

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

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

**APPLICATION FOR ISSUANCE OF BANK GUARANTEE**

Photograph  
of  
Applicant

I/we hereby do request for an issuance of Bank Guarantee for Nu. \_\_\_\_\_  
 (Ngultrum

\_\_\_\_\_ only) from your Bank for Earnest Money

Security Deposit  Performance Bid/Mobilization Advance  -----

-----in favor of (beneficiary) on behalf of (name of  
 applicant's firm) \_\_\_\_\_ for a period of \_\_\_\_\_

days/months/years. Currently, I/we have the following business:

| Sl | Name of business | License No. | Dated | Validity | Nature of Business | Location | Constitution |
|----|------------------|-------------|-------|----------|--------------------|----------|--------------|
|    |                  |             |       |          |                    |          |              |
|    |                  |             |       |          |                    |          |              |
|    |                  |             |       |          |                    |          |              |
|    |                  |             |       |          |                    |          |              |

**PERSONAL INFORMATION\*:**

Name:  Profession:   
 Date of birth: Day  Month  Year  Sex: Male  Female   
 Marital status: Single  Married  CID No.(new)  (old)   
 Fax No.   
 Mobile No  Ph.No.(O)  (R)  EmailID.

**ADDRESS:**

a) Mailing Address: \_\_\_\_\_

b) Permanent Add :Village: \_\_\_\_\_ Gewog: \_\_\_\_\_ Dzongkhag: \_\_\_\_\_

If such information is not provided earlier, we request you to kindly complete enclosed Annexure2.

**ACCOUNT MAINTAINED WITH BOBL (if any)**

❖ Saving account: \_\_\_\_\_ Branch name: \_\_\_\_\_

❖ Current account: \_\_\_\_\_ Branch name: \_\_\_\_\_

**PARTICULARS OF SECURITY**

(i).Margin Money (25%) Nu.-----/to be deposited to Bank.

(ii).Fixed assets:

| PARTICULARS        | BUILDING1 | BUILDING2 | ORCHARD | LAND |
|--------------------|-----------|-----------|---------|------|
| NO.STORIED         |           |           |         |      |
| THRAMNO.           |           |           |         |      |
| PLOTNO.            |           |           |         |      |
| AREA(decimal/acre) |           |           |         |      |
| PLACE              |           |           |         |      |
| OWNER              |           |           |         |      |
| DZONGKHAG          |           |           |         |      |
| VALUE              | Nu.       | Nu.       | Nu.     | Nu.  |
| RENTALINCOME       | Nu.       | Nu.       | Nu.     | Nu.  |

(iii). PARTICULARS OF SECURITY (vehicle/machinery/equipment):

| TYPE         | REGISTRATIONNO. | OWNER'S NAME | MODEL | ORIGINALCOST | PRESENTVALUE |
|--------------|-----------------|--------------|-------|--------------|--------------|
|              |                 |              |       |              |              |
|              |                 |              |       |              |              |
|              |                 |              |       |              |              |
| <b>TOTAL</b> |                 |              |       |              |              |

**DETAILS OF EXISTING LOANS & BANK GUARNATEES WITH BoBL (ifany)**

| A/C No.& TYPE | NAME | PURPOSE | LOAN/BG AMOUNT | OUTSTANDING | STATUS | VALIDITY |
|---------------|------|---------|----------------|-------------|--------|----------|
| 1)            |      |         |                |             |        |          |
| 2)            |      |         |                |             |        |          |
| 3)            |      |         |                |             |        |          |
| 4)            |      |         |                |             |        |          |
| 5)            |      |         |                |             |        |          |
| <b>Total</b>  |      |         |                |             |        |          |

**DETAILS OF GUARANTOR (IF APPLICABLE)**

Name: \_\_\_\_\_ CID No. \_\_\_\_\_  
 Profession \_\_\_\_\_ Relation: \_\_\_\_\_  
 Contract Address: \_\_\_\_\_

Telephone No:  Mobile No:  Email ID.

Details of assets and liabilities of the guarantor to be attached.

**CHECKLIST OF DOCUMENTS REQUIRED:** Please tick to confirm the documents.

- |                                   |                          |   |                          |
|-----------------------------------|--------------------------|---|--------------------------|
| a) Ownership certificate (assets) | <input type="checkbox"/> | b) Valuation certificate of assets      | <input type="checkbox"/> |
| c) Valid insurance certificate    | <input type="checkbox"/> | d) Guarantor's consent letter           | <input type="checkbox"/> |
| e) Copy of a Registration book    | <input type="checkbox"/> | f) Work order/supply order              | <input type="checkbox"/> |
| g) Photograph of buildings        | <input type="checkbox"/> | h) Department letter for issuance of BG | <input type="checkbox"/> |
| i) Passport photograph (2nos.)    | <input type="checkbox"/> | j) CID copy                             | <input type="checkbox"/> |
| k) Valid trade license copy       | <input type="checkbox"/> |   |                          |

**CERTIFICATION**

I/we hereby certify that all the particulars incorporated in this application are correct and nothing material has been concealed there from. Further, I/we undertake to abide by all the terms and conditions as may be specified by the Bank of Bhutan Limited from time to time in connection with the issuance of Bank Guarantee. Also I/we hereby agree to extend Bank's charge against the securities charged to the BoBL against of my/our Bank Guarantee(s) and loan accounts with the bank.

**CLAUSE**

In case the Bank agrees to issue the Bank Guarantee, I/we hereby authorize the Bank to recover commission, handling and other charges by debit to my/our saving (SB)/current (CD) account \_\_\_\_\_ maintained with \_\_\_\_\_ Branch.

In the event that the Bank Guarantees is invoked by the beneficiary in due course, I/we undertake to deposit the amount of Bank Guarantee with any other incidental charges, immediately on demand from the Bank. The bank shall also have the right to cover the amount by debit to my/our deposit account(s) maintained with \_\_\_\_\_ Branch. Further, I/we hereby authorize the BoBL to appropriate the margin money after expiry of the Bank Guarantee towards adjustment of my/our obligations to the Bank as a borrower/guarantor.

Affix legal stamp  
 Nu.10

Applicant Signature

Date:  
 Place:

Note: You are required to bring the original copies of all the documents for verification by the Bank



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