

User Manual

For Exporters



Electronic Issuance of Form-E Document By Commercial Banks Through WeBOC

Version 1.0

Prepared by WEBOC Development Team (PRAL)



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Revision History

Date	Version	Description	Author
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DOCUMENT INFORMATION

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Reviewers	
Passing Review Date	

GENERAL INFORMATION

2.1. Form-E

Form 'E' or the 'Form of Export' is a mandatory requirement for all commercial exports from Pakistan. It is a control instrument through which the government monitors the source and inflows of foreign remittances and checks the goods that are exported without foreign exchange through the State Bank of Pakistan. Designated branches of the commercial banks are authorized to issue 'Form-E' on application by the exporter.

2.2. Electronic filing of Form-E

Electronic linkage of Custom's Computerized System (WeBOC) with the commercial banks for the submission and verification of Form 'E' is an important initiative of the Pakistan Customs and State Bank of Pakistan. This initiative will help in prevention of export related frauds and provide direct interface between Customs and the Form 'E' issuing banks.

2.3. Legality

Sub-section (1) of Section 12 of the Foreign Exchange Regulation Act, 1947.

- Federal government notifications
 - I(6)-ECS/48 dated 01.07.1948
 - I(7)ECS/48 dated 01.07.1948

http://www.sbp.org.pk/fe_manual/appendix%20files/appendix%202/appendix2.htm

System Features

Following are the key feature of Form-E module in the WeBOC System:

- **File request for Issuance of Form-E:**
 - This feature enables the Exporter (in WeBOC Term 'Trader' is used) to file request for issuance of Form-E to authorized commercial bank.

- **Amend Form-E request:**
 - This feature enables the Exporter to amend the Form-E in the WeBOC system which is pending for approval in the banks.

- **View Status of Approved Form-E request:**
 - This feature enables the Exporter to get the status of Form-E request.
 - Attach Approved Form-E with GD document. This section explains the view and attach the Form-E document with Export Goods Declaration at the time of filing of GD.

- **Validations**
 - When exporter attach its approved Form-E with GD document system validate following Form-E contents with Goods declaration document
 - Country
 - Delivery Term
 - Port of Discharge
 - Consignee Name

SYSTEM REQUIREMENTS

In order to take full advantage of WeBOC Application and run it smoothly, it is recommended that following minimum system requirements should be meet.

- Internet Explorer version 8
- Processor type: Core i3



Tip!

In case you have internet Explorer 9 or below 8, please use explorer in compatibility mode

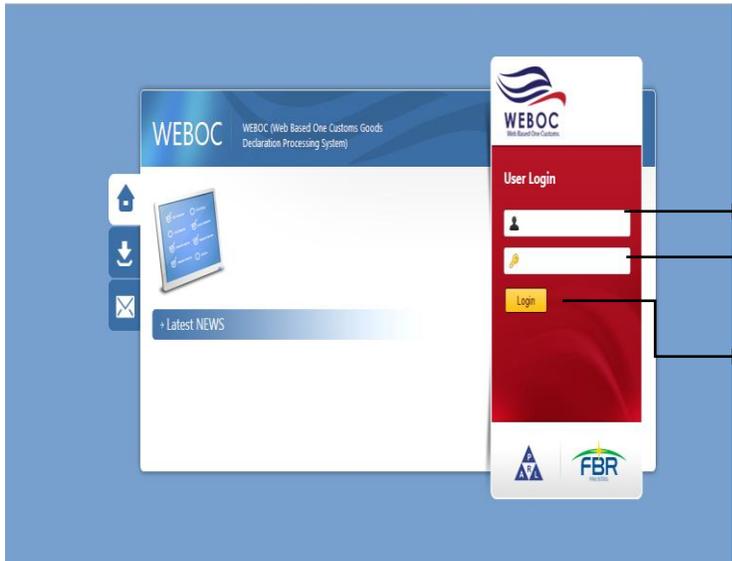
- Internet: 1MBPS Bandwidth

GETTING STARTED

WeBOC system can be easily accessed through <http://www.weboc.gov.pk>.

2.4. Logging On

On accessing the above mentioned link, the browser opens the following screen requesting the log-in credentials of user (trader);



The screenshot shows the WEBOC (Web Based One Customs Goods Declaration Processing System) User Login page. The page features a blue header with the WEBOC logo and title. Below the header, there is a navigation menu with icons for home, download, and email. The main content area is white and contains a 'Latest NEWS' section. On the right side, there is a red sidebar with the 'User Login' form. The form includes a user ID field, a password field, and a yellow 'Login' button. Arrows point from the form fields to a list of instructions on the right.

- Enter '**User Id**' in login field.
- Enter '**Password**' in the password field
- Click '**Login**' button

2.5. System Menu

Upon logging into WeBOC system, following screen will be appeared that comprises of;

- A - Privilege Menu (Authorities bar)
- B- Messaging area (where messages are sent by system or customs)

The screenshot displays the WeBOC Main Menu Screen. At the top, the user is identified as 'Paral' with a role of 'Trader' and a token balance of 249. The interface includes a search bar and a 'Delete' button. The main content area features a table of messages:

<input type="checkbox"/>	Subject	Date and Time
<input checked="" type="checkbox"/>	Form-E Request: ABL-2015-000000171 is Approved	25/08/2015 10:03AM
<input checked="" type="checkbox"/>	BL No : BL-9140934 sent to Cashier.	24/08/2015 11:55AM
<input checked="" type="checkbox"/>	GD : KPAF-HC-5-21-08-2015 sent to Gate Out Staff.	21/08/2015 1:03PM
<input checked="" type="checkbox"/>	GD : KPAF-HC-5-21-08-2015 is sent to GHA / OFF DOCK Terminal	21/08/2015 1:02PM
<input checked="" type="checkbox"/>	GD : KPAF-HC-5-21-08-2015 sent to Principal Appraiser.	21/08/2015 1:01PM
<input checked="" type="checkbox"/>	GD : KPAF-HC-5-21-08-2015 sent to Assessment Department.	21/08/2015 1:00PM
<input checked="" type="checkbox"/>	GD : KPAF-HC-5-21-08-2015 sent to Examination Department.	21/08/2015 12:58PM
<input checked="" type="checkbox"/>	BL No : BL-9140934 sent to Cashier.	20/08/2015 3:53PM
<input checked="" type="checkbox"/>		20/08/2015 3:49PM
<input checked="" type="checkbox"/>	BL No : BL-7002417 sent to Cashier.	20/08/2015 3:24PM

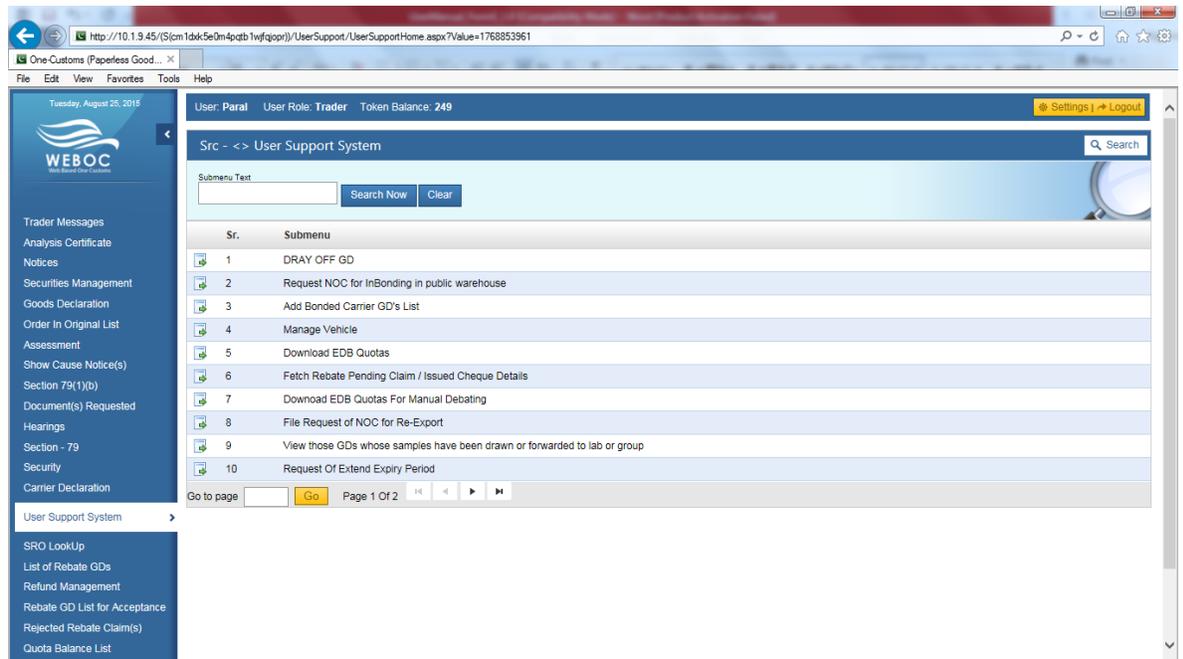
Navigation controls include '<< First', '<< Previous', 'Next >>', and 'Last >>'. A left sidebar menu is visible, and two yellow circles labeled 'A' and 'B' are overlaid on the image to indicate specific areas of interest.

Main Menu Screen

2.6. File request for issuance of Form-E:

In order to file request for issuance of Form-E, following steps are involved;

- Click on left menu option **"User Support System"**
- Click on  button for page 2, a screen appears that shows option **'File request for issuance of Form-E'**.



Work With File Request for Form-E

User Manual For Form-E System

- After click on **'File request for issuance of Form-E'**, system shows following screen

The screenshot displays the WEBOC (Web-Based One Customs) interface. The top navigation bar shows the user's role as 'Trader' and a token balance of 233. The main content area is titled 'Export Form-E Document' and includes a search filter with fields for Request No., Form E No., Status (set to 'All'), Date From, and Date To. Below the search bar, a table lists various Form-E requests. A red note indicates that amended requests are highlighted in red. The table columns include Request No., Form-E No., Bank Name, City, Branch, Destination Country, Total Value, Currency Status, and Status Date.

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency Status	Status Date
823	ABL-2015-000000252	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1,000.00	US \$	Shipped 07/09/2015
824	ABL-2015-000000251	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	400.00	US \$	Shipped 07/09/2015
822	ABL-2015-000000250	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	500.00	US \$	Shipped 07/09/2015
809	ABL-2015-000000249	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	5,000.00	US \$	Shipped 07/09/2015
807	ABL-2015-000000248	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	100.00	US \$	Shipped 07/09/2015
806		The Bank of Khyber	Peshawar	MAIN BRANCH, PESHAWAR	Sudan	40,950.00	Dhm	Pending 06/09/2015 <small>Request Amendment</small>
658	UBL-2015-000000042	UNITED BANK LIMITED	Karachi	CORPORATE BRANCH, KARACHI.	Algeria	20,000.00	Aus. \$	Approved 31/08/2015
805	UBL-2015-000000041	UNITED BANK LIMITED	Karachi	CORPORATE BRANCH, KARACHI.	United Arab Emirates	20,000.00	US \$	Approved 05/09/2015
802	ABL-2015-000000246	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	10,000.00	US \$	Approved 04/09/2015
801		ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	10,010.00	US \$	Rejected 04/09/2015

At the bottom of the table, there is a 'Go to page' field with a 'Go' button and a page indicator 'Page 1 Of 30' with navigation arrows.

Work With File Request for Form-E



User Manual For Form-E System

- In order to submit request for approval of 'Form-E', click on '**New Request**' button, which will show the following new screen.

Use: Paral User Role: Trader Token Balance: 344

Export Form-E Document

Request No. Form E No. Status All Apply Date Range Date From Date To Search

New Request click NEW REQUEST button to file new request already filed request are showing in below grid

* Amended Form-E Document requests are displayed in Red color

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency Status	Status Date
122	UBL-2015-0000036	UNITED BANK LIMITED	Islamabad	JINNAH AVENUE BRANCH, ISLAMABAD.	United States	11000	US \$ SBP Settled	16/06/2015
59	UBL-2015-0000015	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, KARACHI.	United States	111111	US \$ Fully Realized	16/06/2015
243	ABL-2015-0000076	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	300	US \$ Approved	16/06/2015
211	ABL-2015-0000057	BANK AL HABIB LIMITED	Islamabad	Gulistan e Johar Karachi	United Arab Emirates	200	US \$ Fully Realized	16/06/2015
241	ABL-2015-0000075	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1000	US \$ Approved	15/06/2015
238	ABL-2015-0000074	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1000	US \$ Cancelled	15/06/2015
221	ABL-2015-0000060	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	658	US \$ Settled with Discount	11/06/2015
220	ABL-2015-0000063	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	600	US \$ Fully Realized	11/06/2015
197	ABL-2015-0000068	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	278	US \$ Approved	11/06/2015
229	ABL-2015-0000067	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	700	US \$ Approved	11/06/2015

Go to page Go Page 1 Of 13

Work With File Request for Form-E

- **'New Request' for Form-E can be submitted through following steps:**

- Select trader name **(A)** from the drop-box-list,
 - If trader / importer have multiple business Name with NTN then select proper Name as system will not allow to file GD with other name
 - If Form e request approved with other name same is the case with consignee name, Country ,Currency and payment/Delivery term

Trader Name:

- Selected trader's address **(B)** from the drop-box-list.

Trader Address:

Enter 'Consignee Name' **(C)**

Consignee Name

- Enter 'Consignee Address' **(D)**

Consignee Address

- Select 'Country' **(E)** from the drop-box-list, which will fetch list of discharge ports.

Country:

- Select 'Discharge Port' **(F)** from the drop-box-list.

Port of Discharge:

- Selected 'Currency' **(G)** from the drop-box-list.

Currency

User Manual For Form-E System

- Select 'Payment Delivery Term' **(H)** from the drop-box-list.

Payment/Delivery Terms

- After providing above said particulars, click on 'Terms of Sale' **(I)**

 button, which will display a **pop-up window (I-1)**, as shown in below image, for selection of terms of sale. You can select any single method at a time i.e. 'With LC' or 'Without LC'. Both terms cannot be selected simultaneously. After selection of 'Term(s) of Sale' e.g. 'Without LC', enter percentage of foreign exchequer realization, enter number of days.

- After providing 'Term of Sale' click on 'SAVE' **(J)** button 

User Manual For Form-E System

Terms of Sale

- Advance Payment 50 %
- Win LC 50 %
- Usance / Deferred Payment LC 0 %
- Documents against Acceptance (DIA) 0 %
- Documents against Payment (DIP) 0 %

Total 100 % days

can select any single method at a time , with LC and without LC can not be select both at a time and total should be 100% in the end in order to save terms of sale in form e

Click TERMS OF SALE button for feeding of details about Terms of Sale

Popup Window (I-1)



• **Now enter item’s details in their respective columns,**

- Enter ‘Goods description’ **(A)**.

Goods Description

- Enter “Quantity” **(B)**.

Quantity

- Select unit of measurement “UOM” **(C)** from the drop-box-list.

UOM

- Enter invoice value **(D)**.

Invoice Value

Add

- Now click on ‘ADD’ button **(E)**, which will save/add the entered particulars as an item, as shown in below image:

The screenshot shows the Form-E system interface. Annotations (A-E) point to the following elements:

- (A)**: Goods Description input field.
- (B)**: Quantity input field.
- (C)**: UOM (Unit of Measurement) dropdown menu.
- (D)**: Invoice Value input field.
- (E)**: Add button.

Below the input fields, there is a table for Goods Declaration:

Goods Declaration	Quantity	UOM	Invoice Value	Currency
test	200	KG	400	US \$

Below the table, there are dropdown menus for Authorized Dealer (Bank), City, and Branch. The disclaimer section includes a checkbox for the disclaimer and a 'Save' button.

Work With File Request for Form-E

User Manual For Form-E System

- Now put check on the box given under '**Disclaimer**' (A). details, as shown in below image:

Declaration to be furnished by exporters pursuant to section 12(1) of the Foreign Exchange Regulation Act, 1947 read with government notifications No. 1(6)-ECS/48 and No. 1 (7)-ECS/48 both dated the 1st July, 1948.

Documents covering the goods in the Form-E including full set of bills of lading, railway receipt and/or other documents of title to the goods must be passed through an Authorised Dealer in Foreign Exchange. In no case may they be dispatched direct without prior special/general authority in writing of the State Bank of Pakistan. An incorrect declaration on this form constitutes an offence under Foreign Exchange Regulation Act, 1947 (VII of 1947). I/We, hereby declare that I/We am/are the sellers/consignors of the goods described below in respect of which this declaration is made out and that the particulars given in the in the Form-E are true and that the invoice value declared in the Form-E in case of firm contracts is full value as contracted with the buyers/in case of consignment sale is a fair value of goods which are being shipped on consignment sale. I/We undertake that I/We shall deliver to the bank mentioned above the foreign exchange proceeds resulting from the export of these goods on the due date for payment or within six months from the date of shipment/dispatch whichever is earlier. In the event of consignment sale we undertake to furnish to the above bank a fully documented account sale certified by the consignees /Chamber of Commerce of the country of import or any other documents required by the State Bank of Pakistan. I/We declare that nothing material or relevant to the information given in this Form has been omitted or suppressed and whatever is stated herein is true to my/our knowledge and belief. I/We undertake to submit to the Authorised Dealer whose name appears in the Form-E within fourteen days of shipment the documents for negotiation/for sending on collection.

- Now click on '**SAVE**' (B) button (shown below), which will save particulars of your request and a number will be allocated to your request

- Click on '**SUBMIT**' (C) button, which will submit your request with the allocated number, as shown in below image:

The screenshot shows the Form-E system interface. On the left is a navigation menu with items like 'SRO LookUp', 'List of Rebate GDs', 'Refund Management', etc. The main area contains a form with the following fields and elements:

- Goods Description**: A text input field.
- Quantity**: A text input field.
- UOM**: A dropdown menu with "--SELECT UNIT--" selected.
- Invoice Value**: A text input field.
- add**: A blue button.
- Goods Declaration Table**: A table with columns: Goods Declaration, Quantity, UOM, Invoice Value, Currency. It contains one row: "test", 200, KG, 400, US \$.
- Authorized Dealer (Bank)**: A dropdown menu with "ALLIED BANK OF PAKISTAN LTD." selected.
- City**: A dropdown menu with "Islamabad" selected.
- Branch**: A dropdown menu with "STOCK EXCHANGE BRANCH, ISLAMABAD." selected.
- Disclaimer**: A section with a checkbox checked and the text "TICK check box of Disclaimer".
- Buttons**: "Save", "Delete", "Submit", and "Cancel" buttons at the bottom.

Annotations in the image:

- (A) Red arrow pointing to the checked disclaimer checkbox.
- (B) Green arrow pointing to the "Save" button.
- (C) Blue arrow pointing to the "Submit" button.

Additional text in the image:

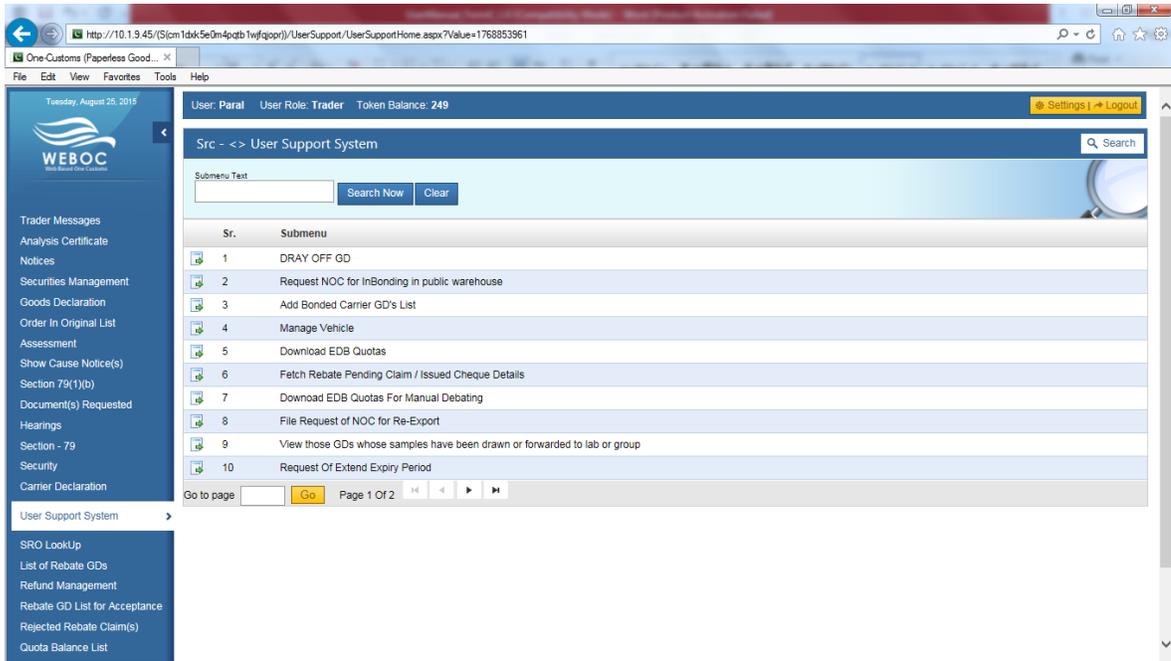
- "then Select Authorized dealer (BANK), CITY, AND BRANCH name" (red text).
- "after fill up all the details Click SAVE button" (red text with an arrow pointing to the Save button).

Work With File Request for Form-E

- **Amendment request for Form-E:**

In order to file request for issuance of Form-E, following steps are involved;

- Click on left menu option **"User Support System"**
- Click on  button for page 2, a screen appears that shows option **'File request for issuance of Form-E'**.

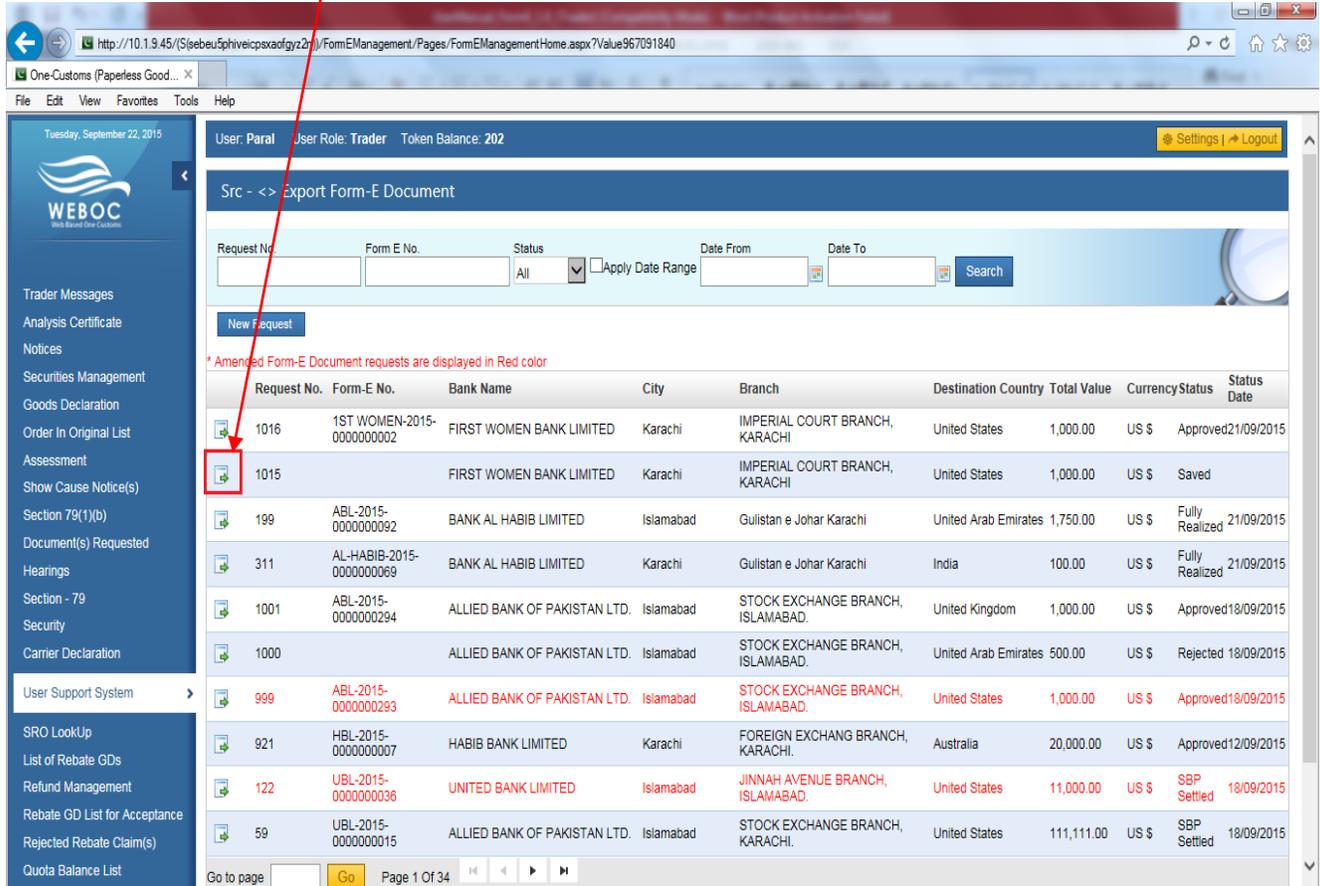


Work With Ament Request of Form-E

User Manual For Form-E System

- After click on '**File request for issuance of Form-E**', system shows following screen
- In order to amendment/change of particulars even after submission of your request of 'Form-E', click on  button **(A)**, which will show the following new screen.

(A)



The screenshot displays the 'Form-E Management' interface. The top navigation bar shows the user's role as 'Trader' and a token balance of 202. The main content area is titled 'Export Form-E Document' and includes a search filter with fields for Request No., Form E No., Status (set to 'All'), and Date Range. Below the search area, a table lists various Form-E requests. A red arrow labeled '(A)' points to the 'Export Form-E Document' button (represented by a document icon) in the first row of the table, which corresponds to Request No. 1015. The table also includes a note: '* Amended Form-E Document requests are displayed in Red color'. The table columns are: Request No., Form-E No., Bank Name, City, Branch, Destination Country, Total Value, Currency, Status, and Status Date.

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency	Status	Status Date
1016	1ST WOMEN-2015-000000002	FIRST WOMEN BANK LIMITED	Karachi	IMPERIAL COURT BRANCH, KARACHI	United States	1,000.00	US \$	Approved	21/09/2015
1015		FIRST WOMEN BANK LIMITED	Karachi	IMPERIAL COURT BRANCH, KARACHI	United States	1,000.00	US \$	Saved	
199	ABL-2015-0000000092	BANK AL HABIB LIMITED	Islamabad	Gulistan e Johar Karachi	United Arab Emirates	1,750.00	US \$	Fully Realized	21/09/2015
311	AL-HABIB-2015-0000000069	BANK AL HABIB LIMITED	Karachi	Gulistan e Johar Karachi	India	100.00	US \$	Fully Realized	21/09/2015
1001	ABL-2015-0000000294	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Kingdom	1,000.00	US \$	Approved	18/09/2015
1000		ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	500.00	US \$	Rejected	18/09/2015
999	ABL-2015-0000000293	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United States	1,000.00	US \$	Approved	18/09/2015
921	HBL-2015-0000000007	HABIB BANK LIMITED	Karachi	FOREIGN EXCHANGE BRANCH, KARACHI.	Australia	20,000.00	US \$	Approved	12/09/2015
122	UBL-2015-0000000036	UNITED BANK LIMITED	Islamabad	JINNAH AVENUE BRANCH, ISLAMABAD.	United States	11,000.00	US \$	SBP Settled	18/09/2015
59	UBL-2015-0000000015	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, KARACHI.	United States	111,111.00	US \$	SBP Settled	18/09/2015

Work With Ament Request of Form-E

User Manual For Form-E System

- When the 'Request Amendment' button is clicked, your submitted request is opened in entry mode where you can change entire particulars of your request and submit again.

It is pertinent to mention that once a submitted request is opened and re-submitted, its text color in the submitted/approved request list is changed to "RED" on both the screens i.e. the screen of trader and approving authority (concerned bank branch), as shown in below image

The screenshot displays the WEBOC Form-E System interface. The top navigation bar shows the user's name (Paral), role (Trader), and token balance (344). The main content area is titled "Src - <> Export Form-E Document" and contains a search filter with fields for Request No., Form E No., Status (set to All), and Date Range. A "New Request" button is visible. Below the search area is a table of requests with columns: Request No., Form-E No., Bank Name, City, Branch, Destination Country, Total Value, Currency, Status, and Date. Row 122 is highlighted in red, indicating an amended request. A "Request Amendment" button is visible next to row 244. A legend table at the bottom explains the status colors and their meanings.

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency	Status	Date
244		ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	400	US \$	Pending	16/06/2015
122	UBL-2015-00000036	UNITED BANK LIMITED	Islamabad	JINNAH AVENUE BRANCH, ISLAMABAD.	United States	11000	US \$	SBP Settled	16/06/2015
59	UBL-2015-00000015	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, KARACHI.	United States	111111	US \$	Fully Realized	16/06/2015
243	ABL-2015-00000076	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	300	US \$	Approved	16/06/2015
211	ABL-2015-00000057	BANK AL HABIB LIMITED	Islamabad	Gulistan e Johar Karachi	United Arab Emirates	200	US \$	Fully Realized	16/06/2015
241	ABL-2015-00000075	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1000	US \$	Approved	15/06/2015
238	ABL-2015-00000074	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1000	US \$	Cancelled	15/06/2015
221	ABL-2015-00000060	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates		US \$	Cancelled	11/06/2015

Form-E Status	Event of Form-E	Date
Saved	Form-E is saved by trader but yet not submitted.	11/06/2015
Pending	Form-E is submitted to Bank but yet not approved / rejected.	11/06/2015
Approved	Approved by Authorized dealer.	11/06/2015
Rejected	Rejected by Authorized dealer.	11/06/2015
Request Expired	Form-E Request is not approved/rejected by Bank and expired in 15 days.	11/06/2015
Expired	Approved Form-E is not utilized and expired after 45 days.	
Cancelled	Form-E is cancelled by Bank	

Work With Ament Request of Form-E

User Manual For Form-E System

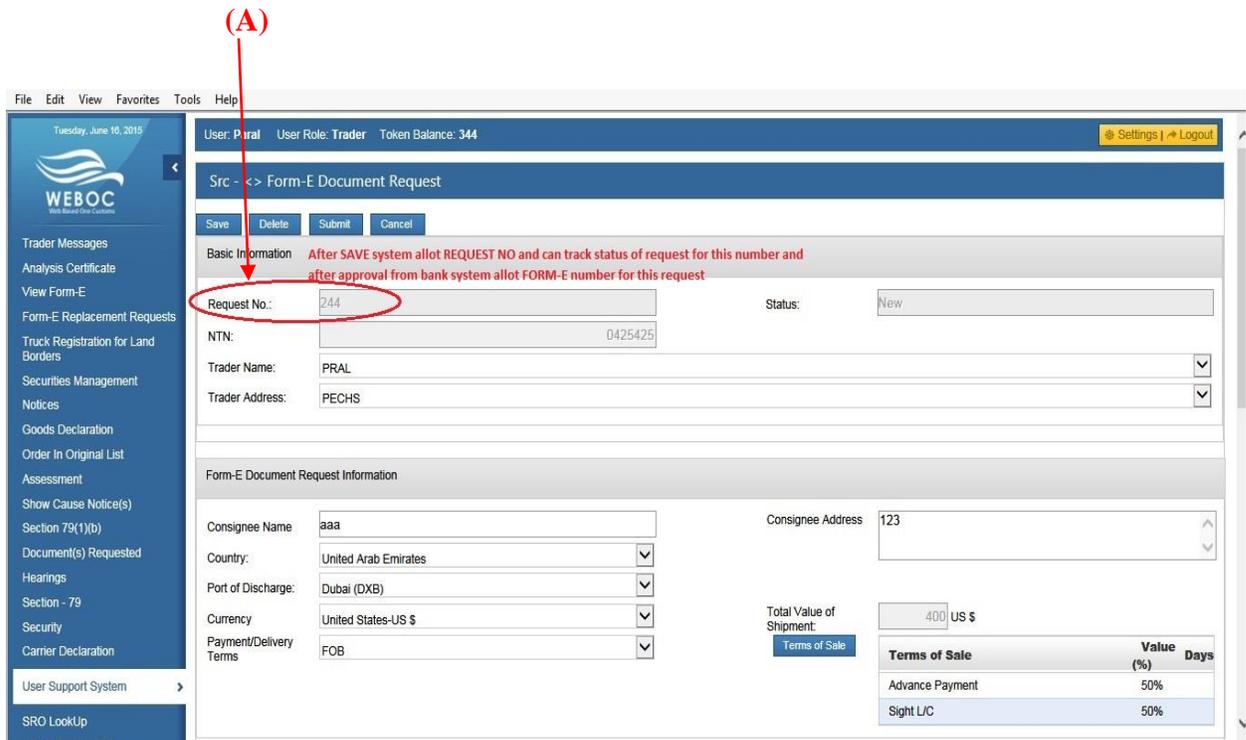
- After click on  button, system shows following screen
- Where exporter have provision for 'Amendment Request' in this facility amendment/change of particulars even after submission of your request, before its approval. Request No is circled in below image

(A).



Request No.: 244

(A)



File Edit View Favorites Tools Help

Tuesday, June 16, 2015

WEBOC
Web Based One-Click Customs

Trader Messages
Analysis Certificate
View Form-E
Form-E Replacement Requests
Truck Registration for Land Borders
Securities Management
Notices
Goods Declaration
Order In Original List
Assessment
Show Cause Notice(s)
Section 79(1)(b)
Document(s) Requested
Hearings
Section - 79
Security
Carrier Declaration
User Support System
SRO Lookup

User: Pral User Role: Trader Token Balance: 344 Settings Logout

Src - <> Form-E Document Request

Save Delete Submit Cancel

Basic Information After SAVE system allot REQUEST NO and can track status of request for this number and after approval from bank system allot FORM-E number for this request

Request No.: 244 Status: New

NTN: 0425425

Trader Name: PRAL

Trader Address: PECHS

Form-E Document Request Information

Consignee Name: aaa Consignee Address: 123

Country: United Arab Emirates

Port of Discharge: Dubai (DXB)

Currency: United States-US \$

Payment/Delivery Terms: FOB

Total Value of Shipment: 400 US \$

Terms of Sale

Terms of Sale	Value (%)	Days
Advance Payment	50%	
Sight L/C	50%	

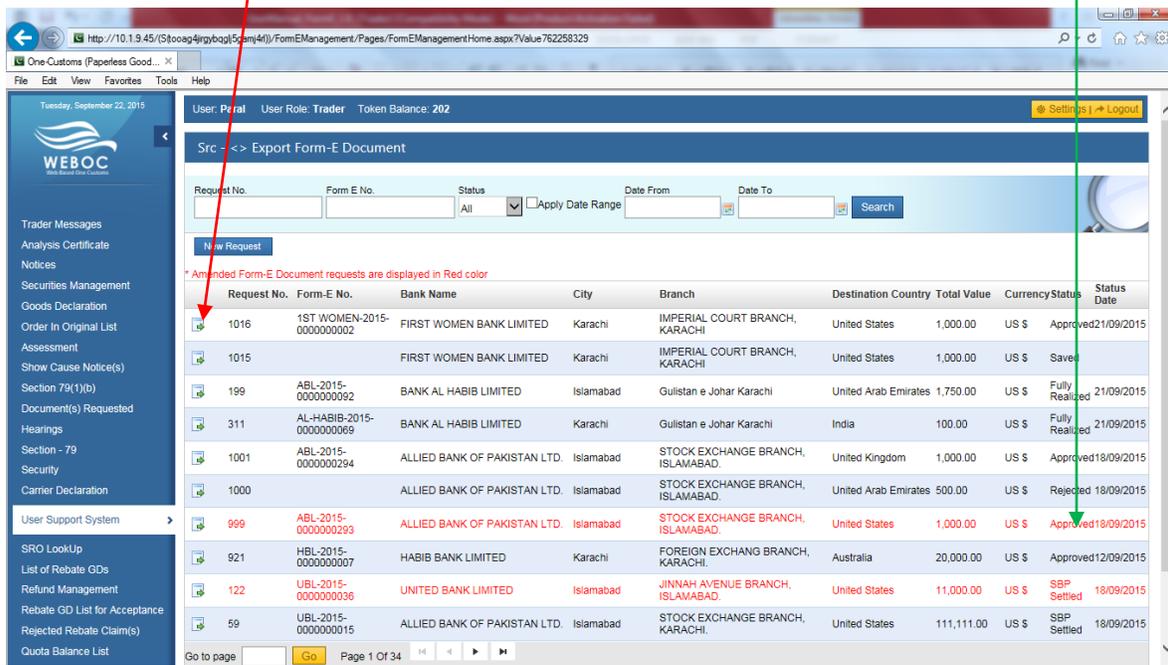
Work With Ament Request of Form-E

- **You can view approved 'Form-E'**

- By clicking the  (A) button given against **Approved** status of each 'Form-E', as shown in below image:

(A)

(B)



Src - <> Export Form-E Document

Request No. Form E No. Status Apply Date Range Date From Date To Search

* Amended Form-E Document requests are displayed in Red color

Request No.	Form-E No.	Bank Name	City	Branch	Destination Country	Total Value	Currency	Status	Status Date
1016	1ST WOMEN-2015-000000002	FIRST WOMEN BANK LIMITED	Karachi	IMPERIAL COURT BRANCH, KARACHI	United States	1,000.00	US \$	Approved	21/09/2015
1015		FIRST WOMEN BANK LIMITED	Karachi	IMPERIAL COURT BRANCH, KARACHI	United States	1,000.00	US \$	Saved	
199	ABL-2015-000000092	BANK AL HABIB LIMITED	Islamabad	Gulistan e Johar Karachi	United Arab Emirates	1,750.00	US \$	Fully Realized	21/09/2015
311	AL-HABIB-2015-000000069	BANK AL HABIB LIMITED	Karachi	Gulistan e Johar Karachi	India	100.00	US \$	Fully Realized	21/09/2015
1001	ABL-2015-000000294	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Kingdom	1,000.00	US \$	Approved	18/09/2015
1000		ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	500.00	US \$	Rejected	18/09/2015
999	ABL-2015-000000293	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.	United States	1,000.00	US \$	Approved	18/09/2015
921	HBL-2015-000000007	HABIB BANK LIMITED	Karachi	FOREIGN EXCHANG BRANCH, KARACHI.	Australia	20,000.00	US \$	Approved	12/09/2015
122	UBL-2015-000000036	UNITED BANK LIMITED	Islamabad	JINNAH AVENUE BRANCH, ISLAMABAD.	United States	11,000.00	US \$	SBP Settled	18/09/2015
59	UBL-2015-000000015	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, KARACHI.	United States	111,111.00	US \$	SBP Settled	18/09/2015

Go to page Go Page 1 Of 34

Work With Approved Form-E Request

User Manual For Form-E System

Then system shows following screen:

Invoice: June 20, 2015
User: Paral User Role: Trader Token Balance: 333 Settings | Logout

Src - <-> Export Form-E Document

Close details of approved form e can be view from 'USER SUPPORT SYSTEM' for paper feeding in at GD filing time

Basic Information

Request No.	189	Approval Status	Approved
Request Date	8/8/2015 9:40:17 AM	Status Date	8/10/2015 11:05:14 AM
Form-E No.		Place of Issue	
NTN:	0425425		
Trader Name:	PRAL		
Trader Address:	FECHS		

Form-E Document Request Information

Consignee Name	ase	Consignee Address	1122
Country:	United Arab Emirates		
Port of Discharge:	Dubai (DXB)		
Currency	United States-US \$	Total Value of Shipment:	1000 US \$
Payment/Delivery Terms	FDB		

Terms of Sale	Value (%)	Days
Advance Payment	80%	
Sight LC	20%	

Goods Declaration

Goods Declaration	Quantity	UOM	Invoice Value
test	100	KG	1000

Authorized FE Dealer(Bank): ALLIED BANK OF PAKISTAN LTD. City: Islamabad

Branch: STOCK EXCHANGE BRANCH, ISLAMABAD.

Disclaimer

Documents covering the goods in the Form-E including full set of bills of lading, railway receipt and/or other documents of title to the goods must be passed through an Authorised Dealer in Foreign Exchange. In no case may they be dispatched direct without prior special/general authority in writing of the State Bank of Pakistan. An incorrect declaration on this form constitutes an offence under Foreign Exchange Regulation Act, 1947 (VI of 1947). We, hereby declare that I/We am/are the seller/s/consignors of the goods described below in respect of which this declaration is made out and that the particulars given in this in the Form-E are true and that the invoice value declared in the Form-E in case of firm contracts is full value as contracted with the buyers/in case of consignment sale is a fair value of goods which are being shipped on...

75%



- **Using Form-E In Goods Declaration**

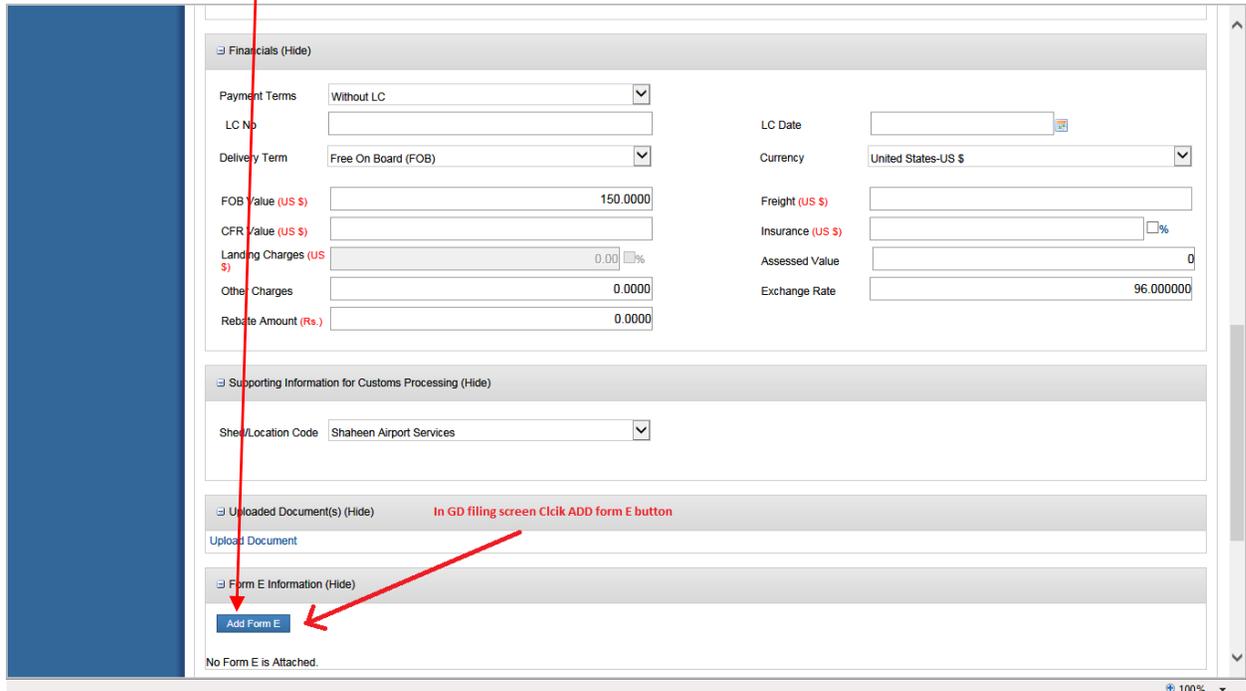
As discussed in detail above, you have created and then submitted your request for 'Form-E Issuance Request', which we for the time being assume that has been approved by the concerned bank/branch. Now we will discuss how to use your approved 'Form-E' in your Goods Declaration (GD).

In order to use your approved 'Form-E' in your Goods Declaration, follow below steps:

- Create/Open export Goods Declaration.
- Enter other particulars
- In the section of 'Form-E Information', click on 'ADD FORM-E" button

(A)  , as shown in below image:

(A)



The screenshot shows a web interface for a Goods Declaration (GD) system. The 'Form E Information (Hide)' section is expanded, revealing a blue button labeled 'Add Form E'. A red arrow points from the label '(A)' above to this button. Another red arrow points from the text 'In GD filing screen Click ADD form E button' to the same button. The form includes several input fields and dropdown menus for financial and supporting information.

Financials (Hide)	
Payment Terms	Without LC
LC No	
Delivery Term	Free On Board (FOB)
LC Date	
Currency	United States-US \$
FOB Value (US \$)	150.0000
Freight (US \$)	
CFR Value (US \$)	
Insurance (US \$)	
Landing Charges (US \$)	0.00 %
Assessed Value	0
Other Charges	0.0000
Exchange Rate	96.000000
Rebate Amount (Rs.)	0.0000

Supporting Information for Customs Processing (Hide)

Shed/Location Code: Shaheen Airport Services

Unloaded Document(s) (Hide) **In GD filing screen Click ADD form E button**

Upload Document

Form E Information (Hide)

Add Form E

No Form E is Attached.

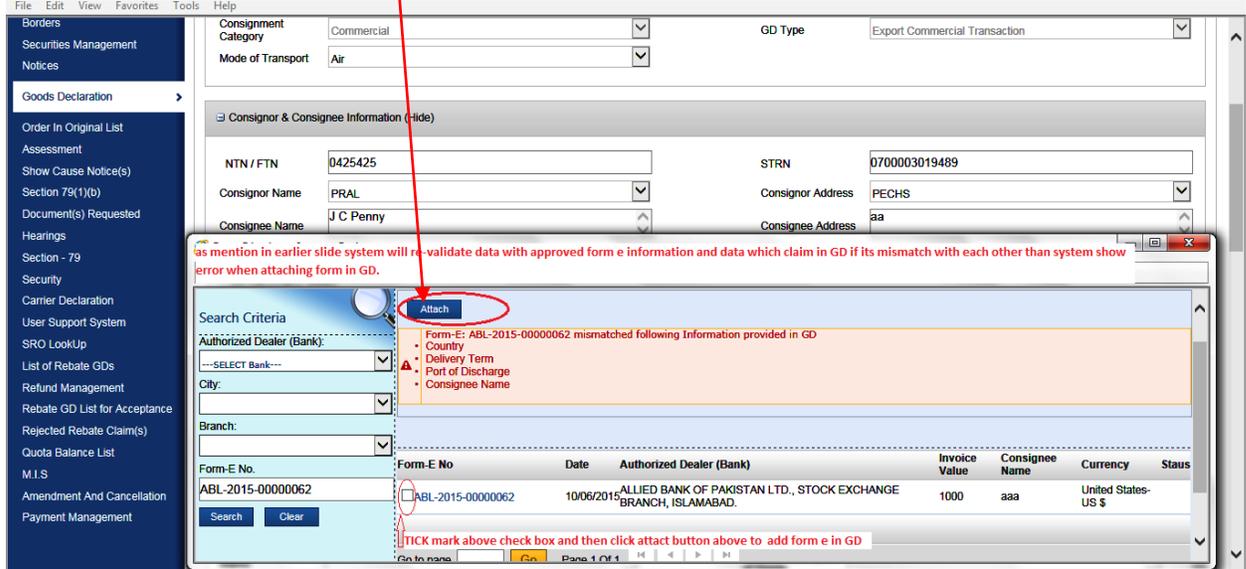
Work With Attachment of Form-E



User Manual For Form-E System

- When 'ADD FORM-E'  button is clicked, following pop-up window is shown, when user click on Attach  (A) button system validates following particulars of the 'Form-E' with Goods declaration document (as shown in below screens) :
 - Country
 - Delivery Term
 - Port of Discharge
 - Consignee Name

(A)



as mention in earlier slide system will re-validate data with approved form e information and data which claim in GD if its mismatch with each other than system show error when attaching form in GD.

Attach

Form-E: ABL-2015-0000062 mismatched following Information provided in GD

- Country
- Delivery Term
- Port of Discharge
- Consignee Name

Form-E No.	Form-E No	Date	Authorized Dealer (Bank)	Invoice Value	Consignee Name	Currency	Status
ABL-2015-0000062	ABL-2015-0000062	10/06/2015	ALLIED BANK OF PAKISTAN LTD., STOCK EXCHANGE BRANCH, ISLAMABAD.	1000	aaa	United States-US \$	

TICK mark above check box and then click attach button above to add form e in GD

Work With Attachment of Form-E

User Manual For Form-E System

- After clicking on 'ATTACH'  button system validation are also correct, then system add this 'Form-E' in to your Goods Declaration, which will be displayed in the GD as shown below:

Form-E No	Date	Issuing Bank	Destination Country	Invoice Value	Currency
ABL-2015-00000062	10/06/2015	ALLIED BANK OF PAKISTAN LTD., STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1,000	United States-US \$
Total:				1,000	

(A)

Other Charges	0.0000	Exchange Rate	96.000000
Rebate Amount (Rs.)	0.0000		

Supporting Information for Customs Processing (Hide)

Shed/Location Code: Shaheen Airport Services

Uploaded Document(s) (Hide)

Upload Document

Form E Information (Hide) Once approved form e data and GD details are same then system attach form e in GD

Form-E No	Date	Issuing Bank	Destination Country	Invoice Value	Currency
ABL-2015-00000062	10/06/2015	ALLIED BANK OF PAKISTAN LTD., STOCK EXCHANGE BRANCH, ISLAMABAD.	United Arab Emirates	1,000	United States-US \$
Total:				1,000	

Items Information (Hide)

Disclaimer (Hide)

I solemnly declare that exported goods are permissible under Export Policy Order

I do hereby declare that goods were imported for the purpose of SRO 452 (I)/2009 dated 13.06.2009 and at least 20% value addition has been made as compared value of goods at the time of import. The goods temporarily imported are duly consumed in the manufacture of good being exported within the stipulated period or within the time extended by the Collector / Board (document scanned and attached with the GD).

Work With Attachment of Form-E