

**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

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 year:

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

1. Duly completed Business Guest application form.
2. Authorization letter from the company/employer of the guest/contractual agreement.
3. Credentials of the guest(s) - Curriculum vitae of the guest(s)
4. A copy of an expert report or a copy of Minutes of Meeting on previous visits by the same business guest(s), if any.
5. Duly completed visa/entry permit application form signed by the guest
6. A copy of 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*)
7. ECPF shall furnish a recommendation letter from the Bhutan Qualification and Professionals Certification Authority, MoESD with the application to MOICE.
8. Detailed day-wise program of the visit.

Note:

1. The Business license should be valid at the time of application.
2. 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).
3. The business visa application for industries shall be submitted to the Secretary of MoICE/Director/Director General, Department of Industry for approval.
4. The Verification Note along with relevant documents shall be submitted to the Hon'ble Secretary of MoICE/Director/Director General, Department of Industry for approval within two working days after receipt of the complete set of documents.