



GOVERNMENT OF PAKISTAN
MODEL CUSTOMS COLLECTORATE OF PaCCS
CUSTOM HOUSE, KARACHI

C.No. MCC/G-I/POLICY-01/191/07

Dated 19th February, 2009

1. The Collector, Model Customs Collectorate of Lahore.
2. The Collector, Model Customs Collectorate of Rawalpindi,
3. The Collector, Model Customs Collectorate of Multan.
4. The Collector, Model Customs Collectorate of Faisalabad.
5. The Collector, Model Customs Collectorate of Sambrial, Sialkot.
6. The Collector, Model Customs Collectorate of Peshawar.
7. The Collector, Model Customs Collectorate of Quetta.
8. The Collector, Model Customs Collectorate of Hyderabad.

Subject:- **PROCEDURE FOR REGISTRATION OF PaCCS EXTERNAL USERS BY THE UPCOUNTRY COLLECTORATES.**

Please refer to the Standing Order No. 04 of 2008 dated 28-05-2008 (copy enclosed).

2. In order to facilitate the countrywide external users, the respective Collectorates have been granting registration since inception of PaCCS. It has been observed that in the recent past registration was allowed to some traders who later on committed misdeclaration in both import and export consignments. In certain cases, during investigation it transpired that addresses on registration applications does not exit or belong to such unscrupulous traders.

3. The issue has been looked into and it has been found that registration procedure prescribed vide Standing Order No. 04 of 2008, dated 25-8-2008 of this Collectorate is not being followed in other Collectorates of the country while issuing registration for PaCCS clearances.

4. It has been observed that Collectorates are allowing registration to those traders who even don't exist physically in jurisdiction of that particular Collectorate. This trend among traders developed due to strict registration processing requirements in MCC (PaCCS) which includes production of certain documents (list enclosed as Annexure-I), personal appearance of the applicant before the Assistant Collector(Registration) to deter impersonation, physical inspection of the declared business premises for verification if deemed necessary by the Assistant Collector (Registration) or Additional Collector (Registration). Documents are also sent to authorities for verification. Registration is not allowed without production of Bill of Lading of import cargo and for export shipments presentation of a valid Form E duly endorsed by the foreign exchange branch of Banks.

5. The objective of above procedure is to safeguard government revenues, discourage existence or attempt to enter the PaCCS system by dubious traders with poor credentials.

6. Accordingly with a view to streamline registration processes Standing Order No.4 dated 28-5-2008 (copy enclosed) which was also communicated to the Chief Collector of Customs, South & North Regions and all MCCs may kindly be adopted by the Collectorates. It is also requested that registration should not be issued to applicants without verification of credentials and documents of traders. Registration to any trader not falling within a Collectorate's jurisdiction may kindly be refused.

7. It is also requested to ensure that the relevant NTN holder (proprietor, partner or director) receives user ID personally instead of any authorized person.

Encls(as above).

(Khawaja Tanveer Ahmed)
Collector

Copy for information to:-

1. The Member (Customs), Federal Board of Revenue, Islamabad.
2. The Chief Collector (South), Custom House, Karachi.
3. The Chief Collector (North), Custom House, Lahore.

A NNEXURE-I
DOCUMENTS REQUIRED FOR TRADER
(BUSINESS INDIVIDUAL)

S.No.	Documents Required
1	Copy of CNICs of proprietor.
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Current original FORM-E BL (FCL Cargo only)
8	Copy of Membership Certificate from relevant Chamber of Commerce -& Industry or trade body or Association affiliated with FPCCI.
9	Copy of Previous Evidence as exporter/ importer
10	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
11	Copy of OGRA License in case of CNG Station
13	Application addressed to the Collector, Model Custom Collectorate of PaCCS, and Karachi for Registration in PaCCS as Trader.
14	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the proprietor who is appearing for personal appearance.

(2)

**DOCUMENTS REQUIRED FOR TRADER
(PARTNERSHIP FIRM)**

S.No.	Documents Required
1	Copy of CNICs of all partners.
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Current original FORM-E or BL (FCL Cargo only)
8	Copy of Membership Certificate from relevant Chamber of Commerce & Industry or trade body or Association affiliated with FPCCI.
9	Copy of Previous Evidence as exporter/ importer
10	Copy of partnership deed
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
12	Copy of OGRA License in case of CNG Station
13	Application addressed to the Collector, Model Custom Collectorate of PaCCS, Karachi for Registration in PaCCS as Trader.
14	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the partner who is appearing for personal appearance.

(3)

**DOCUMENTS REQUIRED FOR TRADER
(LIMITED COMPANY)**

S.No.	Documents Required
1	Copy of CNICs of all directors.
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement along with Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises along with CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of current original FORM-E or BL (FCL Cargo only).
8	Copy of Membership Certificate from relevant Chamber of Commerce & Industry or trade body or Association affiliated with FPCCI.
9	Copy of Previous Evidence of Customs working as exporter/ importer.
10	Copy of Memorandum of Articles & Association with Form-29
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
12	Copy of OGRA License in case of CNG Station only.
13	Application addressed to the Collector, Model Custom Collectorate of PaCCS, and Karachi for Registration in PaCCS as Trader.
14	Undertaking as per enclosed format on judicial paper of Rs.100/-
15	Visiting Card of the Director who is appearing for personal appearance.

(4)

DOCUMENTS REQUIRED FOR CLEARING AGENTS

S.No.	Documents Required
1	Copy of CNICs of all directors, partners or proprietor
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Custom House Agent License
8	Copy of Membership Certificate from relevant Chamber of Commerce & Industry or trade body or Association affiliated with FPCCI.
9	Copy of Previous Evidence as clearing agent.
10	Copy of Memorandum of Articles & Association with Form-29 or Partnership Deed(as the case may be)
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
12	Application addressed to the Collector, Model Custom Collectorate of PaCCS, Karachi for Registration in PaCCS as Customs Clearing Agent
13	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the Owner of the agency.

(5)

DOCUMENTS REQUIRED FOR SHIPPING AGENTS

S.No.	Documents Required
1	Copy of CNICs of all directors, partners or proprietor
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Custom Shipping Agent License
8	Copy of Membership Certificate from relevant Chamber of Commerce & Industry or trade body or Association affiliated with FPCCI.
9	Copy of Previous Evidence as Shipping Agent
10	Copy of Memorandum of Articles & Association with Form-29 or Partnership Deed(as the case may be)
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
12	Application addressed to the Collector, Model Custom Collectorate of PaCCS, Karachi for Registration in PaCCS as Shipping Agent.
13	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the license holder or owner of the firm.

(6)

**DOCUMENTS REQUIRED FOR TRADER
(TRUST)**

S.No.	Documents Required
1	Copy of CNICs of Managing Trustee and other trustee.
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of Approval under section 2(36) (c) of the Income Tax Ordinance, 2001 read with rule 212 of the Income Tax Rules, 2002.
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Current original FORM-E or BL (FCL Cargo only)
8	Copy of Trust Deed.
9	Copy of Previous Evidence as exporter/ importer
10	Copy of registration letter with Social Welfare Department of the relevant Province.
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
13	Application addressed to the Collector, Model Custom Collectorate of PaCCS, Karachi for Registration in PaCCS as Trader.
14	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the Managing Trustee.

DOCUMENTS REQUIRED FOR SHIPPING AGENTS

S.No.	Documents Required
1	Copy of CNICs of all directors, partners or proprietor
2	Copy of NTN duly verifiable from www.fbr.gov.pk
3	Copy of STRN duly verifiable from www.fbr.gov.pk
4	Copy of Bank Statement alongwith Bank Certificate for the last 6 months.
5	Copy of Lease or Tenancy Agreement/Lease/ Sub-lease/ Transfer/ Sale Deed of business premises alongwith CNICs of all signatories.
6	Pay Order worth Rs.500/- in favour of the Collector, Model Customs Collectorate of PaCCS, Custom House, Karachi.
7	Copy of Custom Shipping Agent License
8	Copy of Membership Certificate from Pakistan/ Karachi Shipping Agents Association affiliated with FPCCI.
9	Copy of Previous Evidence as Shipping Agent
10	Copy of Memorandum of Articles & Association with Form-29 or Partnership Deed(as the case may be)
11	Utility Bills of the business premises i.e. Telephone, Electricity and Gas connections.
12	Application addressed to the Collector, Model Custom Collectorate of PaCCS, Karachi for Registration in PaCCS as Shipping Agent.
13	Undertaking as per format on judicial paper of Rs.100/-
15	Visiting Card of the license holder or owner of the firm.