



Form DA-AP-1

FOR OFFICIAL USE ONLY
Application No. DA
Ref.:

**APPLICATION FOR A CERTIFICATE OF ICT EQUIPMENT
DEALER**

Instructions for completion

1. Fill up all relevant parts in BLOCK letters. If a part is not applicable, write "N/A".
2. tick where appropriate.
3. Refer the accompanying Guidance Notes for filling up the form.
4. The completed form, together with the required supporting documents and application fee should be sent to Bhutan Information, Communications and Media Authority.

<p>PART A Particulars of Applicant</p> <p>1. Company Name : _____</p> <p>2. Company Address : _____ _____ P.O Box _____</p> <p>3. Tel. No. : _____ Fax No. : _____ (Please include area code such as 02 for Thimphu and 05 for Phuentsholing.)</p> <p>4. E mail Address : _____</p> <p>5. Name of Contact Person : _____</p>	<p>Official use</p>
<p>PART B Business Profile</p> <p>1. Starting date of business : _____</p> <p>2. Size of the capital :</p> <p>a. Authorized capital : _____</p> <p>b. Paid up capital : _____</p> <p>3. Turnover : Previous year _____ Year before last _____ Two years before last _____</p> <p>4. Dealership agreement with : _____ (Please use separate paper in case of more than two dealership agreements.)</p>	<p>Official use</p>

<p>5. Period of dealership agreement : _____ (Please use separate paper in case of more than two dealership agreements.)</p> <p>6. Branch : <input type="checkbox"/> Exists (Please attach a list of name and location of branches.) <input type="checkbox"/> Does not exist</p> <p>7. Location of workshop : _____</p> <p>8. Number of technical staff : <input type="checkbox"/> In-house : _____ <input type="checkbox"/> Outsource : _____</p>	Official use
<p>PART C Documentation</p> <p>Documentation attached : <input type="checkbox"/> A copy of the dealership agreement <input type="checkbox"/> Latest financial report <input type="checkbox"/> Facility list of a workshop <input type="checkbox"/> Any other (s), please specify : _____</p>	Official use
<p>PART D Payment</p> <p><input type="checkbox"/> Cash Nu. 1000.00 <input type="checkbox"/> A cross cheque of Nu. 1000.00 payable to “Bhutan Information, Communications and Media Authority”</p>	Official use
<p>PART E Declaration of Applicant</p> <p>I / We hereby declare to abide by Conditions of Certified Dealers as per Part 2 of Information and Communications Technology Equipment Dealers’ Regulation, and also information and documents submitted along with this application form are to the best of my / our knowledge, true and correct.</p> <p>Signature of Applicant : _____</p> <p>Name : _____</p> <p>Title : _____</p> <p>Company Name : _____</p> <p>Date : _____ (Company Seal)</p>	
<p>PART F (Official use) Certificate No. _____</p>	

Guidance Notes for Completion of Form DA-AP-1

1. Applicants should be a Bhutanese national, or a company registered within Bhutan.
2. If an applicant has dealership agreements with more than two manufacturers or its agents, please list all names of manufacturers or its agents and the period of each agreement in PART B and attach all copies of the agreement.
3. Facility list of a workshop in PART C should include all equipment such as a radio frequency calibrator, a ROM writer, a circuit tester, a protocol analyzer, a synchroscope, etc.
4. When the application fee is paid by cash, all documents together with cash should be submitted by hand.
5. When the application fee is paid by a cheque, the name of applicant should be written at the back of the cheque.
6. All the documents submitted and fees for application are not returnable.



Form DM-AP-1

FOR OFFICIAL USE ONLY
Application No. DM
Ref.:

**APPLICATION FOR MODIFICATION OF A CERTIFICATE OF ICT EQUIPMENT
DEALER**

Instructions for completion

1. Fill up all relevant parts in BLOCK letters. If a part is not applicable, write "N/A".
2. tick where appropriate.
3. Refer to the accompanying Guidance Notes for filling up the form.
4. The completed form, together with the required supporting documents and application fee should be sent to Bhutan Information, Communications and Media Authority.

<p>PART A Particulars of Applicant</p> <p>1. Company Name : _____</p> <p>2. Company Address : _____ _____ P.O Box _____</p> <p>3. Dealer's Certificate No. : _____</p> <p>4. Tel. No. : _____ Fax No. : _____ (Please include area code such as 02 for Thimphu and 05 for Phuentsholing.)</p> <p>5. E mail Address : _____</p> <p>6. Name of Contact Person : _____</p>	<p>Official use</p>
<p>PART B Modification Detail</p> <p>1. New status of dealership agreements (Please use separate paper in case of more than two dealership agreements.)</p> <p>with : _____ (Name of a manufacturer or its agent)</p> <p>Period of agreement : _____</p> <p>2. Previous status of dealership agreement (Please use separate paper in case of more than two dealership agreements.)</p> <p>with : _____ (Name of a manufacturer or its agent)</p> <p>Period of agreement : _____</p>	<p>Official use</p>

<p>PART C Documentation</p> <p>Documentation attached :</p> <p><input type="checkbox"/> A copy of the dealership agreement</p> <p><input type="checkbox"/> Any other(s), please specify : _____</p>	<p>Official use</p>
<p>PART D Payment</p> <p><input type="checkbox"/> Cash Nu. 500.00</p> <p><input type="checkbox"/> A cross cheque of Nu. 500.00 payable to "Bhutan Information, Communications and Media Authority"</p>	<p>Official use</p>
<p>PART E Declaration of Applicant</p> <p>I / We request the modification of my / our dealer's certificate and declare that information and documents submitted along with this application form are to the best of my / our knowledge, true and correct.</p> <p>Signature of Applicant : _____</p> <p>Name : _____</p> <p>Title : _____</p> <p>Company Name : _____</p> <p>Date : _____ (Company Seal)</p>	
<p>PART F (Official use)</p> <p>_____</p>	

Guidance Notes for Completion of Form DM-AP-1

1. Applicants should be a certified dealer.
2. For filling in PART B, please list all dealership agreements including new and existing agreements and excluding terminated agreements in item No.1. Item No.2 should include existing and terminated agreements but exclude new agreements.
3. Only a copy of new dealership agreements should be attached in PART C. A copy of a dealership agreement which has been terminated is not necessary to be attached.
4. When the application fee is paid by cash, all documents together with cash should be submitted by hand.
5. When the application fee is paid by a cheque, the name of applicant should be written at the back of the cheque.
6. All the documents submitted and fees for application are not returnable.

<p>5. Branch :</p> <p><input type="checkbox"/> Exists (Please attach a list of name and location of branches.)</p> <p><input type="checkbox"/> Does not exist</p> <p>6. Location of workshop : _____</p> <p>7. Number of technical staffs :</p> <p><input type="checkbox"/> In-house : _____</p> <p><input type="checkbox"/> Outsource : _____</p>	Official use
<p>PART C Documentation</p> <p>Documentation attached :</p> <p><input type="checkbox"/> Latest financial report</p> <p><input type="checkbox"/> Facility list of a workshop</p> <p><input type="checkbox"/> Any other document(s), please specify : _____</p>	Official use
<p>PART D Payment</p> <p><input type="checkbox"/> Cash Nu.1000.00</p> <p><input type="checkbox"/> A cross cheque of Nu. 1000.00 payable to "Bhutan Information, Communications and Media Authority"</p>	Official use
<p>PART E Declaration of Applicant</p> <p>I / We request the renewal of dealer's certificate by declaring to abide by Conditions of Certified Dealers as per Part 2 of Information and Communications Technology Equipment Dealers' Regulation 2006, and also that information and documents submitted along with this application form are to the best of my / our knowledge, true and correct.</p> <p>Signature of Applicant : _____</p> <p>Name : _____</p> <p>Title : _____</p> <p>Company Name : _____</p> <p>Date : _____ (Company Seal)</p>	
<p>PART F (Official use)</p> <p style="text-align: right;">_____</p>	

Guidance Notes for Completion of Form DR-AP-1

1. Applicants should be a certified dealer.
2. In filling PART B, if there is no change from the previous year in a relevant item, please fill "Same as the previous year". Documents, however, which are required in PART C, should be attached.
3. When the application fee is paid by cash, all documents together with cash should be submitted by hand.
4. When the application fee is paid by a cheque, the name of applicant should be written at the back of the cheque.
5. All the documents submitted and fees for application are not returnable.