

## Export Management Guide

Step-by-step procedures to export  
carpets from Nepal to China



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## Acknowledgements

This guide was developed by ITC's National Consultant, Rajan Sharma, former President of Nepal Freight Forwarders Association. Shahid Bashir, International Consultant ITC, provided technical inputs and guidance to the national consultants under the supervision of ITC's headquarter based trade facilitation and project experts.

ITC would also like to acknowledge the contributions and support received from the Mr. Sharad Bikram Rana, Executive Director, Mr. Bimal Nepal, Director and Mr. Rajendra Singh, Deputy Director, Trade and Export Promotion Centre (TEPC) at the Ministry of Commerce in Nepal as well as all other public and private sector agencies that provided inputs to this guide.

The initiative is part of Enhancing Export Capacities of Asian Least Developed Countries (LDCs) for Intra-regional Trade, an ITC project supported by the Ministry of Commerce of the People's Republic of China. The goal of the project is to increase exports of small and medium-sized enterprises (SMEs) from six Asian LDCs – Afghanistan, Bangladesh, Cambodia, the Lao People's Democratic Republic, Myanmar and Nepal – to China. This way they can take advantage of Asia's largest and most dynamic import market as a stimulus to boost intraregional trade in target sectors.

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## Acronyms

APC	Advanced Payment Certificate
AQSIQ	Administration of Quality Supervision, Inspection and Quarantine (AQSIQ)
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
CO	Country of Origin
CoC	Chamber of Commerce
COO	Certificate of Origin
CRO	Company Registrar's Office
CRM	Customer Relationship Management
CSID	Cottage and Small Industries Department
CSIDB	Cottage and Small Industry Development Board
CTD	Customs Transit Declaration
CTEVT	Council for Technical Education and Vocational Training
DCD	Double Country Declaration
DoC	Department of Commerce
ECON	Export Council of Nepal
EU	European Union
FCA	Free Carrier
FCR	Forwarders' Certificate of Receipt
FHAN	Federation of Handicraft Association of 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
GAN	Garment Association of Nepal
GSP	Generalised System of Preference
HAWB	House Airway Bill
HBL	House Bill of Lading
HS Code	Harmonised System Code
IATA	International Air Transport Association

INCO	International Commerce
IRO	Inland Revenue Office
LCCI	Lalitpur Chamber of Commerce and Industries
IT	Information Technology
ITC	International Trade Centre
L/C	Letter of Credit
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
NTIS	National Trade Integration Strategy
NTM	Non-Tariff Measure
PAN	Permanent Account Number
REX	Registered Exporter
SAD	Single Administrative Document
SAWTEE	South Asia Watch on Trade, Economics and Environment
SME	Small and Medium Enterprise
TAR	Tibetan Autonomous Region
TEPC	Trade and Export Promotion Centre
TIA	Tribhuvan International Airport
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, NPR100-250 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 CARPETS SECTOR IN NEPAL

Carpet manufacturing gained momentum in Nepal in early 1980s, and within four decades, it has emerged as the biggest export product of the country. In 2015, woollen carpets from Nepal occupied 6.8 per cent share in the global market. The destination markets include all continents of the world with Europe having the largest share. In recent years, the Chinese market has also appeared as a prominent one for the export of woollen carpets. According to International Trade Centre (ITC), Nepal's carpet exports to China amounted to NPR 220.10 million in Fiscal Year (FY) 2016/17, which accounts for 12.94 per cent of Nepal's total exports to China during the same period (see Table 1 and Figure 1). The Tibetan Autonomous Region (TAR) of China imports considerable volume of carpets with traditional designs and colour not only to use on the floor but also on sofas, cars, *stupa* (Buddhist temple) and beds, among many others.

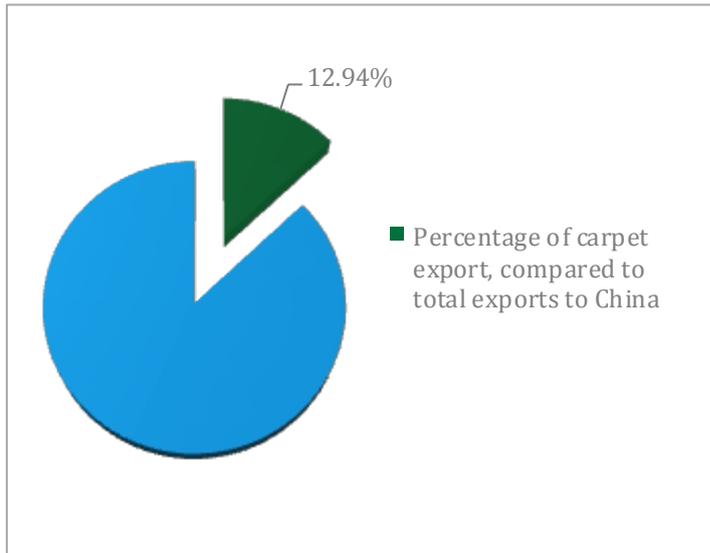
The Nepalese carpets contain a very high degree of hand processing and qualities ranging from 60 to 150 knots per square inch. The handmade woollen carpet of Nepal, due to its uniqueness in manufacturing, has not only established its position in niche markets of Europe and other developed countries of the world, but also shown good export tendency to China. Though China itself is a big producer and exporter of woollen carpets, the specialty in the making, design and the pattern of Nepalese hand-knotted products have opened the scope of its penetration into China, the world's most populous country having a large consumer base and one of the largest and most vibrant economies of the world. Such a big market can absorb a large volume of Nepalese carpets on a regular basis. Moreover, the Transit and Transport Agreement signed between Nepal and China in March 2016 (protocols are in the process of being finalized) provides an opportunity for Nepalese products, including carpets, to be exported to third countries beyond China via its land route.

Table 1 Hand-knotted woollen carpet exports to China (Mid-July 2016 to Mid-July 2017))

HS Code	Description	Quantity (in sq. metre)	Value ('000 NPR)	%Value of total exports to China
570110	Carpets and other textile floor coverings, of wool or fine animal hair, knotted, whether or not made-up	107,622	218,895	12.8
570190	Carpets and other textile floor coverings, of textile materials, knotted, whether or not made up (excluding those of wool or fine animal hair)	902	1028	0.06
570220	Floor coverings of coconut fibres "coir", woven, whether or not made-up	540	59	0.004
570410	Floor tiles, of felt, not tufted or flocked, with an area of <=0.3 sq. metre	12	16	0.0009
570490	Carpets and other floor coverings, of felt, not tufted or flocked, whether or not made up (excluding floor tiles with an area of <= 0.3 sq. meter)	125	102	0.0060
<b>Value of hand-knotted woollen carpet export, compared to total exports</b>			220,100	
<b>Nepal's total exports to China</b>			1,701,479	
<b>Percentage of hand-knotted woollen carpet export, compared to total exports</b>			12.9	

Source: Department of Customs

Figure 1 Hand-knotted Woollen Carpet Exports to China



Source: Department of Customs

In fact, the major market is the Tibetan belt, and not mainland China, both of which are very different to each other. Carpets are used in Tibet to cover sofas, both on the seats and the back-rest. Nepalese *Dahori (Jodi) carpet* (double carpet), for instance, is particularly in good demand, especially in Tibetan Autonomous Region of China due to its thickness and warmth. The types of products demanded in the rest of China are more or less similar to that of the European market. Nepalese carpets have even found their way into China via Germany. The German wholesalers were found to have been selling to Chinese retailers as well. This implies that if Nepal sells directly to China, the Nepalese carpets would be much more cost competitive.

The product was once one of the highest export items and foreign currency earners of the country. The recession in Europe and increase in cost of production due to increasingly higher labour and raw material costs caused a fall in export but in case of China, the Tibetan residents' interests in the product remain the same. According to Trade and Exporter Promotion Centre (TEPC), the carpet industry currently involves 243 exporters in Nepal as in FY 2016/17. In the past, carpets industry had provided employment to a sizeable number of people in the country. However, the skilled workers employed in this industry are leaving for the Gulf countries and other destinations in search of greener pastures. This may put the Nepalese carpet producers in a less competitive position. In this context, we need to keep in mind the labour-intensive nature of the product, and scarcity of labour within Nepal. Since Nepal has a good experience in carpet industry, provision of right wage to weavers could help retain some of the outbound migrant labourers in this industry.

Carpets industry already enjoys the support of the government and other agencies and remains the most valuable export from Nepal. Carpets is one of the 12 products and services identified by the Ministry of Commerce, Government of Nepal as having export potential in its Nepal Trade Integration Strategy (NTIS) 2016. It is the most important and leading export earner of the country. Carpets are exported via Kolkata (shipping), Rasuwa-Kerung (road) or air. The main route is Kerung for Tibetan carpets. Kolkata port is used for exporting to Guangzhou, Shanghai and Beijing. As most of Nepal's trade relations today are with the Tibetan region, the road is the best option here. Some businessmen had travelled to Shigatse carrying carpets in three trucks via Kerung after completing the requisite formalities outlined by Trade and Export Promotion Centre (TEPC). The trade fair at Shigatse takes place once every four years. The Chinese officials seek documents from Trade and Export Promotion Centre (TEPC) for carpets when traders want to visit exhibitions in China. The sources of information for exporters regarding buyers are mainly trade fairs or exhibitions.

The product is sold by Nepalese exporters for approximately USD 125 to USD 170 per square metre but is declared at customs for USD 20 per square metre. The transportation cost is very high by road and the payment is not done via letter of credit. Hence, it is risky for exporters as the majority of the export is done under undocumented contract on the basis of mutual trust. Although the system to finance the carpets business by financial institutions is considerably good, the implementation part is lacking. The two per cent incentive for foreign currency earners should be claimed within six months, which also does not seem adequate.

Many carpets businesses rely mainly on Nepalese cargo companies for export processing as working with Chinese companies is challenging because of the language barrier. A small misunderstanding could undermine the negotiating position. Likewise, the Nepalese exporters do not know the details about exporting to China as the task is handed over to cargo companies. Sometimes they ask the carpet dealers for the payment certificate; otherwise all documentation and procedures are handled by the cargo companies.

Box 1 Competitive Advantage of Nepalese Handmade Woollen Carpets

1. Strong brand image in international market
2. Uniqueness in manufacturing, design and pattern: Carpets of 150 knots per square metre are rarely produced elsewhere. In addition, the special spiritual designs of Buddhism with the right colour combination have a huge demand in Tibet.
3. Higher quality: Nepalese carpet made with the combination of 70 per cent New Zealand wool and 30 per cent Tibetan wool blend yarn is famous in international market.
4. Cost competitive human resources in Nepal, which also applies to the manufacturing of woollen carpet
5. Nepalese carpet can easily go through customized production, and there is no restriction on minimum order quantity (MOQ) as in machine made carpets, providing space and liberty for large quantity production.
6. Items like Allo (Girardinadiversifolio) and hemp are unique to Nepal, and thus carpets made of them can have niche market access.
7. The use of non-chemical dyes like natural dyes with raw materials found in Nepal and the traditional pot dyeing are appreciated internationally.

Nepalese carpets comply with quality standards and the non-tariff measures (NTMs) demanded by the trading partners. The producers have assured that harmful Azo-dyes are not used during the dyeing process of yarns. Standards are set for the import of raw materials; Environmental degradation is prohibited by the government through the mandatory requirement of neutralizing washing plants. Through the joint efforts of the government and the organisations including "Care & Fair" and "Good weave," child labour has been checked.

Preferential market access has been provided by the World Trade Organisation (WTO) to the products from Least Developed Countries (LDCs) like Nepal. Nepal enjoys zero-tariff access with China for Nepalese carpets products. Exporters from Nepal must make best use of it and increase the market access for its products including carpets. Besides, establishment of a collective trademark can ensure protection against any misuse of Nepalese brand name. The government should also arrange for quality testing and certification mechanisms to increase market access and overcome NTMs. Despite the challenges, there is a good deal of opportunity for further expansion of this product, both in manufacturing and export fronts.

The exporters in Nepal are faced with the following issues when exporting carpets to China:

- The import of goods in China is done through letter of credit. The carpets exporters face problems due to non-acceptance of export under letter of credit by Chinese buyers. The products sell in large quantity only in the Tibetan Autonomous Region of China and not in the mainland China where the procedures are very difficult to comply.
- The road transport is very costly. Movements via Kolkata to sea ports in China face difficulty of transport from port to final destination to Tibetan region due to hassle in customs clearance.
- The airlines have their own arrangements and do not entertain all freight forwarders to handle shipments. They favour nominated Chinese freight forwarders established in Nepal.

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 shipment timelines be it sea or air
  - Airlines delay
  - Shipping line delay
- Knowledge of documents needed at destination
- Bad contracts with intermediate service providers
- Liability of transport
- Shipping line and Customs House Agent (CHA) related problem and their liability and responsibility.
- Inspection and quality issues
- Dispute settlement

## CHAPTER 2 CASE STUDY

### Box 2 The Story of TseringTensen

TseringTensen is a new entrepreneur who had worked for 10 years as a supplier to a large company in Nepal which had been exporting carpets to China. While working for the company, he mastered the skills of monitoring quality and timely delivery of the products. This gave him the confidence to start his own company that would export hand-knotted woollen carpets to China.

The initial problem he faced was the lack of know-how on how he could become an exporter and how financial support could be garnered. At first, he consulted with Trade and Export Promotion Centre (TEPC) and with their guidance, he began his entrepreneurial journey. As guided by the Consultant of the TEPC, he sought financial assistance from a bank to arrange for raw materials keeping his existing stock as mortgage. TEPC further assisted him in connecting with the importers of China by providing their addresses and other information. Tsering sent the design of the carpets to the prospective importers and further, made a good explanation on the design, colour and quality.

One of the buyers from China, who was interested in the design, asked Tsering for a sample to be sent to China via courier for approval. Finally, a deal between Tsering and the Chinese importer was finalised under Free Carrier (FCA) terms.

Under the FCA terms, all risks until custom clearing in Nepal are covered by the exporter but transportation costs up to the border in China are covered by the importing party. The export price quoted by the exporter covers the raw material cost, labour cost, overhead expenses, export cost, packing and border clearing cost at the Nepalese side. The terms on quality, design, price, and delivery date are also mutually agreed between the buyer and the seller.

After signing the deal, the exporter looks for further suppliers and simultaneously engages in monitoring the manufacturing processes, including weaving, quality control and timely delivery. Once the carpets are ready, the exporter sends pro forma invoice and the importing bank issues the Letter of Credit (L/C) to the exporter bank under the FCA terms with 25 per cent advance and balance.

The exporter, with the help of a logistic service provider, arranges transportation and documents needed for compliance requirements of the exporting country. Upon receipt of the invoice, packing list and L/C, the service provider arranges the certificate of origin from the Federal of Nepalese Chamber of Commerce and Industry (FNCCI) and other documents such as authority letter that are required by the L/C. The goods are then sent to the border to its nominated clearing agent who prepares the SAD document and processes the custom clearing. Once the goods are cleared from the custom, the nominated transport company of the importing party in China takes the responsibility.

All documents along with the document that authenticates the handing over of goods to the Chinese counterpart are received by the logistic service provider who hands it over the exporter. Finally, the exporter goes to the bank and negotiates the document for payment. As a moral responsibility, the exporter tracks the goods to ensure that they have reached the warehouse of the importer. In the meantime, the importer in China complies by the Chinese regulations of customs, checks the quality and confirms the receipt of goods. The importer then instructs his bank to go ahead and remit the sum as the terms in the L/C have been met.

A single successful movement of goods gives much confidence to the new exporter like Tsering.

The experience shared by TseringTensen during his first shipment of goods is as follows:

- The goods remained in border for a long time.
- The goods were stopped by revenue related agencies several times en route to the Chinese border.
- The custom clearance took some time as the value decoration of his carpets was higher than the one by other exporters.
- The handling of goods across border took time due to non-arrangement of trucks by the importer's transport company.
- The banking experience was unsatisfactory as the banks did not want to take the responsibility of the documents prepared in compliance with the L/C terms. In addition, the bank fee was also high.
- The most difficult part was the registration of the export company which took about 7 days. Many documents and several recommendation letters were required for which he had to run from one office to another.
- The Export/Import (EXIM) code registration was also difficult as processing the bank guarantee and web registration required multiple visits to the Department of Customs.
- Registering at Tax office was not much difficult.
- Assistance from logistic service provider in documents, transport, custom clearance and follow-up of goods up to the buyer's warehouse was appreciated.
- On the part of the bank, the motivation that should be provided to encourage new exporters was very poor. The new exporter was not facilitated well during the L/C dealing process.
- Since the quantity was just about a truck load, the deal was not difficult. However, he wondered how smaller quantity or much larger quantities would be handled with regards to transporting and trans-loading goods across border.
- His experience was based on export by roadway. He wondered how export via air and sea would take place.

Mr. Tsering Tensen was asked if a step-by-step guide covering all modes and means of transportation would be helpful. He appreciated the idea as it would make the new entrepreneurs feel easy as well as encourage the existing exporters to diversify their export to China.

Source: Interview with Mr. Tsering Tensen by Mr. Rajan Sharma

## CHAPTER 3 STEP-BY-STEP EXPORT PROCEDURES FOR MAPs PRODUCTS

There are 9 overall steps that companies need to complete to export carpets to China:

Figure 2 Steps to export carpets 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

<b>Where to go</b>	<ul style="list-style-type: none"> <li>• Chamber of Commerce (COC) and Industry</li> <li>• Department of Commerce (DOC)</li> <li>• Cottage and Small Industries Department Board (CSIDB)</li> <li>• Department of Industries and Company Registrar's Office (CRO)</li> </ul>
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Citizenship Certificate</li> <li>• Photographs of owner, partner or board of directors</li> <li>• Recommendation letter from Chamber of Commerce and Industry</li> <li>• Partnership Agreement</li> <li>• Memorandum of Association</li> <li>• Articles of Association</li> <li>• Business Scheme or Plan</li> </ul>
<b>Documents received</b>	Company registration certificate
<b>Mandatory</b>	Yes
<b>Fees</b>	NPR 7,000 to NPR 20,000 depending on the size and activities of the proposed company
<b>Processing time</b>	Within seven working days
<b>Contact info</b>	Company Registrar's Office (CRO) Tel: 977-1-4259948 (Registrar-PA)/4267256/4215077/4263089(Admin) Email: <a href="mailto:info@ocr.gov.np">info@ocr.gov.np</a>
<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

<b>Where to go</b>	Inland Revenue Office (IRO)
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Citizenship Certificate</li> <li>• Photographs of owner, partner, board of directors</li> <li>• Recommendation letter from Chamber of Commerce and Industry</li> <li>• Partnership Agreement</li> <li>• Memorandum of Association</li> <li>• Articles of Association</li> <li>• Business Scheme or Plan</li> <li>• Company registration certificate</li> <li>• Introduction letters of business and persons involved</li> </ul>
<b>Documents received</b>	Permanent Account Number (PAN) and Value Added Tax (VAT) registration certificate
<b>Mandatory</b>	Yes
<b>Fees</b>	N/A
<b>Processing time</b>	3 working days
<b>Contact info</b>	Tax offices at different locations Tel: 977-1-4415802/4410340/4415967/4415969/4415802/4410340/4415967 Email: <a href="mailto:mail@ird.gov.np">mail@ird.gov.np</a>
<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

<b>Where to go</b>	<ul style="list-style-type: none"> <li>Commercial banks</li> <li>Your office</li> </ul>
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>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</li> <li>Copies of all registration certificates</li> </ul>
<b>Documents received</b>	Bank account number
<b>Mandatory</b>	Yes
<b>Fees</b>	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.
<b>Processing time</b>	Bank account can be opened in a single day. 10 working days for loan getting sanctioned
<b>Contact info</b>	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

<b>Where to go</b>	Department of Customs
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>Citizenship Certificate</li> <li>Photographs of owner, partner or board of directors</li> <li>Recommendation letter from Chamber of Commerce and Industry</li> <li>Partnership Agreement</li> <li>Memorandum of Association</li> <li>Articles of Association</li> <li>Business Scheme or Plan</li> <li>Company registration certificate</li> <li>Bank guarantee</li> <li>PAN, VAT and Company registration certificate</li> </ul>
<b>Documents received</b>	Import / Export Registration Letter
<b>Mandatory</b>	Yes
<b>Fees</b>	3 lakh NPR bank guarantee
<b>Processing time</b>	7 working days
<b>Contact info</b>	Department of Customs, Tripureshwor, Kathmandu Tel : 01-4259861 E-mail: <a href="mailto:csd@customs.gov.np">csd@customs.gov.np</a>
<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: Establish Relationship with Importers – Getting Ready for Exporting

<b>Where to go</b>	Collect information from Trade and Export Promotion Centre (TEPC), Chamber of Commerce, Central Carpet Industries Association, Nepal Carpet Exporters Association, diplomatic mission at home, etc. Search on
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	internet and refer trade directories to build an information system based on references and data collected.
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Consult previous export history and data and also assess your knowledge and capability about the particular product.</li> <li>• 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.</li> <li>• Analysis of rate of import growth, volume of imports and unit price paid for imports is suggested for selection of priority market/s.</li> <li>• Prepare pro-forma invoice and general terms and conditions of export.</li> </ul>
<b>Documents received</b>	Contract agreement
<b>Mandatory</b>	Yes
<b>Fees</b>	Registering into Carpet Exporters Association will require NPR 10,000 for registration and NPR 5,000 annual renewal fee Registration into Central Carpet Association will require life membership fee NPR 25,000 or NPR 2,000 per year
<b>Processing time</b>	One day for registering into product association but confirmation only after board meeting of the Association
<b>Contact info</b>	<p>Trade and Export Promotion Centre (TEPC) Pulchowk, Lalitpur Tel:977-1-5525898/5532642 Email: info@tepc.gov.np</p> <p>Central Carpet Industries Association Boudha, Kathmandu Tel:977-1-4486849 Email: info@nepalcarpet.org</p> <p>Nepal Carpet Exporters Association Sukedhara, Chahbahil Tel: 977-1-4373629 Email: ncea@info.com.np, nceanepal@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>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"> <li>• Identification and selection of products</li> <li>• Identification of the target markets for product/s and find customers in markets.</li> <li>• Prepare company and product profiles/brochures, details of offers with pro-forma invoice, and other promotional materials.</li> <li>• Establish contacts with the matching buyer and conclude the deals with prudent negotiation skills.</li> <li>• Prepare pro-forma invoice and general terms and conditions of export.</li> <li>• Send pro-forma invoice to buyer either to open a Letter of Credit (irrevocable) or to make advance payment through bank.</li> <li>• Arrange production or procurement of goods/services for export as per buyer's instructions and specifications.</li> </ul>	

## Step 6: Prepare Documents

<b>Where to go</b>	<ul style="list-style-type: none"> <li>• Commercial bank where you normally receive your L/C or Advance Payment</li> <li>• Trade and Export Promotion Centre (TEPC)</li> <li>• Local Chamber of Commerce</li> <li>• Federation of Nepalese Chamber of Commerce and Industries</li> <li>• Insurance company</li> <li>• Customs office (Nepal)</li> <li>• Freight forwarders</li> </ul>
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Commercial invoice</li> <li>• Photocopies of Business Registration Certificate and PAN registration certificate</li> <li>• Insurance policy from insurance company, if needed</li> <li>• Letter of Authority to the Forwarding Agency addressed to Customs Office for cargo handling and forwarding</li> <li>• Foreign Exchange Control Declaration Form (Yellow form) from Nepal Rastra Bank</li> <li>• Customs Declaration Form</li> <li>• Customs Transit Declaration Form</li> </ul>
<b>Documents received</b>	<ul style="list-style-type: none"> <li>• Letter of Credit (L/C) or Advance Payment Certificate (APC) from your bank</li> <li>• Certificate of Origin from Local Chamber of Commerce and Industry</li> <li>• Insurance policy from insurance company, if needed</li> <li>• Any special document needed for export to China from concerned authority</li> </ul>
<b>Mandatory</b>	Yes
<b>Fees</b>	0.12% of the value declared in invoice to Chamber of Commerce for Certificate of Origin and NPR 500 per invoice to FNCCI
<b>Processing time</b>	2-3 working days
<b>Contact info</b>	<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>Department of Customs Tripureshwor, Kathmandu Tel : 977-1-4259861 E-mail: csd@customs.gov.np</p> <p>Department of Commerce Babarmahal, Kathmandu Tel: 4247912, 4247913 Email: info@doc.gov.np</p> <p>Federation of Nepalese Chamber of Commerce and Industries (FNCCI) Agro Enterprise Centre, FNCCI Building, Teku, Kathmandu</p>

	<p>Tel: 977-1-4262260, 4262245 Email: aec-fncci@mos.com.np</p> <p>Nepal Freight Forwarders Association Narayanchowr, Naxal, Kathmandu Tel: 977-1-4419769 Email: neffa@mail.com.np, neffacontact@gmail.com</p> <p>Rastriya Beema Sansthan Ramshah Path, Kathmandu, Tel: 977-1-4262520</p>
<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.</p>	

## Step 7: Freight Forwarding

<b>Where to go</b>	Customs Offices: Mechi, Biratnagar, Birgunj, Siddharthanagar, Nepalgunj, Dhangadi and Kathmandu Airport (TIA)
<b>Documents needed</b>	All the documents mentioned in the previous steps
<b>Documents received</b>	<ul style="list-style-type: none"> <li>• Customs Transit Declaration (CTD)</li> <li>• Road Consignment note</li> <li>• Handing Over certificate</li> <li>• Forwarders' Certificate of Receipt (FCR)</li> <li>• HBL/MBL</li> <li>• HAWB/MAWB</li> </ul>
<b>Mandatory</b>	Yes
<b>Fees</b>	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.
<b>Processing time</b>	If Air or air/sea: 2 days. If by land: 11 to 18 days
<b>Contact info</b>	<p><b>Customs offices:</b></p> <p>Tatopani Customs Office Tatopani- 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</p>

	<p>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- 7, Banke Tel : 977-81-520289, 520379 E-mail: nepalgunj@customs.gov.np, npj_cus@ntc.net.np</p>
<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.</p>	

## Step 8: Make Transport Agreement and Intimate Importer

<b>Where to go</b>	Freight Forwarder or Forwarding Agency with the help of transporting agencies
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>All documents mentioned in the previous steps</li> </ul>
<b>Documents received</b>	<ul style="list-style-type: none"> <li>Master Airway Bill (MAB)</li> <li>House-Airway Bill (HAB)</li> <li>Master Bill of Lading (MBL)</li> <li>MTD/ Bill of Lading B/L</li> <li>Road Consignment Note C/N</li> <li>Handing-over Certificate (FCR)</li> <li>Pre-alert message and scan relevant documents</li> </ul>
<b>Mandatory</b>	Yes
<b>Fees</b>	Depends on the mode of transport and INCO terms.
<b>Processing time</b>	Depends on the mode of transport.
<b>Contact info</b>	<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, 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</p>	

export occurrence.
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## Step 9: Submit Documents or Negotiation with Commercial Bank

<b>Where to go</b>	Your respective commercial bank
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Customs Declaration Form</li> <li>• Invoice and Packing List</li> <li>• COO</li> <li>• AWB or B/L or R/R or C/N</li> <li>• Bank negotiating forms</li> <li>• All documents demanded by L/C</li> </ul>
<b>Documents received</b>	Payment receipt
<b>Mandatory</b>	Yes
<b>Fees</b>	Bank fees and charges which is different but determined by Nepal Rastra Bank
<b>Processing time</b>	2 working days
<b>Contact info</b>	Your respective commercial bank
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.	

## Other Miscellaneous Steps in Export of Carpets

### Packing

<b>Activity or contact with supporting offices</b>	Collect materials and package them as per the requirement of the buyers, or as per the convention followed by the exporter
<b>Documents required</b>	None
<b>Time</b>	30 minutes on average for packing one bale
<b>Fees</b>	NPR 175 per bale
Packing is to be done against the pile so that the pile does not slip during the transport.	

### Insurance

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

### Terminal and port operation

<b>Activity or contact with supporting offices</b>	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.
<b>Documents required</b>	Single Administrative Document (SAD) form
<b>Processing time</b>	Few hours

<b>Fees</b>	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

<b>Activity or contact with supporting offices</b>	<ul style="list-style-type: none"> <li>• Accepts the airway way bill and books the cargo in case of air</li> <li>• Issues the Bill of lading and books onward forwarding.</li> </ul>
<b>Documents required</b>	<ul style="list-style-type: none"> <li>• Airway bill</li> <li>• Manifest</li> <li>• House airway bill, if applicable</li> <li>• Documents that are attached for destination clearing like packing list, invoice, certificate of origin, and any special certificate needed at destination</li> </ul>
<b>Processing time</b>	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
<b>Fees</b>	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

<b>Activity or contact with supporting offices</b>	Ministry of Commerce and Ministry of Finance
<b>Documents required</b>	<ul style="list-style-type: none"> <li>• SAD</li> <li>• CO</li> <li>• Invoice</li> </ul>
<b>Processing time</b>	Three months
<b>Fees</b>	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

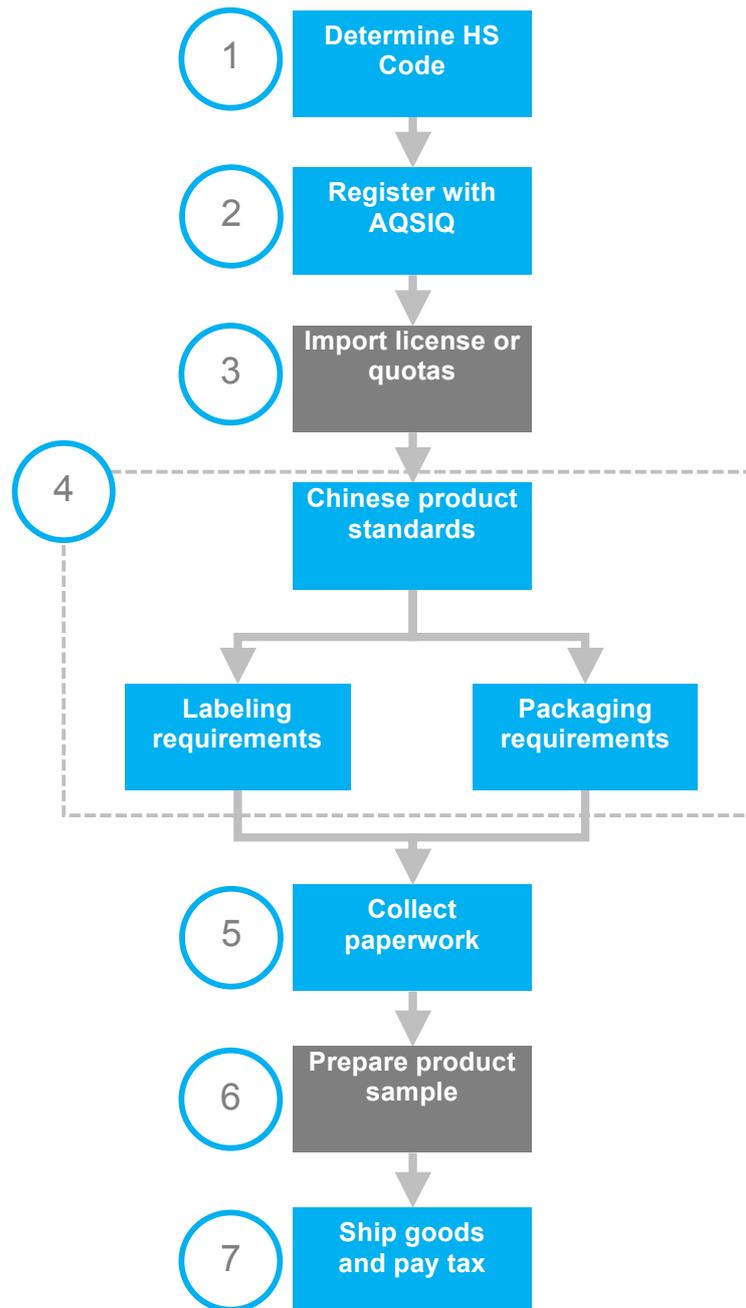
<b>Activity or contact with supporting offices</b>	Across border customs and service providers
<b>Documents required</b>	<ul style="list-style-type: none"> <li>• CTD</li> <li>• Invoice</li> <li>• Packing list</li> <li>• Payment certificate ( L/C or Advance payment)</li> <li>• Authority letter</li> </ul>
<b>Processing time</b>	Few hours
<b>Fees</b>	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 3 Step-by-step import process in China



Source: Emerging Markets Consultants Laos

### Step 1: Determine HS Code

<b>Where to go</b>	Online, such as e-to-china
<b>Documents received</b>	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)

<b>Where to go</b>	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
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Exporter application form, which includes the following information: exporter and agent's name country, area, and address, contact name and telephone number, product category</li> </ul>
<b>Documents received</b>	AQSIQ registration letter/certificate
<b>Mandatory</b>	Yes
<b>Fees</b>	USD 230 (every 3 years)
<b>Processing time</b>	2 weeks
<b>Contact info</b>	AQSIQ Register & Certification Process Service Phone: +86 (010) 8202 – 4319 #1802 No. 9-1 Madian East Road Haidian District Beijing

SMEs exporting carpets 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<sup>rd</sup> parties that facilitate the process, such as the website in the contact info.

### Step 3: Obtain Import License

<b>Where to go</b>	Ministry of Commerce of the People's Republic of China (MOFCOM) or regional representatives
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Business license / registration</li> <li>• Organization code certificate</li> <li>• Record registration form of foreign trade operators</li> <li>• Original and copy of customs declaration</li> </ul>
<b>Documents received</b>	Import license
<b>Mandatory</b>	Yes if restricted product.
<b>Fees</b>	Free of charge
<b>Processing time</b>	Depends on certificate or license needed
<b>Contact info</b>	No.2 Dong Chang'an Avenue, Beijing China(100731) Tel: +86-10-53771360 / 1362 / 1359 Fax: +86-10-53771311

Carpet products do not need a general import license, but some specific carpet products might need a Commodity Inspection & Quarantine Certificate for Import (this is on top of the AQSIQ after-inspection certificate). The SME should cooperate with the importer to confirm what certificates or licenses are needed.

## Step 4: Chinese Product Standards

### 4.1: Labelling Requirements

<b>Where to go</b>	China Inspection and Quarantine (CIQ)
<b>Documents needed</b>	Application Form for import labelling verification. Information required includes: <ul style="list-style-type: none"> <li>• Name and trademark of the product</li> <li>• Net weight and solid content</li> <li>• Name, address and telephone number of the manufacturer</li> <li>• Production date (year/month/date) and storage instructions</li> <li>• Packer / distributor (name and address)</li> <li>• Batch number</li> <li>• Country of origin</li> <li>• A brief explanation of the original English label in Chinese</li> </ul>
<b>Documents received</b>	Approved label from CIQ
<b>Mandatory</b>	Yes
<b>Fees</b>	Unclear
<b>Processing time</b>	1 to 2 weeks
<b>Contact info</b>	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
<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

<b>Where to go</b>	China Inspection and Quarantine (CIQ)
<b>Documents needed</b>	None, just a packaging sample
<b>Documents received</b>	Approved packaging from CIQ
<b>Mandatory</b>	Yes
<b>Fees</b>	Unclear
<b>Processing time</b>	Occurs at the time of import
<b>Contact info</b>	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
<p>Packaging must conform to medical and safety regulations, which means that packaging must not be hazardous to health.</p> <p>Packaging must also comply with the Excessive Packaging regulations. Under these regulations, a packaging must:</p> <ul style="list-style-type: none"> <li>• Be made from easily a single and separable material (recyclable material will be favoured).</li> <li>• Packaging should be functional, not too costly and kept to a minimum.</li> <li>• Overlapping and complex packaging structures should be avoided.</li> </ul>	

### Step 5: Collect Required Paperwork

<b>Where to go</b>	Buyer, freight forwarder, and purchase-related documentation
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• All relevant licenses (if applicable)</li> <li>• Customs declaration form</li> <li>• Bill of lading</li> <li>• Sales contracts</li> <li>• Commercial invoices</li> <li>• Packing lists</li> <li>• Certificate of origin</li> <li>• Proof of goods name and brand</li> </ul>
<b>Mandatory</b>	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

<b>Where to go</b>	Occurs at customs checkpoint
<b>Documents needed</b>	N/A
<b>Documents received</b>	After-inspection certificate
<b>Mandatory</b>	Yes if applicable
<b>Fees</b>	N/A
<b>Processing time</b>	Depends on the product
<b>Contact info</b>	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.	

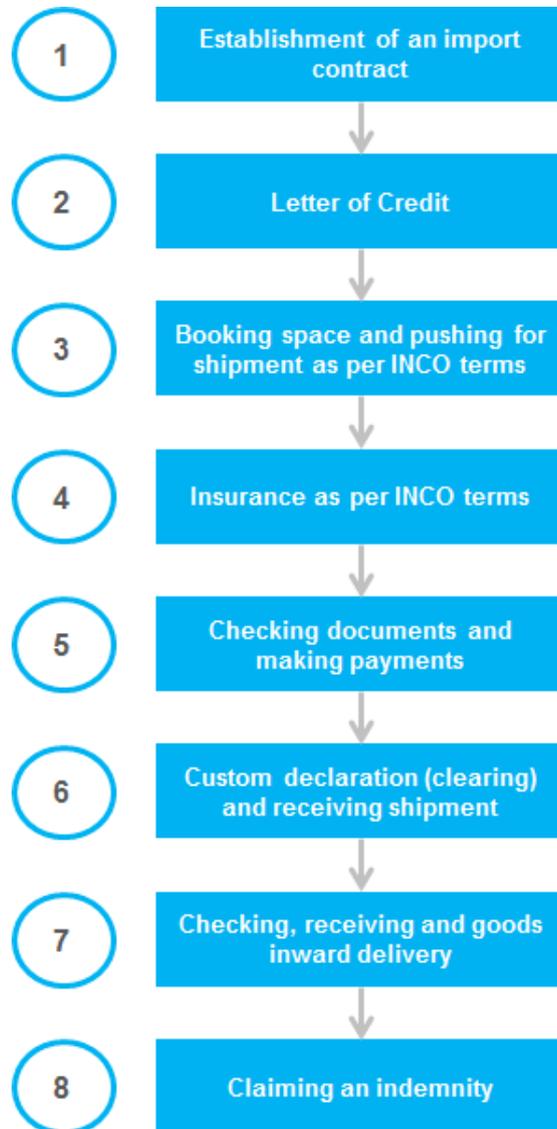
### Step 7: Ship Goods and Pay Tax

<b>Where to go</b>	Freight forwarder
<b>Documents needed</b>	All documents previously collected
<b>Documents received</b>	N/A
<b>Mandatory</b>	Yes
<b>Fees</b>	Depends on tariff rates
<b>Processing time</b>	N/A
<b>Contact info</b>	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 4 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 an effective import 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 2 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, if required	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 3 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 4 Export by road: Stepwise procedure for road-bound cargo

S.N.	Agency/Task	Activity	Remarks
1	Freight Forwarder	Prepare COO, 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 airport or 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	Customs 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, stamp CTD and send back to Indian border customs as proof of export from transit point in Kolkata/Haldia	Handled by freight forwarder at Nepal

Table 5 Export by air: Stepwise procedure for air-bound cargo

S.N.	Agency/Task	Activity	Remarks
1	Freight Forwarder	Obtain documents from exporter, Prepare COO, 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: <a href="mailto:mail@ird.gov.n">mail@ird.gov.n</a>	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: <a href="mailto:info@tepc.gov.np">info@tepc.gov.np</a>	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: <a href="mailto:tpcbrt@wlink.com.np">tpcbrt@wlink.com.np</a>	Eastern Regional Office Sanihaat- 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 <a href="mailto:econ.exportcouncil@gmail.com">econ.exportcouncil@gmail.com</a>	Export Council of Nepal, P.O. Box 13943 Bhagabatisthan, Thamel, Kathmandu, Nepal	Knowledge, support, information, training, lobbying with government	

Department of Customs	Tel : 01-4259861 Fax: 4259808 E-mail: <a href="mailto:csd@customs.gov.np">csd@customs.gov.np</a>	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: <a href="mailto:info@dcsi.gov.np">info@dcsi.gov.np</a>	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: <a href="mailto:info@doind.gov.np">info@doind.gov.np</a>	Tripureshwor, Kathmandu		
Department of Commerce	Tel: 4247912, 4247913 Fax: 977-1-4249603 Email: <a href="mailto:info@doc.gov.np">info@doc.gov.np</a> Website: <a href="http://www.doc.gov.np">www.doc.gov.np</a>	Babarmahal, Kathmandu		
Ministry of Finance	977-1-4211338 Email: <a href="mailto:moev@mof.gov.np">moev@mof.gov.np</a>	Singha Durbar, Kathmandu, Nepal	Policies, regulation and acts.	Permits and issues related to the product
Ministry of Industry	Phone : +977-1-4211579  Fax : +977-1-4211619  Email : <a href="mailto:info@moi.gov.np">info@moi.gov.np</a>	Singha Durbar, Kathmandu, Nepal		
Ministry of Commerce and Supplies	Tel: 4211446 Fax: 977-1-4211167 <i>Email</i> Administration section: <a href="mailto:info@mocs.gov.np">info@mocs.gov.np</a> Planning and information section: <a href="mailto:planning@mocs.gov.np">planning@mocs.gov.np</a> Market monitoring, supply management and corporation section: <a href="mailto:supplies@mocs.gov.np">supplies@mocs.gov.np</a> Export promotion and international trade section: <a href="mailto:trade@mocs.gov.np">trade@mocs.gov.np</a> Foreign aid mobilisation and WTO commitment section: <a href="mailto:wto@mocs.gov.np">wto@mocs.gov.np</a> Financial administration section: <a href="mailto:finadm@mocs.gov.np">finadm@mocs.gov.np</a> Website: <a href="http://www.mocs.gov.np">www.mocs.gov.np</a>	Singha Durbar, Kathmandu, Nepal		
Ministry of Foreign Affairs	+977-1-4200182/83/184/185 Fax: 977-1-4200061/056/160 Toll Free No: 1660-01-00186 E-mail: <a href="mailto:info@mofa.gov.np">info@mofa.gov.np</a>	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 transactions
<b>Commercial Banks</b>			Letter of	

RastriyaBanijya Bank	977-1-4230589, 4230594 4223794,4220138,4233043 mbo@rbb.com.np	Bishal Bazar, New Road, Kathmandu	credit, payment and negotiation	
<b>Freight Forwarders</b>				
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		
Customs Agent Federation of Nepal	+977-1-4481143, Email: fcanoffice@gmail.com	P O Box 12333, Sinamangal, Kathmandu, Nepal	Custom Clearance	Needed as per customs regulation
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 issues related to across the border customs and at transit point	To take permit approval on valuation or other issues on special compliance needed by point of export customs.
<b>Customs Points</b>				
Tatopani	Tel : 011-480131 Fax: 011-480134 E-mail: tatopani@customs.gov.np	Tatopani Customs Office Tatopani -3, Liping, Sindhupalchowk		
Rasuwa	Tel : 977-10-670182, 994100064, 994100065 E-mail: <a href="mailto:rasuwa@customs.gov.np">rasuwa@customs.gov.np</a>	Rasuwa Customs Office Timure- 4, Rasuwa	Custom clearing and document endorsement for export, record	The point of authentication of weight, volume, exports and documents needed for export.
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 E-mail: <a href="mailto:tia@customs.gov.np">tia@customs.gov.np</a>	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, <a href="mailto:npj_cus@ntc.net.np">npj_cus@ntc.net.np</a>	Nepalgunj Office Jaisapur- 7, Banke		
<b>Airlines</b>				
Nepal Airlines	Tel No:+977-1-(4220757, 4248614, 4244055, 4248617) Fax: +977-1-4225348 Email: <a href="mailto:info@nac.com.np">info@nac.com.np</a>	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: <a href="http://global.csair.com/US/GB/Home">http://global.csair.com/US/GB/Home</a> Phone: 1-8446222993			
Himalaya Airlines	T: +977 1 4004000 F: +977 1 4004108 E: <a href="mailto:info@himalaya-airlines.com">info@himalaya-airlines.com</a> Website: <a href="http://www.himalaya-airlines.com/home">http://www.himalaya-airlines.com/home</a>	P.O. Box. 20299 Gairidhara -2, Kathmandu, Nepal		
<b>Commodity associations</b>				
Central Carpet Industries Association	Tel:977-1-4486849 Email: <a href="mailto:info@nepalcarpet.org">info@nepalcarpet.org</a>	Boudha, Kathmandu	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 Carpet Exporters Association	Tel: 977-1-4373629 <a href="mailto:ncea@info.com.np">ncea@info.com.np</a> , <a href="mailto:nceanepal@gmail.com">nceanepal@gmail.com</a>	Sukedhara, Chahbahil		
<b>Transport associations</b>				
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: <a href="mailto:aec-fncci@mos.com.np">aec-fncci@mos.com.np</a>	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: <a href="mailto:chamber@wlink.com.np">chamber@wlink.com.np</a> , <a href="mailto:info@nepalchamber.org">info@nepalchamber.org</a>	Kantipath, Kathmandu Nepal	For certificate of origin, policies and	The district based organization of traders.

			issue addressing	
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
<b>District Offices</b>				
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.
<b>Police Stations</b>				
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			
<b>Insurance Companies</b>				
Shikhar Insurance	977-1-4246101, 4246102, 4246107 Fax No.: 977-1-4246103 E-mail: <a href="mailto:shikharins@mos.com.np">shikharins@mos.com.np</a>	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 : <a href="mailto:info@sagarmathainsurance.com.np">info@sagarmathainsurance.com.np</a> Website : <a href="http://www.sagarmathainsurance.com.np">www.sagarmathainsurance.com.np</a>	Sagarmatha Insurance Co. Ltd. Bhagwati Marg, Naxal, Kathmandu  P.O.Box 12211, Kathmandu, Nepal		
Everest Insurance	Tel : 977-1 – 4444717, 4444718, 4445088, 4445090, 4445091, 4445092, 4444648, 4444649, 4444651, 4444652 Fax : 977-1-4444366 E-mail : <a href="mailto:info@eic.com.np">info@eic.com.np</a>	Everest Insurance Company Ltd. Hattisar, P. O. Box 10675, Kathmandu, Nepal		
Consulate General of Nepal (CGN)	+91 33 2456 1224 Fax: +91 33 2456 1410  Ms. SitaBasnet, Consul Land line no. : 2456 1224/1103 extn. 203 (O) Mobile No. Email: <a href="mailto:nepalconsulate@gmail.com">nepalconsulate@gmail.com</a> <a href="mailto:cgnkolkata@mofa.gov.np">cgnkolkata@mofa.gov.np</a> <a href="mailto:sita.basnet@mofa.gov.np">sita.basnet@mofa.gov.np</a>	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 <a href="mailto:info@cbs.gov.np">info@cbs.gov.np</a>	Thapathali, Kathmandu, Nepal	Statistics and information	Government office for collection, processing, analysis, publication and dissemination of data

## 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](#)

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

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

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

[Calcutta Port Act 1890](#)

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

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

#### 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 .Final Invoice (2)
6. Letter of Credit (L/C) or Advance Payment Certificate(2)
7. Certificate of origin
8. Packing list with weight breakdown of each unit of package
9. Letter of Authority to the Forwarding Agency addressing to the Customs office and the Clearing Agent at Kolkata.(2)
10. Customs Declaration Form (SAD)
11. Insurance Policy
12. Transport documents like Master Airway Bill (MAWB)
13. House Airway Bill (HAWB) (air)
14. Master Bill of Landing (MBL)/HBL(sea)
15. Road consignment note
16. Custom Transit Declaration

## 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: cfllogisticnepal@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 International	Mr. Naresh Das 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

	<p>Phone: 00977-1-4249263          Mobile phone: 00977-9851020672          Email: account@ets.com.np, finance@ets.com.np</p>
Flash Freight Logistics Pvt Ltd.	<p>Mr. Thomas Murray          Address: Pulchowk, Lalitpur          Phone: 00977-1-5010540          Mobile phone: 00977-9851023657          Email: info@flashfreight.com, thomas@flashfreight.com</p>
Global Link Logistics Pvt Ltd.	<p>Mr. Rajan Kr. Joshi          Address: Thamel, Kathmandu          Phone: 00977-1-4701092, 4701106          Mobile phone: 00977-9851049713          Email: info@globalink.com.np</p>
Image Air & Sea Freight Pvt Ltd.	<p>Mr. R. L. Shrestha          Address: Naxal, Kathmandu          Phone: 00977-1-4434559, 4414249          Mobile: 00977-9851022050          Email: imagefrt@info.com.np</p>
Inter Continental Logistics Pvt Ltd.	<p>Mr. Kumar Dahal          Address: Bhagwanbahal, Thamel, Kathmandu          Phone: 00977-1-4410901, 4412601          Mobile: 00977-9851023258          Email: kumar@iclnepal.com, info@iclnepal.com</p>
Interstate Multi-Modal Transport Pvt Ltd.	<p>Mr. R.B. Rauniar          Address: Soltimode, Kalimati, Kathmandu          Phone: 00977-1-4271473, 4271987          Mobile: 00977-9851020313          Email: rbrauniar@gmail.com, rauniar@mos.com.np</p>
Jet Express Tours & World Transportation Pvt Ltd.	<p>Mr. Sapan Dev          Address: Kamaladi, Kathmandu          Phone: 00977-1-4218602, 4218601          Mobile: 00977-9851021167          Email: jetnepal@mail.com.np, maritime@mos.com.np</p>
Kantipur Freight Pvt Ltd.	<p>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</p>
Kumari Air Freight Pvt Ltd.	<p>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</p>
Legend Cargo Pvt Ltd.	<p>Mr. Manoj Adhikari          Address: TrideviiMarg, Thamel, Kathmandu          Phone: 00977-1-4423554, 4423399          Mobile phone: 00977-9851020077          Email: rajkumar@legendcargo.com, legend@legendcargo.com</p>
Lumbini Air Freight Pvt Ltd.	<p>Mr. Hari B. Shrestha          Address: Thamel, Kathmandu          Phone: 00977-1-4258908, 4262522          Mobile phone: 00977-9851042206          Email: laf@mail.com.np</p>
MSI Logistics Nepal Pvt Ltd.	<p>Mr. Sanjeev Aryal          Address: Omnagar, Sinamangal, Kathmandu</p>

	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
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