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.

Welcome Pema Tenzin (TPN : PAP57602)       # <sup>2</sup> Change Password       Switch Profile       My Profile            - Collapse All   + Expand All        My Tax Position For Income Year 2015 ▼            - Credit Register           - Amount             - Fack Application         - De Activation         - Request for Tax Clearance         - Ad-Hoc Return Filling         - Request POS         - Refund Request         - Refund Request POS         - Appeal         - Appeal         - Appeal Registration         - Creditarein         - Refund Request         - Creditarein         - C	Revenue Administration Department of Revenue and Custo	Manageme oms, Royal Gove	ent Informa	tion System tan					
Collapse All   + Expand All     My Tax Position For Income Year 2015 ▼     AMIS     Credit Register     Tax Register (Payable)     Tax Register (Payab	Welcome Pema Tenzin (TPN : PAP57602)	, ,				Ļ	Change Password	Switch Profile	My Profile
	– Collapse All   + Expand All				My Tax Position	For Income Year 2015	T		
Registration Registration Registration Income Year Amount Si No Demand No Income Year Amount No Tax Register (Payable) Si No Demand No Income Year Amount No Tax Register (Payable) Data Available No Credited Register Data Available Pachon Reguest Ad-Hoc Return Filling Appeal Registration Customs Outcomest Outcomest Setup Data Reguest No Credited Register Data Available <					,	2010			
Image: Provide the system       SI No       Demand No       Income Year       Amount       SI No       Voucher No       Income Year       Amount         Image: Provide Application       Image: Provide Application       Image: Provide Application       No Tax Register (Payable) Data Available       No Credited Register Data Available       No Credited Register Data Available         Image: Provide Application	⊟⊸ Registration			Tax Register (Paya	ble)		Credit Re	gister	
Image: Prack Application       No Tax Register (Payable) Data Available       No Credited Register Data Available         Image: Prack Application       Preduest for Tax Clearance       Preduest for Tax Clearance         Image: Preduest POS       Preduest POS         Image: POS       Preduest POS         Image: POS       Preduest POS         Im	Register Tax Payer	SI No E	Demand No	Income Year	Amount	SI No Voucher No	income Year		Amount
De Activation     Return & Assessment     Return Stilling     Request for Tax Clearance     Ad-Hoc Return Filling     Ad-Hoc Return Filling     Refund Request     Request     Refund Request POS     Appeal     Appeal     Appeal     Customs     Declaration     Exemption     Exemption	- Track Application		No	Tax Register (Payable) D	ata Available		No Credited Registe	r Data Available	
<ul> <li>Return &amp; Assesment</li> <li>Return &amp; Return Killing</li> <li>Ad+loc Return Filling</li> <li>Ad+loc Return Filling</li> <li>Returd Request</li> <li>Perfund Request POS</li> <li>Appeal</li> <li>Appeal Registration</li> <li>Customs</li> <li>Underlaration</li> <li>Exemption</li> </ul>	De Activation								
- Return Filing       - Request for Tax Clearance       - Act-Hoc Return Filling       - Refund Request       - Refund Request POS       - Appeal       - Appeal Registration       - Customs       - Seturing Paguest									
Request for Tax Clearance       Ad-Hoc Return Filling       Refund Request       Refund Request POS       Appeal Registration       Customs       Declaration       Exemption	Return Filing								
Ad-Hoc Return Filling Ad-Hoc Return Filling Ad-Hoc Return Filling Ad-Hoc Return Filling Ad-Hoc Return Request Addition Addition Appeal	- Request for Tax Clearance	1							
□     Refund Request     •       □     Appeal     •       □     Appeal Registration     •       □     opeclaration     •       □     opeclaration     •       □     opeclaration     •       □     opeclaration     •	Ad-Hoc Return Filling								
	🚊 – Refund Request 🛛 🔺								
	Refund Requset POS								
Appeal Registration  Customs  Customs  Customs  Customs  Exemption  Exempti	🚊 - Appeal								
È- Customs - Declaration - Exemption Request	Appeal Registration								
ereclaration ∋- Exemption	Ė− Customs								
A- Exemption	Declaration								
Examplian Particular	.⊐- Exemption								
Exemption request	Exemption Request								
E WS Report	E NIS Report								
- TDS Deductee Report									
B- Tax Payment	⊟ Tax Payment								
- Deposit Voucher	- Deposit Voucher								

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

Revenue Administration Management Information System Department of Revenue and Customs, Royal Government of Bhutan		
Welcome Pema Tenzin (TPN : PAP57602)	Change Password Switch	Profile
- Collapse All   + Expand All	Exemption Type :Select	
	Select	
∃ Registration	Blanket Exemption	
Register Tax Payer	Partial Exemption	
Track Application		
De Activation		
⊒ Return & Assesment		
Return Filing		
Request for Tax Clearance		
Ad-Hoc Return Filling		
∃ Refund Request ∢		
Refund Requset POS		
∃- Appeal		
Appeal Registration		
∃ Customs		
Declaration		
∃ Exemption		
Exemption Request		
∋ MIS Report		
TDS Deductee Report		
∃ Tax Payment		
- Deposit Voucher		
Request For Installment Payment		
Adhoc Voucher Generation		
-		

#### Note:

- (i) For **armed forces**, please select the exemption type as "<u>**Blanket Exemption**</u>" for yearly approval and "<u>**Partial Exemption**</u>" 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

			<b>, </b>	Change Passw	ora
Exemption Type : Partial Exemption	•	Select The Parent Exemption Num :	Se	elect 🔻	]
			Se	elect	1
			EX4	39463000360	

- 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.

TPN *	SAS00232	Default TPN	Busine is Unit *	Select V
av Paver Name *	SUBS ENTERPRISES		Ter Type*	Select V
Request Date	12-08-2015		Exemption On*	Select V

Sale	s Tax Exemption User manual (Genera
TPN *	RAY05388 Change TPN
Tax Payer Name *	Royal Bhutan Army, Wing I
Request Date	12-08-2015
Evenuetien Otest Datet	

- 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**.

		📮 Log Out	
	Exemption Type : R	egular Exemption 🔹	
xemption Request			
Primary Details			
TPN *	MAY00419		
Tax Payer Name *	Ministry of Agriculture	Tax Type*	Select V
Request Date	27-07-2015	Exemption On*	Select Personal Income Tax
Exemption Start Date*		Exemption End Date*	Sales Tax
Exemption Details			Business Income Tax
Exemption Area*	Select		Customs Duty
Is Overall Exemption?*	Select	emarks	Value Added Tax Non Tax Type
			Sales Tax POE
import license No.		RRO	Exempted Tax Type
Annexure Detail			
Manually Submitted	Name of the Document	Document No	Upload File
Check All			
	INVOICES *		Choose File No file chosen
	BILL OF QUANTITY / DPR		Choose File No file chosen
	VISITING GUEST IDENTITY		Choose File No file chosen
	Source Of Fund		Choose File No file chosen
(*) Please submit manually or upload documents. (*) Documents with * sign are mandatory. (*) You can upload only .pdf.jpeq.jpg.txt.doc,.xl (*) Documents size should not be more than 1 MB (*) Please resize the document or zip it to uploar	is,.xisx,.docx,.zip,.7z,.rar documents. , d.		

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

Exemption Type : Regular Exemption						
Exemption Request						
Primary Details						
TPN *	MAY00419					
Tax Payer Name *	Ministry of Agriculture	Tax Type*	Sales Tax 🔹			
Request Date	27-07-2015	Exemption On*	Select v			
Exemption Start Date*		E emption End Date*	Select Import			
Exemption Details			Purchase			
Exemption Area*	Select V					
Is Overall Exemption?*	Select V	Remarks				
Import license No.		RRCO*	Select •			
Annexure Detail						
Manually Submitted	Name of the Document	Document No	Upload File			
Check All						
	INVOICES *		Choose File No file chosen			
	BILL OF QUANTITY / DPR		Choose File No file chosen			
	VISITING GUEST IDENTITY		Choose File No file chosen			
	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,x (*) Documents size should not be more than 1 MB (*) Please resize the document or zip it to upload	Is,,xIsx,,docx,,zip,,7z,,rar documents. 3. d .					

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

		Log Out								
	Exemption Type	Regular Exemption								
nption Request										
mary Details										_
TPN *	MAY00419									
Tax Payer Name *	Ministry of Agriculture	Tax Type*	Sale	s Tax			•			
Request Data	27.07.2015	Exemption Opt	Pure	hasa			Ξ.			
Exemption Start Date*	01-07-2015	Exemption End Date*	31-07	7-2015						
emption Details			0	Jul		• 20	015	•	0	
Exemption Area*	Select V	Seller TPN / STCA No.*	Su	Мо	Tu	We	Th	Fr	Sa	<b>°</b>
In Overall Examplian?*	Relact -	Bematka				1	2	3	4	
is Overall Exemption?		Remarks	5	6		8	9		11	
Import license No.		RRCO*	12	13	14			17		
inexure Detail			19	20	21	22	23	24		
Manually Submitted	Name of the Document	Document No	20	27	20	29	50	51		
Check All										
	INVOICES *			Ch	loose	File	No fil	e cho	sen	
	BILL OF QUANTITY / DPR			Ct	ioose	File	No fil	e cho	sen	
	VISITING GUEST IDENTITY			Cł	ioose	File	No fil	e cho	sen	
	Source Of Fund			Ch	ioose	File	No fil	e cho	sen	
<ul> <li>Please submit manually or upload documents.</li> <li>Documents with * sign are mandatory.</li> <li>You can upload only .pdf,jpeg,jpg,txt,doc,xl</li> <li>Documents size should not be more than 1 ME</li> <li>Please resize the document or zin it to upload</li> </ul>	is,"xisx,"docx,"zip,,7z,,rar documents. , d.									

#### 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.

		📮 Log Out	
	Exemp	ption Type : Regular Exemption	
Exemption Request			
-Primary Details			
TPN *	MAY00419 🔍 🎸		
Tax Payer Name *	Ministry of Agriculture	Tax Type*	Sales Tax 🔻
Request Date	27-07-2015	Exemption On*	Purchase v
Exemption Start Date*	01-07-2015	Exemption End Date*	31-07-2015
Exemption Details			
Exemption Area*	Select V	Seller TPN / STCA No.*	्
Is Overall Exemption?*	Select Service Commodity	Remarks	
Importricense No.		RRCO*	Select •
Annexure Detail			
Manually Submitted	Name of the Document	Document No	Upload File
Check All			
	INVOICES *		Choose File No file chosen
	BILL OF QUANTITY / DPR		Choose File No file chosen
	VISITING GUEST IDENTITY		Choose File No file chosen
	Source Of Fund		Choose File No file chosen
<ol> <li>Please submit manually or upload doct.</li> <li>Documents with * sign are mandatory.</li> <li>You can upload only .pdf, Jpeg, Jpg, txt.</li> <li>Documents size should not be more the</li> <li>Please resize the document or zip it to</li> </ol>	iments. . <b>doc,.xis,.xisx,.docx,.zip,.7z,.rar</b> documents. an 1 MB . o 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.

		💻 🛛 Log Out	
	Exe	mption Type : Regular Exemption 🔹	
Exemption Request			
Primary Details			
TPN *	MAY00419		
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	
Import license No.		RRC0*	Regional Revenue and 🔻
Commodity Details			
Import/Purchase Purpose*	Project •	Type of Purchase*	Plant & Machinery

9. Please select **Yes** in **Is overall Exmption** (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	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
Commodity Details			
Import/Purchase Purpose*	Select V	Type of Purchase*	Select V
BTC Code * Commod	ity Description Unit *	Country of Quantity* Unit R	ate * Percentage * Cost
٩,		Select V	
			Add New
-Annexure Detail			
Manually Submitted	Name of the Document	Document No	Upload File
Check All			
	INVOICES *		Choose File No file chosen
	BILL OF QUANTITY / DPR		Choose File No file chosen
	VISITING GUEST IDENTITY		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.

		💻 Log Out	
TEN	WAT00419		
Tax Payer Name *	Ministry of Agriculture	Тах Туре*	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 🗘
Import license No.		RRC0*	Regional Revenue and
Commodity Details			Select Regional Revenue and Customs Office, MoF. Bumthang
Import/Purchase Purpose*	Select V	Type of Purchase*	Regional Revenue and Customs Office, Mongar Regional Revenue and Customs Office, P/ling
BTC Code * Commodity Descr	ription Unit *	Country of Quantity* Unit Rate *	Regional Revenue and Customs Office, Paro Regional Revenue and Customs Office, S/Jongkhar
	5	Select T	Regional Revenue and Customs Office, Samtse Regional Revenue and Customs Office, Thimphu
			Regional Revenue and Customs Office, Gelephu
Annexure Detail			RAMIS HEAD OFFICE
Manually Submitted	Name of the Document	Document No	LTO KOLKATA
Check All			Pergianal Devenue and Custome Office, Til
	INVOICES*		Choose File No file chosen
	BILL OF QUANTITY / DPR		Choose File No file chosen

#### Note:

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

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.

		💭 Log Ou	ıt
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 End Date	
	Commedity	Deller TDN / OTOA Ne *	SAS00222 Q 🔊
Exemption Area	Commonity	Seller TPN / STCA No."	
Is Overall Exemption?*	Yes 🔻	Remarks	project staffs
Import license No		RRCO*	Regional Revenue and 🔻
Commodity Details			
Import/Purchase Purpose*	Public Interest	Type of Purchase*	Select V
PTC Code t Commo	dity Description	y of Quantity Unit Pate	A Bercentage to Cost
(B)	TC Code) Foreign Diplomatic Mission	n* Guantity Onit Rate	e Percentage Cost
	Privileged Personal/individual		Add New
Annexure Detail	Manufacturing Unit Public Interest		
Manually Submitted	Project Service Unit	Document No	Upload File
Check All			
	INVOICES *		Choose File No file chosen
			Choose File No file chosen
	BILL OF QUANTITY / DPR		
	VISITING GUEST IDENTITY		Choose File No file chosen
	Source Of Fund		Choose File No file chosen
(*) Please submit menually or unless the	umente		
(*) Documents with * sign are mandatory.	uments.		
		💻 Log Ou	t
IFN			
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 <b>•</b>	Seller TPN / STCA No.*	SAS00232
la Overell Evernitien 2t		Demotio	To distribute to 🗢
is Overall Exemption?"	Tes T	Remarks	project staffs
Import license No.		RRCO*	Regional Revenue and 🔻
Commodity Details			
Import/Purchase Purpose*	Public Interest	Type of Purchase*	General Goods/Comm 🔻
RTC Code Commo	dity Description Linit* Countr	y of Quantity. Unit Pate	Select
Bic code (B	TC Code) Origin	1* Quantity Onit Rate	Motor Vehicle
~	Select		Raw-Material Plant & Machinery
Annexure Detail			Personal Effects
Manually Submitted	Name of the Decument	Desumant Na	Others Unload File
	Name of the Document	Document No	Upload File
	NUV01050 *		Choose File No file chosen
	INVOICES *		
	BILL OF QUANTITY / DPR		Choose File No file chosen
	VISITING GUEST IDENTITY		Choose File No file chosen
			Change File No file shapen
	Source Of Fund		Choose File No file chosen
Ten Dever Marra *	Ministry of Arriguthura	Tay Turet	Salas Tay
Tax Payer Name *	27-07-2015	rax type*	Purchase
Exemption Start Date*	01-07-2015	Exemption End Date*	31-07-2015
Exemption Details			
Exemption Area*	Service	Seller TPN / STCA No *	SAS00232
In Output Frame? 25	Ver -	Demok	To distribute to
is Overall Exemption?*	Yes V	Remarks	project staffs
Import license No.		RRCO*	Regional Revenue and 🔻
- Service Details			
Import/Purchase Purpose*	Select V	Source Of Fund	
Service Name	Percentage (%)	quantury	Action
Select	▼ 100.00		
Annexure Detail			Add New
Annexule Detail			

### 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 theService 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

					Aut.			
TEN	[WA1004							
Tax Payer Name *	Ministry of	Ministry of Agriculture		Tax Type*	Sales Tax	•		
Request Date	27-07-20	27-07-2015		Exemption On*	Purchase	•		
Exemption Start Date	* 01-07-20	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 distribu project sta	te to 🗘	
Import license No.				RRCO*		Regional Re	venue and 🔻	
Service Details								
			0	of Fund				
Import/Purchase Purpose*	Select		Sound	ce Of Fund				
Service Na	me	Percentage (	(%)	Quantity	Value		Action	
Service Na	me	Percentage (	(%) 0.00	Quantity	Value		Action	
Service Na Select CABLE	me T	Percentage (	%) 0.00	Quantity	Value		Action Add New	
-Annexu e Detail HOTELS	▼	Percentage ( 100	%) 0.00	Quantity	Value		Action Add New	
Annexu e Detail Manually Manually	The second secon	Percentage ( 100 Name of the Document	%) 0.00	Quantity Document No	Value	Upload File	Action Add New	
Annexu e Detail Manualy Chek Au	me	Percentage ( 100	%) 0.00	Quantity Document No	Value	Upload File	Action Add New	
Annexu e Detail Manually Chek All	The second secon	Percentage ( 100 Name of the Document	500 %)	Ouantity Document No	Value	Upload File	Action Add New	
Annexu e Detail Manually Che All	→-SaleC	Percentage ( 100 Name of the Document INVOICES * BILL OF QUANTITY / DPR	56) (%)	Quantity Quantity Document No	Value	Upload File Doose File No file chose Doose File No file chose	Action Add New	
Annexu e Detail Manualty Chek All		Percentage ( 101 Name of the Document INVOICES * BILL OF QUANTITY / DPR ISITING GUEST IDENTITY	5000 (%) 0.00	Quantity Quantity Document No	Value	Upload File Dose File No file chose Dose File No file chose	Action Add New	

(ii) For exemption on goods, click on thesearch 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.

			Ex	emption Type : Re	gular Exemption	1 •				
Exemption Request										
Primary Details										
TPM	N *	MAY00419	°. 🥝							
Tax Paye	r Name *	Ministry of Agr	iculture			Tax Type*	Sales T	ax	•	
Reque			https://103.7.255	5.29:8443/advance	edSearch.htn	nl - Google Chrome		- 🗆 🗙		
Exemption	🖹 bitt	<b>55</b> :// <b>103.7.255.29</b> :8443/adv	vancedSearch.ht	tml						
Exemption Details								4		
Exemption Area*				Advanced	Search				AS00232	९ 🔮
Is Overall Exemption?*									distribute	to 🗘
Import licence No		Commodity Keyword	l	beer					oject staffs	
import license ivo.				Searc	:h			_	egional Reven	ue anu 🔹
- Commodity Details										
Import/Purchase Purpose*	Show	10 • entries						Search:		
E C Code *		DTO U.O.	O a manual di ba	Common d'Au	Section Intl		Head Inti	Sube He:	Co	ost
٩,	No.	Code Code	Commodity Description	Unit Commodity	Std \$ Description	Chapter Intl Std Description	Std Description	↓ Intl Std Description		
Annual Detail						PREPARED				Add New
-Annexure Detail	1	2203.00.00. 43	Beer made		Beverages, spirits and	SPIRTISAND VINEGAR;	Beer made			
Manually Submitted			from malt	1	vinegar MANUFACTURED		from malt.		pload File	
						TOBACCO SUBSTITUTES	_		o file chosen	
								•		
		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.

			,	💻 Log Out		
Exemption Details						
Exemption Area* Commodity		Seller TPN / STCA No.*				soo232 🔍 🗸 🧭
Is Overall Exemption?*	Remarks				distribute to 🗘	
Import license No.	RRC0*				gional Revenue and 🔻	
Commodity Details						
Import/Purchase Purpose*Select		Ту	pe of Purchase*	Select-	- •	)
BTC Code * Commodity Description (BTC Code)	Unit *	Country of Origin *	Quantity*	Unit Rate *	Percentage *	Cost
2203.00.00. Seer made from malt		India 🔻				
		Germany Ghana	<b>^</b>			Add New
A nexure Detail	Gibraltar					
manually Submitted	Name of the Document	Green Land	Docu	iment NO	UP	ioau riie
Check All	Grenada					
	INVOICES *	Guam Guatemala			Choose File No	file chosen
	BILL OF QUANTITY / DPR	Guinea Guinea Bissau			Choose File No	file chosen
	VISITING GUEST IDENTITY	Guyana Haiti			Choose File No	file chosen
	Source Of Fund	Heard Mcdon Is Holy Honduras			Choose File No	file chosen
(*) Please submit manually or upload documents.		Hong Kong				

#### 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.



- **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.



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.