



ཕྱི་རྒྱལ་གྱི་དངུལ་ཁང་ཚོང་འཛིན།

BANK OF BHUTAN LIMITED

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

APPLICATION CUM APPRAISAL FOR LOAN TO BANK EMPLOYEES

LA - 13

Name of Employee : [] Employee No. []

Designation: [] Present Salary: Nu. [] Nationality: []

Date of joining: [] Date of confirmation: [] Nature of service: []

Date of birth: Day [] Month [] Year [] Sex: Male [] Female []

Marital status: Single [] Married [] CID No. (New): [] Old: []

Mobile No. [] Ph. No: O/R [] Voter ID No. []

Date of retirement []

DETAILS OF EXISTING LOANS (if any)

Table with 6 columns: TYPE, A/C No., LOAN AMOUNT, INSTALLMENT, OUTSTANDING, STATUS. Includes a Total row.

Loan applied: Nu. [] Repayment (as per scheme): Nu. [] p.m.

Nature of scheme: [] Repayment period (as per scheme): []

Purpose of loan: []

I certify that all particulars incorporated herein above are correct. I agree to abide by all the terms and conditions of the loan. Mr./Miss/Mrs.has agreed to stand surety for this loan.

Note: Enclose Pay Slip

(Signature of Applicant)

PARTICULARS OF GUARANTOR:

Name: [] Designation: []

Employee No. [] Place of posting: [] Nationality: []

Date of joining: [] Date of confirmation: [] Nature of service: []

Present Salary: Nu. [] CID No. [] Mobile: []

Date of Retirement

I hereby as the guarantor do undertake to repay the loan outstanding along with interest in the event of non-payment of loan by the applicant.

(Signature of Guarantor)

We certify that the particulars incorporated above are correct and nothing material has been concealed therefrom. The work and conduct of the employee is excellent /good/satisfactory.

(Branch Manager/Head of Department)

COMPUTATION OF LIMIT

Personal loan : As per the entitlement.
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.....

Consumer loan : As per the entitlement.
.....
.....

Vehicle loan: : Cost of vehicle
Applicant's stake.....
Loan amount.....

FOR USE AT HEAD OFFICE

ADMINISTRATIVE CLEARANCE

Date of Retirement: Disciplinary action pending /contemplated against him/her.

Gratuity amount: Nu.

Total PF amount: Nu.

(Signature of Admn. Officer)

Personal Loan (Max. Limit)	Consumer Loan (Max. Limit)	Vehicle Loan (Max. Limit)

The application is in order. A personal/consumer/vehicle loan of Nu. is sanctioned to Mr./Mrs./Miss. at interest rate of per annum repayable at the rate of Nu. per month w.e.f. one month after the release of loan. We shall advise branch to release the loan after adjusting the outstanding balance in the existing personal loan/consumer loan account, if any.

Recommended by:

Approved by:

Head (Credit)

Sanctioning Authority

Place :

Date :