



**STATE BANK OF PAKISTAN**  
**EXCHANGE POLICY DEPARTMENT**  
**I. I. CHUNDRIGAR ROAD**  
**KARACHI**

F. E Circular No. 05

August 09, 2016

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

Dear Sirs / Madam,

**Issuance of Electronic Import Form (EIF) through WeBOC**

Attention of the Authorized Dealers (ADs) is invited to Chapter 13 of Foreign Exchange Manual-2016 and SBP Notification No. F.E.1/2016-SB dated July 26, 2016 which, inter alia, set out rules related to payments against import of goods into Pakistan.

2. In order to facilitate stakeholders and strengthen monitoring of import payments from Pakistan, State Bank of Pakistan and Pakistan Customs started a joint project for issuance of Electronic Import Form (EIF). The EIF module in the Pakistan Customs' electronic goods clearance system called WeBOC (Web based One Customs) has been developed in consultation with relevant stakeholders.

3. In order to import goods into Pakistan, all importers shall be required to submit EIF request through their WeBOC User ID to any Authorized Dealer of their choice in Pakistan. The request for EIF shall be submitted electronically by the importer and the AD shall approve or reject EIF electronically in WeBOC. User Manuals for issuance of EIF through WeBOC for importers and ADs are attached as *Annexure-I* & *Annexure-II* respectively. It may be noted that EIF will be applicable for imports cleared through both WeBOC and the old "One Customs" systems.

4. The Goods Declaration (GD) for import of goods cannot be filed with Pakistan Customs unless the approved EIF has been attached with respective GD. The import payments shall be recorded in EIF module by the concerned AD through Bank Debit Advice (BDA).

5. The ADs shall start approving EIF requests in WeBOC with effect from August 15, 2016. However, attachment of EIFs with GDs shall start from September 1, 2016. Consequently, manual Form-I shall no longer be issued/used by the ADs from September 1, 2016.

6. Accordingly, the following new paragraph 6A has been inserted in Chapter 13 of FE Manual 2016:

**Para 6A – Issuance of Electronic Import Form (EIF)**

**i. Form Prescribed for Imports**

In pursuance of SBP Notification No. F.E.1/2016-SB dated July 26, 2016, all importers of goods are required to make a declaration to the Customs Authorities in WeBOC on Electronic Import Form before filing of Goods Declaration through an Authorized Dealer. ADs shall approve EIF request submitted by the importers on the day of i) making advance payment; ii) establishment of letter of credit or iii) registration of contract.



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For imports made on open account basis, an importer shall get the EIF approved from an AD before clearance of goods by Pakistan Customs (Open account shall include import transactions in which documents have been received by importer/AD directly from the foreign supplier). The ADs may approve the EIF request upon submission of photocopies of shipping documents. However, payment shall be made by the AD as per instructions contained in Para 17, Chapter 13 of Foreign Exchange Manual-2016.

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

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

**iii. Importer's CDD/KYC by Authorized Dealers**

- a) Authorized Dealers shall continue to perform Customer Due Diligence (CDD)/Know Your Customer (KYC) of the importers, being their account holders/customers, as per applicable instructions. The Managers/Proprietor/ Partners/Directors etc. of the concerned company/firm etc. (importer) submitting EIF request, will be held responsible severally and jointly for the import of goods into Pakistan in line with applicable rules and regulations/procedure.
- b) Authorized Dealers may refuse to further approve EIF in case of outstanding import bills of an importer.

**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), SBP, 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) The user IDs and passwords already issued to ADs by Pakistan Customs for Electronic Form 'E' (EFE) module can also be used for EIF module.
- b) For new users, ADs shall submit request for issuance of User IDs and passwords 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 IDs and Passwords will be issued and provided to ADs directly by Pakistan Customs. For cancellation of User ID and Password, ADs 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 ADs 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



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functions performed in WeBOC through User ID of an AD will be construed to have been performed by the AD itself.

**vi. Issuance of Electronic Import Form**

- a) The importer will submit EIF request electronically through WeBOC to a branch of an Authorized Dealer of its choice. The respective branch will electronically approve or reject EIF request after fulfillment of requirements against particular mode of payment as contained in this chapter. After electronic approval of EIF by the AD, the importer will attach GD in WeBOC with EIF for clearance of goods. The detailed procedure to be followed for issuance of EIF and its attachment with GD is explained in attached User Manuals for Importers (Annexure-I) and ADs (Annexure-II).
- b) The serial number of EIF for each AD will be generated automatically through WeBOC. The format of EIF number will comprise of four components i.e. alpha acronym of AD, the text 'EIF', system generated 6 digit serial number and date of issuance of EIF. For example, first EIF number for XYZ bank issued in year 2016 will be XYZ-EIF-000001-DDMMYYYY. At the beginning of each calendar year, serial number for each bank will reset to 000001.

**vii. Amendment in Electronic Import Form**

- a) The importer can amend EIF request before it is approved or rejected by the AD. Once AD has approved or rejected EIF, it cannot be amended by the importer.
- b) AD can amend value, quantity, price, validity etc. of the approved EIF upon request by the importer with appropriate documentary evidence/details to the satisfaction of the AD.

**viii. Cancellation of Electronic Import Form**

- a) Importer can cancel EIF request before it is approved by the AD.
- b) ADs can cancel approved EIF before submission of BDA or attachment with GD.

**ix. Expiry of Electronic Import Form**

- a) If no action is taken by AD on EIF request submitted by the importer within 15 days, it will automatically expire in WeBOC.
- b) Expiry date of the EIF should commensurate with the related documents i.e. contract/LC.
- c) In case of advance payments, the expiry date of the EIF must be within four months from the date of advance payment except for cases where approval from SBP has been obtained for extension in period for submission of shipping documents. In this case, SBP approval number and date must be mentioned in 'Remarks' column.
- d) If EIF is not used before the expiry date, it will automatically expire in the system. The expiry date of the EIF may be enhanced by AD upon request by the importer after getting appropriate documentary evidence for the same.



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**x. Maintenance of Record of approved Electronic Import Form**

Complete record of EIF approved by ADs 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. However, Authorized Dealer can also take print-out of EIF from WeBOC.

**xi. Filing of Bank Debit Advice (BDA) in WeBOC**

Authorized Dealer shall fill in Bank Debit Advice (BDA) for each EIF in WeBOC at the time of import payments as provided in EIF module. In case of payment on open account basis, payment will only be made after clearance of goods by the Customs.

**xii. Payment against goods imported on open account**

Authorized Dealers shall allow payments against goods imported on open account basis within six months from the date of filing of GD Form. In case the importer fails to make remittance/payment of goods imported on open account basis within the above stipulated time, appropriate regulatory/legal action may be initiated against the importer.

**xiii. Shipment and Payment against transition consignments**

From September 1, 2016, all import consignments, including those against which advance payment has been made previously, shall only be cleared upon attachment of approved EIF with the respective GD.

- i) Where advance payment has been effected by the AD before the above date, the AD shall approve EIF and file respective BDA with remarks as “Advance payment effected on..... vide Form-I No.....”. Subsequently, such EIFs shall be settled/closed after completion of the transaction and attachment of GD(s) with EIF.
- ii) Where goods have been cleared by Pakistan Customs before the above date and the payment/remittance has not yet been effected, the AD shall approve the EIF and make payment upon filing of BDA in EIF module. Subsequently, such EIFs shall be settled/closed with remarks as “Goods cleared by Customs vide GD No.....dated.....”.

However, while handling transactions conducted on open account basis, ADs must ensure observance of instructions contained in Para 17, Chapter 13 of Foreign Exchange Manual-2016. Further, transactions already reported through manual Form-I should not be reported again to FEOD on respective schedule.

**xiv. Bank to Bank EIF Transfer**

- a) If the payment is to be made by an AD other than the one which has approved EIF, the approved EIF can be transferred by the approving AD to the AD making the payment using “Bank to Bank Transfer” utility in WeBOC. The subsequent EIF/BDA settlement/filing/reporting will be the responsibility of the AD



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receiving the EIF. It may be noted that upon Bank to Bank Transfer, EIF number including the bank prefix will not change.

- b) Proper record of EIFs which are transferred as per (a) above shall be maintained by both the ADs.

**xv. Settlement of Electronic Import Form**

- a) Once BDA has been filled, shipping documents have been received by the bank and goods have been cleared by Customs, ADs are required to settle EIF in WeBOC. AD must ensure, by verification through GD Form that the payment made against imported goods is not more than declared value of goods imported into Pakistan. In case the EIF has been transferred from one bank to another, the bank to which EIF has been transferred will settle it.
- b) In case the AD is unable to settle EIF for any reason, the matter shall be forwarded to FEOD, SBP-BSC, Head Office, Karachi for settlement.

**xvi. Short Shipment/Non Shipment against Advance Payment**

In cases where advance payment has been effected from Pakistan by an AD on behalf of importer and the value of goods received in Pakistan is less than the advance payment made there-against or where no goods can be imported for any reason, AD will settle the EIF with appropriate remarks after repatriation of the advance payment to Pakistan. Any deviation shall be reported to SBP. Instructions in respect of import against advance payments shall be followed meticulously.

**xvii. Submission of Returns**

Authorized Dealer shall send a printed copy of EIF, BDA, relevant invoices, shipping documents and GD to respective area office of FEOD, SBP-BSC along with E2/P2 with monthly FX returns till further instructions.

**xviii. Handling of EIF where Import Payment is not involved**

Authorized Dealers are also allowed to approve such EIFs against which no payment/remittance outside Pakistan is required. These may include goods imported temporarily into Pakistan with a view to subsequent exportation, subject to terms and conditions determined by Federal Board of Revenue, under Project Loans and Credits on free of payments basis or under special approvals from State Bank of Pakistan. Authorized Dealers, while approving such EIFs, must ensure that necessary documentation/ approvals are in place. Further, proper reference of the approval / reason must be mentioned in 'Remarks' column in EIF module.

**xix. Exclusions (Where EIF is not required)**

EIF shall not be required for certain GD types as stipulated by Pakistan Customs through their Circulars/Notices issued from time to time.



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**xx. Powers of State Bank of Pakistan and Pakistan Customs**

- a) In case of exceptional circumstances, the relevant officer of Pakistan Customs not below the rank of Additional Collector, if so satisfied with the transaction may permit clearance of goods without the requirement of EIF. However, payment against such consignments shall be made upon filing of EIF and subsequent BDA in WeBOC. Authorized Dealers shall refer all such cases to FEOD, SBP-BSC, Head Office, Karachi for settlement.
  - b) If found necessary, the Director, FEOD, SBP-BSC, Karachi may allow cancellation, settlement or transfer of EIF approved by an AD to another AD through EIF module in WeBOC.
7. All other instructions in the matter shall remain unchanged and be followed in letter and spirit.
8. 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

Enclosed:

- (i) User Manual for Importers
- (ii) User Manual for Authorized Dealers
- (iii) Application for Issuance of User IDs and Passwords in WeBOC
- (iv) EIF Format