



Date:

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

STANDING INSTRUCTION FORM

The Branch Manager,
Bank of Bhutan Ltd.,
..... 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 :
..... only

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) (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. :