



འབྲུག་གོང་འཕེལ་དངུལ་ཁང་ཚོང་འཛིན།  
**Bhutan Development Bank Limited**

“Your Development Partner”

Branch: .....

Date:

D	D	M	M	Y	Y	Y	Y
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CIF ID (To be filled by Bank Officials):

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**CUSTOMER INFORMATION FORM (Corporate)**

Please fill up the form in CAPITAL LETTERS only. The fields marked with \* are **mandatory**. Please tick (✓) the appropriate option wherever required.

**BASIC INFORMATION DETAILS**

<b>Name of the Entity/Business*</b>																			
<b>Entity Segment (Please Tick One)*</b>	<input type="checkbox"/> Armed Force <input type="checkbox"/> Autonomous Body <input type="checkbox"/> DHI Company <input type="checkbox"/> National NGO <input type="checkbox"/> Public Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Others (Please Specify).....	<input type="checkbox"/> Corporate <input type="checkbox"/> CSO <input type="checkbox"/> Govt. Agency <input type="checkbox"/> NBFi <input type="checkbox"/> Pvt. Company <input type="checkbox"/> SOE	<input type="checkbox"/> Association/Club/Trust <input type="checkbox"/> Commercial Bank <input type="checkbox"/> Govt. Corporation <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Religious Organization <input type="checkbox"/> Educational Institute																
<b>Nature of Business*</b>																			
<b>Source of Fund (Please Tick One)*</b>	<input type="checkbox"/> Own Fund <input type="checkbox"/> Bank Loan <input type="checkbox"/> Govt.Grants/Subsidies <input type="checkbox"/> ADB <input type="checkbox"/> Micro Finance <input type="checkbox"/> World Bank <input type="checkbox"/> Business <input type="checkbox"/> Company Sale <input type="checkbox"/> Company Profit <input type="checkbox"/> UN Development Fund <input type="checkbox"/> Sale of Properties <input type="checkbox"/> Others (Please Specify).....																		
<b>Incorporation Date*</b>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<b>Commencement Date*</b>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
D	D	M	M	Y	Y	Y	Y												
<b>Taxpayer Number (TPN)*</b>		<b>Anticipated Annual Income (Nu.)*</b>																	



**IDENTIFICATION DOCUMENT DETAILS**

Identification Document Type (Please Tick one)*	<input type="checkbox"/> Identification Proof <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Partnership Deed <input type="checkbox"/> License <input type="checkbox"/> Letter from Public Authority <input type="checkbox"/> Trust Deed <input type="checkbox"/> Memorandum of Association <input type="checkbox"/> Articles of Association <input type="checkbox"/> Certificate to Commence Business																		
Identification Document No.*																			
Issue Date*	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;">D</td> <td style="width: 25px; height: 25px;">D</td> <td style="width: 25px; height: 25px;">M</td> <td style="width: 25px; height: 25px;">M</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	Expiry Date*	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;">D</td> <td style="width: 25px; height: 25px;">D</td> <td style="width: 25px; height: 25px;">M</td> <td style="width: 25px; height: 25px;">M</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> <td style="width: 25px; height: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
D	D	M	M	Y	Y	Y	Y												
Investment Type *	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Industry <input type="checkbox"/> Manufacturing <input type="checkbox"/> Service <input type="checkbox"/> Micro Trade <input type="checkbox"/> Others (Please Specify).....																		
Investment Scale*	<input type="checkbox"/> Micro <input type="checkbox"/> Cottage <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large																		

**REGISTERED (HEAD OFFICE) ADDRESS DETAILS**

Address*			
Dzongkhag*		Gewog.*	
Email ID*		Office Phone No.*	
Postal Code		Fax No.	
Building/Flat No.		Street/Road Name	

**MAILING/CORRESPONDENCE ADDRESS DETAILS (CURRENT ADDRESS)**

Same As Registered Address?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If No, please provide the following details:</i>			
Address*			
Dzongkhag*		Gewog*	
Email ID*		Office Phone No.*	
Postal Code		Fax No.	
Building/Flat No.		Street/Road Name	

**KEY CONTACT PERSON DETAILS**

Key Contact Person Name*		Identification Document No.*	
Phone No*		Email ID*	



**BENEFICIAL OWNERSHIP DECLARATION**

<b>Entity Name</b>	
<b>Reg/Lic No</b>	
<b>Current Address</b>	
<b>Country of Incorporation</b>	

Please complete the following information for all beneficial owners (BO) that own or control 25% or more of the customer’s interest (shares or voting rights), beneficial owners on whose behalf the account is being operated, and at least one person who exercises effective control of the legal entity.

I/We declare that the beneficial owner(s) of the customer for this entity are as follows:

Sl No.	Name	Designation	ID No	Country of Issue of ID	Date of Birth	Current Address	Source of BO (select A,B or C or any combination of the three)	(PEP)? (Tick if applicable)

[1] A=Equity (indicate %), B=Effective Control, C=Person on Whose Behalf Account is Operated.

**Equity:** An individual or Entity having a controlling ownership interest in an entity entails having 25 percent or more of the ownership interest, which is determined by examining factors such as share capital or voting rights.

**Effective Control:** A person or entity to exercise significant influence or control over the decisions and operations of an account or entity. Even if they do not have legal ownership, individuals with effective control (such as senior management, directors, or



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**Bhutan Development Bank Limited**

*“Your Development Partner”*

*influential shareholders) can direct the actions of a business or financial account.*

**Person on Whose Behalf the Account is operated:** *An individual or entity for whom an account is being operated and have exercise control or derive benefits from the account without being the official account holder.*

**PEP (Politically Exposed Person):** *Individuals who are or who have been entrusted internationally or domestically with prominent public functions by the government or international organization such as Heads of State or Government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials, directors, deputy directors and members of the board or equivalent functions.*

I/ We hereby declare and confirm all details provided herein are complete, valid and accurate disclosure of the Ultimate Beneficial Owner(s) are effective and binding. Further, I/we undertake to notify the Bank immediately in writing of any change in the beneficial owners.

**LIST OF DIRECTORS**

Please list down the current directors of the company/entity

Sl.No	Name	ID No.	Designation	Current Address	PEP? (Tick if applicable)



## TERMS AND CONDITIONS

### A. General Terms and Conditions

- i) I/We agree to abide by Bhutan Development Bank's rules in force from time to time.
- ii) In case of any wrong credit in my/our account, I/we agree to repay the same to the rightful owner/the Bank.
- iii) Bank reserves the right to lien note my/our account against the cheque/debit authority presented for payment to the Bank, recovery of non-performing assets, overdrawn accounts, disputed transaction, properties for seizure and court order.
- iv) In case of change in address and contact information, I/we shall inform the bank and update the changed details at the earliest.
- v) In case of failure to update the changed contact details of phone number and email address, the bank shall not be held responsible for siphoning (misusing) of funds from my/our account.
- vi) The Bank shall reserve the right to debit my/our account towards Account Maintenance Fee for certain accounts maintained with the Bank for a financial year that is subject to revision from time to time.
- vii) I/we shall agree to pay the minimal fees to the Bank that are charged towards the additional services provided by the Bank.
- viii) I/we shall agree to maintain a minimum balance of Nu.1, 000 in my/our Current Deposit accounts as required by the Bank's policy that may be subject to revision from time to time.
- ix) I/we shall be absolutely liable for any misuse of the accounts/cards opened in my/our name.

### B. Contractual Clauses

#### 1. Timely KYC Updates and Accurate Information Maintenance

- i) In case of any changes to my/our KYC details and any other information provided during the account on-boarding process, I/we shall agree to **promptly update** the changed details at the earliest with adequate, accurate and up to date information.
- ii) I/we **consent** the bank for the restriction of my/our account operations in case of failure to update KYC details as and when required.

#### 2. Prohibition of Third Party Account Usage

- i) I/we **agree** to use my/our bank accounts solely for intended and lawful purposes only.
- ii) I/we **commit** not to rent, share, or allow third parties to use my/our bank accounts for whatsoever reasons.
- iii) I/we **accept full liability** for any unlawful use of my/our accounts, including but not limited to receiving, transferring, or holding illicit funds.
- iv) 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.
- v) I/we **acknowledge** that any such unlawful funds may be confiscated by authorities in accordance with applicable Regulations/Laws.
- vi) I/we **understand** that breaching these terms may result in criminal prosecution or civil penalties as prescribed by Regulations/Laws.



**CUSTOMER CONSENT AND DECLARATION**

I/We hereby confirm that the information provided is true and accurate to the best of my/our knowledge at this time and shall be fully liable if proven otherwise. In case of any changes in the information provided, I/We undertake to inform the Bank promptly.

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

I/we have also read 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 Development Bank Ltd. (the Bank) in force and as amended by the Bank and / or Royal Monetary Authority and laws of the Kingdom.

Signature  
over Legal  
Stamp

Name of Proprietor/Authorized Person: .....

Place: .....

Date: .....

Phone No.: .....

**CHECK LIST**

1. *Official letter/management approval/board resolution stating to open CD/FD account addressed to Branch Manager stating the designated persons/signatories to operate the account/s.*
2. *A copy of valid Identification Document/Identification Proof.*
3. *Tax exemption certificate (if tax is exempted).*
4. *Copy of Legislative or any other basis on which the government body has been established.*
5. *A copy of CID and TWO recent passport sized photographs of authorized representative and Authorized signatories.*
6. *A dully completed Account Opening Form*
7. *Articles of Association/Shareholding patterns*

**FOR BANK USE ONLY**

**Created By (Signature):** .....

**Name:** .....

**Employee ID:** .....

**Date:** .....

**Verified By (Signature):** .....

**Name:** .....

**Employee ID:** .....

**Date:** .....