



PORT COMMUNITY SYSTEM OF PAKISTAN

USER MANUAL

Port Clearance - Shipping Agent

This manual entails the Port Community System (PCS) module, which facilitates real-time information sharing among maritime logistics stakeholders. It covers the system's functionality, integration, and operational use to enhance coordination among Port Authorities, Shipping Agents, Pakistan Customs, and other key entities.



2026

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1. Introduction

Welcome to the Port Community System - PortVerse User Manual, your comprehensive guide to understanding this digital platform. PortVerse is designed to optimize, digitize, and integrate port operations, logistics processes, and regulatory procedures across Pakistan's maritime ports. It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows. As an integral part of the Pakistan Single Window (PSW) initiative, PortVerse serves as a centralized hub, connecting port authorities, terminal operators, customs, logistics providers, and other stakeholders. This integration facilitates smoother, faster, and more transparent port operations, reducing congestion and aligning with the broader PSW framework. PortVerse is not just a tool for managing daily operations, but a strategic asset aimed at modernizing Pakistan's maritime trade environment, making it more competitive on the global stage. This manual will guide you through PortVerse's features and functionalities, providing the knowledge and tools you need to navigate and leverage the platform for enhanced efficiency and productivity.

2. Background

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan committed to establishing a 'National Single Window' (NSW) as a 'Category C' obligation, effective from 22nd February 2017. To fulfill this commitment, the Government of Pakistan enacted the Pakistan Single Window Act, 2021, designating Pakistan Customs as the Lead Agency. In line with this, Pakistan Customs established the Pakistan Single Window Company (PSWC), a not-for-profit organization under the Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act, responsible for developing and maintaining the PSW portal in collaboration with 77 public sector entities involved in regulating cross-border trade in Pakistan. The PSWC's role includes digitizing the processes of these entities, which will reduce time and costs, increase compliance, and significantly benefit economic operators such as importers, exporters, freight forwarders, clearing agents, shipping companies, and transporters. Additionally, the PSW program's implementation will enhance government controls and transparency.

The Port Community System (PCS), a core component of the PSW system, is designed to optimize, digitize, and integrate port and logistics processes and regulatory procedures. Its objectives include improving cargo management, enhancing inter-agency coordination, creating better B2G and B2B linkages, reducing port congestion, and ultimately saving time and costs for traders.



3. Salient Features of PortVerse:

- i. **Centralized Information Hub:** Platform for sharing information among all port stakeholders, including shipping lines, terminal operators, customs, and logistics providers.
- ii. **Real-Time Data Exchange:** Real-time exchange of data between various entities, improving coordination and decision-making.
- iii. **Single Window Access:** Offers a single window for submitting all necessary documentation and information required by various authorities, simplifying administrative processes.
- iv. **Automated Processes:** Streamlines and automates port operations, such as cargo tracking and vessel scheduling, reducing manual errors and processing times.
- v. **Integration with External Systems:** Seamlessly integrates with systems like PSW, WeBOC, and TOs to ensure a smooth flow of information across the port ecosystem.
- vi. **Enhanced Security:** Employs robust security protocols to protect sensitive data and ensure compliance with regulatory requirements.
- vii. **Customizable and Scalable:** Offers customizable modules to meet the specific needs of different ports and scalable to accommodate new functionalities.
- viii. **Analytics and Reporting:** Features powerful analytics and reporting tools to monitor port performance, identify trends, and optimize operations.
- ix. **User-Friendly Interface:** Designed with an intuitive interface that allows users to navigate the system easily, improving user adoption and efficiency.
- x. **Compliance Management:** Ensures that all operations and transactions comply with local and international regulations, minimizing the risk of non-compliance.

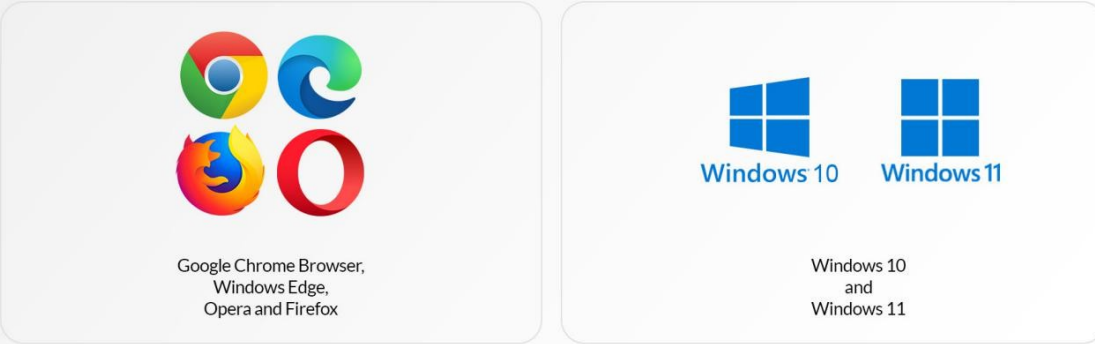


4. Pre-Requisites for Cross Border Trade and Financial Transactions

- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have a banking profile communicated to PSW by an AD.

5. System Requirements

To use PSW Portal on Windows®, the subscriber will require




Google Chrome Browser,
Windows Edge,
Opera and Firefox

Windows 10
Windows 11

Windows 10
and
Windows 11

To use PSW Portal on Mac®, the subscriber will need:



Google Chrome Browser
and
Safari

OS X El
Capitan 10.11
or later

6. Step by Step Process

6.1. User login - External User

- i. Please visit “www.pcs.gov.pk” and click on the ‘Member Area’ button.

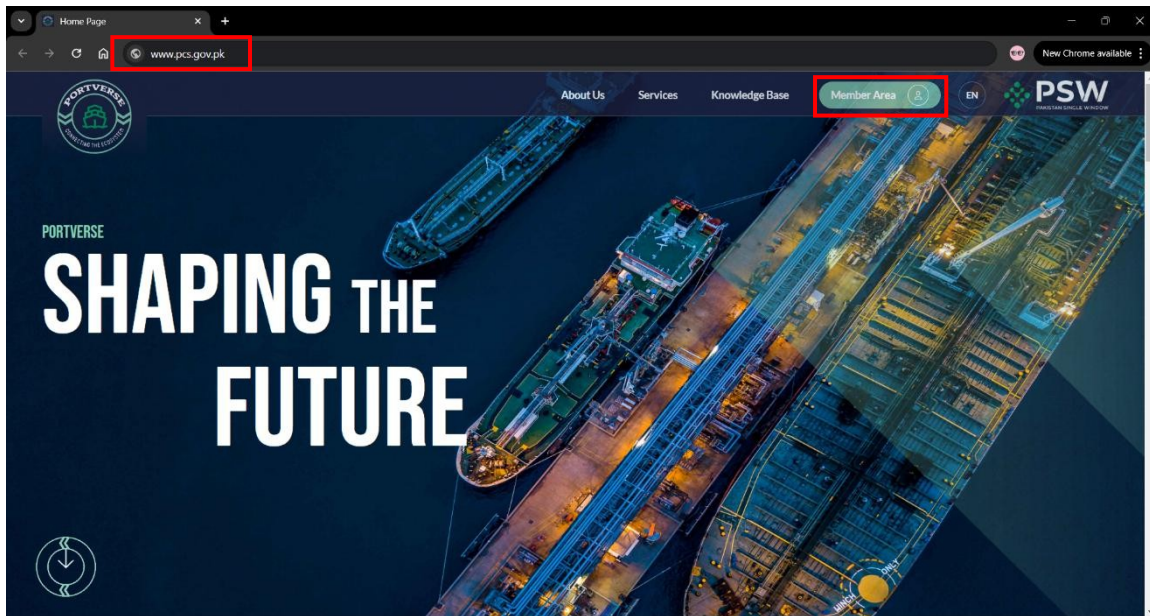


Figure 1

- ii. After clicking on the Member Area button, Shipping Agent will be redirected to the login interface of PCS application.
- iii. Enter User ID and Password.
- iv. Click on Eye View icon to see password.
- v. After clicking the ‘log in’ button, main dashboard will appear.

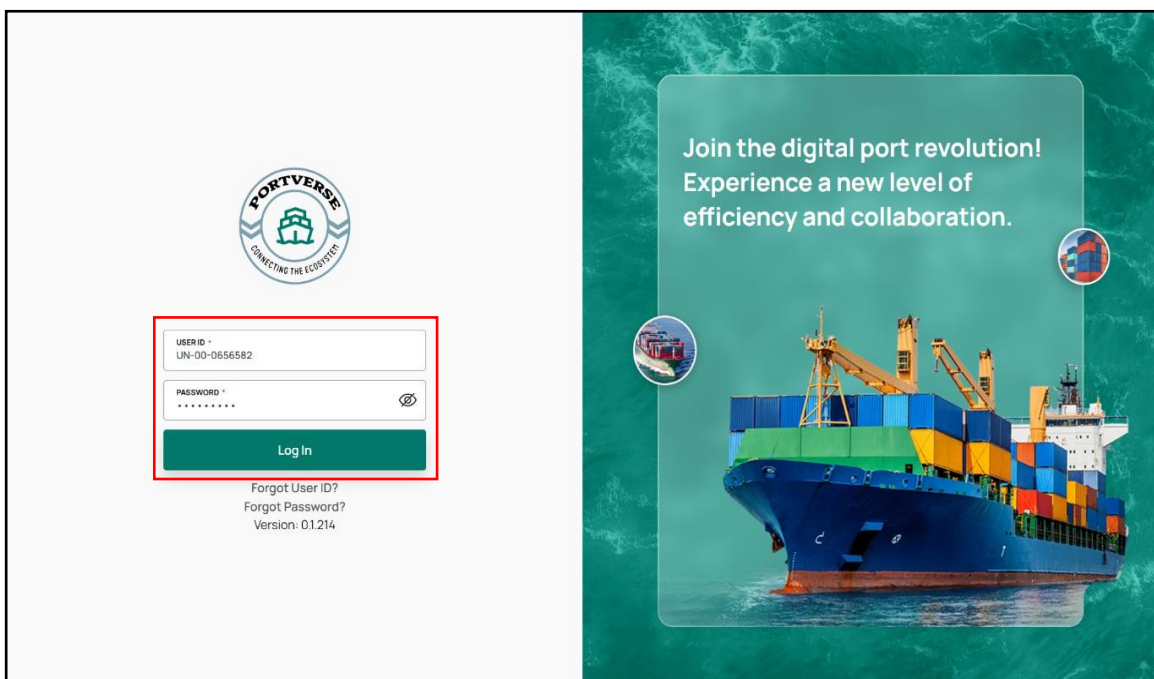
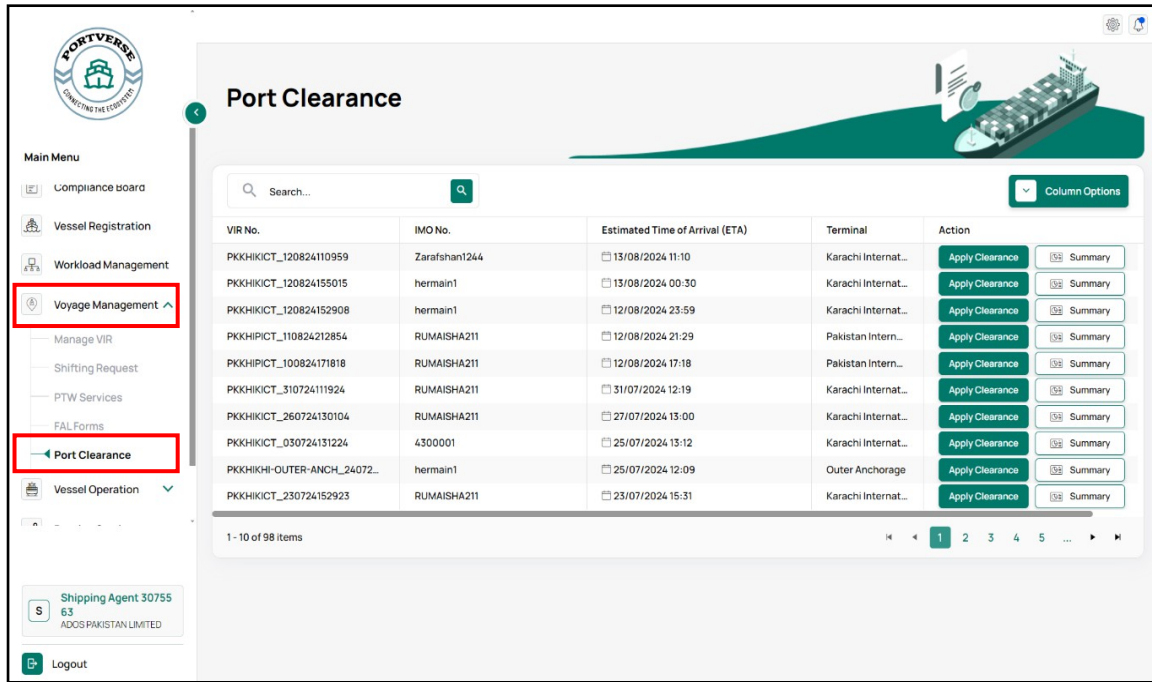


Figure 2

6.2. Port Clearance – Marine Mercantile Department

6.2.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under Voyage Management.

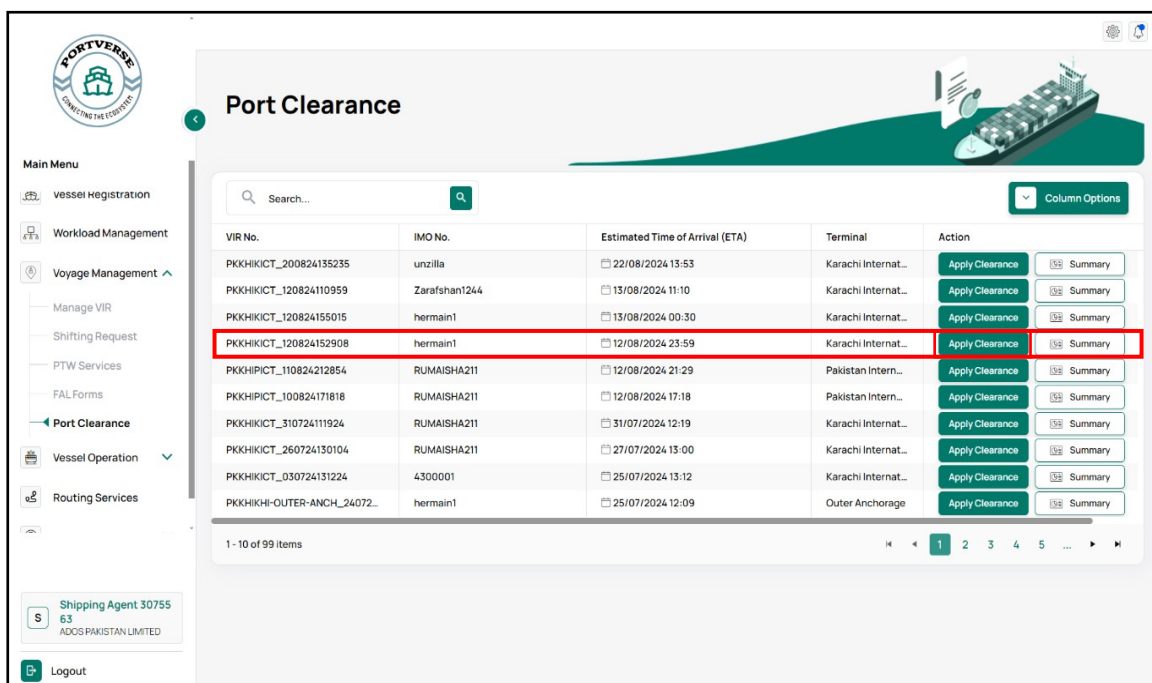


The screenshot shows the 'Port Clearance' application interface. On the left, the 'Main Menu' includes 'Voyage Management' (highlighted with a red box) and 'Port Clearance' (also highlighted with a red box). The main content area displays a table of VIRs with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Apply Clearance' button for the first row is highlighted with a red box.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 3

- iii. Click on the "Apply Clearance" button next to a specific VIR.



The screenshot shows the 'Port Clearance' application interface. The 'Voyage Management' menu is expanded, and the 'Port Clearance' submenu is selected. The main content area displays a table of VIRs. The 'Apply Clearance' button for the row with VIR No. PKKHIKICT_120824152908 is highlighted with a red box.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 4

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Mercantile Marine Department (MMD) card.

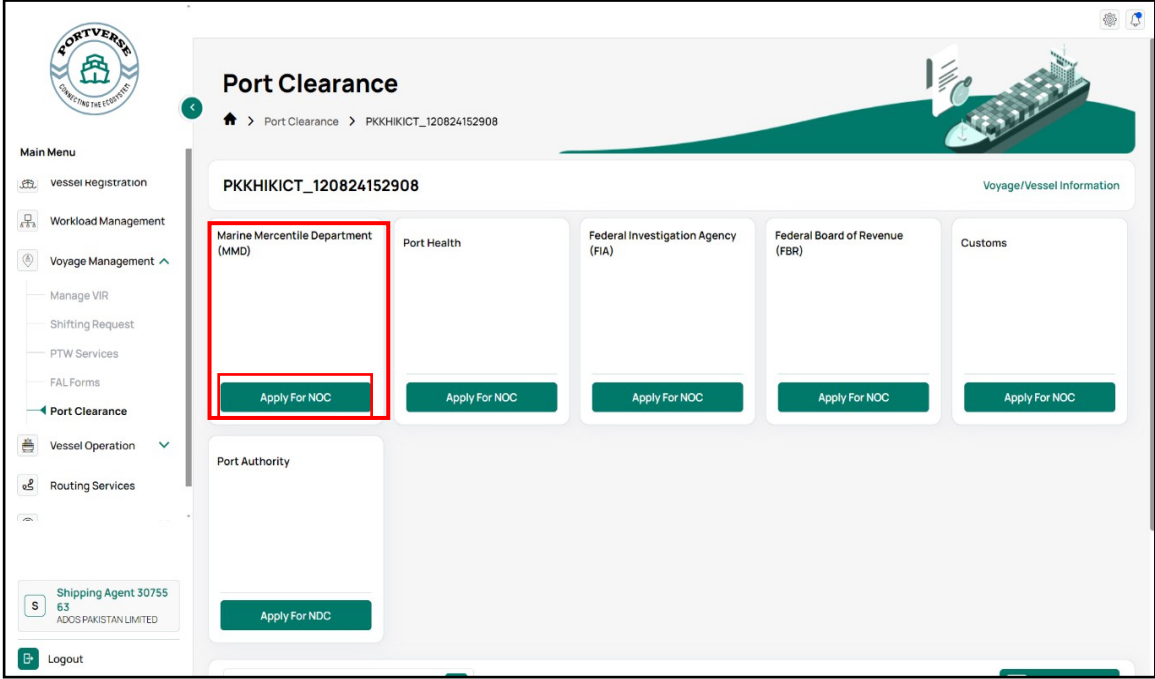


Figure 5



6.2.2. Submit the Port Clearance Request to Marine Mercantile Department

- i. Enter the required fields.
- ii. Click on the upload icon to upload required attachments.

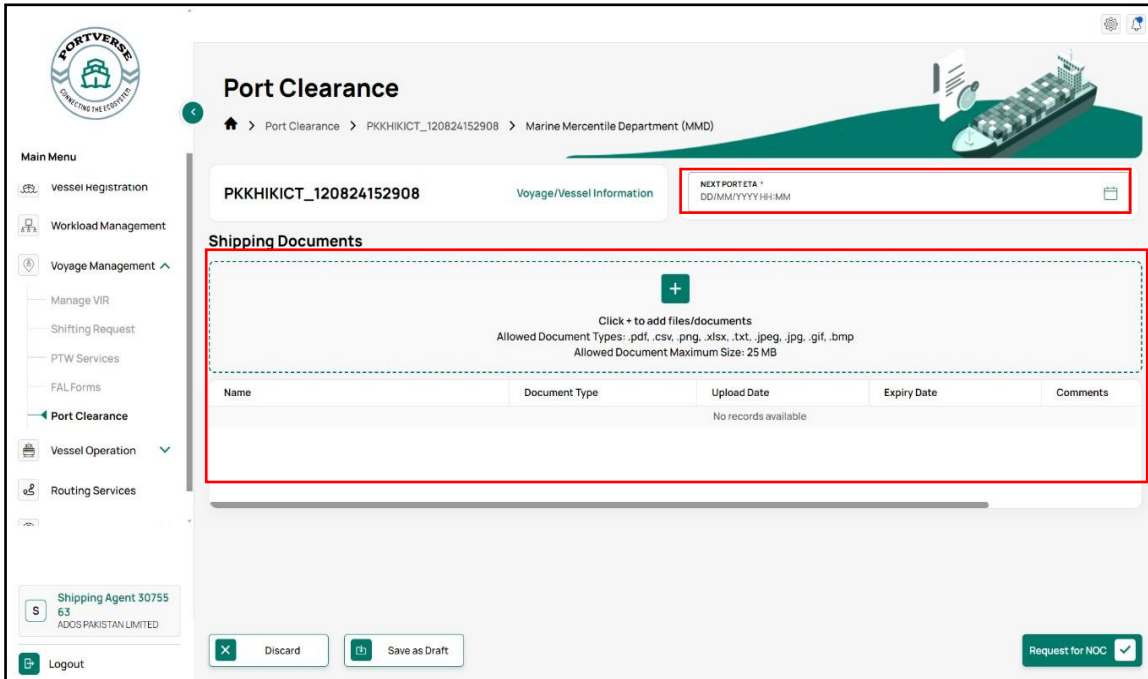


Figure 6

- iii. Select and upload the required document(s).

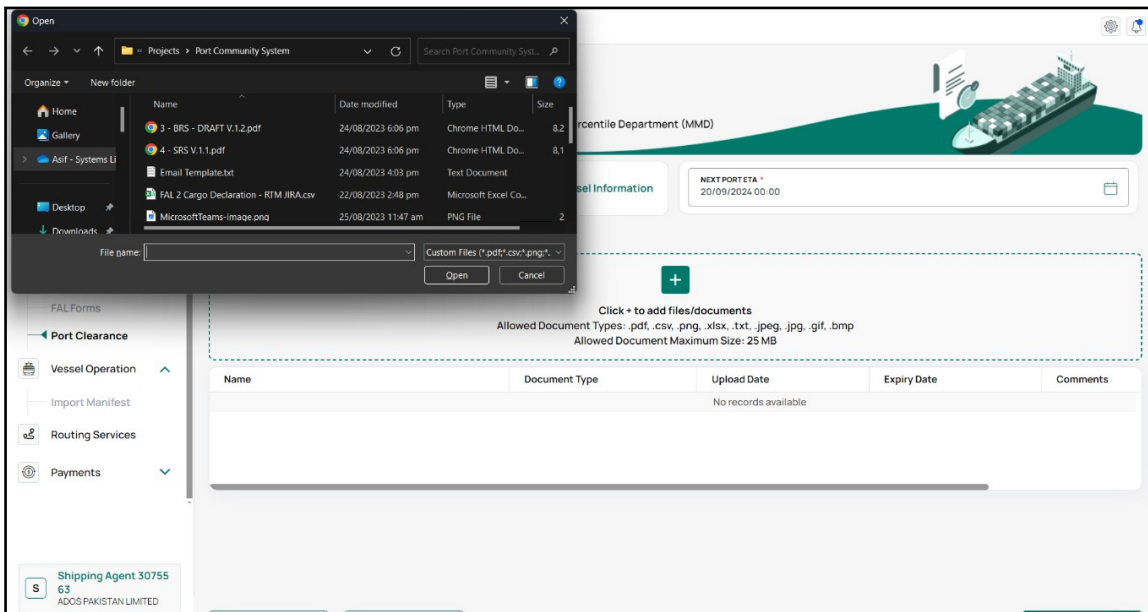


Figure 7

- iv. Uploaded document(s) will appear under the Shipping Documents section.

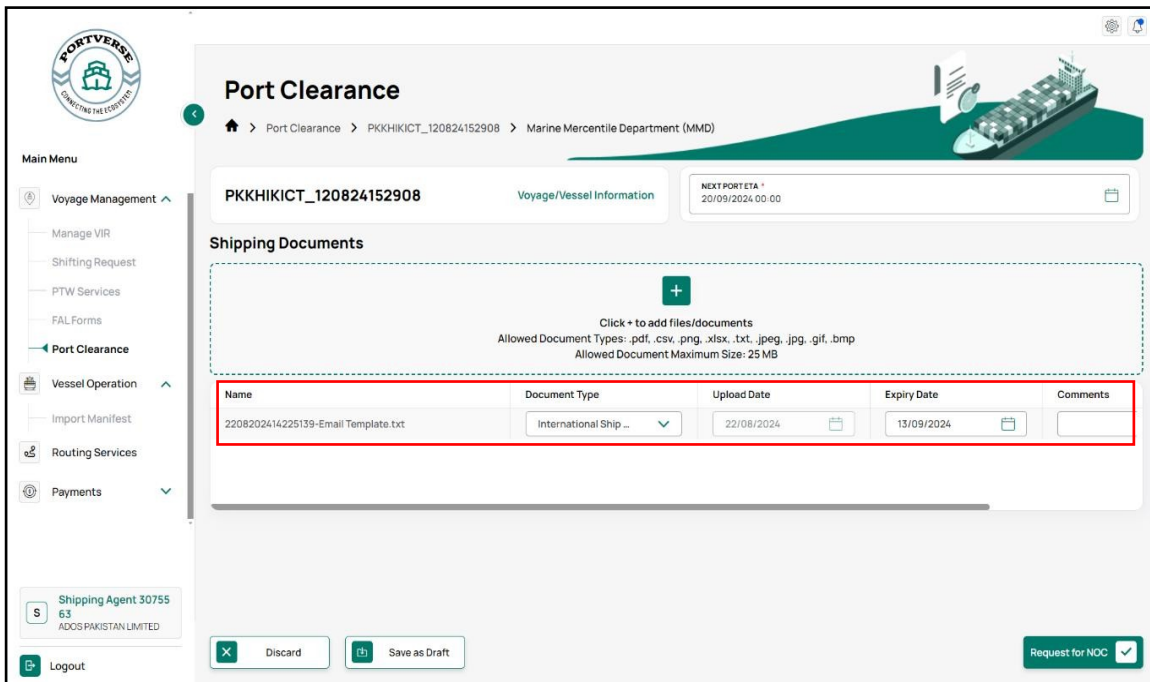


Figure 8

- v. Click on **Request for NOC** button to apply for Port Clearance from Marine Mercantile Department.

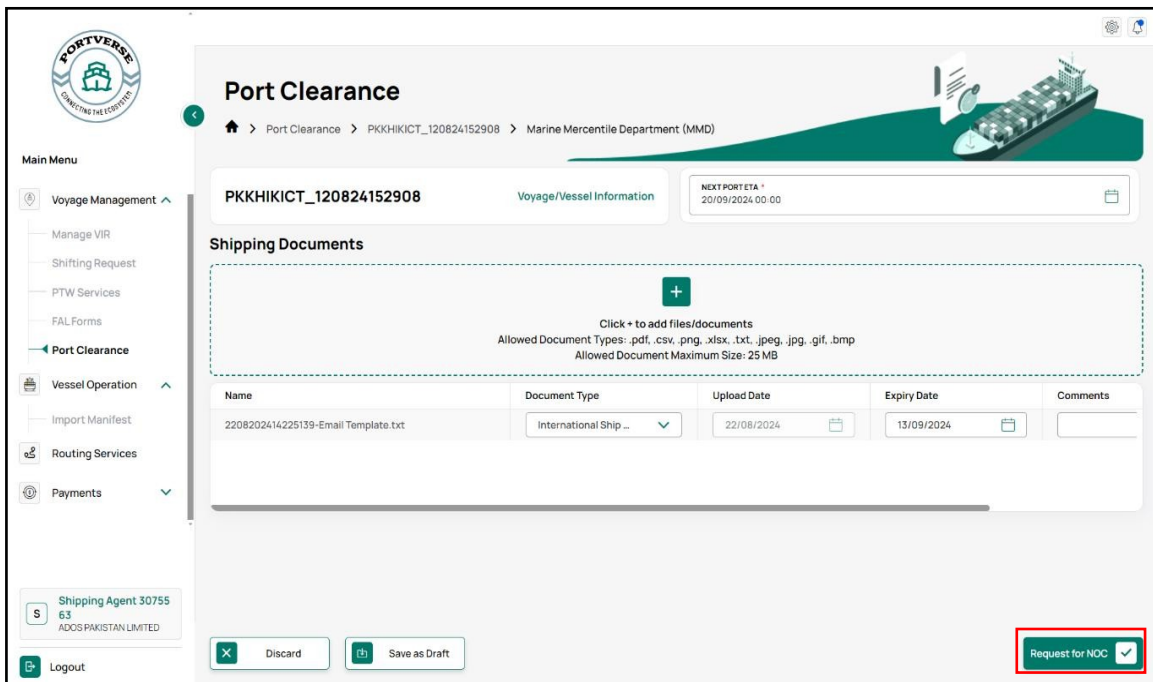


Figure 9

- vi. Then a success alert appears.
- vii. Click on “OK” button to proceed.

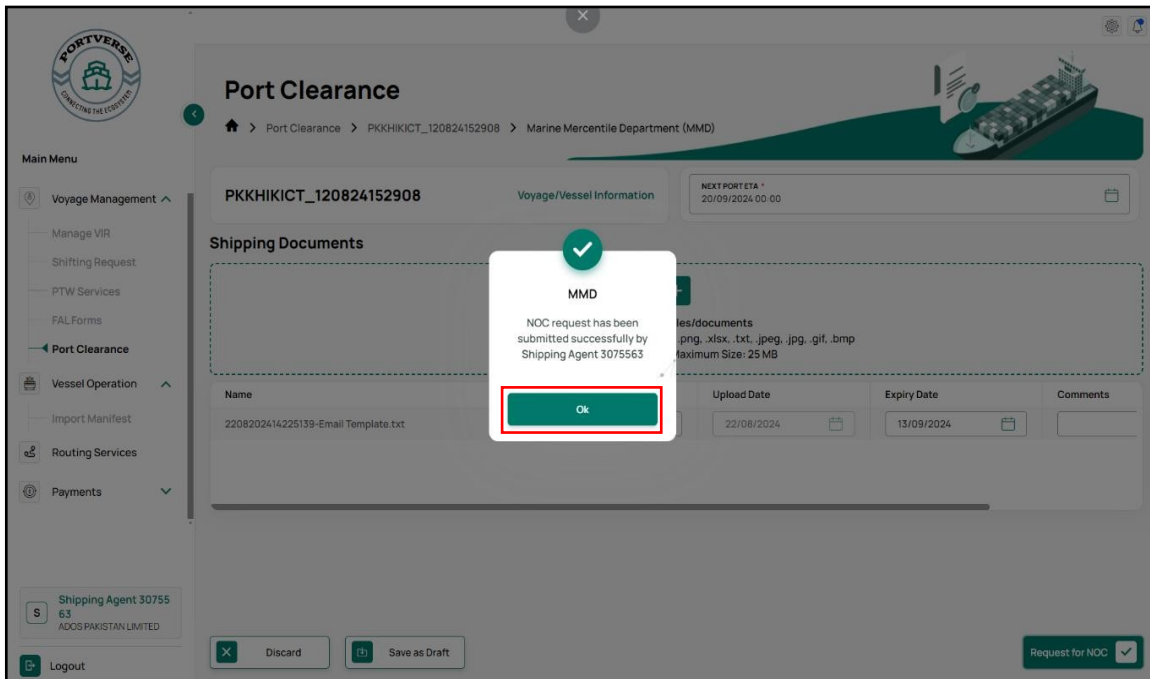


Figure 10

- viii. The submitted request will appear on the Port Clearance main screen.
- ix. The user will click on Generate PSID button for MMD port clearance payment

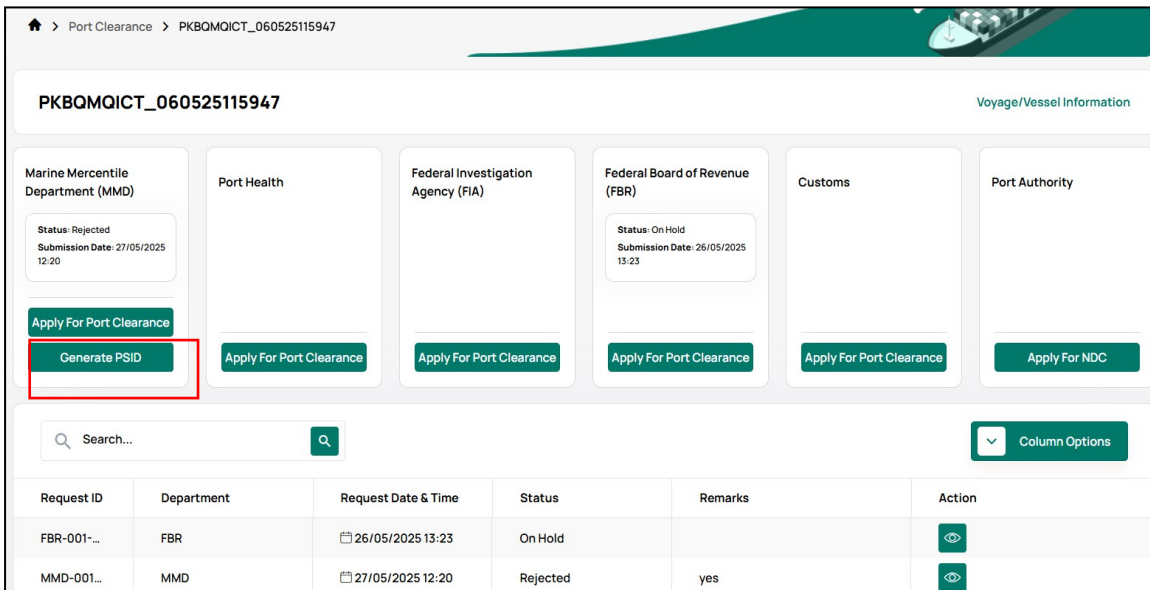
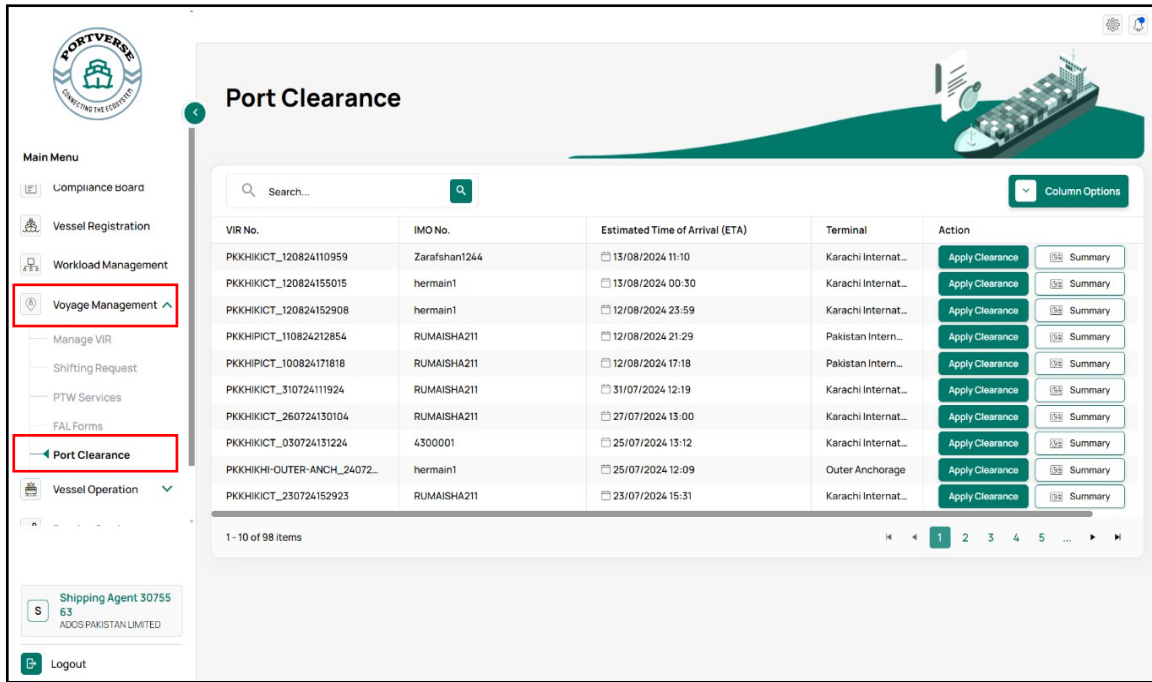


Figure 11

6.3. Port Clearance - Port Health

6.3.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under the Voyage Management.

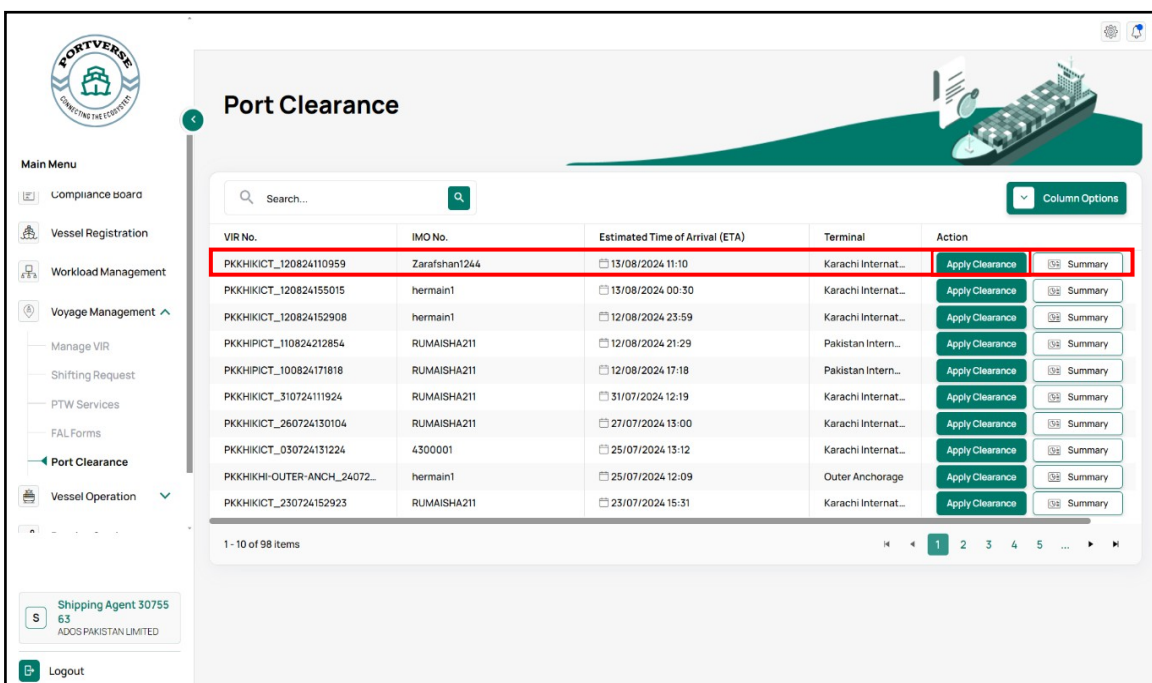


The screenshot shows the 'Port Clearance' application interface. On the left is a 'Main Menu' with options: Compliance board, Vessel Registration, Workload Management, Voyage Management (highlighted with a red box), Manage VIR, Shifting Request, PTW Services, FAL Forms, Port Clearance (highlighted with a red box), Vessel Operation, and Logout. The main content area displays a table of vessel records with columns: VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The first row is highlighted with a red box. The table contains 10 rows of data. At the bottom, it shows '1 - 10 of 98 Items' and a pagination control.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHICT_11082412854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHICT-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 12

- iii. Click on the "Apply Clearance" button next to a specific VIR.



This screenshot is identical to Figure 12, but with a red box highlighting the 'Apply Clearance' button in the first row of the table. The 'Voyage Management' and 'Port Clearance' menu items are also highlighted with red boxes.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHICT_11082412854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHICT-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 13

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Port Health card.

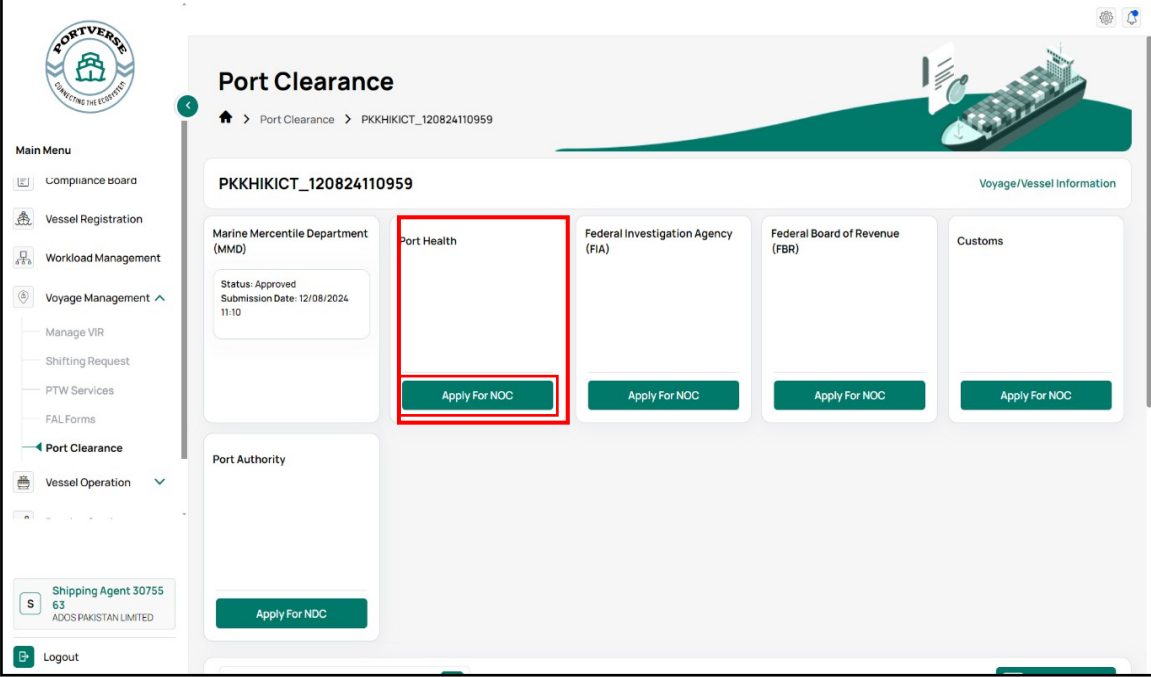


Figure 14

6.3.2. Submit the Port Clearance Request to Port Health

- i. Enter the required fields.

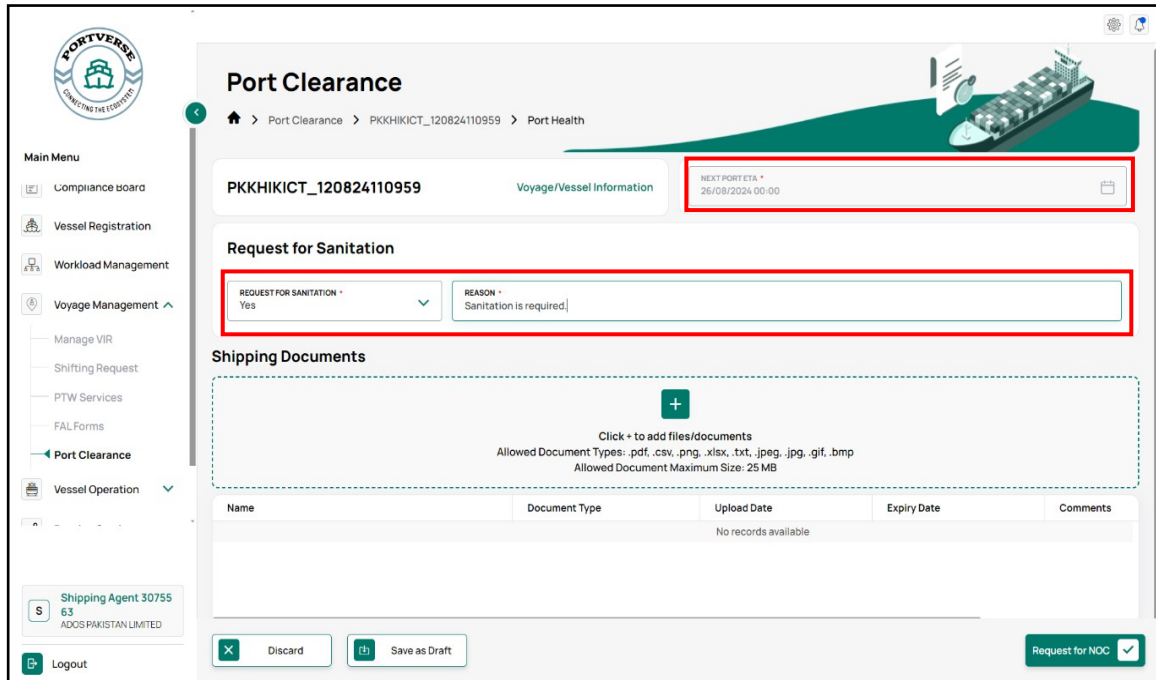


Figure 15

- ii. Select and upload the required document(s).

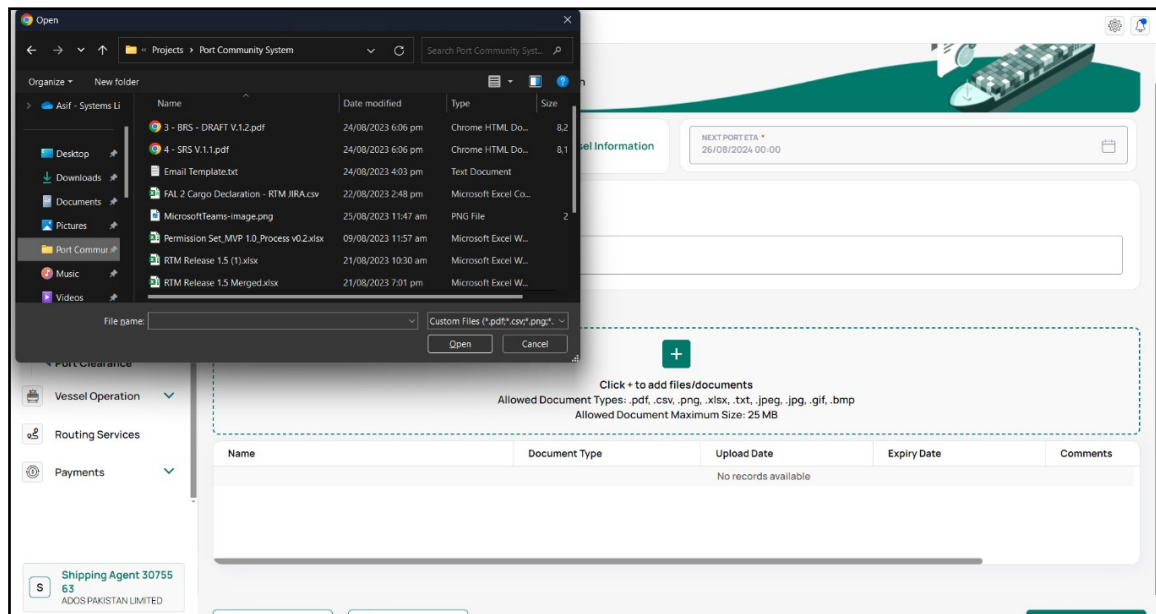


Figure 16

iii. Uploaded document(s) will appear under the Shipping Documents section.

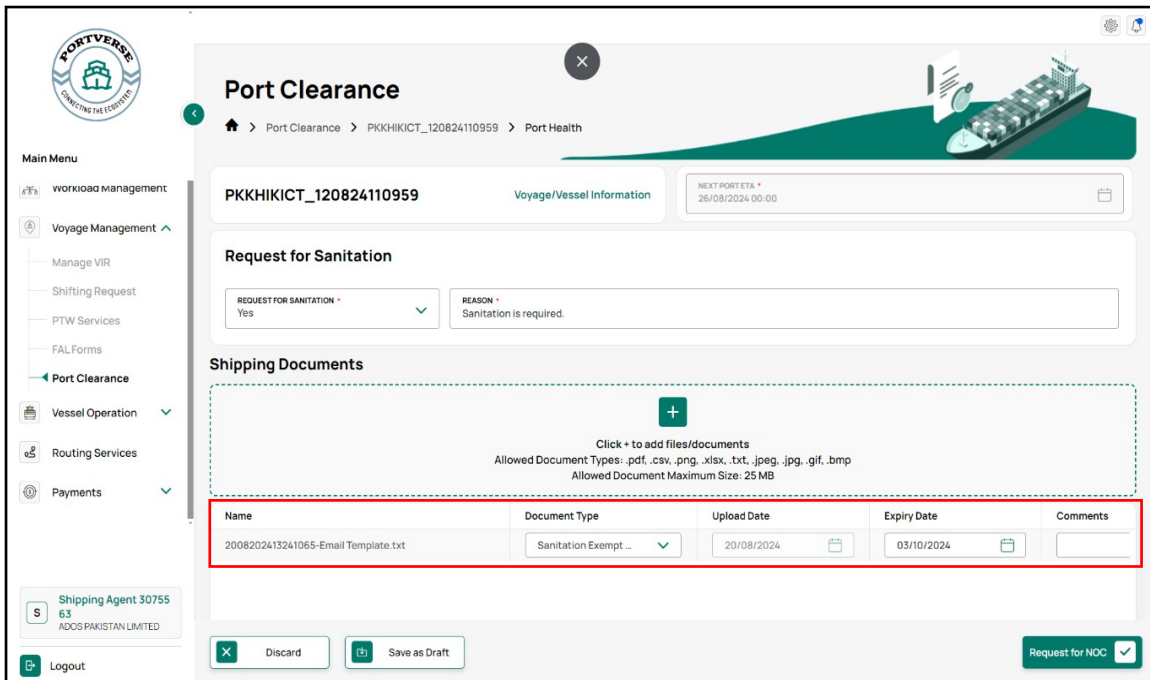


Figure 17

iv. Click on **Request for NOC** button to apply for Port Clearance from Port Health.

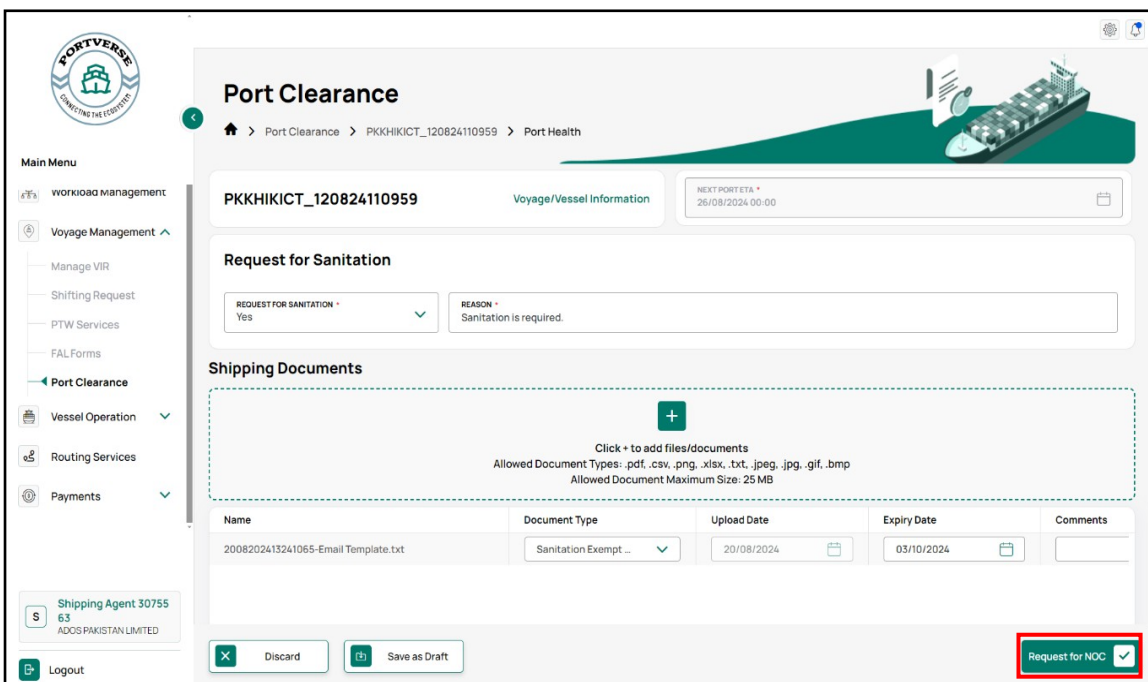


Figure 18

- v. Then a success alert appears.
- vi. Click on “OK” button to proceed.

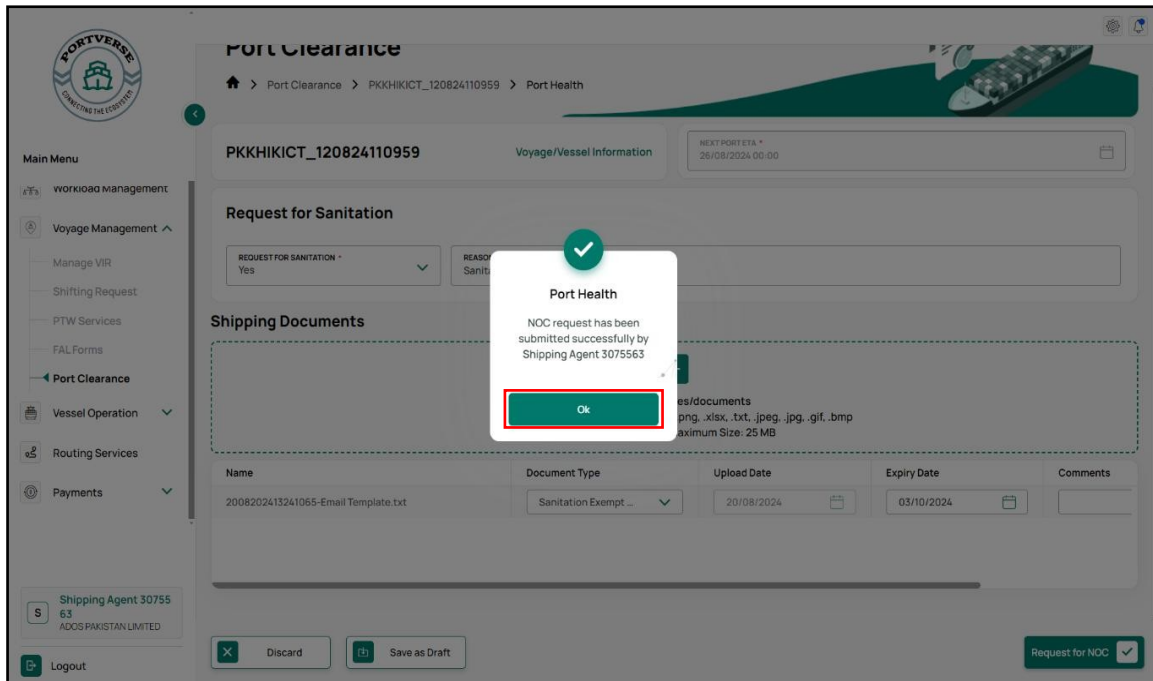


Figure 19

- vii. The request submitted will appear on the main screen of Port Clearance.
- viii. The Shipping Agent user will click on the Generate PSID button for Port Health.

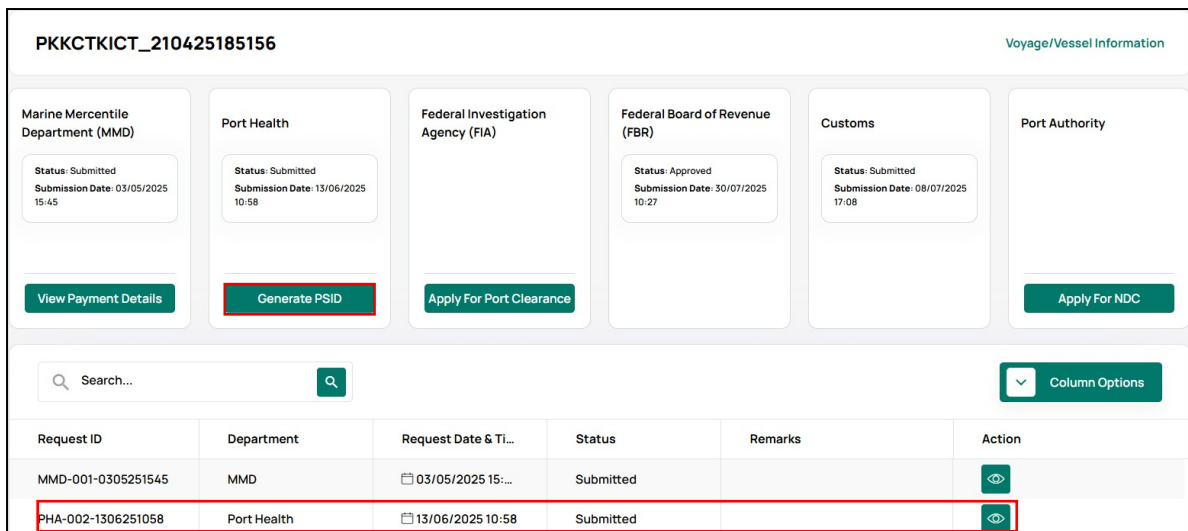


Figure 20

6.4. Port Clearance – Federal Board of Revenue (FBR)

6.4.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under Voyage Management.

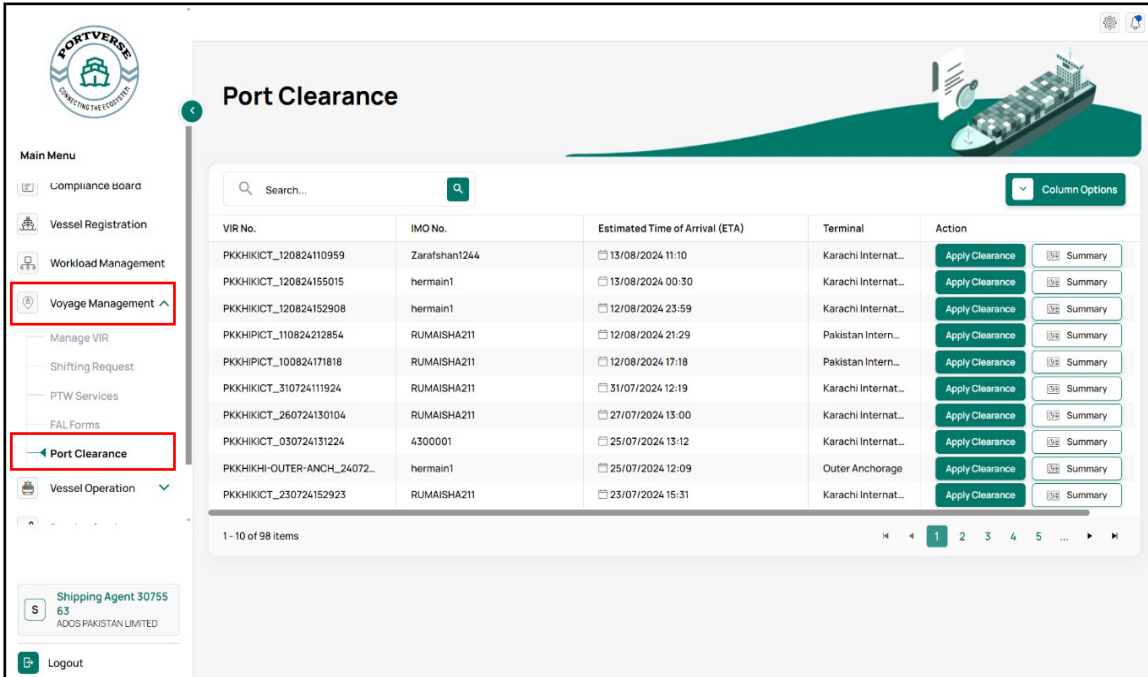


Figure 21

- iii. Click on the "Apply Clearance" button next to a specific VIR.

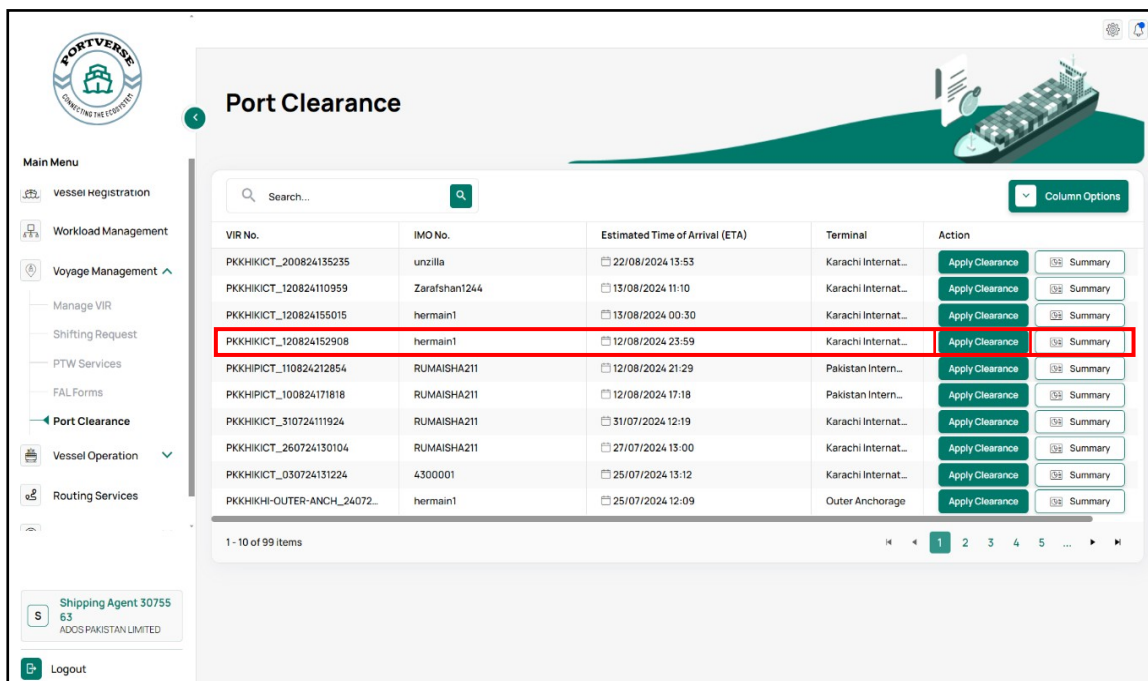


Figure 22

- iv. Port Clearance dashboard will appear.

- v. Click on the **Apply for NOC** button on Federal Board of Revenue (FBR) card.

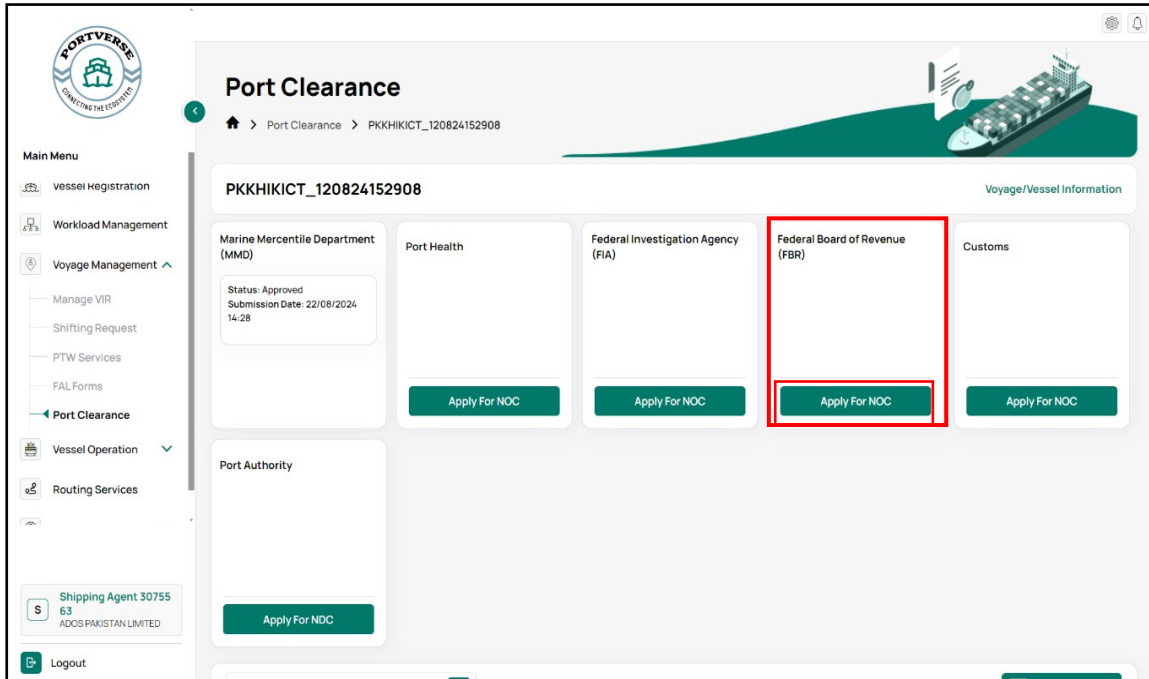
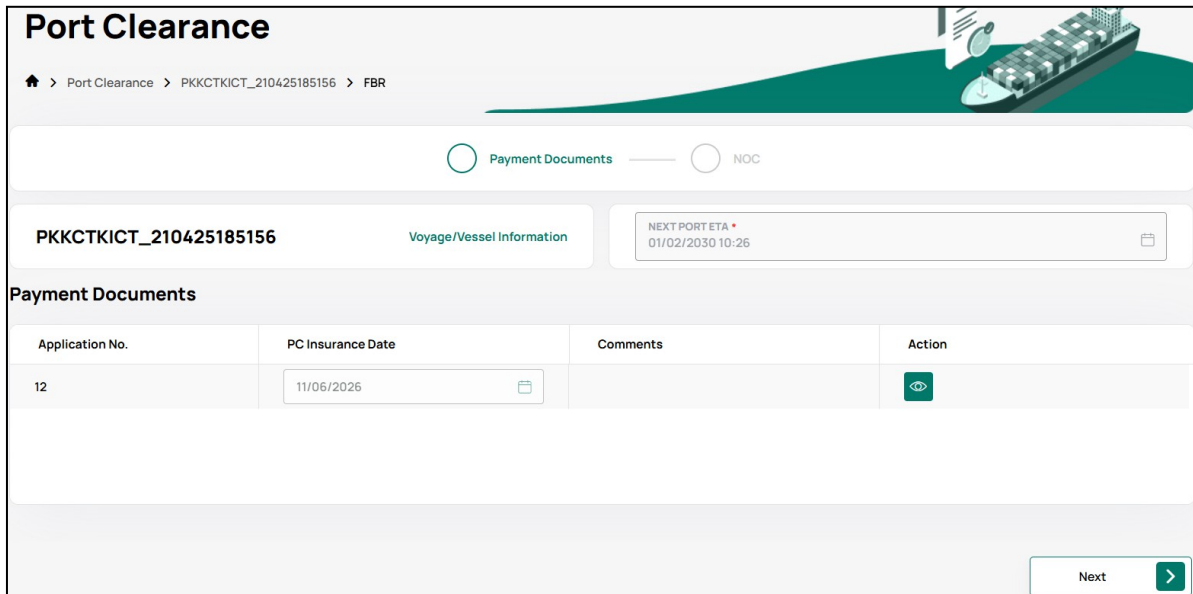


Figure 23

6.4.2. Submit the Port Clearance Request to Federal Board of Revenue (FBR)

- i. Enter FBR Application number and other required fields.

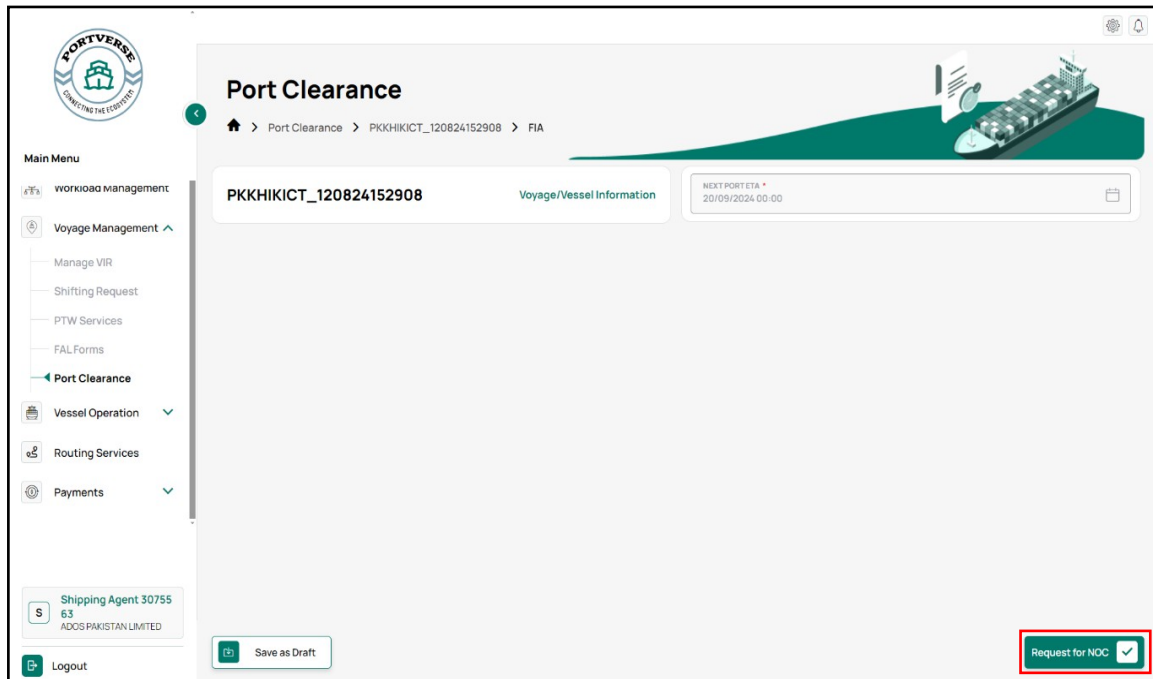


The screenshot shows a web interface for 'Port Clearance'. At the top, there are radio buttons for 'Payment Documents' (selected) and 'NOC'. Below this, the application ID 'PKKCTKICT_210425185156' is displayed, along with 'Voyage/Vessel Information' and a 'NEXT PORT ETA' of '01/02/2030 10:26'. A table titled 'Payment Documents' contains one entry with 'Application No.' 12 and 'PC Insurance Date' 11/06/2026. An 'Action' column shows an eye icon. A 'Next' button is located at the bottom right.

Application No.	PC Insurance Date	Comments	Action
12	11/06/2026		

Figure 24

- ii. Click on **Request for NOC** button to apply for Port Clearance from Federal Board of Revenue (FBR).



The screenshot shows a web interface for 'Port Clearance' with a sidebar menu. The application ID is 'PKKHIKICT_120824152908'. The 'NEXT PORT ETA' is '20/09/2024 00:00'. A 'Request for NOC' button with a checkmark icon is highlighted with a red box. Other buttons include 'Save as Draft' and 'Logout'. The sidebar menu includes 'Main Menu', 'workload management', 'Voyage Management', 'Port Clearance', 'Vessel Operation', 'Routing Services', and 'Payments'.

Figure 25

- iii. Then a success alert appears.
- iv. Click on “OK” button to proceed.

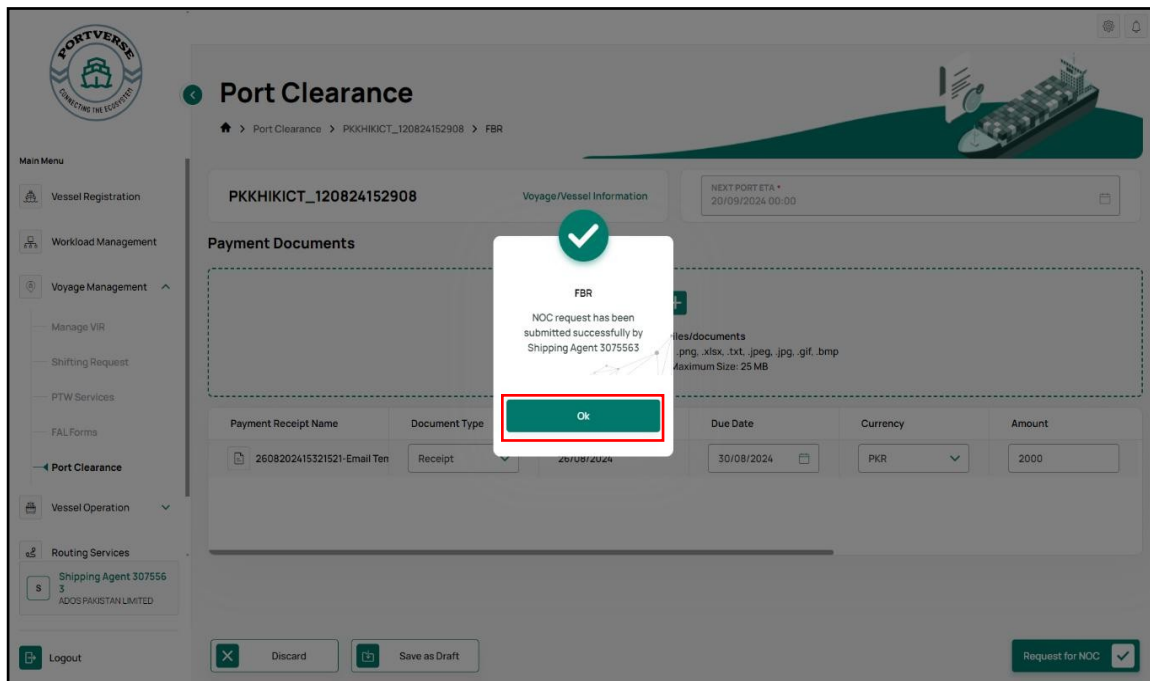


Figure 26

- v. The submitted request will appear on the Port Clearance main screen.

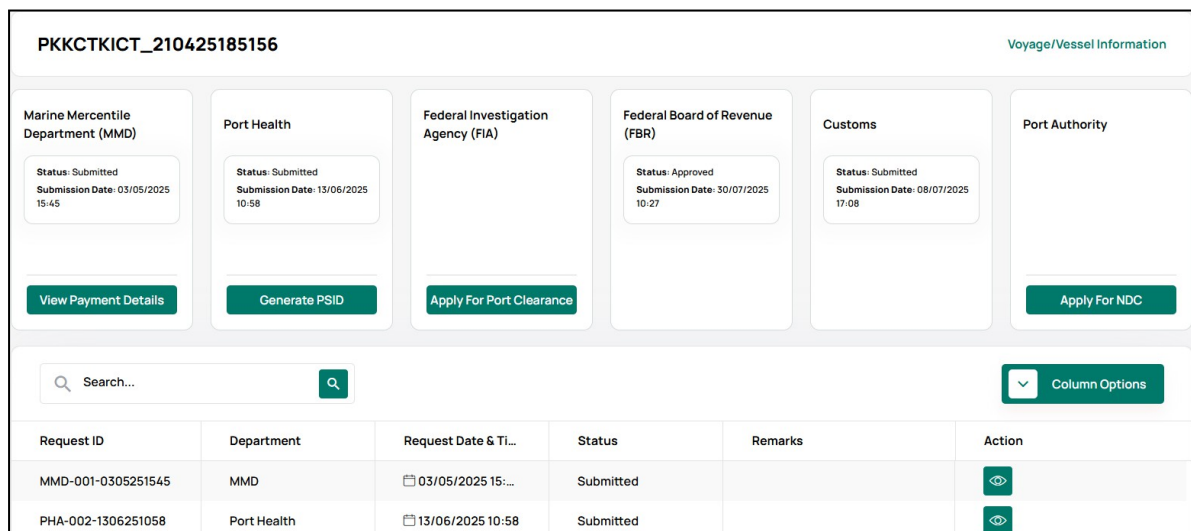


Figure 27

6.5. Port Clearance - Federal Investigation of Agency

6.5.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under Voyage Management.

The screenshot shows the 'Port Clearance' page in the application. The left sidebar contains a 'Main Menu' with 'Voyage Management' and 'Port Clearance' highlighted with red boxes. The main content area features a search bar and a table of VIRs. The table has the following columns: VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each row. The table shows 10 items, with a total of 98 items.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshani244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 28

- iii. Click on the "Apply Clearance" button next to a specific VIR.

The screenshot shows the 'Port Clearance' page in the application. The left sidebar contains a 'Main Menu' with 'Voyage Management' highlighted with a red box. The main content area features a search bar and a table of VIRs. The 'Apply Clearance' button for the VIR PKKHIKICT_120824152908 is highlighted with a red box. The table has the following columns: VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each row. The table shows 10 items, with a total of 99 items.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshani244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 29

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Federal Board of Revenue (FBR) card.

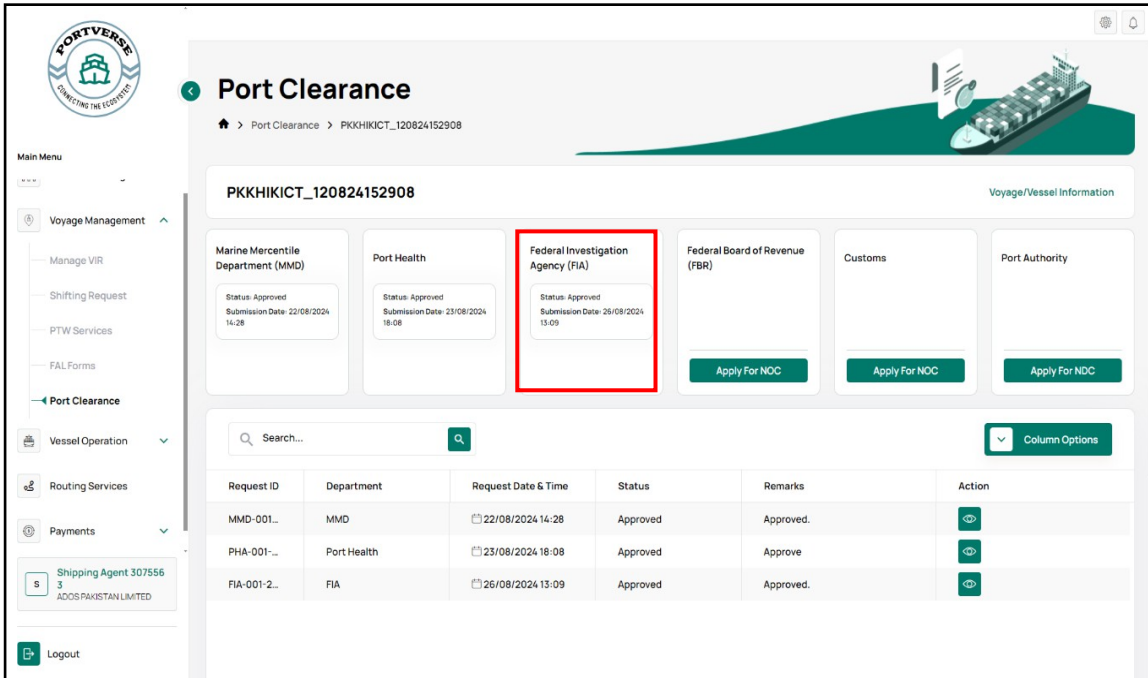


Figure 30



6.5.2. Submit the Port Clearance Request to Federal Investigation of Agency

- i. Enter the required fields and click on Request for NOC button.

The screenshot shows a web interface for 'Port Clearance'. At the top, there is a breadcrumb trail: Home > Port Clearance > PKKCTKICT_210425185156 > FIA. Below this, there are two main sections: 'Voyage/Vessel Information' with the ID 'PKKCTKICT_210425185156' and 'Next Port ETA' showing '01/02/2030 10:26'. At the bottom of the form, there is a 'Save' button on the left and a 'Request for NOC' button with a checkmark icon on the right.

Figure 31

- ii. Then a success alert appears.
- iii. Click on "OK" button to proceed.

This screenshot shows the same 'Port Clearance' form as Figure 31, but with a success alert dialog box in the center. The dialog box has a green checkmark icon and the text: 'FIA', 'NOC request has been submitted successfully by Shipping Agent 3075563', and an 'Ok' button. The background form is dimmed. The breadcrumb trail is now: Home > Port Clearance > PKKHIKICT_120824152908 > FIA. The 'Voyage/Vessel Information' section shows ID 'PKKHIKICT_120824152908' and 'Next Port ETA' '20/09/2024 00:00'. The 'Request for NOC' button is still visible at the bottom right.

Figure 32

- iv. The submitted request will appear on the Port Clearance main screen.

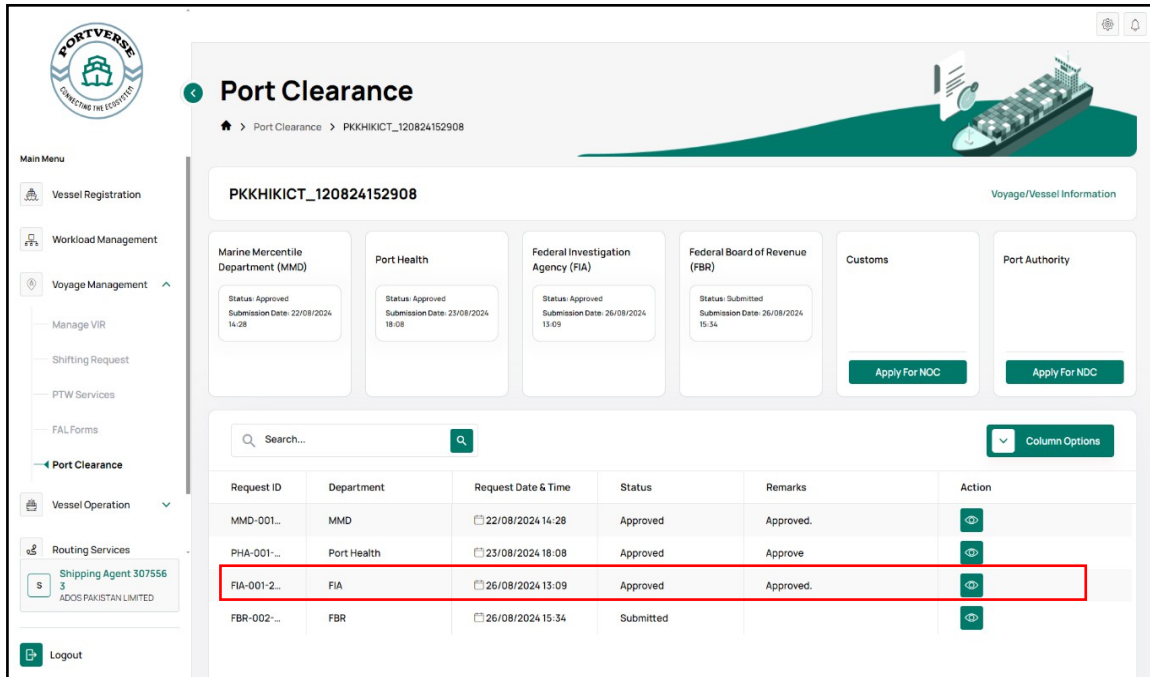


Figure 33

6.6. Port Clearance - Customs

6.6.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under the Voyage Management.

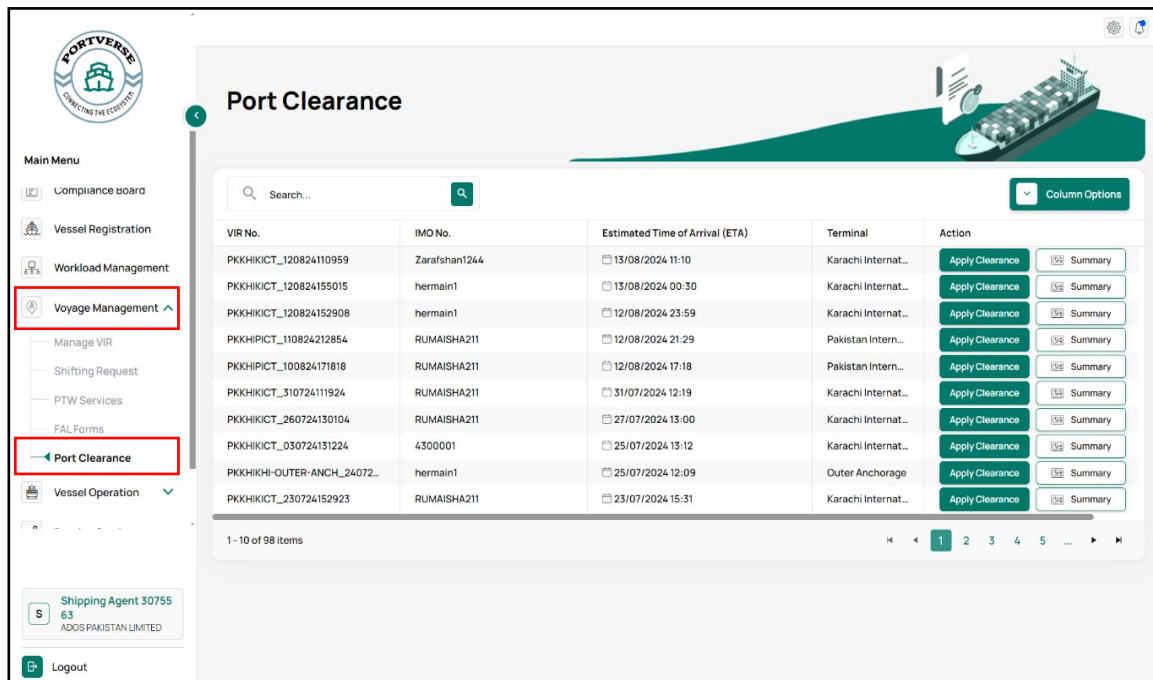


Figure 34

- iii. Click on the "Apply Clearance" button next to a specific VIR.

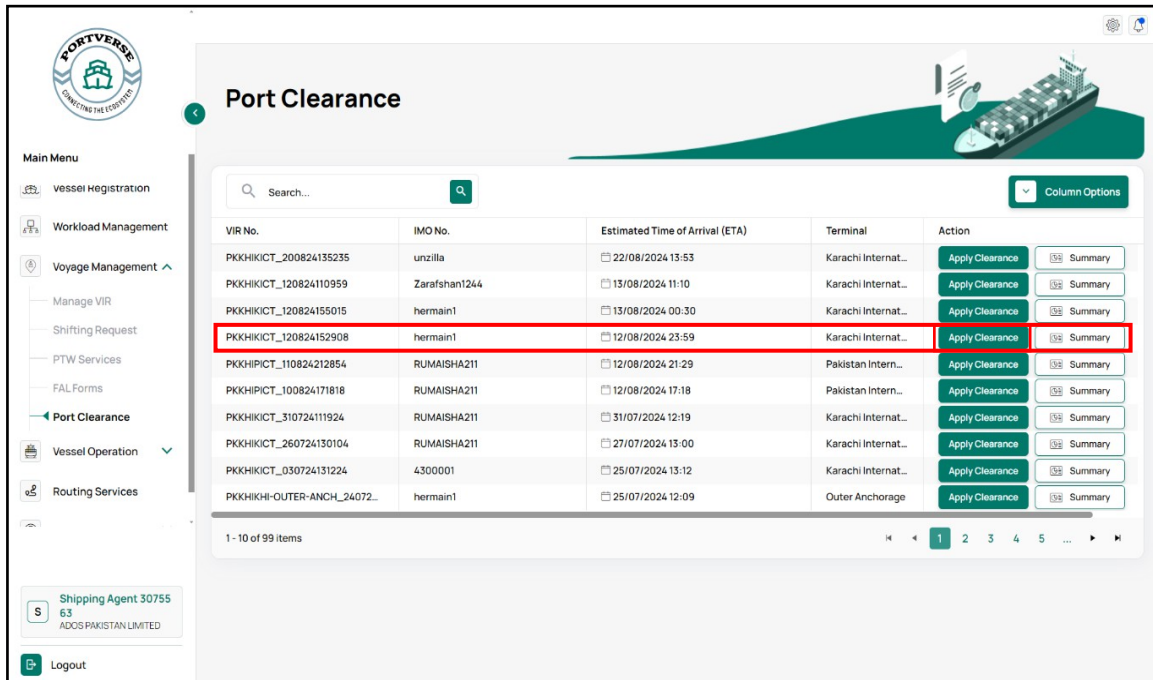


Figure 35

- vi. Port Clearance dashboard will appear.
- iv. Click on the **Apply for NOC** button on Customs card.

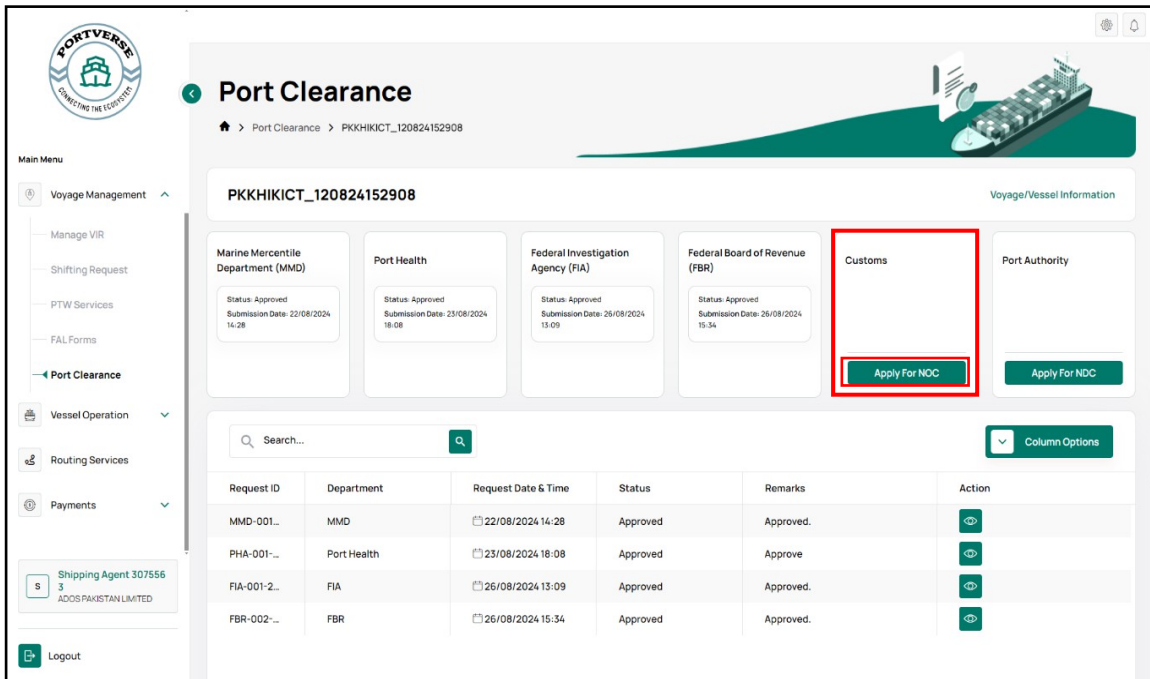


Figure 36

6.6.2. Submit the Port Clearance Request to Customs

- i. Enter the required fields.
- ii. Click on the upload icon to upload required attachments.

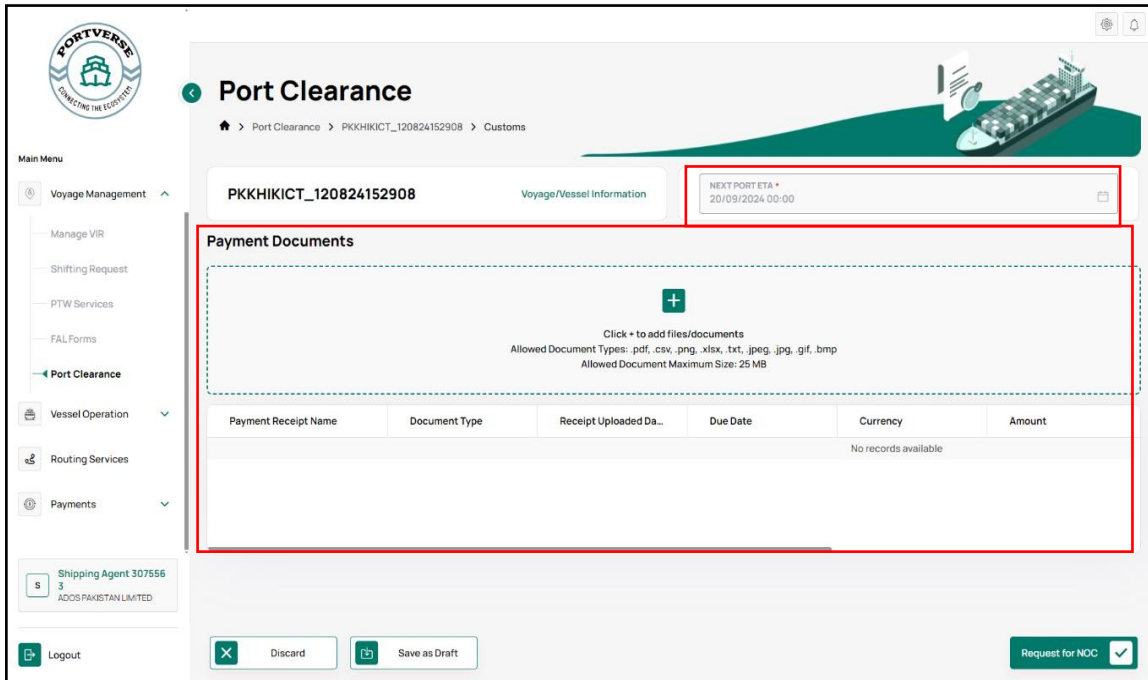


Figure 37

- iii. Select and upload the required document(s).

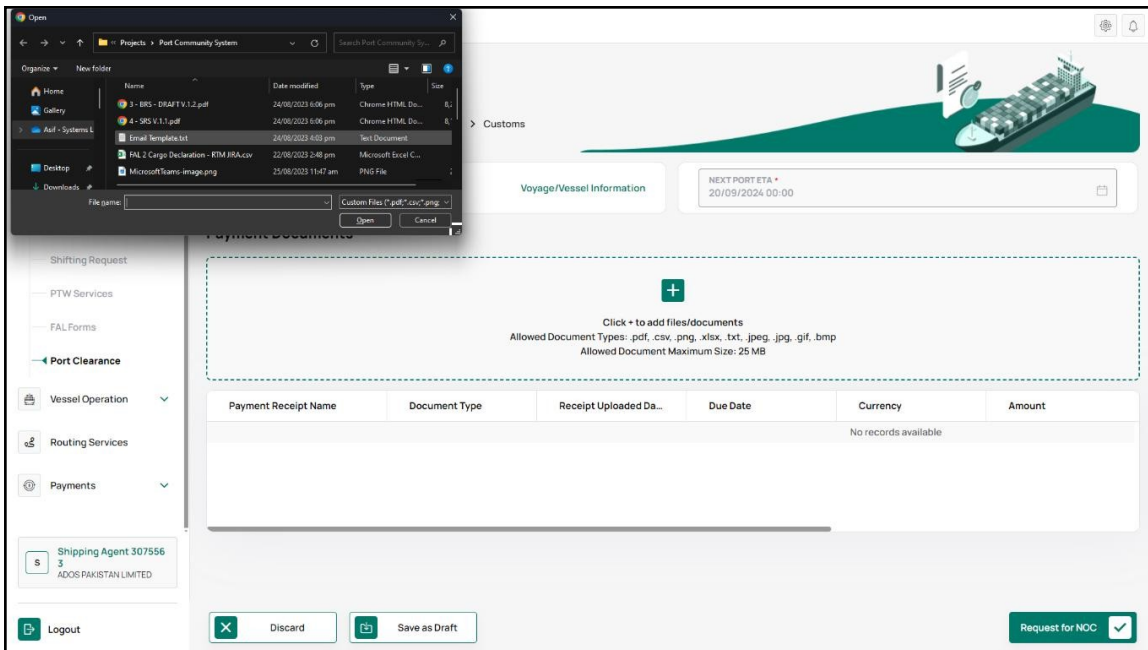


Figure 38

- iv. Uploaded document(s) will appear under the Payment Documents section.

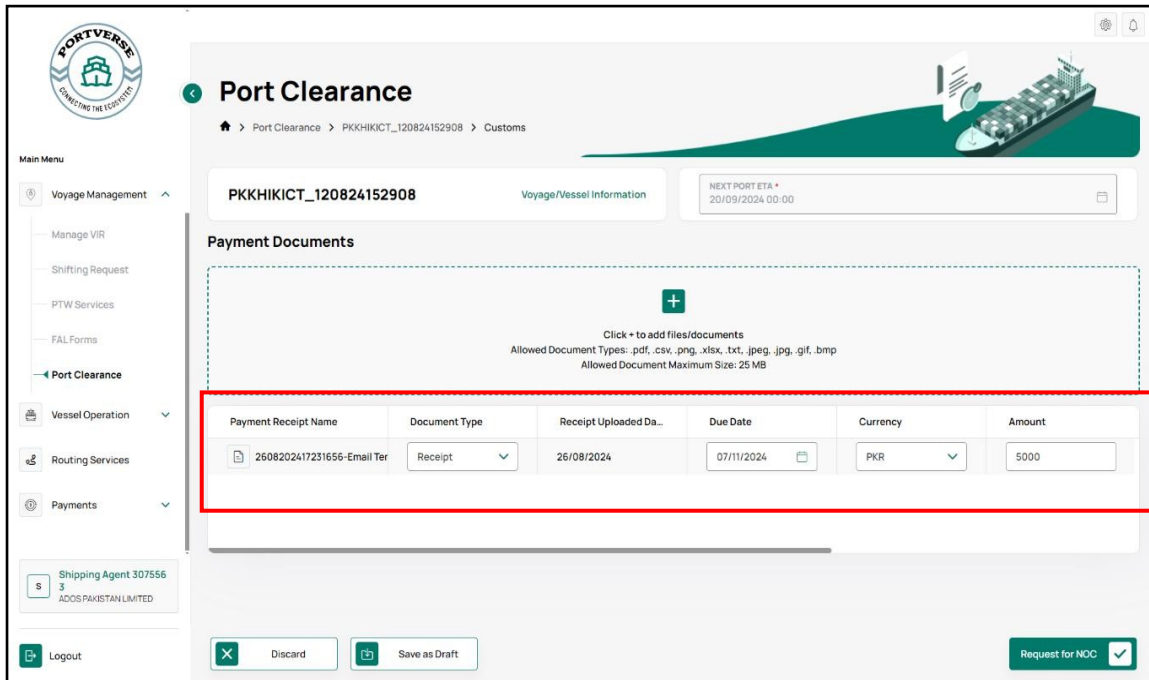


Figure 39

- v. Click on Request for NOC button to apply for Port Clearance from Customs.

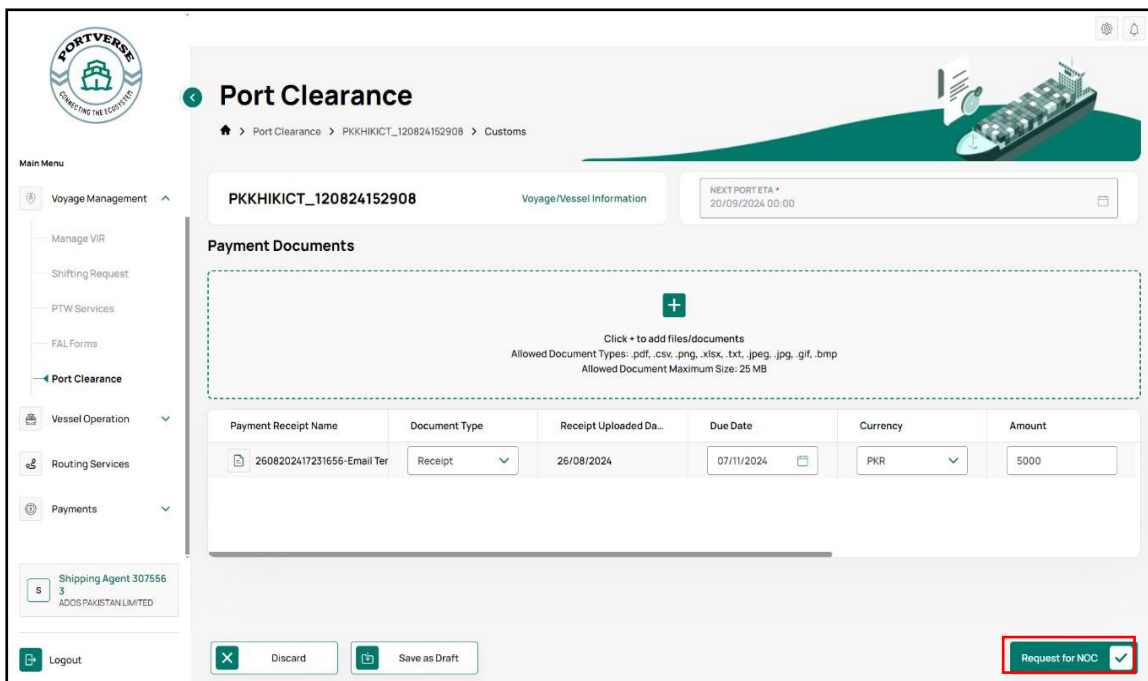


Figure 40

- ix. Then a success alert appears.
- vi. Click on “OK” button to proceed.

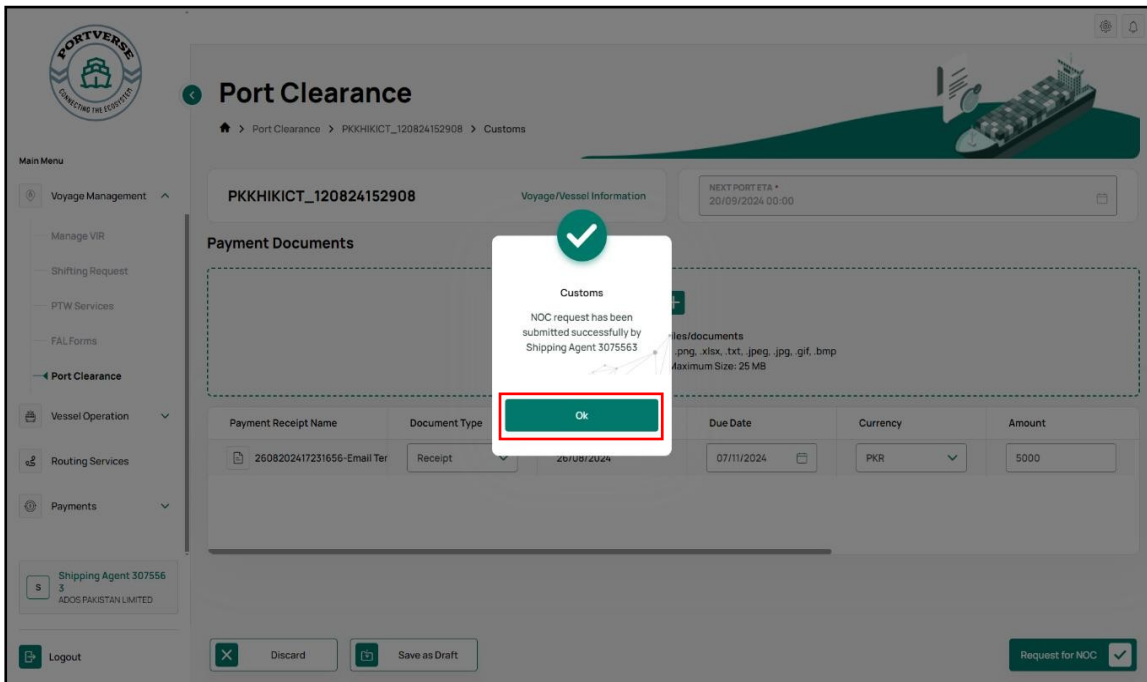


Figure 41

- vii. The submitted request will appear on the Port Clearance main screen.

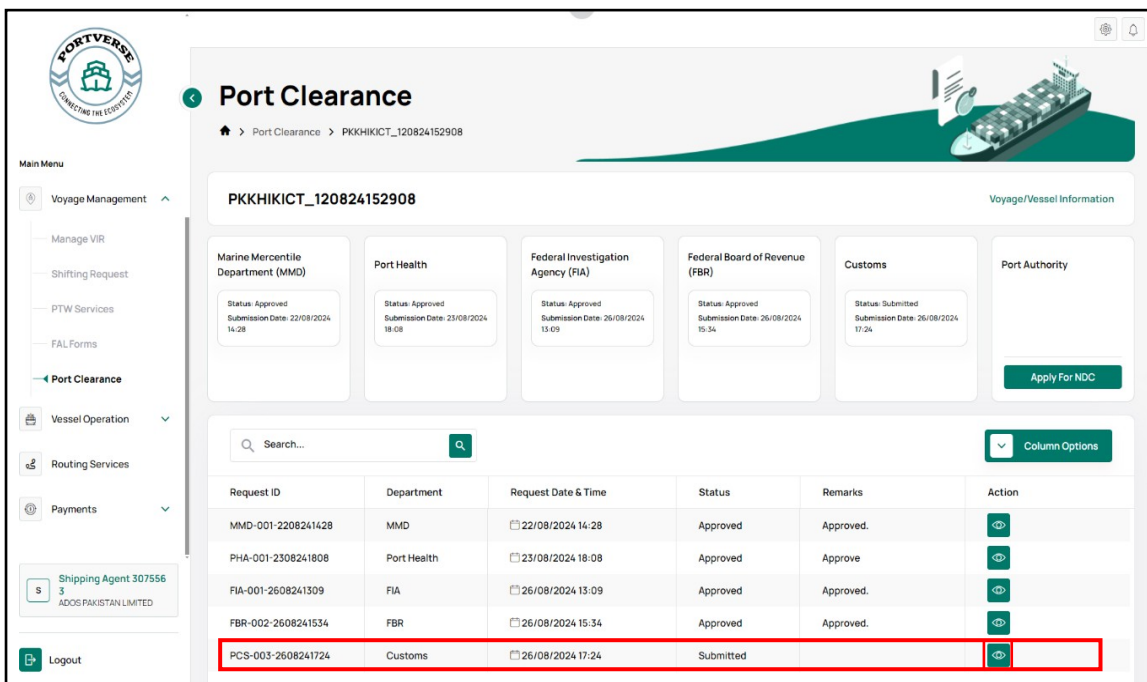
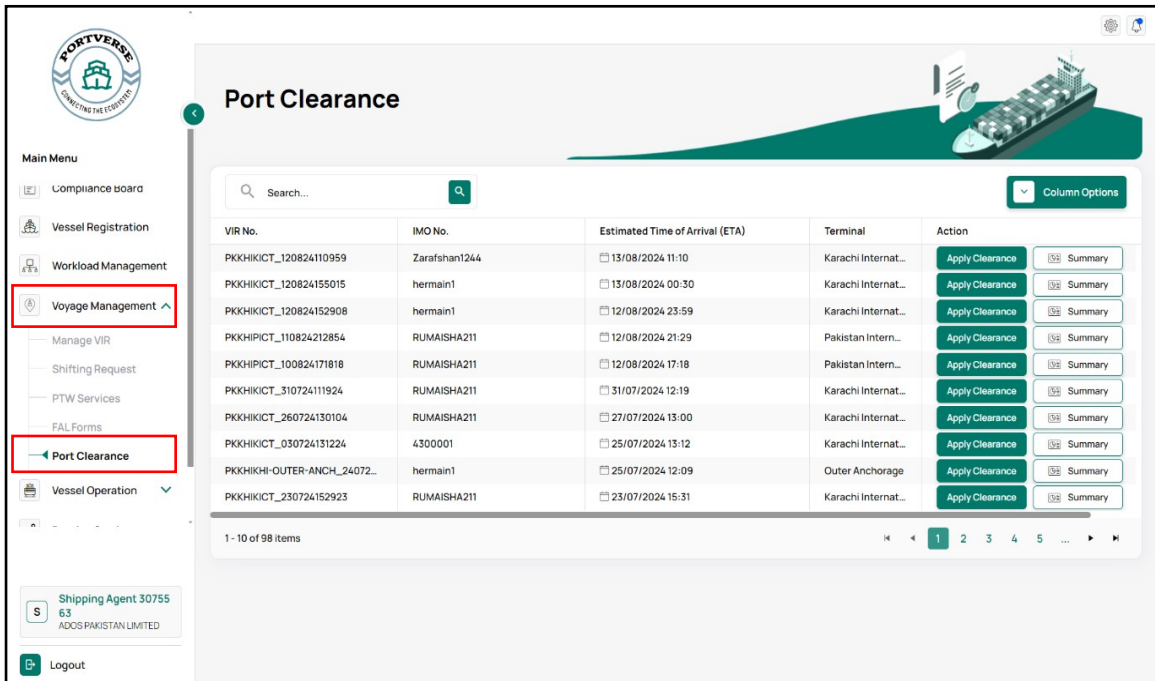


Figure 42

6.7. Port Clearance - Port Authority

6.7.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under Voyage Management.

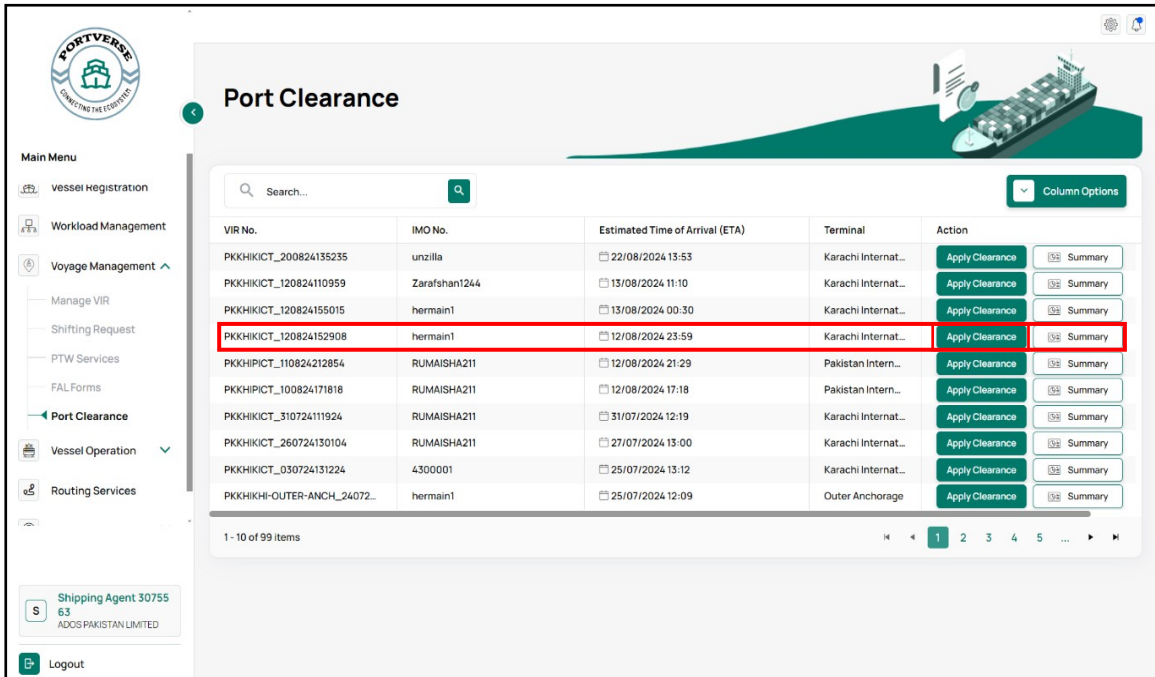


The screenshot shows the 'Port Clearance' application interface. On the left, the 'Main Menu' includes 'Compliance Board', 'Vessel Registration', 'Workload Management', 'Voyage Management', 'Manage VIR', 'Shifting Request', 'PTW Services', 'FAL Forms', 'Port Clearance', 'Vessel Operation', and 'Routing Services'. The 'Voyage Management' and 'Port Clearance' items are highlighted with red boxes. The main content area displays a table of vessel records with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each record. A search bar and 'Column Options' dropdown are at the top of the table. The bottom of the table shows '1 - 10 of 98 items' and a pagination control.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHKIH-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 43

- iii. Click on the "Apply Clearance" button next to a specific VIR.



The screenshot shows the 'Port Clearance' application interface. The 'Main Menu' is visible on the left, with 'Port Clearance' highlighted. The main content area displays a table of vessel records. The row for VIR No. 'PKKHKICT_120824152908' is highlighted with a red box, and the 'Apply Clearance' button in the 'Action' column for this row is also highlighted with a red box. The table has columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. A search bar and 'Column Options' dropdown are at the top of the table. The bottom of the table shows '1 - 10 of 99 items' and a pagination control.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHKIH-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 44

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NDC** button on Port Authority card.

The screenshot displays the 'Port Clearance' dashboard for voyage PKKHKICT_120824152908. The dashboard includes a main menu on the left, a top navigation bar, and a central area with departmental approval cards and a request table. The 'Port Authority' card and its 'Apply For NDC' button are highlighted with a red box.

Request ID	Department	Request Date & Time	Status	Remarks	Action
MMD-001...	MMD	22/08/2024 14:28	Approved	Approved.	
PHA-001...	Port Health	23/08/2024 18:08	Approved	Approve	
FIA-001-2...	FIA	26/08/2024 13:09	Approved	Approved.	
FBR-002...	FBR	26/08/2024 15:34	Approved	Approved.	
PCS-003...	Customs	26/08/2024 17:24	Approved	Approved.	

Figure 45

6.7.2. Submit the Port Clearance Request to Port Authority

- i. Enter the required field.
- ii. By default, berthing tab will appear.

The screenshot shows the 'Port Clearance' interface for voyage/vessel information PKKHKICT_12082415290. The 'Berthing' tab is selected and highlighted with a red box. The 'NEXT PORT ETA' is 20/09/2024 00:00. The 'Arrival' section shows Terminal Karachi International Container, Berth Allotted 10, and ATB (Actual Time of Berth) 26/08/2024 00:00. The 'Departure' section shows Terminal Karachi International Container, Berth Allotted 10, and ATD (Actual Time of Departure) and ATS (Actual Time of Sailing). The 'Shifting Request' table has one entry: SHR_260824180830, From Berth 10, From Terminal Karachi Internation..., To Terminal Karachi Internation..., To Berth Regression 1, and Shifting Time 09/08/2024 00:00. The interface includes a main menu on the left, a 'Request for NDC' button at the bottom right, and 'Discard' and 'Save as Draft' buttons at the bottom.

Figure 46

- iii. Click on Work Order tab to view Pilot Work Order request(s).

The screenshot shows the 'Port Clearance' interface for voyage/vessel information PKKHKICT_12082415290. The 'Work Order' tab is selected and highlighted with a red box. The 'NEXT PORT ETA' is 20/09/2024 00:00. The 'Arrival' section shows Terminal Karachi International Container, Berth Allotted 10, and ATB (Actual Time of Berth) 26/08/2024 00:00. The 'Departure' section shows Terminal Karachi International Container, Berth Allotted 10, and ATD (Actual Time of Departure) and ATS (Actual Time of Sailing). The 'Shifting Request' table has one entry: SHR_260824180830, From Berth 10, From Terminal Karachi Internation..., To Terminal Karachi Internation..., To Berth Regression 1, and Shifting Time 09/08/2024 00:00. The interface includes a main menu on the left, a 'Request for NDC' button at the bottom right, and 'Discard' and 'Save as Draft' buttons at the bottom.

Figure 47

- iv. Click on PTW Services tab to view PTW request(s).

The screenshot shows the 'Port Clearance' dashboard for vessel 'PKKHICT_12082415290'. The 'PTW Services' tab is highlighted with a red box. The 'Arrival' table below shows the following data:

S...	Terminal	Berth Allotted	Pilot Assigned	Work Order	Tugboat Allot...	Mooring Gang Cou...
1	Karachi International Container Term...	10	1	PWO_260824191711	1	2

Figure 48

- v. Click on Vessel Convoy tab to view Vessel Convoy.

The screenshot shows the 'Port Clearance' dashboard for vessel 'PKKHICT_12082415290'. The 'Vessel Convoy' tab is highlighted with a red box. The table below shows the following data:

ID ↓	Service Type	Request Date	Start Date Time	Expiry Date Time	Service Provider Name
PTW_260824181200	Hot Work Permit	26/08/2024 18:12	16/08/2024 18:13	29/08/2024 18:12	sd

Figure 49

- vi. Click on “Request for NDC” button to apply for Port Clearance from Port Authority.

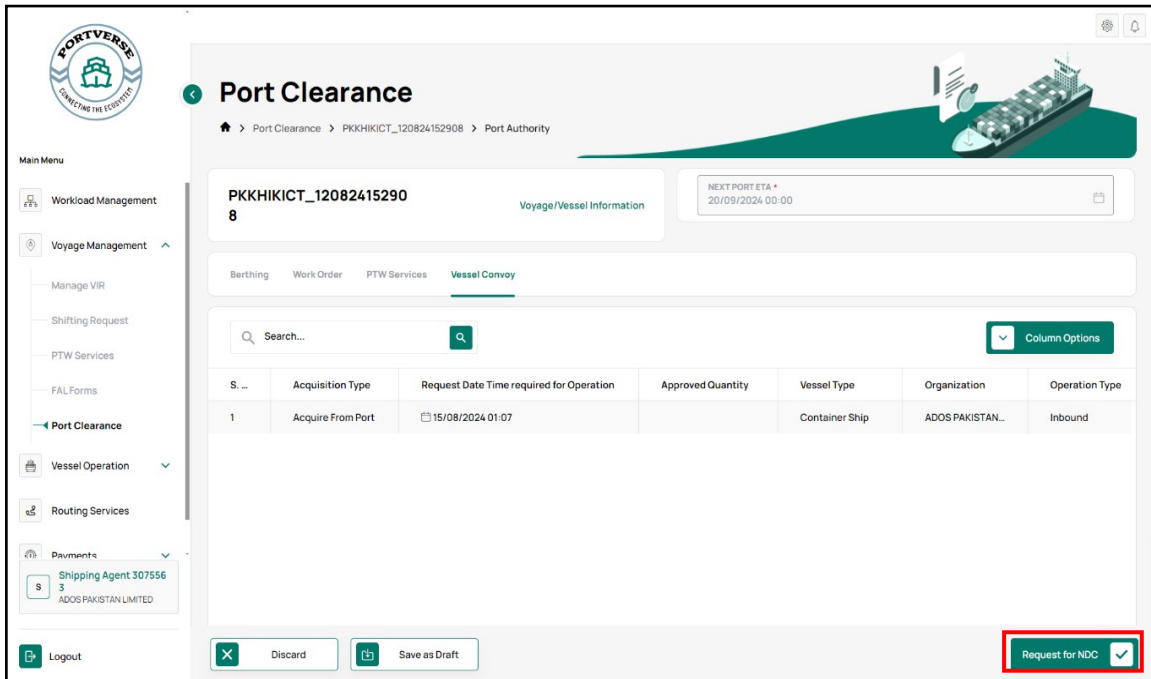


Figure 50

- vii. Then a success alert appears.
- viii. Click on “OK” button to proceed.

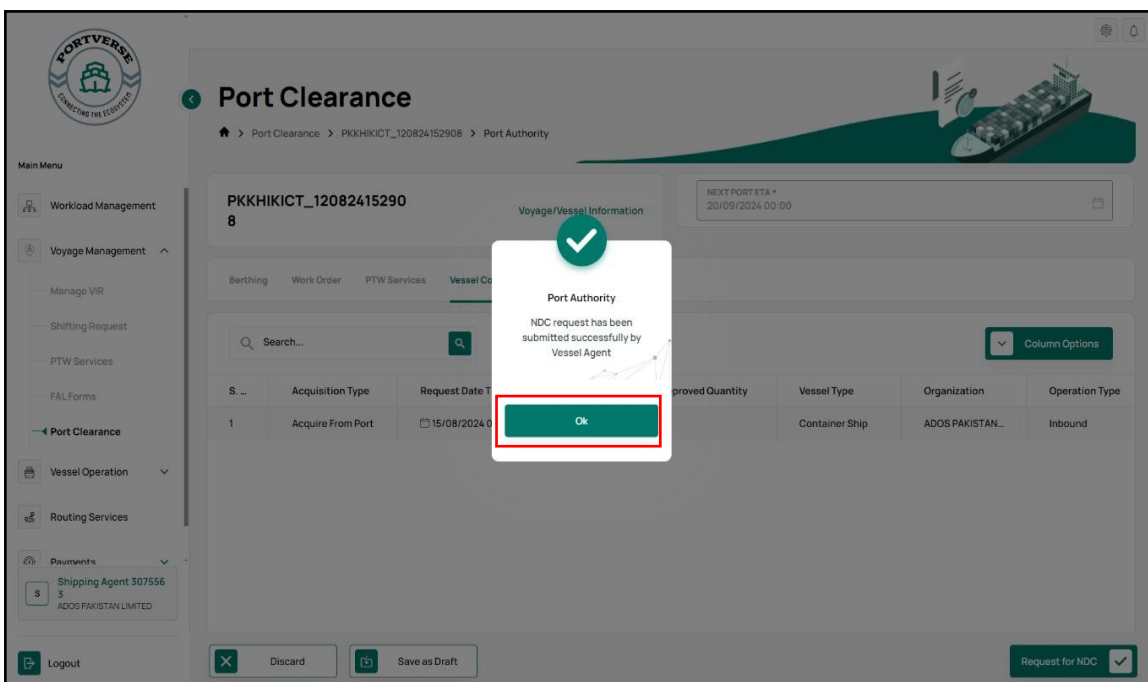


Figure 51

ix. The submitted request will appear in the Port Clearance main screen.

The screenshot displays the 'Port Clearance' interface. At the top, the title 'Port Clearance' is followed by a breadcrumb trail: 'Port Clearance > PKKHKICT_120824152908'. Below this, a 'Voyage/Vessel Information' section is visible. The main content area features six summary cards for different departments: Marine Mercantile Department (MMD), Port Health, Federal Investigation Agency (FIA), Federal Board of Revenue (FBR), Customs, and Port Authority. Each card shows a status (Approved or Submitted) and a submission date. Below these cards is a search bar and a 'Column Options' button. A table lists the requests with columns for Request ID, Department, Request Date & Time, Status, Remarks, and Action. The last row, representing a submitted request, is highlighted with a red border.

Request ID	Department	Request Date & Time	Status	Remarks	Action
MMD-001-2208241428	MMD	22/08/2024 14:28	Approved	Approved.	
PHA-001-2308241808	Port Health	23/08/2024 18:08	Approved	Approve	
FIA-001-2608241309	FIA	26/08/2024 13:09	Approved	Approved.	
FBR-002-2608241534	FBR	26/08/2024 15:34	Approved	Approved.	
PCS-003-2608241724	Customs	26/08/2024 17:24	Approved	Approved.	
PA-009-2608241921	Port Authority	26/08/2024 19:21	Submitted		

Figure 52



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