3 Post Registration

3.1 Create User

To create User who have already been registered with OCR and have received Registration Number can follow the following steps.

- 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 50: Link for new User Registration

Step 1: Click on **here** button as shown in Figure 50 for User and you will be redirected to the following page:

ज्यांग मन्त्रालय उद्योग मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय		
	Please input your Company Registration Number Create e-Services User	
	Your Company Registration No 1234 Search Back	
	Office of Company Registrar ©Copyright 2013.	

Figure 51: Company Registration Number Search form

- Step 2: Enter your Company Registration Number in 'Your Company Registration No.' textbox.
- Step 3: Click on Search button to Search your company information or click on Back button to go back to pervious page.
- Step 4: After you click on Search button your Company detail will be displayed.
 - If more than one company with same registration number is found then the list of company name will be displayed as follows:

	Create e-Services User
	Your Company Registration No. 1234
	Search Back
	Company List
S/No.	Company Name
1	ABISKAR POULTRY FIRM PVT. LTD
2	Global Friendship Multi Purpose Company
3	SNOW FALL HOTEL AND LODGE

- You can select your company name by clicking on your Company Name and you will be . redirected to Create User form
- If duplicate registration number is not found then you will be redirected to the 'Create User' page directly.

	Creat	e e-Services User	
Company Registration	No : 1234		
Company Name (Nepa	li): स्नोफल	ন होटल एण्ड लज	
Company Name (Engli	ish) : SNOV	V FALL HOTEL AND L	ODGE
Address :	हेलम्बु	-8, सिन्धुपाल्चोक, 13, मध	त्यमाञ्चल बिकास क्षेत्र
Company Phone No	o. *:	4263090	
Company E-mail :	6	bhupendrarijal33@yah	
P.O. Box No. :			
Applicant's Name :	*	Bhupendra Rijal	
Gender :		Male 🔻	
Intermediary :			
Code :		l2ke20	Try new code
Type the Code show	vn above : *	L2KE20	
		* denote mandatory	

Figure 53: Create User Form

Here in 'Create User' form you can view detail of you company. To create user for your company fill the required information in the form:

- Enter your Company Phone Number in "Company Phone No." text box.
- Enter your email address in "Email Address" test box.
- Enter P.O Box number in "P.O Box N" text box. ٠
- Enter Applicant Name in "Applicant Name" textbox. •
- If registration is done on behalf of the company on then select Intermediary •
- 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 enter new code will be displayed.
- After you fill up the form, if you want to go back to previous page then you can click on Back Step 5: button and you will be redirected to the Login Page. If you want to submit the form then click on



Try new code

Create User button to submit the form.

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

Step 6: After you submit the **Create User** form, mail will be send to your given email address with attachment and detail to create online user in **OCR e-Services** and you will be redirected to Login Page with the confirmation message as shown below:

©Online Service Form sent to : bhupendrarijal33@yahoo.com . Please contact the Office of the Company Reg Welcome to OCR e-Services	istrar within 35 days.
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.	Sign In Secure Site Crick to verify Username
१९८०व : पहिलो चरणमा छुटेका कम्पनीहरूका विवरणहरू अध्यावधिक अङ्रहेको जानकारी गराइन्छ ।	Password
	Password is case-sensitive. LOGIN Create Company User Account

Figure 54: Confirmation message

e-services@ocr.gov.np		🖉 Today at 12:09 PM 🚽
To Me		
M/S SNOW FALL HOTEL AND LOD	GE (Pvt.Ltd)	
Thank you for requesting to create	an online user account for the Office of the Company Registrar	online services.
Please download the attached ANI	IEX 1.	
Download and sign the ANNEX1 b	y authorized person. Also, stamp with the company seal.	
Submit the signed ANNEX 1 at the decision on the authorized person	Office of the Company Registrar along with the photocopy of c to sign the ANNEX 1, obtain and use the company username an	ompany registration certificate and the Board of Director's Id password.
Best Regards,		
Office of the Company Registrar		
Ministry of Industry		
Government of Nepal		
Tripureshwor, Kathmandu, Nepal		
P.S. Unicode support and 'Mangal	font is required to properly view this document.	
THIS MESSAGE IS SYSTEM GENERA	TED - PLEASE DO NOT REPLY TO THIS EMAIL.	
		Norton
e-ServicesForm (2rtf	View Download 🗸	
Reply, Reply All or Forward I Mor	e	

Figure 55: Sample format of mail to Create User for already Registered Company

अनुसूची १ दफा ३ को उपदफा (१) संग सम्वन्धित

श्रीमान रजिष्ट्रारज्यू कम्पनी रजिष्टारको कार्यालय ।

मिति : २०७१-०२-०४

म / हामी त्यस कार्यालयबाट उपलव्ध हुने विद्युतीय सेवा प्राप्त गर्ने सम्वन्धमा तोकिएका शर्तहरु पूर्णरुपमा पालन गर्न सहमत भई कम्पनी दर्ताको प्रमाणपत्र समेत संलग्न गरी सो सेवा प्रापत गर्न यो निवेदन पेश गरेको छ / छौ ।

निवेदक

नाम :

पद :

हस्ताक्षर :

कम्पनीको नाम : SNOW FALL HOTEL AND LODGE

कम्पनीको दर्ता नम्वर : 1234

फोन नम्वर : 4263090

इमेल : bhupendrarijal33@yahoo.com

विद्युतिय सेवा प्रयोग कर्ताले पालना गर्नु पर्ने शर्तहरु

१) विद्युतीय सेवा प्राप्त गर्न चाहने कम्पनीले कार्यालयको वेवसाइट मार्फत निवेदन दिनु पर्नेछ र यसरी दिएको निवेदन अनलाइन मार्फत कार्यालयमा प्राप्त अए पश्चात तत्काल नै कम्पनीलाई निजको इमेलमा मार्फत यो निवेदन उपलब्ध हुने छ। यसरी उपलब्ध अएको शर्त सहितको निवेदनमा कम्पनीको आधिकारी ब्यक्तिको हस्ताक्षर, कार्यालयको छाप र कम्पनी दर्ता प्रमाणपत्रको फोटो कपी सहित कार्यालय समक्ष पेश गर्नुपर्नेछ ।

२) कार्यालयबाट उपलव्ध हुने विद्युतीय सेवाको प्रयोग कम्पनीको अध्यक्ष, प्रवन्ध संचालक, कार्यकारी निर्देशक, कम्पनी सचिव वा कम्पनीले तोकेको आधिकारिक व्यक्तिले मात्र गर्नुपर्नेछ ।

३) विद्युतीय सेवा प्राप्त गर्ने कम्पनीले त्यस्तो सेवाको प्रयोग गर्न आफ्नो पासवर्ड तथा प्रयोगकर्ताको नाम (User name and Password) अन्य व्यक्ति वा कम्पनीलाई दिन पाउने छैन। यदि दिएको पाइएमा त्यस्तो कम्पनीलाई विद्युतीय सेवा प्राप्तीबाट वञ्चित गर्न सकिनेछ।

४) यदी कुनै कम्पनीले विद्युतीय सेवा प्रयोगकर्ता (User name) परिवर्तन गर्न चाहेमा सोको कारण सहित कार्यालयमा निवेदन दिनु पर्नेछ ।

५) विद्युतीय सेवा प्रयोगकर्ताले सो सेवा प्रयोग गर्न नजानेको वा यसको दुरुपयोगको कारण कुनै क्षति भएमा, वा गोपनियता भंग भएमा वा अन्य कुनै दायित्व सृजना भएमा व्यक्तिगतरुपमा प्रयोगकर्ता नै जिम्मेवार हनेछ ।

६) कार्यालयले विद्युतीय सेवा उपलव्ध गराउने सम्वन्धी शर्त प्रक्रियामा समय समयमा विना अग्रिम सूचना संशोधन वा परिवर्तन गर्न सक्नेछ ।

७) कुनै प्राविधिक कारण वा इन्टरनेटको पहुच नभएको कारण विद्युतीय सेवा उपलव्ध हून नसकेमा कार्यालय जिम्मेवार हुनेछैन ।

८) विशेष परिस्थिति उत्पन्न भएमा कार्यालयले विना सूचना सवै वा केही विद्युतीय सेवा वन्द गर्नसक्नेछ ।

९) विद्युतीय सेवा उपलव्ध गराउने वा परिमार्जन गर्ने सर्न्दक्षमा कार्यालयले अन्य सेवा प्रदायकसंग गरेको सम्झौतासमेत लागू हुनेछ । १०) विद्युतीय सेवा प्राप्त गर्न पासवर्ड र प्रयोगकर्ताको नाम प्राप्त गरे पश्चात् लगातार एक वर्षसम्म त्यस्तो सेवाको प्रयोग नगरेमा त्यस्तो कम्पनीको हकमा सो सेवा स्वतः बन्द हुनेछ ।

११) कुनै पनि खारेज वा कुनै कारणवस वन्द भएमा वा अर्को कम्पनीसंग गाभिएमा पनि त्यसरी खारेज वा वन्द भएको वा गाभिएको कम्पनीको खाता वन्द हुनेछ ।

कम्पनीको नाम : SNOW FALL HOTEL AND LODGE दर्ता नम्वर : 1234 संचालकको नाम : हस्ताक्षर : फोन नम्वर : 4263090 इमेल : bhupendrarijal33@yahoo.com पत्र मञ्जूषा :

Figure 56: Sample Format of the form received in mail attachment to create user in OCR e-Services for already Registered Company

Step 7: Download and print the attachment that you have received in your email address. Carefully read the downloaded attachment form. After you have read all the detail instruction in the form, fill the form to create user in OCR e-Services and submit the form (signed and sealed) along with all the required documents at the Office of Company Registrar within 7 days.

Now further process to create user for already registered company will be carried out at the Office of Company Registrar.

If your application to create new user for your company in OCR e-services is approved then the confirmation mail will be send to your email address with login detail to access your account as follows:

e-services@ocr.gov.np		Today at 12:10 PM 🔺
To Me	USERNAME	
M/S SNOW FALL HOTEL AND LODGE (Pvt.Ltd)	1	
This is an automated message confirming your creation on eServices.	of login account <u>bhupendrarijal33@yahoo.com</u> at the Office of t	he Company Registrar (OCR)
Your temporary Office of the Company Registrar (OCR) w	veb access password is rwWPfVaGuK. You can change it immedi	ately at 'Change Password'.
You can use the User ID: <u>bhupendrarijal33@yahoo.com</u> to detail information, submit mails, request for name chang	o access services offered by the Office of the Company Registrar es, address changes etc.	(OCR) such as to view companies
Please note that your user ID and password are case sensi	tive, so if your user ID is ' <u>info@mail.com</u> ' entering ' <u>INFO@mail.c</u>	om' will not work.
Please keep your password in a secure place to prevent of	thers from accessing your information.	
Enforced	↓	
The password must contain alphanumeric characters and	PASSWORD	
1. be at least 6 characters		
2. be a mixture of upper and lower case		
3. contain at least one numeric character		
4. not repeat any character more than three times		
5. not be a password you have used in the past five time	es	
Best Regards,		
Office of the Company Registrar		

Figure 57: Sample format of Confirmation mail and login detail

After you receive the approval and confirmation mail, you can use your Login detail to login into the system.

3.2 Logging In

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

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

अने नेपाल सरकार उचोग मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय		
Welcome	to OCR e-Services	
To establish a new Company, please click here <mark>New !</mark> 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.		Sign In
द्रण्टव्य : पहितो चरणमा छुटेका कम्पनीहरुका विवरणहरू अध्यावधिक भइरहेको जानकारी गराइन्छ ।	USERNAME	 Username bhupendrarijal33@yahoo.com Password
	PASSWORD	 Pasword is case-sensitive: LOGIN Create Company User Account

Figure 58: 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 LOGIN button to login into the application and you will be redirected to the following page:

रेपल सरकार उच्चेग मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय	Welcome bhupendrarijal33@yahoo.com Change Password Logout Nepali English
Home Post Registration My Tools	
Change Password Old Password New Password Retype New Password Updale Cancel	

Figure 59: 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 Cancel button to cancel the process (you can also change the Password next time you login into the application).
- Or click on Update button to update or change the password information.

Step 5: After you have change your temporary password you will be logout from the system and will be redirected to the login page with the confirmation message

Description of Changed Successfully, 111	and mail about password change will also be send to
Grasswora Changea Successfully !!!	1 8
your email address.	

e-services@ocr.gov.np	Today at 12:16 PM
To Me	
M/S <u>bhupendrarijal33@yahoo.com</u>	
This email is to inform you that your Office of the Company Registrar E-Services password has just changed.	
f you initiated this change, then no action is required. However, in the unlikely event that you did not initiate the change	e, Please send an email to
nfo@ocr.gov.np to report a possible breach of security of your account.	
Best Regards,	
Office of the Company Registrar	
Ministry of Industry	
Government of Nepal	
Tripureshwor, Kathmandu, Nepal	
THIS MESSAGE IS SYSTEM GENERATED - PLEASE DO NOT REPLY TO THIS EMAIL.	
Reply, Reply All or Forward More	

Figure 60: Password Change Mail

Login into the OCR e-service after the you have changed your temporary password:

	Welcome to OCR e-Services		
o establish a new Company, please click here New ! o get username and password for already registered company, ple Il nepali text should be in Unicode. Please click here to download	ease click here 'Mangal' font.	Sign In	Sign ture Ite
स्टब्य : हितो चरणमा छुटेका कम्पनीहरूका विवरणहरू अर्ध्यावधिक अइरहेको जानकारी गराइन्छ ।	USERNAME	Username bhupendrarijal33@yahoo.com Password	
	NEW (Changed) PASSWORD —	Password is case-sensitive:	

Figure 61: 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 **LOGN** button to login into the application and you will be redirected to the homepage of **OCR e-service**.

3.3 The Homepage (of already Registered Company User who have received a Registration Number)

Once you have successfully logged into the application you are presented with the homepage (of already Registered Company User who have received a Registration Number) 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 .You can also view complete detail information of your registered company in your homepage(as shown in figure 62).



Home Post Registration My Tools

0. : 1234 e (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.) ess : हेलम्बु-8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल बिकास क्षेत्र tered pital	Issued Capital Issued Capital Issued Capital : Rate :	Registered Company N Company Ty	Date : 2037-04 ame (English) /pe : प्राइमेट >>	l-17 : SNOW FALL HC बहुल>>सम्पुर्ण नेपा	DTEL AND ली स्वामित Pai	LODGE (P ব(प्राइभेट) id-Up Capit	vt. Ltd.)		
e (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.) ress : हेलम्बु-8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल बिकास क्षेत्र tered pital pital : Rs. 500,000.00 te : Rs. 100.00 tares : 5000	Issued Capital Issued Capital Rate :	Company N Company Ty 	ame (English) : /pe : प्राइमेट >>	: SNOW FALL HC बहुल>>सम्पुर्ण नेपा	DTEL AND ली स्वामित Pai	LODGE (P a(प्राइभेट) id-Up Capit	vt. Ltd.) tal		
ess : हेलम्बु.8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल बिकास क्षेत्र tered pital pital : Rs. 500,000.00 te : Rs. 100.00 tares : 5000	Issued Capital Issued Capital : Rate :	Company Ty 	/pe : प्राइमेट >>	बहुल>>सम्पुर्ण नेपा	ली स्वामित Pai	व(प्राइभेट) id-Up Capit	tal		
pital pital: Rs. 500,000.00 te : Rs. 100.00 tares : 5000	Issued Capital Issued Capital Rate :	: Rs. 300,000.00			Pai	id-Up Capit	tal		
pital pital : Rs. 500,000.00 te : Rs. 100.00 ares : 5000	Issued Capital Issued Capital : Rate :	: Rs. 300,000.00			Pai	id-Up Capit	tal		
	Quantity Of Sha	ares : 3000			Pa Pa	iid-Up Capi iid-Up Capi	ital : Rs. 0 ital Date :).00	
lates: 5000	Ourselite Of Cha	RS. 100.00			Pa	iid-Up Capi	ital Date :		
:: 0 pital Date : 2037-04-17	Bonus Shares : Issued Capital I	: 0 Date : 2037-04-17							
nel Address	Father's/Husband's Name	Citizenship Number	Sh	ares	Director	Founder	Shareowner	Jurisdiction	Citizenship / Passpo
			Share Count	Total Amount					
	Address	Address Father's/Husband's Name	Address Father's/Husband's Name Ciözenship Number	Address Father's/Husband's Name Citizenship Number Sh Share Count	Address Father's/Husband's Name Critizenship Number Shares Share Count Total Amount	Address Father's/Nusband's Name Citizenship Number Shares Director	Address Father's/Husband's Name Citizenship Number Shares Director Founder	Address Father's/Husband's Name Citizenship Number Shares Director Founder Shareowner	Address Father's/Husband's Name Citizenship Number Share Out Total Amount a loss of the state of

	S/No.		Branch Address	
pany Objectives NSIC	Code		Description	
		an an land an and all all and all and a		

Figure 62: Homepage (for already Registered Company User who have received a Registration Number)

In the homepage you can view four different tab with have detail information of your company. They are:

- Company Detail
- Lodgment
- Company History
- Document / Letter View

Company Detail Lodgment Company History Document / Letter View	
General Details	
Registration No. : 1234	Registered Date : 2037-04-17
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)
Company Address : हेलम्बु-8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल बिकास क्षेत्र 🛛 🛛 Rectangular Sr	Company Type : प्राइभेट >> बहुल>>सम्पुर्ण नेपाली स्वामित्व(प्राइभेट)
Status : Registered	

Figure 63: Different tab available in homepage

i. Company Detail:

In Company Detail tab, you can view detail information of your registered company which includes General Details, Capital Structure, Company Personnel detail, Company Branches and Company Objectives.

Company Detail	Lodgment	Company History	Document / Letter View		
General Details					
Registration N	o.: 1234			Registered Date : 2037-04-17	
Company Nam	ie (Nepali) : स्नो	फल होटल एण्ड लज (प्रा. f	ले.)	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)	
Company Addr	ress : हेलम्बु-8, 1	सेन्धुपाल्चोक, 13, मध्यम	गञ्चल बिकास दोत्र	Company Type : प्राइभेट >> बहुल>>सम्पुर्ण नेपाली स्वामित्व(प्राइभेट)	
Status : Regist	tered				

Authorized Capital	Issued Capital	Paid-Up Capital
Authorized Capital : Rs. 500,000.00	Issued Capital : Rs. 300,000.00	Paid-Up Capital : Rs. 0.00
Authorized Rate : Rs. 100.00	Rate : Rs. 100.00	Paid-Up Capital Date :
Quantity Of Shares : 5000	Quantity Of Shares : 3000	
Bonus Shares : 0	Bonus Shares : 0	
Authorized Capital Date : 2037-04-17	Issued Capital Date : 2037-04-17	

Compa	ny Personne										
S/No.	Name	Address	Father's/Husband's Name	Citizenship Number	mber Shares		Director	Founder	Shareowner	Jurisdiction	Citizenship / Passport
					Share Count	Total Amount					
1	कान्छा लामा	पाल्चोक, वडा - 8, सिन्धुपाल्चोक, बाग्मती, मध्यमाञ्चल बिकास क्षेत्र		3385	• 0	Rs. <mark>0.00</mark>	٢	٢	۲	*	
2	कान्छा लामा	पाल्चोक, वडा - 8, सिन्धुपाल्चोक, बाग्मती, मध्यमाञ्चल बिकास क्षेत्र		2993	• 0	Rs. 0.00	۲	٢	۲	×	

S/No	a. Branch Address
bany Objectives	
pany Objectives <mark>NSIC Code</mark>	Description

Figure 64: Sample of Capital Detail

ii. Lodgment:

In Lodgment tab, you can view detail information of the application you have submitted in OCR e-Services. You can view your submitted documents and know the status of your application that you have submitted.

er Verification Applic	ation Details				
S.No.	Temporary /	upplication No.	Application Submission Date		Event
rocess Application D SNo.	etails Application M	Entry No	Application Submission Date		Event
upleted Application D	etails				
S No.	Application Id	Entry No	Application Submission Date	Event	Status

Figure 65: Sample of Lodgment

If you have submitted application and if it has not been verified by Office of Company Registrar then the application status is shown in 'Under Verification Application Detail'.

S.No.	Temporary Application No.	Application Submission Dat	e Event
4	28	2063-06-11	• नाम परिवर्तन • ठेगाना परिवर्तन • उद्देश्य थप
ess Appli	sation Details		
ess Appli <mark>S/No.</mark>	cation Details Application Id	Entry No App	vlication Submission Date Even
ess Appli S/No.	cation Details Application Id	Entry No App on a 1/1 is vo	vlication Submission Date Even
ess Appli SiNo. ted Appli	cation Details Application Id cation Details	Entry No App on a 1/1 is vo	vlication Submission Date Even

Figure 66: Sample of Lodgment (Under Verification Application Detail)

If your submitted application is verified but not approved by Office of Company Registrar then your application status is shown in 'In Process Application Details'.

S.No.		Te	mporary Application No.	A	pplication Submission Date	Event
ess Applia	cation Details	Application Id	Fater No	Andication Submission Date	Fuent	_
1	145662		0	2063-46-11	 तान प्रसिवर्तन ठेगाना प्रस्वितंन उद्देश्य येप 	
				a u se		
ted Appli	cation Details					

Figure 67: Sample of Lodgment (In Process Application Details)

If you application has been verified and approved by Office of Company Registrar then you application status is shown in '**Completed Application Details**'.

Details	femporary Applica	tion No	Application Submission Date	Event
1	lemporary Applica	tion No.	Application Submission Date	Event
			m)	
Application	M	Entruckio	Audio stian Submission Data	Event
Approximit				LYGIN
pplication Id	Entry No	Application Submission Date	Event	Status
	1	2063-06-11	• नाह परिवर्तन • ठेगाना परिवर्तन • उद्देश्य रोप	Completed
				4
	Application I pplication Id	Application Id pplication Id	Application Id Entry No	Application Id Entry No Application Submission Date Image: Control Internation Submission Date Image: Control Internation Submission Date

Figure 68: Sample of Lodgment (Completed Application Details)

iii. Company History:

In Company History tab, you can view the history of your company. If you have make any changes in your company detail then the history of the changes will be shown in this page as shown below:

14	-			Company Histo	ry Details			25		
s	i/No.	Company Na	ıme (Nepali)		Company N	lame (Engli	sh)		Updated Da	te
					» »»					
-				Company Objective	History Dotaila	3				
_	S/No.	NSIC Code		Company Objectives	nistory Details	llov	lated By		ndated Date	
	5/NO.	NSIC CODE		company objectives		opc	Jateu by	L	puateu bate	,
					20 1939					
1				Company Address	History Details	1				
	S/No.	Address		Address Type		Updated B	y	Upo	lated Date	
				«« « 1/1	<u>n</u> »n					
-										
				Company Type Hi	story Details					
	S/No.	Com	ipany Type		Updated By			Updated Da	te	
				«« « 1/1	20 2020					
	_									
S/No.	Name and	Father's/Husband's	Citizenship	Shares		Remark	Company	Company	Updated	Update
	Address	Name	Number				Address	Witness	Ву	Date
				From-To Total Amount	Paid Not Paid					
				««. « 1/1	20 10 10					
				Fine His	ory					

Figure 69: Sample of Company History after change has been made in the Company Detail

iv. Document/ Letter View:

In Document/ Letter View you can view the letter and other company documents that you can view and print.

ny Detail Lodgment Company History I	ocument / Letter View		
any Letters			ĸ
	Company Letters issued by OCR		
Sillo.	Issue Date	Subject	
	Company Do	umente	

Figure 70: Sample of Document/ Letter View

3.4 Post Registration

Post Registration is the module used for registration of different events of the company after the company is registered. This module is used to make any changes in information or detail related to registered company. You can use this module if you have to submit any post-registration events or have to make changes in your company detail.

To submit Post Registration Events in OCR e-Services you can click on 'Post Registration' menu in the menu bar and you will be redirected to the following page:

नेपाल सरकार उद्योग मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय			Welcome bhupendrarijal33@yahoo.com Change Password Logout Nepali English		
me Post Registration My Tools					
	Please select the follow	ving events to submit your lodgment			
	c	Company Details			
Registration No. : 1234		Registered Date : 2037-04-17			
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)		Company Name (English) : SNOW FALL HOTEL	Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)		
Company Address : हेलम्बु-8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल वि	कास क्षेत्र	Company Type : प्राइभेट >> बहुल>>सम्पुर्ण नेपाली स्व	वामित्व(प्राइभेट)		
Authorized Capital : Rs. 500,000.00	Issued Capital :	. 300,000.00 Paid-Up Capital : Rs. 0.00			
	vi.	Events			
🕅 नाम परिवर्तन	🔲 ठेगाना परिवर्तन	🔲 उद्देश्य थप/शनसोधन	🔲 पूंजी वृद्वि/पूंजी सलचना परिवर्तन		
🔲 वार्षिक विवरण	🔲 शुरु अवस्थाको जानकारीहरु/शुरु शेयर बाँडफाँड	🔲 कैफियत तलबको जवाफ वा आवधिक जानकारीहरु÷सुचना	🛄 शाखा कार्यालय धप		
🔲 एकलबाट बहुल लाने	🔲 कम्पनी खारेजी	🔲 करूपनी गाईने सरुवन्धमा भएको निर्णय/विवरण	🔲 शेयर खरिद विक्री वा जगेडा शेयर विक्री र मृत्युपछिको शेयर नामसारी		
🕅 कम्पनी किसिन परिवर्तन(प.लि बाट प्रा.लि वा प्रा.लि बाट प.लि)	🔟 प्रवन्धपत्र वा नियमावलीको दफा संशोधन				
		Next			

Events							
📝 नाम परिवर्तन	📝 ठेगाना परिवर्तन	📝 उद्देश्य थप/शनसोधन	🔲 पूंजी वृद्धि/पूंजी सलचना परिवर्तन				
🔲 वार्षिक विवरण	🔲 शुरू अवस्थाको जानकारीहरु/शुरु शेयर बाँडफाँड	🔲 कैफियत तलबको जवाफ वा आवधिक जानकारीहरु÷सुचना	🔲 शाखा कार्यालय धप				
🔲 एकलबाट बहुल लाने	🔲 करूपनी खारेजी	🗐 करूपनी गाइने सरन्वन्धमा भएको निर्णय/विवरण	🔲 शेयर खरिद विक्री वा जगेडा शेयर विक्री र मृत्युपछिको शेयर नामसारी				
🔲 कम्पनी किसिम परिवर्तन(प.लि बाट प्रा.लि वा प्रा.लि बाट प.लि)	🔲 प्रवन्धपत्र वा नियमावलीको दफा संशोधन						

In this **Post Registration** page you can view the different type of events for the post registration of the company. Some of the events are as follows:

- वार्षिक साधारण सभाको सुचना
- वार्षिक साधारण सभाको माईन्युट वार्षिक प्रतिवेदन तथा लेखा
- नाम परिवर्तन
- ठेगाना परिवर्तन
- उद्देश्य थप
- ,etc...

To submit Post Registration Event application you can follow the following steps:

Step 1: Select the type of **Event** you want to submit from the list of displayed Events. For example:

- Select 📝 नाम परिवर्तन
- Select
 ठेगाना परिवर्तन

to change the Address of the company.

Note: For post registration request of your company, you can select multiple events from the event list.

Step 2: After you have selected event, click on **Next** button and you will be redirected to the following page where you can fill detail for post registration application:



	Comp	any Details		
Registration No.: 1234		Registered Date : 2037-04-17		
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)	Company Name (English): SNOW FALL HOTEL AND		LODGE (Pvt. Ltd.)	
Company Address : हेलम्बु-8, सिन्धुपाल्चोक, 13, मध्यमाञ्चल बिकास क्षेत्र		Company Type : प्राइभेट >> बहुल>>सम्पूर्ण नेपाली स्वामित	व(प्राइभेट)	
Authorized Capital : Rs. 500,000.00	Issued Capital : Rs. 30	0,000.00	Paid-Up Capital : Rs. 0.00	

Please fill the following form

		नाम पार्वतन
w Company Name(English) SNOW FALL C. w Company Name(Nepali) स्नो फल क्याटेरीर ach Required Documents (Only PDF files a	ATERING इग re allowed, scan using 150 dpi)	
विसेष साधारण सभा वा वार्षिक साधारणको निर्णय	-the Add File	>
संशोधित नियनावली	Ile Add File	>
संशोधित प्रबन्धपत्र	s∦e Add File	> ×
तिन गहले	📲 Add File	×
अन्य	💠 Add File	
	w Company Name(English) SNOW FALL C w Company Name(Nepali) स्तो फल क्याटेरिः ach Required Documents (Only PDF files a विसेष साधारण समा या वार्षिक साधारणको निर्णव संशोधित विजनावली संशोधित प्रबन्धपत्र विन गहले	w Company Name(English) SNOW FALL CATERING w Company Name(Nepeli) स्तो फल क्याटेरिइंग ach Required Documents (Only PDF files are allowed, scan using 150 dpi) विसेष साधारण समा या वार्षिक साधारणको निर्णय क्विये तीयेन सिर्णय क्विये साधारण समा या वार्षिक साधारणको निर्णय क्विये साधारण समा या वार्षिक साधारणको निर्णय का त्वाये साधारणका समा या वार्षिक साधारणका निर्णय का त्वाये साधारणका साधारणका साधारणका निर्णय का त्वाये साधारणका साधारणका साधारणका निर्णय का त्वाये साधारणका

		ठगाना पारवतन	ll.				
New Company Address							
District ललितपुर 🔻							
Area ललितपुर उप म.ल.पा. 🔻							
Ward No 5	1						
Street							
Block No							
Attach Required Documents (Only PDF files	are allowed, scan using 150 dpi)						
1 विसेव साधारण सभा वा बार्विक साधारणको निर्णय	Han Add File		≽	*			
2 संशोधित नियनावली	alla Add File		≽	*			
3 संशोधित प्रबन्धप्रज्ञ	alle Add File		≽	*			
4 तिन महले	alar Add File		≽	*			
5 अल्प	n Add File						
		उद्देश्म थप / प्रतिव	ीन				ĸ
Add Objective NSIC CODE HELP						-	
	ective			NSIC C	ode	Remove	
हाटल,लज, रष्ट्ररा, बार, क्याफ आदिका संचालव	[गल (क्रयाकलापहरु)	5510				*	
क्याटरीङ्ग सेवा प्रदान गर्ने क्रियाकलापहरु।		5520				×	
Attach Required Documents (Only PDF files	are allowed, scan using 150 dpi)						
१ विसेव साधारण सभा वा बार्विक साधारण को निर्थण	dia. Add File		≽	*			
2 अन्य	u∰≉ Add File		≽	×			
		Next	ack				

Note: According to the selected Events, the list of form for post registration application will be shown.

Step 3: You can fill the required information in the form. For example:

i. Name Change

In Name Change form fill the required information:

- Enter new company name in English in 'New Company Name (English)' text box.
- Enter new company name in Nepali in 'New Company Name (Nepali)' text box.
- Upload related document (if required) by click on 🕂 Add File button.

		नाम परिवर्तन	
w Company Name(English) SNOW FALL (w Company Name(Nepai) स्नो फल क्याटेनि sch Required Documents (Only PDF files	CATERING হেব্য are allowed, scan using 150 dpi)		
बिसेव साधारण सभा या बार्विक साधारणको निर्णय	dd File	⊳	*
संशोधित नियमावली	- Add File	⊳	*
संशोधित प्रथम्धपत्र	Add File	≽	*
तिन महले	Add File	⊳	*
अन्य	👍 Add File		

Figure 73: Sample of Name Change Form

ii. Address Change

In the Address Change form fill the required information:

- Select new District and new Area.
- Enter new Ward number, Street and Block number.
- Upload related document (if required) by click on **HADDER** button.

New Company District ਜ Area ਜ	Address लितपुर •			
District ल Area ल	लितपुर 👻			
Area ल	100 - 00			
	त्रितपुर उप म.न.पा. 🔻			
Ward No 5				
treet				
Block No				
ttach Required Docu	iments (Only PDF files an	e allowed, scan using 150 dpi)		
1 विसेष साधारण सभा व	। बार्षिक साधारणको निर्णय	Add File	≽	×
संशोधित नियमावली		Add File	≽	×
संशोधित प्रबन्धपत्र		-la Add File	≽	*
4 लिन महत्वे		alja Add File	≽	*
अन्य		💠 Add File		

Figure 74: Sample of Address Change Form

Step 4: After you have filled the form and if you want to go back to previous page to edit information then you can click on Back button and you will be redirected to previous page. And if you want to view your post registration application then you can click on Next button and you will be redirected to the following page:

		उदेश्य	थप / परिवर्तन		
Add Objective NSIC CODE HELP					
Objec	ctive		Nsic Code	Remove	
होटल,लज, रेष्ट्ररॉ, बार, क्याफे आदिको संचालन	गर्ने क्रियाकलापहरु।	5510		¥	
क्याटरीङ्ग सेवा प्रदान गर्ने क्रियाकलापहरु।		5520		×	
ttack Dequired Decuments / Only DDE files as	e allowed acces using 150 doi 1				
ittach kequired bocuments (only For mes an	e allowed, scall using 150 dpl /				
1 विसेष साधारण सभा वा वार्षिक साधारण को निर्थण	-Bs Add File		> *		
	1				
			1811		

Figure 75: Sample of Objective Change Form



Home Post Registration My Tools

Online Post Registration Preview

Company Details			
	Com	pany Details	
Registration No. : 1234		Registered Date : 2037-04-17	
Company Name (Nepali) : स्नोफल होटल एण्ड लज (प्रा. लि.)		Company Name (English) : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)	
Company Address : हेलम्बु-8, सिन्धुपाल्चोक, 13, सध्यमाञ्चल बिकास क्षेत्र		Company Type : प्राइभ्रेट >> बहुल>>सम्पुर्ण नेपाली स्वामित्व(प्राइभ्रेट)	
Authorized Capital : Rs. 500,000.00	Issued Capital : R	ts. 300,000.00	Paid-Up Capital : Rs. 0.00

Change Details

नाम परिवर्तन

	Current	Proposed
Nepali Name	स्नोफल होटल एण्ड लज	स्नो फल क्याटरीङ्ग
English Name	SNOW FALL HOTEL AND LODGE	Snow Fall Catering

1. बिसेष साधारण सभा वा बार्षिक साधारणको निर्णय ≽

ייי דירייו דיר (היאר די דוד וד היאר די רוד וד היאר די ה
2. संशोधित नियमावती ≽
3. संशोधित प्रबन्धपत्र 🏷
4. दिन महत्वे 🎾
5. अन्य

ठेगाना परिवर्तन

X-	Current	Proposed	
Region	मध्यमाञ्चल बिकास क्षेत्र	मध्यमाञ्चल विकास क्षेत्र	
Zone	बाग्मती	बाग्मती	
District	सिन्धुपाल्चोक	ललितपुर	
Area	हेलम्बु	ललितपुर उप म.न.पा.	
Ward No	8	5	
Street			
Block No	0		

1. विसेष साधारण सभा वा बार्षिक साधारणको निर्णय 🏷

2. संशोधित नियमावली 🏷
3. संशोधित प्रबन्धपत्र 🏷
4. तिन महते ≽
5.अन्य

उद्देश्य थप / परिवर्तन

NSIC Code 5510	Objective होटल,लज, रेट्टरी, बार, बन्याफे आदिको संचालन गर्ने क्रिमाकलायहरू। क्याटरीड्न्ग सेवा प्रदान गर्ने क्रियाकलापहरु।
5510	होटल,लज, रेट्टरी, बार, वयाफे आदिको संचालन गर्ने क्रियाकलापहरु। क्याटरीहून सेवा प्रदान गर्ने क्रियाकलापहरु।
	क्याटरीइग सेवा प्रदान गर्ने क्रियाकलापहरु।



Figure 76: Confirmation message for Online Post Registration Process

After submission of Online Post Registration Application you can view the detail information of the Post Registration. The information includes you Temporary Application No, conformation message and the attachment to download which has all the post registration detail. And along with these messages the detail information about post registration will also be send to your email address with the attachment of Post registration detail.

ज्यान सरकार उचांग मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय	Welcome bhupendrarija133@yahoo.com Change Password Logout Nepali English		
Home Post Registration My Tools	© Your Temporary Application No (अस्थायी निवेदन नम्बर) is : 446 © Online Post Registration Process Successful ! © Details have been sent to : bhupendrarijal33@yahoo.com !		
	Opening OnlinePostRegistrationDetailsNew.rtf You have chosen to open: OnlinePostRegistrationDetailsNew.rtf which is: Rich Text Format from: http://172.27.1.100.8080 What should Firefox do with this file? Qpen with Microsoft Office Word (default) Save File Do this gutomatically for files like this from now on. OK Cancel		

Figure 77: Sample format of Post Registration mail

e-services@ocr.gov.np To Me	Ø	Today at 12:33 PM	
M/S SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)			
Thank you for submitting Post Registration details	online via Office of the Company Registrar online service.		
OCR has successfully received your submitted doc	uments.Your company profile has been updated.Please verify in logdement section.		
Best Regards, Office of the Company Registrar Ministry of Industry Government of Nepal Tripureshwor, Kathmandu, Nepal P.S. Unicode support and 'Mangal' font is required THIS MESSAGE IS SYSTEM GENERATED - PLEASE D	to properly view this document.		
		Norton	1
PostRegistrationFrtf View	Download ~		
Reply, Reply All or Forward More			

Figure 77: Sample format of Post Registration mail

Step 4: After you have received mail you can also download the attach document and visit the nearest Office of the Company Registrar with all the original Certificates and Documents for further verification of Post Registration Process.

From here the online Post Registration process ends and further process will be carried at the Office of Company Registrar. Now, users have to visit Office of Company Registrar with all the required documents within 7 days and Office of Company Registrar will now verify all the post registration process.

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