

ROYAL MONETARY AUTHORITY OF BHUTAN  
THIMPHU: BHUTAN

APPLICATION FOR PURCHASE OF FOREIGN EXCHANGE FOR STUDIES AND TRAINING ABROAD

A separate application must be completed in respect of each applicant and submitted in triplicate to the foreign exchange division of the RMA at least three working days in advance, along with confirmed air tickets for the journey. The RMA will not be responsible for any delay in processing the application resulting from incomplete, or illegible forms, and failure to attach supporting documents.

**Note:** This application is for one time allowance at the time of departure and for the purpose of future reference of RMA. A copy of Part III of this form (FXD:03) should be retained by the applicant and submitted to RMA for endorsement for every subsequent remittance to the Institute/student/trainee until the completion of the study/training abroad.

1. Name of the applicant:
2. Date of birth/age:
3. Father/Mother's name:
4. Address:
5. Citizenship Identity card No.: (Attach a photocopy)
6. Passport No: (Attach a photocopy)   
Date of Issue:  Date of Expiry:
7. Present qualification: (Please attach a copy of the certificate) : \_\_\_\_\_
8. Name and address of the institution where admission had been obtained: (Attach a copy of letter of Acceptance)
9. Name of the course to be pursued:
10. Date of commencement:  Duration:
11. Frequency of remittance: (Please tick) Quarterly  6 monthly  Yearly

| 12. Foreign exchange requirement:                                     | Currency | Amount |
|---|----------|--------|
| A) Tuition Fees : (Enclose a copy of fee schedule from the institute) | _____    | _____  |
| B) Stipend : (Not exceeding US \$ 900.00 p.m)                         | _____    | _____  |
| C) Living allowance : ( Not exceeding US \$ 1000.00 p.m.)             | _____    | _____  |
| D) Incidental expenses : (Not exceeding US \$ 500.00 p.m.)            | _____    | _____  |
| <b>Total Amount</b>   | _____    | =====  |

13. Mode of payment for the tuition fees: **(Please tick)**  
**(Please note that release in the form of Cash/TC will be subject to submission of a copy of confirmed tickets (ex-Bhutan) in respect of the student/trainee.**

Cash/TC       Telegraphic Transfer (TT)       Bank Draft

14. If the remittance is by TT, please provide the following details : **(in bold Capital)**

Name of Beneficiary:

Account Number:

Name and the address of the Bank:

15. Amount of scholarship awarded (by the Royal Government/University/Institute) if any:

Scholarship awarded by :       Amount :

16. Name of bank through which release/remittance is requested:

.....  
**UNDERTAKING**  
.....

I hereby affirm that I am sponsoring the student/trainee and that all the declaration made by him/her are true to the best of my knowledge and belief, and that the foreign exchange applied for is for the purpose stated above. I understand that in case of any mis-declaration I will be liable for prosecution and the penalties prescribed in the Foreign Exchange Regulation 1997.

Place: \_\_\_\_\_      Name of the Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_      Name: \_\_\_\_\_

..... **For official use of RMA**.....

Verified and recommended for: \_\_\_\_\_ (\_\_\_\_\_)

vide authorization no.:       (Currency)  
Dated: \_\_\_\_\_ . Signature: \_\_\_\_\_

Authorization No.

AUTHORIZATION FORM FOR PURCHASE OF FOREIGN EXCHANGE FOR STUDIES AND TRAINING ABROAD.

To:

The Bank of Bhutan: \_\_\_\_\_

The Bhutan National Bank \_\_\_\_\_

Sir,

On receipt of the counter value in local currency, and subject to endorsement of the RMA on the form, you may release foreign exchange as per the payment details stipulated hereunder. **(Please note that any changes/amendments to be affected with regard to instructions 1 through 7 shall require the prior endorsement of the RMA)**

1. This Authorization form is valid up to: \_\_\_\_\_
2. Stipulated Frequency of remittance: \_\_\_\_\_
3. Permitted mode of payment: \_\_\_\_\_
4. Name of the beneficiary: \_\_\_\_\_
5. Name of the designated bank abroad: \_\_\_\_\_
6. A/C No. of beneficiary: \_\_\_\_\_
7. Authorized amount per remittance: \_\_\_\_\_

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

\_\_\_\_\_  
**Authorized Signatory**  
(SEAL)

**(Please ensure that valid endorsements have been obtained from RMA prior to execution)**

| No. | Date | Amount Recommended | Endorsement of RMA |
|-----|------|--------------------|--------------------|
|     |      |                    |                    |
|     |      |                    |                    |
|     |      |                    |                    |
|     |      |                    |                    |
|     |      |                    |                    |

**Note: A copy of this form is to be retained by the sponsor/applicant and submitted to RMA for endorsement prior to any subsequent remittances.**