

**CORPORATE SALES EXECUTIVE APPOINTMENT LETTER**

No. RICB/CSRU/Corporate Sales Executive/2024/

**Date:**

**Name:**

**CID:**

**Branch Office:**

**Sub: Appointment as Corporate Sales Executive**

Dear .....,

The Royal Insurance Corporation of Bhutan Limited (RICB) is pleased to inform that ..... .. has been appointed as the Corporate Sales Executive for transacting Life Insurance and General Insurance business according to the terms of the Agreement drawn between ..... .. and the RICB. A copy of the Agreement to be duly filled, signed, and returned to the RICB is enclosed.

The RICB would like to inform the ..... that the appointment shall be effective as of .../...../..... The following code numbers for the different business lines have been allocated to .....; Insurance Sales Executive Code Number (.....) (Life Insurance) and (.....) (Non-Life Insurance). Once appointed, the Corporate Sales Executive is required to use the Corporate Sales Executive Code to complete the insurance business transactions and deposit the premium monies to the RICB. In addition to the preferred area of operations, the Corporate Sales Executive may also conduct business in other parts of the country.

We wish ..... the best in its new role and hope to establish a successful and lasting relationship.

Please feel free to contact 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.