



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལེན་ལཱ་ལེན་དང་འཛོལ་རྟོག་མ་དངུལ།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

## EDUCATION LOAN APPLICATION FORM

[F-2]

### Documents to be attached with application form (Civil Servants and RBP)

#### A. Provident Fund as Security

  
  
  
  
  

1. Application form
2. One passport photograph of applicant
3. New CID copy
4. Latest authenticated pay slip signed & sealed by Accounts Officer
5. Evidence of admission in the school
6. Fee structure of the course where relevant
7. For contract employees: Latest contract extension letter

#### B. Guarantor (NPPF member) is 'NOT REQUIRED' if:

  
  
  

1. Applicants have served for 2 years or more in service
2. Loan Amount is up to Nu. 200,000/- Only

#### C. Guarantor (NPPF member) is 'REQUIRED' only if:

1. Loan is not against PF balance/Mortgage
2. Loan Amount is more than Nu. 200,000/- for applicants with less than 2 years in service
3. 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
4. Authenticated latest pay slip signed & sealed by Accounts Officer
5. A copy of citizenship identity card
6. One passport size photograph

  
  
  

\*\*\* For ESP/GSP- a regular guarantor is mandatory\* for a Maximum Amount of Nu. 200,000/\*- Only

#### D. Security(Immovable Property):If the Loan Amount Exceeds Nu. 500,000/- OR More than PF-Balance (including other loans of NPPF):

  
  
  
  

1. Original lagthram of land/building.
2. Recent photograph of the building/drawing of the building.
3. Insurance certificate of building.
4. One passport photograph and New CID copy of the property owner, No objection letter (NOC form is attached) the family member(above 18 years) along with a copy of family tree if the property is family or joint ownership.
5. Property owner and an applicant shall visit NPPF office for execution of mortgage deed and letter of Guarantee.



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# NATIONAL PENSION AND PROVIDENT FUND

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## EDUCATION LOAN APPLICATION FORM

*For Official use only*

Application No. ....

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

### PART I

#### A. Loan Application Information

Amount of Loan Requested Nu..... Term Required..... Years

Collateral Security

PF Balance

Immovable property

Guarantor

#### B. Applicant Information

NPPFP No.:..... Citizenship ID No. ....

Name:.....

Sex

Male

Female

Date of Birth

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Photo

Mobile No..... Home: .....

E-mail Address: ..... Fax No: .....

Saving Account No.....Bank.....

#### Permanent Address

Village:.....

Dzongkhag:.....

Gewog:.....

Thram No:.....

Dungkhag: .....

House No: .....

Married:

Yes

No

Name of Spouse:.....CID No.....Contact No.....

#### C. Employment Information

Employee ID No.

Date of Joining Service:

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Position/Title: .....

Name & Address of the Employer: .....

Telephone No:..... Office:.....

*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.....



ཀྲུལ་ཡོངས་དགོངས་ལུ་ལྷན་པོ་གས་དང་འཚོ་རྟེན་མ་དངུལ།།

NATIONAL PENSION AND PROVIDENT FUND

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**EDUCATION LOAN APPLICATION FORM**

**LETTER OF UNDERTAKING**

This Letter of Undertaking is signed on.....(Day).....(Month).....(Year) at National Pension & Provident Fund, Thimphu,/Phuntsholing/SandrupJongkhar/Mongar/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...../- (Ngultrum.....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 hereby agreed and authorized NPPF to debit the dues from my saving account no.....maintained with.....
- 5. That I undertake to abide by the future instruction of the NPPF on any new mode of repayment.
- 6. That in case, my office has a 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.
- 7. That I fully understand that this letter of the undertaking shall constitute the final written legal reminder.
- 8. 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.
- 9. 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.
- 10. That I agreed that I have carefully read and understood the entire terms and conditions as stipulated herein in 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.....  
CID no.....  
Village:.....  
Gewog:.....  
Dzongkhag:.....  
Mobile no.....



ཀྲུལ་ཡོངས་དགོངས་ལཱ་རི་ལུ་རྩུ་ལོགས་དང་འཚོ་རྟེན་མ་དངུལ།།

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EDUCATION LOAN APPLICATION FORM

PART II

Date:.....

GUARANTOR DETAILS

1. Personal Information

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

Photo

Sex  Male  Female

Date of Birth

Yes  No Name of Spouse:.....

Married:

Date of Joining Service:

Date of Retirement:

Relationship with the application:.....

2. Permanent Address

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

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

Tharm No.....

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

Fax No:..... E-mail Address.....

3. Present Address

Department Name:.....

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

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

E-mail Address:.....

Signature of Guarantor:.....



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NATIONAL PENSION AND PROVIDENT FUND

*Securing Future Together*

**EDUCATION LOAN APPLICATION FORM**

**To be completed by the School/College/Institute**

Date:

**Evidence of Admission**

This is to Certify that Mr./Ms. \_\_\_\_\_ bearing Registration

No. \_\_\_\_\_ is studying in \_\_\_\_\_ standard during the

academic session \_\_\_\_\_ in our School/College/Institute.

Yours Sincerely,

**Director/Dean/ Principal**



**ནང་མི་བཟའ་ཚང་/སྤྱི་ཚུབ་ལས་ཉོགས་བཤད་མེད་པའི་ངག་བརྗོད།**

༣ ད་ལན་ རྫོང་ལག ..... རྩུང་ལག ..... མེད་འོག ..... གཡུས་ .....  
 གྲང་ཨང་ ..... རོ་སྤོད་ལག་ཁྱེར་ཨང་ ..... ཅན་མ་འཚང་མི་ རོ་མ་ .....  
 མིང་ཐོག་ ས་ཁྲམ་ཨང་ ..... ཅན་མ་ནང་ ས་འི་ཨང་ ..... ས་ཚལ་ཀར་ ..... /རྗེས་ ..... ས་ཚའི་བདག་དབང་གི་དབྱེ་བ་  
 (བཟའ་ཚང་/སྤྱི་ཚུབ་)མེ་ཚུད་པའི་ས་ཚུ་ རོ་སྤོད་ལག་ཁྱེར་ཨང་ ..... རོ་མིང་ .....  
 ༥ རྒྱལ་ཡོངས་དགོངས་ལཱ་ཁྲིའི་ཚུལ་ལྟར་དང་འཚོ་རྟེན་མ་དདུལ་ལས་སྡེ་ལུ་གཏའ་མར་བཅུགས་པ་ལུ་ གཤམ་འཁོད་བཟའ་ཚང་ཚུ་ལས་ ཉོགས་བཤད་ཉིལ་འབྱུ་  
 ཅམ་ཡང་མེད་ཟེར་བའི་ ལས་ལེན་འབད་བའི་རྗེས་སུ་ ཡ་མས་གྱི་ཉོགས་བཤད་འཐོན་ཚེ་ ལས་སྡེ་མགོ་སྐོར་འབད་བའི་ཉེས་བྱ་ཚུ་ ཁྲིམས་དང་འབྲེལ་ཕྱག་ཕྱིད་  
 ལུ་ཚོག་པའི་གན་འཛིན་ཏུ་ ཞེས་སྤྱི་ཚེས་ ..... ལཱ།

ཨང་	ཉེ་ཚཱ།	མིང་གསལ།	རོ་སྤོད་ལག་ཁྱེར་ཨང།	ལག་བྱིས་དང་ ཁྲིམས་རྟགས།

གོང་གསལ་བཟའ་ཚང་ཚུ་ལས་ ཉོགས་བཤད་མེད་པའི་ངག་བརྗོད་ཡོད་མི་ཚུ་ རོ་ས་བདེན་ཨིན། མཐོ་/དམངས་མི་/ཚོགས་པ་ ..... ཐེ་ཚུ་དང་ལག་བྱིས།