



འབྲུག་བརྗོད་གྲོགས་ལ་རིག་དང་སློབ་སྦྱོང་ཚོགས་སྡེ།

BHUTAN ICT & TRAINING ASSOCIATION

DOEBUMLAM
 P.O Box 1450 THIMPHU BHUTAN
 Tel: 02 335668 / E-mail bictta@gmail.com
www.bictta.org.bt

INDUSTRY MEMBERSHIP REGISTRATION FORM

Sl. No	Details of Firms/ Company			
1.	Name of Licensee Holder			
2.	Licence No.			
3.	Registered Name of the Firm/ Company			
4.	Registered Address of the Firm/Company			
5.	Type of Establishment (Kindly tick on following options)			
	Sole Proprietorship: ()		Registered Company / Private Limited: ()	
	Partnership/Joint Venture ship: ()		FDI Company ()	
6.	Telephone No. :(office)	Mobile No.:	Fax No:	Po Box No:
	Email Address:		Website Address:	
7.	Year of Establishment of the Firm/Company			
8.	Name of Chief Executive Officer/ Managing Director			



འབྲུག་བརྗོད་འཕུལ་རིག་དང་སློབ་སྦྱང་ཚོགས་སྡེ།

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9.	Business Activities of the Firm/Company					
10.	Business Specialization/ Expertise					
11.	Type of Registration (Please tick on space below)					
	Vendor Firm	Software Development Firm			Training Institution	
	Service &Solution Provider	OEM Authorized Dealer			Internet Service Providers	
12.	Staff Strength(Please fill in the box below)					
	Sl.No.	Category	Male	F/Male	National	Non- National
	1.	Technical				
	2.	Non- Technical				
	Technical Staff Expertise Details					
	Sl. No	Name	Area of Expertise		Qualification/Certification	Nationality
	1					
	2					
	3					
	4					
	5					
	<i>.....kindly attach separate sheets if required in the above table format.</i>					
	Staff Classification by Qualification					
	Master/PG	Degree/UG	Diploma	10 +2	Certificate	10 & below
13	Membership Fees Package					
		1 year(Nu)	Tick (√)	2 Years(Nu)	Tick (√)	3 Years(Nu)
	ICT Firms	7000		13000		18000
	Training Institute	3500		6000		7500
	Registration Fees:		Nu. 500/- one time fees for new registration			
	Membership Renewal Period		1st January – 31st January (Annually)			

Total Amount paid in words:



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Membership Code of Conduct:

1. Members shall conduct their business dealings with their clients in an ethical manner making full disclosure beforehand of all relevant and material facts relating to each proposed activity.
2. Members shall express the terms of agreement clearly and precisely and fulfill this agreement in good faith.
3. All the work undertaken by members shall be carried out promptly and efficiently in accordance with contract entered with clients or in accordance with bidding documents.
4. Members shall safeguard their client's interest and provide proper security to keep all information provided to them confidential.
5. Members shall not misrepresent the capabilities of specific products & services in order to obtain Business.
6. Members shall not use secret or personal gifts or payments for inducement of Business.
7. All dealing with fellow members shall be conducted in positive and professional manners. And treat with outmost courtesy and fairness.
8. Members shall not make inaccurate and disparaging statement about competitors' products, services and business.
9. No Members shall not persuade/influence a client to cancel or revers the client's formal commitment.
10. Members shall employ staff of high caliber and offer fair and equal opportunity for development and growth.
11. Member shall annually renew the membership certificate within 1st month (1st to 31st January) of every new financial year. Member failing to renew the membership certificate within said period, shall be liable for penalty of Nu.50 per day.
12. Member shall all the time maintain and stand with membership code of conduct.
13. Members if found guilty of violating membership code of conduct will be fined Nu. 5000/- (Nu. Five Thousand only/-) for the first time offenders.

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14. Members if found guilty of violating membership code of conduct for the second time, the membership will be immediately suspended for one year. Membership of the member will be cancelled for three years for third time offenders of membership code of conduct.
15. Membership fees should be paid at time of registration for new Membership registration as per the Membership fees package preferred along with registration fees.
16. Members should notify and update to BICTTA Secretariat office in written for changes of ownership and above mentioned information.
17. Member should always maintain and full fill the membership registration criteria, if failed membership will be immediately cancelled.

I hereby declare; that I have voluntarily joined as a member of Bhutan ICT & Training Association and the above Information provided are true to my knowledge.

I willingly agree to abide by the Membership Code of Conduct of Bhutan ICT & Training Association as a member of BICTTA.

Name:
Designation:
Date of registration:

(Signature)
Office Seal

Please enclose the following document:
1. Copy of Valid Business License.

For Official Use:

Verified By:

Approved By:

Adm. Officer

General Secretary

Membership Registration No.