

**Standard Operating Procedure (SOP)
for
Approval of Business Guest Visa/Permit
(Non-Tourist Categories)**

Department of Industry
Ministry of Industry, Commerce and Employment
Thimphu
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DEPARTMENT OF INDUSTRY
Ministry of Industry, Commerce and Employment
Standard Operating Procedure (SOP) for Approval of Business Guest
Visa/Permit (Non-Tourist Categories)

1. Background

As per the Guideline issued by the Cabinet Secretary vide letter No: C-3/7SLZ/2023/1657 dated June 1, 2023 for Foreigners visiting Bhutan as non-tourist under various Categories, the Ministry of Industry, Commerce and Employment (MoICE) is responsible for approving application for Business Guest Visa/Permit for non-tourist categories related to businesses.

In order to provide uninterrupted services to the businesses, the Department of Industry (DoI), MoICE has developed the Standard Operating Procedure (SOP). The SOP shall define the array of application and documentation procedures necessary for business guest visa/permit.

2. Objective

The objective of this SOP is to guide and facilitate approval for Business Guest Visa/Permit for Non-Tourist Categories related to the Department of Industry.

3. Scope of the SOP

SOP shall apply to the following non-tourist categories related to production and manufacturing, services, construction, and investment:

- 3.1 Official guests of corporation and business entities;
- 3.2 Promoters/Investors, board directors, technical/managerial personnel of Foreign Direct Investment (FDI) companies including potential investors;
- 3.3 Direct dependents of promoters, investors of established FDI in Bhutan; and
- 3.4 Adult children, parents, and parents-in-law of promoters, investors of established FDI in Bhutan.

4. Number of Days

Business guest visa/permit shall be granted for a maximum of 14 days and will be strictly scrutinized based on the requirement and purpose of the visit.

5. Application Procedures

5.1 Official guests of Corporation and Business entities

- a. Apply to the Secretary, MoICE specifying the intent of the visit of the guest(s) and attach the following documents with the application:
 - i. Duly filled Business Guest Application Form (ANNEXURE I).
 - ii. Duly filled visa/entry permit application form signed by the guest (ANNEXURE II and III)
 - iii. Authorization letter from the company/employer of the guest/contractual agreement.
 - iv. Credentials of the guest(s)- Curriculum Vitae (CV) /academic & training certificate/work experience certificate.
 - v. A copy of the passport/work permit/voter card of the guest (the passport must be valid for at least six months from the intended date of departure from Bhutan).
 - vi. Detailed day-wise program of the visit.
 - vii. The Education Consultancy and Placement Firm (ECPF) shall furnish a recommendation letter from the Bhutan Qualification and Professionals Certification Authority, Ministry of Education and Skills Development along with above documents.

5.2 Foreign Direct Investment

5.2.1 FDI promoters/investors, Board Directors, technical/managerial personnel, including potential investors:

- a. Apply to the Director/Director General, DoI specifying the intent of the visit of the guest(s) and attach the following documents with the application:
 - i. Duly filled Business Guest Application Form (ANNEXURE I).
 - ii. Duly filled visa/entry permit application form signed by the guest (ANNEXURE II and III)
 - iii. Authorization letter from the company/employer of the guest/contractual agreement, except for investors.

- iv. Credentials of the guest(s)- Curriculum vitae including a copy of academic & training certificate/work experience certificate, except for investors.
- v. A copy of the passport/work permit/voter card of the guest (the passport must be valid for at least six months from the intended date of departure from Bhutan)
- vi. Detailed day-wise program of the visit
- vii. Application for the above-mentioned guests lodged by FDI projects that are not licensed yet should be supported with a copy of the FDI Registration Certificate.

5.2.2 Direct dependents of promoters/investors of established FDI industries in Bhutan:

- a. An application addressed to the Director/Director General, DoI specifying the intent of the visit and attach the following documents as an enclosure:
 - i. Duly filled Business Guest Application Form (ANNEXURE I).
 - ii. Duly filled Dependent Permit Application Form.
 - iii. A copy of the passport/work permit/voter card of the guest (the passport must be valid for at least six months from the intended date of departure from Bhutan)
 - iv. Notarized copy of marriage certificate (for spouse)
 - v. Notarized copy of birth certificate (for children below 18 years)
 - vi. Copy of Valid Investor Card.

5.2.3 Adult children, parents, and parents-in-law of promoters/investors of established FDI industries in Bhutan:

- a. An application addressed to the Director/Director General, DoI specifying the intent of the visit and attach the following documents as an enclosure:
 - i. Duly filled Business Guest Application Form (ANNEXURE I).
 - ii. Duly Filled visa/entry permit application form as applicable.
 - iii. A copy of the passport/work permit/voter card of the guest (the passport must be valid for at least six months from the intended date of departure from Bhutan)
 - iv. Evidence establishing the relationship. All such documents must be notarized.
 - v. Copy of Valid Investor Card.
 - vi. Detailed day-wise program of the visit.

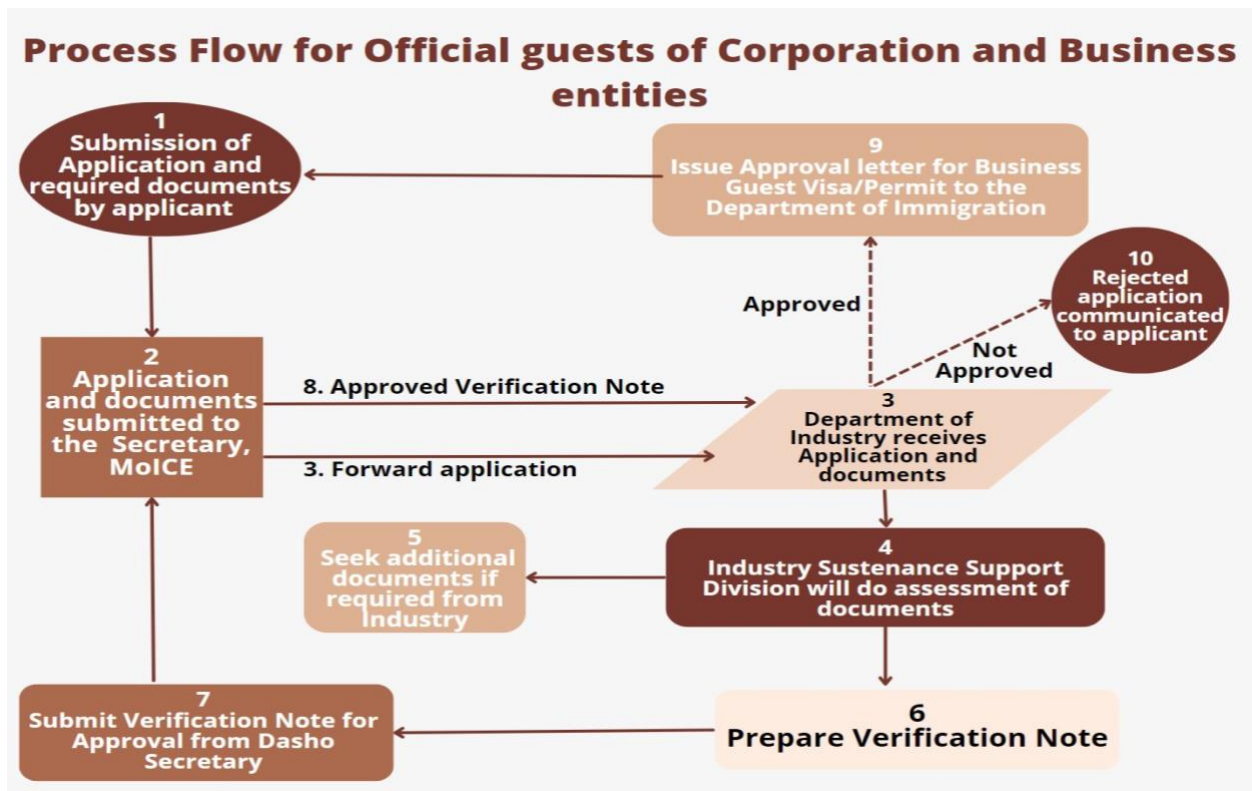
6. Administration procedures

The department shall process the application as below:

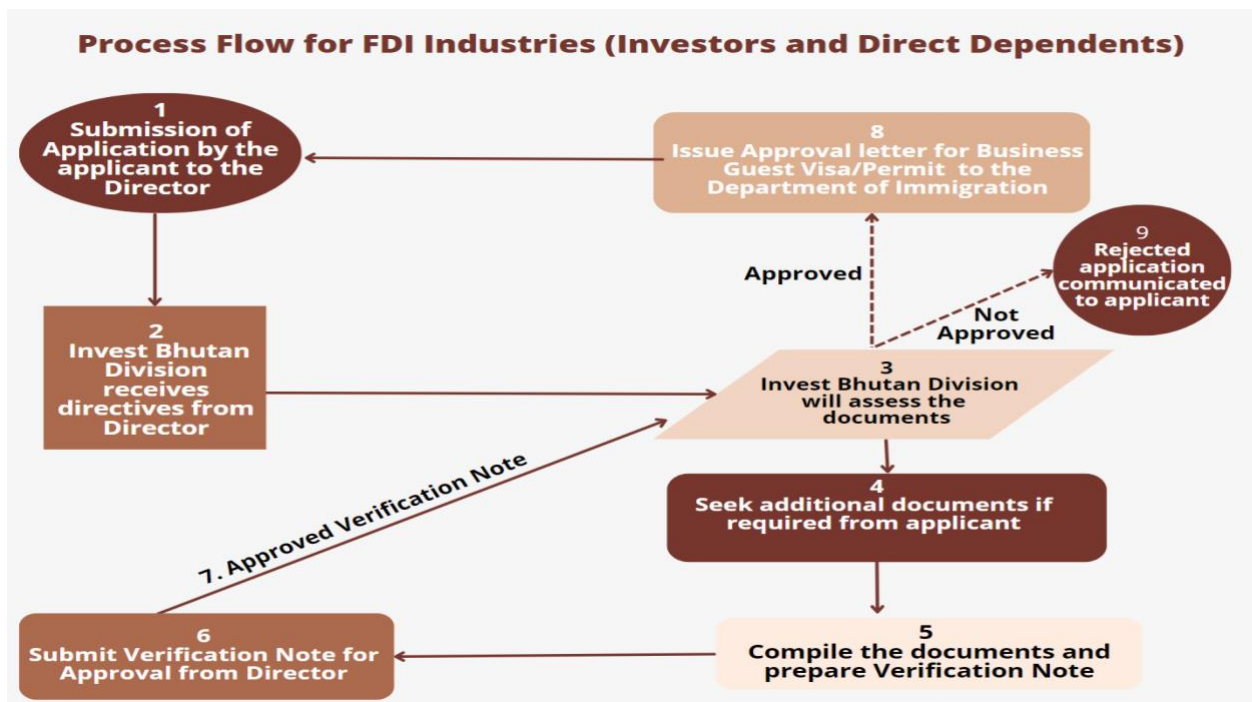
- a. The Concerned Division focal officer shall review the application and process the Visa/Permit Verification Note (ANNEXURE IV).
- b. In case of official guests of corporations and business entities, the Verification Note shall be submitted to the Secretary for approval, through the Director/Director General of the Department.
- c. In case of FDI license holders or FDI Registration Certificate holders, the Verification Note shall be submitted to the Director/Director General of the Department for approval for Serial No. 19 (Promoters/Investors, board directors, technical/managerial personnel of FDI companies including potential investors), and Serial No. 20 (1. Direct dependents of promoters, investors of established FDI in Bhutan. 2. Adult children, parents and parents-in-law of promoters, investors established FDI in Bhutan).
- d. The Department shall forward the Approved Note to the Department of Immigration or issue a regret letter to the applicant.
- e. Focal officers shall maintain records of application for future reference.

7. Process Flow chart

7.1.1 Process flow chart for official guests of corporation and business entities



7.1.2 Process flow chart for FDI industries (investors and direct dependents)



8. Turn Around Time (TAT)

The Verification Note along with relevant documents shall be submitted to the Hon'ble Secretary of MoICE or the Director/Director General of the Department of Industry for approval within two working days after receipt of the complete set of documents.

9. Accountability

The applicant shall be held accountable for any misuse/mislead of the conditions mentioned in the Business Guest Application Form under Declaration clause.

10. Reporting and Monitoring

10.2 The Department may conduct field visits/monitor when the business guest is in the country.

11. Amendment and Interpretation

MOICE reserves the right to amend the SOP and the interpretation of the Ministry shall be final and binding in the case of a difference in interpretation of this SOP.

**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

7. Detailed reason(s) for visit (Separate sheet may be attached if necessary):

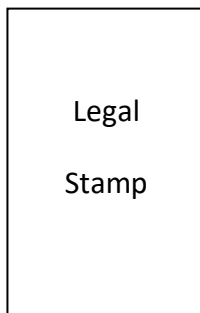
8. Name & Date of previous visit of any business guest(s) invited within this calendar years:

Name of Guest:	Country:	Date of visit:
i) _____	i) _____	i) _____
ii) _____	ii) _____	ii) _____

DEPARTMENT OF INDUSTRY
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT
ROYAL GOVERNMENT OF BHUTAN
BUSINESS GUEST APPLICATION FORM

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

DEPARTMENT OF INDUSTRY
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT
ROYAL GOVERNMENT OF BHUTAN
BUSINESS GUEST APPLICATION FORM

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. The Education Consultancy and Placement Firm (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.

ANNEXURE II



VISA APPLICATION FORM FOR THE KINGDOM OF BHUTAN

(PLEASE TYPE or WRITE IN CAPITAL LETTERS IN BLUE OR BLACK INK)

1. Name as in passport:					Recent passport size photo
2. Date of birth <small>(dd/mm/yyyy)</small>	3. Place and country of birth	4. Current nationality	5. Nationality at birth		
6. Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>	7. Marital status: Married <input type="checkbox"/> Single <input type="checkbox"/>			
8. Detail of passport					
Passport no.	Place of issue	Date of issue	Valid until		
9. Type of passport: Diplomatic <input type="checkbox"/> Official <input type="checkbox"/>		UN Laissez Passer <input type="checkbox"/>	Ordinary <input type="checkbox"/>		
10. Permanent address: <input type="checkbox"/>			11. Telephone No.		
12. Current occupation:					
13. Period for which visa required: From:			To:		
<small>(dd/mm/yyyy)</small>			<small>(dd/mm/yyyy)</small>		
14. Port of entry/exit: Entry port :			Exit port:		
15. Purpose of visit:					
16: Are you accompanying or accompanied by your spouse/parents/children? If Yes <input type="checkbox"/> No <input type="checkbox"/>					
Yes, please provide name of the spouse/parents/children: <input type="checkbox"/>					
17: Is this your first visit to Bhutan? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If No, please provide detail of previous visit: <input type="checkbox"/>					
Declaration:					
I hereby affirm that all particulars furnished by me are complete and correct. I understand that providing incomplete, false or misleading information will result in rejection of my visa application/cancellation of my visa/deportation, as may be applicable. Furthermore, I also understand that I will be liable for prosecution by a court of law and/or any penalties/fines under the Immigration Act of the Kingdom of Bhutan and any other laws, rules and regulations as may be applicable, for submission of false, fabricated or misleading information or for indulging in any other activities other than the stated.					
Place and date		Signature (if minor, to be signed by either of the parents or legal guardian)			

Revised 01/06/2018



APPLICATION FORM FOR ENTRY PERMIT

(PLEASE TYPE or WRITE IN CAPITAL LETTERS IN BLUE OR BLACK INK)

1. Name (as in passport/voter identity card)				Recent passport size photo
2. Date of birth (dd/mm/yyyy)	3. Place and country of birth	4. Current nationality	5. Nationality at birth	
6. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	7. Marital status: Married <input type="checkbox"/> Single <input type="checkbox"/>			
8. Father's name:				
9. Passport details (go to sl. no. 10 and 11 if entering Bhutan using ID document other than passport)				
Passport no.	Place of issue:	Date of issue (dd/mm/yyyy)	Valid until (dd/mm/yyyy)	
10. Voter identity card no.:	Place of issue:	Date of issue (dd/mm/yyyy)		
11. Birth Certificate no. (for children under 18 years of age)	Place of issue:	Date of issue (dd/mm/yyyy)		
12. Permanent address:				13. Contact no.
District	City	State	Pin code no.	
14. Occupation:				
15. Period for which Entry Permit is required: From: _____ To: _____ (dd/mm/yyyy) (dd/mm/yyyy)				
16. Purpose of visit (tick appropriate box): Tourist <input type="checkbox"/> Official <input type="checkbox"/> Business <input type="checkbox"/> Personal Guest <input type="checkbox"/> Others <input type="checkbox"/> (Please specify): _____				
17. Proposed place(s) of visit:				
18. Address in Bhutan				19. Contact no.
Declaration: I hereby solemnly affirm and declare that all documents submitted by me for processing Entry Permit are genuine and truthful in all aspects. I understand that providing incomplete, false or misleading information will result in rejection/cancellation of Entry Permit. Furthermore, I also understand that I will be liable for prosecution by a court of law and/or any fines/penalties under the Immigration Act of the Kingdom of Bhutan and other laws, rules and regulations as may be applicable, for submission of false, fabricated or misleading information or for indulging in any other activities other than the stated.				
Place: Date:	Signature (if minor, to be signed by either of the parents)			
For official use only				
Approved/Rejected _____				
Signature of approving officer: _____				



དཔལ་ལྷན་འབྲུག་གཞི་རིག་ལྷན་ཚོང་འབྲེལ་དང་ལུ་གཤེག་ལྷན་ཁག།
 བརྩི་གྲ་ལས་ཁུངས་ལྷན་པུ།

DEPARTMENT OF INDUSTRY
 MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT
 Royal Government of Bhutan
 Thimphu



BUSINESS VISA/PERMIT VERIFICATION NOTE

1. Details of the Applicant:

Name of the Applicant & Designation	
Business License Name:	
Business License No.:	

2. Details of the Guest:

Name of the Guest(s):	
Occupation/Job title:	
Work Place/Home Address:	

3. Duration of Visit:

Arrival Date	Visit/Meeting Date	Departure Date	Total Days

4. Purpose of Visit:

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5. Recommendation/Remarks:

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Documents checked and verified by:

Cross-checked and endorsed by:

(Name & Designation)

(Name & Designation)

Director/Director General

SECRETARY