



རྒྱལ་ཡོངས་དགོངས་ལུ་ལྷན་པོ་གསལ་དང་འཚོ་རྟོག་མ་དངུལ་།།

**NATIONAL PENSION & PROVIDENT FUND**  
**THIMPHU: BHUTAN**  
**MEMBERS LOAN FORM (For Civil Servants and RBP)**

[F-4]

**Documents Required**

**A) Applicant (NPPF member and without any loan default with any bank or NPPF)**

1. Duly completed loan application form
2. A copy of citizenship identity card
3. One passport size photograph
4. Authenticated latest pay slip signed & sealed by Accounts Officer
5. For contract employees: Latest contract extension letter

**B) Guarantor (NPPF member,), if the loan is not against PF balance/mortgage.**

1. Guarantor should be an NPPF member and of same grade or higher. Also, who has not guaranteed more than one loan with any bank, and who has not defaulted any loan with any Bank or NPPF
2. Authenticated latest pay slip signed & sealed by Accounts Officer
3. A copy of citizenship identity card
4. One passport size photograph



རྒྱལ་ཡོངས་དགོངས་ལུ་ལྷན་ཟུར་ཕོགས་དང་འཚོ་རྟེན་མ་དངུལ།།

**NATIONAL PENSION & PROVIDENT FUND**  
**THIMPHU: BHUTAN**  
**MEMBERS LOAN FORM (For Civil Servants and RBP)**

Application Date...../...../.....

**A. Loan Application Information**

Amount of Loan requested      Nu. .... Term required .....years

Security       PF Balance            Loan care insurance/Guarantor

**B. Borrower Information**

Name: ..... CID No: .....

Date of birth :

Sex:    Male       Female     NPPF No:.....

Father's Name: .....

*Photo*

**Permanent Address**

Village : ..... House No :.....

Gewog : ..... Thram No : .....

Dzongkhag : .....

Married:       Yes      No            Name of Spouse: .....

**C. Employment Information**

Department Name:.....

Date of Joining Service.....Designation/Position:.....

Telephone No: Home:.....Office:.....Mobile:.....

E-mail Address: .....

Savings A/c No.....Bank's Name.....

*I hereby give my full consent to NPPF for sharing my personal bio-data information and financial information including security details relating to my loan account(s) with Royal Monetary Authority for Credit Information Bureau.*

Signature of Applicant: .....



རྒྱལ་ཡོངས་དགོངས་ལུ་ལྷན་ཁྲིམས་དང་འཛོལ་མ་དངུལ།།

**NATIONAL PENSION & PROVIDENT FUND**  
**THIMPHU: BHUTAN**  
**MEMBERS LOAN FORM (For Civil Servants and RBP)**

Date:.....

**LETTER OF UNDERTAKING**

This Letter of Undertaking is signed on .....(Day).....(Month).....(Year).....at National Pension & Provident Fund, Thimphu,/Phuentsholing/SamdrupJongkhar/Monggar/Gelephu. I, Dasho/Mr./Mrs.....bearing CID No.....,.....from..... Village.....Gewog.....Dzongkhag, currently working with.....hereby have undertaken the following:

1. That I have availed education/housing/home/student/member loan sum of Nu..... /- (Ngultrum.....only) via loan account no.....;
2. That I agreed to repay the loan within a period of .....years in ..... installments of Nu. ...., /-(Nu,.....only) commencing from the first day (Month) ..... (Year).
3. That I undertake and agreed to maintain sufficient balance in account no.....and I hereby authorize NPPF to debit my account.,.....for my loan EMI every month.
4. That I undertake to abide by the future instruction of the NPPF on any new mode of repayment.
5. That in case, my office has facility to remit loan deduction directly from my salary, I shall be responsible to inform the Accounts Section concerned to do so, for immediate effect.
6. That I fully understand that this letter of undertaking shall constitute the final written legal reminder.
7. That I have signed this letter of undertaking with my free will and consent and shall have all the legal standing to act against me and my actions.
8. That I understand that I shall be fully responsible and liable to abide by the terms and conditions submitted in this letter of undertaking and loan agreement signed between NPPF.
9. That I agreed that I have carefully read and understood the entire terms and conditions as stipulated herein this Letter of Undertaking.

IN WITNESS WHEREOF, I have put my signature hereunder on the date, month, year and place specified above

Affix Legal Stamp

Signature of Borrower

Sample signature of Borrower

Affix Legal Stamp

Signature of Witness

Name.....  
Village.....  
Gewog.....  
Dzongkhag.....  
Mobile.....  
CID No. ....



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**NATIONAL PENSION & PROVIDENT FUND**  
**THIMPHU: BHUTAN**  
**MEMBERS LOAN FORM (For Civil Servants and RBP)**

**GUARANTOR DETAILS**

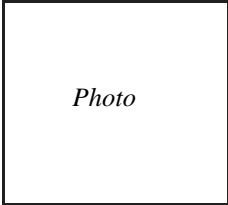
**1. Personal Information**

Name: ..... CID No: .....

Sex : Male  Female  NPPF No:.....

Date of birth: 

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Married: Yes  No  Name of Spouse: .....

Date of Joining Service: 

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 Date of Retirement: 

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Relationship with the applicant: .....

Father's Name: .....

**2. Permanent Address**

Village : ..... Dzongkhag :.....

Gewog : ..... House No :.....

Thram No : .....

Telephone No: Home: ..... Office:..... Mobile No.:.....

E-mail Address: .....

**3. Present Address**

Department Name:.....

Employee ID:..... Designation/Position:.....

Telephone No: Home:..... Office:..... Mobile:.....

E-mail Address: .....

Signature of Guarantor: .....