

USER MANUAL

DRAP - IMPORT LICENSE REQUEST & AMENDMENT

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1. Introduction

Pakistan Single Window (PSW) is an electronic portal that allows parties involved in cross border trade and transport to lodge standardized information and documents using a single-entry point to fulfill all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory approvals need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and Other Government Agencies (OGA) fees.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the 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 (phasewise), 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

Background As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' (NSW) as a 'Category C' commitment with effect from 22nd February 2017. To implement NSW the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. Pakistan Customs has established a dedicated PSW Company (PSWC), as a not-for-profit Company under the Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act for developing and maintaining the PSW portal in collaboration with 77 different public sector entities involved in the regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to the regulation of international trade. This will not only reduce the time and costs but also increase compliance and immensely benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters, etc. The implementation of the PSW program will also enhance government controls and transparency. By creating a national electronic trade and logistics platform the PSW will help Pakistan integrate better into the regional and global single window systems. It will facilitate integration into global value chains and enable Pakistan to become a hub for regional and international transit and trade.



3. Salient Features of DRAP Module DIL & Amendments

- A complete solution for online filling and processing of applications.
- It caters to all the needs of DRAP related to processing Drug Import License Request and Amendments.
- 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

- o To use PSW Portal on Windows®, the subscriber will require:
 - a. Google Chrome Browser.
 - b. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
 - c. An Intel Pentium 4 processor or later that's SSE3 capable.
- To use PSW Portal on Mac®, the subscriber will need:
 - d. Google Chrome Browser
 - e. OS X El Capitan 10.11 or later.

5. Step by Step Business Process

5.1 User Login

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



Figure 1

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

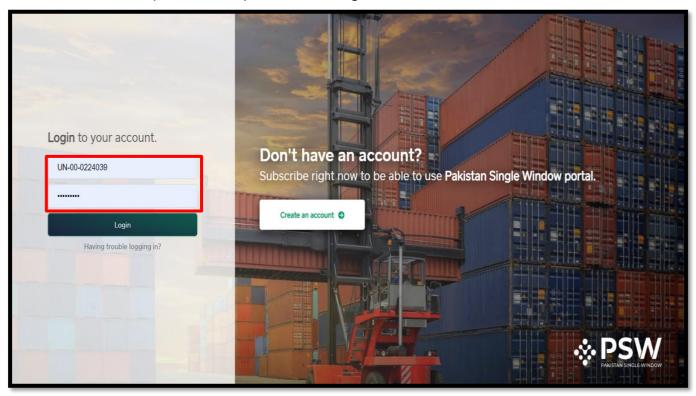


Figure 2



5.2 Drug Import License Request

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

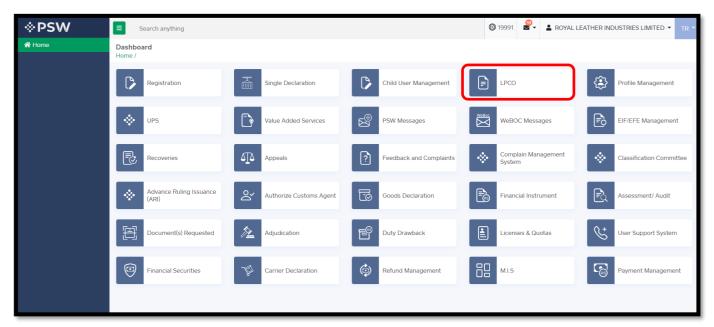


Figure 3

ii. User shall click on 'Import License' tab.



Figure 4

iii. List of previous import license requests will appear, User shall click on 'Create Import License' tab.

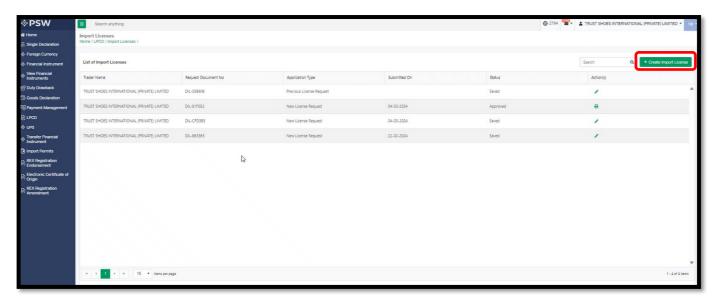


Figure 5

iv. Select agency from the dropdown menu and press submit button.

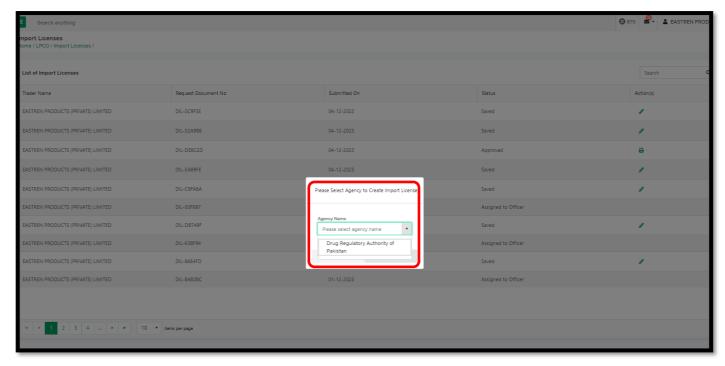


Figure 6

5.2.1 Basic Information

i. After selecting an agency, a basic Information page will appear. User shall select 'New License Request' for new license in case user has select 'Previous License Request'.

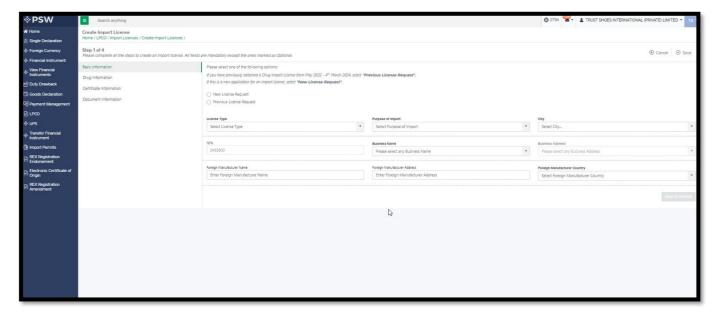


Figure 7

ii. Upon selecting Previous License Request, User shall provide validity dates of previous license.

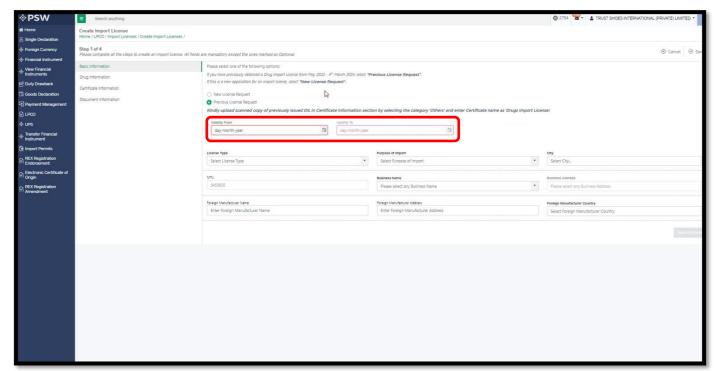


Figure 8

iii. User shall select License type as 'Drug Import License'.

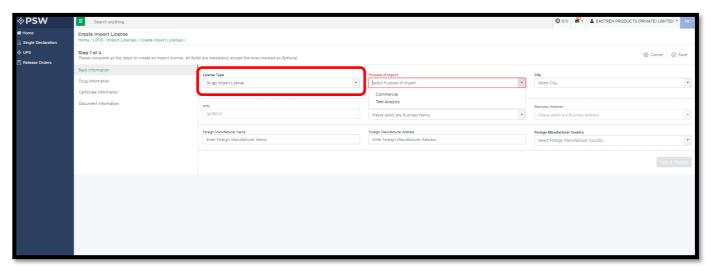


Figure 9

5.2.2 Purpose of Import - Commercial (Form 5)

iv. User can select Purpose of Import as 'Commercial'.

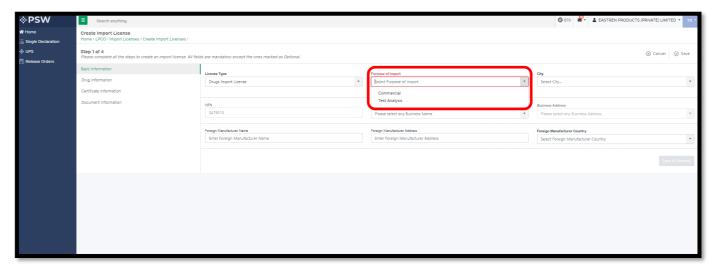


Figure 10

v. User shall fill required details from the dropdown menu, then click save & proceed button.

Note: Select the business address as per your DML or DSL premises address

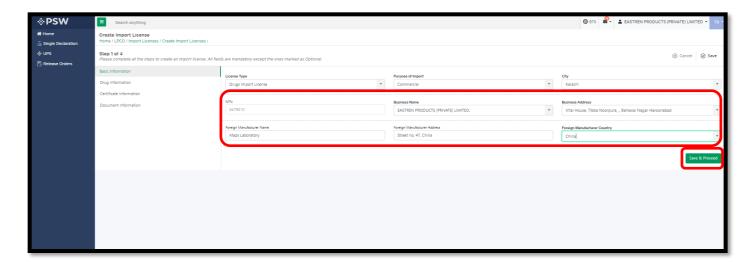


Figure 11

5.2.3 Drug Information

i. Upon completion of basic information, a drug information page will appear. Here the user shall provide all relevant information.

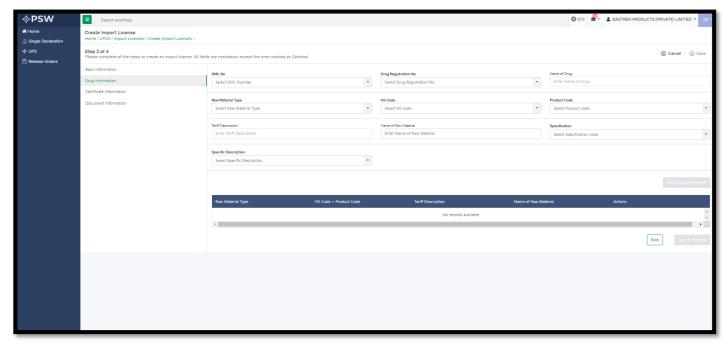


Figure 12

ii. User shall select relevant Drug Manufacturing License number from the dropdown menu.

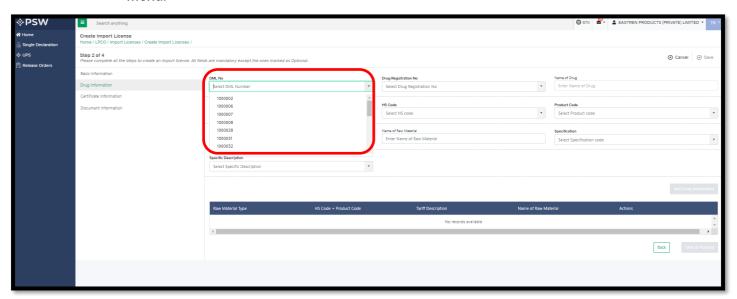


Figure 13

iii. User shall select Drug Registration No. from the dropdown menu.

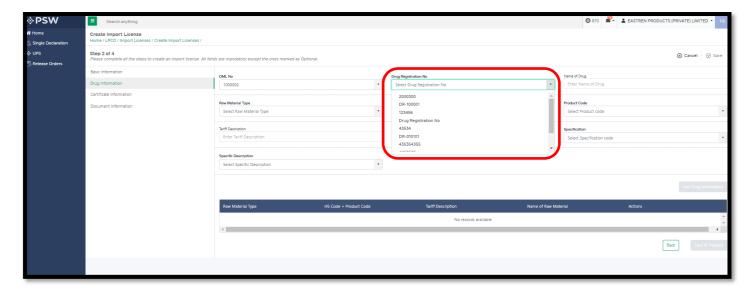


Figure 14

iv. User shall select Raw Material Type from drop down menu.

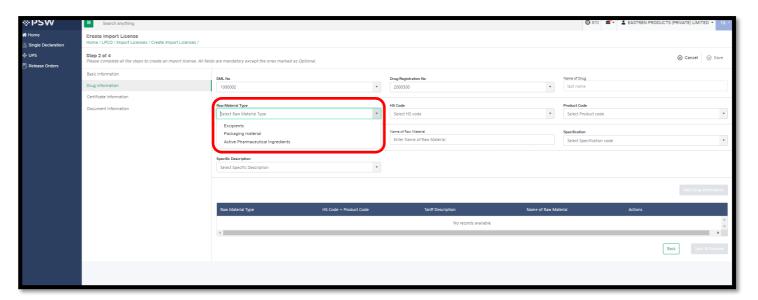


Figure 15

vi. Here, the user shall select correct HS Code and correct Product Code from the dropdown menu.

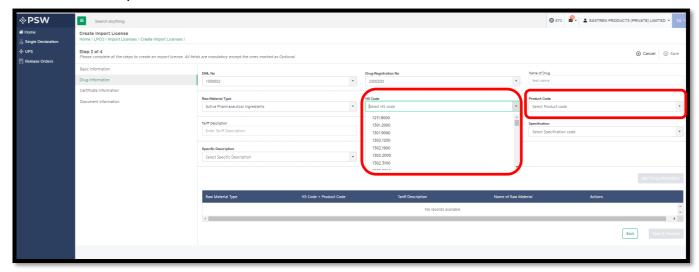


Figure 16

vii. User shall enter 'Name of Raw Material' and then 'Specification' from the dropdown menu.

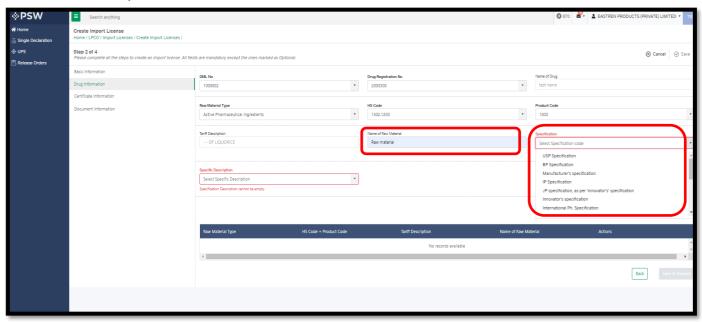


Figure 17

viii. User shall select 'Specific Description' and then click on 'Add Drug Information' button.

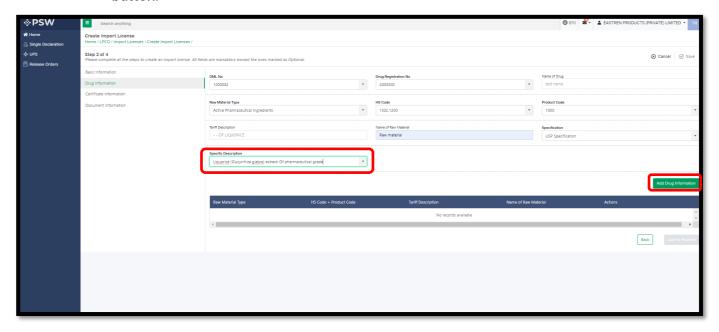


Figure 18

ix. 'Drug Information' will be added, user shall click on 'Save & Proceed' button to proceed further.

Note: User can add multiple items.

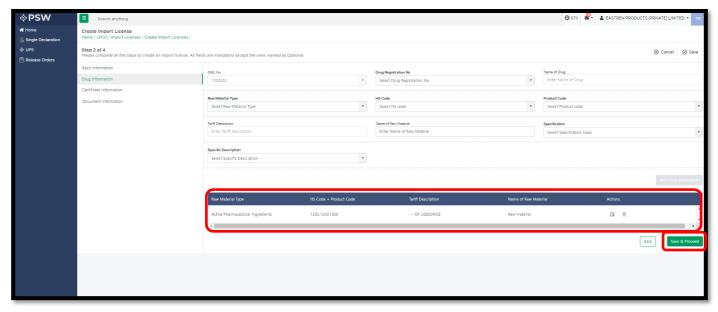


Figure 19

5.2.4 Drug Information - Test Analysis (Form 6)

i. Upon selecting Purpose of Import 'Test Analysis' from basic information.

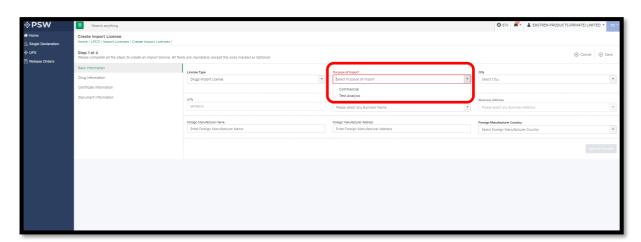


Figure 20

ii. Here the user shall provide the required information for test analysis and press 'Add Drug Information.'

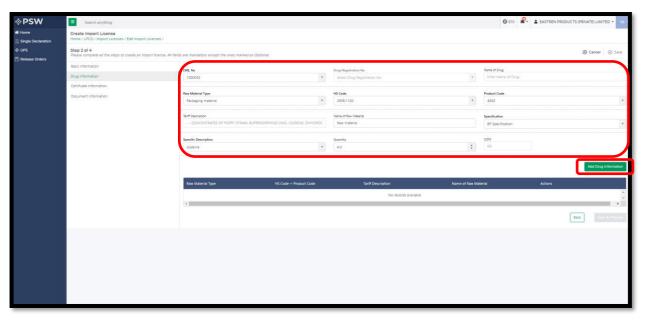


Figure 21

5.2.5 Certificate Information

i. Once Drug Information is added, here user shall provide Certificate Information.

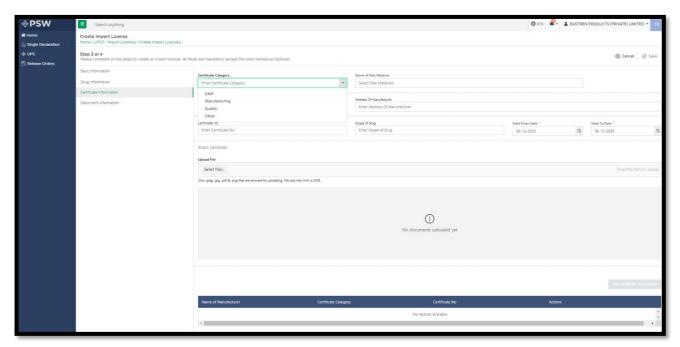


Figure 22

ii. The user shall provide the Name of Raw Material.

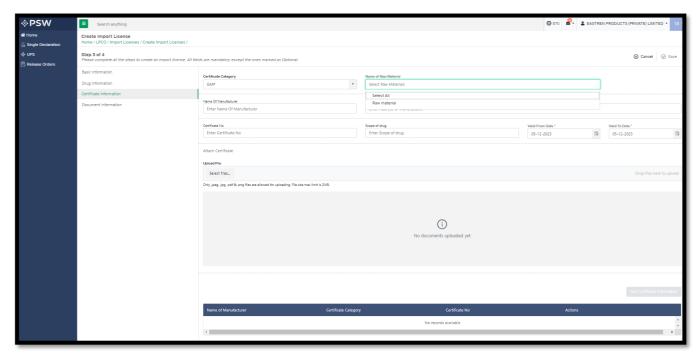


Figure 23

iii. Here, the user shall provide mandatory details, then upload certificate by clicking Upload file button. Once the certificate is uploaded, the user shall press 'Add Certificate' button.

Note: If you have selected the option of previous license then select others and mention certificate name as Previous Drugs Import License and upload the scanned copy.

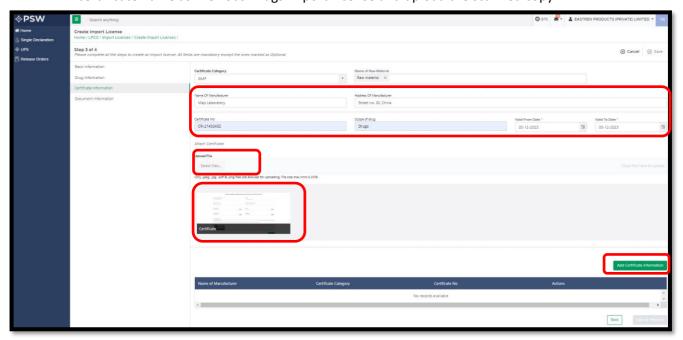


Figure 24

iv. Upon clicking 'Add Certificate' button, certificate will be added. The details will appear below.

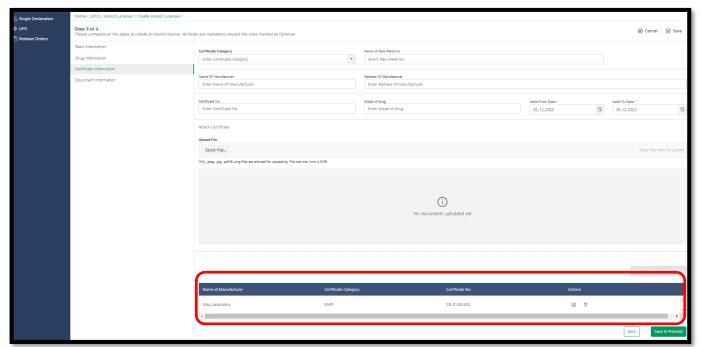


Figure 25

v. To view the certificate details before submitting the request, the user will be able to view the details by clicking on the button under Action grid. User will be able to delete the certificate details by clicking the delete button if required.

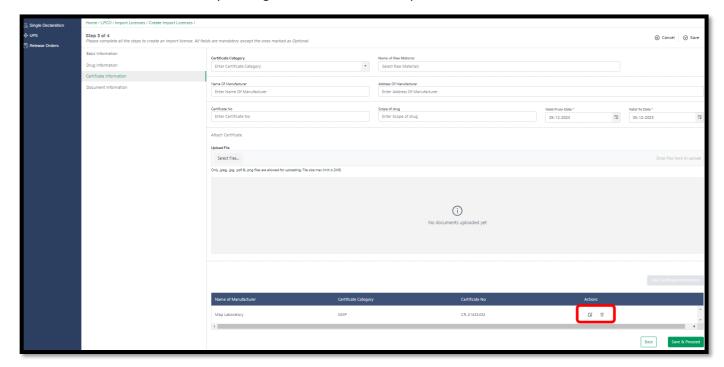


Figure 26

vi. Upon clicking the button under Action grid, below screen will appear, user will be able to check the details entered are correct. Once details are checked user shall click 'Save & Proceed button.

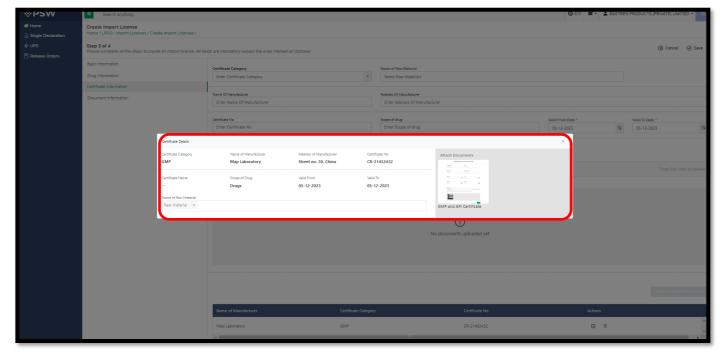


Figure 27

5.2.6 Document Information

i. Upon completion of Certificate Information, the user shall upload required documents from drop down list.

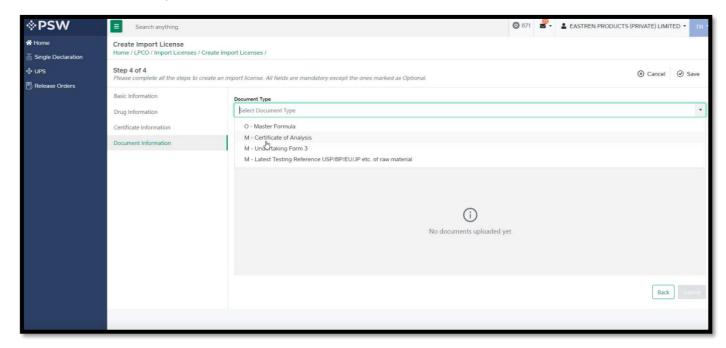


Figure 28

ii. The user shall ensure that all relevant documents have been uploaded successfully, then press the submit button.

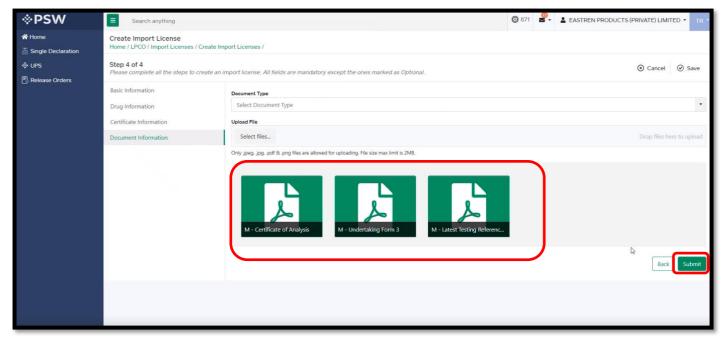


Figure 29

Note: Only jpeg, jpg, pdf and png files are supported for uploading. Files size max limit is 2MB.

iv. Upon clicking on the submit button, an undertake screen will appear. The user shall click on 'Yes' to proceed further.

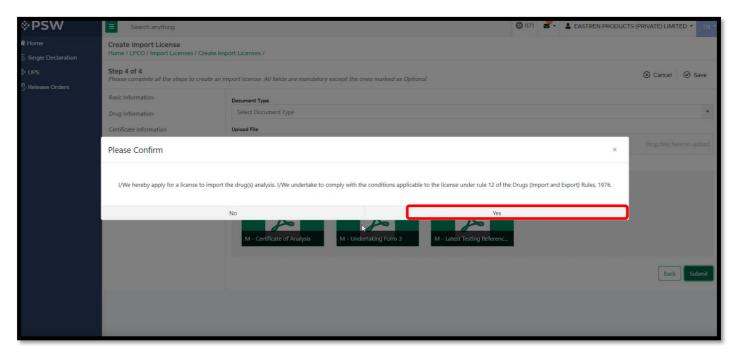


Figure 30

v. A request confirmation screen will appear, mentioning request has been submitted and PSID will be generated along with license fee.

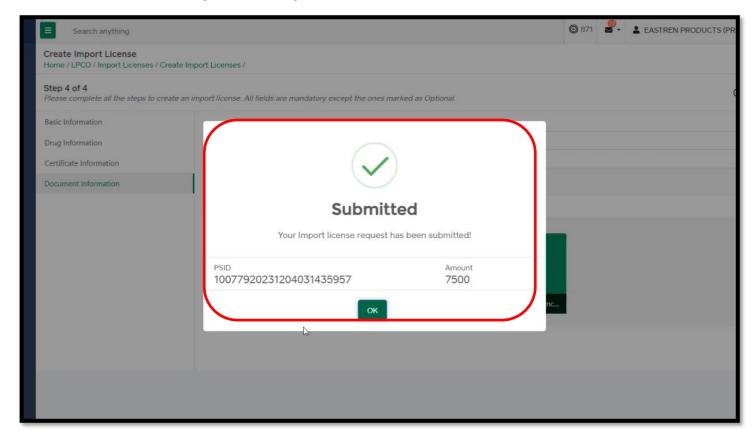


Figure 31

vi. Submitted request will show in the list and status will be updated as 'Payment Awaited'.

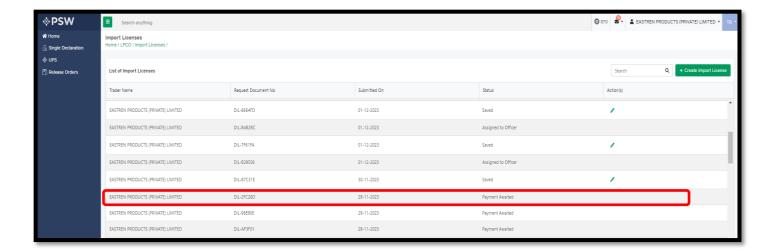


Figure 32

5.2.7 Payments

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

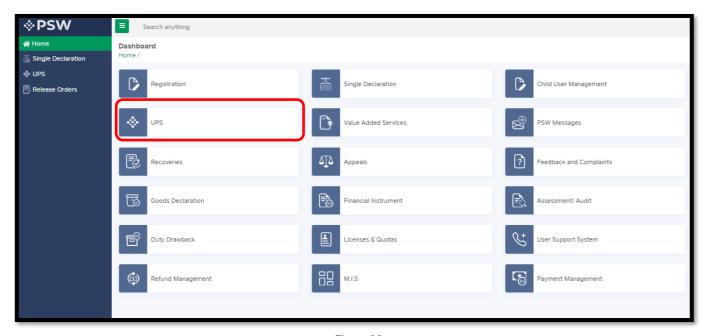


Figure 33

ii. Upon clicking on the UPS option below screen will appear, the user will be able to search his request with multiple options i.e. Via PSID, BL Number, Document Number. User shall select the button under Action grid to view the payment screen.

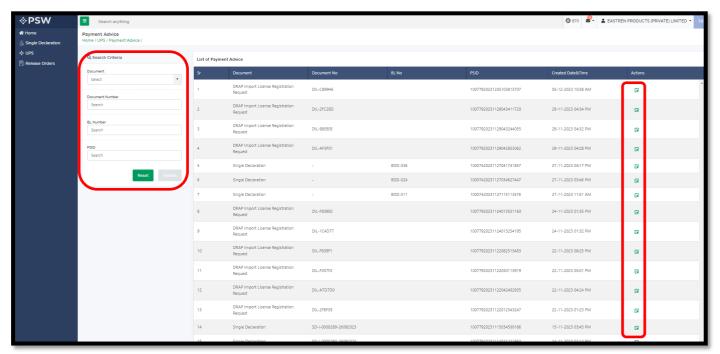


Figure 34

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

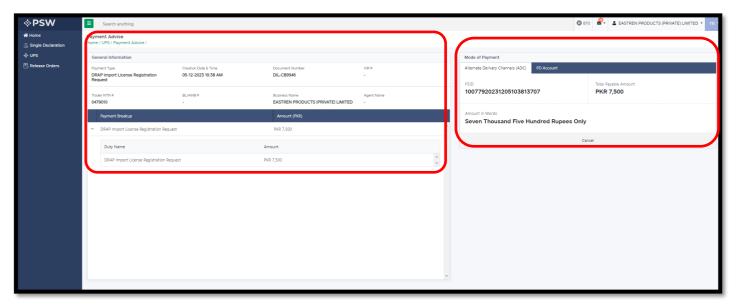


Figure 35

iv. Once the payment has been made, the request status will be changed to 'Assigned to Officer'.

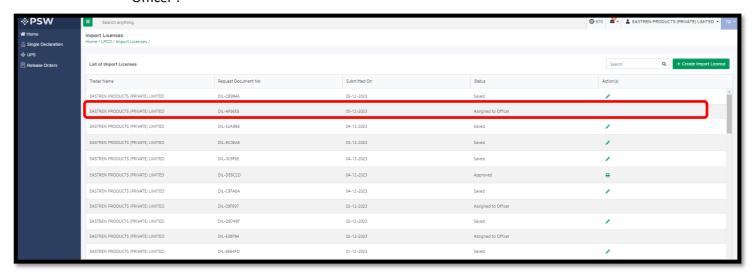


Figure 36

v. Once the request is approved, status will show as 'Approved'. The user can download the certificate by clicking on the printer icon under the Action grid.

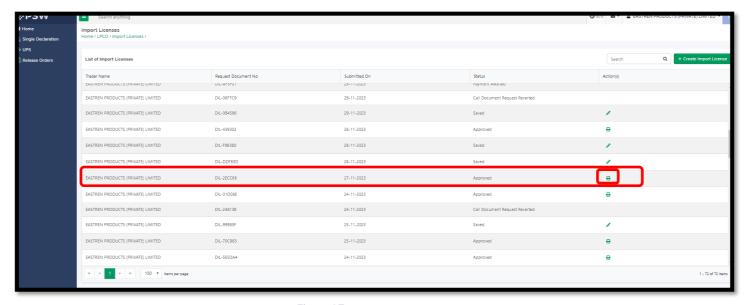


Figure 37

vi. The user will have a view of the certificate, with a QR code.

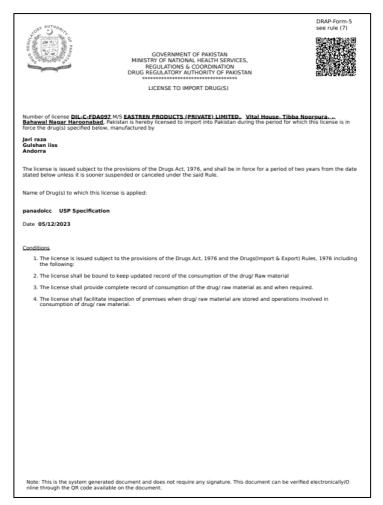


Figure 38



DRAP-Form-6 see rule (7)



LICENSE TO IMPORT DRUG(S) FOR CLINICAL TRAIL, EXAMINATION, TEST OR ANALYSIS

No. of license **DIL-C-6D9EDE** M/S **EASTREN PRODUCTS (PRIVATE) LIMITED.** of is/are hereby licensed to import from the drug(s) specified below for the purpose of clinical trial, examination test or analysis at **Vital House, Tibba Noorpura, ... Bahawal Nagar Haroonabad** or in such other place as the licensing authority may from time to time authorise.

This license is subject to the condition prescribed in rule 12 of the Drugs (Import and Export) Rules, 1976, and such other conditions as may be prescribed by the Federal Government in this behalf.

This license shall, unless, previously suspended or cancelled be in force for a period of two years from the date specified below:

Name(s) of drug(s) with quantities which may be imported

test raw material 100.0000

Date 27/11/2023

Figure 39

5.2.8 Amendment of Drug Manufacturing License

i. User will login and select 'Registration' from the dashboard.

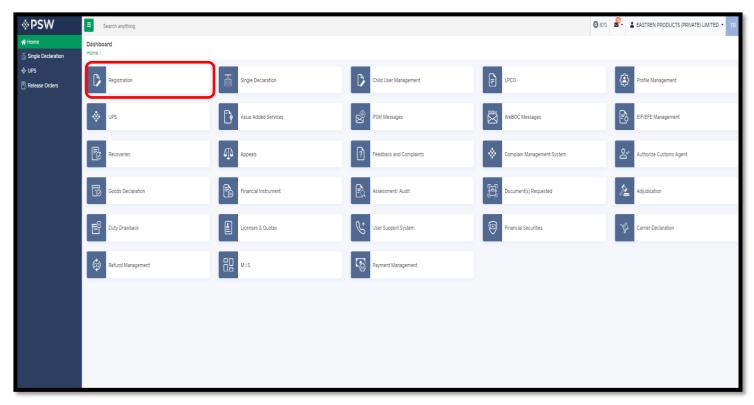


Figure 40

ii. User shall click on 'License Registration'.

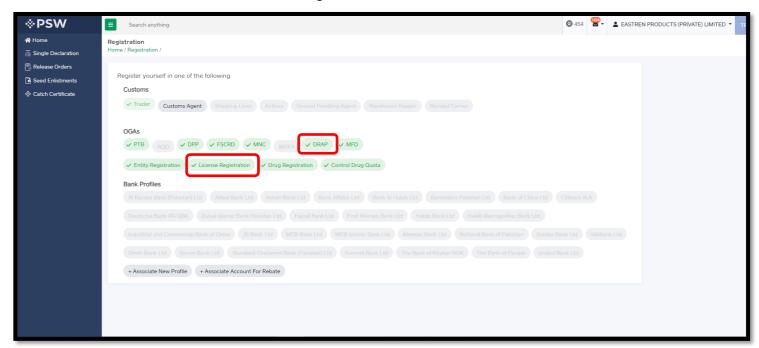


Figure 41

iii. User shall click on 'Drug Manufacturing License'.



Figure 42

iv. Approved request will be shown, user shall click on 'Edit' button under Action grid.

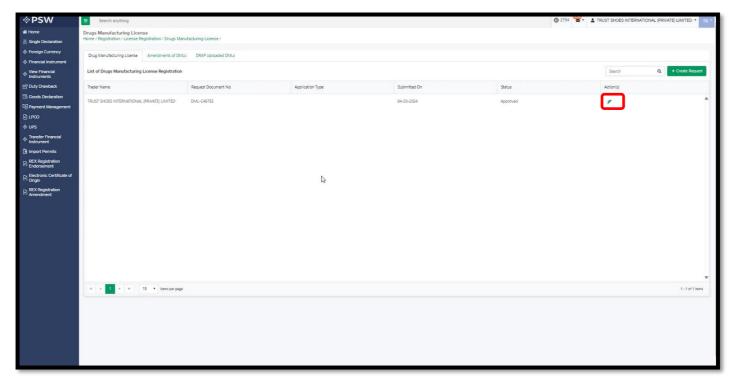


Figure 43

v. User will be able to make amendments of Basic Information by clicking 'Edit' button, similarly for the amendment of Drugs Manufacturing License Information user shall press 'Edit' button and upload documents if required, then click on 'Submit for Amendment' button to submit the amendment request.

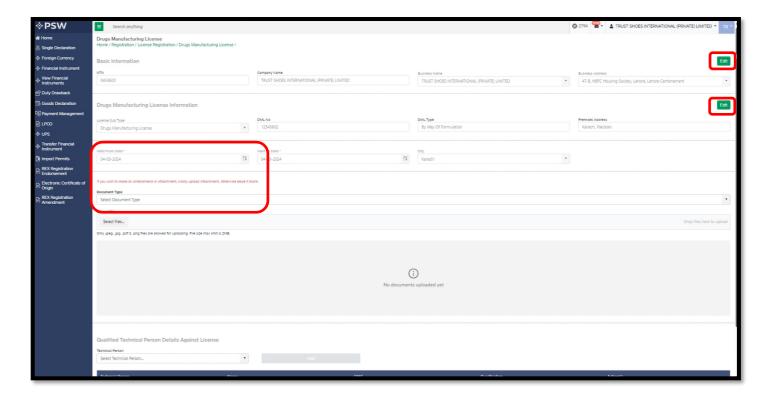


Figure 44

5.2.9 Amendment of Drug Sale License

i. User will login and select 'Registration' from the dashboard.

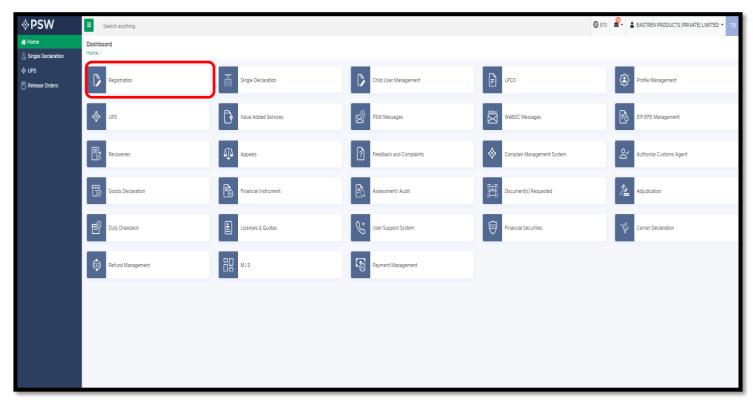


Figure 45

ii. User shall click on DRAP and then click on 'License Registration'.



Figure 46

iii. User shall click on 'Drug Sale License'.

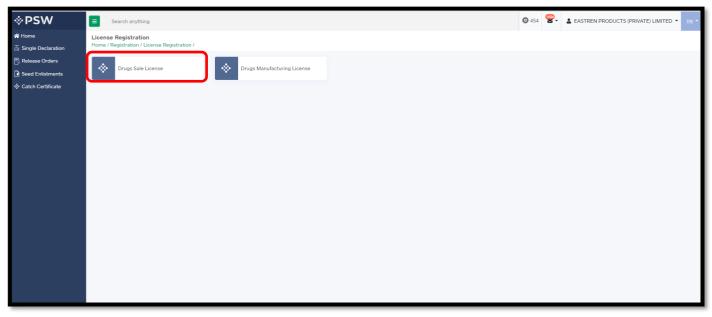


Figure 47

iv. Approved request will be shown, user shall click on 'Edit' button under Action grid.

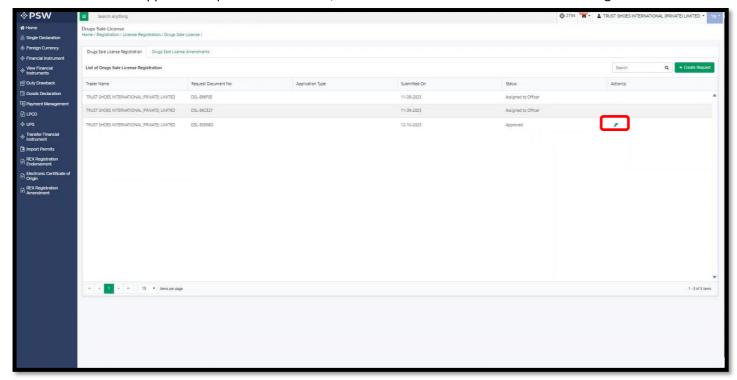


Figure 48

v. User will be able to make amendments by clicking 'Edit' button and upload documents if required, then click on 'Submit for Amendment' button.

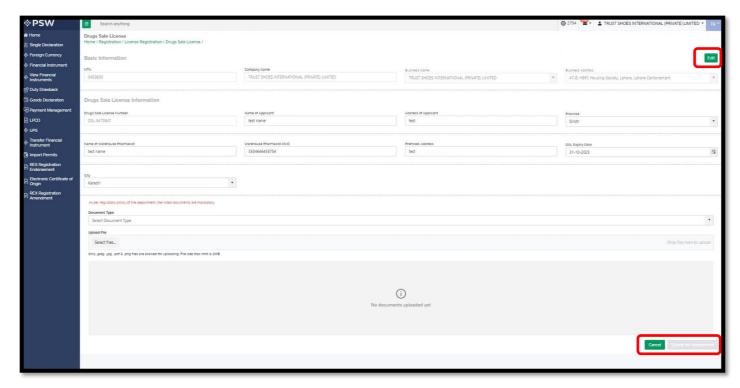


Figure 49

6. Contact Information

If you require any assistance, please feel

free to contact us as:

Email: support@psw.gov.pk Phone: 021-111-1sss11-779





+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk