

Procedure for issuance of "Letter of Interest" for State Reserved Forest Land (SRFL)

1. Purpose

The purpose of adopting the procedure for SRF Land lease is to have a clear process for issuing Letter of Interest (LoI) to an applicant for leasing SRF Land either for expansion or for establishment of Cottage & Small Industries (CSI). The Letter of Interest is being issued as per the Rules and Regulations for Lease of Government Reserved Forest Land & Government Land of the National Land Commission.

2. Eligibility

Start ups as well as existing CSIs are eligible to apply for leasing SRF Land

3. Procedure for SRF Land lease application

3.1 The application for SRFL shall be submitted to the Department of Cottage and Small Industry, Ministry of Economic Affairs along with the following documents:

- a. A brief business proposal
- b. Valid business license copy for existing CSIs
- c. Layout Plan (to include factory, storage, parking, office)
- d. Google Map of the proposed site

3.2 The Enterprise Development Division (EDD) shall verify and ensure all mandatory documents required for issuing LoI are submitted.

3.3 The EDD after carrying out due diligence, shall present application to the Departmental Committee for approval of the LoI.

3.4 The Committee shall deliberate and take decision on the application for leasing SRF Land.

3.5 If approved, LoI shall be sent to the respective Dzongkhag Land Lease Committee for further assessment

3.6 If not approved, the Department shall notify the applicant in writing.

3.7 The Department shall conduct the committee meeting within five working days from the submission of all required documents. If approved, the Letter of Interest shall be issued within two working days.

4. Departmental Committee

The Committee shall consist of the following members:

- i. Chair: Director General
- ii. Members: Chief of Divisions
- iii. Member Secretary: EDD

5. Conflict of interest

Members shall declare conflict of interest before the meeting. Should any member have conflict of interest, he/she shall recuse himself/herself from the meeting while particular application is being discussed.

6. Minutes of Meeting

Minutes will be recorded by the Member Secretary and the final copy of the minutes will be signed by all members and maintained in a file for record and future reference.

7. Terms and Conditions:

7.1 The issuance of Letter of Interest is only to facilitate the process of lease of SRFL and does not construe approval for SRFL

7.2 The applicant shall be required to seek and obtain the approval of the said land from the relevant authorities

7.3 The applicant shall be required to submit all required information for processing Letter of Interest for SRFL. Any application without complete information shall not be processed until all the required documents are submitted.

7.4 It is the responsibility of the applicant to identify SRFL for which he or she is applying.