Please Email documents to [info@webtree.com.np](mailto:info@webtree.com.np)

1. Company Logo
2. Company Registration Certificate (Gharelu / Udhyog / Counsil / Gabisa / Association / Community) – SCAN Copy Photo
3. PAN / VAT Registration – SCAN Copy Photo
4. Print the following document in your letter head and SCAN

To,  
The Hostmaster,  
NP ccTLD Registration Services  
Mercantile Communications Pvt. Ltd.  
P.O.Box. 876  
**Fax: 977-1-4427614  
Phone: 977-1-4445920  
Email : hostmaster@mercantile.com.np , hostmaster@mos.com.np**Durbarmarg, Kathmandu

**Subject: Regarding Registration for our organization**

Dear Sir/Madam,

Please kindly register for our organization

I have attached all necessary documents on the web.

Please set the DNS Servers as:

NS1.IT-NEPAL.COM  
NS2.IT-NEPAL.COM

Sincerely,

**Your Name**

Note: You can find the sample of this document at [**www.webtree.com.np/domaindoc**](http://www.webtree.com.np/domaindoc)

**Note: Your website will be ready from 10 days after you send us your documents.**