

APPOINTMENT LETTER FOR SALES EXECUTIVE

No. RICB/CSRU/Sales Executive/2024/

Date:

Name:

CID:

Branch Office:

Sub: Appointment as Sales Executive

Dear,

The Royal Insurance Corporation of Bhutan Limited (RICB) is pleased to inform you that you have been selected as one of our Sales Executives for transacting Life Insurance and General Insurance business in accordance with the terms of Agreement drawn between you and the Company.

Please find enclosed your copy of the agreement which must be duly filled, signed and returned.

The Management would like to inform you that your appointment shall be effective as of .../...../..... The following code numbers for the different business lines have been allocated to your person; Insurance Sales Executive Code Number (.....) (Life Insurance) and (.....) (Non-Life Insurance).

You are required to use your Insurance Sales Executive Code for transaction of insurance business, including filing and deposit of premium monies to the Company. In addition to your preferred area of operations in the..... (Dzongkhag), you may also conduct business in other parts of the country.

We wish you the best in your new role and hope to establish a successful and lasting relationship with you!

Please feel free to reach us or visit one of our nearby Branch Offices to resolve any issues.

Yours Sincerely,

Authorized Signatory

Cc.

1. Chief Executive Officer for Dasho's kind information please.
2. The HoDs, DHs, Corporate Office for kind information.
3. Branch Manager, for kind information
4. Office copy for record.