



# Rules and Regulations for Printing Presses

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**Bhutan InfoComm and Media Authority**  
**Royal Government of Bhutan**

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## **Chapter 1: Preliminary**

### **1.1 Legal Basis**

These Rules and Regulations are issued as per Sections 198 to 207 of the Information, Communications and Media Act of Bhutan 2018 (“the Act”) by the Bhutan InfoComm and Media Authority (“the Authority”) for licensing and use or operation of printing presses.

### **1.2 Title and Commencement**

These Rules and Regulations shall be called as the Rules and Regulations for Printing Presses and shall come into force on the on the 1<sup>st</sup> day of July, 2019 corresponding to the 29<sup>th</sup> day of the fourth month of the Bhutanese Earth Female Pig Year.

### **1.3 Scope of Application**

These Rules and Regulations shall apply to all printing presses operating within the Kingdom of Bhutan and shall read in conjunction with all other existing codes of practice and Rules established by the relevant government agencies to promote healthy development of the media.

### **1.4 Amendment**

Amendment to these Rules and Regulations shall be made according to the needs and changes in national priorities, policies and industry trends. The amendment of these Rules and Regulations, by way of addition, variation or repeal may be effected by the Authority as and when required.

### **1.5 Repeal**

With the commencement of these Rules and Regulations, the Rules Governing Printing Presses, Books and Newspapers, 2016 are repealed.

### **1.6 Interpretation**

The power to interpret these Rules and Regulations 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.

### **1.7 Rules of Construction**

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

### **1.8 Definition**

In addition to the following terms, or unless the context requires otherwise, the words and terms used in these Rules and Regulations shall have the same meaning as assigned in the Act.

**Authority** means the Bhutan InfoComm and Media Authority as established under the provision of the Act.

**Printing** includes 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.

**Printing Press** means an establishment for printing books, newspapers, journals or any other documents in a large volume for commercial purpose.

## **Chapter 2: License, Licensing Procedure and Obligation**

### **2.1 Requirement of license**

No person shall be allowed to keep, use or operate a printing press without a valid license issued by the Authority. However, this shall not include any facility established or equipment installed by any person for the sole purpose of printing documents for personal, private or internal organizational purposes.

### **2.2 Type of license**

2.2. The license for establishment and operation of printing press shall be categorised as follows based on the size of the investment:

- a) General Printing Press License
- b) Small Printing Press License, and
- c) Cottage Printing

2.2.2 The Printing press license shall be issued as per the standards and other requirements specified in Annexure 1 of these Rules and Regulations.

### **2.3 Term of license**

2.3.1 The printing press licence shall be valid for a period of one (1) year from the date of issuance of the licence and shall be renewed annually.

2.3.2 The License shall be renewed on or before the expiry date of the license. The application for renewal shall be submitted along with a valid tax and environment clearance certificate and original license. A fine of Ngultrum fifty (Nu. 50) per day

shall be levied for late renewal after the expiry up to a maximum period of ninety (90) days after which the license shall be automatically cancelled.

## **2.4 Eligibility for license**

Any person who:

- i) Is citizen of Bhutan
- ii) Has reached the age of majority
- iii) Is of sound mind, and
- iv) Has not been, under the laws of Bhutan, declared insolvent, and/or 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.

## **2.5 Licensing Procedure**

2.5.1 The application shall be submitted to the Authority in the Form set out in Annexure 2 of these Rules and Regulations.

2.5.2 The Authority shall, either reject the proposal or seek additional information in the event if the information submitted is found to be insufficient.

2.5.3 The Authority shall intimate the decision in writing to the applicant within seven (7) working days.

2.5.4 In-principle approval shall be issued for the establishment of printing press if the application fulfils all the required criteria. The in-principle approval shall be valid for a period of one (1) year within which the printing press shall have to be established. However, the in-principle approval does not guarantee the issuance of printing press license by the Authority.

2.5.5 Upon completion of the establishment, the Authority shall carry out inspection in accordance with the standards set for such establishment.

2.5.6 In the event the Authority does not grant the license, it shall notify the applicant with reasons for not granting the license.

## **2.6 Modification, ownership change and transfer of license**

2.6.1 In the event if the licensee wishes to make any changes to the license including change of name, then such request shall be submitted to the Authority along with the fee as specified in Annexure 1 of these Rules and Regulations.

2.6.2 An application for ownership change of a printing press license shall be made to the Authority in the Form set out in Annexure 3 of these Rules and Regulations.

2.6.3 Transfer of license shall incur a fee as specified in Annexure 1 of these Rules and Regulations, except for transfer within the immediate family members.

## **2.7 Obligation of the Licensee**

The Licensee shall:

- a) Strictly comply with all directives issued by the Authority.
- b) Comply with all laws, standards, orders, Rules, and licensing terms and conditions.
- c) Ensure that the contents are printed as per the Rules and Regulations on Content.
- d) Permit any official of the Authority or an authorized representative of the Authority to enter into any premises to inspect or examine any records or equipment or other set standards for compliance.
- e) Not provide any service or install, maintain or operate any system that is not authorized in this License.



- f) Not use the printing press license for fraudulent purposes or in connection with a criminal offence or otherwise carry out any unlawful activity.
- g) Not lease the license under any circumstances.
- h) Seek the approval of the Authority for change in ownership of the printing press license.
- i) Seek approval of the Authority for change in location of the printing press.
- j) Ensure optimal utilization of the established infrastructure to carry out printing works within one's own establishment and not outsource any printing works out of the country.
- k) In the event of non-availability of the required infrastructure in the country to execute the specified work, prior approval of the Authority shall be sought for outsourcing such printing works.
- l) Not print publications that does not have BICMA registration number, except for government publications.
- m) Maintain an archive of all printed materials for at least six months from the date of its printing.

## **Chapter 3: Breach of Rules and Regulations, Appeals and Indemnification**

### **3.1 Breach of Rules and Regulations**

3.1.1 Any person found in possession of printing press without a valid license issued by the Authority shall be guilty of an offence of misdemeanour.

3.1.2 The Authority shall, subject to the degree of violation impose the licensee the following penalties:

- (i) Issue a written warning letter for the first violation.
- (ii) Impose a penalty equivalent to a maximum of six (6) months daily minimum wage depending on the gravity of the offence for the second violation.
- (iii) Suspend the operation of the establishment for a period of two months or impose a penalty equivalent to six (6) months daily minimum wage or both depending on the gravity of the offence for the third violation.
- (iv) The license shall be cancelled automatically upon the fourth violation.
- (v) Notwithstanding the above provisions, if the violation is proven to be severe, the Authority may impose a penalty up to one (1) year daily minimum wage or suspend or cancel the licence.
- (vi) In the event, if the licence is cancelled, the defaulter shall not be eligible for the licence for a period of three (3) years.

## **3.2 Appeal**

- 3.2.1 If aggrieved by the decision of the Authority, the licensee may appeal against such decision to the Alternative Dispute Resolution Centre within ten (10) days of the receipt of the information of such decisions as per Section 67 of the Act.
- 3.2.2 While appealing against the decision of the Authority, the Licensee shall bear all the expenses incurred by Authority including registration fee payable to the Alternative Dispute Resolution Centre.

## **3.3 Indemnification**

Licensee shall indemnify, defend and hold harmless the Authority and its officials, agents, attorneys and representatives against any and at all costs, damages, expenses, claims, suits and actions, including but not limited to expenses for legal fees, whether suit brought or not, and disbursement and liabilities incurred or assumed by the Authority in connection with:

- i) damage to persons or property, in any way arising out of or through the acts or omissions of licensee, its officials, agents, attorneys, representatives or employees.
- ii) request for relief arising out of the licensee's action or inaction which results in a claim for invasion of the rights of privacy; defamation of any person, firm or corporation; for the violation or infringement of any copyrights, trademark, trade name, service mark or patent; or of any other rights of any person, firm or corporation; or
- iii) any or all claims arising out of licensee's failure to comply with the provisions of these Rules and Regulations or any other law, or Rules applicable to licensee

## Annexure 1: Standards, fee structure and information required for Printing Press

<b>Printing Press</b>		
General Printing Press	Small Printing Press	Cottage Printing Press
<ul style="list-style-type: none"> <li>• A well-equipped office &amp; space for the establishment</li> <li>• Minimum investment in printing equipment should be more than Nu.5 million</li> </ul>	<ul style="list-style-type: none"> <li>• A well-equipped office &amp; space for the establishment.</li> <li>• Minimum investment in printing equipment should be between Nu.1 to Nu.5 million</li> </ul>	<ul style="list-style-type: none"> <li>• An office space for the establishment.</li> <li>• With total investment up to Nu.1 million.</li> </ul>
<p><b>Information &amp; documents required</b></p> <ul style="list-style-type: none"> <li>• Project proposal including financial information and description of printing works.</li> <li>• List of equipment to be procured.</li> <li>• Location Clearance from the local Authority (Dzongkhag/Thromde).</li> <li>• Environment Clearance issued by the Department of Industry, Ministry of Economic Affairs.</li> <li>• Copy of custom clearance certificate.</li> <li>• Copy of the Citizenship Card, NOC/Security Clearance.</li> <li>• One passport size photograph.</li> </ul>		
<b>Fee Structure</b>		
Fees for General Printing Press license		Nu. 15,000/annum
Fees for Small Printing Press license		Nu. 5,000/annum
Fees for Cottage Printing Press license		Nu. 2,000/annum
License transfer fee 50% of license fee		
Fees for any other alterations/changes:		Nu.500/-
Penalty for non-renewal of license		Nu.50/day*
*Up to a maximum of 90 days		

## Annexure 2: Application Form for Printing Press License

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### A. Personal details:

1. Name of the applicant:

2. CID No:

#### Permanent address:

Village/locality:

Geog/town:

Dzongkhag/Thromde):

#### Present address:

Village/locality:

Geog/town:

Dzongkhag/Thromde:

Mobile:

Email:

### B. Details of the proposed printing press:

1. Name of the proposed printing press:

2. Type of the Printing Press:

General

Small

Cottage

3. Location of the printing press (including building & street number):

4. Types of the printing works that will be undertaken:

5. Documents to be submitted:

I am submitting herewith the following documents:

- i. Project Proposal including investment details
- ii. List of equipment to be purchased
- iii. Location clearance from the local Authority
- iv. Environment Clearance from the Department of Industry
- v. Citizenship Identity Card
- vi. Valid Security Clearance Certificate
- vii. One copy of a recent passport size photograph

**Declaration and Undertaking**

I hereby declare that:

The information given above is true and complete. In the event, if any changes occur in the information that has been provided, I undertake to inform the Authority immediately.

I understand the provision of the ICM Act of Bhutan 2018 and undertake to abide by the Rules for Printing Presses.

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

Name of the applicant with signature  
Date:

Affix  
Legal  
Stamp

### **Annexure 3: Application Form for change in ownership of the Printing Press**

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#### **1. Personal Details (New Applicant)**

Name:

Citizen I.D No:

#### **Permanent address:**

Village/locality:

Geog/town:

Dzongkhag/Thromde):

#### **Present address:**

Village/locality:

Geog/town:

Dzongkhag/Thromde:

Mobile:

Email:

#### **2. Details of Previous Licensee:**

Name:

Citizen I.D No:

#### **3. Details of the License:**

Name of the printing press:

License number:

Date of Issue

**4. Reasons for change in ownership (tick as appropriate):**

Bought  Inherited  Others  Please specify.....

**5. Name of the printing press or proposed new name (if relevant):**

**6. Documents required:**

I am enclosing herewith the following:

- i. Sale deed agreement/Inheritance document
- ii. Copy of the receipt of the payment made based on the sale deed
- iii. Copy of Security Clearance and CID card of the new applicant (owner)
- iv. One recent passport sized photograph
- v. Copy of the old license
- vi. Valid tax clearance certificate
- vii. Environment clearance certificate

**Declaration and undertaking**

I hereby declare that the information given above are true and complete. In the event of any changes in the information that has been provided, I undertake to inform the Authority immediately.

Affix  
Legal  
Stamp

Affix  
Legal  
Stamp

Name and signature of the applicant (Transferor)

Name & signature of Applicant (Transferee)

Date:

Date: