



# ལྷན་ རྒྱུག་གི་དངུལ་ཁང་ཚོང་འཛིན།

## BANK OF BHUTAN LIMITED

(Incorporated under Companies Act of the Kingdom of Bhutan, 2000)

Date of Application: \_\_\_\_\_

Branch Office: \_\_\_\_\_

### APPLICATION FOR CONSUMER LOAN

(All the particulars with \* sign are mandatory in compliance with RMA CIB)

#### PERSONAL DETAILS( to be filled by applicant)

1. Applicant Name*			Photograph Of Applicant
2. Designation/ Grade*			
3. Date of Joining Service*			
4. Date of Retirement (minimum seven years)*			
5. Nature of service*	Regular/Contract (If contract ..... Yrs)		
6. Current Monthly Salary*			
7. Nationality*			
8. CID No.*		9. Date of Birth	
10. Work Permit No. (Foreigner only)			
11. Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>		
12. Marital status*	Married <input type="checkbox"/> Unmarried <input type="checkbox"/> If married please provide spouse's detail: Name: _____ CID No: _____		
13. Account maintained with BoBL*	a) Saving Account Number: ..... b) Current Deposit Account Number (if any): .....		
14. Name & Address of the Employer* (Dept/ Agency/Corp)	..... ..... Office No: ..... Place: ..... PO Box No:.....		
15. Residential Address*	Location: ..... ..... ..... Mobile No: ..... Email ID: .....		
16. Permanent Address*:	House No: ..... Tharm No: ..... Village: ..... Gcwog :.....		

	Dungkhag: .....	Dzongkhag: .....
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17. Detail of Consumer Loan requested from BoBL by the applicant.

a) Purpose	.....
b) Loan Amount	Nu..... (Ngultrum ..... only)
c) Repayment period	Years .....( Maximum 7 years)
d) Mode of Repayment	From salary <input type="checkbox"/>

I declare that the above information along with the information given under ENCLOSURE is true, correct, and complete and upto date in all respect and I have not withheld any information. I confirm that I had never been awarded an adverse judgment or decree in a court case involving breach of contract, tax malfeasance or other serious misconduct and never been a defaulter with BoBL/other financial institution. I authorized BoBL or its agent to make references and enquiries relative to information in this application, which BoBL may consider necessary and shall not hold BoBL liable for use of this information. I undertake to inform BoBL regarding any change in my residence/employment and to provide my further information that BoBL may require.

I am bound to inform the bank of any change in the detail given above. I agree to pay processing charges as applicable and any other additional charges including Customer Information Report (CIR), etc. charged by the bank. I have read and have been advised of the terms and conditions relating to the consumer loan scheme and I hereby agree to abide by these terms and conditions or by the revised additional terms and conditions which may at any time hereafter be made while the loan obtained by me is still outstanding.

I hereby authorize my employer to recover the stipulated installments including interest from my salary every month. In the event of default on my part or my leaving the service of the Organization or in the other exigencies, if loan is still unpaid, I give my full consent to BoBL to adjust the loan amount outstanding against me with interest from my provident fund balance / or gratuity payable to me and / or any other amount due to me.

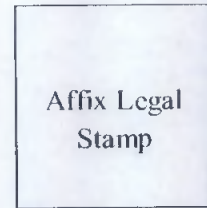
**I hereby give my full consent to BoBL for sharing my personal bio-data and financial information including security details relating to my loan account(s) with Royal Monetary Authority for Credit Information Bureau**

Further, it shall be my responsibility to ascertain with the concerned salary section of my department /organization that the stipulated monthly recoveries made from my salary has/have remitted to bank promptly.



In the event of my untimely demise prior to full repayment of my loan or in any exigencies, my legal heir who is willing to claim my service benefits shall be under the obligation to liquidate the entire loan dues to the BoBL from my post service benefits.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_



(Signature of Applicant)

18. Detail of Guarantor (equal or higher grade employee from the same office with minimum three years of confirmed service)			
a) Name *			
b) Designation/Grade*		c) Date of Joining Service*	
c) Date of Retirement (minimum seven years)*			
d) Nature of service*	Regular/Contract (if contract ..... Yrs)		
e) Current Monthly Salary*	Nu.	f) Nationality*	
g) CID No.*		h) Date of Birth*	
i) Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>		
j) Marital Status*	Married <input type="checkbox"/> Single <input type="checkbox"/> if married please provide spouse's detail: Name: _____ CID No: _____		
k) SB/CD (if) a/c no *			
l) Contact detail (Office Address)*	_____ _____		
m) Residential Address*	Location: ..... ..... ..... Mobile No: ..... Email id: .....		
n) Permanent Address*	House No: _____ Tharm No: _____ Village: _____ Gewog: _____ Dungkhang: _____ Dzongkhang: _____		

I hereby as the guarantor confirm that the above information given in the application form are true, correct and complete and upto date in all respects. Further, I undertake to repay the amount of loan outstanding along with interest in the event of non-recovery of loan from the borrower, Dasho/Mr./Mrs./Miss. \_\_\_\_\_ who is known to me.

I hereby give my full consent to BoBL for sharing my personal bio-data and financial information including security details relating to my loan account(s) with Royal Monetary Authority for Credit Information Bureau.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Affix Legal  
Stamp

(Signature of Guarantor)

**Recommendation of Head of the Department:**

We hereby confirm that herein mentioned particulars of Dasho/Mr./Mrs./Miss(applicant) \_\_\_\_\_  
Dasho/Mr./Mrs./Miss(guarantor) \_\_\_\_\_ of our  
Department/Ministry are correct. If the loan of Nu. \_\_\_\_\_ (Ngultrums \_\_\_\_\_  
\_\_\_\_\_) is sanctioned to him/her by the bank then we undertake to recover regularly  
from his/her salary a sum of Nu. \_\_\_\_\_ per month as stipulated and shall be promptly deposited with the  
nearest branch of the Bank of Bhutan Limited till entire loan outstanding is liquidated in their books. We further  
undertake that in the event of default on the part of the applicant or his/her leaving the service or in other exigencies, if  
the loan is still unpaid, his/her last salary/gratuity/ provident fund, etc. will be paid to the BoBL towards adjustment of the  
loan.

We further confirm that in event of transfer of the employee to any other department/establishment, the relative loan  
outstanding/stipulated installments will be mentioned in the employee's "Last Pay Certificate". Also the information  
about the employee's transfer will be conveyed to the Bank. **Salary slip given by disbursing/account officer of the  
above applicant and guarantor is enclosed.**

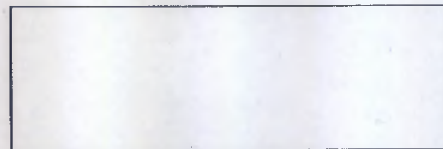
**Recommendation Officer**

(Employer's Signature)

Name : .....

Designation: .....

Office Contact No: .....



**Official Seal**

- The application should be signed at the end of all pages by the borrower



.....  
.....  
.....

(Address of the disbursing authority)

Dear Sir,

**IRREVOCABLE LETTER OF AUTHORITY**  
**BOBL LOAN SCHEME.....**

I ..... am an employee of your department/organization. The Bank of Bhutan Limited, ..... branch have agreed to sanction/granted a loan of Nu ..... (Ngultrum ..... Only) to me under their captioned scheme for the purpose of .....

2. (a) I hereby authorize you to recover by deduction from my salary payable to me by you, a sum of Nu ..... (Ngultrum ..... only) every month, beginning from the month of ..... representing the monthly installment payable by me to the Bank of Bhutan Limited, branch, for the aforesaid loan and remit the amount to the aforesaid branch of the Bank.

(b) I hereby authorize you to credit/continue to credit my salary to Bank of Bhutan Limited, branch, payable to me by you every month, since the monthly installments for repayment of the aforesaid loan are to be recovered by the ..... branch of BOBL by debit to my Savings Bank/Current Account No. .... with them, in accordance with an undertaking furnished by me to the Bank.

3. In case of my death, retirement, resignation or discontinuing the service for any reason, I hereby authorize you to pay an amount payable on my account including amount payable by way of terminal benefits like P.F. and gratuity etc. by reason aforesaid, to the Bank of Bhutan Limited towards the balance outstanding in the aforesaid loan account together with interest, costs and/or any monies as may be due to the Bank in respect of the aforesaid loan.

4. I hereby agree that I shall not be entitled to withdraw or revoke this authority even in case of my transfer, or otherwise, until the whole of my debt inclusive of interest etc. to Bank of Bhutan Limited is liquidated, and a written consent of the Bank is obtained.

Yours faithfully,

Witness:  
Signature .....  
Employee)  
Name .....  
.....  
I. D. Card No.....  
.....  
Designation .....  
.....  
Address

(Signature of  
Name  
I. D. Card No.  
Designation  
Address

Date.

Date.

\*Note : Delete 2 (a) or 2 (b) whichever is not applicable.

The Branch Manager,  
Bank of Bhutan Limited,  
.....

Dear Sir,

**IRREVOCABLE LETTER OF AUTHORITY**  
**BOBL LOAN SCHEME.....**  
**IN FAVOR OF MR/MRS. ....**

We certify that Mr/Mrs..... is a regular employee of this department/organization drawing gross salary of Nu ..... per month.

2. In view of your agreeing to grant /granted to him/her a loan of Nu ..... (Ngultrum ..... only) under the captioned scheme, we have received and noted\* :

- i) The irrevocable letter of authority from the employee, for deducting a sum of Nu ..... (Ngultrum ..... only) from his/her salary per month beginning from the salary for the month of ..... and remit the same to you for crediting to his/her loan account till we receive further instructions from you.
- ii) The irrevocable letter of authority from the employee for crediting his/her salary every month to his/her account with the Bank of Bhutan Limited, ..... branch, till we receive further instructions from you.
- iii) The irrevocable letter of authority in respect of making payment out of any amount payable to the employee including the amount payable by way of terminal benefits like P.F. and gratuity etc. in case of his /her death, retirement, resignation or discontinuing the service for any reason whatsoever, to the Bank of Bhutan Limited, ..... branch, towards the balance outstanding in the aforesaid loan account together with interest etc., and such payment shall be deemed to be a payment to the employee or on his/her account.
- iv) The employee agrees that he/she will not be entitled to withdraw or revoke his/her authority, even in case of his/her transfer, until the whole of his/her debt inclusive of interest to the Bank of Bhutan Limited, ..... branch is liquidated and a written consent of the Bank is obtained.

3. In the event of transfer of the employee elsewhere, we undertake to convey the instructions to the transferee office under advice to you, immediately.

Yours faithfully,

Place:  
Date:

(Signature of the officer)  
Authorized to disburse salary and allowances

\*Note : Delete 2 (a) or 2 (b) whichever is not applicable.