# 1. Company Name: ……………………. Registration #: .......................

**2. No. of employees: …………….**

# 3. Applicant’s Details

If an applicant is a Bhutanese fill in the following table:

|  |  |
| --- | --- |
| Name |  |
| CID Number |  |
| Date of Birth |  |
| Email ID |  |
| Phone /Mobile number |  |
| Applicant's Signature |  |
| Paste a copy of the applicant's Passport size photo |  |
| **Present Address** |
| Dzongkhag |  |
| Gewog |  |
| Village |  |

# 2. Directors and CEO details

If the Director or CEO is a Bhutanese fill in the following table **(Fill up the table below for all Directors and CEO):**

|  |  |
| --- | --- |
| Position Title (Director/ CEO) |  |
| CID number |  |
| Date of Birth |  |
| Name |  |
| Email ID |  |
| Phone Number, Alternative Phone Number |  |
| Paste the Director’s/ CEO’s Photo here |  |
| Director’s/ CEO’s Signature |  |
| *Present Address:* |
| Dzongkhag |  |
| Gewog |  |
| Village |  |

If the Director or CEO is a non-Bhutanese fill in the following **(Fill up the table below for all Directors and CEO)**:

|  |  |
| --- | --- |
| Position Title (Director/ CEO) |  |
| Passport Number |  |
| Name |  |
| Email ID |  |
| Phone Number, Alternative Phone Number |  |
| Paste the Director’s/ CEO’s Photo here |  |
| Director’s/ CEO’s Signature |  |
| Director’s/ CEO’s notarized passport copy |  |
| *Permanent Address:* |
| Country |  |
| State |  |
| Postal Address |  |

# 3. Shareholders Details

If the Shareholder is a Bhutanese:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | CID Number | Name | Date of Birth | Email ID | Phone Number | Share Percentage (%) | Shareholder’s Photo | Shareholder’s Signature |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

If the Shareholder is a non-Bhutanese:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Passport No. | Name | Date of Birth | Email ID | Phone Number | Share Percentage (%) | Shareholder’s Photo | Shareholder’s Signature |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

For Institutional holding shares:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name of shareholder Company/Institution | Share Percentage (%) | Institutional/Company logo | Signature of the Company/Institution’s authorised person |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

# Witness Details

The witness should be a Bhutanese:

|  |  |
| --- | --- |
| CID Number |  |
| Name |  |
| Date of Birth |  |
| Email ID |  |
| Phone/Mobile Number |  |
| Witness’s Photo |  |
| Witness’s Signature |  |

**DECLARATION:**

**I hereby declare that all the information provided concerning the company aforementioned is true to the best of my knowledge and belief, and I may be held accountable for any misinformation or misleading information provided in this form, by the Office of the Registrar or any lawful authorities under the laws of the kingdom**

**Signature:**

**Applicant/CEO/Director.**

***NOTE:***

When completing the form, please ensure the following:

1. All scanned copies of signatures, passport-size photos, and passport copies(foreigner), for all company shareholders, directors, CEO, and witnesses shall be scanned and pasted in the specified format on this form and submitted in PDF format.
2. The passport-size photo must have a white background, and for Bhutanese individuals, it should be taken in national dress.
3. All the signatures are placed within the designated box.
4. All appointed directors should have completed the '*Consent to Act as Director'* form with the office.
5. The *Security Clearance* and *Passport* of all relevant individuals are up to date.