



ཀྲུལ་ཡོངས་དཔོན་ལྷན་ཁྲིམས་ལྷན་པོ་རྒྱུ་ལུ་ལྷན་པོ་སྤྱོད་མ་དངུལ་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

## Documents to be attached with application form

[F-6]

### A. Applicant

- |  |     |
|--|-----|
| 1. Application form  | [ ] |
| 2. One passport photograph of the applicant                                  | [ ] |
| 3. A copy of CID card  | [ ] |
| 4. Admission letter / offer letter/ acceptance letter                        | [ ] |
| 5. Fee Structure   | [ ] |
| 6. Letter of Guarantee from the Guarantor to be executed in NPPF             | [ ] |
| 7. Last qualifying certificate and Mark Sheet (minimum 55% average required) | [ ] |
| 8. Semester Results (if any)   | [ ] |
| 9. Authenticated Latest Pay Slip (if employed)                               | [ ] |
| 10. Departmental Letter of Undertaking (Applicant) (if employed)             | [ ] |

### B. Guarantor (NPPF member)

- |   |     |
|---|-----|
| 1. A copy of CID card   | [ ] |
| 2. One passport size photograph                                   | [ ] |
| 3. Guarantor details & Letter of undertaking (Personal guarantor) | [ ] |
| 4. Authenticated Latest Pay Slip                                  | [ ] |

### C. Security (immovable property): If the Loan Amount Exceeds accumulated PF balance of guarantor:

- |  |     |
|--|-----|
| 1. Original lagthram of land and building  | [ ] |
| 2. Recent photograph of the building/drawing of the building.  | [ ] |
| 3. One passport photograph and new CID copy of the property owner,<br>No objection letter (NOC form is attached) from the family member (above 18 years)<br>along with a copy of family tree if the property is family or joint ownership. | [ ] |
| 4. Details of guarantor or property owner  | [ ] |
| 5. Property owner and an applicant shall visit NPPF office for execution of mortgage<br>deed and letter of guarantee.  | [ ] |



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 Undertaking

Category  Employed  Student  Others, specify.....

**B. Borrower Information**

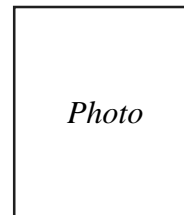
Name :.....CID No:.....

Sex  Male  Female NPPF No:.....

Date of Birth

Permanent Address

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

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

Dungkhag: ..... House No: .....

Father's name: .....

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

Customer ID No. (if you are existing customer of NPPF).....

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

E-mail Address (s):.....

**Contact Address in Bhutan**

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

E-mail Address(s):.....



**C. Proposed Course Details**

Name of Course: .....

Name of Institution/College/University: .....Country:.....

Address of Institution/College/University: .....

.....

Duration of Course: .....Commencement Date .....

Expected Completion Date : .....

Telephone No : ..... Fax No : .....

Payment Details (cheque/demand draft/telegraphic transfer):

.....

.....

**Declaration**

I hereby declare that the information furnished herein for availing Student Loan from National Pension and Provident Fund is true and correct to the best of my knowledge. I am aware of all terms and conditions of the Student Loan Scheme and I agree to abide by the terms and conditions of this loan facility as stated in the Student Loan Agreement. I have no objection in NPPF making enquiries and taking necessary information concerning my academic performance from the University/College/Institution of my study. I hereby consented to disclose my information on the credit facility/ies.

*Legal Stamp*

Signature of the Applicant

Name:.....

Address:.....



**GUARANTOR DETAILS**

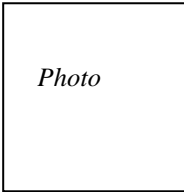
**1. Personal Details**

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

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

Date of Birth:

Date of Joining Service:



Relationship with the applicant:.....

**2. Permanent Address**

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

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

Thram No : .....

Customer ID No. (if you are existing customer of NPPF).....

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

Father's Name : .....

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:.....

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

I hereby consented to disclose my information on the credit facility/ies.



**Signature of the Guarantor**



Departmental Letter of Undertaking (Applicant)

The National Pension & Provident Fund  
Thimphu

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

Mr./Mrs/Ms..... a regular employee of..... has applied for Student Loan of Nu...../- (Ngultrum.....) from the National Pension and Provident Fund for pursuing higher studies. 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 upon receiving intimation from the NPPF advising us to remit the same.

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 A/c no .....
Earnings. Basic pay..... Allowance ..... Gross pay.....
Deductions:
P/F..... Salary Tax..... Health Tax.....
House Rent ..... GIS..... Vehicle Loan.....
Housing Loan..... Personal Loan..... Advance.....
Others .....
Total Deduction..... Net payable.....
Accounts Officer
Seal Name ..... Signature.....
Email Id.....



OFFICIAL SEAL

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



སྤྱི་ཡོངས་དགོངས་ལཱ་ལེན་ལཱ་ལོ་ལྷན་པོ་ལྷན་པོ་སྤྱི་ལོ་སྤྱི་ལོ་

NATIONAL PENSION AND PROVIDENT FUND

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**STUDENT LOAN APPLICATION FORM**

**LETTER OF UNDERTAKING (Guarantor/ Applicant)**

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:

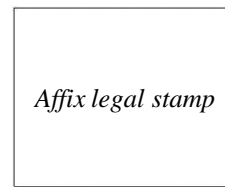
1. That I have availed education/housing/home/student/member loan sum of Nu. .... /- (Ngultrum.....only) via loan account no.....;
2. That I agreed to repay the loan within a period of.....years in ..... installments of Nu..... /- (Ngultrum.....only) commencing from the first day (Month) ..... (Year).
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



Signature of Borrower

Sample Signature of Borrower



Signature of Witness

Name.....

CID no.....

Village:.....

Gewog:.....

Dzongkhag:.....

Mobile no.....



ཀྲུལ་ཡོངས་དགོངས་ལཱ་འུའི་ལུང་ཕོགས་དང་འཚོ་རྩེན་མ་དངུལ་།།

NATIONAL PENSION AND PROVIDENT FUND

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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་ཚུབ་ལས་ཉེགས་བཤད་མེད་པའི་ངག་བརྗོད།**

༩ 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་ཚ་ཨེ་ཀར་ ..... /རྗེས་ ..... ས་ཚའི་བདག་དབང་གི་དབྱེ་བ་  
 (བཟའ་ཚང་/སྤྱི་ཚུབ་)མེ་ཚུད་པའི་ས་ཚ་ཚུ་ རོ་སྤོད་ལག་ཁྱེར་ཨང་ ..... རོ་མིང་ .....  
 ༡༠ རྒྱལ་ཡོངས་དགོངས་ལུ་འབྲེལ་བའི་ཉེགས་དང་འཚོ་རྟེན་མ་དངུལ་ལས་སྡེ་ལུ་གཏའ་མར་བཅུགས་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་གྱི་ཉེགས་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་ཚེན།	མིང་གསལ།	རོ་སྤོད་ལག་ཁྱེར་ཨང།	ལག་བྱིས་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་བྱིས།