



**PSW**  
PAKISTAN SINGLE WINDOW



# USER MANUAL FOR TRADERS AND CUSTOMS AGENTS

## ELIMINATION OF EIF & EFE

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**November, 2022**



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# WELCOME TO PAKISTAN SINGLE WINDOW!

The Pakistan Single Window (PSW) user manual for *complying with regulations on imports and exports related remittances* provides step by step guide to the subscribers of PSW portal on how to declare information related to remittances for exports and imports while clearing such cargo. This handbook also provides brief background of the PSW system and how it is transforming the way regulations on remittances related to imports and exports are implemented in Pakistan. It lists responsibilities of PSW and of its subscribers.

## 1 INTRODUCTION

Pakistan Single Window (PSW) is the trade related National Single Window (NSW) for efficient management of external trade. The NSW 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*. If information is electronic, then individual data elements 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 including financial transactions. For more to know about PSW please visit our website [www.psw.gov.pk](http://www.psw.gov.pk)

The PSW aims to simplify your cross-border trade and transport experience. This new platform will eliminate the need to obtain 'Electronic Import Form (EIF)' and 'Electronic FormE (EFE)', prior to clearing any import or export consignment from Pakistan Customs. These documents will be replaced with electronic trader profiles to be exchanged in real time via Electronic Data Interchange (EDI) mechanism between the PSW system and the commercial banks or Authorized Dealers (ADs). This guide will illustrate the process for declaring cross border trade related financial transactions in the PSW.

## 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 74 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, costs, and time 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 COMPLYING WITH CROSS BORDER TRADE RELATED PAYMENT REGULATIONS THROUGH PSW**

Any person intending to avail the services of the PSW system for performing cross border related activities including filing of declarations for Customs and other government agencies, will need authorization to access the PSW system. This authorization is granted through the PSW's Subscription process. How to subscribe to PSW can be accessed here: (Subscription Manual Link) Once subscription to PSW and related registration with Customs has been completed the subscriber will be able to link his/her electronic profile maintained in bank(s) with the PSW profile. Secondly the subscriber will be able to file an Integrated Declarations through PSW for clearance of goods, initially from Customs and gradually from all Other Government Agencies (OGAs) involved in regulation of such trade of goods. This linkage will be done on-line using PSW portal.

Authorized Dealers (AD) or Banks play a pivotal role in carrying out cross border related financial transactions. Previously, the traders were required to obtain consignment wise Electronic Import/Export forms (EIF/EFE) for each consignment before filing their Goods Declaration (GD) with Customs to clear import and export consignment. The trader had to physically visit banks with relevant documents and apply for EIF/EFE which were either approved or rejected by the concerned AD. This regime was difficult to comply with especially for the SME sector, particularly in exports. However, under the PSW program the SBP and Pakistan Customs have collaborated to simplify the existing regime.

### **4 SALIENT FEATURES:**

1. The requirement for request and approval of EIF and EFE by ADs prior to filing declaration with Customs has been eliminated.
2. In PSW environment, the needed information will be obtained and transmitted electronically amongst the traders, ADs, Customs and SBP seamlessly through real time electronic data exchange mechanism while reducing risks for fraud, forgery or misdeclarations.





3. AD shall maintain banking profile of the traders involved in cross border trade based on KYC (Know Your Customer) and utmost Due Diligence; AD shall electronically communicate the banking profile to PSW as per agreed format along with the modes of payment allowed to the trader.
4. PSW shall perform real time validations at the time of filing of declaration and shall communicate the data of cleared consignments to the concerned AD for remittance, settlement, etc.

## 5 PRE-REQUISITES FOR AFFECTING CROSS BORDER TRADE AND FINANCIAL TRANSACTIONS

1. The trader must be an active subscriber and have registration with Pakistan Customs.
2. The trader must have a valid account with AD.
3. The trader must have a banking profile communicated to PSW by an AD.
4. The mode of payment allowed to a trader must be communicated to PSW by the AD in the trader banking profile.

## 6 SYSTEM REQUIREMENTS

To use PSW Portal on Windows®, the subscriber will require:

- Google Chrome Browser.
- Windows 7, Windows 8, Windows 8.1, Windows 10 or later
- An Intel Pentium 4 processor or later that's SSE3 capable

To use PSW Portal on Mac®, the subscriber will need:

- Google Chrome Browser
- OS X El Capitan 10.11 or later

## 7 LEGAL INSTRUCTIONS

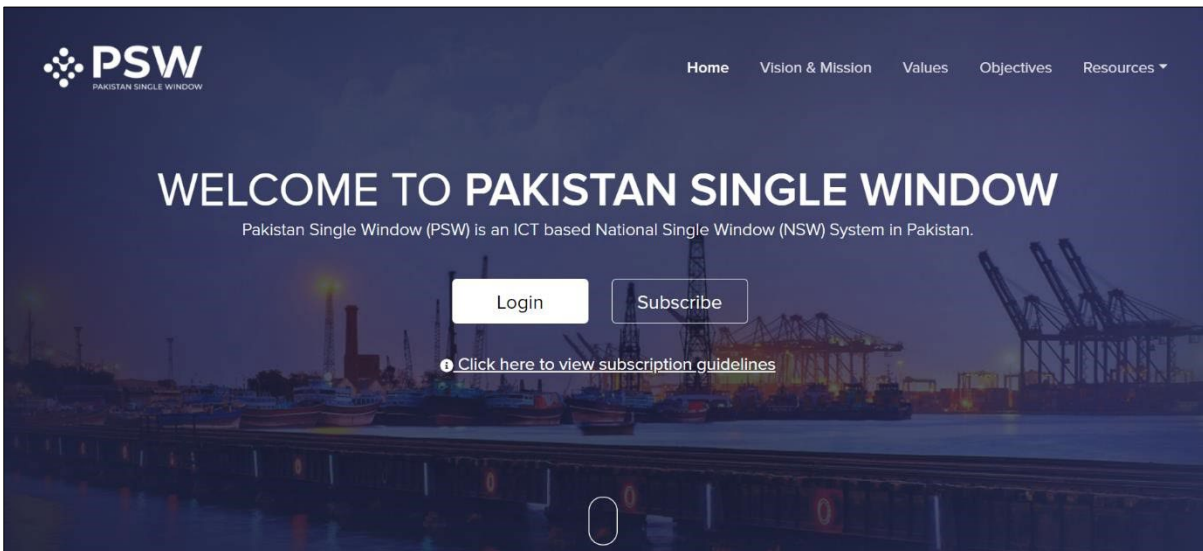
- Foreign Exchange Export Regulations ([LINK](#))
- Foreign Exchange Import Regulations ([LINK](#))
- Foreign Exchange Circular ([LINK](#))

## 8 STEP BY STEP PROCESS

### 8.1 Trader Banking Profile

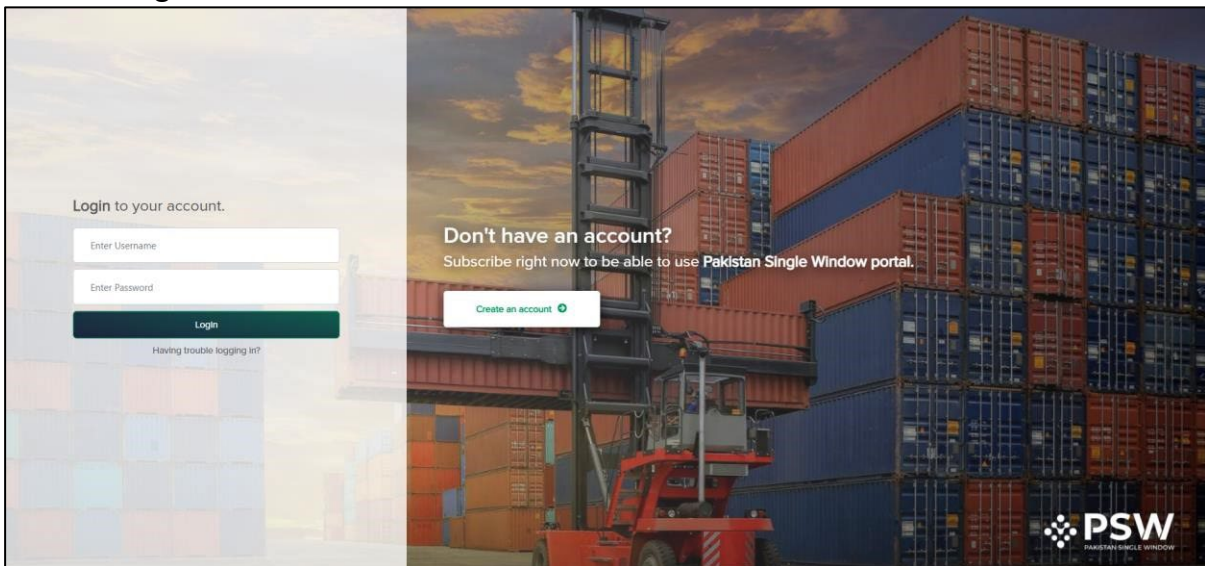
#### 8.1.1 Associate Banking Profile

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

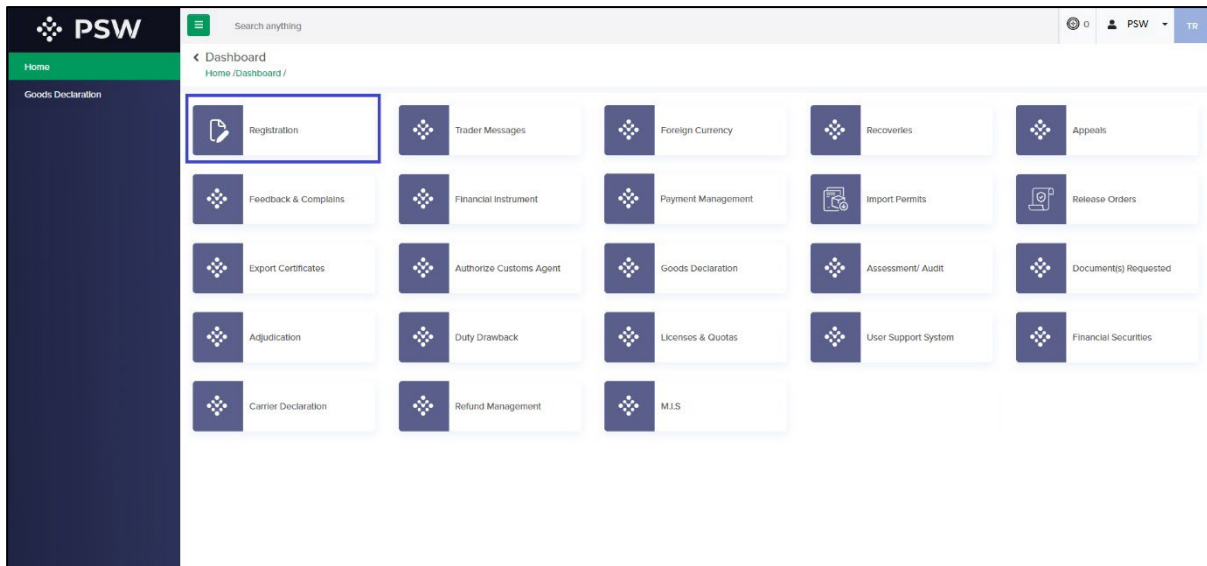


### 8.1.1-a Association of Banking Profile

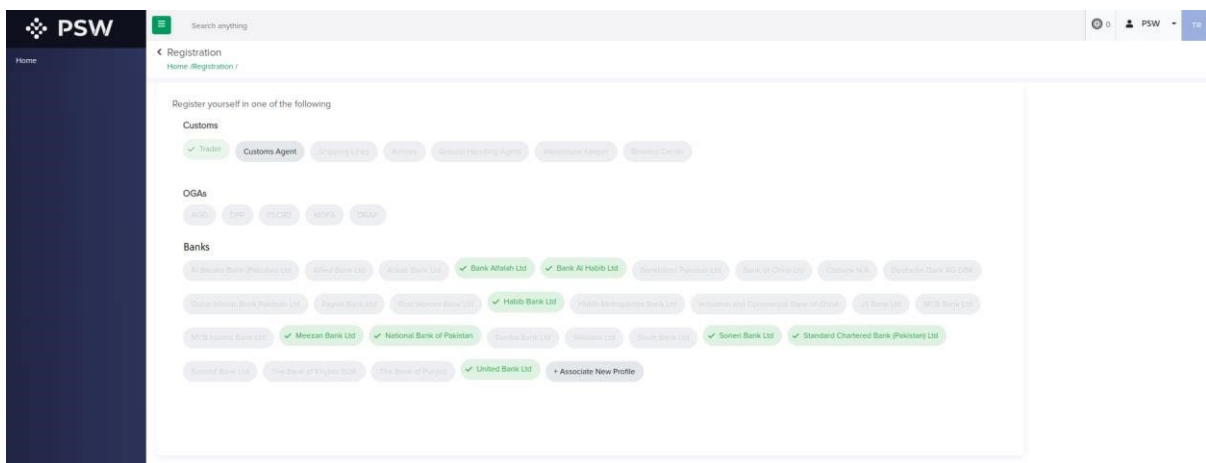
ii. After clicking on the login option, you will be redirected to login interface to enter the login credentials.



8.1.1-b Association of Banking Profile iii. Once the login credentials are validated, you will be redirected to the dashboard.



8.1.1-c Association of Banking Profile iv. Click on the 'Registration' option. Upon click on the option, registration page will appear.



8.1.1-d Association of Banking Profile

v. Click on "Associate New Profile" under Banks section to associate a new banking profile. Upon click on the option, banking profile association interface will appear.



The screenshot shows a web interface for 'Associate Banking Profile'. The page title is 'Associate Banking Profile' with a sub-header 'Please enter relevant data into the form below for verification.' The form contains the following fields:

- Bank:** A dropdown menu labeled 'Select bank'.
- NTN:** A text input field containing the value '0425425'.
- IBAN:** A text input field with the instruction 'Enter 24 digit IBAN number'.
- Email Address:** A text input field with the instruction 'Enter valid email address'.
- Mobile Number:** A text input field with a dropdown for the country code '+92' and the instruction 'Enter valid mobile number'.

At the bottom of the form, there are two buttons: 'Cancel' and 'Associate Banking Profile'.

### 8.1.1-e Association of Banking Profile

- vi. From the drop-down menu, select the Bank of which profile is to be associated. Enter a valid:
  - a. IBAN,
  - b. Email address (entered email address shall be registered with bank against the IBAN)
  - &
  - c. Mobile number (entered mobile number shall be registered with bank against the IBAN)

Click on “Associate Banking Profile” option.

*Note: Your NTN number will be fetched automatically from profile available with PSW. IBAN verification will only be successful if the entered information exists in the selected Bank's database.*

PSW

Search anything

Banking Profile

Home /AD /Associatebankingprofile

### Associate Banking Profile

Please enter relevant data into the form below for verification.

Bank: Standard Chartered Bank (Pakistan) Ltd

NTN: 0425425

IBAN: PK36SCBL0000001123456702

Email Address: pakistan@singlewindow@psw.gov.pk

Mobile Number: +92 3101234567

Associate Banking Profile

#### 8.1.1-f Association of Banking Profile

- vii. Upon click on the “Associate Banking Profile” option, PSW will verify the entered information from respective bank. Upon verification of provided information, an OTP will be sent to the entered email address and mobile number for two factor authentication.

PSW

Search anything

Banking Profile

Home /AD /Associatebankingprofile

### Associate Banking Profile

Please enter relevant data into the form below for verification.

Your IBAN verification is successful. Please enter OTP, received on entered email address and mobile number for verification.

Bank: Standard Chartered Bank (Pakistan) Ltd

NTN: 0425425

IBAN: PK36SCBL0000001123456702

Email Address: pakistan@singlewindow@psw.gov.pk

Mobile Number: +92 3101234567

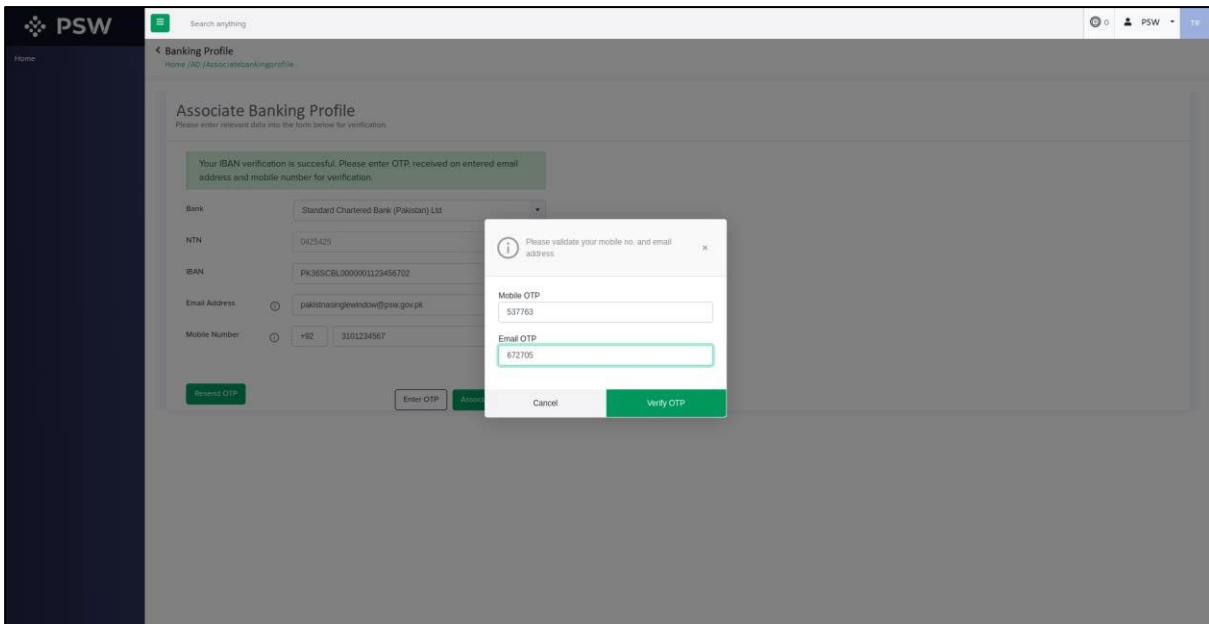
Resend OTP

Enter OTP

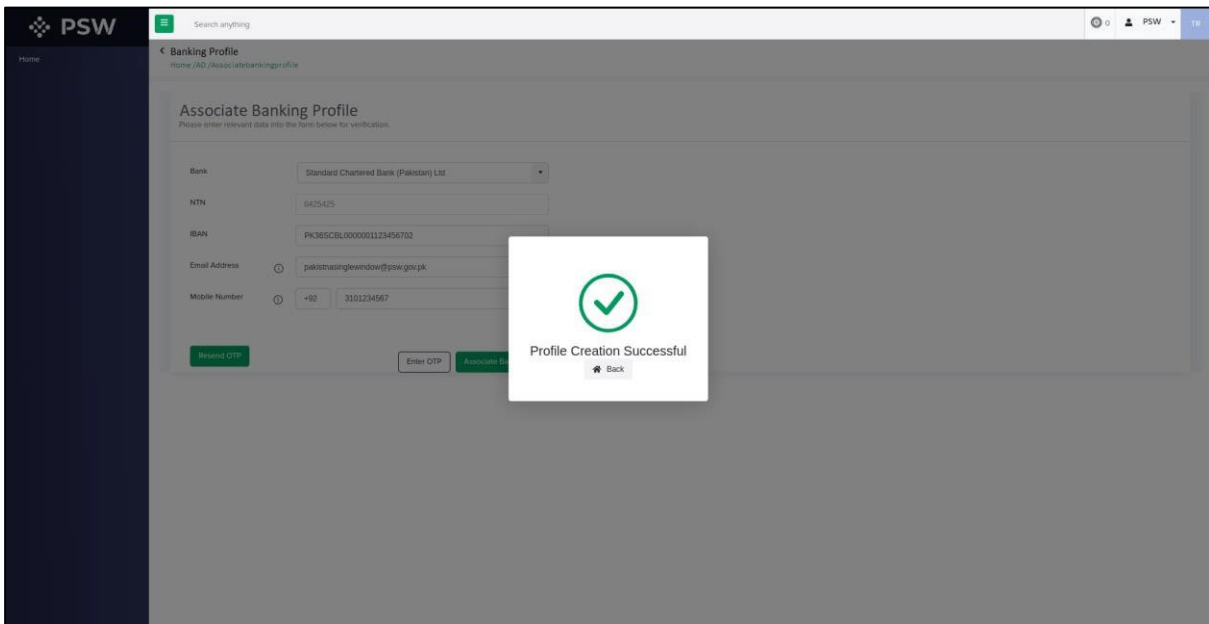
Associate Banking Profile

#### 8.1.1-g Association of Banking Profile

- viii. Click on “Enter OTP” option to enter the received OTP on your mobile phone and email address to ‘Validate’ your identity.



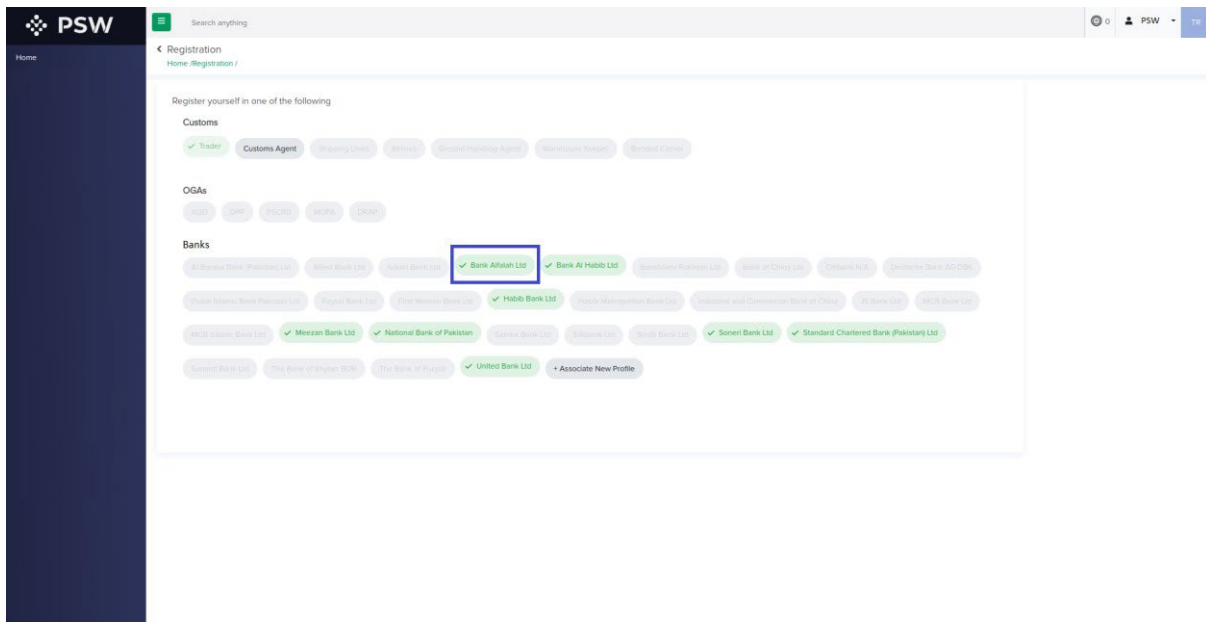
8.1.1-h Association of Banking Profile ix. Click on “Verify OTP” option to complete your profile association process.



8.1.1-i Association of Banking Profile

### 8.1.2 View Banking Profile

To view banking profile, click on the bank name highlighted in *green* under Banks section.



### 8.1.2-a View Banking Profile

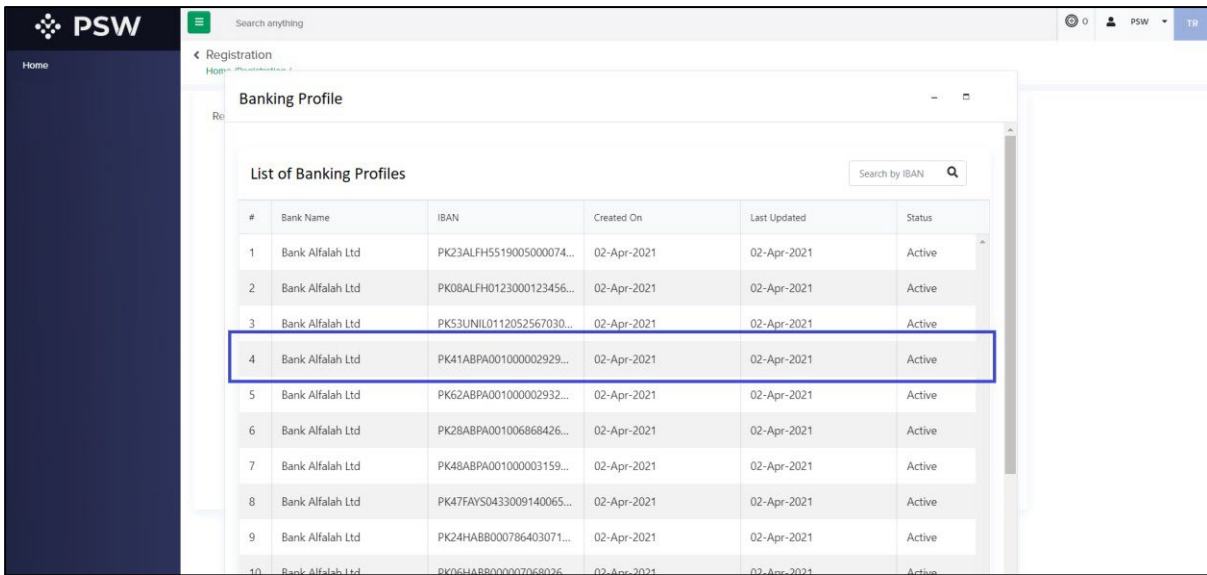
- i. Upon clicking on the bank option, a grid will appear detailing all the profiles available with a particular bank. The interface has following columns:
  - a. Serial No.
  - b. Bank Name
  - c. IBAN
  - d. Created On
  - e. Last Updated
  - f. Status

The screenshot shows a 'Banking Profile' window with a table titled 'List of Banking Profiles'. The table has columns for #, Bank Name, IBAN, Created On, Last Updated, and Status. All entries are for 'Bank Alfalah Ltd' and have a status of 'Active'.

#	Bank Name	IBAN	Created On	Last Updated	Status
1	Bank Alfalah Ltd	PK23ALFH5519005000074...	02-Apr-2021	02-Apr-2021	Active
2	Bank Alfalah Ltd	PK08ALFH0123000123456...	02-Apr-2021	02-Apr-2021	Active
3	Bank Alfalah Ltd	PK53UNIL0112052567030...	02-Apr-2021	02-Apr-2021	Active
4	Bank Alfalah Ltd	PK41ABPA001000002929...	02-Apr-2021	02-Apr-2021	Active
5	Bank Alfalah Ltd	PK62ABPA001000002932...	02-Apr-2021	02-Apr-2021	Active
6	Bank Alfalah Ltd	PK28ABPA001006868426...	02-Apr-2021	02-Apr-2021	Active
7	Bank Alfalah Ltd	PK48ABPA001000003159...	02-Apr-2021	02-Apr-2021	Active
8	Bank Alfalah Ltd	PK47FAYS0433009140065...	02-Apr-2021	02-Apr-2021	Active
9	Bank Alfalah Ltd	PK24HABB000786403071...	02-Apr-2021	02-Apr-2021	Active
10	Bank Alfalah Ltd	PK06HABB000007068026...	02-Apr-2021	02-Apr-2021	Active

### 8.1.2-b View Banking Profile

- ii. Click on the profile to view the profile details.

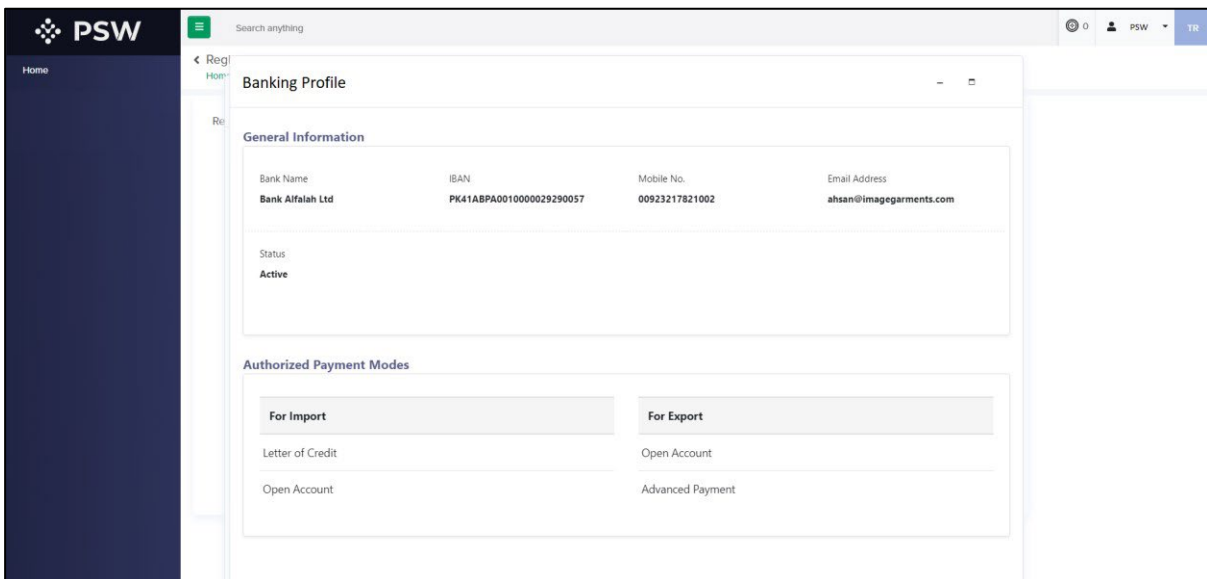


The screenshot shows the PSW Banking Profile interface. At the top, there is a search bar labeled "Search anything" and a user profile icon for "PSW". Below the search bar, the page title is "Registration" and "Banking Profile". A "List of Banking Profiles" table is displayed with a search bar for IBAN. The table contains 10 rows of data, with the 4th row highlighted in blue.

#	Bank Name	IBAN	Created On	Last Updated	Status
1	Bank Alfalah Ltd	PK23ALFH5519005000074...	02-Apr-2021	02-Apr-2021	Active
2	Bank Alfalah Ltd	PK08ALFH0123000123456...	02-Apr-2021	02-Apr-2021	Active
3	Bank Alfalah Ltd	PK53UNIL0112052567030...	02-Apr-2021	02-Apr-2021	Active
4	Bank Alfalah Ltd	PK41ABPA001000002929...	02-Apr-2021	02-Apr-2021	Active
5	Bank Alfalah Ltd	PK62ABPA001000002932...	02-Apr-2021	02-Apr-2021	Active
6	Bank Alfalah Ltd	PK28ABPA001006868426...	02-Apr-2021	02-Apr-2021	Active
7	Bank Alfalah Ltd	PK48ABPA001000003159...	02-Apr-2021	02-Apr-2021	Active
8	Bank Alfalah Ltd	PK47FAYS0433009140065...	02-Apr-2021	02-Apr-2021	Active
9	Bank Alfalah Ltd	PK24HABB000786403071...	02-Apr-2021	02-Apr-2021	Active
10	Bank Alfalah Ltd	PK06HABB000007068026...	02-Apr-2021	02-Apr-2021	Active

### 8.1.2-c View Banking Profile

- iii. Banking Profile interface has two sections:
  - a. General Information
    - Bank Name
    - IBAN
    - Mobile No.
    - Email Address
    - Status of the Banking Profile
  - b. Authorized Payment Modes
    - Authorized payment modes for Import
    - Authorized payment modes for Export



The screenshot shows the PSW Banking Profile interface with the "General Information" and "Authorized Payment Modes" sections. The "General Information" section displays the following details:

Bank Name	IBAN	Mobile No.	Email Address
Bank Alfalah Ltd	PK41ABPA0010000029290057	00923217821002	ahsan@imagegarments.com

The "Status" is **Active**.

The "Authorized Payment Modes" section is divided into two columns:

- For Import:** Letter of Credit, Open Account
- For Export:** Open Account, Advanced Payment

### 8.1.2-d View Banking Profile

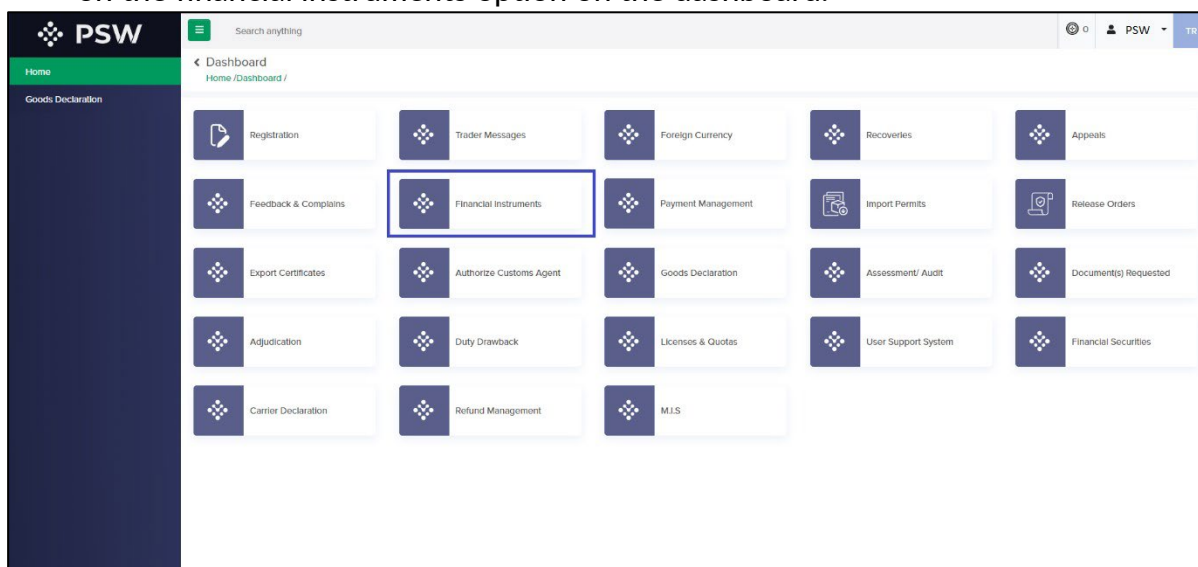




## 8.2 Financial Instruments

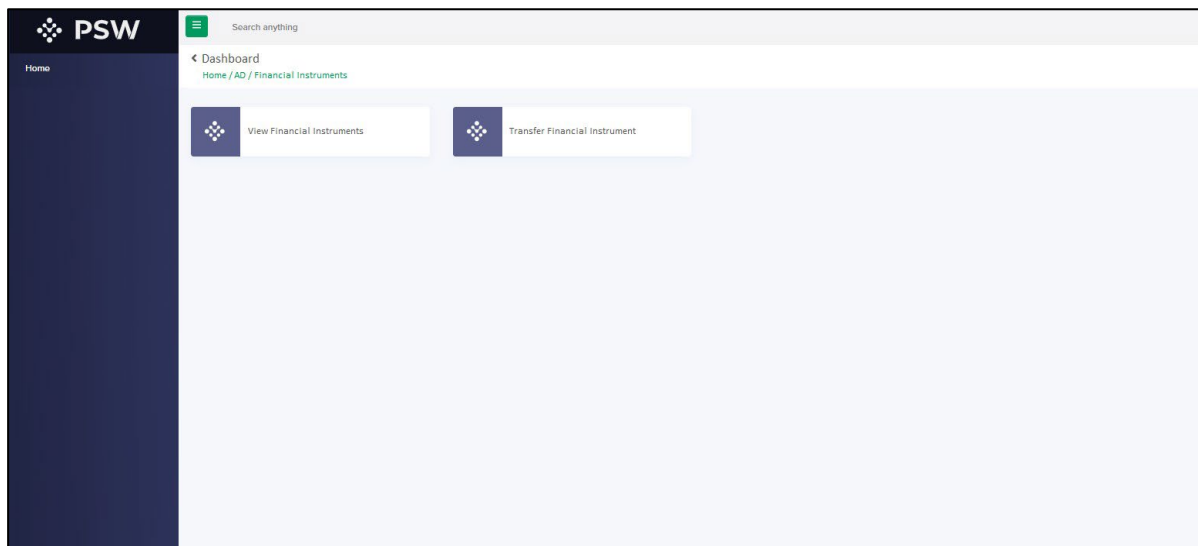
### 8.2.1 View Financial Instruments

- i. You can view all financial instruments shared by bank against your NTN by clicking on the financial instruments option on the dashboard.



#### 8.2.1-a View Financial Instruments

- ii. This option has two sub menus: View Financial Instruments and Transfer Financial Instrument.



#### 8.2.1-b View Financial Instruments

- iii. Click on 'View Financial Instrument' option. A list of all financial instruments shared by the bank will appear in a grid having following columns:
  - a. Serial Number
  - b. Bank Name
  - c. IBAN
  - d. Trade Type



- e. Mode of Payment
- f. Financial Instrument No.
- g. Instrument Status
- h. Sent to WeBOC

The screenshot shows the PSW Financial Instrument interface. The page title is "Financial Instrument" and the breadcrumb is "Home / Financial Instrument / View Financial Instruments /". There are two tabs: "Financial Instruments" (active) and "Failed Financial Instruments". A search bar is present in the top right of the table area. The table "List of Financial Instrument" has the following columns: #, Bank Name, IBAN, Trade Type, Mode Of Payment, Financial Instrument No., Status, and Sent to WeBOC. The table contains 15 rows of data.

#	Bank Name	IBAN	Trade Type	Mode Of Payment	Financial Instrument No.	Status	Sent to WeBOC
1	Meezan Bank Ltd	PK01PSW39823982394	Export	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
2	Meezan Bank Ltd	PK01PSW392932029202364	Import	Letter of Credit	PSW-IE-38939-01012022	Active	Yes
3	Meezan Bank Ltd	PK01PSW398239823982394	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
4	Meezan Bank Ltd	PK01PSW392932029202364	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
5	Meezan Bank Ltd	PK01PSW398239823982394	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
6	Meezan Bank Ltd	PK01PSW392932029202364	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
7	Meezan Bank Ltd	PK01PSW398239823982394	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
8	National Bank of Pakistan	PK01PSW392932029202364	Import	Letter of Credit	PSW-IE-38939-01012022	Active	Yes
9	MCB Bank Ltd	PK01PSW398239823982394	Export	Letter of Credit	PSW-IE-38939-01012022	Active	Yes
10	Meezan Bank Ltd	PK01PSW392932029202364	Export	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
11	Habib Bank Ltd	PK01PSW398239823982394	Export	Contract/Collection	PSW-IE-38939-01012022	Active	Yes
12	Habib Bank Ltd	PK01PSW392932029202364	Export	Contract/Collection	PSW-IE-38939-01012022	Active	Yes
13	Meezan Bank Ltd	PK01PSW398239823982394	Import	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
14	Meezan Bank Ltd	PK01PSW392932029202364	Export	Advanced Payment	PSW-IE-38939-01012022	Active	Yes
15	MCB Bank Ltd	PK01PSW398239823982394	Export	Letter of Credit	PSW-IE-38939-01012022	Active	Yes

8.2.1-c View Financial Instruments iv. Click on a financial instrument number to view the details.

This screenshot is identical to the previous one, but the first row of the table (row 1) is highlighted with a blue border, indicating it has been selected for viewing details.

8.2.1-d View Financial Instruments

- v. Financial Instrument interface has six sections:
  - a. Basic Information
    - Trader NTN
    - Trader Name



- Trader IBAN
- Mode of Payment
- Financial Instrument Unique Number
- Status
- Mode of Payment Sub Fields
- b. Payment Information
  - Beneficiary Name
  - Beneficiary Address
  - Beneficiary Country
  - Exporter Name
  - Exporter Address
  - Exporter Country
  - Port of Shipment
  - Delivery Term
  - Financial Instrument Value
  - Financial Instrument Currency
  - Exchange Rate • LC/Contract No.
  - Balance
- c. Item Information
  - HS Code
  - Description
  - Quantity
  - UOM
  - Country of Origin
  - Sample
  - Sample Value
- d. Bank Debit Advice Information
  - I. Active Bank Debit Advice
    - i. Financial Instrument No
    - ii. BDA No
    - iii. BDA Date iv. Amount
  - v. GD Number
  - vi. Status vii. Sent to WeBOC
  - II. Reversed Band Debit Advice
    - i. Financial Instrument No
    - ii. BDA No
    - iii. BDA Date iv. Amount
  - v. GD Number
  - vi. Status vii. Reversed On viii. Sent to WeBOC



e. Financial Transaction Information

- Intended Payment Date
- Final Date of Shipment
- Transport Document Date
- Expiry Date

f. Declaration Information

- Declaration Number
- Total Declared Value

**PSW** Search anything NISHAT (CHUNAN) LIMITED

Financial Instrument  
Home / Financial Instrument / View Financial Instruments / View Import /

### Basic Information

Trader NTN 0000083	Trader Name Pakistan Single Window	Trader IBAN PK93PSW298239292545	Mode Of Payment Letter of Credit
Financial Instrument Unique No. PSW-IE-8888-01012022	Status Active	Sight % 100	Total Percentage 100

### Payment Information

Beneficiary Name Pakistan Single Window	Beneficiary Address CHINA	Beneficiary Country China	Exporter Name Pakistan Single Window
Exporter Address CHINA	Exporter Country China	Port Of Shipment Shajing	Delivery Term Cost And Freight (CFR)
Financial Instrument Value USD 274,337.58	Financial Instrument Currency United States Dollar	Exchange Rate 224	LC/Contract No.
Balance USD 274,337.58			

### Item Information

HS Code	Description	Quantity	UOM	Country Of Origin	Sample	Sample Value
5205.2700	MEASURING LESS THAN 106.30 DEOTEX BUT NOT LESS THAN 83.33 DEOTEX EXCEEDING 94 METRIC NUMBER BUT NOT EXCEEDING 120 METRIC NUMBER.	72576	KG	China	N	USD 0

1 - 1 of 1 Items

### Bank Debit Advice Information

Active Bank Debit Advice | Reversed Bank Debit Advice

Financial Instrument No	BD A No	BD A Date	Amount	GD Number	Status	Send to WebOC
No records available						

Total Amount: 0

### Financial Transaction Information

Intended Payment Date 31-01-2023	Final Date of Shipment 31-01-2023	Transport Document Date 31-01-2023	Expiry Date 31-01-2023
-------------------------------------	--------------------------------------	---------------------------------------	---------------------------

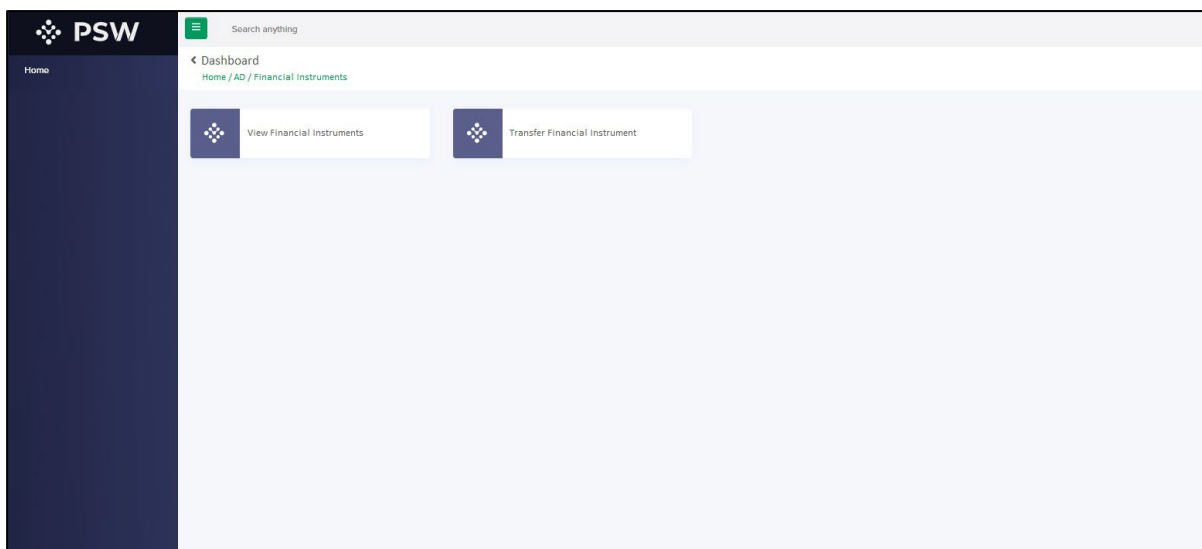
### Declaration Information

Declaration Number	Total Declared Value
No records available	

### 8.2.1-e View Financial Instruments

### 8.2.2 Transfer Financial Instrument

- i. You can request for Transfer of Financial Instrument. Click on Transfer Financial Instrument option under Financial Instruments menu.



### 8.2.2-a Transfer Financial Instrument

ii. Upon clicking on the option, an interface will appear having all the initiated requests and option to create a new request.

You will see all the previous requests in a grid having following columns:

- a. S.No.
- b. COB Number
- c. Previous Bank
- d. IBAN
- e. Trade Type
- f. Financial Instrument No.
- g. Status

The screenshot shows the 'Transfer Financial Instrument' page with a table titled 'List of Transfer Financial Instrument Requests'. The table has columns for ID, COB Number, Previous Bank, IBAN, Trade Type, Financial Instrument No., and Status. There are 15 rows of data, all with a status of 'Approved'. A 'New Request' button is visible in the top right corner of the table area.

ID	COB Number	Previous Bank	IBAN	Trade Type	Financial Instrument No.	Status
1	PSW-COB-267314-16092022	MCB Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
2	PSW-COB-587142-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
3	PSW-COB-593362-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
4	PSW-COB-752924-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
5	PSW-COB-775920-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
6	PSW-COB-53710-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
7	PSW-COB-976555-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
8	PSW-COB-671919-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
9	PSW-COB-768298-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
10	PSW-COB-297295-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
11	PSW-COB-568653-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
12	PSW-COB-693702-06092022	Meezan Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
13	PSW-COB-952288-01092022	Habib Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
14	PSW-COB-851716-01092022	Habib Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved
15	PSW-COB-668074-01092022	Habib Bank Ltd	PK94PSW389239823982332	Export	PSW-IE-38383-01012022	Approved





### 8.2.2-b Transfer Financial Instrument

- iii. Click on the 'New Request' option to initiate a request for transfer of financial instrument from one bank to another.
- iv. Select the financial instrument, new bank and new bank's IBAN.
- v. Click on the 'Submit' option to initiate the request.

The screenshot shows the 'Transfer Financial Instrument' form in the PSW system. The form is titled 'Transfer Financial Instrument' and includes a search bar at the top. Below the title, there is a prompt: 'Please enter relevant data into the form below for verification.' The form contains three main input fields: 'Financial Instrument Number' with the value 'PSW-IMP-000001-01-03-2021' and a 'Select Financial Instrument' button; 'New Bank' with a dropdown menu showing 'Soneri Bank Limited'; and 'New IBAN' with a dropdown menu showing 'PK23SBL551900500007440'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

### 8.2.2-c Transfer Financial Instrument

*Note: It is important that a Financial Instrument is utilized in at least one declaration before transferring it to another bank.*

## 8.3 Association of Financial Instrument with Declaration

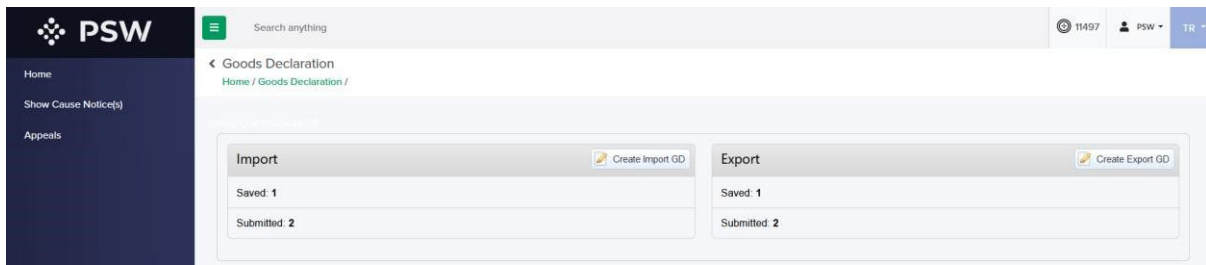
### 8.3.1 Association of Financial Instrument with Goods Declaration

- i. The "Goods Declaration" filing menu can be accessed via dashboard.

The screenshot shows the PSW Dashboard with a grid of menu options. The 'Goods Declaration' option is highlighted with a blue box. The dashboard includes a search bar at the top and a sidebar on the left with 'Home' and 'Goods Declaration' options. The main area contains a grid of 20 menu items, each with an icon and a label: Registration, Trader Messages, Foreign Currency, Recoveries, Appeals, Feedback & Complains, Financial Instrument, Change of Bank Request, Import Permits, Release Orders, Export Certificates, Authorize Customs Agent, Goods Declaration, Assessment/ Audit, Document(s) Requested, Adjudication, Duty Drawback, Licenses & Quotas, User Support System, Financial Securities, Carrier Declaration, Refund Management, M.I.S., and Payment Management.

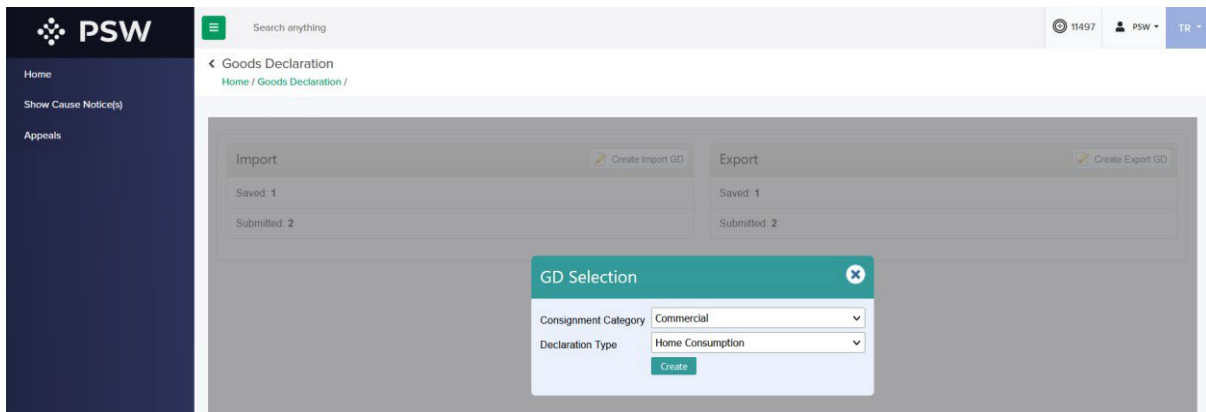
### 8.3.1-a Association of Financial Instrument with Declaration

- ii. Upon click on the goods declaration option, an interface will appear wherein you will have to select transaction type i.e. Import or Export



### 8.3.1-b Association of Financial Instrument with Declaration

iii. Upon click on the 'Create Import/Export GD' option, an interface will appear wherein you will have to select 'Consignment Category' and 'Declaration Type' related to transaction type and click on the 'Create' option.



### 8.3.1-c Association of Financial Instrument with Declaration iv.

Upon click on the 'Create' option, the declaration interface will appear.

### 8.3.1-d Association of Financial Instrument with Declaration

- v. You will have to perform following steps for association of financial instrument:
  - a. Under Financials section, you will have to select the 'Bank' from dropdown.
  - b. You will have to select the 'Mode of Payment'.



- c. You will have to select the 'IBAN number' if selected mode of payment is 'Open Account'. If selected mode of payment is other than 'Open Account', you will not be required to select the IBAN number.

Financials (Hide)

Payment Terms: ---SELECT PAYMENT TERM---

Bank: ---SELECT BANK---      Mode of Payment: ---SELECT MODE OF PAYMENT---

IBAN Number: ---SELECT IBAN---

Delivery Term: ---SELECT DELIVERY TERM---      Currency: ---SELECT CURRENCY---

FOB Value:       Freight:

CFR Value:       Insurance:  %

Landing Charges:  %      Assessed Value (Rs):

Other Charges:       Exchange Rate:

### 8.3.1-e Association of Financial Instrument with Declaration

- d. For associating financial instrument in transactions where mode of payment is other than 'Open Account', click on the 'Add Financial Instrument' option in 'Add Financial Instrument section'.

Financial Instrument (Hide)

[Add Financial Instrument](#)

### 8.3.1-f Association of Financial Instrument with Declaration

- e. Upon click on the option, an interface will appear detailing all the financial instruments issued against the NTN and communicated to PSW electronically by bank.

SRC <> Financial Instrument Lookup

Search Criteria	Number	Importer	Total Invoice Value	Balance Invoice Value	Exporter Name	LC No	Invoice Currency
Number	CBN-EI-000002-14072021	Schlumberger Seaco Inc.	5000.00	5000.00	New Supplier	2009LCS2004800PK	US \$ <a href="#">View</a>

Go to page:  [Go](#) Page 1 Of 1

[Search](#) [Clear](#)

### 8.3.1-g Association of Financial Instrument with Declaration

- f. Click on the financial instrument record to associate it with the declaration. Upon click on the financial instrument record, financial instrument will be associated with declaration and updated in the financial instrument association section.

Financial Instrument (Hide)

[Add Financial Instrument](#)

S.No.	Number	Amount	Currency	
1	CBN-EI-000002-14072021	5000.0002	US \$	<a href="#">Delete</a> <a href="#">View</a>



### 8.3.1-h Association of Financial Instrument with Declaration

g. You will have the option to view or delete the added financial instrument.

*Note: This user manual explains association of financial instrument with Goods declaration. For complete information on association of financial instrument with Single declaration, a comprehensive user manual will be circulated at the time of roll out of Single Declaration filing in PSW.*

## 9 PROCEDURAL INSTRUCTIONS FOR YOUR GUIDANCE

### 9.1 Imports

- I. You will be able to file Import declaration against modes of payment authorized by your bank in your banking profile communicated to PSW.
- II. You shall approach your bank for issuance of financial instrument/initiation of financial transaction such as opening of LC, making of advance payment or registration of contract. While filing of declaration, you will be required to associate financial instrument for following payment modes:
  - i. Letter of Credit
  - ii. Contract/Collection
  - iii. Advance Payment
- III. You will not be required to associate financial instrument with declaration if selected mode of payment in declaration is Open Account, except where cash margin is required, as provided at Sr. IX below. After clearance of the goods, you will have to visit your bank for effecting remittance abroad within prescribed time as per foreign exchange regulations.
- IV. Your NTN in financial instrument will be matched with declaration NTN.
- V. You will have to select same currency in Import Declaration which is of financial instrument.
- VI. Declared value in declaration shall be equal or less than associated financial instrument's value. If declared value is greater than associated financial instrument's value, the system will not allow submission of declaration. You will have to select other financial instrument having equal or greater value. Alternatively, you may approach bank for sharing update of financial instrument. The bank may share update of financial instrument having value equal to or greater than declared value enabling you to file declaration.
- VII. While associating financial instrument with declaration, financial instrument shall be in active status as its Expiry Date will be checked. If a financial instrument is expired, the system shall not allow association of expired financial instrument with declaration.
- VIII. In a declaration, only one (1) financial instrument can be associated whereas one (1) financial instrument can be associated with multiple declarations if balance is available.
- IX. For Imports requiring "Cash Margin" as per SBP regulations, you will need to approach your bank to communicate the required information/message to PSW before filing declaration.
- X. For Imports falling in "Remittance not involved" category as per SBP regulations, you will need to approach your bank to communicate the required information/message to PSW before filing declaration.





- XI. 'Cash Margin' and 'Remittance not involved' message from bank can only be attached with one (1) declaration only.
- XII. While associating Advance Payment financial instrument with declaration, PSW will check if Bank Debit Advice (BDA) has been communicated to PSW by your bank electronically. If BDA is not shared by your bank, the system will not allow association of advance payment financial instrument with declaration.
- XIII. For replacement of wrongly associated financial instrument in declaration, you shall be required to approach AC/DC MIS of the concerned collectorate who has the authority to replace wrongly associated financial instrument with declaration after performing due diligence. Financial instrument can be replaced at any time irrespective of declaration status.
- XIV. If your import pertains to following type of declaration, you will not be subject to above mentioned legal and procedural requirements:
  - i. Transshipment (TP-Local)
  - ii. Afghan Transit Trade (All types), TIR (Transit consignments)
  - iii. Ex-bond iv. Baggage & Unaccompanied Baggage, Vehicle baggage
  - v. Courier
  - vi. Privileged persons
  - vii. Defense Imports
  - viii. ATA Carnet ix. Section 22 Imports
  - x. EPZA Imports
- XV. You will not be required to associate financial instrument if your declaration value is  $\leq 500\$$  and weight is  $\leq 100\text{KG}$ . You will not be subject to legal and procedural requirements if your import falls under exemption regimes specified under PCT codes of 9901, 9902, 9903, 9905, 9908, 9909, 9910, 9911, 9913, 9916, 9917 Pakistan Customs Tariff {Section 6B(xiii) of FE Manual Chapter 13 (Imports) read with Pakistan Customs Tariff}.
- XVI. For imports taking place through One Customs, financial instrument shall be issued by banks upon request of importers for all modes of imports. You shall approach respective designated officer of Customs to get the financial instrument associated with One Customs GD.

## 9.2 Exports

- I. You will be able to file Export declaration against modes of payment authorized by your bank in your banking profile communicated to PSW.
- II. While filing Export declaration, you will be required to associate financial instrument for following payment modes:
  - i. Letter of Credit
  - ii. Contract/Collection
  - iii. Advance Payment
- III. You will not be required to associate financial instrument with declaration if selected mode of payment in declaration is Open Account. After shipment of the goods, the required foreign exchange should be remitted to your account within prescribed time as per foreign exchange regulations.
- IV. Your NTN in Financial Instrument will be matched with declaration NTN.



- V. You will have to select same currency in declaration which is of Financial Instrument.
- VI. Declared value in declaration shall be equal to or less than associated financial instrument's value. If declared value in declaration is greater than associated financial instrument's value, the system will not allow submission of declaration. AD can share updated financial instrument having value greater than declared value.
- VII. While associating financial instrument with declaration, financial instrument shall be in active status as its Expiry Date will be checked. If a financial instrument is expired, the system shall not allow association of expired financial instrument with declaration.
- VIII. With a declaration, multiple financial instruments of same bank/AD can be associated, and those financial instruments can be re-used in other declarations if balance is available.
- IX. If multiple financial instruments are attached in declaration, the system will consume the financial instruments based on financial instrument association order with declaration.
- X. For replacement of wrongly associated financial instrument in declaration, you shall be required to approach AC/DC MIS of the concerned collectorate who has the authority to replace wrongly associated financial instrument with declaration after performing due diligence. Financial instrument can only be replaced if consignment is not yet shipped/cleared. After shipment/clearance of consignment, financial instrument cannot be replaced.
- XI. If your export pertains to following types of declaration, you will not be subject to above mentioned legal and procedural requirements {Section 2 of FE Manual Chapter 12 (Exports) read with Section 4(4) of Export Policy Order 2020}:
- i. Export of Returning Exhibition goods
  - ii. Export of Samples, as prescribed in Export Policy Order (EPO)
  - iii. Export to Abroad from Export Processing Zones (EPZ) iv. Export from Export Processing Zones (EPZ) to Afghanistan
  - v. Export via Courier (Consolidated Courier GD)
  - vi. Export of Stores-General Item (Ship Stores)
  - vii. Export of Ship Stores-POL Products (Fuel of Vessel/Plane)
  - viii. International Mail – Export (Export of Courier through GPO)
  - ix. Relief/donation/charity/Currency (Notes I Coins) Exports
  - x. Repair/Rejected Goods (if attached NOC has No Form E required flag checked)
- XII. The exports will be exempted from this regime if declaration falls under below criteria {Section 2 of FE Manual Chapter 12 (Exports) read with Section 4(4) of Export Policy Order 2020}:
- i. Collectorate is of land border; and
  - ii. Collectorate codes are 'TLCE','QCHE','QTFE','PNJE','PGHE','PKHE','PAAE'; and
  - iii. Declaration Currency is Pak rupees; & iv. PCT range is between:

Starting Hs Code	Ending Hs Code
0201.0000	0201.9999
0203.0000	0203.9999
0204.0000	0204.9999
0206.0000	0206.9999
0208.0000	0208.9999



0401.0000	0401.9999
0402.0000	0402.9999
0403.0000	0403.9999
0404.0000	0404.9999
0405.0000	0405.9999
0406.0000	0406.9999
0701.0000	0701.9999
0702.0000	0702.9999
0703.0000	0703.9999
0704.0000	0704.9999
0705.0000	0705.9999
0706.0000	0706.9999
0707.0000	0707.9999
0708.0000	0708.9999
0709.0000	0709.9999
0801.0000	0801.9999
0802.0000	0802.9999
0803.0000	0803.9999
0804.0000	0804.9999
0805.0000	0805.9999
0806.0000	0806.9999
0807.0000	0807.9999
0808.0000	0808.9999
0809.0000	0809.9999
0810.0000	0810.9999
1006.1010	1006.1010
1006.1090	1006.1090
1006.2000	1006.2000
1006.3010	1006.3010
1006.3090	1006.3090
1006.4000	1006.4000
0301.0000	0305.9999
0105.9400	0105.9499
0201.0000	0204.9999
0206.0000	0207.9999
1704.0000	1704.9999
1905.0000	1905.9999
0700.0000	0899.9999
2304.0000	2306.9999
2308.0000	2308.9999
2501.0000	2501.9999
2523.0000	2523.9999



3000.0000	3099.9999
3605.0000	3605.9999
5000.0000	6399.9999
6802.0000	6802.9999
6810.0000	6810.9999
6904.0000	6905.9999
9018.0000	9018.9999

- XIII. For exports taking place through One Customs, financial instrument will be issued by banks upon request of exporters for all modes of exports. You shall approach respective designated officer of Customs to get the financial instrument associated with One Customs GD.

## 10 HANDLING OF TRANSITION CONSIGNMENTS:

After integration of your bank with PSW system, all consignments shall only be cleared as per afore mentioned mechanism with following exceptions:

- i. In cases where goods have been cleared by Pakistan Customs against EIF/EFE approved in WeBOC before switching of your bank to PSW and the import/export payment has not yet been affected, the bank shall file BDA/BCA against said EIF/EFE in the WeBOC.
- ii. In cases where EIF/EFE has been approved by your bank in WeBOC before switching to PSW and the same has not been utilized, the bank shall be required to provide requisite details of financial instruments in PSW through EDI as per applicable instructions. The EIF/EFE issued in such cases will be treated as cancelled.
- iii. In cases where EIF/EFE has been approved by your bank in WeBOC before switching to PSW and the same has been partially utilized in WeBOC, the bank shall be required to provide requisite details of financial instruments in PSW for the partially unutilized amount through EDI as per applicable instructions. The subsequent filing of partial declaration and sharing of BDA/BCA by bank against the import transaction shall be undertaken in PSW.

## 11 OBLIGATIONS AND RESPONSIBILITIES

### 11.1 Obligations of PSW

- iv. PSW will take all reasonable steps to safeguard the security of any information input by the Subscriber or information used by the Subscriber in connection with the "PSW System".
- v. The subscriber shall be entitled to all the functions and privileges available to them in the UID and no authority shall deprive them from transacting activities related to cross-border trade except in accordance with the law.
- vi. PSW will make endeavors to ensure that the "PSW System" remains available for the "Subscriber" round the clock for the entire period of subscription. It will make all



possible efforts to restore services in the shortest time possible in case of any disruption or nonavailability of services.

## 11.2 Obligations of the Subscriber

1. The Subscriber must read and accept the PSW Subscription Terms and Conditions (T&Cs). A full list of the T&Cs can be found here: <https://www.psw.gov.pk/app/subscription>
2. The Subscriber 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 Subscriber is responsible for the authenticity of the information provided.
3. The Subscriber is fully responsible for all activities that occur in the “PSW System” under the  
UIDs provided to them by PSW. The Subscriber 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 to the use of the “PSW System,” the subscribers will notify PSW System immediately.
4. The Subscriber shall not allow any unauthorized access to PSW systems utilizing their password.
5. The subscriber shall ensure that correct information is provided at the time of subscription. Any incorrect information provided by the subscriber at the time of subscription will not be validated from the concerned authorities and UID will not be issued in such case.

## 12 ACRONYMS & ABBREVIATIONS

S.No.	Acronyms	Definition
1	PSW	Pakistan Single Window
2	GD	Goods Declaration
3	AD	Authorized Dealer
4	EIF	Electronic Import Form
5	EFE	Electronic Form of Export
6	EDI	Electronic Data Interchange
7	WTO	World Trade Organization
8	NSW	National Single Window
9	IFC	International Finance Corporation
10	EODB	Ease of Doing Business
11	SBP	State Bank of Pakistan
12	SRO	Statutory Regulatory Order
13	MoC	Ministry of Commerce



14	MoTEX	Ministry of Textile Industries
15	MNFSR	Ministry of National Food Security & Research
16	FE	Foreign Exchange
17	KYC	Know Your Customer
18	BDA	Bank Debit Advice
19	BCA	Bank Credit Advice
20	CNIC	Computerized National Identity Card
21	NTN	National Tax Number
22	SIM	Subscriber Identity Module- Provided by Telecommunication Operator
23	UID	User Identity
24	SSE3	Streaming SIMD Extensions 3
25	OS	Operating System
26	IBAN	International Bank Account Number
27	OTP	One Time Password
28	HS Code	Harmonized System Code
29	<b>UOM</b>	<b>Unit of Measure</b>

## 13 CONTACT INFORMATION

Need Help or any kind of assistance? Please feel free to contact us through following options:



[051-111-772-772](tel:051-111-772-772)



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





+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk