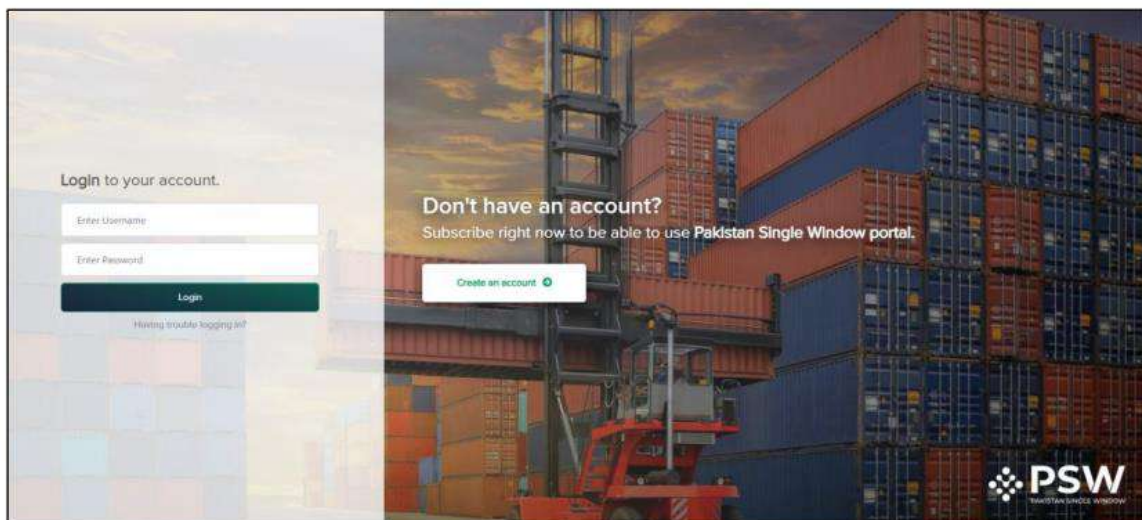


## INTRODUCTION TO PAKISTAN SINGLE WINDOW

Use of the PSW portal is allowed to users who are granted access by the system upon fulfillment of requirements provided in the PSW Subscription Rules (provide link here). During subscription process the particulars of subscriber are electronically captured and verified from relevant departments and databases following the Know Your Customer (KYC) principle. Once subscription is obtained the same particulars are made available to different regulators integrated with PSW platform including Pakistan Customs for the purpose of registration of an entity, product or premises. This saves economic operators having to submit the same information physically or electronically for registration purposes to different public sector entities regulating international trade and transit in Pakistan.

## Registration with Customs through PSW Portal

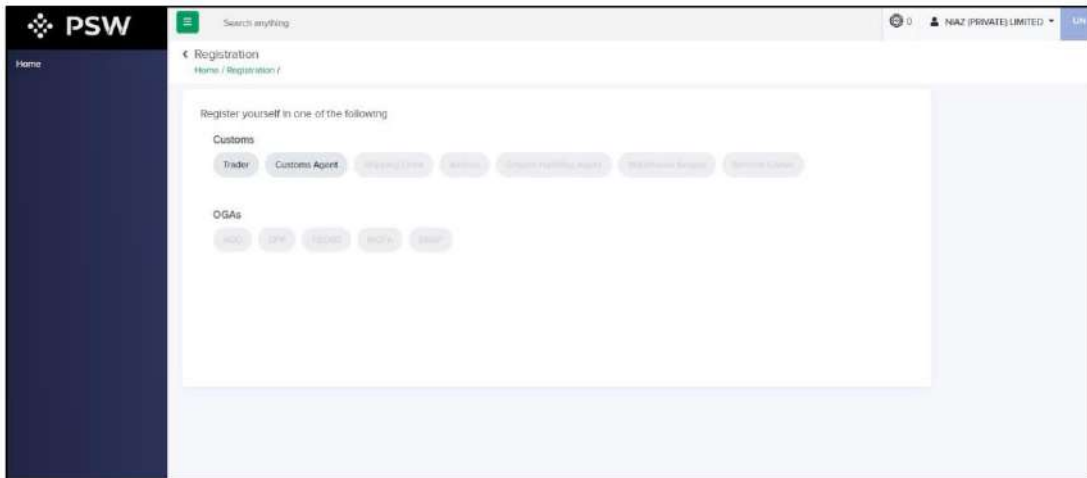
### 1. Register as Trader For NTN Holders



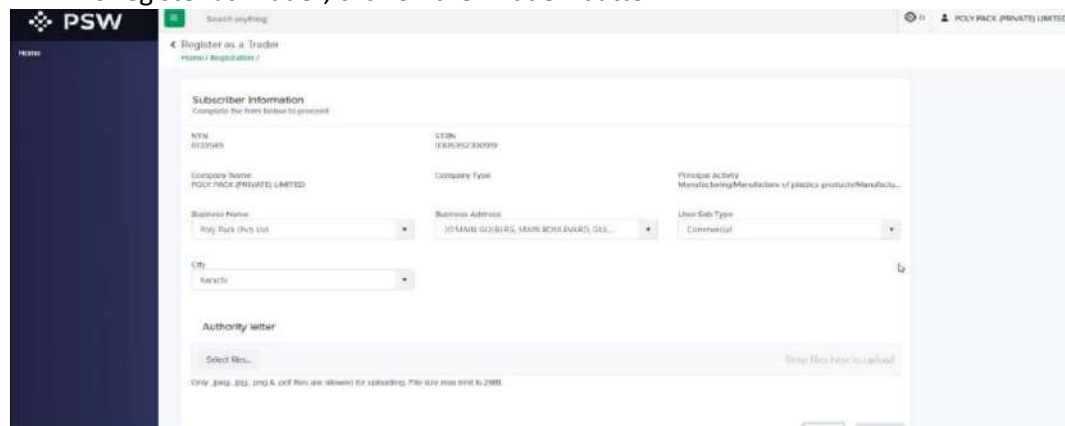
- i. To register with Customs as a Trader, login in to PSW portal using your subscription ID and password.



ii. After successfully logging in, you will be directed to the Registration dashboard

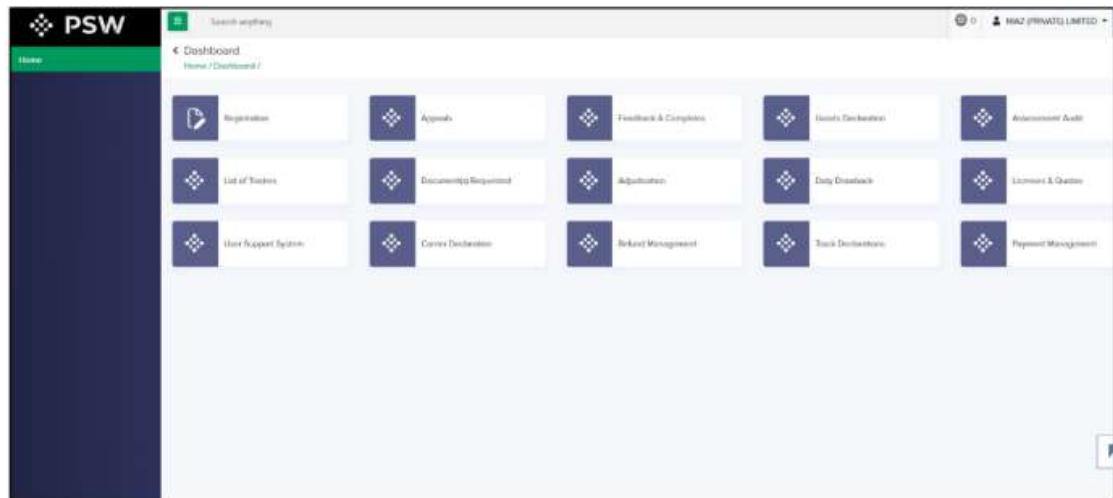


iii. To register as Trader, click on the 'Trader' button.



iv. After clicking on the 'Trader' button, the Trader Registration form will appear. Select Business Name, Business Address, City and User sub type (i.e., Commercial or

NonCommercial). Upload required documents and click the 'Submit' button. (Note: You must submit an Authority Letter if the business has multiple Directors/Partners).



- v. After successful registration as Trader, above options will appear on your dashboard.
- vi. If you opted for Physical verification due to loss of elasticity, fading, wear-off, old age or any other medical reason, an email will be sent stating that "You are required to appear before AC/DC User ID to complete the verification process. You will be able to file declaration ONLY after physical verification."
- vii. Trader shall have to physically appear before AC/DC User ID to complete the physical verification process. After successful verification, User will be able to file declaration to perform cross-border trade related activities.