



རྒྱལ་གཞུང་རྩིས་ཞིབ་དབང་འཛིན།

ROYAL AUDIT AUTHORITY

**USER MANUAL FOR OBSERVATION (AUDIT
REPORT) RECOVERY USING MBOB**

Version History

Sl. 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

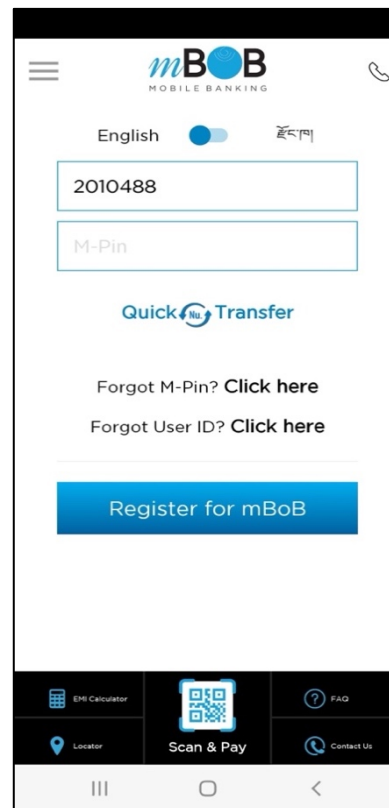
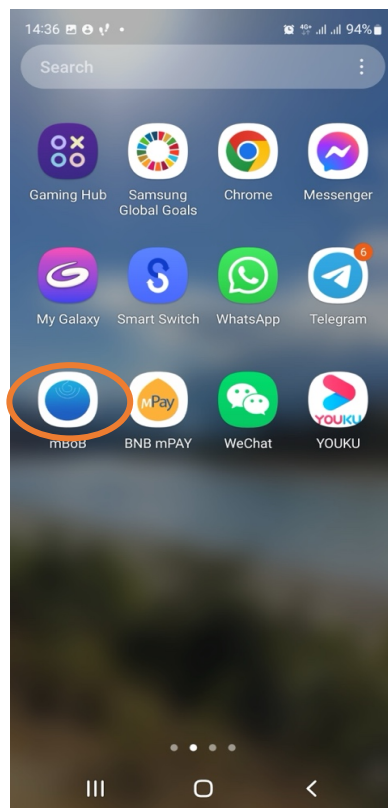
1. Prerequisites to make audit recoveries using mBOB of Bank of Bhutan Ltd.

- 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.

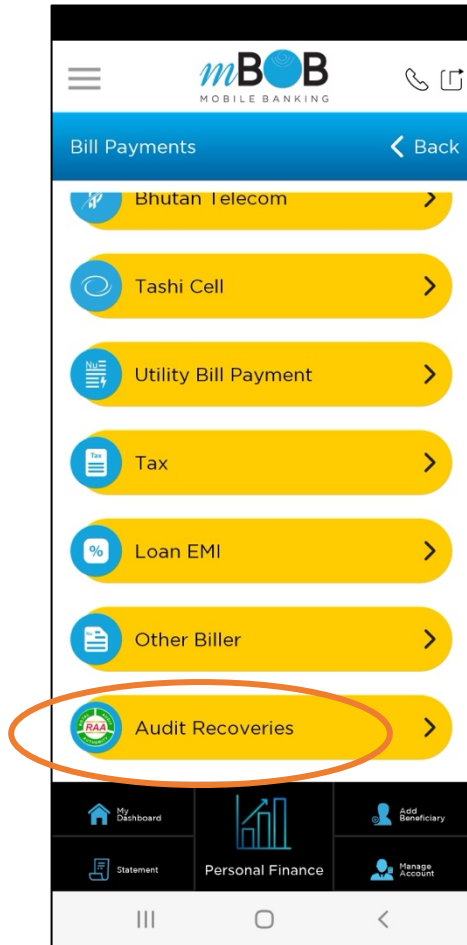
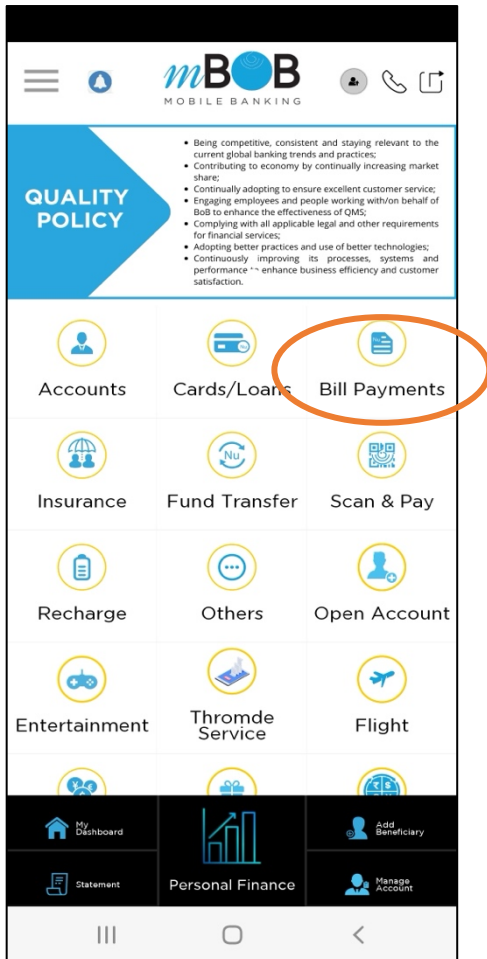
2. Audit Recoveries

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:

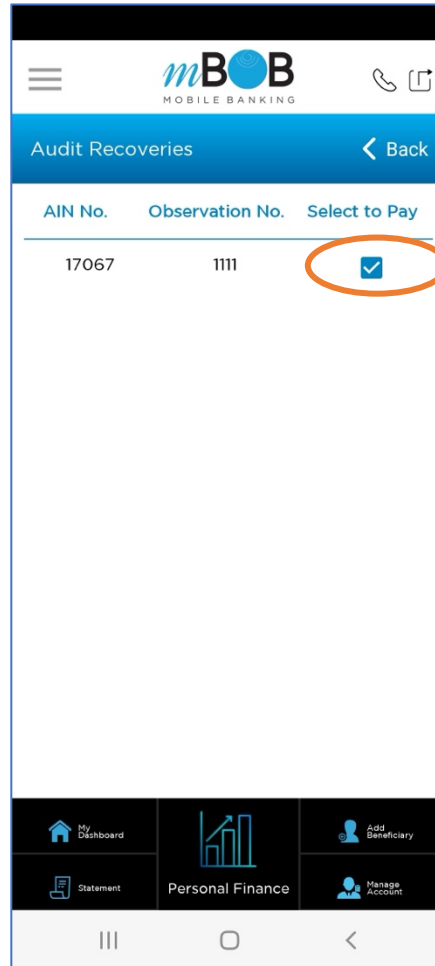
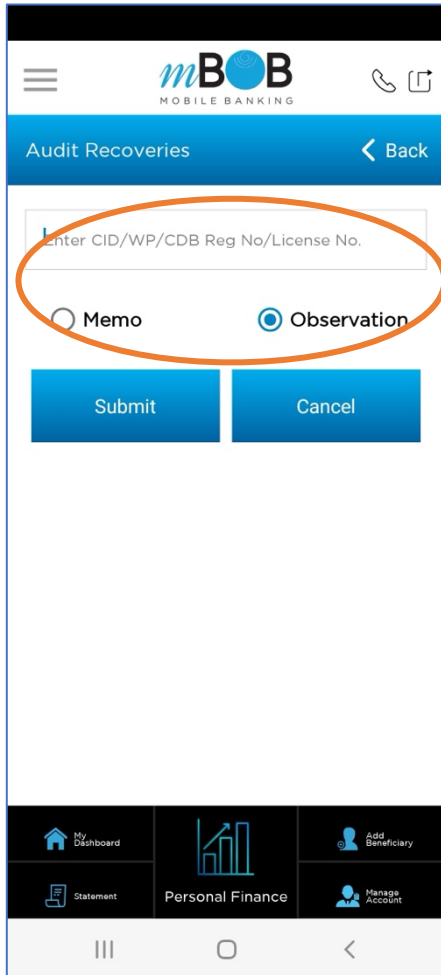
- i. In order to initiate audit recoveries in mBOB, users or individuals should open mBOB app and log in.



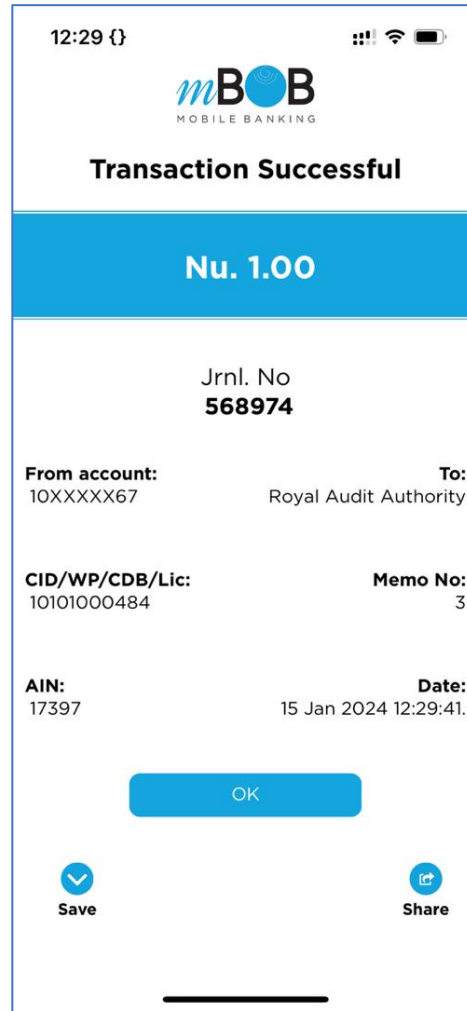
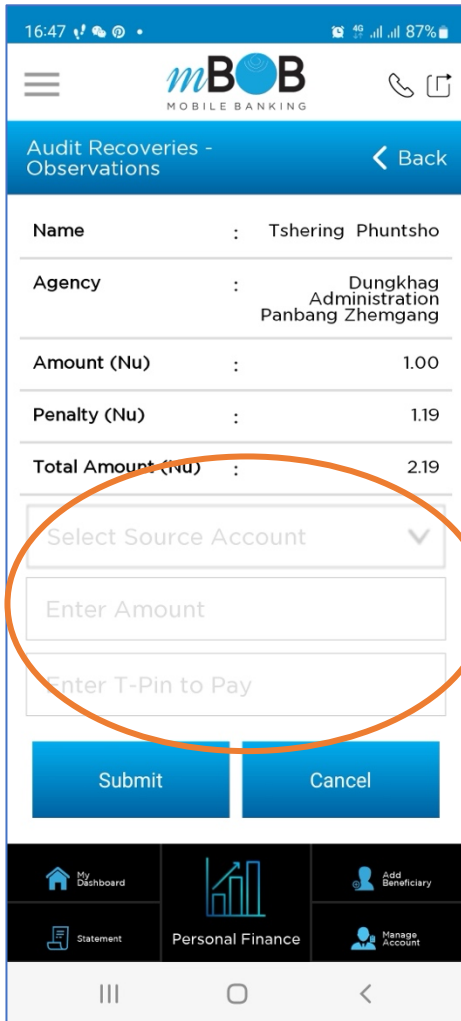
- i. Select or click **'Bill Payments'** feature from the list of options. *Important Note: Individuals should never use the 'Fund Transfer' feature in mBOB while making audit recoveries as making payment using this feature will not update the transaction in AIMS.*
- ii. After selecting **"Bill Payments"**, 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 Licence No. (the same identity number you have used in the beginning to make audit recovery in mBOB)

