

**CONSTRUCTION DEVELOPMENT BOARD
THIMPHU BHUTAN**

SERVICE: APPLICATION FOR NEW CONTRACTOR (CONSTRUCTION FIRM)

SERVICE ACCESS POINT:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 (**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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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 or 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

OFFICE LOCATION

Thongsels Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF CONTRACTOR REGISTRATION CERTIFICATE

AVAILABLE FROM:

- apply online <https://www.citizenservices.gov.bt/cdb/login>
- 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.*

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR CANCELLATION OF CONTRACTOR REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>](#)

TURN AROUND TIME (TAT):

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

FEE:

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/FOCAL PERSON:

Registration head:

02 326034/326035

Email: 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: CHANGE OF FIRM NAME

AVAILABLE FROM:

apply application for change of firm name online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

SERVICE: INCORPORATION as a Company

AVAILABLE FROM:

apply application for Incorporation online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW COUNSULTANT FIRM

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or 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

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF CONSULTANT REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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.

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.**

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam
Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.**

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.**

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: CHANGE OF FIRM NAME of CONSULTANT FIRM

AVAILABLE FROM:

apply application for change of firm name online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: ADDITIONAL CATEGORY /CLASSIFICATION of CONSULTANT FIRM

AVAILABLE FROM:

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

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal 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 <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW SPECIALIZED FIRM

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or 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

OFFICE LOCATION

Thongsal Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF SPECIALIZED FIRM REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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.

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.**

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam
Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR CHANGE OF SPECIALIZED FIRM REGISTRATION CERTIFICATE

Following changes in registration certificate can be applied online:

- Change of location
- Change of Owner
- Change of Firm name
- Additional category /Classification
- Update Human Resources
- Update Equipment's

SERVICE: CHANGE OF LOCATION of SPECIALIZED FIRM

AVAILABLE FROM:

apply application for change of location online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.**

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: CHANGE OF OWNER of SPECIALIZED FIRM

AVAILABLE FROM:

apply application for change of owner online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: CHANGE OF FIRM NAME of SPECIALIZED FIRM

AVAILABLE FROM:

apply application for change of firm name online

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

TURN AROUND TIME (TAT):

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

FEE:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: ADDITIONAL CATEGORY /CLASSIFICATION of SPECIALIZED FIRM

AVAILABLE FROM:

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

apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: UPDATE Human Resources/UPDATE EQUIPMENTS of SPECIALIZED FIRM

AVAILABLE FROM:

apply application for Update Human Resource/ Update equipment's online
apply online <https://www.citizenservices.gov.bt/cdb/login>

PROCEDURE TO AVAIL THE SERVICES:

ELIGIBILITY:

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

HOW TO APPLY:

Go to <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW ARCHITECT

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF ARCHITECT REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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.

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsels Lam

Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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

ELIGIBILITY:

A Bhutanese citizen who has been issued with an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW ENGINEER

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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;
- Undertaking letter for engineer registration;
- 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF ENGINEER REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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.

DOCUMENT REQUIREMENT: The following documents are required:

- Citizenship Identity;
- Academic Transcript;
- Undertaking for engineer registration;
- 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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

ELIGIBILITY:

A Bhutanese citizen who has been issued with an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW SURVEYOR

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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;
- certificate issued by Institution of Surveyor & Spatial Science Professionals of Bhutan [ISSSPB];
- 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF SURVEYOR REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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.

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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsels Lam

Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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

ELIGIBILITY:

A Bhutanese citizen who has been issued with an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu

SERVICE: APPLICATION FOR NEW SPECIALIZED TRADE REGISTRATION

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 (NC certificate issued by MoLHR);
- 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:
02 326034/326035
Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsal Lam
Changangkha: Thimphu

SERVICE: APPLICATION FOR RENEWAL OF SPECIALIZED TRADE REGISTRATION CERTIFICATE

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

- 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 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 application ID from
<https://www.citizenservices.gov.bt/cdb/login>

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:

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 or registartion@cdb.gov.bt for update.

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsels Lam

Changangkha: Thimphu

AVAILABLE FROM:

apply online <https://www.citizenservices.gov.bt/cdb/login>

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 an 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:

Not applicable

CONTACT/FOCAL PERSON:

Registration head:

02 326034/326035

Email: registration@cdb.gov.bt

OFFICE LOCATION

Thongsel Lam

Changangkha: Thimphu