requirements for Import & export relating

foreign transaction and custom clearance of goods

“For all imports and exports all foreign payment transaction must be made through

Web Bases One Custom Account (WeBOC -ID) registered firm/company Bank Account

and without this condition commercial import export and personal goods other than the

un-accopained will not be allowed for the custom clearing in Pakistan without

eletronic Import Form (EIF) and Electronic Export Form)EEF).”

“The requirement for the Web Based One Custom Account (WeBOC-ID) for the exporter

and importer duly mentioned on the National Tax number and Sales Tax registration

Number of the firm/Company are on next page”

List of Documents required for Sole-Proprietor WEBOC

1. Sole Proprietor Original CNIC. (Original)
2. Nadra varification . (Original)
3. Original National Income Tax Certificate. (Original)
4. Original Salex Tax Registration Certificate (Original)
5. Valid Business (Office) Documents premises Ownership/ Rent

aggrement with photo copies of the owner CNIC (Original)

1. Valid Chamber Of Commerce certificate, (Original)
2. Active Tax payer I. Tax (Original)
3. Active Tax Payer S. Tax (Original)
4. ATL / Online NTN Verification / Income Tax ATL (Original)
5. Business (Office) premises electric Bill (Original)
6. Business (Office) premises PTCL Bill (Original)
7. Undertaking as Per Formate on Stamp Paper Rs: 100 (Original)
8. Bank statement of the firm for last six months (Original)
9. Bank certificate of the Firm account. (Original)
10. Cash depost Rs: 500/- Bank receipt (Original)
11. Personel Apperance of the Sole Proprietor with visiting card.
12. Request for issuance of WEBOC ID on letter Head (Original)
13. **WEBOC EXTERNAL USER REGISTRATION FORM**

Note:-

All the Documents must be verified by the oath commissioner

List of Documents required for AOP-FIRM WEBOC

1. Partners Original CNIC. (Original)
2. Nadira varification of partners CNICS. (Original)
3. Original National Income Tax Certificate. (Original)
4. Original Salex Tax Registration Certificate (Original)
5. Original Partnership deed (Original)
6. Valid Business (Office) Documents premises Ownership/ Rent

aggrement with photo copies of the owner CNIC (Original)

1. Valid Chamber Of Commerce certificate, (Original)
2. Active Tax payer I. Tax (Original)
3. Active Tax Payer S. Tax (Original)
4. ATL / Online NTN Verification / Income Tax ATL (Original)
5. Undertaking as Per Formate on Stamp Paper Rs: 100 (Original)
6. Bank statement of the firm for last six months (Original)
7. Bank certificate of the Firm account. (Original)
8. Cash depost Rs: 500/- Bank receipt (Original)
9. Personel Apperance of the Partner with visiting card.
10. Request letter on Letter Head for Weboc ID (Original)
11. Authority letter from the other partners on Stamp Paper Rs:100 (Original)
12. **WEBOC EXTERNAL USER REGISTRATION FORM**

Note:-

All the Documents must be verified by the oath commissioner

List of Documents required for Private LTD WEBOC

* 1. Directors Original CNIC. (Original)
  2. Nadira varification of Directors CNICS. (Original)
  3. Original National Income Tax Certificate. (Original)
  4. Original Salex Tax Registration Certificate (Original)
  5. Orginal Incorporation certificate (Original)
  6. Original Memorandum of Articles (Original)
  7. Form21, Form 29, Form A
  8. Valid Business (Office) premises Documents Ownership/ Rent

aggrement with photo copies of the owner CNIC (Original)

* 1. Active Tax payer I. Tax (Original)
  2. Active Tax payer S. Tax (Original)
  3. ATL/ Online NTN Verification / Income Tax ATL (Original)
  4. Valid Chamber Of Commerce certificate, (Original)
  5. Business (Office) premises electric Bill (Original)
  6. Business (Office) premises PTCL Bill (Original)
  7. Undertaking as per formate on Stamp Paper Rs: 100 (Original)
  8. Bank statement of the firm for last six months (Original)
  9. Bank certificate of the Firm account. (Original)
  10. Cash depost Rs: 500/- Bank receipt (Original)
  11. Personel Apperance of the Partner with visiting card.
  12. Original Boards Resolution for Weboc ID (Original)
  13. Authority letter from the other partners on Stamp Paper Rs:100 (Original)
  14. **WEBOC EXTERNAL USER REGISTRATION FORM**

Note:-

All the Documents must be verified by the oath commissioner, and SECP concerned documents must be verified by the SECP also.

|  |  |
| --- | --- |
| **WEBOC EXTERNAL USER REGISTRATION FORM** | |
| **User Type** | o Trader  o Custom Agent  o Terminal Operator  o Ground Handling  o Shipping Agent  o W arehouse |
| **NTN Number \*** |  |
| **STRN \*** |  |
| **Business Name \*** |  |
| **Business Address \*** |  |
|  |  |
|  |  |
| **Contact Person Name \*** |  |
| **Contact Person CNIC \*** |  |
| **Phone Number 1 \*** |  |
| **Phone Number 2** |  |
| **Fax Number** |  |
| **Cell Number \*** |  |
| **Contact Person Email id \*** |  |
| **Bank Name** |  |
| **Branch City** |  |
| **Branch Name** |  |
| **Account Number** |  |
| **License Number** |  |
| **Collectorate** |  |
| **Warehouse** (In case of Warehouse ) |  |
| **Shipping Line Type** (In case of Shipping Line ) |  |
| **Location** (In case of Terminal Operator) |  |
| **User Sub Type** (In case of Trader) | o Commercial  o Non-Commercial  o Embassy  o Trust  o Govt. Departments |

**Documents Requires incase of Sub Type :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commercial** | **Non-Commercial** | **Embassy** | **Trust** | **Govt. Dept** |
| 1. Copies of CNIC's of  Proprietor  2. Copy of NTN duly verifiable form [www.fbr.gov.pk](http://www.fbr.gov.pk)  3. Copy of STRN duly verifiable from [www.fbr.gov.pk](http://www.fbr.gov.pk) | 1. Copies of CNIC's of Partners  2. Copy of NTN duly verifiable form [www.fbr.gov.pk](http://www.fbr.gov.pk)  3. Copy of STRN duly verifiable from [www.fbr.gov.pk](http://www.fbr.gov.pk)  4. Copy of Current Airway Bill | 1. Copies of CNIC's/Passport of the authorized person  2. Copy of NTN duly verifiable form [www.fbr.gov.pk](http://www.fbr.gov.pk)  3. Authority letter from  Head of Embassy | 1. Copies of CNIC's of Managing Trustee and other trustee  2. Copy of NTN duly verifiable form [www.fbr.gov.pk](http://www.fbr.gov.pk)  3. Copy of Trust Deed | 1. Copies of CNIC's of directors  2. Copy of NTN duly verifiable form [www.fbr.gov.pk](http://www.fbr.gov.pk)  3. Copy of STRN duly verifiable from [www.fbr.gov.pk](http://www.fbr.gov.pk) Undertaking as per format on judicial paper of rs:100/- |

Note: User ID and Password will emailed to you on provided email through W eBOC.

Please submit registration form along with documents at e-Filing section 9th Floor Custom House Karachi.

On letter Head

To

Deputy Collector WeBoc

Air Freight Unit,

Rawalpindi,

Subject: Request for issue of WeBOC user/ID & password

Respected Sir,

I am regular Importer so I may please be issued the WeBOC user/Id & password for Goods Declaration filling , all relevent documents are attached with this request. I shall be very thank full to you for your this co-operation

Thanking you in anticipation

Name

Designation

CNIC

For Sole-proprietor & AOP/Partnership

