1 Name Reservation

The company name reservation module enables users to enter their desired company name in both Nepali and English, and then check its availability. However, it is essential for the name to be approved by the Office of Company Registrar before proceeding to the next steps of company registration.



1. Click on "Get Started" under Name Reservation Card to start the Name Reservation process.

1.1 Company Name Check

User can insert the company type and company name in Nepali and English and check if the name is available or not. There are two ways for company name reservation according to the nature of company, i.e. Company is a Part of Group, or Not a Part of Group

a. Company is a Part of Group:

If company is under group of company, choose "**Yes**" on option Is your company part of a group?

ompany Name Reservation 🜖						Black Listed V
Reserve Name Details Enter your proposed name to check if it's available to re Is your company part of a group ? Yes No	gister as a business name. Learn more ab	out company type, business names o	n ocr.com.np			
Company / Group Registration No.	Registered Company N	ame (in English)	Registered Company Name (in Nepali))	Registered Company Type	
Company Type	Co	mpany Name(In English)		Company Name(In	Nepali)	

b. Company is a not part of Group:

If company is not under group of company, choose "**No**" on option Is your company part of a group?

Company Name Reservation 🌒			Black Listed Words
Reserve Name Details Enter your proposed name to check if it's available to register as a business name. Learn m	iore about company type, business names on ocr.com.np		
Is your company part of a group ? Yes No			
Company Type Choose Option	Company Name(in English)	Company Name(In Nepali)	
		Can	cel Continue >

1.1.1 Part of Group (Under Group of Companies)

1. Fill the form for Name Reservation, enter Company / Group Registration Number, Select company Type, and Company name in English and Nepali name both.

ompany Name Reservation 🕦						Black Listed Wor
Reserve Name Details Enter your proposed name to check if It's available to register as Is your company part of a group ? Yes No	a business name. Learn m	ore about company type, business names	on oct.com.np			
Company / Group Registration No.	Registered Compa	any Name (in English)	Registered Company Name (in Nepa	li)	Registered Company Type	
502	Sujal And Nijal Er	nterprises	सुजल र निजल इन्टरप्राइजेज		All Nepali Ownership	
Company Type		Company Name(In English)		Company Name(I	n Nepali)	
Private>>Sole Ownership (प्राइभेट>>एकल)	× ~	Lucky Traders	Private Limited	लुच्क्य त्रदेर्स		प्राइभेट लिमिटेड

2. Click on "Continue" to check the name available or not. System will check the company name is available or not and displays the outputs. The are different output screen user will get depending upon the condition:

Company Name Available

e to register as a busines	name. Learn more about company type, business names on ocr.com.np		
Regis	Company Name Available The name selected for the reservation is available. Please proceed further	×	Registered Company Type सम्पूर्ण नेपाली स्वामित Company Name (in Nepal टिक टक

• Click on "Continue Registration" to move to the next step for Name Reservation process

Company Name Available, but there are similar company names as well.

		×
	Company Name Available!	
	The name selected for the reservation is available. However there are other similar company names.	
Other Similar Company Name	es:	
Muna Chuna Pvt. Ltd.	. (मुना छुना प्रा लि)	
Company Type: Pvt, Multi, Al	ll Nep • Company Address: Baneshwor, Kathmandu	
Chuna Guna Pvt. Ltd.	. (छना गना प्रा लि)	

- Click on "Continue Registration" if you want to continue with entered name
- Click on "Try Again with Alternative Company Name" if you want to change the name and try again with different name.

Company Name Not Available

	Company Name is Not Available!	
	The name selected for the reservation is not available since it is already registered. Please try again with alternative name.	
Chuna Muna Pvt. Lt	td. (छुना मुना प्रा लि)	
Company Type: Pvt, Multi,	All Nep * Company Address: Baneshwor, Kathmandu	
Other Similar Company Na	mes:	
Muna Chuna Pvt. Lt	td. (मुना छुना प्रा लि)	
Company Type: Pvt, Multi,	All Nep	
Chuna Guna Pvt. Lt	d. (छुना गुना प्रा लि)	

• Click on "Try Again with Alternative Company Name" to change the name and try again with new name.

1.1.2 Adding Company Objectives

Company objectives, also known as NSIC (Nepal Standard Industrial Classification) Objectives, reflect the purpose and scope of a company, guiding its activities based on the nature of its operations and work. These objectives should be chosen by users in accordance with their company's nature and scope of work.

Steps to Add NSIC Objectives

1. User should successfully check name and continue with selected name

OCR Online Portal		Dashboa	rd Documents		9	🗈 EN
ompany Name Reservation 🟮						Black Listed Wor
✓ Name Details						Ec
is your company part of a group ? Yes	Company / Group Registration No 502).	Registered Company Name (in English) Sujal And Nijal Enterprises	Regi सुजल	stered Company Name (in Nepali । र निजल इन्टरप्राइजेज)
Registered Company Type All Nepali Ownership	Company Name(In Nepali) लुच्चय त्रदेर्स एंड दिस्त्रिबुतोर्स		Company Name(In English) Lucky Traders And Distributors	Com Priv:	ıpany Type ate>>Sole Ownership (प्राइभेट>>एर	मल)
Objective Details						
Search all columns						+ Add Objectives
NSIC Code NSIC	Objective (In English)		NSIC Objective (In Nepali)		Action	
			+			
		No Inf	ormation Yet			
View 10~ per page					1 - 0 of 0 🤟	< 1 > →
Necessary Document						
S.N Document Type		Max File Size	Extension	File File Re	equired ?	Action
1 Notice of Annual General Meetin	ng	5 MB	DOCS , PDF	Yes		Ĵ
View 10~ per page					1 - 1 of 1 🤟 🤟	< 1 > →
					Cancel Save	As Draft Subr

2. Click on "Add objective "button

OCR Online Portal		Dashboan	d Documents			Q) @ EN ~
ompany Name Reservation 🕕						Black	Listed Words
✓ Name Details							Edit
Is your company part of a group ? Yes	Company / Group Registration No 502	L.	Registered Company Name (in Eng Sujal And Nijal Enterprises	glish)	Registered Company Name सुजल र निजल इन्टरप्राइजेज	(in Nepali)	
Registered Company Type All Nepali Ownership	Company Name(In Nepali) लुच्च्य त्रदेर्स ऐड दिस्सिबुतोर्स		Company Name(In English) Lucky Traders And Distributors		Company Type Private>>Sole Ownership (5	गइभेट>>एकल)	
Objective Details							
Search all columns						+ Add	Objectives
NSIC Code	NSIC Objective (In English)		NSIC Objective (In Nepali)			Action	
			+				
		No Info	rmation Yet				
View 10~ per page					1 - 0 of 0	⊬ < 1	> >
Necessary Document							
S.N Document Type		Max File Size	Extension	File	File Required ?		Action
1 Notice of Annual Gener	al Meeting	5 MB	DOCS , PDF		Yes		ŕ
View 10~ per page					1 - 1 of 1	(← < 1	> →
					Cance	Save As Draft	tSubmit

3. Popup form will be opened, and check and uncheck the objectives you want to choose.

Q Search			Select	Company Objectives
5.N	NSIC Code	NSIC Objective(In English)		Growing of vegetables and melons, roots and tubers
1 🛛	0113	Growing of vegetables and melons, roots and tubers		Growing of cereals (except rice), leguminous crops and oil seeds
2	0111	Growing of cereals (except rice), leguminous crops and oil seeds		
	0112	Growing of rice		
	0114	Growing of sugar cane		
	0115	Growing of tobacco		
	0119	Growing of other non-perennial crops		
	0121	Growing of grapes		
	0122	Grawing of tranical and cubtranical fruite		

4. Or Search for the objectives from the search box

ISIC Co	de		
Q Gro	wing of		
S.N		NSIC Code	NSIC Objective(In English)
		0122	Growing of tropical and subtropical fruits
)		0124	Growing of pome and stone fruits
2		0126	Growing of oleaginous fruits

- 5. Click on "Save" button to save the objectives
- 6. Click on "Cancel" button to cancel the process

View Objectives

1. Click on "View" icon to view the objectives details

Object	tive Details			
Q S	earch objective			+ Add Objective
Sn	NSIC Code	Objective (in English)	Objective (in Nepali)	Action
1	0001	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	0
2	0011	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	⊚ 🗊
View	10 🔻 per page		1-10 of 200 K < 🚺 2 3	4 99 > ≻

2. Objectives details will be displayed

Objective Details	×	
NSIC Code		
01111		
Objective (in English)		
Crop and animal production, hunting and related service activities		
Objective (in Nepali)		
Crop and animal production, hunting and related service activities		

Delete Objective

3. Click on "Delete" icon to delete the objective



- 4. Conformation popup appears
- 5. Click on "Cancel" button to cancel the delete action
- 6. Click on "Delete" button to finally delete the objectives

Adding necessary documents

- 1. Under necessary documents section, required documents are displayed after objectives are added
- 2. Click on "Upload" button to upload the necessary document
- 3. Upload the necessary document

Necessary D	ocument							
S.N	Document Type	Max File Size	Extension	File	File Required ?			Action
1	Notice of Annual General Meeting	5 MB	DOCS , PDF		Yes			<u>ث</u>
View 10	✓ per page					1 - 1 of 1	(← < 1	> ->
						Cancel	Save As Draft	Submit

1.1.3 Save to Draft and Submit Name Reservation Request

After the successful name check and adding the objectives of the company user can save the data to draft or submit for name reservation.

Steps

- 1. Click on "Save As Draft" to save data to draft to submit it later.
- 2. Click on "Submit" button to Submit form for Name Reservation

Form will be submitted and user will be redirected application processing state.

OCR Online Portal			Dashboard	Documents				🕘 🗈 🗉
npany Name Reservation (Black Listed W
 Name Details 								1
your company part of a group s	?	Company / Group Registration No 502		Registered Company Name (in E Sujal And Nijal Enterprises	inglish)	Registered Co सुजल र निजल इन्	mpany Name । टरप्राइजेज	in Nepali)
gistered Company Type I Nepali Ownership		Company Name(In Nepali) लुच्च्य त्रदेर्स एंड दिस्लिबुतोर्स		Company Name(In English) Lucky Traders And Distributors		Company Typ Private>>Sole	e Ownership (प्र	ाइभेट>>एकल)
ojective Details								
Search all columns								+ Add Objective
NSIC Code NSI	C Objective (In English)			NSIC Objective (In Nepali)				Action
0899 Min	ing and quarrying n.e.c.			अन्यत्र कतै नपरेका धात्विक वा	अधात्विक वस्तुहरूको			Ū
9910 Sup	port activities for petroleum	and natural gas		पेट्रोलियम र प्राकृतिक ग्याँस निव	काल्ने सहयोगी क्रि			Ū
810 Qua	rrying of stone, sand and cl	iy		ढुङ्गा, बालुवा र माटोको उत्खनन				Ū
View 10 v per page							1 - 3 of 3	⊬ < 1 > ≯
ecessary Document								
5.N Document Type			Max File Size	Extension	File	File Required ?		Actic
1 Notice of Annua	General Meeting		5 MB	DOCS , PDF		Yes		<u>ث</u>
View 10~ per page							1 - 1 of 1	\leftarrow < 1 > \rightarrow
							Cance	Save As Draft Sul

Remaining

1.1.4 Application Processing States

When user submits their application for name reservation, they will see different screen of process depending upon at what stage their work is being processed.

1.1.4.1 Submitted

This is how the submit screen looks like, user can only view the application process.

OCR Online Portal		Dashb	poard Documents	○ ■ ⊕ EN
ompany Name Reservation	n 🚯			Black Listed Word
Submitted! Your name reserva	tion application has been sub	mitted to parent company for approval.		Application Submitted To: Kathmandu (Branch Office)
✓ Name Details				
Company Application Number 80/81-15-100007661	r	Is your company part of a group ? Yes	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls
Registered Company Name (i ब्लैक पार्ल्स	n Nepali)	Registered Company Type Public>>Governmental>>Joint Venture Between Government and Public (पब्लिक>>सरकारी>>सरकार र पर्गि बीचको संयुक्त उपक्रम (जे.भी.))	Company Name(In Nepali) श्याम त्रदेर्स व्हेरक	Company Name(in English) Shyam Traders
Company Type Private>>Multiple Proprietor: Nepali and Foreign Investor (! बिचको संयुक्त उपक्रम (जे.भी.))	>>Joint Venture Between प्राइभेट>>बहुल>>नेपाली र विदेशी			
Objective Details				
Search all columns				
	NSIC Objective (In English)		NSIC Objective (In Nepali)	
NSIC Code				
NSIC Code	Mining and quarrying n.e.c.		अन्यत्र कतै नपरेका धात्विक वा अध	ात्विक वस्तुहरूको
NSIC Code 0899 0910	Mining and quarrying n.e.c. Support activities for petroleu	im and natural gas	अन्यत्र कतै नपरेका धात्विक वा अध पेट्रोलियम र प्राकृतिक ग्याँस निकार	ालिक वस्तुहरूको ने सहयोगी क्रि
NSIC Code 0899 0910 0810	Mining and quarrying n.e.c. Support activities for petroleu Quarrying of stone, sand and	im and natural gas clay	अन्यत्र कतै नपरेका धाखिक वा अध पेट्रोलियम र प्राकृतिक ग्याँस निकार डुङ्गा, बालुया र माटोको उत्खनन्	ालिक वस्तुहरूको ने सहयोगी क्रि

1.1.4.2 Approval by Parent Company

After a company submits the name reservation, the parent company verifies the name reservation process of their subsidiary company.

OCR Online Portal	Dashboard Fine & Revenue V	De-Registration Annual Report Request & Inf	ormation V Documents Request Docu	iment Mail	🮐 💼 🛛 🛛 🖉
Name Reservation Approval	вміттер				
Submitted Rejected Approved					
Search all columns					
Application No.	Company Name (English)	Company Name (Nepali)	Submission Date	Submitted By	Action
80/81-15-100007661	Shyam Traders	श्याम त्रदेर्स	2024-05-21	lalitpur	۲
View 10~ per page				1 - 1 of 1	k < 1 > →

Name Reservation Approval Dashboard screen

me Reservation A	Approval SUBMITTED				Back
Company Name D	etails				
Company Name(In En Shyam Traders	glish)	Company Name(In Nepali) श्याम त्रदेर्स	Com Priv Nep विदे	npany Type ate>>Multiple Proprietor>>Joint Venture Between sali and Foreign Investor (प्राइभेंC>>बहुल>>नेपाली र शी विचको संयुक्त उपक्रम (जे.भी.))	ls your company part of a group ? YES
Company / Group Reg 505	istration No.	Registered Company Name (in English) Black Pearls	Regi ब्लैक	istered Company Name (in Nepali) इ पार्ल्स	Registered Company Type Public>>Governmental>>Joint Venture Between Government and Public (पब्लिक>-अररकारी>-अररकार र पब्लिक बीचको संयुक्त उपक्रम (जे.भी.))
Company Objecti	ves				
Search all columns					
NSIC Code	NSIC Objective (In English)			NSIC Objective (In Nepali)	
0899	Mining and quarrying n.e.c.			अन्यत्र कतै नपरेका धात्विक वा अधात्विक वस्तुः	हरूको उत्खनन्
0910	Support activities for petroleu	m and natural gas extraction		पेट्रोलियम र प्राकृतिक ग्यॉस निकाल्ने सहयोगी ।	क्रियाकलापहरू
0810	Quarrying of stone, sand and	clay		ढुङ्गा, बालुवा र माटोको उत्खनन्	
View 10~ p	er page				1-3 of 3 \vdash \leftarrow \langle 1 \rightarrow \rightarrow
Necessary Docume	ents				
S.N Docum	nent Type	Max File Size	Extension	File	File Required ?
1 Notice	of Annual General Meeting	5 MB	DOCS , PDF	Name Reservation Process Flowchart.pdf	Yes
View 10~ p	er page				1-1of1 (← < 1 > →

The parent company reviews the details and makes an approval decision, either approving or rejecting the submission, along with providing remarks.

SCR Online Portal	Dashboard Fine & Revenue	 De-Registration Annual Report Request 	& Information \vee Documents Request D	Document Mail	🔋 🗈 🛛 🕀 EN 🗸
Name Reservation Approval	PROVED				
Submitted Rejected Approved					
Search all columns					
Application No.	Company Name (English)	Company Name (Nepali)	Submission Date	Submitted By	Action
80/81-15-100006317	White Pearls	वहीते पार्ल्स	2024-04-15	sabinlal	۵
80/81-15-100007661	Shyam Traders	श्याम त्रदेस	2024-05-21	lalitpur	٥
View 10~ per page				1 - 2 of 2	< 1 > →

1.1.4.3 Under Review

This is how the under-review screen looks like, user can only view the application process.

		Dashboar	d Documents	🥵 🗈 🖶 🗘 🖓	
mpany Name Reservation ()				Black Listed Words	
Verified! Your application has been	n verified and sent for further proces	ssing.		Application Submitted To: Kathmandu (Branch Office)	
✓ Name Details					
Company Application Number 80/81-15-100007661	ls your com Yes	pany part of a group ?	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls	
Registered Company Name (in Nepa ব্র্রাক पার্ল্যে	ali) Registered (Public>>Go Governmen) बीचको संयुक्त	Company Type vernmental>>Joint Venture Between t and Public (पब्लिक>>सरकारी>>सरकार र पब्लिक उपक्रम (जे.भी.))	Company Name(In Nepali) श्याम त्रदेर्स	Company Name(In English) Shyam Traders	
Company Type Private>> Multiple Proprietor>> Join Nepali and Foreign Investor (সাংঘটন বিষকা संयुक्त उपक्रम (অ.খী)) Objective Details	t Venture Between ->बहुल>>नेपाली र विदेशी				
New NSIC Code	NSIC Objective (In English)		NSIC Objective (In Nenali)		
	Mining and quarrying n.e.c.		अन्यत्र कतै नपरेका धात्विक वा आ	गालिक तस्तब्रफ्रको	
0899	and a second s			AII/A-1. A //D/ /1.1 III	
0899	Support activities for petroleum ar	nd natural gas	पेट्रोलियम र प्राकृतिक ग्याँस निकार	ने सहयोगी कि	
0899 0910 0810	Support activities for petroleum ar Quarrying of stone, sand and clay	nd natural gas	पेट्रोलियम र प्राकृतिक ग्याँस निकार ढुङ्गा, बालुवा र माटोको उत्खनन्	ले सहयोगी छि	
0899 0910 0810 View 10~ per page	Support activities for petroleum an Quarrying of stone, sand and clay	nd natural gas	पेट्रोलियम र प्राकृतिक ग्याँस निका ढुङ्ग् बातुवा र माटोको उत्खनन्	ाने सहयोगी कि 1-3 of 3 (← < 1 > →)	
0899 0910 0810 View 10v per page Necessary Document	Support activities for petroleum an Quarrying of stone, sand and clay	nd natural gas	घेट्रोशियम र प्राकृतिक ग्याँस निका, डुङ्गा, बादुवा र माटीको उत्खनन्	िस सहयोगी कि 1 - 3 of 3 ⊱ < 1 > ⇒)	
0899 0910 0810 View 10- per page Necessary Document S.N Document Type	Support activities for petroleum an Quarrying of stone, sand and clay	nd natural gas Max File Size Extension	पेट्रोरियम र प्राकृतिक ग्यॉस निका डुङ्गा, बातुवा र माटोको उत्खनन् File	ि सहयोगी हि 1-3 of 3 k< < <u>1</u> > → File Required ? Activate \	Windo
0899 0910 0810 View 10v per page Necessary Document S.N Document Type 1 Notice of Annual Gene	Support activities for petroleum an Quarrying of stone, sand and clay al Meeting	nd natural gas Max File Size Extension 5 M8 DOCS, PDI	पेट्रोरियम र प्राकृतिक ग्यॉस निका डुङ्गा, बातुवा र माटोको उत्सनम् File : Name Reservation Process Flowchart.pt	िस स्वयोग कि 1-3 of 3 K- < <u>1</u> > → File Required ? Activate \ # Yes Go to Setting	Windo

1.1.4.4 Rejected

This is how the Rejected screen looks like, user can see why the company name reservation was rejected and again re-register by correcting the remarks and re-apply for name reservation.

npany Name Rese	ervation 🕦					Black Listed Words
Rejected Your name r	reservation application has been re	jected with remark 'mismatch'.		Application Submitted To: Kathmandu (Branch	n Office)	View Remarks
 Name Details 						Edit
ompany Application I 0/81-15-100007661	Number	Is your company part of a group ? Yes		Company / Group Registration No. 505	Registered Company Name (in English Black Pearls	h)
egistered Company M क पार्ल्स	Name (in Nepali)	Registered Company Type Public>>Governmental>>Joint Venture Government and Public (पब्लिक>>सरकार बीचको संयुक्त उपक्रम (जे.भी.))	e Between री>>सरकार र पब्लिक	Company Name(In Nepali) श्याम त्रदेर्स	Company Name(In English) Shyam Traders	
ompany Type ivate>>Multiple Pro						
pali and Foreign Inv को संयुक्त उपक्रम (जे.१	prietor>>Joint Venture Between vestor (प्राइभेट>>बहुल>>नेपाली र विदेशी भी.))					
apali and Foreign Inv वको संयुक्त उपक्रम (जे.१ bjective Details Search all columns	prietors-Joint Venture Between vestor (प्राइभेट>>बहुल>>नेपाली र विदेशी मी.))					+ Add Objectives
ppell and Foreign Inv वकी संयुक्त उपक्रम (जे.1 bjective Details Search all columns NSIC Code	prietor>>Joint Venture Between estor (प्राइमेट>>बहुल>>नेपाली र दिवेशी मी.)) NSIC Objective (In English)			NSIC Objective (In Nepali)		+ Add Objectives Action
nation - Matigat Tog वको संयुक्त उपक्रम (जे. bjective Details Search all columns NSIC Code	prietor>>Joint Venture Between vestor (प्राइमेट>>बहुल>>नेपाली र ठिदेशी भी.)) NSIC Objective (In English) Mining and quarrying n.e.c.			NSIC Objective (In Nepali) अन्यत्र कते नपरेका धातिक वा अधातिक वस्तुहरूको		+ Add Objectives Action
and Foreign Inv बकी संयुक्त उपक्रम (जे. Djective Details Search all columns VSIC Code 0899	prietor>>Joint Venture Between estor (মাহ্मेट>>खहल>>नेपाली र दिदेशी भी.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petroleu	r m and natural gas		NSIC Objective (In Nepali) अयत्र कते नपरेका धालिक वा अधालिक वस्तुहरूको पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि		Add Objectives Action
and Foreign Inv arah संयुक्त उपक्रम (ले.1 Djective Details Search all columns NSIC Code 1990 1910	prietor>>Joint Venture Between vestor (মাহ্টট>> ব্যন্থলং> নিয়ালী र চিইর্য মী.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petroleu Quarrying of stone, sand and r	r m and natural gas		NSIC Objective (In Nepali)) अन्यत्र कते नपरेका धार्तिक वा अधार्तिक वस्तुहरूको पेट्रोसियम र प्राकृतिक ग्यांस निकात्ने सहयोगी क्रि दुङ्गा, बालुवा र माटोको उत्खनन्		Add Objectives Action
and Foreign Inv बकी संयुक्त उपक्रम (से.1 Dejective Details Search all columns NSIC Code 03899 0910 0810 View 10~ per	prietor>>Joint Venture Between vestor (মাহ্টট>> ব্যন্থলং>> नेपाली र চিदेর্য মী.)) Mining and quarrying n.e.c. Support activities for petroleu Quarrying of stone, sand and i r page	r m and natural gas		NSIC Objective (In Nepali)) अन्यत्र कते नपरेका धातिक वा अधातिक वस्तुहरूको पेट्रोलियम र प्राकृतिक ग्यॉस निकात्ने सहयोगी क्रि दुङ्गा, बालुवा र माटोको उत्खनन्	1-3of3 K-	Add Objectives Action
and Foreign Inv arath संयुक्त उपक्रम (जे. सं objective Details Search all columns NSIC Code 2099 2010 2010 View 10~ per	prietor>Joint Venture Between vestor (याइमेंट>>बहुल>>नेपाली र विदेशी भी.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petroleu Quarrying of stone, sand and o r page	t m and natural gas		NSIC Objective (In Nepali) अन्यत्र कते नपरेका धातिक वा अधातिक वस्तुहरूको पेट्रोलियम र प्राकृतिक ग्याँस निकारने सहयोगी क्रि दुङ्गा, बालुवा र माटोको उत्खनन्	1-3 of 3)ć-	Add Objectives Action

User can do multiple actions if the company name reservation is rejected

- 1. View remarks: User can view remarks why the company name reservation being rejected, and can correct the feedback from the OCR and re-register again.
 - Click on "View Remarks" button to view the remarks.
 - You can see reason for rejection why the name reservation is being rejected.

Name Reservation application has been Rejected by Anuj Shakya.	×
2024-05-21 17:18 • Rejected	
mismatch	
The NSIC Objectives of the company you selected do not match the company name.	

2. Reset the previous name: User can rest the previous reserved name and continue with the new name.

OCR Online P						
mpany Name Rese	rvation 🕦					Black Listed Words
Rejected Your name r	eservation application has been	n rejected with remark 'mismatch'.		Application Submitted To: Kathmandu (Brand	ch Office)	View Remarks
 Name Details 						Edit
Company Application I 0/81-15-100007661	Number	Is your company part of a group ? Yes		Company / Group Registration No. 505	Registered Company Name (in Engl Black Pearls	ish)
.egistered Company N लेक पार्ल्स	lame (in Nepali)	Registered Company Type Public>>Governmental>>Joint Ventu Government and Public (पळिलक>>सरक बीचको संयुक्त उपक्रम (जे.भी.))	re Between गरी>>सरकार र पब्लिक	Company Name(In Nepali) स्याम त्रदेस्	Company Name(In English) Shyam Traders	
interes similarity of the	prietor>>Joint Venture Between	1				
lepali and Foreign Inv इचको संयुक्त उपक्रम (जे.भ Pbjective Details	orietor>Joint Venture Between estor (प्राष्ट्रभेट>>बहुल>>नेपाली र विंद Îl.))	भ देखी				+ Add Objectives
Negati and Forei (n) क्षेत्रको संयुक्त उपक्रम (जे. Dipective Details Search all columns NSIC Code	orietor>>Joint Venture Between estor (प्राइमेट>>बहुल>>नेपाली र किं ते.)) NSIC Objective (in English)) देखी		NSIC Objective (In Nepali)		+ Add Objectives
heapali and Forei (n) केवको संयुक्त उपक्रम (जे. Dejective Details Search all columns NSIC Code 0899	orietor>>Joint Venture Between estor (प्राइमेट>>बहुल>>नेपाली र किं वै.)) NSIC Objective (in English) Mining and quarying n.e.c.) देखी)		NSIC Objective (In Nepali) अन्यत्र करी नपरेका धालिक वा अधालिक वस्तुहरूको		+ Add Objectives Action
Helelai and Foreign liv बेचको संयुक्त उपक्रम (ले.१ bbjective Details Search all columns NSIC Code 0899 0910	orietor>>Joint Venture Between estor (সাহ্মই>>ৰদ্বল>>বेঘালী ৰ কি মি.)) NSIC Objective (In English) Mining and quarying n.e.c. Support activities for petrol) देखी)		NSIC Objective (In Nepali) अन्यत्र करी नपरेका धालिक वा अधालिक वस्तुररूको पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि		+ Add Objectives Action
hepail and Foreign liv बेसकी संयुक्त उपक्रम (ले. Dbjective Details Search all columns NSIC Code 0899 0910 0810	orietor>>Joint Venture Between estor (प्राइमेंट>>बहुल>>नेपाली र किं वै.)) NSIC Objective (In English) Mining and quarying n.e.c. Support activities for petrol Quarying of stone, sand ar	। द्विश्वी । leum and natural gas nd clay		NSIC Objective (In Nepali) अन्यत्र कर्ते नपरेका धातिक वा अधातिक वस्तुहरूको पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि ढुङ्गा, बालुवा र माटोको उत्क्रनम्		+ Add Objectives Action
hepail and Foreign liv बेसकी संयुक्त उपक्रम (ले. Dbjective Details Search all columns NSIC Code 0899 0910 0810 View 10~ per	orietor>>Joint Venture Between estor (प्राइमेंट>>बहुल>>नेपाली र किं वै.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petrol Quarrying of stone, sand ar page	े दुर्खी) leum and natural gas nd clay		NSIC Objective (In Nepali) अन्यत्र कर्ते नपरेका धातिक वा अधातिक वस्तुहरूको पेट्रोलियम र प्राकृतिक म्यॉस निकाल्ने सहयोगी क्रि ढुङ्ग, बालुवा र माटोको उल्डनन्	1-3 of 3 (←	Action Action
heighi and Foreign Inv बेचको संयुक्त उपक्रम (वे.1 Search all columns NSIC Code 0899 0910 0810 View 10~ per	orietor>>Joint Venture Between estor (प्राइमेट>>बहुल>>नेपाली र किं वै.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petrol Quarrying of stone, sand ar page t) देखी leum and natural gas nd clay		NSIC Objective (in Nepali) अन्यन करी नपरेका धालिक या अधालिक वस्तुहरूको पेट्रोलियम र प्राकृतिक म्यांस निकाल्ने सहयोगी क्रि ढुङ्ग, बालुवा र माटोको उल्हनन्	 1-3of3 ⊱	+ Add Objectives Action Action C Action Activate
hepail and Foreign Inv बेस्को संयुक्त उपक्रम (वे. 1 Dbjective Details Search all columns NSIC Code 0899 0910 0810 View 10~ per Necessary Documen SN Documen	orietors-Joint Venture Between estor (प्राइमेंट>>बहुल>>नेपाली र विं वै.)) NSIC Objective (In English) Mining and quarrying n.e.c. Support activities for petrol Quarrying of stone, sand ar page t t Type	े देखी leum and natural gas nd clay Max File Size	Extension	NSIC Objective (In Nepali) अन्यन्न करी नपरेका धातिक या अधातिक वस्तुरुरूको पेट्रोलियम र प्राकृतिक ग्यॉस निकाले सहयोगी क्रि ढुङ्ग, बालुवा र माटोको उत्खनन् File	1-3 of 3 (C-	+ Add Objectives Action □ □ ↓ (1) → Activate Gértier Setti

1. Click on "edit" button

Now the company has to update new name on Nepali as well as on English and continue the process for company rename reservation.

company Name Reservation • Black Listed Word: • Rejected Vour name reservation application has been rejected with remark 'mismatch'. • Application Submitted To: Kathmandu (Branch Office) • Vew Remark:	S OCR Online Portal		Dashboard	Documents		🥵 🗈 🖶 🖶 🗘
	ompany Name Reservation 🌖					Black Listed Words
Reserve Name Details Reserve Name Details Reserve Name Details Reserve Name Details Reserve Name Io check if If's available to register as a business name. Learn more about company type, business names on occ.com.np Is your company part of a group ?	Rejected Your name reservation application ha	is been rejected with remark 'mismatch'.		Application Submitted To: Kath	mandu (Branch Office)	View Remarks
Company / Group Registration No. Registered Company Name (in English) Registered Company Name (in Nepali) Registered Company Type 505 Black Pearls Idte Turtef Joint Venture Between Government and Public Company Type Company Name(In English) Company Name(In Nepali) Registered Company Type Private>>Multiple Proprietor>>Joint Venture Between Nepali and F X Shvam Traders Turt R2f	Reserve Name Details Enter your proposed name to check if it's available to re Is your company part of a group ? Yes No	gister as a business name. Learn more about company type	e, business names on ocr.	.com.np		Rejected
S05 환경후 'ঘાể Joint Venture Between Government and Public Company Type Company Name(In English) Company Name(In Nepas) Private>>Multiple Proprietor>>Joint Venture Between Nepali and F X Shyam Traders 12014 ਸੋਟੇਜ	Company / Group Registration No.	Registered Company Name (in English))	Registered Company Name (in Nepali)	Registered Compar	ny Type
Company Type Company Name(In English) Company Name(In Nepail) Private>>Multiple Proprietor>>Joint Venture Between Nepail and FX V Shyam Traders 꼬띠井 겨울편	505	Black Pearls		ब्लैक पार्ल्स	Joint Venture Betw	veen Government and Public
Private>>Multiple Proprietor>>Joint Venture Between Nepali and F X 🗸 Shyam Traders प्रयाम त्रदेर्स	Company Type	Company Name(In	n English)		Company Name(In Nepali)	
	Private>>Multiple Proprietor>>Joint Venture Be	tween Nepali and F 🛛 🗸 🗸 Shyam Traders			श्याम त्रदेर्स	
						Cancel Continue >

- 3. Update Objectives: User can add or delete the objectives of the company and again reapply with the current name, according to the remarks mentioned above.
 - Click on "Add Objective" button

bjecti	ve Details		Г	
Q Sei	arch objective			+ Add Objective
Sn	NSIC Code	Objective	Objective (in Nepali)	Action
1	0001	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	0 🗊
2	0011	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	0
View	10 💌 per page		1-10 of 200 K < 🚺 2	2 3 4 99 > >

- Check and uncheck the objectives you want add or remove
- Or Search the objectives you want to add or remove
- Click on "Cancel" button to cancel the process
- Click on "Save" button to save the new objectives

NSIC Cod	de						×
Q Sear	ch			Selec	ct C	ompany Objectives	*
S.N		NSIC Code	NSIC Objective(In English)		0	Growing of cereals (except rice), leguminous crops and oil seeds	
1		0111	Growing of cereals (except rice), leguminous crops and oil seeds		0	Growing of rice	
2		0112	Growing of rice			Growing of vegetables and melone, mate and tubers	
з		0113	Growing of vegetables and melons, roots and tubers	Ľ		arowing of vegetables and metons, roots and tubers	
4		0114	Growing of sugar cane	L			
5		0115	Growing of tobacco				
6		0119	Growing of other non-perennial crops				
7		0121	Growing of grapes				
0		0122	Genuina of teopiest and eultropiest fruite				
View	10 ~	per page	1 - 10 of 265 ← < 1 2 3 27 > →				÷
						Cancet S	ave

- 4. Save to Draft and submit the application again: User can save the new information to draft for future processing or submit the form.
 - Click on "Save As Draft" button to save the new details in draft.
 - Click on "Submit" button to submit the name reservation application again.

OCR Online F	Portal		Dashboard	Documents			⊕ ∎ ⊕ EN
mpany Name Rese	ervation 🕕						Black Listed Word
✓ Name Details							Edi
s your company part /es	of a group ?	Company / Group Registration No. 502		Registered Company Name (in En Sujal And Nijal Enterprises	glish)	Registered Company Na सुजल र निजल इन्टरप्राइजेज	me (in Nepali)
Registered Company All Nepali Ownership	Туре	Company Name(In Nepali) लुच्व्य त्रदेसे एंड दिस्लिबुतोर्स		Company Name(In English) Lucky Traders And Distributors		Company Type Private>>Sole Ownersh	ip (प्राइभेट>>एकल)
Objective Details							
Search all columns							+ Add Objectives
NSIC Code	NSIC Objective (In Engl	ish)		NSIC Objective (In Nepali)			Action
0899	Mining and quarrying n	e.c.		अन्यत्र कतै नपरेका धात्विक वा अ	धात्विक वस्तुहरूको		Ū
0910	Support activities for pe	troleum and natural gas		पेट्रोलियम र प्राकृतिक ग्याँस निका	ल्ने सहयोगी क्रि		Ū
0810	Quarrying of stone, san	d and clay		ढुङ्गा, बालुवा र माटोको उत्खनन्			Ū
View 10~ pe	r page					1 - 3 of :	3 (← < 1 > →
Necessary Documer	nt						
S.N Docu	iment Type		Max File Size	Extension	File	File Required ?	Action
1 Notic	e of Annual General Meeting		5 MB	DOCS , PDF		Yes	仚
View 10~ pe	r page					1 - 1 of	1
						c	ancel Save As Draft Subm

1.1.4.5 Success

This is the screen for company name reservation success. Officially your company name reservation is approved by OCR, now move forward to the company registration process.

Company Name Reservation 🕕							DI	ask Listed Words
Approved! Congratulations! Your ne	me reservation has be	en approved.			Applicatio	on Submitted To: Ka	thmandu (B	kranch Office)
✓ Name Details								
Company Application Number 80/81-15-100007661		ls your company par Yes	t of a group ?	Company / Group Registration No. 505	Registered Black Pearl	Company Name (in Is	English)	
Registered Company Name (in Nep ক্রীক पার্स্যে	ali)	Registered Company Public>>Governmen Government and Put बीचको संयुक्त उपक्रम (उं	r Type ital>>Joint Venture Between olic (पब्लिक>>सरकारी>>सरकार र पब्लिक १.भी.))	Company Name(In Nepali) श्याम त्रदेसें	Company N Shyam Trac	lame(In English) ders		
Private>>Multiple Proprietor>>Joi Nepali and Foreign Investor (সাহমি	nt Venture Between >>बहुल>>नेपाली र विदेशी							
Private>>Multiple Proprietor>>Joi Nepali and Foreign Investor (प्राइमेट बिलको संयुक्त उपक्रम (वे.भी.)) Objective Details Search all columns	it Venture Between >>बहुल>>नेपाली र विदेशी							
Privates>Multiple Proprieto>>Jol Nepail and Foreign Investor (प्रार्थमेट विवरणे संयुक्त उपक्रम (वे.पे.)) Objective Details Search all columns New NSIC Code	nt Venture Between >>बहुल>>नेपाली र विदेशी NSIC Objective (In	English)		NSIC Objective (In N	epali)			
Privates>Multiple Proprietor>Joil Nepali and Foreign Investor (ग्राइमेट विवसी संयुक्त उपक्रम (वे.पी.)) Objective Details Search all columns New NSIC Code 0899	nt Venture Between >>बहुल>>नेपाली र विदेशी NSIC Objective (In Mining and quaryi	English) ing n.e.c.		NSIC Objective (In N अन्यत्र कर्त नपरेका धारि	epali) ক বা ওয়াবিক বন্দুহুহুকী			
Privates>Multiple Proprietor>Joil Nepali and Foreign Investor (प्राइमेट विवली संपुत्त उपक्रम (वे.मी.)) Objective Details Search all columns New NSIC Code 0899 0910	nt Venture Between >>बहुल>>नेपाली र विदेशी NSIC Objective (In Mining and quarryi Support activities fo	English) ing n.e.c. or petroleum and natura	l gas	NSIC Objective (In N अन्यत्र कर्ते नपरेका धारि पेट्रोलियम र प्राकृतिक ग्य	epali) क वा अधातिक वस्तुहरूको सि निकाले सहयोगी कि			
Privates>Multiple Proprietor>Joil Nepali and Foreign Investor (प्राइमें? बिल्की संयुक्त उपक्रम (वे.से.)) Objective Details Search all columns New NSIC Code 0899 0910 0810	it Venture Between >>बहुत्तt>>नेपाली र विदेशी NSIC Objective (In Mining and quarryi Support activities fc Quarrying of stone,	English) ing n.e.c. ; sand and clay	i gas	NSIC Objective (In N अन्यत्र कर्ते नपरेका धारि पेट्रोलियम र प्राकृतिक ग्य दुङ्गा, बालुवा र माटोको र	epali) क वा अधातिक वस्तुररूको सि निकाले सहयोगी कि तखनन्			
Private->>Multiple Proprietor>>Joi Nepali and Foreign Investor (ग्राइमेट विश्वली संयुक्त उपक्रम (वे.से.))) Objective Details Search all columns New NSIC Code 0899 0910 0810 View 10~ per page	tt Venture Between >>बहुल>>वेहुल>>नेपासी र सिदेशी NSIC Objective (In Mining and quarryi Support activities fo Quarrying of stone,	English) ing n.e or petroleum and natural s, sand and clay	i gas	NSIC Objective (In N अन्यत्र करी नपरेका धारि पेट्रोलियम र प्राकृतिक ग्य दुङ्गर, बालुवा र माटोको र	epali) क या अधालिक वस्तुहरूको सि निकाल्ने सहयोगी क्रि लखनन्	1 - 3 of 3	i← <	1 > ->
Private->>Julitiple Proprietor>>Jol Nepali and Foreign Investor (प्राइमें?) Bareh संवृत्त उपक्रम (वे.से.)) Objective Details Search all columns New NSIC Code 0099 0910 0810 View 10	it Venture Between >>बहुत्त5>नेपाली र विदेशी Mining and quarryi Support activities fo Quarrying of stone,	English) ing n.e.c. ; sand and clay	l gas	NSIC Objective (In N अन्यन्न करी नपरेका धारि पेट्रोलियम र प्राकृतिक ग्य दुङ्गा, बालुवा र माटोको र	epali) क चा अधालिक वस्तुहरूको सि निकाल्ने सहयोगी कि तखनन्	1 - 3 of 3	← <	3 ≯
Private->>Julitiple Proprietor>>Joi Negali and Foreign Investor (RIEPAZ Branch etges उपक्रम (वे.मे.)) Objective Details Search all columns New NSIC Code 0899 0910 0810 View 10~ per page Necessary Document S.N Document Type	it Venture Between >>बहुत्तt>>नेपाली र विदेशी Mining and quarryi Support activities fr Quarrying of stone,	English) ing n.e.c. or petroleum and natura , sand and clay	I gas Max File Size	NSIC Objective (In N अन्यत्र को नपरेका धारि पेट्रोलियम र प्राकृतिक ग्य दुङ्गा, बालुवा र माटोको द : Extension	epali) क या अधातिक वस्तुहरूको सि निकाले सहयोगी कि तखनन् File	1 - 3 of 3 File Required ?	← <	t > → Activate

1.1.5 Not a Part of Group (Individual)

- 1. Fill the form for the Name Reservation, select company type, enter company name in English and Nepali both
- 2. Click on Continue button, System will check the company name is available or not and displays the outputs. The are different output screen user will get depending upon the condition:

OCR Online Portal		Dashboard Documents	Q
ompany Name Reservation 🚯			Black Listed Words
Reserve Name Details Enter your proposed name to check if it's available to register a Is your company part of a group ? Yes No	s a business name. Learn more about company type, busines	iss names on occ.com.np	
Company Type	Company Name(In English	h) Company Name(li	n Nepali)

Company Name Available

S OCR Online Portal	Dashboard Documents	⊕ EN ∨
Company Name Reservation 🌒		Black Listed Words
Reserve Name Details Enter your proposed name to check if it's available to register as a business name. Learn m Is your company part of a group ? Ves No	ore about company type, business names on ocr.com.np	
Company Type Profit Non-Distributing (सुनाफा वितरण नगर्ने) X	Company Name(In English) Lucky Traders And Distributors	Company Name(In Nepali) लुज्बय त्रवेर्स एंड विसिद्धतोर्स
	* 	Cancel Continue >
	Company Name Available!	
т	he name selected for the reservation is available. Please proceed furt	ner
	Continue Registration Process	

• Click on "Continue Registration" to move to the next step for Name Reservation process

<image><text><text><text><text><text>

Company Name Available, but matches with other similar company names

- Click on "Continue Registration" if you want to continue with entered name
- Click on "Try Again with Alternative Company Name" if you want to change the name and try again with different name.

Company Name Not Available

		×
1	Company Name is Not Available! The name selected for the reservation is not available since it is already registered. Please try again with alternative name.	
	Chuna Muna Pvt. Ltd. (छुना मुना प्रा लि) Company Type: Pvt. Multi, All Nep • Company Address: Baneshwor, Kathmandu	
	Muna Chuna Pvt. Ltd. (मुना छुना प्रा लि) Company Type: Pvt, Multi, All Nep * Company Address: Baneshwor, Kathmandu	
	Chuna Guna Pvt. Ltd. (छुना गुना प्रा लि) Company Type: Pvt, Multi, All Nep * Company Address: Baneshwor, Kathmandu	
	Try Again with Alternative Company Name	_

• Click on "Try Again with Alternative Company Name" to change the name and try again with new name.

1.1.6 Adding Company Objectives

Company objectives, also known as NSIC (Nepal Standard Industrial Classification) Objectives, reflect the purpose and scope of a company, guiding its activities based on the nature of its operations and work. These objectives should be chosen by users in accordance with their company's nature and scope of work.

Steps to Add NSIC Objectives

- 7. User should successfully check name and continue with selected name
- 8. Click on "Add "button
- 9. Popup form will be opened, and check and uncheck the objectives you want to choose.

NSIC	Lode						×
QS	earch			Sele	ect (Company Objectives	^
S.N		NSIC Code	NSIC Objective(In English)			Growing of vegetables and melons, roots and tubers	
1		0113	Growing of vegetables and melons, roots and tubers		2	Growing of cereals (except rice), leguminous crops and oil seeds	
2		0111	Growing of cereals (except rice), leguminous crops and oil seeds		-		
3		0112	Growing of rice				
4		0114	Growing of sugar cane				
5		0115	Growing of tobacco				
6		0119	Growing of other non-perennial crops				
7		0121	Growing of grapes				
0	\cap	0122	Grawing of tranical and cultranical fruite				
Viev	v 10 v	r per page	1 - 10 of 265				÷

10. Or Search for the objectives from the search box

	NSIC Cod	e				×
Γ	Q Grow	ing of			Select Company Objectives	^
	S.N		NSIC Code	NSIC Objective(In English)	Growing of vegetables and melons, roots and tubers	
	8		0122	Growing of tropical and subtropical fruits	Growing of cereals (except rice), leguminous crops and oil seeds	
	10		0124	Growing of pome and stone fruits		
	12		0126	Growing of oleaginous fruits		

- 11. Click on "Save" button to save the objectives
- 12. Click on "Cancel" button to cancel the process

1.1.7 Save to Draft and Submit Name Reservation Request

After the successful name check and adding the objectives of the company user can save the data to draft or submit for name reservation.

Steps

- 3. Click on "Save As Draft" to save data to draft to submit it later.
 - You will see "Draft" badge if Saved as Draft.
- 4. Click on "Submit" button to Submit form for Name Reservation
 - Form will be submitted and user will be redirected application processing state.

OCR Online P	Portal		Dashboard Documents	(∎) ⊕ EN
ompany Name Rese	ervation ()			Black Listed Words
✓ Name Details Is your company part NO	t of a group ?	Company Name(In Nepali) लुच्च्य त्रदेर्स एंड दिस्लिदुर्गार्स	Company Name(In English) Lucky Traders And Distributors	Edit Company Type Profit Non-Distributing (मुनाफा वितरण नगर्ने)
Dbjective Details Search all columns				+ Add Objectives
NSIC Code	NSIC Objective (In Engl	ish)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.	e.c.	अन्यत्र कतै नपरेका धात्विक वा अधात्विक वस्तुहरूको	Ū
0910	Support activities for pe	troleum and natural gas	घेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि	Ū
View 10~ pe	er page			1-2 of 2
				Cancel Save As Draft Submit

1.1.8 Application Processing States

When user submits their application for name reservation, they will see different screen of process depending upon at what stage their work is being processed.

1.1.8.1 Submitted

This is how the submit screen looks like, user can only view the application process.

OCR Online Portal		Dashboard Documents	🥵 🗈 👳 en 🗸
Company Name Reservation 🕕			Black Listed Words
Submitted! Your application has been	n submitted.		Application Submitted To: Kathmandu (Branch Office)
∨ Name Details Company Application Number 80/81-15-100007659 Company Type Profit Non-Distributing (মুনাফা বিরহত	ls your company part of a group ? NO	Company Namelin Nepali) सुच्यय प्रदेवें एंड दिस्लिबुतोर्स	Company Name(In English) Lucky Traders And Distributors
Objective Details			
Search all columns			
New NSIC Code	NSIC Objective (In English)	NSIC Objective (In Ne	pali)
0899	Mining and quarrying n.e.c.	अन्यत्र कतै नपरेका धात्विव	^p वा अधात्विक वस्तुहरूको
0910	Support activities for petroleum and natural gas	पेट्रोलियम र प्राकृतिक ग्यॉर	स निकाल्ने सहयोगी क्रि
View 10~ per page			1-2 of 2 \leftarrow $<$ 1 \rightarrow \rightarrow

1.1.8.2 Under Review

This is how the under-review screen looks like, user can only view the application process.

OCR Online Portal		Dashboard Documents	⊕ EN ~
Company Name Reservation ()			Black Listed Words
Verified! Your application has been	verified and sent for further processing.		Application Submitted To: Kathmandu (Branch Office)
 ✓ Name Details Company Application Number 80/81-15-100007859 Company Type Profit Non-Distributing (মুনাজা বিরবজার) 	Is your company part of a group NO	? Company Name(in Nepali) लुज्ब्य त्रदेर्स एंड दिस्तिङ्क्तोर्स	Company Name(in English) Lucky Traders And Distributors
Objective Details			
Search all columns			
New NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)
0899	Mining and quarrying n.e.c.	अन्यत्र कतै मपरेका धात्विक वा	अधात्विक वस्तुहरूको
0910	Support activities for petroleum and natural gas	पेट्रोलियम र प्राकृतिक ग्याँस नि	कात्ने सहयोगी क्रि
View 10~ per page			1-2of2 (← < <mark>1</mark> > →

1.1.8.3 Rejected

This is how the Rejected screen looks like, user can see why the company name reservation was rejected and again re-register by correcting the remarks and re-apply for name reservation.

ompany Name Re	servation 🕕				Black Listed Words
Rejected Your nam	e reservation application has been re	ejected with remark 'mismatched'.	Application Submitted To: Kathmand	u (Branch Office)	View Remarks
 Name Details Company Application 80/81-15-10000765 Company Type Profit Non-Distribut 	n Number 19 ing (युनाफा वितरण नगर्ने)	Is your company part of a group ? NO	Company Name(in Nepali) सुच्मय प्रदेस एँउ दिसिखुतोर्स	Company Name(In English) Lucky Traders And Distributors	Edit
Objective Details Search all columns.	a				+ Add Objectives
NSIC Code	NSIC Objective (In English)		NSIC Objective (In Nepali)		Action
0899	Mining and quarrying n.e.c.		अन्यत्र कतै नपरेका धात्विक वा अधात्विक वस्तुहर	रूको	Ū
0910	Support activities for petroleu	im and natural gas	पेट्रोलियम र प्राकृतिक ग्याँस निकात्ने सहयोगी ब्रि	5	Ū
View 10~	er page			1 - 2 of 2	< 1 > ⇒
				Cancel	ave As Draft Submit

- 5. View remarks: User can view remarks why the company name reservation being rejected, and can correct the feedback from the OCR and re-register again.
 - Click on "View Remarks" button to view the remarks.
 - You can see reason for rejection why the name reservation is being rejected.



- 6. Reset the previous name: User can reset the previous reserved name and continue with the new name.
 - Click on "Continue" button for next name reservation request
 - All the fields will be cleared, and user gets new screen to reserve the name from the beginning.

			Black Listed Words
Rejected Your name reservation application has been reje	Applicati	on Submitted To: Kathmandu (Branch Office)	View Remarks
Reserve Name Details			Rejected
Enter your proposed name to check if it's available to register as a bu Is your company part of a group ? Yes No	siness name. Learn more about company type, business nam	ies on ocr.com.np	
Enter your proposed name to check if it's available to register as a built is your company part of a group ? Yes No Company Type	siness name. Learn more about company type, business nam Company Name(In English)	es on ocr.com.np Company Name(In Nepali)	

- 7. Update Objectives: User can add or delete the objectives of the company and again reapply with the current name, according to the remarks mentioned above.
 - Click on "Add" button

Objectiv Q Sea	Objective Details Q. Search				
S.N	NSIC Code	NSIC Objective(In English)	NSIC Objective(In Nepali)	Action	
1	0111	Growing of cereals (except rice), leguminous crop	फलफूल, मसला र विया कफि आदिको खेती गर्ने।	© Ī	
2	0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।	© Ī	
View	10 v per pa	age	1 - 2 of 2	(← < 1 > →	

• Check and uncheck the objectives you want add or remove

NSIC C	ode						×
Q Se	arch			١.	Select	Company Objectives	-
S.N		NSIC Code	NSIC Objective(In English)			Growing of cereals (except rice), leguminous crops and oil seeds	
1		0111	Growing of cereals (except rice), leguminous crops and oil seeds	I		Growing of rice	
2		0112	Growing of rice			Growing of vegetables and melons, roots and tubers	
з		0113	Growing of vegetables and melons, roots and tubers		-		
4		0114	Growing of sugar cane	L		J	
5		0115	Growing of tobacco				
6		0119	Growing of other non-perennial crops				
7		0121	Growing of grapes				
0		0122	Growing of tranical and cultranical finite				
View	10 ~	per page	1 - 10 of 265				÷

Cancel Save

• Or Search the objectives you want to add or remove

NSIC Code					×
Q Import				Select Company Objectives	
S.N	NSIC Code	NSIC Objective(In English)		Import Electronic Devices	
1 🖉	1236	Import Electronic Devices			
View 10 v per	page	1 - 1 of 1	⊬ < 1 > →		
			_		÷
					Cancel Save

- Click on "Cancel" button to cancel the process
- Click on "Save" button to save the new objectives
- 8. Save to Draft and submit the application again: User can save the new information to draft for future processing or submit the form.
 - Click on "Save As Draft" button to save the new details in draft.
 - Click on "Submit" button to submit the name reservation application again.

	me reservation applica	tion has been rejected with remark 'mismatched'			
 Name Detail Name Detail Name Deplication Name Data Application Name Data Application	ls tion Number 659 uting (मुनाफा वितरण नगर्ने	Is your company part of a group ? NO	Company Name(In Nepali) लुच्च्य त्रदेर्स दिस्तिबुतोर्स एंड इन्वेस्तोर्स	Company Name(In Er Lucky Traders Distrib	Ed nglish) putors And Investors
Dbjective Detail	5				+ Add Objectives
Dbjective Detail: Search all columi NSIC Code	s IS NSIC Objective (In	English)	NSIC Objective (In Nepali)		+ Add Objectives
Dbjective Detail Search all column NSIC Code 0899	s IS NSIC Objective (In Mining and quarryi	English) ng n.e.c.	NSIC Objective (In Nepali) अन्यत्र कतै नपरेका धात्विक वा अधात्विक व	स्तुहरूको	+ Add Objectives Action
Dispective Detail Search all column NSIC Code 0899 0910	s Support activities for	English) ng n.e.c. or petroleum and natural gas	NSIC Objective (In Nepali) अन्यत्र कतै नपरेका धात्विक वा अधात्विक व पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयो	स्तुहरूको मी क्रि	+ Add Objectives Action

1.1.8.4 Success

This is the screen for company name reservation success. Officially your company name reservation is approved by OCR, now move forward to the company registration process.

OCR Online Portal		Dashboard Documents	🤔 💼 🛛 🖶 💭
Company Name Reservation 🕦			Black Listed Words
Approved! Congratulations! Your name	e reservation has been approved.		application Submitted To: Kathmandu (Branch Office)
✓ Name Details			
Company Application Number 80/81-15-100007659	Is your company part of a group ? NO	Company Name(In Nepali) तुच्च्य त्रदेसी दिस्तिबुतोर्स ऐंड इन्वेस्तोर्स	Company Name(In English) Lucky Traders Distributors And Investors
Company Type Profit Non-Distributing (मुनाफा वितरण	नगर्ने)		
Objective Details			
Search all columns			
New NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	
0899	Mining and quarrying n.e.c.	अन्यत्र कतै नपरेका धात्विक वा अध	त्विक वस्तुहरूको
0910	Support activities for petroleum and natural gas	पेट्रोलियम र प्राकृतिक ग्याँस निकाल	ने सहयोगी क्रि
View 10~ per page			1-2 of 2

1 Company Registration

After the successful reservation done, user can proceed to Company Registration process. Company registration can be done filling up the all-necessary details regarding the company. User should complete company name registration process within 90 days from company name reservation approved date, if user fails to do so, other user can reserve and register the company with same name.

There are different types of Company and according to the company type there might be change of information to be filled.

OCR Online Portal	(B) ⊕ EN
Formir	elcome to Office of the Company Register g a Company name is an important step for aspiring business owners, and we'd love to make your dream a reality for you.
Name Reservation It is a process through which individuals or entities can secure a specific name for their business, organization, or project. 90 days remaining before reserved name expires. View Details →	Company Registration It is a process through which individuals or entities can secure a specific name for their business, organization, or project.

1. Click on "Continue" under Company Registration Card to start the Company Registration process.

1.1 General Information

This is the section where the user inputs all the general details of the company, like contacts details, BOD number declaration and other information and proceed to other steps of company registration.

S OCR Online Portal	Dashboard Fine	& Revenue V Documents	🥵 🕕 🖶 EN 🗸
	1 General Information 2	3 4 5 6 7 8 9	
Company Registration 0			
Shyam Traders (श्याम त्रदेर्स) Drafted			
Company Type: Private >> Multiple Ownership >> Joint	Venture Between Nepali and Foreign Investor • Reservat	tion Approved Date: 2024-05-21 Application Number: 8	0/81-19-100007662
Office Location Address:			
Province	District	Local Body	Ward Number
Bagmati Province $ imes imes imes imes$	Bhaktapur $ imes imes$	Madhyapur Thimi Municipality $ imes imes$	4 × ~
Tole/Street	Latitude	Longitude	Address Line 1 (Optional)
Madhyapur Thimi Nagarpalika, Bhaktapur, Bagmati F ♀	27.68381895	85.3898362509051	Lubhu
Phone Number	Fax (Optional)	PO Box Number (Optional)	Email (Optional)
9849874670			example@gmail.com
Website (Optional)			
www.example.com			
Input detail if your company is already registered in	another government body. (Optional)		
Company Registered in Another Government Body ?	Registration Number		
Choose Option			
Board Of Director			
No. of Board of Directors (BOD)			Activate Windo
3 X V			Go to Settings to ac
			Cancel Next >

1.2 Branch Information

If the company to be registered has branch, then in this section user inputs all the branch details, and if there is no branch than it is optional, it can be skipped.

1.2.1 Add Branch

Steps to add branch

1. Click on "Add branch" button

ish)						🕕 हा 🚺 नेपा
Company R	legistration					
Hamro	o Krishi Farm (हाम्रो Type: Public, All governme	कृषि फर्म) (DRAFT) nt • Reservation Appro	oved Date: 2023-06-07			
Compan	y Branch (Optional)					+ Add Branch
• If	your company doesn't have a	iny branch, you can skip t	his step.			
S.N	Province	District	Ward No.	Tole/Street	Local Body	Action
			Nol	nformation Yet		
View	10 v per page				1 - 0 of 0	₭ < 1 > →
						Previous Next

2. Popup form will open, enter all the details for branch information, optional fields are denoted by writing optional.

Province		District	
Bagmati Province	$\times \sim$	Dolakha	× ~
Local Body		Ward No.	
Kalinchowk Rural Municipality	\times \sim	3	× ~
Tole/Street		Lattitude	
Bigu, Dolakha, Bagmati Pradesh, 45510, Nepal	0	27.82376995	
Longitude		Address Line 1 (Optional)	
86.22146650694384			
Phone Number			
980000002			

3. Click on "Save" button to save the branch information

\mathbf{X}
Save & Add More Save

4. Click on "Save & Add More" button to add branch information, and add another branch information staying on the same screen.

1.2.2 View Branch

Steps to View branch

1. Click on "View "icon to view the branch details

Compar	ompany Branch (Optional)									
If your company doesn't have any branch, you can skip this step.										
S.N	Province	District	Ward No.	Tole/Street	Local Body	Action				
1	Bagmati Province	Dolakha	3	Bigu Dolakha	Kalinchowk Rural Municipality	⑦				
View	10 v per page					1-1of1 (← < 1 > →				

2. Branch details will be displayed

Province		District	
Bagmati Province	\sim	Dolakha	
Local Body		Ward No.	
Kalinchowk Rural Municipality	\sim	3	
Tole/Street		Lattitude	
Bigu, Dolakha, Bagmati Pradesh, 45510, Nepal	0	27.82376995	
Longitude		Address Line 1 (Optional)	
86.22146650694384			
Phone Number			
980000002			

3. Click on "Edit" button to edit the branch details

1.2.3 Edit Branch

Steps to edit branch

1. Click on "Edit" button to edit branch

ompar	+ Add Branch					
G If						
5.N	Province	District	Ward No.	Tole/Street	Local Body	Action
1	Bagmati Province	Dolakha	3	Bigu Dolakha	Kalinchowk Rural Municipality	
View	10 v per page					1-1 of 1 $ \leftarrow \langle 1 \rangle \rightarrow $

2. Edit form will be open

Province		District	
Bagmati Province	\times \sim	Dolakha	××
Local Body		Ward No.	
Kalinchowk Rural Municipality	\times \sim	3	××
Tole/Street		Lattitude	
Bigu, Dolakha, Bagmati Pradesh, 45510, Nepal	0	27.82376995	
Longitude		Address Line 1 (Optional)	
86.22146650694384			
Phone Number			
980000002			

3. Update the value in the fields you want to edit, Click on "Update" button to update branch information

980000002		
	Update	
]	

1.2.4 Delete Branch

Steps to delete branch

1. Click on "Delete" icon to delete the branch

Company Branch (Optional)								
If your company doesn't have any branch, you can skip this step.								
S.N	Province	District	Ward No.	Tole/Street	Local Body	Action		
1	Karnali Province	Humla	2	Highland Scotland	Simkot Rural Municipality	© / Ī		
View	10 v per page					1-1 of 1		

2. Delete confirmation popup appears.

Confirmation Are you sure you want to delete this? You cannot undo this after confirmation. Cancel Delete	1	
Are you sure you want to delete this? You cannot undo this after confirmation. Cancel Delete		Confirmation
Cancel Delete		Are you sure you want to delete this? You cannot undo this after confirmation.
		Cancel Delete

3. Click on "Cancel" button to cancel the delete action

Confirmation					
Are you sure you want to delete this?	You cannot undo this after confirmation.				
Cancel	Delete				

4. Click on "Delete" button to delete the branch



1.2.5 Next and Previous action

1. Click on "Next" button to save the data in the draft, and move to next screen.



2. Click on "Previous" button to move backward to the previous screen.



1.3 Objectives Details

All the objectives that are added at the time of Company Name Reservation are displayed here. User can only add and edit the remarks on the objectives if they are added at the time of reservation, if user wants to enter new objectives than it can be added, edited and deleted.

1.3.1 Add Objectives

Steps to add objectives

1. Click on "Add Objectives" button to add objectives

Object	ive Details			+ Add Objective
S.N	NSIC Code	Objective (in English)	Objective (in Nepali)	Action
1	0111	Growing of cereals (except rice), leguminous crop	फलफूल, मसला र चिया कफि आदिको खेती गर्ने।	+
2	0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।	+

2. Popup form will open with previous added Objectives details

Q Sea	irch				$f Y$ Filter \lor	Your Selected Company Objectives
S.N		Code	Objective (in English)	Objective (in Nepali)		Growing of other non-perennial crops
1		0111	Growing of cereats (except rice), leguminous crops and oil seeds	फलफूल, मसला र चिया कफि आदिको खेती गर्ने।		Growing of tobacco
2		0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।		Growing of sugar cane
3		0113	Growing of vegetables and melons, roots and tubers	खरायो, सुंगुर, लौकाट, कुखुरा, हांस, सुगा, गोही, मौरी, रेशम किरा पालन गर	Î	Growing of vegetables and melons, roots and
4		0114	Growing of sugar cane	उखुको खेती		tubers
5		0115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि		Growing of rice
6		0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि		Growing of cereals (except rice), leguminous
7		0130	Plant Propagation	बिरुवा प्रसार		crops and oil seeds
8		0129	Growing of other perennial crops	अन्य बारहमासी बालीहरूको वृद्धि		
9		0121	Growing of grapes	अंगूरको खेती		
10		0125	Growing of other tree and bush	अन्य रूख र झाठी को वृद्धि		
View	10 ~	per p	age	1 - 10 of 258 - K < 1 2 3	26 > →	
						Control Control

3. Select one or more objectives by clicking check box to add new objective

Q Sea	arch				Y Filter \checkmark	Your Selected Company Objectives
S.N		Code	Objective (in English)	Objective (in Nepali)		Growing of other non-perennial crops
1		0121	Growing of grapes	अंगूरको खेती		Growing of tobacco
2		0111	Growing of cereats (except rice), leguminous crops and oil seeds	फलफूल, मसला र चिया कफि आदिको खेती गर्ने।		Growing of sugar cane
3		0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।		Growing of vegetables and melons, roots and
4		0113	Growing of vegetables and melons, roots and tubers	खरायो, सुंगुर, लौकाट, कुखुरा, हांस, सुगा, गोही, मौरी, रेशम किरा पालन गर्ने	ÎI.	tubers
5		0114	Growing of sugar cane	उखुको खेती		Growing of rice
6	•	115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि		Growing of cereals (except rice), leguminous
7		0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि		crops and oit seeds
8		0122	Growing of tropical and subtropical fruits	उष्णकटिबंधीय र उपोष्णकटिबंधीय फलहरूको वृद्धि		Growing of grapes
9		0123	Growing of citrus fruits	सिट्स कलफूलको वृद्धि		
10		0124	Growing of pome and stone fruits	पोम र ढुङ्गा फलहरु को वृद्धि		
View	10 ~	per pa	age	1 - 10 of 265 🤟 🤟 2 3	27 > →	
						Cancel Save

4. Click on "Cancel" button to cancel the process



5. Click on "Save" button to save the new added objectives.



1.3.2 View Objectives

Steps to View objectives

1. Click on "View" icon to view objectives details

1	5	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि	© <i>(</i> /
	6	0121	Growing of grapes	अंगूरको खेती	◎ ⁄ ī
:	7	0115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि	© <i>∂</i>
	Viev	v 10 v p	er page	1 - 7 of 7	$ \leftarrow \langle 1 \rangle \rightarrow $

2. Objectives details will be displayed

Objective Details		×
NSIC Code 0115		
Objective (in English) Growing of tobacco		
Objective (in Nepali) सुर्तीजन्य पदार्थको वृद्धि		
Description		
सुर्तीजन्य पदार्थको वृद्धि		
	Cancel	

3. Click on "Cancel" to cancel the action

1.3.3 Add Objectives Description

If there are already description is added, then edit icon is description added Add icon is displayed.

Steps to Add objectives description

1. Click on "Add" icon to add objective description

1	0111	Growing of cereals (except rice), leguminous crop	फलफूल, मसला र चिया कफि आदिको खेती गने।	+		
2	0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।	+		
3	0113	Growing of vegetables and melons, roots and tubers	खरायो, सुंगुर, लौकाट, कुखुरा, हांस, सुगा, गोही, मौ	+		
4	0114	Growing of sugar cane	उखुको खेती	+		
5	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि	0	Ø	
~	0101		sinnad ad fl	~	~	-

2. Popup for will be displayed.

×
e
Cancel Save

3. Add the description, and click on "Save" to save description.



displayed. If there is no



4. Click on "Cancel" to cancel the action.

1.3.4 Edit Objectives Description

Steps to Edit objectives description

1. Click on "Edit" icon to edit the description on objectives

4	0114	Growing of sugar cane	उखुको खेती	+		
5	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि	0	0	
6	0121	Growing of grapes	अंगूरको खेती	0	Ø	Ū
7	0115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि	0	0	

2. Popup form with objectives details will appear.

Growing of other non-perennial crops Objective (in Nepali)	
अन्य गैर-बारहमासी बालीहरूको वृद्धि Description	

3. Update description, and click on Edit to update the description

-			
	Objective Details	×	
	NSIC Code 0119		
	Objective (in English) Growing of other non-perennial crops		
	Objective (in Nepali) अन्य गैर-बारहमासी बालीहरूको वृद्धि		
	Description		
	अन्य गैर-बारहमासी बालीहरूको वृद्धि , अन्य गैर-बारहमासी बालीहरूको वृद्धि , 		
		Edit	

1.3.5 Delete Objectives

Only the objectives that are added at the time of Company Registration can be deleted. The objectives that are added at the time of Company Name Reservation cannot be deleted. Steps to Delete objectives

1. Click on "Delete" button to delete objectives

3	0113	Growing of vegetables and melons, roots and tubers	खरायो, सुंगुर, लौकाट, कुखुरा, हांस, सुगा, गोही, मौ	+
4	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि	0
5	0121	Growing of grapes	अंगूरको खेती	◎ ⁄ Ū
6	0115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि	© 0
7	0114	Growing of sugar cane	उखुको खेती	© <i>(</i>)

2. Delete confirmation popup appears

1		
	Confirm	nation
	Are you sure you want to delete this? Yo	ou cannot undo this after confirmation.
	Cancel	Delete

3. Click on "Cancel" button to cancel the action

Confir	Confirmation			
Are you sure you want to delete this? You cannot undo this after confirmation				
Cancel	Delete			
Cancel	Delete			

4. Click on "Delete" button to delete the object

1	I	
	Confir	mation
	Are you sure you want to delete this?	ou cannot undo this after confirmation.
	Cancel	Delete
-		

1.3.6 Next and Previous action

3. Click on "Next" button to save the data in the draft, and move to next screen.



4. Click on "Previous" button to move backward to the previous screen.



1.4 Capital Structure

This is the section to enter the capital details of the company. Capital structure of the company varies according to the company types.

1.4.1 Capital Structure for Private Company

Steps to insert capital structure

1. Enter details for Authorized Capital

Capital Structure		
Authorized Capital		
Authorized Capital	Rate	Quantity of Shares
	100	
Issued Capital		
Issued Capital	Rate	Quantity of Shares
	100	
Paid up Capital		
Paid Up Capital	Unpaid Capital	Total Paid up Capital
Rate	Quantity of Shares	
100		

- 2. Enter details for Issued Capital, issued capital should not be greater than Authorized Capital.
- 3. Enter Details for Paid up Capital, insert paid up and unpaid Capital. Paid Up Capital should not exceed Authorized Capital and Issued Capital.
- 4. Click on "Previous" button to move to previous screen.



5. Click on "Next" button to save the data in the draft, and move to next screen.



1.4.2 Capital Structure for Public Company

Capital structure of the Public Company is divided into different section, i.e. Authorized capital, Issued Capital, paid up Capital (for Promoters), Paid up Capital (for Public).

Steps to insert capital structure

1. Enter all details for Authorized Capital

Authorized Capital				
Authorized Capital		Rate		Quantity of Shares
100000		100		1000

 Enter all details for Issued Capital, Issued Capital cannot be more than Authorized capital. Ration of general Share for Promoter should be 51% or above and Public share ratio should not be below 30%.

Issued Capital

Issued Capital	Rate	Quantity of Shares
80000	100	800
Ratio of General Share		
55 : 45		
Promoter share ratio should be 51% or above.		
Public share ratio should not be below 30%.		

 Enter all details for Paid Up Capital (for Promoters), Paid up capital cannot be greater than Issued Capital and the ratio should match according to the ratio mentioned. Total Paid Up Capital should be equal to Paid Up Capital and Unpaid Capital and should not exceed value more than Issued Capital.

Paid up Capital (for Promoters)		
Paid Up Capital	Unpaid Capital	Total Paid up Capital
40000	4000	44000
Rate	Quantity of Shares	
100	440	

4. Enter all the details for Paid up Capital (for Public), it should not exceed more than mentioned in the ratio section.

Paid up Capital (for Public)		
Share Amount Allocated for Public	Rate	Share Quantity Allocated for Public
32000	100	320

5. Click on "Previous" button to move to previous screen.



6. Click on "Next" button to save the data in the draft, and move to next screen.



1.4.3 Capital Structure for Foreign Company

Capital structure of foreign company allows user to enter capital structure of head office, Capital structure of branch and Liaison, which can be categorized two option either Authorized Capital or Funding.

Steps to Add Capital Structure

1. Enter details for Capital Structure of Head office

lead Office (Capital Structure)		
otal Authorized Capital	Total Issued Capital	Total Paid up Capital
50000	20000	20000

2. In Capital Structure (Branch/Liaison), choose either Authorized Capital or Funding, only one option should be selected.

Authorized Capital Fund	ling		
Authorized Capital			
Authorized Capital	Rate	Quantity of Shares	
20000	100	200	
ssued Capital			
ssued Capital	Rate	Quantity of Shares	
20000	100	200	

3. If Choose Authorized Capital: Click on "Authorized Capital", Enter Authorized Capital, Issued Capital and Paid Up Capital

Authorized Capital	Rate	Quantity of Shares	
20000	100	200	
ssued Capital 🔫 ——			
ssued Capital	Rate	Quantity of Shares	
20000	100	200	
Paid up Capital 🔫 —			
Paid up Capital	Unpaid Capital	Total Paid up Capital	
Paid up Capital Paid Up Capital 20000	Unpaid Capital	Total Paid up Capital	
Paid up Capital Paid Up Capital 20000 Rate	Unpaid Capital 0 Quantity of Shares	Total Paid up Capital 20000	

4. If choose Funding, Click on "Funding" tab,

Capital Structure (Branch / Liaison) Authorized Capital		
Total Amount		
233		
Source of Fund	+ Add	

5. Enter "Total Amount" in the Total Amount Field

6. Click on "Add" button to add the Source of fund.

Capital Structure (Branch / Lia	aison)	
Authorized Capital Funding		
Total Amount		1
Total Amount is Required.		
Source of Fund	+ Add	
Source	Amount	_
	0	回

7. Click on "Delete" icon to delete the Source of fund.

Source of Fund		+ Add
Source Salary	Amount 0	Ē
Source	Amount 0	

8. Click on "Previous" button to move to previous screen.



9. Click on "Next" button to save the data in the draft, and move to next screen.



1.4.4 Capital Structure for Non-Profit Company

Non-Profit company has only source of fund as Capital Structure.

- Steps
 - 1. Enter "Total Amount" field to enter total amount of capital structure as source of fund.

Capital Structure		
Total Amount		
Source of Fund	+ Add	

2. Click on "Add" Button to add source of fund.

Capital Structure	
Total Amount	
Source of Fund	+ Add

3. Enter Source of Fund , and amount. Source of fund is mandatory but amount is optional.

otal Amount			7
80000			
ource of Fund		+ Add	
ource of Fund		+ Add	
ource of Fund	Amount	+ Add	
ource of Fund	Amount	+ Add	

- 4. Click on "Delete" icon to delete Source.
- 5. Click on "Previous" button to move to previous screen.



6. Click on "Next" button to save the data in the draft, and move to next screen.



1.5 Company Shareholders

Company shareholder, section lets user to enter Company Shareholder details and Information about the Board of Directors (BOD). There is company shareholders for Private, Public and Non-Profit company where as in Foreign Company there is only company representative.

1.5.1 Company Shareholder for Private Company, Public Company and Non -Profit Company Add shareholders

1. Click on "Add New Shareholder" button

Company Shareholder's Details	+ Add New Shareholder
Please add the information of shareholders before proceeding to next step	

2. Popup form will be displayed, there are two types of options, shareholder as Residence Nepal and Foreign

1.5.1.1 Foreign Residence



1. If residence as Foreign, there is option to Add FDI Number, click on "Add" button to add FDI Number.

FDI Number	Add
List of Approved Shareholders	

2. Enter FDI Number, and Click on "Search" button.

	Add
FDI Number	
126	

3. List of shareholders will be displayed when FDI number matches. Select the checkbox which share holder to add.

List	of	Approved	Shareholders

Select the Individuals/Company who will be the company's shareholders from the list of Approved Shareholders and then click 'Confirm'								
Q Sear	2 Search							
S.N	•	Individual/Company Name	Entity	FDI Number	Investment Amount			
1		Anne Holt	INDIVIDUAL	196	1000000			
2		Mukesh Pandit	INDIVIDUAL	196	1000000			
3		Swabhim	COMPANY	196	1000000			
4		Dristin	COMPANY	196	1000000			
5		Swabhim	COMPANY	196	1000000			
View	10 v pe	r page			1-6 of 6 $ \langle \cdot \langle 1 \rangle \rangle$			

- 4. Click on "Cancel" button to cancel the action.
- 5. Click on "Confirm" button to confirm the selection.
- 6. After confirmation, list of shareholders will be displayed.

Qs	earch					▼ Filter ∨
S.N	Shareholder's Name (In English)	Shareholder's Name (In Nepali)	Residence	Entity	Action	
1	Anne Holt	Anne Holt	Foreign	INDIVIDUAL	Ū	Edit Data

- 7. Click on "Delete" button to delete the shareholder.
- 8. Click on "Edit Data" button to add additional information of Shareholder.
- 9. Enter details on "General Information" and click on "Next" button

		Full Name (In Nepali)		Gender	
Anne Holt		Anne Holt		Male Female Other	
ather's Name		Mother's Name		Grandfather's Name	
Bijay Holt		Seali Holt		Michael Holt	
ate of Birth (In BS)		Date of Birth (In AD)		Identification Document Type	
₹04¥-0≩-0£	× 🗇	1997-06-20	× @	Passport	
dentification Document Number		Identification Document Issued Date		Identification Document Expiry Date	
5556565656		2020-03-08	× 🗇	₹0.0-0⊉-३१	×E
sued Country		Tax Registration No. / PAN No. (Optional)		Investment Source	
Akrotiri	× ~	444444		Equity	× ~
westment Amount					
1000000					
have balder Tome					
narenotder Type					
	ion				
Director Founder Share Owner Jurisdicti		No. of Shares	Paid Amount	Unpaid Amount	
Director Director Jurisdicti					

10. Enter details on "Contact Information" and click on "Next" button

Permanent Address			
Country	Tole/Street	Latitude	Longitude
Afghanistan $ imes \sim$	Kathmandu, Kathmandu Metropolitan City, Kathmandı 💿	27.69505407293166	85.31357418848141
Address Line 1 (Optional)			
Temporary Address (Ontional)			
Temporary Address (Optional)			
Province	District	Local Body	Ward No.
Bagmati Province $~~\times~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Chitwan × V	Khairahani Municipality $ imes imes$	5 × ~
Tole/Street	Latitude	Longitude	Address Line 1 (Optional)
Bharatpur, Chitwan, Bagmati Pradesh, Nepal 💿	27.602708635397203	84.42719169738089	
Contact Information			
Phone	Fax (Optional)	P.O. Box No. (Optio	nal)
6656566666	•		
Email (Optional)	Website (Optional)		
			Previous Next

11. Click on "Add Witness" button to add witness details

Witnes	s Details					+ Add Witness
Q Sear	ch					🝸 Filter 🗸
S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action
			+			
			No Information Yet			
						_
View	10 🗸 per page				1 - 0 of 0	- < 1 > ->
						Previous

12. Enter details of Witness and click on "Save" button to save witness detail.

Nationality			
Is Foreign			
Full Name			
Ram Bahadur			
Province		District	
Gandaki Province	\times \vee	Kaski	\times \vee
Local Body		Ward No.	
Annapurna Rural Municipality	\times \vee	2	\times \vee
Address Line 1 (Optional)			
dentification Document Type		Identification Document Number	
Citizenship	× ~	44545454	
Phone		Email	
9666326589		test@yopmail.com	

13. Witness list will be displayed, click on "View icon" to view witness, "Edit icon "to edit the witness, "Delete icon" to delete the witness detail.

	unen.							
S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action		
1	Ram Bahadur	Nepali	Citizenship	PDFJPG		◎ ⁄ ī	+ Upload	
					View	Edit	Delete	

14. Click on "Upload" button to upload the identification document of the witness

0	Q, Search							T	' Filter	~	
s.	N Full Name	Residence	Identification Document Type	File Extension	File	Action					
1	Ram Bahadur	Nepali	Citizenship	PDF,JPG		00	Ū	+ Upload			

15. Select the required document, and click on "Next" button

λ Se	arch						Tilter 🕈
N	Full Name	Residence	Identification Document Type	File Extension	File	Action	
	Ram Bahadur	Nepali	Citizenship	PDF,JPG	dummy-citizenship.jpg	⊘ Ø Ū	+ Upload
	10 v per pa	ade				1 - 1 of	1 < < 1 > -

- 16. Upload the necessary document documents in the "Documents" section
- 17. Click on "Upload "upload the documents

Neces	ssary Documents					
S.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File	Action
1	Others	अन्य	5	PDF,DOCS,JPEG		+ Upload
2	NID	राष्ट्रिय परिचयपत्र	5	PDF,PNG,JPEG,JPG,DOCS		+ Upload
3	Passport	राहदानी	5	PDF,PNG,JPEG,JPG		+ Upload
Viev	v 10 v per page		-		1 - 5 of 5	k < 1 > →
					Prev	vious Update Shareholder

18. Click on "Update Shareholder" button to update the shareholder.

0000	eary Documents					
S.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File Action	
1	Others	अन्य	5	PDF,DOCS,JPEG	+ Upload	
2	NID	राष्ट्रिय परिचयपत्र	5	PDF,PNG,JPEG,JPG,DOCS	+ Upload	
3	Passport	राहदानी	5	PDF,PNG,JPEG,JPG	+ Upload	
View	v 10 v per page	menter	-		1 - 5 of 5 🤟 🤘 🕹	> →

1.5.1.2 Nepali Residence

Shareholder Type



1. If Entity as Individual, enter NID Number.

Entity Individual Company			
NID No.	Full Name (In English) Ram Das Shrestha	Full Name (In Nepali) रामदास श्रेष्ठ	Gender Male Female Other
Father's Name Mohan Shrestha	Mother's Name Maya Shrestha	Grandfather's Name Hari Shrestha	Date of Birth (In BS) २०३०-१२-०२ छि
Date of Birth (In AD) 1985-04-14			
			Save & Add More Save

- 2. Click on "Save & Add More" button to save and add more residence staying in same page.
- 3. Click on "Save" button to save the residence.
- 4. If Entity is Company, click on "Add" button and enter "Company Registration Number"

Entity					
Individ	lual C	Company			
Compa	ny Regist	ration Number	Add		
Company	Registration	n Number			
1234					
Searc	h				
Q Sea	arch				🝸 Filter 🗸
S.N		Company Name (English)	Company Name (Nepali)	Registration Number	Pan Number
1		Facebook Company	Ram Das Shrestha	1234	45466
2		Tesla Company	tesla	1344	45466

5. List of Company displays, select the company and click on " Confirm"

Residence Nepali	Foreign				
Entity Individua Company	al Compar	n Number	Add		
Company R 1234 Search	Registration Numb	er.	8		
Q Searc	h				Y Filter V
S.N		Company Name (English)	Company Name (Nepali)	Registration Number	Pan Number
1		Facebook Company	Ram Das Shrestha	1234	45466
2		Tesla Company	tesia	1344	45466
View	10 v per p	age			1-2 of 2
					Confirm

Add BOD

- 1. Click on "Add BOD" to add BOD
- 2. Popup form opens, select shareholder name from the dropdown, enter Working Time Period and click on "Save" button

Shareholder's Name		
Sujit Shrestha		$\times \sim$
Working Time Period From (in BS)		Working Time Period From(in AD)
	31	31
Working Time Period To (in BS)		Working Time Period To (in AD)
	31	31
Working Time Period (In Years)		
0		
		Cancel Save

3. At least one BOD phone number must be verified, click on "Verify Phone No." verify the phone number

Q Search						▼ Filter ∨
.N BOD Na	ame Wo	orking Time Period (In Years)	Independent BOD	Action		
Anne H	lolt 3			Verify Phone No.	Ø	
10			L	1 1 of 1		

4. Enter OTP sent in the phone number and Click on "Verify Phone No."

	•
	Verify BOD Phone No.
Plea	ase enter the OTP that we sent to 180 phone no. 9840067523
OTP Code	
Resend OTP	Code in 1:59
	Verify Phone No.

5. Click on "Previous" button to move to previous screen.



6. Click on "Next" button to save the data in the draft, and move to next screen.



1.5.2 Company Representative for Foreign Company

1. Company Representative add page looks

e 2 (English)		🚺 en 💽 3
mpany Registration		
Foreign Apple Nepal (विदेशी एप्पल Company Type: Foreign, Branch * Reservation	। नेपाल) (DRAFT) Approved Date: 2023-06-22	
Company Representative's Details		+ Add Representative
Please add the information of compa	iny representatives before proceeding to next step	
Q Search		🍸 Filter 🗸
S.N Representative's Name	Identification Document Name	Action
	۵ +	
	No Information Yet	
		Previous Next

- 2. Click on "Add representative" to add new representative
- 3. Popup form appears

neral Information	Contact Information	Documents
Company representative		
Residence Nepali Foreign		
Full Name (In English)	Full Name (In Nepali)	Gender Male Female Other
Father's Name	Mother's Name	Grandfather's Name
Date of Birth (In BS)	Date of Birth (In AD)	
Identification Document Type	Identification Document Number	Identification Document Issued Date
Choose Option		<u></u>
Issued District	PAN No.	
Choose Option		

- 4. There are three steps to add details ,General Information , Contact Information and Documents
- 5. Fill the General Information form addressing all the details needed either residence is Nepali or Foreign.

neral Information	Contact Information	Documen
Company representative		
Residence Nepali Foreign		
Full Name (In English)	Full Name (In Nepali)	Gender
Bhup Thapa	भूम थापा	Male Female Other
Father's Name	Mother's Name	Grandfather's Name
Rup Thapa	Rupa Thapa	Kurup thapa
Date of Birth (In BS)	Date of Birth (In AD)	
२०६६-०३-१२	× 箇 2009-06-26 >	< 18
Identification Document Type	Identification Document Number	Identification Document Issued Date
Nation Id	4343343	iii × \$0-58-9@05
Issued District	PAN No.	

- 6. Click on "Next" button to move forward to the next process.
- 7. Contact Information screen appears, Fill the Contact Information form addressing all the details like Temporary Address, Permanent Address and Contact Information details

eneral Information		Cont	act Information			Documer
Permanent Address						
Province	District		Local Body		Ward No.	
Gandaki Province $~~\times~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Gorkha	× ~	Ajirkot Rural Municipality	× ~	3	× ~
Tole/Street	Latitude		Longitude		Address Line 1 (Optional)	
Kathmandu, Kathmandu Metropolitan City, Kathm 💿	27.717215027592953		85.31484509815242			
Temporary Address Same As Permanent Address Province Gandaki Province X V Tole/Street	District Gorkha Latitude	× ~	Local Body Ajirkot Rural Municipality Longitude	× v	Ward No. 3 Address Line 1 (Optional)	× ~
Kathmandu, Kathmandu Metropolitan City, Kathm 💿	27.717215027592953		85.31484509815242			
Contact Information Phone 999998856 P.O. Box No. (Optional)	House No. 14 Email (Optional)			Fax (Optional)	1)	

Previous Next

- 8. Click on "Previous" to go to the previous step
- 9. Click on "Next" button to proceed to next step
- 10. Document screen appears,

ral Info	prmation		Contact Information				Docu
l eces Q Se	sary Documents						▼ Filter ∨
S.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File	Action	
1	Pan	प्यान	5	PDF,XLS,JPEG,PNG,JPG		+ 1	Jpload
2	Others	अन्य	5	PDF,DOCS,JPEG		+ (Jpload
3 Viev	Passport / 10 v per page	राहदानी	5	PDF,PNG,JPEG,JPG	1 - 5 of 5	+ u (+ <	Joload 1 > →

11. Click on "Upload" button to upload the document listed in the list

al Inf	ormation		Contact Information				Doc
e ce s	earch						▼ Filter ∨
.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File	Action	
۱ I	Pan	प्यान	5	PDF,XLS,JPEG,PNG,JPG		+	Upload
2	Others	अन्य	5	PDF,DOCS,JPEG		+	Upload
	Passport	राहदानी	5	PDF.PNG.JPEG.JPG		+	Upload
					1 5 -6 5		

12. Document appears when added the document

S.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File	Action
1	Pan	प्यान	5	PDF,XLS,JPEG,PNG,JPG	dummy-housedocument.jpg +0	+ Upload
2	Others	अन्य	5	PDF,DOCS,JPEG		+ Upload
3	Passport	राहदानी	5	PDF.PNG.JPEG.JPG		+ Upload

- 13. Click on "Previous" button to move to the previous step
- 14. Click on "Add Representative" button to add representative

View Company representative

1. Click on "View" icon to view Company representative details

Phase 2 (Eng	jlish)		🚺 EN 💽 नेपा
Company	Registration		
Foreig	gn Apple Nepal (विदेशी एप	गल नेपाल) 🚥	
Compan	y Type: Foreign, Branch * Reservation	n Approved Date: 2023-06-22	
S.N	Representative's Name	Identification Document Name	Action
1	Bhup Thapa	Nation Id	© Ø Ō

2. Popup form appears displaying representative details, click on Next button to navigate the different stages and view the details

eneral leformation		Centact Informa	ation		Documents
Company representative					
Nepali Foreign Full Name (In English) Bhup Thapa		Full Name (In Nepali) भूष धाषा		Gender Male Female Other	
Father's Name Rup Thapa		Mother's Name Rupa Thapa		Grandfather's Name Kurup thapa	
Date of Birth (In BS) २०६६-०३-१२	× Ħ	Date of Birth (In AD) 2009-06-25	× 🕅		
Identification Document Type Nation Id		Identification Document Number		Identification Document Issued Date ২০৬९-१२-০१	× 前
Issued District Baglung		PAN No. 3343434343			
					Next

3. Click on "Close" to close the view

Edit Company Representative Detail

1. Click on "Edit" button to edit company representative

R Phase 2 (Engl	lish)			🚺 EN 🚺 नेपा
Company R	legistration			
Foreig Company	n Apple Nepal (विदेशी एप्पल 'Type: Foreign, Branch + Reservation A	नेपाल) लिखा pproved Date: 2023-06-22		
Q See	rease aou die information of compar	A tebraseurginas nerota hiorasonuñ in uevristab		▼ Filter ∨
S.N	Representative's Name	Identification Document Name	Action	
1	Bhup Thapa	Nation Id	@ / Ē	

2. Popup form opens enabling user to edit the details

3. Update the "General Information" and click on "Next" button

eral Information		Contact Information			Documen
Company representative					
Residence					
Nepali Foreign					
Full Name (In English)		Full Name (In Nepali)		Gender	
Bhup Thapa		भूप थापा		Male Female Other	
Father's Name		Mother's Name		Grandfather's Name	
Rup Thapa		Rupa Thapa		Kurup thapa	
Date of Birth (In BS)		Date of Birth (In AD)			
२०६६-०३-१२	× 🖻	2009-06-25	× 🗇		
identification Document Type		Identification Document Number		Identification Document Issued Date	
Nation Id	× ~	4343343		2008-55-05	× 🖻
Issued District		PAN No.			
Baglung	× ~	3343434343			

4. Update the "Contact Information" and click on "Next" button

0				•			———————————————————————————————————————
Seneral Information		L	Conta	act Information			Documents
Permanent Address							
Province	District			Local Body		Ward No.	
Gandaki Province \times \vee	Gorkha		× ~	Ajirkot Rural Municipality	× ~	3	× ~
Tole/Street	Latitude			Longitude		Address Line 1 (Optional)	
Kathmandu, Kathmandu Metropolitan City, Kathmandı 💿	27.71721502759	2953		85.31484509815242			
Temporary Address							
Same As Permanent Address							
Province	District			Local Body		Ward No.	
Gandaki Province $~~\times~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Gorkha			Ajirkot Rural Municipality	× ~	3	× ~
Tole/Street	Latitude			Longitude		Address Line 1 (Optional)	
Kathmandu, Kathmandu Metropolitan City, Kathmandı 🛛 🗐	27.71721502759	2953		85.31484509815242			
Contact Information		Davies Ma			F		
Phone		House No.			Pax (Uptional)		
999998856		14					
P.O. Box No. (Optional)		Email (Optional)			Website (Optional)		
							Previous Next

5. Update the "Document" section and click on "Add representative" section to complete the update company representative

at mormation	С	ontact Information		Docum
ecessary Documents				▼ Filter ∨
S.N Document Name (In English) Document Name	(In Nepali) Max File Size(in I	MB) File Extension	File	Action
1 Pan प्यान	5	PDF,XLS,JPEG,PNG,JPC	G dummy-housedocument.jpg +0	+ Upload
2 Others अन्य	5	PDF,DOCS,JPEG		+ Upload
3 Passport राहदानी	5	PDF.PNG.JPEG.JPG		+ Upload
View 10 v per page			1 - 5 of 5	\leftarrow < 1 > \rightarrow

6. Finally, click on "Next" button to save the Company representative.



7. Click on "Previous" button to move to the previous stage of company registration process.



1.6 Legal Document

In this section, details of the legal person entitled to the company should be filled and forwarded. Users need to input all details basically like name of the lawyer in Nepali and English, his/her contact number, identification document type and their identification document number.

	Dashboard Fine & Revenue 🗸 Documents	🤳 💼 👳 EN 🗸
	1 2 3 4 5 6 Legal Person Details 7 8 9	
Company Registration 🏮		
Shyam Traders (श्याम त्रदेर्स) Drafted		
Company Type: Private >> Multiple Ownership >> J	Joint Venture Between Nepali and Foreign Investor • Reservation Approved Date: 2024-05-21 • Application Number: 80/81-1	9-100007662
Company Type: Private >> Multiple Ownership >> J	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1	9-100007662
Company Type: Private >> Multiple Ownership >> J	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1	9-100007662
Company Type: Private >> Multiple Ownership >> J Legal Person Details: Name English	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1 Name Nepali Contact Number	9-100007662
Legal Person Details: Name English Bipin Chhetri	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1 Name Nepali	9-100007662
Company Type: Private >> Multiple Ownership >> J Legal Person Details: Name English Bipin Chietri Identification Document Type	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1 Name Nepali Contact Number [현대 경제] 환자 전 2024-05-21 * Application Number: 80/81-1 HighTig Alia Contact Number 80/81-1 HighTig Alia S45986451 HighTig Alia Document Number 80/81-1	9-100007662
Company Type: Private >> Multiple Ownership >> J Legal Person Details: Name English Bipin Chhetri Identification Document Type Citizenship	Joint Venture Between Nepali and Foreign Investor * Reservation Approved Date: 2024-05-21 * Application Number: 80/81-1 Name Nepali Contact Number [현다귀 상품] Contact Number 8745986451 Lidetification Document Number Designation	9-100007662

After fill all the details and clicking to next, users can proceed to next section of company registration.

1.7 Generate Document

In this section document will be auto generated according to the information user inputs. User inputs details according to their company needs.

1. Select the any document you want to generate mentioned in the list

	rt. Ltd. (छुना मुना प्रा लि) (Date) Iulti, All Nep • Reservation Approved Date: 2054/02/20
	Its hese documents in the next step, therefore we have created templates where you can edit your information and generate them
>	ation (AOA) is a legal document that outlines the internal 🔊 MOA governance structure of a company formation and operations
lt >	a Letter ued by a government authority or registrar to confirm the 3 n of a company
1	Letter ued by a government authority or registrar to confirm the o of a company Document XYZ It is an important document for establishing the legal existence of a company Previous

- 2. Click on "Next" button to move forward with the document edit process
- 3. Enter all the details needed for the selected document

OCR Online Portal	Dash	board	Fine & Rev	enue Documents	AOA	
1	2 3 4	5	6	7 Document Generation	🗸 कम्पनी ऐन, २०६३ अन्तर्गत संस्थापित	
Company Registration 0					 कम्पनीको नामः 	
Generate Documents You will need to upload these documents in the next s	tep, therefore we have cr	eated tem	nplates whe	ere you can edit your information a	 कम्पनीको रजिष्टर्ड कार्यालयः 	
Company registration Application Application for company Registration.		(0	NOA The Articles of Association (AOA) is	🗸 परिभाषाः	
					 कम्पनीको उद्देश्यः 	
The Memorandum of Association(MOA) outlines the governing the company's formation and operations.	fundamental details and	rules (0		परिच्छेद – २ शेयर पूँजी तथा ऋण	
					🗸 शेपरको अंकित मूल्यः	
					🗸 शेयरमा लियन रहने कुरा:	
					 विभिन्न वर्गको शेयरहरू जारी गर्ने भए त्यस्ता शेयरक 	

4. Click on "Edit" icon to enable edit action for every section and headers

OCR Online Portal Dashboard Fin	e & Revenue Documents	AOA	×
1 2 3 4 5 6	7 Document Generation	 कामनी मेन २०६३ अन्तर्गत संख्यापित 	
Company Registration 0		י איזייו גיו, גיעע סגעיט געשוויע	
Generate Documents		 कम्पनीको नामः 	Ø
You will need to upload these documents in the next step, therefore we have created templat	es where you can edit your information a	 कम्पनीको रजिष्टर्ड कार्यालयः 	Ø
Company registration Application (5) Application for company Registration.	AOA The Articles of Association (AOA) is rules, regulations, and governance	৵ परिभाषाः	Ø
		 कम्पनीको उद्देश्यः 	Ø
MOA The Memorandum of Association(MOA) outlines the fundamental details and rules governing the company's formation and operations.		परिच्छेद – २ शेयर पूँजी तथा ऋण	Ø
		 शेयरको अंकित मूल्यः 	Ø
		 शेयरमा लियन रहने कुरा: 	Ø
		 विभिन्न वर्गको शेयरहरू जारी गर्ने भए त्यस्ता शेयरक 	Ø
		Preview Document Downlos	ad Document

5. Popup form appears , enter the content

Anusuchi-I X Content Presengal V AlV RVAV BILOSICIUM E QVAV 0 4 D I Cancel Save	
Content	Anusuchi-I X
Image: Specific vice of the second vic	Content
Cancel Save	- ⊕ ⊕ Hending1 v Alv Alv Δ v ⊠ v B I ⊻ ⊕ ≡ v ≔ v ⊟ ∈ ⊡ Q v Ω v Ø 44 ⊠ !
Cancel Save	
	Cancel Save

- 6. Click on "Preview Document" to see the preview of the document
- 7. Click on "Download Document" to download the created document.

1.8 Document Details

This is the section where user is allowed to enter all the necessary documents needed for company registration process from start to end.

1. Click on "Upload" button to each item displayed in the list.

S 😂	CR Online Portal		Da	shboard	Fi	ine & Reveni	ke ∨	Documents				🤩 🗈	⊕ EN ∖
	1	2	3	4	5	6	7	B Document Detail:	s 9				
Company	Registration 0												
Shvan	n Traders (श्याम त्रदेर्स) (Drated)												
Company	Type: Private >> Multiple Ownership >> Joint Venture Between Ne	pali and Fo	reign In	vestor «	Rese	rvation Appr	oved Da	te: 2024-05-21 •	Application Nu	mber: 80/81-19-1	00007662		
Necessa	ry Document												
S.N	Document Type					Max File	Size	Extension		File	File Required ?		Action
1	AOA					4 MB		DOCS , PDF -	- 2	AOA (4).pdf	Yes		£
2	MOA					5 MB		DOCS , PDF +	2	MOA (4).pdf	Yes		ĉ
3	Foreign Investment approval letter from the Industries department					5 MB		DOCS , PDF			No		企
4	Promoters Founders Application					5 MB		DOCS , PDF			No		ĉ
5	Private Firm Registration Certificate					5 MB		DOCS , JPEG	+ 1		No		ĉ
6	Renewal of Private Firm					5 MB		DOCS, JPG +	1		No		ĉ
7	Tax Clearance certificate					5 MB		DOCS , JPEG	+ 1		No		ĉ
8	Opinions/ feedback of concerned body					5 MB		DOCS , PDF			No		<u>ث</u>
9	Contract letter					5 MB		DOCS , JPEG	+ 1		No		ĉ
10	Project report					5 MB		PDF			No		ŕ
View	10~ per page										1 - 10 of 14	< 1 2	> →

2. Insert the document in the respective document type

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	AOA	4 MB	DOCS , PDF + 2	AOA (4).pdf	Yes	ŕ
2	MOA	5 MB	DOCS , PDF + 2	MOA (4).pdf	Yes	٢

3. Click on "Previous" button to move to previous screen.



4. Click on "Next" button to save the data in the draft, and move to next screen.



1.9 Application Preview

After all the details are filled and ready to be submit, user can preview all the application once before final submission. If there are any corrections to be needed user can correct before final submission.

- 1. Observe the details, check and verify if all details are correct.
- 2. Click on "Previous" button if there are any changes to be done



3. Click on "Submit" if data are correct and ready for submission to submit the company for registration.



1.10 Company Registration Application States

This is the state where user can be notified that what is the current state of their Company registration process. After knowing the state of the application, user can do actions accordingly.

1.10.1 Submitted

This state denotes that the application is submitted successfully. "Submitted" badge is displayed for submitted state.

mpany Type: Pvt, Multi, All	Nep = Reservation	Approved Date	:: 2054/02/20					
ffice Location								
wince		District			Local Body		Ward No.	
Bagmati	\sim	Lalitpur		~	Sanepa	\sim	14	\sim
le/Street	L	atitide (Optional	ų.		Longitude (Optional)		Phone No.	
Kharibot		27.6844° N, 8	5.3059° E		27.6844" N, 85.3059* E		9876543210	
		Detionally.	Email (Ontional)			Website (Optio	naU	
< No. (Optional)	P.O. Box Number (Jaconau	critar (opuoliar)					
k No. (Optional) Placeholder anch Information	P.O. Box Number (ppbonal)	Placeholder			Placeholder		
 No. (Optional) Placeholder anch Information Province 	Placeholder	ct	Placeholder	Tole/Stree	t	Placeholder Local Body	Ward No.	Action
 No. (Optional) Placeholder anch Information Province Bagmati 	P.O. Box Number (c Placeholder Distri	ct nandu	Placeholder	Tole/Street	t Mu	Placeholder Local Body 07	Ward No.	Action
r No. (Optional) Placeholder Placeholder Bagmati Gandaki	Pld. Box Humber (Placeholder Distri Kathr Pokh	ct nandu ara	Placeholder	Tole/Stree Kathmand Pokhara	t lu	Placeholder Local Body 07 10	Ward No. 6 8	Action ©
 No. (Optional) Placeholder anch Information Province Bagmati Sandaki umbini 	Placeholder Placeholder Distri Kathr Pokh	ct nandu ara	Placeholder	Tole/Stree Kathmand Pokhara Lumbini	t.	Placeholder Local Body 07 10 02	Ward No. 6 8 13	Action © ©

1.10.2 Under Review

This state denotes that the application is being processed. Officials from OCR are addressing the application. "Under Review" badge is displayed for under review state.

Office Location								
Province		District			Local Body		Ward No.	
Bagmati	\sim	Lalitpur		~	Sanepa	\sim	14	~
ole/Street		Latitide (Optiona			Longitude (Optional)		Phone No.	
Knaribot		27.6844° N, 8	10.3059- E		27.6844" N, 85.3059" E		9876543210	
ax No. (Optional)	P.O. Box Numbe	er (Optional)	Email (Optional)			Website (Optic	nal)	
Placeholder	Placeholder		Placeholder			Placeholder		
Province	Dis	strict		Tole/Stree	et	Local Body	Ward No.	Action
Bagmati	Ka	thmandu		Kathman	du	07	6	
Gandaki	Po	khara		Pokhara		10	8	۲
Lumbini	Lu	mbini		Lumbini		02	13	۲

1.10.3 Approved

This state denotes that the application is being approved. Officials from OCR have successfully approved application. "Approved" badge is displayed for approved state.

						🚽 🧬 🚱 Eng
pany Registration						
:huna Muna Pvt. Ltd. (ফ্রু ompany Type: Pvt, Multi, All Ne	ना मुना प्रा लि) (Approved) ep • Reservation Approved	Date: 2054/02/20				
fice Location						
ovince Racmati	District		Local Body		Ward No.	
Dagmad	• Laupu		 Seliche 		14	
ke/Street	Latitide (Op	tional)	Longitude (Optional)		Phone No.	
Kharibot	27.6844	N, 85.3059° E	27.6844° N, 85.3059° I	E	9876543210	
ax No. (Optional)	P.O. Box Number (Optional)	Email (Optional)		Website (Optio	nal)	
Placeholder	Placeholder	Placeholder		Placeholder		
ranch Information	District	Tole	'Street	Local Body	Ward No.	Action
ranch Information Province Bagmati	District Kathmandu	Tole. Kath	"Street mandu	Local Body 07	Ward No.	Action
ranch Information Province Bagmati Gandaki	District Kathmandu Pokhara	Tole Kath Poki	"Street mandu	Local Body 07 10	Ward No.	Action ③
ranch Information Province Bagmati Gandaki Lumbini	District Kathmandu Pokhara Lumbini	Tole Kath Poki	"Street mandu arə bini	Local Body 07 10 02	Ward No. 6 8 13	Action © ©
ranch Information Province Bagmati Gandaki Lumbini bipicctive Details	District Kathmandu Pokhara Lumbini	Tole Kati Poki Lum	rStreet mandu mandu bini	Local Body 07 10 02	Ward No. 6 8 13	Action © ©
ranch Information Province Bagmati Gandaki Lumbini bjective Details Q. Search	District Kathmandu Pokhara Lumbini	Tole Kath Poki	Street mandu ara	Local Body 07 10 02	Ward No. 6 8 13	Action © © T Fitter ∨
ranch Information Province Bagmati Gandaki Lumbini bipective Details NSIC Code Objective	District Kathmandu Pokhara Lumbini tumbini	Tole Kath Pokl	Street mandu ara bini bini bini bini bini bini bini bin	Local Body 07 10 02	Ward No. 6 8 13	Action Action T Filter \ Action

1.10.4 Rejected

This state denotes that the application is being rejected. Officials from OCR have rejected the application with rejection remarks. "Rejected" badge is displayed for rejected state.

Chuna Muna Pvt. Ltd. (ថ្ងកា ពូកា អា តា) Company Type: Pvt, Mutil, All Nep Reservation / Pffice Location Yffice Location Volvince Despiration Company Type: Pvt, Mutil, All Nep Reservation / Poince Despiration Paceholder Paceholder Paceholder Province District Bagmati Kathm Candaki Pokha 	Approved Date: 2054/02/20 District Latitour attilde (Optionat) 27,6844* N, 85,3059* E Dytionat) Emait (Optionat) Placeholder	Local Body Sarepa Longitude (Opt 27/6844* N.)	ionel) B5.3059° E Vebsite (Optior Placeholder	Ward No. 14 Phone No. 9676543210	ev Rejeted Remarks
Province D Bagmati C Avarbot t Paceholder P Province D Bagmati Kathm Gandaki Pokha	District Latitpur attRide (Optional) 27.6644* N. 85.3059* E Email (Optional) Placeholder	Local Body Sarepa Longitude (Opt 27,6844*N,)	ional) 85.3059° E Vebsite (Optior Placeholder	Ward No. 14 Phone No. 9876543210	~
rovince D Bagmati C Narfoot as No. (Optional) P.O. Boo Humber (O Placeholder P Franch Information P Province Distric Bagmati Kathm Gandaki Pokha	Jostict Lalitpur attide (Optional) 27.6844* N. 85.3059* E Optional) Email (Optional) Placeholder	Local Body Sanepa Longitude (Opti 27.6844* N.i	ional) 85.3059° E Website (Option Placeholder	Ward No. 14 Phone No. 9876543210	~
Bagmati value Street La Karlot PLO Boo Humber (D Placeholder PLO Boo Humber (D Placeholder Province District Bagmati Kathm Gandaki Pokha	Lalitpur attide (Optional) 27.6844* N. 85.3059* E Dptional) Email (Optional) Placeholder	V Sanepa Longitude (Opt 27,6844* N,/	ional) 85.3059° E Vebsite (Option Placeholder	14 Phone No. 9976543210 ral)	~
kharibot La Kharibot P.O. Boc Humber (O Placeholder Placeholder Placeholder Placeholder Placeholder Distric Bagnati Kathrr Gandaki Pokha	attide (Optional) 27.6844* N. 85.3059* E Optional) Email (Optional) Placeholder	Longitude (Opti 27:6844* N, i	ional) 85.3059° E Website (Optior Placeholder	Phone No. 9876543210 rol)	
Rharbot P.O. Box Humber (O Placeholder Province Distric Bagmati Kathur Gandaki Pokha	27.6844*N, 85.3059*E Dptional) Email (Optional) Placeholder	27.6844° N,	85.3059° E Website (Option Placeholder	9876543210 nai)	
iax No. (Optionat) Placeholder Placeholder Province Bagmati Gandaki Pokha	Optional) Email (Optional) Placeholder		Website (Option Placeholder	nal)	
Placeholder Placeholder Branch Information Province Distric Bagmati Kathur Gandaki Pokha	Placeholder		Placeholder		
Province Distric Bagmati Kathrr Gandaki Pokha					
Bagmati Kathm Gandaki Pokha	ct	Tole/Street	Local Body	Ward No.	Action
Gandaki Pokha	nandu	Kathmandu	07	6	0
	ara	Pokhara	10	8	٢
Lumbini Lumbi	ini	Lumbini	02	13	۲
Dbjective Details					
Q Search					T Filter V
NSIC Code Objective (in English)		Objective (in	Nepali)		Action

1. Click on "View Rejected Remarks" to view the rejection remarks.

iew Rejected Remark

2. Rejection Remarks will be displayed.

