

Guide to Company Registration and Account Management

This guide covers the key steps for registering a new company, creating a user account for an existing company, and resetting a forgotten password on the Office of the Company Registrar (OCR) e-Services platform.

New Company Registration

The process for a new company registration involves creating a user account, reserving a company name, and then submitting the company registration form.

1. Create a User Account:

- Navigate to the OCR e-Services website: <https://www.ocr.gov.np/CRO/>.
- Click on "Create Company User Account."
- Fill out the registration form with your personal details, including your full name, email, phone number, gender, and citizenship or passport number.
- After submission, check your email for a temporary username and password.
- Use these temporary credentials to log in for the first time. The system will prompt you to immediately change your password.

2. Reserve a Company Name:

- Once logged in, submit a "Name Reservation Request Form."
- Provide your proposed company name in both English and Nepali.
- Include your company's objectives and their corresponding NSIC codes.
- You will receive an email confirming the submission of your request.

3. Complete Company Registration:

- After your company name is approved, you can proceed to fill out the company registration form.
 - Some fields, such as the company name and objectives, will be pre-filled and cannot be edited.
 - You will need to enter additional company information, including contact details like phone, fax, and email, as well as the company's address.
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Creating a User Account for an Existing Company

If your company is already registered with the OCR, you can create an e-Services user account to manage it online.

1. Search for Your Company:

- Enter your company's registration number on the OCR e-Services website.
- If a single match is found, your company's details will be displayed. If multiple companies are found with the same number, you will be given a list to choose from.

2. Fill out the User Creation Form:

- The form will automatically display your company's name and address.
- Complete the required fields, including the company's phone number, email, and the applicant's name.

3. Submit Required Documents:

- After submitting the online form, an email with an attached document will be sent to the address you provided.
- You must download, print, sign, and stamp this document with the company seal.
- Submit the signed form, along with a photocopy of the company registration certificate and the Board of Director's decision, to the Office of the Company Registrar within 35 days.

4. Receive Final Login Credentials:

- After the OCR approves your application, you will receive a final email with your official login details.

Forgot Password

If you have forgotten your password, you can easily reset it using your registered username.

1. Initiate Password Reset:

- On the OCR e-Services login page, click "Forgot Password."
- Enter your company's username in the field provided.

2. Receive New Password:

- Click the "Reset" button.
- A message will appear on the screen confirming that a new, temporary password has been sent to your registered email address.