

USER MANUAL (EXTERNAL)

Industry Management Information System

Department of Industry,
Tripureshwor, Kathmandu, Nepal.

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1. Introduction

1.1 Purpose

The user documentation is designed to assist end users to use the product or service. This is often referred to as user assistance. The user documentation is a part of the overall product delivered to the customer. The User Manual contains all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

1.2 Organization of the Manual

This section describes all the contents that are available in this document. This document contains system overview which describes all the functions, architecture of the system, user access mode, system category, Operational status, features provided by the system. Authorized User permission makes us clear about authorized user and their overall access. Support and services describe about the personnel data who will be responsible for the support. System summary describes the overall system configuration, data flows, User Access levels, Contingencies and Alternate Modes of operation. Getting started describes logging on, System Menu, Administrative functionalities, Exit System. Using the system section describes the detailed descriptions of the system function, special instruction for error correction, caveats and exceptions, Input Procedures and Expected Output. Reporting section describes Reporting Capabilities and Report Procedures. Glossary and Index section describes either Glossary or Index or any one of them can be provided for easier indexing of data in the documentation. Project References section describes provide a list of the references that userre used in preparation of this document in order of importance to the end user.

2. General Information

2.1 System Overview

The primary scope of the project is the design and development of a solution, to enable citizens, departments and sections to conduct the operational workflow through the use of single system. All the document management from different section from DOI is done here. Along with this, the system will altogether handle the overall process flow for different sections of DOI (Industry Registration and Licensing, .Foreign Investment and Technology Transfer, Administration and Facility, Planning and Monitoring and Evaluation, Legal/Law, and Account Section.

2.2 Support and Services

2.2.1 Information

This section provides help desk information including responsible personnel phone numbers for emergency assistance.

Name	Position

3. System Summary

Under the Digital Nepal framework, eight sectors – digital foundation, agriculture, health, education, energy, tourism, finance, and urban infrastructure – have been identified. Eighty digital initiatives have been identified that aim to propel socio-economic growth in Nepal by addressing crucial challenges while unlocking the growth potential in each of the eight key sectors.

One of the digital initiatives under the sector – Digital Foundation is the Paperless government. The paperless government will increase the transparency, efficiency, and collaborative environment among and between government, citizens, and businesses.

Currently, government agencies are trying to adopt IT systems. In this process of automating their functions, multiple agencies are developing a similar system for the same functions. This is not only leading to wastage of resources by duplication but also creating difficulty in interoperability and Central control & monitoring.

The Department of Industry is one of the major agencies at the Ministry of Industry which is responsible for the implementation of policy, acts, rules, and regulations related to industrial development, through which the Government of Nepal plans to strengthen the Nepalese economy. The department, as per the revised Industry Enterprise Act (IEA), 2016, administers and facilitates the Middle and Large-scale industries which have fixed assets of more than 100 million Nepalese rupees. Furthermore, its scope of function also includes foreign investment and technology transfer in the industry as the user as protection of industrial property

3.1 System Configuration

To access the application following system and network configuration is required.

SN	Component	Detail
1	Operating System	Microsoft Windows 10 / Linux Ubuntu or Mint
2	RAM (Memory)	16 GB
3	CPU (Processing)	8 V-Core
4	Hard Disk (Space)	256 GB
5	Browser	Google Chrome 90 or above/ Mozilla Firefox 85 or above
6	Internet	High Speed Internet with 10Mbps + speed
7	Input Devices	Keyboard/ Mouse
8	Output Devices	Monitor Screen

3.2. Data Flows

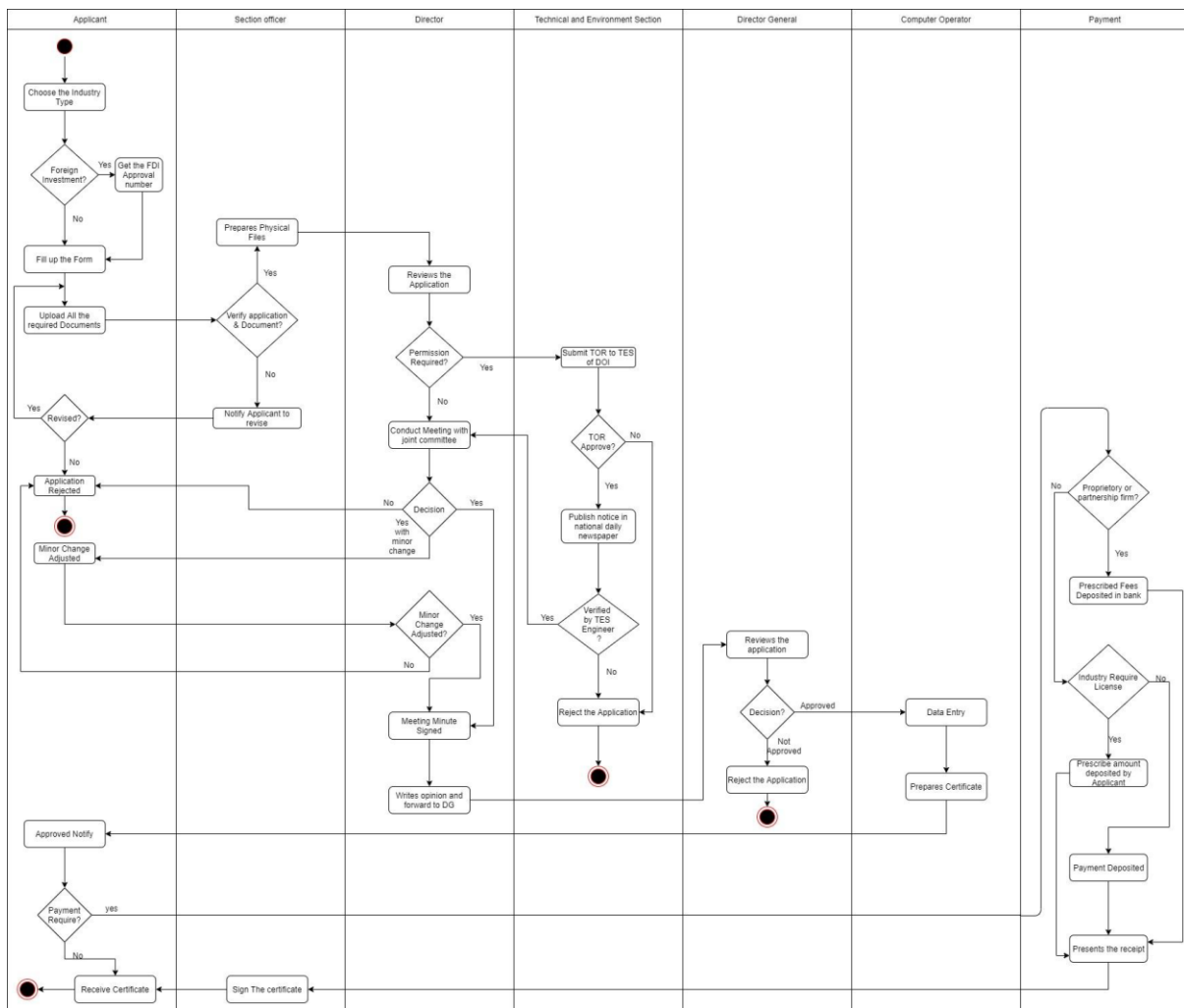


Figure 1: Data Flow

3.2 User Access Levels

3.3 Contingencies and Alternate Modes of Operation

In case of an emergency disaster, users have planned the following things for the continuation of the software. They are:

1. Backup database
2. Failure Recovery: Data Testing
3. Restoring the backup data

4. Getting Started

4.1 Login and register

For user login:

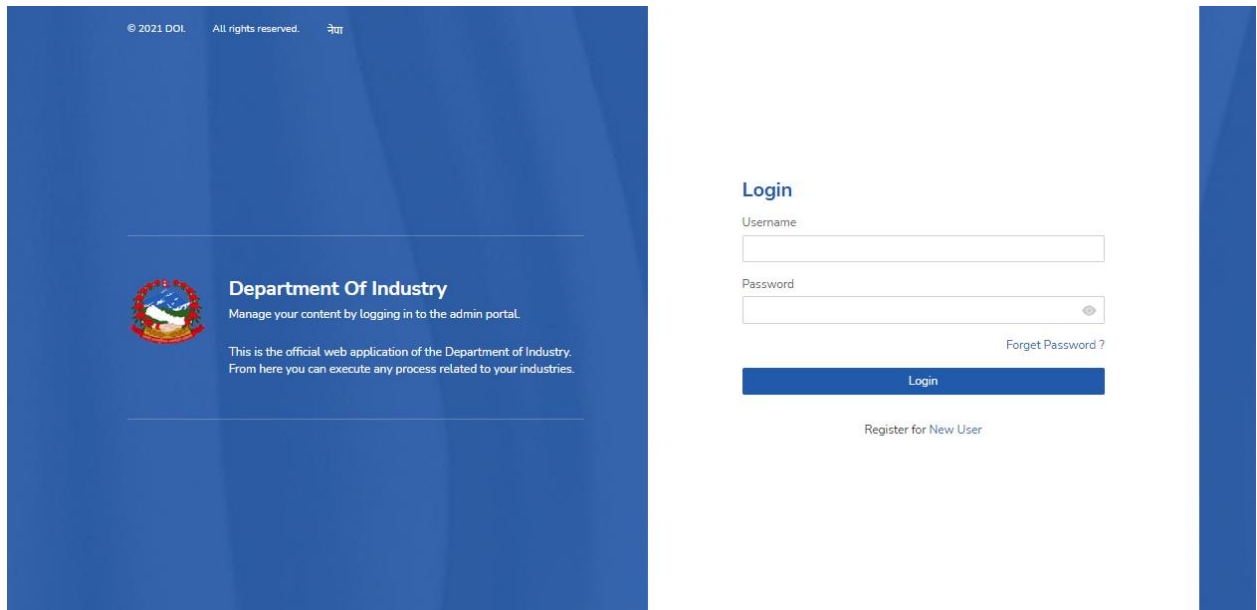


Figure 2: Login

Insert username and password on the login credential page. Then press the login button.

For user registration:

To register a user, click on the *New User* link below login button.

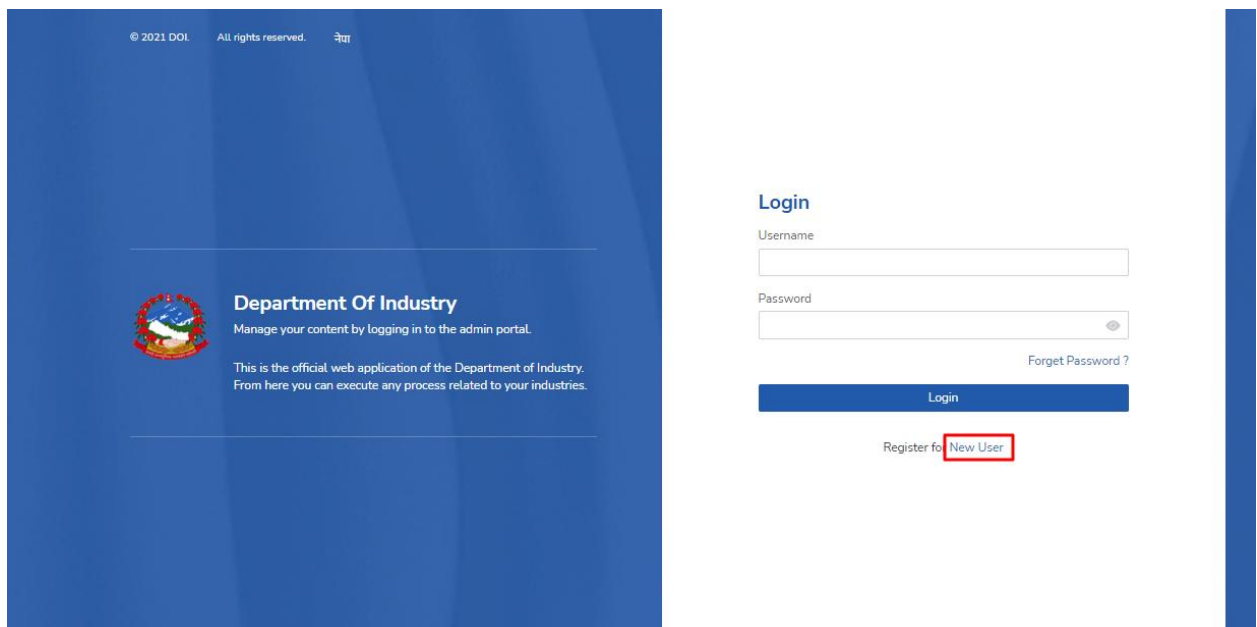
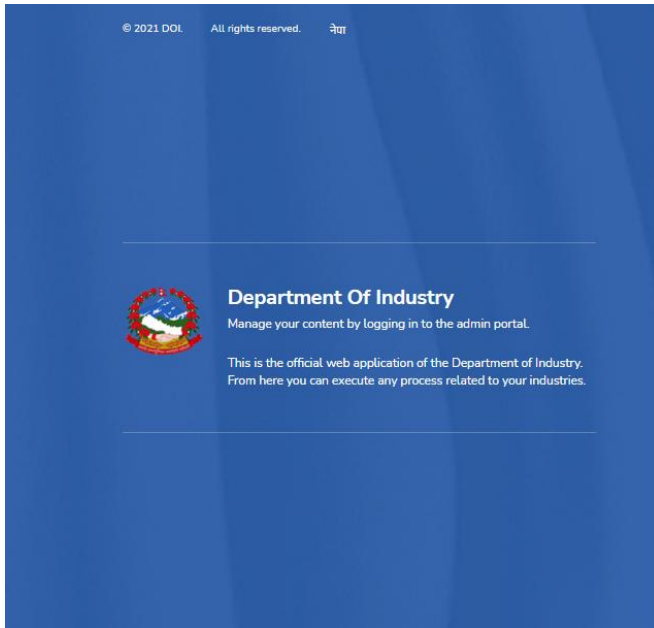


Figure 3: User registration



Register

Full Name * Full Name (In Nepali) *

Gender * Address *

User Name *

Email * Mobile No. *

Image * Role *

[Back to Login](#)

Figure 4: Registration form

Fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the register button to proceed to the next stage.

After the registration process, the system will ask for confirmation to register the user.

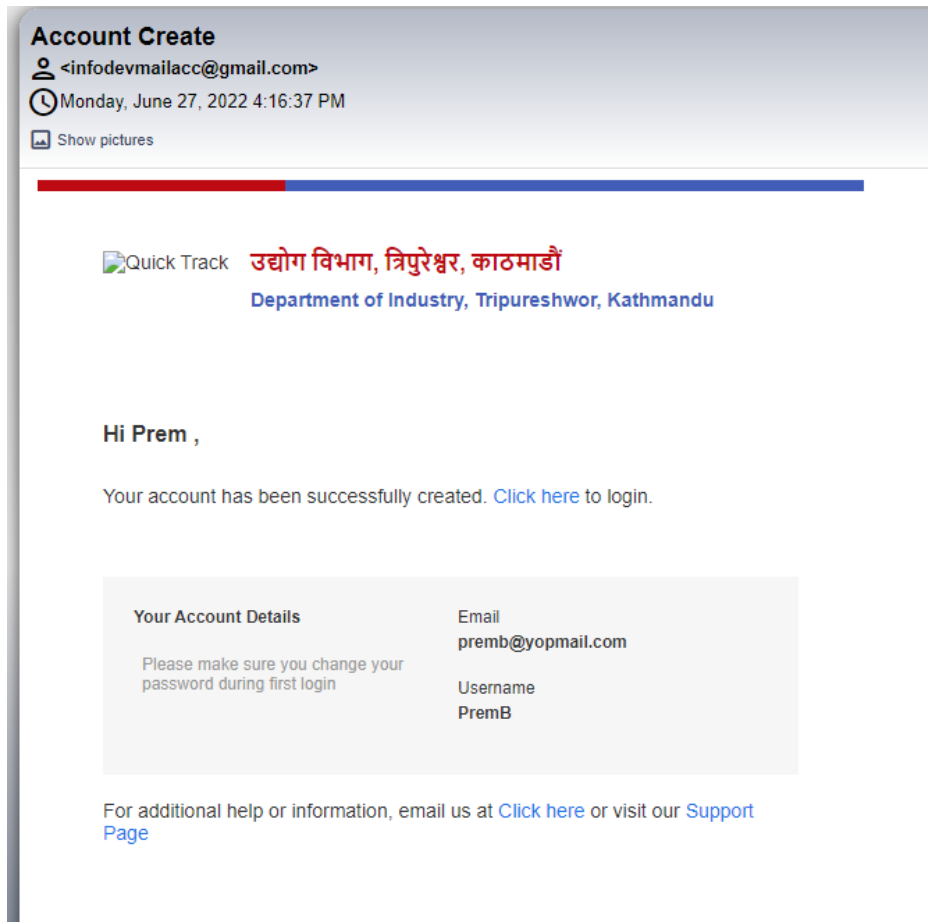


Figure : Registration Email

The email is sent to the inputted email address for confirmation of the user account with username. Once the email is received the user must click the click here for assigning the password of their account.

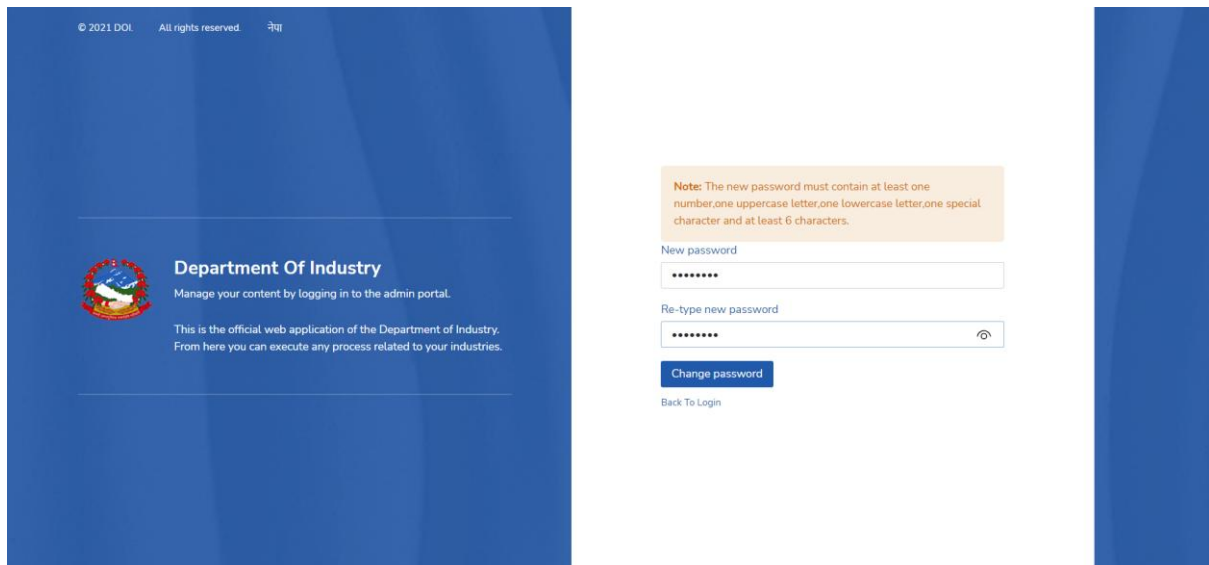


Figure : Set Password

The final step is to set the password to the account of the user for logging in.

4.2 Dashboard

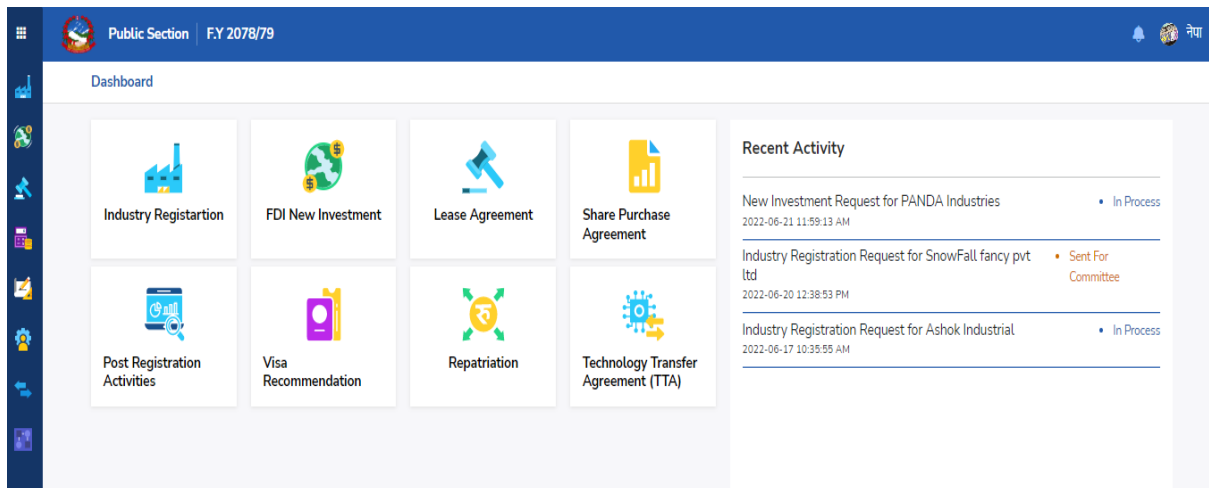


Figure 5.1: Dashboard

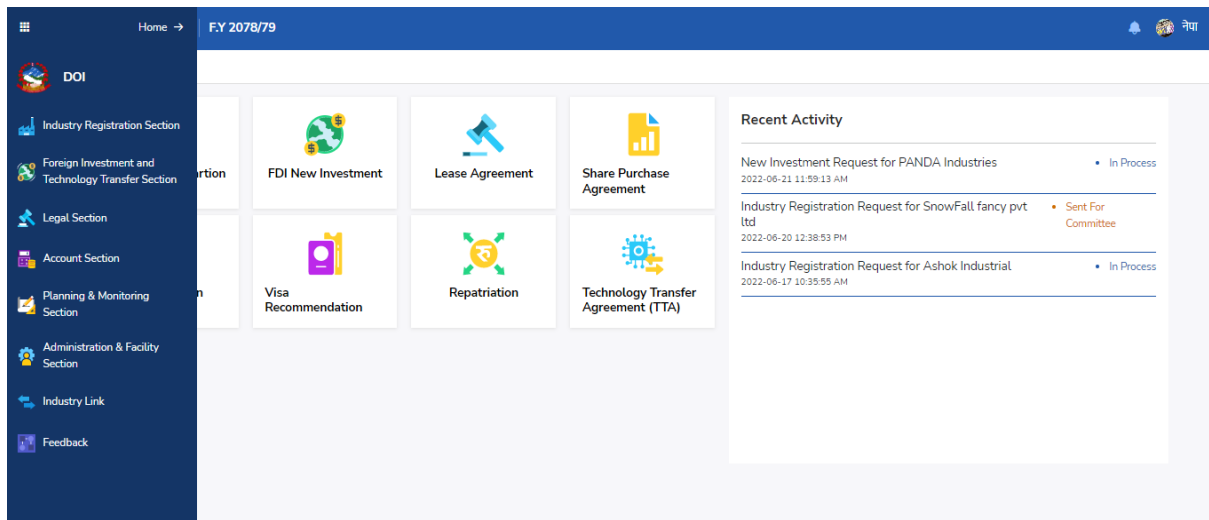
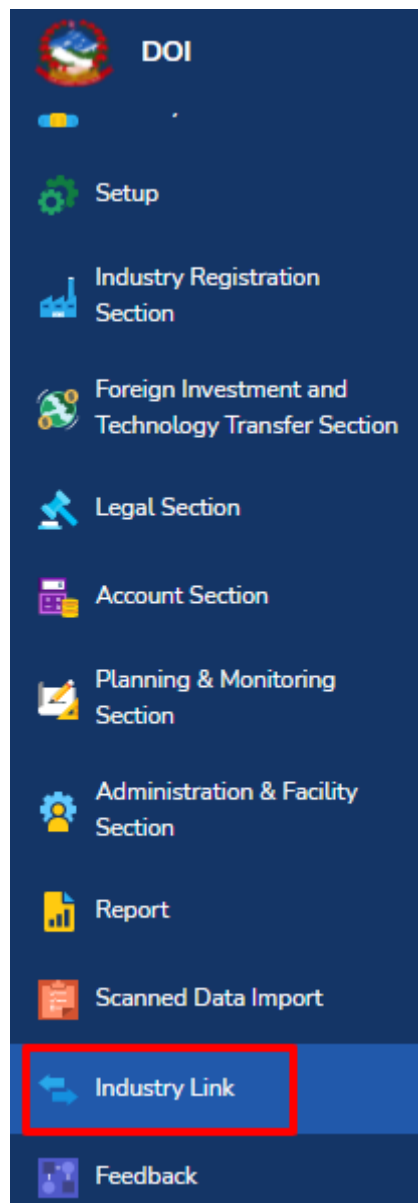


Fig 5.2 Dashboard

In the dashboard, you can find a navigation bar on the left side of the screen. This screen shows Industry Registration Section, Foreign Investment & Technology Transfer Section, Legal Section, Account Section, Planning & Monitoring Section, Administration & Facility Section, Industry Link and Feedback.

4.3 User Industry link



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User Industry Link + Link Industry

S.N.	Industry Name	Industry Registration Number	User Name	Status	Entry Date	Action
1	Gorakhali industry	698456584165	Prashant Chaudhary	In Process	2022-04-01	
2	Gorkha cement	54	Raju Tamang	Approved	2022-03-25	
3	Apple Industry		Prashant Chaudhary	In Process	2022-03-28	
4	Upper hydro	72	Department Of Industry System	Rejected	2022-03-28	
5	Upper hydro	72	Department Of Industry System	Approved	2022-03-28	

View 20 Per Page 1 - 5 of 5

In this form, the user can see S.N., Industry Name, Industry Registration Number, User Name, Status, Entry Date, and Action.

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User Industry Link

Industry Information

Industry Name *

Industry Name * Industry Name (In Nepali) * Industry Registration No. * Industry Registration Date *

Industry Category * Industry Scale *

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Citizenship	नागरिकता	Upload 0 files
2	Company Certificate	कम्पनी प्रमाणपत्र	Upload 0 files

+ Add New Row

+ Save

The request for industry link will go into the approval flow within the DOI internal user. Once the request is approved, the user will be linked to the industry.

4.4 Industry Registration Section

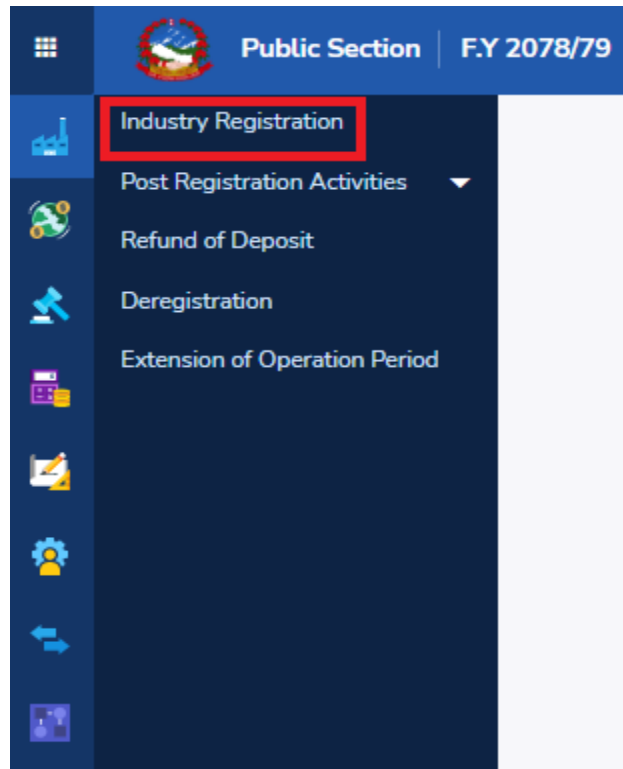


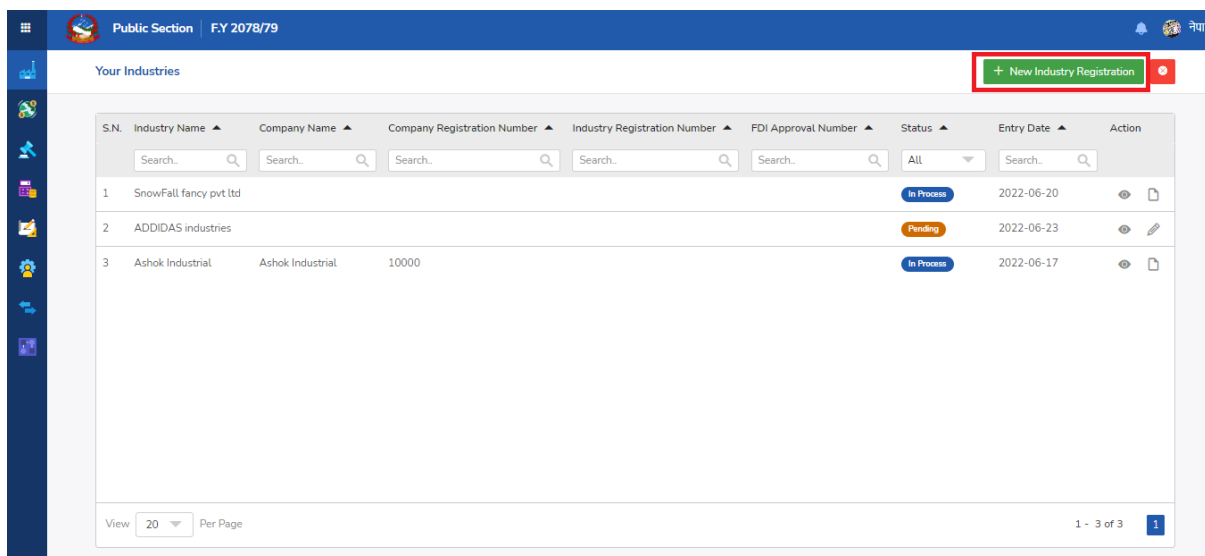
Figure 52: Dashboard>Industry Registration Section

The Industry Registration section in the system allows the user to register a new industry online by uploading all the necessary scanned documents. In the above screenshot, the user can see a list of sections.

4.4.1 Industry Registration

This screen allows users to register for a new industry.

To register in a new industry, click on the New Industry Registration Button.



4.3.1.1 Basic Information

The screenshot shows the 'Industry Registration / Licensing Application' interface. The 'Basic Information' step is highlighted in the sidebar. The main form area contains the following fields:

- General Information**
 - Is Foreign Investment Approved ?
 - Proposed Legal Status * (dropdown menu)
 - Proposed Industry Name * (text input)
 - Proposed Industry Name Local * (text input)

A 'Next' button is located at the bottom right of the form area.

Fill out the Basic information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Next button and it will redirect to the contact information page.

Field Name	Description
Proposed Legal Status:	Select Proposed Legal Status from List.
Proposed Industry Name:	Enter Proposed Industry Name.
Proposed Industry Name Local:	Enter Proposed Industry Name in Nepali.
Estimated Operation Period (In Months):	Enter the estimated operation period in a month.
District:	Select District from the list.
Local Body:	Select Local Body from the list.
Ward No :	Select Ward No from the list.
Tole/Street:	Select the location from the map.
Phone:	Enter phone.
Fax :	Enter Fax.
Po Box No:	Enter Po Box No.
Email:	Enter Email.
Website:	Enter Website.

4.3.1.2 Contact Information

Industry Location/ storage location:

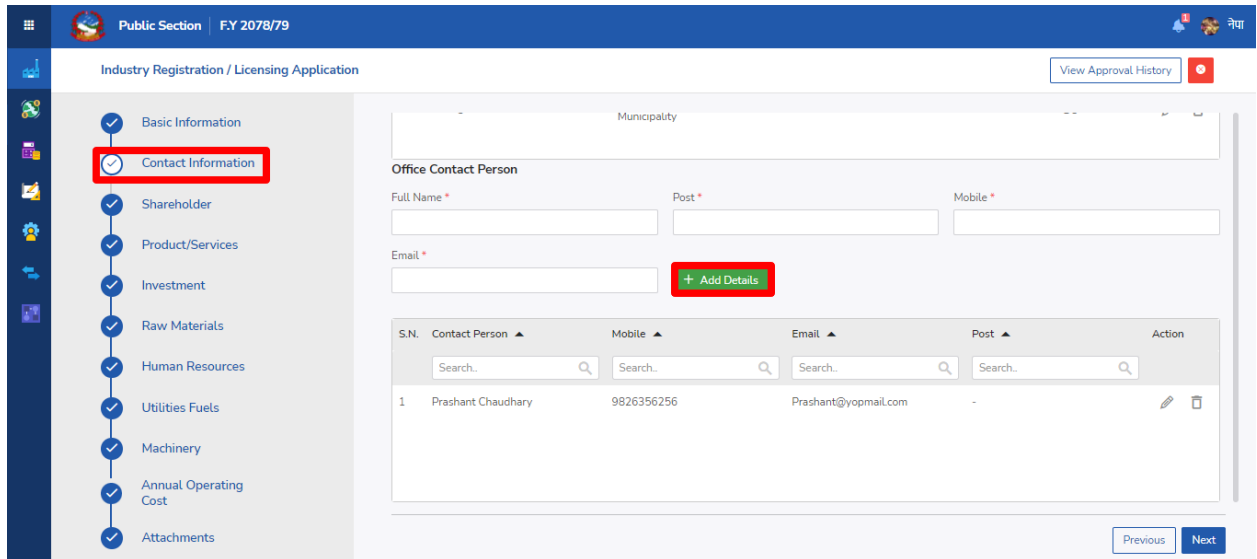
Fill out the Industry location form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

Field Name	Description
Location Category:	Select Location Category from the list.
District:	Select District from the list.
Local Body:	Select Local Body from List.
Ward No:	Select Ward No.
Tole/Street:	Select the location from the map.
Latitude and longitude	After selection of tole/street, it will automatically generate the latitude and longitude.
Phone:	Enter your phone number.
Fax:	Enter Fax.
Website:	Enter website.
Email:	Enter Email.
Po Box No:	Enter Po Box No.

S.N.	Location Category (In English)	Local Body	Ward No	Address	Phone	Email	Action
1	Industry	Budhanilkhantha Municipality	9	Kuleshwar	986959565656	abc@gmail.com	[Edit] [Delete]
2	Storage	Budhanilkhantha Municipality	9	Kuleshwar	986959565656	abc@gmail.com	[Edit] [Delete]

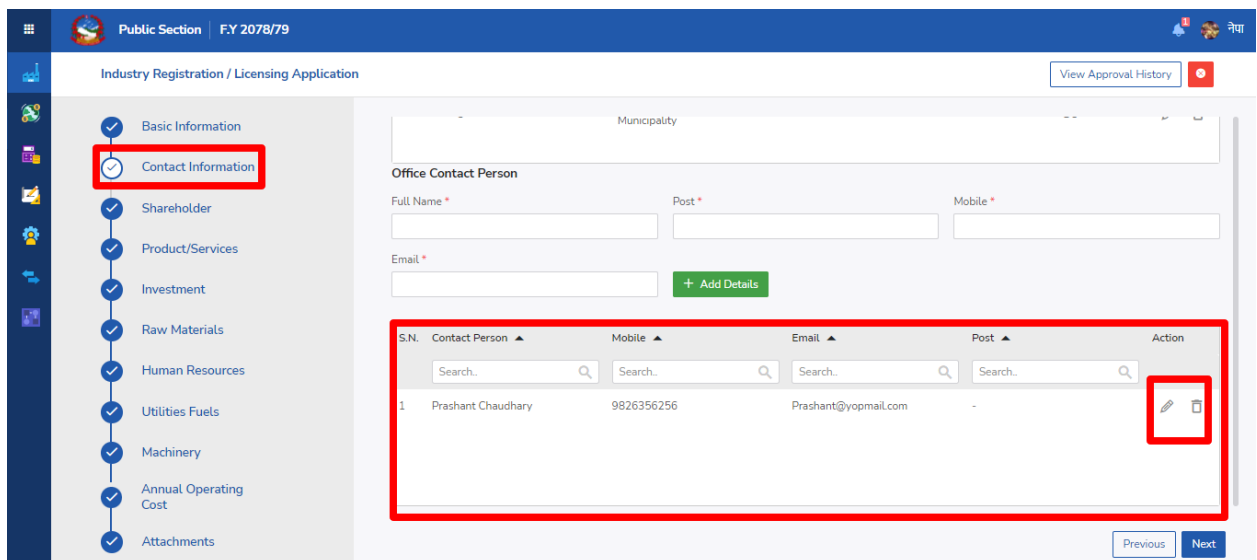
Here users can see the list of added industry locations in the table. To edit and delete industry location information, users can click on the edit and button icons to edit and delete the industry location information.

Office Contact Person:



Fill out the Office Contact Person form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

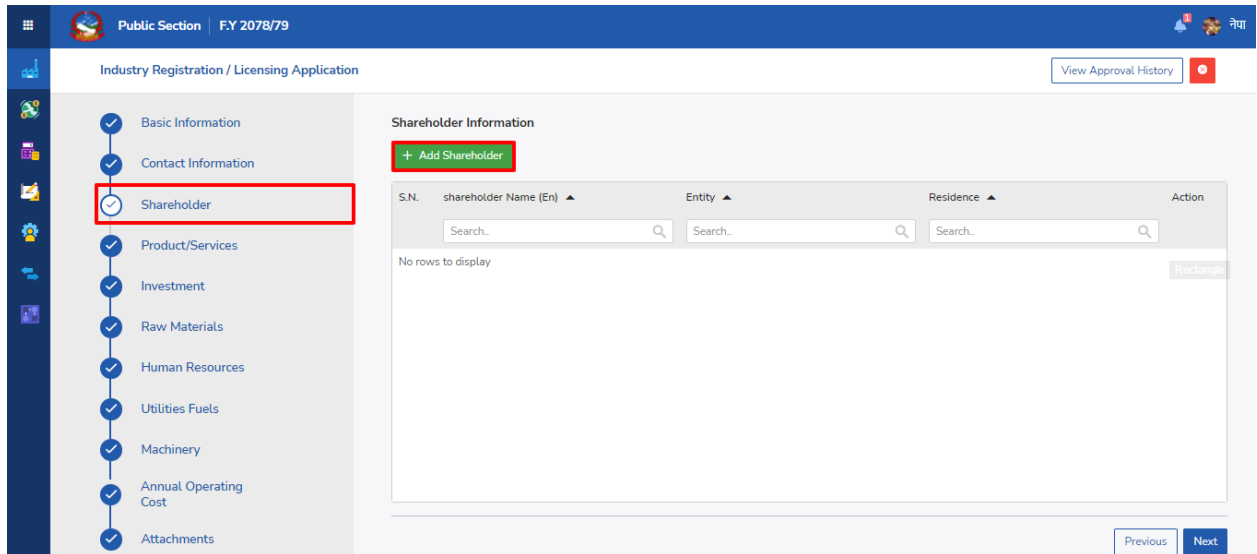
Field Name	Description
Full Name:	Enter Full Name.
Post:	Enter Post.
Mobile:	Enter Mobile.
Email :	Enter Email .



Here user can see the list of added office contact people in the table. To edit and delete contact person information, users can click on the edit and button icons to edit and delete the contact person's information. Click the Next button and it will redirect to the investor information page.

4.3.1.3 Investors Information

To add new investor information, click on the Add Investor Button.



Shareholder Details

Add details of your investor and click on the submit button. If you have multiple investors please click on the save & add more button

Shareholder Type

Entity: Individual Company

Residence: Nepali

Investor Type

Full Name* Gender* Male Female Others Father's Name*

Mother's Name* GrandFather Name* Date of Birth*

Identification Document Type* Identification Document No.* Identification Document Issued Date*

District* Share Quantity Investment Source

Permanent Address

District* Local Body* Ward No.*

Tole/Street*

Temporary Address

Same As Permanent Address

District* Local Body* Ward No.*

Tole/Street*

Contact Information

Phone Fax Po Box No

Email Address Website Home No

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Citizenship	नागरिकता	<input type="button" value="Upload"/> 0 files
2	Passport Size Photo	पासपोर्ट साइज फोटो	<input type="button" value="Upload"/> 0 files
3	Bio Data	बायो डाटा	<input type="button" value="Upload"/> 0 files

Fill the Investor information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the submit button.

Field Name	Description
Shareholder Type	
Entity	Select Entity type.
Investor Type	
Full Name*	Enter Full Name.
Gender*	Select Gender.
Father's Name*	Enter Father Name.

Mother's Name*	Enter Mother Name.
Grandfather Name *	Enter Grandfather Name.
Date of Birth*	Enter birth date
Identification Document Type*	Select either National ID card, Citizenship or Passport
Identification Document No.*	Select Identification Document number.
Identification Document Issued Date*	Select issued date.
District*	Select district.
Share Quantity	Enter Share Quantity.
Investment source	Select investment source.
Investment Amount	Enter investment amount.
Permanent Address	
District*	Select District.
Local Body*	Select Local Body.
Ward No:	Select Ward No.
Tole/Street	Enter Tole/Street.
Temporary Address	
Same as permanent address	Check the box, if same as permanent address.
District*	Select District.
Local Body*	Select Local Body.
Ward No:	Select Ward No.
Tole/Street	Enter Tole/Street.
Contact Information	
Phone	Enter Phone
Fax	Enter Fax
Po Box No	Enter Po Box No
Email Address	Enter Email Address
Website	Enter website
Home No	Enter Home No
Necessary Documents	
Citizenship	Upload file
Passport Size Photo	Upload file
Bio Data	Upload file
Add new row	Click and select required document type and upload document.

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Industry Registration / Licensing Application

View Approval History

Shareholder Information

+ Add Shareholder

S.N.	shareholder Name (En)	Entity	Residence	Action
1	Nebico Biscuit	Company	Local	View Edit Delete

Previous Next

Here users can see the list of added investor information in the table. To edit, view, and delete investor information, users can click on the edit, view, and delete button icons to edit, view, and delete the investor information. Click the Next button and it will redirect to the product/services information page.

4.3.1.4 Product/services Information

The screenshot shows the 'Product/Services' section of the 'Industry Registration / Licensing Application' form. On the left is a navigation menu with steps 1-11. The main form area is titled 'Industry's Objective' and contains several input fields with red asterisks indicating mandatory fields. Below this is the 'Proposed Products/Service Description' section, which includes a table with columns for S.N., Product, Annual Production Quantity, Unit, Rate, Total Amount, and Action. A red box highlights a '+ Add Details' button located below the table.

Fill out the Product/services form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

Field Name	Description
Working Days	Enter Working Days
Working Hours	Enter Working Hours
Shift	Enter Shift
Industry Objective (In English)	Enter Industry Objective in English
Industry Objective (In Nepali)	Enter Industry Objective in Nepal
Product Description	Select Product Description
Annual Production Quantity	Enter Annual Production Quantity
Unit Name	Select Unit Name
Rate	Enter Rate
Gross Amount	Enter Gross Amount

This screenshot shows the same 'Product/Services' section as the previous image, but with a table of product details. The table has the following data:

S.N.	Product	Annual Production Quantity	Unit	Rate	Total Amount	Action
1	Volleyball	45	Ton	2	90	[Edit, Delete icons]

A red box highlights the table content. Below the table are 'Previous' and 'Next' buttons.

Here users can see the list of added product/services information in the table. To edit and delete product/services information, users can click on the edit and delete button icons to edit and delete the product/services information. Click the Next button and it will redirect to the Investment information page.

4.3.1.5 Investment Information

Fill the Proposed Fixed Assets form of investment information with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Fixed Assets Button.

Field Name	Description
Fixed Assets	Select Fixed Assets from list.
Quantity	Enter Quantity.
Unit	Select Unit.
Amount (NPR)	Enter Amount (NPR).
Remarks	Enter Remarks.

Here user can see the list of added proposed fixed assets in the table. To edit and delete proposed fixed assets information, users can click on the edit and button icons to edit and delete the proposed fixed assets Name.

Fill the Working capital form of investment information with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Working Capital Button.

Field Name	Description
Working Capital	Select Working Capital
Annual Requirement Amount (NPR)	Enter Amount
Duration (In Months)	Enter Duration In Months
Working Capital Amount	Enter Working Capital Amount
Remarks	Enter Remarks

Here users can see the list of added working capital in the table. To edit and delete working capital information, users can click on the edit and button icons to edit and delete the working capital.

Proposed Total Investment

Fixed Assets

Total Amount * Equity Investment * Loan *

Working Capital (In English)

Total Amount * Equity Investment * Loan *

Total Investment
Your total investment sums up to an amount of NPR16,666.00

On the proposed total investment total amount will automatically generate from the system. The user should input the equity-investment amount and loan amount. There should be a sum of equity-investment and loan amount equal to the total amount.

4.3.1.6 Raw Materials

Fill the Raw materials form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Raw Materials Button.

Field Name	Description
Raw Material	Select Raw Material from the list.
Annual requirement	Enter Annual requirement.
Unit	Select Unit from List.
Rate	Enter Rate.
Total Amount	Enter Total Amount.

Users can see the list of added Raw materials in the table. To edit and delete Raw materials information, users can click on the edit and button icons to edit and delete the Raw Materials Name. Click on the Next button, it redirects to the Human Resources page.

4.6.1.7 Human Resource Information

Fill the proposed human resources information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.

Field Name	Description
Labour Type	Select labour type from the list
Employee Type (In English)	Select Employee Type (In English) from the list.
Total Local Employees	Enter Total Local Employees
Total Foreign Employees	Enter Total Foreign Employees
Monthly Salary	Enter Monthly salary
Total Annual Salary	Enter Total Annual Salary

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Industry Registration / Licensing Application

Proposed Human Resource Information

Labour Type * Employee Type * Total Local Employees * Total Foreign Employees *

Monthly Salary * Total Annual Salary + Add Details

Employee Type	Total Local Employees	Total Foreign Employees	Total Employee	Monthly Salary	Total Annual Salary	Action
Search..	Search..	Search..	Search..	Search..	Search..	
Workers	123	400	523	10000	62760000	

Total Human Resources
Your total human resources sums up to an number of 523 employees

Perks And Incentives % For Direct Labour * Perks And Incentives Amount *

1 627600

Total Direct Labour
Your total direct labour sums up to amount of NPR 63,387,600.00

Perks And Incentives % For Indirect Labour * Perks And Incentives Amount *

2 0

Total Indirect Labour
Your total indirect labour sums up to amount of NPR 0.00

Previous Next

Users can see the list of added Human resources in the table. To edit and delete Human resources information, users can click on the edit and button icons to edit and delete the Employee Type. Click on the Next button, it redirects to the Utilities and Fuels page.

4.3.1.8 Utilities and Fuels

Administration & Facility Section | FY 2078/79

Industry Registration / Licensing Application

Proposed Electricity Consumption Information

Power Requirement (K.W) *

Proposed Utilities & Fuel Information

Utility/Fuel * Annual Requirement * Unit *

Rate Total Amount * Supply Source * Local Foreign Both

Add Details

S.N.	Utility/Fuel	Annual Requirement	Unit	Rate	Amount (NPR)	Source	Action
Search..	Search..	Search..	Search..	Search..	Search..	Search..	
No rows to display							

Previous Next

Fill the proposed utilities and fuels information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.



Field Name	Description
Power Requirement (K.V.A)	Enter Power Requirement
Utility/Fuel	Select Utility/Fuel from the list.
Annual Requirement	Enter Annual Requirement
Unit	Select Unit from list.
Rate	Enter Rate.
Gross Amount	Enter Gross Amount .
Supply Section	Select Supply Section.

Proposed Utilities & Fuel Information

Utility/Fuel * Annual Requirement * Unit *

Rate Total Amount * Supply Source * Local Foreign Both

[Add Details](#)

S.N.	Utility/Fuel ▲	Annual Requirement ▲	Unit ▲	Rate ▲	Amount (NPR) ▲	Source ▲	Action
1	New petrol	360	Litre	300	108000	Both	 

Users can see the list of added utilities and fuels in the table. To edit and delete utilities/fuels information, users can click on the edit and button icons to edit and delete. Click on the Next button, it redirects to the Machinery page.

4.3.1.9 Machinery Information

Industry Registration / Licensing Application

Machinery Information

Machine Name * Quantity * Unit *

Rate * Capacity Total Amount *

[+ Add Details](#)

S.N.	Machine Name ▲	Quantity ▲	Unit ▲	Rate ▲	Amount (NPR) ▲	Action
No rows to display						

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

Fill the Machinery information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.

Field Name	Description
Machine Name	Select Machine Name from List.

Quantity	Enter Quantity.
Unit	Select Unit from List.
Rate	Enter Rate.
Capacity	Enter Capacity
Total Amount	Enter Total Amount.

Industry Registration / Licensing Application

- Basic Information
- Contact Information
- Shareholder
- Product/Services
- Investment
- Raw Materials
- Human Resources
- Utilities Fuels
- 9 Machinery
- 10 Annual Operating Cost
- 11 Attachments

Machinery Information

Machine Name * Quantity * Unit *

Rate * Capacity Total Amount *

[+ Add Details](#)

S.N.	Machine Name	Quantity	Unit	Rate	Amount (NPR)	Action
1	Hydraulic mat press	23	Rupees per day	12000	276000	

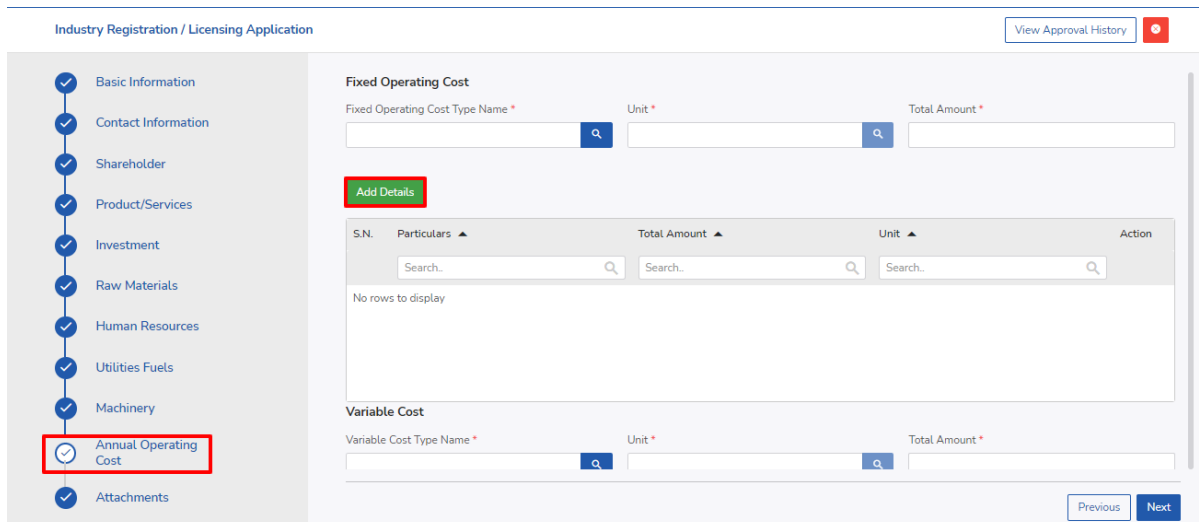
[Previous](#)
[Next](#)

Users can see the list of added machinery information in the table. To edit and delete machinery information, users can click on the edit and button icons to edit and delete. Click on the Next button, it redirects to the Annual Operating cost.

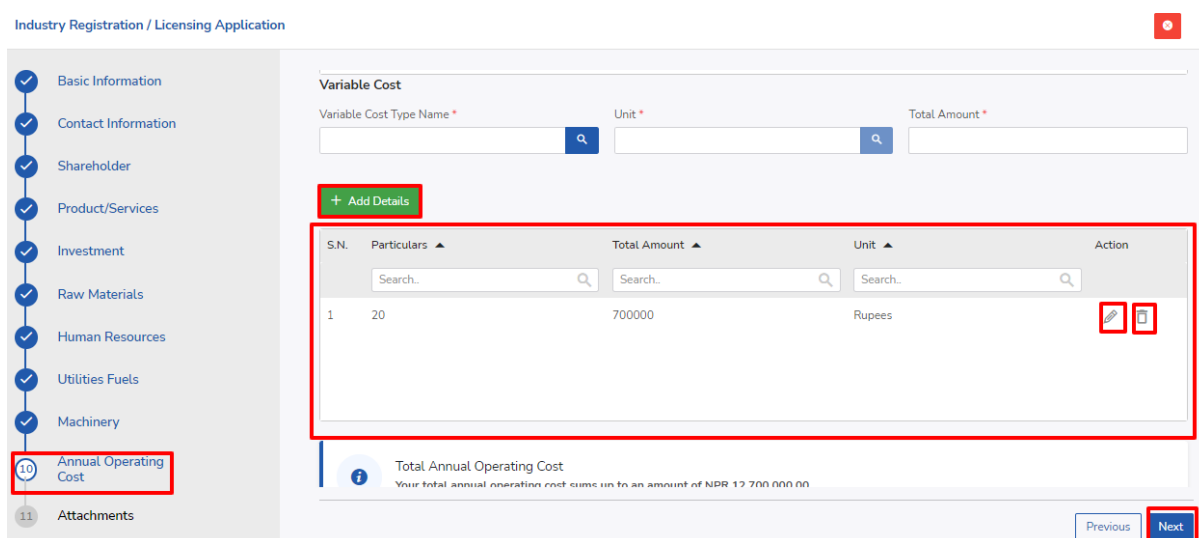
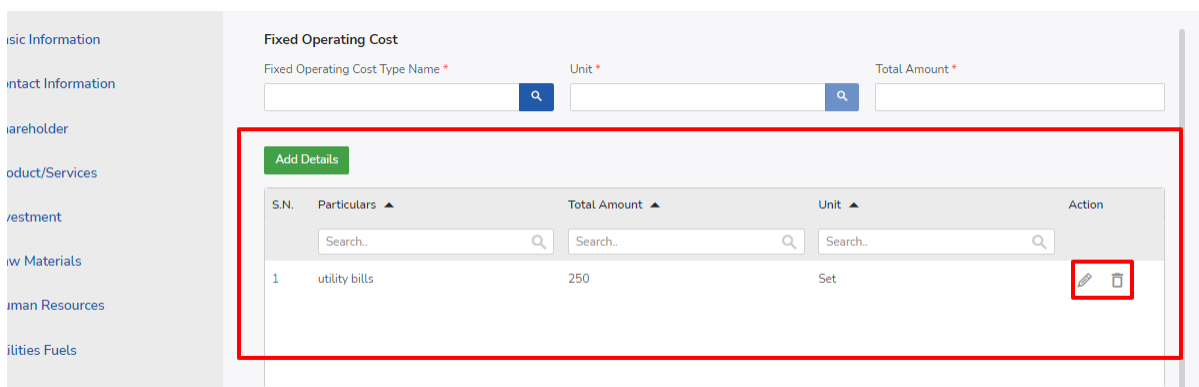
4.3.1.10 Annual Operating cost

Areas that may be affected by the operation of the industry

Environmental components	Details	Adverse Effect	Measures
Water Source	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Agricultural Land	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Forest Resources	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Human Settlement	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
School	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Hospital or Health Center	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Religious/Cultural	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Heritage	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>
Others	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>

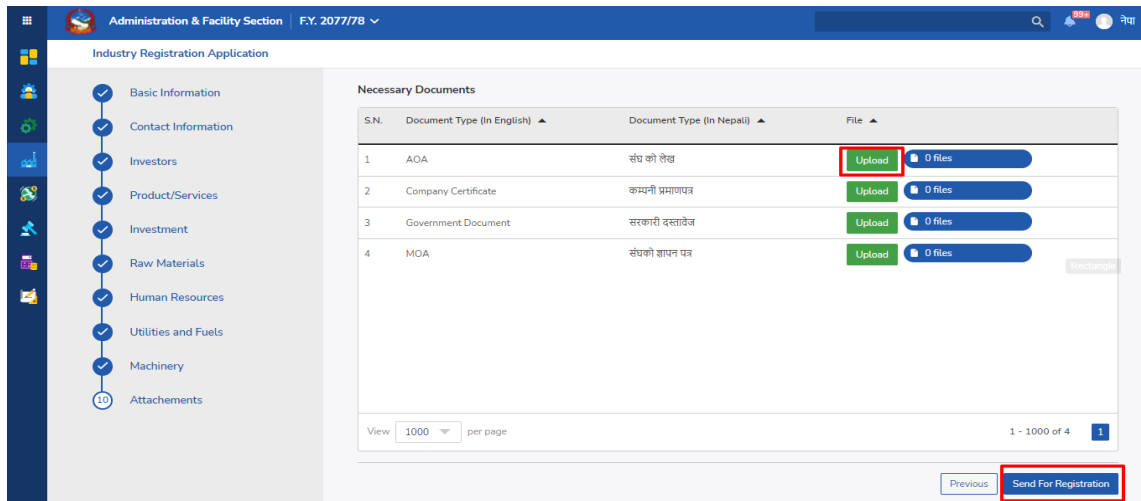


Should select fixed operating cost type name/ variable cost and should enter total amount after entering data should click on add details. After clicking on add details button fixed operating cost/ variable cost will save successfully. User can edit and delete added details from action menu.



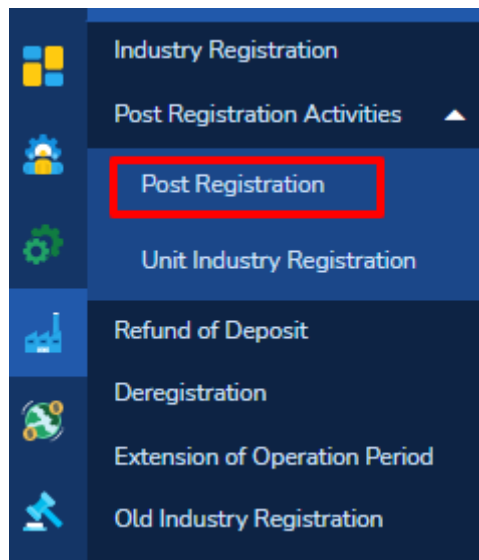
User can edit and delete needed data from this marked delete and edit icons. Click on the Next button, it redirects to the Attachment page.

4.3.1.11 Attachment

























On the attachment, the part user should upload a necessary document for industry registration. Users can upload documents by clicking on the upload button. After uploading all necessary documents should click on send for registration button.

4.4.2 Post Registration Activities



The post registration activities section in the system allows users to make necessary changes in the functionality of their industry by requesting with the attachment of necessary documents. After clicked on post registration button user can see this screen.

S.N.	Industry Name	Industry Name (In Nepali)	Date	Status	Action
1	Goldstar Limited	गोल्डस्टार लिमिटेड	2022-06-23	Pending	  
2	Goldstar Limited	गोल्डस्टार लिमिटेड	2022-06-23	Pending	  
3	Goldstar Limited	गोल्डस्टार लिमिटेड	2022-06-23	Pending	  
4	Goldstar Limited	गोल्डस्टार लिमिटेड	2022-06-20	Pending	  
5	Goldstar Limited	गोल्डस्टार लिमिटेड	2022-06-15	Pending	  
6	NEPAL COMMERCIAL CORPORATION	NEPAL COMMERCIAL CORPORATION	2022-06-14	Pending	  
7	Friends and Co	मित्र र सह	2022-06-14	Pending	  
8	Friends and Co	मित्र र सह	2022-06-13	In Process	

View 20 Per Page 1 - 8 of 8 1

On the above screen, user can see list of post registration activities where can see industry name, industry name in nepali data and status of post registration. User also can view , edit and delete post registration by using related icons.

Sort:


Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

Users can also search existing data from the respective search fields.

Action:

For post registration user should click on create button, after clicking on create button one pop up message will generated.



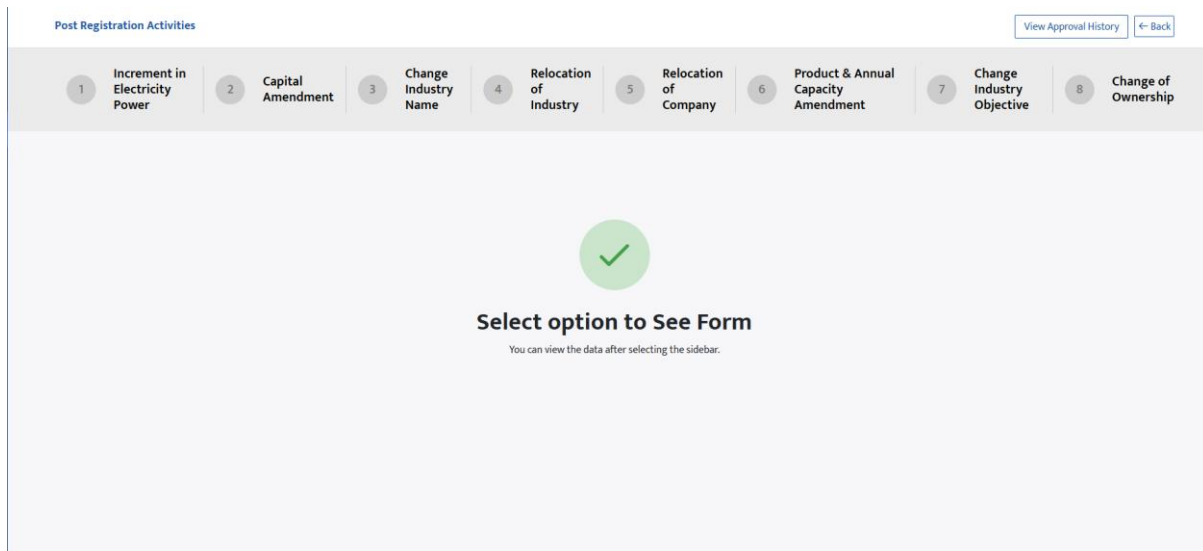
Confirmation

Enter Your Industry Registration No. provided by DOI.

Industry Registration No. *

Cancel
Next

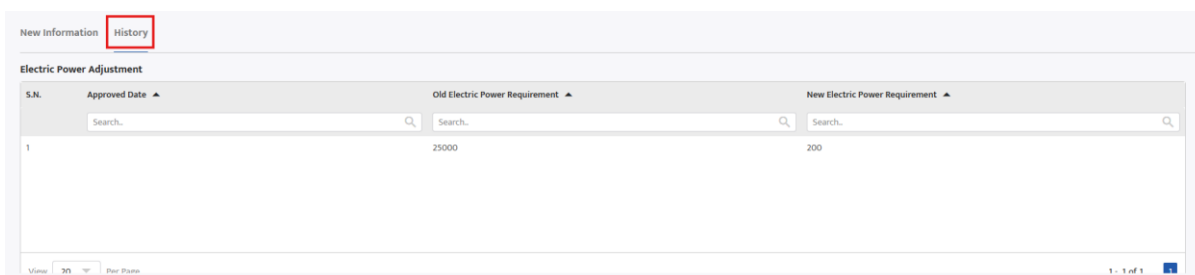
After generated this form user should enter industry number which industry need to post registration. After entering industry number should click on next button after click on next button then another page will generated.



4.4.2.1 Increment in Electricity Power

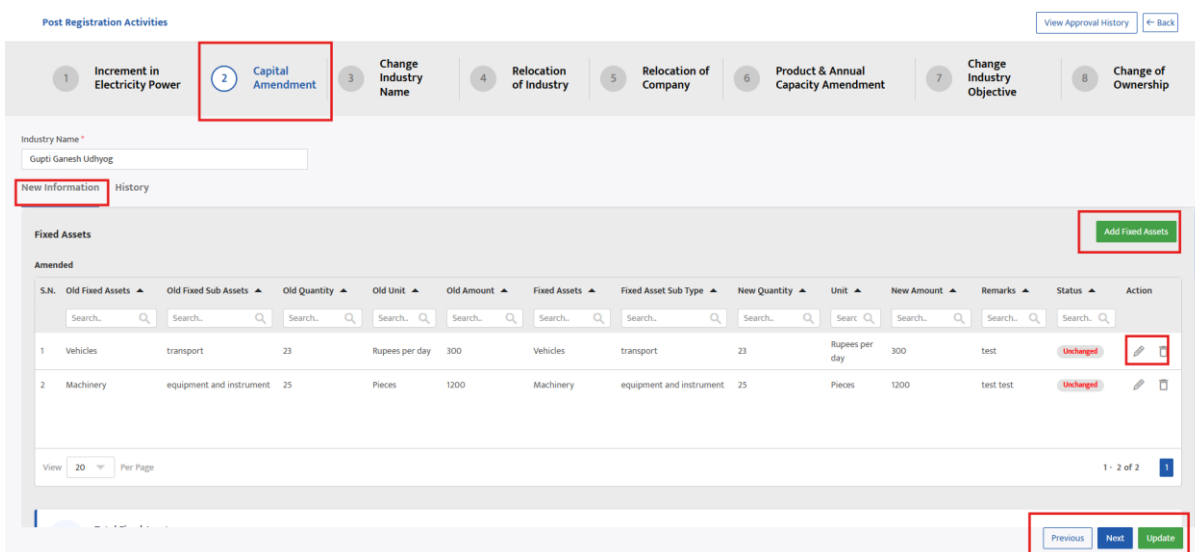
The existing electric power requirements field will be auto-generated once the user chooses an industry name. To change the electric power, the user must fill in the new electric power requirements, remarks fields, and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box. Click on the Reset button to clear the data.

Field Name	Description
Industry Name	Select the registered industry.
Existing Electric Power Requirements	Existing electric Power will be auto-generated after selecting the registered industry.
New Electric Power Requirements	Enter New electric Power.
Remarks	Enter remark for Adjustment of electric Power capacity.
Necessary Documents	Upload all necessary documents such as Committee Minutes, Industry Registration Certificate, and Process Flow Chart.



Users can view the history of all previous amendments made to an industry's details.

4.4.2.2 Capital Amendment



To change the Capital adjustment, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Proposed Fixed Assets	
Fixed Assets	Select the Fixed assets from the list.
Fixed Asset Sub Type	Select the Fixed asset sub type from the list.
Quantity	Enter the Quantity.
Unit	Select the Unit.
Amount (NPR)	Enter Amount(NPR)
Remarks	Enter Remarks

Add Fixed Assets	Click the Add Fixed Assets Button.
Proposed Working Capital	
Working Capital	Select Working Capital
Annual Requirement Amount (NPR)	Enter the Amount
Duration (In Months)	Enter the Duration(In Months)
Working Capital Amount	Calculate Working Capital Amount automatically
Remarks	Enter Remarks
Add Working Capital	Click the Add Working Capital Button

Proposed Total Investment

Fixed Assets

Total Amount * Equity Investment * Loan *

Working Capital (In English)

Total Amount * Equity Investment * Loan *

Total Investment
Your total investment sums up to an amount of 0

Equity investment and loans should be equivalent to the total amount on fixed assets and working capital.

Post Registration Activities View Approval History ← Back

1 Increment in Electricity Power 2 Capital Amendment 3 Change Industry Name 4 Relocation of Industry 5 Relocation of Company 6 Product & Annual Capacity Amendment 7 Change Industry Objective 8 Change of Ownership

Industry Name *

New Information History

(1)

Fixed Assets

S.N.	Fixed Assets	Fixed Asset Sub Type	Old Quantity	New Quantity	Unit	Old Amount	New Amount	Remarks	Status
1	Machinery	equipment and instrument	25	25	Pieces	1250	1200	test test	Updated
2	Vehicles	transport	0	23	Rupees per day	0	300	test	New

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Working Capital

Users can view the history of all previous amendments made to an industry's details.

4.4.2.3 Change Industry Name

The screenshot shows the 'Change Industry Name' form. At the top, there is a navigation bar with eight menu items: 1. Increment in Electricity Power, 2. Capital Amendment, 3. Change Industry Name (highlighted with a red box), 4. Relocation of Industry, 5. Relocation of Company, 6. Product & Annual Capacity Amendment, 7. Change Industry Objective, and 8. Change of Ownership. Below the navigation bar, there are tabs for 'New Information' and 'History'. The 'New Information' tab is active. The form contains the following fields: 'Existing Industry Name *' (with value 'Gupti Ganesh Udyog'), 'Existing Industry Name (Local) *' (with value 'गुप्ति गणेश उद्योग'), 'New Industry Name *' (empty), and 'New Industry Name (Local) *' (empty). There is also a 'Remarks' field. Below these is a table for 'Necessary Documents' with columns: S.N., Document Type (In English), Document Type (In Nepali), Max File Size (KB), and File. The table has two rows: 1. Industry Registration Certificate (5120 KB), 2. Passport Size Photo (5040 KB). Each row has an 'Upload' button and a file selection icon. There is an 'Add New Row' button at the bottom of the table. At the bottom right of the form, there are 'Previous', 'Next', and 'Update' buttons.

To fill out the Change Industry Name form, click on the change industry name menu.

To change the name of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Appeared existing company name.
Existing Company Name (Local)	Appeared existing company name (Nepali).
New Industry Name	Enter New Industry Name.
New Industry Name (Local)	Enter Industry Name in Nepali.
Remarks	Enter Remarks.
Necessary Documents	uploads the document that is listed.

The screenshot shows the 'History' tab of the 'Change Industry Name' form. The 'History' tab is highlighted with a red box. Below the tabs, there is a table for 'Electric Power Adjustment' with columns: S.N., Approved Date, Old Industry Name, New Industry Name, Old Industry Name (Local), and New Industry Name (Local). The table has one row with the following data: S.N. 1, Approved Date (empty), Old Industry Name 'Kanti Bhairab Udyog', New Industry Name 'Gupti Ganesh Udyog', Old Industry Name (Local) 'कान्ति भैरव उद्योग', and New Industry Name (Local) 'गुप्ति गणेश उद्योग'. There are search bars for each of the last four columns.

Users can view the history of all previous amendments made to an industry's details.

4.4.2.4 Relocation of Industry

The screenshot shows the 'Relocation of Industry' form within the 'Post Registration Activities' section. The 'Relocation of Industry' menu item is highlighted with a red box. The form includes the following sections:

- Existing Company Name:** A text field containing 'Gupti Ganesh Udyog'.
- Location Information:** A grid of fields for current and new location details, including District, Local Body, Ward, Tole, Phone, Fax, and Website. Some fields are marked with a red asterisk (*).
- Necessary Documents:** A table listing required documents with columns for S.N., Document Type (English and Nepali), Max File Size (KB), and File upload options. Two documents are listed: 'Industry Registration Certificate' and 'Share Purchased Agreement'.
- Navigation:** 'Previous', 'Next', and 'Update' buttons are located at the bottom right.

To fill out the Industry Location Change form, click on the relocation of industry menu.

To change the location of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Select the Existing Company Name.
Location Information	
Current District	Data retrieved from the system.
Current Local Body	Data retrieved from the system.
Current Ward	Data retrieved from the system.
Current Tole	Data retrieved from the system.
Current Phone	Data retrieved from the system.
Current Fax	Data retrieved from the system.

Current PO Box No	Data retrieved from the system.
Current Email	Data retrieved from the system.
Current Website	Data retrieved from the system.
District Name	Select the District Name.
New Local Body	Select the New Local Body.
New Ward	Select the New Ward.
New Tole/Street	Select the New Tole/Street.
New Phone	Enter the New Phone.
New Fax	Enter the New Fax.
New PO Box No	Enter the New PO Box No.
New Email	Enter the New Email.
New Website	Enter the New Website.
Remarks	Enter the Remarks
Necessary Documents	uploads the document that is listed.

Post Registration Activities [View Approval History](#) [← Back](#)

1 Increment in Electricity Power
2 Capital Amendment
3 Change Industry Name
4 Relocation of Industry
5 Relocation of Company
6 Product & Annual Capacity Amendment
7 Change Industry Objective
8 Change of Ownership

New Information History

Industry Relocation

S.N.	Approved Date	Old Province Name	New Province Name	Old District Name	New District Name	Old LocalBody Name	New LocalBody Name	Old Industry Ward	New Industry Ward	Old Industry PoBoxNo	New Industry PoB
1		Bagmati Province	Province - 1	Kathmandu	Sankhuwasabha	Gokarneshwor Municipality	Panchakhapan Municipality	4	7		new po 1233
2		Province - 1	Province - 1	Sankhuwasabha	Taplejung	Panchakhapan Municipality	Sidingha Rural Municipality	7	1	new po 1233	88888888

View: 20 Per Page 1 - 3 of 3

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

Users can view the history of all previous amendments made to an industry's details.

5.1.1.1 Relocation of Company

To fill out the Company Location Change form, click on the relocation of company menu.

To change the location of the company, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Select the Existing Company Name.
Location Information	
Current District	Data retrieved from the system.
Current Local Body	Data retrieved from the system.
Current Ward	Data retrieved from the system.
Current Toile	Data retrieved from the system.
Current Phone	Data retrieved from the system.

Current Fax	Data retrieved from the system.
Current PO Box No	Data retrieved from the system.
Current Email	Data retrieved from the system.
Current Website	Data retrieved from the system.
District Name	Select the District Name.
New Local Body	Select the New Local Body.
New Ward	Select the New Ward.
New Tole/Street	Select the New Tole/Street.
New Phone	Enter the New Phone.
New Fax	Enter the New Fax.
New PO Box No	Enter the New PO Box No.
New Email	Enter the New Email.
New Website	Enter the New Website.
Remarks	Enter the Remarks
Necessary Documents	uploads the document that is listed.

Post Registration Activities View Approval History ← Back

1 Increment in Electricity Power
2 Capital Amendment
3 Change Industry Name
4 Relocation of Industry
5 Relocation of Company
6 Product & Annual Capacity Amendment
7 Change Industry Objective
8 Change of Ownership

New Information History

Company Relocation

S.N.	Approved Date	Old Province Name	New Province Name	Old District Name	New District Name	Old LocalBody Name	New LocalBody Name	Old Industry Ward	New Industry Ward	Old Industry PoBoxNo	New Industry PoBoxNo
1	2025-05-28	Province - 1	Province - 1	Taplejung	Terhathum	Mikkakhola Rural Municipality	Laligurans Municipality	1	4	po-111111111111	po2312312
2		Province - 1	Bagmati Province	Udayapur	Kathmandu	Belaka Municipality	Kageshwori Manahara Municipality	5	3	po-21312	987777788
3		Bagmati Province	Province - 1	Kathmandu	Bhojpur	Kageshwori Manahara Municipality	Salpa Silichho Rural Municipality	3	6	987777788	pobox-000000

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Previous Next Update

Users can view the history of all previous amendments made to an industry's details.

4.4.2.5 Product & Annual Capacity Increment

Post Registration Activities
View Approval History < Back

1

 Increment in Electricity Power

2

 Capital Amendment

3

 Change Industry Name

4

 Relocation of Industry

5

 Relocation of Company

6

Product & Annual Capacity Amendment

7

 Change Industry Objective

8

 Change of Ownership

Existing Company Name *

New Information History

New Product / Service New Product / Service

Amended

S.N.	Old Product Name	Old Annual Production	Old Unit	Old Rate	Old Amount	New Product Name	Annual Production Capacity	Unit	Rate	Amount (NPR)	Status	Action
1	Add	1	gross	200	200	Add	1	gross	200	200	Unchanged	
2	Bakery Oven	2	Pieces	209	418	Bakery Oven	2	Pieces	209	418	Unchanged	

Total Gross Sales
Your total gross sales sums up to an amount of NPR818.00

Raw Material New Raw Material

Amended

S.N.	Old Raw Materials	Old Annual Requirement	Old Unit	Old Rate	Old Amount	Old Source	Raw Materials	Annual Requirement	Unit	Rate	Amount (NPR)	Status	Action
1	Electrical switchgear	1	foot	100	100		Electrical switchgear	1	foot	100	100	Unchanged	
2	Propane	23	Sq.feet	300	6900		Propane	23	Sq.feet	300	6900	Unchanged	

Total Raw Materials
Your total raw materials sums up to an amount of 7000

Human Resource New Human Resource

Amended

S.N.	Old Human Resource Type	Old Labour Type	Old Total Local Employee	Old Total Foreign Employee	Old Monthly Salary	Old Total Amount	Old Months	New Human Resource Type	New Labour Type	New Total Local Employee
1	Waiter/Housekeeper/Roomboy	Direct Labour	2	1	2343	2343	2321	Waiter/Housekeeper/Roomboy	Direct Labour	Unchanged

Total Human Resources
Your total human resources sums up to an number of 3 employees

Remarks

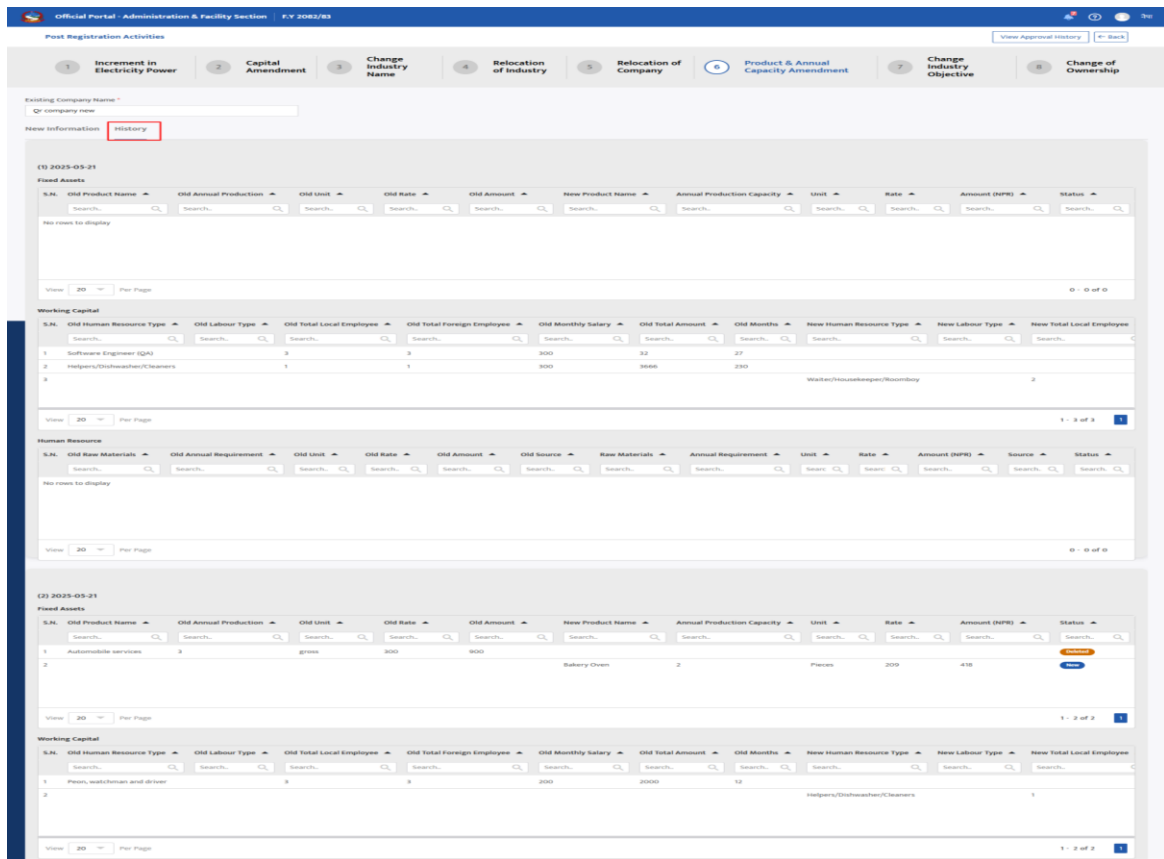
Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">Upload</div> <div style="margin-left: 10px;">0 files</div> <div style="margin-left: 10px; border: 1px solid red; padding: 2px;">+ Add New Row</div> </div>

Previous
Next
Update

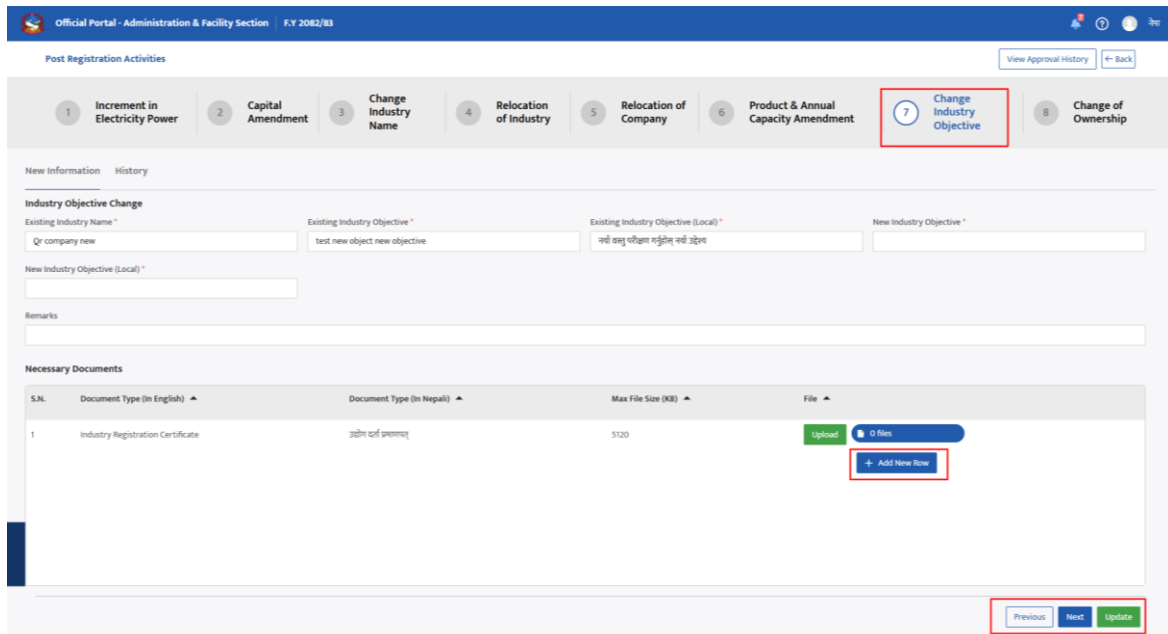
To change the production capacity of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Select the Existing Company Name.
New Product/Service	
Product/Services (In English)	Select the Product/Services.
Annual Production Capacity	Enter the Annual Production Capacity.
Unit	Select the Unit.
Rate	Enter Input Rate.
Total Amount	Enter the Total Amount.
Add Details	Click the Add Details Button
New Raw Material Information	
Raw Material	Select the Raw Material.
Quantity	Enter the Quantity.
Unit	Select the Unit.
Rate	Enter the Rate.
Total Amount	Enter the Total Amount.
Add Raw Materials	Click the Add Raw Material Button.
Remarks	Enter the Remarks.
Necessary Documents	uploads the document that is listed.



Users can view the history of all previous amendments made to an industry's details.

4.4.2.6 Change Industry Objective



To change the Objective of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Industry Objective Change	
Existing Industry Name	Select the Existing Industry Name.
Existing Industry Objective	Data retrieved from the system.
Existing Industry Objective (Local)	Data retrieved from the system.
New Industry Objective	Input New Industry Objective.
New Industry Objective (Local)	Input New Industry Objective in Nepali.
Remarks	Input Remarks.
Necessary Documents	uploads the document that is listed.

Post Registration Activities View Approval History ← Back

1 Increment in Electricity Power
2 Capital Amendment
3 **Change Industry Name**
4 Relocation of Industry
5 Relocation of Company
6 Product & Annual Capacity Amendment
7 **Change Industry Objective**
8 Change of Ownership

New Information History

Industry Objective Change

S.N.	Approved Date	Old Industry Objective	New Industry Objective	Old Industry Objective (Local)	New Industry Objective (Local)
1	2025-05-28	new objective	test new object new objective	नयाँ उद्देश्य	नयाँ उद्देश्य परीक्षण नयाँ उद्देश्य
2	2025-05-21	test test	new objective	test testtest testt	नयाँ उद्देश्य

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Previous Next Update

Users can view the history of all previous amendments made to an industry's details.

4.4.2.7 Change of Ownership

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Post Registration Activities View Approval History ← Back

1 Increment in Electricity Power 2 Capital Amendment 3 Change Industry Name 4 Relocation of Industry 5 Relocation of Company 6 Product & Annual Capacity Amendment 7 Change Industry Objective 8 Change of Ownership

New Information History

Industry Name *

Current & Past Ownership Information

S.N.	Shareholder Name	Share Type	Share Amount (NPR)	Action
1	Ronaldo test	Local, Individual	300.00	
2	Manish	Local, Individual	2,000.00	
3	rohit company	Foreign, Company	200.00	

Transfer Details

S.N.	From	To	Share Quantity	Share Amount (NPR)	Action
No rows to display					

Remarks

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Bio Data	बायो डाटा	5040	Upload 0 files
2	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Upload 0 files
3	Utility Expenses Bill	उद्योगको लागत बिल	5120	Upload 0 files

← Add New Row

Previous Update Final Page

To change the investors and ownership detail of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

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Post Registration Activities View Approval History ← Back

1 Increment in Electricity Power
2 Capital Amendment
3 Change Industry Name
4 Relocation of Industry
5 Relocation of Company
6 Product & Annual Capacity Amendment
7 Change Industry Objective
8 Change of Ownership

New Information History

Ownership Change

(1) 2025-05-28

S.N.	Transfer By	Transfer To	Old Share Amount	New Share Amount	Old Share Quantity	New Share Quantity	New Share Type	Old Share Type
1	rohit user	Manish	1000	1000	7	7	Local, Individual	Local, Individual
2	rohit company	Manish	520	20	9	2	Local, Individual	Company
3	rohit company	Ronaldo test	520	300	9	3	Local, Individual	Company

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(2) 2025-05-25

S.N.	Transfer By	Transfer To	Old Share Amount	New Share Amount	Old Share Quantity	New Share Quantity	New Share Type	Old Share Type
1	Rohit shrestha	Manish	3000	2500	22	18	Local, Individual	Local, Individual

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(3) 2025-05-25

S.N.	Transfer By	Transfer To	Old Share Amount	New Share Amount	Old Share Quantity	New Share Quantity	New Share Type	Old Share Type
1	Manish	rohit user	2500	1000	18	7	Local, Individual	Local, Individual
2	Manish	rohit company	3500	530	18	9	Foreign, Company	Individual

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(4) 2025-05-21

S.N.	Transfer By	Transfer To	Old Share Amount	New Share Amount	Old Share Quantity	New Share Quantity	New Share Type	Old Share Type
1	bets user	Rohit shrestha	3243	3000	23	22	Local, Individual	Local, Individual

View 20 Per Page 1 - 1 of 1

Previous Update Final Page

Users can view the history of all previous amendments made to an industry's details.

4.4.3 Refund of Deposit

S.N.	Industry Name	Remarks	Amount (NPR)	Status	Action
1	gfgpk	some ipmadi	4555555	Approved	
2	Juju Wears	some tips	15000	Rejected	
3	Sports Center	Industry has been registered and need to refund my deposit amount	6000	In Process	
4	Sports Center	Industry has been registered and need to refund my deposit amount	6000	In Process	

This module of the project “Refund of Deposit” will allow the industry to claim the deposit amount easily. With the use of this module, refund of deposits will be efficient. The administrative process will be paperless and automated.

In the screen above, the user can see a list of requests for a refund of the deposit and on top of the table, the user can see S.N., Industry Name, Remarks, Amount(NPR) Status, Action

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the Refund of Deposit form, click on the Create Button.

Refund Of Deposit

+ Create

S.N.	Industry Name	Remarks	Amount (NPR)	Entry Date	Status	Action
1	Juju Wears	some tips	15000	2021-10-27	Rejected	
2	Sports Center	Industry has been registered and need to refund my deposit amount	6000	2021-12-06	In Process	
3	gfgpk	some ipmadi	4555555	2021-11-08	Approved	
4	Sports Center	Industry has been registered and need to refund my deposit amount	6000	2021-12-06	In Process	

View 20 per page 1 - 20 of 4 1

Industry Deposit Refund

+

Receipt Information

Receipt No. *

Search

S.N.	Payment Title	Payment Date	Purpose	Amount (NPR)
No rows to display				

Bank Name *

Account Number *

Account Holder Name *

Remarks *

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	Upload 0 files
2	Voucher of Bank	बैंक को भाउचर	Upload 0 files

+ Send Request

Reset

When the user enters the receipt number, all of the deposit details are displayed. To request the deposited funds, the user must fill out the necessary fields and upload the required documentation. After finishing filling out the fields, the user should click the send request button and confirm the action by pressing the save button in the confirmation dialog box. To clear the data, click the Reset option.

Field Name	Description
Receipt No.	Enter the Receipt No.
Bank Name	Input the Bank Name.
Account Number	Enter the Account Number.
Account Holder Name	Enter the Account Holder Name.
Remarks	Enter the Remarks.
Necessary Documents	uploads the document that is listed.
Send Request	Click the Send Request button.

4.4.4 Deregistration

S.N.	Industry Name	Remarks	Entry Date	Status	Action
1	123123	An industry dissolve request.	2021-10-25	Rejected	👁
2	sdfsdfs	this is face company	2021-11-16	In Process	👁
3	Juju Wears	test	2021-11-16	In Process	👁
4	Juju Wears	test	2021-11-17	In Process	👁
5	Juju Wears	close this com	2021-10-25	Rejected	👁
6	benelli	this is test	2021-11-19	Approved	👁
7	123123	let's do bighatan	2021-11-22	In Process	👁
8	Musical Instruments Nepal	Dissolving the industry	2021-12-06	In Process	👁

This module of the project “Deregistration/Dissolution” will allow the industry to cancel the registration and stop the operation. This process delete industry from department of industry.

In the screen above, the user can see a list of requests to cancel the registration and on top of the table, the user can see S.N., Industry Name, Remarks, Entry Date, Status, Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

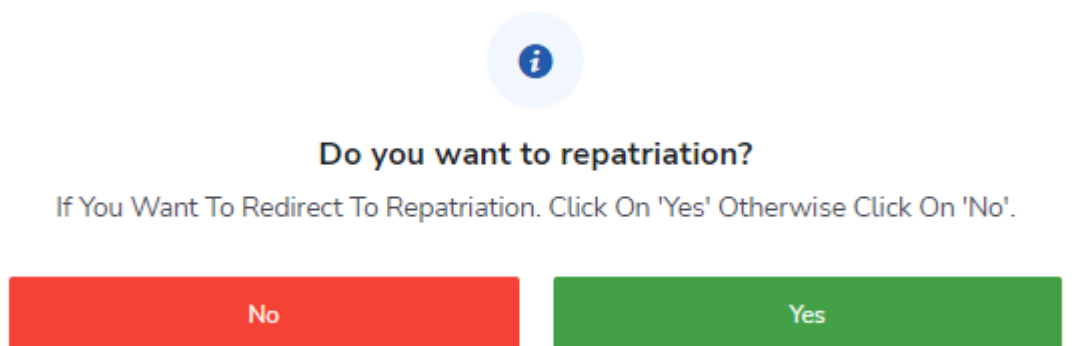
Search:


Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

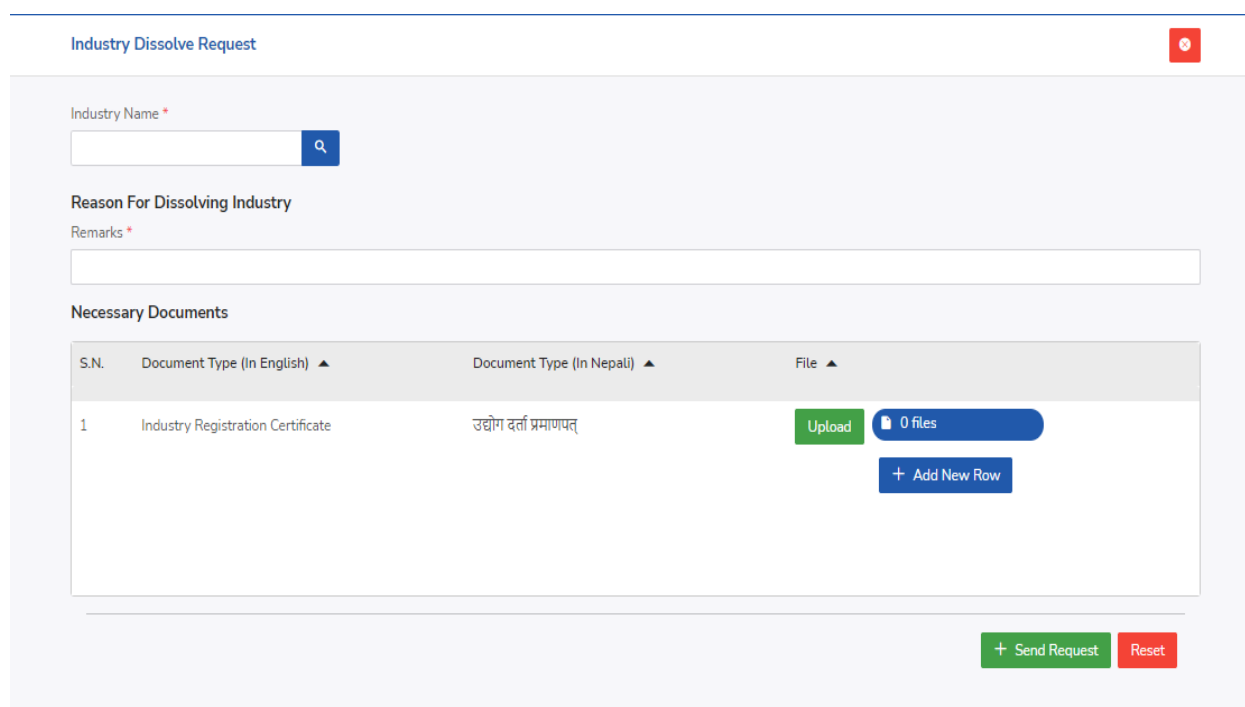
To fill out the Deregistration form, click on the Dissolve Button. After clicking on dissolve button system asks DO you want to repatriation? If user want to repatriation before deregistration of industry then should click on yes. After clicking on yes button system redirects on repatriation page.




Do you want to repatriation?
 If You Want To Redirect To Repatriation. Click On 'Yes' Otherwise Click On 'No'.

No
Yes

If user clicks on No button then dissolve process will proceed.



Industry Dissolve Request

Industry Name *

Reason For Dissolving Industry
Remarks *

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	<input type="button" value="Upload"/> 0 files <input type="button" value="+ Add New Row"/>

Fill the industry dissolve request form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. After filling the forms, the user should click the send request button and confirm the action by clicking the save button in the confirmation dialog box. Click the Reset button to clear the data.

Field Name	Description
Industry Name	Select the Industry Name.
Remarks	Enter the Remarks.

Necessary Documents	Upload the document that is listed.
Send Request	Click the Send Request button.

4.4.5 Extension of Operation Period

S.N.	Industry Name	Requested Date	Entry Date	Status	Action
1	Juju Wears	2024-11-18	2021-11-16	In Process	View
2	Juju Wears	2025-11-18	2021-11-17	In Process	View
3	Goldstar Shoes Industry	2024-04-18	2021-10-26	Approved	View
4	Goldstar Shoes Industry	2025-04-18	2021-10-26	In Process	View

This module will allow extending the date of operation of the industry in case the industry could not be commenced on the given date.

In the screen above, the user can view a list of requests to the extent of the period of industry, and on top of the table, the user can view S.N., Industry Name, Requested Date, Entry Date, Status, Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the Industry Operation Period Extension Request form, click on Create Button.

Industry Operation Period Extension Request

[+ Create](#)

S.N.	Industry Name ▲	Requested Date ▲	Entry Date ▲	Status ▲	Action
1	Juju Wears	2024-11-18	2021-11-16	In Process	👁
2	Juju Wears	2025-11-18	2021-11-17	In Process	👁
3	Goldstar Shoes Industry	2024-04-18	2021-10-26	Approved	👁
4	Goldstar Shoes Industry	2025-04-18	2021-10-26	In Process	👁

View per page 1 - 20 of 4 [1](#)

Industry Operation Period Extension Request

[+](#)

Existing Company Name *

Industry And Extension Information

Date of Registration * Last Extension Date *

Remarks *

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	<input type="button" value="Upload"/> 0 files <input type="button" value="+ Add New Row"/>

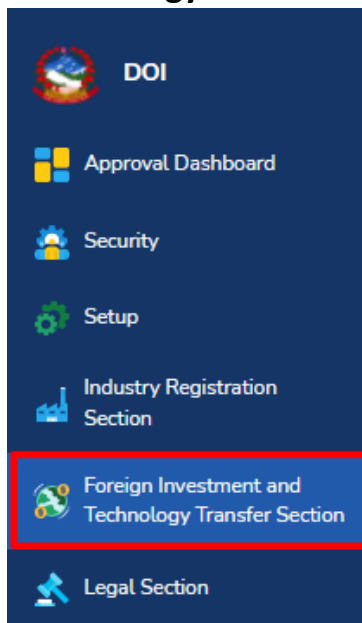
[+ Send Request](#)

To extend the operation period, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the send request button and confirm the action by pressing the save button in the confirmation dialog box. Click on the Reset button to clear the data.

Field Name	Description
Existing Company Name	Select the existing company Name.

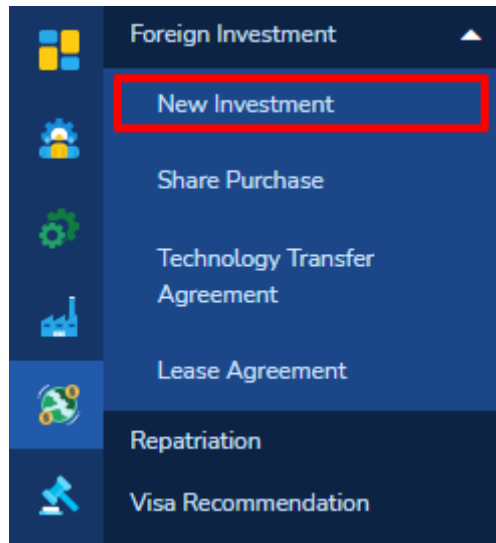
Date of Registration	Data retrieved from the system.
Last Extension Date	Data retrieved from the system.
Remarks	Enter the Remarks
Necessary Documents	Upload the document that is listed.
Send Request	Click the Send Request button.

4.5 Foreign Investment and Technology Transfer Section



The foreign investment and technology transfer section module will allow foreign-invested industries to operate in Nepal by filling out and submitting an application on the system. After the application has been verified, the applicant will be notified of the approval for foreign investment.

4.5.1 New Investment



The screenshot shows the 'New Investment' form in a web application. The top navigation bar includes 'Administration & Facility Section | F.Y. 2077/78'. The left sidebar has a 'Foreign Investment' menu with 'New Investment' selected. The main content area displays a table of investment records with columns for S.N., Industry Category, Company Registration Number, Industry Registration Number, FDI Approval Number, Entry Date, Status, and Action. A '+ New Direct Investment' button is visible in the top right corner.

S.N.	Industry Category	Company Registration Number	Industry Registration Number	FDI Approval Number	Entry Date	Status	Action
1					2021-12-22	In Process	👁️ 📄
2					2021-12-21	In Process	👁️ 📄
3					2021-12-21	Pending	👁️ ✎️
4					2021-12-21	Pending	👁️ ✎️
5					2021-12-20	Pending	👁️ ✎️
6					2021-12-20	In Process	👁️ 📄
7		12		3	2021-12-20	Approved	👁️ 📄 🗑️
8				-1	2021-12-20	Approved	👁️ 📄 🗑️
9		1231313		-3	2021-12-20	Approved	👁️ 📄 🗑️
10		12		5	2021-12-20	Approved	👁️ 📄 🗑️

In this form, the user can view S.N., Industry Category, Company Registration Number, Industry Registration Number, FDI Approval Number, Entry Date, Status, and Action.

4.5.1.1 Basic Information

The screenshot shows a web application interface for 'Administration & Facility Section' during 'FY 2078/79'. The main heading is 'New Investment'. On the left, a vertical sidebar lists 11 steps: 1. Basic Information (highlighted with a red box), 2. Contact Information, 3. Investors, 4. Product/Services, 5. Investment, 6. Raw Materials, 7. Human Resources, 8. Utilities Fuels, 9. Machinery, 10. Annual Operating Cost, and 11. Attachments. A 'View Approval History' button is in the top right. The main form area is titled 'General Information' and 'Company Location'. It includes input fields for 'Legal Status', 'Proposed Industry Name', 'Proposed Industry Name Local', 'District', 'Local Body', 'Ward No', 'Tola/Street', 'Latitude and Longitude', 'Phone', 'Fax', 'Po Box No', 'Email', and 'Website'. There are search icons next to 'Legal Status', 'District', and 'Local Body', and an 'Open Maps' button next to 'Tola/Street'. A 'Next' button is at the bottom right of the form.

In this form, the user will fill the general information of the industry in which the user proposed for investment like Legal Status, Proposed Industry Name, and Proposed Industry Name local and also fill the company location details, after filling the form click on the Next button.

4.5.1.2 Contact Information

Administration & Facility Section | F.Y 2078/79

New Investment View Approval History

Contact Information

Industry Location

Location Category *
Industry

Same As: Basic Information ?

District * Local Body * Ward No *
Select

Tole/Street * Latitude and Longitude * Phone
Open Maps

Fax Website Email

Po Box No + Add Details

S.N.	Location Category (In English)	Local Body	Ward No	Address	Phone	Email	Action
No rows to display							

Office Contact Person

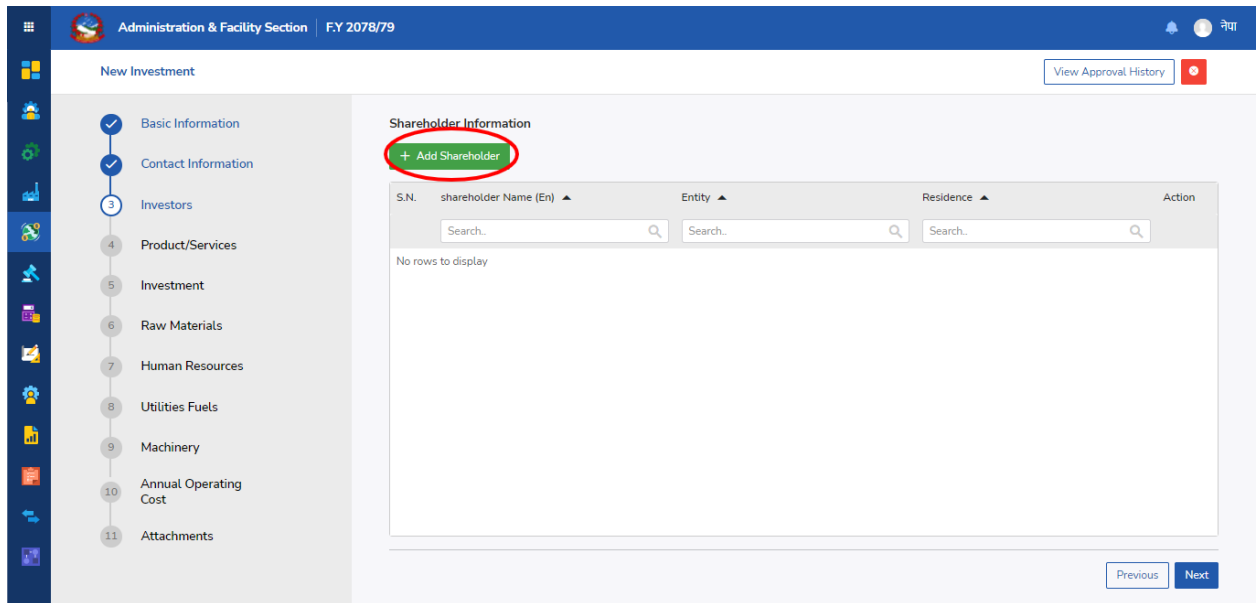
Full Name * Post * Mobile *
Email * + Add Details

S.N.	Contact Person	Mobile	Email	Post	Action
No rows to display					

Previous Next

After clicking the next button on the basic information page it will direct the user to the contact information page where the user has to fill in the location and contact information of the industry. In the top panel of the form, the user has to fill in the location of the industry and click on the add details button which will show the information filled in the box below. After that user has to fill out the form of the office contact person and click on the add details button. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.3 Investors



On this screen, the user can view the information about the investors. Here, the user can see S.N., Shareholder Name(En), Entity, Residence, and Action. Click on the next button to go to the next page or if the user wants to add new investors then click on the add shareholder button denoted by a red circle.

Shareholder Details

Add details of your investor and click on the submit button. If you have multiple investors please click on the save & add more button

Shareholder Type

Entity: Individual Company

Residence: Nepali

Investor Type

Full Name * Gender* Male Female Others

Father's Name

Mother's Name GrandFather Name Date of Birth

Identification Document Type * Identification Document No. * Identification Document Issued Date *

District * Share Quantity Investment Source

Permanent Address

District * Local Body * Ward No. *

Tole/Street *

Temporary Address

Same As Permanent Address

District * Local Body * Ward No. *

Tole/Street *

Contact Information

Phone Fax Po Box No

Email Address Website Home No

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Citizenship	नागरिकता	<input type="button" value="Upload"/> 0 files
2	Passport Size Photo	पासपोर्ट साइज फोटो	<input type="button" value="Upload"/> 0 files
3	Bio Data	बायो डाटा	<input type="button" value="Upload"/> 0 files

After clicking on the add shareholders button it will redirect the user to the page above. Here user needs to add details of the investor and click on the submit button but if there are multiple investors click on the save and add more button. Do not forget to fill out the form.

4.5.1.4 Products/Services

The screenshot shows a web application interface for 'New Investment' under the 'Administration & Facility Section' for 'FY 2078/79'. The interface includes a sidebar with navigation steps: Basic Information, Contact Information, Investors, Product/Services (selected), Investment, Raw Materials, Human Resources, Utilities Fuels, Machinery, Annual Operating Cost, and Attachments. The main form area contains the following sections:

- Industry's Objective:** Fields for Annual Working Days, Daily Working Hours, and Daily Shift. Text areas for Industry Objective (In English) and Industry Objective (In Nepali).
- Proposed Products/Service Description:** Fields for Product Description, Annual Production Quantity, Unit Name, and Rate. A Total Amount field and an '+ Add Details' button.
- Table:** A table with columns: S.N., Product, Annual Production Quantity, Unit, Rate, Total Amount, and Action. Each column has a search box. The table currently displays 'No rows to display'.
- Total Gross Sales:** A summary box showing 'Your total gross sales sums up to an amount of NPR 0.00'.
- Selling and Distribution Exp %:** Fields for Selling and Distribution Exp % and Selling and Distribution Exp Amount.
- Total Net Sales:** A summary box showing 'Your total net sales sums up to an amount of NPR 0.00'.
- Proposed Industry Category:** A field for Industry Category.

At the bottom right, there are 'Previous' and 'Next' buttons.

In this form, the user needs to fill in the information about the industry's objectives, and proposed products then click on the add details button which will show the data filled in the box below after that user needs to fill in gross sales and net sales then proposed industry category. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.5 Investment

Administration & Facility Section | F.Y 2078/79

New Investment View Approval History

Basic Information
Contact Information
Investors
Product/Services
Investment
Raw Materials
Human Resources
Utilities Fuels
Machinery
Annual Operating Cost
Attachments

Proposed Fixed Assets

Fixed Assets * Fixed Asset Sub Type * Quantity *
Unit * Amount (NPR) *
Remarks *

[+ Add Fixed Assets](#)

S.N.	Fixed Assets	Fixed Asset Sub Type	Quantity	Unit	Amount (NPR)	Remarks	Action
	Search..	Search..	Search..	Search..	Search..	Search..	

No rows to display

Total Fixed Assets
Your total fixed assets sums up to an amount of NPR 0.00

Proposed Working Capital

Working Capital * Annual Requirement Amount (NPR) * Duration (In Months) * Working Capital Amount *
Remarks *

[+ Add Working Capital](#)

S.N.	Working Capital	Annual Requirement Amount (NPR)	Working Capital Amount	Duration (In Months)	Remarks	Action
	Search..	Search..	Search..	Search..	Search..	

No rows to display

Total Working Capital
Your total working capital sums up to an amount of NPR 0.00

Proposed Total Investment

Fixed Assets
Total Amount * Equity Investment * Loan *

Working Capital (In English)
Total Amount * Equity Investment * Loan *

Total Investment
Your total investment sums up to an amount of NPR 0.00

Previous Next

In this form, the user needs to fill in the proposed fixed asset information and click on the add fixed asset button which will show the information on the box below then the user has to fill in the proposed working capital and click on the add working capital button which will show the information on the box below and last the user has to fill in the proposed total investment. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.6 Raw Materials

Administration & Facility Section | FY 2078/79

New Investment View Approval History

Proposed Raw Material Information

Raw Material * Annual Requirement * Unit *

Rate Total Amount * Supply Source * Local Foreign Both

+ Add Raw Materials

S.N.	Raw Materials (In English)	Annual Requirement	Unit	Rate	Amount (NPR)	Source	Action
No rows to display							

Total Raw Materials
Your total raw materials sums up to an amount of NPR 0.00

Previous Next

In this form, the user needs to fill in the proposed raw material information and click on the add raw materials button which will display the information filled in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.7 Human Resources

Administration & Facility Section | FY 2078/79

New Investment View Approval History

Proposed Human Resource Information

Labour Type * Employee Type * Total Local Employees * Total Foreign Employees *

Monthly Salary * Total Annual Salary **+ Add Details**

S.N.	Labour Type	Employee Type	Total Local Employees	Total Foreign Employees	Total Employee	Monthly Salary	Total Annual
No rows to display							

Total Human Resources
Your total human resources sums up to an number of 0 employees

Perks And Incentives % For Direct Labour * Perks And Incentives Amount *

Total Direct Labour
Your total direct labour sums up to amount of NPR 0.00

Perks And Incentives % For Indirect Labour * Perks And Incentives Amount *

Total Indirect Labour
Your total indirect labour sums up to amount of NPR 0.00

Previous Next

In this form, the user has to fill in the information about the proposed human resource information and click on the add details button which will display the information in the box below then the user has to fill in total human resources, total direct labor, and total indirect labor. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.8 Utility Fuels

In this form, the user needs to fill in the proposed electricity consumption information and proposed utilities and fuel information then click on the add details button. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.9 Machinery

In this form, the user has to fill in the information about machinery and then click on the add details button which displays the information filled by the user in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.10 Annual Operating Cost

The screenshot shows the 'New Investment' form in the 'Annual Operating Cost' section. The form is titled 'New Investment' and includes a 'View Approval History' button. The left sidebar contains a navigation menu with items: Basic Information, Contact Information, Investors, Product/Services, Investment, Raw Materials, Human Resources, Utilities Fuels, Machinery, Annual Operating Cost (selected), and Attachments. The main content area is divided into two sections: 'Fixed Operating Cost' and 'Variable Cost'. Each section has three input fields: 'Fixed Operating Cost Type Name *', 'Unit *', and 'Total Amount *'. Below each section is a '+ Add Details' button. Underneath each button is a table with columns: 'S.N.', 'Particulars', 'Total Amount', 'Unit', and 'Action'. The tables are currently empty with the message 'No rows to display'. At the bottom, there is a summary box with an information icon and the text: 'Total Annual Operating Cost: Your total annual operating cost sums up to an amount of NPR 0.00'. There are 'Previous' and 'Next' buttons at the bottom right.

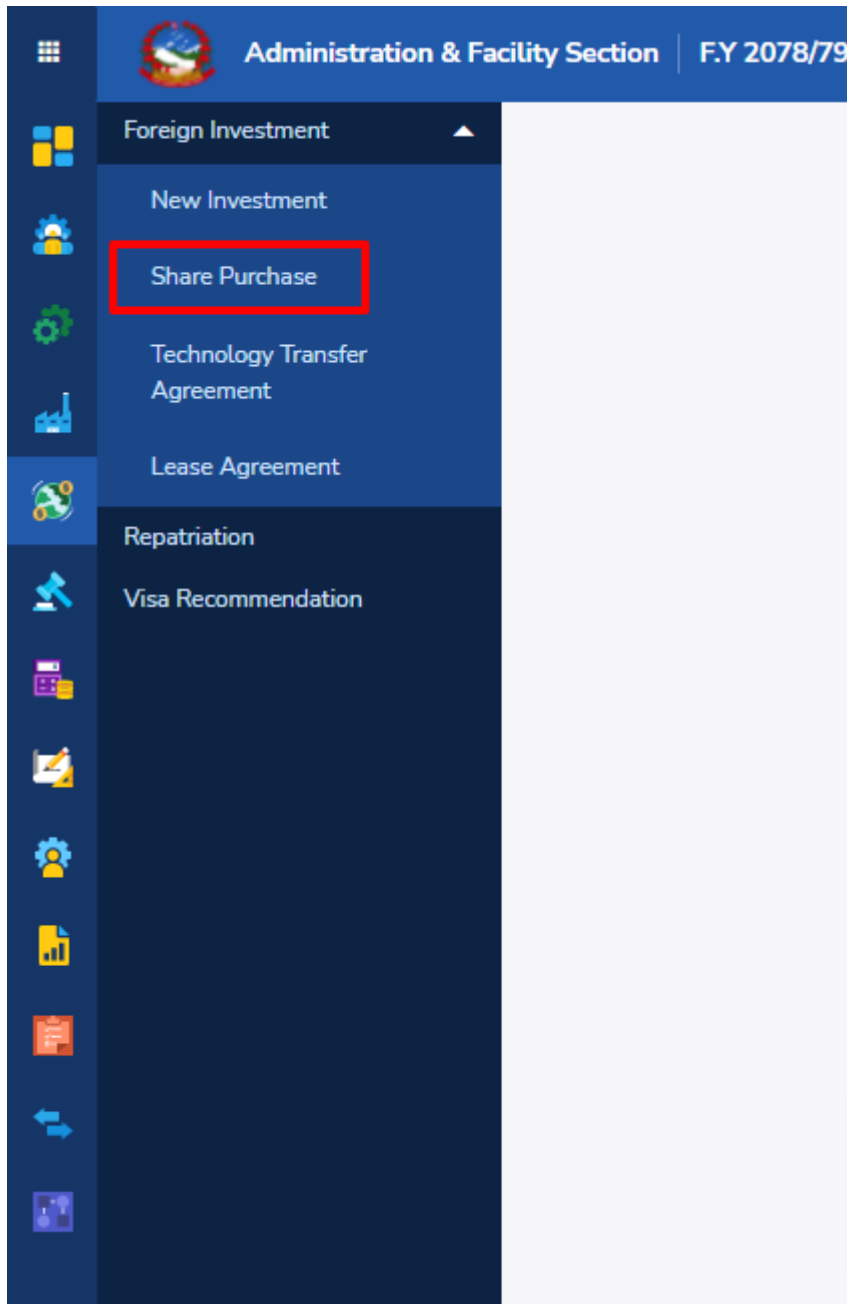
In this form, the user has to fill in the information about fixed operating costs and then click on the add details button which will display the information filled by the user in the box below. After that fill in the information about variable costs and then click on the add details button which will display the information filled by the user in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

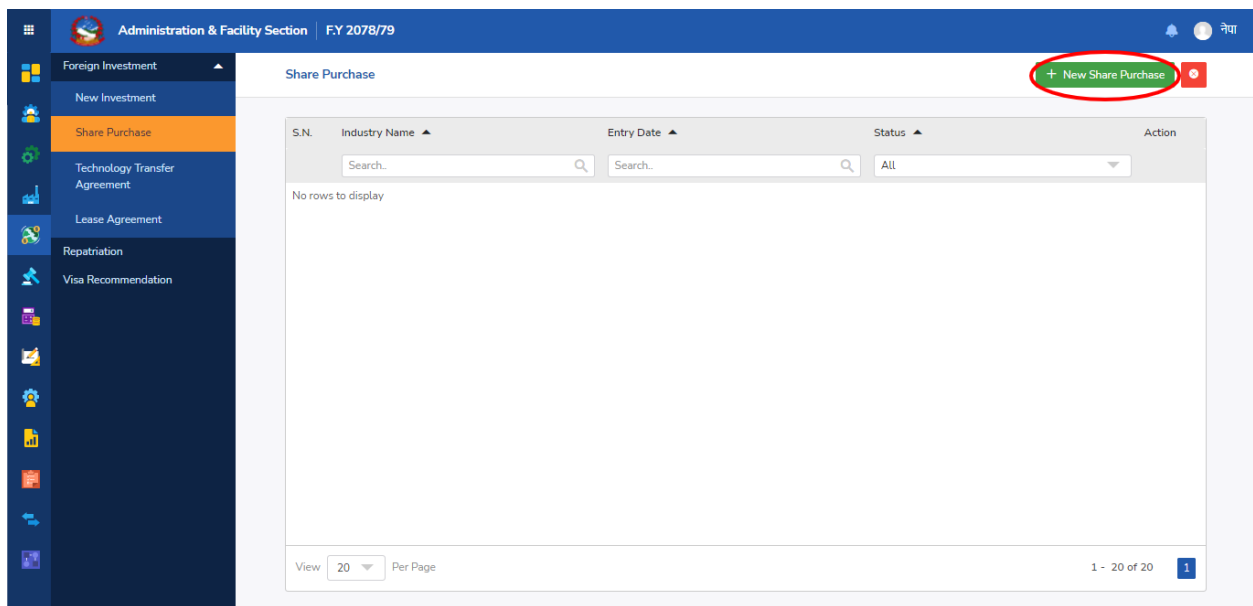
4.5.1.11 Attachments

The screenshot shows the 'New Investment' form in the 'Attachments' section. The form is titled 'New Investment' and includes a 'View Approval History' button. The left sidebar contains a navigation menu with items: Basic Information, Contact Information, Investors, Product/Services, Investment, Raw Materials, Human Resources, Utilities Fuels, Machinery, Annual Operating Cost, and Attachments (selected). The main content area is titled 'Necessary Documents' and contains a table with columns: 'S.N.', 'Document Type (In English)', 'Document Type (In Nepali)', and 'File'. The table is currently empty with the message 'No rows to display'. At the bottom, there are 'Previous' and 'Send For Registration' buttons.

In the last form, the user has to attach the necessary required documents then click on the send for registration button to register for the investment denoted by a red circle or click on the Previous button to edit the previous form if there are any mistakes.

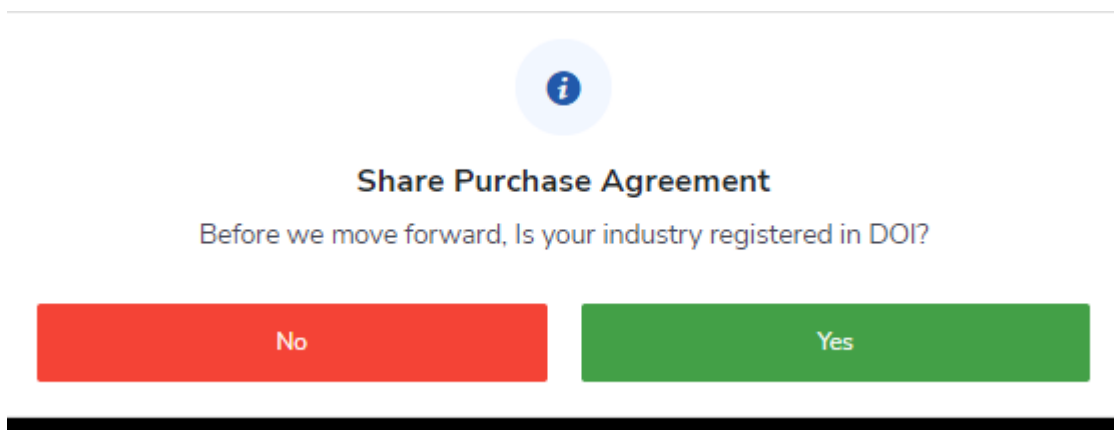
4.5.2 Share Purchase






On this screen, the user can view the information about the share purchase. Here users can see S.N., Industry Name, Entry Date, Status, and Action. If the user wants to add a new share then click on the new share purchase button on the top right.

After clicking on the new share purchase button a dialog box will appear



If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

If the user's answer is yes then again a dialog box will appear.



Share Purchase Agreement

Enter Your Industry Registration No. provided by DOI.

Industry Registration No. *

Cancel
Next

The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.

Administration & Facility Section | FY 2078/79
नेपा

Foreign SPA Request

Industry Information

Industry Registration No. * <input type="text" value="61"/>	Industry Name * <input type="text" value="Tokala Industry"/>	Industry Name (In Nepali) * <input type="text" value="टोकला उद्योग"/>
Proposed Legal Status * <input type="text" value="Partnership Firm"/>	Industry Category * <input type="text" value="Manufacturing Industry"/>	Total Investment * <input type="text" value="50063056000"/>
Phone * <input type="text" value="9862365665"/>		
Remarks * <input style="height: 20px;" type="text"/>		

Current Share Holder Detail

S.N.	Share Holder Name	Share Type	Share Quantity	Share Amount (NPR)	Action
1	Ram	Individual	150000	1500000	
2	Bimala Karki	Individual	150000	1500000	

Transfer Detail

S.N.	From	To	Share Quantity	Share Amount (NPR)	Action
No rows to display					

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Financial Audit Report of last 2 years	पछिल्लो २ बर्ब को वित्तीय लेखा परीक्षण प्रतिवेदन	Upload 0 files
2	Shareholders' Agreement	सम्झौता	Upload 0 files
+ Add New Row			

Send For Registration

After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, current shareholder detail, transfer detail, and necessary documents. The user can edit the current shareholder and transfer detail by clicking the pencil-like button on the action column.

i

Share Transfer

Enter information of the individual or company that is purchasing the share from the current shareholder

Current Shareholder Information

Full Name * Share Amount (NPR) * Share Quantity *

New Shareholder Information

Enter information of the individual or company that is purchasing the share from the current shareholder

Transfer Type ? Internal External Shareholder Type * Individual Company Industry

General Information

Investor * Investment Source Investment Amount *

Share Quantity *

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Bio Data	बायो डाटा	Upload 0 files
2	Passport	पासपोर्ट	Upload 0 files
3	Passport Size Photo	पासपोर्ट साइज फोटो	Upload 0 files
+ Add New Row			

Cancel
Submit
Save & Add More

After the user clicks the edit button it will direct the user to the page above to edit the shareholder details the user needs to fill out the form and upload the necessary documents. If the user wants to add more shareholders then the user needs to click on the save and add more button on the bottom-right otherwise click on the submit button. Do not forget to fill the fields with asterisks marks as they are mandatory.

S.N.	Industry Name	Entry Date	Status	TTA Number	Action
1	NEPAL COMMERCIAL CORPORATION	2022-06-23	Approved	TTA-5	
2	NEPAL COMMERCIAL CORPORATION	2022-06-23	In Process		
3	Goldstar Limited	2022-06-23	Approved	TTA-4	
4	Nepal	2022-06-22	Approved	TTA-3	
5	Friends and Co	2022-06-23	In Process		
6	Goldstar Limited	2022-06-22	In Process		
7	Goldstar Limited	2022-06-16	Approved	TTA-01	
8	Friends and Co	2022-06-14	In Process		
9	Friends and Co	2022-06-14	In Process		

In this form, the user can view the list of requests for technology transfer. The user can see S.N., Industry Name, Entry Date, Status, TTA number and Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

If the user wants to add a new share then click on the new share purchase button on the top right.

After clicking on the new share purchase button a dialog box will appear

Technology Transfer Agreement

Before we move forward, Is your industry registered in DOI?

If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

If the user's answer is yes then again a dialog box will appear.

The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Upload 0 files + Add New Row

After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, TTA information, and necessary documents. After filling the industry information form user needs to click on the add details button.

Technology Transfer Agreement(TTA)

Add details of your TTA and click on the submit button.

Technology Transferring Foreign Company Information

Company Name *	Company Registration Number *	Company Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Company Address *	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		

TTA Information

TTA Type *	Royalty Type *	Royalty Currency *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Royalty *	Contract Date *	Proposed Effective Date *
<input type="text"/>	YYYY-MM-DD	YYYY-MM-DD

Cancel
Submit

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Citizenship	नागरिकता	25430	<input type="button" value="Upload"/> 0 files

Cancel
Submit

After clicking on the add details button it will direct the user to the form shown above. The user needs to fill out the form and upload the necessary documents. If there are more technology transfer companies then the user has to click on the save and add more button otherwise click on the submit button.

Administration & Facility Section | F.Y 2078/79

Foreign TTA Request

Industry Information

Industry Registration No. * 61 Industry Name * Tokala Industry Industry Name (In Nepali) * टोकला उद्योग

Proposed Legal Status * Partnership Firm Industry Category * Manufacturing Industry Phone * 9862365665

TTA Payment Source ? * Net Sales Profit Proposed Net Sales *

TTA Information

[+ Add Details](#)

S.N.	TTA Type (In English) ▲	Royalty Type ▲	Royalty ▲	Company Name ▲	Action
No rows to display					

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	Upload 0 files + Add New Row

[Previous](#) [Send For Registration](#)

After the user fills the form by clicking the add details button and clicking on the submit button it will redirect the user to the previous form shown above and the information filled by the user will be displayed in the box below the add details button then the user needs to upload the necessary documents and click on the send for the registration button.

In the above form, there is a previous button next to send for registration button. if the user has forgotten to upload necessary documents or fill out the necessary form the user can go back by clicking on the previous button it will direct the user to the screen below.

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Foreign TTA Request

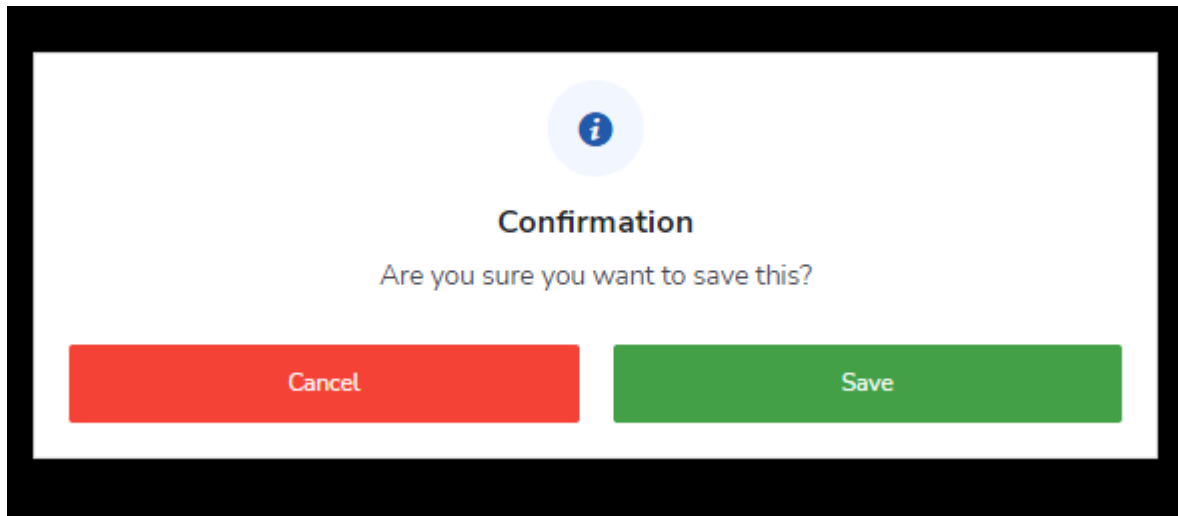
Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	aaa	बयद	Upload 0 files
2	Company Certificate	कम्पनी प्रमाणपत्र	Upload 673d6832dc0...
3	Government Document	सरकारी दस्तावेज	Upload 0 files + Add New Row

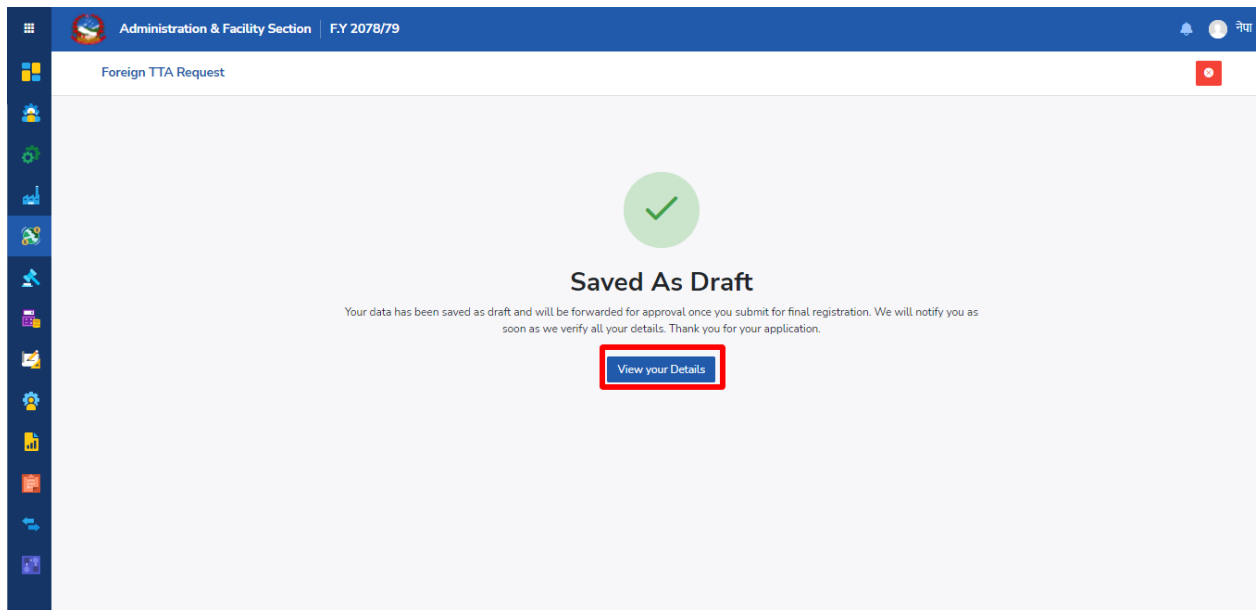
[Previous](#) [Next](#)

In the above screen, the user uploads the necessary documents but if the user needs to go further back and then click on the previous button it will redirect the user to previous forms.

If the user needs to move forward and clicks on the Next button then a dialog box will appear



The user needs to click on the Save button to store the information after clicking on the save button it will direct the user to the screen below.



The information user added is saved as a draft in the application and will be forwarded for approval once you submit it for final registration. There is a view your details in the middle of the screen if the user clicks on that button it will direct the user to the screen below.



उद्योग विभाग
परियोजनाको विवरण

आवेदन नं. ०१५

१. उद्योगको नाम: टोकल उद्योग

२. उद्योग रहने स्थान:

प्रदेश -३ प्रदेश, काठमाडौं जिल्ला, काभ्रेपुर्वी मन्सहल नगरपालिका, ५ वडा नं.

३. उत्पादन हुने वस्तु वा सेवाको विवरणः

सि.नं.	वस्तु वा सेवा	वार्षिक उत्पादन	एकई	बिथी मुल्य दर	कुल बिथी मुल्य
१	सोबाइल	५,०००.००	शिट्टर	५०००	२५,०००,०००.००
२	नेटवर्किङ	५००.००	मेट्रिक टन	५०	२,५००.००
३	बिजुली	६०,०००.००	मेट्रिक टन	६०	३,६००,०००.००
४	सफ्टवेयरहरू	५००.००	भेन्ट एन्प्लोयड	५००	२५०,०००.००
५	सोफ्टवेयर	५००.००	शिट्टर	५००	२५,०००.००

४. उद्योग सञ्चालन विवरणः

२६० दिन, २ मिनट, ५ घण्टा

५. उद्योगको स्तर: लघु उद्योग

६. उद्योगको कानुनी प्रकार: साझेदारी फर्म

७. सगर्मीको विवरणः

सि.नं.	विवरण	मुल्य (रु.)	विन्यास
१	भवन	५००.००	सकल विद्या उपलब्ध गराउने
२	भवन	५००.००	सकल विद्या उपलब्ध गराउने
३	सगर्मी सप्लान	५००,०००.००	सकल विद्या उपलब्ध गराउने
४	सगर्मी सप्लान	५५,०००.००	Proposed fixed assets added
५	उपरो	५००,०००.००	सकल विद्या उपलब्ध गराउने

८. पुरोमीको विवरणः

सि.नं.	पुरोमीको विवरण	प्र. सगर्मी	क्रम सगर्मी	कुल सगर्मी
१	सिद्ध पुरोमी	१,०००,०००.००	१००.००	१,०००,०००.००
२	काय्दाली पुरोमी	१२०,०००.००	०.००	१२०,०००.००
कुल संख्या				१,१२०,०००.००

९. मेशिनको विवरणः

सि.नं.	समीकरणको नाम	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य
१	बुलडोजर	५०	केब्रि	५०.००	२,५००.००
२	बुलडोजर	५०	मि ए	३.००	१५०.००
३	जेलेबी	५०	टन	५०.००	२,५००.००

१०. उद्योगले प्रयोग गर्ने आवश्यक कच्चा पदार्थको विवरणः

सि.नं.	कच्चा पदार्थ	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य
१	सार	५००००	किलोभेन्ट एन्प्लोयड	१.००	५०,०००.००
२	सार	५००००	शिट्टर	१.००	५०,०००.००

११. उद्योगले प्रयोग गर्ने उपयोक्ति/सामग्रीको विवरणः

सि.नं.	उपयोक्ति/सामग्री	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य	ओड
१	मशीन	१०००	मीटर	२.००	२,०००.००	१

१२. उद्योगलाई आवश्यक पर्ने बजेट: १-दि: वा

१३. उद्योगको वर्ग: उत्पादनमूलक उद्योग

१४. जनसंक्ति विवरणः

सि.नं.	कर्मचारीको प्रकार	कुल कर्मचारीको संख्या	कुल बिथी कर्मचारी	कुल कर्मचारी
१	विद्यार्थी	५००००	५०	५००५०
कुल संख्या				५००५०

१५. उद्योग दर्ता भएपछि संसलनमा आउने समय: १२ मिनट

१६. सगर्मीको विवरणः

सि.नं.	सगर्मीको नाम	सगर्मीको प्रकार	ठेका	इ-मेल ठेका	फोन नं.
१	Ram	Local Individual	Tokala@gmail.com	१०९८५५६५६५६	
२	Biraj Karki	Foreign Individual			

१७. शेक दमेन मोडल: ० %

१८. कोषधारी कोषमा प्रतिशत: ८८८ %

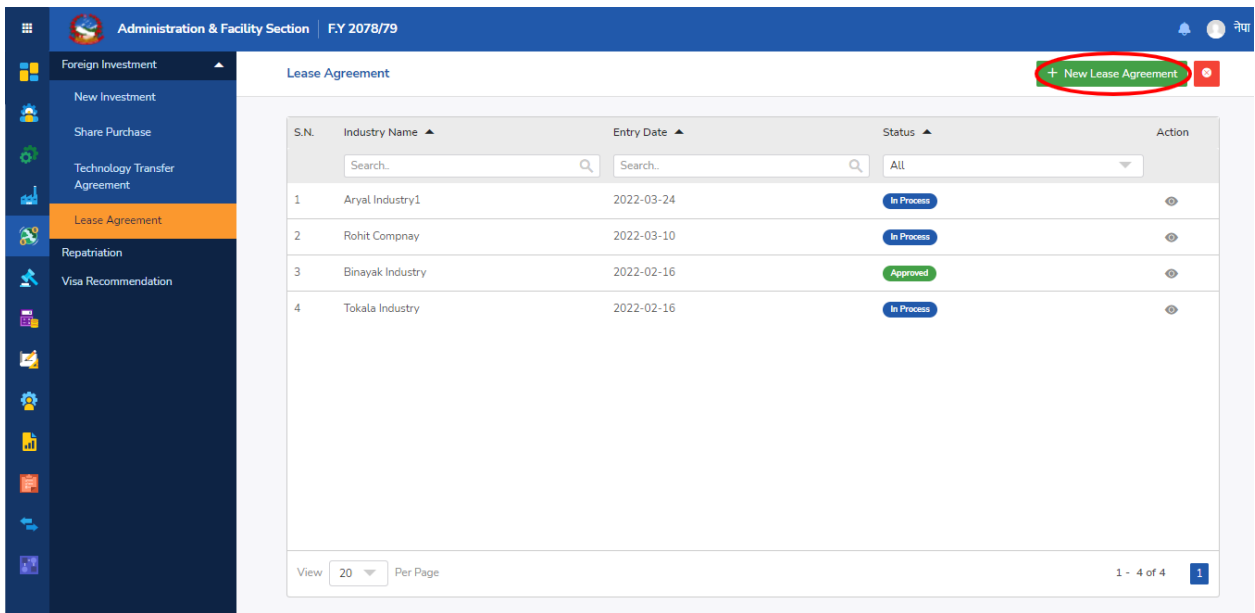
१९. सगर्मी मा प्रतिशत: ८८८ %

२०. वार्षिक परिवारन सामग्री:

वित्त			
परिचालन खाता:			
सि.नं.	विवरण	कुल रकम	एकई
१	सहायक	४००००	सेट

परिवर्तनीय खाता:			
सि.नं.	विवरण	कुल रकम	एकई
१	कच्चा पदार्थ	५,००,०००	टन

२१. कार्यालयहरू:			
सि.नं.	संलग्नकारी प्रकार	फाइल	
१	बचत		
२	कम्पनी प्रमाणपत्र	8736583200309463964722726234704.jpg	
३	सरकारी दस्तावेज		

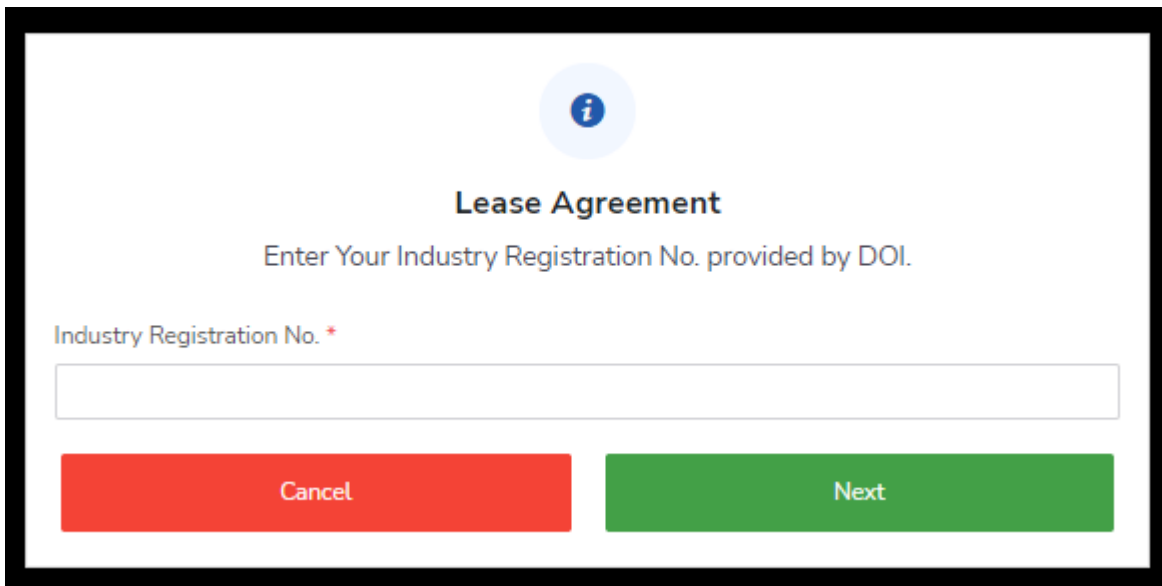


On this screen, the user can view the information about the lease agreement. Here users can see S.N., Industry Name, Entry Date, Status, and Action. If the user wants to add a new lease agreement then click on the new lease agreement button on the top right.



If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

If the user's answer is yes then again a dialog box will appear.



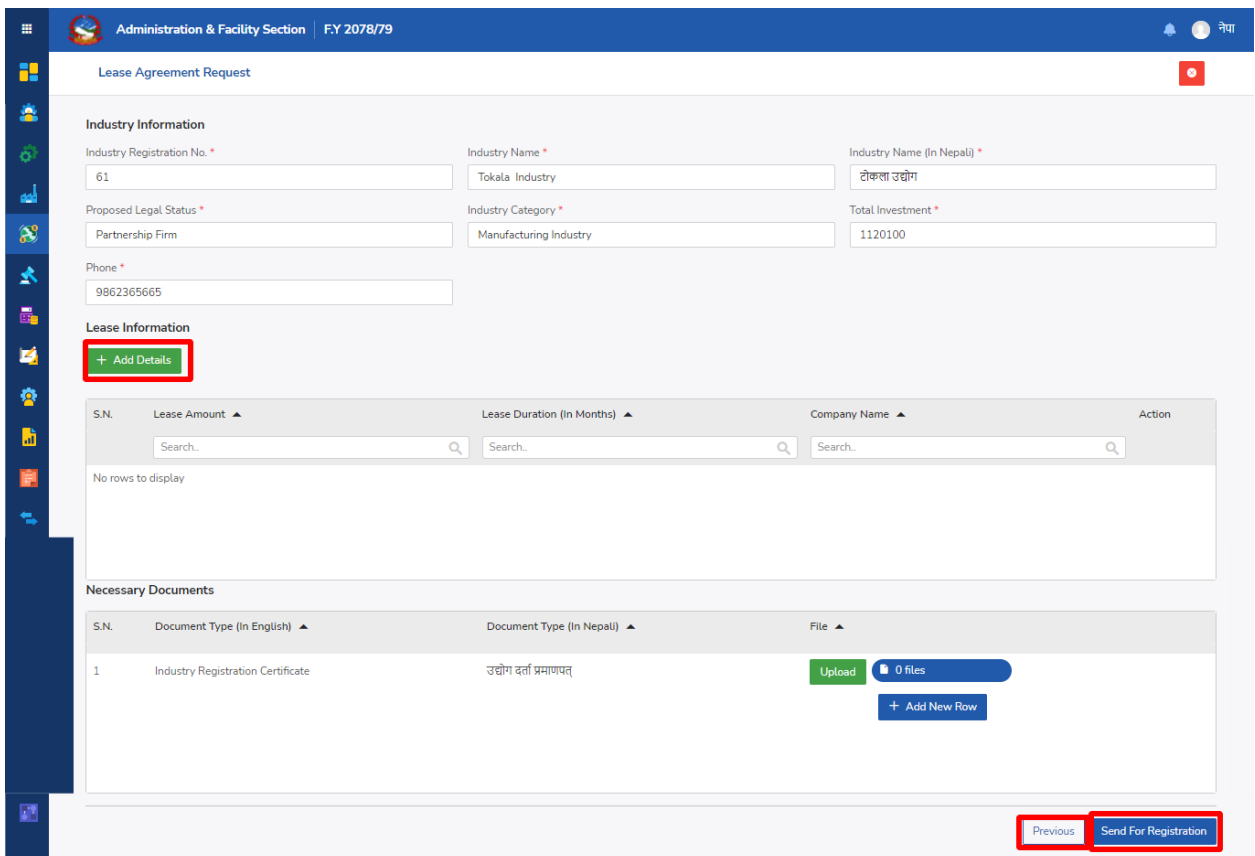
Lease Agreement

Enter Your Industry Registration No. provided by DOI.

Industry Registration No. *

Cancel
Next

The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.



Administration & Facility Section | FY 2078/79

Lease Agreement Request

Industry Information

Industry Registration No. *	Industry Name *	Industry Name (In Nepali) *
<input type="text" value="61"/>	<input type="text" value="Tokala Industry"/>	<input type="text" value="टोकला उद्योग"/>
Proposed Legal Status *	Industry Category *	Total Investment *
<input type="text" value="Partnership Firm"/>	<input type="text" value="Manufacturing Industry"/>	<input type="text" value="1120100"/>
Phone *	<input type="text" value="9862365665"/>	

Lease Information


+ Add Details

S.N.	Lease Amount ▲	Lease Duration (In Months) ▲	Company Name ▲	Action
No rows to display				

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	<input type="button" value="Upload"/> 0 files
<input type="button" value="+ Add New Row"/>			

After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, lease information, and necessary documents then click on the add details button it will direct the user to the form below.



Lease Agreement (LA)

Add details of your Lease agreement and click on the submit button. If you have multiple Lease agreement please click on the save & add more button

Lease Agreement Company Information

Company Name *	Company Registration Number *	Company Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Phone	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Information

Lease Type *	Lease Duration (In Months) *	Lease Amount *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Bio Data	बायो डाटा	<input type="button" value="Upload"/> 0 files <input type="button" value="+ Add New Row"/>

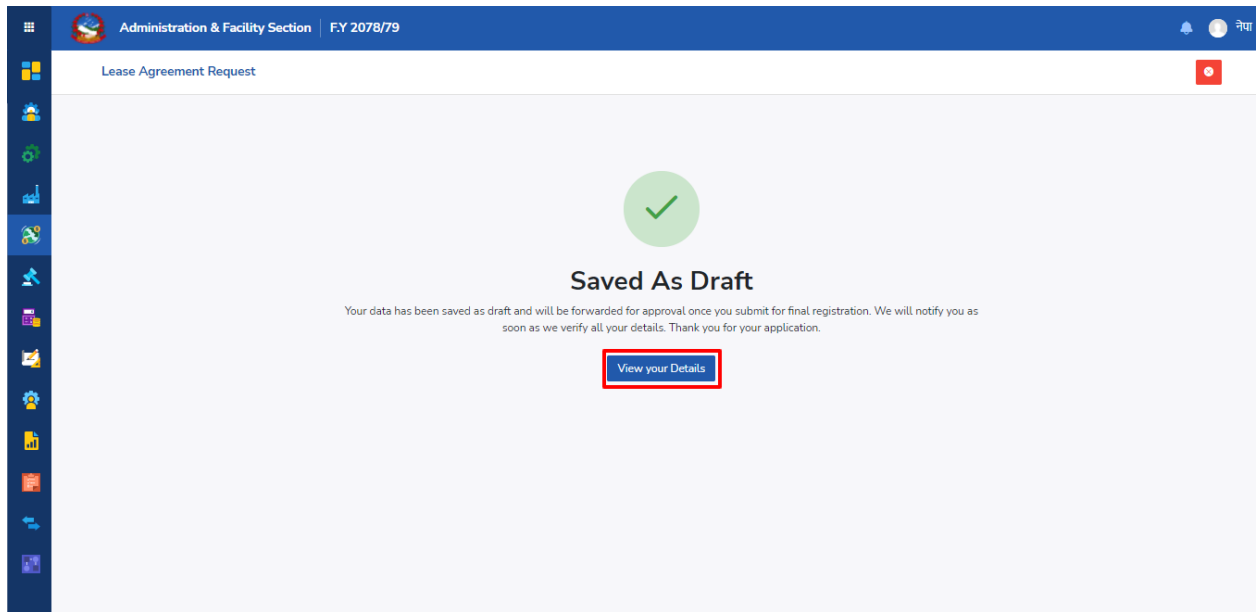
After the user clicks the add details button it will direct the user to the page above to edit the lease agreement details the user needs to fill out the form and upload the necessary documents. If the user wants to add more shareholders then the user needs to click on the save and add more button on the bottom-right otherwise click on the submit button and do not forget to fill the fields with asterisks marks as they are mandatory.

After the user fills the form by clicking the add details button and clicking on the submit button it will redirect the user to the previous form shown above and the information filled by the user will be displayed in the box below the add details button then the user needs to upload the necessary documents and click on the send for the registration button.

In the above form, there is a previous button next to send for registration button. If the user has forgotten to upload necessary documents or fill out the necessary form the user can go back by clicking on the previous button it will direct the user to the screen below.

In the above screen, the user uploads the necessary documents but if the user needs to go further back and then click on the previous button it will redirect the user to previous forms.

If the user needs to move forward and clicks on the Next button. It will direct the user to the screen below.



The information user added is saved as a draft in the application and will be forwarded for approval once you submit it for final registration. There is a view your details in the middle of the screen if the user clicks on that button it will direct the user to the screen below.



उद्योग विभाग
परियोजनाको विवरण

आवेदन नं. ०१५

१. उद्योगको नाम: टोकल उद्योग

२. उद्योग रहने स्थल:

प्रदेश -३ प्रदेश, काठमाडौं जिल्ला, काभ्रेपुर्वी मन्सहल नगरपालिका, ५ वडा नं.

३. उत्पादन हुने वस्तु वा सेवाको विवरणः

सि.नं.	वस्तु वा सेवा	वार्षिक उत्पादन	एकई	बिथी मुल्य दर	कुल बिथी मुल्य
१	सोबाइल	५,०००.००	शिट्टर	५०००	२५,०००,०००.००
२	नेटवर्किङ	५००.००	मेट्रिक टन	५०	२,५००.००
३	बीबुरी	६०,०००.००	मेट्रिक टन	६०	३,६००,०००.००
४	सफ्टवेयरहरू	५००.००	भेन्ट एम्प्लोयर	५००	२५०,०००.००
५	सोफ्टवेयर	५००.००	शिट्टर	५००	२५,०००.००

४. उद्योग सञ्चालन विवरणः

२६० दिन, २ मिनट, ५ पल्ल

५. उद्योगको स्तर: लघु उद्योग

६. उद्योगको कानुनी प्रकार: साझेदारी फर्म

७. सगर्मीको विवरणः

सि.नं.	विवरण	मुल्य (रु.)	टिप्पणीहरू
१	भवन	५००.००	सकथ विद्या उपग्रहमा गराउन
२	भवन	५००.००	सकथ विद्या उपग्रहमा गराउन
३	सगरी सपन	५००,०००.००	सकथ विद्या उपग्रहमा गराउन
४	सगरी सपन	५५,०००.००	Proposed fixed assets added
५	उपरो	५००,०००.००	सकथ विद्या उपग्रहमा गराउन

८. पुरानीको विवरणः

सि.नं.	पुरानीको विवरण	वयः	सगर्मी	कुल सगर्मी
१	सिटर पुरानी	१,०००,०००.००	१००.००	१,०००,१००.००
२	कार्यालयीय पुरानी	१२०,०००.००	०.००	१२०,०००.००
कुल संख्या				१,१२०,१००.००

९. मेशिनको विवरणः

सि.नं.	समीक्षकको नाम	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य
१	बुलडोजर	५०	केब्रि	५०.००	२,५००.००
२	बुलडोजर	५०	मि ए	३.००	१५०.००
३	जेलेबी	५०	टन	५०.००	२,५००.००

१०. उद्योगले प्रयोग गर्ने आवश्यक कच्चा पदार्थको विवरणः

सि.नं.	कच्चा पदार्थ	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य
१	सार	५००००	किलोभेन्ट एम्प्लोयर	१.००	५०,०००.००
२	सार	५००००	शिट्टर	१.००	५०,०००.००

११. उद्योगले प्रयोग गर्ने उपयोक्तिहरूको विवरणः

सि.नं.	उपयोक्तिहरूको नाम	आवश्यक संख्या	एकई	बिथी मुल्य दर	कुल मुल्य	नोट
१	मशीन	१०००	मीटर	२.००	२,०००.००	१

१२. उद्योगलाई आवश्यक पर्ने बजेट: १-दि: वा

१३. उद्योगको वर्ग: उत्पादनमूलक उद्योग

१४. जनसंक्ति विवरणः

सि.नं.	कर्मचारीको प्रकार	कुल कर्मचारीको संख्या	कुल बिथी कर्मचारी	कुल कर्मचारी
१	विद्यार्थी	५००००	५०	५००५०
कुल संख्या				५००५०

१५. उद्योग दर्ता भएपछि संसलनमा आउने समय: १२ मिनट

१६. सगर्मीकाको विवरणः

सि.नं.	सगर्मीकाको नाम	सगर्मीकाको प्रकार	ठेकावा	इ-मेल ठेकावा	फोन नं.
१	Ram	Local Individual	Tokala@gmail.com	१०९८५५६५६५६	
२	Biraj Karki	Foreign Individual			

१७. शेक दमेन मोडल: ० %

१८. कोषधारी कोषमा प्रतिशतः ८८८ %

१९. सगर्मी मा प्रतिशतः ८८८ %

२०. वार्षिक परिवारन सापसः

वित्त			
परिचालन खाता:			
सि.नं.	विवरण	कुल रकम	एकई
१	सहायककम	४००००	सेट

परिवर्तनीय खाता:			
सि.नं.	विवरण	कुल रकम	एकई
१	कच्चा पदार्थ	४५०००००	टन

२१. कार्यालयहरू:			
सि.नं.	संलग्नकाको प्रकार	फाइल	
१	बचत		
२	कम्पनी प्रमाणपत्र	8736583200309463964722726234704.jpg	
३	सरकारी दस्तावेज		

4.5.3 Repatriation

S.N.	Repatriation Type	Sender	Receiver	Total Sending Amount	Net Amount	Entry Date	Status	Action
1	Salary Allowance for Expatriates	oliz store	Bidhan	34	32.3	2021-12-15	In Process	
2	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
3	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
4	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
5	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
6	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
7	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
8	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
9	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
10	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	

This module will allow the user to complete repatriation process and transfer money to their own country. The industry's repatriation approval procedure will be more streamlined with the help of this module. The administrative procedure will be completely paperless and computerized. The entire procedure will be digital, allowing consumers to track their progress.

In the screen above, user can see a list of requests for repatriation and on top of the table, user can see S.N., Repatriation Type, Sender, Receiver, Total Sending Amount, Net Amount, Entry Date, Status, Action

Sort:

User can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view the data.

To fill-out the form, click on the Create New Request Button.

Repatriation

[+ Create New Request](#)

S.N.	Repatriation Type	Sender	Receiver	Total Sending Amount	Net Amount	Entry Date	Status	Action
1	Salary Allowance for Expatriates	oliz store	Bidhan	34	32.3	2021-12-15	In Process	
2	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
3	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
4	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
5	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
6	Sale of Shares	oliz store	Bidhan	2312	2080.8	2021-12-15	In Process	
7	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
8	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
9	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	
10	Dividend	Samata Industries	Bidhan	123	110.7	2021-12-15	In Process	

View 20 per page 1 - 20 of 14

Administration & Facility Section | F.Y 2078/79
नेपा

- Foreign Investment
- New Investment
- Share Purchase
- Technology Transfer Agreement
- Lease Agreement
- Repatriation
- Visa Recommendation

Repatriation

Sender Information

Industry Registration No. *

Industry Name *

Industry Name (In Nepali) *

Industry Category *

Receiver Information

Company Name *

Phone

Email

Country *

Address *

Total Sales Amount *

Repatriation Information

Purpose *

Tax Percentage *

Total Sending Amount *

Currency *

Tax Amount *

Net Amount *

Agreement Date *

Remarks

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Tax Clearance *	कर चुक्ता प्रमाणपत्र *	2000	<input type="button" value="Upload"/> <input type="button" value="0 files"/> <input type="button" value="+ Add New Row"/>

When a user enters the industry registration number, all the sender information is displayed. Remember to fill in the required fields marked with a red asterisk and upload the required documents. After finishing filling out the fields, the user should click the submit request button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Sender Information	
Industry Registration No.	Enter the Industry Registration No.
Industry Name	Data retrieved from system.
Industry Name (In Nepali)	Data retrieved from system.
Industry Category	Data retrieved from system.
Receiver Information	
Company Name	Enter the company Name.
Phone	Enter the phone Number.
Email	Input the email.
Country	Select the Country name from the list.
Address	Enter the Address.
Total Sales Amount	Enter the Total Sales Amount.
Repatriation Information	
Purpose	Select the Purpose from the list.
Tax Percentage	Data retrieved from system.
Total Sending Amount	Enter the total sending amount.
currency	Select the Currency from the list.
Tax Amount	Enter the Tax Amount.
Net Amount	Enter the Net Amount.
Agreement Date	Enter the Agreement date.
Remarks	Enter the remarks.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

4.5.4 Visa Recommendation

S.N.	Visa Type	Industry Name	Entry Date	Status	Action
1	Business Visa	Golcha Industry	2022-04-28	Pending	
2	Business Visa	3	2022-04-28	In Process	
3	Non Tourist Visa	Aryal Industry1	2022-03-24	In Process	
4	Non Tourist Visa	Aryal Industry1	2022-03-24	In Process	
5	Business Visa	neco pvt ltd	2022-03-24	In Process	
6	Business Visa	neco pvt ltd	2022-03-24	Pending	
7	Business Visa	neco pvt ltd	2022-03-24	Pending	
8	Non Tourist Visa	Hardik Food Company	2022-03-15	In Process	
9	Non Tourist Visa	Hardik Food Company	2022-03-15	Pending	
10	Business Visa	neco pvt ltd	2022-03-15	Pending	

On this screen, the user can view the list of visa recommendations and the user can see S.N., Visa Type, Industry Name, Entry Date, Status, and Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the form, click on the Create New Request Button and a dialog box will appear.

Visa Recommendation

Select the type of visa recommendation you want to apply for

The dialog box will ask the user to which type of visa recommendation does the user wants to apply. There are two options Business Visa and Non Tourist Visa.

When the user selects Business Visa it will direct the user to the form below.

Administration & Facility Section | F.Y 2078/79

Business Visa Recommendation

View Approval History

General Information

FDI Registration No *	Industry Name (In English)	Industry Name (In Nepali)	Industry Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Project Cost	Total Employee	Total Foreign Employees	Investment Till Date (NPR)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foreign Investment Till Date	Approval Date	Operation Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Investor Representative

+ Add Participants

S.N.	Applicant Name	Investor Name	Country	Applicant Type	Action
No rows to display					


Remarks

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Application	आवेदन	<input type="button" value="Upload"/> 0 files <input type="button" value="+ Add New Row"/>

Submit Request

In this form, the user has to fill in the information about the industry and Employees then click on the add participant button which will lead the user to the form below.



Investor

Add details of your investor and click on the submit button.
please click on the save & add more button

General Information

Investor* <input type="text"/>	Gender* Male Female Others	Passport No* <input type="text"/>
Status In Company* <input type="text"/>	Last Visa Duration* Select	Last Visa Status* Select
Last Visa Approval Date* YYYY-MM-DD	Last Visa Expiry Date* YYYY-MM-DD	Committed Investment* <input type="text"/>
Investment Till Date (NPR)* <input type="text"/>	Requested Visa Duration* Select	

Address Information

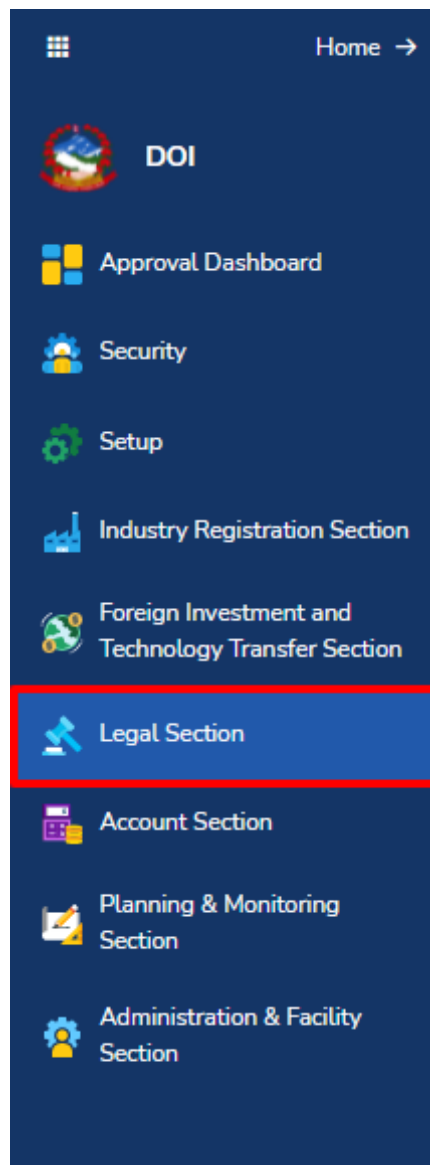
Country* <input type="text"/>	Address* <input type="text"/>	Nepali Address <input type="text"/>
Phone <input type="text"/>	Email Address <input type="text"/>	

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Bio Data	बायो डाटा	<input type="button" value="Upload"/> 0 files
<input type="button" value="+ Add New Row"/>			

In this form, the user needs to add details of the investor and upload the necessary documents then click on the submit button but if the user wants to add more investors then click on the save and add more button.

4.6 Legal Section



Legal Section module will help the industry to manage records of the legal cases and status of the case. With the use of this module, the legal cases will be recorded in efficient manner.

4.6.1 Register Case

The screenshot shows the 'Register Case' application interface. At the top, there is a navigation bar with 'Administration & Facility Section' and 'F.Y. 2077/78'. A sidebar on the left contains various icons, with 'Register Case' highlighted. The main content area is titled 'Cases List' and features a table with the following columns: S.N., Case Filed Against, Case Filed By, Case Type (In English), Case Description, Entry Date, Status, and Action. The table contains two rows of data. Row 1: S.N. 1, Case Filed Against 'new industry', Case Filed By 'gold star', Case Type 'Patent', Case Description 'Case description', Entry Date '15-12-2021', Status 'CLOSED', and Action (eye icon). Row 2: S.N. 2, Case Filed Against 'new industry', Case Filed By 'gold star', Case Type 'Patent', Case Description 'Case description', Entry Date '15-12-2021', Status 'OPEN', and Action (eye, edit, and delete icons). Below the table, there is a 'View 20 per page' dropdown and a page indicator '1 - 20 of 2'.

In the screen above, user can see a list of cases filed and on top of the table, user can see S.N., Case Filed Against, Case Filed By, Case Type (In English), Case Description, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the new case filed form, click on the Create Button.

This is a close-up screenshot of the 'Cases List' table and the 'Create' button. The table structure is identical to the previous screenshot, showing two rows of case data. The 'Create' button is a green button with a plus sign and the text '+ Create'. The table footer shows 'View 20 per page' and '1 - 20 of 2'.

The screenshot shows a web application interface for 'Administration & Facility Section | FY 2078/79'. The main heading is 'Add New Case'. The form is divided into several sections:

- Case Information:** Contains fields for 'Case Filed Against *', 'Case Filed By *', 'Date *' (with a date picker), 'Case Type *', 'Case Title *', 'Trademark *', 'Case Category *', and 'Application No. *'. There are also fields for 'Case Status *' and 'Case Charge *'.
- Case Adesh:** Contains 'Adesh Description *' and 'Order Date *' (with a date picker). A green '+ Add Details' button is highlighted with a red box.
- Necessary Documents:** A table with columns: S.N., Adesh Description, Order Date, and Action. It shows 'No rows to display' and a search bar. Below the table is a 'Case Description *' field.
- Document Upload:** A table with columns: S.N., Document Type (In English), Document Type (In Nepali), Max File Size (KB), and File. It shows one row for 'Case Document' with a file size of '5MB'. There is an 'Upload' button, a '0 files' indicator, and an '+ Add New Row' button.

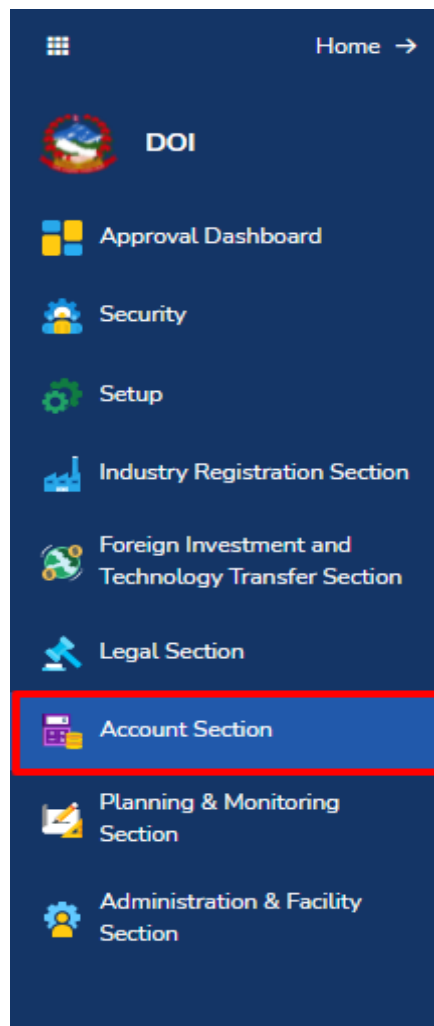
At the bottom right, there are '+ Save' and 'Reset' buttons, both highlighted with red boxes.

Fill the new case form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save button after filling out the forms and confirm the action by clicking the save button in the confirmation dialog box. To clear the data, press the Reset button.

Field Name	Description
Case Filed Against	Enter the Case Filed Against.
Case Filed By	Enter the case Filed By.
Date	Select the Date.
Case Type	Select the Case type.
Case Title	Enter the case title.
Trademark	Enter the trademark.
Case Category	Enter the case category.
Application No.	Input the Application No.

Case Status	Select the case status.
Case Charge	Enter the case charge.
Case Description	Enter the case description.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

4.7 Account Section



Account section module will help the industry to make require payment for industry operation. The payment will be recorded and the approval will be notified to the applicant. The account work for payment will be efficient with the usage of this module.

4.7.1 Payment

Administration & Facility Section | F.Y. 2077/78

Payment Account Section + Create

S.N.	Industry Name	Industry Location	Payment Purpose (In English)	Receipt Number	Remarks	Entry Date	Status	Action
1	Sports Center	Siddhartha Sadak,Chhauni	Test		this is paymenr form invettor	2021-11-25	In Process	
2	asd	Chunne Bhaib Marg,Kuleshwar	Test		DSSDFSD	2021-11-26	In Process	
3	aman factory	Bagmati Marg,Kuleshwar	Test		THIS is test	2021-11-24	In Process	
4	SS Trader Electronics Shop	Gaurishankar Sadak,Kuleshwar	Test		this is ss trader	2021-11-24	Back For Review	
5	gfgpk	Lele	Test	9	sfdsdfd	2021-11-08	Approved	
6	gfgpk	Lele	Test		wqwdq	2021-11-08	In Process	
7	Sports Center	Siddhartha Sadak,Chhauni	Deposit	8	Deposit for industry registration	2021-11-08	Approved	
8	Sports Center	Siddhartha Sadak,Chhauni	Deposit		Some computer	2021-11-24	In Process	

View 20 per page 1 - 20 of 16

In the screen above, user can see a list of account payment and on top of the table, user can see S.N., Industry Name, Industry Location, Payment Purpose (In English), Receipt Number, Remarks, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

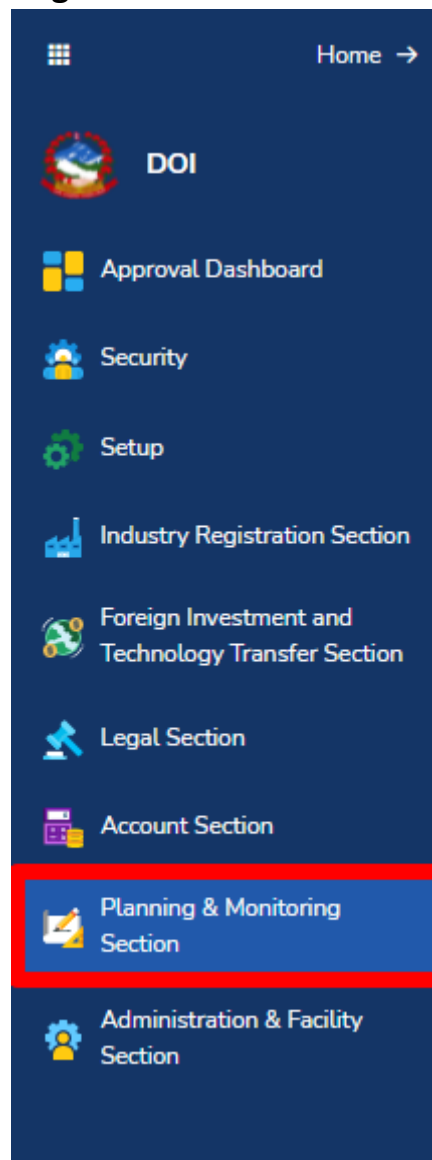
To fill-out the payment form, click on the Create Button.

Fill the account section form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save button after filling out the forms and confirm the action by clicking the save button in the confirmation dialog box. To clear the data, press the Reset button.

Field Name	Description
Industry Information	
Industry Registration No.	Enter the Industry Registration No.
Proposed Legal Status	Data retrieved from system.
Industry Type	Data retrieved from system.
Company Name (In Nepali)	Data retrieved from system.
Company Name (In English)	Data retrieved from system.
Industry Category	Data retrieved from system.
Industry Name (In Nepali)	Data retrieved from system.
Industry Name (In English)	Data retrieved from system.
Estimated Period(Months)	Data retrieved from system.
Email Address	Data retrieved from system.

Phone No	Data retrieved from system.
Location	Data retrieved from system.
Transaction Information	
Payment Purpose (In English)	Select the payment purpose.
Amount (NPR)	Enter the Amount.
Revenue Title	Select the revenue title.
Payment Date	Select the payment date.
Remarks	Input the Remarks.
Necessary Documents	Upload the necessary documents.
Save	Click the Save button.

4.8 Planning and Monitoring Section



This module of the project “Planning & monitoring section ” will help to generate the progress report of the industry .It will keep track of and analyze the industry's progress. The industrial statistics, as well as other publications, are published in this area.

4.8.1 Production Value Addition Request

S.N.	Industry Name	Industry Name (In Nepali)	Entry Date	Status	Action
1	Goldstar Limited	गोल्डस्टार लिमिटेड	2022/06/17	In Process	

In the screen above, user can see a list of Production Value Addition Request and on top of the table, user can see S.N., Industry Name, Industry Name in Nepali, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Upload 0 files
2	Production Data Sheet	उत्पादन डेटा शीट	2150	Upload 0 files

Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save as draft button or Send for Approval after filling out the required fields.

Field Name	Description
General Information	
Industry Name	Enter the Industry Name.
Phone No.	Data retrieved from system.
Province	Data retrieved from system.
District	Data retrieved from system.
Tole/Street	Data retrieved from system.
Contact Person Information	
Full Name	Enter Full Name.
Mobile No.	Enter Mobile number.
Email Address	Inut Email address.
Necessary Documents	Upload the necessary documents.
Save as Draft	Click on Save as Draft button.
Send for Approval	Click on Send for Approval button.

4.8.2 Raw Materials Consumption Norms Amendment

The screenshot shows the 'Raw Material Consumption Norm' application interface. The sidebar on the left contains navigation options: 'Production Value Addition Request', 'Raw Materials Consumption Norms Amendment' (highlighted), and 'Annual Industry Progress Report Submission'. The main content area displays a table with the following columns: S.N., Industry Name, Entry Date, Status, and Action. The table is currently empty, showing 'No rows to display'. There are search filters for Industry Name and Entry Date, and a status dropdown set to 'All'. A '+ Create' button is visible in the top right corner.

In the screen above, user can see a list of Raw materials consumption norms and on top of the table, user can see S.N., Industry Name, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

Administration & Facility Section | F.Y 2078/79

Production Value Addition Request

Raw Materials Consumption Norms Amendment

Annual Industry Progress Report Submission

Raw Materials Consumption Norms Amendment

General Information

Industry Name * Purpose * Province * District Name *

Street *

Contact Person Information

Full Name * Mobile No. * Email Address *

Approved Product & Annual Production Capacity

S.N.	Product	Annual Capacity	Unit
1	INTERNATIONAL CARGO HANDLING	15000	N/A

Product that needs material consumption norms to be fixed

Product/Services (In English) * Other Product Name * Other Product Name (Nepali) *

Product Production Process * No file chosen

[+ Add Product](#)

S.N.	Product	Production Process	Action
No rows to display			

Raw Material Consumption Information

Raw Material * Quantity * Unit Name * Source

[+ Add Details](#)

S.N.	Raw Material	Quantity	Unit	Action
No rows to display				

Waste Management Information

Raw Material * Quantity * Unit Name * Source

Process Step * Measure to Manage Wastage *

[+ Add Details](#)

S.N.	Raw Material	Process Step	Quantity	Unit	Measures for Managing Waste	Action
No rows to display						

List of Machinery

Machine Name * Set * Unit *

Rate * Capacity * Total Amount *

[+ Add Details](#)

S.N.	Machinery Name	Set	Amount (NPR)	Action
No rows to display				

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Financial Audit Report of last 2 years	पछिल्लो २ बर्ष को वित्तीय लेखा परीक्षण प्रतिवेदन	5120	Upload 0 files
2	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Upload 0 files
3	Production and Raw Material Consumption Data	उत्पादन र कच्चा माल उपभोग डाटा	5120	Upload 0 files

Terms & Conditions

The details given in the form is true and correct. In case of false information we shall be prosecuted.

[Save as Draft](#) [Send for Approval](#) [View Approve Certificate](#)

Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save as draft button or Send for Approval after filling out the required fields. Also view the approval certificate.

4.8.3 Annual Industry Progress Report Submission

S.N.	Industry Name	Industry Name (in Nepali)	Entry Date	Status	Action
1	NEPAL COMMERCIAL CORPORATION	NEPAL COMMERCIAL CORPORATION	2022-06-20	Approved	View & Delete
2	Suraj Maharjhan	सुरज महर्जन	2022-06-15	Approved	View & Delete

In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Industry Name, Industry Name in Nepali, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

Administration & Facility Section | FY 2078/79

Annual Industry Progress Report for FY

Important Notice
Please verify all the details of your industry and submit your annual progress report to DOI. Please make necessary changes if any of the following details do not match your industry's current information

Industry Basic Information

Industry Name * [input] [search] Industry Registration No. * [input] Industry Registered Date * [input] Industry Operation Status * [input]

Industry Operation Start Date * [input YYYY-MM-DD] Annual Industry Operation Duration * [input] Province * [input] District * [input]

Local Body * [input] Ward No * [input] Tole/Street * [input] Contact Person * [input]

Mobile * [input] Email * [input] Post * [input]

Start Date * [input YYYY-MM-DD] End Date * [input YYYY-MM-DD]

Product Services Information

Industry Product * [input] [search] Actual Production Capacity * [input] [+ Add Actual Production Capacity](#)

S.N.	Product	Proposed Annual Production Capacity	Unit	Product Description	Actual Production Capacity	Action
No rows to display						

Investment Information

Proposed Total Investment * [input] Proposed Foreign Investment * [input] Total Investment * [input] Foreign Investment * [input]

Employee Information

Labour Type * [input] Employee Type * [input] [search] Total Local Employees * [input] Total Foreign Employees [input]

Monthly Salary [input] Total Amount [input] [+ Add Details](#)

S.N.	Labour Type	Employee Type	Total Local Employees	Total Foreign Employees	Total Employee	Monthly Salary	Total Amount	Action
No rows to display								

Total Humans Resources
Your total humans resources sums up to a number of 0

Raw Materials Information

Raw Material * [input] [search] Annual Requirement * [input] Unit * [input] [search]

Rate [input] Total Amount [input] Supply Source [input] Local Foreign Both

[+ Add Raw Materials](#)

S.N.	Raw Materials	Annual Requirement	Unit	Rate	Amount (NPR)	Source	Action
No rows to display							

Total Raw Materials
Your total raw materials sums up to an amount of NPR 0.00

Utility Fuel Information

Utility/Fuel * [input] [search] Annual Requirement * [input] Unit * [input] [search]

Rate [input] Total Amount [input] Supply Source [input] Local Foreign Both

[+ Add Details](#)

S.N.	Utility	Annual Requirement	Unit	Rate	Amount (NPR)	Source	Action
No rows to display							

Necessary Documents

S.N.	Document Type (in English)	Document Type (in Nepali)	Max File Size (KB)	File
No rows to display				

Terms & Conditions

The details given in the form is true and correct. In case of false information we shall be prosecuted. ?

[+ Submit Report](#)

Exported Manufactured Goods

Exported Country Name * Export Quantity * Export Price *

S.N.	Exported Country Name ▲	Export Quantity ▲	Export Price ▲	Action
1	Algeria	234.00	23432	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

View Per Page 1 - 1 of 1

Measures taken to minimize the adverse impact on the environment during the operation of the industry

Implemented Date * In B.S Measure Details *

S.N.	Implemented Date ▲	Measure Details ▲	Action
1	2025-04-03	test	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

View Per Page 1 - 1 of 1

Any concession, discount or facility received by the industry from the Government of Nepal in accordance with the prevailing law

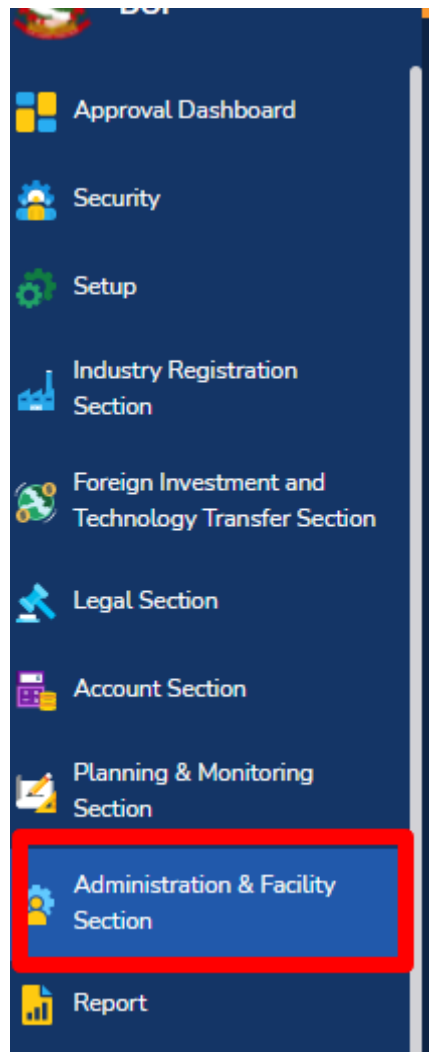
Date * In B.S Details *

S.N.	Date ▲	Details ▲	Action
1	2025-04-02	test	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

View Per Page 1 - 1 of 1

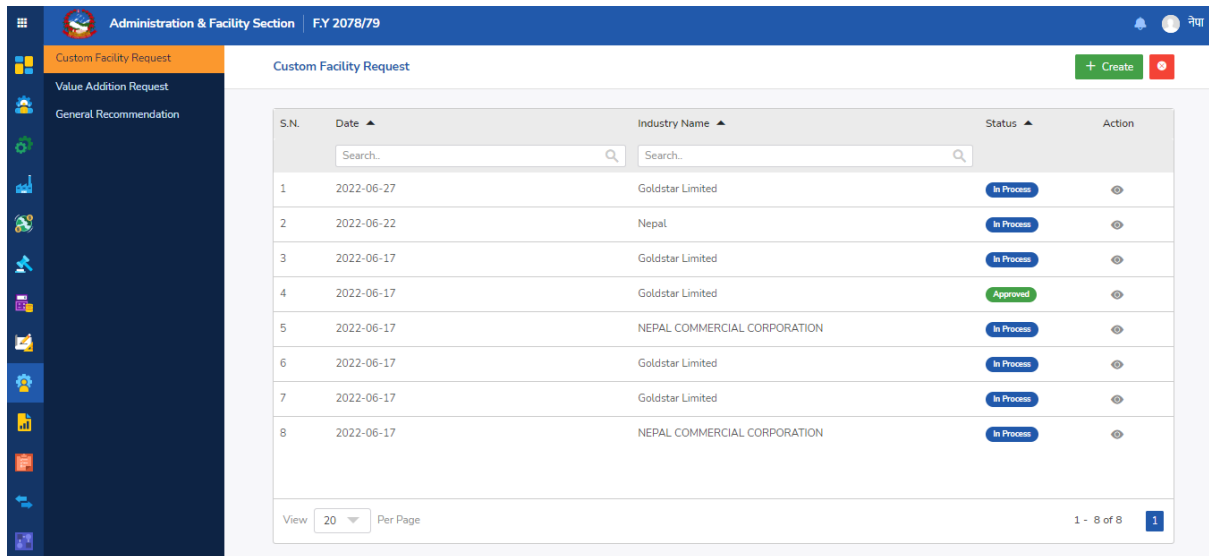
Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. The user should click Submit Report button after filling out the required fields.

4.9 Administration & Facility Section



This module of the project “Administration & Facility Section” will help you to know about your financial, administrative business information system.

4.9.1 Customer Facility Request



S.N.	Date	Industry Name	Status	Action
1	2022-06-27	Goldstar Limited	In Process	👁️
2	2022-06-22	Nepal	In Process	👁️
3	2022-06-17	Goldstar Limited	In Process	👁️
4	2022-06-17	Goldstar Limited	Approved	👁️
5	2022-06-17	NEPAL COMMERCIAL CORPORATION	In Process	👁️
6	2022-06-17	Goldstar Limited	In Process	👁️
7	2022-06-17	Goldstar Limited	In Process	👁️
8	2022-06-17	NEPAL COMMERCIAL CORPORATION	In Process	👁️

In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Date, Industry Name, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

Administration & Facility Section | FY 2078/79

Custom Facility Request

Industry Name* Commercial Invoice Date* YYYY-MM-DD Custom Name*

Import Goods Information

Import Type* Name* Unit Name* Quantity*

Amount (Foreign)* Currency (In English)* Amount (NPR)* Country Name*

Supplier's Name* Amount For Tax facility (NPR)

Remarks

+ Add

S.N. Import Type Name Unit / Quantity Amount (NPR) Country Name Supplier's Name Amount For Tax facility (NPR) Remarks

No rows to display

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Application*	अर्पितदन*	500	Upload 0 files
2	Citizenship	नागरिकता	25430	Upload 0 files
3	Industry Registration Certificate	उद्योग पत्रा प्रमाणपत्र	5120	Upload 0 files
4	Tax Clearance	कर चुक्ता प्रमाणपत्र	2000	Upload 0 files

+ Send Request Reset

Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. The user should click Send Request button after filling out the required fields.

4.9.2 Value Addition Request

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Value Addition Form

+ Create

S.N.	Date	Industry Name	Status	Action
1	2022-06-17	Goldstar Limited	In Process	👁
2	2022-06-17	Goldstar Limited	Pending	👁 ✎ 🗑

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In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Date, Industry Name, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

The screenshot shows a web application interface for a 'Value Addition Form'. The top navigation bar includes 'Administration & Facility Section' and 'F.Y 2078/79'. A sidebar on the left contains navigation icons, with 'Industry Information' highlighted by a red box and numbered '1'. The main form area is divided into sections: 'Industry Information' (with fields for Name, District, Tole/Street, and Objective), 'Date' (with Year, From Date, and To Date), and 'Export Information' (with Product/Services, Export Quantity, Unit Name, Total Amount, Currency, Total Amount(NPR), Country Name, Bank, and Harmonic Code). Below these are two data tables for listing products and raw materials, each with search filters and an 'Add' button. A 'Next' button is highlighted with a red box at the bottom right of the form area.

Fill the industry information form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Next button and it will redirect to the contact information page.

From the above figure here is part of the form

Export Information

Product/Services (In English) *

Export Quantity *

Unit Name *

Total Amount *

Currency (In English) *

Total Amount(NPR) *

Country Name *

Bank *

Harmonic Code *

S.N.	Product/Services (In English) ▲	Export Quantity ▲	Total Amount ▲	Total Amount(NPR) ▲	Country Name ▲	Bank ▲	Harmonic Code ▲
1	Football	25	25000	25000	Nepal	nabil	55

In this part of form after you fill the form inside the red box you have to click add button then the information you have filled will be displayed in the box below where user can see S.N. , Product/services(in English), Export Quantity, Unit Name, Total Amount, Currency(in English), Total Amount(NPR), Country Name, Bank, Harmonic Code.

Like before figure

Raw Material *

Unit Name *

Local Quantity *

Local Amount *

Foreign Quantity *

Foreign Source Country *

Foreign Amount *

Currency (In English) *

Foreign Amount (NPR) *

S.N.	Raw Material ▲	Local Quantity ▲	Local Amount ▲	Foreign Quantity ▲	Foreign Amount ▲	Foreign Amount (NPR) ▲	Foreign Source C
No rows to display							

In this part of the form after you fill the form inside the red box, you have to click add button then the information you have filled will be displayed in the box below where the user can see S.N., Raw Material, Local Quantity, Local Amount, Foreign Quantity, Foreign Amount, Foreign Amount(NPR), Foreign source country and action.

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Value Addition Form

View Approval History

Industry Information

Previous Export Information

Attachments

Product Price Raise % * Employment Opportunity * Trademark *

Contact Person Detail

Contact Person Name * Contact Person Number * Contact Person Address *

Export Of Last 3 Years

Fiscal Year * Amount (NPR) *

+ Add

S.N.	Fiscal Year	Amount (NPR)	Action
No rows to display			

Previous Next View Approve Certificate

After filling in the industry information and clicking the next button it redirects the user to the previous export information page. On this page, the user has to fill in product price raise(%), Employment Opportunity, Trademark, Contact Person Number, Contact Person Address, Export of Last 3 years, and Amount(NPR) and click add button.it will make the information that the user has filled displayed in the below box then click on the Next button.

Administration & Facility Section | FY 2078/79

Value Addition Form

View Approval History

Industry Information

Previous Export Information

Attachments

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	Upload 0 files

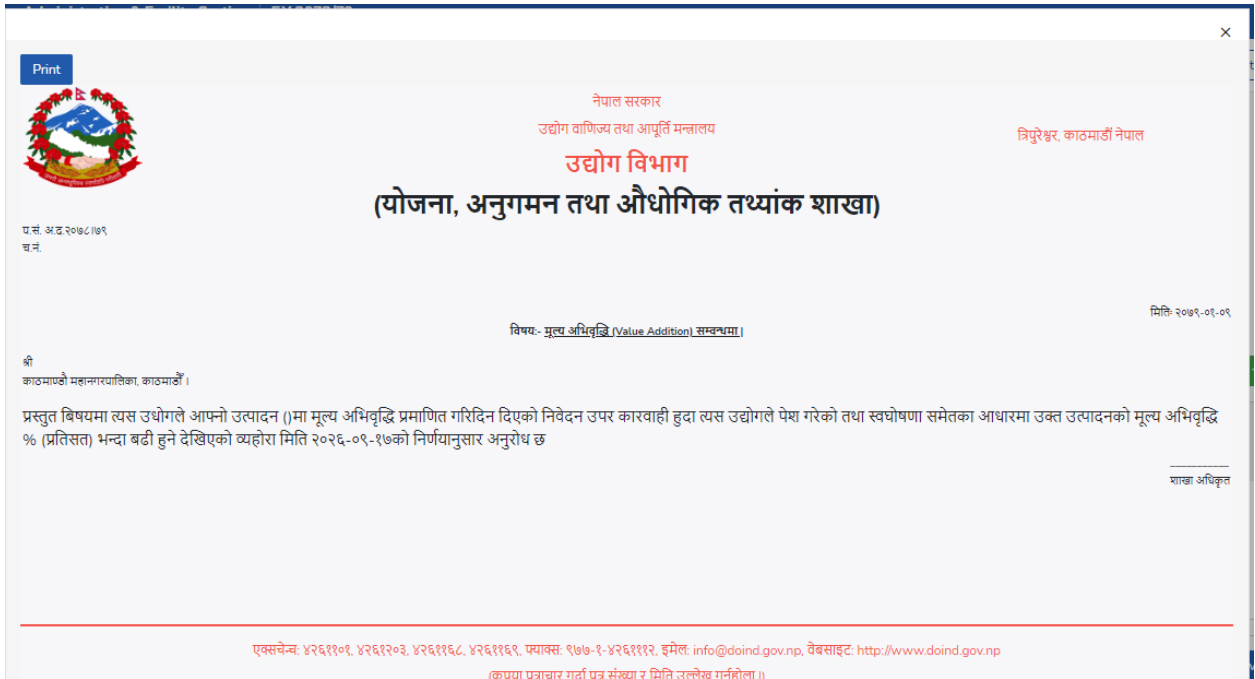
+ Add New Row

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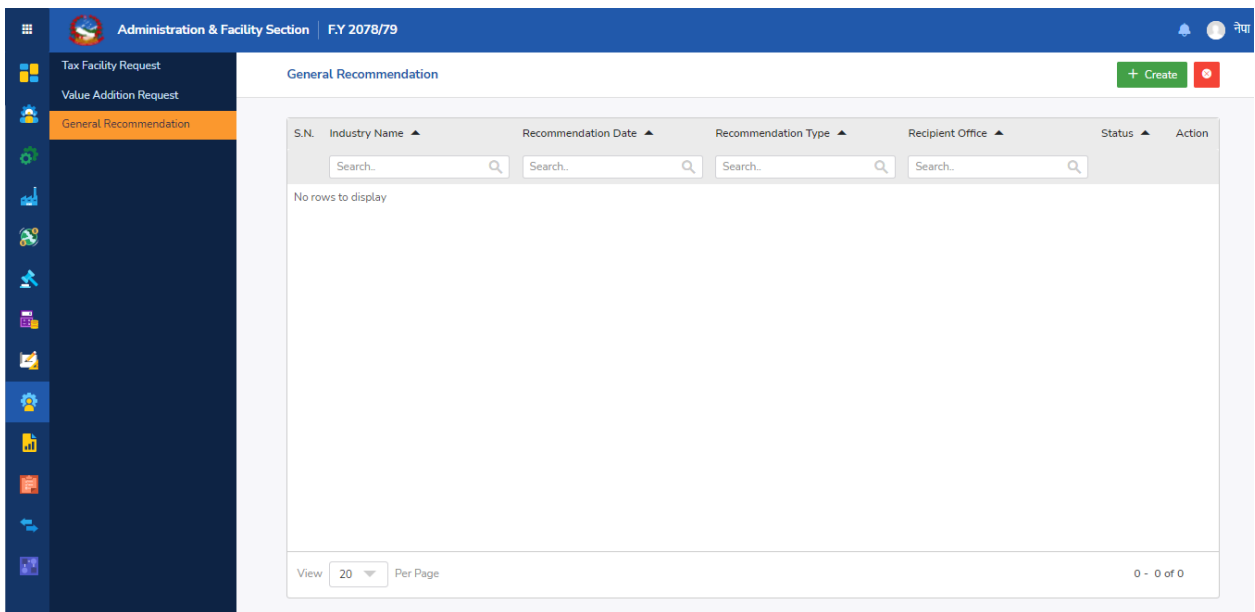
Previous Submit View Approve Certificate

After clicking the next button it redirects the user to the attachment page where the user has to upload the necessary documents and click on submit button which is covered with the red circle.

Next to submit button there is another button name view approve certificate which is denoted by black circle by clicking that button it directs to this page.



4.9.3 General Recommendation



In the above picture, the user can see S.N., Recommendation Date, Recommendation Type, Recipient Office, Status, and action. To fill out the new case filed form, click on the Create Button.

Administration & Facility Section | F.Y 2078/79

Tax Facility Request
Value Addition Request
General Recommendation

General Recommendation

Industry Name * Date* Recipient Office* Recommendation Type *

YYYY-MM-DD

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	File
1	Company Certificate	कम्पनी प्रमाणपत्र	Upload 0 files + Add New Row

+ Save

The user has to fill in Industry Name, Date , Recipient Office, Recommendation Type, and upload necessary documents. All are mandatory as they all have an asterisk(*) sign. After filling in all the information click on the save button.

4.10 Feedback

Administration & Facility Section | F.Y 2078/79

Feedback

S.N.	Question	Entry Date	Action
1	Where should we visit for admin	2022-02-11	👁

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5. Project References

There is no system that is available for taking references so Project References for Project Department of Industry are GEA, Digital Nepal Framework, and GEA guidelines.