



༄༅། འབྲུག་རྒྱལ་ཁྱེན་ཐུང་ལས་འཛིན་ཚད། **ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

Life Insurance Division

Request for Duplicate Policy Document

The Branch Manager

_____ Branch Office

Royal Insurance Corporation of Bhutan Ltd.

Sir/Madam,

I hereby request the issuance of a Duplicate policy document for the following policy number(s).

Reason for Request: Lost ☐ Damaged ☐ Destroyed ☐ other (Please specify)

Policy Number	Policy Inception date

Name		Signature of Policyholder
Present Address		
ID Card No.		
Mobile No.		

FOR OFFICIAL USE BY RICB				
RICB Branch Name		Date of submission	DD/MM/YYYY	KYC completed
				Yes ☐
				No ☐
Verified by (EID No. & Signature):				

Notes:

- For issuing duplicate policy document, a fee of Nu. 50 is applicable.
- Kindly submit the KYC documents if it has not been submitted earlier.