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Investor User Manual for Development of IBN-One- Stop Service (IBN-OSS) System Office of the Investment Board Nepal- OIBN

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Investor Registration

Browse the given URL, A new investor has to register themselves with required information.

Click on the create OSS account tab,

The screenshot shows the homepage of the IBN One Stop Service (OSS) Portal. At the top, there is a header with the Government of Nepal logo, the text 'Government Of Nepal Office Of The Investment Board Nepal One-Stop Service (OSS)', and a welcome message 'Welcome to IBN One Stop Service (OSS) Portal'. A 'Help ?' link is also present. Below the header is a large image of the Office of the Investment Board building. To the right of the image are two buttons: 'Login' (blue) and 'Create OSS Account' (red). Below these buttons are two profile cards: 'Chairperson' featuring Sher Bahadur Deuba, Rt. Hon. Prime Minister, and 'Vice-Chairperson' featuring Mr. Janardan Sharma 'Prabhakar', Hon. Minister for Finance. A 'Message from Investment Board Nepal' section is located below the building image, containing a welcome message and instructions for users.

The registration form has to be filled. Enter the valid Company and with the valid email address and click on register button.

The screenshot shows the registration form on the IBN One Stop Service (OSS) Portal. The header is identical to the previous screenshot. The main content area is divided into two sections. On the left is the 'Message from Investment Board Nepal' section, which includes a welcome message and contact information. On the right is the 'Register' form, which has a blue header with the word 'Register'. Below the header are two input fields: 'Company Name' and 'Email'. A blue 'Register' button is positioned below the input fields. At the bottom of the form, there is a link that says 'Already Registered? Login'.

Investor will receive a mail from Office of investor Board Nepal with their email verification code. Received email format is shown below.

Mail from Office of Investment Board Nepal इनबक्स x



IBN System Alert <systemalert@ibn.gov.np>

म लाई ▾

Email Verification PIN Code

Dear Aryab and brother,

Your email verification PIN code is 470384 .

Please use this PIN Code to verify your email and set account password.

Thank You,
OSS Support Desk
Office of the Investment Board Nepal
Kathmandu

Government Of Nepal
Office Of The Investment Board Nepal
One-Stop Service (OSS)

Welcome to IBN One Stop Service (OSS) Portal [Help ?](#)

Set Password

Email Verification PIN

Password

Re-enter Password

An email verification PIN code has been sent to your email.
Didn't receive email? [Resend email](#)

Submit
[Go to Login](#)

- Enter the PIN code
- Enter the password
- Confirm the password
- Click on submit button

Once an investor has logged in to the system using a valid username and password, the investor's dashboard would be prompted with a KYI (Know Your Investor) form, where the investor should fill up the form with all the valid details about the investment company along with all the necessary documents which are to be uploaded.

Government of Nepal
Office of the Investment Board Nepal - OIBN

Aryab and brother

My Profile Notification My Applications My Projects Query Request meeting with OIBN

Know Your Investor (KYI) Form

****Please fill up the form in order to proceed.****

Company Name * Aryab and brother

Country * Select Country

Passport No./NID No./Citizenship No * Identity Card Number

Local Address Address

Website www.example.com

Company Email * dryiceqa@gmail.com

Company Phone * FAX

Company Fax Number FAX

VAT/PAN मा Register छ? Yes No

Investment Sector --Select---

Company Description

Business Description

Upload your files

Document Title Select category... Choose File No file chosen

****File Type must be either of doc,pdf,docx,jpg,jpeg,png,xls,xlsx,csv and less than 2048 KBytes (2 MB)**

+ Add More

SAVE

Once the investor has successfully submitted the KYI form, they will be redirected to a dashboard where the investor would be able to view the details of the submitted KYI form and attached documents along with the profile approval status. The investor would be barred/restricted to use other features or navigate to other parts of the system unless their KYI form has been reviewed and their profile has been approved by the OIBN user.

1. Dashboard Menu

When the admin approved the investor's profile you are allowed to move the different tabs listed there. When you click on dashboard menu. You are redirected into your company's profile page.

MY Profile

Check out all the detail, do needful correction as per your requirement by updating the profile .for that you can click on edit profile tab on top right side.

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KYI form updated successfully !

Company Profile [Edit Profile](#)

Company name: Aryab and brother **Country:** Nepal
Company email: dryiceqa@gmail.com **Phone:** 9841484406
VAT/PAN Number: **Passport No/NID No/Citizenship No:** 9876543211
Local Address: gwarko ,lalipur **Website:** www.aryabnbro.com.np
Fax Number: 12345666 **Investment Sector:** ICT
Profile Status: Processing

Company Description: A Company Description provides a meaningful and useful information about the company. The high-level review covers various elements of your business such as the nature of your trade, the market gaps that you are going to fill, your competitive edges like efficient operations and turnkey solutions, etc.

Business Description: A Company Description provides a meaningful and useful information about the company. The high-level review covers various elements of your business such as the nature of your trade, the market gaps that you are going to fill, your competitive edges like efficient operations and turnkey solutions, etc.

Attached Documents

SN	DOCUMENT TITLE	CATEGORY	DOCUMENT TYPE	UPLOADED AT	APPROVAL STATUS	ACTION
1	my file	Contract Agreement	jpg	2022-07-04	waiting	View Download

Company Logo Choose File No file chosen [UPLOAD](#)

User Image Choose File No file chosen [UPLOAD](#)

Notifications

All the notifications are listed here, you can view them as per your need. The number of counts makes you alert to view it. Click on eye icon below action tab to view in detail.

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My Profile Notification My Applications My Projects Query Request meeting with OIBN

Notifications

Show 10 entries Search:

SN	TITLE	BODY	TIME	ACTION
1	Project Application Status	Your project application status is now selected.	2022-07-05 13:04:50	View

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

My Applications

Users can navigate to the 'My Applications' tab on the top to view the list of all the applications for the project sent by the investor.

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Dashboard

Projects

Investor Correspondence

My Profile Notification 2 My Applications My Projects Query Request meeting with OIBN

Show 10 entries Search:

SN	PROJECT NAME	BUDGET	APPLIED DATE	APPLICATION STATUS	ACTION
1	Special Economic Zone in Simara Project	45	2022-07-05 13:40:20	waiting	
2	The Khaptad Tourism Project	187	2022-07-05 13:39:42	waiting	
3	My Project Name	0	2022-07-05 12:34:12	selected	

Showing 1 to 3 of 3 entries

Previous 1 Ne

Investors need to click the 'View Application' eye icon button under the 'Action' column to view the application in detail.

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Dashboard

Projects

Investor Correspondence

My Profile Notification 2 My Applications My Projects Query Request meeting with OIBN

< Go Back

Your Application

SN	PROJECT NAME	BUDGET	APPLIED DATE	DARTA STATUS	APPLICATION STATUS	ACTION
1	My Project Name	0	2022-07-05 12:34:12	Pending	selected	

Unsolicited Project Proposal/Application

PROJECT DESCRIPTION

My Project Description

INVESTOR'S TECHNICAL AND FINANCIAL PROFILE

My Technical and Financial Profile

DOCUMENT TYPE - EPS REPORT	FILE TYPE	ACTION
Early Possibility Study Report of Project	application/vnd.openxmlformats-officedocument.wordprocessingml.document	
DOCUMENT TYPE - PAYMENT VOUCHER	FILE TYPE	ACTION
Payment Voucher	application/vnd.openxmlformats-officedocument.wordprocessingml.document	

PROPOSED BUSINESS PLAN

A business plan is a formal written document containing the goals of a business, the methods for attaining those goals, and the time-frame for the achievement of the goals. It also describes the nature of the business, background information on the organization, the organization's financial projections, and the strategies it intends to implement to achieve the stated targets. In its entirety, this document serves as a road-map (a plan) that provides direction to the business.

A business plan can seem like a waste of time and it's certainly more fun to start working on things like logos, business cards, and finding office space.

Communications. Business communications have changed dramatically over the last ten years. Email and web conferencing...
Diagramming. Diagramming software is used to produce graphica

POSSIBLE BENEFIT FROM THE PROJECT

Types of employee benefits and perks
Medical coverage. The most common employee benefit that employers offer is ...
Dental insurance. Many employers provide dental coverage as part of their ...
Vision insurance. Vision insurance is usually a separate insurance plan offered

Attached Documents

DOCUMENT SN	TITLE	CATEGORY	DOCUMENT TYPE	UPLOADED AT	UPLOADED BY(NAME)	UPLOADED BY(ROLE)	APPROVAL STATUS	ACTION
-------------	-------	----------	---------------	-------------	-------------------	-------------------	-----------------	--------

Comments

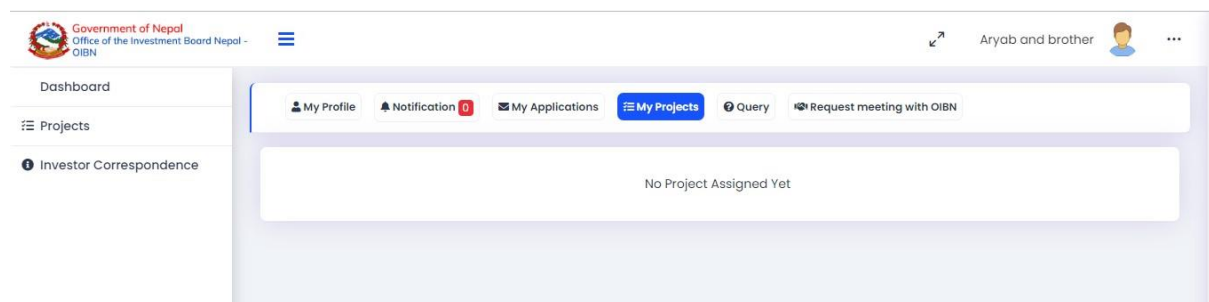
No Comments

Investors would be able to view their application in detail along with the documents attached with the application. They can cancel their application, add new documents, view documents, download attached documents or delete the uploaded documents if required.

Investors would be able to view the comments posted by the OIBN regarding the application under the 'Comments' section.

My Projects

The 'My Projects Tab' on the top navbar shows the list of projects which has been assigned to the investor.

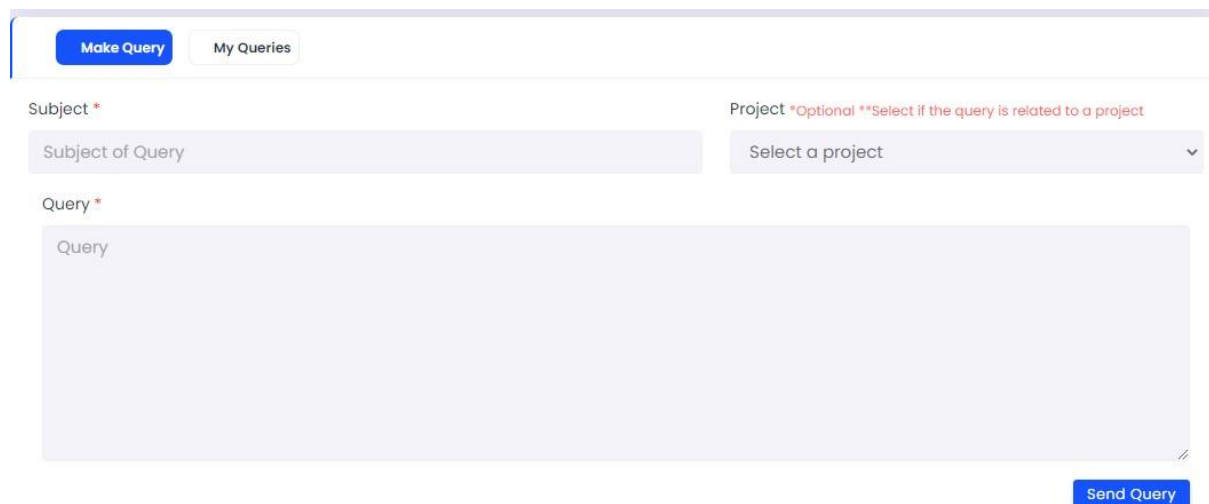


Query

Investors can create queries regarding any matter or queries related to a project and view them as well under the 'Query' tab on the top navbar

Make Query

Investors can post a new query by clicking the 'Make Query' tab on the top navbar.

A screenshot of the 'Make Query' form. At the top, there are two tabs: 'Make Query' (highlighted in blue) and 'My Queries'. The form has three main sections: 1. 'Subject *' with a text input field containing 'Subject of Query'. 2. 'Project *Optional **Select if the query is related to a project' with a dropdown menu showing 'Select a project'. 3. 'Query *' with a large text area containing the word 'Query'. At the bottom right, there is a blue 'Send Query' button.

- Enter the subject of your query
- Select the project
- Enter the query you want to be replied.
- Click on send query button

MY queries

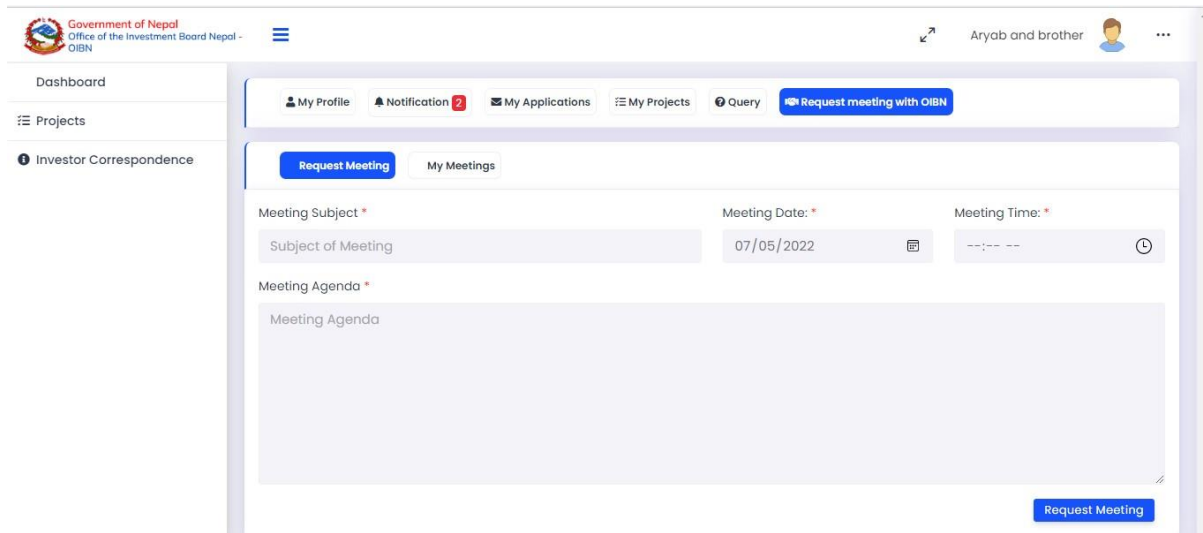
All the earlier queries with their status is listed in this section.

Request meeting with OIBN

The 'Request meeting with OIBN' tab on the top navbar is used to create a meeting request.

Request Meeting

The investor has to navigate to the 'Request Meeting' tab on sub navbar to fill up and submit the meeting request form.



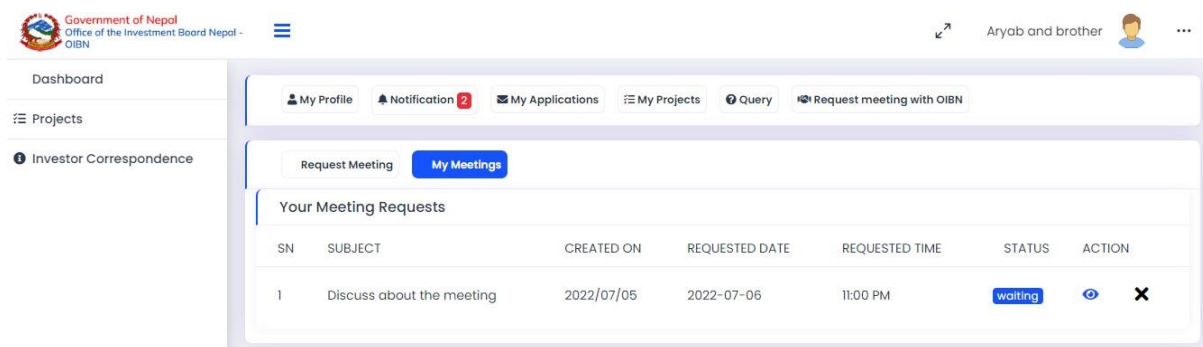
The screenshot shows the 'Request Meeting' form in the OIBN portal. The form is titled 'Request Meeting' and 'My Meetings'. It contains the following fields:

- Meeting Subject: * (Text input field with placeholder 'Subject of Meeting')
- Meeting Date: * (Date input field with value '07/05/2022')
- Meeting Time: * (Time input field with value '--:-- --')
- Meeting Agenda: * (Text area with placeholder 'Meeting Agenda')

A 'Request Meeting' button is located at the bottom right of the form.

My Meetings

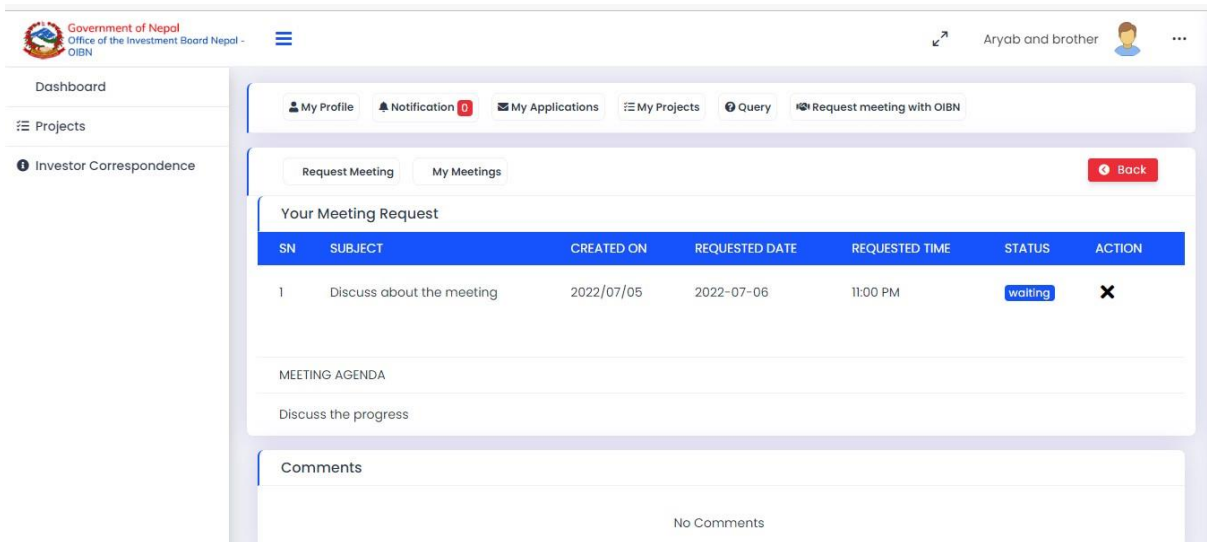
Investors would be able to view the list of all their meeting requests under 'My Meetings' tab in the navbar.



The screenshot shows the 'My Meetings' tab in the OIBN portal. It displays a table titled 'Your Meeting Requests' with the following columns: SN, SUBJECT, CREATED ON, REQUESTED DATE, REQUESTED TIME, STATUS, and ACTION.

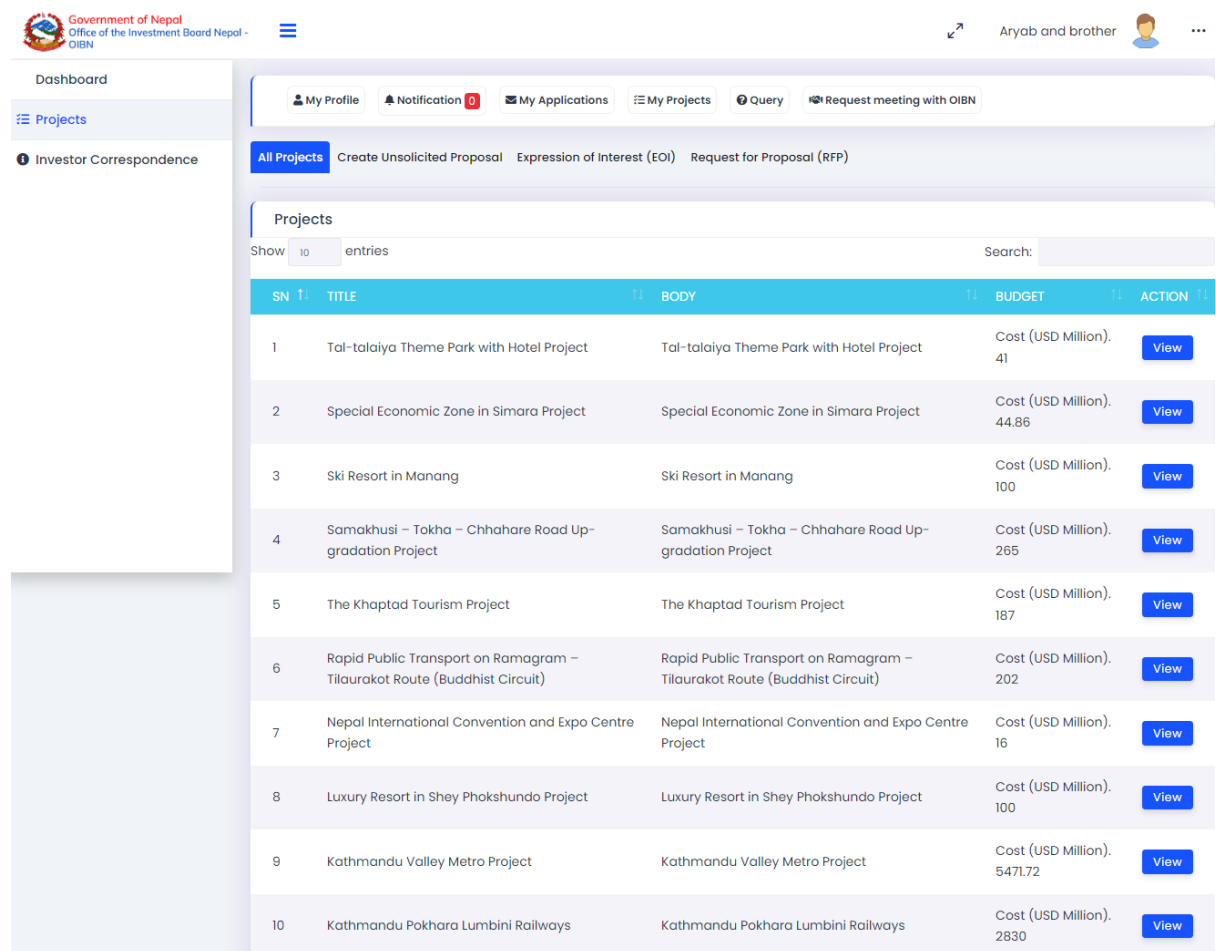
SN	SUBJECT	CREATED ON	REQUESTED DATE	REQUESTED TIME	STATUS	ACTION
1	Discuss about the meeting	2022/07/05	2022-07-06	11:00 PM	waiting	View Cancel

Investors would be able to view their meeting requests in detail by clicking the 'View Meeting' eye icon button under the 'Action' column. They can view the status of their meeting request and also cancel the request before it has been approved.



2. Projects Menu

The investor would be able to view a list of all the projects inside the 'Projects' menu in the left sidebar.



Investor can view the project in further detail by selecting an option from the individual project menu by selecting the view option.

Create Unsolicited Proposal

Investor can create their own Unsolicited Proposal. Go to the tab, A form fill load.

Fill all the mandatory fields. A new proposal will create once you click on create button.

The screenshot shows the 'Create Unsolicited Proposal' form in the OIBN portal. The form includes several mandatory fields marked with an asterisk (*):

- Project Name *
- Project Description *
- Your Technical and Financial Profile *
- Project's Early Possibility Study Report (with a 'Choose file' button and a note: *File Type must be either of doc,docx,pdf,jpg,jpeg,png,tif,xls,xlsx and less than 204800 Kbytes (200 MB))
- Proposed Business Plan *
- Possible Benefit from Project *
- Payment Voucher (if any) (with a 'Choose file' button and a note: *File Type must be either of doc,docx,pdf,jpg,jpeg,png,tif,xls,xlsx and less than 204800 Kbytes (200 MB))
- Technology Used in Project *

At the bottom, there is an 'Upload your files' section with a 'Choose File' button and a note: *File Type must be either of doc,docx,pdf,jpg,jpeg,png,tif,xls,xlsx and less than 204800 Kbytes (200 MB). A 'Create' button is located at the bottom left of the form.

The application form has to be submitted by attaching necessary documents as well.

The screenshot shows the 'My Applications' page in the OIBN portal. A green banner at the top indicates 'Application submission successful!'. Below this, there is a table listing the submitted application:

SN	PROJECT NAME	BUDGET	APPLIED DATE	APPLICATION STATUS	ACTION
1	My Project Name	0	2022-07-05 12:34:12	waiting	View

The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (Previous, 1, Next).

Expression Of Interest (EOI)

All the EOI projects will load here, Investor can apply in the project from here,

The screenshot shows the 'Expression of Interest (EOI)' page in the OIBN portal. The page displays a list of projects available for application:

SN	TITLE	BODY	BUDGET	ACTION
1	The Khaptad Tourism Project	The Khaptad Tourism Project	Rs. 187	View Apply

Click on View button to view in details for the selected project. Once you get all the details, click on apply button if you want to apply for this project. Fill all the required values. Click on apply button.

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My Profile Notification 2 My Applications My Projects Query Request meeting with OIBN

Application for Investment

Project Name * The Khaptad Tourism Project **Budget** 187

Application Type
Expression of Interest (EOI)

Payment Voucher (if any)
Choose file
*File Type must be either of doc,docx,pdf,jpg,jpeg,png,xls,xlsx,csv and less than 2048 KBytes (2 MB)

Upload your files

Document Title Select category... Choose File No file chosen

*File Type must be either of doc,docx,pdf,jpg,jpeg,png,xls,xlsx,csv and less than 2048 KBytes (2 MB)

Request for Proposal (RFP)

You can request the proposal from this list if there's any.

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My Profile Notification 2 My Applications My Projects Query Request meeting with OIBN

All Projects Create Unsolicited Proposal Expression of Interest (EOI) **Request for Proposal (RFP)**

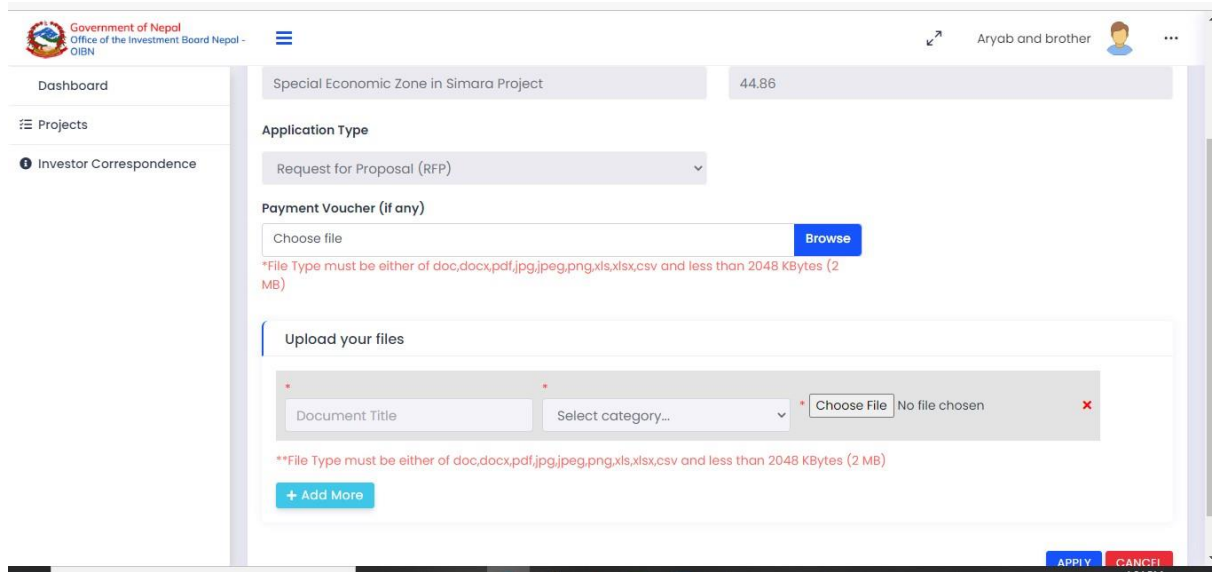
Projects

Show 10 entries Search:

SN	TITLE	BODY	BUDGET	ACTION
1	Special Economic Zone in Simara Project	Special Economic Zone in Simara Project	Rs. 44.86	<input type="button" value="View"/> <input type="button" value="Apply"/>

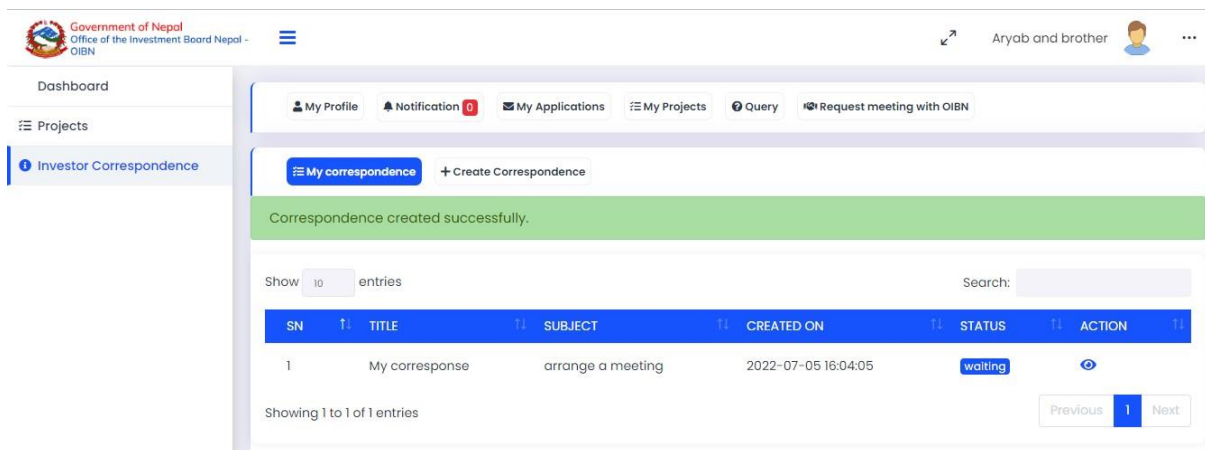
Showing 1 to 1 of 1 entries 1

Click on View button to view in details for the selected project. Once you get all the details, click on apply button if you want to apply for this project. Fill all the required values. Click on apply button.



3. Investor Correspondence Menu

The investor would be able to create a new correspondence and view a list of all the correspondences created so far by him/her.



The figure above shows a list of all the correspondences created by the investor. The investor can view their correspondence by clicking the 'View Correspondence' eye icon button under the 'Action' column.

The screenshot shows the 'Investor Correspondence' section of the OIBN web application. It features a table of correspondence entries and a detailed view of a specific entry.

SN	TITLE	ID	SUBJECT	PROJECT	DARTA STATUS	CREATED ON	STATUS	ACTION
1	My corresponsse	33	arrange a meeting	Janaki Heritage Hotel and Cultural Village Project	Pending	2022/07/05	waiting	✕

CORRESPONDENCE BODY

Please arrange a meeting

Attached Documents

SN	TITLE	DOCUMENT TYPE	FILE TYPE	UPLOADED AT	UPLOADED BY (NAME)	UPLOADED BY (ROLE)	STATUS	ACTION
1	My file	Request	application/vnd.openxmlformats-officedocument.wordprocessingml.document	2022/07/05	Aryab and brother	investor	waiting	📄

Investors would be able to cancel their correspondence, add new documents, view the status of their application as well as the attached documents. Investors would be able to view, download or delete any documents if required. Investors can view the comments posted by the OIBN intended for the investor regarding the correspondence under the Comments section.

Create Correspondence

The investor would be able to create a new correspondence by navigating to the 'Create Correspondence' tab on the top.

The screenshot shows the 'Create Correspondence' form. It includes fields for Title, Subject, and Project selection, a text area for the Body, and a file upload section.

Title *: My corresponsse

Subject *: arrange a meeting

Select your project: Janaki Heritage Hotel and Cultural Vil

Body: Please arrange a meeting

Upload your files: My file, Request, Choose File, Test document.docx

Buttons: + Add More, CREATE, CANCEL

The investors can fill up the form with all the necessary information and attach any files or documents while creating the correspondence.

4. Sign Out

Click on sign-out tab on right side bar to come out of the system.

