## Form 1: Registration of Workplace

Date: ……………………..

**Application for: Registration Re- registration**

1. Details of Enterprise/Workplace
   1. Name of enterprise/workplace: …………………………………
   2. Trade license No.: ……………………………………………….
   3. CBD license No. (construction only):……………………………
   4. Nature of business: …………………………………………………
   5. Date of commencement of business: …………………………….
   6. Location:

Dzongkhag………………… Dungkhag………………… Gewog……………………………

exact location…………………

1. Contact person

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Designation:** |  |
| **Telephone/**  **mobile No.:** |  | **Fax No.:** |  |
| **Email:** |  | **PO box No.:** |  |

1. Number of employees

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Employee** | **(Temporary)** | | **(Regular)** | | **Below 15 years** | **Below 18 years** |
| **Male** | **Female** | **Male** | **Female** |
| Bhutanese |  |  |  |  |  |  |
| Foreign Employees |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

1. Technical information

|  |  |  |
| --- | --- | --- |
| **Machinery and equipment or other devices. *example: boiler; pressure vessel; internal combustion engine diesel, gasoline, etc..*** | **Material handling equipment and devices: *example: hand trucks, power trucks, conveyors, etc..*** | **Chemicals or substances used** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |

(***Note:*** *Additional sheet may be used if required*)

1. If branch unit, name of parent workplace:

Dzongkhag…………………

Dungkhag………………… Gewog……………………………

exact location…………………

**I hereby certify that the above information is true and correct. If any information is found to be incorrect, I shall be liable for penalty as per the Regulation on Working Conditions, 2022.**

Owner/Manager

Date:

Official use only

Received and Approved

**Director, Department of Labour, MoLHR**

Date: