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བཞོ་གྲྭ་ཚོང་ལས་དང་ལྷ་གཡོག་རྩོམ་ཁག།

BHUTAN INFORMATION COMMUNICATION AND MEDIA AUTHORITY  
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT



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**Standard Operating Procedure(SOP)**  
**For**  
**Approval of Business Guest Visa/Permit**  
**(Non-Tourist Categories)**

**1. Background**

Pursuant to serial no 17 of the Guideline issued by the cabinet secretary vide letter C-3/7SLZ/2023/1657 dated 1 June 2023, the Bhutan InfoComm and Media Authority (BICMA), Ministry of Industry, Commerce and Employment (MoICE) hereby adopts this SOP to guide and facilitate the visit of the official guests of ICT and Media business corporations and business entities to Bhutan. This SOP is also established in accordance with the discussions held on June 14, 2024, regarding the Business Guest Visa at MoICE, addressing the need for clear operating procedures for the Business Guest Visa.

**2. Scope**

The SOP outlines necessary procedures, processes, and documentation for processing visa/entry permits for business related visits to Bhutan. The application of this SOP is limited to corporations and business units falling under the license issued under BICMA only.

**3. Title/Commencement**

This SOP shall be called the Standard Operating Procedure (SOP) for facilitation of official business related visits of corporations and business entities under non-tourist categories and under the license issued by BICMA only. This SOP shall come into force from 11 October, 2024 and remain in force till further notice.

**4. Interpretation**

The authority to interpret this Standard Operating Procedure (SOP) shall be vested in BICMA. This responsibility includes clarifying any ambiguities, addressing specific scenarios, and ensuring that the SOP is applied consistently. BICMA will also provide guidance and updates as needed to reflect changes in regulations or practices, ensuring that all stakeholders have a clear understanding of the procedures outlined within this document.



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## 5. Eligibility

### 5.1. General

All the Authority's licensed entities are eligible to apply for a recommendation letter to process business visa/entry permits related to their businesses. The request for visit must be directly related to the core business and shall be for the following purpose only:

- a. Technical expertise/assistance in Media and Telecommunications industry; and
- b. Meeting and workshop related to the Media and Telecommunications industry.

### 5.2 Number of Guest

- a. A maximum of five Business Guests at a time per license shall be allowed.

### 5.3 Frequency of the Application

- a. A maximum of four applications per license in a financial year.
- b. The duration of the visa will be for the actual duration of stay or 14 days whichever is less including the travel period.

## 6. Authority

The MoICE shall be the sole authority for issuing a recommendation letter for all business related visits. The focal agency for implementation of this SOP is the Bhutan InfoComm and Media Authority (BICMA). The issuance of the recommendation letter shall be subject to the fulfillment of all conditions laid down in this SOP and does not guarantee the approval of VISA/Entry Permit. The final Authority shall rest with the Department of Immigration, Ministry of Home Affairs.

## 7. Requirements

The proponents shall submit a duly completed Business Guest Application Form (Annexure 1) with the following information to the Authority at least 5 working days prior to the proposed visit.

- a. Name of the proponents/applicants, position/Title, Business License Number, Details of guests and reasons for inviting thereof, data of last visits, if any.
- b. A copy of a valid Tax Clearance Certificate of the applicant agency.
- c. A copy of a detailed day wise program/travel itinerary.
- d. A copy of guest(s) passport with more than six months validity, OR
- e. A copy of a valid voter card or valid passport for Indian guests.



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## 8. Procedure

The Authority shall process the applications as below;

- a. The focal official shall receive complete required documents for visa processing from the applicant.
- b. Then officials shall review the application and process for issuance of a recommendation letter to MoICE with details as specified in Annexure 2.
- c. The Authority shall submit to the Secretary of MoICE the business guest visa verification note for approval.
- d. The applicant shall be informed with the approval/regret letter.
- e. The focal official shall maintain records of applicants for future reference.

## 9. Turn Around Time(TAT)

The Authority shall, subject to fulfillment of all conditions stipulated in SOP, submit the completed application form to the Secretary, MoICE for issuance of the recommendation or regret letter to the proponents, within two working days from the receipt of the application.

## 10. Accountability

The invitee (license holders) shall be held fully accountable for any misuse of VISA/Entry Permit by their business guest(s), for misuse of approved recommendation letter and for providing any false information knowingly or unknowingly for processing visa/entry permit.

## 11. Penalty

In the event of any misuse as stated in section 9 above, MoICE/BICMA shall not entertain applications for future requests and the proponents shall be liable for fines and penalties as per any relevant regulations in place.

## 12. Amendment and Interpretation

The BICMA reserves the right to amend and interpret the provision of this SOP.



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Annexure 1

**BUSINESS GUEST APPLICATION FORM**

1. Full name of the Applicant:
2. Designation/Position Title:
3. Citizenship Identity Card No:
4. Phone/Mobile Number:
5. Email Address:
6. Business License Name:
7. Business License Number:
8. Details of the Guest(s):

Name	Nationality	Passport /Voter Card Number	Date of Visit	Duration		Name of the Hotel the Guest is staying
				From	To	

9. Detailed reason(s) for visit (separate sheet may be attached if necessary)

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

Name of Guest	Country	Date of Visit

**11. 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 nation.



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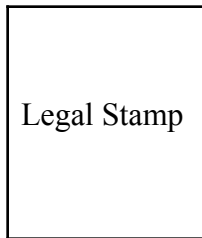
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**I am enclosing herewith the following (Please tick):**

- Duly completed Business Guest visa form.
- Authorization letter from Company/Employer.
- Credentials of the Guest(s): CV, Academic and Training Certificates, and Work Experience Certificates.
- Report of the previous visit(if applicable).
- 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)
- Detailed day wise program of the visit.
- Verify the validity of a Business license.



Signature of Applicant



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Annexure 2

**BUSINESS GUEST VERIFICATION NOTE**

**1. Details of the Applicant:**

Name of the Applicant & Designation	
Business License Name:	
Business License No.:	

**2. Details of the Guest:**

Name of the Guest	Occupation/Job Title	Work Place/Home Address

**3. Duration of Visit:**

Arrival Date	Visit/Meeting Date	Departure Date	Total Days

**4. Purpose of Visit**



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**5. Recommendation/Remarks**

**Document checked and verified by:**

**Name:**

**Designation:**

**Cross checked and Endorsed by:**

**Name:**

**Designation:**

**Director, BICMA**

**SECRETARY**