

## SERVICE: APPLICATION FOR NEW ARCHITECT

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has Bachelor/Master in the field of Architecture.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Valid email ID - for login purpose & correspondence;
- Valid mobile number - for correspondence, SMS, etc;
- Citizenship Identity Card;
- Academic Transcript;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

#### TURN AROUND TIME (TAT):

The TAT for processing of registration is one day from the date of submission of duly completed application.

- Applicant can pay the registration fees on the same day of approval or within one month from the date of approval.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of registration fee and printing of CDB registration certificate.

- Registration fee of Nu. 2,000/-
- Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.

#### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam  
Changangkha: Thimphu

## SERVICE: APPLICATION FOR RENEWAL OF ARCHITECT REGISTRATION CERTIFICATE

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

- apply application for renewal online using the email and password provided by CDB

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate should renew the same on or before one month from the expiry of certificate. CDB Registration certificate is valid for 2 year from the date of approval.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Citizenship Identity;
- Academic Transcript;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

### TURN AROUND TIME (TAT):

The TAT for processing of renewal registration is one day from the date of submission of duly completed application.

- Applicant can pay the renewal registration fees on the same day of approval or within one month from the date of approval.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of renewal fee and printing of CDB registration certificate.

- Registration fee of Nu. 1,000/-
- Late renewal of registration certificate after grace period of one month from expiry date shall be liable of Nu. 100/day as late renewal penalty.
- In case of late renewal beyond one year, the CDB registration certificate shall be cancelled.
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam  
Changangkha: Thimphu

**AVAILABLE FROM:**

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

If the registrant intent to cancel his CDB registration certificate.

- Applicant can either
  - apply application for cancellation online
  - visit CDB Office with written application for cancellation

**PROCEDURE TO AVAIL THE SERVICES:**

**ELIGIBILITY:**

A Bhutanese citizen who has been issued with a CDB registration certificate.

**DOCUMENT REQUIREMENT:**

- written application with justification

**TURN AROUND TIME (TAT):**

The TAT for processing of cancellation of CDB registration certificate is one day from the date of submission of application.

**FEE & PAYMENT PROCEDURE**

Not applicable

**CONTACT**

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

**OFFICE LOCATION**

Thongsel Lam

Changangkha: Thimphu

## SERVICE: APPLICATION FOR NEW SPECIALIZED TRADE REGISTRATION

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has undergone TTI/VTI can apply for the registration.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Valid email ID - for login purpose & correspondence;
- Valid mobile number - for correspondence, SMS, etc;
- Citizenship Identity Card;
- Academic Transcript;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

#### TURN AROUND TIME (TAT):

The TAT for processing of registration is one day from the date of submission of duly completed application.

- Applicant can pay the registration fees on the same day of approval or within one month from the date of approval.

#### FEE & PAYMENT PROCEDURE

Not applicable

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: APPLICATION FOR RENEWAL OF SPECIALIZED TRADE REGISTRATION CERTIFICATE

### AVAILABLE FROM:

- Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)
- apply application for renewal online using the email and password provided by CDB

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate should renew the same on or before one month from the expiry of certificate. CDB Registration certificate is valid for 3 year from the date of approval.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Citizenship Identity Card;
- Academic Transcript;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

#### TURN AROUND TIME (TAT):

The TAT for processing of renewal registration is one day from the date of submission of duly completed application.

- Applicant can pay the renewal registration fees on the same day of approval or within one month from the date of approval.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of renewal fee and printing of CDB registration certificate.

- The first renewal fee is Nu. 1000/- and Nu. 500/- thereafter.
- Late renewal of registration certificate after grace period of one month from expiry date shall be liable of Nu. 100/day as late renewal penalty.
- In case of late renewal beyond one year, the CDB registration certificate shall be cancelled.
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam  
Changangkha: Thimphu

**AVAILABLE FROM:**

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

If the registrant intent to cancel his CDB registration certificate,

- Applicant can either
  - apply application for cancellation online
  - visit CDB Office with written application for cancellation

**PROCEDURE TO AVAIL THE SERVICES:**

**ELIGIBILITY:**

A Bhutanese citizen who has been issued with a CDB registration certificate.

**DOCUMENT REQUIREMENT:**

- written application with justification

**TURN AROUND TIME (TAT):**

The TAT for processing of cancellation of CDB registration certificate is one day from the date of submission of application.

**FEE & PAYMENT PROCEDURE**

Not applicable

**CONTACT**

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

**OFFICE LOCATION**

Thongsel Lam  
Changangkha: Thimphu

## SERVICE: APPLICATION FOR NEW COUNSULTANT FIRM

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has attained 18 years of age can apply for the registration.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Valid email ID - for login purpose & correspondence;
- Valid mobile number - for correspondence, SMS, etc;
- Citizenship Identity Card of their minimum mandatory **human resources** required against their categories applied;
- undertaking letter of their minimum mandatory **human resources** required against their categories applied;
- Academic Transcript of their minimum mandatory **human resources** required against their categories applied;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

#### TURN AROUND TIME (TAT):

The TAT for processing of registration is one day from the date of submission of duly completed application.

- Applicant can pay the registration fees on the same day of approval or within one month from the date of approval.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of registration fee and printing of CDB registration certificate.

- Registration fee of Nu. 3,000/- per category of work classification
- Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.
- *After payment of CDB registration fees, the applicant needs to visit nearest RTIO for issuance of trade license against the CDB registration certificate.*

#### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsal Lam  
Changangkha: Thimphu

## SERVICE: APPLICATION FOR RENEWAL OF CONSULTANT REGISTRATION CERTIFICATE

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

- apply application for renewal online using the email and password provided by CDB

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate should renew the same on or before one month from the expiry of certificate. CDB Registration certificate is valid for 2 year from the date of approval.

**DOCUMENT REQUIREMENT:** The following documents are required against each work classification applied:

- Citizenship Identity Card of their minimum mandatory **human resources** required against their categories applied;
- undertaking letter of their minimum mandatory **human resources** required against their categories applied;
- Academic Transcript of their minimum mandatory **human resources** required against their categories applied;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

### TURN AROUND TIME (TAT):

The TAT for processing of renewal registration is one day from the date of submission of duly completed application.

- Applicant can pay the renewal registration fees on the same day of approval or within one month from the date of approval.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of renewal fee and printing of CDB registration certificate.

- Registration fee of Nu. 1,500/- per category of work classification.
- Late renewal of registration certificate after grace period of one month from expiry date shall be liable of Nu. 100/day as late renewal penalty.
- In case of late renewal beyond one year, the CDB registration certificate shall be cancelled.
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

### CONTACT

Registration Section  
02 326034/ 326035 ex 114

11 | Page Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam  
Changangkha: Thimphu



**AVAILABLE FROM:**

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

If the registrant intent to cancel his CDB registration certificate, he /she must also cancel business license.

- Applicant can either
  - apply application for cancellation online
  - visit CDB Office with written application for cancellation

**PROCEDURE TO AVAIL THE SERVICES:**

**ELIGIBILITY:**

A Bhutanese citizen who has been issued with a CDB registration certificate.

**DOCUMENT REQUIREMENT:**

- written application with justification

**TURN AROUND TIME (TAT):**

The TAT for processing of cancellation of CDB registration certificate is one day from the date of submission of application.

**FEE & PAYMENT PROCEDURE**

Not applicable

**CONTACT**

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

**OFFICE LOCATION**

Thongsel Lam

Changangkha: Thimphu

## SERVICE: APPLICATION FOR CHANGE OF CONSULTANT REGISTRATION CERTIFICATE

**Following changes in registration certificate can be applied online:**

- Change of location
- Change of Owner
- Change of Firm name
- Up gradation/ Down gradation/ Additional category /Classification
- Update Human Resources
- Update Equipments

## SERVICE: CHANGE OF LOCATION of CONSULTANT FIRM

### AVAILABLE FROM:

Apply application for change of location online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Location - continue
- Under Correspondence Address, Select **NEW Dzongkhag** from dropdown - Update
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)

### TURN AROUND TIME (TAT):

The TAT for processing of change of location is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Location and printing of CDB registration certificate.

- Change of Location fee of Nu. 500/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

## SERVICE: CHANGE OF OWNER of CONSULTANT FIRM

### AVAILABLE FROM:

Apply application for change of owner online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Owner - continue
- Attach marriage certificate if ownership is transferred to spouse or census if transferred to children
- Under 'Name of Owner, Partners and/or others with Controlling Interest', Enter applicant's CID number (to whom license is transferring)
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

#### TURN AROUND TIME (TAT):

The TAT for processing of change of owner is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Owner and printing of CDB registration certificate.

- Change of Ownership fee of Nu. 1000/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: CHANGE OF FIRM NAME of CONSULTANT FIRM

### AVAILABLE FROM:

Apply application for change of firm name online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Firm Name - continue
- Under '**Proposed Firm/Company Name**', Enter proposed new firm name
- Attach a copy of notification in print media if change in Name of Firm
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

#### TURN AROUND TIME (TAT):

The TAT for processing of change of firm name is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Firm Name and printing of CDB registration certificate.

- Change of Firm name fee of Nu. 500/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [regstartion@cdb.gov.bt](mailto:regstartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: UP GRADATION/ DOWN GRADATION/ ADDITIONAL CATEGORY /CLASSIFICATION

### AVAILABLE FROM:

Apply application for Up gradation/ Down gradation/ Additional category /Classification online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Up gradation/ Down gradation/ Additional category /Classification - continue
- Under 'Category', Apply for Service, Select the service for Upgrade/Downgrade - Update
- Tick - I agree to the above Terms & Conditions
- SUBMIT

**NOTE:** for Up gradation/ Down gradation/ Additional category /Classification, you need to select update Human resources and Update Equipments, accordingly provide the information's.

Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)

#### TURN AROUND TIME (TAT):

The TAT for processing of Up gradation/ Down gradation/ Additional category /Classification is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Up gradation/ Down gradation/ Additional category /Classification and printing of CDB registration certificate.

- Registration fee for upgrade/additional category is Nu. 3,000/- per category
- Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.

#### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam  
Changangkha: Thimphu

## SERVICE: UPDATE Human Resources/UPDATE EQUIPMENTS of CONSULTANT FIRM

### AVAILABLE FROM:

Apply application for Update Human Resource/ Update Equipments online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Update Human Resource/ Update Equipments - continue
- Under 'Human Resource', click **add Human Resources**, **enter the details and** Attach Documents (Undertaking/Certificate/CID/ Work Permit) - Save
- DONE
- Under Equipments, click **add Equipments**, from Equipment dropdown list, Select the equipment name, give registration No, attach Documents - save,
- DONE
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

### TURN AROUND TIME (TAT):

The TAT for processing of Update Human Resource/ Update Equipments is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Not applicable

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

**CONSTRUCTION DEVELOPMENT BOARD  
THIMPHU BHUTAN**

**SERVICE: APPLICATION FOR NEW CONTRACTOR (CONSTRUCTION FIRM)**

**SERVICE ACCESS POINT:**

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

**PROCEDURE TO AVAIL THE SERVICES:**

**ELIGIBILITY:**

A Bhutanese citizen who has attained 18 years of age can apply for the registration provided he/she attain the Mandatory Induction Course.

**DOCUMENT REQUIREMENT:** The following documents are required:

- Valid email ID - for login purpose & correspondence;
- Valid mobile number - for correspondence, SMS, etc;
- Mandatory Induction Course certificate (**uploaded online by CDB after completion of the course**);
- Citizenship Identity Card of their minimum mandatory **human resources** required against their class applied;
- undertaking letter of their minimum mandatory **human resources** required against their class applied;
- Academic Transcript of their minimum mandatory **human resources** required against their class applied;
- Valid Blue book & Insurance copy of minimum mandatory **vehicles** required against their class applied;
- Latest equipments verification report required against their class applied;
- Duly completed online application form.

**Note:**

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

**Applicant can track application status by using CID No. / Application ID and selecting the Application Type from**

[www.cdb.gov.bt](http://www.cdb.gov.bt)

**TURN AROUND TIME (TAT):**

The TAT for processing of registration is one day from the date of submission of duly completed application.

- Applicant can pay the registration fees on the same day of approval or within one month from the date of approval.

**FEE & PAYMENT PROCEDURE**

Visit nearest RRCO or CDB Office for payment of registration fee and printing of CDB registration certificate.

- Registration fee of Nu. 15,000/- per category of work - for Large Class Contractors;
- Registration fee of Nu. 10,000/- per category of work - for Medium Class Contractors;
- Registration fee of Nu. 5,000/- per category of work - for Small Class Contractors;
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**
- **After payment of CDB registration fees, the applicant needs to visit nearest RTIO for issuance of trade license against the CDB registration certificate.**

**CONTACT/FOCAL PERSON:**

Registration head:

02 326034/326035

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

**OFFICE LOCATION**

Thongsal Lam

Changangkha: Thimphu

## SERVICE: APPLICATION FOR RENEWAL OF CONTRACTOR REGISTRATION CERTIFICATE

### AVAILABLE FROM:

- Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)
- apply application for renewal online using the email and password provided by CDB

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with an CDB registration certificate should renew the same on or before one month from the expiry of certificate. CDB Registration certificate is valid for 2 year from the date of approval.

- The proprietor or any employees under the firm should attain the Mandatory Refresher Course (*the certificate issued during the training will be uploaded online by CDB after completion of the course*);

**DOCUMENT REQUIREMENT:** The following documents are required against each applied class:

- Citizenship Identity Card of their minimum mandatory **human resources** required against their class applied;
- undertaking letter of their minimum mandatory **human resources** required against their class applied;
- Academic Transcript of their minimum mandatory **human resources** required against their class applied;
- Valid Blue book & Insurance copy of minimum mandatory **vehicles** required against their class applied;
- Latest equipments verification report required against their class applied;
- Duly completed online application form.

#### Note:

An application ID will be generated, and applicant also receives it in SMS/mail with notification that the application is under process/approved/ rejected.

Applicant can track application status by using **CID No. / Application ID** and selecting the **Application Type** from

[www.cdb.gov.bt](http://www.cdb.gov.bt)

### TURN AROUND TIME (TAT):

The TAT for processing of renewal registration is one day from the date of submission of duly completed application.

- Applicant can pay the renewal registration fees on the same day of approval or within one month from the date of approval.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment of renewal fee and printing of CDB registration certificate.

- Registration fee of Nu. 7,500/- per category of work - for Large Class Contractors;
- Registration fee of Nu. 5,000/- per category of work - for Medium Class Contractors;
- Registration fee of Nu. 2,500/- per category of work - for Small Class Contractors;
- Late renewal of registration certificate after grace period of one month from expiry date shall be liable of Nu. 100/day as late renewal penalty.
- In case of late renewal beyond one year, the CDB registration certificate shall be cancelled.
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu



## SERVICE: APPLICATION FOR CANCELLATION OF CONTRACTOR REGISTRATION CERTIFICATE

### AVAILABLE FROM:

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

If the registrant intent to cancel his CDB registration certificate, he /she must also cancel business license.

- Applicant can either
  - apply application for cancellation online
  - visit CDB Office with written application for cancellation

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### DOCUMENT REQUIREMENT:

- written application with justification

#### TURN AROUND TIME (TAT):

The TAT for processing of cancellation of CDB registration certificate is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Not applicable

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: APPLICATION FOR CHANGE OF CONTRACTOR REGISTRATION CERTIFICATE

### Following changes in registration certificate can be applied online:

- Change of location
- Change of Owner
- Change of Firm name
- Incorporation as a Company under the Companies Act, 2016
- Up gradation/ Down gradation/ Additional category /Classification
- Update Human Resources
- Update Equipments

## SERVICE: CHANGE OF LOCATION

### AVAILABLE FROM:

Apply application for change of location online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Location - continue
- Under 'Establishment Address', Select **NEW Dzongkhag** from dropdown
- Give - **Reason for Change of Location**
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

### TURN AROUND TIME (TAT):

The TAT for processing of change of location is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Location and printing of CDB registration certificate.

- Change of Location fee of Nu. 500/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [regstartion@cdb.gov.bt](mailto:regstartion@cdb.gov.bt) for update.**

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: CHANGE OF OWNER

### AVAILABLE FROM:

Apply application for change of owner online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Owner - continue
- Attach marriage certificate if ownership is transferred to spouse or census if transferred to children
- Under 'Name of Owner, Partners and/or others with Controlling Interest', Enter applicant's CID number (to whom license is transferring)
- Give - **Reason for Change**
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

#### TURN AROUND TIME (TAT):

The TAT for processing of change of owner is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Owner and printing of CDB registration certificate.

- Change of Ownership fee of Nu. 1000/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: CHANGE OF FIRM NAME

### AVAILABLE FROM:

Apply application for change of firm name online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Change of Firm Name - continue
- Under '**Proposed Firm/Company Name**', Enter proposed new firm name
- Attach a copy of notification in print media if change in Name of Firm
- Give - **Reason for Change**
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

#### TURN AROUND TIME (TAT):

The TAT for processing of change of firm name is one day from the date of submission of application.

#### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Change of Firm Name and printing of CDB registration certificate.

- Change of Firm name fee of Nu. 500/-
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: INCORPORATION as a Company

### AVAILABLE FROM:

Apply application for Incorporation online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Incorporation - continue
- Under 'Ownership Type', Select 'Incorporated Bhutanese)
- Under 'Proposed Firm/Company Name' Enter new name approved by Company Registry Division, MOEA
- Attach Certificate of Incorporation issued by Company Registry Division, MOEA
- Give - Reason for Change
- Tick - I agree to the above Terms & Conditions
- SUBMIT

NOTE: for Large/Medium Class - the registration of equipments register with RSTA should transferred in the name of Company.

Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)

### TURN AROUND TIME (TAT):

The TAT for processing of Incorporation is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Incorporation and printing of CDB registration certificate.

- Change of Incorporation fee of Nu. 500/-
- Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

## SERVICE: UP GRADATION/ DOWN GRADATION/ ADDITIONAL CATEGORY /CLASSIFICATION

### AVAILABLE FROM:

Apply application for Up gradation/ Down gradation/ Additional category /Classification online  
Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Up gradation/ Down gradation/ Additional category /Classification - continue
- Under '**Attachment**', upload the '**undertaking letter for Upgrade/Downgrade**
- Under '**Apply for Class**' Select the class to **Upgrade/Downgrade - update**
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

**NOTE: for Up gradation/ Down gradation/ Additional category /Classification, you need to select update Human resources and Update Equipments, accordingly provide the information's.**

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

### TURN AROUND TIME (TAT):

The TAT for processing of Up gradation/ Down gradation/ Additional category /Classification is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Visit nearest RRCO or CDB Office for payment for Up gradation/ Down gradation/ Additional category /Classification and printing of CDB registration certificate.

- Registration fee for upgrade to Large class Nu. 15,000/- per category
- Registration fee for upgrade to Medium class Nu. 10,000/- per category
- Registration fee for downgrade from Large to Medium class Nu. 10,000/- per category
- Registration fee for downgrade from Medium to Small class Nu. 5,000/- per category
- **Applicant needs to pay the applicable registration fees within one month from the date of approval of application to the nearest RRCO or CDB Office. The copy of money receipt should be email to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registartion@cdb.gov.bt](mailto:registartion@cdb.gov.bt) for update.**

#### CONTACT

Registration Section  
02 326034/ 326035 ex 114  
Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

#### OFFICE LOCATION

Thongsal Lam  
Changangkha: Thimphu

## SERVICE: UPDATE HUMAN RESOURCES/UPDATE EQUIPMENTS

### AVAILABLE FROM:

Apply application for Update Human Resource/ Update Equipments online

Apply online [http://www.cdb.gov.bt/ezotin/registration\\_services](http://www.cdb.gov.bt/ezotin/registration_services), and from March 18, 2019 through [www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)

### PROCEDURE TO AVAIL THE SERVICES:

#### ELIGIBILITY:

A Bhutanese citizen who has been issued with a CDB registration certificate.

#### HOW TO APPLY:

Go to [www.cdb.gov.bt](http://www.cdb.gov.bt) and click on Registration Services.

Login to your account: **using your mail ID and password provided by CDB**

- Select 'Apply other services' - proceed
- Select Update Human Resource/ Update Equipments - continue
- Under 'Human Resource', click **add Human Resources**, **enter the details and** Attach Documents (CV/Undertaking/Certificate/CID/ Work Permit) - Save
- DONE
- Under Equipments, click **add Equipments**, from Equipment dropdown list, Select the equipment name, give registration No, attach Documents - save,
- DONE
- Tick - **I agree to the above Terms & Conditions**
- SUBMIT

*Applicant can track application status by using CID/application ID from [www.cdb.gov.bt](http://www.cdb.gov.bt)*

### TURN AROUND TIME (TAT):

The TAT for processing of Update Human Resource/ Update Equipments is one day from the date of submission of application.

### FEE & PAYMENT PROCEDURE

Not applicable

### CONTACT

Registration Section

02 326034/ 326035 ex 114

Email: [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt)

### OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu