

**GOVERNMENT OF PAKISTAN
MINISTRY OF NARCOTICS CONTROL**

**STANDARD OPERATING PROCEDURE (SOP) FOR ISSUANCE OF
REGISTRATION AND NO OBJECTION CERTIFICATE (NOC)/AUTHORIZATION
FOR IMPORT/EXPORT OF PRECURSOR CHEMICALS 2022**

1. BACKGROUND:

Pakistan is a signatory to UN Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988. The provisions of Article 12 of the Convention have been incorporated in Section 7 of the Control of Narcotic Substances (CNS) Act, 1997. In compliance with sub-section 2 of Section 7 of CNS Act, 1997 the Federal Government has notified rules called “the Control of Narcotic Substances (Regulation of Drugs of Abuse, Controlled Chemicals, Equipment and Materials) Rules, 2001”. In pursuance of clause (iv) of rule 2 of the above said rules, the Federal Government has appointed the Secretary, Ministry of Narcotics Control, Islamabad to be the competent authority, to discharge various functions under the said rules including registration, licensing and import/export or transit permit authorization. Hence the Secretary, Ministry of Narcotics Control (MNC) is responsible to control precursor chemicals listed in Table-I and Table-II of UN Convention 1988 to check the diversion of these chemicals from licit trade to illicit manufacturing of narcotic drugs. The responsibilities of National Competent Authority are given below:

- i. To respond to Pre-Export Notifications (PENs) issued by the National Competent Authorities of exporting countries in case of import of precursor chemicals by any importing company of Pakistan.
- ii. To issue Pre-Export Notifications to the National Competent Authorities of importing countries in case of export of precursor chemicals from Pakistan.
- iii. To reply to queries raised by International Narcotics Control Board (INCB) from time to time in connection with confirmation of legitimacy of an importing/exporting firm of precursor chemicals.
- iv. To provide information to INCB on form ‘D’ regarding import/export, production and seizure of precursor chemicals in Pakistan.

To comply with the above-mentioned international obligations, the competent authority has decided that no operator shall manufacture, import, export, acquire, supply or possess any controlled chemical or items of controlled equipment or materials except in pursuance of, and in accordance with, relevant control measures determined by the Competent Authority. Moreover, it has also been decided by the Competent Authority that the following procedure will be adopted for any operation in the business/commercial activity of precursor chemicals.

2. REGISTRATION OF FIRMS:

- i. No NOC/authorization will be issued to any firm for any operation in the business of precursor chemicals unless it has been registered with Ministry of Narcotics Control. Each firm desirous of engaging in the business of precursor chemicals will get itself registered in Ministry of Narcotics Control in one of the following categories of consumers:
 - a. Pharmaceutical importer
 - b. Industrial importer
 - c. Commercial importer
 - d. Exporter
- ii. The firm which desires to operate in the business (import, export, transshipment) of precursor chemicals will submit an application on the prescribed form (Annex- I) to the Competent Authority wherein the information mentioned in IF-I (copy enclosed) will necessarily be provided. After being satisfied/verification by ANF or any other Law Enforcement Agency, that the operator is legal and there is no risk of diversion of precursor chemical from licit trade to illicit manufacturing of narcotic drugs in the business of the operator, the competent authority will issue a registration certificate to the applicant.

3. CATEGORIZATION OF FIRMS:

The firms involved in business of import/export of precursor chemicals may be categorized as under:

- i. Category A: Government entities
- ii. Category B: Private Sector Consumers
- iii. Category C: Commercial Importers/Distributors
- iv. Exporters: Firms registered for export of precursor chemicals

4. PROCEDURE FOR REGISTRATION:

- i. All operators who desire to operate in the business of precursor chemicals will get themselves registered with Ministry of Narcotics Control and get Registration Certificate.
- ii. Registration number so obtained will be referred to in all future correspondence.
- iii. Applications for registration will be submitted to the competent authority on a prescribed form (Annex-I) and supported with documents listed at IF-I.
- iv. Application for the import/export of precursor chemicals will be submitted to the Competent Authority on prescribed form (Annex-II) and supported with documents listed at IF-II.
- v. The Competent Authority will forward the application to ANF for verification of legitimacy and
- vi. In case of industrial or pharmaceutical consumers, the application will be forwarded to FBR or Drug Regulatory Agency of Pakistan as per Import Policy Order for determination of annual requirement/quota of the applicant.

- vii. After being satisfied that the applicant has legitimate requirement of precursor chemical applied for, and there is no risk of diversion of the chemical from licit trade to illicit manufacturing of narcotic drugs, the Competent Authority may issue registration certificate and subsequently NOC/Authorization for the import/export of the requested chemical in favour of the applicant.

5. CRITERIA FOR ISSUANCE OF NOC TO DIFFERENT FIRMS:

- i. NOC to category 'A' firms may be issued by the Competent Authority in its discretion with or without the ground check report of ANF.
- ii. NOC to Category 'B' firms for any activity in the business of precursor chemicals will be issued by competent authority after receipt of ground check report from Anti-Narcotics Force and Registration by Ministry of Narcotics Control. However after registration, NOCs will be renewed annually.
- iii. The firms listed in category 'C' will be granted NOC to deal in the business of precursor chemicals after receipt of ground check report from ANF and Registration by Ministry of Narcotics Control. However subsequent NOCs will be issued after ground check by ANF for confirmation of legitimate sales. The ground check report will be valid for a calendar year.
- iv. NOC to Exporters shall be granted after generation of Pre-Export Notification (PEN) and after receipt of reply. In case of no reply within 15 days from the generation of PEN, cases shall be presented for approval of Competent Authority for decision.

6. TERMS AND CONDITIONS FOR REGISTRATION AND ISSUANCE OF NOC:

- i. The grantee of NOC/Authorization will provide all information/documents mentioned in IF-III (copy enclosed) to Ministry of Narcotics Control as soon as possible.
- ii. The grantee of NOC/Authorization will extend full cooperation to ANF or any other agency authorized by the Competent Authority for checking of record of grantee and will not conceal any document required by the said Agency.
- iii. The grantee of NOC/Authorization will invariably submit IF-IV to Competent Authority on quarterly basis.
- iv. The grantee of NOC/Authorization will keep complete record of the disposal of the chemical and ensure its production to Competent Authority or any other authority so authorized by the Competent Authority.
- v. The grantee of NOC will comply with all instructions issued by Competent Authority from time to time.
- vi. The firms operating in the business of precursor chemicals will obtain NOC/Authorization from Ministry of Narcotics Control prior to initiating any activity such as import, export of these chemicals.
- vii. The operators in the business of precursor chemicals will have proper set up, safe storage facility and security arrangements for these chemicals.
- viii. Importers of precursor chemicals will ensure compliance of submitting 'End User Certificate'.

- ix. A firm that desires to import precursors that are petroleum byproducts. i.e. Acetone, Toluene, Methyl Ethyl Ketone shall be required to submit a copy of Dangerous Petroleum License (DPL) issued in favor of the firm by the Department of Explosives before registration.
- x. A firm that desires to start business as a commercial importer shall not be allowed more than 10 MT quota for any substance initially as the requirement of the market is already being met. Large consumers are importing their required precursors themselves and Commercial Importers are catering to the needs of small consumers who are unable to import small quantities themselves.
- xi. No foreign nationals shall be allowed to do commercial import and trading of precursor chemicals.
- xii. A firm already registered in Category B as a Consumer or a firm registered as a Producer shall not be allowed to be registered as a Commercial Importer in category C. Owner of a firm registered in Category B as a consumer or Producer shall not be allowed to register any other firm owned by him or his siblings/ wives/ children/ business partners as a Commercial importer in category C.

7. EXEMPTION OF QUANTITIES FOR SALE BY COMMERCIAL IMPORTERS:

- i. Commercial importers may sale up to 20 liters/kg of precursor chemicals namely Acetone, Toluene, MEK, Ethyl Ether and Potassium Permanganate in a calendar year to consumer firms or universities or research institutions without NOC for use in laboratories. The Commercial importer selling such quantities will ensure the end use of the buyer by obtaining End User Certificate/Undertaking and will keep a record of the same.
- ii. As per decisions taken in 23rd Meeting of the Registration Committee held on 26th February, 2015, Commercial Importers may sell Hydrochloric Acid upto 30 MT and Sulphuric Acid upto 10MT respectively in a calendar year without NOC. The Commercial importer/Local producer selling such quantities will ensure the end use of the buyer and Obtain End User Certificate/Undertaking and will keep a record of the same.

8. PENALTIES:

- i. Commercial Importers shall sale these chemicals to only those clients who have valid NOC/Authorization of this Ministry for local purchase of these chemicals. Any firm found to be involved in illegal sale of precursor chemicals to non-NOC holders shall have their registration cancelled. The same shall also apply to firms involved in sale of precursor chemicals that were imported for consumption by the firm.
- ii. However, firms involved in illegal sale of precursor chemicals will be granted a personal hearing in the Registration Committee meeting before such decision is finalized. The Registration Committee will decide the matter considering gravity of the offence, and instead of cancelling their registration, the committee may penalize the firm by decreasing their quota for a fixed period or permanently.

- iii. In case a firm is blacklisted, its proprietors/owners will also be blacklisted and their names will be circulated to all concerned. And they shall not be allowed to register or run any other firm for import of precursor chemicals.

9. CASES RELATED TO ENHANCEMENT IN QUOTA:

The Registration Committee shall have the mandate to consider requests for enhancement in quota for B Category firms where the delay is unavoidable or where ANF fails to send a ground check report within three months from the date of dispatch of request for ground check by the Ministry.

10. POWERS OF THE REGISTRATION COMMITTEE:

The Registration Committee shall be empowered to decide upon all matters related to registration of firms and will also serve as a court of appeal in such matters. The committee shall also have the mandate to take decisions on matters that are not clearly mentioned in the SOPs or in the Control of Narcotic Substances Rules 2001.

11. EXTENSION IN DATE OF EXPIRY FOR IMPORT/EXPORT NOCs:

In cases where a firm is unable to import or export a consignment by the time of expiry of that NOC, it may request Ministry of Narcotics Control with reasons in writing for extension in date of expiry of the said NOC.

Annex-I

Application Form for Registration

Subject: - **IMPORT/EXPORT OF PRECURSOR CHEMICAL**

Dear Sir,

We, M/s _____ request in the honour of the Competent Authority i.e. the Secretary Ministry of Narcotics Control to register our firm as importer/exporter (_____) of a precursor chemical namely _____. IF-I with all information and relative documents is enclosed.

2. We hereby declare that we will comply with all instructions issued by the Competent Authority to control the diversion of the said chemical from licit trade to illicit manufacturing of narcotic drugs. We also declare that we will extend our full cooperation to Competent Authority to prevent diversion of precursor chemicals.

Signature _____

Full Name _____

Owner/authorized person _____

Stamp _____

Witness No.1. _____

CNIC No: _____

Signature: _____

Witness No.2. _____

CNIC No: _____

Signature: _____

IF-I

- 1) Complete Name of Firm _____
- 2) Complete Address/Location _____

3) Contact person in Office _____

4) Contact Details:

Office phone No. _____

Office Fax No. _____

Contact person mobile No. _____

E-mail _____

Website _____

5) List of owners/proprietors (Copies of ID Cards)

1. _____

2. _____

3. _____

6) Year of Establishment of firm/company/entity _____

7) Type of category applied for: (import/export/consumption/distribution) _____

8) Total per year demand _____

9) Utilization/uses of the chemicals _____

10) Total strength of employees _____

11) Annual Production of the Firm _____

Copies of following documents need to be attached

12) Stock Register having the entry of subject chemicals _____

13) GMP/GSP Compliance Certificate/ISO Certificate _____

14) Membership certificate of Chamber of Commerce and Industry _____

15) Ownership/lease agreement _____

16) NTN registration certificate _____

17) Sales Tax Registration Certificate _____

18) Enlistment with any stock exchange _____

19) Map of the Premises _____

20) List of machinery installed in the unit _____

Application Form for NOC/Authorization

Subject: - **IMPORT OF PRECURSOR CHEMICAL**

Dear Sir,

We, M/s _____Registration
No. _____ request in the honour of the Competent Authority
i.e. the Secretary, Ministry of Narcotics Control to grant us NOC/Authorization for the import
of precursor chemical namely _____. IF-II with all information and relative
documents is enclosed.

2. We hereby declare that we will comply with all instructions issued by the
Competent Authority to control the diversion of the said chemical from licit trade to illicit
manufacturing of narcotic drugs. We also declare that we will extend our full cooperation to
competent authority to prevent diversion of precursor chemicals.

Signature _____

Full Name _____

Owner/Authorized person _____

Stamp _____

IF-II

1. Name of firm _____
2. Registration No. _____
3. Name of Chemical to be imported _____
4. Quantity to be imported _____
5. Present Stock position as on (d/m/y) _____
6. Name of exporting firm _____
7. Name of Exporting Country _____
8. Expected Schedule for Utilization _____
9. Per annum production _____

Signature _____

Full Name _____

Owner/Authorized person _____

Stamp _____

Information for Pre-Export Notification (PEN)

S. No	Information required	Information Provided
1.	Estimated Export Date	
2.	Name of Exporting Country	
3.	Point of Exit	
4.	Estimated Import Date	
5.	Importing Country	
6.	Point of Entry	
7.	Chemical's Name	
8.	H.S. Code	
9.	Quantity to be exported	
10.	Flight/Shipping Details	
11.	Transportation Details	
12.	Exporter's Name	
13.	Exporter's Address	
14.	Exporter's Telephone No.	
15.	Exporter's Fax No.	
16.	Importer Name	
17.	Importer's Address	
18.	Importer's Telephone No. T	
19.	Importer's Fax No.	
20.	Manufacturer Name	
21.	Manufacturer's Address	
22.	Manufacturer's Telephone No.	
23.	Manufacturer's Fax No.	
24.	Broker's Name	
25.	Broker's Address	
26.	Broker's Telephone No.	
27.	Broker's Fax No.	
28.	Ultimate Consignee's Name	
29.	Ultimate Consignee's Address	
30.	Ultimate Consignee's Telephone No.	
31.	Ultimate Consignee's Fax No.	

Consumption report (IF-IV Form) for the year- - - - -

NAME OF FIRM-----

REGISTRATION NO. -----

NAME OF CHEMICAL IMPORTED-----

NAME OF PRODUCT MANUFACTURED-----

Period	Previous Balance	Import	Name of exporting firm/country	NOC number & date	Total Stock	Consumption	Balance
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							

Above report is up till (d/m/y)_____

Name_____

Designation_____

SIGNATURE OF AUTHORIZED PERSON

Sales Detail

M/s _____

Sr. No.	Name of Firm	Quantity purchased	Date of purchase	NOC No and date (issued to purchasing firm)	Contacts Details Phone/Fax/E-mail Website etc

SIGNATURE OF AUTHORIZED PERSON

