

Regulatory Procedure On Web Based One Customs (WeBOC)



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Table of Contents

1. Legal Services, SMEDA-Punjab.....	3
2. Need for WeBOC Registration Procedure.....	3
3. Disclaimer	3
4. Words and Phrases* ¹	4
5. Relevant Law.....	5
6. Relevant Authority for Application of WeBOC	5
7. Background.....	5
8. Purpose of WeBOC	6
9. Basic Functions of WeBOC.....	6
9.1 ACCESS (Automated Customs Clearance System)	6
9.2. TARIP (Tariff & Integrated Policy)	7
9.3. ECHO (Enhanced Cargo Handling & Port Optimization)	7
9.4. INTRA (Integrated Regulatory Authorities).....	8
10. WeBOC Online Entries System.....	8
11. Documentary Requirements for WeBOC Registration	9
11.1 Documentary Requirements of WeBOC Registration for Sole Proprietorship	9
11.2 Documentary Requirements of WeBOC Registration for Firm/Partnership Concern	10
11.3 Documentary Requirements of WeBOC Registration for Company	11
12. Stepwise Procedure for Registration	12
13. Flow Chart of Stepwise Procedure for WeBOC Registration	13
14. Procedure of Filing Goods Declaration (GD) in WeBOC:.....	14
15. Procedure for Payment Slip ID (PSID) for E-Payment	21
16. Downloading Electronic Form-E in WeBOC* ³	25
17. Claim Rebate/Duty Drawback in WeBOC:	26
18. Documents which are required for Rebate Claim in WeBOC:	27
19. Annexures.....	30
19.1 Annexure – A - WeBOC Application Forms.....	30
19.2 Annexure – B	31
20. Annexure – C - Sample of Request Letter for getting WeBOC User/ID & Password.....	32
21. Annexure – D - Sample of Undertaking for Customs	33

1. Legal Services, SMEDA-Punjab

The Legal Services (LS) is a part of Punjab office of the Small Medium Enterprises Development Authority (SMEDA) and plays a key role in providing an overall facilitation and support to the small and medium businesses. Information dissemination among the SMEs on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

2. Need for WeBOC Registration Procedure

WEBOC stands for Web Based One Customs. It is a web based system for filing Goods Declaration (GD) for import and export cargo, which can be used by both Importers, Exporters and their Customs Clearing Agents. At this point, WEBOC is the standard and mandatory platform for filing Goods declarations. Therefore, the previous filing of GD under 'offline / manual' methods, is no longer available.

3. Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions. However, SMEDA, accepts no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

All information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

4. Words and Phrases*¹

AD	Authorized Dealer
ADV	Advance payment
APV	Advance Payment Voucher
ATL	Active Taxpayer List
BCA	Bank Credit Advice
CA	Custom Agent
CNIC	Computerized National Identity Card
CRM	Custom Risk Management System
DO	Delivery Order
EDI	Electronic Data Interchange
EFE	Electronic Form-E (EFE)
EIF	Electronic Import Form
GD	Goods Declaration
IGM	Import general manifest
LC	Letter of Credit
NTN	National Tax Number
PCT	Pakistan Custom Tariff
PD	Personal Deposits (Accounts)
PSID	Payment Slip ID
S.R.O	Statutory Regulatory Order
STRN	Sales Tax Registration Number
WeBOC	Web Based One Customs

1*

ⁱ FBR's website

ⁱⁱ SBP's website

5. Relevant Law

The Pakistani laws that deals with WeBOC are as following:

- i. SRO 176 (1) 2013 of Customs
- ii. THE CUSTOMS ACT, 1969 (CHAPTER XVI-A)

6. Relevant Authority for Application of WeBOC

In order to access the online Customs portal "WeBOC ", the applicant would first have to register with Federal Board of Revenue.

Application Form to be submitted in the User ID Section of Collectorate of Pakistan Customs Office having jurisdiction.

7. Background

WeBOC (Web based One Customs), is a home grown customs single window paperless system. In April 2011, WeBOC rolled out as experimental project at one terminal of Karachi port. In November, 2011, work expansion started and WeBOC rolled out in two terminals total covering 70% of imports/exports of our country.

Since 2011, it has been playing an important role in enabling the traders, custom officers, and clearing agents. WeBOC has contributed to making the filing processes simpler, GD clearance system faster, and container tracking easier.

Prior to WeBOC for each Goods Declaration 34 signatures & 62 verifications, multiple copies & multiple mandatory documents were required. Documents had to be carried from desk to desk by the declarant and average Customs clearance time was minimum 3 days.

Now payment system through WeBOC is a modern way of collecting tax payments through internet. Banks, Taxpayers, Withholding Agents and e-Intermediaries are beneficiaries of this system. Taxpayers can create their electronic payments from anywhere and can also schedule their payments to be credited to Government of Pakistan's (GoP) accounts on any future dates. The minimized Dwell Time (clearance time at port till clearance) is under 24 Hours and minimized Customs Processing Time is under 04 hours as compared to 3 days.

8. Purpose of WeBOC

The basic purpose of WeBOC is to have an efficient online system containing cargo information received before vessel arrives, on-line manifest filing by shipping lines, communication with terminal operators through Electronic Data Interchange (EDI) messaging, Web-Based GD filing, on-line interaction and on-line payment of duty and taxes, Risk Management System processing in Green and Yellow channel*² and all routine custom processes are performed through WeBOC without involvement of trader or agent including (i) Assessment (ii) Examination/ inspection round the clock attaching of photograph and the loading and gate out events etc.

9. Basic Functions of WeBOC

WeBOC is the standard and mandatory platform for filing Goods declarations. According to FBR the fundamental functions or components of WeBOC or custom's single window are categorized into following four aspects:

9.1 ACCESS (Automated Customs Clearance System)

ACCESS covers a number of modules for automated customs processes such as:

- Carrier declaration
- Goods declaration
- E-Payments
- Inspection and Examination
- Risk Management System
- Assessments
- Clearance and release, Status Reporting
- Law and Adjudications
- Tariff Management
- Statutory Regulatory Order Management

² According to the present Customs Risks Management System (CRMS) relates to selection criteria and indicates risks of consignments under Green, Yellow and Red channels under which value of a particular item can be cross matched with valuation ruling of that particular item/brand/origin/ description etc.

- Valuation Ruling monitoring System
- Post Clearance Audit
- User Management
- Refund and Rebate
- Quota Management
- Recovery etc.

9.2. TARIP (Tariff & Integrated Policy)

TARIP is the complete picture of Pakistan's regulations for import or export of cargo.

Following details are linked with each HS code:

- Import Tariff rates including all import levies like customs duty, regulatory duty, sales tax, additional sales tax, excise duty, withholding income tax, anti-dumping duty, countervailing duty, various surcharges & cess etc.
- The export drawback rates
- Details of Import & export restrictions of import policy and imposed by other departments (quarantine, drug, agriculture, livestock, defence, nuclear)
- Controls of banned items
- Details of exemptions
- Details of documentary requirements
- List of declaration requirements
- Linkage of all exemptions, concessions, certifications, restrictions

9.3. ECHO (Enhanced Cargo Handling & Port Optimization)

ECHO connects the carriers (shipping agents and co-loaders), customs and custodians (Port Authorities)

It provides following advantages:

- One electronic document for the carriers
- Real time inventory and monitoring of ports
- Terminal Operators/Port Authorities linked with EDI
- No Customs staff at the gates (e-gates)

- No requirement by customs for export manifest
- Risk screening prior to arrival of the cargo under customs controls
- Instant duty drawbacks with the sail of vessel

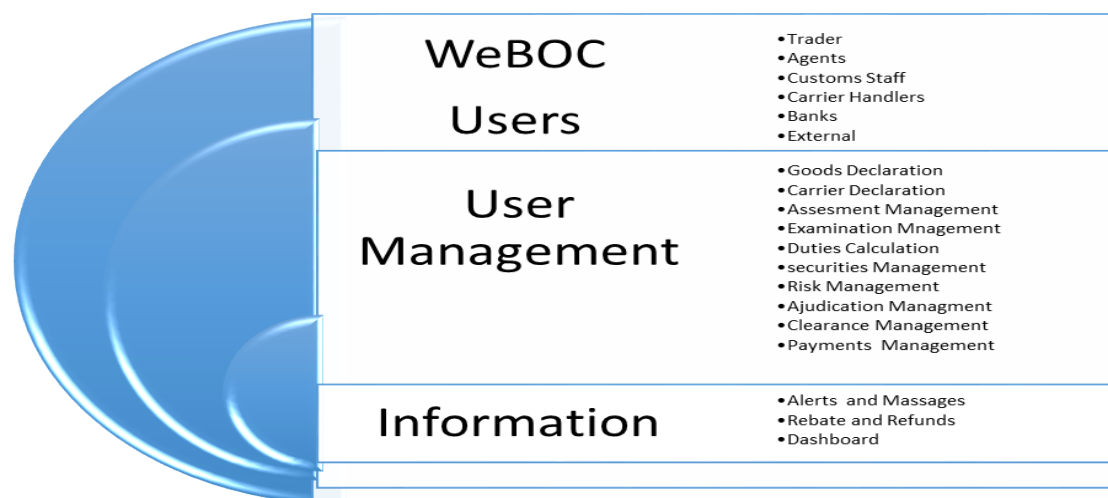
9.4. INTRA (Integrated Regulatory Authorities)

It connects the following Regulatory Authorities involved in import/export Process:

- Federal Board of Revenue and its wings
- All VAT and Direct Tax Commissioners
- Central Bank and Scheduled Banks
- Transport Sector (registered with customs)
- Plant and Animal Quarantine
- Ministry of Commerce
- Ministry of Industries and Production.

10. WeBOC Online Entries System

The WeBOC entry system may be divided into three main categories which shows the WeBOC Users, WeBOC User Management and General Information.



11. Documentary Requirements for WeBOC Registration

Requirements of documents for WeBOC depends upon the class of business in which business is registered as a sole proprietorship, firm or a company.

11.1 Documentary Requirements of WeBOC Registration for Sole Proprietorship

1. Proprietor's Original CNIC
2. Request for issuance of WeBOC ID on Letterhead
3. Visiting Card and 2 Photographs
4. WeBOC External User Registration Form
5. NADRA Verification
6. National Tax Number (NTN)
7. Sales Tax Registration Certificate OR IRIS-14(I)
8. IRIS-181 (Order to Grant/Refuse Modification to Registration on Application)
9. 114(I) Return of Income filed voluntarily for the complete year
10. Valid Chamber of Commerce Membership Certificate
11. Business Office Premises Current Utility Bills
12. Bank Account Maintenance Certificate of the Firm (With Authorized Signature and Stamp)
13. Bank Statement last 6 Months (Last balance 0.5 to 0.8 million)
14. Active Taxpayers List (ATL) Sales Tax & Income Tax
15. Online NTN/STN Inquiry (Principal Activity Importer/Exporter)
16. Property Documents of Premises/Office/Rent Agreement with Photo Copy of the Landlord CNIC Copy
17. Undertaking/Affidavit on Stamp Paper Rs.100
18. Bank Receipt of Pay Order / Cash Deposit Rs. 500

11.2 Documentary Requirements of WeBOC Registration for Firm/Partnership Concern

1. Partners Original CNIC
2. Request for issuance of WeBOC ID on Letter Head
3. Visiting Card and 2 Photograph
4. WeBOC External User Registration Form
5. NADRA Verification All Partners
6. National Tax Number certificate of all the partners
7. Sales Tax Registration Certificate OR IRIS-14(I)
8. IRIS-181 (Order to Grant/Refuse Modification to Registration on Application) All Partners
9. 114(I) Return of Income filed voluntarily for the complete year All Partners
10. Valid Chamber of Commerce Membership Certificate
11. Business Office Premises Current Utility Bills
12. Bank Account Maintenance Certificate of the Firm (With Authorized Signature and Stamp)
13. Bank Statement Current 6 Months (Last balance 0.5 to 0.8 million)
14. Active Taxpayers List (ATL) Sales Tax & Income Tax (Firm)
15. Active Taxpayers List (ATL) (All Partners)
16. Online NTN/STN Inquiry (Principal Activity Importer/Exporter)
17. Property Documents of Premises/Office/Rent Agreement with Photo Copy of the Landlord CNIC Copy
18. Undertaking/affidavit on Stamp Paper Rs.100
19. Bank Receipt of Pay Order / Cash Deposit Rs. 500

20. Partnership Deed

21. Authority Letter/NOC Other Partner

11.3 Documentary Requirements of WeBOC Registration for Company

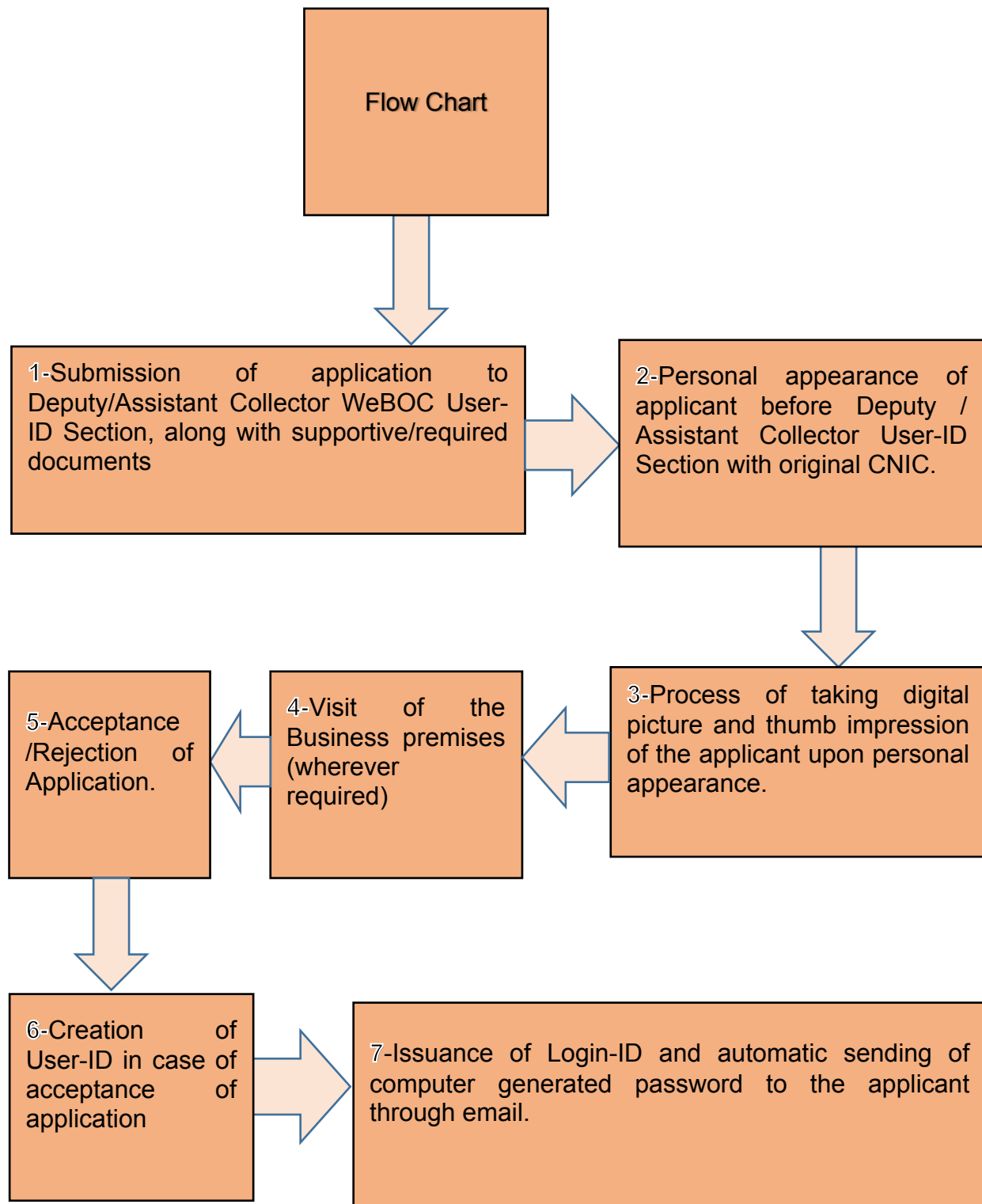
1. Director Original CNIC
2. Request for issuance of WeBOC User-ID on letter Head
3. Visiting Card and 2 Photographs (Password Size)
4. WeBOC External User Registration Form
5. Authority letter from all Director(s)
6. NADRA Verification all Director (s)
7. National Tax Number (NTN) Certificate all Director (s)
8. Sales Tax Registration Certificate OR IRIS-14 (I)
9. IRIS-181 (Order to Grant/Refuse Modification to Registration on Application) All Directors (s)
10. IRIS-114 (Return of Income Filed voluntarily for the complete year) all Director (s)
11. Valid Chamber of Commerce Membership Certificate
12. Business (Office) Premises Current Utility Bills
13. Bank Account Maintenance Certificate of the company (with Authorized signature and P.A (Personal Account) Stamp)
14. Bank Statement Current 6 Months (Last Balance of Rs.300, 000/-)
15. Active Taxpayers List (ATL) Sales Tax and Income Tax (Firm)
16. Active Taxpayers List (ATL) Income Tax all Director(s)
17. Online NTN/STRN Inquiry (Principal Activity Importer/Exporter)

18. Property Documents Premises/Office/ Valid Rent Agreement with Photo Copy of the landlord CNIC copy
19. Undertaking/affidavit on Stamp Paper Rs.100
20. Memorandum of Article (PVT) LTD, with Form-29 Original/Photo Copy
21. Bank receipt of Pay Order/Cash Deposit Rs.500/- (Importer/Exporter name and NTN)

12. Stepwise Procedure for Registration

1. Submission of application to Deputy/Assistant Collector WeBOC User-ID Section, along with supportive/required documents
2. Personal appearance of applicant before Deputy / Assistant Collector User-ID Section with original CNIC.
3. Process of taking digital picture and thumb impression of the applicant upon personal appearance.
4. Visit of the Business premises by the custom authorities (wherever required)
5. Acceptance/Rejection of Application.
6. Creation of User-ID in case of acceptance of application
7. Issuance of Login-ID and automatic sending of computer generated password to the applicant through email.

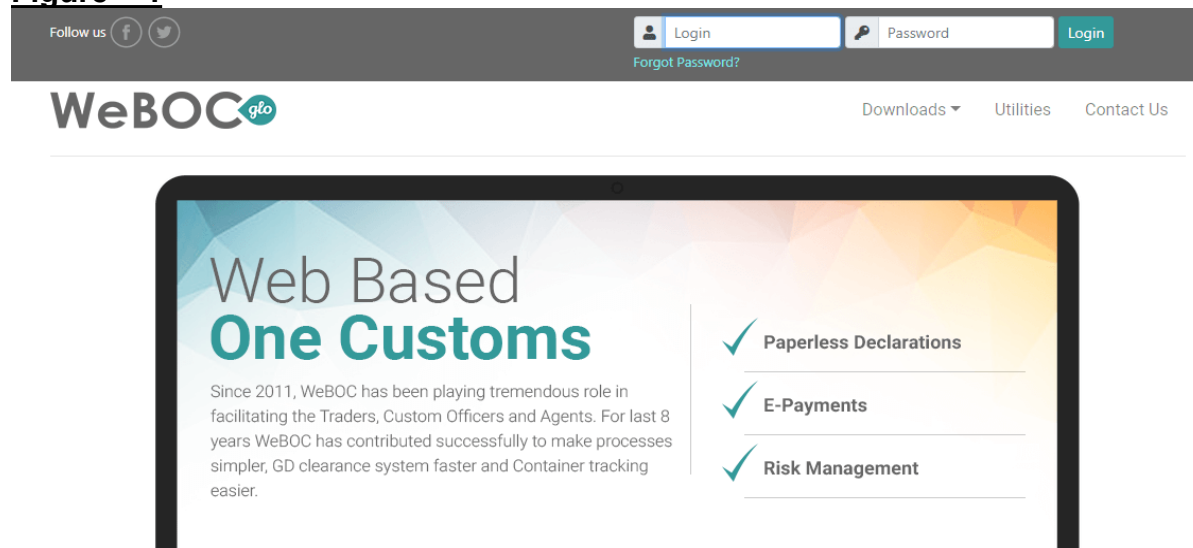
13. Flow Chart of Stepwise Procedure for WeBOC Registration



14. Procedure of Filing Goods Declaration (GD) in WeBOC:

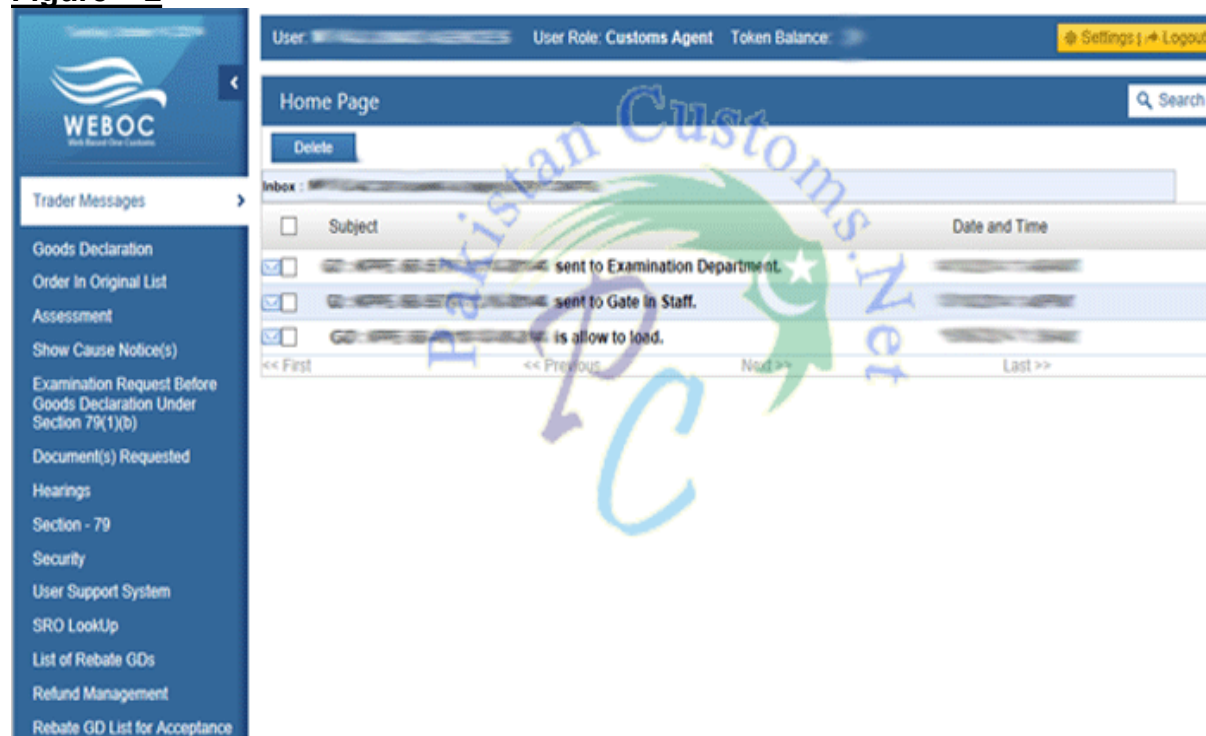
First the user shall have to login into account by visiting WeBOC website, here is WeBOC link ([https://www.weboc.gov.pk/\(S\(ke4ni50md1vxbgaxivqvnueu\)\)/Login.aspx](https://www.weboc.gov.pk/(S(ke4ni50md1vxbgaxivqvnueu))/Login.aspx)) to visit the website which is shown in figure No. 1 below:

Figure – 1



Now the trader/agent requires User ID and Password to enter into the main page of WeBOC as mentioned in Figure No. 2 below:

Figure – 2



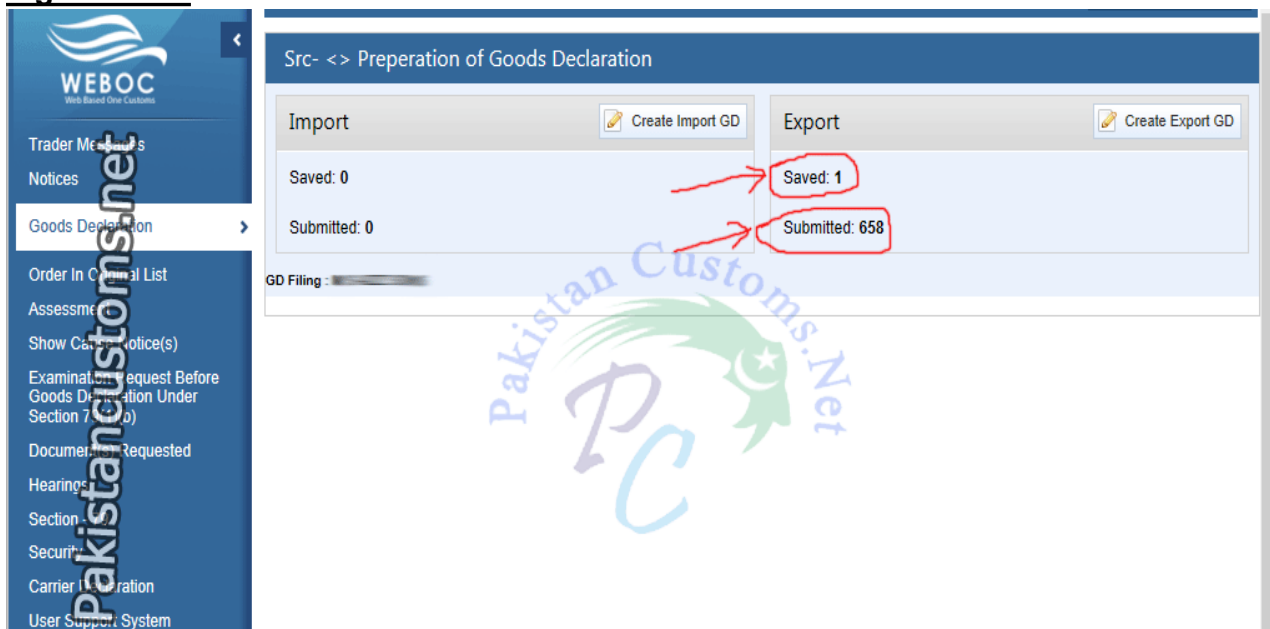
After getting on home page, trader/agent required to click Goods Declaration (GD) tab as mentioned in Figure No. 3 below:

Figure – 3

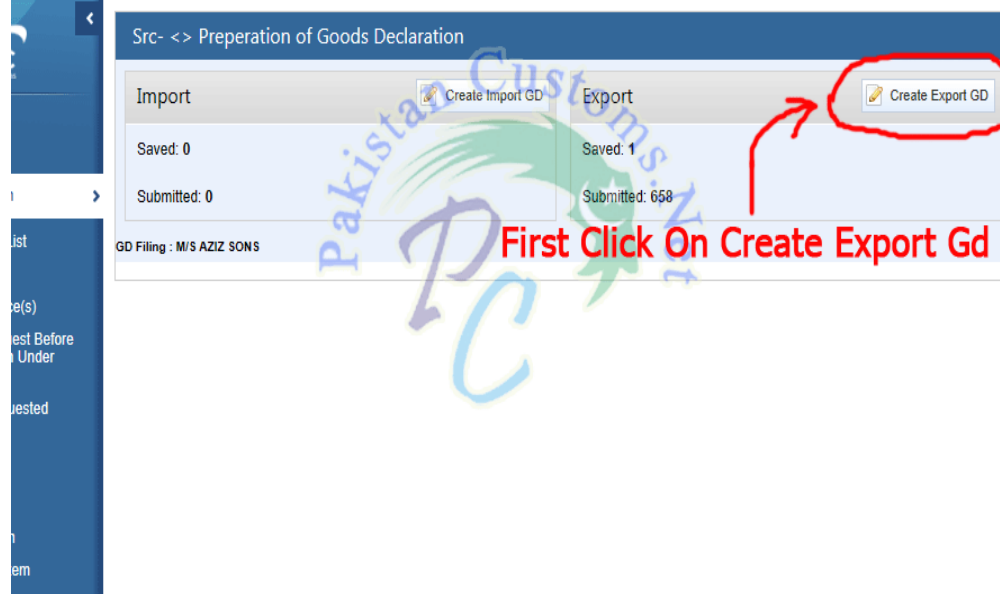


Now this page will show two columns i.e., Import and Export as circled with red line, as shown in figure 4, one of them can be chosen.

Figure No. 4



If export option is chosen then click on “Create Export GD” option as circled with red line.

Figure – 5

After clicking on “Create Export GD”, the following window will be opened as shown by Figure No - 6.

Figure – 6

This page contains following Menu and Dropdowns.

- Save (For Saving File GD)
- Submit (For Submit Filed GD)
- Cancel (For Taking out From Form Page to Main Page)

Dropdowns:

- Basic Information
- GD Information
- Custom office
- Consignor & Consignee Information
- Financials
- Supporting Information for Customs Processing
- Upload document(s)
- Form-E Information
- Items Information
- Disclaimer

The Menu and Dropdowns of Figure No. 6 are further explained by Figure No. 7 below:

Figure – 7

Under the head of Basic Information select relevant custom office from where the goods are going to be exported. It might be from the following custom office such as:

- To file KICT/PICT/West Wharf/East Wharf GD, Select MCC EXPORT KARACHI.
- To file Air Port's GD, select MCC EXPORT, AFU- EXPORT
- To file QICT's GD, select PORT QASIM (EXPORT), KARACHI.

Here we choose PORT QASIM (EXPORT), KARACHI as reference shown in Figure No. 7.

- Select Commercial for Consignment Category tab as shown in Figure No. 7 for GD Type
- Select Export Commercial Transaction and for Mode of Transport Select Maritime as shown in Figure No. 7.

In Consignor/Consignee Information Section as per Figure No. 8 following fields are required to be filled.

- NTN / FTN: Automatically Filled (As mention in Figure 8)
- STRN: Automatically Filled (As mention in Figure 8)
- Consignor Name Address: Automatically Filled (As mention in Figure 8)
- Consignee Name & Address: Will be Provided In Exporter's Invoice.

Figure - 8

For Goods Declaration Information Figure – 9 shows the relevant fields to be filled according to the red highlighted lines with the following explanation.

Consignment Mode: There are two kinds of ocean shipments: LCL and FCL.

Containerized: (Full Container Load)

LCL: (Less Container Load)

Part shipment: (If Consignee purchase Goods from two different Exporter so both Exporters can share one container due to having the same consignee, therefore, GD will be the file in Part shipment)

- Air LCL
- Dry Bulk
- Liquid Bulk

So select shipment mode according to loading program provided by Shipping Line.

BL/AWB No & BL/AWB Date: Here B/L No. Air Way Bill No. will be written if available (Not necessary to file, leave it blank if you don't have B/L No. & Air Way Bill No.)

Destination Country: Select Country, Mention in loading program (i.e., United States, United Kingdom, Belgium)

Port of Shipment: Select according to customs office mention basic information section. (i.e., MCC export Karachi, Port Qasim (Export), etc.)

Port of Discharge: Once select Country complete Port of that country will be loaded, now click on Port of the shipment so List will be open & select your port where you desire to export your cargo. (i.e., New York, Spain, Antwerp).

Place of Delivery: Write Port where you want to export your shipment. (i.e., New York, Spain, Antwerp)

Shipping Line: Select Shipping Line according to your loading program.

Gross Weight: Mention in Invoice Provided by Exporter. (we need to mention weight in MT(Metric Tons) Therefore convert kgs to metric tons just Divide your weight with 1000)

Net Weight: Mention in Invoice Provided by Exporter. (To convert kgs to metric tons just divide your weight with 1000)

Marks: here we can mention anything such as a container, Po No. Style No as mentioned in Figure No. 9 below:

Figure - 9

The screenshot shows a web form titled "GD Information (Hide)". The form contains the following fields and annotations:

- Consignment Mode:** A dropdown menu with "Part Shipment" selected. A red arrow points to it with the label "Select Consignment Note:-".
- BL/AWB No:** An empty text input field. A red arrow points to it with the label "Select Port of Shipment".
- Port of Shipment:** A dropdown menu with "Lahore Air Freight Unit - Exports" selected. A red arrow points to it with the label "Select Port of Shipment".
- Port of Discharge:** An empty dropdown menu. A red arrow points to it with the label "Select Shipping Line & Port of Discharge".
- Place of Delivery:** An empty text input field. A red arrow points to it with the label "Select Shipping Line & Port of Discharge".
- Destination Country:** A dropdown menu with "--SELECT COUNTRY--" selected. A red arrow points to it with the label "Select Country".
- Shipping Line:** A dropdown menu with "--SELECT SHIPPING LINE--" selected. A red arrow points to it with the label "Select Shipping Line & Port of Discharge".
- Gross Weight:** An empty text input field followed by "(MT)". A red arrow points to it with the label "Type Weight And Port of Delivery".
- Net Weight:** An empty text input field followed by "(MT)". A red arrow points to it with the label "Type Weight And Port of Delivery".
- Marks:** A large empty text area with a scroll bar.

Now for financials Figure – 10 below shows the relevant slabs to be filled according to the following explanation.

Payment Terms: If you Find LC No. mention in invoice so select With LC otherwise select without LC.

LC No. & Date: Once write LC so write date otherwise leave it blank.

Delivery Term: Select FOB, Cost & Freight (CFR or CNF), CIF

Currency: Select Currency (i.e., USD, EURO, POUND)

FOB Value: If Select FoB as a delivery term Write Fob Value & if Select CFR first less mention freight from given CFR value in exporter Invoice.

Freight: Add Freight (Note for FOB Value Less this freight value from CFR Value)

CFR Value: Write CFR value mention in exporter invoice

Insurance: Write Insurance if Select CIF as a Delivery Term.

Supporting Information for Customs Processing:

Shed/Location Code: Write According to Loading Program (i.e., Qict, Qasim freight station etc.)

Terminal: Select terminal from where the vessel will be shipped (i.e., QICT, PICT, KICT)

Figure – 10

The screenshot displays a web-based form with three main sections:

- Financials (Hide):** Contains fields for Payment Terms (dropdown), LC No, Delivery Term (dropdown), FOB Value, CFR Value, Landing Charges (%), Other Charges, Rebate Amount (Rs.), LC Date, Currency (dropdown), Freight, Insurance (checkbox), Assessed Value, and Exchange Rate.
- Supporting Information for Customs Processing (Hide):** Contains Shed/Location Code (dropdown) and Terminal (dropdown) with a red note: "* From where Ship will be sailed".
- Uploaded Document(s) (Hide):** Contains an "Upload Document" button.

Now for Uploaded Documents, Form –E, Items information and disclaimer Figure – 11 below shows the relevant fields to be filled according to the following explanation.

Figure - 11

The screenshot displays a web-based form with three main sections:

- Form E Information (Hide):** Contains an "Add Form E" button with a red arrow pointing to it and the text "Click Here to Add Form-E".
- Items Information (Hide):** Contains an "Add Items" button.
- Disclaimer (Hide):** Contains two checkboxes:
 - I solemnly declare that exported goods are permissible under Export Policy Order
 - I do hereby declare that goods were imported for the purpose of SRO 492 (I)/2009 dated 13.06.2009 and at least 20% value addition has been made as compared value of goods at the time of import. The goods temporarily imported are duly be consumed in the manufacture of good being exported within the stipulated period or within the time extended by the Collector / Board (document scanned and attached with the GD).

At the bottom, there are buttons for "Save", "Calculate Duty", "Submit", "Print", and "Cancel".

Uploaded Documents such as:

Invoice

Packing list

Form-E

Any Other Certificate (i.e., Brand Certificate, DTRE Approval etc...)

Form-E Information

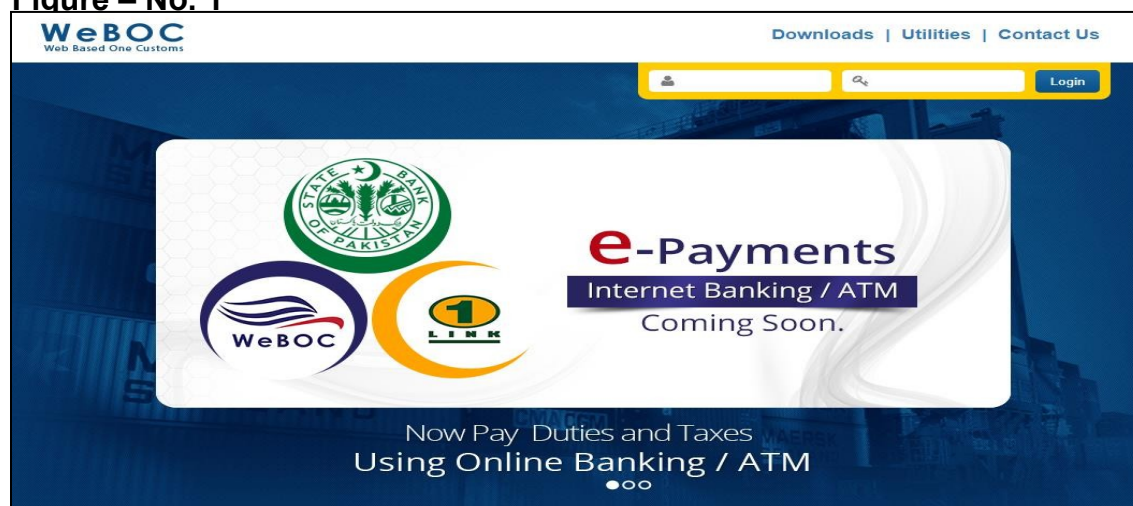
First of all, click Add Form-E Button So this link will take you another Page where you need to fill below mention Information.

Form E No & Date**Form E Value****Currency****Bank Name****City****Branch**

After Filling Click Save Button so this link will get you back on the main page.

15. Procedure for Payment Slip ID (PSID) for E-Payment

Trader/Clearing Agent shall login to WeBOC system for filing of Goods Declaration in WeBOC. First step is to go on e – Payment log in page as shown in figure No. 1 below.

Figure – No. 1

After log in to e-payment system, home page of e-payment will be opened as shown by Figure – No. 2 below. Trader/clearing agent will click on the “Submit” button of Goods

Declaration. System will display the Goods Declaration Payment Information Screen to Trader/Clearing Agent.

Figure – No. 2

The screenshot shows the WEBOC Home Page for user Sarfaraz Amjad. The page displays a list of messages with columns for Subject and Date and Time. The messages include various notifications regarding Goods Declaration (GD) and NOC / Gate Passes Issuance Request numbers.

Subject	Date and Time
Good Morning	10/10/2017 10:17AM
GD : PQZI-EP-8-21-08-2017 sent to Assessment Department.	23/08/2017 3:19PM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-EXT-800022-469-2017' has been approved	21/08/2017 3:23PM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-IMA-800022-431-2017' has been approved	21/08/2017 3:14PM
GD : PQZI-EP-8-21-08-2017 sent to Examination Department.	21/08/2017 3:10PM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-IMA-800022-468-2017' has been approved	21/08/2017 3:01PM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-EXA-800022-467-2017' has been approved	18/08/2017 10:47AM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-EXA-800022-439-2017' has been approved	11/07/2017 12:59PM
your NOC / Gate Passes Issuance Request Number: 'KEPZ-N-IMA-800022-429-2017' has been approved	05/07/2017 3:38PM
Expiry date of your NOC / Gate Passes Issuance Request : 'KEPZ-N-IMA-800022-426-2017' has been updated	05/07/2017 2:34PM

After submission of Goods Declaration, trader/agent needs to select payment information for which he/she requires to select e-payment mode as shown in Figure No. 3 below.

Figure – No. 3

The screenshot shows the WEBOC Payment Information for Customs Processing screen. The user is Sarfaraz Amjad, and the token balance is 9980. The screen displays a table of payment information with a dropdown menu for selecting the payment mode.

Payment Through:	Duty Name	Amount
---SELECT PAYMENT MODE---	Bank	
---SELECT PAYMENT MODE---	PD Account	
E-Payment	Additional Custom Duty	
	Additional Sales Tax	2,322
	Customs Duty	10,605
	Income Tax	8,361
	Regulatory Duty	13,256
	Sales Tax	13,161
	CESS	0
	Total Payable Amount in (Rs):	48,235

Now select payment management menu and then select payment of duties and taxes as shown in Figure No. 4 below.

Figure - No. 4

Tuesday, October 3, 2017

User: Sarfaraz Amjad User Role: Trader Token Balance: 9979 Settings | Logout

Src- <-> Payment Management

- Option
- Direct Debit Payment List for Trader
- Direct Debit Confirmed Payment List for Trader
- Payment of Duty and Taxes via 1-Link**
- List of GD's awaited for additional Payment
- PD Account Statement
- Print Computer Generated Payment Receipt
- List of GD's waiting for payment proposed by Senior Auditor
- List of Export GD's awaited for Payment
- GD Payment Instrument Detail

Section 79(1)(b)
Document(s) Requested

Now select payment of duty and taxes via 1-link as shown in Figure No.5 below and select payment against GD.

Figure - No. 5

Tuesday, October 3, 2017

User: Sarfaraz Amjad User Role: Trader Token Balance: 9979 Settings | Logout

Src- <-> Payment of duty and taxes via 1-Link

S#	Payment Type
1	Payment Against GD

The page of payment against GD will appear as shown in Figure no. 6.

Figure – No. 6

Src- <-> Pending GD Payment List Search

GD Number Trader NTN BL Number GD Ref No

1 Search Now Clear

Back

BL Number	Trader	GD Number	GD Ref No
BL-6975140	Shakeel and Co	KPPI-HC-167-20-09-2016	
BL-7841096	Ahsan Abbas	KPPI-HC-182-28-01-2016	
BL-6975140	Trader 18	Not Allocated	

Fill the payment details and generate Payment Slip ID (PSID) as shown in Figure No. 7 below.

Figure – No. 7

Src- <> Pending GD Payment List Search

GD Number	Trader	NTN	BL Number	GD Ref No	Search Now	Clear
			1			

[Back](#)

BL Number	Trader	GD Number	GD Ref No
BL-6975140	Shakeel and Co	KPPI-HC-167-20-09-2016	
BL-7841096	Ahsan Abbas	KPPI-HC-182-28-01-2016	
BL-6975140	Trader 18	Not Allocated	

After submitting the payment details a Payment Slip ID (PSID) will be generated as shown in Figure no. 8 below.

Figure No. 8

Src- <> GD Payment Details

Payment Head	Payment Against Goods Declaration	GD Number	KPPI-HC-167-20-09-2016
Trader	Shakeel and Co	NTN	9857524
Agent Name	N/A	STRN	0700003020213
		Net Payable Amount (Rs)	18214

Payment Breakup	
Duty Name	Amount in (Rs)
Additional Custom Duty	79.00
Additional Sales Tax	247.00
Customs Duty	237.00
Income Tax	890.00
Sales Tax	1400.00
Penalty of Adjudication	5000.00
Late Payment Penalty	361.00
Fine of Adjudication	10000.00
Total Payable Amount : Rs 18,214.00/-	

The duties and taxes amount payable are according to the exchange rate of the payment day.
 Payment Slip ID (PSID) : 0425425-082217-1217

[Back](#)

16. Downloading Electronic Form-E in WeBOC³

Step 1: First login using user id and password in WeBOC, so after logging following screen show up.

First of all, click on the user support system as indicating in the Figure below.

Select and open the request.

The screenshot shows the WeBOC user support system interface. On the left is a navigation menu with items like 'Trader Messages', 'Securities Management', 'Notices', 'Goods Declaration', 'Order in Original List', 'Assessment', 'Show Cause Notice(s)', 'Examination Request Before Goods Declaration Under Section 79(1)(b)', 'Document(s) Requested', 'Hearings', 'Section - 79', 'Security', 'Carrier Declaration', 'User Support System', 'SRO LookUp', 'List of Rebate GDs', and 'Refund Management'. The 'User Support System' menu item is highlighted with a red arrow. The main area displays a table of Form-E requests with columns: Request No., Form-E No., Bank Name, City, Branch, Destination Country, Total Value, Currency, Status, and Status Date. A red arrow points to a specific request in the table, and a red text box says 'Then Click Here To Open Request'. Another red text box says 'First Click On User Support System'.

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency	Status	Status Date
		Habib Metropolitan Bank Ltd	Karachi		United Arab Emirates	1000000	US \$	Pending	13/11/2015
		Habib Metropolitan Bank Ltd	Karachi		United States	1000000	US \$	Approved	12/11/2015
		Habib Metropolitan Bank Ltd	Karachi		United States	1000000	US \$	Approved	12/11/2015
		Habib Metropolitan Bank Ltd	Karachi		United Kingdom	1000000	US \$	Approved	10/11/2015
		Habib Metropolitan Bank Ltd	Karachi		United Kingdom	1000000	US \$	Approved	09/11/2015
		Habib Metropolitan Bank Ltd	Karachi		United Kingdom	1000000	US \$	Rejected	09/11/2015
		Habib Metropolitan Bank Ltd	Karachi		Belgium	1000000	US \$	Approved	09/11/2015
		Habib Metropolitan Bank Ltd	Karachi		France	1000000	EURO	Approved	09/11/2015

Step 2:

After opening the request, approved form-e details show up in front of the screen, so now click on Print Button.

The screenshot shows the 'Export Form-E Document' screen in WeBOC. The page title is 'Src - <> Export Form-E Document'. There are 'Print' and 'Close' buttons at the top. Below is a form with 'Basic Information' and 'Form-E Document Request Information'. A red arrow points to the 'Print' button, and a red text box says 'Press Print Button to Download Electronic Form-E'. Another red arrow points to the 'Open Or Save Form-E' button, and a red text box says 'Open Or Save Form-E'. A dialog box is open at the bottom asking 'Do you want to open or save Form-E Document - ...pdf (5.85 KB) from www...gov.pk?' with 'Open', 'Save', and 'Cancel' buttons.

(Note: Please install internet explorer 9 or above, if you use any old version so electronic form-e will not download)³

³ Pakistan Custom's Website

17. Claim Rebate/Duty Drawback in WeBOC:

The rebate/Duty drawback claim can be submitted in WeBOC. Login in WeBOC using user ID and password as shown under figure No. 1.

Figure- No. 1



Upon logging in, **WeBOC**'s main page shows different options on the left side of the page as shown by Figure no. 2. Click the **list of rebate GDs**.

Figure – No. 2



In the **list of rebate GDs**, select the relevant GD number for example KPPE-SB-123456 to claim rebate/duty drawback as indicated by red line in Figure No. 3 below.

Figure No. 3

Sr.	GD Number	Trader Name	Allocation Date	GD Status
1	KPPE-SB-123456			Opened by Trader For Rebate Claim
2	KPPE-SB-123456			Opened by Trader For Rebate Claim
3	KPPE-SB-123456			Consignment Shipped
4	KPPE-SB-123456			Consignment Shipped
5	KPPE-SB-123456			Consignment Shipped
6	KPPE-SB-123456			Consignment Shipped
7	KPPE-SB-123456			Consignment Shipped
8	KPPE-SB-123456			Consignment Shipped
9	KPPE-SB-123456			Consignment Shipped
10	KCSE-SB-123456			Consignment Shipped

After opening GD for rebate claim in WeBOC, here we can see complete details of the GD including **rebate amount** as shown in Figure No. 4 below. **Attach required documents can be seen for rebate claim** so click upload document as shown in Figure no. 4 below.

Figure No. 4

18. Documents which are required for Rebate Claim in WeBOC:

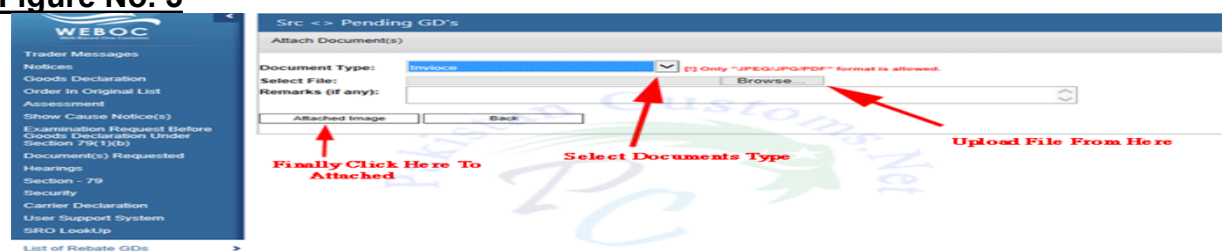
The following documents are required for rebate claim:

- Invoice
- Form-E
- BL (Bill of Lading)

- **BCA** (Bank Credit Advices)
- **Undertaking**

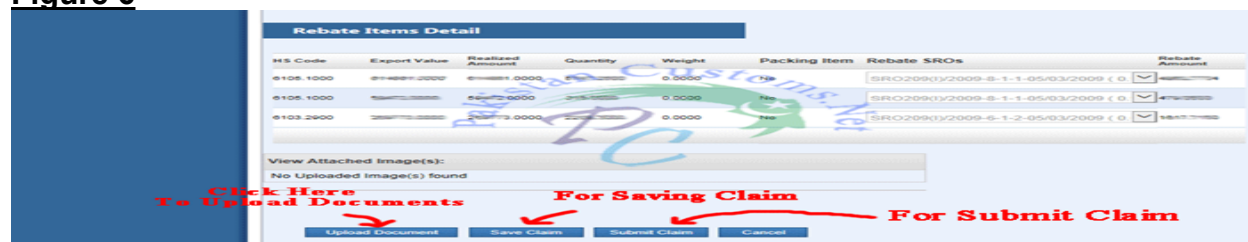
If **rebate claim** is submitted without uploading these required documents, **Assessment Officer of Rebate** will hold claim and put-call documents in **WeBOC** until required documents are uploaded, therefore it is necessary to upload these documents to save from call documents hold in **WeBOC**. Once upload documents button is clicked it will redirect to the page as shown in Figure No. 5.

Figure No. 5



After uploading required documents first click save and then submit as mentioned in Figure No. 6.

Figure 6



In order to check duty drawback status of submitted GDs, again we need to login WeBOC using user ID and password, after login click GD Monitoring as mention in Figure No.7, now see GD status column next to GD number as mentioned in Figure No. 7.

Figure No. 7



19. Annexures

19.1 Annexure – A - WeBOC Application Forms

WEBOC EXTERNAL USER REGISTRATION FORM	
User Type	<input type="radio"/> Trader <input type="radio"/> Custom Agent <input type="radio"/> Terminal Operator <input type="radio"/> Ground Handling <input type="radio"/> Shipping Agent <input type="radio"/> Warehouse
NTN Number *	
STRN *	
Business Name *	
Business Address *	
Contact Person Name*	
Contact Person CNIC *	
Phone Number 1 *	
Phone Number 2	
Fax Number	
Cell Number *	
Contact Person Email id *	
Bank Name	
Branch City	
Branch Name	
Account Number	
License Number	
Collectorate	
Warehouse (In case of Warehouse)	
Shipping Line Type (In case of Shipping Line)	
Location (In case of Terminal Operator)	
User Sub Type (In case of Trader)	<input type="radio"/> Commercial <input type="radio"/> Non-Commercial <input type="radio"/> Embassy <input type="radio"/> Trust <input type="radio"/> Govt. Departments

Documents Requires incase of Sub Type :

Commercial	Non-Commercial	Embassy	Trust	Govt. Dept
1. Copies of CNIC's of Proprietor	1. Copies of CNIC's of Partners	1. Copies of CNIC's/Passport of the authorized person	1. Copies of CNIC's of Managing Trustee and other trustee	1. Copies of CNIC's of directors
2. Copy of NTN duly verifiable form www.fbr.gov.pk	2. Copy of NTN duly verifiable form www.fbr.gov.pk	2. Copy of NTN duly verifiable form www.fbr.gov.pk	2. Copy of NTN duly verifiable form www.fbr.gov.pk	2. Copy of NTN duly verifiable form www.fbr.gov.pk
3. Copy of STRN duly verifiable from www.fbr.gov.pk	3. Copy of STRN duly verifiable from www.fbr.gov.pk	3. Authority letter from Head of Embassy	3. Copy of Trust Deed	3. Copy of STRN duly verifiable from www.fbr.gov.pk Undertaking as cer
	4. Copy of Current Airway Bill			

Link for Form – A:

<https://drive.google.com/file/d/0B5DAbzPVFKL9b1lvSzRGNkdOS3M/edit>

19.2 Annexure – B

GOVERNMENT OF PAKISTAN
Model Contracting Collection of PAGES, Namah

WEBOC USER REGISTRATION FORM

Province	District	Customs Area	Sub Area	Port/Port Office
Name/Name of				
GATE Tackling Machine No				
Trailer Name				
Name of Contact Director/ <i>Authorized</i>				
Contact No				
CME No.				
Business Address				
Phone Number				
Fax Number				
Contact Person Name				
Contact Person CME				
Contact Person Cell Phone				
Email ID (M) / Email Power				
BANK NAME				
Bank City				
Bank A/C Number				
Branch Name				
Chal Number (In case of Agent)				
Chal Collector No (In case of Agent)				
Shipping Contract No (In case of Shipping Agent)				

Special care should be taken to fill the form on the basis of the knowledge given by the applicant. The applicant will be held responsible for the accuracy of the information provided. In case of any discrepancy, the applicant will be held responsible for the same.

Signature of the Authorized Person with Seal

Link for Form – B:

<https://drive.google.com/file/d/0B5DAbzPVFKL9R3IVcHRPVzk1QIU/edit>

20. Annexure – C - Sample of Request Letter for getting WeBOC User/ID & Password

Following is the sample request letter which should be on business letter head:

To,

Deputy Collector WeBOC
Air Freight Unit,
Islamabad,

Subject: Request for issue of WeBOC user/ID & password

Respected Sir/Madam,

I am regular Importer/exporter/agent. I need to get register with WeBOC for which I require my WeBOC user/Id & password. It is requested to issue me WeBOC user/Id & password for Goods Declaration filling. All relevant documents are attached with this request. I shall be very thankful to you for this co-operation.

Best Regards

Name
Designation
CNIC

List of Attached Documents:

- 1-
- 2-
- 3-

21. Annexure – D - Sample of Undertaking for Customs

On Rs: 100/- Stamp Paper
Witness CNIC Copy

UNDERTAKING

This undertaking is being executed in favor of Collector, Model Customs
Collectorate, Islamabad on _____.

1. That I am the authorized person to sign this undertaking.
2. That I shall always obey all the Pakistan Customs Laws, Rules, Procedures and instructions issued from time to time
3. That I shall try my best efforts to safeguard ID and password allotted to me and that I shall hold myself responsible for any act done using my WeBOC ID and password and consequences thereof.
4. That I shall not use a public computer to access the WeBOC system or shall not do anything that jeopardizes the security of the WeBOC system.
5. That I bind myself personally as well as my organization _____ to the Collector, Model Customs Collectorate, Islamabad to make good any loss of government revenue, which resulted by any act or omission of my/us or our Principal.
6. That I understand that I may also be imposed fine or / and penalty, if I am found guilty of breach of any Pakistan Customs Law, Rules, Procedures and instructions issued from time to time.
7. That I understand that the fine or / and penalty imposed shall be in addition to that imposed on the organization/business entity which I am representing.

/s/

Deponent

CNIC
Name
Thumb Impression