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**BHUTAN OIL DISTRIBUTORS  
PHUENTSHOLING: BHUTAN**

Date: DD/MM/YYYY

**Letter Agreement for Issuance of Supply Book**

TO,

**BHUTAN OIL DISTRIBUTORS**

**BHUTAN OIL CORPORATION**

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 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 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: \_\_\_\_\_



Applicant Signature

Place: \_\_\_\_\_ Date: \_\_\_\_\_



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**BHUTAN OIL DISTRIBUTORS  
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: .....