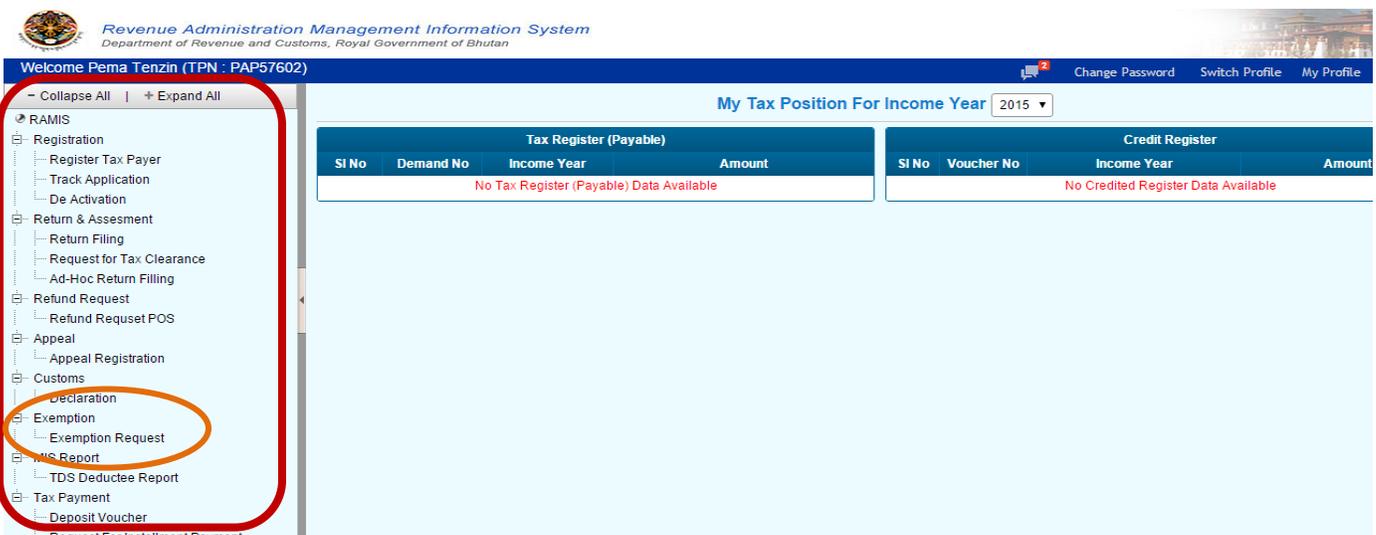


# Sales Tax Exemption User manual (General)

1. Click on **Login RAMIS** in the DRC home page. Login to RAMIS using your **TPN and password**.

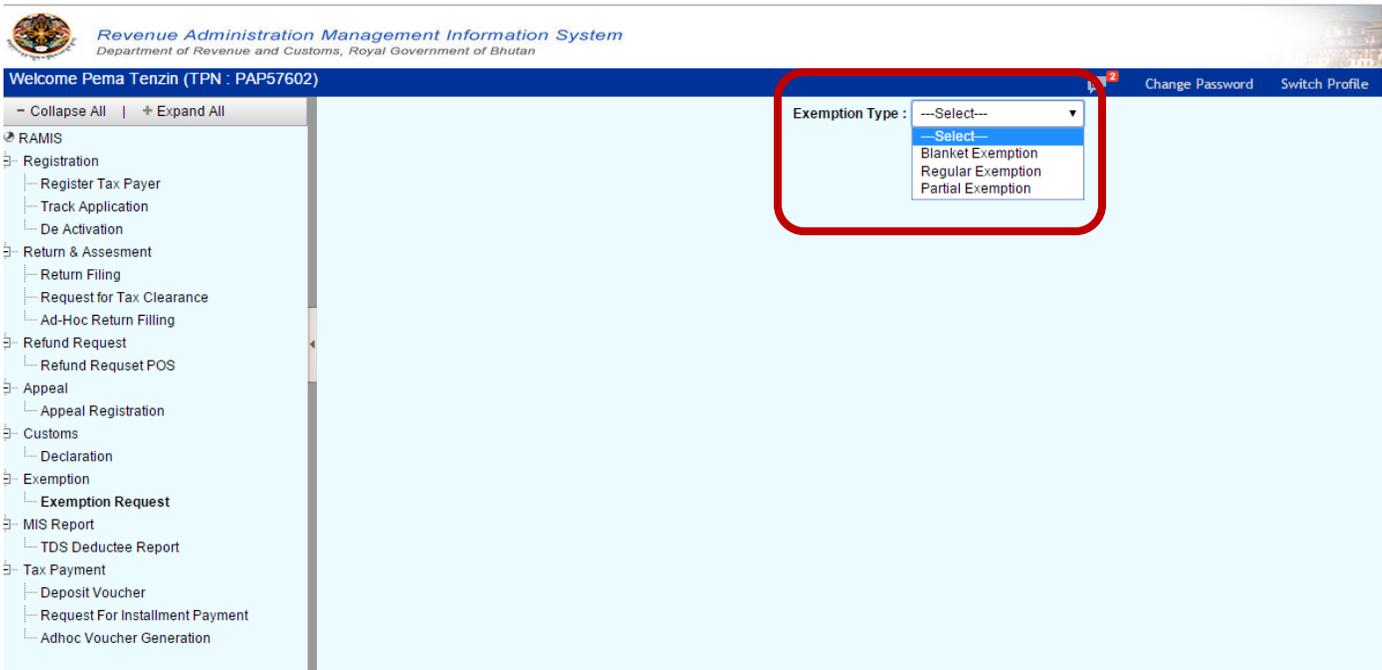


2. Click on **Exemption** and select **Exemption Request** from the menu bar OR expand your Menu List by clicking on “**Expand All**” to apply for Exemption as shown in the diagram below.



## Sales Tax Exemption User manual (General)

3. Select the Exemption Type from the drop down list in the following page as highlighted in the picture below.



### Note:

- (i) For **armed forces**, please select the exemption type as "**Blanket Exemption**" for yearly approval and "**Partial Exemption**" for monthly exemption, as described below:
  - Once your **Blanket Exemption** is approved (**follow rest of the steps below**), your blanket exemption certificate will be generated along with Exemption Number. The exemption number will be emailed to you.
  - To lift the monthly quota, Select the **Partial Exemption** from the list shown in the image above.
  - Then select the **Parent Exemption Number** (Blanket Exemption Number) as you can see in the image below



- Then, to give partial exemption to other agencies (i.e. RBA Wings / RBP Divisions, etc), change the default TPN to that of the respective Divisions or Wings. See the image below.



## Sales Tax Exemption User manual (General)

TPN \* RAY05388

Tax Payer Name \* Royal Bhutan Army, Wing I

Request Date 12-08-2015

Exemption Start Date\*

- Then, follow rest of the steps below as usual.

(ii) All other exemption application not covered under Point No.1 should select **“Regular Exemption”**

4. Select **Tax Type** from the tax type drop down list in the Exemption Request page. For **Sales Tax Exemption**, please select **Sales Tax**.

Exemption Type : Regular Exemption

Exemption Request

Primary Details

TPN \* MAY00419

Tax Payer Name \* Ministry of Agriculture

Request Date 27-07-2015

Exemption Start Date\*

Exemption Details

Exemption Area\* ---Select---

Is Overall Exemption?\* ---Select---

Import license No.

Tax Type\* **Sales Tax**

Exemption On\* ---Select---

Exemption End Date\*

Remarks

RRo

Exempted Tax type

Annexure Detail

Manually Submitted	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	Source Of Fund	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

(\*) Please submit manually or upload documents.  
(\*) Documents with \* sign are mandatory.  
(\*) You can upload only .pdf, .jpeg, .jpg, .tiff, .doc, .xls, .xlsx, .docx, .zip, .7z, .rar documents.  
(\*) Documents size should not be more than 1 MB.  
(\*) Please resize the document or zip it to upload.

5. Select **Purchase** (for domestic goods and services) and **Import** (for exemption based on import) from the **Exemption On** list.

# Sales Tax Exemption User manual (General)

Log Out

Exemption Type: Regular Exemption

Exemption Request

**Primary Details**

TPN \* MAY00419

Tax Payer Name \* Ministry of Agriculture

Request Date 27-07-2015

Exemption Start Date\*

Tax Type\* Sales Tax

Exemption On\* ---Select---

Exemption End Date\* ---Select---  
Import  
Purchase

**Exemption Details**

Exemption Area\* ---Select---

Is Overall Exemption?\* ---Select---

Import license No.

Remarks

RRCO\* ----- Select-----

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *		Choose File No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR		Choose File No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		Choose File No file chosen
<input type="checkbox"/>	Source Of Fund		Choose File No file chosen

(\*) Please submit manually or upload documents.  
 (\*) Documents with \* sign are mandatory.  
 (\*) You can upload only .pdf, .jpeg, .jpg, .txt, .doc, .xls, .xlsx, .docx, .zip, .7z, .rar documents.  
 (\*) Documents size should not be more than 1 MB.  
 (\*) Please resize the document or zip it to upload.

6. Select Exemption Start and Exemption End dates as shown in the picture below.

Log Out

Exemption Type: Regular Exemption

Exemption Request

**Primary Details**

TPN \* MAY00419

Tax Payer Name \* Ministry of Agriculture

Request Date 27-07-2015

Exemption Start Date\* 01-07-2015

Tax Type\* Sales Tax

Exemption On\* Purchase

Exemption End Date\* 31-07-2015

**Exemption Details**

Exemption Area\* ---Select---

Is Overall Exemption?\* ---Select---

Import license No.

Remarks

RRCO\*

Seller TPN / STCA No.\*

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *		Choose File No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR		Choose File No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		Choose File No file chosen
<input type="checkbox"/>	Source Of Fund		Choose File No file chosen

(\*) Please submit manually or upload documents.  
 (\*) Documents with \* sign are mandatory.  
 (\*) You can upload only .pdf, .jpeg, .jpg, .txt, .doc, .xls, .xlsx, .docx, .zip, .7z, .rar documents.  
 (\*) Documents size should not be more than 1 MB.  
 (\*) Please resize the document or zip it to upload.

Activate Windows

## Note:

- (i) Request Date is the current date which cannot be changed.
- (ii) The Exemption Start Date and End Date should be according to your planned activities for which exemption is applied for.
- (iii) The exemption is adjusted with specific month's Sales Tax Returns of the seller within the validity of the exemption start and end dates.

7. Then, select **Service** or **Commodity** (for exemptions on goods) from the **Exemption Area** list.

# Sales Tax Exemption User manual (General)

Exemption Type: Regular Exemption

Exemption Request

Primary Details

TPN \* MAY00419  
Tax Payer Name \* Ministry of Agriculture  
Request Date 27-07-2015  
Exemption Start Date \* 01-07-2015  
Tax Type \* Sales Tax  
Exemption On \* Purchase  
Exemption End Date \* 31-07-2015

Exemption Details

Exemption Area \* ---Select---  
Is Overall Exemption? \* ---Select---  
Import license No.   
Seller TPN / STCA No. \*   
Remarks   
RRCO \* ---Select---

Annexure Detail

Manually Submitted	Name of the Document	Document No	Upload File
<input checked="" type="checkbox"/>	INVOICES *		Choose File No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR		Choose File No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		Choose File No file chosen
<input type="checkbox"/>	Source Of Fund		Choose File No file chosen

(\*) Please submit manually or upload documents.  
(\*) Documents with \* sign are mandatory.  
(\*) You can upload only .pdf, .jpeg, .jpg, .txt, .doc, .xls, .xlsx, .docx, .zip, .7z, .rar documents.  
(\*) Documents size should not be more than 1 MB.  
(\*) Please resize the document or zip it to upload.

8. Please provide the **Seller TPN** in the text box provided as shown below. The seller TPN is the TPN from where you are purchasing/availing goods or services. This is a compulsory requirement.

Exemption Type: Regular Exemption

Exemption Request

Primary Details

TPN \* MAY00419  
Tax Payer Name \* Ministry of Agriculture  
Request Date 27-07-2015  
Exemption Start Date \* 01-07-2015  
Tax Type \* Sales Tax  
Exemption On \* Purchase  
Exemption End Date \* 31-07-2015

Exemption Details

Exemption Area \* Commodity  
Is Overall Exemption? \* Yes  
Import license No.   
Seller TPN / STCA No. \* SAS00232  
Remarks   
RRCO \* Regional Revenue and

Commodity Details

Import/Purchase Purpose \* Project  
Type of Purchase \* Plant & Machinery

## Sales Tax Exemption User manual (General)

9. Please select **Yes** in **Is overall Exemption** (this will removed in the future) and provide **Remarks** if any in the text boxes provided.

Exemption Request

**Primary Details**

TPN \* MAY00419

Tax Payer Name \* Ministry of Agriculture

Request Date 27-07-2015

Exemption Start Date\* 01-07-2015

Tax Type\* Sales Tax

Exemption On\* Purchase

Exemption End Date\* 31-07-2015

**Exemption Details**

Exemption Area\* Commodity

Is Overall Exemption?\* **Yes**

Remarks To distribute to project staffs

Seller TPN / STCA No.\* SAS00232

**Commodity Details**

Import/Purchase Purpose\* ---Select---

Type of Purchase\* ---Select---

BTC Code *	Commodity Description (BTC Code)	Unit *	Country of Origin *	Quantity *	Unit Rate *	Percentage *	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add New](#)

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

10. Please provide **Import License Number** (for import) in the text provided. Then, select the **RRCO** where you are applying exemption for as shown below.

TPN \* MAY00419

Tax Payer Name \* Ministry of Agriculture

Request Date 27-07-2015

Exemption Start Date\* 01-07-2015

Tax Type\* Sales Tax

Exemption On\* Purchase

Exemption End Date\* 31-07-2015

**Exemption Details**

Exemption Area\* Commodity

Is Overall Exemption?\* Yes

Import license No.

Remarks To distribute to project staffs

Seller TPN / STCA No.\* SAS00232

RRCO\* **Regional Revenue and Customs Office, Piling**

**Commodity Details**

Import/Purchase Purpose\* ---Select---

Type of Purchase\* ---Select---

BTC Code *	Commodity Description (BTC Code)	Unit *	Country of Origin *	Quantity *	Unit Rate *	Percentage *	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

**Note:**

- (i) For Blanket Exemption (yearly approval) by Armed Forces, Please select Dept. of Revenue and Customs (HQ).

## Sales Tax Exemption User manual (General)

11. Select **Purpose** of exemption from the **Import/Purchase Purpose** list. This list is populated based on the exemption area (service or commodity) you have selected above. Then, select the **Type of Import** of what you are importing. For services, **Source of Fund** has to be provided instead as shown in the following screens.

TPN: [1000415] Log Out

Tax Payer Name: Ministry of Agriculture Tax Type: Sales Tax  
 Request Date: 27-07-2015 Exemption On: Purchase  
 Exemption Start Date: 01-07-2015 Exemption End Date: 31-07-2015

**Exemption Details**

Exemption Area: Commodity Seller TPN / STCA No.: SAS00232  
 Is Overall Exemption?: Yes Remarks: To distribute to project staffs  
 Import license No.: [ ] RRCO: Regional Revenue and [ ]

**Commodity Details**

Import/Purchase Purpose: Public Interest Type of Purchase: ---Select---

BTC Code	Commodity Description (BTC Code)	Country of Origin	Quantity	Unit Rate	Percentage	Cost
[ ]	[ ]	Select	[ ]	[ ]	[ ]	[ ]

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input checked="" type="checkbox"/>	INVOICES *	[ ]	Choose File No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR	[ ]	Choose File No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY	[ ]	Choose File No file chosen
<input type="checkbox"/>	Source Of Fund	[ ]	Choose File No file chosen

(\*) Please submit manually or upload documents.  
 (\*) Documents with \* sign are mandatory.  
 (\*) You are allowed only self-import for the duty-free goods.

TPN: [1000415] Log Out

Tax Payer Name: Ministry of Agriculture Tax Type: Sales Tax  
 Request Date: 27-07-2015 Exemption On: Purchase  
 Exemption Start Date: 01-07-2015 Exemption End Date: 31-07-2015

**Exemption Details**

Exemption Area: Commodity Seller TPN / STCA No.: SAS00232  
 Is Overall Exemption?: Yes Remarks: To distribute to project staffs  
 Import license No.: [ ] RRCO: Regional Revenue and [ ]

**Commodity Details**

Import/Purchase Purpose: Public Interest Type of Purchase: General Goods/Comr

BTC Code	Commodity Description (BTC Code)	Unit	Country of Origin	Quantity	Unit Rate	Cost
[ ]	[ ]	[ ]	Select	[ ]	[ ]	[ ]

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input checked="" type="checkbox"/>	INVOICES *	[ ]	Choose File No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR	[ ]	Choose File No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY	[ ]	Choose File No file chosen
<input type="checkbox"/>	Source Of Fund	[ ]	Choose File No file chosen

TPN: [1000415] Log Out

Tax Payer Name: Ministry of Agriculture Tax Type: Sales Tax  
 Request Date: 27-07-2015 Exemption On: Purchase  
 Exemption Start Date: 01-07-2015 Exemption End Date: 31-07-2015

**Exemption Details**

Exemption Area: Service Seller TPN / STCA No.: SAS00232  
 Is Overall Exemption?: Yes Remarks: To distribute to project staffs  
 Import license No.: [ ] RRCO: Regional Revenue and [ ]

**Service Details**

Import/Purchase Purpose: ---Select--- Source Of Fund: [ ]

Service Name	Percentage (%)	Quantity	Unit Rate	Cost	Action
---Select---	100.00	[ ]	[ ]	[ ]	[ ]

[Add New](#)

**Annexure Detail**

## Sales Tax Exemption User manual (General)

### Note:

- i. Please convert all the units to the unit displayed in the system (i.e. convert to KG, Litre, etc which is shown in the system)

## 12. Service / Commodity Details

- (i) For **exemption on services**, select the **Service Name** from the list in the **Service details** section as given below. Enter quantity and value as per your requirement. Click on the **Add New** link on the right hand side of the commodity details **to add more items** in your list

The screenshot displays the 'Service Details' section of the system. It includes a table with columns for 'Service Name', 'Percentage (%)', 'Quantity', 'Value', and 'Action'. The 'Service Name' dropdown menu is open, showing options like 'HOTELS', 'CINEMA', 'OTHER', and 'TELECOM'. The 'Action' column contains an 'Add New' link. A red box highlights the 'Service Name' dropdown and the 'Add New' link.

Service Name	Percentage (%)	Quantity	Value	Action
---Select---	100.00			<a href="#">Add New</a>

Annexure Detail

Manually	Name of the Document	Document No	Upload File
<input type="checkbox"/>	INVOICES *		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	Source Of Fund		<input type="button" value="Choose File"/> No file chosen

- (ii) For **exemption on goods**, click on the **search icon (magnifying glass)** to search for BTC Code. Then, in the following screen, type the **keyword** for the commodity you are applying for exemptions such as beer, cement, rods, etc. The list of items will be populated. Click on the **BTC Code** to select the appropriate items. Click on the **Add New** link on the right hand side of the commodity details **to add more items** in your list as indicated below.

## Sales Tax Exemption User manual (General)

Exemption Type: Regular Exemption

Exemption Request

Primary Details

TPN: MAY00419

Tax Payer Name: Ministry of Agriculture

Tax Type: Sales Tax

Exemption Details

Exemption Area: Commodity

Is Overall Exemption?: Yes

Import license No.:

Commodity Details

Import/Purchase Purpose:

BTC Code: 2203.00.00

Commodity Description: Beer made from malt

Commodity Unit: 43

Section Intl Std Description: Beverages, spirits and vinegar

Chapter Intl Std Description: PREPARED FOODSTUFFS, BEVERAGES, SPIRITS AND VINEGAR, TOBACCO AND MANUFACTURED TOBACCO SUBSTITUTES

Head Intl Std Description: Beer made from malt

Sube He Intl Std Description: Beer made from malt

Annexure Detail

Manually Submitted

Check All

BILL OF QUANTITY / DPR

Choose File | No file chosen

- (iii) Select the **country of Origin** for the items and fill up rest of the details as applicable to you.

Exemption Details

Exemption Area: Commodity

Is Overall Exemption?: Yes

Import license No.:

Commodity Details

Import/Purchase Purpose: ---Select---

Type of Purchase: ---Select---

BTC Code	Commodity Description (BTC Code)	Unit	Country of Origin	Quantity	Unit Rate	Percentage	Cost
2203.00.00	Beer made from malt		India				

Annexure Detail

Manually Submitted	Name of the Document	Document No	Uploaded File
<input type="checkbox"/>	INVOICES *		Choose File   No file chosen
<input type="checkbox"/>	BILL OF QUANTITY / DPR		Choose File   No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		Choose File   No file chosen
<input type="checkbox"/>	Source Of Fund		Choose File   No file chosen

(\*) Please submit manually or upload documents.

### Note:

- (a) Please enter 100 in the percentage if your item should be fully exempted.
- (b) Provide the quantity and value as per the unit of the item, which is automatically populated.

13. In the **annexure details**, please upload the relevant documents. Mandatory documents to be uploaded are marked with **asterisks (\*)**. Please read the instruction for uploading given in the page.

## Sales Tax Exemption User manual (General)

TPN	104100415	Tax Payer Name *	Ministry of Agriculture	Tax Type*	Sales Tax
		Request Date	27-07-2015	Exemption On*	Purchase
		Exemption Start Date*	01-07-2015	Exemption End Date*	31-07-2015

**Exemption Details**

Exemption Area*	Commodity	Seller TPN / STCA No.*	SAS00232
Is Overall Exemption?*	Yes	Remarks	To distribute to project staffs
Import license No.		RRCO*	Regional Revenue and

**Commodity Details**

Import/Purchase Purpose*	---Select---	Type of Purchase*	---Select---
--------------------------	--------------	-------------------	--------------

BTC Code *	Commodity Description (BTC Code)	Unit *	Country of Origin	Quantity *	Unit Rate *	Percentage *	Cost
2203.00.00.	Beer made from malt		India	1000	45	100	45000.00

[Add New](#)

**Annexure Detail**

Manually Submitted	Name of the Document	Document No	Upload File
<input checked="" type="checkbox"/>	INVOICES *		<input type="button" value="Choose File"/> ST TPN.txt
<input type="checkbox"/>	BILL OF QUANTITY / DPR		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	VISITING GUEST IDENTITY		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	Source Of Fund		<input type="button" value="Choose File"/> No file chosen

(\*) Please submit manually or upload documents.  
 (\*) Documents with \* sign are mandatory.  
 (\*) You can upload only .pdf,.jpeg,.jpg,.txt,.doc,.xls,.xlsx,.docx,.zip,.7z,.rar documents.  
 (\*) Documents size should not be more than 1 MB.

Activate Windows

14. After you have uploaded the required documents, click **Save** at the bottom of the page to submit your application.

15. After successful submitting of the application, an Application Reference Number (ARN) will be generated using which you can track the status of your application.

### Success

 Your Request Processed successfully.  
 Your Application Reference Number is :AR449463002225

16. If your application is approved, an Exemption Number will be generated which will be notified to you in your email and also in your RAMIS inbox. You can collect the Exemption certificate from the office where you have applied.