



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.

PSW Subscription – Procedure, Salient Features and Dividends

SUBSCRIPTION PROCEDURE

- **For NTN Holders**

Subscription to the PSW Portal is easy and comprises the following steps:

1. Click the “**Subscribe**” button on the PSW Home page.
2. Read the terms and conditions, accept Terms and Conditions and click on “Proceed” button.
- 3.
4. Enter NTN and provide CNIC and Mobile Phone No for following validations;
 - Email associated with NTN is required to be active for verification through One Time Password (OTP) and forwarding Login Credentials.
 - Mobile number registered with selected CNIC will be verified through Pakistan Mobile Number Portability Database (PMD) and required for two factor authentication.**(Note: Mobile numbers registered in a Company name cannot be used for PSW subscription).**
5. Deposit non-refundable subscription fee, through system generated Payment Slip ID (PSID).
6. Authentication and verification of subscriber will be performed through OTP sent on entered mobile phone number and Email address registered with FBR.

7. Your Biometric verification is required to complete subscription. Visit your nearest NADRA e-Sahulat franchise for biometric verification. If you are unable to perform biometric verification due to loss of elasticity, fading, wear-off, old age or any other medical reason, the alternate process of physical verification may be followed.
8. After successful biometric verification a link will be sent to your registered email address with the UID (user ID) after which you can create your unique password to access the PSW Portal.

- **For FTN Holders**

Subscription to the PSW Portal is easy and comprises the following steps:

1. Click the "Subscribe" button on the PSW Home page.
2. Read the terms and conditions, accept Terms and Conditions and click on "Proceed" button.
3. Enter FTN and provide CNIC and Mobile Phone No for following validations:
 - Email associated with FTN is required to be active for verification through One Time Password (OTP) and forwarding Login Credentials.
 - Mobile number registered with selected CNIC will be verified through Pakistan Mobile Number Portability Database (PMD) and required for two factor authentication.

(Note: Mobile numbers registered in a Company name cannot be used for PSW subscription).

4. Deposit non-refundable subscription fee, through system generated Payment Slip ID (PSID).
5. Authentication and verification of subscriber will be performed through OTP sent on entered mobile phone number and Email address registered with FBR.
6. Your Biometric verification is required to complete subscription. Visit your nearest NADRA e-Sahulat franchise for biometric verification. If you are unable to perform biometric verification due to loss of elasticity, fading, wear-off, old age or any other medical reason, the alternate process of physical verification may be followed.
7. After successful biometric verification a link will be sent to your registered email address with the UID (user ID) after which you can create your unique password to access the PSW Portal.

Salient Features of PSW Subscription

- **Scope:**
Subscription Process caters to NTN holders, FTN holders, Non-NTN\Non-FTN holders enabling them performance of cross border trade related activities.
- **Real time data validation/KYC:**
Subscription process is 100% automated through real time integrations with FBR, SECP, NADRA and PMD.
- **Paper/contact less processing:**
Subscription application will be auto processed, and User ID will be issued by the system through completely eliminating paper and physical appearance. User Manual-Subscription and Registration Copyright © Pakistan Single Window 6
- **E Payment:**
Subscription Fee shall be paid online through 1Link using ADC.

- **Authenticity of Subscriber:**
Subscriber authenticity shall be ensured through Biometric verification from NADRA and mobile number ownership through PMD.

What you will need to subscribe

System Requirements:

1. Google Chrome Browser.
2. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
3. An Intel Pentium 4 processor or later that's SSE3 capable To use PSW Portal on Mac®, you will need:-
 - ✓ Google Chrome Browser
 - ✓ OS X El Capitan 10.11 or later

Subscription Requirements

- **Updated FBR data:**

Email address and CNIC will be fetched/verified from FBR database against NTN/FTN. The subscriber must have updated all required details in the FBR database and should be able to access the email address for correspondence/OTP retrieval.

- **Mobile Number Ownership:**

Subscriber shall be required to provide Mobile Number which must be registered with the provided CNIC. Mobile number ownership will be verified from PMD. Mobile number should be accessible to subscriber for correspondence/OTP retrieval.

- **Biometric Verification:**

Subscriber shall be required to have biometric verification done to obtain subscription. Biometric verification can be done only for the CNIC that is provided by the Subscriber. The CNIC holder will visit the nearest NADRA E-sahulat Markaz with their CNIC and Application ID (provided by PSW system during subscription process explained ahead).

- **Incorporated Companies:**

The data of directors of a company will be fetched from SECP/FBR database and any one of the directors will need to perform the required actions for obtaining subscription. He/She will undertake mobile phone ownership and biometric verification. They will receive correspondence/OTPs on the Email address available in SECP/FBR database and Mobile number registered in their own name.

For complete guidelines you may please visit:

<https://docs.psw.gov.pk/wp-content/uploads/2021/10/PSW-Subscription-booklet.pdf>