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STANDING INSTRUCTION FORM

The Manager

The Human Resource Division

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Subject: **Standing Instruction for BTL Mobile Phone Installment Payment**

Dear Sir/Madam,

I hereby request to recover the mobile phone installment from my monthly salary and remit the same to the BTL account(s) mentioned below till its liquidation:

Credit:

BTL Account Holder's Name: **BTL Handset Account**

Account Number: **222797659 (BOB)**

Bank Branch: **Thimphu**

Amount (Nu).....

The SI should be enforced from.....to(DD/MM/YYYY)

(Maturity date) and any changes shall be intimated accordingly.

In the event of being suspended, absconds, relived and retirement from the service, I undertake recover the mobile installment amount balance from my service benefits.

Yours Sincerely,

Name.....

CID.....

EID.....

Contact Number.....

For Official Use (Not to be filled by customers)

Received by:

Name.....

Date.....(DD/MM/YYYY)

Signature