



**STATE BANK OF PAKISTAN**  
**SBP BANKING SERVICES CORPORATION (BANK)**  
**HEAD OFFICE KARACHI**

**FOREIGN  
EXCHANGE  
OPERATIONS  
DEPARTMENT**

**FEOD (FEOM & Enf.)/5006/Circular/Export/01/2018**

**February 26, 2018**

The Head/Principal Offices of all  
Authorized Dealers in foreign exchange

**SUBJECT: CHECK-LIST FOR SUBMISSION OF PRE-ADJUDICATION  
INFORMATION/DOCUMENTS IN RESPECT OF EXPORT OVERDUE CASES**

Dear Sir,

During monitoring of Electronic E Forms a significant number of cases were unearthed where exporters did not submit shipping documents to Authorized Dealers (ADs) within the mandatory period of 30 days. Upon non realization within due date, these cases were required to be reported on Export Overdue Reporting System on Appendix V-20. However due to non submission of shipping documents by exporters these cases were reported on Appendix V-11 by ADs.

Since these cases grew in number and value in terms of foreign exchange, therefore Foreign Exchange Operation Department vide Circular dated July 7, 2017 advised all ADs to report such cases on V-20 in Export Overdue Reporting System where shipments have been made as per WeBOC but export proceeds are not realized within the due dates, even if exporters do not submit the shipping documents within the mandatory period of 30 days.

Further in order to initiate legal action against delinquent exporters under the provisions of FERA, 1947, pre-adjudication information/shipping documents are obtained from ADs. However, it has been observed over the last few months that ADs are submitting incomplete sets of pre-adjudication information/shipping documents in respect of cases reported on V-20 which were earlier reported on V-11. Such incidents are causing unnecessary delays and obstructions in initiation of penal action against delinquent exporters under the provisions of FERA, 1947.

Therefore to streamline the processing of the overdue cases and to avoid unnecessary hurdles/delays due to incomplete submission of pre-adjudication information, ADs are advised to submit set of pre-adjudication information/documents as per the attached check-list (Annexure 'A').

The Head/Principal offices of authorized dealers are advised to bring the contents of above circular to the notice of all authorized branches and the concerned staff and ensure meticulous compliance.

Non compliance of above instructions may attract penal action against authorized dealers under the provisions of FERA, 1947. Any queries in this regard may be referred at e-mail: [FEOD.FEOME@sbp.org.pk](mailto:FEOD.FEOME@sbp.org.pk)

Encl. (2)

Yours faithfully,

(Muhammad Shahid Ashraf)  
Head of Department