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BHUTAN NATIONAL BANK LIMITED

Issue No.: 1.0

Issue Date: 20<sup>th</sup> May 2019

Revision  
Date:

**NAME: APPLICATION FORM FOR BANK GUARANTEE(S) – NEW CUSTOMER**

The Chief Executive Officer  
Bhutan National Bank Limited  
Thimphu.

I/We would like to request for **Bank Guarantee** for **Bid Security (EMD) / Performance Guarantee / Mobilization Advance / Release of Retention Money/ Security Deposit** amounting to Nu. \_\_\_\_\_ for a period of \_\_\_\_\_ Days/Months/Years with effect from \_\_\_\_\_ (dd/mm/yy) for the purpose of \_\_\_\_\_ (description of the work).

The above guarantee may be issued in favour of \_\_\_\_\_ (Name of the beneficiary) on behalf of \_\_\_\_\_ (Name of the construction company/Bidder).

Currently I operate the following business:

Sl.No	Business Name	License Number	Location	Nature of Business
1				
2				
3				

**(A) PERSONAL DETAILS OF THE PROPRIETOR/PROPRIETRESS:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: Day  Month  Year

Sex: Male  Female

Marital Status: Single  Married  I.D. Card No.(Old) \_\_\_\_\_  
(New) \_\_\_\_\_

Mobile No: \_\_\_\_\_ Phone No: \_\_\_\_\_ Email Id: \_\_\_\_\_

Permanent Address: Village: \_\_\_\_\_ Gewog: \_\_\_\_\_ Dzongkhag \_\_\_\_\_  
Thram No: \_\_\_\_\_ House No: \_\_\_\_\_

**If Married;** Name of Spouse: \_\_\_\_\_ Age: \_\_\_\_\_

Profession: \_\_\_\_\_ I.D Card No (New/Old) \_\_\_\_\_

Mobile No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Permanent Address: Village: \_\_\_\_\_ Gewog: \_\_\_\_\_ Dzongkhag \_\_\_\_\_

**(B) ACCOUNTS MAINTAINED WITH BNBL (if any):**

Sl. No.	Account Type	Account Number
1	Savings Account	
2	Current Account/Overdraft Account	

**(C) ADDRESS**

a) Business Address: Post Box No: \_\_\_\_\_ City: \_\_\_\_\_ Country \_\_\_\_\_

Name of Business: \_\_\_\_\_

Tele No \_\_\_\_\_ Email Id \_\_\_\_\_

Mobile: \_\_\_\_\_

**(D) SECURITY DETAILS:**

**a) Building:**

	Building I	Building II	Building III	Monthly Rental
Thram/Plot No.				
Plinth Area				
Value				
Place				
Dzongkhag				

**b) Land:**

Thram/Plot No. \_\_\_\_\_ Area \_\_\_\_\_ Value \_\_\_\_\_

Place: \_\_\_\_\_ Dzongkhag: \_\_\_\_\_

**c) Orchard:**

i) Thram/Plot No. \_\_\_\_\_ Dzongkhag \_\_\_\_\_

ii) No. of Non-Fruit Bearing Tress \_\_\_\_\_ Rate \_\_\_\_\_ Value \_\_\_\_\_

**d) Vehicle:**

Type: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Year Mgd.: \_\_\_\_\_ Cost Price: \_\_\_\_\_

e) Share \_\_\_\_\_ Face value \_\_\_\_\_ Total value \_\_\_\_\_

**(E) DETAILS OF EXISTING LOAN & BANK GUARNATEE WITH BNBL (IF ANY)**

<b>TYPE</b>	<b>LOAN ACCOUNT/BG NO</b>	<b>SECURITY/COLLATERAL</b>

**(F) LOAN DETAILS WITH OTHER FINANCIAL INSTITUTIONS:**

<b>LOANS WITH</b>	<b>LIMIT</b>	<b>OUTSTANDING</b>	<b>OVERDUES</b>	<b>DETAILS OF COLLATERAL</b>
<b>BOB</b>				
<b>BDFC</b>				
<b>RICB</b>				
<b>NPPF</b>				

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

1. Photocopy of I.D. Card	<input type="checkbox"/>
2. Latest Passport size photographs (2 nos.)	<input type="checkbox"/>
3. Ownership Certificate (not more than 3 months old)	<input type="checkbox"/>
4. Copy of Blue Book	<input type="checkbox"/>
5. Work Order	<input type="checkbox"/>
6. Copy of valid Insurance policy of the building/vehicle	<input type="checkbox"/>
7. Copy of Business License/CDB License	<input type="checkbox"/>
<b>OTHER DOCUMENTS(IF APPLICABLE)</b>	
1) Photocopy of I.D. Card of Guarantor(s)	<input type="checkbox"/>
2) Latest Passport size photographs of Guarantor(s) 2 nos	<input type="checkbox"/>

**(H) DETAILS OF GUARANTOR (IF APPLICABLE)**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ ID Card No(New/Old) \_\_\_\_\_

Profession \_\_\_\_\_ Relation: \_\_\_\_\_

Contract address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Mobile no: \_\_\_\_\_ Email Id: \_\_\_\_\_

**(I) CERTIFICATION**

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information.

**(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 National Bank 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.

*In case of claim by the beneficiary, I/WE, hereby undertake to reimburse on your first demand the amount paid by BNBL to ..... If I/We fail to reimburse, the claimed amount may be converted to short-term business loan at the prevailing interest rate and **the tenure approved by the Bank**. In the event of failure to liquidate the loan, I/We authorize BNBL to take over the properties mortgaged to the Bank in order to realize the amount payable by us.*

Date: \_\_\_\_\_

**AFFIX  
LEGAL  
STAMP  
Nu:10**

**AUTHORISED SIGNATORY & SEAL OF THE COMPANY**

**NAME** \_\_\_\_\_

**DESIGNATION** \_\_\_\_\_

\*Please note: You are required to bring the original copy of the all the documents for verification by the concerned Bank Officials.