

GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS (APPRAISEMENT)
CUSTOM HOUSE, KARACHI

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No.S9/749/2005-IMP

May 22, 2006

PUBLIC NOTICE NO. 08 /2006-APPG.

SUBJECT: ELECTRONIC FILING OF GDs OVER THE WEB

In order to facilitate the trade in swift clearance of import cargo under 'One-Customs', it has been decided that with effect from 23rd May, 2006, Clearing Agents in the list (Annexure "A") to this Public Notice, shall file GDs over the web. No floppy disk, compact disk, flash drive(USB) etc. will be acceptable in this respect.

2. For the purpose of GD filing, the coupon shall be purchased from CSC counter in advance so that the coupon number may be incorporated in the GDs accordingly.

3. Detailed instructions for electronic filing of Goods Declaration are given below:

A. PROCEDURE FOR OBTAINING OF DIGITAL CERTIFICATE / DIGITAL SIGNATURE

- i) Download the "Digital Certificate Request Form" from NIFT website. <http://www.nift.com.pk/cbr/CBR.htm> and read complete instructions for Digital Certificate request submission at NIFT's website.
- ii) Fill in the Digital Certificate request form completely.
- iii) Submit filled Digital Certificate request form to NIFT along with a copy of your CNIC, NTN certificate and a demand draft/ pay order of the requisite amount.
- iv) On successful submission, you will obtain Digital Certificate from NIFT.
- v) Install the certificate on your local PC's.
- vi) You are now ready to send digitally signed data.
- vii) After obtaining Digital Certificate, activate your Digital Certificate on CBR website at www.cbr.gov.pk.

B. PROCEDURE FOR REGISTRATION AND OBTAINING USER ID AND PASSWORD / PIN CODE

- a) For registration with 'One Customs', the clearing agents shall submit application on prescribed application form available at www.cbr.gov.pk, alongwith the following documents (original) at 'One Customs Help Desk' Customer Service Center (CSC), Custom House, Karachi, alongwith photocopy set of all documents.

- i) License issued by Customs
- ii) CNIC of the person obtaining the user ID.
- iii) Authority letter from the company (not required if the person receiving ID is the licensee himself).
- iv) Employment letter or company ID of the person receiving user ID (not required if the person receiving ID is the licensee himself).

(Copies of above documents alongwith the authority letter in original will be retained for Customs record and the remaining original documents will be returned on the spot).

- b) In case of the Importers seeking self clearance, the following documents (original and one photocopy set) shall be submitted alongwith the prescribed application form available at www.cbr.gov.pk.

- i) NTN certificate
- ii) CNIC of the person obtaining user ID.
- iii) Copy of CNIC of any one of the Directors / Partners / Owners.
- iv) Authority letter from the company (not required if the person receiving ID is the importer himself).
- v) Employment letter or company ID of the person receiving user ID.

(Copies of above documents alongwith the authority letter in original will be retained for Customs record and the remaining original documents will be returned on the spot).

- c) After approval by the Assistant Collector (Imports), a user ID and password / PIN code shall be sent via email at email address provided by the applicant.

C. STEPWISE PROCEDURE FOR FILING OF GOODS DECLARATION ELECTRONICALLY BY IMPORTER / CLEARING AGENT.

- i) Prepare GD through the client-end software (already in use).
- ii) Establish internet connectivity and click the "E-Filing" icon given in the client-end software.
- iii) Click the "Prepare data for e-filing" icon and select the GD reference number given on the screen.
- iv) Click the "Send Data" icon and enter the PIN code number in the given field.
- v) On submission and system verification of PIN code "Data Transmission Bar" will appear on the screen indicating the transmission status of the entered data.

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- vi) Click the "Clear Already Sent Data" icon on the screen to clear the transmitted GD.
- vii) Login to the CBR's website www.cbr.gov.pk and select 'Customs' link given on the screen. Go to "Electronic Filing" hyperlink and select "Electronic Filing of Goods Declaration System".
- viii) Login by entering the Registration/Challan Number and PIN Code in the given fields.
- ix) Click the "Enter Coupon Number Information" button and enter coupon number, other information required on the screen and press the "Submit" button.
- x). Wait for the system's response and use the given utilities to track GD's status over the web.
- xi) Error free GD submission shall be verified, otherwise error-report shall appear on the screen for requisite rectification. Upon rectification, the GD submission shall be completed.
- xii) On verification report, get a printout of the GD for affixation of machine number at CSC Counter, Custom House, Karachi.


(MUSARRAT JABEEN)
Collector

Enclosed: As above.

Copy for information to:

1. Member (Customs), Central Board of Revenue, Islamabad.
2. Member (IMS), Central Board of Revenue, Islamabad.
3. M/s. PRAL, 9th Floor, Custom House, Karachi.
4. Karachi Customs Agents Group (KCAG).
5. Notice Board.

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Annexure "A"

LIST OF CLEARING AGENTS

S.NO.	CHAL NO.	CLEARING AGENT NAME
01.	26	PERVAIZ UMAR ENTERPRISES
02.	18	JAVAID UMAR ENTERPRISES
03.	326	ABDULLAH M. MEMON
04.	1036	A. QAYYUM & SONS
05.	415	EL-FRICO
06.	1732	AIMS ENTERPRISES
07.	1977	ZED BEE ENTERPRISES