

## Application Form for Product Promotion

Name of the business:

Business Location:

Office location (If separate):

Name of the business owner/s:

Business Registration No. or licence No. (attach copy):

Mobile/phone No: .....

Email (Optional): .....Website (Optional): .....

### 1. Product Details: (Also submit physical product sample)

a. Product Name:

b. Product Detail:

### 2. Mention annual production capacity for the product?

Quantity:

Unit :

### 3. Is the final product processed and produced in Bhutan?

☐ YES

☐ No

If yes, please explain the processing and production process.

## Application Form for Product Promotion

### 4. Is the product made using 100% domestic raw materials?

☐ YES

☐ No

If 'no', can at least 50% (for textiles) or 40% (for other products) of the value addition be attributed to processing in Bhutan according to the following calculation? Please provide a calculation.

Imported raw materials	(1) Cost per unit of raw material	(2) Quantity of raw material needed per piece of final product	Total cost of imported raw material per piece of final product(1 x 2)
Raw material 1: ..... Raw material 2: ..... Raw material 3: ..... Raw material 4: ..... Raw material 5: .....			
A) Total cost of imported raw material			
B) Sales price of the final product (Ex-factory price)			
C) Value addition in Bhutan: (B minus A) divided by B multiplied by 100			

### 5. Do the natural raw materials used in the production process come from sustainable sources?

☐ YES

☐ No

Please Yes, briefly describe the raw materials sources.

### 6. Describe the uniqueness of your product.

## Application Form for Product Promotion

**7. Indicate any recognition obtained on the product.**

Sl.No	Recognition	Issuing Authority	Details
1	Certification		
2	Standardization		
3	Trademark/Patent		
4	Awards/Achievement		
	Others		

**8. Do you provide a fair wage/salary to employees?**

☐

YES

☐

No

If yes, please indicate details of lowest rung employee below:

Designation:		Monthly salary:	Nu.
No. of working days in a month:			

**9. Please provide the source of raw materials and price.**

Sl.No	Supplier	Raw Material	Rate (Nu)	Unit

**10. Do you have an Internal Service Rule endorsed by the Ministry of Labour and Human Resources or employment agreement?**

☐

YES

☐

No

**11. Please tick the appropriate answer?**

- a. Do you provide spacious working area with proper facilities, appropriate lighting, heating or cooling installations (if necessary)?

☐

YES

☐

No

## Application Form for Product Promotion

b. Do you use personal protective equipment where necessary?

☐

YES

☐

No

c. Do you employ youth under 15years?

☐

YES

☐

No

d. Do you provide favourable work conditions for women?

☐

YES

☐

No

If yes, briefly explain how.

**12. Do you have any community engagement in your business process?**

☐

YES

☐

No

If yes, briefly explain how.

**13. Do you apply cleaner production technology or eco-optimized production processes?**

☐

YES

☐

No

If yes, briefly explain how.

## Application Form for Product Promotion

**14. How do you manage waste?**

**15. Are you willing to enhance the product's marketability in terms of quality, packaging and labelling standards if and as required?**

☐

YES

☐

No

**16. Will you participate in training on product promotion if provided?**

☐

YES

☐

No

**Declaration**

Please tick

☐

I understand that my product will receive product promotion support from DCSI only if selected by the committee and this application doesn't guarantee support.

☐

My business does not have any adverse record or any major complaint.

☐

I hereby declare that the information furnished above is true and complete. I understand that any false or inaccurate information shall render my application invalid, or shall result in cancellation of approval if it is already granted.

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Place, date

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Name, designation and signature