



འོང་འབབ་དང་ཅ་དམ་ལས་ཁུངས།  
དངུལ་རྩིས་ལྷན་ཁག།

DEPARTMENT OF REVENUE & CUSTOMS  
MINISTRY OF FINANCE  
THIMPHU



DRC/TAX/M&E/RAMIS13A/2014/ 1715

Date: 30<sup>th</sup> December, 2014

## NOTIFICATION

### **Sub: Filing of Tax Returns (PIT/BIT/CIT) through RAMIS Web Service**

This is to notify all the Personal Income Taxpayers, Business Income Taxpayers and Corporate Income Taxpayers that you can file your Income Tax Returns for the Income Year 2014 using the online web service called “Revenue Administration Management Information System” (RAMIS) with effect from 1<sup>st</sup> January 2015. To learn more about RAMIS and online filing, log into DRC’s website [www.drc.gov.bt](http://www.drc.gov.bt)

All the taxpayers are requested to take note of the following and carefully read the instructions given below:

### **Tracking New Taxpayer Number (TPN) for Registered Taxpayers**

1. Use your CID and date of birth in the TPN search engine in the web portal and track your New TPN.
2. Use your new TPN as the user id and password to log into the RAMIS system.
3. For CIT payers, contact the RRCO of Registration for your user id and password.
4. After you login, you must immediately change your password for security reasons.
5. PIT/BIT and CIT payers must update your registration details and submit online to the concerned RRCO for amendment.
6. After amending the registration details, you can start filing your tax returns online using RAMIS.
7. For BIT filers, remember to switch your profile before filing the tax returns.

### **For New Registration and Taxpayers who cannot track your New TPN**

1. Registered taxpayers who could not track your new TPN must register fresh using “**Register Taxpayer**” button in the portal. Make sure that you choose the same RRCO where you were previously registered.
2. For new taxpayers, click on “**Register Taxpayer**” button in the web portal. Select the tax type and the RRCO of your choice for registration.
3. Fill in all the mandatory fields and submit your application online.
4. The concerned RRCO will issue the TPN and login password within 1 working day.
5. You must immediately change your password for security reasons.
6. Start filing your tax returns online using RAMIS.

