



སྐྱུལ་ཡོངས་དགོངས་ལཱ་ལེན་གྱི་ལུང་ལོགས་དང་འཇོ་རྟེན་མ་དངུལ།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

## Member Home Loan Application Form

### Documents to be attached with application

#### A) Applicant/ Co-Applicant.

1. Duly completed loan application form
2. A copy of citizenship identity card
3. One passport-size photograph
4. A copy of lag-thram (Ownership certificate)
5. Insurance certificate of the existing building (in case of flat purchase/transfer/repairs)
6. Approved drawings and plans / Recent photograph of the building
7. Approval letter from the respective authorities
8. No objection letter from financial institution and Loan statement from other Financial Institutions for those clients who wishes to transfer housing loan to NPPF
9. Authenticated latest pay slip signed & sealed by the Accounts Officer
10. Letter of undertaking from spouse (If spouse salary income is to be considered for loan repayment).

#### B) Collateral guarantor (If ownership is in others name)

12. A copy of lag-thram (Ownership certificate)
13. One passport-size photograph and valid citizenship identity card copy
14. No objection form (applicable to family-owned property)
15. The property owner and an applicant must visit the NPPF office for execution of the mortgage deed and letter of Guarantee

#### C) Charges applicable

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





## Member Home Loan Application Form

### Housing loan(Part II)

#### 1. Purpose of Loan

Purchase  Construction  Repairs  Transfer

#### 2. Details of Securities

a) Details of Plot where the building is proposed to be constructed/purchased/repared:

Plot No./ Thram No	Size	Location	Title and Ownership Certificate of the Land
1)			

b. Details of Building

Reinforced concrete building  Loadbearing building  Traditional building  Ekra building  
 Others

A. Plinth area..... B. Total Covered area.....

C. Commencement date of construction..... D. Completion date.....

Signature of Applicant .....

Address.....

Date.....



**Member Home Loan Application Form**

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

The National Pension & Provident Fund  
 Thimphu

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

Mr./Mrs./Ms. .... a regular/contract employee of.....  
 has applied Member home Loan of Nu..... /- (Ngultrum..... only)  
 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 NPPF 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 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 NPPF without fail.

His/her salary structure is as follows: (to be filled by Accounts Division)

Designation .....	NPPF A/c no .....	
Grade/ Rank.....	Date of Joining Service.....	
Earnings. Basic pay.....	Allowance .....	Grosspay.....
<b>Deductions:</b>		
P/F.....	Salary Tax.....	House Rent.....
GIS .....	Vehicle Loan.....	Housing Loan.....
Personal Loan.....	Advance.....	Others.....
Total Deduction.....	Net payable.....	
Accounts Officer		
Seal	Name .....	Signature.....
	Email ID.....	

Legal  
Stamp

OFFICIAL SEAL

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





## Member Home 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.....