

User Manual

(For Banks)



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:

- **View Form-E Request:**
 - This feature enables the Bank user of authorized commercial bank to view Form-E request submitted by Exporter in WeBOC system.
- **Approve / Rejection Form-E request:**
 - This feature enables the Bank user to approve / reject the Form-E request which generates by the exporter.
- **BCA Realization:**
 - This feature provides facility to capture BCA realization details in WeBOC system.
- **BCA Bank to Bank Transfer:**
 - This feature enables the Bank user to transfer BCA against Form-E to another Bank branch.
- **Verification of Form-E:**
 - This feature provides facility to verify the From-E with reference to Exports Goods declaration document.

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

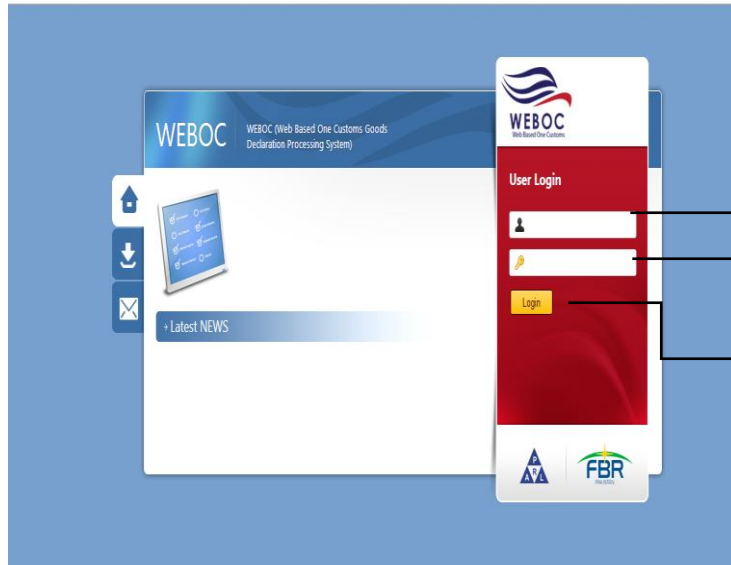
- Internet: 1MBPS Bandwidth

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);



2..1 Enter '**User Id**' in login field.

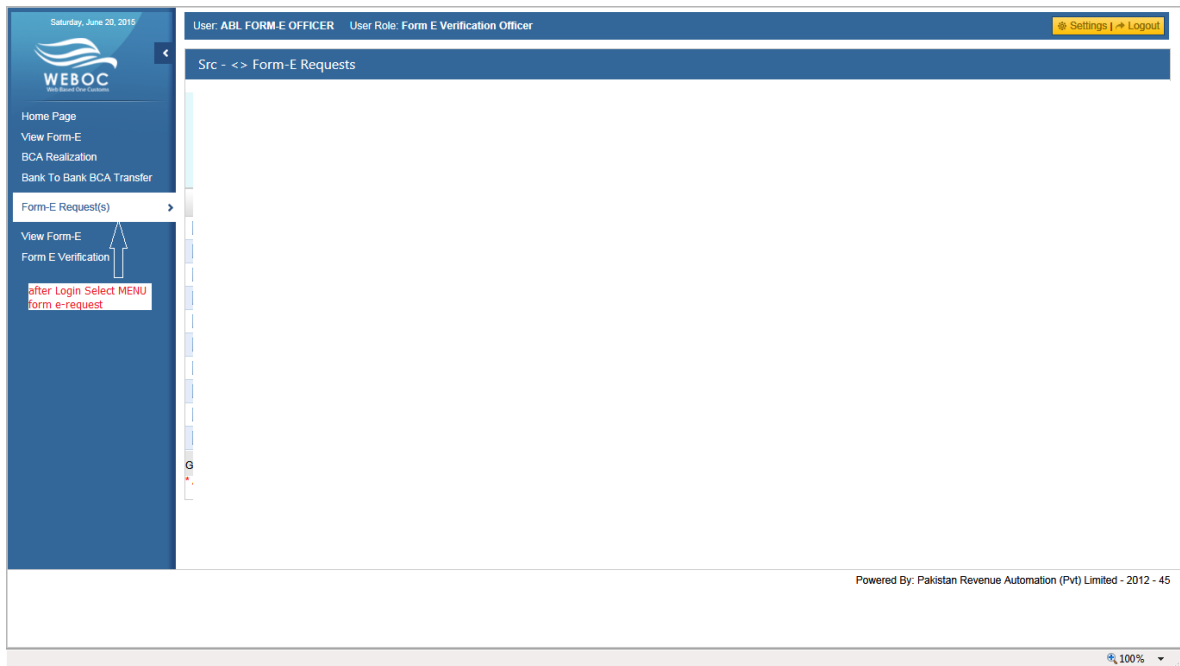
2..2 Enter '**Password**' in the password field

2..3 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)

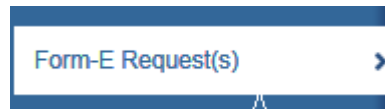



Main Menu Screen

2.6. Issuance of Form-E:

2.6.1 View 'Request for Issuance of Form-E':

- In order to view request for Issuance of Form-E, Following steps are involved;
- Click on left menu option **"Form E Request" (A)**,



- Click on  button for view information of exporter request for Form-E

Saturday, June 20, 2015

User: ABL FORM-E OFFICER User Role: Form E Verification Officer

Settings | Logout

Src - <> Form-E Requests

Exporter NTN Form E No. Status Pending

Apply Date Range Date From Date To Search

Exporter NTN	Exporter Name	Form-E (if assigned)	Consignee Country	Invoice Value	Currency	Status	Status Date
0425425	PRAL		United Arab Emirates	200	Us \$	Pending	20/06/2015
0425425	PRAL		United Arab Emirates	2087	Us \$	Pending	19/06/2015
0425425	PRAL		United Arab Emirates	600	Us \$	Pending	09/06/2015
0425425	PRAL		United Arab Emirates	555	Us \$	Pending	09/06/2015
0425425	PRAL		United Arab Emirates	980	Us \$	Pending	09/06/2015
0425425	PRAL		United Arab Emirates	50	Us \$	Pending	08/06/2015
0425425	PRAL		United Arab Emirates	1750	Us \$	Pending	08/06/2015
0425425	PRAL		United Arab Emirates	100	Us \$	Pending	08/06/2015
0425425	PRAL		United Arab Emirates	250	Us \$	Pending	08/06/2015
0425425	PRAL		United Arab Emirates	260	Us \$	Pending	08/06/2015

Go to page Go Page 1 Of 2

* Amended Form-E requests are displayed in red color.

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100%

2.6.2 Approve / Rejection Form-E request,

- In this provision Bank user have the facility to approve / reject exporter request for issuance of Form-E by putting the remarks in the area (A) below;

Remarks: *

Click on approve button (B) or click on reject button

(C) Reject

Saturday, June 20, 2015

User: ABL FORM-E OFFICER User Role: Form E Verification Officer

Settings Logout

Src - <> Form-E Request

this is the main screen for form e approval request

Cancel Approve Reject Print

Basic Information

Request No.: 250 Approval Status: Pending

Request Date: 20/06/2015 Status Date: 20/06/2015

NTN: 0425425

Trader Name: PRAL

Trader Address: PECHS

Form-E Document Request Information

Consignee Name: AAA Consignee Address: 11

Country: United Arab Emirates

Port of Discharge: Dubai (DXB)

Currency: United States-US \$

Payment/Delivery Terms: FOB

Total Value of Shipment: 200 US \$

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

Invoice Value: * Currency: *

Sr.	Goods Declaration	Quantity	UOM	Invoice Value	Currency
1	AAA	10	KG	200	US \$

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

Branch: STOCK EXCHANGE BRANCH, ISLAMABAD

Bank Approval

Remarks: *

Declaration by Banker

☐ Certificate of Authorized Dealer

Certified that the above exporter(s) is/are known to us, that he/she is/are bonafide businessman/businessmen in Pakistan and that he/she has/have made arrangements with us for the realization of the export proceeds, of the goods declared on this form, on the due date for payment or within six months from the date of shipment/posting, whichever is earlier, in accordance with the State Bank's Notification No.FE 3/2001-SB dated the 28th September, 2001 and that we are satisfied with said arrangements.

We have also satisfied ourselves about the bonafides of the importers/consignees abroad and credentials etc.

We undertake to ensure that export proceeds against shipment on firm contract shall be received by us on the due date for payment or within six months from the date of shipment/posting, whichever is earlier, in accordance with the State Bank's Notification No.FE 3/2001-SB dated the 28th September, 2001.

In the event of non-compliance due to reasons beyond our control we shall furnish to the State Bank of Pakistan a full explanation as to the reasons and circumstances resulting in our inability to comply.

We undertake that in the event of non-realization of export proceeds against shipment on consignment sale within the stipulated period of six months, we shall obtain from the exporter(s) and furnish to the State Bank of Pakistan a full explanation as to the circumstances resulting in non-realization. We further undertake that in the event of short realization, we shall obtain from the exporter(s) and furnish to the State Bank of Pakistan a fully documented account sale certified by the consignees/Chamber of Commerce of the country of import.

Once read at the particulars of the request Click TIOK at declaration by Banker CHECK box then approve , after approval system allot Form E number LIKE: ABL-2015-00000001


Cancel Approve Reject

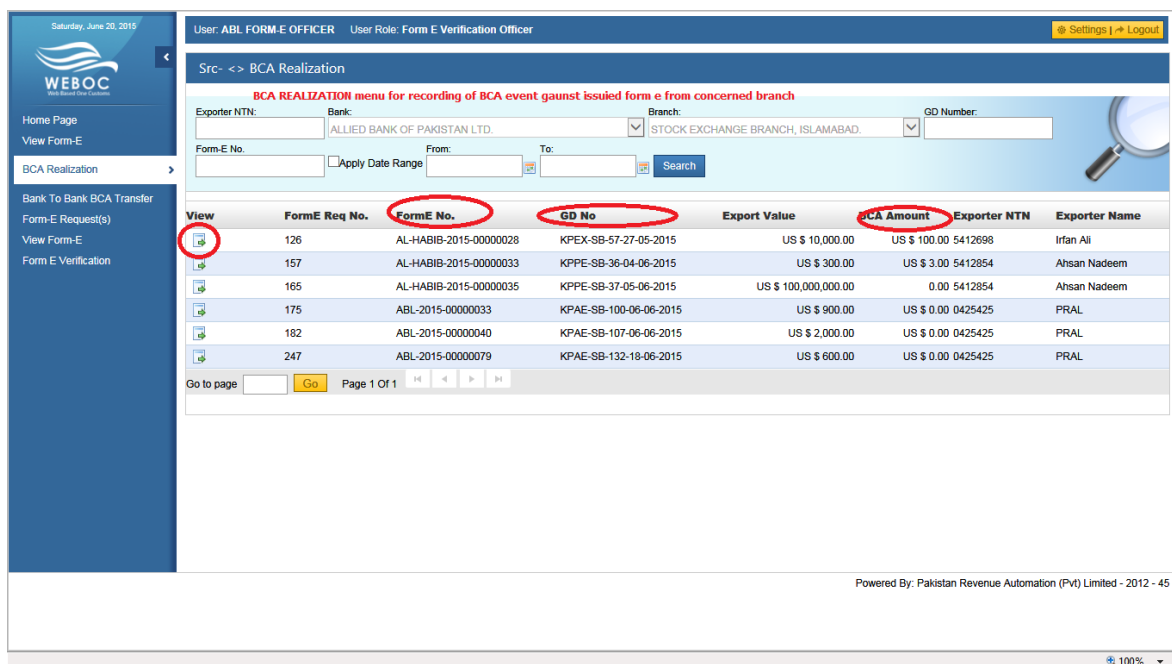
Click reject button for request rejection

Approve / Reject Screen

2.6.3 BCA Realization:

In this provision Bank user have the functionality to capture the BCA realization events, following steps are involved;

- Click on left menu option “**BCA Realization**”
- Click on  button for capturing of BCA Realization information against Form-E.









Src- <> BCA Realization

BCA REALIZATION menu for recording of BCA event gaunst issued form e from concerned branch

Exporter NTN: Bank: ALLIED BANK OF PAKISTAN LTD. Branch: STOCK EXCHANGE BRANCH, ISLAMABAD. GD Number:

Form-E No. From: To: Search

☐ Apply Date Range


View	FormE Req No.	FormE No.	GD No.	Export Value	BCA Amount	Exporter NTN	Exporter Name
	126	AL-HABIB-2015-00000028	KPEX-SB-57-27-05-2015	US \$ 10,000.00	US \$ 100.00	5412698	Irfan Ali
	157	AL-HABIB-2015-00000033	KPPE-SB-36-04-06-2015	US \$ 300.00	US \$ 3.00	5412854	Ahsan Nadeem
	165	AL-HABIB-2015-00000035	KPPE-SB-37-05-06-2015	US \$ 100,000,000.00	0.00	5412854	Ahsan Nadeem
	175	ABL-2015-00000033	KPAE-SB-100-06-06-2015	US \$ 900.00	US \$ 0.00	0425425	PRAL
	182	ABL-2015-00000040	KPAE-SB-107-06-06-2015	US \$ 2,000.00	US \$ 0.00	0425425	PRAL
	247	ABL-2015-00000079	KPAE-SB-132-18-06-2015	US \$ 600.00	US \$ 0.00	0425425	PRAL

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BCA realization Screen

2.6.4 BCA Event (Shipping Documents lodged with Bank)

- After click on  system shows following screen

- In this screen Bank user select BCA Event Name **(A)**


BCA Event Name

- Input / select event date **(B)**

Event Date:

- Input BCA Event Remarks **(C)**

BCA Event Remarks:

- Bank user have the provision to upload document in WeBOC system by clicking on Upload button **(D)** 
- After entering all information Bank user click on Add button
- After adding BCA Event information in system Bank user click on Save button to save information

User Manual For Exports Form-E Document in WeBOC System

(E) **(C)** **(B)** **(A)** **(D)**

Saturday, June 20, 2015

User: ABL FORM-E OFFICER User Role: Form E Verification Officer

Settings Logout

Home Page
View Form-E

BCA Realization

Bank To Bank BCA Transfer
Form-E Request(s)
View Form-E
Form E Verification

BCA Realization

Trailer Name: PRAL

GD Number: KPAA-SB-107-06-06-2015

NTN: 0425425

BL Number:

Export Value in (US \$): 2,000.00

Term of Shipment: DP

Export Value in (PKR): 192,000.00

STRN: 0700003019489

Date of Shipment: 20/06/2015

GD Currency: US \$

Total Amount Realized(US \$): 0.00

Balance Amount (US \$): 2,000.00

Attached Form-E Information

Form-E No.	Date	Form E Amount	Bank	City Name	Branch
ABL-2015-00000040	06-06-2015	US \$ 2,000.00	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.

BCA Event Name: Shipping Documents lodged with Bank

Event Date: 10/06/2015

BCA Event Remarks: aaaa

View Attached Image(s):
No Uploaded Image(s) found

Upload Attachment

BCA Details:

Running Serial No:

Bill No:

Invoice No:

Deductions:

Foreign Bank Charges (Fcy):

Net Amount Realized:

BCA(F2):

Currency:

Agent / Brokerage Commission (Fcy):

Withholding Tax (PKR):

EDS (PKR):

FCY Exchange Rate:

BCA (PKR):

Date of Realized:

Full Amount is not realized against this Export and the remaining amount is settled with discount

Save Submit Cancel

User Manual For Exports Form-E Document in WeBOC System

- After adding BCA Event information system shows this information in grid form;

BCA Realizations:				
Event Name	Running Serial No	Event Date	Net Amount Realized (FC)	Conversion Rate
Shipping Documents lodged with Bank		01/09/2015		

BCA(FCI): * [] FCY Exchange Rate: * [] BCA (PKR): [] Date of Realized: []

☐ Currency of Realization is Different from FormE: [Please Select-]

[Add]

BCA Realizations:					
Event Name	Running Serial No	Event Date	Net Amount Realized (FC)	Conversion Rate	Net Amount Realized (PKR)
Shipping Documents lodged with Bank		01/09/2015			

[Edit] [Delete]

☐ Full Amount is not realized against this Export and the remaining amount is settled with discount

Allowed Discount: []

Allowed Discount %: []

☐ Certified that I have entered the correct Maximum Rate of commission etc above as provided in Chapter VII of Foreign Exchange Manual issued by State Bank of Pakistan and other relevant laws/rules etc

Remarks: []

[Save] [Submit] [Cancel]

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BCA realization Screen

2.6.5 BCA Event (BCA Amount Feeding)

- In this event Bank user enters the following information in the system;

- Bill No, Date and Amount **(A)**

Bill No: *	<input type="text"/>	Dated: *	<input type="text"/>	Amount: *	<input type="text"/>
------------	----------------------	----------	----------------------	-----------	----------------------

- Invoice No, Date and Amount **(B)**

Invoice No: *	<input type="text"/>	Dated: *	<input type="text"/>	Amount: *	<input type="text"/>
---------------	----------------------	----------	----------------------	-----------	----------------------

- Now Bank user input Deduction information i.e. Foreign Bank Charges (Fcy), Agent / Brokerage Commission (Fcy) , Withholding Tax (PKR) and EDS (PKR)

Deductions:

Foreign Bank Charges (Fcy): *	<input type="text"/>	Agent / Brokerage Commission (Fcy): *	<input type="text"/>	Withholding Tax (PKR): *	<input type="text"/>	EDS (PKR): *	<input type="text"/>
-------------------------------	----------------------	---------------------------------------	----------------------	--------------------------	----------------------	--------------	----------------------

- Input Net Amount Realized information

Net Amount Realized:

BCA(FC): *	<input type="text"/>	FCY Exchange Rate: *	<input type="text"/>	BCA (PKR):	<input type="text"/>	Date of Realized: *	<input type="text"/>
------------	----------------------	----------------------	----------------------	------------	----------------------	---------------------	----------------------

- selection of currency if differ from Form-E currency

☐ Currency of Realization is Different from FormE:

Currency:

- If full amount of Form-E is not realized user can adjust in discount

☐ Full Amount is not realized against this Export and the remaining amount is settled with discount

Allowed Discount :

Allowed Discount % :

- Bank user clicks on disclaimer check box

☐ Certified that I have entered the correct Maximum Rate of commission etc above as provided in Chapter VII of Foreign Exchange Manual issued by State Bank of Pakistan and other relevant laws/rules etc

- User have the facility to input remarks in the box;

Remarks:

User Manual For Exports Form-E Document in WeBOC System

(A)

GD Information

Trader Name: PRAL

GD Number: KPAE-SB-68-07-09-2015

NTN: 0425425

BL Number:

Export Value in (US \$): 5,000.00

Term of Shipment: DP

Export Value in (PKR): 480,000.00

STRN: 0700003019489

Date of Shipment: 23/09/2015

GD Currency: US \$

Total Amount Realized(US \$): 0.00

Balance Amount (US \$): 5,000.00

Attached Form-E Information

Form-E No.	Date	FormE Amount	Bank	City Name	Branch
ABL-2015-000000249	07-09-2015	US \$ 5,000.00	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.

BCA Event Name: BCA Amount Feeding

Event Date:

BCA Event Remarks:

Upload Attachment

View Attached Image(s): No Uploaded Image(s) found

BCA Details:

Running Serial No.:

Bill No.:

Dated:

Amount:

Invoice No.:

Dated:

Amount:

Deductions:

Foreign Bank Charges (Fcy):

Agent / Brokerage Commission (Fcy):

Withholding Tax (PKR):

EDS (PKR):

Net Amount Realized:

BCA(FC):

FCY Exchange Rate:

Currency:

Date of Realized:

Full Amount is not realized against this Export and the remaining amount is settled with discount

Allowed Discount:

Allowed Discount %:

Certified that I have entered the correct Maximum Rate of commission etc above as provided in Chapter VII of Foreign Exchange Manual issued by State Bank of Pakistan and other relevant laws/rules

Complete BCA Screen

2.6.6 BCA Realization (Matter Settle by SBP)

- SBP have the provision to settle the exception matter by clicking on disclaimer check box

☐ Full Amount is not realized against the Export and the matter is settled by SBP

Remarks:

The screenshot displays the 'FormEManagementHome.aspx' web application. The form includes fields for Bill No., Invoice No., Dated, Amount, Deductions (Foreign Bank Charges, Agent/Brokerage Commission, Withholding Tax), Net Amount Realized, BCA(FC), FCY Exchange Rate, BCA(PKR), and Date of Realized. A checkbox labeled 'Full Amount is not realized against the Export and the matter is settled by SBP' is present. Below this is a 'Remarks' text area. A table titled 'BCA Realizations' shows one entry: 'BCA Amount Feeding' with a running serial number of 1, dated 09/06/2015, with a net amount realized of US \$ 111,100 and a conversion rate of 96, resulting in a net amount realized of 10,666,656 PKR. The interface also includes 'Save', 'Submit', and 'Cancel' buttons at the bottom.

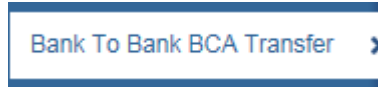
Event Name	Running Serial No	Event Date	Net Amount Realized (FC)	Conversion Rate	Net Amount Realized (PKR)
BCA Amount Feeding	1	09/06/2015	US \$ 111,100	96	10,666,656


SBP Screen for BCA realization

2.7 Bank to Bank BCA Transfer

- In this bank to bank BCA transfer option Bank user have provision to transfer BCA information to new bank and its branch

- Click on left menu option **"Form E Request"** (A),



- Click on  button for bank to bank BCA transfer

(A) (B)

Src: <- BCA Bank To Bank Transfer

Exporter NTN: Bank: Branch: GD Number:

Form E No. From: To: Search


Apply Date Range

FormE No.	GD No	Export Value	BCA Amount	Exporter NTN	Exporter Name	Consignee Name
ABL-2015-0000000249	KPAE-SB-69-07-09-2015	US \$ 5,000.00	US \$ 0.00 0425425	PRAL	BANK OF AMERICA	
ABL-2015-0000000250	KPAE-SB-67-07-09-2015	US \$ 500.00	0.00 0425425	PRAL	aaa	
ABL-2015-0000000252	KPAE-SB-65-07-09-2015	US \$ 800.00	US \$ 0.00 0425425	PRAL	aaa	
ABL-2015-0000000251	KPAE-SB-66-07-09-2015	US \$ 400.00	US \$ 0.00 0425425	PRAL	aaa	
ABL-2015-0000000256	KPAE-SB-71-09-09-2015	US \$ 1,000.00	US \$ 0.00 0425425	PRAL	sdfv	
ABL-2015-0000000259	KPAE-SB-74-09-09-2015	US \$ 1,000.00	US \$ 0.00 0425425	PRAL	ali	
ABL-2015-0000000260	KPAE-SB-76-09-09-2015	US \$ 1,000.00	US \$ 0.00 3371722	Karachi Trading	hajra	
ABL-2015-0000000261	KPAE-SB-75-09-09-2015	US \$ 5,000.00	US \$ 0.00 0425425	PRAL	waqar	
ABL-2015-0000000263	KPAE-SB-73-09-09-2015	US \$ 1,000.00	US \$ 0.00 0425425	PRAL	Ali Co	
ABL-2015-0000000264	KPAE-SB-77-09-09-2015	STG 6,100.00	STG 0.00 0425425	PRAL	danish co	

Go to page Page 1 Of 3

Bank to Bank Transfer of BCA

User Manual For Exports Form-E Document in WeBOC System

- After click on  system shows screen for BCA transfer to another Bank,
- In this provision Bank user can transfer BCA information from existing bank to new bank **(A)**

Bank

--SELECT Bank--

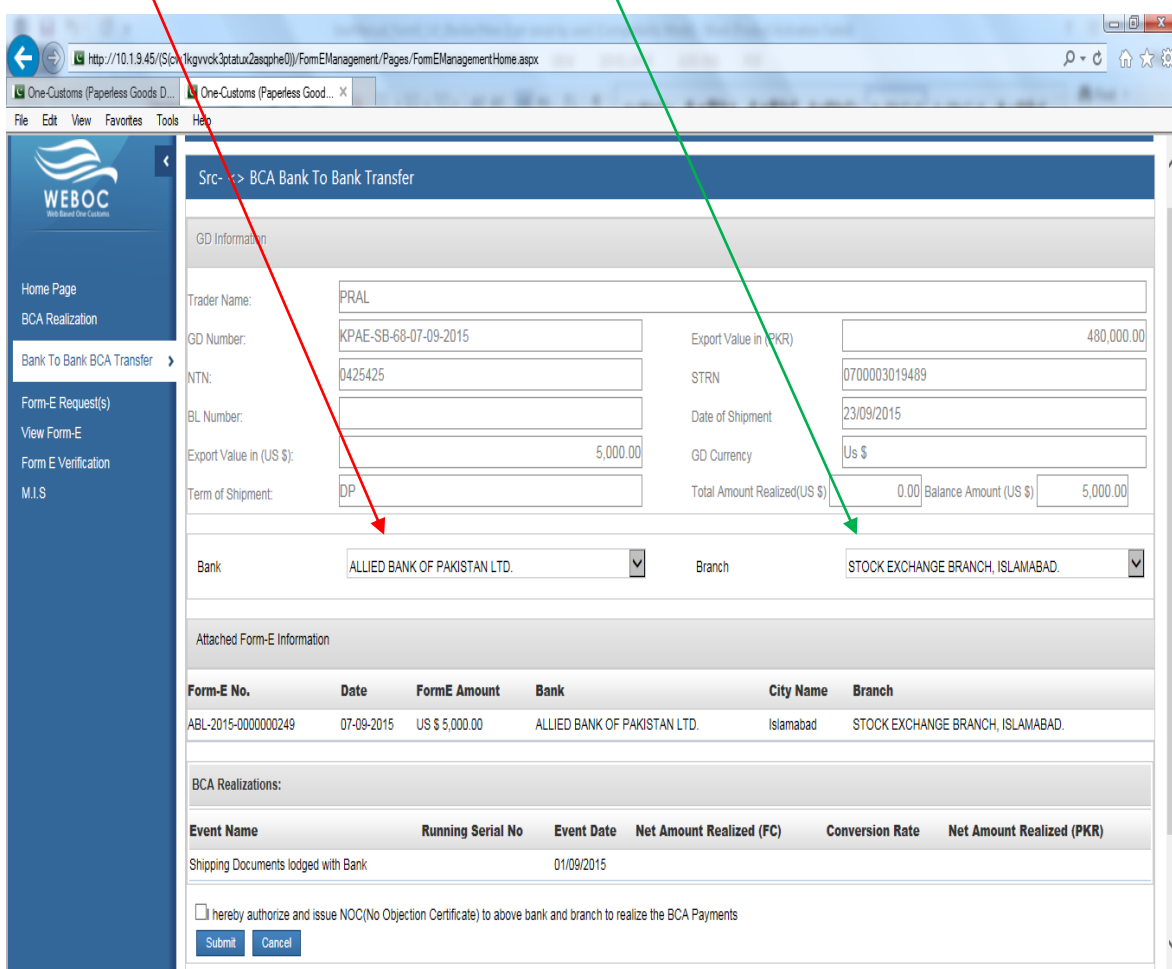
and branch **(B)**

Branch

--Select Branch--

(A)
(A)

(B)



Src: -> BCA Bank To Bank Transfer

GD Information

Trader Name: PRAL

GD Number: KPAA-SB-68-07-09-2015

Export Value in (PKR): 480,000.00

NTN: 0425425

STRN: 0700003019489

BL Number:

Date of Shipment: 23/09/2015

Export Value in (US \$): 5,000.00

GD Currency: US \$

Term of Shipment: DP

Total Amount Realized(US \$): 0.00

Balance Amount (US \$): 5,000.00

Bank: ALLIED BANK OF PAKISTAN LTD.

Branch: STOCK EXCHANGE BRANCH, ISLAMABAD.

Attached Form-E Information

Form-E No.	Date	FormE Amount	Bank	City Name	Branch
ABL-2015-0000000249	07-09-2015	US \$ 5,000.00	ALLIED BANK OF PAKISTAN LTD.	Islamabad	STOCK EXCHANGE BRANCH, ISLAMABAD.

BCA Realizations:

Event Name	Running Serial No	Event Date	Net Amount Realized (FC)	Conversion Rate	Net Amount Realized (PKR)
Shipping Documents lodged with Bank		01/09/2015			


☐ hereby authorize and issue NOC(No Objection Certificate) to above bank and branch to realize the BCA Payments

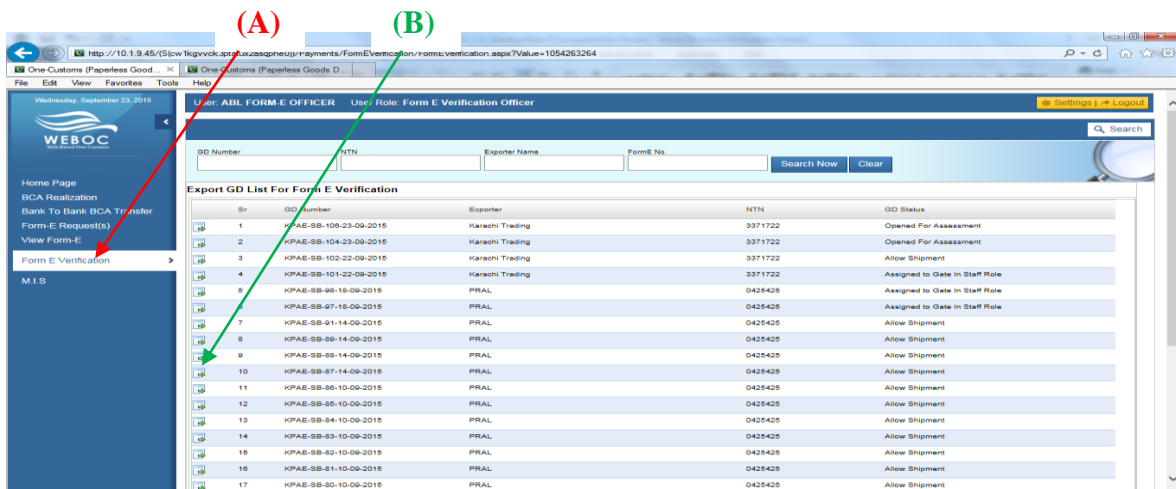
Submit Cancel

2.7.2 Verification of Form-E

- In this option Bank user can verify particulars of Form-E;
- Click on left menu option **"Form E Request" (A)**,



- Click on  button for verification of Form-E



- system show following screen;

