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Preamble

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 Immigration Rules and Regulations of the Kingdom of Bhutan 2012; and
 - (2) Come into force on 21st Day of 6th Month of the Water Male Dragon Year of Bhutanese Calendar corresponding to 8th August 2012.

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 visa and entry permits except where otherwise mentioned in this rules and regulations. The visas or entry permits 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 check post;
 - (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 check post and outpost;
 - (4) Ensure efficient and expedient public service delivery at the check post and outpost; and
 - (5) Submit quarterly report to the Department including the following:
 - (a) Fine collected as per this rules and regulations; and
 - (b) Any other information which cannot be entered into the Immigration Information and Monitoring System maintained with the Department.

7. The Check-post, port of entry and outpost official shall:
 - (1) Check and control the entry of all immigrants and non-immigrants and any unauthorized person;
 - (2) Render smooth entry and exit services to the public;
 - (3) Maintain proper entry and exit record; and
 - (4) Liaise, coordinate and share information with other law enforcement agency as and when required.

Registration of an immigrant child

8. A child born to a Bhutanese and foreigner spouse must be registered with the Department supported by a birth certificate within one year of child's birth.

Status of immigrant upon divorce

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

Enrollment of fingerprint

10. Any foreigner who enters the Kingdom shall enroll his or her fingerprint and facial biometric at the time of entry at the respective port of entry.

Categories of Non-Immigrant

11. A foreigner coming into the Kingdom for temporary stay shall be categorized as Non-Immigrant and include the following, among others:
 - (1) Diplomat;
 - (2) Official;
 - (3) Student;
 - (4) Trainee;
 - (5) Business person;
 - (6) Professional;
 - (7) Skilled worker;
 - (8) Tourist;
 - (9) Sports person;
 - (10) Cultural troupe;
 - (11) Media person;
 - (12) Transit person;

- (13) Airline crew member and ground staff;
- (14) Overseas employee;
- (15) Artiste;
- (16) Personal guest; and
- (17) Disaster relief team

Duration and condition applicable to Non-Immigrant

12. A non-immigrant who shall be permitted to stay in the Kingdom for the duration of his or her mission or official tenure includes the following:
- (1) Diplomat issued with diplomatic visa under section 77 of the Act;
 - (2) Official issued with official visa under section 78 of the Act; and
 - (3) Airline crew member and ground staff
13. An oversea 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.
14. A foreigner 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.
15. 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 stating that he or she is a permanent employee of that company with employee registration number;
 - (2) Production of Foreign Direct Investment certificate from the Ministry of Economic Affairs.

16. 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.
17. 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.
18. 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) Sports person 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.
19. 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.
20. A passenger in transit to another country shall be given transit visa for 48 hours.
21. A personal guest of Bhutanese citizen and foreigner residing in the Kingdom shall be permitted to stay in the Kingdom for an actual duration of stay or thirty days whichever is less.
22. A work permit holder shall be permitted to stay in the Kingdom as prescribed under sections 25 and 26 of the Act.

23. 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.

Port of entry and exit

24. A foreigner shall enter and exit the Kingdom only through the port of entry and exit designated under Annexure I which may be amended from time to time.
25. An appropriate health measures 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 from time to time.

Arrival formality

26. A foreigner shall fill out the arrival and departure card under Annexure II during the flight or at the port of entry.
27. A foreigner shall produce a valid passport or travel document or identification document and visa clearance along with arrival or departure card at the immigration counter.
28. Upon completion of the formalities under rules 26 and 27, an immigration officer at the counter shall verify passport or travel document or identification document and visa clearance and endorse the passport with arrival or entry seal.

29. An immigration officer shall retain the arrival card, while the departure card shall be attached to the passport for production at the immigration counter on the day of departure.
30. Entry seal with duration of validity shall be endorsed on the passport of a foreigner who do not require visa for entry into the Kingdom.
31. The departure card shall be attached to the entry permit of a foreigner entering the Kingdom with identification document for production at the immigration counter on the day of departure.
32. A foreigner shall produce his or her passport or travel document at immigration check post when entering or traveling in the Kingdom.

Departure formality

33. During departure, a foreigner shall produce departure card along with passport or permit at the immigration counter for immigration formalities.
34. A permit holder when departing permanently from the Kingdom after the completion of the assignment shall surrender immigration permit to the immigration officer at the exit point.

Passenger clearance at the airport

35. A passenger shall queue for the immigration clearance and not cross the designated line in front of immigration counter until an immigration officer calls that passenger.
36. No person shall enter the designated area of immigration unless authorized by the immigration authority.

37. A passenger shall be verified individually against the travel document during arrival and departure.

Obligation of civil aviation authority, airline and crew member

38. 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.

39. A commercial airline operating in the Kingdom and a chartered flight shall, provide Advanced Passenger Information on every passenger and crew member destined to the Kingdom upon the aircraft's actual departure from the last point of departure before arriving in the Kingdom.

40. 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 specifications.

41. A foreigner working as crew member of a commercial airline in the Kingdom shall obtain work permit.

42. A commercial airline or immigration officer shall verify necessary immigration document of a passenger prior to boarding an aircraft, destined to the Kingdom.

Registration

43. 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.

44. The concerned agency or employer shall ensure that the foreigner complies with rule 43 within ten days of his or her arrival.
45. The Department of Immigration and the Royal Bhutan Police shall share information of foreigner as and when required.
46. The Foreigner Registration Desk shall disseminate information on registration of foreigner to other Police Stations in the Kingdom for necessary action.
47. The concerned agency or ministry shall report to the Foreigner Registration Desk if a foreigner moves to another Dzongkhag for more than thirty days for necessary action.
48. A foreigner issued with foreigner registration card shall inform the nearest police station of any change in the address within ten working days.
49. Unless otherwise registered with the Royal Bhutan Police, a foreigner shall not be issued police clearance.

Passport

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

Visa requirement

52. 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 arrangement.
53. 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.
54. The employer or employing agency 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.
55. A foreigner, who is already inside the Kingdom, shall be permitted to change the visa category or host agency only upon proper exit from the Kingdom for at least fifteen days.
56. If a foreigner who already has visa obtains a new passport or travel document, the visa upon request may be transferred to his or her new passport or travel document by the Department at the applicable visa fee prescribed under Annexure III of this rule.
57. A temporary visitor shall not be granted an extension of visa beyond one month from the initial date of entry.
58. Accompanying family shall be allowed only to a person covered under section 77 of the Act and long term expatriates.

Visa exemption

59. The Government shall exempt the visa requirement through notification and executive order as per bilateral or multilateral agreement entered into by the Royal Government of Bhutan

Application for visa and time requirement

60. A person shall submit a duly completed visa application form along with a relevant document as may be appropriate in accordance with rules 62 to 67 to the immigration officer.

61. An immigration officer may require a maximum of five working days for processing and issuance of visa clearance after submission of required documents under rule 60.

Requirement for processing visa

62. A tourist shall obtain an endorsement from the Tourism Council of Bhutan through his or her agent.

63. A guest of Government Agency shall obtain recommendation letter from the respective head of Ministry or Agency.

64. A guest of international organization and employees of international organization holding diplomatic passport shall obtain recommendation letter from the Ministry of Foreign Affairs.

65. A corporate and business guest shall obtain recommendation letter from the Ministry of Economic Affairs.

66. A guest of registered Civil Society Organization shall obtain recommendation letter from the Civil Society Organization Authority.

67. A guest of religious body shall obtain a recommendation letter from Choedey Lhentshog.

Visa requirement for personal guest

68. An individual applying for personal guest visa shall be limited to a maximum of two guests in a year.

69. A Bhutanese applying visa for his or her personal guest shall submit the following:

- 1) A covering letter from Bhutanese applicant with detailed account of acquaintance with the personal guest;
- 2) A letter from the guest invitee stating that he or she is coming as a personal guest;
- 3) A duly filled personal guest application form under Annexure IV signed by Bhutanese applicant;
- 4) A duly filled visa application form under Annexure V signed by personal guest;
- 5) A copy of citizenship identity card of the Bhutanese applicant;
- 6) A passport copy of personal guest;
- 7) Any other supporting document to authenticate the case; and
- 8) A detailed travel itinerary for personal guest.

70. A Bhutanese applying visa under rule 69 shall satisfy following terms and conditions:

- 1) He or she should be at least eighteen years of age;
- 2) He or she shall be in the Kingdom during the scheduled visit of the personal guest;
- 3) If the Bhutanese applicant is outside the Kingdom while processing visa for his or her personal guest, he or she shall submit a copy of his or her air ticket upon visa approval as proof to rule 70 (2);
- 4) Acquaintance with the personal guest is not made in the Kingdom;

- 5) Acquaintance made in countries other than the personal guest's country should be for a continued duration of six months;
 - 6) Request shall be made within five years of acquaintance. However, the department may consider the case for acquaintance beyond five years, if the applicant can satisfy with additional information or document, as may be required to decide on the matter.
 - 7) The personal guest was not invited as personal guest of any Bhutanese for last six months;
 - 8) The personal guest shall visit solely for meeting friend and relative; and
 - 9) Approved visa shall be released upon the submission of a copy of confirmed return ticket.
71. An expatriate applying visa for his or her personal guest shall submit the following:
- 1) An application from the employing agency of expatriate to the Department;
 - 2) Duly filled personal guest application form signed by expatriate applicant;
 - 3) Duly filled visa application form signed by personal guest;
 - 4) A copy of work permit of the expatriate;
 - 5) A copy of the passport of the personal guest;
 - 6) Any other supporting documents to authenticate the case; and
 - 7) A detailed travel itinerary of the personal guest.
72. An expatriate applying visa under rule 71 shall satisfy the following terms and conditions:
- 1) He or she has worked in the Kingdom for a minimum period of six months;
 - 2) He or she shall be in the Kingdom during the scheduled visit of the personal guest;

- 3) The personal guest was not in the Kingdom for past six months as somebody's personal guest;
- 4) The personal guest shall visit the kingdom only for meeting relative and friend; and
- 5) Approved visa shall be released upon the submission of a copy of confirmed return ticket.

Issuance of visa

73. All visa applications except for personal guest shall be submitted electronically to the Department by the respective agency with the recommendation from the relevant authority.
74. An immigration officer, after verification of the required document, shall issue visa as per the sections 76 to 79 of the Act.
75. An immigration officer while issuing the visa shall examine the purpose and duration of visit and may grant the types of visa under rule 77.
76. An Immigration Officer shall issue visa for the actual duration or one month, whichever is less from the port of entry.

Type of visa

77. An immigration officer may issue any of the following type of visa as approved by the Department.
 - 1) Single entry visa;
 - 2) Double entry visa;
 - 3) Triple entry visa; and
 - 4) Multiple entry visa.

Endorsement fee

78. Type of visa under rule 77 shall be endorsed by the Immigration Officer at the port of entry or as may be authorized by the department, upon payment of fees as follows:
- 1) Double entry visa shall be endorsed upon payment of single entry visa fee;
 - 2) Triple entry visa shall be endorsed upon payment of double the single entry visa fee; and
 - 3) Multiple entry visa shall be endorsed upon payment of quadruple the single entry visa fee.
79. Upon the payment of renewal fees, visa may be renewed for a period not exceeding one year at a time.
80. A foreigner other than tourist shall pay the prescribed visa fees at the port of entry and the tourist shall pay at the source where the visa is processed.
81. Visa fee shall be reviewed and revised by the Ministry from time to time through notification.

Denial of immigration service

82. 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; or
 - 6) Is deemed not conducive to the public good.

83. The Immigration Office shall deny the immigration service to an employer if he or she:
- 1) Commits an immigration offence;
 - 2) Fails to report to immigration office despite being reminded in writing twice;
 - 3) Resorts to deceptive practice while applying for immigration service;
 - 4) Violates the provision of this rules and regulations; or
 - 5) Fraudulently recruits foreign worker.

Proof of identification

84. 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.
85. A foreigner, on demand by an immigration officer shall produce immigration permit or travel document to prove his or her identity.

Responsibilities of Immigration Officer

86. An immigration officer shall stop all categories of vehicles, except diplomatic or flag car at immigration check post for regular immigration check.
87. An immigration officer shall check the validity of the passport and other identification document.
88. An immigration officer shall record the entry and exit of a foreigner holding work permit and other immigration permit or card when he or she passes through the check post.

89. An immigration officer at the port of entry in the Kingdom and Royal Bhutan Consulate Office at Kolkata, India shall issue entry permit as may be authorized by the department.
90. An immigration officer at the in-land check post shall stamp entry and exit seal on the entry permit.
91. An immigration officer at the check post or outpost shall check whether a foreigner is carrying valid immigration document issued by the department for specific purpose.

Entry permit requirement

92. Nationals of India, Bangladesh, Maldives and Diplomatic and Official passport holder of Thailand shall be issued Entry seal with duration validity at the port of entry as per bilateral arrangement.
93. 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.
94. 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

95. An extension of entry permit exceeding thirty days shall be issued to a foreigner on the grounds of illness on production of medical certificate or unavoidable circumstances for a maximum period of fifteen days at a time.

Work Permit

96. An employer wishing to employ foreigner in the Kingdom shall seek approval for recruitment from the Department of Labour.
97. Upon receiving the approval of the Department of Labour under rule 96, the concerned employer shall process and obtain work permit from the respective Regional Immigration Office.
98. The Department shall exercise the right to reject such approval, where deemed appropriate in accordance with Chapter 8 of the Act.
99. An employer or employing agency shall furnish the following documents at the time of processing of work permit:
 - 1) Approval from the Department of Labour,
 - 2) Duly filled application form 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;
 - 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.
100. An employer or employing agency and foreign worker shall execute an undertaking with the Immigration Office pledging that he or she shall abide by the terms and conditions laid therein as per the Annexure VIII and IX.
101. A foreigner who has been issued appropriate visa or entry permit shall be permitted to undertake employment in the Kingdom upon obtaining a work permit.

102. A work permit shall be issued for a particular job and is valid only in the area specified therein.
103. Except for Indian national, the work permit approval for other national shall reflect the name and passport number of the particular foreign worker.
104. A foreign worker, unless otherwise specified in this rules and regulations, shall remain at least six months outside the Kingdom, after the completion of approved duration of stay in the Kingdom.
105. A foreigner who has entered as non-immigrant as per the Chapter 5 of the Act shall not be entitled to permanent residency or citizenship.
106. All foreign workers engaged in the construction sector shall reside in the vicinity of their work site.

Entry and exit of work permit holder

107. A work permit holder shall enter and exit the Kingdom after completing immigration formality at the port of entry and exit respectively.
108. A work permit holder shall exit from the nearest exit point or initial port of entry.
109. In the event of force majeure or failure of the system to record the exit of the foreign worker, the same shall be reported immediately to the Chief Immigration Officer of the respective Regional Immigration Office who shall then forward the same to the Department for necessary amendment.

Cancellation of Work Permit

110. Upon the submission of an undertaking by an employer under Annexure X, the Department shall cancel the valid work permit of his or her foreign worker in the Immigration System.
111. Request for work permit cancellation under rule 110 shall be made by an employer prior to expiry of work permit validity of the particular foreign worker.

Dependent Card

112. A dependant card shall be issued to spouse and children of an official of international organization, overseas employee and professional foreign worker.
113. A foreigner applying for dependent card under rule 112 shall submit, among others, the passport and visa as prescribed under rules 50 and 52.
114. For the existing Indian business license holder in the Kingdom, dependent card 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 proper registration or permit.
115. A foreigner applying for dependent card under rule 114 shall submit, among others, the passport copy or identification document as prescribed under rule 93.

Route Permit

116. A foreigner shall obtain route permit from the Department to travel to restricted areas in the Kingdom. A duly filled route permit application form under Annexure XI along with following documents must be submitted.

- 1) Covering letter from the agency concerned or host;
- 2) Copy of valid visa or entry permit or relevant immigration card; and
- 3) Tentative itinerary

117. 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 unless specified in the work permit

118. A foreign worker en-route to the designated work place mentioned in the work permit shall not be required to obtain route permit.

119. A person shall be levied an appropriate fee as per Annexure XII for providing immigration services like immigration card, work permit, student card and other permits. Such fees may be reviewed and revised by the Ministry from time to time through notification.

Inspection

120. An immigration officer shall inspect construction site, commercial area, residential area and official premises to detect illegal immigrant, unauthorized worker and foreigner overstaying in the Kingdom.

121. An immigration officer shall disclose his or her identity and then proceed with inspection of a person and document in the particular area.
122. An immigration officer may impose fine and penalty as prescribed in this rules and regulations.

Fines and penalty

123. A fine of Nu. 165/- shall be imposed per day for over stay by a foreigner.
124. 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.
125. 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.
126. A fine of Nu. 3300/- shall be imposed for misuse of permit or visa per person.
127. 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.
128. A fine of Nu. 1650/- per person shall be imposed for bypassing the immigration check post.
129. 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.

130. 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.
131. A fine of Nu. 9900/- shall be imposed for illegal immigrant and he or she shall be immediately deported from the nearest exit point.
132. 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.
133. A tourist visa holder shall be imposed applicable royalty for each day of overstay in addition to rule 123.
134. If a person who harbors or brings a foreigner into the Kingdom illegally and reports to the Department prior to detection by the immigration officials, a fine of Nu. 4950/- per person shall be imposed and deport such foreigner immediately.
135. 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.
136. 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.

137. A fine and penalty prescribed in this rules may be revised by the Ministry of Home and Cultural Affairs from time to time.

Interpretation

138. 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

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

Definition

140. 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, Religious Organization, Dzongkhags, Gewogs, Thromdee 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 Document” means any form of valid document issued by the Department to foreigner for specific purpose during his or her stay in the Kingdom
- 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 through notification from time to time; and
- 11) “Temporary visitor” means a foreigner who is on visit as tourist or on casual visit.

Annexure I

Designated Port of Entry and Exit

1. International Airport, Paro
2. Phuentsholing Border check post
3. Phuentsholing Border Pedestrian check post (entry)
4. Phuentsholing Border Pedestrian check post (exit)
5. Phuentsholing Border Sanglam (Jharna) check post
6. Rinchending check post, Phuentsholing
7. Gelephu Border check post
8. Sarpang Zam (Hilley) check post
9. Sershong Zam check post, Sarpang
10. Sarpang Border check post
11. Lhamoyzingkha Border check post, Dagana
12. Panbang Border check post, Zhemgang
13. Samdrupjongkhar Border check post
14. Pinchina check post, Samdrupjongkhar
15. Rinchenthang (Nganglam) Border check post, Pemagatshel
16. Jumotshangkha (Daifam), Border check post, Samdrupjongkhar
17. Dukti Border check post, Tashi Yangtse
18. Jangphutse Border check post, Tashi Yangtse
19. Samtse Border check post
20. Gomtu Border check post, Samtse
21. Pugli, Border check post, Samtse

Royal Government of Bhutan Department of Immigration DEPARTURE CARD Please write in BLOCK LETTERS			Royal Government of Bhutan Department of Revenue and Customs Bhutan Agriculture and Food Regulatory Authority BAGGAGE DECLARATION CARD			Royal Government of Bhutan Department of Immigration ARRIVAL CARD Please write in BLOCK LETTERS			
1. Name in full			1. Name in full			1. Name in full			
2. Sex (tick appropriate box) <input type="checkbox"/> Male <input type="checkbox"/> Female			2. Passport No. /CID No./Other travel document			2. Sex (tick appropriate box) <input type="checkbox"/> Male <input type="checkbox"/> Female			
3. Nationality		4. Occupation		3. Flight No. 4. No. of baggage(s)		3. Nationality		4. Occupation	
5. Passport No.		6. Visa No.		5. Total value of dutiable good being imported		5. Passport		6. Visa No.	
7. Date of Arrival dd/mm/yy	8. Flight No.	9. Port of Departure		6. Are you carrying any plants/seeds/fruits/flowers/ Planting materials/agro chemicals? (tick appropriate box)			7. Date of arrival dd/mmm/yy	8. Flight No.	9. Port of departure
10. Purpose of Visit (tick appropriate box)			7. Are you carrying any processed food/meat and meat products/dairy and poultry products/lives or ornamental fish/genetically modified organisms/wild life products? (tick appropriate box)			10. Purpose of visit (tick appropriate box)			
<input type="checkbox"/> Tourist <input type="checkbox"/> Official <input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Employment <input type="checkbox"/> Business <input type="checkbox"/> Visit Friends/Relatives <input type="checkbox"/> Study <input type="checkbox"/> Other (please specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Tourist <input type="checkbox"/> Official <input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Employment <input type="checkbox"/> Business <input type="checkbox"/> Visit Friends/Relatives <input type="checkbox"/> Study <input type="checkbox"/> Other (please specify)			
Signature of passenger		OFFICIAL USE		Signature of passenger Date		Signature of passenger		OFFICIAL USE	

Annexure V

1. Visa Fee

- | | |
|----------------------------|-----------|
| a) Single Entry Visa Fee | US \$ 40 |
| b) Double Entry Visa Fee | US \$ 80 |
| c) Triple Entry Visa Fee | US \$ 120 |
| d) Multiple entry Visa Fee | US \$ 200 |

2. Visa Renewal fee

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

Annexure IV



VISA APPLICATION FORM FOR THE KINGDOM OF BHUTAN

Passport
size Photo

(Please fill in block capital

1. Name in Full: _____
(Surname)
2. Date of Birth: _____
(Day) (Month) (Year)
3. Sex: Male Female Marital Status: Married Single
4. Nationality: _____
5. Passport No: _____ Place of issue: _____
Date of Issue: _____ Valid until: _____
(DD- MM-YYYY) (DD- MM-YYYY)
6. Nature of Passport: Diplomatic Official Ordinary UN Laissez Passer
7. Permanent Address: _____
Tel No. _____
8. Occupation/Profession: _____
9. Period for which visa is required: from _____ to _____
(DD-MM-YYYY) (DD-MM-YYYY)
10. Port of entry/exit into Bhutan: Entry Port _____ Exit Port _____
11. Purpose of visit to Bhutan: _____
12. Is this your first visit to Bhutan? Yes No
If No, give details of earlier visit

I hereby declare that the statement given above is true and correct. I fully understand not to indulge in any activity which, are inconsistent with the purpose for which I have stated above. I understand that the period of stay to be granted is decided by the Bhutanese Immigration Authorities upon my arrival.

Date: _____

Place: _____

Signature of Applicant: _____

For Official use only	
Type of Visa	: _____
Visa Number	: _____
Date of Issue	: _____
Visa Clearance No.	: _____

Annexure V



PERSONAL GUEST APPLICATION FORM

(Please note that this form cannot be signed on behalf of the applicant. Should any false or misleading information be provided or this privilege be abused, then the applicant is liable to be penalized)

- 1. Full Name of Applicant: _____
Citizenship Identity Card No. _____
Contact Address: _____
Phone No: _____



- 2. Name of Guest: _____
Passport No. _____ Nationality: _____
Date of visit: _____ Duration: _____

If the guest is staying in hotel (mention hotel name): _____

- 3. Some details of acquaintance with the guest: _____

- 4. Name and date of visit of any personal guest(s) invited within the last two years:

Name	Date of visit
(i) _____	_____
(ii) _____	_____

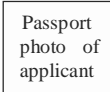
- 5. Declaration:

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 issue of a "Personal Guest Visa" for the above mentioned person:

- (a) the guest invited 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;
- (b) be responsible for the cost of his/her stay in the Kingdom and repatriation thereof, if necessary;
- (c) 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;
- (d) 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



Signature of Applicant



Annexure VI



ཕྱི་མི་ནང་སྐྱོད་ལམ་ཁྲུང་སྐྱོད་
ནང་སྐྱོད་ནང་སྐྱོད་ལམ་ཁྲུང་སྐྱོད་ལྷན་ཁག།

Department of Immigration
Ministry of Home & Cultural Affairs

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.....
Tel. No.
- 10. Duration of visit/stay fromTo.....
- 11. Visit group: Tourist /official/business/personal guest/ others
.....
- 12. Reason for visiting Bhutan.....

(Signature of applicant)

Annexure VII



ཕྱི་མི་ནང་སྲོད་ལས་ཁུངས་།
 རྒྱལ་སྲིད་དང་སྲིད་འཛིན་ཁྲུན་ཁག།

Department of Immigration
 Ministry of Home & Cultural Affairs

Application form for (tick appropriate box)



- i) Work Permit ii) Student Card iii) Dependent Card

1. Name.....Surname.....
2. Sex: - Male Female Date of Birth/age.....
3. Nationality..... Occupation.....
4. Identity Document/Voter Card/Passport No..... (Please attach photocopy)
5. Permanent Address.....
6. For Work Permit i) Approved ID No.
 ii) Job category
 iii) Location.....
 iv) Level of skills (Please attach relevant certificate).....
7. For Student Card i) Name of Institution.....
 ii) Field of Study:
 iii) Duration of Study.....
 iv) Sponsor.....
8. For Dependent Card i) Name and Card No. of parent:.....
9. I certify that I have examined the applicant and carried out the necessary medical investigations. I also declare that the applicant is found to be physically and mentally: FIT UNFIT

Name of Examiner:
 Address:
 BMHC registration No.:



Signature:
 Place/Date:

(applicant)
 Signature/thumb impression

Annexure

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;
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;
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.

**Legal
stamp**

Signature :
Place :
Date :

Witness (signature)
Name:
Address:
Contact No.

Endorsement of the Department

Annexure

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;
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;
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



प्रिमीत्रद'ल्लुङ्ग'ललल'लुदलल
त्रद'ल्लुङ्ग'ललल'लुदलल'लुदलल'लुदलल'लुदलल
Department of Immigration
Ministry of Home & Cultural Affairs

THA (05)/2011-2012/

प्रि'ल्ल'ल

UNDERTAKING

I, undersigned would like to request the Department of Immigration to cancel the record of foreign worker(s) (list attached) approved against construction/ firm/agency with immediate effect. The immigration document issued to the foreign worker(s) may also be treated as cancelled and void hereafter.

I hereby undertake that the cancelled foreign worker(s) no longer work under me and has left the Kingdom. In the event the immigration authorities find them inside the Kingdom, I fully agree to bear the penalty for every cancelled foreign worker as per the Immigration Rules in force.

Legal stamp

(Signature)

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

(Sd/-)
Dealing Officer
Department of Immigration

Legal stamp

(Witness)

Name: _____
Address: _____

Contact No. _____

Annexure XII



ཕྱི་མི་ནང་ཕྱོད་ལས་ཁང་ལྷན་ཁག།

ནང་ཕྱི་ནང་གྲོ་ལམ་འཛིན་ཁྲུན་ལྷན་ཁག།

Department of Immigration
Ministry of Home & Cultural Affairs

APPLICATION FORM FOR ROUTE PERMIT FOR RESTRICTED AREAS

1. Name in full (Capital Letter) Mr. /Mrs./Miss.....
2. Nationality:
3. Place and date of birth
4. Profession/ Occupation
5. Permanent Address

PARTICULARS OF PERMIT/CARD NUMBER

- a) Permit/Card No.....
 - b) Date of issue:
 - c) Place of Issue:
1. Place (s) in Bhutan proposed to visit
 2. Address in Bhutan
 3. Duration of visit/stay From To.....
 4. Reason for visiting.....

Signature of applicant

Recommendation of the Agency in Bhutan (if applicable).

Agency:

Name:

Designation:

Reference No:

NOTE: If any particulars furnished above are found to be incorrect, Permit if granted is liable to be cancelled at any time without any notice.

Annexure XI

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 4th 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/-