eCMS MANUAL

CFA Authorisation

Department of Revenue and Customs
Ministry of Finance

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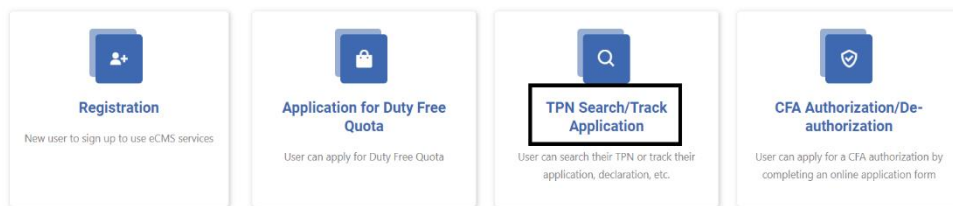## 1. TPN Search/ Track Application

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:

iv. Added the primary TPN:

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

TPN Search / Track Application
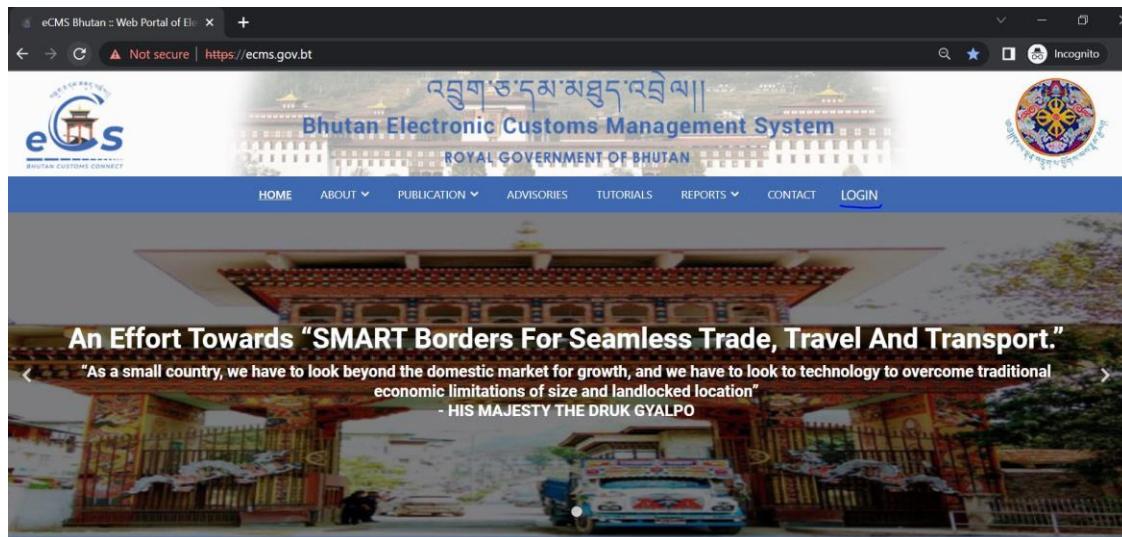
| TPN Search | Track Application |

RAMIS TPN: DAC00061

Search

#	TPN	CID No./License No.	Name
1	DAC00061_01	R2001764	Retail Sale of Automotive Fuel (eg. BOD)
2	DAC00061_02	R2003057	Druk Petroleum Corporation Limited
3	DAC00061_03	R3003202	Druk Petroleum Corporation Limited
4	DAC00061_04	R5008446	Druk Pentroleum Corporation Ltd
5	DAC00061_05	R1000182	Druk Petroleum Corp.Ltd
6	DAC00061_06	R1000183	Druk Petroleum Corp.Ltd
7	DAC00061_07	R1000184	Druk Petroleum Corp.Ltd
8	DAC00061_08	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: www.ecms.gov.bt

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

eCMS e-Services

Registration
New user to sign up to use eCMS services

Application for Duty Free Quota
User can apply for Duty Free Quota

TPN Search/Track Application
User can search their TPN or track their application, declaration, etc.

CFA Authorization/De-authorization
User can apply for a CFA authorization by completing an online application form

iii.   OTP Authentication

OTP Authentication

*TPN :

Mobile :

Email Id :

(Either Mobile or Email needs to be provided)

Generate OTP

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

Validate 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

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 **Apply CFA Authorization**

vii.   Fill in the details in the field

Details:

   a.   **CFA TPN**: add in the CFA TPN to authorize the CFA for trade related activity.

   b.   CFA name and CFA License Number gets auto- populated.

   c.   **Start Date** and **End Date**: the date for the authorization period needs to be mentioned.

viii.   Click on **Submit** 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

no-reply@ecms.gov.bt
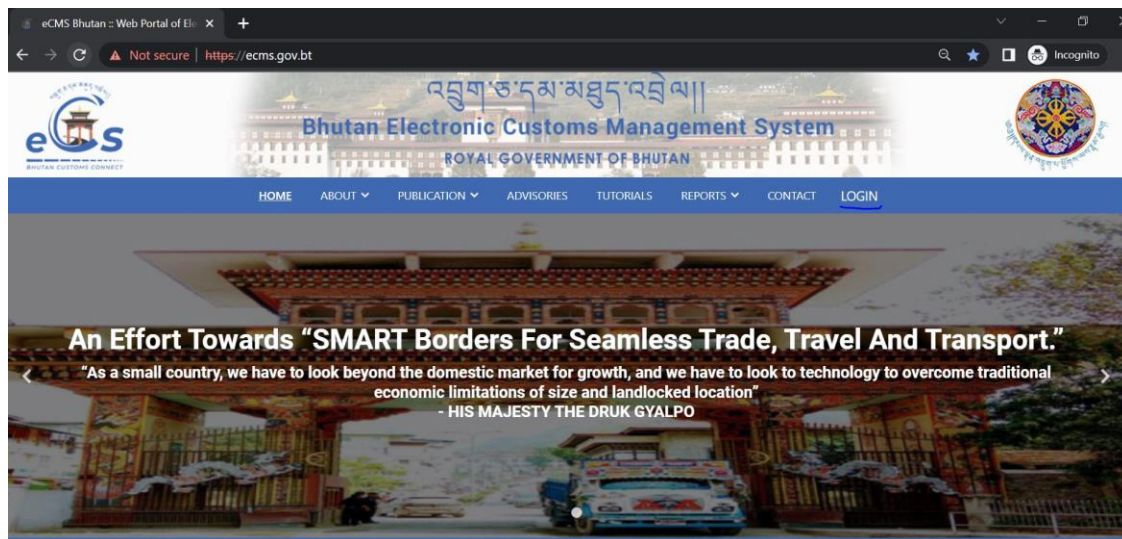To ● Nermit Lepcha; ○ seenu.ru@gmail.com   24-Mar-23

Dear BAB21222_01,

Your CFA authorization with CFA TPN TPNCID001 has been Approved.

3. CFA De-authorization

i.   Type in url: www.ecms.gov.bt

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

iii.   OTP Authentication

Details:
   i.   TPN: The TPN of the Registered Trader
   ii.   Mobile: mobile number to get the OTP
   iii. Email id: email id to get the OTP

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

vii. Select the dropdown My Authorized CFA TPN

viii. It will list the CFA TPN authorized.

ix.   Select the one you want the deauthorize.

APPLICATION FOR CFA AUTHORIZATION CANCELLATION

Trader Details

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

Submit   Reset

x.   Click Submit.

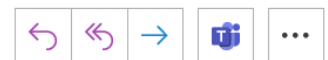xi.   The deauthorization remark for cancellation

CFA Authorization Cancellation has been done successfully.

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

CFA Authorization Cancellation

NR   no-reply@ecms.gov.bt
       To   Nermit Lepcha   07-Apr-23

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