

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

BUSINESS GUEST APPLICATION FORM

(PLEASE TYPE or WRITE IN CAPITAL LETTERS)

1. Full name of the Applicant: _____

2. Designation/Position Title : _____

3. Citizenship Identity Card No.: _____

Contact Address: _____

Phone/Mobile No.: _____

Email Address : _____

4. Business License Name : _____

5. Business License No.: _____

6. Details of the Guest(s):

| Sl. No | Name | Nationality | Passport No. | Date of Arrival | Date of Departure | Name of the hotel the guest is staying |
|--------|------|-------------|--------------|-----------------|-------------------|--|
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7. Detailed reason(s) for visit (Separate sheet may be attached if necessary):

8. Name & Date of previous visit of any business guest(s) invited within this calendar years:

Name of Guest:

Country:

Date of visit:

i) _____ i) _____ i) _____

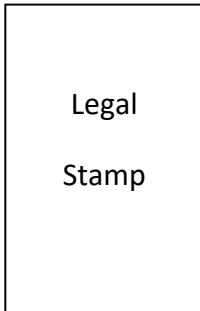
ii) _____ ii) _____ ii) _____

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9. Declaration:

- a) I hereby declare that all the information furnished by me in this application is true and correct. Should any false or misleading information be provided or this privilege be abused then the applicant is liable to be penalized. I also agree to abide by the following conditions for the issue of a "Business Guest Visa" for the above mentioned person.
- b) The visiting guest is not a tourist and, in the event, it is established that the guest is a tourist, I undertake to refund the entire tourist charges and bear the applicable fines as may be imposed by the relevant Agencies.
- c) Be responsible for the cost of his/her stay in the kingdom and repatriation thereof, if necessary.
- d) Comply with the provisions of the Immigration Act and any regulations made thereunder or any notification thereof for the time being in force in the Kingdom of Bhutan.
- e) Not engage in any form of employment paid or unpaid unless he/she is holding a work permit or in any business, profession or occupation or any activity and does not engage in any activities detrimental to the security, reputation and well-being of the Kingdom.



Signature of Applicant

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Checklist: Submit the following documents for Business Guest Visa/Permit Approval to the Department of Industry:

- | | |
|--|--------------------------|
| 1. Duly completed Business Guest application form. | <input type="checkbox"/> |
| 2. Authorization letter from the company/employer of the guest/contractual agreement. | <input type="checkbox"/> |
| 3. Credentials of the guest(s)-Curriculum vitae/academic & training certificate/work experience certificate. | <input type="checkbox"/> |
| 4. Report of the previous visit (if applicable). | <input type="checkbox"/> |
| 5. Duly completed visa/entry permit application form signed by the guest. | <input type="checkbox"/> |
| 6. A copy of Passport/Work Permit/Voter Card of the guest (<i>The passport must be valid for at least six months from the intended date of departure from Bhutan</i>). | <input type="checkbox"/> |
| 7. ECPF shall furnish a recommendation letter from the Bhutan Qualification and Professionals Certification Authority, MoESD with the application to MOICE. | <input type="checkbox"/> |
| 8. Detailed day wise program of the visit. | <input type="checkbox"/> |
| 9. Verify the validity of a business license. | <input type="checkbox"/> |

Note:

1. The duration of the visa will be for the actual duration of stay or 14 days whichever is less, and an undertaking to this effect will have to be signed by the Bhutanese applicant or his/her authorized person (**legal stamp required**).
2. The business visa application for industries shall be submitted to the Hon'ble Secretary, Ministry of Industry, Commerce and Employment.
3. The Verification Note along with relevant documents shall be submitted to the Hon'ble Secretary of MoICE/Director General, Department of Industry for approval within two working days after receipt of the complete set of documents.