



Bank User Manual

First Step

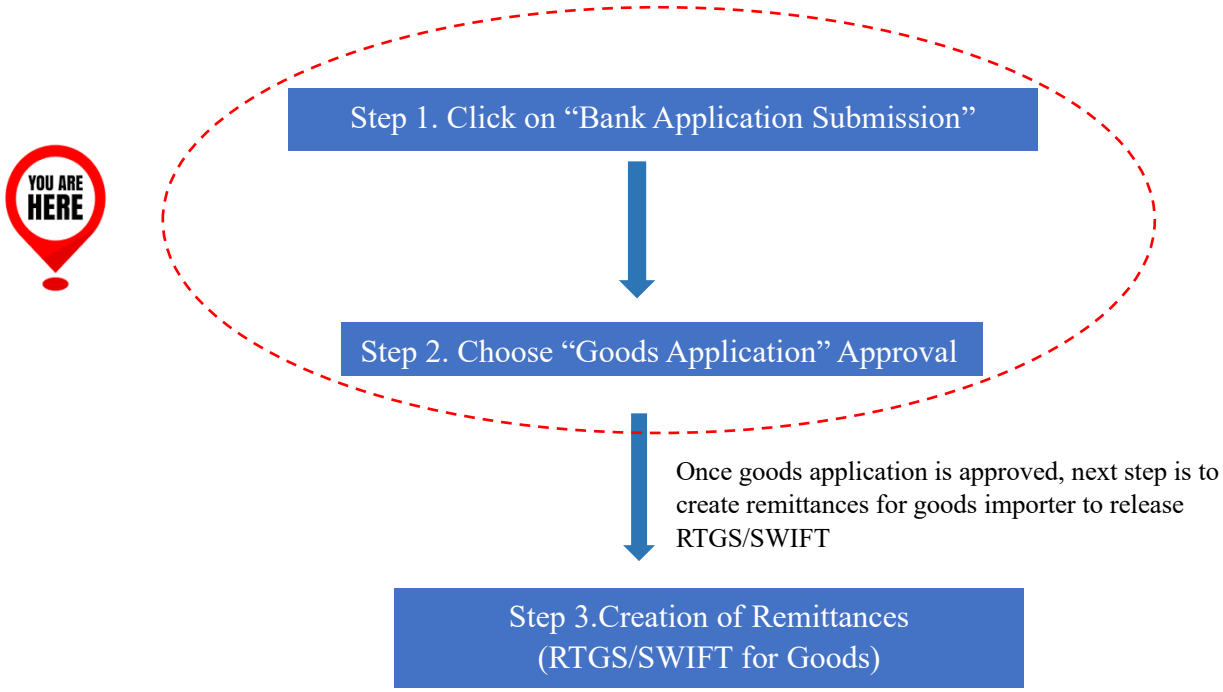
1.Bank application approval Process (for Goods Importer)

Version 2.0

July 2024

Fig 1. Three stages of bank approval for RTGS/SWIFT payments

After logging into the bank dashboard:



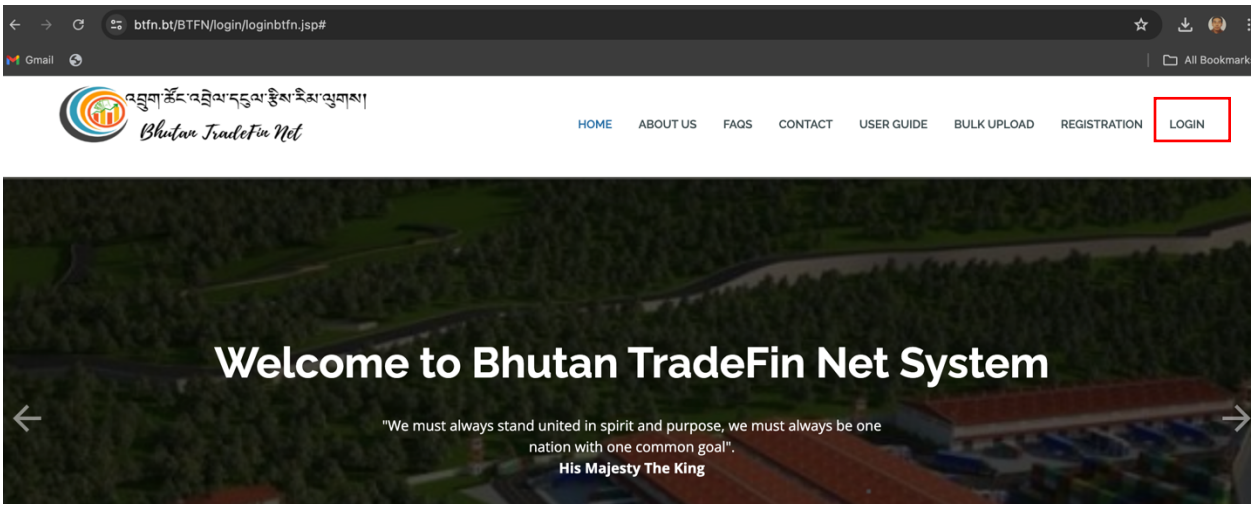
Detailed approval process by Bank is explained below.

1.Bank application process during import of goods

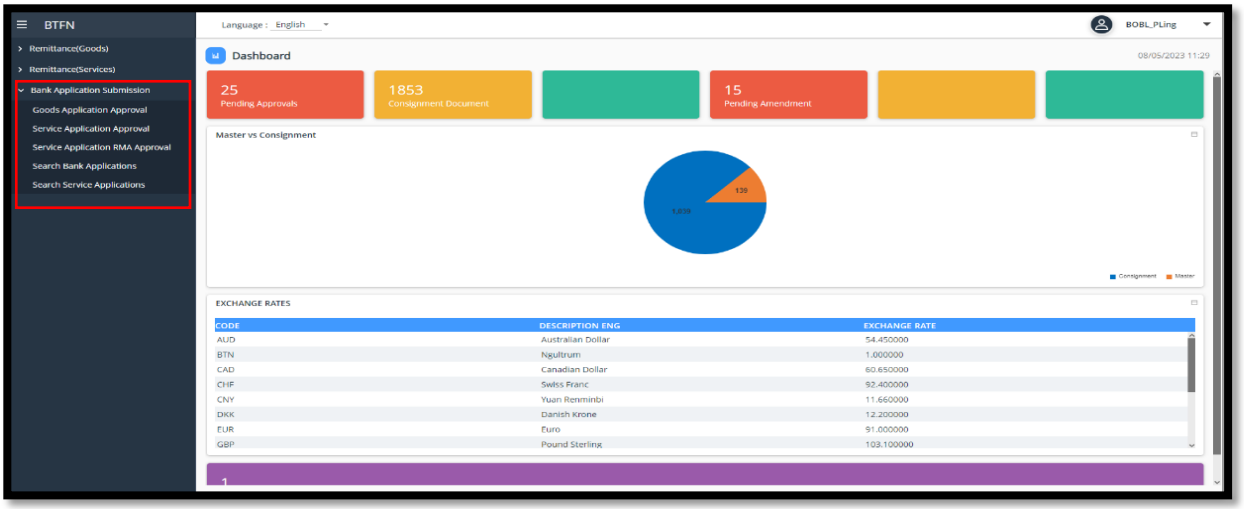
- Visit (www.btfn.bt) and login to BTFN System using the username and password.
- If you are logging in for the first time, check your email with username and a default password.

BTFN will force you to change the default password. Please follow the password policy when changing password.

1.Visit www.btfn.bt
2. Choose login and enter your user name and password.



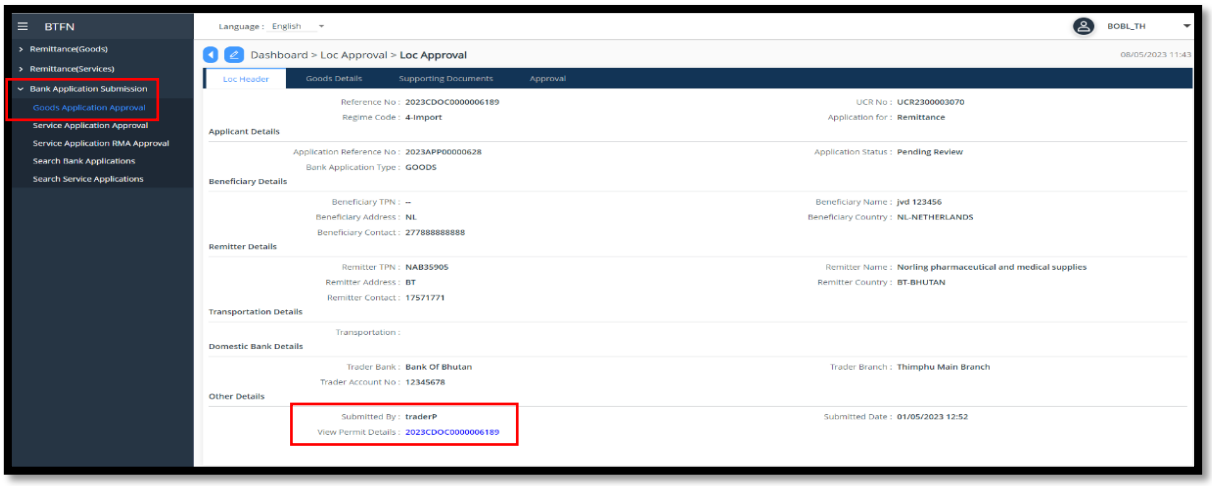
3. Once login, you will get access to the following dashboard.



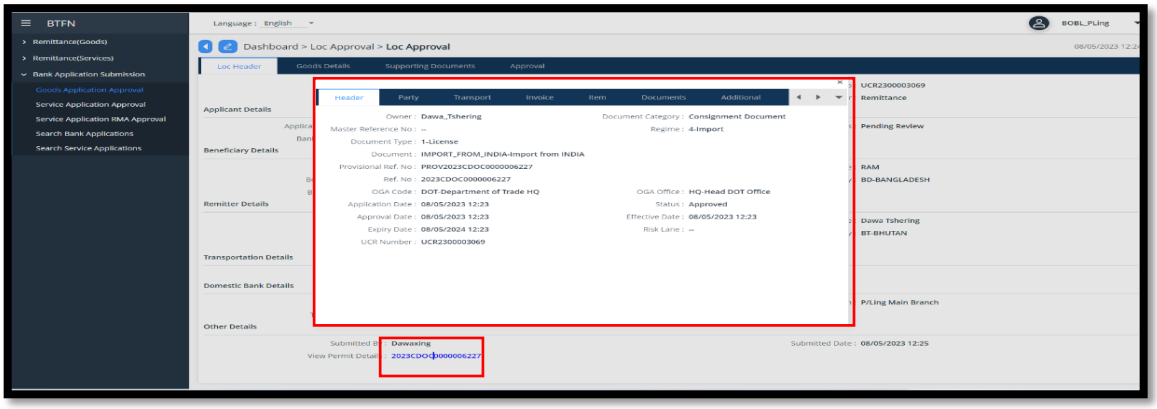
Firstly, to approve “bank application” : Click on

1. Bank application submission
2. Goods application approval and
3. Cross verify by clicking below on Loc Header, Goods Details, Supporting Documents and compare with details under hyperlink highlighted below, before Approval.

Note: Please refer Foreign Exchange Operation Guidelines & Foreign Exchange Rules & Regulations of the RMA to ensure necessary documents are uploaded in the system. Kindly ensure applicant has approved import license/registration before approving bank application by bank.



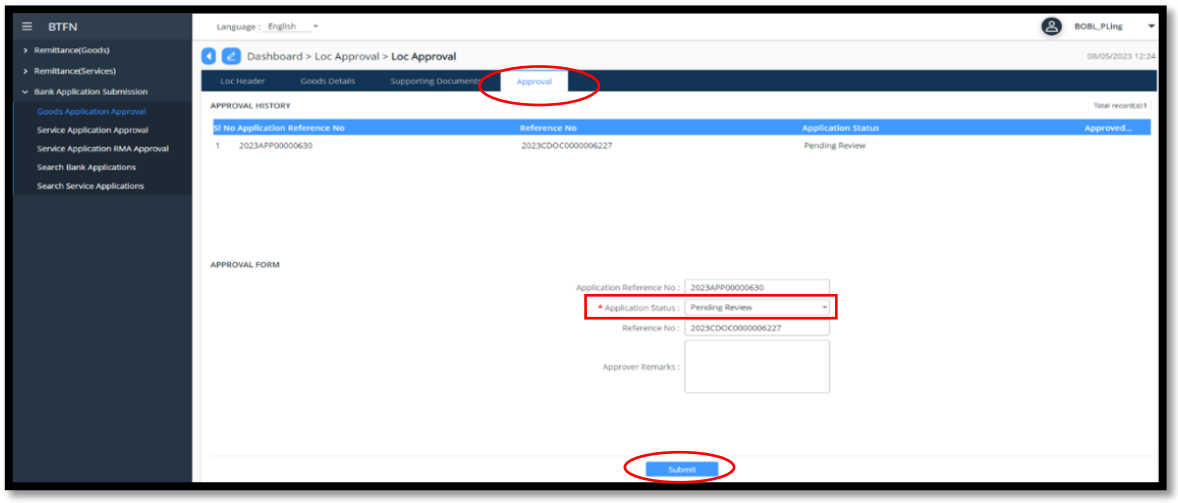
4. Click on hyperlink *“view permit details “to get following pop-up information.* Bank can view this information to cross verify with the information entered into the system but cannot edit.



Within the pop up message above, Click on header, party, transport, invoice, item(if third countries), documents to view and cross verify the information submitted by applicant.

5. Once all information is verified, click on “Approval” shown below.
6. **Choose for “application status” as marked below.**
   - If you found application has no issue or mistake, you can choose “Approved” from dropdown under the **“application status”** which is indicated in the following image.
   - If the required uploaded documents are found wrong or missing or not endorsed by an issuing authority(without seal or signature), then choose **REJECT** from the “application status” dropdown list(below) and clearly provide the reason for rejection. Applicant needs to apply for amendment of import license in this case.

7. But if mistake is related to use of wrong bank account number(saving bank account if business), wrong beneficiary details or bank branch etc, please choose “Reject for Amendment” and provide the reason for rejection. In this case, applicant can directly amend and resubmit the application instantly. No need to apply for amendment separately.



Click “Submit” button above, if everything is fine after verification. With this, approval process for **banks application** is completed. During bank application approval, no need to check bank balances in the account since payment is done later during creating remittance.

Next sept for bank is to **create remittance** when an applicant visits bank with filled remittance form. The applicant will indicate in the remittance form whether to send as an advance or full payment.

Upon receiving the filled remittance form by bank, kindly refer the next manual (Step 2) for creating remittance.

Note: *Banks are requested to approve the bank application at the earliest convenience otherwise bank application status in the applicant dashboard will keep showing “pending approval by commercial banks”. Once approved by bank in the above manner, the notification in the applicant dashboard will show as “Approved”. Currently, the applicant/owner will then visit bank to fill up the hard copy remit form and submit to bank to do RTGS/SWIFT which can be done as an advance or full payment.*

*****END*****