



**National Pension and Provident Fund
Civil Enrollment Form**

1. Personal Details

a. Name

First Name

Middle Name

Last Name

Photo

b. Gender

M

F

(Tick the correct one)

c. Date of Birth (As per the service record)

Date

Month

Year

d. Nationality _____

e. Citizen ID no / Work Permit or Resident Permit no. _____ Date of Issue: _____

Date of expiry: _____

f. House no: _____ Thram no: _____ Household no: _____

g. Address

Permanent Address

Present Address

Village

Gewog

Dungkhag

Dzongkhag

h. Contact no: _____ Email: _____

i. Fathers Name: _____ Mothers Name: _____

j. Date of Appointment in Service:

Date Month Year

k. Grade: _____ Designation: _____

l. Name of the Agency: _____

m. Place of Posting: _____

n. Basic Salary: _____

o. RCSC / Agency Employment no / Personal no for Armed Forces : _____

p. Date of joining NPPFP:

Date _____ Month _____ Year _____

q. Bank Account Number: _____ Bank Name: _____

r. Employment Type: Regular Contract (Tick the correct one)

2. Spouse Details (Attach Marriage Certificate, if there are more than one spouse attach a separate sheet).

a. Name

First Name _____ Middle Name _____ Last Name _____

b. Gender: M F (Tick the correct one)

c. Date of Birth

Date _____ Month _____ Year _____

d. Nationality _____

e. Citizen ID no/ Work Permit or Resident Permit no _____ Date of Issue: _____
Date of expiry: _____

f. House no: _____ Thram No: _____

g. Address

Permanent Address Present Address

Village: _____

Gewog: _____

Dzongkhag _____

h. Occupation..... if working NPPF no: _____ RCSC/Employment no: _____

3. Children Details (Attach Family Tree/Birth Certificate/Health Card copy of Children)

Sl. No	Name	Date of Birth	Sex	Name of the Spouse from Whom Born	Remarks

4. Nomination for Provident Fund (Tier 2) Only

Sl. No.	Name of Nominee	CID No.	Date of Birth	Relationship	Share of PF payable (Percentage %)	Contact No.

5. Consent

NPPF takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below:

I, _____, (PII Principal's name) confirm that I have been provided with a copy of **NPPF's** Privacy Notice & Terms & Conditions prior to giving consent.

Signature: _____ Name: _____
Time: _____ Date: _____

I hereby certify that the aforementioned information given herein is true, correct, and complete to the best of my knowledge and belief.

Applicant
Signature on
Legal Stamp

Note: Please enclose copy of Appointment Letter and Citizenship ID Card No.

To be filled by the Employer

This is to certify that the information hereby furnished in respect of Mr. /Mrs. /Ms. is complete and verified from the service record maintained in this office. This information may be used by the NPPF.

Name of HRO/Head of Agency/ Gup for LG _____

Signature & Seal: _____
Date: _____