

RAMIS SYSTEM

How to File TDS from 2015

TDS Section

RRCO Thimphu

Step 1: Visit our website www.drc.gov.bt you will see the page below



[Home](#) | [About DRC](#) | [Publication](#) | [Legislation](#) | [Downloads](#) |

- Login RAMIS**
- Register Taxpayer**
- Track Application**
- TPN Search**

TDS

- > What is TDS?
- > How to file TDS?
- > TDS Rates
- > Government/Semi-Government/Autonomous/NGOs/ Organization withholding list
- > Corporate Withholding Agency list

Links

- > Ministry of Finance
- > Ministry of Economic Affairs
- > Ministry of Home
- > Citizen Services

number of taxpayers
88,150

Thank You Taxpayers

For **a chance** to attend school, be healthy and grow up to be a contributing member of Bhutanese society

Income Tax filing dates

PERSONAL INCOME TAX	1 January to 28 February
BUSINESS INCOME TAX CORPORATE INCOME TAX	1 January to 31 March

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Personal Income Tax

- > What is PIT?
- > Who is liable to pay Personal Income Tax?
- > Who should register for Personal Income Tax?

Business Income Tax

- > What is BIT?
- > When to file BIT?
- > Who should get Registered?

Corporate Income Tax

- > What is Corporate Income Tax (CIT)?
- > Who should get Registered?
- > When to file CIT?

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- > What is Sales Tax?

Customs

- > What is Custom Dub?

Excise

- > What is Excise?

News And Updates

- > Public Notification
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E-Taxpayer Registration

- > How to get registered as a taxpayer?
- > Return Filing
- > Contact Address
- > Tax Clearance Certificate request
- > Already Registered

Tracking Application

- > Track your Application Status

E-Payment/ Direct Payment

- > How to make payment?

Step 2: In order to log in to RAMIS, you will have to know your agency code so for all the agencies except for business units is uploaded in our website. For BIT units contact the respective RRCO's for the agency code and Password

Department of Revenue and Customs | Ministry of Finance

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Step 3: After you have got your **agency code**, log in RAMIS with the code as the user ID, for password kindly contact the respective RRCOs

NOTE: For BIT units, you will have to use the owners PIT no. to log in and then switch profile to remit TDS.



Revenue Administration Management Information System

Department of Revenue and Customs, Royal Government of Bhutan



LOG IN

[Log in](#)

[Forgot Password ?](#)

NOTE

Once you log in, you will be asked to change the password. In order to do that your new password will require a

- i. Capital Letter
- ii. Small letter
- iii. Signs and
- iv. A number

For example:

Old password is **PAB00001**

so your new password will look like **Bhutan@1988**

After changing the password, log in RAMIS again with the new password and then proceed

Step 4: After log in, you will see the page below where by you have to click on **Return & Assessments**



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

Welcome

- Collapse All | + Expand All

- RAMIS
 - Work Flow Management
 - Registration
 - Return & Assessment**
 - Refund Request
 - Appeal
 - Grievance
 - Clarifications and Redressal
 - MIS Report
 - Tax Payment

Welcome to
Revenue Administration Management Information System



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

DEPARTMENT OF REVENUE & CUSTOMS
MINISTRY OF FINANCE

Step 5: Under Return & Assessments, click on Ad Hoc TDS

https://www.drc.gov.bt:8443/appUserLogin.html

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

Welcome Phub Gyeltshen

Change Password My Profile Log Out

- Collapse All | + Expand All

- RAMIS
 - Work Flow Management
 - Registration
 - Return & Assessment**
 - Return Filing
 - Request For Tax Holiday
 - Ad Hoc TDS**
 - Apply For Tax Consultant
 - Scheduled TDS
 - TDS Advance Search
 - Request for Tax Clearance
 - Assessment History
 - Refund Request
 - Appeal
 - Grievance
 - Clarifications and Redressal
 - MIS Report
 - Tax Payment

Welcome to
Revenue Administration Management Information System

Nu.

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DEPARTMENT OF REVENUE & CUSTOMS
MINISTRY OF FINANCE

Step 7: Here you will see the page where you will have to fill in the details for the TDS remittances as shown below

The screenshot shows the RAMIS web application interface. The browser address bar displays <https://www.drc.gov.bt:8443/appUserLogin.html>. The page header includes the logo of the Department of Revenue and Customs, Royal Government of Bhutan, and the text "Revenue Administration Management Information System". A navigation bar at the top right contains "Change Password / My Profile" and "Log Out".

The main content area is titled "Tax Deducted at Source" and features a section for "Initiate TDS Return Filing". This section contains the following form fields:

- Withholding Agency*: TAB00968
- From Date*: [Empty field]
- To Date*: [Empty field]
- Unit Name*: [Dropdown menu showing "-----Select-----"]
- Income Source*: [Dropdown menu showing "-----Select-----"]
- Upload TDS File: [Browse... button] No file selected.
- Enter Data Manually:

Below the form fields, there is an "Or" separator and a "Continue" button.

To the right of the form is a "Download TDS Forms" section with a list of forms and their download status (indicated by green circular icons):

- FORM IT-1(a) MONTHLY SALARY SCHEDULE.XLS
- FORM IT-1(b) TDS ON OTHER INCOME UNDER SALARY.XLS
- FORM IT-2 INCOME FROM REAL PROPERTY.XLS
- FORM IT-3 INCOME FROM DIVIDEND.XLS
- FORM IT-4 INCOME FROM INTEREST.XLS
- FORM IT-5 OTHER SOURCES.XLS
- FORM IT-6 TDS FROM TOUR INCOME.XLS
- FORM IT-7(a) NON BHUTANESE CONTRACT.XLS
- FORM IT-7(b) BHUTANESE CONTRACT.XLS

The footer of the page states: "Designed and developed by: CMC Limited | @CopyRight | Legal Terms | Build SVN Revision number 12641 at 07-01-2015 22:07:01".

Step 7: Cont...

Here you have 2 options either you can punch in the data manually by ticking enter Data manually or upload the TDS excel file.

1. if you have ticked Enter Data Manually then click on continue and you can directly punch in the data but
2. if you decide to upload the TDS, then as you can see on the right side of the page, there are list of forms available, download the relevant excel form for which TDS is to be remitted, punch in the details, and then upload the file and click on continue.

Note: Please do not leave any asked details empty and do not use any formula's on the excel sheet.

Type in the new TPN of the agencies whose TDS has been with held and not the old TPN. Otherwise RAMIS system will not accept the upload.

Step 8: After you have punched in the details or uploaded the excel sheet, you will see a page as shown below. Check if all the details you punched in are correct or not and the TDS amount, tick on the declaration and then click on Generate Demand after confirming the TDS amount.

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

Welcome Phub Gyeltshen

Change Password / My Profile Log Out

- Collapse All | + Expand All

RAMIS

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Withholding Agency: Income Source : **BHUTANESE CONTRACT TDS** From Date: To Date: 31-01-20

Please Give All amount in Decimal for

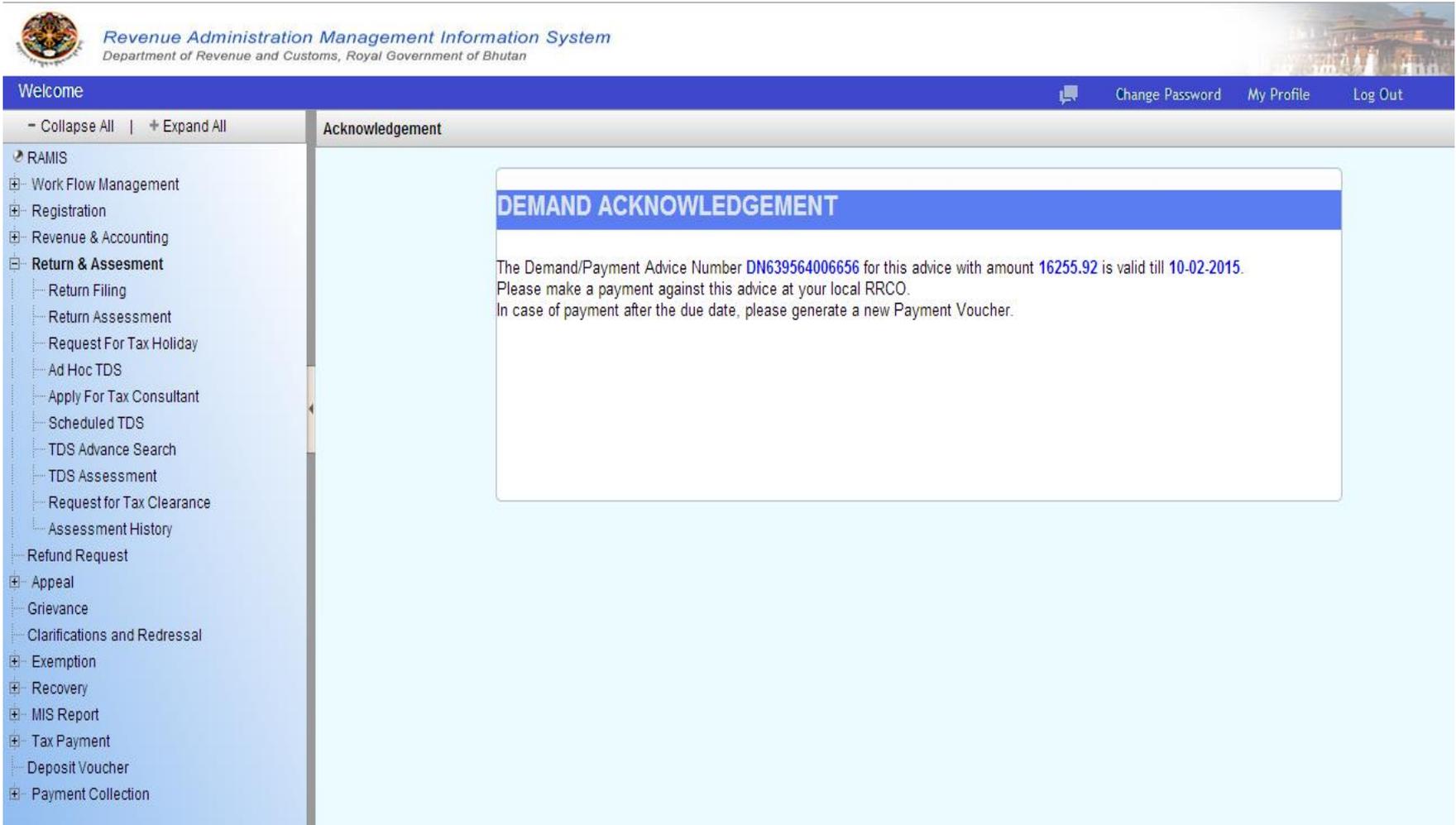
Sr No.	Deducted From (TPN)	Contractor Details	Description	Bill/ Invoice No.	Bill/ Invoice Date	Bill Amount	Rate Tax (2
1.	<input type="text"/>						
Total:						63.18	

The undersigned hereby declare that the information furnished as above are true to the best of my/our knowledge and that in case of false information we may be held liable to prosecution as per Section 36, Chapter 5, General Provisions of the Income Tax Act of the Kingdom of Bhutan 2001.

Generate Demand

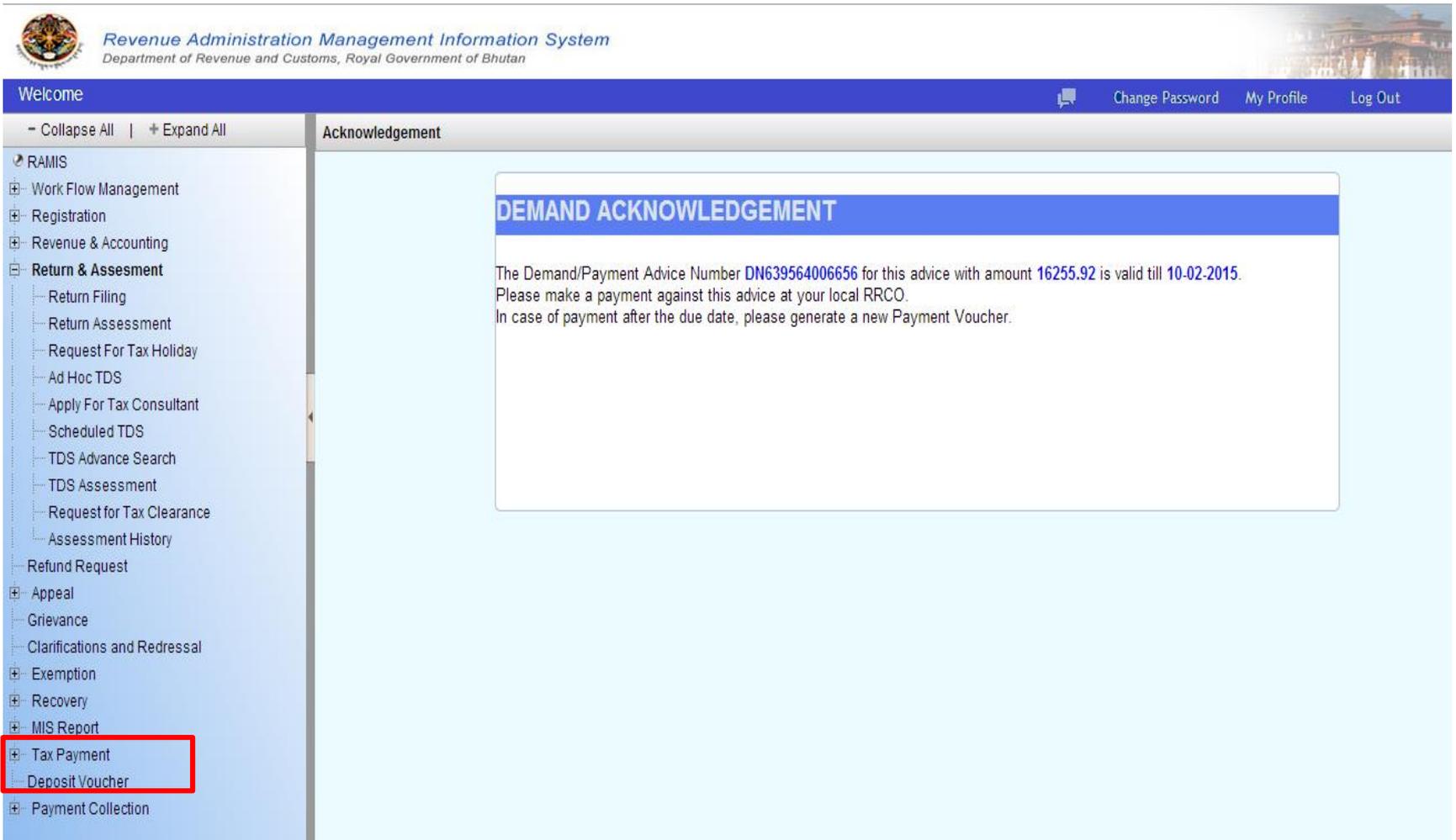
Designed and developed by: CMC Limited | @CopyRight | Legal Terms | Build SVN Revision number 12641 at 07-01-2015 22:07:01

Step 9: Clicking on Generate Demand, you will get a demand number as below, take a print of the page and proceed for payment of the TDS amount. **DO NOT ROUND OFF THE FIGURE. WRITE THE SAME ON THE CHEQUE.**



The screenshot displays the RAMIS web application interface. At the top left is the logo of the Royal Government of Bhutan. The header text reads "Revenue Administration Management Information System" and "Department of Revenue and Customs, Royal Government of Bhutan". A navigation bar contains "Welcome", "Change Password", "My Profile", and "Log Out". A sidebar on the left lists various menu items under "RAMIS", with "Return & Assessment" expanded to show sub-items like "Return Filing", "Return Assessment", "Request For Tax Holiday", "Ad Hoc TDS", "Apply For Tax Consultant", "Scheduled TDS", "TDS Advance Search", "TDS Assessment", "Request for Tax Clearance", and "Assessment History". The main content area is titled "Acknowledgement" and features a blue header for "DEMAND ACKNOWLEDGEMENT". The text below states: "The Demand/Payment Advice Number **DN639564006656** for this advice with amount **16255.92** is valid till **10-02-2015**. Please make a payment against this advice at your local RRCO. In case of payment after the due date, please generate a new Payment Voucher."

Step10: Copy the demand number and go to tax payment and click on deposit voucher as shown below



The screenshot displays the RAMIS web application interface. At the top, the header includes the system logo, the title "Revenue Administration Management Information System", and the subtitle "Department of Revenue and Customs, Royal Government of Bhutan". A navigation bar contains links for "Welcome", "Change Password", "My Profile", and "Log Out". Below this, a secondary navigation bar shows "- Collapse All" and "+ Expand All" options, with the current page titled "Acknowledgement".

The left sidebar contains a tree view of the application's menu. The "Return & Assessment" section is expanded, showing various options. The "Tax Payment" option is highlighted with a red box, and its sub-option "Deposit Voucher" is also highlighted.

The main content area displays a "DEMAND ACKNOWLEDGEMENT" message in a blue header. The message text reads: "The Demand/Payment Advice Number **DN639564006656** for this advice with amount **16255.92** is valid till **10-02-2015**. Please make a payment against this advice at your local RRCO. In case of payment after the due date, please generate a new Payment Voucher."

Paste the Demand No as shown below, search and click on the Demand voucher

The screenshot displays the RAMIS interface. The header includes the system logo and name: "Revenue Administration Management Information System, Department of Revenue and Customs, Royal Government of Bhutan". A navigation bar shows "Welcome Penden Phuntsho" and options for "Change Password", "My Profile", and "Log Out".

The main content area is titled "Revenue Deposit Voucher". It features a search box with the following options and input:

- Radio buttons for "TPN" and "Demand Number" (selected).
- A text input field containing "DN539468003007".
- A "Search" button.

Below the search box, there is a table with the following columns: "Select", "Serial No.", "Demand Number", "Due Date", "Demand Amount", "Penal Interest", "Voucher Amount", and "Voucher No".

Select	Serial No.	Demand Number	Due Date	Demand Amount	Penal Interest	Voucher Amount	Voucher No
<input type="checkbox"/>	1	DN539468003007	10-03-2015	42,139.00	0.00	42,139.00	DV539468006034

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there is a "Generate Voucher" button. The "Voucher No" in the table row is circled in red.

You will see this PDF, take a print out of the
Deposit voucher and proceed for payment

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE & CUSTOMS
Deposit Voucher

Deposit Voucher Due Date : 10-Mar-2015
Deposit Voucher No : DV539468006034
Payment Advice/Demand No : DN539468003007
TPN : SAC00148
Deposit Voucher Generation Date : 18-Feb-2015
Bank Name : Bank of Bhutan, Thimphu
Bank Account Number : 20300220769680042

A/C Head Code	Particulars of head of Accounts	Amounts
111310010	TDS ON SALARY	36200.00
122110001	HEALTH CONTRIBUTION	5939.00
Total Nu :		42139.00

HOW TO MAKE PAYMENT ????????



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

For further details please contact respective RRCOs for your clarification during office hours (9:00 am to 4:00pm BST)

Thimphu RRCO: PBX-323076 or 323609

THANK YOU ALL

Hope this Power Point was of some help to you all.

Initiated By: TDS Unit

RRCO:Thimphu