



Branch Office:

APPLICATION FORM FOR HOME SETTLEMENT LOAN

**Passport
Photo
(2 nos)**

GROUP NAME:

1. PERSONAL DETAILS

Name	_____	Application Date	_____
Date of Birth	_____	Father's Name	_____
C.I.D No	_____	House No	_____
Thram No	_____	Thram Holder's Name	_____
Village	_____	Gewog	_____
Dzongkhag	_____	Marital Status	_____
Name of Spouse	_____	Spouse C.I.D Card No	_____
Contact Person	_____	Name & Address	_____

2. APPLICANT 'S MAILING ADDRESS

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

3. OFFICIAL DETAILS

Name of Organization/ Agency		
Grade as per BCSR	Position	
Provident Fund No	Employee I.D No	
Present Salary	Monthly Deduction	
Loan Amount Applied	Term Period	



4. DETAILS OF OTHER MEMBERS IN THE GROUP

Name	CID No.	Name of Employing Agency	Appointment Date	Contact No

5. APPLICANT'S LIABILITIES AND OBLIGATIONS

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

6. PRE SANCTION LIST OF DOCUMENTS 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
- Duly Signed Group Bylaws



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.

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 provident fund balance and post-retirement benefits. In case these benefits do not cover the loan balance, I will still be accountable till the loan is fully paid.

**Affix
Legal
Stamp
(Nu. 10)**

Signature/LTI of Applicant

Dated:



EMPLOYERS UNDERTAKING

Dated _____

We hereby undertake to deduct and remit monthly installment from the salary of Mr. / Ms. / Mrs. _____ to _____ BDB branch till successful liquidation of the loan sanctioned. In the event our 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 and remit to BDB branch concerned. In case the employee is transferred within the same/different organization, we shall inform the agency concerned to deduct his/her monthly loan installment and remit to the bank without fail and inform the BDB branch concerned on the updates.

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	<input type="text"/>	Initial Appointment Date	<input type="text"/>
Grade	<input type="text"/>		

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 Name: Designation: Signature:	Head of Agency Seal Name: Designation: Signature:	Official Seal
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ASSESSMENT SHEET

FOR BDB OFFICIAL USE	
Gross Salary of the Applicant	
Less: Statutory Deductions	
Net Disposable Income After Statutory Deductions	
Less: Other Loans & Advances Deductions	
Net Salary Eligible for Loan Repayment	
Loan Amount Applied	
Equated Monthly Installment (EMI)	
LOAN TO INCOME RATIO = $\frac{\text{TOTAL MONTHLY DEBT OBLIGATIONS}}{\text{MONTHLY GROSS DISPOSABLE INCOME FROM ALL SOURCES}} \times 100$	
LOAN TO INCOME RATIO = _____ x 100	
LOAN TO INCOME RATIO = _____ %	
NOTE: <i>(The Loan to Income Ratio should not exceed 70 % as per the RMA Consumer Loan Guideline 2014)</i>	
Remarks (if any):	
Prepared by:	Approved by:
Sign and Seal	Sign and Seal