



ཀླུ་ཡོངས་དགོངས་ཁྱིའི་ལཱ་ཕོགས་དང་འཇོ་རྟེན་མ་དངུལ་།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

MEMBER LOAN FORM

Documents Required

A) Applicant

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 the Accounts Officer
5. For contract employees: Latest contract extension letter

B) Guarantor (for applicants less than 2 years in service availing more than Nu. 200,000)

1. Authenticated latest pay slip signed & sealed by the Accounts Officer
2. A copy of citizenship identity card
3. One passport-size photograph

****Guarantor must be an active NPPF member in the same or higher grade than the applicant who has not guaranteed more than 1 loan in any of the FIS*

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

C) Security (Immovable property): If loan exposure in NPPF exceeds Nu. 500,000/- or more than PF accumulation.

1. Ownership Certificate of the property
2. One passport photograph and Valid CID copy of the property owner,
3. No objection form (applicable to family-owned property/joint ownership)
4. The property owner and an applicant must visit the NPPF office for execution of the mortgage deed and letter of Guarantee



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MEMBER LOAN FORM

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:.....
e

Latest Photo

Permanent Address

Village : House No :

Gewog : Thram No :

Dzongkhag :

Married: Yes No Name of Spouse:

Mobile No.....

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:



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NATIONAL PENSION AND PROVIDENT FUND

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MEMBER LOAN FORM

**Departmental Letter of Undertaking (applicant)
(For Corporation, RBA, and RBG only)**

Date:

National Pension & Provident
FundThimphu

Mr./Ms.a regular employee of..... has applied for New Members Loan of Nu. (Ngultrum.....) from the National Pension and Provident Fund. 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/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 employee transfer, we shall inform the concerned department to deduct the monthly installment and remit it to the Fund without fail.

Designation:	NPPF A/c No:
Grade:	Joining Date:
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	
Seal	Name: Signature:
	Email ID:

OFFICIAL SEAL

Legal
Stamp

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



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NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

MEMBER LOAN FORM

**Departmental Letter of Undertaking (Guarantor)
(For Corporation, RBA, and RBG only)**

Date:

National Pension & Provident
FundThimphu

Mr./Ms.....a regular employee of has guaranteed New Members Loan of Nu. (Ngultrum.....) applied by Mr./Ms..... the National Pension and Provident Fund. In case the borrower fails to repay the loan; we hereby undertake to deduct the monthly installment from Mr./Ms. salary and remit it to the Fund until the loan is fully liquidated.

In the event of the employee (guarantor) being suspended/resigned/absconded or being terminated from the service or dead, we at this moment undertake to recover/adjust the loan outstanding from his/her accumulated service benefits including Gratuity. In case of employee transfer, we shall inform the concerned department 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:
Grade:	Joining Date:
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	
Seal	Name: Signature:
	Email ID:

OFFICIAL SEAL

Legal
Stamp

Signature & Seal of Chief HRO/Admin.

Name.....

Address.....



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Loan details declaration with other financial Institutions

SI No.	Bank Name	YES/NO (Tick)	Equated Monthly Instalment (EMI)	Loan Type Edu/Consumer/personal loan /GE loan etc
1	NPPF	YES/NO		
2	BNB	YES/NO		
3	BOB	YES/NO		
4	BDBL	YES/NO		
5	Tbank	YES/NO		
6	DPNB	YES/NO		
7	RICBL	YES/NO		
8	BIL	YES/NO		

Name:.....

Signature.....

Address:.....

Contact No.:.....