



༡། འབྲུག་རྒྱལ་ཁོན་སྤང་ལས་འཛིན་ཆད།

# RICB

“Your partner for growth and security”

Date:



## CUSTOMER INFORMATION UPDATION FORM

**Please fill all the details in CAPITAL LETTERS**

**Branch Office:**

**Recent  
passport  
size  
photograph**

## PART I: Personal Information

**Name:**

(\* as per CID/passport/work permit)

**Salutation (tick):** Mr. ☐ Mrs. ☐ Miss ☐ Dasho ☐ Aum ☐ Others:.....

**DOB:**         **Gender (tick):** Male ☐ Female ☐

**Nationality:**

**If Bhutanese, Citizenship ID card No.:**

**If Non- Bhutanese Passport/Work Permit/  
Bhutan Resident ID No. /Voter ID No.:**

**Marital Status (tick):**   single ☐   Married ☒   **TPN No.:**

**E-mail:**

**Mob. No. :**  **Alternate No.:**  /

## Permanent Address

Village: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Thram No.: [ ] [ ] [ ] [ ]

**Gewog:**

**House No.:**

**Dungkhag:**  **Household No.:**

[illegible]**Current Mailing Address:**[illegible]

**Locality/Street Name:**      **Telephone No :**

[illegible][illegible]

**Dzongkhag:**

**If employed, Organization name:**

**Department/ Division:**

[illegible]

Office Fax no.: /

[illegible]



འབྲུག་རྒྱལ་ཁོངས་སྲིད་འཛིན་ཚད་

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### Customer Profile

#### Occupation

<input type="checkbox"/> Civil servant	<input type="checkbox"/> Pensioner	<input type="checkbox"/> Consultant	<input type="checkbox"/> Corporate Employee
<input type="checkbox"/> Farmer	<input type="checkbox"/> Armed Forces	<input type="checkbox"/> Business	<input type="checkbox"/> Member of Parliament
<input type="checkbox"/> Autonomy Agency	<input type="checkbox"/> Professional	<input type="checkbox"/> Homemaker	<input type="checkbox"/> Monk/Astrologer/Clergy
<input type="checkbox"/> International Agency	<input type="checkbox"/> Student	<input type="checkbox"/> Diplomat	<input type="checkbox"/> NGO
<input type="checkbox"/> Others .....			

#### Gross Annual Income

<input type="checkbox"/> 0-100,000	<input type="checkbox"/> 100,001-200,000	<input type="checkbox"/> 200,001-300,000	<input type="checkbox"/> 300,001-400,000
<input type="checkbox"/> 400,001-500,000	<input type="checkbox"/> 500,001-600,000	<input type="checkbox"/> 600,001-700,000	<input type="checkbox"/> 700,001-800,000
<input type="checkbox"/> 800,001-900,000	<input type="checkbox"/> 900,000-1,000,000	<input type="checkbox"/> 1,000,001-1,500,000	<input type="checkbox"/> 1,500,001-2,000,000
<input type="checkbox"/> 2,000,001-3,000,000	<input type="checkbox"/> 3,000,001-5,000,000	<input type="checkbox"/> 5,000,001-10,000,000	<input type="checkbox"/> above 10,000,000

#### Education

<input type="checkbox"/> Under Graduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Post Graduate	<input type="checkbox"/> Professional
<input type="checkbox"/> Others			

#### Source of Income

<input type="checkbox"/> Salary	<input type="checkbox"/> Business	<input type="checkbox"/> Rental	<input type="checkbox"/> Dividend
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Pension	<input type="checkbox"/> Hire of Vehicles	<input type="checkbox"/> Others

### Details of family members:

Sl. No	Relation	Name	ID Card No.	Contact No
1.	Father: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
2.	Mother: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
3.	Spouse: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
4.	Son 1: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
5.	Son 2: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
6.	Daughter1: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>
7.	Daughter2: .....		<input type="text"/>	<input type="text"/> / <input type="text"/>

Corporate Office, Thimphu Post Box #315 EPABX : +975-2-321161, 323487, 324282, 328307, 323993

FAX :02-325725

Email: [contact@ricb.bt](mailto:contact@ricb.bt); Website: [www.ricb.bt](http://www.ricb.bt); Toll Free Nos: T-Cell- 1811,1511 & B-Mobile- 1818, 1515



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**Details of business entity (if any):**

<u>Sl.no</u>	<u>Name of Business</u>	<u>CTT/BIT No.</u>	<u>License No.</u>	<u>Date of issue</u>	<u>Validity</u>	<u>Nature of Business</u>	<u>Location</u>	<u>Type of Business</u>
1.	.....	.....	.....	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....	.....	.....	.....

**Shareholding Pattern**

<u>Sl.no</u>	<u>Name of Partners/ Shareholders</u>	<u>CID No</u>	<u>Shareholding %</u>	<u>Contact No</u>	
1.	.....	<input type="text"/>	.....	<input type="text"/>	/ <input type="text"/>
2.	.....	<input type="text"/>	.....	<input type="text"/>	/ <input type="text"/>
3.	.....	<input type="text"/>	.....	<input type="text"/>	/ <input type="text"/>
4.	.....	<input type="text"/>	.....	<input type="text"/>	/ <input type="text"/>
5.	.....	<input type="text"/>	.....	<input type="text"/>	/ <input type="text"/>
<b>TOTAL</b>		<input type="text"/>	<b>100%</b>	<input type="text"/>	<input type="text"/>

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**Details of services availed from RIBC**

**i. Credit**

<b><u>Sl.no</u></b>	<b><u>Loan A/c Number</u></b>	<b><u>Name of A/c Holder</u></b>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

**ii. General Insurance**

<b><u>Sl.no</u></b>	<b><u>Type of Policy</u></b>	<b><u>Policy No.</u></b>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

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**iii. Life Insurance**

<u>Sl.no</u>	<u>Type of Policy</u>	<u>Policy No.</u>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

**iv. Financial Security & Services**

<u>Sl.no</u>	<u>Type of Product/Policy</u>	<u>Account No./Policy No.</u>
1.	<u>Annuity</u>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
2.	<u>PPF</u>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
3.	<u>GIS</u>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
4.	<u>GSLI</u>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....

**\* Please use extra sheets if necessary**



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**Joint Applicant details (In case of Joint Loan Account Holder)**

Recent  
passport  
size  
photograph

**Personal Information**

Name:

(\* as per CID/passport/work permit)

Salutation (tick): Mr. ☐ Mrs. ☐ Miss ☐ Dasho ☐ Aum ☐ Others:.....

DOB:         Gender (tick): Male ☐ Female ☐

Nationality:

If Bhutanese, Citizenship ID card No.:

If Non- Bhutanese Passport/Work Permit/  
Bhutan Resident ID No. /Voter ID No.:

Marital Status (tick): single ☐ Married ☐ TPN No.:

E-mail:

Mob. No. :  Alternate No.:  /

**Permanent Address**

Village:  Thram No.:

Gewog:  House No.:

Dungkhag:  Household No.:

Dzongkhag:  Country:

**Current Mailing Address:**

Building No/Flat No.  Post Box No.:

Locality/Street Name:  Telephone No.:

Village:  Gewog:

Dungkhag:  Country:

Dzongkhag:

If employed, Organization name:

Department/ Division:

Office Telephone No.:  /

Office Fax no.:  /

Office Post Box No.:  Dzongkhag:



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#### Gross Annual Income

<input type="checkbox"/> 0-100,000	<input type="checkbox"/> 100,001-200,000	<input type="checkbox"/> 200,001-300,000	<input type="checkbox"/> 300,001-400,000
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#### Source of Income

<input type="checkbox"/> Salary	<input type="checkbox"/> Business	<input type="checkbox"/> Rental	<input type="checkbox"/> Dividend
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Pension	<input type="checkbox"/> Hire of Vehicles	<input type="checkbox"/> Others

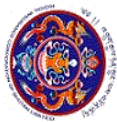
### Details of family members:

Sl. No	Relation	Name	ID Card No.	Contact No
1.	Father:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
2.	Mother:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
3.	Spouse:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
4.	Son 1:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
5.	Son 2:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
6.	Daughter1:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>
7.	Daughter2:	.....	<input type="text"/>	<input type="text"/> / <input type="text"/>

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**Details of business entity (if any):**

<u>Sl.no</u>	<u>Name of Business</u>	<u>CTT/BIT No.</u>	<u>License No.</u>	<u>Date of issue</u>	<u>Validity</u>	<u>Nature of Business</u>	<u>Location</u>	<u>Type of Business</u>
1.	.....	.....	.....	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....	.....	.....	.....

**Shareholding Pattern**

<u>Sl.no</u>	<u>Name of Partners/ Shareholders</u>	<u>CID No</u>	<u>Shareholding %</u>	<u>Contact No</u>	
1.	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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4.	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5.	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>TOTAL</b>			<b>100%</b>		





ལྷན་སྐྱོང་གི་ལྷན་ཁོངས་ལྷན་པོ།

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**Details of services availed from RICB**

**i. Credit**

<b><u>Sl.no</u></b>	<b><u>Loan A/c Number</u></b>	<b><u>Name of A/c Holder</u></b>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

**ii. General Insurance**

<b><u>Sl.no</u></b>	<b><u>Type of Policy</u></b>	<b><u>Policy No.</u></b>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

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**RICB**

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**iii. Life Insurance**

<u>Sl.no</u>	<u>Type of Policy</u>	<u>Policy No.</u>
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

**iv. Financial Security & Services**

<u>Sl.no</u>	<u>Type of Product/Policy</u>	<u>Account No./Policy No.</u>
1.	<b><u>Annuity</u></b>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
2.	<b><u>PPF</u></b>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
3.	<b><u>GIS</u></b>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....
4.	<b><u>GSLI</u></b>	
	i. ....	.....
	ii. ....	.....
	iii. ....	.....

**\* Please use extra sheets if necessary**



## Declaration & Consent

I/We hereby declare that the information/particulars provided herewith are true and correct to the best of my/our knowledge. I/We shall be fully liable if proved otherwise. If any of the details change, I/We take to inform RICB.

Further, I/We hereby give my/our full consent to RICB for sharing my/our personal bio-data and financial information including security details relating to my loan account(s) with Credit Information Bureau & other FIs.

<b>Signature</b>	<b>Thumb impression</b>		<b>LTI</b>	<b>RTI</b>	

<b>Signature</b>	<b>Thumb impression</b>		<b>LTI</b>

**(In case of Joint Account Loan Holder)**

**Document Checklist (All original documents to be furnished for verification)**

**1. Photocopies; (TICK appropriate one)**

- i. Bhutanese, Citizenship ID Card ☐
- ii. If Non-Bhutanese, Work Permit/Passport /Bhutanese Non ID/Voter ID ☐

## 2. Two Recent passport size photograph

7

**For RICB official use only**

<p><b>Created By:</b></p> <p><b>Signature:</b> .....</p> <p><b>Employee ID No.:</b>.....</p> <p><b>Name:</b>.....</p> <p><b>Designation:</b>.....</p> <p><b>Date:</b>.....</p>	<p><b>Validated by:</b></p> <p><b>Signature:</b>.....</p> <p><b>Employee ID:</b>.....</p> <p><b>Name:</b>.....</p> <p><b>Designation:</b>.....</p> <p><b>Date:</b>.....</p>
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## **Loan Deferment Form**

Dear Sir/Madam,

In line with the recently announced Phase II Monetary Measures providing for the deferment of loan repayments for the next 12 months i.e. up to June 2021 given the continued impact of the COVID-19 pandemic, I/we wish to defer my loan repayment(s) as detailed below:

### **Part II – Deferment**

2.1 I/We wish to:

- ☐ continue to fully pay all of my/our loan EMIs i.e. I/we DO NOT wish to defer any of my/our loan repayments **(Go to Part III)**.
- ☐ defer some or all of my/our loan EMIs either fully or partially **(Go to Part IV)**.

### **Part III – Applicants wishing to continue repayment**

***(Please fill this section only if you are not going to defer ALL of your loans)***

I/We wish to continue to fully pay all of my/our loan EMIs i.e. I/we DO NOT wish to defer any of my/our loan repayments.

Please provide loan details below:

SI No.	Loan Account Number	SI. No.	Loan Account Number

***\*\*\* You will be eligible for the reduction in interest rate for July 2020 – June 2021, only if you fully and regularly pay your EMIs within this period. The interest rate reduction will be calculated on the principal outstanding during the deferment period and adjusted at the end of the deferment period as follows:***

- *adjusted directly to your principal outstanding if your loan is performing, or*
- *adjusted first against the past overdues in case of Non-performing loans.*
- *For those loans that are fully repaid (liquidated loans) during the deferment period, the interest differential will be refunded within three months after liquidation of loans.*

***Please note that if your loan(s) is/are covered under the Druk Gyalpo's Relief Kidu Interest Payment Support, you need to pay only the principal portion of your EMI for July-September 2020; and the principal and 50% of the interest portion of your EMI for October 2020 – March 2021.***

## **Part IV – Applicants wishing to defer loan repayments**

**4.1 Fill in the details below** (print additional sheets and append if required):

SI No.	Loan account Number	Loan deferment option – Please tick one	Reason for Deferment – Please tick one  Please state other reasons, if any, in a clear and brief manner.	Loan Tenure Option after Deferment – Please tick one  EMIs will be recalculated if you wish to maintain the original tenure.  Extension by more than one year will be subject to negotiations.
		<input type="checkbox"/> <i>Full deferment i.e. both Principal &amp; Interest</i>  <input type="checkbox"/> <i>Partial deferment i.e. only Principal</i>	<input type="checkbox"/> <i>Complete Loss of Income</i> <input type="checkbox"/> <i>Reduced Income</i> <i>Other (specify):</i>	<input type="checkbox"/> <i>Extend loan tenure by one year</i> <input type="checkbox"/> <i>Extend loan tenure by more than one year</i> <input type="checkbox"/> <i>Maintain original tenure</i>
		<input type="checkbox"/> <i>Full deferment i.e. both Principal &amp; Interest</i>  <input type="checkbox"/> <i>Partial deferment i.e. only Principal</i>	<input type="checkbox"/> <i>Complete Loss of Income</i> <input type="checkbox"/> <i>Reduced Income</i> <i>Other (specify):</i>	<input type="checkbox"/> <i>Extend loan tenure by one year</i> <input type="checkbox"/> <i>Extend loan tenure by more than one year</i> <input type="checkbox"/> <i>Maintain original tenure</i>
		<input type="checkbox"/> <i>Full deferment i.e. both Principal &amp; Interest</i>  <input type="checkbox"/> <i>Partial deferment i.e. only Principal</i>	<input type="checkbox"/> <i>Complete Loss of Income</i> <input type="checkbox"/> <i>Reduced Income</i> <i>Other (specify):</i>	<input type="checkbox"/> <i>Extend loan tenure by one year</i> <input type="checkbox"/> <i>Extend loan tenure by more than one year</i> <input type="checkbox"/> <i>Maintain original tenure</i>

**4.2 Please provide the following additional details so that a proper assessment can be made on the need for your loans to be deferred.**

**4.2.3 Please list your income sources and indicate whether it has been affected by COVID-19.**

<b>Sl.No</b>	<b>Income Source – please describe /list</b>	<b>Is this your main source of income?  Answer YES or NO</b>	<b>Was this income source affected by COVID-19?  Answer YES or NO</b>

**4.2.4 I/We** understand and undertake that:

- a) The repayment duration of my loan will be extended by the period of deferment or beyond.
- b) The deferment of the loan repayment will result in additional interest cost over the course of my loan; and
- c) If not eligible for interest waiver, interest will continue to accrue to my loan account during the period of deferment and this could result in increase in the amount/number of my EMIs.
- d) I will provide additional documentations to the FSPs, as required to support my deferment eligibility.
- e) If I opt not to defer my loan, I will not be eligible for rebate if the repayments are not full and regular during the deferment period.

I hereby declare that the details furnished herein are true and correct to the best of my knowledge and ability. In case any of the above information is found to be false or untrue or misleading or misrepresenting or concealed, I am aware that I will be held liable for it as per the relevant by-laws and laws.

I offer my consent to the concerned FSPs to validate and verify the information provided in this form.

Signature

Name:

*(affix Legal Stamp)*