

ABOUT US

Nepal National Single Window (NNSW), is a World Bank funded Project, led by the Webb Fontaine Group, a world leader in implementing trade facilitation systems and solutions designed to simplify border processes, minimize time and cost for trade community and ensure safe and secure trade. The project will set up a portal linking all relevant stakeholders from Government Agencies and traders.

The Department of Customs and over 42 Other Government Agencies and Stakeholders involved in Nepal's international trade supply chain, have collaborated to ensure this solution will meet the needs and expectations of Nepal for prosperity and progress.

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HOW TO REGISTER IN NNSW

CONTACT US



Department of Customs,
Tripureshwor, Kathmandu



nnsw.gov.np



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STEPS

1. To register your organization in the system, go to the NNSW registration portal:
nsw.gov.np/wu/registration/index

2. Select your appropriate organization type and click on the right arrow to proceed forward.



3. Fill in your organization's details according to the fields shown.

EXIM Code 602964822	Company Logo
Name New Bajrang Trading	
Address Bajrang 11, Farsha	Email info@newbajrang.com.np
City Bajrang	Phone +9779851023456
Website (optional) www.newbajrang.com	Fax (optional) +977014359978

*For traders valid EXIM code is mandatory to register in the system.

4. Fill in the information of the manager of the organization according to the fields shown.

We just need some information about you.
(For the purposes of this form, we will refer to you as an 'Owner'.)

First Name Rajesh	Profile Logo
Last Name Shrestha	
Rank/Designated Position Manager	Email rajeshthoma12@gmail.com
Phone +9775641589786	Valid ID (e.g. DR, Passport) 5887963
Service Number/ID Number 709654	

5. You will have to submit the required supporting document to verify the identity of yourself and your organization.

Upload any supporting documents that confirm the identity of yourself and your organization
(DRP files only - Company/PHS, Personal ID)

Document type Type Company/PHS	Option to delete, download or view the file
Drag and drop your file or click to browse	Select the type of document uploaded

You can only proceed forward after attaching all the required documents.

6. All the information provided in previous screens are displayed. You can review and correct any information before final submission. Click on the left arrow to go back to review previous information.

Profile User Type REGISTRATION	Owner Name Rajesh Threstha	Attachments Document: pdf - Contents.pdf
Name New Bajrang Trading	Next Step/Current Process REGISTRATION	add@nns.gov.np - 144 4 11
Address Bajrang 11, Farsha	Account No./A/C Number 123456789	
Email info@newbajrang.com.np	Email rajeshthoma12@gmail.com	
Phone +9775641589786	Phone +9779811234567	

6

6 Register

You can also check the terms and conditions by clicking on the link provided.

After everything is reviewed, click on the 'Register' button to submit your registration.

You will receive email updates regarding the status of your registration.

Still having problems?

Our helpdesk is available to answer your queries. Visit at: www.nns.gov.np

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HOW TO LOGIN TO NNSW

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1. INTRODUCTION

Nepal National Single Window uses a Single Sign On authentication SSO. This allows you to login once and be able to access all services available for you.

Before you can login, make sure you have registered on:

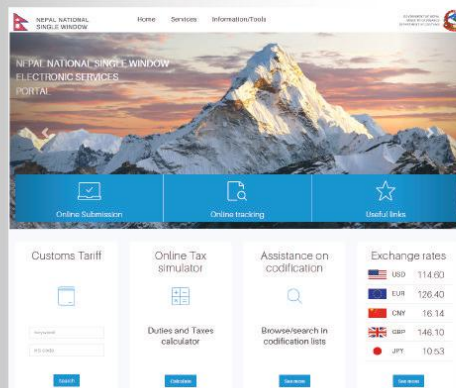
nns.gov.np/wu/registration/index

Fill in the form to register. After successful registration, the NNSW application can be accessed.

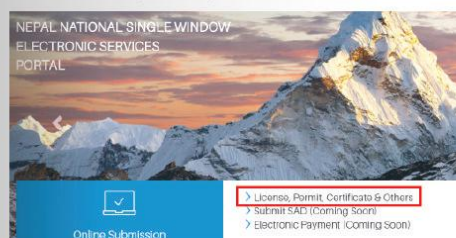


2. STEPS

1. Go to the NNSW Portal:
nns.gov.np/trade



2. Click on Online Submission. Click on License, Permit, Certificate & Others.



3. Enter your username and password. Then click on the Login button.

Login to Nepal National Single Window

To access to Community services you need to be a registered user of the Portal. Please login below.

PAN or email

Password

[Forgot Password?](#)

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HOW TO REQUEST A LPCO



STEPS

1. Click on New LPCO.
2. Select the Type of LPCO you want to request.

NEPAL NATIONAL SINGLE WINDOW

Home Services Information/Tools

Operations

Fill Application

New LPCO

Search LPCO

Header Services & Parties Items Attached Documents Fees

Type of LPCO

Related Products

3. Fill all the mandatory fields on Header, Names & Parties Tab.

4. Go to Item Tab and Add Item.

Operations

Fill Application

New LPCO

Search LPCO

Header Services & Parties Items Attached Documents Fees

List of Items

#	Commodity Code	Commercial Description

5. Fill all the required fields on the item form, then click add.

Header Services & Parties Items Attached Documents Fees

Search document (file size limit is 2 MB. There is no overall limit for the total size of generated and with a scanning resolution of 300dpi max)

Add New Attachment

#	Code	Type
1	100	Documents of Performance
2	010	Letter from Health Laboratory

6. Add required attachments. A dialog box will appear, to allow you to attach documents.

Header Services & Parties Items Attached Documents Fees

Bank

Code

Type Name

Reference Number

Date

Fax

Add

Cancel

7. Click on Submit Button.
Now your LPCO Document is ready for Government Agency's Recommendation & Approval.

Import VMS Expand VMS

Home Services Information/Tools

Operations

Fill Application

New LPCO

Search LPCO

Header Services & Parties Items Attached Documents Fees

Type of LPCO

Related Products

Submit

Note: In Items tab fill commodity code from the Field Related Products available in the Header Tab.

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