



## LOAN APPLICATION FORM

The Chief Executive Officer  
Bhutan Insurance Ltd  
Thimphu: Bhutan

Passport  
size  
photograph

Dear Sir,

I/We would like to request for a loan of Nu.....  
(Ngultrum's..... )

1) **Borrower Particulars**

Name.....ID card no(New).....  
 D.O.B (DD/MM/YYYY).....Sex (Male/Female).....Marital Status (Single/Married).....  
 Email ID.....Mobile #.....  
 Business License no.....CIT/BIT No.....Occupation.....  
 Service joining date.....Grade.....Designation.....Department.....  
 .....Employer Name.....  
 Employer Address..... Employer Contact .....

**Residence/Current Address**

**Permanent Address**

.....:	Village.....
.....:	Gewog.....
.....:	Dzongkhag.....
.....:	Thram No/Plot No.....
.....:	House No.....

Contact telephone:.....Fax.....

Father's/Husband's name.....Name of Spouse.....

Address.....Occupation.....Current Salary.....

2) **Type of Loan:**.....

3) **Means of Financing**

Term Loan: Nu..... Working capital /overdraft loan: Nu.....

4) **Repayment Source:**

- a) Salary Nu..... b) House Rent Nu.....c) Business Nu.....  
 d) Vehicle hiring Nu.....e) Others Nu.....

5) **Repayment Term**

Repayment Term Desired	
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6) **Security offered:**

a) **Land /building**

Property Type	Type of Land	Registered Owner	Area	Thram/ plot no	Location	Dzongkhag	Value

b) **Vehicle/plant & Machinery**

Vehicle type/Make	Manufacturing year	Purchase date	Registered owner	Registration no	Purchase value	Present Value

c) **Others**

Type of property	Owner	Identification no	Purchase date	Purchase value	Present value

7) **Existing Loan details with BIL and other financial institutions:**

Institution	Loan type	Accounts no	Sanction Amt	Balance	Security	Status

8) **Repayment mode desired (Please tick)**

Monthly	Quarterly	Lump sum
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**9) DETAILS OF GUARANTOR/SELLER (IF APPLICABLE)**

Name :.....D.O.B:.....ID Card No (New).....  
Sex(Male/Female).....Marital Status..... Profession.....Relation:.....  
Contact address.....Telephone No:.....Village.....Gewog.....  
Dzongkhag.....Thram No.....House No.....  
Mobile no:..... Email Id:.....Security.....  
Loan A/C No.....Business License No.....

**10) DOCUMENT CHECK LIST (TICK ALL APPLICABLE)**

**i. Personal**

1.Copy of ID card	<input type="checkbox"/>
2.Latest passport size photographs (2 nos)	<input type="checkbox"/>
3.Departmental undertaking (salary)	<input type="checkbox"/>
4.Initial appointment order	<input type="checkbox"/>
5.Appointment order to current post	<input type="checkbox"/>

**(ii) For purchase of vehicle**

1. Photocopy of I.D Card	<input type="checkbox"/>
2. Latest passport size photographs(2 nos)	<input type="checkbox"/>
3. Departmental undertaking(salary)	<input type="checkbox"/>
4. Copy of Blue Book (for vehicle already purchased)	<input type="checkbox"/>
5. Copy of Vehicle Quota Letter (foreign vehicles)	<input type="checkbox"/>
6. NOC from the Quota holder	<input type="checkbox"/>
7. Copy of ID card of Quota holder	<input type="checkbox"/>
8. Invoice (for new vehicle to be purchase)	<input type="checkbox"/>

**(iii) For purchase of Land/Flat/House**

1.	Original Ownership Certificate (Not more than 3 months old)	<input type="checkbox"/>
2.	Sale deed & relevant documents for change of ownership	<input type="checkbox"/>
3.	Estimated value of properties to be purchase	<input type="checkbox"/>

**(iv) For Construction of building/house**

<b>LIST OF DOCUMENTS REQUIRED FOR NEW CONSTRUCTION:</b>		
1)	Ownership Certificate (not more than 3 months old)	<input type="checkbox"/>
2)	Site Plan from the concerned Municipal Authority	<input type="checkbox"/>
3)	Approved plan of building	<input type="checkbox"/>
4)	Estimated value of the Assets	<input type="checkbox"/>
5)	Photograph of Building(s)	<input type="checkbox"/>
6)	Letter of approval from concerned Municipal Authority or Dzongkhag	<input type="checkbox"/>
7)	Marriage Certificate (if the property is registered in the name of spouse)	<input type="checkbox"/>

**(v) Other necessary documents if required.**

Sl No	Document	Tick	Sl. No	Document	Tick
1	Approved plan/drawing		8	Mortgage deed	
2	Building estimate		9	Hypothecation deed	
3	Guarantee Form		10	Insurance documents	
4	Guarantor's consent		11	Building photograph	
5	Trade License		12	Site map	
6	Under taking Letter		13	CIB Report	
7	Loan Agreement		14	CDB Certificate	

**(I) CERTIFICATION**

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. Further, I/We hereby assure to make prompt and timely repayments as per the agreement. In the event of non-compliance, I/We hereby authorize BIL to take legal action as per BIL norms.

**(J) 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 Bhutan Insurance Ltd. To do such acts, deeds 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.

**(K) CENTRAL REGISTRY**

The undersigned agrees to have his/her/company's movable securities/collaterals, registered with the Central Registry, RMA, to have a secured creditors rights on the properties as per the MIPA 1999 and Bankruptcy Act 1999 of Bhutan.

*\*please note: you are required to bring the original copy of all the documents for verification by the concerned BIL officials.*

Yours Faithfully

Nu.10/-  
Legal  
stamp

Date .....

Signature/Thumb impression

**For BIL office use:**

Action taken by Credit Officer	Date
Application receipt date	
Loan appraised & submitted to Committee	
Loan declined and intimated	

**Name & Signature of Credit Officer**