

Date..... /...../...../

UNDERTAKING

For Private Companies (Not Listed)

To
Bhutan National Bank Ltd

.....
Mr./Mrs./Miss a regular/contract employee
of has applied for a **total** loan of
Nu..... (Ngultrum) from your Bank.

In the event, the loan is sanctioned, we undertake to deduct and pay the monthly instalment from his/her salary to his/her loan/Savings account until the loan is fully liquidated.

In the event, the employee is suspended/absconds or is terminated from service; we undertake to recover the loan outstanding from his/her service benefits (If any).

In the event, the employee fails to repay the loan, I/my company will guarantee the repayment and liquidation of the loan, as a last resort, after the Bank has exhausted all the measures to recover from the Employee.

"We stand by this undertaking and hold ourselves fully responsible and accountable for any wrong information furnished about our concerned staff and failure to inform the Bank in the event of Suspension/ Absconding/ Termination/ Transfer/ Retirement of the staff."

Employee's Details (To be filled up by the AFD/HRD of the concerned office)

Designation:	
Grade:	
Joining Date:	
Years to retirement (minimum five years):	
PF A/c No....., Maintained with	<input type="checkbox"/> NPPF <input type="checkbox"/> RICBL <input type="checkbox"/> BNBL <input type="checkbox"/> Other FIs

Seal of ADM Head/Human Resource Officer	Name.....
Signature.....	Office Tel No:
Fax No:	

Basic Pay:	Allowances
Gross Pay	
DEDUCTIONS	
P/F.....	Salary Tax.....
Health Tax	House Rent
GIS	Vehicle Loan
Education Loan from NPPF	Personal Loan
Advance	

Date..... /...../...../

Others

Total Deductions

Net Payable

Seal of
AFD. Head/Finance Officer¹ Name

Signature

Office Tel No:

Fax No:

Signature of Head of Agency²

Name

Designation

OFFICIAL SEAL

Address

¹ Head of AFD for Government Departments, Finance Officer for Corporations and Autonomous bodies/Private Companies, Defence Accounts Officer for RBA, Pay and Accounts Officer for RBG/RBP.

² Directors, Dzongdags, Managing Directors/CEO, Chief of Police, Defence Accounts Officers.