1. Full Name of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation/Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Citizenship Identity Card No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Business License Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Business License No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Details of the Guest(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Nationality | Passport No/Voter Card No | Date of visit | | Duration | Name of the hotel the guest is staying |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name & Date of previous visit of any business guest(s) invited within the last two years:

Name of Guest: Country: Date of visit:

i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Declaration:**
2. 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.
3. 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.
4. Be responsible for the cost of his/her stay in the kingdom and repatriation thereof, if necessary.
5. 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.
6. 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.

Legal

Stamp

Signature of Applicant

**Check list of documents required for Business Guest Visa Approval:**

1. Duly completed Business Guest application form 
2. A copy of Trade License 
3. Credentials of the guest(s)-Curriculum vitae/academic & training certificate/work

experience certificate.

1. Report of the previous visit.



1. A copy of Passport/voter card of the guest (*The passport must be valid for at*

*least six months from the intended date of departure from Bhutan*)



1. Detailed day wise program of the visit.

**Note:**

1. The duration of the visa will be for five days including travel period for a single visit 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 frequency of visits/invitations shall be limited to a maximum of three visits/invitations for business guests in a year and no more than three guests shall be facilitated at a time.
3. The business visa application for Trade shall be submitted to the Department of Trade, Ministry of Industry, Commerce and Employment.
4. 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 Trade for approval within two working days after receipt of the complete set of documents.