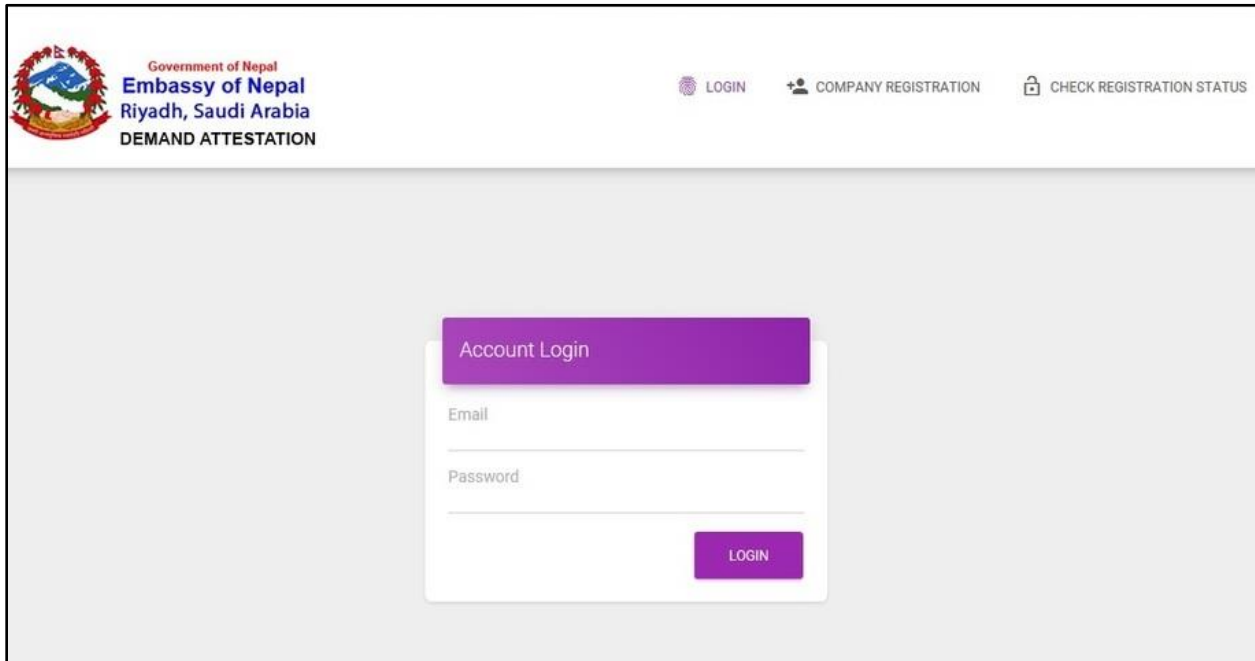


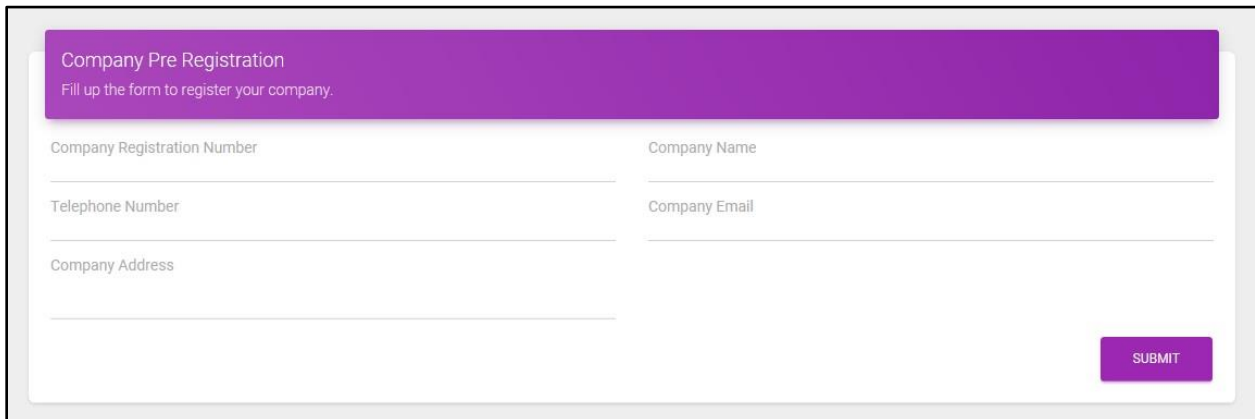
Overview



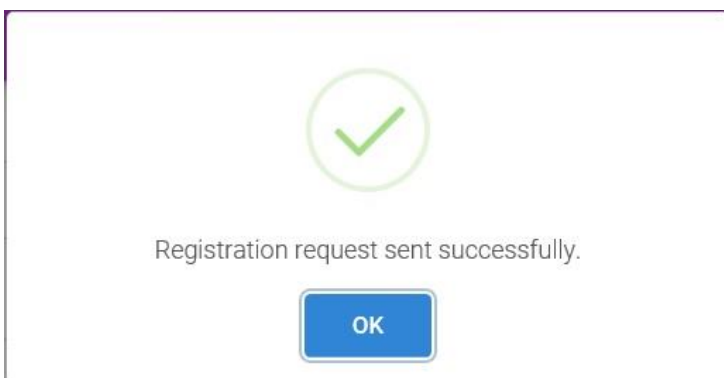
The screenshot shows the top navigation bar of the Embassy of Nepal website. On the left is the logo of the Government of Nepal. To its right, the text reads "Government of Nepal", "Embassy of Nepal", "Riyadh, Saudi Arabia", and "DEMAND ATTESTATION". On the right side of the navigation bar, there are three links: "LOGIN", "COMPANY REGISTRATION", and "CHECK REGISTRATION STATUS". The main content area features a white "Account Login" form with a purple header. The form contains two input fields labeled "Email" and "Password", and a purple "LOGIN" button at the bottom right.

Company Registration:

- Click on Company Registration
- Fill up all the required fields
- Click on Submit button



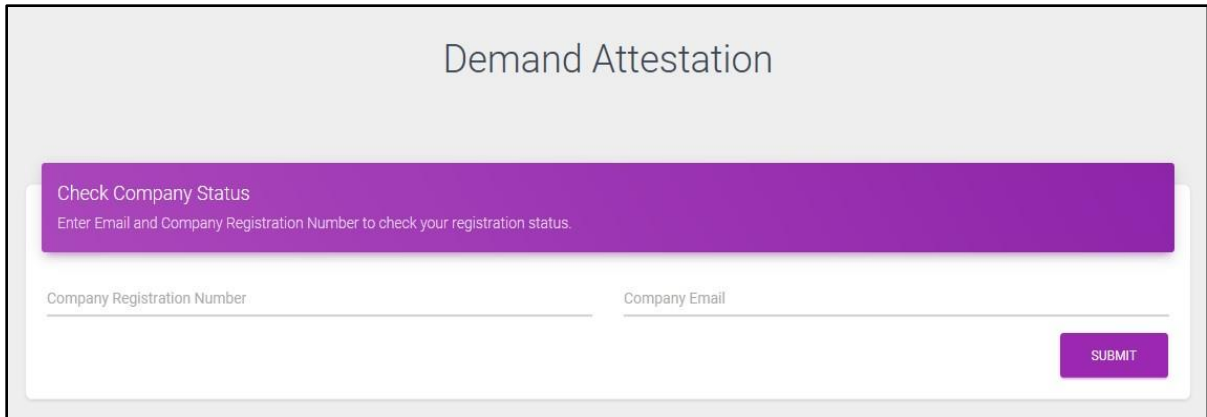
The screenshot shows the "Company Pre Registration" form. The form has a purple header with the text "Company Pre Registration" and "Fill up the form to register your company." Below the header, there are four input fields arranged in two columns: "Company Registration Number", "Company Name", "Telephone Number", and "Company Email" in the top row; and "Company Address" in the bottom row. A purple "SUBMIT" button is located at the bottom right of the form.



The screenshot shows a success message dialog box. It features a green checkmark icon inside a circle at the top center. Below the icon, the text reads "Registration request sent successfully." At the bottom center, there is a blue "OK" button.

View Company Registration Status

- Click on registration status



The screenshot shows a web form titled "Demand Attestation". Below the title is a purple header bar with the text "Check Company Status" and "Enter Email and Company Registration Number to check your registration status." Below this are two input fields: "Company Registration Number" and "Company Email". A purple "SUBMIT" button is located at the bottom right of the form.

- Type company CR number and company name and submit
:You will get information either as figure 1 or as figure 2

Figure 1: Your request is under process



The screenshot shows the "Demand Attestation" form. Below the purple header bar, there is a green message box that says "Your request is Under Process."

Figure 2: Your request has been approved. Please check your email for login credentials



The screenshot shows the "Demand Attestation" form. Below the purple header bar, there is a green message box that says "Your request has been approved. Please check your email for login credentials."

Create Your Company Profile


Log in with your user ID and password and fill up required information.

Step 1

- Submit your company, Owner and Manager's Information


Demand Attestation
Profile

Company Information

Company Registration Number 8848	Company Name 8848 company
Company Address riyadh	Telephone Number 2222
Email 8848company@gmail.com	Upload Company Registration Certificate Select file 


Note: Upload PDF, JPEG OR PNG File with Max size of 2MB and scanned in 150 DPI

Company Owner's Information

Company Owner's Name	Company Owner's Contact Numer
Company Owner's Email	Upload scanned copy of Owner's ID Select file 

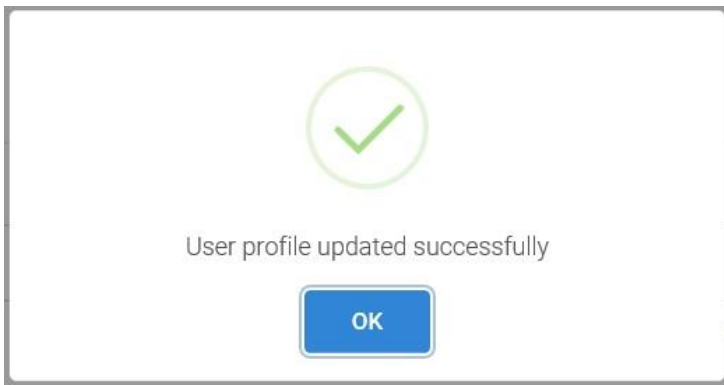
Note: Upload PDF, JPEG OR PNG File with Max size of 2MB and scanned in 150 DPI

Company Managers's Information

Company Manager's Name	Company Manager's Contact Numer
Company Manager's Email	Upload scanned copy of Manager's ID Select file 

Note: Upload PDF, JPEG OR PNG File with Max size of 2MB and scanned in 150 DPI

SUBMIT



Step 2

- Click on update profile
- Type existing Nepalese workers Information and your client company's information if available.
- Click on submit button.

The screenshot shows the top navigation bar with the logo of the Government of Nepal Embassy of Nepal in Riyadh, Saudi Arabia. The main header includes 'DEMAND ATTESTATION' and navigation links: '+ ADD DEMAND', 'VIEW DEMANDS', 'DOWNLOADS', and 'ACCOUNT'. Below the header, it displays '8848 company' and a 'COMPANY ACCOUNT' button. A purple 'UPDATE PROFILE' button is visible on the right side of the page.

This screenshot shows the 'Demand Attestation' form with the sub-header 'Add Employee Details'. It contains two questions with radio button options:

Do you have Nepali workers in your company? Yes No

Other companies under the same sponsorship? Yes No

A purple 'SUBMIT' button is located at the bottom right of the form.

This screenshot shows the 'Demand Attestation' form with the sub-header 'Add Employee Details'. It includes the same two questions as the previous screenshot, but with the 'Yes' option selected for the first question:

Do you have Nepali workers in your company? Yes No

Other companies under the same sponsorship? Yes No

Below the questions, there is a question: 'How many Nepali workers are currently working in your company?' with the number '1' entered. Underneath is a table for 'Worker Details':

SN	Name of Nepali Worker	Passport No.	IQAMA No.	Phone No.
1				

At the bottom of the table, there are 'ADD' and 'DELETE' buttons. A purple 'SUBMIT' button is located at the bottom right of the form.

Other companies under the same sponsorship? Yes No


Sponsored Company Details

SN	Name of the Company	Company Registration Number
3		

View Demand

When you add a new demand, four options will appear at the right bottom of the screen as follows;

1. View Details
2. View Status
3. Edit and
4. Delete



Government of Nepal
Embassy of Nepal
Riyadh, Saudi Arabia
DEMAND ATTESTATION

+ ADD DEMAND
VIEW DEMANDS
DOWNLOADS
ACCOUNT

COMPANY ACCOUNT

ALL DEMANDS
>


Show 10 entries

Date	Demand ID	Client Company Name	Client Company Reg. No	Address	Status	Actions
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			VIEW DETAILS VIEW STATUS EDIT DELETE

Add Demand

This command will allow you to submit a new demand. Once your company's profile is created you may add many demands as per your requirement.

- Click on add demand
- Click on 'Self' check box if you are recruiting workers for your company or type client company's name, CR number and address if your recruiting workers for your client's company
- Select recruiting agency name
- Type demand details
- Attached a scan copy of the demand letters (it should be in PDF, JPEG or PNG format and less than 2 mb)
- Choose applicant and type other information
- Click on submit button

 GOVERNMENT OF NEPAL
Embassy of Nepal
Riyadh, Saudi Arabia
DEMAND ATTESTATION

[+ ADD DEMAND](#) [VIEW DEMANDS](#) [DOWNLOADS](#) [ACCOUNT](#)

[COMPANY ACCOUNT](#)

Demand Attestation
Fill up the following form

Client Company Name Self

Client Company Registration Number Client Company Address

Name of recruiting agency in Nepal:

Number of Workers demand from Nepal

SN	Visa No.	Job Title	Male	Female	Salary	Food
1						

[ADD](#) [DELETE](#)

Upload Document

Note: Upload PDF, JPEG OR PNG File with Max size of 2MB and scanned in 150 DPI

[ADD DOCUMENT](#) [REMOVE](#)

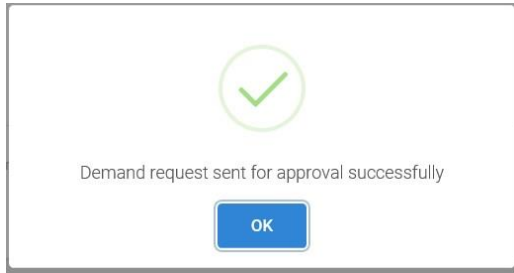
Applicant's Information

Company Owner Company Manager Company Employee Manpower

Name of Representative Upload scanned copy of ID issued from Department of Foreign Employment

[SUBMIT](#) [CANCEL](#)

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Note:

You can select recruiting agency of Nepal from dropdown list only. If you do not find the name it means there are some labor complaints against recruiting agency and Embassy of Nepal or Department of foreign Employment of the Government of Nepal has suspended this recruiting agency. The recruiting agency should solve thematter to appearagain in thelist.

View Details

- Click on View Demands tab
- All the submitted demands will appear
- Click on view details

 **Government of Nepal**
Embassy of Nepal
Riyadh, Saudi Arabia
DEMAND ATTESTATION

+ ADD DEMAND ■ VIEW DEMANDS 📄 DOWNLOADS 👤 ACCOUNT

COMPANY ACCOUNT

Demand ID #20

UNDER PROCESS

Demand

SN.	Visa Number	Job Title	Male	Female	Salary	Food

Submission Date:

Client Company Name:

Client Company Registration Number:

Client Company Address:

Name of recruiting agency in Nepal:

Company Representative:

Uploaded Documents:

BACK

View Demand Status

- Click on View Demands tab
- All the submitted demands will appear
- Click on view status

It shows the latest comment on the submitted demand by the Embassy of Nepal.

Demand ID : ×

UNDER PROCESS

Date	Status

CLOSE

Edit Demand.

This command will allow you to edit information, add or change attachment in your submitted demand letter. But once your demand is approved by the Embassy of Nepal you cannot edit or delete the demand.



COMPANY ACCOUNT

Demand ID #20

UNDER PROCESS

Demand

SN.	Visa Number	Job Title	Male	Female	Salary	Food

Submission

Date:

Uploaded Documents:

Client Company

Name:

Client Company

Registration

Number:

Client Company

Address:

Name of

recruiting agency

in Nepal:

Company

Representative:

RESET

SUBMIT