



ཀྲུལ་ཡོངས་དགོངས་ལཱ་འཁུར་ལྷན་ཁག་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. 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

****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. 300,000/- 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.

D) Charges applicable

1. Loan processing fee Nu.500/-
2. CIB fee for applicant & guarantor Nu.300/- each



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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.....



ཀླུ་ཡོངས་དགོངས་ལཱ་ལུ་ལྷན་པོ་སྤྲོད་པའི་འཛོལ་ལྷན་པོ་ལྷན་པོ།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

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 containing 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

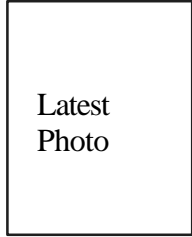
GUARANTOR DETAILS

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 :..... Dungkhag:.....

Tharm No..... House 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:.....

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

Signature of Guarantor:.....



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NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

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 of.....has 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, 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..... Address.....



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Education Loan Application Form
Loan details declaration with other financial Institutions

SI No.	Bank Name	YES/NO (Tick)	Equated Monthly Instalment (EMI)	Loan Status regular/ NPL	SSS premium
1	NPPF	YES/NO			
2	BNB	YES/NO			
3	BOB	YES/NO			
4	BDBL	YES/NO			
5	T-bank	YES/NO			
6	DPNB	YES/NO			
7	RICBL	YES/NO			
8	BIL	YES/NO			
9	Micro-finance/RENEW	YES/NO			

I hereby declare that the details furnished herein are true and correct to the best of my knowledge and ability. In case any of the above information is found to be false or untrue or misleading or misrepresenting or concealed, I am aware that I will be liable to pay CIB fee as applicable.

Tick (✓)

Note: If you have housing loan, kindly attach the sanction letter.

Name:..... Address:.....

Contact No..... Signature.....