Branch Office: ……

Existing client: ☐ **New client:** ☐

Passport photo (2 nos)

APPLICATION FORM FOR EMPLOYEE LOAN

1. PERSONAL DETAILS

Name _____ Application Date _____

Date of Birth _____ Father's Name _____

C.I.D Card No _____ House No _____

Thram No _____ Thram Holder's Name _____

Village _____ Geog _____

Dzongkhag _____ Marital Status _____

Name of Spouse_____ Spouse C.I.D Card No _____

Contact Person _____ Name & Address _____

_____

2. MAILING ADDRESS

Present Address	Telephone No.	
	Mobile No.	
	Fax No.	
	Email Address	

3. OFFICIAL DETAILS

Name of Organization/ Agency		Position	
Grade as per BCSR		Employee I.D No.	
Nos. of Years in Service		Provident Fund No.	
Present Salary		Monthly Deduction	
Name of Nominees		Nominee Relations	
Loan Amount Applied		Term Period	

4. LIABILITIES AND OBLIGATIONS

Records with Financial Institutions	Amount Applied	Amount Outstanding	Security	Repayment Source
BOBL				
BNBL				
RICBL				
NPPF				
DPNBL				
T BANK				
BIL				
BDBL (Branch)				

5. SECURITY : Collaterals / Retirement Benefits / Provident Fund & Gratuity (Tick Appropriate)

LIST OF DOCUMENT TO BE SUBMITTED

• Employer Undertaking	
• C.I.D Photocopy	
• Latest Pay Slip Authenticated by the Finance Officer	
• Appointment Order to Current Agency	
• Credit Information Bureau (CIB) Report	

Note: If the security is physical property, the normal loan documents are required

Consent Clause

The Parties hereunto in their respective capacities as hereinabove mentioned do hereby declare that all the information furnished herewith is correct to the best of my/our knowledge and ability and do hereby consent to disclose and share all or such information required by the bank to do such acts, deed or things that are deemed necessary to facilitate Credit Information Bureau to ascertain accuracy/ correctness of information. The parties hereunto mentioned do hereby give consent to use my/our demographic and credit information by the Credit Information Bureau and other credit reporting entities.

I hereby, further agree and authorize the bank to register the movable asset which I pledge as collateral with Central Registry System for secured Transaction (CRST).

DECLARATION

I authorize my employer to recover and remit from my salary the stipulated loan installment till the loan is fully liquidated. I will ensure that the money recovered from my monthly salary by my employer will reach BDBL office promptly. In the event of loan default or permanently leaving the organization, I authorize my employer to adjust the loan balance with my gratuity, provident fund balance and other benefits. In case these benefits do not cover the loan balance, I will still be accountable till the loan is fully paid. Where mortgage against loan are physical properties/personal guarantee I hereby agree to abide by BDBL's prevailing norms

Affix Legal Stamp (Nu. 10)

Signature/LTI of Applicant

Dated:

Dated _____

EMPLOYERS UNDERTAKING

We hereby undertake to deduct and remit monthly installment from Mr./Ms./Mrs. _____ from his/her salary at source for his/her loan sanctioned from the bank until it is fully liquidated. In the event the employee is retired/terminated/absconded or for reasons because of which he/she no longer works for us, we will recover the loan outstanding from his/her service benefits. In case the employee is transferred within the same/different organization, we shall inform the department concerned to deduct his/her monthly loan installment and remit to the bank without fail.
We hereby confirm that the information provided for Mr./Ms./Mrs. _____, holding the position of _____ in our organization is correct to best of our knowledge.

DETAILS OF THE EMPLOYEE

Position		Initial Appointment Date	
Grade		Years left for Retirement	

RENUMERATION AND DEDUCTION DETAILS

PAY AND ALLOWANCES		DEDUCTIONS	
a) Basic Pay		***A) Statutory Deductions***	
b) Allowances		**a) PF Contribution**	
		b) GIS Contribution	
		c) Health Contribution	
		d) Tax Deducted at Source	
		e) SSS Contribution	
		f) Others	
		B) Non Statutory Deductions	
		a) Loans and Advances	
GROSS PAY		**TOTAL DEDUCTIONS**	

AFD Head/ Finance Officers' Seal	Head of Agency Seal	Official Seal
Name: **Designation:** **Signature:**	**Name:** **Designation:** **Signature:**	

FOR BDBL OFFICIAL USE
Gross Salary of the Applicant
Less: Statutory Deductions
Net Disposable Income After Statutory Deductions
Loan Amount Applied
Equated Monthly Installment (EMI)
$\textbf{LOAN TO INCOME RATIO} = \frac{\textbf{TOTAL MONTHLY DEBT OBLIGATIONS}}{\textbf{MONTHLY GROSS DISPOSABLE INCOME FROM ALL SOURCES}} \text{ x } \mathbf{100}$
$\textbf{LOAN TO INCOME RATIO} = \frac{\quad}{\quad} \; x \; \mathbf{100}$ $\textbf{LOAN TO INCOME RATIO} = \quad \%$
Remarks (if any):
Prepared by: **Approved by:** **Sign and Seal** **Sign and Seal**