



ཀྲུལ་ཡོངས་དགོངས་ཁྲིའི་ལུས་ལོགས་དང་འཚོ་རྟེན་མ་དུལ།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Education Loan Application 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.
6. Evidence of admission/offer letter.
7. CIB report on the date of application submission to NPPF.
8. Family tree to be attached if the loan is for siblings' education.

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

- a. Authenticated latest pay slip signed & sealed by the Accounts Officer.
- b. A copy of citizenship identity card.
- c. One passport-size photograph.
- d. CIB report on the date of application submission to NPPF.

****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.

- a. Ownership Certificate of the property
- b. One passport photograph and Valid CID copy of the property owner,
- c. No objection form (applicable to family-owned property/joint ownership)
- d. 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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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

Purpose of loan: Self Spouse Children Sibling
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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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.

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 Date of Joining Service:

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Position/Title:

Name & Address of the Employer:Office Phone No:.....

I hereby give my full consent to NPPF to share my personal bio-data information and financial information including security details relating to my loan account(s) for official requirement within its jurisdictions. Tick (✓)

Signature of Applicant.....



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NATIONAL PENSION AND PROVIDENT FUND

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Education Loan Application Form

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

Date:

National Pension & Provident Fund Thimphu

Mr./Ms.....a regular/contract employee of..... has applied for a Members Education Loan of Nu. (Ngultrum.....) from the National Pension & Provident Fund for the purpose specified above. If the loan is sanctioned, we at this moment 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 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 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)

Form with fields for Designation, Grade/Rank, NPPF No., Joining Date, 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, Seal, Accounts Officer, Name, Signature, Email Address.



OFFICIAL SEAL

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



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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





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NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Education Loan Application Form

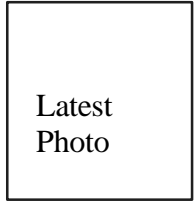
GUARANTOR DETAILS

1. Personal Information

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

Sex Male Female

Date of Birth [][][]



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

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

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Education Loan Application Form

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

Date:

National Pension & Provident Fund Thimphu

Mr./Ms.....a regular/contract employee ofhas Guaranteed Education Loan of Nu..... (Ngultrum.....) applied by Mr/Ms.....to the National Pension & Provident Fund.

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 after receiving the loan outstanding confirmation from NPPF. In case of employee transfer, 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)

Form containing fields for Designation, NPPF No., Earnings, Deductions, and Signature/Seal of Accounts Officer.



OFFICIAL SEAL

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