1. **Company Name: ………………………Registration: .......................**
2. **Applicant’s Details**

If an applicant is a Bhutanese fill the following table:

|  |  |
| --- | --- |
| Name |  |
| CID Number |  |
| Email ID |  |
| Phone /Mobile number |  |
| Applicant's Signature  |  |
| Paste copy of applicant's Passport size Photo with white background here |  |
|   **Present Address** |
| Dzongkhag |  |
| Gewog |  |
| Village |  |

If an applicant is a Non- Bhutanese fill the following table:

|  |  |
| --- | --- |
| Passport Number (valid passport used for registration of company) |  |
| Name |  |
| Email ID |  |
| Phone/ Email Number |  |
| Applicant's Signature |  |
| Paste copy of applicant's Passport size Photo with white background here (.jpg format) |  |
| Applicant’s passport copy |  |

**3. CEO and Directors details**

If Director or CEO is a Bhutanese fill the following table **(Fill up the table below for all Directors and CEO): Repeat this form to be filled up all board members of your company**

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

If Director or CEO is a non-Bhutanese fill 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 |  |
| Past Director’s/ CEO’s Photo here |  |
| Director’s/ CEO’s Signature  |  |
| Director’s/ CEO’s notarized passport copy (Paste copy of the bio page with date of validity of Passport) |  |
|  *Permanent Address:* |
| Country |  |
| State |  |
| Postal Address |  |

**4.Shareholders Details**

If shareholder is a Bhutanese:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | CID Number | Name | Email ID | Phone Number | Shareholder’s Photo | Shareholder’s Signature |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

If Shareholder is a non-Bhutanese

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

For Institutional holding shares:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of shareholder Company/Institution | Institutional /Company logo | Signature of the Company/Institution’s authorised person |
| 1. |  |  |  |
| 2 |  |  |  |

**5.Witness Details**

Witness should be a Bhutanese:

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

**DECLARATION:**

**I hereby declare that all the information provided with regard to 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:***

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.