



USER MANUAL MARINE FISHERIES DEPARTMENT

Follow Us



TABLE OF CONTENTS

1. Introduction.....	03
2. Salient Features of MFD LPCO Module.....	03
3. System Requirements.....	04
4. Step by Step Process.....	05
4.1. User Login.....	05
4.2. Premises Registration.....	06
4.2.1. Premises Registration Request.....	06
5. Single Declaration.....	15
5.1. Filing Single Declaration & Tagging of Premises Registration in Single Declaration.....	15
5.1.1. User Dashboard – Trader.....	15
5.1.2. User Dashboard – Custom Agent.....	15
5.1.3. Tagging of Premises Registration in Single Declaration.....	22
5.2.1. View Single Declaration.....	27
5.2.2. Amendment in Single Declaration.....	29
5.2.3. SD Cancellation with Tagging in New Single Declaration.....	31
6. Export Certificate.....	36
6.1. View Export Certificate.....	36
6.2. Export Certificate Validity Extension Request.....	38
7. Catch Certificate.....	40
7.1. Request for Catch Certificate.....	40
8. Premises Registration	43
8.1. Premises Registration Amendment.....	43
8.2. Premises Registration Renewal.....	45

INTRODUCTION OF PAKISTAN SINGLE WINDOW

Pakistan Single Window (PSW) is an electronic portal for cross-border trade and transport, allowing users to submit standardized information and documents through a single-entry point for import, export, and transit regulatory requirements. Authorized users who have completed the subscription or renewal process can access the portal. The system transmits information electronically, requiring data submission only once for clearance and regulatory approvals.

The PSW portal simplifies trade processes, enabling online applications for Premises Registration and LPCOs from the Marine Fisheries Department. It automates trade-related processes, offering online visibility of actions performed, and ensures compliance with the Know Your Customer (KYC) principle during subscription renewal.

SALIENT FEATURES OF MFD LPCO MODULE

- Simplified and comprehensive application process for Export Certificate and Premises Registration.
- Traders to have complete real-time visibility into tracking their online requests.
- Dynamic User Management for performance monitoring.
- Seamless communication with all the stakeholders via PSW system.
- Automated LPCO processing for efficient port clearance.
- Enables Digital transactions for time and cost savings.
- Enhanced compliance with trade regulations using HS/Product codes.

SYSTEM REQUIREMENTS



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



Google Chrome Browser, Windows Edge, Opera and Firefox.



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.

STEP BY STEP PROCESS

4.1 USER LOGIN

www.psw.gov.pk

i. Please visit "www.psw.gov.pk" and click on the 'Login' button.

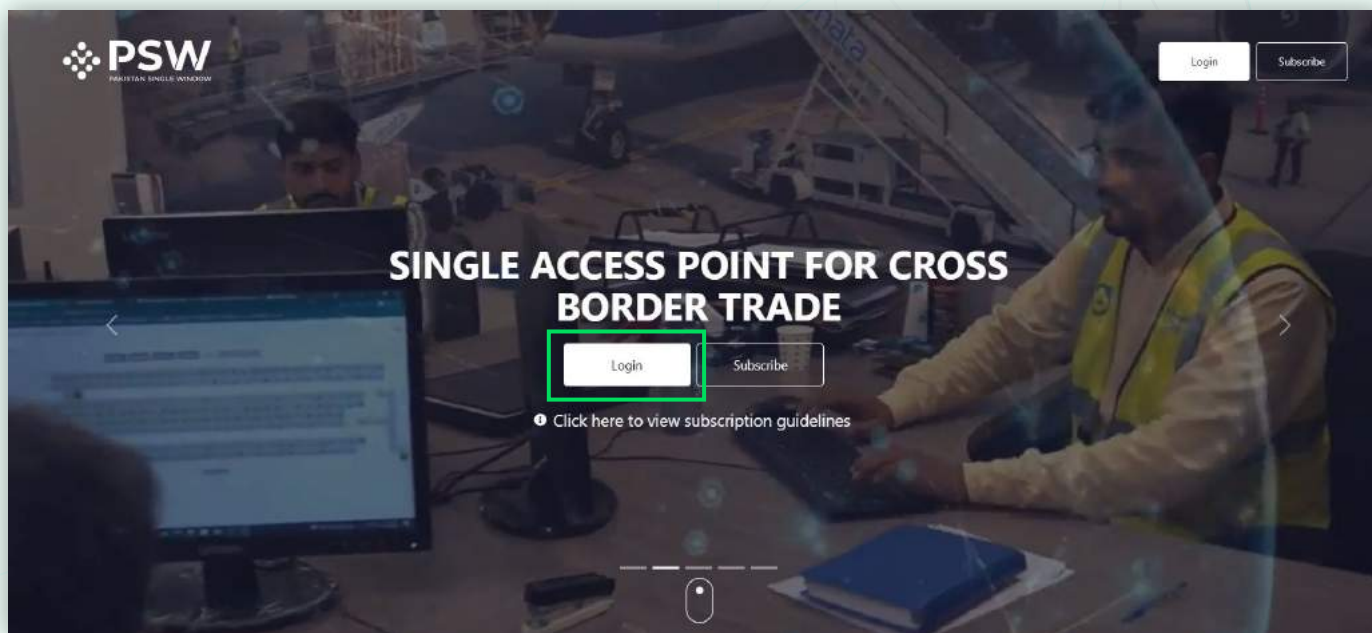


Figure 1

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

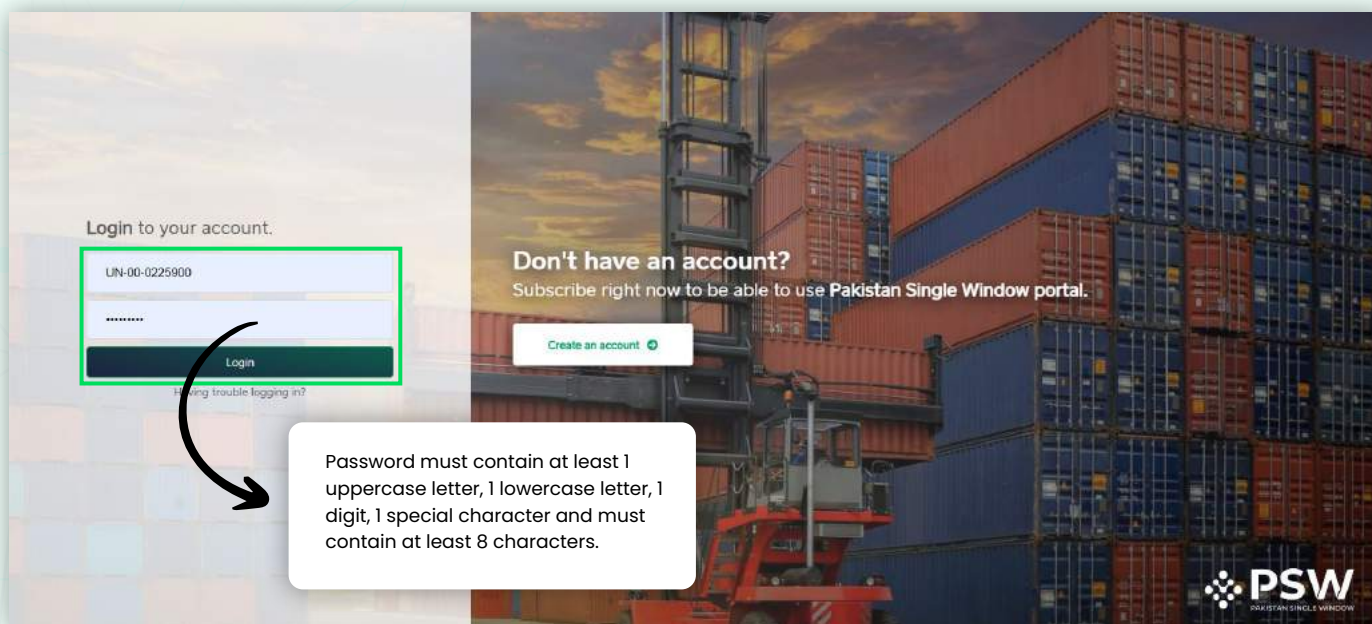


Figure 2

STEP BY STEP PROCESS

4.2 PREMISES REGISTRATION

4.2.1. PREMISES REGISTRATION REQUEST

i. Upon successful log-in, a dashboard will appear. At the home screen, click on the 'Registration' button.

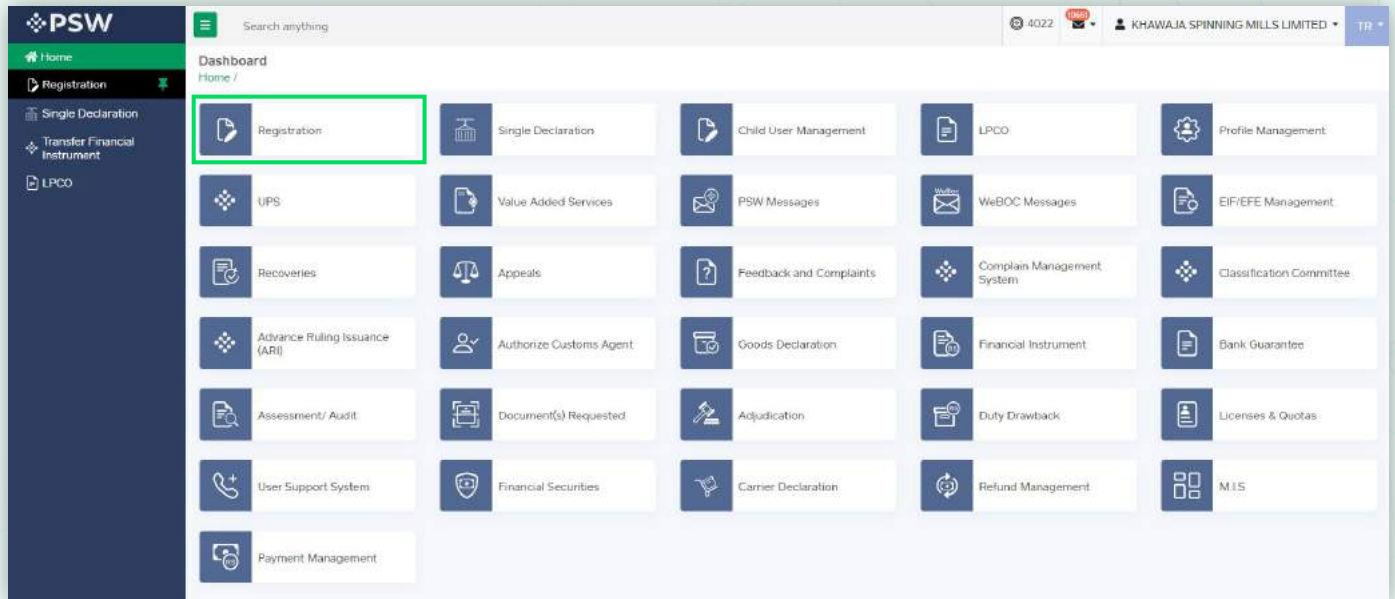


Figure 3

ii. Under the OGAs grid, select 'MFD' and then select 'Premises'.

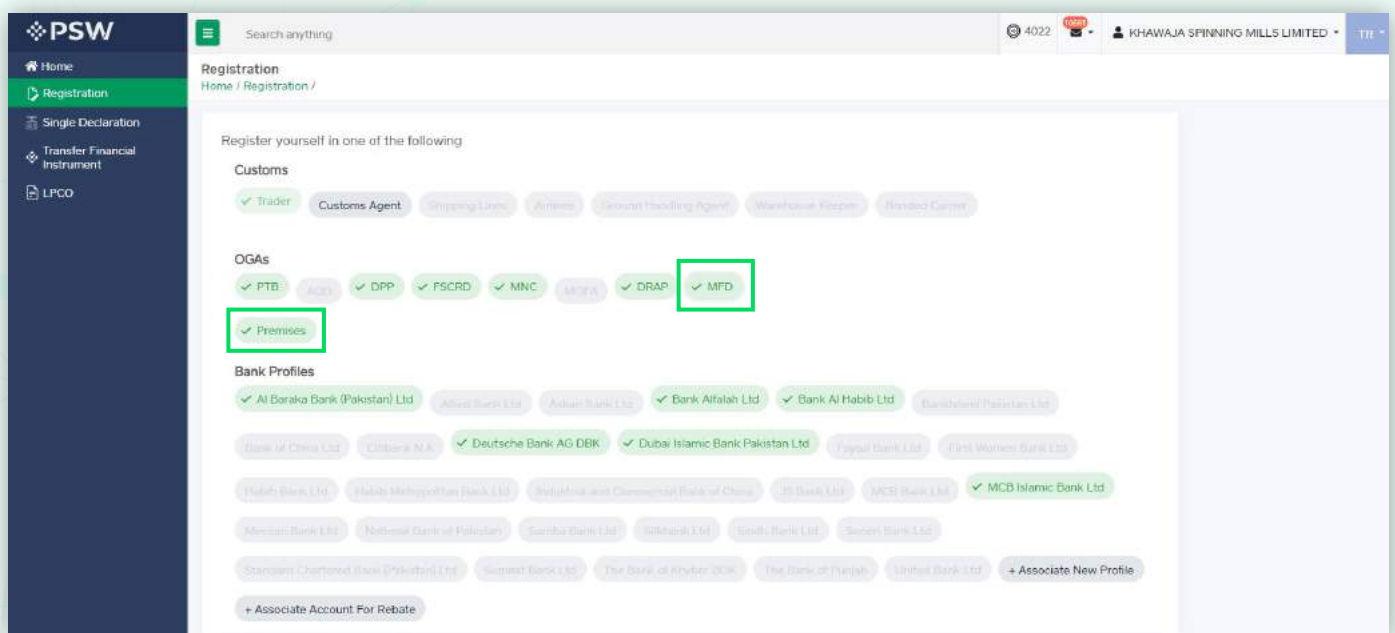


Figure 4

STEP BY STEP PROCESS

iii. At the premises registration page, click on the 'Create New Registration' button.

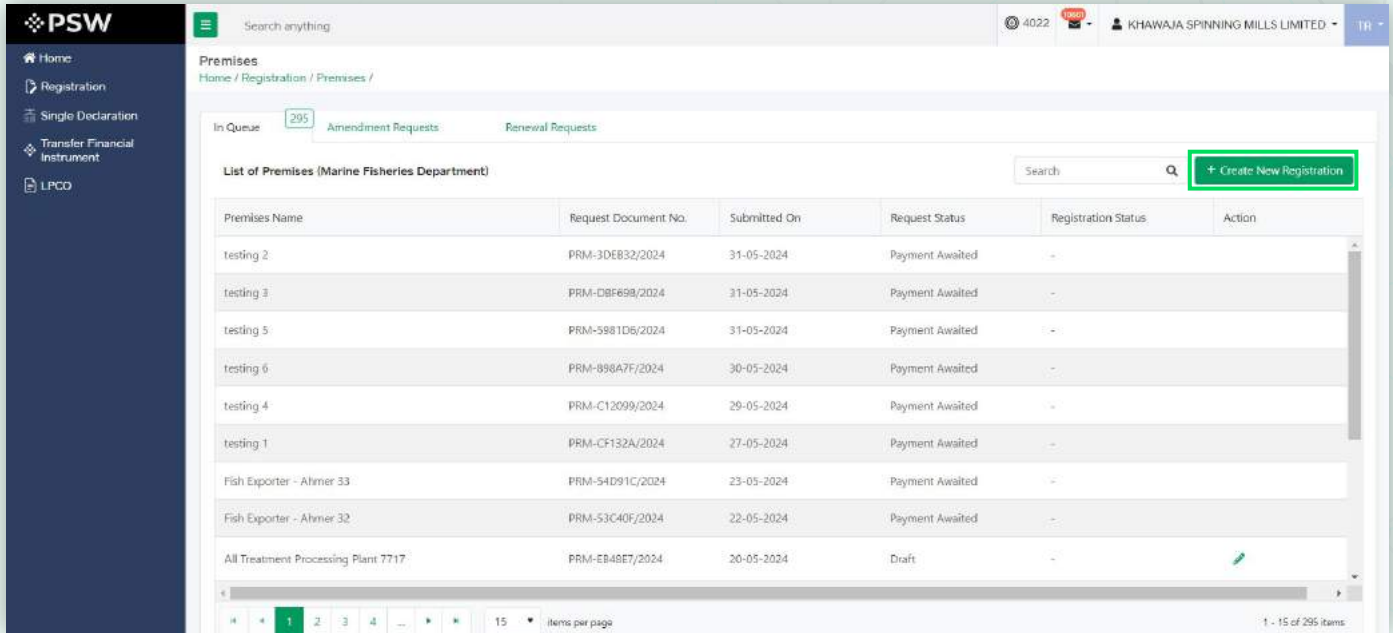


Figure 5

iv. At the upload registration template tab, click on the 'Download Template' button.

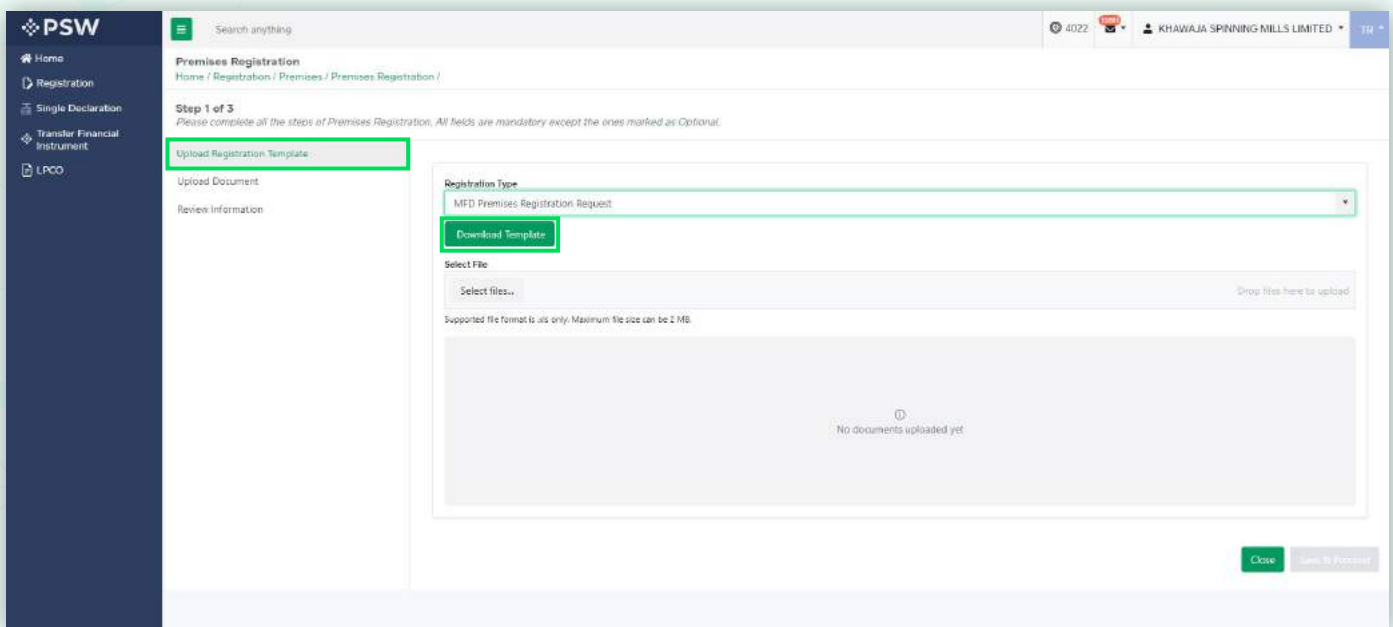


Figure 6

STEP BY STEP PROCESS

v. Fill out the required information in the downloaded excel file and upload it back by clicking on the 'Select file' option. Press 'Save and Proceed' button.

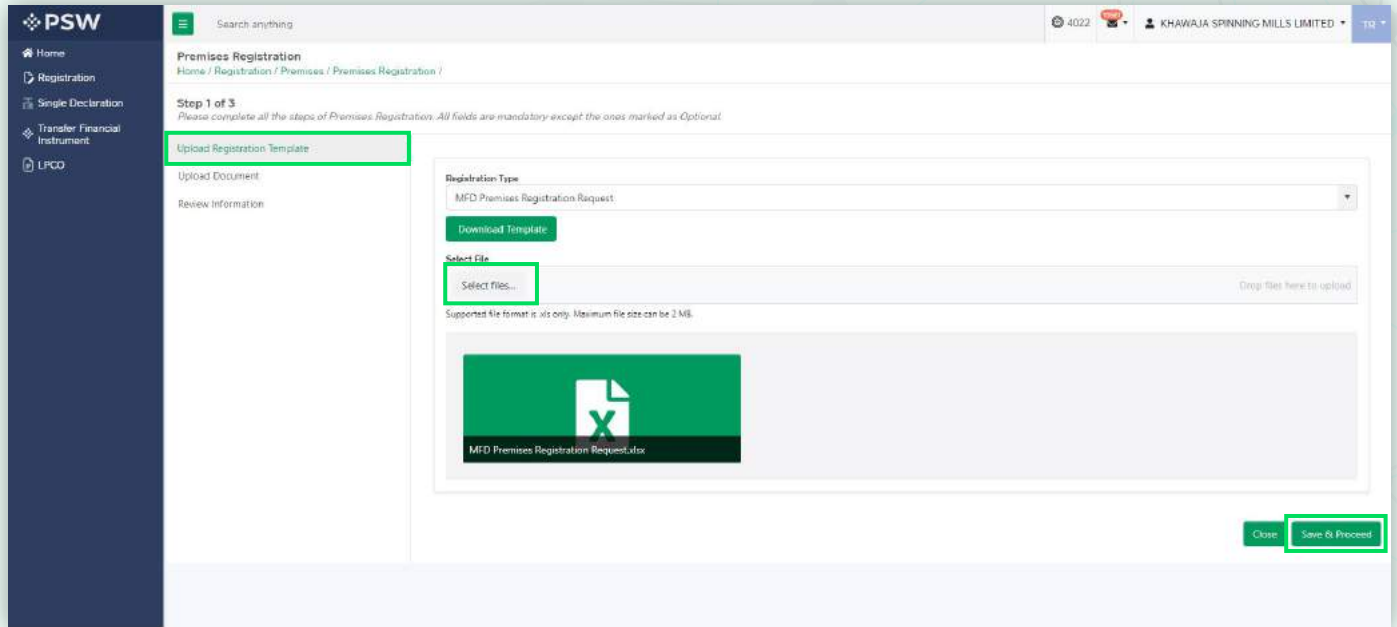


Figure 7

vi. At the upload document tab, click on the 'Document Type' and select the documents one by one.

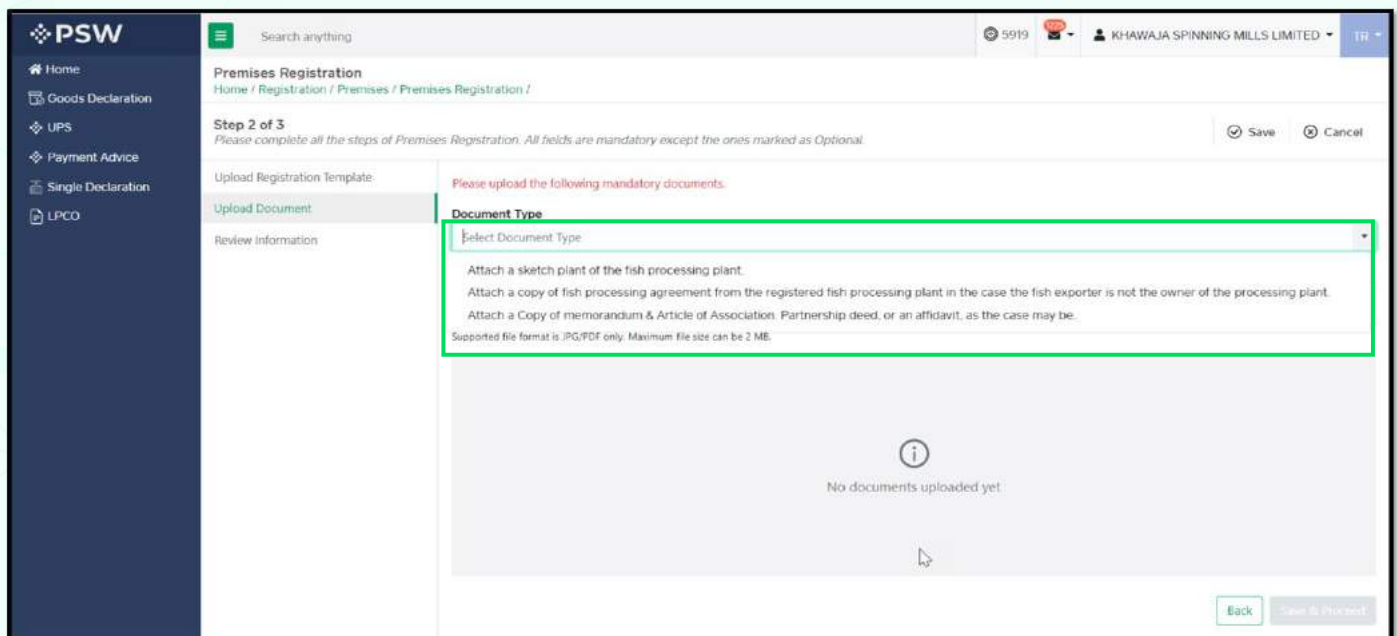


Figure 8

(Note: These all are the mandatory required documents.)

STEP BY STEP PROCESS

vii. Click on the 'Select Files' button to upload the required documents.

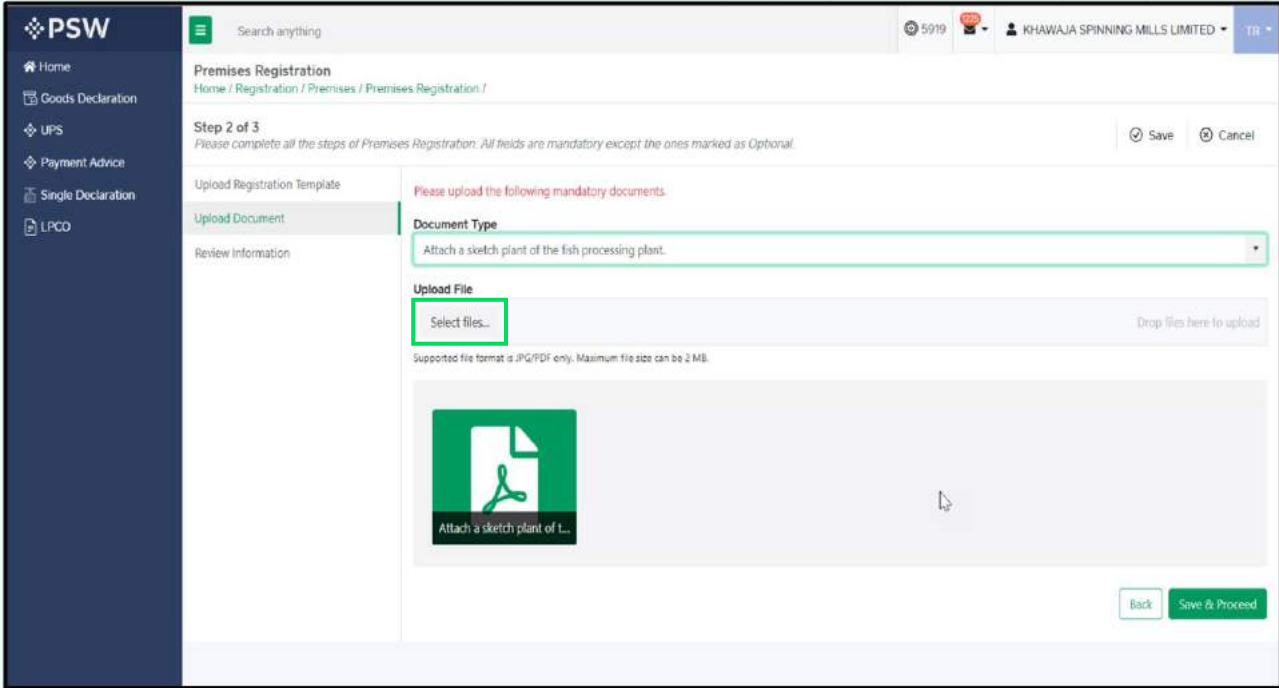


Figure 9

viii. After uploading all documents, click on 'Save and Proceed' button.

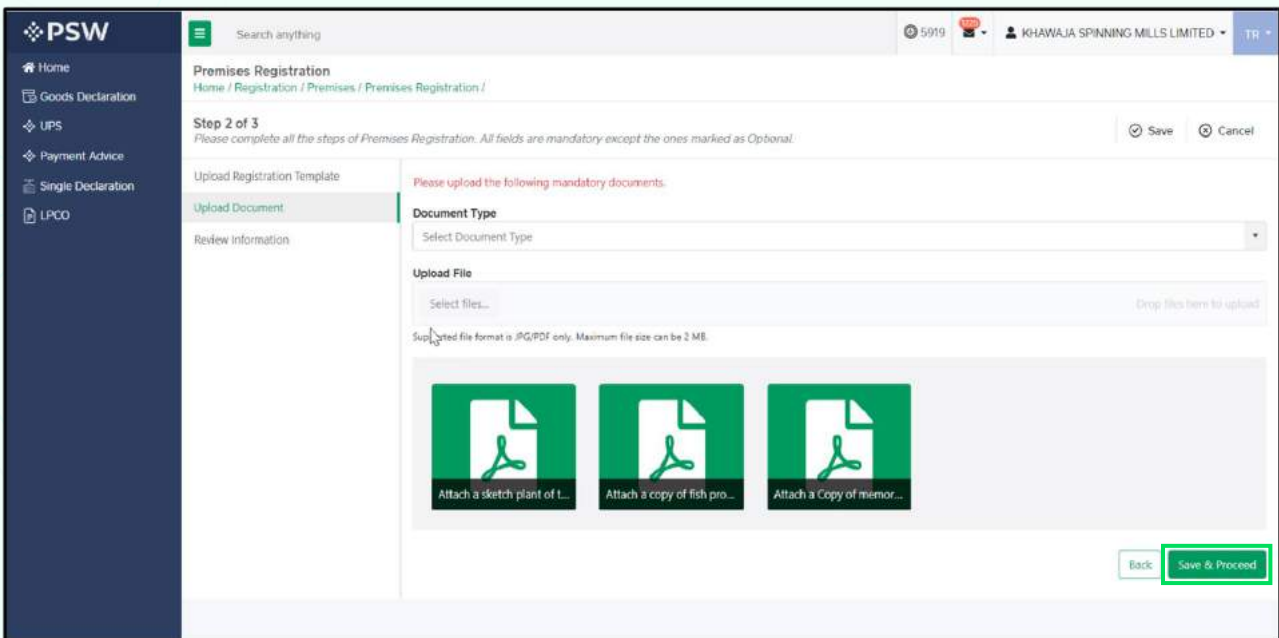


Figure 10

STEP BY STEP PROCESS

ix. At the 'Review Information' tab, you can review the information you have provided in the excel format. Here you can also edit or change the information (if required) before the submission of registration request.

PSW Search anything 5919 KHAWAJA SPINNING MILLS LIMITED TR

Edit Premises Registration
Home / Registration / Premises / Premises Registration Edit /

Step 3 of 3
Please complete all the steps of Premises Registration. All fields are mandatory except the ones marked as Optional. Save Cancel

Upload Document
Review Information

Trader Information

NTN: 0225900
Name of Processing Plant Firm/Fish Exporter: KHAWAJA SPINNING MILLS LIMITED
Name of the Plant or Firm Owner: KHAWAJA SPINNING MILLS
Status of the firm: Sole Proprietary
Full Address of the processing plant, firm or fish exporter: 259-G, MODEL TOWN, LAHORE
Office Telephone No.: 131412412
Plant Address: 259-G, MODEL TOWN, LAHORE
Processing Plant /Firm Telephone No.: 4132432
City: Karachi
Site: Fish Harbour,West Warf, Karachi

Fish Processing Plant Information

Types of Fish Processing Plants

Treatment Type	Applicable Fee (in PKR)	Status	Validity Date	Action(s)
Chilled	25000			<input type="checkbox"/>
Frozen	25000			<input type="checkbox"/>
Live	25000	Pending	-	<input checked="" type="checkbox"/>
Ambient	25000			<input type="checkbox"/>
Fish Meal	25000			<input type="checkbox"/>
Salted	25000			<input type="checkbox"/>

Figure 11

Fish Processing Plant Information

Types of Fish Processing Plants

Treatment Type	Applicable Fee (in PKR)	Status	Validity Date	Action(s)
Chilled	25000			<input type="checkbox"/>
Frozen	25000			<input type="checkbox"/>
Live	25000	Pending	-	<input checked="" type="checkbox"/>
Ambient	25000			<input type="checkbox"/>
Fish Meal	25000			<input type="checkbox"/>
Salted	25000			<input type="checkbox"/>

Total Area of the Processing Plant (In Sq. Yards): 234212312
Total Construction Area of the Processing Plant (In Sq Yards): 424324
Commencement Date of Plant Operations/Export Trade of Trader: 22-07-2021

Installed Capacity of Processing Plant

Freezing Capacity (ton per 24 hours): 34,543
Canning Capacity (ton per 24 hours): 312
Storage Capacity: 3,213

Figure 12

STEP BY STEP PROCESS

x. After reviewing the information, click on the 'Submit' button.

Installed Capacity of Processing Plant

Freezing Capacity (ton per 24 hours)	Canning Capacity (ton per 24 hours)	Storage Capacity
34,543	312	3,213

Storage Capacity of Fish Processing Plant

No. of Chilled Rooms	Capacity of Chilled Rooms	Temperature of Chilled Rooms
3,213	3,213	32
No. of Storage Rooms for Frozen Fish/Shell Fish	Capacity of Storage Rooms for Frozen Fish/Shell Fish	Temperature of Storage Rooms for Frozen Fish/Shell Fish
3,213	2,312	12,321
No. of Storage Rooms for Canned Fish/Shell Fish	Capacity of Storage Rooms for Canned Fish/Shell Fish	Temperature of Storage Rooms for Canned Fish/Shell Fish
3,213	321,312	2,313

Capacity Investment

Plant Construction (in PKR)	Plant Machinery (in PKR)
23212,321	21321,422

Back Submit

Figure 13

xi. A PSID will appear, pay the fee against PSID to complete the registration process.

Submitted

Request for Premises Registration has been successfully submitted and is ready for processing. Kindly pay fee against the below PSID for proceeding further.

PSID: 10007420230406035124 316
Total Payable Amount: PKR 25,000

OK

Figure 14

STEP BY STEP PROCESS

xii. On the premises registration page, you can view the status of your request.

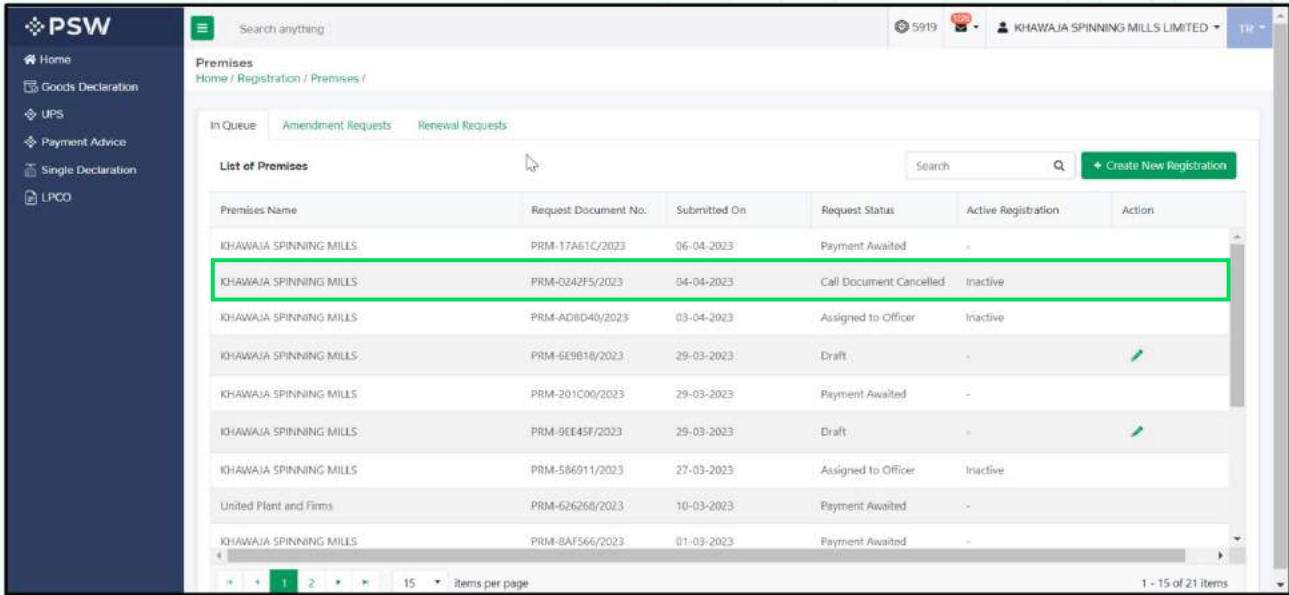


Figure 15

xiii. Upon clicking on the relevant request, you can view the submitted information along with its status.

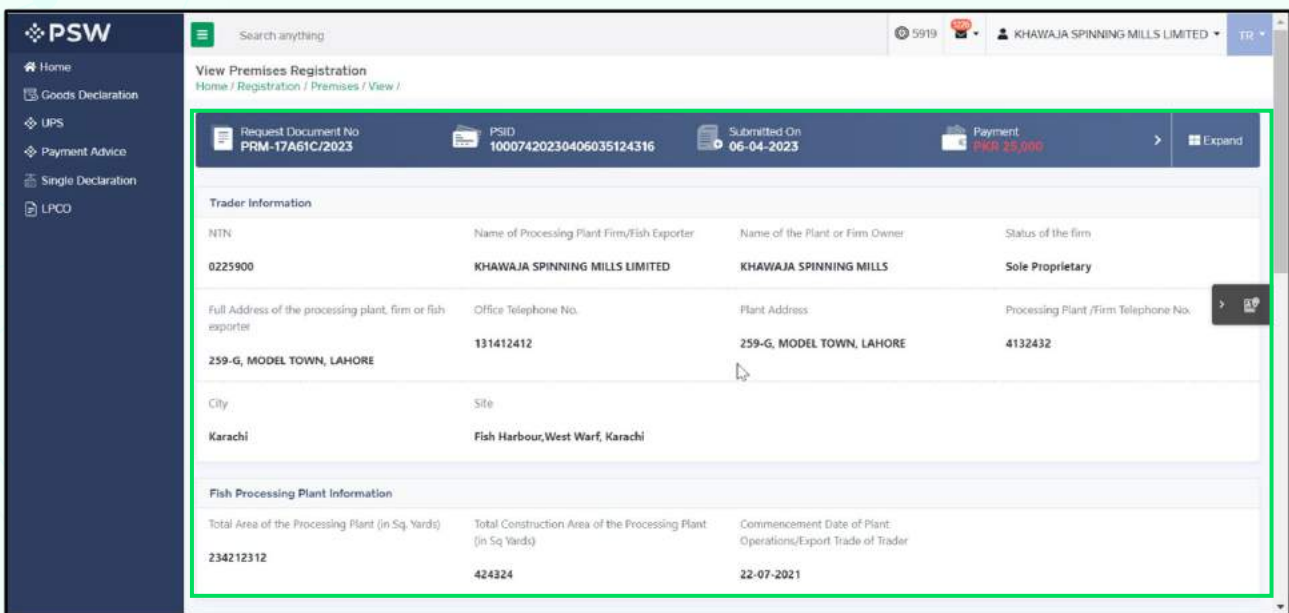


Figure 16

STEP BY STEP PROCESS

Installed Capacity of Processing Plant			
Freezing Capacity (ton per 24 hours)	Canning Capacity (ton per 24 hours)	Storage Capacity	
34543	312	3213	
Storage Capacity of Fish Processing Plant			
No. of Chilled Rooms	Capacity of Chilled Rooms	Temperature of Chilled Rooms	No. of Storage Rooms for Frozen Fish/Shell Fish
3213	3213	32	3213
Capacity of Storage Rooms for Frozen Fish/Shell Fish	Temperature of Storage Rooms for Frozen Fish/Shell Fish	No. of Storage Rooms for Canned Fish/Shell Fish	Capacity of Storage Rooms for Canned Fish/Shell Fish
2312	12321	3213	321312
Temperature of Storage Rooms for Canned Fish/Shell Fish			
2313			
Capacity Investment			
Plant Construction (in PKR)	Plant Machinery (in PKR)		
23,212	21,321		
Types of Fish Processing Plant			

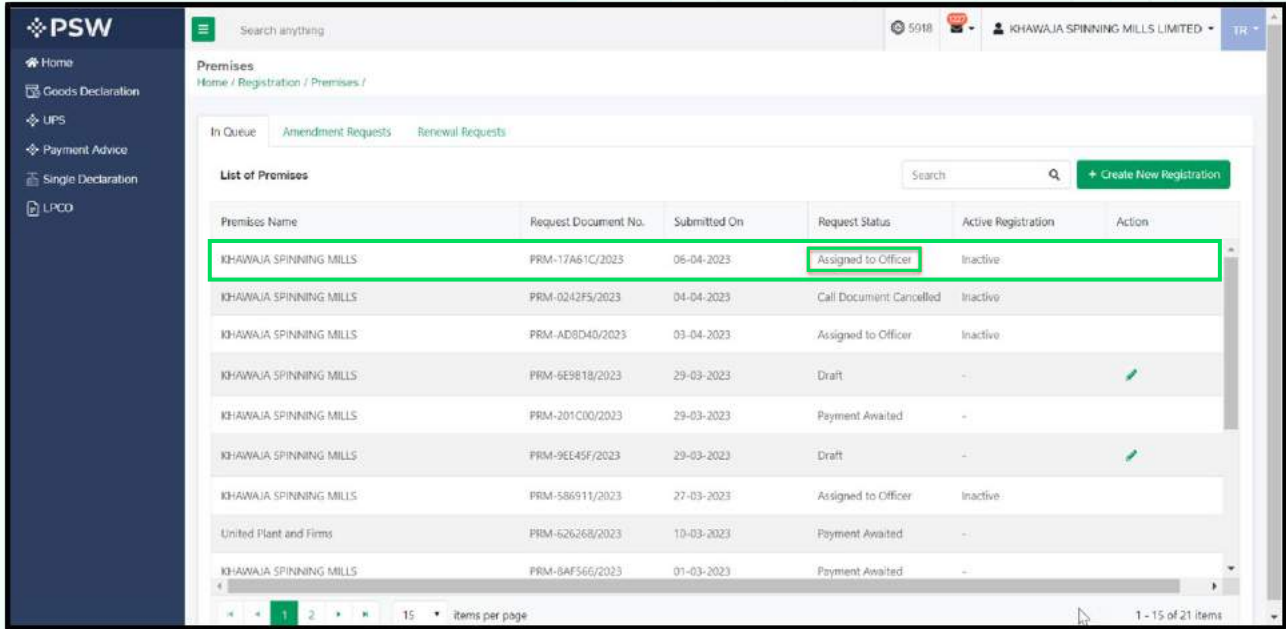
Figure 17

Capacity of Storage Rooms for Frozen Fish/Shell Fish	Temperature of Storage Rooms for Frozen Fish/Shell Fish	No. of Storage Rooms for Canned Fish/Shell Fish	Capacity of Storage Rooms for Canned Fish/Shell Fish
2312	12321	3213	321312
Temperature of Storage Rooms for Canned Fish/Shell Fish			
2313			
Capacity Investment			
Plant Construction (in PKR)	Plant Machinery (in PKR)		
23,212	21,321		
Types of Fish Processing Plant			
Treatment Type	Applicable Fee (in PKR)	Status	
Live	25,000	Pending	
<input type="button" value="1"/> <input type="button" value="10"/> items per page			1 - 1 of 1 items
<input type="button" value="Back"/>			

Figure 18

STEP BY STEP PROCESS

xiv. Upon successful payment, your request will be assigned to the officer.



The screenshot displays the PSW (Pakistan Spinning Mills) web application interface. The left sidebar contains navigation options: Home, Goods Declaration, UPS, Payment Advice, Single Declaration, and LPCD. The main content area is titled 'Premises' and includes a search bar and a '+ Create New Registration' button. Below this is a table listing various premises. The first row, for 'KHAWAJA SPINNING MILLS' with request document number 'PRM-17A61C/2023', is highlighted with a green border. The 'Request Status' for this row is 'Assigned to Officer', which is also highlighted with a green box. Other rows show various statuses like 'Call Document Cancelled', 'Draft', and 'Payment Awaited'.

Premises Name	Request Document No.	Submitted On	Request Status	Active Registration	Action
KHAWAJA SPINNING MILLS	PRM-17A61C/2023	06-04-2023	Assigned to Officer	Inactive	
KHAWAJA SPINNING MILLS	PRM-0242FS/2023	04-04-2023	Call Document Cancelled	Inactive	
KHAWAJA SPINNING MILLS	PRM-AD8D40/2023	03-04-2023	Assigned to Officer	Inactive	
KHAWAJA SPINNING MILLS	PRM-6E9B18/2023	29-03-2023	Draft	-	
KHAWAJA SPINNING MILLS	PRM-201C00/2023	29-03-2023	Payment Awaited	-	
KHAWAJA SPINNING MILLS	PRM-9EE45F/2023	29-03-2023	Draft	-	
KHAWAJA SPINNING MILLS	PRM-586911/2023	27-03-2023	Assigned to Officer	Inactive	
United Plant and Firms	PRM-626268/2023	10-03-2023	Payment Awaited	-	
KHAWAJA SPINNING MILLS	PRM-8AF566/2023	01-03-2023	Payment Awaited	-	

Figure 19

SINGLE DECLARATION

5.1 FILING SINGLE DECLARATION & TAGGING OF PREMISES REGISTRATION IN SINGLE DECLARATION

5.1.1 USER DASHBOARD – TRADER

i. Once the login credentials are validated, you will be redirected to the dashboard. Here you will click on 'Single Declaration'.

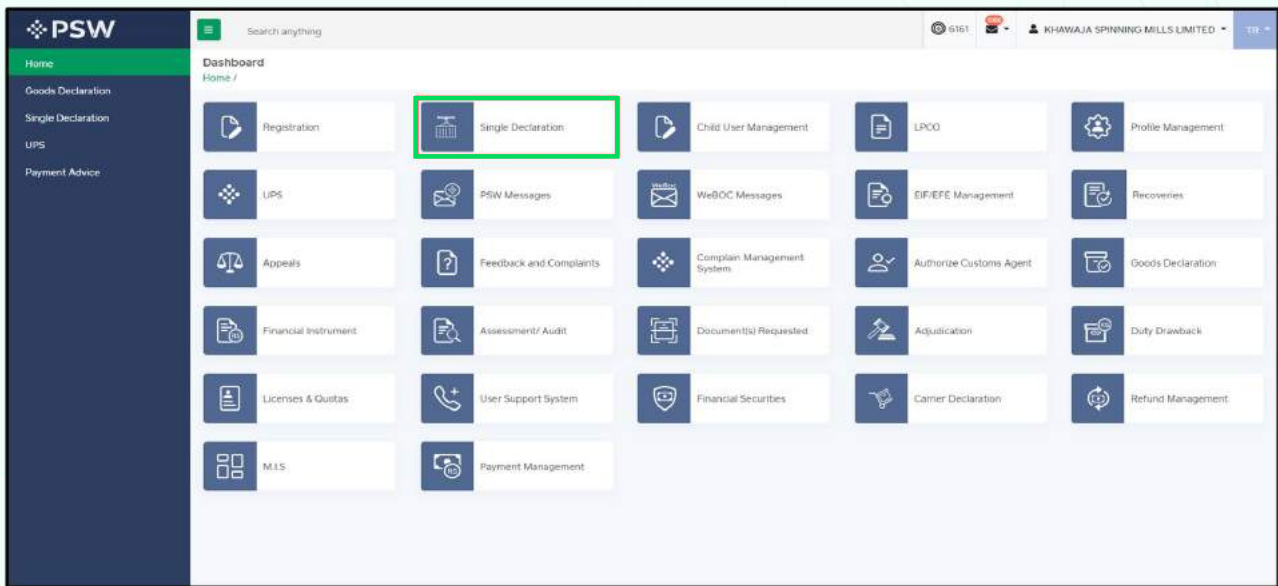


Figure 20

5.1.2 USER DASHBOARD – CUSTOM AGENT

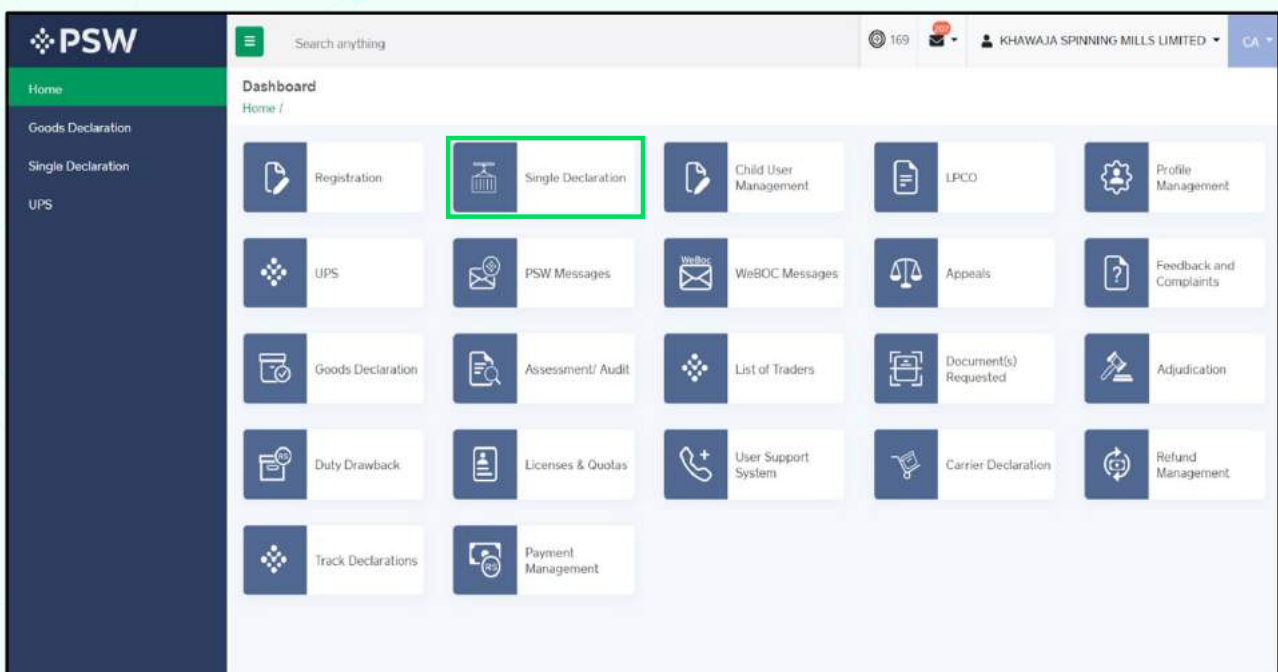


Figure 21

SINGLE DECLARATION

i. Hover your cursor on the 'Export' button.

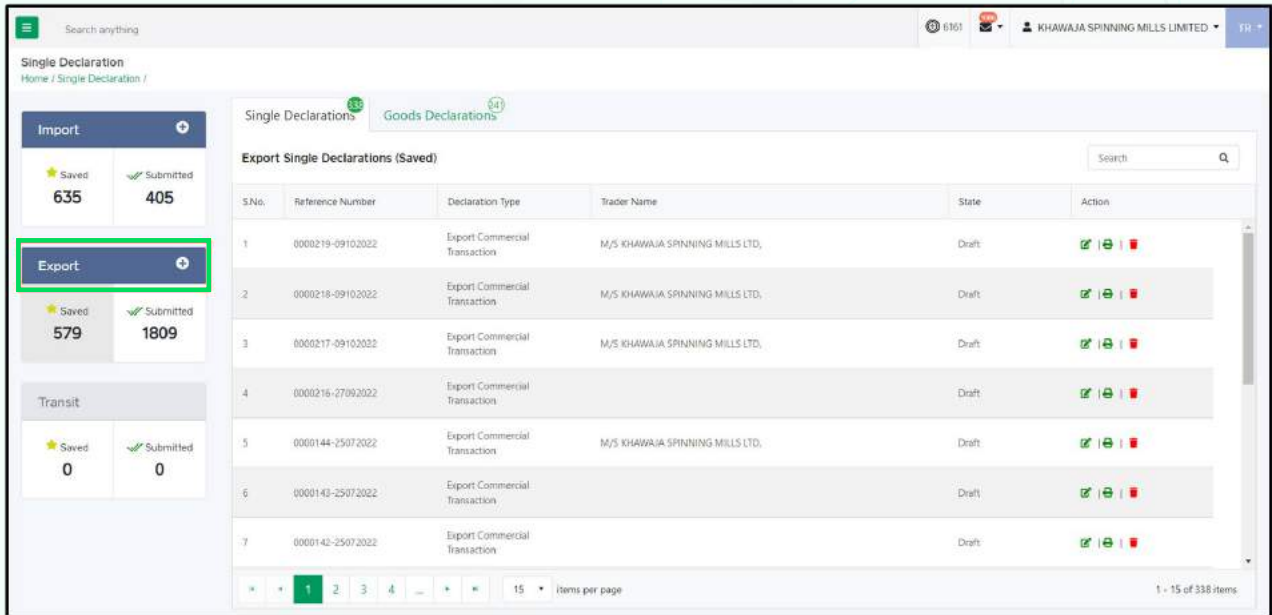


Figure 22

ii. Click on the 'Create Declaration' button.

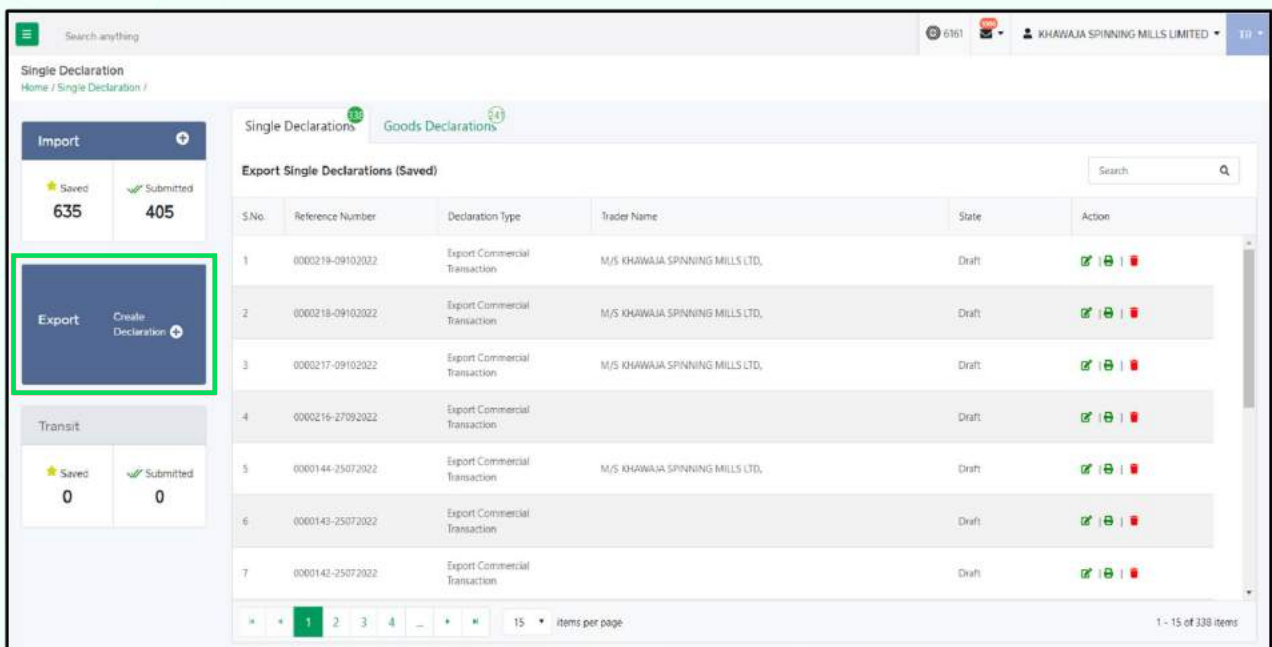


Figure 23

SINGLE DECLARATION

iii. Select 'Consignment Category' and 'Declaration Type' from the dropdown menu and click on the 'Confirm' button.

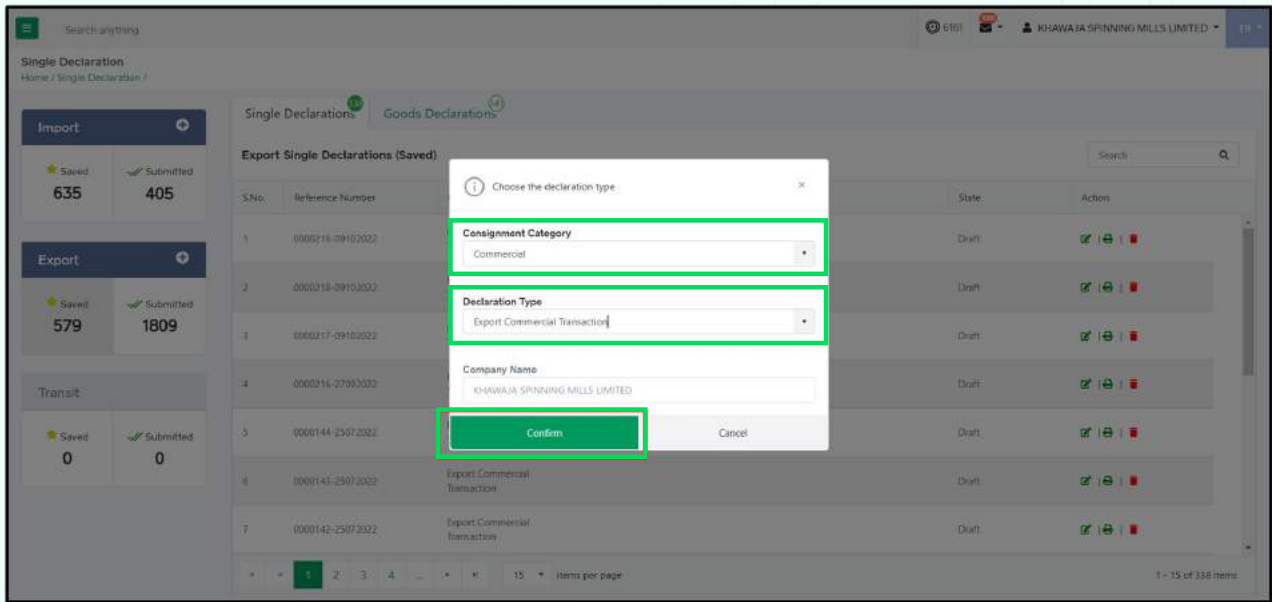


Figure 24

iv. Provide your 'Consignment Information' details and click on 'Save and Proceed' button.

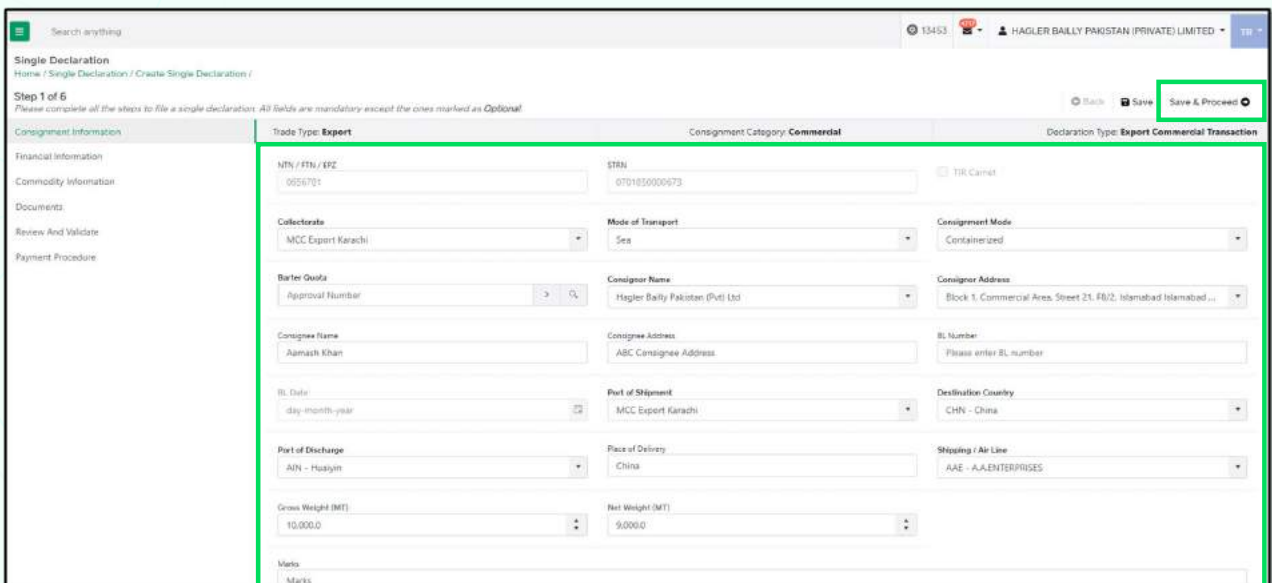


Figure 25

SINGLE DECLARATION

v. At the 'Financial information' tab, select your bank details and click on the 'Add' button. Now click on the 'Save and Proceed' button.

The screenshot shows the 'Financial Information' tab of the 'Single Declaration' system. The interface includes a search bar, user information (5920, KHAWAJA SPINNING MILLS LIMITED), and navigation buttons (Back, Save, Save & Proceed). The 'Financial Information' section is active, displaying fields for Currency (Yen), Exchange Rate (1.554), Delivery Term (Free On Board (FOB)), Bank Name (Bank Alfalah Ltd), IBAN (PK43ALFH5586005001344534), and Mode of Payment (Open Account). A table for Financial Instrument No. is shown with 'No records available'. The 'Add' button is highlighted in green.

Figure 26

vi. At the 'Commodity Information' tab, click on the 'Add Commodity' button.

The screenshot shows the 'Commodity Information' tab of the 'Single Declaration' system. The interface includes a search bar, user information (5920, KHAWAJA SPINNING MILLS LIMITED), and navigation buttons (Back, Proceed). The 'Commodity Information' section is active, displaying a table with columns: S.No., HS Code, Product Code, Quantity, Unit Price, Total Value, Export Value (PKR), and Rebateable Export Value (PKR). The table is empty, showing 'No records available'. The 'Add commodity' button is highlighted in green.

Figure 27

SINGLE DECLARATION

vii. Select 'HS Code and Product Code' and provide the 'Declared Description' information.

The screenshot shows the 'Single Declaration' form at Step 3 of 6. The 'Add commodity' section is highlighted with a green border. It contains the following fields:

- Trade Type:** Export
- Consignment Category:** Commercial
- Declaration Type:** Export Commercial Transaction
- HS Code:** 0301.1100
- Product Code:** 1100- ---- OF SPECIMEN OF SPECIES INCLUD...
- Product Description:** ---- OF SPECIMEN OF SPECIES INCLUDED IN ANY APP
- Tariff Description:** -- Freshwater
- Declared Description:** Write declared description

Figure 28

viii. Under the regulatory department grid, you can view the 'Name of the Department(s)', who is/are regulating the selected 'HS Code'.

The screenshot shows the 'Single Declaration' form at Step 3 of 6. The 'Regulatory Departments' section is highlighted with a green border. It contains the following information:

- Unit Of Measure (Assessment Purpose):** KG
- Quantity (Assessment Purpose):** 200
- Unit Value (JPY):** 400
- Total Value:** 80,000
- Origin:** Pakistan
- Export Value (PKR):** 124,312
- Dangerous Goods Hazard Class (Optional):** Please select dangerous goods ...
- Non Duty Paid Item:** Add Non Duty Paid Item
- Regulatory Departments:**

S.No.	HS Code	Quantity	Unit Price	Total Value	Export Value (PKR)
No records available					
1	Marine Fisheries Department				

Figure 29

SINGLE DECLARATION

ix. Click on the add container button to add container information.

The screenshot shows a web form for a single declaration. At the top, there are input fields for Unit of Measure (Assessment Purpose), Quantity (Assessment Purpose), Unit Value (USD), and Total Value. Below these are fields for Origin, Export Value (PKR), and Dangerous Goods Hazard Class (Optional). The main section is titled 'Containers Information' and contains a table with columns: S..., Container No, Quantity, No Of Packages, Package Unit, and Actions. The table is currently empty, displaying 'No records available'. A green box highlights the '+ Add Container' button in the top right corner of this section. Below the containers section is a 'Non Duty Paid Item' section with an '+ Add Non Duty Paid Item' button and a table with columns: S.No., HS Code, Quantity, Unit Price, Total Value, Export Value (PKR), and Actions. The table is also empty. At the bottom, there is a 'Supporting Information' section with a dropdown menu.

Figure 30

x. Add container information.

The screenshot shows the 'Single Declaration' form at 'Step 3 of 6'. The form is divided into several sections: Consignment Information, Financial Information, Commodity Information, Documents, Review And Validate, and Payment Procedure. The 'Add Container' modal is open, showing a form with the following fields: Container Number (CNMF045678), Quantity (1,000.0), No of Package (40.0), and Package Type (BONE). A green box highlights the '+ Add' button at the bottom right of the modal. The background form shows 'Trade Type: Export', 'Consignment Category: Commercial', and 'Declaration Type: Export Commercial Transaction'.

Figure 31

SINGLE DECLARATION

xi. At the 'Supporting Information' tab, provide the statistical details of your declaration and click on the 'Save' button.

The screenshot shows the 'Supporting Information' tab of the 'Single Declaration' form. The form is titled 'Step 3 of 6' and includes a navigation bar with 'Back' and 'Proceed' buttons. The main content area is divided into several sections: 'Consignment Information' (Trade Type: Export, Consignment Category: Commercial, Declaration Type: Export Commercial Transaction), 'Financial Information' (Add commodity), 'Commodity Information' (General Information), 'Documents', 'Review And Validate', and 'Payment Procedure'. The 'Supporting Information' section is highlighted with a green border and contains the following fields: 'Unit Of Measure (Statistical Purpose)' (Optional) with a dropdown menu set to 'KG', 'Quantity (Statistical Purpose)' with a value of '200', 'Unit Of Measure (International Traded)' (Optional) with a dropdown menu set to 'KG', and 'Quantity (International Traded)' (Optional) with a value of '0'. Below these are 'Actual Quantity' (Optional) with a value of '0' and 'Actual Unit' (Optional) with a dropdown menu set to 'Please select actual unit'. There are also sections for 'SRCs / Exemptions' and 'OGA's Required Information'. A 'Save' button is located at the bottom right of the form.

Figure 32

xii. At the 'OGA's Required Information' tab, provide the details required by the marine fisheries department.

The screenshot shows the 'OGA's Required Information' tab of the 'Single Declaration' form. The form is titled 'Step 3 of 6' and includes a navigation bar with 'Back' and 'Proceed' buttons. The main content area is divided into several sections: 'Consignment Information', 'Financial Information', 'Commodity Information', 'Documents', 'Review And Validate', and 'Payment Procedure'. The 'OGA's Required Information' section is highlighted with a green border and contains the following fields: 'Date of Production' (16-11-2022), 'Date of Expiry' (03-04-2023), 'Treatment Type' (Frozen), 'Batch/Lot Number' (12), 'Commodities Certified' (Human Consumption), 'Production Mode - Wild Caught' (NO), 'Character of Productive Water Area' (Fresh Water), 'Aquaculture Area' (Optional) (Please enter aquaculture area), 'Seal Number' (12), 'Source' (Farmed), 'Catch Area' (FAO-51), 'Production Mode - Aquacultured' (NO), 'Maintained Temperature of Fish Processing Plant' (12), 'Temperature Unit' (Celsius), 'Quality/Brand Name' (National Sea Foods), 'Water pH Value' (Optional) (Please enter water ph value), 'Water Activity (Aw)' (Optional) (Please enter water activity (aw)), 'Shipping Marks' (Optional) (Please enter shipping marks), 'Accompanying Document Type' (Optional) (Please enter accompanying document type), and 'Accompanying Document No' (Optional) (Please enter accompanying document no). A 'Save' button is located at the bottom right of the form.

Figure 33

SINGLE DECLARATION

5.1.3 TAGGING OF PREMISES REGISTRATION IN SINGLE DECLARATION

xiii. Under the 'Required Document's' grid, attach your 'MFD Premises Registration Request File' by clicking on the upload button.

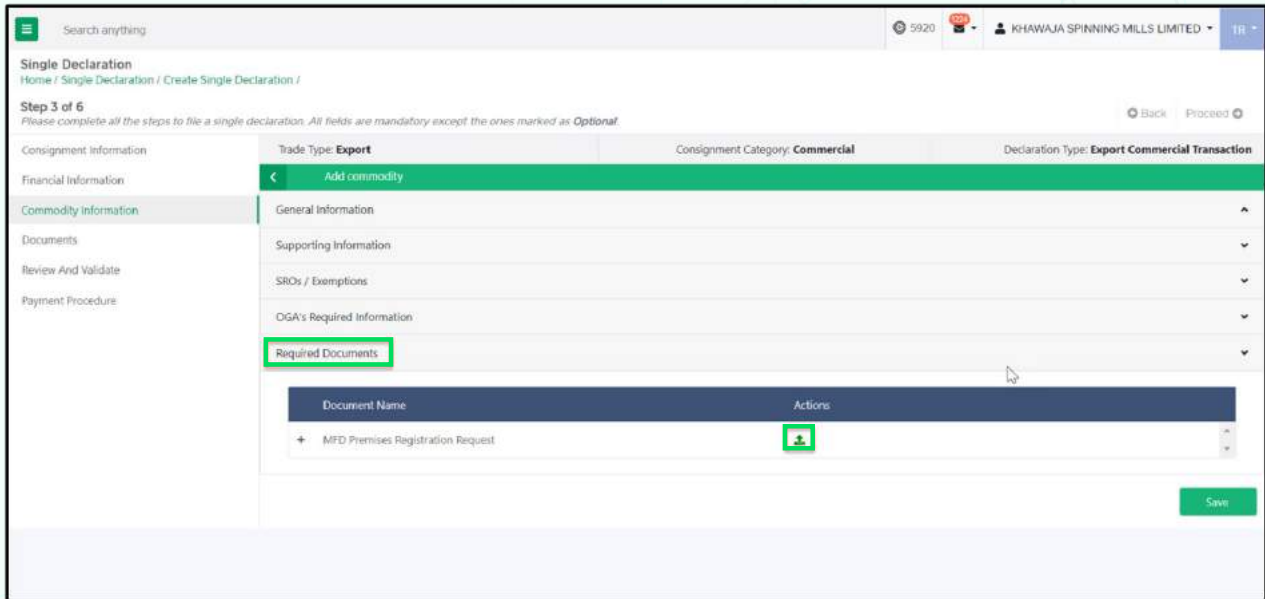


Figure 34

xiv. You may select the 'Premises Registration Certificate' from the list, or you can either search it by the 'Certificate Number'.

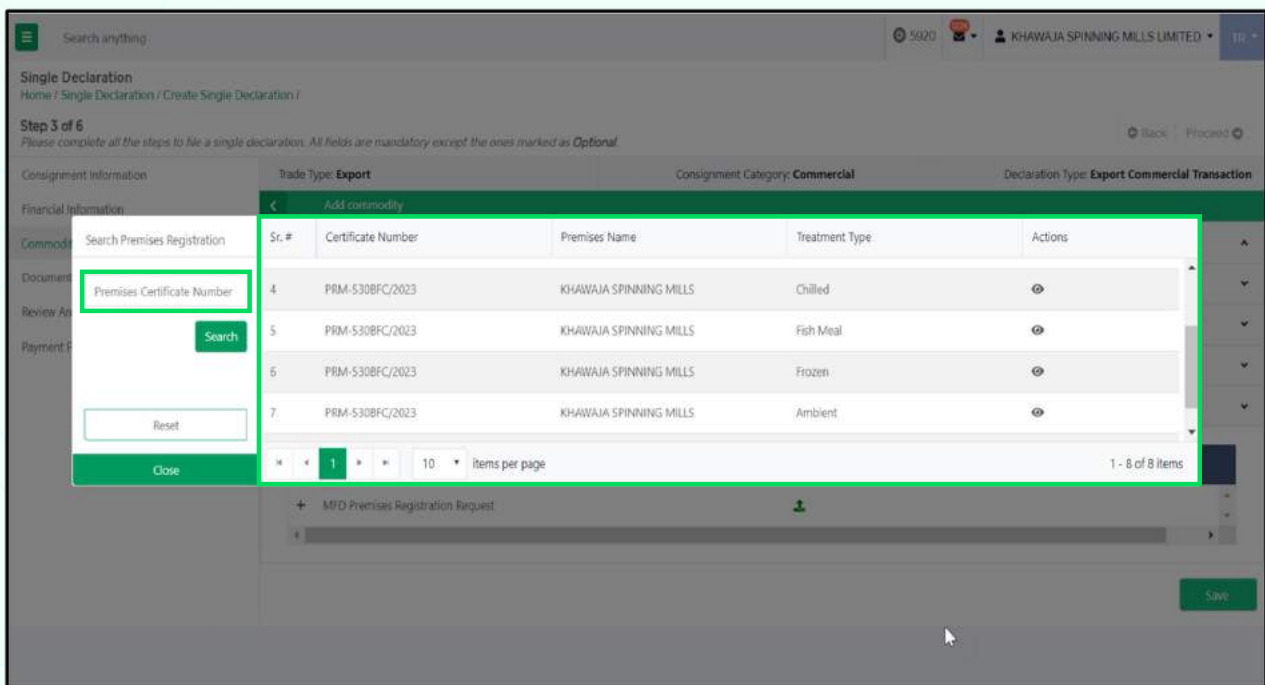


Figure 35

SINGLE DECLARATION

xv. Click on the 'Save' button to proceed further.

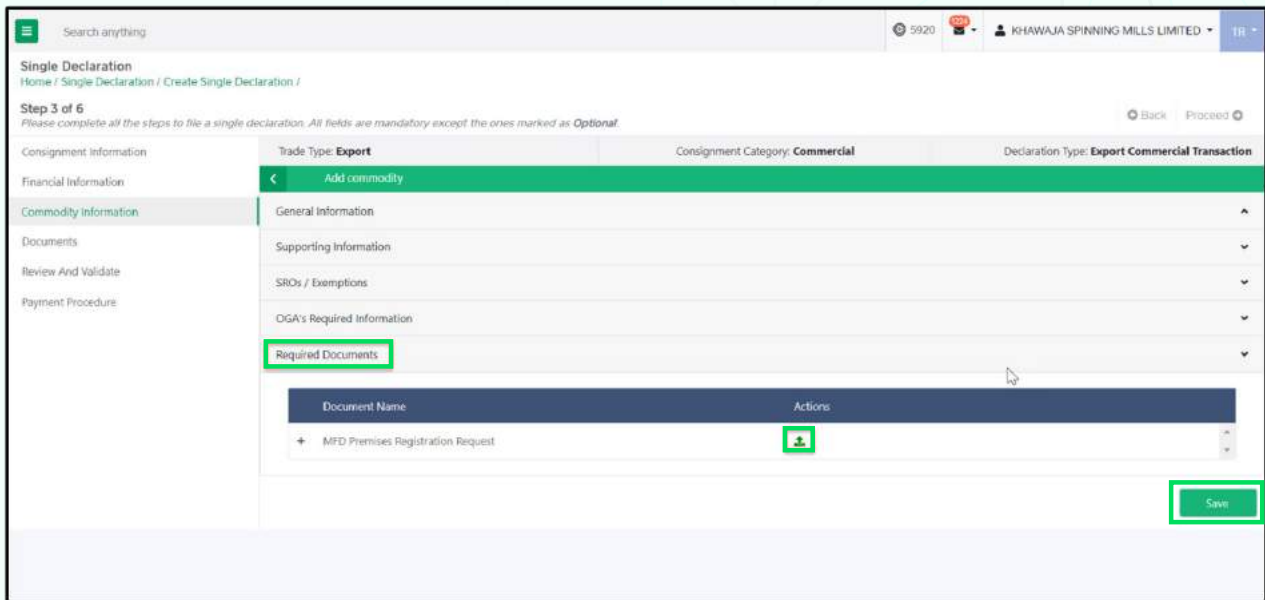


Figure 36

xvi. Upload the 'Mandatory Required Documents' by selecting the documents from the dropdown list.

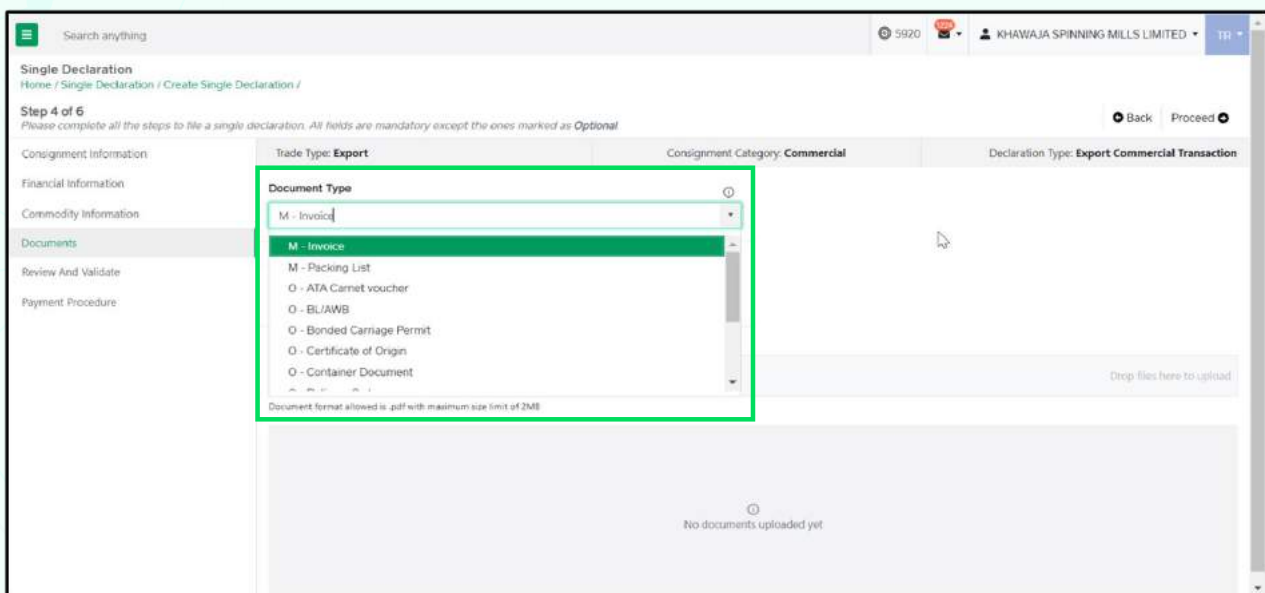


Figure 37

Note: Alphabet 'M' represents the 'Mandatory' documents, whereas 'O' represents the 'Optional' documents.

SINGLE DECLARATION

xv. You may also upload any additional document by clicking the 'Select File' option and selecting the 'Document Type' from the dropdown list, and then click on the 'Proceed' button.

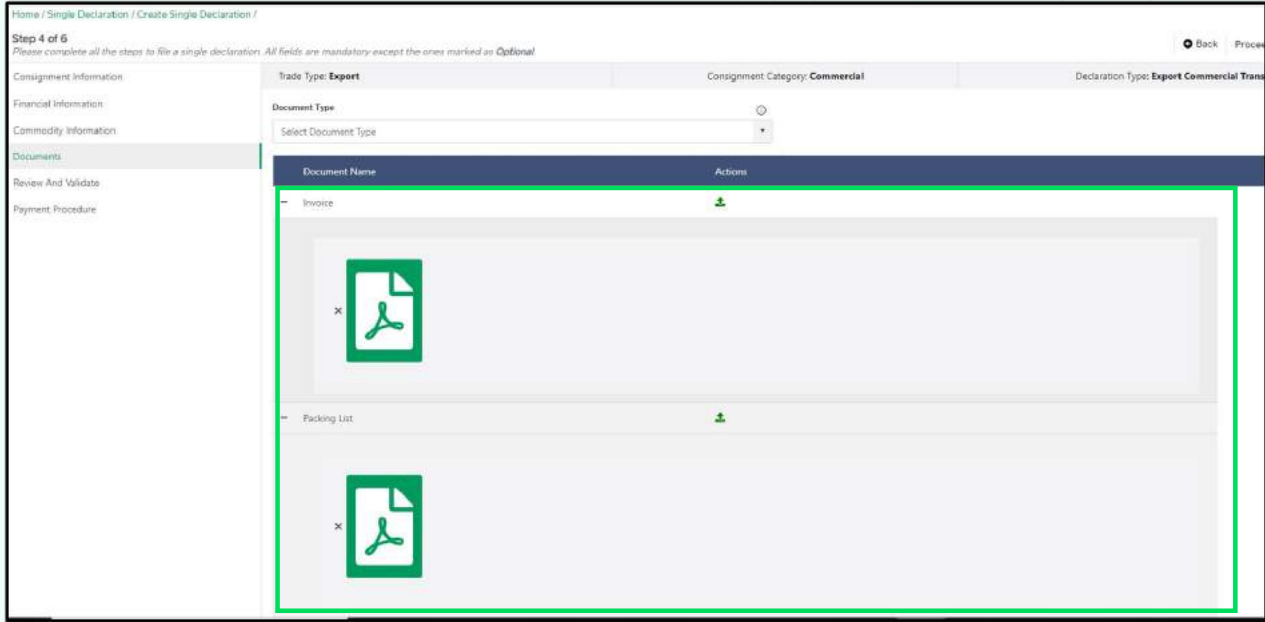


Figure 38

xvi. At review and validate tab, select the 'City' and 'Site Office' from the drop-down list. Review the provided information and click on 'Validate and Proceed' button.

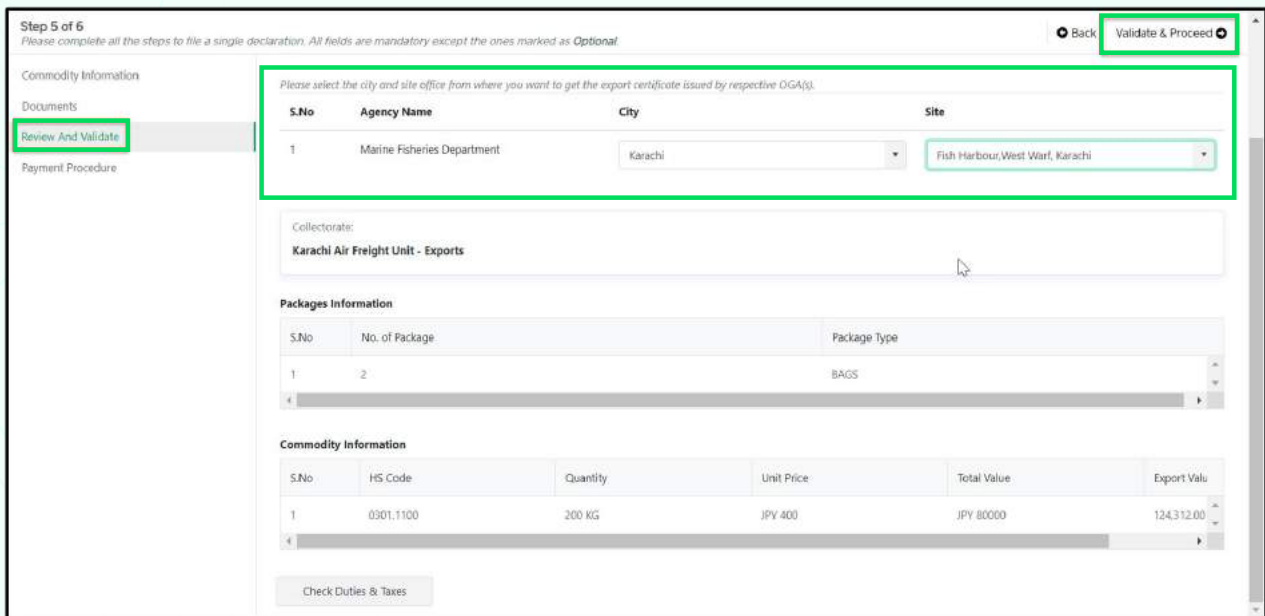


Figure 39

SINGLE DECLARATION

xvii. At the payment procedure tab, review your payment advice and click on 'Save and Submit' button.

The screenshot shows a web application interface for creating a single declaration. The page title is 'Home / Single Declaration / Create Single Declaration /'. It is 'Step 6 of 6' and includes a note: 'Please complete all the steps to file a single declaration. All fields are mandatory except the ones marked as Optional.' A 'Back' button and a 'Save and Submit' button (highlighted with a green box) are in the top right. The form is divided into sections: 'Consignment Information', 'Financial Information', 'Commodity Information', 'Documents', 'Review And Validate', and 'Payment Procedure' (which is selected). The 'Payment Advice' section displays 'Trade Type: Export', 'Consignment Category: Commercial', and 'Declaration Type: Export Commercial Transaction'. It shows 'NTN: 0225900' and 'Trader Name: M/S KHAWAJA SPINNING MILLS LTD, 10-L GULBERG III MAIN FEROEZEPUR ROAD, LAHORE'. Below this are two tables: 'OGA' and 'Single Declaration'. The 'OGA' table lists 'MFD Export Certificate' for 'PKR 2000'. The 'Single Declaration' table lists 'Single Declaration' for 'PKR 500'. A 'Grand Total' of 'PKR 2500.00' is shown at the bottom right.

Figure 40

xviii. Select the mode of payment, you can either pay through 'Alternate Delivery Channels' or from 'PD Account' and click on the 'Confirm Payment' button.

The screenshot shows the 'Single Declaration' form in the PSW system. The page title is 'PSW Single Declaration Home / UPS / Payment Advice /'. It shows 'General Information' including 'Payment Type: Single Declaration', 'Creation Date & Time: 06-04-2023 02:53 PM', 'Document Number: SD-E-0000170-06042023', and 'VIR #'. It also shows 'Trader NTN #: 0225900', 'Business Name: M/S KHAWAJA SPINNING MILLS LTD.', and 'Agent Name: -'. A 'Payment Breakup' table lists 'MFD Export Certificate' for 'PKR 2,000' and 'Single Declaration' for 'PKR 500'. A 'Mode of Payment' section is highlighted with a green box, showing 'Alternate Delivery Channels (ADC)' and 'PD Account' as options. The 'Total Payable Amount' is 'PKR 2,500', and the 'Amount in Words' is 'Two Thousand Five Hundred Rupees Only'. The 'PD Account collectorate' is set to 'Karachi Custom'. The 'Available Balance in PD Account' is 'PKR 1,360,457,933'. A 'Confirm Payment' button (highlighted with a green box) is at the bottom right.

Figure 41

SINGLE DECLARATION

xix. A pop up will appear for the payment confirmation, click on the 'Ok' button to proceed further.

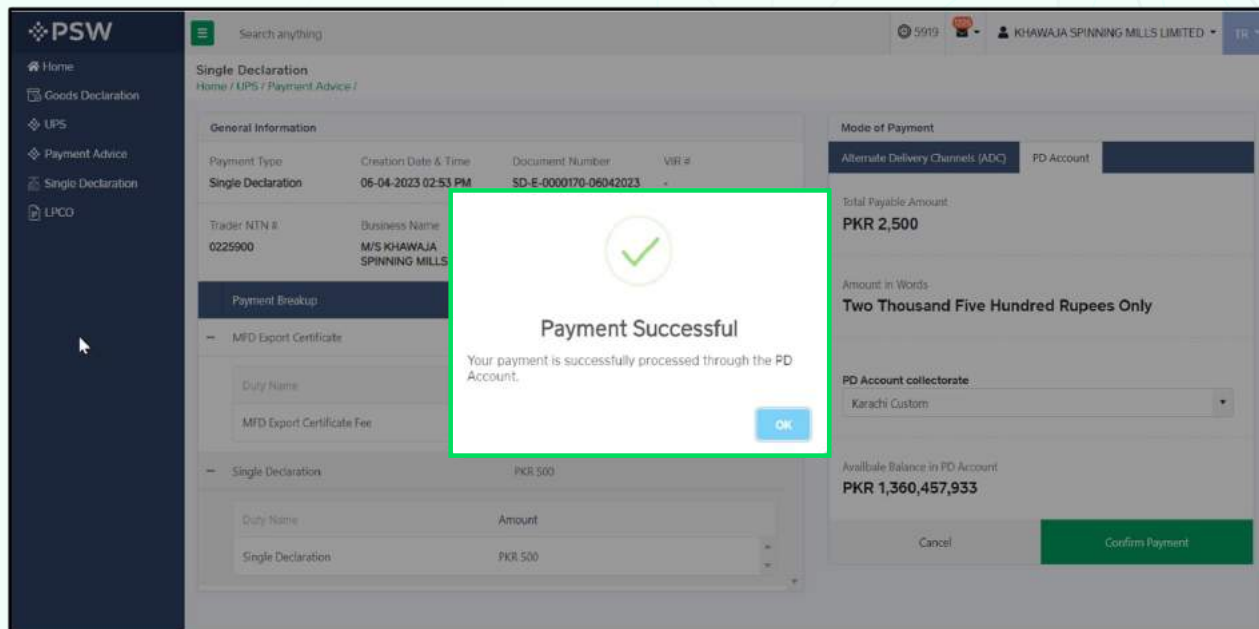


Figure 42

SINGLE DECLARATION

5.2.1 VIEW SINGLE DECLARATION

i. At the home screen, click on the 'Single Declaration' button.

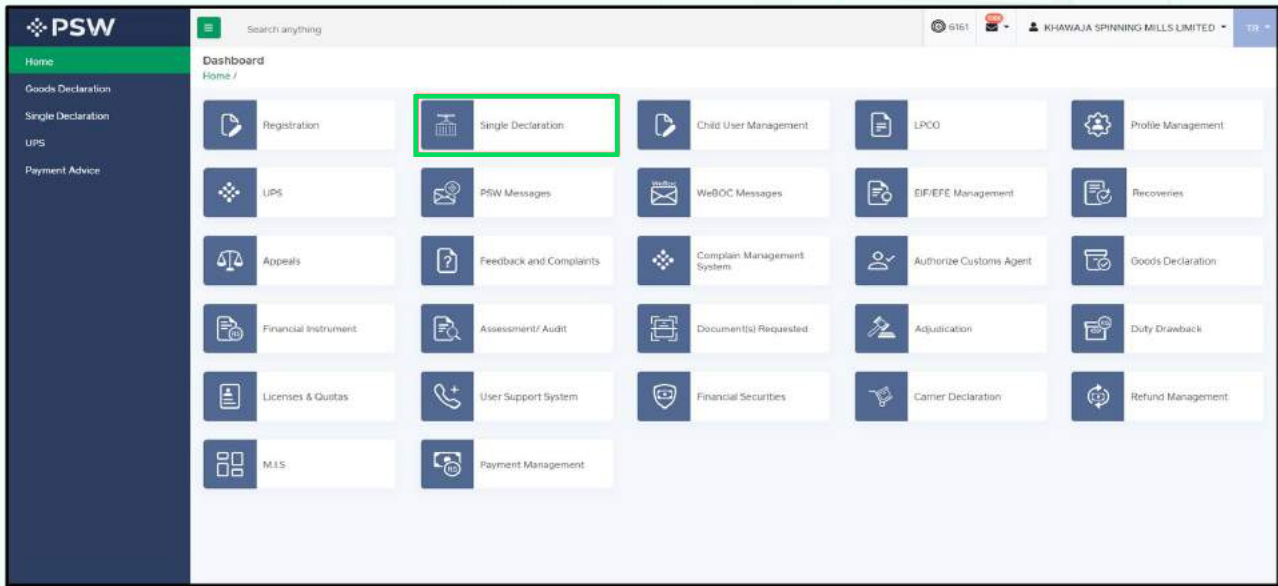


Figure 43

ii. Under the export tab, click on the 'Submitted' button.

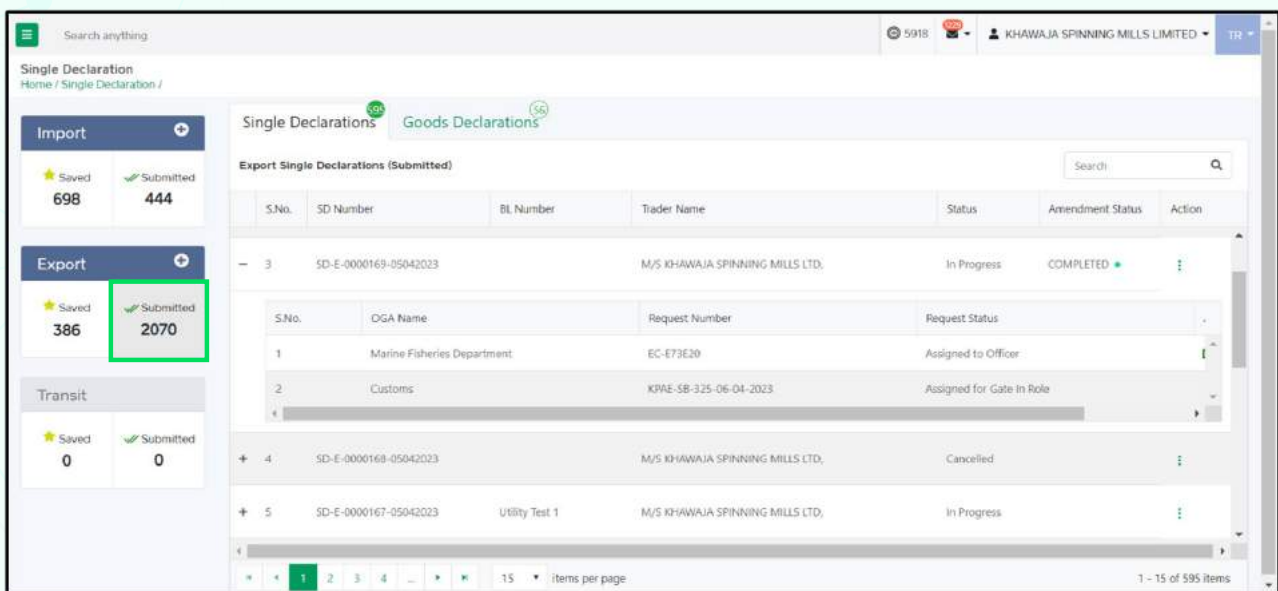


Figure 44

SINGLE DECLARATION

iii. You can view the status of your request.

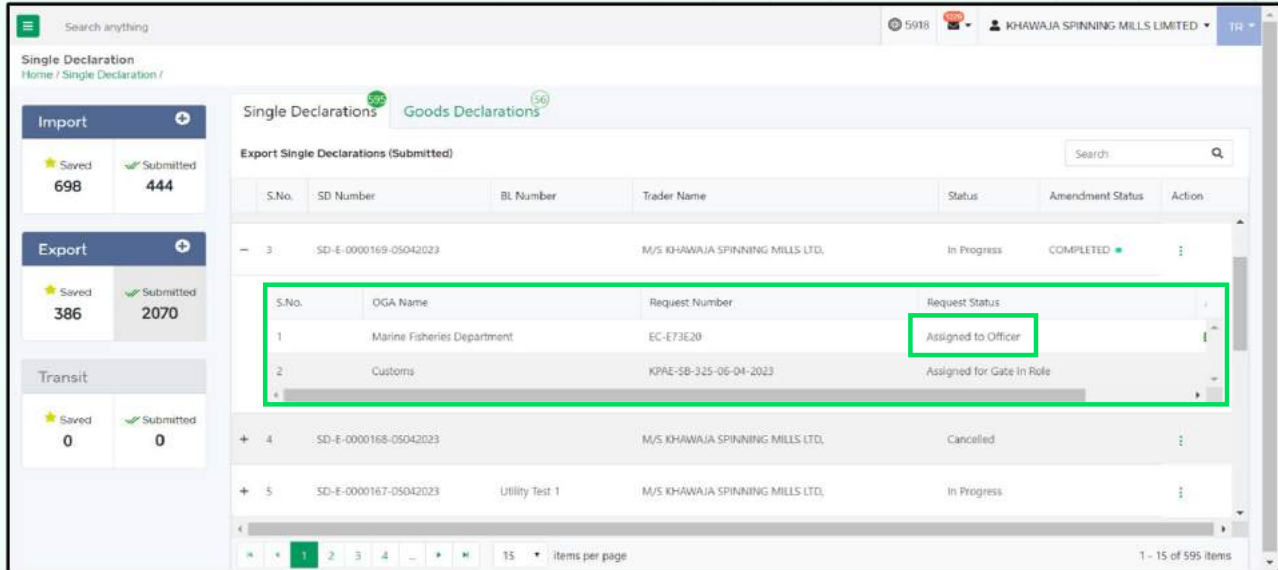


Figure 45

iv. Simultaneously, the same declaration request has been forwarded to customs for their processing.

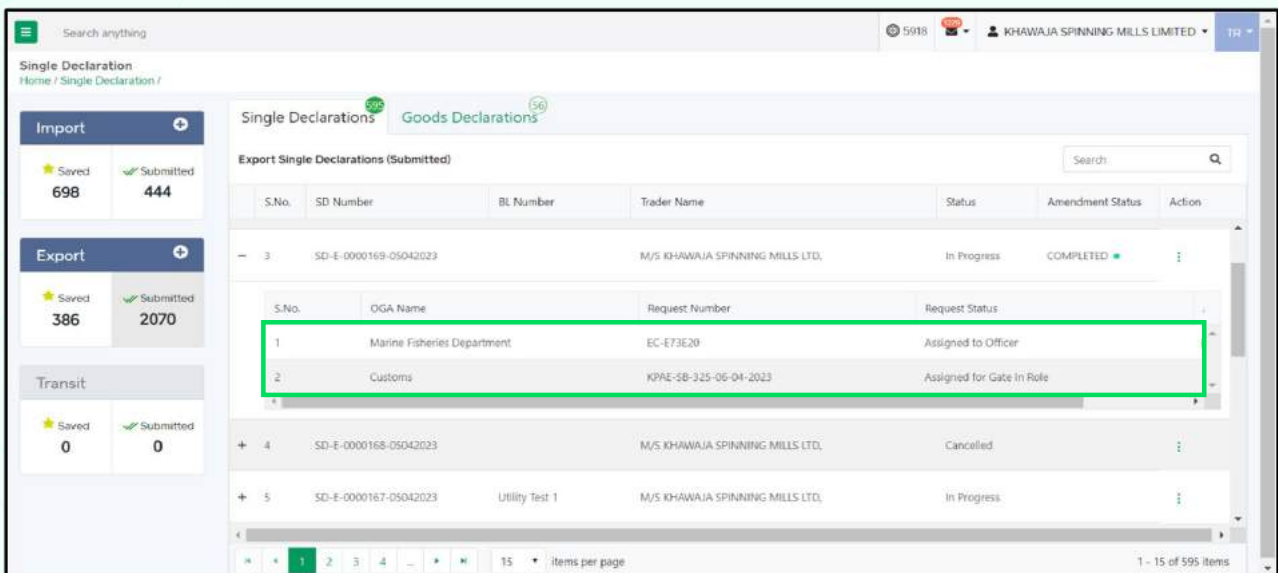


Figure 46

SINGLE DECLARATION

5.2.2 AMENDMENT IN SINGLE DECLARATION

i. At the submitted export declaration interface, select the relevant export certificate; click on the 'Three Dots' and then click on the 'Amend' button.

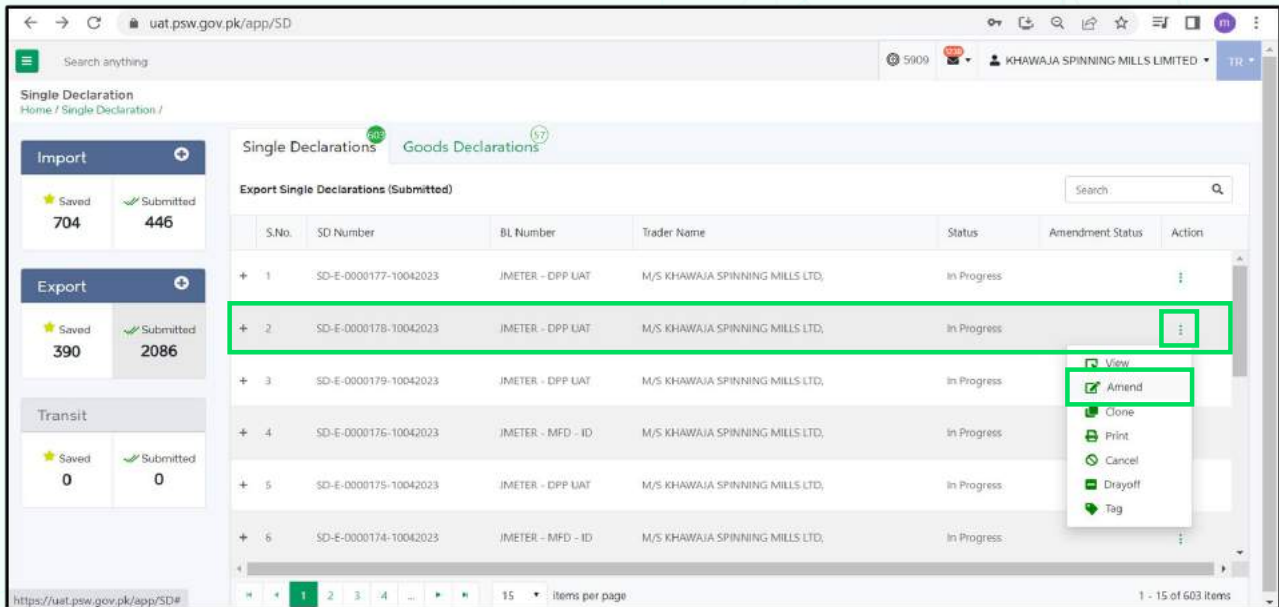


Figure 47

ii. You can amend the 'Consignment Information'. Update the information and click on 'Save and Proceed' button.

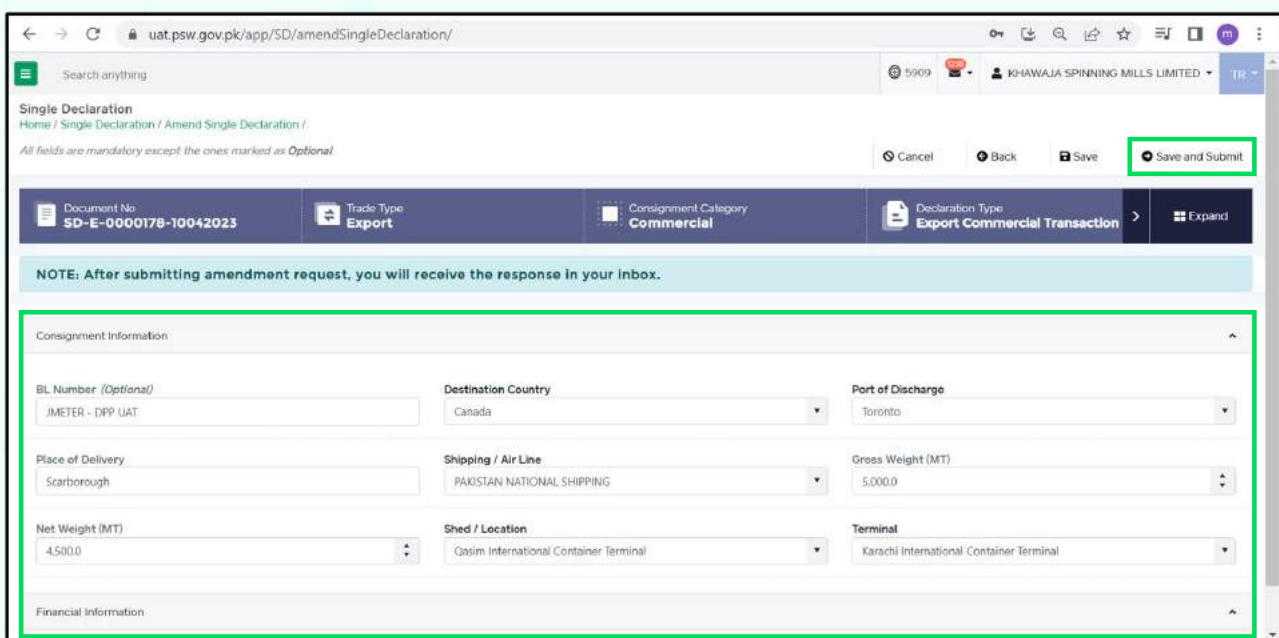


Figure 48

SINGLE DECLARATION

iii. You can also amend the 'Financial Information'. Update the information and click on 'Save and Proceed' button.

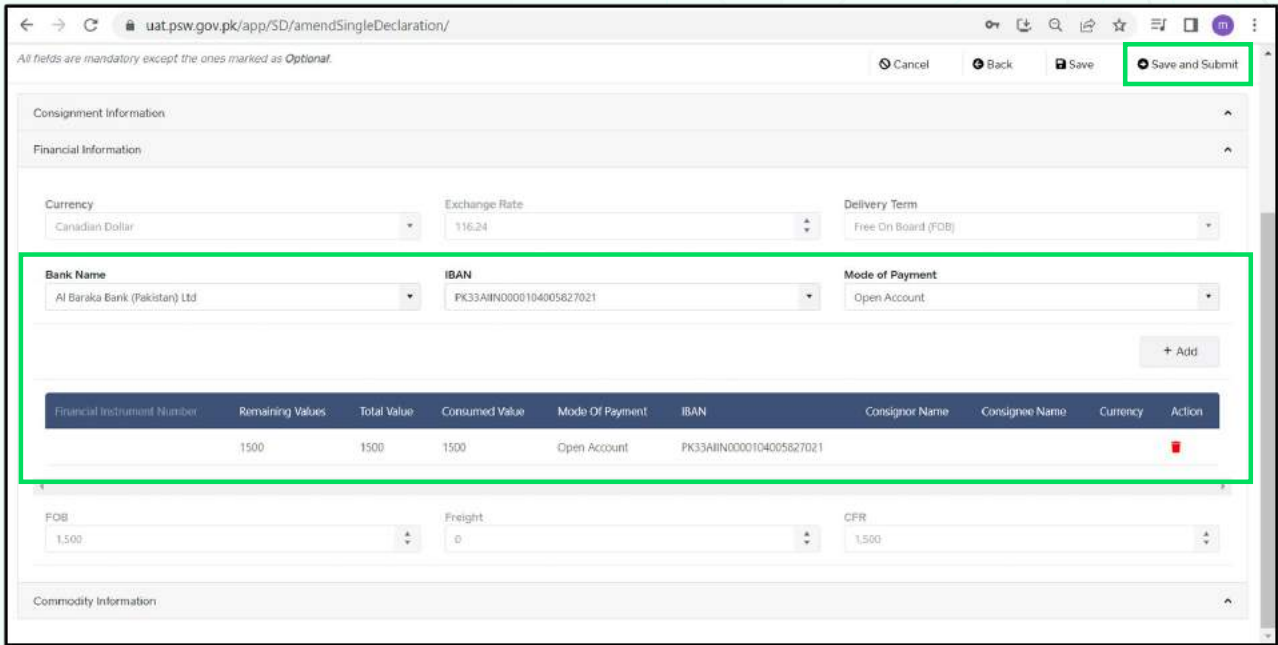


Figure 49

iv. You can also amend the 'Commodity Information'. Provide the updated information and click on 'Save and Proceed' button.

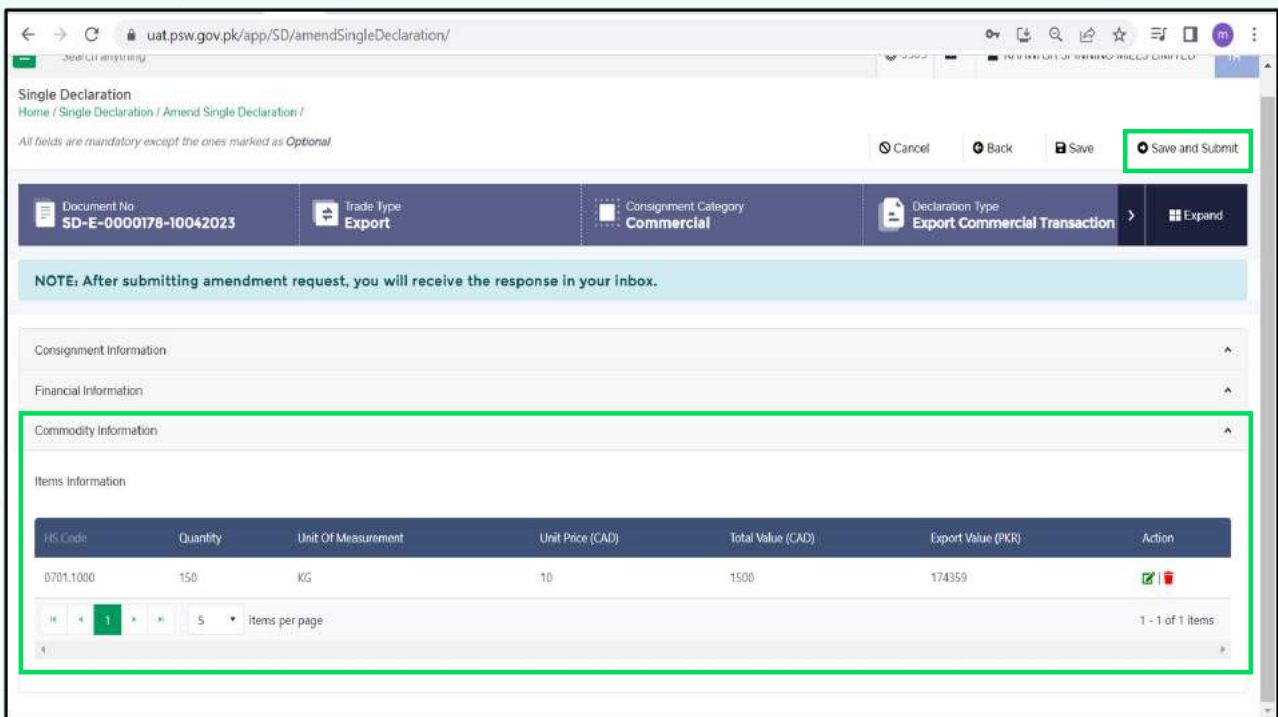


Figure 50

SINGLE DECLARATION

v. Request for 'Single Declaration Amendment' has been submitted successfully, click on 'OK' button' to proceed further.

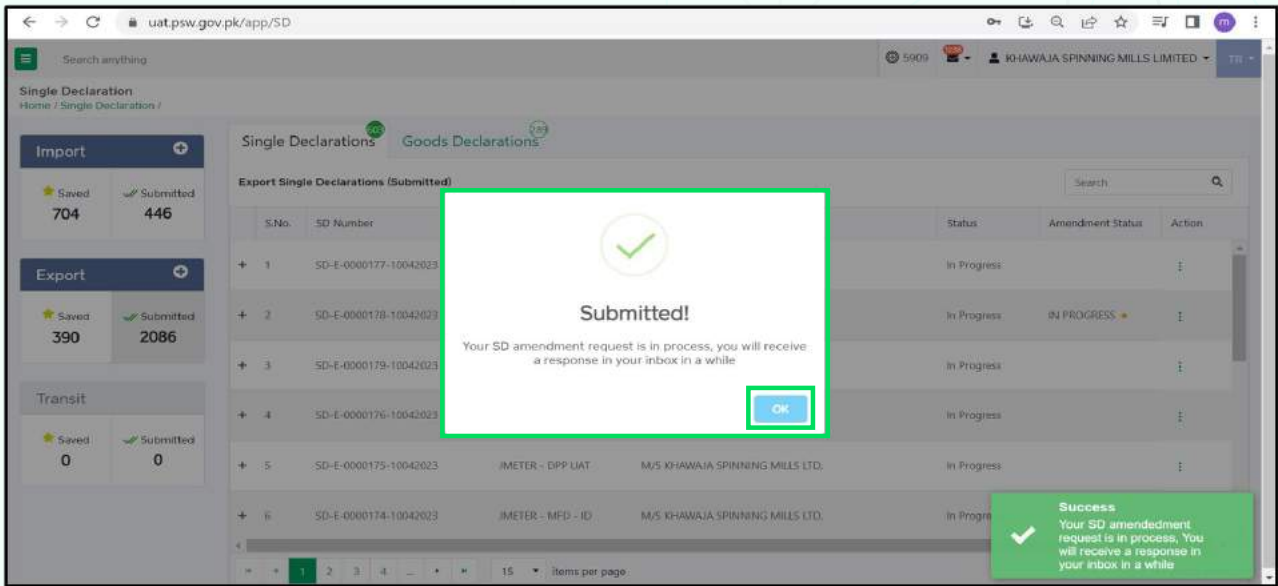


Figure 51

5.2.3 SD CANCELLATION WITH TAGGING IN NEW SINGLE DECLARATION

Upon navigating to the submitted Single Declaration tab for the export certificate, the Trader/Custom Agent can cancel the Single Declaration and tag the cancelled Single Declaration in a new Single Declaration without making another payment. The following data elements should remain the same between the new Single Declaration and the old cancelled Single Declaration:

- Consigner Name
- Consigner Address
- Consignee Name
- Consignee Address
- Destination Country
- HS Code + Product Code
- Quantity
- OGA's Required Information

SINGLE DECLARATION

i. At the submitted export declaration screen, select the relevant approved export certificate then click on the 'Three Dots' and click on the 'Cancel' button.

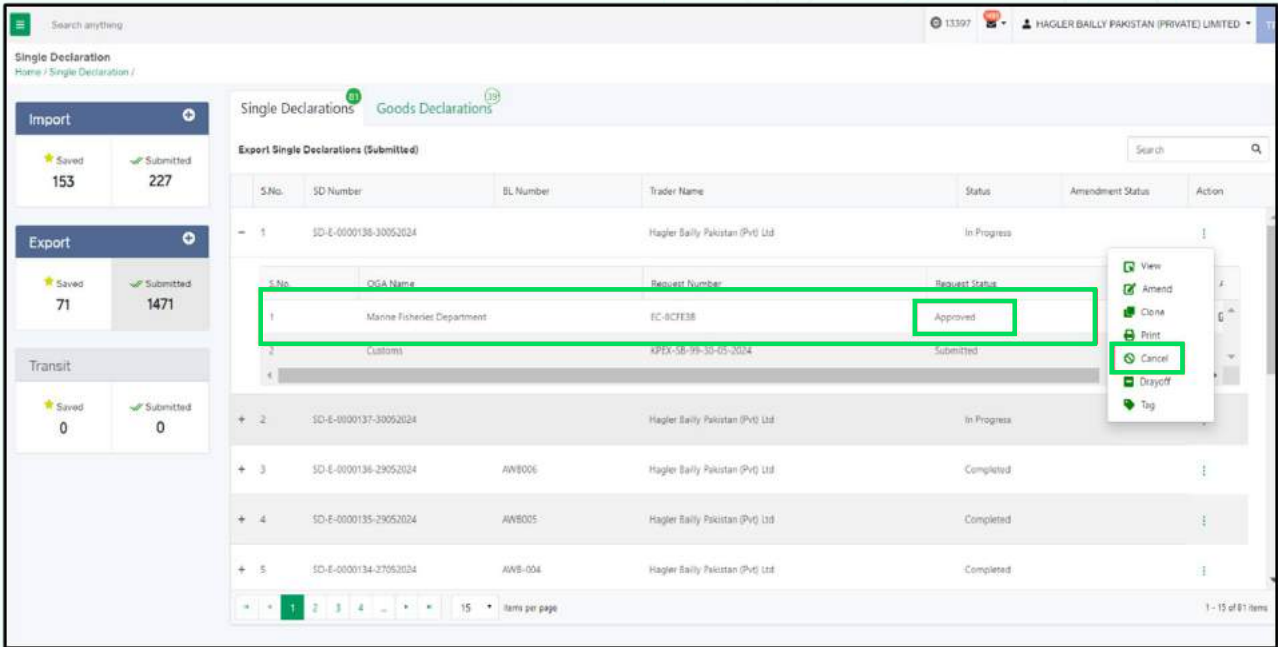


Figure 52

ii. Upon clicking on the cancel button, a pop-up box will appear prompting users to confirm the cancellation or decline it.

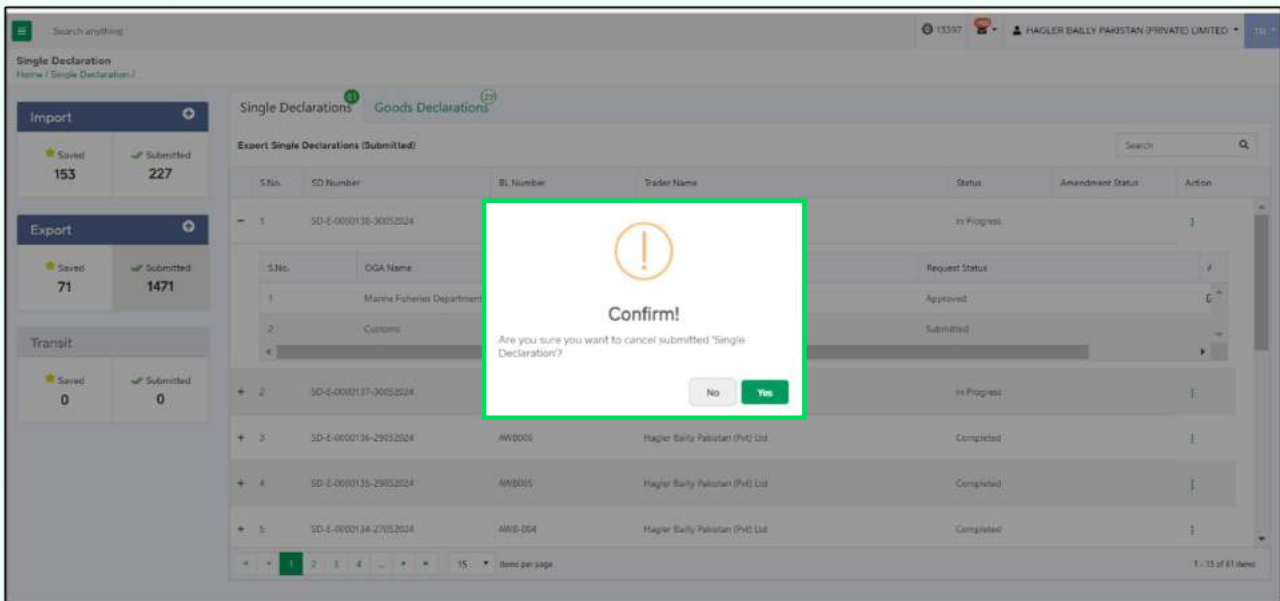


Figure 53

SINGLE DECLARATION

iii. Upon confirming the cancellation, SD cancelled successfully message will be displayed on the screen.

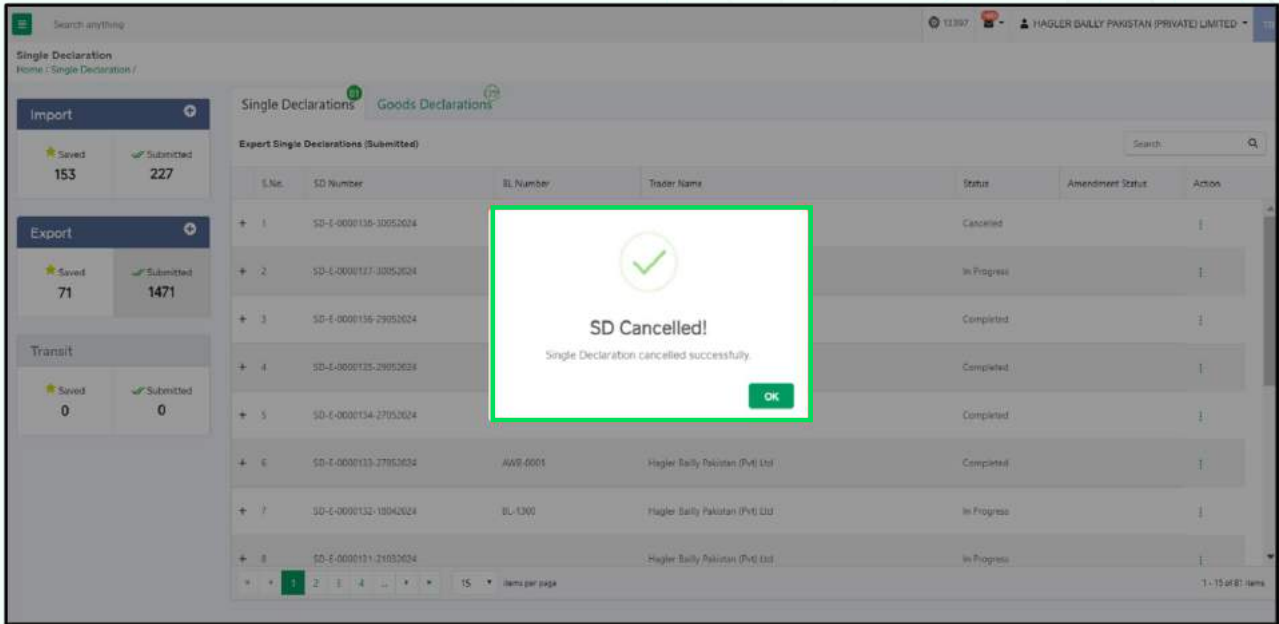


Figure 54

iv. Status of SD will appear as cancelled.

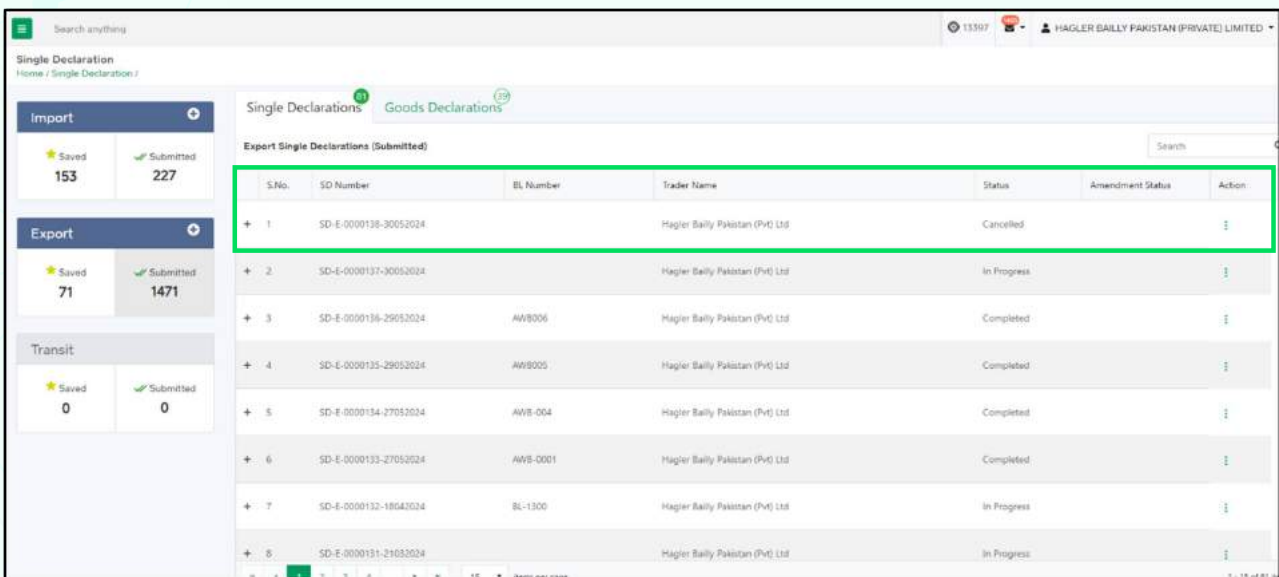


Figure 55

SINGLE DECLARATION

v. Tag the old, cancelled SD in the newly filed Single Declaration.

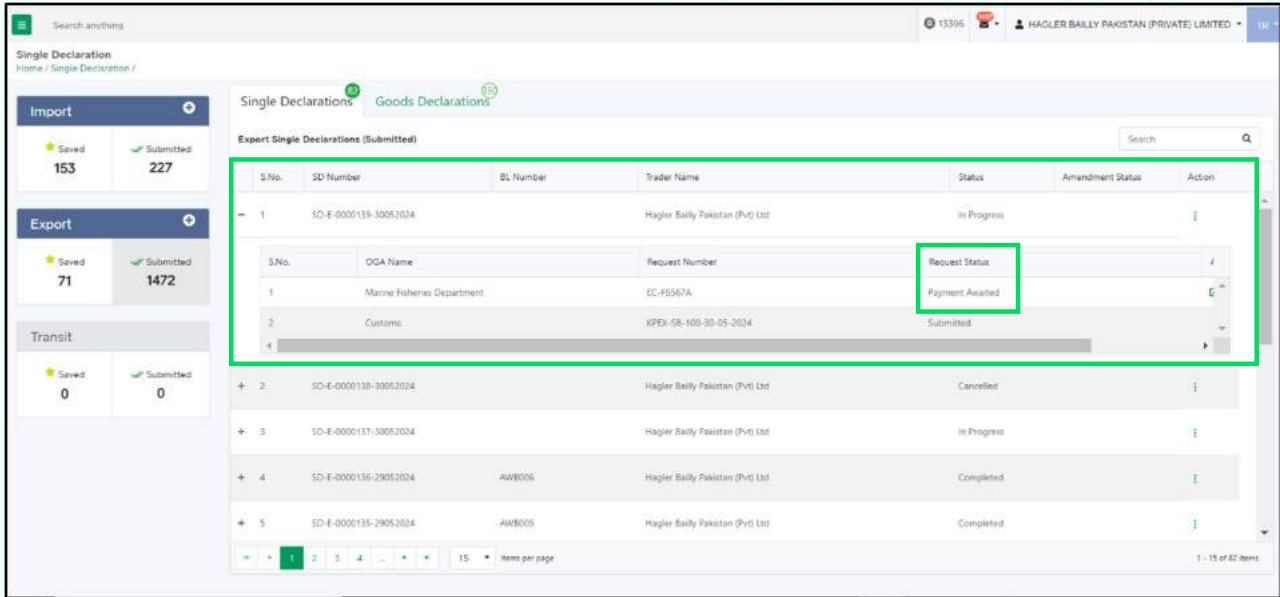


Figure 56

vi. Click on tag button, it will redirect user to export certificate tagging screen.

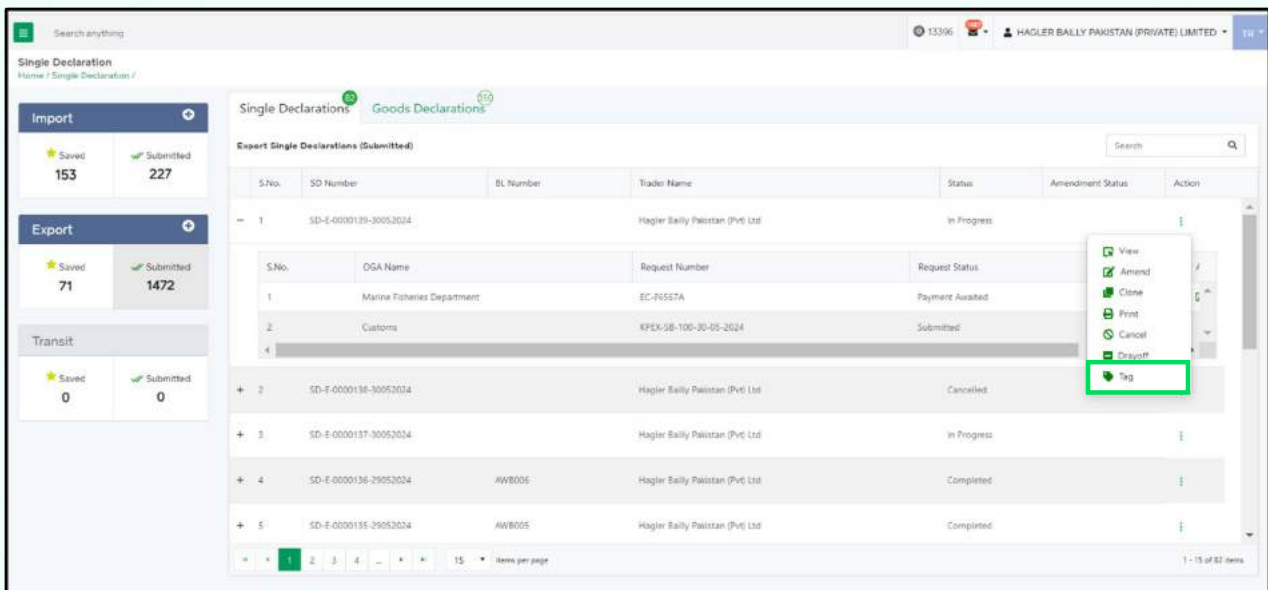


Figure 57

SINGLE DECLARATION

vii. On the tagging screen, add cancelled SD number on the left side of the screen and then click on tag export certificate button on the right side of the screen.

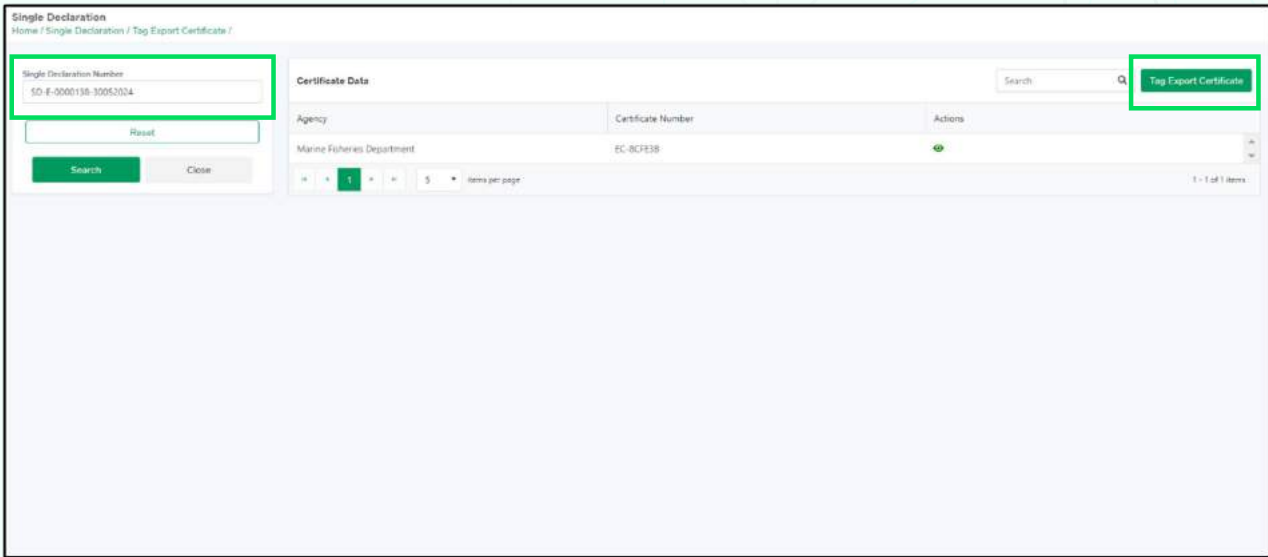


Figure 58

viii. 'Export Certificate Tagged Successfully' message will appear on the screen, confirming the export certificate has been tagged successfully.

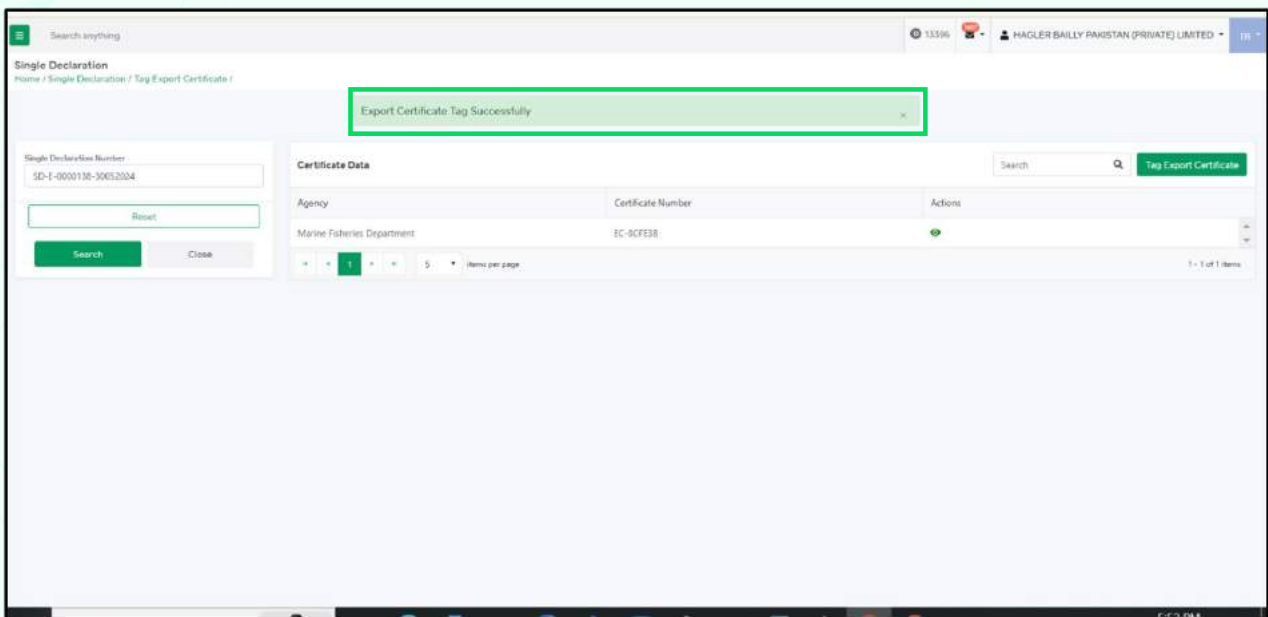


Figure 59

EXPORT CERTIFICATE

6.1 VIEW EXPORT CERTIFICATE

i. At the home screen, click on the 'LPCO' button.

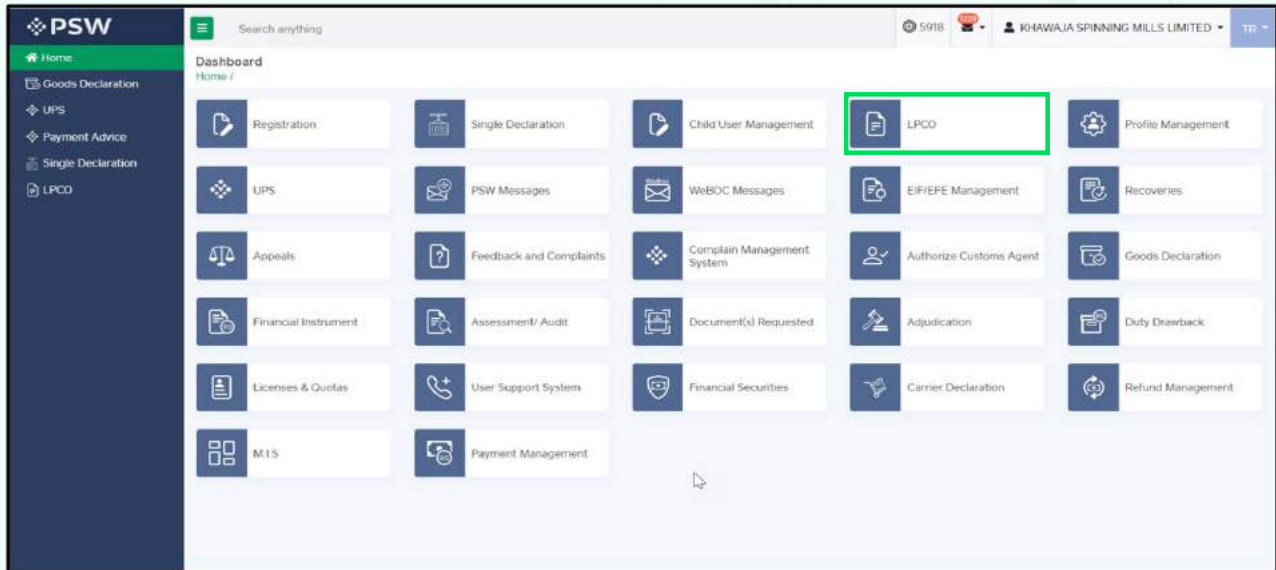


Figure 60

ii. Click on the 'Export Certificates' button.

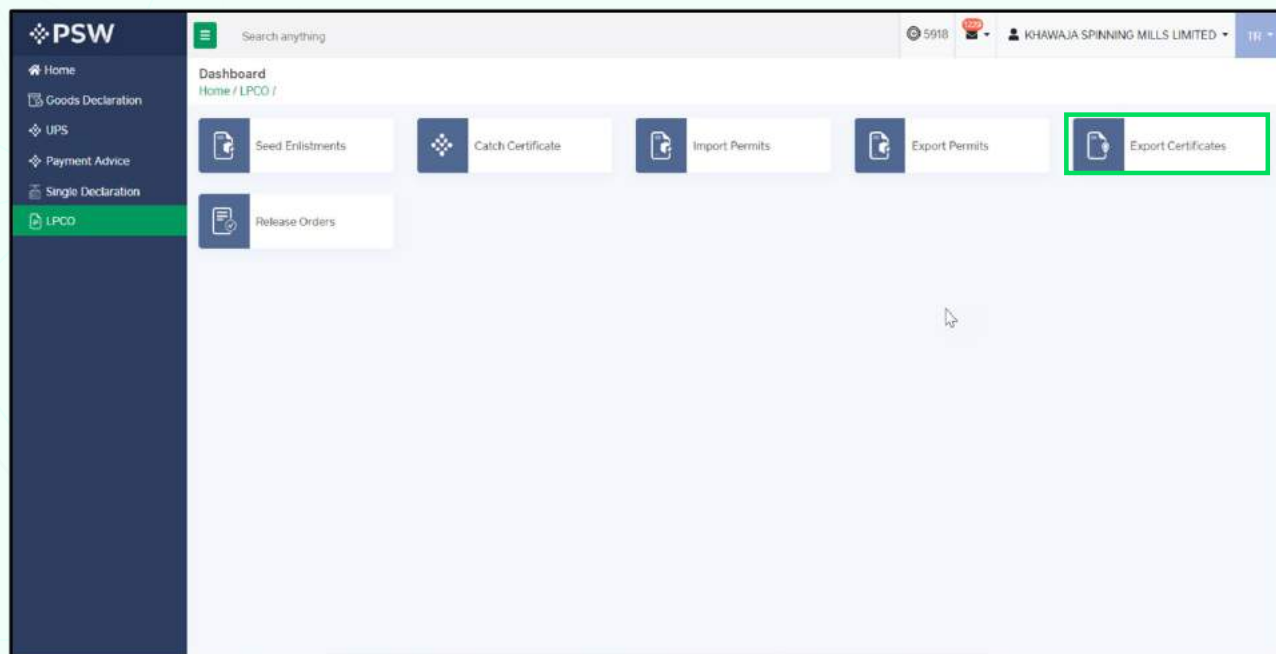


Figure 61

EXPORT CERTIFICATE

iii. Select the relevant export certificate, here you can also view the status.

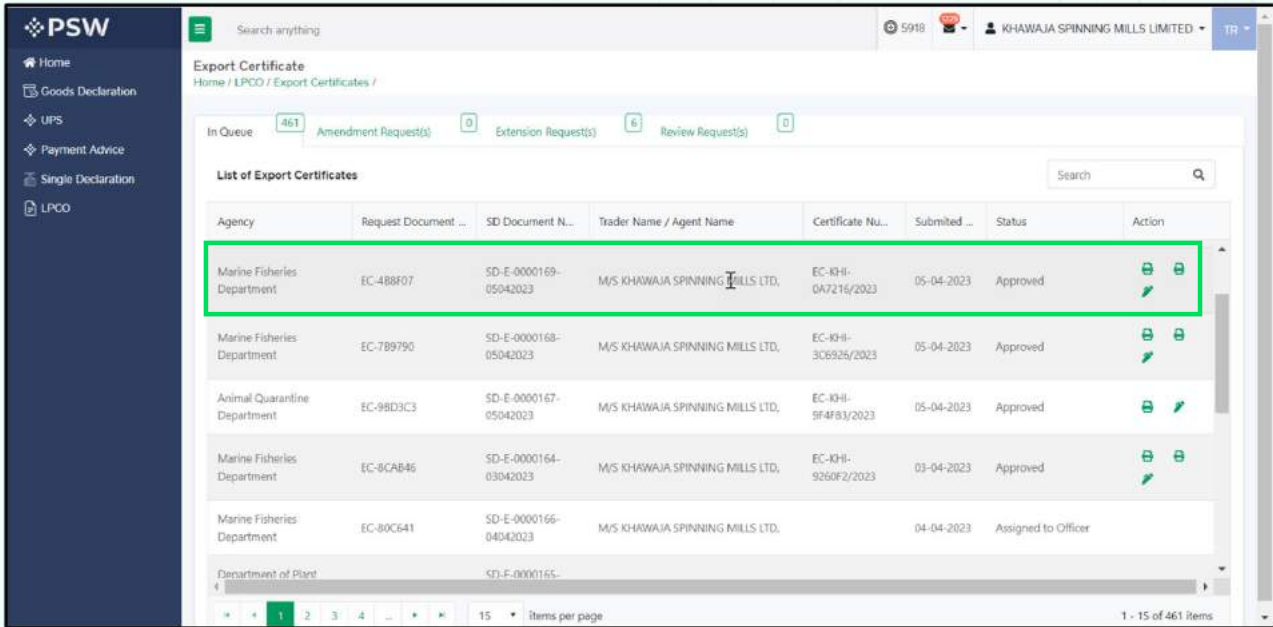


Figure 62

iv. Click on the 'Print' button, under the 'Actions' grid.

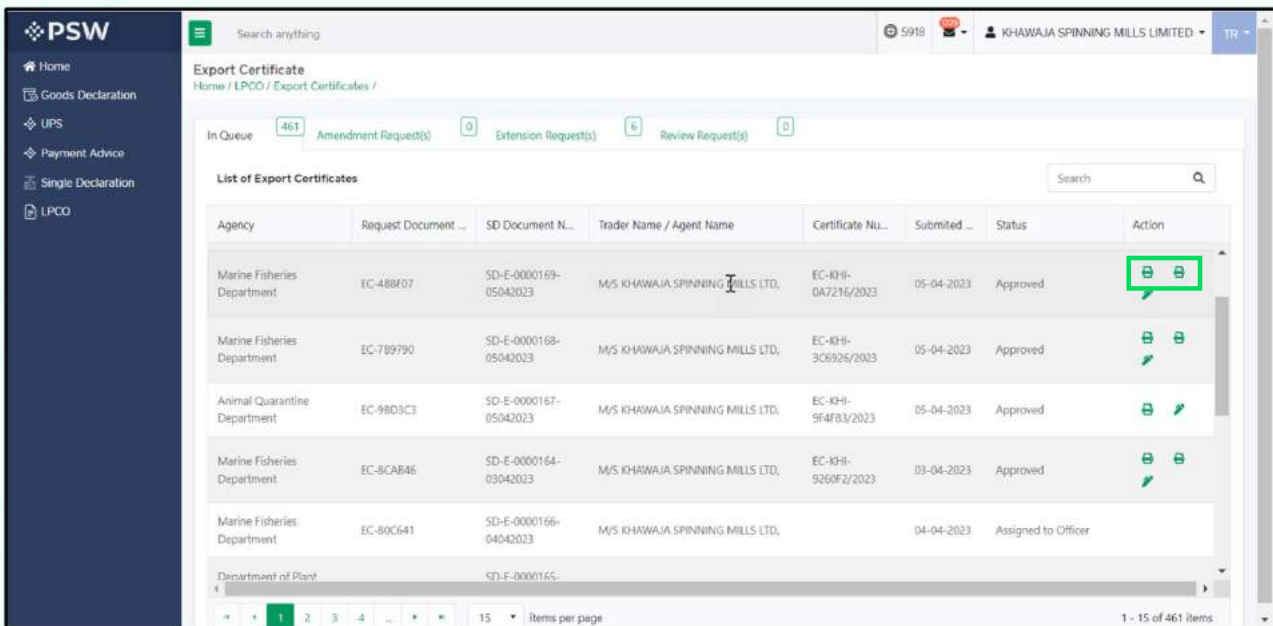


Figure 63

EXPORT CERTIFICATE

6.2 EXPORT CERTIFICATE VALIDITY EXTENSION REQUEST

i. At the export certificates interface, select the relevant export certificate and click on the 'Pen' icon.

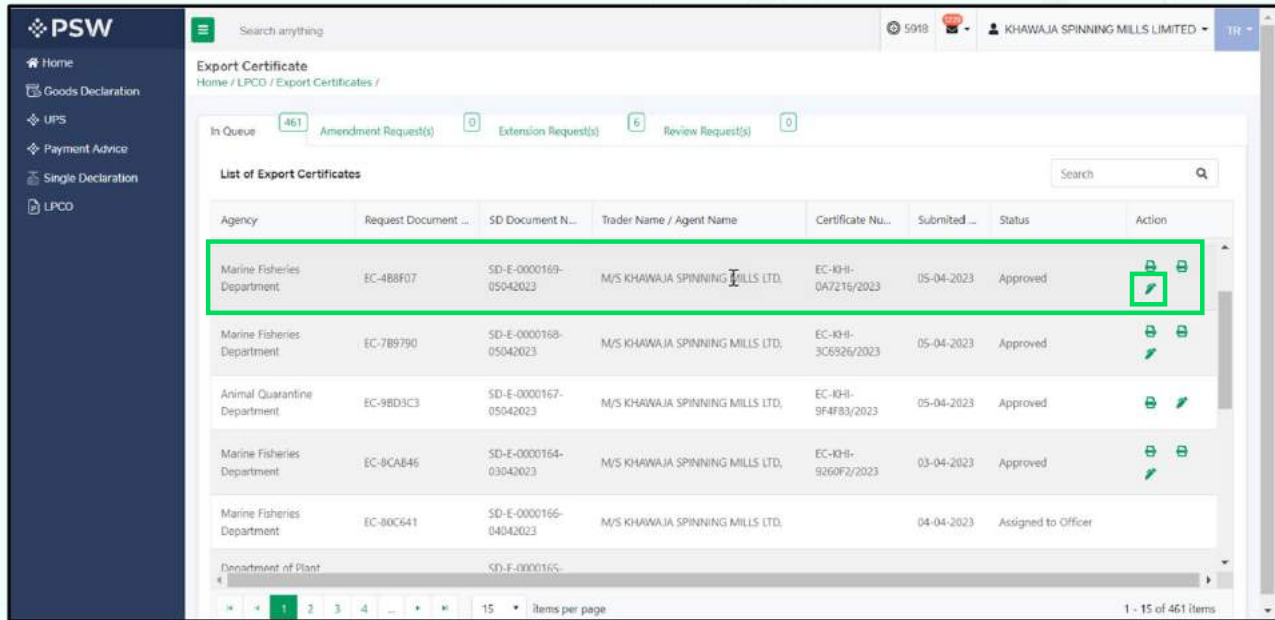


Figure 64

ii. Provide the required information.

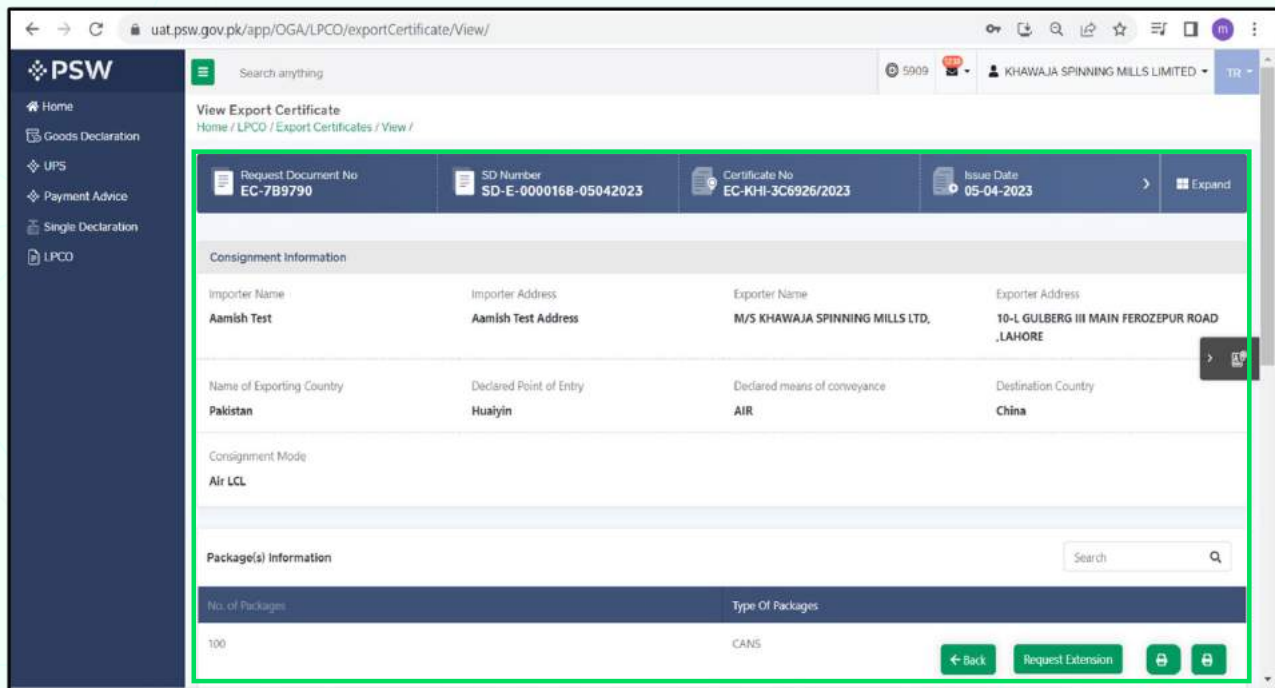


Figure 65

EXPORT CERTIFICATE

iii. Input your remarks against the extension request and click on 'Request Extension' button.

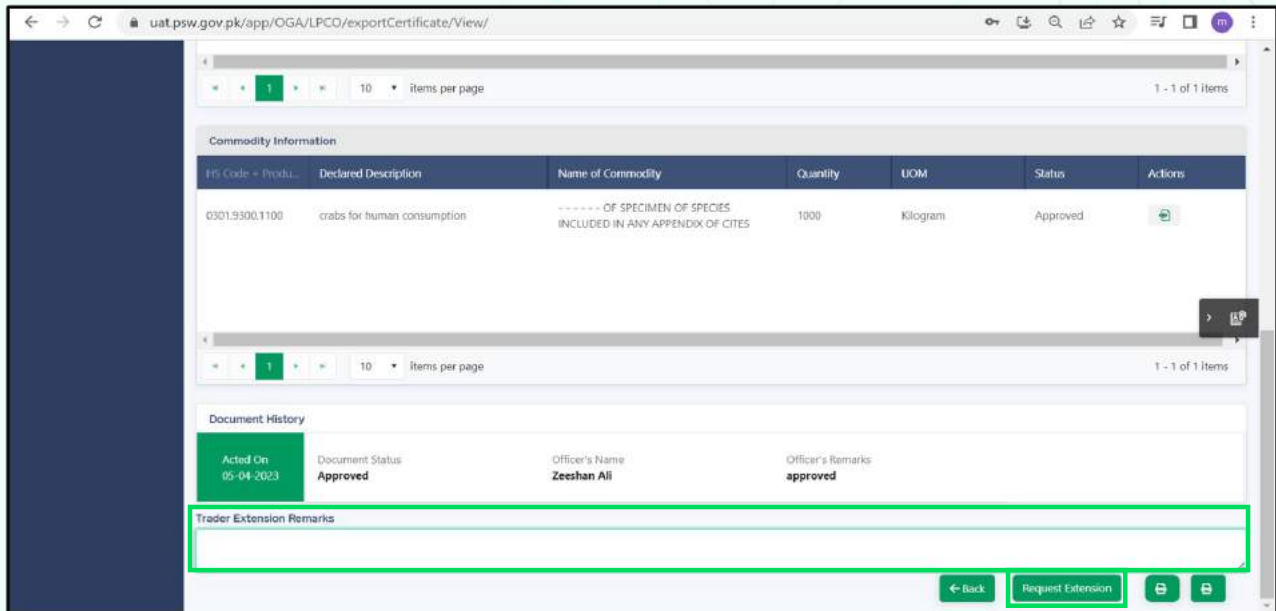


Figure 66

iv. Your request for 'Export Certificate Extension' has been submitted, click on the 'Ok' button to proceed further.

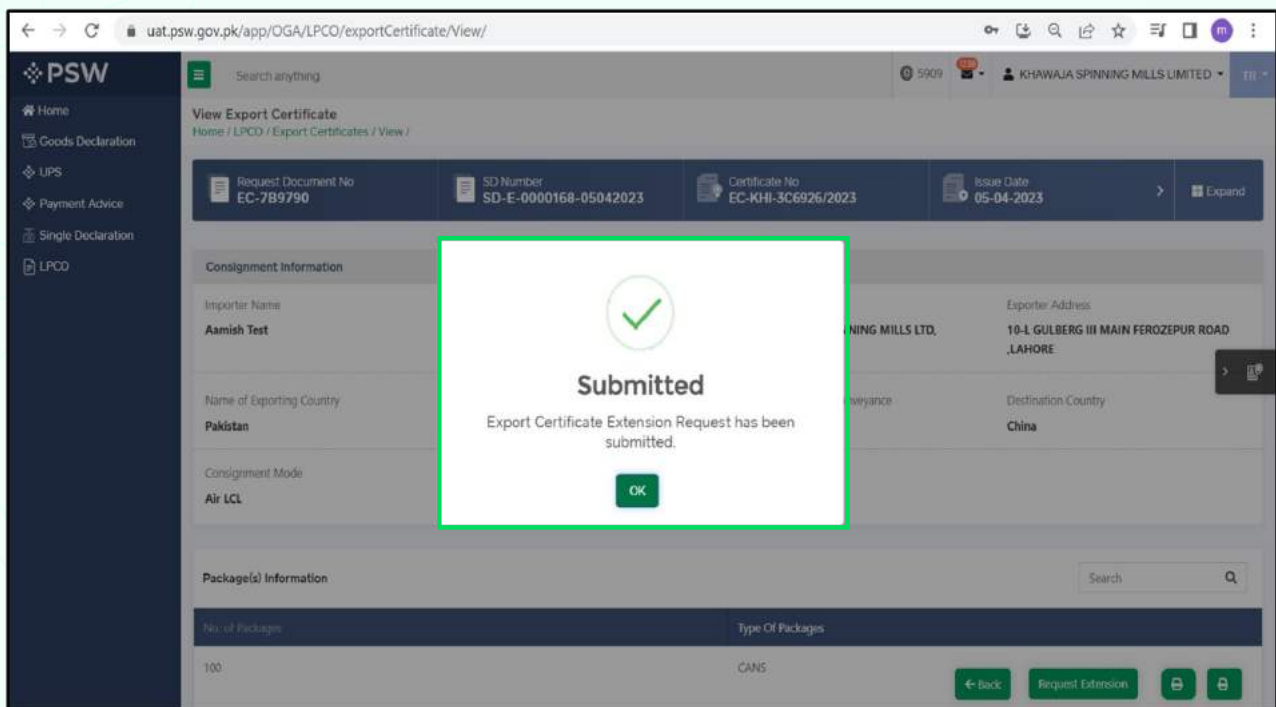


Figure 67

CATCH CERTIFICATE

7.1 REQUEST FOR CATCH CERTIFICATE

i. To create catch certificate request, click on 'Catch Certificate' tab.

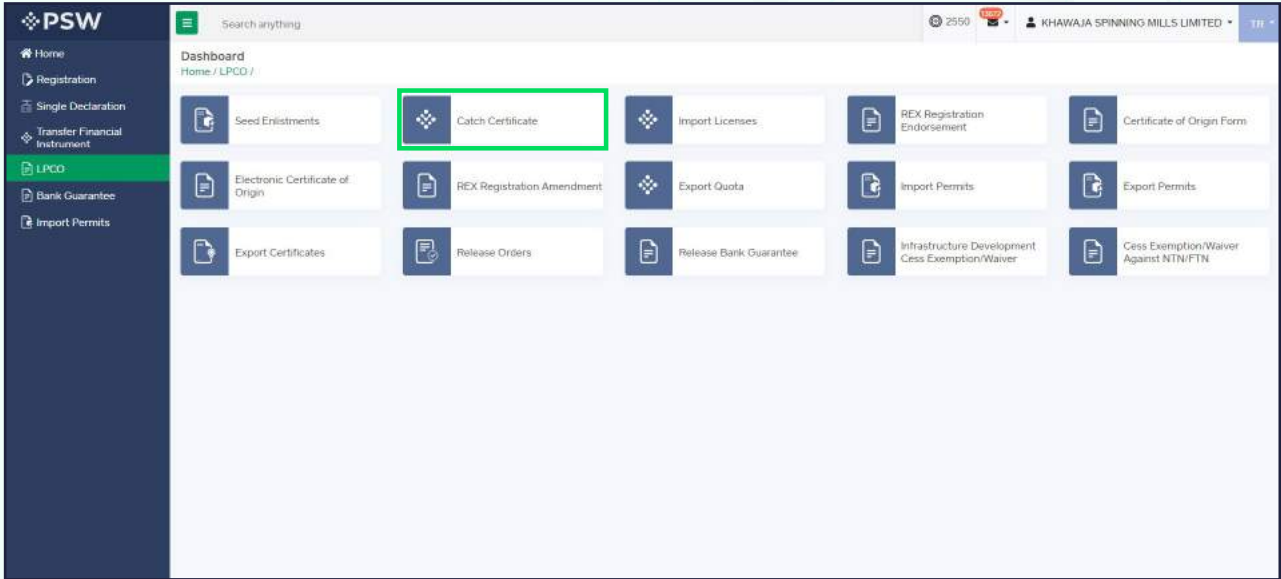


Figure 68

ii. Click on 'Create Catch Certificate Request' tab.

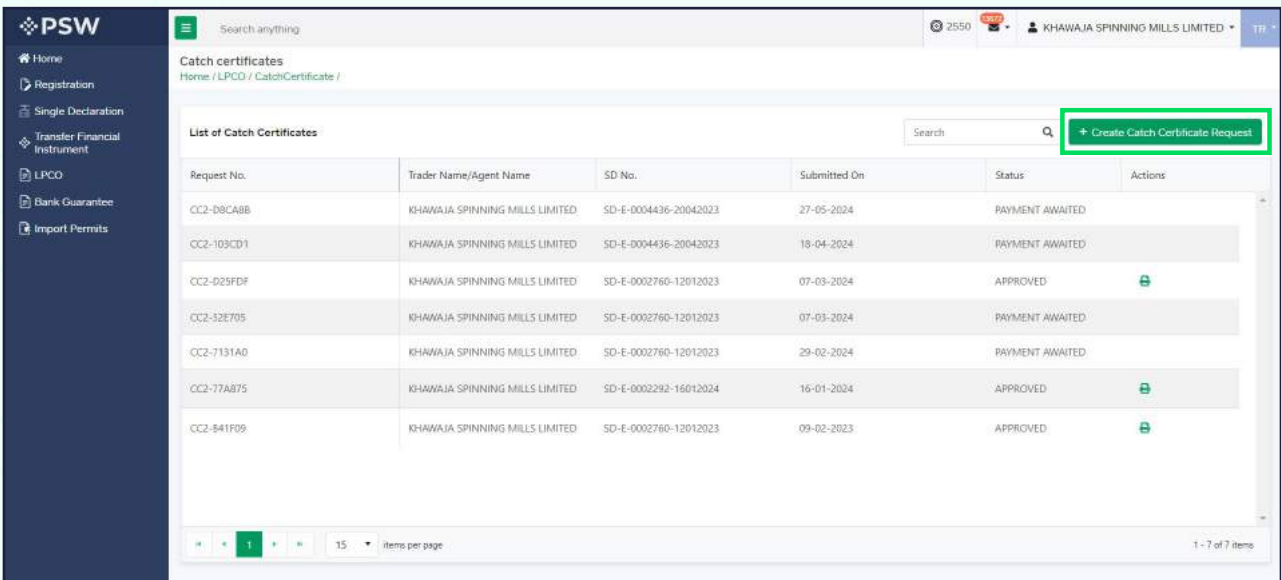


Figure 69

CATCH CERTIFICATE

iii. Fill the form and click on 'Add Vessel' and 'Submit'.

PSW Search anything 2550 KHAWAJA SPINNING MILLS LIMITED

Create Catch Certificate

Home / LPCO / CatchCertificate / Create /

Please complete all the steps to create a catch Certificate. All fields are mandatory except the ones marked as Optional.

NTN	Applicant Name	SD
0225900	KHAWAJA SPINNING MILLS LIMITED	SD-E-0002760-12012023
Name of Vessel	Species	Registration No.
Select Name Of Vessel	Select Species	Select Registration No.
HS Code	Date of Lading	Quantity (KG)
Select HS Code	25-07-2024	0

Name of Vessel	Registration No.	Date of Lading	Species	HS Code	Quantity (KG)	Action
Ocean	1234567	25-07-2024	Spices	0301.9100.0000	1000	<input type="button" value="Delete"/>

1 - 1 of 1 items

Figure 70

iv. Catch certificate processing fee amount will appear, click on proceed button to pay the fee.

PSW Search anything 2550 KHAWAJA SPINNING MILLS LIMITED

Create Catch Certificate

Home / LPCO / CatchCertificate / Create /

Please complete all the steps to create a catch Certificate. All fields are mandatory except the ones marked as Optional.

Catch Certificate processing fee

To request Catch Certificate following fees will be charged for processing.

Amount: PKR 2,000

NTN	Applicant Name	SD
0225900	KHAWAJA SPINNING MILLS LIMITED	SD-E-0002760-12012023
Name of Vessel	Species	Registration No.
Select Name Of Vessel	Select Species	Select Registration No.
HS Code	Date of Lading	Quantity (KG)
Select HS Code	25-07-2024	0

Name of Vessel	Registration No.	Date of Lading	Species	HS Code	Quantity (KG)	Action
Ocean	1234567	25-07-2024	Spices	0301.9100.0000	1000	<input type="button" value="Delete"/>

Figure 71

CATCH CERTIFICATE

v. After the payment, request will be assigned to MFD Officer for further processing.

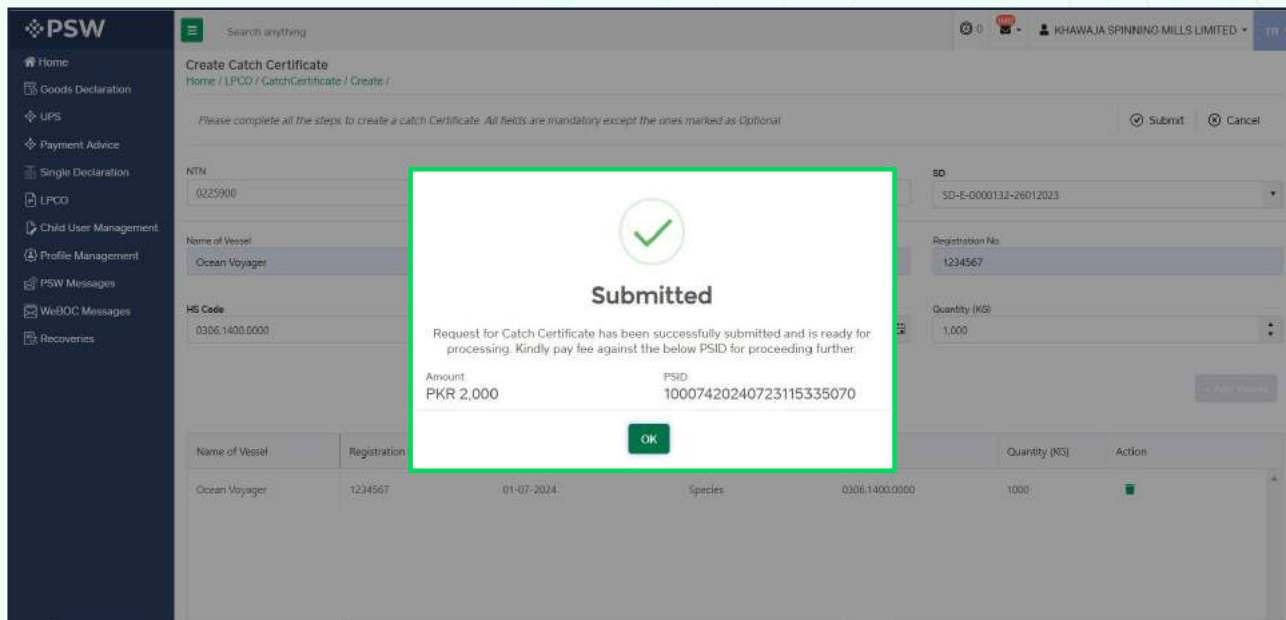


Figure 72

PREMISES REGISTRATION

8.1 PREMISES REGISTRATION AMENDMENT

i. For amendment in the existing request, click on the 'Request Amendment' button under the action column.

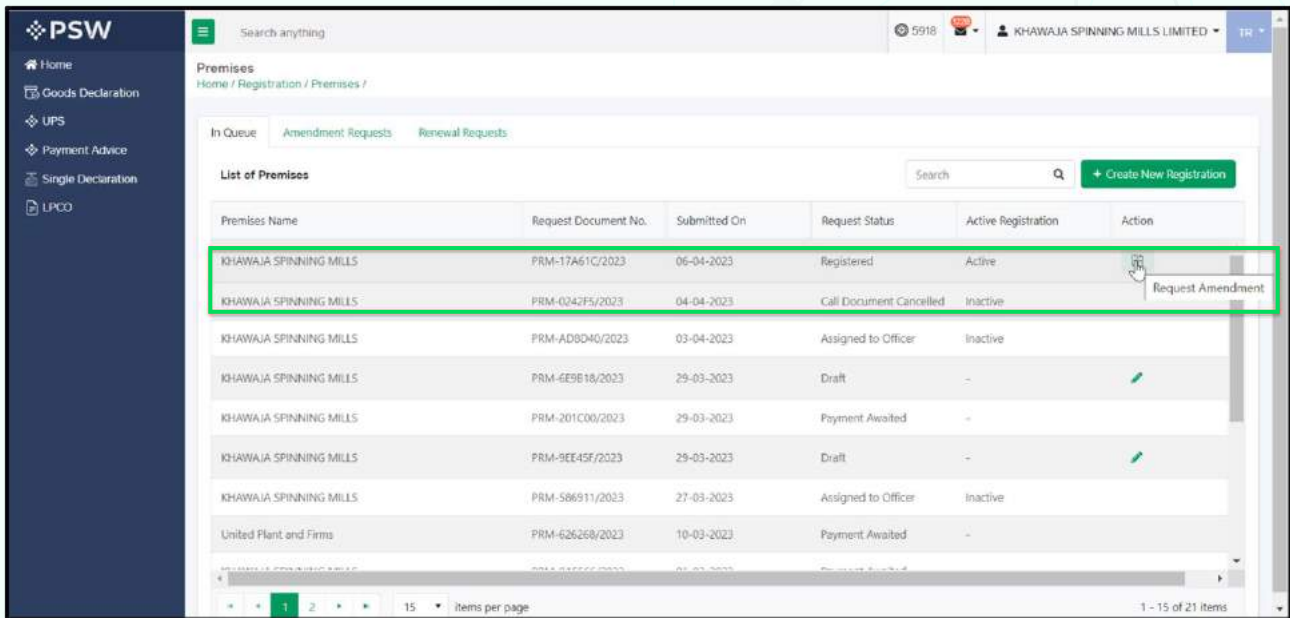


Figure 73

ii. You can amend the 'Name, Address and Contact Number' of the plant.

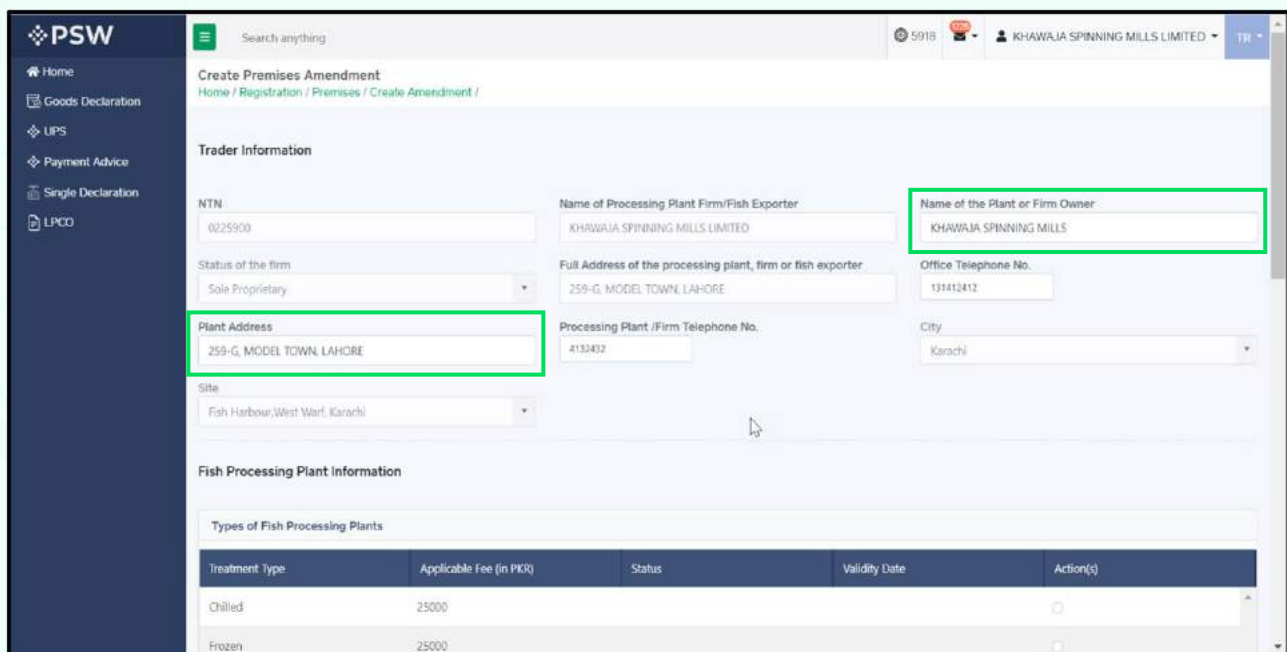


Figure 74

PREMISES REGISTRATION

iii. You can also amend the 'Treatment Type', 'Area of the Plant' and 'Freezing Capacity' of the plant.

The screenshot shows a table titled 'Types of Fish Processing Plants' with columns: Treatment Type, Applicable Fee (in PKR), Status, Validity Date, and Actions. The 'Live' row is highlighted. Below the table, there are form fields for 'Total Area of the Processing Plant (in Sq. Yards)', 'Total Construction Area of the Processing Plant (in Sq Yards)', and 'Commencement Date of Plant Operations/Export Trade of Trader'. A section titled 'Installed Capacity of Processing Plant' contains fields for 'Freezing Capacity (ton per 24 hours)', 'Canning Capacity (ton per 24 hours)', and 'Storage Capacity'. A 'Storage Capacity of Fish Processing Plant' section is also visible.

Treatment Type	Applicable Fee (in PKR)	Status	Validity Date	Actions
Chilled	25000			
Frozen	25000			
Live	25000	Approved	07-04-2024	
Ambient	25000			
Fish Meal	25000			
Salted	25000			

Total Area of the Processing Plant (in Sq. Yards): 234212312
Total Construction Area of the Processing Plant (in Sq Yards): 424324
Commencement Date of Plant Operations/Export Trade of Trader: 22-07-2021

Installed Capacity of Processing Plant

Freezing Capacity (ton per 24 hours): 34,543
Canning Capacity (ton per 24 hours): 312
Storage Capacity: 3,213

Storage Capacity of Fish Processing Plant

Figure 75

iv. Click on the 'Submit' button to complete amendment request.

The screenshot shows the 'Installed Capacity of Processing Plant' form. It includes fields for 'Freezing Capacity (ton per 24 hours)', 'Canning Capacity (ton per 24 hours)', and 'Storage Capacity'. Below this is the 'Storage Capacity of Fish Processing Plant' section with fields for 'No. of Chilled Rooms', 'Capacity of Chilled Rooms', 'Temperature of Chilled Rooms', 'No. of Storage Rooms for Frozen Fish/Shell Fish', 'Capacity of Storage Rooms for Frozen Fish/Shell Fish', 'Temperature of Storage Rooms for Frozen Fish/Shell Fish', 'No. of Storage Rooms for Canned Fish/Shell Fish', 'Capacity of Storage Rooms for Canned Fish/Shell Fish', and 'Temperature of Storage Rooms for Canned Fish/Shell Fish'. The 'Capacity Investment' section has fields for 'Plant Construction (in PKR)' and 'Plant Machinery (in PKR)'. A 'Submit' button is highlighted in green.

Installed Capacity of Processing Plant

Freezing Capacity (ton per 24 hours): 34,543
Canning Capacity (ton per 24 hours): 312
Storage Capacity: 3,213

Storage Capacity of Fish Processing Plant

No. of Chilled Rooms: 3,213
Capacity of Chilled Rooms: 3,213
Temperature of Chilled Rooms: 32

No. of Storage Rooms for Frozen Fish/Shell Fish: 3,213
Capacity of Storage Rooms for Frozen Fish/Shell Fish: 2,312
Temperature of Storage Rooms for Frozen Fish/Shell Fish: 12,321

No. of Storage Rooms for Canned Fish/Shell Fish: 3,213
Capacity of Storage Rooms for Canned Fish/Shell Fish: 321,312
Temperature of Storage Rooms for Canned Fish/Shell Fish: 2,313

Capacity Investment

Plant Construction (in PKR): 23212,321
Plant Machinery (in PKR): 21321,422

Back Submit

Figure 76

PREMISES REGISTRATION

v. A pop-up will appear, with the submission confirmation message. Click on 'Ok' to proceed further.

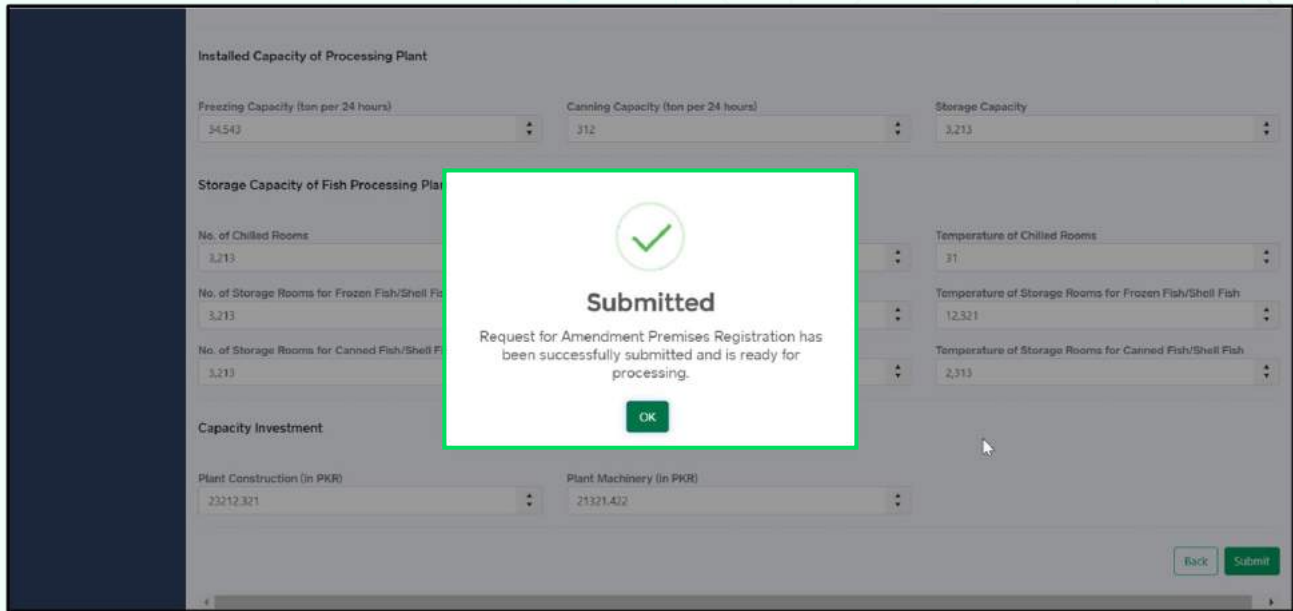


Figure 77

8.2 PREMISES REGISTRATION RENEWAL

i. For renewal of the existing registration, click on the 'Renewal' icon under the action column.

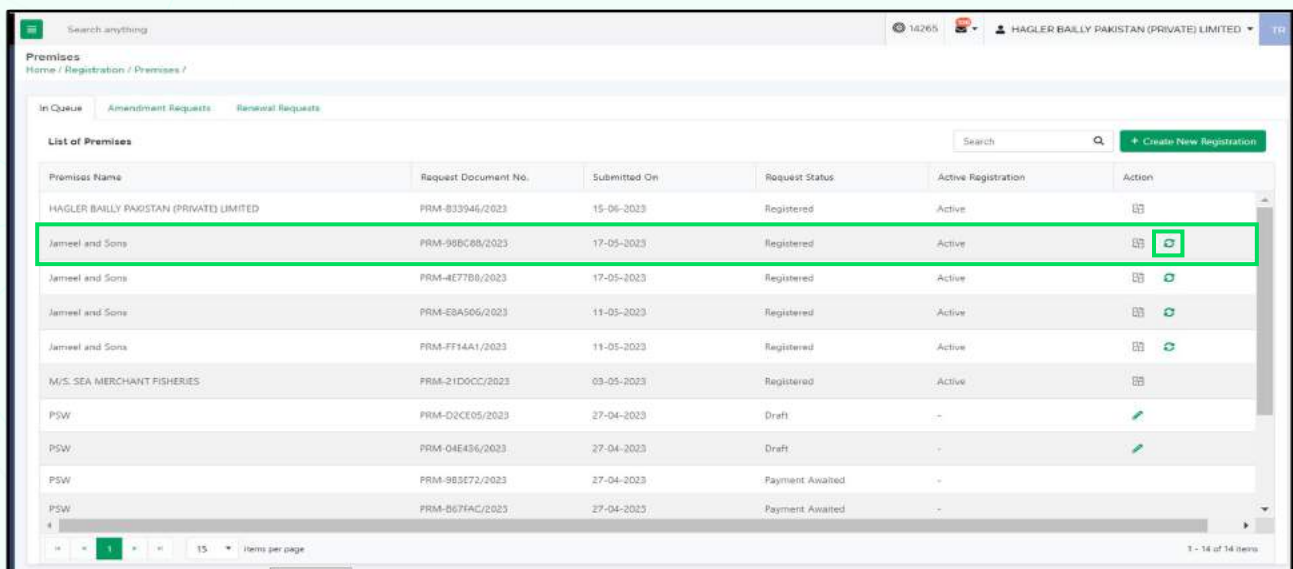


Figure 78

PREMISES REGISTRATION

ii. Select the type of treatment through the 'Check mark', under the 'Actions' column.

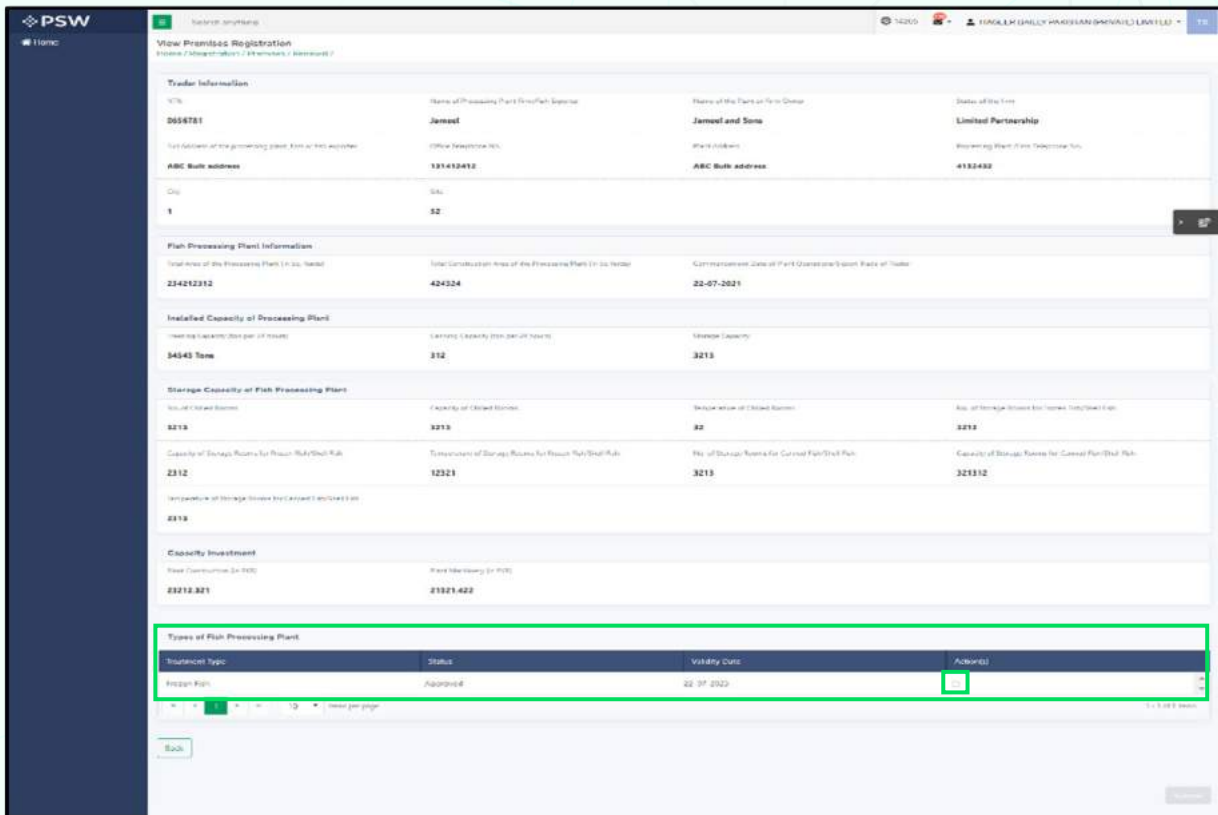


Figure 79

iii. After selecting the treatment type, click on the 'Submit' button.

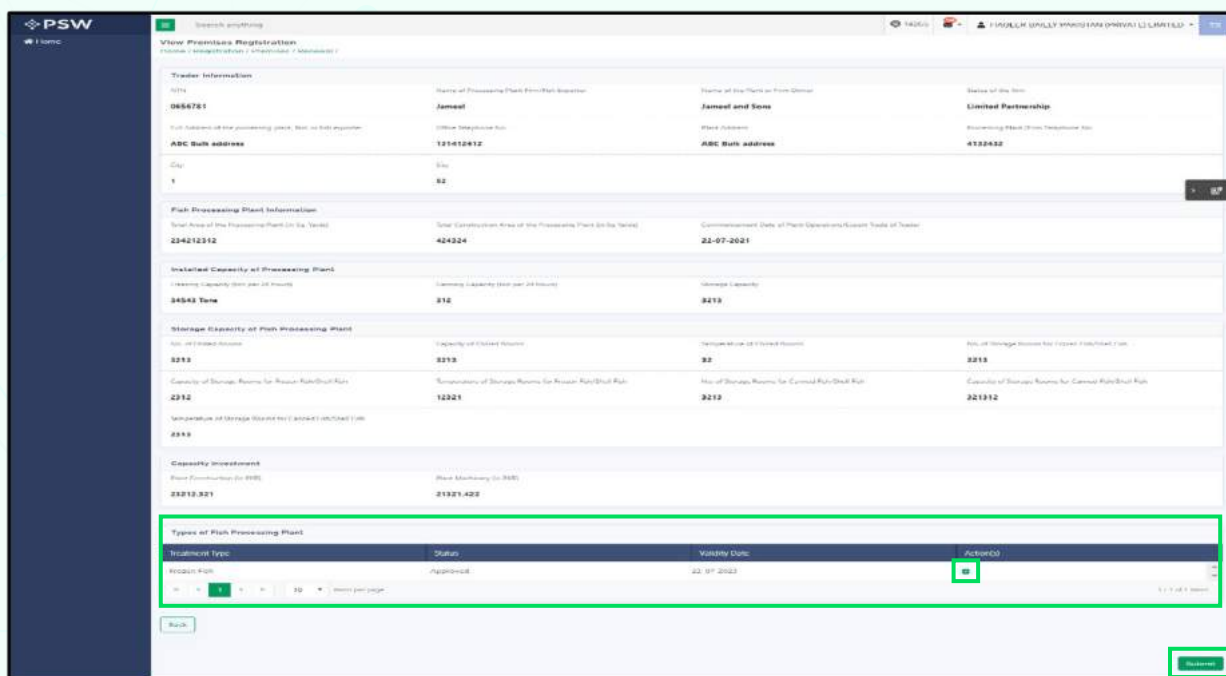


Figure 80

PREMISES REGISTRATION

iv. Click on the 'Yes' button to complete registration renewal request.

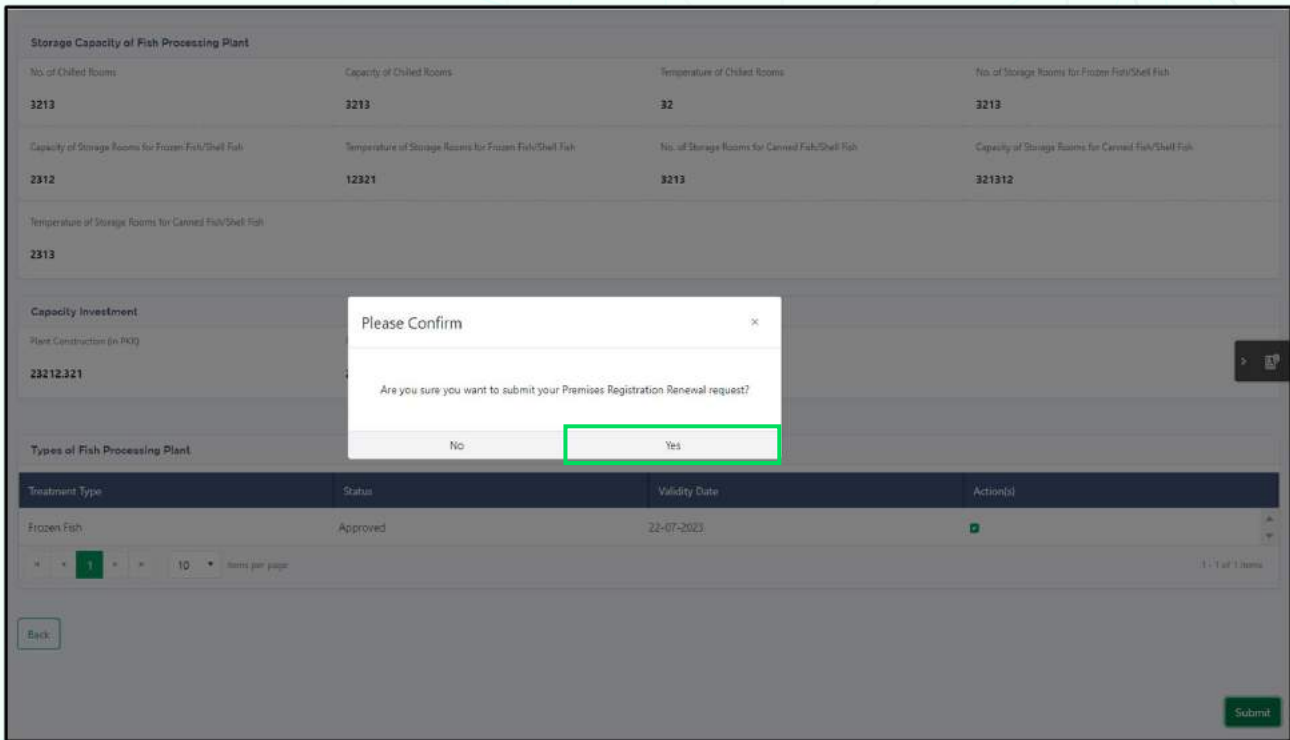


Figure 81

v. A pop-up will appear with the PSID details, note the PSID and click on the 'Ok' button to proceed further.

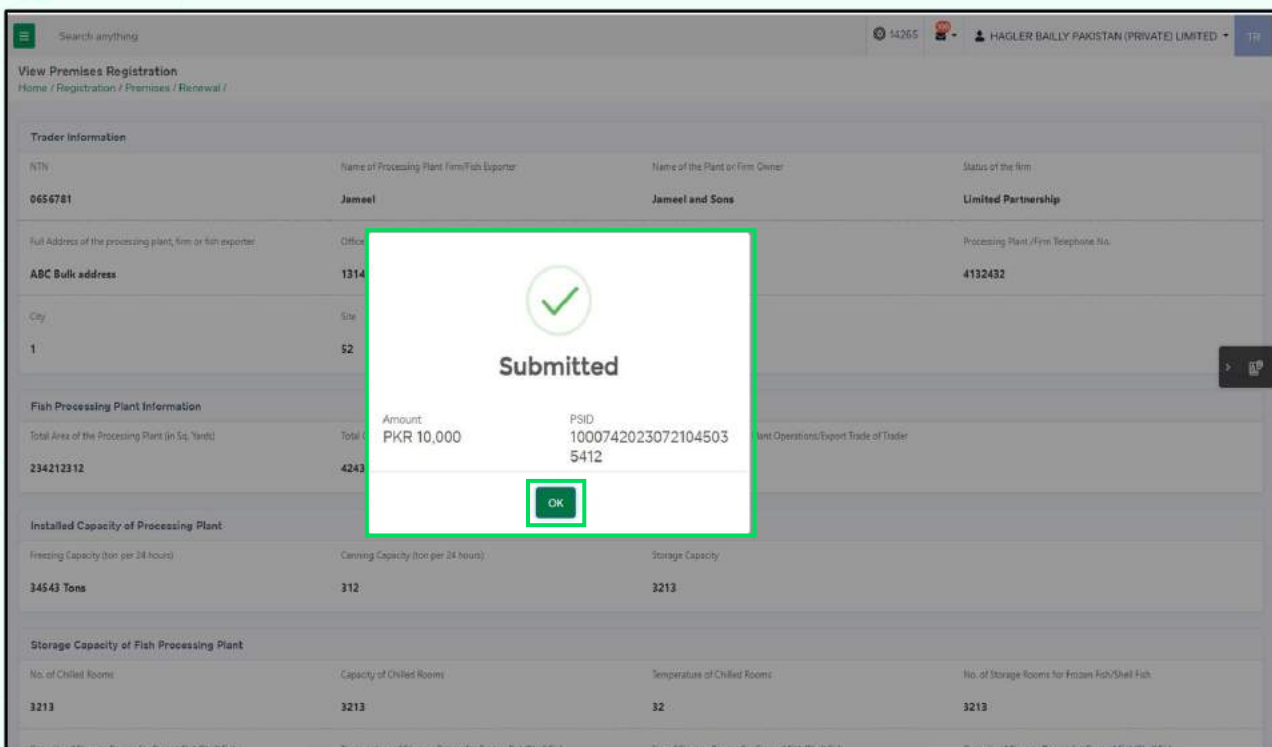


Figure 82

PREMISES REGISTRATION

vi. You can view the status of your request as 'Payment Awaited'. Pay the fee by using PSID to proceed further.

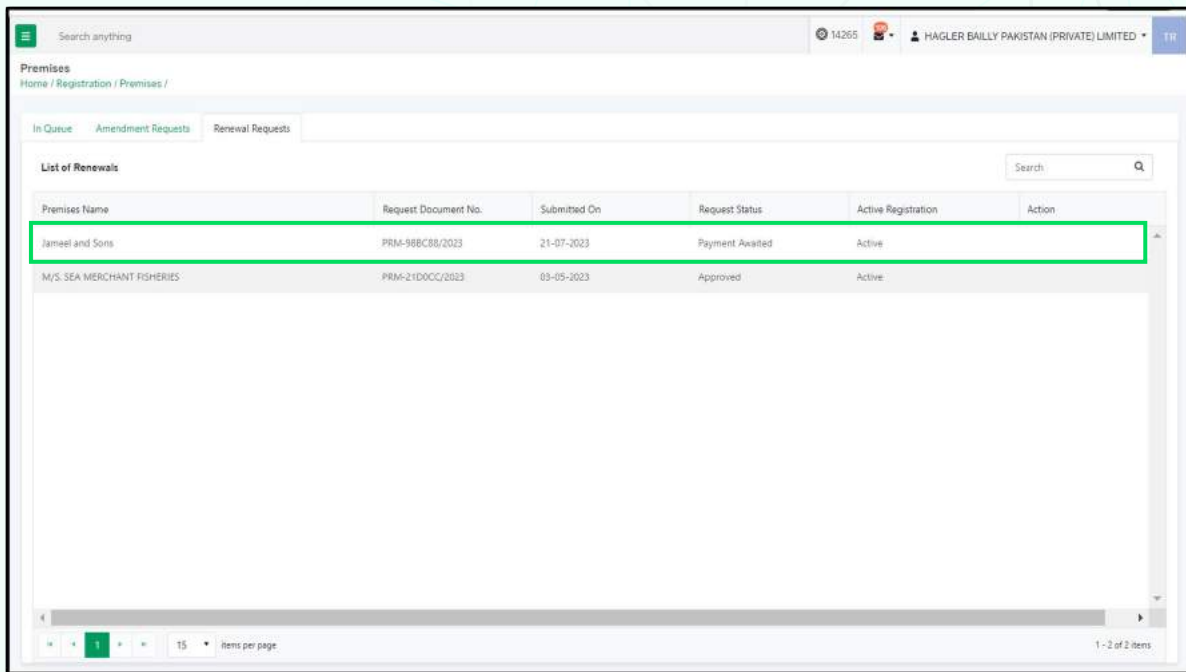


Figure 83

vii. You can also view the details of your submitted request.

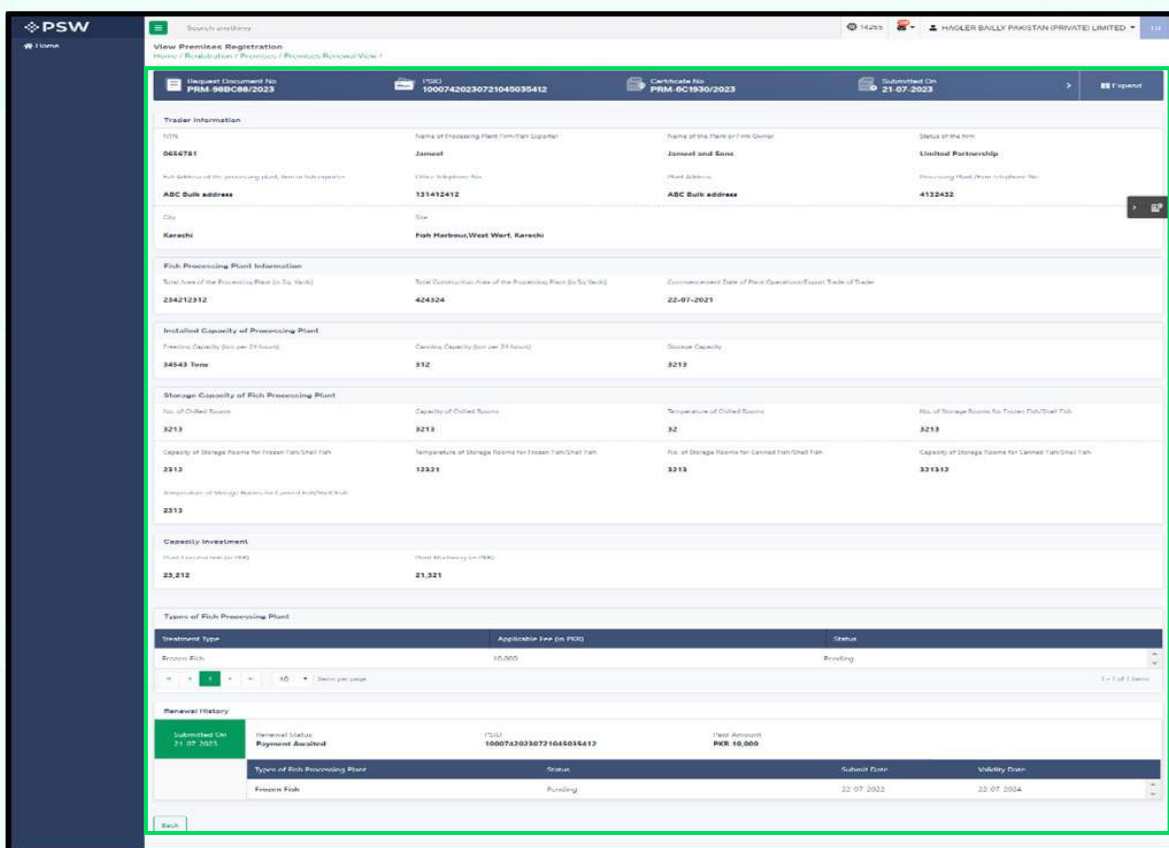
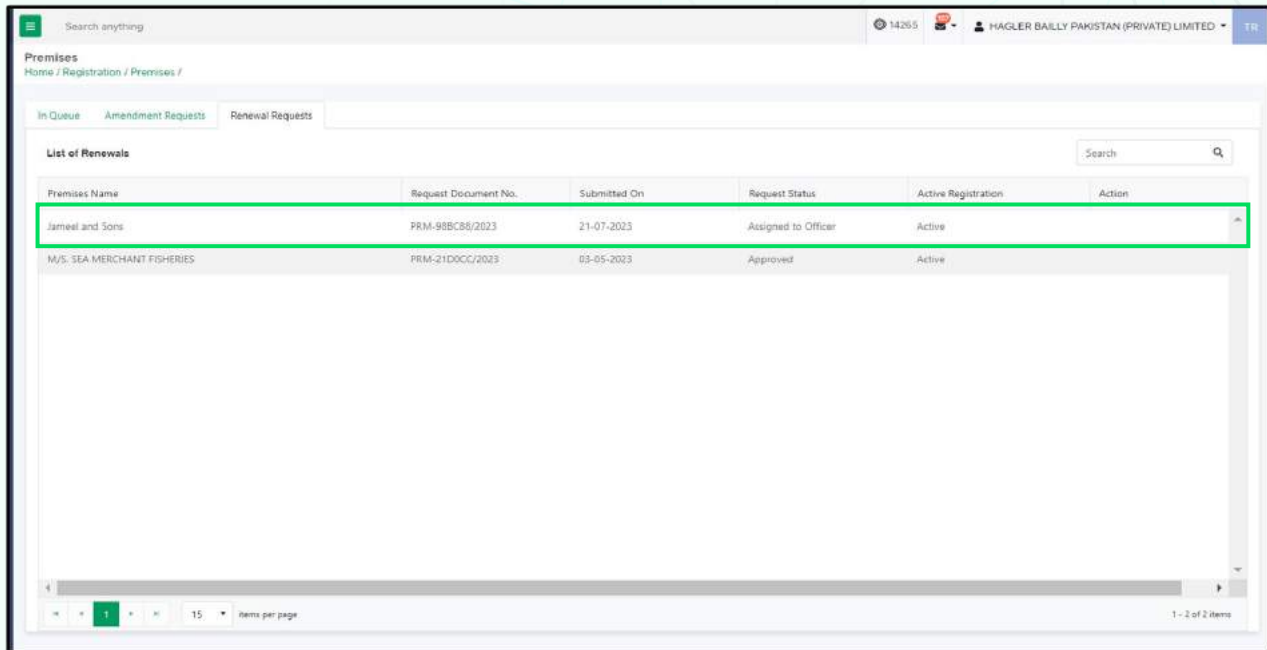


Figure 84

PREMISES REGISTRATION

viii. Upon successful payment of the PSID, request status will be changed to 'Assigned to Officer'.

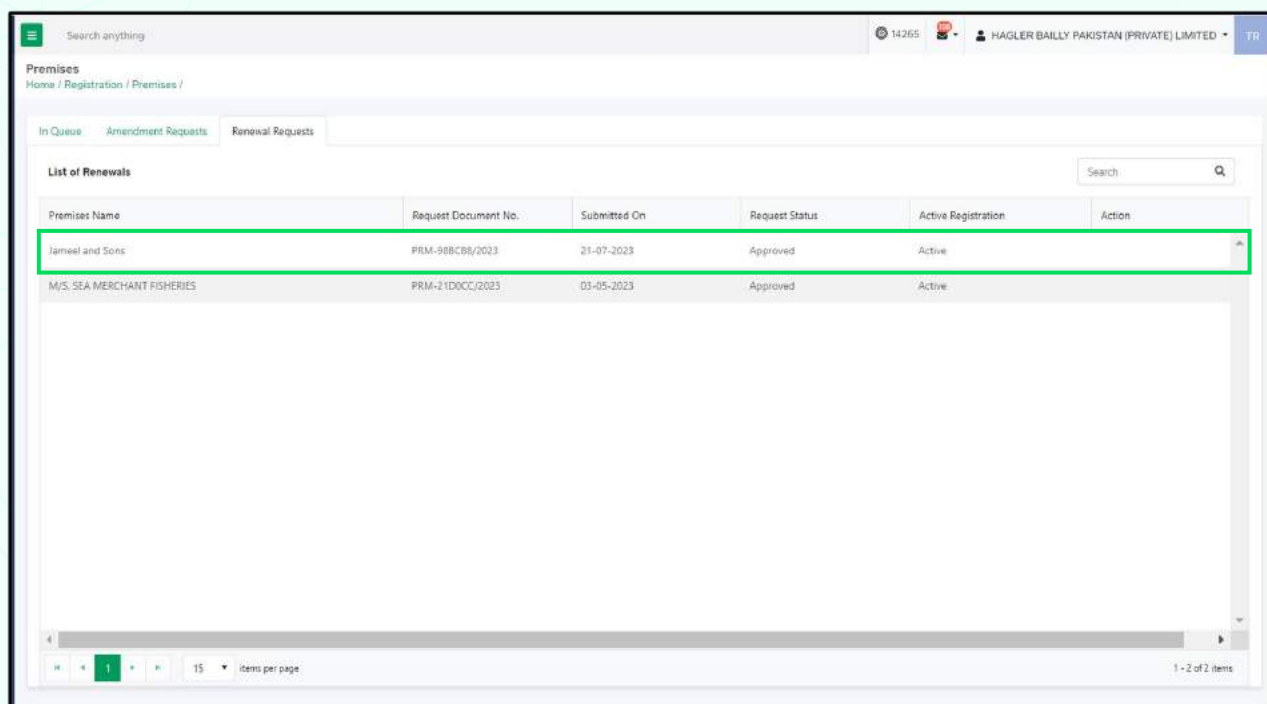


The screenshot displays the 'Premises' management interface. At the top, there is a search bar and navigation tabs for 'In Queue', 'Amendment Requests', and 'Renewal Requests'. The 'Renewal Requests' tab is active. Below the tabs is a 'List of Renewals' table with a search input field. The table has the following columns: Premises Name, Request Document No., Submitted On, Request Status, Active Registration, and Action. Two rows are visible: 'Jameel and Sons' with document number PRM-98BC88/2023, submitted on 21-07-2023, and status 'Assigned to Officer'; and 'M/S. SEA MERCHANT FISHERIES' with document number PRM-21DOCC/2023, submitted on 03-05-2023, and status 'Approved'. The first row is highlighted with a green border. The bottom of the interface shows a pagination control set to 15 items per page and 1-2 of 2 items.

Premises Name	Request Document No.	Submitted On	Request Status	Active Registration	Action
Jameel and Sons	PRM-98BC88/2023	21-07-2023	Assigned to Officer	Active	
M/S. SEA MERCHANT FISHERIES	PRM-21DOCC/2023	03-05-2023	Approved	Active	

Figure 85

ix. Your renewal request for premises registration has been approved by the officer.



This screenshot shows the same 'List of Renewals' table as Figure 85, but the status for 'Jameel and Sons' has changed to 'Approved'. The rest of the interface, including the search bar, navigation tabs, and pagination, remains the same.

Premises Name	Request Document No.	Submitted On	Request Status	Active Registration	Action
Jameel and Sons	PRM-98BC88/2023	21-07-2023	Approved	Active	
M/S. SEA MERCHANT FISHERIES	PRM-21DOCC/2023	03-05-2023	Approved	Active	

Figure 86




PSW
PAKISTAN SINGLE WINDOW




THANK YOU


ISLAMABAD

 PSW Head Office: 2nd Floor, NTC Head Quarter,
Sector G5/2, Islamabad.

 +92 51 924 560 5 (Head Office)

KARACHI

 PSW Karachi Office: 4th Floor, Bahria Complex 3
building, MT Khan Rd, Karachi.

 +92 21 111 111 779 (Helpline)

Follow Us



www.psw.gov.pk