



# 1

### GET STARTED

- Open the portal ([krts.iclgb.gov.pk](http://krts.iclgb.gov.pk))
- Click Get Started

# 2

### ENTER BASIC DETAILS

- Fill personal info + CNIC
- Select Type (Importer/Trader)
- Upload CNIC (Front & Back)

# 3

### AUTO SURVEY CHECK

- System checks API
- Record found or not — continues

# 4

### SUBMIT FOR NADRA

- Submit application
- NADRA verifies batch-wise
- Rejected: reason shown (re-submit)
- Approved: proceed to onboarding (Notify via SMS or Email)

# 5

### UPLOAD TRADER DOCUMENTS

- SECP / Form-C + Chamber (Realtime)
- RTB + Chamber Certificate
- Bank Statement + Annual Amount
- Shop Photos + GPS Coordinates

# 6

### COMPLETE REGISTRATION

- Admin verifies documents
- PSID challan → pay via 1Link

# 7

### APPLY FOR EXEMPTION

- Apply for rebate (quota-based)
- PSID challan (rebate challan) → pay via 1Link (FCFS)
- Customs redemption via QR validation