



Date:

BANK OF BHUTAN SFTP SYSTEM APPLICATION FORM

The Chief-Banking Operation
Bank of Bhutan Limited
Head Office: Thimphu

We maintaining (Saving Account/Current Account/Overdraft Account) Number would like to avail BULK fund transfer facility using Bank of Bhutan Secure File Transfer Protocol (SFTP) within Bank of Bhutan customer account as well as to other bank customer accounts. In this regard please issue SFTP rights to the following users:

Name:	Name:
CID No:	CID No:
Email ID:	Email ID:
Contact Number:	Contact Number:
Signature:	Signature:

TERMS & CONDITIONS

- i. Bulk upload will be executed before 4:00 PM during weekdays for fund transfer within BoB account holders.
- ii. Bulk upload will be executed before 3.45 PM during weekdays for fund transfer to other bank account holders.
- iii. Remitters will have to upload their files separately for BoB account and other bank account in the upload folder. The hierarchy of the folder should be maintained Year, Month and Day wise.
- iv. Remitters will have to upload the Debit Authority Advice duly signed by the authorized signatories with current date and intimate the same to PSS.
- v. Remitter will have to ensure availability of funds in the account while issuing the remittance instruction.
- vi. Remittance instruction will become irrevocable once it is executed by the bank.
- vii. Remittance request received after cut-off time will be rejected.
- viii. The file format for BoB account will have to be in the text format and for other bank account will have to be in CSV format. The date format for BoB account will be DD/MM/YY and other Bank will be YY/MM/DD.
- ix. As there is no name and account validations for SFTP transactions. Bank will not be responsible if the amount is credited to wrong account due to wrong account number given by the user institution. The reversal process will be as per the Operations Manual of Instruction.
- x. The loan remittance will have to be uploaded latest by 26th Day of the month. Bank will not be responsible for the penalty applied if any arising due to delay in deposit of remittance.
- xi. The user institution shall indemnify and hold the bank harmless against unauthorized, erroneous or fraudulent transactions, input by means of usernames, password and emails.
- xii. Digital Signature on the Debit Authority letter are not accepted.

We have carefully read and understood the above terms and conditions. We undertake to comply with the above terms and conditions and the rules of BoBL in force from time to time in governing the conduct of the SFTP System.

Name:
Remitter's
account:

Head of the Institute
Signature & Seal

Affix
Legal
Stamp