



NATIONAL PENSION AND PROVIDENT FUND HOUSING LOAN APPLICATION FORM



Documents to be attached with application

- | | |
|---|--------------------------|
| 1. Application Form | <input type="checkbox"/> |
| 2. Two passport size photographs of the applicant | <input type="checkbox"/> |
| 3. New Citizenship Identity card Copy | <input type="checkbox"/> |
| 4. One year in service | <input type="checkbox"/> |
| 5. Original Ownership Certificate of Land and building | <input type="checkbox"/> |
| 6. Recent photographs of the building for repairs, renovation and extension/photographs of plinth level construction for new construction | <input type="checkbox"/> |
| 7. Insurance certificate of the existing building | <input type="checkbox"/> |
| 8. Loan Clearance Certificates (BNB/BOB/BDFC/RICB/DPNB, T BANK LTD.) | <input type="checkbox"/> |
| 9. Approved drawings and Plans | <input type="checkbox"/> |
| 10. Estimated value of building for construction | <input type="checkbox"/> |
| 11. Approval from respective Authorities | <input type="checkbox"/> |
| 12. Departmental Undertaking letter from the Agency | <input type="checkbox"/> |
| 13. Loan statement from other Financial Institutions for those clients who wishes to transfer housing loan to NPPF | <input type="checkbox"/> |
| 14. Letter of Guarantee, Marriage Certificate, one passport size photograph and New I.D. Card Copy of the spouse, if the property is registered in the name of spouse. | <input type="checkbox"/> |
| 15. Letter of Guarantee, one passport size photograph and New Citizenship Identity Card copy of the property owner, if the property is owned jointly or registered in the name of close relative. | <input type="checkbox"/> |

Housing loan (Part II)

1. Purpose of Loan

Purchase
 Construction
 Repairs
 Transfer

2. Proposed means of financing

Own financing Nu.%..... Borrowing Nu.....%.....
 Total.....

3. Source of repayment

Repayment Proposed:

a) House Rent Nu. b) Salary Nu.....

Estimated income from the building (if any) Nu.

4. Details of Securities

a) Details of Plot where the building is proposed to be constructed/purchased/repared:

Plot No./Thram No	Size	Location	Title and Ownership Certificate of the Land
1)			

Additional securities:

Plot No./ Thram No	Size	Location	Title and Ownership Certificate of the Land
1)			
2)			

b. Details of Building (if applied for Purchase/Construction)

Reinforced concrete Building
 Load bearing Building
 Traditional Building
 Ekra Building

A. Plinth area..... B. Total Covered area.....

C. Commencement date of construction..... D. Completion date.....

CONSENT CLAUSE

The parties hereunto in their respective capacities as hereinabove mentioned do hereby declare that all the information furnished herewith is correct to the best of my/our knowledge and ability and do hereby consent to disclose and share all or such information required by the **National Pension & Provident Fund** to do such acts, deeds or things that are deemed necessary to facilitate credit information bureau to ascertain accuracy/correctness of information. The parties hereunto mentioned do hereby give consent to use my/our demographic and credit information by the credit information bureau and other reporting entities.

Legal
stamp

Name of Applicant:.....

Address :.....

Date :.....

Date: -/...../.....

Departmental Undertaking

To,
National Pension & Provident Fund
Thimphu.

Mr./Mrs./Miss.....a regular employee
ofhas applied for a Members Housing
Loan Nu.....(Ngultrums.....)
from the Pension Fund for the Purpose of

If the loan is sanctioned, we hereby undertake to deduct the monthly installment from his/her salary and remit it to the Fund until the loan is fully liquidated.

In the event of the employee being suspended or resigning/absconding or being terminated from the service, we hereby undertake to recover the loan outstanding from his/her accumulated service benefits including Gratuity. In case of transfer of the employee, we shall inform the concerned department to deduct the monthly installment and remit it to the Fund without fail.

His/her bio data/salary structure is as follows:- (To be filled by Accounts Division).

Designation	NPPF A/c. No
Grade	Last Balance.....
Joining Date.....	Years of retirement.....
EARNINGS: Basic pay Allowances.....Gross Pay.....	
DEDUCTIONS:	
P/F.....	Salary Tax.....Health Tax.....
House Rent	GIS.....Vehicle Loan.....
Housing Loan.....	Personal Loan..... Advance.....
Others.....	
Total Deductions.....	Net Payable.....
Seal	
Accounts Officer	Name..... Signature.....

Legal
Stamp

Signature of Head of Department

Name.....

Address.....

OFFICIAL SEAL



**NATIONAL PENSION AND PROVIDENT FUND
CREDIT DEPARTMENT
LOAN CLEARANCE CERTIFICATE**



Date:

To:

MD, BNB
MD, RICBL
MD, BOB
MD, BDFC
MD, DPNB
MD, TBANK

1. TO BE FILLED UP BY APPLICANTS:

Name: _____ Age: _____

I/D No.: _____ Present Address: _____

Permanent Address: _____

Details of the Security to be pledged as follows:

Thram No. _____ Plot No. _____ Location. _____

2. TO BE FILLED BY OTHER INSTITUTIONS:

This is to certify that your above applicant is

a. Our client []]

b. Not our client []]

IF HE/SHE IS YOUR CLIENT THEN FILL UP THE FOLLOWING:

He/she has availed a loan of Nu..... and his/her outstanding balance as on is Nu..... and amount defaulted is Nu..... with months

Details of his/her security mortgaged/hypothecated with us are as follows: (Please give the details e.g. Plot. No/ Thram No etc)

His/her, father/mother/spouse has loan with us amounting to Nu..... and his/her dealing with us is

GENERAL REMARKS:

No objection in granting loan

Has objection in granting loan