

### 3 Post Registration

#### 3.1 Create User

To create User who have already been registered with OCR and have received Registration Number can follow the following steps.

- To establish a new Company, please click [here](#) **New !**
- To get username and password for already registered company, please click [here](#)
- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font.

Figure 50: Link for new User Registration

Step 1: Click on [here](#) button as shown in Figure 50 for User and you will be redirected to the following page:

Figure 51: Company Registration Number Search form

- Step 2: Enter your Company Registration Number in 'Your Company Registration No.' textbox.
- Step 3: Click on [Search](#) button to Search your company information or click on [Back](#) button to go back to pervious page.
- Step 4: After you click on [Search](#) button your Company detail will be displayed.
- If more than one company with same registration number is found then the list of company name will be displayed as follows:

S.No.	Company Name
1	ABISKAR POULTRY FIRM PVT. LTD
2	Global Friendship Multi Purpose Company
3	SNOW FALL HOTEL AND LODGE

Figure 52: Company List with same registration number

- You can select your company name by clicking on your **Company Name** and you will be redirected to **Create User** form
- If duplicate registration number is not found then you will be redirected to the '**Create User**' page directly.

**Please fill the form completely and click on 'Create User'.**

**Create e-Services User**

Company Registration No : 1234

Company Name (Nepali) : स्नोफल होटल एण्ड लज

Company Name (English) : SNOW FALL HOTEL AND LODGE

Address : हेलम्बु-८, सिन्धुपाल्चोक, १३, मध्यमाञ्चल बिकास क्षेत्र

Company Phone No. \* : 4263090

Company E-mail \* : bhupendrarijal33@yah

P.O. Box No. :

Applicant's Name \* : Bhupendra Rijal

Gender : Male

Intermediary : ☐

Code : **I2ke20** [Try new code](#)

Type the Code shown above \* : L2KE20

\* denote mandatory

[Create User](#) [Back](#)

Figure 53: Create User Form

Here in 'Create User' form you can view detail of you company. To create user for your company fill the required information in the form:

- Enter your Company Phone Number in "**Company Phone No.**" text box.
- Enter your email address in "**Email Address**" test box.
- Enter P.O Box number in "**P.O Box N**" text box.
- Enter Applicant Name in "**Applicant Name**" textbox.
- If registration is done on behalf of the company on then select **Intermediary**
- Enter the displayed code in "**Type the code shown**" textbox
- If you find the code to be difficult then you can click on [Try new code](#) button and enter new code will be displayed.

Step 5: After you fill up the form, if you want to go back to previous page then you can click on [Back](#) button and you will be redirected to the Login Page. If you want to submit the form then click on

[Create User](#)

button to submit the form.

*Note: Here, in Create User form fields marked as \* are all required fields.*

Step 6: After you submit the **Create User** form, mail will be send to your given email address with attachment and detail to create online user in **OCR e-Services** and you will be redirected to Login Page with the confirmation message as shown below:

नेपाल सरकार  
उद्योग मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

Online Service Form sent to : bhupendrarajal33@yahoo.com . Please contact the Office of the Company Registrar within 35 days.

Welcome to OCR e-Services

Confirmation Message

- To establish a new Company, please click [here New !](#)
- To get username and password for already registered company, please click [here](#)
- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font.

द्रष्टव्य :

पहिलो चरणमा कुटेका कम्पनीहरूका विवरणहरू अद्यावधिक भइरहेको जानकारी गराइन्छ ।

Sign In

Username

Password

Password is case-sensitive.

LOGIN Create Company User Account

Forgot Password

Office of Company Registrar ©Copyright 2013.

Figure 54: Confirmation message

e-services@ocr.gov.np  
To Me

M/S SNOW FALL HOTEL AND LODGE (Pvt.Ltd)

Thank you for requesting to create an online user account for the Office of the Company Registrar online services.

Please download the attached ANNEX 1.  
Download and sign the ANNEX 1 by authorized person. Also, stamp with the company seal.

Submit the signed ANNEX 1 at the Office of the Company Registrar along with the photocopy of company registration certificate and the Board of Director's decision on the authorized person to sign the ANNEX 1, obtain and use the company username and password.

Best Regards,  
Office of the Company Registrar  
Ministry of Industry  
Government of Nepal  
Tripureshwor, Kathmandu, Nepal

P.S. Unicode support and 'Mangal' font is required to properly view this document.

THIS MESSAGE IS SYSTEM GENERATED - PLEASE DO NOT REPLY TO THIS EMAIL.

e-ServicesForm (2... .rtf) View Download

Reply, Reply All or Forward | More

Norton by Symantec

Figure 55: Sample format of mail to Create User for already Registered Company

**अनुसूची १**  
**दफा ३ को उपदफा (१) संग सम्बन्धित**

श्रीमान रजिष्ट्रारज्यू  
कम्पनी रजिष्ट्रारको कार्यालय ।

मिति : २०७१-०२-०४

म / हामी त्यस कार्यालयबाट उपलब्ध हुने विद्युतीय सेवा प्राप्त गर्ने सम्बन्धमा तोकिएका शर्तहरू पूर्णरूपमा पालन गर्न सहमत भई कम्पनी दर्ताको प्रमाणपत्र समेत संलग्न गरी सो सेवा प्राप्त गर्न यो निवेदन पेश गरेको छु / छौं ।

निवेदक

नाम :

पद :

हस्ताक्षर :

कम्पनीको नाम : SNOW FALL HOTEL AND LODGE

कम्पनीको दर्ता नम्बर : 1234

फोन नम्बर : 4263090

इमेल : bhupendrarijal33@yahoo.com

**विद्युतीय सेवा प्रयोग कर्ताले पालना गर्नु पर्ने शर्तहरू**

- १) विद्युतीय सेवा प्राप्त गर्न चाहने कम्पनीले कार्यालयको वेवसाइट मार्फत निवेदन दिनु पर्नेछ र यसरी दिएको निवेदन अनलाइन मार्फत कार्यालयमा प्राप्त भए पश्चात तत्काल नै कम्पनीलाई निजको इमेलमा मार्फत यो निवेदन उपलब्ध हुनेछ। यसरी उपलब्ध भएको शर्त सहितको निवेदनमा कम्पनीको आधिकारी ब्यक्तिको हस्ताक्षर, कार्यालयको छाप र कम्पनी दर्ता प्रमाणपत्रको फोटो कपी सहित कार्यालय समक्ष पेश गर्नुपर्नेछ ।
- २) कार्यालयबाट उपलब्ध हुने विद्युतीय सेवाको प्रयोग कम्पनीको अध्यक्ष, प्रबन्ध संचालक, कार्यकारी निर्देशक, कम्पनी सचिव वा कम्पनीले तोकेको आधिकारिक व्यक्तिले मात्र गर्नुपर्नेछ ।
- ३) विद्युतीय सेवा प्राप्त गर्ने कम्पनीले त्यस्तो सेवाको प्रयोग गर्न आफ्नो पासवर्ड तथा प्रयोगकर्ताको नाम (User name and Password) अन्य व्यक्ति वा कम्पनीलाई दिन पाउने छैन। यदि दिएको पाइएमा त्यस्तो कम्पनीलाई विद्युतीय सेवा प्राप्तीबाट वञ्चित गर्न सकिनेछ ।
- ४) यदी कुनै कम्पनीले विद्युतीय सेवा प्रयोगकर्ता (User name) परिवर्तन गर्न चाहेमा सोको कारण सहित कार्यालयमा निवेदन दिनु पर्नेछ ।
- ५) विद्युतीय सेवा प्रयोगकर्ताले सो सेवा प्रयोग गर्न नजानेको वा यसको दुरुपयोगको कारण कुनै क्षति भएमा, वा गोपनियता भंग भएमा वा अन्य कुनै दायित्व सृजना भएमा व्यक्तिगतरूपमा प्रयोगकर्ता नै जिम्मेवार हुनेछ ।
- ६) कार्यालयले विद्युतीय सेवा उपलब्ध गराउने सम्बन्धी शर्त प्रक्रियामा समय समयमा विना अग्रिम सूचना संशोधन वा परिवर्तन गर्न सक्नेछ ।
- ७) कुनै प्राविधिक कारण वा इन्टरनेटको पहुच नभएको कारण विद्युतीय सेवा उपलब्ध हुन नसकेमा कार्यालय जिम्मेवार हुनेछैन ।
- ८) विशेष परिस्थिति उत्पन्न भएमा कार्यालयले विना सूचना सबै वा केही विद्युतीय सेवा बन्द गर्नसक्नेछ ।
- ९) विद्युतीय सेवा उपलब्ध गराउने वा परिमार्जन गर्ने सन्दर्भमा कार्यालयले अन्य सेवा प्रदायकसंग गरेको सम्झौतासमेत लागू हुनेछ ।
- १०) विद्युतीय सेवा प्राप्त गर्न पासवर्ड र प्रयोगकर्ताको नाम प्राप्त गरे पश्चात् लगातार एक वर्षसम्म त्यस्तो सेवाको प्रयोग नगरेमा त्यस्तो कम्पनीको हकमा सो सेवा स्वतः बन्द हुनेछ ।
- ११) कुनै पनि खारेज वा कुनै कारणवस बन्द भएमा वा अर्को कम्पनीसंग गाभिएमा पनि त्यसरी खारेज वा बन्द भएको वा गाभिएको कम्पनीको खाता बन्द हुनेछ ।

कम्पनीको नाम : SNOW FALL HOTEL AND LODGE

दर्ता नम्बर : 1234

संचालकको नाम :

हस्ताक्षर :

फोन नम्बर : 4263090

इमेल : bhupendrarijal33@yahoo.com

पत्र मञ्जषा :

Figure 56: Sample Format of the form received in mail attachment to create user in OCR e-Services for already Registered Company



Step 7: Download and print the attachment that you have received in your email address. Carefully read the downloaded attachment form. After you have read all the detail instruction in the form, fill the form to create user in OCR e-Services and submit the form (signed and sealed) along with all the required documents at the Office of Company Registrar within 7 days.

Now further process to create user for already registered company will be carried out at the Office of Company Registrar.

If your application to create new user for your company in OCR e-services is approved then the confirmation mail will be send to your email address with login detail to access your account as follows:

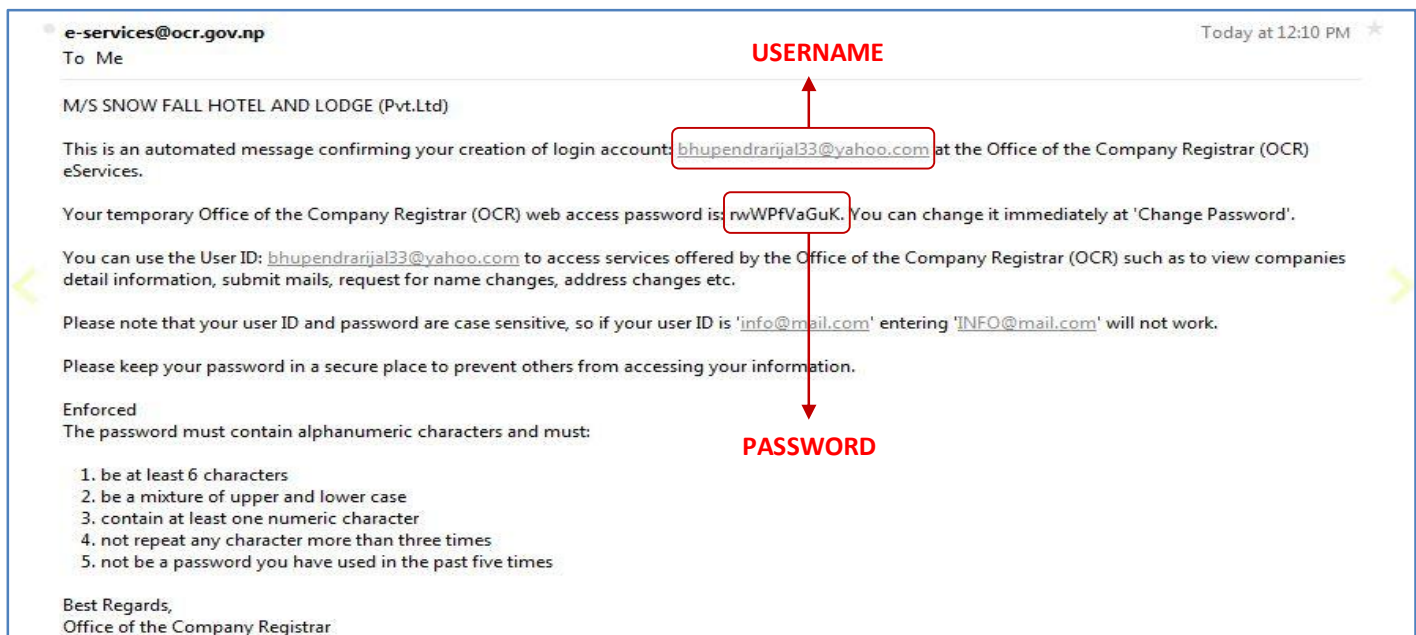


Figure 57: Sample format of Confirmation mail and login detail

After you receive the approval and confirmation mail, you can use your Login detail to login into the system.

### 3.2 Logging In

Once you have received your **Login details** (in your mail), you can use the given Username and Password to Login into the system.

For the first time Login into the OCR e-service follow the following steps:

नेपाल सरकार  
उद्योग मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

Welcome to OCR e-Services

- To establish a new Company, please click [here New !](#)

- To get username and password for already registered company, please click [here](#)

- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font.

द्रष्टव्य :  
पहिलो चरणमा छुटेका कम्पनीहरूका विवरणहरू अद्यावधिक भइरहेको जानकारी गराइन्छ ।

**USERNAME** →

**PASSWORD** →

**Sign In**

VeriSign  
Secure Site  
Click to verify

Username  
bhupendranjal33@yahoo.com

Password  
.....

Password is case-sensitive.

[LOGIN](#) [Create Company User Account](#)

[Forgot Password](#)

Office of Company Registrar ©Copyright 2013.

Figure 58: Login into the OCR-eService (for the first time after receiving Login Details in mail)

- Step 1: Enter your Username in 'Username' text box.
- Step 2: Enter your temporary password that you have received in your email in 'Password' field.
- Step 3: Click on [LOGIN](#) button to login into the application and you will be redirected to the following page:

नेपाल सरकार  
उद्योग मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

Welcome bhupendranjal33@yahoo.com

[Change Password](#)  
[Logout](#)  
[Nepali](#) [English](#)

[Home](#) [Post Registration](#) [My Tools](#)

**Change Password**

Old Password

New Password

Retype New Password

[Update](#) [Cancel](#)

Figure 59: Change the password Page

- Step 4: When you login for the first time, you will be re-directed to 'Change the Password' page.

*(Users are requested to change their Temporary Password when they login into the application for the first time as the application will always redirected you to this Change the password page every time you login into the application until you change your temporary password)*

Here, in **Change the Password** page you can change your password by filling the form:

- Enter your old password in 'Old password' text box.
- Enter your new password in 'New Password' text box.
- Enter you new password again in 'Retype New Password' textbox.
- Click on [Cancel](#) button to cancel the process (you can also change the Password next time you login into the application).
- Or click on [Update](#) button to update or change the password information.

Step 5: After you have change your temporary password you will be logout from the system and will be redirected to the login page with the confirmation message



and mail about password change will also be send to your email address.

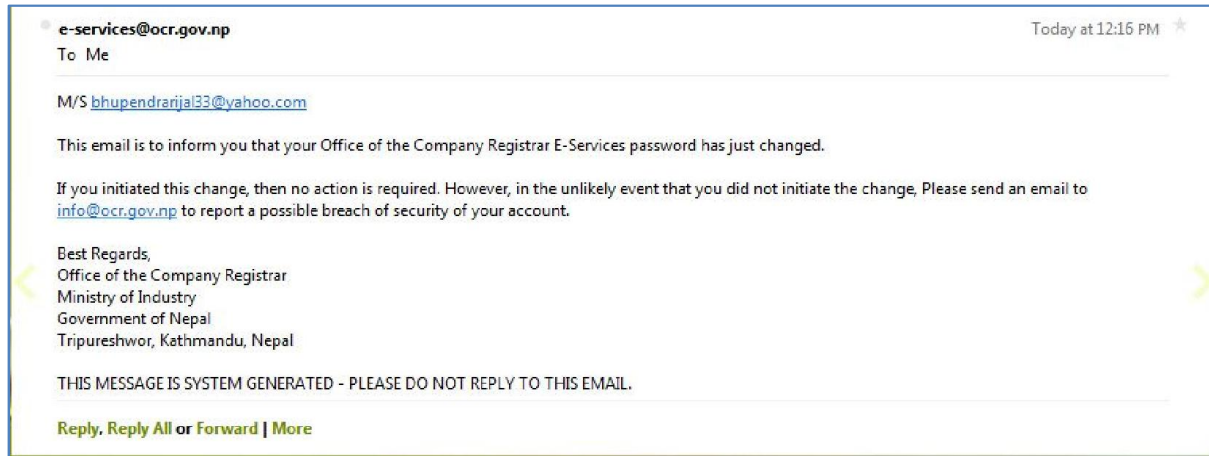


Figure 60: Password Change Mail

Login into the OCR e-service after the you have changed your temporary password:

नेपाल सरकार  
उद्योग मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

Welcome to OCR e-Services

- To establish a new Company, please click [here New!](#)
- To get username and password for already registered company, please click [here](#)
- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font.

द्रष्टव्य :  
पहिलो परणमा कुटेका कम्पनीहरूका विवरणहरू आध्यात्मिक भइरहेको जानकारी गराइन्छ ।

**USERNAME** →

**NEW (Changed) PASSWORD** →

**Sign In**

Username  
bhupendrarajal33@yahoo.com

Password  
.....

Password is case-sensitive.

[LOGIN](#) [Create Company User Account](#) [Forgot Password](#)

VeriSign Secure Site  
Click to verify

Office of Company Registrar ©Copyright 2013.

Figure 61: Login into OCR e-Service after changing password

Step 1: Enter your Username in 'Username' text box.

Step 2: Enter your password in 'Password' field.

Step 3: Click on [LOGIN](#) button to login into the application and you will be redirected to the homepage of **OCR e-service**.

### **3.3 The Homepage (of already Registered Company User who have received a Registration Number)**

Once you have successfully logged into the application you are presented with the homepage (of already Registered Company User who have received a Registration Number) which is the main interface to access different modules of OCR e-Services for new Company Registration User. At the top panel, you can view the menu bar containing the task that you can perform .You can also view complete detail information of your registered company in your homepage(as shown in figure 62).





Company Detail Lodgment Company History Document / Letter View

General Details

Registration No. : 1234	Registered Date : 2037-04-17
Company Name (Nepali) : स्नोफल हटल एण्ड लज (प्रा. लि.)	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)
Company Address : हेलम्बु-८, सिन्धुपाल्चोक, १३, मध्यमाञ्चल विकास क्षेत्र	Company Type : प्राइभेट >> बहुल>>सम्पूर्ण नेपाली स्वामित्व(प्राइभेट)
Status : Registered	

Capital Structure

Authorized Capital	Issued Capital	Paid-Up Capital
Authorized Capital : Rs. 500,000.00	Issued Capital : Rs. 300,000.00	Paid-Up Capital : Rs. 0.00
Authorized Rate : Rs. 100.00	Rate : Rs. 100.00	Paid-Up Capital Date : --
Quantity Of Shares : 5000	Quantity Of Shares : 3000	
Bonus Shares : 0	Bonus Shares : 0	
Authorized Capital Date : 2037-04-17	Issued Capital Date : 2037-04-17	

Company Personnel

S/No.	Name	Address	Father's/Husband's Name	Citizenship Number	Shares	Director	Founder	Shareowner	Jurisdiction	Citizenship / Passport
					Share Count	Total Amount				
1	कान्छा लामा	पाल्चोक, वडा - ८, सिन्धुपाल्चोक, बागमती, मध्यमाञ्चल विकास क्षेत्र		२९६८	• 0	Rs. 0.00	✓	✓	✓	✗
2	कान्छा लामा	पाल्चोक, वडा - ८, सिन्धुपाल्चोक, बागमती, मध्यमाञ्चल विकास क्षेत्र		२९९३	• 0	Rs. 0.00	✓	✓	✓	✗

Company Branches

S/No.	Branch Address
-------	----------------

Company Objectives

NSIC Code	Description
5510	होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू।

Figure 62: Homepage (for already Registered Company User who have received a Registration Number)

In the homepage you can view four different tab with have detail information of your company. They are:

- Company Detail
- Lodgment
- Company History
- Document / Letter View

Company Detail	Lodgment	Company History	Document / Letter View
----------------	----------	-----------------	------------------------

General Details	
Registration No. : 1234	Registered Date : 2037-04-17
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)
Company Address : हेतम्बु-४, सिन्धुपाल्चोक, १३, मध्यमाञ्चल विकास क्षेत्र	Company Type : प्राइभेट >> बहुल>>सम्पूर्ण नेपाली स्वामित्व(प्राइभेट)
Status : Registered	

Figure 63: Different tab available in homepage

i. **Company Detail:**

In Company Detail tab, you can view detail information of your registered company which includes General Details, Capital Structure, Company Personnel detail, Company Branches and Company Objectives.

Company Detail
Lodgment
Company History
Document / Letter View

### General Details

Registration No. : 1234	Registered Date : 2037-04-17
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)
Company Address : हेतम्बु-४, सिन्धुपाल्चोक, १३, मध्यमाञ्चल विकास क्षेत्र	Company Type : प्राइभेट >> बहुल>>सम्पूर्ण नेपाली स्वामित्व(प्राइभेट)
Status : Registered	

### Capital Structure

<b>Authorized Capital</b> Authorized Capital : Rs. 500,000.00 Authorized Rate : Rs. 100.00 Quantity Of Shares : 5000 Bonus Shares : 0 Authorized Capital Date : 2037-04-17	<b>Issued Capital</b> Issued Capital : Rs. 300,000.00 Rate : Rs. 100.00 Quantity Of Shares : 3000 Bonus Shares : 0 Issued Capital Date : 2037-04-17	<b>Paid-Up Capital</b> Paid-Up Capital : Rs. 0.00 Paid-Up Capital Date : --
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

### Company Personnel

S/No.	Name	Address	Father's/Husband's Name	Citizenship Number	Shares	Director	Founder	Shareowner	Jurisdiction	Citizenship / Passport
					Share Count	Total Amount				
1	कान्छा लामा	पाल्चोक, वडा - ४, सिन्धुपाल्चोक, बागमती, मध्यमाञ्चल विकास क्षेत्र		१९६८	• 0	Rs. 0.00	✓	✓	✓	✗
2	कान्छा लामा	पाल्चोक, वडा - ४, सिन्धुपाल्चोक, बागमती, मध्यमाञ्चल विकास क्षेत्र		१९९३	• 0	Rs. 0.00	✓	✓	✓	✗

### Company Branches

S/No.	Branch Address

### Company Objectives

NSIC Code	Description
5510	होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू।

Figure 64: Sample of Capital Detail

## ii. Lodgment:

In Lodgment tab, you can view detail information of the application you have submitted in OCR e-Services. You can view your submitted documents and know the status of your application that you have submitted.

The screenshot shows the 'Lodgment' tab selected in a menu bar. Below the menu, there are three sections for viewing application details:

- Under Verification Application Details:** A table with columns: S.No., Temporary Application No., Application Submission Date, and Event. The table is currently empty.
- In-Process Application Details:** A table with columns: S.No., Application Id, Entry No, Application Submission Date, and Event. The table is currently empty.
- Completed Application Details:** A table with columns: S.No., Application Id, Entry No, Application Submission Date, Event, and Status. The table is currently empty.

Figure 65: Sample of Lodgment

If you have submitted application and if it has not been verified by Office of Company Registrar then the application status is shown in 'Under Verification Application Detail'.

The screenshot shows the 'Lodgment' tab selected in a menu bar. Below the menu, there are three sections for viewing application details:

- Under Verification Application Details:** A table with columns: S.No., Temporary Application No., Application Submission Date, and Event. The table contains one row of data:

S.No.	Temporary Application No.	Application Submission Date	Event
1	28	2009-06-11	<ul style="list-style-type: none"><li>• नाम परिवर्तन</li><li>• ठेकाना परिवर्तन</li><li>• उद्देश्य थप</li></ul>
- In-Process Application Details:** A table with columns: S.No., Application Id, Entry No, Application Submission Date, and Event. The table is currently empty.
- Completed Application Details:** A table with columns: S.No., Application Id, Entry No, Application Submission Date, Event, and Status. The table is currently empty.

Figure 66: Sample of Lodgment (Under Verification Application Detail)

If your submitted application is verified but not approved by Office of Company Registrar then your application status is shown in **‘In Process Application Details’**.

Company Detail Lodgment Company History Document/Letter View					
Under Verification Application Details					
S.No.	Temporary Application No.	Application Submission Date		Event	
		11			
In-Process Application Details					
S.No.	Application Id	Entry No	Application Submission Date	Event	
1	145662	0	2069-06-11	<ul style="list-style-type: none"> <li>• नाम परिवर्तन</li> <li>• ठेगाना परिवर्तन</li> <li>• उद्देश्य थप</li> </ul>	
Completed Application Details					
S.No.	Application Id	Entry No	Application Submission Date	Event	Status
			11		

Figure 67: Sample of Lodgment (In Process Application Details)

If you application has been verified and approved by Office of Company Registrar then you application status is shown in **‘Completed Application Details’**.

Company Detail Lodgment Company History Document/Letter View					
Under Verification Application Details					
S.No.	Temporary Application No.	Application Submission Date		Event	
		11			
In-Process Application Details					
S.No.	Application Id	Entry No	Application Submission Date	Event	
			11		
Completed Application Details					
S.No.	Application Id	Entry No	Application Submission Date	Event	Status
1	145662	0	2069-06-11	<ul style="list-style-type: none"> <li>• नाम परिवर्तन</li> <li>• ठेगाना परिवर्तन</li> <li>• उद्देश्य थप</li> </ul>	Completed

Figure 68: Sample of Lodgment (Completed Application Details)



### iii. Company History:

In Company History tab, you can view the history of your company. If you have make any changes in your company detail then the history of the changes will be shown in this page as shown below:

Company Detail		Lodgment		Company History		Document / Letter View			
Company History Details									
S/No.	Company Name (Nepali)			Company Name (English)		Updated Date			
<div> <div>«</div> <div>«</div> <div>1/1</div> <div>»</div> <div>»</div> </div>									
Company Objective History Details									
S/No.	NSIC Code	Company Objectives			Updated By	Updated Date			
<div> <div>«</div> <div>«</div> <div>1/1</div> <div>»</div> <div>»</div> </div>									
Company Address History Details									
S/No.	Address		Address Type		Updated By	Updated Date			
<div> <div>«</div> <div>«</div> <div>1/1</div> <div>»</div> <div>»</div> </div>									
Company Type History Details									
S/No.	Company Type			Updated By	Updated Date				
<div> <div>«</div> <div>«</div> <div>1/1</div> <div>»</div> <div>»</div> </div>									
S/No.	Name and Address	Father's/Husband's Name	Citizenship Number	Shares	Remark	Company Person Address	Company Person Witness	Updated By	Updated Date
From-To Total Amount Paid Not Paid									
<div> <div>«</div> <div>«</div> <div>1/1</div> <div>»</div> <div>»</div> </div>									
Fine History									
S/No.	Application No.			Fine Entry Date			Fine Amount		

**Figure 69: Sample of Company History after change has been made in the Company Detail**

#### iv. Document/ Letter View:

In Document/ Letter View you can view the letter and other company documents that you can view and print.

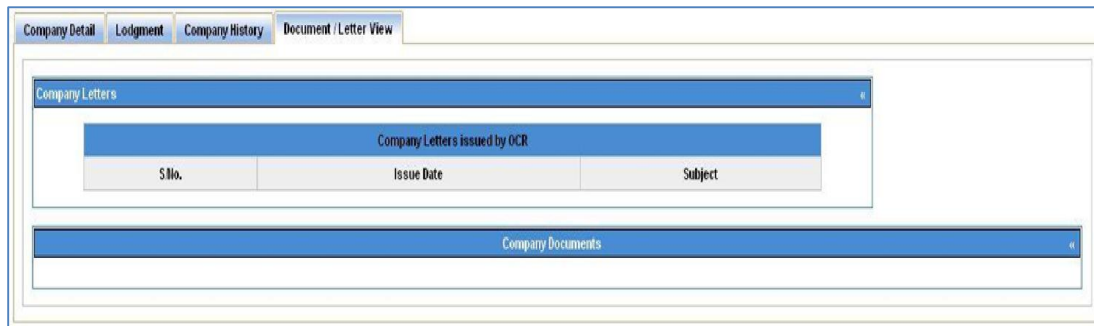


Figure 70: Sample of Document/ Letter View

### 3.4 Post Registration

Post Registration is the module used for registration of different events of the company after the company is registered. This module is used to make any changes in information or detail related to registered company. You can use this module if you have to submit any post-registration events or have to make changes in your company detail.

To submit Post Registration Events in OCR e-Services you can click on 'Post Registration' menu in the menu bar and you will be redirected to the following page:

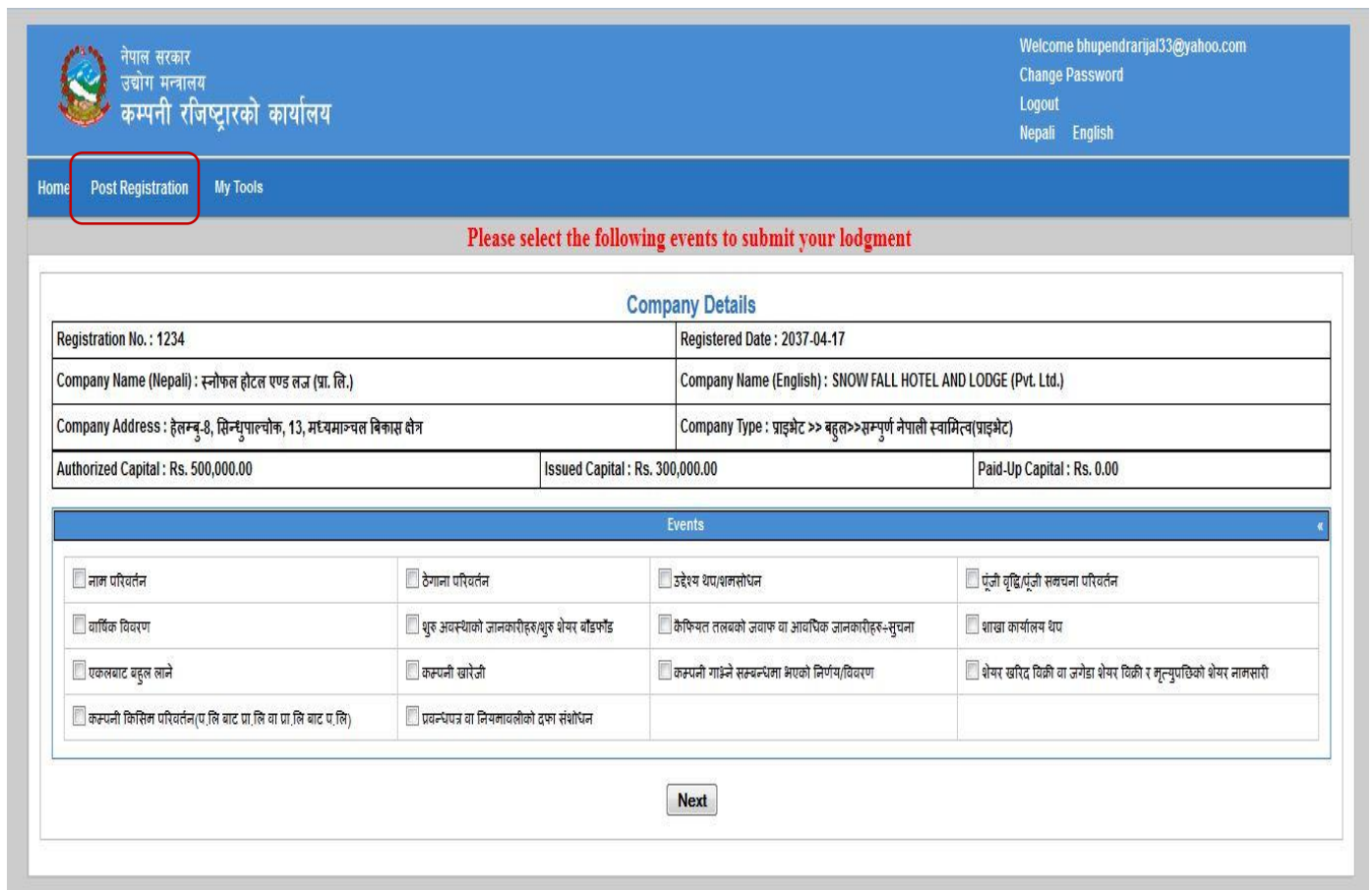


Figure 71: Post Registration Page

Events			
<input checked="" type="checkbox"/> नाम परिवर्तन	<input checked="" type="checkbox"/> ठेगाना परिवर्तन	<input checked="" type="checkbox"/> उद्देश्य थप/शमसोधन	<input type="checkbox"/> पूँजी वृद्धि/पूँजी समचन परिवर्तन
<input type="checkbox"/> वार्षिक विवरण	<input type="checkbox"/> शुरु अवस्थाको जानकारीहरु/शुरु शेयर बौडफौड	<input type="checkbox"/> कैफियत तलबको जवाफ वा आवधिक जानकारीहरु-सुचना	<input type="checkbox"/> शाखा कार्यालय थप
<input type="checkbox"/> एकलबाट बहुल लाने	<input type="checkbox"/> कम्पनी खारेजी	<input type="checkbox"/> कम्पनी गाभ्ने सम्बन्धमा भएको निर्णय/विवरण	<input type="checkbox"/> शेयर खरिद विक्री वा जगेडा शेयर विक्री र मृत्युपछिको शेयर नामसारी
<input type="checkbox"/> कम्पनी किसिम परिवर्तन(प. लि बाट प्रा. लि वा प्रा. लि बाट प. लि)	<input type="checkbox"/> प्रबन्धपत्र वा नियमावलीको दफा संशोधन		

In this **Post Registration** page you can view the different type of events for the post registration of the company. Some of the events are as follows:

- वार्षिक साधारण सभाको सुचना
- वार्षिक साधारण सभाको माईन्पुट
- वार्षिक प्रतिवेदन तथा लेखा
- नाम परिवर्तन
- ठेगाना परिवर्तन
- उद्देश्य थप
- 
- ,etc...


To submit Post Registration Event application you can follow the following steps:

Step 1: Select the type of **Event** you want to submit from the list of displayed Events. For example:

- Select ☒ नाम परिवर्तन
- Select ☒ ठेगाना परिवर्तन

to change the Address  
of the company.

*Note: For post registration request of your company, you can select multiple events from the event list.*

Step 2: After you have selected event, click on  button and you will be redirected to the following page where you can fill detail for post registration application:



### Company Details

Registration No. : 1234		Registered Date : 2037-04-17	
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)		Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)	
Company Address : हेलम्बु-८, सिन्धुपाल्चोक, १३, मध्यमाञ्चल विकास क्षेत्र		Company Type : ग्राइन्डेट >> बहुत>>सम्पूर्ण नेपाली स्वामित्व(ग्राइन्डेट)	
Authorized Capital : Rs. 500,000.00		Issued Capital : Rs. 300,000.00	Paid-Up Capital : Rs. 0.00

### Please fill the following form

#### नाम परिवर्तन

New Company Name(English) SNOW FALL CATERING  
New Company Name(Nepali) स्नो फल क्याटेरिङ्ग

Attach Required Documents ( Only PDF files are allowed, scan using 150 dpi )

1	वित्तीय साधारण सभा वा वार्षिक साधारणको निर्णय	<input type="button" value="Add File"/>	<input type="button" value="X"/>
2	संशोधित नियमावली	<input type="button" value="Add File"/>	<input type="button" value="X"/>
3	संशोधित प्रबन्धपत्र	<input type="button" value="Add File"/>	<input type="button" value="X"/>
4	तिन गहले	<input type="button" value="Add File"/>	<input type="button" value="X"/>
5	अन्य	<input type="button" value="Add File"/>	

#### ठेगाना परिवर्तन

#### New Company Address

District ललितपुर  
Area ललितपुर उप म.न.पा.  
Ward No 5  
Street  
Block No

Attach Required Documents ( Only PDF files are allowed, scan using 150 dpi )

1	वित्तीय साधारण सभा वा वार्षिक साधारणको निर्णय	<input type="button" value="Add File"/>	<input type="button" value="X"/>
2	संशोधित नियमावली	<input type="button" value="Add File"/>	<input type="button" value="X"/>
3	संशोधित प्रबन्धपत्र	<input type="button" value="Add File"/>	<input type="button" value="X"/>
4	तिन गहले	<input type="button" value="Add File"/>	<input type="button" value="X"/>
5	अन्य	<input type="button" value="Add File"/>	

#### उद्देश्य गण / परिवर्तन

[Add Objective](#) [NSIC CODE HELP](#)

Objective	Isic Code	Remove
होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू।	5510	<input type="button" value="X"/>
क्याटेरीङ्ग सेवा प्रदान गर्ने क्रियाकलापहरू।	5520	<input type="button" value="X"/>

Attach Required Documents ( Only PDF files are allowed, scan using 150 dpi )

1	वित्तीय साधारण सभा वा वार्षिक साधारणको निर्णय	<input type="button" value="Add File"/>	<input type="button" value="X"/>
2	अन्य	<input type="button" value="Add File"/>	<input type="button" value="X"/>




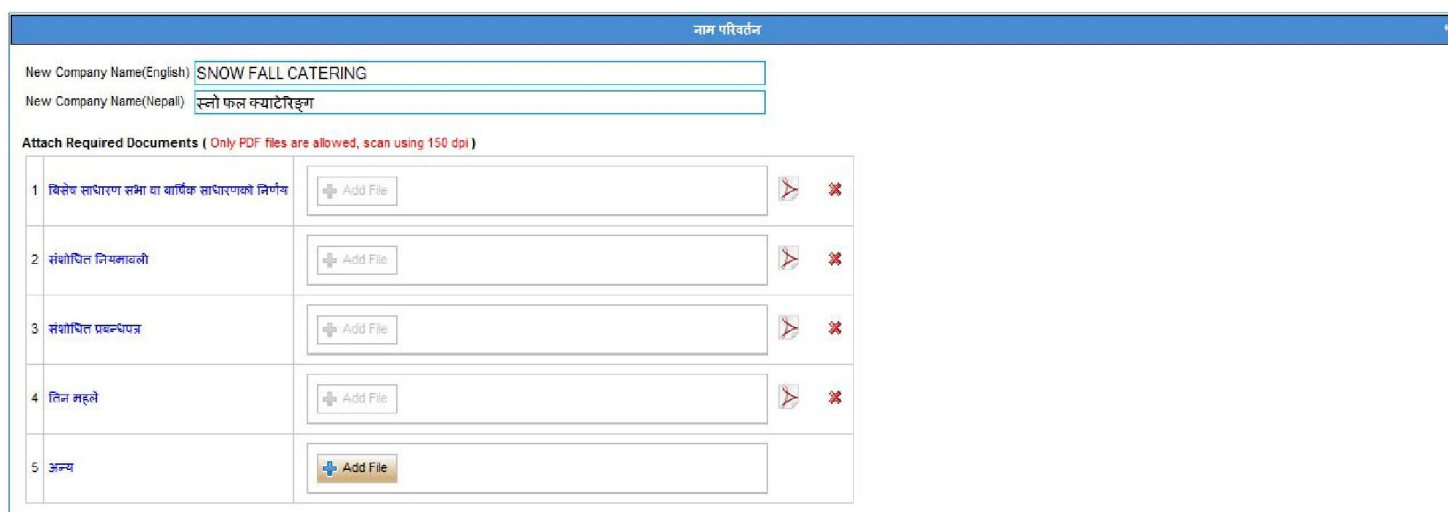
**Note:** According to the selected Events, the list of form for post registration application will be shown.

Step 3: You can fill the required information in the form. For example:

i. Name Change

In Name Change form fill the required information:

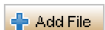
- Enter new company name in English in 'New Company Name (English)' text box.
- Enter new company name in Nepali in 'New Company Name (Nepali)' text box.
- Upload related document (if required) by click on  button.



**Figure 73: Sample of Name Change Form**

ii. Address Change

In the Address Change form fill the required information:

- Select new District and new Area.
- Enter new Ward number, Street and Block number.
- Upload related document (if required) by click on  button.

हेमना परिवर्तन

### New Company Address

District: ललितपुर

Area: ललितपुर उप म.म.पा.

Ward No: 5

Street:

Block No:

Attach Required Documents ( Only PDF files are allowed, scan using 150 dpi )

1	विशेष साधारण सभा वा वार्षिक साधारणको निर्णय	Add File	✓ ✕
2	संशोधित निबन्धवाली	Add File	✓ ✕
3	संशोधित प्रबन्धपत्र	Add File	✓ ✕
4	लिज मध्ये	Add File	✓ ✕
5	अन्य	Add File	

Figure 74: Sample of Address Change Form

Step 4: After you have filled the form and if you want to go back to previous page to edit information then you can click on Back button and you will be redirected to previous page. And if you want to view your post registration application then you can click on Next button and you will be redirected to the following page:

उद्देश्य थप / परिवर्तन

Add Objective
NSIC CODE HELP

Objective	Nsic Code	Remove
होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू।	5510	✕
क्याटरिङ्ग सेवा प्रदान गर्ने क्रियाकलापहरू।	5520	✕

Attach Required Documents ( Only PDF files are allowed, scan using 150 dpi )

1	विशेष साधारण सभा वा वार्षिक साधारण को निर्णय	Add File	✓ ✕
2	अन्य	Add File	✓ ✕

**Figure 75: Sample of Objective Change Form**



## Online Post Registration Preview

### Company Details

#### Company Details

Registration No. : 1234		Registered Date : 2037-04-17	
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)		Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)	
Company Address : हेलम्बु-८, सिन्धुपाल्चोक, १३, मध्यमाञ्चल विकास क्षेत्र		Company Type : प्राइभेट >> बहुल>>सम्पूर्ण नेपाली स्वामित्व(प्राइभेट)	
Authorized Capital : Rs. 500,000.00		Issued Capital : Rs. 300,000.00	Paid-Up Capital : Rs. 0.00

### Change Details

#### नाम परिवर्तन

	Current	Proposed
Nepali Name	स्नोफल होटल एण्ड लज	स्नो फल क्याटररीङ्ग
English Name	SNOW FALL HOTEL AND LODGE	Snow Fall Catering

1. विशेष साधारण सभा वा वार्षिक साधारणको निर्णय
2. संशोधित नियमावली
3. संशोधित प्रबन्धपत्र
4. तिन महले
5. अन्य

#### ठेगाना परिवर्तन

	Current	Proposed
Region	मध्यमाञ्चल विकास क्षेत्र	मध्यमाञ्चल विकास क्षेत्र
Zone	बागमती	बागमती
District	सिन्धुपाल्चोक	ललितपुर
Area	हेलम्बु	ललितपुर उप म.न.पा.
Ward No	८	५
Street		
Block No	०	

1. विशेष साधारण सभा वा वार्षिक साधारणको निर्णय
2. संशोधित नियमावली
3. संशोधित प्रबन्धपत्र
4. तिन महले
5. अन्य

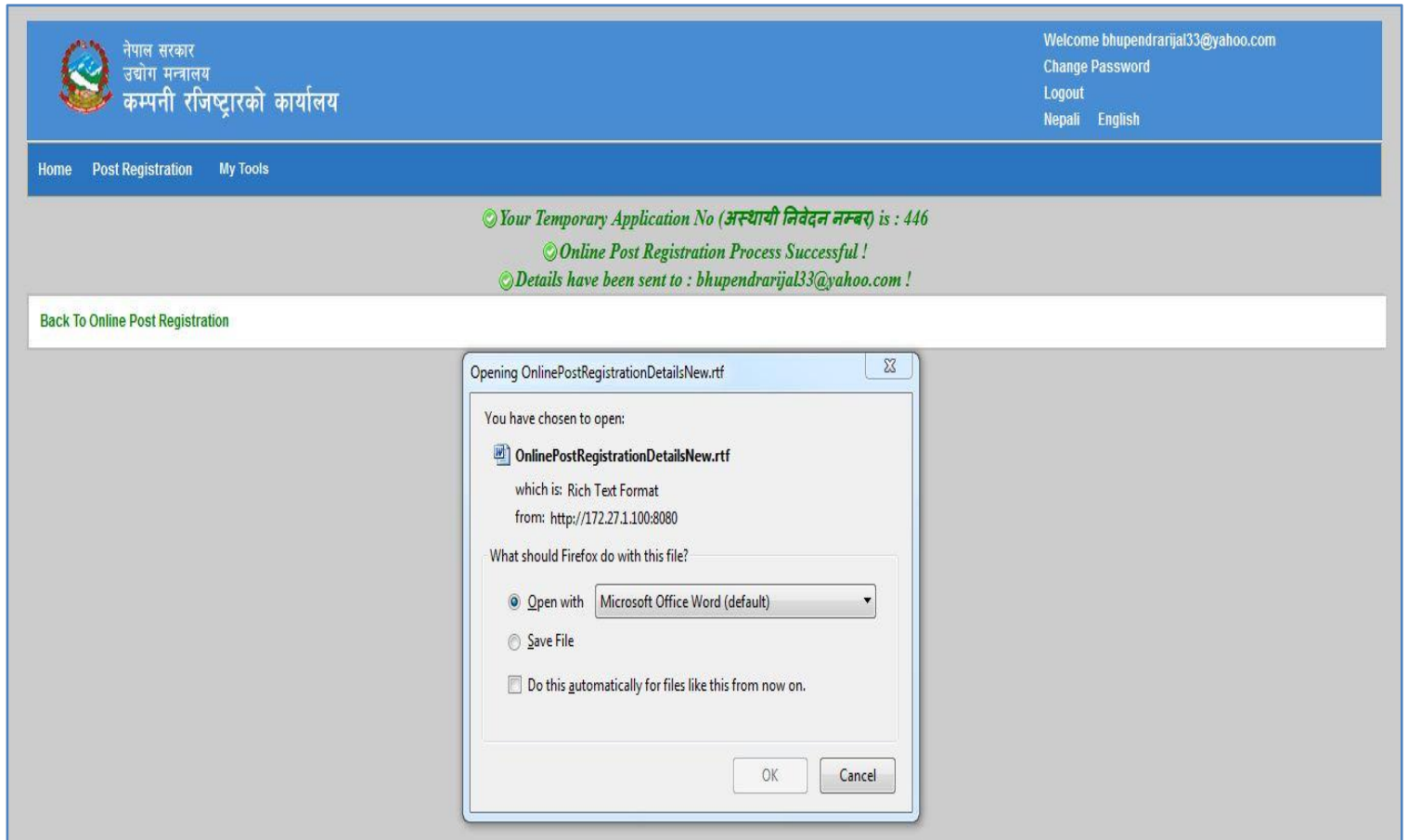
#### उद्देश्य थप / परिवर्तन

Current		Proposed	
NSIC Code	Objective	NSIC Code	Objective
5510	होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू।	5510	होटल, लज, रेस्टुराँ, बार, क्याफे आदिको संचालन गर्ने क्रियाकलापहरू। क्याटररीङ्ग सेवा प्रदान गर्ने क्रियाकलापहरू।

1. विशेष साधारण सभा वा वार्षिक साधारण को निर्णय
2. अन्य

**Figure 76: Confirmation message for Online Post Registration Process**

After submission of Online Post Registration Application you can view the detail information of the Post Registration. The information includes you Temporary Application No, conformation message and the attachment to download which has all the post registration detail. And along with these messages the detail information about post registration will also be send to your email address with the attachment of Post registration detail.



**Figure 77: Sample format of Post Registration mail**



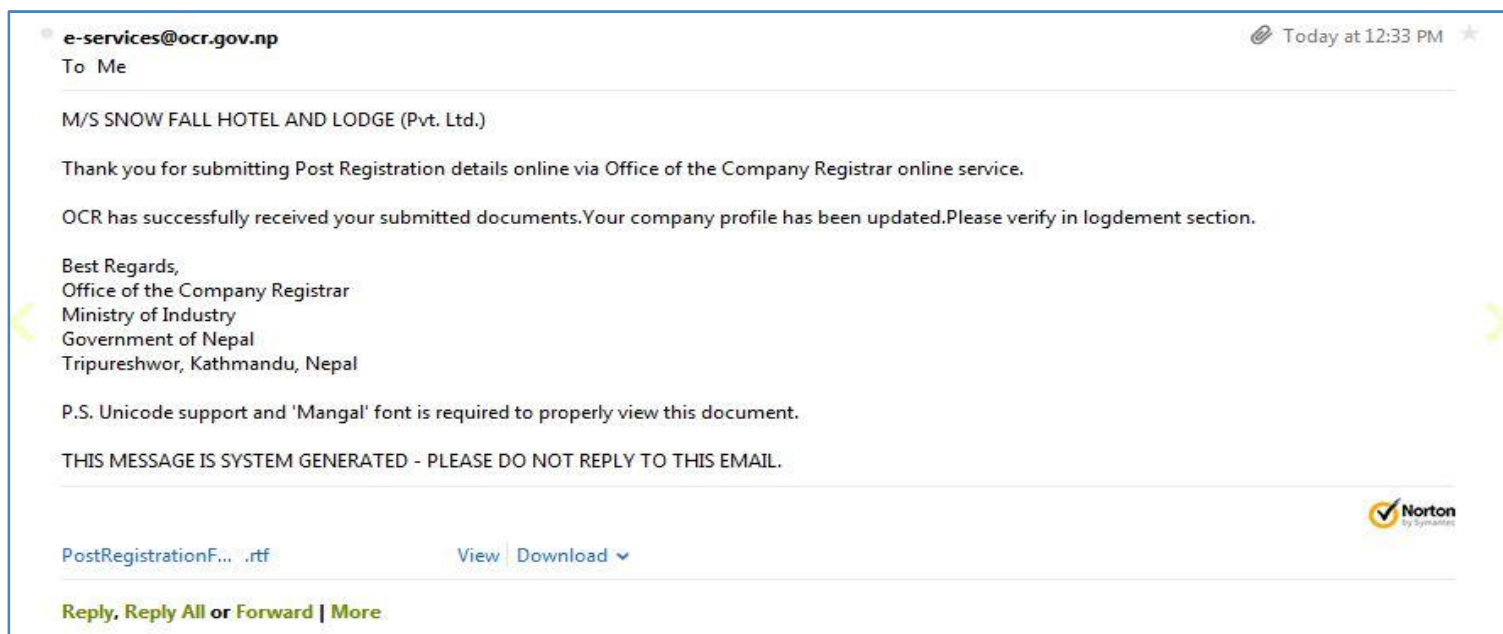


Figure 77: Sample format of Post Registration mail

Step 4: After you have received mail you can also download the attach document and visit the nearest Office of the Company Registrar with all the original Certificates and Documents for further verification of Post Registration Process.

From here the online Post Registration process ends and further process will be carried at the Office of Company Registrar. Now, users have to visit Office of Company Registrar with all the required documents within 7 days and Office of Company Registrar will now verify all the post registration process.



Under Verification Application Details

S.No.	Temporary Application No.	Application Submission Date	Event	Event Document	Remarks	Print Document
10	446	2071-02-04	<ul style="list-style-type: none"><li>नाम परिवर्तन</li><li>ठेगाना परिवर्तन</li><li>उद्देश्य थप/तामसोधन</li></ul>	<ul style="list-style-type: none"><li>बिहीष साधारण सभा वा वार्षिक साधारणको निर्णय</li><li>संशोधित नियमावली</li><li>संशोधित प्रबन्धपत्र</li><li>तिन महत्तै</li><li>अन्य</li><li>बिहीष साधारण सभा वा वार्षिक साधारणको निर्णय</li><li>संशोधित नियमावली</li><li>संशोधित प्रबन्धपत्र</li><li>तिन महत्तै</li><li>अन्य</li><li>बिहीष साधारण सभा वा वार्षिक साधारण को निर्णय</li><li>अन्य</li></ul>		<a href="#">Print Post-Registration document</a>

पृष्ठ 1/2 3 39