

CUSTOMER INFORMATION UPDATE FORM (CORPORATE)

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

Account Number (s) :

Full name of Corporate Entity:

☐ Registration No. Or ☐ Business License No. :

Registration Date:

BIT OR CIT No.:

License Issued on (DD/MM/YYYY):

License Expires on (DD/MM/YYYY):

Initial Investment (Capital) :

Correspondence Address/Registered Address :

Email ID:

TelephoneNo:

Mobile Number : +975

Authorized Representatives/Directors of the Corporate Entity*

*Please provide the Articles of Association or Memorandum of Understanding or Board Resolution authorizing the persons listed below to be officially recognized as persons directly interested in this company and authorized to act on its behalf for all matters related to the company accounts maintained in this Bank***

Name of Representative/Director	ID Number	Contact Number	Relation to the company

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Names Of Shareholders (If Private Limited Companies)*

Name	% Of shares

For sole Proprietorship: In the event of my death, I hereby declare the following nominees as the legal representatives for all the Account(s): Current Account or Term Deposit account or Recurring Account or Safe Deposit Locker maintained with your Bank in the name of..... & Account number (s)

Name of Nominee(s)	DOB	Relation to Customer	CID/Passport No	Contact No	% to be paid

- He/she has the absolute right to close any of the accounts or claim for contents in Safe Deposit Locker.
- He/she also has the right to withdraw the balances lying therein, after the adjustment of any outstanding/s with this bank & receive the contents in the Safe deposit Locker.
- I have read and understood the procedure for legal claim from my Deposit accounts maintained with this Ban.
- This Bank shall not be liable, once the payment/contents are made/delivered to the nominee as per the nomination details provided/declared above.

You can revise this list at any time during the currency of the account, by providing a written application to the bank.

For Bank Use Only

Particulars	Name of the Staff	Date/Month/Year	Signature
Input done by			
Verifier/approved by			

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

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

Signature of the applicant.

CHECKLIST

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

(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. Letter of authority & photographs of the persons operating the account
5. Company seal if any

Partnership/ Foreign Direct Investment (FDI)

1. Copy of valid Trade license / FDI certificate
2. Copy of CIDs / Passports of the partners/account Operators
3. One Passport Size Photograph of the account Operators
4. Copy of registered partnership deed (if any) / Memorandum of understanding(MOU)
5. Copy of Articles of Incorporation and 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. Copy of the latest financial returns of the partnership
9. Company seal

Private/Public limited Companies

1. Copy of valid Trade license
2. Copy of CID/passport of Directors/shareholders/account operator
3. One Passport Size Photograph of the account operator
4. Copy of Certificate of incorporation and 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. Copy of the latest financial returns of the partnership
7. Company seal

Trust/club/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