



འོ་འབབ་དང་ཅ་དམ་ལས་ཁུངས།
དངུལ་ཚིས་རྒྱུན་ལག།

DEPARTMENT OF REVENUE & CUSTOMS
MINISTRY OF FINANCE
THIMPHU



DRC/Customs/SOP-COVID/2020/257

14 September 2020

PUBLIC NOTIFICATION

This is to notify that the Department of Revenue and Customs is implementing the new normal protocol to prevent and contain COVID-19 transmissions. Henceforth, all Importers and Exporters are hereby instructed to follow the following protocol strictly:

1. Modality for submission of clearance documents in soft copy

Submit all the necessary documents for clearance of goods in **SOFT COPY** to the respective RRCOs **ONE** day prior to the entry of the vehicle via email as indicated below.

Region	Email Address
Gelephu	rrco-gelephu@mof.gov.bt
Phuentsholing	rrcoping@mof.gov.bt
Samdrup Jongkhar	rrcosjongkhar@mof.gov.bt
Samtse	rrcosamtse@mof.gov.bt
Paro	rrco-paro@mof.gov.bt
Thimphu	rrcothimphu@mof.gov.bt

2. Documents for Import Clearance

i. Import India

- Invoice;
- Packing list;
- Letter of authorization, where applicable;
- Permit issued by relevant agencies for restricted goods, where applicable;
- Certificate of origin, where applicable;
- Exemption certificate, where applicable;
- Any other relevant documents, as may be considered necessary by the Department.

ii. Third Country Import

- Invoice;
- Packing list;
- Freight documents, where applicable;
- Bill of lading or air-way bill, where applicable;
- Marine or air or transit insurance policy, where applicable;
- Import permit or license, where applicable;
- Letter of authorization, where applicable;
- Permit issued by relevant agencies for restricted goods, where applicable;

Tel. # PABX – 324357/322319/322389/325602/325601, Fax # 00975-2-323608 www.mof.gov.bt/drc



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- i. Letter of guarantee for third country imports via India, where applicable;
- j. Certificate of origin, where applicable;
- k. Exemption certificate, where applicable;
- l. Any other relevant documents, as may be considered necessary by the Department.

3. Documents for Export Clearance

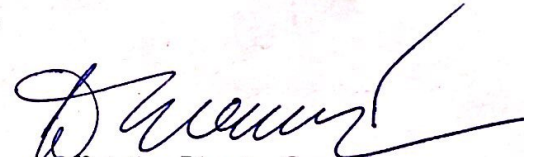
i. Export to India

- a. Invoice;
- b. Packing list;
- c. Shipping bill/ airway bill, where applicable;
- d. Certificate of origin issued by the relevant authority, where applicable;
- e. Insurance documents, where applicable;
- f. Export permit, where applicable;
- g. Any other relevant documents, as may be considered necessary by the Department.

ii. Export to Third Country

- a. Invoice;
- b. Packing list;
- c. Shipping bill/ airway bill, where applicable;
- d. Certificate of origin issued by the relevant authority, where applicable;
- e. Insurance documents, where applicable;
- f. Export permit, where applicable;
- g. Any other relevant documents, as may be considered necessary by the Department.

The Department solicits support and cooperation from all concerned.


Officiating Director General

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