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## **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 approvals need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and Other Government Agencies (OGA) fees.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the trader/customs agent to apply for the Entity registration, Drugs Sales License, Drugs Manufacturing License, Drugs Import License, and Release Order from the Drug Regulatory Authority of Pakistan (DRAP). The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.

This new platform will automate all trade-related business processes of DRAP (phasewise), including registrations. With the PSW system going live, there will be no DRAP office visits and manual submission of applications for the issuance of regulatory approvals. The processing of application will be done online, where you can have a clear visibility of the action being performed on the same.

## 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 DRAP Module

- A complete solution for online filling and processing of applications.
- It caters to all the needs of DRAP related to processing Release Order for Raw Material and Finished Drugs.
- A complete and comprehensive log of the activities on the trader's online request of registrations will be visible to the trader/custom agent in the system.
- The Dynamic User Management System provided to the DRAP will ensure proper performance monitoring against agreed performance benchmarks and key performance indicators.
- Communication between the officers and traders/custom agents will be done through the PSW system.

## 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 Business Process

## 5.1 User Login

i. Please visit "<u>www.psw.gov.pk</u>" and click on the 'Login' button.

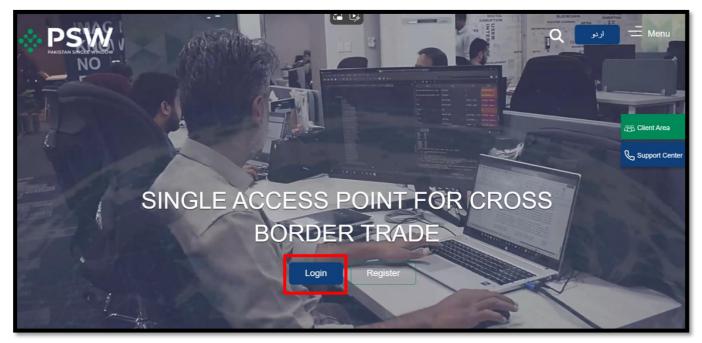


Figure 1

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

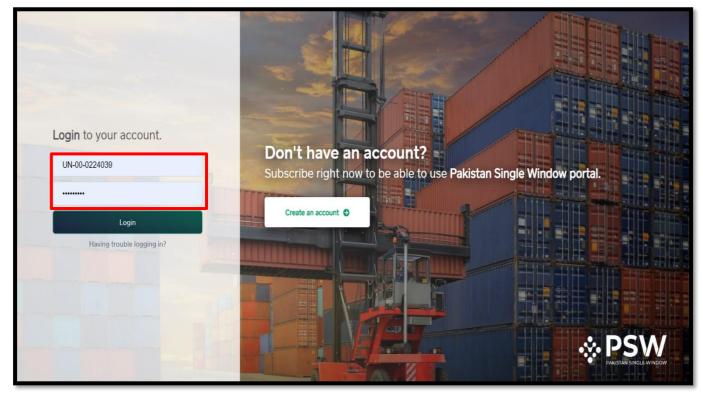


Figure 2

## 5.2 Release Order for Raw Material

## 5.2.1 Single Declaration

i. Upon successful log-in, a dashboard will appear. At the Home Screen, click on the 'Single Declaration' button.

<b>⇔PSW</b>	E Search anything			© 19991 🖉 - 🛓 ROYAL L	EATHER INDUSTRIES LIMITED V TR V
😤 Home	Dashboard Home /				
	Registration	Single Declaration	Child User Management	LPCO	Profile Management
	UPS UPS	Value Added Services	PSW Messages	WeBOC Messages	EIF/EFE Management
	Recoveries	Appeals	Feedback and Complaints	Complain Management System	Classification Committee
	Advance Ruling Issuance (ARI)	Authorize Customs Agent	Goods Declaration	Financial Instrument	Assessment/ Audit
	Document(s) Requested	Adjudication	Duty Drawback	Licenses & Quotas	User Support System
	Financial Securities	Carrier Declaration	Refund Management	M.I.S	Payment Management

Figure 3

ii. List of previous declaration will appear, click on 'Create Declaration' in Import tab.

<b>≡</b> Sear	ch anything						③ 19991	THER INDUSTRIES LIMITED	TR 🔻
Single Dec Home / Singl	laration le Declaration /								
		Singl	le Declarations	Goods Declarations					
Import	Create Declaration	Import	Single Declarations (S	aved)				Search	
	Ű	S.No.	Reference Number	BL Number	IGM Number	Declaration Type	Trader Name		
Export	Đ	1	0000095-27122023	BL4476634331	KPPI-0439-19102023	Home Consumption	ROYAL LEATHER INDUSTRIES LIMIT	ED	<b>^</b>
★ Saved		2	0000094-27122023	BL2223887431	KPPI-0439-19102023	Home Consumption	ROYAL LEATHER INDUSTRIES LIMIT	ED	
<b>7</b>	<b>4</b>	3	0000093-21122023	BL0057374341	KPPI-0439-19102023	Home Consumption	ROYAL LEATHER INDUSTRIES LIMIT	ED	
		4	0000088-19122023			Home Consumption			
Transit		5	0000086-19122023			Home Consumption			
★ Saved	d √ Submitted 0	6	0000085-19122023			Home Consumption			
		7	0000084-18122023	BL11787287571	KPPI-0345-31082023	Home Consumption	ROYAL LEATHER INDUSTRIES LIMIT	ED	J.
		•							•

Figure 4

# iii. User Shall select Consignment Category and Declaration Type from the dropdown menu.

Search a	nything				◎ 19991 S + ROYAL LEATHER INDUSTRIE	ES LIMITED 🔻 TR 👻
ngle Declara ome / Single De						
Import	•	Single	e Declarations Go	oods Declarations		
* Saved	√ Submitted	Import	Single Declarations (Save	a)	Search	Q
16	11	S.No.	Reference Number	Choose the declaration type     ×	Trader Name	
Export	÷	1	0000095-27122023	Consignment Category Select consignment category	ROYAL LEATHER INDUSTRIES LIMITED	A
		2	0000094-27122023	Commercial	ROYAL LEATHER INDUSTRIES LIMITED	
★ Saved	√ Submitted 4	3	0000093-21122023	Select declaration type	ROYAL LEATHER INDUSTRIES LIMITED	
		4	0000088-19122023	Confirm Cancel		
Transit		5	0000086-19122023	Home Consumption		
★ Saved	√ Submitted 0	6	0000085-19122023	Home Consumption		
		7	0000084-18122023	BL11787287571 KPPI-0345-31082023 Home Consumption	ROYAL LEATHER INDUSTRIES LIMITED	
		•				•

Figure 5

- iv. Consignment Information page will be displayed, enter all required details,
  - BL Number/Airway Bill Number
  - > BL Date
  - > VIR Number

then press 'Get IGM Info' button, details will be auto fetched provided in BL, then press 'Save & Proceed' button.

E Search anything			<b>()</b> 19991	S ROYAL LEATHER INDUSTRIES LIMITED - TR -
Single Declaration Home / Single Declaration / Create Single [	Declaration /			
<b>Step 1 of 6</b> Please complete all the steps to file a single	e declaration. All fields are mandatory except the ones marked a	s Optional.		Save & Proceed
Consignment Information				BL 💽 Th
Financial Information	NTN / FTN / EPZ	BL Number		BL Date
Commodity Information	0453562	BL4476634331		23-12-2023
Documents	VIR Number			Barter Quota
Review And Validate	KPPI-0439-19102023 × Q	Get IGM Info		Approval Number > Q
Payment Procedure				
	Port of Shipment	Collectorate		Shed / Location
	Boundary	Port Qasim (imports), karachi	•	Qasim International Container Terminal
	Consignee Name	Consignee Address		Consignee Name (As per Manifest)
	ROYAL LEATHER INDUSTRIES LIMITED	26-B ZAMAN PARK SUNDAR DAS ROAD	*	SHAMSI TRADERS
	Consignor Name	Consignor Address		Consignment Mode
	ANHUI JIANGHUAI AUTOMOBILE CO., LTD	ADD: NO.18 HEPAI ROAD, HEFEI CHINA		Containerized
	Gross Weight (MT)	Net Weight (MT)		

Figure 6

Copyright © Pakistan Single

v. Here, the user will add financial information, once required fields are filled, user shall press 'Save and Proceed' button to proceed further.

Search anything					19991	Sector Secto	AL LEATHER INDUSTRIES	LIMITED - TR -
Single Declaration Home / Single Declaration / Create Single Dec	laration /							
Step 2 of 6 Please complete all the steps to file a single d	eclaration. All fields are mandatory except	the ones marked as <b>Op</b>	tional.				🗢 Back 🕞 Save 😒	Save & Proceed 🕥
Consignment Information	<b>⇒</b>   ::::   ⊇   fn							
Financial Information Commodity Information	Currency United States Dollar	¥	Exchange Rate 302.95		*	Delivery Term Cost And Frei	ight (CFR)	×
Documents	Bank Name		IBAN			Mode of Paymen	t	
Review And Validate	Dubai Islamic Bank Pakistan Ltd	•	Please select IBAN		•	Please select	Mode of Payment	*
Payment Procedure	Invoice Number Invoice Number		Invoice Date day-month-year			Financial Instrum	<b>eent No</b> al Instrument number or sel	ect from list
								+ Add
	S No. Financial Instrument No	Mode Of Payment	Consignee Name	Consignor Name	Tot	tal Value	Remaining Value	Consumed Value
	1	Open Account			4.0	1000	4.0000	4.0000
	•							•
	LC Number		LC Date		Ē	FOB USD		

Figure 7

User will be able to add two types of commodities:

- > Raw Material/Packing Details/Controlled Medicines
- Finished Drugs

### 5.2.1.1 Raw Material

i. User will add 'Commodity Information' by clicking 'Add Commodity button.

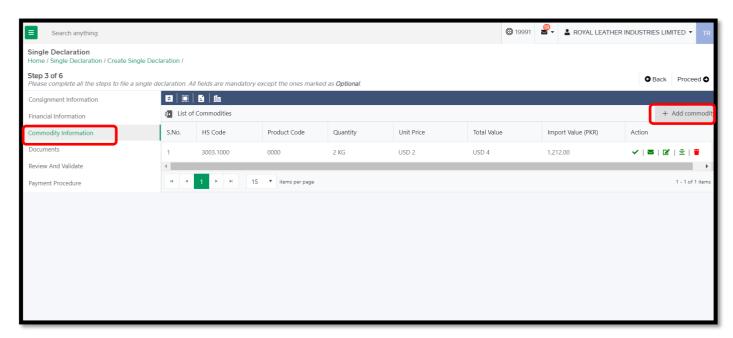


Figure 8

ii. User will click on search button and select relevant HS Code from the list, then select product code from the dropdown menu. Details will be auto populated based on selected HS & Product Code.

E Search anything			19985	 ROYAL LEATHER INDUSTRIES LIMITED - TR	*
Single Declaration Home / Single Declaration / Create Single Decl	aration /				
Step 3 of 6 Please complete all the steps to file a single de	eclaration. All fields are mandatory except the ones marked as <b>Op</b>	ptional.		Seack Proceed	
Consignment Information	≺ Back to Commodities List 😫 🗰				
Financial Information	General Information			^	
Commodity Information					
Documents	Ministry quota not be applied, want to freely import this HS 0	Code			
Review And Validate	HS Code 2806.1000	Product Code Please enter product code		t Description cted product code description	
Payment Procedure		0000- Hydrogen chloride (hydrochloric acid)	-		
	Tariff Description -HYDROGEN CHLORIDE (HYDROCHLORIC ACID)				
	Declared Description				
	Please enter declared description				
	Valuation Rulings Select from List	Q			

Figure 9

iii. Add details of the declared description. Regulatory agency will be automatically selected based on product code.

Step 3 of 6 Please complete all the steps to file a single de Consignment mormation	claration. All fields are mandatory except the ones marked as <b>Optional</b> .
Financial Information	General Information
Commodity Information	
Documents	Ministry quota not be applied, want to freely import this HS Code
Review And Validate	HS Code Product Description 2806.1000 • Q 0000- Hydrogen chloride (hydrochloric acid) • Hydrogen chloride (hydrochloric acid)
Payment Procedure	2006.1000 • • • • • • • • • • • • • • • • • •
	Tariff Description -HYDROGEN CHLORIDE (HYDROCHLORIC ACID)  Declared Description Declared Description
	Valuation Rulings       Select from List
	S     Regulatory Departments       1     Drug Regulatory Authority of Pakistan

Figure 10

User will fill in all required supporting information. iv.

<b>Step 3 of 6</b> <i>Please complete all the steps to file a single de</i> Financial Information	eclaration. All fields are mandatory except the General Information	e ones marked as <b>Optional</b> .				Back	Proceed O
Commodity Information	Supporting Information						~
Documents							
Review And Validate	Unit Of Measure	Quantity (Assessment Purpose)		Unit Of Measure (Statistical Purpose) (Optiona	al)	Quantity (Statistical Purpose)	
Payment Procedure	(Assessment Purpose) KG	0	*	Please select Unit Of Measure (Stati	•	0	\$
	Unit Of Measure (International Traded) (Optional)	Quantity (International Traded) (Optional		Unit Value (USD)		Total Value	
	Please select Unit Of Measure (Inter		* *	0	;	0	\$
	Import Value (PKR)	Unit Value (As per invoice)		Item Import Type		Origin	
	0	0	*	Item Import Type	•	Origin	*
	Security Request	Publication Price           Publication Price	٩	The device does not have a SIM card			
	SROs / Exemptions						~
	OGA's Required Information						~
							Save



User shall fill OGA's required information and click on 'Get Documentary v. Requirement'.

Step 3 of 6 Please complete all the steps to file a single de	eclaration. All fields are mandatory except the ones marke	d as <b>Op</b>	tional.		Sack Proceed S
	SROs / Exemptions				v
	OGA's Required Information				÷
	Purpose		Specific Description		Name of Drug
	Please select purpose	•		•	Please enter name of drug
	Commercial Test Analysis		Packaging		Batch no
	Please enter reason of import		Please enter packaging		Please enter batch no
	Batch Manufacturing Date		IGM Date		Batch Expiry Date
	day-month-year		day-month-year	ti)	day-month-year
	Shelf life Duration		Total Shelf Life Value		Import Authorization No
	Please select shelf life duration	•	0	\$	Please enter import authorization no
					Get Documentary Requirement
					Save



Note: For controlled medicines import authorization number is mandatory.

vi. User shall upload and attach all required documents.

<b>Step 3 of 6</b> Please complete all the steps to file a single d	eclaration. All fields are mandatory except the ones marked as <b>Optional</b> .		Back Proceed
	Publication Price	<b>&gt;</b> 4	
	SROs / Exemptions		•
	OGA's Required Information		*
	Required Documents		~
	Document Name	Actions	
	+ Batch Certificate	±.	A
	+ Certificate of Analysis	±.	
	+ DRAP Import License Registration	£	
	+ Import Authorization Certificate	۵.	
	+ Master Formula	٤.	
	+ Undertaking Form 3	<u>*</u>	
			Save

Figure 13

Note: Kindly select correct HS Code, Product code, Purpose of Import and specific description as per the license that user shall associate with single Declaration.

vii. Upon clicking on action icon against DRAP Import License Registration from Required Document list, User shall attach relevant Drug Import License.

				, 4	
	SROs / Ex	remptions			
	OGA's Re	quired Information			
Search Import License	S.No.	Document Name	Actions		
Import License number	+ 1	DIL-C-42230B	0		A
Search	+ 2	DIL-C-A51BD4	0		
Starth	+ 3	DIL-C-307DF0	0		
Reset	+ 4	DIL-C-22AB0A	۲		
Keset					×
Close	H 4	1 ▶ ₩ 15 ▼ ite	ems per page		1 - 4 of 4 item;
	+	Master Formula		Ť	
	+	Undertaking Form 3		<b>±</b>	
					• • • • • • • • • • • • • • • • • • •
					_

Figure 14

viii. User shall expand Drug Import License by clicking on '+' icon and click on the desired HS Code detail to associate the import license.

						on Price *	<u> </u>				
	SI	ROs / Exen	nptions								
	O	GA's Requ	ired Information								
Search Import License		S.No.	Document Name		Actions						
Import License number	] -	1	DIL-C-42230B		0						Î
Search		Hs Cod	de	Product	Code	Specific Description	Quantity B	alance	Quantity Consumed	Quantity Allowed	
		2806.1	000	0000		Hydrogen chloride (hydrochloric acid)	0		0	0	
Reset		2006 1	000	0000		Hydrogen chloride	0		0	0	+
Close	н	· 1	► H 15	<ul> <li>items</li> </ul>	per page					1 - 4 c	of 4 items
		+ M	aster Formula					£			
		+ Ur	ndertaking Form 3					£			
		•									

Figure 15

ix. After attaching Drug Import License and uploading all documents, User shall press save button to add the commodity.

Search anything							🗐 🚽 💄 ROYAL LEATHER II	NDUSTRIES LIMITED TR	
Single Declaration Home / Single Declaration / Create Single Declaration /									
Step 3 of 6 Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as <b>Optional</b> .									
Consignment Information	÷   📖	E   fin							
Financial Information	🥵 List of	Commodities						+ Add commodi	
Commodity Information	S.No.	HS Code	Product Code	Quantity	Unit Price	Total Value	Import Value (PKR)	Action	
Documents	1	3003.1000	0000	2 KG	USD 2	USD 4	1,212.00	🗸   🖾   🗭   🗮   🍯	
Review And Validate	•							•	
Payment Procedure	H 4	1 🕨 🕨 15	<ul> <li>items per page</li> </ul>					1 - 1 of 1 items	

Figure 16

## 3.1. Finished Drug

i. User will add 'Commodity Information' by clicking 'Add' Commodity button.

Search anything						<b>(6)</b> 19991	ROYAL LEATH	
ingle Declaration ome / Single Declaration / Create Sir	gle Declaration /							
<b>tep 3 of 6</b> lease complete all the steps to file a :	single declaration. A	ll fields are mandator,	except the ones marke	ed as <b>Optional</b> .				Back Proceed
onsignment Information	<b>a</b>							
inancial Information	🐠 List o	Commodities						+ Add commo
ommodity Information	S.No.	HS Code	Product Code	Quantity	Unit Price	Total Value	Import Value (PKR)	Action
ocuments	1	3003.1000	0000	2 KG	USD 2	USD 4	1,212.00	🗸   🔤   🗭   🚊   🍍
eview And Validate	•							
ayment Procedure	н н	1 ▶ ▶ 1	5 🔹 items per page					1 - 1 of 1 iter

Figure 17

ii. User will click on search button and select relevant HS Code from the list, then select product code from the dropdown menu.

E Search anything			19985			TR 👻
Single Declaration Home / Single Declaration / Create Single Decl	aration /					
<b>Step 3 of 6</b> Please complete all the steps to file a single de	eclaration. All fields are mandatory except the ones marked as <b>O</b>	ptional.			C Back Proceed	0
Consignment Information	≺ Back to Commodities List 😝 📰 🖹 🕯					
Financial Information	General Information					^
Commodity Information						
Documents	Ministry quota not be applied, want to freely import this HS	Code	_			
Review And Validate	HS Code	Product Code Please enter product code			t Description	
Payment Procedure	2000.1000	0000- Hydrogen chloride (hydrochloric acid)	-	Dere	ered product code description	
	Tariff Description -HYDROGEN CHLORIDE (HYDROCHLORIC ACID) Declared Description	0000- nydrogen chloride (hydrochloric aclu)				
	Please enter declared description Valuation Rulings Select from List	٩				

Figure 18

iii. Add details of the declared description. Regulatory agency will be automatically selected based on product code.

Step 3 of 6 Please complete all the steps to file a single de consignment mormation	claration. All fields are mandatory except the ones marked as <b>Optional</b> .
Financial Information	General Information
Commodity Information	
Documents	Ministry quota not be applied, want to freely import this HS Code
Review And Validate	HS Code Product Code Product Description 2806,1000 V Q 0000- Hydrogen chloride (hydrochloric acid) V - Hydrogen chloride (hydrochloric acid)
Payment Procedure	2806.1000 • Q 0000- Hydrogen chloride (hydrochloric acid) • Hydrogen chloride (hydrochloric acid)
	Tarlf Description  -HYDROGEN CHLORIDE (HYDROCHLORIC ACID)  Declared Description  Declared Description
	Valuation Rulings       Select from List
	S Regulatory Departments
	1 Drug Regulatory Authority of Pakistan

Figure 19

### *iv.* User will fill in all required supporting information.

<b>Step 3 of 6</b> <i>Please complete all the steps to file a single de</i> Financial Information	cclaration. All fields are mandatory except the one General Information	es marked as <b>Optional</b> .				Back	Proceed O			
Commodity Information	Supporting Information						~			
Documents										
Review And Validate	Unit Of Measure	Quantity (Assessment Purpose)		Unit Of Measure (Statistical Purpose) (Optic	onal)	Quantity (Statistical Purpose)				
Payment Procedure	(Assessment Purpose)	0	-	Please select Unit Of Measure (Stati	•	0	\$			
	KG									
	Unit Of Measure (International Traded)	Quantity (International Traded) (Optional)		Unit Value (USD)		Total Value				
	(Optional)	0	*	0	*	0	÷			
	Please select Unit Of Measure (Inter									
	Import Value (PKR)	Unit Value (As per invoice)		Item Import Type		Origin				
	0	0	-	Item Import Type	•	Origin	•			
	Security Request	Publication Price		The device does not have a SIM card						
		Publication Price >	۹							
	SROs / Exemptions						*			
	OGA's Required Information									
							Save			

Figure 20

v. User shall fill OGA's required information and click on 'Get Documentary Requirement.

<b>Step 3 of 6</b> <i>Please complete all the steps to file a single dec</i>	claration. All fields are mandatory except the ones marked	as <b>Opt</b>	tional.		O Back	Proceed 🕥					
	SROs / Exemptions					~					
-	OGA's Required Information		~								
	Purpose	_	Specific Description		Name of Drug						
	Please select purpose	*	Please select specific description	*	Please enter name of drug						
	Commercial										
	Test Analysis		Packaging		Batch no						
	Please enter reason of import		Please enter packaging		Please enter batch no						
	Batch Manufacturing Date		IGM Date		Batch Expiry Date						
	day-month-year	ti	day-month-year		day-month-year	<b></b>					
	Shelf life Duration		Total Shelf Life Value		Import Authorization No						
	Please select shelf life duration	•	0	Ŧ	Please enter import authorization no						
					Get Documentary	Requirement					
						Save					

Figure 21

vi. User shall upload and attach all required documents.

<b>Step 3 of 6</b> <i>Please complete all the steps to file a single de</i>	eclaration. All fields are mandatory except the ones marked as <b>Optional</b> . Publication Price	· · · ·	Back Proceed						
	SROs / Exemptions	v							
	OGA's Required Information								
	Required Documents		*						
	Document Name	Actions							
	+ Batch Certificate	£							
	+ Certificate of Analysis	<u>*</u>							
	+ DRAP Import License Registration	±							
	+ Import Authorization Certificate	£							
	+ Master Formula	£							
	+ Undertaking Form 3	£							
			•						
			Save						

Figure 22

vii. Upon clicking on DRAP Drug Registration, the User shall search and select for DDR number.

<b>Step 3 of 6</b> Please complete all the steps to file a single de	eclar	ation. All fi	ields are mandatory except the	e ones marked as <b>Optional</b> .		Back Proceed
	s	ROs / Exen	nptions			~
	c	)GA's Requ	ired Information			~
	R	lequired Do	ocuments			
Search Drug Registration		S.No.	Request Document No	Actions		
Request Document No	+	1	DDR-308D86	0		
Search	+	2	DDR-292284	•		
	+	3	DDR-78D9AD	0		
	+	4	DDR-1D199A	0		
Reset		-		0		
Close	н	- ▲ 1	▶ ▶ 15 ▼ items	s per page		1 - 13 of 13 items
		+ Pr	oduct Registration and Renewal		±.	
		+ Ur	ndertaking Form 3		<b>±</b>	*
		•				•
						Save

Figure 23

viii. User shall select Drug Sale License number.

Step 3 of 6 Please complete all the steps to file a single d	eclaration	. All fields are mandatory excep	t the ones marked as <b>Optional</b>	!		Back Proceed			
	SROs /	/ Exemptions							
	OGA's	A's Required Information							
	Requir	red Documents							
Search Drug Sale License	S.No.	Request Document Number	Document Name	Expiry Date	Actions				
Request Document No Search Reset	1	DSL-76162E	23232323	31-12-9999	٢				
Close	H 4	1 ► ► 15 <b>▼</b>	items per page			1 - 1 of 1 items			
	+	Product Registration and Rene	ewal		<u>±</u>				
	+	Undertaking Form 3			±				
						Save			

Figure 24

ix. Commodity will be added, similarly user can add multiple commodities through same process.

Search anything						<b>◎</b> 1999	1 🖉 - 💄 ROYAL LEATH	IER INDUSTRIES LIMITED 🔻
Single Declaration Home / Single Declaration / Create Si	ngle Declaration /							
<b>Step 3 of 6</b> Please complete all the steps to file a	single declaration.	All fields are mandato	ry except the ones mar	ked as <b>Optional</b> .				Back     Proceed
Consignment Information	<b>e</b>	🗈   🏛						
Financial Information	🤹 List o	of Commodities						+ Add commo
Commodity Information	S.No.	HS Code	Product Code	Quantity	Unit Price	Total Value	Import Value (PKR)	Action
Documents	1	3003.1000	0000	2 KG	USD 2	USD 4	1,212.00	🗸   🖾   🗷   ±   📋
Review And Validate								
Payment Procedure	н ч	1 F H	15 🔹 items per page					1 - 1 of 1 iter

Figure 25

#### **x.** Once a commodity is added, the user will have to upload all relevant documents.

■ Search anything		199	191 🖉	ROYAL LEATHER INDUSTRIES LIMITED • TR							
Single Declaration Home / Single Declaration / Create Single Declaration /											
<b>Step 4 of 6</b> <i>Please complete all the steps to file a single de</i>	claration. All fields are mandatory except the ones marked as Optional.			G Back Proceed							
Consignment Information											
Financial Information	Document Type			Ū							
Commodity Information	Select Document Type			Ţ							
Documents	Document Name	Actions									
Review And Validate											
Payment Procedure	+ Invoice	Ŧ									
	+ Packing List	±.									
				,							

Figure 26

**xi.** Upon uploading documents, the user shall validate all information provided. Then press the 'Validate & Proceed' button.

E Search anything			ROYAL LEATHER INDUSTRIES LIMITED	) <b>•</b> TF						
Single Declaration Home / Single Declaration / Create Single Declar	ation /									
		is are mandatory except the ones marked as <b>Optional</b> .		Back <u>Validate &amp; Pro </u>	<u>oceed</u> <					
Consignment Information	=   📖   🗈	fu		Check Dut	ties & Tax					
Financial Information	Collectorate									
Commodity Information	PortQasim (imports), karachi BL4476634331									
Documents	Packages Information									
Review And Validate	S.No	No. of Package	Package Type							
Payment Procedure	1	2070	CARTONS							
	<				•					
	Containers II	nformation								
	S.No	Container No	Seal No							
	1	APLU6152360	6867		*					
	2	APLU7674002	3088		~					
	•				•					

Figure 27

### xii. A pop-up will appear as 'Validated' and your SD is validated successfully.

E Search anything				ROYAL LEATHER INDUSTRIES LIMITED TR		
Single Declaration Home / Single Declaration / Create Single Declara	ation /					
<b>Step 6 of 6</b> <i>Please complete all the steps to file a single decl</i>	aration. All fields are mandatory except the one	es marked as <b>Optional</b> .		Back Save and Submit		
Consignment Information						
Financial Information	Payment Advice					
Commodity Information	NTN		Trader Ad	dress		
Documents	0453562	IMIT	ED 26-B ZA	MAN PARK SUNDAR DAS ROAD		
Review And Validate						
Payment Procedure	FBR	Validated!				
	Fee Name	Your SD is validated successfully	Amount (PKR)			
	Customs Duty	ок јазе Ог	rder	PKR 2,000.00		
	Sales Tax	TRICESS.00				
	Income Tax	PKR 148.00				
	Additional Custom Duty	PKR 12.00				
	Additional Sales Tax	PKR 41.00		*		

Figure 28

## 5.2.2 Payments

i. Once the SD is filled, a payment screen will appear on the screen, the User can make payment through ATM, bank applications, online, 1-link or PD Account.

<b>∜PSW</b>	E Search anything					<b>③</b> 19991	Several Royal	LEATHER INDUSTRIES LIMITED TR				
😤 Home	Single Declaration Home / UPS / Payment Advice /											
	General Information	seneral Information				Mode of Payment						
	Payment Type Single Declaration	Creation Date & Time 27-12-2023 11:34 AM	Document Number -	VIR # KPPI-0439-19102023	Alternate Delivery Channels (ADC) PD Account PSID Total Payable Amount 10007420231227113433669 PKR 3,587 ER							
	Trader NTN # 0453562	BL/AWB # BL4476634331	Business Name ROYAL LEATHER INDUSTRIES LIMITED	Agent Name ROYAL LEATHER INDUSTRIES LIMITED			1227113433669					
	Payment Breakup		Amount (PKR)									
	+ Goods Declaration		PKR 1,587		^							
	DRAP Release Order		PKR 2,000				Cancel					
					-							

Figure 28

## 5.2.3 Status of Release Order

i. Once the payment is done, the request will be assigned to relevant DRAP officer and status of the request will show as 'Assigned to Officer'.

PSW	E Searc	h anything				C	19991	ROYAL LEATHER INDUST	TRIES LIMITED -
ome	Release Ord Home / LPCO	<b>ler</b> / Release Orders /							
	In Queue	6 Provisionally	Approved 0						
	List of Re	elease Orders						Search	Q
	rent INU	SD Number	GD Number	be Number	trader Name / Agent N	Certificate Nu	submitted On	Status	Action
		SD-I-0000029- 27122023	KPPI-HC-645-27-12- 2023	BL4476634331	ROYAL LEATHER INDUSTRIES LIMITED		27-12-2023	Assigned to officer	
		SD-I-0000027- 20122023	KPPI-HC-643-20-12- 2023	DL 559976941	ROYAL LEATHER INDUSTRIES LIMITED		20 12 2020	Documents submitted	
		SD-I-0000026- 19122023	KPPI-HC-642-19-12- 2023	BL-444667771	ROYAL LEATHER INDUSTRIES LIMITED		19-12-2023	Assigned to officer	
		SD-I-0000025- 19122023	KPPI-HC-641-19-12- 2023	BL-555344221	ROYAL LEATHER INDUSTRIES LIMITED		19-12-2023	Assigned to officer	
		SD-I-0000024- 18122023	KPPI-HC-640-18-12- 2023	BL11787287571	ROYAL LEATHER INDUSTRIES LIMITED	RO- 91F2ED/2023	18-12-2023	Approved	₽
	4	SD-I-0000023-	KPPI-HC-639-18-12-	BL3487374741	ROYAL LEATHER		18-12-2023	Payment Received	_



# 6. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: support@psw.gov.pk Phone: 021-111-1sss11-779





info@psw.gov.pk

www.psw.gov.pk