



ཀླུ་ཡོངས་དགོངས་ལཱ་ལུ་ལྷན་ཁག་དང་འཛོ་རྟེན་མ་དངུལ་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

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
5. Authenticated latest pay slip signed & sealed by Accounts Officer
6. For contract employees: Latest contract extension letter

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

1. Applicants who have served more than 2 years 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 from NPP):

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) from 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.



ཀླུ་ཡོངས་དགོངས་ལུ་ལྷན་པོ་གསུམ་དང་འཇོ་རྟེན་མ་དངུལ།།

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MEMBERS LOAN FORM (For Civil Servants and RBP)

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

A. Loan Application Information

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

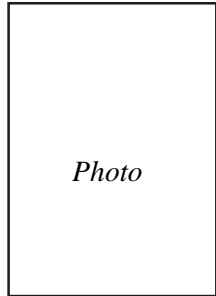
Collateral Security PF Balance Guarantor Immovable Property

B. Applicant Information

Name: CID No:

Date of birth :

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



Permanent Address

Village : House No :

Gewog : Thram No :

Dzongkhag :

Married: Yes No Name of Spouse:

C. Employment Information

Employee ID No. 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:



ཀླུ་ཡོངས་དགོངས་ལུ་ལྷན་ཁོ་སྤོངས་དང་འཇོ་རྟེན་མ་དུལ།།

NATIONAL PENSION AND PROVIDENT FUND

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MEMBERS LOAN FORM (For Civil Servants and RBP)

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.,-/ (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

Affix legal stamp

Sample Signature of Borrower

Signature of Witness

Name.....
CID no.....
Village:.....
Gewog:.....
Dzongkhag:.....
Mobile no.....



ཀྲུལ་ཡོངས་དགོངས་ཁྲིའི་ལུང་ཕོགས་དང་འཇོ་རྟེན་མ་དངུལ།།

NATIONAL PENSION AND PROVIDENT FUND

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MEMBERS LOAN FORM (For Civil Servants and RBP)

GUARANTOR DETAILS

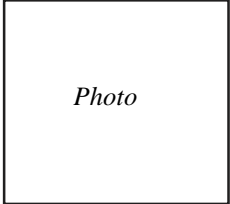
1. Personal Information

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:

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:

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

༩ ད་ལན་ རྫོང་ལག རྩུང་ལག མེད་འོག གཡུལ་
 གྲང་ཡང་ རོ་སྤོད་ལག་ཁྱེར་ཡང་ ཅན་མ་འཆང་མི་ རོ་མ་
 མིང་ཐོག་ ས་ཁྲམ་ཡང་ ཅན་མ་ནང་ སའི་ཡང་ ས་ཆ་ཨེ་ཀར་ /རྫིས་ ས་ཆའི་བདག་དབང་གི་དབྱེ་བ་
 (བཟའ་ཚང་/སྤྱི་ཚུབ་)མེ་ཚུད་པའི་ས་ཆ་ཚུ་ རོ་སྤོད་ལག་ཁྱེར་ཡང་ རོ་མིང་
 ལུ་ རྒྱལ་ཡོངས་དགོངས་ལཱ་ལྷན་ཁྲིམས་དང་འཚོ་རྟེན་མ་དངུལ་ལས་ལྗེ་ལུ་གཏའ་མར་བཙུགས་པ་ལུ་ གཤམ་འཁོད་བཟའ་ཚང་ཚུ་ལས་ ཉེགས་བཤད་ཉིལ་འབྲུ་
 ཅམ་ཡང་མེད་ཟེར་བའི་ ལས་ལེན་འབད་བའི་རྗེས་སུ་ ཡ་མས་ཀྱི་ཉེགས་བཤད་འཐོན་ཆེ་ ལས་ལྗེ་མགོ་སྐོར་འབད་བའི་ཉེས་བྱ་ཚུ་ ཁྲིམས་དང་འབྲེལ་ཕྱག་ལྱིད་
 ལུ་ཚོགས་པའི་གན་འཛིན་ཏུ་ ཞེས་སྤྱི་ཚེས་ ལུ།

ཡང་	ཉེ་ཚེན།	མིང་གསལ།	རོ་སྤོད་ལག་ཁྱེར་ཡང་།	ལག་བྲིས་དང་ ཁྲིམས་རྟགས།

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