



GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF TRANSIT TRADE
CUSTOM HOUSE
KARACHI



No.SI/ Misc/Office-129/2012-TG (CR)

Dated: 17 .04.2018

OFFICE ORDER NO. 01 /2018

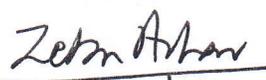
Subject: STANDARD OPERATING PROCEDURE FOR ISSUANCE OF WeBOC PROVISIONAL USER ID TO AFGHAN NON-COMMERCIAL IMPORTERS

In order to facilitate the clearance of Forward Non-commercial Afghan cargo from Karachi and Port Muhammad Bin Qasim destined for Afghanistan via Torkham and Chaman borders, issuance of separate User ID and Password to the Non-commercial importers (i.e. diplomatic missions, Afghan Government, registered NGOs, UN agencies and European Commission) in Afghanistan is a pre-requisite. The User ID and Password issued by the Directorate of Transit Trade, Karachi to Non-commercial importers shall be **PROVISIONAL** and liable to be cancelled forthwith if any of the following conditions are not met by the Users, namely:

1. The WeBOC User ID once issued can be operated from anywhere via internet. The authorized institutional **User must exercise utmost care for security and control over their User ID** because any misuse of User ID may lead to legal action by the issuing authority under the Customs Laws and Rules.
2. The institutional User shall upload hard copy of Mafinama issued by the concerned Ministry in Afghanistan in the WeBOC System at the time of filing Goods Declaration (GD) for Forward Non-commercial Afghan cargo. **However, this does not preclude the User of his responsibility to submit attested hard copy of Mafinama in the Assessment Section for record prior to filing of GD.**
3. **The Deputy Director (Headquarters)** is designated as the **Registration Officer** for issuance of User ID/Password to file GD for Forward Non-commercial Afghan cargo. The Non-commercial entities shall send their application for issuance of User ID/Password to the Deputy Director (Headquarters), Directorate of Transit Trade, Custom House, Karachi along with the following documents:

- i. Original authority/nomination letter in favour of the Authorized User issued by the diplomatic missions, Afghan Government, registered NGOs, UN agencies or European Commission having office in Afghanistan.
 - ii. External User Application Form on prescribed format (Annex-A) duly filled in by the authorized institutional User.
 - iii. Original National ID of the authorized institutional User along with his three specimen signatures on a separate paper duly attested by the Non-commercial importer.
4. On receipt of the afore-referred prescribed documents in the Headquarters of the Directorate of Transit Trade the relevant staff will open a file, check for the presence of all prescribed documents and process the application.
 5. The applicant/authorized User shall appear in person before the Registration Officer along with originals of above mentioned documents. Pardah observing ladies may request for a female Customs Officer to be present to conduct the proceedings.
 6. The Registration Officer shall take digital snapshot of the applicant authorized institutional User as an evidence of his/her personal appearance and shall make it part of the manual and electronic record.
 7. On confirmation of the authenticity of the prescribed documents, a system generated User ID/Password shall be issued and directly sent to the email address of the applicant given in the Application Form.
 8. In case any discrepancy is detected or reported in the particulars of the Mafinama or in any other document attached with the application form, the applicant will be informed through email of the same for correction at his end. After addressing the objection / discrepancy the applicant shall submit supporting documents in the Registration Section, if required. Thereafter, the particulars shall be fed into the system again by Deputy / Assistant Director (Registration). On verification of these rectified particulars WeBOC system generated User ID / password shall be sent to the email address of the applicant.
 9. The WeBOC User ID issued under this Office Order shall be PROVISIONAL and all documents furnished by the applicant shall be sent to the Ministry of Finance, Afghanistan or any other relevant Ministry issuing Mafinama through Registered Post. **Upon authentication of documents by the Ministry**, the provisional User ID will be considered for confirmation. The Directorate of Transit Trade, Karachi may de-activate WeBOC User ID at any time.
 10. In case an applicant reports loss of user ID / Password, the Directorate of Transit Trade, Karachi shall email it again on the address given in the Application Form, as furnished by the applicant at the time of issuance of PROVISIONAL WeBOC User-ID.

11. The Director, Directorate of Transit Trade, may suspend any User ID at anytime on the recommendation of any Collectorate of Customs/Directorate of Intelligence & Investigation or any other authority.
12. At the time of GD filing, **uploading of Mafinama shall be the sole responsibility of the Non-commercial authorized user. Tampering or uploading of fake Mafinama shall be dealt with strictly in accordance with law.**
13. Module for Non-Commercial cargo clearance **shall be deployed w.e.f. 03.05.2018.** Hence clearance of non-commercial consignments under One Customs procedure **shall not be allowed after 10.05.2018.**
14. An awareness session will be conducted for concerned stakeholders to familiarize them with GD filing and processing of non-commercial cargo in WeBOC. Date and venue of the event will be communicated shortly in consultation with the Directorate of Reforms and Automation.


17/4/18.
(Zeba Azhar)
Director

Copy to:

1. The Member (Customs), Federal Board of Revenue, Islamabad.
2. The Member (IT), Federal Board of Revenue, Islamabad
3. The Director General, Transit Trade, Custom House, Karachi
4. The Chief (F&C), Federal Board of Revenue, Islamabad
5. The Chief (R&A), Federal Board of Revenue, Islamabad
6. The Director, Transit Trade, Quetta/Peshawar.
7. The Commercial Attaché, Afghan Consulate General, Karachi
- ✓ 8. Pak-Afghan Joint Chamber of Commerce & Industry, Karachi
9. The Karachi Customs Agents Association, Custom House, Karachi.
10. Notice Board.
11. Guard File.