



Certified Builders User Manual 1.0

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Process Flow

Below is a summarized process flow for certified builder registration:



Process 1. Certified Builder Registration

1.1 Log on to www.citizenservices.gov.bt. The following portal will be displayed.



Fig 1.1 G2C Portal

1.2 Click on Construction Development Board

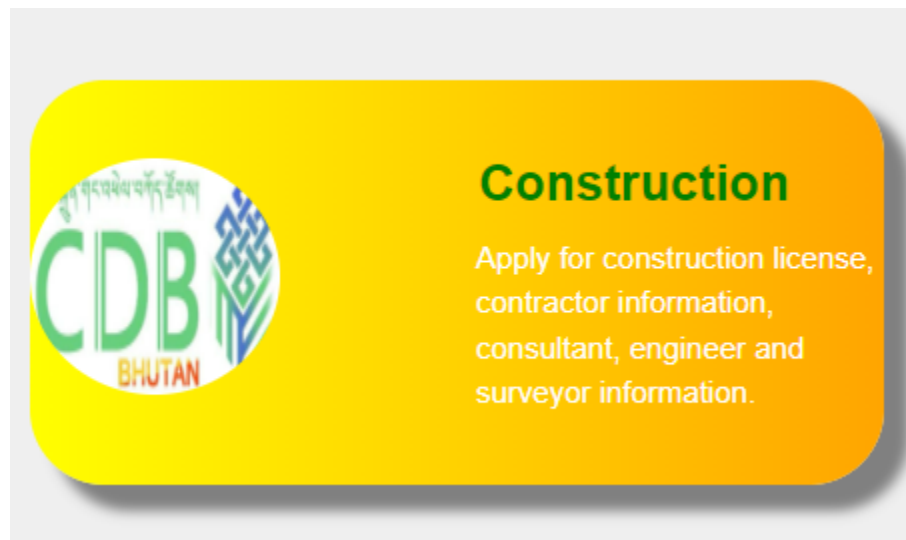


Fig 1.2 CDB link

1.3 The following page will be displayed.

Construction Development Board Services

Track application status with your application number

[New Registration](#)

1. Firm Registration

Contractor Consultant Specialized Firm Certified Builders

2. Individual Registration

Architect Engineer Specialized Trade Surveyor

[Login to your account](#)

☐ Remember me [Forgot Password?](#)

Fig 1.3 CDB public page

1.4 Upon clicking on Certified Builders, Following page will be displayed.

Construction Development Board

Registration of Certified Builder

VALIDITY (YEARS)	FEES (NU.)
2	5000.00

Note: This registration is for those who wish to Construct Private Buildings within Country.

Fig 1.4 Registration first page – fee details

1.5 Click on next. Following page will be displayed.

Construction Development Board

Registration of Certified Builder

Fee Structure ✓ General Information Human Resource Criteria Equipment Details Preview

Ownership Type: * Select Ownership Type Country: * Bhutan

Trade License No.: Text.. Proposed Firm Name: * Text..

TPN Number: Text..

Name of Owner or Board of Directors (for incorporated company)

NATIONALITY	CID/WORK PERMIT NO.	TITLE	NAME	GENDER	DESIGNATION	SHOW IN CERTIFICATE
Bhutan	Text..	Select	Text..	Select G	Select Designatic	<input type="checkbox"/>

Permanent Address

Dzongkhag: Select Dzongkhag Gewog:

Village:

Establishment Address *[The selected Dzongkhag will be displayed in your CDB certificate]*

Establishment Address * Text.. Dzongkhag: * Select Dzongkhag

Email: * Email address Confirm Email: * Confirm Email address

Mobile Number : * Mobile Number Telephone Number: Phone Number

Fax Number: Fax No

Back Next

Fig 1.5 Registration page – General Information

- Enter all the general information shown on the page.
- For Bhutanese nationality, on entering the CID number, name and gender will be pulled automatically from census and populated on the name and gender box.
- Click on Add more to add multiple owner/board of directors.
- Enter permanent address, establishment address and click on next.

1.6 Following page is displayed:

Construction Development Board

Registration of Certified Builder

Fee Structure ▾ General Information ▾ **Human Resource Criteria** Equipment Details Preview

Minimum Mandatory Human Resources Required

DESCRIPTION	QUALIFICATION	NUMBER
Project Manager	Bachelors degree.	1
Project Engineer	BE Civil Engineer or	1
	Diploma in Civil Engineering (optional)	2
Site Supervisor	Any technical graduate including TTI graduates in civil or electrical field.	1

Note:* This minimum HR requirement will have to be met by Bhutanese.

Human Resource Form

TITLE	NAME	ID/WORK PERMIT NO.	GENDER	COUNTRY	DESIGNATION	QUALIFICATION	TRADE / FIELDS	SERVICE TYPE	JOINING DATE	TPN	ATTACHMENTS (CV/UT/AT)	ACTION
+ Add More HR												

Back Next

Fig 1.6 Registration page – Human Resource Criteria

1.7 Click on Add More HR, following page to enter human resource details will be displayed:

Construction Development Board

Add Human Resource

Nationality *: Bhutan CID/Work Permit Number *: CID/Work Permit No

Title *: Select Title Name *: Name

Gender *: Select Gender Designation *: Select Designation

Qualification *: Select Qualification Trade *: Select Trade

Service Type *: Select Type Joining Date *: mm/dd/yyyy

CDB Number: cdbNo

The standard maximum file size accepted in this system is 2MB.

Add More File

DOCUMENT NAME	DOCUMENT ATTACHED	FILE SIZE	DELETE
Certificate	Choose file No file chosen		
Undertaking	Choose file No file chosen		
Others	Choose file No file chosen		

Please attach the certificate,CID and undertaking letter

OK Close

Fig 1.7 Human Resource Add Form

- Click Ok to add human resource. If you need to add again, click on Add HR button and repeat the process.

1.8 Click on next from the HR form and following page will be displayed:

Construction Development Board

Registration of Certified Builder

Fee Structure ▼ General Information ▼ Human Resource Criteria ▼ **Equipment Details** Preview

Equipment Details

Documents to be submitted to authenticate information on the equipment required

- a) Invoices/cash memo endorsed by Department of Revenue and Customs (DRC) if the equipment procured is/are within 1 year;
- b) Purchase agreement if the equipment is/are purchased from other individual or entities in Bhutan.
- c) Equipment other than those provided in clause 7(a) and (b) of this guideline shall furnish verification letter from local governments.
- b) For renewal of registration certificate, physical verification letter for the equipment shall be issued by local governments according approval.

Minimum Mandatory Equipments Required

EQUIPMENTS	IN NUMBER/QUANTITY
Bar bending machine	1
Rebar binding machine	1

EQUIPMENT NAME	REGISTRATION NUMBER	QUANTITY	ATTACHMENT	ACTION
+ Add More Equipment				

Back Save & Preview

Fig 1.8 Equipment Criteria

1.9 Click on Add More Equipment, following page to enter equipment details will be displayed:

Add Equipment

Equipment *: Altimeter Registration No *: BP-1-A1234

Quantity *: 1

The standard maximum file size accepted in this system is 2MB.

Add More File

DOCUMENT NAME	DOCUMENT ATTACHED	FILE SIZE	DELETE
Bluebook/CAB letter	Choose file No file chosen		
Insurance Certificate	Choose file No file chosen		
Others	Choose file No file chosen		

OK Close

Fig 1.9 Equipment Add Form

- Click Ok after entering the details. If you need to add again, click on Add Equipment button and repeat the process.

- 1.10 Click on Save and Preview. Following page will be displayed. This page will display all the details entered whereby the correction can be done If there is any mistake committed while entering details.

Construction Development Board

Registration of Certified Builder

[Fee Structure](#)
[General Information](#)
[Human Resource Criteria](#)
[Equipment Details](#)
[Preview](#)

VALIDITY (YEARS)	FEES (NU.)
2	0.00

Note: This registration is for those who wish to Construct Private Buildings within Country.

Ownership Type: *
 Country: *

Trade License No.:
 Proposed Firm Name: *

TPN Number:

Articles of Incorporation issued by Register of Company, MoEA

[Add More Certificate](#)

Minimum Mandatory Equipments Required

EQUIPMENTS	IN NUMBER/QUANTITY
Steel formworks and props	5,000 sq.ft
Bar bending machine	1
Rebar binding machine	1

EQUIPMENT NAME	REGISTRATION NUMBER	QUANTITY	ATTACHMENT	ACTION
Altimeter		1	Bluebook/CAB letter	

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/We are aware that any false information provided herein shall result in rejection of my application and suspension of any registration granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the legal instruments issued by CDB (Manuals, Guidelines, Codes etc.) and shall perform in line with these instruments and any other laws in force.
- I/We understand that the failure to comply with aforementioned legal instruments will be subject to the penalties provided for in these instruments and applicable laws in force; and
- I/We hereby declare that issuance of CDB certificate does not in any way constitute an obligation on the part of CDB or any other government agencies to provide contract works.

☐ I/We agree to the above Terms & Conditions.


[Submit](#)

Fig 1.10 Preview page

1.11 Tick the terms and condition box.

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/We are aware that any false information provided herein shall result in rejection of my application and suspension of any registration granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the legal instruments issued by CDB (Manuals, Guidelines, Codes etc.) and shall perform in line with these instruments and any other laws in force.
- I/We understand that the failure to comply with aforementioned legal instruments will be subject to the penalties provided for in these instruments and applicable laws in force; and
- I/We hereby declare that issuance of CDB certificate does not in any way constitute an obligation on the part of CDB or any other government agencies to provide contract works.

 **I/We agree to the above Terms & Conditions.**





Fig 1.11 Confirmation box

1.12 On clicking the tick box, Submit button will be enabled. Click on Submit button. The acknowledgement message will be displayed with the application number.



Government to citizen service delivery initiative

Construction Development Board

Application /Acknowledgement

Thank you for applying for Registration of Certified Builder with Construction Development Board. Your application is under process. When it is approved, you will receive an email and SMS to the given email address and mobile number respectively. Your application number is 105

Fig 1.12 Acknowledgement on successful submission

- The application will then be verified and approved by CDB focal persons.
- You will be notified for payment on approval. The payment has to be done manually at the nearest RRCO and submit the receipt to CDB accounts.
- The account user will update payment.
- You will be notified with username and password.

Process 2. User Login

- 2.1 Once you receive **User ID and password**, repeat process 1.1 to 1.3. Then enter your username and password in the following box:

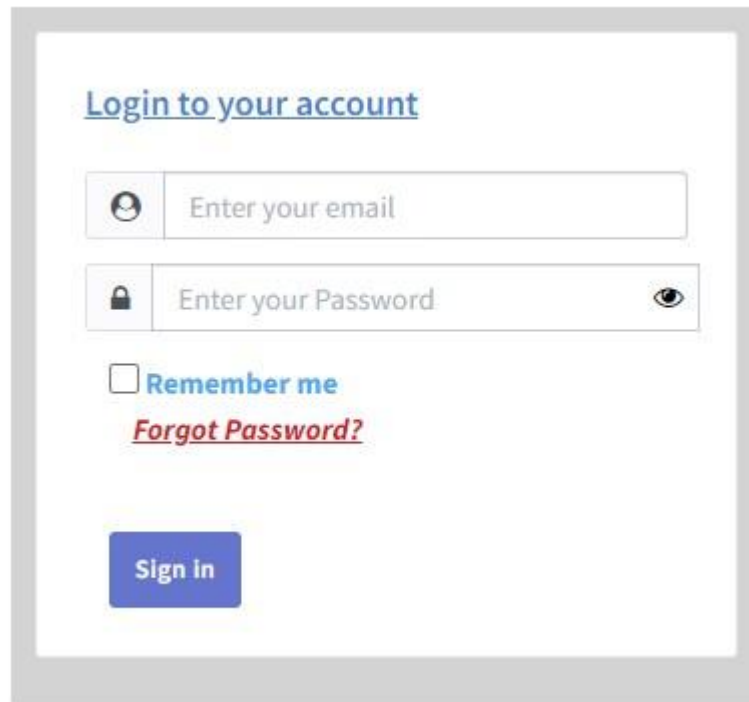

The image shows a login page with a light gray border. At the top, the text "Login to your account" is displayed in a blue, underlined font. Below this, there are two input fields. The first field is for email, with a person icon on the left and the placeholder text "Enter your email". The second field is for password, with a lock icon on the left, the placeholder text "Enter your Password", and an eye icon on the right. Below the password field, there is a checkbox labeled "Remember me" in blue text. Underneath the checkbox, the text "Forgot Password?" is displayed in a red, underlined font. At the bottom of the form, there is a blue button with the text "Sign in" in white.

Fig 2.1 Login page

- 2.2 On entering user ID and password, your dashboard will be displayed:


Government to citizen service delivery initiative
Testing Builder [ROLE_PUBLIC]

Dashboard
Profile
Renewal of CDB Certificate
Other Services
Cancellation of CDB Certificate
Update
Change Password

Construction Development Board

Notice:

[Messages](#)

[Audit Memo](#)

Show 10 entries Search:

SL NO.	AGENCY	AIN	AUDIT OBSERVATION
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

[Application History](#)

Show 10 entries Search:

SL NO.	APPLICATION NUMBER	SERVICE NAME	APPLICATION STATUS	APPLIED DATE
1	114	New Registration	Approved	

Showing 1 to 1 of 1 entries Previous 1 Next

[Rejected Application](#)

Note: You need to reapply the following services within 10 days. Your reapply link will be disabled after 10 days.

Show 10 entries Search:

SL NO.	APPLICATION NUMBER	SERVICE NAME	APPLICATION STATUS	APPLIED DATE
No data available in table				

Fig 2.2 Dashboard

- On your dashboard, you will be able to see audit memo if any, application history and your rejected applications.

2.3 From the menu, click on profile:



Fig 2.3 Menu

2.4 User profile will be displayed:

Government to citizen service delivery initiative

Dashboard Profile Renewal of CDB Certificate Other Services Cancellation of CDB Certificate Update Change Password

Print Information **Print Certificate**

General Info	
CDB Number:	CB-106
Ownership Type:	Sole Proprietorship
Company Name:	Testing Builder
Trade License Number:	1202
TPN Number:	3336
Country:	Bhutan
Application Date:	26-05-2022
Registration Expiry Date:	26-05-2024

Establishment Address	
Dzongkhag:	Thimphu
Address:	Swimming pool area
Email Id:	tn@gmail.com
Telephone Number:	
Mobile Number:	17431252
Fax Number:	

Permanent Address	
Dzongkhag:	Trashiyangtse
Village:	Baytsamang
Gewog:	Bumdeyling

Owner or Partner Human Resource Equipment Track Records Comments/Adverse Record/Monitoring report

Name of owner or Board of Director

SL NO	NAME	CID NUMBER	GENDER	COUNTRY	DESIGNATION	SHOW IN CERTIFICATE
1	Drakpa	11905000400	M	Bhutan	Chief Executive Officer	(✓)

Fig 2.4 Profile

- On the profile, you will be able to see your details as shown above.
- You can click on Print Information button to print profile.
- You can also click on Print certificate button to download as soft copy and print.

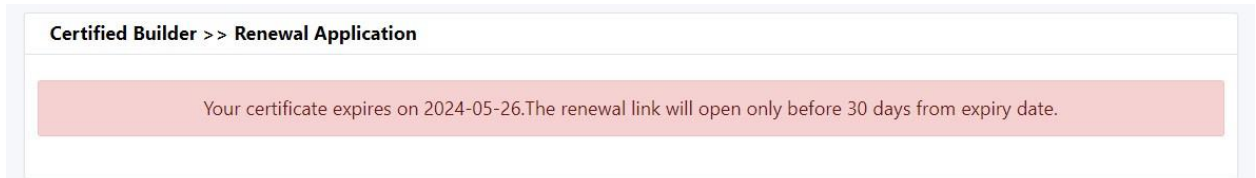
Process 3. Renewal of certificate

3.1 Follow login process 2.1. After log in, click on renewal link from the menu:



Fig 3.1 Renewal menu

3.2 Following page will be displayed.



- If you try to renew before 30-days of expiry date, above message will be displayed.

The screenshot shows the 'Certified Builder >> Renewal Application' page with the 'Services' tab selected. A pink message box states: 'You are applying for renewal of Certified Builder CDB certificate on time. So, no penalty will be charged. However, there will be renewal fee according to service you applied and your category and classes.'

Below the message, a note states: 'While renewing your certificate, you can also upgrade/downgrade work classification or change other information. Relevant fees will be applicable.'

The 'Services' tab is active, and a table lists services to be selected. The table has two columns: 'SERVICE NAME' and 'FEES (NU.)'. The services listed are:

SERVICE NAME	FEES (NU.)
<input type="checkbox"/> Incorporation	500.00
<input type="checkbox"/> Change of Firm Name	500.00
<input type="checkbox"/> Change of Location	500.00
<input type="checkbox"/> Change of Owner	1000.00
<input type="checkbox"/> Update Human Resource	Not Applicable
<input type="checkbox"/> Update Equipment	Not Applicable

At the bottom right, there are 'Back' and 'Next' buttons.

Fig 3.2 Services

Note: Update human resource service is mandatory.

- You can change the above services while renewing your certificate.
- Click on next. Following page will be displayed.

Certified Builder >> Renewal Application

You are applying for renewal of Certified Builder CDB certificate on time. So, no penalty will be charged. However, there will be renewal fee according to service you applied and your category and classes.

While renewing your certificate, you can also upgrade/downgrade work classification or change other information. Relevant fees will be applicable.

Fee Structure ✓
Services ✓
General Information
Human Resource Criteria
Equipment Details
Preview

Ownership Type *
Sole Proprietorship
Country *
Bhutan

Trade License Number
1202
Proposed Firm Name *
Testing Builder

TPN Number
3336

Name of Owner or Board of Directors (for incorporated company)

NATIONALITY	CID/WORK PERMIT NO.	TITLE	NAME	GENDER	DESIGNATION	SHOW IN CERTIFICATE	DELETE REQUEST?	ACTION
Bhutan	11905000400	Mr.	Drakpa	M	Chief Executive Officer	(✓)	<input type="checkbox"/>	Edit

Remove Last Row

Permanent Address

Dzongkhag
Trashiyangtse
Gewog
Bumdeyling

Village
Baytsamang

Establishment Addresses

Establishment Address *
Swimming pool area
Dzongkhag *
Thimphu

Email *
tn@gmail.com
Mobile Number *
17431252

Telephone Number
Text..
Fax Number
Text..

Next

- All details submitted during registration will be displayed.
- Fields will be editable based on services checked in Fig 3.2
- click on next.

While renewing your certificate, you can also upgrade/downgrade work classification or change other information. Relevant fees will be applicable.

Fee Structure
Services
General Information
Human Resource Criteria
Equipment Details
Preview

Human Resource Form

NAME	ID/WORK PERMIT NO.	GENDER	COUNTRY	DESIGNATION	QUALIFICATION	TRADE / FIELDS	SERVICE TYPE	JOINING DATE	ATTACHMENTS (CV/UT/AT)	DELETE REQUEST?	ACTION
Drakpa	119050004	M	Bhutan	Architect	Degree	Architect	Regular	26-05-2022		<input type="checkbox"/>	Edit

+ Add More HR

Back
Next

1. You can edit your HR information by clicking on EDIT button and add their documents as well.
2. If you wish to add new HR then click on +Add More HR button.
3. If you wish to deleted then check Delete Request check box under DELETE REQUEST section. Then click next button.

While renewing your certificate, you can also upgrade/downgrade work classification or change other information. Relevant fees will be applicable.

Fee Structure
Services
General Information
Human Resource Criteria
Equipment Details
Preview

certifiedBuilder Equipment Details

EQUIPMENT NAME	REGISTRATION NUMBER	QUANTITY	ATTACHMENT	DELETE REQUEST?	ACTION
Air Compressor		1		<input type="checkbox"/>	Edit

+ Add More Equipment

Back
Next

1. Similarly to HR service, you can EDIT, ADD and SEND DELETE REQUEST.
2. Click next to preview your form.

Director

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
- I/We hereby declare that issue of CDB certificate does not in anyway constitute an obligation on the part of CDB or any other Government agency to provide contract works.

☒ I agree to the above Terms Conditions

Submit

Cancel

- Agree CDB terms and conditions and click on submit button if you wish to else click on cancel button.
- Following acknowledged message will be displayed with your renewal application number.

Application /Acknowledgement

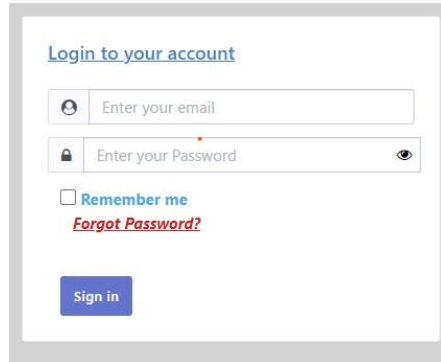
Your application for Renewal Of Certified Builder has been submitted and your application number is 117
You will receive an email with the Application summary.

You can track your application using above Application Number.
Thanks You.

Process 3. Renewal Verifier & Approval Task

3.3 Renewal Verifier/Approval task

- Verifier/approval will login to system



[Login to your account](#)

☐ Remember me

[Forgot Password?](#)

Construction Development Board

Dashboard

Services

Contractor Consultant Specialized Firm **Certified Builder** Architect Engineer Surveyor Specialized Trade

Contractor		Consultant		Specialized Firm		Certified Builder	
Sub Services	Total	Sub Services	Total	Sub Services	Total	Sub Services	Total
NewRegistration:	2	NewRegistration:	1	New Registration:	0	NewRegistration:	2
Renewal:	5	Renewal:	0	Renewal:	0	Renewal:	5
OtherServices:	12	Other Services:	0	Other Service:	0	OtherServices:	12
Cancellation:	0	Cancellation:	0	Cancellation:	0	Cancellation:	0

Click here if application is applied for renewal service

Click here if application is applied for other service

- Follow page will be displayed.

Group Task								
Show 10 entries		Search:						
SL NO.	APPLICATION NUMBER	SERVICE NAME	FIRM NAME	CDB NUMBER	CONTACT NUMBER	STATUS	ACTION DATE	ACTION
1	117	Renewal of CDB Certificate,Update Human Resource,Update Equipment,Late Fee	TEST CONST	CB-108	1111111	Under Process	2022-05-26	Take Action
Showing 1 to 1 of 1 entries								Previous 1 Next

- Click on application number to view details.

Certified Builder >> Renewal Application >> Verification >> CDB No: CB-108 >> Application Number : 117 >> Registration Expiry Date: 2022-05-26

[Services](#)
[General Information](#)
[Category Details](#)
[Human Resource Criteria](#)
[Equipment Details](#)
[Preview](#)

Services availed along with renewal of certificate

☐ Incorporation
☐ Change of Firm Name
☐ Change of Location
☐ Change of Owner
☐ Upgrade/Downgrade/Add Category/Classification
☒ Update Human Resource
☒ Update Equipment

[Next](#)

- Only applied services will be checked, so that verifier/approver will know which services are being applied during renewal/other service. Click next.

Follow page will be displayed

Certified Builder >> Renewal Application >> Verification >> CDB No: CB-108 >> Application Number : 117 >> Registration Expiry Date: 2022-05-26

Services ✓

General Information

Category Details

Human Resource Criteria

Equipment Details

Preview

Ownership Type

Sole Proprietorship

Country

Bhutan

Trade License
Number

TPN Number

Old Proposed Firm
Name

TEST CONST

Permanent Address

Dzongkhag

Bumthang

Gewog

Tang

Village

Chojam

Name of Owner, Partners and/or others with Controlling Interest

SL NO	NATIONALITY	CID/WORK PERMIT NO.	TITLE	NAME	GENDER	DESIGNATION	SHOW IN CERTIFICATE	ACTION	VERIFY
EXISTING OWNER LIST									
1	Bhutan	1111111111	Mr.	Drakpa	M	Executive Director	(✓)	Check for this CID	<input type="checkbox"/>
NEWLY ADDED OWNER LIST									
EDITED OWNER LIST									
DELETED OWNER LIST									

Existing Establishment Addresses

Establishment Address	<input type="text" value="olakha"/>	Dzongkhag	<input type="text" value="Thimphu"/>
Email	<input type="text" value="kart@gmail.com"/>	Mobile Number	<input type="text" value="1111111"/>
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>

Proposed Establishment Addresses

Establishment Address	<input type="text" value="olakha"/>	Dzongkhag	<input type="text" value="Thimphu"/>
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>

[Back](#)
[Next](#)
[Reject](#)

Service Applied and Fee

	SERVICE NAME	FEES (NU.)
<input checked="" type="checkbox"/>	Late Fee	0
<input checked="" type="checkbox"/>	Renewal of CDB Certificate	0
<input checked="" type="checkbox"/>	Update Human Resource	0
<input checked="" type="checkbox"/>	Update Equipment	0
Total		0

[Back](#)
[Next](#)

Human Resource Form

TITLE	NAME	ID/WORK PERMIT NO.	GENDER	COUNTRY	DESIGNATION	QUALIFICATION	TRADE / FIELDS	SERVICE TYPE	JOINING DATE	ATTACHMENTS (CV/UT/AT)	ACTION
EXISTING HUMAN RESOURCE LIST											
Mr.	Drakpa	22222222	M	Bhutan	Architect	CI X	Bs. Science	Regular			Check for this
NEWLY ADDED HUMAN RESOURCE LIST											
Lyonpo	Drakpa	23223	M	Bhutan	Architect	CI X	BBM	Regular		Undertaking.pdf Certificate.pdf	Check for this
EDITED HUMAN RESOURCE LIST											
DELETED HUMAN RESOURCE LIST											

Back

Next

Reject

Services

General Information

Category Details

Human Resource Criteria

Equipment Details

Preview

Equipment Details

EQUIPMENT NAME	REGISTRATION NUMBER	QUANTITY	ATTACHMENT	ACTION	VERIFY
EXISTING EQUIPMENT LIST					
Air Compressor		45		Check for Equipment	<input type="checkbox"/>
EDITED EQUIPMENT LIST					
NEWLY ADDED EQUIPMENT LIST					
Bolero	BP-2-A2322	1	Insurance_Certificate.pdf Bluebook.pdf	Check for Equipment	<input type="checkbox"/>
DELETED EQUIPMENT LIST					

Back

Next

Application Status

Status	Action By	Action Date	Remarks
Submitted	TEST CONST	26-05-2022	

Remarks:

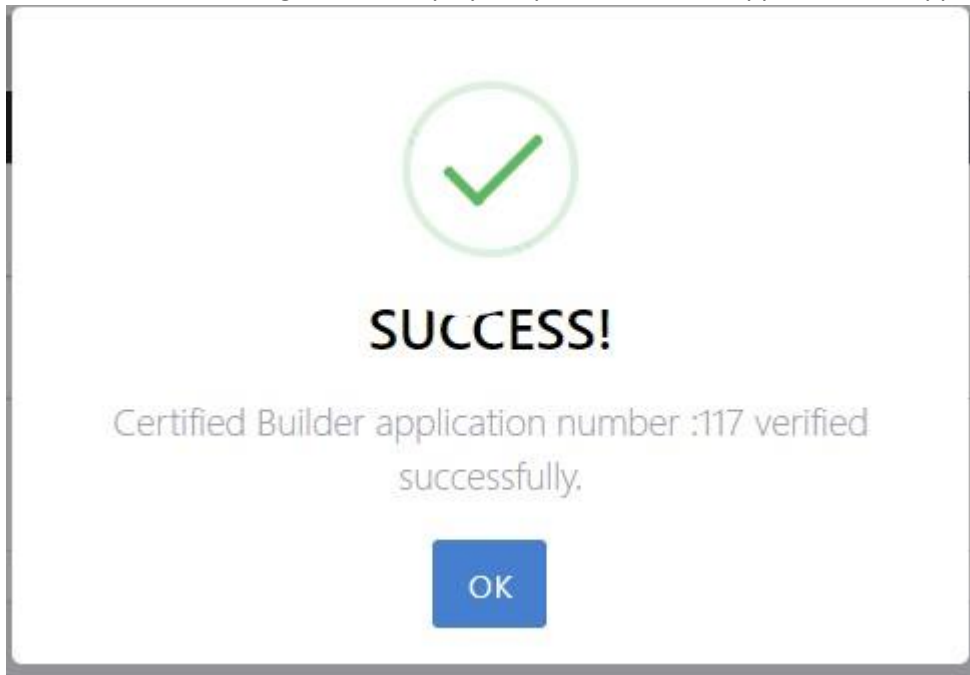
Verify

Reject

Cancel

- Check all filled form by applicant and verify/approve the application.
- If there is any missing or not fulfilled with CDB requirement then you can reject application for resubmission.

- Success message will be displayed upon verification/approval of an application.



3.4 Payment Approver Task

Certified Builder >> Renewal Application >> Verification >> CDB No: CB-108 >> Application Number : 117 >> Registration Expiry Date: 2022-05-26

☒ Services
 ☐ General Information
 ☐ Category Details
 ☐ Human Resource Criteria
 ☐ Equipment Details
 ☐ Preview

Services availed along with renewal of certificate


☐ Incorporation
☐ Change of Firm Name
☐ Change of Location
☐ Change of Owner
☐ Upgrade/Downgrade/Add Category/Classification
☒ Update Human Resource
☒ Update Equipment

[Next](#)

Click on renewal / other service respectively based on service availed by applicant, Task list page will be displayed.

My Task								
Show	10	entries	Search:					
SL NO.	APPLICATION NUMBER	SERVICE NAME	FIRM NAME	CDB NUMBER	CONTACT NUMBER	STATUS	ACTION DATE	ACTION
1	117	Renewal of CDB Certificate,Update Human Resource,Update Equipment,Late Fee	TEST CONST	CB-108	1111111	Approved for Payment	2022-05-26	Send back
Showing 1 to 1 of 1 entries								Previous 1 Next

- Clicking on application number will display following page.


Government to citizen service delivery initiative
Choney Wangmo [ROLE_PAYMENT]

[Home](#)
[Print Certificate](#)

Construction Development Board

Certified Builder >> Renewal Application >> Payment Approval >> CDB No: CB-108 >> Application Number : 117 >> Registration Expiry Date: 2024-05-26

Ownership Type
Sole Proprietorship

Country
Bhutan

Trade License Number

Proposed Firm Name
TEST CONST

TPN Number

Old Proposed Firm Name
TEST CONST

Existing Establishment Addresses

Establishment Address
olakha

Dzongkhag
Bumthang

Email
kart@gmail.com

Mobile Number
1111111

Telephone Number

Fax Number

Proposed Establishment Addresses

Establishment Address
olakha

Dzongkhag
Thimphu

Telephone Number

Fax Number

Service Applied and Fee

	SERVICE NAME	FEES (NU.)
<input checked="" type="checkbox"/>	Late Fee	0
<input checked="" type="checkbox"/>	Renewal of CDB Certificate	0
<input checked="" type="checkbox"/>	Update Human Resource	0
<input checked="" type="checkbox"/>	Update Equipment	0
Total		0

Fees Applied

CDB Number :*

CB-108

Payment Date :*

mm/dd/yyyy

Receipt No :*

Remarks :

Amount Payable:

0

Mode of Payment:

--Select--

Application Status

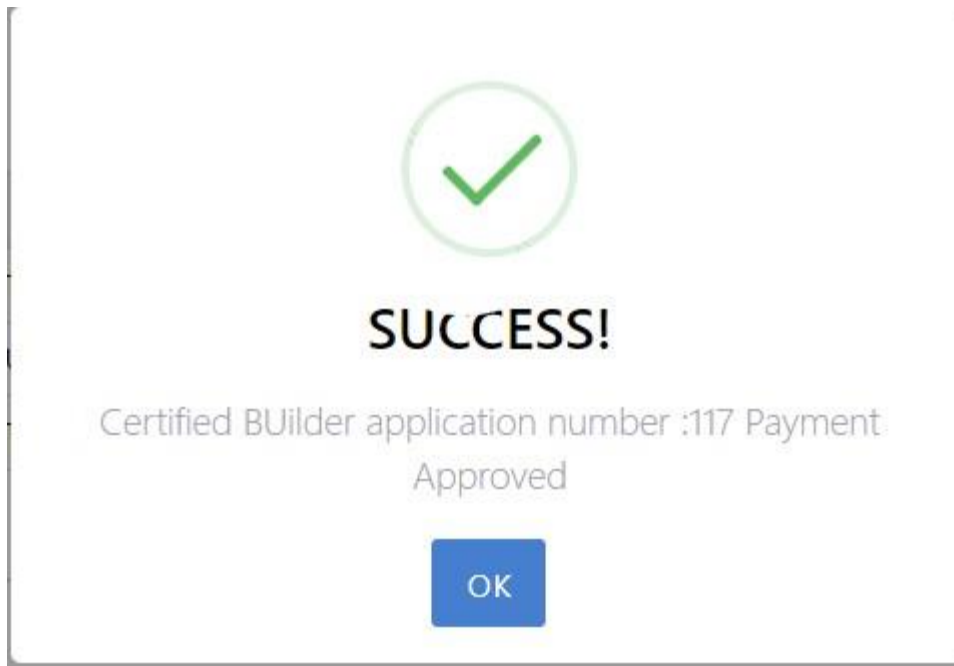
Status	Action By	Action Date	Remarks
Submitted	TEST CONST	26-05-2022	
Verified	Ugyen Doelma	26-05-2022	
Approved for Payment	Tshering Nidup	26-05-2022	null

Remarks:

Save and Generate Certificate

Cancel

- Filled Fee Applied section and click on SAVE AND GENERATE CERTIFICATE button so that license get renewed.
- Successful message is being displayed.



Process 4. Apply for other service

4.1 Follow login process 2.1. After log in, click on other service link from the menu:

[Dashboard](#) [Profile](#) [Renewal of CDB Certificate](#) [Other Services](#) [Cancellation of CDB Certificate](#) [Update](#) [Change Password](#)

NOTE: Applying process, verification, approval and payment approval will remain same as RENEWAL Service.

Process 5. Apply for cancellation

5.1 Follow login process 2.1. After log in, click on other service link from the menu:

[Dashboard](#) [Profile](#) [Renewal of CDB Certificate](#) [Other Services](#) [Cancellation of CDB Certificate](#) [Update](#) [Change Password](#)

- Follow form will be displayed

Certified Builder >> Cancellation of Certificate >> CDB Number: CB-108

Cancellation Reason *

Are you sure you want to cancel the certificate? ☐

Submit

- Give reason for cancellation and tick the check box and apply for cancellation.



On successfully applying for cancellation, application will directly reached to approval level unlike other CDB services.

- After approver login, click on cancellation.

Services									
Contractor		Consultant		Specialized Firm		Certified Builder		Architect	
Contractor		Consultant		Specialized Firm		Certified Builder			
Sub Services	Total	Sub Services	Total	Sub Services	Total	Sub Services	Total		
NewRegistration:	0	NewRegistration:	0	New Registration:	0	NewRegistration:	0		
Renewal:	0	Renewal:	0	Renewal:	0	Renewal:	0		
OtherServices:	0	Other Services:	0	Other Services:	0	OtherServices:	0		
Cancellation:	0	Cancellation:	0	Cancellation:	0	Cancellation:	0		

- Click on application to view details

My Task

Show

10

entries

Search:

SL NO.	APPLICATION NUMBER	SERVICE NAME	FIRM NAME	CDB NUMBER	CONTACT NUMBER	STATUS	ACTION DATE	ACTION
1	118	Cancellation of Registration	TEST CONST	CB-108	1111111	<div><div></div>Verified</div>	2022-05-26	<div>Send back</div>


Showing 1 to 1 of 1 entries

Previous

1

Next

Following page is displayed



Government to citizen service delivery initiative

Tshering Nidup [ROLE_APPROVER]

[Home](#)
[Print Certificate](#)

Construction Development Board

Certified Builder >> Cancellation of Certificate >> Approval>> Application Number : 118

Ownership Type	<input type="text" value="Sole Proprietorship"/>	Country	<input type="text" value="Bhutan"/>
Trade License Number	<input type="text"/>	Proposed Firm Name	<input type="text" value="TEST CONST"/>
TPN Number	<input type="text"/>		

Establishment Addresses

Establishment Address	<input type="text" value="olakha"/>	Dzongkhag	<input type="text" value="Thimphu"/>
Email	<input type="text" value="kart@gmail.com"/>	Mobile Number	<input type="text" value="1111111"/>
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>

Cancellation Reason:

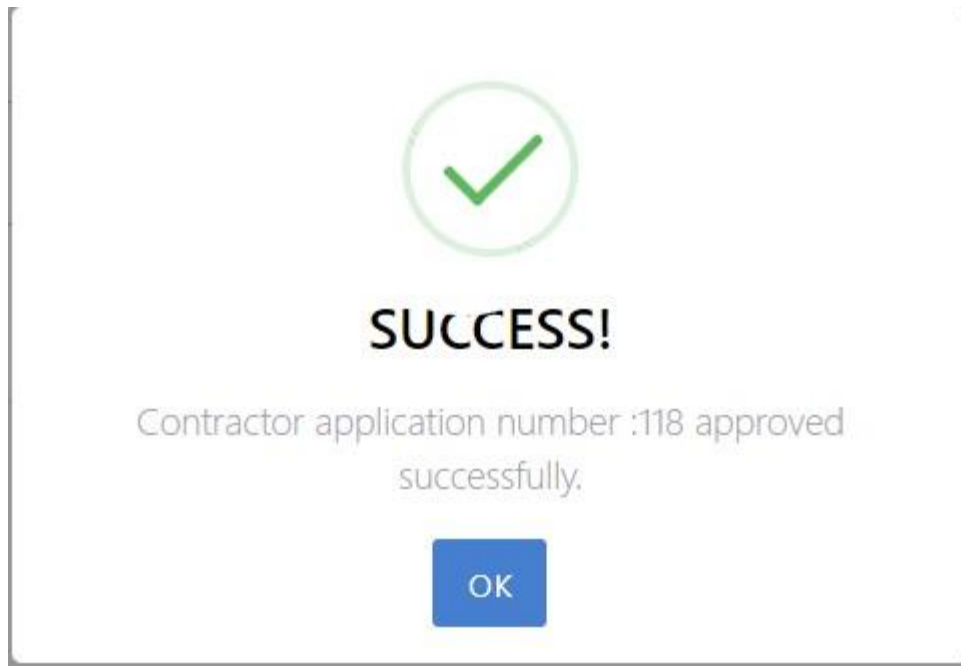
applied for cancellation

Application Status

Status	Action By	Action Date	Remarks
Submitted	TEST CONST	26-05-2022	

Remarks:

Click on approve button to approve cancellation application.



Note: Now particular firm is successfully deregistered from CDB. You cannot login to CDB system.

Following error message will be displayed.

