

1 Getting Started

Welcome to OCR e-Services (Office of Company Registrar Online Services) User Manual! This manual will assist you in working with the different online Modules of OCR e-Services. This online company registration module will help user for online registration of the company and view details of their company.

2 New Company Registration

In order to register a new company please read the instruction below:

2.1 Create User

To create a user please follow the below steps:

Step 1: Open any browser as per your convenience (Mozilla Firefox is preferred) and type the following URL: <https://www.ocr.gov.np/CRO/>, you will view the following page.

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.

द्रष्टव्यः
पहिलो चरणमा छुटेका कम्पनीहरूका विवरणहरू अद्यावधिक अद्यावधिक जानकारी गराइन्छ ।

Sign In

Username

Password

Password is case-sensitive.

LOGIN Create Company User Account

Forgot Password

Office of Company Registrar ©Copyright 2013.

Figure 1: Login Page

Here in Login Page of OCR e-services, you can view Sign In form and list instructions to be read carefully before proceeding to OCR e-Services.

Step 2: Click on highlighted button as shown in Figure 2 for new User Registration and you will be redirected to create user form as in the Figure 3 page:

- 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 2: Link for new User Registration

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

Create e-Services User

Your Full Name : *	<input type="text" value="Bhupendra Rijal"/>
Your Email Address : *	<input type="text" value="rijal.bhupendra33@yat"/>
Phone No. *:	<input type="text" value="014263090"/>
Gender :	Male ▾
Intermediary :	<input type="checkbox"/>
Citizenship or Passport No. : *	<input type="text" value="12345"/>
Code :	<div style="background-color: black; color: white; padding: 2px; display: inline-block;">1q3t3y</div> <input type="button" value="Try new code"/>
Type the code shown : *	<input type="text" value="1q3t3y"/>

* denote mandatory

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Figure 3: Create User Form

Step 3: Fill up the Create user form as below:

- Enter your full name in “**Your Full Name**” text box.
- Enter your email address in “**Email Address**” text box.
- Enter your company phone number in “**Company Phone No**” text box.
- Select your **Gender**.
- If registration is done on behalf of the company then selects **Intermediary**.
- Enter your citizenship or passport number in “**Citizenship or Passport No.**” textbox.
- Enter the displayed code in “**Type the code shown**” textbox.
- If you find the code to be difficult then you can click on button and new code will be displayed.
- If you want to go back to previous page then you can click on button and you will be redirected to the Login Page.
- If you want to submit the form then click on button to submit the form.

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

Step 4: After you submit the form, a mail will be send to your given email address with your Login Details(Username And Password) and you will be redirect to Login Page with the confirmation message as shown below:

नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालयConfirmation
Message

✔ You are Registered Successfully ! Login Details are sent to your email id rijal.bhupendra33@yahoo.com

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.

द्रष्टव्यः
पढिनेो परलमम सुटेकम कम्पनीइकम शिवरणइक अइक्यालशिक भइरहेको जानकारी मरानइक ।

Click to verify

Sign In

Username

Password

Password is case-sensitive.

[Forgot Password](#)

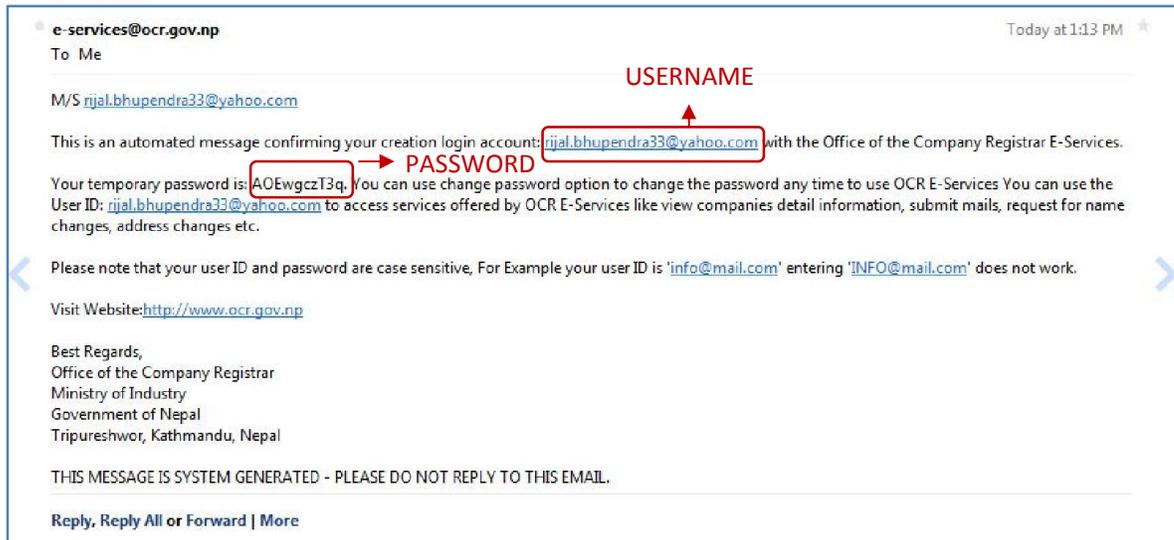


Figure 5: Confirmation mail

2.2 Logging In

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

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

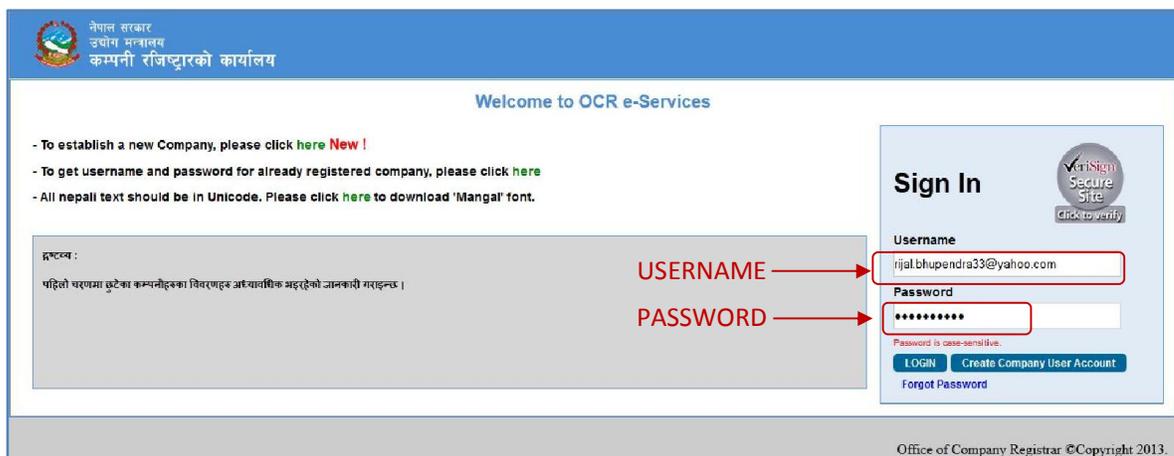


Figure 6: Login into the OCR-eService (for the first time after receiving Login Details in mail)

- 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  button to login into the application and you will be redirected to the following page:

Figure 7: 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  button to cancel the process (you can also change the Password next time you login into the application).
 - Or click on  button to update or change the password information.

Step 5: After you have change the 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 8: Confirmation message

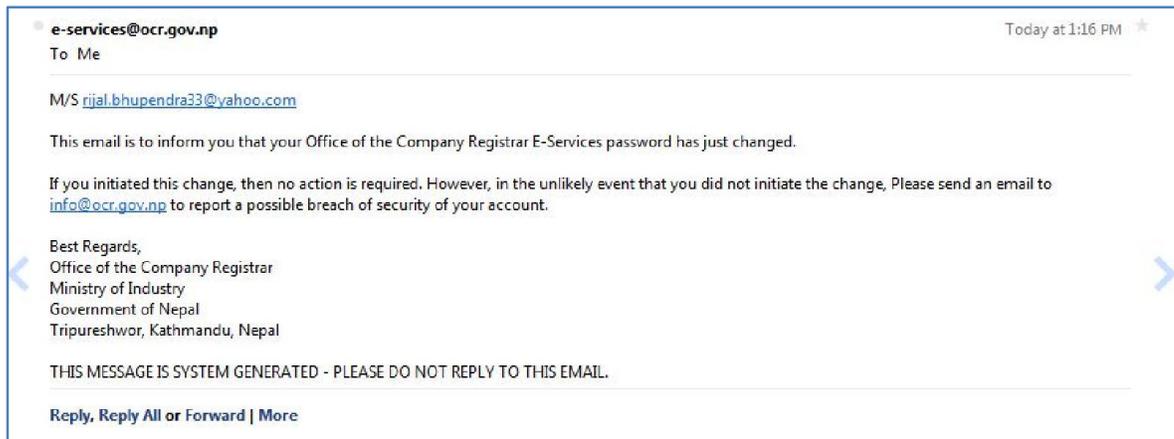


Figure 9: Sample format of Password Change Mail

Login into the OCR e-service after the user have change their temporary password:

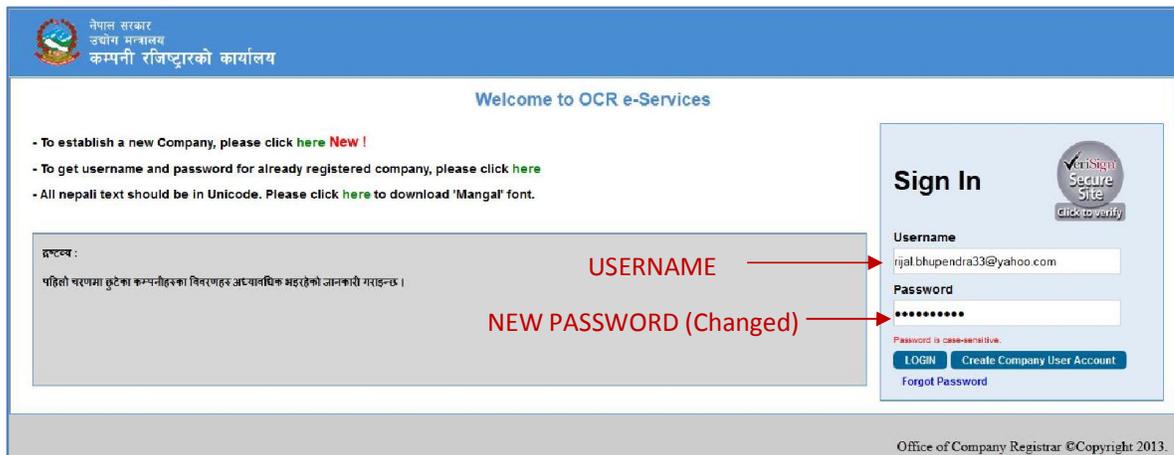


Figure 10: Login into OCR e-Service after changing password

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

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

Step 3: Click on  button to login into the application and you will be redirected to the Home page of OCR e-service

2.3 Reserve Company Name

Once you have successfully logged into the application you are presented with the homepage (of New Company Registration User) 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.

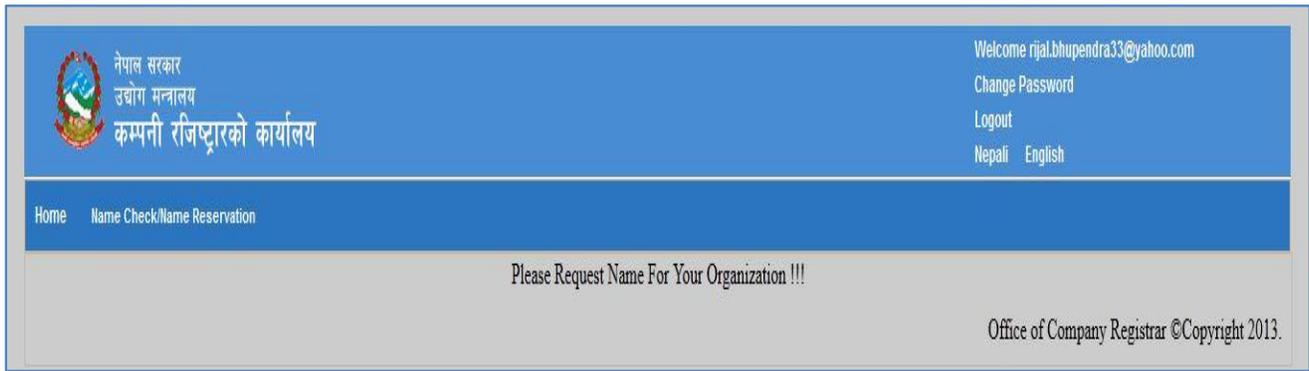


Figure 11: Homepage for New Company Registration User

To Check/ Reserve company name you can click on ‘**Name Check/Reservation**’ menu in the menu bar and select ‘**Name Reservation Request Form**’ as shown in figure 14 and you will be redirected to the following page

Figure 12: Name Reservation Request Form

In the process of filling Name Reservation Request Form to request new name at OCR e-services following process are involved:

Step 1: Fill **Request Name Details**. Details include:

Figure 13: Request Name Detail

- Enter Company Name in English in 'Company Name (English)' text box.
- Enter Company Name in Nepali in 'Company Name (Nepali)' text box.
- After entering the Company Name, click on **Name Check Search** option on the right side (if you want to check the name of the company). You will be directed to the following pages

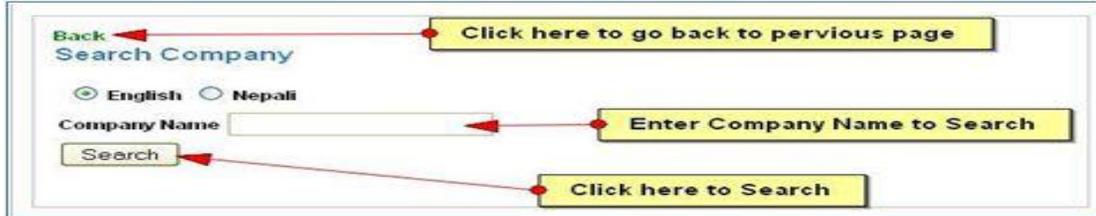


Figure 14: Search by Company Name

- Enter the company name to search in 'CompanySearchTag'
- Select the search criteria (English or Nepali)
 - If you want to search in English then select **English Search**
 - If you want to search in Nepali then select **Nepali Search**
- Click on **Search** button and the respective search result will be displayed as follows:

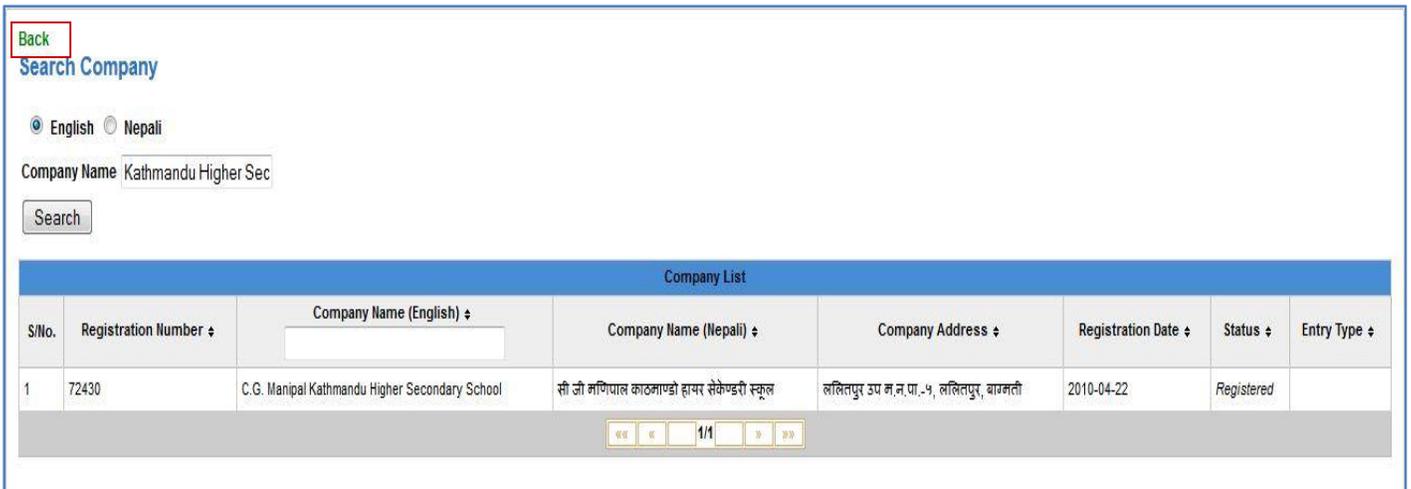


Figure 15: Search Result

- After viewing the search result you can go to previous page by clicking on **Back** button.

Step 2: Fill the **Objective Details**. Detail includes:

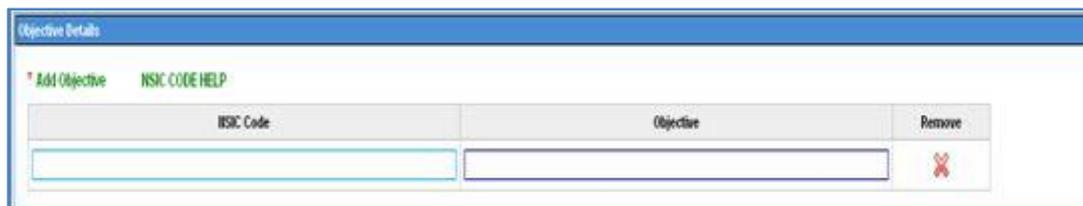


Figure 16: Objective Details

Fill in the Company Objective in the ‘Objective’ option or the NSIC Code in the ‘NSIC Code’ option. For your convenience if you enter Objective or NSIC Code then the respective NSIC code or Objective is automatically generated by the system.

A Company can have single or multiple objectives.

- To add more objectives, click on  button.
- To delete the objective click on  button and the respective NSIC Code will be Removed.

If you have any uncertainty regarding the NSIC Code, you can click  button for information about various codes. You will be directed to the following NSIC Code Help page:

NSIC CODE HELP

NSIC Code

Nepali Description

English Description

View NSIC Code List

S.No.	NSIC Code	English Description	Nepali Description
1	0111	खाद्य वस्तुहरू जस्तै धान, सुर्ति, भटमास, जडीबुटी, तोरी, रबर आदिको खेती गर्ने।	खाद्य वस्तुहरू जस्तै धान, सुर्ति, भटमास, जडीबुटी, तोरी, रबर आदिको खेती गर्ने।
2	0112	सागसब्जि, फूल नर्सरी आदिको खेती गर्ने।	सागसब्जि, फूल नर्सरी आदिको खेती गर्ने।
3	0113	फलफूल, मसला र चिया कफि आदिको खेती गर्ने।	फलफूल, मसला र चिया कफि आदिको खेती गर्ने।
4	0121	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।	पशुपालन, दूध उत्पादन र पशु पोषण कार्य गर्ने।
5	0122	खरायो, सुंगुर, लीकाट, कुखुरा, हंस, सुगा, गोहो, मोरी, रेशम किरा पालन गर्ने।	खरायो, सुंगुर, लीकाट, कुखुरा, हंस, सुगा, गोहो, मोरी, रेशम किरा पालन गर्ने।
6	0130	खाद्य पदार्थको खेती गर्ने र पशु पत्तो पालन (मिश्रित) खाद्य पदार्थ र पशुपालन गर्ने।	खाद्य पदार्थको खेती गर्ने र पशु पत्तो पालन (मिश्रित) खाद्य पदार्थ र पशुपालन गर्ने।
7	0140	कृषि सेवा, पशु हेरचाह, नवल सुधार एवं प्रजनन, किटनाशक आबधो छन सेवा।	कृषि सेवा, पशु हेरचाह, नवल सुधार एवं प्रजनन, किटनाशक आबधो छन सेवा।
8	0200	वन उत्पादन, दाउटा पार्दले र बाकालन गर्ने, वन विपणन गर्ने।	वन उत्पादन, दाउटा पार्दले र बाकालन गर्ने, वन विपणन गर्ने।

Figure 17: Objective Details

- In NSIC Code Help page, you can search the NSIC code by entering the English or Nepali description of your objective or NSIC Code number and click on  button. The respective search result will be displayed.

Step 3: After filling the **Name Reservation Request Form** you can click on  button to submit the company name reservation request form or  button to cancel the request.

Step 4: After submitting the **Name Reservation Request Form** mail will be send to your email address

and the confirmation message will be displayed on your screen as follows:

नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय

Welcome
rijal.bhupendra33@yahoo.com
Change Password
Logout
Nepali English

Home Name Check/Name Reservation

Name Reservation Request Form

Request Name Details

Company Type * Private

Company Name (English) * Kathmandu Higher Secondary School Name Check

Company Name (Nepali) * काठमाण्डौ हाइयर सेकेडरी स्कूल

Objective Details

* Add Objective [NSIC CODE HELP](#)

NSIC Code	Objective	Remove
8010	प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।	✖
8021	निम्न माध्यमिक एवं माध्यमिक विद्यालय सम्बन्धी क्रियाकलापहरू।	✖
8022	प्राविधिक एवं व्यवसायीक स्कूल सम्बन्धी क्रियाकलापहरू।	✖
8030	उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।	✖

Submit Cancel

Figure 18: Format of Name Reservation

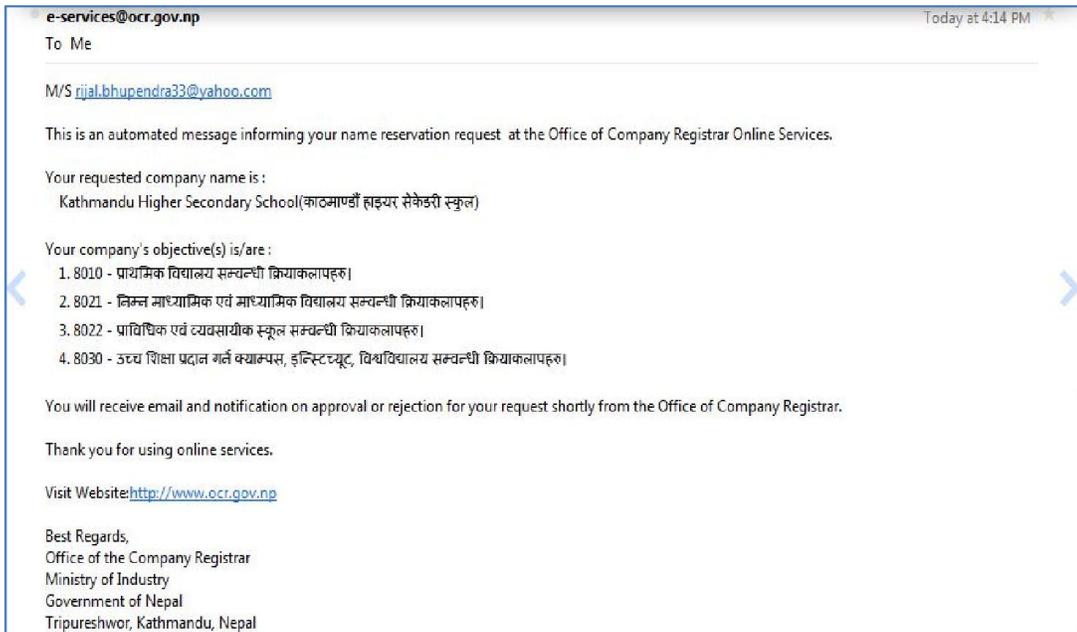


Figure 19: Confirmation Mail



Figure 20: Confirmation Message

Now further process will be carried out at Office of Company Registrar. You can view detail of your requested Company Name by clicking on the **Home** menu in your menu bar and the detail information will be shown as in figure 21.

नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय

Welcome rijal.bhupendra33@yahoo.com
Change Password
Logout
Nepali English

Home

Company Name is Not Yet Approved !!!

If there is no response within 14 days. Please contact the Office of Company Registrar Registration Department with your request no !!!

Request No	1487
Request Date	2071-02-05
Proposed Company Name (English)	Kathmandu Higher Secondary School
Proposed Company Name (Nepali)	काठमाण्डौ हाइपर सेकेडरी स्कुल

Proposed Company Objective(s)		
S.No.	NSIC Code	Company Objectives
1	8022	प्राविधिक एवं व्यवसायीक स्कुल सम्बन्धी क्रियाकलापहरू।
2	8021	निम्न माध्यामिक एवं माध्यामिक विद्यालय सम्बन्धी क्रियाकलापहरू।
3	8030	उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।
4	8010	प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।

Office of Company Registrar ©Copyright 2013.

Figure 21: Company Name Reservation Detail page

If company name you have reserved is approved or rejected, notification mail for **Approval** or **Rejection** will be send to your email address from Office of Company Registrar.

Rejection of Company Name Reservation

If the Company name you have requested is rejected then rejection mail will be sent to your email address.

e-services@ocr.gov.np Today at 4:24 PM

To Me

M/S rijal.bhupendra33@yahoo.com

This is an automated message informing you that the Office of the Company Registrar has rejected your requested company name which is:
Kathmandu Higher Secondary School(काठमाण्डौ हाइपर सेकेडरी स्कुल)

and your objective(s) is/are :

1. 8021 - निम्न माध्यामिक एवं माध्यामिक विद्यालय सम्बन्धी क्रियाकलापहरू।
2. 8010 - प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।
3. 8030 - उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।
4. 8022 - प्राविधिक एवं व्यवसायीक स्कुल सम्बन्धी क्रियाकलापहरू।

Remarks: नाम जुधेको देखिन्छ

Please visit <http://www.ocr.gov.np> to apply for a different company name .
Thank you for using online services.

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

Figure 22: Sample format of Company Name Reservation Rejection mail

You can again request for new Company name by following the pervious steps of **Check Name/Reservation** process (refer section 2.3 figure 12 Check Name/Reservation)

Approval of Company Name Reservation

If the Company name you have requested is Approved then approval mail will be sent to your email address.

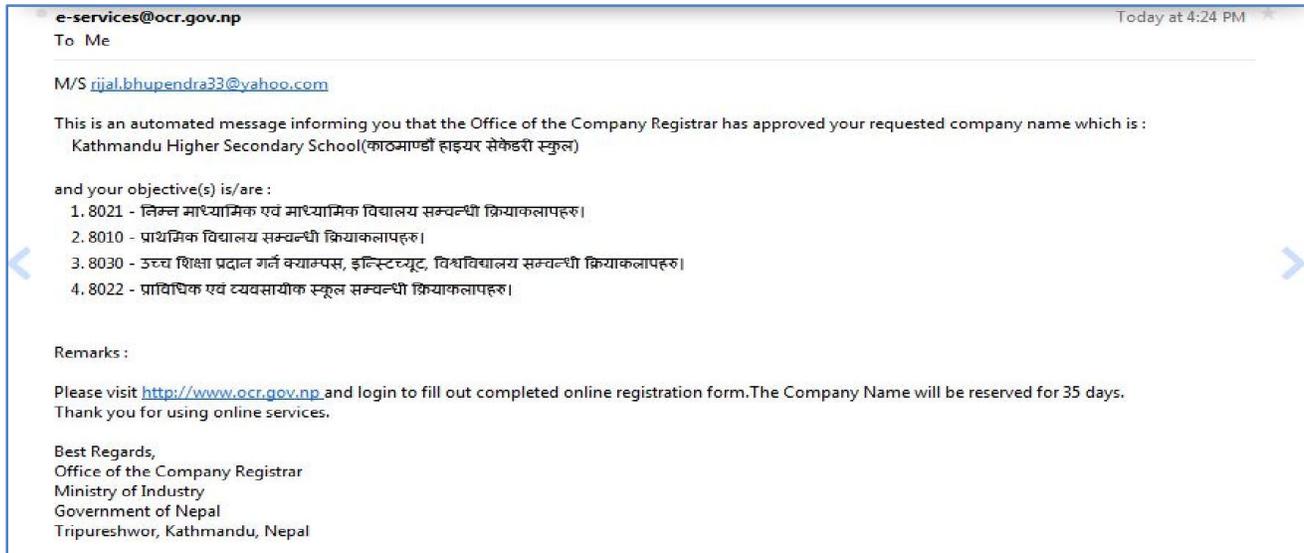


Figure 23: Sample format of Company Name Reservation Approval mail

After the approval of the requested company name, you can further process the company registration process (detail of Company Registration process is described below section 2.4 Company Registration).

2.4 Company Registration

After the approval of the Company Name you can fill the company registration form. To fill company registration form login into OCR e-service with your username and password (refer to section 2.2 Logging In figure 10) and the following homepage will be displayed:



Figure 24: Homepage after Company name is approved

In the homepage you can view the link to fill the registration form. Click on **Registration Form** link and you will be redirected to the following page:



नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय

Welcome
rijal.bhupendra33@yahoo.com
Change Password
Logout
Nepali English

[Home](#) [Company Registration](#)

Company Registration Form

Company Details

Company Name (English) *

Company Name (Nepali) *

Telephone No

Fax No

Company Email

Company Address *

District

V.D./Municipality

Ward No

Street

Block No

Branch Details

[Add Branch Address](#)

Objective Details

[NSIC CODE HELP](#)

Isic Code	Objective
<input type="text" value="8021"/>	<input type="text" value="निम्न माध्यमिक एवं माध्यामिक विद्यालय सम्बन्धी क्रियाकलापहरू।"/>
<input type="text" value="8010"/>	<input type="text" value="प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।"/>
<input type="text" value="8022"/>	<input type="text" value="प्राथमिक एवं व्यवसायिक स्कूल सम्बन्धी क्रियाकलापहरू।"/>
<input type="text" value="8030"/>	<input type="text" value="उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।"/>

Capital Details

Company Type *

Capital Structure

Company Share Holder Details

[*Add Company Share Holder](#) (Please select Company type first !!)

Document Details

If you have any confusion related to document uploads, [Click here](#)

Please Scan Files using 150 dpi.(Only pdf files are allowed)

Company Registrar Office©Copyright 2013.

Figure 25: Company Registration Form

In the **Company Registration Form**, you can view your requested approved **Company Name** and the **Objective Detail (NSIC Code)**. These two fields in the form cannot be change or edited. You have to fill other required details in the form for new Company Registration. In the process of filling the company registration form of any company following process are involved:

Step 1: Fill the **Company Details**. Details include:

Figure 26: Company Details

In Company Details form, the Company Name that you had requested and reserved previously in Check Name/Reservation will be shown and this Company Name (English and Nepali both) cannot be changed. You have to fill other required details in the Company Details form which includes Telephone No, Fax No, Company Email and Company Address.

Step 2: Fill **Branch Details**.



Figure 27: Add branch Address Link

- Click on **Add Branch Address** link to add branch address of the company and the following dialogue box will appear in your screen:

Figure 28: Add Branch Address

- Select the District, V.D.C. / Municipality from the drop down menu and enter the ward and block numbers.
- Click on button to save the branch address or click on button to cancel the process.
- If you wish to add more branches, repeat the same process, i.e., click on link and do the same.

Step 3: **Objective Details** cannot be changed or modified. Objective detail will be same as you have requested in Name Reservation process previously.

Objective Details	
NSIC CODE HELP	
Nsic Code	Objective
8021	भिन्न माध्यमिक एवं माध्यमिक विद्यालय सम्बन्धी क्रियाकलापहरू।
8010	प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।
8022	सापेक्षिक एवं व्यवसायिक स्कूल सम्बन्धी क्रियाकलापहरू।
8030	उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।

Figure 29: Objective Details

Step 4: **Fill Capital Details.**

Capital Details

Company Type *

[Capital Structure](#)

Figure 30: Capital Details

The **Capital Structure** (Amount) –is dependable upon the **Company Type** you choose.

Capital Details

Company Type *

[Capital Structure](#)

Select

मुलाफा वितरण नगर्ने

पब्लिक >> सरकारी

पब्लिक >> सरकारी >> सम्पूर्ण स्वामित्व

पब्लिक >> सरकारी >> Joint Venture Between government and Public

पब्लिक >> गैर सरकारी

पब्लिक >> गैर सरकारी >> सम्पूर्ण नेपाली स्वामित्व (पब्लिक)

पब्लिक >> गैर सरकारी >> Joint Venture between Nepali and foreign company

प्राइभेट >> एकल

प्राइभेट >> बहुल

प्राइभेट >> बहुल >> सम्पूर्ण नेपाली स्वामित्व (प्राइभेट)

प्राइभेट >> बहुल >> Joint Venture with foreign promoters

प्राइभेट >> बहुल >> सम्पूर्ण विदेशी स्वामित्व

विदेशी कार्यलय >> विदेशी सम्पर्क कार्यलय

विदेशी कार्यलय >> विदेशी शाखा कार्यलय

Figure 31: Company Type

- You can choose the **Company Type** from the drop down menu (as shown in Figure33).
- The Capital Structure option changes with the change in the Company Type. For example,

Capital Structure for “Private Ekal” Company is given by the figure below.

Capital Details

Company Type * प्रइभेट >> एकल

Capital Structure

Authorized Capital(Rs)

Authorized Capital(Rs) 0.00

Authorized Rate(Rs) 100.00

Quantity Of Shares

Issued Capital(Rs)

Issued Capital(Rs) 0.00

Paid Up Capital(Rs)

Paid Up Capital(Rs) 0.00

Figure 32: Capital Structure for Company Type ‘Private Ekal’

- Enter the Authorized Capital (Rs.), Authorized Rate (Rs.), Quantity of Shares, Issued Capital (Rs.) and Paid Up Capital (Rs.) amount in Capital Structure.

Step 5: Fill **Company Share Holders Details**. Detail includes:

Company Share Holder Details

*Add Company Share Holder (Please select Company type first!!!)

Figure 33: Add Company Share Holder Details

- To add Company Share Holder information, click on ***Add Company Share Holder** button. A dialogue box will appear.

Company Share Holder

Select Share Holder Type

Share Holder Type Person

Name *

English : First Middle Last

Nepali : First Middle Last

Gender Male

Father/Husband *

Foreigner Yes No

Citizenship Number * District * थहा नभएको

Pan Number

Figure 34: Company Share Holder Form

Here in **Company Share Holder** form, you can add two types of **Company Share Holder** information.

Two types of Company Share Holders are:

- Person
- Company

- i. If you select **Shareholder Type** as **Person** in **Company Share Holder** form then the following form will be displayed :

Company Share Holder ✕

Share Holder Type Person

Name *

English : First Middle Last

Nepali : First Middle Last

Gender Male

Father/Husband *

Foreigner Yes No

Citizenship Number * **District** * यहाँ नभएको

Pan Number

Permanent Address

District यहाँ नभएको

V.D.C/Municipality यहाँ नभएको

Ward No

Street

Block No

Temporary Address

Share Holder Type*

DIRECTOR FOUNDER SHAREOWNER JURISDICTION

Share Detail*

No. of Shares

Total Amount

No. of Witness Person

Witness							
Full Name	District	Area	Ward No	Block No	Citizenship Number	District	Delete

Optional

Figure 35: Company Share Holder form format for Share Holder Type as Person

In the **Company Share Holder form** fill the required information:

- Enter the **Name** of the Share Holder (in English and Nepali).
- Select **Gender**
- Enter '**Father/ Husband's Name**'.
- Select the '**Foreigner**' option.
 - If the Share Holder is a Nepali citizen, select "No" and enter the Citizenship Number, District, and Permanent Address.

The screenshot shows a web form titled "Company Share Holder". At the top, "Share Holder Type" is set to "Person". The "Name" section has fields for English and Nepali names, each with First, Middle, and Last name inputs. "Gender" is set to "Male". "Father/Husband" has an empty text field. "Foreigner" is set to "No". "Citizenship Number" and "Pan Number" have empty text fields. "District" has a dropdown menu with "थाहा नभएको" selected. Below this is a "Permanent Address" section with fields for "District" (dropdown), "V.D.C/Municipality" (dropdown), "Ward No", "Street", and "Block No".

Figure 36: Share Holder form format for Nepali Citizen

- If the Share Holder is a foreigner, select "Yes" and enter the Passport Number and permanent address.

The screenshot shows a web form titled "Company Share Holder". At the top, "Share Holder Type" is set to "Person". The "Name" section has fields for English and Nepali names, each with First, Middle, and Last name inputs. "Gender" is set to "Male". "Father/Husband" has an empty text field. "Foreigner" is set to "Yes". "Passport Number" has an empty text field. Below this is a "Permanent Address" section with fields for "Country" (dropdown with "Select" selected) and "Permanent Address" (text field).

Figure 37: Share Holder Form format for Foreigner

- Now, select the **Share Holder Type**.
 - Director
 - Founder
 - Shareowner
 - Jurisdiction

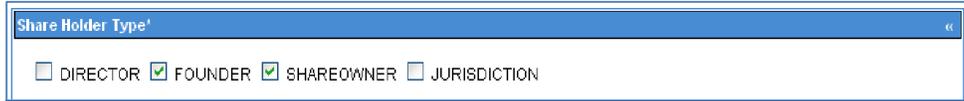


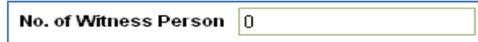
Figure 38: Share Holder Type

- Enter the **Share Lagat Details**. Details include:
 - Number of Shares
 - Total Amount



Figure 39: Share Detail

- Enter the number of witnesses in **No. of Witness Person** text box



and the respective number of row to add witness will be shown as below:



Witness							
Full Name	District	Area	Ward No	Block No	Citizenship Number	District	Delete
<input type="text"/>	थाहा नभएको	थाहा नभएको	<input type="text"/>	<input type="text"/>	<input type="text"/>	थाहा नभएको	Delete
<input type="text"/>	थाहा नभएको	थाहा नभएको	<input type="text"/>	<input type="text"/>	<input type="text"/>	थाहा नभएको	Delete
<input type="text"/>	थाहा नभएको	थाहा नभएको	<input type="text"/>	<input type="text"/>	<input type="text"/>	थाहा नभएको	Delete

Figure 40: Witness Detail

- Enter **Witness Details**. Details include:
 - Full Name
 - District
 - Area
 - Ward Number
 - Block Number
 - Citizenship Number and District of Registration.

- If you want to remove Witness Detail then click on **Delete** button and the respective witness detail will be removed.
- If you want to add another Witness Detail then enter the number of Witness to be added in 'No. of Witness Person' text box. For example, of you want to add another 3 witness then enter **No. of Witness Person 3** and additional three rows will be added.

- Enter the **Optional Detail** of the Share Holder (if any)



Optional			
Mobile Number	<input type="text"/>	Phone Number	<input type="text"/>
Email Id	<input type="text"/>	Fax No	<input type="text"/>
Po.Box No	<input type="text"/>	Remark	<input type="text"/>

Figure 41: Optional Detail

- After filling all the required information in Company Share Holder form you can click on **Save** button to save the Company Share Holder details or click on **Cancel** to Cancel the process.

- ii. If you select **Shareholder Type** as **Company** in **Company Share Holder** form then the following form will be displayed:

Company Share Holder
✕

Share Holder Type Company ▼

Company English Name *

Company Nepali Name *

Company Registration No. *

Company PAN No.

Permanent Address
«

District शहा नभएको ▼

V.D.C/Municipality शहा नभएको ▼

Ward No

Street

Block No

Temporary Address
»

Share Holder Type*
«

DIRECTOR FOUNDER SHAREOWNER JURISDICTION

Share Detail*
«

No. of Shares

Total Amount

No. of Witness Person

Witness

Full Name	District	Area	Ward No	Block No	Citizenship Number	District	Delete

Optional
»

Figure 42: Company Share Holder form format for Share Holder Type as Company

- You can fill the information in this form as in **Company Share Holder Type as Person** form. After filling up the form you click on **Save** button to save the details of Company Share Holder or click on **Cancel** button to cancel.

Step 6: If there any Documents to be uploaded then upload the related documents in **Document Details**.

Document Details			
1	प्रबन्ध पत्र	<input type="button" value="+ Add File"/>	<input type="checkbox"/>
2	नियमावली	<input type="button" value="+ Add File"/>	<input type="checkbox"/>

Figure 43: Documents Details

- To upload documents click on **+ Add File** button and then select the file you want to upload (Note: Only .pdf format file can be uploaded).
- If you don't have soft copy of the related document but you have the hard copy of the document then you can just click on select box on right side of the document name as shown below (checking this select box is similar to uploading the document):

Document Details			
1	प्रबन्ध पत्र	<input type="button" value="+ Add File"/> <input type="button" value="Delete"/>	<input type="checkbox"/>
2	नियमावली	<input type="button" value="+ Add File"/>	<input checked="" type="checkbox"/>

Figure 44: Selecting Document

- If you want to view the uploaded document then you can click on  icon and the uploaded document will be displayed.
- If you want to delete the uploaded file then you can click on **Delete** button and the respective document will be deleted.

Step 7: After filling all the required information in the **Company Registration Form** you can

- click on **Preview** button to preview the Company Registration detail
- or click **Cancel** button to cancel the registration process
- or click on **Save** button if you want to save the file. All the information you have entered

will be saved in file temporary and when you login with the same credentials all the previously input fields will be automatically populated.

Step 8: After you click on **Preview** button you will be redirected to the following page:



नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय

Welcome
rijal.bhupendra33@yahoo.com
Change Password
Logout
Nepali English

Home
Company Registration

Please preview the page and then click on 'Submit'

Company Name (English): Kathmandu Higher Secondary School
 Company Name (Nepali): काठमाण्डौ हाइयर सेकेडरी स्कुल
 Telephone No
 Fax No
 Company Email: rijal.bhupendra33@yahoo.com
 Company Address

District: काठमाण्डौ
 V.D.C/Municipality का.म.न.पा.
 Ward No: 5
 Block No

NSIC Code	Objective
8021	विभिन्न माध्यमिक एवं माह्यमिक विद्यालय सङ्गन्धी क्रियाकलापहरू।
8010	प्राथमिक विद्यालय सङ्गन्धी क्रियाकलापहरू।
8022	प्राथमिक एवं मध्यमस्तरीय स्कूल सङ्गन्धी क्रियाकलापहरू।
8030	उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सङ्गन्धी क्रियाकलापहरू।

Company Type प्राइभेट >> एकल

Capital Structure

Authorized Capital

Authorized Capital: Rs 500,000.00
 Authorized Rate: Rs 100.00
 Quantity Of Shares: 5000
 Authorized Capital Date: 2071-02-05

Issued Capital

Issued Capital: Rs 500,000.00
 Issued Capital Date: 2071-02-05

Paid-Up Capital

Paid-Up Capital: Rs 500,000.00
 Paid-Up Capital Date: 2071-02-05

Company Share Holder Details

S.No.	Full Name	Permanent Address	Father's/Husband's Name	Foreigner	Citizenship/Passport No.	Issued District / Country	Shares		Citizenship / Passport
							Share Count	Total Amount	
1	Ram Bahadur Rijal	का.म.न.पा.-5,काठमाण्डौ	राम बहादुर रिजाल	No	12345	काठमाण्डौ	● 5000	500000.0	

Submitted Document

1. संस्थापन निवेदन Uploaded
2. फुल फॉर्म Uploaded
3. निवेदनको Uploaded

Office of Company Registrar ©Copyright 2013.

Figure 45: Preview Page

- In the Preview Page, you can view all the details entered previously and search for any further corrections. To edit further click on **Back** button, you will be directed to the previous Company Registration page where you can alter your details, else click **Submit** button to submit the Company Registration form and proceed further.
- After you submit the form you will be redirected to the following page:

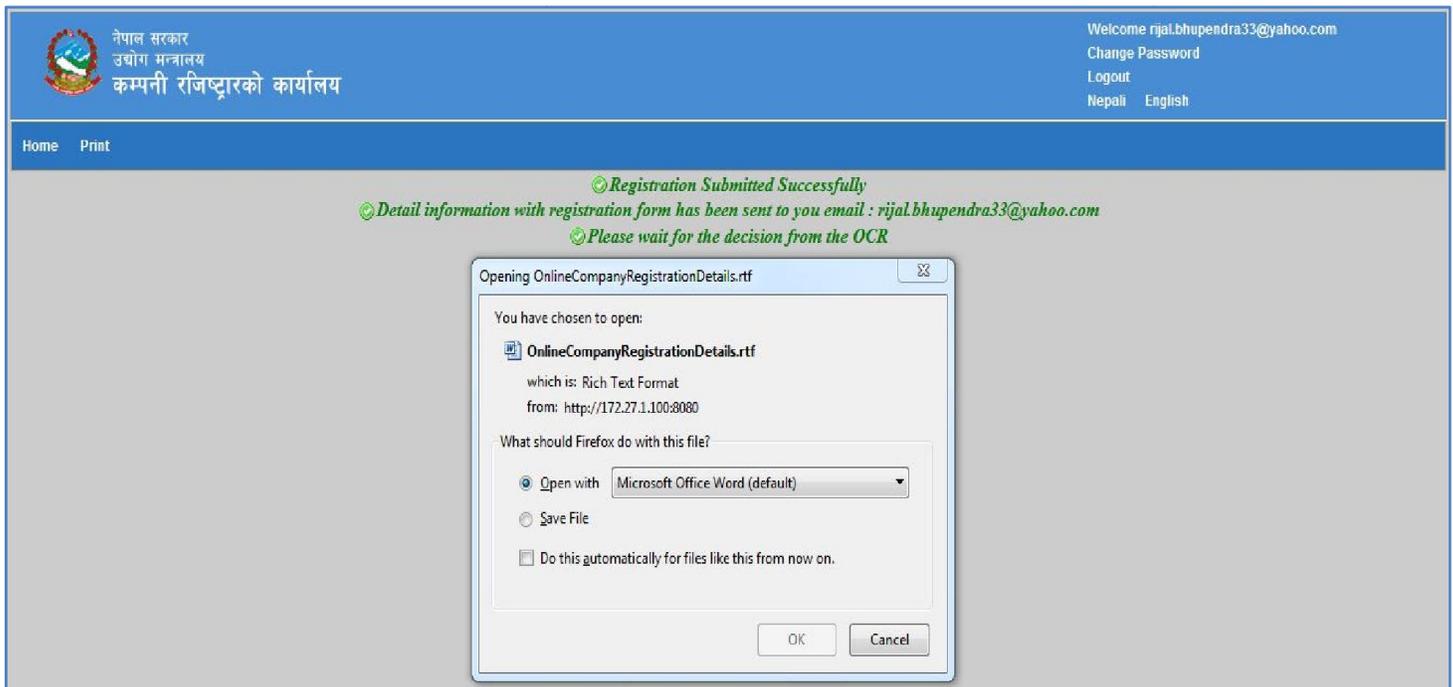


Figure 46: Registration Detail after submitting the company registration form

- After submission of the Company Registration form you can view the detail information of the registration. The information includes Revenue Amount to Be Paid, Temporary Application ID and confirmation message. And along with this message the detail information about the company registration will also be send to your email address with the attachment of company registration detail as in Fig47.

Online Registration Details

Temporary Application ID : 67900

Application No. : 178119

Date : 2071-02-05

1. COMPANY GENERAL DETAILS

Nepali Name	काठमाण्डौ हाइयर सेकेडरी स्कूल प्रा.लि.
English Name	Kathmandu Higher Secondary School Pvt Ltd.
Phone No.	
Fax No.	

2. COMPANY ADDRESS DETAILS

Zone	बागमती
District	काठमाण्डौ
Area	का.म.न.पा.
Ward No.	05
Street	
Block No.	

3. COMPANY OBJECTIVE DETAILS

S/No.	NSIC Code	Objective
1	1920	जुत्ता वा चप्पल उत्पादन गर्ने प्रतिष्ठान / क्रियाकलापहरु।

4. COMPANY BRANCH OFFICE DETAILS

5. COMPANY TYPE AND CAPITAL STRUCTURE DETAILS

Figure 47: Sample format of Application Submission Detail

e-services@ocr.gov.np Today at 4:40 PM

To Me

M/S Kathmandu Higher Secondary School

The Company Registration form has been successfully submitted.

Please wait for a decision from the Office of Company Registrar .

Thank you for using online services.

Visit Website : <http://www.ocr.gov.np>

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

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

RegistrationForm (...rtf) View | Download

Reply, Reply All or Forward | More

Norton by Symantec

Figure 48: Sample format of Company Registration Detail mail

After the submission of company registration documents, If your company registration process is rejected then following message (fig 49: [Sample format Rejection of Company Documents Detail mail](#)) will be sent in your email Id then you can again use **OCR e-Service** to resubmit your application. You can follow the previous steps for Company Registration process as mentioned above (*refer to section 2.4 New Company Registration*).

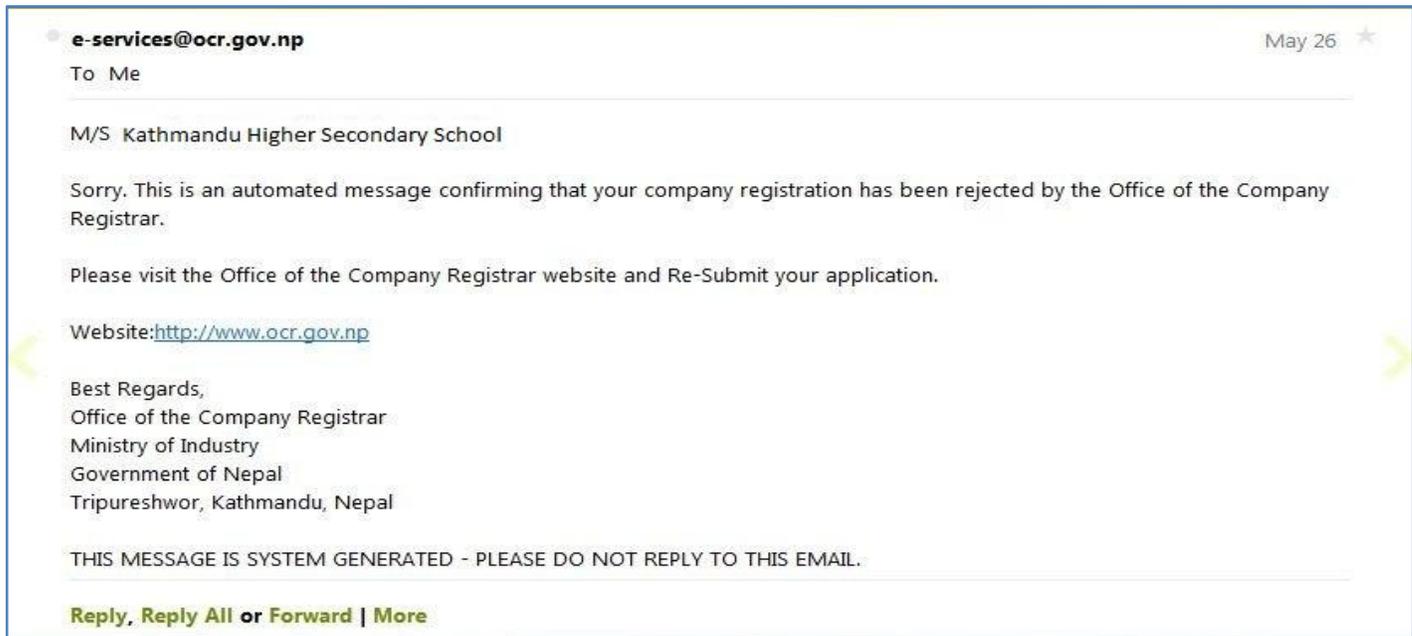


Figure 49: Sample format Rejection of Company Documents Detail mail

If your submitted application is approved following mail ([Figure 50: Sample format Approval of Company Documents Detail mail](#)) will be sent in your email ID.

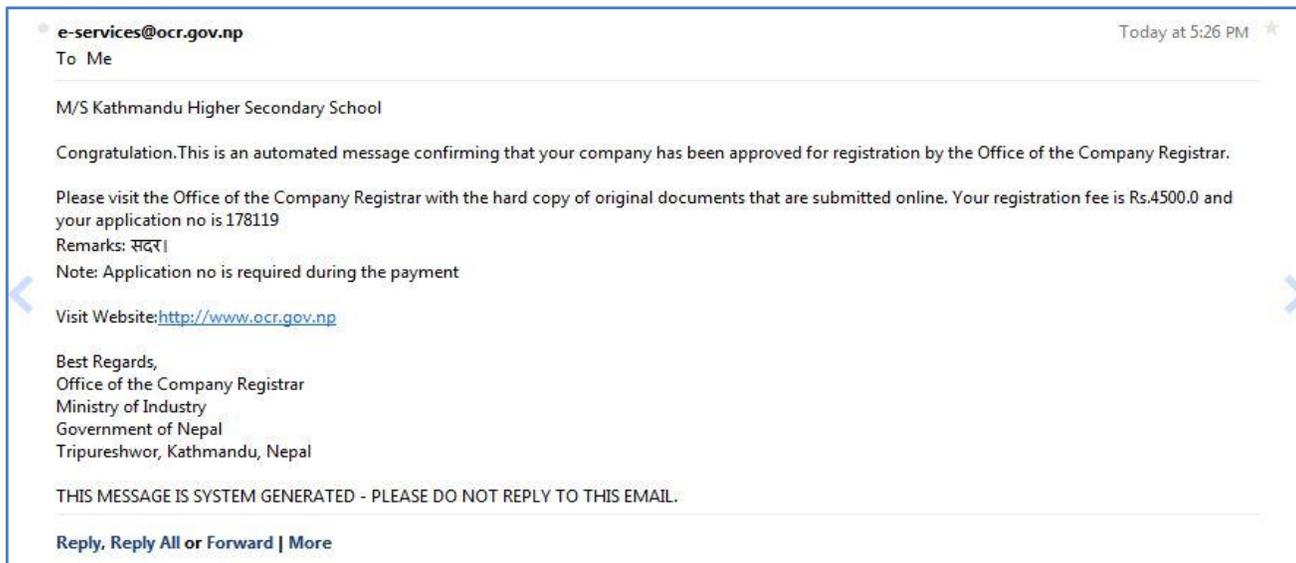


Figure 50: Sample format Approval of Company Documents Detail mail

After approval of your application which will be updated in your lodgment section as well as an email notification will be sent in your email address, visit the Office of the Company Registrar with all the original Certificates and Documents for further verification of Registration Process. Office of Company Registrar will now verify all the company registration process.

From here the online Company Registration process ends, After your company is registered and you have received your company registration number then you will be presented with already registered company user Homepage (*for detail refer section 2.4 Figure 51 the Homepage of already Registered Company User who have received a Registration Number*).



Company Detail Lodgment Company History Document / Letter View

General Details

Registration No. : 113103	Registered Date : 2071-02-09
Company Name (Nepali) : काठमाण्डौ हाइयर सेकेन्डरी स्कुल (प्रा. लि.)	Company Name (English) : Kathmandu Higher Secondary School (Pvt. Ltd.)
Company Address : का.म.न.पा.-९,काठमाण्डौ,बाग्मती	Company Type : प्राइभेट >> एकल
Status : Registered	

Capital Structure

Authorized Capital	Issued Capital	Paid-Up Capital
Authorized Capital : Rs. 500,000.00	Issued Capital : Rs. 500,000.00	Paid-Up Capital : Rs. 500,000.00
Authorized Rate : Rs. 100.00	Issued Capital Date : 2071-02-05	Paid-Up Capital Date : 2071-02-05
Quantity Of Shares : 5000		
Authorized Capital Date : 2071-02-05		

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	Ram Bahadur Rijal	का.म.न.पा.-९,काठमाण्डौ	श्याम बहादुर रिजाल	12345	• 5000	Rs. 500,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Company Branches

S/No.	Branch Address

Company Objectives

NSIC Code	Description
8022	प्राविधिक एवं व्यवसायिक स्कुल सम्बन्धी क्रियाकलापहरू।
8010	प्राथमिक विद्यालय सम्बन्धी क्रियाकलापहरू।
8021	निम्न माध्यमिक एवं माध्यमिक विद्यालय सम्बन्धी क्रियाकलापहरू।
8030	उच्च शिक्षा प्रदान गर्ने क्याम्पस, इन्स्टिट्यूट, विश्वविद्यालय सम्बन्धी क्रियाकलापहरू।

Figure 51: Homepage (for newly Registered Company User who has registered company online)