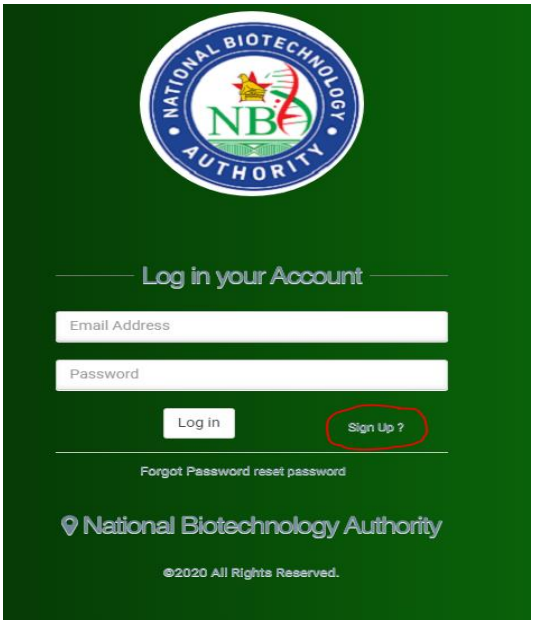
Online Application Procedure.

Step 1

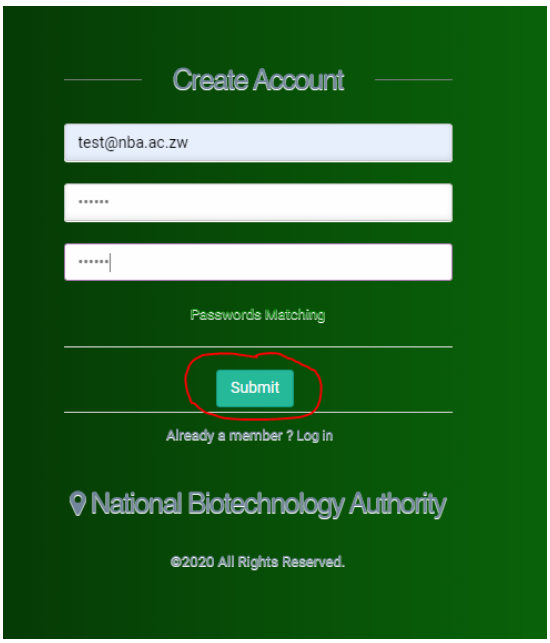
Here is the short procedure for login into the system.

If you have not logged into the system before please click on the sign up Button on the bottom left as indicated in the picture below. Use the assigned email address which we have in our database. This will enable you to access your existing records.



Step 2

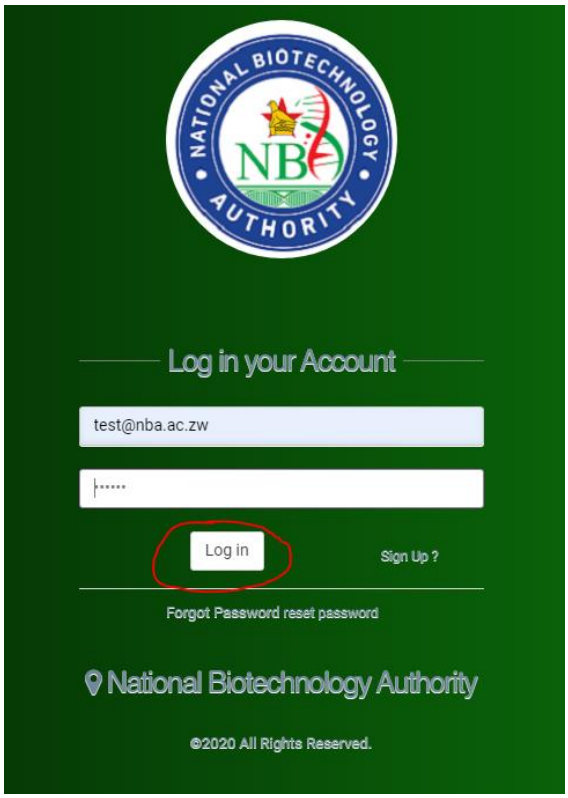
Enter you email address and your preferred password and repeat the password in the form that comes up as below.



Step 3

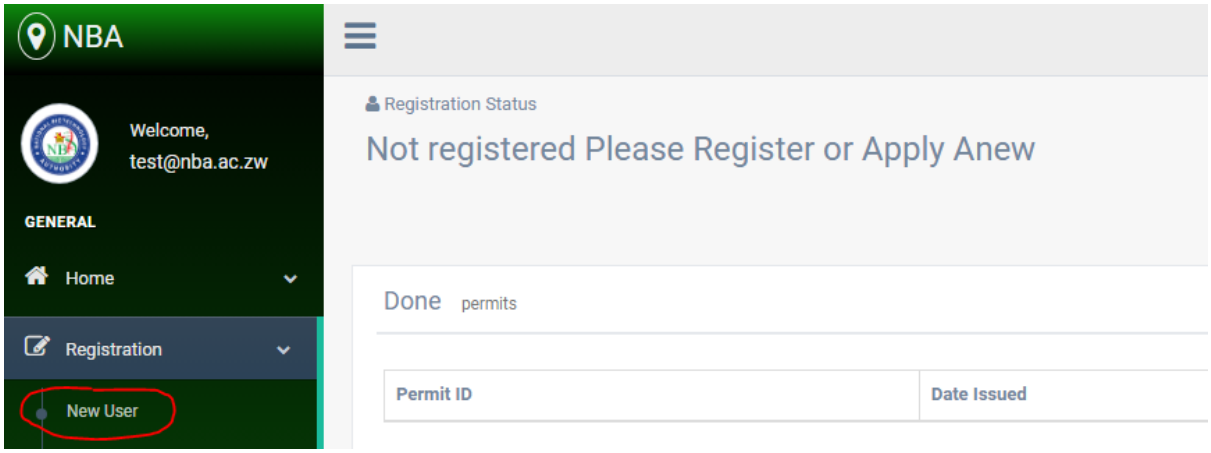
Use the email address and password to login

On the form below



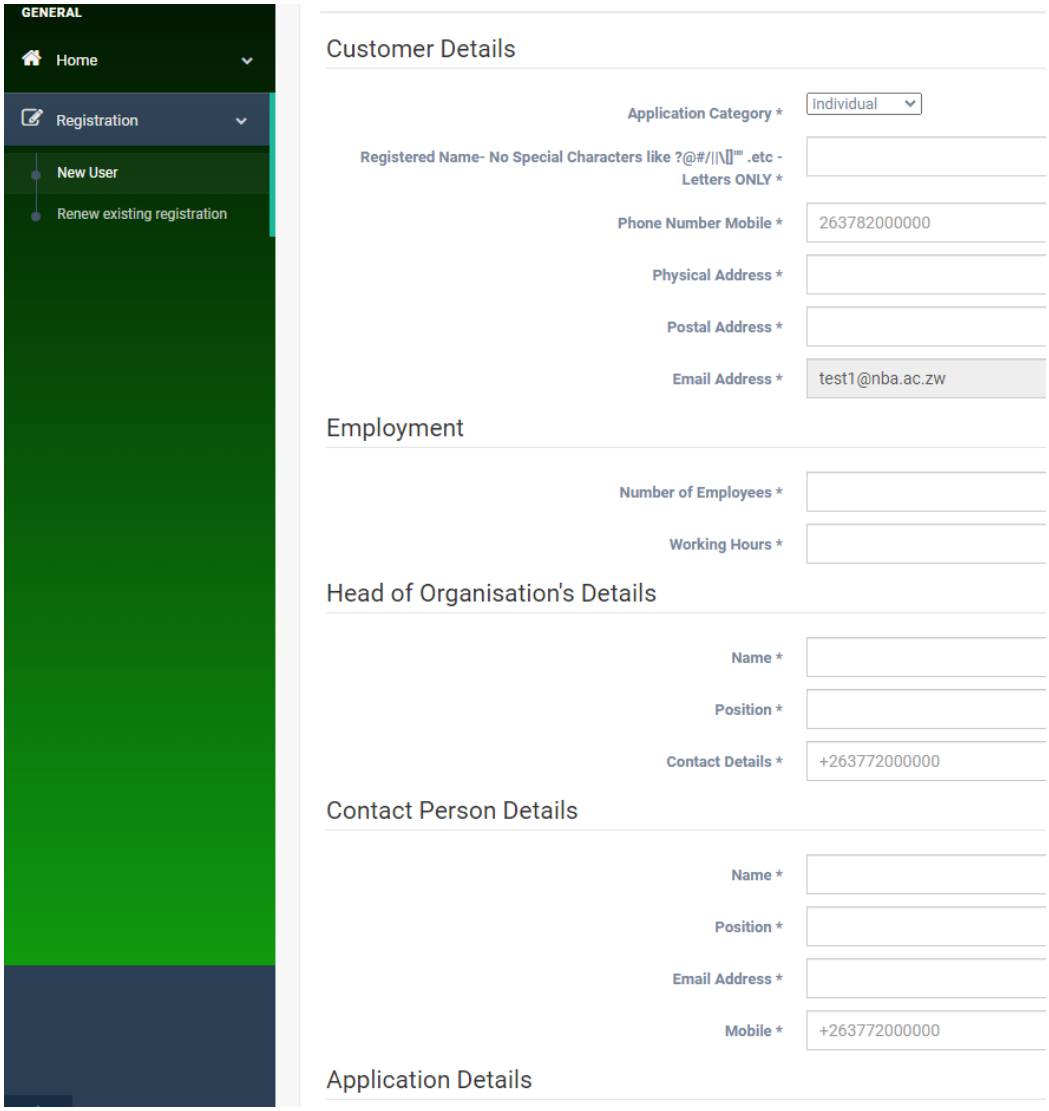
Step 4

Once logged in and as a new user you will see the screen below. Please click on the link registration Drop down as shown in the picture below and start the registration



Step 5

Please enter all the required details and also attach PDF copies of requested documents. These will be uploaded when you click on proceed.



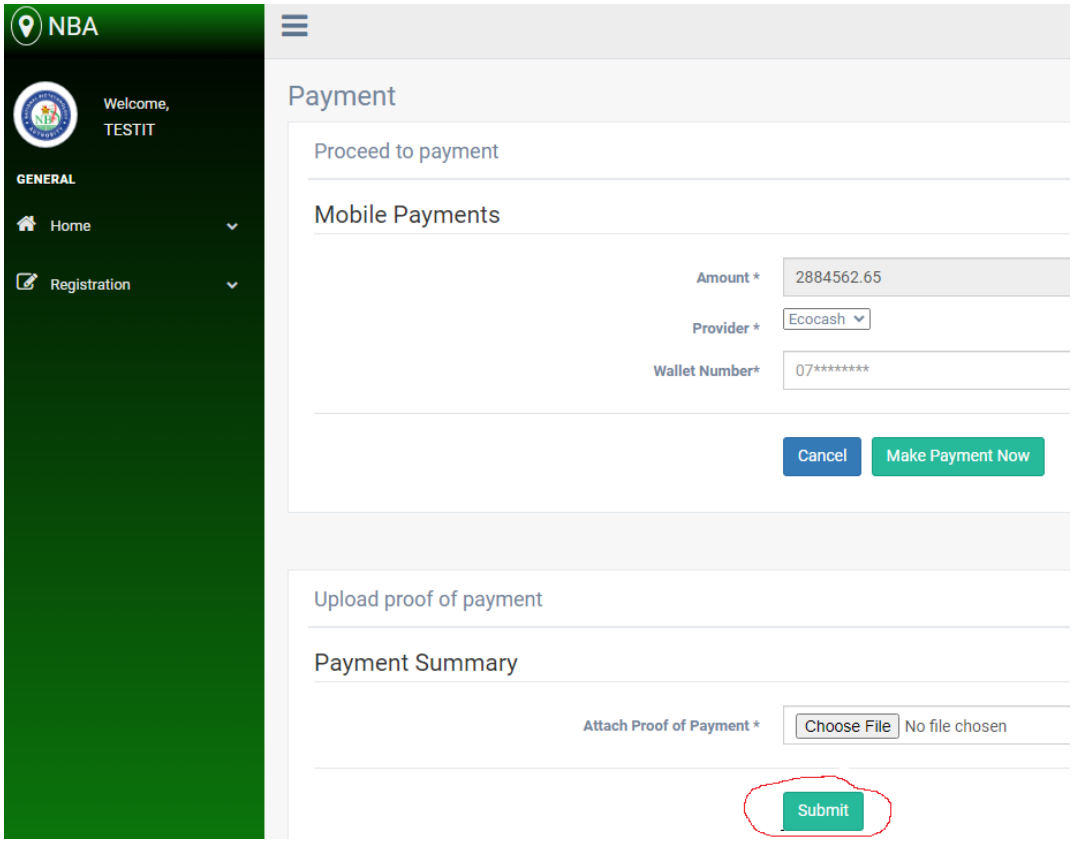
Step 6

After clicking proceed you will be presented with a payment form as below. You have an option to use online Payment using Ecocash, Onemoney, Telecash or if you have used other payments methods like RTGS use the last option where you attach the proof of payment.

Please note when using online payment after entering you PIN please allow about **two minutes** for our system to receive payment confirmation. Once payment has been confirmed the system will take you to you Home page where you will see your dashboard.

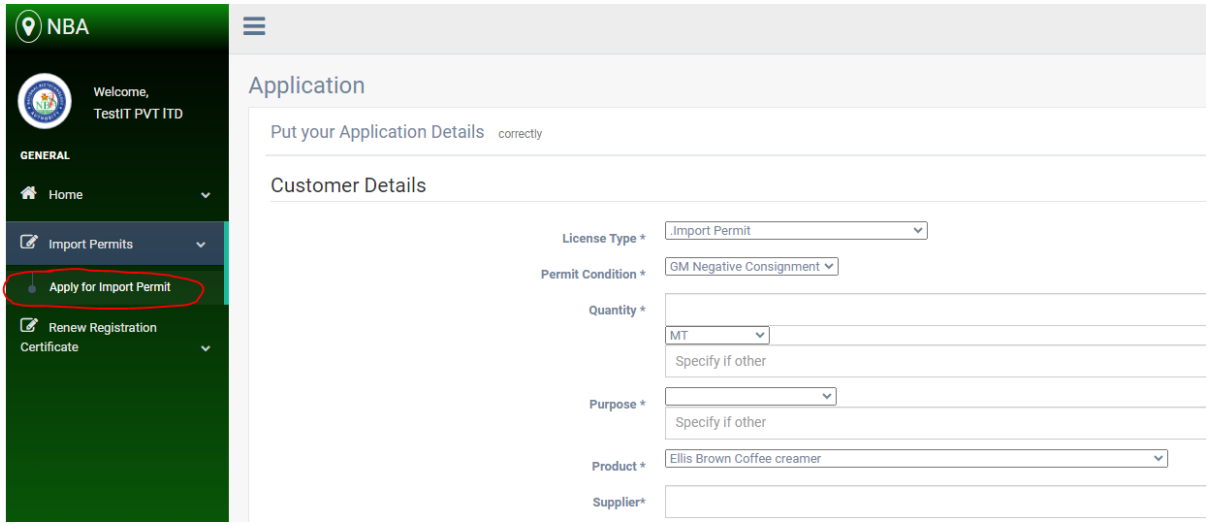
You will have to wait for us to inform you via email that you Permit is ready for collection.

Please NOTE that if you have attached proof of payment , processing may be delayed a bit by the process of confirmation of receipt of funds into out Account



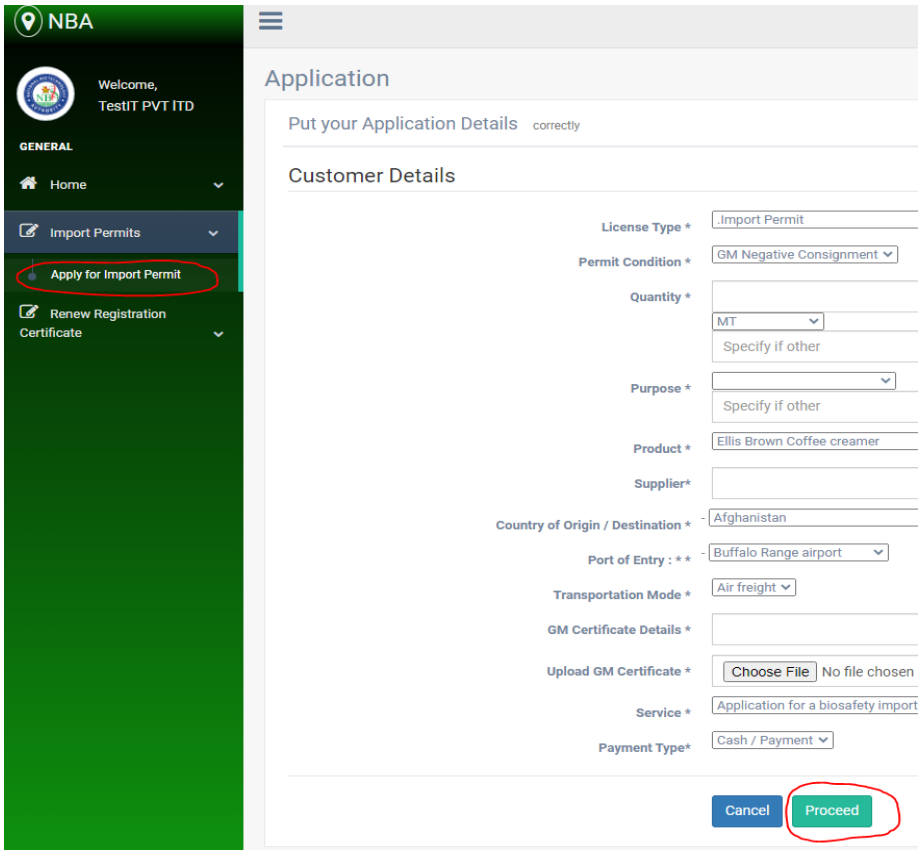
Step 7 Applying for Import Permit

You can apply for your Permit by clicking on Apply for an Import by clicking on Import Permits – Apply for Import Permit as shown below.



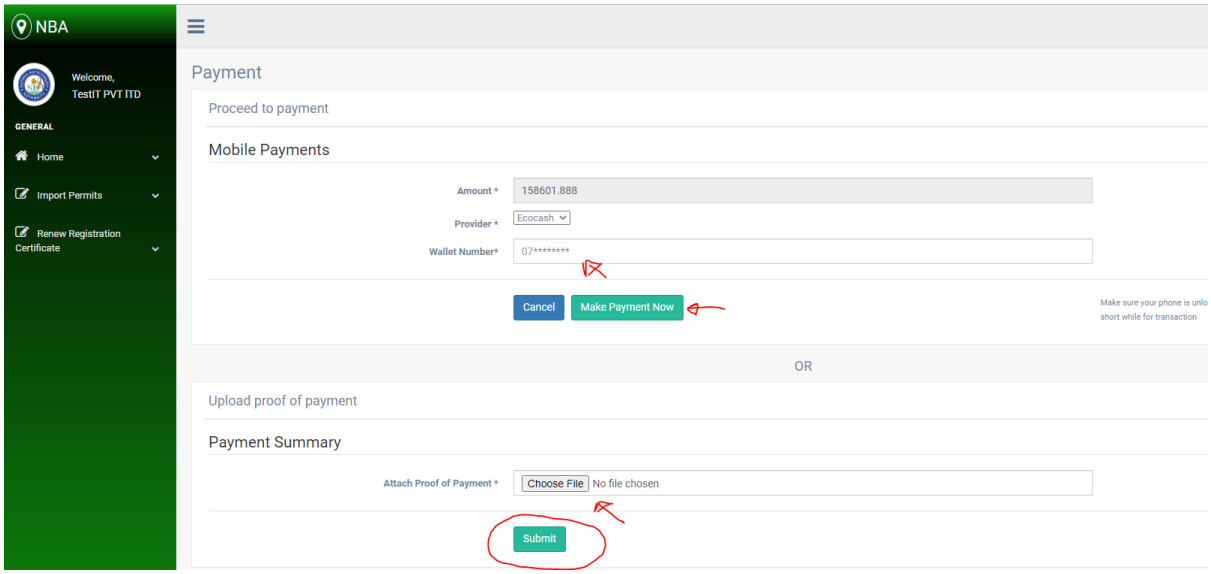
Step 8

Complete the Application form by filling all the fields. Once done click on Proceed and then you will be taken to payment form and you can Jump back to Step 6 for the procedure.



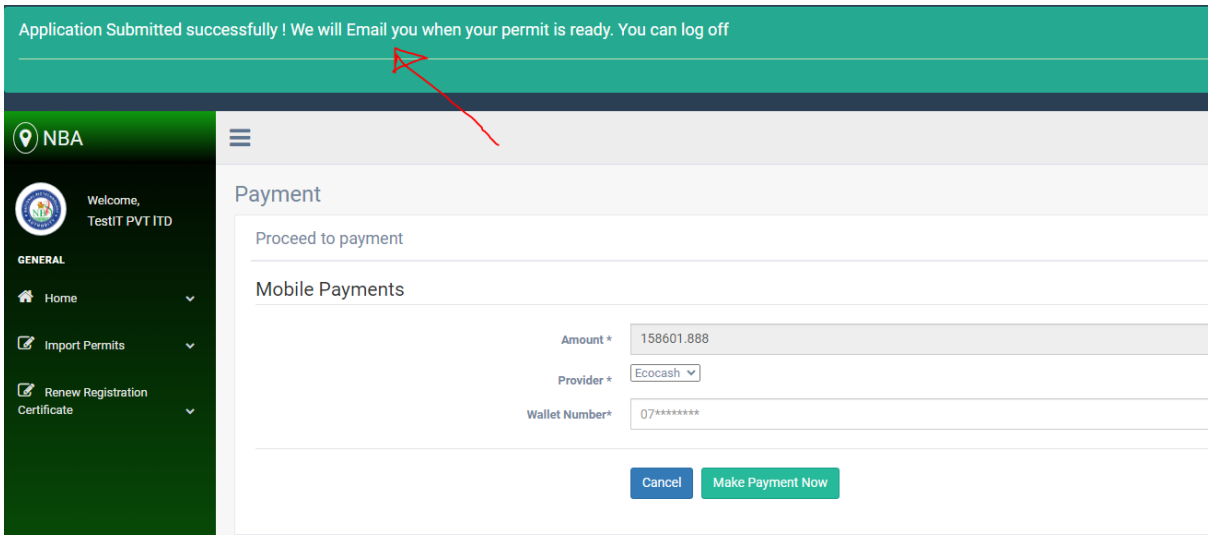
Step 9

Once you have clicked proceed on the above step you will be taken to the payment page where you have to make a payment for the permit application. You can choose the payment method you want you can choose to make a transfer using Ecocash,Netcash,Telecash or to upload a Proof of Payment (POP) ,and then click submit



Step 10

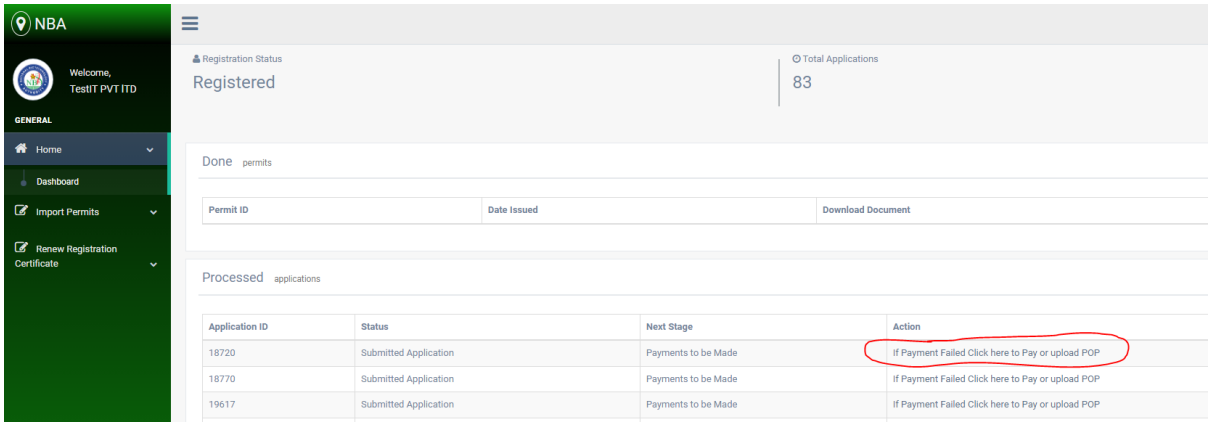
After clicking submit the system will process your documents and confirmation message will appear on your screen if your application has successfully been lodged in the system.

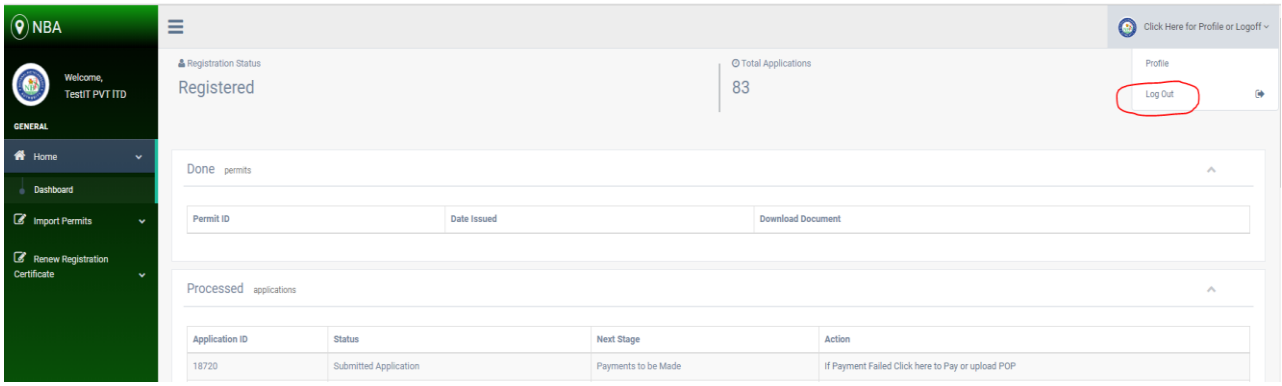


Dashboard

The Dashboard will show you all you previous applications.

If you have an application whose Payment process failed along the way, you can make payment for that application by clicking on the $ Pay under action as shown below



Password Change

You can click on the top right hand corner to Change your password