

**(Official use only)**

Date and Time of Receipt: \_\_\_\_\_

Application No.: \_\_\_\_\_

Affix Passport  
Size Photo

**Application for National Credit Guarantee Scheme**

**PART A: APPLICATION (to be completed by Applicant)**

I/We hereby apply for a guarantee from the Government to cover the facility (“the Facility”) (to the extent to be determined by the NCGC) now being sought by the Applicant (“the Borrower”) from BOB/BDBL/NCSIDBL (PLEASE TICK (√)). I/We now provide the following information in support of this application:

<b>1. Borrower’s Detail</b>
a) Name of the Applicant: _____
b) CID No: _____
c) Gender <input type="radio"/> Male <input type="radio"/> Female
d) Contact No: _____
e) E-mail(if available): _____
f) Present Address: _____
g) Permanent address: Village: _____ Gewog: _____ Dungkhag: _____ Dzongkhag: _____ Thram No: _____ House No.: _____
h) Spouse’s (if married)/ Immediate Family member’s Name: _____
i) Contact No. of Spouse/Immediate Family Member: _____
<b>2. Project/Business Details</b>
a) Name of the Project/Business: _____ (New/Upgradation) _____
b) Nature of the Business/Business Activity: _____
c) Sector: _____
d) Estimated Project Cost/Investment Size (Mil. Nu) _____ (C/S/M/L) _____
e) Loan Amount: Nu _____
f) Equity (if applicable): _____
g) Repayment frequency : (Monthly/Quarterly/Semi-annually/Annually) _____
h) Business License/Registration No.*: _____

- i) Personal TPN No. (if available) \_\_\_\_\_
- j) Date of commercial operation for existing only(dd/mm/yy): \_\_\_\_\_
- k) Business Address/Location: \_\_\_\_\_
- l) Ownership type: \_\_\_\_\_

*\*For Large and Medium, business registration is mandatory. For small and cottage, the business will have to register within 3 months of the loan sanctioning.*

**3. Repayment Source**

- a) Business Income      b) Rental Income: \_\_\_\_\_
- c) Salary: \_\_\_\_\_      d) Other income: \_\_\_\_\_

**4. Operating Income/Sales & Expense**

- a) Expected Monthly Income/Sales (Nu.) \_\_\_\_\_
- b) Expected Monthly Operating Expenses\* (Nu.) \_\_\_\_\_
- \* Include at least the monthly cost on expected rent, wages and salary and basic operational

**5. Security Details (if applicable)**

--

**6. Employee Details**

- a) Number of Employment (at the time of lodging the application for already existing only): \_\_\_\_\_

<p>b) <b>Type of employment:</b>                  (Expected numbers once operational for new or after up gradation)                  Regular (Nos.): _____                  Contract (Nos.): _____                  Daily wages (Nos.): _____</p>	<p>c) <b>Tenure of the employment:</b>                  &gt;5 years (Nos. of employees): _____                  &gt;3 to 5 years (Nos. of employees): _____                  Up to 3years (Nos. of employees): _____</p>
---	--

- d) **Allowances and benefits:**  
 What are the benefits paid to employees?
- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

7. Value Addition Products			
a)	Where would you get your product <b>Input</b> from?	b)	What would be your expected <b>Output</b> product?
<input type="radio"/>	Will get domestically.	<input type="radio"/>	New products.
<input type="radio"/>	Will have to import.	<input type="radio"/>	Existing products.
(c)	Your market for the product:		
<input type="radio"/>	Domestic Market.		
<input type="radio"/>	Regional/International market.		
8. Strategy for marketing your products using ICT			
<input type="radio"/>	Digital Marketing:	<input type="radio"/>	Web-based marketing
		<input type="radio"/>	Social Media Marketing
		<input type="radio"/>	Email Marketing
<input type="radio"/>	e-Commerce	<input type="radio"/>	Supply chain Management
		<input type="radio"/>	Payment Management

I/We confirm and undertake that –

- (i) The information given in this application is to the best of my/our knowledge and belief to be true, accurate and complete;
- (ii) The Applicant's consent is hereby given for the NCGC's access to all information concerning the Applicant that is in the possession of the Participating Banks specified in Part B, if any, for the purpose of processing this application and other related purposes;
- (iii) The Applicant shall use the Facility specified solely for the **Productive Sectors**;
- (iv) The Applicant shall not use any Facility, whether in whole or in part, for paying, repaying, restructuring or repackaging any loans, credit facilities or payment obligations, whether in whole or in part, and whether those liabilities have existed before the date on which the application for the Facility is received by the Participating Banks, or exist at the time of each drawdown of the Facility or otherwise;
- (v) The Applicant hereby undertakes to inform the NCGC and the Participating Banks if any of the information provided by the Applicant in connection with this application is no longer valid or accurate;
- (vi) The Applicant undertakes to repay in full all the outstanding amounts with respect to the Facility under the Scheme, with interest, prior to the expiry of the guarantee, within such time specified upon notification by the NCGC or the Participating Banks, if any information provided by the Applicant in connection with this application, is no longer valid or accurate, or found to be false/no longer valid or accurate;
- (vii) The Applicant acknowledges that the NCGC and the Participating Banks reserve the right to take any actions, including legal actions, deemed appropriate against the Applicant for furnishing false information in support of this application; and
- (viii) Upon completion of the guarantee period, the loan outstanding shall be securitized against the project's assets or against other assets to fully secure the loan.

- (ix) Without prejudice to any rights and remedies that the Participating Banks or the NCGC may have, the Applicant acknowledges that the NCGC may forthwith request the Lender to suspend the Facility, and the Participating Banks shall act accordingly, in the event that the NCGC is in the opinion that the Applicant is:
- in breach of any of the undertakings given herein;
  - in breach of any of the terms and conditions mentioned in the "Acceptance of Conditions for the Issue of a Guarantee"; or
  - No longer compliant, or has not complied, with this Declaration.

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
Affix legal stamp

\_\_\_\_\_  
(Contact Number)

\_\_\_\_\_  
(CID Number)

### **Checklist\***

#### **Micro, Cottage and Small Projects (Only)**

- Application form duly filled in and signed on all the pages (Full Signature);
- Copy of valid Citizenship Identity (CID) of both the applicant and the guarantor as applicable; and
- Two recent Passport size photograph of the applicant.

#### **Medium and Large projects (only)**

Application form duly filled in and signed on all the pages (Full Signature);

- Copy of valid Citizenship Identity (CID) of both the applicant and the guarantor as applicable;
- Two recent Passport size photograph of the applicant;
- Copy of Valid Trade License;
- Project Proposal including:
  - Details of promoter and their % share in the capital;
  - Promoters other businesses – by ownership, license & activity;
  - Capacity utilization of the unit for the last 8 months;
  - Projected financial reports/ statements for 10 years;
- Quotations/ invoices for machinery & miscellaneous fixed Assets;
- Project Approval letter from DoI, MoEA;
- Construction approval from Thromde/Dzongkhag;

- 8) NEC Clearance Certificate;
- 9) Letter from BPC for Power Supply;
- 10) Government's approval for project establishment;
- 11) Approved Architectural Drawing and cost estimation of the construction, if any;
- 12) In case of existing / established units - Audited balance sheet & audited profit and loss account & audited cash flow statements, Capacity utilization of your company for last three years;
- 13) Statutory approval/Clearances from various Government Authorities/ Agencies wherever necessary;
- 14) Ownership Certificate of the land / lease agreement etc.;
- 15) Ownership Certificate(s) of the collateral security offered to bank;
- 16) Consent letter from the joint owner or co-owner if the collateral provided is in joint and co-ownership;
- 17) For family owned land, family (household) register issued by Department of Civil Registration and Census, MoHCA and NOC from head of the family members (18 years and above) (if applicable); and
- 18) Valid insurance copy of the collateral securities charged in case of buildings.

***\*The borrower will furnish only the applicable documents from list prescribed in the checklist.***