



VISA CREDIT CARD APPLICATION FORM

The Branch Manager
 Branch

Website: www.bob.bt

Inward No.:

Inward Date:

I hereby request the Bank of Bhutan Limited to issue **BoBLVISACREDIT CARD** to me based on the following facts and terms & conditions agreed and executed by the undersigned with my free will and volition:

- CARD REQUEST:** New Card Add-on Card
- CARD TYPE***:** USD(**GOLD**International al) BTN/ INR(**GOLD** Domestic) BTN/ INR(**SILVER** Domestic) (*Tick One*)
- APPLICATION CATEGORY*:** General Staff (*Tick One*)

A. Personal Information

<input type="text"/>	<input type="text"/>										
Salutation (e.g. Mr/ Ms/ Mrs etc)*	Full Name*										
Date of Birth*:	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>								
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Nationality:	<input type="text"/>							
Legal Status*:	<input type="checkbox"/> Resident	<input type="checkbox"/> NonResident	Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married						
No. of Dependents:	<input type="text"/>	Tax Payer No:	<input type="text"/>								
Citizenship ID*:	<input type="text"/>										
Passport No:	<input type="text"/>					Validity(DDMMYYYY):	<input type="text"/>				
Spouse Name:	<input type="text"/>										
Citizenship ID of the spouse:	<input type="text"/>										

B. Employment Details

Occupation*:	<input type="checkbox"/> Salaried	<input type="checkbox"/> Retired	<input type="checkbox"/> Professional	<input type="checkbox"/> Student
	<input type="checkbox"/> SelfEmployed	<input type="checkbox"/> HouseWife	<input type="checkbox"/> Others	
Designation:	<input type="text"/>			
Years of employment:	No. of years: <input type="text"/>	No. of months: <input type="text"/>		
If Salaried, employed with	<input type="checkbox"/> Government	<input type="checkbox"/> Corporation	<input type="checkbox"/> PublicCompany	
	<input type="checkbox"/> Pvt.Company	<input type="checkbox"/> Others		
Type of self-employment/ Business:	<input type="checkbox"/> Proprietor	<input type="checkbox"/> Farmer	<input type="checkbox"/> Consultant	
	<input type="checkbox"/> Engineer	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Others	
Department/ Branch:	<input type="text"/>			

C. Address Details

I. Present Residential Address	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
	<input type="text"/>

Dzongkhag:

Telephone No: Mobile No: Email*:

II. Permanent Residential Address

House No: Thram No: Village:

Gewog: Dungkhag:

Dzongkhag: Telephone No:

III. Correspondence Address

Select Correspondence Address: Present Permanent

IV. Office Address

Office Address:

Location:

Dzongkhag:

Telephone/ Mobile No:

D. Add-on Card Details(If Required only)

Salutation (e.g.Mr/ Ms/ Mrs etc)* Full Name*

Date of Birth*: Day Month Year

Citizenship ID*:

Relationship: Spouse Parent Siblings Child

E. Other Card Details (Debit/ Credit)

Do you have other cards? Yes No (If Yes, please fill in the details below)

Card No.	Issued by Bank	Expiry Date	Limit
1.			
2.			
3..			
4.			
5.			
6.			

Allotment of Annual Travel Scheme(ATS) for International Cards ONLY*

Annual Travel Scheme quota to be allotted as per the following ,

Cash	International Credit Card	International Debit Card
USD _____	USD _____	USD _____

For example: RMA ATS limit of US\$3,000/- to either allotted in full to any **one** of the above scheme or to be **divided** as desired.

Disclaimer: I undertake to abide by the rules and regulations of RMA and shall use the ATS strictly as mentioned above not exceeding the stipulated ATS limit in any case.

F. Financial Information*

I. Salaried Applicant Details

Gross Monthly Income	<input type="text"/>
Other Monthly Income	<input type="text"/>
General Deductions	<input type="text"/>
Loan Deductions and any other deductions	<input type="text"/>
Net Monthly Income	<input type="text"/>

II. Other than Salaried Applicant Details

Gross Yearly Income	<input type="text"/>
Other Yearly Income	<input type="text"/>
General Deductions	<input type="text"/>
Loan Deductions and any other deductions	<input type="text"/>
Net Yearly Income	<input type="text"/>

III. Loan Details

Do you have any loan? Yes No (If Yes, please fill in the details below)

Loan Type	Account Number	Outstanding Loan
1.		
2.		
3.		
4.		

IV. FDR Details

Offer FDR? Yes No (If Yes, please fill in the details below)

Value of FDR

Maturity Date (DD/ MM/ YYYY)

Name of the Bank or BOBL Branch

V. Fixed Assets and Securities

Are you offering fixed assets and securities? Yes No (If Yes, please fill in the details below)

Type of Asset (Building, Land, Orchard)	Security Offered (New or Existing)	Mortgaged to which Branch	Owner	Reg. No.	Area	Location	Tharm No.	Plot No.	Value
1.									
2.									
3.									
4.									

G. Settlement Instructions(For BoBL Customers only)

Avail Auto Debit: Settlement Account Type: *Saving Account* *Current Account*

Account No*:

Branch Name:

Payment Option*: *Total Amount Due* *Minimum Amount Due*

Statement Dispatch mode*: *Email* *Dispatch to Mailing Address* *Collection from Branch*

H. Documents Furnished*

- Copy of Citizenship Identity Card;
- Copy of Citizenship Identity Card for Add on applicant;
- One passport size colour photograph;
- Authenticated salary slip/ salary certificate by Department/ Organisation;
- Copy of latest PIT and BIT Certificate(for self-employed, professional and businessman);
- Letter of consent for extension of Existing Fixed Securities(if offered);
- Ownership Certificate for new fixed security (if offered); and
- FDR receipt/ Certificate endorsed and stamped with two signatures at the back (if offered).
- Copy of Valid Passport(for International Cards)

**Mandatory fields to be filled by applicant*

***BTN/INR: Valid in Bhutan, India & Nepal || USD: Valid outside Bhutan, India & Nepal (In completion of FOREX formalities)*

DECLARATION

I hereby declare that the information provided above is correct to the best of my knowledge and ability. I fully agree that BoBL has the total right to accept or reject my application without assigning any reasons, whatsoever. I hereby irrevocably authorize BoBL to debit my above mentioned account for the settlement of transaction amount by utilization of BoBL VISA Credit Card issued in the above name(s) including any add-on card (s) & re-issued card(s), and agree to undertake full liabilities for all the charges/ service fees applicable due to the utilization of the card to which you may be entitled in respect of the transactions. I acknowledge that I have carefully read and clearly understood all the **terms & conditions** governing the use of BoBL VISA Credit Card and its consequences printed on the back of this form and agree to abide by these unconditionally. In the event I fail to abide by the stipulated terms and conditions herein, I shall bear all the damages and/ or penalties, as a consequence thereof. I hereby undertake that use of my VISA Credit Card (International) shall be in strict compliance with the rules and regulations enshrined in the Foreign Exchange Regulations of Bhutan, 1997 of Royal Monetary Authority of Bhutan. I hereby also **give my full consent to BoBL for sharing my personal** information including security details relating to my loan account(s) with Royal Monetary Authority for Credit Information Bureau or any statutory authorities established by the laws of the Kingdom or required by the laws of the Kingdom.

To this effect, I declare that the above information along with the information given under ENCLOSURE is true, correct, and complete in all respect and I have not withheld any information. I confirm that I do not have:

- (a) Any criminal record with the Royal Bhutan Police;
- (b) Never been convicted by a court for breach of contract, tax malfeasance or other serious misconduct; and
- (c) Not been blacklisted with BoBL/ any other financial institutions in the Kingdom.

I authorized BoBL or its agent/s to make references and enquiries relating to information in this application, which BoBL may consider necessary and I shall not hold the BoBL liable for use of this information. I undertake to inform BoBL regarding any change in my residence/employment and to provide my further information that BoBL may require and I shall be under an obligation to keep the BoBL informed on the matters pertaining to the VISA Credit Card

I am under a duty to inform the BoBL of any change in the information furnished herein. I agree to pay all the schedule charges and fees attached with this form as applicable and any other additional charges including Customer Information Report (CIR), etc. charged by the BoBL. I have read and clearly been explained on the terms and conditions relating to the **Credit Card Scheme** and I hereby agree to abide by these terms and conditions or I agree to adhere to the revised additional terms and conditions which may at any time hereafter be made while the credit card facility/ loan obtained by me is still outstanding.

In the event of default on my part or my leaving the service of the Organization or in the other exigencies, if credit card bill or any other charges is still unpaid, I give my full consent to BoBL to adjust the credit card bill or any other charges against me with interest from my provident fund balance / or gratuity payable to me and / or any other amount due to me. I also understand that the BoBL will not be held responsible for any fraudulent transaction conducted using my card because of

- (a) Loss of card for my custody;
- (b) Theft;
- (c) Handing by unauthorized persons and I will be sole responsible for all dues & debt resulting from the above usage, till such time the loss/ theft/ misuse is reported to the BoBL and the necessary steps are taken by the BoBL to block the card.

Till the credit card dues are fully adjusted or liquidated, no properties/post salary benefits/FDR will be released. In case if I fail to comply with the terms and conditions specified herein, the matter shall be referred to the court of law in the Kingdom which has competent to jurisdiction for adjudication and dispensation of justice.

After reading all the terms and conditions carefully and understanding them fully, I have signed this document understanding the full legal implications on me.

(1) **Affix
Legal
Stamp** (2)

(Signature of Applicant) (Signature of Applicant) (Signature of Applicant)

Date: (DD/ MM/ YYYY– Application Submitted On)

**Mandatory fields to be filled by applicant*
***Annual Travel Scheme (ATS) permissible for each individual under RMA Regulation.*
****BTN/INR: Valid in Bhutan, India & Nepal || USD: Valid outside Bhutan, India & Nepal (In completion of FOREX formalities)*

SCHEDULE OF FEES AND CHARGES:

Sr. No.	Type of fee	Silver Domestic	Gold Domestic	Gold International	Description
1.a	Joining fee - Primary Card	Nu.2299	Nu. 2499	Nu. 2499	To be paid at the branch directly at the time of receiving the card.
1.b	Joining Fee - Add on card	Nu. 599	Nu. 999	Nu. 999	
2.a	Annual fee - Primary Card	Nu. 999	Nu. 999	Nu. 999	Annual fee will be levied at the end of 1 st year and 2 nd year and 3 rd year
2.b	Annual fee - Add on Card	Nu. 299	Nu. 299	Nu. 299	
3.a	Renewal fee- Primary Card	Nu. 999	Nu. 999	Nu. 999	Renewal fee is levied at the end of 3 rd year. No Annual Fee for 3 rd year, if card is renewed and Renewal Fee is paid.
3.b	Renewal fee- Add on Card	Nu. 299	Nu. 299	Nu. 299	
4.	Interest on revolving credit facility (p.m)	2.5%	2.5%	2.5%	Will be levied on the billing day
5.	Late payment fees (per occasion)	Nu 200 or 0.5% of Outstanding , whichever is higher (Over and above 2.5% regular interest for revolvers)			Will be levied on billing day, if minimum due is not paid in full till due date.
6.	Over limit charges	Nu 200 or 0.5% of over limit amount, whichever is higher			Will be levied on billing day, if at any point of time the usage - all debits (including opening outstanding) less credits - exceeds the credit limit during the billing period.
7.	Duplicate statement request	Nu.100	Nu.100	Nu.100	If Duplicate statement is requested for
8.	Replacement card	Nu.200	Nu.200	Nu.200	Card replacement charges will be levied on any card being replaced.
9.	Charge slip request	Nu.100	Nu.100	Nu.250	If Cardholder request for Charge slips
10.	Courier Charges	Nu.1000	Nu.1000	Nu.1000	Courier charges for outside the country may vary depending on the location of Cardholder

***CIB report charge of Nu.500 (at the time of issuance of card and subsequently in every renewal of 3 years).**

A. ELIGIBILITY:

Minimum Net home pay

Criteria	Type of Card	Net home take pay	Minimum Limit	Maximum Limit
Income	Silver	Nu. 5,168.00	Nu. 25,000.00	Nu. 60,000.00
	Gold	Nu. 10,040.00	Nu. 60,000.00	Nu. 1,50,000.00
	Gold International	Nu. 5,168.00	Nu. 25,000 .00	Nu. 1,50,000.00 or equivalent of USD 3,000.00/ -
Age	All cards	18 to 70		

B. INTEREST CALCULATION:

If the cardholders does not pay total amount due on due date (as reflected in the monthly billing statement), then such account will be considered as revolving account.

In this scenario, entire outstanding amount would attract finance charges and all new transactions will also attract finance charges, till such time as the previous outstanding amount is paid in full.

The following would serve as an example for this. Actual calculation would vary from one cardholder to another based on the cardholders purchase and revolving behaviour.

Assume all previous dues are paid in full and there is no outstanding in your credit card account.

Statement date is 15th of every month. Below are the transactions in the account.

July 20	At M/s ABC Ltd	Nu 10000/-
Aug 15	Statement Date	Total Amt due = Nu 10000/- Min Amt due = Nu 2500 (25% of total amt due) Payment due date Aug 30
Sep 05	Payment recvd	Nu 2000/- (Late payment, hence will attract late payment charges)
Sep 10	At M/s XYZ	Nu 1000/-
Sep 12	Payment recvd	Nu 5000/-

Therefore on the statement dated Sep 15th, following will be the charges payable interest rate 2.5% p.m.

Interest calculated = outstanding amt * 2.5% * no. of days * 12/ 365

Interest on Nu 10000/- from July 20 to Sep 5(47 days) = Nu 386.30

Interest on Nu 8000/- from Sep 06 to Sep 12 (7 days) = Nu 46.03

Interest on Nu 3000/- from Sep 13 to Sep 15 (3 days) = Nu 7.40

Interest on Nu 1000/- from Sep 10 to Sep 15 (5 days) = Nu 4.11

Total Interest Payments = Nu 443.84

Late Payment charges = Nu 200 (0.5% of outstanding or min Nu 200 whichever is higher)

TERMS & CONDITIONS ON THE USAGE OF THE CARD BY THE CARDHOLDER

The Terms and Conditions under which the Card is issued are mentioned below for his/ her guidance related to the usage of the Card by the Cardholder on his/ her designated Account No.:

1. The abbreviations used in these terms and conditions shall be construed and understood as:
 - a. "Card" means BoBLVISA Credit Card issued to customer.
 - b. "Bank" means Bank of Bhutan Limited (BoBL).
 - c. "Cardholder" means customer of BoBL who has been issued a VISA Credit Card.
 - d. "Merchant" means shops/outlets that are authorized to accept cards as a mode of payment.
 - e. "POS" means Point of Sale Terminal at Merchant outlets, where the cardholder swipes the cards, which are authorized to accept the cards as payment mode.
 - f. "Add-on" means card issued to your immediate family member(s).
 - g. "AccountNumber" means the account nominated by the cardholder that is to be debited for use of Card.
2. **Card**
 - a. The Card is a property of the BoBL at all times.
 - b. The BoBL reserves the complete rights to seize or cancel the Card so issued to the Cardholder, if later found that the information submitted by the Cardholder is false, fabricated or certain information has been concealed and/ or the Card has been misused.
 - c. The card is non-transferable and shall be used exclusively by the Cardholder only and the Cardholder shall solely be responsible and liable for any lapses or offences arising out of the use of the Card.
 - d. The BoBL reserves the right to terminate membership, withdraw the privileges extended through the use of the Card or shall not renew the expired Card at any time and to call upon the Cardholder to surrender the Card.
 - e. Upon termination of membership or withdrawal of privileges of the Card for any reasons whatsoever, the Card shall be returned to the Card Division within 7 days, from the date of receipt of notice. However the Cardholder shall be liable for payment of all the outstanding bills arising out of use of the Card.
 - f. Use of the Card after notice of withdrawal of the privileges or the termination of the membership is and shall be fraud and shall be subject to legal actions by the BoBL in accordance with the prevailing laws of the Kingdom.
 - g. The Cardholder shall provide written instructions to the BoBL for the cancellation or non-renewal of the Card one month prior to the expiry date specified in the Card.
3. **Validity of Card**
 - a. The Validity of the card remains by the end of the month mentioned in the card in MM/ YY format
4. **Loss of Card**
 - a. The Cardholder shall immediately notify the Branch office from where he/ she obtained the Card, if the Card is lost or stolen.
 - b. Any financial loss arising out of unauthorized use of the lost card till such time the BoBL records the notice of loss of the Card shall be to the Cardholder's account and the Cardholder shall be fully be responsible and liable.
 - c. The Cardholder undertakes to indemnify the BoBL from and against all losses, damages, cost or expenses incurred / to be incurred by the BoBL arising out of Cardholder's failure to observe any of the terms and conditions mentioned herein.
5. **Debits to Cardholder's Account**
 - a. The BoBL shall debit the Nominated Account for all fees and charges as determined by the BoBL relating to the Card and service thereby provided.
6. **Transactions**
 - a. The transaction record generated by the POS shall be conclusive and binding, unless verified otherwise and corrected by the BoBL. The verified and corrected amount shall be binding on the Cardholder to be paid at the earliest.
 - b. Any sales slip signed by the Cardholder shall be the conclusive proof of the charges recorded therein any incurred by the Cardholder himself/ herself and shall be charged by the BoBL to the Cardholder.
7. **Dispute**
 - a. It shall be the sole responsibility of the Cardholder to reconcile all the transactions with the account statement every month. Any dispute of the card transactions shall be lodged within 10 days of statement date to Card Division to avoid rejection due to delay in lodging the claim with VISA International. The BoBL may provide a copy of sales slip on payment of service charge fixed by the BoBL from time to time.
 - b. In case of any dispute arising out of these Terms and Conditions, the same shall be mutually resolved to the extent possible.
 - c. In the event that disputes cannot be resolved mutually between the BoBL and Cardholder, the matter shall be referred to the Court for adjudication in accordance with the terms and Conditions enshrined herein and the relevant laws of the Kingdom. The Cardholder shall return this document after duly signed to authenticate that the Cardholder has carefully read and clearly understood all the terms and conditions stipulated herein and he consents to be fully/ totally liable for violating the terms and conditions or misusing the Card.
8. **Default**
 - a. That in the event of default, the BoBL shall take any action as deem appropriate to realize the dues with interest from the sale proceeds of security(s) charged/ pledged with the BoBL.
 - b. That I agree that the BoBL shall take such action as it may deem necessary to realize the dues in the event of my/ our default in repayment on due date mutually agreed between us, or if I quit the service from my Ministry/ Department/ Company/ Corporation/ Agency, the BoBL is hereby authorized to recover the amount from the provident fund/ gratuity/ any other retirement or post service benefits payable to me/ us.
 - c. That in the event of death before this loan is repaid in full, this document shall empower the BoBL to realize from the aforesaid post service benefits payable to me/ us or from my/ our securities or from any other properties in my/ our names.
 - d. That this instruction shall become attached to my beneficiary(s) who wish(s) to claim my/ our post service benefits/ titles of my/ our securities or any other properties in my/ our names for liquidating the entire dues to the BoBL.
 - e. That for the purpose of foreclosing the mortgaged (fixed) properties charged with the BoBL, the borrower, guarantor or mortgager or owner of the securities hereby has given undisputed rights/ consents to the BoBL to foreclose the properties in accordance with the provisions enshrined in the Movable and Immovable Property Act of the Kingdom of Bhutan 1999.
 - f. That in the event of failure to pay the amount dues, the BoBL shall have right to recall the entire loan amount outstanding, including interest accrued thereon relating to all movable and immovable assets hypothecated/ pledged/ mortgaged with the BoBL. For this purpose, the BoBL shall seize the assets accordance with the Movable and Immovable Property Act of the Kingdom of Bhutan, 1999.
9. **Others**
 - a. The BoBL shall not be responsible in any way for non-availability of POS terminals at Merchant outlets for any reason whatsoever and howsoever arising as a result of malfunctioning of the Card POS, insufficiency of funds in such machines, mechanical or power supply failure or for the Act of God (such as disruption of service caused by the earthquake, flood, storm, landslides or any act which is beyond the control of the BoBL).
 - b. The BoBL reserves the right to introduce new facilities/ curtail the existing facilities, as and when warranted, without assigning any reasons for the same.
 - c. The Cardholder undertakes to indemnify the BoBL and to keep the BoBL indemnified against all losses, damages, costs or expenses incurred by the BoBL arising out of Cardholder's failure to observe any of the terms and conditions mentioned herein.
10. **Amendments**
 - a. The BoBL reserves the right to amend these Terms and Conditions at any time with prior notice to the Cardholder and such amended Terms and Conditions shall be binding on the Cardholder.

I, Mr./ Mrs./ Ms _____ have carefully read, clearly understood and totally agree to comply with the above Terms and Conditions and the rules of BoBL in force from time to time governing the conduct of the Card/ Account.



(Signature)

Date: _____

FOR BANK USE ONLY

Application Received On:

(DD/ MM/ YYYY)

ATS Limit(USD Card)**

Branch Name:

Branch Code

Signature/ Document verified by*:

(Name and Designation)

(Signature)

RECOMMENDATION OF BRANCH

I hereby verified and confirm that the application submitted is in order and as per our evaluation/appraisal, the applicant's **Net Take Home/Business Income/ Value of Fixed Assets offered/ FDR offered** is Ngultrum.....Based on the data particular submitted by the applicant, the credit score works out toTherefore, the **Credit Card Limit** works out to Nu..... and we recommend GOLD Domestic SILVER Domestic GOLD International with a limit of Nu.....

Official Seal

(Appraisal Officer's Signature)

(Branch Manager's Signature)

Name:

Name:

Contact No:

Contact No:

Date: _____

DOCUMENTS TO BE FURNISHED BY BRANCH:

- CIB report (to be furnished by Branch)
- Existing Securities & Liabilities details to be incorporated by Branch

**Mandatory fields to be filled by applicant*

***Annual Travel Scheme (ATS) permissible for each individual under RMA Regulation.*

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