



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

APPENDIX-1

PRIVATE PROVIDENT FUND – MONTHLY CONTRIBUTION FORM

Name of the Organization:

Organization PPF Registration no:

Contribution for the month of:

Name of Employee	CID/Work Permit No/PPF A/c No	Designation	Basic Pay	Contribution		Total	Remarks
				Employer	Employee		

Note: Please round the decimal points when making the contribution payment

Note: For employee on transfer/New recruits and resigned, you are required to fill up as under:-

1. Transfer Details:

SL#	Name of Employee	CID No/Work permit No.	PPF A/c. No.	Transfer from	Transfer to

2. Resigned

SL#	Name of Employee	CID No/Work permit No.	PPF A/c. No.	Resigned Date

3. New Recruits

In case of new recruits, kindly submit the dully filled employee registration form and nominee form.

Official Seal

Name & Signature of Disbursing Officer

Mobile Number.....

Document classified: Public use

Bhutan Insurance Limited, Chorten Lam, Post Box #779, Thimphu 11001, Bhutan.

EPABX: +975 02 339893/339894; Email: info@bil.bt; Website: www.bil.bt



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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 customers, 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, objections 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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