



BANK OF BHUTAN

A dhi Company

Date:

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

APPLICATION FOR PURCHASE OF FOREIGN EXCHANGE FOR BUSINESS TRAVEL ABROAD

| | | | | | | | | | | | | | | |
|----------------------|---|---|---|---|---|---|---|---|--|--|--|--|--|--|
| Name of the Traveler | | | | | | | | | | | | | | |
| CID Number | | | | | | | | | | | | | | |
| Passport Number | | | | | | | | | | | | | | |
| Date of Issue | D | D | M | M | Y | Y | Y | Y | | | | | | |
| Date of Expiry | D | D | M | M | Y | Y | Y | Y | | | | | | |
| Date of Departure | D | D | M | M | Y | Y | Y | Y | | | | | | |

Please attach photo copies of the following documents:

- i. **Passport**
- iii. **Travel itinerary & Invitation letter**
- ii. **Confirmed air ticket**
- iv. **Business/Trade license**

State the amount required: US \$/Others _____ (If the amount required is more than the normal daily allowance, please provide the breakdown by purpose along with copies of correspondences or invoices to substantiate such expenses)

| PURPOSE | AMOUNT |
|---------|--------|
| | |
| | |
| | |

UNDERTAKING

I hereby certify that the foreign exchange applied for, is solely for the purpose stated above and all the statements and declaration made herein are true to the best of my knowledge and belief.

Date: _____

Contact No. _____

Signature of Applicant

For Official Use Below This Line

AUTHORIZATION

| | | | |
|--------------------------------------|--------|---|--------|
| Authorization No. | | | |
| You may release foreign exchange of: | US \$ | (|) only |
| | Others | (|) only |

To Mr/Mrs/Ms: _____ whose signature is attested above.

Authorized Signatory (SEAL)