

	SOP for Integrated Tax System of Inland Revenue Department		
	SOP Number: ITS -DST01	Effective Date: 2079-07-15	Rev: V 1.4

Title: **Digital Service Tax (DST) and Value Added Tax (VAT) Registration for digital service provided by Non-Resident Person.**

Purpose: **TO DEFINE THE METHODS AND RESPONSIBILITIES FOR DST AND VAT REGISTRATION PROCESS UNDER THE SECTION 20 OF FINANCE ACT, 2022 AND SECTION 10 B1 OF VALUE ADDED TAX ACT, 1996.**

Finance Act 2022 has introduced Digital Service Tax on Digital Service provided by Non Resident Person to the Consumers of Nepal. Digital Service Tax shall be levied at the rate of **2%** of the transaction value of digital service (value excluding indirect tax levied in Nepal).

Scope: **This procedure applies for Digital Service Tax and Value Added Tax Registration.**

Responsibilities: The **Taxpayer** is responsible for providing all information required for DST registration as required by IRD regulation. Taxpayers can use e-filing or fill up prescribed forms and submit to the Large Taxpayer Office (LTO).

Tax Officers are responsible for ensuring the correctness and adequacy of the information provided by the taxpayer and verification of the registration.

1.0 Application for DST Registration

This application is used for digital services provided by Non-Resident Person in Integrated Tax System.

Procedure

- To apply for DST Registration, person or company must use IRD website (www.ird.gov.np) and select Taxpayer Portal.



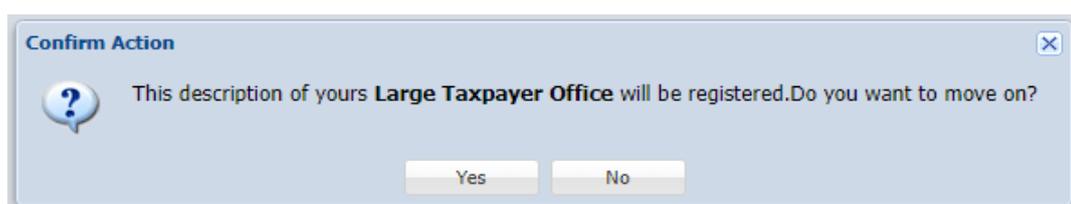
- Click on Taxpayer Portal link to open Taxpayer Portal menu.
- Expand 'Registration for (PAN, VAT, EXCISE, DST)' by clicking on the '+' sign beside 'Application for DST Registration'.
- Following screen will be displayed:

The screenshot shows the 'Application For DST Registration' form on the IRD website. The form is titled 'Get Submission Number' and includes the following fields: Username (nrjsth02), Password (*****), Re-Password (*****), Contact No (9851470561), and Email-Id (nrjsth02@gmail.com). The 'Registration For' section has radio buttons for 'DST' (checked) and 'VAT'. The 'Verifying Offices' section has a dropdown menu for 'JRO Name' with 'Large Taxpayer Office' selected. The form also includes 'OK' and 'Cancel' buttons at the bottom right.

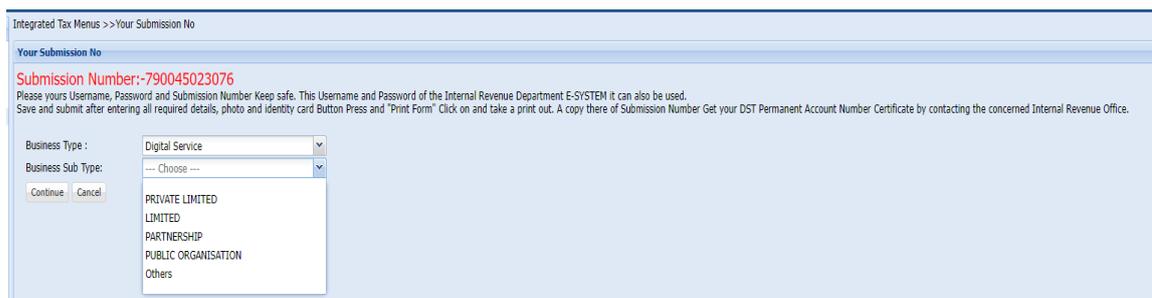
- It is necessary to obtain a Submission Number for each application. This submission number serves as an identification number for the application.
- Fill up the form above where
 - Username – Username is case sensitive. This username will be used to open the application document again if the application was partially filled previously. Hence applicant must note the username.

- Password – Password is case sensitive and must be six characters or more. Password will be required to open previously saved documents later. Hence applicant must note the password.
- Re-Password – Re-enter the password again just to confirm the previously typed password.
- Contact No – Type in a Contact number.
- Email-id – Type in Email Id
- Enable check-box Registration for: **DST or VAT**.
- For verifying office
- Select the IRO Name from the drop-down list

- Click  button.
- Message pop-up stating :



- Click **Yes** button to move on.
- Following screen is displayed; where Submission Number is auto generated.
- Select Business Type and Business Sub Type from drop-down list.
- Click **Continue** button.

A screenshot of a web application interface for tax registration. The title bar says 'Integrated Tax Menu >> Your Submission No'. Below the title bar, it says 'Your Submission No' and 'Submission Number:-790045023076'. There is a small text block: 'Please yours Username, Password and Submission Number Keep safe. This Username and Password of the Internal Revenue Department E-SYSTEM it can also be used. Save and submit after entering all required details, photo and identity card Button Press and "Print Form" Click on and take a print out. A copy there of Submission Number Get your DST Permanent Account Number Certificate by contacting the concerned Internal Revenue Office.' Below this, there are two dropdown menus: 'Business Type : Digital Service' and 'Business Sub Type: --- Choose ---'. There are 'Continue' and 'Cancel' buttons. A list of business types is shown: PRIVATE LIMITED, LIMITED, PARTNERSHIP, PUBLIC ORGANISATION, Others.

Firm Description

- Enter Name.

Business Registration Detail

- Enter Business Registration Number of country of Residence.
- Enter Date of Registration (in AD).

Permanent Address & Address for Letter Correspondence

- Select Country drop-down list.
- Enter State/Province, City, Street, Email, Phone No, Zip Code and Website.

Registration for Non-Resident Person

Submission Number:-790044253455

फर्मको विवरण (Firm's Description)

Legal Name*: ABC Organization

Business Registration Details

Business registration Number of Resident Country*: 213457/079/080 Date of Registration(in AD)*: 2022.03.05

Permanent Address

Country*: UNITED KINGDOM

State/Province*: England

City*: London

Street: Wembley

Email: abcorg@ac.co.uk Phone No: 4433789210

ZipCode: HA0 1AP Website: www.abcorg.co.uk

Address for Letter Correspondence

Country*: UNITED KINGDOM

State/Province*: England

City*: London

Street: Wembley

Email: abcorg@ac.co.uk Phone No: 4433789210

ZipCode: HA0 1AP Website: www.abcorg.co.uk

Authorized Person

- Enter PAN/Taxpayer Identification Number of country of Residence.
- Enter First Name, Middle Name and Last Name.
- Enter Passport No. and Passport Issue Date (in AD).
- Select Name of Country Issuing Passport.
- Enter Date of Birth (in AD) and Designation.
- Select Nationality.

Permanent Address

- Select Country from the drop-down list.
- Enter State/Province, City, Street, Email, Phone No, Zip Code and Website.

Business Details

Authorized Person

PAN/Taxpayer Identification Number in the Country of Residence: 751230126

First Name: Rupendra Middle Name: Kumar Last Name: Sapkota

Passport No: 741023595 Passport Issue Date (in AD): 2002.02.06 Name of Country Issuing Passport: NEPAL

Date of Birth (in AD): 1984.02.03 Designation: Officer

Nationality: NEPAL

Permanent Address

Country*: NEPAL

State/Province*: 3

City*: Kathmandu

Street: Naya Bazar

Email: rksapkota07@gmail.com Phone No: 4325780

ZipCode: 977 Website: www.rksorg.com.np

Details of Nepali Representative (If Nominated)

- Enter PAN.
- Enter First Name, Middle Name and Last Name.
- Select Document Type from the drop-down list.
- Enter Citizenship/Passport No, Issuing Organization, Issuing Organization Place and Issued Date (in AD).

Address Details of Representative

- Select District from drop-down list.
- Enable radio button for Metropolitan City, Sub Metropolitan, Municipality, Rural and Municipality.
- Enter Tole, House No and Ward No.
- Enter Contact Details.

Details of Nepali Representative (If Nominated)

PAN: 741203569

First Name: Dipesh Middle Name: Last Name: Shrestha

Document Type: Citizenship/Passport No Issuing Organization Issuing Organization Place

Citizenship Card 4512 Kathmandu kathmandu

Issued Date (in AD)

YYYYMMDD

Address

District: Kathmandu Metropolitan City Sub Metropolitan Municipality Rural Municipality Kathmandu

Tole: Lekhnath Sadak House No: 2157

Ward No: 16

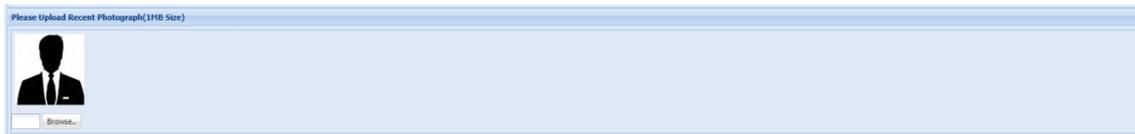
Contact	Details
Telephone	432510239
Mobile	9851024789
Fax	9471202397
PO Box No.	
Email	dsh@gmail.com
Website	

- Enable the checkbox that appropriate for the service.

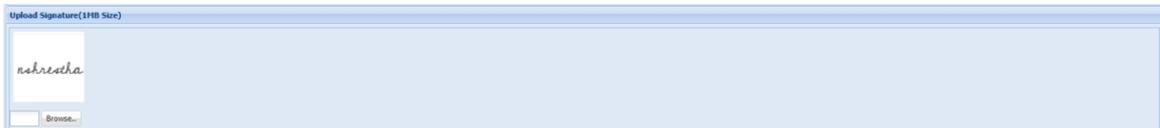
Service Details (Select one that Apply)

SNO	Type of Digital Services
<input type="checkbox"/>	1 Advertisement
<input type="checkbox"/>	2 Movies, television, music, over the top (O.T.T) and other similar subscription based services
<input checked="" type="checkbox"/>	3 Data storage service
<input type="checkbox"/>	4 Cloud service
<input type="checkbox"/>	5 Gaming
<input checked="" type="checkbox"/>	6 Service related to mobile application
<input type="checkbox"/>	7 Online market place service and goods and services to be provided through it
<input type="checkbox"/>	8 Supply and update of software
<input checked="" type="checkbox"/>	9 Sales of data collected from resident person of Nepal
<input type="checkbox"/>	10 Download of data, images and similar services
<input type="checkbox"/>	11 Education, consultancy, skill development and training service
<input type="checkbox"/>	12 E-book, e-library, e-newspaper
<input type="checkbox"/>	13 Similar Services other than serial number 1 to 12

- Click **Browse** button.Upload the recent photograph.



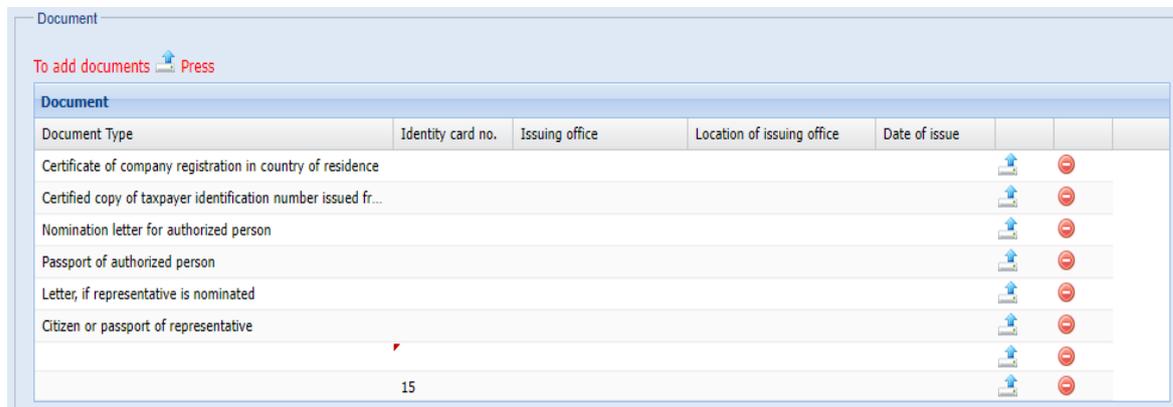
- Click **Browse** button.Browse/ upload the signature.



Document

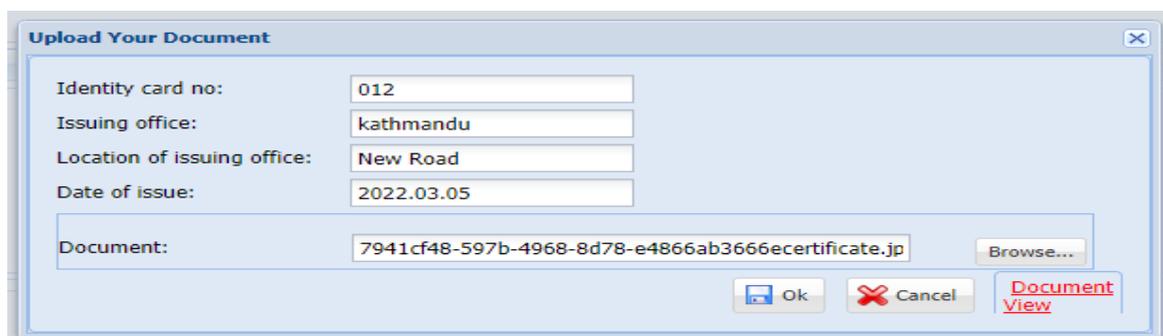
- Click on  icon to upload the supportive documents for DST Registration.

Upload Your Document



Document Type	Identity card no.	Issuing office	Location of issuing office	Date of issue		
Certificate of company registration in country of residence						
Certified copy of taxpayer identification number issued fr...						
Nomination letter for authorized person						
Passport of authorized person						
Letter, if representative is nominated						
Citizen or passport of representative						
						
						

- Enter Identity Card No, Issuing Office, Location of Issuing Office and Date of Issue.
- Click the Browse button to browse/upload the document.
- Click **Document View** to view the document.
- Click **OK** button.



- Uploaded document is shown the Document List below:

Document

To add documents ... Press

Document Type	Identity card no.	Issuing office	Location of issuing office	Date of issue		
Certificate of company registration in country of residence	012	kathmandu	New Road	2022.03.05		
Certified copy of taxpayer identification number issued fr...						
Nomination letter for authorized person						
Passport of authorized person						
Letter, if representative is nominated						
Citizen or passport of representative						

- Enable the Checkbox to agree that provided documents and informations are corrects.

I certify that document and information provided as above is correct and complete

- Click Save button to save the DST Registration info.
- Click Print button to print the registration.
- Click Cancel button to cancel/terminate the registration process.
- Click Submit button to submit the page.

- Message pop-up stating:

Confirm Action

एक पटक Submit गरिसकेपछि अर्को पटक विवरण फेरि परिवर्तन गर्न पड्ने छैन। के तपाईं Submit गर्न चाहनुहुन्छ ?

- Click **Yes** button to finalize the submit process.
- Go to Registration Log In from Registration (PAN, VAT, EXCISE, DST).
- Enter Submission no, User Name and Password. Click Login button.
- User able to view the DST Registration.

Note: Once the user submits the page then could not be able to change it later. Here after submitting, Submit button becomes disabled.

2.0 Application For VAT Registration from Existing DST.

This page is used to register VAT for digital services provided by Non-Resident Person in ITS within existing DST.

Procedure

- Click on **Taxpayer Portal** link to open Taxpayer Portal menu.
- Expand 'Registration for (PAN,VAT,EXCISE, DST)' by clicking on the '+' sign beside 'Application for DST Registration'.
- Following screen will be displayed:

The screenshot shows the 'Application For DST Registration' form in the Inland Revenue Department's online tax system. The interface includes a navigation menu on the left with categories like 'General', 'VAT', 'Income Tax', and 'Excise'. The main form area contains the following fields and options:

- Get Submission Number** section:

 - Login Information:
 - Username: nrogst02
 - Password: [masked]
 - Re-Password: [masked]
 - Contact No: 9851470561
 - Email-Id: nrogst02@gmail.com
 - Registration For:
 - DST
 - VAT
 - Verifying Offices:
 - IRO Name: Large Taxpayer Office

- Buttons: 'Ok' and 'Cancel' at the bottom right.

- It is necessary to obtain a submission number for each application. This submission number serves as an identification number for the application. Fill in the following information in screen displayed above.
- Username – Username is case sensitive. This username will be used to open the application document again if the application was partially filled previously. Hence applicant must note the username.
- Password – Password is case sensitive and must be six character or more. Password will be required to open previously saved document later. Hence applicant must note the password.
- Re-Password – Re-enter password again just to confirm the previously typed password.
- Contact No – Type in Contact number.
- Email-id – Type in Email Id.
- Enable check-box Registration for : **VAT**.
- For verifying office
 - Select the IRO Name from drop-down list.
 - Click  button after fill-up all the required fields.

- Message pop-up stating:



- Click 'Yes' button following screen will be displayed.
- Enter the PAN No.

 A screenshot of a web application window titled "Integrated Tax Menu >> Your Submission No". The main heading is "Your Submission No". Below it, the "Submission Number:-790044253455" is displayed in red. A small note reads: "Please yours Username, Password and Submission Number Keep safe. This Username and Password of the Internal Revenue Department E-SYSTEM it can also be used. Save and submit after entering all required details, photo and identity card Button Press and *Print Form* Click on and take a print out. A copy there of Submission Number Get your DST Permanent Account Number Certificate by contacting the concerned Internal Revenue Office." Below this, there is a "PAN No.:" label followed by a text input field containing a masked PAN number. At the bottom left, there are "Continue" and "Cancel" buttons.

Note: User get the PAN No. after verified the DST Registration in Official Portal of Taxpayer.

- Click Continue button to continue the process.
- It goes to **VAT Registration page**. Fill up the required fields as described below:
- Enable the radio button for Do you want to register yourself? : Yes, No.
- Enter the Effective date of registration, Income Tax Registration No, Vat Taxpayer Registration No and Application Date.

Business Description

- Enter Yearly Business and Upcoming Quarterly Business for Total Taxable Transactions (in NPR) as shown below:

 A screenshot of a web application window titled "Integrated Tax Menu >> VAT Registration". The main heading is "VAT Registration". Below it, the "Submission Number:-790044253455" is displayed in red. The form contains the following fields:

- "Do you want to register yourself?" with radio buttons for "Yes" and "No" (the "No" button is selected).
- "Effective date of registration:" with a text input field containing "2079.07.15".
- "Income Tax Registration No." with a text input field containing "24567 4562".
- "Vat Taxpayer registration no." with a text input field containing "741502949".
- "Application Date" with a text input field containing "2079.07.04".

 Below these fields is a section titled "Business Description(Give suitable estimates)" containing a table:

Type	Yearly Business	Upcoming Quarterly Business
Total Taxable Transaction(in NPR)	450000	250000

Contact Persons Details

- All the Contact Person Details auto generated from Person's registered DST.
- Click **Save** button to save the DST Registration info.

VAT Registration

*After you have filled in your data below 'Filing Period' Select and Get information about Chhani tax period

Filing Period: Quarterly

Vat contact person(Mention only if other than person mentioned in income tax)

English: Manish Kumar Shah

Date of appointment(in AD): 2022.06.15 Document Type: Citizenship Card Citizenship/Passport No: 5416 Issuing Organization: Kathmandu

Issuing Organization Place: Kathmandu Issued Date(in AD): 2022.08.05 Designation: Officer

citizenship.pdf Browse...

Contact Persons Address

District: Kathmandu Metropolitan City Sub Metropolitan Municipality Rural Municipality Kathmandu

Tole: Dilli Bazar House No.: 742

Ward No.: 17

Contact	Details
Telephone	445632178
Mobile	9851024790
Fax	
PO Box No.	
Email	mkshah07@gmail.com
Website	

(Note: Left bar for keeping contact details Grid row Double Click)

- Click the  button to submit the page.
- Click **Yes** button.
- Message alert if the user does not fill up the necessary fields as below:

Confirm Action

एकपटक Submit गरिसकेपछि अर्को पटक विवरण फेरि परिवर्तन गर्न पड्ने छैन। के तपाईं Submit गर्न चाहनुहुन्छ ?

Yes No

- Click  button to print the registration.
- Click  button to cancel/terminate the registration process.

*Note: Once the user submits the page then could not be able to change it later. Here after submitting, **Submit button becomes disabled.***

Print Save Submit Cancel Next

3.0 Application for DST Registration along with VAT

This page is used for DST Registration along with VAT for digital services of the Integrated Tax System.

Procedure

- Click on Taxpayer Portal link to open taxpayer portal menu.
- Expand 'Registration for (PAN, VAT,EXCISE,DST)' by clicking on the '+' sign beside 'Application for DST Registration'.
- Click on Application for Registration. Following screen will be displayed:

The screenshot shows the 'Application for DST Registration' form in the Integrated Tax System. The form is titled 'Get Submission Number' and includes the following fields and options:

- Login Information:**
 - Username: dpeeh07
 - Password: [masked]
 - Re-Password: [masked]
 - Contact No: 9854102367
 - Email-Id: dpeeh07@gmail.com
- Registration For:**
 - DST
 - VAT
- Verifying Offices:**
 - IRO Name: Large Taxpayer Office

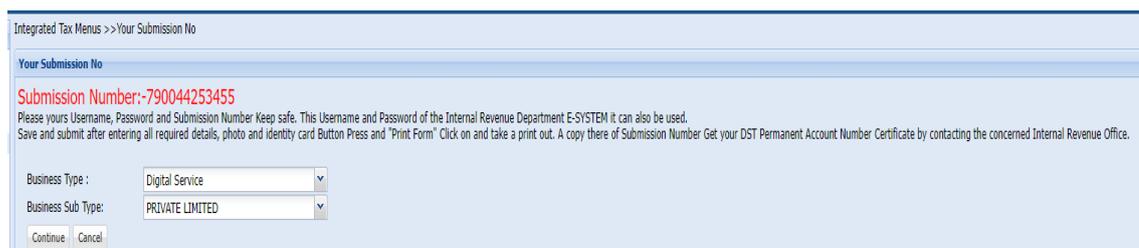
At the bottom right of the form, there are 'Ok' and 'Cancel' buttons. The footer of the page reads '© Copyright Inland Revenue Department. All Rights Reserved'.

- It is necessary to obtain a submission number for each application. This submission number serves as an identification number for application.
- Fill in the following information on the screen displayed above.
 - Username – Username is case sensitive. This username will be used to open the application document again if the application was partially filled previously. Hence applicant must note the username.
 - Password – Password is case sensitive and must be six characters or more. Password will be required to open previously saved documents later. Hence applicant must note the password.
 - Re-Password – Re-enter the password again just to confirm the previously typed password.
 - Contact No – Type in a Contact number.
 - Email-id – Type in Email Id
 - Enable check-box Registration for : DST and VAT.
 - For verifying the office
 - Select the IRO Name from the drop-down list.

- Click the  button at the bottom right corner.
- Message pop-up stating :



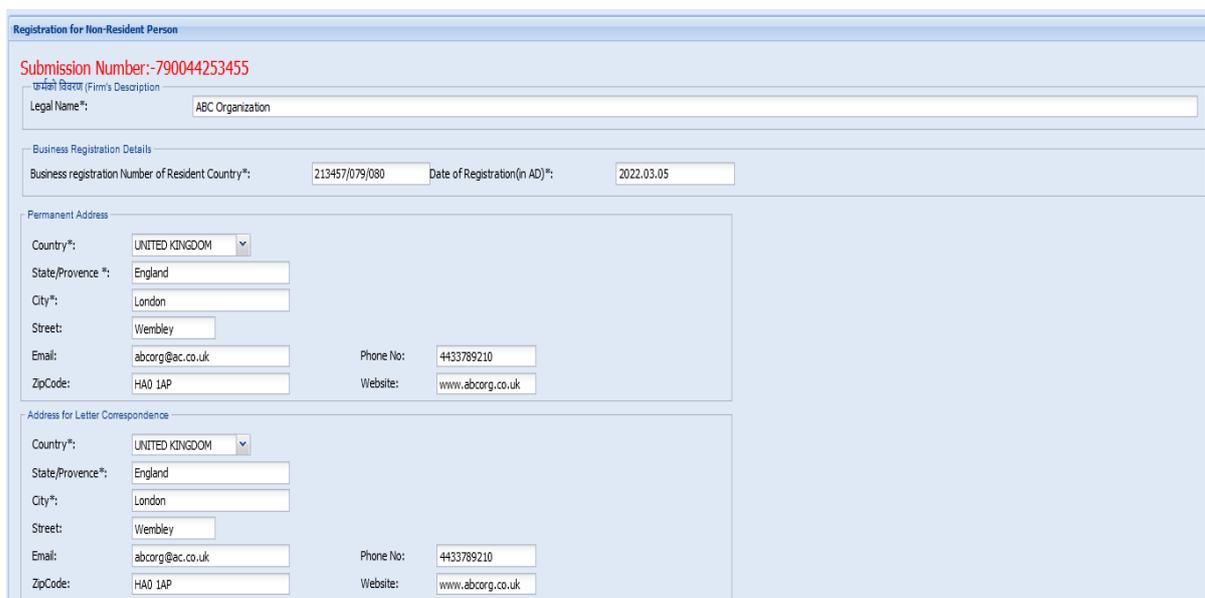
- Click **Yes** button following screen will be displayed.
- Submission Number is auto-generated. Select Business Type and Business Sub Type from drop-down list.
- Click **Continue** button.

A screenshot of a web application interface. At the top, it says "Integrated Tax Menu >> Your Submission No". Below that, "Your Submission No" is displayed. A red "Submission Number:-790044253455" is shown. A warning message follows: "Please yours Username, Password and Submission Number Keep safe. This Username and Password of the Internal Revenue Department E-SYSTEM it can also be used. Save and submit after entering all required details, photo and identity card Button Press and 'Print Form' Click on and take a print out. A copy there of Submission Number Get your DST Permanent Account Number Certificate by contacting the concerned Internal Revenue Office." Below this, there are two dropdown menus: "Business Type:" with "Digital Service" selected, and "Business Sub Type:" with "PRIVATE LIMITED" selected. At the bottom are "Continue" and "Cancel" buttons.

- Enter Name.
- Enter the Business registration number of the resident country and Date of Registration.

Permanent Address & Address for Letter Correspondence

- Select Country drop-down list.
- Enter State/Province, City, Street, Email, Phone No, Zip Code and Website.

A screenshot of a web application form titled "Registration for Non-Resident Person". It shows the "Submission Number:-790044253455" in red. Below that, the "Legal Name*" is "ABC Organization". The "Business Registration Details" section includes "Business registration Number of Resident Country*:" as "213457/079/080" and "Date of Registration(in AD)*:" as "2022.03.05". The "Permanent Address" section has fields for "Country*:" (UNITED KINGDOM), "State/Province*:" (England), "City*:" (London), "Street:" (Wembley), "Email:" (abcorg@ec.co.uk), "Phone No:" (4433789210), "ZipCode:" (HA0 1AP), and "Website:" (www.abcorg.co.uk). The "Address for Letter Correspondence" section has identical fields to the permanent address section.

Business Details

→ Authorized Person

- Enter PAN/Taxpayer Identification Number of country of Residence.
- Enter First Name, Middle Name and Last Name.
- Enter Passport No. and Passport Issue Date (in AD).
- Select Name of Country Issuing Passport.
- Enter Date of Birth (in AD) and Designation.
- Select Nationality.

→ Permanent Address

- Select Country from the drop-down list.
- Enter State/Province, City, Street, Email, Phone No, Zip Code and Website.

Business Details

Authorized Person

PAN/ Taxpayer Identification Number in the Country of Residence: 740123579

First Name: Jitendra Middle Name: Kumar Last Name: Jha

Passport No: 7102367 Passport Issue Date (in AD): 2003.05.06 Name of Country Issuing Passport: NEPAL

Date of Birth (in AD): 1975.03.05 Designation: Officer

Nationality: NEPAL

Permanent Address

Country*: NEPAL

State/Province*: 3

City*: Kathmandu

Street: Thamel

Email: jkha01@gmail.com Phone No: 43502147

Zip Code: 2156 Website: www.orgbusiness.com

Details of Nepali Representative (If Nominated)

- Enter PAN.
- Enter First Name, Middle Name and Last Name.
- Select Document Type from drop-down list.
- Enter Citizenship/Passport No, Issuing Organization, Issuing Organization Place and Issued Date (in AD).

Details of Nepali Representative (If Nominated)

PAN: 741023697

First Name: Juna Middle Name: Last Name: Lamichhane

Document Type: Citizenship Card Citizenship/Passport No: 457012 Issuing Organization: Kathmandu Issuing Organization Place: Kathmandu

Issued Date (in AD): 2004.05.10

→ Address Details of Representative

- Select District from the drop-down list.
- Enable radio button for Metropolitan City, Sub Metropolitan, Municipality, Rural, and Municipality.
- Enter Tole, House No, and Ward No.
- Enter Contact Details.

Address

District: Kathmandu Metropolitan City Sub Metropolitan Municipality Rural Municipality Kathmandu

Tole: Thamel House No: 2109

Ward No: 16

Contact Details

Telephone

Mobile

Fax

PO Box No.

Email

Website

- Enable the checkbox that is appropriate for the service.

Service Details(Select one that Apply)

SNO	Type of Digital Services
<input type="checkbox"/>	1 Advertisement
<input type="checkbox"/>	2 Movies, television, music, over the top (O.T.T) and other similar subscription based services
<input checked="" type="checkbox"/>	3 Data storage service
<input checked="" type="checkbox"/>	4 Cloud service
<input type="checkbox"/>	5 Gaming
<input checked="" type="checkbox"/>	6 Service related to mobile application
<input checked="" type="checkbox"/>	7 Online market place service and goods and services to be provided through it
<input type="checkbox"/>	8 Supply and update of software
<input type="checkbox"/>	9 Sales of data collected from resident person of Nepal
<input checked="" type="checkbox"/>	10 Download of data, images and similar services
<input type="checkbox"/>	11 Education, consultancy, skill development and training service
<input type="checkbox"/>	12 E-book, e-library, e-newspaper
<input checked="" type="checkbox"/>	13 Similar Services other than serial number 1 to 12

- Click the **Browse** button to browse/ upload the photo.

Please Upload Recent Photograph(1MB Size)

Browse...

- Click the **Browse** button to browse/ upload the signature.

Upload Signature(1MB Size)

Browse...

Document

- Click on the  icon to upload the supportive documents for DST Registration.

Document

To add documents  Press

Document Type	Identity card no.	Issuing office	Location of issuing office	Date of issue		
Certificate of company registration in country of residence						
Certified copy of taxpayer identification number issued fr...						
Nomination letter for authorized person						
Passport of authorized person						
Letter, if representative is nominated						
Citizen or passport of representative						
	15					

Upload Your Document

- Enter Identity Card No, Issuing Office, Location of Issuing Office and Date of Issue.
- Click the Browse button to browse/upload the document.
- Click Document View to view the document.
- Click **OK** button.

Upload Your Document

Identity card no:

Issuing office:

Location of issuing office:

Date of issue:

Document:

- Uploaded documents are shown in the document list below:

Document

To add documents  Press

Document Type	Identity card no.	Issuing office	Location of issuing office	Date of issue		
Certificate of company registration in country of residence	12	Kathmandu	Kathmandu	2022.05.06		
Certified copy of taxpayer identification number issued fr...						
Nomination letter for authorized person						
Passport of authorized person						
Letter, if representative is nominated						
Citizen or passport of representative						

I certify that document and information provided as above is correct and complete

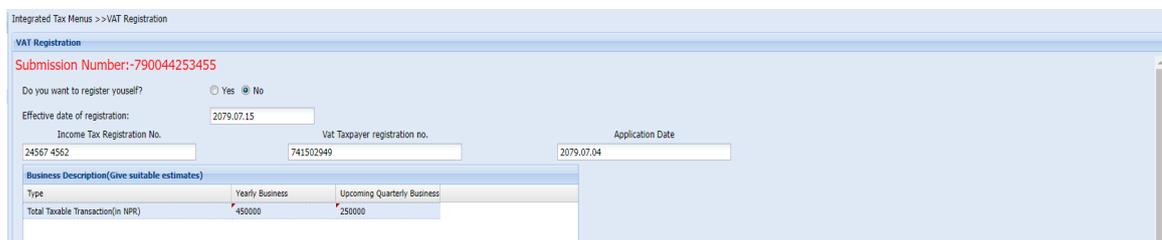
- Enable the Checkbox for

I certify that document and information provided as above is correct and complete

- Click **Save** button to save the DST Registration info.
- Message alert if the user does not fill-up the necessary field.
- Click  button. It goes to the VAT Registration page.
- Fill up the required fields as described below:
 - Enable the radio button for Do you want to register yourself? : Yes, No.
 - Enter the Effective date of registration, Income Tax Registration No, Vat Taxpayer Registration No and Application Date.

Business Description

- Enter Yearly Business and Upcoming Quarterly Business for Total Taxable Transactions (in NPR) as shown below:



Integrated Tax Menu -> VAT Registration

VAT Registration

Submission Number:-790044253455

Do you want to register yourself? Yes No

Effective date of registration: 2079.07.15

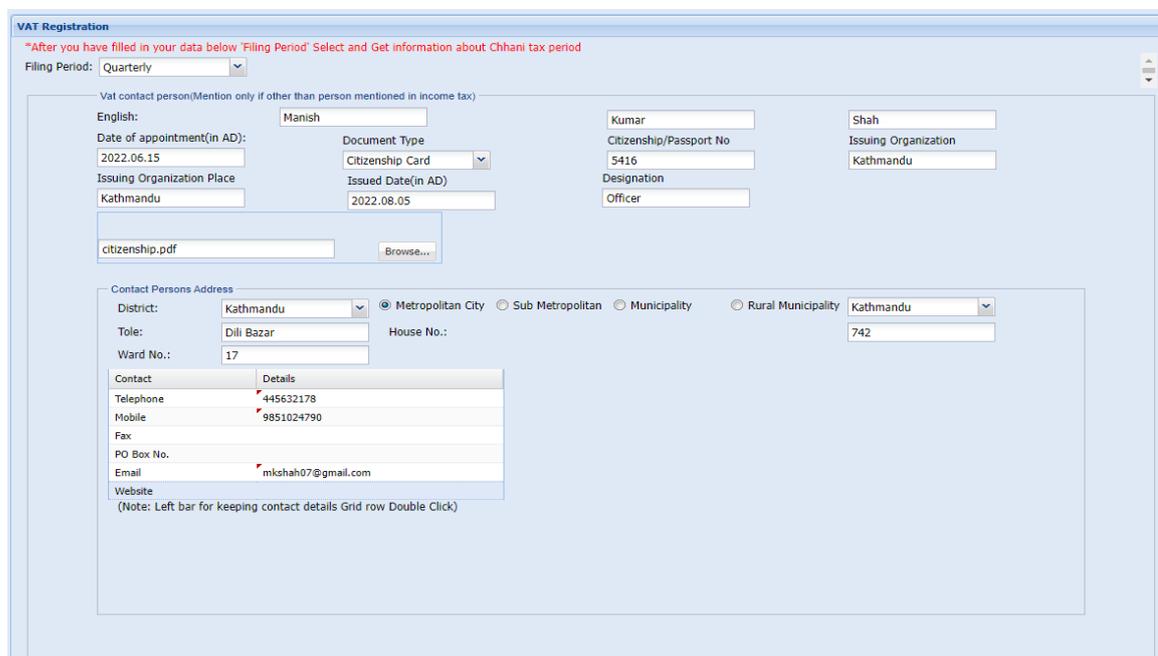
Income Tax Registration No. 24567 4562 Vat Taxpayer registration no. 741502949 Application Date 2079.07.04

Business Description(Give suitable estimates)		
Type	Yearly Business	Upcoming Quarterly Business
Total Taxable Transaction(in NPR)	450000	250000

Contact Persons Details

All Contact Persons Details are auto generated in the respected fields.

- Click **Save** button to save the DST Registration info.



VAT Registration

*After you have filled in your data below 'Filing Period' Select and Get information about Chhanti tax period

Filing Period: Quarterly

Vat contact person(Mention only if other than person mentioned in income tax)

English: Manish Kumar Shah

Date of appointment(in AD): 2022.06.15 Document Type: Citizenship Card Citizenship/Passport No: 5416 Issuing Organization: Kathmandu

Issuing Organization Place: Kathmandu Issued Date(in AD): 2022.08.05 Designation: Officer

citizenship.pdf Browse...

Contact Persons Address

District: Kathmandu Metropolitan City Sub Metropolitan Municipality Rural Municipality Kathmandu

Tole: Dilli Bazar House No.: 742

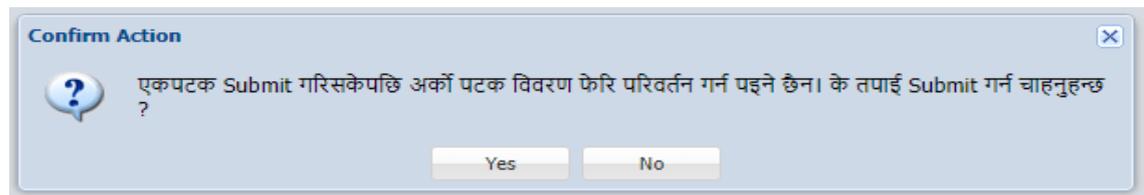
Ward No.: 17

Contact	Details
Telephone	445632178
Mobile	9851024790
Fax	
PO Box No.	
Email	mkshah07@gmail.com
Website	

(Note: Left bar for keeping contact details Grid row Double Click)

- Message alert if the user does not fill up the necessary fields as below:

- Click  button to submit the page.
- Click Yes button.



- Click  button to print the registration.
- Click  button to cancel/terminate the registration process.

Note: Once the user submits the page then could not be able to change it later. Here after submitting, Submit button becomes disabled.

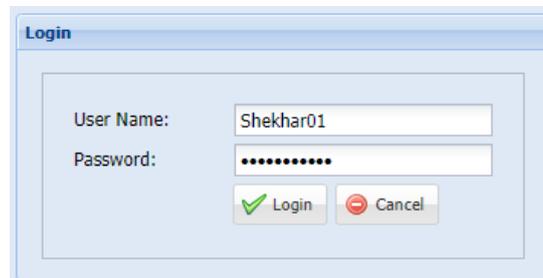


4.0 Verify DST Registration

This page is used to verify the DST Registration of Taxpayer Portal.

Procedure

- Go to the Official Portal of Integrated Tax System.
- Enter the credentials i.e. User Name and Password.
- Click **Login** button.



- Go to Official Entry from Verification.



- Official Entry page is open.
- Select Module from the drop-down list.
- Enter From Date and To Date in YYYY.MM.DD pattern.

Taxpayer Submission List

Module: DST From Date: 2079.05.01 To Date: 2079.05.15 Filter

Search Results

Submission Number	TaxPayerName	SubmissionDate	SubmittedYN	Tran No	Remarks			
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- Click  button to filter the submission list.
- Click the view button to open the Digital Service Tax.

Taxpayer Submission List

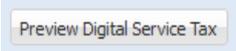
Module: DST From Date: 2079.05.05 To Date: 2079.05.05 Filter

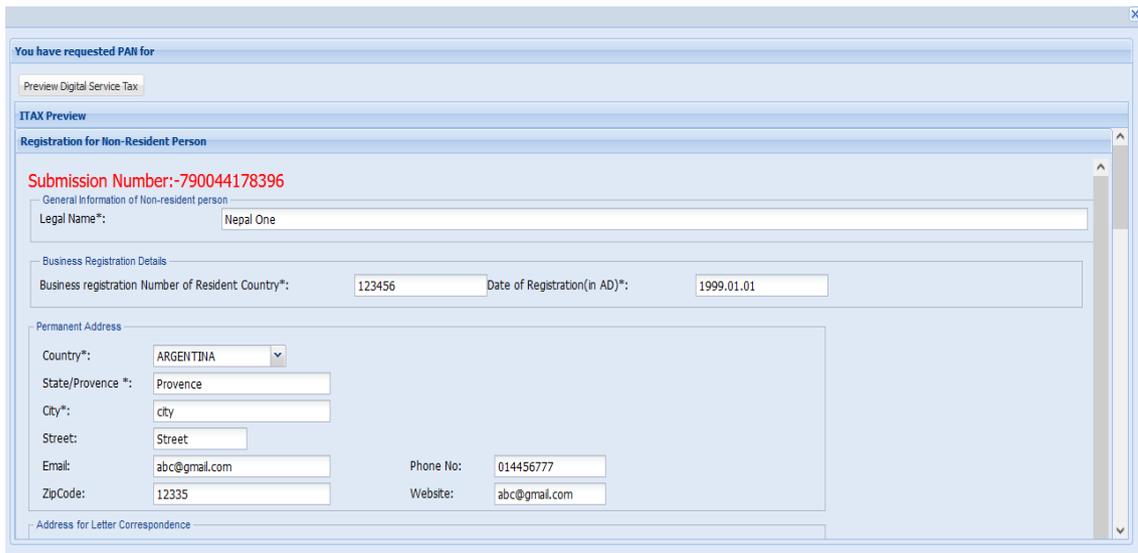
Search Results

Submission Number	TaxPayerName	SubmissionDate	SubmittedYN	Tran No	Remarks			
790044178396	Nepal One	2079.05.05	Y	79000078798610				

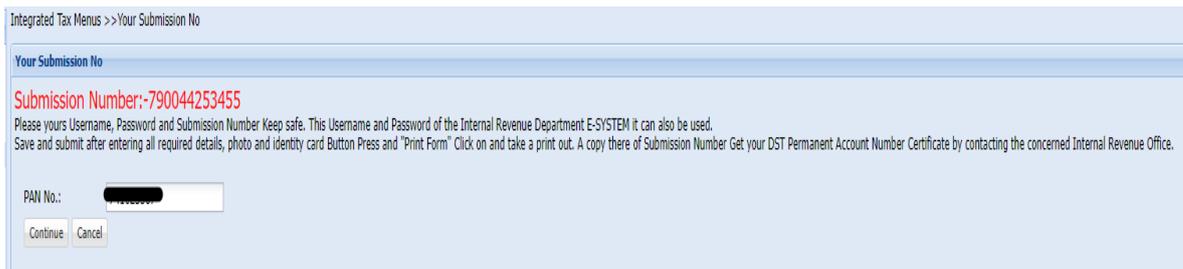
Page 1 of 1

Displaying 1 - 1 of 1

- Click  to preview Digital Service Tax.



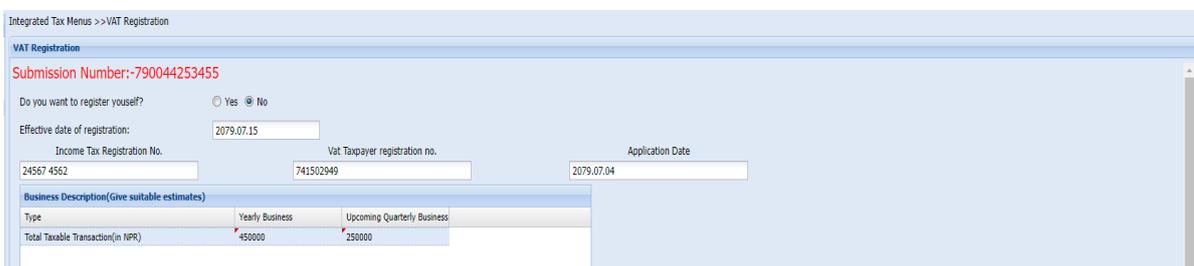
- Click the  icon to verify the Digital Service Tax Registration.
- Message pop-up stating “ PAN No. xxxxxxxx is allotted”.
- Enter the PAN No.
- Click **Continue** button to continue the process.



- It goes to VAT Registration page. Fill up the required fields as described below:
 - Enable the radio button for Do you want to register yourself? : Yes, No.
 - Enter the Effective date of registration, Income Tax Registration No, Vat Taxpayer Registration No and Application Date.

Business Description

- Enter Yearly Business and Upcoming Quarterly Business for Total Tax Transactions (in NPR) as shown below:



Business Description(Give suitable estimates)		
Type	Yearly Business	Upcoming Quarterly Business
Total Taxable Transaction(in NPR)	450000	250000

Contact Persons Details

- All the Contact Person Details auto generated from Person's registered DST.
- Click **Save** button to save the DST Registration info.

VAT Registration

*After you have filled in your data below 'Filing Period' Select and Get information about Chhani tax period

Filing Period:

Vat contact person(Mention only if other than person mentioned in income tax)

English:

Date of appointment(in AD): Document Type: Citizenship/Passport No: Issuing Organization:

Issuing Organization Place: Issued Date(in AD): Designation:

Contact Persons Address

District: Metropolitan City Sub Metropolitan Municipality Rural Municipality

Tole: House No.:

Ward No.:

Contact	Details
Telephone	445632178
Mobile	9851024790
Fax	
PO Box No.	
Email	mkshah07@gmail.com
Website	

(Note: Left bar for keeping contact details Grid row Double Click)

- Click the  button to submit the page.
- Click **Yes** button.
- Message alert if the user does not fill up the necessary fields as below:

Confirm Action

एकपटक Submit गरिसकेपछि अर्को पटक विवरण फेरि परिवर्तन गर्न पड्ने छैन। के तपाईं Submit गर्न चाहनुहुन्छ ?

- Click  button to print the registration.
- Click  button to cancel/terminate the registration process.

*Note: Once the user submits the page then could not be able to change it later. Here after submitting, **Submit button becomes disabled.***