

**ROYAL MONETARY AUTHORITY OF BHUTAN
THIMPHU: BHUTAN**

APPLICATION FOR PURCHASE OF FOREIGN EXCHANGE FOR BUSINESS TRAVEL ABROAD.

A separate application must be completed in respect of each applicant and submitted in duplicate to the Foreign Exchange Division of the RMA at least three working days in advance, along with the passport and confirmed air tickets for the entire journey. The RMA will not be responsible for any delay in processing the application resulting from incomplete, or illegible forms, and failure to attach supporting documents.

1. Name of the applicant:
2. Citizenship Identity Card No: **(Please attach a photocopy)**
3. Passport No: **(Please attach a photocopy)**
 Date of Issue: Date of Expiry:
4. Date of departure from Bhutan: Date of arrival to Bhutan :
(Please attach a copy of confirmed air ticket for the entire journey)
5. Countries to be visited: **(Please attach a copy of the travel itinerary issued by a licensed travel agent)**

Country	Date of Arrival	Date of Departure

6. Business/Trade license No.: **(Please attach a photocopy of the license)**
7. Nature of business of the company/firm: _____
8. Has the sponsoring company/firm availed exchange facilities for foreign travel in the current year? If yes, state the total amount.
9. State the amount required: US \$ **(If the amount required is more than the normal daily allowance, please provide the breakdown by purpose along with copies of correspondences or invoices to substantiate such expenses)**

Purpose	Amount

10. Name of the Bank from which foreign currency is to be drawn:

THE FOLLOWING UNDERTAKING MUST BE SIGNED BY THE APPLICANT

UNDERTAKING

I hereby certify that the foreign exchange applied for is solely for the purpose stated above and that all the statements and declarations made herein are true to the best of my knowledge and belief. I undertake that if for any reason I am unable to proceed abroad, I will sell the foreign exchange to an authorized bank in Bhutan. I further undertake to submit the used air tickets or copies thereof to the RMA within two weeks of my return to Bhutan. I understand that incase of any false statements or misdeclaration I will be liable to prosecution and the penalties prescribed in the Foreign Exchange Regulations 1997.

Place: _____ Signature of the applicant: _____

Date: _____ Name: _____

.....**Please do not write below this.**.....
FOR RMA USE ONLY

Verified and recommended for US\$ _____ Date: _____ Signature: _____

AUTHORIZATION

Authorization No.

The Bank of Bhutan: _____

The Bhutan National Bank: _____

Sir,

On receipt of the value in local currency, you may release foreign exchange amounting to US\$ _____ (_____) only to Mr/ Mrs/ Ms: _____ (whose signature is attested as above).

A maximum of US\$ 500/- may be released in foreign currency notes and the balance in traveler's cheques.

This authorization is valid up to: _____ **Authorized Signatory:** _____ (SEAL)

.....**To be completed by the releasing bank and returned to RMA.**.....

Confirmation by the releasing bank:

Date of release	Amount	Remarks