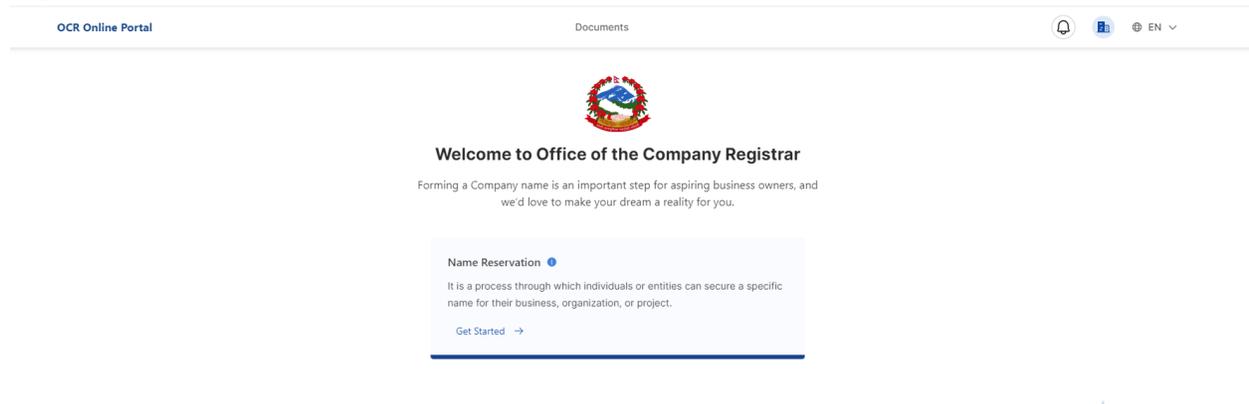


1 Name Reservation

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?

The screenshot shows the "Reserve Name Details" form. At the top left, it says "Company Name Reservation" with an information icon. At the top right, there is a "Black Listed Words" button. The form has a title "Reserve Name Details" and a subtitle "Enter your proposed name to check if it's available to register as a business name. Learn more about company type, business names on ocr.com.np". Below this is a question "Is your company part of a group?" with two radio buttons: "Yes" (selected) and "No". The form contains several input fields: "Company / Group Registration No.", "Registered Company Name (in English)", "Registered Company Name (in Nepali)", and "Registered Company Type". Below these are "Company Type" (a dropdown menu with "Choose Option..." selected), "Company Name(In English)", and "Company Name(In Nepali)". At the bottom right, there are "Cancel" and "Continue" buttons.

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 more 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):

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.

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 more about company type, business names on ocr.com.np

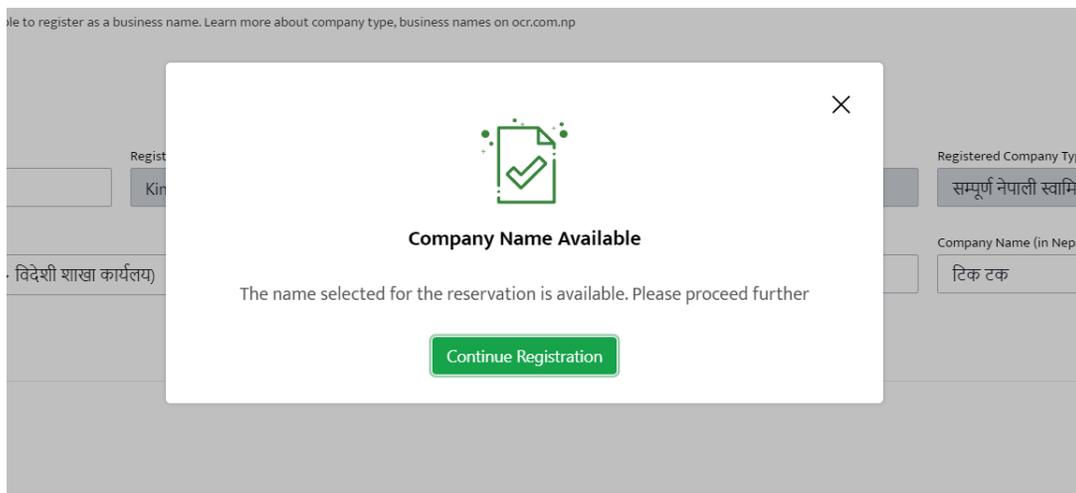
Is your company part of a group ?
 Yes No

Company / Group Registration No.: 502
 Registered Company Name (in English): Sujal And Nijal Enterprises
 Registered Company Name (in Nepali): सुजल र निजल इन्टरप्राइजेज
 Registered Company Type: All Nepali Ownership

Company Type: Private >> Sole Ownership (प्राइभेट >> एकात्म)
 Company Name(In English): Lucky Traders Private Limited
 Company Name(In Nepali): लुक्क्य त्रेडर्स प्राइभेट लिमिटेड

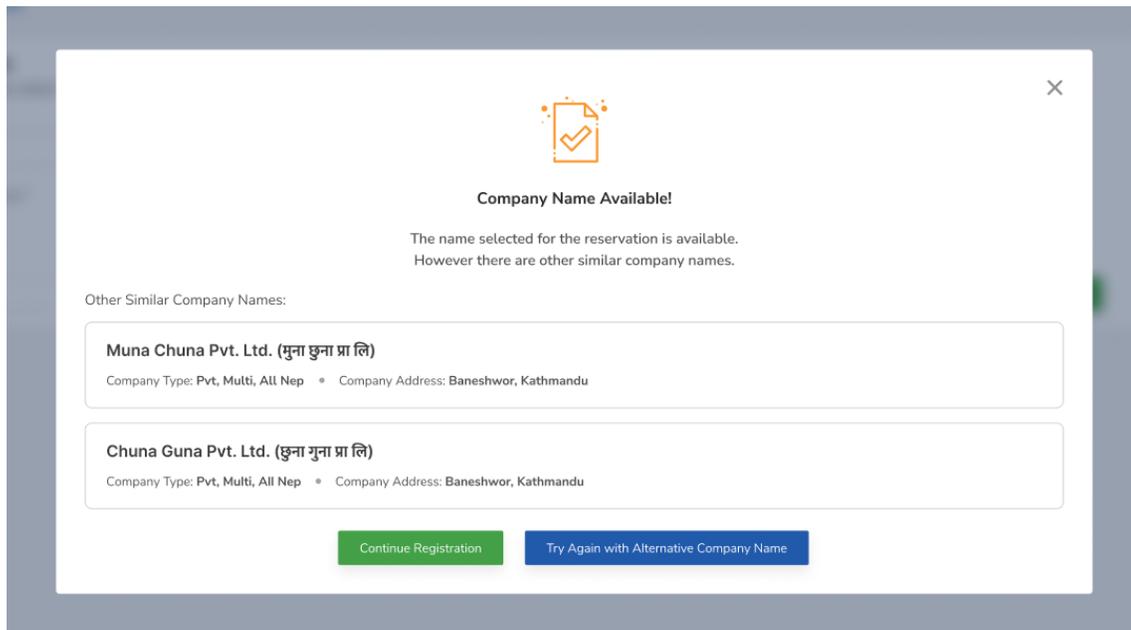
2. Click on “Continue” to check the name available or not. System will check the company name is available or not and displays the outputs. The are different output screen user will get depending upon the condition:

Company Name Available



- 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 Names:

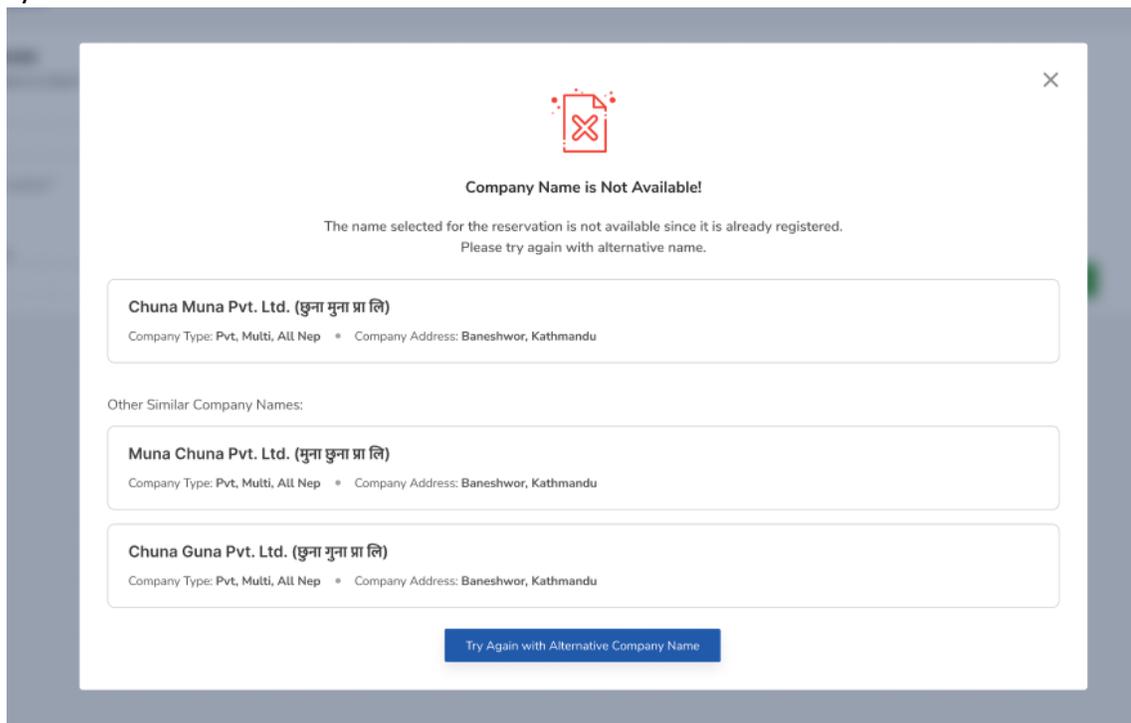
Muna Chuna Pvt. Ltd. (मुना चुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

Chuna Guna Pvt. Ltd. (चुना गुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

[Continue Registration](#) [Try Again with Alternative Company Name](#)

- 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. Ltd. (चुना मुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

Other Similar Company Names:

Muna Chuna Pvt. Ltd. (मुना चुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

Chuna Guna Pvt. Ltd. (चुना 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.

1.1.2 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

The screenshot shows the 'OCR Online Portal' interface for 'Company Name Reservation'. The page is divided into three main sections:

- Name Details:** A table showing registration information.

Name Details				Edit
Is your company part of a group ? Yes	Company / Group Registration No. 502	Registered Company Name (in English) Sujal And Nijal Enterprises	Registered Company Name (in Nepali) सुजल र निजल इन्टरप्राइजेज	
Registered Company Type All Nepali Ownership	Company Name(In Nepali) सुख्य वदेर्स एंड टिस्टिबुटोर्स	Company Name(In English) Lucky Traders And Distributors	Company Type Private>>Sole Ownership (प्राइभेट>>एकत)	
- Objective Details:** A section with a search bar and a table for adding objectives.

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
No Information Yet			
- Necessary Document:** A table listing required documents.

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS , PDF		Yes	

At the bottom right, there are buttons for 'Cancel', 'Save As Draft', and 'Submit'.

2. Click on “Add objective “button

OCR Online Portal Dashboard Documents

Company Name Reservation Black Listed Words

Name Details Edit

Is your company part of a group ? Yes	Company / Group Registration No. 502	Registered Company Name (In English) Sujal And Nijal Enterprises	Registered Company Name (In Nepali) सुजल र निजल इन्टरप्राइजेज
Registered Company Type All Nepali Ownership	Company Name(In Nepali) सुजल ब्रदर्स एंड डिस्ट्रिबुटर्स	Company Name(In English) Lucky Traders And Distributors	Company Type Private>>Sole Ownership (प्राइभेट>>एकरा)

Objective Details + Add Objectives

Search all columns...

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
No Information Yet			

View 10 per page 1 - 0 of 0

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS, PDF		Yes	

View 10 per page 1 - 1 of 1

Cancel Save As Draft Submit

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

NSIC Code

Q Search

S.N	NSIC Code	NSIC Objective(In English)
1	0113	Growing of vegetables and melons, roots and tubers
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
8	0122	Growing of tropical and subtropical fruits

View 10 per page 1 - 10 of 265

Select Company Objectives

- Growing of vegetables and melons, roots and tubers
- Growing of cereals (except rice), leguminous crops and oil seeds

4. Or Search for the objectives from the search box

NSIC Code

Q Growing of

S.N	NSIC Code	NSIC Objective(In English)
8	0122	Growing of tropical and subtropical fruits
10	0124	Growing of pome and stone fruits
12	0126	Growing of oleaginous fruits

Select Company Objectives

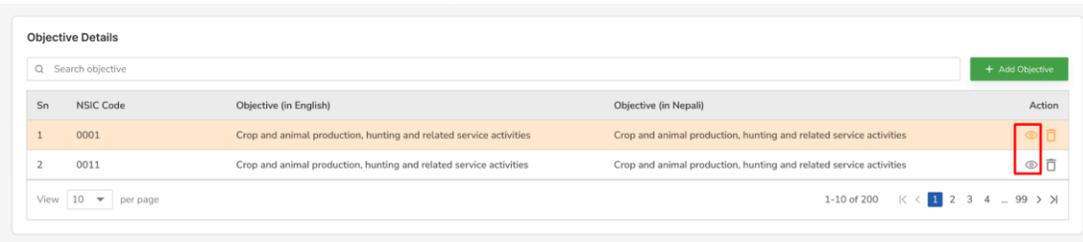
- Growing of vegetables and melons, roots and tubers
- Growing of cereals (except rice), leguminous crops and oil seeds

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

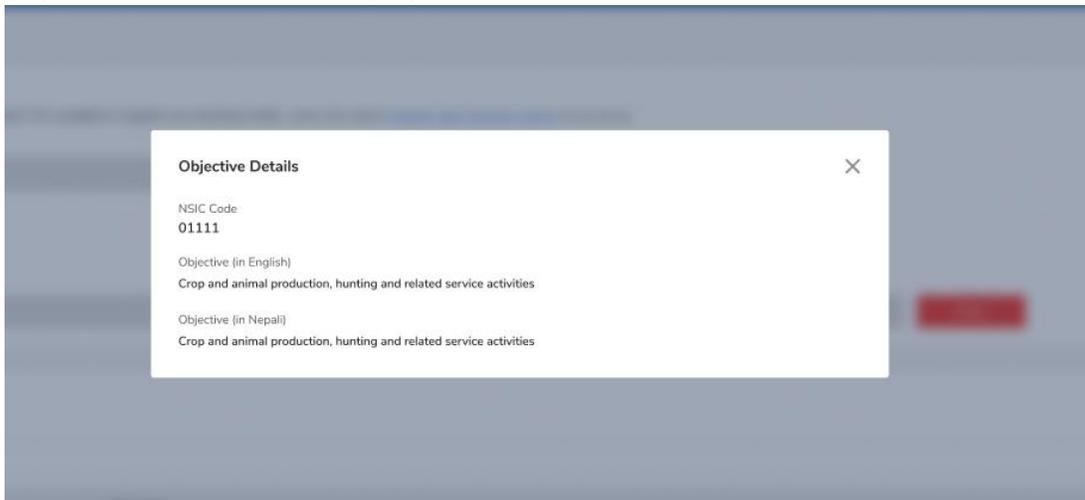
6. Click on "Cancel" button to cancel the process

View Objectives

1. Click on “View” icon to view the objectives details

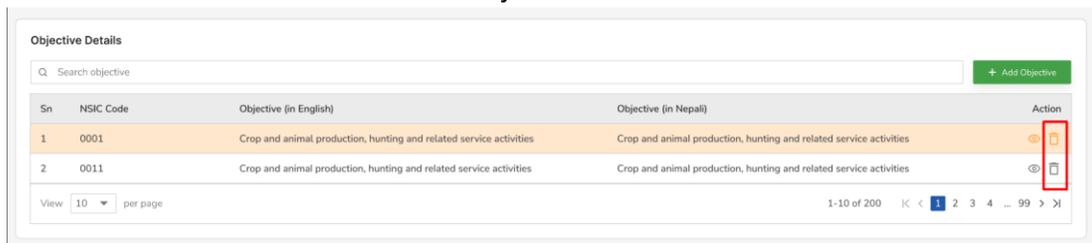


2. Objectives details will be displayed



Delete Objective

3. Click on “Delete” icon to delete the objective



4. Confirmation 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

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS . PDF		Yes	

View per page 1 - 1 of 1 |< < 1 > >|

Cancel

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

Company Name Reservation Black Listed Words

Name Details Edit

Is your company part of a group ?	Company / Group Registration No.	Registered Company Name (In English)	Registered Company Name (In Nepali)
Yes	502	Sujal And Nijal Enterprises	सुजल र निजल इन्टरप्राइजेज
Registered Company Type	Company Name(In Nepali)	Company Name(In English)	Company Type
All Nepali Ownership	सुजल प्रदेस एंड डिस्ट्रिबुटर्स	Lucky Traders And Distributors	Private>>Sole Ownership (प्राइभेट>>एकल)

Objective Details

Search all columns... + Add Objectives

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अमल कते नपरेका धातुक वा अधातुक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	
0810	Quarrying of stone, sand and clay	ढुङ्गा, बालुवा र माटोको उखनन्	

View per page 1 - 3 of 3 |< < 1 > >|

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS . PDF		Yes	

View per page 1 - 1 of 1 |< < 1 > >|

Cancel

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 Dashboard Documents

Company Name Reservation Submitted!

Your name reservation application has been submitted to parent company for approval.

Application Submitted To: Kathmandu (Branch Office)

Name Details

Company Application Number 80/81-15-100007661	Is your company part of a group? Yes	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls
Registered Company Name (in Nepali) शैवक पार्सर्स	Registered Company Type Public >> Governmental >> Joint Venture Between Government and Public (पब्लिक >> सरकारी >> सरकार र पब्लिक बीचको संयुक्त उपक्रम (जे.पी.))	Company Name(In Nepali) श्याम ट्रेडर्स	Company Name(In English) Shyam Traders
Company Type Private >> Multiple Proprietor >> Joint Venture Between Nepali and Foreign Investor (प्राइभेट >> बहुमत >> नेपाली र विदेशी बीचको संयुक्त उपक्रम (जे.पी.))			

Objective Details

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)
0899	Mining and quarrying n.e.c.	अन्यत्र कतै नभएका पालिक वा अधालिक रस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...
0810	Quarrying of stone, sand and clay	ढुङ्गा, बालुवा र माटोको उत्खनन्

View 10 per page 1 - 3 of 3

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 De-Registration Annual Report Request & Information Documents Request Document Mail

Name Reservation Approval SUBMITTED

Submitted Rejected Approved

Application No.	Company Name (English)	Company Name (Nepali)	Submission Date	Submitted By	Action
80/81-15-100007661	Shyam Traders	श्याम ट्रेडर्स	2024-05-21	lalitpur	🔍

View 10 per page 1 - 1 of 1

Name Reservation Approval Dashboard screen

OCR Online Portal Dashboard Fine & Revenue De-Registration Annual Report Request & Information Documents Request Document Mail

Name Reservation Approval **SUBMITTED** Back

Company Name Details

Company Name(In English) Shyam Traders	Company Name(In Nepali) श्याम त्रेडर्स	Company Type Private>>Multiple Proprietor>>Joint Venture Between Nepali and Foreign Investor (प्राइभेट>>बहुवत>>नेपाली र विदेशी विचको संयुक्त उपक्रम (जे.भी.))	Is your company part of a group ? YES
Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls	Registered Company Name (in Nepali) ब्लैक पार्ल्स	Registered Company Type Public>>Governmental>>Joint Venture Between Government and Public (पब्लिक>>सरकारी>>सरकार र पब्लिक बीचको संयुक्त उपक्रम (जे.भी.))

Company Objectives

Search all columns...

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)
0899	Mining and quarrying n.e.c.	अम्यत्र कते नपरेका धातुिक वा अधातुिक वस्तुहरूको उखनन्
0910	Support activities for petroleum and natural gas extraction	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रियाकलापहरू
0810	Quarrying of stone, sand and clay	डुङ्गा, बाबुवा र माटोको उखनन्

View 10 per page 1 - 3 of 3

Necessary Documents

S.N	Document 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 per page 1 - 1 of 1

Approve Reject

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

OCR Online Portal Dashboard Fine & Revenue De-Registration Annual Report Request & Information Documents Request Document Mail

Name Reservation Approval **APPROVED**

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	बुहीते पार्ल्स	2024-04-15	sabintal	
80/81-15-100007661	Shyam Traders	श्याम त्रेडर्स	2024-05-21	lalitpur	

View 10 per page 1 - 2 of 2

1.1.4.3 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 80/81-15-100007661	Is your company part of a group? Yes	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls
Registered Company Name (in Nepali) श्याम पार्लर्स	Registered Company Type Public->Governmental->Joint Venture Between Government and Public (पब्लिक-> सरकारी-> सरकारी र पब्लिक बीचको संयुक्त उपक्रम (जे.पी.))	Company Name(In Nepali) श्याम ट्रेडर्स	Company Name(In English) Shyam Traders
Company Type Private->Multiple Proprietor->Joint Venture Between Nepali and Foreign Investor (प्राइभेट->बहुता->नेपाली र विदेशी बीचको संयुक्त उपक्रम (जे.पी.))			

Objective Details

Search all columns...

New NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)
0899	Mining and quarrying n.e.c.	अन्य कतै नभएका धातुक वा अधातुक वस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्यास निकाल्ने सहयोगी क्रि...
0810	Quarrying of stone, sand and clay	ढुङ्गा, बागुवा र माटोको उखनन्

View 10 per page | 1 - 3 of 3

Necessary Document

S.N	Document 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 per page | 1 - 1 of 1

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.

OCR Online Portal Dashboard Documents

Company Name Reservation

Rejected
Your name reservation application has been rejected with remark 'mismatch'.

Application Submitted To: Kathmandu (Branch Office) [View Remarks](#)

Name Details

Company Application Number 80/81-15-100007661	Is your company part of a group? Yes	Company / Group Registration No. 505	Registered Company Name (In English) Black Pearls
Registered Company Name (In Nepali) शैवक पार्ल	Registered Company Type Public>>Governmental>>Joint Venture Between Government and Public (पब्लिक>>सरकारी>>सरकार र पब्लिक बीचको संयुक्त उपक्रम (जे.भी.))	Company Name(In Nepali) श्याम ट्रेडर्स	Company Name(In English) Shyam Traders
Company Type Private>>Multiple Proprietor>>Joint Venture Between Nepali and Foreign Investor (मिस्टेड>>बहुतल>>नेपाली र विदेशी बीचको संयुक्त उपक्रम (जे.भी.))			

Objective Details

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अपत्य कटै नपरेका धातुक वा अधातुक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	
0810	Quarrying of stone, sand and clay	ढुङ्गा, बासुवा र माटोको उखनन्	

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS, PDF	Name Reservation Process Flowchart.pdf	Yes	

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 reset the previous reserved name and continue with the new name.

1. Click on "edit" button

OCR Online Portal | Dashboard | Documents | EN

Company Name Reservation

Rejected
Your name reservation application has been rejected with remark 'mismatch'.
Application Submitted To: Kathmandu (Branch Office) | View Remarks

Name Details | Edit

Company Application Number 80/81-15-100007661	Is your company part of a group ? Yes	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls
Registered Company Name (in Nepali) श्रीक पार्ल्स	Registered Company Type Public>>Governmental>>Joint Venture Between Government and Public (पब्लिक>>सरकारी>>सरकार र पब्लिक बीचको संयुक्त उपक्रम (जे.भी.))	Company Name(In Nepali) श्याम त्रेसे	Company Name(In English) Shyam Traders
Company Type Private>>Multiple Proprietor>>Joint Venture Between Nepali and Foreign Investor (प्राइभेट>>बहुतल>>नेपाली र विदेशी बीचको संयुक्त उपक्रम (जे.भी.))			

Objective Details

Search all columns... | + Add Objectives

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अन्य कसै नपरेका धातुक वा अधातुक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	
0810	Quarrying of stone, sand and clay	ढुङ्गा, बालुवा र माटोको उखनन्	

View 10 per page | 1 - 3 of 3

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS , PDF	Name Reservation Process Flowchart.pdf	Yes	

Activate Wir Go to Settings to

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

OCR Online Portal | Dashboard | Documents | EN

Company Name Reservation

Rejected
Your name reservation application has been rejected with remark 'mismatch'.
Application 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 business name. Learn more about company type, business names on ocr.com.np

Is your company part of a group ?
 Yes No

Company / Group Registration No. | Registered Company Name (in English) | Registered Company Name (in Nepali) | Registered Company Type

505 | Black Pearls | श्रीक पार्ल्स | Joint Venture Between Government and Public

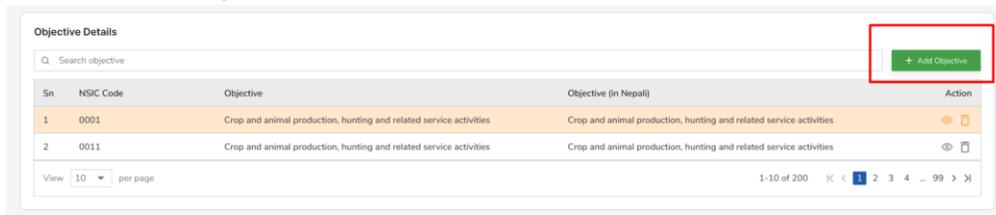
Company Type | Company Name(In English) | Company Name(In Nepali)

Private>>Multiple Proprietor>>Joint Venture Between Nepali and F... | Shyam Traders | श्याम त्रेसे

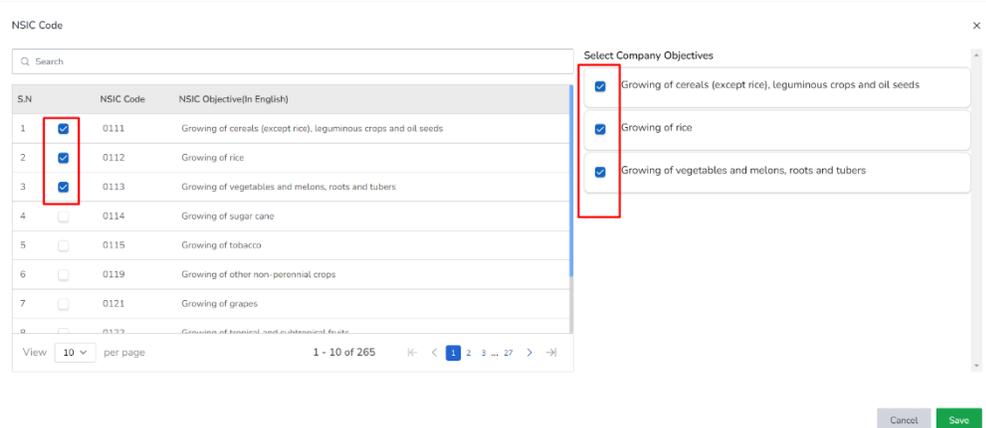
Cancel | Continue >

3. Update Objectives: User can add or delete the objectives of the company and again re-apply with the current name, according to the remarks mentioned above.

- Click on “Add Objective” button



- 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



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 Portal Dashboard Documents

Company Name Reservation Black Listed Words

Name Details Edit

Is your company part of a group ? Yes	Company / Group Registration No. 502	Registered Company Name (in English) Sujal And Nijal Enterprises	Registered Company Name (in Nepali) सुजल र निजल इन्टरप्राइजेज
Registered Company Type All Nepali Ownership	Company Name(In Nepali) सुजल अर्देस एंड डिस्ट्रिबुटोर्स	Company Name(In English) Lucky Traders And Distributors	Company Type Private>>Sole Ownership (प्राइभेट->एकल)

Objective Details

Search all columns... + Add Objectives

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अन्य खनि नपरेका धातुक वा अधातुक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	
0810	Quarrying of stone, sand and clay	ढुङ्गा, बालु र माटोको उत्खनन्	

View 10 per page 1 - 3 of 3

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?	Action
1	Notice of Annual General Meeting	5 MB	DOCS , PDF		Yes	

View 10 per page 1 - 1 of 1

Cancel Save As Draft Submit

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.

OCR Online Portal Dashboard Documents

Company Name Reservation Black Listed Words

Approved!
 Congratulations! Your name reservation has been approved.

Application Submitted To: Kathmandu (Branch Office)

Name Details

Company Application Number 80/81-15-100007601	Is your company part of a group? Yes	Company / Group Registration No. 505	Registered Company Name (in English) Black Pearls
Registered Company Name (in Nepali) श्रीक पर्ल्स	Registered Company Type Public->Governmental->Joint Venture Between Government and Public (पब्लिक->सरकारी->सरकार र पब्लिक बीचको संयुक्त उपक्रम (जे.पी.))	Company Name(in Nepali) श्याम ट्रेडर्स	Company Name(In English) Shyam Traders
Company Type Private->Multiple Proprietor->Joint Venture Between Nepali and Foreign Investor (प्राइभेट->बहुत->नेपाली र विदेशी बीचको संयुक्त उपक्रम (जे.पी.))			

Objective Details

New NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)
0899	Mining and quarrying n.e.c.	अन्यत्र कते नपरेका धातुक वा अधातुक दस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...
0810	Quarrying of stone, sand and clay	ढुङ्गा, बाहुवा र माटोको उत्खनन्

View 10 per page 1 - 3 of 3

Necessary Document

S.N	Document Type	Max File Size	Extension	File	File Required ?
1	Notice of Annual General Meeting	5 MB	DOCS , PDF		Yes

View 10 per page 1 - 1 of 1

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

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 more about company type, business names on ocr.com.np

Is your company part of a group?
 Yes No

Company Type
 Profit Non-Distributing (मुनाफा वितरण नार्ने)

Company Name(In English)
 Lucky Traders And Distributors

Company Name(In Nepali)
 शुक्ल ट्रेडर्स एण्ड डिस्ट्रिबुटर्स

Cancel Continue

Company Name Available

OCR Online Portal Dashboard Documents EN

Company Name Reservation

Reserve Name Details
Enter your proposed name to check if it's available to register as a business name. Learn more about company type, business names on ocr.com.np

Is your company part of a group?
Yes No

Company Type: Profit Non-Distributing (मुनाका वितरण नगर्ने)

Company Name(In English): Lucky Traders And Distributors

Company Name(In Nepali): लुक्च्य ट्रेडर्स एंड डिस्ट्रिबुटोर्स

Company Name Available!
The name selected for the reservation is available. Please proceed further.
Continue Registration Process

- Click on “Continue Registration” to move to the next step for Name Reservation process

Company Name Available, but matches with other similar company names

Company Name Available!
The name selected for the reservation is available. However there are other similar company names.

Other Similar Company Names:

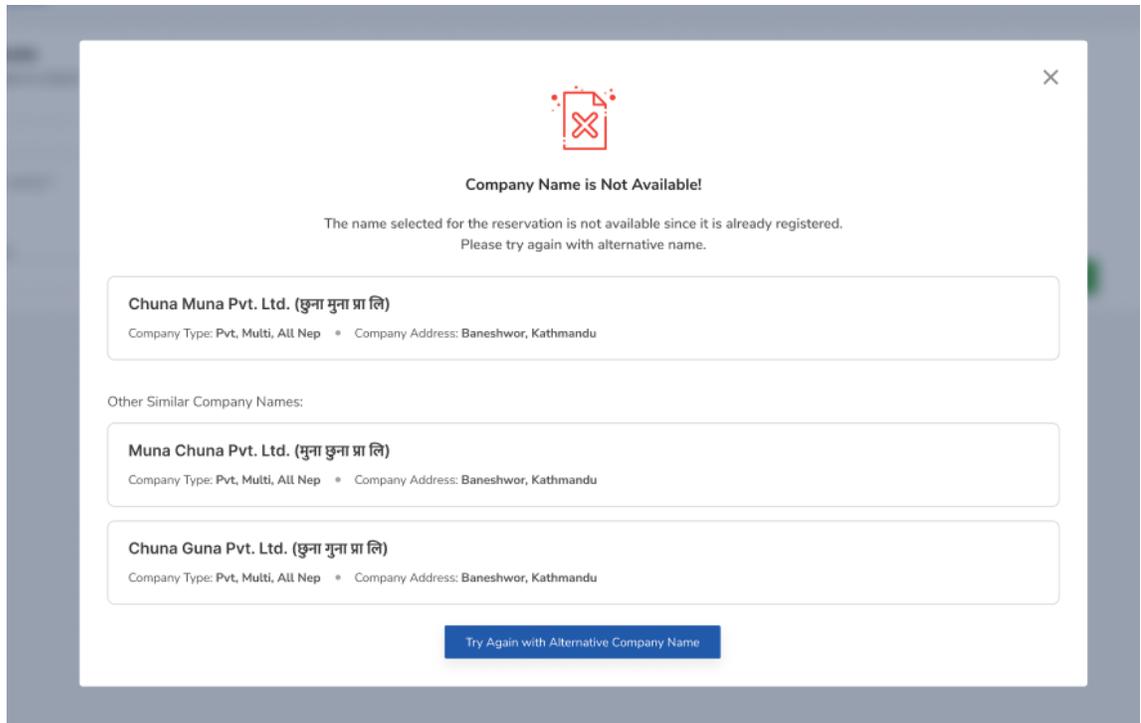
Muna Chuna Pvt. Ltd. (मुना चुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

Chuna Guna Pvt. Ltd. (चुना गुना प्रा लि)
Company Type: Pvt, Multi, All Nep • Company Address: Baneshwor, Kathmandu

Continue Registration Try Again with Alternative Company Name

- 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



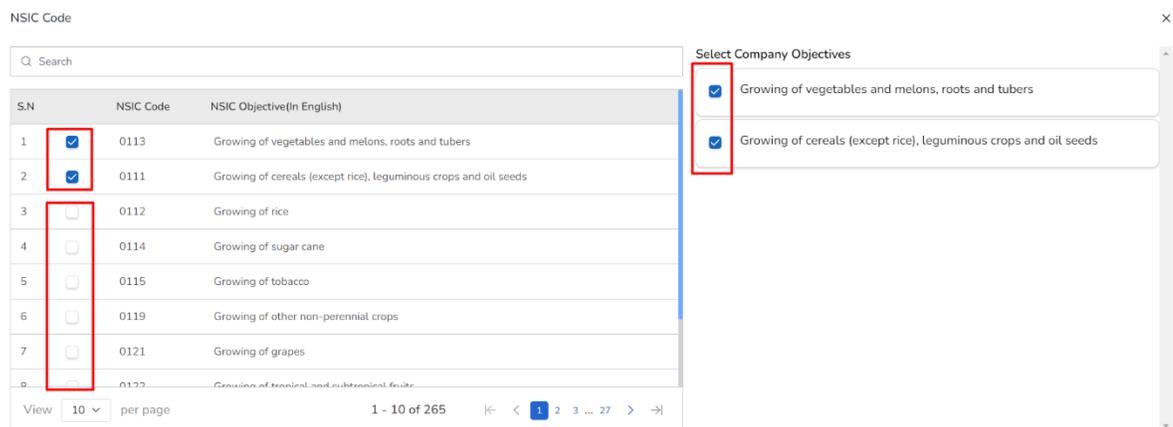
- Click on “Try Again with Alternative Company Name” to change the name and try again with new name.

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.



10. Or Search for the objectives from the search box

S.N	NSIC Code	NSIC Objective(In English)
8	0122	Growing of tropical and subtropical fruits
10	0124	Growing of pome and stone fruits
12	0126	Growing of oleaginous fruits

Select Company Objectives

- Growing of vegetables and melons, roots and tubers
- Growing of cereals (except rice), leguminous crops and oil seeds

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.

Company Name Reservation

Black Listed Words

Name Details

Is your company part of a group ? NO

Company Name(In Nepali) लुक्छत्रदेर्स एंड डिस्ट्रिब्युटर्स

Company Name(In English) Lucky Traders And Distributors

Company Type Profit Non-Distributing (मुनाका वितरण नार्ना)

Objective Details

Search all columns... + Add Objectives

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अन्यत्र कले नपरेका धातविक वा अधातविक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकालने सहयोगी क्रि...	

View 10 per 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

Company Name Reservation Black Listed Words

Submitted!
Your application has been submitted.

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) लुक्छम ट्रेडर्स एंड डिस्ट्रिबुटर्स	Company Name(In English) Lucky Traders And Distributors
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 अधात्विक वस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...

View 10 per page 1 - 2 of 2

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

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 80/81-15-100007659	Is your company part of a group ? NO	Company Name(In Nepali) लुक्छम ट्रेडर्स एंड डिस्ट्रिबुटर्स	Company Name(In English) Lucky Traders And Distributors
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 अधात्विक वस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...

View 10 per page 1 - 2 of 2

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.

Company Name Reservation Black Listed Words

Rejected
 Your name reservation application has been rejected with remark 'mismatched'.
 Application Submitted To: Kathmandu (Branch Office) View Remarks

Name Details Edit

Company Application Number 80/81-15-100007659	Is your company part of a group? NO	Company Name(In Nepali) लुक्स ट्रेडर्स एंड डिस्ट्रिब्यूटर्स	Company Name(In English) Lucky Traders And Distributors
Company Type Profit Non-Distributing (सुनाफा विवरण नभएको)			

Objective Details

Search all columns... + Add Objectives

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अन्यत्र कतै नपरेका धातुक वा अधातुक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	

View 10 per page 1 - 2 of 2

Cancel Save 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.

Name Reservation application has been Rejected by Anuj Shakya. ✕

2024-05-21 16:15 • Rejected

mismatched

The name is matched with another company name.

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.

The screenshot shows the 'Company Name Reservation' interface. At the top, there is a 'Rejected' notification: 'Your name reservation application has been rejected with remark 'mismatched''. Below this is the 'Reserve Name Details' form. It includes a question 'Is your company part of a group?' with 'Yes' and 'No' radio buttons. There are three input fields: 'Company Type' (Profit Non-Distributing), 'Company Name(In English)' (Lucky Traders Distributors And Investors), and 'Company Name(In Nepali)' (लुक्चय त्रेडर्स डिस्ट्रिब्युटर्स एंड इन्वेस्टर्स). A 'Continue' button is visible at the bottom right.

7. Update Objectives: User can add or delete the objectives of the company and again re-apply with the current name, according to the remarks mentioned above.

- Click on “Add” button

The screenshot shows the 'Objective Details' table. It has a search bar and a '+ Add' button highlighted with a red box. The table contains two rows of objectives:

S.N	NSIC Code	NSIC Objective(In English)	NSIC Objective(In Nepali)	Action
1	0111	Growing of cereals (except rice), leguminous crop...	फलफूल, मसुवा र धिया कफि आदिको खेती गर्नु।	
2	0112	Growing of rice	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्नु।	

- Check and uncheck the objectives you want add or remove

The screenshot shows the 'NSIC Code' selection interface. It features a table of NSIC codes and a 'Select Company Objectives' panel. The checkboxes in the table and the panel are highlighted with a red box.

S.N	NSIC Code	NSIC Objective(In English)
1	0111	Growing of cereals (except rice), leguminous crops and oil seeds
2	0112	Growing of rice
3	0113	Growing of vegetables and melons, roots and tubers
4	0114	Growing of sugar cane
5	0115	Growing of tobacco
6	0119	Growing of other non-perennial crops
7	0121	Growing of grapes
8	0133	Growing of forest, nut and medicinal plants

The 'Select Company Objectives' panel shows the following selected items:

- Growing of cereals (except rice), leguminous crops and oil seeds
- Growing of rice
- Growing of vegetables and melons, roots and tubers

- Or Search the objectives you want to add or remove

NSIC Code

S.N	NSIC Code	NSIC Objective(In English)
1	1236	Import Electronic Devices

View 10 per page 1 - 1 of 1

Select Company Objectives

Import Electronic Devices

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.

Rejected Application Submitted To: Kathmandu (Branch Office) [View Remarks](#)

Your name reservation application has been rejected with remark 'mismatched'.

Name Details [Edit](#)

Company Application Number 80/81-15-100007659	Is your company part of a group ? NO	Company Name(In Nepali) लुक्च्य त्रदेर्स डिस्त्रिबुतोर्स एंड इन्वेस्तोर्स	Company Name(In English) Lucky Traders Distributors And Investors
Company Type Profit Non-Distributing (मुनाफा वितरण नमार्ने)			

Objective Details

[+ Add Objectives](#)

NSIC Code	NSIC Objective (In English)	NSIC Objective (In Nepali)	Action
0899	Mining and quarrying n.e.c.	अस्यत्र कतै नपरेका धात्विक वा अधात्विक वस्तुहरूको ...	
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहयोगी क्रि...	

View 10 per page 1 - 2 of 2

Cancel Save As Draft Submit

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.



Company Name Reservation

Black Listed Words



Approved!

Congratulations! Your name 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) लुक्च प्रदेस टिसिबुतेस एड इन्वेस्टोर्स	Company Name(In English) Lucky Traders Distributors And Investors
Company Type Profit Non-Distributing (मुनाफा विसरण 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 धातुक वा अधातुक वस्तुहरूको ...
0910	Support activities for petroleum and natural gas ...	पेट्रोलियम र प्राकृतिक ग्याँस निकाल्ने सहायोगी क्रि...

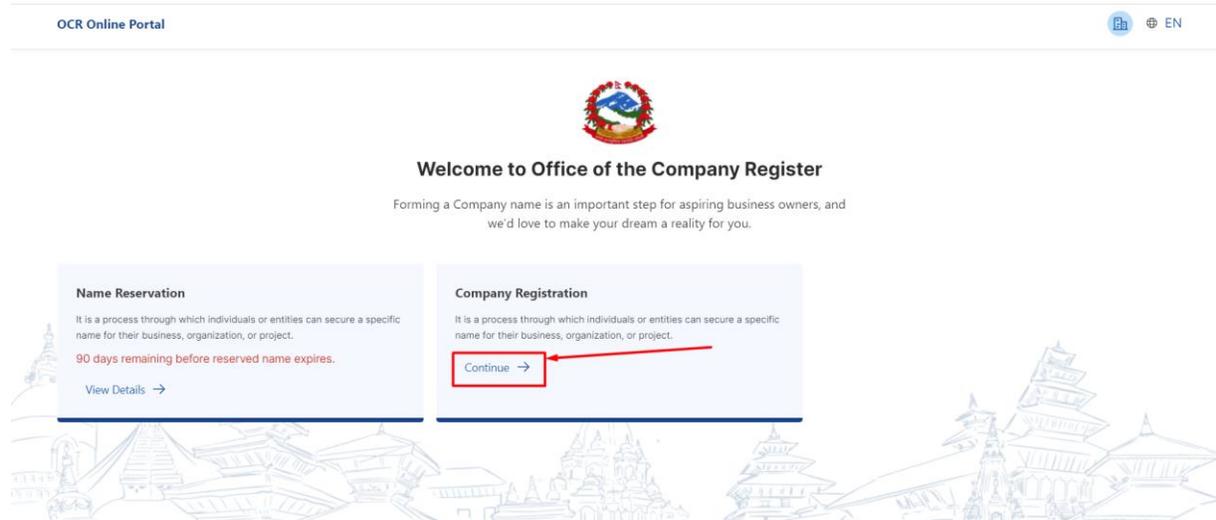
View 10 per page

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.



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.

OCR Online Portal Dashboard Fine & Revenue Documents

1 General Information 2 3 4 5 6 7 8 9

Company Registration

Shyam Traders (श्याम त्रदेर्स) Drafted

Company Type: Private >> Multiple Ownership >> Joint Venture Between Nepali and Foreign Investor • Reservation Approved Date: 2024-05-21 • Application Number: 80/81-19-100007662

Office Location Address:

Province: Bagmati Province | District: Bhaktapur | Local Body: Madhyapur Thimi Municipality | Ward Number: 4

Tole/Street: Madhyapur Thimi Nagarpalika, Bhaktapur, Bagmati P. | Latitude: 27.68381895 | Longitude: 85.3898362509051 | Address Line 1 (Optional): Lubhu

Phone Number: 9849874670 | Fax (Optional): | PO Box Number (Optional): | Email (Optional): 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? Choose Option... | Registration Number:

Board Of Director

No. of Board of Directors (BOD): 3

Activate Windows
Go to Settings to activate W
[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

(English) EN नेपाल

Company Registration

Hamro Krishi Farm (हाम्रो कृषि फर्म) Drafted

Company Type: Public, All government • Reservation Approved Date: 2023-06-07

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
 No Information Yet						

View 10 per page 1 - 0 of 0

[Previous](#) [Next](#)

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

Company Branch (Optional) [X]

Province: Bagmati Province [X v]

District: Dolakha [X v]

Local Body: Kalinchowk Rural Municipality [X v]

Ward No.: 3 [X v]

Tole/Street: Bigu, Dolakha, Bagmati Pradesh, 45510, Nepal [📍]

Latitude: 27.82376995

Longitude: 86.22146650694384

Address Line 1 (Optional):

Phone Number: 9800000002

Save & Add More Save

3. Click on “Save” button to save the branch information

Phone Number: 9800000002

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.

Phone Number: 9800000002

Save & Add More Save

1.2.2 View Branch

Steps to View branch

1. Click on “View” icon to view the branch details

Company Branch (Optional) + Add Branch

● 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	  

View per page 1 - 1 of 1

2. Branch details will be displayed

Company Branch (Optional) ✕

Province <input type="text" value="Bagmati Province"/>	District <input type="text" value="Dolakha"/>
Local Body <input type="text" value="Kalinchowk Rural Municipality"/>	Ward No. <input type="text" value="3"/>
Tole/Street <input type="text" value="Bigu, Dolakha, Bagmati Pradesh, 45510, Nepal"/>	Lattitude <input type="text" value="27.82376995"/>
Longitude <input type="text" value="86.22146650694384"/>	Address Line 1 (Optional) <input type="text"/>
Phone Number <input type="text" value="9800000002"/>	

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

Company Branch (Optional) + Add Branch

● 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	  

View per page 1 - 1 of 1

2. Edit form will be open

Company Branch (Optional) ×

Province

District

Local Body

Ward No.

Tole/Street

Latitude

Longitude

Address Line 1 (Optional)

Phone Number

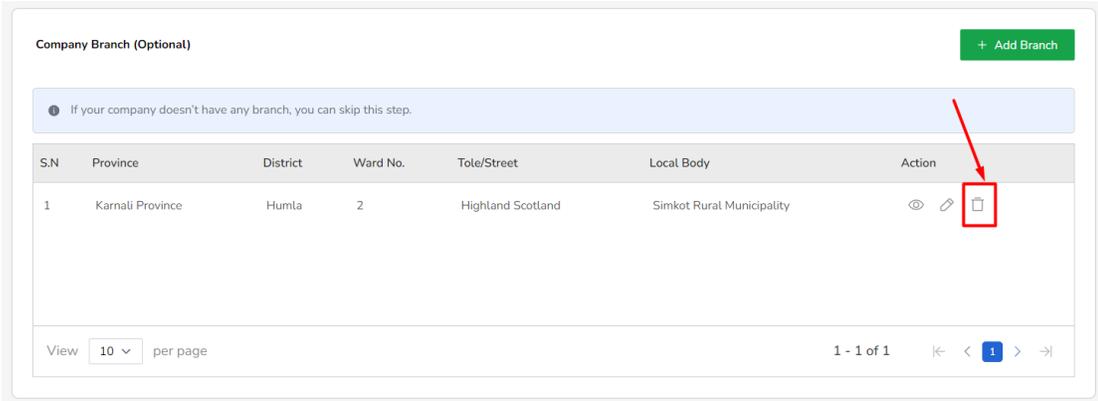
3. Update the value in the fields you want to edit, Click on “Update” button to update branch information

Phone Number

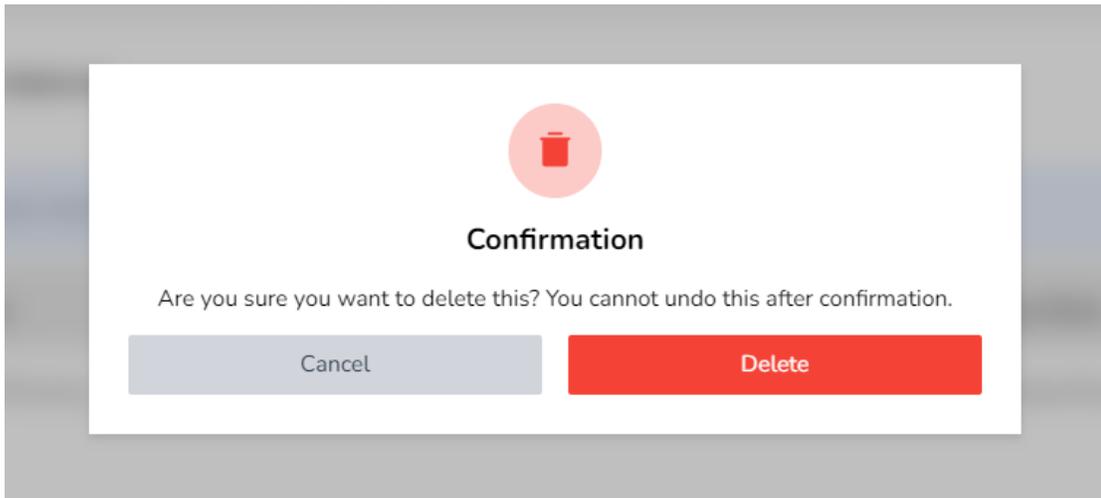
1.2.4 Delete Branch

Steps to delete branch

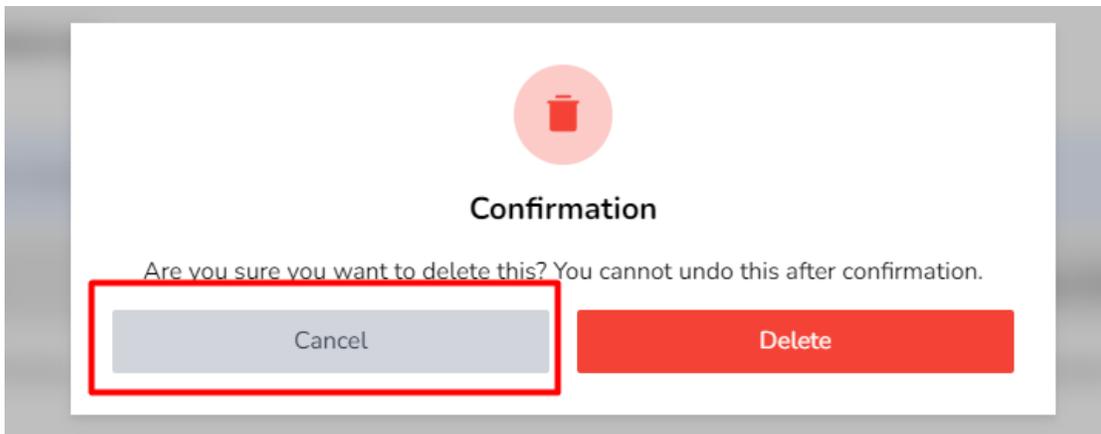
1. Click on “Delete” icon to delete the branch



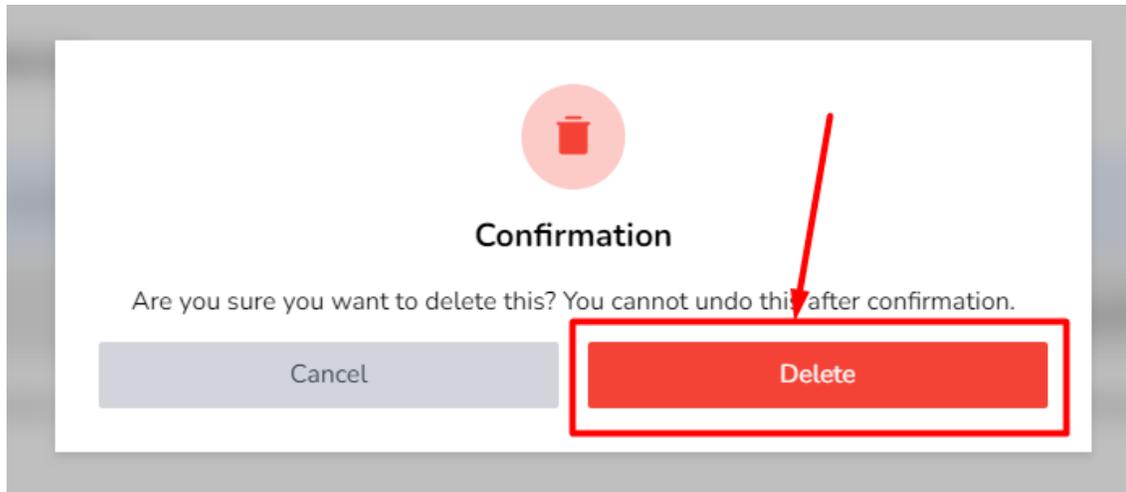
2. Delete confirmation popup appears.



3. Click on “Cancel” button to cancel the delete action



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

Objective 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

×

S.N	Code	Objective (in English)	Objective (in Nepali)
1	<input checked="" type="checkbox"/>	0111	Growing of cereals (except rice), leguminous crops and oil seeds
2	<input checked="" type="checkbox"/>	0112	Growing of rice
3	<input checked="" type="checkbox"/>	0113	Growing of vegetables and melons, roots and tubers
4	<input checked="" type="checkbox"/>	0114	Growing of sugar cane
5	<input checked="" type="checkbox"/>	0115	Growing of tobacco
6	<input checked="" type="checkbox"/>	0119	Growing of other non-perennial crops
7	<input type="checkbox"/>	0130	Plant Propagation
8	<input type="checkbox"/>	0129	Growing of other perennial crops
9	<input type="checkbox"/>	0121	Growing of grapes
10	<input type="checkbox"/>	0125	Growing of other tree and bush

Your Selected Company Objectives

- Growing of other non-perennial crops
- Growing of tobacco
- Growing of sugar cane
- Growing of vegetables and melons, roots and tubers
- Growing of rice
- Growing of cereals (except rice), leguminous crops and oil seeds

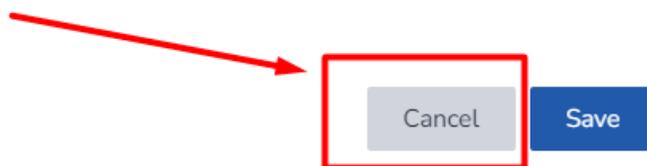
3. Select one or more objectives by clicking check box to add new objective

S.N	Code	Objective (in English)	Objective (in Nepali)
1	<input checked="" type="checkbox"/>	0121	Growing of grapes
2	<input checked="" type="checkbox"/>	0111	Growing of cereals (except rice), leguminous crops and oil seeds
3	<input checked="" type="checkbox"/>	0112	Growing of rice
4	<input checked="" type="checkbox"/>	0113	Growing of vegetables and melons, roots and tubers
5	<input checked="" type="checkbox"/>	0114	Growing of sugar cane
6	<input checked="" type="checkbox"/>	0115	Growing of tobacco
7	<input checked="" type="checkbox"/>	0119	Growing of other non-perennial crops
8	<input type="checkbox"/>	0122	Growing of tropical and subtropical fruits
9	<input type="checkbox"/>	0123	Growing of citrus fruits
10	<input type="checkbox"/>	0124	Growing of pome and stone fruits

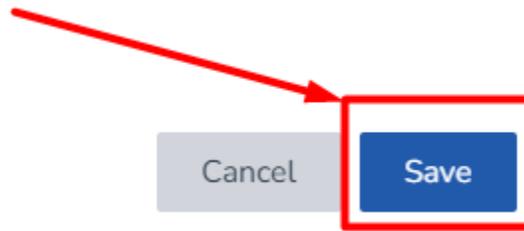
Your Selected Company Objectives

- Growing of other non-perennial crops
- Growing of tobacco
- Growing of sugar cane
- Growing of vegetables and melons, roots and tubers
- Growing of rice
- Growing of cereals (except rice), leguminous crops and oil seeds
- Growing of grapes

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

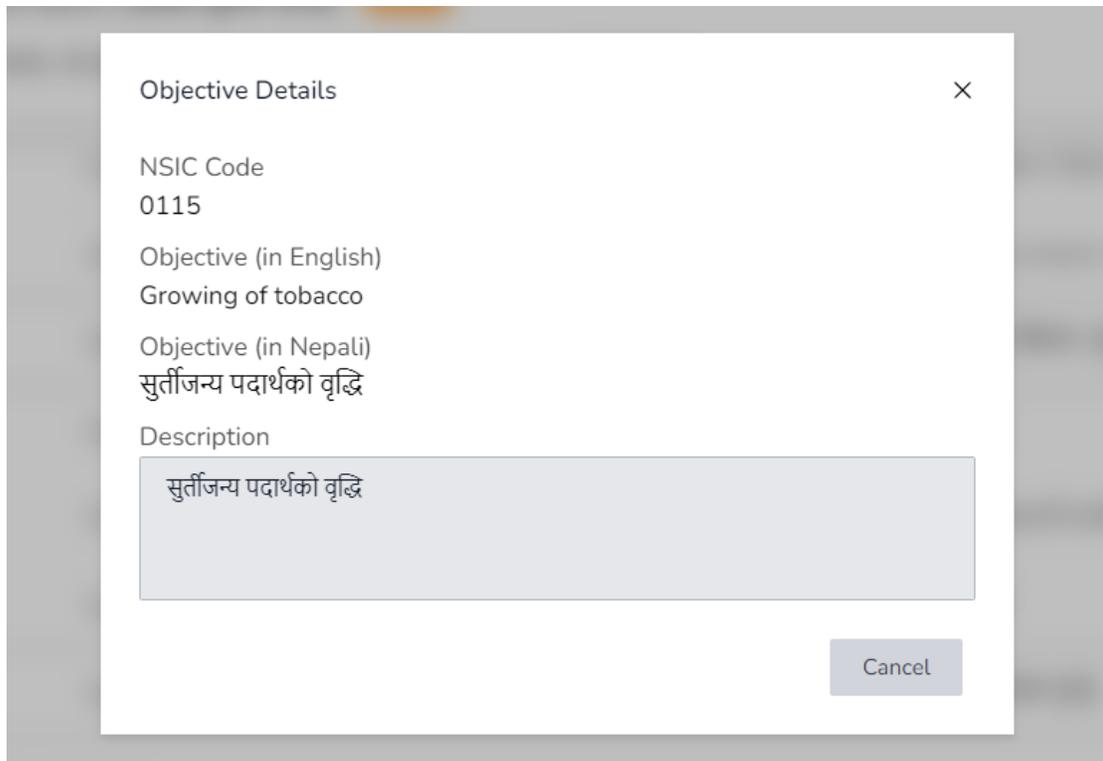
1. Click on “View” icon to view objectives details



5	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बातीहरूको वृद्धि	 
6	0121	Growing of grapes	अंगूरको खेती	  
7	0115	Growing of tobacco	सुर्तीजन्य पदार्थको वृद्धि	 

View per page 1 - 7 of 7

2. Objectives details will be displayed



Objective Details ×

NSIC Code
0115

Objective (in English)
Growing of tobacco

Objective (in Nepali)
सुर्तीजन्य पदार्थको वृद्धि

Description

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  displayed. If there is no 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 कोफे आदिका खेती गर्न।	
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, लोकाट, 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	 

2. Popup for will be displayed.

Objective Details ×

NSIC Code
0114

Objective (in English)
Growing of sugar cane

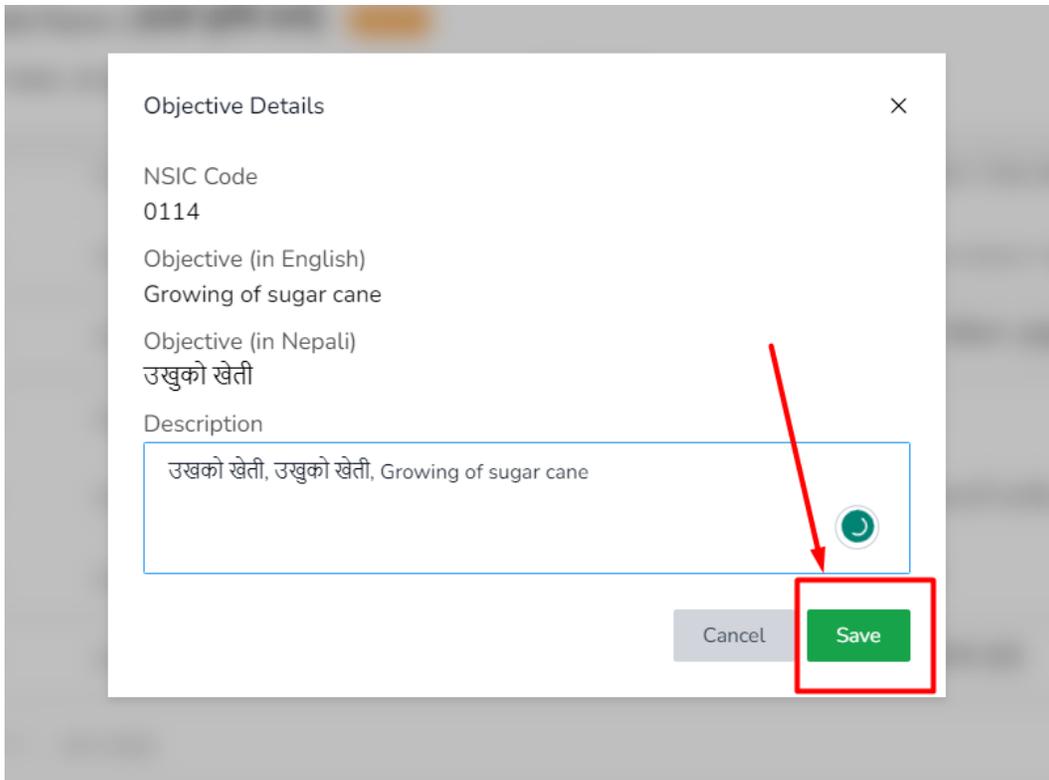
Objective (in Nepali)
उखुको खेती

Description



Cancel Save

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



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 गेर-बारहमासी बालीहरूको वृद्धि	👁️ ✎️
6	0121	Growing of grapes	अंगूरको खेती	👁️ ✎️ 🗑️
7	0115	Growing of tobacco	सुतीजन्य पदार्थको वृद्धि	👁️ ✎️

2. Popup form with objectives details will appear.

Objective Details ×

NSIC Code
0119

Objective (in English)
Growing of other non-perennial crops

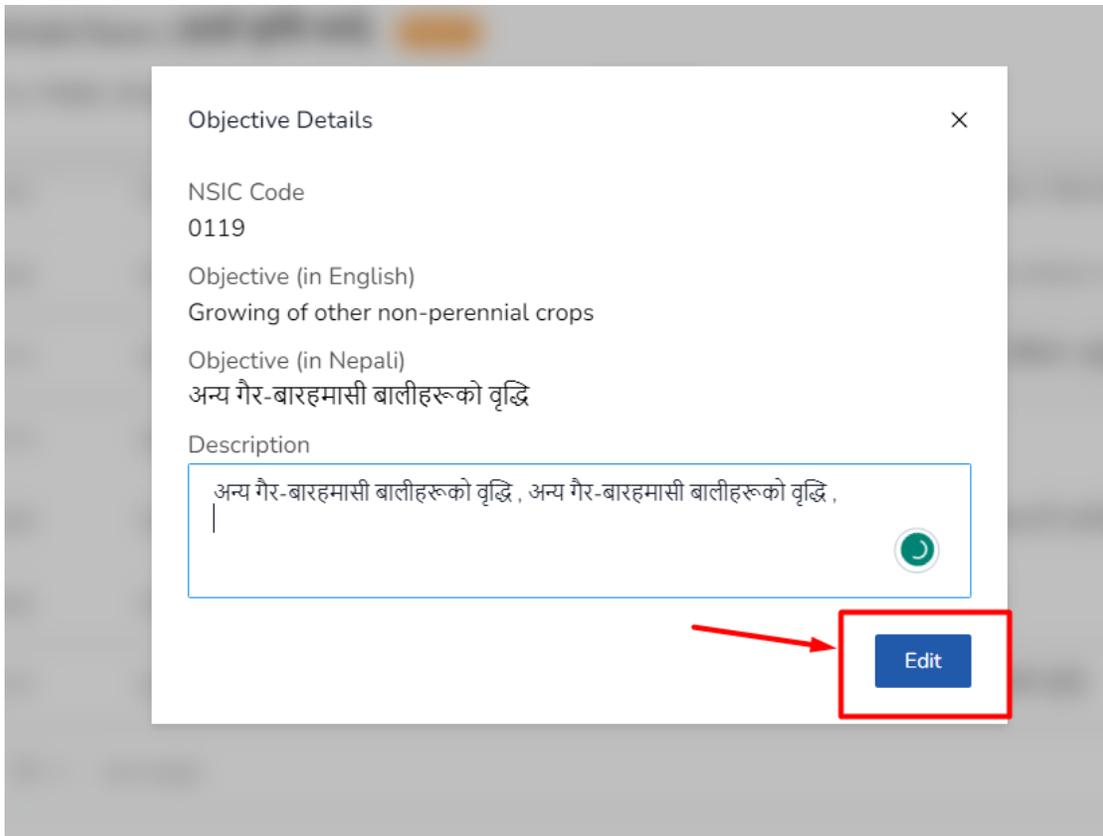
Objective (in Nepali)
अन्य गैर-बारहमासी बालीहरूको वृद्धि

Description

अन्य गैर-बारहमासी बालीहरूको वृद्धि | 

[Edit](#)

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



1.3.5 Delete Objectives

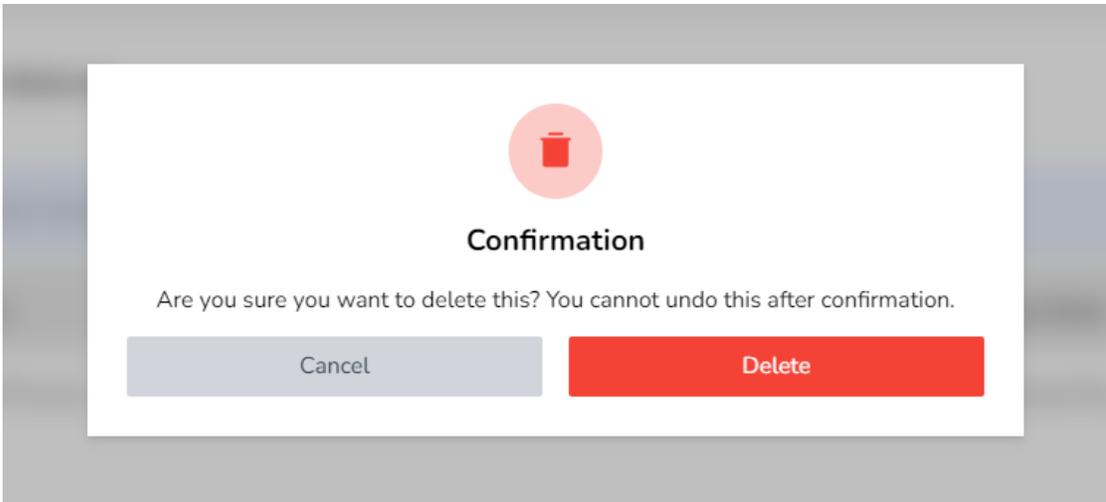
Only the objectives that are added at the time of Company Registration can be deleted. The objectives that are added at the time of Company Name Reservation cannot be deleted.

Steps to Delete objectives

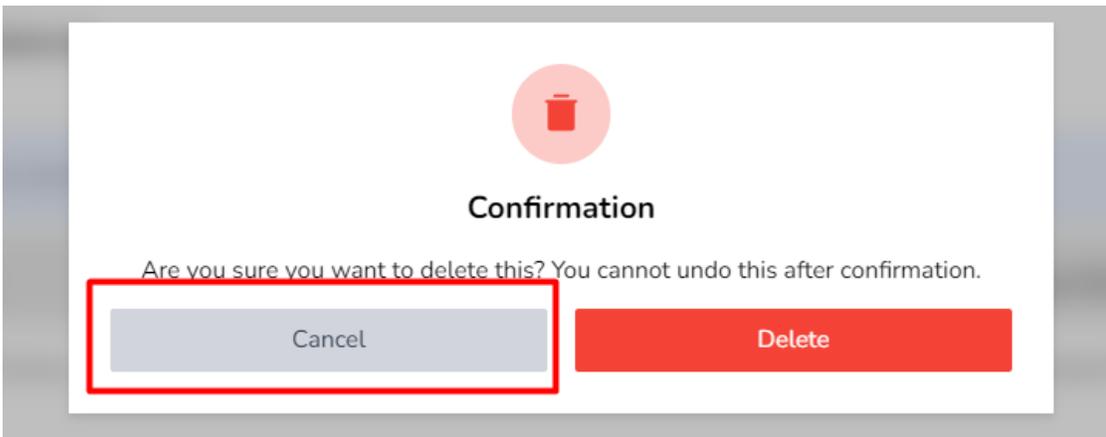
1. Click on “Delete” button to delete objectives

3	0113	Growing of vegetables and melons, roots and tubers	खरायो, सुंगुर, लौकाट, कुखुरा, हांस, सुगा, गोही, मो...	+
4	0119	Growing of other non-perennial crops	अन्य गैर-बारहमासी बालीहरूको वृद्धि	
5	0121	Growing of grapes	अंगूरको खेती	  
6	0115	Growing of tobacco	सुतीजन्य पदार्थको वृद्धि	
7	0114	Growing of sugar cane	उखुको खेती	

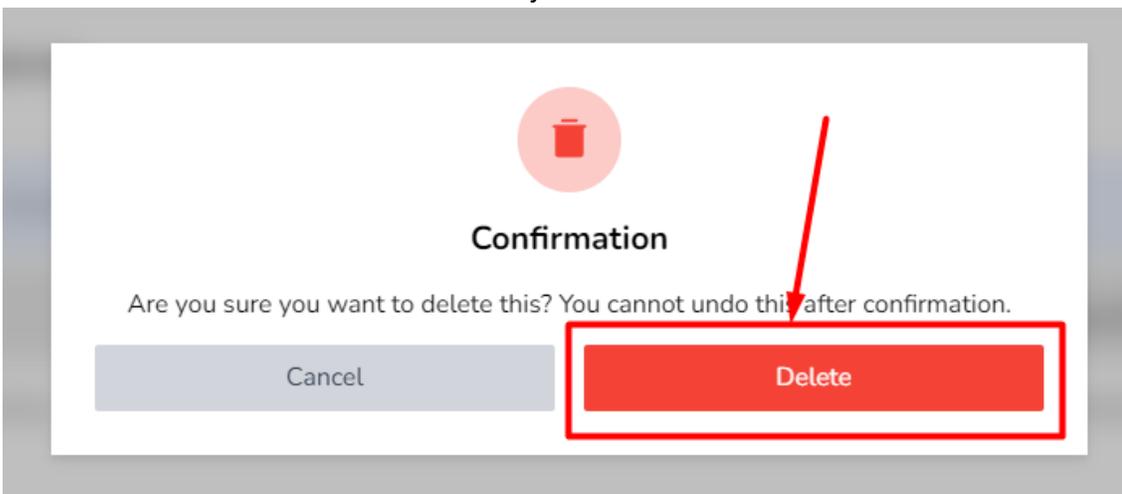
2. Delete confirmation popup appears



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



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



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.



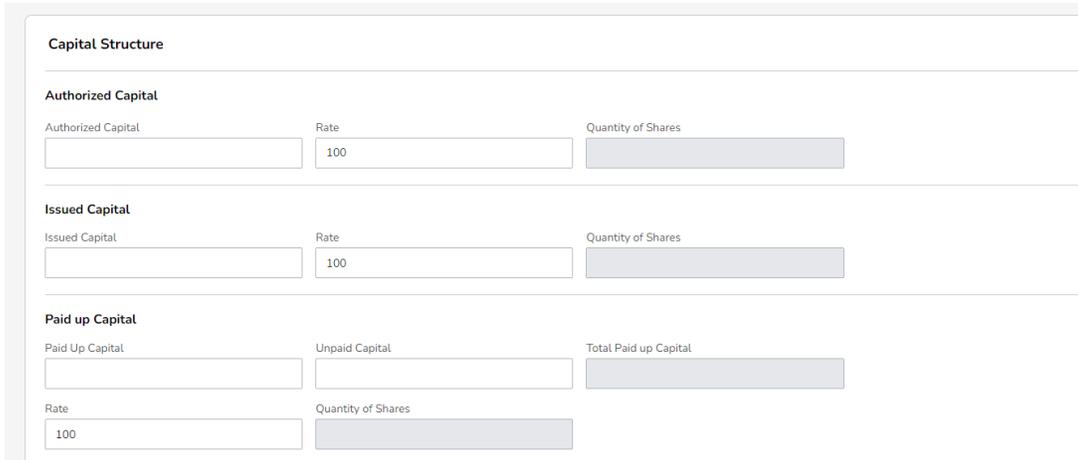
1.4 Capital Structure

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

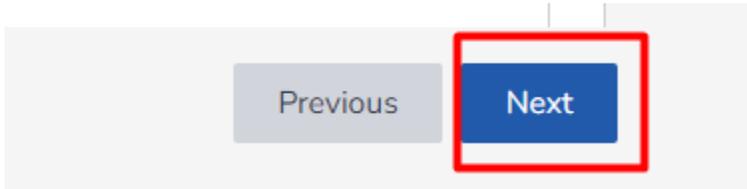
1. Enter details for Authorized Capital

A screenshot of a web form titled "Capital Structure". The form is divided into three main sections: "Authorized Capital", "Issued Capital", and "Paid up Capital".
- "Authorized Capital" section: Has three input fields. The first is "Authorized Capital", the second is "Rate" with a value of "100", and the third is "Quantity of Shares".
- "Issued Capital" section: Has three input fields. The first is "Issued Capital", the second is "Rate" with a value of "100", and the third is "Quantity of Shares".
- "Paid up Capital" section: Has four input fields. The first is "Paid Up Capital", the second is "Unpaid Capital", the third is "Total Paid up Capital", and the fourth is "Rate" with a value of "100". Below the "Rate" field is another input field for "Quantity of Shares".

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
<input type="text" value="100000"/>	<input type="text" value="100"/>	<input type="text" value="1000"/>

2. 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
<input type="text" value="80000"/>	<input type="text" value="100"/>	<input type="text" value="800"/>

Ratio of General Share

<input type="text" value="55"/>	:	<input type="text" value="45"/>
---------------------------------	---	---------------------------------

Promoter share ratio should be 51% or above.

Public share ratio should not be below 30%.

3. 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)

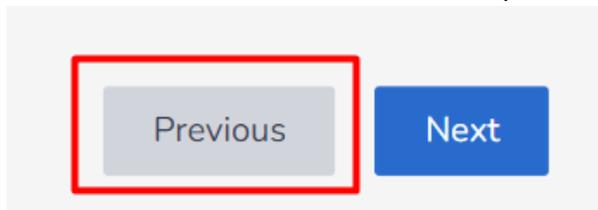
Paid Up Capital	Unpaid Capital	Total Paid up Capital
<input type="text" value="40000"/>	<input type="text" value="4000"/>	<input type="text" value="44000"/>
Rate	Quantity of Shares	
<input type="text" value="100"/>	<input type="text" value="440"/>	

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
<input type="text" value="32000"/>	<input type="text" value="100"/>	<input type="text" value="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

Head Office (Capital Structure)

Total Authorized Capital	Total Issued Capital	Total Paid up Capital
<input type="text" value="50000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>

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

Capital Structure (Branch / Liaison)

Authorized Capital Funding

Authorized Capital

Authorized Capital	Rate	Quantity of Shares
<input type="text" value="20000"/>	<input type="text" value="100"/>	<input type="text" value="200"/>

Issued Capital

Issued Capital	Rate	Quantity of Shares
<input type="text" value="20000"/>	<input type="text" value="100"/>	<input type="text" value="200"/>

Paid up Capital

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

Capital Structure (Branch / Liaison)

Authorized Capital Funding

Authorized Capital

Authorized Capital	Rate	Quantity of Shares
<input type="text" value="20000"/>	<input type="text" value="100"/>	<input type="text" value="200"/>

Issued Capital

Issued Capital	Rate	Quantity of Shares
<input type="text" value="20000"/>	<input type="text" value="100"/>	<input type="text" value="200"/>

Paid up Capital

Paid Up Capital	Unpaid Capital	Total Paid up Capital
<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="20000"/>

Rate	Quantity of Shares
<input type="text" value="100"/>	<input type="text" value="200"/>

4. If choose Funding, Click on “Funding” tab,

Capital Structure (Branch / Liaison)

Authorized Capital Funding

Total Amount

Source of Fund

5. Enter “Total Amount” in the Total Amount Field

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

Capital Structure (Branch / Liaison)

Authorized Capital **Funding**

Total Amount

! Total Amount is Required.

Source of Fund + Add

Source	Amount	
<input type="text"/>	0	🗑️

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

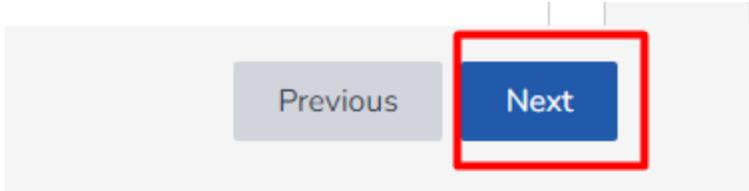
Source of Fund + Add

Source	Amount	
Salary	0	🗑️
<input type="text"/>	0	🗑️

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

Previous Next

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.

A screenshot of a form titled 'Capital Structure'. It has a 'Total Amount' label above an empty text input field, which is highlighted with a red border. Below this is a 'Source of Fund' label and a blue '+ Add' button.

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

A screenshot of the same 'Capital Structure' form. The '+ Add' button is now highlighted with a red border. The 'Total Amount' field is still empty.

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

Capital Structure

Total Amount

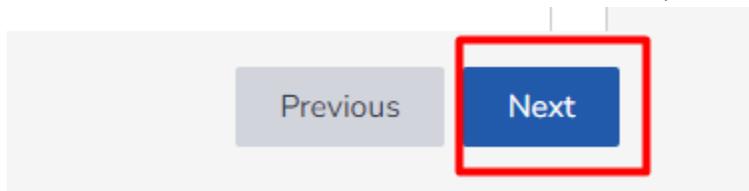
Source of Fund + Add

Source	Amount	
Salary	0	

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.



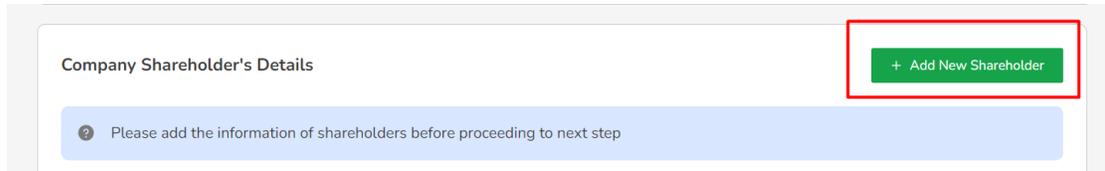
1.5 Company Shareholders

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



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

1.5.1.1 Foreign Residence

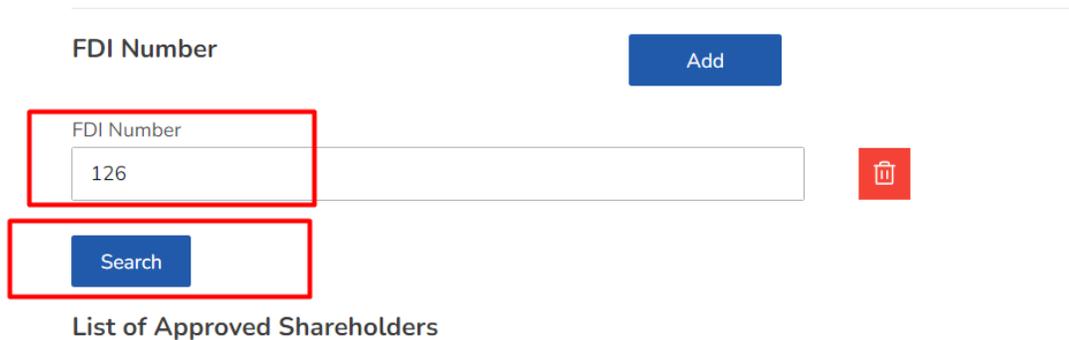
Residence



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



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



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 Search Filter

S.N	Individual/Company Name	Entity	FDI Number	Investment Amount
1	Anne Holt	INDIVIDUAL	196	10000000
2	Mukesh Pandit	INDIVIDUAL	196	1000000
3	Swabhim	COMPANY	196	10000000
4	Dristin	COMPANY	196	10000000
5	Swabhim	COMPANY	196	1000000

View 10 per page 1 - 6 of 6

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.

Q Search Filter

S.N	Shareholder's Name (In English)	Shareholder's Name (In Nepali)	Residence	Entity	Action
1	Anne Holt	Anne Holt	Foreign	INDIVIDUAL	 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

General Information Contact Information Business Details Documents

Shareholder Details

Full Name (In English) Anne Holt Full Name (In Nepali) Anne Holt Gender Male Female Other

Father's Name Bijay Holt Mother's Name Seali Holt Grandfather's Name Michael Holt

Date of Birth (In BS) १९५४-०३-०६ Date of Birth (In AD) 1997-06-20 Identification Document Type Passport

Identification Document Number 555656566 Identification Document Issued Date १९८०-०३-०१ Identification Document Expiry Date १९८०-०३-३१

Issued Country Akrotiri Tax Registration No. / PAN No. (Optional) 4444444 Investment Source Equity

Investment Amount 10000000

Shareholder Type

Director Founder Share Owner Jurisdiction

Share Type Right Share No. of Shares 1000 Paid Amount 10000000 Unpaid Amount 0

[Next](#)

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

Permanent Address

Country: Afghanistan | Tole/Street: Kathmandu, Kathmandu Metropolitan City, Kathmandu | Latitude: 27.69505407293166 | Longitude: 85.31357418846141

Address Line 1 (Optional):

Temporary Address (Optional)

Province: Bagmati Province | District: Chitwan | Local Body: Khairaham Municipality | Ward No.: 5

Tole/Street: Bharatpur, Chitwan, Bagmati Pradesh, Nepal | Latitude: 27.602708635397203 | Longitude: 84.42719169738089 | Address Line 1 (Optional):

Contact Information

Phone: 656566666 | Fax (Optional): | P.O. Box No. (Optional):

Email (Optional): | Website (Optional):

Previous Next

11. Click on “Add Witness” button to add witness details

Witness Details

+ Add Witness

Q Search Filter

S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action
No Information Yet						

View 10 per page 1 - 0 of 0

Previous Next

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

Add Witness ×

Nationality
 Is Foreign

Full Name

Province: × ▾ District: × ▾

Local Body: × ▾ Ward No.: × ▾

Address Line 1 (Optional)

Identification Document Type: × ▾ Identification Document Number:

Phone: Email:

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.

Q Search Filter ▾

S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action
1	Ram Bahadur	Nepali	Citizenship	PDF.JPG		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="+ Upload"/>

View Edit Delete

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

Q Search Filter ▾

S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action
1	Ram Bahadur	Nepali	Citizenship	PDF.JPG		<input type="button" value="+ Upload"/>

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

Witness Details + Add Witness

Q Search Filter

S.N	Full Name	Residence	Identification Document Type	File Extension	File	Action
1	Ram Bahadur	Nepali	Citizenship	PDF,JPG	dummy-citizenship.jpg	+ Upload

View 10 per page 1 - 1 of 1

Previous
Next

16. Upload the necessary document documents in the “Documents” section

17. Click on “Upload” upload the documents

Necessary 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	साहदानी	5	PDF,PNG,JPEG,JPG		+ Upload

View 10 per page 1 - 5 of 5

Previous
Update Shareholder

18. Click on “Update Shareholder” button to update the shareholder.

✓
General Information

✓
Contact Information

✓
Witness Details

○
Documents

Necessary 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	साहदानी	5	PDF,PNG,JPEG,JPG		+ Upload

View 10 per page 1 - 5 of 5

Previous
Update Shareholder

1.5.1.2 Nepali Residence

Shareholder Type

Residence

Nepali Foreign

1. If Entity as Individual, enter NID Number.

Entity

Individual Company

NID No.

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)

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

Individual Company

Company Registration Number

Company Registration Number

Q Search

S.N	<input type="checkbox"/>	Company Name (English)	Company Name (Nepali)	Registration Number	Pan Number
1	<input type="checkbox"/>	Facebook Company	Ram Das Shrestha	1234	45466
2	<input type="checkbox"/>	Tesla Company	tesla	1344	45466

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

Residence
 Nepali Foreign

Entity
 Individual Company

Company Registration Number

Company Registration Number

S/N	<input checked="" type="checkbox"/>	Company Name (English)	Company Name (Nepali)	Registration Number	Pan Number
1	<input checked="" type="checkbox"/>	Facebook Company	Ram Das Shrestha	1234	45466
2	<input type="checkbox"/>	Tesla Company	tesla	1344	45466

View per page 1 - 2 of 2

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

Add BOD ✕

Shareholder's Name
 ✕ ▾

Working Time Period From (in BS)

Working Time Period From(in AD)

Working Time Period To (in BS)

Working Time Period To (in AD)

Working Time Period (In Years)

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

BOD Details + Add BOD

Q Search Filter

S.N	BOD Name	Working Time Period (In Years)	Independent BOD	Action
1	Anne Holt	3	<input type="checkbox"/>	Verify Phone No.

View per page 1 - 1 of 1 ← < 1 > →

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

✕

Verify BOD Phone No.

Please 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.

Previous

Next

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

A screenshot of the 'Company Registration' page. The page title is 'Phase 2 (English)'. The company name is 'Foreign Apple Nepal (विदेशी एप्पल नेपाल)' with a 'DRAFT' status. The company type is 'Foreign, Branch' and the reservation approved date is '2023-06-22'. The 'Company Representative's Details' section has a '+ Add Representative' button. Below it, there is a search bar and a table with columns: S.N, Representative's Name, Identification Document Name, and Action. The table is currently empty with the message 'No Information Yet'. There are 'Previous' and 'Next' buttons at the bottom right.

2. Click on "Add representative" to add new representative

3. Popup form appears

A screenshot of the 'Company representative' popup form. The form is titled 'Company representative' and has three tabs: 'General Information', 'Contact Information', and 'Documents'. The 'General Information' tab is active. The form contains the following fields: 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 (Choose Option...), Identification Document Number, Identification Document Issued Date, Issued District (Choose Option...), and PAN No. There is a 'Next' button at the bottom right.

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

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

- Click on “Previous” to go to the previous step
- Click on “Next” button to proceed to next step
- Document screen appears,

General Information Contact Information **Documents**

Necessary Documents

Q Search 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		+ Upload
2	Others	अन्य	5	PDF,DOCS,JPEG		+ Upload
3	Passport	राहदानी	5	PDF,PNG,JPEG,JPG		+ Upload

View 10 per page 1 - 5 of 5

Previous Add Representative

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

General Information Contact Information Documents

Necessary Documents

Q Search 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		+ Upload
2	Others	अन्य	5	PDF,DOCS,JPEG		+ Upload
3	Passport	राहदानी	5	PDF,PNG,JPEG,JPG		+ Upload

View 10 per page 1 - 5 of 5

Previous Add Representative

12. Document appears when added the document

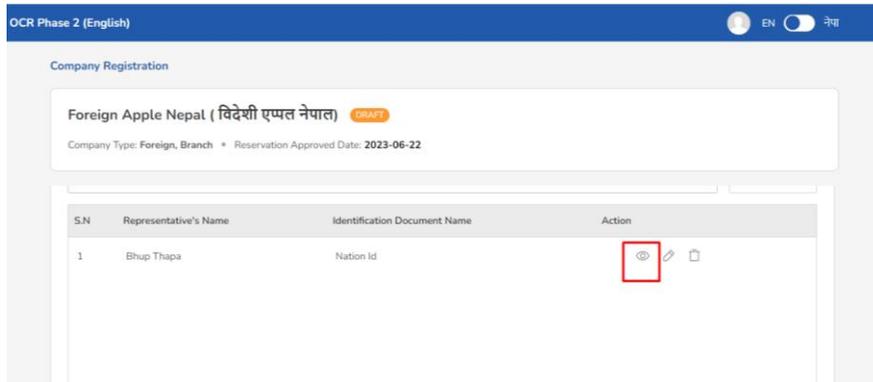
S.N	Document Name (In English)	Document Name (In Nepali)	Max File Size(in MB)	File Extension	File	Action
1	Pan	प्यान	5	PDF,XLS,JPEG,PNG,JPG	dummy-housedocument.jpg +0	+ Upload
2	Others	अन्य	5	PDF,DOCS,JPEG		+ Upload
3	Passport	राहदानी	5	PDF,PNG,JPEG,JPG		+ Upload

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



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

General Information Contact Information Documents

Company representative

Residence: Nepal Foreign

Full Name (In English): Bhup Thapa Full Name (In Nepali): भूप थापा 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 Date of Birth (In AD): 2009-06-25

Identification Document Type: Nation Id Identification Document Number: 4343343 Identification Document Issued Date: २०७९-१२-०१

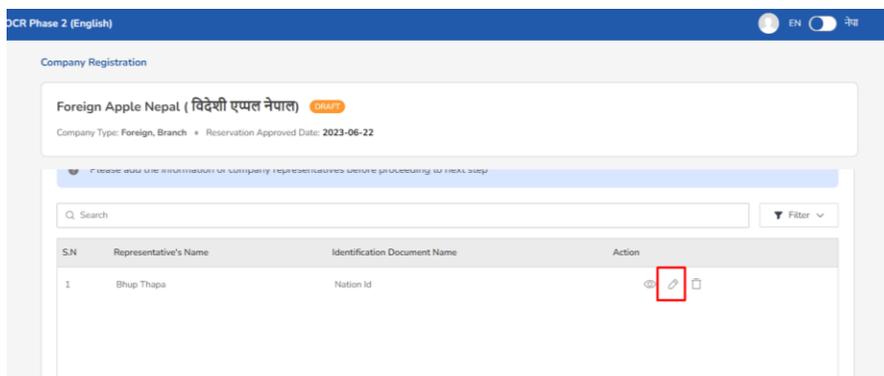
Issued District: Baglung PAN No: 3343434343

Next

3. Click on "Close" to close the view

Edit Company Representative Detail

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



2. Popup form opens enabling user to edit the details

3. Update the “General Information” and click on “Next” button

General Information Contact Information Documents

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 २०८७-१२-०७

Issued District PAN No.
Baglung 33434343

Next

4. Update the “Contact Information” and click on “Next” button

General Information **Contact Information** Documents

Permanent Address

Province District Local Body Ward No.
Gandaki Province Gorkha Ajirkot Rural Municipality 3

Tote/Street Latitude Longitude Address Line 1 (Optional)
Kathmandu, Kathmandu Metropolitan City, Kathmandu 27.717215027592953 85.31484509815242

Temporary Address

Same As Permanent Address

Province District Local Body Ward No.
Gandaki Province Gorkha Ajirkot Rural Municipality 3

Tote/Street Latitude Longitude Address Line 1 (Optional)
Kathmandu, Kathmandu Metropolitan City, Kathmandu 27.717215027592953 85.31484509815242

Contact Information

Phone House No. Fax (Optional)
999998896 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

General Information Contact Information **Documents**

Necessary Documents

Q Search Filter

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

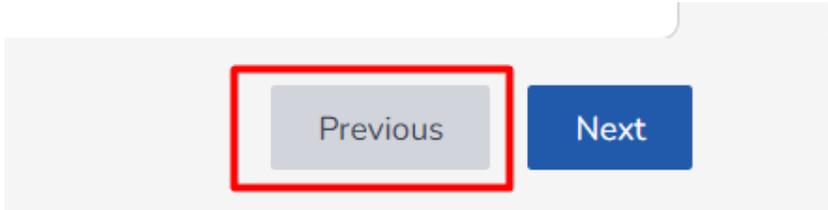
View 10 per page 1 - 5 of 5 < >

Previous **Add Representative**

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.

OCR Online Portal Dashboard Fine & Revenue Documents

1 2 3 4 5 6 Legal Person Details 7 8 9

Company Registration

Shyam Traders (श्याम त्रदेर्स) Drafted

Company Type: Private >> Multiple Ownership >> Joint Venture Between Nepali and Foreign Investor • Reservation Approved Date: 2024-05-21 • Application Number: 80/81-19-100007862

Legal Person Details:

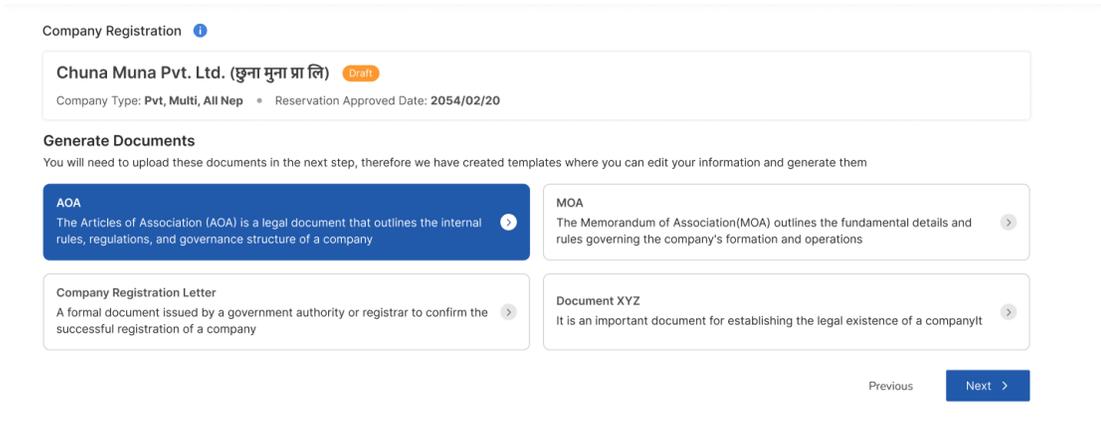
Name English Bipin Chhetri	Name Nepali बिपिन क्षेत्री	Contact Number 8745986451
Identification Document Type Citizenship	Identification Document Number 4554215421421	Designation Lawyer

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

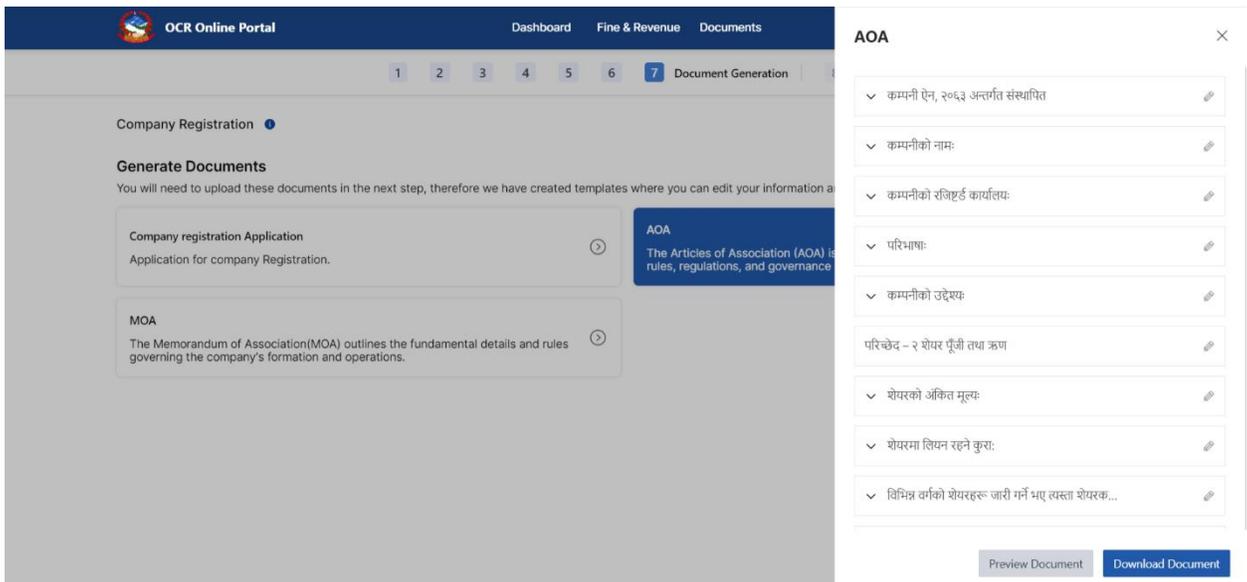
1.7 Generate Document

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

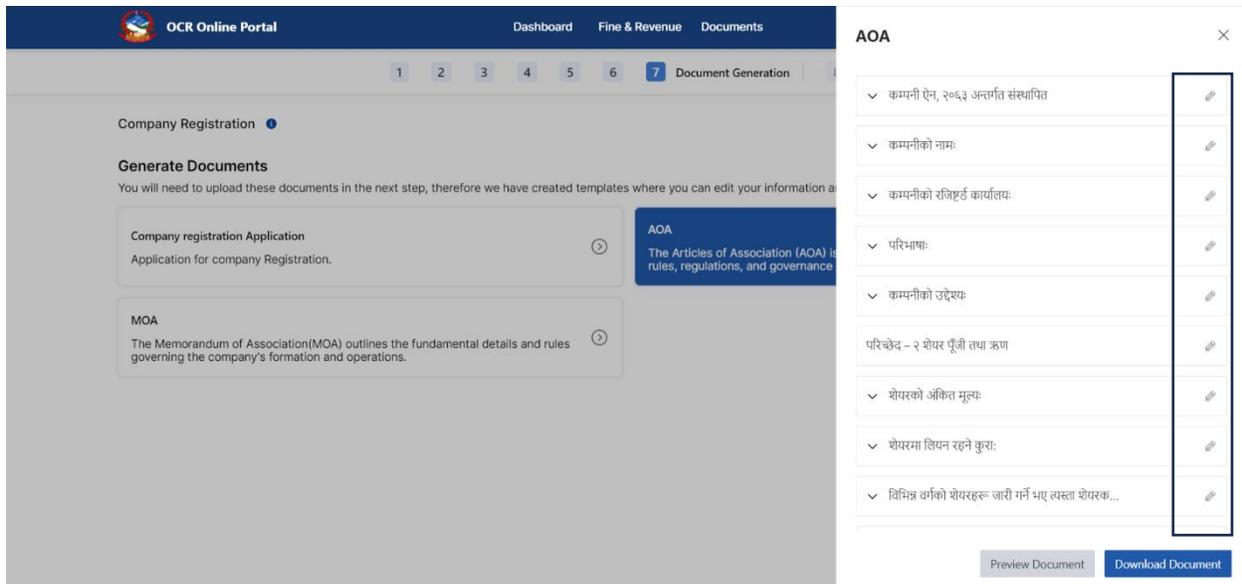
1. Select the any document you want to generate mentioned in the list



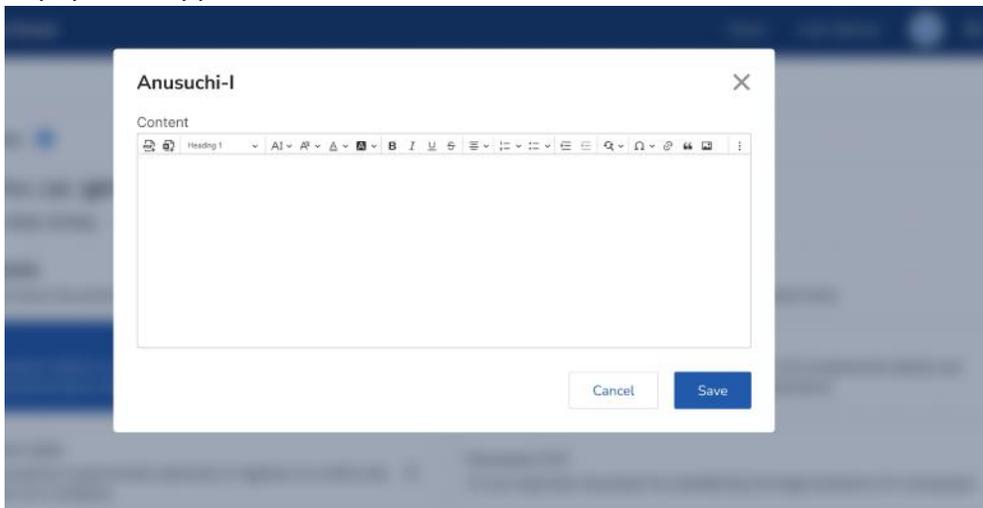
2. Click on “Next” button to move forward with the document edit process
3. Enter all the details needed for the selected document



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



5. Popup form appears , enter the content



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.

Company Registration

Shyam Traders (श्याम त्रेडर्स) Drafted

Company Type: Private >> Multiple Ownership >> Joint Venture Between Nepali and Foreign Investor • Reservation Approved Date: 2024-05-21 • Application Number: 80/81-19-100007662

Necessary 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	
3	Foreign Investment approval letter from the Industries department	5 MB	DOCS , PDF		No	
4	Promoters Founders Application	5 MB	DOCS , PDF		No	
5	Private Firm Registration Certificate	5 MB	DOCS , JPEG + 1		No	
6	Renewal of Private Firm	5 MB	DOCS , JPG + 1		No	
7	Tax Clearance certificate	5 MB	DOCS , JPEG + 1		No	
8	Opinions/ feedback of concerned body	5 MB	DOCS , PDF		No	
9	Contract letter	5 MB	DOCS , JPEG + 1		No	
10	Project report	5 MB	PDF		No	

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	
2	MOA	5 MB	DOCS , PDF + 2	MOA (4).pdf	Yes	

3. Click on “Previous” button to move to previous screen.



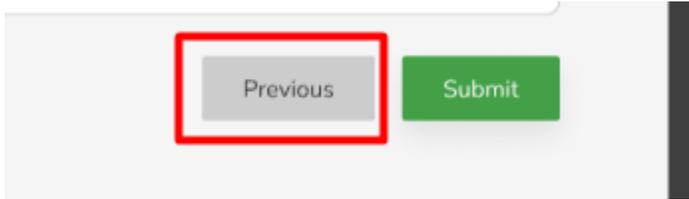
4. Click on “Next” button to save the data in the draft, and move to next screen.



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.

Company Registration

Chuna Muna Pvt. Ltd. (चुना मुना प्रा लि) Submitted

Company Type: Pvt, Multi, All Nep • Reservation Approved Date: 2054/02/20

Office Location

Province: Bagmati | District: Lalitpur | Local Body: Sanepa | Ward No.: 14

Tole/Street: Kharibot | Latitude (Optional): 27.6844° N, 85.3059° E | Longitude (Optional): 27.6844° N, 85.3059° E | Phone No.: 9876543210

Fax No. (Optional): Placeholder | P.O. Box Number (Optional): Placeholder | Email (Optional): Placeholder | Website (Optional): Placeholder

Branch Information

Province	District	Tole/Street	Local Body	Ward No.	Action
Bagmati	Kathmandu	Kathmandu	07	6	
Gandaki	Pokhara	Pokhara	10	8	
Lumbini	Lumbini	Lumbini	02	13	

Objective Details

Q Search Filter

NSIC Code	Objective (in English)	Objective (in Nepali)	Action
0001	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	

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.

Company Registration

Chuna Muna Pvt. Ltd. (चुना मुना प्रा लि) Under Review

Company Type: Pvt, Multi, All Nep • Reservation Approved Date: 2054/02/20

Office Location

Province: Bagmati | District: Lalitpur | Local Body: Sanepa | Ward No.: 14

Tole/Street: Kharibot | Latitude (Optional): 27.6844° N, 85.3059° E | Longitude (Optional): 27.6844° N, 85.3059° E | Phone No.: 9876543210

Fax No. (Optional): Placeholder | P.O. Box Number (Optional): Placeholder | Email (Optional): Placeholder | Website (Optional): Placeholder

Branch Information

Province	District	Tole/Street	Local Body	Ward No.	Action
Bagmati	Kathmandu	Kathmandu	07	6	
Gandaki	Pokhara	Pokhara	10	8	
Lumbini	Lumbini	Lumbini	02	13	

Objective Details

Q Search Filter

NSIC Code	Objective (in English)	Objective (in Nepali)	Action
0001	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	

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.

Company Registration

Chuna Muna Pvt. Ltd. (चुना मुना प्रा लि) Approved

Company Type: Pvt, Multi, All Nep • Reservation Approved Date: 2054/02/20

Office Location

Province: Bagmati, District: Lalitpur, Local Body: Sanepa, Ward No.: 14

Tole/Street: Kharibot, Latitude (Optional): 27.6844° N, 85.3059° E, Longitude (Optional): 27.6844° N, 85.3059° E, Phone No.: 9876543210

Fax No. (Optional): Placeholder, P.O. Box Number (Optional): Placeholder, Email (Optional): Placeholder, Website (Optional): Placeholder

Branch Information

Province	District	Tole/Street	Local Body	Ward No.	Action
Bagmati	Kathmandu	Kathmandu	07	6	
Gandaki	Pokhara	Pokhara	10	8	
Lumbini	Lumbini	Lumbini	02	13	

Objective Details

Search: [] Filter: [v]

NSIC Code	Objective (in English)	Objective (in Nepali)	Action
0001	Crop and animal production, hunting and related service activities	खेती र जनावर उत्पादन, शिकार र सम्बन्धी सेवा गतिविधिहरू	

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.

Company Registration

Chuna Muna Pvt. Ltd. (चुना मुना प्रा लि) Rejected [View Rejected Remarks](#)

Company Type: Pvt, Multi, All Nep • Reservation Approved Date: 2054/02/20

Office Location

Province: Bagmati, District: Lalitpur, Local Body: Sanepa, Ward No.: 14

Tole/Street: Kharibot, Latitude (Optional): 27.6844° N, 85.3059° E, Longitude (Optional): 27.6844° N, 85.3059° E, Phone No.: 9876543210

Fax No. (Optional): Placeholder, P.O. Box Number (Optional): Placeholder, Email (Optional): Placeholder, Website (Optional): Placeholder

Branch Information

Province	District	Tole/Street	Local Body	Ward No.	Action
Bagmati	Kathmandu	Kathmandu	07	6	
Gandaki	Pokhara	Pokhara	10	8	
Lumbini	Lumbini	Lumbini	02	13	

Objective Details

Search: [] Filter: [v]

NSIC Code	Objective (in English)	Objective (in Nepali)	Action
0001	Crop and animal production, hunting and related service activities	खेती र जनावर उत्पादन, शिकार र सम्बन्धी सेवा गतिविधिहरू	

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

Chuna Muna Pvt. Ltd. (चुना मुना प्रा लि)

Rejected

Company Type: Pvt, Multi, All Nep • Reservation Approved Date: 2054/02/20

[View Rejected Remarks](#)

2. Rejection Remarks will be displayed.

Name Reservation Rejection Remarks ✕

Your Shareholder's details is insufficient

Your Capital Structure does not qualify for the company type you are trying to register as

The necessary document for environment safety certification is missing