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## 1. BACKGROUND

Pursuant to (Revised) Information and Communications Technology Equipment Dealers' Regulation 2010, Bhutan InfoComm and Media Authority(BICMA) hereby issues this application guide for the certification of Information and Communications Technology (ICT) equipment dealer ("Hereunder called "Guide"). This Guide is subject to revision by BICMA as and when necessary.

## 2. REGISTRATION OF DEALERS

All ICT equipment dealers must be certified and registered with BICMA. The registration is valid for one (1) year from the date of registration and may be renewed, upon the application by a certified dealer.

Only certified dealers can manufacture, import for sale, sell or hire out ICT equipment within Bhutan and can participate in national tenders related to ICT equipment.

## 3. ELIGIBILITY OF APPLICANTS

A dealer who applies for a certificate must be a citizen of Bhutan, or a company registered in Bhutan and must also have a dealership agreement with a manufacturer or its agent.

A licensed ICT service provider in Bhutan can be a certified dealer.

## 4. APPLICATION PROCEDURES FOR A CERTIFICATE

An applicant is required to submit following documents:-

1. Declaration of compliance with Conditions of Certified Dealers in Part 2 of Information and Communications Technology Equipment Dealers' Regulation
2. A copy of the dealership agreement with a manufacturer or its agent
3. Business profile which includes;
  - A. Starting date of the business
  - B. Size of the capital
  - C. Turnover of last three years

- D. The latest financial report
- E. Name and location of branches, if any
- F. Location of a workshop
  - a. Facilities at the workshop
  - b. Number of technical staffs

## 5. CERTIFICATION

- 5.1 After the application has been received, evaluation of the capability of an applicant will be carried out by BICMA.
- 5.2 If additional information or clarifications are requested by BICMA, the applicant must provide them promptly. The application will be rejected or deemed to have been rejected by BICMA, if the applicant fails to respond within one (1) months of the date of BICMA's request for information.
- 5.3 After BICMA completes the evaluation, BICMA informs the applicant of the outcome of his/her application. A certificate is issued to the applicant as a certified dealer of ICT equipment of a specific manufacture when the dealer meets the criteria for a certified dealer and the name of the certified dealer is registered.
- 5.4 The certificate shall in no case be construed as a guarantee by BICMA of the capability of a dealer. A certified dealer must be fully responsible for performance of his/her work.
- 5.5 BICMA shall not be liable for troubles, loss of revenue, injury, loss of life and/or damages to property whatsoever as the direct/indirect result of the work of any certified dealer.

## 6. SUBMISSION OF APPLICATIONS

- 6.1 The application package and fees for certification are set out in Annex 1.
- 6.2 The list is subject to review and revision.
- 6.3 Application forms for certification are available from either BICMA office or BICMA's website <http://www.bicma.gov.bt>. The applicant should complete the form and return it with the application package to BICMA.

- 6.4 Applications submitted without the necessary and complete documentation, information or application fee will not be accepted for evaluation.
- 6.5 Applicants are urged to pay special attention to ensure its completeness and accuracy.
- 6.6 An applicant can submit only one application even if he/she has dealership agreements with more than two manufacturers or their agents.

## 7. FEES PAYABLE

- 7.1 The application fee is set out in Annex 1.
- 7.2 The application fee is payable by the applicant at the time of submission of the application. This fee is non-refundable.
- 7.3 Payment of fees should be in cash or cheques made payable to “Bhutan InfoComm& Media Authority”.

## 8. RENEWAL OF A CERTIFICATE

- 8.1 To renew a certificate, a dealer must submit an application at least three (3) months prior to the expiry of the current validity period.
- 8.2 Application for renewal shall be made on a relevant application form obtainable from either BICMA office or BICMA's website. Where a dealer fails to renew a certificate, such a certificate is subject to cancellation.
- 8.3 If the application for the renewal of his/her certificate is approved by BICMA, its validity period will be extended for another year.
- 8.4 A fee shall be charged for the renewal of a certificate.
- 8.5 BICMA may refuse the renewal application if BICMA finds the renewal of a certificate is against the public interest.

## 9. MODIFICATION OF A CERTIFICATE

- 9.1 A certified dealer shall apply for the modification of his/her certificate when he/she change the dealership agreement such as addition or

termination of a dealership agreement with a manufacturer or its agent at least one (1) months after such change .

9.2 Application for modification shall be made on a relevant application form obtainable from either BICMA office or BICMA's website.

9.3 A fee is charged for the modification of a certificate.

## 10. APPLICATIONS AND ENQUIRIES

All applications, i.e. a new, a renewal and a modification, and enquiries should be addressed to the following:-

Director,  
Bhutan InfoComm and Media Authority  
Post Box 1072, GPO Thimphu  
Tel.: 02-32 1506/32 1507/32 6815  
Fax: 02-32 6909  
Email:[director@bicma.gov.bt](mailto:director@bicma.gov.bt) , [bicma@bicma.gov.bt](mailto:bicma@bicma.gov.bt)

## Annex 1

### Application Package & Fees for Certification of ICT Equipment Dealer

Application package & Fees		Contents of the package
1	Application Package for New Application	<ul style="list-style-type: none"> <li>a. Application Form *<sup>1</sup></li> <li>b. A copy of the dealership agreement with a manufacturer or an agent of the manufacturer</li> <li>c. Business profile</li> <li>d. Cash/Cheque of application fee</li> </ul>
2	Application Package for Renewal	<ul style="list-style-type: none"> <li>a. Application Form</li> <li>b. A copy of the dealership agreement with a manufacturer or an agent of manufacturer</li> <li>c. Business profile</li> <li>d. Cash/Cheque of Renewal fee</li> </ul>
3	Application Package for Modification	<ul style="list-style-type: none"> <li>a. Application Form</li> <li>b. A copy of the dealership agreement with a manufacturer or an agent of manufacturer</li> <li>c. Cash/Cheque of application fee</li> </ul>
4 Application Fee		
4.1	New application	Nu.1, 000.-
4.2	Renewal	Nu.1, 000.-
4.3	Modification	Nu. 500.-

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<sup>1</sup>Application Forms available at [www.bicma.gov.bt](http://www.bicma.gov.bt)