6070
www.bnb.bt
Thimphu, Bhutan

APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER

Please complete in CAPITAL LETTERS and ☑ the appropriate boxes. All the fields **marked *** are mandatory.

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				

My Customer ID*:.....

**Please complete the customer information form (Retail/Corporate) as appropriate if you do not already have an account at BNBL.*

(A) Accounts Maintained with BNBL

Sl. No	**Account Type**	**Account Number**
1	Savings Account	
2	Current Account/Overdraft Account	

(B) Address

Business Address:	Post Box No:
Dzongkhag:	Email:
Mobile No.: ☐☐ ☐☐☐ ☐☐☐	Phone No.: ☐☐ ☐☐☐ ☐☐☐

6070
www.bnb.bt
Thimphu, Bhutan

APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER

Please complete in CAPITAL LETTERS and ☑ the appropriate boxes. All the fields **marked** * are mandatory.

(C) Security Details

a) Building:

Sl.No	Building I	Building III	Building III	Building IV
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:

No. of Share:	Face Value.:	Total Value:

(D) Details Of Existing Loan & Bank Guarnatee with BNBL (IF ANY)

Type	Loan Account/BG No.	Security/Collateral

6070
www.bnb.bt
Thimphu, Bhutan

APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER

Please complete in CAPITAL LETTERS and ☑ the appropriate boxes. All the fields **marked** * are mandatory.

(E) Loan Details with Other Financial Institutions

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

(F) Details of Guarantor (If Applicable)

Name: | Age: | CID No: ☐☐☐☐☐☐☐☐☐☐☐☐

Profession: | Relation:

Contact address:

Mobile No.: ☐☐ ☐☐☐ ☐☐☐ Phone No.: ☐☐ ☐☐☐ ☐☐☐

Email:

(G) Document Check List (Tick All Applicable)

1. Photocopy of I.D. Card ☐
2. Latest Passport size photographs (2 nos.) ☐
3. Ownership Certificate (not more than 3 months old) ☐
4. Copy of Blue Book ☐
5. Work Order ☐
6. Copy of valid Insurance policy of the building/vehicle ☐
7. Copy of Business License/CDB License ☐

OTHER DOCUMENTS(IF APPLICABLE)

1. Photocopy of I.D. Card of Guarantor(s) ☐
2. Latest Passport size photographs of Guarantor(s) 2 nos ☐

APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER

Please complete in CAPITAL LETTERS and ☑ the appropriate boxes. All the fields **marked *** are mandatory.

(H) CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan 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. Further, the undersigned assure to make prompt and timely repayments as per the agreement. In event of non-compliance, the undersigned hereby authorize BNBL to take legal action as per BNBL norms.

(I) 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: D D / M M / Y Y Y Y

AFFIX
LEGAL STAMP
Nu: 10

AUTHORISED SIGNATORY & SEAL OF THE COMPANY NAME

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

6070
www.bnb.bt
Thimphu, Bhutan

PRIVACY POLICY

BNB-PO-002-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.
10. The detailed Policy can be found from BNBL website (privacy_policy.pdf (bnb.bt)

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

Signature of the applicant.

Version No. ***1.0*** | *Release Date:* ***01/06/2023***