

**To:**

The Regional Director

☐ Gelephu   ☐ Phuentsholing   ☐ Samdrup Jongkhar   ☐ Mongar   ☐ Trongsa   ☐ Chief, FWD

**Subject:** Request for Approval to Transport Foreign Workers

Sir/Madam,

I, **Mr/Mrs/Ms.** \_\_\_\_\_, bearing CID No. \_\_\_\_\_, and PD License No. \_\_\_\_\_, the owner/driver of vehicle bearing registration number \_\_\_\_\_, would like to seek approval to transport foreign workers (FWs) between the **Port of Entry/Exit** and their **designated workplaces**.

I hereby submit my assurance to strictly abide by the provisions of the Rules and Regulations on **Foreign Workers Management 2024** and the relevant laws under the **Department of Immigration**.

Thank you for your consideration.

Sincerely,

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Official Use Only**

(Do not write below this line)

**Application No.** \_\_\_\_\_

Approved by  
(Name & Designation): \_\_\_\_\_

Date: \_\_\_\_\_