

How to fill up an application form for DRUK GYALPO'S RELIEF KIDU

GUIDELINES

These guidelines are meant to assist the filling of the **Druk Gyalpo's Relief Kidu Application Form**. Although every attempt has been made to cover issues that may generally be encountered in filling up the form, there may be rare occurrences when there is some ambiguity. During such instances, an applicant may call **TOLL FREE NUMBER 1188** or contact **Dzongkhag Kidu Officers** (Mobile numbers are provided here <https://royalkidu.bt/contacts/>)

Personal Profile

1. CID No.: Please enter a eleven-digit valid Citizenship Identity Card (CID) number
2. Name: *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Enter name of the applicant
3. Date of Birth: *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Provide the Date of Birth of the applicant in the given format - **dd-mm-yyyy**
4. Permanent Address (Dzongkhag): *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Mention Permanent Address (*Dzongkhag*) of the applicant
5. Permanent Address (Gewog): *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Mention Permanent Address (*Gewog*) of the applicant
6. Permanent Address (Village): *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Mention Permanent Address (*Village*) of the applicant
7. Gender: *1.Online Application:* Automatic fill up; *2.Paper-based Application Form:* Select Gender (*Male, Female*) of the applicant
8. Marital Status: Please select the most appropriate status from the list provided
9. Education Qualification: Select the relevant level of qualification the applicant has successfully completed.
10. Present Address (Dzongkhag): Select the relevant *Dzongkhag* that you are residing in currently. Note that the present address pertains to your residential area, and may not necessarily refer to the place where you were born or have civil registration.
11. Present Address (Gewog): Select the name of the *gewog or town* where you reside
12. Present Address (Chiwog): Enter the village/block (specific location) where you reside
13. Mobile Number: Please enter an **eight-digit valid** mobile number to communicate information related to your income support
14. Alternative Contact Number: Please enter an additional valid mobile/landline number to be used in case Dzongkhag Kidu Officers are not able to reach you on your personal mobile number provided above
15. Employment status before COVID-19 pandemic: Please select an option that is most applicable
 - I. **Salaried employee:** Regular, contract employees in a formal sector
 - II. **Casual/wage employee:** Casual workers in both formal and informal sector
 - III. **Employer:** A person in a formal sector who has at least one employee
 - IV. **Self-operated business/self-employed:** A person who is operating a business on his/her own or operating a business with unpaid family members in an informal sector

*Note**

Formal sector: accounts for those employers/employees engaged in licensed activities, the income from which is taxable

Informal sector: accounts for those activities which does not have a license/formal authorization, for which taxes are not paid

Employment details

16. Name of the enterprise: Please enter full name of the enterprise (correct spelling) that you have been employed in before COVID-19 pandemic
17. Job position: Please enter your official job position while working at the enterprise
18. Place of posting (Dzongkhag): Select the *dzongkhag* in which you have been working for the enterprise
19. Place of posting (Gewog/Town): Please select the relevant *gewog* or town which you have been working for the enterprise
20. Mobile number of the employer: Please enter an eight-digit valid direct line to your employer of the enterprise provided above
21. Basic monthly salary: Please enter the basic salary in ngultrums that you had received in the **most recent month** while working for the job position provided above
22. How long have you been working of the employer?: Please select the option that is applicable
23. How has COVID-19 pandemic affected your employment?: Please select the option that is applicable

Business details

24. Occupation/Designation: Please enter title/name of the occupation/designation. Examples include shopkeeper, proprietor, freelance guide, taxi driver etc.
 25. Name of the enterprise: Enter the official name of the business (correct spelling) if it is a registered business. Applicants may re-enter the occupation title/name if there is no official name of the enterprise
 26. License No./Vehicle No.: Please enter the valid business/occupation license number or vehicle number whichever is relevant with respect to the occupation/designation provided above
 27. Location (Dzongkhag): Select the *dzongkhag* in which business is located or the applicant is working
 28. Location (Gewog/Town): Select the corresponding *gewog* or town
 29. Average monthly income: Please provide the average monthly income in ngultrums generated from the enterprise/occupation
 30. What is the impact of COVID-19 pandemic on your business: Select the most appropriate status of the business currently
 - I. **Partially operational:** Enterprise is operational but only to some extent, thereby slowing down the business and resulting in income reduction
 - II. **Non-operational:** Enterprise has closed down or is not functioning as a result of which there has been no income from the business
 31. Sector of employment: Please select the most relevant sector for the enterprise provided above
 32. Was there any change in your income from employment/business as a result of the COVID-19 pandemic?: Please select the option that is most appropriate
 33. Do you have to pay rent for the dwelling in which you currently live?: Dwelling here refers to the house/apartment in which you are currently residing
 34. Do you have to pay a loan installment?: A loan installment here refers to a formal contract involving a loan that is repaid over time with a set number of scheduled payments to a financial institution
 35. Do you have a personal savings account?: Please select the option that is applicable
 36. Select Name of the Bank of your personal savings account: Please select the bank name with which you have a personal savings account
 37. Select the Branch Name: Select relevant branch name
 38. Provide your Bank Account Number: Enter a valid personal account number for the bank name selected above
- Note* personal savings account number is collected to facilitate electronic transfer of the income support*

39. How do you wish to receive cash support, if you are found eligible?:

- I. Will open a bank account and update: Select this option if you prefer electronic payment. Please note that you will need to notify your respective Dzongkhag Kidu Officers on the new personal savings account
- II. Will receive cash in person from Dzongkhag *Kidu* Officers: Select this option if you would like to receive the income support directly in cash from Dzongkhag Kidu Officers

40. Are you living alone?: Select 'Yes' if there are no other household members living with you, and 'No' if there are other household members living with you.

Note a household is a group of persons living together related or unrelated, sharing the living space, having common arrangement for food and sharing the family resources for more than six months in the past one year*

41. Please provide the details of household members **currently living** with you:

Name	Age	Sex	Relationship to the applicant	CID	Employment status

Enter the full name of the household member. Enter the age of the household member. Enter gender of the household member and corresponding relationship status as per the provided list. If the applicant is *married or living together*, **the CID number of his/her spouse/partner is mandatory**, while the CID numbers of other household members are optional. Enter the relevant employment status of the household member