1. Registration Process in the BTFN System.

**Step 1**. Click on REGISTRATION Menu and chose either trader (Business Entity & Individual) or Clearing & Forwarding Agent (CFA)

**Step 2**. Provide TPN Number (BIT, CIT & PIT)

**Note:**

*If your TPN doesn’t exist, kindly update your personal information in the RAMIS under profile(drc.ramis.gov.bt) to push your details to BTFN.IF you need assistance, kindly contact DRC (Regions where you have registered your TPN).*

**Step 3**. Once you have updated your information in RAMIS, it has to be approved by RAMIS focal to push your details to the BTFN system.

**Step 4**. Follow the step 1 & 2 and subsequently fill up the details as required by the BTFN system to complete the registration process.

**Step 5**. Your registration has to be approved by system Admin. Upon approval, you will receive email notification with login credentials. Please check you SPAM folders as well.

**Step 6**. Click on login menu and provide credentials you received via email. The BTFN system will ask you to change the default password. Kinley follow the password policy as indicated by the system.

1. Please refer the user manual on how to apply for Import License & Export Permit through BTFN system after login.>>hyperlink the user manual.

Note:

For any support, kindly contact:

1. *DoT-Import from Countries Other Than India (COTI)*

*1.1.Mr. Sangay Chophel, Department of Trade, Thimphu (MoICE) at 17708166.*

1. *DoT-Export to COTI*
	1. *Mr. Kinley Tshering,Phuntsholing Region at* 17555555
	2. *Ms. Tshering Lhamo, Gelephu Region at* 17920578
	3. *Mr.Jamyang Tenzin, Trongsa Region at 17934759*
	4. *Mr. Dhurba Giri, Thimphu Region at 17829595*
	5. *Mr. Nidup Dorji, Samdrupjongkhar Region at 17616050*
	6. *Mr. Ugyen Samdrup, Mongar Region at 17637451*
2. *DoI-Import by Manufacturing Units*
	1. *Ms. Muna, Thimphu (17629837)*
	2. *Mr. Sonam Dorji, Thimphu(77481886)*
	3. *Ms. Tshering Lhamo, Thimphu(*
3. *For general enquiry on the BTFN system, kindly contact*
	1. *Mr. Tashi Gyeltshen, RMA (17933912)*
	2. *Mr. Yeshi Dorji, RMA (17684781)*
	3. *Mr. Nidup Tshering Dorji, RMA (17965517)*
	4. *Mr. Dawa Tshering, Developer (17657268)*
	5. *Ms.Dechen Dema, Developer (17488053)*
	6. *Ms. Dechen Dema, Developer (17488053)*