### **ABOUT US**

Nepal National Single Window (NNSW), is a World Bank funded Project, led by the Webb Fontaine Group, a world leader in implementing trade facilitation systems and solutions designed to simplify border processes, minimize time and cost for trade community and ensure safe and secure trade. The project will set up a portal linking all relevant stakeholders from Government Agencies and traders.

The Department of Customs and over 42 Other Government Agencies and Stakeholders involved in Nepal's international trade supply chain, have collaborated to ensure this solution will meet the needs and expectations of Nepal for prosperity and progress.

Scan Me



## International Trade Fast and Simple

### **CONTACT US**



Department of Customs, Tripureshwor, Kathmandu



01-4117010 Toll Free: 16600160016



nnsw.gov.np



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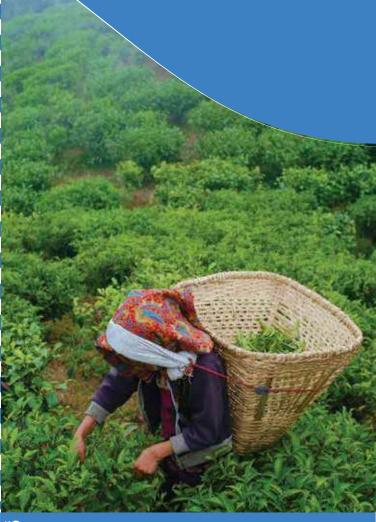
 ${\tt nnsw@webbfontaine.com}$ 

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# HOW TO REGISTER IN NNSW



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### **STEPS**

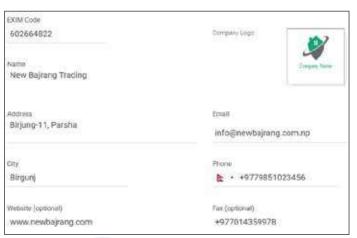
1. To register your organization in the system, go to the NNSW registration portal:

#### nnsw.gov.np/wu/registration/index

2. Select your appropriate organization type and click on the right arrow to proceed forward.



3. Fill in your organization's details according to the fields shown.



- \*For traders, valid EXIM code is mandatory to register in the system.
- \*For declarants, valid declarant code is mandatory.
- 4. Fill in the user information of the organization according to the fields shown. Valid PAN Number is required for resgistration.



5. You will have to submit the required supporting document to verify the identity of yourself and your organization.



You can only proceed forward after attaching all the required documents.

6. All the information provided in previous screens are displayed. You can review and correct any information before final submission. Click on the left arrow to go back to review previous information.



You can also check the terms and conditions by clicking on the link provided.

After everything is reviewed, click on the 'Register' button to submit your registration.

You will receive email updates regarding the status of your registration.

f Still having problems?

Our helpdesk is available to answer your queries.

Landline No.: 01-4117010 Whatsapp No.: 9861224637 Mail: nnsw@webbfontaine.com