



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལེན་ལཱ་ལོགས་དང་འཚོ་རྩོམ་སྲུང་བྱེད་ལྷན་ཁག་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Member Home Loan Application Form

Documents to be attached with application

[F-1]

1. Application Form
2. One passport size photograph of the applicant
3. A copy Citizenship Identity Card
4. Original lagthram of land and building
5. Insurance certificate of the existing building (in case of flat purchase/transfer/repairs)
6. Approved drawings and plans / Recent photograph of the building
7. Approval letter from the respective authorities
8. Departmental Undertaking Letter from the Agency
9. No objection letter from financial institution and Loan statement from other Financial Institutions for those clients who wishes to transfer housing loan to NPPF
10. Authenticated latest pay slip
11. One passport photograph and new CID copy of the property owner, No objection letter (NOC form is attached) from the family member (above 18 years) along with a copy of family tree if the property is family or joint ownership.
12. Details of the guarantor and CID copy of guarantor or property owner.
13. Property owner and an applicant shall visit NPPF office for execution of mortgage deed and letter of guarantee.



Member Home Loan Application Form

Application No. Application Date...../...../.....

PART I

A. Loan Application Information

Loan Type: Flat Purchase Home Loan

Amount of Loan requested Nu. Term required years

Collateral Security Land Building PF balance

B. Borrower Information

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

Photo

Name:.....

Mobile No..... Home:

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

No..... Bank.....

Sex Female Male

Date of Birth

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:

Position/Title:

Name & Address of the Employer:

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



Member Home Loan Application Form

Housing loan (Part II)

1. Purpose of Loan

Purchase Construction Repairs Transfer

2. Details of Securities

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

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

b. Details of Building

Reinforced concrete building Load bearing building Traditional building Ekra building
 Others

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

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

Consent for CIB report charges shall be borne by the applicant;



Name of Applicant:.....

Address :.....

Date :.....



Member Home Loan Application Form

Departmental Letter of Undertaking

The National Pension & Provident Fund
 Thimphu

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

Mr./Ms..... a regular employee of..... has applied for a Members Home Loan of Nu. (Ngultrum.....) from the National Pension & Provident Fund for the purpose of specified above. 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 resigned/absconded or being terminated from the service or dead, we hereby undertake to recover/adjust the loan outstanding from his/her accumulated service benefits including gratuity. In case of transfer of the employee, we shall inform the department concerned to deduct the monthly installment and remit it to the fund without fail.

His/her salary structure is as follows: (to be filled by Accounts Division)

Designation		NPPF No.	
Earnings. Basic pay.....		Allowance Gross pay.....	
<u>Deductions:</u>			
P/F.....		Salary Tax..... Health Tax.....	
House Rent.....		GIS..... Vehicle Loan.....	
Housing Loan.....		Personal Loan..... Advance.....	
Others.....			
Total Deduction.....		Net payable.....	
Accounts Officer		Name..... Signature.....	
Seal		Email ID.....	

Legal Stamp

OFFICIAL SEAL

Name & Seal of Chief HRO/Admin.
 Name.....
 Address.....



ཀྲུལ་ཡོངས་དགོངས་ལཱ་འཁུར་ལྷན་ཁག་དང་འཛོལ་རྩིས་ལྷན་ཁག་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Passport
size
Photograph

DETAILS OF THE GUARANTOR

1. Personal Details

Name:

NPPF No:

Monthly Income:

Monthly Expenses:

Date of Birth:

Gender:

Male

Female

Relationship with the applicant:

New ID card No:

Employee ID card No:

Father's Name:

Mother's Name:

Spouse Name:

2. Permanent Address:

Thram No:

House No:

Village:

Geog:

Dzongkhag:

3. Present Address:

Organization:

Phone No:

Fax No:

Mobile No:

Email Address:

Kindly attach the following:

- One passport size photograph.
- Citizen Identity Card Copy.

Signature of the Guarantor

ནང་མི་བཟའ་ཚང་/སྤྱི་ཚུ་བ་ལས་ཉོགས་བཤད་མེད་པའི་ངག་བརྗོད།

༤ ད་ལན་ རྫོང་ལག རྒྱུ་ལག མེད་འོག གཡུས་
 གྲང་ཡང་ རོ་སྤོད་ལག་ཁྱེར་ཡང་ ཅན་མ་འཚང་མི་ རོ་མ་
 མིང་ཐོག་ ས་ཁྲམ་ཡང་ ཅན་མ་ནང་ ས་འི་ཡང་ ས་ཚ་ཨེ་ཀར་ /རྒྱུ་ ས་ཚའི་བདག་དབང་གི་དབྱེ་བ་
 (བཟའ་ཚང་/སྤྱི་ཚུ་བ་)མེ་ཚུད་པའི་ས་ཚ་ཚུ་ རོ་སྤོད་ལག་ཁྱེར་ཡང་ རོ་མིང་
 ལུ་ རྒྱུ་ལག་ལས་ཉོགས་བཤད་མེད་པའི་ཉོགས་བཤད་ལུ་གཏའ་མར་བཅུགས་པ་ལུ་ གཤམ་འཁོད་བཟའ་ཚང་ཚུ་ལས་ ཉོགས་བཤད་ཉི་ལ་འབྱུང་
 ཅན་ཡང་མེད་ཟེར་བའི་ ལས་ལེན་འབད་བའི་རྒྱུ་ལུ་ ཡ་མས་ཀྱི་ཉོགས་བཤད་འཐོན་ཚེ་ ལས་སྡེ་མགོ་སྐོར་འབད་བའི་ཉེས་བྱ་ཚུ་ ཁྲིམས་དང་འབྲེལ་ཕྱག་ཕྱིད་
 ལུ་ཚེག་པའི་གན་འཛིན་ཏུ་ ཞེས་སྤྱི་ཚེས་ ལུ།

ཡང་	ཉེ་ཚེག་	མིང་གསལ་	རོ་སྤོད་ལག་ཁྱེར་ཡང་	ལག་བྱིས་དང་ ཁྲིམས་ཉོགས་

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