TCB/QAD/QS-6B 1st November, 2017

**Procedures for the assessment of new Tour Operator’s Office**

1. **Where to apply**

You must submit the application for office assessment to the Director, Tourism Council of Bhutan.

1. **What to submit**

Along with the application, you must submit:

1. The duly filled tour operator office assessment form available on our website [www.tourism.gov.bt](http://www.tourism.gov.bt) under the **resources-forms section**. The mandatory requirements indicated in the assessment form must be met. Otherwise, your application cannot be processed.
2. A copy of the valid trade license.
3. A copy of the letter of authorization from the building owner stating that the applicant is authorized to operate the office in his/her property or ownership certificate in case of own building.
4. **When to apply**

As office assessment is carried out only on Tuesdays and Fridays, you must apply for assessment to TCB at least two working days before the designated days.

1. **Whom to contact**

If you require any clarification or additional information, you may contact the following officials during office hours.

Pema Deki Sangay Choden Yeshey Wangchuk

Quality Assurance Division Tourism Council of Bhutan Quality Assurance Division

Tourism Council of Bhutan Phuntsholing, Bhutan Tourism Council of Bhutan

Tel: 323251 Ext. 311 Tel: 05-251393 Tel: 323251 Ext. 313

pema@tourism.gov.bt sangaychoden@tourism.gov.bt yesheywang@tourism.gov.bt

*\*\*\* To facilitate timely inspection, you are advised to arrange pick-up and drop-off for the inspection official.*