GOVERNMENT OF GILGIT-BALTISTAN

Trader Registration & Exemption Process

Step-by-step guide | FY 2026-2027



01 / ACCOUNT AND ONBOARDING

Existing traders must register again under the new policy
Use your existing account. Complete all three onboarding steps again with fresh verification and required documents, then pay the new registration fee after approval. Previous records and payments are retained for audit; they do not activate the new registration.

1 — Access your account
Open **krts.iclgb.gov.pk**. Existing users sign in. New users select **Get Started**, enter personal and contact details, and upload CNIC front and back. Verify your email. A Food Survey match is treated as verified for initial scrutiny; unmatched records remain submitted for review. Complete any pending identity verification shown in the portal.

2 — Onboarding step 1: business registration and RTB
Select **SECP-registered company or Form C trader**. Verify the registration number and Chamber/RTB membership. Enter your correct NTN and upload the Chamber/RTB certificate. Form C traders must also upload the NTN/FBR certificate. Save and continue.

3 — Onboarding step 2: legal documents
Upload the SECP incorporation certificate or Form C, as applicable, plus owners' CNIC and domicile documents. Upload the police character certificate; without it, onboarding remains incomplete. Add Form I/A where applicable, then continue to step 3.

4 — Onboarding step 3: financial details and location
Enter the annual bank transaction amount from your attested statement. Upload the Bank Maintenance Certificate signed and stamped by the Branch Manager and the Annual Attested Bank Transaction Statement. Enter the official business address and GPS coordinates; add shop/warehouse photos where applicable. Review your calculated category and submit documents for verification.

5 — Receive approval and pay the registration challan
Track the document **review on your dashboard** and correct any rejection when resubmissions are open. After **approval**, pay the new registration PSID challan through the supported **GB Pay / 1Link** channel. Use the amount and deadline shown on the challan. Confirm that payment is recorded before requesting **exemption quota**.

Registration and renewal end with the financial year
Validity ends on 30 June of the relevant FY, rather than 12 months after payment. For FY 2026-2027, validity ends on 30 June 2027. Pay the applicable renewal challan for the next FY when due. Registration fees, renewal fees and exemption processing fees are separate payments.

02 / QUOTA AND WEBOC



BL-wise Exemption
Customs clearance | Fresh application and fee for every quota request

Category	Policy ceiling per fresh application
Category I - Standard commercial entities	**PKR 10,000,000**
Category II - Youth/female entrepreneurs	**PKR 5,000,000**

Your approved category and active cap are shown in the portal. Eligibility is assessed using the applicable business, bank transaction and youth/female criteria.

6 — Submit the VIR and BL pair
From the dashboard, open Exemption application. Enter the VIR number and BL number exactly as recorded by customs; the pair identifies the consignment. Upload the local consumption undertaking and confirm that the goods are for local consumption in Gilgit-Baltistan only. Submit for WeBOC validation.

7 — Pay the fresh exemption processing challan
Pay the PSID challan generated for this BL-wise request. Each new quota request requires a fresh application and processing fee. Eligible requests are processed on a first-come, first-served basis, subject to category eligibility, the active cap and available overall FY balance. District-wise quota allocation no longer applies.

8 — Submit HS codes and estimated quantities
When Submit clearance details becomes available, select the applicable HS codes from the PCT list and enter a quantity for each code in its displayed unit. Check the descriptions, quantities and NTN before submitting. The portal shares the VIR, BL, quota and PCT details with WeBOC. Download the exemption slip/certificate once generated.

9 — Use the approved quota at GD declaration
Proceed with customs GD declaration using the approved exemption reference. WeBOC processing records utilization against the approved quota. Check the application status and validity shown in the portal, an exemption application may expire before the FY ends if a shorter validity period applies.

Unused balance returns to the overall quota pool
If utilization is below the category cap, the unused balance is released back to the overall FY pool. It cannot be carrrried forward or reused on that application. Submit a new paid application for the next quota request. The overall policy cap is PKR 4 billion, subject to the Department's current FY settings and available balance.

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Follow current portal notices and pay the amount shown on each challan.