



# འབྲུག་རྒྱལ་ཁོང་འབྲེལ་ལས་འཛིན། State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company

Date:

To,  
The General Manager,  
Bhutan Petroleum Division,  
State Trading Corporation of Bhutan Ltd.  
Thimphu/Phuentsholing.



**Subject: Agreement for issuance of fuel book for petroleum products**

Dear Sir/Madam,

We/I wish to apply for supply of fuel book for (Insert company/individual name) ..... for a vehicle bearing registration certificate ..... for MS (Petrol), HSD (Diesel) and Lubricants. I/We are hereby attaching the cash, Cheque or Demand Draft No. .... dated issued from ..... (Name of the bank) for Nu. .... (Nu. 6,000 for a two-wheeler/ Nu 10,000 for a light vehicle/Nu 20,000 for a medium vehicle/Nu 30,000 for a heavy vehicle) being deposited in account no. .... maintained at ..... (Name of Bank). We assure to keep a minimum balance to facilitate the drawing of petroleum products requirement and we are aware that overdraft is not permissible except for government vehicles during weekends and public holidays.

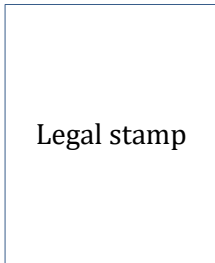
I/We do understand that opening or renewing (tick) supply of fuel book does not guarantee the availability of petroleum products at the outlet as it is subjected to logistic problems especially during unforeseen situations and which is beyond the STCBL's control.

I/We shall crosscheck the fuel book for reconciliation of entries with Finance and Administration Division (FAD) once on or before every three (3) months. The bearer of fuel book/driver shall sign the fuel book as affirmative proof of receipt of petroleum products for value recorded and take original memo for our record. In case of discrepancy, we shall notify it to Petroleum Division, STCBL from where products pertaining to the recorded discrepancy was lifted for reconciliation with a month period. Failing with FAD, ledger balance will be treated as final for settlement purposes.

**Instructions:**

1. In case the fuel book is lost by the holder, please report to our nearest office/outlet and submit the copy of entries, if any, for issuance of duplicate copy at the cost of Nu. 150.00 (One Hundred Fifty). In the event of no submission of copy to our office, the data from FAD shall be taken for authenticity.
2. After completion of the page, you are requested to return the fuel book to STCBL. The entries will be reconciled and reconfirmed in line with the rules of the fuel book.

I/We declare that the information provided here is correct. I/We agree that STCBL reserves the right to accept or reject the application by assigning the reason in writing. I/We also acknowledge and confirm I/We have read and understood the terms and conditions governing the fuel book. In the event of my/our failure to abide by these terms and condition stated I/We agree irrevocably to compensate STCBL for any loss incurred including those misuse by me/my representatives and proven expenses such as legal fees, Daily Sustainable Allowance, mileage, etc. incurred to recover the outstanding amount from me/our office in addition to the invoice value of petroleum products or services availed.



ID card no. (Individual): .....

Designation: .....

Company: .....

Mobile Phone no.: .....

Fixed Line No. ....

Email address: .....

Name and signature of the applicant: .....

Present address: .....

Trade license No (Company)/: .....

**Witness:**

Name and signature: ..... Date: .....

ID Card No. ...., Phone/fixed line no. .... Address: .....