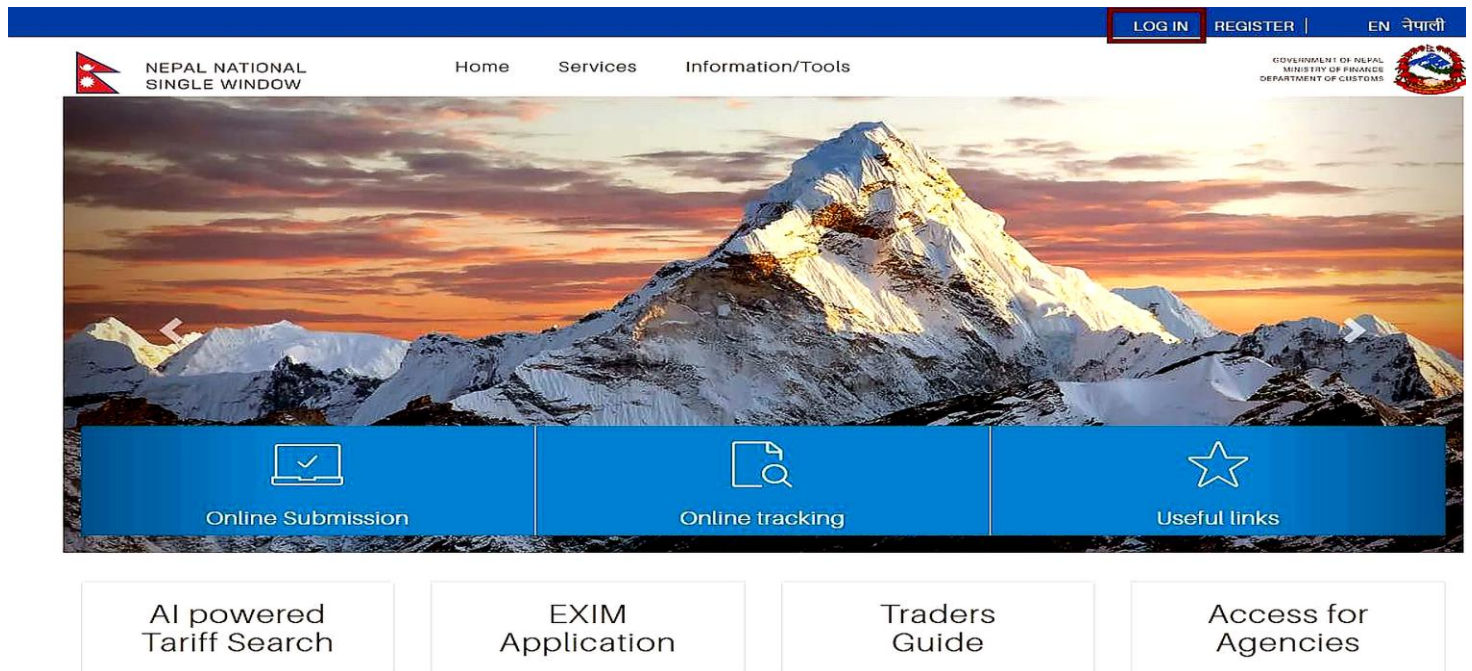
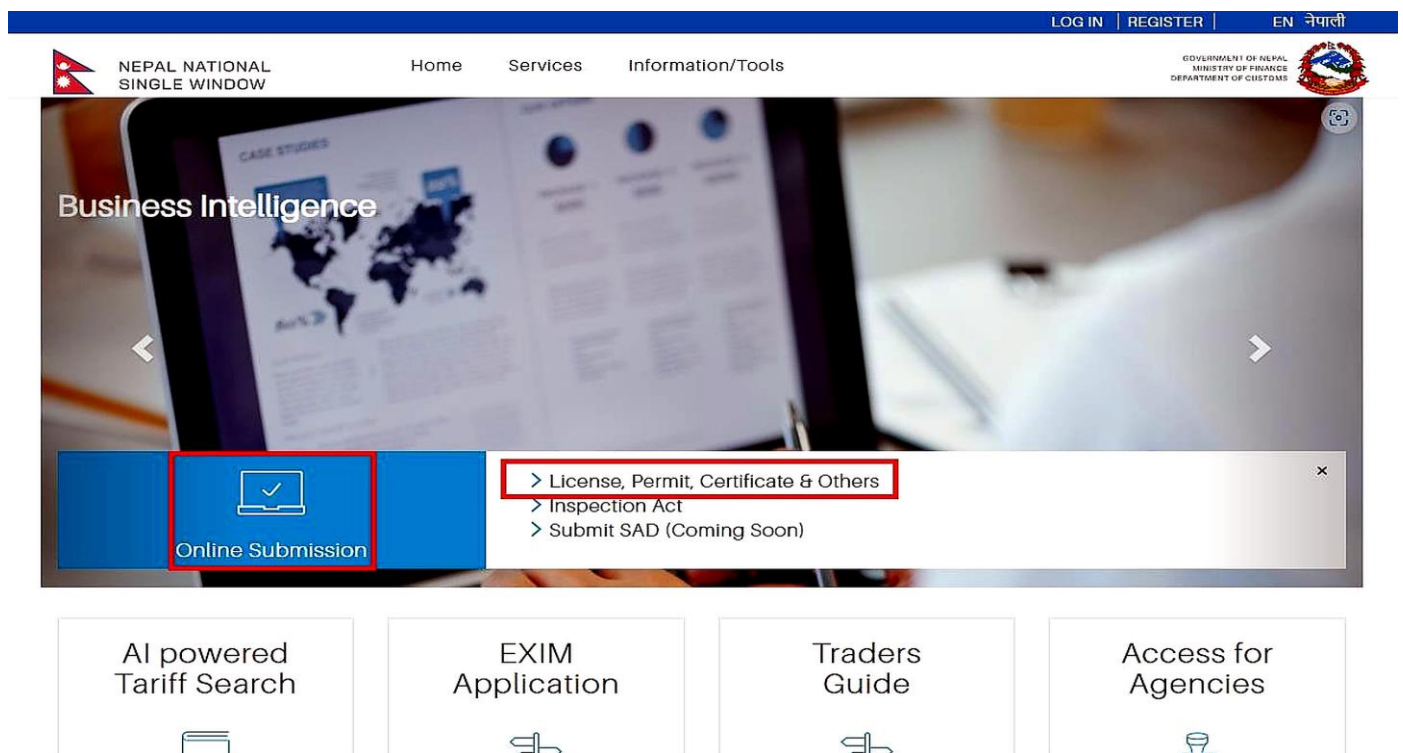


- Login to <https://nns.gov.np/trade/>



- Click on "Online Submission" and select "License, Permit, Certificate & Others":

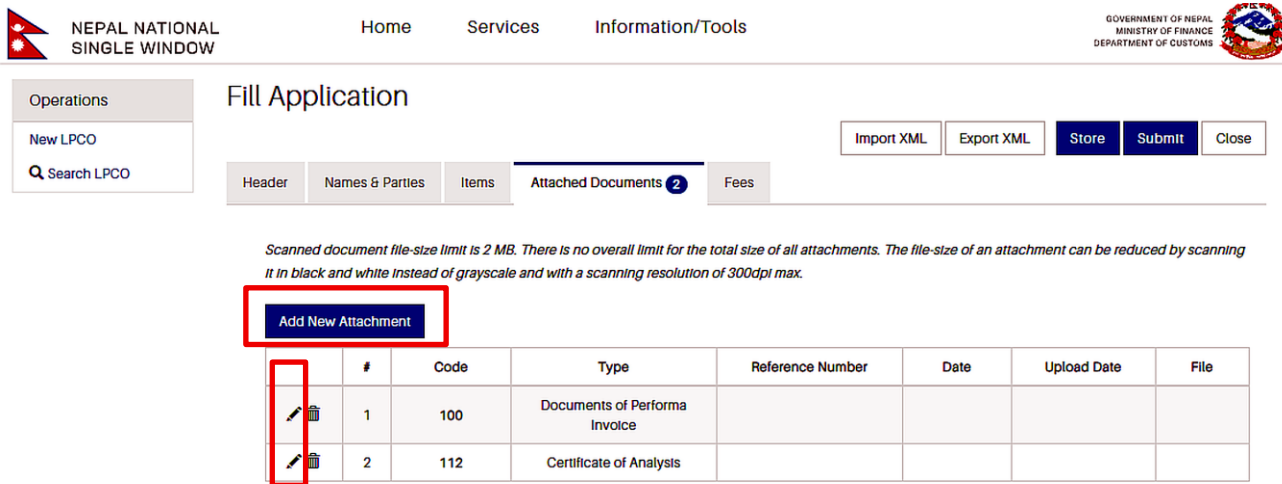


- Click on “New LPCO”:

- Select Type of LPCO as required:
 - 973: Exemption Recommendation from DDA
 - 974: Recommendation Letter for Import of Reference Standard/Impurities for Laboratory Analysis
 - 975: Special Recommendation Letter for Import of Drugs
 - 976: Recommendation Letter for Import of Drug Product Sample for Laboratory
 - 1005: Letter of Recommendation for Patients
 - 1006: Recommendation from DDA to Import Health Technological Products
 - 1007: Letter of Recommendation for Import of Intraocular Lenses
 - 1008: Drug Import Registration Certificate (Existing)
 - 1010: Recommendation Letter from DDA for Export of Drugs
 - 1011: Drug Import Registration Certificate

- Fill out the form (Header, Names & Parties and Items Tab):

- Attach the documents mentioned in the “Attached Documents” tab by clicking on the Edit (pencil) icon. Also, you can attach additional attachment from the “Add New Attachment” button:



NEPAL NATIONAL SINGLE WINDOW Home Services Information/Tools

GOVERNMENT OF NEPAL MINISTRY OF FINANCE DEPARTMENT OF CUSTOMS

Operations

New LPCO

Search LPCO

Fill Application

Import XML Export XML Store Submit Close

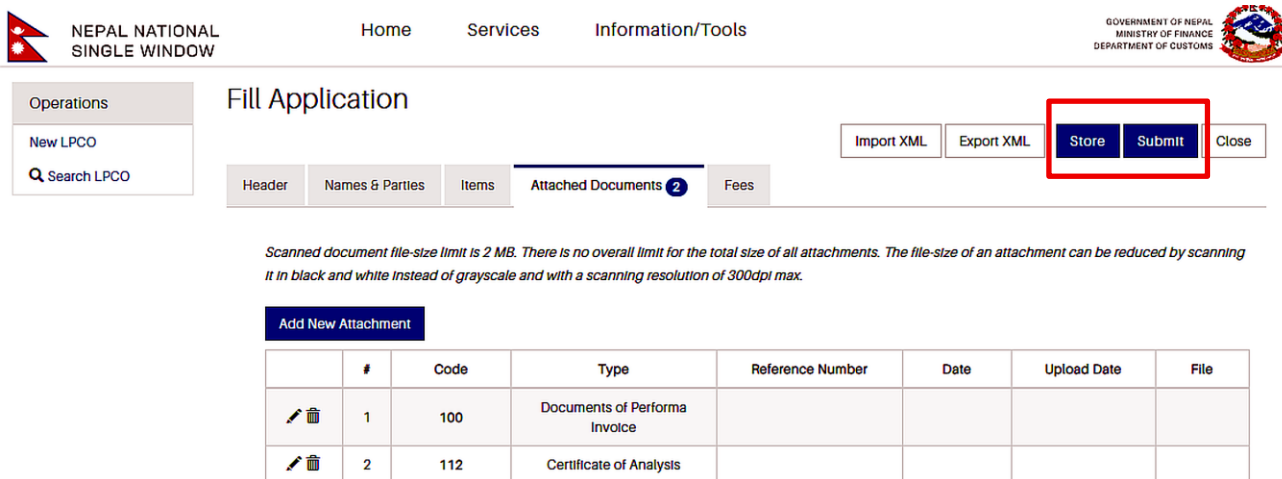
Header Names & Parties Items Attached Documents 2 Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

Add New Attachment

	#	Code	Type	Reference Number	Date	Upload Date	File
	1	100	Documents of Performa Invoice				
	2	112	Certificate of Analysis				

- Click on “Store” button to save your application or you can click on “Submit” button to submit your application to Department of Customs.



NEPAL NATIONAL SINGLE WINDOW Home Services Information/Tools

GOVERNMENT OF NEPAL MINISTRY OF FINANCE DEPARTMENT OF CUSTOMS

Operations

New LPCO

Search LPCO

Fill Application

Import XML Export XML Store Submit Close

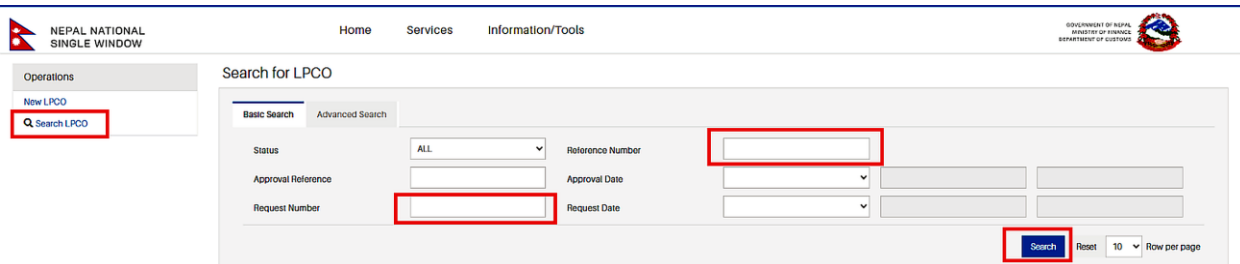
Header Names & Parties Items Attached Documents 2 Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

Add New Attachment

	#	Code	Type	Reference Number	Date	Upload Date	File
	1	100	Documents of Performa Invoice				
	2	112	Certificate of Analysis				

- Click on “Search LPCO” to check the status of your application and enter either Request Number or Reference Number and click on “Search” button:



NEPAL NATIONAL SINGLE WINDOW Home Services Information/Tools

GOVERNMENT OF NEPAL MINISTRY OF FINANCE DEPARTMENT OF CUSTOMS

Operations

New LPCO

Search LPCO

Search for LPCO

Basic Search Advanced Search

Status ALL Reference Number

Approval Reference Approval Date

Request Number Request Date

Search Reset 10 Row per page

- You will see the status of your application.

Loaded 1 document(s) of 1										
	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Requested	973	CRN24323			5000765540140NP	DHL Express Nepal Pvt.Ltd.	DDA	DDA	07/07/2024

- After approval from DDA the status is updated to “pending Payment”. Click on the Payment icon to proceed with online payment.

Loaded 1 document(s) of 1										
	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
 	Pending Payment									24/05/2024

भौचर विवरण

आर्थिक वर्ष: 2083/84
 कारोबार सङ्केत: 2083-1063363
 मिति: 2026-08-09 2083/04/24
 कार्यालय:
 बैंक: 11001-नेपाल बैंक लि.

भुक्तानी कर्ताको विवरण

पान नं:
 नाम:
 नाम:
 ठेगाना: Chitwan Bharatpur
 फोन नम्बर:

रकम भुक्तानी गर्ने विकल्प छान्नुहोस:



भौचर नं	शिर्षक विवरण	वापत	रकम	आय वर्ष	श्रोतमा करकट्टी
102646027	आयातनिर्यात इजाजत पत्र दस्तूर	NNSW - Id: 1128232. User Ref #: SRT26465	1000	2083/84	होईन
		जम्मा	1000		



- After successful payment, the status of the application will be updated to “Approved”. To print your certificate, click on view (Eye) icon and “Print View” button:

Loaded 1 document(s) of 1

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Approved	973	SLM26804	A26000569	06/10/2026	3044376140100NP	Shree Ganesh Udhog Suppliers PVT	DDA		06/10/2026

View Application

Shree Ganesh Udhog Suppliers PVT
Exemption Recommendation from DDA - A26000569

Export XML

 Print View

Close

Header	Names & Parties	Items 1	Attached Documents 2	Fees	Risk Info	Query & Notification
--------	-----------------	---------	----------------------	------	-----------	----------------------

Type of LPCO

973

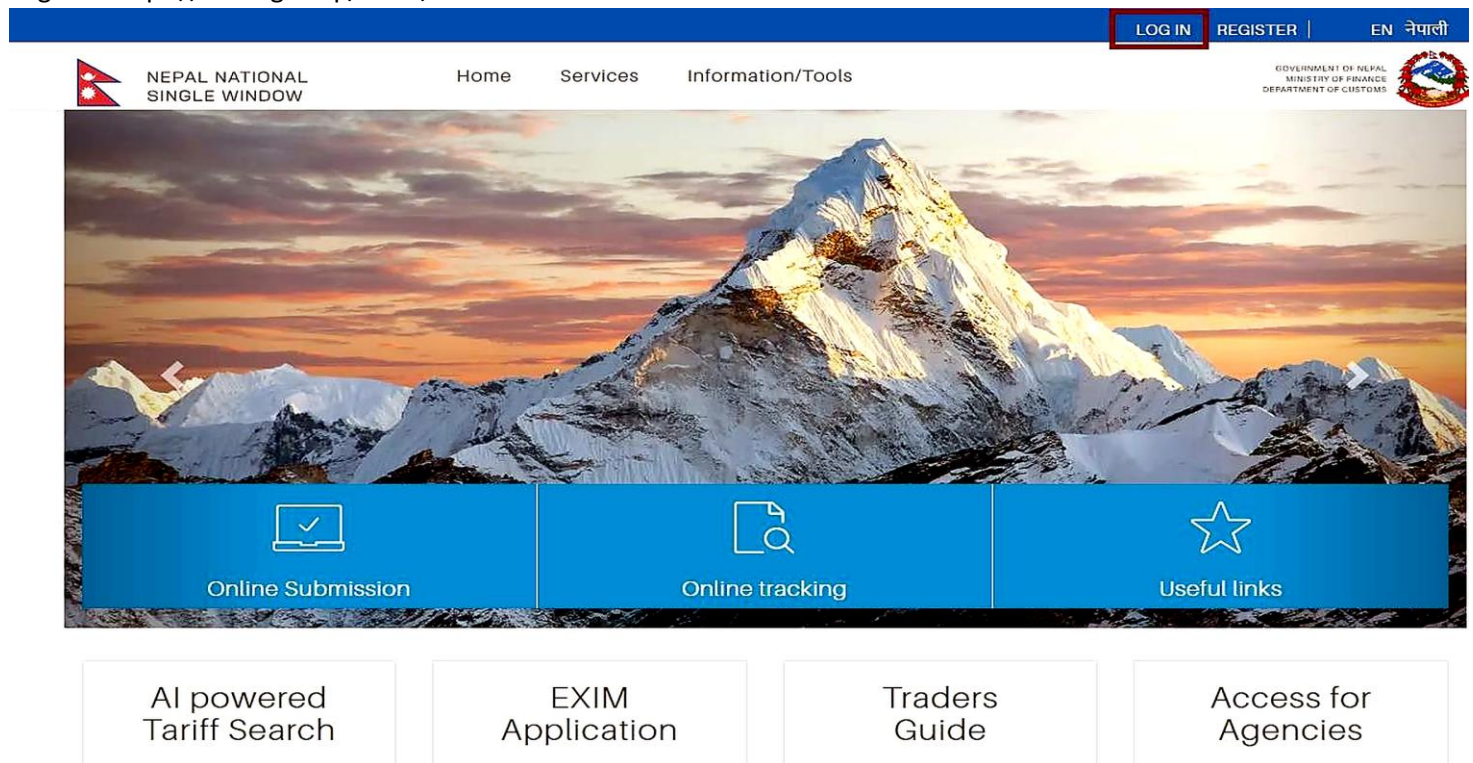
Exemption Recommendation from DDA

Related Products

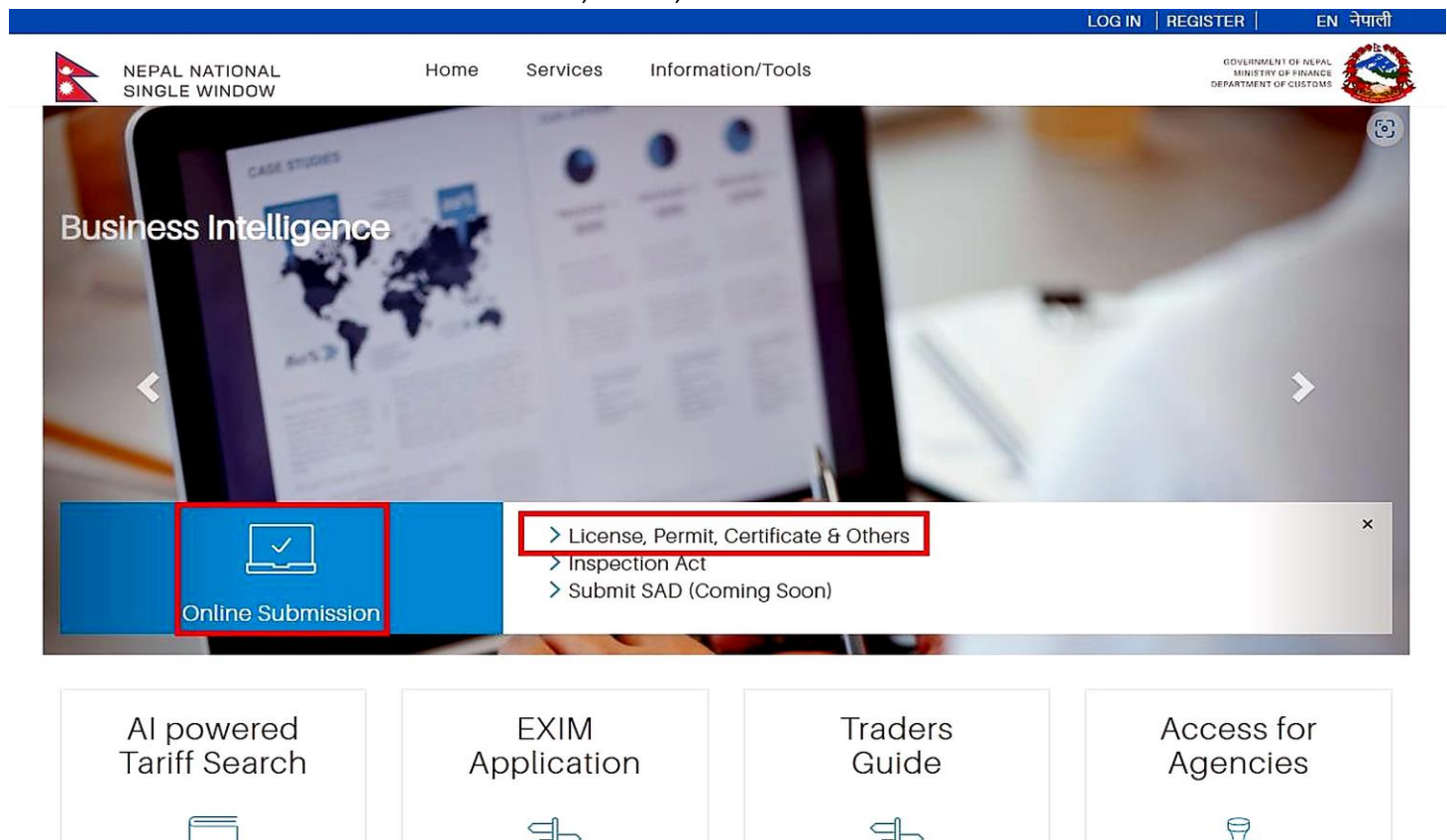
ALL

User manual: Drug Import Registration Certificate (1008 & 1011)

- Login to <https://nns.w.gov.np/trade/>



- Click on “Online Submission” and select “License, Permit, Certificate & Others”:



- Click on “New LPCO”:



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GOVERNMENT OF NEPAL
MINISTRY OF FINANCE
DEPARTMENT OF CUSTOMS
 

Operations

[New LPCO](#)
[Search LPCO](#)

Search for LPCO

Basic Search

Advanced Search

Status

ALL

Reference Number

Approval Reference

Approval Date

Request Number

Request Date

Search

Reset

10

Row per page

- Select required LPCO code in the “Type of LPCO” field.

1008: Drug Import Registration Certificate = Those who has a valid import certificate issue from DDA

1011: Drug Import Registration Certificate = For new import certificate

Operations

[New LPCO](#)
[Search LPCO](#)

Fill Application

Import XML

Export XML

Store

Submit

Close

Header

Names & Parties

Items

Attached Documents 1

Fees

Type of LPCO

1008

Drug Import Registration Certificate

Related Products

DDA Products

User Reference Number

MNK262058

Request Number

Request Date

Approval Reference

Approval Date

Valid From

Valid To

Country of Export

SUGGEST

Registered Raw Material Certificate Number

Enter certificate number

[Help Desk](#)

- Fill up the form (Header, Names & Parties and Item):

Operations
New LPCO
Search LPCO

Fill Application

Import XML
Export XML
Store
Submit
Close

Header
Names & Parties
Items
Attached Documents 1
Fees

Type of LPCO

1008

Drug Import Registration Certificate

Related Products

DDA Products

User Reference Number

MNK262058

Request Number

Request Date

Approval Reference

Approval Date

Valid From

Valid To

Country of Export

SUGGEST

Registered Raw Material Certificate Number

Enter certificate number

Help Desk

- Attach the documents mentioned in the “Attached Documents” tab by clicking on the Edit (pencil) icon. Also, you can attach additional attachment from the “Add New Attachment” button:

Header
Names & Parties
Items
Attached Documents 1
Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

Add New Attachment

	#	Code	Type	Reference Number	Date	Upload Date	File
	1	006	Letter from Drug Mgt. Department				

- Click on “Store” button to save your application or you can click on “Submit” button to submit your application to Department of Drug and Administration.

Operations
New LPCO
Search LPCO

Fill Application

Import XML
Export XML
Store
Submit
Close

Header
Names & Parties
Items
Attached Documents 1
Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

Add New Attachment

	#	Code	Type	Reference Number	Date	Upload Date	File
	1	006	Letter from Drug Mgt. Department	123	08/10/2026	08/10/2026	View Download

- Click on “Search LPCO” to check the status of your application and enter either Request Number or Reference Number and click on “Search” button:

Operations
New LPCO
Search LPCO

Search for LPCO

Basic Search
Advanced Search

Status: ALL
Reference Number:
Approval Reference:
Request Number:
Approval Date:
Request Date:

Search
Reset
10 Row per page

- You will see the status of your application.

Operations
New LPCO
Search LPCO

Search for LPCO

Basic Search
Advanced Search

Status: ALL
Reference Number:
Approval Reference:
Request Number: R26000899
Approval Date:
Request Date:

Search
Reset
10 Row per page

Loaded 1 document(s) of 1

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Requested	1008	MNK262060			304437614010 ONP	Shree Ganesh Udhog Suppliers PVT	DDA	DDA	08/10/2026

- After approval of the existing Drug Import Registration Certificate (1008), the status of the application will be updated to "Approved" and you can use the license to generate license type 1012.
- After approval of the Drug Import Registration Certificate (1011), the status of the application will be updated to "Pending Payment". Click on the Payment icon to proceed with online payment.

Loaded 1 document(s) of 1

Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
Pending Payment	907	JYM26937			3055531060120NP	Jay ma Janaki Galla Bhandar	POPMC		13/10/2026

Payment Icon

रकम भुक्तानी गर्ने विकल्प छान्नुहोसः

भौचर विवरण

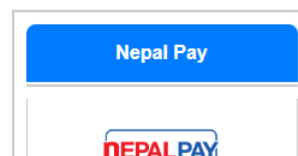
आर्थिक वर्ष: 2083/84
 कारोबार सङ्केत: 2083-4347551
 मिति: 2026-10-13 2083/06/27
 कार्यालय: 312002201-कारिन्दाईन कार्यालय
 बैंक: 11002-राष्ट्रिय वाणिज्य बैंक

भुक्तानी कर्ताको विवरण

पान नं: 606588829
 नाम: Kalika Refinery pvt.ltd
 नाम: Kalika Refinery pvt.ltd
 ठेगाना: Nawalparasi East Gaidakot
 फोन नम्बर: +9779803751716



KHALTI



भौचर नं	शिर्षक विवरण	वापत	रकम	आय वर्ष	श्रोतमा करकट्टी
106769703	आयातनिर्यात इजाजत पत्र दस्तूर	NNSW - Id: 1119269. User Ref #: 3fg international trading 525MT rapeseeds	400	2083/84	होईन
		जम्मा	400		

- After successful payment, the status is updated to Approved and your Drug Import Registration Certificate process is complete. You can print your certificate by clicking on the eye icon then click on "Print view" button.

Loaded 1 document(s) of 1

Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
Approved	1008	MNK261965	A26000559	02/10/2026	304437614010 ONP	Shree Ganesh Udhog Suppliers PVT	DDA		02/10/2026

View Application

Shree Ganesh Udhog Suppliers PVT

Letter of Recommendation for Registration of Raw Materials - A26000559

Export XML

Print View

Generate

Close

Header	Names & Parties	Items 1	Attached Documents 1	Fees	Query & Notification
--------	-----------------	---------	----------------------	------	----------------------

Type of LPCO

1008

Letter of Recommendation for Registration of Raw Materials

Contact Us: NNSW
01-5917010

9861224637 (WhatsApp)

nns@webfontaine.com

User Manual: Letter of Recommendation for Import of Raw Materials (1012)

- To apply for Letter of Recommendation for Import of Raw Materials first enter Approval Reference Number of your Drug Import Registration Certificate i.e. 1008 or 1011 and click on “Search” button then click on the “Generate” icon.

Operations

New LPCO

Search LPCO

Search for LPCO

Basic Search

Advanced Search

Status

ALL

Reference Number

Approval Reference

A26000559

Approval Date

Request Number

Request Date

Search

Reset

10

Row per page

Loaded 1 document(s) of 1

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Approved	1008	MNK261965	A26000559	02/10/2026	304437614010 ONP	Shree Ganesh Udhyog Suppliers PVT	DDA		02/10/2026

CLICK HERE

- If you are unaware about your Approval Reference Number of your Drug Import Registration Certificate you can search it from the “Advance Search” tab by selecting the Type of LPCO to either 1008 or 1011.

Operations

New LPCO

Search LPCO

Search for LPCO

Basic Search

Advanced Search

Status

ALL

Reference Number

Approval Reference

Approval Date

Request Number

Request Date

Agency

SUGGEST

Department

SUGGEST

Agency Status

ALL

Department Office

SUGGEST

Inspection

ALL

CP3 National Procedure Code

SUGGEST

Company

3044376140100NP

Commodity Code

Type of LPCO

1008

Last Updated On

Entry Point

SUGGEST

Preference

ALL

Search

Reset

10

Row per page

Loaded 10 document(s) of 10

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Approved	1008	MNK262060	A26000573	08/10/2026	3044376140100NP	Shree Ganesh Udhyog Suppliers PVT	DDA		08/10/2026

CLICK HERE

- After generating select the items from your Drug Import Registration Certificate (1008/1011) then click on “Generate” button.

Select the items to include in the generated LPCO

☒	#	Commodity Code	Commodity Description	Requested Amount or Quantity	Approved Amount or Quantity	Remaining Amount or Quantity
☒	1	30031000000	Medicaments of penicillins or streptomycin not for retail sale			

Tick to Select

Generate **Cancel**

- A 1012 license type will be displayed, you can update the Header, Names & Parties and Item tab of the application

Operations

New LPCO

Search LPCO

Fill Application

Header Names & Parties Items 1 Attached Documents 1 Fees

Type of LPCO: 1012 Letter of Recommendation for Import of Raw Materials

Related Products: DDA Items

User Reference Number: MNK262066

Request Number: Request Date: Approval Reference: Approval Date: Valid From: Valid To: Country of Export: IN India Entry Point: SUGGEST

Approval Reference From Registration: A26000573

Terms and Conditions: Abide by the Drug Act, 2035 (1978) and Drug Registration Regulation, 2038 (1981), this letter of recommendation, with following details, has been issued for import of the following drugs

- Attach the documents mentioned in the “Attached Documents” tab by clicking on the Edit (pencil) icon. You can also attach any necessary documents for 1012 by clicking on “Add New Attachment” button under Attached Documents tab.

Header Names & Parties Items 1 Attached Documents 1 Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scan resolution of 300dpi max.

Add New Attachment

	#	Code	Type	Reference Number	Date
	1	006	Letter from Drug Mgt. Department	356	23/08/2026

- Click on “Store” button to save the application and “Submit” button to submit the 1012 application.

Fill Application

Header

Names & Parties

Items 1

Attached Documents 2

Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

	#	Code	Type	Reference Number	Date	Upload Date	File
	1	006	Letter from Drug Mgt. Department	356	23/08/2026		View Download
	2	100	Documents of Performa Invoice	pi234	08/10/2026	08/10/2026	View Download

- You will see a submission pop up copy the Request Number and click on “ok” button.

Submit Successful ×

Type of LPCO

1012

Request Number

R26000900

Request Date

08/10/2026

Ok

- Click on “Search LPCO” and paste the Request Number in the field “Request Number” then click on “Search” button. You will see the status of the application as “Requested”.

Operations

New LPCO

Search for LPCO

Basic Search

Advanced Search

Status

ALL

Reference Number

Approval Reference

Approval Date

Request Number

R26000900

Request Date

10

Row per page

Loaded 1 document(s) of 1 ×

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Requested	1012	MNK262066			3044376140100NP	Shree Ganesh Udhog Suppliers PVT	DDA	DDA	08/10/2026

- After approval the status of the application will be updated to “Pending Payment”. Click on the Payment icon to proceed with online payment.

Loaded 1 document(s) of 1

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Pending Payment	907	JYM26937			3055531060120NP	Jay ma Janaki galla bhandar	POPMC		13/10/2026

Payment Icon

- After successful payment, the status of the application will be updated to “Approved”. To view your Recommendation letter, search your application and click on view (Eye) icon.

Loaded 1 document(s) of 1

	Status	Type of LPCO	User Reference Number	Approval Reference	Approval Date	Company Code	Company Name	Owner Department	Currently At	Last Updated On
	Approved	1012	SLM26801	A26000561	02/10/2026	3044376140100NP	Shree Ganesh Udhog Suppliers PVT	DDA		02/10/2026

- To print your Recommendation letter, click on “print View” button:

View Application

Shree Ganesh Udhog Suppliers PVT

Letter of Recommendation for Import of Raw Materials - A26000561

Export XML
Print View
Close

Header
Names & Parties
Items 1
Attached Documents 1
Fees
Risk Info
Query & Notification

Type of LPCO
1012
Letter of Recommendation for Import of Raw Materials