



བགྲིས་བརྒྱ་དོན་བརྒྱུད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

Application form for Installment Payment.

Name : Employee ID No:.....
 Designation: Date of Appointment:.....
 Nature of Service Regular/Contract:.....
 If Contract, Contract years left:..... (Minimum 18 months required)

Contact Detail (Office Address):	Permanent Address House No:.....Thram No:..... Village:.....Gewog:..... Dzongkhag:..... Date of Birth:..... Citizen ID No:.....
Telephone:..... Mobile no:.....	

Mobile Phone/Tablet Model:.....
 Selling Price: Nu:.....

Monthly Amount to Deposit:
 Nu:.....(Ngultrum.....) for 18 months.
 TICL bank Account: Thimphu BNB A/c No.0000050893021

Documents Required

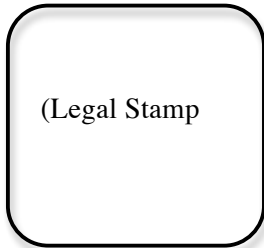
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|-----------------------------------|---|
| 1. Undertaking Form From Employer | 2. Guarantor Form |
| 3. Photographs (Latest) | 4. ID Card Copy (New) |
| 5. Appointment Order | 6. Latest Pay-slip Authenticated by Finance |

I declare that the above information along with the information given under ENCLOSURE is true, correct, and complete and upto date in all respect and I have not withheld any information. I confirm that I had never been awarded an adverse judgment or decree in a court case involving breach of contract, tax malfeasance or other serious misconduct and never been a defaulter with any financial institution. I authorized TICL to make references and enquiries relative to information in this application, which TICL may consider necessary and shall not hold TICL liable for use of this information. I undertake to inform TICL regarding any change in my residence/employment and to provide my further information that TICL may require. I am bound to inform the TICL of any change in the detail given.

I have read and have been advised of the terms and conditions relating to the Installment Payment scheme and I hereby agree to abide by these terms and conditions or by the revised additional terms and conditions which may at any time hereafter be made while the Installment payment obtained by me is still outstanding. I hereby authorize my employer to recover the stipulated installments from my salary every month. In the event of default on my part or my leaving the service of the Organization or in the other exigencies, if Installments is still unpaid, I give my full consent to TICL to adjust the amount outstanding against me with interest from my provident fund balance / or gratuity payable to me and / or any other amount due to me.

Further, it shall be my responsibility to ascertain with the concerned salary section of my department /organization that the stipulated monthly recoveries made from my salary has/have remitted to TICL bank A/c promptly.

Place: Signature of Applicant on Legal Stamp
 Date:..... Full Name:.....



Seal
 Recommended: Signature of Head of Agency/Department

***PLEASE MAKE SURE THAT ALL THE INFORMATION ARE COMPLETE, AN INCOMPLETE FORM WILL NOT BE ACCEPTED**



བགྲིས་བརྗོད་པོ་བརྒྱུད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

UNDERTAKING

To,
The Regional Manager
Tashi InfoComm Ltd.

.....
Mr./Mrs./Miss.....a regular employee of.....
..... has applied for a monthly Installment Mode of Payment of Nu.....
(Ngultrums.....) from Tashi InfoComm Ltd.

In the event the Installment Payment is sanctioned, we **undertake** to deduct and pay the monthly installment from his/her salary to TICL account until the installment is fully liquidated. In the event the employee is suspended/absconds or is terminated from service, we undertake to recover the outstanding amount from his/her service benefits.

In case the employee is transferred, we shall inform the TICL and the concerned organization to deduct the monthly installment and remit the same to the TICL account without fail. "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 TICL in this event of Suspension/ Absconding/ Termination/ Transferred/ 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 2 years):..... PF A/c No....., Maintained with <input type="checkbox"/> NPPF <input type="checkbox"/> RICBL <input type="checkbox"/> BNBL <input type="checkbox"/> BOBL Seal and Signature of: ADM Head/Human Resource Officer: Name.....Office Tel No.....	
Basic Pay:.....Allowances:.....Gross Pay:..... <div style="text-align: center;">DEDUCTION</div> P/F.....Salary Tax.....Health Tax..... House Rent.....GIS.....Advance..... Aggregated Loan amount:..... Others:..... Total Deductions.....Net Payable..... Seal and Signature of: AFD Head/Finance Officer: Name.....Office Tel No.....	
(OFFICIAL SEAL)	Signature of Head Of Agency: Name:..... Designation:..... Address:.....



བགྲིས་བརྗོད་པའི་བརྒྱུད་འབྲེལ་ཚོང་འཛིན།།

Tashi InfoComm Limited

GUARANTOR

(Equal or higher grade employee from the same office with minimum three years of confirmed service)

Name :.....Employee ID No:.....

Designation:Date of Appointment:.....

Years to Retirement (Minimum 2 years):.....

Contact Detail (Office Address): Telephone:..... Mobile no:.....	Permanent Address House No:.....Thram No:..... Village:.....Gewog:..... Dzongkhag:..... Date of Birth:..... Citizen ID No:.....
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Contact Detail (Residential Address):.....

Email ID:.....

Mobile no:.....

I hereby as the guarantor confirm that the above information given in the application form are true, correct and complete and upto date in all respects. Further, I undertake to repay the outstanding amount along with service fee in the event of non-recovery of Installment Payment from the borrower, Mr./Mrs./Miss. _____ who is known to me.

Place:

Date:.....

Signature of Applicant on Legal Stamp

Full Name:.....

