

**OWNERSHIP CHANGE FORM (BT SERVICES)**

A. Please tick (✓) the service for which you want to change ownership/billing address for

a. Fixed Line Telephone Services

b. Prepaid/Postpaid Mobile Services

c. Broadband Internet Services

d. Internet Leased Line/ISP Services

B. Service connection number / User Name \_\_\_\_\_

C. Ownership / Billing Address Details

a. Previous / Existing Ownership Details

Name \_\_\_\_\_

CID Card number \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

Email ID \_\_\_\_\_

Service Location (for fixed, broadband, leasedline/ISP users only) \_\_\_\_\_

b. New / Present Ownership Details

Name \_\_\_\_\_

CID Card number \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

Email ID \_\_\_\_\_

Service Location (for fixed, broadband, leasedline/ISP users only) \_\_\_\_\_

c. New/Present Permanent address details

Village \_\_\_\_\_ Gewog \_\_\_\_\_ Dzongkhag \_\_\_\_\_

Thram number \_\_\_\_\_ House number \_\_\_\_\_

D. Suspension of the line from \_\_\_\_\_ (DD/MM/YYYY)

**E. Terms and Condition**

- a) All the outstanding bills shall be cleared before changing the ownership. The bill for the current month if any shall be sent to the customer for clearance.
- b) In case of ownership change, customers shall submit duly filled "Surety Form" with proper documentation along with this form.
- c) Copy of the Citizenship Identity Card of both the new and existing owner shall be submitted along with this form in case of ownership change. In case of billing address change, a copy of Citizenship Identity Card of the owner shall be submitted.
- d) Bhutan Telecom shall not be held liable for any issues arising out of the ownership change.

Affix a legal  
stamp &  
signature  
from both  
the parties

(signature of new owner & existing owner)

**For Official Use Only**

Name of Sales Representative \_\_\_\_\_

Signature

Date \_\_\_\_\_ (DD/MM/YYYY)