

**DEPARTMENT OF TRADE
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT
ROYAL GOVERNMENT OF BHUTAN**

APPLICATION FORM FOR BUSINESS GUEST (For Bhutanese Trader)

- 1 **Name of the applicant in full** :
- 2 **Designation/Position Title** :
- 3 **Citizenship Identity Card No** :
- Phone/Mobile No** :
- Email Address** :
- 4 **Business Establishment Name** :
(Retail / Wholesale) Tick your registered business category
- 5 **Business License No** :
6. **Location of business** :

7 a) Detail of guest(s)

Name of the guest(s)	Nationality	Gender	Passport No/ Voter Card No
1.			
2.			
3.			

b) Additional Information of the guest(s)

Name of the guest	Designation/Position Title	Business name and address
1.		
2.		
3.		

C) Duration of visit and address in Bhutan

From	To	No. of days (Duration)	Name of the hotel the guest is staying

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

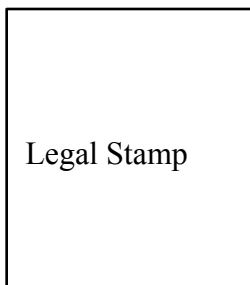
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9. Detail of previous visit of any guest(s) invited.

Name of the guest	Country	Date of visit
i)_____	ii)_____	i)_____
i)_____	ii)_____	iii)_____
i)_____	ii)_____	iii)_____

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 the applicant)

Checklist of documents required for Business Guest Visa recommendation:

1. Duly completed BusinessGuest application form	
2. A copy of Trade License	
3. Credentials of the guest(s)- Company profile/membership card of business chamber/Trader association.	
4. A copy of Passport/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>)	
5. Detailed day wise program of the visit.	

Important information for the applicant:

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 any business guests in a year and no more than three guests shall be facilitated at a time.
3. The duly completed business visa application form along with required supporting documents shall be submitted to Department of Trade via dotvisa@gmail.com atleast **three** working days before the intended visits.
4. After receiving the complete set of documents, the Department of Trade will process them and convey the status within **two** working days.
5. For any clarification and queries, please submit them to us via dotvisa@gmail.com

