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OPENING ONLINE WEB BASED ONE CUSTOMS (WEBOC) ACCOUNT

for SMEs

SMEDA

NBDP

National Business Development
Program for SMEs
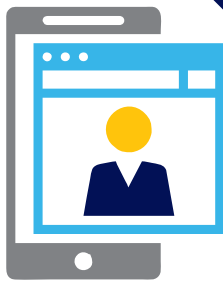
Introduction

Small and Medium Enterprises Development Authority (SMEDA) works under the Ministry of Industries and Production, Government of Pakistan and was established in 1998 with the objective to propel economic growth through development of SMEs. SMEDA serves as an SME strategy-advisory body for the Government of Pakistan and facilitates partners in meeting their SME development agendas.

SMEDA envisions growth of a globally competitive SME sector (in Pakistan), through creating an enabling environment and support services for increase in the national economy. SMEDA strives to achieve this vision by providing assistance in employment generation and value addition to the national income, through development of the SME Sector, by helping increase the number, scale and competitiveness of SMEs.

National Business Development Program for SMEs (NBDP) is a project of SMEDA which intends to provide hands-on support services to SMEs. The aim of this business development support provided by NBDP is to advance new businesses and improve efficiencies in existing SME value chains to empower them to contend in global market. NBDP expects to facilitate around 314,000 SME beneficiaries over the period of five years.

Disclaimer

Objectives

- To define the concept and need of WEBOC account.
- To explain the procedure and the required documentation for a WEBOC account.

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Concept, Need and Importance of Web Based One Customs (WEBOC) Account

WEBOC stands for Web Based One Customs Accounts. It is a system developed by PRAL (Pakistan Revenue Automation Limited) for FBR and its divisions (e.g., Custom). It is a web-based system for filing Goods Declarations (GD) for import and export cargo. The system can be used by:

According to the rules of Government of Pakistan, WEBOC is the standard and mandatory platform for filing Goods declarations. All imports and exports activities and all foreign payment transaction must be made through WEBOC registered Bank Account. Without WEBOC registration, import and export goods are not allowed for the custom clearing in Pakistan.

1 Importers

2 Exporters

3 Customs Clearing Agents
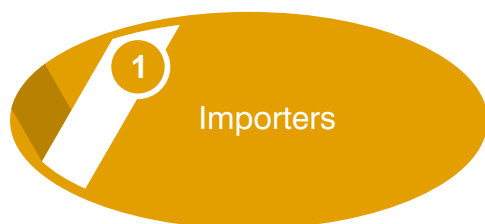
The primary purpose and benefit of WEBOC is the automation of goods declaration and clearance system and tracking of the containerized cargo. Primary features of WEBOC include:

Secure and convenient registration with customs for goods declaration.	Two-factor authentication that enables a business to make machine trustee, also enabling to recover the password online, if forgotten.	Information on container's latest tariff and availability; providing access to the most recent information about tariff and container's availability status, without even log in to the application.	Registration at e-Auction Portal of Pakistan Customs. WEBOC has made customs procedures and processes simpler for importers and exporters, improving Pakistan's Doing Business Index.

[1] Website : https://www.weboc.gov.pk/

b Documents Required for Registration under WEBOC System

Documents required for the Web Based One Custom Account (WEBOC-ID) for a Sole proprietor exporter and importer are given below:

1. Sole Proprietor CNIC (Original)

2. NADRA Verification (Original)

3. National Income Tax Certificate (Original)

4. Sales Tax Registration Certificate (Original)

5. Valid Business (Office) Documents premises Ownership/ Rent agreement with photocopies of the owner CNIC (Original)

6. Valid Chamber of Commerce Certificate (Original)

7. Active Tax Payer NTN (Original)

8. Active Tax Payer Sales Tax (Original)

9. ATL / Online NTN Verification / Income Tax ATL (Original)

10. Business (Office) Premises Electric Bill (Original)

11. Business (Office) Premises PTCL Bill (Original)

12. Undertaking as per format on Stamp Paper PKR: 100 (Original)

13. Bank Statement of the firm for last six months (Original)

14. Cash Deposit PKR: 500/- Bank receipt (Original)

15. Personal Appearance of the Sole Proprietor with Visiting Card

16. Request for issuance of WEBOC ID on Letter Head (Original)

17. Weboc External User Registration Form

NOTE:

All the Documents must be verified by the Oath Commissioner.

List of Additional Documents Required for AOP-FIRM Registration WEBOC

1 Partners' CNIC (Original) verified by NADRA

2 Partnership Deed (Original)

3 Personal appearance of any of the partners with visiting card

4 Authority letter from other partners on Stamp Paper PKR:100 (Original)

List of Additional Documents Required for Private Limited Registration WEBOC

Directors' CNIC (Original) verified by NADRA

Incorporation Certificate (Original)

Memorandum of Articles (Original)

Form 21, Form 29, Form A

Boards Resolution for WEBOC ID (Original)

C Registering for a WEBOC Account

Application for registration and user ID, along with payment challan of PKR 500, 'On letter Head'

To,

Deputy Collector, WEBOC.

Subject: **REQUEST FOR ISSUANCE OF WEBOC USER/ID & PASSWORD**

Respected Sir,

I am a regular importer so I may please be issued the WEBOC User/Id & Password for Goods Declaration Filling. All relevant documents are attached with this request.

I shall be very thankful to you for this cooperation.

Thanking you in anticipation.

Name

Designation

CNIC

d) Mode of Payments

To pay customs duties, taxes and other dues, the banking system in Pakistan has been integrated with WEBOC. It is round-the-clock facility provided to importers/exporters and their authorized customs agents to pay Customs Duties, taxes and other dues electronically from their bank account through internet banking, Automated Teller Machines (ATM), bank's mobile applications for clearance of consignment through WEBOC.

e) E-Payment and PSID

Payment of custom duties and taxes can be made electronically through the internet and ATM. For this, one needs to go to the payment option of the selected channel and choose FBR on the payment screen. The bank/ATM screen requires the taxpayer to enter the Payment Slip ID (PSID) number and confirm details to proceed with the payment. Once the tax/duty has been paid, a successful transaction alert appears on the screen.
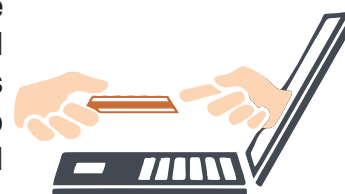
f) Select/Change a Customs Agent

While all the legal clearing and documentation forwarding work for imports or exports can be done personally, it is advisable to hire/ engage a custom clearing and forwarding agent. These are just like lawyers in the justice system, who not only understand the laws but also the procedures involved in the import export business. It helps to save time and money. A custom clearing agent is a party or company that looks after certifying and managing consignments between countries and is authorized to do so by the international customs authorities. They are often referred to as custom brokers or custom and forwarding agents. They handle the custom clearance activities. Guidelines for choosing the right customs broker for your business:

Choose a customs broker who:

1 Is an approved customs broker	**2** Has experience in your industry and trade
3 Is dedicated and known for his work ethics	**4** Has positive references

5 Can handle volume of the business (particularly if you plan big)

g Goods Declaration (GD) and its Types

Goods Declaration (GD) is an online goods declaration form of Pakistan Custom which is used to mention complete details (i.e. Quantity, Unit Price, Payment Terms etc.) of goods that a business wants to import or export. As the name suggests, Goods Declaration can be for two types: one for import and the other for export. However, within these two types there are other distinctions as well.

Goods Declaration can be categorized as per purpose of import which can be from one of the four categories:

Consignment category will be:

Commercial

when the purpose of the import is the sale of imported goods or for industrial use.

Non-Commercial

when it is not for sale nor for industrial use.

Temporary Import

when the same product is re-exported to another country.

Transshipment

when the shipment of goods or containers are to an intermediate destination, then to yet another destination.

Declaration Type

Declaration type depends on consignment category selected earlier. For example: if the selected consignment category is commercial, different options will appear in declaration type and one needs to select Home Consumption here. Declaration Type for non-commercial, temporary import and transshipment will lead to other options.

h Creating a Goods Declaration

In order to file import goods declaration (GD) in WEBOC, the filing process is simple as follows:

After login, in WEBOC's inbox customs messages and notifications are received. By clicking on Goods Declaration "Create Import GD", an alert box appears where one can select consignment category of import goods.

WEBOC-Import-GD: This is a blank declaration form for import where the account holder provides required information and creates import goods declaration (GD). The first step is to select appropriate collectorate, from options as follows:

1	MCC Appraisement Karachi East – Import	2	MCC Appraisement Karachi West – Import
3	MCC Appraisement Karachi	4	MCC PaCCs- Import

1- Click on VIR Number, then select the vessel name mentioned on the Bill of Lading (BL).

2- Following this, type the bill of lading number and date.

3- After typing the B/L number, claim the IGM Number by clicking the "Get IGM Info" button. After this, WEBOC system will get information and automatically fill in the required fields.

Following fields automatically fill when IGM information is claimed:

1 Consignee Name	2 Consignee Address	3 Consignor Name
4 Consignor Address	5 Consignment Mode	6 Port of Shipment
7 Destination Country	8 Gross Weight	9 Packages Information
10 Container Information	11 Shed/ Terminal Location	12 Import-Gd-Form-Filled

Financial Information of Import GD

In this section, financial information of imported goods such as payment terms, delivery term, currency etc. are defined. One needs to select fields according to the agreement or BL.

Payment Terms: L/C , Without LC

Delivery Term: Fob (Free on Board), CNF (Cost and Freight), CIF (Cost Insurance & Freight)

Add Import Items in GD

Following is the step by step guide to import items in GD:

(1) Enter "HS Code":

HS Code is Harmonized System Code, also known as the commodity code, Harmonized System used code numbers to define products, This HS classification system is defined by the World Custom Organization. In Pakistan, it`s called PCT (Pakistan Customs Tariff) code.

HS code is written on the Master BL and can be noted from there, e.g., **HS Code 8519.1219.**

(2) Declare Description:

Type the item's complete description here e.g., **Mobile phones**

(3) Select Country of Origin:

Select an origin from where goods have been imported e.g., **Peoples Republic of China**

(4) Total Quantity of Items:

Declare the complete quantity of imported items e.g., **100**

(5) Type Unit Value:

Type unit price as per Master B/L or agreement e.g., **$ 100**

(6) Item Import Type:

Select item import type e.g., **Commercial**

(7) Saved-Import-item-in-WEBOC-GD

After successfully adding an import item, upload import documents such as Invoice, Bill of Lading, and other related documents. After uploading documents, click on the validate button.

(8) Import Duty Calculation

Once the last step of GD filing is reached, confirm customs duty by clicking on calculate duty button which leads to another page where complete customs duty details appear such as duty name, duty statutory amount, duty exempted amount, duty applicable rate, duty net payable (PKR), duty total payable, cess duty. (SRO 327(I)/2019, Mobile phones having Cost and Freight value above $100 per set but not exceeding $200 per set: Rs 2,700 per set)

Total Amount= 2,700*100 = PKR 270,000

(9) Submit E-Declaration of Goods

Finally, press the "Submit" button to submit this e-declaration of goods, but before submission check everything very carefully.

Example:

HS Code 8519.1219, Mobile Phones, Peoples Republic of China, 100, $100, Commercial, PKR 2,700

Claim Rebate Online and Limitations

Rebate (Refund of import Fee) is also called Duty Drawback in Pakistan. Drawback Duty is a refund of duties paid on material which was previously imported and used here in the manufacture or production of goods for export out of Pakistan. In Pakistan, the goal of the Drawback Duty is to encourage the export production, stimulating foreign trade and assisting industrial sector.

How to Claim Rebate (Duty Draw Back) in WEBOC?

In WEBOC, duty drawback can be claimed at the time of preparing export Goods Declaration (GD). In item information section where goods details such as HS code, goods description, unit price, etc. are added, HS code rebate will automatically show according to provided HS code. Select any one rebate rate. For this, match rebate description with the item description.

Rights and Obligations of Importers in WEBOC

WEBOC is in fact license of import and export, to become or carry on the business of import and export one is required to get WEBOC registration. which can be used by both importers, exporters and their Customs Clearing Agents. At this point, WEBOC is necessary to carry out the business of import and export or both.

WEBOC is the fundamental requirement for clearance of goods/shipment and the process of assessment of customs duty and taxes. WEBOC enables the user to Import Commodities from various countries and export Commodities to various countries. It also gives its users the privilege to clear the products from the port and pay the taxes. Moreover it also gives warehouse clearing rights.

Conclusion

WeBOC is a web-based system for filing Goods Declarations (GD) for import and export cargo. It is developed by PRAL (Pakistan Revenue Automation Ltd.) for FBR and its divisions. As per updated rules from Government of Pakistan; all imports and exports activities must be made through WeBOC-ID registered firm/company Bank Account. Commercial import export and personal goods other than the un-accompanied are not allowed for the custom clearing in Pakistan without Electronic Import Form (EIF) and Electronic Export Form (EEF).

HEAD OFFICE

Address:	3rd/4th Floor, 3rd Building, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
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Email:	helpdesk@smeda.org.pk

REGIONAL OFFICES

Balochistan

Address:	Bungalow No. 15-A, Chaman Housing Scheme, Airport Road, Quetta
Tel:	(081)-2831623 - 2831702
Fax:	(081)-2831922
Email:	helpdesk.balochistan@smeda.org.pk

Punjab

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Tel:	(042)-111-111-456
Fax:	(042)-36304926, 36304927
Email:	helpdesk.punjab@smeda.org.pk

Khyber Pakhtunkhwa

Address:	Ground Floor, State life Building, The Mall, Peshawar
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