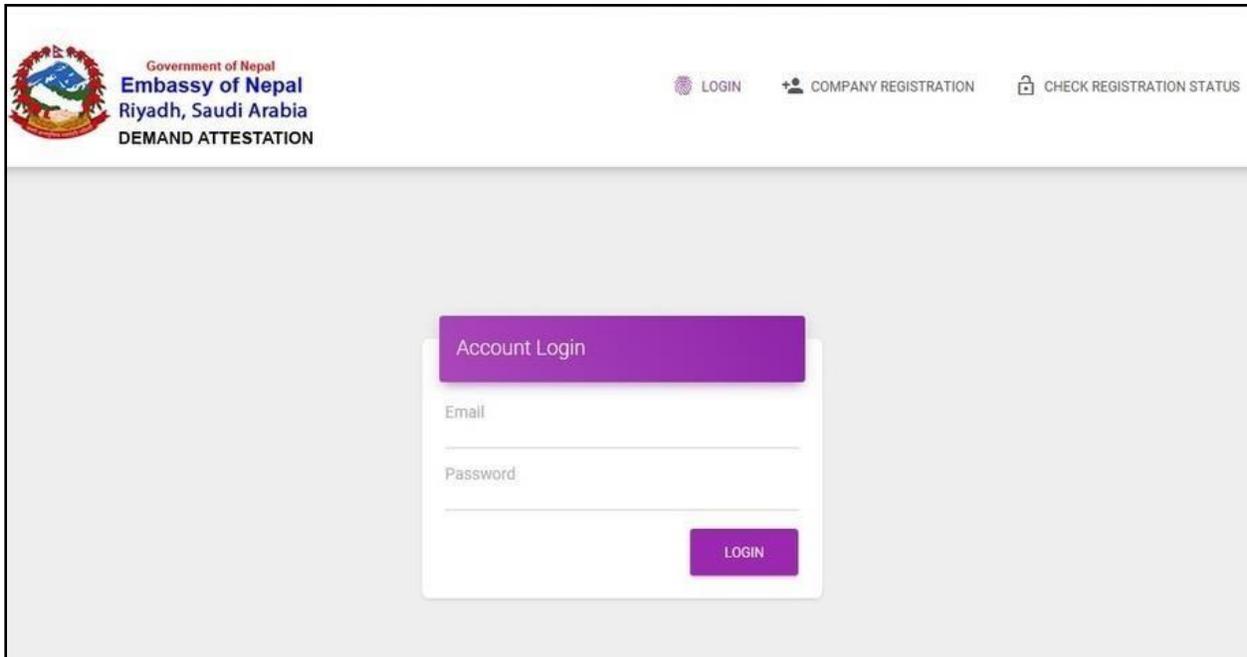


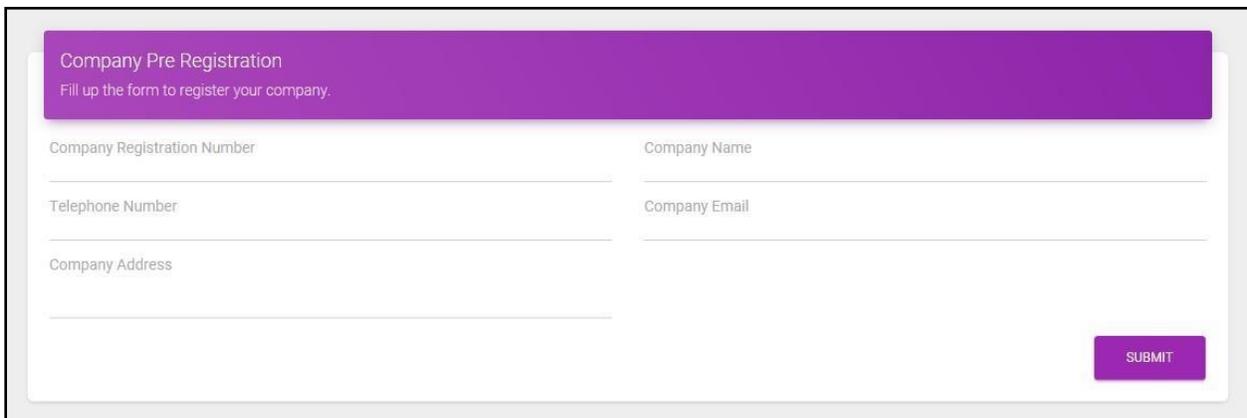
Overview



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 central "Account Login" form with input fields for "Email" and "Password", and a "LOGIN" button.

Company Registration:

- Click on Company Registration – (CR. no. starting from 700..... will not be accepted)
- Fill up all the required fields – (Please provide the official email address only)
- Click on Submit button



The screenshot shows the "Company Pre Registration" form. The title bar is purple and contains the text "Company Pre Registration" and "Fill up the form to register your company." Below the title bar, there are five input fields arranged in two columns: "Company Registration Number", "Company Name", "Telephone Number", "Company Email", and "Company Address". A purple "SUBMIT" button is located at the bottom right of the form.

NOTE :

User credential will be provided within 2 working days to your registered email.

Create Your Company Profile:

Log in with your user ID (your registered email) and password received in your email. fill up the required information of your employer company.

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

Demand Attestation
Add Employee Details

Do you have Nepali workers in your company? Yes No

How many Nepali workers are currently working in your company?
1

Worker Details

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

ADD **DELETE**

Other companies under the same sponsorship? Yes No

SUBMIT

Update Profile:

+ ADD DEMAND VIEW DEMANDS DOWNLOADS ACCOUNT

8848 company COMPANY ACCOUNT

UPDATE PROFILE

Company Details

Demand Attestation

Add Employee Details

Do you have Nepali workers in your company? Yes No

Other companies under the same sponsorship? Yes No

SUBMIT

Other companies under the same sponsorship? Yes No

Sponsored Company Details

SN	Name of the Company	Company Registration Number
3		

ADD

DELETE

SUBMIT

NOTE :

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

1. View Details – to view the details of the submitted demand
2. View Status – to view the notification sent from the Embassy
3. Edit – to modify your submitted demand, but you cannot edit the demand once its approved.
4. Delete – to delete your application, only the applicant can delete it.

+ 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"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="VIEW DETAILS"/> <input type="button" value="VIEW STATUS"/> <input type="button" value="EDIT"/> <input type="button" value="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 from dropdown list
- Type demand details
- Attached the required documents in appropriate fields only.
 - All the demand documents must be attested from the chamber of commerce and scan in one PDF (Demand letter, Power of attorney, Interparty Agreement, Employment agreement, Guarantee letter and Undertaking letter)
 - WAKALA – The visa delegations details from the ENJAZ
 - FEIMS – Your company must be registered and approved in the Foreign Employment Information System (FEIMS) of the department of foreign employment of the Government of Nepal. Your recruiting agency in Nepal should do this and provide its screenshot to you.
- 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:
SELECT

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 :

Once we received your application, we will check the documents and send you the notification for the further process. You may keep checking the status of your application by clicking on view status button.

View Demand Status

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

It shows the notification from the Embassy of Nepal.

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 the demand.

Note :

The documents to be attested must be submitted to the embassy either only by the employer/employee of the company or the legal representative of recruiting agency in Nepal. Identity card of the representative must be presented to receive service token. Representative may directly visit the Embassy between 1-3 PM on business days with the following documents:

1. The original copies of approved demand documents
2. A printed copy of the approved message and
3. Cash amount for the payment of revenue.
4. The revenue rates of one set of demand document are as follows;
 - a. SR. 940 for less than 25 workers and,
 - b. SR. 1125 for 26 to 100 workers.

**** Documents brought by other persons will not be entertained at all**