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Pakistan Single Window

International Trade and Transit Matters

User Guide

Subscription and Registration with Customs

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Table of Contents

Welcom	e to Pakistan Single Window Subscription!	
1. Int	roduction	4
2. Bao	kground	4
3. PS\	N Subscription – Procedure, Salient Features and Dividends	4
3.1	Subscription Procedure	
3.2	Salient Features of PSW Subscription	5
3.3	Dividends of Subscribing to PSW	5
4. Wh	at you will need to Subscribe	5
4.1	System Requirements	5
4.2	Subscription Requirements	6
5. Let	's get started!	6
5.1	Subscription Process	6
5.2	Resume Subscription to PSW Portal	
5.3	Login to PSW Portal	
5.4	Forgot Password	
5.5	Registration with Customs through PSW Portal	
5.5	.1 Register as Trader	
5.5	.2 Register as Customs Agent	
6. Ob	igations and responsibilities	
6.1	Obligations of PSW	
6.2	Obligations of the Subscriber	
7. Acr	onyms & Abbreviations	

Table of Figures

Figure 1.6.1-a Subscription Process	
Figure 1.6.1-b Subscription Process	
Figure 1.6.1-c Subscription Process	
Figure 1.6.1-d Subscription Process	
Figure 1.6.1-e Subscription Process	8
Figure 1.6.1-f Subscription Process	9
Figure 1.6.1-g Subscription Process	
Figure 1.6.1-h Subscription Process	10
Figure 1.6.1-i Subscription Process	10
Figure 1.6.1-j Subscription Process	11
Figure 1.6.1-k Subscription Process	
Figure 1.6.1-I Subscription Process	12
Figure 1.6.1-m Subscription Process	12
Figure 1.6.1-n Subscription Process	13
Figure 1.6.1-o Subscription Process	13
Figure 1.6.1-p Subscription Process	14
Figure 1.6.1-a Login to PSW Portal	15
Figure 1.6.1-b Login to PSW Portal	15
Figure 1.6.1-a Forgot Password	16
Figure 1.6.1-b Forgot Password	16
Figure 1.6.1-c Forgot Password	17
Figure 1.6.1-d Forgot Password	17
Figure 1.6.1-e Forgot Password	18
Figure 1.6.1-f Forgot Password	18
Figure 1.6.1-g Forgot Password	
Figure 1.6.1-a Register Trader	19
Figure 1.6.1-b Register Trader	20
Figure 1.6.1-c Register Trader	20
Figure 1.6.1-d Register Trader	21
Figure 1.6.1-e Register Trader	21
Figure 1.6.2-a Register as Customs Agent	22
Figure 1.6.2-b Register as Customs Agent	22
Figure 1.6.2-c Register as Customs Agent	23
Figure 1.6.2-d Register as Customs Agent	23
Figure 1.6.2-e Register as Customs Agent	24
Figure 1.6.2-f Register as Customs Agent	24



Welcome to Pakistan Single Window Subscription!

The Pakistan Single Window (PSW) user manual for Subscription and Registration is your step-bystep guide on how to obtain subscription of the PSW portal and procure registration in order to undertake cross border related trade activities. This handbook provides background of the PSW system while describing its key features. It also outlines some responsibilities and obligations of both the PSW and the Subscriber to use the PSW portal.

1. Introduction

Use of the PSW portal is allowed to users who are granted access by the system upon fulfillment of requirements provided in the <u>PSW Subscription Rules</u>. During subscription process the particulars of subscriber are electronically captured and verified from relevant departments and databases following the *Know Your Customer* (KYC) principle. Once subscription is obtained the same particulars are made available to different regulators integrated with PSW platform including Pakistan Customs for the purpose of registration of an entity, product or premises. This saves economic operators having to submit the same information physically or electronically for registration purposes to different public sector entities regulating international trade and transit in Pakistan.

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. The NSW is an electronic portal that allows parties involved in international 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 be submitted once. To implement NSW the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. The PSW Company established by Pakistan Customs, as a not-for-profit Company under Companies Act, 2017, has been designated as the Operating Entity under the said Act to develop and maintain the PSW portal in collaboration with 74 different public sector entities involved in regulation of cross border trade in Pakistan. PSW 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 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. PSW Subscription – Procedure, Salient Features and Dividends

3.1 Subscription Procedure

Subscription to the PSW Portal is easy and comprises the following steps:

- 1. Click the "Subscribe" button on the PSW Home page.
- Read the terms and conditions, accept Terms and Conditions and click on "Proceed" button.
- 3. Enter NTN and provide CNIC and Mobile Phone No for following validations;

- Email associated with NTN is required to be active for verification through One Time Password (OTP) and forwarding Login Credentials.
- Mobile number registered with selected CNIC will be verified through Pakistan Mobile Number Portability Database (PMD) and required for two factor authentication.

(Note: Mobile numbers registered in a Company name cannot be used for PSW subscription).

- 4. Deposit non-refundable subscription fee, through system generated Payment Slip ID (PSID).
- 5. Authentication and verification of subscriber will be performed through OTP sent on entered mobile phone number and Email address registered with FBR.
- 6. Your Biometric verification is needed to complete subscription. Visit your nearest NADRA e-Sahulat franchise for biometric verification.
- 7. After successful biometric verification a link will be sent to your registered email address with the UID (user ID) after which you can create your unique password to access the PSW Portal.

3.2 Salient Features of PSW Subscription

- **Scope**: Subscription Process caters to NTN holders, FTN holders, Non-NTN\Non-FTN holders enabling them performance of cross border trade related activities.
- **Real time data validation/KYC**: Subscription process is 100% automated through real time integrations with FBR, SECP, NADRA and PMD.
- **Paper/contact less processing:** Subscription application will be auto processed, and User ID will be issued by the system through completely eliminating paper and physical appearance.
- **E Payment:** Subscription Fee shall be paid online through 1Link using ADC.
- **Authenticity of Subscriber:** Subscriber authenticity shall be ensured through Biometric verification from NADRA and mobile number ownership through PMD.

3.3 Dividends of Subscribing to PSW

- **Ease of doing Business:** The subscribers will no longer have to submit 22 paper documents which are currently submitted to obtain registration for performing cross border trade.
- **Cost of doing business:** The subscribers will have to pay cost of only Rs. 500/- eliminating completely all overheads required for manual preparation and processing of registration file.
- **Time saving: The** average 10 days time currently required will be reduced to a few minutes.
- Value added benefits: The subscribers will be able to avail PSW features like single declaration, EIF/EFE elimination, auto routing of regulatory requirements, etc.

4. What you will need to Subscribe

4.1 System Requirements

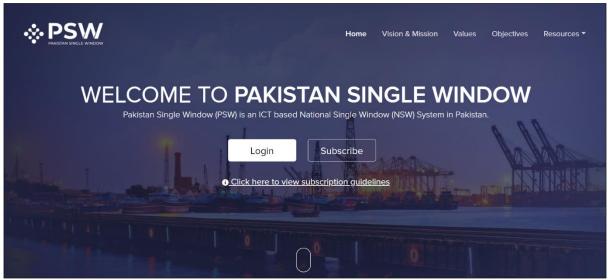
- 1. Google Chrome Browser.
- 2. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
- 3. An Intel Pentium 4 processor or later that's SSE3 capable To use PSW Portal on Mac[®], you will need:
- 1. Google Chrome Browser
- 2. OS X El Capitan 10.11 or later



4.2 Subscription Requirements

- Updated FBR data: Email address and CNIC will be fetched/verified from FBR database against NTN. The subscriber must have updated all required details in the FBR database and should be able to access the email address for correspondence/OTP retrieval.
- **Mobile Number Ownership:** Subscriber shall be required to provide Mobile Number which must be registered with the provided CNIC. Mobile number ownership will be verified from PMD. Mobile number should be accessible to subscriber for correspondence/OTP retrieval.
- Biometric Verification: Subscriber shall be required to have biometric verification done to
 obtain subscription. Biometric verification can be done only for the CNIC that is provided by
 the Subscriber. The CNIC holder will visit the nearest NADRA E-sahulat Markaz with their
 CNIC and Application ID (provided by PSW system during subscription process explained
 ahead).
- Incorporated Companies: The data of directors of a company will be fetched from SECP/FBR database and any one of the directors will need to perform the required actions for obtaining subscription. He/She will undertake mobile phone ownership and biometric verification. They will receive correspondence/OTPs on the Email address available in SECP/FBR database and Mobile number registered in their own name.

5. Let's get started!



5.1 Subscription Process

Figure 5.5.1-a Subscription Process

i. Please visit "www.psw.gov.pk" and Click the "Subscribe" button.



ns & Conditions Subscription Information Payment Process Information Authentication Biometric Verification Done	
Welcome to PSW Subscription	
Terms and Conditions for Access to PSW Systems	
1. This website and any systems ancillary hereto are the property of Pakistan Single Window (PSW), a company incorporated under the Companies Act, 2017 and wholly owned by the Government of Pakistan. 2. Reference to male gender also includes reference to female or any other gender and singular includes plural; and vice versa.	
1. Definitions and Scope	
 1.1. The "PSW Systems" refers to the websites, applications or any other PSW interfaces that serve as a main entry point for subscribers to get access to information and transact import, export or transit trade related regulatory compliance on the PSW hereafter mentioned as "PSW Systems". 1.2. "Subscriber" refers to a person who based on the law, rules or regulations has access to the "PSW Systems" as mentioned above, during the validity of his unique subscriber identifier; hereafter mentioned as Subscriber. 1.3. The aim of the "PSW systems" is to provide single electronic platform for facilitating compliance with regulatory regulatory regulations. 1.4. "Password(s)" refers to confidential password(s) and includes barcodes. QR codes, one time password. PIN code and any other manner of digital authentication. 	
2. Acceptance	
2.1 By Accepting these Terms and Conditions the subscriber agrees to be bound by them without limitation or qualification.	
🕑 Lagree to the terms & conditions.	
Proceed	
Click here to cancel the subscription process	

Figure 5.5.1-b Subscription Process

ii. After clicking on 'Subscribe' button, you will be redirected to a screen with a link to the Terms and Conditions of use. Please read and accept Terms and Conditions of PSW Subscription by checking the relevant box. Click 'Proceed' button to continue with subscription process.

ns & Conditions Subscription	Information Payment Process	Information Authentication Biometr	ic Verification Do	ne	
Please select entity type.	NTN Enter NTN	STRN Principal Activity		Company Name CNIC	
	Validate	View Business Name	*	View Business Address	•
		View Email	•	View	*
		Enter Email	0	Mobile Number	0
FTN Holder		Enter CNIC Number	0	+92 Enter Mobile Number	
NON-NTN/FTN Holder					

Figure 5.5.1-c Subscription Process

iii. The 'Subscription Information' page will appear. Select 'NTN holder' entity type if you are subscribing to PSW on the basis of NTN.



Terms & Conditions	Subscription Information	Payment Process Int	formation Authentication Bior	metric Verification Dor	ie	
Please select	entity type.					
		NTN	STRN		Company Name	
NTN H	lolder	0000131	Principal Activity		CNIC	
			View	*	View	*
		Validate	Business Name		Business Address	
	A.		View	•	View	*
~	A		Email	(i)		
			Enter Email			
FTN H	older		CNIC Number	(j)	Mobile Number	0
			Enter CNIC Number		+92 Enter Mobile Number	
	A.					
~	CHA					
NON-I	NTN/FTN					
Holder						

Figure 5.5.1-d Subscription Process

iv. Enter your NTN number (Initial 7 digits only) and click the 'Validate' button.

Please select entity type. NTN Holder	0000131	STRN 0302210000591		Company Name NIAZ (PRIVATE) LIMITED	
	Validate	Principal Activity Manufacturing/Manufacture of other for	od products/M. *	91400XXXXX972	•
A		Business Name		Business Address	
A P		NIAZ (PRIVATE) LIMITED	•	14-, Lawrance, Road, Lahore	•
RA		Email	0		
		Enter Email			
FTN Holder		CNIC Number	0	Mobile Number	()
		Enter CNIC Number		+92 Enter Mobile Number	
A.	Generate Voucher				
NON-NTN/FTN Holder					

Figure 5.5.1-e Subscription Process

v. Upon clicking the 'Validate' button, STRN, Company Name, Principal Activity, CNIC, Business Name and Business Address will be fetched from the FBR database.



	_				
type.					
	NTN	STRN		Company Name	
r	0000131	0302210000591		NIAZ (PRIVATE) LIMITED	
	_	Principal Activity		CNIC	
	Validate	Manufacturing/Manufacture of other for	od prodi 💌	9140000000972	
8		Business Name		Business Address	
51		NIAZ (PRIVATE) LIMITED		14-; Lawrance, Road, Lahore	*
K		Email	0		
		manyam samet@pros.gos.pk			
r		CNIC Number	Ū	Mobile Number	0
		NAME ADDRESS (+92	
0					
IC2	Generate				
77	Voucher				
FTN					
		r Doord 131 Validate	r NTN DODD131 Validate Validate Strin UNAZ (PRIVATE) LIMITED Email CNIC Number Generate Voucher	NTN STRN 000131 0002210000591 Validate Principal Activity NIAZ (PRIVATE) LIMITED • Email O CNIC Number O	NTN 000131 000131 0002210000591 Valdate 9140000000972 Business Name Business Address NAZ (PRIVATE) LIMITED 14-, Lawrance, Road, Lahore Email 0 CNIC Number 92

Figure 5.5.1-f Subscription Process

vi. Enter your valid CNIC, Mobile Number (Mobile number should be entered without '0' i.e., 3331234567) and click "Generate Voucher".

	NTN	STRN		Company Name		
NTN Holder	0000131	0302210000591		NIAZ (PRNATE) U	MITED	
		Principal Activity		CNIC		
		Manufacturing/Manufa	cture of other food products/M *	914000000097	2	
8-		Business Name		Business Address	i	
A PA		NIAZ (PRIVATE) LIMITE	•	14-, Lawrance, I	load, Lahore	•
RA		Email	C			
		many and some filling on a	1.00			
FTN Holder		CNIC Number	C	Mobile Number		C
		1000 - 00000 - 1		+92	0257964	
Ŕ	Generate Voucher	Payment Slip ID (PSID) 100779202106030	154833222		Application ID 140238	C
NON-NTN/FTN Holder		Subscription Fee PKR 500	Due Date 05 Jun 2021	Payment Status Unpaid C ^a		
		Click here to cr	ncel the subscription proce	55		

Figure 5.5.1-g Subscription Process

vii. Upon click the 'Generate Voucher' button, a Payment Slip ID (PSID) and Application ID will be generated.

Please pay Subscription Fee of PKR 500.

(Note: You will also receive PSID, Application ID, Due Date, and Subscription Fee via email and SMS. PSID will expire in 2 days after which you will have to restart the process from the beginning).

Note: Application ID may be used to resume subscription if the process is left before completion.

- viii. You can use the PSID to pay subscription fee through any of the following ADC (Alternate Delivery Channel) modes:
 - Bank Counter



- ATM
- Internet Banking
- Mobile Banking

s & Conditions Subscription Inform Please select entity type.	ntion Payment Process Infor					
	NTN	STRN		Company		
NTN Holder	0000131	0302210000591 Principal Activity		CNIC	INTE) LIMITED	
	Validate		cture of other food products/M		00001972	
A		Business Name		Business /	Address	
67		NIAZ (PRIVATE) UMITE	D	• 145 Las	irance, Road, Lahore	
RA		Email		0		
		narjan sandiban p	1.98			
FTN Holder		CNIC Number		() Mobile N	umber	0
				+92	12102227984	
A.		Payment Slip ID (PSID) 100779202106030	954833222		Application ID 140238	o
	Generate Voucher	C. burdeting from	Due Date	a		
NON-NTN/FTN Holder		Subscription Fee PKR 500	05 Jun 2021	Payment St Paid C	1100	Proceed
		Click here to ca	incel the subscription pro	ocessi		

Figure 5.5.1-h Subscription Process

- ix. After successful payment, your Payment Status will be updated to 'Paid'. Click the 'Proceed' button to continue with the process.
- x. In case payment status is not updated, you can click on 'refresh' button to refresh the payment status.

n Payment Process Information Authentication Biomet	
Information Authentication ChilC Number	
Mobile Number	Email Address
-92	
Mobile OTP	Email OTP
Enter Mobile OTP	Enter Email OTP
	Send OTP
Click here to c	ancel the subscription process
Powere	d by Pakistan Single Window.

Figure 5.5.1-i Subscription Process

xi. Upon clicking on 'Proceed', the 'Information Authentication' page will appear. Click 'Send OTP' button for verification. (Remember that the Mobile number you provided should belong to the entered CNIC, otherwise the system will not send OTP and an error 'Mobile Number does not belong to entered CNIC' will be generated.



Terms & Conditions	Subscription Information	Payment Process Infor	mation Authentication Biometric	Verificatio	on Done		
		Information Authentication					
		CNIC Number					
		Mobile Number			Email Address		
		+92					
		Mobile OTP			Email OTP		
						00 Record Off	Submit
			Click here to can	cel the	subscription process		

Figure 5.5.1-j Subscription Process

- xii. In case you did not receive the OTP, click the option to 'Resend OTP'.
- xiii. Enter the OTP number (6 digits) provided on your Mobile number and Email and click 'Submit' to proceed.

erms & Conditions	Subscription Information	Payment Process	Information Authentication	Biometric Verific	ation Done	
		Information Authent	tication			
		CNIC Number				
		Mobile Number			Email Address	
		+92			(1,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2	
		Mobile OTP			Email OTP	
		Biometric Verification		rtion. Please visit yo	our nearest NADRA E Saulat Center.	
		Biometric Status Not Verified		Due Date 18 Jun 2	2021	
			Click her	re to cancel the	e subscription process	
			1	Powered by Pakist	an Single Window	

Figure 5.5.1-k Subscription Process

- xiv. After successfully submitting the OTP(s), you will be asked for Biometric Verification. Your Biometric Verification status and due date will be sent to you via email.
- xv. You will be required to carry out Biometric Verification at any of the E-sahulat Markaz of NADRA
- xvi. Please visit E-sahulat Markaz with biometric facility along with your CNIC, the Application ID (generated and provided by PSW system during subscription) and your Mobile phone number on Bioverisys verification.

(Note: you can save your application ID and use your application ID to resume subscription from the last saved page).

Terms & Conditions Subscription Information	n Payment Process Information Authentication	iometric Verification Done	
	CNIC Number		
	Mobile Number +92	Email Address	
	Mobile OTP	Email 01P	
	Enter Mobile OTP	Enter Email OTP	
	Biometric Varification Biometric Verification is mandatory to complete subscription Click Here to resend the application link.		
	Biometric Status Verified	Due Date 18 Jun 2021	Proceed
	Click here to	o cancel the subscription process	
	Pow	ered by Pakintan Single Window.	

Figure 5.5.1-I Subscription Process

After successful Biometric Verification, your 'Biometric Status' will be updated to "Verified".
 You will receive an email containing your User ID for PSW Portal and an automated link for creation of your own password.

Terms & Conditions	Subscription Information	Payment Process	Information Authentication	Biometric Verification	Done
				-	
			Congrat Link to cr	ulations! Your subscription l eate password has been sen	has been completed. t on registered email.
				Done	
			Click h	ere to cancel the subs	scription process
				Powered by Pakistan Singl	le Window.

Figure 5.5.1-m Subscription Process

xviii. You must create your own password using the link provided in the email.

Please create your password to login.	
	User ID UN-00-000131
	Password Password
	Confirm Password
	Confirm Password
	Create Password
	Please call our helpline at 051-111-772-772, if you have not requested PSW subscription.
	Powered by Pakistan Single Window.

Figure 5.5.1-n Subscription Process

- xix. You must enter the same password in both the 'Password' and Confirm Password' fields. Your Password should be of minimum 8 characters and at least have 1 Capital Letter, 1 Number and 1 Special Character '(!@#\$%^&*?<>)'
- xx. Click 'Create Password' button to proceed.

* PSW	
Please call our Please call our Password created successfully Return to Home	
Powered by Pakisten Single Window.	

Figure 5.5.1-o Subscription Process

- xxi. After clicking on 'Create Password', a message 'Password Created Successfully' will appear.
- xxii. Click the 'Return Home' button to be directed to the login screen.

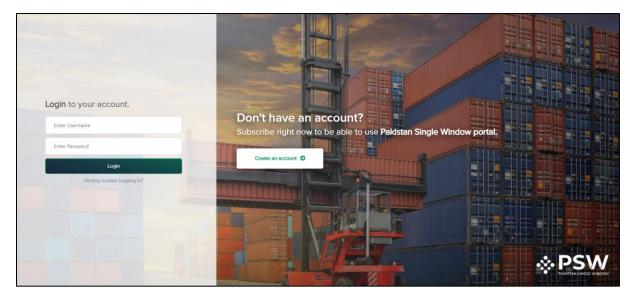


Figure 5.5.1-p Subscription Process

xxiii. Use your User ID & Password to login to your PSW account.

5.2 Resume Subscription to PSW Portal

In case you have closed your subscription application for making payment or biometric verification, you can use your provided Application ID to resume application from the last saved state.

There are four states from where your application can be resumed:

- 1. If payment voucher is generated, you will be redirected to payment process page for payment.
- 2. If payment is made, you will be redirected to subscription information page for Mobile number and OTP verification.
- 3. If OTP is verified and Biometric Verification is pending, you will be redirected to biometric status screen.
- 4. If biometric is verified, you will be redirected to the biometric status screen where your biometric status has been updated. After Biometric Verification, a link to create your password with UID will be sent on your registered email.

5.3 Login to PSW Portal

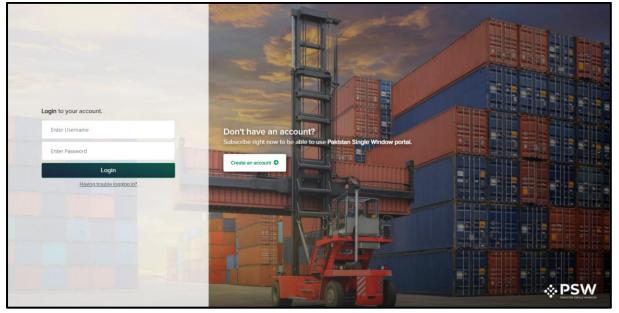


Figure 5.5.1-a Login to PSW Portal

- i. Please visit "www.psw.gov.pk/portal" and login to the PSW Portal by entering your Username (your User ID received via Email) and your Password.
- ii. Click on the 'Login' button to login to PSW portal

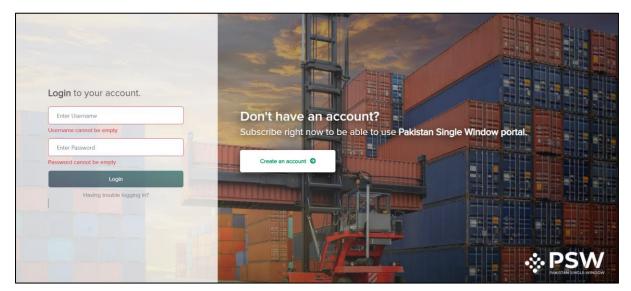


Figure 5.5.1-b Login to PSW Portal

5.4 Forgot Password

In case you have forgotten your password, the PSW portal will provide you with a provision to reset your password using the following steps:

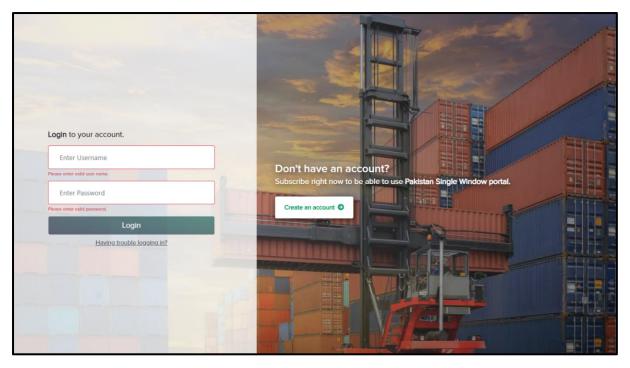


Figure 5.5.1-a Forgot Password

i. Click the 'Having trouble logging in?' link.

Please provide User ID to reset your password		
	User ID	
	UN-00-0225970	
	CNIC	
	2520-222707-2	
	Email Address	
	and an ampetition georgia	
	Sond OTP	
	I have received the OTP	
	Please call our helpline at 051-111-772-772, if you have not requested PSW subscription.	
	Powered by Pakistan Single Window.	

Figure 5.5.1-b Forgot Password

ii. Enter your User ID, CNIC, and Email Address and click the 'Send OTP' button.

♦ PSW	
Please provide User ID to reset your password	
	OTP sent on registered email
	User ID UN-00-0225970
	ONC
	Email Address
	and a second sec
	Send OTP
	I have received the OTP

Figure 5.5.1-c Forgot Password

- iii. After clicking on 'Send OTP' button, you will receive a message stating 'OTP sent on registered Email and Mobile number'.
- iv. Click the 'I have received OTP' button

* PSW	
Please provide User ID to reset your password	
	X Please validate your cell number & email address.
	Submit
Please call	our helpline at 051-111-772-772, if you have not requested PSW subscription. Powered by Pakistan Single Window.

Figure 5.5.1-d Forgot Password

v. Enter the OTP sent to your Mobile number and Email in their respective fields and click the 'Submit' button.



Figure 5.5.1-e Forgot Password

vi. You will receive a message "OTP has been validated successfully. Kindly check your email to get reset password link".

Please reset your password to login.	
	Џзег ID UN-00-0225970 Развиога
	Password Confirm Password Confirm Password
	Reset Password
Ple	asse call our helpline at 051-111-772-772, If you have not requested PSW subscription.
	Powered by Pakistan Single Window.

Figure 5.5.1-f Forgot Password

- vii. Enter and confirm your new password. Your password should be a minimum of 8 characters and at least has 1 Capital Letter, 1 Number and 1 Special Character '(!@#\$%^&*?<>)'.
- viii. After entering your new password in both the fields, click the 'Reset Password' button.

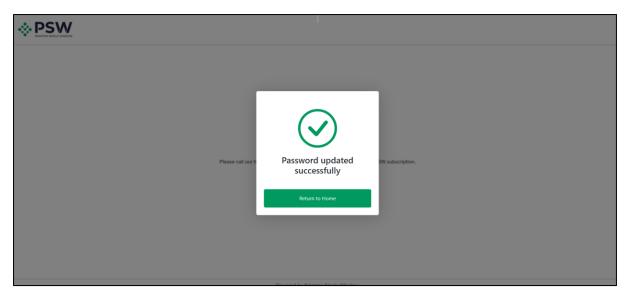


Figure 5.5.1-g Forgot Password

ix. You will receive a message 'Password updated successfully'. Click the 'Return to Home' button to be redirected to the login screen.

5.5 Registration with Customs through PSW Portal

5.5.1 Register as Trader

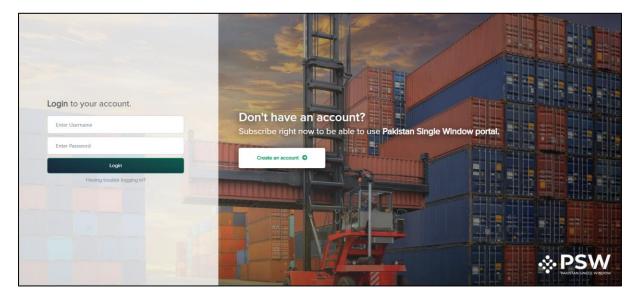


Figure 5.5.1-a Register Trader

i. To register with Customs as a Trader, login in to PSW portal using your subscription ID and password.







ii. After successfully logging in, you will be directed to the Registration dashboard

🔅 PSW	Search anything	O 0	NIAZ (PRIVATE) LIMITED - UN
Ноте	 Registration Home / Registration / 		
	Register yourself in one of the following		
	Customs Trader Customs Agent Shipping Lines Arrives Ground Handling Agent Watehouse Keeper Bonded Carrier		
	OGAs		
	ADD DPP FSCRD MOFA DRAP		



iii. To register as Trader, click on the 'Trader' button.



🔅 PSW	E Search anything		G	0 💄 NIAZ (PRIVATE) LIMITED 👻
Home	 Register as a Trader Home / Registration / 			
	Subscriber Information Complete the form below to proceed			
	NTN 0000131	STRN 0302210000591		
	Company Name NIAZ (PRIVATE) LIMITED	Company Type COMPANY	Principal Activity Manufacturing/Manufacture of other food products/Manufacture	
	Business Name NIAZ (PRIVATE) LIMITED	Business Address 14-, Lawrance, Road, Lahore	User Sub Type Commercial	
	Upload Documents:			
	Select files		Drop files here to upload	
	PDF Authority Letter.pdf		×	
	Only.jpeg,.jpg,.png & .pdf file are allowed for uploading. File size r	nax limit is 2MB.		
			Beck Submit	

Figure 5.5.1-d Register Trader

After clicking on the 'Trader' button, the Trader Registration form will appear. Select
 Business Name, Business Address, and User sub type (i.e., Commercial or Non-Commercial).
 Upload required documents and click the 'Submit' button.

(Note: You must submit an Authority Letter if the business has multiple Directors/Partners).

🔅 PSW	Search anything				0 LIMITED -
Home	< Dashboard Home / Dashboard /				
	Registration	Appeals	Feedback & Complains	Goods Declaration	Assessment/ Audit
	List of Traders	Document(s) Requested	Adjudication	Duty Drawback	Licenses & Quotas
	User Support System	Carrier Declaration	Refund Management	Track Declarations	Payment Management

Figure 5.5.1-e Register Trader

After successful registration as Trader, above options will appear on your dashboard.



5.5.2 Register as Customs Agent

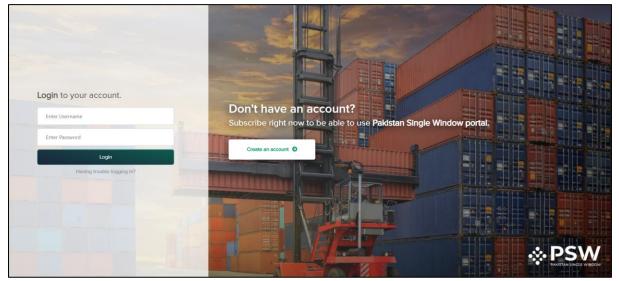


Figure 5.5.2-a Register as Customs Agent

i. To register as a Customs Agent, log in into PSW portal using your subscription ID and password.

🔅 PSW	Search anything	•	NIAZ (PRIVATE) LIMITED 👻	UN
Ноте	Dashboard Home / Dashboard /			
	Registration			

Figure 5.5.2-b Register as Customs Agent

ii. After successfully logging in, you will be directed to the Registration dashboard.



🔅 PSW	Search anything	© 0	🛔 NIAZ (PRIVATE) LIMITED 👻	UN
Home	Registration Home / Registration /			
	Register yourself in one of the following Customs Trader Customs Agent Objecting Liver Aritices Council Hending Agent Werehouse Keeper Bonded Carler			
	OGAS AOD DPP FSCRD MOFA DRAP			

Figure 5.5.2-c Register as Customs Agent

iii. To register as Customs Agent, click the 'Customs Agent' button.

🔅 PSW	E Search anything		(0 😩 NIAZ (PRIVATE) LIMITED 👻
Home	 Register as a Customs Agent Home / Registration / 			
	Subscriber Information Complete the form below to proceed			
	NTN 0000131	STRN 0302210000591		
	Company Name NIAZ (PRIVATE) LIMITED	Company Type COMPANY	Principal Activity Manufacturing/Manufacture of other food products/Manufacture	
	Business Name	Business Address	License Number	
	NIAZ (PRIVATE) LIMITED	14-, Lawrance. Road, Lahore	KCUS Validate	
	Upload Documents:			
	Select files		Drop files here to upload	
	Only.jpeg, .jpg, .png & .pdf file are allowed for uploading. File size n	tax limit is 2MB.		
			Back Cancel Submit	

Figure 5.5.2-d Register as Customs Agent

 After clicking the 'Customs Agent' button, the Customs Agent Registration form will appear.
 Select Business Name and Business Address, enter License Number and Click the 'Validate' button.

🔅 PSW	E Search anything			◎ 0 ▲ NIAZ (PRIVATE) LIMITED ▼
Home	 Register as a Customs Agent Home / Registration / 			
	Subscriber Information Complete the form below to proceed			
	NTN 0000131	STRN 0302210000591		
	Company Name NIAZ (PRIVATE) LIMITED	Company Type COMPANY	Principal Activity Manufacturing/Manufacture of other food products/Manufac	ture
	Business Name NIAZ (PRIVATE) LIMITED	Business Address 14-, Lawrance, Road, Lahore	License Number KCUS	ato
	Upload Documents:			
	Select files		Drop files here to upl	pad
	PDF Authority Letter.pdf 42.04 KB		,	
	Only .jpeg, .jpg, .png & .pdf file are allowed for uploading. File size	nex limit is 2MB.		
			Back Cencel Su	omit

Figure 5.5.2-e Register as Customs Agent

v. After successful validation of License number, upload required documents and click the 'Submit' button.

(Note: You must submit an Authority Letter if the business has multiple Directors/Partners).



Figure 5.5.2-f Register as Customs Agent

vi. After successful registration as a Customs Agent, the above options will appear on your dashboard.

6. Obligations and Responsibilities

6.1 Obligations of PSW

- 1. 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".
- 2. 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.

 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.

6.2 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: <u>https://www.psw.gov.pk/app/subscription</u>
- 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.

No.	Acronyms	Definition
1	PSW	Pakistan Single Window
2	NTN	National Tax Number
3	ID	Identity
4	NADRA	National Database & Registration Authority
5	NSW	National Single Window
6	IFC	International Finance Corporation
7	EoDB	Ease Of Doing Business
8	IT	Information Technology
9	PMD	Pakistan MNP (Mobile Number Portability) Database
10	FBR	Federal Board of Revenue
11	STRN	Sales Tax Registration Number
12	CNIC	Computerized National Identity Card
13	OTP	One Time Password
14	ADC	Alternate Delivery Channel

7. Acronyms & Abbreviations

1 1		
15	PSID	Payment Slip Identification
16	PKR	Pakistan Rupees
17	ATM	Automated Teller Machine
18	UID	User Identity
19	CUIN	Corporate Unique Identifier Number
20	SECP	Securities & Exchange Commission of Pakistan
21	SRO	Statutory Regulatory Order
22	IRIS	Inland Revenue Information System
23	OGA	Other Government Agencies
24	SIM	Subscriber Identity Module- Provided by Telecommunication Operator
25	FTN	Free Tax Number
26	IMSI	International Mobile Subscriber Identity