



ISO/IEC 27001:2022 & ISO/IEC 27701:2019 Certified Company

CHANGE OF GUARDIAN IN RESPECT OF MINOR NOMINEE

I, Mr./Mrs./Miss....., a member of the
Private Provident Fund Scheme with PPF A/C number, working in the
Department/Organization
Department code No....., do hereby appoint Mr./Mrs./Miss.....
aged years, holding citizenship ID, residing at
....., to be the person to whom the benefits shall be paid
in the event of my death in lieu of Mr./Mrs./Miss, who was
previously appointed as the guardian of my minor nominee, as mentioned in Appendix-
The guardianship will automatically be cancelled as soon as the nominee attains majority.

Date:

Witness Signature

Name:

CID No.:

Address:

Mobile No.:

(Signature of the Member)

Document classified: Public use



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BIL-PO.004-Privacy Policy

1. Bhutan Insurance Limited collects personal information (PII) from customers, employees and relevant stakeholders for various purposes, including insurance, loans, identity verification, customer response, recruitments, Private Provident Funds, and Gratuity Funds.
2. The company does not disclose customer, stakeholders and employee PII to third parties or engage in transborder sharing, except to regulators, governments, and law enforcement agencies as required by applicable laws and guidelines.
3. The company implements measures to protect personal information against unauthorized disclosure.
4. Our website and other online platforms use cookies and related technologies to track visitor information, simplify platform use, customize products and services, collect user data, and analyze server logs.
5. While the company takes steps to prevent unauthorized access to personal data, it cannot guarantee complete data security or website access. Users are encouraged to use secure online platforms, strong passwords, and secure browsers, and to report any unauthorized use to the company immediately.
6. Our website may contain links to third-party websites. We are not responsible for the privacy practices of these websites and encourage users to review their policies, even if they are co-branded with our logo or trademark.
7. This policy and website use are governed by Bhutanese laws and company regulations. The company acts as a Data Controller and ensures that consent is obtained before accessing personal information.
8. The company upholds privacy rights, including access to personal data, consent withdrawal, objection to data processing, rectification, erasure, data portability, processing restriction, protection against automated decision-making, and the right to lodge a complaint.
9. Personal information is securely stored at our office for at least 10 years and is destroyed thereafter. While we do not share, sell, or rent PII, we may store it with third parties who are required to respect data security and handle it lawfully.
10. The detailed policy can be found on the Bhutan Insurance Limited website (data_privacy_policy.pdf (www.bil.bt)).

I,, hereby confirm that I have read the privacy policy of Bhutan Insurance Limited.

Signature of applicant

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