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BANK OF BHUTAN

A dhi Company

Date:

### CUSTOMER INFORMATION FORM (Corporate)

Please fill form in **CAPITAL LETTERS** only. All fields marked \* are **MANDATORY**  
Please Tick the appropriate Product

Passport size photograph of Primary Account Holder	Passport size photograph of Joint Account Holder 1	Passport size photograph of Joint Account Holder 2	Passport size photograph of Joint Account Holder 3
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This section to be filled by the Bank official receiving the form

CIF Number:

**\*Customer Type:**

- Government
- Private Company
- Association & Club
- Autonomous Agency
- DHI Company
- Partnership
- Trust
- SOE
- Sole Proprietorship
- Local NGO
- Public Company
- Armed Forces
- Foreign NGO

\*Business/Agency Name: .....

Establishment Date: ..... Commencement Date: .....

Registration/Reference No: .....

In case of Sole Proprietorship,

Name of Proprietor: ..... CID No: .....

Signature

## CUSTOMER INFORMATION FORM (Corporate)

### Communication Details

\*Building No./Flat No. : ..... \*Road Name : .....

\*Village : ..... \*Gewog : .....

Dungkhag : ..... \*Dzongkhag : .....

\*Email ID : ..... Post Box No. : .....

\*Company Name : ..... \*Address : .....

\*Office Tel. No. : ..... Fax No. : .....

\*Mobile No. : .....

**\*Gross Annual Income (In Nu.) / Turnover (in Nu.) for sole proprietorship /partnership**

0 - 100,000     
  100,001 - 300,000     
  300,001 - 500,000     
  500,001 - 1,000,000  
 1,000,001 - 1,500,000     
  1,500,001 - 2,000,000     
  2,000,001 & Above

**For Corporate (Investment Size)**

Large     
  Medium     
  Small/Cottage Industry/Micro

### Identification Document (Please tick the appropriate box)

**ID Type:**

Trade License     
  Letter from Public Authority     
  Partnership Deed  
 Private Company     
  Certificate of Incorporation     
  Memorandum of Understanding  
 Articles of Association     
  Certificate to Commence Business     
  Trust Deed

Signature



**CUSTOMER INFORMATION FORM (Corporate)**

\*TPN No. (Tax Payer Number): ..... (As required under AML/CFT Regulation)

Head Office Details:

I/We confirm that the information/particulars provided herewith are true and accurate to the best of my/our knowledge and I/we shall be fully liable if proved otherwise. If any of the details change, I/we undertake to inform the Bank.

**Authorised Signatory Details:**

Name	Citizenship ID Number	Signature

**Consent and Declaration:**



**\*Document Check List (All original documents to be submitted for verification):**

Eligibility	Documents Required
1. Individuals Singly or Jointly with other;	<ul style="list-style-type: none"> <li>• Two Passport Size Photographs</li> <li>• Citizenship ID Card/Passport photocopy</li> <li>• An introduction by our Bank CD Account holder for the last six months</li> <li>• Rubber stamp and Business License for individual businessman</li> </ul>
2. Firms - Sole Proprietorship	<ul style="list-style-type: none"> <li>• Trade License photocopy</li> <li>• Citizenship ID Card/Passport photocopy</li> <li>• Letter of Authority and Photographs of the Persons operating the Account</li> <li>• Rubber stamp of the firm</li> <li>• Introducer (who has CD account with Bank)</li> <li>• Two Passport Size Photographs of the Proprietor</li> </ul>
3. Partnership	<ul style="list-style-type: none"> <li>• Partnership Deed</li> <li>• Trade License photocopy</li> <li>• Citizenship ID Card/Passport photocopy of Partners</li> <li>• Rubber stamp of the firm</li> <li>• Introducer (who has CD account with Bank)</li> <li>• Two Passport Size Photographs of each partner</li> <li>• Copy of the latest financial returns for the partnership</li> <li>• Any official valid document identifying the partners and the persons having Power of Attorney and their addresses</li> </ul>
4. Clubs, Societies, Associations;	<ul style="list-style-type: none"> <li>• Application Letter</li> <li>• Article of Association</li> <li>• Certificate copies of bye-law/rules/constitution of the club</li> <li>• Board Resolution</li> <li>• Two photographs of each Office Holder</li> <li>• Citizenship ID photocopies of each Office Holder</li> <li>• Rubber stamp</li> <li>• Copy of the latest financial returns for the company or, if no return is available, an estimate of annual income</li> </ul>
5. Limited Companies, Government Corporations, etc.	<ul style="list-style-type: none"> <li>• Memorandum &amp; Article of Association</li> <li>• Copy of Board of Directors resolution Authority of the Company to open &amp; operate the Account</li> <li>• Citizenship ID Card copies of the Directors and Key Executive</li> <li>• Certificate of incorporation</li> <li>• Rubber stamp of the Company</li> <li>• Letter of Authority (signature of the authorised person who deals with bank transaction)</li> <li>• The latest financial returns for the Company or, if no return is available, an estimate on the annual income</li> </ul>

**\*A separate Account Opening Form needs to be completed to open any Account, apart from this Form. (Please ask for it at the counter, mentioning the type of Account you would like to open).  
Information required as per RMA AML/CFT Regulation**

Created By: (Signature)

Authorised By: (Signature)

Employee ID: .....

Employee ID: .....

Date: .....