



User Manual

For Importers

Electronic I-Form (EIF) Using WeBOC

Version 1.1

EIF Revision History

Version No.	Date	Revision Description	Documented By
1.0	05/04/2016	Initial EIF Management User Manual for Importers	HM
1.1	01/06/2016	Screenshot modifications	HM

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1. General Information

1.1 Background

Form-I Automation is incorporated in the Pakistan Custom's electronic system called Web Based One Custom (WeBOC). The planned system creates linkages among all the concerned stakeholders in Pakistan. Upon completion system reduces the time consuming manual reporting/correspondence among the stakeholders.

Import of goods into Pakistan is regulated by the Ministry of Commerce, Government of Pakistan, under the Imports and Exports (Control) Act, 1950 and the notifications issued from time to time there under. Currently, as per Para-32, Chapter XIII of Foreign Exchange Manual (Eighth Edition-2002), applications for remittance against imports into Pakistan should be made on Form 'I' which should be signed by the importer or his authorized agent.

1.2 Electronic filing of Form-I

EIF (Electronic Import Form) is a tool used by the government to monitor the source and outflows of foreign remittances and checks the goods that are imported without foreign exchange through the State Bank of Pakistan. Designated branches of the commercial banks are authorized to issue 'Form-I' on application by the importers.

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

2. System Features

Following are the key feature of EIF module in the WeBOC System:

2.1 File request for Issuance of Form-I:

This feature enables the Importer (in WeBOC Term 'Trader' is used) to file request for issuance of EIF to authorized commercial bank.

2.2 Amend Form-I request:

This feature enables the Importers to amend the Form-I in the WeBOC system which is pending for approval in the banks.

2.3 View Form-I Request:

This feature enables the Importers to view the GD after it's been submitted.

2.4 Print Form I:

This feature enables the importer to print the Form I and GD.

2.5 Delete Form I Request:

This feature enables the importer to delete an EIF.

3. System Requirements

In order to take full advantage of WeBOC Application and run it smoothly, use Internet Explorer browser.

4. Getting Started

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

4.1 Logging On

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

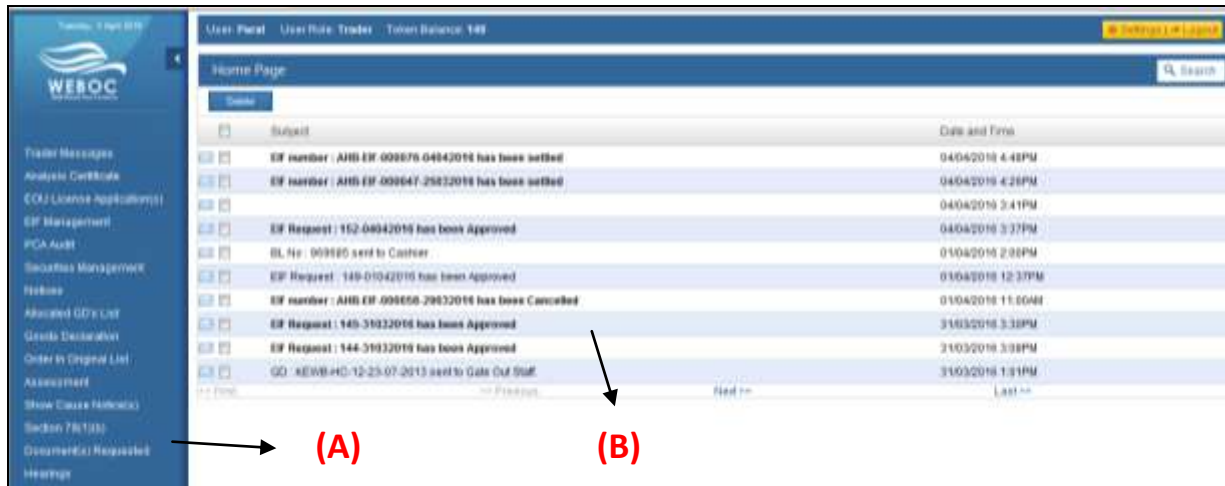


- Enter 'User Id' in login field.
- Enter 'Password' in the password field
- Click 'Login' button

4.2 System Menu

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

- Privilege Menu (Authorities bar) → (A)
- Home Page (where messages are sent by system or customs) → (B)

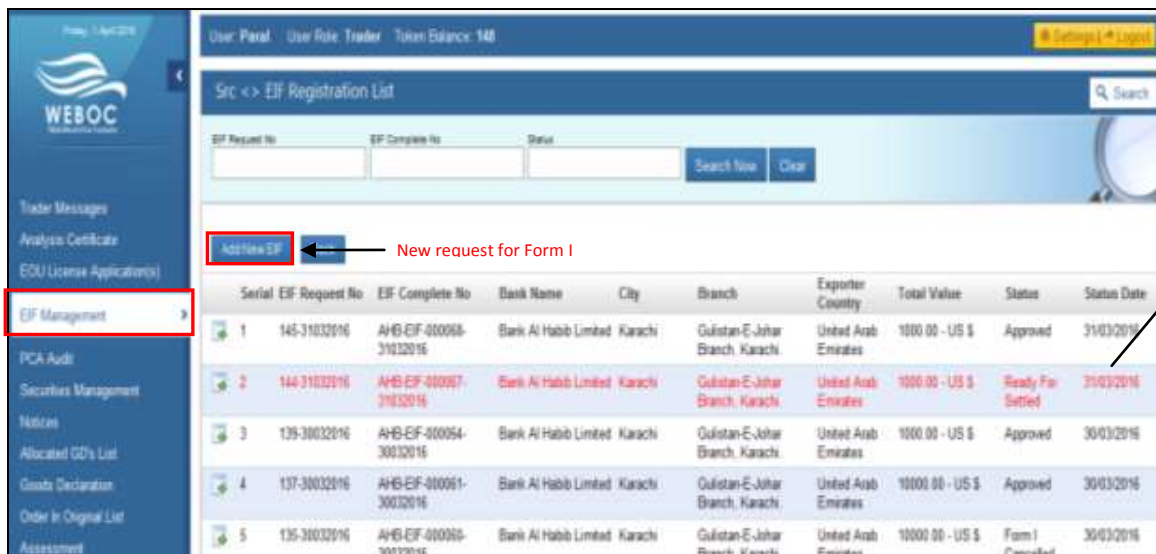


5. EIF Management

5.1 Create New EIF

1. To add EIF click on **EIF Management** and press

Add New EIF



Amended Form I
Document Requests
are displayed in Red
Color

2. Upon Clicking on **NEW EIF**, a new Form is opened.
3. Fill **Business Name** and **Business Address**.

5.1.1 Mode of Import Payment (EIF Validation)

1. The options of mode of payment are shown in the figure below:

Mode of Import Payment	--SELECT MODE OF IMPORT-- --SELECT MODE OF IMPORT-- Advance Payment Open Account Contract/Collection Letter of Credit
------------------------	--

5.1.1.1 Advance Payment:

1. Before GD submission BDA (Bank Debit Advice) shall be issued against any invoice value of "Form-I"
2. The total invoice value of GD cannot be greater than Form - I value or remaining values of EIF.
3. If GD is cancelled then value of GD shall not be included in next GD. Or the value of EIF of the GD cancelled will be restored.
4. Declared value will always be consider to compare with EIF value.
5. If EIF is already settled then it cannot be attached with any GD

5.1.1.2 Open Account

1. GD Can be submitted against Form-I without issuance of BDA (Bank Debit Advice) only if the EIF value is greater than zero.
2. Only one GD can be associate with EIF

5.1.1.3 Registered Contract

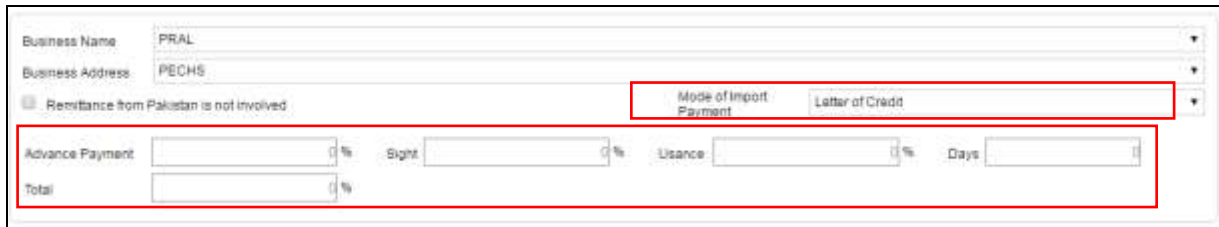
1. The total invoice value of GD (Sum of total declared value of items) cannot be greater than Form - I value or remaining values of EIF
2. If GD is cancelled then value of GD shall not be included in next GD. Or the value of EIF of the GD cancelled will be restored.
3. Declared value will always be consider to compare with EIF value.
4. If EIF is already settled then it cannot be attached with any GD

Business Name	PRAL
Business Address	PECHS
<input type="checkbox"/> Remittance from Pakistan is not involved	Mode of Import Payment: Contract/Collection
Advance Payment (%)	Document Against Payment (D/P) (%)
Total (%)	Document Against Acceptance (D/A) (%) Days

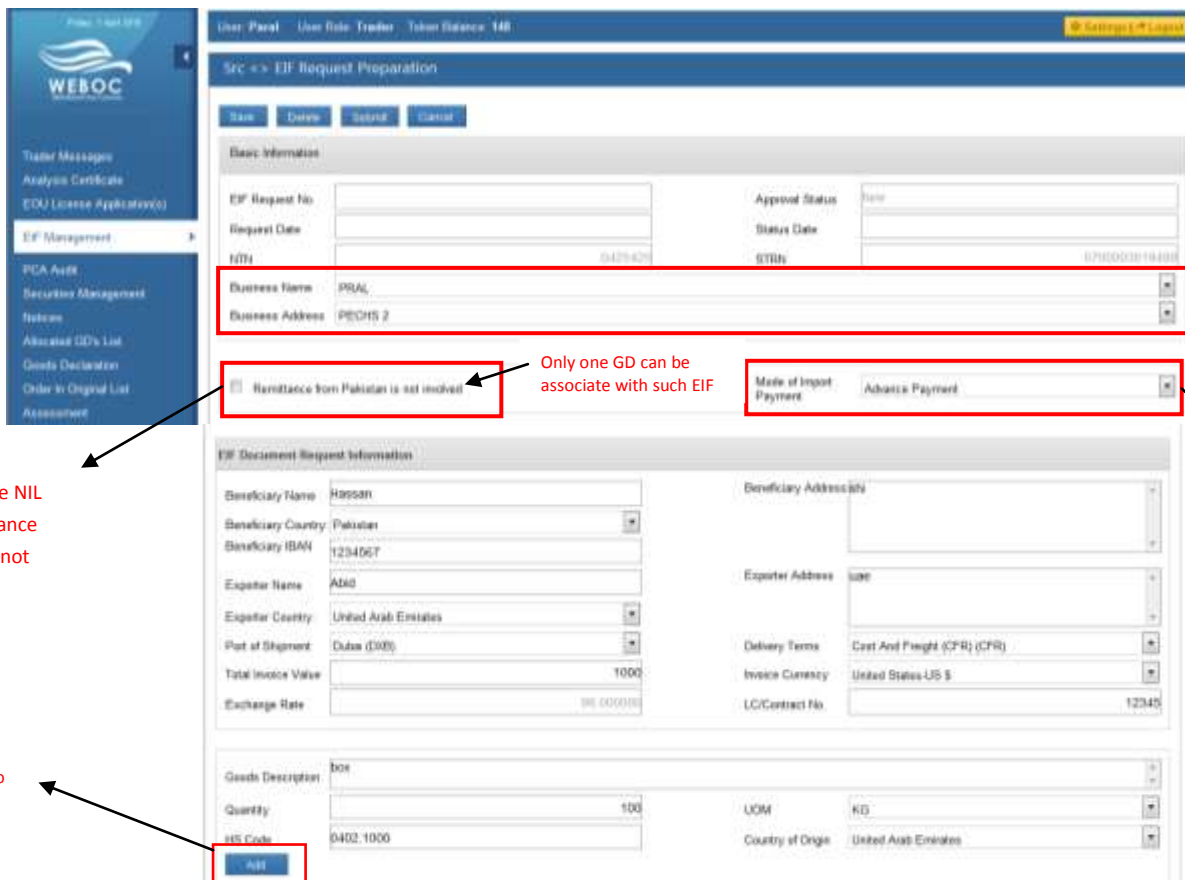
***Note: If "Contract/Collection" selected as mode of payment then enter Advance Payment, Document against Payment, Document against Acceptance in percent (%) which has to be 100% in Total.**

5.1.1.4 Letter of Credit

1. The total invoice value of GD (Sum of total declared value of items) cannot be greater than Form - I value or remaining values of EIF.
2. If GD is cancelled then value of GD shall not be included in next GD. Or the value of EIF of the GD cancelled will be restored.
3. Declared value will always be consider to compare with EIF value.
4. If EIF is already settled then it cannot be attached with any GD.



Note: If "Letter of Credit" selected as mode of payment then enter **Advance Payment, Sight, Usance in percent (%) which has to be **100% in Total**.*



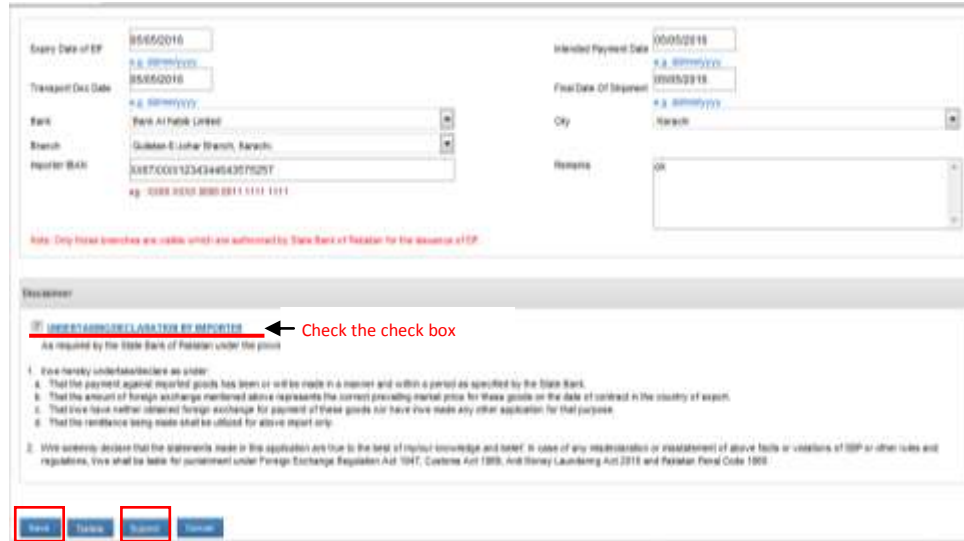
Payment Mode NIL means Remittance from Pakistan not involved

Only one GD can be associate with such EIF

Select both from the drop down

(5.1)

Press Add to Add Goods



Entry Date of EIF: 05/05/2016
 Intended Physical Date: 00/00/2016
 Transport Doc Date: 05/05/2016
 First Date of Shipment: 05/05/2016
 Bank: Bank Al Habib Limited
 City: Karachi
 Branch: Gulistan-E-Johar Branch, Karachi
 Header BAH: 0007000123434454357625T
 Remarks: 00

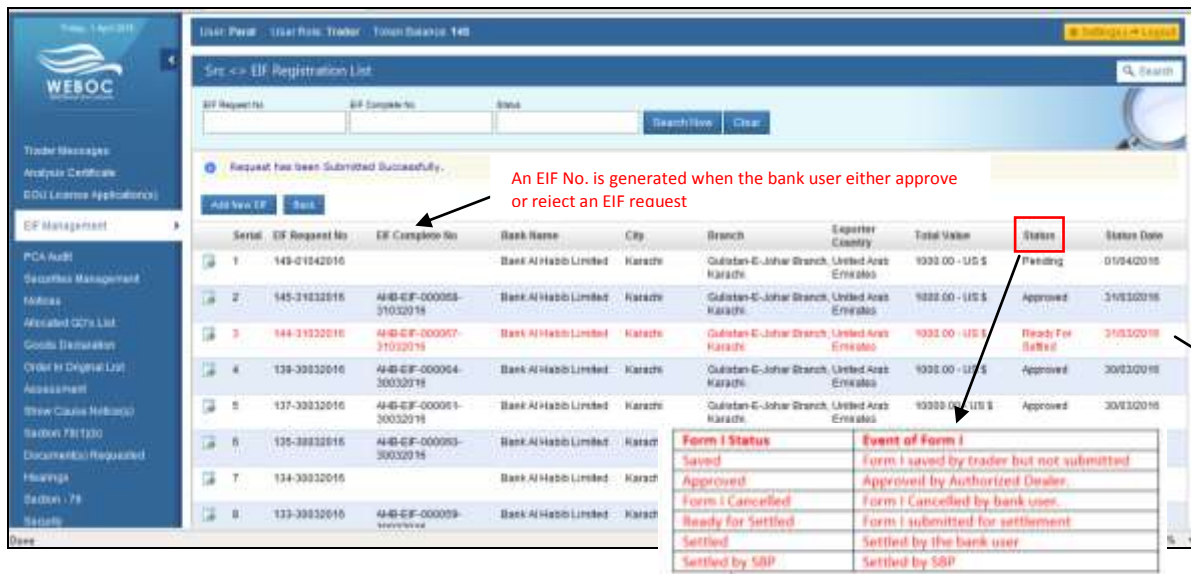
Declaration

I HEREBY DECLARE I AM NOT AN IMPORTER ← Check the check box

As required by the State Bank of Pakistan under the provisions:

- I am hereby undertaking as a trader:
 - That the payment against imported goods has been or will be made in a manner and within a period as specified by the State Bank.
 - That the amount of foreign exchange mentioned above represents the correct prevailing market price for these goods on the date of contract in the country of export.
 - That I've issue neither concerned foreign exchange for payment of these goods nor have I've made any other application for that purpose.
 - That the certificate being made shall be utilized for above import only.
- We solemnly declare that the statements made in this application are true to the best of my/our knowledge and belief. In case of any misstatement or misstatement of above facts or violation of IFP or other rules and regulations, I/we shall be liable for punishment under Foreign Exchange Regulation Act 1947, Customs Act 1969, Anti Money Laundering Act 2018 and Pakistan Penal Code 1860.

- After entering all the required information press **Save** and then **Submit**.
- When an EIF is submitted, the **Status** is changed to **Pending**.



Request has been Submitted Successfully.


An EIF No. is generated when the bank user either approve or reject an EIF request

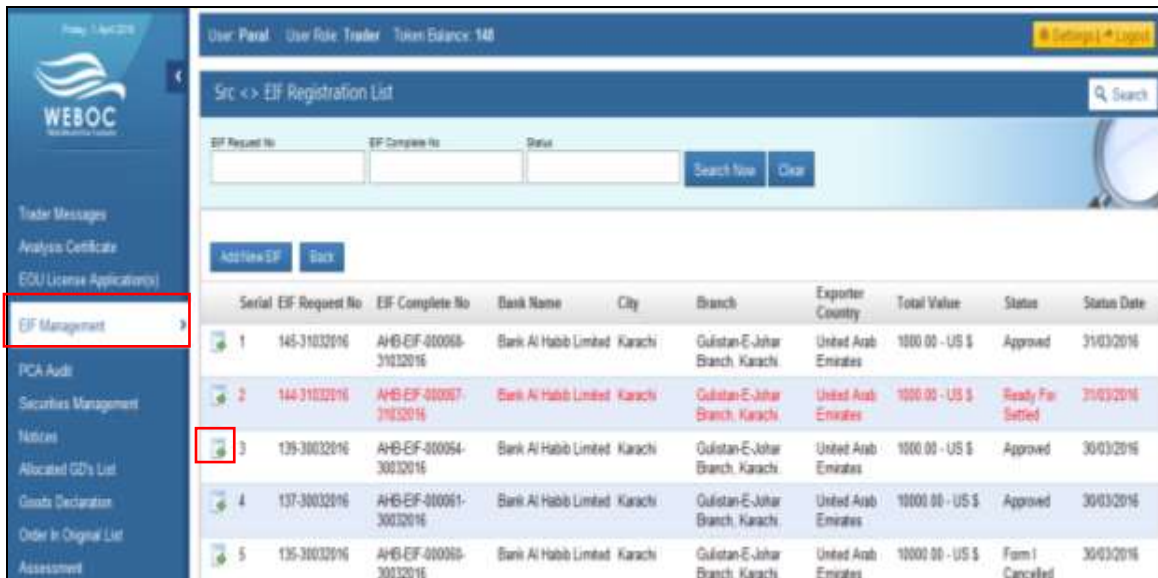
Serial	EIF Request No.	EIF Complete No.	Bank Name	City	Branch	Exporter Country	Total Value	Status	Status Date
1	149-01042016		Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Pending	01/04/2016
2	145-31032016	AI-EIF-000058-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	31/03/2016
3	144-31032016	AI-EIF-000057-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Ready For Settlement	31/03/2016
4	139-30032016	AI-EIF-000054-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
5	137-30032016	AI-EIF-000051-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
6	135-30032016	AI-EIF-000050-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
7	134-30032016		Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
8	133-30032016	AI-EIF-000049-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, United Arab Emirates	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016

Form I Status	Event of Form I
Saved	Form I saved by trader but not submitted
Approved	Approved by Authorized Dealer
Form I Cancelled	Form I Cancelled by bank user
Ready for Settled	Form I submitted for settlement
Settled	Settled by the bank user
Settled by SBP	Settled by SBP


Amended EIF Requests are shown in red color

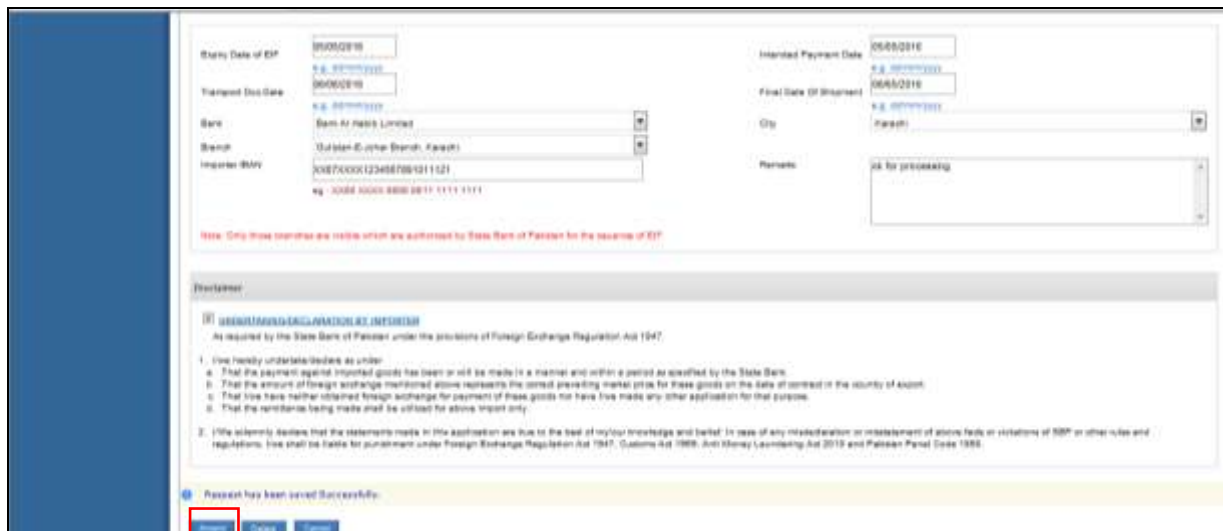
5.2 To Amend an EIF

- Amendment can be done after an EIF is submitted.
- To **Amend** an EIF, go to **EIF Management** and press 



Serial	EIF Request No	EIF Complete No	Bank Name	City	Branch	Exporter Country	Total Value	Status	Status Date
1	145-31032016	AHS-EIF-000068-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Approved	31/03/2016
2	144-31032016	AHS-EIF-000067-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Ready For Settlement	31/03/2016
3	135-30032016	AHS-EIF-000054-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
4	137-30032016	AHS-EIF-000061-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	10000.00 - US \$	Approved	30/03/2016
5	135-30032016	AHS-EIF-000060-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	10000.00 - US \$	Form 1 Cancelled	30/03/2016

3. Upon clicking, a new page is opened, click on  button.



Entry Date of EIF: 05/05/2016
 Intended Payment Date: 05/05/2016
 Transport Doc Date: 06/05/2016
 Final Date of Shipment: 06/05/2016
 Bank: Bank Al Habib Limited
 City: Karachi
 Importer IDNR: 3087400012345678911121
 Remarks: ok for processing

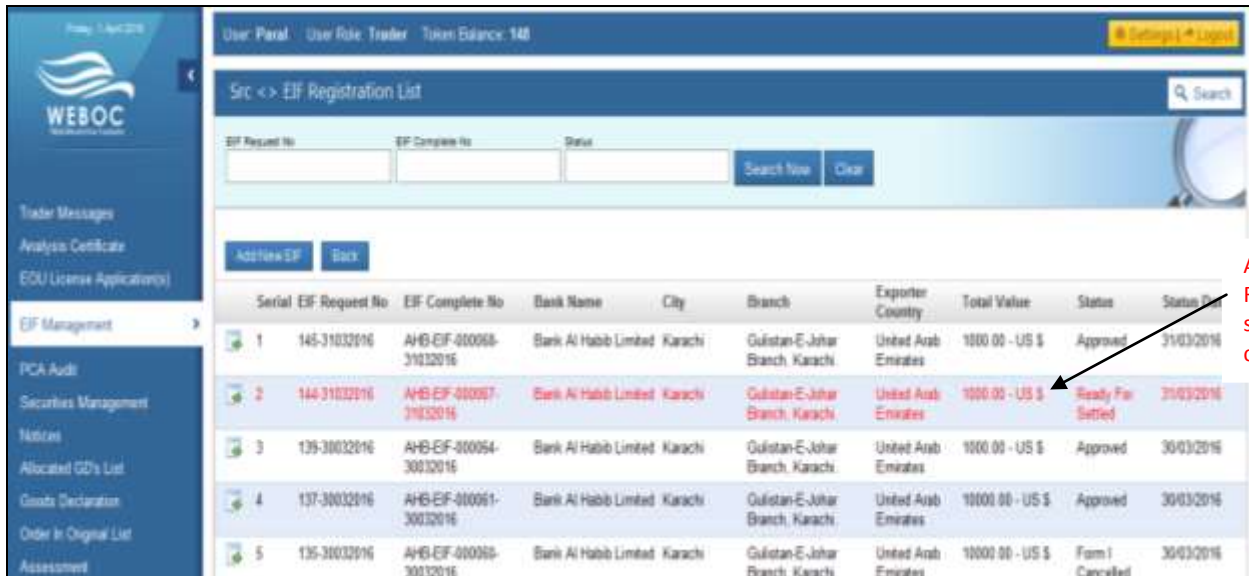
Declaration

DECLARATION-ENCUMBRANCE IMPORTER
 As required by the State Bank of Pakistan under the provisions of Foreign Exchange Regulation Act 1947.

- I/we hereby undertake/declare as under:
 - That the payment against imported goods has been or will be made in a manner and within a period as specified by the State Bank.
 - That the amount of foreign exchange mentioned above represents the correct prevailing market price for these goods on the date of contract or the date of import.
 - That I/we have neither obtained foreign exchange for payment of these goods nor have I/we made any other application for that purpose.
 - That the particulars being made shall be correct to above import only.
- I/we solemnly declare that the statements made in this application are true to the best of my/our knowledge and belief. In case of any misdeclaration or misstatement of above facts or violations of RFP or other rules and regulations, I/we shall be liable for punishment under Foreign Exchange Regulation Act 1947, Customs Act 1969, Anti Money Laundering Act 2010 and Pakistan Penal Code 1860.

Payment has been levied Successfully.


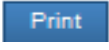
Amend Cancel Confirm

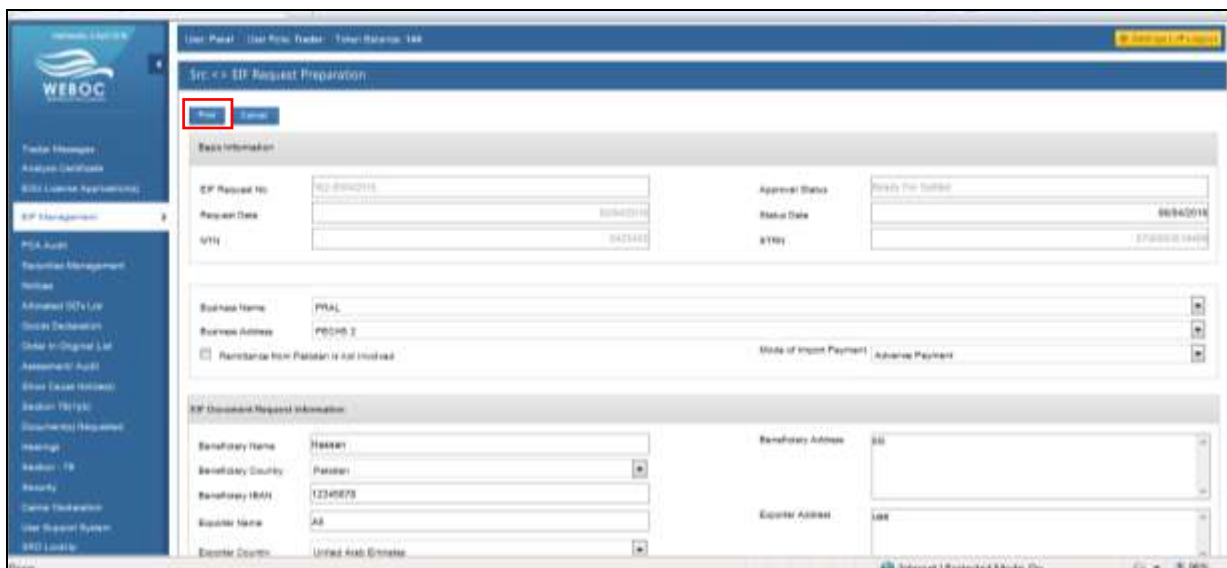


Serial	EIF Request No	EIF Complete No	Bank Name	City	Branch	Exporter Country	Total Value	Status	Status Date
1	145-31032016	AHB-EIF-000068-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Approved	31/03/2016
2	144-31032016	AHB-EIF-000067-31032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Ready For Settled	31/03/2016
3	139-30032016	AHB-EIF-000054-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	1000.00 - US \$	Approved	30/03/2016
4	137-30032016	AHB-EIF-000061-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	10000.00 - US \$	Approved	30/03/2016
5	135-30032016	AHB-EIF-000060-30032016	Bank Al Habib Limited	Karachi	Gulistan-E-Johar Branch, Karachi	United Arab Emirates	10000.00 - US \$	Form 1 Cancelled	30/03/2016

Amended EIF Requests are shown in red color

5.3 To Print a Form I Request

- To **Print** an EIF, go to **EIF Management** and press  on that EIF request which has **NOT** been approved.
- Press  button to print.



Print

Bank Information

EIF Request No: 145-31032016
 Request Date: 08/04/2016
 VTY: 0423443

Approval Status: Ready For Settled
 Status Date: 08/04/2016
 VTY: 070000014400

Business Information

Business Name: PRAL
 Business Address: POCHE 2
 Remittance from Pakistan is not involved
 Mode of Import Payment: Advance Payment

EIF Document Request Information

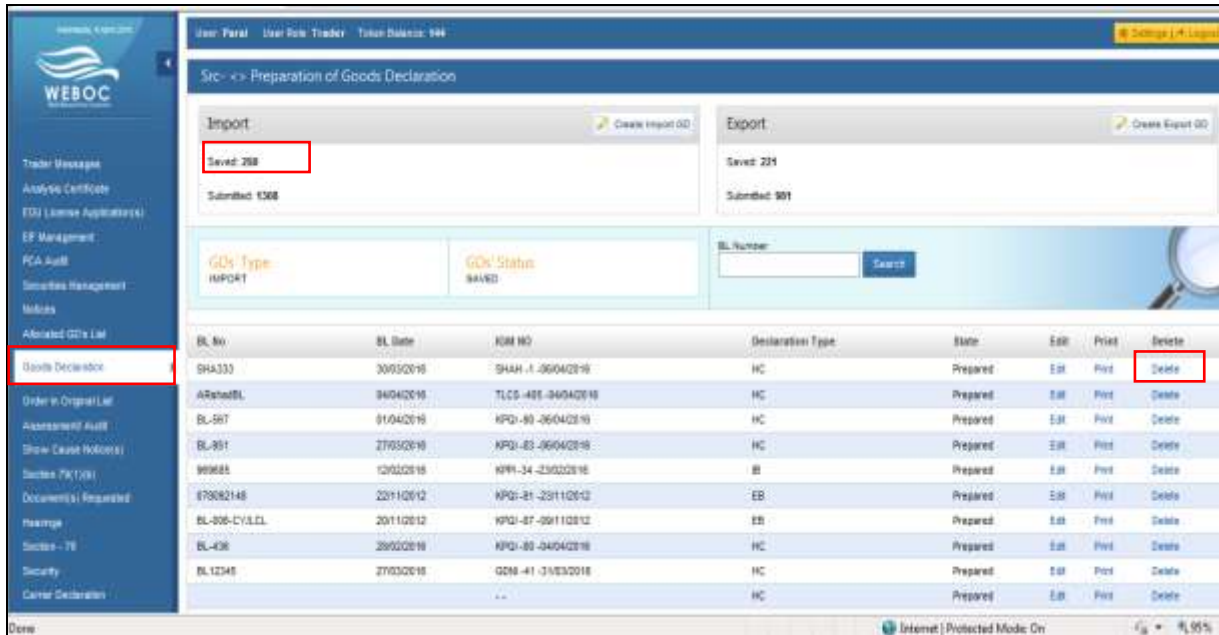
Beneficiary Name: HAKIMI
 Beneficiary Country: Pakistan
 Beneficiary IBAN: 12345678
 Exporter Name: AB
 Exporter Country: United Arab Emirates
 Beneficiary Address: 00
 Exporter Address: 000

5.4 To Delete a Form I Request

1. To **delete** a Form I, go to **Goods Declaration** and press **Saved Imports**.



2. Click on  to delete a saved GD.



The screenshot shows the 'Preparation of Goods Declaration' page. On the left, the 'Goods Declaration' menu item is highlighted. The main area displays 'Import' and 'Export' sections, both with 'Saved' counts. Below these are 'GDs Type' (IMPORT) and 'GDs Status' (SAVED) filters. A table lists various declarations with columns for BL No, BL Date, FORM NO, Declaration Type, Status, Edit, Print, and Delete. The 'Delete' column contains a 'Delete' button for each row, which is highlighted in red in the image.

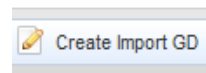
BL No	BL Date	FORM NO	Declaration Type	Status	Edit	Print	Delete
SHA333	30/05/2018	SHAH -1-06/04/2018	HC	Prepared	Edit	Print	Delete
ARatedBL	04/04/2018	TLCB-485-04/04/2018	HC	Prepared	Edit	Print	Delete
BL-587	01/04/2018	KPD-89-06/04/2018	HC	Prepared	Edit	Print	Delete
BL-951	27/05/2018	KPD-82-06/04/2018	HC	Prepared	Edit	Print	Delete
989888	12/02/2018	KPN-34-23/02/2018	B	Prepared	Edit	Print	Delete
878082148	22/11/2012	KPD-81-23/11/2012	EB	Prepared	Edit	Print	Delete
BL-906-CVLEL	20/11/2012	KPD-87-09/11/2012	EB	Prepared	Edit	Print	Delete
BL-436	28/02/2018	KPD-89-04/04/2018	HC	Prepared	Edit	Print	Delete
BL12345	27/03/2018	GDH-41-31/03/2018	HC	Prepared	Edit	Print	Delete
		...	HC	Prepared	Edit	Print	Delete

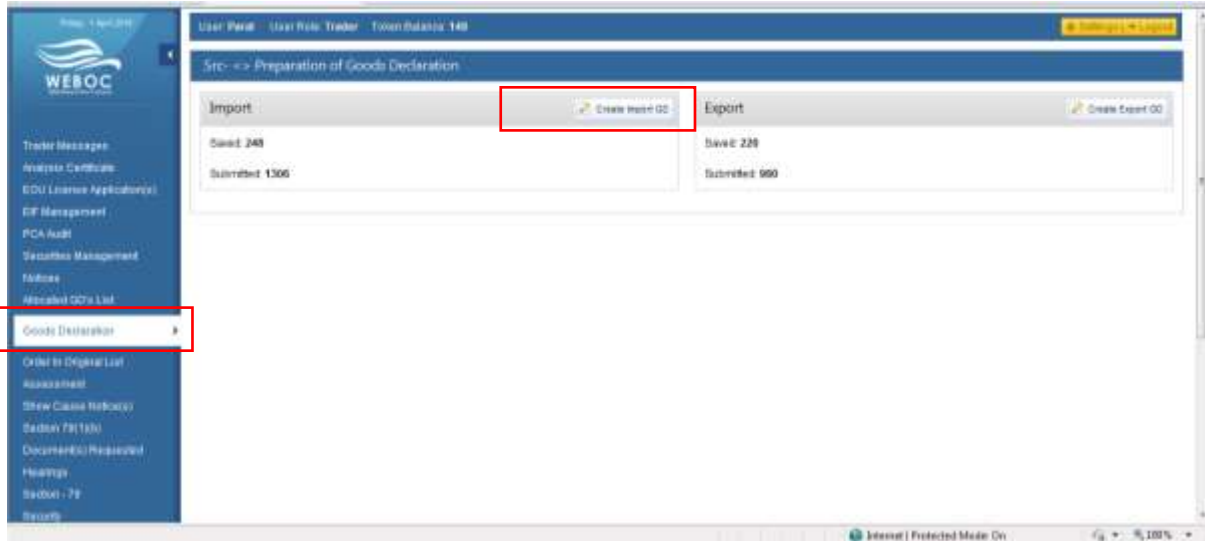
6. Attach Form I with Goods Declaration

As discussed in detail above, after an EIF is created and then submitted the request for 'Form-I Issuance Request', which for instance has been approved by the concerned bank/branch.

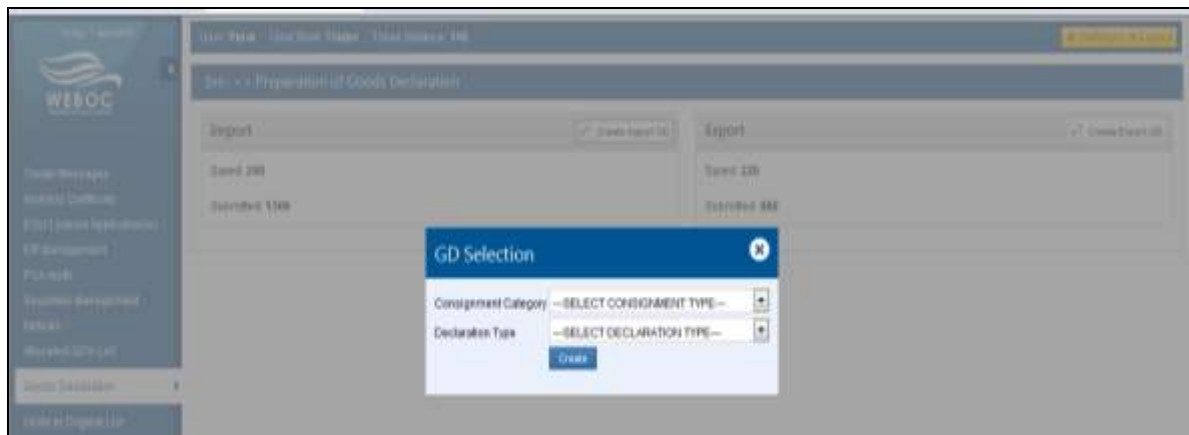
The following screenshots will demonstrate on how to use an approved 'Form-I in your Goods Declaration (GD).

1. To add an EIF, go to **Goods Declaration** and click on



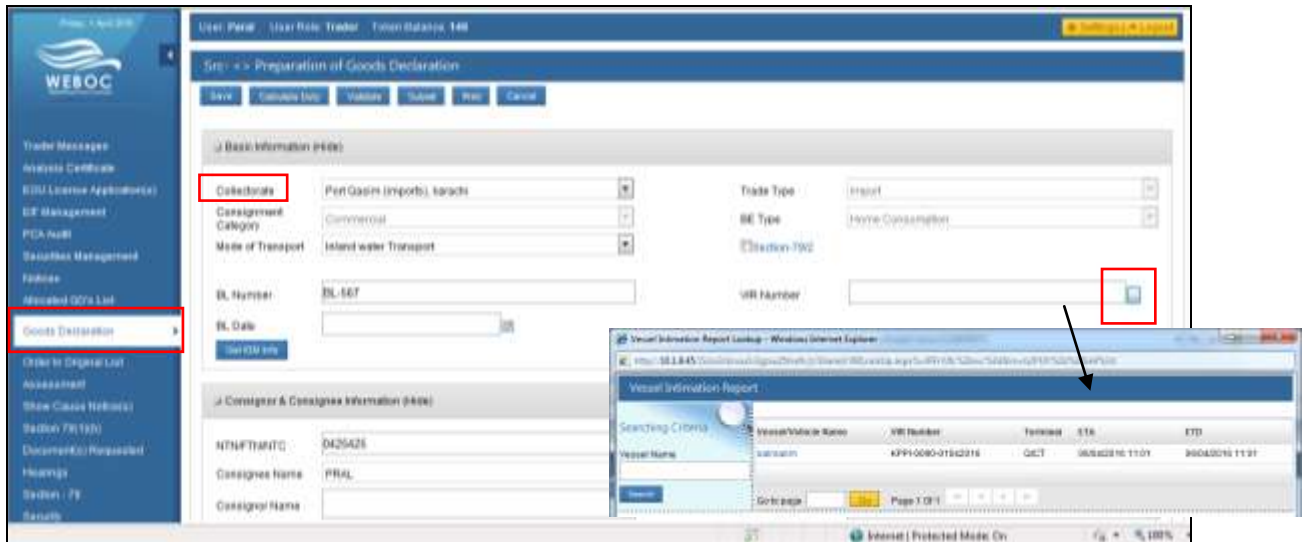


2. Upon clicking on Create Import GD, a pop windows appears.
3. Select **Consignment Category** and **Declaration type** and press **Create**.

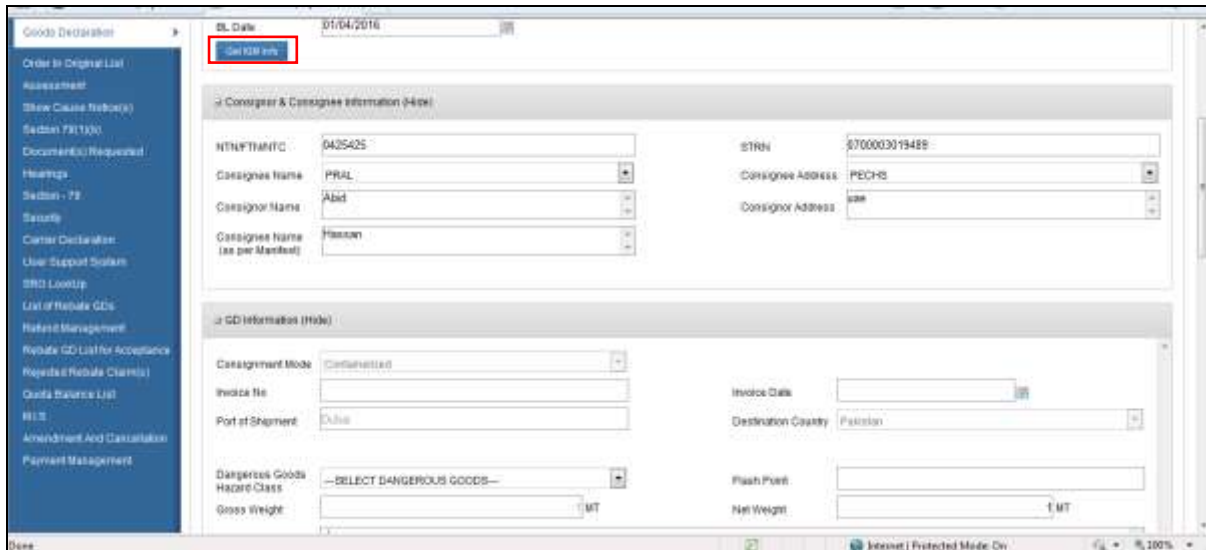


4. Upon clicking **Create**, a new page opens up.
5. Select Collectorate from the drop down.
6. Enter BL Number which has to be same as it was in GD.
7. Press to Select the VIR Number.

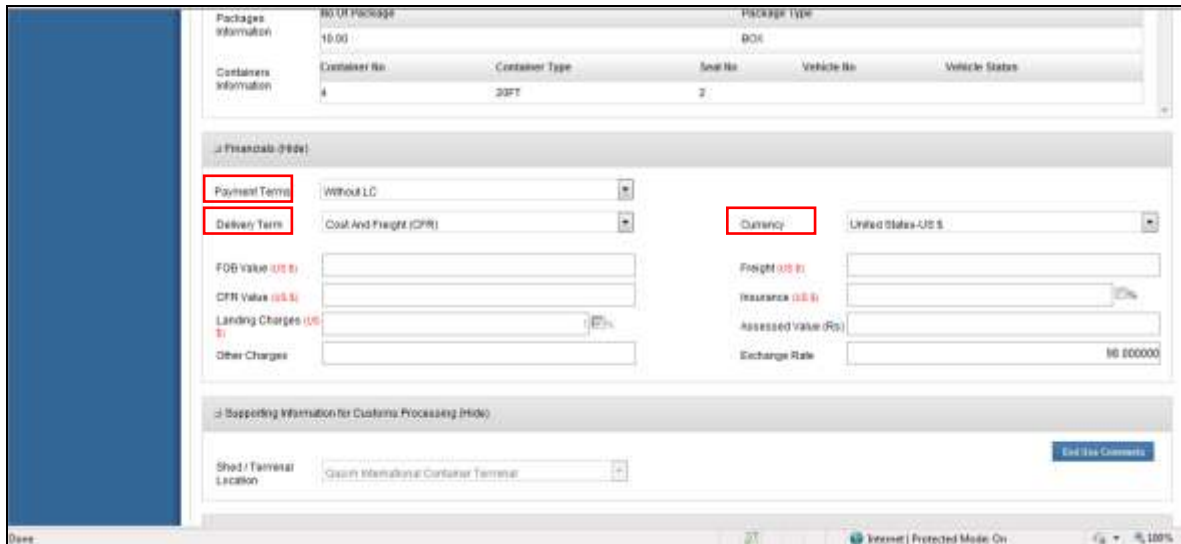
**Note: All Informamtion has to be same as it is in GD*



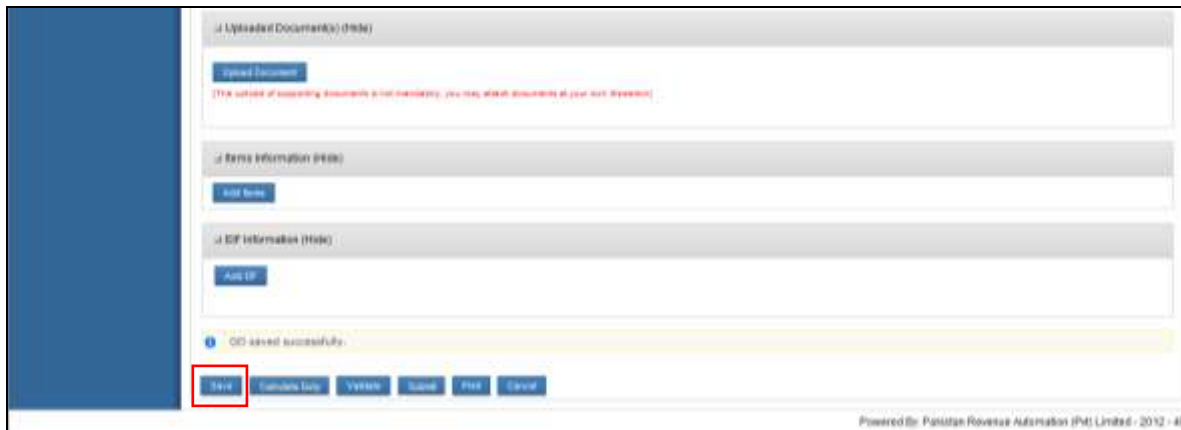
8. Enter BL Date and Press [Get IGM Info](#) to get all the information given in GD.



9. Select **Payment Terms**, **Delivery Term** and **Currency** from the dropdown menu.



10. After filling all the required information, press **Save**.



6.1 Add Items in Goods Declaration

1. When a GD is saved, click on **Add Items** to add description of goods.



2. Enter the **Description** in Items Information.

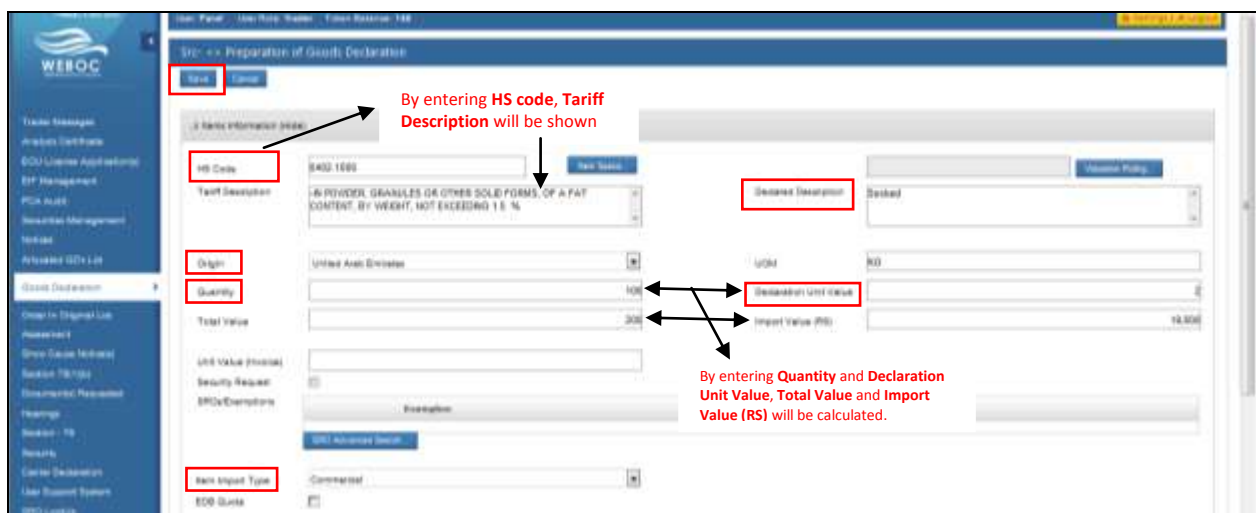
Declared Description

3. Select **Origin** from the drop down menu.

Origin

4. Select **Import Type** from the drop down.

Item Import Type

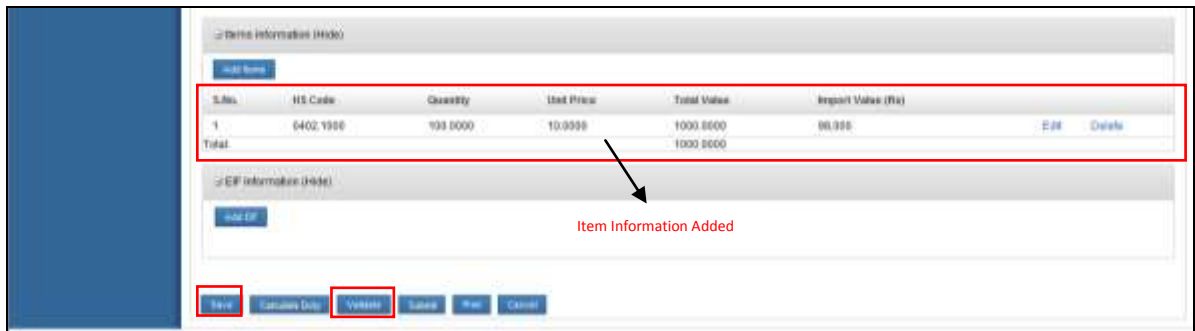


5. After Filling the required information press

6. When **Save** button is clicked a pop up window opens up containing questions on **Item Structure**. Fill all the questions and press .

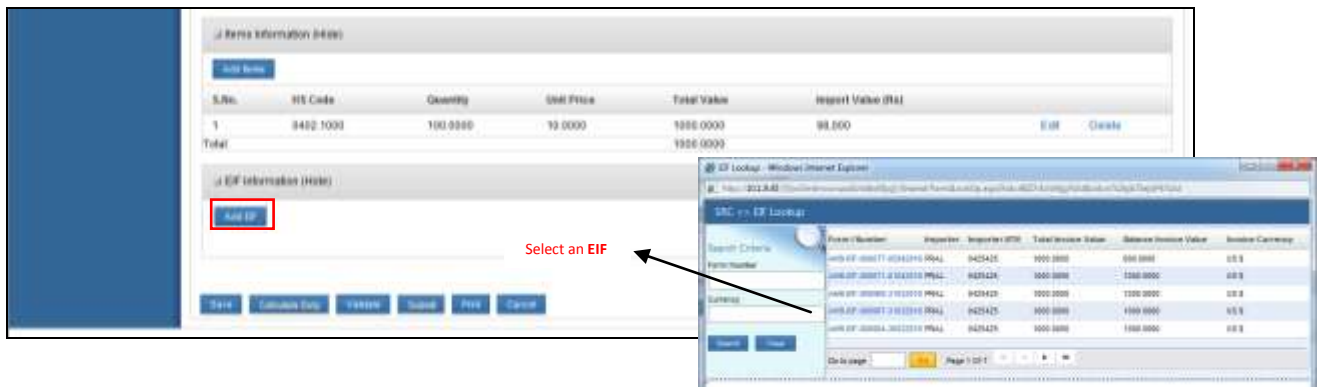


7. After adding **Items**, press **Save** and then **Validate**

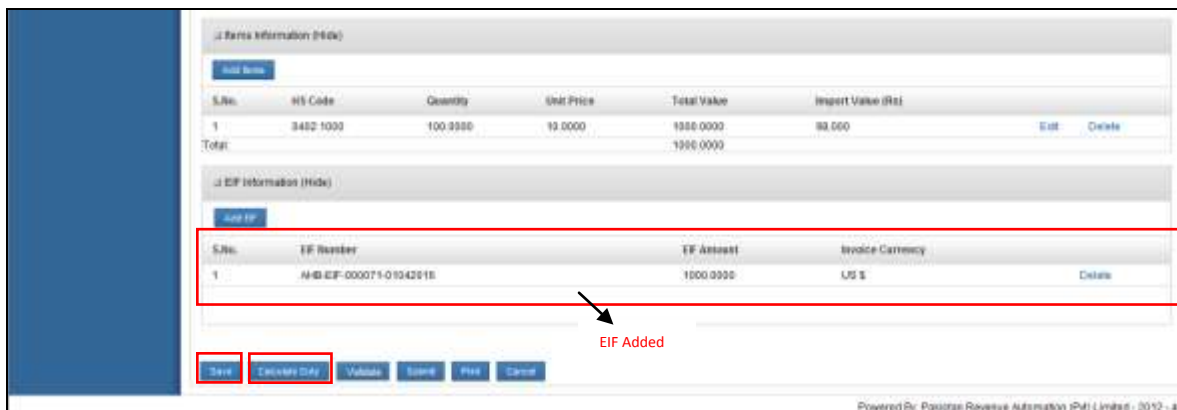


6.2 Adding an EIF

1. To add an EIF file which was created in EIF Management tab.
2. Click on **Add EIF** , a pop up window will appear showing EIF.
3. Select an EIF which was created for GD.

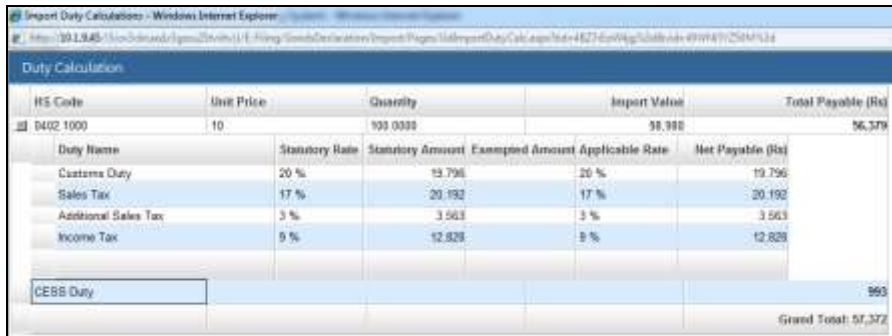


4. After Adding an EIF, press **Save** and then **Calculate Duty**



5. Upon clicking on **Calculate Duty**, a pop up window opens up showing **Import Duty**

Calculation.



HS Code	Unit Price	Quantity	Import Value	Total Payable (Rs)	
8402.1000	10	933.0000	98,988	96,379	
Duty Name	Statutory Rate	Statutory Amount	Exempted Amount	Applicable Rate	Net Payable (Rs)
Customs Duty	20 %	19,796		20 %	19,796
Sales Tax	17 %	20,192		17 %	20,192
Additional Sales Tax	3 %	3,563		3 %	3,563
Income Tax	9 %	12,828		9 %	12,828
CESS Duty					963
Grand Total: 97,372					

6. After **Calculate Duty** press **Submit**.

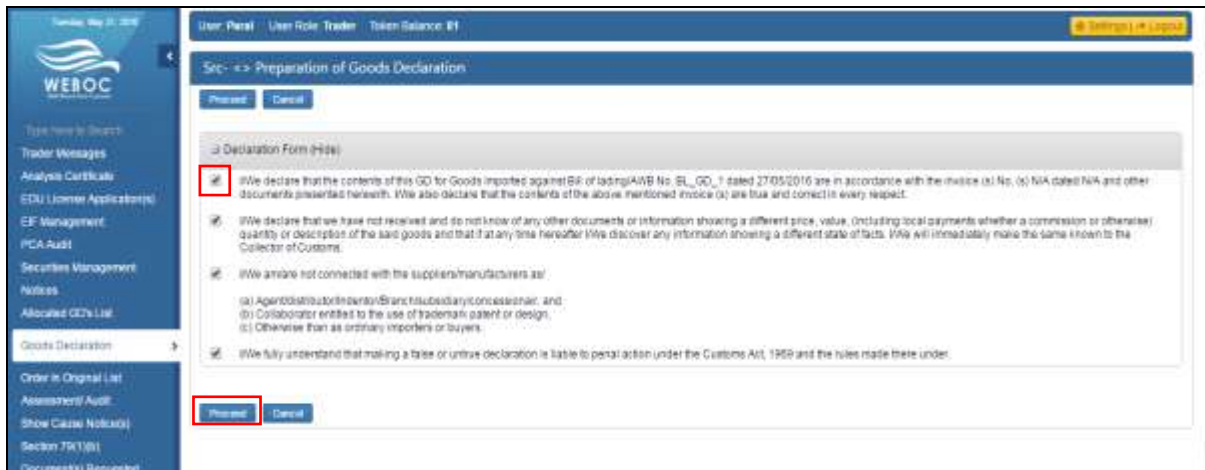


EIF Information (Hide)

S.No.	EIF Number	EIF Amount	Invoice Currency
1	AFB-EIF-000073-01042016	1000.0000	US \$

Powered By: Pakistan Revenue Automation (PRA) Limited - 2015

7. Upon submitting a **Declaration Form** appears, check all the check boxes and press



Preparation of Goods Declaration

Declaration Form (Hide)

I/We declare that the contents of this GD for Goods Imported against Bill of Lading/AWB No. BL_GD_1 dated 27/05/2016 are in accordance with the invoice (a) No. (b) N/A dated N/A and other documents mentioned hereunder. We also declare that the contents of the above mentioned invoice (a) are true and correct in every respect.

I/We declare that we have not received and do not know of any other documents or information showing a different price, value, (including local payments whether a commission or otherwise) quantity or description of the said goods and that if at any time hereafter I/we discover any information showing a different state of facts, I/we will immediately make the same known to the Collector of Customs.

I/We assure not connected with the suppliers/manufacturers as:

- (a) Agent/distributor/interior/branch/subsidiary/consignee; and
- (b) Collaborator enticed to the use of trademark, patent or design;
- (c) Otherwise than as ordinary importers or buyers.

I/We fully understand that making a false or untrue declaration is liable to penal action under the Customs Act, 1969 and the rules made there under.

8. After clicking proceed, payment page appears with two options Bank and PD Account.

9. Select any payment mode and press



Payment Through	Duty Name	Amount
Base	Base	2,475
Base	Base	6,982
Base	Base	49,490
Base	Base	32,337
Base	Base	50,921
Base	Base	2,478
Total Payable Amount in (Rs):		548,663

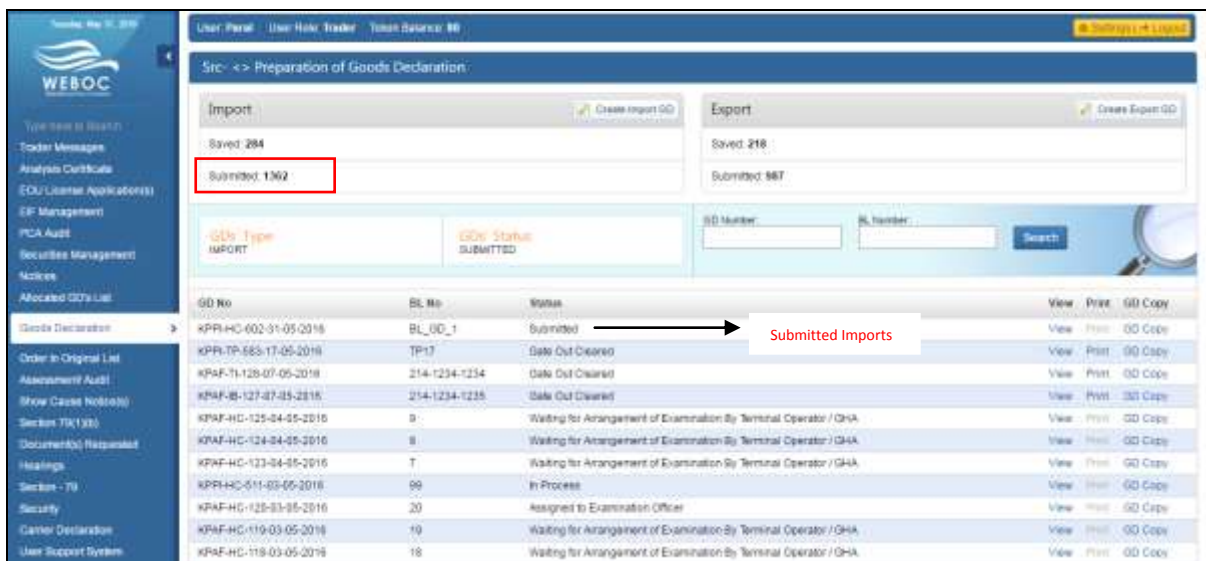
10. After clicking on **Submit**, GD is Submitted successfully with EIF.



GD submitted successfully

GD No: KPPI-HC-602-31-05-2016

11. By submitting GD will be shifted as **Submitted Imports**



GD No	BL No	Status	View	Print	GD Copy
KPRI-HC-602-31-05-2016	BL_OD_1	Submitted	View	Print	GD Copy
KPRI-TP-565-17-05-2016	TP17	Date Out Cleared	View	Print	GD Copy
KPAF-TL-128-07-05-2016	214-1234-1234	Date Out Cleared	View	Print	GD Copy
KPAF-B-127-07-05-2016	214-1234-1235	Date Out Cleared	View	Print	GD Copy
KPAF-HC-125-04-05-2016	9	Waiting for Arrangement of Examination By Terminal Operator / GHA	View	Print	GD Copy
KPAF-HC-124-04-05-2016	8	Waiting for Arrangement of Examination By Terminal Operator / GHA	View	Print	GD Copy
KPAF-HC-123-04-05-2016	7	Waiting for Arrangement of Examination By Terminal Operator / GHA	View	Print	GD Copy
KPRI-HC-511-03-05-2016	99	In Process	View	Print	GD Copy
KPAF-HC-125-03-05-2016	20	Assigned to Examination Officer	View	Print	GD Copy
KPAF-HC-119-03-05-2016	19	Waiting for Arrangement of Examination By Terminal Operator / GHA	View	Print	GD Copy
KPAF-HC-118-03-05-2016	18	Waiting for Arrangement of Examination By Terminal Operator / GHA	View	Print	GD Copy



Contact Information:

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