

Company Registration Process in Nepal:

1. Decide on the Type of Company

Before you start, decide on the type of company you want to register. In Nepal, the common types of companies are:

- **Private Limited Company (Pvt. Ltd.):** Requires a minimum of one shareholder and one director.
- **Public Limited Company:** Requires a minimum of seven shareholders and three directors.
- **Branch Office:** If you are an international company planning to operate in Nepal.
- **Partnership or Sole Proprietorship:** For smaller businesses or individual ownership.

2. Choose a Company Name

- **Unique Name:** The name of your company should be unique and must not resemble the name of an existing business.
- **Search Name Availability:** You must check if your chosen name is available by performing a name search on the Department of Industry's (DOI) website or visit their office to confirm availability.

3. Draft the Company's Articles of Incorporation

Prepare the **Memorandum of Association (MOA)** and **Articles of Association (AOA)** for your company. These documents contain information about:

- The name and address of the company
- The objectives and business activities
- Share capital and its distribution

- Details of the shareholders and directors

4. Register at the Department of Industry (DOI)

- **Required Documents:** Submit the following documents to the DOI for company registration:
 - Application form for company registration
 - Copy of the proposed company name
 - MOA and AOA
 - Proof of office address (rental agreement or ownership documents)
 - ID proof of directors and shareholders (citizenship certificate or passport)
 - Bank deposit slip for the required minimum capital (depending on the company type).
- **Fee Payment:** Pay the required registration fee, which depends on the company type and capital.

5. Obtain a Company Registration Certificate

Once your documents are processed and verified by the DOI, you will receive a **Certificate of Incorporation**. This confirms the legal existence of your company.

6. Obtain a Permanent Account Number (PAN)

- **Tax Registration:** You must register for a PAN with the **Inland Revenue Department (IRD)** for tax purposes.
- **Required Documents:** For PAN registration, you will need:
 - Company registration certificate
 - MOA and AOA

- Proof of address
- Directors' identification documents

7. Open a Company Bank Account

After obtaining the PAN, open a bank account in the name of the company. You'll need the **Certificate of Incorporation** and **PAN** to open the account.

8. Register for VAT (if applicable)

- If your business turnover exceeds a certain threshold (usually NPR 5 million or more annually), you must register for **Value Added Tax (VAT)** with the **Inland Revenue Department (IRD)**.
- Submit relevant documents and wait for VAT registration approval.

9. Register with the Social Security Fund (SSF)

- If your business has employees, you are required to register with the **Social Security Fund** for employee social security contributions.

10. Obtain Other Licenses and Permits (if applicable)

Depending on your business activities, you may need to obtain additional licenses, such as:

- **Industry-specific licenses:** If your company deals with pharmaceuticals, food, construction, or other regulated industries, you will need relevant permits.
- **Local Municipality:** Depending on your business location, you may need to obtain a trade license from the local municipality.

11. Compliance with Labor Laws

If your company hires employees, you will need to comply with labor laws and regulations, including maintaining a proper work environment, providing employee benefits, and following safety regulations.

Key Documents Required for Company Registration in Nepal:

- **Application form** (provided by DOI)
- **Memorandum of Association (MOA)**
- **Articles of Association (AOA)**
- **Copy of shareholders' and directors' ID proofs** (citizenship or passport)
- **Office address proof** (rental agreement or ownership documents)
- **Bank deposit receipt** for paid-up capital
- **Director's passport-sized photo**
- **Company name approval letter** from DOI

Timeframe for Registration:

- The entire process typically takes **5 to 7 working days**, assuming all documents are in order. It can take longer if there are issues with your application or if additional permits are required.