



# RULES FOR PRINTING PRESSES

འབྲུག་བཅའ་དོན་བརྒྱུད་འབྲེལ་དང་བཅའ་བརྒྱུད་དབང་འཛིན།

**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 Section 93 of the Bhutan Information, Communications and Media Act, 2006 (the “Act”)

### 1.2 Title and Commencement

These Rules shall be cited as the Rules for Printing Presses and shall come into force on the on the 3rd Day of August, 2016 corresponding to the 1st Day of the 7th Month of the Bhutanese Fire Male Monkey Year.

### 1.3 Scope of Application

These Rules shall apply to all printing presses 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 healthy development of the media.

### 1.4 Repeal

With the commencement of these Rules, the Rules Governing Printing Presses, Books and Newspapers, 2008 is hereby repealed.

### 1.5 Amendment

Amendment to this Rule shall 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 of the Authority.

### 1.6 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.

## **1.7 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.

## **1.8 Definition**

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

“Printing Press” means an establishment for printing and 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.

“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.

## CHAPTER 2

# License, Licensing Procedure and Obligation

### 2.1 Type of license

- a) The Authority shall issue three categories of licenses i) General Printing Press License ii) Small Printing Press License and iii) Cottage Printing Press License, as per the standards and other requirements as specified in Annexure -1.

The cottage printing press license is specifically issued to provide business access to local entrepreneurs with limited financial resources and to support and promote local printing using locally available resources (equipment & materials).

### 2.2 Term of license

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

### 2.3 Eligibility for license

- a) 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, (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.

### 2.4 Licensing Procedure

- a) The application shall be submitted to the Authority in the Form set out in Annexure-2.
- b) While reviewing the application, the Authority may seek additional information or documents if considered necessary to process the application. In such an event, the applicant shall submit required information or document within ten working days from the receipt of

such notice. Failure to submit the information or document within the stipulated time frame shall result in the cancellation of the application.

- c) In-principle approval shall be issued for the establishment of printing press if the application fulfills all the required criteria. The in-principle approval shall be valid for a period of one year (1) 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.
- d) Upon completion of the establishment, the applicant shall submit a copy of the Custom Clearance Certificate of the equipment to the Authority. The Authority shall carry out inspection in accordance with the standards set for such establishment.
- e) In the event the Authority does not grant the license, it shall notify the applicant with reasons for not granting the license at the address furnished in the application.
- f) 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 Nu.100/- per day shall be levied for late renewal after the expiry up to a maximum period of 60 days after which the license shall be automatically cancelled.
- g) 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.
- h) An application for ownership change of a printing press license shall be made to the Authority in the Form set out in Annexure-3 and shall be accompanied by a valid tax and environment clearance certificate, sales deed agreement, CID copy of the transferee, copy of old license and any such information as may be required by the Authority.
- i) Except for transfer of the license within the immediate family members, all other transfers shall incur a fee as specified in Annexure-1.



## 2.5 Obligation of the Licensee

The Licensee shall:

- a) Strictly comply with all directives issued by the Authority from time to time.
- b) Comply with all laws, standards, rules, orders, regulations, and licensing terms and conditions besides these Rules.
- c) Not print any contents which violate any law of the country.
- 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. Exception to this can be made in the event of non-availability of the required infrastructure in the country to execute the specified work. In such cases prior approval of the Authority has to be sought for outsourcing such printing works with proper justification.
- k) Except for government publications, not print publications that does not have BICMA registration number.
- l) Maintain an archive of all printed materials for at least six months from the date of its printing.

## CHAPTER 3

### **Breach of Rules and Indemnification**

#### **3.1 Any person found:**

- i. in possession of printing press without a valid license issued by the Authority, or
- ii. in breach of these Rules, or
- iii. not complying to the licensing terms and conditions

shall be dealt as per the provisions of the Act including cancellation of the license based on the severity of the violation as may be determined by the Authority.

#### **3.2 Indemnification**

- a) 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 or any other law, or regulation applicable to licensee.

## ANNEXURE 1

### Standards, fee structure and information required for Printing Press

<b>Printing Press</b>														
<b>General Printing Press</b>	<b>Small Printing Press</b>	<b>Cottage Printing Press</b>												
<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 the Citizenship Card, NOC/Security Clearance.</li> <li>• One passport size photograph.</li> </ul>														
<p><b>Fee Structure</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Fees for General Printing Press license</td> <td style="text-align: right;">Nu. 15,000/annum</td> </tr> <tr> <td>Fees for Small Printing Press license</td> <td style="text-align: right;">Nu. 5,000/annum</td> </tr> <tr> <td>Fees for Cottage Printing Press license</td> <td style="text-align: right;">Nu. 3,000/annum</td> </tr> <tr> <td>License transfer fee</td> <td style="text-align: right;">50% of license fee</td> </tr> <tr> <td>Fees for any other alterations/changes:</td> <td style="text-align: right;">Nu.500/-</td> </tr> <tr> <td>Penalty for non-renewal of license</td> <td style="text-align: right;">Nu.100/day*</td> </tr> </table> <p>*Up to a maximum of 60 days</p>			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. 3,000/annum	License transfer fee	50% of license fee	Fees for any other alterations/changes:	Nu.500/-	Penalty for non-renewal of license	Nu.100/day*
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. 3,000/annum													
License transfer fee	50% of license fee													
Fees for any other alterations/changes:	Nu.500/-													
Penalty for non-renewal of license	Nu.100/day*													

ANNEXURE 2

**Application Form for Printing Press License**

**A. Personal details:**

1. Name of the applicant:  
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:**

2. Name of the proposed printing press:
3. Type of printing press: General  Small  Cottage
4. Location of the printing press (including building & street number):
5. Types of the printing works that will be undertaken:
6. 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 are 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 BICM Act 2006 and undertake to abide by the Rules for Printing Presses.

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.

Name of the applicant with signature

Date:

Affix  
Legal  
Stamp

ANNEXURE 3

**Application Form for change in ownership of the  
Printing Press**

**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

**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: