GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE AND REVENUE
(REVENUE DIVISION)
*****

Islamabad, the 17th May, 2022

NOTIFICATION

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S.R.O. (1)/2022.- In exercise of the powers conferred by section 22 of the Pakistan Single Window Act, 2021 (Act III of 2021), the lead agency, in consultation with the Governing Council, is pleased to make the following regulations:-

Chapter I

Preliminary

1. Short title, application and commencement. - (1) These regulations shall be called the Pakistan Single Window Interagency Data and Information Sharing Regulations, 2022.

(2) They shall apply to Pakistan Customs and all other Government agencies (OGAs) regulating international trade including those mentioned in Schedule to the said Act and shall cover data and information requirements for the Pakistan Single Window (PSW) and its allied components including the trade information portal, integrated tariff for trade, integrated risk management system, customs management system, port community systems, PSW website and other systems which shall be part of the PSW system.

(3) They shall come into force at once.

2. Definitions. — (1) In these regulations, unless there is anything repugnant in the context or subject. —

(a) **"Act"** means the Pakistan Single Window Act, 2021 (III of 2021);

(b) **"Chief Executive Officer" or "CEO"** means the Chief Executive Officer of the operating entity;

(c) **"focal person"** means an officer designated by a Government agency to provide, update and validate the information related to regulation of cross border trade of goods and commodities coming under the jurisdiction of that department, in the trade information portal (TIP), integrated tariff for trade, and other PSW components

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regarding international trade related regulations of that department or government agency only;

(d) **"Government agency"** means Customs and any government agency regulating import, export or transit trade including their subordinate entities as listed in the Schedule to the Act whether referred to jointly or severally;

(e) **"information"** means data, paper documents, electronic documents and other forms of official communication and may include any law, rule, notification, regulation, procedure, process, tariff and non-tariff measures, forms, standards, fees, contact details etc., for regulation of cross border trade and transport and any matter ancillary thereto, as defined in the Act;

(f) **"integrated tariff for trade"** means a system designed and operated by the Pakistan Single Window Company, incorporating all regulatory requirements relating to the import, export or transit of goods on a twelve-digit product code scheme based on the Pakistan customs tariff;

(g) **"Pakistan Single Window System"** means an information and communication technology based facility that allows persons or entities involved in trade and transport to lodge standardized information and documents with a single-entry point to fulfil import, export and transit-related regulatory requirements in Pakistan without being required to submit the same data element more than once;

(h) **"trade information portal" or "TIP"** means a web-based portal managed by the operating entity, to serve as the single point of access for all the information on customs and regulatory requirements needed to undertake cross border trade; and

(i) **"validate"** means to approve the authenticity and accuracy of the information provided for incorporation in PSW including the TIP and in the integrated tariff for trade.

(2) Any other expressions used but not defined in these regulations shall have the same meanings assigned thereto in the Act and rules made thereunder.

Chapter II

Trade Information Portal of Pakistan

3. **Establishment of trade information portal.** - (1) The operating entity shall establish and maintain a trade information portal, hereinafter referred to as the "portal".

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(2) The portal shall serve as the single access point for all information regarding trade procedures, processes, information and documentary requirements in respect of imports, exports, transit trade or any other trade-related subject and transaction.

(3) The information provided on the portal shall be authentic, complete, reliable, accessible and in such form and manner that it provides complete guidance to all users as per recommended international best practices.

4. Accessibility of the portal. - (1) The information published on the portal shall be freely available on-line to all users in Pakistan and abroad except for value added services that shall be available on subscription basis against a user fee as prescribed by the operating entity.

(2) In addition to the customs and regulatory information, the portal shall provide registered users additional services, like news and announcements, alerts regarding any change in regulatory requirements and other specialized content published on the portal.

(3) The content shall be provided in English and Urdu, however, the operating entity shall endeavor to publish the information in other regional and international languages for greater coverage and accessibility.

Chapter III
Integrated Tariff for Trade

5. Development of the integrated tariff for trade: (1) The operating entity shall develop and maintain an integrated tariff for trade aligning requisite regulatory compliances with the harmonized system as adopted in the Pakistan customs tariff into a comprehensive list on a twelve-digit product code scheme to enable system-based decisions for clearance of goods.

(2) The integrated tariff for trade shall provide the basis for the integrated risk management system, the trade information portal and other components of the PSW system, as the case be.

(3) The integrated tariff for trade shall provide specific information to the PSW users on the applicable regulatory requirements on any HS code at the time of filing of single declaration or submitting a request for any licence, permit, certificate or other document mandated by any Government agency.

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(4) The integrated tariff for trade shall enable the PSW system to automatically check and validate regulatory requirements before allowing clearance of goods and shall enable the integrated risk management system to identify and mitigate risks as defined by Customs and other Government agencies. The same shall be the basis for providing guidance and HS specific information on the trade information portal.

Chapter IV

Content Management and Interagency Information Sharing

6. **Content management.** – (1) The operating entity shall be responsible for ensuring that all official data and information on all sites and portals having public interface including the trade information portal, the integrated tariff for trade, and the PSW website is regularly updated and effectively managed.

(2) The operating entity shall ensure timely renewal and updating of the software licences, toolkits, hardware and other related Information Communication Technology (ICT) infrastructure to ensure uninterrupted provision of services.

(3) The operating entity shall ensure that all reasonable measures are in place to prevent unauthorized access, hacking, and cyber-attacks that may result in false, misleading or wrong information on the trade information portal, the integrated tariff for trade and the PSW website, etc.

(4) The CEO of the operating entity shall depute suitable resources for coordination and liaison with the Government agencies for regular validation and up-dation of the information in PSW.

(5) All Government agencies shall be responsible for provision of updated information and content to the operating entity for incorporating or publishing on the PSW public sites. All content and information published on the portal shall be validated by the nominated focal persons within fifteen days from the date of its feeding in the system or posting online, as the case may be:

Provided that validation for the content intended to be published on the trade information portal on its launch may be conducted and communicated to the operating entity within fifteen days from the date of its notification if not already provided.

(6) Customs and other Government agencies shall review and validate the content of the integrated tariff for trade and communicate their approval to the operating entity through

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official email address or through official means of correspondence before its initial deployment in the system by the operating entity:

Provided that all subsequent changes shall be made by respective agencies through an electronic interface provided by PSW to the Government agency or through electronic data interchange (EDI), as the case may be:

Provided further that the operating entity shall not be responsible for any clearance of goods subject to change in regulatory requirements not updated in the integrated tariff for trade by the focal person of the Government agency.

(7) Government agencies may request change in the published content on the PSW website or trade information portal to remove factual inaccuracies, duplications or any unintended misrepresentation through their nominated focal persons as per the procedure prescribed by the operating entity.

7. Sharing of information by the operating entity. – The operating entity shall share, on its own or upon request by any Government agency, statistical data, analysis, user feedback and other reports with the relevant agencies to improve their cross-border trade related operations.

8. Method of communication. – All communication regarding change in regulatory requirements along with the supporting legal documents shall be shared with the operating entity, only through designated focal persons either through official email address, provided by the agency in the letter of appointment of the focal person or in any other manner as prescribed by the operating entity.

Chapter V

Designation of Focal Persons

9. Appointment of focal persons.- (1) Customs and Government agencies shall designate suitable and relevant focal persons in BPS-18 or above, by name or on ex-officio basis, for liaison and coordination with the operating entity regarding intimation of any changes in the legal or regulatory framework including measures, procedures, information requirements, fee structure etc. related to cross border trade and timely updation of the contents in the PSW system including the trade information portal, integrated tariff for trade and other components.

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(2) A Government agency may nominate one focal person for all information ving or may appoint separate focal persons for various components of PSW.

(3) The names of the focal persons with contact details shall be communicated to CEO by the head of the Government agency or by an officer to whom this authority has en delegated by the head of the Government agency.

(4) In case the appointed focal person is transferred, or changed due to any reason, name, designation and contact details of the new focal person shall be notified to the CEO thin one week of such change or transfer.

10. Responsibilities of the focal person. – The designated focal person in each overnment agency shall be inter-alia responsible for –

(a) coordinating with the operating entity in a timely manner for determination of applicable product code or classification of the goods included in any regulatory changes proposed by the Government agency before the regulations come into force for updating the content in PSW system;

(b) updating the integrated tariff for trade through the electronic interface provided by PSW or through electronic data interchange (EDI), as the case may be and incorporating all changes in procedure, regulation, charges or fee levied along with the date change to ensure system enabled compliance by traders;

(c) periodic validation of the PSW content including the trade information portal and other PSW components;

(d) timely intimation to the operating entity about any change in laws, rules, procedure, regulation, charges or fee levied within two days of the change for updating the portal and other PSW components, in an electronic format or a machine-readable format as prescribed by the operating entity;

(e) validating the content for accuracy once any change is incorporated on the portal, integrated tariff for trade or other PSW components and rectification of the content in case it is incorrect, confusing or contains any other error;

(f) responding to queries received through the portal, PSW website or PSW help desk or call centre regarding any procedure or regulation of the related Government

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agency in a timely manner; and

(g) attending coordination meetings with the operating entity.

11. **Training of focal persons.** - The operating entity shall arrange for the training and orientation of the focal persons, especially when they are replaced.

12. **Request for change of focal person.** - In case the CEO considers that a focal person is not performing the assigned task effectively or is not well conversant with the trade laws, procedures or regulations of the department or is not cooperating with the operating entity, he may request the head of the Government agency concerned to appoint any other suitable officer as a focal person, citing reasons for the change request.

13. **Non-cooperation of a Government agency.** - Where a Government agency is non-cooperative or fails to provide or validate the information in the appointed time or fails to appoint a focal person or repeatedly fails to notify any changes in regulations, the CEO may raise the issue in the Governing Council for necessary action.

[C.No.2(8)PD(PSW)/TIP/2020]

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Additional Secretary

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