

SALES TAX RETURN FILING PROCESS, RAMIS

1. After login to RAMIS using your Sales Tax TPN and passwords, click on **Return & Assessment** Menu and then **Return Filing**, whereby a corresponding table shall be displayed. In the table, please click on **File Return** for the month you are filing the return for. Please refer the screenshot below.

Revenue Administration Management Information System
Department of Revenue and Customs, Royal Government of Bhutan

Welcome PEMA CABLE BUSINESS (TPN : PA000505)

Change Password My Profile Log Out

- Collapse All | + Expand All

RAMIS

- Registration
- Revenue & Accounting
- Return & Assessment**
- Return Request
- Appeal
- Exemption
- Tax Payment

Tax Due Details

Show 10 entries

Tax Payer Name	TPN	Tax Type	Income Year	Due Date	Filing Date	Extend Request	Status	Return No.	Last Assessment Date
Pema Cable business	PA000505	ST	July - 2019	10/08/2019	N.A.	N.A. For Tax	File Return	N.A.	N.A.

Showing 1 to 1 of 1 entries

2. In the Return Filing page, click on **Upload Sales Invoice Details** as highlighted below.

Revenue Administration Management Information System
Department of Revenue and Customs, Royal Government of Bhutan

Welcome PEMA CABLE BUSINESS (TPN : PA000505)

Change Password My Profile Log Out

TPN: PA000505 Tax Payer Name: Pema Cable business BRCO Regional Revenue and Customs Office, Filing Income Year: June - 2019

Sales Tax Details Supporting Documents Details

Is Zero Return Filing

Upload Sales Invoice Details

Sl. No.	Service Desc & Code	Product Value	Exempted Sales	Exported Sales	Taxable Sales	Quantity	ST Rate	ST Amount
1	CABLE - (EC_001)	0.00	0.00	0.00	0.00	0.00	30.00	0.00

+ Exemption Details
+ Export Details

Sales Tax Summary For The Month

Total Sale	Total Exemption Sale	Total Export Sale	Total Exemption Sale Against which details are Entered	Total Export Sale Against which details are Entered	Total Taxable Sale

3. In the **Sales Invoice** upload page, there is option to download the **Sales Invoice** template (MS Excel). To download the file, please click on **Sales Invoice Excel** as highlighted below;

Upload File

Choose file No file chosen

Upload

Download Excel Template

Sales Invoice Excel (06-06-2019)

Sales Invoice Summary

Sl. No.	Commodity Desc & Code	Total Sales	Exempted Sales	Exported Sales	Taxable Sales	Quantity	ST Rate	ST Amount
Save All								

Sales Invoice BreakUp Details

Invoice No.	Invoice Date	Purchaser TPN	Sales Amount	Exempted Sales	Exported Sales	Quantity	Remarks		
Details									
Details		Sales Tax Exemption Details		Details of Exempted Persons		Details of Tax Invoice			
Type	Description	STEC No.	Date	TPN	Name	Invoice/Ref. No.	Date	Amount (in Nu.)	Quantity

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- Now, you will be taken back to the return filing page with the details of what you have entered in the invoice template as shown below.

The screenshot shows the 'Sales Tax Details' page for a 'Zero Return Filing'. A red rounded rectangle highlights the 'Services Details' table and the 'Sales Tax Summary For The Month' table.

Sl. No.	Service Desc & Code	Product Value	Exempted Sales	Exported Sales	Taxable Sales	Quantity	ET Rate	ET Amount
1	0462--(C)-2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Sale	Total Exemption Sale	Total Export Sale	Total Exemption Sale Against which details are Entered	Total Export Sale Against which details are Entered	Total Taxable Sale
0.00	0.00	0.00	0.00	0.00	0.00

Total Sales Tax Calculated(E)	0.00
ITR Adjusted(B)	0.00
Advance Tax Adjusted (C)	0.00
Advance Tax Balance	0.00
ITR Carry Forward	0
Net Tax Payable (D+A-B-C)	0.00

- Please expand the Exemption tab for any exemptions to be adjusted. Select the Exemption Number (if any) to be adjusted against this return from the Exemption Number list.
- Similarly for export, click the Export Tab and select the Export Number (This feature is available after the Customs Module is implemented).
- After that, click **Calculate Tax** to see the **tax liability/refund** and any other adjustments.
- If the calculations are correct, Click on **Save Draft** and **Next** buttons respectively to go to the annexure details page.
- In the annexure page, please upload the relevant documents. **Mandatory documents** to be submitted are marked with **asterisks (*)** as shown in the image below.

The screenshot shows the 'Annexure Detail' page. A red rounded rectangle highlights a table with columns for 'Mandatory Subscribed', 'Name of Document', 'Document No.', and 'Upload Annexure'.

Mandatory Subscribed	Name of Document	Document No.	Upload Annexure
<input type="checkbox"/>	S&E PROOF * Suggested Doc : SALES TAX PROOF		<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	TRADE LICENSE * Suggested Doc : TRADE LICENSE COPY		<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, .xls, .doc, .docx, .zip, .7z, .rar documents.
 (*) Documents size should not be more than 1 MB. (*) Please rename the document or zip it to upload.

Note: To upload the **Purchase Invoice Details**, follow the same steps (Step 1 to 12).

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13. After you have uploaded the documents, click **Generate Payment Advice** to generate **Demand** and make **payment**. A **Payment Advice number** will be generated. To view further details of the advice, click **show Payment Advice**.

Your Payment Advice No DN679464004103 has been Generated. . Please make the Payment at the Accounts.

Show Payment Advice

The Payment Advice is displayed in printable format.



ROYAL GOVERNMENT OF BHUTAN
Regional Revenue and Customs Office, Gelephu
MINISTRY OF FINANCE
BHUTAN

To
null
GARA, LAYA, ADDRESS 1, ADDRESS 2
Agency Code/Tax Payer Number : TL300000
Payment Advice No : DN679464004103/Sales Tax POS

SUBJECT : PAYMENT ADVICE

Dear Sir/Madam,

This is to inform that you have successfully calculated your return details for 2019. You are now requested to make the following payments either at RRCO Cash counter or through the Bank.

Income Year	Head Of Account	Amount
2019	SALES TAX HOTELS &	19075.00

14. You can use this number to make payment at the RRCO Counter. To make **online payment** or **deposit in Bank of Bhutan directly**, click on the **Tax Payment Menu** on the Menu bar on the left side and click **Deposit Voucher**. From the deposit voucher list, select the ones to make payment and click on **Voucher Number** to print voucher and pay at bank. To make online payment using BoB's internet banking with your account, click **Pay Online**.

Note: Please refer the payment user manuals or tutorials to know more about making Payment.

Happy Return Filing

Thank You