

**DEPARTMENT OF INDUSTRY  
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT  
ROYAL GOVERNMENT OF BHUTAN**

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**APPLICATION FORM FOR ISSUANCE OF BRANCH LICENSE FOR EXISTING ESTABLISHMENTS**

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(PLEASE TYPE OR WRITE IN CAPITAL LETTERS)

**1. Details of the Head Office:**

i. Name of the Head Office: \_\_\_\_\_

ii. Dzongkhag: \_\_\_\_\_

iii. Gewog/Thromde: \_\_\_\_\_

iv. Exact Location: \_\_\_\_\_

v. Activity Type: \_\_\_\_\_

vi. License No.: \_\_\_\_\_

**2. Details of the Branch Office:**

i. Dzongkhag: \_\_\_\_\_

ii. Gewog/Thromde: \_\_\_\_\_

iii. Exact Location: \_\_\_\_\_

iv. Activity Type: \_\_\_\_\_

v. Ownership Type (*Tick appropriate*):

Sole-proprietorship

Partnership

Company

Others

vi. Proposed Scale of License (*Tick appropriate*):

Small (*investment between Nu. 1 million - Nu. 10 million*)

Medium (*investment between Nu. 10.1 million - Nu. 99.9 million*)

Large (*investment of Nu. 100 million and above*)

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**3. Details of Investment (Excluding Working Capital)**

<i>To be filled by the applicant</i>		
SL#	Type of Investment <i>(Fill only if applicable)</i>	Amount <i>(Nu. in million)</i>
1	Land, buildings, factory sheds, etc.	
2	Plant, machinery, or other equipment	
3	Technology and Software	
4	Furniture, fixtures, vehicles, etc	
5	Others (specify)	
<b>Total Amount</b>		

*Note: Use additional sheets if required*

**4. Details of Employment:**

SL#	Type of Employee	Number of Employee	
		National	Non-national
1	Managerial/Professional		
2	Skilled		
3	Unskilled		
<b>Total</b>			

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**5. Documents to be submitted by the Applicant:**

- i. Application letter addressed to the Director General of the Department of Industry
- ii. Ownership details of the establishment:
  - a. Sole-proprietorship: *Name and citizenship identity card number with valid security clearance*
  - b. Partnership: *Name(s) and citizenship identity number(s) with valid security clearance*
  - c. Company: *Certificate of Incorporation and Article of Incorporation*
  - d. Others: *relevant documents (if any)*

**DECLARATION**

I/We hereby declare that the information and the documents submitted are true and valid to the best of my knowledge. I shall be liable in case of any legal issues that may arise from misinformation in the future.

*Signature (with seal)*

Name:

Designation:

Mail and Phone Number:

Date: