



ཀླུ་ཡོངས་དགོངས་ལཱ་ལུ་ལྷན་ཁག་དང་འཛོ་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.
6. CIB report on the date of application submission to NPPF.
7. PF statement signed and sealed by NPPF focal person (Private Members only).

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.
4. CIB report on the date of application submission to NPPF.
5. PF statement signed and sealed by NPPF focal person (Private Members only).

****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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NATIONAL PENSION AND PROVIDENT FUND

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MEMBER LOAN FORM

Application No:

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:.....

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 PF..... 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 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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MEMBER LOAN FORM

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

Date:

National Pension & Provident
Fund Thimphu

Mr./Ms.a regular/contract 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/Rank	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

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:



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

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

MEMBER LOAN FORM

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

Date:

National Pension & Provident
Fund Thimphu

Mr./Ms.....a regular/contract employee of has
guaranteed New Members Loan of Nu. (Ngultrum.....)
applied by Mr./Msthe 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/Rank:	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.....