

# Annexure I

## Application Form

*(The clarity of the information provided will be important in deciding whether to approve or not approve your application. Please write clearly or preferably type. Please use additional sheets if necessary)*

### A. Personal Information

1. Name : -----
2. Gender:-----
3. Date of Birth:-----
4. Citizenship Identity No.:-----
5. Academic Qualification :-----
6. Current Address:-----
7. Phone Number : -----
8. E-mail address :-----

### B. Details about additional qualification/training programme attended (attach certificate):

Sl. No	Name of Institution	Training	Duration
1.			
2.			
3.			
4.			
5.			

### C. Proposed Business Information

1. Briefly describe your business idea: -----  
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2. What support do you expect from the business incubation center?

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3. What kind of technology would be used?

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4. Specify the requirement of space in sq ft?

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5. Where do you plan to establish the business after graduating the incubation program?

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*Name and signature of applicant*

*Date:* -----



## Annexure II

### Contract Agreement

This Contract is made on this ----- (date) of ----- (month) ----- (year) between Business Incubation Center (BIC) Management as Lessor on behalf of the Department of Cottage and Small Industry, Ministry of Economic Affairs (MoEA) on the one part and Mr/Mrs. -----  
----- intending to start ----- business as a Lessee on the other part.

WHEREAS THE LESSOR is the exclusive owner of the Business Incubation Center (BIC) at Changzamtog under Thimphu Dzongkhag hereunder and intends to lease out the same.

AND WHEREAS THE LESSEE has fulfilled the criteria to the LESSOR to undergo incubation program at the Business Incubation Center.

### TERMS AND CONDITIONS

1. The tenure of Contract shall be valid for a period of maximum two years from the date of signing of this Contract by both the parties.

### LESSEE

2. The Lessee shall vacate the space at the end of 2 years.
3. The Lessee shall pay a monthly rent of Nu..... per ft<sup>2</sup> of space allocated for the purpose of incubation program.
4. The Lessee shall pay utility charges such as electricity and water if required.
5. The Lessee shall not utilize the space for any other activity other than for the purpose of above mentioned business activity.
6. The Lessee shall utilize the space for his/her business and not sublet to third party.
7. The Lessee shall not carry out any activity that will lead to damage and re-designing of the existing facility.
8. The Lessee shall deposit the rent for the space by the 10<sup>th</sup> day of the following month without any delay.
9. If the Lessee fails to pay the rent, the Lessee shall be charged penalty on the outstanding amount at a penal interest of 24% per annum.



10. The Lessee shall take the responsibility of informing the Lessor when he/she is aware of any danger to the facility and other cohorts.
11. The Lessee shall fully abide by the environment protection laws and by-laws and shall dispose the waste/unwanted material as per environment clearance issued by the competent authority and to carry out remedial measures as and when the environment legislation so demands for such activities.
12. The Lessee shall abide by the laws of the Royal Government in force, from time to time.
13. If the Lessee halts operation for a period of more than 30 days, the Lessee shall inform the Lessor the reasons for halting the activities. In the event Lessee fails to provide valid justifications, the Lessor shall take appropriate action including termination of the Contract Agreement.
14. The Lessee may attend all training and programs provided by the Lessor.
15. The Lessee shall not create nuisance to other Lessees.
16. The Lessee shall not carry out unlawful activities.
17. The Lessee shall not be allowed to operate late night.
18. The Lessee shall vacate the facility and hand over to Lessor in original condition as per handing taking over note. The Lessee shall clear all the dues that the Lessee owes to the Lessor and other concerned agencies and obtain no due certificate from the Lessor and the concerned agencies.
19. The Lessee shall have the right to voluntarily surrender the leased space subject to clearing of all dues and serving 2 month notice to the Lessor. The actual vacation shall be completed within the notice period. The Lessee shall pay the lease rent and other charges till the vacation of the space.

## **LESSOR**

20. The Lessor shall revise the rent as and when the Government revises the rate.
21. The Lessor may provide Business Development Services and advisory services free of cost to the Lessee during the incubation period.
22. The Lessor shall have the right to take over the rented space from the incubatees during the tenure period in the interest of the Government. The Lessor shall serve 2 months advance notice to the Lessee.



23. In the event of the violation of terms and conditions of the Contract Agreement, the Lessor shall have the right to terminate the Contract and the Lessee shall comply with the clause 18 of this Contract Agreement.

24. Notwithstanding anything contained herein, if there is, in the opinion of the Lessor any breach by the Lessee or by the person claiming through or under him of any of the covenants or conditions hereinbefore contained and the provisions of the Tenancy Act of the Kingdom of Bhutan, 2015, the Lessor reserves the right to terminate the lease and evict the Lessee by giving prior notice without any compensation by the Government.

#### The Schedule of Property

1. Allotment Order No. :
2. Approved Activity :
3. Room / space No. :
4. Area :
5. Physical stock inventory : (Attach separate sheet)

IN WITNESS WHEREOF the parties hereto have executed this Contract Agreement on the day, month and the year.

Signed by (affix legal stamp) ....., Name .....CID No.  
..... on behalf of DCSI, MoEA, the LESSOR,

In presence of (sign)..... Name .....CID card No.  
.....

Signed by (affix legal stamp) ....., Name .....CID No.  
..... the LESSEE,

In presence of (sign).....Name..... CID No.  
.....

