



**PSW**  
PAKISTAN SINGLE WINDOW



# USER MANUAL FOR PRE-IMPORT CLEARANCE CERTIFICATE

**DRUG REGULATORY AUTHORITY  
OF PAKISTAN (DRAP)**

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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 authorize 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 traders to apply for the Pre-Import Clearance Certificate from the Drug Regulatory Authority of Pakistan (DRAP). The application for the same shall be received and processed through the PSW portal. Similarly, the sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.



## 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 Pre-Import Clearance Certificate Request

- A complete solution for online filling and processing of applications.
- It caters to all the needs of DRAP related to processing the Drug Pre-Import Clearance Request.
- 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 "[www.psw.gov.pk](http://www.psw.gov.pk)" and click on the 'Login' button.

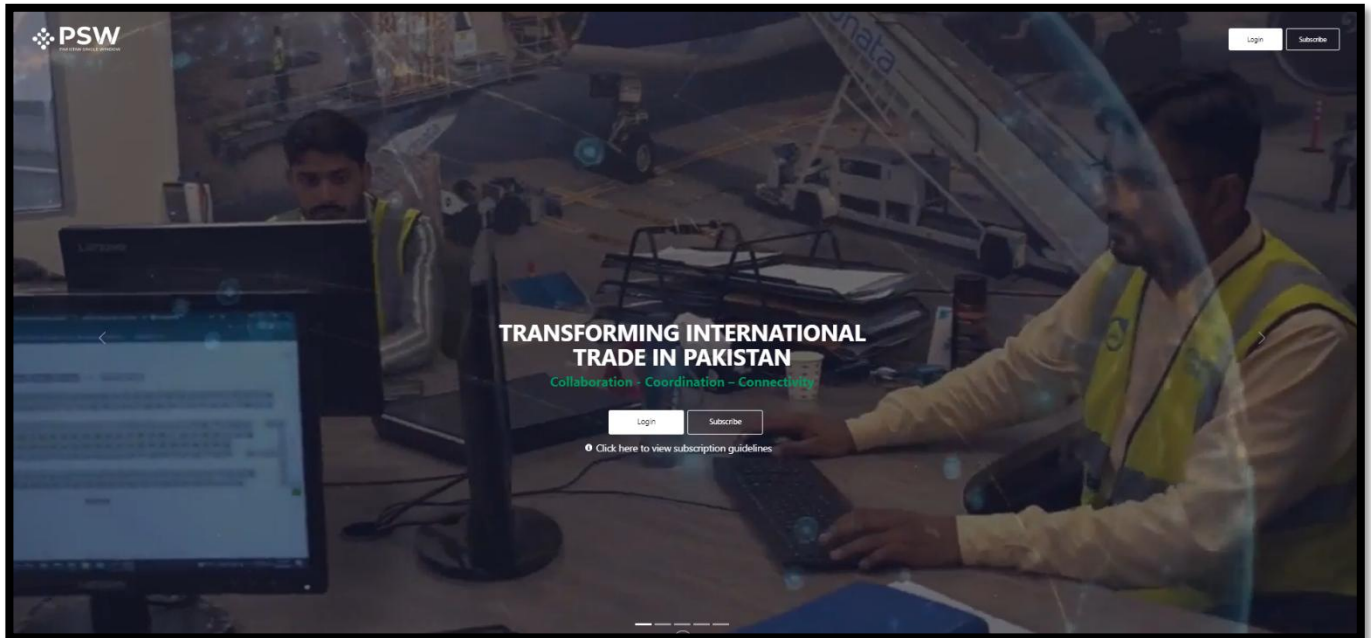


Figure 1

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

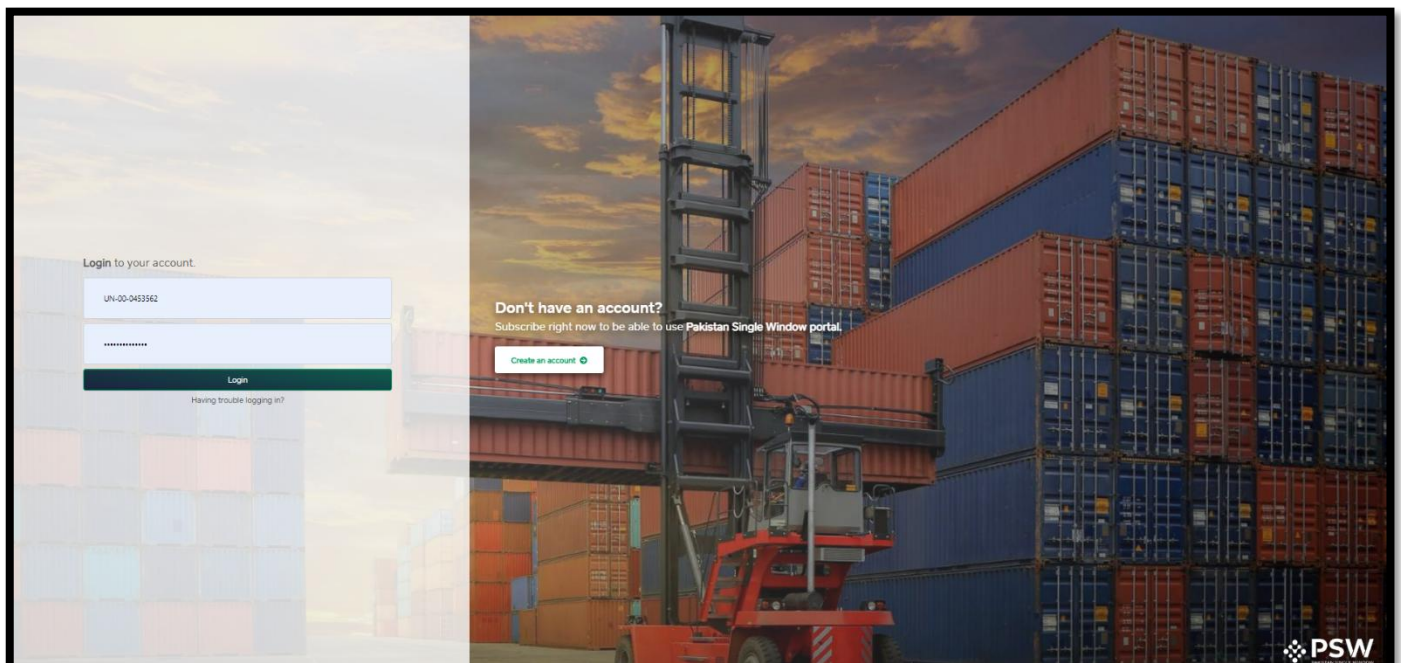


Figure 2

## 6. Pre-Import Clearance Certificate

### 6.1 Create New Request

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

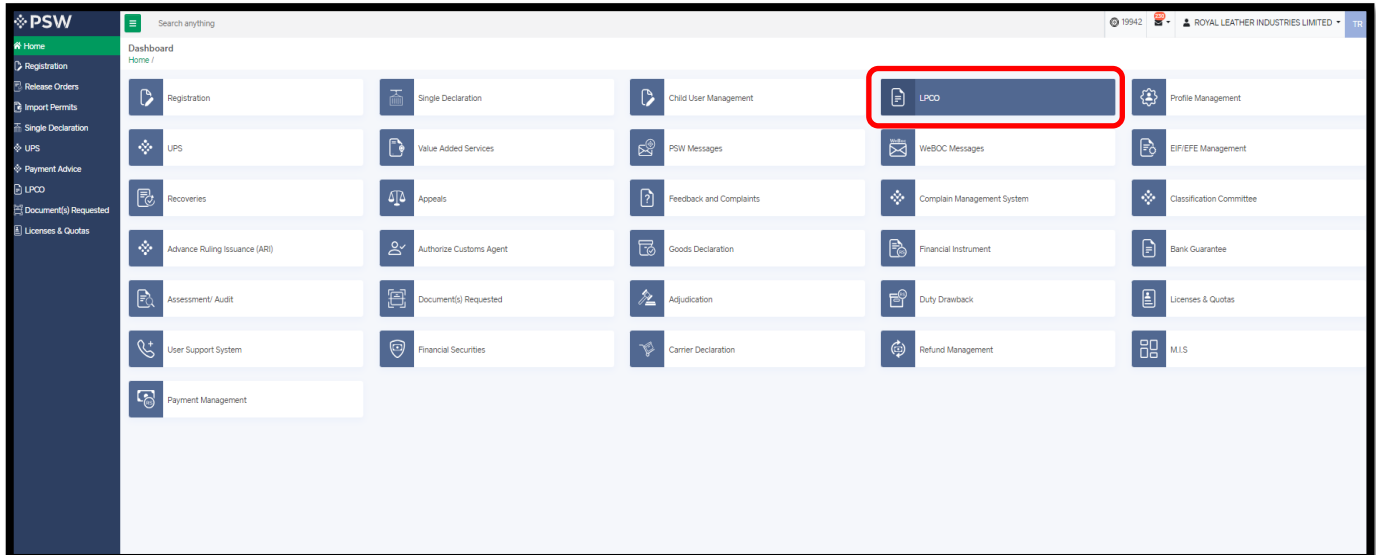


Figure 3

- ii. User shall click on 'Import Permits' tab.

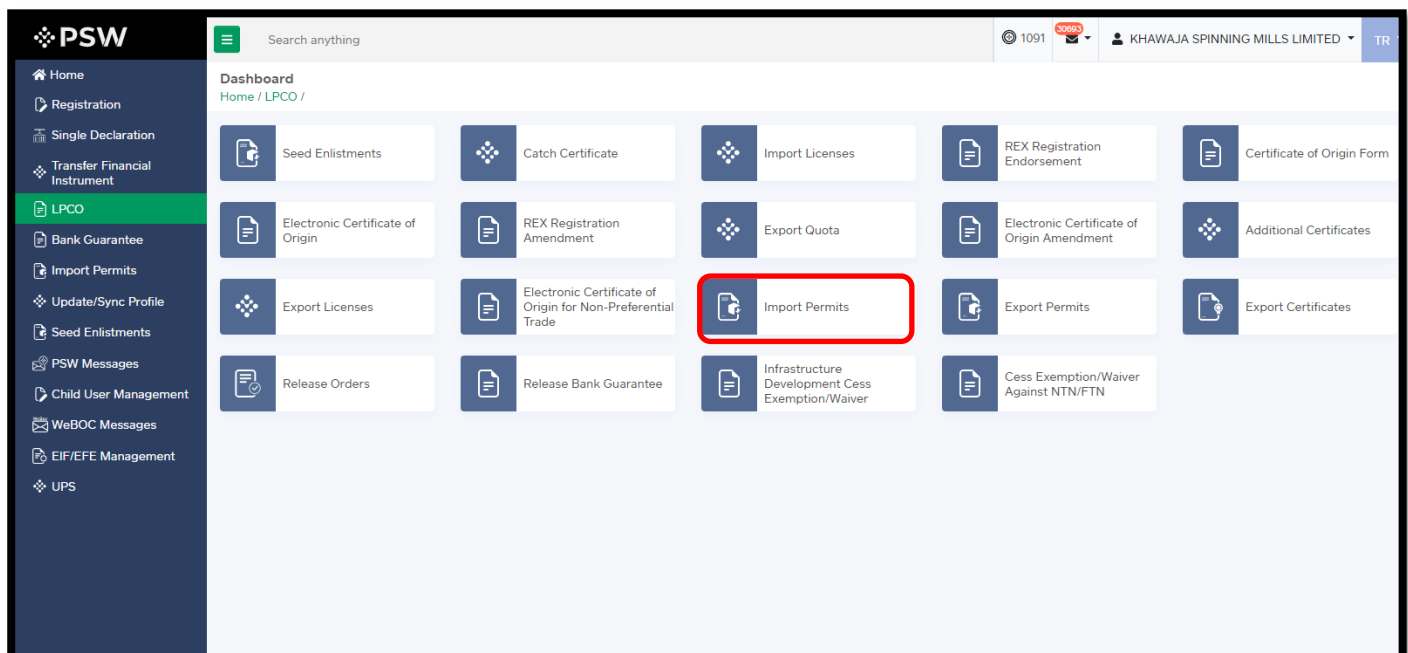


Figure 4

- iii. List of previous requests will appear; User shall click on 'Create Import Permit' tab.

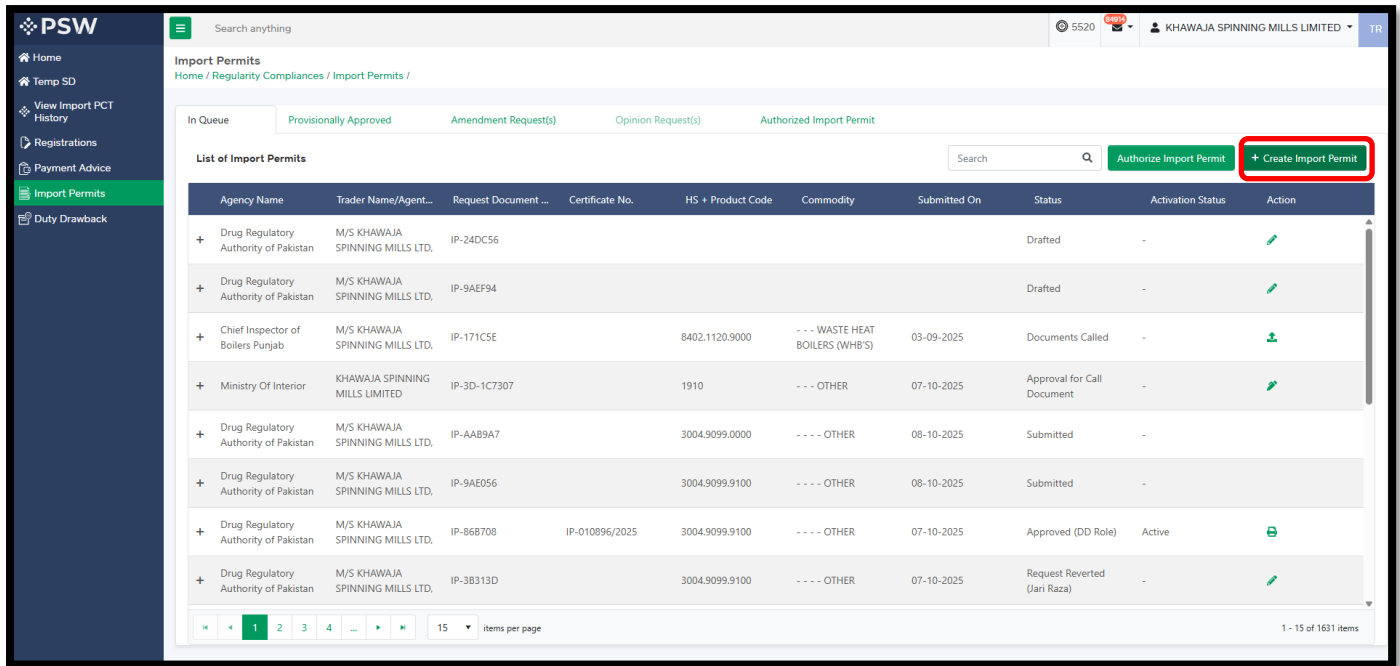


Figure 5

- iv. Select the agency "Drug Regulatory Authority of Pakistan" from the dropdown menu and press submit button.

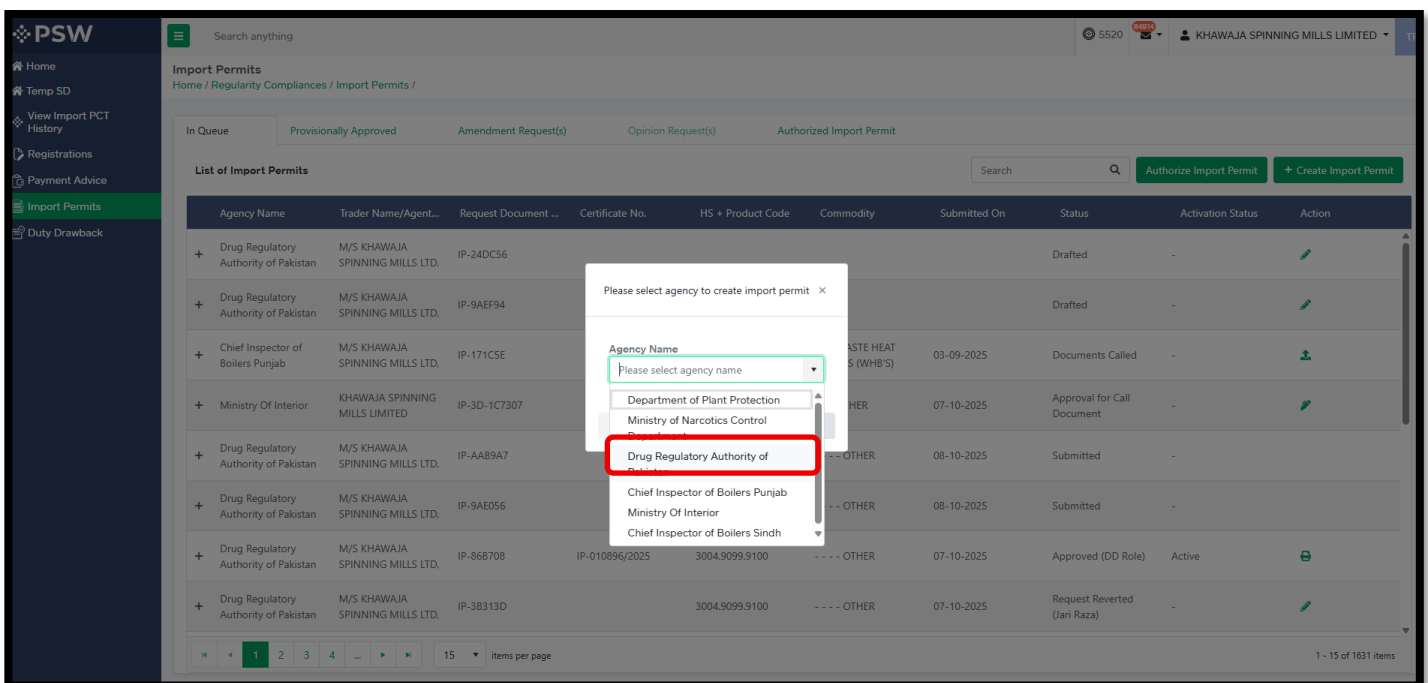


Figure 6





## 6.2 Basic Information

- i. After selecting an agency, a basic Information page will appear. User shall select Pre-import Certificate from the dropdown menu.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED TR

Create Import Permit  
Home / Regularity Compliances / Import Permits / Create /

Step 1 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional. Save

Basic Information

Drug Information

Import Permit Type: Please Select Import Permit Type (dropdown menu highlighted with a red box, showing options: Finished Unregistered/Not available Drugs, Pre-import Clearance Certificate)

DRAP Field Office: Please Select DRAP Field Office (dropdown menu)

Agency Site: Please Select Agency Site (dropdown menu)

NTN: 0225900

Business Name: M/S KHAWAJA SPINNING MILLS LTD. (dropdown menu)

Business Address: 10-L GULBERG III MAIN FERAZEPUR ROAD ,LAHORE (dropdown menu)

Save & Proceed

Figure 7

- ii. After selecting Pre-import Certificate, required field will appear. User shall select relevant DRAP field office and BL/Airway bill No, User can enter VIR number as well.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED TR

Create Import Permit  
Home / Regularity Compliances / Import Permits / Create /

Step 1 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional. Save

Basic Information

Drug Information

Document Information

Import Permit Type: Pre-import Clearance Certificate (dropdown menu highlighted with a red box)

DRAP Field Office: Please Select DRAP Field Office (dropdown menu)

Agency Site: Please Select Agency Site (dropdown menu)

BL/Airway No.: Enter BL/Airway No. (text input field highlighted with a red box)

VIR Number: Please enter VIR number or select from list (dropdown menu)

Basic Information

NTN: 0225900

Business Name: M/S KHAWAJA SPINNING MILLS LTD. (dropdown menu)

Business Address: 10-L GULBERG III MAIN FERAZEPUR ROAD ,LAHORE (dropdown menu)

Consignor Information

Consignor Name: Enter Consignor Name (text input field)

Consignor Address: Enter Consignor Address (text input field)

Consignor Country (Imported From): Enter Consignor Country (Imported From) (dropdown menu)

Invoice Details

Invoice Number: Enter Invoice Number (text input field)

Amount: Enter Amount (text input field)

Invoice Date: day-month-year (text input field)

Currency: Select Currency (dropdown menu)

Save & Proceed

Figure 8



- iii. User shall provide required 'Basic Information' and press 'Save & Proceed' button.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED TR

Create Import Permit  
Home / Regularity Compliances / Import Permits / Create /

Step 1 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Basic Information

Import Permit Type: Pre-import Clearance Certificate  
DRAP Field Office: Karachi  
Agency Site: DRAP, Karachi

BL/Airway No.: [Redacted]  
VIR Number: [Redacted]

Basic Information

NTN: 0225900  
Business Name: M/S KHAWAJA SPINNING MILLS LTD.  
Business Address: 10-L GULBERG III MAIN FERAZEPUR ROAD -LAHORE

Consignor Information

Consignor Name: [Redacted]  
Consignor Address: [Redacted]  
Consignor Country (Imported From): China

Invoice Details

Invoice Number: 342543256436  
Amount: 4  
Invoice Date: 07-10-2025

Currency: United States of America-United States Dollar-USD

Save & Proceed

Figure 9

- iv. Here, User will add commodity.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED TR

Create Import Permit  
Home / Regularity Compliances / Import Permits / Create /

Step 2 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Basic Information

Drug Information

Document Information

Add Commodity

S. No.	HS Code + Product Code	Name of Drug	Purpose	Associated License	Associated Drug No	Quantity + UOM	Actions
No records available							

5 items per page 0 - 0 of 0 items

Back Save & Proceed

Success  
Import Permit Saved Successfully

Figure 10

## 6.3 Raw Material

### 6.3.1 Commodity Information

- i. After clicking on “Add Commodity” button, Commodity Information page will appear. Here User shall provide relevant information then press ‘+Add’ button.

The screenshot shows the 'Create Import Permit' form in the PSW system. The 'Drug(s) Intended to be Imported' section is highlighted with a red box. This section contains the following fields:

- HS Code: Select HS Code
- Product Code: Select Product Code
- Purpose: Select Purpose
- Tariff Description: Enter Tariff Description
- Specification: Select Specification code
- Name of Drug(s): Enter Name of Drug
- Specific Description: Enter Specific Description
- UoM: Enter Unit of Measurement
- UoM (Selected By User): Enter UoM (Selected By User)
- Quantity to be Imported: Enter Quantity
- Unit Value USD: Enter Unit Value
- Total Value (USD): 0
- Total Value (PKR): 0
- Packaging / Pack Size: Enter Packaging / Pack Size

Below this section is the 'Foreign Manufacturer(s) Information' section with fields for Foreign Manufacturer Name, Foreign Manufacturer Address, and Foreign Manufacturer Country. A '+ Add' button is located at the bottom right of the form.

Figure 11

- ii. A pop-up will appear User shall enter batch details. User can add multiple batch details.

The screenshot shows the 'Batch Details' pop-up form. The pop-up contains the following fields:

- Batch no.: Enter Batch no.
- Batch Manufacturing Date: day-month-year
- Batch Expiry Date: day-month-year
- IGM Date: day-month-year
- Shelf Life Duration: select
- Total Shelf life days: Enter Total Shelf life days
- Calculated Shelf life: Enter Calculated Shelf life

A 'Save' button is highlighted with a red box at the bottom right of the pop-up. The background shows the 'Drug(s) Intended to be Imported' form with the following values:

- HS Code: 2829.1990
- Product Code: 1100
- Purpose: Test Analysis
- Name of Pharma Raw Materials: Name of Pharma Raw Materials
- UoM (Selected By User): Meters
- Total Value (USD): 440
- Purpose Of Use: HUMAN
- Product for Paediatric use?: YES
- Foreign Manufacturer Country: American Samoa

Figure 12



iii. Here User shall submit documents.

**Step 2 of 2**  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

**Basic Information**

**Drug Information**

**Document Information**

**Drug(s) Intended to be Imported**

HS Code: 2829.1990 | Product Code: 1100 | Purpose: Test Analysis

Tariff Description: - - - OTHER | Specification: USP Specification | Name of Pharma Raw Materials: Name of Pharma Raw Materials

Specific Description: Zinc chloride: Of pharmaceutical grade | UoM: KG | UoM (Selected By User): Meters

Quantity to be Imported: 110 | Unit Value USD: 4 | Total Value (USD): 440

Total Value(PKR): 123200 | Packaging / Pack Size: Packaging / Pack Size | Purpose Of Use: HUMAN

Strength Of Product: Strength Of Product | Product Registration no. issue By DRAP: Product Registration no. issue By DRAP | Product for Paediatric use?: YES

**Foreign Manufacturer(s) Information**

Foreign Manufacturer Name: Foreign Manufacturer Name | Foreign Manufacturer Address: Foreign Manufacturer Address | Foreign Manufacturer Country: American Samoa

Minimum One Batch Detail is Required

**Batch Details**

S.No	Batch No	Batch Expiry Date	Batch Manufacturing ...	IGM Date	Total Shelf Life Value	Calculated Shelf Life	Actions
1	34546546	03-07-2052	08-10-2025	31-10-2025	730	-96.84931506849315	[Icons]

Figure 13

## 6.3.2 Required Documents

i. User shall attach DIL by clicking arrow under "Action" grid.

**Attach Documents**

Document Name	Type	Actions
+ DRAP Import License Registration For Pre-Import Clearance Certificate	Mandatory	[Plus Icon]

**Upload Documents**

Document Name	Type	Attachments
Batch Certificate	Mandatory	[Select files...] Drop files here to upload
Master Formula	Mandatory	[Select files...] Drop files here to upload
Certificate of Analysis	Mandatory	[Select files...] Drop files here to upload
Undertaking Form 3	Mandatory	[Select files...] Drop files here to upload

Figure 14

- ii. A pop-up will appear; User shall select the DIL from the dropdown menu.

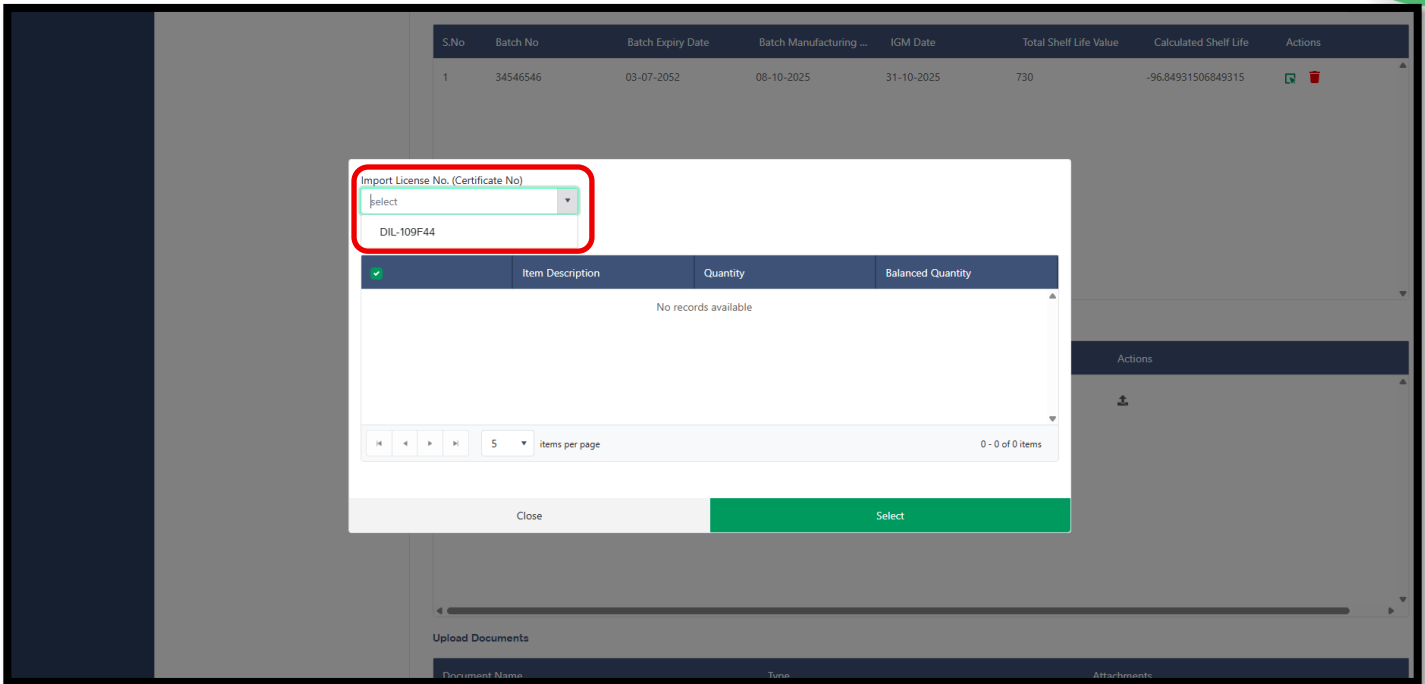


Figure 15

- v. After selecting DIL from the dropdown menu, license details will be shown. User shall select the check box, and press the 'Select' button.

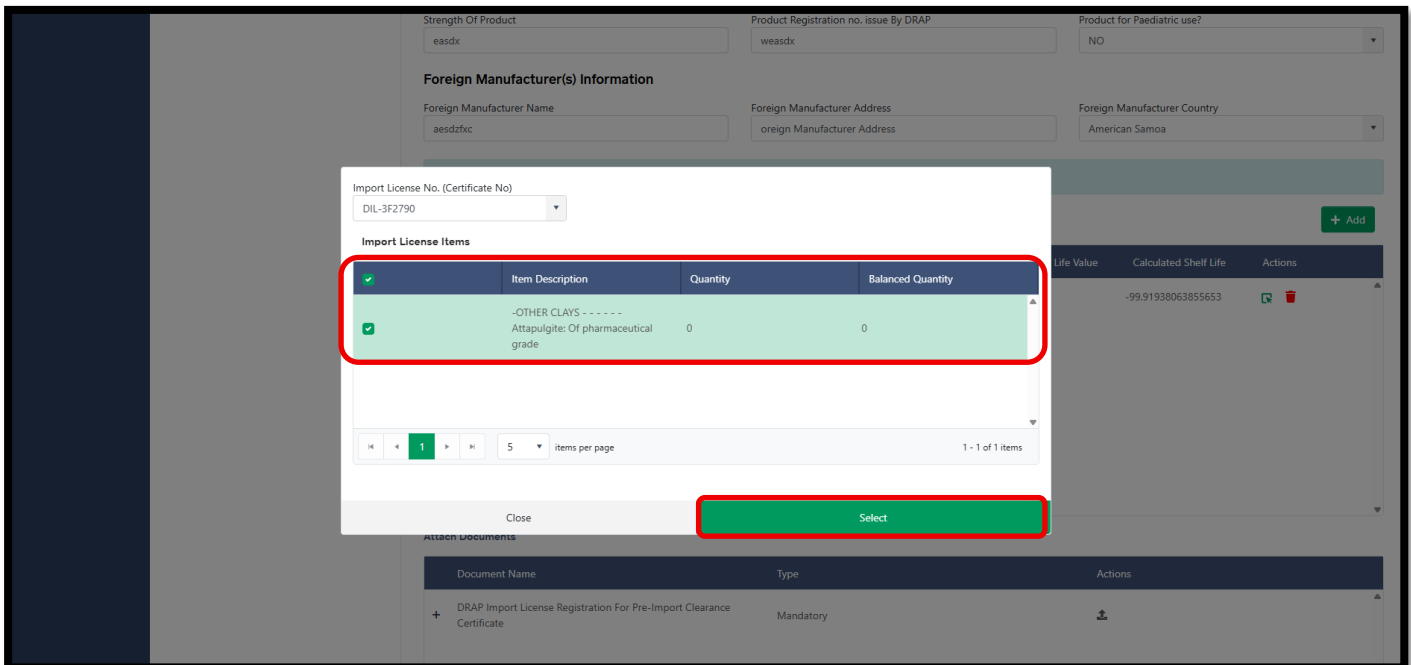


Figure 16

- vi. DIL information will be attached and can be seen at document level. Here User shall upload the required documents as mentioned under 'Upload Document' grid.



**Attach Documents**

Document Name	Type	Actions
DRAP Import License Registration For Pre-Import Clearance Certificate	Mandatory	

**Upload Documents**

Document Name	Type	Attachments
Batch Certificate	Mandatory	<input type="button" value="Select files..."/> Drop files here to upload
Master Formula	Mandatory	<input type="button" value="Select files..."/> Drop files here to upload
Certificate Of Analysis	Mandatory	<input type="button" value="Select files..."/> Drop files here to upload
Undertaking Form 3	Mandatory	<input type="button" value="Select files..."/> Drop files here to upload

Buttons:

Figure 17

- vii. Once the required documents are attached. User shall press 'Add Commodity' button.

**PSW** Search anything KHAWAJA SPINNING MILLS LIMITED

**Edit Import Permit**  
Home / Regularity Compliances / Import Permits / Edit /

**Step 2 of 2**  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Buttons:

Buttons:

S. No.	HS Code + Product Code	Name of Drug	Purpose	Associated License	Associated Drug No	Quantity + UOM	Actions
1	2829.1990.1100	Name of Pharma Raw Materials	Test Analysis	DIL-C-F31A42		100 Meters	

Buttons:

Figure 18



## 6.4 FINISHED DRUGS

### 6.4.1 Drug Information

- i. For finished drugs, after entering basic information, User shall enter required information, also select purpose from the dropdown box.

**Drug(s) Intended to be Imported**

HS Code	3003.1000	Product Code	9000	Purpose	Select Purpose
Tariff Description	-CONTAINING PENICILLINS OR DERIVATIVES THEREOF, WITH A	Specification	Select Specification code	Commercial	Test Analysis
Specific Description	Enter Specific Description	UoM	KG	Clinical Trial	Donation bases
Quantity to be Imported	Enter Quantity	Unit Value USD	Enter Unit Value	Un-Registered / Not Available / Drug Imported by institution (Hospitals)	
Total Value(PKR)	0	Packaging / Pack Size	Enter Packaging / Pack Size		0

**Foreign Manufacturer(s) Information**

Foreign Manufacturer Name	Enter Foreign Manufacturer Name	Foreign Manufacturer Address	Enter Foreign Manufacturer Address	Foreign Manufacturer Country	Select Foreign Manufacturer Country
---------------------------	---------------------------------	------------------------------	------------------------------------	------------------------------	-------------------------------------

Minimum One Batch Detail is Required

**Batch Details**

S.No	Batch No	Batch Expiry Date	Batch Manufacturing ...	IGM Date	Total Shelf Life Value	Calculated Shelf Life	Actions
------	----------	-------------------	-------------------------	----------	------------------------	-----------------------	---------

Figure 19

- ii. User shall complete all relevant information, then click on '+Add' button.

**Drug(s) Intended to be Imported**

HS Code	3003.1000	Product Code	9000	Purpose	Commercial
Tariff Description	-CONTAINING PENICILLINS OR DERIVATIVES THEREOF, WITH A	Specification	USP Specification	Name of Finished Drugs & Medicine	Name of Finished Drugs & Medicine
Specific Description	(Medicaments, consisting of two or more constituents w...	UoM	KG	UoM (Selected By User)	Carat
Quantity to be Imported	4364	Unit Value USD	6	Total Value (USD)	26184
Total Value(PKR)	7331520	Packaging / Pack Size	Packaging / Pack Size	Purpose Of Use	HUMAN
Strength Of Product	trenth Of Product	Product Registration no. issue By DRAP	Product Registration no. issue By DRAP	Product for Paediatric use?	NO

**Foreign Manufacturer(s) Information**

Foreign Manufacturer Name	Foreign Manufacturer Name	Foreign Manufacturer Address	Foreign Manufacturer Address	Foreign Manufacturer Country	Andorra
---------------------------	---------------------------	------------------------------	------------------------------	------------------------------	---------

Minimum One Batch Detail is Required

**Batch Details**

**+ Add**

Figure 20



- iii. A pop-up will appear where User shall enter batch details and click on 'Save' button.

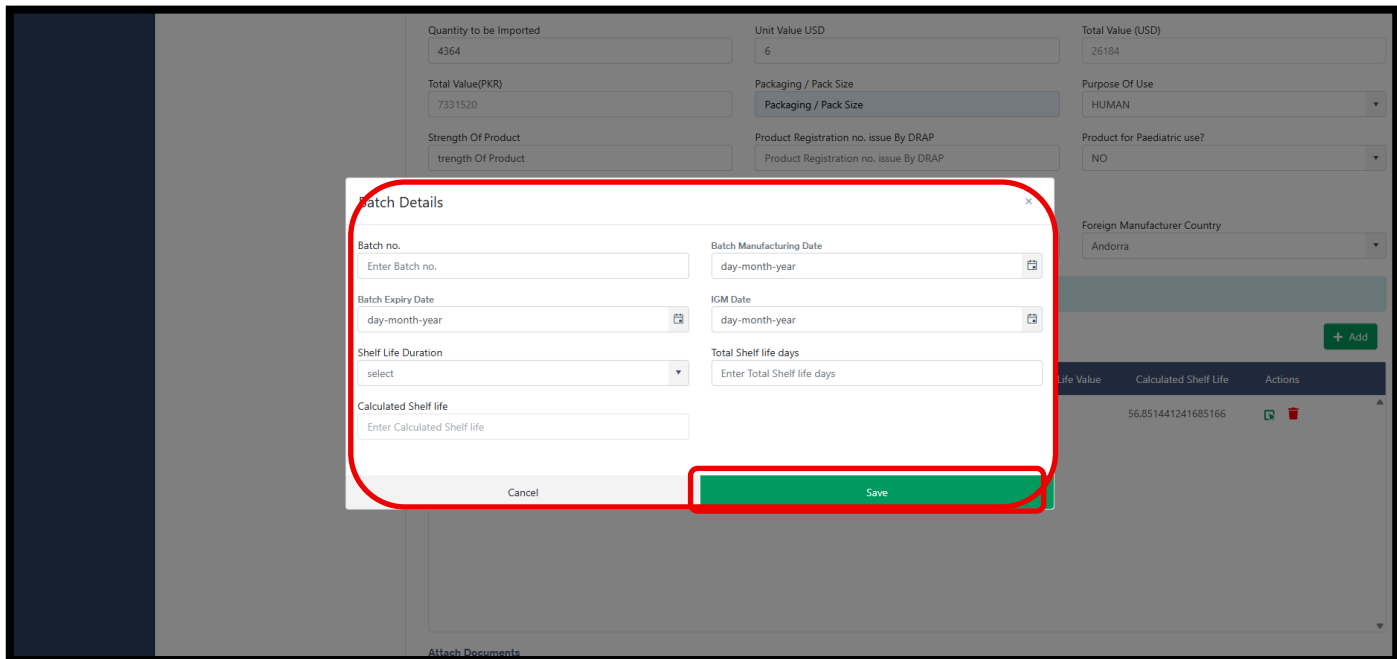


Figure 21

- iv. Batch details will be added. Incase of multiple batches, User shall repeat the same process.

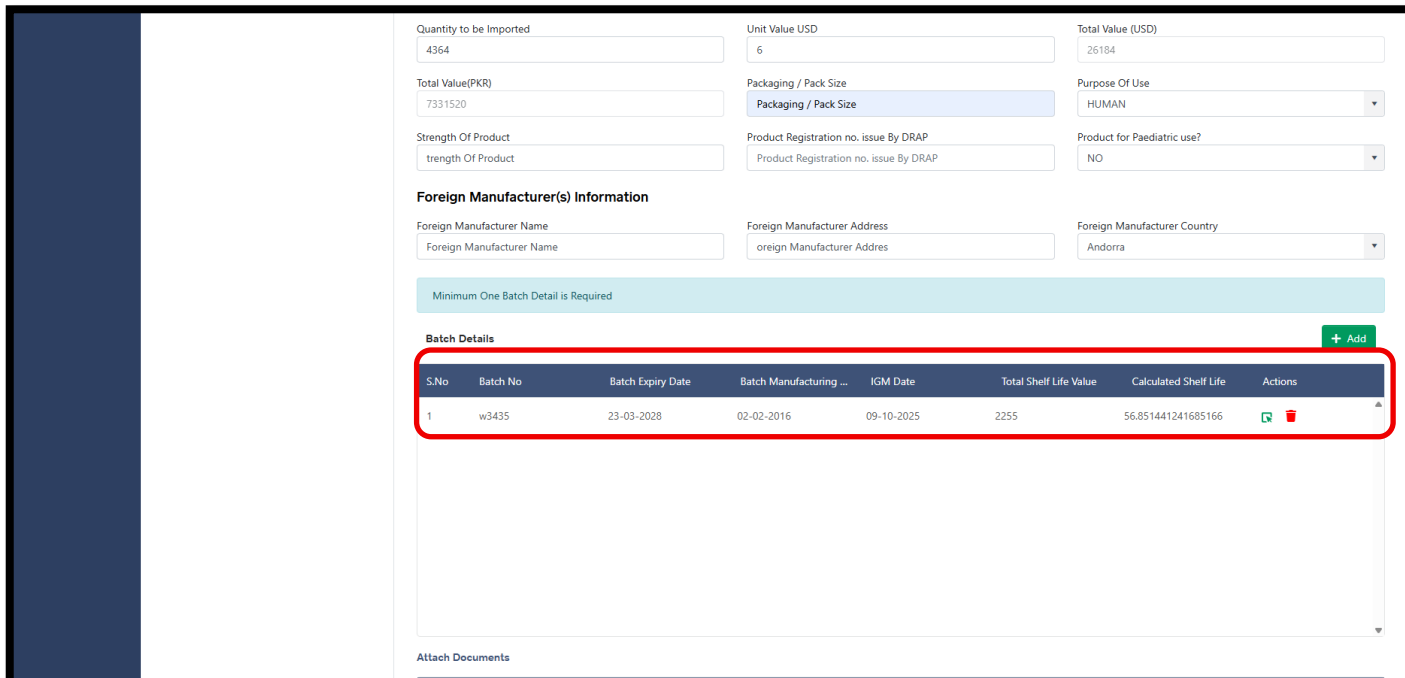


Figure 22





## 6.4.2 Required Documents

- v. After adding the information, User shall attach mandatory document, by clicking on the upload button under action grid.

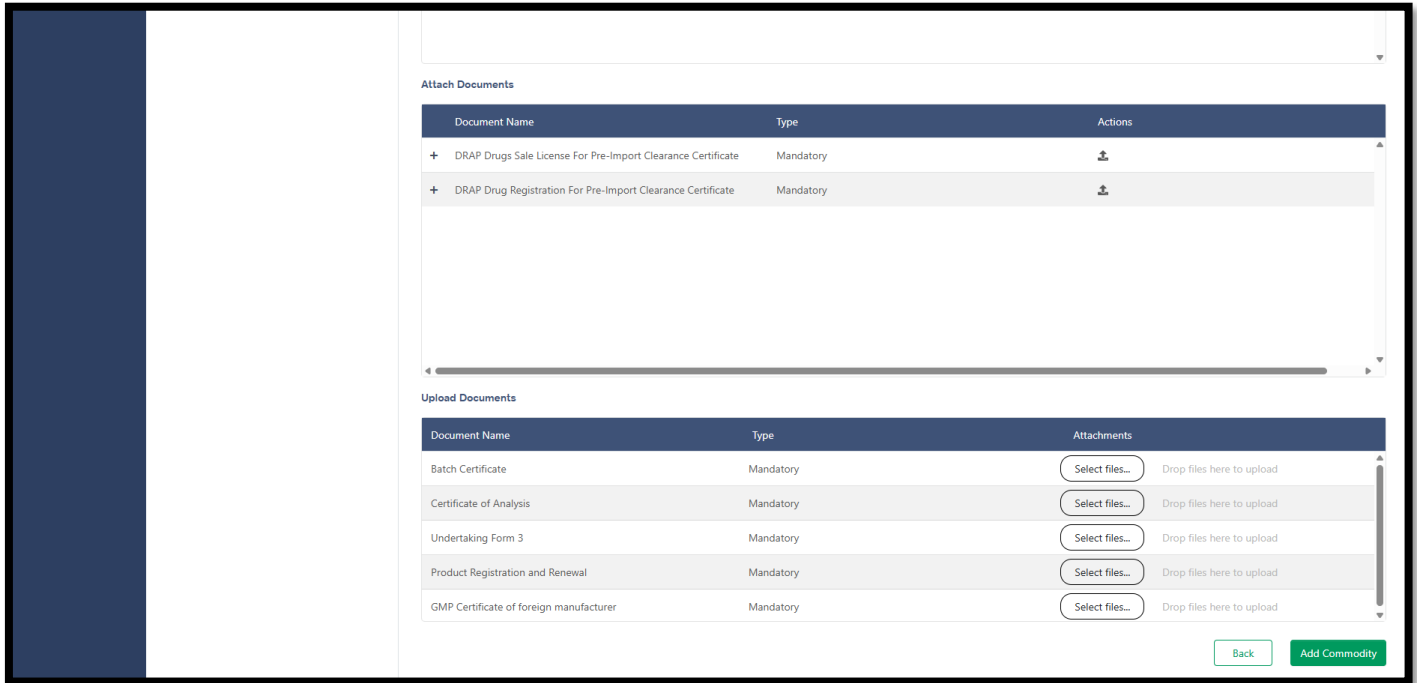


Figure 23

- vi. User shall associate the Drug Sale License.

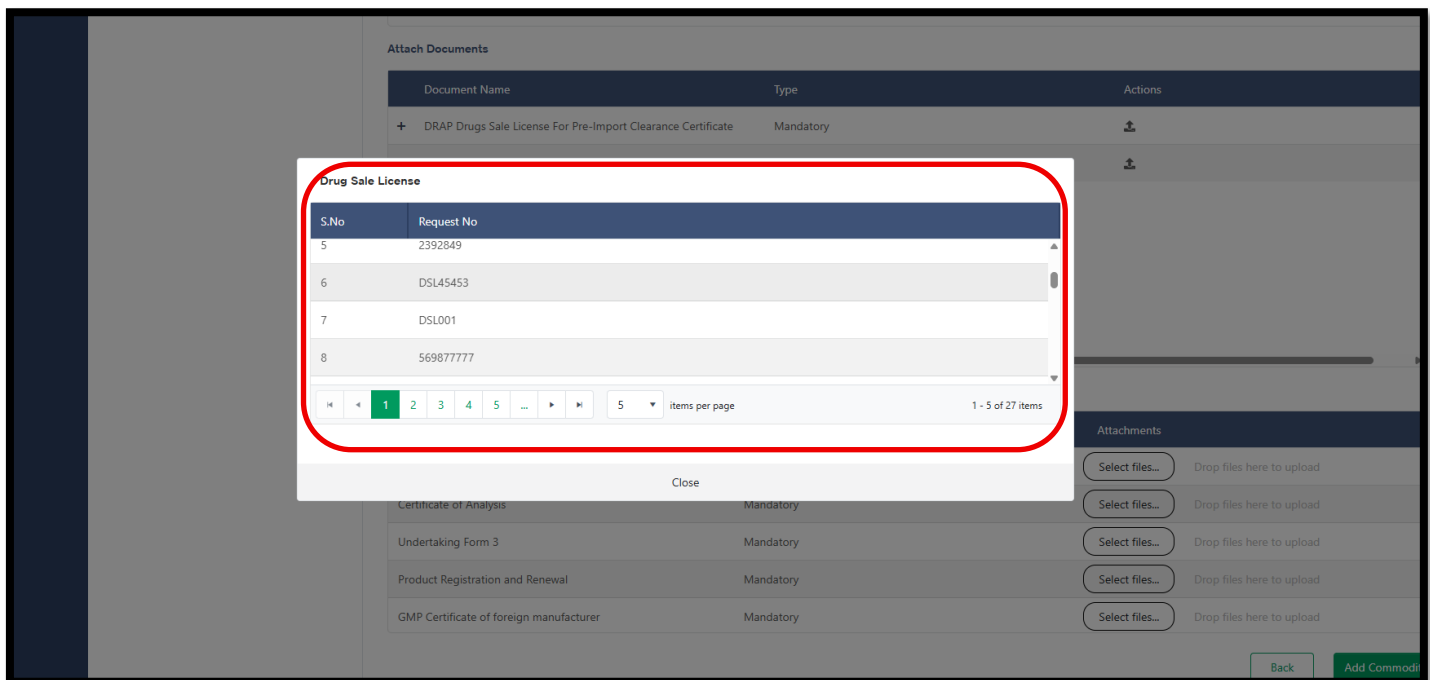


Figure 24



vii. User shall also attach Drug Registrations.

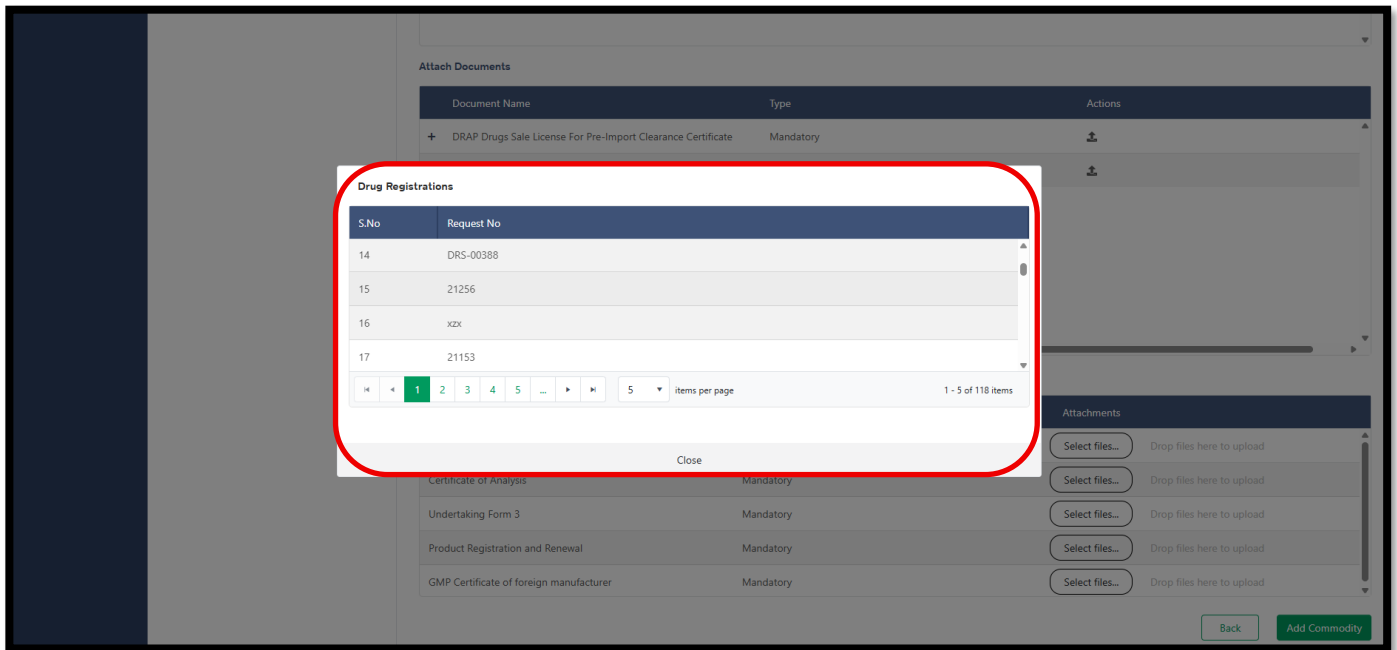


Figure 25

viii. Documents will be attached, User shall press 'Add Commodity' button to proceed further.

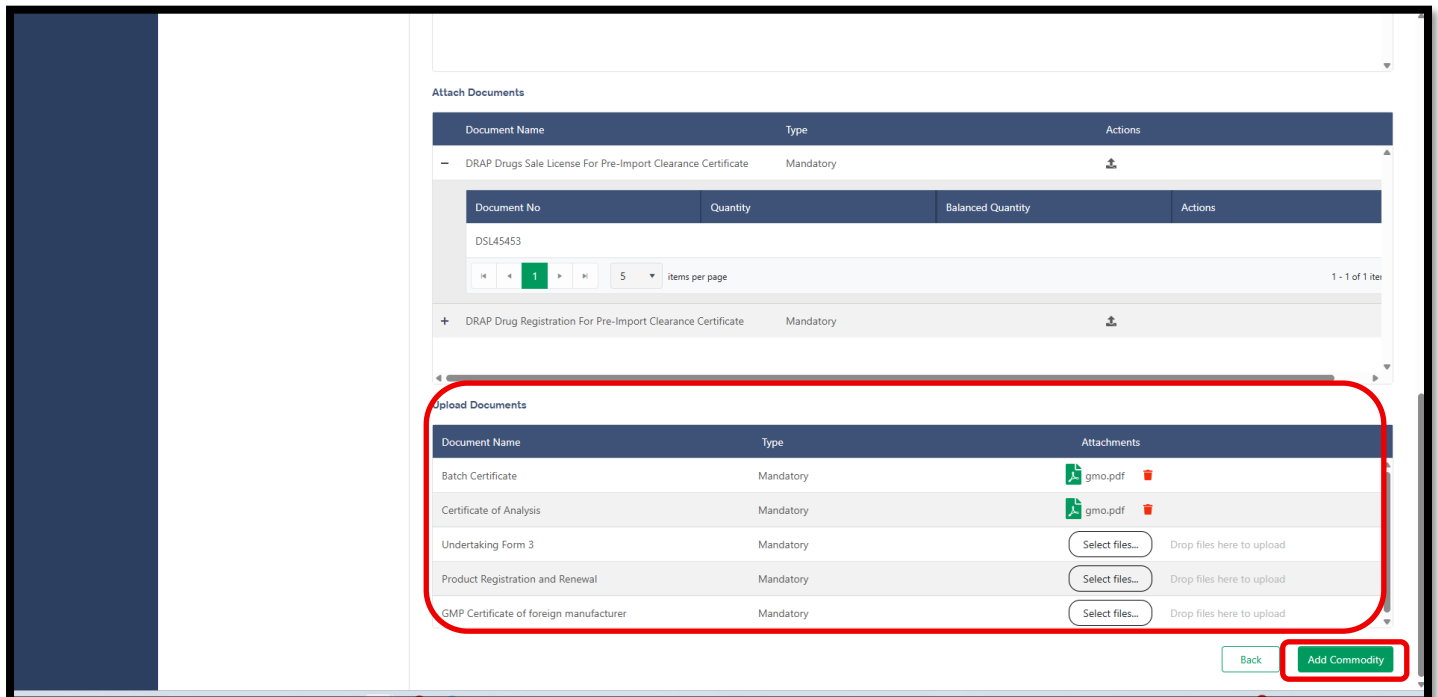


Figure 26



- ix. Once the commodities will be added, User shall press 'Save & Proceed' button to proceed further.

**PSW** Search anything 5520 KHAWAJA SPINNING MILLS LIMITED TR

### Edit Import Permit

Home / Regularity Compliances / Import Permits / Edit /

**Step 2 of 2** Save Cancel  
*Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.*

Basic Information Add Commodity

Drug Information

Document Information

S. No.	HS Code + Product Code	Name of Drug	Purpose	Associated License	Associated Drug No	Quantity + UOM	Actions
1	2829.1990.1100	Name of Pharma Raw Materials	Test Analysis	DIL-C-F31A42		100 Meters	
2	3003.1000.9000	Name of Finished Drugs & Medicine	Commercial		222_new_21153	4364 Carat	

1 - 2 of 2 items

Back Save & Proceed

Figure 27

# 6.5 CONTROLLED MEDICINES

## 6.5.1 View Quota

i. After login, User shall click on 'Registration' tab.

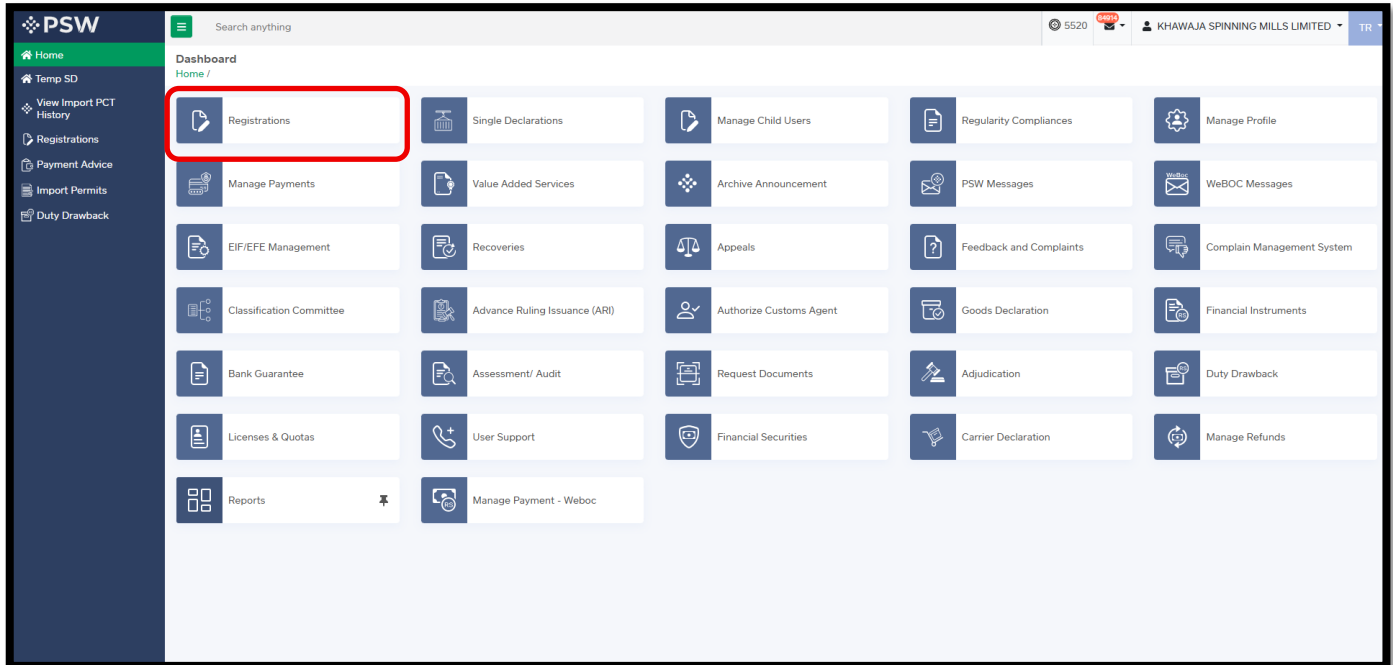


Figure 28

ii. User shall click on 'Control Drug Quota'.

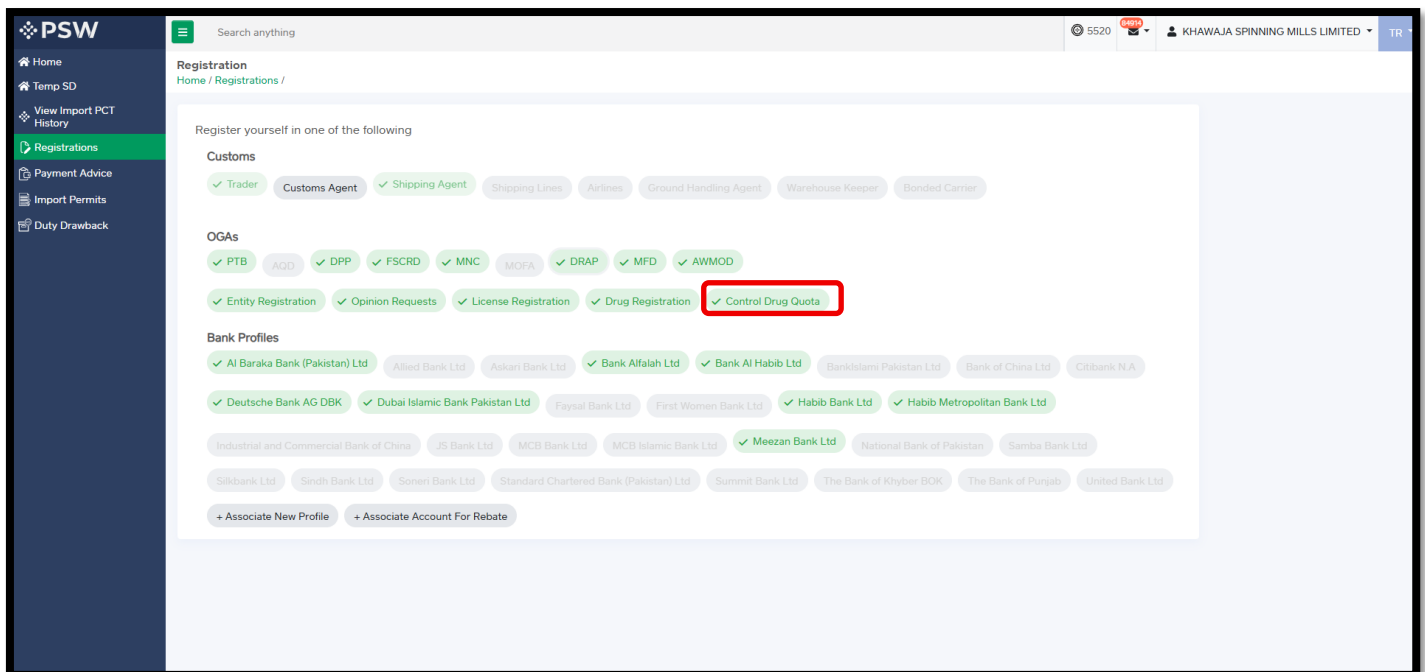


Figure 29



iii. User shall be able to see the available quota through the list.

NTN	DML No.	HS Code	Product Code	Type	Authorization No.	Status	Date & Time	Actions
0225900	116376	3004.9099	9100	Import	2025100	Consumed	07-10-2025	
0225900	116376	3004.9099	0000	Import	dqwe23312	Active	06-10-2025	
0225900	1000002	3003.4200	0000	Import	TestIMP0007	Consumed	06-10-2025	
0225900	116376	3001.2000	0000	Import	AUTH2025610	Active	06-10-2025	
0225900	1000001	2933.9990	1000	Import	TestIMP0006	Consumed	06-10-2025	
0225900	1000002	2933.9990	1000	Import	TestIMP0005	Consumed	06-10-2025	
0225900	1000002	2933.9990	1000	Import	TestIMP0004	Consumed	02-10-2025	
0225900	116376	3004.9099	0000	Import	1111AAAA	Consumed	30-09-2025	

Figure 30

## 6.5.2 Create New Request

i. User shall go to dashboard and click on 'Import Permits' button.

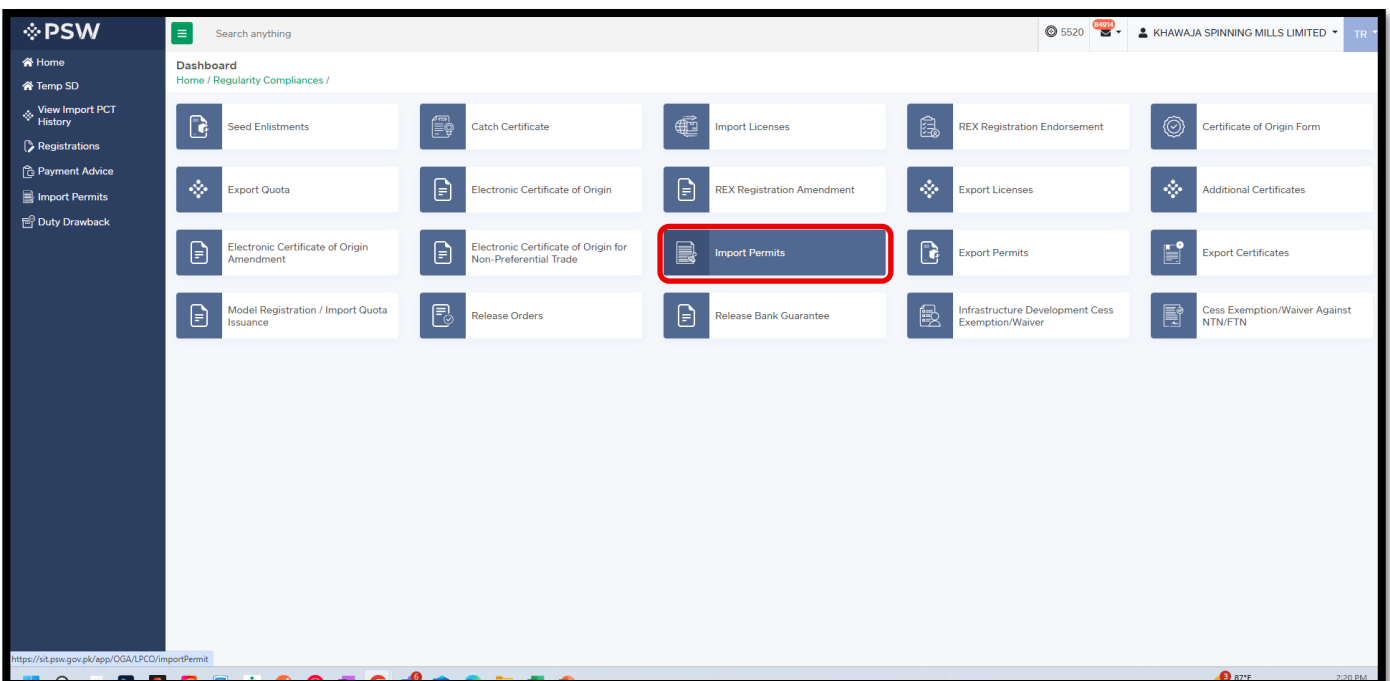


Figure 31



## 6.5.3 Basic Information

- i. After clicking on Import Permits, User shall be directed 'Basic Information' page, here User shall add required information and press 'Save & Proceed' button.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED

**Edit Import Permit**  
Home / Regularity Compliances / Import Permits / Edit /

Step 1 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Save Cancel

Basic Information

Import Permit Type: Pre-import Clearance Certificate  
DRAP Field Office: Karachi  
Agency Site: DRAP, Karachi

BL/Airway No.: ABC28198  
VIR Number: PKBQMCICT\_230725101412

Basic Information

NTN: 0225900  
Business Name: M/S KHAWAJA SPINNING MILLS LTD.  
Business Address: 10-L GULBERG III MAIN FERDOSPUR ROAD LAHORE

Consignor Information

Consignor Name: Name  
Consignor Address: Address  
Consignor Country (Imported From): United Arab Emirates

Invoice Details

Invoice Number: INV1001098010  
Amount: 1000  
Invoice Date: 08-10-2025

Currency: Hong Kong-Hong Kong Dollar-HKD

Save & Proceed

Figure 32

- ii. After clicking on 'Save & Proceed' button, User shall be directed to 'Drug Information' page, here user shall click on 'Add Commodity' button.

PSW Search anything 5520 KHAWAJA SPINNING MILLS LIMITED

**Edit Import Permit**  
Home / Regularity Compliances / Import Permits / Edit /

Step 2 of 2  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Save Cancel

Basic Information

Drug Information

Document Information

Add Commodity

S. No.	HS Code + Product Code	Name of Drug	Purpose	Associated License	Associated Drug No.	Quantity + UOM	Actions
No records available							

5 items per page 0 - 0 of 0 items

Back Save & Proceed

Figure 33



iii. User shall add all required information.

Figure 34

iv. User shall select Import Authorization No. from the dropdown menu.

Figure 35



## 6.5.4 Required Documentation

- i. After completing the basic information detail, User shall be directed to 'Document Information' page, here User shall upload required documents from dropdown list and press 'Submit' button.

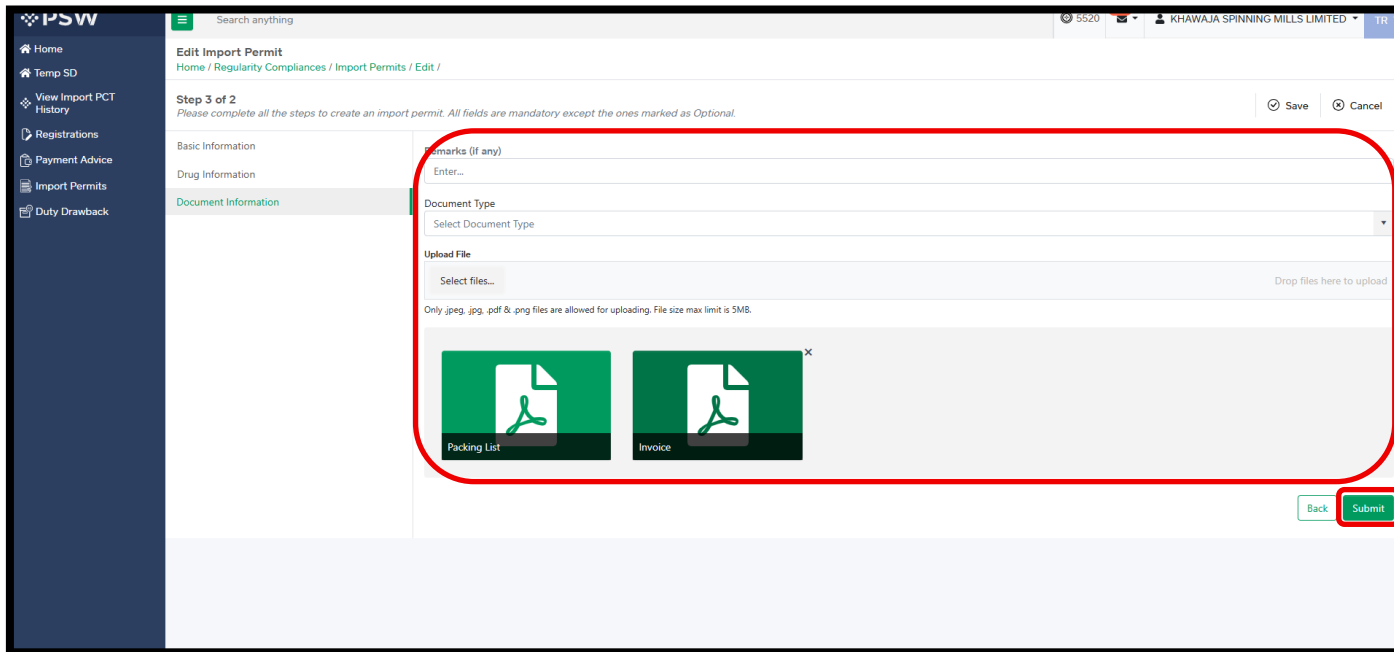


Figure 36

- ii. A confirmation pop-up will appear, User shall give affirmation to the attached documents.

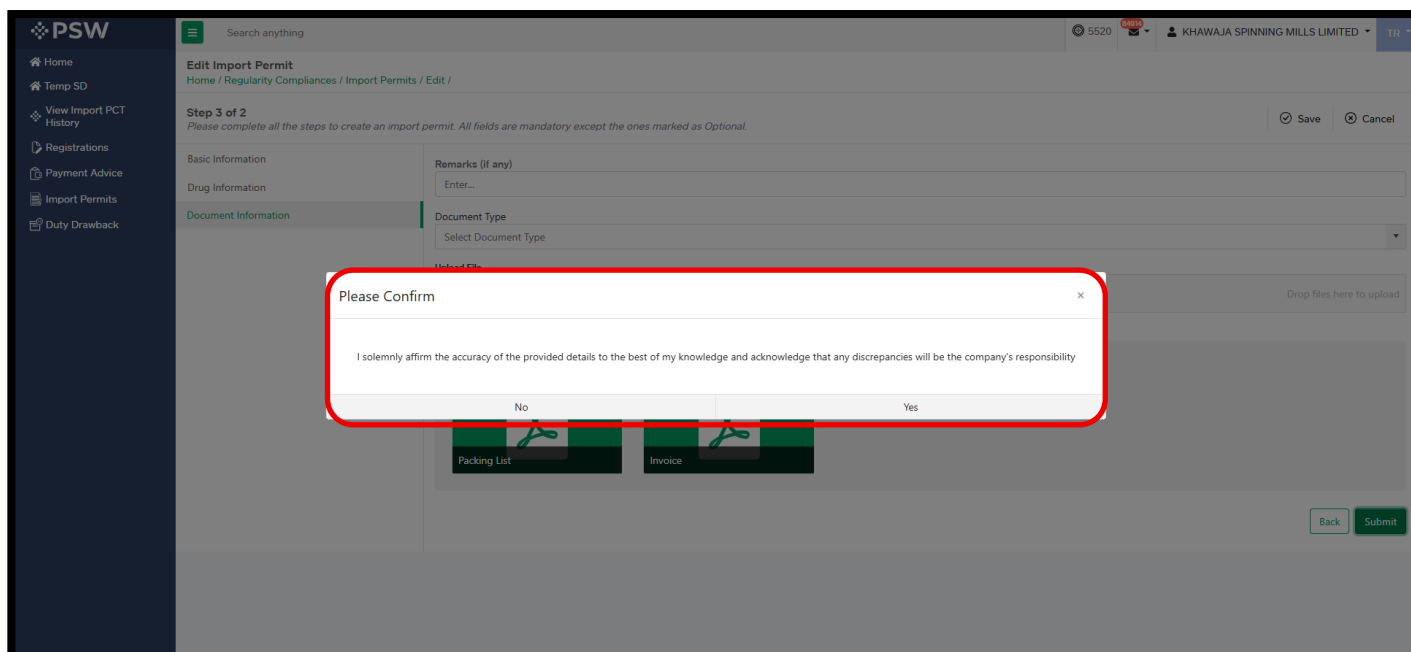


Figure 37





- iii. Upon confirmation, 'Import permit successfully submitted' message will appear. Fee amount and PSID will be generated.

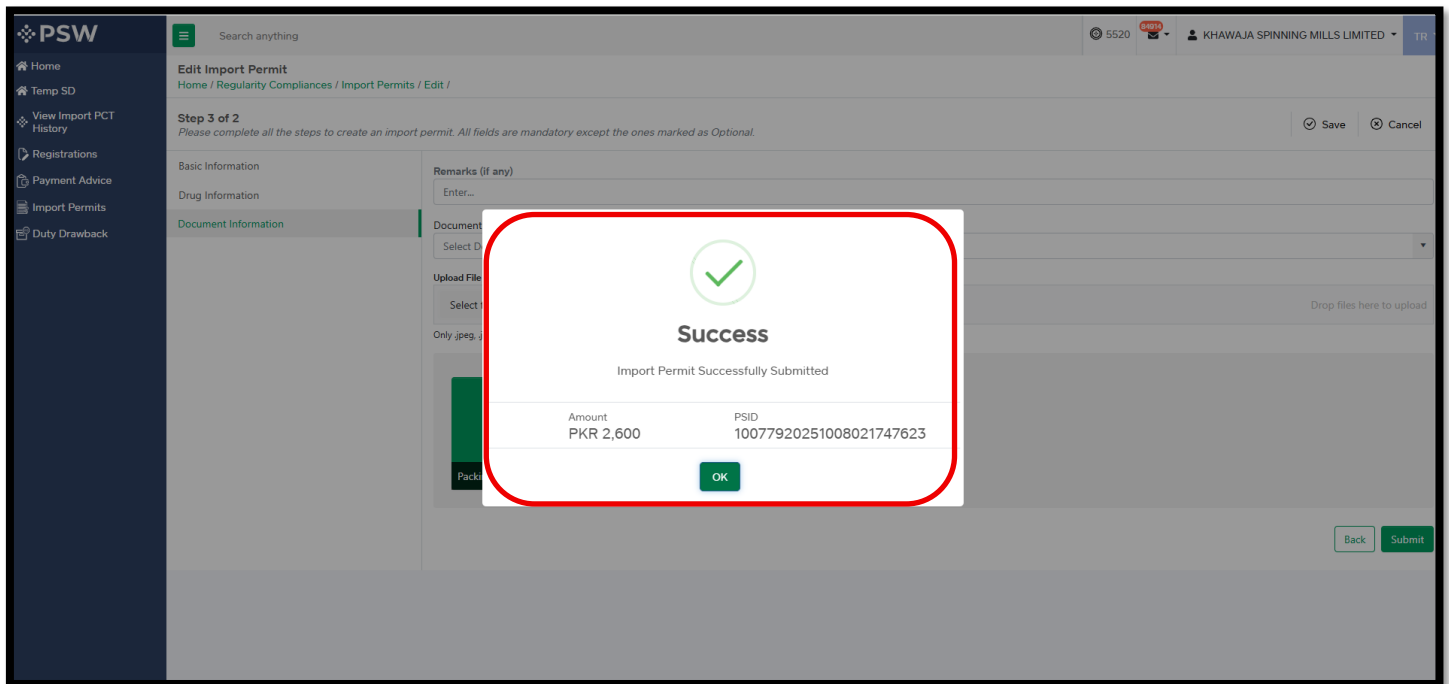


Figure 38

## 7. Payments

- i. User will login and select 'UPS' from the dashboard.

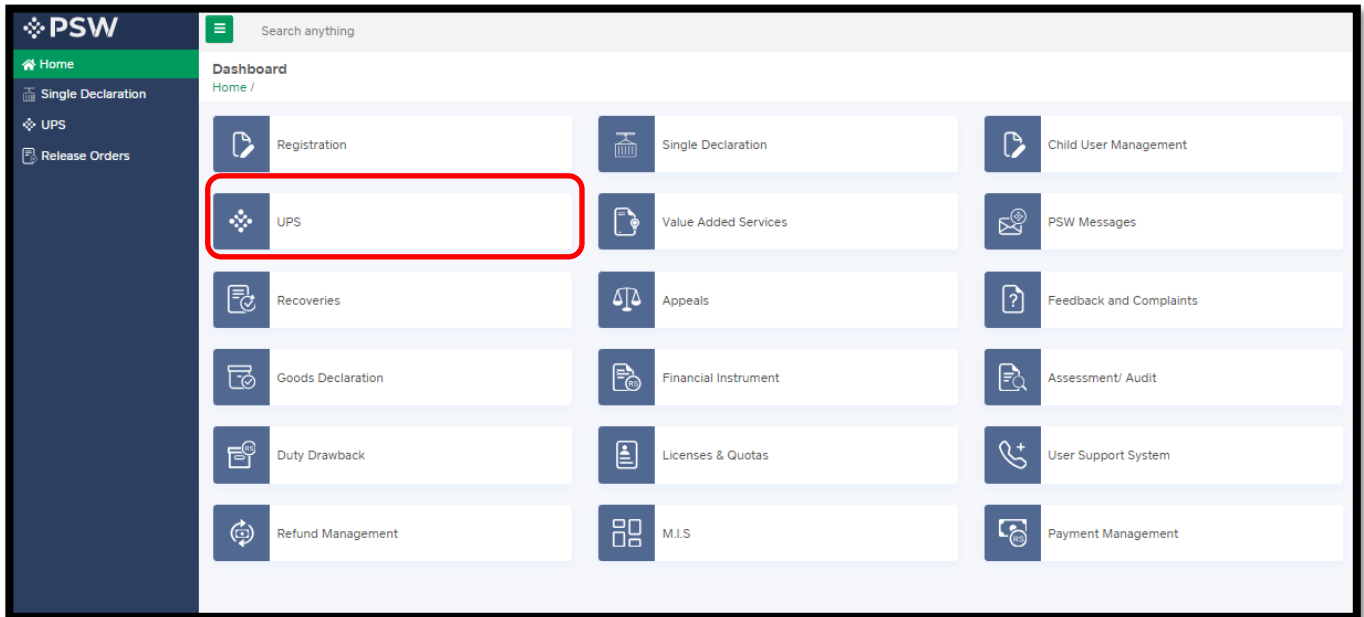


Figure 39

- ii. Upon clicking on the UPS option below screen will appear, the user will be able to search his request through PSID. User select the button under Action grid to view the payment screen.

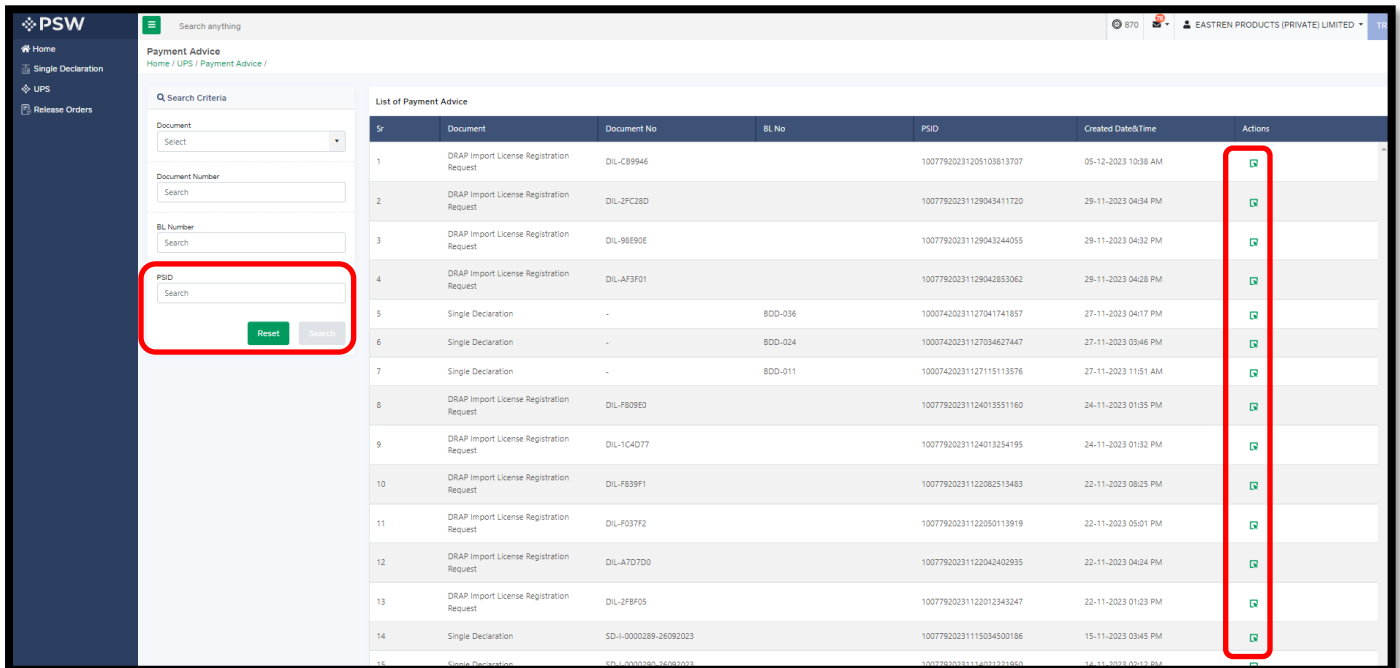


Figure 40

- iii. A payment details screen will appear. Payment can be processed through two options.
  - ADC (Alternate delivery Channel) – 1Link, banking app, online, ATM
  - PD Account (Personal Deposit) – PSW Deposit Account

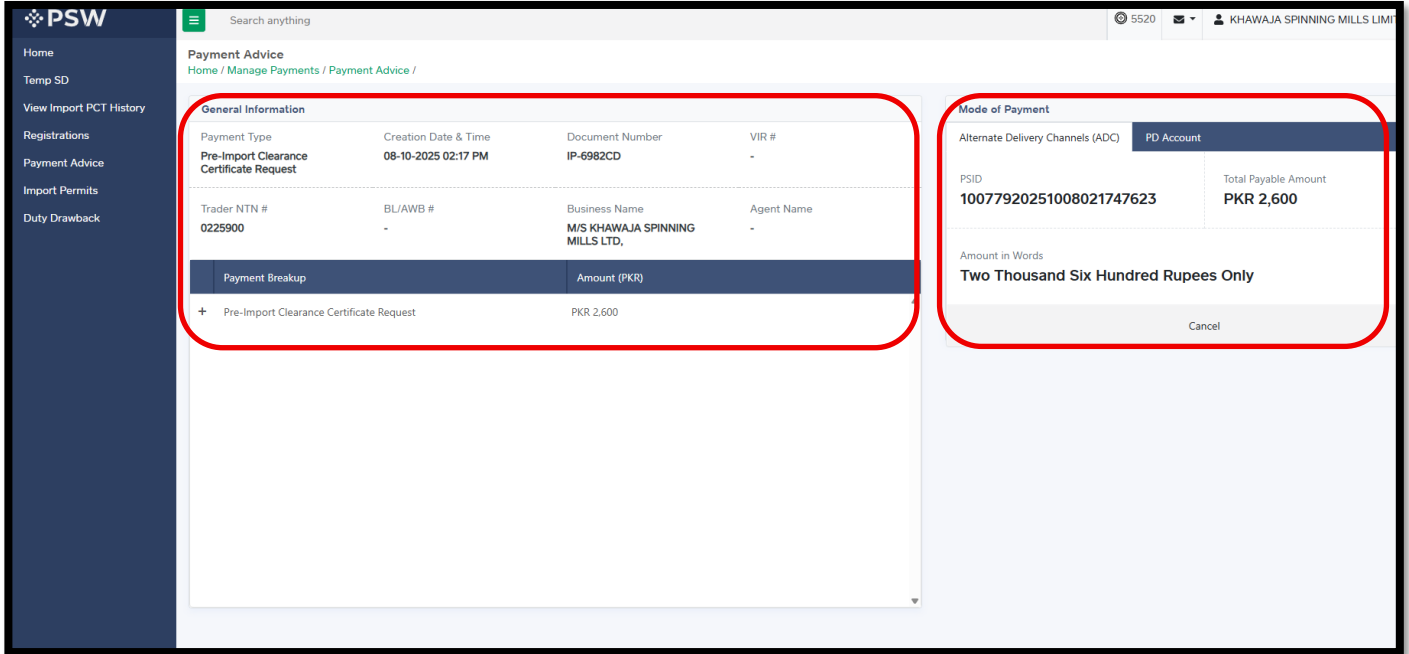


Figure 41

- iv. Through PD account payment, User shall select PD account tab. Select the collectrate from the drop-down box, and press confirm payment button.

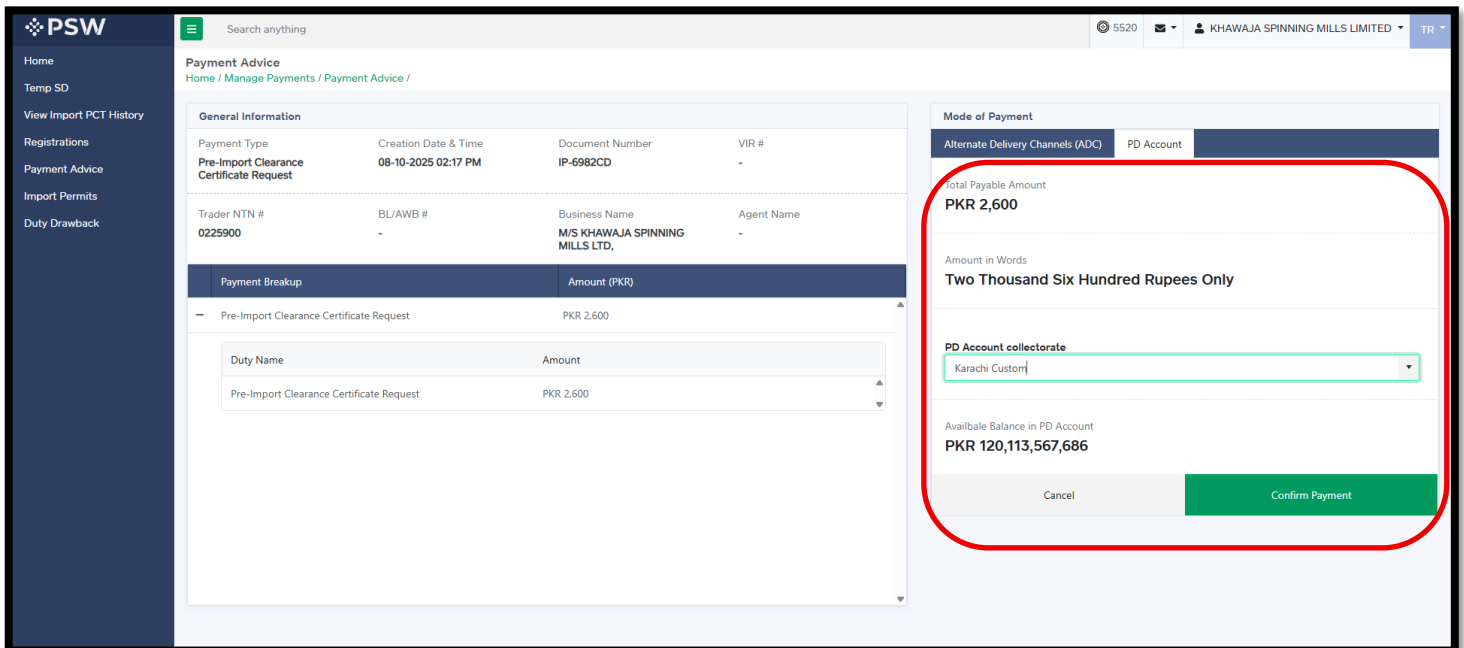


Figure 42

- v. A confirmation pop-up will appear, User shall click on 'Confirm' button, in order to process the payment.

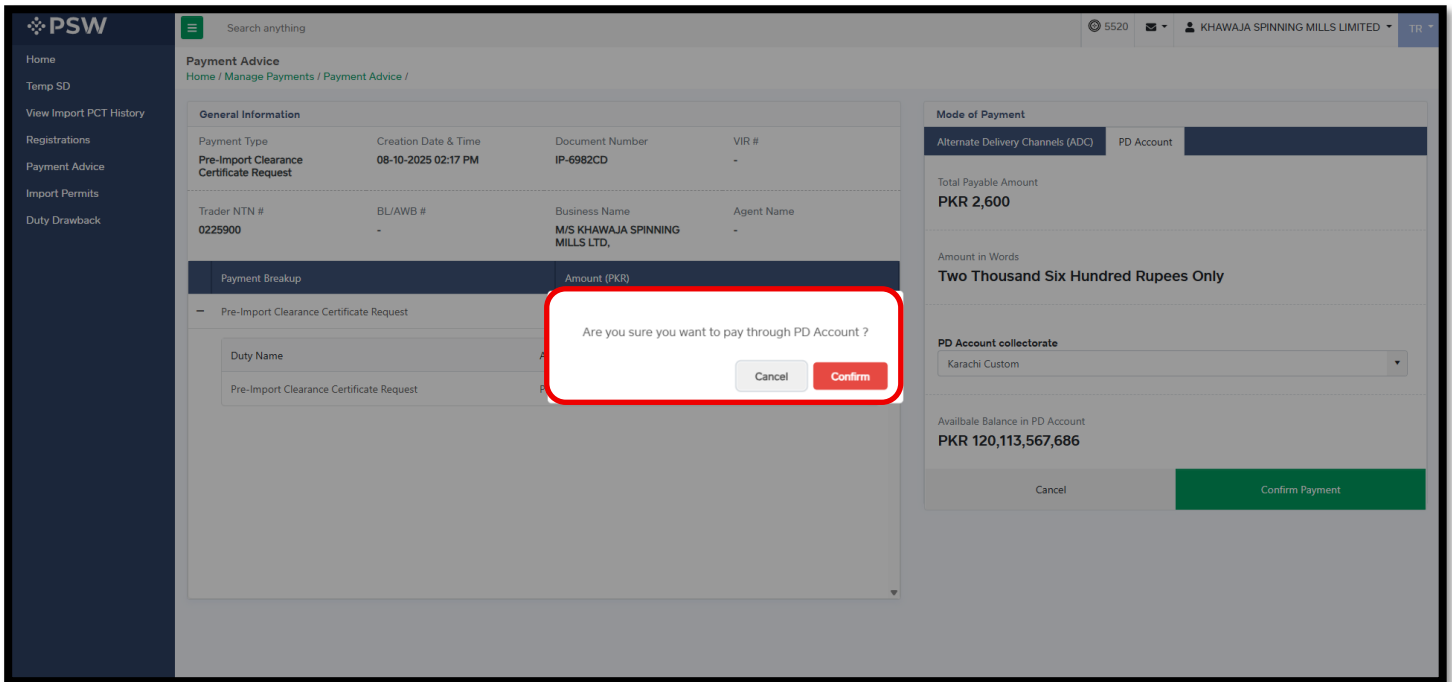


Figure 43

- vi. Payment successful message will appear. Press 'ok' to complete the payment.

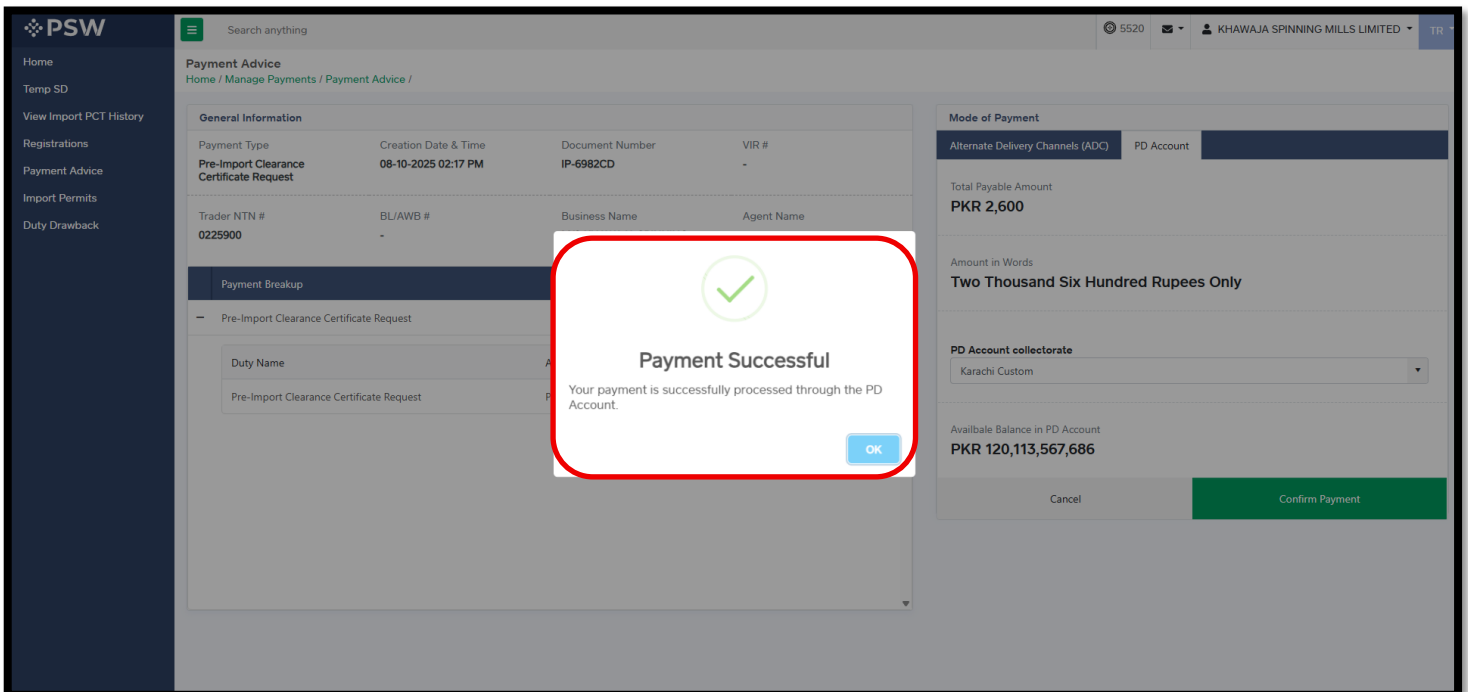




Figure 44

## 8. Certificate

- i. Once the payment is completed, clearance certificate will be issued.



**Government of Pakistan**  
**Ministry of National Health Services, Regulations & Coordination**  
**Drug Regulatory Authority of Pakistan**  
 2nd Floor, USAID Building, No IV, Block B, SMCHS, Karachi  
 \*\*\*\*\*



**FINAL CLEARANCE CERTIFICATE**

Computerized No: **IP-F33C10** Date of Issue: **13-10-2025**

This is to certify that the under mentioned items imported by **EASTREN PRODUCTS (PRIVATE) LIMITED, Chak No 20/3R, Qazi Wala Road, Haroonabad, Bahawal Nagar Haroonabad** Exported by **Consignor Name** **Consignor Address** by air / sea against their Invoice No **10077920251013114337180** dated **13-10-2025** is allowed to be used as tabulated below:

S.NO	Name Of Drugs	License No.	Batch No.	Quantity (Unit)	Mfg. Date	Exp. Date	Manufacturer	Authorization No.	Specification	Product Registration Information			
										Registration No	Registration Date	Registered Product Name	Generic Composition
1	Name of Pharma Raw Materials	1000006	342532532	4364.0000 mg	13-02-2017	15-03-2028	oreign Manufacturer Nam oreign Manufacturer Address Andorra	N/A	BP Specification	DRUG-000113	12-07-2024	Name	Composition

**Remarks:**  
approve

**MUNSIF**

**Conditions:**  
 The consignment is cleared subject to the provisions of the Drugs Act, 1976 and the Drugs (Import & Export) Rules, 1976 including the following:  
 The consignee shall be bound to keep updated record of the consumption of the drug/raw material.  
 The consignee shall provide complete record of consumption of the drug / raw material as and when required.  
 The consignee shall facilitate inspection of premises where drug/raw material are stored and operations involved in consumption of drug/raw material.

Figure 45

## 9 Associating Pre-Import NOC in Single Declaration

- i. After click on 'Create Single Declaration', User will be directed to 'Commodity Information' tab. Here User shall enter relevant information.

The screenshot shows the 'Commodity Information' tab in the PSW Portal. The form is titled 'Step 3 of 6' and contains the following sections:

- General Information:** Includes a checkbox for 'Ministry quota not be applied, want to freely import this HS Code'. The 'HS Code' is 2508.4000 and the 'Product Code' is 1100. The 'Product Description' is 'Attapulgite: Of pharmaceutical grade'.
- Tariff Description:** Contains the text '-OTHER CLAYS'.
- Product Description:** Contains the text '----- Attapulgit: Of pharmaceutical grade'.
- Declared Description:** Contains the text 'Declared Description'.
- Valuation Rulings:** Contains the text 'Select from List'.

Figure 46

- ii. After completing general information details, User shall provide supporting information.

The screenshot shows the 'Supporting Information' tab in the PSW Portal. The form contains the following fields:

- Unit Of Measure (Assessment Purpose):** KG
- Quantity (Assessment Purpose):** 5
- Unit Of Measure (Statistical Purpose) (Optional):** KG
- Quantity (Statistical Purpose):** 5
- Unit Of Measure (International Traded) (Optional):** Please select Unit Of Measure (International Tr...)
- Quantity (International Traded) (Optional):** 0
- Unit Value (EUR):** 5
- Total Value:** 25
- Import Value (PKR):** 7,456
- Unit Value (As per invoice):** 5
- Item Import Type:** Commercial
- Origin:** Andorra
- Security Request:**
- Publication Price:** Publication Price
- The device does not have a SIM card:**

Figure 47



- iii. After completing information details, User shall select OGA required information.

Step 3 of 6  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as *Optional*

Commodity Information

Supporting Information

Unit Of Measure (Assessment Purpose) [5] Unit Of Measure (Statistical Purpose) (Optional) [KG] Quantity (Statistical Purpose) [5]

Unit Of Measure (International Traded) (Optional) [Please select Unit Of Measure (International Tr...)] Quantity (International Traded) (Optional) [0] Unit Value (EUR) [5] Total Value [25]

Import Value (PKR) [7.456] Unit Value (As per invoice) [5] Item Import Type [Commercial] Origin [Andorra]

Security Request Publication Price [Publication Price]  The device does not have a SIM card

SROs / Exemptions

OGA's Required Information

Purpose [Commercial] Specific Description [Please select specific description]

Commercial  
Test Analysis  
Clinical Trial

Get Documentary Requirement

Save

Figure 48

- iv. After completing OGA information details, User shall attach 'Pre-Import Clearance Certificate'.

Step 3 of 6  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as *Optional*

Financial Information

Commodity Information

Supporting Information

Unit Of Measure (Assessment Purpose) [5] Unit Of Measure (Statistical Purpose) (Optional) [KG] Quantity (Statistical Purpose) [5]

Unit Of Measure (International Traded) (Optional) [Please select Unit Of Measure (International Tr...)] Quantity (International Traded) (Optional) [0] Unit Value (EUR) [5] Total Value [25]

Import Value (PKR) [7.456] Unit Value (As per invoice) [5] Item Import Type [Commercial] Origin [Andorra]

Security Request Publication Price [Publication Price]  The device does not have a SIM card

SROs / Exemptions

OGA's Required Information

Required Documents

Document Name	Actions
+ Pre-Import Clearance Certificate	

Save

Figure 49



- v. User shall attach 'Pre-Import Certificate'. User can also search for pre-import certificate through search option.

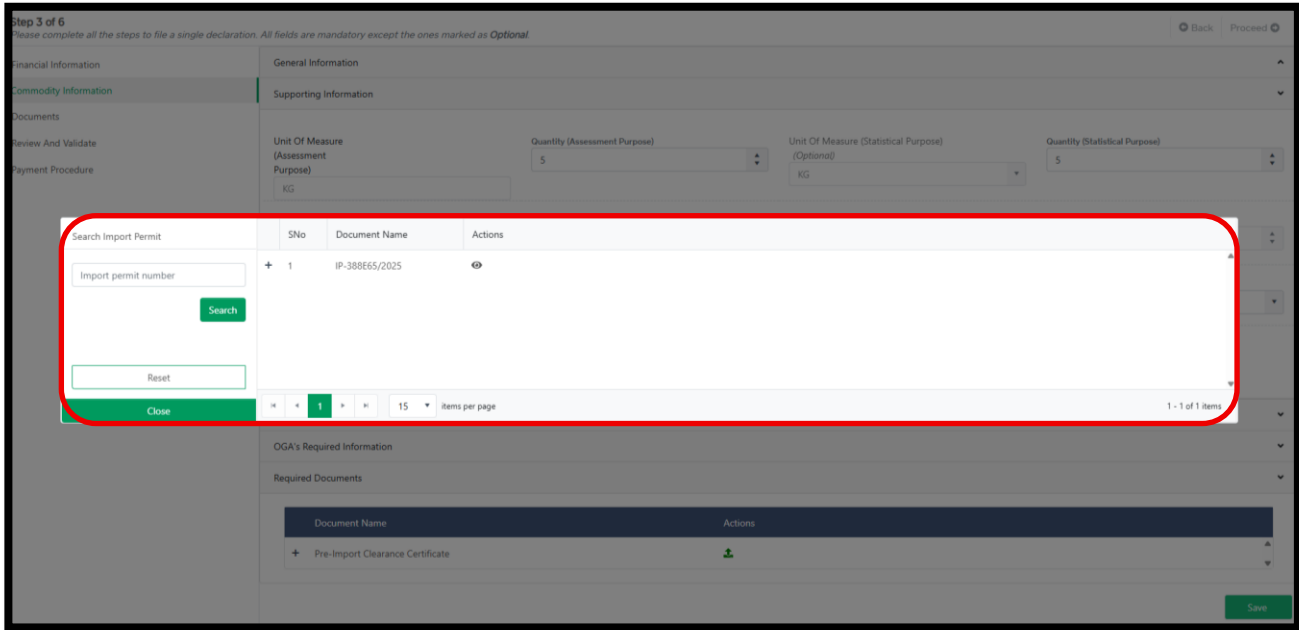


Figure 50

- vi. User can expand and check the details by clicking '+' button.

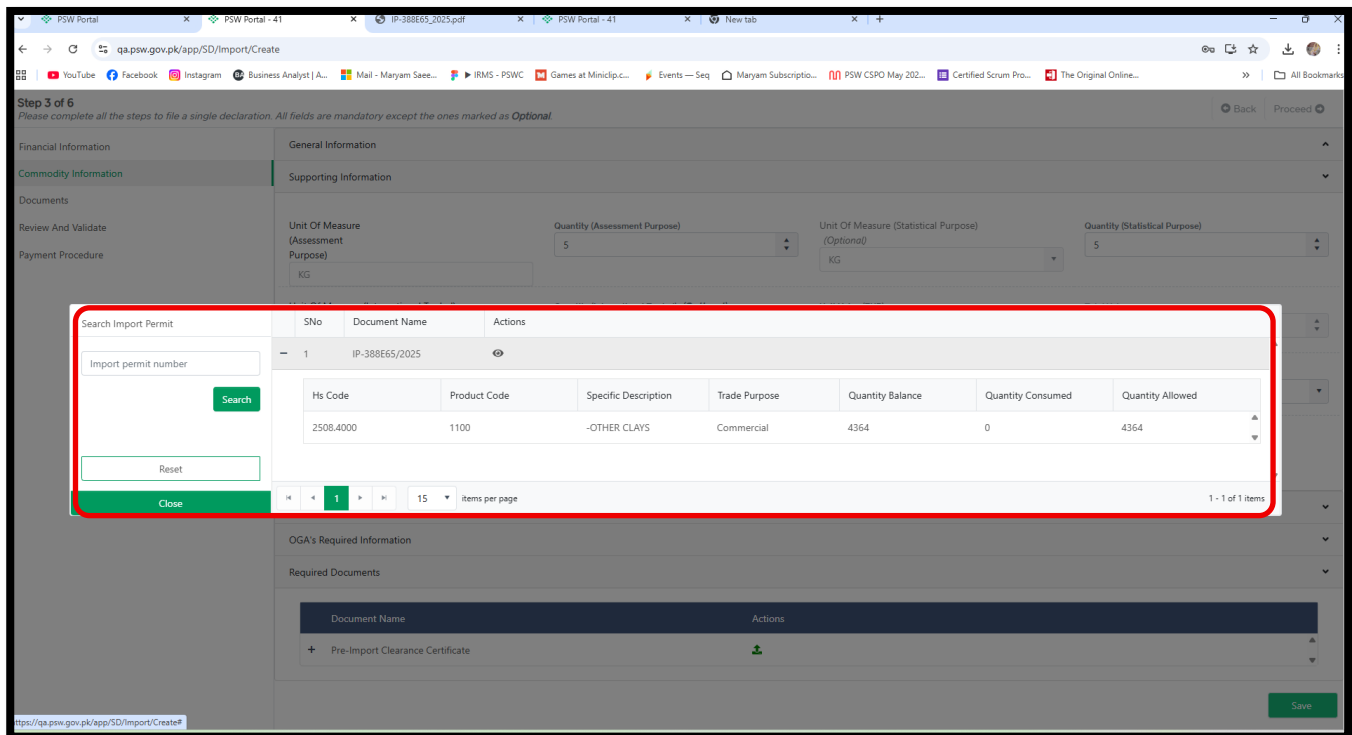


Figure 51





- vii. Pre-import clearance certificate will be attached. User shall click on 'Save' button to proceed further.

Import Value (PKR): 7,456  
Unit Value (As per invoice): 5  
Item Import Type: Commercial  
Origin: Andorra

Security Request  
Publication Price:  Publication Price  
 The device does not have a SIM card

SROs / Exemptions  
OGA's Required Information  
Required Documents

Document Name	Actions
- Pre-Import Clearance Certificate	

SNo	Document Name	HS Code	Product Code	Specific Description	Quantity Balance	Quantity Consumed	Qu
1	IP-388E65/2025	2508.4000	1100	-OTHER CLAYS	4364	0	

Save

Figure 52

- viii. Pre-import clearance certificate will be attached. User shall click on 'Save' button to proceed further.

Import Value (PKR): 7,456  
Unit Value (As per invoice): 5  
Item Import Type: Commercial  
Origin: Andorra

Security Request  
Publication Price:  Publication Price  
 The device does not have a SIM card

SROs / Exemptions  
OGA's Required Information  
Required Documents

Document Name	Actions
- Pre-Import Clearance Certificate	

SNo	Document Name	HS Code	Product Code	Specific Description	Quantity Balance	Quantity Consumed	Qu
1	IP-388E65/2025	2508.4000	1100	-OTHER CLAYS	4364	0	

Save

Figure 53



- ix. After clicking 'Save' button' commodity information will be updated and will be seen in the list of commodities. User shall click on 'Proceed' button.

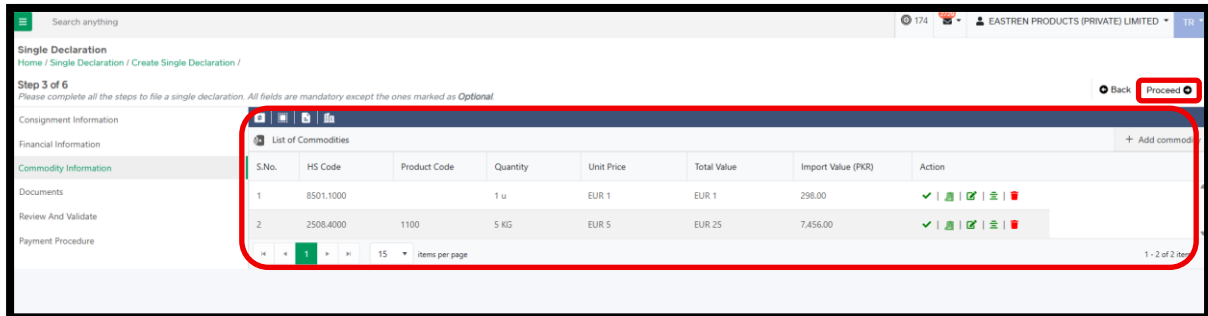


Figure 54

- x. After clicking 'Save' button' commodity information will be updated and will be seen in the list of commodities. User shall click on 'Proceed' button.

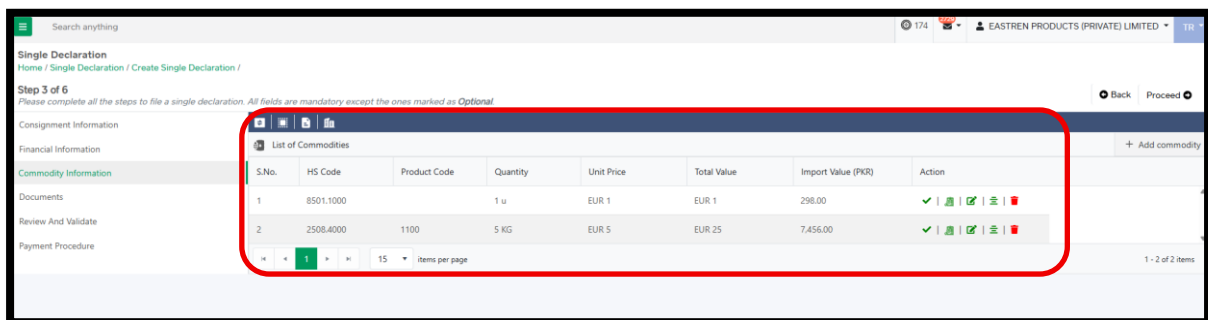


Figure 55



- xi. After clicking on 'Proceed' button, User shall be directed to document level. User shall select the document from the drop-down menu to attach the relevant documents.

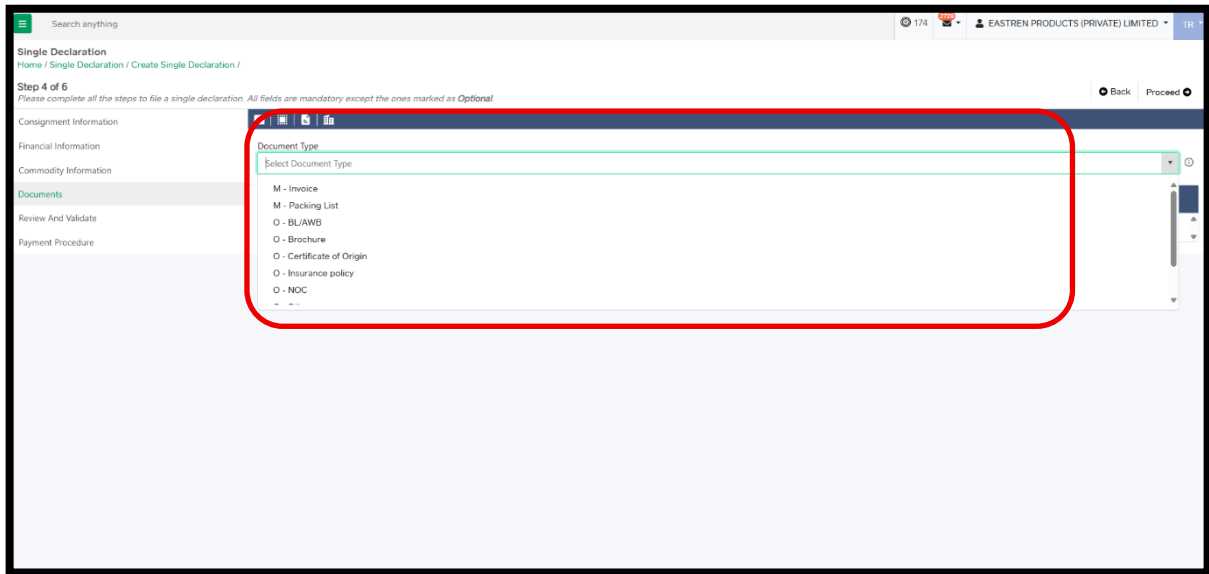


Figure 56

- xii. User shall click on the attached documents by clicking arrow under Action grid.

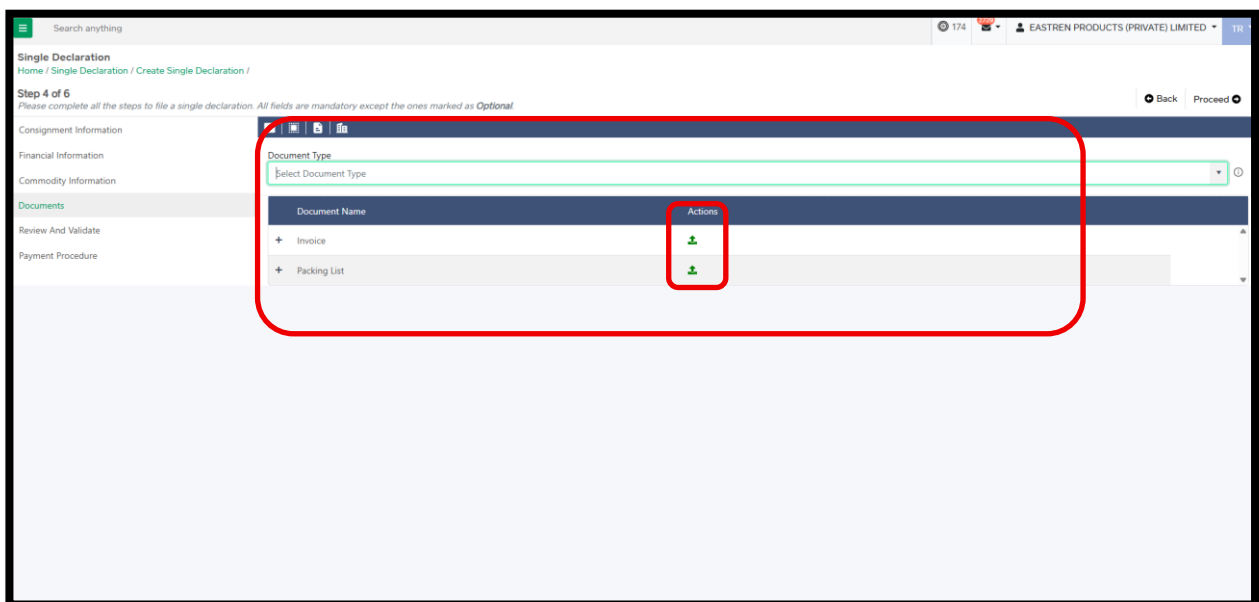


Figure 57

- xiii. User will be directed to 'Review and Validate' page, User shall click on declaration and click on 'Validate' button.

**Step 5 of 6**  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional

Consignment Information  
Financial Information  
Commodity Information  
Documents  
**Review And Validate**  
Payment Procedure

I/We hereby accept the **Undertaking/Declaration** as mandated by the SBP per the Foreign Exchange Regulation Act, 1947.

Post Payment option is not available because the selected vessel is **already berthed**.

Collectorate: **Port Qasim (imports), karachi**      BL Number: **A9025070726**      BL Date: **24-09-2025**      VIR Number: **PKBQMCICT\_030925161934**

Assessed Value  
**PKR 7,832.00**

**Packages Information**

S.No	No. of Package	Package Type
1	980	CARTONS

**Containers Information**

S.No	Container No	Seal No
1	TRHU4740180	OOLKKG0474

**Commodity Information**

S.No	HS Code	Quantity	Unit Price	Total Value	Import Value (PKR)
1	8501.1000	1 u	EUR 1	EUR 1	298.00
2	2508.4000	5 KG	EUR 5	EUR 25	7,456.00

Figure 58

- xiv. Upon clicking on validate button, User shall be directed to the payment procedure tab, here user shall get the breakup of the fee. User shall click on 'Save & Submit' button to proceed further.

**Step 6 of 6**  
Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional

Consignment Information  
Financial Information  
Commodity Information  
Documents  
Review And Validate  
**Payment Procedure**

**Payment Advice**

NTN: **0479010**      Trader Name: **EASTREN PRODUCTS (PRIVATE) LIMITED.**      Trader Address: **Chak No 20/3R, Qazi Wala Road, Haroonabad, Bahawal Nagar Haroonabad**

**FBR**

Fee Name	Amount (PKR)
Sales Tax	PKR 52.00
Income Tax	PKR 33.00
Additional Custom Duty	PKR 3.00
Additional Sales Tax	PKR 9.00
Customs Duty	PKR 226.00
Sales Tax	PKR 1,331.00
Income Tax	PKR 846.00
<b>Total</b>	<b>PKR 4,955.00</b>
<b>Grand Total</b>	<b>PKR 4,955.00</b>

Figure 59

- xv. After clicking on save & submit button, User shall be directed to the payment page.

**PSW** Search anything 173 EASTREN PRODUCTS (PRIVATE) LIMITED TR

Home / UPS / Payment Advice /

### Single Declaration

#### General Information

Payment Type	Creation Date & Time	Document Number	VR #
Single Declaration	13-10-2025 12:04 PM	0001752-24092025	PKBQMCICT_030925161934
Trader NTN #	BL/AWB #	Business Name	Agent Name
0479010	A9025070726	EASTREN PRODUCTS (PRIVATE) LIMITED.	-

Payment Breakup	Amount (PKR)
+ Goods Declaration	PKR 4.955

#### Mode of Payment

Alternate Delivery Channels (ADC) PD Account

Total Payable Amount  
**PKR 4,955**

Amount in Words  
**Four Thousand Nine Hundred Fifty-Five Rupees Only**

Available Balance in PD Account  
**PKR 54,808,306,528**

Cancel Confirm Payment

Figure 60

## 10 Revert Request

- i. Once the request has been reverted by the officer, a notification will pop up in the message box. User shall click on the reverted request.

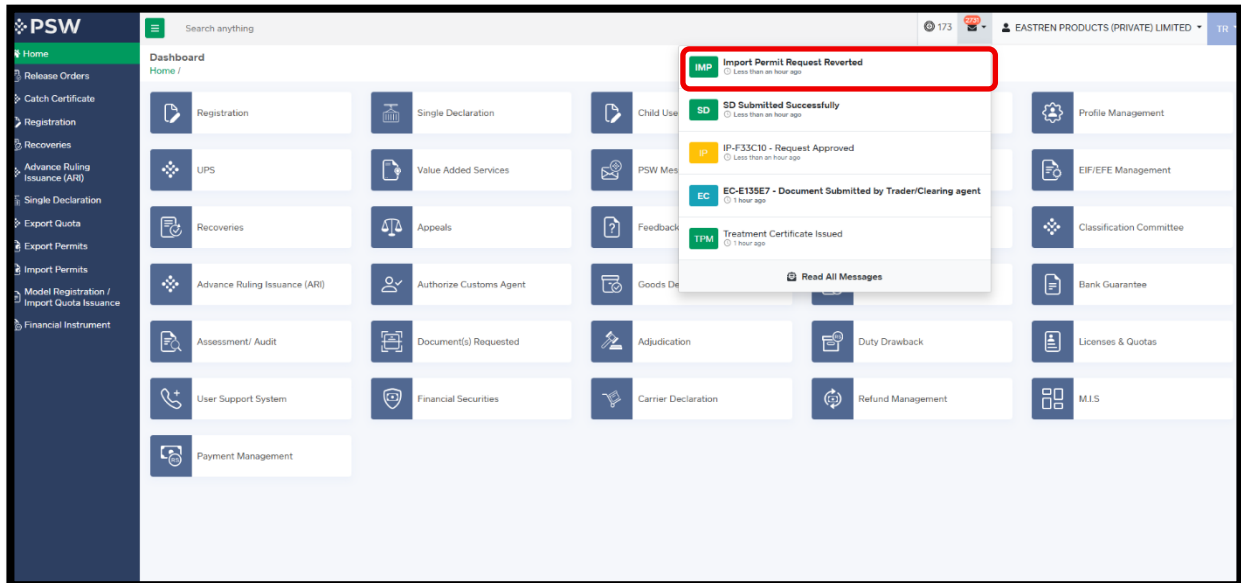


Figure 61

- ii. Upon clicking on the message, User will be directed to the reverted request. Here User shall click on 'View Reverted Import Permit Request'.

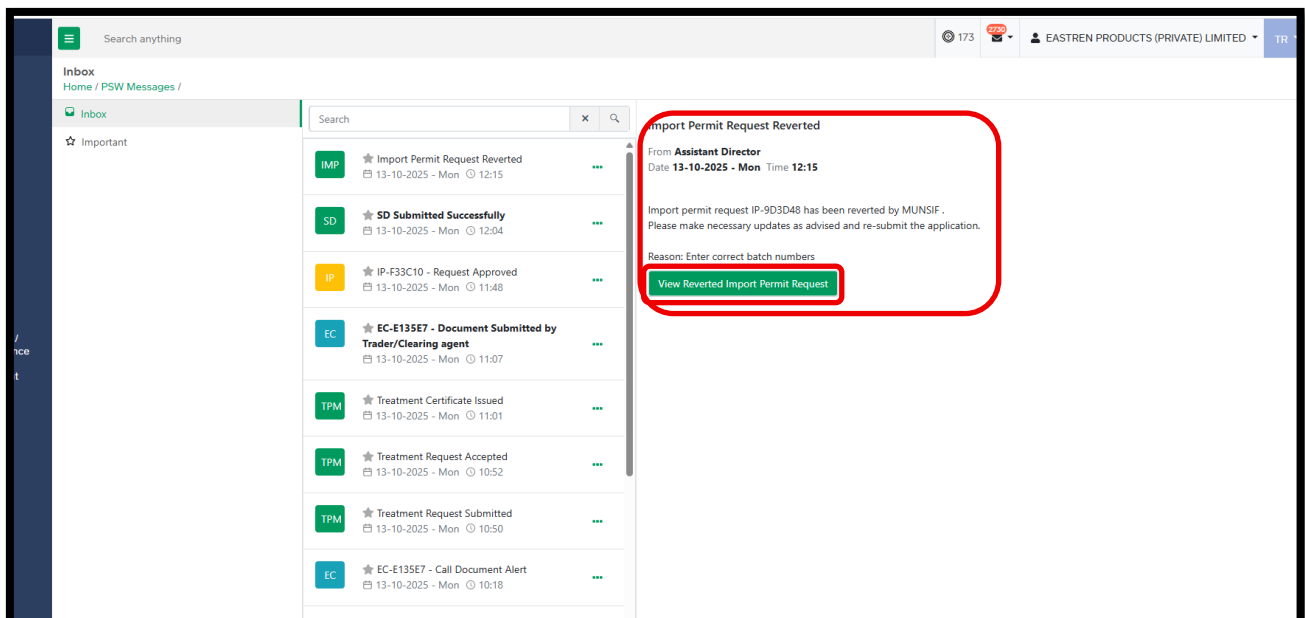


Figure 62

- iii. User shall be directed to the In-queued page, where User shall find the request status 'Request Reverted'. User shall click on the 'edit' button under Action grid

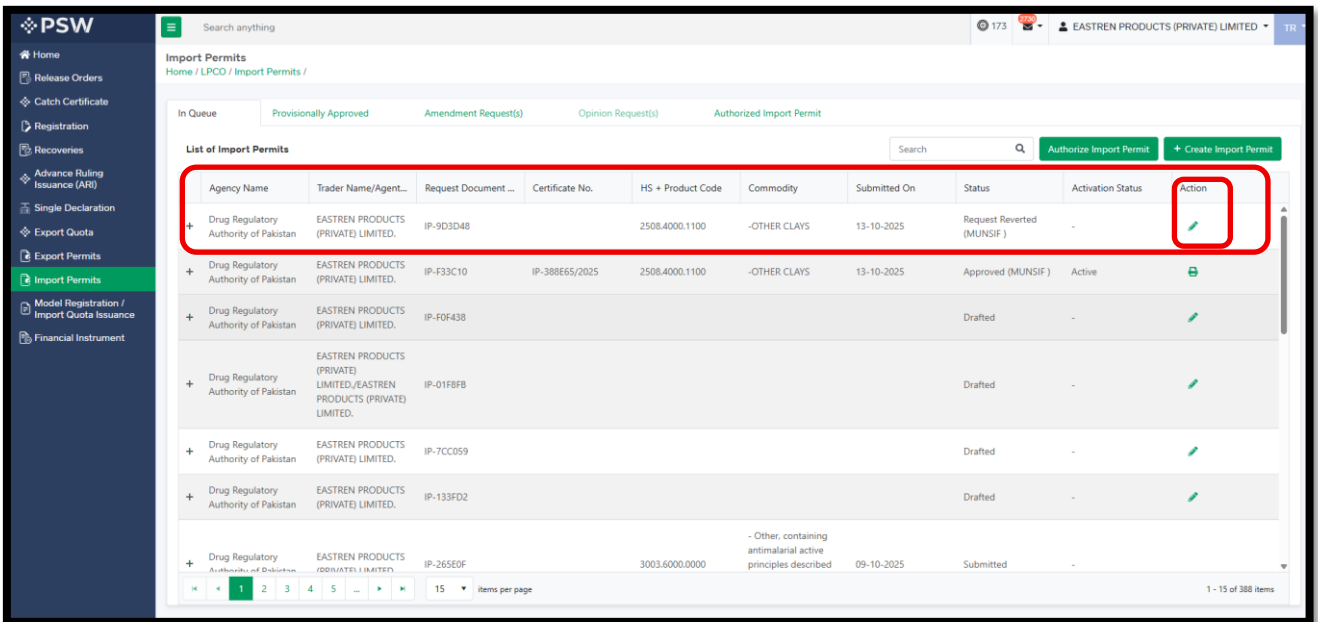


Figure 63

- iv. User shall fill in the correct information required by the officer. Then press 'Save & Proceed' button.

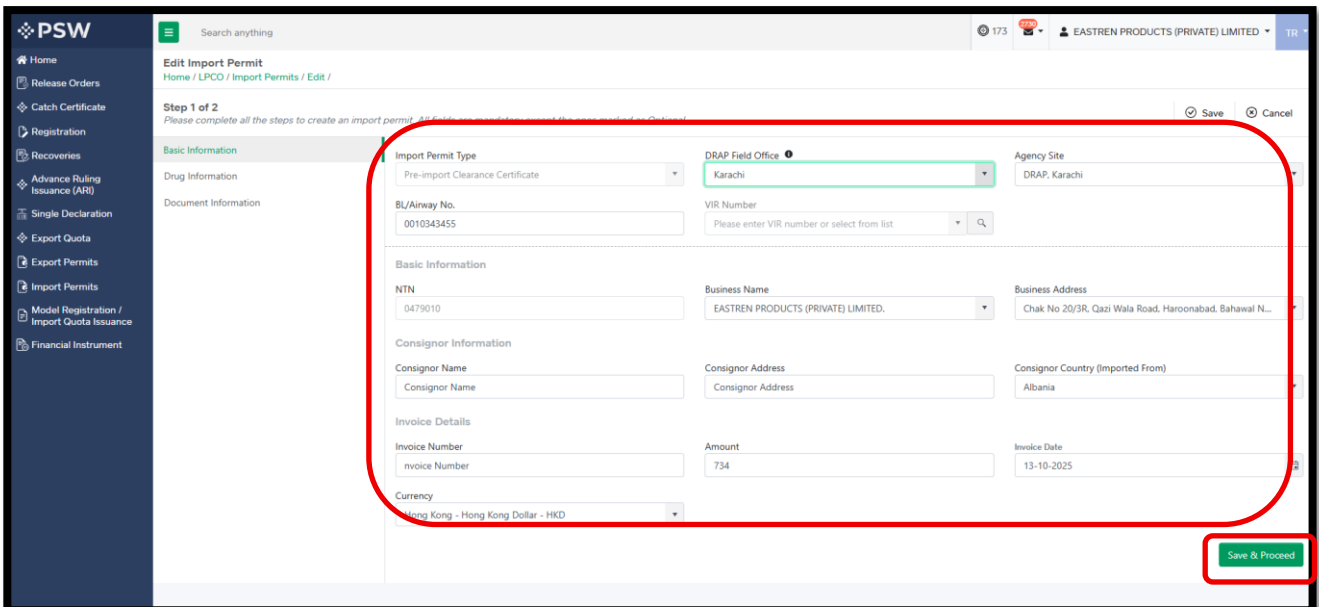


Figure 64



- i. if any item info needs to be updated, then delete the item, and add again with the correct details and submit the request again.

PSW

Search anything

173 EASTREN PRODUCTS (PRIVATE) LIMITED TR

### Edit Import Permit

Home / LPCO / Import Permits / Edit /

**Step 2 of 2**  
Please complete all the steps to create an import permit. All fields are mandatory except the ones marked as Optional.

Save Cancel

Basic Information

Drug Information

Document Information

Add Commodity

No.	HS Code + Product Code	Name of Drug	Purpose	Associated License	Associated Drug No	Quantity + UOM	Actions
1	2508.4000.1100	Name of Pharma Raw Materials	Commercial	DIL-C-FAE611		436477 Cage	

1 5 items per page 1 - 1 of 1 items

Back Save & Proceed

Figure 65





## 11. Contact Information

If you require any assistance, please feel

free to contact us:

Email: [support@psw.gov.pk](mailto:support@psw.gov.pk)

Phone: 021-111-1sss11-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk