



PSW
PAKISTAN SINGLE WINDOW



USER MANUAL FOR TRADERS & CUSTOMS AGENTS

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

TABLE OF CONTENTS

Abstract.....	3
1. Introduction.....	4
2. Background.....	5
3. Salient Features of CIB LPCO Module.....	6
4. System Requirements.....	6
5. Step by Step Process.....	7
5.1. User Login.....	7
5.2. User Dashboard	8
5.2.1. User Dashboard – Trader.....	8
5.2.2. User Dashboard – Customs Agent	8
6. Import Permit(s)	9
6.1. Initiation of Import Permit Request	9
6.2. Import Permit Amendment	19
7. Consumption of Import Permit in single declaration	23
7.1. Step 1: Consignment Information	26
7.2. Step 2: Financial Information.....	30
7.3. Step 3: Commodity Information	33
7.4. Step 4: Documents	41
7.5. Step 5: Review and Validate.....	42
7.6. Step 6: Payment Procedure.....	43
8. Contact Information Need any assistance?.....	44



Abstract

Welcome to the Chief Inspector of Boilers Punjab 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.



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.

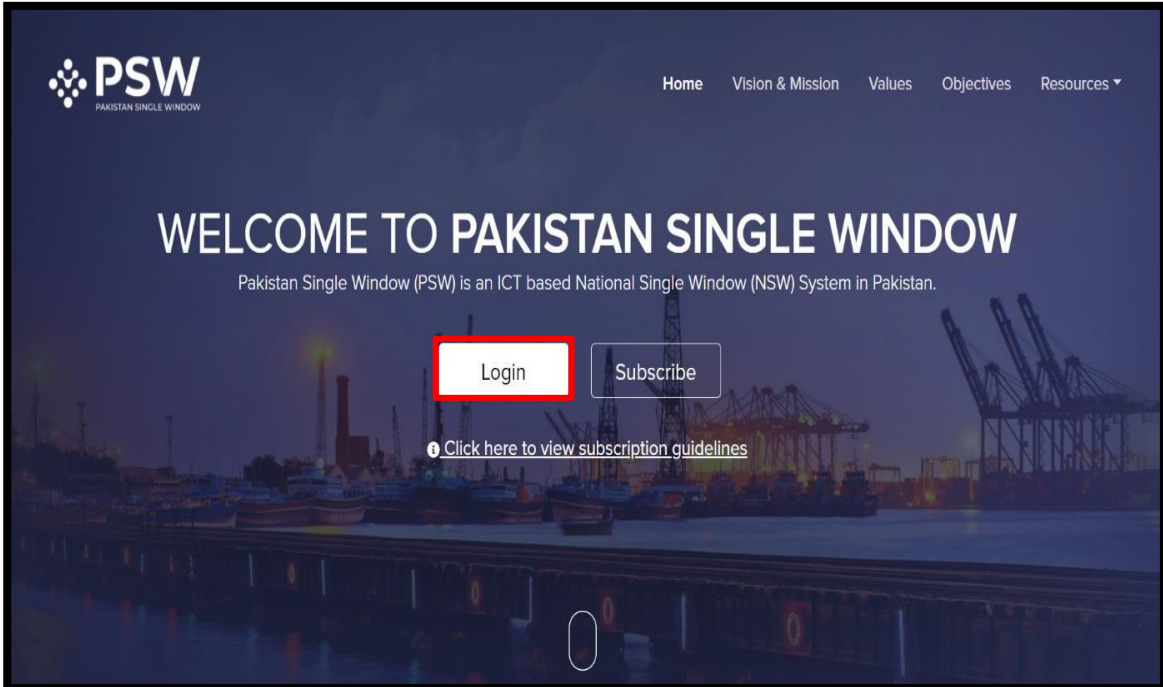


Figure 1

- 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.

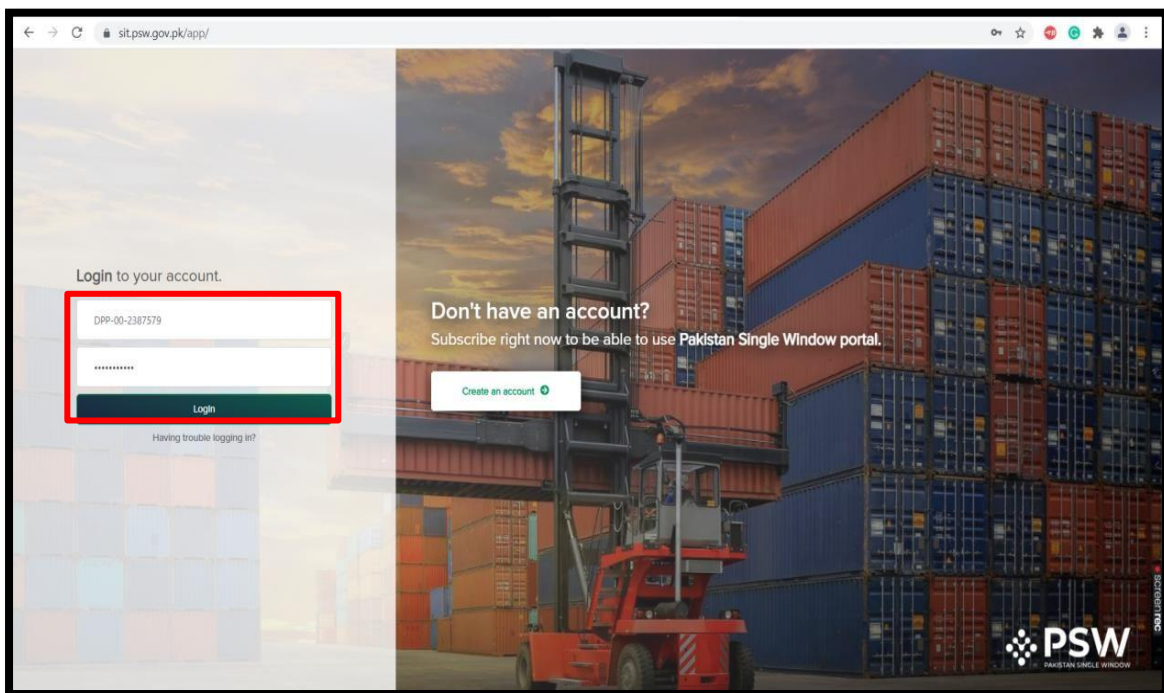


Figure 2

5.2. User Dashboard

5.2.1. User Dashboard – Trader

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

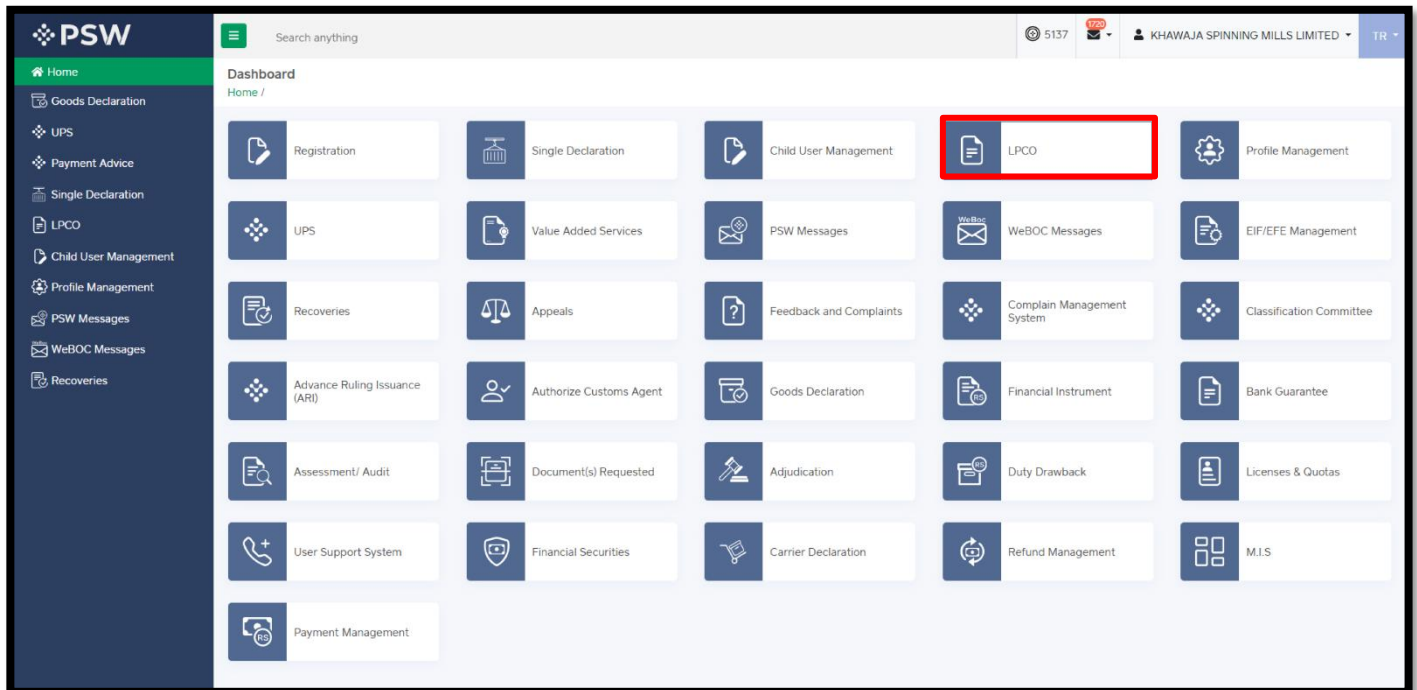


Figure 3

5.2.2. User Dashboard – Customs Agent

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

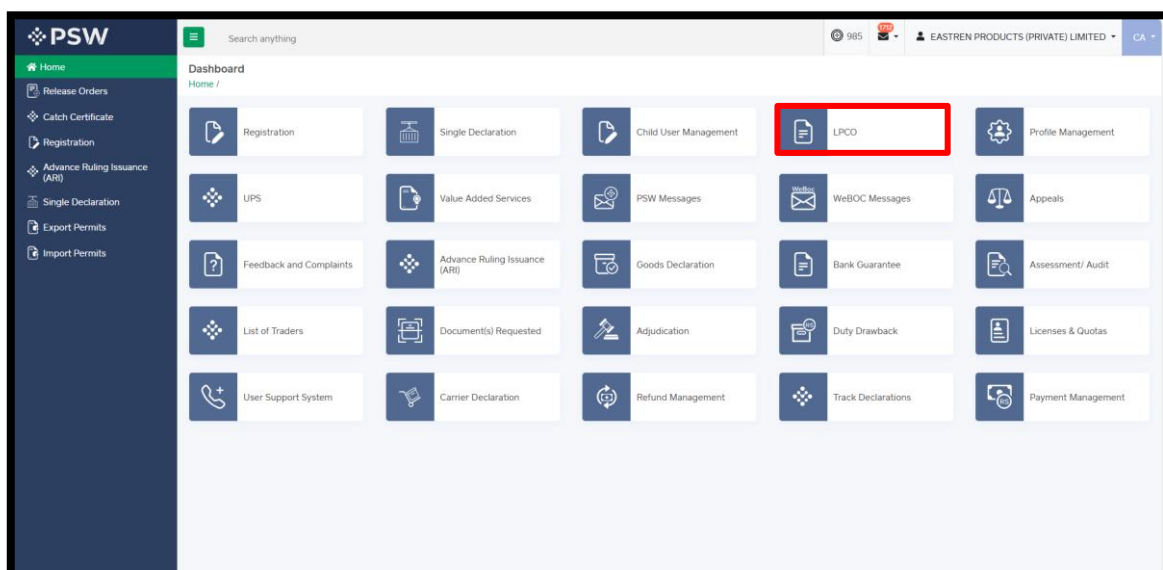


Figure 4



6. Import Permit(s)

6.1. Initiation of Import Permit Request

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

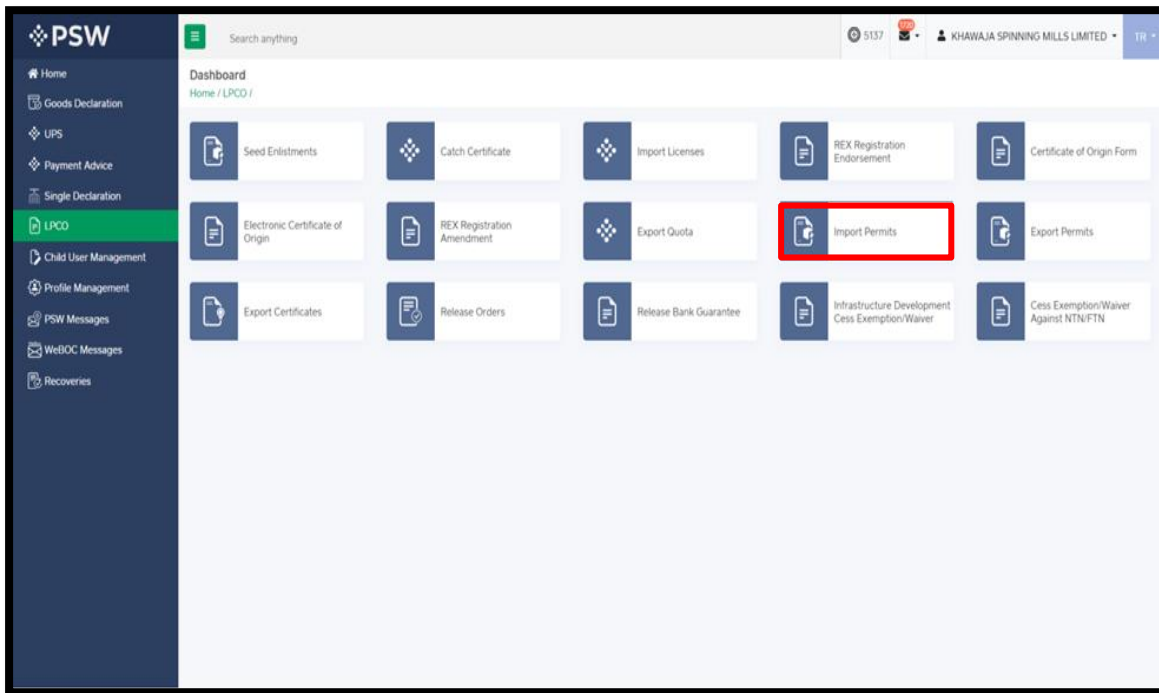


Figure 5

- 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.



The screenshot displays the PSW (Pakistan Single Window) interface for Import Permits. The left sidebar contains navigation options: Home, Goods Declaration, UPS, Payment Advice, Single Declaration, LPCO, Child User Management, Profile Management, PSW Messages, WeBOC Messages, and Recoveries. The main content area is titled 'Import Permits' and includes a search bar and a '+ Create Import Permit' button highlighted with a red box. Below this is a table with columns: S.No., Agency Name, Trader Name / Agent Name, Request Document No, HS + Product Code, Commodity, Submitted On, Status, and Actions. The table is currently empty. At the bottom, there is a pagination control showing '15 items per page' and '1 - 15 of 193 items'.

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, Punjab. System will populate some fields automatically. After entering the required information, user will click on 'Save & Proceed'.

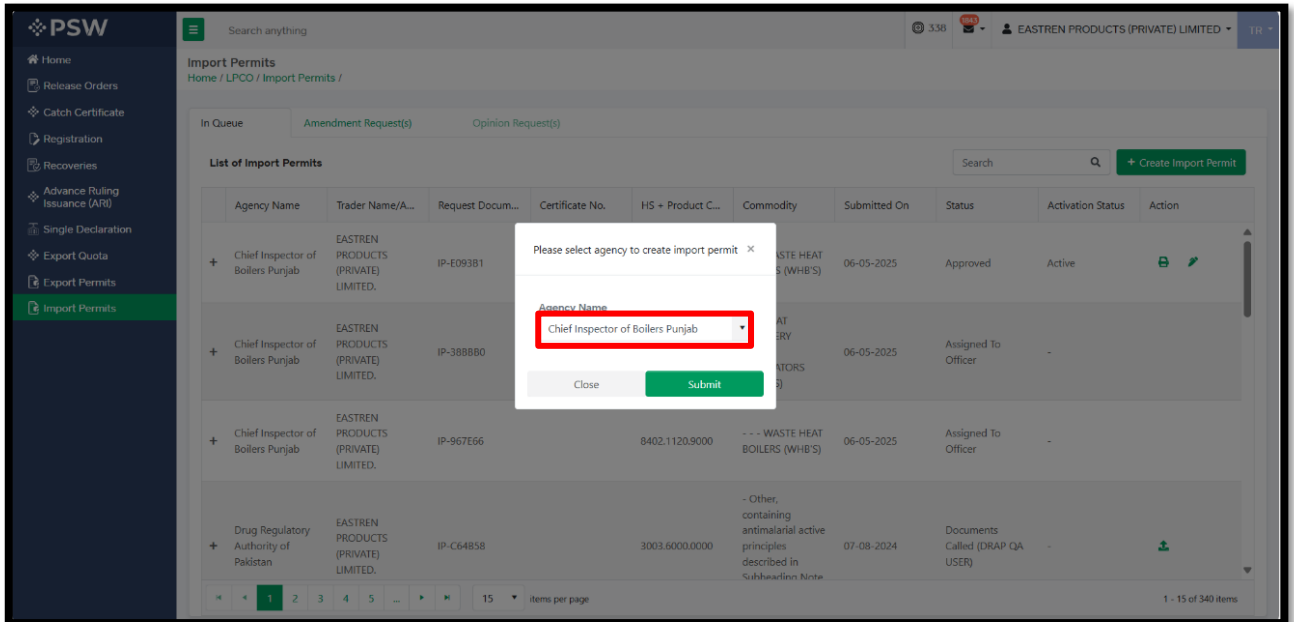


Figure 7

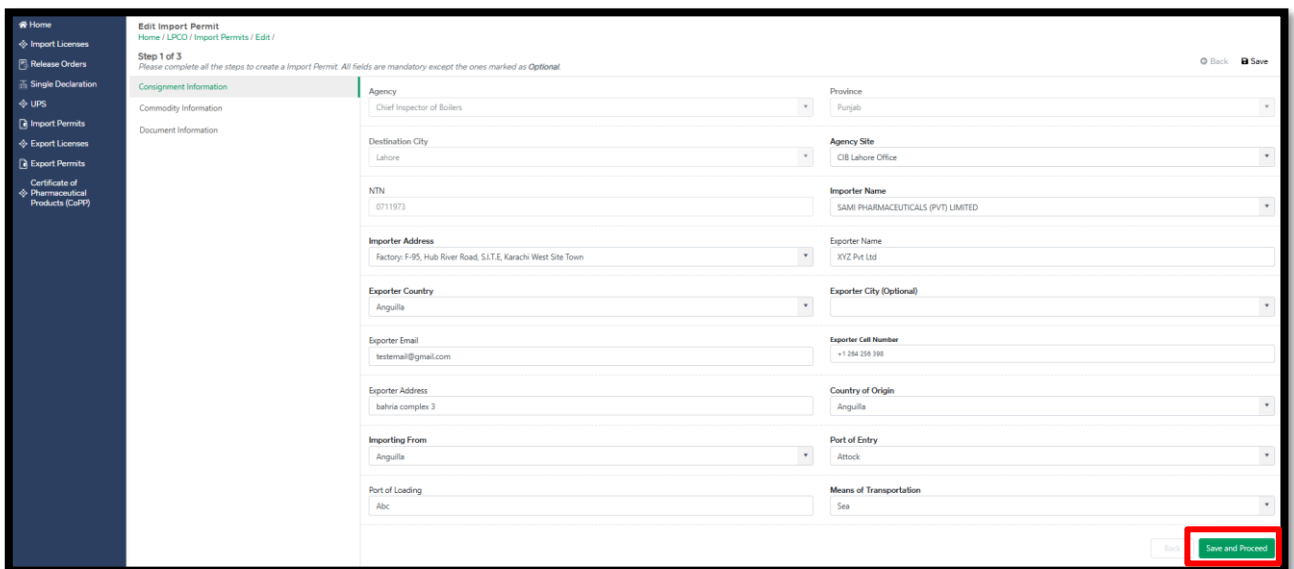


Figure 8

- **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, Punjab. After entering the required information, User will click on 'Save & Proceed'.

The screenshot shows the 'Create Import Permit' form in the PSW system. The form is titled 'Step 2 of 3' and includes a search bar at the top right with the text '976' and 'ASCO INTERNATIONAL'. The left sidebar contains navigation options: Home, Goods Declaration, UPS, Payment Advice, Single Declaration, LPCO, Child User Management, Profile Management, PSW Messages, WeBOC Messages, and Recoveries. The main form area is divided into sections: 'Consignment Information', 'Commodity Information', and 'Document Information'. The 'Commodity Information' section is highlighted with a red box and contains the following fields:

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

At the bottom right of the form, there are two buttons: 'Back' and 'Save and 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.

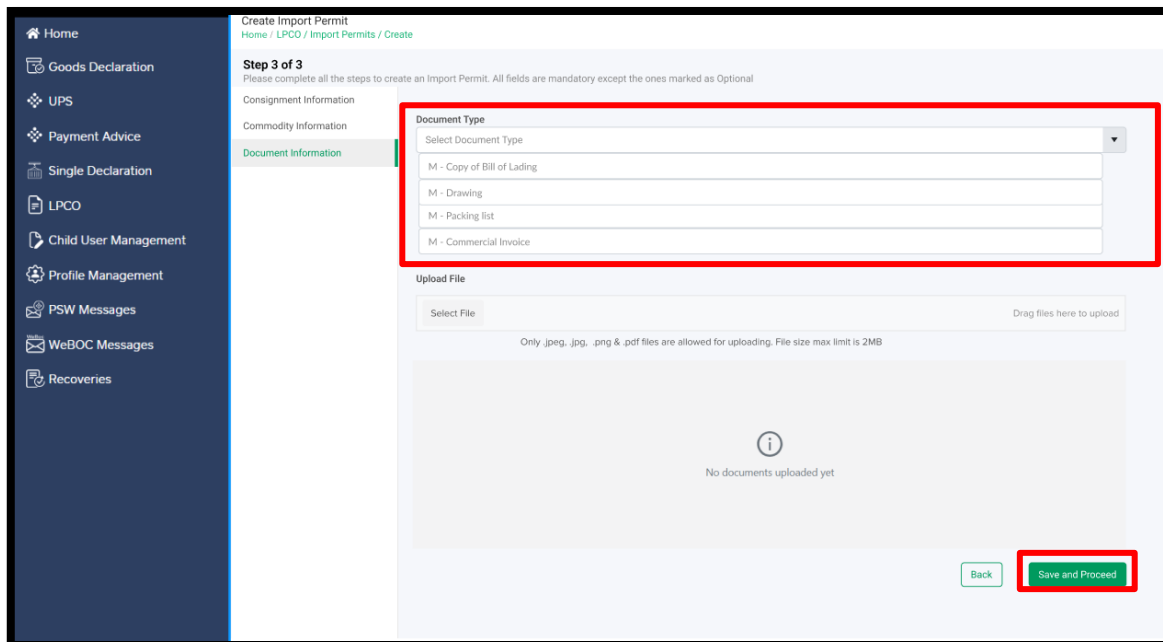


Figure 10



- 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.

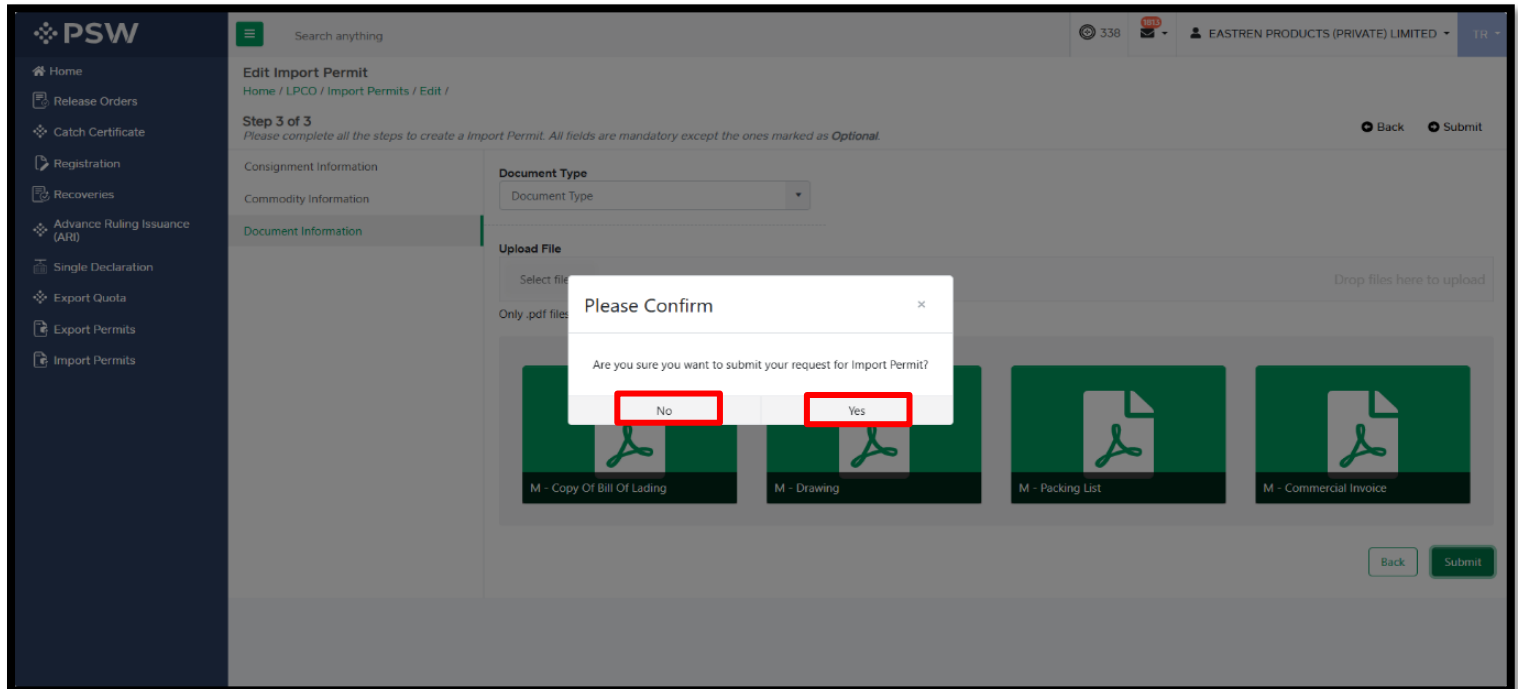


Figure 11

- v. Upon clicking 'Yes', a pop-up screen will appear, requiring the User to confirm submission of application for Import Permit. Please make sure that all the required information has been provided.

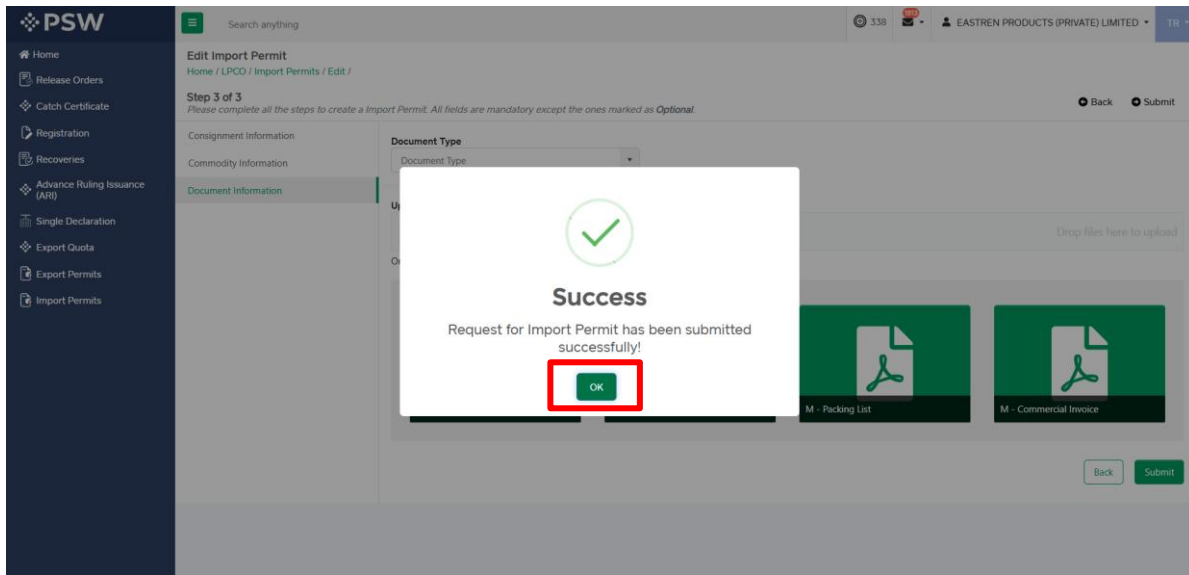


Figure 12

- vi. 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.

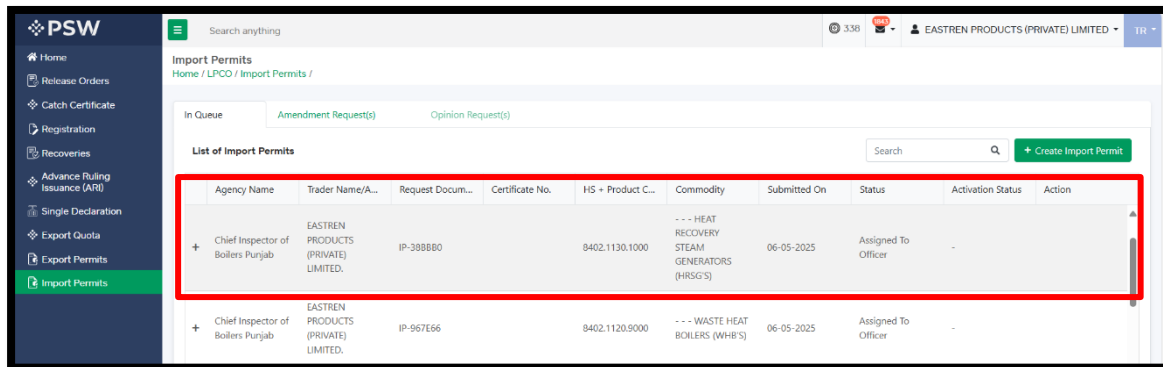


Figure 13

- vii. 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.
- viii. Once approved, User may download the 'Import Permit' by clicking on the 'Download Certificate' button under Actions from the List of Import Permit grid.

Agency Name	Trader Name/A...	Request Docum...	Certificate No.	HS + Product C...	Commodity	Submitted On	Status	Activation Status	Action
Chief Inspector of Boilers Punjab	EASTREN PRODUCTS (PRIVATE) LIMITED.	IP-76314E	IP-AC0194/2025	8402.1120.9000	--- WASTE HEAT BOILERS (WHB'S)	28-04-2025	Approved	Active	Download
Chief Inspector of Boilers Punjab	EASTREN PRODUCTS (PRIVATE) LIMITED.	IP-427A40	IP-70DDBF/2025	8402.1110.9000	--- WITH A STEAM PRODUCTION EXCEEDING 45 T BUT NOT MORE THAN 350 T PER HOUR AND 80 KG PER CM2 PRESSURE	28-04-2025	Approved	Active	Download

Figure 14



NO.IP-4E054C/2025
GOVERNMENT OF THE PUNJAB
DIRECTORATE OF INDUSTRIES,
POONCH HOUSE, MULTAN ROAD, LAHORE
(BOILER INSPECTION WING)



**SUBJECT: IMPORT PERMIT & PARTICULARS OF BOILER ACCEPTABLE FOR
REGISTRATION UNDER REGULATION 373 OF PAKISTAN BOILER
REGULATIONS 1951**

Reference your application No. IP - E8D9F0, The documents submitted by you have been examined under the provisions of the Boilers & Pressure Vessels Ordinance, 2002 and The Pakistan Boilers Regulations 1951. It is to inform you that the undermentioned [Quantity] number of and [Type of Boiler] [Item Description], Boilers will be acceptable for Registration under Section 7 of the ordinance ibid subject to the following conditions:

S. No.	Model No	Manufacturer	Year of Manufacturing
i.	QWE4562466332	Abc Pvt Ltd.	2024

Conditions

- Boiler will be examined in accordance with the Pakistan Boiler Regulations and allowable working pressure will be calculated accordingly.
- Inspection Authority Certificate:** Inspection at various stages of construction, hydraulic test and approval working pressure.
- Boiler Maker's Certificate:** Boiler description, material specifications working pressure, heating surface area and works number in Form-III.
- Steel Maker's Certificate:** For process and test results in Form-IV.
- Drawing/Prints:** Showing the designing of the boilers in sectional and end views with principal parts duly dimensioned.
- Welded Construction:** In case welded construction to provide X-RAYS and other test results and stress relieving certificates.
- Boiler Mountings:** To be provided according to Regulation No. 262.
- Manholes and sight Hole:** To be adequately provided under Regulation No. 145.
- Explosion Doors:** To be provided at suitable locations in gas, oil or pulverized coal fire boilers.

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

Date of Issuance:
[System generated]

Signature

(Muhammad Nawaz Cheema)
CHIEF INSPECTOR OF
BOILERS, PUNJAB, LAHORE

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

Figure 15

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

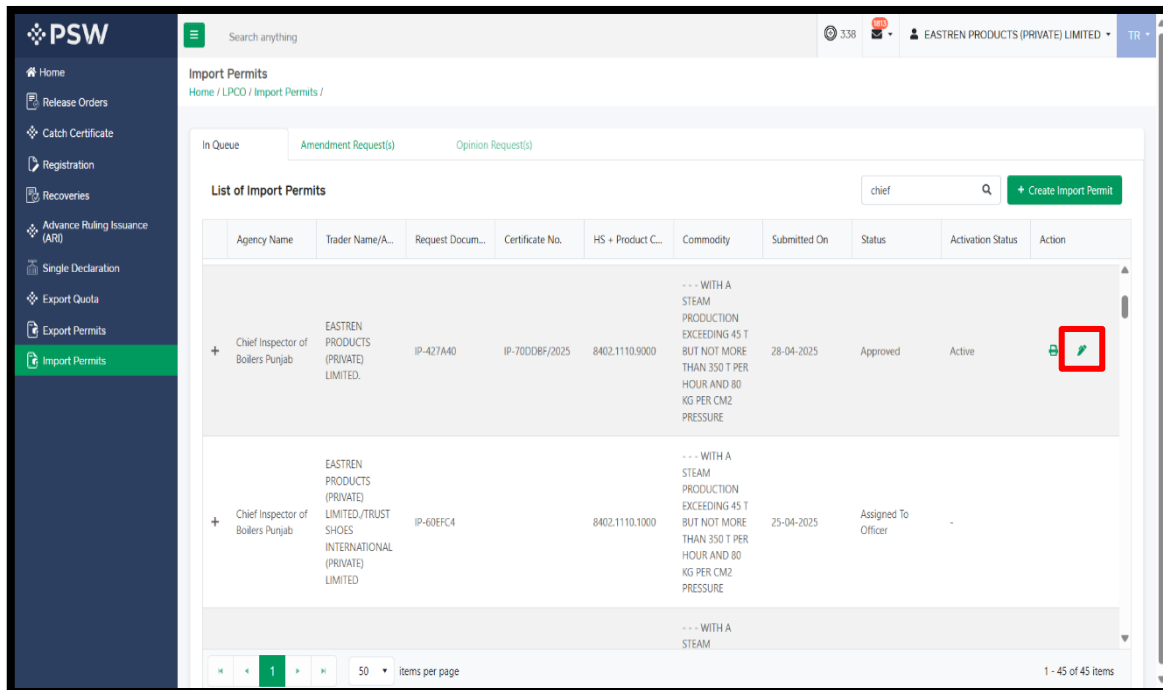


Figure 16

6.2. Import Permit Amendment

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

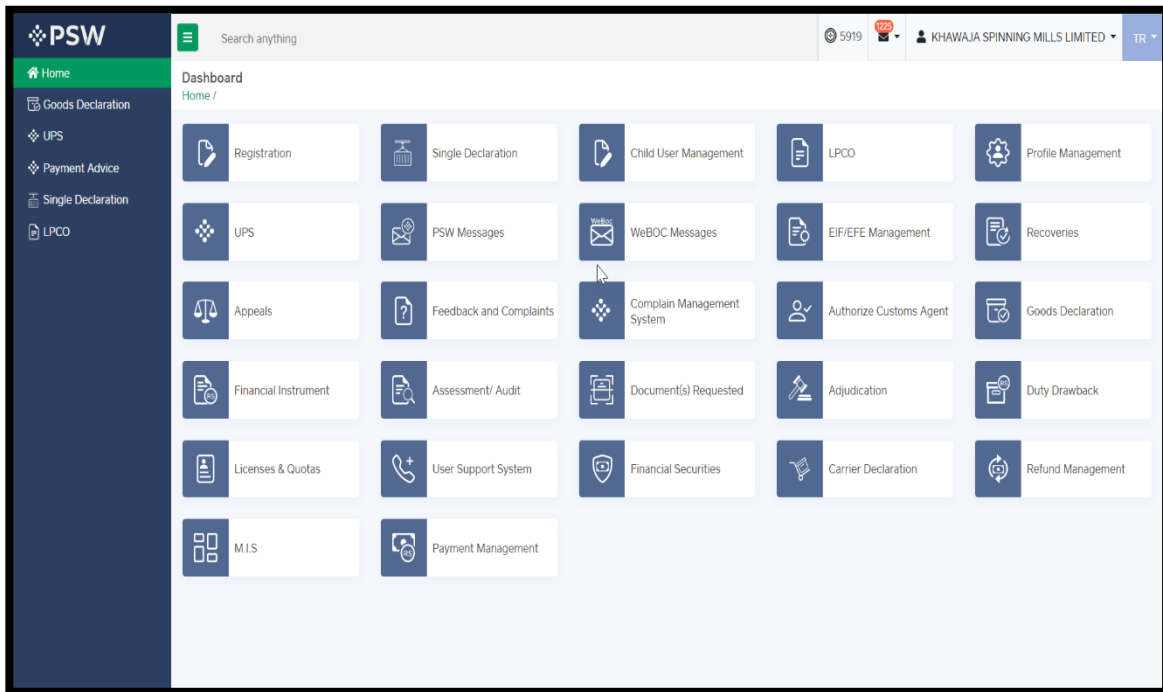


Figure 17

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

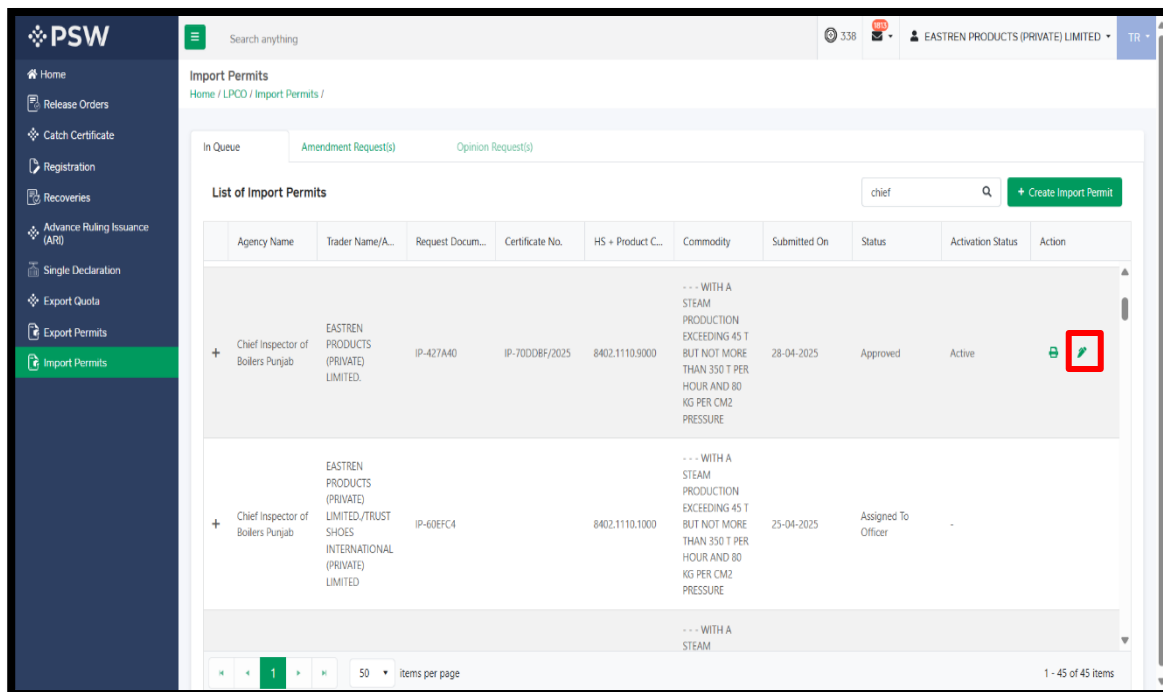


Figure 18



- 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 Muzamil Hussain TR

View Import Permit
Home / LPCO / Import Permits / View

Request Document Number: IP - 26685
Submitted On: 14-11-2024
Import Permit Status: Approved

PSID: 10007420241114124427178
Payment: ✓

IP No.: IP-KHI-9FD3AF/2024
Agency Name: Chief Inspector Boiler

Consignment Information

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

Commodity Information

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

Document Information

Document Type:

Upload 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):

Figure 19



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

Figure 20

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

Figure 21

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

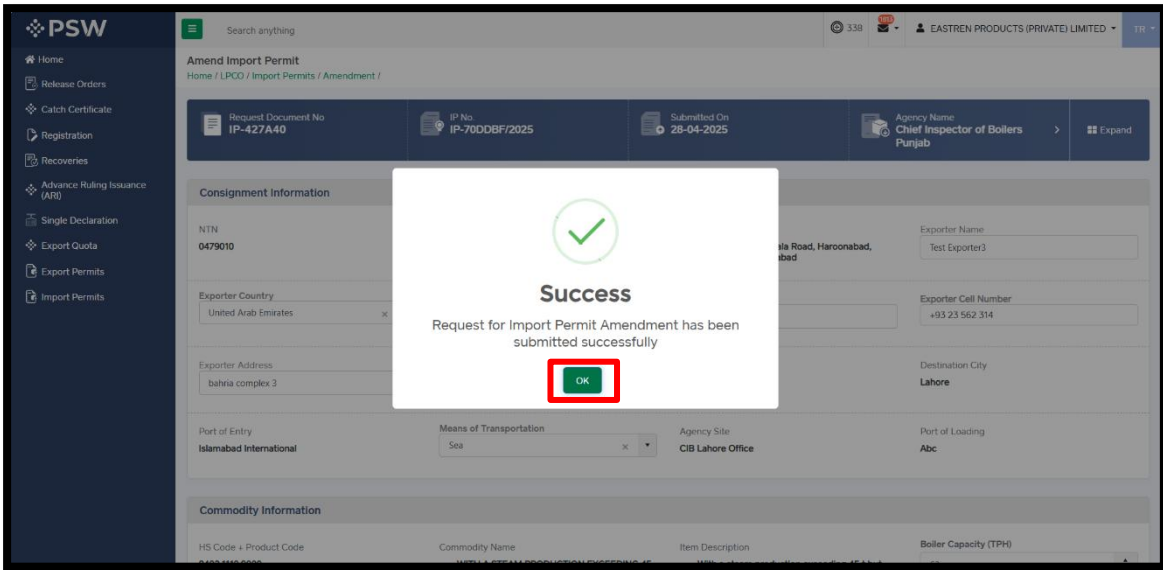


Figure 22

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

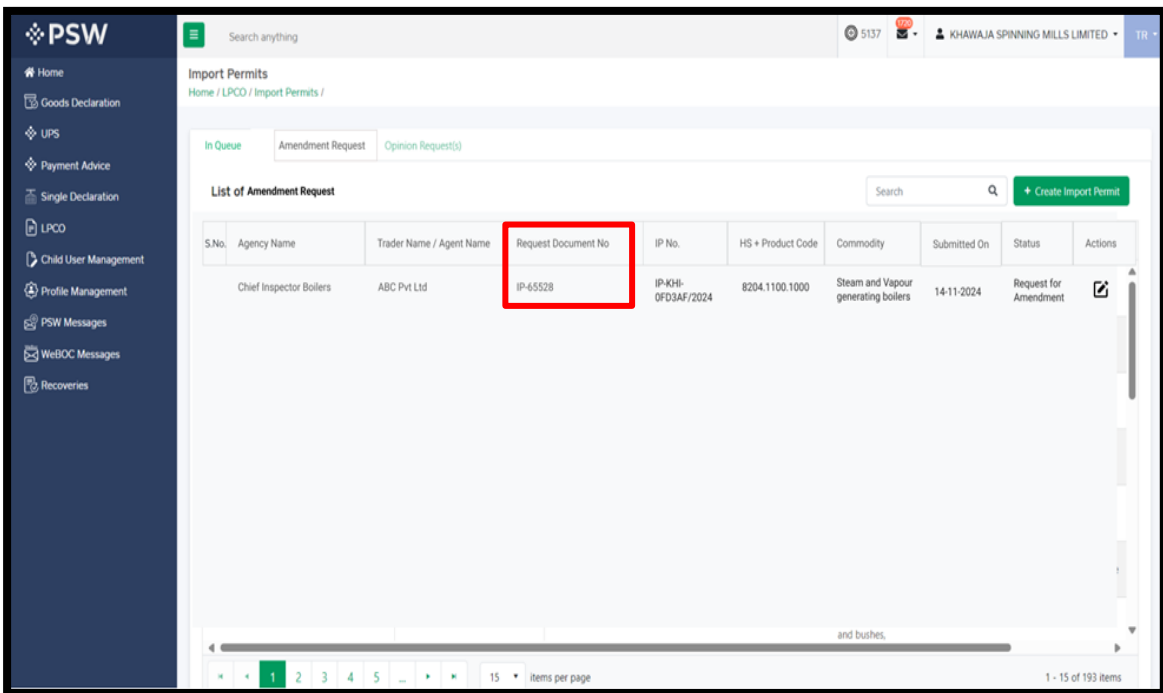


Figure 23

7. Consumption of Import Permit in single declaration

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

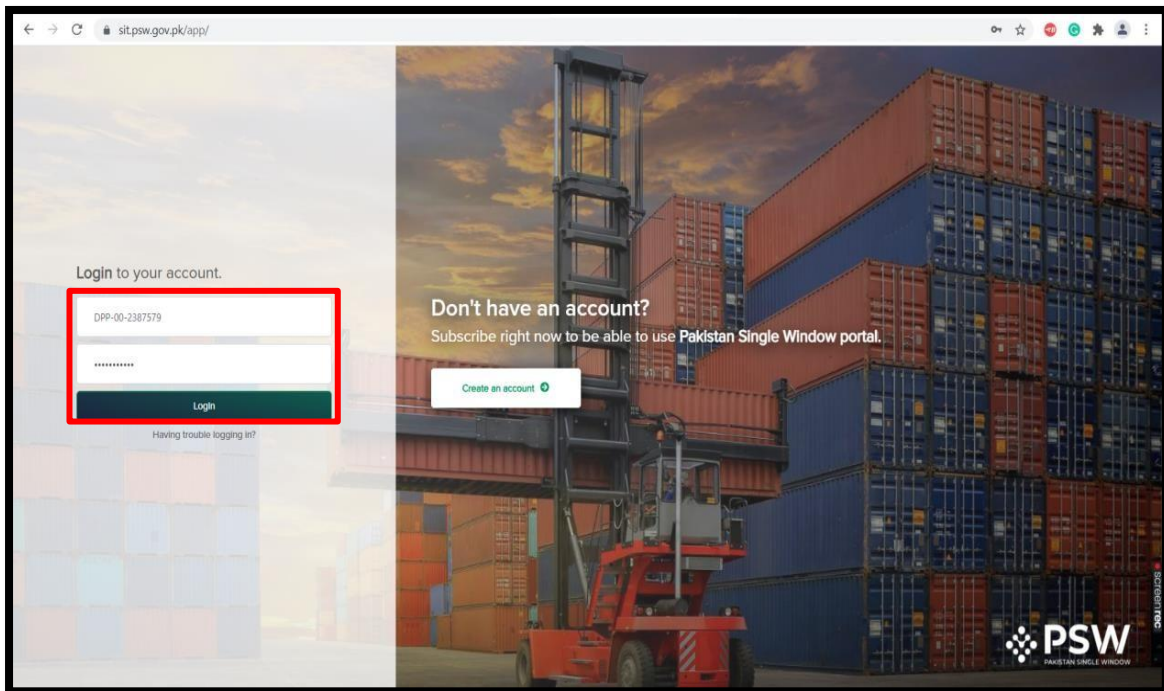


Figure 24

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

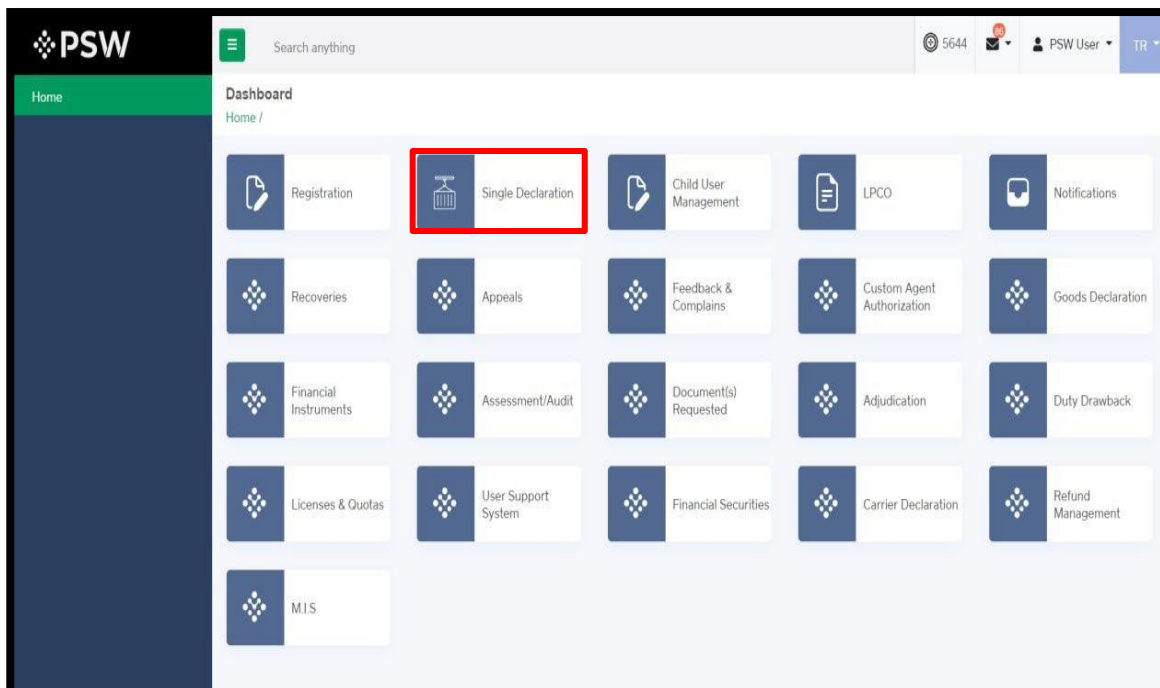


Figure 25

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

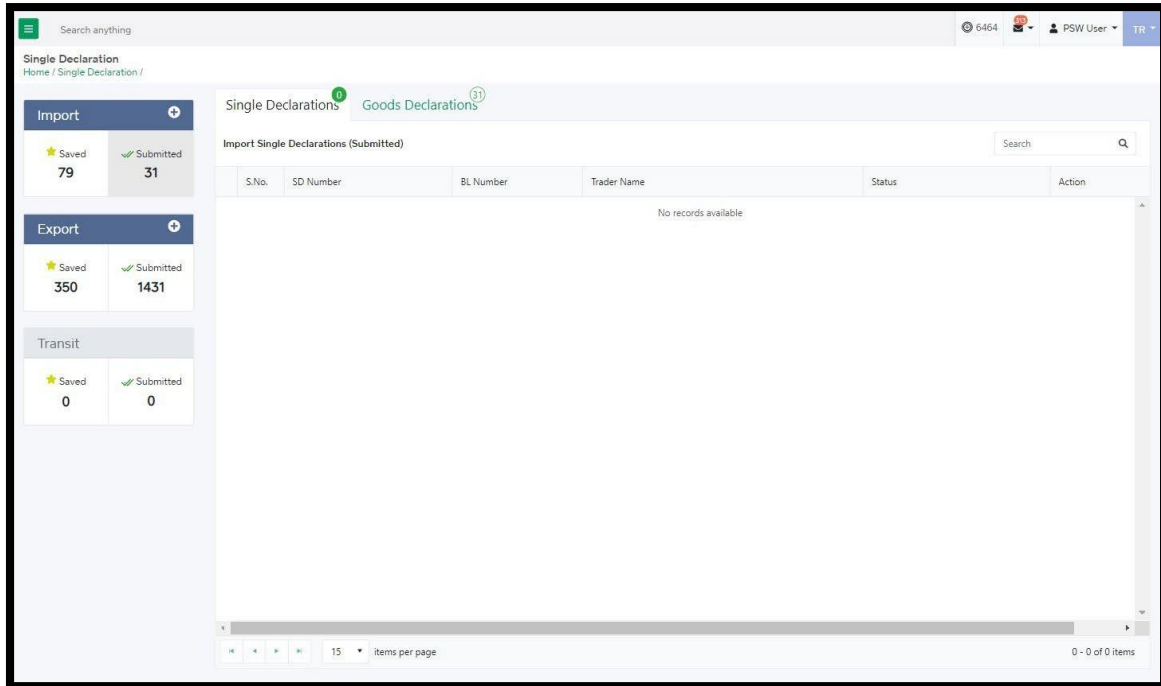


Figure 26

- xii. Upon clicking on the “Create Declaration” a pop-up for selection of “Consignment category” & “Declaration Type” will appear. Then click on ‘Confirm’ to proceed.

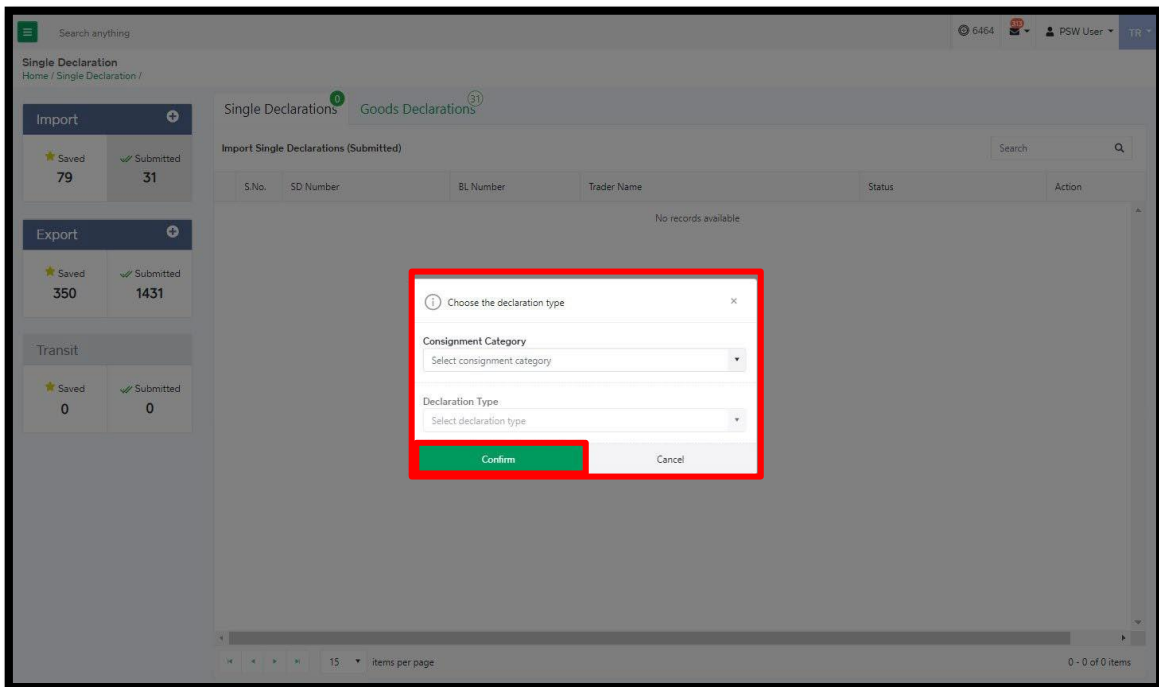


Figure 27

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

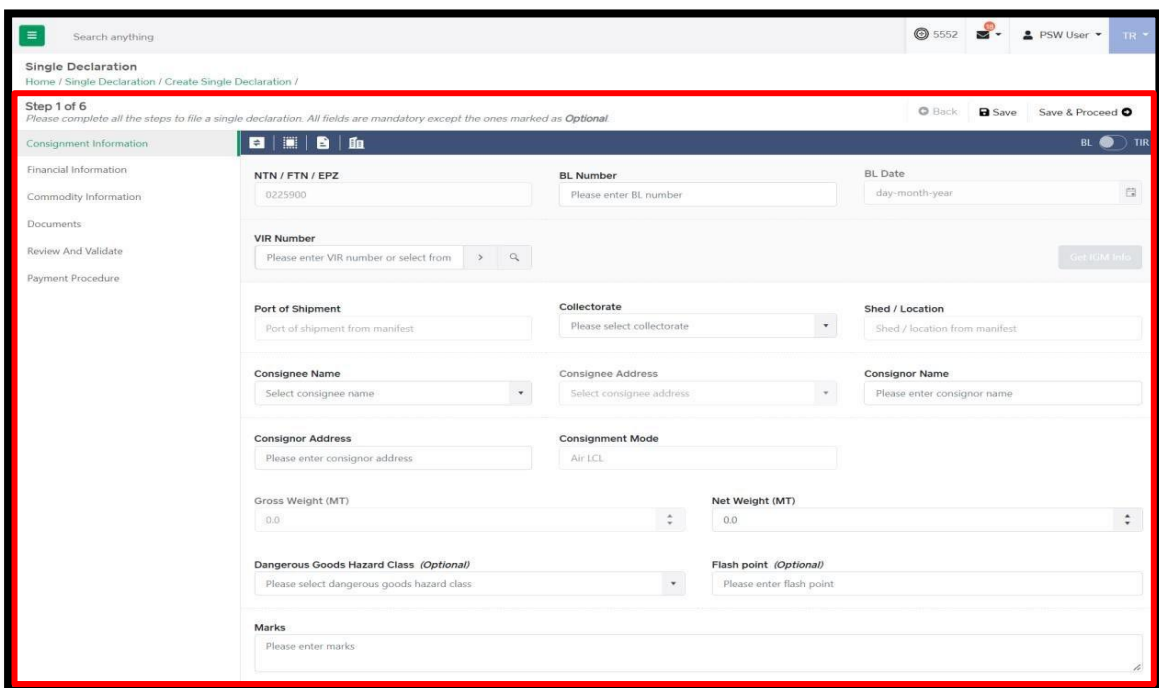


Figure 28

7.1. Step 1: Consignment Information

xiii. 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 'VIR Number' field is highlighted with a red box, indicating the search icon. The form contains various input fields for consignment details, including NTN/FTN/EPZ, BL Number, BL Date, Port of Shipment, Consignee Name, Consignor Address, and Gross/Net Weight.

Field	Value / Placeholder
NTN / FTN / EPZ	0225900
BL Number	Please enter BL number
BL Date	day-month-year
VIR Number	Please enter VIR number or select from [Search Icon]
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
Marks	Please enter marks

Figure 29

- xiv. 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



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 /'. It is 'Step 1 of 6' and includes instructions: 'Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional'. Navigation buttons include 'Back', 'Save', and 'Save & Proceed'. A table titled 'VIR Selection' is displayed with the following data:

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

Below the table are form fields for 'Consignee Name', 'Consignee Address', 'Consignor Name', 'Consignor Address', and 'Consignment Mode'. The 'Consignment Mode' dropdown is currently set to 'Air-LCL'. A 'Close' button is located at the bottom left of the table area.

Figure 30



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

- xv. Data fields in the 'Consignment Information' section may vary according to the selected Collectorate and Consignment Mode.
- xvi. 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

5052 PSW User

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

Consignment Information

Financial Information
Commodity Information
Documents
Review And Validate
Payment Procedure

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

VIR Number: KPPP-0185-03122020 Get ICM 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	48784654		
2	ASIF555552	20FT	445151		

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 31

7.2. Step 2: Financial Information

To add a financial instrument, select the following:

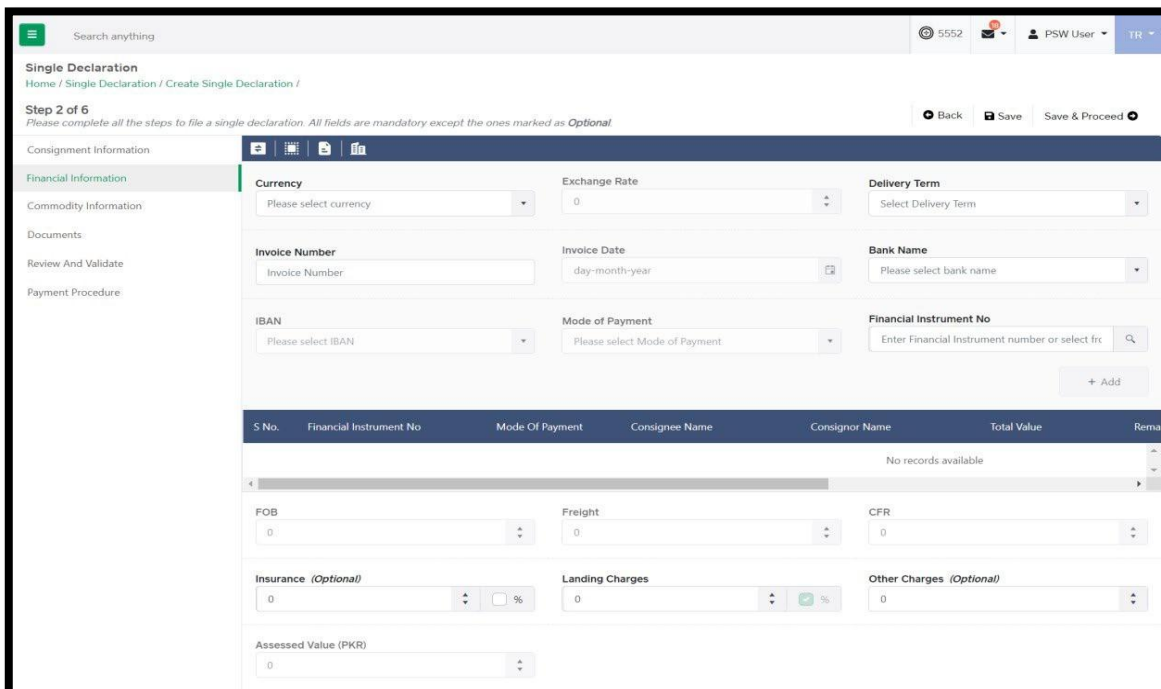
- Currency
- Delivery Term
- Bank Name
- IBAN
- Mode of Payment
- Financial Instrument No.
- Invoice Number (Optional)
- Invoice Date (Optional)

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 shows a web application interface for 'Single Declaration'. The current step is 'Step 2 of 6: Financial Information'. The form contains several sections:

- Consignment Information:** Includes fields for Currency, Exchange Rate, and Delivery Term.
- Invoice Information:** Includes fields for Invoice Number, Invoice Date, and Bank Name.
- Payment Information:** Includes fields for IBAN, Mode of Payment, and Financial Instrument No. There is a search icon next to the Financial Instrument No field and an '+ Add' button below it.
- Table:** A table with columns: S No., Financial Instrument No, Mode Of Payment, Consignee Name, Consignor Name, Total Value, and Remarks. It currently shows 'No records available'.
- Charges:** Includes fields for FOB, Freight, CFR, Insurance (Optional), Landing Charges, and Other Charges (Optional).
- Assessed Value (PKR):** A field at the bottom for entering the assessed value.

Figure 32



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

Payment Information			
Beneficiary Name	Beneficiary IBAN	Beneficiary Address	Beneficiary Country
John Doe	PK35ASCM0000121234567890	Street 4, Town C, Lahore	Pakistan
Exporter Name	Exporter Address	Exporter Country	Port Of Shipment
New Supplier	Block C, Dubai Downtoan, UAE	France	Anaa
Delivery Term	Financial Instrument Value	Financial Instrument Currency	Exchange Rate
Cost And Freight (CFR)	100000	United States Dollar	160
LC/Contract No.	Balance		
2009LCS2004800PK	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	Final Date of Shipment	Transport Document Date	Expiry Date
20221030	20221231	20221030	20221231

Declaration Information	
Declaration Number	Total Declared Value
No records available	

Figure 33



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

Commodity Information

Documents

Review And Validate

Payment Procedure

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 34

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.

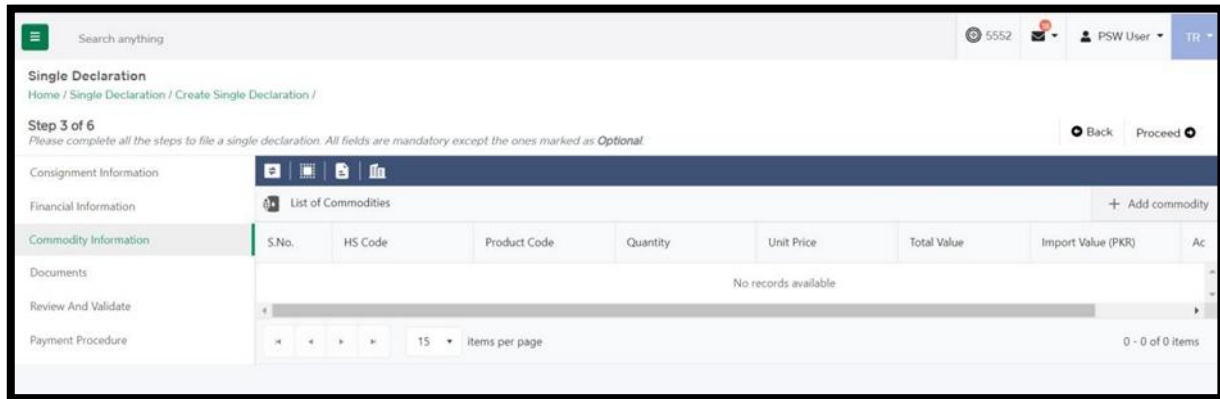


Figure 35

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.

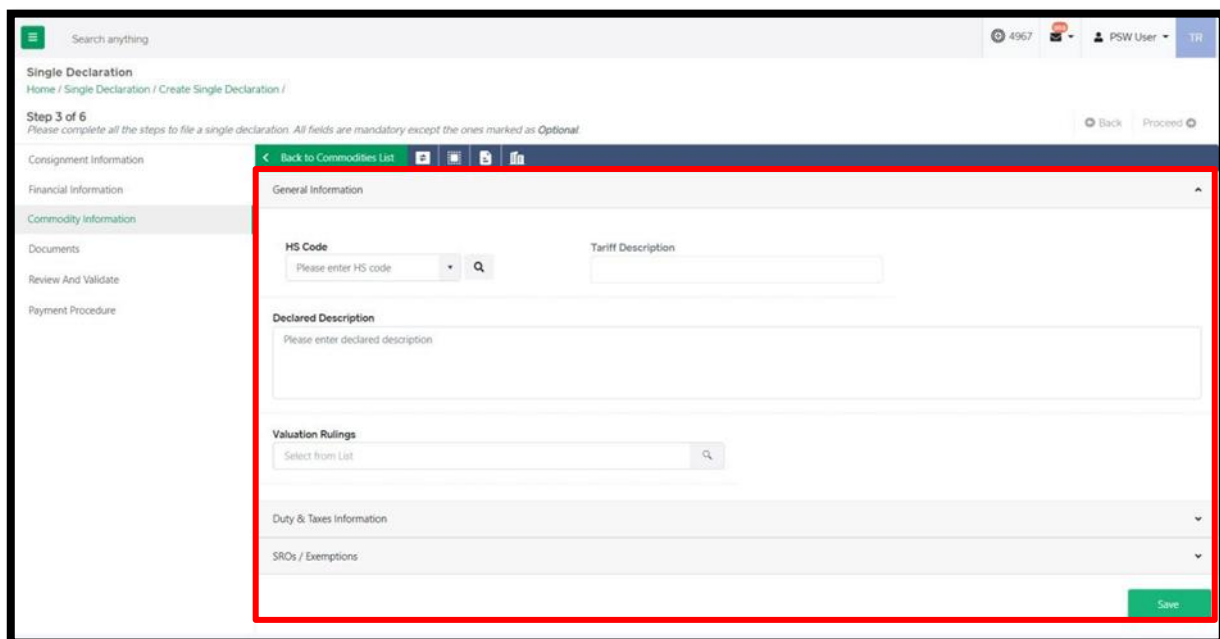


Figure 36



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 filing a declaration. The page is titled "Step 3 of 6" and includes a navigation menu on the left with options like "Consignment Information", "Financial Information", "Commodity Information", "Documents", "Review And Validate", and "Payment Procedure". The main content area is titled "General Information" and contains several input fields and checkboxes. The "Regulatory Departments" section is highlighted with a red box, showing a list with one entry: "Chief Inspector of Boilers Punjab".

Regulatory Departments	
1	Chief Inspector of Boilers Punjab

Figure 37



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 is titled 'Single Declaration' and is at 'Step 3 of 6'. The 'Duty & Taxes Information' section is highlighted with a red border and contains the following fields:

Field	Value
Unit Of Measure (Assessment Purpose)	u
Quantity (Assessment Purpose)	0
Unit Of Measure (Statistical Purpose) (Optional)	Please select Unit Of Measure (Stati...)
Quantity (Statistical Purpose)	0
Unit Of Measure (International Traded) (Optional)	Please select Unit Of Measure (Inter...)
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
Origin	Origin

At the bottom right of the highlighted section, there is a green 'Save' button.

Figure 38

SROs/Exemption Section:

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

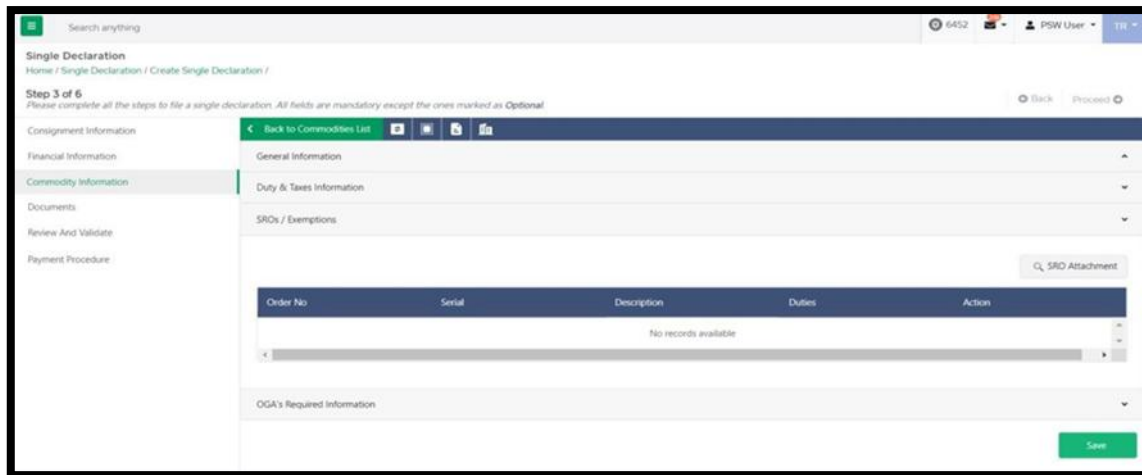


Figure 39

- 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.

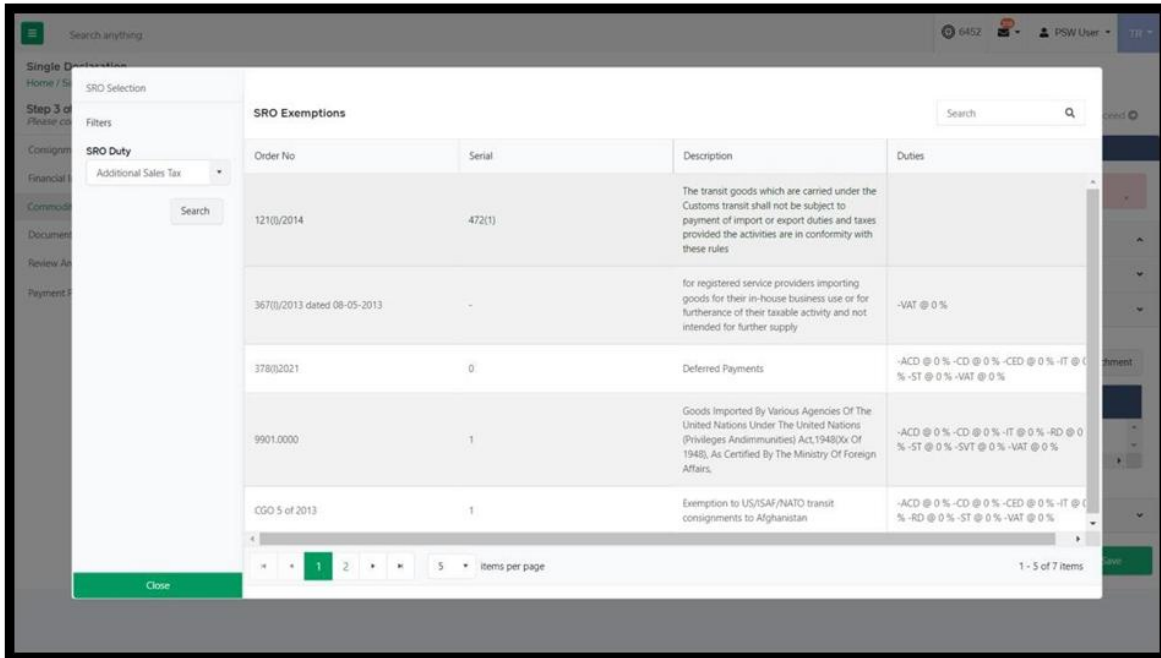


Figure 40

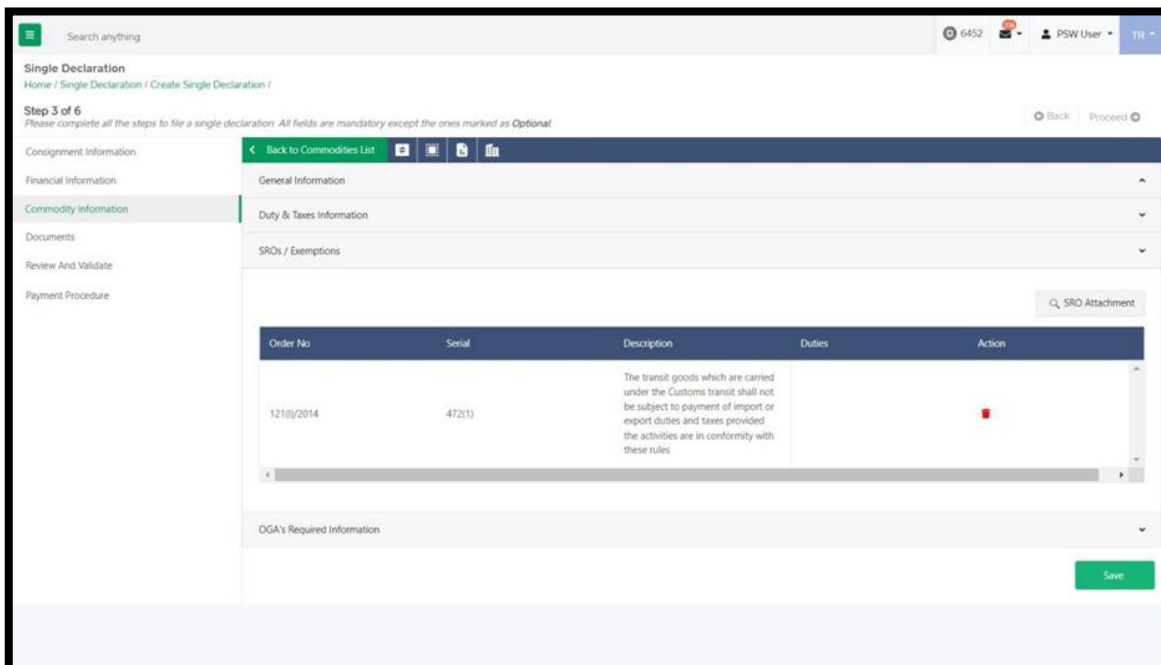
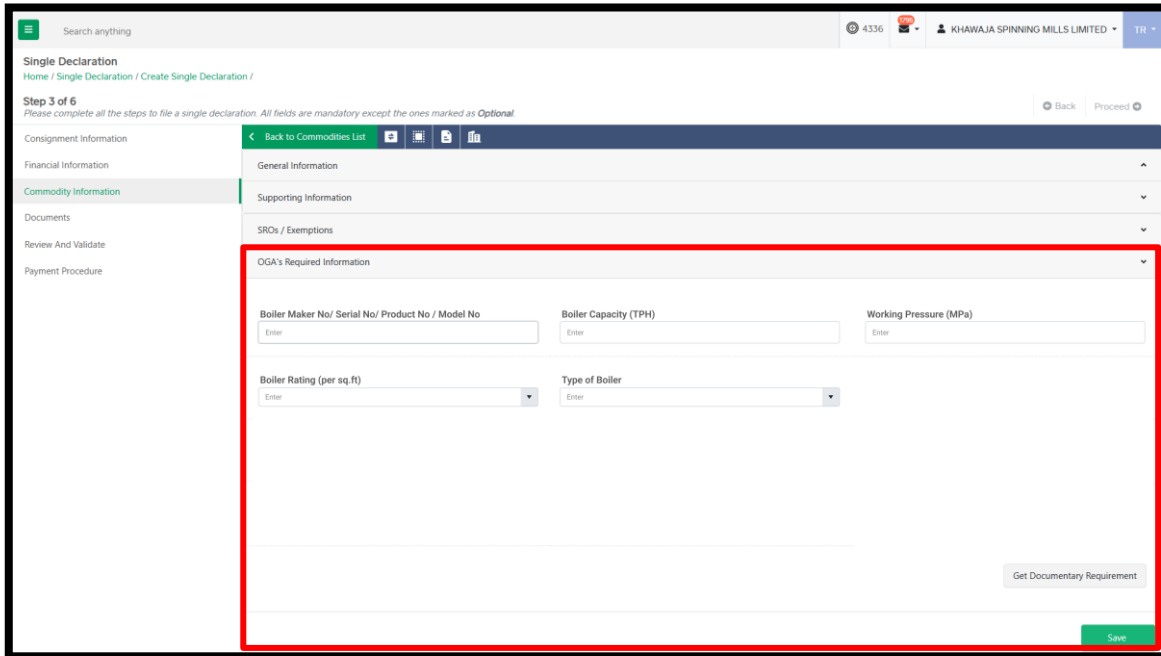


Figure 41

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'. The user is on 'Step 3 of 6'. The 'Commodity Information' section is active, and the 'OGA's Required Information' sub-section is expanded. The form contains the following fields:

- Boiler Maker No/ Serial No/ Product No / Model No (Text input)
- Boiler Capacity (TPH) (Text input)
- Working Pressure (MPa) (Text input)
- Boiler Rating (per sq.ft) (Dropdown menu)
- Type of Boiler (Dropdown menu)

A 'Save' button is located at the bottom right of the form area. A 'Get Documentary Requirement' button is also visible below the form.

Figure 42

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.

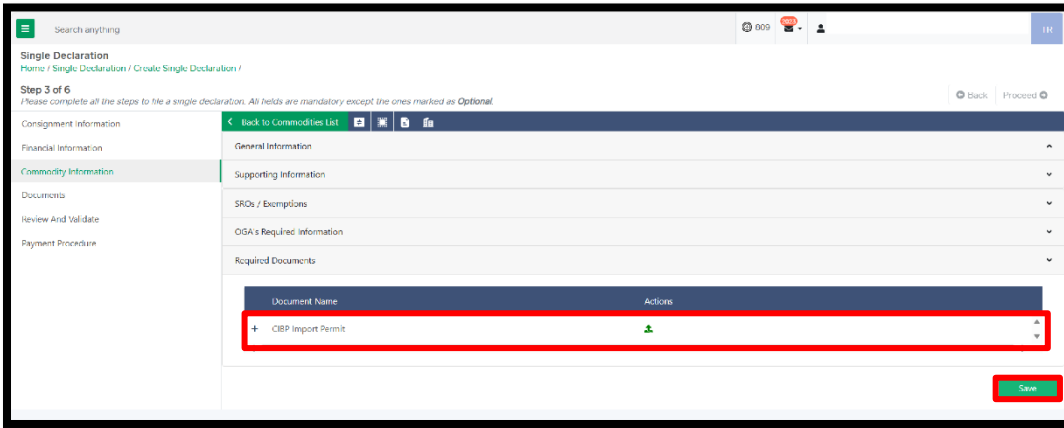


Figure 43

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.

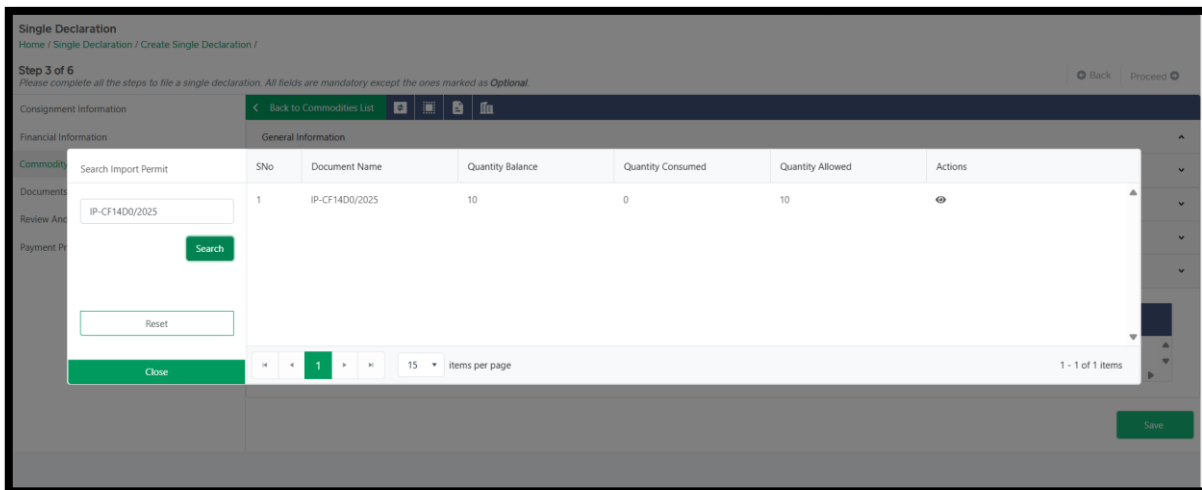


Figure 44



- xvii. 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.
- xviii. To remove a commodity, click on the 'Delete' icon under the 'Action Tab' in the added commodities grid.
- xix. 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.

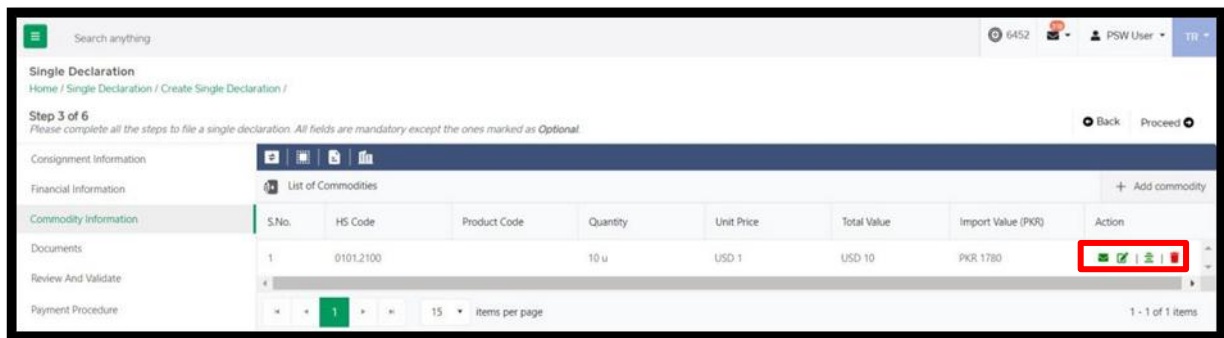


Figure 45

7.4. STEP 4: DOCUMENTS

- xx. 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 'Documents' step of a 'Single Declaration' process. The interface includes a search bar at the top, a breadcrumb trail, and a sidebar with navigation options. The main content area is titled 'Step 4 of 6' and includes a 'Document Type' dropdown menu, a 'Remarks (if any)' text input field, and a 'Select File' section with a 'Drop files here to upload' area. A message at the bottom of the 'Select File' section states 'No documents uploaded yet'.

Figure 46

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 sidebar with navigation options and a main content area with several data tables.

Single Declaration
Home / Single Declaration / Create Single Declaration /

Step 5 of 6
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional.

Consignment Information
Collectorate: Port Qasim (imports), karachi | BL Number: BL-1A40298060

Documents
Review And Validate (highlighted) | Payment Procedure

Packages Information

S.No	No. of Package	Package Type
1	10	BAG

Containers Information

S.No	Container No	Seal No
1	APLU8515839	1244

Commodity Information

S.No	HS Code	Quantity	Unit Price	Total Value
1	0101.2100	10 u	USD 1	USD 10

Financial Instrument Information

S.No	Financial Instrument No	Mode Of Payment	Consignee Name	Consignor Name	Total Value
1		Open Account			0.00

Figure 47

- 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.

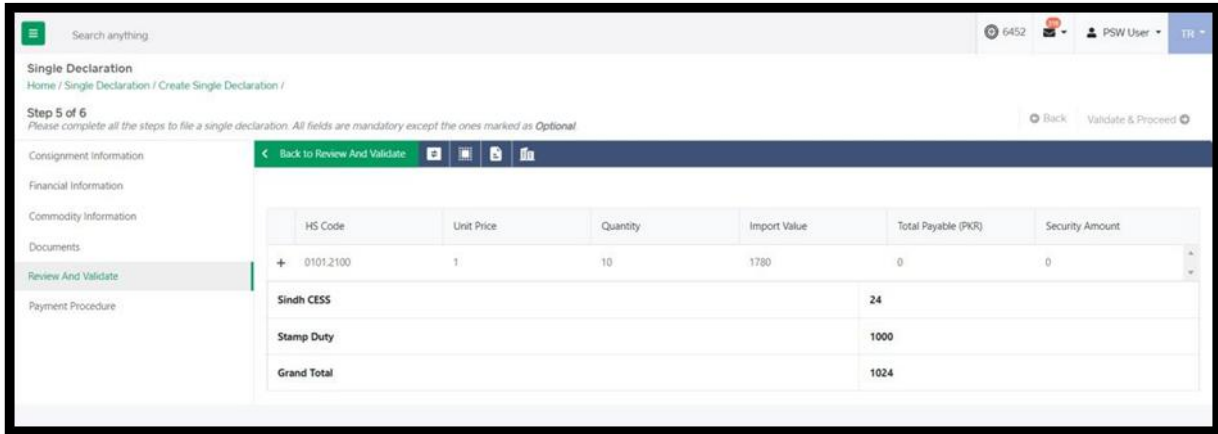


Figure 48

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.

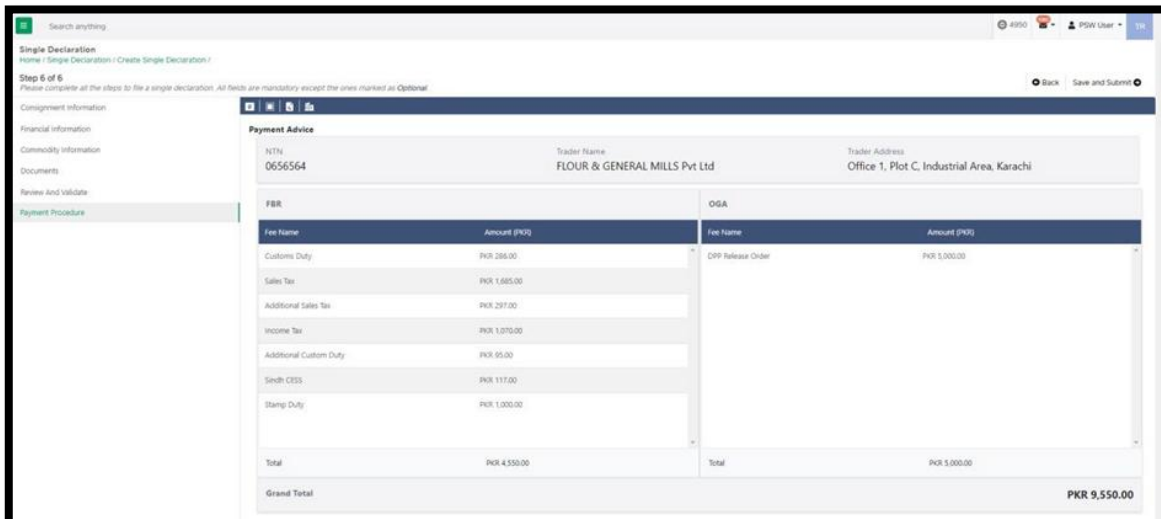


Figure 49



8. Contact Information Need any assistance?

Please feel free to contact us as:

Email: support@psw.gov.pk

Phone: 021-111-111-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk