



21st July 2017

Checklist for bar license transaction

Issuance of new license (Hotels with 8 rooms & Tourist Standard Hotels/Restaurant)

1. Duly filled license application form (form III) endorsed either by Dzongkhag/ Thromde Authority
2. Valid CID copy and Security Clearance
3. Valid license copy of Hotel / Restaurant
4. Recommendation from Tourism Council of Bhutan(Tourist Standard Hotels/Restaurant)
5. Recommendation along with inspection report of hotel conducted by RTIO (Non-tourist standard hotels)

Name Transfer

1. Application to the Director General, DCSI, MoEA
2. Valid original bar license/License copy verified by RTIO
3. Valid tax clearance certificate for name transfer
4. Valid Security Clearance (transferee)
5. Valid CID copy (transferee)
6. Legal agreement between the transferor and the transferee (with thumb impression of both the parties - to be done during verification by the Department/RTIO)
7. No objection letter from the transferor's direct family members (spouse and children)
8. Death certificate or letter from Local Government (in case the transferor is deceased)
9. Marriage certificate in case of transfer to spouse
10. Attested copy of family census record.

Location Change

1. Duly filled in location transfer form
2. Location clearance from the host Dzongkhag/Thromde Authority
3. Valid original bar license/ License copy verified by RTIO
4. Valid Tax clearance certificate for location change

******Renewal of bar license can be done at the respective RTIOs and DTIOs (Samtse and Tyangtse) upon submission of a valid tax clearance certificate***

Reference:

1. MoEA/SEC/DoI/03/2016/262 dated 1st June 2016 (Office Order on basic requirements)
2. MoEA/DOI-27/2014/331 dated 12th May 2014 (control measures on issuance and renewal)
3. MoEA/SEC/DOI/03/2016/264 dated 1st June 2016 (cancellation of license if not renewed within six months from the last date of renewal)

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