

नेपाली राजदुतावास, बर्लिन
सहकार्यका लागि संघसंस्था सूचीकरण फारम

Embassy of Nepal, Berlin

Listing and Collaboration Information Form for Nepali Organizations

Purpose: This form is intended to maintain an updated record of Nepali organizations, associations, institutions, community groups, and professional networks in Germany and the accredited countries that wish to communicate, coordinate, or collaborate with the Embassy of Nepal, Berlin.

A. Basic Information

1. Name of Organization

2. Date/Year Established:(DD/MM/YYYY)

3. Type of Organization:

☐ Community/Non-profit organization

☐ Professional association

☐ Cultural organization

☐ Business/entrepreneurs' association

☐ Educational/research institution

☐ Student/youth organization

☐ Religious/spiritual organization

☐ Social/welfare organization

☐ Sports organization

☐ Media organization

☐ Other:

4. Legal/Registration Status in Germany/other accredited countries

5. Registration Number (if applicable):

6. Website/Social Media

B. Address and Contact Details

1. Registered/Correspondence Address:

City/State:

Postal Code:

Telephone:

Email:

2. Office Bearers / Contact Persons

a) List of Board Members

i) President/Chairperson

Name:

Email:

Telephone:

ii) Secretary/Coordinator

Name:

Email:

Telephone:

iii) Designated Contact Person for Embassy Coordination

Name:

Email:

Telephone:

C. Membership and Geographical Coverage

1. Approximate Number of Members:

2. Main geographical area of activities:

3. Does the organization have branches/chapters?

- ☐ Yes
☐ No

4. If yes, please list major locations:

D. Major Areas of Activities

1. Please tick the relevant areas:

- ☐ Community welfare
☐ Culture and heritage
☐ Education
☐ Youth and students
☐ Women's empowerment
☐ Business and investment
☐ Tourism promotion
☐ Trade and economic cooperation
☐ Science, technology and innovation
☐ Sports
☐ Social integration
☐ Humanitarian activities
☐ Public diplomacy
☐ Nepal promotion
☐ Other:

2. Brief description of major activities:

E. Areas of Possible Collaboration with the Embassy

1. Please indicate areas in which your organization would be interested in working with the Embassy:

- ☐ National Day and other national events
- ☐ Cultural and promotional programmes
- ☐ Nepal tourism promotion
- ☐ Trade and investment promotion
- ☐ Business networking/B2B meetings
- ☐ Educational and academic programmes
- ☐ Youth and student activities
- ☐ Community outreach
- ☐ Public diplomacy and information dissemination
- ☐ Digital/social media campaigns
- ☐ Nepal-Germany friendship activities
- ☐ Humanitarian/social initiatives
- ☐ Other:

2. Specific proposals or activities you would like to undertake jointly with the Embassy:

F. Organization's Resources and Capabilities

1. Areas in which the organization can provide support to Embassy programmes:

2. Available resources/expertise:

- ☐ Venue
- ☐ Volunteers
- ☐ Media/social media outreach
- ☐ Professional expertise
- ☐ Cultural/artistic programmes
- ☐ Event management
- ☐ Networking/business contacts
- ☐ Translation/interpreting
- ☐ Other:

G. Previous Cooperation with the Embassy

1. Has the organization previously worked with the Embassy of Nepal, Berlin?

- ☐ Yes
- ☐ No

2. If yes, please briefly indicate the nature and year of cooperation:

H. Declaration

I/We confirm that the information provided in this form is accurate to the best of my/our knowledge.

I/We agree that the Embassy of Nepal, Berlin may maintain this information for official communication, coordination, outreach, and record-keeping purposes.

Name of Authorized Representative:

Position:

Date: _____

Signature: _____

Organization Stamp (if applicable):

I. For Official Use Only

1. Date Received: _____
2. Organization ID/Reference No.: _____
3. Verified by: _____
4. Category: _____
5. Contact/Coordination Officer: _____
6. Last Updated: _____

Remarks:

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Enclosure: Statute, Brochure, other relevant documents