

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

**Version 1.0**

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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 Government of Nepal's Office of the Investment Board Nepal (IBN OSS) portal. At the top, there is a navigation bar with the logo, the text "Government Of Nepal Office Of The Investment Board Nepal One-Stop Service (OSS)", the title "Welcome to IBN One Stop Service (OSS) Portal", and a "Help ?" link. Below the navigation bar is a large image of the IBN building with a sign that reads "नेपाल सरकार लगानी बोर्डको कार्यालय Office of the Investment Board". To the right of the image are two buttons: "Login" (blue) and "Create OSS Account" (red). Below the buttons are two profile cards. The first card is for the Chairperson, Sher Bahadur Deuba, Rt. Hon. Prime Minister, featuring a portrait of him. The second card is for the Vice-Chairperson, Mr. Janardan Sharma 'Prabhakar', Hon. Minister for Finance, featuring a portrait of him. Below the image and buttons is a "Message from Investment Board Nepal" section. The message starts with "Namaste," and welcomes investors to the OSS platform. It states that the OSS platform is for all investment related services and that all documents and details will remain confidential. It also provides instructions for existing users (Log in) and new users (Sign Up). At the bottom of the message, it provides contact information for technical or administrative support: support-oss@ibn.gov.np or call directly on 01-4255577. Thank you !

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 OSS portal. The navigation bar at the top is identical to the previous screenshot. Below the navigation bar is a "Message from Investment Board Nepal" section, which is identical to the one in the previous screenshot. To the right of the message is a "Register" form. The form has a blue header with the word "Register" in white. Below the header are two input fields: "Company Name" and "Email". Below the input fields is a blue "Register" button. 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

The screenshot shows the 'Set Password' form on the IBN One Stop Service (OSS) Portal. The form is titled 'Set Password' and contains three input fields: 'Email Verification PIN', 'Password', and 'Re-enter Password'. Below the fields, there is a message: 'An email verification PIN code has been sent to your email. Didn't receive email? [Resend email](#)'. At the bottom of the form, there is a blue 'Submit' button and a link '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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My Profile Notification My Applications My Projects Query Request meeting with OIBN

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	<a href="#">View</a> <a href="#">Download</a>

Company Logo  No file chosen [UPLOAD](#)

User Image  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.

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

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	<a href="#">View</a>

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.

Government of Nepal  
Office of the Investment Board Nepal - OIBN

Aryab and brother

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.

Government of Nepal  
Office of the Investment Board Nepal - OIBN

Aryab and brother

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
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Comments

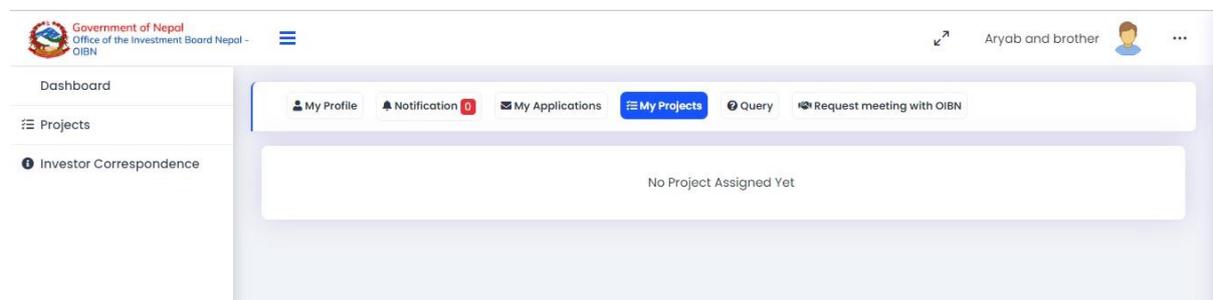
No Comments

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' (active) and 'My Queries'. The form contains three main sections: 1. 'Subject \*' with a text input field labeled 'Subject of Query'. 2. 'Project \*Optional \*\*Select if the query is related to a project' with a dropdown menu labeled 'Select a project'. 3. 'Query \*' with a large text area labeled 'Query'. A blue 'Send Query' button is located at the bottom right of the form.

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

## MY queries

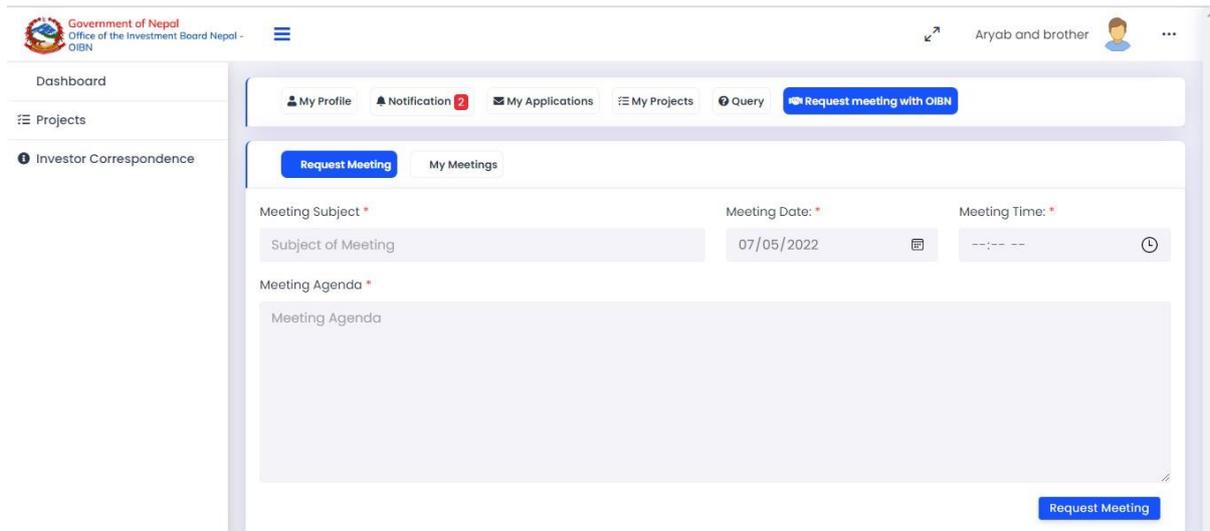
All the earlier queries with their status is listed in this section.

### 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.



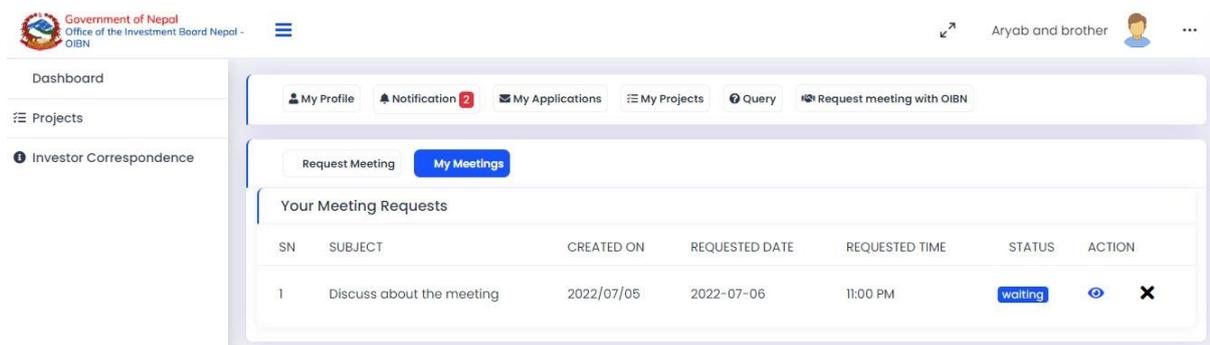
The screenshot shows the 'Request Meeting' form in the OIBN portal. The form is titled 'Request Meeting' and 'My Meetings'. It contains the following fields:

- Meeting Subject \*: Subject of Meeting
- Meeting Date: \*: 07/05/2022
- Meeting Time: \*: --:--:--
- Meeting Agenda \*: Meeting Agenda

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

### My Meetings

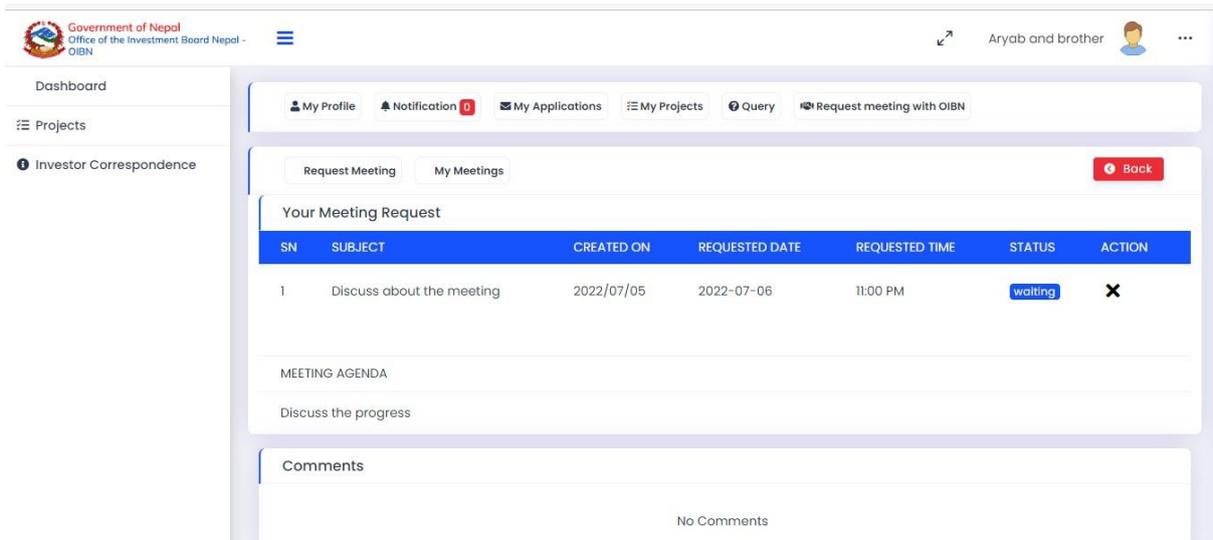
Investors would be able to view the list of all their meeting requests under 'My Meetings' tab in the navbar.



The screenshot shows the 'My Meetings' table in the OIBN portal. The table is titled 'Your Meeting Requests' and contains the following data:

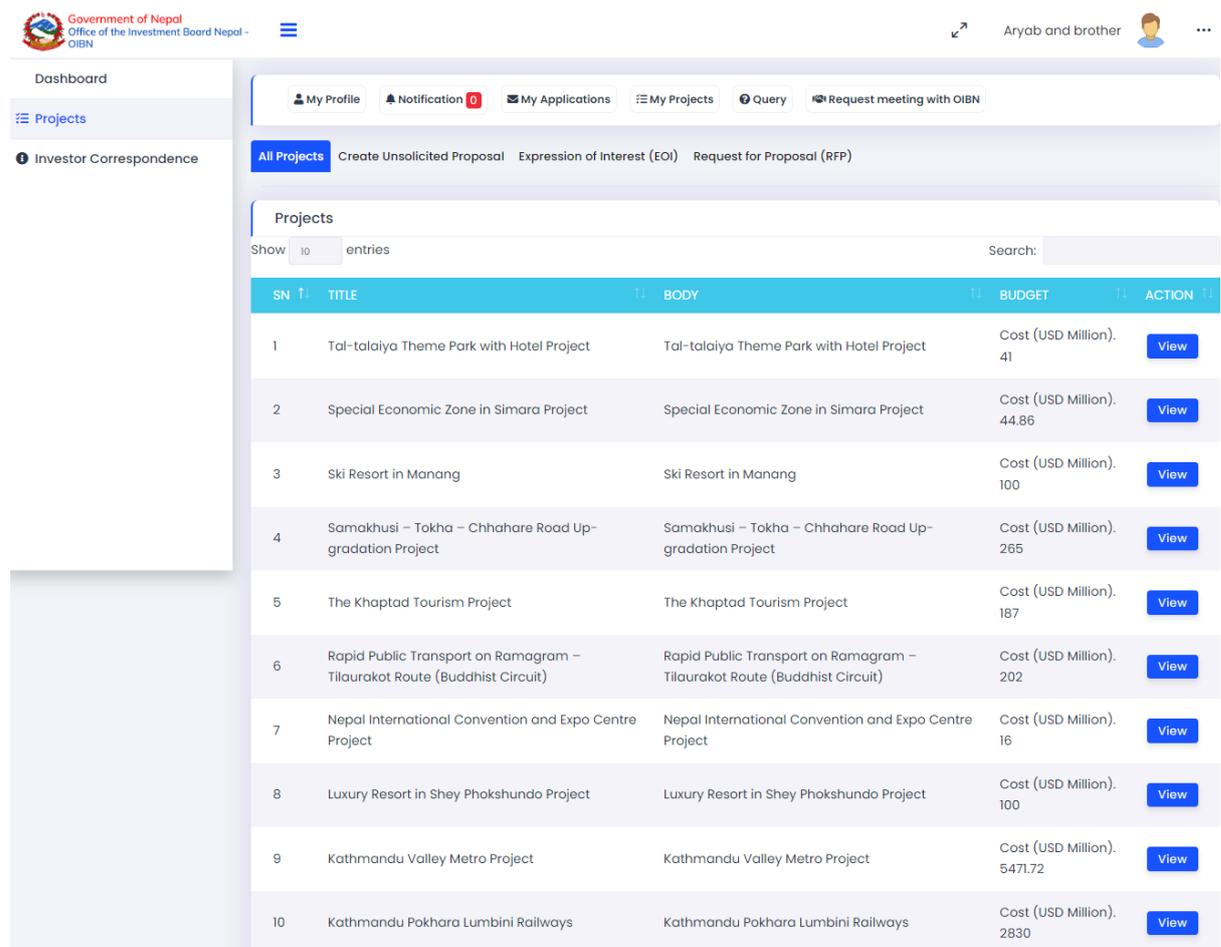
SN	SUBJECT	CREATED ON	REQUESTED DATE	REQUESTED TIME	STATUS	ACTION
1	Discuss about the meeting	2022/07/05	2022-07-06	11:00 PM	waiting	<a href="#">View</a> <a href="#">Cancel</a>

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, Proposed Business Plan, and Possible Benefit from Project. There are also two file upload sections: 'Project's Early Possibility Study Report' and 'Payment Voucher (if any)', each with a 'Choose file' button and a file type constraint: '\*File Type must be either of doc,docx,pdf,jpg,png,svg,tif,tscsv and less than 204800 Kbytes (200 MB)'. At the bottom, there is an 'Upload your files' section with a 'Choose File' button and a file type constraint: '\*File Type must be either of doc,docx,pdf,jpg,png,svg,tif,tscsv 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 with the following columns: SN, PROJECT NAME, BUDGET, APPLIED DATE, APPLICATION STATUS, and ACTION. The table contains one entry with the following data:

SN	PROJECT NAME	BUDGET	APPLIED DATE	APPLICATION STATUS	ACTION
1	My Project Name	0	2022-07-05 12:34:12	waiting	<a href="#">View</a>

The table also includes pagination controls: 'Showing 1 to 1 of 1 entries' and '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 in a table with the following columns: SN, TITLE, BODY, BUDGET, and ACTION. The table contains one entry with the following data:

SN	TITLE	BODY	BUDGET	ACTION
1	The Khaptad Tourism Project	The Khaptad Tourism Project	Rs. 187	<a href="#">View</a> <a href="#">Apply</a>

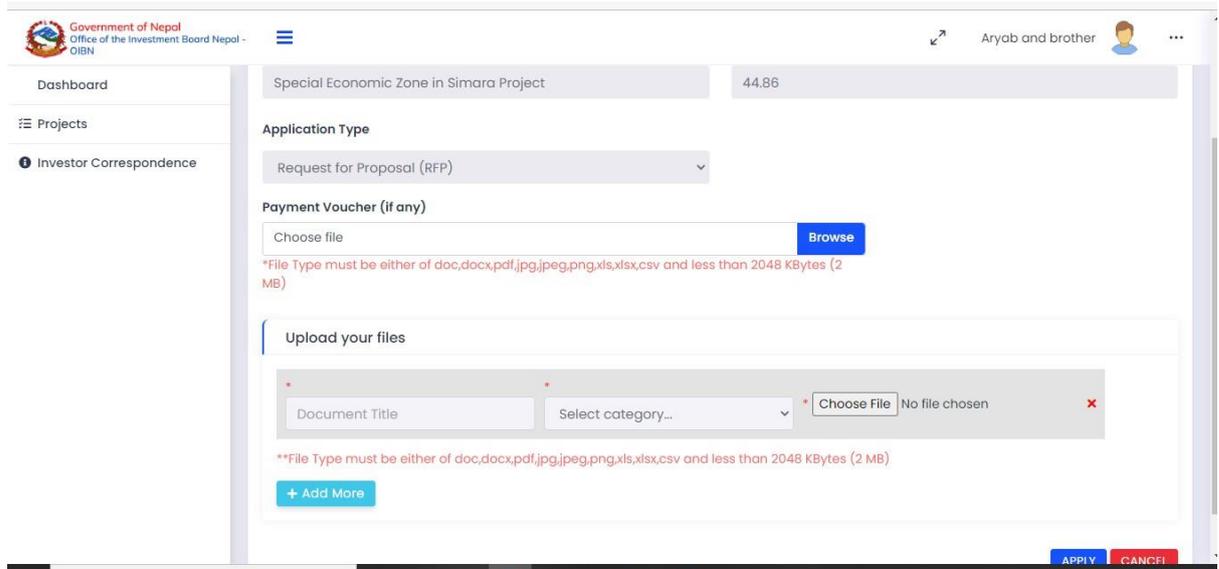
Click on View button to view in details for the selected project. Once you get all the details, click on apply button if you want to apply for this project. Fill all the required values. Click on apply button.

## Request for Proposal (RFP)

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

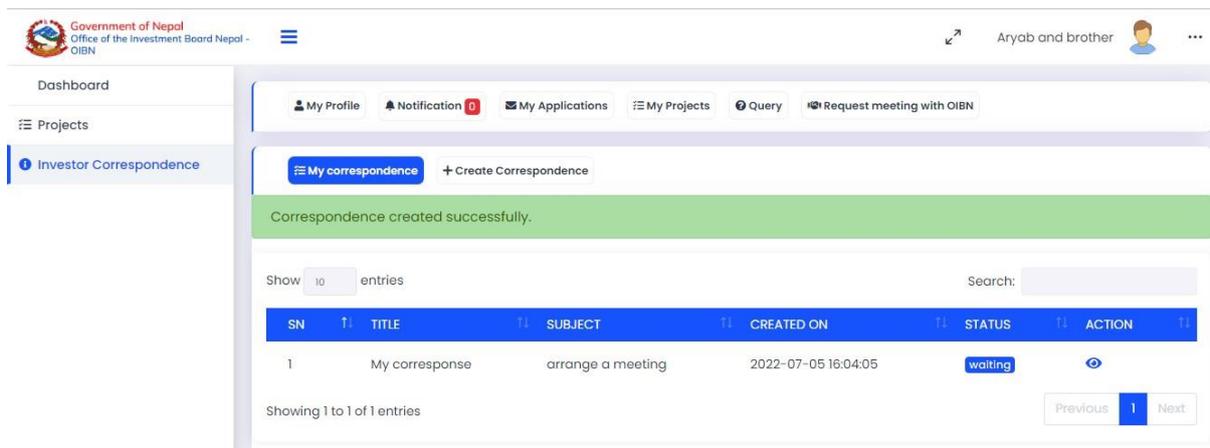
SN	TITLE	BODY	BUDGET	ACTION
1	Special Economic Zone in Simara Project	Special Economic Zone in Simara Project	Rs. 44.86	View Apply

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.



### 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, 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.

