



UNDERTAKING FORM FOR REINSTATEMENT OF CANCELLED WORK PERMIT

**Important Information:** Kindly read the information provided carefully before signing the undertaking. We highly recommend that you retain a copy of the undertaking for record.

Please submit additional information/ documents if requested.

**Who should use this undertaking form?**

An employer(s) who has cancelled a foreigner(s)' Work Permit unintentionally and intend to undo the cancellation.

Kindly visit Department of Immigration's (DoI) website at <https://www.doi.gov.bt> for more information and for our contact details.

**General Conditions:**

By signing this form, you acknowledge that you have read, understood and voluntarily agree to ensure compliance to the terms and conditions contained in this document:

1. Reinstatement shall be permissible only upon payment of fine of Nu. 4300/-, if it is requested after one week of the cancellation of the Immigration Permit.

2. Shall be liable for prosecution by a court of law for concealing relevant information or submission of any false, fabricated, or misleading information or documents for the purpose of reinstating a cancelled Work Permit.

**How to apply online?**

1. Visit Bhutan immigration service portal at <https://immi.gov.bt>. If you are a first-time user, you need to register(create an account).
2. Ensure you have a valid email address.
3. Submit the undertaking, RCWP2025, through the registered user account at <https://immi.gov.bt>

**Notification:** All notification related to your application including further actions, if required, will be communicated through the registered email.

(PLEASE TYPE or WRITE IN BLOCK LETTERS EITHER IN BLACK or BLUE INK)

I, the undersigned in compliance with the aforementioned conditions, would like to request the DoI to reinstate the Work Permit of the foreign worker(s) ( <b>List Attached along with reasons for seeking the reinstatement</b> ).	
(Signature)	
Address:	
Name:	
CID. No.:	
Contact No.:	