



STANDING INSTRUCTION FORM

Date:

The Bank of Bhutan Limited,

Branch office _____ (Name of the branch)

SUBJECT: STANDING INSTRUCTION FOR LOAN INSTALLMENT PAYMENT

Dear Sir/Madam,

Please set up Standing Instruction on my account as follows;

Debit:

Saving Account Holder's name : _____

Account No. : _____

Bank Branch: _____

Amount: Nu _____

Amount in words : _____

CREDIT:

Loan Account Holder's Name : _____

Account No. : _____

Bank Branch : _____

Please create the SI to transfer the loan installment from my SB account to the loan account(s) mentioned above on or immediately after 25th of the month. The SI should be enforced from..... (Date) till (Maturity Date) and any changes shall be intimated accordingly.

I undertake to retain the loan installment amount balance in my SB account and I will be held liable for any over-dues including penalty charged by the Bank in case of insufficient balance for the loan deduction.

Yours Sincerely,

(Name) : _____

CID No. : _____

EID : _____

Contact No. : _____