

BHUTAN CUSTOMS CONNECT

eCMS MANUAL

CFA Authorisation

Department of Revenue and Customs Ministry of Finance

Table of Contents

<u>1.</u>	TPN SEARCH/ TRACK APPLICATION2
<u>2.</u>	CFA AUTHORIZATION3
<u>3.</u>	CFA DE-AUTHORIZATION6

1. TPN Search/ Track Application

- i. Once the Trader has updated their details, they can check in there TPN under the TPN Search/Track Application
- ii. Click on the TPN Search/ Track Application:



iii. The below screen gets populated, here in you key in the primary TPN:

e	Home	About Us	Contact	Login
TPN Search / Track Application				
TPN Search Track Application				
RAMIS TPN:				
Search				

iv. Added the primary TPN:

e s s s s s s s s s s s s s s s s s s s	Home	About Us	Contact	Login

TPN Search / Track	TPN Search / Track Application							
TPN Search	Track Ap	plication						
RAMIS T	PN:	DAC00061						
				Search				

v. The list of TPN associated to the trader will get populated, as the TPN has been updated in RAMIS:

					Home About Us Contact Logi	in
TPN Search	/ Track Applic	cation				
TPN Sear	rch Track /	Application				
R	AMIS TPN:	DAC00061				
				Search		
#	TPN		CID No./License No.		Name	
1	DAC00061_0)1	R2001764		Retail Sale of Automotive Fuel (eg. 80D)	-
2	DAC00061_0)2	R2003057		Druk Petroleum Corporation Limited	
3	DAC00061_0	13	R3003202		Druk Petroleum Corporation Limited	
4	DAC00061_0)4	R5008446		Druk Pentroleum Corporation Ltd	
5	DAC00061_0	95	R1000182		Druk Petroleum Corp.Ltd	
6	DAC00061_0	06	R1000183		Druk Petroleum Corp.Ltd	
7	DAC00061_0	7	R1000184		Druk Petroleum Corp.Ltd	
8	DAC00061_0	8	R1002149		Druk Petroleum Corp.Ltd	

vi. Select the TPN which you wish to do trade and authorize the CFA with. Here from the list of TPN, we are taking **DAC00061_01** for trade and taking that we will do the CFA authorization.

2. CFA Authorization

i. Type in url: <u>www.ecms.gov.bt</u>



ii. Under the eCMS e-Services, Click on CFA Authorization/De-authorization.

ees BI	ন্নুবাস্ত'ন্র। iutan Electronic Custo вотаl Govern	ଅମ୍ପର୍ମ ସ୍ମର୍ଭ ସ୍ମା ms Management Sys MENT OF BHUTAN	tem
HOME	ABOUT · PUBLICATION · ADVISORIE	S TUTORIALS REPORTS - CONTACT	LOGIN
Registration New user to sign up to use eCMS services	Application for Duty Free Quota	TPN Search/Track Application User can search their TPN or track their application, declaration, etc.	CFA Authorization/Deauthorization User can apply for a CFA authorization by completing an online application form

iii. OTP Authentication

e				
OTP Authentication				
*TPN :				
Mobile : Email Id :				
(Either Mobile or Email n	eeds to be provided)	Gen	erate OTP	

Here in we add the we want to use for trade and authorize the CFA for trade related activity.



alidate OTP		
*TPN :	JAB16571	
Mobile :	17390649	
Email Id :		
*OTP :		
	Validate OTP	
	Not Received OTP?, Generate again	

Details:

- a. TPN: The TPN of the Registered Trader
- b. Mobile: mobile number to get the OTP
- c. Email id: email id to get the OTP

<u>Note: The user has to key in either mobile no or the email id for the OTP authentication.</u>

- iv. Key in the OTP received, and the validation happens and the Registration tab appears
- v. Click on the Registration Tab
- vi. Select the option Apply CFA Authorization

(;	e		•
	Validate OTP		
	*TPN :	JAB16571	
	Mobile :	17390649	
	Email Id :		
	*OTP :	625986	
	*Registration:	select Apply CFA Authorization Cancel CFA Authorization	ubmit

vii. Fill in the details in the field

elis				
APPLICATION FOR CFAAUTH Trader Details	IORIZATION			
*TPN :	JAB16571			
*Trade License Number:	1000520			
*Name :	Jangchuk Manufacturing Enterprise	*Business Address:	,Thim Throm,Thim Throm,Nill,Thimphu,Nill,	
Mobile number:	17390649	Email Id :	nermit.lepcha@yangkhor.com	
*CFA TPN:				
*CFA Name :		*Start Date :	i	â
*CFA License Number:		*End Date:		8
	Submit	Reset		

Details:

- a. <u>CFA TPN</u>: add in the CFA TPN to authorize the CFA for trade related activity.
- b. CFA name and CFA License Number gets auto- populated.
- c. <u>Start Date</u> and <u>End Date</u>: the date for the authorization period needs to be mentioned.
- viii. Click on <u>Submit</u> button to Submit the application



Application for CFA Authorization has been done successfully. Reference Number: CFAUTH07042023024365

- ix. The Application number gets generated for tracking.
- x. Once the application has been approved by the customs, the trader and CFA will be notified through the registered mail:

CFA Authorization Status

NR no-reply@ecms.gov.bt To ● Nermit Lepcha; ○ seenu.ru@gmail.com



Dear BAB21222_01,

Your CFA authorization with CFA TPN TPNCID001 has been Approved.

3. CFA De-authorization

i. Type in url: <u>www.ecms.gov.bt</u>



ii. Under the eCMS e-Services, Click on CFA Authorization/De-authorization

e S E	द्भुव Bhutan Electronic ह०७४	ซารุสาฆธุ Customs เ covernment] ५ : रद्दे ल्पा Manageme T of BHUTAN	nt Systen		Harpers
Номе		ADVISORIES	TUTORIALS REPORTS	✓ CONTACT	LOGIN	
	_					
2+			Q		0	
Registration	User can apply for Duty Free	Quota	User can search their TPN	or track their	User can apply for a CFA authorization by	
			application, declarat	ion, etc.	completing an online application form	

iii. **OTP** Authentication

e	
	OTP Authentication
	*TPN :
	Mobile :
	Email Id :
	(Either Mobile or Email needs to be provided)
	Generate OTP
Validate OTP	
*TPN	; JAB16571
Mobile	17390649
Email Id	
*010	
OIP	Validate OTP
	Not Received OTP?, Generate again
Details:	
i. TPN: The	e TPN of the Registered Trader

- Mobile: mobile number to get the OTP Email id: email id to get the OTP ii.
- iii.

Note: The user has to key in either mobile no or the email id for the OTP authentication.

- iv. Key in the OTP received, and the validation happens and the Registration tab appears
- v. Click on the Registration Tab
- vi. Select the option Cancel CFA Authorization

ets			
Validate OTP			
*TPN :	JAB16571		
Mobile :	17390649		
Email Id :			
*OTP :	625986		
*Registration:	select		
	Apply CFA Authorization Cancel CFA Authorization	ubmit	

vii. Select the dropdown My Authorized CFA TPN

Trader Details			
*TPN :	BAB21222_01		
*Trade License	1006605		
Number:			
*Name :	Bhutan Industrial and power system	*Business Address:	, ,NA, ,LHUENTSE, ,
Mobile number:	17390649	Email Id :	nermit.lepcha@yangkhor.com
'My Authorized CFA	select		
TPN:			
*CFA Name :		*CFA License	

viii. It will list the CFA TPN authorized.

Trader Details				
*TPN :	BAB21222_01			
*Trade License	1006605			
Number:				
*Name :	Bhutan Industrial and power system	*Business Address:	, ,NA, ,LHUENTSE, ,	
Mobile number:	17390649	Email Id :	nermit.lepcha@yangkhor.com	
*My Authorized CFA	TEU123456			
TPN:	select PAB08586_01			
*CFA Name :	PN1108 TEU123456	*CFA License	LIC123	

ix. Select the one you want the deauthorize.

Trader Details			
*TPN :	BAB21222_01		
*Trade License	1006605		
Number:			
*Name :	Bhutan Industrial and power system	*Business Address:	, ,NA, ,LHUENTSE, ,
Mobile number:	17390649	Email Id :	nermit.lepcha@yangkhor.com
*My Authorized CFA	TEU123456		
TPN:			
*CFA Name :	Tshering Export United	*CFA License	LIC123
		Number:	

- x. Click Submit.
- xi. The deauthorization remark for cancellation



CFA Authorization Cancellation has been done successful	ully.	

xii. The deauthorization or cancellation mail notification will be sent to the concern trader and CFA registered mail:

CFA Authorization Cancellation



no-reply@ecms.gov.bt To SNermit Lepcha



Dear BAB21222_01, Your CFA authorization with CFA TPN TEU123456 has been cancelled.