



DRC/CUS/PFLA(Facilitation)/06/2024-2025/ 1948

Date: 15/04/2025

### **PUBLIC NOTIFICATION**

The Department of Revenue and Customs, Ministry of Finance, would like to inform and encourage all business entities involved in the import, export, and transit of goods to **register as a trader in the Electronic Customs Management System (ECMS)**.

The ECMS, a web-based customs declaration platform, has been rolled out in phases across all eight Regional Revenue and Customs Offices since 30<sup>th</sup> October 2023. Under this system, all customs declarations must be submitted electronically through Authorized Clearing and Forwarding Agents (CFAs). To ensure smooth and efficient customs clearance, all businesses were earlier advised to update their registration details in RAMIS.

Now, to further enhance transparency, accountability, and ease of doing business, **it is mandatory for all businesses to register as a trader in ECMS** by visiting the ECMS portal at **www.ecms.gov.bt**.

#### **Benefits of Trader Registration:**

By registering as a trader in the ECMS, businesses can:

- View all customs declarations made on your behalf by the CFAs.
- Print and verify declarations to ensure accuracy in declared value, quantity, and other details.
- Detect and rectify any erroneous declarations made under your Taxpayer Number (TPN).
- Avoid unnecessary visits to Regional or Head Offices regarding mismatched import/export/transit records.

#### **Registration steps. (How to Register as a Trader):**

1. Visit **www.ecms.gov.bt** using web browser.
2. Go to the **REGISTRATION** module on the homepage.
3. Click on the Registration Module and enter your **Taxpayer Number (TPN)** in the designated field. Ensure that you enter a **valid and correct TPN**.
4. Provide **either a valid mobile number or email address** (only one is required) to receive a **One-Time Password (OTP)**. You will receive the OTP via SMS or email, based on your selected option. Once received, enter the OTP to proceed.
5. After OTP validation, a dropdown menu will appear. Select **"Trader Registration"** from the dropdown menu and then click the **"SUBMIT"** button to continue.
6. On the next page, your business details will be **automatically fetched from RAMIS**. Simply click on **"SAVE AND NEXT"** to proceed.
7. Under Application Details, enter your **Username**. This will be used for logging into the ECMS system in the future, so please **remember it carefully**. Select your **Gender** from the options provided and click on **"SAVE AND NEXT"** to continue.



8. On the next page, you will see Document Details, under document details, upload a **valid copy of your business license** and click on the “**SAVE AND NEXT**” button to proceed to the next step.
9. In the next page, you will see **Summary Details**, whereby all the details entered are shown for review on the final page. Before submission, you have to agree to the **disclaimer note** and click the “**SUBMIT**” button to complete your registration. After successful submission, you will receive a **Registration Reference Number**.
10. **Track Registration Status**: To track your registration, visit the ECMS portal again and use the “**TPN Search / Track Application**” module to enter your **Registration Reference Number**. Once your registration is approved, login credentials will be sent to your email (ensure your email is valid and updated in RAMIS before registration as trader).

For support or clarification, please contact your nearest Regional Revenue and Customs Office or contact Project Office @ 77778162/17763770 during office hours.

Director General  
Department of Revenue and Customs  
Thimphu.