

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

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:

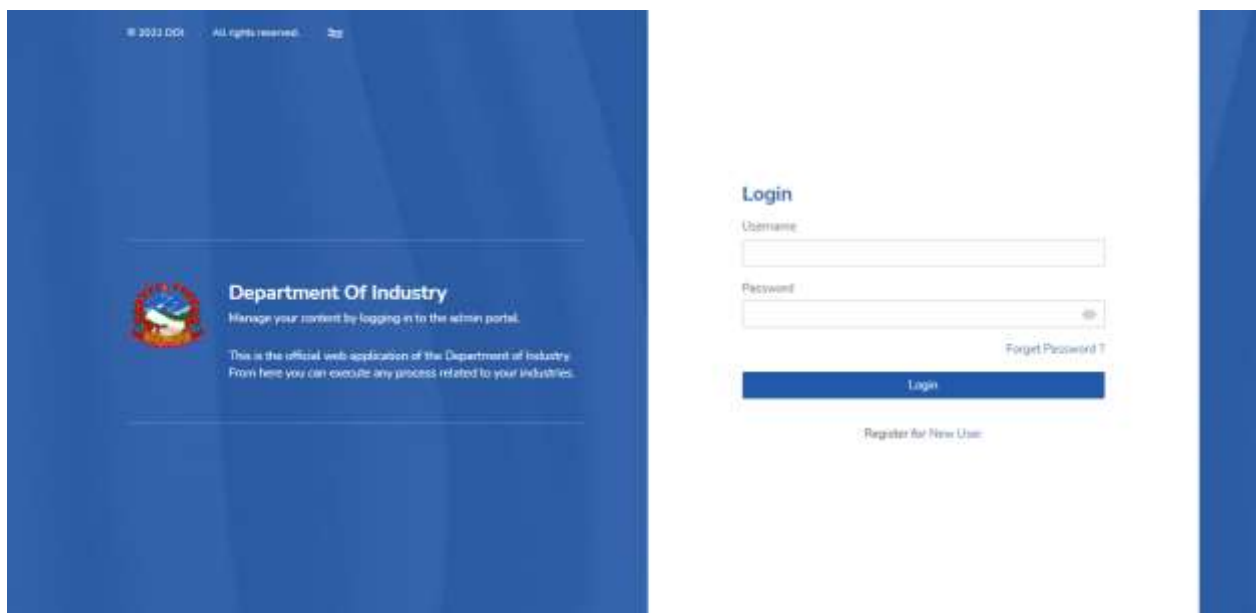
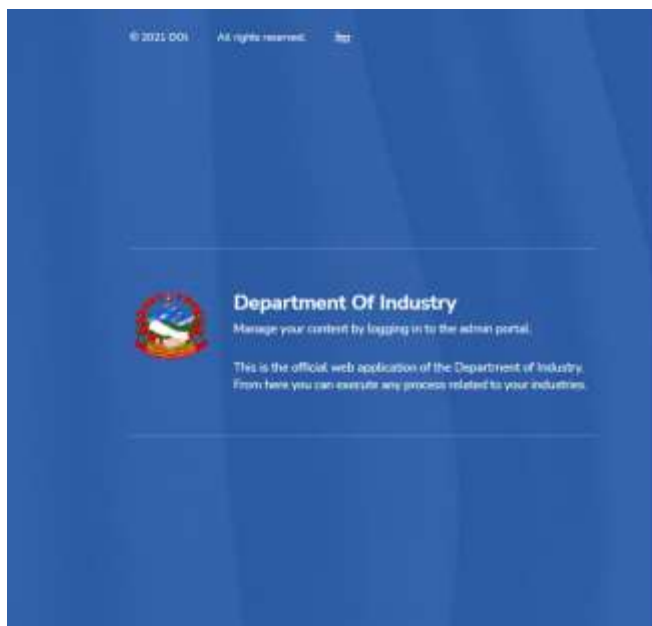


Figure 2: Login

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.



Login

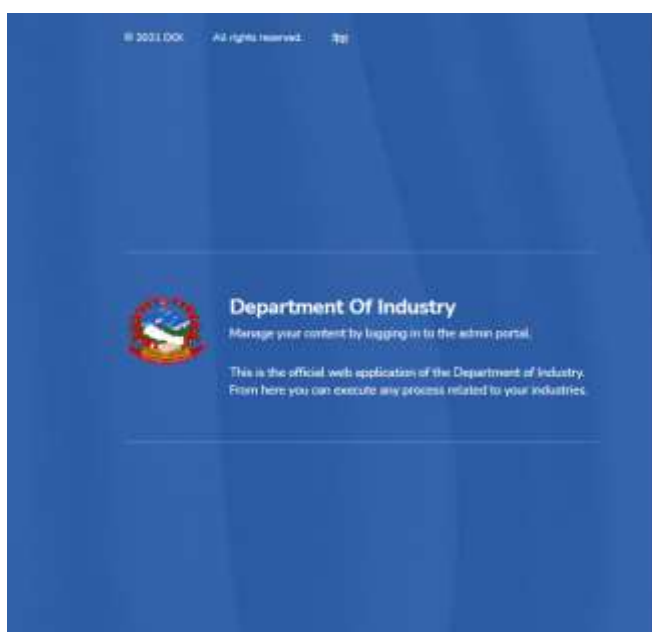
Username:

Password:

[Forgot Password?](#)

Register for [New User](#)

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.

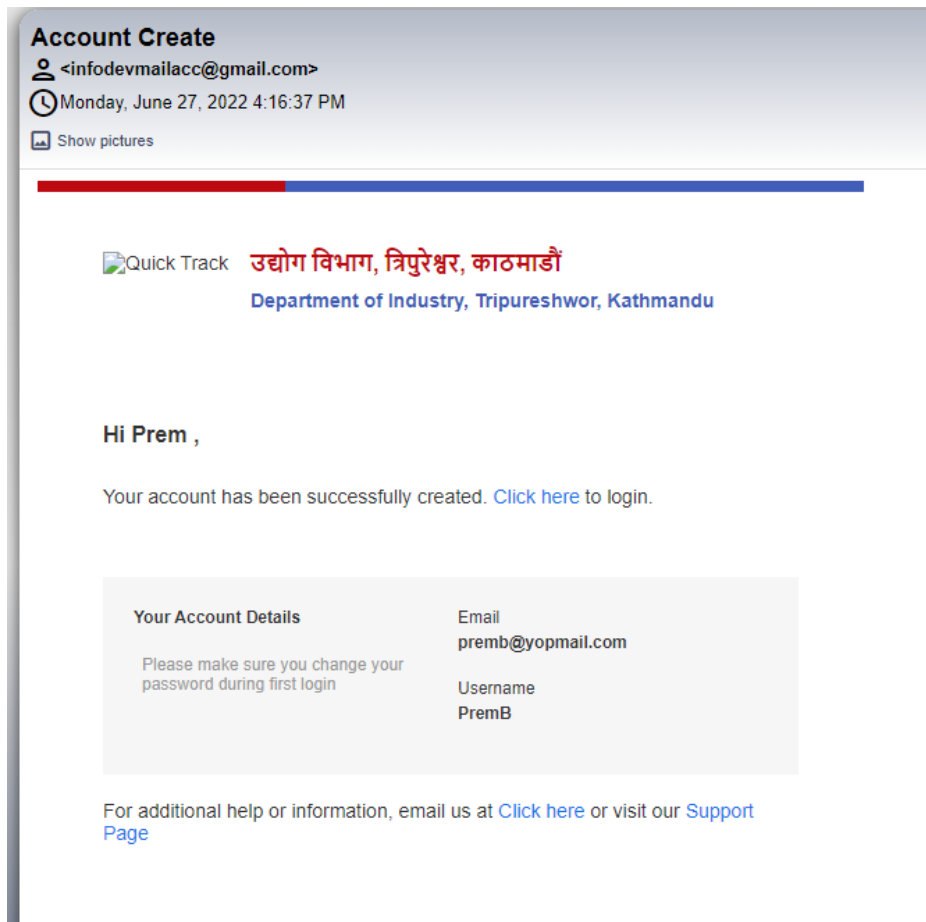


Figure : Registration Email

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.

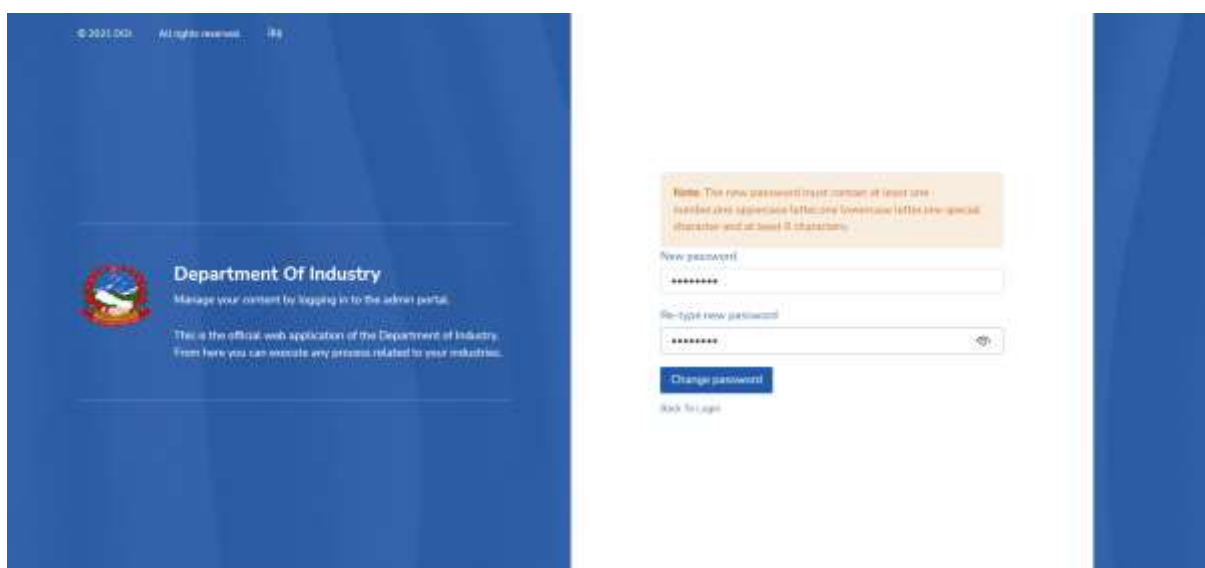


Figure : Set Password

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

4.2 Dashboard

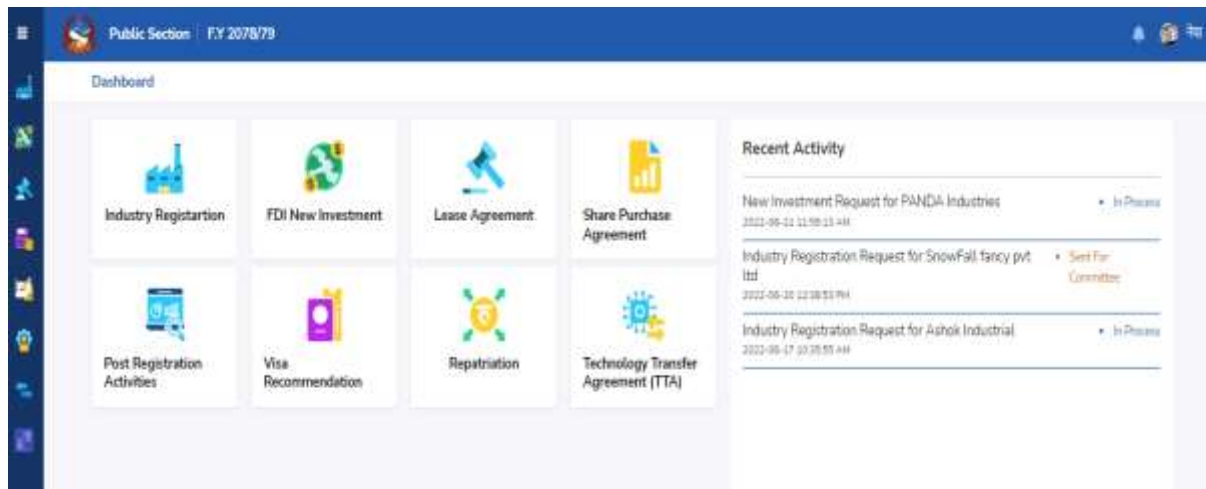


Figure: Dashboard

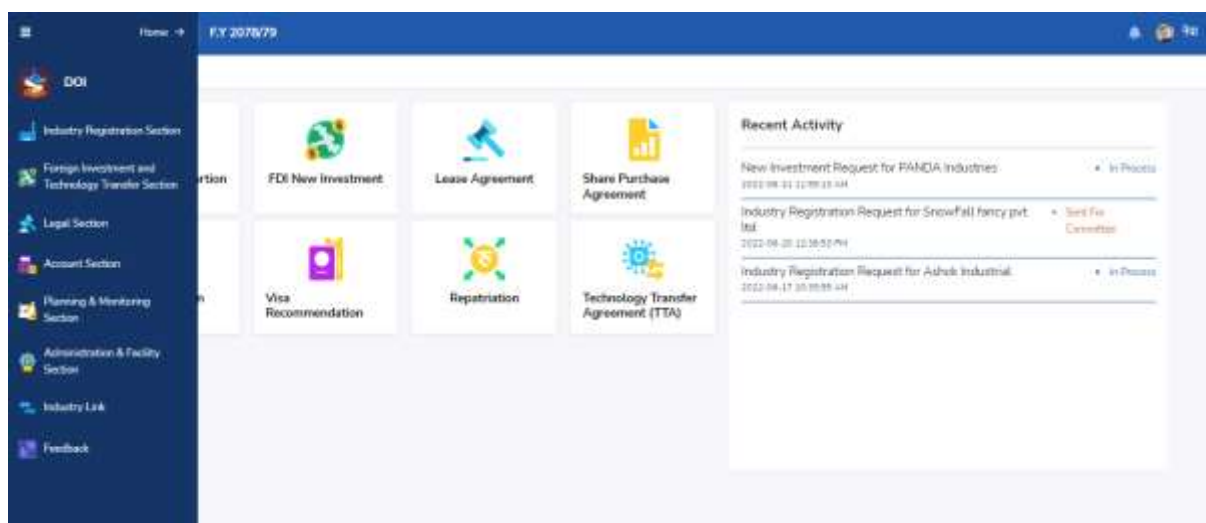


Fig Dashboard

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



S.N.	Industry Name	Industry Registration Number	User Name	Status	Entry Date	Action
1	Gorakhal Industry	698456564165	Prashant Chaudhary	In Progress	2022-04-01	
2	Gorakha cement	54	Ravi Tamang	Approved	2022-03-25	
3	Apple Industry		Prashant Chaudhary	In Progress	2022-03-28	
4	Upper hydra	72	Department Of Industry System	Rejected	2022-03-28	
5	Upper hydra	72	Department Of Industry System	Approved	2022-03-28	

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

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	राष्ट्रियता	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

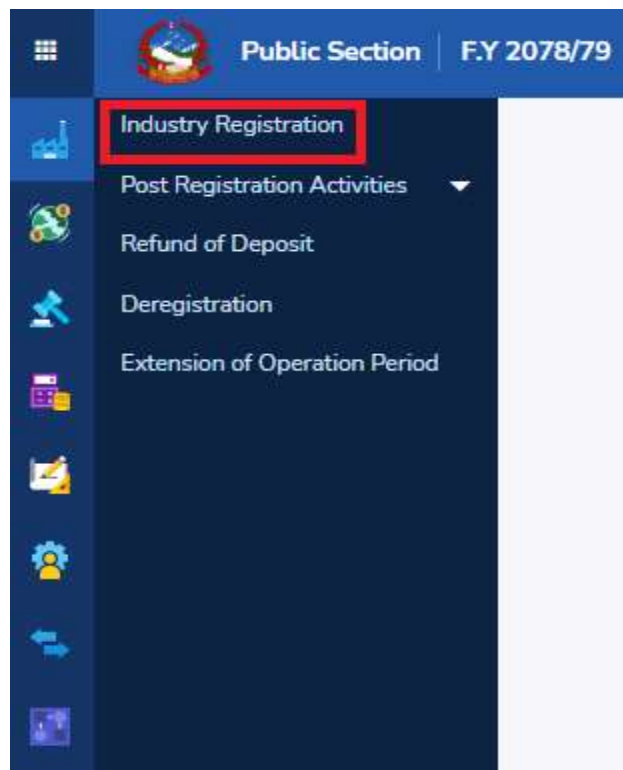


Figure 52: Dashboard>Industry Registration Section

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.

Public Section | F.Y. 2078/79

Your Industries

[New Industry Registration](#)

S/N	Industry Name	Company Name	Company Registration Number	Industry Registration Number	FDI Approval Number	Status	Entry Date	Action
1	SnowPak fancy pvt ltd					In Progress	2022-06-20	View Edit
2	ADIDAS industries					Pending	2022-06-23	View Edit
3	Ashok Industrial	Ashok Industrial	10000			In Progress	2022-06-17	View Edit

View: 20 Per Page 1 - 3 of 3

Basic Information

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Industry Registration / Licensing Application

[View Approval History](#)

1 Basic Information

2 Contact Information

3 Shareholder

4 Product/Services

5 Investment

6 Raw Materials

7 Human Resources

8 Utilities/Fuels

9 Machinery

10 Annual Operating Cost

11 Attachments

General Information

☐ Is Foreign Investment Approved ?

Proposed Legal Status *

Proposed Industry Name *

Proposed Industry Name Local *

Next

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.

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.

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 .

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Annual Operating Cost

Attachments

Office Contact Person

Full Name *

Post *

Mobile *

Email *

+ Add Details

S.N.	Contact Person	Mobile	Email	Post	Action
1	Prashant Chaudhary	9816258256	Prashant@gmail.com		 

Previous Next

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.

Investors Information

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

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Industry Registration / Licensing Application

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Shareholder Information

+ Add Shareholder

S.N.	Shareholder Name (Mr)	Entity	Residence	Action
No rows to display				

Previous Next

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**

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. *

Tola/Street *

Temporary Address

☐ Same As Permanent Address

District * Local Body * Ward No. *

Tola/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	राष्ट्रियता	Upload 0 files
2	Permanent Res Photo	स्थायी निवासको फोटो	Upload 0 files
3	Doc. Seal	सिलोको कागज	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.

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.

Product/services Information

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

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.

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

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Industry Registration / Licensing Application

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Investment
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Annual Operating Cost
Attachments

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
1	rent	100000	16666.67	3	rent	 

Previous Next

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 *

0

Working Capital (In English)

Total Amount * Equity Investment * Loan *

16666

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.

Raw Materials

Administration & Facility Section | FY 2078/79

Industry Registration / Licensing Application

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 (INR)	Source	Action
No rows to display							

Previous Next

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.

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Industry Registration / Licensing Application

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 (INR)	Source	Action
1	glass makers	1000	Rupees	450	800500	Local	

Previous Next

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.

Human Resource Information

The screenshot shows the 'Proposed Human Resource Information' form. The left sidebar has a red box around the 'Human Resources' option. The form fields are: Labour Type (dropdown), Employee Type (dropdown), Total Local Employees (text), Total Foreign Employees (text), Monthly Salary (text), and Total Annual Salary (text). A green 'Add Details' button is next to the salary fields. Below the form is a table with columns: S.N., Labour Type, Employee Type, Total Local Employees, Total Foreign Employees, Total Employee, Monthly Salary, and Total Annual Salary. The table is currently empty with the message 'No rows to display'. At the bottom right are 'Previous' and 'Next' buttons.

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

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Product/Services
Investment
Raw Materials
Human Resources
Utilities/Fuels
Machinery
Annual Operating Cost

Proposed Human Resource Information

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

Monthly Salary * Total Annual Salary * [+ Add Details](#)

Labour Type *	Total Local Employees *	Total Foreign Employees *	Total Employee *	Monthly Salary *	Total Annual Salary *	Action
Per	223	400	623	21000	\$1278000	Edit Delete

Total Human Resources
Your total human resources sums up to a number of 623 employees

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

1 \$27600

Total Direct Labour
Your total direct labour sums up to amount of NPR 61,367,860.00

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

2 \$

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

Attachments [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.

Utilities and Fuels

Administration & Facility Section | F.Y 2078/79

Industry Registration / Licensing Application [View Approval History](#)

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Shareholder
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Investment
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Human Resources
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Proposed Electricity Consumption Information

Power Requirement (KW) *

Proposed Utilities & Fuel Information

Utility/Fuel * Annual Requirement * Unit *

Rate * Total Amount * [+ Add Details](#)

Source * [Local](#) [Foreign](#) [Both](#)

S.N.	Utility/Fuel *	Annual Requirement *	Unit *	Rate *	Amount (NPR) *	Source *	Action
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.

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

Machinery Information

Machine Name * Quantity * Unit *

Rate * Capacity Total Amount *

[+ Add Details](#)

SN	Machine Name	Quantity	Unit	Rate	Amount (INR)	Action
1	Hydraulic mat press	23	Rupess per day	12000	276000	Edit Delete

[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.

Annual Operating Cost

Industry Registration / Licensing Application

[View Approval History](#)

Fixed Operating Cost

Fixed Operating Cost Type Name * Unit * Total Amount *

[Add Details](#)

SN	Particulars	Total Amount	Unit	Action
No rows to display				

Variable Cost

Variable Cost Type Name * Unit * Total Amount *

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

Should select fixed operating cost type name/ variable cost and should enete total amount after entering data should click on add details. After clicking on add details button fixed

operating cost/ variable cost will save successfully. Users can edit and delete added details from the action menu.

Fixed Operating Cost

Fixed Operating Cost Type Name * Unit * Total Amount *

Variable Cost

Variable Cost Type Name * Unit * Total Amount *

Annual Operating Cost

Total Annual Operating Cost.

Wait total annual operating cost come up to an amount of BNR 1.5 700,000.00

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

Attachment

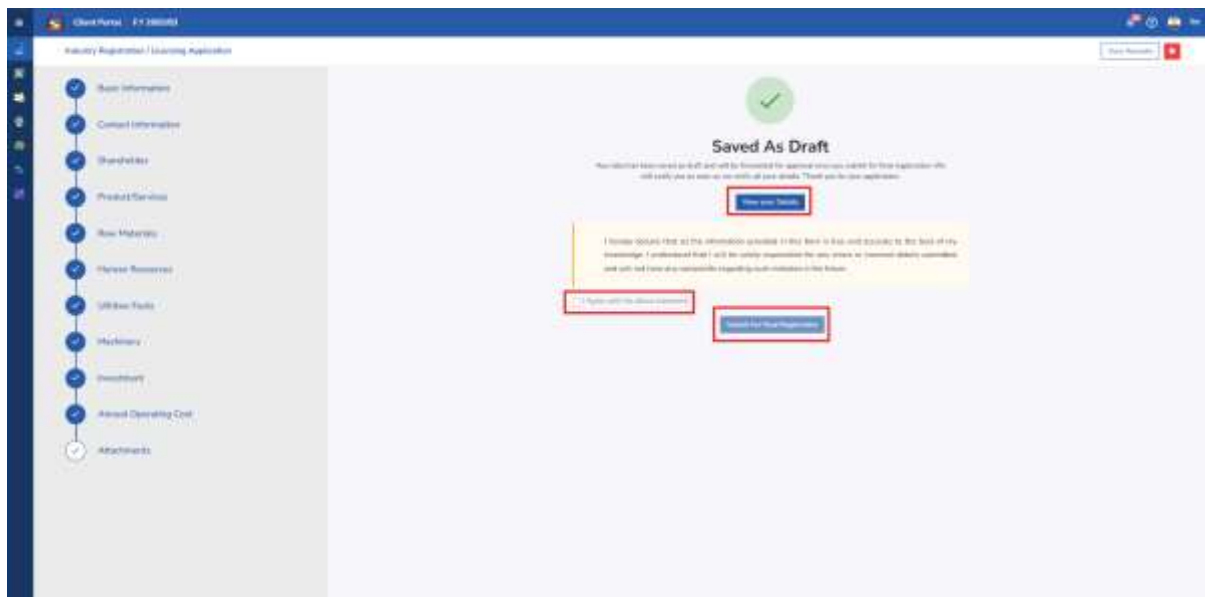
Necessary Documents

S.N.	Document Type (in English)	Document Type (in Hindi)	File
1	ADR	आर डी आर	Upload File
2	Company Certificate	कंपनी प्रमाणित	Upload File
3	Government Document	सरकारी दस्तावेज	Upload File
4	HRA	होम रेंट अग्रीमेंट	Upload File

1 - 1000 of 4

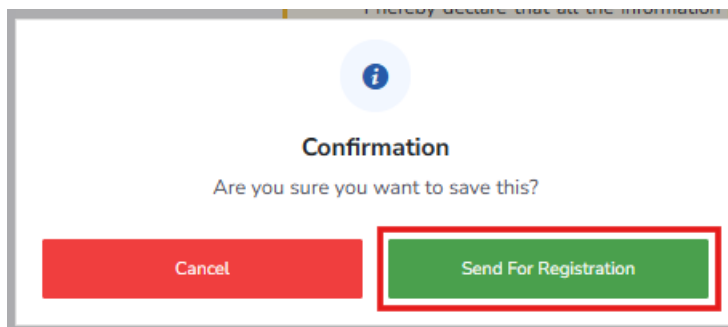
Previous Next For Registration

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, click on the send for registration button.



After clicking the Send for Registration button, the system displays a message indicating that the application has been saved as a draft. At this stage, the application information is stored in the system but has not yet been forwarded for final approval. The user can review the saved application details before completing the final submission process.

Next, the user must carefully read the declaration statement displayed on the screen. After reviewing the declaration, the user should select the declaration checkbox to confirm that the provided information is true and complete. Once the declaration is checked, click the Submit button to proceed with the final submission of the application.



After clicking the Submit button, a confirmation box appears on the screen. The user should review the confirmation message and click the Send for Registration button to confirm the submission. Once confirmed, the application will be sent to the Department of Industry for further review and approval.

After the application is approved and signed user can see the status as digitally signed.

Your Industries + New Industry Registration

S.N.	Application No.	Industry Name	Industry Registration Number	Industry Registration Date	Status	Entry Date	Action
1	835	Qr company new	89-6704-2081	2025-05-13	Approved	2025-05-13	
2	834	new show zone	89-6703-2081	2025-05-06	Approved	2025-05-06	
3	833	Qraft (Ganesh) Lifting	89-6701-2081	2025-04-22	Approved	2025-04-22	
4	804	new book	89-6039-2081	2025-04-04	Approved	2025-04-04	
5	600	new oil	89-6036-2081	2025-03-03	Approved	2025-03-03	
6	379	PW bags	89-6029-2081	2025-02-16	Approved	2025-02-09	
7	378	plastic industries	89-6034-2081	2025-03-02	Approved	2025-03-04	
8	381	Saudi kumar industries	89-6030-2081	2025-03-06	Approved	2025-03-06	
9	382	New Oil HBI	89-6007-2081	2025-02-06	Approved	2025-02-06	
10	358	text bed	89-6033-2081	2025-01-13	Approved	2025-01-13	
11	358	vinyl coffee shop	89-6033-2080	2024-06-17	Approved	2024-06-18	
12	251	waterworks	89-6050-2080	2024-06-20	Approved	2025-07-17	
13	349	book store	8919	2023-07-17	Approved	2023-07-17	
14	343	Arjo Miki product	6028	2023-07-17	Approved	2023-07-18	

View: 20 Per Page 1 - 17 of 17

User can view the signed document by clicking on view button.

Client Portal - FY 205193 View Remarks

Industry Registration / Licensing Application

- Basic Information
- Contact Information
- Shareholder
- Product/Service
- Raw Materials
- Human Resources
- Utilities/Fuels
- Machinery
- Investment
- Annual Operating Cost
- Attachments

General Information

☐ Is Foreign Investment Approved?

Industry Registration Number: 89-6704-2081

Proposed Legal Status: Public Limited

PCR Legal ID:

Company Registration No.: 1067123

Company Name: QR company

Company Name Local: QR company

Company PAN No.: 11111

☐ Same the Company?

Proposed Industry Name: QR company new

Proposed Industry Name Local: QR company

Company Location

District:

Town:

Sub Municipality:

Ward No.:

Postal Code:

Latitude and Longitude: 22.3950180289386, 104.24252011379756

Phone:

Email:

Pin Code:

Business ID:

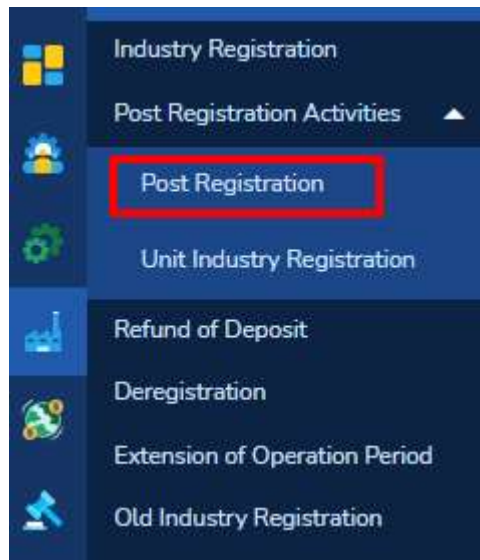
Signature:

Stamp:

View Signed Certificate View Approved Letter

Click **View Signed Certificate** to view the signed certificate document. Click **View Approved Letter** to view the signed approve letter document.

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 the attachment of necessary documents. After clicking on the post registration button, the user can see this screen.

4.4.2.1 Post Activities

Post Registration Activities + Create

S.N.	Industry Name	Industry Name (In Nepali)	Date	Status	Action
				All	
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 Progress	

View: 20 Per Page 1 - 8 of 8

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. Users 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

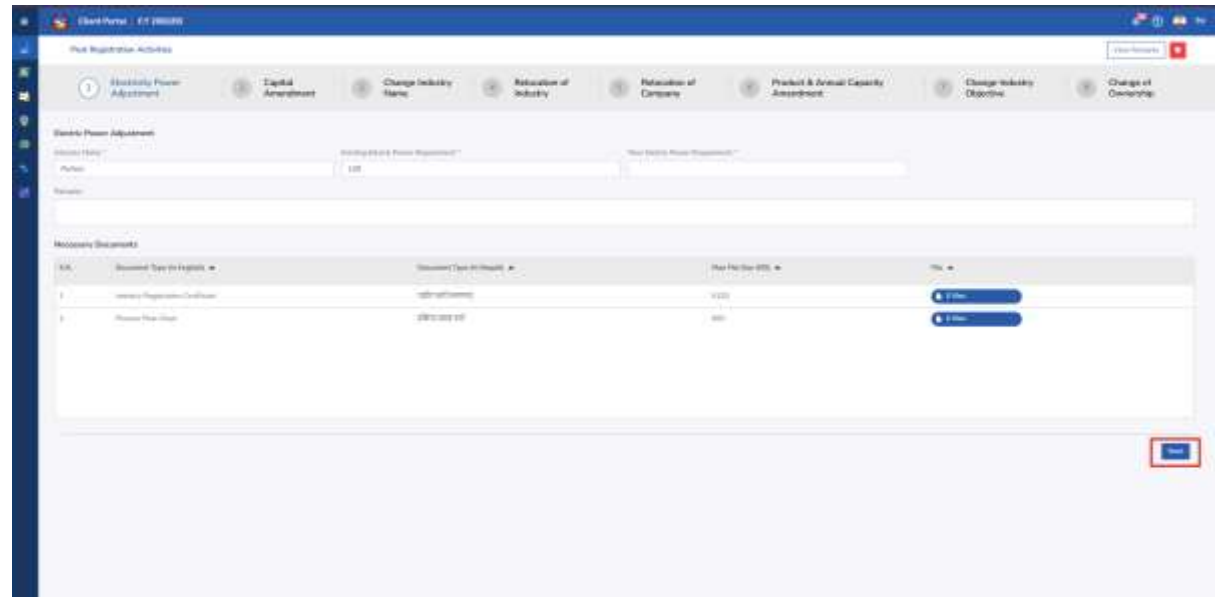
Enter Your Industry Registration No. provided by DOI.

Industry Registration No. *

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.



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.

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.

Change Industry Name

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.

Relocation of Industry

Client Portal FY 2080/81

Post Registration Activities

1 Electricity Power Adjustment 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 *

Perfect

Location Information

Current District *

Current Local Body *

Current Ward *

Current Tole *

Current Phone *

Current Pin *

Current PO Box No *

Current Email *

Current Website *

New District *

New Local Body *

New Ward *

New Tole *

New Pin *

New PO Box No *

New Email *

Necessary Documents

S/N	Document Type (in English)	Document Type (in Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग रजिस्ट्रेशन प्रमाणपत्र	1024	Upload
2	Share Purchase Agreement	शेयर खरीद प्रमाणपत्र	1024	Upload

Previous Next

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.

Relocation of Company

Client Portal FY 2085/86

Post Registration Activities

1 Electricity Power Adjustment 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 *

Perfect

Location Information

Current District *

Tirathpur

Current Local Body *

Lalitpur Municipality

Current Ward *

8

Current Tole *

Bamchar-Balacumhar

Current Phone *

9834444444

Current Website *

www.perfectcuping.org

New District *

Debet

New Local Body *

New Ward *

New Tole *

New Phone *

New Website *

Necessary Documents

S/N	Document Type (in English)	Document Type (in Hindi)	Max File Size (KB)	File
1	Industry Registration Certificate *	उद्योग रजिस्ट्रेशन प्रमाणपत्र *	5 MB	0 File

Save

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

Product & Annual Capacity Increment

The screenshot shows the 'Product & Annual Capacity Increment' form in the DOE Portal. The form is divided into three main sections: 'New Product/Service', 'New Product/Service', and 'Product/Service'. Each section contains a table with columns for 'Product/Service Name', 'Capacity', 'Unit', 'Status', and 'Action'. The 'New Product/Service' section has a 'Total Capacity' field and a 'Total Capacity' label. The 'Product/Service' section has a 'Total Capacity' field and a 'Total Capacity' label. The form also includes a 'Save' button and a 'Cancel' button.

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.

Change Industry Objective

The screenshot shows a web application interface for a 'Client Portal'. At the top, there's a navigation bar with the text 'Client Portal' and 'FY 2063/64'. Below this is a 'Post Registration Activities' section with a horizontal menu containing several options: 'Electricity Power Adjustment', 'Capital Amendment', 'Change Industry Name', 'Relocation of Industry', 'Relocation of Company', 'Product & Annual Capacity Amendment', 'Change Industry Objective' (which is highlighted with a blue circle and the number 7), and 'Change of Ownership'. The main content area is titled 'Industry Objective Change'. It contains several input fields: 'Existing Industry Name *', 'Existing Industry Objective *', 'Existing Industry Objective (Local) *', 'New Industry Objective *', 'New Industry Objective (Local) *', and 'Remarks'. Below these fields is a section titled 'Necessary Documents' which includes a table with columns for 'SR', 'Document Type (in English)', 'Document Type (in Nepali)', 'New File Size (KB)', and 'File'. The table currently shows 'No rows to display'. At the bottom right of the form, there are 'Previous' and 'Save' buttons, with the 'Save' button highlighted in red.

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.

Change of Ownership

Client Portal FY 2020/21

Post Registration Activities

1 Electricity Power Adjustment 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 *

Refined

Current & Past Ownership Information

S/N	Shareholder Name	Share Type	Share Amount (MOS)	Action
1	Shareholder Name	Local Individual	XXXXXXX	
2	Refined Holdings	Local Company	XXXXXXX	

Transfer Details

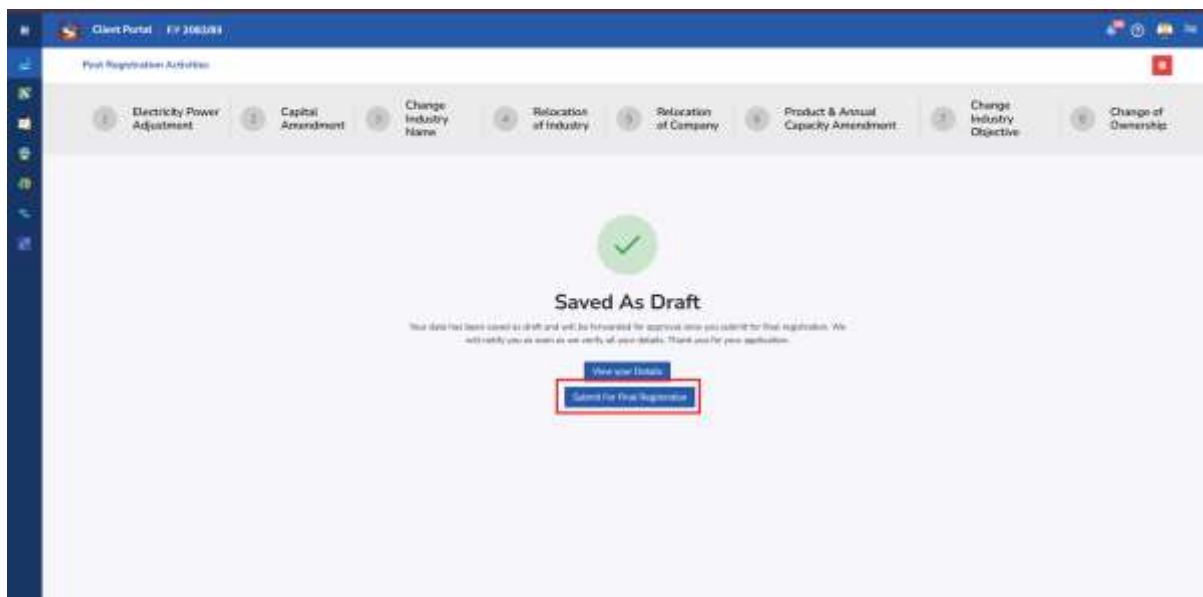
S/N	From	To	Share Quantity	Share Amount (MOS)	Action
No items to display					

Necessary Documents

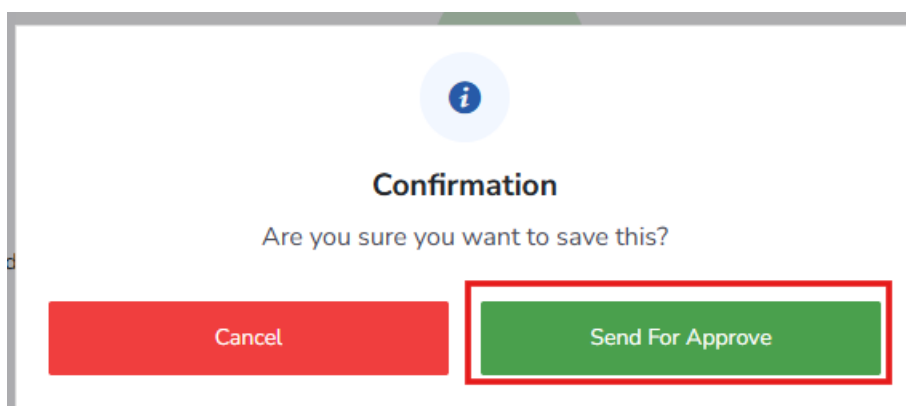
S/N	Document Type (in English)	Document Type (in Pashto)	Max File Size (KB)	File
1	Doc Type	د سند نوع	5048	Upload 0 File
2	Industry Registration Certificate	د سند نوع	1133	Upload 0 File
3	Industry License	د سند نوع	1133	Upload 0 File

Previous Save Next 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.

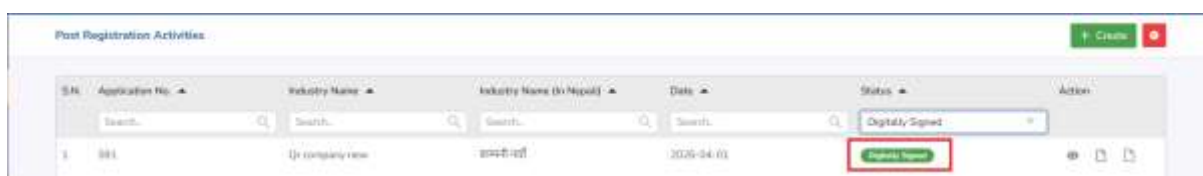


After clicking the Final page button, the system displays a message indicating that the application has been saved as a draft. At this stage, the application information is stored in the system but has not yet been forwarded for final approval. The user can review the saved application details before completing the final submission process.



After clicking the Submit button, a confirmation box appears on the screen. The user should review the confirmation message and click the Send for Approve button to confirm the submission. Once confirmed, the application will be sent to the Department of Industry for further review and approval.

After the application is approved and signed user can see the status as digitally signed.



User can view the signed document by clicking on view button.

Client Portal - FY 2063/68

Post Registration Activities

Electricity Power Adjustment | Capital Amendment | Change Industry Name | Relocation of Industry | Relocation of Company | Product & Annual Capacity Amendment | Change Industry Objective | Change of Ownership

Industry Name:

Current & Past Ownership Information

S.N.	Shareholder Name	Share Type	Share Amount (NPR)
1	Wardha Ltd.	Local Individual	100
2	Harish	Local Individual	1000
3	ABST Company	Foreign Company	100

Transfer Details

S.N.	From	To	Share Quantity	Share Amount (NPR)	Action
1	Wardha Ltd.	Harish	100	1000	View Signed Post Certificate View Signed Relocation Certificate

Click **View Document** to view the signed post-certificate or signed relocation certificate.

4.4.2.2 Unit Industry Registration

Client Portal - FY 2063/68

Unit Industry Registration

S.N.	Date	Industry Name	Parent Industry Name	Registration Date	Application No.	Industry Registration No.	FDI Approven	Proposed Legal Status	Investors	Status
1	2020-01-01	Wardha Ltd.	Wardha Ltd.	2020-01-01	100	1000000000	1000000000	Proposed	Wardha Ltd.	Proposed
2	2020-01-01	Harish	Harish	2020-01-01	100	1000000000	1000000000	Proposed	Harish	Proposed
3	2020-01-01	ABST Company	ABST Company	2020-01-01	100	1000000000	1000000000	Proposed	ABST Company	Proposed
4	2020-01-01	Wardha Ltd.	Wardha Ltd.	2020-01-01	100	1000000000	1000000000	Proposed	Wardha Ltd.	Proposed
5	2020-01-01	Harish	Harish	2020-01-01	100	1000000000	1000000000	Proposed	Harish	Proposed
6	2020-01-01	ABST Company	ABST Company	2020-01-01	100	1000000000	1000000000	Proposed	ABST Company	Proposed
7	2020-01-01	Wardha Ltd.	Wardha Ltd.	2020-01-01	100	1000000000	1000000000	Proposed	Wardha Ltd.	Proposed
8	2020-01-01	Harish	Harish	2020-01-01	100	1000000000	1000000000	Proposed	Harish	Proposed
9	2020-01-01	ABST Company	ABST Company	2020-01-01	100	1000000000	1000000000	Proposed	ABST Company	Proposed
10	2020-01-01	Wardha Ltd.	Wardha Ltd.	2020-01-01	100	1000000000	1000000000	Proposed	Wardha Ltd.	Proposed
11	2020-01-01	Harish	Harish	2020-01-01	100	1000000000	1000000000	Proposed	Harish	Proposed
12	2020-01-01	ABST Company	ABST Company	2020-01-01	100	1000000000	1000000000	Proposed	ABST Company	Proposed
13	2020-01-01	Wardha Ltd.	Wardha Ltd.	2020-01-01	100	1000000000	1000000000	Proposed	Wardha Ltd.	Proposed
14	2020-01-01	Harish	Harish	2020-01-01	100	1000000000	1000000000	Proposed	Harish	Proposed
15	2020-01-01	ABST Company	ABST Company	2020-01-01	100	1000000000	1000000000	Proposed	ABST Company	Proposed

On the above screen, user can see list of unit industry registration where can see industry name, parent Industry Name, Registration Date, Application No, Industry Registration No, FDI Approven, Proposed Legal Status, Investors and status. Users 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.

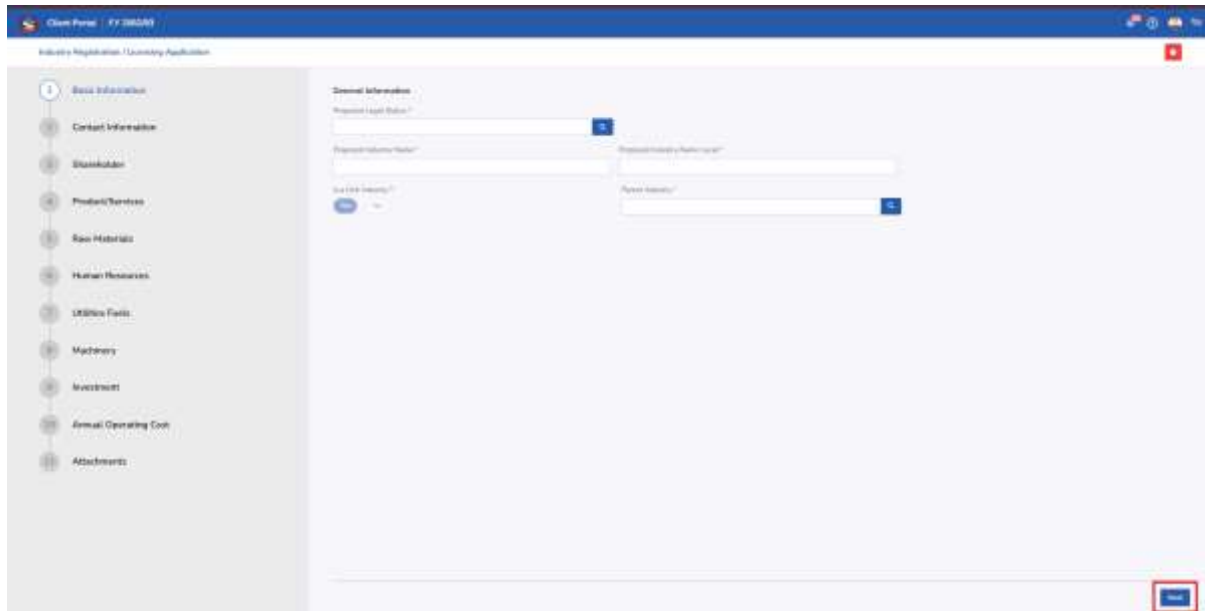
Search:

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.

Basic Information



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.

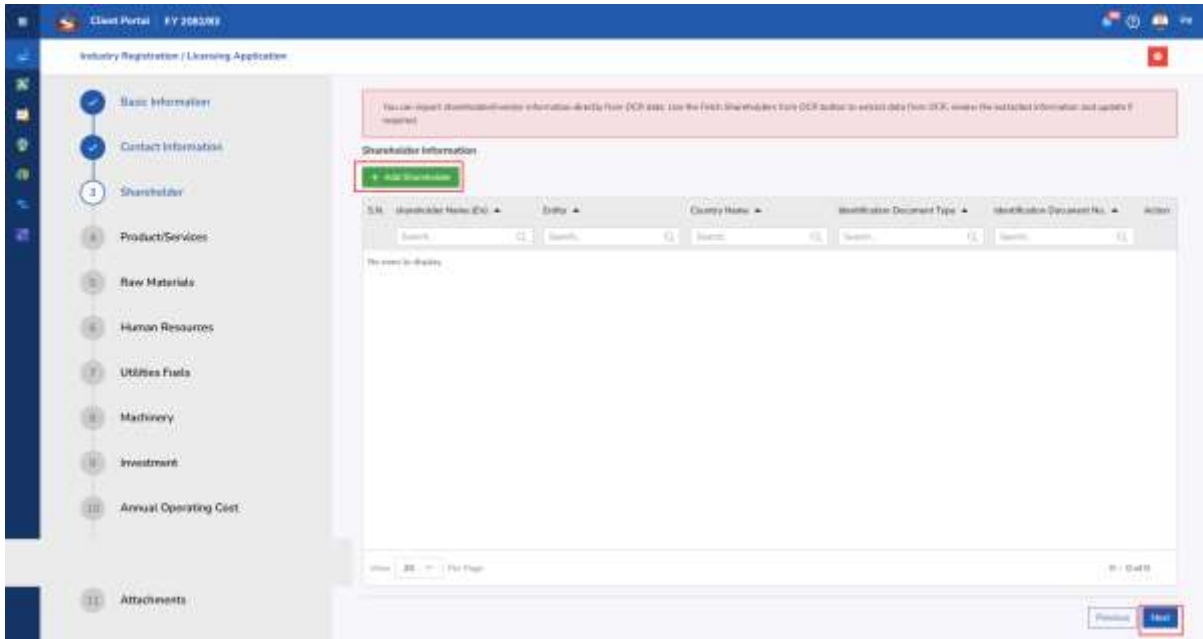
Field Name	Description
Proposed Legal Status:	Select Proposed Legal Status from List.
Proposed Industry Name:	Enter Proposed Industry Name.
Proposed Industry Name Local:	Enter Proposed Industry Name in Nepali.
Estimated Operation Period (In Months):	Enter the estimated operation period in a month.
District:	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.

Contact Information

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.
Toile/Street:	Select the location from the map.
Latitude and longitude	After selection of toile/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.

Shareholder



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**

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 * State Quantity Investment Source

Permanent Address

District * Local Body * Ward No. *

Tokel Street *

Temporary Address

☐ Same As Permanent Address

District * Local Body * Ward No. *

Tokel Street *

Contact Information

Phone Fax P/Box No.

Email Address Website Home No.

Necessary Documents

S.N.	Document Type (in English)	Document Type (in Nepali)	File
1	Citizenship	राष्ट्रियता	Upload 0 files
2	Permanent Size Photo	बढीकोट रङ्गकोट	Upload 0 files
3	Doc/Date	कागज/मिति	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.

Product/Services

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

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.

Human Resources

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

Utilities Fuels

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.

Machinery

The screenshot shows a web application interface for 'Industry Registration Training Application'. The left sidebar contains a navigation menu with options: Basic Information, Contact Information, Registration, Physical Resources, Financial Resources, and a summary section. The main area displays the 'Machinery Information' form. This form includes input fields for 'Machine Name', 'Quantity', 'Unit', 'Rate', 'Capacity', and 'Total Amount'. Below these fields is a table with columns for 'Machine Name', 'Quantity', 'Unit', 'Rate', 'Capacity', and 'Total Amount'. At the bottom of the form, there is a section titled 'Total Machinery' with a summary of the entered data.

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.

Investment

Fill the Investment information form of industry licensing 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
Fixed Assets	Select Fixed Assets from List.
Fixed Asset Sub Type	Select Fixed Sub Type from List
Quantity	Enter Quantity
Unit	Select Unit from List
Amount	Enter Amount
Remarks	Enter Remark
Working Capital	Select Working Capital
Annual Requirement Amount	Enter Annual Requirement Amount
Coverage Year	Enter Coverage Year
Working Capital Amount	Enter Working Capital Amount
Equity Investment	Enter Equity Investment
Loan	Enter Loan

Annual Operating Cost

The screenshot shows the 'Annual Operating Cost' form within the 'Industry Registration - Licensing Application' interface. The left sidebar contains a navigation menu with options: Basic Information, Company Information, Registration, Financial Records, Other Records, Human Resources, Utilities/Paid, Insurance, Investment, Annual Operating Cost (highlighted), and Attachments. The main form area is titled 'Fixed Operating Cost' and includes a sub-header 'Enter data to be reflected by the operation of the industry'. It features two main sections: 'Fixed Operating Cost' and 'Variable Cost'. Each section has a table with columns for 'Cost Type', 'Description', 'Amount', and 'Unit'. Below each table is an 'Add Details' button. At the bottom of the form, there is a 'Total Annual Operating Cost' field and a 'Send for Registration' button, which is highlighted with a red box.

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. Users can edit and delete added details from the action menu.

Attachment

The screenshot shows the 'Attachment' form within the 'Industry Registration - Licensing Application' interface. The left sidebar contains the same navigation menu as the previous screenshot, with 'Attachments' highlighted. The main form area is titled 'Attachment' and includes a sub-header 'Upload documents to support'. It features a large text area for 'Document Description' and a 'Upload Documents' button. At the bottom of the form, there is a 'Send for Registration' button, which is highlighted with a red box.

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, click on the send for registration button.

After the application is approved and signed user can see the status as digitally signed.

[illegible]

Client Portal FY 2022/23

Industry Registration / Licensing Application

View Statement

Back Information

Contact Information

Shareholder

Product/Services

Raw Materials

Human Resources

Utilities/Fuels

Machinery

Investment

Annual Operating Cost

Attachments

General Information

Proposed Legal Status *

Proposed Firm

Proposed Industry Name *

Business category

Is a UK Industry?

Proposed Industry Name Local *

Business category

Parent Industry *

non-uk parent

Next

View Signed Certificate

View Agency Letter

4.4.3 Refund of Deposit

S.N.	Industry Name	Remarks	Amount (NPR)	Status	Action
1	gpkh	some spread	4550000	Approved	
2	kgi Wares	some logs	10000	Rejected	
3	Sports Center	Industry has been registered and need to refund my deposit amount	6000	In Progress	
4	Sports Center	Industry has been registered and need to refund my deposit amount	6000	In Progress	

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	Jaya Weems	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 Progress	
3	ghjkl	some spread	4555555	2021-11-08	Approved	
4	Sports Center	Industry has been registered and need to refund my deposit amount	6000	2021-12-06	In Progress	

View 20 per page 1 - 20 of 4

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 भदरघर	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	2023-10-25	Rejected	
2	asRkldf	this is face company	2023-11-16	In Progress	
3	Aga Wears	test	2023-11-16	In Progress	
4	Aga Wears	test	2023-11-17	In Progress	
5	Aga Wears	close this com	2023-10-25	Rejected	
6	bnweli	this is test	2023-11-19	Approved	
7	123123	let's do bighatan	2023-11-22	In Progress	
8	Musical Instruments Regist	Dissolving the industry	2023-12-06	In Progress	

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.

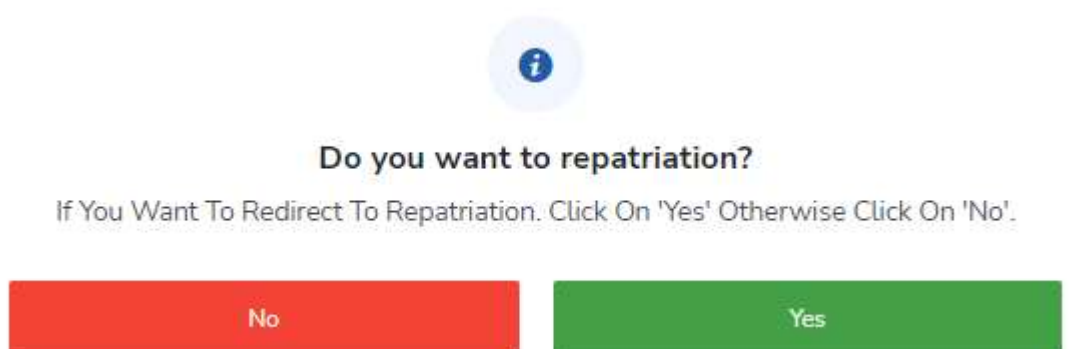
Search:

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.

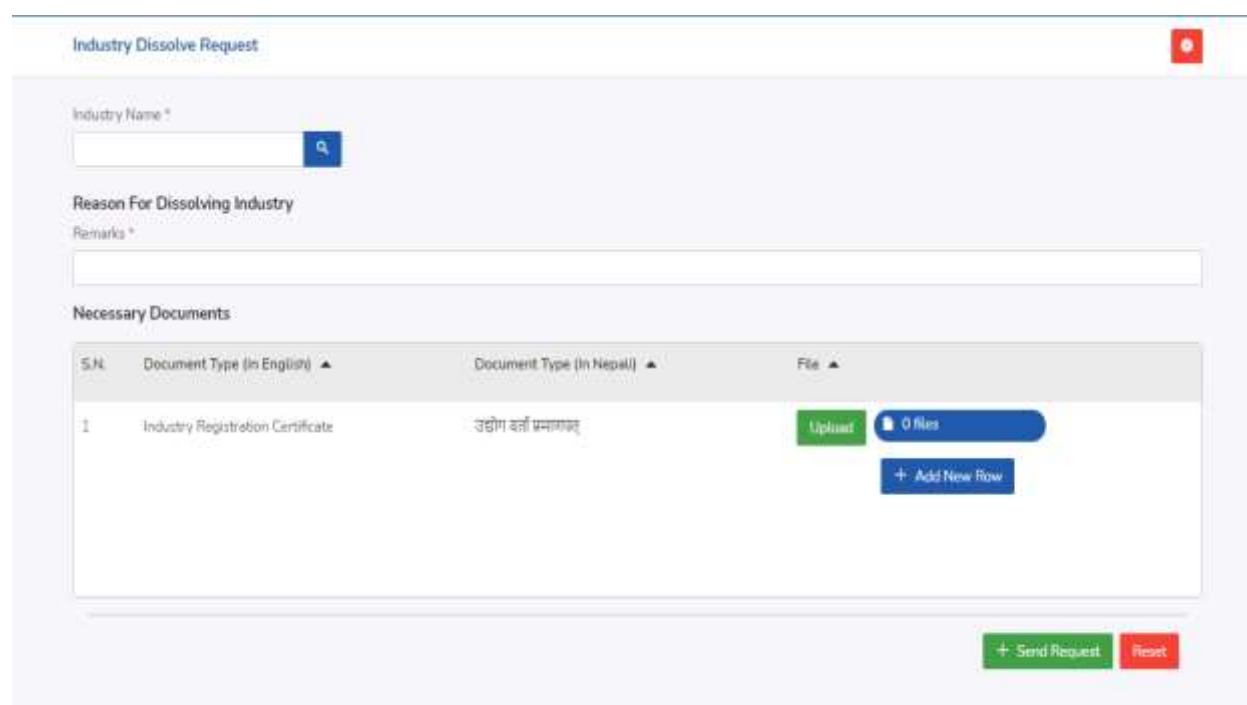


Do you want to repatriation?

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	Upload 0 files + Add New Row

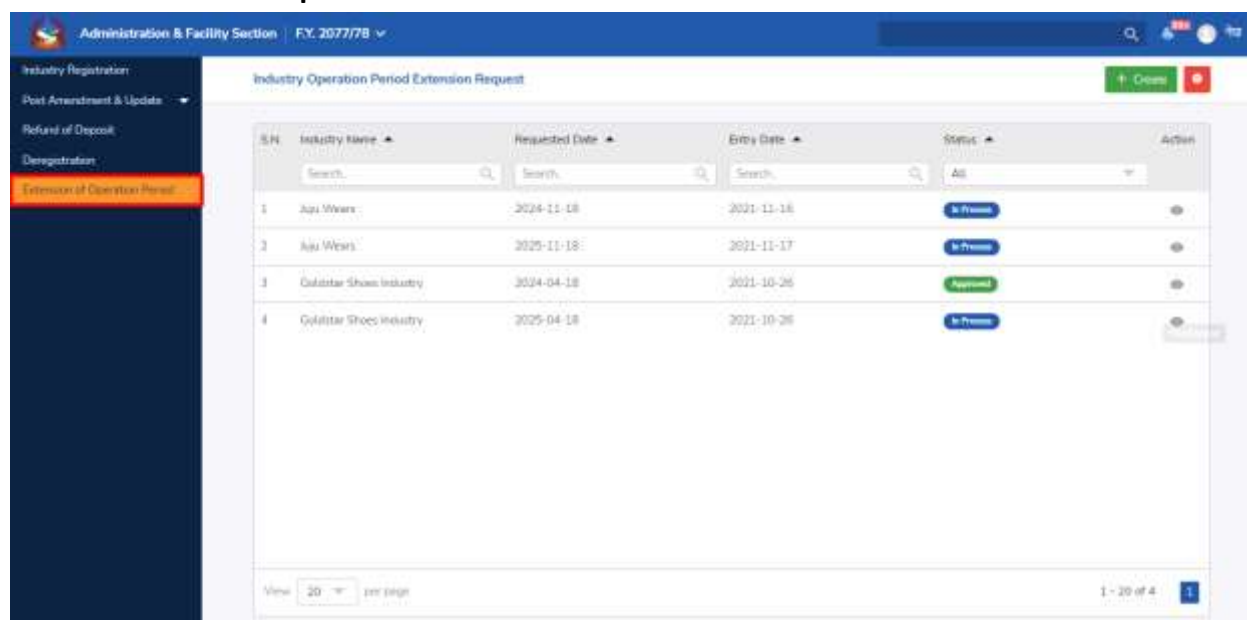
+ Send Request Reset

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



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	Aju Wears	2024-11-18	2021-11-16	In Progress	
2	Aju Wears	2025-11-18	2021-11-17	In Progress	
3	Goldstar Shoes Industry	2024-04-18	2021-10-26	Approved	
4	Goldstar Shoes Industry	2025-04-18	2021-10-26	In Progress	

View: 20 per page 1 - 20 of 4

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	Upload 0 files + Add New Row

+ Send Request Reset

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.

Industry Operation Period Extension Request + Create ✖

S.N.	Application No.	Industry Name	Requested Date	Entry Date	Status	Action
1	32	Or company new	2025-07-01	2025-07-10	Digitally Signed	Digitally Signed

User can view the signed document by clicking on view button.

Industry Operation Period Extension Request View Remarks ✖

Existing Company Name *

Or company new

Industry And Extension Information

Date of Registration * Last Extension Date * Extended Date * in B.S.

2025-05-13 2026-05-13 2025-07-01 2082-03-17

Remarks *

andfaoff

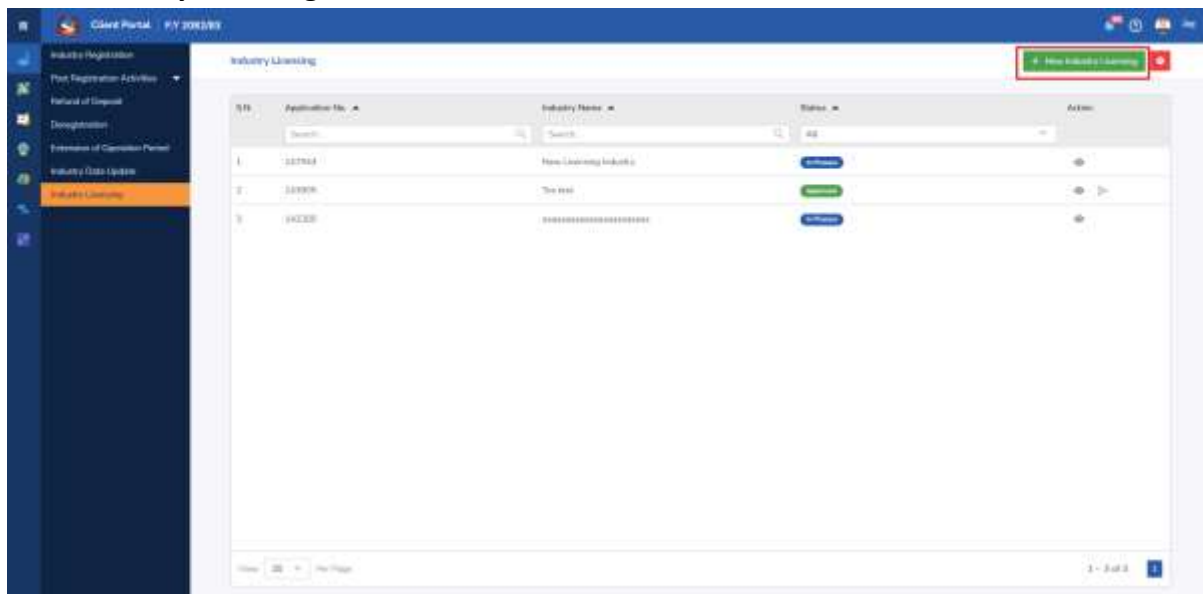
Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Document1...

View Signed Certificate

Click **View Signed Certificate** to view the signed certificate document.

4.4.6 Industry Licensing



This module of the project “Industry Licensing” allows users to submit a request for an industry license through the system. With the use of this module, the licensing request process will be paperless, structured, and easier to track from submission to approval.

In the screen above, the user can view the list of industry licensing requests. On top of the table, the user can view details such as S.N., Industry Name, License Type, 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 Industry Licensing request form, click on the Create Button.

After filling out the form, the user should click the Send Request button and confirm the action by pressing the save button in the confirmation dialog box. If the user wants to clear the entered data, click the Reset button.

After the application is submitted, the request will be forwarded to the Department of Industry for further review and approval. The user can view the status of the request from the Industry Licensing list page.

After the application is approved and signed, the user can see the status as digitally signed.

User can view the signed document by clicking on the view button.

Click **View Signed Certificate** to view the signed license certificate document.

4.4.6.1 Basic Information

Client Portal F.Y 2082/83

Industry Licensing

View Remarks

1 Basic Information

2 Contact Information

3 Shareholder

4 Product/Services

5 Raw Materials

6 Human Resources

7 Utilities/Fuels

8 Machinery

9 Investment

10 Annual Operating Cost

11 Attachments

General Information

Proposed Legal Status *

Proposed Industry Name *

Proposed Industry Name Local *

Next

After clicking the Create button, the system redirects the user to the Industry Licensing form. The user should select the industry type, Enter Proposed Industry name and proposed industry name local

Field Name	Description
Industry Type	Select the industry type.
Industry Name	Select the required license type from the list.
Industry Name Local	Enter remarks related to the licensing request.

4.4.6.2 Contact Information

The user should select the industry location, enter the required information, provide remarks if needed, and upload the necessary documents. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol.

Field Name	Description
Location Category	Select the location category.
District	Select the district from the list.
Local Body	Select the local body from the list.
Ward No	Select Ward No from the list
Tole/Street	Select Tole/Street in map
Latitude and Longitude	Enter Latitude and Longitude
Phone	Enter Phone Number
Fax	Enter Fax Number
Website	Enter Website
Email	Enter Email
PO Box No	Enter po box no
Full Name	Enter Full Name
Post	Enter Post
Mobile	Enter mobile number

4.4.6.3 Shareholder

The screenshot displays the 'Client Portal' interface for 'FY 2022/23'. The left sidebar contains a menu with options: 'Industry Registration', 'Post Registration Activities', 'Refund of Deposit', 'Designation', 'Extension of Quotation Period', 'Industry Data Update', and 'Industry Licensing' (which is highlighted). The main content area is titled 'Industry Licensing' and features a vertical list of steps: 1. Basic Information, 2. Contact Information, 3. Shareholder (highlighted), 4. Product/Services, 5. Raw Materials, 6. Human Resources, 7. Utilities/Fuels, 8. Machinery, 9. Investment, 10. Annual Operating Cost, and 11. Attachments. A red box highlights the 'Add Shareholders' button. Above the table, a message states: 'You can import shareholder's register information directly from CEP data. Use the Push Shareholders from CEP button to extract data from CEP, review the extracted information and update if required.' The table has columns: 'S.No.', 'Shareholder Name (Full)', 'Dob', 'Country Name', 'Identification Document Type', 'Identification Document No.', and 'Action'. Each column has a search box. The table is currently empty, showing 'No record to display'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Client Portal | FY 2022/23

Industry Licensing

You can import shareholder's register information directly from CEP data. Use the Push Shareholders from CEP button to extract data from CEP, review the extracted information and update if required.

Shareholder Information

[Add Shareholders](#)

S.No.	Shareholder Name (Full)	Dob	Country Name	Identification Document Type	Identification Document No.	Action
Search	Search	Search	Search	Search	Search	

No record to display

Previous Next

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.

4.4.6.4 Product/Services

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

4.4.6.5 Raw Materials

The screenshot shows the 'Proposed Raw Material Information' form in the Client Portal. The form includes the following fields:

- Raw Material *
- Annual Requirement *
- Unit *
- Rate *
- Total Amount *
- Supply Source *

The Supply Source dropdown menu is open, showing options: Local, Foreign, and Both.

Below the form is a table with the following columns: S.N., Raw Material (in English), Annual Requirement, Unit, Rate, Amount (PKR), Status, and Action. The table is currently empty, displaying 'No rows to display'.

At the bottom of the form, there is a green button labeled 'Add Raw Materials' and a red button labeled 'Next'.

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.

4.4.6.6 Human Resources

The screenshot shows the 'Proposed Human Resources Information' form. The left sidebar contains a navigation menu with options like 'Basic Information', 'Contact Information', 'Identification', 'Product/Services', 'Type of Activity', 'Human Resources', 'Address', 'Machinery', 'Equipment', 'Annual Operating Cost', and 'Attachments'. The 'Human Resources' section is currently selected. The main form area contains several input fields and dropdown menus. A red box highlights the 'Add Details' button at the top right of the form.

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

4.4.6.7 Utilities Fuels

The screenshot shows the 'Client Portal' interface for 'Industry Licensing'. The left sidebar contains a navigation menu with items: Basic Information, Contact Information, Shareholder, Products/Services, Raw Materials, Human Resources, Utilities Fuels (highlighted with a red circle), Machinery, Investment, Annual Operating Cost, and Attachments. The main content area is titled 'Proposed Electricity Consumption Information' and 'Proposed Utilities & Fuel Information'. The 'Proposed Utilities & Fuel Information' section contains a table with the following columns: S/N, Utility/Fuel, Annual Requirement, Unit, Rate, Gross Amount, Supply Section, and Action. The 'Add Details' button is highlighted with a red box.

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.

4.4.6.8 Machinery

The screenshot shows the 'Industry Licensing' Client Portal interface. On the left is a sidebar with navigation links: S&G Information, Contact Information, Shareholder, Product/Service, Raw Materials, Human Resources, Utilities/Fuels, Machinery (selected), Investment, Annual Operating Cost, and Attachments. The main area is titled 'Machinery Information' and contains a form with the following fields: Machine Name (with a dropdown arrow), Quantity, Unit (with a dropdown arrow), Rate, Capacity, and Total Amount. A green 'Add Details' button is located below the form. Below the form is a table with the following columns: SR, Machine Name, Quantity, Unit, Rate, Amount (INR), and Action. The table is currently empty. At the bottom right of the page, there are 'Print' and 'Next' buttons, with the 'Next' button highlighted by a red box.

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.

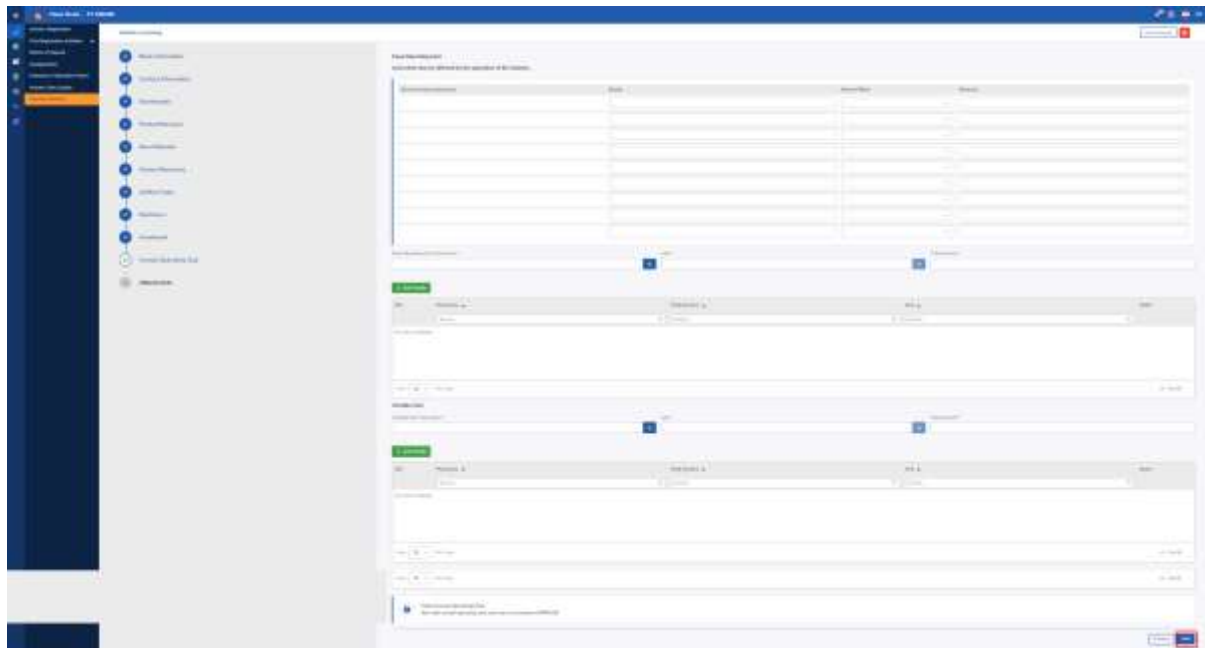
Field Name	Description
Machine Name	Select Machine Name from List.
Quantity	Enter Quantity.
Unit	Select Unit from List.
Rate	Enter Rate.
Capacity	Enter Capacity
Total Amount	Enter Total Amount.

4.4.6.9 Investment

Fill the Investment information form of industry licensing 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.

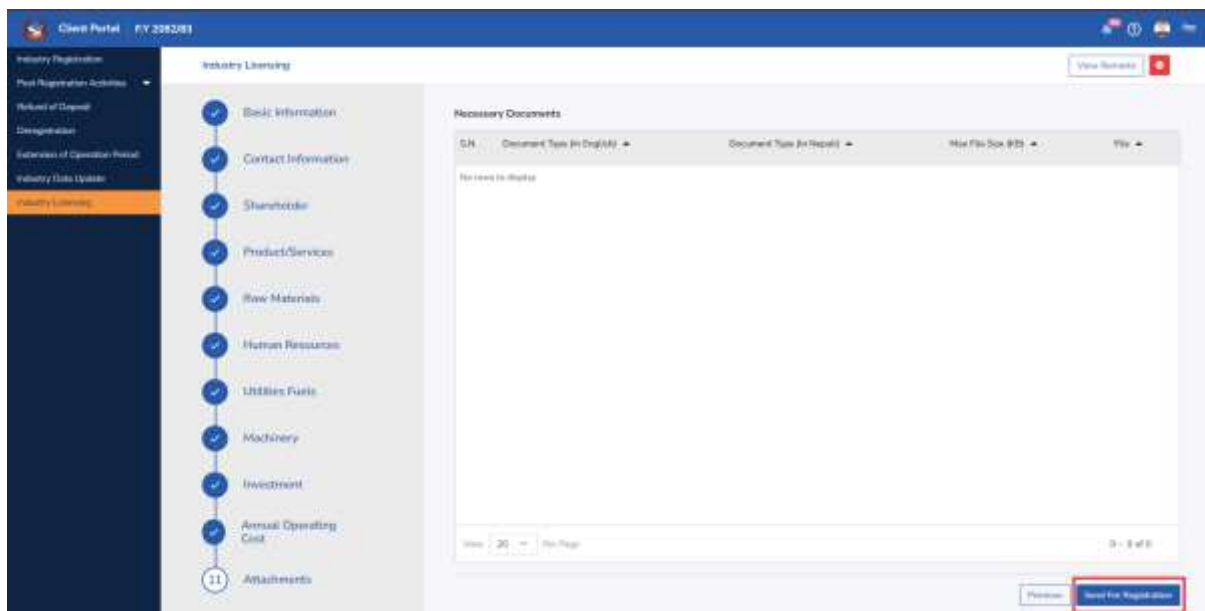
Field Name	Description
Fixed Assets	Select Fixed Assets from List.
Fixed Asset Sub Type	Select Fixed Sub Type from List
Quantity	Enter Quantity
Unit	Select Unit from List
Amount	Enter Amount
Remarks	Enter Remark
Working Capital	Select Working Capital
Annual Requirement Amount	Enter Annual Requirement Amount
Coverage Year	Enter Coverage Year
Working Capital Amount	Enter Working Capital Amount
Equity Investment	Enter Equity Investment
Loan	Enter Loan

4.4.6.10 Annual Operating Cost

The screenshot shows a web application interface for 'Annual Operating Cost'. On the left is a dark blue sidebar with a menu containing items like 'Home', 'Registration', 'Renewal of License', 'Extension of Operation Period', 'Industry Data Update', and 'Industry Licensing'. The main content area has a light blue header with the title 'Annual Operating Cost' and a subtitle 'Annual Operating Cost for the operation of the business'. Below the header is a table with columns for 'S.N.', 'Document Type (In English)', 'Document Type (In Hindi)', 'File Size (KB)', and 'File'. The table is currently empty. Below the table are three sections, each with a green 'Add' button and a 'Details' button. The first section is for 'Fixed Operating Cost', the second for 'Variable Cost', and the third for 'Total Amount'. Each section has a form with fields for 'Cost Type', 'Cost Name', 'Cost Amount', and 'Cost Unit'.

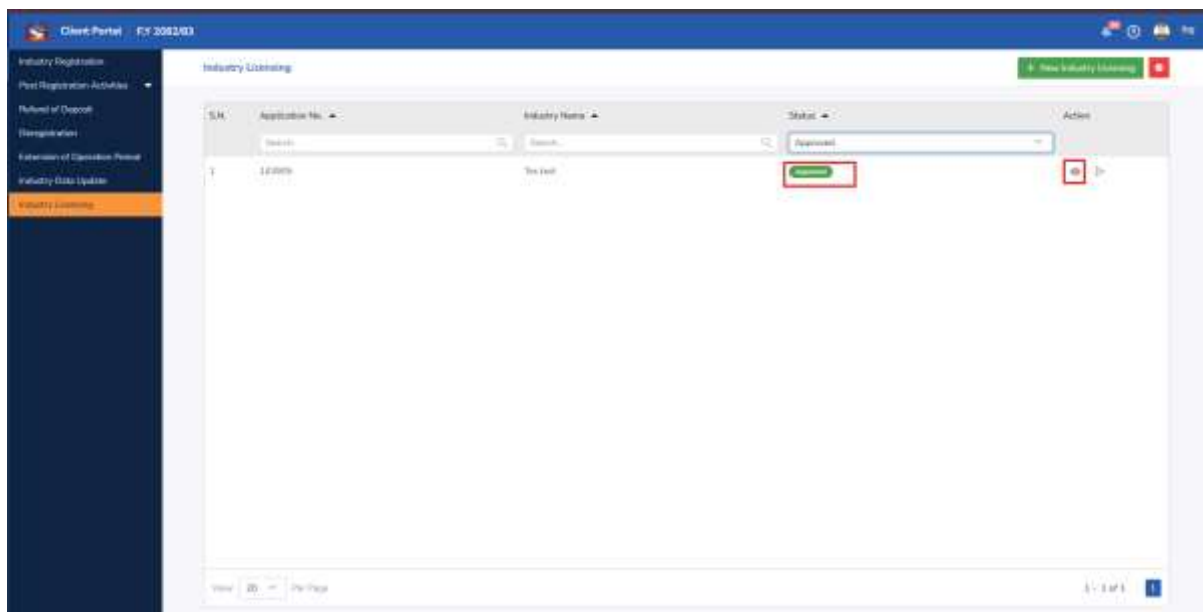
Should select fixed operating cost type name/ variable cost and should enter total amount after entering data should click on add details. After clicking on add details button fixed operating cost/ variable cost will save successfully. Users can edit and delete added details from the action menu.

4.4.6.11 Attachment

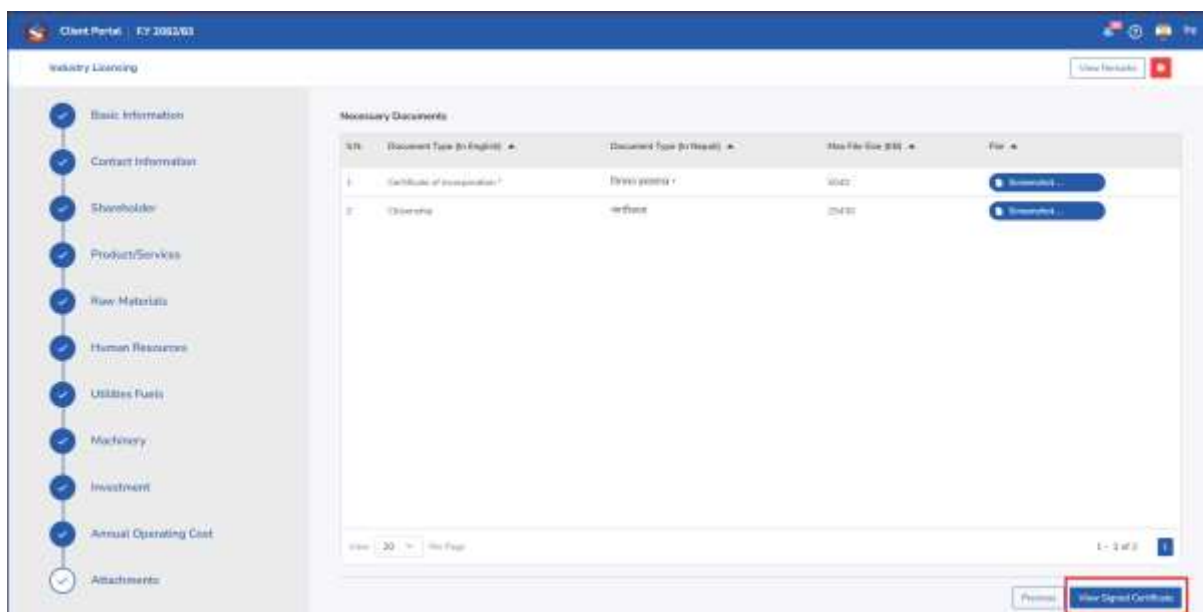
The screenshot shows a web application interface for 'Attachment'. On the left is a dark blue sidebar with a menu containing items like 'Home', 'Registration', 'Renewal of License', 'Extension of Operation Period', 'Industry Data Update', and 'Industry Licensing'. The main content area has a light blue header with the title 'Attachment' and a subtitle 'Attachment for the operation of the business'. Below the header is a table with columns for 'S.N.', 'Document Type (In English)', 'Document Type (In Hindi)', 'File Size (KB)', and 'File'. The table is currently empty. Below the table are three sections, each with a green 'Add' button and a 'Details' button. The first section is for 'Basic Information', the second for 'Contact Information', and the third for 'Shareholder'. Each section has a form with fields for 'Document Type', 'Document Name', 'Document Description', and 'Document File'. At the bottom right of the form, there is a 'Previous' button and a 'Send for Registration' button, which is highlighted with a red box.

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, click on the send for registration button.

After the application is approved and signed user can see the status as digitally signed.



User can view the signed document by clicking on view button.



Click **View Signed Certificate** to view the signed certificate document.

4.4.7 Industry Data Update

S/N	Application No.	Industry Name	Company Name	Company Registration Number	Industry Registration Number	RTD Approval Number	Status	Entry Date	Action
1	75	Info doc office setup			4618233205		Approved	2025-05-08	
2	75	Sunbird Enterprises	Wakely Web Design	202888	1448		Pending	2025-05-22	
3	87	Perfetti	Perfetti	12751288831	9835		Pending	2024-03-28	
4	75	Perfetti	Perfetti	12751288831	9835		Pending	2024-03-28	
5	80	Sunbird Enterprises	Sunbird Enterprises	241131	1448		Pending	2024-05-03	

This module “Industry Data Update” allows users to submit a request for an industry data update for updating the data of the industry to the latest paper version done manually in Department of Industry. With the use of this module, the old data which are migrated but not updated digitally will help achieve correct information regarding the industry statistics and help the industry users to proceed for further facilities required through the application in near about future.

In the screen above, the user can view the list of industry update requests. On top of the table, the user can view details such as S.N., Application Number, Industry Name, Company Name, Company Registration Number, Industry Registration Number, 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 Industry Data Update request form, click on the Create Button.

After filling out the form, the user should click the Send Request button and confirm the action by pressing the save button in the confirmation dialog box. If the user wants to clear the entered data, click the Reset button.

After the application is submitted, the request will be forwarded to the Department of Industry for further review and approval. The user can view the status of the request from the Industry Data Update list page.

After the application is approved, the user can see the status as approved and the data update requested is reflected in the industry data during any process involving the industry.

4.4.6.1 Basic Information

After clicking the Create button, the system redirects the user to the Industry Data Update form. The user should select the industry for which the data update is to be done, Industry current details is populated in the form and the user must update the information based on latest data if any data doesn't match with the latest industry data. User can see what details are updated by clicking on View Update Details.

Field Name	Description
Industry Name	Select the industry for data update.
Proposed Legal Status	Select the industry type if current legal status is different than actual legal status.
Industry Registration Number	Enter actual industry registration number if not matched.
Industry Registration Date	Enter actual industry registration date if not matched.
Other Details	Enter other details as per actual data in the form if not matched.

4.4.6.2 Contact Information

The user should select the industry location, enter the required information, provide remarks if needed. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol.

Field Name	Description
Location Category	Select the location category.
District	Select the district from the list.
Local Body	Select the local body from the list.
Ward No	Select Ward No from the list
Tole/Street	Select Tole/Street in map
Latitude and Longitude	Enter Latitude and Longitude
Phone	Enter Phone Number
Fax	Enter Fax Number
Website	Enter Website
Email	Enter Email
PO Box No	Enter po box no
Full Name	Enter Full Name
Post	Enter Post
Mobile	Enter mobile number

4.4.6.3 Shareholder

User can update the investor details if the information of the investor is incorrect or add new investor if the investor is not present in the list. Fill the Investor information form of industry data update 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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4.4.6.4 Product/Services

User can update the existing information, delete the existing information if not related or fill out the Product/services form of industry data update 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

4.4.6.5 Raw Materials

The screenshot shows the 'Proposed Raw Material Information' form. It has a sidebar with navigation links: Basic Information, Contact Information, Shareholder, Product/Service, Raw Materials (selected), Human Resources, Utilities Fees, Machinery, Investment, Annual Operating Cost, and Attachments. The main form area contains the following fields:

- Raw Material *
- Annual Requirement *
- Unit *
- Rate *
- Total Amount *
- Display Source: Local, Foreign, BPR
- Add Raw Materials button

Below the form is a table with the following columns: S.N., Raw Material (in English), Annual Requirement, Unit, Rate, Amount (BPR), Source, and Action. The table contains one row with the following data:

S.N.	Raw Material (in English)	Annual Requirement	Unit	Rate	Amount (BPR)	Source	Action
1	No per Wood report	10	N/A	1	10,000	N/A	

At the bottom of the table, there is a summary box that says: 'Total Raw Materials: Your total raw materials sum up to an amount of BPR 32,000.00'. There are also 'Previous' and 'Next' buttons at the bottom right.

User can update the existing information, delete the existing information if not related or fill the Raw materials form of industry data update 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.

4.4.6.6 Human Resources

The screenshot displays the 'Proposed Human Resource Information' form within a client portal. The form contains several input fields: 'Labour Type' (with a dropdown menu), 'Employee Type' (with a dropdown menu), 'Total Local Employees', 'Total Foreign Employees', 'Monthly Salary', and 'Total Duration Salary'. A green 'Add Details' button is located next to the 'Total Duration Salary' field. Below the form is a table with 8 columns: S.N., Labour Type, Employee Type, Total Local Employees, Total Foreign Employees, Total Employees, Monthly Salary, and Total Duration Salary. The table contains 4 rows of data. At the bottom of the form, there is a section for 'Total Human Resources' with a note: 'Your total human resources must be up to a number of 15 employees'. There are also fields for 'Perks And Incentives W/ For Direct Labour' and 'Perks And Incentives Amount'. The sidebar on the left lists various categories, with 'Human Resource' currently selected.

User can update the existing information, delete the existing information if not related or fill the proposed human resources information form of industry data update 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

4.4.6.7 Utilities Fuels

The screenshot shows the 'Client Portal' interface for 'FY 2023/24'. The 'Industry Data Update' section is active, with a sidebar listing various data categories. The 'Utilities Fuels' category is selected. The main form area contains the following sections:

- Proposed Electricity Consumption Information:** Includes a field for 'Power Requirement (KVA) *' with a value of 30.
- Proposed Utilities & Fuel Information:** Includes fields for 'Utility/Fuel *', 'Annual Requirement *', 'Unit *', 'Rate', 'Total Amount *', and 'Supply Source *'. The 'Supply Source' field has options for 'Local', 'Foreign', and 'Both'.
- Add Details Button:** A green button to add new entries.
- Table:** A table with columns: SN, Utility/Fuel, Annual Requirement, Unit, Rate, Amount (NPR), Source, and Action. It shows one entry with SN 1, Utility/Fuel, Annual Requirement 30, Unit KVA, Rate 0, Amount 0, and Source.
- Buttons:** 'Previous' and 'Next' buttons at the bottom right.

User can update the existing information, delete the existing information if not related or fill the proposed utilities and fuels information form of industry data update 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.

4.4.6.8 Machinery

The screenshot shows the 'Client Portal' interface for 'FY 2023/24'. The 'Industry Data Update' section is active, with a sidebar menu listing various categories: Basic Information, Contact Information, Shareholder, Product/Services, Raw Materials, Human Resources, Utilities/Fuels, Machinery (highlighted), Investment, Annual Operating Cost, and Attachments. The 'Machinery Information' form contains the following fields: 'Machine Name' (with a dropdown arrow), 'Quantity' (with a dropdown arrow), 'Unit' (with a dropdown arrow), 'Rate' (with a red asterisk), 'Capacity' (with a red asterisk), and 'Total Amount' (with a red asterisk). Below these fields is a green 'Add Details' button. A table below the form displays existing machinery entries with columns: S.N., Machine Name, Quantity, Unit, Rate, Amount (BPS), and Action. The table shows one entry for 'no per project reports' with a quantity of 0 and a unit of 'sqm'. At the bottom, a 'Total Machinery' summary states: 'Your total machinery value up to an amount of NPR 2,035,000.00'. Navigation buttons 'Previous' and 'Next' are at the bottom right.

User can update the existing information, delete the existing information if not related or fill the Machinery information form of industry data update 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.

4.4.6.9 Investment

The screenshot shows a web application interface for 'Investment'. On the left is a sidebar with a list of menu items: Basic Information, Contact Information, Shareholder, Product/Services, Raw Materials, Human Resources, Utilities/Fuels, Machinery, Investment (highlighted), Annual Operating Cost, and Attachments. The main area is titled 'Proposed Fixed Assets'. It contains several input fields: 'Fixed Assets', 'Fixed Asset Sub Type', 'Quantity', 'Unit', 'Amount (INR)', and 'Remarks'. Each field has a search icon. Below the input fields is a table with the following columns: S.N., Fixed Assets, Fixed Asset Sub Type, Quantity, Unit, Amount (INR), Remarks, and Action. The table has four rows of data. At the bottom right of the table is a 'Total Fixed Assets' section. There is also a 'Previous' button at the bottom right of the form.

User can update the existing information, delete the existing information if not related or fill the Investment information form of industry data update 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
Fixed Assets	Select Fixed Assets from List.
Fixed Asset Sub Type	Select Fixed Sub Type from List
Quantity	Enter Quantity
Unit	Select Unit from List
Amount	Enter Amount
Remarks	Enter Remark
Working Capital	Select Working Capital
Annual Requirement Amount	Enter Annual Requirement Amount
Coverage Year	Enter Coverage Year
Working Capital Amount	Enter Working Capital Amount

Equity Investment	Enter Equity Investment
Loan	Enter Loan

4.4.6.10 Annual Operating Cost

The screenshot shows the 'Annual Operating Cost' form in the Client Portal. The form is titled 'Fixed Operating Cost' and includes a table for 'Strategic components'. The table has columns for 'Details', 'Adverse Effect', and 'Mitigation'. The table lists various components like Water Source, Agricultural Land, Forest Resources, and others. Below the table are fields for 'Fixed Operating Cost Type Name', 'Load', and 'Total Amount'. The form also includes a sidebar with navigation links and a 'Preview' button.

User can update the existing information, delete the existing information if not related or fill by selecting fixed operating cost type name/ variable cost and should enter total amount after entering data should click on add details. Areas that may be affected by operation of industry must also be filled out. After clicking on add details button fixed operating cost/ variable cost will save successfully. Users can edit and delete added details from the action menu.

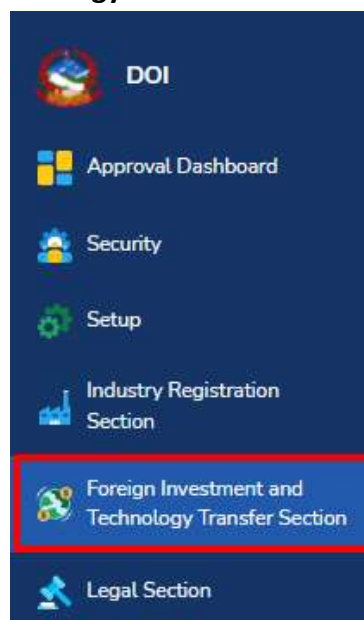
4.4.6.11 Attachment

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Certificate of Company Registration *	संस्थापक पत्रिका *	5000	Upload
2	Certificate *	पत्रिका *	5000	Upload
3	Industry Registration Certificate *	उद्योग रजिस्ट्रेशन पत्रिका *	5000	Upload
4	Letter from DOI *	उद्योग रजिस्ट्रेशन पत्रिका *	5000	Upload
5	Project Proposal *	प्रायोजन पत्रिका *	5000	Upload
6	Statement of Share Holders *	सहभागीहरूको विवरण *	5000	Upload

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, click on the send for registration button.

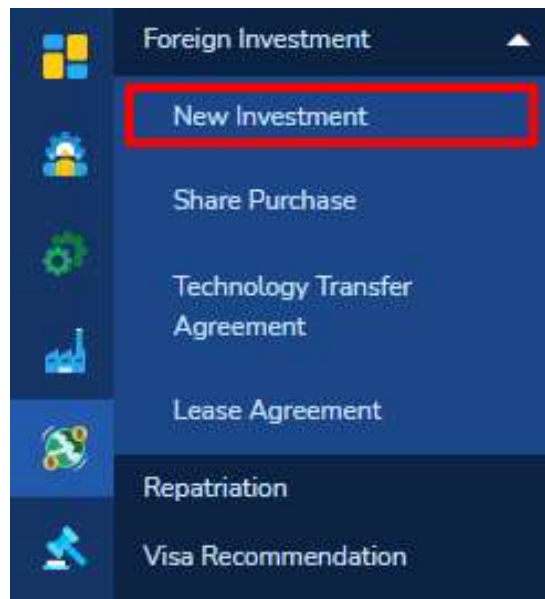
After the application is approved the user's industry data will have been updated to the latest data requested for industry data update.

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. At the top, there is a header bar with 'Administration & Facility Section' and 'F.Y. 2077/78'. Below the header, there is a sidebar menu with 'Foreign Investment' and 'New Investment' (highlighted). The main content area displays a table of investment records. The table has columns for S.N., Industry Category, Company Registration Number, Industry Registration Number, FDI Approval Number, Entry Date, Status, and Action. The table contains 10 rows of data. At the bottom of the table, there is a pagination bar showing 'View 20 per page' and '1 - 20 of 48'.

S.N.	Industry Category	Company Registration Number	Industry Registration Number	FDI Approval Number	Entry Date	Status	Action
1					2021-12-22	In Progress	
2					2021-12-21	In Progress	
3					2021-12-21	Pending	
4					2021-12-21	Pending	
5					2021-12-20	Pending	
6					2021-12-20	In Progress	
7		12		8	2021-12-20	Agreement	
8				7	2021-12-20	Agreement	
9		1231213		9	2021-12-20	Agreement	
10		12		5	2021-12-20	Agreement	

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' in 'FY 2071/79'. The main heading is 'New Investment'. On the left, a sidebar lists various tabs: 'Basic Information' (highlighted with a red box), 'Contact Information', 'Investors', 'Product/Services', 'Investment', 'Raw Materials', 'Human Resources', 'Utilities/Fuels', 'Machinery', 'Annual Operating Cost', and 'Attachments'. The 'Basic Information' tab is active, displaying a form with two main sections: 'General Information' and 'Company Location'. The 'General Information' section includes fields for 'Legal Status', 'Proposed Industry Name', and 'Proposed Industry Name Local'. The 'Company Location' section includes fields for 'District', 'Local Body', 'Ward No.', 'Town/Street', 'Latitude and Longitude', 'Phone', 'Fax', 'P.O. Box No.', 'Email', and 'Website'. A 'Next' button is located at the bottom right of the form.

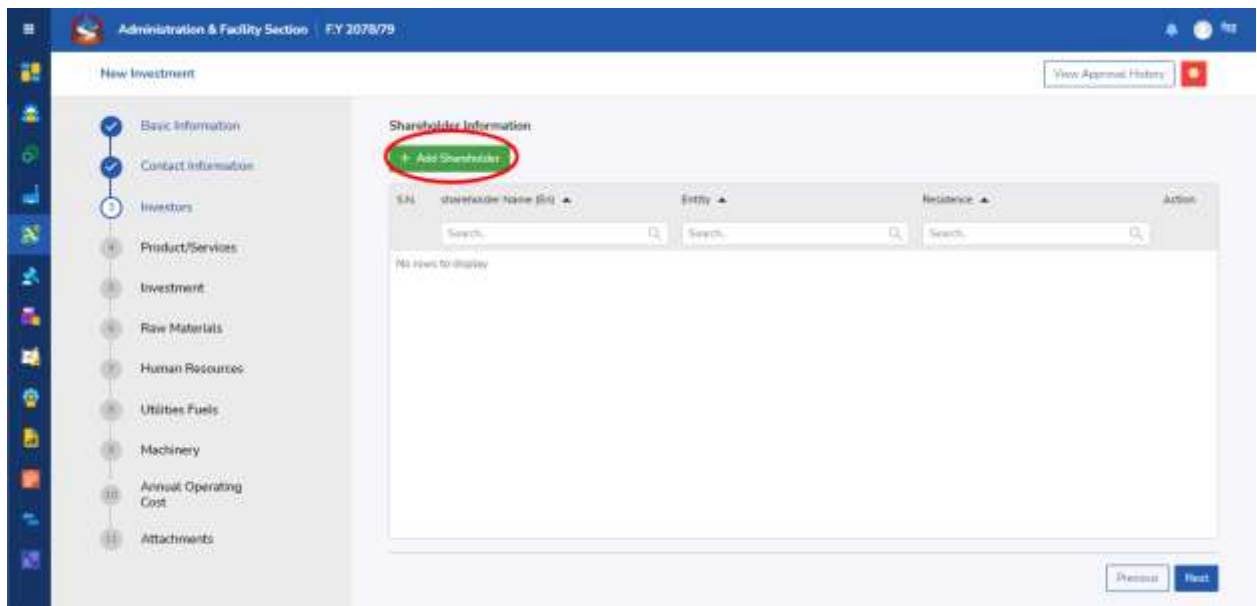
In this form, the user will fill the general information of the industry in which the user proposed for investment like Legal Status, Proposed Industry Name, and Proposed Industry Name local and also fill the company location details, after filling the form click on the Next button.

4.5.1.2 Contact Information

The screenshot shows the 'New Investment' form with the 'Contact Information' tab selected. The form is divided into two main sections: 'Industry Location' and 'Office Contact Person'. The 'Industry Location' section includes fields for 'Location Category *', 'District *', 'Local Body *', 'Ward No *', 'Talo/Street *', 'Latitude and Longitude *', 'Phone', 'Email', and 'Po Box No.'. A green 'Add Details' button is located below the 'Po Box No.' field. The 'Office Contact Person' section includes fields for 'Full Name *', 'Post *', 'Mobile *', and 'Email *'. A green 'Add Details' button is located below the 'Email *' field. Both sections have a table below them with columns for 'S.No.', 'Location Category (In English)', 'Local Body', 'Ward No.', 'Address', 'Phone', 'Email', and 'Action'. The tables are currently empty, showing 'No rows to display'. The 'Next' button is highlighted in red at the bottom right of the form.

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** ☐ **Normal** ☐

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. *

Tola/Street *

Temporary Address

☐ Same As Permanent Address

District * Local Body * Ward No. *

Tola/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	राष्ट्रियता	Upload 0 files
2	Permanent Size Photo	तस्वीर (स्थायी)	Upload 0 files
3	Doc. Date	बन्ने मिति	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

Administration & Facility Section | F.Y 2078/79

New Investment View Approval History

Basic Information

Industry's Objective

Annual Working Days * Daily Working Hours * Daily Shift *

Industry Objective (In English) * Industry Objective (In Nepali)

Proposed Products/Service Description

Product Description * Annual Production Quantity * Unit Name * Rate

Total Amount * + Add Details

S.N.	Product	Annual Production Quantity	Unit	Rate	Total Amount	Action
No rows to display						

Total Gross Sales
Your total gross sales sum up to an amount of NPR 0.00

Selling and Distribution Exp % * Selling and Distribution Exp Amount *

Total Net Sales
Your total net sales sum up to an amount of NPR 0.00

Proposed Industry Category

Industry Category *

Previous Next

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

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
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
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

The screenshot shows the 'New Investment' form in the 'Administration & Facility Section' for 'F.Y 2078/79'. The left sidebar lists various sections: Basic Information, Contact Information, Investors, Product/Services, Investment, Raw Materials (selected), Human Resources, Utilities/Fuels, Machinery, Annual Operating Cost, and a summary section. The main content area is titled 'Proposed Raw Material Information' and contains several input fields: 'Raw Material' (with a search icon), 'Annual Requirement' (with a red asterisk), 'Unit' (with a search icon), 'Rate' (with a red asterisk), 'Total Amount' (with a red asterisk), and 'Supply Source' (with a red asterisk). Below these fields are three radio buttons: 'Local', 'Foreign', and 'Both'. A green button labeled 'Add Raw Materials' is highlighted with a red circle. Below the form is a table with columns: 'S.No', 'Raw Materials (In English)', 'Annual Requirement', 'Unit', 'Rate', 'Amount (NPR)', 'Source', and 'Action'. The table is currently empty, showing 'No rows to display'. At the bottom, there is a summary box titled 'Total Raw Materials' stating 'Your total raw materials sums up to an amount of NPR 0.00'. The form has 'Previous' and 'Next' buttons at the bottom right.

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

The screenshot shows the 'New Investment' form with the 'Human Resources' section selected in the left sidebar. The form is titled 'Administration & Facility Section | F.Y 2078/79'. The 'Proposed Human Resource Information' section contains fields for 'Labour Type *', 'Employee Type *', 'Total Local Employees *', 'Total Foreign Employees *', 'Monthly Salary *', and 'Total Annual Salary'. A green 'Add Details' button is highlighted with a red circle. Below this is a table with columns: 'S.No', 'Labour Type', 'Employee Type', 'Total Local Employees', 'Total Foreign Employees', 'Total Employee', 'Monthly Salary', and 'Total Ann...'. The table currently shows 'No rows to display'. Below the table are three summary sections: 'Total Human Resources' (Your total human resources sums up to an number of 0 employees), 'Total Direct Labour' (Your total direct labour sums up to amount of NPR 0.00), and 'Total Indirect Labour' (Your total indirect labour sums up to amount of NPR 0.00). Each summary section has fields for 'Perks And Incentives % For Direct Labour *' and 'Perks And Incentives Amount *'. At the bottom right are 'Previous' and 'Next' buttons.

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

4.5.1.8 Utility Fuels

The screenshot shows the 'New Investment' form for the 'Administration & Facility Section' for 'FY 2078/79'. The left sidebar lists various sections, with 'Utilities/Fuels' selected. The main form area is titled 'Proposed Electricity Consumption Information' and 'Proposed Utilities & Fuel Information'. It includes fields for 'Power Requirement (KW)*', 'Utility/Fuel*', 'Annual Requirement*', 'Unit*', 'Rate', 'Total Amount*', and 'Supply Source*'. The 'Supply Source*' field has options for 'Local', 'Foreign', and 'Both'. A green '+ Add Details' button is highlighted with a red circle. Below the form is a table with columns: S.N., Utility/Fuel, Annual Requirement, Unit, Rate, Amount (NPR), Source, and Action. The table is currently empty, showing 'No rows to display'. At the bottom right are 'Previous' and 'Next' buttons.

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

The screenshot shows the 'New Investment' form for the 'Administration & Facility Section' for 'FY 2078/79'. The left sidebar lists various sections, with 'Machinery' selected. The main form area is titled 'Machinery Information'. It includes fields for 'Machine Name*', 'Quantity*', 'Unit*', 'Rate*', and 'Total Amount*'. A green '+ Add Details' button is highlighted with a red circle. Below the form is a table with columns: S.N., Machine Name, Quantity, Unit, Rate, Amount (NPR), and Action. The table is currently empty, showing 'No rows to display'. At the bottom, there is a summary box titled 'Total Machinery' with the text 'Your total machinery sums up to an amount of NPR 0.00'. At the bottom right are 'Previous' and 'Next' buttons.

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 a web application interface for 'Administration & Facility Section' with the fiscal year 'FY 2078/79'. The main heading is 'New Investment'. On the left is a vertical navigation menu with icons and labels: Basic Information, Contact Information, Investors, Product/Services, Investment, Raw Materials, Human Resources, Utilities/Fuels, Machinery, and Annual Operating Cost (which is highlighted with a red circle and a '10' icon). At the top right of the form area is a 'View Approval History' button with a red flag icon.

The form is divided into two main sections: 'Fixed Operating Cost' and 'Variable Cost'. Each section has input fields for 'Fixed Operating Cost Type Name *', 'Unit *', and 'Total Amount *'. Below each section is a green 'Add Details' button. Under each 'Add Details' button is a table with columns: S.N., Particulars, Total Amount, Unit, and Action. Each table has a search bar and currently displays 'No rows to display'.

At the bottom of the form is a summary box with an information icon, titled 'Total Annual Operating Cost', containing the text: 'Your total annual operating cost sums up to an amount of NPR 0.00'. At the bottom right are 'Previous' and 'Next' buttons.

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

Administration & Facility Section / FY 2078/79

New Investment

View Approval History

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

Necessary Documents

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

Previous Send For Registration

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.

After the application is approved and signed user can see the status as digitally signed.

Client Portal / FY 2082/83

New Investment

+ New Direct Investment

S.N	Application No.	Industry Category	Company Registration Number	Industry Registration Number	FDI Approval Number	Entry Date	Status	Action
1	144062	Agriculture and Forestry Based			436	2025-06-06	Digitally Signed	View
2	144062	Agriculture and Forestry Based			436	2025-06-06	Digitally Signed	View
3	144042	Mineral	PH-8899-2081		455	2025-03-17	Digitally Signed	View
4	144039	Mineral			455	2025-03-08	Digitally Signed	View
5	143966	Textile			448	2025-02-27	Digitally Signed	View

View: 20 Per Page 1 - 5 of 5

User can view the signed document by clicking on view button.

Client Portal - FY 2002/03

New Investment [View Records](#)

Basic Information

General Information

Legal Status: Private Firm

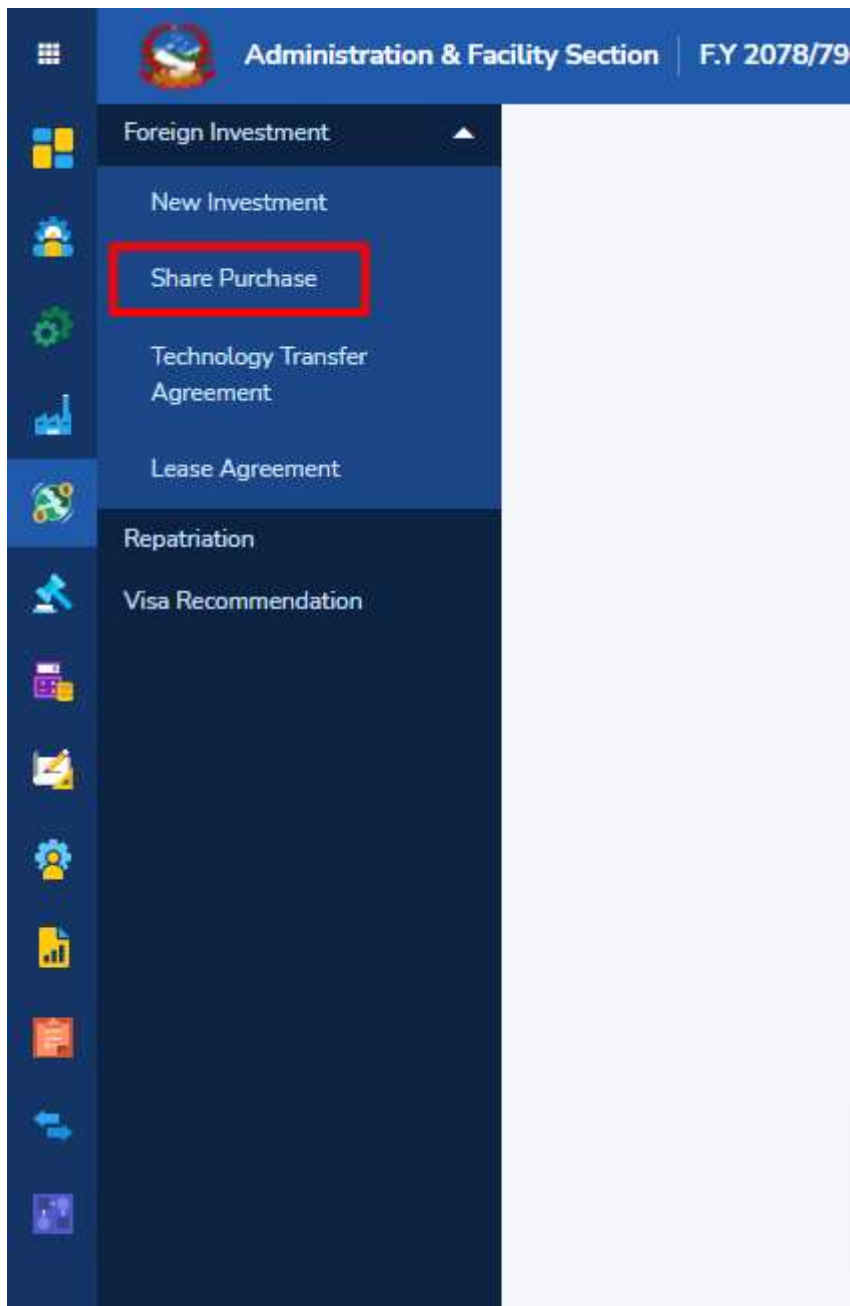
Proposed Industry Name: 404K 100000

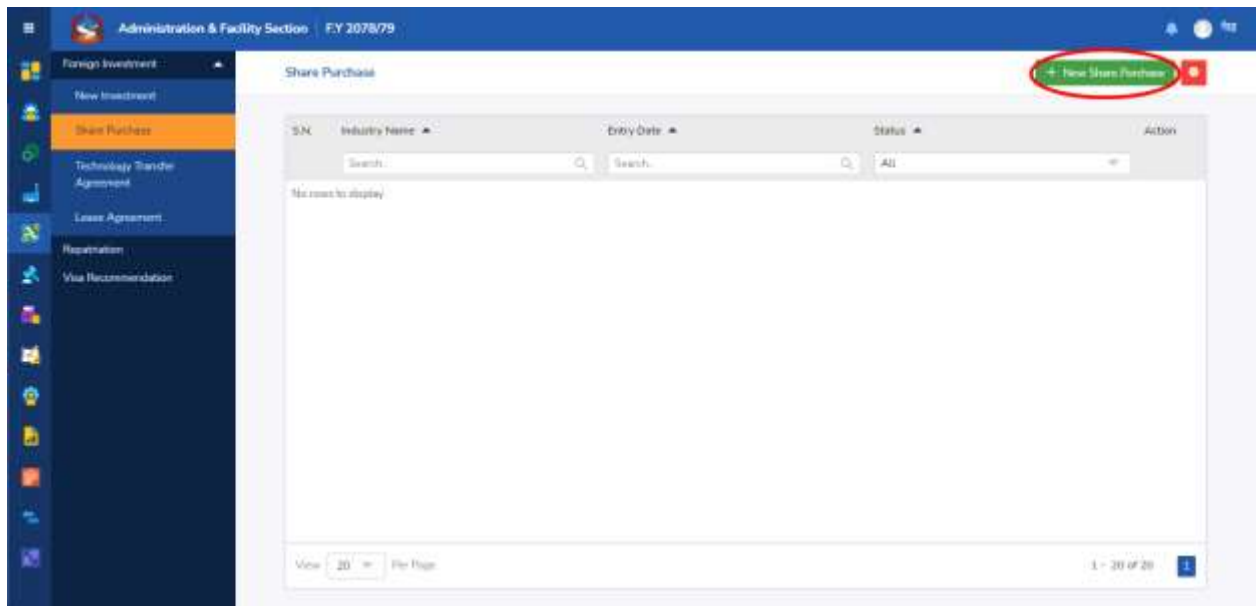
Proposed Industry Name Local: 404K 100000

[Next](#) [View Signed Certificate](#)

Click **View Signed Certificate** to view the signed certificate document.

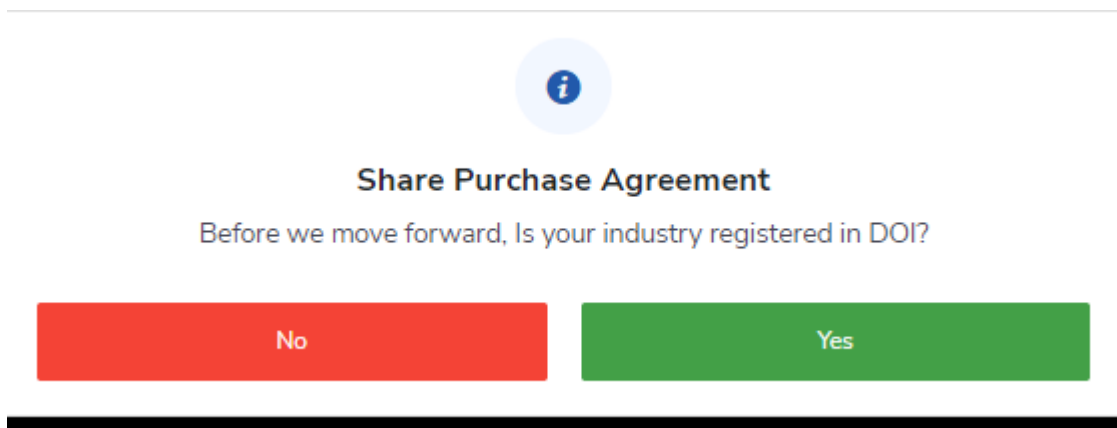
4.5.2 Share Purchase





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

Foreign SPA Request

Industry Information

Industry Registration No. *	Industry Name *	Industry Name (In Nepali) *
81	Tobacco Industry	टोबाको उद्योग
Proposed Legal Status *	Industry Category *	Total Investment *
Partnership Firm	Manufacturing Industry	100000000
Phone *		
9862365885		
Remarks *		

Current Share Holder Detail

S.N.	Share Holder Name	Share Type	Share Quantity	Share Amount (NPR)	Action
1	Ram	Individual	100000	1000000	
2	Bimala Karki	Individual	100000	1000000	

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	वित्तिकी जाँचको अन्तिम २ वर्षको प्रतिवेदन	Upload 0 File
2	Shareholders' Agreement	सहभागीहरूको सहमतिका लागि	Upload 0 File
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, 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.

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 *

Ram 1500000 150000

New Shareholder Information

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

Transfer Type ? Shareholder Type *

Internal External 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	Action
1	Bio Data	आवृत्ति 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 the 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.

After the application is approved and signed user can see the status as digitally signed.

Share Purchase

+ New Share Purchase

S.N.	Application No.	Industry Name	Entry Date	Status	Action
1	435	Buz Industry Of Nepal	2022-12-06	Digitally Signed	View

User can view the signed document by clicking on view button.

Client Portal
F.Y 2083/83

View Remarks

Foreign SPA Request

Industry Information

Industry Registration No.
8541

Industry Name
Buz Industry of Nepal

Industry Name (in Nepali)
बुज उद्योग

Proposed Legal Status
Partnership Firm

Industry Category
Service

SPA Type ? *
Share Purchase Agreement
Share Subscription Agreement

Contract Date *
YYYY-MM-DD

Contract Date (Bik)

Contract Name *

Share Valuation Report Date *
YYYY-MM-DD

Share Valuation Report Date (Bik)

Valuating Company *

Valuator CA *

UDIN *

Share Valuation as per Valuation Report (USD) *

Share Legal Date *
YYYY-MM-DD

Share Legal Date (Bik)

Remarks
great

Current Share Holder Detail

S/N	Share Holder Name *	Share Type *	Share Quantity *	Share Amount (USD) *

View Signed Certificate

Click **View Signed Certificate** to view the signed certificate document.

4.5.3 Technology Transfer Agreement

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 Progress		
3	Goldstar Limited	2022-06-23	Approved	TTA-4	
4	Neel	2022-06-23	Approved	TTA-3	
5	Friends and Co	2022-06-23	In Progress		
6	Goldstar Limited	2022-06-22	In Progress		
7	Goldstar Limited	2022-06-16	Approved	TTA-01	
8	Friends and Co	2022-06-14	In Progress		
9	Friends and Co	2022-06-14	In Progress		

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?

No Yes

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.



Technology Transfer 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

Foreign TTA Request

Industry Information

Industry Registration No. *
TS

Industry Name *
Gelsiwa Lumbini

Industry Name (in Nepali) *
गेलिवा लुम्बिनी

Proposed Legal Status *
Partnership Firm

Industry Category *
Manufacture Driven Industry

Phone *
9812345678

TTA Information

+ Add Details

S.N.	TTA Type (in English)	Receipt Type	Receipt	Company Name	Action
	Search	All	Search	Search	
No rows to display					

Necessary Documents

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

Previous
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, 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:

Country * Company Address * Phone:

Email Address:

TTA Information

TTA Type * Royalty Type * Royalty Gateway *

Royalty * Contract Date * Proposed Effective Date *

Necessary Documents

S/N	Document Type (in English)	Document Type (in Hindi)	Max File Size (KB)	File
1	Certificate	प्रमाणपत्र	25432	Upload Add New Row

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 | FY 2078/79

Foreign TTA Request

Industry Information

Industry Registration No. * Industry Name * Industry Name (in Nepali) *

Proposed Legal Status * Industry Category * Phone *

TTA Payment Source ? * Proposed Net Sales *

TTA Information

[+ Add Details](#)

S.N.	TTA Type (in English)	Royalty Type	Royalty	Company Name	Action
Search All Search Search					
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 File + Add New Row

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.

SN	Document Type (in English)	Document Type (in Nepali)	File
1	N/A	कोट	Upload 0 files
2	Company Certificate	कम्पनी प्रमाणपत्र	Upload 1075088320.pdf
3	Government Document	सरकारी दस्तावेज	Upload 0 files

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.

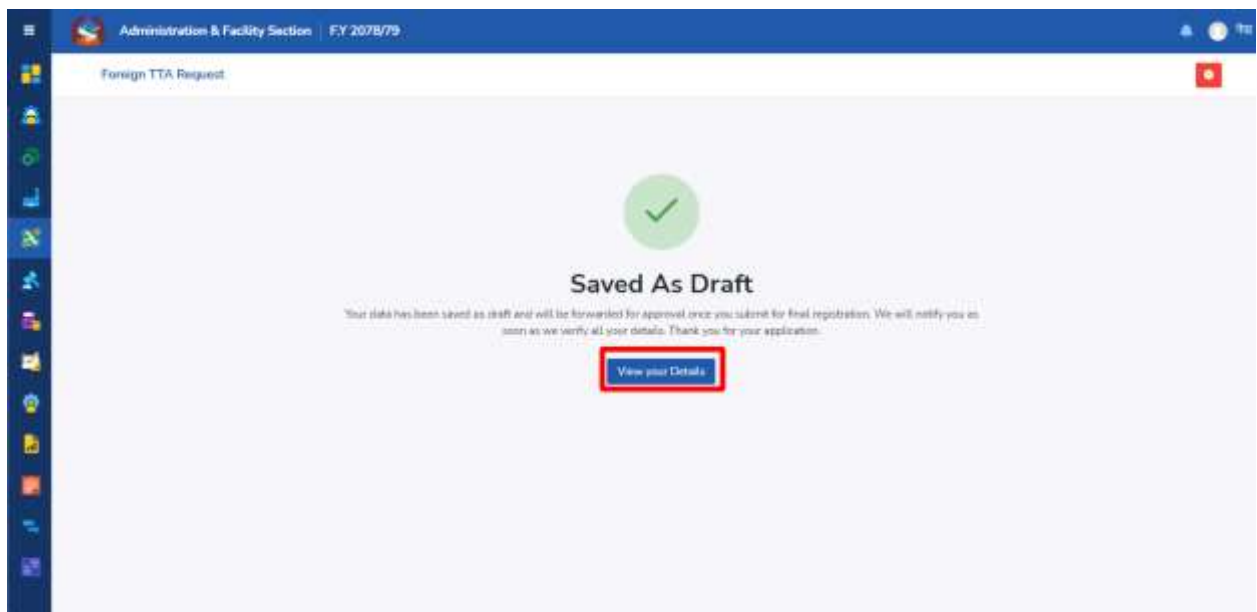
If the user needs to move forward and clicks on the Next button then a dialog box will appear

Confirmation

Are you sure you want to save this?

Cancel Save

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 show the user the filled information.

After the application is approved and signed user can see the status as digitally signed.

Technology Transfer Agreement							+ New Technology Transfer	
S.N.	Application No.	Industry Name	Entry Date	Entry User	Status	TTA Number	Action	
1	163	book store		Marish Pudassini	Digitally Signed	TTA-27-2081		
2	165	Or company new		Marish Pudassini	Digitally Signed	TTA-28-2082		

User can view the signed document by clicking on view button.

Client Portal | FY 2082/83

Foreign TTA Request View Records

Industry Information

Industry Registration Number *
4619

Industry Name
book store

Industry Registration Date
2023-07-17

Industry Registration Date (BIS)
2080-04-01

Proposed Legal Status
Public Limited

Industry Category
Manufacturing

☐ Is Already in Operation?

Technology Transferring Company Information

Foreign Company Name (in English)
OpenAI

Country *
United States

☐ Is Parent Or Group Of Company?

TTA Information

Agreement Name
OpenAI agreement

Agreement Type
Management Agreement

Agreement Date
2024-12-25

Agreement Date (BIS)
2081-09-10

Commencement Date
2024-12-26

Commencement Date (BIS)
2081-09-11

Expiry Date
2025-12-09

Expiry Date (BIS)
2082-08-15

Scope of Service

View Signed Certificate

Click **View Signed Certificate** to view the signed certificate document.

4.5.4 Leave Agreement

Administration & Facility Section | FY 2078/79

Foreign Investment

- New Investment
- Share Purchase
- Technology Transfer Agreement
- Leave Agreement**
- Registration
- Visa Recommendation

New Leave Agreement

Leave Agreement

S.N.	Industry Name	Entry Date	Status	Action
1	Aryal Industry	2022-01-24	In Progress	
2	Bhat Company	2022-03-18	In Progress	
3	Bhawal Industry	2022-02-18	Approved	
4	Tokala Industry	2022-02-18	In Progress	

View: 20 Per Page 1 - 4 of 4

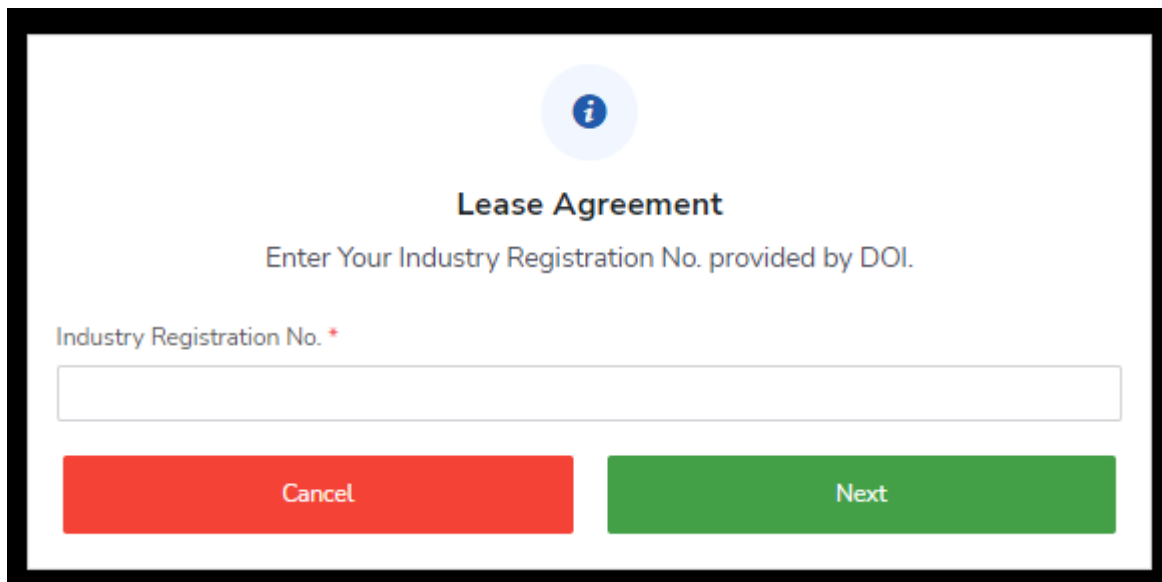
On this screen, the user can view the information about the leave agreement. Here users can see S.N., Industry Name, Entry Date, Status, and Action. If the user wants to add a new leave agreement then click on the new leave agreement button on the top right.



The dialog box has a white background with a black border. At the top center is a blue circular icon with a white lowercase 'i'. Below the icon, the title 'Lease Agreement' is centered in bold black text. Underneath the title, the question 'Before we move forward, Is your industry registered in DOI?' is centered in a smaller black font. At the bottom, there are two rectangular buttons: a red one on the left labeled 'No' in white text, and a green one on the right labeled 'Yes' in white text.

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 dialog box has a white background with a black border. At the top center is a blue circular icon with a white lowercase 'i'. Below the icon, the title 'Lease Agreement' is centered in bold black text. Underneath the title, the instruction 'Enter Your Industry Registration No. provided by DOI.' is centered in a smaller black font. Below this, the label 'Industry Registration No. *' is positioned to the left of a white rectangular text input field. At the bottom, there are two rectangular buttons: a red one on the left labeled 'Cancel' in white text, and a green one on the right labeled 'Next' in white text.

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 | F.Y 2078/79

Lease Agreement Request

Industry Information

Industry Registration No. * Industry Name * Industry Name (in Nepali) *

 Proposed Legal Status * Industry Category * Total Investment *

 Phone **

Lease Information

[+ Add Details](#)

S.N.	Lease Amount *	Lease Duration (in Month) *	Company Name *	Action
Search Search Search				
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 O File + 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 *

 Country * Phone Email Address

Lease Information

Lease Type * Lease Duration (in Month) * Lease Amount *

 Remarks

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 the 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.

SN	Document Type (in English)	Document Type (in Nepali)	File
1	N/A	कोट	Upload 0 files
2	Company Certificate	कम्पनी प्रमाणपत्र	Upload 0/50000kb
3	Government Document	सरकारी प्रमाणपत्र	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. It will direct the user to the screen below.

Saved As Draft

Your data has been saved as draft and will be forwarded for approval once you submit for final registration. We will notify you as soon as we verify all your details. Thank you for your application.

View your Details

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.



4.5.5 Repatriation

S.N.	Repatriation Type	Sender	Receiver	Total Sending Amount	Net Amount	Entry Date	Status	Action
1	Salary Allowance for Expatriates	old store	Bahari	34	32.5	2021-12-15	In Progress	
2	Sale of Shares	old store	Bahari	2312	2080.8	2021-12-15	In Progress	
3	Sale of Shares	old store	Bahari	2312	2080.8	2021-12-15	In Progress	
4	Sale of Shares	old store	Bahari	2312	2080.8	2021-12-15	In Progress	
5	Sale of Shares	old store	Bahari	2312	2080.8	2021-12-15	In Progress	
6	Sale of Shares	old store	Bahari	2312	2080.8	2021-12-15	In Progress	
7	Dividend	Sarafa Industries	Bahari	123	110.7	2021-12-15	In Progress	
8	Dividend	Sarafa Industries	Bahari	123	110.7	2021-12-15	In Progress	
9	Dividend	Sarafa Industries	Bahari	123	110.7	2021-12-15	In Progress	
10	Dividend	Sarafa Industries	Bahari	123	110.7	2021-12-15	In Progress	

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.

Repatriation + Create New Request

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

View per page 1 - 20 of 14

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



Choose the method for Repatriation ?

Dividend

TTA

Cancel

Submit

After Clicking on **Create New Request** Button User should choose the method of Repatriation.

Choose the method for Repatriation ?

Dividend TTA

Enter Your Industry Registration Number *

Cancel Submit

User need to enter the Industry Registration Number for dividend method of Repatriation.

Client Portal FY 2080/81

Registration

Nepali Company Information

Industry Registration No. 88-6704-2003 Industry Name Qr company loan Industry Name (in Nepali) अर्थी कर्मा Industry Category Service

Bank Information

Bank Name and Address

Repatriation Detail

S/N	Fiscal Year	Qualifier/Qualifying Date	Per Share Dividend Percentage	FDS	Dividend Amount	Action
Search	CL	Search	CL	Search	CL	Search

No record to display

Necessary Documents

S/N	Document Type (in English)	Document Type (in Nepali)	Max File Size (KB)	File
Search	CL	Search	CL	Search

No record to display

Submit Request

When a user enters the industry registration number, all the Nepali Company 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
Nepali Company 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.
Bank Information	
Bank Name and Address	Enter the bank Name.
Repatriation Information	
Fiscal Year	Select the Fiscal Year from the list.
AGM Date	Select AGM date
Per share Dividend Percentage	Enter the Percentage
TDS	Select the Currency from the list.
Dividend Amount	Enter the Divident Amount.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

After the application is approved and signed user can see the status as digitally signed.

S.N.	Application No.	Agreement Name	Sender	Entry Date	Status	Action
1	239	Testa Agreement	Qr company new	2026-05-22	Digitally Signed	
2	236	Testa share	yemsa coffee shop	2026-04-27	Digitally Signed	

User can view the signed document by clicking on view button.

Client Portal | FY 2082/83

Repatriation New Request

TTA Detail

TTA Approval Number	Agreement Name	Agreement Date	Agreement Date (BS)
TTA-20-2562	Tata Agreement	2026-05-19	2083-02-09
Agreement Type	Commencement Date	Commencement Date (BS)	Expiry Date
Management Agreement	2026-05-19	2083-02-09	2026-05-31
Expiry Date (BS)	2083-02-17		

Bank Information

Bank Name and Address
Standard Chartered, Kathmandu, Nepal

Nepal Company Information

Industry Registration No.	Industry Name	Industry Name (In Nepali)	Industry Category
10-6704-2091	Q- company new	कम्पनी नयाँ	Service

Foreign Company Information

Company Name	Country
Tata	United States

Repatriation Detail

[View Signed Certificate](#)

Click **View Signed Certificate** to view the signed certificate document.

4.5.6 Visa Recommendation

Administration & Facility Section | FY 2078/79

Visa Recommendation Create New Request

S.N.	Visa Type	Industry Name	Entry Date	Status	Action
1	Business Visa	Golcha Industry	2022-04-28	Pending	
2	Business Visa		2022-04-28	In Progress	
3	Non Tourist Visa	Arjyal Industry I	2022-05-34	In Progress	
4	Non Tourist Visa	Arjyal Industry I	2022-05-34	In Progress	
5	Business Visa	new pvt ltd	2022-05-34	In Progress	
6	Business Visa	new pvt ltd	2022-05-34	Pending	
7	Business Visa	new pvt ltd	2022-05-34	Pending	
8	Non Tourist Visa	Herak Poud Company	2022-05-15	In Progress	
9	Non Tourist Visa	Herak Poud Company	2022-05-15	Pending	
10	Business Visa	new pvt ltd	2022-05-15	Pending	

View: 20 Per Page 1 - 10 of 17

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.

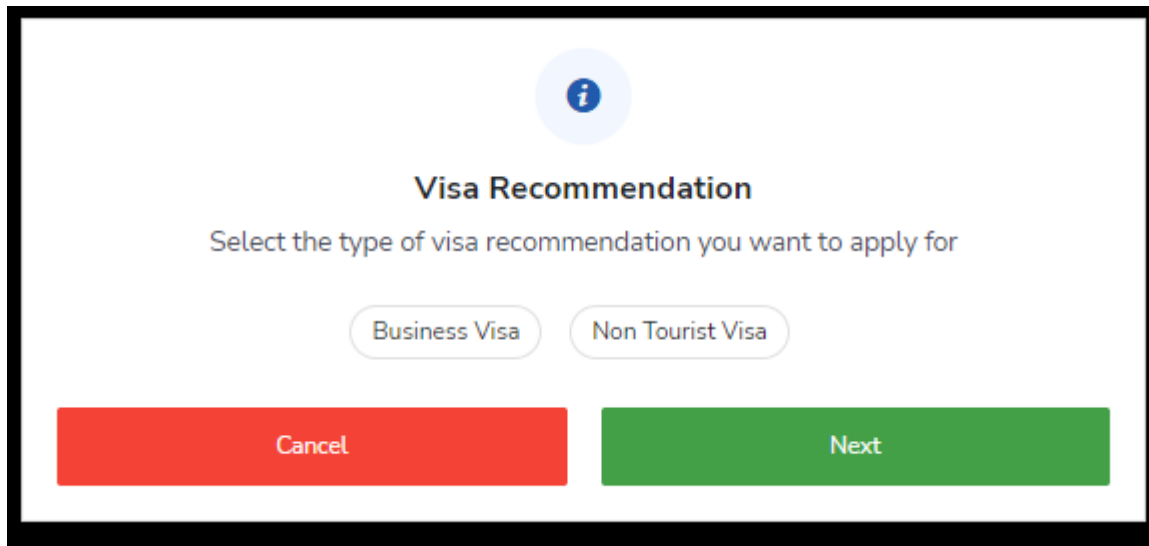
Search:

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.



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 | FY 2078/79

Business Visa Recommendation View Approval History

General Information

PID Registration No *	Industry Name (In English)	Industry Name (In Nepali)	Industry Category
Total Project Cost	Total Employee	Total Foreign Employees	Investment T&I Date (NPR)
Foreign Investment T&I Date	Approval Date	Operation Date	

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	अर्ज	Upload 0 Rows + 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 *	Gender*	Passport No*
	Male Female Others	
Status in Company*	Last Visa Duration *	Last Visa Status*
	Select	Select
Last Visa Approval Date *	Last Visa Expiry Date *	Committed Investment*
YYYY-MM-DD	YYYY-MM-DD	
Investment Till Date (NPR) *	Requested Visa Duration *	
	Select	

Address Information

Country *	Address*	Nepali Address
Phone	Email Address	

Necessary Documents

S.N.	Document Type (In English) ▲	Document Type (In Nepali) ▲	File ▲
1	Bio Data	बायो डाटा	Upload 0 files + Add New Row

Cancel
Submit
Save & Add More

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.

After the application is approved and signed user can see the status as digitally signed.

[+ Create New Request](#)

S.N.	Application No.	Visa Type	Applicants	FDI Approval Number	Industry Name	Entry Date	Entry User	Status	Action
1	567	Business Visa	Rohit shrestha (Passport: 9897896789)	449	Samsung A52	2025-04-21	Manish Pudasari	Digitally Signed	
2	568	Business Visa	Rohit shrestha (Passport: 9897896789)	449	Samsung A52	2025-04-21	Manish Pudasari	Digitally Signed	
3	568	Business Visa	Rohit shrestha (Passport: 9897896789)	449	Samsung A52	2025-04-21	Manish Pudasari	Digitally Signed	
4	568	Business Visa	Rohit shrestha (Passport: 9897896789)	449	Samsung A52	2025-04-21	Manish Pudasari	Digitally Signed	

User can view the signed document by clicking on view button.

Client Portal | F.Y 2082/83

View Records

General Information

FDI Registration No.

443

FDI Approval Date

2025-03-02

FDI Approval Date (BIS)

2061-11-18

Industry Registration Date

Industry Registration Date (BIS)

Industry Name (in English)

Samsung A52

Industry Name (in Nepali)

Samsung A52

Industry Category

Tourism

Investor (1)

Representative

Dependent

S.N.	Applicant Name	Passport No.	Country	Applicant Type	Visa From Date	Visa Till Date	Action
1	Buddhendra	8897896789	Aruba	Investor	2025-04-01	2026-02-24	

Remarks

View Signed Certificate

Click **View Signed Certificate** to view the signed certificate document.

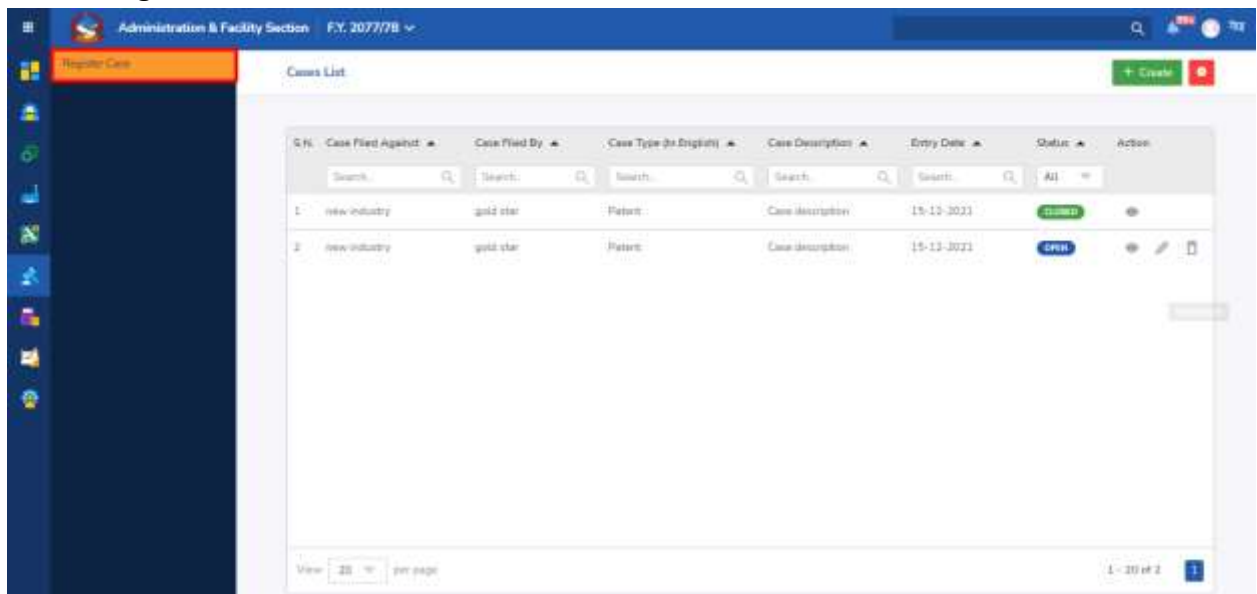
4.6 Legal Section



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



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.

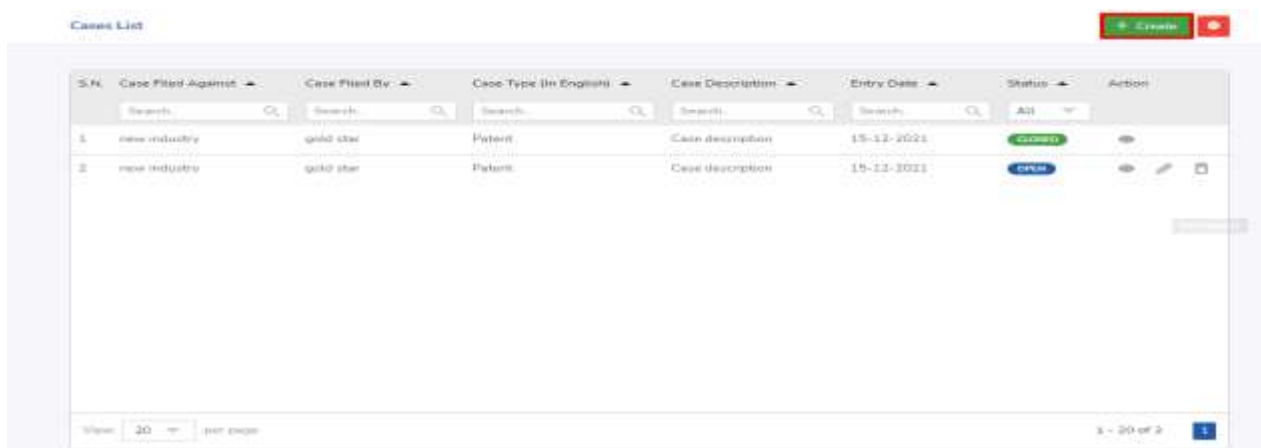
Search:

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.



Administration & Facility Section - FY 2078/79

Add New Case

Case Information

Case Filed Against * Case Filed By * Date * Case Type *

Case Title * Trademark * Case Category * Application No. *

Case Status * Case Change *

Case Adesh

Adesh Description * Order Date * Add Details

Necessary Documents

S.N.	Document Type (in English)	Document Type (in Nepali)	Max File Size (KB)	File
1	Form Document	फर्म प्रमाणपत्र	1000	Upload

+ Add New Row

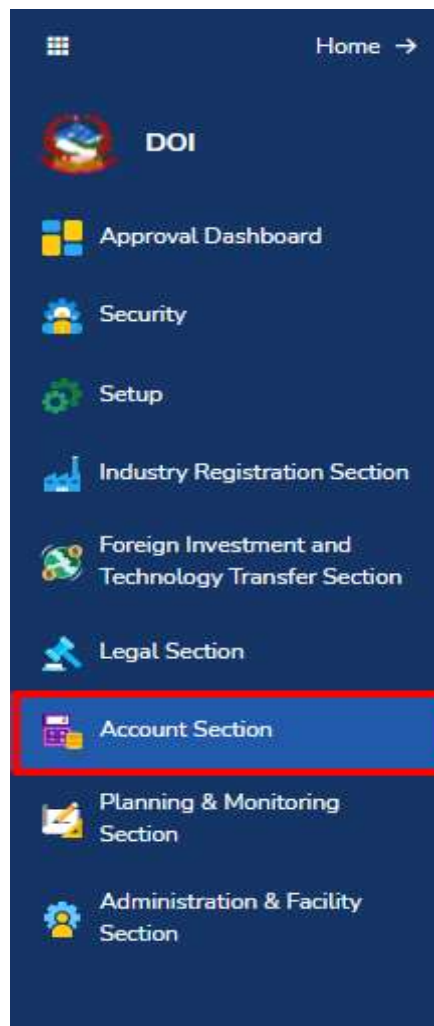
+ Save + Reset

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.

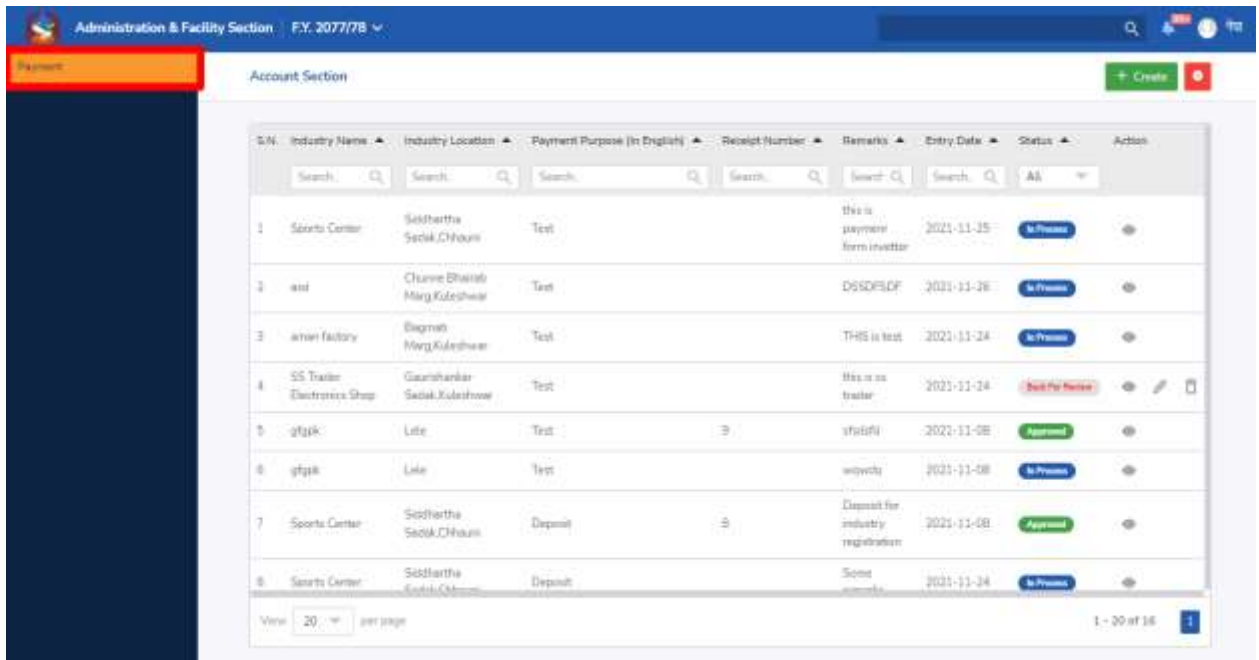
Case Status	Select the case status.
Case Charge	Enter the case charge.
Case Description	Enter the case description.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

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



S.N.	Industry Name	Industry Location	Payment Purpose (In English)	Receipt Number	Remarks	Entry Date	Status	Action
1	Sports Center	Siddhartha Setaik, Chhoun	Text		this is payment form investor	2021-11-25	In Progress	
2	and	Chunne Bherale Marg, Kuleshwar	Text		DSSDPSDF	2021-11-26	In Progress	
3	anion factory	Begmat Marg, Kuleshwar	Text		THIS is test	2021-11-24	In Progress	
4	SS Trailer Electronics Shop	Gaunshankar Setaik, Kuleshwar	Text		His is ss trailer	2021-11-24	Back For Review	
5	gfgsk	Lake	Text	3	yfufofi	2021-11-08	Approved	
6	gfgsk	Lake	Text		uqyvcq	2021-11-08	In Progress	
7	Sports Center	Siddhartha Setaik, Chhoun	Deposit	5	Deposit for industry registration	2021-11-08	Approved	
8	Sports Center	Siddhartha Setaik, Chhoun	Deposit		Some records	2021-11-24	In Progress	

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.

Account Section

Industry Information

Industry Registration No. *
Proposed Legal Status *
Industry Type *
Company Name (In Nepali)
Company Name (In English)
Industry Category *
Industry Name (In Nepali) *
Industry Name (In English) *
Estimated Period(Months) *
Email Address
Phone No
Location

Transaction Information

Payment Purpose (In English) *
Amount (BTR) *
Revenue Title *
Payment Date *
Remarks *

Necessary Documents

S.No.	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.	Voucher of Bank	बैंक चेक	5120	Upload 0 files

Save Reset

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.

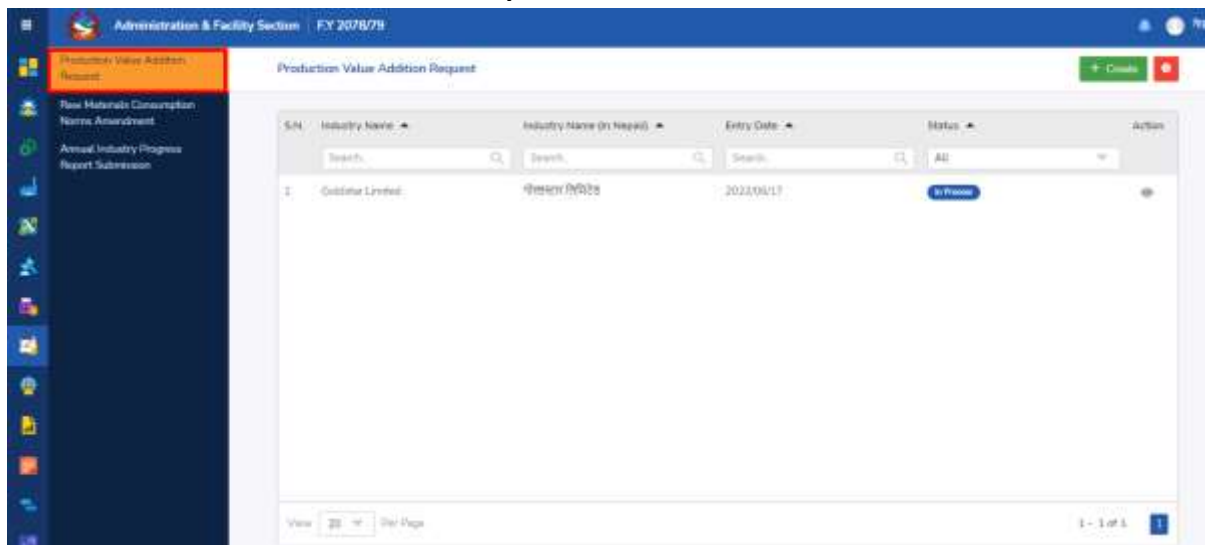
Phone No	Data retrieved from system.
Location	Data retrieved from system.
Transaction Information	
Payment Purpose (In English)	Select the payment purpose.
Amount (NPR)	Enter the Amount.
Revenue Title	Select the revenue title.
Payment Date	Select the payment date.
Remarks	Input the Remarks.
Necessary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



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.

Administration & Facility Section - FY 2078/79

Production Value Addition Request

General Information

Industry Name * Phone No * Province * District * Tole/Street *

Contact Person Information

Full Name * Mobile No * Email Address *

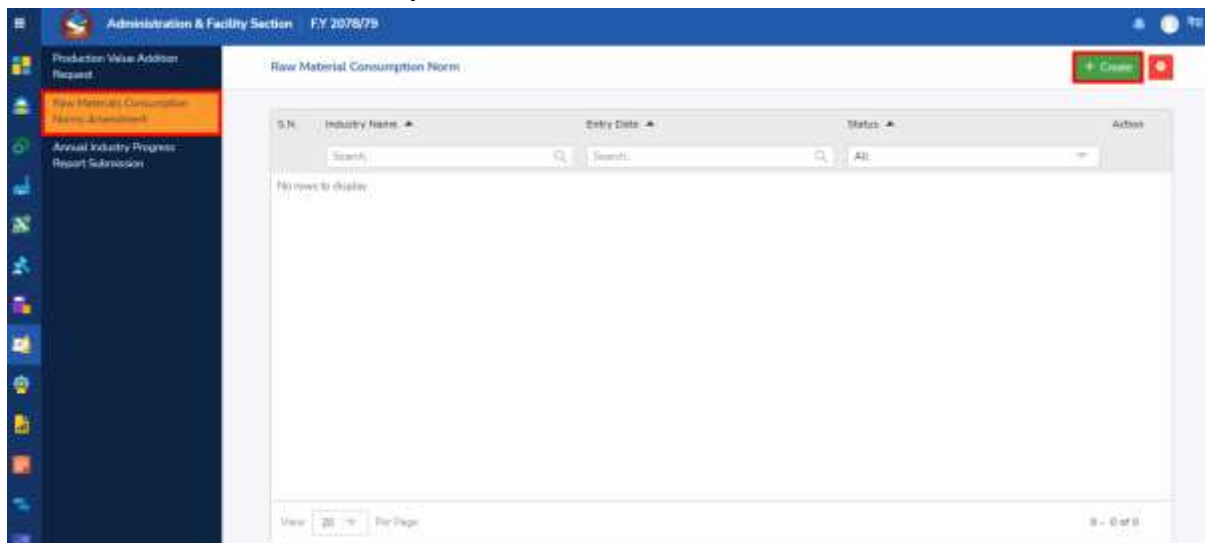
Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Industry Registration Certificate	उद्योग दर्ता प्रमाणपत्र	5120	Upload 0 Files
2	Production Data Sheet	उत्पादन डाटा शीट	2190	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



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 Services FY 2024/25

New Materials Consumption Name Amendment

General Information

Industry Name * Product * Process * District Name *

Street *

Contact Person Information

Full Name * Telephone * Email Address *

Approved Product & Annual Production Capacity

S/N	Product *	Annual Capacity *	Unit *
1	INTERNATIONAL CARPET HANDLINE	15000	Rsq

Product that needs material consumption name to be fixed

Production Name or Explain * Other Product Name * Other Product Name (Repeat) *

Product Production Process *

Raw Material Consumption Information

Raw Material * Quantity * Unit Name * Search

S/N	Raw Material *	Quantity *	Unit *	Action
				Delete

No record to display

Waste Management Information

Raw Material * Quantity * Unit Name * Search

Process Step * Wastage to Manager Workshop *

S/N	Raw Material *	Process Step *	Quantity *	Unit *	Necessity for Managing Waste *	Action
						Delete

No record to display

List of Machinery

Machinery Name * Tel * Unit *

Rate * Capacity * Total Amount *

S/N	Machinery Name *	Tel *	Amount Price *	Action
				Delete

No record to display

Necessary Documents

S/N	Document Type (In English) *	Document Type (In Somali) *	Max File Size (MB) *	File *
1	Company Audit Report of last 2 years	BARAARSOO BAYDASHIIN KAMA DHAQAN	\$1.20	Upload 0 files
2	Industry Registration Certificate	CADIRKA BARAARSHO	\$1.20	Upload 0 files
3	Production and Raw Material Consumption Data	DHAWRQAAT IYO BARAARSHO	\$1.20	Upload 0 files

Terms & Conditions

The details given in the form is true and correct, hence all false information we shall be prosecuted.

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.

After the application is approved and signed user can see the status as digitally signed.

Raw Material Consumption Norm

+ Create

S.N.	Application No.	Industry Name	Entry Date	Status	Action
1	238	Summit Enterprises	2026-06-01	Digitally Signed	 
2	234	Manvel	2026-04-13	Digitally Signed	 

User can view the signed document by clicking on view button.

Raw Materials Consumption Norms Amendment

View Remarks

General Information

Industry Name * Purpose * Province * District Name *

Street *

Contact Person Information

Full Name * Mobile No. * Email Address *

Choose Norms Type *

☐ Raw Material Consumption Determination ☐ Raw Material Consumption Norms Amendment

Approved Product & Annual Production Capacity

S.N.	Product	Annual Capacity	Unit
1	Software development	90.00	nos

View Signed Certificate

Click **View Signed Certificate** to view the signed certificate document.

4.8.3 Annual Industry Progress Report Submission

Administration & Facility Section FY 2078/79

Production Value Addition Request
Raw Materials Consumption Name Amendment
Annual Industry Progress Report Submission

Annual Industry Progress Report

+ Create

S.N.	Industry Name	Industry Name (In Nepali)	Entry Date	Status	Action
1	NEPAL COMMERCIAL CORPORATION	NEPAL COMMERCIAL CORPORATION	2072-06-28	Approved	View Delete
2	Sanyo Mahachari	सुनार महारि	2072-06-28	Approved	View Delete

View 20 Per Page 1 - 2 of 2

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 2024/25

Production Value Addition Request

Raw Materials Consumption Status Amendment

Annual Report's Progress Report Submission

Annual Industry Progress Report for FY

Important Notice

Please verify all the details of your industry and submit your annual progress report by 30th. Please make necessary changes if any of the following details do not match your industry's current information.

Industry Basic Information

Industry Name *

Industry Registration No. *

Industry Registration Date *

Industry Operation Status *

Industry Operation Start Date *

Annual Industry Operation Duration *

Product *

Sub-product *

Local Body *

Ward No. *

Township *

Contact Person *

Mobile *

Email *

Post *

Start Date *

End Date *

Product Services Information

Industry Product *

Annual Production Capacity *

Add Annual Production Capacity

S.N.	Product *	Proposed Annual Production Capacity *	Unit *	Product Description *	Annual Production Capacity *	Action
	Search	Search	Search	Search	Search	

No record to display.

Investment Information

Proposed Total Investment *

Proposed Foreign Investment *

Total Investment *

Foreign Investment *

Employee Information

Industry Type *

Employee Type *

Total Local Employees *

Total Foreign Employees

Monthly Salary

Total Amount

Add Details

S.N.	Industry Type *	Employee Type *	Total Local Employees *	Total Foreign Employees *	Total Employees *	Monthly Salary *	Total Amount *	Action
	Search	Search	Search	Search	Search	Search	Search	

No record to display.

Total Human Resources

No record to display.

Raw Materials Information

Raw Material *

Annual Requirement *

Unit *

Rate

Total Amount

Specify Source

Local

Foreign

Both

Add New Materials

S.N.	Raw Material *	Annual Requirement *	Unit *	Rate *	Amount (PKR) *	Source *	Action
	Search	Search	Search	Search	Search	Search	

No record to display.

Total Raw Materials

No record to display.

Utility Fuel Information

Utility Fuel *

Annual Requirement *

Unit *

Rate

Total Amount

Specify Source

Local

Foreign

Both

Add Details

S.N.	Utility *	Annual Requirement *	Unit *	Rate *	Amount (PKR) *	Source *	Action
	Search	Search	Search	Search	Search	Search	

No record to display.

Necessary Documents

S.N.	Document Type (in English) *	Document Type (in Nepali) *	Max File Size (KB) *	File *

No record to display.

Terms & Conditions

You hereby agree on the facts & documents entered. Devoid of legal information can result in prosecution. *

Submit Report

DOI - User Manual (External)

150

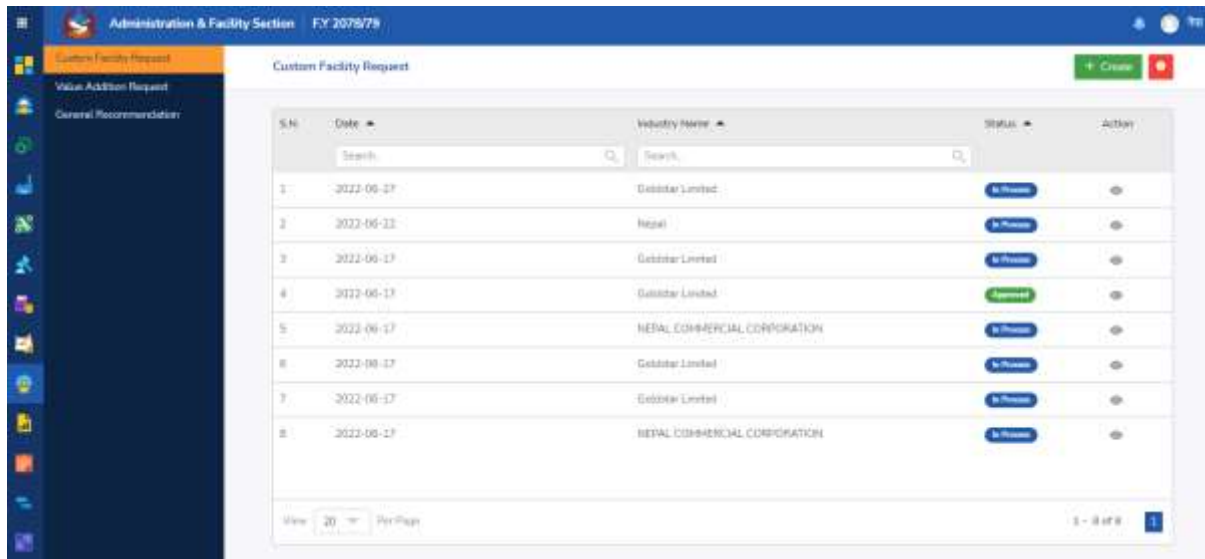
Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. The user should click Submit Report button after filling out the required fields.

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 Progress	
2	2022-06-23	Neural	In Progress	
3	2022-06-17	Goldstar Limited	In Progress	
4	2022-06-17	Goldstar Limited	Approved	
5	2022-06-17	NEPAL COMMERCIAL CORPORATION	In Progress	
6	2022-06-17	Goldstar Limited	In Progress	
7	2022-06-17	Goldstar Limited	In Progress	
8	2022-06-17	NEPAL COMMERCIAL CORPORATION	In Progress	

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 * Custom Name *

Import Goods Information

Import Type * Name * Unit Name * Quantity *

Amount (BPR) * Country (In English) * Amount (BPR) * Country Name *

Supplier's Name * Amount For Tax Facility (BPR)

Remarks

+ Add

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

No rows to display

Necessary Documents

S.N.	Document Type (In English)	Document Type (In Nepali)	Max File Size (KB)	File
1	Application *	अर्ज	500	Upload 0 files
2	Citizenship *	नागरिकता	25430	Upload 0 files
3	Industry Registration Certificate *	उद्योग रजिस्ट्रेशन प्रमाणपत्र	5520	Upload 0 files
4	Tax Clearance *	कर छुट 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.

After the application is approved and signed user can see the status as digitally signed.

S.N.	Application No.	Date	Industry Name	Status	Action
1	255	2075-06-28	Qr company new	Digitally Signed	View

User can view the signed document by clicking on view button.

Facility Request

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

Industry Registration Date* Industry Registration Date (BS) Industry Registered Office Name * Fixed Capital*

Working Capital* Recommendation Office * Recommendation Office Name (In Nepali)*

Contact Person Information

S.N. Contact Person Name * Contact Person Address *

[View Signed Certificate](#)

Click **View Signed Certificate** to view the signed certificate document.

4.9.2 Value Addition Request

Administration & Facility Section FY 2079/79

Value Addition Form

S.N.	Date	Industry Name	Status	Action
1	2022-06-17	Gulistan Limited	In Progress	
2	2022-06-17	Gulistan Limited	Pending	

View: 20 Per Page 1 - 2 of 2

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 F.Y 2078/79

Value Addition Form

Industry Information

Industry Name * District * Town/Street *

Industry's Objective *

Date

Year * From Date * To Date *

Export Information

Product/Services (in English) * Export Quantity * Unit Name * Total Amount *

Currency (in English) * Total Amount (NPR) * Country Name * Bank *

Harmonized Code *

Raw Materials

S/N	Product/Services (in English)	Export Quantity	Total Amount	Total Amount (NPR)	Country Name	Bank	Harmonized Code
No rows to display							

Raw Material * **Unit Name *** **Local Quantity *** **Local Amount ***

Foreign Quantity * **Foreign Source Country *** **Foreign Amount *** **Currency (in English) ***

Foreign Amount (NPR) *

Next

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 *

+ Add

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) *

+ Add

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.

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.

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.

Print

नेपाल सरकार
उद्योग वाणिज्य तथा आपूर्ति विभाग
उद्योग विभाग
(योजना, अनुगमन तथा औद्योगिक तथ्यांक शाखा)

विषय - मूल्य अभिवृद्धि (Value Addition) (समावेश)

मिति: २०७९/०९/०९

श्री
आदरणीय श्री महोदय/श्रीमान, काठमाडौं।

प्रस्तुत विषयमा तयस उद्योगले आफ्नो उत्पादन (१) मा मूल्य अभिवृद्धि प्रमाणित गरिदिन दिएको निवेदन उपर कारवाही भुदा तयस उद्योगले पेश गरेको तथा स्वघोषणा समेतका आधारमा उक्त उत्पादनको मूल्य अभिवृद्धि १६ (षोडश) भन्दा बढी हुने देखिएको व्यहोरा मिति २०७६-०९-१०को निर्णयानुसार अनुरोध छ।

साक्षर अधिकृत

सम्पर्क नम्बर: ९७५११०१, ९७५११०२, ९७५११०३, २२५११९९, फ्याक्स: ९७५१-९७५१११२, ईमेल: info@doind.gov.np, वेबसाइट: https://www.doind.gov.np
आफ्नो पत्राचार गर्दा धन संख्या र मिति उल्लेख गर्नुहोस्।

4.9.3 General Recommendation

Administration & Facility Section | FY 2078/79

Tax Facility Request
Value Addition Request
General Recommendation

General Recommendation

S.N.	Industry Name	Recommendation Date	Recommendation Type	Recipient Office	Status	Action
Search... Search... Search... Search...						
No record to display						

View: 20 Per Page 0 - 0 of 0

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 | FY 2078/79

Tax Facility Request
Value Addition Request
General Recommendation

General Recommendation

Industry Name * Date * Recipient Office * Recommendation Type *

Necessary Documents

S.N.	Document Type (in English)	Document Type (in Nepali)	File
1	Company Certificate	फर्मको प्रमाणित	Upload Office 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 | FY 2078/79

Feedback

S.N.	Question	Entry Date	Action
1	Where should we visit for admin	2078.02.11	

View: 20 Per Page

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.

6. Additional Notes

For the remarks sent back to review to users from the approval flow, the users can see the remarks sent back from view remarks button as displayed below.

Client Portal F.P. 2080984

Foreign TTA Request

Industry Information

Industry Registration Number *
W 9883 2380

Industry Name
camco-reflex shop

Industry Registration Date
2024-06-17

Industry Registration Date (BIS)
2081-09-03

Proposed Local Station
Proprietary Firm

Industry Category
Manufacturing

☐ Is Already In Operation ?

Technology Transferring Company Information

Foreign Company Name/Institution
SOT 168

Country *
Algeria

☐ Is Parent Or Group Of Companies ?

TTA Information

Agreement Name
new agreement

Agreement Type
Management Agreement

Agreement Date
2020-01-01

Agreement Date (BIS)
2081-09-03

Expiry Date
2024-01-01

Expiry Date (BIS)
2081-09-08

Scope of Service

Service Scope *
test text

View Remarks

Required change to be done is displayed like in this image.

Client Portal F.P. 2080984

Foreign TTA Request

Approval History

S/N	Auth Level	Role	Section Name	Action Remarks	Date
1	1	System Admin	Foreign Investment & Technology Transfer Section	Need	2025-07-18

View 20 100 Per Page 1 - 1 of 1

Also for form with various steps, the remarks for sent back to the user can be viewed in icon in the steps as shown below.

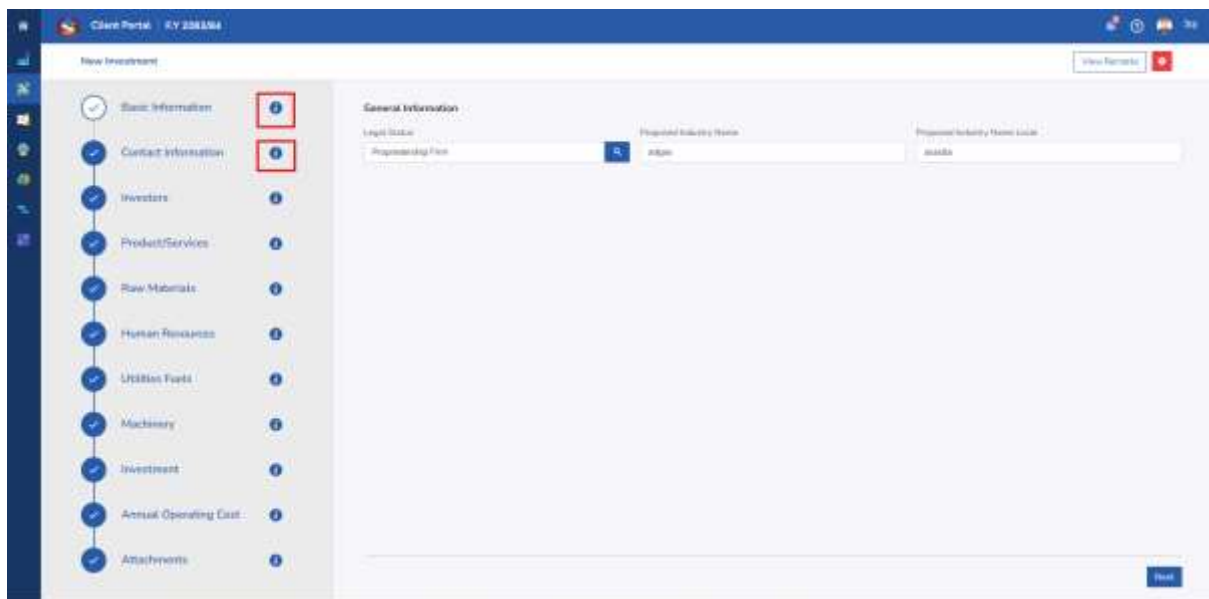


Fig: Back for review remarks view in New investment and similar menu like Industry Registration, Licensing, Data Update

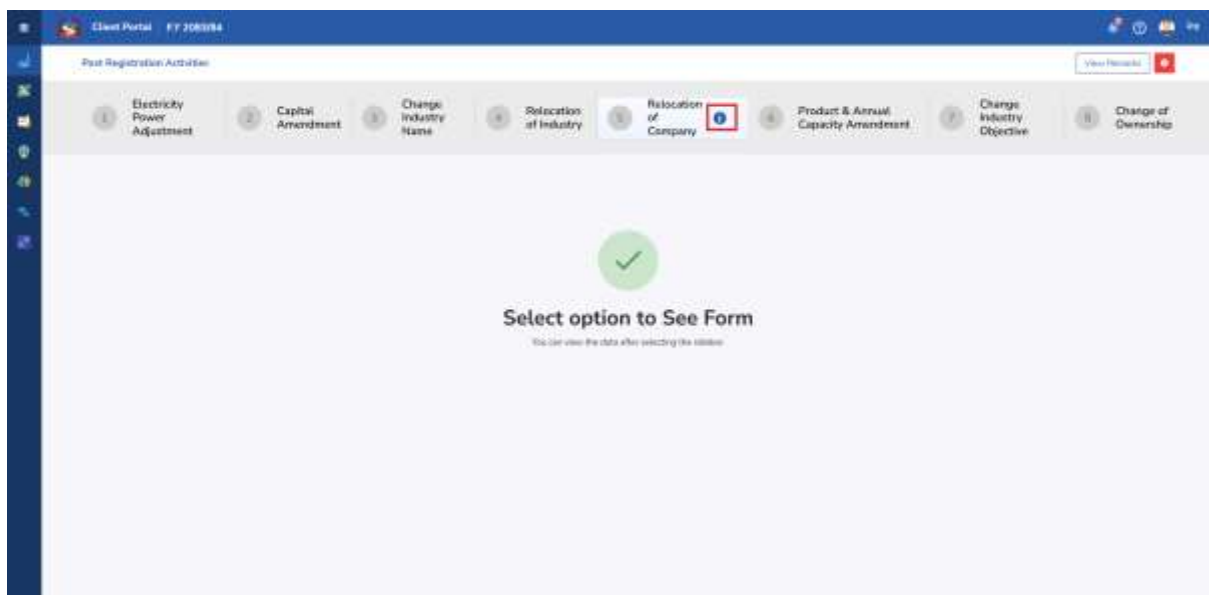


Fig: Back for review remarks view in Post Registration

User can hover to the above displayed icon and see the remarks sent back to review.