

CUSTOMER INFORMATION FORM (CORPORATE)

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

Corporate Details*

Name of Corporate Entity:

Legal Entity Type: Government Bodies Sole Proprietor Public Company
 Pvt. Company Partnership Trust/Association/Club National NGOs
 International NGOs Others (Please specify)

Registration No. Or
 Business License No.:

Registration Date:

BIT OR CIT No.:

Nature of Business:

Capital investment/Seed Fund:
 Source of fund:

Correspondence Address / Registered Address*

Email ID:

Telephone:

Fax No.:

Mobile No.:

Authorized Representatives/Directors of the Corporate Entity*

Name of Representative/Director	CID Number	TPN #	% of Shares	Customer ID/Base No

CUSTOMER INFORMATION FORM (CORPORATE)

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

Specimen Signature

Signature/ Thumb Impression
1 Signature/ Thumb Impression 1

Signature/ Thumb Impression
2 Signature/ Thumb Impression 2

Passport-Sized
photograph
(no later than 6

Signature/ Thumb
Impression 1

Signature/ Thumb
Impression 2

Passport-Sized
photograph
(no later than 6 months)

Consent & 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. If any of the details change, I/We undertake to inform the Bank promptly.

I/We have read the 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 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. I/We also agree to the disclosure of my account information as required by the regulatory authority and laws of the Kingdom.

Therefore, 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.

Name & Signature (s):

Date: / /

Signature over
Legal Stamp

For Bank Use Only

Particulars	Name of the Staff	Date/Month/Year	Signature
Input done by			
Verifier/approved by			
Current Account No:			Branch No:

CUSTOMER INFORMATION FORM (CORPORATE)

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

CHECKLIST (All Original Documents to be Submitted for Verification)***Sole Proprietor**

1. Copy of valid Trade license
2. Copy of CID
3. One Passport Size Photograph
4. Authorization from proprietor if to be operated by another person
5. Company seal if any

Private/Public limited Companies

1. Copy of valid Trade license
2. Copy of CIDs of Directors/shareholders/account operator
3. One Passport Size Photograph of the account operator
4. Copy of Certificate of incorporation/Articles of Association (For Limited Companies)
5. No objection/forwarding letter from directors if to be operated by another person other than directors or any one from directors.
6. Latest financial returns for the company or, if no return is available, an estimate on annual income
7. Company seal

Partnership

1. Copy of valid Trade license
2. Copy of CIDs of the partners/account Operators
3. One Passport Size Photograph of the account Operators
4. Copy of registered partnership deed
5. Copy of Articles of Incorporation/Certificate of incorporation
6. Copy of Resolution/forwarding letter for opening account
7. Authorization from the partners if to be operated by another person
8. The latest financial returns for the partnership
9. Company seal

Trust/Club/Tshogpas/Religious Bodies/Associations

1. Registration certificate if it is CSO/CRO registered and If not registered minutes of meeting
2. Copy of CIDs of the officeholders/account Operators
3. One Passport Size Photograph of the account Operators
4. Copy of resolution/ forwarding letter duly signed by head of agency
5. Seal if any

Government Bodies

1. Approval from the Ministry of Finance
2. Copy of CID of the account Operators
3. One Passport Size Photograph of the account Operators
4. Written authorization signed by the agency head for the concerned person(s) to open the account or undertake the transaction
5. Office Seal

National/International NGOs

1. Registration certificate if registered/If not registered minutes of meeting
2. Copy of CIDs of the officeholders/account Operators
3. One Passport Size Photograph of the account operator
4. Copy of resolution/forwarding letter duly signed by head of agency
5. Office Seal

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 \(bnb.bt\)](#))

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

Signature of the applicant.