

APPLICATION FORM FOR EMPLOYEE LOAN

Please complete in CAPITAL LETTERS and ☒ the appropriate boxes. All the fields **marked *** are mandatory.

Branch:.....		Reference No:.....	
Name:		<div style="border: 1px dashed black; padding: 10px; text-align: center;"> Passport Size Photograph </div>	
Employee ID No.			
Designation:			
Date of Appointment to the Current Post: DD / MM / YY YY YY YY			
(A) Contact Details (Office Address)		(B) Permanent Address:	
.....		House No: Thram No;	
.....		Village: Gewog:	
.....		Dzongkhag:	
Phone No.: 		Date of Birth: DD / MM / YY YY YY YY	
Fax No.: 		CID No.: 	
Mobile No.: 		Expiry date DD / MM / YY YY YY YY	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Relationship Since : DD / MM / YY YY YY YY	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		Accounts maintained with the BNBL	
Spouse Name:		a) Savings Account No.:	
CID No.: 		b) Loan Account No.(s):	
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Additional			
Amount Requested (Nu).			
Interest Applied: <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Floating Rate			
Term Required:			
(C) Security and Documentation			
1. Undertaking Form/Concern Letter <input type="checkbox"/>		2. Two Photographs (Latest) <input type="checkbox"/>	
3. ID Card Copy new and old <input type="checkbox"/>		4. Copy of Initial appointment order <input type="checkbox"/>	
5. Latest pay slip authenticated by Finance <input type="checkbox"/>		6. Copy of Promotion letter to the current <input type="checkbox"/>	
(D) Details of Guarantor(if applicable)			
1. Copy of initial appointment order <input type="checkbox"/>		2. Copy of Citizenship card <input type="checkbox"/>	
3. Latest pay slip authenticated by finance officer <input type="checkbox"/>		4. Copy of Latest Promotion Order <input type="checkbox"/>	

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(E) Certification

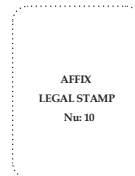
The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information.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

(F) Consent Clause

I acknowledge that I have read, understood, and agree to the terms outlined in BNBL's Privacy Policy. I hereby grant my explicit consent for the collection, use, storage, and sharing of my personal data as described in the Privacy Policy. The information I provide may be used for Contacting me for service-related or marketing communications, Enhancing and personalizing my customer experience with BNBL and to comply with legal and regulatory obligations.

Date: / /

Seal



Recommended: Signature of Head of Agency/Department

Signature of Applicant

**Please make sure that all the information are complete, an incomplete form will not be accepted*

PRIVACY POLICY

BNB-PO-002-Privacy-Policy

1. The Bhutan National Bank gathers personal information (PII) from customers and employees for various purposes, such as account opening, loan approval, identity verification, customer response, and product or service updates.
2. The bank does not disclose customer and employee personal information (PII) with third parties or transborder sharing. However, it may share data with regulators, governments, and law enforcement agencies. Other entities may share PII data, and the bank must comply with applicable laws and guidelines.
3. The bank takes steps to protect personal details against unauthorized disclosure.
4. Our website and other online platforms use cookies and related technologies to track visitor information, make the platform easier, tailor products and services, collect user data, and analyze server logs. Some cookies are from third-party companies for web analytics and intelligence.
5. The bank protects personal data by preventing unauthorized access, but cannot guarantee data security or website entry. Users should use secure online platforms, passwords, and secure browsers, and report any unauthorized use to the bank immediately.
6. Our website may link to third-party websites, but we are not responsible for their privacy practices and encourage users to learn about their policies, even if co-branded with our logo or trademark.
7. The policy and website use are governed by Bhutanese laws and bank regulations, with the bank acting as a Data Controller, ensuring consent before access
8. Bank upholds privacy by providing various rights such as access, consent withdrawal, objecting to data processing, rectification, erasure, data portability, processing restriction, automated decisionmaking protection, and complaint lodgment.
9. Our office securely stores personal information for at least 10 years, with the information destroyed after. We do not share, sell, or rent PII, but may store it with third parties. Third parties must respect data security and treat it lawfully.
10. The detailed Policy can be found from BNBL website ([privacy_policy.pdf \(bnb.bt\)](#))

I hereby confirm that I have read privacy policy of
Bhutan National Bank Limited.

Signature of the applicant.