



# RULES GOVERNING PRINTING PRESSES, BOOKS AND NEWSPAPERS

Bhutan InfoComm and Media Authority  
Royal Government of Bhutan  
Thimphu, Bhutan

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## CHAPTER 1

### PRELIMINARY

#### **1.1 Legal Basis**

These Rules are issued by the Bhutan InfoComm and Media Authority (the “Authority”) in accordance with Sections 93 to 104 of the Bhutan Information, Communications and Media Act, 2006 (the “Act”) that requires the Authority to issue Rules governing printing presses, books and newspapers.

#### **1.2 Title and Commencement**

These Rules shall be called as the *Rules governing printing presses, books and newspapers* and shall come into force on the 31<sup>st</sup> day of July 2008.

#### **1.3 Scope of Application**

These Rules applies to all print media and publications within the Kingdom of Bhutan. All print media and publications shall follow these rules while printing or publishing any article/ publications within the kingdom of Bhutan. These Rules should be read in conjunction with all other existing codes of practice and regulations established by the relevant government agencies to promote the healthy development of media.

#### **1.4 Amendments**

Amendments will be made according to the needs and changes in national priorities, policies and industry trends. Hence, the amendment of these rules by way of addition, variation or repeal may be effected by the Authority as and when required, after two third majority votes of the Members.

#### **1.5 Interpretation**

The power to interpret these rules shall vest with the Authority who may issue such instructions as may be necessary to give effect to and carry out the provisions of these Rules.

## **1.6 Rules of Construction**

In these Rules unless the context indicates otherwise, the masculine gender shall include the feminine gender and the singular shall include the plural.

## **1.7 Definitions**

For the purposes of these Rules, unless the context otherwise requires, the following words and terms shall have the following meanings:

“**Act**” means the Bhutan Information, Communications and Media Act 2006.

“**Authority**” means the Bhutan InfoComm and Media Authority.

“**Government**” means the Royal Government of Bhutan

“**Publication**”, unless the context indicates otherwise, means the act of making information or stories available to people in any electronic or print form.

“**Printing Press**” means a machine used for printing. For the removal of doubts, it is clarified that the expression “Press” shall not include any facility established or equipment installed by any person for the sole purpose of printing documents for personal, private or internal organisational purposes.

“**Printing**” includes (means) writing, lithography, cyclostyling, etc, and other physical or electronic modes or forms of representing or reproducing words, pictures, designs or objects in a visible form.

“**Book**” includes every volume, part of a volume, pamphlet, booklet, brochure, and every sheet of music notation, map, chart or plan separately printed, in whatever form and language, but it shall not include pamphlets, booklets, brochures or other material produced solely for advertising or publicity purposes or, where it is published by a body, for its internal organizational purposes, or where it is published by a political party, for recognized electoral campaigning purposes.

“**Majority**” means any individual who has attained an age of 18 and above.

## CHAPTER 2

### PRINTING PRESSES

#### 2.1 Printing license

Any person who:

- a) is a citizen of Bhutan,
- b) has reached the age of majority,
- c) is of sound mind, and
- d) has not been, under the laws of Bhutan, (i) declared insolvent, and/or (ii) found guilty of a criminal offence concerned either under the Act or any other Act, unless his reputation has been restored through due process of the law,

wishes to set up, keep or use any printing press may apply in writing to the Authority for a printing license as required under Section 93(2) of the Act.

#### 2.2 Applications for printing license

- a) The application shall be in the Form set out in the *Appendix A* hereto, and shall be accompanied by a fee as notified by the Authority, from time to time. The fee structure has been specified in Schedule 1.
- b) The application shall be made at least thirty (30) days prior to the date on which the applicant intends to set up, begin to keep or use the printing press in respect of which the license is sought

Provided, however, that, where for exceptional reasons, to be recorded in writing, it would be just and fair to dispense with the requirement of such notice the Authority may, entirely at its discretion, entertain an application submitted within the period of sixty days referred to above.

### 2.3 Consideration of applications

- a) The Authority shall, on receipt of an application under clause 2.2 above, proceed to consider it forthwith and pass an appropriate order within thirty (30) days of its presentation.
- b) In making its decision, the Authority shall have due regard to all the relevant factors, including those listed in Section 39 of the Act.
- c) The owner/responsible director or any authorized representative of a printing company must inform the Authority of any changes which may occur in the information contained in the application for a printing press, a week before the changes become effective, or if the change was unexpected, within a week of its occurrence.
- d) Where the Authority considers it necessary to call for additional documents or information from the applicant before deciding whether to grant or refuse a licence, it shall require the applicant, through a notice, to provide such documents or information, and the applicant shall submit the same within ten days from the service of such notice.
- e) If the Authority decides to grant a printing licence, it shall notify the applicant immediately, and forward him the licence by registered post or other secure mode requiring the recipient to sign a receipt on delivery, at the address furnished in the application. The Authority may, in addition, also send a duly authenticated copy of the licence via electronic or other means where appropriate. The licence shall be in Form set out in the *Appendix B* hereto.
- f) If the Authority decides not to grant a printing licence, it shall notify the applicant immediately, and forward him the reasons for the refusal of the licence by registered post or other secure mode requiring the recipient to sign a receipt on delivery, at the address furnished in the application.

- g) If a period of thirty days passes without a decision or if the application is refused, the applicant has the right to appeal to the Appellate Tribunal within thirty days of notification of the refusal or of the passage of without a reply.
- h) After obtaining the printing licence from the Authority, the applicant shall also be required to obtain trade licence before the commencement of the business.

#### **2.4 Term of licence**

- a) Every licence granted under clause 2.3 above shall be valid for a period of five (5) years from the date of commencement specified in the licence:

Provided, however, that the Authority may, if it is satisfied, either on the basis of a complaint received in this behalf from any person, or on the basis of its own knowledge and assessment, revoke and/or cancel the licence during the period of its validity where the licence-holder has violated, or failed to comply with, any of the terms, conditions or qualifications of the licence, or where it appears to the Authority that it would not be in the public interest to allow the licence-holder to continue to keep or use the printing press covered by the licence:

Provided further that, before the Authority revokes and/or cancels the licence, it shall provide the licence-holder a reasonable opportunity of being heard and of making representations against the proposed revocation and/or cancellation, which representations shall be considered by the Authority.

#### **2.5 Renewal of licences**

- a) A printing licence issued by the Authority under clause 2.3 above may be renewed on the receipt of an application from the person to whom the licence was granted.
- b) An application for renewal of a printing licence shall be made in writing in Form set out in the *Appendix C* hereto, and shall be accompanied by a fee as specified

by the Authority. The fee structure for renewal of the licence has been specified in Schedule 1.

- c) An application for renewal of a printing licence shall be made no earlier than sixty days and no later than thirty days, prior to the date of its expiry. Any application made after the expiry of the said deadline of thirty days shall be rejected, and the licence-holder will be required to make a fresh application for a licence as provided for in clause 2.1 above.

## CHAPTER 3

### REGISTRATION OF BOOKS AND NEWSPAPERS

#### 3.1 Requirement

- a) Any person who intends to make available for sale or distribution to the public in Bhutan any book and/or newspaper, whether such book or newspaper is published within Bhutan or abroad, shall apply to the Authority for registration of the said book or newspaper. The application shall be made in Form set out in the *Appendix D* hereto, and shall be accompanied by a fee as specified in Schedule 2.
- b) All books published within Bhutan needs to be registered with the Authority. However, books published and issued by students of registered private schools, government schools and academic institutes concerning their academic work and used within the domains of such schools or institutes are not included. Thus, they do not need to register.
- c) The Authority reserves the right to ban any publication whether published within Bhutan or outside.
- d) The application shall be made at least fourteen (14) days prior to the date on which the applicant intends to begin making the book and/or newspaper available for sale or distribution:

Provided, however, that, where for exceptional reasons, to be recorded in writing, it would be just and fair to dispense with the requirement of such notice the Authority may, entirely at its discretion, entertain an application submitted within the period of fourteen (14) days referred to above.

- e) Where a person intends to make available for sale or distribution more than one book and/or newspaper at the time of making an application referred to in clause 3.1 (a) above, he may include the names and details of all such books and/or newspapers in the same application and pay a single consolidated fee as specified in Schedule 2.

### **3.2 Considerations of applications**

- a) The Authority shall, on receipt of an application under clause 3.1 above, proceed to consider it forthwith and pass an appropriate order. In making its decision, the Authority shall have due regard to all the relevant factors, including those listed in Section 39 of the Act.
- b) Where the Authority considers it necessary to call for additional documents or information from the applicant before deciding whether to register the said book and/or newspaper, it shall require the applicant to provide such documents or information, and the applicant shall submit the same within ten days from the date of service of such notice.
- c) If the Authority decides to register the said book and/or newspaper, it shall notify the applicant immediately, and forward him the certificate of registration by registered post or other secure mode requiring the recipient to sign a receipt on delivery, at the address furnished in the application. The Authority may, in addition, also send a duly authenticated copy of the certificate via electronic or other means where appropriate. The certificate shall be in Form set out in the *Appendix E* hereto, and shall contain a distinct registration number.
- d) If the Authority decides not to register the said book and/or newspaper, it shall notify the applicant immediately, and forward him the reasons for the refusal by registered post or other secure mode requiring the recipient to sign a receipt on delivery, at the address furnished in the application.

### **3.3 Register of books and newspapers**

- a) The Authority shall maintain a Register of Books and Newspapers in Form set out in the *Appendix F* hereto.

- b) The Register referred to in clause 3.3 (a) above shall contain separate sections for books and newspapers, and the Authority shall, as soon as it issues a certificate under clause 3.2 above, enter the details therein in the said Register.
- c) Where the details concerning the registration of any book or newspaper undergoes any change, the Register shall be amended accordingly.
- d) The Authority shall make the Register available for inspection by the public, and it may post an online version of the Register on its Website.
- e) Any person wishing to obtain a certified copy of an extract from the Register may apply to the Authority who shall make such copies available on payment of a fee as specified in the Schedule 2.

## CHAPTER 4

### PUBLICATION

#### 4.1 Applications for a publishing licence

- a) Any person who:
- i. is citizen of Bhutan,
  - ii. is of sound mind, and
  - iii. has not been, under the laws of Bhutan, (i) declared insolvent, and/or (ii) found guilty of a criminal offence concerned either under the Act or any other Act, unless his reputation has been restored through due process of the law,
- wishes to set up a business of publishing books and/or newspapers (i.e. a publishing house), may apply to the Authority for a ‘publishing licence’.
- b) The application for a publishing licence shall be made in writing in Form set out in the *Appendix G* hereto, and shall be accompanied by a fee as specified in Schedule 2, along with:
- i. a detailed business plan for the publication of the book and/or newspaper;
  - ii. such other information or documents as the Authority may call for; and
  - iii. where applicable, by a ‘bond’ with or without surety in Form in the *Appendix H* hereto.

#### 4.2 Grant or refusal of a publishing license

- a) The Authority shall, on receipt of an application under clause 4.1 above, proceed to consider it forthwith and pass an appropriate order. In making its decision, the Authority shall have due regard to all the relevant factors, including those listed in Section 39 of the Act, provisions of any relevant Regulations and Directives issued by the Ministry of Information and Communications, and:

- i. the conditions under clause 4.1 above;
  - ii. the qualifications and experience of the applicant in the publishing or related business;
  - iii. whether the application discloses a viable business plan;
  - iv. whether the book and/or newspaper proposed in the application is likely to contribute to the development of a diverse and vibrant media sector in Bhutan;
  - v. whether the book and/or newspaper proposed in the application will contribute to a healthy competition among book and/or newspaper publishers in Bhutan; and
  - vi. whether the book and/or newspaper proposed in the application is likely to pose any threat to the sovereignty, security, unity and integrity of Bhutan, or threat to the interests of peace, stability and well-being of the nation.
- b) Where the Authority considers it necessary to call for additional documents or information from the applicant before deciding whether to grant or refuse the licence, it shall require the applicant to provide such documents or information, and the applicant shall submit the same within ten days from the date of service of such notice.
- c) If the Authority, after considering the application, including such other additional documents or information as referred to in clause 4.2 (b) above, decides to grant the licence applied for, it shall notify the applicant immediately, and shall forward him the licence by registered post or other secure mode requiring the recipient to sign a receipt on delivery, at the address furnished in the application. The licence shall be in Form set out in the *Appendix I* hereto, and it shall state clearly the date of commencement thereof:

Provided, however, that where the Authority has required the applicant to comply with any prerequisites and/or formalities (including the execution of a surety bond or bonds) before the issuance of the licence, it may not forward the licence until

those prerequisites and/or formalities have been complied with to the satisfaction of the Authority.

- d) In granting the licence, the Authority may impose such conditions as it may deem appropriate, and the applicant shall be deemed to have accepted those conditions unless he notifies the Authority to the contrary and returns the licence forwarded to him under clause 4.2 (e) below to it within seven days of receipt thereof.
- e) If the Authority decides not to grant the licence applied for, it shall notify the applicant immediately, and forward him the reasons for the refusal of the license, by registered post or other secure mode requiring the recipient to sign a receipt on delivery, and at the address furnished in the application, the reasons for the refusal of the licence.
- f) If the requested license is refused, the applicant has the right to appeal to the Appellate Tribunal within thirty (30) days of the notification of the refusal.

#### **4.3 Validity of a publishing licence**

- a) Every publishing licence issued under clause 4.2 shall be valid for a period of five (5) years from the date of commencement of the licence, unless:
  - i. it is surrendered by the licensee earlier; or
  - ii. it is revoked and/or cancelled by the Authority earlier; or
  - iii. it is terminated by cause of death or legal incapacity of the license-holder earlier.

Any publication thereafter, without the permission of the Authority, would be deemed to be illegal and may entail appropriate consequences as the Authority will decide.

#### **4.4 Revocation/cancellation of a publishing licence**

- a) The Authority may revoke and/or cancel a publishing licence issued under clause 4.2 above in any of the following circumstances:

- i. where the licensee, if an individual, becomes bankrupt, or if a company, goes into liquidation; or
  - ii. where the licensee breaches any of the conditions attached to the licence.
- b) Before a publishing licence is revoked and/or cancelled, the Authority shall give the licensee a reasonable opportunity of being heard and of making representations, and where any representations have been made, it shall give them due consideration.
- c) Where a person whose licence has been revoked and/or cancelled under this Rule is aggrieved by the decision to revoke and/or cancel the publishing licence may prefer an appeal against the same to the Appellate Tribunal within a period of thirty days from the date on which the notice of revocation and/or cancellation is received by him.

#### **4.5 Requirement to carry certain information**

The publisher of every book and/or newspaper published in Bhutan shall cause to be printed:

- a) in the first issue of the book and/or newspaper on or immediately after the first day of January each year, the following:
  - i. the names, nationalities, and addresses of the directors of the company publishing it, and of those persons who own more than ten percent of the shareholding in the said enterprise.
- b) in every copy of the book and/or newspaper;
  - i. the names of the editor, publisher and printer;

- ii. the place of printing and the address of the registered office;
- iii. date of printing; and
- iv. where applicable, relevant notices regarding copyrights.
- v. Registration no.

#### **4.6 Repository**

- a) The Authority may require the publisher of any printed material (i.e. newspapers magazines, books, literary and artistic works of all kinds), to submit certain number of copies for depositing them in the National Library, who would be the legal repository for the said printed material. Once an order is passed and served on the publisher under this Rule, such printed material, shall be deposited at the repository:

Provided that, if the printing medium is electronic or Internet - Web based copies and particulars of those information are also to be submitted in the same manner as is followed for hard copies of such printed material.

- b) All printed material shall carry on the first or last page reference to the number of their deposit in the National Library;
- c) When printed material is issued, three copies shall be deposited with the Authority. A receipt shall, as in Form set out in the **Appendix J** hereto, shall be given for these deposits.
- d) If a reprint of printed material is carried out with alteration, three copies shall be deposited with the Authority. A receipt shall, as in Form set out in the **Appendix J** hereto, shall be given for these deposits.
- e) Three copies of any printed material published by any Bhutanese author or translator outside the country shall be deposited with the Authority by the

publisher or the importer, as the case may be. A receipt shall, as in Form set out in the *Appendix J* hereto, shall be given for these deposits.

- f) Importers of printed material shall deposit three copies of each publication imported, with the Authority before circulation. A receipt shall, as in Form set out in the *Appendix J* hereto, shall be given for these deposits.

#### **4.7 Requirement to file annual statement**

- a) The publisher of every book and/or newspaper published in Bhutan shall, on or before the 31<sup>st</sup> day of January, file a statement (hereinafter referred to as the “annual statement”) with the Authority giving details of its print run, regularity of publication and such other information as may be specified by the Authority in relation to the calendar year immediately preceding that date.
- b) The annual statement shall be in Form set out in the *Appendix K* hereto, and it shall be signed by the publisher.
- c) Any publisher who fails to comply with the requirements of this Rule shall be guilty of an offence as per the Act.



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Bhutan InfoComm and Media Authority  
Royal Government of Bhutan



**APPENDIX A**

**Form of application for a printing licence**

**Ref No:**

**Date:**

The Director  
Bhutan InfoComm and Media Authority  
Thimphu

**A. Personal details**

1. Name of the applicant: \_\_\_\_\_ 2. Nationality: \_\_\_\_\_

3. Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

4. (a) In relation to the printing press for which you are seeking a licence, are you the:  
[tick as appropriate]

owner;  keeper;  owner and keeper;  other.

If 'other', specify: \_\_\_\_\_

(b) If not the owner, specify the details of the owner as under:

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

5. (a) Are you [tick as appropriate]:

an individual;  a company;  a firm;  other.

If 'other', specify: \_\_\_\_\_

(b) If a company, firm or 'other', give full details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Details of the proposed printing press**

6. Name of the proposed printing press: \_\_\_\_\_

7. Full address where it will be situated: \_\_\_\_\_  
\_\_\_\_\_

8. Description of the types of printing that will be undertaken:

\_\_\_\_\_  
\_\_\_\_\_

9. (a) Have all the necessary permissions been obtained for the press from the local authority: Yes/No

(b) If 'no', give reasons: \_\_\_\_\_

10. Approximate number of employees likely to be employed: \_\_\_\_\_

11. (a) Will any imported equipment be used in the press: Yes/No

(b) If 'yes', give details (use additional page, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Have you obtained the necessary customs clearance for the equipment: Yes/No

(d) If 'no', give reasons: \_\_\_\_\_  
\_\_\_\_\_

**Declaration and undertaking**

I hereby declare that the statements made and the information given above are true to the best of my knowledge and belief. I undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above between the signing of this declaration and the grant of a certificate and the grant of a printing licence by the Authority.

I also undertake to abide by all the applicable laws, regulations and rules of Bhutan as well as all the requirements and conditions specified by the Authority in relation to my license.

I am enclosing the following [tick as appropriate]:

a. a fee of Ngultrum..... ( Nu.....) by Cheque/or Demand Draft No. .... Dt. .... or Cash;

**Signature of the Applicant**



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དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུ་

Bhutan InfoComm and Media Authority  
Royal Government of Bhutan



**APPENDIX B**

**Licence to keep or use a printing press**

Licence No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ of \_\_\_\_\_

is hereby licensed to keep and operate a printing press, in the name and style of \_\_\_\_\_  
at \_\_\_\_\_

This licence shall be valid from the \_\_\_\_\_ Day of \_\_\_\_\_ Two Thousand \_\_\_\_\_  
to the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_ unless revoked and/or  
cancelled earlier.

This licence is not valid for the operation of the said printing press from any address  
other than that listed above.

This certificate is not transferable, and must be surrendered to the Bhutan InfoComm and  
Media Authority as soon as the person mentioned above ceases to operate the printing  
press listed above, or, where this licence is revoked and/or cancelled by the Authority, as  
soon as he/she receives notification of the revocation and/or cancellation.

**Signature .....**

**Director  
Bhutan InfoComm and Media Authority**



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དབང་ལྷན་འབྲུག་གཞུང་།

Bhutan InfoComm and Media Authority  
Royal Government of Bhutan



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**APPENDIX C**  
**Form of application for renewal of a printing licence**

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**Ref No.**

**Date:**

The Director  
Bhutan InfoComm and Media Authority  
Thimphu

**A. Personal details**

1. Name of the applicant .....

2. Nationality .....

3. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_

4. a In relation to the printing press for which you are seeking a renewal of the licence, are you the: a. owner; b. keeper; c. owner and keeper; d. other [tick as appropriate]

b. If not the owner, specify the details of the owner as under:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_

5. a. Have there been any changes to the ownership of the printing press since the licence was first issued or since its last renewal: Yes/No [delete as appropriate]

b. If 'yes', give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Details of the proposed printing press**

6. a. Name of the press: \_\_\_\_\_

b. Full address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_

7. a. Have there been any changes to the location or other details of the press since the licence was first issued or its last renewal: Yes/No [delete as appropriate]

b. If 'yes', give details: \_\_\_\_\_  
\_\_\_\_\_

**Declaration and undertaking**

I hereby declare that the statements made and the information given above are true to the best of my knowledge and belief. I undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any material change to the information given above between the signing of this declaration and the renewal of the printing licence by the Authority.

I also undertake to abide by all the applicable laws, regulations and rules of Bhutan as well as all the requirements and conditions specified by the Authority in relation to my renewal license.

I am enclosing the following [tick as appropriate]:

a. a fee of Ngultrum..... (Nu.....) by Cheque/ or Demand Draft No. .... Dt. .... or Cash.

**Signature of the applicant**



འབྲུག་བཅད་དོན་བརྒྱུད་འབྲེལ་དང་བཅད་བརྒྱུད་དབང་འཛིན།  
དབལ་ལྷན་འབྲུག་གཞུང་།

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Royal Government of Bhutan



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**APPENDIX D**

**Form of application for registration of books and newspapers**

**Ref. No.**

**Date:**

To  
The Director  
Bhutan InfoComm and Media Authority  
Thimphu

**A. Personal details**

1. Name of the applicant: \_\_\_\_\_

2. Nationality: \_\_\_\_\_

3. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

4. In relation to the books and newspapers for the sale or distribution of which registration is sought, are you [tick as appropriate]:

a. the distributor; b. the importer; c. other . If 'other', specify:

**B. Details of the book or newspaper or book**

5. Name/s of the books or newspapers: \_\_\_\_\_

6. Language/s of the books or newspapers: \_\_\_\_\_

7. Place of publication of the books or newspapers: \_\_\_\_\_

8. Names and addresses of the publishers of the books or newspapers: \_\_\_\_\_  
\_\_\_\_\_

9. If a periodical, periodicity of publication: \_\_\_\_\_

10. No. of copies planned to be distributed: \_\_\_\_\_

11. (a) If the book or newspaper is being imported into Bhutan, have you obtained the necessary customs clearance: Yes/No [delete as appropriate]

(b) If 'no', give reasons: \_\_\_\_\_

12. Where will the book or newspaper be sold/distributed [give addresses, wherever possible]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration and undertaking**

I hereby declare that the statements made and the information given above is true to the best of my knowledge and belief. I undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above between the signing of this declaration and the grant of the registration sought.

I also undertake to abide by all the applicable laws, regulations and rules of Bhutan as well as all the requirements and conditions specified by the Authority in relation to registration.

I am enclosing the following [tick as appropriate]:

a. a fee of Nu. 500 [ ]/1,000 [ ] by Cheque /or Demand Draft No. .... Dt. .... or Cash;

b. a copy of the book or of the latest issue of the newspaper.

**Signature of the applicant**



འབྲུག་འཛམ་གླིང་གི་འགྲུབ་འདུག་པོ་དང་འཛམ་གླིང་གི་འགྲུབ་པོ་ལྷན་དུས་འཛམ་གླིང་གི་  
 དཔལ་ལྷན་འབྲུག་གསལ་བྱེད་ལྷན་

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 Royal Government of Bhutan



**APPENDIX E**

**Certificate of registration for the sale or distribution of books and newspapers**

Registration No: \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ of \_\_\_\_\_  
 is hereby granted registration in relation to the following books and/or newspapers:

No.	Name of the book and/or newspaper	Published by	Periodicity (if newspaper)
...	.....	.....	.....
...	.....	.....	.....
...	.....	.....	.....
...	.....	.....	.....
...	.....	.....	.....

This certificate entitles the holder to validly sell and/or distribute the said book/s and/or newspaper/s within Bhutan between the ..... day of ..... Two Thousand .....and the .....day of ..... Two Thousand .....

This certificate is not transferable, and must be surrendered to the Bhutan InfoComm and Media Authority as soon as the person mentioned above ceases to sell/distribute the books and/or newspapers listed above, or, where the registration is revoked and/or cancelled by the Authority, as soon as he/it receives notification of the revocation and/or cancellation.

**Signature**  
**Director**  
**Bhutan InfoComm and Media Authority**



འབྲུག་བཅད་དོན་བརྒྱུད་འབྲེལ་དང་བཅད་བརྒྱུད་དབང་འཛིན།  
 དཔལ་ལྷན་འབྲུག་གཞུང་།



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**APPENDIX F**  
**Form of Register of Books and Newspapers**

**Section A: Books**

Sl. No.	Medium of Certificate of Print (Elec./ <u>Non-Elec.</u> )	Name of the book	Name and address of the publisher	Date of registration	Regn. No.	Certificate of Regn. No.

**Section B: Newspapers**

Sl. No.	Medium of Certificate of Print (Elec./ <u>Non-Elec.</u> )	Name of the book	Name and address of the publisher	Date of registration	Regn. No.	Certificate of Regn. No.

Signature  
 Director  
 Bhutan InfoComm and Media Authority



འབྲུག་འབྲུག་དོན་བརྒྱུད་འབྲེལ་དང་འབྲུག་དབང་འཛིན་  
དཔལ་ལྷན་འབྲུག་གཞུང་།

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Royal Government of Bhutan



**APPENDIX G**  
**Form of application for a publishing licence**

**Ref. No.**

**Date:**

To  
The Director  
Bhutan InfoComm and Media Authority  
Thimphu

**A. Personal details**

1. Name of the applicant .....

2. Nationality .....

3. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_

4. a. In relation to the book and/or newspaper for which you are seeking a publishing licence, are you the:

a. publisher; b. owner; c. owner and publisher [tick as appropriate]:

b. If not the owner, specify the details of the owner as under:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_

5. a. Are you: a. an individual; b. a company; c. a firm; d. other [tick as appropriate]
- b. If a company, firm or 'other', give full details, including names and addresses of directors/partners/beneficial owners: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. The name and residential address of the owner of publishing house:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No: (Fixed) \_\_\_\_\_: (Mobile) \_\_\_\_\_  
 Email: \_\_\_\_\_
- d. Date of birth/ Date and number of incorporation of the owner, where applicable:  
 \_\_\_\_\_
- e. Registered address of the publishing house:  
 \_\_\_\_\_  
 \_\_\_\_\_
- f. The name, address, title and date of birth of the responsible director, where applicable:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- g. The name of the printing press which prints publications for the publishing house if it does not possess its own printing press: \_\_\_\_\_
- h. If the publishing house is a share-holding company, the names with the name and address of each board member, consultative bodies, and the capital of the company [A copy of the articles of association of the company and of its constitution shall also be deposited]: \_\_\_\_\_  
 \_\_\_\_\_

**B. Details of the book and/or newspaper to be published**

6. Name of the proposed book and/or newspaper  
 \_\_\_\_\_
7. Address from where it will be published: \_\_\_\_\_  
 \_\_\_\_\_

8. Address from where it will be printed: \_\_\_\_\_  
\_\_\_\_\_
- Internet-Web address (where applicable): \_\_\_\_\_
9. Language in which it will be published: \_\_\_\_\_
10. Periodicity of publication, where applicable: \_\_\_\_\_
11. Approximate number of pages per issue: \_\_\_\_\_
12. Name, address (including email and web address) and telephone and facsimile numbers and nationality of the Editor-in-Chief: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Approximate number of employees likely to be employed:
- (a) Journalists \_\_\_\_\_
- (b) Others: \_\_\_\_\_
14. a. Will the book and/or newspaper have any tie-ups (editorial or financial) with any other newspaper (including any foreign newspaper): Yes/No
- b. If 'yes', give details: \_\_\_\_\_  
\_\_\_\_\_
15. What percentage of the book and/or newspaper will be devoted to advertising: \_\_\_\_\_  
\_\_\_\_\_
16. How many copies of the book and/or newspaper will be printed for each issue: \_\_\_\_\_  
\_\_\_\_\_

### **Declaration and undertaking**

I hereby declare that the statements made and the information given above are true to the best of my knowledge and belief. I undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above between the signing of this declaration and the grant of the publishing licence.

I also undertake to abide by all the applicable laws, regulations and rules of Bhutan as well as all the requirements and conditions specified by the Authority in relation to my publishing license.

I am enclosing the following [tick as appropriate]:

- a. a fee of Nu. 1,000 [  ]/5,000[  ]/10,000[  ] by Cheque /or Demand Draft No. ....  
Dt. ... or Cash;
- b. a copy of the detailed business plan for the book and/or newspaper to be published;
- c. a copy/ies of the dummy edition of the book and/or newspaper to be published.

**Signature of the applicant**



འབྲུག་འབྲུག་དོན་བརྒྱུད་འབྲེལ་དང་འཛམ་བུ་རྒྱུད་དབང་འཛིན།  
དཔལ་ལྷན་འབྲུག་གསལ་ལུང་།

Bhutan InfoComm and Media Authority  
Royal Government of Bhutan



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**APPENDIX H**  
**Surety Bond**

1. Name of the Applicant (Proprietor): \_\_\_\_\_

2. Name of the Newspaper Company (where applicable): \_\_\_\_\_

3. Name of the Editor (where applicable): \_\_\_\_\_

4. Name of the Surety (where applicable):

i. \_\_\_\_\_

ii. \_\_\_\_\_

5. Address of the Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

Fax: \_\_\_\_\_

6. Address of the Surety No. (i):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

Fax: \_\_\_\_\_

7. Address of the Surety No. (ii):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: (Fixed) \_\_\_\_\_ : (Mobile) \_\_\_\_\_

Fax: \_\_\_\_\_

By signing this form/bond, I/We hereby acknowledge that I/We understood the implications of non payment of any penalties that I/We may be liable to pay to the Bhutan InfoComm and Media Authority (hereafter referred to as ‘the Authority’) in the event of my/our violation of any provision of any applicable law for the time being in force.

By signing this form/bond, I/We declare and undertake to be bound and to pay the full amount of penalties that would be legally imposed by the Authority for any violation made by me/us or my/our authorized representative(s) of any provision of any applicable law for the time being in force.

By signing this form/bond, I/We declare that the above information is true and correct.

By signing this form/bond, I/We give my/our unqualified authorization to the Authority to execute this bond before any appropriate forum in case I/WE or my/our authorized representative(s) fail to pay the penalties imposed by the Authority for violation of any provision of any applicable law for the time being in force.

I/We hereby declare that the statements made and the information given above are true to the best of my/or knowledge and belief. I/We undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above after signing this surety.

**Proprietor Applicant’s signature**

Authorized signatory of the book and/or newspaper company (where applicable)

**Editor’s signature (where applicable)**

By signing this form/bond, I/We hereby acknowledge that I/We understood the implications of non payment of any penalties that I/We may be liable to pay (as surety) to the Bhutan InfoComm and Media Authority (hereafter referred to as ‘the Authority’) in the event of the Applicant Proprietor/Book and/or Newspaper Publishing Company/Editor’s violation (as the case may be) of any provision of any applicable law for the time being in force.

By signing this form/bond, I/We declare and undertake to be bound and to pay the full amount of penalties that would be legally imposed by the Authority and recoverable from the Applicant Proprietor (and/or the Book and/or Newspaper Publishing Company or the Editor, as the case may be) for any violation made by the Applicant Proprietor (and/or the Book and/or Newspaper Publishing Company or the Editor, as the case may be) or his/its authorized representative(s) of any provision of any applicable law for the time being in force.

By signing this form/bond, I/We declare that the above information is true and correct.

By signing this form/bond, I/We give my/our unqualified authorization to the Authority to execute this bond in part or in full before any appropriate forum in case the Applicant Proprietor (and/or the Book and/or Newspaper Publishing Company or the Editor, as the case may be) or his/its authorized representative(s) fail to pay the penalties imposed by the Authority for violation of any provision of any applicable law for the time being in force.

By signing this form/bond I/We also agree to be bond jointly and severally for all consequences arising out of the Applicant's non-payment of the legally imposed penalties by the Authority.

I/We hereby declare that the statements made and the information given above are true to the best of my/or knowledge and belief. I/We undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above after signing this surety.

**Surety's signature i.**

**ii.**

**Witness signature i.**

**ii.**

**Pls. Affix Legal Stamp**



འབྲུག་བཅའ་ཁྲིམས་འབྲུག་འགྲུལ་དང་བཅའ་ཁྲིམས་འབྲུག་དབང་འཛིན།  
 དཔལ་ལྷན་འབྲུག་གཞུང་།



Bhutan InfoComm and Media Authority  
 Royal Government of Bhutan

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**APPENDIX I**  
**Form of a publishing licence**

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Licence No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ of \_\_\_\_\_  
 is hereby licensed to publish a newspaper in the name and style of \_\_\_\_\_  
 in the \_\_\_\_\_ language, and to have it distributed within Bhutan.

This licence shall remain valid between the \_\_\_\_\_ day of \_\_\_\_\_ Two  
 Thousand \_\_\_\_\_ and the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_,  
 unless revoked and/or cancelled earlier.

This licence is not valid for the publication of the said newspaper from any address other  
 than that listed above.

This certificate is not transferable, and must be surrendered to the Bhutan InfoComm and  
 Media Authority as soon as the person mentioned above ceases to publish the said  
 newspaper, or, where the licence is revoked and/or cancelled by the Authority, as soon as  
 he/she receives notification of the revocation and/or cancellation.

**Signature**  
**Director**  
**Bhutan InfoComm and Media Authority**



འབྲུག་འབྲུག་དོན་བརྒྱུད་འབྲེལ་དང་བརྒྱུད་དབང་འཛིན།  
དཔལ་ལྷན་འབྲུག་གཞུང་།



Bhutan InfoComm and Media Authority  
Royal Government of Bhutan

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**APPENDIX J**

**Receipt of Deposit of Printed Material**

1. Nature of the printed material(s): \_\_\_\_\_
2. Identification of the printed material(s): \_\_\_\_\_
3. Name of the publisher(s): \_\_\_\_\_
4. Registered address of the publisher(s): \_\_\_\_\_
5. Name of the author and/or translator, where applicable: \_\_\_\_\_
6. Name of the importer, where applicable: \_\_\_\_\_
7. Number of copies \_\_\_\_\_

Under the requirement clause 4.6 (c) of these Rules, **the** materials, details of which are mentioned hereinabove, has/have been deposited with the Authority.

**Signature**  
**Director**  
**Bhutan InfoComm and Media Authority**



འབྲུག་འགྲོ་འཛུགས་འཕེལ་དང་འཛུགས་དབང་འཛིན་  
དཔལ་ལྷན་འབྲུག་གསལ་འཕྲིན་

Bhutan InfoComm and Media Authority  
Royal Government of Bhutan



**APPENDIX K**

**Form of Annual Statement for book and newspapers publisher**

Statement for the period 1st January \_\_\_\_\_ to 31st December \_\_\_\_\_

1. Name of the book and/or newspaper \_\_\_\_\_

2. Language of publication \_\_\_\_\_

3. Place of publication \_\_\_\_\_

4. Name and address (including email and web address) and telephone and facsimile numbers of the publisher \_\_\_\_\_

5. Name and address (including email and web address) and telephone and facsimile numbers of the editor \_\_\_\_\_

6. Periodicity of the newspaper \_\_\_\_\_

7. (a) Have there been any changes to the periodicity of the newspaper during the period relating to this statement? Yes/No [delete as appropriate]

(b) If 'yes', give details \_\_\_\_\_

8. (a) Has there been any interruption to the publication of the book and/or newspaper during the period relating to this statement? Yes/No [delete as appropriate]

(b) If 'yes', give details and the reasons for the interruption \_\_\_\_\_

9. (a) Has there been any change in the Editorship of the book and/or newspaper during the period relating to this statement? Yes/No [delete as appropriate]

(b) If 'yes', give details and relevant dates \_\_\_\_\_

10. Month-wise break-up of the number of copies of the book and/or newspaper printed during the period relating to this statement:

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

May \_\_\_\_\_

June \_\_\_\_\_

July \_\_\_\_\_

August \_\_\_\_\_

September \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

December \_\_\_\_\_

**Declaration and undertaking:**

I hereby declare that the statements made and the information given above are true to the best of my/or knowledge and belief. I undertake to inform the Bhutan InfoComm and Media Authority immediately if there occurs any change to the information given above after submission of this statement.

**Signature of the book and/or newspaper publisher**

**SCHEDULE 1: LICENCE FEES FOR PRINTING**

<b>Scale</b>	<b>Investment (Nu.Million)</b>	<b>Licence Fees</b>
Large	More than 100	60,000
Medium	Between 10-100	40,000
Small	Between 1-10	20,000
Cottage	Less than 1	10,000

## **SCHEDULE 2: FEES**

### **A) Registration of books**

1. Ngultrum Five Hundred (Nu. 500.00) for registration of book and/or newspaper.
2. Ngultrum One Thousand (Nu.1000.00) for Single consolidated fee to make available for sale or distribution more than one book and/or newspaper at the time of making an application.
3. Ngultrum Twenty (Nu. 20) per page is the fee for obtaining certified copy of an extract from the Register.

### **B) Publication fees**

1. Ngultrum Ten Thousand (Nu.10,000) is the fee for establishing a newspaper publishing agency.
2. Ngultrum Ten Thousand (Nu.10, 000) is the fee for establishing a book publishing house.
3. **For individual book publishers:**
  - a) Ngultrum Three Thousand (Nu. 3, 000) if the intended print run of the book is one thousand (1,000) copies or less, or
  - b) Ngultrum Five Thousand (Nu. 5,000.00) if the intended print run of the book is between one thousand and one (1,001), or five thousand (5,000) copies, or
  - c) Ngultrum Ten Thousand (Nu. 10,000) if the intended print run of the book is five thousand and one (5,001) or over copies, payable to the Authority.