

## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: CABLE TV LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese Nationals

### **DOCUMENTS REQUIRED:**

- Duly filled application form
- Detail project proposal entailing management, technical, financial and business plans
- Copy of CID
- Copy of Security Clearance
- One passport size photograph
- Recommendation letter from the Gewog/Thromde/Dzongkhag
- Recommendation letter from the content service provider/ABCO for pay channels

### **TURN AROUND TIME (TAT):**

- In-principle approval is issued within 2 days after review of the proposal. In-principle approval is for a period of 6 months to set-up the CATV system.
- Formal license to operate CATV service is issued within 7 days after receipt of application on verification of the establishment by the Authority.

**FEE:** Nu. 25,000/-

### **CONTACT/FOCAL PERSON:**

PABX: +975-2-321506/321507/77190170

Toll Free No. 1222

Fax: +975-2-326909

E-mail: [bicma@bicma.bt](mailto:bicma@bicma.bt)

### **LOCATION/ADDRESS OF THE OFFICE:**

Olakha, Expressway Road, Thimphu, Bhutan

Website: [www.bicma.gov.bt](http://www.bicma.gov.bt)

## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: CAMPUS RADIO LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

#### **ELIGIBILITY:**

An educational institute offering media related courses including technical subjects such as broadcasting and/or communication system for the purpose of providing hands-on experience to its student and faculty and/or use it as a platform to impart knowledge and information sharing and enhancement of teaching and learning experience.

#### **DOCUMENTS REQUIRED:**

- Detail project proposal entailing management, technical plans and source of funding.
- Content of the programme along with programming code of conduct.

#### **TURN AROUND TIME (TAT):**

- In-principle approval is issued within 5 days after review and presentation of the proposal to the Authority. In-principle approval is for a period of 6 months to set-up the Campus Radio station.
- Formal license to operate Campus Radio station is issued within 7 days after receipt of application on verification of the station by the Authority.

**FEE:** Nu. 500/-

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: COMMERCIAL FM RADIO LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals who has reached the age of majority

#### **DOCUMENTS REQUIRED:**

- Detail project proposal entailing management, technical, financial and business plans
- Copy of CID
- Copy of Security Clearance

#### **TURN AROUND TIME (TAT):**

- In-principle approval is issued within 5 days after review and presentation of the proposal to the Authority. In-principle approval is for a period of 6 months to set-up the Commercial Radio station.
- Formal license to operate Commercial Radio station is issued within 7 days after receipt of application on verification of the station by the Authority.

**FEE:** Nu. 10,000/-  
Spectrum fee shall be levied as per spectrum requirement.

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: INDIVIDUAL PUBLISHING LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals

#### **DOCUMENTS REQUIRED:**

- Duly filled application form for publication
- CV of the applicant
- Copy of CID
- Copy of Security Clearance

#### **TURN AROUND TIME (TAT):**

- The TAT for processing individual publishing license is 1 day from the date of submission of duly completed application.

**FEE:** Nu. 1000

***Important Note:** An individual publication license issued to publish a particular publication.*

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## BHUTAN INFOCOMM AND MEDIA AUTHORITY

### SERVICE: COMMUNITY RADIO LICENSE

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** On behalf of the community, any group of individuals or individual or civil society organization (CSO) involved in rural development/empowerment or the community itself shall be eligible to apply for establishing community radio station subject to fulfillment of the following requirements:

- a. the community does not have access to the mainstream media or,
- b. its population predominantly speaks the local dialect and
- c. its distinct culture and tradition is at risk of extinction.

### DOCUMENTS REQUIRED:

- Detail project proposal entailing management, technical and source of funding.
- Content of the programme along with programming code of conduct.
- Consent letter from the community.

### TURN AROUND TIME (TAT):

- In-principle approval is issued within 5 days after review and presentation of the proposal to the Authority. In-principle approval is for a period of 6 months to set-up the Community Radio station.
- Formal license to operate Community Radio station is issued within 7 days after receipt of application on verification of the station by the Authority.

**FEE:** Nu. 500/-

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: PRINTING PRESS LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals

#### **DOCUMENTS REQUIRED:**

- Duly filled application form for printing press
- Detail project proposal entailing management, business plans and description of printing works
- List of equipment
- Copy of CID
- Copy of Security Clearance
- Location clearance from the relevant agency
- Environment clearance certificate issued by Ministry of Economic Affairs

#### **TURN AROUND TIME (TAT):**

- In-principle approval is issued within 2 days after review of the proposal. In-principle approval is for a period of 12 months to set-up the Printing Press.
- Formal license to operate Commercial Radio station is issued within 7 days after receipt of application on verification of the Printing Press by the Authority.

#### **FEE:**

- General Printing Press license: Nu.15, 000/annum
- Small Printing Press license: Nu. 5,000/annum
- Cottage Printing Press license: Nu. 3,000/annum

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: PUBLISHING HOUSE LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals

### **DOCUMENTS REQUIRED:**

- Duly filled application form for publication
- Project proposal including organizational structure, financial information on initial establishment cost and evidence & source of funding
- CV of the applicant and editor
- List of editorial team
- Copy of CID
- Copy of Security Clearance

### **TURN AROUND TIME (TAT):**

- Publishing House License is issued in 7 days after review of proposal followed by presentation to Authority.

**FEE:** Nu. 3000

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE:RADIO AMATEUR LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

#### **ELIGIBILITY:**

- a. National – who possesses Novice License on Amateur
- b. International – who has valid amateur license issued by their respective country

#### **DOCUMENTS REQUIRED:**

- a. For National Applicants:
  - Application Letter
  - Copy of Novice License
  - Copy of CID
  - If setting up Amateur Club Station, a project proposal is required.
- b. For International Applicants:
  - Duly filled application form Amateur Radio License for operation in Bhutan
  - Valid Radio Amateur license from home country
  - Copy of passport
  - Copy of travel itinerary and visa

#### **TURN AROUND TIME (TAT):**

- The TAT for issuance of Radio Amateur License is 1 day from the date of submission of application.

#### **FEE:**

Application fees : Nu. 450/-  
Radio Amateur utilization fees : Nu. Nu.4500/-  
If the power is more than 400Watts, Nu. 2250/- shall be levied.



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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: RADIO APPARATUS LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals

#### **DOCUMENTS REQUIRED:**

- Duly filled application form
- If equipment is purchased from Bhutanese dealers with type approval certificate issued by the Authority- a letter and a dealership certificate has to be submitted.
- If equipment is purchased directly from equipment manufacturers- related test report, conformity test certificate and invoice have to be submitted.

#### **TURN AROUND TIME (TAT):**

- The TAT for issuance of Radio Apparatus License is 2 days from the date of submission of completed application including all the required documents.

#### **FEE:**

Application fees : 0- 30 Apparatus = Nu.450/-  
: 31-70 Apparatus = Nu.900/-  
: Above 70 Apparatus =Nu.1350/-

Spectrum fees : Nu. 3750/-

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: RADIO SPECTRUM LICENSE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Telecoms, ISPs and Broadcasters

### **DOCUMENTS REQUIRED:**

- Application letter
- Project proposal

### **TURN AROUND TIME (TAT):**

- The TAT for issuance of Radio Spectrum License is 2 days from the date of submission of application and such shall be issued only upon fulfillment of all the requirements.

### **FEE:**

Application fees : Nu. 1,350/-  
Spectrum Access fees : Nu. 10,000/-  
Spectrum utilization fees : Differ based on spectrum range, bandwidth, area of operation and type of service.

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: REALITY SHOW PERMIT**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** Bhutanese nationals

#### **DOCUMENTS REQUIRED:**

- Duly filled application form for obtaining permit to conduct reality show
- A detailed project proposal including the financial details and indicative sponsorship of the programme.
- Copy of CID.
- Copy of Security Clearance.
- Letter of Undertaking stating that the amount collected from SMS voting by telecom service providers shall be retained till the end of the programme.

#### **TURN AROUND TIME (TAT):**

- The TAT for issuance of Reality Show Permit is 3 days from the date of submission of duly completed application.

**FEE:** Nu. 5, 000/-

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: REGISTRATION OF BOOKS**

**AVAILABLE FROM:** BICMA Office, Thimphu

#### **ELIGIBILITY:**

Bhutanese nationals/Book importers intending to sale and distribute publications within the Kingdom of Bhutan.

#### **DOCUMENTS REQUIRED:**

- Duly filled form for registration of book
- Dummy copy of the book for registration
- Copy of CID
- Copy of Security Clearance
- A copy of publication to be imported

#### **TURN AROUND TIME (TAT):**

- The average TAT for issuance of book registration number is 3 days. However, TAT depends on the volume of the book submitted for registration.

**FEE:** Nu. 500/-

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## **BHUTAN INFOCOMM AND MEDIA AUTHORITY**

### **SERVICE: TECHNICAL CLEARANCE**

**AVAILABLE FROM:** BICMA Office, Thimphu

**ELIGIBILITY:** ICT License Holder

#### **DOCUMENTS REQUIRED:**

- Duly filled application form for technical clearance
- Copy of invoice of the equipment

#### **TURN AROUND TIME (TAT):**

- The TAT for issuance of Technical Clearance is 1 day from the date of submission of application.

**FEE:** NA

**Important Notes:** The technical clearance is issued to a valid ICT License holder as a permit for import of equipment and accessories related to ICT services.

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