

Export Management Guide

Step-by-step procedures to export medicinal and aromatic plants products from Nepal to China



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products from Nepal to China

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Acronyms

APC	Advanced Payment Certificate
AQSIQ	Administration of Quality Supervision, Inspection and Quarantine
ASYCUDA	Automated System for Customs Data
B/L	Bill of Lading
CBS	Central Bureau of Statistics
CFS	Container Freight Station
CGN	Consulate General of Nepal
CHA	Customs House Agent
CIF	Cost, Insurance and Freight
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
C/N	Consignment Note
COC	Chamber of Commerce
COO	Certificate of Origin
CRO	Company Registrar's Office
CRM	Customer Relationship Management
CSIDB	Cottage and Small Industry Development Board
CTD	Customs Transit Declaration
CTEVT	Council for Technical Education and Vocational Training
DCD	Double Country Declaration
DCSIO	Department of Cottage and small Industries Office
DFTQC	Department of Food Technology and Quality Control
DOA	Department of Agriculture
DOC	Department of Commerce
ECON	Export Council of Nepal
ETA	Estimated Time for Arrival
ETD	Estimated Time for Departure
EU	European Union
FCA	Free Carrier
FCR	Forwarders' Certificate of Receipt
FECOFUN	Federation of Community Forest Users Group Nepal
FNCCI	Federation of Nepalese Chamber of Commerce and Industries
FNCSI	Federation of Nepalese Cottage and Small Industries
FOB	Free on Board
FY	Fiscal Year
GSP	Generalised System of Preference

HACCP	Hazard Analysis and Critical Control Point (HACCP)
HAWB	House Airway Bill
HBL	House Bill of Lading
HS Code	Harmonised System Code
IATA	International Air Transport Association
IEDI	Industrial Enterprise and Development Institute
INCO terms	International Commerce terms
INR	Indian Rupees
IRO	Inland Revenue Office
ITC	International Trade Centre
JABAN	Jadibuti Association of Nepal
L/C	Letter of Credit
LCCI	Lalitpur Chamber of Commerce and Industries
LDC	Least Developed Country
MAWB	Master Airway Bill
MBL	Master Bill of Lading
MCD	Multiple Country Declaration
MEDPA	Micro Enterprises Development Project for Poverty Alleviation
MoAD	Ministry of Agricultural Development
NEFSCUN	Nepal Federation of Savings and Credit Cooperative Unions Ltd.
NEHHPA	Nepal Herbs and Herbal Products Association
NPEDC	National Productivity and Economic Development Centre
NPR	Nepali Rupees
NRB	Nepal Rastra Bank
NTIS	National Trade Integration Strategy
NTM	Non-Tariff Measure
PAN	Permanent Account Number
PICC	People's Insurance Company of China
PQA	Plant Quarantine Act
SAD	Single Administrative Document
SME	Small and Medium-sized Enterprise
SPS	Sanitary and Phyto-sanitary
TEPC	Trade and Export Promotion Centre
TFE	Training for Employment
TIA	Tribhuvan International Airport
TRIPS	Agreement on Trade related Aspects of Intellectual Property Rights
VAT	Value Added Tax
WTO	World Trade Organisation

CHAPTER 0 SMALL AND MEDIUM ENTERPRISES IN NEPAL

Small and medium-sized enterprises (SMEs) constitute the overwhelming majority of firms. Globally SMEs make up over 95% of all firms, account for approximately 50% of value added and 60%–70% of total employment, when both formal and informal SMEs are taken into account. Evidence for 10 South-East Asian countries shows that, on average, SMEs account for 98% of all enterprises and employ 66% of the labour force. These SMEs contribute approximately 38% of GDP and about 30% of total export value. In China, the world's biggest exporter, SMEs represent 41.5% of total exports by value, clearly underlining their importance to the Chinese economy.

Nepal's Industrial Enterprises Act 2016 classifies industries into five categories – micro enterprises, cottage industries, small enterprises, medium enterprises, and large-scale industries. While the Act defines micro-enterprises as institutions having a fixed capital of up to NPR 500,000, it does not mention the capital requirements for cottage industries. The Act also includes capital requirements of up to NPR 100 million for small-scale industries, NPR 100-250 million for medium-scale and more than NPR 250 million for large-scale industries.

The role of SMEs in Nepal is significant in all sectors of the economy, including services, as they are responsible for creating employment opportunities, mobilizing and using local resources, and raising the income of the rural populace. Most of the SMEs in Nepal are involved in processing and manufacturing of food items, consumer and household goods, and in textiles and related products, both for exports and domestic market. Products such as rice, pulses, oil and flour mills, dairy, aerated soft drinks, fruit juices and processed products, noodles, biscuits and light snack products, chocolates and candy, mineral water, dried vegetables, and other consumer goods dominate SMEs' activities in Nepal. Other areas of SMEs' involvement include forest fibre based industries, wooden and metal handicrafts, handmade paper and paper products, apparels and garments, woollen carpets, pashmina shawls, rugs and leather articles. SMEs' involvement is also high in metal and plastic household utensils, wooden, plastic and metal furniture, printing press, polythene pipes, utensils, jute products, poultry products, livestock products, wire drawing, nail and iron rod, sheet metal, gig and black pipes, rubber tires and tubes, plywood and boards, colour paint products and zinc oxide.

Agro-based industries like tea, vegetables and horticulture products, dairy and milk products, animal husbandry and floriculture are other areas where SMEs have started to invest. Due to the opening up of investment for infrastructure development to the private sector, investment in micro hydropower and tourism resorts and real estate have also been witnessed in some regions.

At the micro, cottage and family level, a sizeable number of unregistered enterprises operate on a seasonal basis. The Industrial Enterprise Act 2016 provides several incentives and facilities to SMEs, including income tax concessions, VAT exemptions, customs duty exemption, and additional benefits for female entrepreneurs, and other exceptions and facilities.

There are many challenges faced by SMEs in exporting products from Nepal to China. Transportation by air is not offered by all freight forwarders as they are required to be formally nominated, form authorized agreements with airlines as well as joint ventures with Chinese agents. By sea, the shipments sent via Kolkata to the entry port in China are faced with problems in moving to destination points in the Tibetan Autonomous Region of China. Finally, the cost of transport via road is very high up to the border point between Nepal and China due to high agency fees to clear Customs at two border posts.

As a result of its accession to the World Trade Organisation (WTO), Nepal has reduced tariffs and addressed many non-tariff trade barriers to further limit protection offered to the domestic businesses. Nepalese SMEs have been adversely affected by this change and are finding it increasingly difficult to compete with imported products in domestic and in international markets.

In this regard, owing to the opportunities and challenges for the development of SMEs in Nepal, this guide can play a crucial role in improving awareness about cross-border procedures and export to China for MAPs products. The ultimate aim is to empower the SMEs in Nepal to enhance their export potential to China.

CHAPTER 1 BRIEF ANALYSIS OF MEDICINAL AND AROMATIC PLANTS SECTOR IN NEPAL

The high Himalayan and mountainous region of Nepal is home to a wide variety of Medicinal and Aromatic Plants (MAPs), including Yarshagumba (*Ophiocordyceps sinensis*), Chiraaaito, Paakhanved, Jatamasi, Sugandhawal, Majitho, Silaajit, Padamchaal and Kudki, among many others. These species of plants are unique to Nepal and command premium prices in international markets.

International Trade of MAPs

MAPs are covered in Chapter 12 (Chapter 12: Oil Seeds and Oleaginous Fruits; Miscellaneous Grains, Seeds and Fruit; Industrial or Medicinal Plants; Straw and Fodder) of the Harmonised System (HS) Code list. The 4-digit HS code 1211 is related to MAPs, which is further classified in 6-digit HS code as under:

Table 1 Sub-category of Products under MAPs

1211 – Plants and parts of plants, incl. seeds and fruits, of a kind used primarily in perfumery, medicaments or for insecticidal, fungicidal or similar purposes, fresh or dried, whether or not cut, crushed or powdered
121110 – Liquorice roots
121120 – Ginseng roots
121130 – Coca leaf
121140 – Poppy straw
121150 – Ephedra plants
121190 – Other

Source: Trade Map, International Trade Centre

Nepal does not export MAPs other than that covered by HS code 121190. Nepal Trade Integration Strategy (NTIS) 2016 of the Government of Nepal (GoN) has also encouraged the exports of this sub-group of MAPs from Nepal.

In 2016, world exports of MAPs (HS 121190) totalled USD 2.59 billion. The top five exporters of MAPs in 2016, and Nepal's ranking are listed in Table 2.

Table 2 Top five exporters of MAPs to the world in 2016

Rank by value	Country	Export value (in '000 USD)
1	China	842,452
2	India	259,332
3	Germany	150,439
4	Egypt	119,107
5	United States of America	111,801
49	Nepal	5,526

Source: UN Comtrade, accessed through Trade Map

Mirror data available from Trade Map shows that Nepal exported about USD 5.53 million worth of MAPs (HS code 121990) to the world in 2016. However, direct data available via Department of Customs shows that Nepal exported MAPs equivalent to NPR 763.26 million (around USD 7.2 million¹) in FY 2016/17.

The top 10 markets for the export of MAPs from Nepal are listed in Table 3. Hong Kong ranks second while China (excluding Hong Kong) ranks in 11th position as per the United Nations Comtrade database.

Table 3 Top 10 export destinations of MAPs (HS Code 121190) from Nepal

Rank by value	Country	Export value (in '000 USD) in 2016*	Share in Nepal's export (in %)
1	India	3,986	72
2	Hong Kong, China	665	12
3	Singapore	526	10
4	Italy	127	2
5	France	74	1
6	Netherlands	35	1
7	Pakistan	27	0
8	Germany	23	0
9	Thailand	18	0
10	Japan	12	0

Source: *Mirror data (UN Comtrade, accessed through Trade Map)

As a Least Developed Country (LDC), Nepal is eligible for preferential treatment under Generalized Systems of Preferences (GSP) and, therefore, enjoys lower tariffs than the Most Favoured Nation (MFN) tariffs. Nepalese products, including MAPs, enjoy duty-free quota-free access to European market under its 'Everything but Arms (EBA)' initiative, as well as to the Chinese market, as long as the goods meet rules of origin and technical requirements, including SPS standards.

Agro and forest-based products, including MAPs, must meet the SPS standards according to the WTO rules. Another critical area of NTMs is the protection of Intellectual Property Rights (IPRs). As part of its commitments of accession to the WTO, Nepal is bound to meet the obligations under the Trade-Related Aspects of Intellectual Property Rights (TRIPS) Agreement. Nepal lacks a number of critically important intellectual property laws to protect its genetic resources, including medicinal and aromatic plants (MAPs), in which Nepal is richly endowed with and there is high demand in international markets.

Table 4 SPS related major legislations and implementing agencies

SPS related legislation	Implementing agency
Food Act 1967 and Food Rules 1970	Department of Food Technology and Quality Control (DFTQC), Ministry of Agricultural Development (MoAD)
Plant Protection Act 2007 and Plant Protection Rules 2009	Department of Agriculture (DoA), MoAD

¹converted to USD using the average annual exchange rate of USD 1 = NPR 106.05 in 2016

Pesticide Act 1991 and Pesticide Rules 1994	DoA, MoAD
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Table 5 SWOT Analysis of MAPs

SWOT Analysis: Medicinal and Aromatic Plants (MAPs)	
Strengths	Weaknesses
<ul style="list-style-type: none"> Organic and unique, as most of them are collected from wild Most of the species are endemic to the Himalayan region There is a huge variety of MAPs found in Nepal Source of employment and income to significant number of population in remote regions Well-documented sector, with large number of studies done on potentials as well as benefits in all stages of the value chain 	<ul style="list-style-type: none"> Incomplete legal and institutional frameworks to protect Nepal's genetic resources Lack of policy and system to implement Good Agriculture and Collection Practices (GACP) Very few products currently being cultivated Lack of storage and processing facilities High dependency on exports to neighbouring countries Lack of accredited quarantine facilities at the customs points Inadequate Pest Risk Analysis for major products, and insufficient fumigation facilities
Opportunities	Threats
<ul style="list-style-type: none"> Expanding world markets for organic herbs High potential for expansion Potentials to capture greater share of value in the overall global value chain through improved collection, storage and processing facilities 	<ul style="list-style-type: none"> Lack of knowledge of sustainable collection practices Unsustainable harvesting is threatening the very existence of some species unique to Nepal Weak Intellectual Property protection is leading to loss of rights on indigenous knowledge

Source: NTIS 2016

Nepal's MAPs Export to China

According to the Department of Customs, Nepal exported MAPs equivalent to NPR 763.26 million in the fiscal year (FY) 2016/17. Out of this, only NPR 15.94 million, 2 per cent of total MAPs exports from Nepal, was exported to China. Meanwhile, the amount is only 0.94 per cent of the total export value to China (see Table 4).

However, evidence suggests that Nepal has huge potential to expand its market in China as explained in Figure 3.

Table 6 MAPs exports to China (Based on FY 2073/74 (Mid-July 2016 to Mid-July 2017))

HS Code	Product label	Quantity (in kilograms)	Value (in '000 NPR)	Total value of exports of MAPs (in '000 NPR)
12119000	Plants, parts of plants, inclusive of seeds and fruits, used primarily in perfumery, in pharmacy or for insecticidal, fungicidal or similar purposes, fresh or dried, whether or not cut, crushed or powdered (excluding ginseng roots, coca leaf and poppy straw)	2,550	261.10	26,963
12119010	Yarchhagumba	1.8	185	13,047

12119090	Other plants, parts of plants, inclusive of seeds and fruits, used primarily in perfumery, in pharmacy or for insecticidal, fungicidal or similar purposes, fresh or dried, whether or not cut, crushed or powdered (excluding ginseng roots, coca leaf and poppy straw)	109,120	15,490	723,250
Value of MAPs export to China			15,936	
Total value of MAPs export by Nepal			763,259	
Total value of exports of all products to China			1,701,479	
Percentage of MAPs export to China compared to total export value of MAPs			2.1%	
Percentage of MAPs export to China compared to total export value to China			0.94%	

Source: Department of Customs

Figure 1 MAPs Export to China compared to total export to China

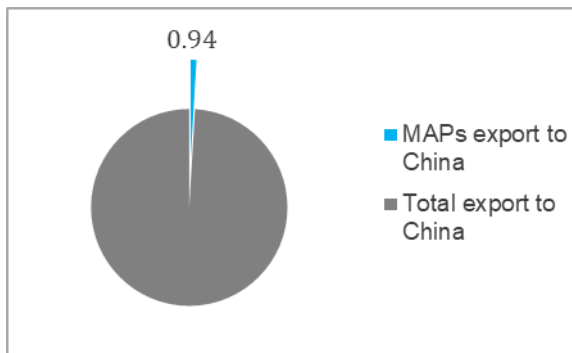
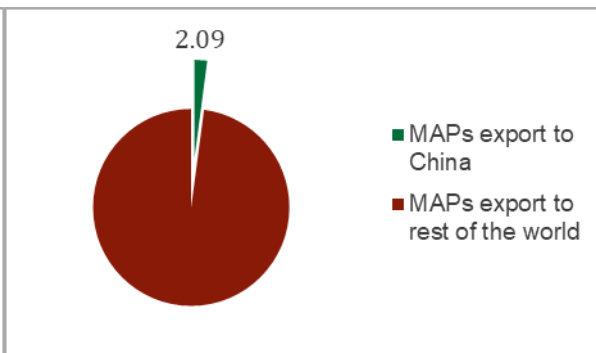
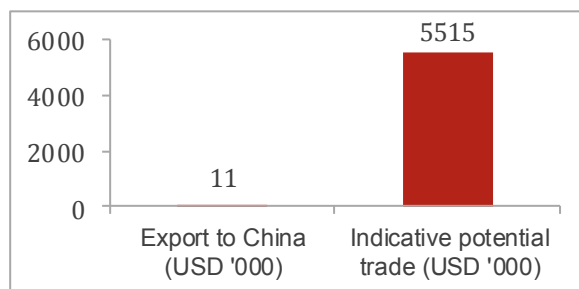


Figure 2 Percentage of MAPs export value to China compared to rest of the world



Source: Department of Customs

Figure 3 Nepal's Trade Potential of MAPs in China²



² Trade potential is defined as the lower value between the country's exports and the partner country's imports, minus the actual current trade between the two countries. In other words, high potential means that the partner country's imports are significant and the country's exports are also significant while at the same time the country's share in the imports of the partner country is small.

Issues during Exports of MAPs

Following issues create problems during the export of MAPs

- Essential oil and air transport
- Packing compliance and material availability
- Market access
- Quantity and transport cost
- Compliance of regulation and documentation
- Good agro-practice
- Hazard Analysis and Critical Control Point (HACCP) compliance
- Storage and warehouse facilities at the collection centres and customs

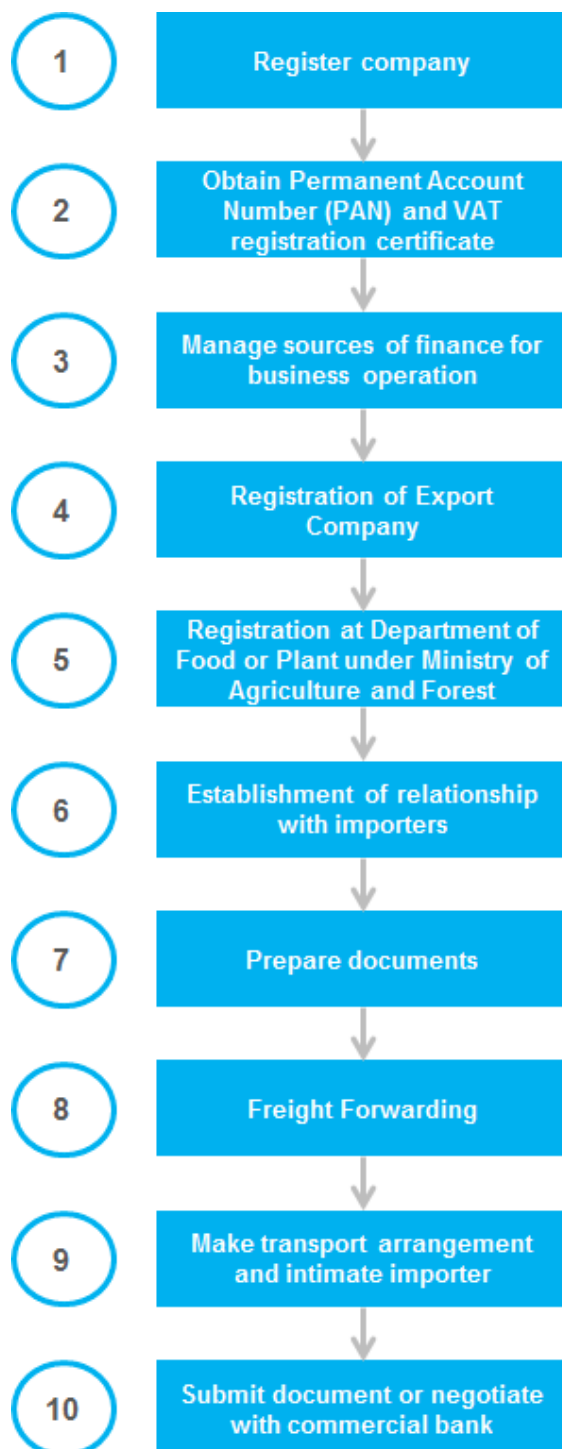
There is also a general fear in exporting which arises primarily because of bad planning. Bad planning can result in following problems:

- During negotiation, wrong L/C and INCOTERMS/payment system
- CIF, Ex Work, FOB, FCA issues to be covered
- Documents required
- Pilferages, theft
- Packing and labelling
- Missing timeline shipment dates be it sea or air
- Airlines delay
- Shipping line delay
- Knowledge of documents needed at destination
- Bad contract with intermediate service providers
- Liability of transport
- Shipping line and CHA related problem and their liability and responsibility
- Problem in acquiring the quality related certification and the permits from concerned ministries
- Inspection and quality issues
- Dispute settlement

CHAPTER 2 STEP-BY-STEP EXPORT PROCEDURES FOR MAPs PRODUCTS

There are 10 overall steps that companies need to complete to export MAPs products to China:

Figure 4: Steps to export MAPs products from Nepal to China



Source: Nepal Export Procedures and Documentation – A Handbook for SMEs and Exporters; Lalitpur Chamber of Commerce and Industry (LCCI)

Step 1: Register Company

Where to go	<ul style="list-style-type: none"> • Chamber of Commerce (COC) and Industry • Department of Commerce (DOC) • Cottage and Small Industries Department Board (CSIDB) • Department of Industries and Company Registrar's Office (CRO)
Documents needed	<ul style="list-style-type: none"> • Citizenship Certificate • Photographs of owner, partner of board of directors • Recommendation letter from Chamber of Commerce and Industry • Partnership Agreement • Memorandum of Association • Articles of Association • Business Scheme or Plan
Documents received	Company registration certificate
Mandatory	Yes
Fees	NPR 7,000 to NPR 20,000 depending on the size and activities of the proposed company
Processing time	Within seven working days
Contact info	Company Registrar's Office (CRO) Tel: 977-1-4259948 (Registrar-PA)/4267256/4215077/4263089(Admin) Email: info@ocr.gov.np
<p>A business or exporting firm could be registered in form of proprietorship or a partnership firm or a private or public limited company or an agency. At first, one has to take a recommendation letter from local Chamber of Commerce and Industry. It is recommended to hire a legal consultant to prepare Memorandum of Association and Articles of Association.</p>	

Step 2: Obtain Permanent Account Number and VAT Registration Certificate

Where to go	Inland Revenue Office (IRO)
Documents needed	<ul style="list-style-type: none"> • Citizenship Certificate • Photographs of owner, partner or board of directors • Recommendation letter from Chamber of Commerce and Industry • Partnership Agreement • Memorandum of Association • Articles of Association • Business Scheme or Plan • Company registration certificate • Introduction letters of business and persons involved
Documents received	Permanent Account Number (PAN) and Value Added Tax (VAT) registration certificate
Mandatory	Yes
Fees	N/A
Processing time	3 working days
Contact info	Tax offices at different locations Tel:977-1-4415802/4410340 /4415967/4415969/4415802/4410340/4415967 Email: mail@ird.gov.np
<p>The second step is to obtain PAN and VAT registration certificate from Inland Revenue Department or Inland Revenue Office at nearby locality. It is necessary to submit copies of all documents mentioned in Step1 and also a copy of registration certificate. At present, online registration is also possible.</p>	

Step 3: Manage Sources of Finance for Business Operation

Where to go	<ul style="list-style-type: none"> Commercial banks Your office
Documents needed	<ul style="list-style-type: none"> Application to the bank with a photocopy of decision to open account; in case of a company, the decision has to be made by the Board of Directors Copies of all registration certificates
Documents received	Bank account number
Mandatory	Yes
Fees	In case of loan application, normally 0.75% of the demanded loan amount. Depends on the negotiation and loan type. Cost is also involved at Land Revenue Office.
Processing time	Bank account can be opened in a single day. 10 working days for loan getting sanctioned
Contact info	Any commercial bank such as Rastriya Banijya Bank or Agriculture Development Bank. These banks have branches at many places.
<p>This step requires exporters to open and maintain a bank account and start getting organized for exporting. Both foreign currency account and current account are to be opened. If loan is being applied for, right documents and record at Land Revenue Office are required. Photographs, land holding certificate and tax clearance receipts are also needed for this purpose.</p>	

Step 4: Registration of Export Company

Where to go	Department of Customs
Documents needed	<ul style="list-style-type: none"> Citizenship Certificate Photographs of owner, partner or board of directors Recommendation letter from Chamber of Commerce and Industry Partnership Agreement Memorandum of Association Articles of Association Business Scheme or Plan Company registration certificate Bank guarantee PAN, VAT and Company registration certificate
Documents received	Import / Export Registration Letter
Mandatory	Yes
Fees	3 lakh NPR bank guarantee
Processing time	7 working days
Contact info	Department of Customs, Tripureshwor, Kathmandu Tel : 01-4259861 E-mail: csd@customs.gov.np
<p>The company must apply and pay the yearly fee at the Department of Customs to be registered as an Import / Export firm to be able to export their products. A variety of documents are required, the majority of which are part of the regular company application.</p>	

Step 5: Registration at Department of Food or Plant under Ministry of Agriculture and Forest

Where to go	Respective departments of Ministry of Agriculture and Ministry of Forest in Kathmandu or its branch office at districts
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Documents needed	<ul style="list-style-type: none"> • Company registration • PAN and VAT registration certificate • Application requesting for registration
Documents received	Export permit
Mandatory	Yes
Fees	N/A
Processing time	3 working days
Contact info	<p>Ministry of Agriculture and Cooperatives Singha Durbar, Kathmandu Tel: 977-1-4211706, 4211950, 4211898 Email: memoac@moac.gov.np</p> <p>Ministry of Forest and Soil Conservation Singha Durbar, Kathmandu Tel: 977-1-4211567 Email: info@mofsc.gov.np, webmaster@mofsc.gov.np</p>
<p>This step is necessary for the notification and permit needed during exports. The firm owner or its authorized person will have to be present in person to get the required permits. He or she also needs to be updated with the information on regulation since questions can be raised during procurement or movement of products domestically.</p>	

Step 6: Establish Relationship with Importers – Getting Ready for Exporting

Where to go	Collect information from Trade and Export Promotion Centre (TEPC), Chamber of Commerce, Nepal Herbs and Herbal Products Association (NEHHPA), diplomatic mission at home, etc. Search on internet and refer trade directories to build an information system based on references and data collected.
Documents needed	<ul style="list-style-type: none"> • Consult previous export history and data and also assess your knowledge and capability about the particular product. • Refer export data of Nepal and trade statistics of other exporting countries having similar economic status like Nepal and import trade statistics of major target markets. • Analysis of rate of import growth, volume of imports and unit price paid for imports is suggested for selection of priority market/s. • Prepare pro-forma invoice and general terms and conditions of export.
Documents received	Contract agreement
Mandatory	Yes
Fees	Membership fees NPR 5,000 for registering in NEHHPA and annual renewal fee NPR 2,000; for registering in JABAN, registration fee is NPR 1000 with annual renewal fee NPR 500
Processing time	One day for registering into product association but confirmation only after board meeting of the Association
Contact info	<p>Trade and Export Promotion Centre (TEPC) Pulchowk, Lalitpur Tel:977-1-5525898/5532642 Email: info@tepc.gov.np</p> <p>Nepal Herbs and Herbal Product Association (NEHHPA) Shahid Shukra FNCCI Milan MargPachali, Teku, Kathmandu Mobile : 977-9851087981</p>

	<p>Phone : 977-1-4100207 Email : nehHPa1@gmail.com; nehHPa2@gmail.com</p> <p>Jadibuti Association of Nepal (JABAN) Old D.S.P Road, Nepalgunj-6, Banke Phone No. - 081-524884, 523239 Email Id: jaban@wlink.com.np</p> <p>Export Council of Nepal (ECON) Bhagabatisthan, Thamel, Kathmandu Tel: +977 1 4441337 Email: info@nepalexport.org.np; econ.exportcouncil@gmail.com</p>
<p>An exporter should get ready for exporting by establishing contact or relationship with the importers in the foreign countries. He or she has to engage in the following activities:</p> <ul style="list-style-type: none"> • Identification and selection of products • Identification of the target markets for product/s and find customers in markets. • Prepare company and product profiles/brochures, details of offers with pro-forma invoice, and other promotional materials. • Establish contacts with the matching buyer and conclude the deals with prudent negotiation skills. • Prepare pro-forma invoice and general terms and conditions of export. • Send pro-forma invoice to buyer either to open a Letter of Credit (irrevocable) or to make advance payment through bank. • Arrange production or procurement of goods/services for export as per buyer's instructions and specifications. 	

Step 7: Prepare Documents

Documents required for export transaction are grouped into two: (a) general documents and (b) MAPs-specific documents.

7.1: General Documents

Where to go	<ul style="list-style-type: none"> • Invoice preparation within your office • Commercial bank where you normally receive your L/C or Advance Payment • Trade and Export Promotion Centre (TEPC) • Federation of Nepalese Chamber of Commerce and Industries • Local Chamber of Commerce • Insurance company
Documents needed	<ul style="list-style-type: none"> • Commercial invoice • Photocopies of Business Registration Certificate and PAN registration certificate • Letter of Authority to the Forwarding Agency addressed to Customs Office for cargo handling and forwarding • Foreign Exchange Control Declaration Form (Yellow form) from Nepal Rastra Bank • Customs Declaration Form • Nepal Rastra Bank Form 1st and 2nd • Customs Transit Declaration Form
Documents received	<ul style="list-style-type: none"> • Letter of Credit (L/C) or Advance Payment Certificate (APC) from your bank

	<ul style="list-style-type: none"> • Certificate of origin from Local Chamber of Commerce and Industry • Insurance policy from insurance company, if needed • Any special document needed for export to China from concerned authority
Mandatory	Yes
Fees	0.12% of the value declared in invoice to Chamber of Commerce for Certificate of Origin and NPR 500 per invoice to FNCCI
Processing time	2-3 working days
Contact info	<p>Rastriya Banijya Bank Bishal Bazar, New Road, Kathmandu Tel: 977-1-4230589, 4230594 Email: mbo@rbb.com.np</p> <p>Trade and Export Promotion Centre (TEPC) Pulchowk, Lalitpur Tel:977-1-5525898/5532642 Email: info@tepc.gov.np</p> <p>Federation of Nepalese Chamber of Commerce and Industries (FNCCI) Agro Enterprise Centre, FNCCI Building, Teku, Kathmandu Tel: 977-1-4262260, 4262245 Email: aec-fncci@mos.com.np</p> <p>Nepal Herbs & Herbal Product Association (NEHHPA) Shahid Shukra FNCCI Milan Marg Pachali, Teku, Kathmandu Mobile : 977-9851087981 Phone : 977-1-4100207 Email : nehha1@gmail.com; nehha2@gmail.com</p> <p>Jadibuti Association of Nepal (JABAN) Old D.S.P Road, Nepalgunj-6, Banke Phone No. 081-524884, 523239 Email Id: jaban@wlink.com.np</p> <p>RastriyaBeemaSansthan Ramshah path, Kathmandu, Tel: 977-1-4262520</p>
Except Customs Transit Declaration for road/sea transport, all other documents needed for all modes of transport. Freight Forwarder companies may be contacted for preparing the documents. Insurance depends on terms of payment based on INCO Terms.	

7.2: MAPs-specific Documents

Where to go	<ul style="list-style-type: none"> • Customs Office (Nepal) • Freight Forwarders • Export Council of Nepal (ECON) or Department of Commerce • Department of Agriculture, Plant Quarantine Section • Department of Plant Resources /Ministry of Forestry • Natural Resource Investigation Laboratory • Department of Food Technology and Quality Control
Documents needed	<ul style="list-style-type: none"> • Invoice certificate from product association

	<ul style="list-style-type: none"> • Double or Multiple Country Declaration (DCD or MCD) from Freight Forwarders • Letter of Permission/certificate to Customs office from the Department of Plant Resources • Safety Data Sheet or DGR certificate, if required
Documents received	<ul style="list-style-type: none"> • Phyto-sanitary Certificate from the Department of Agriculture, National Plant Quarantine Program • Analytical Report from Natural Products Research Laboratory • Material Safety Data Sheet (MSDS), especially for essential oil • Certificate of Authority
Mandatory	Yes
Fees	<ul style="list-style-type: none"> • Royalty to be paid to the Government of Nepal for sale of MAPs abroad determined by Nepal Gazette • For Sanitary and Phytosanitary certificate, NPR 200 • For Certificate of Authority, NPR 250 per parameter with government and at private sector laboratory, NPR 1,000 per parameter
Processing time	Depends on the product, ranging from a day to a week.
Contact info	<p>Department of Customs Tripureshwor, Kathmandu Tel : 977-1-4259861 E-mail: csd@customs.gov.np</p> <p>Nepal Freight Forwarders Association Narayanchowr, Naxal, Kathmandu Tel: 977-1-4419769 Email:neffa@mail.com.np, neffacontact@gmail.com</p> <p>Export Council of Nepal (ECON) Bhagabatisthan, Thamel, Kathmandu Tel: +977 1 4441337 Email: info@nepalexport.org.np, econ.exportcouncil@gmail.com</p> <p>Department of Commerce Babarmahal, Kathmandu Tel: 4247912, 4247913 Email: info@doc.gov.np</p> <p>Natural Resource Investigation Laboratory Banaspati Marg, Thapathali Tel: 977-1-4268247;4266856 www.nprl.gov.np</p> <p>Department of Food Technology and Quality Control Babarmahal, Kathmandu Tel: 01-4262739</p>

Step 8: Freight Forwarding

Where to go	Customs Offices: Mechi, Biratnagar, Birgunj, Siddharthanagar, Nepalgunj, Dhangadi and Kathmandu Airport (TIA)
Documents needed	All the documents mentioned in the previous steps

Documents received	<ul style="list-style-type: none"> • Customs Transit Declaration (CTD) • Road Consignment note • Handing Over certificate • Forwarders' Certificate of Receipt (FCR) • HBL/MBL • HAWB/MAWB
Mandatory	Yes
Fees	Export tariffs are not levied; however, custom service charge ranges from minimum NPR 130 to NPR 565. Other costs depend on the nature of goods and quantity of goods.
Processing time	If Air or air/sea: 2 days. If by land: 11 to 18 days
Contact info	<p>Tatopani Customs Office Tatopani VDC Ward No. 3, Liping, Sindhupalchowk Tel : 011-480131 Fax: 011-480134 E-mail: tatopani@customs.gov.np</p> <p>Rasuwa Customs Office Timure -4, Rasuwa Tel : 977-10-670182 E-mail: rasuwa@customs.gov.np</p> <p>Birgunj Customs Office Birgunj Sub-Metropolitan Ward no. 19, Inarwa Tel : 977-51-51-522920, 522220 E-mail: birgunj@customs.gov.np</p> <p>Tribhuvan International Airport Kathmandu Metropolitan Ward no. 35, Gaucharan Tel : 977-1-14470382 E-mail: tia@customs.gov.np</p> <p>Biratnagar Customs Office Biratnagar Sub-Metropolitan Ward No. 21, Rani, Morang Tel : 977-21-520843</p> <p>Bhairahawa Customs Office Sidharthanagar Municipality ward no. 1, Belahiya, Rupandehi Tel : 977-71-418003 E-mail: bhairahawa@customs.gov.np</p> <p>Nepalgunj Office Jaisapur VDC Ward No. 7, Banke Tel : 977-81-520289, 520379 E-mail: nepalgunj@customs.gov.np, npj_cus@ntc.net.np</p>
Submit prepared documents along with the cargoes to the customs office directly or through a forwarding agent and make payments of export service charge after the cargoes are inspected and cleared. Mostly, exporters clear their cargoes from Mechi, Biratnagar, Birgunj, Siddharthanagar, Nepalgunj, Dhangadi, and Kathmandu Airport (TIA) for exports to countries other than India.	

Step 9: Make Transport Agreement and Intimate Importer

Where to go	Freight Forwarder or Forwarding Agency with the help of transporting agencies
Documents needed	<ul style="list-style-type: none"> All documents mentioned in the previous steps
Documents received	<ul style="list-style-type: none"> Master Airway Bill (MAB) House-Airway Bill (HAB) Master Bill of Lading (MBL) MTD/ Bill of Lading B/L Road Consignment Note C/N Handing-over Certificate (FCR) Pre-alert message and scan relevant documents
Mandatory	Yes
Fees	Depends on the mode of transport and INCO terms.
Processing time	Depends on the mode of transport.
Contact info	<p>Nepal Freight Forwarders Association Narayanchowr, Naxal, Kathmandu 977-1-4419769 Email:neffa@mail.com.np, neffacontact@gmail.com</p> <p>Federation of Truck Transport Entrepreneurs Nayabato, Patan, Lalitpur Tel: 977-1-5184205</p> <p>Contact details of some freight forwarders are attached in Annex 1</p>
<p>In general, transport agreement is done with the help of transporting companies by freight forwarder or forwarding agency. The Agency will handover Customs Declaration Form, COO, GSP Form 'A' and other documents to transporting or shipping agency who is to provide Airway Bill, Bill of Lading or Railway Receipt. An exporter should prepare and forward necessary documents to the importer as required by the business contract. Important things to note are the compliance with international transport rules like International Air Transport Association (IATA) rules for Air and there should be confirmation of export occurrence.</p>	

Step 10: Submit Document or Negotiation with Commercial Bank

Where to go	Your respective commercial bank
Documents needed	<ul style="list-style-type: none"> Customs Declaration Form (SAD) Invoice and Packing List GSP or COO AWB or B/L or R/R or C/N Bank negotiating forms All documents demanded by L/C
Documents received	Payment received
Mandatory	Yes
Fees	Bank fees and charges which is different but determined by Nepal Rastra Bank
Processing time	2 working days
Contact info	Your respective commercial bank
<p>Proof of export occurrence and meeting with the L/C requirements are essential. Hence, submit relevant documents to the bank for negotiation or final payment (to receive credited full payment to your bank account). Meet with the L/C clause with the buyer's bank or to comply with NRB regulation on Foreign currency and transaction with the respective commercial banks.</p>	

Other Miscellaneous Steps in Export of MAPs

Insurance

Activity or contact with supporting offices	Freight forwarder or sometimes exporters themselves
Documents required	Invoice, PAN/VAT registration of the exporter
Processing time	Half day
Fees	Approximately 0.5% of the invoiced value

Terminal and port operation

Activity or contact with supporting offices	Normally handled by clearing agents and freight forwarders and labour associated to their companies who have permit to enter the premises. Labelling and marking the airway bill numbers and sealing of containers in case of land movement.
Documents required	Single Administrative Document (SAD) form
Processing time	Few hours
Fees	Labour charge incurred NPR 100 per package to NPR 500 depending on the weight and volume of shipment. Minimum NPR 8,000 to NPR 12,000 as clearing agent fees
Important activity as this gives the tracking to consignment.	

Airlines and sealiners

Activity or contact with supporting offices	<ul style="list-style-type: none"> • Accepts the airway way bill and books the cargo in case of air • Issues the Bill of lading and books onward forwarding.
Documents required	<ul style="list-style-type: none"> • Airway bill • Manifest • House airway bill, if applicable • Documents that are attached for destination clearing like packing list, invoice, certificate of origin, and any special certificate needed at destination
Processing time	One day after clearing in case of air and at least 7 days in case of sea as this activity happens at Kolkata/Haldia with the involvement of Indian clearing agents
Fees	INR 8,000 to INR 12,000 (Terminal fees, Container Freight Station (CFS) fees, Bill of Lading and Airway bill fees)
<p>The rates depend on the volume of the goods if less than a container or on 20 or 40 foot containers. This sum needs to be remitted with permit from commercial bank through banking channel to clearing agent who pays on behalf of the exporter. In case of export via sea, the customs charges, shipping line charges, the port-related charges and export freight need to be paid through clearing agent at Kolkata and that sum must be remitted through banking channel with a pro-forma invoice and later submit final remittance details with proof of export document like bill of lading, SAD <i>et cetera</i>. Exporters give authority letter in the name of Kolkata customs for handling the shipment in case of sea shipment and to freight forwarder in case of air shipment.</p>	

Incentive claim

Activity or contact with supporting offices	Ministry of Commerce and Ministry of Finance
Documents required	<ul style="list-style-type: none"> • SAD • CO • Invoice
Processing time	Three months
Fees	INR 8,000 to INR 12,000 (Terminal fees, Container Freight Station (CFS) fees, Bill of Lading and Airway bill fees)
4% to limited products on a first come first serve basis	

Across the border for sea and road shipment

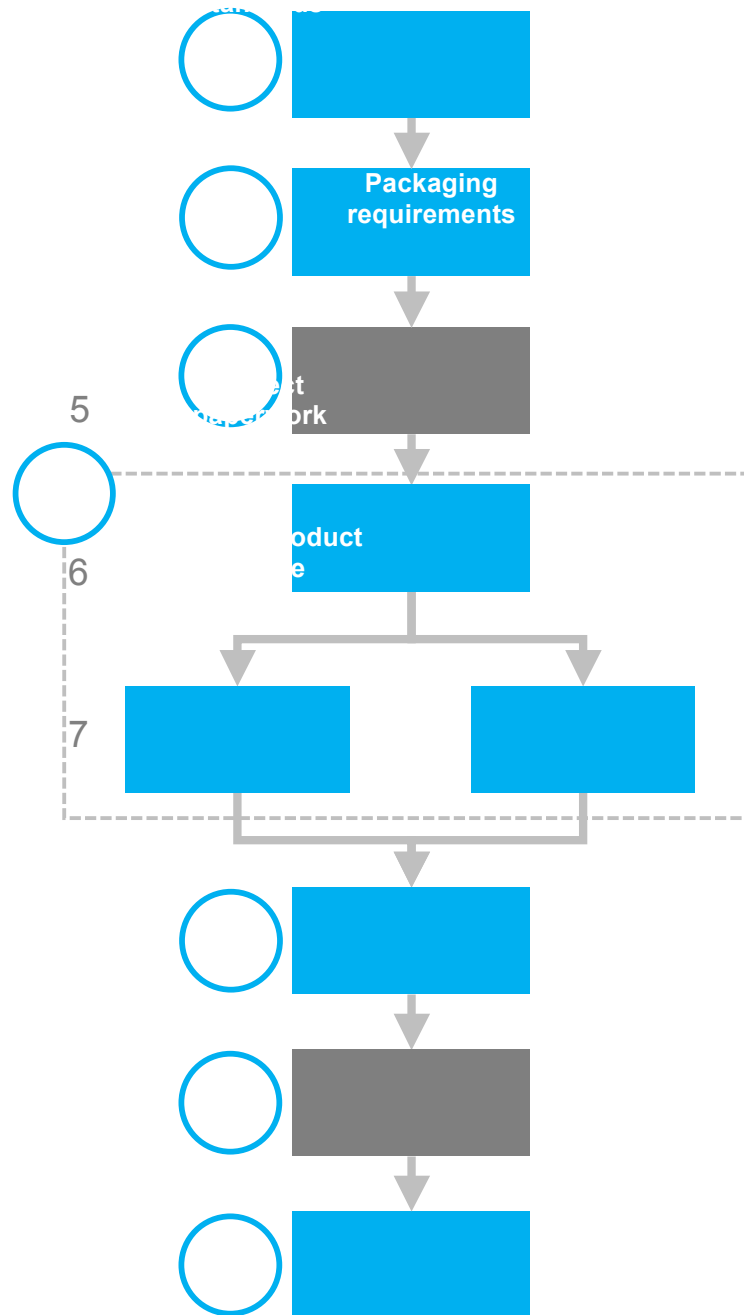
Activity or contact with supporting offices	Across border customs and service providers
Documents required	<ul style="list-style-type: none"> • CTD • Invoice • Packing list • Payment certificate (L/C or Advance payment) • Authority letter
Processing time	Few hours
Fees	Custom clearance fee, ranging from NPR 3,000 to NPR 10,000
Nepal – China regulation as per bilateral treaty	

CHAPTER 3 CHINA SPECIFIC REQUIREMENTS

3.1. Import Processes in China

The Chinese import process consists of 7 steps, most of which have to be completed before the product is shipped to China

Figure 5: Step-by-step import process in China



Source: Emerging Markets Consultants Laos

The following section will go into detail about the steps needed to meet the import requirements of China.

Step 1: Determine HS Code

Where to go	Online, such as e-to-china
Documents received	Chinese HS Code of product
SMEs have to understand what HS Code their product falls under to avoid problems at the border and to ensure the right tariff is applied. The SME should ensure they have the 8 digit HS code applicable to their product.	

Step 2: Register with Administration of Quality Supervision, Inspection and Quarantine (AQSIQ)

Where to go	Bureau of Import and Export Food Safety of AQSIQ, China's General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China
Documents needed	<ul style="list-style-type: none"> • Import permit for particular MAP product • Application form, which includes the following information: exporter and agent's name country, area, and address, contact name and telephone number, food category
Documents received	AQSIQ registration letter/certificate
Mandatory	Yes
Fees	USD 230 (every 3 years)
Processing time	2 weeks
Contact info	https://www.aqsiq.net/food-register.htm AQSIQ Register & Certification Process Service Phone: +86 (010) 8202 – 4319 #1802 No. 9-1 Madian East Road Haidian District Beijing
SMEs exporting agricultural products to China must register with AQSIQ. The formal process is unclear and difficult to do from outside the country without assistance. Due to this, the process can be performed from outside of China through 3 rd parties that facilitate the process, such as the website in the contact info.	

Step 3: Obtain Import License

Where to go	Ministry of Commerce of the People's Republic of China (MOFCOM) or regional representatives
Documents needed	<ul style="list-style-type: none"> • Business license / registration • Organization code certificate • Record registration form of foreign trade operators • Original and copy of customs declaration
Documents received	Import license
Mandatory	Yes if restricted product.
Fees	Free of charge
Processing time	Depends on certificate or license needed
Contact info	No.2 Dong Chang'an Avenue, Beijing China(100731) Tel: +86-10-53771360 / 1362 / 1359 Fax: +86-10-53771311
MAPs products need a Commodity Inspection & Quarantine Certificate for Import (this is on top of the AQSIQ after-inspection certificate). The SMEs should cooperate with the importer to confirm what certificates or licenses are needed.	

Step 4: Chinese Product Standards

4.1: Labelling Requirements

Where to go	China Inspection and Quarantine (CIQ)
Documents needed	Application Form for labelling verification. Information required includes: <ul style="list-style-type: none"> • Name and trademark of the product • Ingredients • Net weight and solid content • Name, address and telephone number of the manufacturer • Production date (year/month/date) and storage instructions • Packer / distributor (name and address) • Batch number • Country of origin • Quality guarantee and/or storage period (year/month/date) • Usage instructions • A brief explanation of the original English label in Chinese
Documents received	Approved label from CIQ
Mandatory	Yes
Fees	Unclear
Processing time	1 to 2 weeks
Contact info	General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China General Administration of Quality Supervision, Inspection and Quarantine No. 9, Madian East Road Haidian District Beijing 100088 People's Republic of China
<p>Officials from China Inspection and Quarantine (CIQ) are responsible for inspecting product labels at the port of entry. Labelling verification must be sought from CIQ. This takes one to two weeks. When going through this procedure, you should consider specifying in your contract with the importer or distributor that you retain 'ownership' of the label after approval.</p>	

4.2: Packaging Requirements

Where to go	China Inspection and Quarantine (CIQ)
Documents needed	None, just a packaging sample
Documents received	Approved packaging from CIQ
Mandatory	Yes
Fees	Unclear
Processing time	Occurs at the time of import
Contact info	General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China General Administration of Quality Supervision, Inspection and Quarantine No. 9, Madian East Road Haidian District Beijing 100088 People's Republic of China
<p>Packaging must conform to medical and safety regulations, which means that packaging must not be poisonous or dangerous. Wood packaging requires an IPPC mark or the product will be subject to further requirements. Packaging must also comply with the Excessive Packaging regulations. Under these regulations, packaging must:</p>	

- Be made from easily a single and separable material. Packaging made of recyclable material will be favoured
- Packaging should be functional and kept to a minimum
- Overlapping and complex packaging structures should be avoided
- Packaging should not be too costly

Step 5: Collect Required Paperwork

Where to go	Buyer, freight forwarder, and purchase-related documentation
Documents needed	<ul style="list-style-type: none"> • All relevant licenses (if applicable) • Customs declaration form • Bill of lading • Sales contracts • Commercial invoices • Packing lists • Certificate of origin • Proof of: <ol style="list-style-type: none"> 1. Goods name; 2. Preparation or preservation methods (bean, powder, etc. Roasted and decaffeinated) 3. Variety; 4. Producing area; (The following contents are only required by Shanghai Customs 5. Coffee variety (if necessary) 6. Brand
Mandatory	Yes
SMEs must collect the documentation required by the Chinese customs department when importing goods into China. Ensuring that all the documents have been collected will avoid delays in the shipment of goods.	

Step 6: Prepare Product Sample

Where to go	Occurs at customs checkpoint
Documents needed	N/A
Documents received	After-inspection certificate
Mandatory	Yes if applicable
Fees	N/A
Processing time	Depends on the product
Contact info	General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China General Administration of Quality Supervision, Inspection and Quarantine No. 9, Madian East Road Haidian District Beijing100088 People's Republic of China
At the time of importation, AQSIQ will inspect a sample of the shipment to ensure it complies with Chinese laws and standards, including labelling and packaging. Once the product is approved, an after-inspection certificate will be provided and the goods will be cleared for import. Ensuring that the packaging and other requirements are met ahead of time will ensure the shipment is not delayed.	

Step 7: Ship Goods and Pay Tax

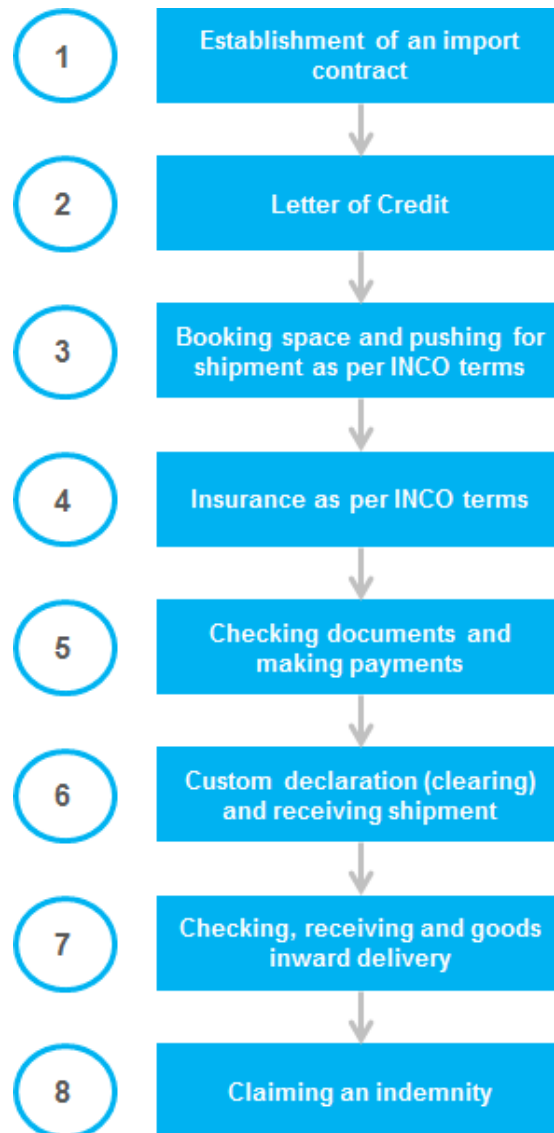
Where to go	Freight forwarder
Documents needed	All documents previously collected
Documents received	N/A
Mandatory	Yes
Fees	Depends on tariff rates
Processing time	N/A
Contact info	General Administration of Customs of the People's Republic of China No.6. Jianguomennei Avenue, Dongcheng District, Beijing, China

The last step in the import process is to ship the goods and pay tax. The SME should work closely with the freight forwarder to ensure that the shipment is cleared and the right taxes are paid, and lastly for the product to be released and sent to the buyer.

3.2. Import Procedures in China

Most of the import businesses in China are transacted in FOB price. Only a very small minority of the import commodities are transacted on CIF terms. The majority of means of payment are in letter of credit (L/C). Importing on FOB or CIF is not product-specific but depends on factors like volume and import location. The same applies with the mode of payment.

Figure 6 Import Procedures in China



Source: Author's research

The following section will go into detail about the steps needed to meet the import requirements of China.

Step 1: Establishment of a contract

Offer by a buyer and acceptance by the seller to supply goods for specified consideration is a Contract. Buyers and Sellers may be individuals or legal persons like companies and firms. Mostly a contract may incorporate compliance requirements in terms of regulatory regime of China.

Step 2: Letter of credit

Letter of Credit would incorporate the provision agreed under the Contract. If any clause in the L/C is not accepted the clauses needs to be amended accordingly through the bank of each party on mutual agreement

Step 3: Booking space and pushing for shipment

The buyers are responsible for booking the space with the nominated airlines or shipping liners or the trucking company if shipment is to be made under FOB terms. The moving of the shipment from exporters' warehouse must be aligned with the departure dates of the shipping lines, the airlines or the trucking companies.

Step 4: Insurance

If shipment is agreed under FOB and CFR terms, the importer does the insurance .The insurance is normally done through People's Insurance Company of China (PICC) facilitated by the Chinese National Foreign Trade Transportation Corporation.

Step 5: Checking documents and making payments

The Chinese bank checks the documents sent by the exporters through their bank after fulfilling all the document requirements mentioned in the letter of credit sent from the importers' bank. The same is checked by the bank in China prior to remitting the money. If documents are found wrong, the documents are sent back to the sending bank of exporter to make correction.

Step 6: Custom declaration (clearing) and receiving shipment

After releasing necessary documents from the importer's bank, the importer or its agent goes to the Customs to receive the consignment. Normally clearing agents and freight forwarders are used to clear the documents and receive the shipment on behalf of the importer.

Step 7: Checking, receiving and goods delivery

After the goods have been inspected by customs, the importer or its agent checks the goods. If all is in order, delivery is taken. However, if there is some discrepancy such as missing goods, damaged or short in quantity, the importing enterprise may claim an indemnity with proof from commodity inspection organization.

Step 8: Claiming an indemnity

This happens only if the exporter does not deliver the products, or cannot deliver on time or in quantity, or if the packing requirements as prescribed in the contract are not met.

The target of claiming for an indemnity depends on the exporters' compliance and economic loss incurred thereafter.

3.3. Requirements for Export to China

Additional China-specific requirements for export of products are listed in the tables below:

Table 7 Procedure-specific document requirements for exporters in Nepal

S.N.	Activity	Remarks
1	Invoice with right HS code	Needed for customs at destination
2	Packing list with weight breakdown of each unit of packing	Needed for customs inspection as well as for consignee at destination
3	Certificate of origin (specific to China)	Certified that the product is of Nepalese origin, needed by Customs at destination
4	Special documents like quality certificate, Phytosanitary certificate or export permit/MSDS	For custom clearance at destination and Carrier.
5	Correct packing and labeling	For determining commodity specific mode of transportation and for consumers' right to information
6	Foreign exchange declaration form from Nepal Rastra Bank (NRB)	To be filled by the exporter and submitted to his/her bank
7	Authorization for transportation	Needed if the goods have to be moved from one province to another
8	Customs transit declaration	To be obtained by the exporter while filing for customs clearance at Nepal's customs
9	Customs clearance	To be obtained by the exporter after Nepal customs clears consignment for export
10	AWB or Bill of Lading	Needed for import clearing
11	Receipt of Letter of Credit	Obtained by exporter's bank for payment purposes
12	Receipt of payment	To be made by importer in name of exporter

Table 8 Procedure-specific document requirements for importers in China

S.N.	Activity	Remarks
1	Import license	To be obtained by importer in China for importing the product from Nepal needed by customs.
2	Import Clearance	To be obtained by the importer after China customs clears consignment for import
3	Issuance of Letter of Credit	To be issued by importer's bank
4	Issuance of Payment	To be made by importer in name of exporter

3.4. Step-wise Procedure for Road-bound and Sea-bound Cargo

Table 9 Export by road: Stepwise procedure for road-bound cargo

S.N.	Agency/Task	Activity	Remarks
1	Freight Forwarder	Prepare CO, GSP, SAD, Bank forms, Authority letters, arrange the special documents needed be it Department of Commerce or product based department, Ministry, Chamber, CTD etc.	The documents are based on Invoice and letter of credit or contract paper.
2	Clearing agent at border custom point	Confirm the arrival date of vessel, consignment by taking reference of the vessel particular or B/L	Authority letter from Exporter to handle the shipment.
3	Customs	Custom House Agent (CHA) collects details with concerned shipping agents, CTD preparation, L/C verification	Clearing agent license.
4	Terminal operator.	Receiving the goods, storing at the right place, making equipment for operations available <i>et cetera</i>	Check that equipment's are available
5	At the border	CHA checks and verifies documents, entry of SAD information at ASYCUDA world, contact custom appraisal, inspect the documents and goods, arrange transporting at containers or trucks, complete customs formalities, fix transport rates with freight forwarders, dispatch goods and documents have fixed mode and means of transport to fixed CHA at Kolkata and send sealed CTD after getting it stamped from Indian customs	Check Truck or train availability and necessary booking status.
6	At transit point Kolkata	Obtain documents from exporter, send documents to border customs to clearing agent, check and verify goods if fit for transport, arrange labor for loading, dispatch goods	Clearing agent nominated by exporter. Be careful and fix their activity and cost in advance.
7	When goods reach to CFS	Arrange for loading of goods and move to port, issue B/L as per received draft from Nepalese freight forwarder, take delivery of B/L and dispatch freight forwarder along with other documents	Clearing agent does this activity. Know when it is transferred and the cost involved.
8	Transport and transit	Prepares documents as required by L/C or consignee and hands over to exporter for negotiation, advice on routine, transit points, transit time along with ETD and ETA at destination	Handled by freight forwarder at Nepal
9	Dispatch	Dispatch the documents to enable custom clearance at destination,	Handled by freight forwarder at Nepal

		stamp CTD and send back to Indian border customs as proof of export from transit point in Kolkata/Haldia	
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Table 10 Export by air: Stepwise procedure for air-bound cargo

S.N.	Agency/Task	Activity	Remarks
1	Freight Forwarder	Obtain documents from exporter, Prepare CO, GSP, SAD, Bank forms, Authority letters, arrange the special documents needed, Send documents to airport customs to clearing agent, Check the goods if fit for transport, labeling and marking, Arrange labor for loading and dispatch goods by right means to airport	Inform on the volume and weight so that the right vehicle, labors and advance booking with airlines is done.
2	Clearing agent at Airport customs.	Confirm the arrival date of vessel, consignment by taking reference of the vessel particular or B/L	Nominated by Freight forwarder
3	Customs	CHA collects details with concerned shipping agents, CTD preparation, L/C verification, clears the goods, packs the goods and store at warehouse	Authenticates the product and documents
4	Preparation for transport	Book with airlines, mark the way bills as per airlines specific requirements, issue HAWB if necessary for consolidation, palletized or load at aircraft	Handled by freight forwarders
5	Transport	Give the transport documents and other documents stamped by customs for negotiation. Trace and track the good and inform shipper and consignee, Arrange dispatch of documents for enabling smooth clearance at destination.	Freight forwarder may arrange on ward movement at destination to respective store or warehouse

CHAPTER 4 ASSISTANCE FOR EXPORTERS

Organisations interested in exporting MAPs products from Nepal to China can reach out to the following organisations for support.

Name of Office or Organisation	Telephone Number/ Email	Address	Why this activity?	Remarks
Company Registration	977-1-4259948 (Registrar-PA) 4267256/4215077 (Admin) 4263090 (IT Helpdesk)4248276(Account) Fax: 977-1-4259961 Email: info@ocr.gov.np Technical Support Email:support@ocr.gov.np	Government of Nepal Ministry of Industry Office of the Company Registrar, Tripureshwor, Kathmandu, Nepal	Mandatory requirement of nation for registration and monitoring	Mandatory rule and regulation and reporting on the years' activity. Registration as per national Laws and Rules
Tax VAT Office	4415802 4410340 4415967 4415969 4415802 4410340 4415967 4415969 Fax: 977-1-4411788 Email: mail@ird.gov.n	Inland Revenue Department, Lazimpat, Kathmandu Large Taxpayers Office, Hariharbhawan, Lalitpur Taxpayer Service Office, Putalisadak, Kathmandu Taxpayer Service Office, Mahargunj, Kathmandu	Required for clearance permit as per national law	Payment of taxes, reporting and auditing
Trade and Export Promotion Centre (TEPC)	Tel: 977-1-5525898/5532642 Fax: 977-1-5525464 Email: info@tepc.gov.np	Trade and Export Promotion Centre, Pulchowk, Lalitpur, P.O. Box 825, Kathmandu, Nepal	Data, regulation, permits in case of fair participation etc. GSP certificate of origin etc.,	Data, information, training, research and participation to fairs as well as all issues and problems related to exports.
Trade and Export Promotion Centre (Eastern Regional)	Tel: 977-21-522054 Fax: 977-21-526350 Email: tpcbrt@wlink.com.np	Eastern Regional Office Sanihaat Ward No. 2 Main Road P.O.Box: 14, Biratnagar		
Export Council of Nepal (ECON)	Tel: +977 1 4441337 Fax: +977-1-4412251 Email: info@nepalexport.org.np	Export Council of Nepal, P.O. Box 13943	Knowledge, support, information, training,	

	econ.exportcouncil@gmail.com	Bhagabatisthan, Thamel, Kathmandu, Nepal.	lobbying with government	
Department of Customs	Tel : 01-4259861 Fax: 4259808 E-mail: csd@customs.gov.np	Department of Customs, Tripireshwor, Kathmandu	EXIM registration	Special permits and valuation and quality confirmation at times.
Department of Cottage and Small Industries	Phone No.: 977-1-4259842, 4259846, 4259855, 4259875 Fax No.: 977-1-4259747 Email: info@dcsi.gov.np	Tripureshwor, Kathmandu. P.O. Box 10701	Agro-forests Commerce permits, permit for transit clearance and customs points	Permits and issues related to the product
Department of Industry	Tel: 4261101 Fax: 977-1-4261112 Email: info@doin.gov.np	Tripureshwor, Kathmandu		
Department of Commerce	Tel: 4247912, 4247913 Fax: 977-1-4249603 Email: info@doc.gov.np Website: www.doc.gov.np	Babarmahal, Kathmandu		
Ministry of Finance	977-1-4211338 Email: moev@mof.gov.np	Singha Durbar, Kathmandu, Nepal		
Ministry of Industry	Phone : +977-1-4211579 Fax : +977-1-4211619 Email : info@moi.gov.np	Singha Durbar, Kathmandu, Nepal		
Ministry of Commerce and Supplies	Tel: 4211446 Fax: 977-1-4211167 <i>Email</i> Administration section: info@mocs.gov.np Planning and information section: planning@mocs.gov.np Market monitoring, supply management and corporation section: supplies@mocs.gov.np Export promotion and international trade section: trade@mocs.gov.np Foreign aid mobilisation and WTO commitment section: wto@mocs.gov.np Financial administration section: finadm@mocs.gov.np Website: www.mocs.gov.np	Singha Durbar, Kathmandu, Nepal	Policies, regulation and acts.	Permits and issues related to the product
Ministry of Forest and Soil Conservation	Tel: 977-1-4211567 Fax: 977-1-4211868 Email: info@mofsc.gov.np webmaster@mofsc.gov.np Website: www.mofsc.gov.np	Singha Durbar, Kathmandu, Nepal		
Ministry of Agriculture and Cooperatives	Tel: 977-1-4211706, 4211950, 4211898 Fax: 977-1- 4211935, 4211839 Email: memoac@moac.gov.np	Singha Durbar, Kathmandu, Nepal		

	Website: www.moac.gov.np			
Ministry of Foreign Affairs	+977-1-4200182/83/184/185 Fax: 977-1-4200061/056/160 Toll Free No: 1660-01-00186 E-mail: info@mofa.gov.np	Singha Durbar, Kathmandu, Nepal	In case of issues at transit points	Addressing issues related to third country movement via transit country
Nepal Rastra Bank	977-1-4410158, 4410201, 4411250, 4419804, 4419805, 4419807 Fax: 977 1 4410159	Nepal Rastra Bank Central Office Baluwatar Kathmandu, Nepal P. O. Box 73	Foreign currency issues and deficit issues on payment and remittance, incentives	Compliance with Nations foreign regulation and reporting on foreign transections
Commercial Banks				
RastriyaBanijya Bank	977-1-4230589, 4230594 4223794,4220138,4233043 mbo@rbb.com.np	Bishal Bazar, New Road, Kathmandu	Letter of credit, payment and negotiation	
Agriculture Development Bank	Email : info@adbl.gov.np Website : www.adbl.gov.np Tel : 977-1-4252359, 4262690, 4262596, 4263387 Fax : 977-1-4262676 / 4262616 / 4262929	Agricultural Development Bank Nepal Head Office, Ramshahapath, Kathmandu, Nepa		
Freight Forwarders				
Nepal Freight Forwarders Association	977-1-4419769 Fax: 977-1-4423735 Email:neffa@mail.com.np, neffacontact@gmail.com	P.O. Box: 20283, Narayanchowr, Naxal, Kathmandu, Nepal	Over all handling of goods, packing, haulage, clearance and forwarding and constant follow up	
Association of Custom Agent Service	Phone: 977-1-4266356 Fax: 977-01-4700912	Sinamangal, kathmandu, Nepal	Custom Clearance	Needed as per customs regulation
Customs Agent Federation of Nepal	+977-1-4481143, Email: fcanoffice@gmail.com	P O Box 12333, Sinamangal Kathmandu, Nepal		
Birgunj Customs Agent Association	Phone: 977-51-524798 Fax: 977-51-520739	Custom Area, Birgunj, Nepal		
Customs Department	Tel : 977-1-4259861 Fax: 4259808 E-mail: csd@customs.gov.np	Department of Customs Tripureshwor, Kathmandu	Regulations on export procedures and special permit needed by exit point customs office. Addressing	To take permit approval on valuation or other issues on special compliance needed by point of export customs.

			issues related to across the border customs and at transit point	
Customs Points				
Tatopani	Tel : 011-480131 Fax: 011-480134 E-mail: tatopani@customs.gov.np	Tatopani Customs Office Tatopani -Liping, Sindhupalchowk	Custom clearing and document endorsement for export, record	The point of authentication of weight, volume, exports and documents needed for export.
Rasuwa	Tel : 977-10-670182 994100064 994100065 E-mail: rasuwa@customs.gov.np	Rasuwa Customs Office Timure VDC Ward No. 4, Rasuwa		
Birgunj	Tel : 977-51-51-522920 522220 Fax: 051-528700 E-mail: birgunj@customs.gov.np brjcus@atcnet.com.np	Birgunj Office Birgunj sub- metropolitan ward no. 19, Inarwa		
TIA	Tel : 977-1-14470382 Fax: E-mail: tia@customs.gov.np	Kathmandu Metropolitan Ward no. 35, Gaucharan		
Biratnagar	Tel : 977-21-520843 435702 535834 436297	Biratnagar Customs Office Biratnagar Sub- Metropolitan Ward No. 21, Rani, Morang		
Bhairahawa	Tel : 977-71-418003 Fax: 977-71-418026 E-mail: bhairahawa@customs.gov.np	Bhairawa Office Sidhdarthanagar Municipality ward no. 1, Belahiya, Rupandehi		
Nepalgunj	Tel : 977-81-520289, 520379 Fax: 977-81-520276 E-mail: nepalgunj@customs.gov.np npj_cus@ntc.net.np	Nepalgunj Office Jaisapur -7, Banke		
Airlines				
Nepal Airlines	Tel No:+977-1-(4220757, 4248614, 4244055, 4248617) Fax: +977-1-4225348 Email: info@nac.com.np	Nepal Airlines Corporation Building, Kantipath Kathmandu, Nepal	Freight rates, delivery order, space availability, transit points, transit time, documents at point of destination etc.	Booking of cargo, compliance of international transport regulation and on information on destination requirements on the product.
China Southern	Website: http://global.csair.com/US/GB/Home Phone: 1-8446222993			
Himalaya Airlines	T: +977 1 4004000 F: +977 1 4004108	P.O. Box. 20299 Gairidhara -2,		

	E: info@himalaya-airlines.com Website: http://www.himalaya-airlines.com/home	Kathmandu, Nepal		
Commodity associations				
Jadibuti Association of Nepal (JABAN)	Tel: 977-81-524884, 523239 Email: jaban@wlink.com.np	Old D.S.P Road, Nepalgunj-6, Banke	For lobbying on problems, knowing the present conditions and facilities, training on capacity building etc.	Addressing issues related to exports and other issues of trade in general.
Nepal Herbs & Herbal Product Association (NEHHPA)	Mobile: 977-9851087981 Phone: 977-1-4100207 Email: nehha1@gmail.com ; nehha2@gmail.com	Shahid Shukra FNCCI Milan Marg Pachali, Teku, Kathmandu		
Transport associations				
Federation of Truck Transport Entrepreneurs	911-1-5184205	Nayabato, Patan, Lalitpur, Nepal	For rates, road conditions, transport arrangements for raw material movement	To know the rates and permits of weight and availability of transport vehicles.
FNCCI	977-1-4262260, 4262245 Fax: 977-1-4261671 Email: aec-fncci@mos.com.np	Agro Enterprise Centre FNCCI Building, Teku, Kathmandu P.O.Box : 7651	Data, information, problem ,issues, policies, CO	The umbrella organization of Private business sector.
Nepal Chamber of Commerce	977-1-4230947 Email: chamber@wlink.com.np , info@nepalchamber.org	Kantipath, Kathmandu Nepal	For certificate of origin, policies and issue addressing	The district based organization of traders.
Department of Transport Management	Phone : 01-4474921 Fax : 01-4474922 Email: info@dotm.gov.np Website: www.dotm.gov.np	Minbhawan, Kathmandu, Nepal	For road conditions, rates per truck ,road permit etc.	Government department that help address information on road and transport.
Nepal Transit and Warehousing Company Limited (NTWCL)	Tel: 4221551, 4221807 Fax: 977-1-4224615	Nepal Transit and Warehousing Company Limited Maitidevi, Kathmandu P.O.Box: 1194	Warehousing and storage facilities	The government organization looking after warehousing and government transit movements.
Nepal Bankers' Associations	Phone: 4101542 / 4101543 Fax: 4101540 Email: nba@nepalbankers.com.np	Nepal Bankers' Association 2nd Floor, Central Business Park Thapathali, Kathmandu – 11	Address problems related to banking and NRB compliance issues on foreign currency.	Finance and negotiation of documents

District offices				
District Administration Office, Kathmandu	977-1-4262478, 4248985 Email: daokathmandu@moha.gov.np	District Administration Office, Babarmahal, Kathmandu	For permit to move goods under security or in case of movement of raw material or finished goods.	Special permits and coordination on issues related to the district like the raw material movement etc.
District Administration Office, Parsa	977-51-522110, 522450, 533926 Email: cdoparsa@moha.gov.np cdoparsa@gmail.com	District Administration Office, Birgunj, Parsa		
District Administration Office, Rasuwa	977-10-540131, 540132 Email: rasuwadao@gmail.com	District Administration Office, Rasuwa		
National Productivity & Economic Development Centre Ltd. (NPEDC)	Tel: 4350522, Fax: 977-1-4350530 Email: npedc@wlink.com.np	Balaju Industrial District Balaju, Kathmandu P.O.Box: 1318	Permit for textile and visa. For CP and GP trainings and Annex quality compliance knowledge	Training and capacity building on product enhancement and quality compliance.
Police Stations				
Metropolitan Police Office, Kathmandu	977-1-4261360, 977-9851283012		In case of pilferages, accident etc.	FIR on illegal issues
District Police Office, Rasuwa	977-10-540199, 977-9851282801, 9851275555			
District Police Station, Parsa	977-51-522151, 977-9855090136, 9855075555			
District Police Office, Sunsari	977-25-560100, -25-560308, 977-9852090127			
District Police Office, Rupandehi	977-71-520199, 977-9857090622			
Insurance Companies				
Shikhar Insurance	977-1-4246101, 4246102, 4246107 Fax No.: 977-1-4246103 E-mail: shikharins@mos.com.np	Shikhar Biz Centre Fifth to Seventh Floor, Thapathali P.O. Box: 10692, Kathmandu, Nepal	Insure goods in transit	Insure the goods or transit movements and file claims.
Sagarmatha Insurance	Phone : +977-1-4412367 Fax : +977-1-4412378 Email : info@sagarmathainsurance.com.np Website : www.sagarmathainsurance.com.np	Sagarmatha Insurance Co. Ltd. BhagwatiMarg, Naxal, Kathmandu P.O.Box 12211, Kathmandu, Nepal		
Everest Insurance	Tel : 977-1 – 4444717, 4444718, 4445088, 4445090,	EVEREST INSURANCE		

	4445091, 4445092, 4444648, 4444649, 4444651, 4444652 Fax : 977-1-4444366 E-mail : info@eic.com.np	COMPANY LTD. Hattisar, P. O. Box 10675, Kathmandu, Nepal		
Consulate General of Nepal (CGN)	+91 33 2456 1224 Fax: +91 33 2456 1410 Ms. Sita Basnet, Consul Land line no. : 2456 1224/1103 extrn. 203 (O) Mobile No. Email: nepalconsulate@gmail.com cgnkolkata@mofa.gov.np sita.basnet@mofa.gov.np	1, National Library Avenue, Alipore, Kolkata – 700 027, West Bengal, India	In case of sea shipment for necessary permits	Transit documentation for exports and imports at Kolkata/Haldia
Central Bureau of Statistics (CBS)	01-4245946 01-4245947 info@cbs.gov.np	Thapathali, Kathmandu, Nepal	Statistics and information	Government office for collection, processing, analysis, publication and dissemination of data
The Association of Cold Storage of Nepal	977-1-5546162, 9852020093, 9851065505 Email:badri_t@hotmail.com	Dillibazar, Kathmandu	For storage of specific products	

CHAPTER 5 ANNEX

5.1. Related Laws and Regulations

[Private Firm Registration Act 1958](#)

[The Companies Act 2006](#)

[Income Tax Act, 2058](#)

[Export and Import Control Act, 2013](#)

[Customs Act, 2064](#)

[Foreign Exchange Act, 2019](#)

[Industrial Enterprises Act, 2049](#)

[National Parks and Wildlife Conservation Act 1973](#)

[Forest Act 1993](#)

[Plant Protection Act 2007](#)

[Treaty of Transit between Nepal and India](#)

[Customs Act 1962 \(Government of India\)](#)

[Customs Manual 2013 \(Government of India\)](#)

[Calcutta Port Act 1890](#)

[Food Safety Law of People's Republic of China](#)

[Law of P.R.C on the Entry and Exit Animal and Plant Quarantine](#)

[Law of the P.R.C on Import and Export Commodity Inspection](#)

[Regulation on the Implementation of Food Safety Law of the People's Republic of China](#)

[Regulation for the Implementation of the Law of the People's Republic of China on the Entry and Exit Animal and Plant Quarantine](#)

[Regulation for the Implementation of the Law of the People's Republic of China concerning Import and Export Commodity Inspection](#)

[Food Act, 2023 \(1967\)](#)

[Food Rules, 2027 \(1970\)](#)

[Plant Protection Act, 2064 \(2007\)](#)

[Plant Protection Rules, 2066 \(2010\)](#)

[The Pesticides Act, 2048 \(1991\)](#)

[Pesticide Rules, 2050 \(1994\)](#)

Document Specimen

1. Company registration certificate
2. Personal Account Number (PAN) certificate
3. Value Added Tax (VAT) certificate
4. Tax certificate
5. Pro-forma invoice
6. Final Invoice (2)
7. Letter of Credit (L/C) or Advance Payment Certificate(2)

8. Certificate of origin
9. Phytosanitary certificate
10. Packing list with weight breakdown of each unit of package
11. Letter of Authority to the Forwarding Agency addressing to the Customs office and the Clearing Agent at Kolkata.(2)
12. Customs Declaration Form (SAD)
13. Insurance Policy
14. Transport documents like Master Airway Bill (MAWB)
15. House Airway Bill (HAWB) (air)
16. Master Bill of Landing (MBL)/HBL(sea) (2)
17. Road consignment note
18. Custom Transit Declaration
19. MSDS

5.2. Contact Details of Selected Freight Forwarders

Name	Contact Details
Aryan Air Freight Pvt Ltd.	Mr. Rajendra Kumar Paudel Address: Thamel, Kathmandu Phone: 00977-1-4255160,4215839 Mobile phone: 00977-9851180996 Email: aryanairfreight@gmail.com, rpauldel@live.com
Atlas De Cargo Pvt Ltd.	Mr. Ajay Gupta Address: Bhatbhateni, Kathmandu Phone: 00977-1-4445666 Email: mgr.ktm@atlasdecargo.com, atlas@mos.com.np, acc.ktm@atlasdecargo.com
Bridges of Travel Pvt Ltd.	Mr. Sanjeev Aryal Address: Omnagar, Sinamangal, Kathmandu Phone: 00977-1-4111157, 4111283 Mobile phone: 00977-9851066574 Email: operation@bridges.com.np
Cargo Packers & Movers International Pvt Ltd.	Mr. Anil Shrestha Address: Manbhawan-20, Lalitpur Phone: 00977-1-5547060, 5547314 Mobile phone: 00977-9851025863 Email: cargopackers@gmail.com, cpmintl@wlink.com.np
Cargo World Pvt Ltd.	Mr. G. B. Raya Address: Durbarmarg, Kathmandu Phone: 00977-1-4252055, 4248651 Mobile phone: 00977-9851050378 Email: info@cargowpl.com, admin@cargowpl.com
Citizens Freight Pvt Ltd.	Mr. Sita Adhikari Address: Bhagwanbahal, Thamel Phone: 00977-1-4441875, 4443844 Mobile phone: 00977-9841722200 Email: cflogisticnepal@gmail.com
Creative Cargo Care Pvt Ltd.	Mr. Gangaram Pudasaini Phone: 00977-1-4251474, 4251363 Mobile phone: 00977-9851035041 Address: Chaksibari, Thamel, Kathmandu Email: creativecgo@wlink.com.np, creativecgo@yahoo.com
Das World Wide Freight	Mr. Naresh Das

International	Address: Thamel, Kathmandu Phone: 0977-1-4417263 Mobile phone: 00977-9851021433 Email: dascargo@daswwfi.org.np, naresh@daswwfi.org.np
Delta Cargo Pvt Ltd.	Mr. Sahadev Banjara Bhagwanbahal, Thamel, Kathmandu Phone: 00977-1-4413903, 4413904 Mobile phone: 00977-9851030220 Email: deltacargo@ntc.net.np
Dynamic Freight Pvt Ltd.	Mr. Madhusudan Acharya Address: Maitighar Mandala, Kathmandu Phone: 00977-1-4232800, 4216710 Mobile phone: 00977-9851024500 Email: madhu@dynamic.com.np, freight@dynamic.com.np
Everest De Cargo	Mr. Rabindra M. Singh Address: Kamaladi Complex, Kamaladi, Kathmandu Phone: 00977-1-4249263 Mobile phone: 00977-9851020672 Email: account@ets.com.np, finance@ets.com.np
Flash Freight Logistics Pvt Ltd.	Mr. Thomas Murray Address: Pulchowk, Lalitpur Phone: 00977-1-5010540 Mobile phone: 00977-9851023657 Email: info@flashfreight.com, thomas@flashfreight.com
Global Link Logistics Pvt Ltd.	Mr. Rajan Kr. Joshi Address: Thamel, Kathmandu Phone: 00977-1-4701092, 4701106 Mobile phone: 00977-9851049713 Email: info@globallink.com.np
Image Air & Sea Freight Pvt Ltd.	Mr. R. L. Shrestha Address: Naxal, Kathmandu Phone: 00977-1-4434559, 4414249 Mobile: 00977-9851022050 Email: imagefrt@info.com.np
Inter Continental Logistics Pvt Ltd.	Mr. Kumar Dahal Address: Bhagwanbahal, Thamel, Kathmandu Phone: 00977-1-4410901, 4412601 Mobile: 00977-9851023258 Email: kumar@iclnepal.com, info@iclnepal.com
Interstate Multi-Modal Transport Pvt Ltd.	Mr. R.B. Rauniar Address: Soltimode, Kalimati, Kathmandu Phone: 00977-1-4271473, 4271987 Mobile: 00977-9851020313 Email: rbrauniar@gmail.com, rauniar@mos.com.np
Jet Express Tours & World Transportation Pvt Ltd.	Mr. Sapan Dev Address: Kamaladi, Kathmandu Phone: 00977-1-4218602, 4218601 Mobile: 00977-9851021167 Email: jetnepal@mail.com.np, maritime@mos.com.np
Kantipur Freight Pvt Ltd.	Mr. Sujan K. Naupane Address: Kwabahal, Thamel, Kathmandu Phone: 00977-1-4232416, 4268491 Mobile phone: 00977-9851094589 Email: cargokantipur@gmail.com, cargokantipur@wlink.com.np
Kumari Air Freight Pvt Ltd.	Mr. Pramod Pandey

	Address: Jyatha, Thamel, Kathmandu Phone: 00977-1-4256465, 4227691 Mobile phone: 00977-9851027534 Email: kumari@freight.wlink.com.np, pramodpanday144@gmail.com
Legend Cargo Pvt Ltd.	Mr. Manoj Adhikari Address: Tridevii Marg, Thamel, Kathmandu Phone: 00977-1-4423554, 4423399 Mobile phone: 00977-9851020077 Email: rajkumar@legendcargo.com, legend@legendcargo.com
Lumbini Air Freight Pvt Ltd.	Mr. Hari B. Shrestha Address: Thamel, Kathmandu Phone: 00977-1-4258908, 4262522 Mobile phone: 00977-9851042206 Email: laf@mail.com.np
MSI Logistics Nepal Pvt Ltd.	Mr. Sanjeev Aryal Address: Omnagar, Sinamangal, Kathmandu Phone: 00977-1-4111157, 4111276 Mobile phone: 00977-9851066574 Email: mercury@mercury.wlink.com.np
Mass Global Freight Pvt Ltd.	Mr. Deepak Man Pradhan Address: Nayabazar, Khusibu, Kathmandu Phone: 00977-1-4356840 Mobile phone: 00977-9851077777 Email: hari@massglobal.com.np, massnepalktm@wlink.com.np
Mount Pumori Air Cargo Pvt Ltd.	Mr. Ramesh Kshetri Address: Thamel, Kathmandu Phone: 00977-1-4700839, 4700861 Mobile phone: 00977-9851023976 Email: mtpumori@mos.com.np, cmtrade@wlink.com.np
Muktinath De Cargo Pvt Ltd.	Mrs. P. Dholkar Address: Thamel, Kathmandu Phone: 00977-1-4420568, 4412642 Mobile phone: 00977-9851073322 Email: muktinat@ntc.net.np
Namaste Travel Pvt Ltd.	Mr. Mahendra M. Shrestha Address: Hattisar, Kathmandu Phone: 00977-1-4440087, 4439945 Mobile phone: 00977-9851020491 Email: namaste@wlink.com.np, mahendra@ntnepal.com.np
Noble Logistics Nepal Pvt Ltd.	Mr. Naresh K. Agrawal Address: Kamaladi, Kathmandu Phone: 00977-1-4436447, 4437433 Mobile phone: 00977-9851022827 Email: info@noblefreight.com, noblektm@wlink.com.np
Orient International Freight Forwarding	Mr. Sudeep Shah Address: Tripureswor, Kathmandu Phone: 00977-1-4240990, 4227668 Mobile phone: 00977-9851020423 Email: orient@wlink.com.np, orientadmin@wlink.com.np
Oriental Cargo Services Pvt Ltd.	Mr. Padam P. Pokharel Address: Thamel, Kathmandu Phone: 00977-1-4247772, 4262314 Mobile phone: 00977-9851021401

	Email: orientalcargo@wlink.com.np, padam_pokharel@yahoo.com
Overseas Freight Pvt Ltd.	Mr. Balaram Banjara Address: Sinamangal, Kathmandu Phone: 00977-1-4483400, 4474873 Mobile phone: 00977-9851024707 Email: overseas@mos.com.np, bala.nepal@gmail.com
PFL Logistics Pvt Ltd.	Mr. Raju Acharya Address: Amrit Marg, Thamel, Kathmandu Phone: 00977-1-4266445 Mobile phone: 00977-9851053006 Email: info@pfllogistics.com
Quality Freight Service Pvt Ltd.	Mr. Rajan Sharma Address: Dillibazar, Kathmandu Phone: 00977-1-4430817, 4411961 Mobile phone: 00977-9851020211 Email: qfs@mail.com.np, rssharma760@gmail.com
Rising Star Cargo Pvt Ltd.	Mr. Hari Dhakal Address: Bhagwanbahal, Thamel, Kathmandu Phone: 00977-1-4435989, 4435585 Mobile phone: 00977-9851026885 Email: info@risingstarcargo.com, rising@mos.com.np
Shangri-La Freight Pvt Ltd.	Mr. Ashok M. Kapali Address: Bhagwanbahal, Thamel, Kathmandu Phone: 00977-1-4424456, 4410901 Mobile phone: 00977-9851022922 Email: sfl@wlink.com.np, ashok@ncell.blackberry.com
Silver Star Cargo Pvt Ltd.	Mr. Shyam Basnet Address: Galkopakha, Kathmandu Phone: 00977-1-4364173, 4364190 Mobile phone: 00977-9862794929 Email: cargo@silver.wlink.com.np
Starlight Express Pvt Ltd.	Mr. Sundar P. Dahal Address: Gairigaun, Tinkune, Kathmandu Phone: 00977-1-4465222, 4465298 Mobile phone: 00977-9851024827 Email: sundar.dahal@gmail.com, nepal@starlightexp.com
TashiDhorje Freight Pvt Ltd.	Mrs. Lhamu Shepa Maharjan Address: Kwabahal, Thamel, Kathmandu Phone: 00977-1-4225641, 4243803 Mobile phone: 00977-9841294504 Email: info@tashidorju.com.np, tashidorju@gmail.com
Top Line Worldwide Cargo Service Pvt Ltd.	Mr. Sunil Kumar Shrestha Address: Tridevi Marg, Thamel, Kathmandu Phone: 00977-1-4424144, 4419913 Mobile phone: 00977-9851024968 Email: info@toplinecargo.com.np
Trans Himalayan Express Pvt Ltd.	Mr. Uttam Bhattarai Address: Putalisadak, Kathmandu Phone: 00977-1-4435854 Mobile phone: 00977-9851020613 Email: bhattraigyanendra@yahoo.com, the@mos.com.np
Unique Freight International	Mr. Rajendra Shangraula

Pvt Ltd.	Address: Koteswor, Kathmandu Phone: 00977-1-4495007, 4498720 Mobile phone: 00977-9851026589 Email: ufi@ntc.net.np
United World Logistics Pvt Ltd.	Mr. Pradeep Karki Address: Babarmahal, Kathmandu Phone: 00977-1-4221222 Mobile phone: 00977-9851109057 Email: ranjan@uwnepal.com, uwlktm@wlink.com.np
World Freight International Pvt Ltd.	Mr. Prakash Singh Karki Address: Kamalpokhari, Kathmandu Phone: 00977-1-4410801, 4416433 Mobile phone: 00977-9851020493 Email: info@wfinepal.com
Zenith Nepal Cargo Service Pvt Ltd.	Mr. Hari Bahadur Karki Address: Thamel, Kathmandu Phone: 00977-1-4227512, 4228030 Mobile phone: 00977-9851022305 Email: zexim@wlink.com.np
Blue moon Logistics Pvt Ltd.	Mr. Ajaya Gupta Address: Bhatbhateni, Kathmandu Phone: 00977-1-4435234, 4425481 Fax: 00977-1-4441504 Email: infonepal@bluemoon-logistics.com
Bridge Logistics Pvt Ltd.	Mr. Yogeshwer Shrestha Address: New Baneswor, Kathmandu Phone: 00977-1-4780009 Mobile phone: 00977-9851041265 Email: yogesh.shrestha@bridgelogistix.com
Freight Systems Nepal Pvt Ltd.	Mr. Ashish Manandhar Address: Naxal, Kathmandu Phone: 00977-01-4438164 Mobile phone: 00977-9851025293 Email: aashish.npktm@freightsystems.com
Nepal Clearing Agency	Mr. Umesh Sharma Address: Birgunj Custom Area, Birgunj Phone: 977-051-527558 Mobile: 00977-9855020130 Email: nac_brj@yahoo.com
Skynet Worldwide Express Nepal Pvt Ltd.	Mr. Khem Raj Panta Address: New Baneswor, Kathmandu Phone: 00977-1-4780533, 4780761 Email: skynet@wlink.com.np, khem@info.com.np
Total Transport System Pvt Ltd.	Mr. Hari Shrestha Address: Gahana Pokhari, Kathmandu Phone: 00977-1-4416452 Mobile phone: 00977-9851081690 Email: hari.shrestha@nepal.cpworldindia.com,
Universal Tours and Travel Pvt Ltd.	Mr. Parasar Parsai Address: Heritage Plaza, Kamaladi, Kathmandu Phone: 977-1-4169048 Email: info@universaltravels.com.np