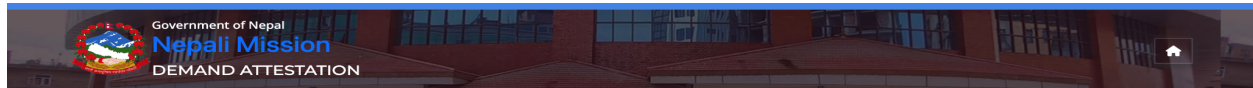


# Company Registration

## Overview

For company registration, follow the steps below:

1. Click on the "Register" button on the main page.



Login Email

Password

Remember Me

[LOGIN](#)

[Forgot Your Password?](#) Or [Register New.](#)

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2. Fill up all the required fields. Please ensure to provide the official email address only.



**COMPANY INFORMATION**

Related Embassy(\*):

Work Type(\*):

Company registration No.(\*)

Company Phone(\*)

Login Password(\*)

Registration Certificate(\*):

[Choose File](#) [No file chosen](#)

Note: Upload PDF, JPEG OR PNG File with Max size of 512KB and scanned in 150 DPI (CR must be translated into English and attested by MOFA)

**COMPANY OWNER'S INFORMATION**

Owner's Name(\*)

Owner's Email(\*)

Owner's National ID:

Owner's Contact No(\*)

Upload scanned copy of Owner's ID(\*):

[Choose File](#) [No file chosen](#)

Note: Upload PDF, JPEG OR PNG File with Max size of 512KB and scanned in 150 DPI

**COMPANY MANAGER'S INFORMATION**

Manager's Name(\*)

Manager's Email(\*)

Manager's Contact No(\*)

Upload scanned copy of Manager's ID(\*):

[Choose File](#) [No file chosen](#)

Note: Upload PDF, JPEG OR PNG File with Max size of 512KB and scanned in 150 DPI

[SUBMIT](#) [BACK](#)

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3. Click on the "Submit" button.

**Note:**

- New entries for demand will only be active after your user registration is approved by the selected Nepali Mission at the time of registration.
- If the "Create New Demand" button does not display after login, it means your company registration is not yet approved. You must wait for approval.
- If the "Create New Demand" button does not display and shows a message, follow the instructions provided in the message.

## Creating a New Demand

1. Click on the "Create New Demand" button.

The screenshot shows the user interface for the Nepali Mission DEMAND ATTESTATION system. At the top, there is a header with the Government of Nepal logo and the text "Nepali Mission DEMAND ATTESTATION". A navigation bar includes a "USER MANNUAL" link, a home icon, and a user profile icon. Below the header, a breadcrumb trail reads "HOME > DEMAND ATTESTATION". A prominent blue button labeled "CREATE NEW DEMAND" is visible. Below this, a horizontal menu contains tabs for "DRAFT REQUEST", "NEW REQUEST", "PENDING", "UNDER PROCESS", "APPROVED", and "COMPLETED". The main content area features a table with the following columns: "File No.", "Manpower", "Total Visa.", "Applicant Name", "Status", "Sent Date", and "Action". The table contains one row with a value of "30" in the "Total Visa." column, a "NEW" status, and an "Action" column containing a blue eye icon and a yellow edit icon. At the bottom of the page, a blue footer bar contains the text "© 2022 Department Of Consular Services. All rights reserved".


2. Fill up all the required fields.

3. Select the recruiting agency name from the dropdown list (only white-listed recruiting agencies will be listed).

HOME > DEMAND ATTESTATION

<b>RA in Nepal (Manpower) *</b> : ---	<b>Contact No.(Mobile) *</b> : _____	<b>Email Address *</b> : _____
<b>Issue Date of Power of Attorney *</b> : _____	<b>Expiry Date of Power of Attorney *</b> : _____	<b>Currency*</b> : SR(Saudi Arabia)
<b>Transportation Facility *</b> : ---	<b>Health Insurance *</b> : ---	

**Number of Workers demand from Nepal**

<b>Job Category*</b> : High skill	<b>Job Title *</b> : _____	<b>Experience/Qualification *</b> : M.A.	<b>Visa No/Company Code *</b> : _____
<b>Male *</b> : _____	<b>Female *</b> : _____	<b>Salary *</b> : _____	<b>Food *</b> : ---
<b>Accommodation *</b> : ---	<b>Contract Period *</b> : 2 Year	<b>Over Time (OT) *</b> : ---	<b>Action</b> 

**ADD MORE**

**Nepali Worker:**       Yes       No

**if yes, upload name and contact list of existing nepali. if No, upload garrenty Letter:**

Choose File    No file chosen

**Documents Attested By:**

---  
 Chambers of Commerce  
 Nepalese Embassy  
 Ministry of Foreign Affairs

**Upload Other Documents (upload a maximum of three files in PDF or JPG or PNG format) :**

**Document#1**

Choose File    No file chosen      Document Name \_\_\_\_\_

**ADD DOCUMENT**

**NEXT**

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4. Additional documents are optional and can be uploaded in the "Upload Other Documents" section if required by the Nepali Mission.

5. After filling in the required fields, click on the "Next" button.

## When you click "Next":

- Options will pop up to upload required documents (Demand Letter, Power of Attorney, Guarantee Letter, Agency Agreement, Employment Contract) one by one. Documents should be in JPEG or PNG format only.

The screenshot shows the 'Nepali Mission DEMAND ATTESTATION' web application. A modal window titled 'Upload Documents' is open, displaying a note: 'Note: JPEG OR PNG File with Max size of 1MB and scanned in 200 DPI.' Below the note, there is a 'Choose File' button and a text field showing 'No file chosen'. A blue 'NEXT' button is at the bottom of the modal. The background form is partially visible, showing fields for RA in Nepal (Manpower), Contact No. (Mobile), Email Address, Issue Date of Power of Attorney, Expiry Date of Power of Attorney, Currency, Transportation Facility, Health Insurance, and a table for 'Number of Workers demand from Nepal'. The table has columns for Job Category, Job Title, Experience/Qualification, Visa No/Company Code, Male, Female, Salary, Food, Accommodation, Contract Period, Over Time (OT), and Action. The 'Nepali Worker' section is checked 'Yes', and a file 'Demand Letter\_00001.jpg' is uploaded. The 'Documents Attested By' dropdown is set to 'Chambers of Commerce'. At the bottom, there is an 'Upload Other Documents' section with a 'Document#1' field and an 'ADD DOCUMENT' button. A blue 'NEXT' button is at the bottom of the form.

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## After submitting the application:

- You can find your application under the given tabs: Draft Request, New Request, Pending, Under Process, Approved, Completed. (If your application is in Draft Request Tab, it means


your application was not submitted successfully. Please edit and fill in all the required fields and submit again.)

- Once your application is approved, you will see a "Print" button in the Approved Tab.
- Click on the "Print" button to print the application. Submit this printed paper along with the Demand Attestation fee according to the Nepali Mission guidelines to the relevant mission.

HOME > DEMAND ATTESTATION

CREATE NEW DEMAND

DRAFT REQUEST NEW REQUEST PENDING UNDER PROCESS APPROVED COMPLETED

File No.	Manpower	Total Visa.	Applicant Name	Status	Sent Date	Action
				APPROVED	06-11-2024	

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When the Nepali Mission completed your request, you can view the application in the "Completed" tab.

### **Important Notes**

- **Do Not Use VPN:** Do not attempt to log in from different countries using a VPN. This application tracks login locations, and using a VPN to log in from an unauthorized country will result in your account being blocked.
- **Accurate Information:** Ensure all information provided during registration and demand creation is accurate and up-to-date.
- **Approval Process:** Be aware that new entries for demand will only be active after your registration is approved by the selected Nepali Mission.