

RIM Employee Loan Application Form (A)
(Above 10 years in service)

PARTICULARS				VERIFYING OFFICER	RIM LOAN PURPOSE
Name of the applicant:					Loan is provided only for the following purposes: (Tick your purpose)
Date of birth:					
Citizenship ID No:					
Permanenet Address:					
Date of joining RIM:					
Year of Joining Service:					
Basic Pay & Allowance:					
Employee ID No:					
LOAN AMOUNT APPLIED					LOAN PERIOD
Loan amount applied for Nu. (.....) only at 5% interest per annum calculated on the monthly based on the banking principle					Circle the year you wish to liquidate your loan: 1 yr 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrs 8 yrs
DISCLOSURE OF OTHER LIABILITIES					APPLICANT UNDERTAKING
Type	Amount	Monthly Installment	Payable to	RIM Fund Accountant	I, Mr, Mrs, Miss, Ms..... an employee of the RIM would like to authorize the Institute (RIM) management to deduct from my monthly salary, the monthly loan repayment instllament of Nu.....(Ngultrums.....) only. In the event I am transferred from the institute, I will clear the full loan as per clause 5.10 However, if I decided to leave the institute (Resignation / Retirement), I will clear the full loan before I go out. Name and Signature: Date
1. Loan					
2. Court Order					
3. Total Statutory Deduction except Salary Advance					
					95Legal Stamp
RIM FUND AND LOAN COMMITTEE RECOMMENDATION					
On behalf of RIM Loan Committee, The RIM Fund Member Secretary recommends Nu..... (Ngultrums.....) only.					
DECISION OF RIM FUND AND LOAN COMMITTEE CHAIR					
1. Loan approved			Nu.....		2. Loan not approved
CHAIRMAN, RIM FUND AND LOAN COMMITTEE					

NOTE:

- 1 The applicant must submit his/her loan application to the RIM Fund accountant.
- 2 The applicant is primarily responsible and accountable for any information being provided in the loan application form.
- 3 The verifying officer (Human Resource Officer) is also liable for the employee information being provided.
- 4 RIM Loan Committee recommendation shall be signed by the Member Secretary (Head of Acccounts) of the RIM Loan Committee.
- 5 RIM Fund accountant shall be responsible for:- 1) Calculating applicant's laon amount and monthly repayment amount; and 2) Preparing loan statement 3) Verification and signing as verification officer
- 6 Applicant shall attach pay slip duly verified by the Finance/ Accounts Officer.

RIM Employee Loan Application Form (D)

PARTICULARS	VERIFYING OFFICER	PARTICULARS	VERIFYING OFFICER
Name of the applicant:		Name of the Surety:	
Date of birth:		Date of birth:	
Citizenship ID No:		Citizenship ID No:	
Permanenet Address:		Permanenet Address:	
Date of joining RIM:		Year of joining RIM:	
Year of Joining Service:		Year of Joining Service:	
Basic Pay & Allowance:		Basic Pay & Allowance	
Employee ID No:		Employee ID No:	
LOAN AMOUNT APPLIED		LOAN PERIOD	
Loan amount applied for Nu. (.....)) only at 5% interest per annum calculated on the monthly based on the banking principle		Circle the year you wish to liquidate your loan: 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrs 8 yrs 1 yr	
RIM LOAN PURPOSE		APPLICANT UNDERTAKING	
Loan is provided only for:		I, Mr, Mrs, Miss, Ms..... an employee of the RIM would like to authorize the Institute (RIM) management to deduct from my monthly salary, the monthly loan repayment installment of Nu.....(Ngultrums.....) only. In the event I am transferred from the institute, I will clear the full loan as per clause 5.10 However, if I decided to leave the institute (Resignation / Retirement), I will clear the full loan before I go out. Name and Signature: Date	
1. Vehicle Purchase 2. Children Education or self education 3. Purchase of land,building, shares, investments 4. Health reasons 5. Repayment of an outstanding loan			
DISCLOSURE OF OTHER LIABILITIES		SURETY	
Type	Amount	Monthly Installment	Payable to
RIM Fund Accountant			
1. Loan			
2. Court Order			
3. Total Statutory Deduction except Salary Advance			
I, Mr, Mrs, Miss, Ms.....an employee of the RIM would like to stand as a full surety (ready to undertake full liability if needed) of the above applicant for the loan taken vide this application. Name and Signature: Date:			
Legal Stamp			
RIM FUND AND LOAN COMMITTEE RECOMMENDATION			
On behalf of RIM Loan Committee, The RIM Fund Member Secretary recommends Nu..... (Ngultrums.....) on			
DECISION OF RIM FUND AND LOAN COMMITTEE CHAIR			
1. Loan approved		Nu.....	2. Loan not approved
CHAIRMAN, RIM FUND AND LOAN COMMITTEE			

NOTE:

- 1 The applicant must submit his/her loan application to the RIM Fund accountant.
- 2 The applicant is primarily responsible and accountable for any information being provided in the loan application form.
- 3 The verifying officer (Human Resource Officer) is also liable for the employee information being provided.
- 4 RIM Loan Committee recommendation shall be signed by the Member Secretary (Head of Accounts) of the RIM Loan Committee.
- 5 RIM Fund accountant shall be responsible for:- 1) Calculating applicant's laon amount and monthly repayment amount; and 2) Preparing loan statement 3)
- 6 Verification and signing as verification officer
- 6 Applicant shall attach pay slip duly verified by the Finance/ Accounts Officer.

RIM Employee Loan Application Form (C)
(Less than 1 year)

PARTICULARS		VERIFYING OFFICER	PARTICULARS		VERIFYING OFFICER	
Name of the applicant:			Name of the Surety:			
Date of birth:			Date of birth:			
Citizenship ID No:			Citizenship ID No:			
Permanenet Address:			Permanenet Address:			
Date of joining RIM:			Year of joining RIM:			
Year of Joining Service:			Year of Joining Service:			
Basic Pay & Allowance:			Basic Pay & Allowance			
Employee ID No:			Employee ID No:			
LOAN AMOUNT APPLIED			LOAN PERIOD			
Loan amount applied for Nu. (.....) only at 5% interest per annum calculated on the monthly based on the banking principle			Circle the year you wish to liquidate your loan: 1 yr 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrs 8 yrs			
RIM LOAN PURPOSE			APPLICANT UNDERTAKING			
Loan is provided only for: 1. Vehicle Purchase 2. Children Education or self education 3. Purchase of land,building, shares, investments 4. Health reasons 5. Repayment of an outstanding loan			I, Mr, Mrs, Miss, Ms..... an employee of the RIM would like to authorize the Institute (RIM) management to deduct from my monthly salary, the monthly loan repayment instllament of Nu.....(Ngultrums.....) only. In the event I am transferred from the institute, I will clear the full loan as per clause 5.10 However, if I decided to leave the institute (Resignation / Retirement), I will clear the full loan before I go out. Name and Signature: Date <p align="right">Legal Stamp</p>			
DISCLOSURE OF OTHER LIABILITIES			SURETY			
Type	Amount	Monthly Installment	Payable to	RIM Fund Accountant	I, Mr, Mrs, Miss, Ms.....an employee of the RIM would like to stand as a full surety (ready to undertake full liability if needed) of the above applicant for the loan taken vide this application. Name and Signature: Date: <p align="right">Legal Stamp</p>	
1. Loan						
2. Court Order						
3. Total Statutory Deduction except Salary Advance						
RIM FUND AND LOAN COMMITTEE RECOMMENDATION						
On behalf of RIM Loan Committee, The RIM Fund Member Secretary recommends Nu..... (Ngultrums.....)						
DECISION OF RIM FUND AND LOAN COMMITTEE CHAIR						
1. Loan approved			Nu.....	2. Loan not approved		
CHAIRMAN, RIM FUND AND LOAN COMMITTEE						

NOTE:

- 1 The applicant must submit his/her loan application to the RIM Fund accountant.
- 2 The applicant is primarily responsible and accountable for any information being provided in the loan application form.
- 3 The verifying officer (Human Resource Officer) is also liable for the employee information being provided.
- 4 RIM Loan Committee recommendation shall be signed by the Member Secretary (Head of Accounts) of the RIM Loan Committee.
RIM Fund accountant shall be responsible for:- 1) Calculating applicant's laon amount and monthly repayment amount; and 2) Preparing loan statement
- 5 3) Verification and signing as verification officer
- 6 Applicant shall attach pay slip duly verified by the Finance/ Accounts Officer.

RIM Employee Loan Application Form (B)
(1 year to 10 years in service)

PARTICULARS		VERIFYING OFFICER	PARTICULARS		VERIFYING OFFICER
Name of the applicant:			Name of the Surety:		
Date of birth:			Date of birth:		
Citizenship ID No:			Citizenship ID No:		
Permanenet Address:			Permanenet Address:		
Date of joining RIM:			Year of joining RIM:		
Year of Joining Service:			Year of Joining Service:		
Basic Pay & Allowance:			Basic Pay & Allowance		
Employee ID No:			Employee ID No:		
LOAN AMOUNT APPLIED			LOAN PERIOD		
Loan amount applied for Nu. (.....) only at 5% interest per annum calculated on the monthly based on the banking principle.			Circle the year you wish to liquidate your loan: 1 yr 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 7 yrs 8 yrs		
RIM LOAN PURPOSE			APPLICANT UNDERTAKING		
Loan is provided only for the following purposes: (Tick your purpose) 1. Vehicle Purchase 2. Children Education or self education 3. Purchase of land,building, shares, investments 4. Health reasons 5. Repayment of an outstanding loan			I, Mr, Mrs, Miss, Ms..... an employee of the RIM would like to authorize the Institute (RIM) management to deduct from my monthly salary, the monthly loan repayment instllament of Nu.....(Ngultrums.....) only. In the event I am transferred from the institute, I will clear the full loan as per clause 5.10 However, if I decided to leave the institute (Resignation / Retirement), I will clear the full loan before I go out. Name and Signature: Date Legal Stamp		
DISCLOSURE OF OTHER LIABILITIES			SURETY		
Type	Amount	Monthly Installment	Payable to	RIM Fund Accountant	I, Mr, Mrs, Miss, Ms.....an employee of the RIM would like to stand as a full surety (ready to undertake full liability if needed) of the above applicant for the loan taken vide this application. Name and Signature: Date: Legal Stamp
1. Loan					
2. Court Order					
3. Total Statutory Deduction except Salary Advance					
RIM FUND AND LOAN COMMITTEE RECOMMENDATION					
On behalf of RIM Loan Committee, The RIM Fund Member Secretary recommends Nu..... (Ngultrums.....) only.					
DECISION OF RIM FUND AND LOAN COMMITTEE CHAIR					
1. Loan approved			2. Loan not approved		
CHAIRMAN, RIM FUND AND LOAN COMMITTEE					

NOTE:

- 1 The applicant must submit his/her loan application to the RIM Fund accountant.
- 2 The applicant is primarily responsible and accountable for any information being provided in the loan application form.
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RIM Fund accountant shall be responsible for:- 1) Calculating applicant's laon amount and monthly repayment amount; and 2) Preparing loan statement 3) Verification and signing as verification officer
- 5
- 6 Applicant shall attach pay slip duly verified by the Finance/ Accounts Officer.