

User Manual for Online TM Form Management System

Introduction

This manual contains instructions about how to entry data using Online TM Form Management System (OTMFMS) for a Travel and Miscellaneous (TM) Form.

TM Form is used by the people to apply for getting foreign currency through banking channel for various purposes such as, travelling to foreign countries, to pay tuition fees to foreign universities, to participate in a foreign trade fair, to pay bill of satellite channels, to pay subscription fee of a foreign journal etc. Any purpose other than “**Travel**” is considered as “**Miscellaneous**”.

Data Entry Procedure for “Travel” Purposes

Following steps will show how to enter TM form field values which has been submitted for visiting foreign country.

1. Open the Online TM Form Management System web application in your favorite browser and you will get a login page as shown in the next page.



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Online TM Form Management System

<u>Username</u>	<input type="text"/>
<u>Password</u>	<input type="password" value="....."/>
	<input type="button" value="Login"/>

Write the supplied username and password and click Login button.

2. For the first time when you try to login, you will be forced to change your default password by the security rule of this system. Fill up the textbox accordingly and click on “Apply Changes” button.

The password for this account must be changed.

Change Password Apply Changes

User Name: **ANZ-2554**

* Enter Current Password

* Enter New Password

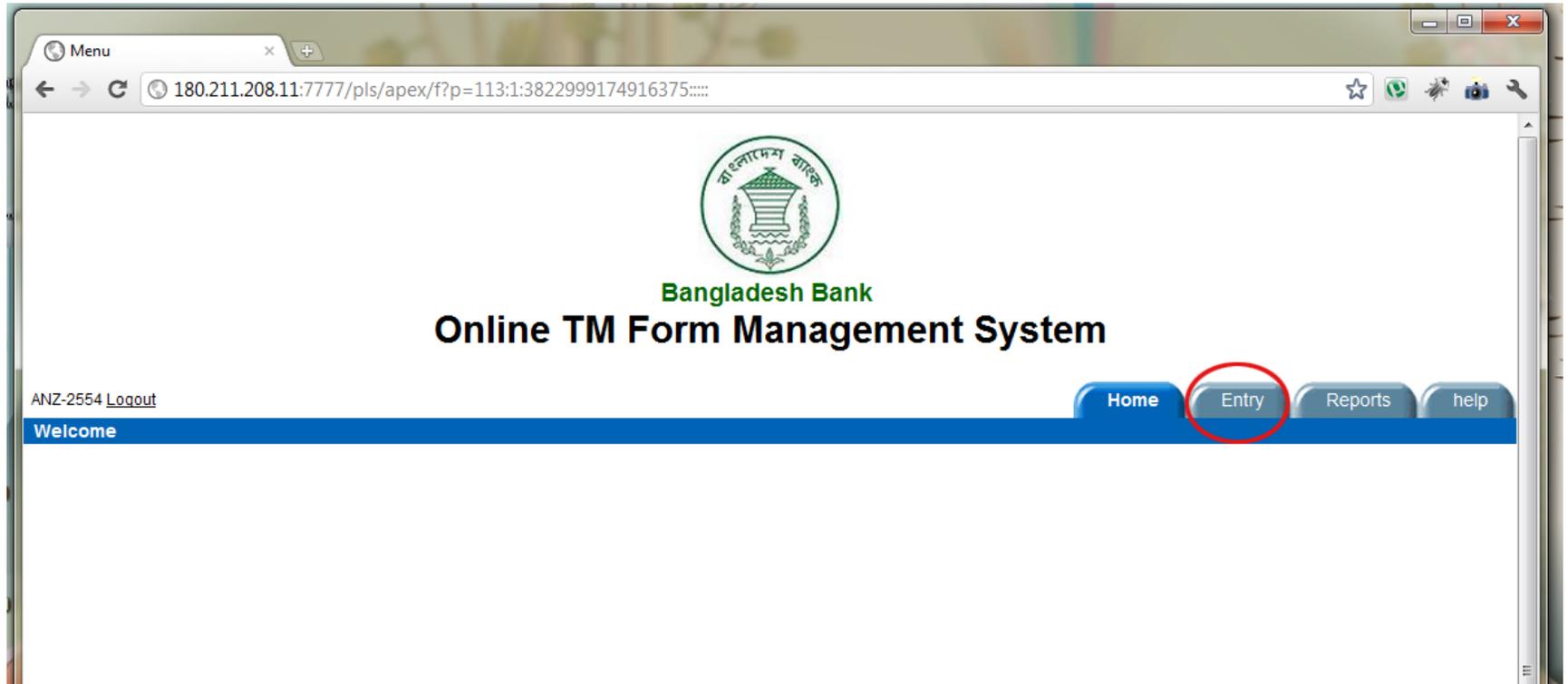
* Confirm New Password

3. Now you will get the following screen. Click on **Return** button and login again using new password.

Password changed. ×

Return

4. Next screen will be as follows which is the Welcome page of the Online TM Form Management System web application. Click on **Entry** tab to start data entry.



5. Star marked fields (see below) are mandatory fields and must be selected/filled accordingly.



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Online TM Form Management System

Mandatory field

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TM for

* **Currency**

* **Country**

* **Mode of Payment :-**

Cash <input type="text"/>	TC <input type="text"/>
Card <input type="text"/>	FDD <input type="text"/>
MI <input type="text"/>	Other <input type="text"/>

Total FC Amount : * **Total Amount in BDI**

* **Source of FC (SFC):-**

Bank <input type="text"/>	FC Account <input type="text"/>
ERQ <input type="text"/>	Other Source <input type="text"/>

6. Now select **Travel** option from the “**TM for**” dropdown list box.



The screenshot shows the 'Online TM Form' interface. It features three dropdown menus: 'TM for' (set to 'Travel'), 'Currency' (set to 'US DOLLAR'), and 'Country' (set to 'U.K.'). The 'TM for' dropdown is highlighted with an orange border.

Continue selecting Currency and Country dropdown listbox.

7. Now fill the **Mod of Payment** options. At least one of the Mode of Payment (eg. Cash/Card/MT/TC/FDD/Other) must be filled.

Total amount in BDT is the amount in Taka equivalent to issued foreign currency.

Total FC Amount and **Source of FC (SFC)** Total must be equal.

* Mode of Payment :-	
Cash	100
Card	
MT	
TC	50
FDD	
Other	
Total FC Amount	150
* Source of FC (SFC):	
Bank	150
ERQ	
SFC Total	150
* Total Amount in BDT	12750
FC Account	
Other Source	

These two values must be equal

BD Taka equivalent to issues FC. Its a mandatory field and must be filled.

8. Now write the **Purpose Code** carefully and press Tab or click on any blank space on the page. After a moment you will get the corresponding description of purpose code just below the field.

The screenshot shows a form with several fields: 'ERQ', 'Other Source', 'SFC Total', 'Purpose Code' (containing '1120'), 'Company Type' (a dropdown menu with 'select one'), and 'Applicant Name'. Below the 'Purpose Code' field, the text 'Students' is displayed. A blue oval highlights 'Students', and a blue arrow points from it to a white callout box with an orange border containing the text 'Description of purpose code'.

If you see **“Not Found”** than you have entered a wrong code. Try again until you find a description of your code.

The screenshot shows a form with the 'SFC Total' label and the 'Purpose Code' field. Below the 'Purpose Code' field, the text 'Not Found' is displayed in a white box with an orange border.

9. Continue to fill/select all the fields until you reach **Category**. Write the Category code here or you can click on the icon just at right side of the text box to open a popup list of Category codes. Click on the right option.

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Online TM Form Management System

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Online TM Form

TM for: Miscellaneous Purpose (other than travel and import) ▼

* Currency: US DOLLAR ▼

* Country: U.K. ▼

* Purpose Code: 1120

STUDENTS

Name and Address of Beneficiary:

Applicant Name:

Issued : Notes & Coins:

TC:

LC:

Effected Remittance:

* In terms of para:

BB Approval No:

* Category: 

Approval Date:

Final Submission: Yes

Search Dialog - Google Chrome

180.211.208.11:7777/pls/apex/www_flow_utilities.gen_popup_list?p_filt...

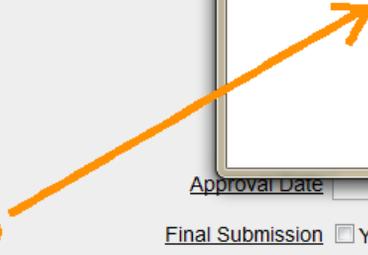
Search Close

-- select one --

- 41 - Invisible public
- 42 - Invisible Private
- 43 - Bangladesh Biman
- 44 - Bangladesh Shipping Corporation
- 47 - Wage Earners' Fund Private Sector

Row(s) 1 - 5

Popup Select List



10. Now you can select the **Final Submission** check box to submit the form finally right now or you can do it later. Doing later will be better because it will allow you to correct your mistakes once again. Now click on **Create** button to submit this form.

Online TM Form

TM for: Miscellaneous Purpose (other than travel and import) ▼

* Currency: US DOLLAR ▼

* Country: U.K. ▼

* Purpose Code: 1120

STUDENTS

Name and Address of Beneficiary:

Applicant Name:

Applicant Address:

Issued : Notes & Coins:

TC:

LC:

Effectuated Remittance:

* In terms of para:

BB Approval No:

* Category:

FC Amount: 1500

Approval Date:

Final Submission: Yes

11. After submitting the form you will see the form with all filled values as show below.

TM Form Entry Finalize Entry List of Purpose Codes Summary

TM ID 000025540005062012

Online TM Form Refresh Delete Apply Changes

TM for: Travel

Currency: US DOLLAR

Country: U.K.

Mode of Payment:

Cash: 150 TC: 50

Card: FDD:

MT: Other:

Total FC Amount: Total Amount in BDT:

Source of FC (SFC):

Bank: 150 FC Account:

ERQ: Other Source:

SFC Total:

Purpose Code: 1130

Company Type: Air

Applicant Name: Mr. ABC

Applicant Address: Dhaka, Bangladesh

Effected Remittance:

In terms of para: Chapter 12 (ii)

BB Approval No: Approval Date:

Category: 42 TM Issue Date: 11/07/2012

Final Submission: Yes

Associated Passport Create

no data found

Write it down on the hard copy of TM Form. It will be very helpful for correction later on

click here to enter the Passport information of the applicant

Look at the **Create** button at the left bottom corner of the page under **Associated Passport** section. Click on it to enter the passport number of the applicant.

12. Last action will take you to the following page.

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Associated Passport/National ID

TMF ID 000025540005062012

Passport No

Citizen Name

Address

Passport Date

Place of Issueing

Put the Passport number of the candidate and press Tab/click on any blank space on the page. Doing this will give you an alert message which will say you that the given passport number is not available in our database. So, click OK to enter it.

Associated Passport/National ID

TMF ID 000025540005062012

Passport No

Citizen Name

Address

Passport Date

Place of Issuing

Message from webpage

 Passport Number not found. Do you want to make a new entry?

13. Fill in the necessary fields and click on **Add**. You will be sent to the previous state again.

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TM Form Entry Finalize Entry List of Purpose Codes Summary

Associated Passport/National ID

TMF ID 000025540005062012

Passport No

Citizen Name

Address

Passport Date

Place of Issuing

Add New Passport

Passport Entry Form

Passport No

Citizen Name

Address

Passport Date

Passport Issue Place

14. Now click on **Passport No.** text box and press Tab key. You will see the related info of the given Passport is available. Now click on **Create**.

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TM Form Entry Finalize Entry List of Purpose Codes Summary

Associated Passport/National ID

TMF ID 000025540005062012

Passport No

Citizen Name Mr. ABC

Address Dhaka, Bangladesh

Passport Date 21-APR-08

Place of Issueing Dhaka

To see these values, click on Passport No text box first then Click on any blank space on the page

15. Last step will redirect you to the TM Form Entry page again as shown in the next page. Now you can see that the Passport number of the applicant is registered with this form. You can add more by clicking on **Create**.

<u>Company Type</u>	Air	
<u>Applicant Name</u>	Mr. ABC	
<u>Applicant Address</u>	Dhaka, Bangladesh	
<u>Effectuated Remittance</u>		
<u>In terms of para</u>	Chapter 12 (ii)	
<u>BB Approval No</u>		<u>Approval Date</u>
<u>Category</u>	42	11/07/2012
<u>Final Submission</u>	<input type="checkbox"/> Yes	

Associated Passport			Create
Edit	Id Tmf	Passport No	
	000025540005062012	B1831750	

1 - 1

Passport number of the applicant is now registered with this form

16. Now you can click on the check box – **Final Submission** to submit the form finally. Doing that will not allow you to edit this form data any more. If you don't want to make it final right now then you can

TM-ANZ-2554 Logout

TM Form Entry **Finalize Entry** List of Purpose Codes Summary

Action Processed. X

Online TM Form Refresh Delete Apply Changes

TM for: Travel

Currency: US DOLLAR

Country: U.K.

Mode of Payment:-

Cash: 150 IC: 50

Card: FDD:

MT: Other:

Total FC Amount: Total Amount in BDT:

Effected Remittance:

In terms of para: Chapter 12 (ii)

BB Approval No: Approval Date:

Category: 42 TM Issue Date: 11/07/2012

Final Submission Yes

Associated Passport Create

Edit	Id Tmf	Passport No
	000025540005062012	B1831750

Now you can tick here and click "Apply Changes" to Finalize the Entry. Or, you can finalize it later on from here

do it later by clicking on **Finalize Entry** tab as show in the previous figure with a green ellipse.

That's the end of a TM form entry applied for **Travel** purpose. In the next section you will see how to enter a TM form for **Miscellaneous** purpose.

Data Entry Procedure for “Miscellaneous” Purpose

The procedure for data entry for Miscellaneous purpose is same as Travel purposes. Just select the **Miscellaneous** option in the **TM for** dropdown list box as show below and continue:

Select here
"Miscellaneous"
to entry
Miscellaneous
related form



The screenshot shows the 'Online TM Form' interface. It features a blue header bar with the text 'Online TM Form'. Below the header, there are three dropdown menus. The first dropdown menu is labeled 'TM for' and is set to 'Miscellaneous Purpose'. The second dropdown menu is labeled 'Currency' and is set to 'US DOLLAR'. The third dropdown menu is labeled 'Country' and is set to 'U.K.'. An orange arrow points from the text 'Select here "Miscellaneous" to entry Miscellaneous related form' to the 'TM for' dropdown menu, which is also circled in orange.

No information regarding passport will be required.