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BHUTAN NATIONAL BANK LIMITED

Issue No.: 1.1

Issue Date: 20th May 2019

Revision

Date: 13th Nov 2023

NAME: APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER

The Chief Executive Officer
 Bhutan National Bank Limited
 Thimphu.

I/We would like to request for **Bank Guarantee** for **Bid Security (EMD) / Performance Guarantee / Mobilization Advance / Release of Retention Money/ Security Deposit** amounting to Nu. _____ for a period of _____ Days/Months/Years with effect from _____ (dd/mm/yy) for the purpose of _____ (description of the work).

The above guarantee may be issued in favour of _____ (Name of the beneficiary) on behalf of _____ (Name of the construction company/Bidder).

Currently I operate the following business:

Sl.No	Business Name	License Number	Location	Nature of Business
1				
2				
3				

(A) PERSONAL DETAILS OF THE PROPRIETOR/PROPRIETRESS:

Name: _____ Age: _____

Date of Birth: Day Month Year

Sex: Male Female

Marital Status: Single Married I.D. Card No.(Old) _____
 (New) _____

Mobile No: _____ Phone No: _____ Email Id: _____

Permanent Address: Village: _____ Gewog: _____ Dzongkhag _____
 Thram No: _____ House No: _____

If Married; Name of Spouse: _____ Age: _____

Profession: _____ I.D Card No (New/Old) _____

Mobile No: _____ Phone No: _____

Permanent Address: Village: _____ Gewog: _____ Dzongkhag _____

(B) ACCOUNTS MAINTAINED WITH BNBL (if any):		
Sl. No.	Account Type	Account Number
1	Savings Account	
2	Current Account/Overdraft Account	

(C) ADDRESS

a) Business Address: Post Box No:_____ City:_____Country_____

Name of Business:_____

Tele No_____Email Id_____

Mobile:_____

(D) SECURITY DETAILS:

a) Building:

	Building I	Building II	Building III	Monthly Rental
Thram/Plot No.				
Plinth Area				
Value				
Place				
Dzongkhag				

b) Land:

Thram/Plot No._____Area_____Value_____

Place:_____Dzongkhag: _____

c) Orchard:

i) Thram/Plot No._____Dzongkhag_____

ii) No. of Non-Fruit Bearing Tress _____Rate _____Value _____

d) Vehicle:

Type: _____Registration No.: _____Year Mgd.: _____Cost Price: _____

e) Share _____Face value _____Total value_____

(E) DETAILS OF EXISTING LOAN & BANK GUARNATEE WITH BNBL (IF ANY)

TYPE	LOAN ACCOUNT/BG NO	SECURITY/COLLATERAL

(F) LOAN DETAILS WITH OTHER FINANCIAL INSTITUTIONS:

LOANS WITH	LIMIT	OUTSTANDING	OVERDUES	DETAILS OF COLLATERAL
BOB				
BDFC				
T-BANK				
DPNB				
RICB				
BIL				
NPPF				

(G) DOCUMENT CHECK LIST (TICK ALL APPLICABLE)

1. Photocopy of I.D. Card	<input type="checkbox"/>
2. Latest Passport size photographs (2 nos.)	<input type="checkbox"/>
3. Ownership Certificate (not more than 3 months old)	<input type="checkbox"/>
4. Copy of Blue Book	<input type="checkbox"/>
5. Work Order	<input type="checkbox"/>
6. Copy of valid Insurance policy of the building/vehicle	<input type="checkbox"/>
7. Copy of Business License/CDB License	<input type="checkbox"/>
OTHER DOCUMENTS(IF APPLICABLE)	
1) Photocopy of I.D. Card of Guarantor(s)	<input type="checkbox"/>
2) Latest Passport size photographs of Guarantor(s) 2 nos	<input type="checkbox"/>

(H) DETAILS OF GUARANTOR (IF APPLICABLE)

Name:_____Age:_____ID Card No(New/Old)_____

Profession_____Relation:_____

Contract address: _____Telephone No:_____

Mobile no:_____Email Id:_____

(I) CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information.

(J) CONSENT CLAUSE

I acknowledge that I have read, understood, and agree to the terms outlined in BNBL's Privacy Policy. I hereby grant my explicit consent for the collection, use, storage, and sharing of my personal data as described in the Privacy Policy. The information I provide may be used for contacting me for service-related or marketing communications, Enhancing and personalizing my customer experience with BNBL and to comply with legal and regulatory obligations.

*In case of claim by the beneficiary, I/WE, hereby undertake to reimburse on your first demand the amount paid by BNBL to If I/We fail to reimburse, the claimed amount may be converted to short-term business loan at the prevailing interest rate and **the tenure approved by the Bank**. In the event of failure to liquidate the loan, I/We authorize BNBL to take over the properties mortgaged to the Bank in order to realize the amount payable by us.*

Date: _____

**AFFIX
LEGAL
STAMP
Nu:10**

AUTHORISED SIGNATORY & SEAL OF THE COMPANY

NAME _____

DESIGNATION _____

*Please note: You are required to bring the original copy of the all the documents for verification by the concerned Bank Officials.



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BHUTAN NATIONAL BANK LIMITED
Your Relationship Bank

BNB-PO-002-Privacy-Policy

Version No.1.0

Release Date: 01/06/2023

Revision Date: 0

Privacy Policy:

1. The Bhutan National Bank gathers personal information (PII) from customers and employees for various purposes, such as account opening, loan approval, identity verification, customer response, and product or service updates.
2. The bank does not disclose customer and employee personal information (PII) with third parties or transborder sharing. However, it may share data with regulators, governments, and law enforcement agencies. Other entities may share PII data, and the bank must comply with applicable laws and guidelines.
3. The bank takes steps to protect personal details against unauthorized disclosure.
4. Our website and other online platforms use cookies and related technologies to track visitor information, make the platform easier, tailor products and services, collect user data, and analyze server logs. Some cookies are from third-party companies for web analytics and intelligence.
5. The bank protects personal data by preventing unauthorized access, but cannot guarantee data security or website entry. Users should use secure online platforms, passwords, and secure browsers, and report any unauthorized use to the bank immediately.
6. Our website may link to third-party websites, but we are not responsible for their privacy practices and encourage users to learn about their policies, even if co-branded with our logo or trademark.
7. The policy and website use are governed by Bhutanese laws and bank regulations, with the bank acting as a Data Controller, ensuring consent before access
8. Bank upholds privacy by providing various rights such as access, consent withdrawal, objecting to data processing, rectification, erasure, data portability, processing restriction, automated decisionmaking protection, and complaint lodgment.
9. Our office securely stores personal information for at least 10 years, with the information destroyed after. We do not share, sell, or rent PII, but may store it with third parties. Third parties must respect data security and treat it lawfully.

The detailed Policy can be found from BNBL website ([privacy_policy.pdf \(bnb.bt\)](#))

Ihereby confirm that I have read privacy policy of
Bhutan National Bank Limited.

Signature of the applicant.