

Date:

To
Bhutan Insurance Ltd
Thimphu

Mr./Mrs./Miss, a regular employee of
..... has applied for a loan of Nu.....
(Ngultrum's.....) from the BIL for the purpose
of..... If the loan is sanctioned, we hereby undertake to deduct
the monthly installment from his/her salary and remit it to the BIL until the loan is fully liquidated.

In the event of the employee being suspended or resigning/absconding/or being terminated from the
service, we hereby undertake to recover the loan outstanding from his/her service benefits. In case
of transfer of the employee, we shall inform the concerned department to deduct the monthly
installment and remit it to the BIL without fail.

His/ Her bio data/salary structure is as follows (To be filled by Accounts Division)

Designation:	Provident Fund A/C No:
Grade:	Last Balance:
Joining Date:	Years to retirement:

EARNINGS: Basic Pay.....Allowances.....Gross pay.....

DEDUCTIONS

P/F.....	Salary Tax.....	Health Tax.....
House Rent	GIS.....	Vehicle Loan.....
Housing Loan.....	Personal Loan	Advance.....
Others.....	
Total Deductions.....	Net payable.....	

Seal	Name.....	Signature
Accounts Officer		



Signature of Head of Department

Name

Address.....

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