



Exempted Organization Registration Form

1	Name of the Organization:		
2	Contact Person's Name:		
3	Contact Person's Email ID:		
4	Office Address:		
5	Contact No.	Mobile No.	Fix line No.
			Fax No.

6 Postal Address:

a	Office Location:		
b	Street Name:		
c	Dzongkhag:		
d	Post Box No. & Location:		
e	Bank Name	Account No.	Bank Branch
			Name in Account

7 Approved By:

	(Tick a or b below)	Approval Letter No.	Letter Date
a	Civil Society Organization		
b	Commission for Religious Organization		

8 Activities/Purpose (List down the Activities/purpose of the Organization Briefly)

a	
b	
c	

7 Income details (Please tick the sources of income of the organization if any)

a	Salary Income	c	Dividend Income	e	Cash Crop Income
b	Rental Income	d	Interest Income	f	Others Sources

8 Board Members details (Please provide the details of Board members below)

	Name	CID No.	Designation	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

8 Submission of Annual financial Reports/Accounts (Tick the RRCO where you want to submit)

1	Thimphu RRCO	3	Mongar RRCO	5	Gelephu RRCO	7	Phuntsholing RRCO
2	Bumthang RRCO	4	Samtse RRCO	6	Paro RRCO	8	S/Jongkhar RRCO

(Tax Exempt Organizations are required to submit Annual Financial Reports/ Accounts to concerned RRCO)

9 Sources of Fund (Please Mention the sources of fund of the Organization)

1	
2	

10 Documents Required

- 1 Copy of registration certificate from CSO/CRO**
- 2 Copy of Articles of Association**
- 3 Copy of CID card of the board members**
- 4 Application requesting for Tax Exemption addressed to the Director**
- 5 Any other relevant Documents**

Signature, Name and Seal of Authorised Personal