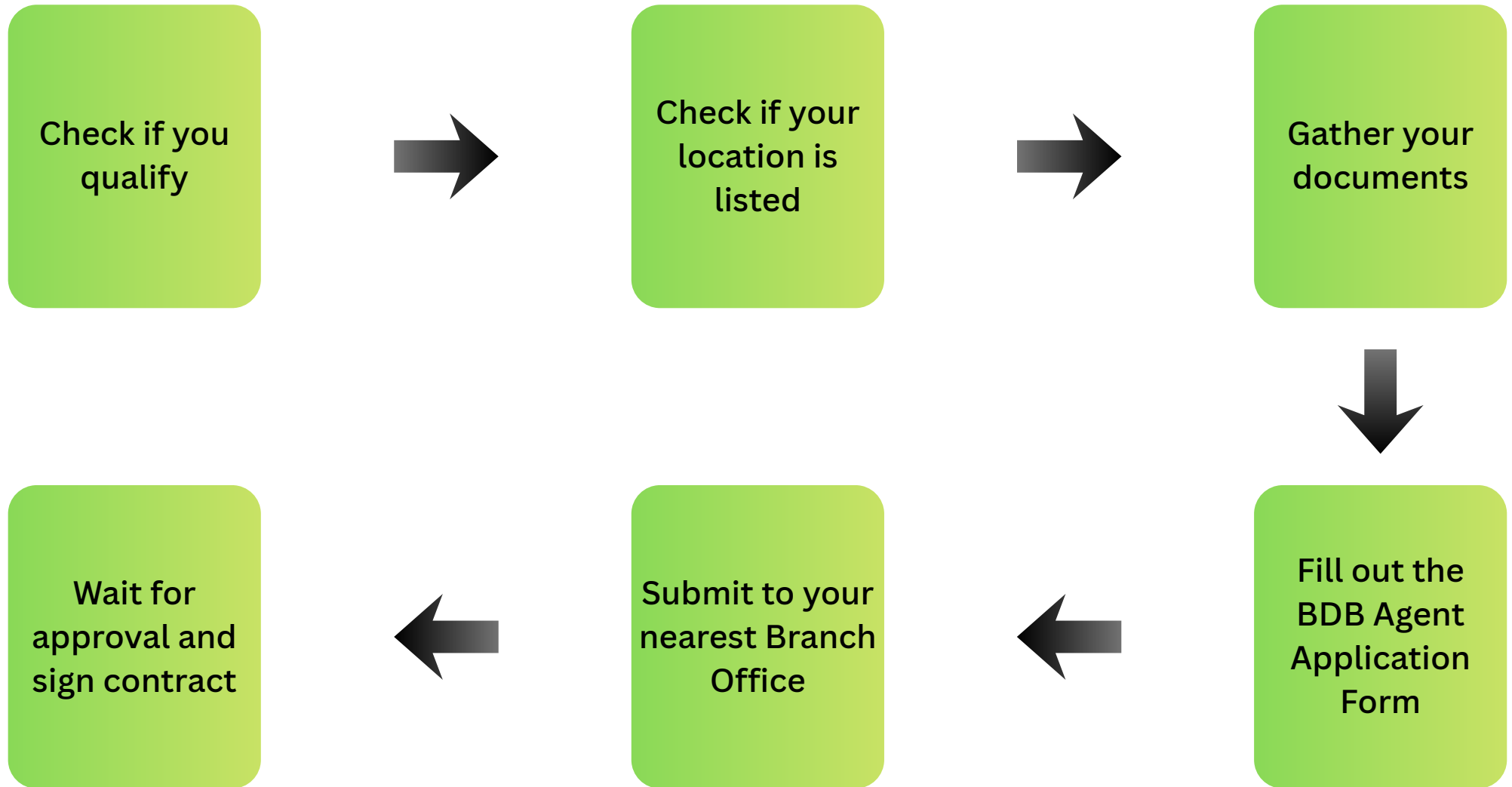


# How to apply to become a BDB Agent

## A step-by-step guide



# Eligibility

Make sure you meet all of these eligibility requirements before applying:

- i. Attained minimum age of 18 years
- ii. Hold a valid citizenship ID card in case of an individual or valid business license in case of a business entity
- iii. Obtain valid security clearance and not be declared bankrupt
- iv. Should be residency of the area
- v. Individual must have clean credit history (CIB Report) in the last one year preceding the signing of the contract and status maintained during the contract period
- vi. Must hold/open a deposit and CD account
- vii. Literate (ability to read and write)
- viii. Meet suitability in terms of infrastructure and other facilities to operate business
- ix. Submit a copy of audited financial statement submitted to the tax authority, if applicable

## Listed Location

BDB is currently recruiting agents only in these specific areas.

Find your location and the branch office you must contact:

<b>Location</b>	<b>Dzongkhag</b>	<b>Branch to visit</b>
Jurmey	Mongar	Mongar
Norgaygang	Samtse	Samtse
Tendu	Samtse	Samtse
Merak	Tashigang	Tashigang
Khaling	Tashigang	Tashigang
Sephy	Wangdue	Wangdue
Silimbi	Mongar	Mongar

# Documents Required

Collect these documents before you visit the branch:

- Valid Citizenship ID card (or Business License if applying as a business)
- Valid security clearance certificate
- CIB (Credit Information Bureau) report - clean record for past 1 year
- Proof of BDB deposit account and CD account (or be ready to open one)
- Audited financial statement (submitted to tax authority) - if applicable

# 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

## **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:

## SECTION F: FOR BANK USE ONLY

Date received:

Received by (Name):

Application No:

Approved:  Yes  No

Remarks:

Approved by (CM/BM): Signature:

Date: