

## Temporary Import of Vehicle (TIV) Application Module

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Document Title</b>  | User Manual - Temporary Import of Vehicle (TIV) Application |
| <b>Project</b>         | Nepal National Single Window (NNSW)                         |
| <b>Version</b>         | 1.0                                                         |
| <b>Date</b>            | 2026-05-06                                                  |
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| <b>Target Audience</b> | Traders, Vehicle Owners                                     |

## 1.0 Introduction

### 1.1 About this Manual

This User Manual provides step-by-step instructions for using the **Temporary Import of Vehicle (TIV) Application Module** of the Nepal National Single Window (NNSW) system. The module enables users to register vehicles for temporary import into Nepal for purposes such as tourism, family visits, or business.

### 1.2 What is TIV?

**Temporary Import of Vehicle (TIV)** allows foreign-registered vehicles to enter Nepal for a limited period (maximum 30 days per fiscal year) for specific purposes like tourism, family visits, or business travel.

### 1.3 Key Features

| Feature            | Description                                                                 |
|--------------------|-----------------------------------------------------------------------------|
| Online Application | Apply for TIV permit through NNSW portal                                    |
| Document Upload    | Upload required documents (Bill Book, Driving License)                      |
| Fee Calculation    | Automatic calculation of entry duty based on vehicle type and stay duration |
| Online Payment     | Pay duties through integrated payment gateway                               |
| Status Tracking    | Track application status in real-time                                       |
| Admin Verification | Customs officers verify and approve applications                            |

## 2.0 Getting Started

### 2.1 Accessing the TIV Application

1. Open DOC web site: [www.customs.gov.np](http://www.customs.gov.np)
2. Click on TIV Service Logo as shown below in Fig 1.

## Step 1: TIV Portal Info

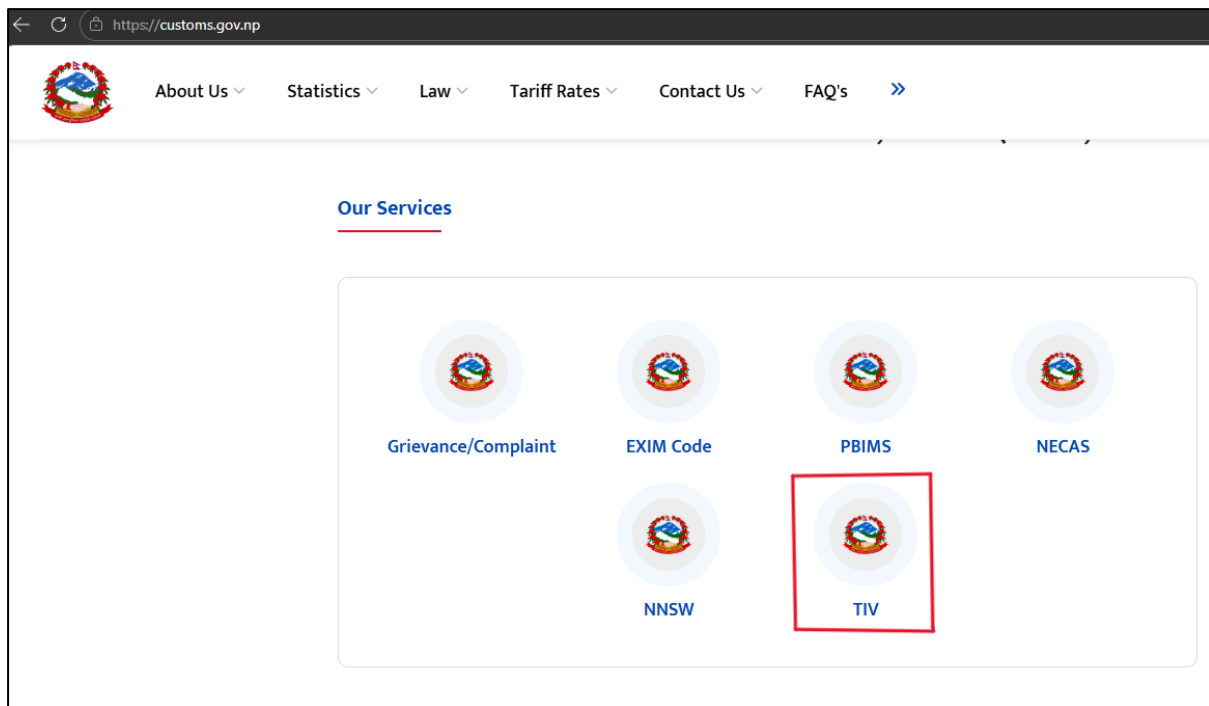
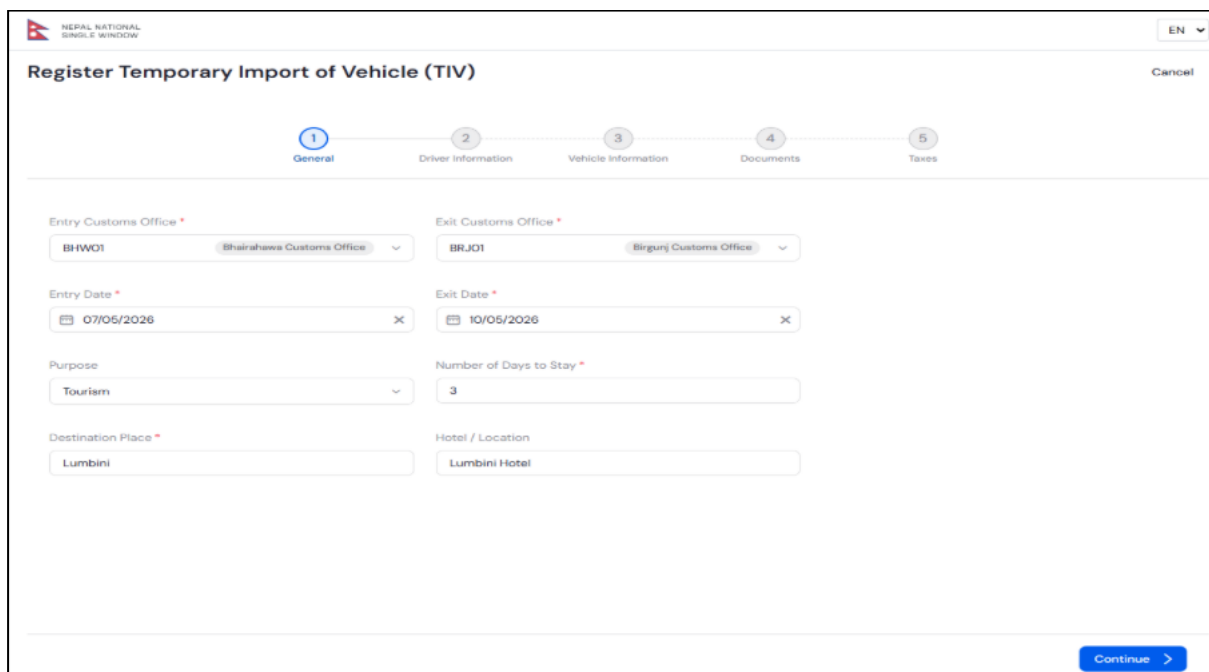


Figure 1: TIV application in service portal of Customs website

## Step 2: General Information

Clicking on TIV application logo will open the following page as shown in figure 2



The screenshot shows the 'Register Temporary Import of Vehicle (TIV)' application form. The form has a progress bar at the top with five steps: 1. General (selected), 2. Driver Information, 3. Vehicle Information, 4. Documents, and 5. Taxes. The form fields are as follows:

- Entry Customs Office:  (Bhairahawa Customs Office)
- Exit Customs Office:  (Birgunj Customs Office)
- Entry Date:
- Exit Date:
- Purpose:
- Number of Days to Stay:
- Destination Place:
- Hotel / Location:

At the bottom right, there is a 'Continue' button with a right arrow.

Figure 2: General Tab of TIV Application

### Instructions:

| Field                  | Action               |
|------------------------|----------------------|
| Entry Customs Office * | Select from dropdown |
| Exit Customs Office    | Select from dropdown |
| Entry Date             | Select from calendar |
| Exit Date              | Select from calendar |
| Purpose                | Select from dropdown |
| Destination Place      | Enter text           |
| Hotel Location         | Enter Text           |
| Number of Days to Stay | Auto-calculated      |

> After filling up all the mandatory fields click on **Continue**.

- Fields marked with \* are mandatory
- Emails should be a valid email, as all the notification and pass will be sent in the entered email address.
- Number of Days to Stay is automatically calculated based on Entry and Exit Dates
- Maximum stay period is **30 days** per fiscal year

### Buttons:

- **Update** - Save changes and continue
- **Cancel** - Discard changes and exit

Figure 3: Driver Information Tab of TIV application

### Vehicle Owner Information

Vehicle Owner is the same person as the driver.

☒

Owner First Name

Ramesh

Owner Last Name

Thapa

Owner Identity Card Number (adhar card, pan no etc)

8563214A

Owner Phone Number

Select... ▼

Owner Foreign Address

Delhi, India

< Previous

Continue >

Figure 4: Vehicle Owner Information in Driver Information Tab in TIV application

## Instructions:

### Driver Details Section

| Field                    | Action                        |
|--------------------------|-------------------------------|
| Nationality *            | Select from dropdown          |
| Driving License Number * | Enter license number          |
| First Name *             | Enter first name              |
| Last Name *              | Enter last name               |
| Identity Card Number *   | Enter Aadhar/PAN/etc.         |
| Birth Date *             | Select from calendar          |
| Foreign Address *        | Enter address in home country |
| Email                    | Enter email address           |
| Local Address            | Enter address in Nepal        |
| Phone Number *           | Enter with country code       |

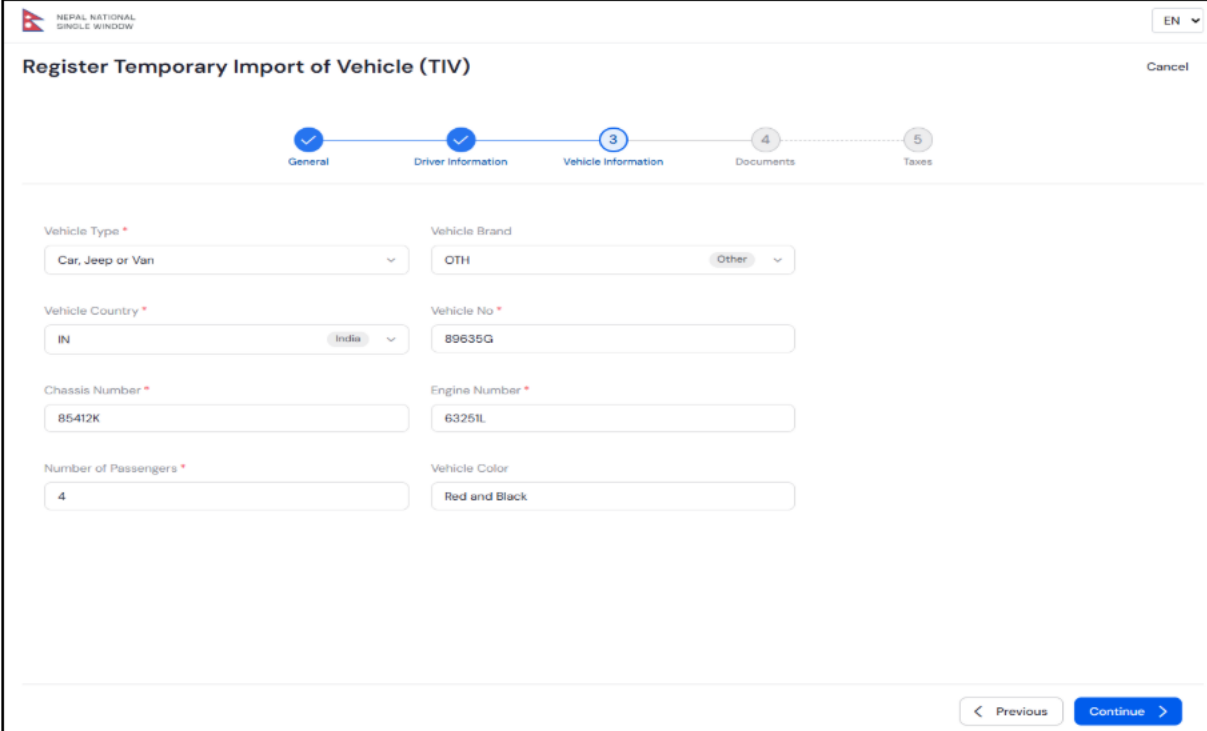
### Vehicle Owner Information

- Check "**Vehicle Owner is the same person as the driver**" if applicable as shown in figure 1.4.
- If not, fill in:
  - Owner First Name
  - Owner Last Name
  - Owner Identity Card Number
  - Owner Phone Number
  - Owner Foreign Address
- After filling up all the mandatory fields click on **Continue**.

### Buttons:

- **Previous** - Go back to General tab
- **Continue** - Proceed to Vehicle Information tab

## Step 4: Vehicle Information



NEPAL NATIONAL  
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EN

Register Temporary Import of Vehicle (TIV)

Cancel

General Driver Information Vehicle Information Documents Taxes

Vehicle Type \*  
Car, Jeep or Van

Vehicle Brand  
OTH Other

Vehicle Country \*  
IN India

Vehicle No \*  
89635G

Chassis Number \*  
85412K

Engine Number \*  
63251L

Number of Passengers \*  
4

Vehicle Color  
Red and Black

< Previous Continue >

Figure 5: Vehicle Information Tab in TIV Application

## Instructions:

| Field                  | Action                    |
|------------------------|---------------------------|
| Vehicle Type *         | Select from dropdown      |
| Vehicle Country *      | Select from dropdown      |
| Chassis Number *       | Enter chassis/VIN number  |
| Number of Passengers * | Enter number              |
| Vehicle Brand          | Enter brand name          |
| Vehicle No *           | Enter registration number |
| Engine Number *        | Enter engine number       |
| Vehicle Color          | Enter color               |

> After filling up all the mandatory fields click on **Continue**.

#### Buttons:

- **Previous** - Go back to Driver Information tab
- **Continue** - Proceed to Documents tab

#### Step 5: Documents Upload

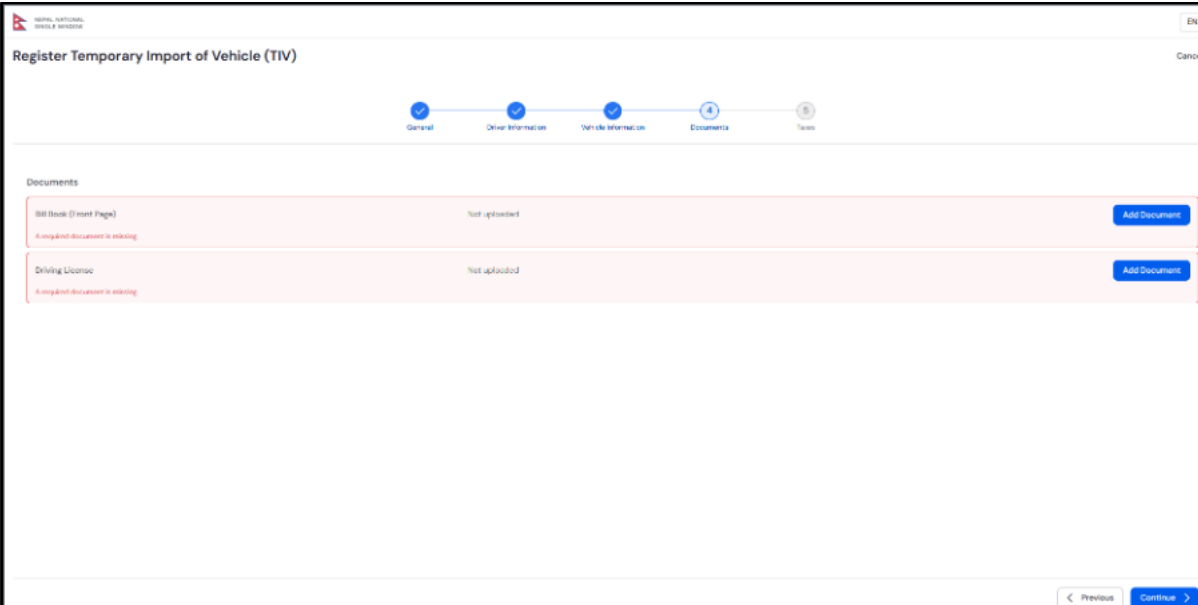


Figure 6: mandatory documents to register for TIV Application

#### Required Documents:

| Document Type          | Status       | Action               |
|------------------------|--------------|----------------------|
| Bill Book (Front Page) | Not uploaded | Click [Add Document] |
| Driving License        | Not uploaded | Click [Add Document] |

#### How to Upload:

1. Click **[Add Document]** for the required document type
2. Select the file from your computer
3. System will display "Uploaded" once complete

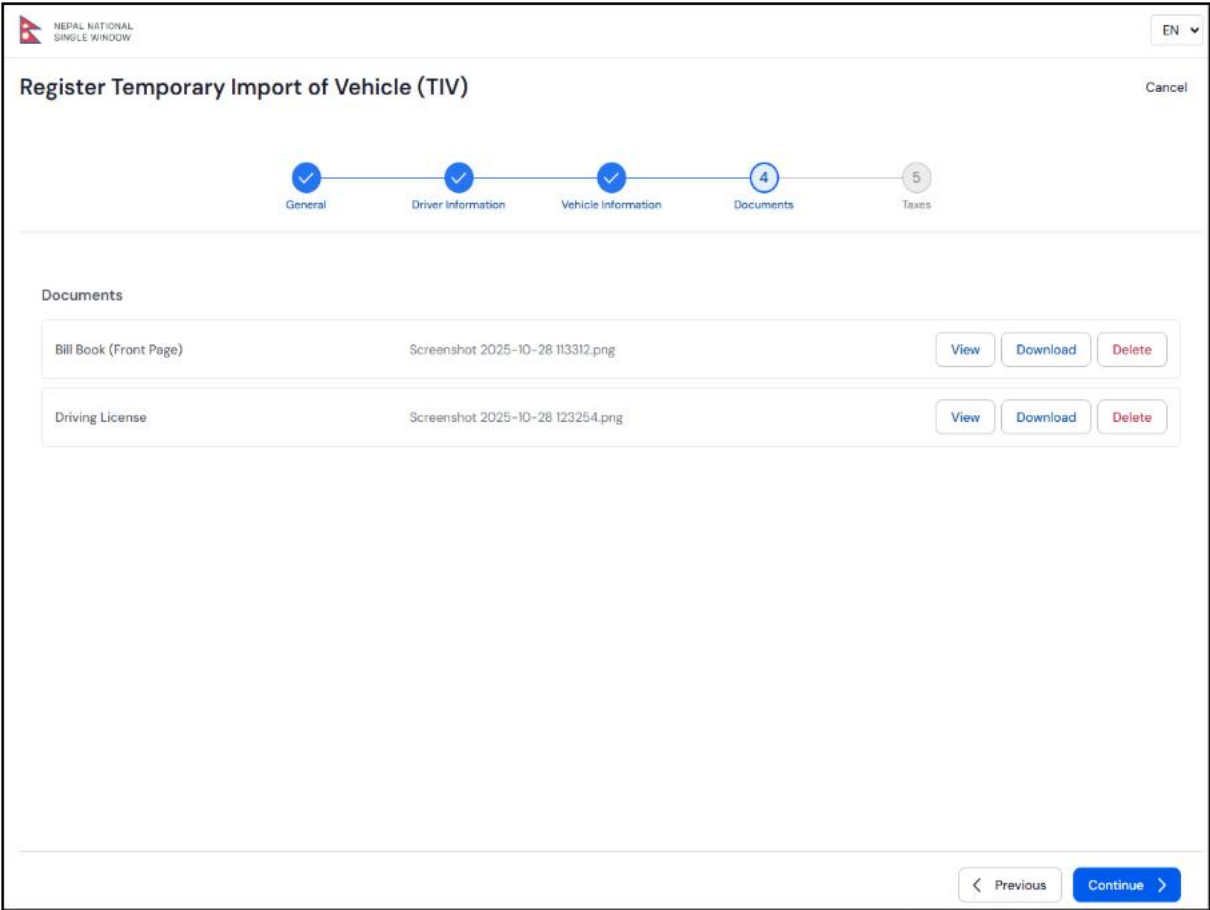
### File Requirements:

- Maximum file size: 2 MB
- Allowed formats: PDF, and Image Files.

### Buttons:

- **Previous** - Go back to Vehicle Information tab
- **Continue** - Proceed to Taxes tab

After documents are uploaded, they can be viewed and downloaded and deleted as shown in figure no 1.6.



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SINGLE WINDOW

Register Temporary Import of Vehicle (TIV)

EN

Cancel

General Driver Information Vehicle Information Documents Taxes

Documents

|                        |                                  |      |          |        |
|------------------------|----------------------------------|------|----------|--------|
| Bill Book (Front Page) | Screenshot 2025-10-28 113312.png | View | Download | Delete |
| Driving License        | Screenshot 2025-10-28 123254.png | View | Download | Delete |

< Previous Continue >

Figure 7: Document upload tab in TIV Application

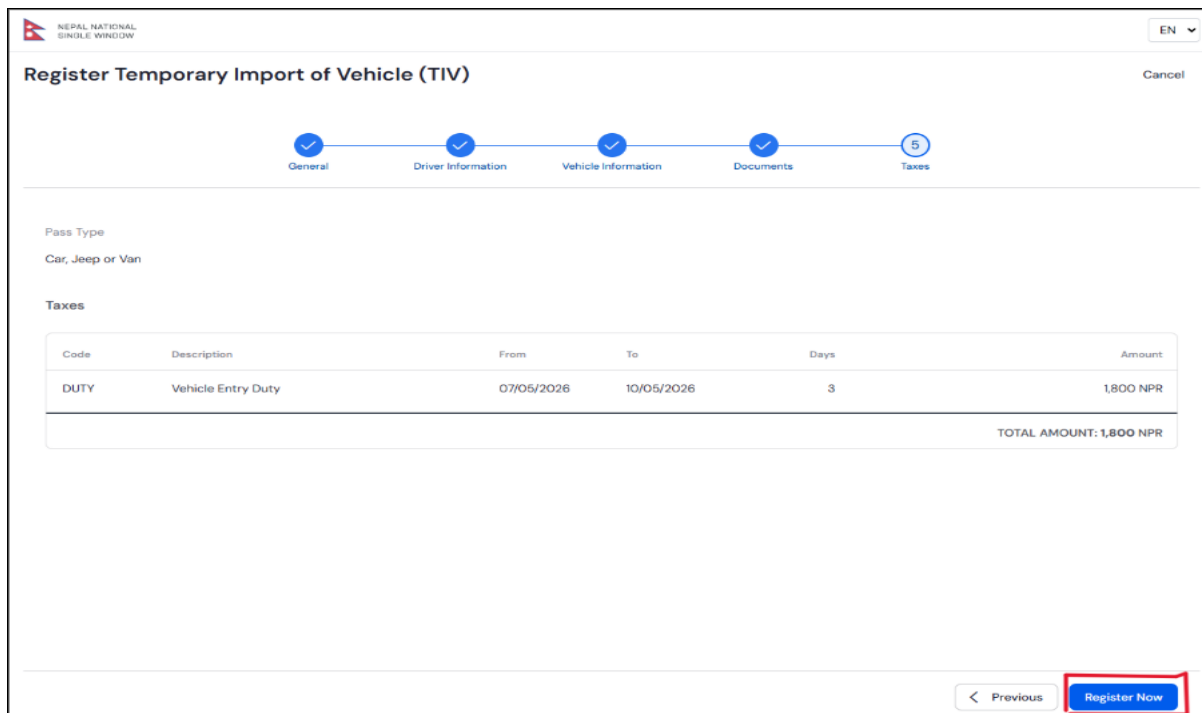
### Step 6: Taxes and Payment

#### How to Complete Payment:

1. Review the calculated amount
2. Click **Register Now** button

Users will be directed to the following page as shown in figure 8.

3. Application status changes to "Registered".
4. To proceed with payment and approval, visit the custom entry office with the vehicle.



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EN

### Register Temporary Import of Vehicle (TIV)

Cancel

General Driver Information Vehicle Information Documents Taxes

Pass Type  
Car, Jeep or Van

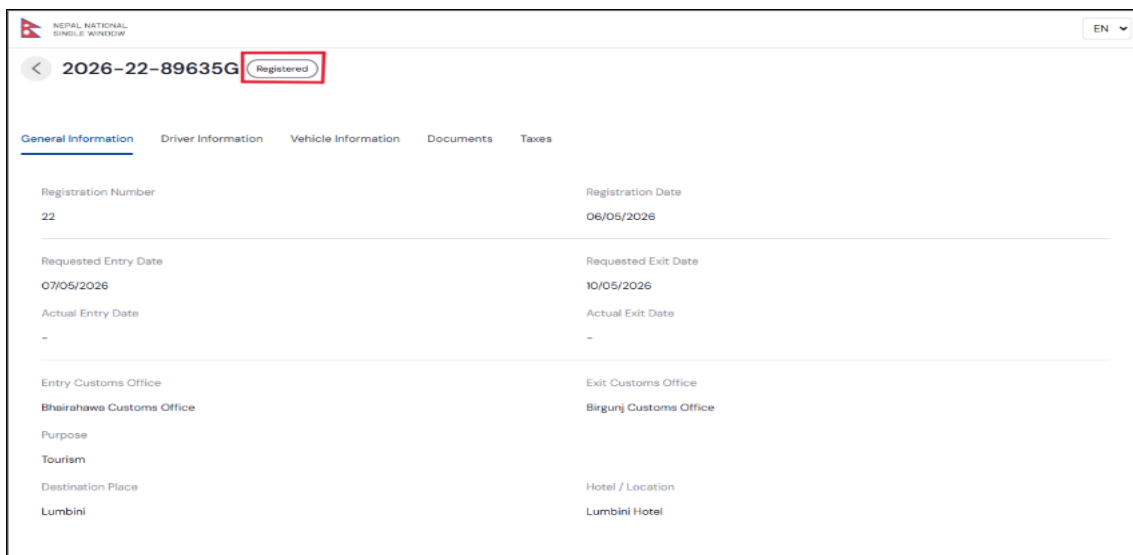
Taxes

| Code | Description        | From       | To         | Days | Amount    |
|------|--------------------|------------|------------|------|-----------|
| DUTY | Vehicle Entry Duty | 07/05/2026 | 10/05/2026 | 3    | 1,800 NPR |

TOTAL AMOUNT: 1,800 NPR

Previous Register Now

Figure 8: Duty Tab/Fee Tab in TIV application



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< 2026-22-89635G Registered

General Information Driver Information Vehicle Information Documents Taxes

Registration Number  
22

Registration Date  
06/05/2026

Requested Entry Date  
07/05/2026

Requested Exit Date  
10/05/2026

Actual Entry Date  
-

Actual Exit Date  
-

Entry Customs Office  
Bhairahawa Customs Office

Exit Customs Office  
Birgunj Customs Office

Purpose  
Tourism

Destination Place  
Lumbini

Hotel / Location  
Lumbini Hotel

Figure 9: TIV Application Registered Status