

**Annexure 4: A Sample of debit Advice from Government/Head of Agency/Agencies**

Agency reference no.....

Date:.....

The Loan Manager/Branch Manager/General Manager,  
Bank of Bhutan Limited,  
Branch Name.....

Sub: **Debit letter of Advice for LC/PLC**

Sir/Madam,

Kindly debit our LC/PLC no.....(agency's account number) and credit to the following beneficiary account no:

- Beneficiary Name:
- Bank Account Number:
- Bank Name:
- Branch Name:
- Amount (Nu.):

Any charges for the transfer may also be debited from the same LC/PLC account and intimate to us accordingly.

Thanking you,

Signatory Authority (name, seal and sign):

(1)

(Name XXX)  
Chief Finance Officer

(2)

(Name XXX)  
Dzongda/Dzongrab/Director/etc,.