



Public Debt Management Office
Debt Management and Issuance Section
Tripureshwor, Kathmandu

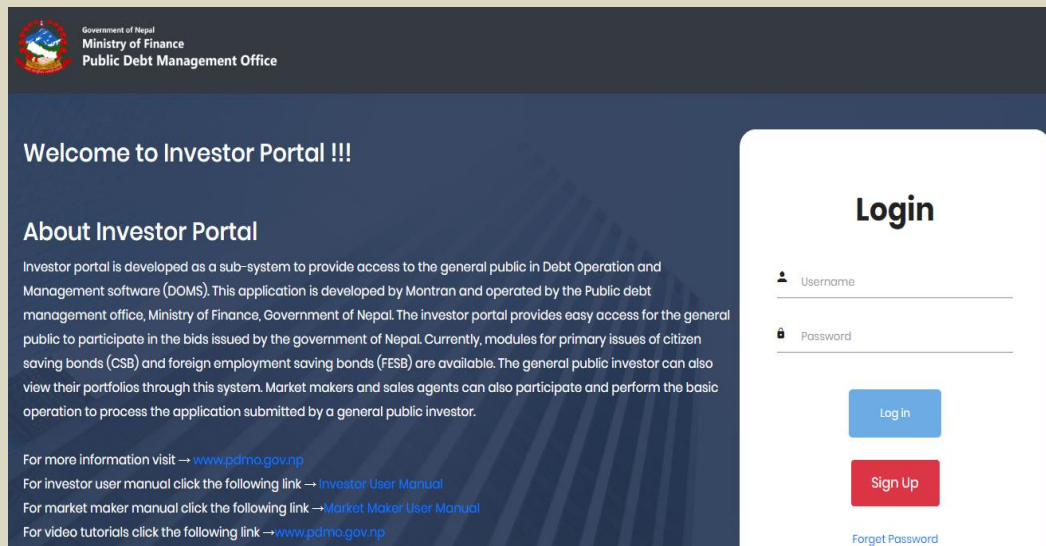
Client End User Guide for Foreign Employment Saving Bond

Application URL/Link: <https://pdmo.gov.np/debtnotice-board/4/13139798>

Investor portal URL: <https://investor.doms.gov.np/>

1. Landing Page or Home Page

As soon as the applicant clicks the given link, the notice for saving bond appears. The notice displays all the information regarding Foreign Employment Saving Bond (FESB) such as: serial number, maturity period, offered amount, interest rate, application opening date, application closing date, issue date, maturity date and date of publication of notice. In order to apply for the bond, the applicant must click on **Apply** button, which redirects the applicant to login page.



2. User Registration

Firstly, the applicant must click on **Sign Up** for the new online registration of the new user. If the applicant has already registered, the applicant can simply login using the username and password to proceed ahead. The online registration page is shown below:



User Details


Resident Status	UserType	
<input type="text" value="Resident Working Abroad"/>	<input type="text" value="Normal"/>	
<small>foreign employment savings bond can be applied through this section</small>		
First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
पहिलो नाम(देवनागरि)*	बीचको नाम(देवनागरि)	थर (देवनागरि)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Date*	Gender	
<input type="text"/>	<input type="text" value="MALE"/>	
Father First Name*	Father Middle Name	Father Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

- To apply FESB, the applicant must select the resident status as "**Resident Working Abroad**".
- The applicant must select **User Type** during registration. The applicant can select any of the following **User Type**:
 - Normal**: If the applicant wishes to apply individually.
 - Minor**: If the applicant wishes to apply on behalf of the minor.
[**Note**: If the applicant selects **User Type Minor**, then the applicant must fill in the nominee's details after the information of the minor is filled.]All the information must be filled in the default language (English). But the Applicant's Name (Devanagari) must be filled in Nepali language using Unicode.
- The applicant must duly fill all the information such as: date of birth, name of father, mother, grand father or spouse, address, phone number, passport number, visa number and expiry date and others as per notice.
- Applicant must select the respective bank for sales agents and transaction bank. [Both indicates the same bank. Transaction bank refers to the bank through which application is received, transaction of interest and principal is conducted.]
- Please enter your account number carefully.
- Upload the necessary **documents** like citizenship document (front and back attached in same page)
- Enter your email as **Username** and set **password** (must include uppercase, lowercase, numeric value and symbol with minimum 8 words).
- Click Sign up.
- It should be carefully noted that one mobile number or one email address can be used for only one registration, hence, proper care should be taken while filling up the details and password should be properly taken care of.

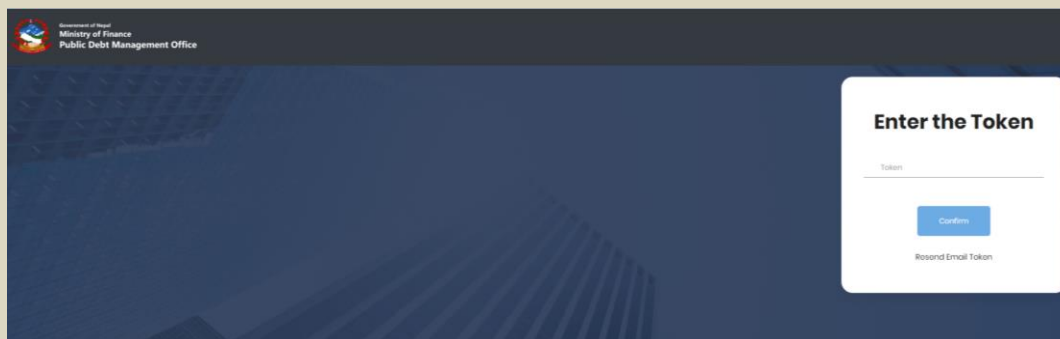
3. Approval of User name

- a) Once you sign up for new user, you will receive the token number and CUI (Customer Unique Identification Number) on your registered mobile number and email address.

(Note: please don't delete the email or message sent during the time of registration, CUI number on email and message will be used for password change in case you forgot)

On Mobile Phone	On email address
	<p>Dear user1,</p> <p>Thank you for creating account in investor portal. Your account confirmation token is 365762 and your CUI number is : NP15513016419436.</p> <p>Please contact your market maker/sales agent for your account activation.</p> <p>Note: Your account will be activated, subject to approval by your market maker/sales agent. Please upload required documents for verification.If you have any queries, Please contact your market maker/sales agent.</p> <p>Regards</p> <p>Public debt management office, Tripureshwor, Kathmandu</p>

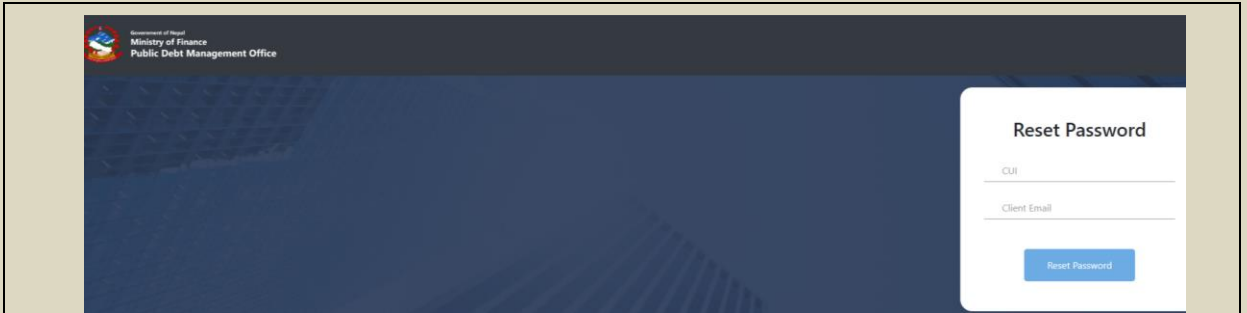
- b) Enter the token number and it displays as given below. Then click confirm.



- c) Then, Investor portal forwards the message to your respective sales agent or market maker.
- d) By verifying the sign-up form and all documents, the sales agent or market maker approves your new user.
- e) You will receive the confirmation of registered user on mobile phone and email address.

NOTE:

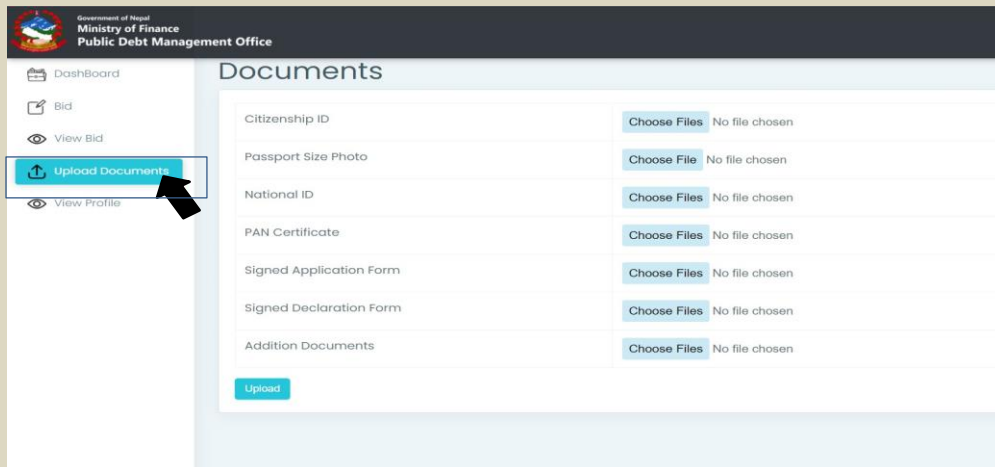
- In case you forget your password, click on forget password displayed on home page and it redirects to next display as shown below.
- Enter the CUI number and email address, then click reset password. [CUI number is the number you received during sign up of new user on your mobile phone and email address].
- You will receive the token number on mobile phone and email address. Enter the token respectively to reset the password.



Now, you are ready to apply for FESB.

4. Upload Documents

- a) Applicant must upload the copy of their Citizenship, Passport, source of income or pay slip on foreign country as well as all other documents required for the submission of application by clicking on **Upload Documents** as shown below.
- b) The format of file can be a JPEG and pdf. The file size should not be greater than 5 Mb.
- c) Applicant must attach these documents by clicking on **Choose File** and then click on **Upload** button.



5. **Apply FESB**

- a) Once your user has been approved from sales agent or market maker, you are now eligible to apply for the FESB.
By Log in, the main page of the user is displayed. It displays the total outstanding amount of FESB or CSB that the applicant is holding at the moment and also the notice regarding FESB in the **On-Going Auctions** that has been offered by PDMO.

Government of Nepal
Ministry of Finance
Public Debt Management Office

Dashboard

Bid

View Bid

Upload Documents

View Profile

Corporate Action

Enter Instruction

View Instruction

Active Auctions

#	Auction Name	Application StartDate	Application End Date	
1	TEST CSB 1 _ TESTCSB22222	29-03-2024 10:00	29-03-2024 15:00	Bid

b) Click on **Bid** button on the left side of the screen. This displays Active Auctions.

PDMO FESB 5 Years 2086 _ NPF05002086

CUI : NP86453111741851

Global IME Bank Ltd.

Remaining Bid Amount: NPR1,000,000,000.00

GLBBXX0000000000000004

Stocks

No Of Units

Bid Amount In multiple of Rs 1,000.00

I/we hereby declare that all the information provided above is true and correct. I/we will bear responsibility resulting for any false/incorrect information provided or any consequence resulting from such false/incorrect information. I/we and my/our members of single-family have not been intentionally defaulting as of date on any loan taken from the bank and financial institution. The provided mobile number and email address is being used for my/our personal use. I/we agree to use the given mobile and email address to send information of Login ID, password and subsequent notices provided by this office. I/we agree to deduct the allotted bid amount from the given bank account by the market maker/sales agent for the purpose of this issue. The amount is not earned from illegal activities and I/we officially declare that funds we intend to use for purchasing bonds are acquired through legal and lawful sources

I Agree

[Bid](#) [Reset](#)

c) Select the **bank account linked**.

- d) Fill in the **Number of Units (only 10, 20, 30 and so on)** in multiple of 10 and **Bid Amount (only 10,000, 20,000, 30,000 and so on)** in multiple of 10,000 and make sure about your account balance & check it once.

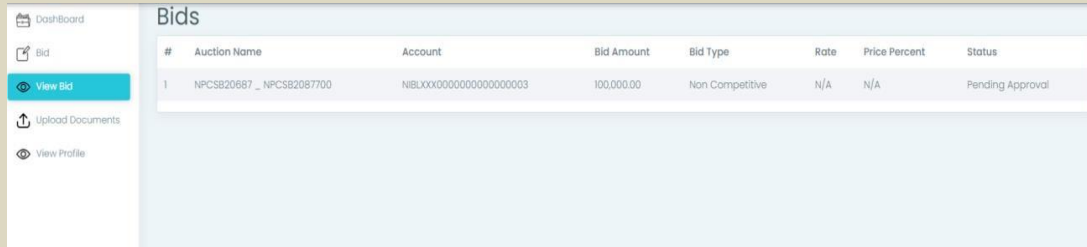
For example: If you want to bid 20 units then you need to put 20,000 in Bid Amount i.e., 1000 per unit.

i.e., No of Units= Bid Amount / 1000

- e) Once the amount to be applied and checked, read the Self Declaration Form, tick on **I Agree** and then select Bid to submit the application.
(Note: Once you have agreed and bid it cannot be edited so make sure the placed bid is of right amount.)
- f) The applicant can also click on **View Bid** to check all the application/bid they have submitted
- g) You can bid multiple times.

6. View Accepted/Submitted Application

- a) Applicant can view all their submitted FESB bid with application process status by clicking on **View Bid** menu as shown below. After the placement of bids, it goes into the Sales agent or Market Makers' panel so that sales agent or market maker need go through the user details and approve or reject accordingly with fulfillment of process, documents and amount maintained on transaction account.
- b) The user should check the status either it is pending, accepted or rejected.



#	Auction Name	Account	Bid Amount	Bid Type	Rate	Price Percent	Status
1	NPCSB20687 _ NPCSB2087700	NBLXXX000000000000000003	100,000.00	Non Competitive	N/A	N/A	Pending Approval

- c) Once it is approved from the sales agent or market maker, the allocated confirmation is received on mobile number and email address and also it is reflected on the applicant dashboard page

7. Logout the system

After the performance of user in the system to place bids and all, the user can safely go out of the system by just clicking the power button on the rightmost side of UI.



नेपालीमा

अनलाईन प्रणाली मार्फत वैदेशिक रोजगार बचतपत्रको दरखास्त पेश गर्ने विधि र तरिका सम्बन्धी विवरण तथा ध्यान दिनुपर्ने विषयहरू

१. वैदेशिक रोजगार बचतपत्रको अनलाईन आवेदन फारमको लागि <https://pdmo.gov.np/> मा **Click** गर्नुपर्नेछ । यस पश्चात् बिक्री खुला गरिएको बचतपत्रको सूचना देखापर्नेछ । सर्वप्रथम आवेदकले अनलाईन Registration गर्नुपर्नेछ जसको लागि सूचनामा निर्दिष्ट **Link** (<https://investor.doms.gov.np/>) मा **Click** गर्नुपर्नेछ । वैदेशिक रोजगार बचतपत्रको आवेदन भर्ने सूचना सहितको Log In / Sign Up पेज देखिनेछ ।
२. सूचनामा देखिएको **Link** मा **Click** गरेपछि देखिने Log In पेजमा सर्वप्रथम Sign Up मा **Click** गरेपछि User registration पेज खुल्नेछ । उक्त पेजमा माग गरिएका सम्पूर्ण विवरणहरू भरी Register मा **Click** गर्नुपर्नेछ । Registration आवेदनमा निम्नानुसारका विवरणहरू माग गरिएको छ ।
 - क) **User Type : Normal (सामान्य)**: व्यक्तिले आफ्नो नाममा आवेदन भर्न चाहेमा ।
 - ख) **Minor (नाबालक)**: व्यक्तिले नाबालककोहकमा आवेदन भर्न चाहेमा ।
 - ग) आवेदकको नाम, ठेगाना, नागरिकता नम्बर, जन्म मिति, फोन नम्बर, मोबाइल नम्बर, वैदेशिक रोजगार सम्बन्ध अन्य कागजात, ईमेल ठेगाना, बुवाको नाम, आमाको नाम, पति/पत्नीको नाम तथा बाजेको नाम अंग्रेजीमा भर्न सकिनेछ । तर आवेदकको नाम (देवनागरी) मा भने अनिवार्य रूपमा नेपाली यूनिकोडमा भर्नु पर्नेछ । (नेपाली यूनिकोड गुगलबाट डाउनलोड गर्न सकिनेछ ।)
 - घ) आवेदकले Username र Password आफूसँग सुरक्षित राख्नु पर्नेछ ।
 - ङ) आवेदकले User Registration गर्दा हरेक आवेदकको मोबाइल नम्बर, ईमेल ठेगाना तथा Username फरक/फरक राख्नु पर्नेछ । एकपटक प्रयोग गरिसकिएको मोबाइल नम्बर, ईमेल ठेगाना तथा Username पुनः प्रयोग गर्न मिल्नेछैन । यदि सो विवरण मिल्न गएमा System ले नै स्वतः Reject गर्नेछ ।
 - च) आवेदकले Password बिर्सिएमा Forgot Password Click गरेर Password change गरेर प्रयोग गर्न सक्नेछन ।
 - छ) User Registration गर्दा Minor (नाबालक) को हकमा आवेदन दर्ता गरिएको छ भने Log In गरेपश्चात्पुनः संरक्षकको विवरण भर्नु पर्नेछ ।
 - ज) आफ्नो Account भित्र Log In गरेपश्चात् Upload Documents मा **Click** गरेपछि आफ्नो नागरिकता तथा माग गरिएका अन्य विवरणहरू Attach गरी अनिवार्य रूपमा Upload गर्नुपर्नेछ ।
३. User Registration गरिसकेपछि आफ्नो Account भित्र Log In गर्दा बिक्री खुला गरिएको नागरिक बचतपत्रको

सूचना देखिनेछ । उक्त सूचनामा Bid मा Click गरी आवेदन भर्न सकिनेछ ।

४. Bid मा Click गरेपछि आवेदकले खरिद गर्न चाहेको Bid Amount (रकम रु १००००, २००००, ३०००० वा सो सरह) र No of Units (१०, २०, ३०) भरेपश्चात् कुल रकम रुजु गर्नुपर्नेछ । त्यस पश्चात् स्व:घोषणा पढेर I Agree मा Click गरेपश्चात् आवेदन Bid गर्न सकिनेछ ।
५. आवेदकले एकपटक आवेदन भरिसकेपछि पुनः भर्नको लागि Bid मा Click गरी पुनः भर्न सकिनेछ ।
६. आवेदकले आवेदन दिएका बचतपत्रहरुको विवरण View Bid मा गएर हेर्न सकिनेछ ।
७. आवेदकले आवेदन भर्दा दिएको बैंक खाता नम्बर गलत भएमा, खातामा पर्याप्त मौज्जात नभएमा, नागरिकता अनुसारको विवरण मिल्न नगएमा वा आवेदन भर्दा अन्य त्रुटिहरु भेटिएमा सम्बन्धित बजार निर्माताले उक्त आवेदन Reject गर्न सक्नेछ ।
८. बजार निर्माताले आवेदकको खाता खर्च गरी बचतपत्रको रकम जम्मा गर्दा निजको स्वघोषणाका साथै खाता खर्च गर्ने प्रचलित अख्तियारीको सुनिश्चितता समेत स्वयम्गर्नुपर्नेछ ।