



ཨ།འབྲུག་ཤིང་བཅོམ་འཕྲོད་བསྐྱེད་འཆར་གུལ་ཚད།ཨ།

## BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)  
Post Box No. 91, Phuentsholing Bhutan

### HANDING/TAKING OVER CERTIFICATE

I, (Name)..... (Designation).....  
Dept.(.....) hereby handover the charges  
of .....from.....in accordance with the BBPL Office  
Order No.....dated..... I have also handed  
over the documents/records/files as per the list attached.

Place: Signature: .....

Date: Name: .....

I, (Name).....(Designation).....  
Dept(.....)hereby take over the complete charges  
of.....from.....in accordance with the BBPL  
Office Order. No.....dated.....  
I have also taken over the documents/records/files as per the attached list.

I have taken over charges having examined the documents and I am satisfied with their  
conditions

Place: Signature: .....

Date: Name: .....

Signature

Name of Controlling Officer



ཨ་ཁ་བུ་ག་ཤིང་བཟོ་འཕྲོད་བསྐྱེད་འཆར་གུ་ལ་ཚང་།།

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### AUDIT & ADMINISTRATION CLEARANCE CERTIFICATE

This is to certify that Mr/Ms....., Designation..... based at..... does not have/has BBPL assets worth Nu.....(Ngultrum's.....) cash outstanding Nu.....(Ngultrum's.....) in her/his name as per the accounts and records as at.....Maintained by BBPL which have been ascertained/verified (as attached details)

This certificate is issued to enable the incumbents to process his /her claim post resignation benefits

- 1 . DGM (P&A)  
Pers & Adm Department .....
2. General Manager  
Marketing/Legal .....
3. Head (F&A)  
Finance & Accounts .....
4. Auditor  
Internal Audit .....
5. Treasurer  
Staff Welfare Scheme .....



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### PERSONNEL & ADM CLERANCE CERTIFICATE

This is to certify that Mr/Ms.....  
Designation.....based at..... has handed over  
the charges and company's Property (As attached details).

### FINANCE & ACCOUNTS CLERANCE CERTIFICATE

Name .....	Designation/Dept/Zone .....	Date of Joining .....
Date of Leaving .....		Reason for Leaving .....

The individual does not have/has outstanding as follows:

As of .....and same need to be recovered/settled

1. Bank/BNB loan/GE Loan	Nu.....	Ch.....
2. Advance to staff/Car loan	Nu.....	Ch.....
3. Tour Advance	Nu.....	Ch.....
4. Outstanding Collection (Applicable for Marketing only)	Nu.....	Ch.....
5. Others (if any)	Nu.....	Ch.....

Verified/Certified  
Head (F&A)