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:

![Figure 50: Link for new User Registration](image)

Figure 50: Link for new User Registration

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 previous 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:

![Figure 51: Company Registration Number Search form](image)

Figure 51: Company Registration Number Search form

---

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ABISKAR POULTRY FIRM Pvt. Ltd</td>
</tr>
<tr>
<td>2</td>
<td>Global Friendship Multi Purpose Company</td>
</tr>
<tr>
<td>3</td>
<td>SNOW FALL HOTEL AND LODGE</td>
</tr>
</tbody>
</table>

---
• 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.

![Company List with same registration number](image)

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

- **Company Registration No**: 1234
- **Company Name (Nepali)**: स्नोफल होटल एन्ड लज
- **Company Name (English)**: SNOW FALL HOTEL AND LODGE
- **Address**: हेलम्बू-8, सितल्दुपाल्योक, १३, श्रीमण्डल बिकास क्षेत्र
- **Company Phone No.**: 4263090
- **Company E-mail**: bhupendarijal33@yah
- **P.O. Box No.**: 
- **Applicant's Name**: Bhupendra Rijal
- **Gender**: Male 
- **Intermediary**: 
- **Code**: ![Code](image)
- **Type the Code shown above**: L2KE20

![Create User](image)  ![Back](image)

* denote mandatory

**Figure 53: Create User Form**

Here in ‘Create User’ form you can view detail of your 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**” text box.
• Enter P.O Box number in “**P.O Box N**” text box.
• 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.

**Step 5:** After you fill up the form, 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 6: After you submit the **Create User** form, mail will be sent 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:

![Confirmation Message](image)

**Figure 54: Confirmation message**

![Sample format of mail](image)

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

![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:
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 the LOGIN button to login into the application and you will be redirected to the following page:

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 the Cancel button to cancel the process (you can also change the Password next time you login into the application).
- Or click on the 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 and mail about password change will also be send to your email address.

Figure 60: Password Change Mail

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

![Login to OCR e-service](image)

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 [LOGIN] 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).
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
### 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.

<table>
<thead>
<tr>
<th>Registration No.: 1234</th>
<th>Registered Date: 2037.04.17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name (Nepali): स्नोफल होटल एण्ड लॉज (प. लि.)</td>
<td>Company Name (English): SNOW FALL HOTEL AND LODGE (Ptd. Ltd.)</td>
</tr>
<tr>
<td>Company Address: हेम्बु-६, किम्बुत्टोङ, १३, संयमकार निकाल खेण</td>
<td>Company Type: प्रीसेट२&gt;</td>
</tr>
<tr>
<td>Status: Registered</td>
<td></td>
</tr>
</tbody>
</table>

**General Details**

- Registration No.: 1234
- Registered Date: 2037.04.17
- Company Name (Nepali): स्नोफल होटल एण्ड लॉज (प. लि.)
- Company Name (English): SNOW FALL HOTEL AND LODGE (Ptd. Ltd.)
- Company Address: हेम्बु-६, किम्बुत्टोङ, १३, संयमकार निकाल खेण
- Company Type: प्रीसेट२>| कुकू| स्नोफल नेपाली स्नोफलल (प्रीसेट२)
- Status: Registered
**General Details**

<table>
<thead>
<tr>
<th>Registration No.:</th>
<th>1234</th>
<th>Registered Date:</th>
<th>2037-04-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name (Nepali):</td>
<td>समूह सदस्य स्टेट रेजिस्टर्ड सी. एस. एस.</td>
<td>Company Name (English):</td>
<td>SNOWFALL HOTEL AND LODGE (Pvt. Ltd.)</td>
</tr>
<tr>
<td>Company Address:</td>
<td>सुन्न्वूर्ण, तिंडुवरकोट, तालिका, नागार्जुन क्षेत्र विकास क्षेत्र</td>
<td>Company Type:</td>
<td>ग्रामीण ७५, सुन्न्वूर्ण, नेपाल, ताम्रपुरोहित, अधिनियम एवं सरकार (एस.एस.)</td>
</tr>
<tr>
<td>Status:</td>
<td>Registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capital Structure**

<table>
<thead>
<tr>
<th>Authorized Capital</th>
<th>Issued Capital</th>
<th>Paid Up Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Capital:</td>
<td>Rs. 200,000.00</td>
<td>Rs. 200,000.00</td>
</tr>
<tr>
<td>Authorized Rate:</td>
<td>Rs. 100.00</td>
<td>Rs. 100.00</td>
</tr>
<tr>
<td>Quantity Of Shares:</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td>Bonus Shares:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Authorized Capital Date:</td>
<td>2037-04-17</td>
<td>Issued Capital Date:</td>
</tr>
</tbody>
</table>

**Company Personnel**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Address</th>
<th>Father/husband's Name</th>
<th>Citizenship Number</th>
<th>Shares</th>
<th>Director</th>
<th>Founder</th>
<th>Shareowner</th>
<th>Jurisdiction</th>
<th>Citizenship / Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>समूह सदस्य</td>
<td>चाँदेपार, नगरपालिका, सुन्न्वूर्ण, नागार्जुन क्षेत्र विकास क्षेत्र</td>
<td></td>
<td>994</td>
<td>0</td>
<td>Rs. 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>समूह सदस्य</td>
<td>चाँदेपार, नगरपालिका, सुन्न्वूर्ण, नागार्जुन क्षेत्र विकास क्षेत्र</td>
<td></td>
<td>994</td>
<td>0</td>
<td>Rs. 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Company Branches**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Branch Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Company Objectives**

<table>
<thead>
<tr>
<th>NSIC Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5540</td>
<td>होटल, ब्रेकफास्ट, बिहर, राज्यकीय अधिकारी और वियानार विकास</td>
</tr>
</tbody>
</table>

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.

![Sample of Lodgment](image)

**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’.

![Sample of Lodgment (Under Verification Application Detail)](image)

**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’.

![In Process Application 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’.

![Completed Application Details]

**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:

![Company History Table](image)

*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.

![Sample of Document/ Letter View](image)

**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:

![Post Registration Page](image)

**Figure 71: Post Registration Page**
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:

- याचिका साधारण संभाको सुचना
- याचिका साधारण संभाको बाईनपुट
- याचिका प्रतियोगिता तथा तेह
- नाम परिवर्तन
- ठेगाना परिवर्तन
- श्रेणी थेख

, 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 button and you will be redirected to the following page where you can fill detail for post registration application:
**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.

![Figure 73: Sample of Name Change Form](image)

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 **Add File** button.
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:
Figure 75: Sample of Objective Change Form
<table>
<thead>
<tr>
<th><strong>Company Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration No.</strong> : 1234</td>
</tr>
<tr>
<td><strong>Registered Date</strong> : 2007-04-17</td>
</tr>
<tr>
<td><strong>Company Name (Nepali)</strong> : स्लोन्फ एलटेक एन्ट्र्यू (प्र. कि.)</td>
</tr>
<tr>
<td><strong>Company Name (English)</strong> : SNOW FALL HOTEL AND LODGE (Pvt. Ltd.)</td>
</tr>
<tr>
<td><strong>Company Address</strong> : 13, सिंहपुरुपुर, जिला नेपाल, प्रदेश ३</td>
</tr>
<tr>
<td><strong>Company Type</strong> : प्राइवेट &gt;&gt; ग्रुप &gt;&gt; बांग्लादेश नेपाल स्लोन्फ (प्राइवेट)</td>
</tr>
<tr>
<td><strong>Authorized Capital</strong> : Rs. 600,000.00</td>
</tr>
<tr>
<td><strong>Issued Capital</strong> : Rs. 500,000.00</td>
</tr>
<tr>
<td><strong>Paid-Up Capital</strong> : Rs. 500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Change Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nepali Name</strong> : स्लोन्फ एलटेक एन्ट्र्यू</td>
</tr>
<tr>
<td><strong>English Name</strong> : SNOW FALL HOTEL AND LODGE</td>
</tr>
<tr>
<td><strong>Proposed Name</strong> : नया नाम क्याब्याटिएहि</td>
</tr>
</tbody>
</table>

| **Region** : सिङ्गुलामाटा विस्तार क्षेत्र |
| **Zone** : बालमाटी |
| **District** : सिंहपुरुपुर |
| **Area** : हांसाबुरु |
| **Ward No** : 8 |
| **Street** : |
| **Block No** : 0 |

<table>
<thead>
<tr>
<th><strong>Objective</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NSIC Code</strong> : 5510</td>
</tr>
</tbody>
</table>
| **Objective** : रोशन, नंद, दूरु, बाप, बनाए गए हामी 

<table>
<thead>
<tr>
<th><strong>Proposed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NSIC Code</strong> : 5510</td>
</tr>
</tbody>
</table>
| **Objective** : हांसाबुरु, नंद, दूरु, बाप, बनाए गए हामी 

1. नये नाम क्याब्याटिएहि गर्दा नया नाम दिने चाहिए |

2. अन्य
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 your Temporary Application No, confirmation 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 sent to your email address with the attachment of Post registration detail.

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.
<table>
<thead>
<tr>
<th>S/N</th>
<th>Temporary Application No.</th>
<th>Application Submission Date</th>
<th>Event</th>
<th>Event Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>486</td>
<td>2017-03-04</td>
<td>मंगलपर्याय</td>
<td>मंगलपर्याय समाप्ति</td>
</tr>
</tbody>
</table>

Remarks:  
- मंगलपर्याय समाप्ति
- उद्देश्य प्रयाशादेश
- निर्देश प्राप्त राखिए  

Print: Post Registration document