



**National Pension and Provident Fund
Civil Enrollment Form**

Form 1

1. Personal Details

a. Name

First Name

Middle Name

Last Name

Photo

b. Gender

M

F

(Tick the correct one)

c. Date of Birth (As per the service record)

Date

Month

Year

d. Nationality: _____

e. Citizen ID no / Work Permit or Resident Permit no. _____ Date of Issue: _____

Date of expiry: _____

f. House no: _____ Thram no: _____ Household no: _____

g. Address:

Permanent Address

Present Address

Village

Gewog

Dungkhag

Dzongkhag

h. Contact no: _____

Email Address: _____

i. Fathers Name: _____ Mother's Name: _____

j. Date of Appointment in Service:

Date Month Year

k. Grade: _____ Designation: _____

l. Name of the Agency: _____

m. Place of Posting: _____

n. Basic Salary: _____

o. RCSC / Agency Employment No. / Personal No. for Armed Forces: _____



p. Date of Joining NPPFP:
Date Month Year

q. Bank Account No.: _____ Bank Name: _____

r. Employment Type: ☐ Regular ☐ Contract (Tick the correct one)

2. Spouse Details (Attach Marriage Certificate. If there are more than one spouse, please attach a separate sheet)

a. Name
First Name Middle Name Last Name

b. Gender:
☐ M ☐ F (Tick the correct one)

c. Date of Birth:
Date Month Year

d. Nationality: _____

e. Citizen ID no / Work Permit or Resident Permit no. _____ Date of Issue: _____

Date of expiry: _____

f. House no: _____ Thram no: _____

g. Address:
Permanent Address Present Address
Village _____
Gewog _____
Dungkhag _____
Dzongkhag _____

h. Occupation: _____ If Working, NPPF No.: _____
RCSC/Employment no.: _____

3. Children Details (Attach Family Tree/Birth Certificate/Health Card copy of Children)

Sl. No.	Name	Date of Birth	Sex	Name of the Spouse from whom born	Remarks



4. Nomination for Provident Fund (Tire 2) only

Sl. No.	Name of Nominee	CID Number	Date of Birth	Relationship	Share of PF Payable (Percentage %)	Contact No.

5. Consent

NPPF takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below:

I, _____, (PII Principal's name) confirm that I have been provided with a copy of **NPPF's** Privacy Notice & Terms & Conditions prior to giving consent.

Signature: _____

Name: _____

Time: _____

Date: _____

I hereby certify that the aforementioned information given herein is true, correct, and complete to the best of my knowledge and belief.

Applicant
Signature on
Legal Stamp

Note: Please enclose copy of Appointment Letter and Citizenship ID Card No.

To Be Filled by the Employer

This is to certify that the information hereby furnished in respect of Mr. /Mrs. /Ms. is complete and verified from the service record maintained in this office. This information may be used by the NPPF.

Name of HRO/Head of Agency/ Gup for LG: _____

Signature & Seal: _____

Date: _____



National Pension and Provident Fund - Loan Products to Members

Sl. no	Loan Product	Eligibility	Amount
1	Member Personal Loan	Active PF contributing members who have contributed for at least 1 month.	Nu. 100,000 to Nu. 1,000,000/-
2	Commercial Housing Loan	Active PF contributing members who have contributed for at least 1 year.	No. Maximum Limit: Subject to loan value (LTV) & loan-to-income (LTI)
3	Member Home Loan	Active PF contributing members who have contributed for at least 1 year.	Maximum: 10 million (Subject to loan-to-value (LTV) & loan-to-income (LTI))
4	Flat Purchase Loan	Active PF contributing members who have contributed for at least 1 year.	Maximum: 10 million (Subject to loan-to-value (LTV) & loan-to-income (LTI))
5	Education Loan	Active PF contributing members who have contributed for at least 1 month.	<p>1. In-Country: College student: Max: 1,500,000/- Per Student or total tuition fee including other related expenses, whichever is lower.</p> <p>2. From Daycare to Class 12: Nu. 100,000/- to Nu. 500,000/- per child.</p> <p>3. Ex-Country: Max: Nu. 3,000,000/- per Student or total tuition fee including other related expenses, whichever is lower.</p>



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NATIONAL PENSION PROVIDENT FUND

Securing Future Together

Sl.	Loan Product	Eligibility	Amount
6	Private PF Loan	1. Active PF Contributing Member. 2. Min. 6 months' contribution is required 3. To have both employee and employer contributions 4. Members with monthly salary income only	Min: Nu.100,000/- Max: Nu.1,000,000/- 1. 6 months to 1 year contribution: Nu. 150,000/- 2. Up to 2 years' contribution: Nu. 250,000/- 3. Up to 3 years' contribution: Nu. 350,000/- 4. More than 3 years' contribution: Nu. 1,000,000/-
7	Electric Vehicle Loan or Hybrid (Run by Battery and Fuel)	Active PF contributing members who have contributed for at least 1 month.	70 % of vehicle cost

For further information, please visit our website at <https://www.nppf.org.bt/product-loan/>, call our toll-free number at 1039, or contact us via WhatsApp at 17170884.