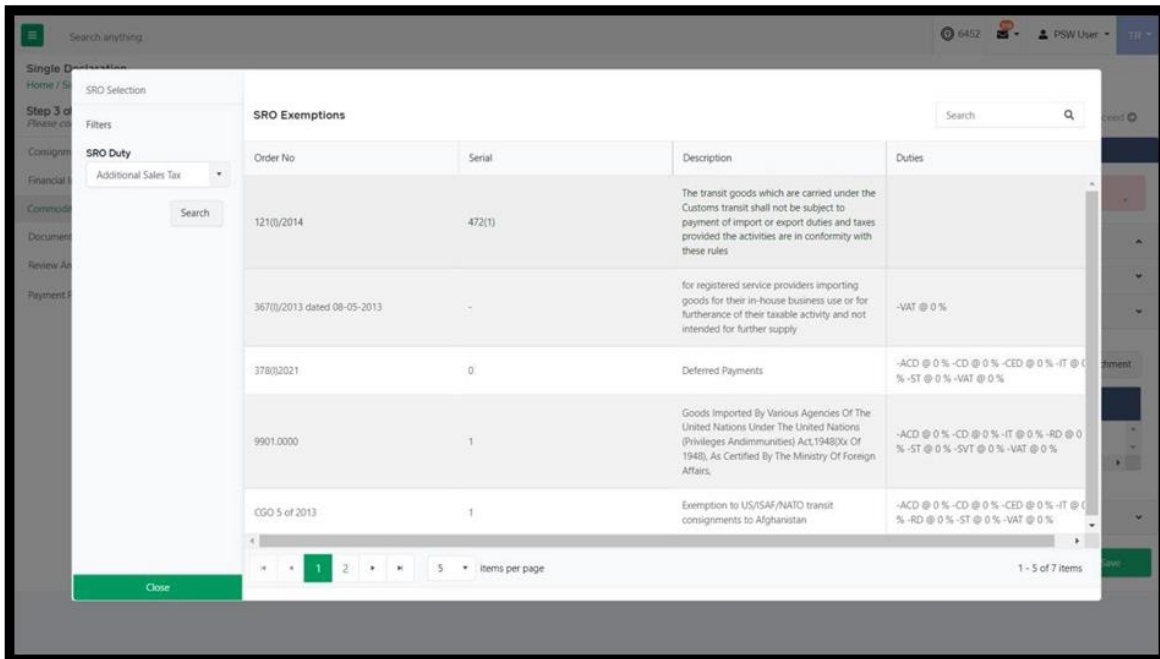


Figure 44

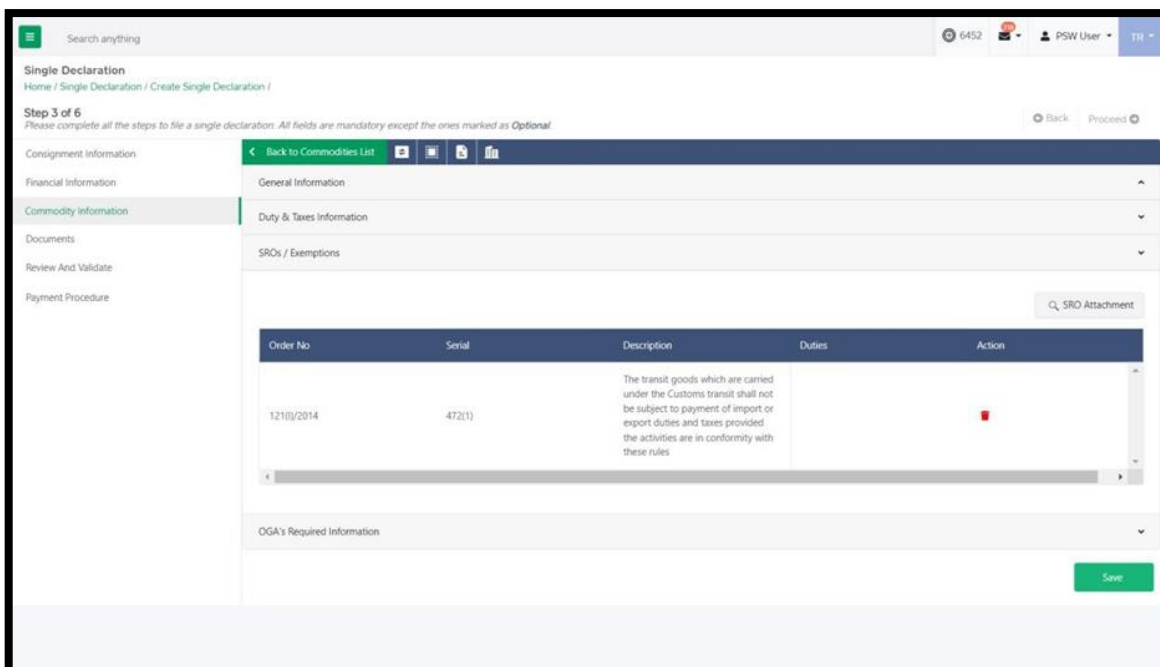
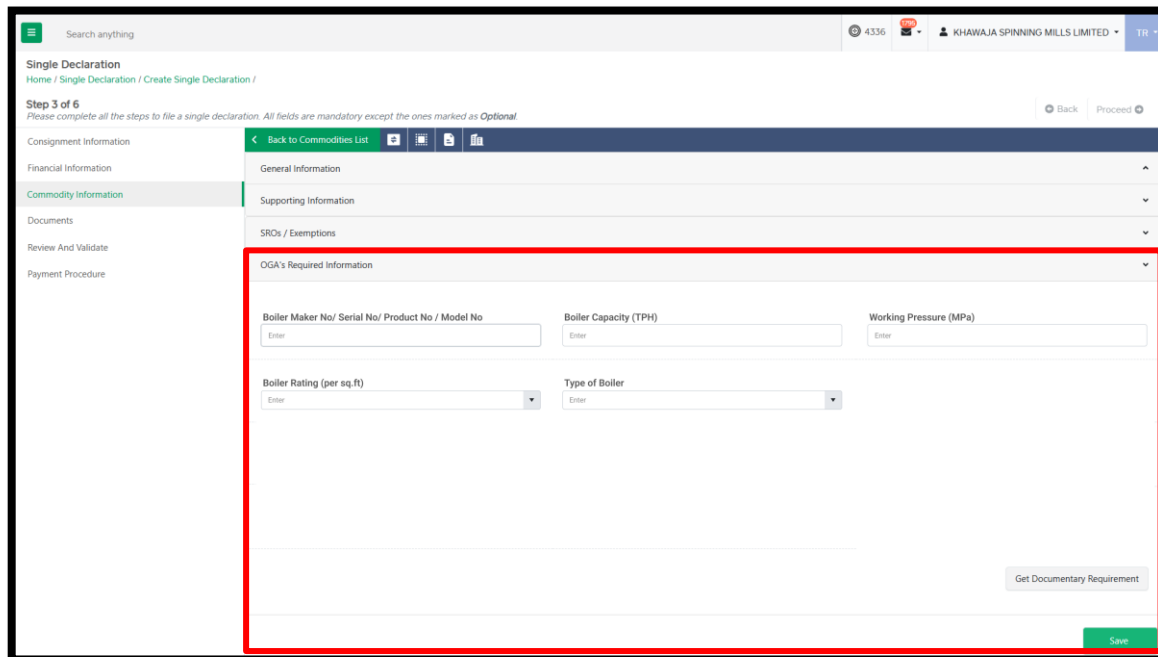


Figure 45

## OGAs Required Information Section

In this section the extended data elements are visible to the user against which they have filled in the 'Commodity information' in the Import Permit.



The screenshot shows a web application interface for a 'Single Declaration' form. The user is on 'Step 3 of 6'. The left sidebar lists sections: Consignment Information, Financial Information, Commodity Information (highlighted), Documents, Review And Validate, and Payment Procedure. The main content area shows a 'Back to Commodities List' button and a list of sections: General Information, Supporting Information, SROs / Exemptions, and OGA's Required Information (highlighted with a red border). The OGA's Required Information section contains the following fields:

Boiler Maker No/ Serial No/ Product No / Model No	Boiler Capacity (TPH)	Working Pressure (MPa)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Boiler Rating (per sq.ft)	Type of Boiler	
<input type="text"/>	<input type="text"/>	

At the bottom right of the OGA's Required Information section, there is a 'Get Documentary Requirement' button and a 'Save' button.

Figure 46

When filling the details in the Commodity section, user must take care of the following points:

- The HS Code and Product Code being input while filing the Single Declaration should be same as what is input in the Import Permit tagged to the Single Declaration.
- The value being input in the following fields of OGA Required Information section should be same as what is input in the Import Permit tagged to the Single Declaration.
  - Boiler Maker No/ Serial No/ Product No/ Model No
  - Boiler Capacity (TPH)
  - Working Pressure (MPa)
  - Boiler Rating (per sq. ft)
  - Type of Boiler
- Also, the Country of Origin being input while filing the Single Declaration should be same as what is input in the Import Permit tagged to the Single Declaration.



## OGAs Required Document Section

- This section enlists the documents (if any) required by OGAs.
- Click on the Upload icon to upload the relevant document.

Note: Documents shall only be in PDF or jpeg file format.



Figure 47

When user clicks on the upload document button to upload an Import Permit a popup window will get opened where user can Search for his Approved Import Permit number and tag it to the Single Declaration.

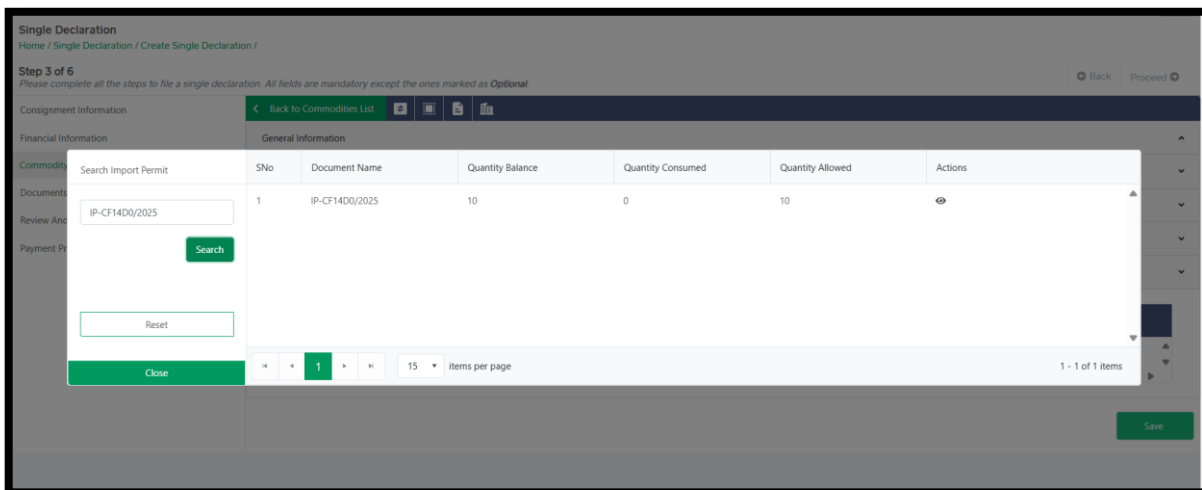


Figure 48

xii. Click on 'Save' button to add the commodity. The "Commodity Information" interface will display the added commodity information along with the edit, item structure, attach quota and remove options. The user can add multiple commodities by following the same method as described above.

xiii. To remove a commodity, click on the 'Delete' icon under the 'Action Tab' in

the added commodities grid.

xiv. To add item structure, click on 'Item Structure Required' icon under the 'Action Tab' in the added commodities grid. 'Attach Item Structure' interface will be displayed. Provide the required data and click on "Submit" button to provide the item structure information.

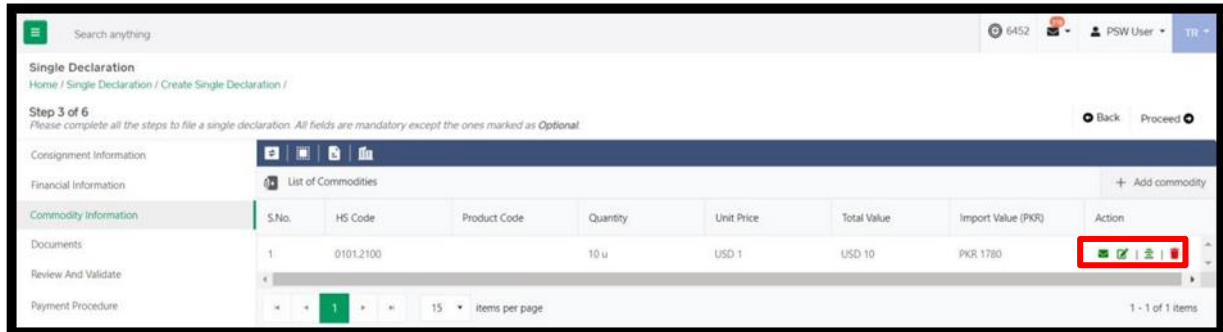


Figure 49

## 7.4. Step 4: Documents

xvi. In the 'Documents' interface, select the document type, add remarks, and click on the "Select File" option to upload the document. After uploading all the required documents, click on 'Proceed' option to proceed to the next step. Upon clicking on proceed, 'Review and Validate' interface will appear.

Note: Documents can only be uploaded in PDF file format.

The screenshot displays the 'Single Declaration' web application interface at 'Step 4 of 6'. The breadcrumb trail is 'Home / Single Declaration / Create Single Declaration /'. The left sidebar lists navigation steps: 'Consignment Information', 'Financial Information', 'Commodity Information', 'Documents' (highlighted), 'Review And Validate', and 'Payment Procedure'. The main content area is titled 'Step 4 of 6' and includes a 'Back' and 'Proceed' button. Below this, there are three sections: 'Document Type' with a dropdown menu, 'Remarks (if any)' with a text input field, and 'Select File' with a 'Select files...' button and a 'Drop files here to upload' area. A note specifies 'Document format allowed is .pdf with maximum size limit of 2MB'. At the bottom of the upload area, it says 'No documents uploaded yet'.

Figure 50

## 7.5. Step 5: Review and Validate

The “Review and Validate” interface displays all the important information provided by the user in preceding steps for a quick review.

To check duties and taxes, click on the ‘Check Duties & Taxes’ button from the ‘Review and Validate’ interface. ‘Duties and Taxes’ interface will be displayed

The screenshot shows the 'Review and Validate' step of a 'Single Declaration' process. The interface includes a search bar, user information (6452, PSW User), and navigation buttons ('Back', 'Validate & Proceed'). The main content area is divided into several sections:

- Consignment Information:** Collectorate: Port Qasim (imports), karachi; BL Number: BL-1A40298060
- Packages Information:** A table with columns S.No, No. of Package, and Package Type. Row 1: S.No 1, No. of Package 10, Package Type BAG.
- Containers Information:** A table with columns S.No, Container No, and Seal No. Row 1: S.No 1, Container No APLUS15839, Seal No 1244.
- Commodity Information:** A table with columns S.No, HS Code, Quantity, Unit Price, and Total Value. Row 1: S.No 1, HS Code 0101.2100, Quantity 10 u, Unit Price USD 1, Total Value USD 10.
- Financial Instrument Information:** A table with columns S.No, Financial Instrument No, Mode Of Payment, Consignee Name, Consignor Name, and Total Value. Row 1: S.No 1, Mode Of Payment Open Account, Total Value 0.00.

A 'Check Duties & Taxes' button is located at the bottom of the main content area.

Figure 51

- To update any information at this stage, click on the 'Back' option from the "Review and Validate" interface and edit the relevant data field in any section. Otherwise, click on 'Validate & Proceed' option to move to the next step.
- Upon clicking on the 'Validate & Proceed' option, the system will validate the information and 'Payment Procedure' interface will be displayed.

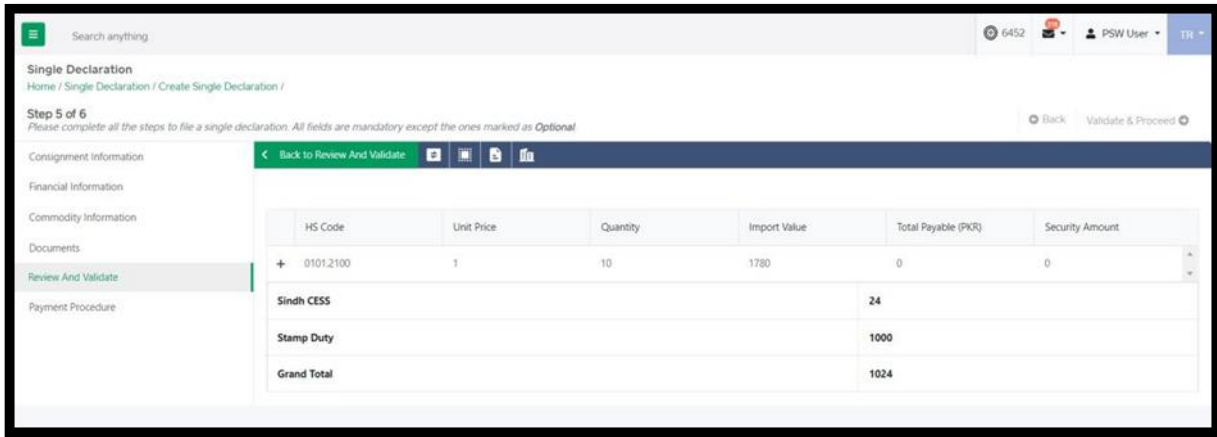


Figure 52

## 7.6. Step 6: Payment Procedure

This interface displays the total payment and its details to the user. Click on 'Save and Submit' option. After clicking on 'Save and Submit' option, a message will be displayed on the screen confirming that the Single Declaration has been submitted successfully along with the system generated PSID

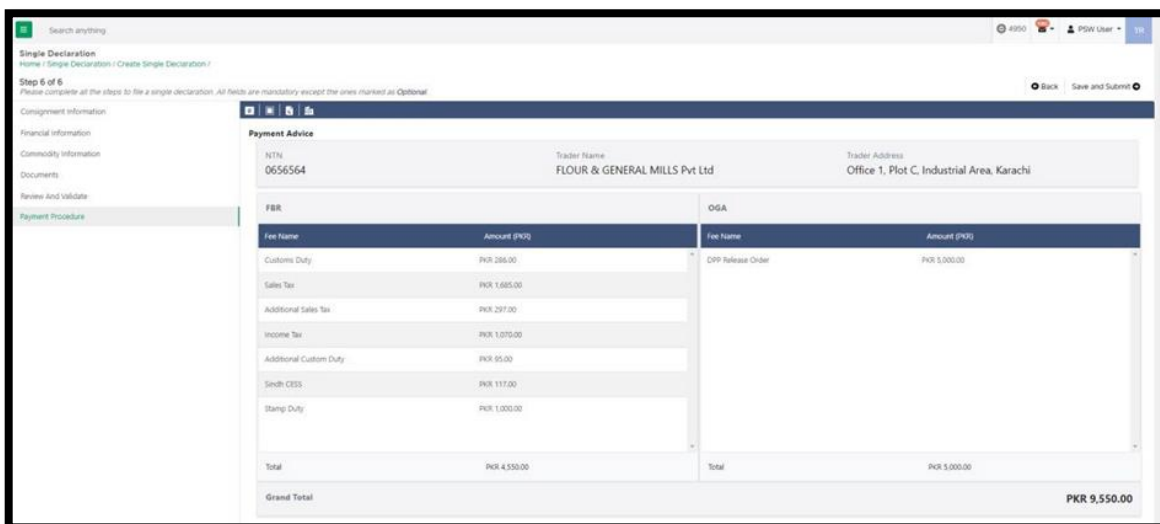


Figure 53



## 8. Contact Information Need any assistance?

Please feel free to contact us as:

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

Phone: 021-111-111-779



+92-51-9245605



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