**PSW Subscription Manual**

To register in PSW, traders/ clearing agent first need to subscribe themselves in PSW. Below is the process which would be followed to complete subscription process in PSW:

* Log in to PSW Website i.e. [www.psw.gov.pk](http://www.psw.gov.pk)
* After logging in, there would be couple of option on main screen i.e. “Log In” and “Subscribe”. Please click subscribe button to proceed with subscription.
* A new window will be opened showing terms and condition of PSW. This needs to be accepted so that subscription can be processed further.
* After accepting the terms, website will proceeded to subscription information where you will have to feed company NTN [without check digit]. After putting the NTN number, click validate to proceed further. System will auto generate information from the NTN. Please make sure that the information is updated.
* On the below of the form, you will have to manually put the CNIC number of one of the company representative/directors whose information is already updated in NTN along with registered mobile number of the CNIC holder.

Note: Please make sure that email address and phone number is correct as system will share separate OTP [One-Time Password] on both email address and number.

* After submitting the information, window will show the application ID, PSID and payment status. PSID will be used to pay PKR 500 subscription fees which can be paid through online banking, mobile banking, and through on-counter payment at NBP Custom House.

Note: Please take the screenshot of the application ID or record it.

* Once payment is done, payment status will be changed to “Paid” after which the form can be processed further to Information Authentication.
* After proceeding to information authentication, please click “send OTP” so that system can send OTP to the provided mobile number and email address. Both OTP needs to be filled in the form to further process the application.
* Once OTP is accepted by system, form will be transferred to “Biometric Verification” and a date will be issued before which biometric verification of the company representative whose CNIC number was submitted in earlier stage of subscription shall be completed.

Note: Biometric Verification can be done from any NADRA outlet.

* Once Biometric is done, subscription process will be completed, and an ID and password will be shared on the email address on which OTP was received.

**PSW Registration Manual**

* After subscription is completed, go back to the home page of website and log-in using ID/ password received during subscription process.
* After logging-in, please fill up the details in the registration form. Please prepare an authority letter on company’s letter head in which all the directors of company will authorize a single director to complete formalities of PSW on behalf of company.
* After uploading the authority letter, registration process will be completed and PSW can be used for filling of goods declaration.