

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

No: S9/749/2005-IMP

Dated: 22/06/2006.

Public Notice No. // /06

SUBJECT: ELECTRONIC FILING OF CARRIER DECLARATION (CD/IGM) 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 27<sup>th</sup> June 2006, all Shipping Agents shall submit Carrier Declaration (CD/IGM) online over the web. No floppy disk, compact disk, flash drive(USB) etc. will be acceptable in this respect.

2. Detailed instructions for electronic filing of Carrier 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](http://www.cbr.gov.pk).

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

a) For registration with 'One Customs', the shipping agents shall submit application on prescribed application form available at [www.cbr.gov.pk](http://www.cbr.gov.pk), along with the following documents (original) at 'One Customs Help Desk' Customer Service Center (CSC), of respective Custom Collectorate, along with 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 along with the authority letter in original will be retained for Customs record and the remaining original documents will be returned on the spot).*

b) 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 CARRIER DECLARATION ELECTRONICALLY BY SHIPPING AGENTS.**

- i) Submit Electronic Carrier Declaration through the client-end software (already in use) by logging in through password/user ID.
- ii) Click "Vessel Registration" on the screen for registration of the vessel.
- iii) Click "Add" icon on the screen for filling-in the relevant fields for vessel registration.
- iv) After filling the relevant fields, click the "Save" icon on the screen and the system will generate vessel registration number.
- v) For addition of any co-loader, click "Co-Loader" button on the screen and select co-loader from the given list.
- vi) Click "Return to Main Menu" icon to return to main menu for electronic filing.
- vii) Click "Electronic Filing" on the screen to start electronic filing of the Carrier Declaration (IGM).
- viii) Click "Load Epass IGM" to select "export.mdb" file.
- ix) Click "Select Registered Vessel" to select vessel from the given list, in case there is any error, "Error Report" will be generated for rectification and the error may be rectified to enable data transmission.

- x) Click "Send Data to Pakistan Customs" icon to transmit data to Pakistan Customs.
- xi) NIFT Certificate window will appear, select the relevant NIFT Certificate to commence file transfer.
- xii) Automatic transfer of data will start and user will be able to see the sequential transfer of files related to the Carrier Declaration (IGM).

D). STEPWISE PROCEDURE FOR AMENDMENTS IN CARRIER DECLARATION ELECTRONICALLY BY SHIPPING AGENTS.

- i) Logon to the CBR portal for filing of amendments electronically by entering User ID and Password.
- ii) Click on "Amendments in Carrier Declaration" hyperlink available on the screen.
- iii) Click one of the option "Amendment before Allotment of CD (IGM) Number" or "Amendment after Allotment of IGM Number" available on the screen.
- iv) In case CD (IGM) Number has not been allotted, the free of charge amendments can be made on the system by filing the relevant fields on the web portal.
- v) In case of amendments after allotment of CD (IGM) Number, the allowed amendment fields shall appear on the screen for selection.
- vi) Select the relevant fields on the screen and submit the required amendments.
- vii) On successful submission, the system will generate a request ID against each amendment required to be made.
- viii) After automatic processing of amendments, the system will show the status of amendment request on clicking the "Request Status" button. The system shall display the charges payable if amendments have been processed successfully. In case of any error(s), system will display error message on the screen.
- ix) To remove error(s) re-submit the amendment
- x) The Shipping Agent can get dues cleared on payment in the designated bank branch and submitting the proof to import section of the concerned collectorate within 10 days failing which the system will block the shipping agent for further filing of Carrier Declaration.

(Musarrat Jabeen)  
Collector