

Government of Pakistan
Ministry of National Food Security & Research
Department of Plant Protection, Malir Halt, Jinnah Avenue, Karachi

GOVERNMENT PROCEDURES – EASE OF DOING SERVICES

(Part-1- Official Certificates of Imports and Exports)
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Ministry of National Food Security and Research
Department Of Plant Protection

1. Introduction:

- 1) Pakistan Plant Quarantine Act 1976 and Pakistan Plant Quarantine Rules 1967 were enacted by the Government for preventing the introduction and spread of exotic pests and diseases which could be destructive to field crops, horticulture, floriculture and forests. Pakistan Plant Quarantine regulation is also in conformity with the recommendation of FAO International Plant Protection Convention 1951.
- 2) The Department of Plant Protection, (herein after referred as DPP) is an attached Department of Ministry of National Food Security and Research. This Department is designated as National Plant Protection Organization (hereinafter referred as NPPO). This Department is responsible to regulate import and export of agricultural commodities with respect to sanitary and phytosanitary measures under Pakistan Plant Quarantine Act 1976 and Pakistan Plant Quarantine Rules 1967 and guidelines i.e., International sanitary and phytosanitary measures (hereinafter referred as ISPM) prescribed by International Plant Protection Convention (hereinafter referred as IPPC) under WTO for international trade of plant and plant material.
- 3) The Department of Plant Protection is maintaining plant quarantine offices at all entry and exit points of Pakistan. The authorized technical officers of the Department of Plant Protection at all entry and exit point ensure phytosanitary measures and certification of regulated commodities being exported and imported.

2. Services Catered by DPP

The DPP provides following services to its clients (importers and exporters of Plant and Plant material).

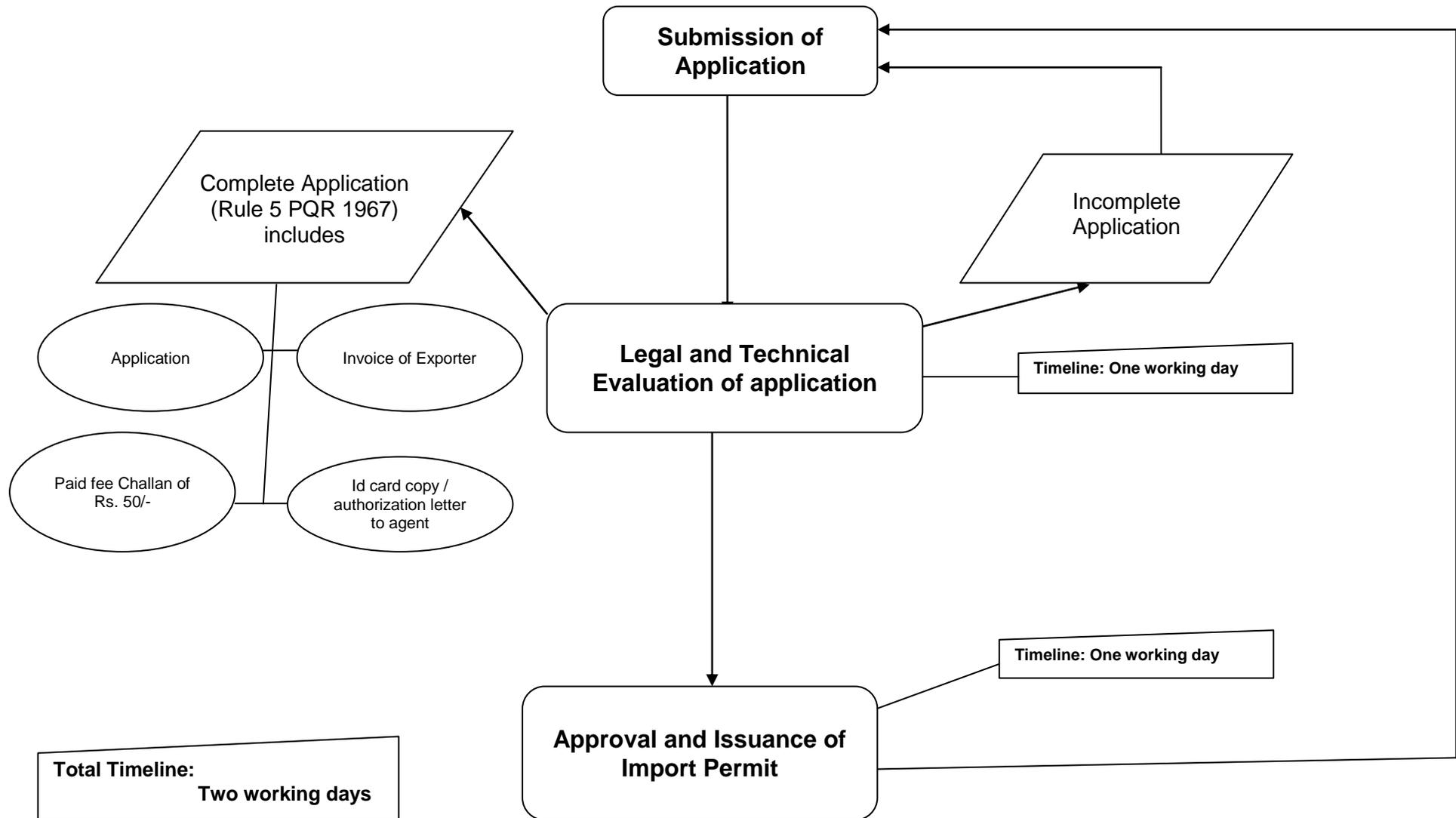
1. Import Permit for import of permitted plant and plant material.
2. Special Import Permit for import of plant and plant material for research.
3. Import Permit for import of plant and plant material subject to Pest Risk Analysis.
4. Plant Protection Release Order for entry of permitted and compliant shipments of plant and plant material.
5. Phytosanitary Certificate for export of permitted plant and plant material.
6. Phytosanitary certificate for export of plant and plant material subject to Market Access after Pest Risk Analysis.

Activity-1

FLOW CHART

(ANNEXURE-I)

Procedure for Import Permit of permitted plant and plant material in Pakistan



PROCEDURES FOR IMPORT PERMIT OF PERMITTED PLANT AND PLANT MATERIAL

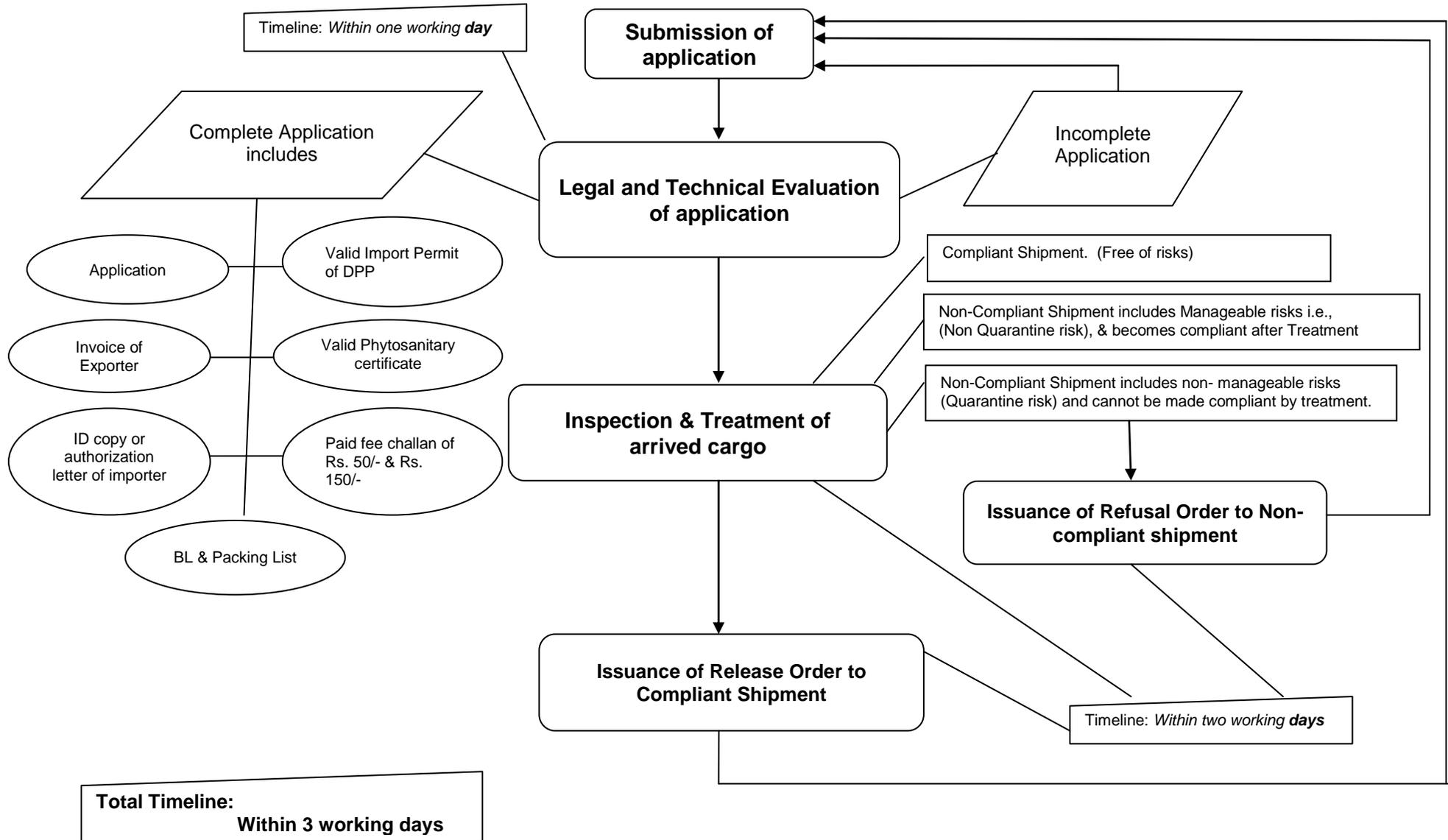
Sr. No.	NATURE OF CERTIFICATE	DOCUMENTS REQUIRED	STEPS OF OFFICIAL PROCEDURE	TIMELINE	Remarks
1	Import Permit (Import permit is required to be obtained before import of any plant and plant material under Rule 3 of PQR 1967)	<p>1. Application includes information;</p> <p>a) kind and quantity of commodity, b) country and locality of origin, c) destination, d) name and address of consignor and consignee, e) means of transport, f) port of entry g) purpose of import</p> <p>duly signed and stamped by importer or its authorized agent. (<i>Appendix-A</i>)</p>	1) Submission of application.	Within two working days	Incomplete applications are returned with request of supply required information and documents.
		2. Commercial/ Performa Invoice of the product from exporter.	2) Legal and Technical evaluation of application by authorized officer of DPP appointed under Rule 32 of PQR		
		3. I.D. Card copy of Importer or authorization letter of importer in favour of agent where agent apply on behalf of importer.	3) Approval and Issuance of Import Permit (<i>Appendix-B</i>)		
		4. Paid Fee Challan of Rs. 50/- duly signed and stamped by authorized officer of DPP			

Activity-2

FLOW CHART

(ANNEXURE-II)

Procedure for Release Order for entry of plant and plant material arrived in Pakistan with Valid Import Permit and Phytosanitary Certificate



PROCEDURE FOR RELEASE ORDER FOR ENTRY OF PLANT AND PLANT MATERIAL ARRIVED IN PAKISTAN WITH VALID IMPORT PERMIT AND VALID PHYTOSANITARY CERTIFICATE

Sr. No.	NATURE OF CERTIFICATE	DOCUMENTS REQUIRED	STEPS OF OFFICIAL PROCEDURE	TIMELINE	REMARKS
4	Release Order	1. Application includes information: a) kind and quantity of commodity, b) country and locality of origin, c) destination, d) name and address of consignor and consignee, e) means of transport, f) port of entry g) purpose of import h) permitted commodity duly signed and stamped by the importer or its authorized agent. (<i>Appendix-C</i>)	1) Submission of application.	within three working	1. Incomplete applications are returned with request of supply required information and documents. 2. Application is not holding valid import permit and phytosanitary certificates are liable to be returned to exporting country or seized or destroyed.
2. Valid Import Permit of DPP	2) Legal and technical evaluation of application by authorized officer of DPP				
3. Valid Phytosanitary certificate of NPPO by export country	3) Inspection of arrived cargo by authorized officer; a) If commodity is found free of bio-security risks (Insect pests and diseases), the authorized officer propose to allow its entry and issuance of Release Order. b) If commodity is found infested with manageable risks and non-quarantine pests, the authorized officer propose treatment and supervise it. After exposure and re-inspection, authorized officer propose to allow entry of that cargo and issuance of Release Order.				

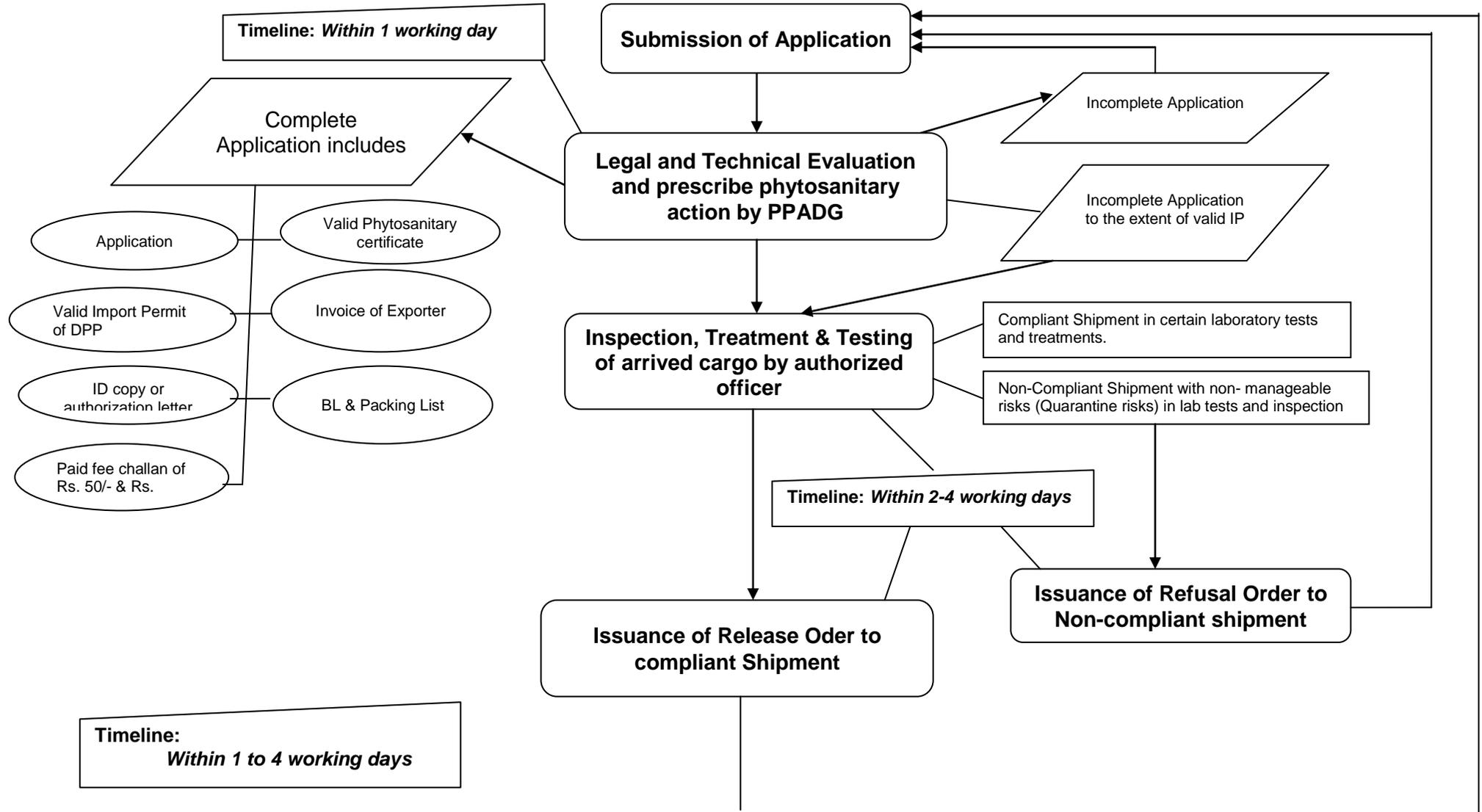
			c) If commodity is found infected and infested with quarantine diseases and pest, the authorized officer propose to refuse entry or destruction of that cargo.		
		4. Commercial/ Performa Invoice of the product from exporter.	4) The concerned In-charge of plant quarantine office on the report of its authorized officer approves: a) issuance of Release Order to commodity found free of insect pests and diseases. b) Issuance of Release Order to commodity treated with appropriate fumigant. c) Refuse entry or destruction of commodity found infected or infested with quarantine pest and pathogenic organism / disease. (<i>Appendix-D</i>)		
		5. I.D. Card copy of Importer or authorization letter of importer in favour of agent where agent apply on behalf of importer.			
		6. Paid Fee Challans of Rs. 50/- as application and Rs. 150 as inspection fee duly signed and stamped by DPP			
		7. Bill of Lading			
		8. Packing List			

Activity-3

FLOW CHART

(ANNEXURE-III)

Procedure for Release Order for plant and plant material arrived in Pakistan without Import Permit and with Valid Phytosanitary Certificate or vice versa



PROCEDURE FOR RELEASE ORDER OF PLANT AND PLANT MATERIAL ARRIVED IN PAKISTAN *WITHOUT* IMPORT PERMIT AND WITH VALID PHYTOSANITARY CERTIFICATE & VICE VERSA

Sr. No.	NATURE OF CERTIFICATE	DOCUMENTS REQUIRED	STEPS OF OFFICIAL PROCEDURE	TIMELINE	REMARKS
1	Release Order WHERE the arrived shipment is not holding valid import permit and import is made in violation of Rule 3 of PQR 1967 or valid phytosanitary certificate in violation of Rule 8(1) of PQR 1967.	1. Application includes information: a) kind and quantity of commodity, b) country and locality of origin, c) destination, d) name and address of consignor and consignee, e) means of transport, f) port of entry g) purpose of import h) permitted commodity duly signed and stamped by the importer or its authorized agent. <i>(Appendix-C)</i> 2. Valid Import Permit 3. Valid Phytosanitary certificate	1) Submission of application. 2) Legal and technical evaluation of application by authorized officer of DPP 3) Evaluation, Specification & approval of initiation of following appropriate phytosanitary actions against non-compliant shipment as required under Rule 8(6) of Pakistan Plant Quarantine Rules 1967 according to nature of commodity and bio-security risks associated with the cargo. a) Inspection, certain laboratory tests, appropriate phytosanitary treatment in case of manageable risks and low risk commodity like grains and non-planting material. b) Refusal entry or destruction in case of	1 to 4 working days	<ul style="list-style-type: none"> ○ The inspection and sampling is subject to grounding of cargo in the premises of port / point of entry by the importer in case of approved case for entry of low risk commodity and any delay shall be on the part of the importer. ○ Incomplete applications are returned with request of supply required information and

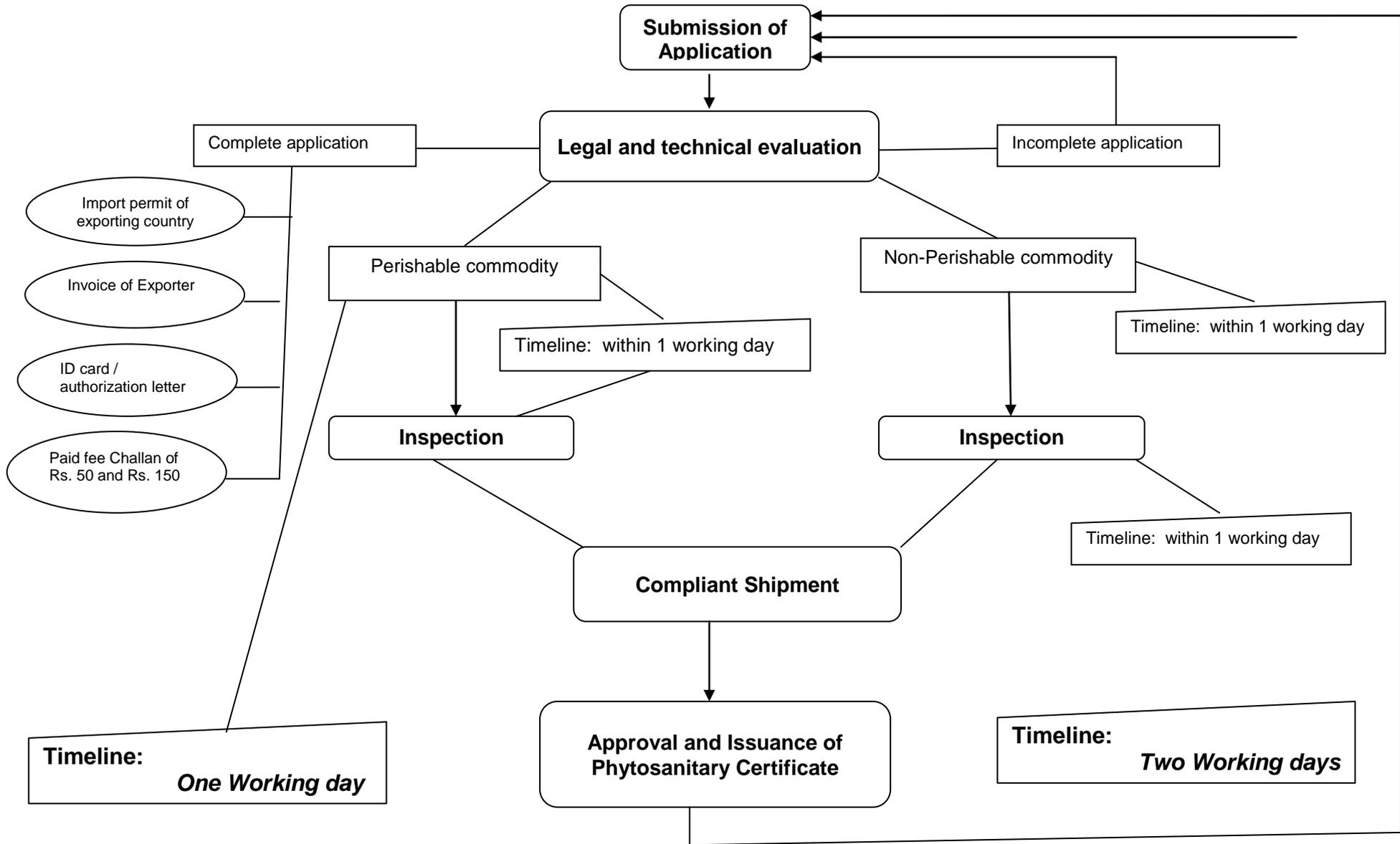
			un-manageable risks and high risk commodity like fruits and vegetables and planting material.		documents.
		4. Commercial/ Performa Invoice of the product from exporter.	4) Inspection and sampling of arrived cargo by authorized officer. a) If commodity is found free of bio-security risks (Insect pests), the authorized officer propose to allow its entry and issuance of Release Order subject to laboratory report for detection and identification of diseases not possible to detect and identify by visual inspection. b) If commodity is found infested with manageable risks and non-quarantine pests, the authorized officer specify phytosanitary treatment and supervise it. After exposure and re-inspection, authorized officer propose to allow entry of that cargo and issuance of Release Order. c) If commodity is found infected with quarantine diseases and pest, the authorized officer propose to refuse entry or destruction of that cargo.		
		5. I.D. Card copy of Importer or authorization letter of importer in favour of agent where agent apply on behalf of importer.			
		6. Paid Fee Challans of Rs. 50/- as application and Rs. 150 as inspection fee duly signed and stamped by authorized officer of DPP			
		7. Bill of lading	5) The concerned In-charge of plant quarantine office on the inspection report and laboratory test report approves: a) Issuance of Release Order to commodity found free of insect pests and diseases. b) Issuance of Release Order to commodity treated with appropriate fumigant and fit laboratory report. c) Refuse entry or destruction of commodity found infected or infested		
		8. Packing list			

			with quarantine pest and pathogenic organism / disease and where risk is unmanageable. (<i>Appendix-D</i>)		
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Activity-4

FLOW CHART
Procedure for phytosanitary certificate for export of Plant and Plant Material from Pakistan

(Annexure-IV)



Activity-4

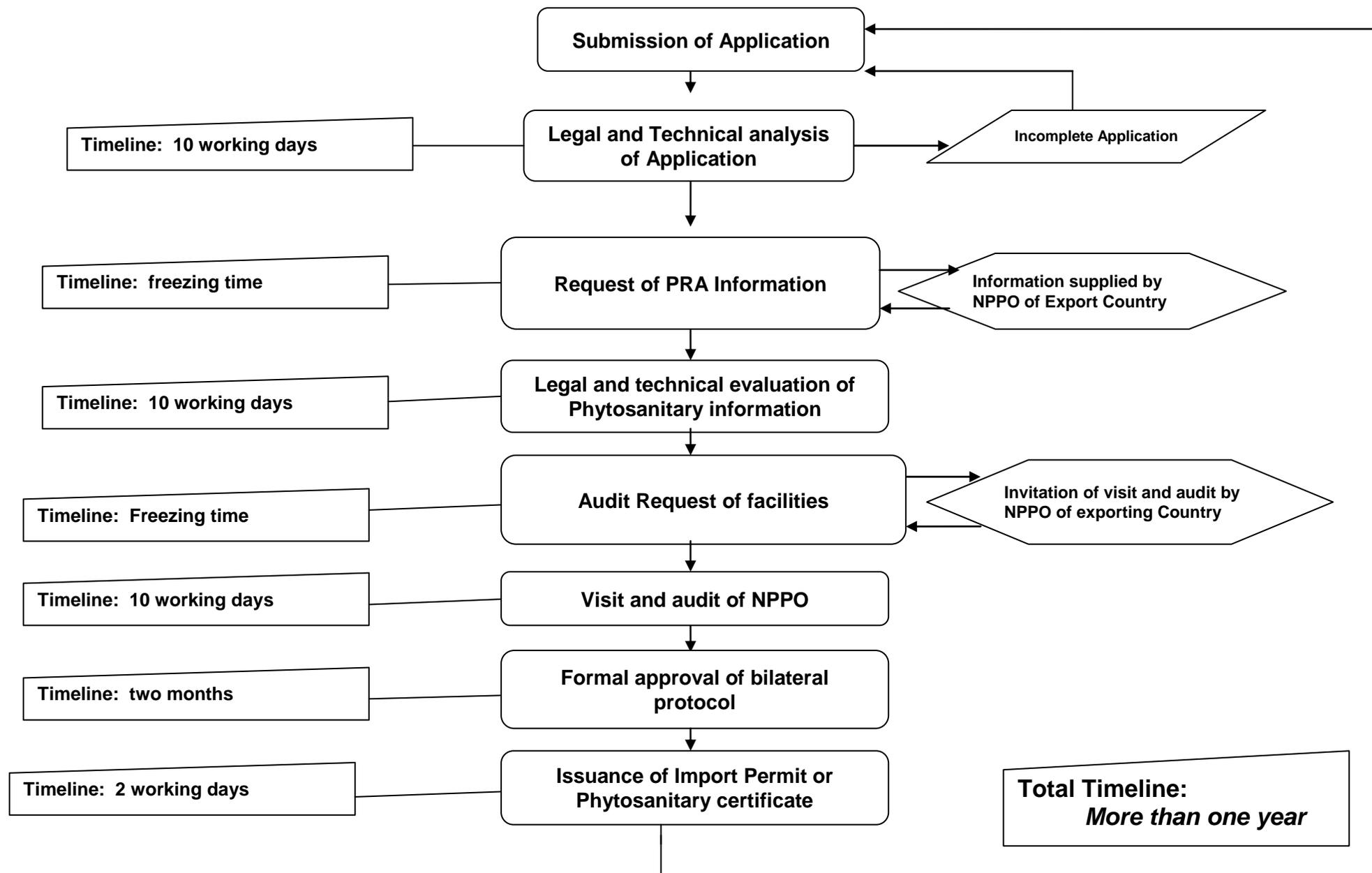
(ANNEXURE-IV)

PROCEDURE FOR PHYTOSANITARY CERTIFICATE FOR EXPORT OF PLANT AND PLANT MATERIAL FROM PAKISTAN

Sr. No.	NATURE OF CERTIFICATE	DOCUMENTS REQUIRED	STEPS OF OFFICIAL PROCEDURE	TIMELINE	Remarks
1	Phytosanitary Certificate (Perishables & Non-Perishables) It is required to be obtained under Rule 29, 30 and 31 of PQR 1967 and ISPM of IPPC and plant import regulation of importing country.	<p>1. Application includes: a) kind and quantity of commodity, b) country and locality of origin, c) destination, d) name and address of consignor and consignee, e) means of transport, f) port of entry g) purpose of import duly signed and stamped by exporter or its authorized agent. (Appendix-E)</p> <p>2. Import Permit of importing country or any approval from exporting country.</p> <p>3. Valid Commercial/ Performa Invoice of the product from exporter.</p> <p>4. I.D. Card copy of exporter or authorization letter of exporter with I.D. Card in favour of agent where agent apply on behalf of exporter.</p> <p>5. Paid Fee Challan of Rs. 50/- as application fee and Rs. 250/- as inspection / treatment fee duly signed and stamped by authorized officer of DPP</p>	<p>1) Submission of application.</p> <p>2) Legal and technical evaluation of application by authorized officer of DPP</p> <p>3) Inspection and treatment where necessary</p> <p>4) Approval and issuance of phytosanitary certificate. (Appendix-F)</p>	1 to 2 working days	<ul style="list-style-type: none"> ○ Application is required to be submitted before reasonable time of shipment as per Rule 29 of Pakistan Plant Quarantine Rules 1967. ○ Incomplete applications are returned with request of supply required information and documents.

Activity-5

FLOW CHART (Annexure-V)
Procedure for Import and Export of plant and plant material subject to *Pest Risk Analysis*



PROCEDURE FOR MARKET ACCESS SUBJECT TO PEST RISK ANALYSIS

Sr. No.	NATURE OF CERTIFICATE	DOCUMENTS REQUIRED	STEPS OF OFFICIAL PROCEDURE	TIMELINE	REMARKS
1	Phytosanitary Certificate Where NPPO country does not have market access and commodity export is subject to pest risk analysis by importing country.	<p>1. Application includes information:</p> <p>a) kind and quantity of commodity, b) country and locality of origin, c) destination, d) name and address of consignor and consignee, e) means of transport, f) port of entry g) purpose of import duly signed and stamped by the exporter/ importer or its authorized agent. <i>(Appendix-E)</i></p> <p>2. I.D. Card copy of Exporter / Importer or authorization letter of exporter / Importer in favour of agent where agent apply on behalf of exporter / Importer.</p> <p>3. Paid Fee Challan of Rs. 50/- duly signed and stamped by DPP</p>	<p>1) Submission of application</p> <p>2) Legal and technical evaluation of application by authorized officer of DPP</p> <p>3) Formal request for market access to NPPO of Importing or Exporting Country.</p> <p>4) Information requested by NPPO of exporting country / importing country on Pest Risk Analysis Performa.</p> <p>5) Supply of phytosanitary information by importing country / exporting country.</p> <p>6) Legal and technical evaluation of phytosanitary information by NPPO of importing country/ exporting country</p> <p>7) Auditing request of NPPO Import country/ exporting country for production sites, storage sites, processing and packing facilities, handling, treatments and official</p>	More than one Year	○ Incomplete applications are returned with request of supply required information and documents.

			procedures.		
			8) Invitation to NPPO of import country or export country for audit.		
		4. Packing list	9) Physical visit and audit of NPPO import country or export country.		
			10) Formal approval of bilateral protocol		
			11) Issuance of Import Permit or Phytosanitary certificate (<i>Appendix-F</i>)		

APPLICATION FOR (FORM-I) PERMIT TO IMPORT PLANTS OR PLANT PRODUCTS

To, The Director/Entomologist (Q) Department of Plant Protection Seaport, Karachi.	 GOVERNMENT OF PAKISTAN MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH DEPARTMENT OF PLANT PROTECTION PLANT QUARANTINE OFFICE	For office use only Dairy Number: Dairy Date:
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1. Consignee / Importer (<i>Name & address</i>): Phone # _____ Fax _____ Cell # _____ Email: _____	2. NAME & ADDRESS OF APPLICANT (<i>or importer's authorized agent</i>) Stamp Phone # _____ Cell # _____
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Plant or Plant Product to be imported

(a)	Common/Scientific Names of Plant or Plant Product			
	Quantity/Weight		Number & Type Of Packages	
(b)	Country & Locality of Origin		Number of Consignment	
	Imported From			
(c)	Exporter (Name & address)			
(d)	Destination	e)	Means of Transport	(tick out the related box) BY SEA <input type="checkbox"/> AIR <input type="checkbox"/> OR LAND <input type="checkbox"/>
(f)	Prescribed port or point of entry			
(g)	Purpose of Import: (tick out the related box)	Consumption <input type="checkbox"/> wing <input type="checkbox"/> nt/parts for planting (Nursery Stock) Small lots <input type="checkbox"/> seeds Fruits & Veg <input type="checkbox"/> ables Others <input type="checkbox"/> <input type="checkbox"/>		

See Pakistan Plant Quarantine Act 1976 and Plant Quarantine Rules, 1967

Warning: any alteration, forgery, or unauthorized use of this document is subject to civil penalties or punishable by fine or imprisonment, or both

Department use only

INSTRUCTIONS:

- Please type or print clearly.
- Read the entire application before completing.
- You must complete all of the fields.
- Import permit validity (three months)
- Revalidation (for one time before due date)
- The applicant named in box # 1 must sign the form.
- Provide a copy of L/C / Performa Invoice / contract
- The importer / authorized agent of importer advised to collect Import Permit within 15 days otherwise Department shall not responsible
- Examination fees deposited SBP/NBP Rs. _____ Dated _____

Signature of Applicant _____

CNIC # _____

Dated _____

(See rules 3 & 4)

Form No. DPP-PQ/I
Original

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH

Department of Plant Protection

№ 057

Book No. **3019**

(Plant Quarantine Division)

Serial No.

Gram : LOCUSWAR
Tele : +92-21-99248612-15
Fax : +92-21-99248673
E. mail : quarantine@plantprotection.gov.pk
dg1@plantprotection.gov.pk
Web site : www.plantprotection.gov.pk



Jinnah Avenue, Malir Halt
Karachi-27, the 20

Reference : Your No. dated.....

IMPORT PERMIT

In exercise of the powers conferred by Pakistan Plant Quarantine Act, 1976 permission is hereby granted to:—

Name & Address :—

to import

imported from:

grown in by..... through the port of

The importation and release of the consignment shall be

subject to:-

1. The consignment is free from soil and accompanies with a valid Phytosanitary Certificate, issued by a competent authority of the country of origin declaring it to be free from insect pests and diseases or rendered so by effective treatment.
2. Quarantine examination and treatment at the port of entry or any other place designated by the Director of Plant Protection or any Officer so authorized by him and shall there after be released only after issuance of release order from complete Plant Quarantine Authority.
3. Payment of such examination and/or treatment charges and as may be levied under rules.
4. Additional conditions on (reverse).

Importation (s) made otherwise than in accordance with the conditions listed above shall be liable to confiscation and destruction.

This permit is valid till

DIRECTOR/QUARANTINE ENTOMOLOGIST

To, 1) The Permittee.....

2) The Assistant Quarantine Entomologist.....

No Release Order can be issued until an application is completed			
Application for (Form No. PQ/III) Plant Protection Release Order (PPRO) and clearance of Imported Plants or Plant Products		For office use only	
		Dairy No.	
To, The Entomologist (Quarantine) Department of Plant Protection Seaport, Karachi.	INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. READ THE ENTIRE APPLICATION BEFORE COMPLETING		Date:
1. Consignee (Name & Address):		2. Name & address of applicant (or importer's agent)	
		Stamp	
Phone/Mobile #			
Purpose of Import: (tick out the related box)	Consumption <input type="checkbox"/> Sowin <input type="checkbox"/> Plant/parts for planting (Nursery St <input type="checkbox"/> k) Small lots of <input type="checkbox"/>	Seeds <input type="checkbox"/> Fruits & Vegetables <input type="checkbox"/> Other <input type="checkbox"/>	
<i>Particulars of Consignment</i>			
Name of Commodity:		Country of origin:	
Botanical Name:			
Quantity/Weight:		Number & type of Packages:	
Imported from:		Birth No.	
Vessel Name:		Arrival Date:	
<i>Tick out the documents enclosed & arrange following documents serial wise</i>			
<input type="checkbox"/> 1. Import Permit No.	Issue Date:		
<input type="checkbox"/> 2. Bill of Lading No.	Issue Date:		
<input type="checkbox"/> 3. Phytosanitary Certificate <input type="checkbox"/> 4. Invoice (copy) <input type="checkbox"/> 5. AD/TEST REPORT (As mentioned on Import Permit) <input type="checkbox"/> 6. ANCHORAGE PERMIT (for Raw Cotton only) <input type="checkbox"/> 7. GMO <input type="checkbox"/> 8. G.D.(copy)			
<input type="checkbox"/> 9. Examination fees deposited SBP/NBP (Main Branches)	Rs.	Dated	
For office use only			
Warning: any alteration, forgery, or unauthorized use of this documents is subject to civil penalties or punishable by fine or imprisonment, or both			
Notice:- Examination fees will be depositing in State Bank of Pakistan or National Bank of Pakistan under Head of Account C03-Receipt from Civil Administration & other functions C031-Economic Services Food & Agriculture C03116-Agriculture Receipts C03123-Receipt from Plant Protection Operations Fees & fines, other/fees collection of payment for Services rendered		Dated:	
		Signature of applicant (or importer's agent)	

ORIGINAL

Form No. DPP. PQ/III

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
DEPARTMENT OF PLANT PROTECTION
(Plant Quarantine Division)
Jinnah Avenue, Malir Halt, Karachi 75100, Pakistan

6964

No. 083

BOOK No.

SR. No.

Phone : 92-21-99248612-15
Fax : 92-21-99248673
E-mail : quarantine@plantprotection.gov.pk
Website : www.plantprotection.gov.pk

No.
Plant Quarantine Station
Dated.

Your reference



Dated:

RELEASE ORDER

Plants and plant products specified below were examined by a duly authorised officer of this Department and were found apparently free from injurious insects and diseases. The consignment may now be released to the consignee :—

ORIGINAL

QUALIFYING REMARKS.....

DESCRIPTION OF ARTICLES.....

To.

Director

Copy to:

No Phytosanitary Certificate can be issued until an application is completed		
APPLICATION FOR PHYTOSANITARY CERTIFICATE OF PLANT AND PLANT PRODUCTS FOR EXPORT		(for office use only)
To, The Entomologist (Quarantine) Department of Plant Protection Seaport Office, KARACHI I / We are authorized agent / representative of M/s. _____		Entry Number _____ Date _____
hereby request the on behalf of consignor to examine / Fumigation the Plant and Plant material whose detail mentioned below.		3. NAME & ADDRESS OF APPLICANT (or exporter's agent) with signature
1. Name of importing country		
2. EXPORTER / CONSIGNOR (Name & address):	4. Place o Origin	
3. IMPORTER / CONSIGNEE (Name & address):	5. Declared point of entry	
6. Declared means of conveyance	7. Number and description of packages	
8. Distinguishing marks/container no. Seal No. (If number of Containers more than five please list attached)		
9. Name of Produce	10. Botanical name of Plant	11. Quantity
12. This is certify that the plants, plant products or other regulated articles described herein have been inspected and/ or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests		
13. Additional declaration		
IMPORT PERMIT NOT PRESENTED BY EXPORTER		
Disinfestations and / or Disinfection Treatment		
14. Fumigation / Examination Date	15. Treatment / Chemical (active ingredient)	
16. Duration & temperature	17. Concentration	
18. Additional information Date of exposed/Fumigated by	19. Name of Inspector:	
Examination fees deposited SBP/NBP (Mains Branches): Rupees 300/-		Dated:
Notice:- Examination fees will be depositing in State Bank of Pakistan under Head of Account C03-Receipt from Civil Administration & other functions C031-Economic Services Food & Agriculture C03116-Agriculture Receipts C03123-Receipt from Plant Protection Operations Fees & fines, other / fees collection of payment for Services rendered		
* It is hereby informed to all the applicants that the information on phytosanitary certificate (P.C.) will be entered according to information given on application by exporters/ agents and there will be no correction in P.C. after its issuance, except with the fine if deemed so.		

1. Department of Plant Protection of Pakistan To: Plant Protection Organization of (importing country)		FORM V PHYTOSANITARY CERTIFICATE ORIGINAL		
2. Name and address of exporter		Book No. 09202	Serial No. 520115	
3. Declared name and address of consignee		GOVERNMENT OF PAKISTAN MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH DEPARTMENT OF PLANT PROTECTION Jinnah Avenue, Malir Halt, Karachi 75100, Pakistan Ph: +92-21-99248612-15, Fax: +92-21-99248673 E-mail: quarantine@plantprotection.gov.pk (Website: www.plantprotection.gov.pk)		
4. Place of origin		5. Declared point of entry		
6. Declared means of conveyance		7. Number and description of packages		
8. Distinguishing marks/Container No. / Seal No.				
9. Name of produce	10. Botanical name of plant	11. Quantity		
12. This is to certify that the plants, plant products or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.				
13. Additional declaration				
Disinfestation and / or Disinfection Treatment				
14. Date		15. Treatment / Chemical (active ingredient)		
16. Duration & temperature		17. Concentration		
18. Additional information		19. Name of Inspector		
20. Stamp of Organization				21. Place of issue
24. No financial liability with respect to this certificate shall attach to Department of Plant Protection, Pakistan or to any of its officers or representatives.				22. Signature _____
				23. Name of authorized officer
				25. Date