

The Presidents/Chief Executives of all  
Authorized Dealers in Foreign Exchange

Dear Sirs / Madam,

### **Issuance of Electronic Form-E through WeBOC**

Attention of Authorized Dealers is invited to Chapter XII of Foreign Exchange (FE) Manual 2002 which, inter alia, sets out rules for issuance of Form-E for export of goods from Pakistan.

2. In order to streamline issuance of Form-E, State Bank of Pakistan in collaboration with Pakistan Customs has automated issuance of Form-E. The Electronic Form-E (EFE) module in the Pakistan Customs' electronic system called WeBOC (Web based One Customs) has been developed in consultation with relevant stakeholders.

3. At present, majority of goods exported from Pakistan are handled through WeBOC. However, a small percentage of goods such as those exported through land route or categorized as bulk cargo are currently being exported through Pakistan Customs' previous goods clearance system called 'One Customs'. Efforts are underway by Pakistan Customs to extend WeBOC system to export of such goods as well, in a phased manner throughout Pakistan.

4. At present, Form-E is issued manually by Authorized Dealers as per instructions contained in Chapter XII of FE Manual 2002. However, with effect from November 02, 2015, Form-E will be issued in following two formats:

**i. Electronic Form-E (EFE)**

For exports taking place through WeBOC, EFE will be issued through WeBOC. The request for EFE will be submitted electronically by the exporter in WeBOC and Authorized Dealer will approve or reject EFE electronically in WeBOC. User Manuals for issuance of EFE through WeBOC for exporters and Authorized Dealers are attached as [Annexure-I](#) & [Annexure-II](#) respectively.

**ii. Manual Form-E**

For exports taking place through One Customs, manual Form-E will be issued by Authorized Dealers at the request of exporters as per existing instructions.

5. Accordingly, paragraph 36 has been added in Chapter XII of FE Manual 2002, which provides regulations for issuance of EFE, as under:

**Para 36 – Issuance of Electronic Form-E ( EFE)**

**i. Forms Prescribed for Declaring Exports**

As per Federal Government Notifications No. I(6)-ECS/48 and I(7)ECS/48 both dated the 1st July, 1948, exporters are required to declare their exports to Customs/Postal authorities on Form-E. In case of exports through WeBOC, electronic Form-E has been prescribed by the State Bank, which will be generated through WeBOC. For exports other than WeBOC, manual Form-E will continue to be issued by Authorized Dealers at the request of the exporters as per already prescribed instructions.

**ii. Registration of the Exporters in WeBOC**

Registration and deletion of the exporters in WeBOC shall be carried out by Pakistan Customs as per their procedure.

**iii. Exporter's Due Diligence by Authorized Dealers**

Authorized Dealers shall continue to perform Customer Due Diligence (CDD)/Know Your Customer (KYC) of the exporters, being their account holders/customers, as per applicable instructions. The Managers/Proprietor/ Partners/Directors etc. of the concerned company/firm etc. (exporter) submitting EFE request, will be held responsible severally and jointly for repatriation of export proceeds into Pakistan.

**iv. Addition and Deletion of Authorized Dealers and their Branches in WeBOC**

a). Authorized Dealers shall request for addition or deletion of their authorized branches in WeBOC through their respective Group/Business Heads to the Director, Foreign Exchange Operations Department (FEOD), State Bank of Pakistan, Banking Services Corporation (SBP-BSC), Head Office, Karachi.

b). If a new bank is issued license of Authorized Dealer by Exchange Policy Department, SBP, it may also request for its addition in WeBOC and its authorized branches by submitting request through bank's Group/Business Head to the Director, FEOD, SBP-BSC, Head Office, Karachi.

#### **v. User IDs and Passwords for Authorized Dealers in WeBOC**

a). Authorized Dealers shall submit request for issuance of User ID and Password by providing required information as per [Annexure-III](#) to the Director, FEOD, SBP-BSC, Head Office, Karachi, who will forward the same to Pakistan Customs. User ID and Password will be issued and provided to Authorized Dealers directly by Pakistan Customs under intimation to FEOD.

b). For cancellation of User ID and Password, Authorized Dealers shall submit cancellation request signed by their respective Group/Business Heads to the Director, FEOD, SBP-BSC, Head Office, Karachi, who will forward the same to Pakistan Customs for necessary action.

c). All concerned employees and Authorized Dealers shall maintain confidentiality of WeBOC User IDs and Passwords. They shall be responsible for any un-authorized use of their User IDs as per provisions of Chapter XVI-A of the Customs Act, 1969 and rules made thereunder. Further, for all foreign exchange related purposes, all functions performed in WeBOC through User ID of an Authorized Dealer will be construed to have been performed by the Authorized Dealer itself.

#### **vi. Issuance of Electronic Form-E**

a). The exporter will submit Form-E request electronically through WeBOC to an Authorized Dealer at a branch of its choice. The Authorized Dealer/branch, as chosen by the exporter, will electronically approve or reject Form-E request as per instructions contained in Para 8, Chapter XII of FE Manual. After electronic approval of Form-E by the Authorized Dealer, the exporter will attach EFE in WeBOC with Goods Declaration (GD) Form to carry out export of goods for which Form-E has been approved. The detailed procedure to be followed for issuance of EFE and its attachment with GD Form is explained in attached User Manuals for Exporters ([Annexure-I](#)) and Authorized Dealers ([Annexure-II](#)).

b). The serial number of EFE for each Authorized Dealer will be generated by WeBOC. Typical format of EFE number will comprise of three components i.e. alpha acronym of Authorized Dealer, calendar year of issuance and system generated serial number. For example, first EFE number for XYZ bank issued in year 2015 will be XYZ-2015-0000000001. At the beginning of each calendar year, serial number for each bank will reset to 0000000001.

#### **vii. Amendment in Electronic Form-E**

a). The exporter can amend EFE before it is approved or rejected by the Authorized Dealer. Once Authorized Dealer has approved or rejected Form-E, it cannot be amended by the exporter.

b.) Authorized Dealer cannot amend EFE at any stage.

#### **viii. Cancellation of Electronic Form-E**

a). Authorized Dealer can cancel EFE after it is submitted by the exporter.

b). Authorized Dealer can also cancel approved EFE before it is attached to GD Form by the exporter.

#### **ix. Expiry of Electronic Form-E**

a). If no action is taken by Authorized Dealer on EFE request submitted by the exporter within 15 days, it will automatically expire in WeBOC.

b). If shipment is not effected by the exporter within 45 days from date of approval of EFE by Authorized Dealer, it will automatically expire in WeBOC.

#### **x. Maintenance of Record of approved Electronic Form-E**

a). Complete record of EFE approved by Authorized Dealer through WeBOC shall be kept by respective branches and Head/Principal Office of Authorized Dealers in electronic form. This should be done preferably on weekly basis through acquisition and updation of data from WeBOC.

b). Authorized Dealer can also take print-out of EFE from WeBOC. Format of printed EFE is attached as [Annexure-IV](#).

**xi. Submission of Export Documents to Authorized Dealers**

- a). Authorized Dealer shall fill in relevant sections of Bank Credit Advice (BCA) for each EFE in WeBOC, including date of lodgment of shipping documents with Authorized Dealer, acceptance received from importer's bank and realization of export proceeds wherever documents are negotiated or collected through them.
- b). In cases where shipping documents are not received by Authorized Dealer within 14 days from the date of shipment, Authorized Dealer shall immediately ensure that shipping documents are submitted to it by the exporter. Where an Authorized Dealer fails to obtain shipping documents from the exporters within 30 days of shipment, it shall report such cases to area office of FEOD, SBP-BSC, Head Office, Karachi on monthly basis latest by 15 th of each month in the prescribed form (Appendix V-12).

**xii. Bank to Bank BCA Transfer**

- a). If payment is being received through an Authorized Dealer other than the one which has approved EFE, the Authorized Dealer which has approved EFE may transfer it to the Authorized Dealer negotiating or collecting export documents through Bank to Bank BCA transfer module in WeBOC.
- b). Proper record of EFEs which are transferred as per (a) above shall be maintained by both the Authorized Dealers.
- c). If found necessary, the Director, FEOD, SBP-BSC, Karachi may also transfer EFE from one Authorized Dealer to another Authorized Dealer through Bank to Bank BCA transfer module in WeBOC.

**xiii. Realization against Electronic Form-E**

Authorized Dealer will record proceeds realization against each EFE through BCA module in WeBOC. In case of remittance received in advance for goods to be exported from Pakistan, the same may initially be recorded in remarks column of EFE while approving it and after shipment, advance payment details shall be filled in BCA module in WeBOC for each EFE.

**xiv. Submission of Returns**

Authorized Dealer shall send a printed copy of EFE to respective area office of FEOD, SBP-BSC, Head Office, Karachi along with monthly returns in which realization of export proceeds is reported. In case of Advance Payment, copy of EFE will be submitted with Advance Payment Voucher (APV) and shipping documents as per existing instructions.

**xv. Short Shipment**

In cases where the exporter ships a quantity less than that declared on EFE, Authorized Dealer shall negotiate/collect the shipping documents on the basis of value declared in GD Form after verification from WeBOC.

**xvi. Shipments Shut-out Entirely**

- a). In case where a shipment to be made by a particular vessel is temporarily shut-out and reshipped by another vessel, approved EFE shall remain valid.
- b). In case where a shipment is entirely shut-out and is not being reshipped by another vessel, approved EFE will be detached by the Customs from the GD Form and can be reused within original validity period.

6. All other instructions on the subject shall remain unchanged.

7. Authorized Dealers are advised to bring the same to the notice of all their constituents and ensure meticulous compliance.

Yours truly,

Sd/-

(Fazal Mahmood)  
Director

# 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

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## DOCUMENT INFORMATION

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## **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](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

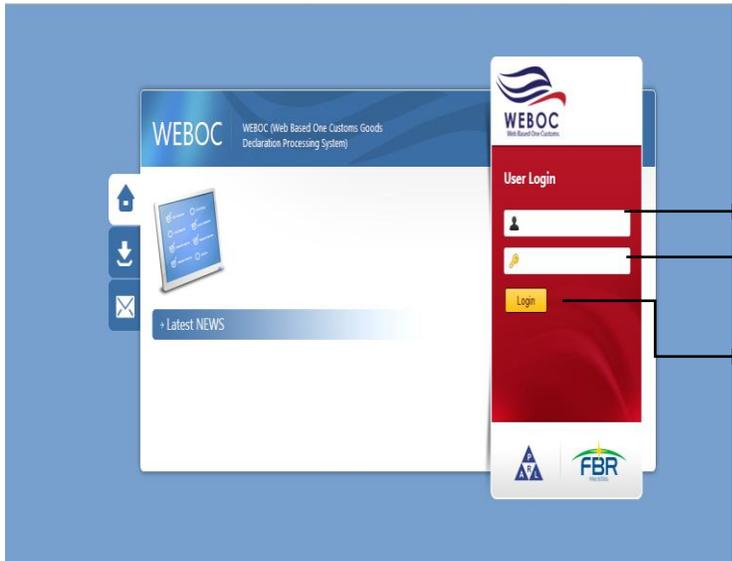
- Internet: 1MBPS Bandwidth

## 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 interface. The page features a blue header with the WEBOC logo and title. Below the header, there is a navigation menu on the left 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 'User Login' panel with a white background for the input fields. The panel includes a 'User Login' title, a user icon, a text input field for the user ID, a password input field with a yellow eye icon, and a yellow 'Login' button. At the bottom of the page, there are logos for PARS and FBR.

- 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 information is shown: 'User: Paral', 'User Role: Trader', and 'Token Balance: 249'. Below this, there is a 'Home Page' section with a search bar and a 'Delete' button. The main content area features a table of messages with the following data:

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

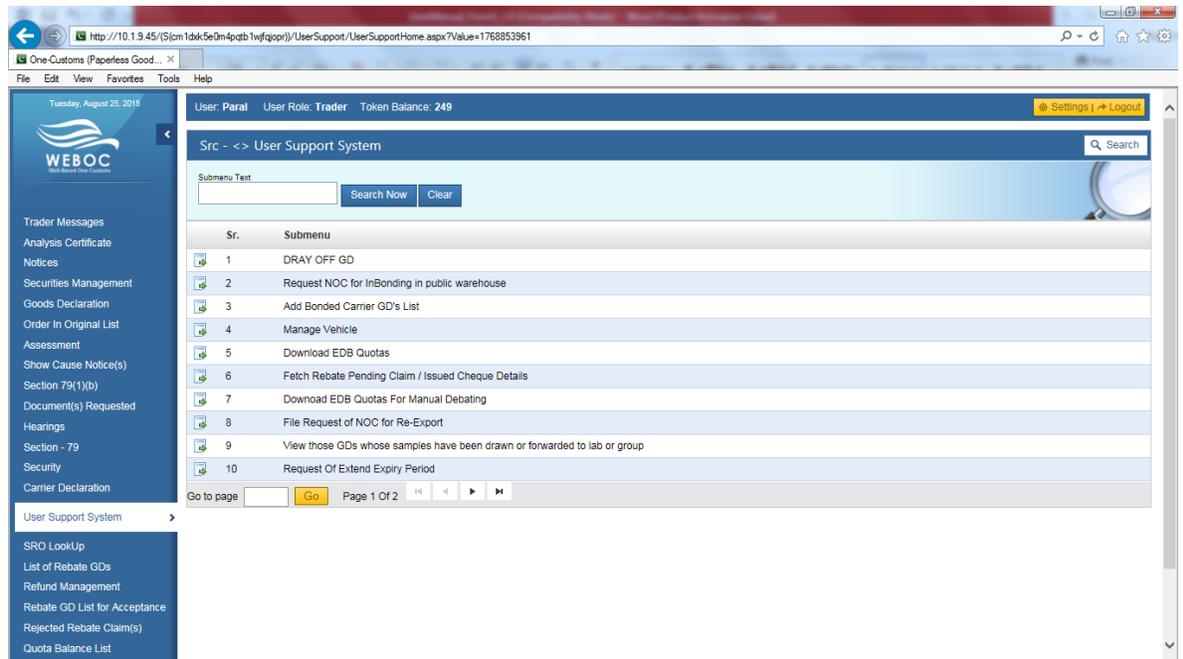
Navigation controls include '<< First', '<< Previous', 'Next >>', and 'Last >>'. A left sidebar contains a 'Privilege Menu' (labeled A) and a 'Messaging area' (labeled B).

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 features 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 includes columns for 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 <sup>Request Amendment</sup>
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, 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 Settings | Logout

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

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http://10.1.9.45/(S(kvz53hlegym0t5gp4vmzchi))/FormEManagement/Pages/FormEManagementHome.aspx 100%

## 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

**(H)** Trader Messages, Analysis Certificate, View Form-E, Form-E Replacement Request, 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

**(B)** Save, Create, Submit, Cancel

**(A)** Request No., NTN, Trader Name, Trader Address

**(C)** Consignee Name, Country, Port of Discharge, Currency, Payment/Delivery Terms

**(E)** Consignee Address

**(F)** Goods Description, Quantity, Invoice Value, Add

**(G)** Authorized Dealer (Bank), City

**(D)** Delivery terms available: 1. FOB, 2. CFR, 3. CIF, 4. FCA, 5. CPT, 6. CIP, 7. DDP

**(I)** 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)-EC/S/48 and No. 1 (7)-EC/S/48 both dated the 1st July, 1948.

**(I)** If trader/importer have multiple business names with NTN then select proper Name as system will not allow to file GD with other name if form e request approved with any different Name same is the case with Consignee Name, Country, Currency, Payment/Delivery Terms

**(J)** after fill up all the details Click SAVE button

Advance Payment 50%, Sight L/C 50%

Goods Description, Quantity, UOM, Invoice Value, Add

then Select Authorized dealer (BANK), CITY, AND BRANCH name

Authorized Dealer (Bank): ALLIED BANK OF PAKISTAN LTD., City: Islamabad, Branch: STOCK EXCHANGE BRANCH, ISLAMABAD.

Disclaimer: **TICK check box of Disclaimer**

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)-EC/S/48 and No. 1 (7)-EC/S/48 both dated the 1st July, 1948.

Save, Delete, Submit, Cancel

## Work With File Request for Form-E

# 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)



## User Manual For Form-E System

- **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 with several annotations:

- (A)** points to the Goods Description input field.
- (B)** points to the Quantity input field.
- (C)** points to the UOM (Unit of Measurement) dropdown menu.
- (D)** points to the Invoice Value input field.
- (E)** points to the 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 values are ALLIED BANK OF PAKISTAN LTD., Islamabad, and STOCK EXCHANGE BRANCH, ISLAMABAD, respectively.

Below the dropdowns, there is a Disclaimer section with a checkbox for "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)-EC-S/48 and No. 1 (7)-EC-S/48 both dated the 1st July, 1948." The checkbox is checked.

At the bottom, there are buttons for Save, Delete, Submit, and Cancel. An arrow points to the Save button with the text "after fill up all the details Click 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 options like 'SRO LookUp', 'List of Rebate GDs', 'Refund Management', etc. The main area contains a form with the following fields:

- Goods Description: [Text Field]
- Quantity: [Text Field]
- UOM: [Dropdown Menu]
- Invoice Value: [Text Field]
- Authorized Dealer (Bank): [Dropdown Menu]
- City: [Dropdown Menu]
- Branch: [Dropdown Menu]

Below these fields is a table for 'Goods Declaration' with columns for Quantity, UOM, Invoice Value, and Currency. The table contains one entry: 'test' with Quantity 200, UOM KG, Invoice Value 400, and Currency US \$.

At the bottom, there is a 'Disclaimer' section with a checkbox that is checked. Below the checkbox is the text: '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.'

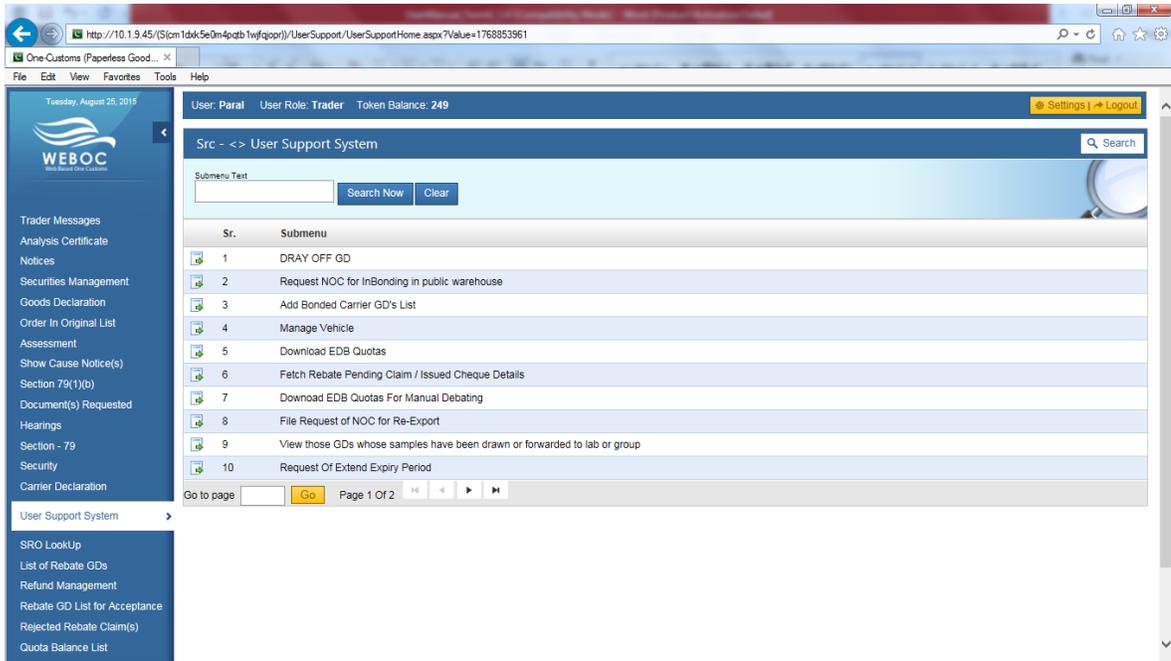
At the bottom of the form are four buttons: 'Save', 'Delete', 'Submit', and 'Cancel'. Red arrows labeled (A), (B), and (C) point to the Disclaimer checkbox, the Save button, and the Submit button respectively. A red arrow labeled (A) also points to the text 'then Select Authorized dealer (BANK), CITY, AND BRANCH name' which is highlighted in red. A red arrow labeled (B) points to the text 'TICK check box of Disclaimer' which is also highlighted in red. A red arrow labeled (C) points to the text 'after fill up all the details Click SAVE button' which is highlighted in red.

## 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'**.

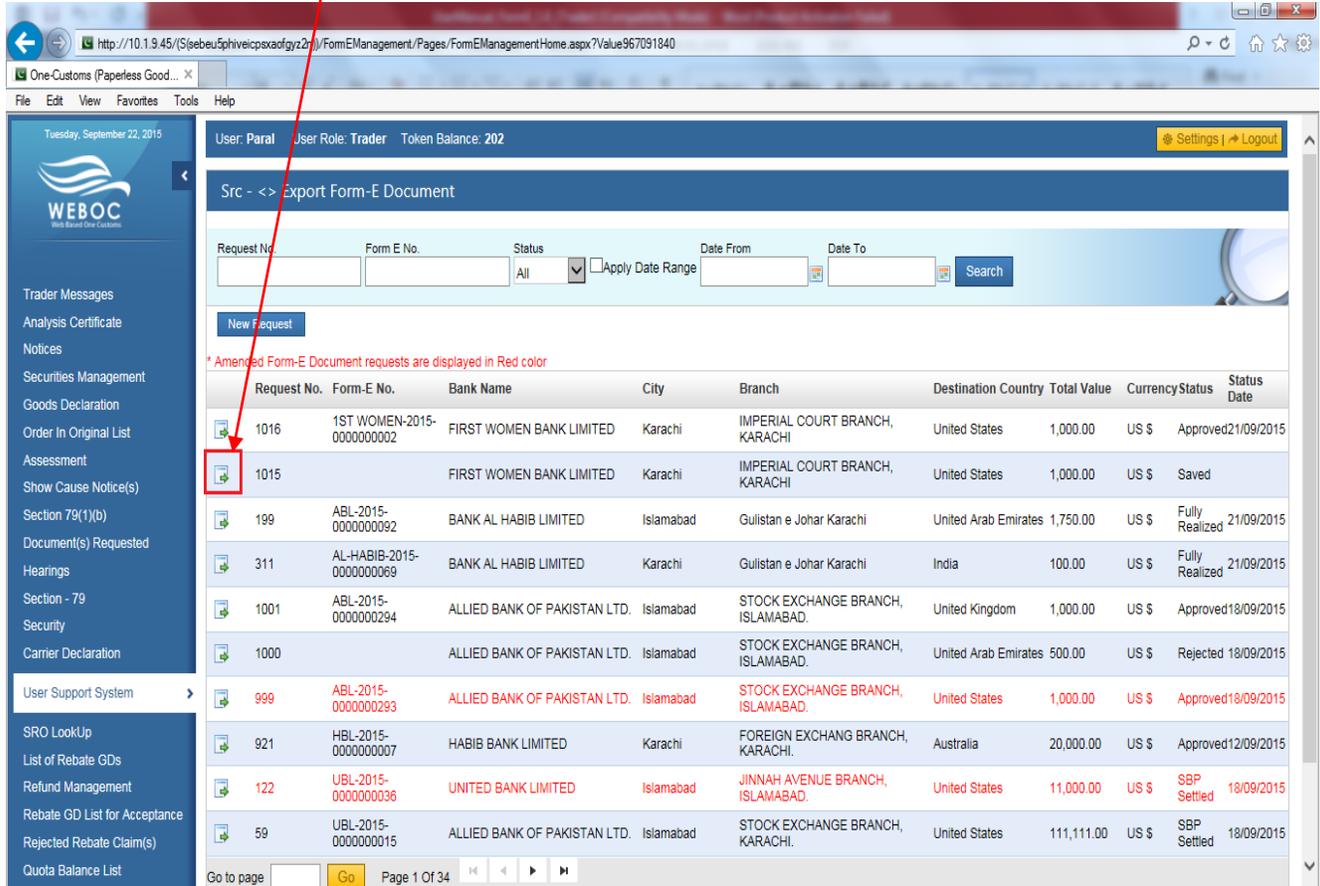


**Work With Ament Request of Form-E**

## 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. At the top, it shows the user's role as 'Trader' and a token balance of 202. The main section 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.

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 features 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 listing Form-E requests. The table columns include Request No., Form-E No., Bank Name, City, Branch, Destination Country, Total Value, Currency, Status, and Date. Request 122 is highlighted in red, indicating it is an amended request. A 'Request Amendment' button is visible next to request 244. A legend at the bottom of the table defines various Form-E statuses and their corresponding events.

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

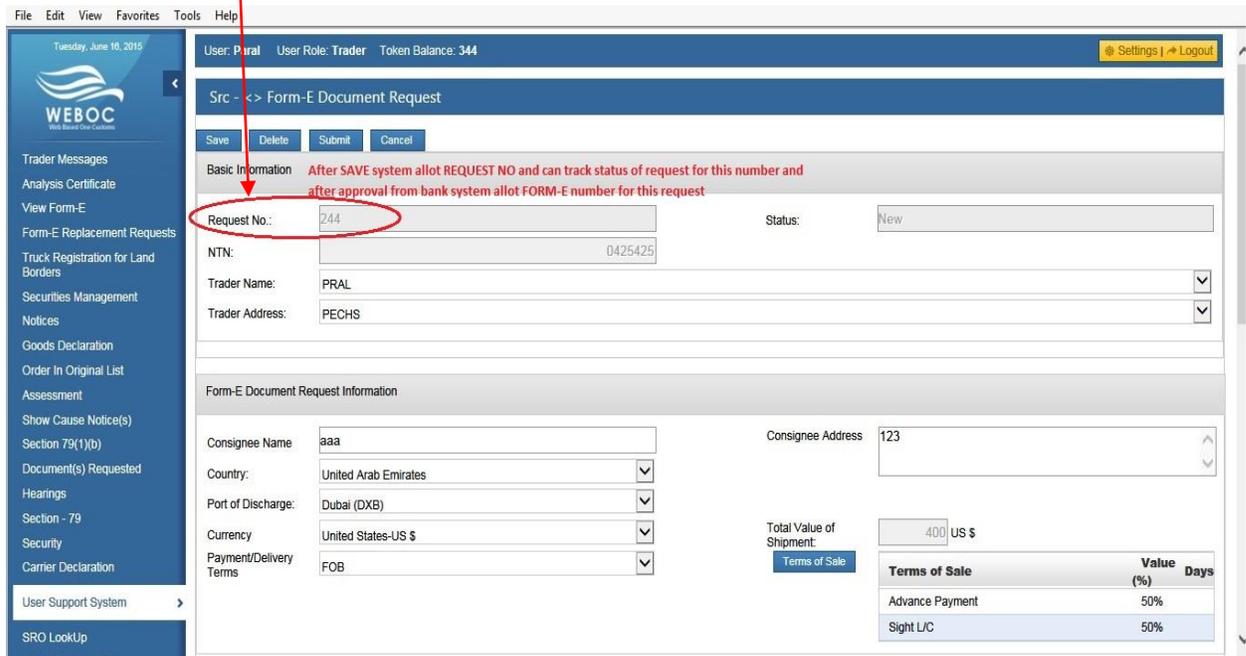
- After click on  button, system shows following screen
- Where exporter have provision for 'Amendment Request' in this facility amendment/change of particulars even after submission of your request, before its approval. Request No is circled in below image

(A).



Request No.: 244

(A)



File Edit View Favorites Tools Help

Tuesday, June 16, 2015

WEBOC  
Web Based Client

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%	

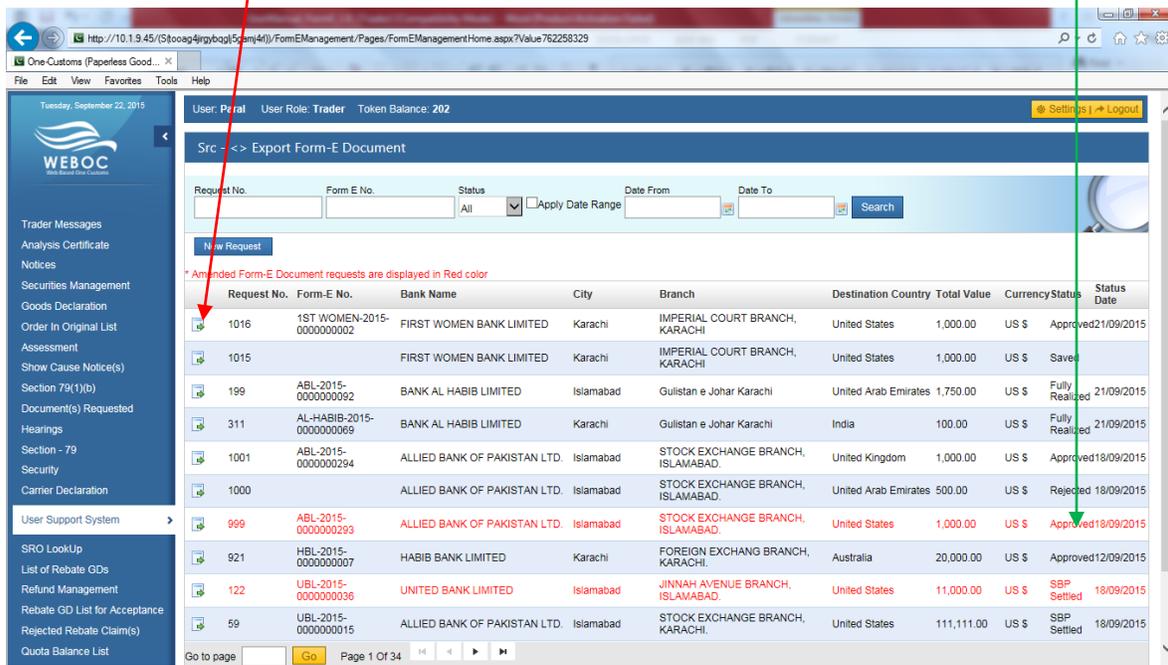
### Work With Ament Request of Form-E

- **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)



\* 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

**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/sconsignors 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%



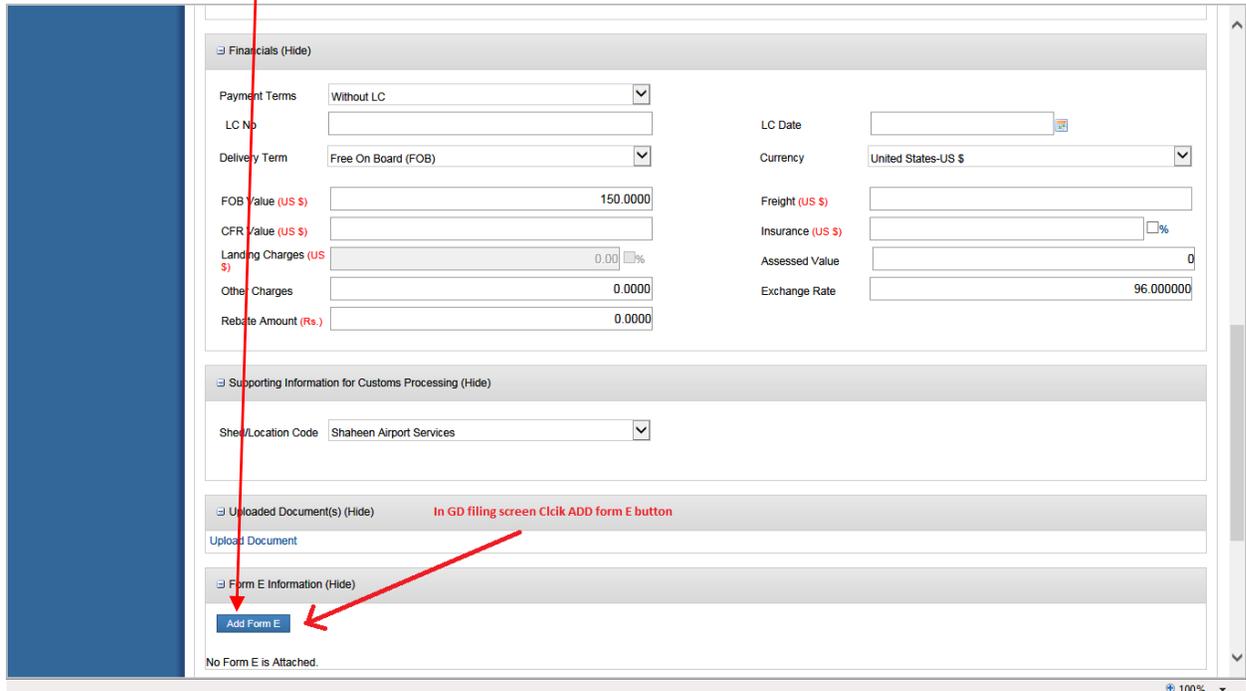
- **Using Form-E In Goods Declaration**

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)

Financials (Hide)

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

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.

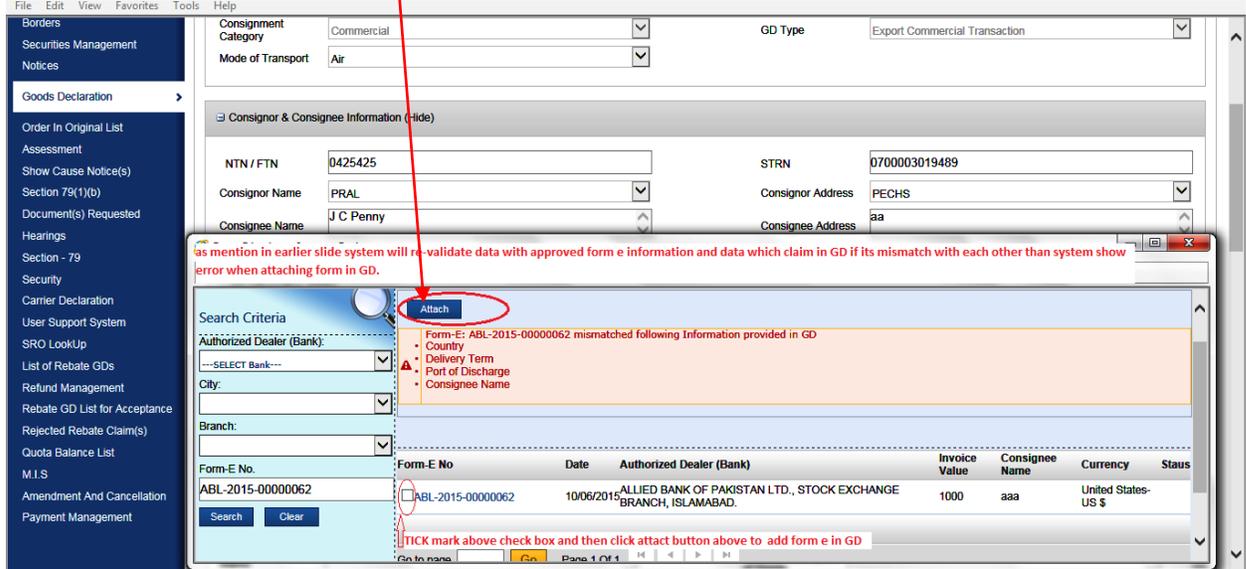
**Work With Attachment of Form-E**



## 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 \$
<b>Total:</b>				<b>1,000</b>	

(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

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 \$
<b>Total:</b>				<b>1,000</b>	

Items Information (Hide)

Add Items

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