



PSW
PAKISTAN SINGLE WINDOW



USER MANUAL

DRUG REGULATORY AUTHORITY OF PAKISTAN (DRAP)

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ABSTRACT

Welcome to the Drug Regulatory Authority of Pakistan User Manual!

Pakistan Single Window (PSW) Drug Regulatory Authority of Pakistan User Manual is your step-by-step guide on how to obtain Entity registration, Drugs Sales License, Drugs Manufacturing License, Drugs Import License, and Release Order through the PSW portal. This user manual provides background of the PSW system while describing its key features.



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 fulfil 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 authorized users who have completed the subscription process and in case of subscription is expired, they have initiated and concluded renewal 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 OGA fees.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the trader/customs agent to apply for the Entity registration, Drugs Sales License, Drugs Manufacturing License, Drugs Import License, and Release Order from the Drug Regulatory Authority of Pakistan (DRAP). The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.

This new platform will automate all trade-related business processes of DRAP (phase-wise), including registrations. With the PSW system going live, there will be no DRAP office visits and manual submission of applications for the issuance of regulatory approvals. The processing of application will be done online, where you can have a clear visibility of the action being performed on the same.



2. 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 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 regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to 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 hub for regional and international transit and trade.



3. SALIENT FEATURES OF DRAP MODULE

- A complete solution for online filling and processing of applications.
- It caters to all the needs of DRAP related to processing Entity registration, Drugs Sales License, Drugs Manufacturing License, Drugs Import License, and Release Order.
- 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 PROCESS

5.1. USER LOGIN

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

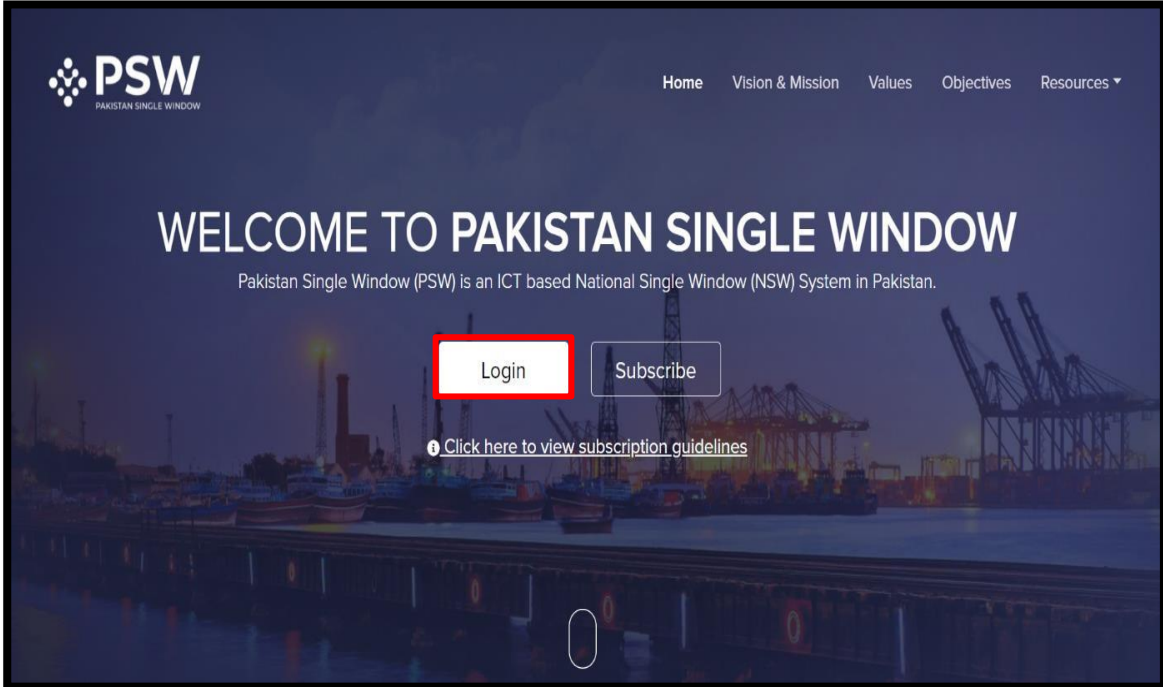


Figure 1

- 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.

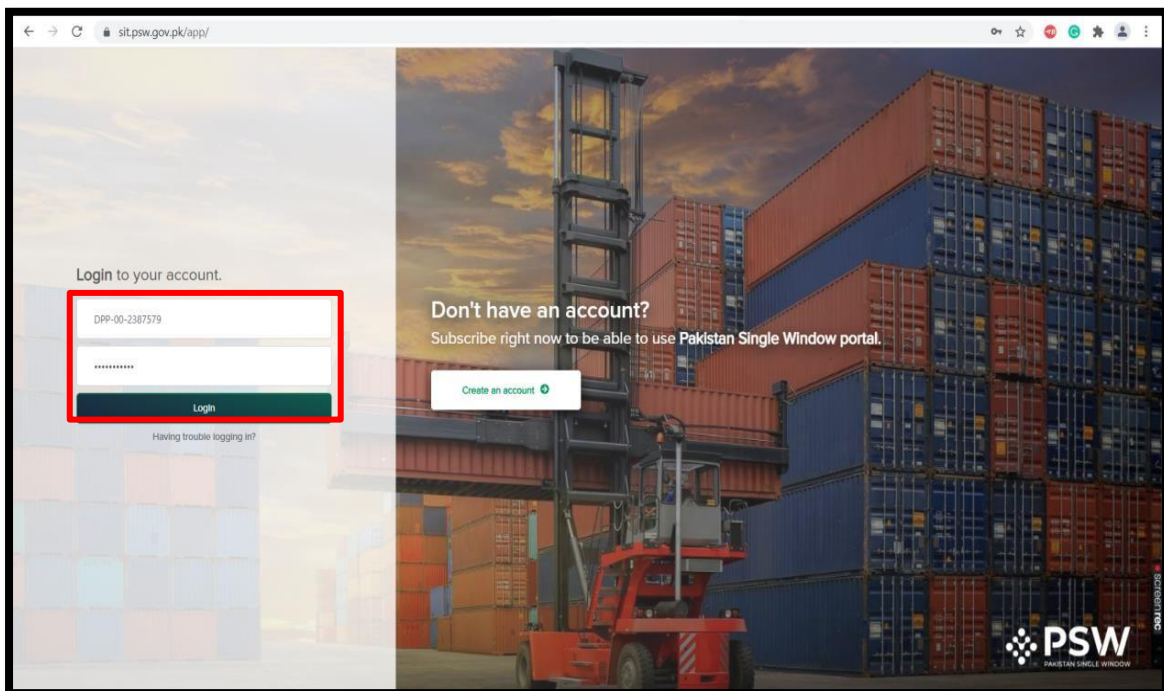


Figure 2

5.2. ENTITY REGISTRATION

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

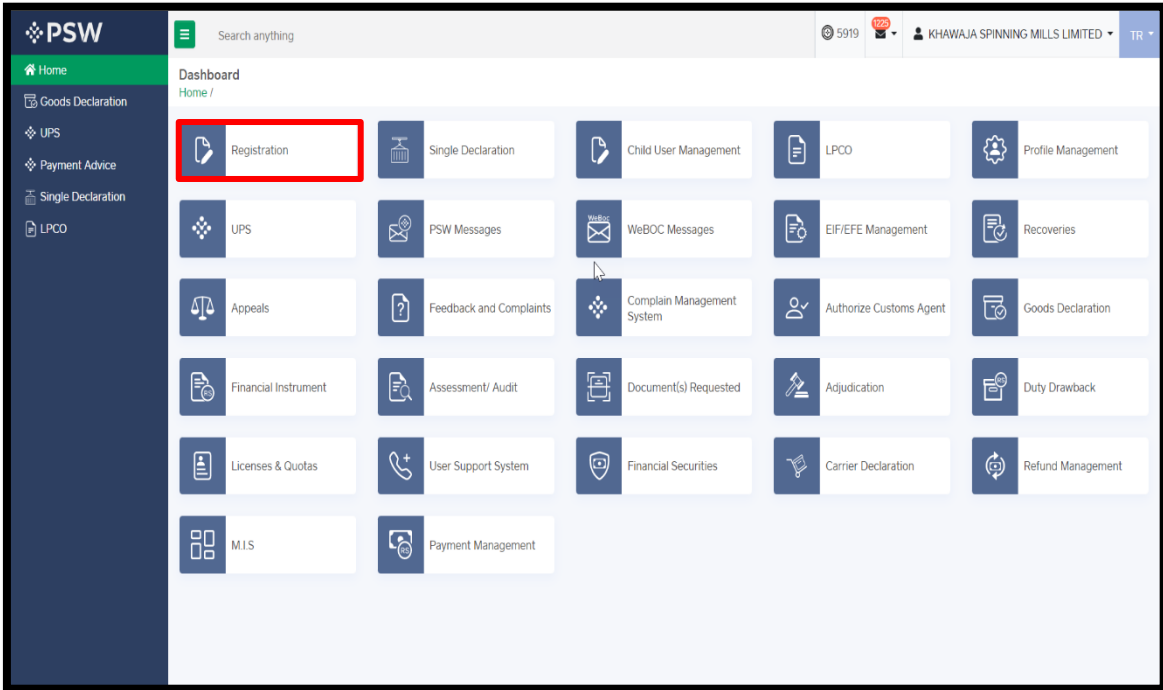


Figure 3

- ii. Under the OGAs grid, select 'DRAP'.

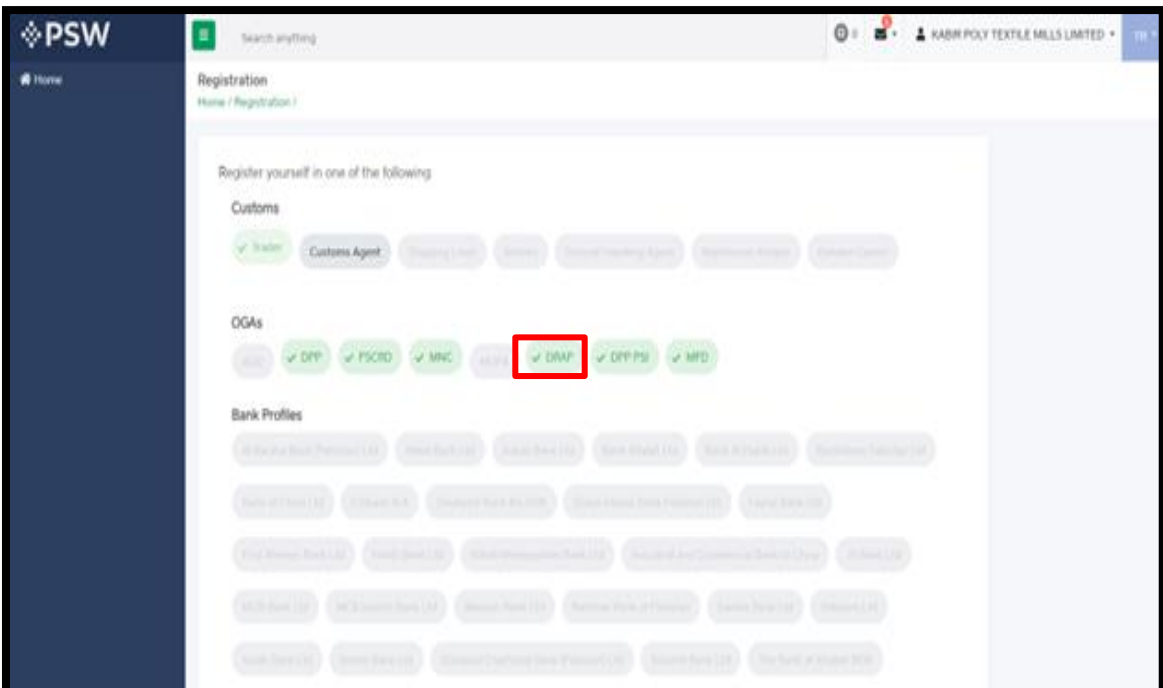


Figure 4



iii. Click on the “Entity Registration’ button.

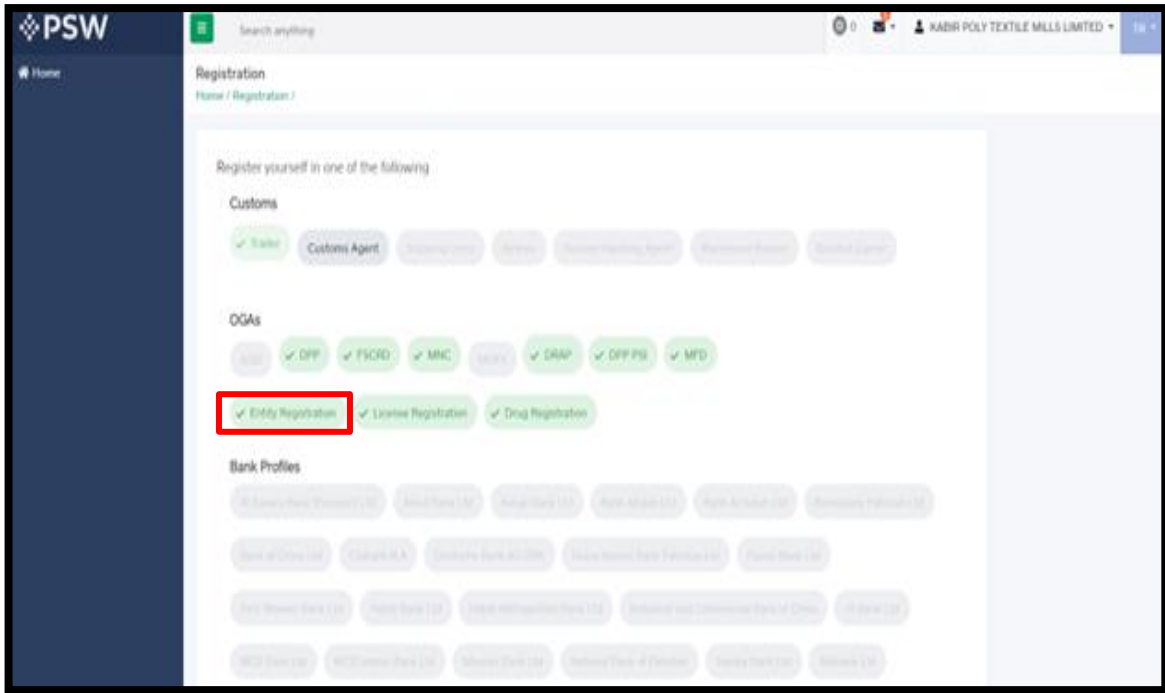


Figure 5

iv. Click on the ‘Create Request’ button.

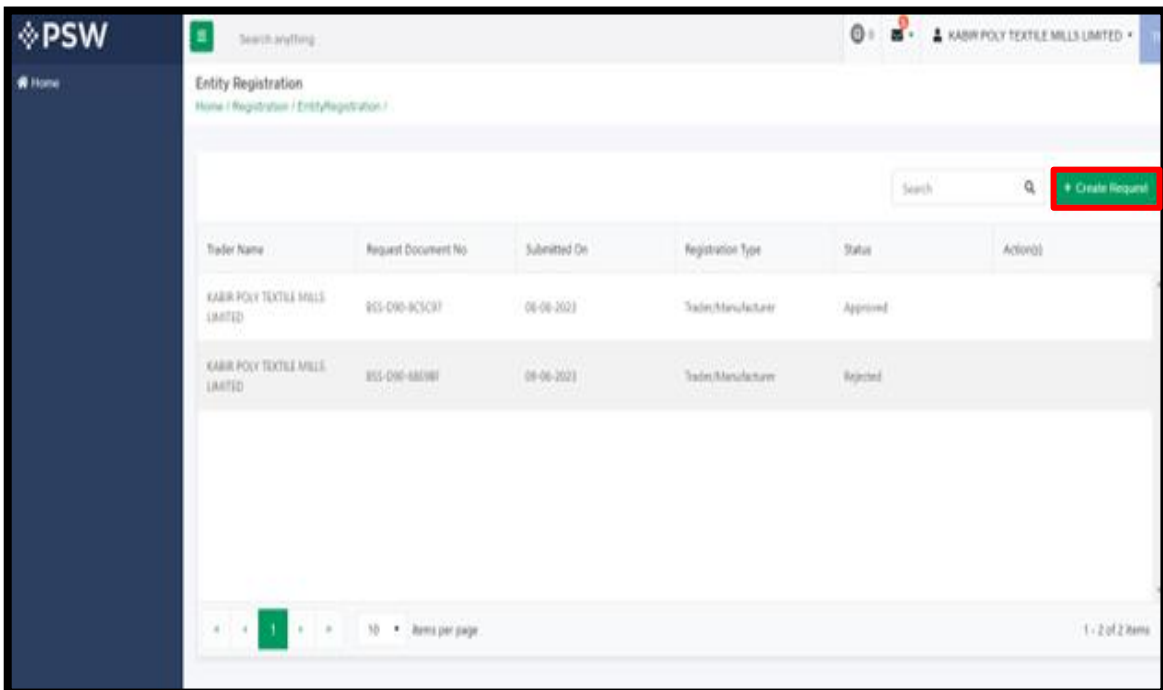


Figure 6



- v. Select the 'Type of Registration' and press "Confirm" button.

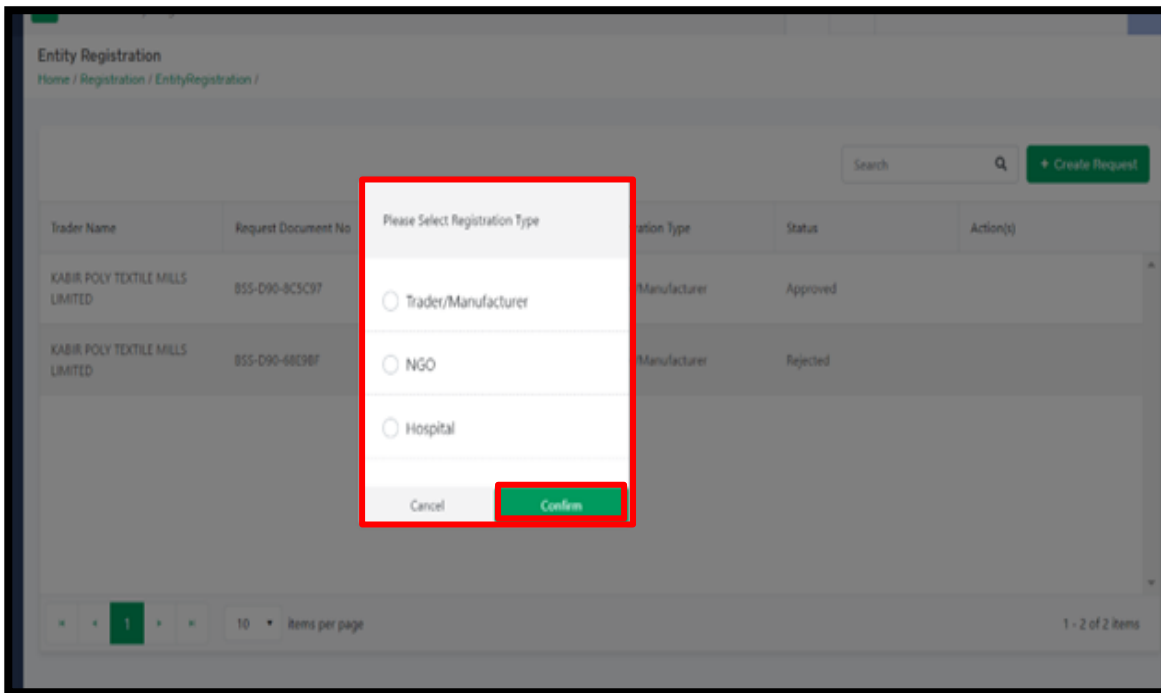


Figure 7

- vi. Select the 'City' and 'Type of Partnership' from the dropdown list.

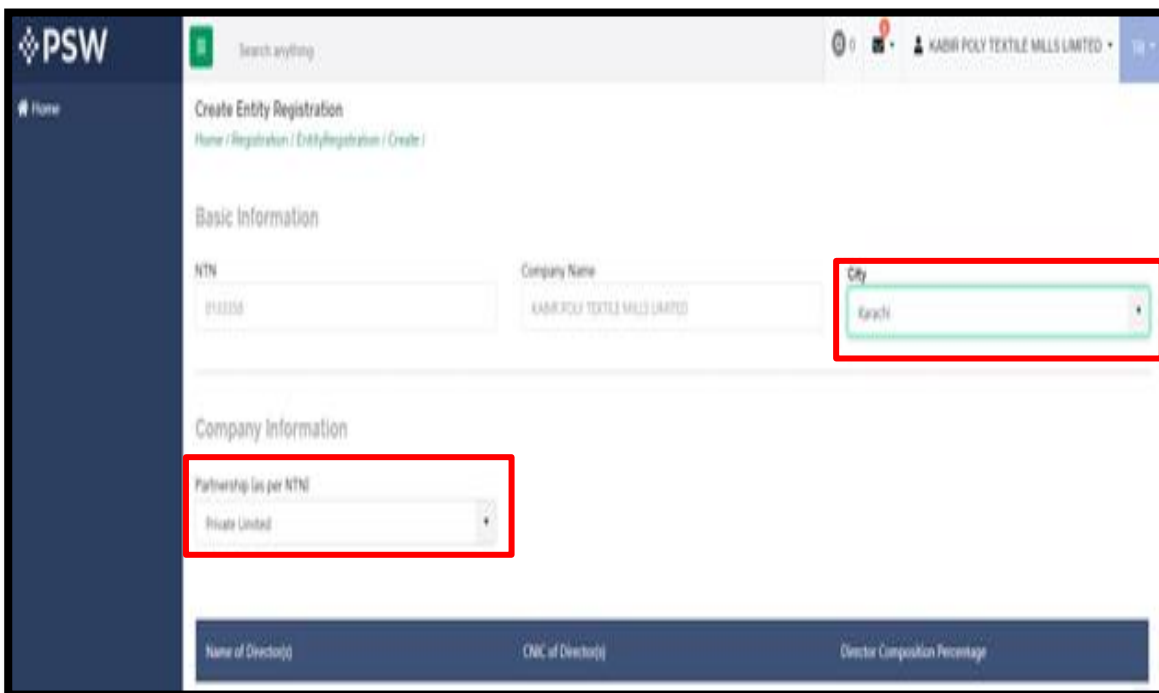


Figure 8



- vii. Select the 'Document' type from the dropdown list and upload it by clicking on the 'Select Files' button. Now press 'Submit' button to complete the request.

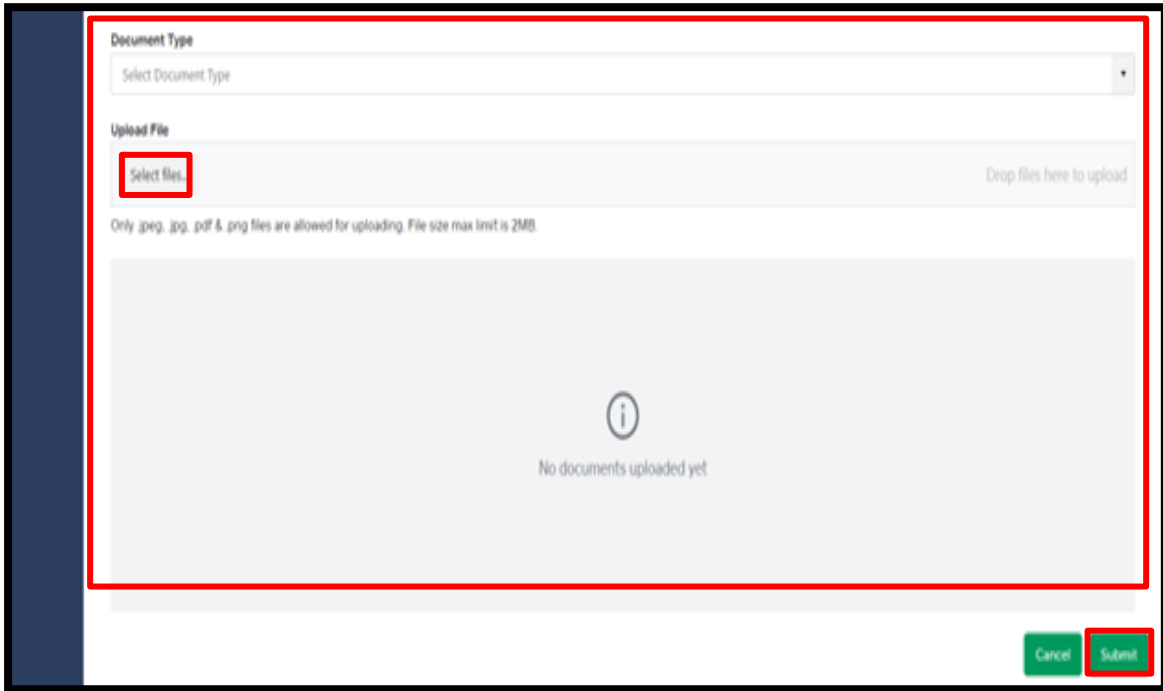


Figure 9

- viii. After Submission, you can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected.

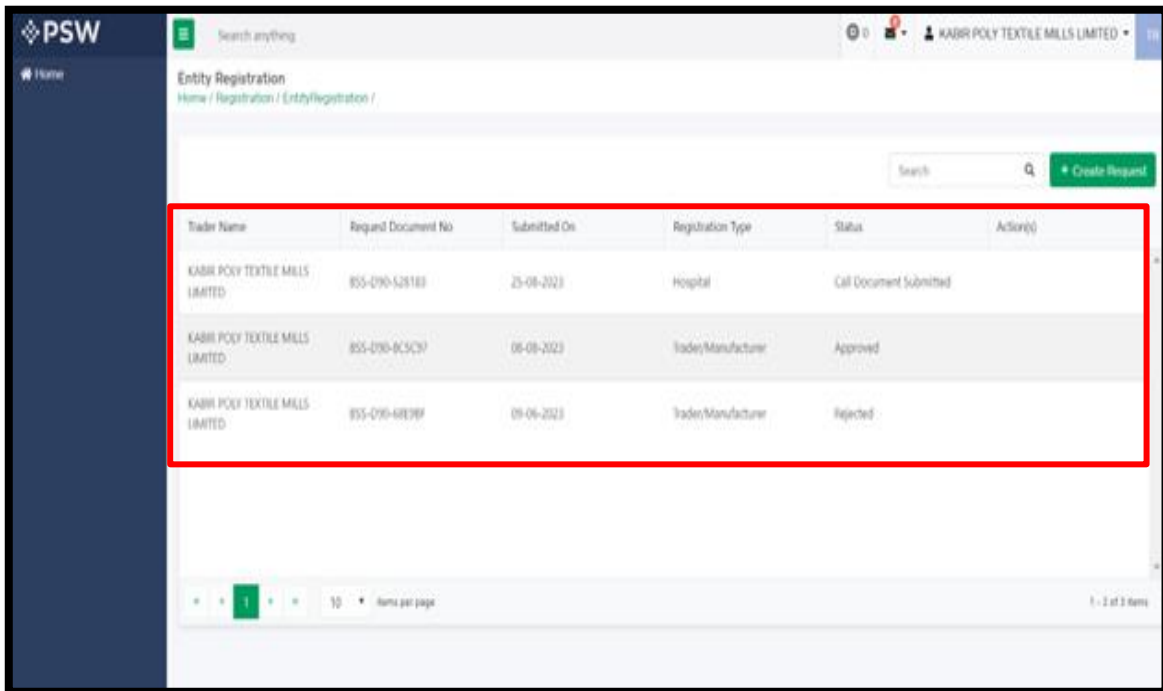


Figure 10



- ix. If the documents are called by the officer, you can submit the required documents by clicking on the 'Called Documents' screen. Here you can also view the remarks added by the officer.

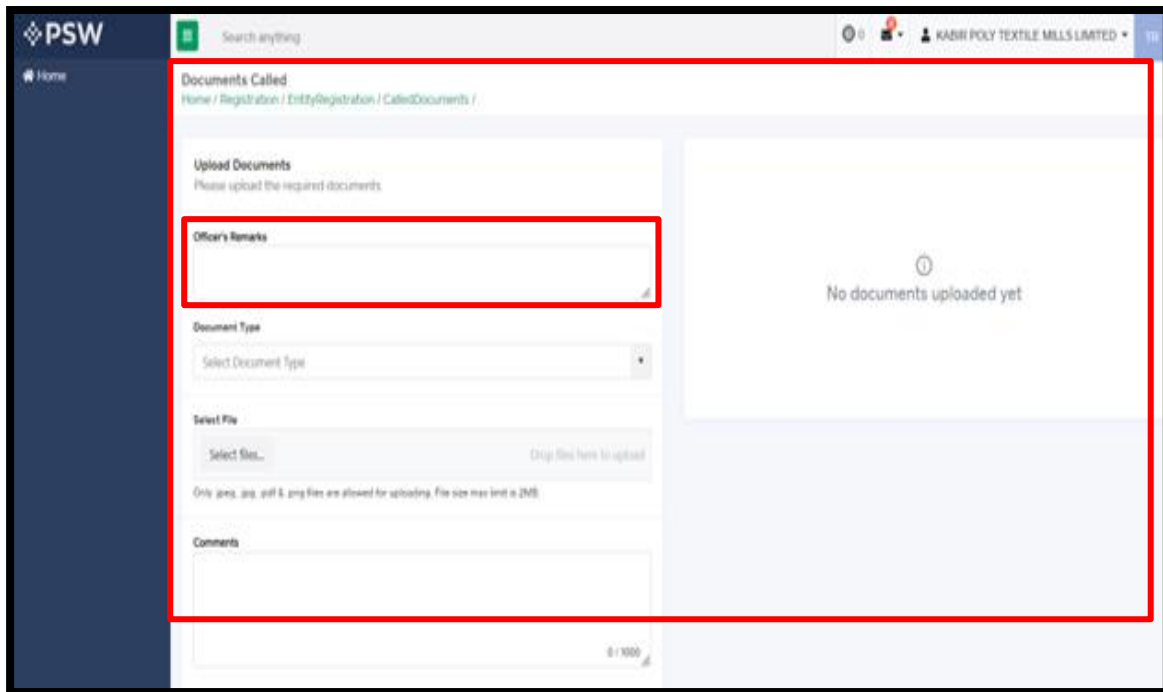


Figure 11

5.3. DRUG SALES LICENSE REGISTRATION

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

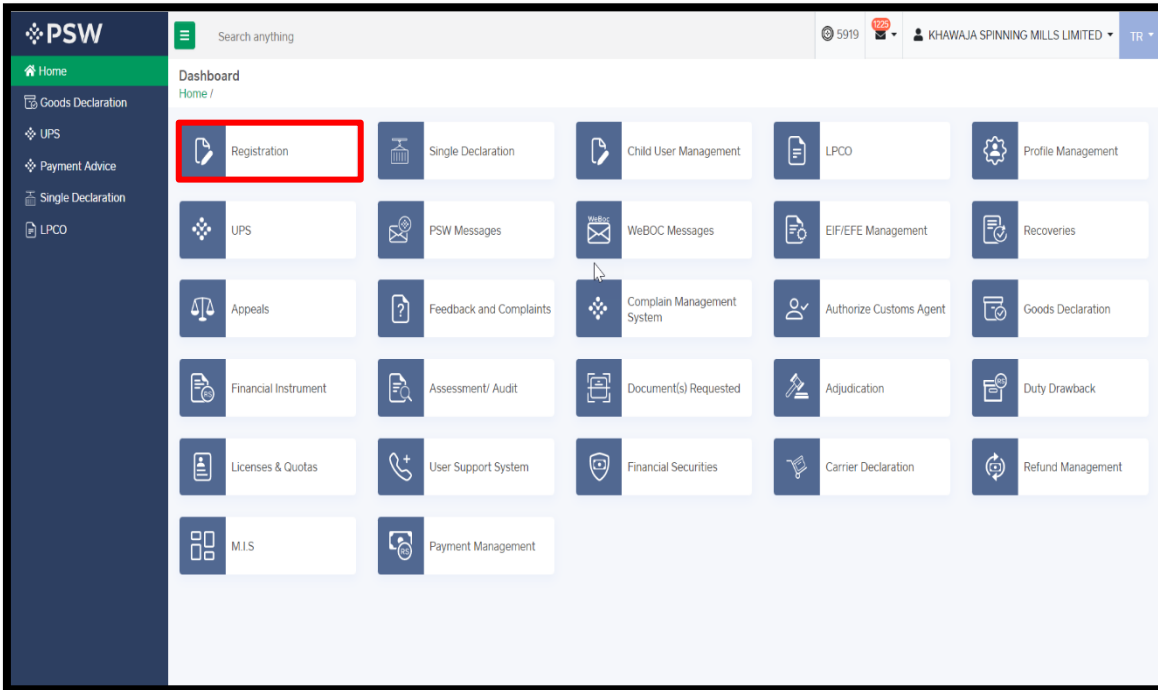


Figure 12

- ii. Under the OGAs grid, select 'DRAP'.

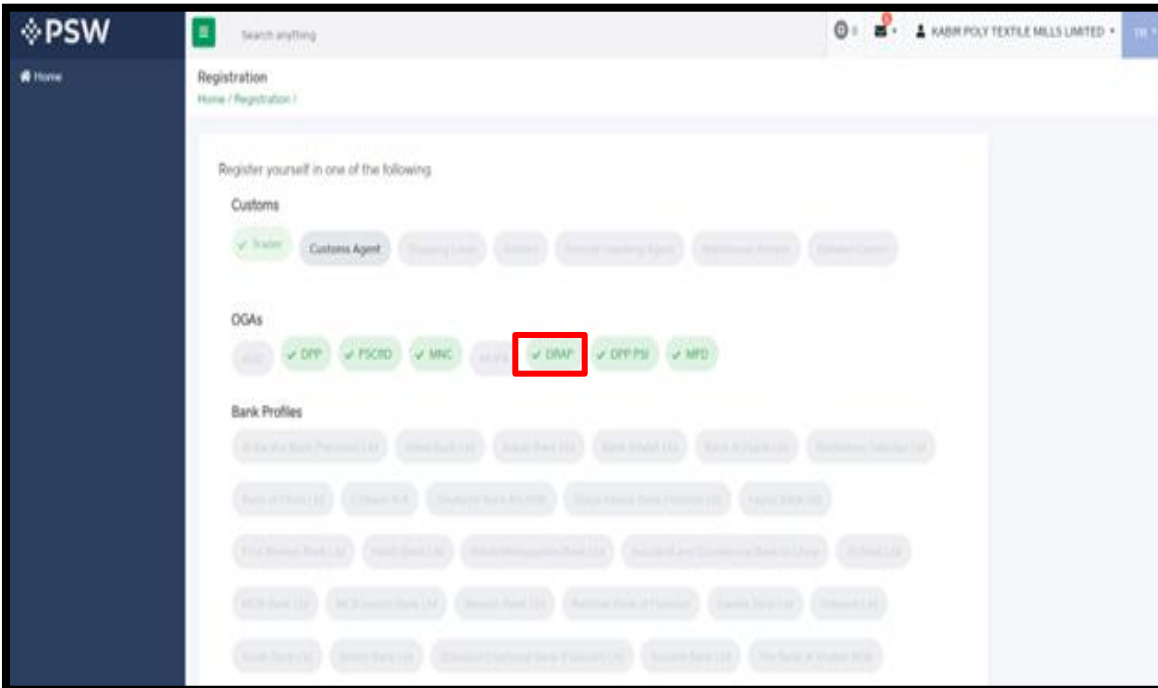


Figure 13



iii. Click on the "License Registration" button.

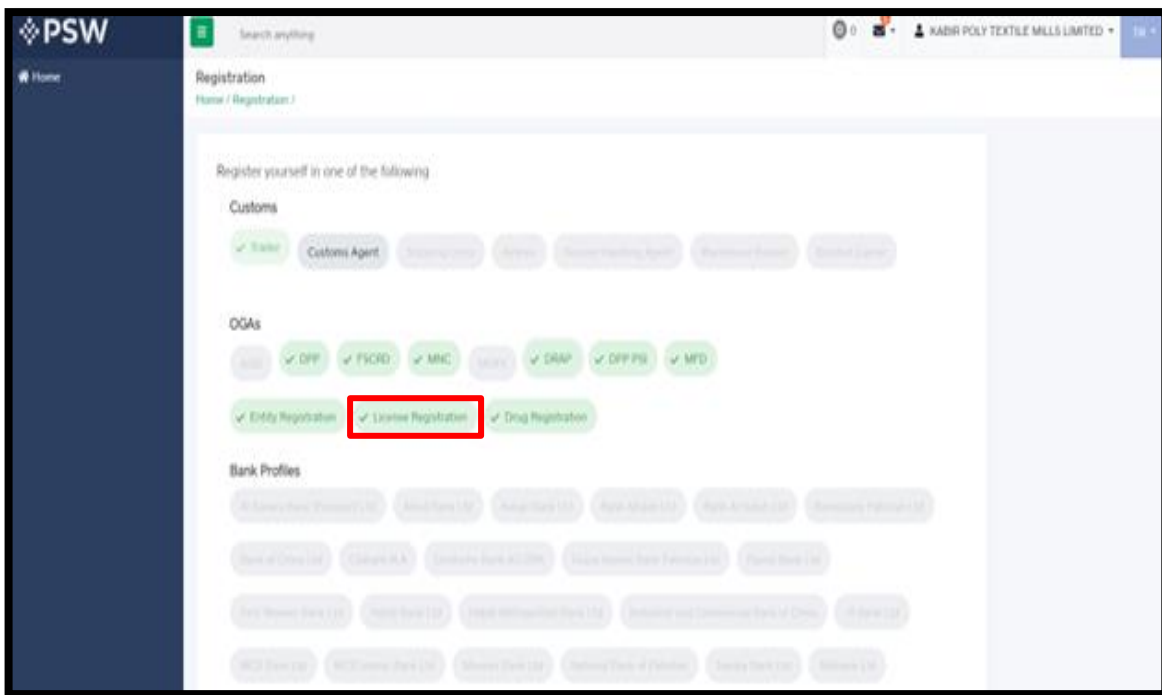


Figure 14

iv. Click on the 'Drugs Sale License' button.

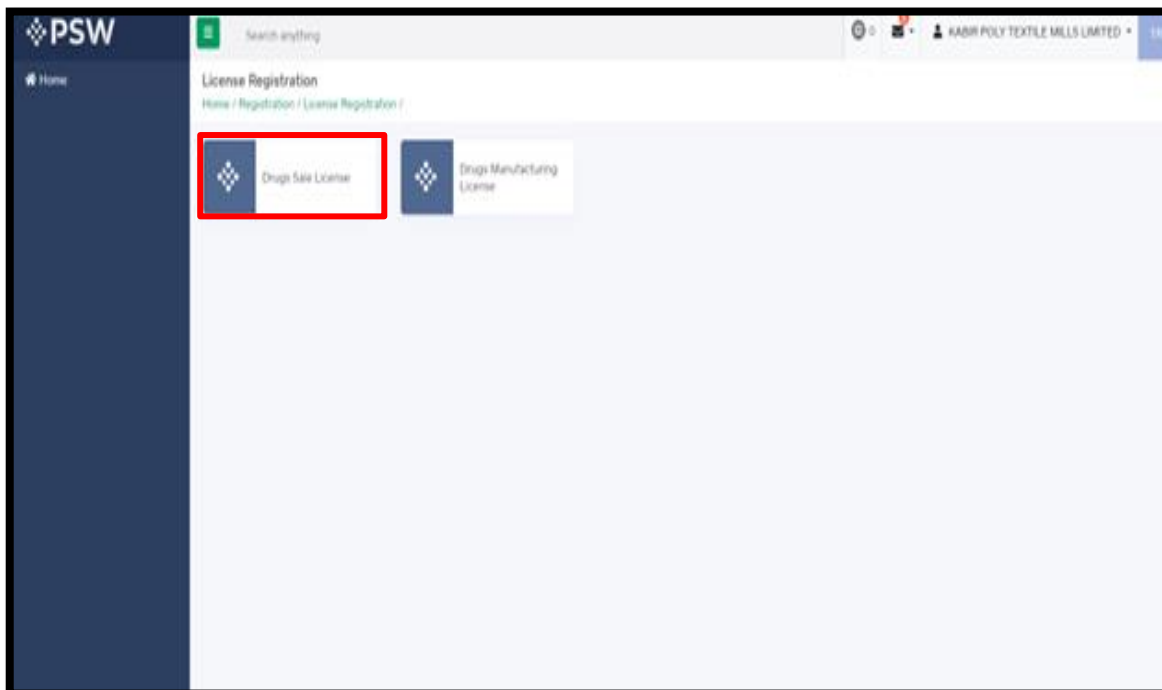


Figure 15



- v. Click on the 'Create Request' button.

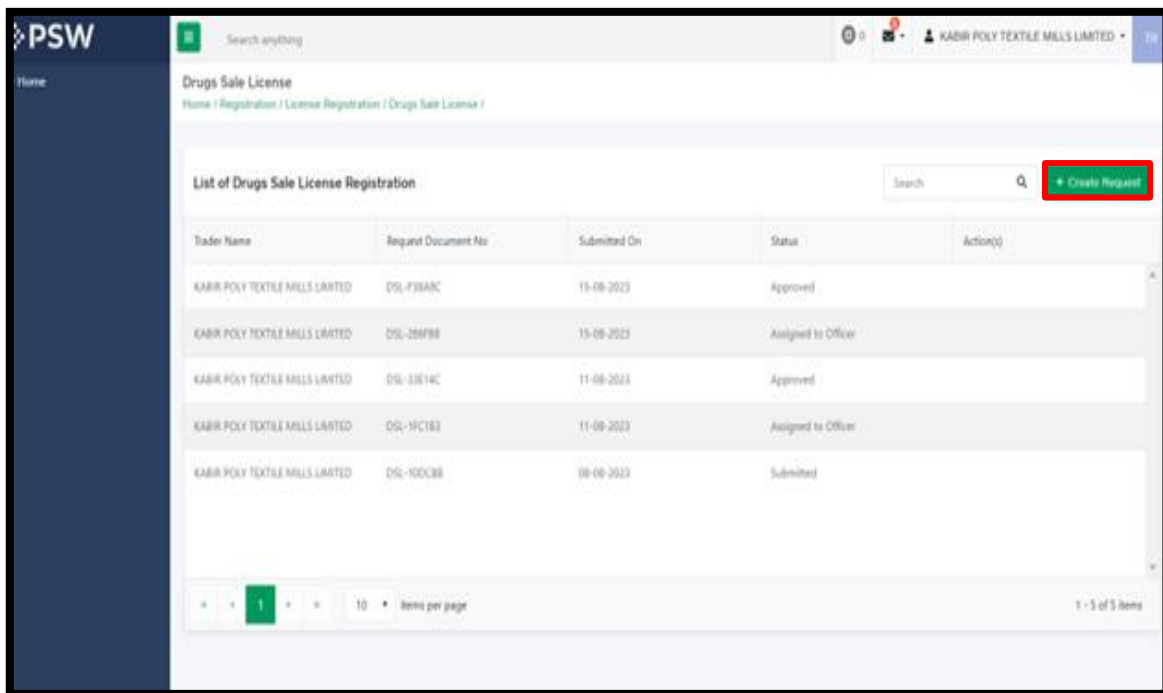


Figure 16

- vi. Provide the required information.

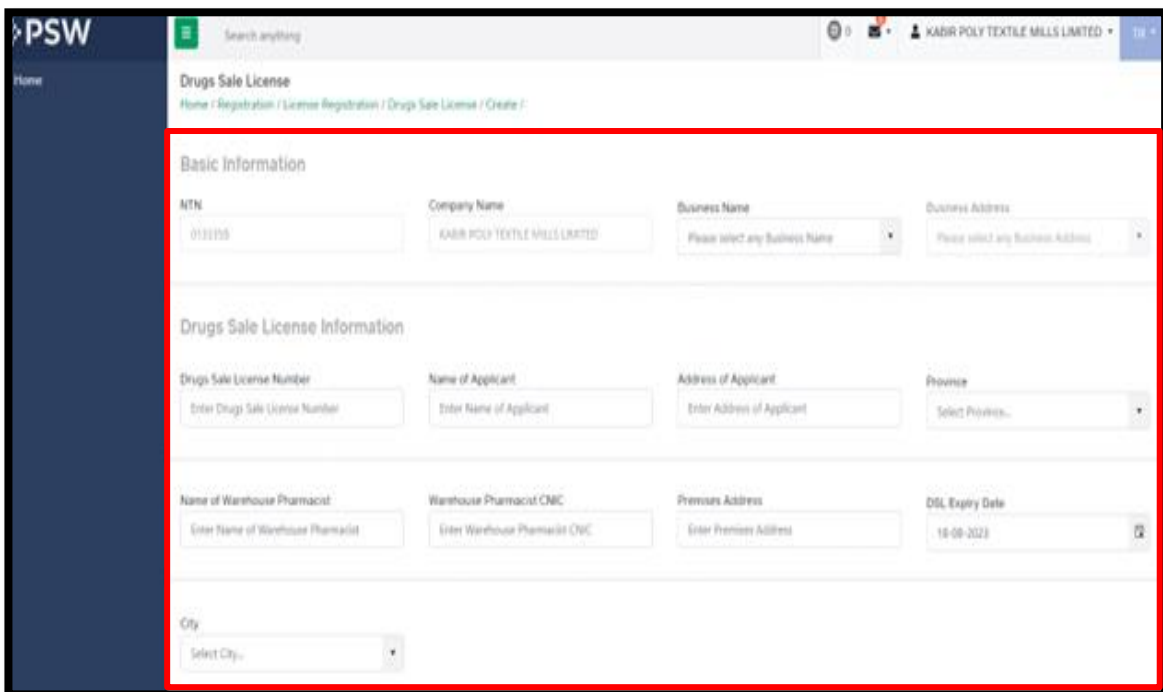


Figure 17



- vii. Select the 'Document' type from the dropdown list and upload it by clicking on the 'Select Files' button. Now press 'Submit' button to complete the request.

Name of Warehouse Pharmacist: test name
Warehouse Pharmacist CNIC: 2424324343444
Premises Address: korangi industrial area
DSL Expiry Date: 10-09-2023

City: Karachi

As per regulatory policy of the department, the listed documents are mandatory.

Document Type: Select Document Type

Upload File: Select Files... Drop files here to upload

Only .png, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.

Drugs Sale License

Cancel Submit

Figure 18

- viii. After Submission, you can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected.

PSW Search anything KABIR POLY TEXTILE MILLS LIMITED

Drugs Sale License Home / Registration / License Registration / Drugs Sale License /

List of Drugs Sale License Registration Search Create Request

Trader Name	Request Document No	Submitted On	Status	Action(s)
KABIR POLY TEXTILE MILLS LIMITED	DSL-486201	05-09-2023	Assigned to Officer	
KABIR POLY TEXTILE MILLS LIMITED	DSL-F38A8C	15-08-2023	Approved	
KABIR POLY TEXTILE MILLS LIMITED	DSL-284F88	15-08-2023	Rejected	
KABIR POLY TEXTILE MILLS LIMITED	DSL-33E14C	11-08-2023	Approved	
KABIR POLY TEXTILE MILLS LIMITED	DSL-19C183	11-08-2023	Rejected	
KABIR POLY TEXTILE MILLS LIMITED	DSL-18DC88	06-08-2023	Submitted	

1 - 8 of 8 items

Figure 19



- x. If the documents are called by the officer, you can submit the required documents by clicking on the 'Called Documents' screen. Here you can also view the remarks added by the officer.

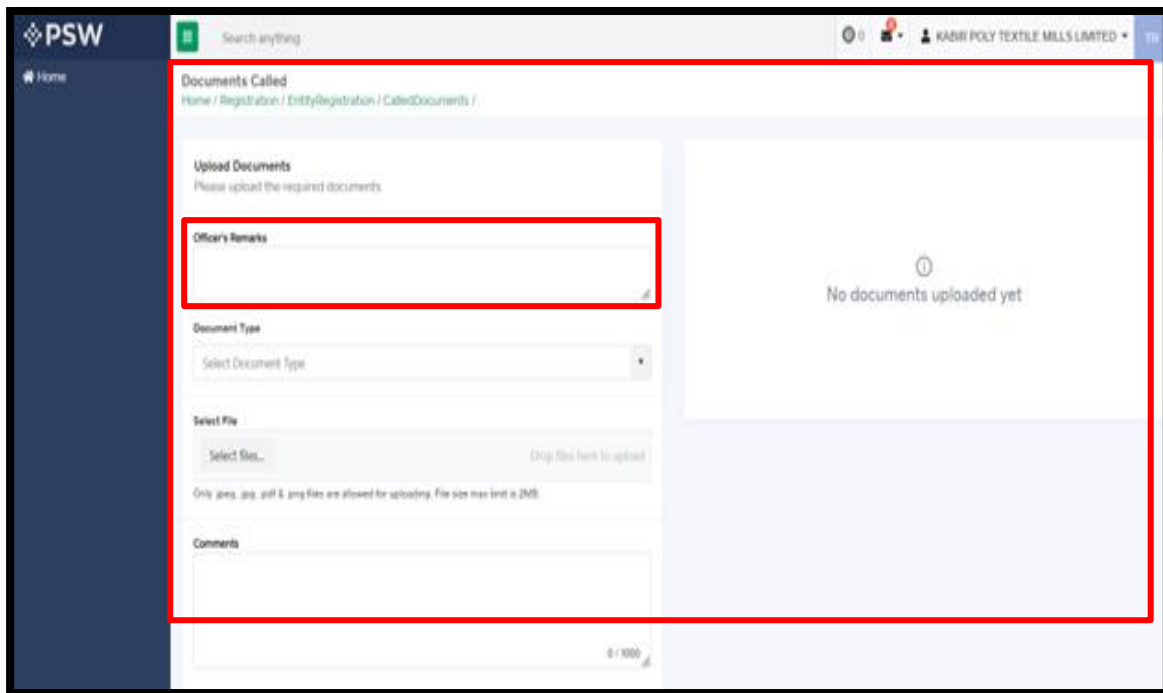


Figure 20

5.4. DRUG MANUFACTURING LICENSE REGISTRATION

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

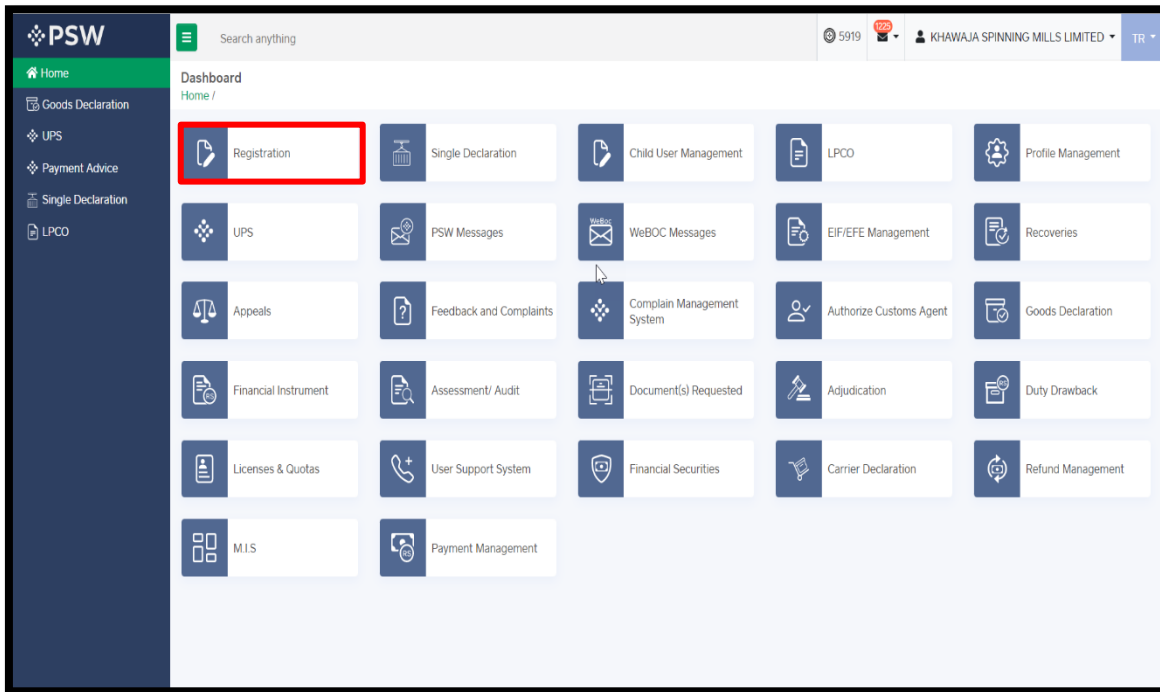


Figure 21

- ii. Under the OGAs grid, select 'DRAP'.

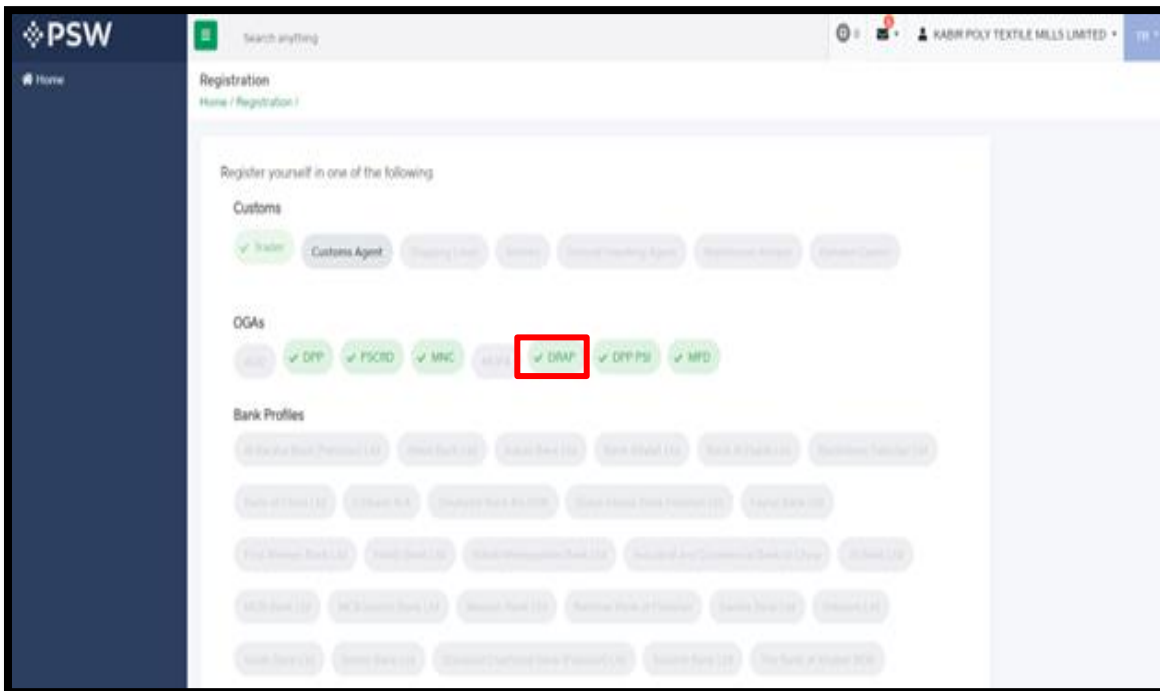


Figure 22

iii. Click on the "License Registration" button.

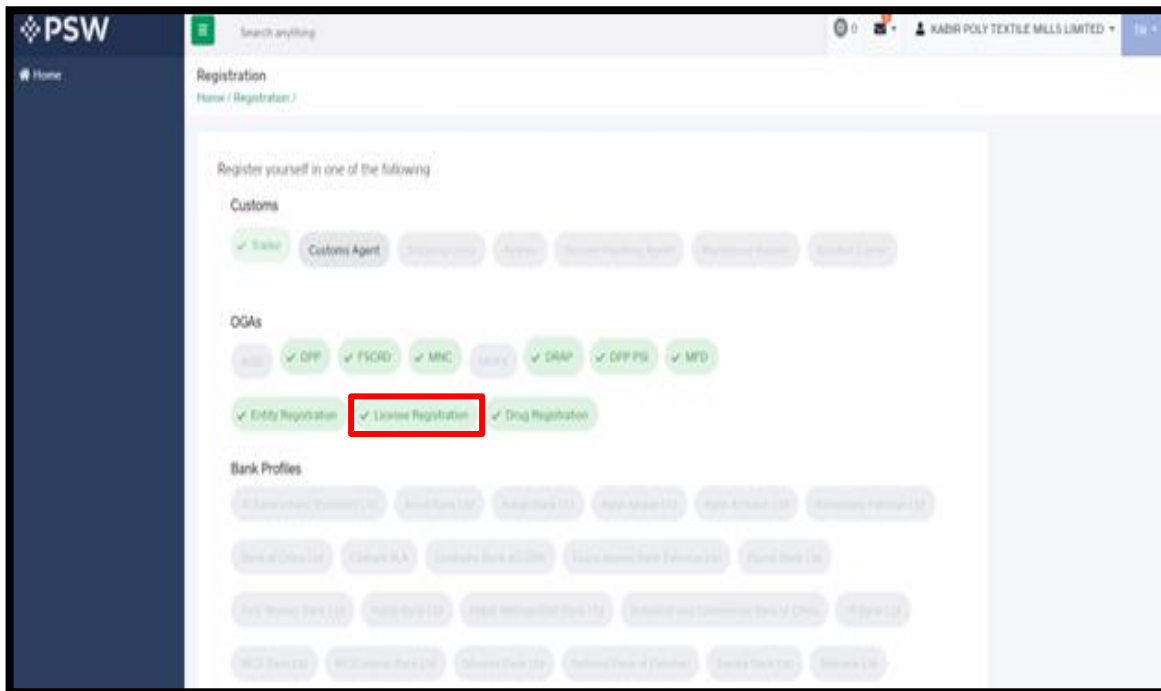


Figure 23

iv. Click on the 'Drugs Manufacturing License' button.

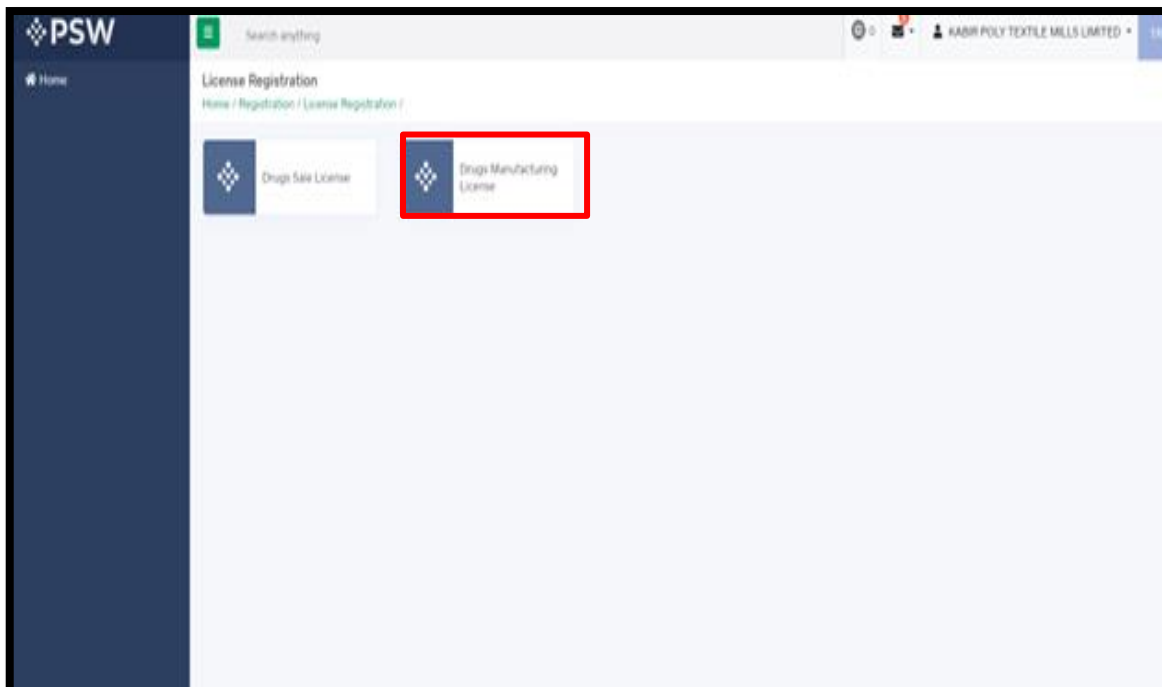


Figure 24



- v. Click on the 'Create Request' button.

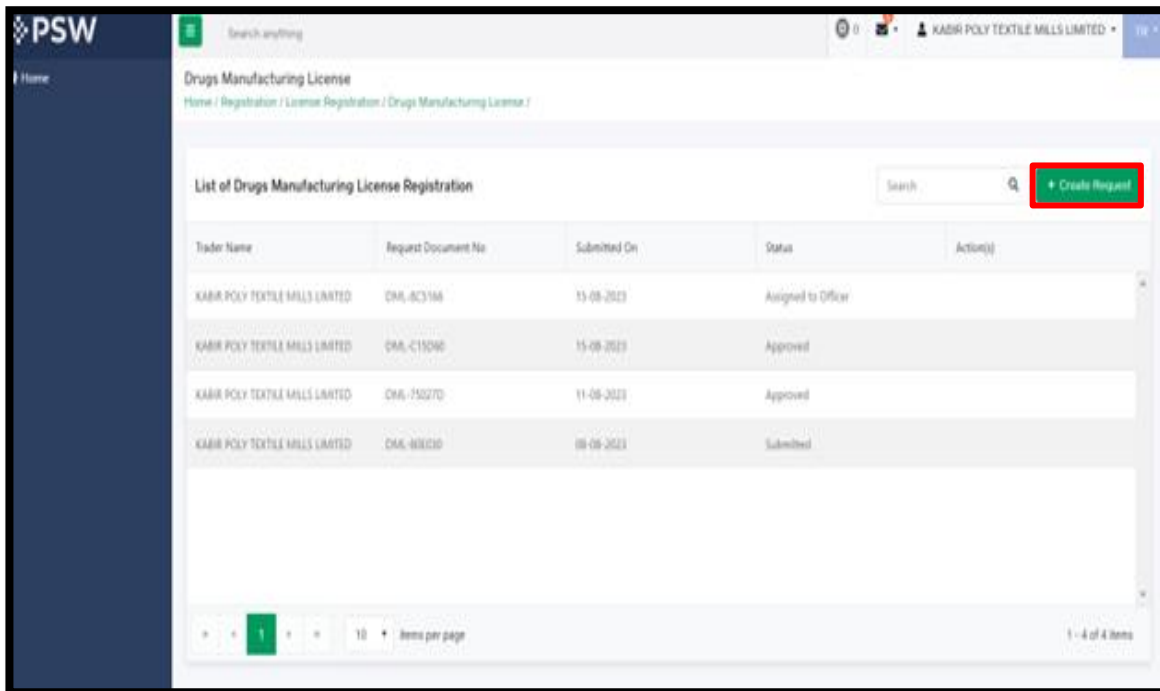


Figure 25

- vi. Provide the required information.

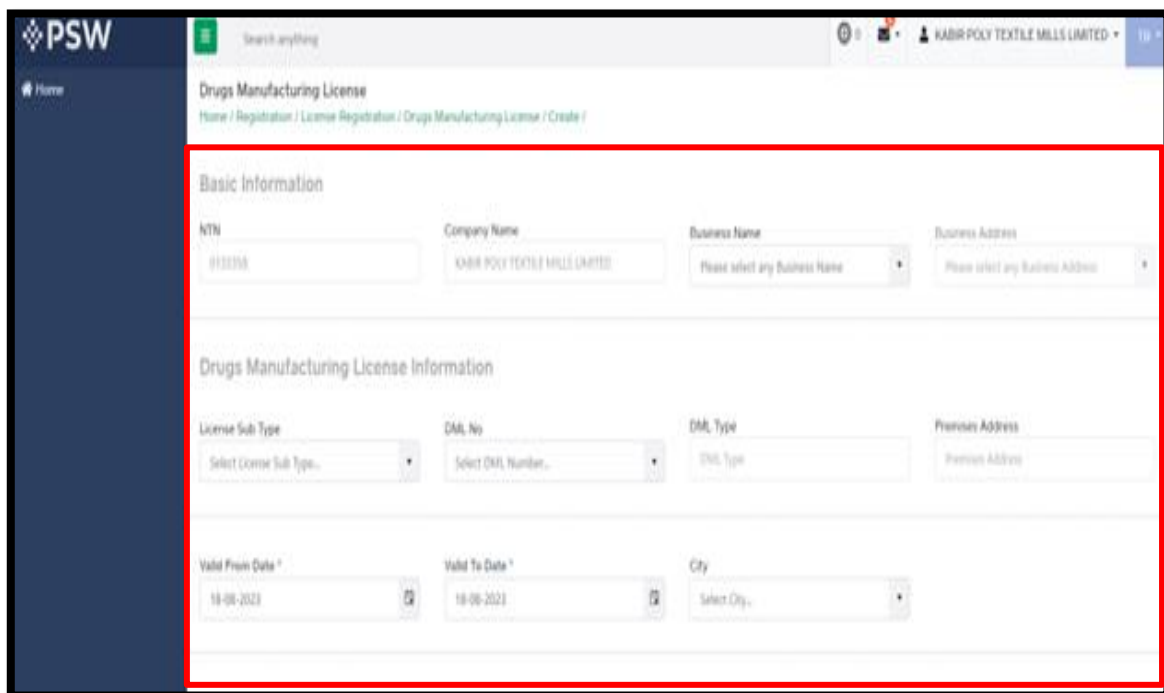


Figure 26



vii. Provide the details of Qualified Technical Person against License.

Figure 27

viii. Select the 'Document' type from the dropdown list and upload it by clicking on the 'Select Files' button; then press the 'Add Technical Person' button.

Figure 28



- ix. After submitting the details of the Technical Person(s), now click on the 'Submit' button.

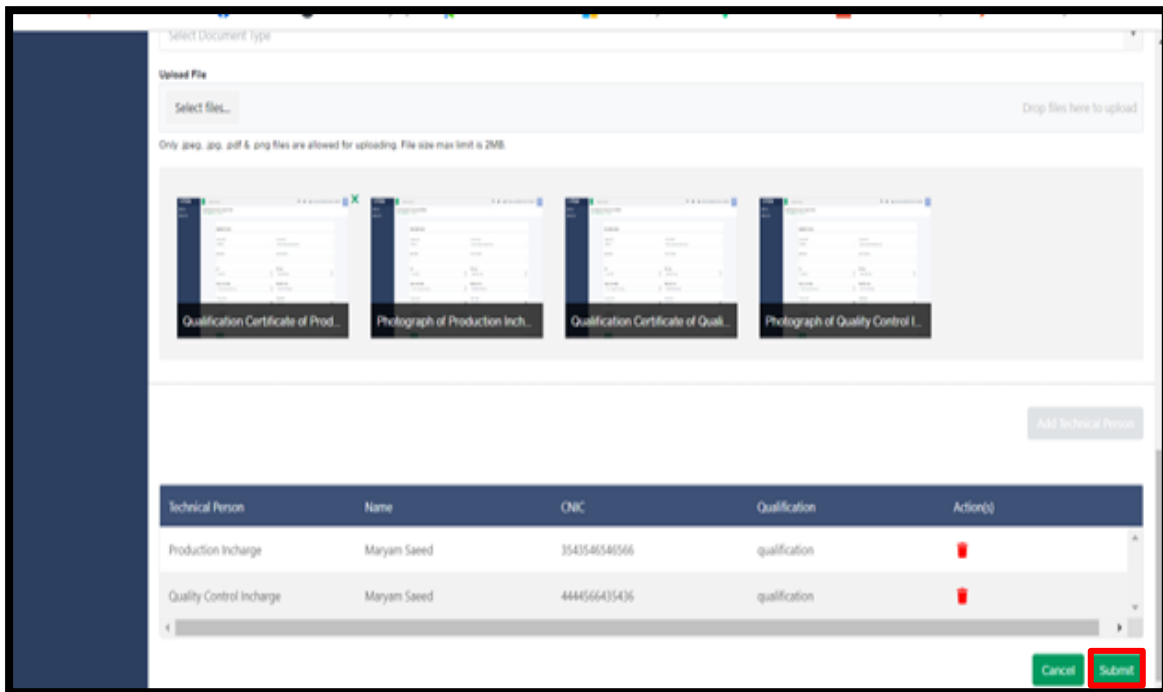


Figure 29

- x. After Submission, you can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected.

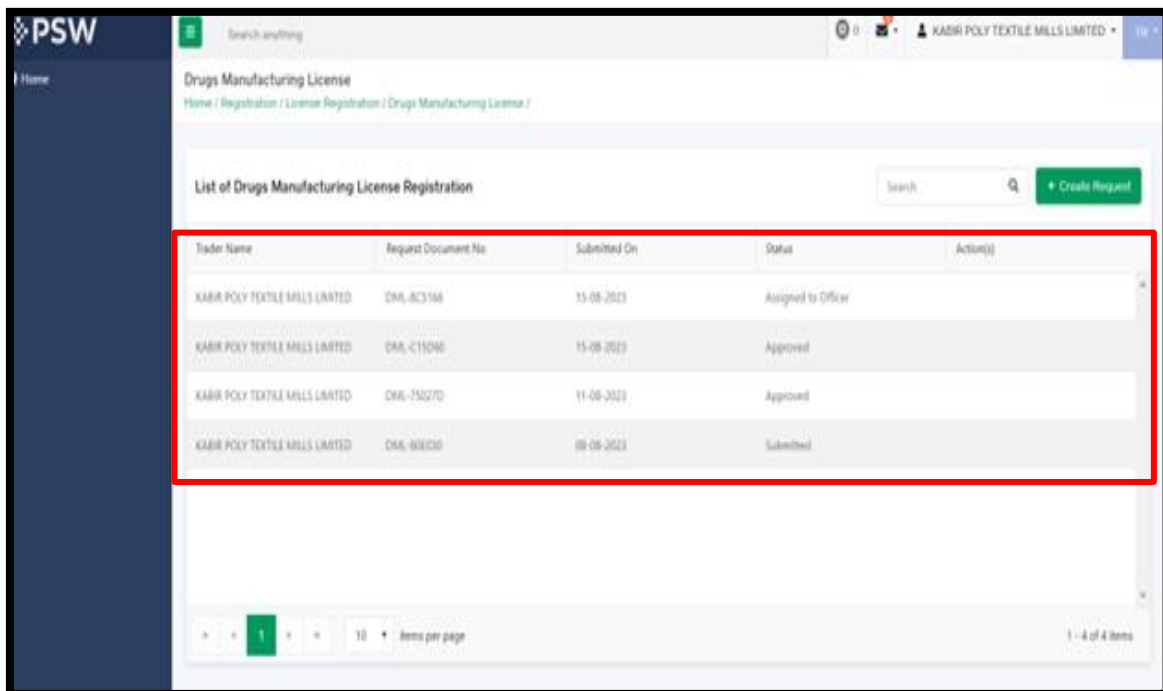


Figure 30



- xi. If the documents are called by the officer, you can submit the required documents by clicking on the 'Called Documents' screen. Here you can also view the remarks added by the officer.

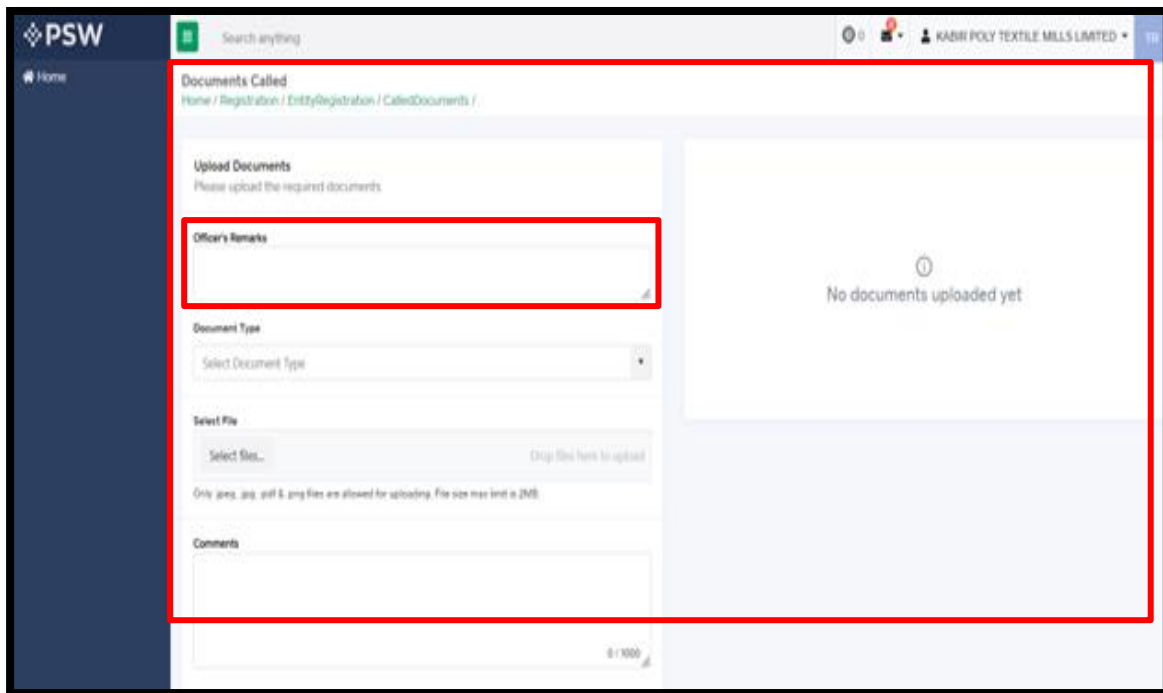


Figure 31

5.5. DRUG REGISTRATION

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

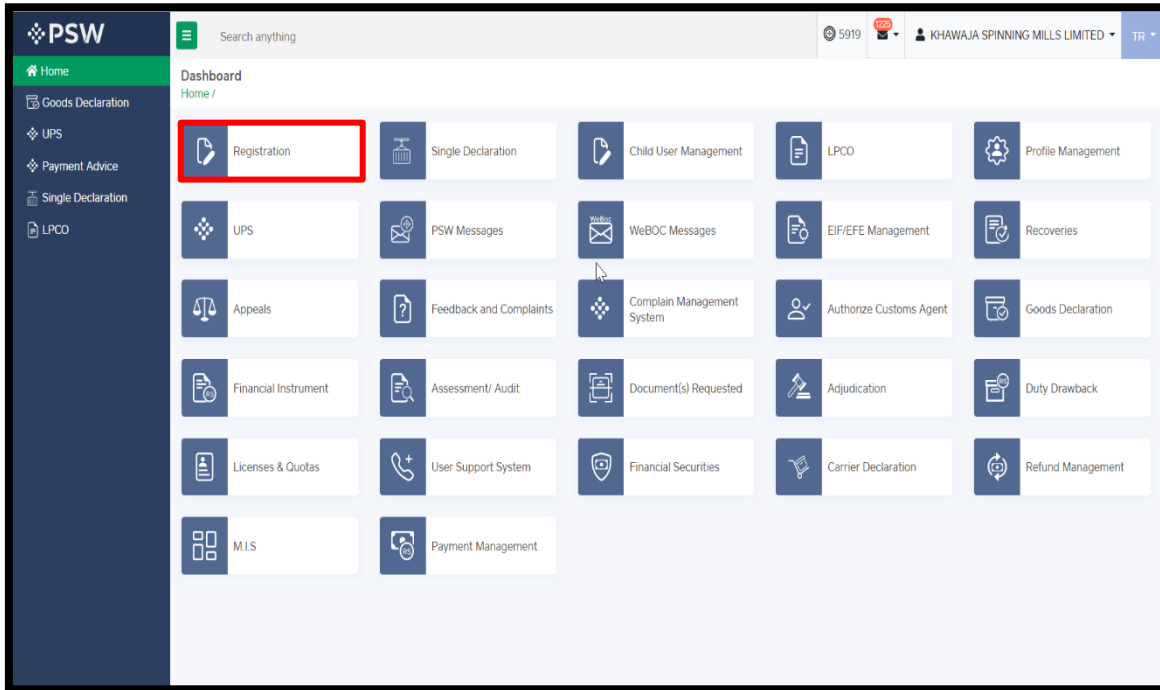


Figure 32

- ii. Under the OGAs grid, select 'DRAP'.

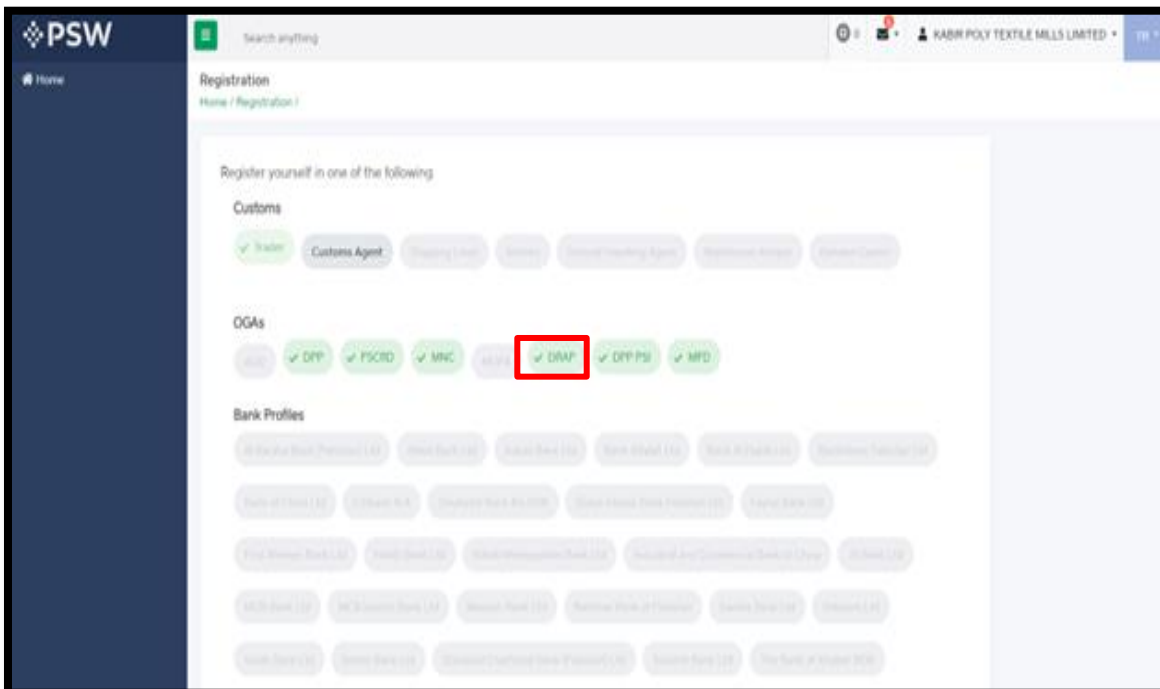


Figure 33



iii. Click on the “Drug Registration’ button.

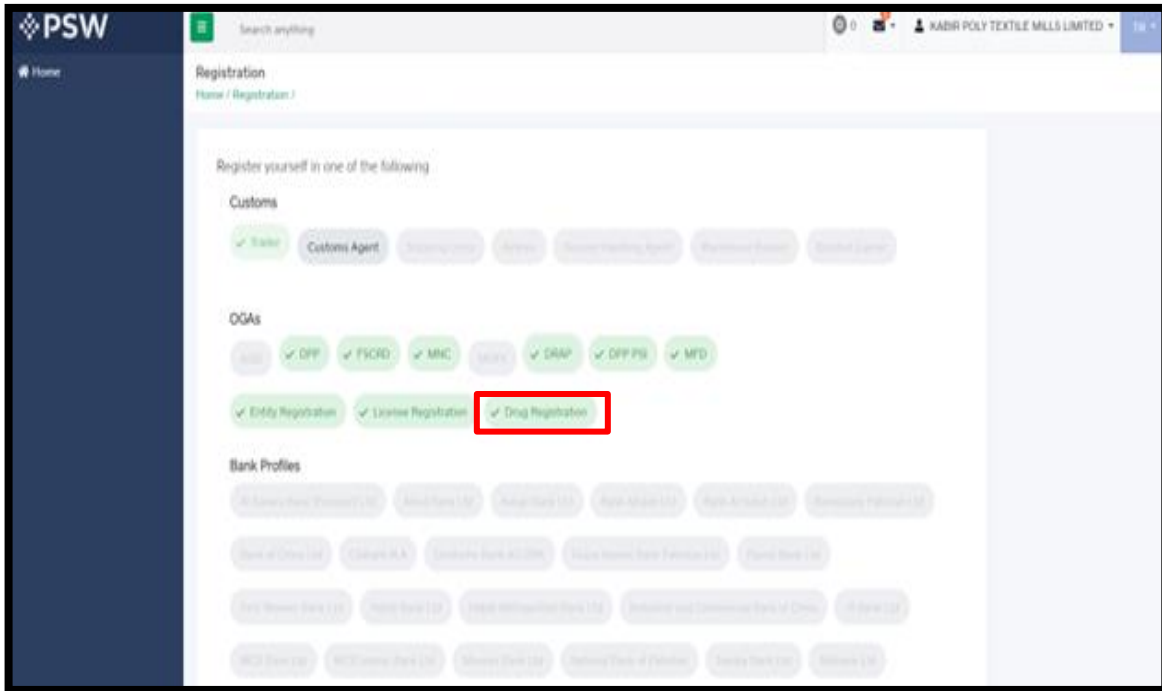


Figure 34

iv. Click on the ‘Create Request’ button.

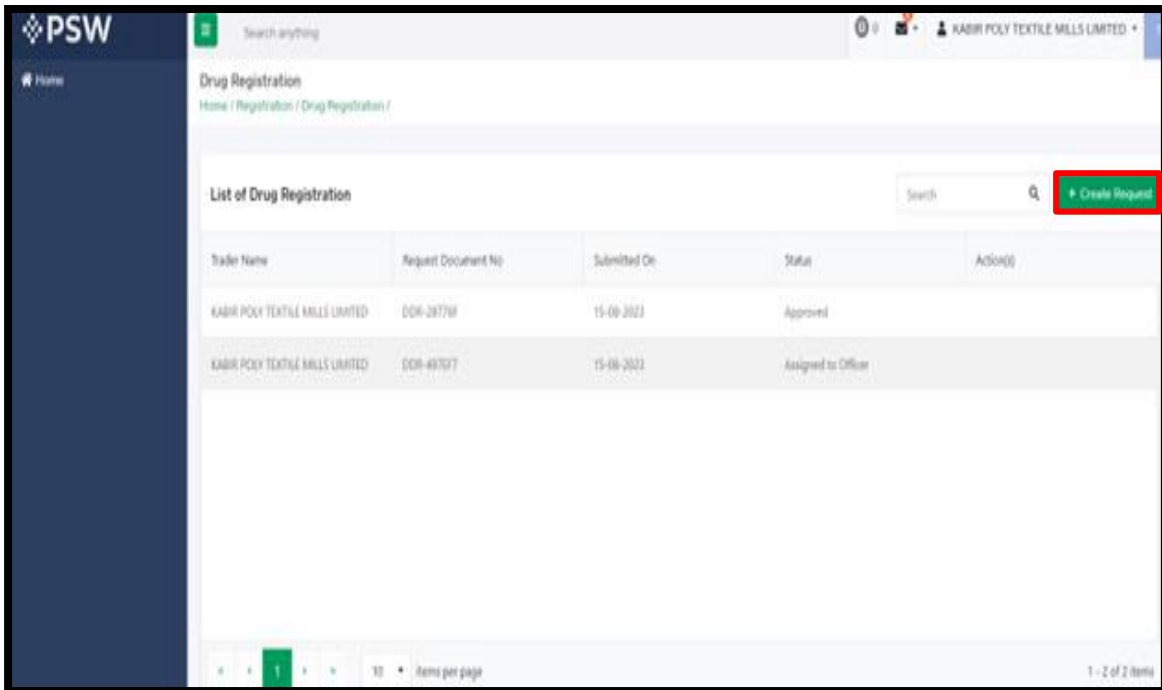


Figure 35



- v. Provide the required information.

Create Drug Registration
Home / Registration / Drug Registration / Create /

Basic Information

NTN: 0111201
Company Name: KADIR POLY TEXTILE MILLS LIMITED
Business Name: Please select any Business Name
Business Address: Please select any Business Address

License Information

License Type: Select License Type...
License No: Select License Number...
Premises Address: Premises Address

Drug Registration Details

Drug Registration No: Enter Drug Registration No.
Name of Drug: Enter Name of Drug
Composition: Enter Composition
Approved Shelf Life: Enter Approved Shelf Life

Valid From Date: 18-08-2023
Valid To Date: 18-08-2023

Figure 36

- vi. Under the Pack Size Details section, provide the required information related to 'Pack Size' and then click on the 'Add Pack Size' button.

Valid From Date: 10-09-2023
Valid To Date: 10-09-2023

Pack Size Details

Pack Size: 23
MRP: 0.0
Add Pack Size

Pack Size	MRP	Action()
12	2	

Add Record

Drug Registration Number	Name of Drug	Composition	Approved Shelf Life	Validity From	Validity To	Delete
No records available						

Figure 37



vii. Now click on the 'Submit' button to complete the request.

Valid From Date: 10-09-2023 Valid To Date: 10-09-2023

Pack Size Details

Pack Size: Enter Pack Size MRP: 0.0 Add Pack Size

Pack Size	MRP	Action(s)
No records available		

Add Record

Drug Registration Number	Name of Drug	Composition	Approved Shelf Life	Validity From	Validity To	Delete
+ 23d4d4d	aeefcd	stuf	dtst	10/09/2023	10/09/2023	

Cancel Submit

Figure 38

viii. After Submission, you can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected.

PSW Search anything KABIR POLY TEXTILE MILLS LIMITED

Drug Registration Home / Registration / Drug Registration /

List of Drug Registration Search Create Request

Trade Name	Request Document No	Submitted On	Status	Action(s)
KABIR POLY TEXTILE MILLS LIMITED	DDR-28768	15-09-2023	Approved	
KABIR POLY TEXTILE MILLS LIMITED	DDR-49707	15-09-2023	Assigned to Officer	

1 10 items per page 1 - 2 of 2 items

Figure 39



- ix. If the documents are called by the officer, you can submit the required documents by clicking on the 'Called Documents' screen. Here you can also view the remarks added by the officer.

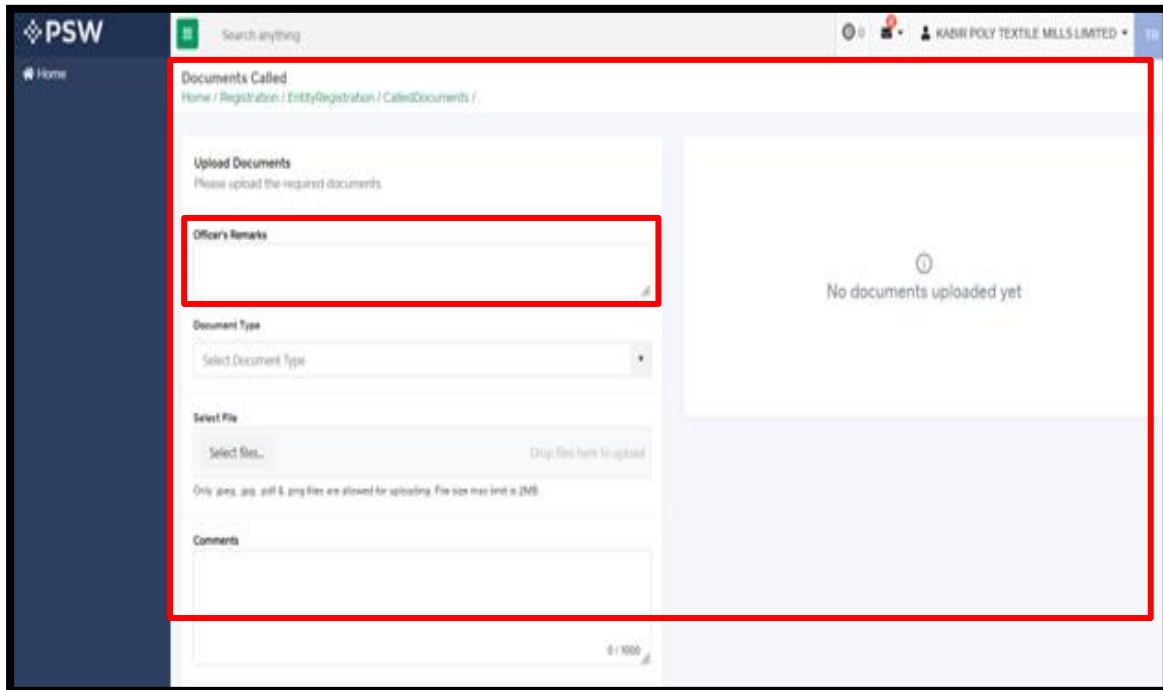


Figure 40

5.6. DRUG IMPORT LICENSE REQUEST

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

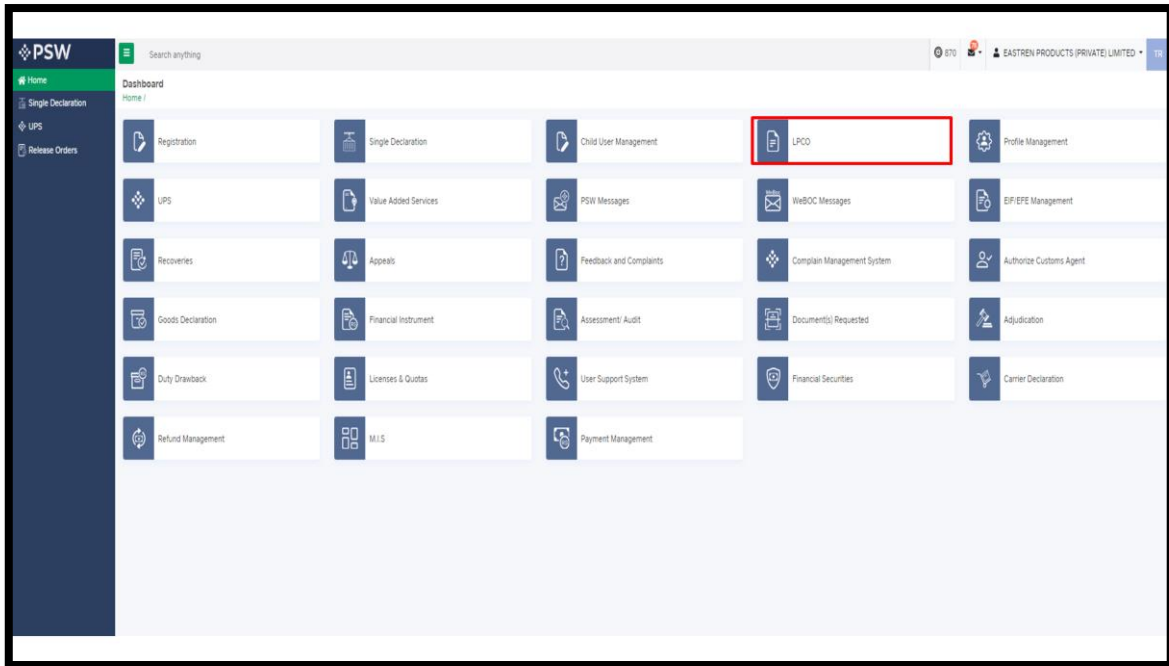


Figure 41

- ii. Click on the 'Import Licenses' button.

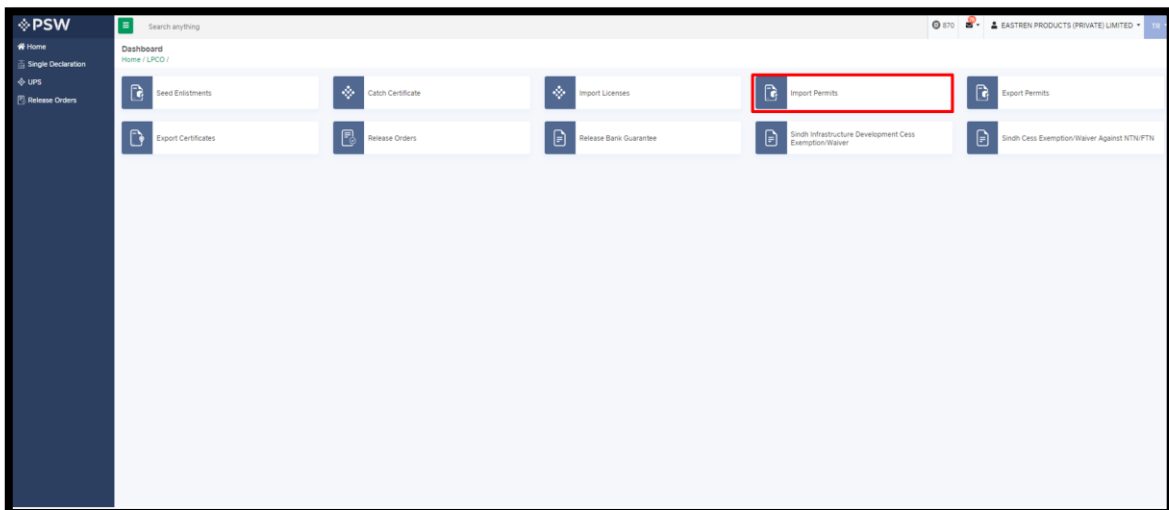


Figure 42



iii. Click on the 'Create Import Licenses' button.

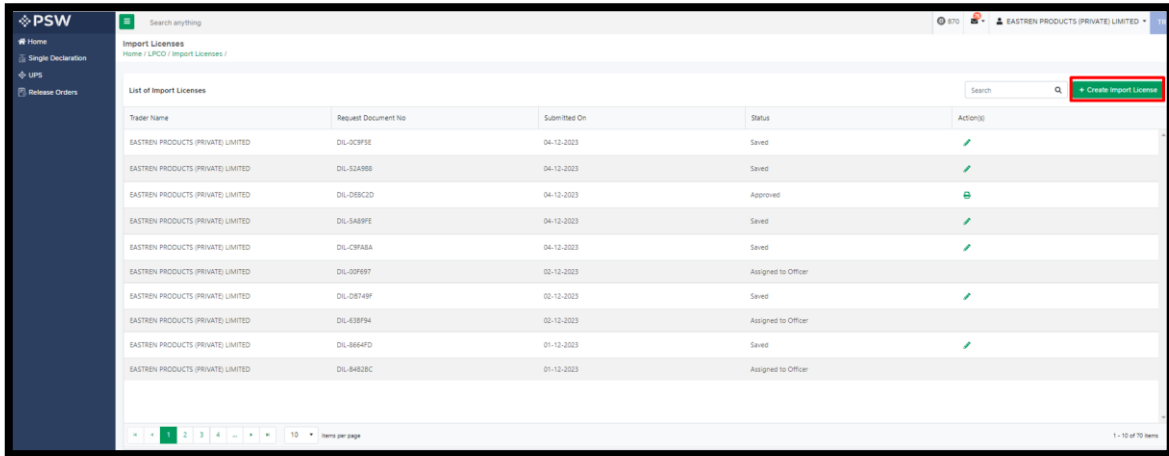


Figure 43

iv. Select Agency to 'Create Import Licenses'

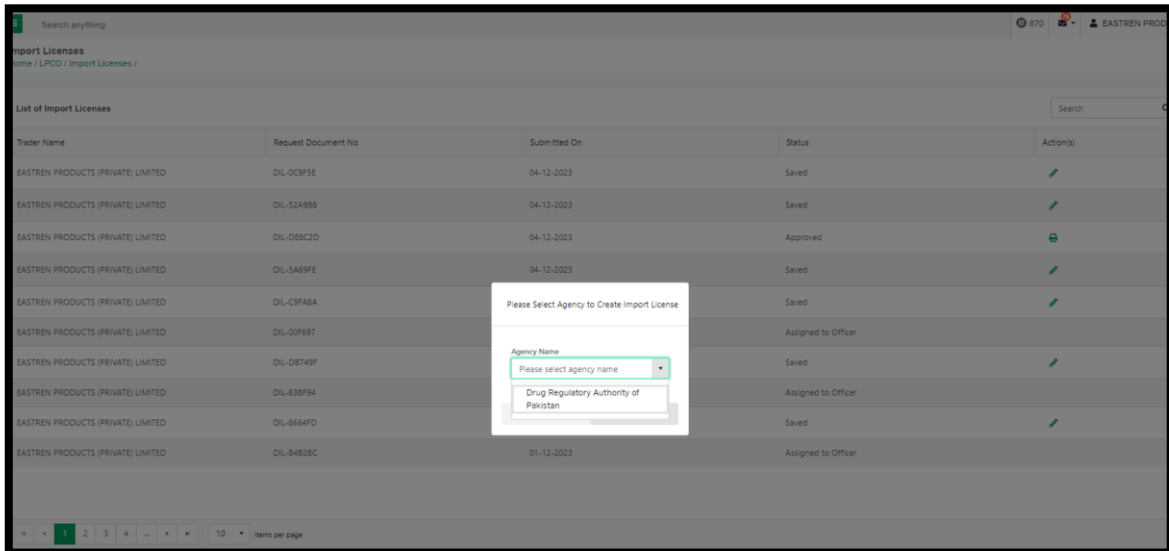


Figure 44



v. In the 'Basic Information' section, provide the required details.

PSW Search anything 870 EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License
Home / LPCO / Import Licenses / Create Import Licenses /

Step 1 of 4
Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information

License Type: Select License Type

Purpose of Import: Select Purpose of Import

City: Select City...

NTN: 0479010

Business Name: Please select any Business Name

Business Address: Please select any Business Address

Foreign Manufacturer Name: Enter Foreign Manufacturer Name

Foreign Manufacturer Address: Enter Foreign Manufacturer Address

Foreign Manufacturer Country: Select Foreign Manufacturer Country

Save & Proceed

Figure 45

vi. Select the 'Purpose of import' from the dropdown menu.

PSW Search anything 870 EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License
Home / LPCO / Import Licenses / Create Import Licenses /

Step 1 of 4
Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information

License Type: Drugs Import License

Purpose of Import: Select Purpose of import

City: Select City...

NTN: 0479010

Business Name: Please select any Business Name

Business Address: Please select any Business Address

Foreign Manufacturer Name: Enter Foreign Manufacturer Name

Foreign Manufacturer Address: Enter Foreign Manufacturer Address

Foreign Manufacturer Country: Select Foreign Manufacturer Country

Save & Proceed

Figure 46

vii. Select the 'Business Name' and 'Business Address' from the dropdown menu.

PSW Search anything 870 EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License
Home / LPCO / Import Licenses / Create Import Licenses /

Step 1 of 4
Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information

License Type: Drugs Import License

Purpose of Import: Commercial

City: Karachi

NTN: 0479010

Business Name: Please select any Business Name

Business Address: Please select any Business Address

Foreign Manufacturer Name: Enter Foreign Manufacturer Name

Foreign Manufacturer Address: Enter Foreign Manufacturer Address

Foreign Manufacturer Country: Select Foreign Manufacturer Country

Save & Proceed

Figure 47



- viii. Select the 'Foreign Manufacturer Country' from the dropdown menu and click on the 'Save & Proceed' button.

The screenshot shows the 'Create Import License' form in Step 1 of 4. The 'Foreign Manufacturer Country' dropdown menu is highlighted with a green border and contains the value 'China'. A 'Save & Proceed' button is visible at the bottom right of the form.

Figure 48

- ix. In the 'Drug Information' section, provide the required details.

The screenshot shows the 'Create Import License' form in Step 2 of 4. The 'Drug Information' section is highlighted with a red border. It contains several fields: 'Drug Registration No.' (dropdown), 'Name of Drug' (text input), 'Raw Material Type' (dropdown), 'HS Code' (dropdown), 'Product Code' (dropdown), 'Specific Description' (dropdown), 'Name of Raw Material' (text input), and 'Tariff Description' (text input). Below the form is a table with columns: 'Raw Material Type', 'HS Code + Product Code', 'Tariff Description', 'Name of Raw Material', and 'Actions'. The table currently shows 'No records available'. A 'Back' button and a 'Save & Proceed' button are at the bottom right.

Figure 49



- x. Select 'DML No' from the dropdown menu.
 - Drug Registration No. is mandatory only if the selected license type is commercial.

PSW Search anything EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License
Home / LPOD / Import Licenses / Create Import Licenses /

Step 2 of 4
Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information

Drug Information

Certificate Information

Document Information

DML No
Select DML Number

Drug Registration No.
Select Drug Registration No

Name of Drug
Enter Name of Drug

HS Code
Select HS code

Product Code
Select Product code

Name of Raw Material
Enter Name of Raw Material

Specification
Select Specification code

Specific Description
Select Specific Description

Raw Material Type	HS Code + Product Code	Tariff Description	Name of Raw Material	Actions
No records available				

Back Save & Proceed

Figure 50

- xi. Select 'DML No' from the dropdown menu.

PSW Search anything EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License
Home / LPOD / Import Licenses / Create Import Licenses /

Step 2 of 4
Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information

Drug Information

Certificate Information

Document Information

DML No
1000002

Drug Registration No.
Select Drug Registration No

Name of Drug
Enter Name of Drug

Product Code
Select Product code

Specification
Select Specification code

Specific Description
Select Specific Description

Raw Material Type	HS Code + Product Code	Tariff Description	Name of Raw Material	Actions
No records available				

Back Save & Proceed

Figure 51



xii. Select the 'Raw Material Type' from the dropdown menu.

Figure 52

xiii. Select the 'HS Code' from the dropdown menu.

Figure 53



xiv. Select the 'Specific Code' from the dropdown menu.

The screenshot shows the 'Create Import License' form in the PSW system. The form is at 'Step 2 of 4'. The 'Specific Code' dropdown menu is open, displaying a list of options: 'Select Specification code', 'USP Specification', 'BP Specification', 'Manufacturer's specification', 'IP Specification', 'JP Specification, as per 'innovator's' specification', 'Innovator's specification', and 'International Ph. Specification'. The 'Specific Description' dropdown menu is also visible, showing 'Select Specific Description' and 'Liquorice (Glycyrrhiza glabra) extract, Of pharmaceutical grade'. The form includes fields for 'Drug Information', 'Certificate Information', and 'Document Information'. A table at the bottom shows 'Raw Material Type', 'HS Code + Product Code', 'Tariff Description', 'Name of Raw Material', and 'Actions'. The table currently has no records available.

Figure 54

xv. Select the 'Specific Description' from the dropdown menu.

The screenshot shows the 'Create Import License' form in the PSW system, similar to Figure 54. The 'Specific Description' dropdown menu is open, and the option 'Liquorice (Glycyrrhiza glabra) extract, Of pharmaceutical grade' is selected. The 'Specific Code' dropdown menu is also visible, showing 'USP Specification'. The form includes fields for 'Drug Information', 'Certificate Information', and 'Document Information'. A table at the bottom shows 'Raw Material Type', 'HS Code + Product Code', 'Tariff Description', 'Name of Raw Material', and 'Actions'. The table currently has no records available.

Figure 55



- xvi. After you've completed the necessary information, click on 'Add Drug Information' button.

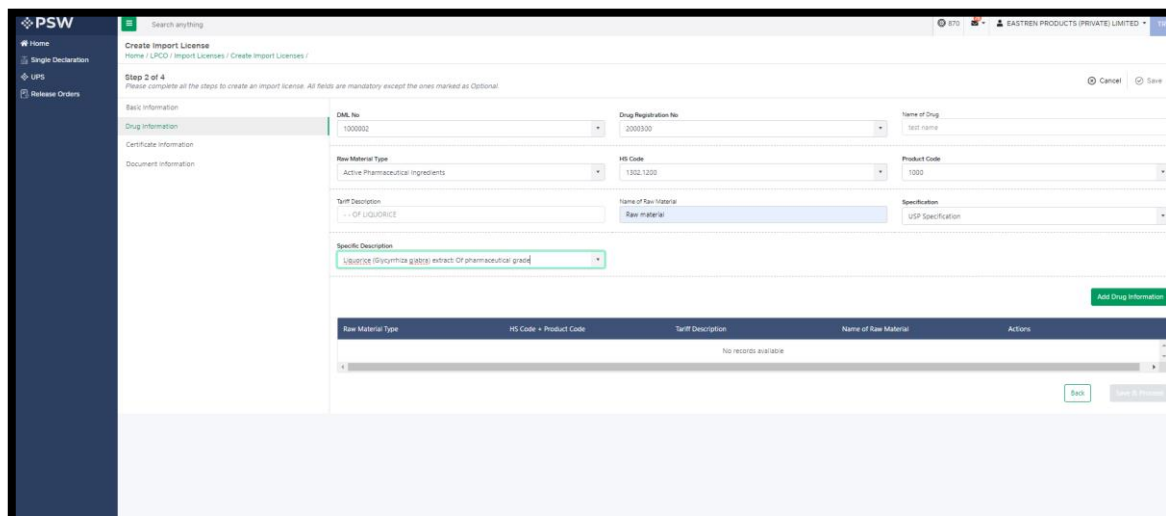


Figure 56

- xvii. The 'Drug Information' that you have added will appear in the grid, allowing you to view and delete the records if needed.

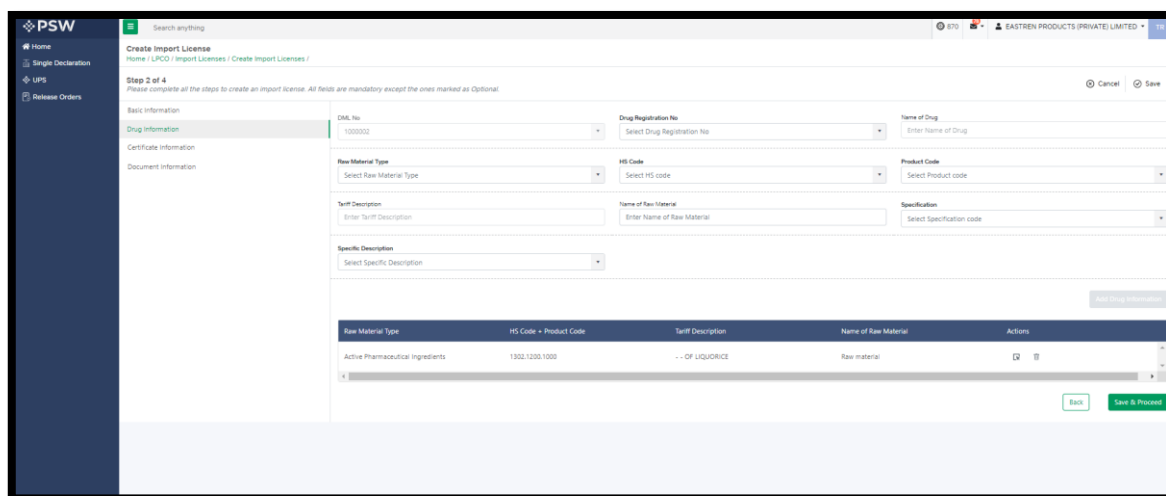


Figure 57



xviii. Select the 'Certificate Category' from the dropdown menu.

Figure 58

xix. Select the 'Name of Raw Material' from the dropdown menu.

Figure 59



xx. Enter the 'Certificate No' & 'Scope of Drug'

PSW Search anything EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License Home / L/PCO / Import Licenses / Create Import Licenses /

Step 3 of 4 Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information Certificate Category: GMP Name of Raw Material: Raw material

Drug Information

Certificate Information Name of Manufacturer: Map Laboratory Address of Manufacturer: Street no. 30, China

Document Information Certificate No: CR-21432432 Scope of drug: Drugs Valid From Date: 05-12-2023 Valid To Date: 05-12-2023

Attach Certificate Upload File: Select File... Only .jpeg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.

Name of Manufacturer	Certificate Category	Certificate No	Actions
No records available			

Figure 60

xxi. Select the Certificate 'Valid from Date' & 'Valid to Date'.

PSW Search anything EASTREN PRODUCTS (PRIVATE) LIMITED

Create Import License Home / L/PCO / Import Licenses / Create Import Licenses /

Step 3 of 4 Please complete all the steps to create an import license. All fields are mandatory except the ones marked as Optional.

Basic Information Certificate Category: GMP Name of Raw Material: Raw material

Drug Information

Certificate Information Name of Manufacturer: Map Laboratory Address of Manufacturer: Street no. 30, China

Document Information Certificate No: CR-21432432 Scope of drug: Drugs Valid From Date: 05-12-2023 Valid To Date: 05-12-2023

Attach Certificate Upload File: Select File... Only .jpeg, .jpg, .pdf & .png files are allowed for uploading. File size max limit is 2MB.

Name of Manufacturer	Certificate Category	Certificate No	Actions
No records available			

Figure 61



- xxii. Click on 'Select File' to upload the Certificate. After successful uploading of the Certificate, click on 'Add Certificate Information'.

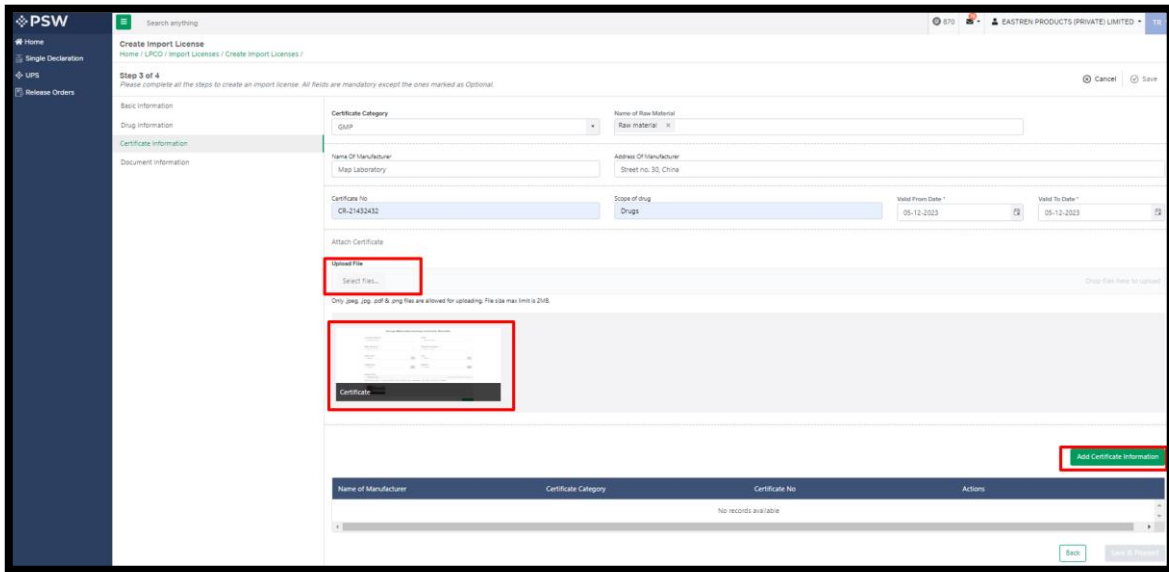


Figure 62

- xxiii. The 'Drug Information' that you have added will appear in the grid, allowing you to view and delete the records if needed.

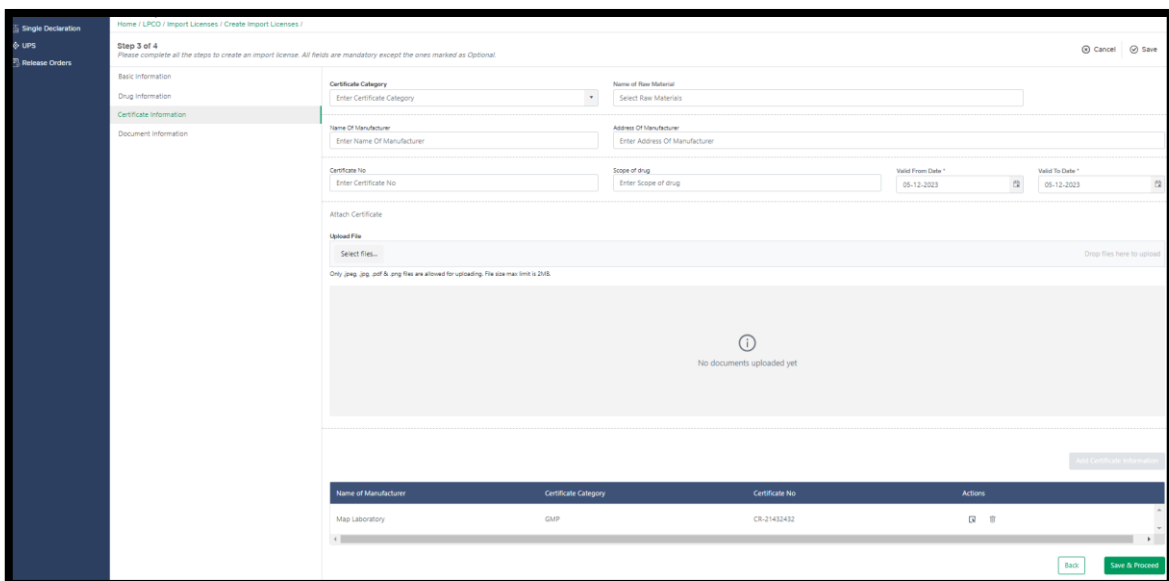


Figure 63



xxiv. Select the 'Document Type' from the dropdown menu.

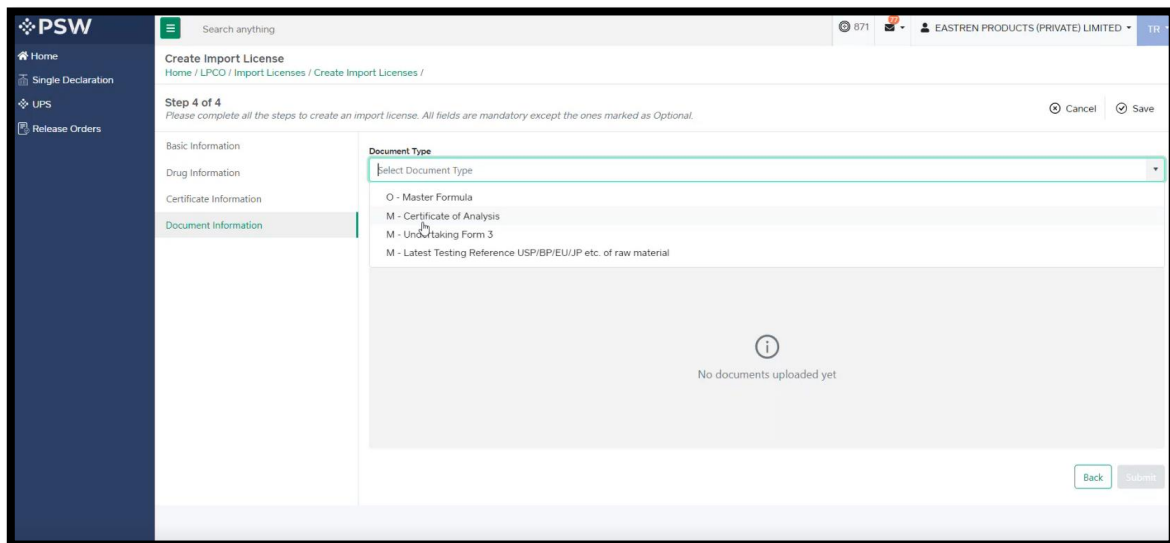


Figure 64

xxv. Click on select filed to upload the 'Relevant Documents'.

- After you've completed the necessary information, the Submit' button will become active.

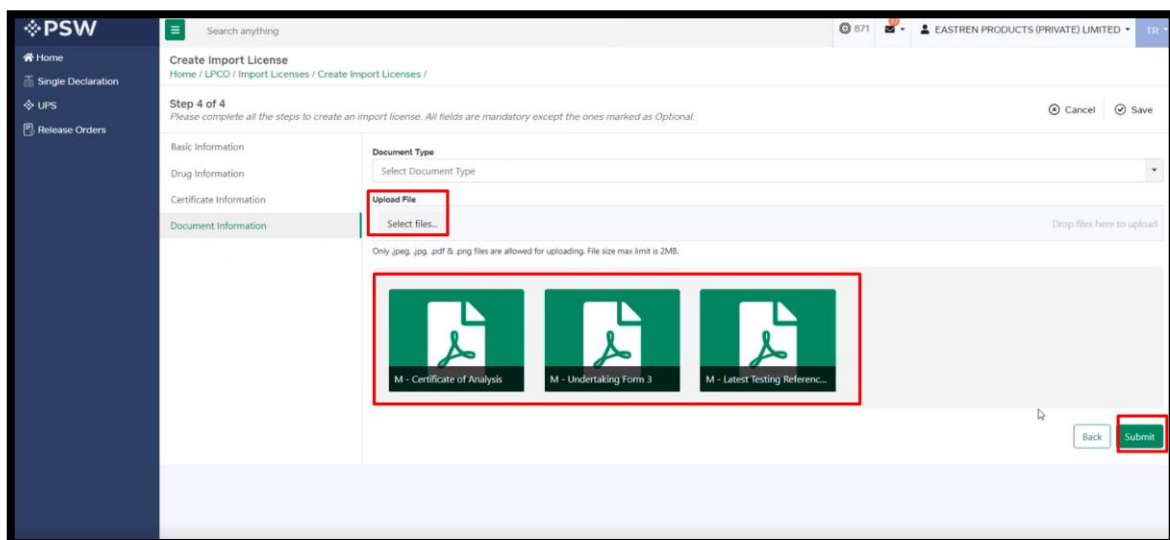


Figure 65



xxvi. On the submit button a confirmation popup will appear.

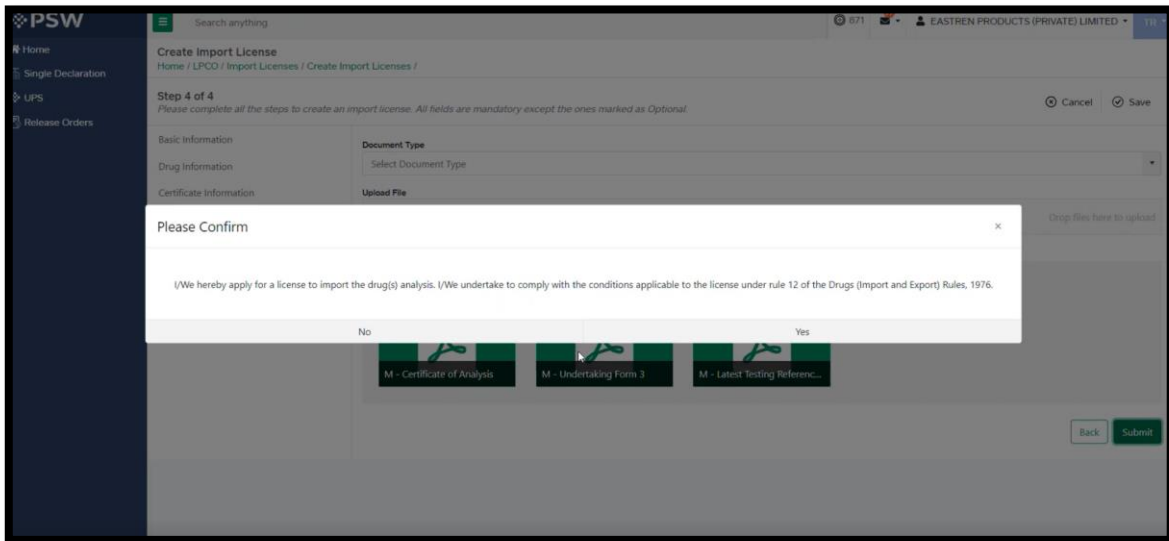


Figure 66

xxvii. After submitting, a pop-up will appear displaying the PSID and charges.

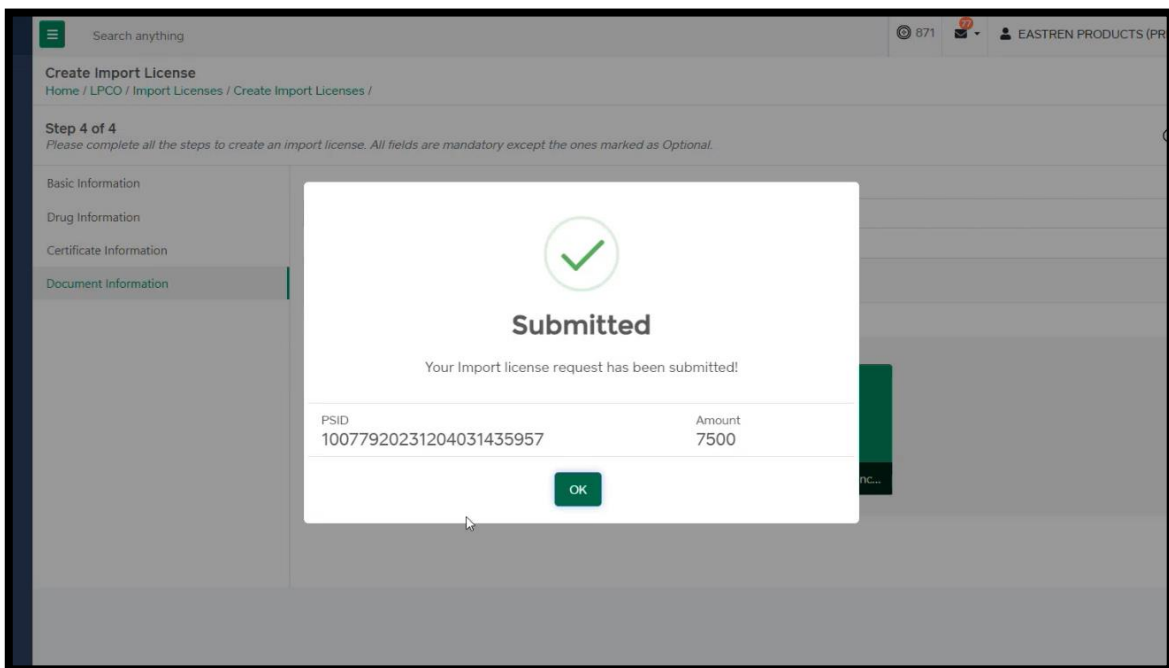
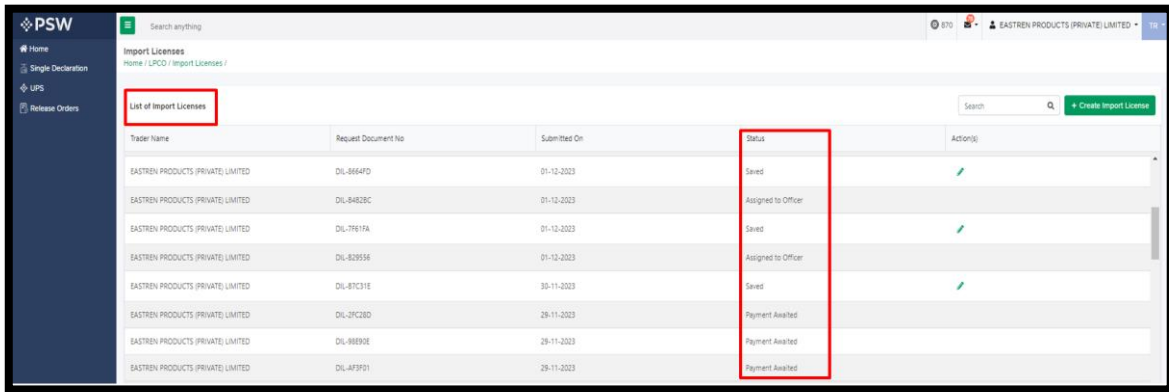


Figure 67

- xxviii. The list of added import licenses will be displayed on the grid along with their respective statuses.



The screenshot shows the 'Import Licenses' page in the PSW system. A table lists several licenses for 'EASTREN PRODUCTS (PRIVATE) LIMITED'. The 'Status' column is highlighted with a red box, showing various statuses like 'Saved', 'Assigned to Officer', and 'Payment Awaited'. A 'List of Import Licenses' link is also highlighted in the left sidebar.

Trader Name	Request Document No	Submitted On	Status	Action(s)
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-8664FD	01-10-2023	Saved	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-84828C	01-10-2023	Assigned to Officer	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-7961FA	01-10-2023	Saved	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-829556	01-10-2023	Assigned to Officer	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-87C31E	30-11-2023	Saved	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-2FC28D	29-11-2023	Payment Awaited	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-88890E	29-11-2023	Payment Awaited	
EASTREN PRODUCTS (PRIVATE) LIMITED	DL-4F3F91	29-11-2023	Payment Awaited	

Figure 68

5.6.1. PAYMENT

- i. Upon successful log-in, a dashboard will appear, click on the 'UPS' button.

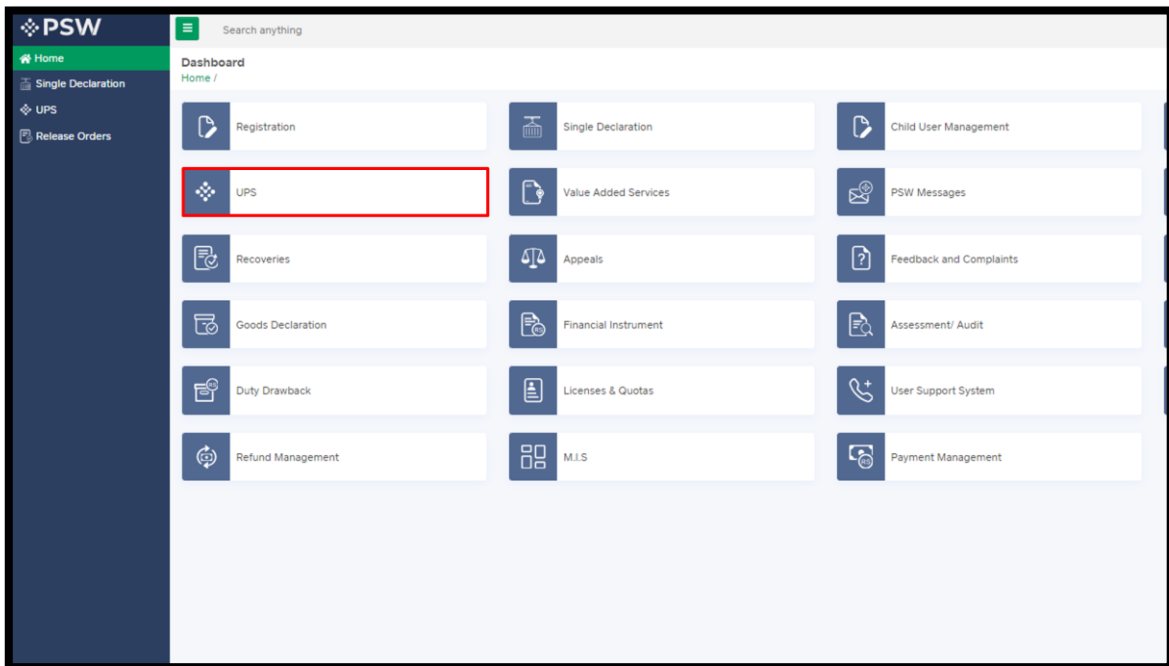


Figure 69



- ii. In the action menu, clicking on the icon will display the list of payment advice. Additionally, you can search for the PSID using the search bar, and the button will become active.















Sr	Document	Document No	BL No	PSID	Created Date&Time	Actions
1	DSAP Import License Registration Request	DIL-CE9946	-	10077920231205103813707	05-12-2023 10:38 AM	
2	DSAP Import License Registration Request	DIL-2FC28D	-	10077920231129043411720	29-11-2023 04:34 PM	
3	DSAP Import License Registration Request	DIL-98890E	-	10077920231129043244055	29-11-2023 04:32 PM	
4	DSAP Import License Registration Request	DIL-AF3F01	-	10077920231129042853062	29-11-2023 04:28 PM	
5	Single Declaration	-	80D-036	10007420231127041741857	27-11-2023 04:17 PM	
6	Single Declaration	-	80D-024	10007420231127034827447	27-11-2023 03:48 PM	
7	Single Declaration	-	80D-011	10007420231127115113576	27-11-2023 11:51 AM	
8	DSAP Import License Registration Request	DIL-78298D	-	10077920231124013551160	24-11-2023 01:55 PM	
9	DSAP Import License Registration Request	DIL-1CAD77	-	10077920231124013254195	24-11-2023 01:52 PM	
10	DSAP Import License Registration Request	DIL-7839F1	-	10077920231122082513483	22-11-2023 08:25 PM	
11	DSAP Import License Registration Request	DIL-7037F2	-	10077920231122050113919	22-11-2023 05:01 PM	
12	DSAP Import License Registration Request	DIL-AT07D0	-	10077920231122042402855	22-11-2023 04:24 PM	
13	DSAP Import License Registration Request	DIL-2F8F05	-	10077920231122012343247	22-11-2023 01:23 PM	
14	Single Declaration	SD-1-0000289-26092023	-	100077920231115034500186	15-11-2023 03:45 PM	

Figure 70

- iii. You can use the PSID to pay the fee through PD account or any of the following ADC (Alternate Delivery Channel) modes:
- Bank Counter
 - ATM
 - Internet Banking
 - Mobile Banking

General Information			
Payment Type	Creation Date & Time	Document Number	VR #
DSAP Import License Registration Request	05-12-2023 10:38 AM	DIL-CE9946	-
Trader NTN #	BL INVOICE #	Business Name	Agent Name
6479678D	-	EASTREN PRODUCTS (PRIVATE) LIMITED	-

Payment Breakup	
DSAP Import License Registration Request	PKR 7,500

Mode of Payment	
Alternate Delivery Channels (ADC):	PD Account
PSID	Bill Payable Amount
10077920231205103813707	PKR 7,500
Amount in Words	
Seven Thousand Five Hundred Rupees Only	
Cancel	

Figure 71



iv. Upon successful payment, the request will be assigned to an officer.

Trader Name	Request Document No	Submitted On	Status	Action(s)
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-C39946	05-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-AF8868	05-12-2023	Assigned to Officer	
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-324986	04-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-8C08A6	05-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-JC9F5E	04-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-056C2D	04-12-2023	Approved	🖨️
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-C9FABA	04-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-00F697	02-12-2023	Assigned to Officer	
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-0E194F	02-12-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-438F94	02-12-2023	Assigned to Officer	
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-8664FD	01-12-2023	Saved	✓

Figure 72

v. After an officer approves the request, the status will be updated to 'Approved'. You can download the issued Drugs Import License by clicking on the print icon.

Trader Name	Request Document No	Submitted On	Status	Action(s)
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-0677C9	29-11-2023	Call Document Request Reverted	
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-094596	29-11-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-439502	28-11-2023	Approved	🖨️
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-F98380	28-11-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-00F63D	28-11-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-280C66	27-11-2023	Approved	🖨️
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-01D08E	24-11-2023	Approved	🖨️
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-248138	24-11-2023	Call Document Request Reverted	
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-99993F	25-11-2023	Saved	✓
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-70C983	25-11-2023	Approved	🖨️
EASTREN PRODUCTS (PRIVATE) LIMITED	DIL-5E50A4	24-11-2023	Approved	🖨️

Figure 73

5.7. RELEASE ORDER REQUEST

- i. Upon successful login, a dashboard will appear, click on the 'Single Declaration' button.

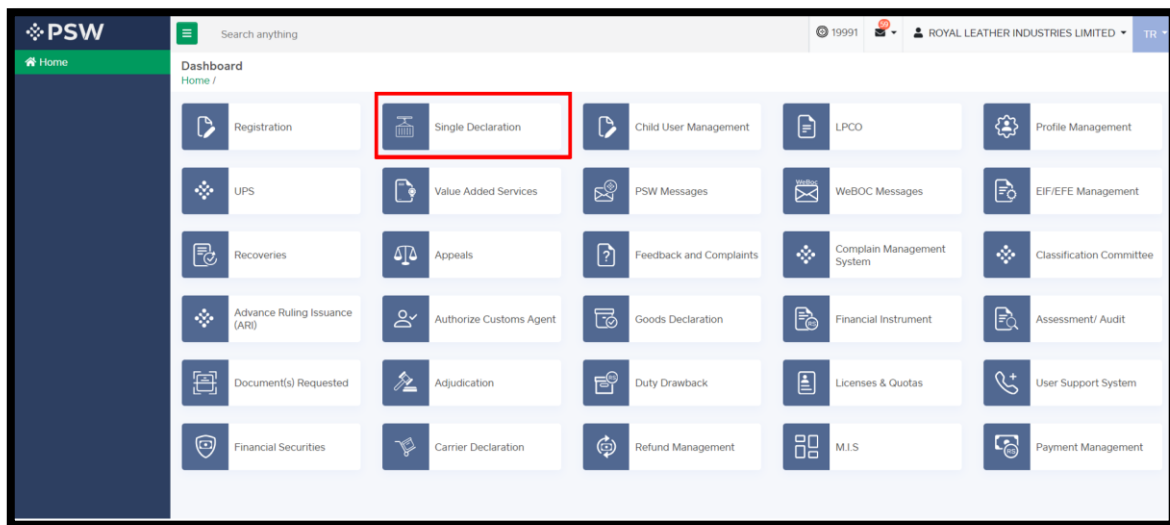


Figure 74

- ii. Click on the 'Import Create Declaration' button.

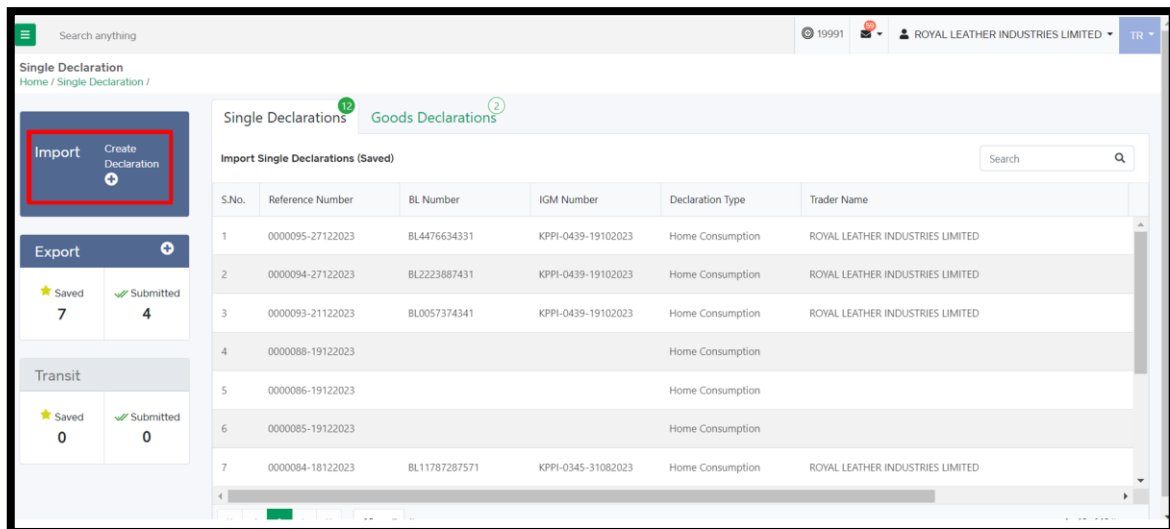


Figure 75



iii. Select the Relevant Consignment Category & Declaration Type.

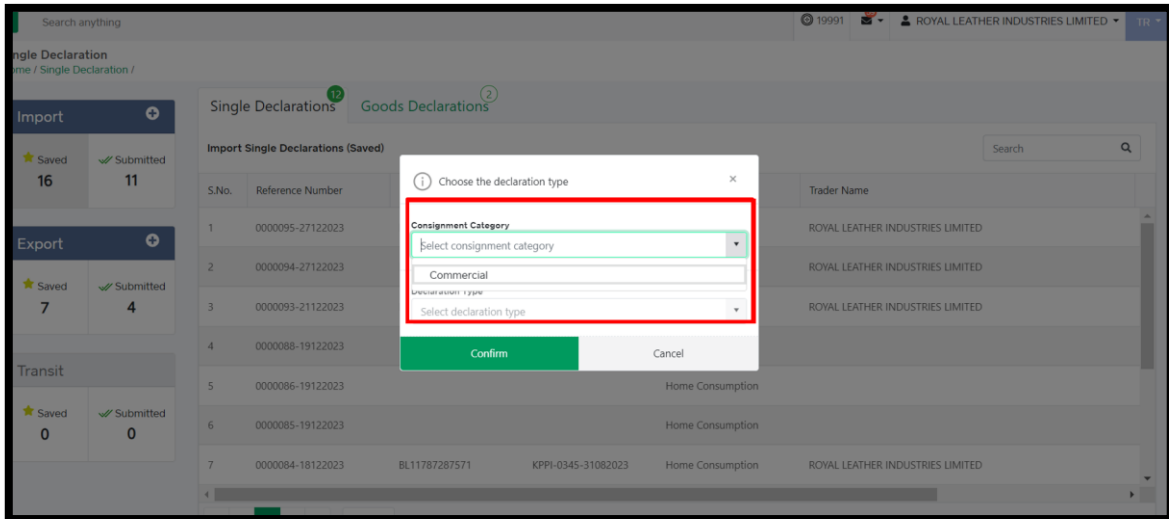


Figure 76

iv. Fill in the necessary details on the 'Consignment Information' section and click on 'Save & Proceed' button to proceed to the next step.

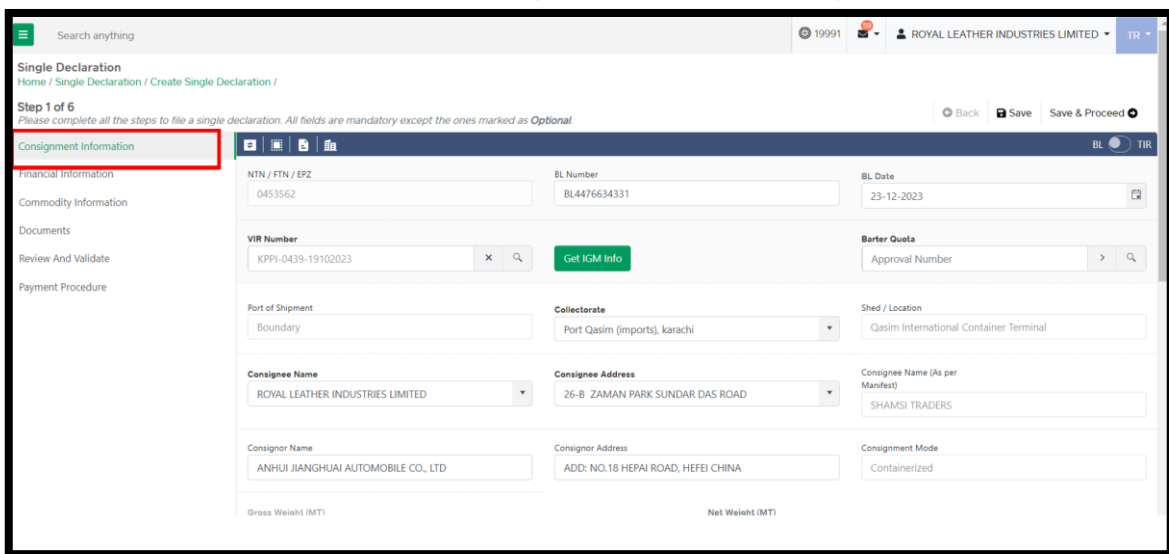


Figure 77



- v. Fill in the necessary details on the 'Financial Information' section by tagging relevant 'Financial Instrument'.

Single Declaration
Home / Single Declaration / Create Single Declaration /

Step 2 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

Currency: United States Dollar, Exchange Rate: 302.95, Delivery Term: Cost And Freight (CFR)

Bank Name: Dubai Islamic Bank Pakistan Ltd, IBAN: Please select IBAN, Mode of Payment: Please select Mode of Payment

Invoice Number: Invoice Number, Invoice Date: day-month-year, Financial Instrument No: Enter Financial Instrument number or select from list

S.No.	Financial Instrument No	Mode Of Payment	Consignee Name	Consignor Name	Total Value	Remaining Value	Consumed Value
1		Open Account			4.0000	4.0000	4.0000

LC Number: LC Number, LC Date: LC Date, FOB USD: FOB USD

Figure 78

- vi. On the 'Commodity Information' section, click on the 'Add Commodity' button.

Single Declaration
Home / Single Declaration / Create Single Declaration /

Step 3 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

List of Commodities

S.No.	HS Code	Product Code	Quantity	Unit Price	Total Value	Import Value (PKR)	Action
1	3003.1000	0000	2 KG	USD 2	USD 4	1,212.00	✓ ✕ 📄 🗑️

15 items per page, 1 - 1 of 1 items

+ Add commodity

Figure 79



vii. Select the 'HS Code' from the drop down menu.

Single Declaration
Home / Single Declaration / Create Single Declaration /

Step 3 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

Back to Commodities List

Ministry quota not be applied, want to freely import this HS Code

HS Code
3003.1000 x

3003.1000
3003.2000
3003.3100
3003.3900
3003.4100
3003.4200
3003.4300

Tariff Description

Supporting Information

Figure 80

viii. Select the 'Product Code' from the drop down menu.

Commodity Information

Documents
Review And Validate
Payment Procedure

Ministry quota not be applied, want to freely import this HS Code

HS Code
3003.1000 x

Product Code
acid structure, or streptomycins or their derivatives x
0000- Containing penicillins or derivatives thereof, with a penicilanic acid structure, or streptomycins or their derivatives
- Containing penicillins or derivatives thereof, with a penicil

Tariff Description
-CONTAINING PENICILLINS OR DERIVATIVES THEREOF, WIT

Declared Description
Please enter declared description

Valuation Rulings
Select from List

Regulatory Departments
1 Drug Regulatory Authority of Pakistan

Figure 81



ix. Fill in the Supporting Information

Financial Information

General Information

Commodity Information

Documents

Review And Validate

Payment Procedure

Supporting Information

Unit Of Measure (Assessment Purpose) Quantity (Assessment Purpose) Unit Of Measure (Statistical Purpose) (Optional) Quantity (Statistical Purpose)

KG 0 Please select Unit Of Measure (Stati... 0

Unit Of Measure (International Traded) (Optional) Quantity (International Traded) (Optional) Unit Value (USD) Total Value

Please select Unit Of Measure (Inter... 0 0 0

Import Value (PKR) Unit Value (As per Invoice) Item Import Type Origin

0 0 Item Import Type Origin

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

SROs / Exemptions

OGA's Required Information

Save

Figure 82

x. In case of any SROs/Exemptions, click on the attachment option to tag the SRO/Exemption.

Search anything

19991 ROYAL LEATHER INDUSTRIES LIMITED TR

Single Declaration

Home / Single Declaration / Create Single Declaration /

Step 3 of 6

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

Back Proceed

Consignment Information

Financial Information

Commodity Information

Documents

Review And Validate

Payment Procedure

General Information

Supporting Information

SROs / Exemptions

SRO Attachment

Order No	Serial	Duties	Action
No records available			

OGA's Required Information

Save

Figure 83



- xi. Fill in the relevant OGA's Required information like purpose, specific description, name of drug, reason of import, packaging, batch details, and shelf life.
 - After providing the required details, Click on the 'Get Documentary Requirement'.

The screenshot shows a web application interface for 'Supporting Information'. The 'OGA's Required Information' section is highlighted with a red box and contains the following fields:

- Purpose:** Please select purpose (dropdown)
- Specific Description:** Please select specific description (dropdown)
- Name of Drug:** Please enter name of drug (text input)
- Reason of Import:** Please enter reason of import (text input)
- Packaging:** Please enter packaging (text input)
- Batch no:** Please enter batch no (text input)
- Batch Manufacturing Date:** day-month-year (calendar input)
- IOM Date:** day-month-year (calendar input)
- Batch Expiry Date:** day-month-year (calendar input)
- Shelf life Duration:** Please select shelf life duration (dropdown)
- Total Shelf Life Value:** 0 (spin input)

A 'Get Documentary Requirement' button is located at the bottom right of the form, also highlighted with a red box. A 'Save' button is visible at the bottom right of the entire form area.

Figure 84

- xii. Please upload the required documents.

The screenshot shows the 'Required Documents' section of the application. It contains a table with the following data:

Document Name	Actions
+ Certificate of Analysis	
+ Certificate of Donation	
+ Institute Registration Certificate	
+ NGO Registration Certificate from concerned regulatory authority	
+ Proof of free sale (for each product)	

Figure 85



- xiii. Added Commodity will be displayed on the 'List of Commodities table'. The same way, you can add multiple items/commodities.

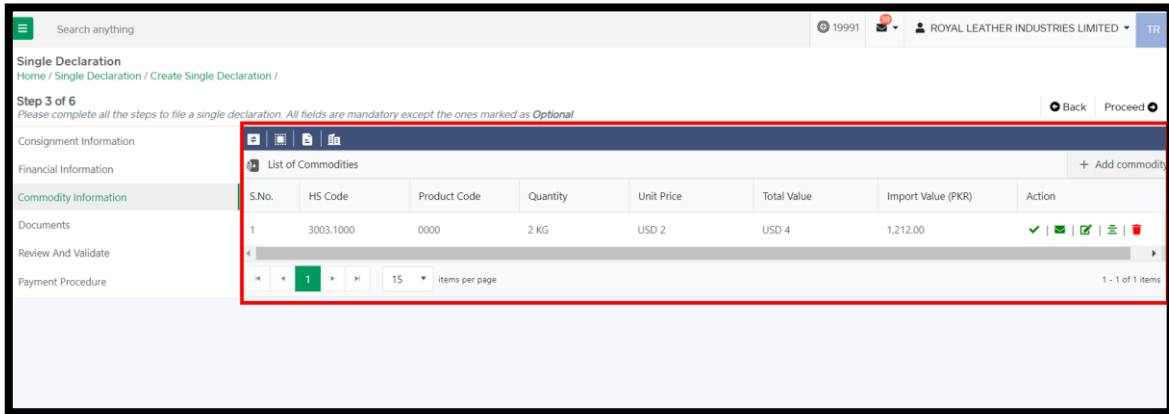


Figure 86

- xiv. On the Documents section, select the the document type from the dropdown menu.

- Click on the Action icon to upload the document file

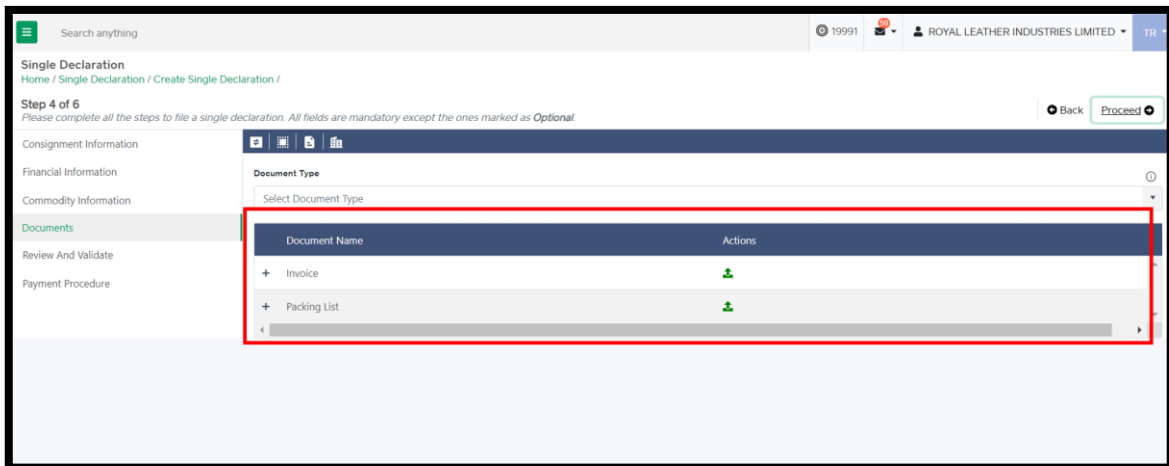


Figure 87



- xv. On the 'Review and Validate form' review the information and Click on the Validate & Proceed for the validation.

Search anything 19991 ROYAL LEATHER INDUSTRIES LIMITED

Single Declaration
Home / Single Declaration / Create Single Declaration /

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

Collectorate: Port Qasim (imports), karachi BL Number: BL4476634331

Check Duties & tax

Back Validate & Proceed

Packages Information

S.No	No. of Package	Package Type
1	2070	CARTONS

Containers Information

S.No	Container No	Seal No
1	APLU6152360	6867
2	APLU7674002	3088

Figure 88

- xvi. Review the Payment fee.
- Click on 'Save and Submit' button.
 - The Validation of SD will be Successful.

Search anything 19991 ROYAL LEATHER INDUSTRIES LIMITED

Single Declaration
Home / Single Declaration / Create Single Declaration /

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: 0453562

FBR

Fee Name

Fee Name	Amount (PKR)
Customs Duty	
Sales Tax	
Income Tax	PKR 148.00
Additional Custom Duty	PKR 12.00
Additional Sales Tax	PKR 41.00

Trader Address: 26-B ZAMAN PARK SUNDAR DAS ROAD

Base Order: PKR 2,000.00

Validated!
Your SD is validated successfully

OK

Back Save and Submit

Figure 89



xvii. You can use the PSID to pay the fee through PD account or any of the following ADC (Alternate Delivery Channel) modes:

- Bank Counter
- ATM
- Internet Banking
- Mobile Banking

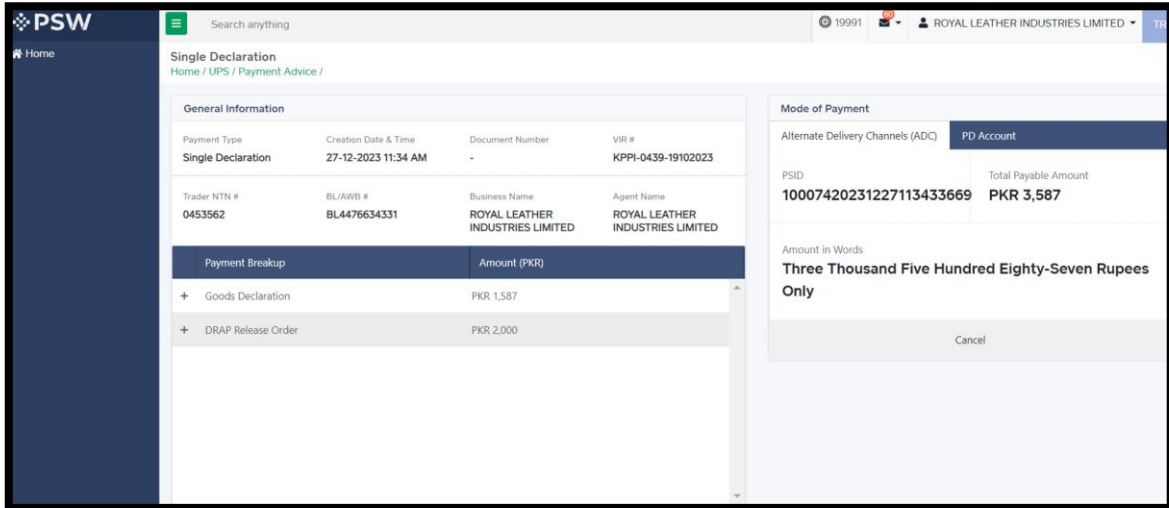


Figure 90

xviii. After Submission, you can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected.

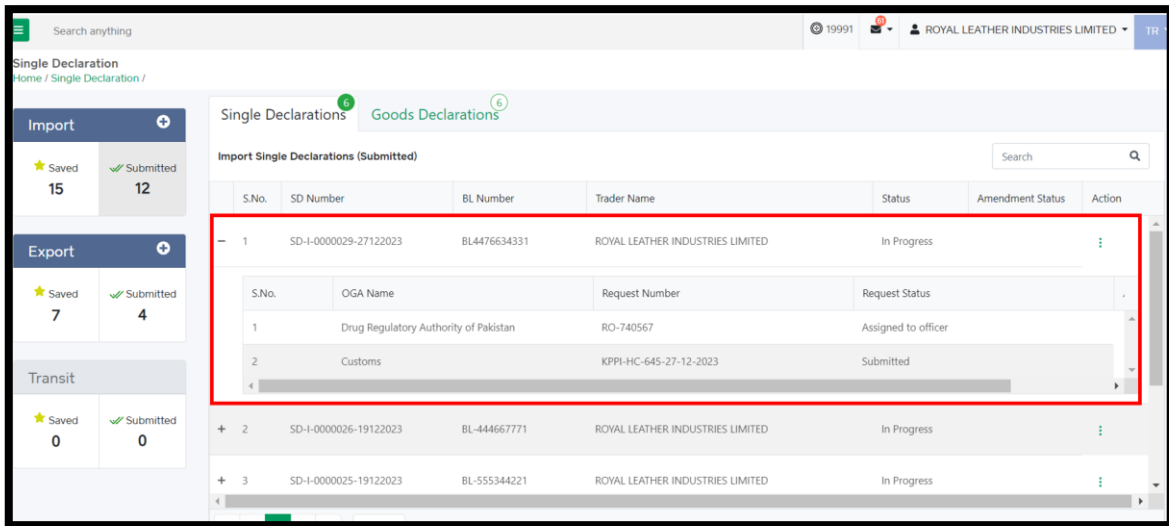
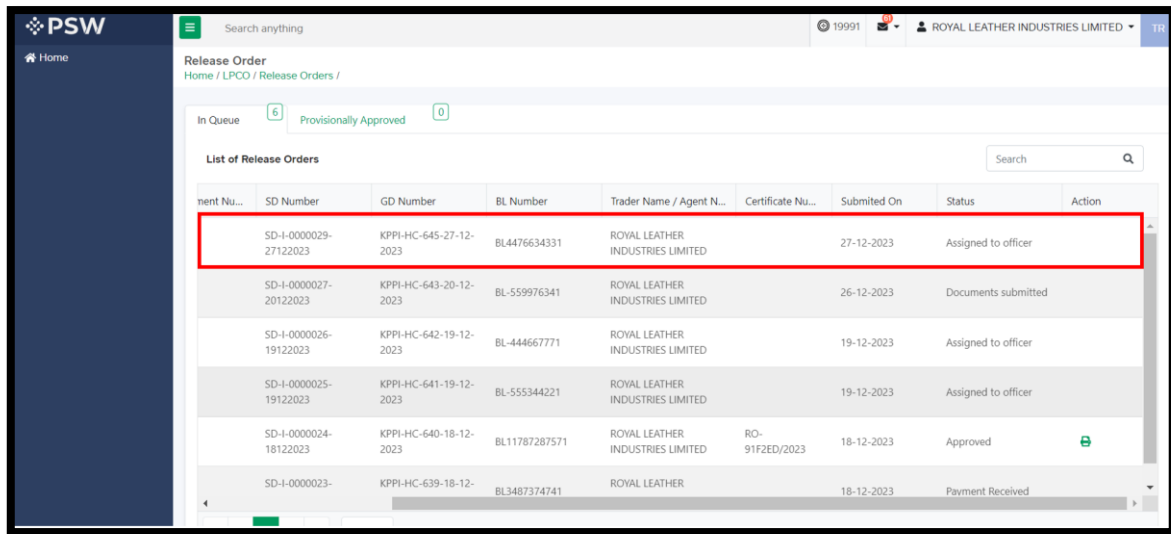


Figure 91

- xix. You can also view the status of your request(s) whether it is Submitted, Assigned to Officer, Approved, or Rejected from LPCO/Release Orders.



PSW
Home

Search anything

19991 ROYAL LEATHER INDUSTRIES LIMITED

Release Order
Home / LPCO / Release Orders /

In Queue 6 Provisionally Approved 0

List of Release Orders

Document Nu...	SD Number	GD Number	BL Number	Trader Name / Agent N...	Certificate Nu...	Submitted On	Status	Action
	SD-I-0000029-27122023	KPPI-HC-645-27-12-2023	BL4476634331	ROYAL LEATHER INDUSTRIES LIMITED		27-12-2023	Assigned to officer	
	SD-I-0000027-20122023	KPPI-HC-643-20-12-2023	BL-559976341	ROYAL LEATHER INDUSTRIES LIMITED		26-12-2023	Documents submitted	
	SD-I-0000026-19122023	KPPI-HC-642-19-12-2023	BL-444667771	ROYAL LEATHER INDUSTRIES LIMITED		19-12-2023	Assigned to officer	
	SD-I-0000025-19122023	KPPI-HC-641-19-12-2023	BL-555344221	ROYAL LEATHER INDUSTRIES LIMITED		19-12-2023	Assigned to officer	
	SD-I-0000024-18122023	KPPI-HC-640-18-12-2023	BL11787287571	ROYAL LEATHER INDUSTRIES LIMITED	RO-91F2ED/2023	18-12-2023	Approved	
	SD-I-0000023-	KPPI-HC-639-18-12-	BL3487374741	ROYAL LEATHER		18-12-2023	Payment Received	

Figure 92



6. CONTACT INFORMATION

If you require any assistance, please feel free to contact us as:

Email: support@psw.gov.pk

Phone: 021-111-111-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk