



**Annexure 1: Agent Application form**

**AGENT APPLICATION FORM**

**SECTION A: APPLICANT INFORMATION**

1. Business/Applicant Name: \_\_\_\_\_
2. Physical Address: \_\_\_\_\_
3. Mobile No: \_\_\_\_\_
4. Email ID: \_\_\_\_\_
5. Business license number (if applicable): \_\_\_\_\_
6. Type of business: \_\_\_\_\_
7. Number of years in Operation: \_\_\_\_\_
8. Location: \_\_\_\_\_
9. Do you own or rent the premises? ☐ Owned ☐ Rent

**SECTION B: BANKING SERVICE TO BE OFFERED (Tick ✓)**

- ☐ Cash Deposits
- ☐ Cash Withdrawal
- ☐ Fund Transfers
- ☐ Balance Inquiry and Mini statements
- ☐ Loan Repayment
- ☐ Loan disbursements
- ☐ Loan application process, document collection and submission
- ☐ Accept cash towards utility payments, income, property tax, insurance and other payment towards government services, retirement and social benefits
- ☐ Accepting cheque deposits



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**Bhutan Development Bank Limited**  
“Your Development Partner”

**SECTION C: INFRASTRUCTURE DETAILS (Tick ✓)**

1. Do you have a secure premise? ☐ Yes ☐ No
2. Do you have electricity? ☐ Yes ☐ No
3. Do you have internet access? ☐ Yes ☐ No
4. Do you have a mobile device/smartphone? ☐ Yes ☐ No
5. Have you served as an agent for any other financial institution? ☐ Yes ☐ No

If yes, name of the bank: \_\_\_\_\_

**SECTION D: REQUIRED DOCUMENTS (Attach copies)**

- ☐ Copy of Business license if applicable
- ☐ Copy of CID
- ☐ Tax certificate if applicable
- ☐ Valid Security clearance
- ☐ Prove of residency from Gewog Office

**SECTION E: DECLARATION**

I hereby apply to be appointed as agent for BDB. I confirm that the information provided is true and correct to the best of my knowledge. I understand that submission of this form does not guarantee approval.

**(Signature)**

**Applicant's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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Bhutan Development Bank Limited

*"Your Development Partner"*

**SECTION F: FOR BANK USE ONLY**

Date received: \_\_\_\_\_

Received by (Name): \_\_\_\_\_

Application No: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Remarks: \_\_\_\_\_

Approved by (CM/BM): Signature: \_\_\_\_\_ Date: \_\_\_\_\_