

ญญาพิศูราชิงาติจารจราสะริสุ

ROYAL AUDIT AUTHORITY

USER MANUAL FOR OBSERVATION (AUDIT REPORT) RECOVERY USING MBOB

Version History

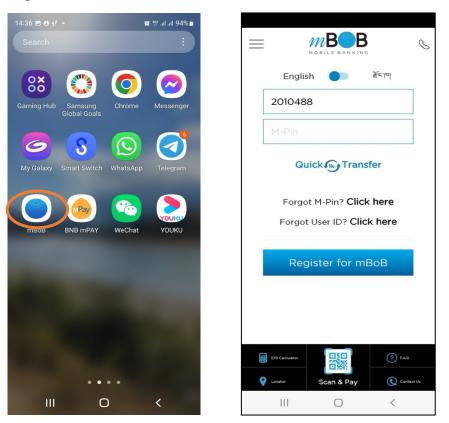
| SI. No. | Version No. | Release Date | Updates Description |
|------------|-------------|--------------|--|
| 1. | 1.0 | 18-01-2024 | This user manual is to be used by individuals who want to deposit audit recoveries |
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- **1.** Prerequisites to make audit recoveries using mBOB of Bank of Bhutan Ltd.
 - i. User needs mBOB App on their phones: please download using Play Store (android) or Apple Store (iOS).
 - ii. Users need to know the AUDIT IDENTIFICATION NUMBER (AIN).
- iii. Audit Report should to be issued.

2. Audit Recoveries

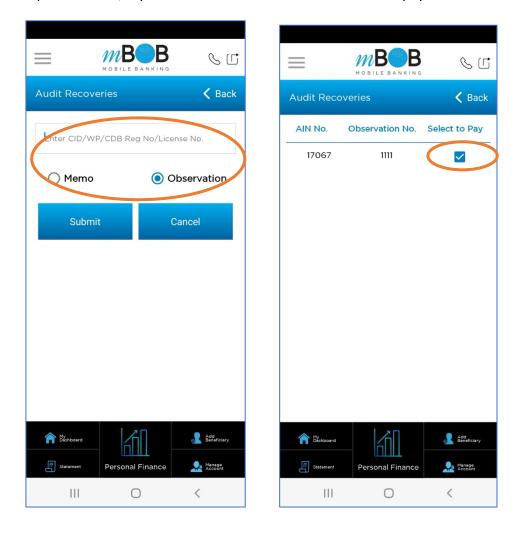
Audit Recoveries is a new feature added in mBOB to facilitate individuals in paying the amount they are accountable for. To make audit recoveries, follow the following steps in mBOB:

i. In order to initiate audit recoveries in mBOB, users or individuals should open mBOB app and log in.

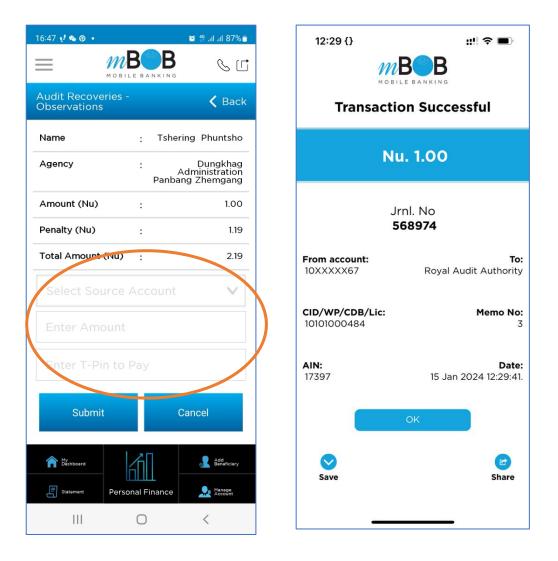


- i. Select or click '**Bill Payments**' feature from the list of options. *Important Note: Individuals should never use the 'Fund Transfer' feature in mBOB while making audit recoveries as making payment using this feature will not update the transaction in AIMS.*
 - **mB**B = 0 **mB**B 🔺 🕓 🕩 = 60 Being competitive, consistent and staying relevant to the current global banking trends and practices;
 Contributing to economy by continually increasing market there. K Back **Bill Payments** share: Continually adopting to ensure excellent customer service: Engaging employees and people working withon behalf of Bols to enhance the effectiveness of Qhoff's equipmemens for financial services and use of better technologies; Chambudy better practices and use of better technologies; Continuously improving. Its processes, systems and performance '- enhance business efficiency and customer stafization: QUALITY Bhutan Lelecom > POLICY AP. Tashi Cell > 2 **Bill Payments** Utility Bill Payment > Accounts Cards/Loan NU (盟) Tax > Tax Fund Transfer Insurance Scan & Pay > (....) Loan EMI 2. % Recharge Others **Open Account** > Other Biller (00) Y Thromde Service Entertainment Flight > RAA Audit Recoveries TS 89 - 00 Add Beneficiary Add Beneficiary Ay Dashboard n My Dashboard ĥΠ ήI Statement Manage Account Personal Finance Account Personal Finance 111 < |||< \bigcirc \bigcirc
- ii. After selecting "Bill Payments", please select 'Audit Recoveries.

- iii. Select '**Observation**' option for audit recovery. Enter either your CID or CDB No. or License No. and then click '**Submit**' button.
- iv. AIN or a list of AINs with observations will be displayed for selection. Check the box under the '**Select to Pay**', for which you want to make payment. You can also make multiple selection, if you have more than one memo to make payments.



v. The observation details along with amount, penalty (if any), and total amount will be displayed. To make payment, select the source account and enter the amount you want to deposit (*For observation, partial recovery is possible*). Enter your T-PIN and click on **'Submit'** button.



- vi. Once the payment is successful, take screen shot of your transaction and open AIMS using the URL: https://aims.bhutanaudit.gov.bt/ to print electronic Receipt.
- vii. On the left side pane, click on the 'Print/Download eReceipt' menu and enter CID or CDB No. or License No. (the same identity number you have used in the beginning to make audit recovery in mBOB)



| AIMS | Audit Information Management System | | |
|---------------------------|---------------------------------------|--|--|
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| 🗁 Home | ENTER CID/CDB. No./WP No./Licence No. | | |
| 🗁 Login | | | |
| Apply Audit Clearance | CID/CDB No./Licence | | |
| Track Audit Clearance | No./WP No. | | |
| 🗁 Print Audit Clearance | | | |
| 👉 Print/Download eReceipt | | | |
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