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**BHUTAN OIL DISTRIBUTORS
PHUENTSHOLING: BHUTAN**

Date: DD/MM/YYYY

Letter Agreement for Renewal of Supply Book

TO,

**BHUTAN OIL DISTRIBUTORS
BHUTAN OIL CORPORATION**

**BOOKS HAVING OVERDRAWN BALANCE CAN
NOT BE TRANSFERRED TO NEW BOOK TILL O.D
AMOUNT IS CLEARED & FRESH DEPOSIT IS MADE**

Photo

Dear Sir/Madam,

I/we wish to apply for Supply Book for
for vehicle No...../All Vehicle for P.O.L (Petroleum, Oil, Lubricant). We are submitting Cash/Check/DD
No..... dated.....for Nu.10,000.00 (Light Vehicle)/Nu.20,000.00 (Heavy Vehicle) being amount
deposit. We assure to keep a minimum balance to facilitate the drawing of P.O.L requirement and **we are aware that
overdraft is not permissible except for BG vehicles during public holidays.**

We understand that opening/renewing Supply Book does not guarantee the availability of P.O.L at a station as it is subjected
to logistic problems especially during events beyond BOD/BOC control like road blocks, disruption at the source, etc.

I/we shall cross-check Supply Book for reconciliation of entries with EDP (Electronic Data Processing) BOD/BOC once every
three months or earlier. The bearer of Supply Book/Driver shall sign the Supply Book as affirmative proof of receipt of P.O.L
for value recorded and take Original memo for our record. In case of discrepancy, we shall notify it to the BOD/BOC from
where P.O.L pertaining to the recorded discrepancy was lifted for reconciliation within a month. Failing which your EDP
ledger balance will be treated as final for settlement purpose.

Name of Applicant _____ CID No: _____ Designation: _____

E-Mail ID: _____ Mobile No: _____ Present Address/Business Address: _____

_____ License No: _____

INSTRUCTION

*** Report to BOD/BOC if Supply Book is lost. Furnish legible copy of entries (if any) for issuance of duplicate at a
cost of Nu. 100. If no copies are furnished, the data in EDP shall be accepted as authentic record.**

*** Return the Supply Book to BOD/BOC after completion of page 37. Leave pages 38 & 39 for purpose of
reconciliation and reconfirmation in line with the Rules on page 2 & 3.**

Declaration

I/we declare that the information provided here is true. I/we agree that BOD/BOC reserves the right to accept or reject my
application by assigning the reason in writing. I also acknowledge and confirm that I/we have read and understood the terms
and conditions governing the Supply Book. In the event of my/our failure to abide by these terms and conditions, I agree
irrevocably to compensate BOD/BOC for any loss incurred, including those caused by misuse by my/our representatives,
and proven expenses such as legal fees, DSA etc incurred to recover the outstanding money from me in addition to the
invoice/value of P.O.L. /services availed.

Witness:

Name: _____ CID No: _____

Address: _____

Contact No: _____ Date: _____

Legal
Stamp

Applicant Signature

Place: _____ Date: _____



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PHUENTSHOLING: BHUTAN**

Documents to be enclosed:

1. Passport Size Photographs (Recent)
2. Copy of Identity Card
3. Trade License
4. Authorization letter from the employer if the employee is the applicant

Note: Please produce all documents in original for verification.

FOR BOD/BOC USE ONLY

The application is found to be eligible to issue Supply Book. Therefore, the Applicant is recommended to avail Supply Book facility.

Application Received by:

Name: Signature:

Unite BOD/BOC: Employee ID:

Branch Seal: Date:

Approved By:

Name: Signature:

Employee ID: Designation:

Account No: Date: