



རྒྱལ་ཁབ་ལྷན་ཁུངས་ལས་འཛིན་ཚོང་ལེ
ROYAL INSURANCE CORPORATION OF BHUTAN LTD.
 HEAD OFFICE: THIMPHU

Request for Duplicate / Triplicate Policy Document

Date:

To,
 The General Manager
 Life Insurance Department
 Royal Insurance Corporation of Bhutan Limited
 Office

Sir/Madam,

I would like to request for

1. Duplicate	
2. Triplicate	

 policy documents against my policy number as follows:

Policy Number	Policy Inception date

Signature of Policyholder		Signature of Witness	
Name		Name	
Designation		Designation	
Address		Address	
ID Card No.		ID Card No.	
Mobile No.		Mobile No.	

Fees Applicable		
Srl #	Instances	Fees
1	Duplicate	Nu.50/-
2	Triplicate and onwards	Nu.100/-

*Under no circumstances, should more than one policy document be possessed for a single policy. Kindly surrender one policy document back to the RIBC office under such cases.