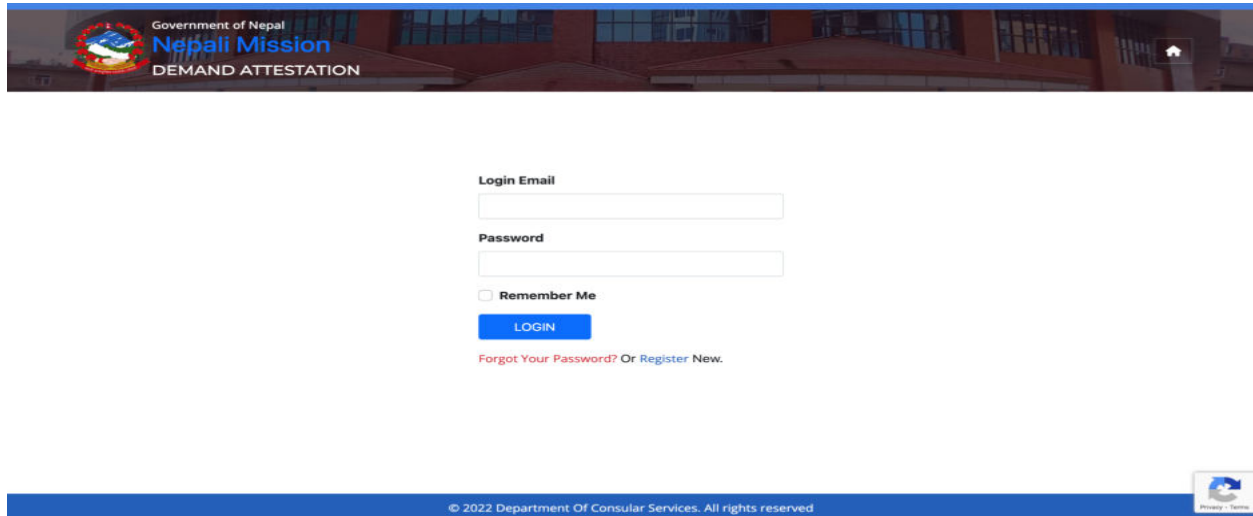# Company Registration

Overview

For company registration, follow the steps below:

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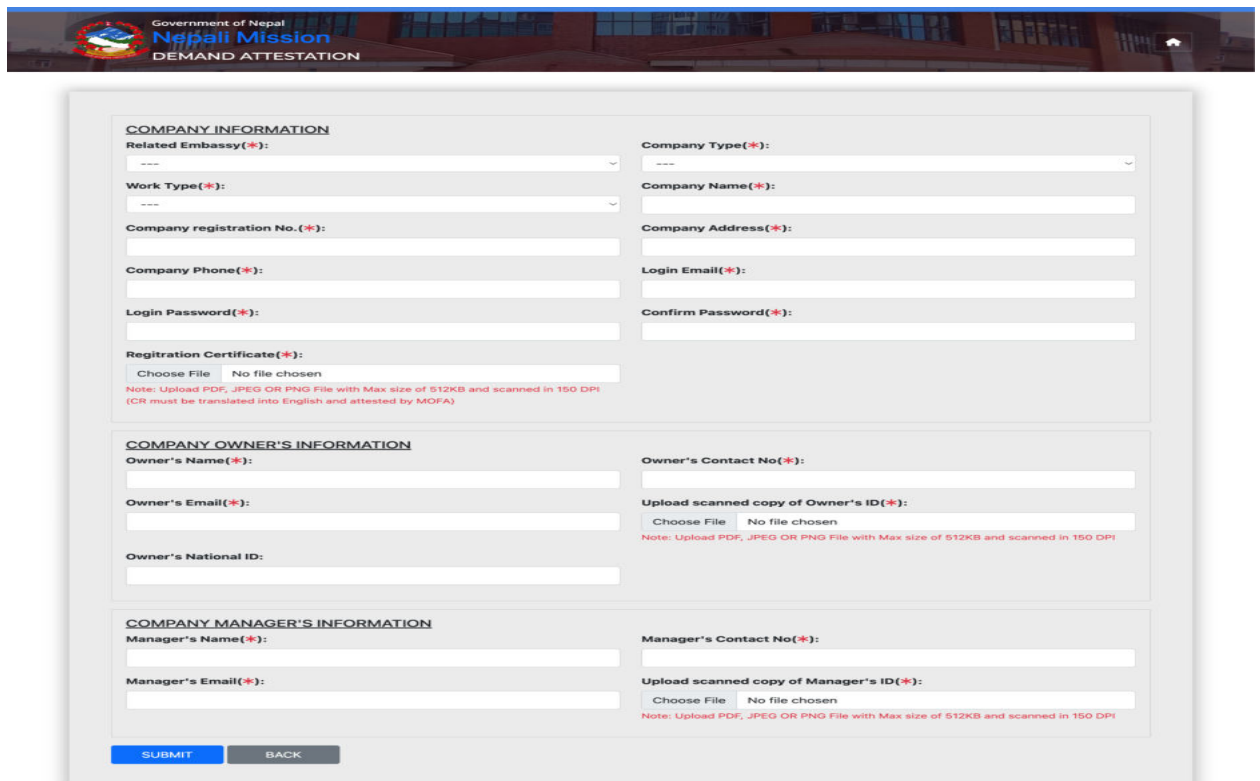

2. Fill up all the required fields. Please ensure to provide the official email address only.

3. Click on the "Submit" button.

- 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.

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

RA in Nepal (Manpower) ✳ :
[---]

Contact No.(Mobile) ✳ :
[ ]

Email Address ✳ :
[ ]

Issue Date of Power of Attorney ✳ :
[ ]

Expiry Date of Power of Attorney ✳ :
[ ]

Currency✳ :
[SR(Saudi Arabia)]

Transportation Facility ✳ :
[---]

Health Insurance ✳ :
[---]

Number of Workers demand from Nepal

Job Category✳ :
[High skill]

Job Title ✳ :
[ ]

Experience/Qualification ✳ :
[M.A.]

Visa No/Company Code ✳ :
[ ]

Male ✳ :
[ ]

Female ✳ :
[ ]

Salary ✳ :
[ ]

Food ✳ :
[---]

Accommodation ✳ :
[---]

Contract Period ✳ :
[2 Year]

Over Time (OT) ✳ :
[---]

Action
[🗑]

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

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.

-

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

- 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.

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.