तव्यामान्द्रियायमा **BANK OF BHUTAN**

Photograph of Applicant

Date:

Branch:	A dhi Company									
APPLICATION FOR BUSINESS LOANS FOR BHUTANESE LIVING ABROAD (BLA)										
Referral Information										
Existing Client (Tick)	○ Yes ○ No									
Account maintained with	i. OD A/c:									
BoB and other financial	ii. Term Loan A/c:									
institution	iii. CD A/c:									
DETAILS OF LOAN APP	LIED									
Amount Applied	Nu.									
Interest Type	(Floating/Floating) Term years									
Purpose	 New Set up Transfer from other FIs New Construction Others (please specify) 									
Product	Setting up of institutions Production & Manufacturing Agriculture and Livestock Hotel and Tourism Sector Mining and Quarrying Forestry and Logging Information Communication and Technology Services Entertainments and Recreational Services Institutional and Educational Services Airline Service Consultancy Services Health and Fitness Services Repair and Maintenance Services Agriculture and Livestock Others (please specify)									
Loan Type	○ Term Loan ○ Working Capital Loan (WCL)									
DETAILS OF THE COMP	ANY									
Name of company										
Type of Company										
Nature of Business										
License No./TPN	Validity D D M M Y Y Y									
Date of Incorporation	D D M M Y Y Y Y									
ISIC Code										
Location										
DETAILS OF PARTNERS	HIP									
Ownership/Shareholding pa	attern Attach ownership/shareholding pattern									
PERSONAL INFORMAT	ION OF PROMOTER (SOLE PROPRIETOR)									
Title										
Name										
Nationality										
CID No.										
Work Permit No. (Foreigners only)										
Gender	○ Male ○ Female									
Date of Birth	D D M M Y Y Y Y									
Saving Account No.										
Taxpayer Number (TPN)										
Marital Status	Married Single (If married, please provide spouse's details)									
Spouse Name										
Spouse CID No.										
Spouse Contact No.										



PRESENT ADDRESS							PERMANENT ADDRESS						
Village/Street Name										Villag	je		
Gewog/City										Gewo	g		
Dzongkhag/ State										Dzon	gkhag		
Postal Code										Thrar	n No.		
Contact No.										Hous	e No.		
Email ID													
DETAILS OF FDI – CIF APPLICABLE													
Company's Nan	ne												
Country of Orig	gin												
% of Investmen	t												
Investment Peri	iod												
DETAILS OF COLLATERAL													
Security I													
Security II													
CONTACT DETAILS													
Office Phone N	0.												
Mobile Phone N	10.												
Email Address													
Permanent Ado	lress												
Brief Project De	escription												
Checklist Attac	hed												
DETAILS OF I	REPRESEN	TAT	IVE/F	POF	۱*								
Name													
CID No.													
Address													
Relationship with	the borrower												
PRE-CUSTOMER CONSENT FOR USAGE OF PERSONAL INFORMATION/DATA													
All information provided is correct and true to my/our 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.													
I hereby provide my pre-consent to CIB/BoBL to use my personal information/data submitted herein this document today and hereafter by the CIB/BoBL for official requirement within its jurisdiction. This consent clause constitutes waiver of my right to make any objection for using my personal information/data hereafter by CIB/BoBL until I withdraw the same in writing.													
							Ci~		م مع دا	ho ^-	nliens		
											plican		
Place: Additional information if any - please attach as Annexure													



BLA BUSINESS LOAN CHECKLIST

Checklist

- Application form duly filled in and signed on all the pages (Full Signature)
- CID copy of the applicant/co-owner and guarantor if applicable
- One recent passport-size photo of the applicant
- Business proposal/ detail project report: the report should include the following information
 - A. The proper description of the project/business
 - B. Proper project cost break up
 - C. Details of Promoter (Proposed Shareholding of the business)

 - D. Details of Consultants /FDI(if any) E. Location details of the project Pictures to be emailed
 - F. Financial & Investment details (Means of Financing the project)
 - i. Debt Equity Ratio
 - G. Loan Security and Project Viability
 - H. Total numbers of rooms and types of rooms (working days in a month and a year)
 - I. Details of Services and product line
 - J. Project GANNT chart
 - K. Human Resources- Management Analysis
 - L. Markets/Industrial Analysis
 - i. SWOT Analysis
 - ii. Pestle Analysis
 - iii. SAM/TAM/TOM
 - iv. Critical Success factor
 - v. Details of competitors
 - M. Impact on Environment
 - N. Audited financials for the past 3 years for an existing business.
 - O. Financial Details- Proper breakup
 - i. Income source analysis (Installed Capacity)
 - ii. Details of expenses
 - iii. Power cost analysis
 - iv. Administration, selling, and other fixed expenses
 - v. Depreciation schedule
 - vi. Interest on Loans
 - vii. Preliminary & Pre-operative expenses
 - viii. Financial statements for proposed loan tenure (profit & loss a/c, cash flow statements, balance sheet & changes in equity statement)
 - ix. DSCR
 - x. BEP analysis
 - xi. IRR
 - xii. NPV analysis
 - xiii. Pay-Back period
 - xiv. Interest During Construction /Interest Provisioning
 - xv. Term loan payments and periodic interest schedules
 - xvi. Working capital loan payments and periodic interest payments schedules
 - xvii. Working Capital requirement
- Valid Trade License
- Certificate of Incorporation
- Articles of incorporation
- Endorsed FDI agreement by ROC (if applicable)
- Work permit/ copy of residence permit(non-citizen)
- Bank statement of latest 6 months/ statement of foreign currency account if any
- Project Approval letter from TCB /DOI/concerned Authority
- Construction approval letter from Concerned authority and Approved drawing
- NEC Clearance Certificate
- Tax Clearance if applicable
- Details of loans with other FIs if any
- Letter from BPC for Power Supply
 Technical clearance from TCB of the drawings for the construction
- Estimates for Civil Works/Quotations for machinery & miscellaneous fixed Assets- proper break up along with quotations/invoices
- Ownership Certificate of the land/lease agreement etc.
- Technical Collaboration Agreement/Technical Know-How Agreement
- Letter assuring release of foreign exchange from Ministry of Trade and Industry in cases involving import of machinery/raw material/vehicles.
- Insurance Details
- Copy of Lag thram (Provisional if original Lag thram is not there)
- Board Resolution/ Power of Attorney
 Sovereign guarantee / any guarantee, the letter from the concerned authority to be submitted

General Terms and Condition

- Email the duly filled loan form and other required documents to the Bank at bob_bla@bob.bt
- The land rate shall be based on the prevailing valuation of the Bank/common land rate
- Original documents should be mailed to CRM, Loan Section at Thimphu Main Branch, BoB Power of Attorney (POA) given by the rightful owner for execution of loan documents may be accepted only in case of people residing outside Bhutan/unable to present themselves in the Bank. However, it should be witnessed by a person having a good track record with the bank. For acceptance of POA, refer to the
- following Guidelines on issuance of Power of Attorney by the client POA issued by an Individual has to be special or Limited POA issued for one-time financial or banking transaction
- POA issued by an individual has to be issued to a family member(Transaction pertaining execution of Legal documents, agreements)
- An Individual issuing a POA to a person has to specify the purpose for which the POA has been issued. The POA issuer has to fill up Bank's POA form witnessed by a Bank's client having a good track record