SWS Form III/20…../ **Form\_III**

The General Secretary

NHDCL Staff Welfare Scheme

National Housing Development Corporation Limited

Thimphu

**APPLICATION FOR LOAN**

Sir/Madam,

I am a member of the NHDCL Staff Welfare Scheme. My registration No. is …………….. I have read all the Rules of SWS, and having understood the terms and conditions, I wish to apply for a loan of Nu. ………………….. only for reasons given below:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

My gross Pay is Nu. …………….. and my Net Pay is Nu. ……………………only.

The entire loan amount with interest will be liquidated in full within 24 months w.e.f. ………………………… at a monthly instalment of Nu. …………………. from my salary.

Yours sincerely,

Date: ……………………….

Signature, Name and Address

**(For Office use only)**

*I hereby certify that the reason submitted by the applicant is true as per our records and forwarded for necessary consideration.*

The applicant has no loan against his/her name. Therefore, the loan applied for may be approved as per his/her terms and conditions mentioned above for an amount of Nu. ……………(Ngultrum …………………………………………..) only.

Treasurer, SWS

I hereby certify that the reason submitted by the applicant is true and recommended for kind approval.

General Secretary

NHDCL Staff Welfare Scheme

Approved/Not Approved

**CHAIRMAN**

NHDCL Staff Welfare Scheme