

**ANNEX XXIII: SAMPLE MEMO**



**ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE & CUSTOMS**

**SAMPLE MEMO**

**Memo No.:**

**Date:**

In exercise of the power conferred to the Department under Section 72 of the Customs Act of Bhutan, 2017, we hereby take the under mentioned commodities as samples for verification, testing and examination purpose.

**Date:**

**Time:**

**Place:**

Name & address in full of the owner of the sample:

Mode of transport:

Name & Designation of official(s):

Invoice No.:

Invoice Date:

Invoice Value:

BTC Code	Commodity Description	Unit	Qty	Assessed Value for BST	Assessed Value for CD	Sales Tax		Customs Duty		Green Tax		Total Payable Amount
						Rate	Amount	Rate	Amount	Rate	Amount	

**Remarks:**

Name:

Signature:

Owner/Representative

Name and Designation:

Signature:

Officer In-Charge

In the event of non-compliance, the above commodities shall be dealt as per provisions under the Custom Act of Bhutan 2017.