

### ADDITIONAL SIGNATORY FORM

Please complete in CAPITAL LETTERS and  the appropriate boxes. All the field are mandatory.

Date   /   /

#### Personal Details

Full Name: \_\_\_\_\_ Account Number : \_\_\_\_\_

Nationality:  Bhutanese  Other (Specify)

ID Type:  CID OR  Work Permit OR  Resident Permit OR  Passport OR  
 Green Card OR  MOHCA Letter OR  Marriage Certificate  Other (Specify)

ID Number:

Mobile Number +975         Email ID: \_\_\_\_\_

Tax Payer Number: \_\_\_\_\_ Fixed Line No.: \_\_\_\_\_

#### Permanent Address:

House No.: \_\_\_\_\_ Thram No.: \_\_\_\_\_ Village: \_\_\_\_\_

Gewog: \_\_\_\_\_ Dungkhag: \_\_\_\_\_ Dzongkhag: \_\_\_\_\_

#### Correspondence Address:

#### For Bank Use Only

Particulars	Name of the Staff	Date/Month/Year	Signature
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Input done by			
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Verifier/approved by			
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#### CHECKLIST (All Original Documents to be Submitted for Verification)\*

- |             |  |
|-------------|--|
| Individuals | <ol style="list-style-type: none"><li>One recent colored passport size photographs of the applicant(s)</li><li>Valid ID copy</li></ol> |
|-------------|--|

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

#### Consent & Liability Declaration

I/We hereby confirm that the information provided on this form is true and accurate to the best of my/our knowledge, at this time, and shall be fully liable if proven otherwise.

I/We undertake to promptly inform Bhutan National Bank Ltd (the "Bank") of any changes to my/our KYC details or other information, the information provided will be accurate, adequate and up-to-date. I/We understand and consent that failure to update KYC details when required may result in restriction of account operations.

I/We have read and understood the Terms & Conditions and hereby agree to be bound by the rules and regulations governing the maintenance of accounts with the Bhutan National Bank Ltd (the Bank) in force and as amended by the Bank and/or the Royal Monetary Authority of Bhutan from time to time.

Accordingly, I/We fully agree to pay any such amount/s wrongly credited in my/our account, to the rightful owner/the Bank. I/we also hereby authorize the bank with the right to lien note my/our account against cheques/debit authority presented for payment to the Bank, recovery of non-performing assets, overdrawn accounts, disputed transactions, properties for seizure and in line with court order/s. I/we confirm that I/we shall be absolutely and completely liable for any misuse of the accounts/cards opened/issued in/to my/our name.

I/We agree to use my/our bank accounts solely for intended and lawful purposes. I/We commit not to rent, share, or allow third parties to use my/our bank accounts for whatsoever reasons. I/We accept full liability for any unlawful use of my/our accounts, including but not limited to receiving, transferring, or holding illicit funds. I/We acknowledge that any such unlawful funds may be confiscated by authorities in accordance with applicable Regulations/Laws.

I/We acknowledge that permitting third parties to use my/our bank accounts for any reason may result in immediate account deactivation if detected by the Bank. I/We understand that breaching these terms may result in criminal prosecution and/or civil penalties as prescribed by the regulatory authority and laws of the Kingdom.

I/We hereby grant explicit consent for the collection, use, storage, and sharing of my/our personal data as described in the Privacy Policy. This information may be used for service-related or marketing communications, enhancing and personalizing my/our customer experience with BNBL, and for compliance with legal and regulatory obligations.

Name: .....

Date:   /   /

Signature  
over Legal  
Stamp

Signature/ Thumb Impression

Signature/ Thumb Impression

**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.