



འབྲུག་གོང་འཕེལ་དངུལ་ཁང་ཚོང་འཛིན།  
**Bhutan Development Bank Limited**

*“Your Development Partner”*

Branch: .....	Date: <table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y	Recent Passport Sized Photograph
D	D	M	M	Y	Y	Y	Y			
CIF ID (To be filled by Bank Officials):	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>									

**CUSTOMER INFORMATION FORM (Retail)**

Please fill up the form in CAPITAL LETTERS only. The fields marked with \* are **mandatory**. Please tick (J) the appropriate option wherever required.

**IDENTIFICATION DOCUMENT AND BASIC INFORMATION DETAILS**

Identification Document Type*	<input type="checkbox"/> Citizenship ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Work Permit <input type="checkbox"/> Others (Please Specify).....																		
Identification Document No.*		Issue Date*	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y												
Date of Birth*	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y	Expiry Date* (if minor leave blank)	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
D	D	M	M	Y	Y	Y	Y												
Gender*	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Others																		
Title*	<input type="checkbox"/> HRH <input type="checkbox"/> Lyonpo <input type="checkbox"/> Dasho <input type="checkbox"/> Lopen/Lam <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.																		
Full Name*																			
Father's Name*		Mother's Name																	
Country of Birth*		Phone Number*																	
Do you currently live outside Bhutan?*	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Residing Abroad Start Date*): <table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>		D	D	M	M	Y	Y	Y	Y	Are you an employee of BDB?* <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, EID.....)								
D	D	M	M	Y	Y	Y	Y												
Email ID (Required if you are Residing Abroad*)		Enable Mobile Alerts?*	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Nationality*	<input type="checkbox"/> Bhutanese <input type="checkbox"/> Others		Marital Status* <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widow																
<i>If Married, please provide the following details:</i>																			
Spouse Name*		Spouse's Identification Document No.*																	
Spouse's Phone No.*		Spouse's Occupation*																	
Taxpayer Number (TPN). (If applicable*)		Politically Exposed Person (PEP) / Linked to PEP?*	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please obtain approval from the Management)																
<b>Permanent Address (Foreigners can fill in only "Country" field)</b>																			
Thram No.*		Household No.*																	
House No.*		Dzongkhag*																	
Gewog*		Village*																	
Country*		Postal Code																	
<b>Residential Address</b>	Same As Permanent Address?*	<input type="checkbox"/> Yes <input type="checkbox"/> No																	
<i>If No, please provide the following details:</i>																			
Country*		Dzongkhag* (Not required if you are residing abroad)																	
Gewog* (Not required if you are residing abroad)		Village/Locality*																	
Street Name/No. (Required if you are residing abroad*)		Postal Code																	
Address* (Residential/Working/University)																			

**DETAILS OF GUARDIAN (For Minors only)**

Guardian Type*	<input type="checkbox"/> Court Appointed <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Others (Please		
Guardian CIF ID*		Guardian Name*	
Guardian ID No.*		Guardian Phone No.*	

**EDUCATION LEVEL**

No Formal Education  
  Primary School  
  Middle School  
  High School  
  Diploma  
  Bachelor's Degree  
 Master's Degree and Above



འབྲུག་གོང་འཕེལ་དངུལ་ཁང་ཚོང་འཛིན།  
**Bhutan Development Bank Limited**  
*“Your Development Partner”*

**EMPLOYMENT AND INCOME DETAILS** (Required as per RMA AML/CFT Regulations)

*Please select the appropriate Employment Type and tick the corresponding options under Occupation*

Employment Type*	Occupation*
<input type="checkbox"/> Employed	<input type="checkbox"/> Armed Force <input type="checkbox"/> Associations (NGO) <input type="checkbox"/> Parliamentarian <input type="checkbox"/> Civil Servant <input type="checkbox"/> Corporate Employee <input type="checkbox"/> Diplomat <input type="checkbox"/> Private Employee <input type="checkbox"/> Autonomous Agency <input type="checkbox"/> International Agency <input type="checkbox"/> Local Govt Employee <input type="checkbox"/> Others (Please Specify).....
<input type="checkbox"/> Self Employed	<input type="checkbox"/> Business <input type="checkbox"/> Contractor <input type="checkbox"/> Service Provider <input type="checkbox"/> Others (Please Specify).....
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student <input type="checkbox"/> Farmer <input type="checkbox"/> Homemaker <input type="checkbox"/> Monk/Nun/Layman <input type="checkbox"/> Others (Please Specify).....
<input type="checkbox"/> Retired	<input type="checkbox"/> Pensioner <input type="checkbox"/> Non-pensioner
<input type="checkbox"/> Others (Please Specify)	
Employer Name, if Employed or type of Self-Employed*	
<b>Income Details</b>	
Gross Annual Income* (Nu.)	<input type="checkbox"/> 0-100,000 <input type="checkbox"/> 100,001-300,000 <input type="checkbox"/> 300,001-500,000 <input type="checkbox"/> 500,001-1,000,000 <input type="checkbox"/> 1,000,001-1,500,000 <input type="checkbox"/> 1,500,001-2,000,000 <input type="checkbox"/> 2,000,001 & Above
Source of Income*	<input type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Rental <input type="checkbox"/> Dividend <input type="checkbox"/> Agriculture & Livestocks <input type="checkbox"/> Wages (Labour) <input type="checkbox"/> Others (Please

**TERMS AND CONDITIONS**

**A. General Terms & Conditions**  
 I/We agree to abide by the Rules, Policies, Manuals of the Bank and Regulatory requirements of Bhutan Development Bank Ltd. applicable to customer identification and KYC, as amended from time to time.

**B. Contractual Clauses**  
**Timely KYC Updates and Accurate Information Maintenance**  
 i. In case of any changes to my/our KYC details and any other information provided during the account on-boarding process, I/we shall agree to **promptly update** the changed details at the earliest with adequate, accurate and up to date information.  
 ii. I/we **consent** the bank for the restriction of my/our account operations in case of failure to update KYC details as and when required.

**CUSTOMER CONSENT AND DECLARATION**

I hereby confirm that the information provided is true and accurate to the best of my knowledge at this time and shall be fully liable if proven otherwise. In case of any changes in the information provided, I undertake to inform the Bank promptly. I also agree to the disclosure of my account information as required by the regulatory authority and laws of the Kingdom. I/we have also read and understood the Terms & Conditions and also hereby agree to be bound by the rules and regulations governing the maintenance of accounts with the Bhutan Development Bank Ltd. (the Bank) in force and as amended by the Bank and / or Royal Monetary Authority and laws of the Kingdom.

Signature/Thumb Impression over Legal Stamp	Full Name: .....  Place: .....  Date: .....
---	---

CHECK LIST	
1. A copy of valid Identification Document 2. TWO recent passport sized photographs (wherever applicable) 3. A dully completed separate Account Opening Form	<b>For Minors:</b> 4. Census Details (Family Tree) 5. TWO recent passport sized photographs of Minor 6. TWO recent passport sized photographs and a copy of ID document of Guardian 7. CIF forms need to be filled separately for Guardian (if no CIF created earlier) and for Minor

**FOR BANK USE ONLY**

Created By (Signature): .....  Name: .....  Employee ID: .....  Date: .....	Verified By (Signature): .....  Name: .....  Employee ID: .....  Date: .....
---	--