



# **IMMIGRATION RULES & REGULATIONS**

**OF**

**THE KINGDOM OF BHUTAN**

**(Rev. Dec 2015)**



**TABLE OF CONTENTS**

Preamble ..... 1

Title and Commencement ..... 1

Repeal ..... 1

Application and Authority..... 1

Power and Function ..... 2

Responsibilities of Immigrant Officer ..... 3

General Provision..... 4

Proof of Identification ..... 4

Entry and Exit..... 4

Health Measures..... 5

Arrival..... 5

Departure..... 6

Obligation of Civil Aviation Authority, Airline and Crew Member..... 6

Registration of Foreigner ..... 7

Passport ..... 8

Enrolment of Biometric ..... 8

Notarized Qualification Certificate ..... 8

Exemption of Qualification Certificate ..... 9

Marriage and Birth Certificates..... 9

Parents of Professional Foreign Worker and Student ..... 9

Individual Volunteer, Interns and Adhoc programs ..... 10

Immigrant..... 10

Registration of Immigrant Child ..... 11

Status of Immigrant upon Divorce..... 11

Marriage Application under process in Court.....	12
Non Immigrant.....	12
Duration and Condition applicable to Non-Immigrant.....	13
Visa .....	15
Visa Procedure .....	16
Recommending Authority.....	17
Personal Guest .....	18
Applicable Fees.....	21
Gratis Visa.....	21
Entry Permit .....	22
Extension of Entry Permit.....	23
Work Permit.....	23
Student Permit.....	26
Traders Permit.....	26
Dependent Permit.....	27
Route Permit for Restricted Areas .....	27
Levying of applicable Fees .....	28
Inspection.....	29
Cancellation of Immigration Permits.....	29
Denial of Immigration Service.....	30
Fines and Penalty .....	31
Interpretation.....	33
Amendment.....	33
Definition .....	33

**ANNEXURES**

Annexure I .....	35
Annexure II .....	35
Annexure III.....	36
Annexure IV.....	38
Annexure V .....	39
Annexure VI.....	41
Annexure VII .....	42
Annexure VIII .....	43
Annexure IX.....	44
Annexure X.....	45
Annexure XI.....	46
Annexure XII .....	47
Annexure XIII .....	48
Annexure XIV .....	49
Annexure XV .....	50
Annexure XVI.....	51



**IMMIGRATION RULES & REGULATIONS OF  
THE KINGDOM OF BHUTAN 2012  
(Revised 2015)**

In exercise of powers conferred by the section 144 of Immigration Act of the Kingdom of Bhutan 2007 hereinafter referred to as the Act, the Ministry of Home and Cultural Affairs hereby frames and adopts the Immigration Rules and Regulations for effective implementation of the Act as follows:

**Title and Commencement**

1. This Rules and Regulations shall:
  - (1) Be called the Revised Immigration Rules and Regulations of the Kingdom of Bhutan 2015; and
  - (2) Come into force on 4<sup>th</sup> of 10<sup>th</sup> Month of the Wood Female Sheep Year of Bhutanese Calendar corresponding to 15<sup>th</sup> December .

**Repeal**

2. This Rules and Regulations shall repeal the existing circulars and notifications, which are inconsistent with this rules and regulations.

**Application and Authority**

3. The provisions of this rules and regulations are applicable throughout the Kingdom and regulate the admission of foreign nationals, their presence within, and their departure from the Kingdom;

4. The Department shall authorize all issuance, extension and cancellation of immigration permit except where otherwise mentioned in this rules and regulations. The immigration permit may be issued or extended subject to conditions including geographic restrictions.

**Power and Function**

5. The Department of Immigration shall:
  - (1) Monitor and co-ordinate activity and performance of the Regional Immigration Office and checkpoint;
  - (2) Prepare and submit report on immigration matters to the Ministry of Home and Cultural Affairs as and when required;
  - (3) Liaise and coordinate with other law enforcement agency; and
  - (4) Any other duties as may be empowered by the Act.
  
6. The Regional Immigration Office shall:
  - (1) Ensure effective implementation of the Act and this Rules and Regulations within their jurisdiction;
  - (2) Check and control entry and exit of all immigrants and non-immigrants and unauthorized person in the Kingdom;
  - (3) Monitor and supervise the functioning of the checkpoint and outpost;
  - (4) Ensure efficient and expedient public service delivery; and
  - (5) Submit quarterly report to the Department including the following:



- (a) Fine collected as per this rules and regulations; and
  - (b) Information that cannot be entered into the system.
7. The checkpoint, port of entry and outpost official shall:
- (1) Check and control the entry of all immigrants, non-immigrants and any unauthorized person;
  - (2) Render smooth entry and exit services to the public;
  - (3) Record proper entry and exit record; and
  - (4) Liaise, coordinate and share information with other law enforcement agency as and when required.

**Responsibilities of Immigration Officer**

- 8. An immigration officer shall at the port of entry verify the passport or identification documents and clearance before issuance or endorsement of permit.
- 9. An immigration officer at the port of entry shall verify the purpose of the visit and ensure compliance as per this rules.
- 10. An immigration officer shall stop all categories of vehicles, except diplomatic or flag car at immigration checkpoint or strategic locations for routine inspection.
- 11. An immigration officer shall verify and record the entry and exit of foreigners in the online system.
- 12. An immigration officer at the port of entry and in-land checkpoint shall stamp entry and exit seal on the immigration permit.

13. An immigration officer shall have the authority to check immigration permit.

## **GENERAL PROVISIONS**

### **Proof of Identification**

14. A Bhutanese or Special Residence Permit holder shall on demand by the immigration officer produce either citizenship identity card or identification document issued by the Department of Civil Registration and Census.
15. A foreigner on demand by an immigration officer shall produce immigration permit or travel document to prove his or her identity.

### **Entry and Exit**

16. A foreigner shall enter and exit the Kingdom only through the designated port of entry and exit and shall stop at the respective upcountry checkpoints prescribed under **Annexure I** to register their entry and exit record or to verify biometric.
17. No person shall enter or cross over the designated area of immigration unless authorized by the Immigration Authority.
18. A foreigner shall be verified individually against the immigration permit and travel document during arrival and departure.
19. A foreigner shall stop at every immigration checkpoint to produce immigration permit.

### **Health Measures**

20. An appropriate health measure shall be implemented at the port of entry and exit for persons entering or exiting the Kingdom as and when deemed necessary to prevent or reduce importation or exportation of diseases of priority national public health significance as may be defined by the government.

### **Arrival**

21. A foreigner shall submit duly filled in arrival form prescribed under **Annexure III** at the port of entry either by air or land.
22. An immigration officer shall verify and endorse the arrival form, which the individual shall produce to the custom official for verification and retention.
23. A foreigner shall produce a valid passport or travel document or identification document and visa clearance along with the arrival form at the immigration counter.
24. Upon completion of the formalities under Rule 21 and Rule 22, an immigration officer at the counter shall verify passport or travel document or visa clearance and endorse the passport with arrival or entry seal.
25. Entry seal with approved duration of stay shall be endorsed on the passport of a foreigner who do not require visa for entry into the Kingdom.

## **Departure**

26. A foreigner shall submit duly filled in departure form prescribed under **Annexure III** at the port of exit either by air or land.
27. The departure form endorsed by the custom official shall be submitted to the immigration official at the counter for verification and retention, along with the passport or permit.
28. A permit holder while departing from the Kingdom after completion of the assignment or study shall surrender immigration permit to the immigration official at the port of exit.

## **Obligation of Civil Aviation Authority, Airline and Crew Member**

29. The Department of Civil Aviation, Ministry of Information and Communications shall notify at least two hours ahead in writing to the immigration office at the airport when a chartered or unscheduled flight is granted landing permission.
30. A commercial airline operating in the Kingdom and a chartered flight, shall provide Advanced Passenger Information (API) on every passenger and crew member destined to the Kingdom before takeoff of the aircraft from the place of departure.
31. A foreign crew member of a chartered flight entering the Kingdom do not require visa provided he or she holds a valid passport and an airline crew member certificate issued in accordance with the International Civil Aviation Organization (ICAO) standard.
32. A foreigner working as crew member of a commercial airline in the Kingdom shall obtain work permit.

33. A commercial airline or immigration officer shall verify visa clearance, passport or identity document of the passenger, prior to issuance of boarding permission to board the flight destined to the Kingdom.

### **Registration of Foreigner**

34. Every foreigner except tourist upon arrival in the Kingdom with an intention to stay for more than thirty days shall register in person with the designated Foreigner Registration Desk of the Royal Bhutan Police.
35. The concerned agency or employer shall ensure that the foreigner complies with Rule 34 within ten days of his or her arrival.
36. The Department of Immigration and the Royal Bhutan Police shall share information of foreigner as and when required.
37. The Foreigner Registration Desk shall disseminate information on registration of foreigner to other Police Stations in the Kingdom for necessary action.
38. The concerned agency or employer shall report to the Foreigner Registration Desk if a foreigner moves to another Dzongkhag for more than thirty days for necessary action.
39. A foreigner issued with Foreigner Registration Card shall inform the nearest police station of any change in the address within ten working days.
40. Unless otherwise registered with the Royal Bhutan Police, a foreigner shall not be issued police clearance.

## **Passport**

41. Unless otherwise exempted by law or bilateral agreement, a foreigner coming to the Kingdom shall carry a valid passport against which the visa clearance has been issued.
42. The passport shall be valid for at least six months from the intended day of departure from the Kingdom.

## **Enrollment of Biometric**

43. A foreigner entering the Kingdom shall be required to provide their biometric features (fingerprints and facial photograph) at the port of entry and subject to physical verification at the checkpoints.
44. A child may be issued Entry Permit or visa without having to enroll biometric feature based on the birth certificate or school identification document, provided he or she is accompanied by either of the parents.

## **Notarized Qualification Certificate**

45. Applications for employment in non professional category should be supported by relevant qualification or skill certificate.
46. Application for employment in professional category should be supported by relevant notarized qualification certificate and shall possess minimum of Bachelors Degree with at least three years work experience in the relevant field. If the certificates are in languages other than English, a translated academic transcripts duly notarized by the Public Notary Office must be produced.

**Exemption of Qualification Certificate**

47. Permanent employee of Foreign Direct Investment(FDI) venture or international contractor on transfer shall be exempted from the requirement of notarized qualification certificates upon submission of relevant document or employment history in the particular organization at least for three years, duly certified by the Chief Executive Officer of the principal office.
  
48. Medical professional shall produce the original Registration Certificate issued by the Bhutan Medical and Health Council in lieu of notarized qualification certificate for issuance of Work Permit.

**Marriage and Birth Certificate**

49. A foreign national eligible to invite parents, spouse or their children is required to submit Birth Certificate, Marriage Certificate or other documentary evidence confirming the above relationship. If the certificates are in languages other than English, a translated academic transcripts duly notarized by the Public Notary Office must be produced.

**Parents of Professional Foreign Worker and Student**

50. Professional worker holding valid Work Permit and foreign student holding valid Student Permit after being in the country for six months, may be permitted to invite their parents for the actual duration or thirty days which ever is less, once in a year.

### **Individual Volunteer, Intern and Adhoc Program**

51. Entry Permit or visa shall not be issued to individual volunteer, intern and ad-hoc courses or trainings unless such course is organized by government approved institute for a minimum of 10 foreign students under regular class program for at least three months.

### **IMMIGRANT**

52. A foreign national married to a Bhutanese after 10 June 1985 and children born to them shall be categorized as immigrant, upon submission of the following documents and issuance of Immigration Card:
- i) Duly filled application form prescribed under **Annexure XV**;
  - ii) Court marriage certificate;
  - iii) Copy of Citizenship Identity Card of Bhutanese spouse;
  - iv) Family tree of Bhutanese spouse from Department of Civil Registration and Census;
  - v) Passport or Identification document of foreign spouse ;
  - vi) Birth certificate of the child;
  - vii) Verification report from the respective dzongkhag for children not registered within one year of birth; and
  - viii) Valid immigration permit or visa for marriage purpose.
53. Immigration Card holders are not authorized to work in any organization without prior approval from the department.



54. Both the Bhutanese and his or her foreign spouse shall be required to be physically present once in every two years during the renewal of Immigration Card.
55. Immigration Card holder shall ensure to stay with his or her spouse as per the address reflected in the Card and any change in such address must be reported to the department by the Bhutanese spouse.
56. A foreigner while in the country either as visitor, dependent, work and study shall not be allowed to process for Immigration Card. He or she shall be required to exit the country for six months and re-enter to apply for the Immigration Card.

#### **Registration of an Immigrant Child**

57. The parents of children born to Bhutanese and foreign spouse holding Immigration Card shall register their child with the department within one year of child's birth along with birth certificate and relevant identity documents of the parents. Certificate of Registration may be issued for one year to facilitate permit and visa.

#### **Status of Immigrant upon Divorce**

58. A foreigner married to a Bhutanese, upon divorce without any child born to them, will lose his or her immigrant status and his or her residency in the Kingdom. Under such circumstances, a foreigner must leave the Kingdom within the timeframe issued by the department.

### **Marriage Application under process in the court**

59. A foreigner whose application for marriage registration with a Bhutanese is under process in the Royal Court of Justice and their children holding valid passport or travel document of another country, may be granted Immigration Permit. The Permit may be renewed on a monthly basis for maximum period of three months, including the initial duration. Thereafter they shall be required to stay outside the Kingdom for at least one month.
60. A child born in Bhutan to a Bhutanese and foreigner spouse and their application for marriage registration is under process with the Royal Court of Justice may be permitted to stay on Immigration Permit as may be decided by the department.

### **NON IMMIGRANTS**

61. Following categories of visitors among others shall be categorized as non immigrants:
- (1) Diplomat;
  - (2) Official;
  - (3) Student;
  - (4) Businessperson;
  - (5) Professional;
  - (6) Skilled worker;
  - (7) Tourist;
  - (8) Sports person;
  - (9) Cultural troupe;
  - (10) Media person;

- (11) Transit person;
- (12) Airline crew member and ground staff;
- (13) Overseas employee;
- (14) Artiste;
- (15) Personal guest; and
- (16) Disaster relief team.

**Duration and condition applicable to Non-Immigrant**

62. An overseas employee cleared in accordance with the Section 41 (a) of the Act may be permitted to stay in the Kingdom for the duration of his or her tenure under Section 41 (c) of the Act.
  
63. A foreigner who is the promoter or co-owner, entering into the Kingdom to operate business under approved Foreign Direct Investment may be permitted to stay in the Kingdom as per Section 43 (e) of the Act. He or she shall not be required to obtain Work Permit and shall be eligible to be accompanied by his or her spouse and children.
  
64. A foreigner entering into the Kingdom as an employee of a registered Foreign Direct Investment Company in the Kingdom shall be permitted to stay in the Kingdom in accordance with Section 43 of the Act and upon fulfilling the following criteria:
  - (1) A letter or statement from Head Office of such company duly signed by the Chief Executive Officer of the principal company, stating that he or she is a permanent employee of that company with employee registration number;

- (2) Evidence of three years regular service in that company;
  - (3) Production of Foreign Direct Investment Certificate from the Ministry of Economic Affairs.
  
65. A foreigner entering into the Kingdom as a regular student shall be permitted to stay in the Kingdom in accordance with the Section 36 of the Act.
  
66. A foreigner entering into the Kingdom as tourist shall be permitted to stay for an actual duration of stay or for ninety days whichever is less.
  
67. A non-immigrant who shall be permitted to stay in the Kingdom for the actual duration or maximum of thirty days whichever is less includes the following:
  - (1) Sportsperson coming to Kingdom for regional and international sporting event;
  - (2) People coming for cultural exchange program and exposition;
  - (3) Accredited media personnel for media coverage;
  - (4) Artiste for approved entertainment programme; and
  - (5) Immediate family member of a foreign student.
  
68. A national of a country who is permitted to enter the Kingdom with Entry Permit other than a visa, shall be allowed for actual duration of his or her visit or thirty days whichever is less.
  
69. A passenger in transit to another country shall be given transit visa for 48 hours.

70. A personal guest of Bhutanese citizen and foreigner residing in the Kingdom shall be permitted to stay in the Kingdom for actual duration of stay or thirty days whichever is less.
71. A professional working as teacher, doctor and in hydropower projects may be permitted to work as per the contract agreement signed and endorsed by relevant government agencies.
72. A foreigner who enters the Kingdom shall not remain social or economic burden to the Kingdom and shall prove that he or she has adequate means to support his or her stay in the Kingdom without having recourse to public funds or raising funds to sustain his or her livelihood by using the Kingdom as commercial brand.

**Visa**

73. A foreigner intending to visit the Kingdom shall possess a Bhutanese Visa or Visa Clearance except otherwise exempted under the laws of the Kingdom or bilateral or multilateral agreement.
74. The Visa Clearance alone shall not guarantee the right to entry or stay in the Kingdom unless the entry or landing permission is stamped on the passport by the immigration officer at the port of entry.
75. An immigration officer at the port of entry based on the Visa Clearance shall stamp visa for actual duration but not exceeding thirty days.

76. A employer or the representative intending to import foreign worker for duration exceeding one month shall submit Approved Application Identity Number or a copy of such approval with specific name and passport number from the Department of Labour along with relevant qualification certificates as per Rule 45, 46, 47 and 48.
77. A foreigner who is already inside shall be permitted to change the visa category or host agency only upon proper exit from the Kingdom for at least fifteen days.
78. Visa may be transferred to the new passport or travel document upon written request from the foreigner and after proper verification of details of the new passport or travel document.
79. A visitor shall not be granted extension of visa beyond one month from the initial date of entry.
80. Accompanying family shall be allowed only to a person covered under Section 77 of the Act and professional holding Work Permit .

### **Visa Procedure**

81. Visa applications except Tourist, Royal Guest and Personal Guest shall be endorsed by the concerned head of the Agency .
82. Duly filled visa application form prescribed under **Annexure IV** and signed by the applicant, along with the copy of the passport and endorsement as per Rule 81 shall be submitted to the department for verification and issuance of visa.
83. A minimum of five working days is required for processing and issuance of visa clearance upon receipt of the required documents.

84. Visa applications except for personal guest may be submitted electronically to the department by the respective agency.

**Recommending Authority**

85. Tourism Council of Bhutan shall verify and recommend visa application through the online system for tourist.
86. Head of the Agency in the government shall verify and recommend visa application for their respective department.
87. Head of Ministry of Foreign Affairs shall verify and recommend visa application for international organization and government delegation.
88. Head of Ministry of Economic Affairs shall verify and recommend visa application for business activities for existing FDI, dealership and installation and repair of equipment supplied.
89. Head of Civil Society Organization Authority shall verify and recommend visa application for registered Civil Society Organization.
90. Choedey Lhentshog shall verify and recommend visa application for religious organizations.
91. Visa application for media personnel shall be processed upon clearance from Bhutan Infocom and Media Authority.
92. Visa application for organizer or participants for cultural program or national events shall be processed upon clearance from the Ministry.

93. Visa application for foreign donors shall be processed upon clearance from Ministry of Foreign Affairs or Finance.
94. Visa application for exploring business opportunities shall be processed upon submission of pre-feasibility study endorsed by the Ministry of Economic Affairs.
95. Visa application for participants attending conference, workshop and training organized by non government agency or institute shall be processed upon clearance from the relevant agencies.

### **Personal Guest**

96. Personal guest visa shall be limited to a maximum of two guests in a year.
97. Personal guest visa shall be approved by the Visa Committee constituted by the department and head of the department shall not be a committee member.
98. A Bhutanese applying visa for personal guest shall submit the following:
  - 1) A duly filled personal guest application form under **Annexure V** signed by the Bhutanese applicant;
  - 2) A duly filled visa application form under **Annexure IV** signed by guest;
  - 3) A copy of Citizenship Identity Card of the Bhutanese applicant;
  - 4) A passport copy of the guest;
  - 5) Any other supporting document to authenticate the case; and



- 6) A detailed travel itinerary of the guest.
99. A Bhutanese applying personal guest visa shall satisfy following terms and conditions:
- 1) Should be at least eighteen years of age;
  - 2) Shall be in the Kingdom during the scheduled visit of the guest;
  - 3) Acquaintance with the guest in the Kingdom shall not qualify for personal guest;
  - 4) Acquaintance with the guest other than the guest country shall be for a continued duration of atleast six months;
  - 5) Evidence of acquaintance shall be valid for five years. However, if the applicant has not invited any guest for the last five years, the committee may consider the case upon submission of written request.
  - 6) Evidence of acquaintance shall be valid for single use only;
  - 7) The guest was not invited as personal guest for last one year;
  - 8) The visa request rejected based on purpose of visit shall not be reconsidered;
  - 9) The guest shall not engage in any activity other than cultural tour and sigtseeing as permitted by the department; and
  - 10) Approved visa shall be issued upon the submission of a copy of confirmed return ticket.

100. A Bhutanese who has acquired foreign citizenship on marriage ground may be invited by his or her relative without fulfilling requirements of Rule 99 (4), (5) and (6) upon submission of clearance from the Department of Civil Registration and Census.
  
101. A professional holding valid Work Permit or diplomat applying visa for personal guest shall submit the following:
  - 1) A recommendation from the employing agency;
  - 2) Duly filled personal guest application form signed by the applicant;
  - 3) Duly filled visa application form signed by the guest;
  - 4) A copy of Work Permit or Diplomatic Card;
  - 5) A copy of the passport of the guest;
  - 6) Any other supporting documents to authenticate the case; and
  - 7) A detailed travel itinerary of the guest.
  
102. A professional holding valid Work Permit or diplomat applying guest visa shall satisfy the following terms and conditions:
  - 1) Has worked in the Kingdom for a minimum period of six months;
  - 2) Shall be in the Kingdom during the scheduled visit of the guest;
  - 3) The guest was not invited as personal guest for last one year;
  - 4) The guest shall not engage in any activity other than cultural tour and sightseeing as permitted by the department; and

- 5) Approved visa shall be issued upon the submission of a copy of confirmed return ticket.

### **Applicable Fee**

103. Visa fees of Nu. 2500 shall be levied at the port of entry irrespective of the duration of the visa except for tourist.
104. Tourism Council of Bhutan shall levy a fee of Nu. 2500 or equivalent as visa fee for every tourist.
105. Renewal fees as prescribed under **Annexure II** shall be levied for renewal of visa for a period not exceeding one year at a time.
106. Entry endorsement may be issued by immigration office upon written request and payment of fees prescribed under **Annexure II**.
  - 1) Single entry visa;
  - 2) Double entry visa;
  - 3) Triple entry visa;and
  - 4) Multiple entry visa.

### **Gratis Visa**

107. Gratis visa may be issued to holders of diplomatic passport, official passport, UN Passport, the government delegation recommended by Ministry of Foreign Affairs and those covered by the Memorandum of Understanding signed by the Royal Government of Bhutan.

108. Nationals of Thailand and Switzerland carrying Diplomatic and Official passport shall be issued visa on arrival at the port of entry as per bilateral agreement.
109. Nationals of Bangladesh and Maldives carrying passport shall be issued visa on arrival at the port of entry as per the bilateral agreement.

### **Entry Permit**

110. National of India shall be issued Entry Permit at the port of entry as per the bilateral agreement.
111. A national of India traveling into the Kingdom with valid national identity document issued by the Central or State Government of India or District Magistrate shall submit duly filled Entry Permit Application Form under **Annexure VI** to obtain Entry Permit from the Port of Entry.
112. Entry Permit shall be issued by the Regional Immigration Offices valid for the places within their region as may be directed by the department.
113. Entry Permit for organizer or participant for cultural program or national event shall be processed upon clearance from the Ministry.
114. Entry Permit for exploring business opportunities shall be processed upon submission of pre-feasibility study endorsed by the Ministry of Economic Affairs.

115. The Entry Permit alone shall not guarantee the right to entry or stay in the Kingdom unless an immigration officer at the port of entry endorses the entry seal in the passport or the Entry Permit.

### **Extension of Entry Permit**

116. An extension of Entry Permit exceeding thirty days shall be on the grounds of illness on production of medical certificate or unavoidable circumstances for a maximum period of fifteen days at a time with the approval of the department.

### **Work Permit**

117. An employer wishing to employ foreign worker in the Kingdom shall seek approval for recruitment from the Department of Labour.
118. Upon receiving the approval of the Department of Labour under Rule 118, the concerned employer shall process and obtain Work Permit from the respective Immigration Office.
119. The employer concerned or the representative shall accompany the employee to process Work Permit.
120. The Immigration Office shall exercise the right to reject any approval where deemed appropriate in accordance with Chapter 8 of the Act.
121. Issuance of Work Permit may be subject to clearance from relevant agencies.
122. A foreign worker who is 18 years and above only shall be eligible to apply for Work Permit.

123. Work Permit shall be processed for those Entry Permit and visa holder, whose purpose of visit to the country is reflected as work or employment.
124. A employer or the representative shall furnish the following documents at the time of processing work permit:
- 1) Approval from the Department of Labour,
  - 2) Duly filled application form prescribed under **Annexure VII** for Work Permit;
  - 3) Valid passport and travel document with relevant visa;
  - 4) Identification document, in case of Indian national;
  - 5) Qualification certificate as per Rule 45, 46, 47 and 48;
  - 6) Medical Fitness Certificate from a competent government medical officer in the Kingdom; and
  - 7) Document specified in the online Work Permit approval including certificate of skill.
125. A employer or the representative and foreign worker shall execute an undertaking with the Immigration Office pledging that he or she shall abide by the terms and conditions prescribed under **Annexure VIII and IX**.
126. The requirement of employer and employee undertaking forms as per Rule 125 shall not be applicable for the professional working in international agency and hydropower project.
127. A Work Permit shall be issued for a particular job and is valid only in the area specified therein.

128. Other than Indian national, the Work Permit approval shall reflect name and passport number of the foreign worker.
129. A foreign worker unless otherwise specified in the relevant section of this regulation, shall remain at least six months following completion of three years stay in the Kingdom.
130. The term of three years would be considered as per the validity of the Work Permit irrespective of leave taken during the period.
131. Work Permit holder who works in the Kingdom for less than three years and exits the Kingdom for less than six months and seeks reemployment with another employer shall be considered as continuous stay in the Kingdom.
132. Work Permit shall reflect only one work site at any given time irrespective of approval from Department of Labour. However, travel to work at another location which is reflected in initial labour approval may be facilitated through issuance of Route Permit or Work Permit upon written request.
133. Change of permissible detail in the Work Permit shall be facilitated upon submission of relevant documents and payment of applicable fees by the employer.
134. ICT office of the department and Work Permit section of the Immigration Office shall ensure timely repatriation of foreign worker upon completion of three years work in the Kingdom.

135. A foreigner who has entered as non-immigrant as per the Chapter 5 of the Act shall not be entitled to apply for permanent residency or citizenship.
136. A foreign worker engaged in the construction sector shall reside in the vicinity of their work site.

### **Student Permit**

137. Student Permit may be issued to a foreigner enrolled as student in the academic institution, school and college including *shedra* and *drupdey* for regular academic course.
138. Student shall submit evidence of bank statement to meet the course fees, accommodation and maintenance of himself or herself without taking employment or engaging in business or having recourse to public funds.
139. Student shall produce evidence of regular attendance and satisfactory progress or passing of any relevant examination for renewal of the permit.
140. Student Permit shall not be renewed beyond the length of course of study.

### **Trader Permit**

141. Trader Permit shall be renewed and transferred based on the recommendation of the Ministry of Economic Affairs.
142. Trader Permit shall be liable for cancellation by the department in the event the license holder or his or her direct dependent is not operating the business himself or herself in the Kingdom.



143. Trader Permit holders shall obtain route permit for movement outside their designated place of residence.

### **Dependent Permit**

144. Dependent Permit shall be issued to spouse and children of an official of international organization, overseas employee, hydropower projects, Dantak, IMTRAT and professional Work Permit holders.
145. A foreigner applying for Dependent Permit under Rule 144 shall submit, among others, the valid immigration permit.
146. For the existing Indian business license holder in the Kingdom, Dependent Permit shall be issued only to his or her direct dependents. The dependents should have lived in the Kingdom with the license holder and worked continuously in the licensed firm with immigration permit.

### **Route Permit for Restricted Area**

147. Route Permit shall be issued to a valid immigration permit holder to facilitate travel to restricted areas for duration not exceeding thirty days at a time.
148. Route Permit for visitor and tourist may be issued based on the purpose and justification submitted with tentative itinerary by the recommending agencies or applicant for the actual duration not exceeding one month.
149. Route Permit shall be valid for multiple travel within the validity of the permit and restricted to municipal areas unless otherwise specified.

150. Route Permit shall be processed only upon arrival in the country.
151. Route Permit should be produced at every immigration checkpoint to update entry and exit record and should be surrendered at Hongtsho checkpoint or upcountry checkpoint at the time of final exit.
152. Route Permit for professional worker and Immigration card holder may be approved by the Regional Director of the respective Regional Immigration Office.
153. A foreign worker who is required to work in different parts of the Kingdom shall be issued a route permit specifying the place and duration allowed to travel and work on the basis of Work Plan submitted to the department.
154. A foreign worker en-route to the designated work place mentioned in the Work Permit may not be required to obtain Route Permit.
155. Route Permit shall not be issued to border and sensitive areas.
156. Other than Indian national, those foreigners applying for Route Permit to travel to southern Bhutanese border towns via India should produce valid double or multiple entry Indian and Bhutanese visa.

### **Levying of Applicable Fees**

157. Fees shall be levied as per Annexure XII.

## **INSPECTION**

158. Inspection shall be undertaken at construction site, commercial area, residential area and official premises to detect illegal immigrant, unauthorized worker and foreigner overstaying in the Kingdom.
159. An immigration official shall disclose his or her identity before proceeding with inspection and verification of Immigration Permit.
160. An immigration official shall issue notification as prescribed under **Annexure XVI** and impose fines and penalties as prescribed in this rules and regulations for any violations of this regulation.
161. An immigration official shall forward the cases involving non Bhutanese child found without documents to relevant agencies in the country if deemed necessary to ensure safe return. The employer of such children shall be required to submit undertaking under **Annexure XIII** in addition to fines and penalties before issue of repatriation order.

## **Cancellation of Immigration Permits**

162. Upon submission of an undertaking by the employer, institution and Bhutanese spouse prescribed under **Annexure X**, the Officer In-charge of the inspection office of the immigration office shall cancel the valid Immigration Permit in the online system. A cancelled Immigration Permit holder shall not be allowed to enter the country for three months from the date of cancellation of permit.
163. Request for cancellation of Immigration Permit shall be made prior to the expiry of permit.

164. The Officer In-charge of the Inspection Division in the department is authorized to cancel invalid Immigration Permit upon verification of the case and approval of the department.

**Denial of Immigration Service**

165. The Immigration Office shall deny the immigration service to a foreigner if he or she:
- 1) Has a criminal record;
  - 2) Produces fake document;
  - 3) Is in violation of laws of the Kingdom;
  - 4) Is under deportation order;
  - 5) Poses a threat to social, cultural and security wellbeing of the nation;
  - 6) Is deemed not conducive to the public good;
  - 7) Commits an immigration offence, such as overstay, defying immigration notification, making appeals which is not within the Rules.
166. The Immigration Office shall deny the immigration service to an employer if he or she:
- 1) Fails to report to immigration office despite being reminded in writing twice;
  - 2) Resorts to deceptive practice while applying for immigration service;
  - 3) Violates the provision of this rules and regulations;
  - 4) Fraudulently recruits foreign worker; and

- 5) Commits an immigration offence, such as overstay, defying immigration notification, making appeals which is not within the Rules.
167. The department may withhold the permission of foreign workers to re enter upon written request by the employer along with credible evidence till the employer withdraws the request in writing.

### **Fines and Penalty**

168. The amount of penalty is pegged with daily minimum wage of Nu.165 of National Work Force.
169. A fine of Nu. 165/- shall be imposed per day for over stay by a foreigner.
170. A fine of Nu. 50/- shall be imposed per day for late renewal of Immigration Card, Visa, Dependent Card, Student Card, Traders Card, Green Card and Refugee Card.
171. A fine of Nu. 80/- shall be imposed per person for non-possession of documents during the site inspection or verification at the check post.
172. A fine of Nu. 3300/- shall be imposed for misuse of permit or visa per person.
173. A fine of Nu. 3300/- shall be imposed for movement of permit holder or visa holder from designated to non-designated area without Route Permit.
174. A fine of Nu. 1650/- per person shall be imposed for bypassing the immigration checkpoint.

175. A fine of Nu. 4950/- each shall be imposed to a foreigner and the carrier if a foreigner produces passport other than the one submitted at the time of visa clearance, and regularize thereafter, if the case is found genuine.
176. A fine of Nu. 9900/- shall be imposed for impersonation of an individual other than the uniformed personnel or official, and production of fake identification documents.
177. A fine of Nu. 9900/- shall be imposed for illegal immigrant and he or she shall be immediately deported from the nearest exit point.-
178. A fine of Nu. 9900/- shall be imposed for foreigner who is detected with his or her permit cancelled and he or she shall be immediately deported from the nearest exit point.
179. A tourist visa holder shall be imposed applicable royalty for each day of overstay in addition to Rule 168.
180. A person who transports a foreigner into or out of the Kingdom by air or land without valid passport or identification document unintentionally or unknowingly, shall be levied a fine of Nu. 9900/-, and such person shall transport the immigrant back to the point of origin as directed by the immigration authority within the time stipulated by the Department.
181. In case the invalid or cancelled immigration document is reported to the Department prior to detection by immigration official, the Department may impose a fine of Nu. 3300/- or the actual fine whichever is less.

182. A fine and penalty prescribed in this rules may be revised by the Ministry of Home and Cultural Affairs from time to time.-
183. A foreigner overstaying the validity of immigration permit shall be liable for applicable fine and additional penalties as follows:
- i) Over stay for less than two months shall be barred from re-entry for three months;
  - ii) Over stay for more than two months but less than three months shall be barred from re-entry for six months;
  - iii) Over stay for more than three months shall be barred from re-entry for one year.

### **Interpretation**

184. The interpretation of the Ministry of Home and Cultural Affairs as implementing agency of this rules and regulations shall be final in case of contest in interpreting the Rules.

### **Amendment**

185. This rules and regulations may be amended by the Ministry of Home and Cultural Affairs from time to time.

### **Definition**

186. In this Rules and Regulations unless the context otherwise require:
- 1) “Agency” means the Legislature, Judiciary, Ministry, Constitutional Offices, Autonomous Agency, Corporation, Civil Society Organization Authority, Dzongkhags or a statutory body of the Royal Government;

- 2) “Airline” means national or foreign owned airline operating services to and from the Kingdom;
- 3) “Department” means the Department of Immigration;
- 4) “Dependent” means spouse and children below 18 years of age;
- 5) “Immigrant and Non-Immigrant” as defined under Chapter 4 and 5, and the relevant sections of the Immigration Act of the Kingdom of Bhutan, 2007;
- 6) “Immigration Permit” means any form of valid document including visa issued by the department to foreigner for specific purpose to facilitate entry, stay, travel and exit;
- 7) “Ministry” means the Ministry of Home and Cultural Affairs;
- 8) “Official Tenure” means a period for which a foreigner is allowed to stay in the Kingdom as an employee of a designated consulate office, embassy of foreign country;
- 9) “Student” means a person who is enrolled in school or university or monastic institutes or a person coming to the Kingdom under student exchange programme;
- 10) “Restricted areas” means the area categorized as restricted area by the Royal Government;



**Annexure I**

**Designated Port of Entry and Exit**

1. International Airport, Paro
2. Phuentsholing Border checkpoint
3. Gelephu Border checkpoint
4. Samdrupjongkhar Border checkpoint
5. Samtse Border checkpoint

**Up country Checkpoints**

- (1) Rinchending checkpoint, Phuentsholing
- (2) Sarpang Zam (Hilley) checkpoint
- (3) Sershong Zam checkpoint, Sarpang
- (4) Pinchina checkpoint, Samdrupjongkhar

**Annexure III**

**Visa Fee**

- |                                      |          |
|--------------------------------------|----------|
| a) Single Entry or Re Entry Visa Fee | Nu.2500  |
| b) Double Re Entry Visa Fee          | Nu.5000  |
| c) Triple Re Entry Visa Fee          | Nu.7500  |
| d) Multiple Re entry Visa Fee        | Nu.12000 |

**Visa Renewal fee**

- |                       |            |
|-----------------------|------------|
| a) Up to three months | Nu. 1000/- |
| b) Up to six months   | Nu. 2000/- |
| c) Up to one year     | Nu. 4000/- |

Arrival Form



1. Family Name:

2. Middle Name:

3. First Name:

4. Nationality:

5. Sex:  Male  Female

6. Passport No./Bhutanese CID No.:

7. Occupation:

8. Port of embarkation\*:

9. Flight No.:

10. Date of Arrival:

11. Duration of stay:

12. Address in Bhutan:

13. Contact No.:

14. Purpose of visit (please tick):  
 Tourist  Official  Conference/Meeting  
 Employment  Business  Guest/Visit Friends/Relatives  
 Study  Others (Please Specify) \_\_\_\_\_

15. Number of Baggages (including hand Baggage): \_\_\_\_\_

16. Total value of dutiable goods:

17. Off loaded baggages or unaccompanied baggages?  Yes  No  
 If yes, Tag no:

Immigration Endorsement  
 (Seal & Date)

\* For arrival by land, port of embarkation is the initial point of travel

Please declare if you are bringing the following items into Bhutan:  
 (Please tick Yes or No)

	Yes	No
i. Arms and Ammunitions	<input type="checkbox"/>	<input type="checkbox"/>
ii. Gold and Silver	<input type="checkbox"/>	<input type="checkbox"/>
iii. Narcotics and Psychotropic Substance	<input type="checkbox"/>	<input type="checkbox"/>
iv. Animal and their parts and products including food	<input type="checkbox"/>	<input type="checkbox"/>
v. Plants, their parts (seeds/fruits/flowers/shoots/roots/tissue) and products	<input type="checkbox"/>	<input type="checkbox"/>
vi. Agrochemicals	<input type="checkbox"/>	<input type="checkbox"/>
vii. Genetically Modified Organisms (GMOs) and their products	<input type="checkbox"/>	<input type="checkbox"/>
viii. Convertible currency exceeding US\$ 10,000*BNIs or its equivalent	<input type="checkbox"/>	<input type="checkbox"/>
ix. Tobacco or Tobacco Products	<input type="checkbox"/>	<input type="checkbox"/>
x. Commercial Goods or Samples	<input type="checkbox"/>	<input type="checkbox"/>
xi. Goods meant for re-export	<input type="checkbox"/>	<input type="checkbox"/>
xii. Any other goods restricted/prohibited by other laws in force	<input type="checkbox"/>	<input type="checkbox"/>

If you are carrying any of the above products, please report to concerned officials in the airport.

**DECLARATION**

I hereby declare that the information provided above is true, failing which I shall be dealt as per the Law of the Kingdom.

SIGNATURE \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

\*Bearer Negotiable Instrument



Annexure II

Departure Form



1. Family Name:

2. Middle Name:

3. First Name:

4. Nationality:

5. Passport No./Bhutanese CID No.:

6. Sex:  Male  Female

7. Occupation:

8. Port of disembarkation\*:

9. Flight No.:

10. Contact No. and Address:

11. Purpose of visit (please tick):

Tourist     Official     Conference/Meeting

Employment     Business     Guest/Visit Friends/Relatives

Study     Others (Please Specify) \_\_\_\_\_

12. If you are taking the following items out of Bhutan, please report to customs:

	Yes	No
a) Convertible currency exceeding US\$ 10,000 or its equivalent	<input type="checkbox"/>	<input type="checkbox"/>
b) Any other goods restricted/prohibited by any other laws in force	<input type="checkbox"/>	<input type="checkbox"/>

I hereby declare that the information provided above is true, failing which I shall be dealt as per the Law of the Kingdom.

Customs Endorsement  
(Seal & Date)

SIGNATURE \_\_\_\_\_ Day Month Year

\* For departure by land, port of disembarkation is the final destination of travel



INSTRUCTION - DEPARTURE

This form is to be completed by every individual at the port of exit.

All travellers are required to queue for the immigration clearance and not to cross the designated line in front of immigration counter at the airport/checkpoints.

All travellers shall produce a valid passport or travel document at the immigration counter for immigration formalities.

A foreigner with employment visa or long term visa must produce his/her work permit or immigration card and surrender it if he/she is departing permanently.



**Visa Application Form**



**VISA APPLICATION FORM FOR THE KINGDOM OF BHUTAN**

(Please fill in block capital)

<p>1. Name in Full: _____ (Surname)</p> <p>2. Date of Birth: ____/____/____ (DD-MM-YYYY)</p> <p>3. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/></p> <p>4. Nationality: _____</p> <p>5. Passport No: _____ Place of issue: _____          Date of Issue: _____ Valid until: _____          (DD- MM-YYYY) (DD- MM-YYYY)</p> <p>6. Nature of Passport: Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Ordinary <input type="checkbox"/> UN Laissez Passer <input type="checkbox"/></p> <p>7. Permanent Address: _____          Tel No. _____</p> <p>8. Occupation/Profession: _____</p> <p>9. Period for which visa is required: from _____ to _____          (DD- MM-YYYY) (DD- MM-YYYY)</p> <p>10. Port of entry/exit: Entry Port _____ Exit Port _____</p> <p>11. Purpose of visit to Bhutan: _____</p> <p>12. Are you accompanying your spouse/parents/children? Yes <input type="checkbox"/> No <input type="checkbox"/>          If Yes, name of the spouse/parents/children _____</p> <p>13. Is this your first visit to Bhutan? Yes No          If No, give details of earlier visit(s) _____</p>	<p>Passport size Photo</p>
---	--------------------------------

I hereby declare that the statement given above is true and correct. I am aware that the Bhutanese immigration laws do not permit me to indulge in any activity other than the one stated above. I fully understand that providing false information to the Immigration Authorities or indulging in other activities would result in cancellation of my visa and deportation thereof.

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

Place: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

<p><b>For Official use only</b></p> <p>Approved/Not Approved/Others _____</p> <p>Signature of the Approving Officer _____</p>
---

**Annexure V**

**Personal Guest Application Form**



**PERSONAL GUEST APPLICATION FORM**

(Please note that this form should be signed by the applicant only)

1. Full Name of Applicant \_\_\_\_\_  
Citizenship Identity Card No \_\_\_\_\_  
Contact Address: \_\_\_\_\_ Phone No: \_\_\_\_\_
  2. Name of Guest \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Nationality \_\_\_\_\_
  3. Name of the Spouse of the Guest (If accompanying) \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Nationality \_\_\_\_\_
  4. Name of the Children of SI. NO 2 & 3 (If accompanying) \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Nationality \_\_\_\_\_
- A. First Acquaintance**
1. When did you first meet the guest other than in Bhutan?(Year) \_\_\_\_\_
  2. Where did you meet him or her? (Country) \_\_\_\_\_
  3. What was the duration of your acquaintance? \_\_\_\_\_
  4. Why were you in that country? \_\_\_\_\_  
\_\_\_\_\_
- B. Second Acquaintance**
1. Did you meet the guest for the second time? Please (Tick) Yes/No. If No, skip this section
  2. When did you meet him or her? (Year) \_\_\_\_\_
  3. Where did you meet him or her? (Country) \_\_\_\_\_
  4. What was the duration of your acquaintance? \_\_\_\_\_
  5. Why were you in that country? \_\_\_\_\_  
\_\_\_\_\_
- C. Acquaintance in Guests Country**
1. Did you meet the guest in his or her country? (Tick) Yes/No
  2. When were you in that country? \_\_\_\_\_
  3. How long have you been in that country? \_\_\_\_\_
  4. Why were you in that country? \_\_\_\_\_  
\_\_\_\_\_

**D. Acquaintance in the Third Country**

1. Did you meet the guest in the third country? (Tick) Yes/No
2. Why were you and him or her in that country? \_\_\_\_\_  
\_\_\_\_\_
3. How long have you and your guest been in that country? \_\_\_\_\_(you) \_\_\_\_\_(guest)

**E. Purpose and other details**

1. What is the main purpose of inviting him or her? \_\_\_\_\_
2. Why your guest cannot visit the country as Tourists routing through Travel Agent? \_\_\_\_\_  
\_\_\_\_\_
3. Did the same guest visit the country before?(Tick) Yes/ No (Year)
4. Are you in the country during his or her visit? (Tick) Yes/No.
5. Is the guest related to you? (Tick) Yes/No. If yes, what is the relationship? \_\_\_\_\_  
\_\_\_\_\_
6. Please provide any additional information you think would be useful while reviewing your application?  
\_\_\_\_\_  
\_\_\_\_\_

**5. Declaration:**

I hereby declare that all the information furnished by me in this application is true and correct. I also agree to abide by the following conditions for the issuance of a "Personal Guest Visa" for the above mentioned person:

- (a) Deposit the daily tariff to the department and bear the applicable fines and penalties as may be imposed by the relevant Agencies in the event, it is established that the guest is a tourist,;
- (b) Be responsible for the cost of his or her stay in the Kingdom and repatriation thereof, if necessary;
- (c) Comply with the provisions of the Immigration Act and any regulations or notifications thereof, in force in the Kingdom of Bhutan;
- (d) Guest will not engage in any form of employment paid or unpaid, or in any business, profession or occupation or any activity, which in the opinion of the Department of Immigration, is detrimental to the security, reputation and wellbeing of the Kingdom;
- (e) Ensure that the guest shall not seek to stay beyond the approved visa duration or 30 days, whichever is less;
- (f) Ensure that the guest will not speak or act against the King, the Country and the People of the Kingdom of Bhutan.



Signature of Applicant



(ii)

**Annexure VI**

**Entry Permit Form**



**Regional Immigration Office**

**ENTRY PERMIT APPLICATION FORM**

- 1. Name in full Mr. /Mrs. / Miss .....
- 2. Sex: Male /Female..... Date of Birth/Age .....
- 3. Nationality .....
- 4. Father's name .....
- 5. Profession/Occupation .....
- 6. Permanent address .....

**PARTICULARS OF TRAVEL DOCUMENTS**

- 7. (a) Travel document: Passport/Voter's identity card/identification papers
- (b) Number .....
- (c) Date of issue .....
- (d) Place of issue .....
- 8. Proposed place of visit .....
- 9. Address in Bhutan .....
- Contact No. ....
- 10. Duration of visit/stay from ..... To .....
- 11. Visit group: Tourist /official/business/personal guest/ others
- 12. Reason for visiting Bhutan .....

**(Signature of applicant)**

**Work Permit, Student Permit and Dependent Permit Form**



**APPLICATION FORM FOR IMMIGRATION PERMIT**

**I. Please tick the appropriate box**

a) Work Permit  b) Student Permit  c) Dependent Permit

1. Name ..... Surname .....

2. Sex : Male  Female

3. Date of Birth : ...../...../.....(DD/MM/YYYY)

4. Nationality: .....

5. Qualification: .....

6. Identity Document/Voter Card/Passport No:.....  
(Please attach photocopy)

7. Permanent Address: .....  
District: ..... States: .....

**II. For Work Permit**

8. Name of the Employer: .....

9. Approved ID No.: .....

10. Job category: .....

11. Work Location: .....

12. Level of skills (Please attach relevant certificate):.....

**III. For Dependent Permit**

13. Name of Work permit holder: .....

14. Work permit No.: .....

15. Relationship with Work permit holder:.....

**IV. For Student Permit**

16. Name of Institution: .....

17. Field of study: .....

18. Duration of Study: .....

(Applicant)

Signature/thumb impression

Date:

Affix Legal  
Stamp  
Nu. 10/-



**Annexure VIII**

**Employer Undertaking**

**Declaration of Compliance/Undertaking of the Employer**

I.....of.....  
{complete Address} as an employer/recruitment agency of the foreign workers, upon the  
Department of Labor’s approval No. ....dated...../...../.....  
do solemnly and sincerely declare that the requirements of The Immigration Act of the Kingdom of Bhutan,  
2007 in respect of matters prior to the recruitment of the foreign workers have been complied with and ensure/  
agree to the following:

1. That the foreign worker shall stay in the designated area and engage only in activity specified in the Work Permit failing which the department may restrict recruitment of foreign workers in future.
2. That I shall repatriate the foreign workers upon the completion of the work or three years term whichever is earlier in accordance with Section 25 and 26 of The Immigration Act of the Kingdom of Bhutan 2007;
3. That the change of employer is not permitted while the foreign worker is still inside the country.
4. That I shall have no objection if the Department revokes the Permit in accordance with the Chapter 8 of The Immigration Act of the Kingdom of Bhutan 2007;
5. That the foreign worker shall carry valid Work Permit at all times and produce on demand by the authorized personnel;
6. That I shall ensure that the foreign worker shall comply with entry and exit formalities including requirement to exit for six months after completing three years;
7. That I shall be fully responsible of the individual online account allotted to me and be liable for any irregularities which is not reported on time;
8. That the relevant laws are being complied with and the declarations made herein are true to the best of my knowledge and I am aware that in accordance with Chapter 5 of the Immigration Act of the Kingdom of Bhutan 2007, a foreign worker is Non Immigrant and shall not be entitled to the right of residency.



Signature:  
Place:  
Date:

**Witness (signature)**  
Name:  
Address:  
Contact No.

**Endorsement of the Department**

**Individual Undertaking**

**Individual Declaration of Compliance for professionals/students**

I..... holding Passport/Identification Card No. ....  
a..... national, working /studying at.....  
(work /institute address) do solemnly and sincerely declare that the requirements of The Immigration Act of the Kingdom of Bhutan 2007 in respect of matters relating to my stay in the Kingdom have been complied with and ensure/agree to the following:

1. That I shall stay in the designated area and engage only in activity specified in the Permit failing which I may not be allowed to enter the country in future;
2. That I shall leave the Kingdom upon the expiry of the permit as per the Section 25 and 26 of The Immigration Act of the Kingdom of Bhutan 2007 and abide by the requirement to exit for six months after completion of three years period;
3. That I shall not change the employer/purpose of stay while I am still inside the country with a valid permit.
4. That I shall carry valid and relevant permit at all times and produce on demand by the authorized personnel;
5. That I shall not speak or act against the King, the Country and the People of Bhutan;
6. That I shall have no objection if the Department of Immigration revokes the Permit in accordance with the Chapter 8 of The Immigration Act of the Kingdom of Bhutan 2007;
7. That the relevant laws are being complied with and the declarations made herein are true to the best of my knowledge and I am fully aware that my stay in the Kingdom in accordance with Chapter 5 of The Immigration Act of the Kingdom of Bhutan 2007 is as a Non-Immigrant and that I shall not be entitled to residency.



Signature:  
Place:  
Date:

**Witness (signature)**  
Name:  
Address:  
Contact No.

**Endorsement of the Department**

**Annexure X**

**Cancellation of Immigration Permit Undertaking**



ཡིག་ཅར་ THA (05)/2015/

ཕྱི་ཚོམ་

**UNDERTAKING**

I, undersigned would like to request the Department of Immigration to cancel the record of foreign worker(s)/ student/spouse/dependent (list attached) approved against ..... construction/ firm/agency/institution/me with immediate effect..

I hereby undertake that the cancelled foreign worker(s)/student/spouse/dependent has left the Kingdom. In the event the immigration authorities find them inside the Kingdom, I fully agree to bear the penalty as per the Immigration Rules in force.

Legal stamp

(Signature)

Name: \_\_\_\_\_ (Employer/Institution/Bhutanese Spouse)

Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Contact No. \_\_\_\_\_

Legal stamp

(Witness)

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

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

\_\_\_\_\_

Contact No. \_\_\_\_\_

**Route Permit Form**



**APPLICATION FORM FOR ROUTE PERMIT**

I, undersigned would like to request for the route permit for following Non-Bhutanese as per the details given below:

S I . No.	Entry Permit No./ Passport No.	Name	Nationality	Permit/Visa Validity	
				From	To

**(Add additional sheet if required)**

Total No. of individuals:.....

Address in Bhutan: .....

Place of Registration: .....

Purpose of visit: .....

.....

Place(s) in Bhutan proposed to visit .....

Date of visit: From ..... To .....

Signature of Applicant/Group Leader

Name: .....

Permanent Address: .....

Contact No./Name of Hotel in Bhutan: .....

**Note:**

- 1. Recommendation letter from the concern agency.**
- 2. Please attach the copy of Entry Permits/visa or passport.**
- 3. If any of the particulars furnished above are found to be incorrect or any of the information is found to be withheld, the extension granted is liable to be cancelled at any time.**

**Annexure XII**

**Immigration Service Fee**

**Immigration Services Fee**

1. Work Permit:

- (a) Initial fee: Nu. 200/-
- (b) Renewal fee: 100% increase on the last renewal

**Note:**

The renewal fee shall remain constant after 4<sup>th</sup> renewal for foreign workers of Foreign Direct Investment companies, overseas employee and professional workers. All fees related to foreign worker shall be paid by the employer.

2. Other cards:

- (a) Initial Fee Nu. 200/-
- (b) Renewal Fee Nu. 200/-
- (c) Loss and Damage fee Nu. 400/-
- (d) Change of address fee Nu. 200/-

3. Work permit (Day worker)

- (a) Initial fee Nu. 200/-
- (b) Renewal fee Nu. 200/-

**Maid Repatriation Form**



Date:

**UNDERTAKING**

I, undersigned holding Citizenship Identity Card/Document No..... would like to request the Department of Immigration to allow repatriation of Mr/Miss..... (illegal maid) by self through personal arrangement. I will ensure that the particular maid is handed over to his/her parents/guardian whose details are mentioned below:

Name of the parent/guardian:..... Relationship:.....  
Address of the parent/guardian:.....  
Contact Number of the parent/guardian:.....

Further, I would like to undertake that I will never recruit such person in future and remain fully aware of the following:

1. That the recruitment of foreign national as maid is not permitted under the existing laws;
2. That hiring/recruiting/harboring illegal maid is fourth degree felony as per Rule 127 and 131 of the Immigration Act of the Kingdom of Bhutan, 2007.
3. That such recruitment could tantamount to Trafficking of Person as per the Child Care and Protection Act of the Kingdom of Bhutan, 2011;
4. That recruitment of children under the age of 18 could tantamount to Child Labor as per the Labor and Employment Act of the Kingdom of Bhutan, 2007;

Affix  
Legal  
Stamp

(Signature)

Affix Legal  
Stamp  
Nu. 10/-

(Witness)

Employer's Name: ..... Name: .....  
Organization: ..... Address: .....  
Location: .....  
Contact No. .... Contact No. ....

**Annexure XIV**

**Entry Permit Extension Form**



**APPLICATION FORM FOR EXTENSION OF ENTRY PERMIT**

I, undersigned would like to request for the extension of entry permit for following Non-Bhutanese as per the details given below:

Entry Permit No.	Name	Nationality	Permit Validity	
			From	To

(Add additional sheet if required)

Total No. of individuals: .....

Address in Bhutan: .....

Place of registration of the permits: .....

Purpose of visit: .....

.....

No. of days which the extension required: .....days.

The grounds on which extension is required.....

.....

Please state whether the permission to extend stay in Bhutan has been granted/refused previously and when: .....

Signature of Applicant/Group Leader

Name: .....

Permanent address: .....

Contact No. /Address in Bhutan: .....

Note:

1. Application letter and CID copy of the Bhutanese host.
2. Please attach the copy of Entry Permits.
3. If any of the particulars furnished above are found to be incorrect or any of the information is found to be withheld, the extension granted is liable to be cancelled at any time.

**Immigration Card Form**



**APPLICATION FORM FOR IMMIGRATION CARD**

**1. Details of Bhutanese**

Name : .....  
Citizenship ID No. .... Date of Birth: ...../...../.....(DD/MM/YYYY)  
Occupation:..... House No: ..... Thram No: .....  
Permanent Address: Village:..... Gewog:.....  
Dzongkhag:.....

**Head of the Family's Detail**

Name:..... Citizenship ID No.:.....  
(Please attach Family tree)

**2. Details of Non-Bhutanese**

Name :.....  
Nationality: .....  
Passport No.: ..... Date of Birth:...../...../.....(DD/MM/YYYY)  
Occupation:.....  
PermanentAddress:.....  
Father's Name:.....

**3. Details of the Children:**

- a) Name:..... Date of Birth:...../...../.....(DD/MM/YYYY)
- b) Name:..... Date of Birth:...../...../.....(DD/MM/YYYY)
- c) Name:..... Date of Birth:...../...../.....(DD/MM/YYYY)

(Please attach birth certificate)

- 4. M/C Certificate No: ..... Date of Marriage:...../...../.....(DD/MM/YYYY)
- 5. Present Address:.....
- 6. verification and recommendation letter from the concerned Dzongkhag.....

Signature of Applicant: .....

Affix Legal  
Stamp  
Nu. 10/-



**Annexure XVI**

**Inspection Notification**



**Tha(27)/2016/**

**Date:**

**NOTIFICATION**

During the vaification the following person(s) has been found violating Immigration Rules and Regulation 2012 as indicated agains each below / Overleaf

Sl.No	Name	Age/Sex	Doc. No	Remarks

Accordingly, you are hereby requested to pay the fine amounting to Nu..... or report to this office latest by ..... In the event of failure , it shall be dealt in accordance with the section 83 of the Immigration Rule & Regulation, 2012. Also, Please be informed that the case may be forwarded to the Royal Court of Justice for further legal proceedings.

Name & Signature of Immigration Authority.....

Contact No. ....

Following are some of offense as per Immigration Rules & Regulation of the Kingdom of Butan 2012.

1. No Documents during Inspection
2. Invalid Documents
3. Bypass the Immigration Check Point
4. Misuse of Permit/Visa
5. No Route Permit
6. Impersonation / fake identiication documents
7. Permit / visa cancelled
8. Illegal immigrants

**(i)**

