



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

“Your Development Partner”

CUSTOMER INFORMATION UPDATE FORM (Retail)

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

CIF ID:

DATE:

ACCOUNT NUMBERS:

To be filled by the Customer				
SAVINGS	CURRENT	RECURRING	FIXED	LOAN

I/We request for the following changes in your bank record. I understand that the change(s) is/are being carried out at my/our request and will affect the above account held by me/us with BDB. I/We submit the necessary documents in original and photocopy required for effecting the same.

Please tick and update the required fields ONLY:

BASIC INFORMATION DETAILS

<input type="radio"/> Full Name		_____	
<input type="radio"/> Identification Document Type		<input type="checkbox"/> Citizenship ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Work Permit <input type="checkbox"/> Others (Please Specify)	
<input type="radio"/> Identification Number		_____	
<i>If ticked the above</i>	Issue Date:	_____	
	Expiry Date:	_____	
<input type="radio"/> Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Father's Name	_____
<input type="radio"/> Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Others	<input type="radio"/> Country of Birth	_____
<input type="radio"/> 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.		
<input type="radio"/> Phone No.	_____		<input type="radio"/> Email ID
<input type="radio"/> Taxpayer Number (TPN). (If applicable*)	_____		<input type="radio"/> Politically Exposed Person (PEP)/ Linked to PEP? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, please obtain approval from the Management)</i>
<input type="radio"/> Are you an employee of BDB?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, Staff ID)</i>	<input type="radio"/> Do you currently live outside Bhutan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, Start Date*):</i>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<input type="radio"/> Nationality	<input type="checkbox"/> Bhutanese <input type="checkbox"/> Others		<input type="radio"/> Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widow

*If married, please update the following details**

Spouse Name: _____ Spouse Phone No: _____
 Spouse's Occupation: _____ Spouse ID No: _____

<input type="radio"/> Permanent Address <i>(foreigners can fill in only "Country" field)</i>	<input type="checkbox"/> Thram No. _____	<input type="checkbox"/> House No. _____
	<input type="checkbox"/> Household No. _____	<input type="checkbox"/> Country _____
	<input type="checkbox"/> Dzongkhag _____	<input type="checkbox"/> Gewog _____
	<input type="checkbox"/> Village _____	<input type="checkbox"/> Postal Code _____

Residential Address: Same As Permanent Yes No *(If No, please update the following details)*

<input type="checkbox"/> Dzongkhag _____	<input type="checkbox"/> Gewog _____
<input type="checkbox"/> Village _____	<input type="checkbox"/> Country _____



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Residential/Working/University Address _____

○ DETAILS OF GUARDIAN (For Minors only): If ticked, update the following information

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

EMPLOYMENT AND INCOME DETAILS

○ Income	<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		
○ Employment Type	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Others		
○ Occupation	<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"/> Business <input type="checkbox"/> Contractor <input type="checkbox"/> Service Provider <input type="checkbox"/> Student <input type="checkbox"/> Farmer <input type="checkbox"/> Homemaker <input type="checkbox"/> Pensioner <input type="checkbox"/> Monk/Nun/Layman <input type="checkbox"/> Others (Please Specify).....		
○ Employer Name			
○ 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 Specify)		
○ Education Level	<input type="checkbox"/> No Formal Education <input type="checkbox"/> Primary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree and Above		

CHECKLIST*:

<input type="checkbox"/> CID Copy	<input type="checkbox"/> Passport size photograph
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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 further 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:

FOR BANK USE ONLY

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