

EMPLOYER UNDERTAKING
For employee loans

The Chief Executive Officer,
Bhutan National Bank Ltd,
Thimphu

Date:

We certify that Mr./Mrs./Miss....., who has applied for a loan of Nu..... (Ngultrum) only from your bank, is a regular employee of

If the said loan is sanctioned, we hereby undertake to deduct the amount, whatever due to the bank, from his/her salary regularly and remit it to your bank until the dues, whatever remaining, is fully liquidated. In the event of the employee being suspended, absconds or terminated from the service, we hereby undertake to inform the bank promptly.

In the event the employee resigns from service, we hereby undertake to recover the outstanding dues from his/her service benefits. In case of transfer of the employee, we shall inform the concerned department to deduct the amount due and remitted to the bank without fail.

His/her bio-data/salary structure is as follows: (To be filled in by the Accounts division)

EARNINGS: Basic Pay: Nu. Allowances: Nu. Gross Pay: Nu.

DEDUCTIONS:

Designation: Grade: Joining Date:	Provident Fund A/c No. Last Balance: Years to retirement:
P/F: Salary Tax: Health Tax: GIS:	
House Rent: Vehicle Loan Housing Loan:	
Advance: Personal Loan..... NPPF Loan Others:	
Total Deductions: Nu. Net Payable: Nu.	
Accounts/Finance Officer/ Salary Disbursing Officer/ Administration Official: Name: Signature: Official Seal	

Official Seal and Signature of Head of the Dept./Organization:

Name:

Address:

Contact Details

NOTE: Please attach the latest Pay Slip of the employee (loan applicant) with this form