



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

“Your Development Partner”

Branch:	Date: <table border="1"><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"><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 (✓) the appropriate option wherever required.																								
IDENTIFICATION DOCUMENT AND BASIC INFORMATION DETAILS																								
Identification Document Type*	☐ Citizenship ID Card ☐ Passport ☐ Work Permit ☐ Others (Please Specify).....																							
Identification Document No.*				Issue Date*	<table border="1"><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"><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"><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*	☐ Female ☐ Male ☐ Others																							
Title*	☐ HRH ☐ Lyonpo ☐ Dasho ☐ Lopen/Lam ☐ Mr. ☐ Ms.																							
Full Name*																								
Phone Number*				Father's Name*																				
Country of Birth*				Mother's Name*																				
Do you currently live outside Bhutan?*	☐ Yes ☐ No (If Yes, Residing Abroad Start Date*): <table border="1"><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?*	☐ Yes ☐ No (If Yes, EID.....)											
D	D	M	M	Y	Y	Y	Y																	
Email ID (Required if you are Residing Abroad*)				Enable Mobile Alerts?*	☐ Yes ☐ No																			
Nationality*	☐ Bhutanese ☐ Others			Marital Status*	☐ Married ☐ Unmarried ☐ Divorced ☐ Widow																			
If Married, please provide the following details:																								
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? *	☐ Yes ☐ No (If Yes, please obtain approval from the Management)																			
Permanent Address (Foreigners can fill in only "Country" field)																								
Thram No.*				Household No.*																				
House No.*				Dzongkhag*																				
Gewog*				Village*																				
Country*				Postal Code																				
Residential Address	Same As Permanent Address? *			☐ Yes ☐ No																				
If No, please provide the following details:																								
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 Types*	☐ Court Appointed ☐ Father ☐ Mother ☐ Other (Please specify)																							
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																								



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

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

- 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.
- 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 | For Minors:
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 |
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FOR BANK USE ONLY

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