



## CHECKLIST FOR VEHICLE LOAN TO GOVERNMENT EMPLOYEEE

Please check on our website for limit eligibility and guarantor requirement.

| Sl. No.                                  | Documents required to be submitted  | Status (✓/X/NA) |
|--|---|-----------------|
| 1.                                       | Application form duly filled by the applicant and signed on all the pages (full signature) – For walk-in customers only.  |                 |
| 2.                                       | Copy of valid Citizenship Identity (CID) of both the applicant and guarantor (if applicable).   |                 |
| 3.                                       | One recent passport-size photo of the applicant.  |                 |
| 4.                                       | Latest original pay slip of the applicant and guarantor (if applicable) signed, and sealed by salary disbursing officer.  |                 |
| 5.                                       | Copy of appointment order or promotion order of the applicant and guarantor (if applicable).  |                 |
| 6.                                       | Recommendation letter duly filled, signed and sealed by Head of Department and salary disbursing officer.   |                 |
| 7.                                       | Copy of invoice for a new vehicle from an authorized vehicle dealer.  |                 |
| 8.                                       | Down payment receipt of vehicle booking from a vehicle dealer.  |                 |
| 9.                                       | Copy of vehicle quota letter from MOF (If the vehicle is bought with quota) and power of attorney from the quota holder (in case the quota is in the third party's name). |                 |
| 10.                                      | Copy of valid Citizenship Identity (CID) of the quota holder (in case the quota is in the third party's name).  |                 |
| <b>For Second-hand Vehicle Financing</b> |   |                 |
| 11.                                      | Copy of Registration Certificate.   |                 |
| 12.                                      | Sale deed agreement.  |                 |
| 13.                                      | Copy of valid Insurance Policy.   |                 |
| 14.                                      | The age of the vehicle should not be more than two years.   |                 |

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

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BANK OF BHUTAN

A dhi Company

Photograph of Applicant(s)

Date:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

## VEHICLE LOAN TO GOVERNMENT EMPLOYEE APPLICATION FORM

(ALL FIELDS ARE MANDATORY)

### APPLICATION DETAILS

|                  |  |
|------------------|--|
| Branch           |  |
| Loan Type        | New <input type="radio"/> Top-up <input type="radio"/> Takeover <input type="radio"/><br>(If takeover, which Bank .....) |
| Application Date | (dd/mm/yyyy)   |

### APPLICANTS PERSONAL DETAILS

|                                      |  |
|--------------------------------------|--|
| Title                                |  |
| Name                                 |  |
| Nationality                          |  |
| CID No.                              |  |
| Work Permit No.<br>(Foreigners only) |  |
| Gender                               | Male <input type="radio"/> Female <input type="radio"/>  |
| Date of Birth                        |  |
| Saving Account No.                   |  |
| Taxpayer Number (TPN)                |  |
| Marital Status                       | Married <input type="radio"/> Single <input type="radio"/> (If married please provide spouse's detail) |
| Spouse Name                          |  |
| Spouse CID No.                       |  |

### PRESENT ADDRESS

### PERMANENT ADDRESS

|             |  |           |  |
|-------------|--|-----------|--|
| Village     |  | Village   |  |
| Gewog       |  | Gewog     |  |
| Dzongkhag   |  | Dzongkhag |  |
| Contact No. |  | Thram No. |  |
| Email ID    |  | House No. |  |

### EMPLOYMENT DETAILS

|                         |  |
|-------------------------|--|
| Occupation Type         |  |
| Employee ID             |  |
| Date of Joining Service |  |
| Designation             |  |
| Grade                   |  |
| Monthly Gross Salary    |  |
| Department              |  |
| Ministry/Agency         |  |
| Nature of Service       | Regular <input type="radio"/> Contract <input type="radio"/> (If contract ..... years)   |
| Date of Retirement      | (minimum 7 years)  |
| Salary-Payment          | e-PEMS <input type="radio"/> Non e-PEMS <input type="radio"/> (EMI remitted from office) |



**LOAN DETAILS**

|               |                              |
|---------------|------------------------------|
| Loan Amount   | Nu..... (Ngultrum..... only) |
| Loan Purpose  |                              |
| Interest Rate |                              |
| Tenure        |                              |

Signature of the Applicant

Date: .....

Place: .....

**GUARANTOR DETAILS**

|                       |  |
|-----------------------|--|
| Title                 |  |
| Name                  |  |
| Nationality           |  |
| CID                   |  |
| Gender                | Male <input type="radio"/> Female <input type="radio"/>  |
| Date of Birth         |  |
| Saving Account No.    |  |
| Taxpayer Number (TPN) |  |
| Marital status        | Married <input type="radio"/> Single <input type="radio"/> (If married please provide spouse's detail) |
| Spouse Name           |  |
| Spouse CID No.        |  |

| PRESENT ADDRESS |  | PERMANENT ADDRESS |  |
|-----------------|--|-------------------|--|
| Village         |  | Village           |  |
| Gewog           |  | Gewog             |  |
| Dzongkhag       |  | Dzongkhag         |  |
| Contact No.     |  | Thram No.         |  |
| Email ID        |  | House No.         |  |

**EMPLOYMENT DETAILS**

|                         |  |
|-------------------------|--|
| Occupation Type         |  |
| Employee ID             |  |
| Date of Joining Service |  |
| Designation             |  |
| Grade                   |  |
| Department              |  |
| Ministry/Agency         |  |
| Nature of Service       | Regular <input type="radio"/> Contract <input type="radio"/> (If contract ..... years) |
| Date of Retirement      | (minimum 7 years)  |



All information provided is correct and true to my best knowledge. The Bank reserves the right to accept or reject the application. Accepting the application by the bank would not guarantee the sanction of the said loan.

**Signature of the Guarantor**

Date: .....

Place: .....