

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF TRADE & INDUSTRY
DEPARTMENT OF TRADE**

Serial no.

APPLICATION FOR IMPORT LICENSE

This application must be submitted in triplicate along with copy of the Supplier's Pro-Forma Invoice or other documentary evidence in lieu of the pro-forma invoice indicating the value of goods to be imported. For restricted good, the original copy of the permit issued by the relevant agency shall also be submitted. For imports of government departments/agencies under Rule 6, the form in Appendix-1 of the Rules and Procedures for Imports from Third Countries must accompany this application. Please complete using BOLD letters.

1. Name and Address of Applicant.

Telephone No
Office:
Residence:
Fax No:

2. Import House Registration No.

3. Business Identifiers Code No.

4. Trade License No.

5. Details of goods to be imported: (Please use separate sheet if necessary)

Invoice No.	BTC No.	Commodity Description	Country of Origin	Unit Nos., Kg., Meters, etc.	Quantity	Rate	Total cost

6. Total C.I.F. value of goods up to the point of entry into Bhutan

Total Cost:
Insurance :
Freight :
CIF Value :

7. Name and address of consignor:

8. If the import of the goods dose not involve any payment, please indicate the nature of the transaction:

Gift Personal effect Other

a) If you have marked Gift, please indicate the name and address of the person giving the gift:

b) If other, please describe
the nature of the transaction:

9. Country from which goods consigned:

10. Mode of shipment: *(Please Tick)*

Sea Air Road

11. Point of entry in Bhutan: *(Please tick)*

Phuentsholing Paro Other

If other, please specify the name of point of entry.....

12. Bank through which payment will be remitted:

Declaration

13. I/we hereby confirm that the statements made on this form are true to the best of my knowledge and belief, and that the goods in respect of which I/we have applied for import license shall be imported into Bhutan in accordance with the prescribed Rules and Procedures, and that I/we shall faithfully abide by the conditions subject to which the License is granted. In case the Declaration is proved false, I/We shall be liable for any fine, penalties or be prosecuted.

Date.....

.....
(Signature)

.....
(Name & Designation)



BUDGET VERIFICATION FOR GOVERNMENT IMPORTS

(TO BE FILLED IN BY THE BENEFICIARY AGENCY AND ATTACHED TO IMPORT LICENCE APPLICATION AND TO BE SUBMITTED IN DUPLICATE.)

A) Name of the Government Agency:

AU- PROG-SUBPROG-ACT-SUBACT-FINCODE-OBC

B) Budget Codes

C) Budget Provision, Nu.

D) Budget utilized so far, Nu.

E) Budget balance, Nu.

(Head AFD)
Name
Designation

(Head, Finance Section)
Name
Designation

DBA/

dated:

Department of Budget & Accounts certify that there is a:

Budget availability of Nu. for the purpose.

Remarks if any:

Signature :
Name :
Designation :

NOTE:

1. **Appendix I should be filled in by the Accounts section of the AFD's.**
2. **The Appendix should be submitted for import for Government budgeted purchases only.**
3. **For imports both in kind and cash for which there is no budget provision, prior incorporation has to be processed through DADM.**
4. **For items purchased by way of re-appropriation, a copy of the re-appropriation order should be attached for processing the verification**

APPLICATION FOR REMITTANCE OF FOREIGN CURRENCY FOR IMPORT PAYMENT

1. Application's name and Address

2. Importer Registration Number

3. Details of Import License

License Number	Date of Issue	Expiry Date	Face Value

4. Details of goods to be imported

Description of Goods	Quantity	Price per Unit	Total price	Country of Origin	Country from which consigned

5. Amount to be remitted

6. If the amount to be remitted is less than the face value of the Import License, state the reasons therefore, (e.g. part payment, installment etc.)

7. Name and address of beneficiary to whom payment is to be remitted

8. If remittance has been made previously against the Import License, please give the details of such remittances.

Date	Amount	Consumer Declaration Form Submitted

9. Method of remittance L/C TT Others

10. If remittance is by **TT**, please state the name and address of the bank and the beneficiary's account number.

11. Method for payment of counter value of foreign currency:

Cash By Cheque By debit to our Account No.

Declaration

I/We hereby declare that the statements made by me/us on this form are true, and that I/we have not applied for remittance through any other bank. I/We declare that the goods in respect of which the remittance is made shall be imported into Bhutan. I/we undertake to furnish to the bank within the stipulated period, the relative Customs stamped Customs Declaration Form, and to comply with all conditions subject to which the remittance is made.

Signature.....

Date.....

Name.....

To be completed by bank

We hereby confirm having remitted foreign currency against the application as follows:

Date	Currency	Amount

Name of Bank.....

Signature.....

Name.....

**MINISTRY OF TRADE & INDUSTRY
DEPARTMENT OF TRADE
ROYAL GOVERNMENT OF BHUTAN
THIMPHU**

No. _____

Date _____

IMPORT LICENSE

The _____ (the name and address of Importer) is hereby authorized to import goods of the following descriptions:

Importer Type & Code :

Invoice No. : Date:

Commodity description	Country of origin	Unit	Quantity	Rate	Cost

Total cost:

CIF Value up to the point of entry into Bhutan (In relevant foreign currency):

CIF Value in Nu. (Ngultrums):

Country from which goods are consigned

The License is not transferable and shall be valid upto _____.

Seal**Authorized Signatory**

Copy to:

1.with reference to the Application No.date.....
2. The Liaison & Transit Officer, Bhutan Customs Liaison & Transit Office, 48 Trivoli Court, 1A, Ballygunge Circular Road, Kolkata, India.
3. The Regional Director, Regional Revenue & Customs Office,
4. The Director, Department of Revenue & Customs, Thimphu.
5. The Exchange Control Copy.

ANNEX IV

DISTRIBUTION OF IMPORT LICENSE COPIES

A. GOODS DESTINED FOR BHUTAN SHIPPED VIA CALCUTTA

1 st copy	-	Indian Customs in Calcutta;
2 nd copy	-	Exchange Control copy for bank;
3 rd copy	-	Regional Revenue & Customs Office;
4 th copy	-	Customs' Liaison & Transit Office, Calcutta;
5 th copy	-	Importer's copy.
6 th copy	-	DRC HQ

B. GOODS ARRIVING BHUTAN BY LAND ROUTE THROUGH INDIAN TERRITORY

1 st copy	-	Indian Border Customs;
2 nd copy	-	Exchange Control copy for bank;
3 rd copy	-	Regional Revenue & Customs Office;
4 th copy	-	Importer's copy.
5 th copy	-	DRC HQ

C. GOODS ARRIVING IN BHUTAN DIRECTLY BY AIR FROM A THIRD COUNTRY

1 st copy	-	Customs Office at Paro airport;
2 nd copy	-	Exchange Control copy for bank;
3 rd copy	-	Importer's copy.
4 th copy	-	DRC HQ

Note: Exchange Control Copy for Bank will not be issued if foreign exchange is not required to be remitted outside Bhutan.

ANNEX V

**DEPARTMENT OF REVENUE & CUSTOMS
ROYAL GOVERNMENT OF BHUTAN
IMPORT DECLARATION FOR IMPORTS FROM THIRD COUNTRIES**

Book No.:	Page No.:	Import No.:	Entry Point:	Entry Date:
Importer Type:	BIC/AC/CC/ID/PP No.:		Name of the Importer:	
IL No.:	Date:		IDEC No.:	Date:
To be Re-exported:	Not Later Than:		Has been Re-imported:	EDF No.:
Transporter/Airline:			Vehicle/Flight No.:	Challan/AWB/Tag No.:
No. of Packages:	Gross Weight (Kg):		Supplier:	Country of consignment:
Invoice No.:	Invoice Date:		Invoice Value:	

Sales Tax

Customs Duty

BTC Code	Commodity Description	Unit	Qty.	Assessable Value for BST In Nu.	Assessable Value for CD In Nu.	Rat	Amount	Rate	Amount	Total Tax
	Total									

Receipt No./Ref:

Receipt Date:

I/We declare that information given on this declaration and attached documents are true and correct. In case the declaration is found to be untrue & incorrect, I/We shall be liable for fines, penalties & prosecution as per the Sales Tax, Customs & Excise Act, 2000.

Signature:

Date:

(Revenue & Customs)

Name of Importer/Agent:

Signature:

Name & Designation:

Official's ID No.: