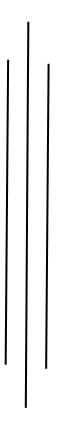
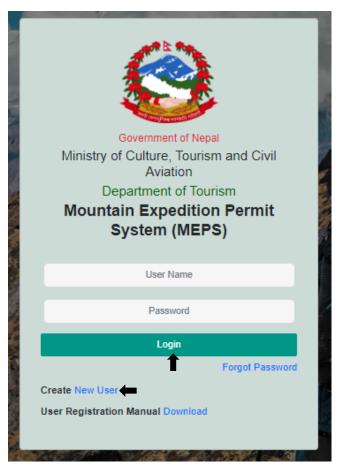


Mountain Expedition Permit System (MEPS)

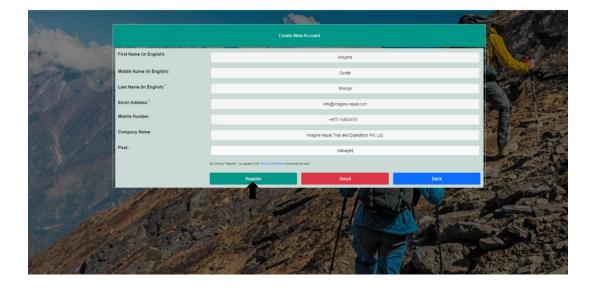


User (Agency) Login - Mountain Manual

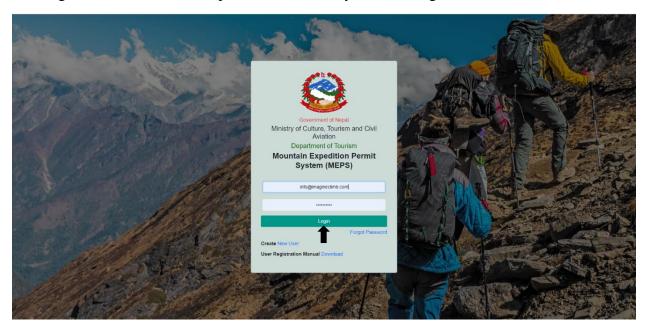
- To Login your system, first you should create New User.
- Click on New User option.



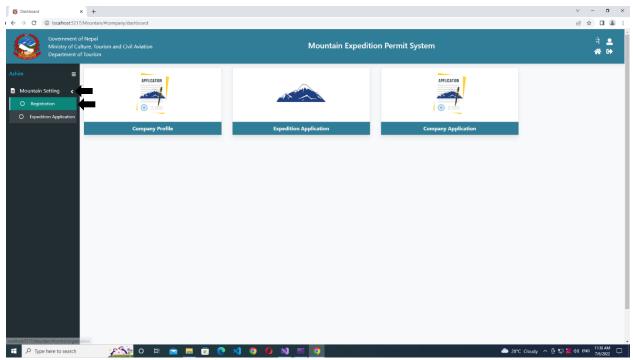
• Fill all the required information and finally click on Register button.



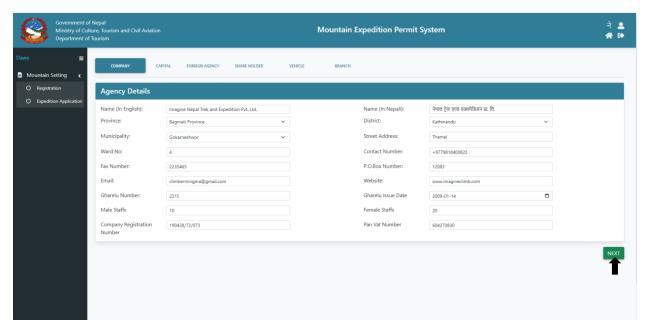
- After that admin approved your request and send user name and password on your email address.
- To login, enter user name and password and finally click on Login button.



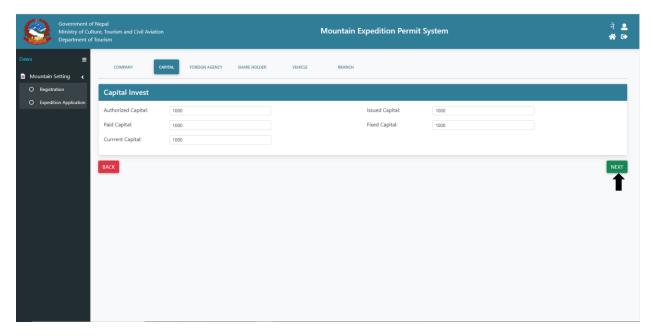
- If the user name and password is correct then Homepage will be displayed.
- After successful login, Mountain User/agency dashboard is displayed with all the modules, application summary and registration data as shown in the figure.
- Click on Mountain Setting at the top most left corner of the dashboard.
- Click on Registration.



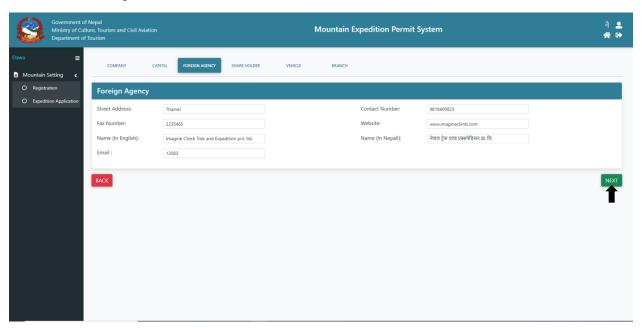
- Fill all the information of your company as shown in the figure.
- Click on Next option.



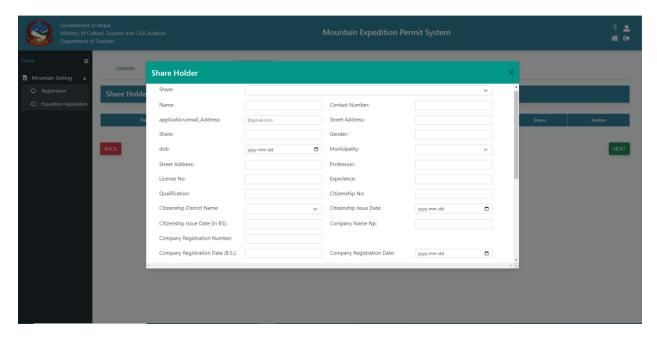
- Fill all the information of your capital investment for the company as shown in the figure.
- Click on Next option.



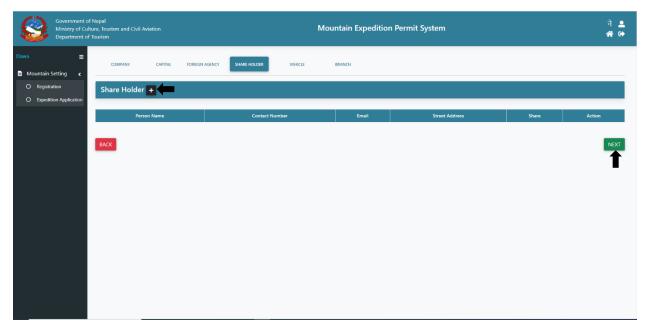
- Fill all the information of your foreign agency as shown in the figure.
- Click on Next option.



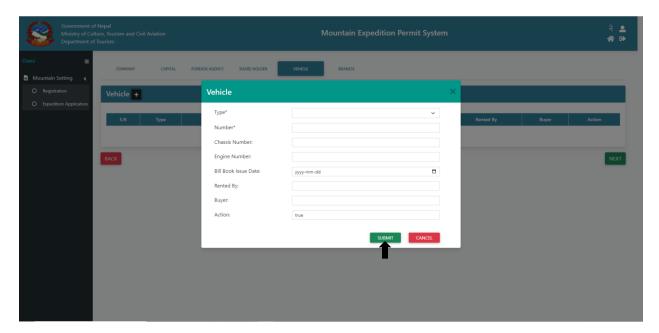
• Fill all the information of your shareholder (you can fill how much shareholders are there for your organization) and finally click on Submit button.



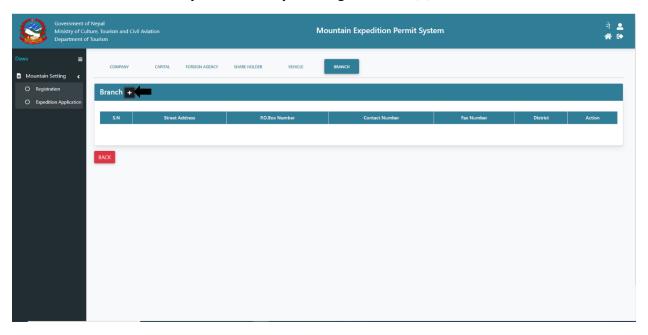
• Click on Next button.



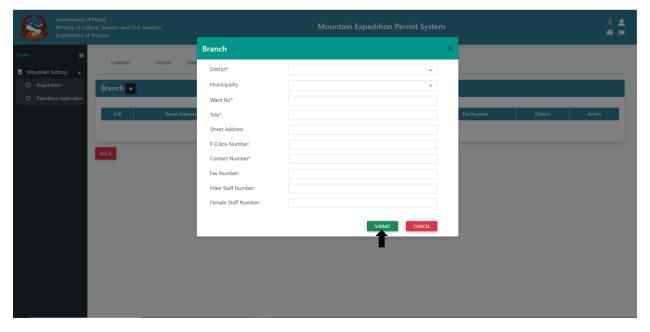
- Fill all the information of your Vehicle.
- Click on submit button.
- Click on Next option.



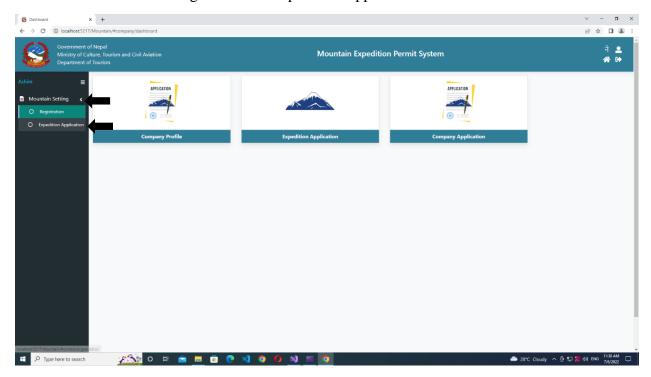
• Fill all the information of your Branch by clicking on branch(+) button.



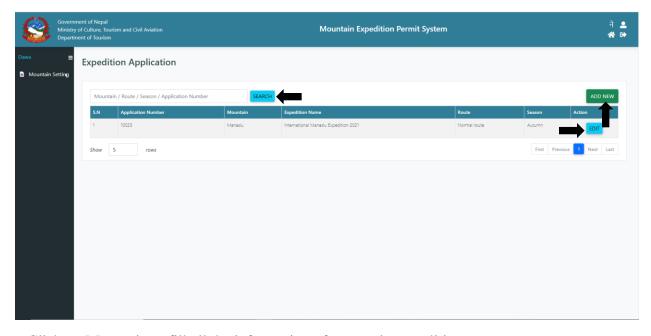
• finally click on Submit button.



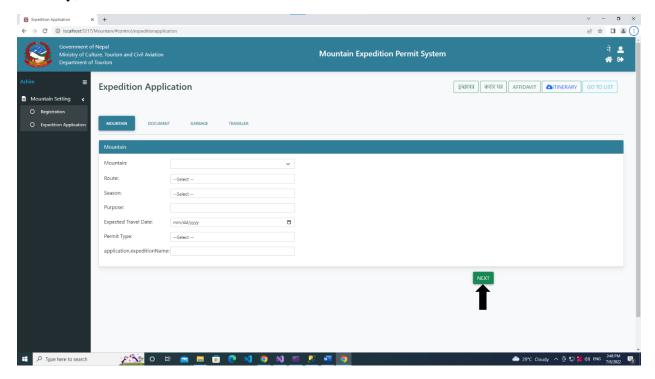
- Finally, click on homepage/dashboard.
- Click on Mountain setting and select Expedition Application .



- You can direct search Mountain/Route/Season/Application Number here.
- Also you can edit your expedition application here.
- Click on Add New.

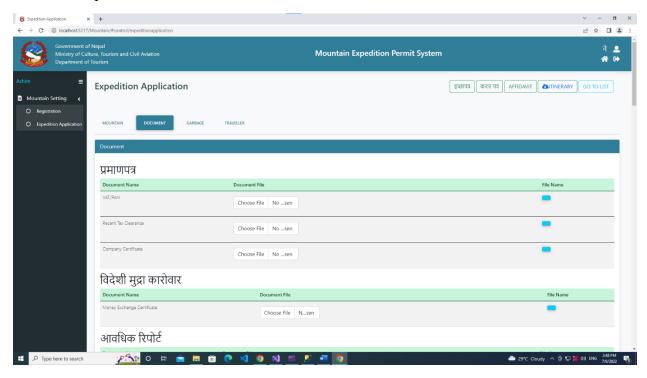


- Click on Mountain to fill all the information of mountain expedition.
- You should add your mountain name, from which route you want to go, in which season you want to go like spring, summer and so on, your expected travel date, permit type i.e, pre permit it means member can be added and permit means fixed member can go and application expedition name.
- Finally, click on next button.

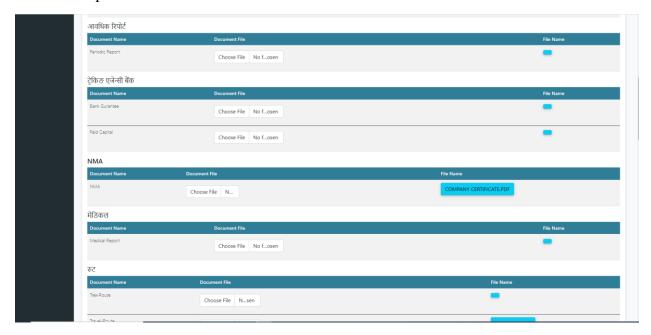


• Upload all the documents of mountain expedition. Following documents should be added:-

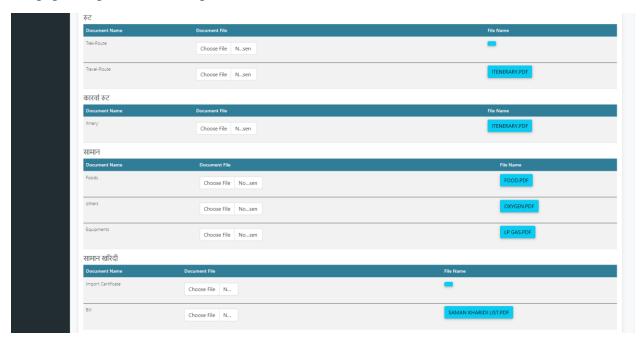
- Certificate of your organization like PAN/VAT.
- Foreign currency ie, money exchange certificate.
- Periodic report.



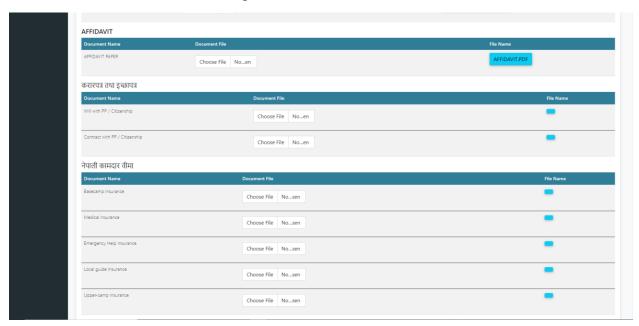
- Treking agency bank it means bank gurantee and paid capital.
- NMA it means Nepal mountainaring association.
- Medical report.



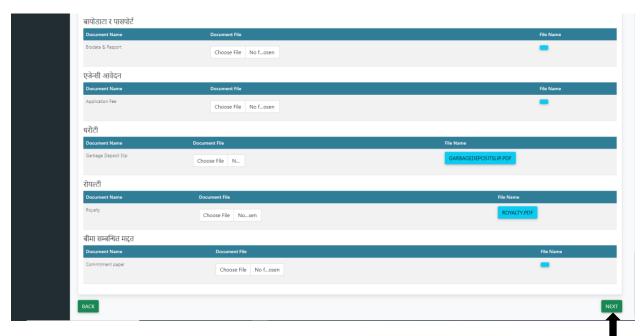
- Route it means, trek and travel route.
- Itinery document.
- Equipment like foods product and so on.
- Equipment purchases ie, import certificate and bill.



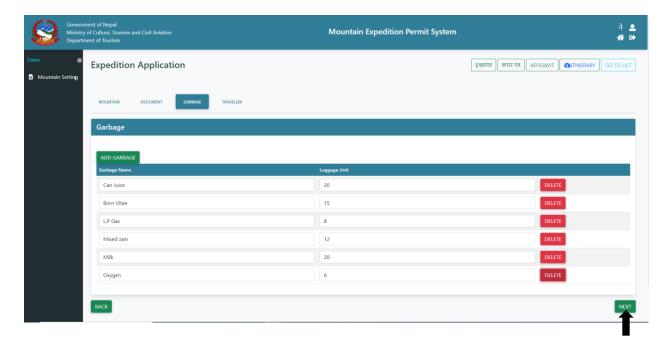
- Affidavit ie, daily way route.
- Will paper and contract paper with mountaineering guide.
- Insurance documents like basecamp insurance, medical insurance and so on.



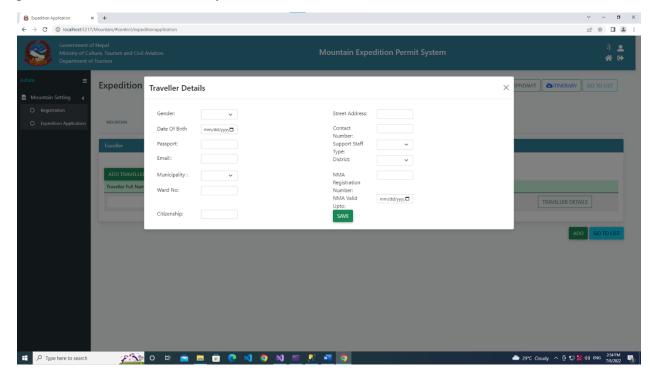
- Biodata and password of climbers.
- Agency application for dot.
- Garbage deposit slip.
- Royalty.
- Insurance commitment paper.
- Finally, click on Next.



- Fill all the information of garbage of mountain expedition.
- You can add garbage as much you want.
- Finally click on Next button.



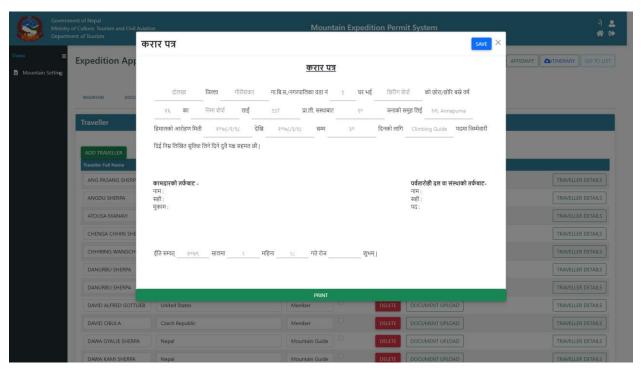
- Fill all the information of travellers.
- Note: Click on add traveller button for multiple traveler information.
- Select traveller type and fillup the required documents, traveller detail button for traveller personal information and finally click save button.



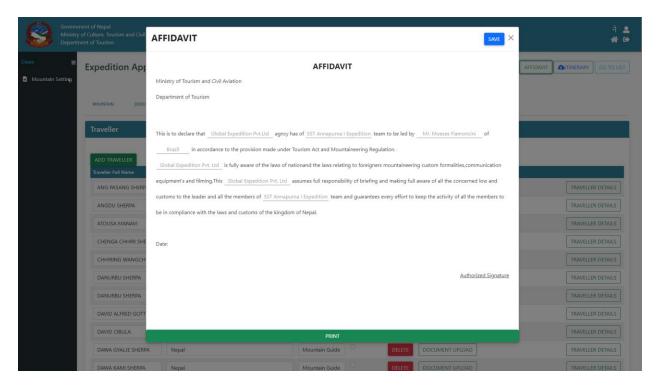
• After completing all these process will letter should be filled up and finally click on print button.



• Contract letter should be filled up between agency and mountaineering guide and finally click on save button. (you can also print this letter by clicking on print button).



• In affidavit letter all the information of agency should be filled up and submit it to dot.

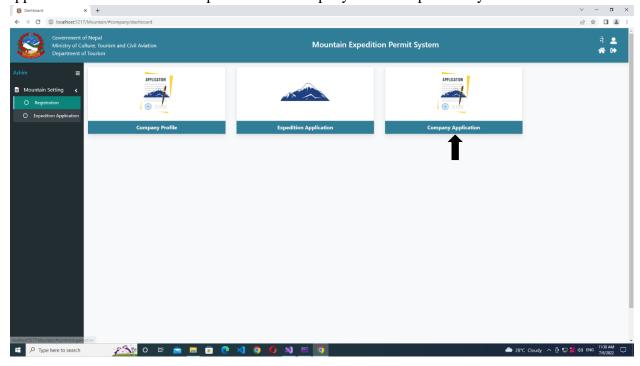


• In itinerary letter all the information of travelling days are determined.

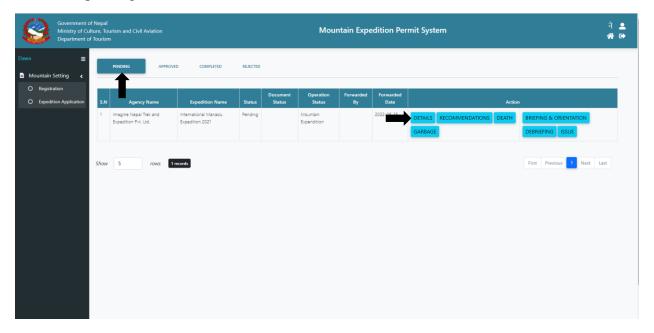
ITINERARY OF ANNAPURNA I EXPEDITION 2022 SPRING

- Day 1 Arrival to Kathmandu & Transfer to the Hotel (1,350)
- Day 2 Rest in Kathmandu, Expedition Briefing and Preparation
- Day 3 Fly from Kathmandu to Pokhara & Transfer to the Hotel
- Day 4 Drive from Pokhara to Dana (1,200m)
- Day 5 Helicopter flight from Dana to Annapurna I Basecamp (4,190m): Camping
- Day 6- Day 71 Climbing Period [Basecamp-Annapurna I Summit (8,091m) Basecamp
- Day 72 Helicopter flight from Annapurna I Basecamp to Dana (1,200m)
- Day73 Drive from Dana to Pokhara City & Fly to Kathmandu Helicopter Transfer)
- Day 74 Leisure Day in Kathmandu City
- Day 75 Transfer to International Airport for Final departure

• After completing all these information, get back to Dashboard and click on Company application to view Various Expedition that company have sent previously and their status.



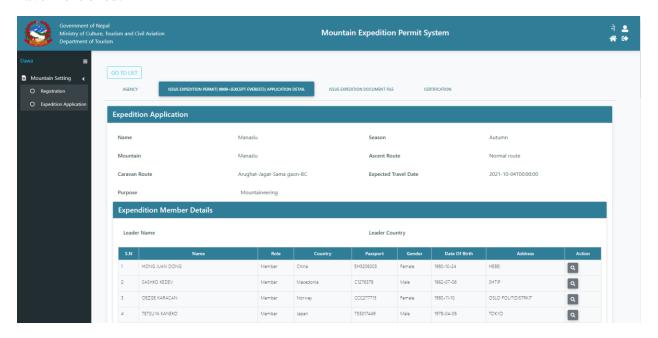
• Click on pending button.



• Click on Details Button for expedition application as well as Agency Information.

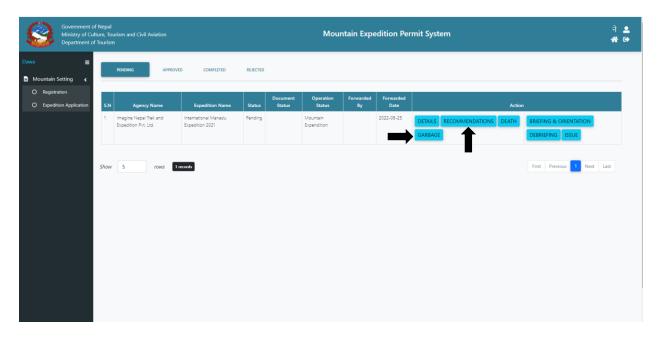


• Click on issue expedition permit application detail. Here, you can see all your expedition application, expedition members details, support staff details and garbage information that you have mentioned.

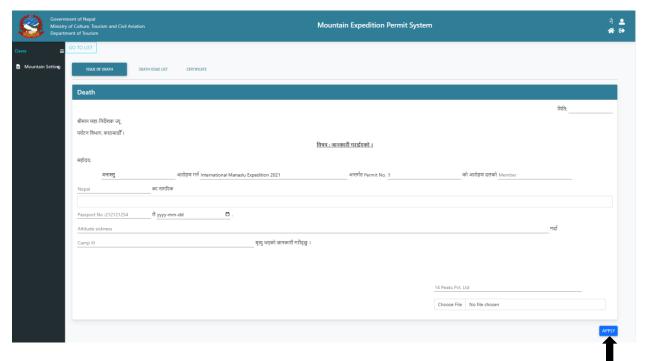


• In issue expedition document file you will see all the details information of your documents.

• If the expedition have permit or pre-permit certificate then Garbage and Recommendation section will be visible.

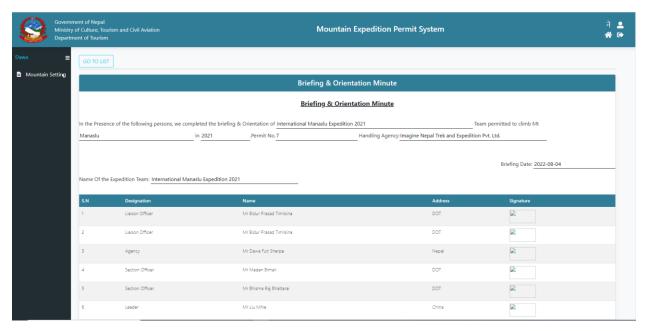


• In death button, issue of death and death issue list should be filled up for death certificate of climbers and finally click on apply button.

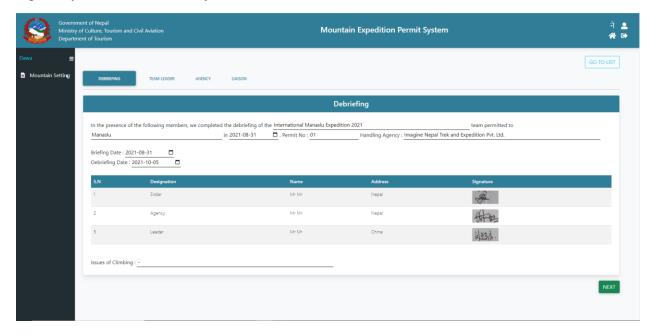


- Before climbing briefing and orientation minute should be filled up.
- Designation, name, address and signature should be filled up.

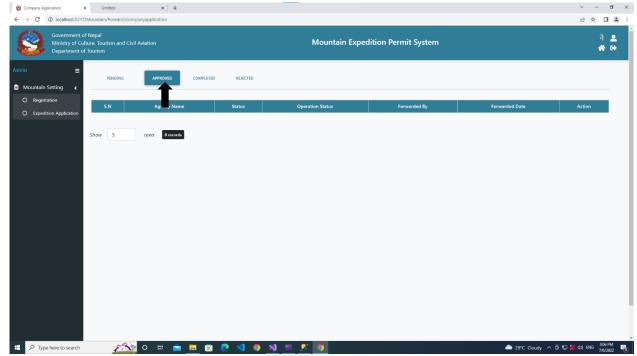
• Similarly, briefing questionare, team leader signature, handling agency, sirdar and liason officer signature should be uploaded.



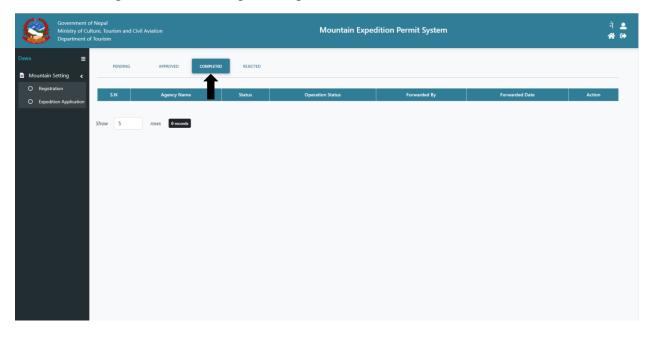
• After completing climbing journey you should submit all the team leader, agency (place of night stay, total number of days, name of the summitteers and so on) and liason information.



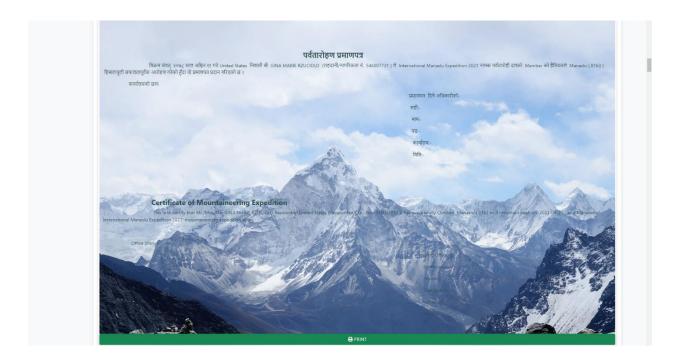
• Click on Approved button to view approved expedition documents.



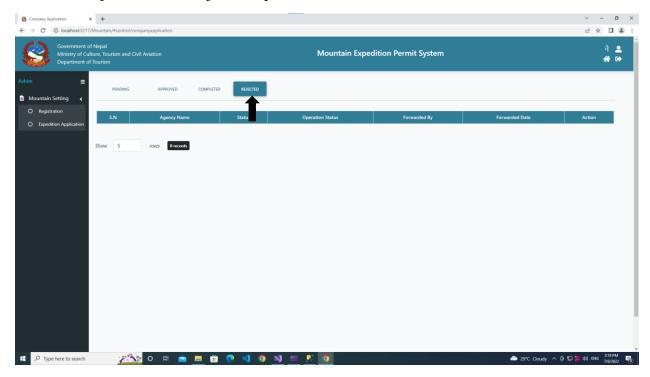
• Click on Completed to view completed expedition and then, click on details button.



• Here you can view your generated certificated send by the officer.



• Click on Rejected to view rejected expedition documents.



• Finally click on logout option to switch your system.

