

User Manual
Financial Cooperative Registration System (FCRS)
National Cooperative Regulatory Authority

Pulchok, Lalitpur
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<https://ncra.gov.np/>

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१. परिचय

राष्ट्रिय सहकारी नियमन प्राधिकरण [National Cooperative Regulation Authority (NCRA)] बाट सहकारी संस्थाहरूको नियमनका लागि प्रविधिमा आधारित प्रणालीको विकास र प्रयोग गर्नका लागि तयार गरिएको यस सफ्टवेयरमा सहकारी संस्थाहरूले कसरी सहकारीका तथ्याङ्कहरू व्यवस्थितदंगले प्रविष्टि गर्ने, व्यवस्थापन गर्ने र प्रणालीमा सहकारी संस्थाको दर्ता गर्ने भन्ने जानकारीका लागि यो प्रयोगकर्ता पुस्तिका (User Manual) तयार गरिएको छ । यसमा सहकारी संस्थाको आधिकारिक प्रयोगकर्तालाई सहज बनाउनका लागि प्रणाली भित्र देखिने चित्र, काम गर्दा अपनाउनु पर्ने प्रकृया र क्रमयुक्त निर्देशनहरूबारे दिइएका छन् ।

२. उद्देश्य

३. सहकारी दर्ता तथा अभिलेख प्रकृया:

- a. वित्तिय सहकारी दर्ता अभिलेख वा लगिन (Register financial cooperative or Log in)

Financial Cooperative Registration System (FCRS, <https://fcrs.ncra.gov.np/login>) प्रणालीमार्फत् NCRA मा आफ्नो सहकारी दर्ता गर्नको लागि सहकारीको प्रयोगकर्ताले तल तस्वीरमा देखिए झै रातो रङ्गले मार्क गरिएको [Click](#) वा [Register your financial cooperative now](#) मा क्लिक गरी प्रकृया सुरू गर्न सकिन्छ ।

प्रणालीमा सहकारी संस्था दर्ता र NCRA बाट स्विकृत नभएसम्म सहकारी प्रयोगकर्ताले [Click](#) वा [Register your financial cooperative now](#) मा थिचेर अर्को पेज खोलेर सम्बन्धित इमेलमा OTP आएपछि त्यसलाई OTP Verify गरेर मात्रै प्रणालीमा प्रवेश गर्न सक्नेछन् ।

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Welcome to Our Platform

Are you a authorized person for a financial cooperative and wish to register your Financial Cooperative now? Please be sure, you are allowed to login into the system once your financial cooperative's data has been reviewed and verified from NCRA. Register your financial cooperative now.

के तपाईं वित्तीय सहकारीको लागि आधिकारिक व्यक्ति हुनुहुन्छ र अहिले नै आफ्नो वित्तीय सहकारी दर्ता गर्न चाहनुहुन्छ? कृपया सुनिश्चित गर्नुहोस् कि तपाईंको वित्तीय सहकारीको डेटा NCRA बाट समीक्षा र प्रमाणित भएपछि तपाईंलाई प्रणालीमा लगइन गर्न अनुमति छ। अहिले नै आफ्नो वित्तीय सहकारी दर्ता गर्नको लागि यहाँ **Click** गर्नुहोस्।

Sign in to your account

Please sign in to your account

Email
@yourname@email.com

Password

Sign in

Don't have an account?
[Register your financial cooperative now](#)

Figure 1. Sign in page

- Open Browser in your computer
- Type or paste the URL: <https://fcrs.ncra.gov.np> to inter into system
- Go to red colored **CLICK** or [Register your financial cooperative now](#) button in Welcome to our Platform.
- Press the **CLICK** or [Register your financial cooperative now](#) to go ahead for registration.
- Another log in page will be display.
- Type your valid **email Id** of Cooperative.

Note: राष्ट्रिय सहकारी नियमन प्राधिकरणका एडमिन प्रयोगकर्ता वा राष्ट्रिय सहकारी नियमन प्राधिकरणबाट स्विकृत प्राप्त भएका सहकारीका प्रयोगकर्ताले मात्र यस पेजको Sign in to your account मा इमेल र पासवर्ड राखेर लग इन (**Sign in**) गर्न सक्नेछन् ।

b. OTP प्राप्ति तथा OTP भेरीफिकेसन

अघिल्लो पेजको Click मा क्लिक दबाएपछि तल तस्विरमा देखिएको पेज खुल्दछ । Sign up with email को **Email** मा सहकारीको अफिसियल इमेल राखी REGISTER बटन थिचेपछि सोही

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इमेलमा NCRA ले स्वतः OTP पठाउँदछ । यो OTP एक पटक मात्र प्रयोग गर्न मिल्छ । NCRA को स्वीकृति नपाएसम्म यही प्रकृया दोहोर्याएर प्रणालीमा सहकारीका डाटा प्रविष्टि वा सच्याउने कार्य गर्न मिल्दछ । NCRA को स्वीकृत भएपछि Reset Password को इमेल आउँदछ । त्यसपछि Password Reset गरेर सोझै Sign in (Figure 1. Sign in) गर्न सकिन्छ । Reset गरिएको Password गोप्य राख्नु पर्दछ ।



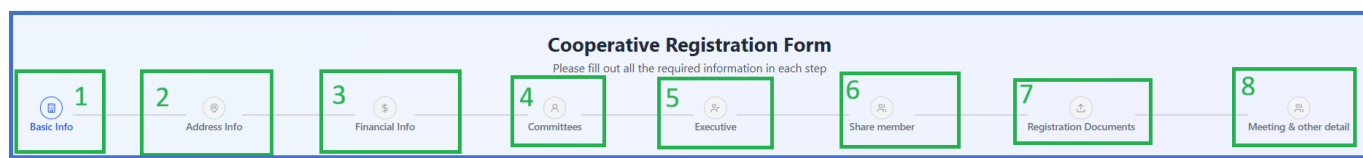
Figure 2. Verify OTP

- Type your valid **email Id** of Cooperative.
- Press the **Register** button.
- Open your **email** to see the **OTP** from the system of NCRA
- Go to inbox of this email and copy the OTP. It can be taken few minutes for OTP email.
- Go to **Resend** OTP if not get OTP in email inbox and check in spam
- If there is not OTP email in your inbox then look into spam.
- Copy the **9 digits OTP** from your email and paste to Verify OTP.
- Press the **Verify OTP** button.
- You will be in Cooperative **Registration Form page**.
- You have to **fill up** the validated data in the fields before go to **Next step**.

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c. सहकारी दर्ता

यस पेजमा ८ वटा पेजहरू रहेका छन् । पहिलो पृष्ठमा विवरण भरेपछि मात्रै अर्को पृष्ठमा जान सकिन्छ । विवरण भर्दा यस्तो चिन्ह (*) भएको फिल्ड अनिवार्य भर्नु पर्दछ । त्यसमा Basic Information, Address Information, Service Center information, Financial information, Committee, Executive, Share Member, Registration Documents, Meeting & Other detail रहेका छन् । यसमा एक पटकमा एउटा मेन्युको पृष्ठ खुल्दछ । एउटा पृष्ठको विवरण भरेपछि पेजको अन्त्यमा रहेको Update & Next बाट अर्को पृष्ठमा जान सकिन्छ । सबै पृष्ठमा विवरणहरू भरिसकेर अपडेट गरेपछि मात्रै सहकारी संस्था दर्ता र स्वीकृति प्रकृया पूरा हुन्छ ।



सहकारी दर्ता गर्नको लागि माथि तस्बीरमा उल्लेख गरिएका सबै स्टेपहरू सफलतापूर्वक भर्नु पर्दछ ।

1. Basic Information

Cooperative Registration गर्नका लागि सर्वप्रथम Basic Information मा भएका फिल्डहरूमा विवरण भर्नुपर्दछ । त्यसमा सहकारी संस्थाको Registration no., Full Cooperative Name (Nepali and English), PAN No., Contact email, Mobile No., Contact Person, Registered Date (Nepali), Registered Year, Registered at (Federal, Province, Local Level), Registered office name and address, Nature of work (Saving & Credit, Multi-Purpose, Agriculture, Others) , Name of Software Used, Current working Staffs, Working area, Is registered in any Federation (Yes,No) हरू रहेका छन् ती विवरण भरिसकेपछि Update & Next बटन दबाएर विवरण save गरेपछि स्वतः अर्को विवरणका लागि पृष्ठ खुल्दछ ।

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Please fill out all the required information in each step

Basic Info Address Info Financial Info Committees Executive Share member Registration Documents Meeting & other detail

Basic Info

Provide basic information about the cooperative.

Editing existing cooperative information

Reg. No.* Full Cooperative Name (Nepali)* Full Cooperative Name (English)* Coops. PAN No.*

10001 ... डिवग आर बि ... Debug RB ... 123456789 ...

Contact Email* Mobile No.* Contact Person* Registered Date (Nepali)* Register Year* Registered At*

rokatbasnet@gmail.com ... 9860565214 ... RBB ... 2082/07/30 ... 2082 ... Federal

Registered office name, address* Nature of Work* Name of software used* Current Working Staffs*

Department of Cooperatives, Dhulikhel ... Saving & Credit ... NCRA ... 10 ...

Working area* Is registered in any Federation?

Lalitpur ... Yes

☐ District Subjective Cooperative Union Ltd.
☒ Provincial Subjective Cooperative Union Ltd.
☐ Central Subjective Cooperative Union Ltd.

☒ District Cooperative Union Ltd.
☐ Provincial Cooperative Union Ltd.
☐ National Cooperative Federation Ltd.

Previous Update & Next

Figure 3: Basic Information

- Go to **Cooperative Registration** page.
- Basic information will be display.
- The dot (...) indicate the typing field and Arrow (→) indicate selection in the fields.
- **Fill in the blanks and make a selection** as per above image.

तल देखिएका शीर्षकहरूमा सम्बन्धनका आधारमा टिक लगाउनु पर्दछ ।

- District Subjective Cooperative Union Ltd.
- District Cooperative Union Ltd.
- Provincial Subjective Cooperative Union Ltd.
- Provincial Cooperative Union Ltd.
- Central Subjective Cooperative Union Ltd.
- **Go to affiliation and select** where the cooperative is a member in federation.
- Go to **Update and Next** button to save and to go to another page of Address Information.

2. Address Information

यस पेजमा Address Information सँग सम्बन्धित फिल्डहरू रहेका छन् । तिनीहरू Select Province (Koshi, Madhesh, Bagmati, Gandaki, Lumbini, Karnali, Sudur Paschim), Select

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District (77), Local Level (As per district), Ward No. (As per Local level) र Tole/street रहेका छन् । Tole/street मा टाइप गर्नु पर्दछ । विवरणहरू तयार भएपछि Update Address बटन थिचेर प्रविष्टि गरिएका विवरणहरू प्रणालीमा कायम गर्नु पर्दछ ।

Please fill out all the required information in each step

Basic Info Address Info Financial Info Committees Executive Share member Registration Documents Meeting & other detail

Address Info
Enter the address details of the cooperative.

Address Information

Province* District* Local Level* Ward Number* Tole/Street

Bagmati LALITPUR Mahankal Rural Municipality 6 Mahadevsthan

Update Address

Figure 4: Address Information

- Go to **Address Information**.
- **Select** the province, District, Local level and Ward no. and **type** the name of Tole/Street.
- Press the **Update Address** button to save the data.
- Go to Service Centre information.

3. Service Center information

सहकारी संस्थाले सञ्चालन गरेका सेवा केन्द्रको विवरण यस पृष्ठमा राखिन्छ । त्यस पृष्ठमा रहेको Select the Any service Center? (Yes or No) भन्ने फिल्डबाट एउटा छान्नु पर्दछ यदि "Yes" छानिए त्यसमा सेवा केन्द्रको विवरण राख्न खाली फिल्डहरू खुल्दछन् । त्यसमा Service Center Name, Manager/ Chief Name, Mobile number, Province, District, Local level, Ward no., Tole, Street आदि विवरणहरू भर्नुपर्दछ । यदि No छनौट गरे कुनै पनि विवरण भर्नु पर्ने फिल्ड देखिदैन ।

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Service Center's Information

Any service center? *

Service center Name *

Manager/Chief Name *

Mobile Number *

Yes

Kupondol

RBB

9860535614

Province *

District *

Local Level *

Ward Number *

Tole/Street

Bagmati

LALITPUR

Mahalaxmi Urban Municipality

1

Laxmishan

Add service center

Existing Service Centers

S.No	Service center's Name	Manager Name	Contact Number	Location	Action
1	1	1	1	Phaktanlung Rural Municipality, TAPLEJUNG, Koshi	Delete
2	dg	fg	N/A	Chaukune Rural Municipality, SURKHET, Karnali	Delete

✓ Both forms completed - Ready to proceed

PreviousNext Step

Figure 5: Service Center Information

- Go to **Select Service Center**.
- Select the **YES or NO** option.
- If **YES** selected, fill up the details of Service center
- Press the **Add Service Center**.
- The service center will be display below table.
- If there is **NO** Selected no need to fill up any data.
- If to edit the data use the **Delete** button. Once deleted could not be recovered.
- Go to **Next Step** to complete the data in the page.

4. Financial Information

Financial Information मा सहकारीका सदस्यहरूको विवरण र शेयर विवरण राख्ने फिल्ड छ ।

यसमा Total Share Members, Share Amount & Saving र अन्य फिल्डहरू Fiscal Year, Male Members, Female Members, Total Share Members, Total General Saving, Total Regular Saving, Total Periodic Saving, Total Saving Amount, Total Liabilities, Total Assets, Total Liquid Assets (TLA), TLA to Total saving (TS) ratio रहेका छन् । एरोले देखाएको फिल्डमा विवरण छान्नु पर्दछ र डटडट राखेको फिल्डमा विवरण टाइप गर्नु पर्दछ ।

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\$

Financial Info
Provide financial details of the cooperative.

1

Total share members, share amount & saving ✓

^

Fiscal Year *

Select Fiscal ▼

Male Members *

Male members ...

Female Members *

Female members ..

Other Members

Other members ..

Total Share Members *

Total share members ...

Total General Saving *

Total general saving ...

Total Regular Saving *

Total regular saving ...

Total Periodic Saving *

Total periodic saving ..

Total Saving Amount *

Enter total saving amc

Total Liabilities *

Total liabilities ...

Total Assets *

Total assets ...

Total liquid assets (TLA)

Total liquid assets (TLA) ...

TLA to Total saving (TS) ratio

0.00

Save

Figure 6: Financial Information

1. Share and Saving Information

Share and Saving Information मा Financial Information बाट राखिएका विवरणहरू टेबुलमा देख्न सकिन्छ । त्यस टेबुलमा details of Fiscal Year, Male Member, Female Member, Other Members, Total Member, Total Savings, Assets, Liabilities रहेका छन् । ती विवरणहरू भरेपछि सो विवरण फरक परे Action मा रहेको Delete बटन थिचेर त्यस विवरणलाई हटाउन सकिन्छ ।

Share and Saving Information

Fiscal Year	Male Members	Female Members	Other Members	Total Members	Total Savings	Assets	Liabilities	Action
2082/083	2	2	2	6	6	2	2	Delete
2081/082	1	1	1	3	3	1	1	Delete

2

Total funds & loan details ✓

^

3

Income expenses & other details ✓

^

4

Auditor & AGM details ✓

^

Previous

Next Step

Figure 7: Share & Saving Information

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- Go to **financial Information**.
- Go to **Share and Saving Information** list.
- Press the delete button to delete the list of Share and saving information

2. Total Funds and Loan Details

यस सूचिमा Total funds and loan details प्रविष्ट गर्न पर्दछ । यस पृष्ठमा Fiscal year छनौट गर्नु पर्दछ । भर्नु पर्ने फिल्डहरू Total Share Capital, Total Reserve Fund, Deficit Replenishment Fund, Accumulated Profit/ Loss, Core Capital, Total Pass Loan, Total Sub-standard Loan, Total Doubtful Loan, Total Loss Loan, Total Loan Disbursed, LLP for Pass Loan(1%) LLP for Sub-standard Loan(25%), LLP for Doubtful Loan(50%), LLP for Loss Loan (100%), Total Loan Loss Provision(LLP) amount, Additional Provision of Loan Loss, Assets Revaluation Reserve, Free Reserve, Supplementary Capital, Total Capital fund, Total Non-Performing Loan, Total Non-Performing Loan %, Total Risk Weighted Assets (RWA), Core Capital Ratio, Total Capital Fund Ratio, Total Borrowing, Total No. of Loan file Re-scheduled, Total Loan to Total Deposit Ratio, Investment in Pvt. Ltd. Investment in House/Building रहेका छन् । Save बटन थिचेर FCRS/NCRA मा विवरण कायम गर्न सकिन्छ । विवरण गलत देखिए टेबुलमा रहेको Delete बटन थिचेर त्यसलाई हटाइ अर्को विवरण भर्नु पर्दछ । Core Capital, Total Loan Disbursed, Supplementary Capital, Total loan loss provision (LLP) amount* को फिल्डमा स्वतः रकम जोडिएर देखिन्छ । फिल्डमा विवरण भर्दा अंग्रेजी अंक मात्रै टाइप हुन्छ ।

2 Total funds & loan details

Fiscal Year *

Total Share capital *

Total reserve fund *

Deficit replenishment fund *

Accumulated profit/(loss) *

Core capital *

Total pass loan *

Total sub-standard loan *

Total doubtful loan *

Total loss loan *

Total Loan disbursed *

LLP for pass loan(1%) *

LLP for sub-standard loan (25%) *

LLP for doubtful loan (50%) *

LLP for loss loan (100%) *

Total loan loss provision (LLP) amount *

Additional provision of loan loss

Assets revaluation reserve

Free reserve

Supplementary Capital

Total capital fund *

Total non performing loan *

Total non performing loan %

Total risk weighted assets(RWA) *

Core capital ratio *

Total capital fund ratio *

Total borrowing *

Total No of loan file re-scheduled *

Total amount of loan re-scheduled *

Total loan to total deposit ratio *

Investment in Pvt. Ltd *

Investment in house/building *

Save

S.No	Fiscal Year	Total Reserve Fund	Total Loan Amount	Primary Capital Fund	Total NPL	Action
1	2081/082	100	3766	400	3566	Delete

Figure 8: Total Funds and Loan details

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- Go to **financial Information**.
- Go to **Total funds and loan details** in No. 2.
- Select the **Fiscal Year**.
- Type the **amount on the blank fields** where the Asterisk marks (*) is compulsory field to fill up.
- Go to **Save** button to save the data.
- The table will be display below save button
- Use the **Delete** button to delete the data from table.

3. Income, Expenses and Other Details

यसमा Income, Expenses and Other details लाई NCRA को प्रणालीमा प्रविष्ट गर्न सकिन्छ । त्यसमा भएका फिल्डहरूमा छनौट गर्ने फिल्डमा छनौट र अन्य फिल्डमा निर्देशनअनुसारका विवरण भर्नु पर्दछ । Fiscal Year, Operational Income, Other income, Operational Expenses, Other Expenses, Net Profit/ Loss आदि विवरणहरू रहेका छन् । सबै विवरणहरू भरिसकेर save बटन थिचेपछि त्यसभन्दा तल रहेको टेबुलमा विवरणहरू देखिन्छ ।

S.No	Fiscal Year	Operational Income	Other Income	Operational Expenses	Other Expenses	Net Profit/(Loss)	Action
1	2082/083	12325	225	1442	0	11452	Delete

Figure 9: Income, Expenses and Other details

- Go to **financial Information**.
- Go to **Income, Expenses and Other details** in number 3.
- Select the **Fiscal Year** and **fill up the fields** using typing.
- Press the **Save** button.
- Use the **Delete** button to delete the data from table.

4. Auditor & AGM details

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Auditor & AGM details विवरणहरू यसमा रहेका खाली फिल्डमा भर्नुपर्दछ । त्यसमा Fiscal Year, Auditor's Name, Auditor's Mobile No., Auditor's Address, Date of AGM, No. of Participants in AGM, Participants % in AGM को विवरण भरिन्छ । Audit Report (PDF) बनाएर त्यसको फाइल अपलोड गर्नु । सम्पूर्ण विवरण भरेर अडिट अपलोड गरिसकेपछि बटन दबाएर विवरण टेबुलमा राख्न सकिन्छ । त्यसरी Save गरेका विवरणहरू त्यसभन्दा तल रहेका टेबुलमा देखिन्छन् । Next step मा क्रसर दबाएपछि Committee details पृष्ठमा जान सकिन्छ ।

The screenshot shows a web form titled "4 Auditor & AGM details" with a green checkmark. The form contains several input fields: Fiscal Year (dropdown with 2081/082 selected), Auditor's Name (text input), Auditor's mobile No. (text input), Auditor's Address (text input), ICAN number (text input), Date of AGM (text input with YYYY/MM/DD format), No. of Participants in AGM (text input), Participants % in AGM (text input with Percentage format), and Audit report (PDF) (file upload button labeled "Choose File No file chosen"). A red box highlights the "Save" button. Below the form is a table with 9 columns: S.No, Fiscal Year, Auditor Name, Phone, ICAN No., AGM Date, Participants, %, and Action. The table contains two rows of data. The first row has S.No 1, Fiscal Year 2082/083, Auditor Name a, Phone 1234567890, ICAN No. a, AGM Date 1/1/2021, Participants 1, % 1%, and a Delete button. The second row has S.No 2, Fiscal Year 2081/082, Auditor Name 2, Phone 2, ICAN No. 2, AGM Date 1/1/2021, Participants 2, % 2%, and a Delete button. At the bottom left is a "Previous" button and at the bottom right is a "Next Step" button.

S.No	Fiscal Year	Auditor Name	Phone	ICAN No.	AGM Date	Participants	%	Action
1	2082/083	a	1234567890	a	1/1/2021	1	1%	Delete
2	2081/082	2	2	2	1/1/2021	2	2%	Delete

Figure 10: Auditor & AGM details

- Go to **financial Information**.
- Go to **Auditor & AGM details** in number 4.
- Select the **Fiscal Year** and **fill up the fields** using typing.
- Press the **Save** button.
- Use the **Delete** button to delete the data from table.

5. Committee

सहकारी संस्थामा कार्यरत सञ्चालक समितिको विवरण यो Committee मेन्युमा रहेका फिल्डमा भर्नु पर्दछ । Committee Type (Board Committee, Account Supervisory Committee), Position (Chairperson, Vice Chairperson, Secretary, Treasurer, Member), Full Name, Gender(Male, Female), Email, Mobile number, PAN no., NID, Citizenship No. Issued District, Tenure start date, Tenure end date, Procince (Koshi, Madhesh, Bagmati, Gandaki, Lumbini, Karnali, Sudurpashchim), District (77 districts), Local Level (As per district), ward

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no. (As per local level), Tole/Street, Highest Education आदि फिल्डहरू रहेका छन् । एक जनाको विवरण भरिसकेर Save गरपछि अर्को जनाको विवरण भर्नु पर्दछ । यसमा विवरण भर्दा सर्वप्रथम वरिष्ठताको क्रममा भर्नु पर्दछ । क्रमैसँग भरेका सञ्चालक विवरणहरू टेबुलमा देखिन्छ ।

|

Cooperative Registration Form
Please fill out all the required information in each step

Basic Info Address Info Financial Info **Committees** Executive Share member Registration Documents Meeting & other detail

Committees
Enter the Committee details of the cooperative.

Committee Type * Board Committee Position * Chairperson Full Name * RBB Gender * Select Gender Email member@example.com Mobile Number * 9805566676

PAN No. * 34345554566 NID 1234 Citizenship No. * 123 Issued district * TAPLEJUNG Tenure Start Date * 2080/12/01 Tenure end date * 2083/11/30

Province * Koshi District * TERHATHUM Local Level * Aatharai Rural Municipality Ward No. * 1 Tole/Street Furdim Highest Education Secondary

Add Member

Committee Members

S.No	Committee Type	Position	Full Name	Phone Number	Email	Action
1	Board Committee	chairperson	RBB	9869999787	dbug.mgmt@gmail.com	Edit Delete

Previous Ready to proceed Next Step

Figure 11: Committee

- Go to **Committee** menu using Next/Next button.
- Go to blank **fileds** in the page then select and type the data.
- Select the item from (^) using the cursor and **fill up the fields** using typing.
- Press the **Save** button.
- Use the **Edit** button to edit the data from Name list if necessary.
- Use the **Delete** button to delete the data from table.

6. Executive

सहकारी संस्थामा कार्यरत् कार्यकारीको विवरण यो Executive मेन्युमा रहेका फिल्डमा भर्न पर्दछ । यसमा १ जनाको मात्रै विवरण भर्न सकिन्छ ।

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Please fill out all the required information in each step

Basic Info Address Info Financial Info Committees **Executive** Share member Registration Documents Meeting & other details

Executive
Enter the executive details of the cooperative.

Full Name * Tom Maya Gender * Female Email * dbug.mgmt@gmail.com Phone Number * 980556676 PAN Number 3434554566 National ID 1234

Citizenship Number * 123 Issued district * SAINCHUWASABHA Province * Koshi District * Local Level * Ward No. * 1

Tole Furdim Years of Experience * 10 Duration in Current Position (years) * 3 Highest Level of Education * Master's Degree

Update Executive

Previous

✓ Ready to proceed

Next Step

Figure 12: Executive

- Go to **Executive** Page
- Fill in the blank fields to details of Executive.
- Press the **Executive Update** to save the data.
- Go to **Next Step** button to access Share Member Page.

7. Share Member

Share Member मेन्युको यस पेजमा शेयरधनि सदस्यहरूको विवरण व्यवस्थापन गरिन्छ । त्यसका लागि यस पेजमा दिएका निर्देशनहरू ध्यानपूर्वक अध्ययन गर्नु पर्दछ । निर्देशिका यस प्रकार रहेको छ । विस्तृत सम्बन्धित फाइलको म्यानुअलमा दिइएको छ ।

Upload CSV or Excel files containing cooperative member data.

1. सबैभन्दा पहिला ३ वटा (निम्नलिखित) टेम्पलेटहरू (Template) डाउनलोड गर्नुहोला ।
 - Template to upload top 100 (based on share amount) cooperative member
 - Template to upload top 100 (based on saving amount) saving member
 - Template to upload top 100 (based on loan amount) loan member
2. माथी डाउनलोड गरेको टेम्पलेटहरू कम्प्युटरमा सेभ गरेर खोल्नुहोस् ।
3. यो टेम्पलेटको Title अर्थात पहिलो लाईन (First Row) मा भएको विवरण फेरबदल नगर्नुहोला
!!!!!!
4. रातो कलर गरेको कोलममा खाली नछोड्नुहोला । यदि त्यस्तो भएमा डाटा अपलोड हुदैन ।
5. Date को विवरण प्रविष्ट गर्दा YYYY/MM/DD अर्थात (४ अंकको वर्ष/२ अंकको महिना/२ अंकको दिन) नै हुनुपर्ने छ । YYYY/MM/DD को बीचमा कुनै खाली ठाँउ नछोड्नुहोला ।

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6. यो टेम्पलेटको Gender, Province, District, Municipality, Ward No कोलममा डाटा प्रविष्टि गर्दा अनिवार्य रूपमा छान्नुहोला । उपलब्ध भएमध्यको विवरण मात्र छनोट गर्नुहोला, उपलब्ध भएको भन्दा अन्य विवरण प्रविष्टि गर्न मिल्ने छैन ।
7. Excel Sheet मा भएको सबै Column मा उपयुक्त विवरण भर्नुहोला ।
8. यसरी आफ्नो सहकारीको विवरण तयार गरेर फाईलको प्रकार छनोट गरी उपर्युक्त Template प्रणालीमा अपलोड गर्नुहोला ।

Share member

Upload cooperative member.

Upload CSV or Excel files containing cooperative member data.

- सहभागी फाइल ३ बाट (निम्नलिखित टेम्पलेटहरू) अपलोड गर्नुहोस्।
 - Template to upload top 100 (based on share amount) cooperative member
 - Template to upload top 100 (based on saving amount) saving member
 - Template to upload top 100 (based on loan amount) loan member
- साथी डाउनलोड गरेको टेम्पलेटहरू कम्प्युटरमा रैभर गरि कोमुन्स।
- यो टेम्पलेटको File नामको पहिलो साँठ्ठा (First Row) मा भएको विवरण केवलबाट गर्नुहोस्।
- रातो कारार गरेको कोलममा खाली नगर्नुहोस्। यदि सरासरी भएमा डाटा अरबोध हुनेछ।
- Date को विवरण प्रष्टि गर्न VVVV/MM/DD नामको (x अक्षरको वर्ष/२ अक्षरको महिना/२ अक्षरको दिन) ने टुप्नुपर्छ। VVVV/MM/DD को बीचमा जुने खाली ठाउँ नगर्नुहोस्।
- यो टेम्पलेटको Gender, Province, District, Municipality, WardNo कोलममा डाटा प्रष्टि गर्न अनिवार्य रूपमा छाड्नुहोस्। उपरका भागमाको विवरण मात्र छनोट गर्नुहोस्, उपरका भागको भाग बिबरण प्रष्टि गर्ने मिले लेन।
- Excel Sheet मा भएको सबै Columns मा उपयुक्त विवरण भर्नुहोस्।
- पसलै आफ्नो सहकारीको विवरण तयार गरी रेकर्ड हुने प्रकार छनोट गरी प्रत्येक Template प्रयासीत अरबोध गर्नुहोस्।

Missing Required Files

Please upload all three member files to proceed:

- Share Members File
- Saving Members File
- Loan Members File

Upload cooperative share members



Click to upload or drag and drop Excel file (.xls or .xlsx)
Max size: 10MB

Upload a CSV or Excel file containing share member information

Download Template
Upload

Upload cooperative saving members



Click to upload or drag and drop Excel file (.xls or .xlsx)
Max size: 10MB

Upload a CSV or Excel file containing saving member information

Download Template
Upload

Upload cooperative loan members



Click to upload or drag and drop Excel file (.xls or .xlsx)
Max size: 10MB

Upload a CSV or Excel file containing loan member information

Download Template
Upload

Figure 13: Share Member

माथिको तस्विरमा देखिएको पेज शेयर सदस्य विवरणका लागि देखिन्छ । त्यस पेजमा ३ वटा फर्म्याटका फाइलहरू रहेका छन् । ती फाइललाई प्रयोगकर्ताले कम्प्युटरमा डाउनलोड गर्नु पर्दछ । ती फाइलमा रहेका शीर्षकहरूलाई जस्ताकोतस्तै प्रयोग गर्नु पर्दछ । ती फाइलहरू 1. Share Member, 2. Saving Member, 3. Loan Member हुन् । ती डाउनलोड गरिएका फाइलमा सहकारीको सहकारी संस्थाका शेयर सदस्यको विवरण, बचतकर्ताको विवरण र ऋणीको विवरण भर्नु पर्दछ । विवरण भर्दा रातो अक्षरको एक्सेलको कोलममा अनिवार्य विवरण भर्नु पर्दछ । यदि सेलमा क्रसर राख्दा छनोट गर्न पाउने अवसर छ भने त्यसमा विवरण भर्दा त्यही दिएका विकल्पहरूबाट छनौट गर्नु पर्दछ । त्यसमा अन्य विवरण टाइप गर्नु हुन्न । ट्याम्प्लेटमा भएका एक्सेलको सेलमा तयार पारेको विवरण Save गर्नु पर्दछ तर खफाइलको Rename गर्नु हुदैन । विवरण भरी सकेपछि सोही Share Member पेजमा भएको फाइल अपलोडमा गएर शीर्षकअनुसारका सम्बन्धित फाइलहरू अपलोड गर्नु पर्दछ ।

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1. Share Member

Share Member फाइल डाउनलोड गरेर त्यसलाई खोल्नु पर्दछ । एकसेल सिटमा शेयर सदस्यको विवरण भर्ने ट्याम्प्लेट खुल्दछ । ट्याम्प्लेटको शीर्षक रहेको लाइन (Row) मा चलाउनु हुँदैन किन कि त्यो ट्याम्प्लेट राष्ट्रिय सहकारी नियमण प्राधिकरणको Financial Cooperative Regulation System (FCRS) प्रणालीसँग सम्बन्धित रहेको छ । यदि त्यसमा फेरबदल भएमा अपलोड भएको फाइलको विवरण प्रणालीमा केन्द्रीकृत हुन सक्दैन । शीर्षकभन्दा तल रहेका सेलहरूमा मात्र विवरण भर्नु पर्दछ । खाली रहेको सेलमा विवरण टाइप गर्नु पर्दछ र Select लेखिएको सेलमा क्रसर राखेपछि त्यसमा छनौट गर्ने बटन देखिन्छ । त्यस बटनमा क्रसर थिचेर चाहिएको विवरण छान्नु पर्दछ । यसमा विवरण भर्नका लागि १७ वटा कोलमहरू रहेका छन् । ति मध्ये केही विवरण टाइप गर्नु पर्दछ र केही विवरण छान्नु पर्दछ ।

त्यसमा रहेको पुरा नाम, मोबाइल नंबर, जन्म मिति, टोल, पान नंबर, राष्ट्रिय परिचय पत्र, शेयर संख्या, शेयर रकम, जम्मा वचत र जम्मा ऋण रकम विवरणहरू टाइप गरेर भर्नु पर्दछ । Select लेखेका सेलहरू लिङ्ग, नागरिकता दिने जिल्ला, प्रदेश, जिल्ला, पालिका, वडा त्यही रहेका विकल्पबाट छान्नु पर्दछ ।

Full Name	Mobile No	DoB	Gender	Citizenship	Issue Date	Province	District	Municipality	Ward No	Tole	PAN	NID No	No of Shares	Total Share Amount	Total Saving Amount	Total Loan Amount
Hari Bdr. N	9.851E+09	1/1/2056	Male	123/456	Bhojpur	Shi	Bhojpur	Aamchoi	1	Ratn	123	321	250	25000.00	5000.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00
			Select	Select	Select	Select	Select	Select	Select				0	0.00	0.00	0.00

Figure 14: Share Member Template

- Go to **Share member** by using next option.
- Read the given **direction** carefully.
- **Down load** the Excel file of share member from system .
- **Fill up the details** according to title of the template.
- **Save** the file after data completion in the template sheet using save option.

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- **Upload** the file in the upload option of **Share Member**.

2. Saving Member

Saving Member फाइल डाउनलोड गरेर त्यसलाई खोल्नु पर्दछ । एक्सेल सिटमा वचतकर्ता सदस्यको विवरण भर्ने ट्याम्प्लेट खुल्दछ । यसको ट्याम्प्लेट भर्दा पनि सेयर मेम्बरको विवरण भर्दा अपनाइएको प्रकृया नै अपनाउनु पर्दछ ।

1	FullName	MobileNo	DoB	Gender	Citize	Issue	District	Province	District	Municipality	WardNo	Tole	PANNo	NIDNo	NoOfShare	TotalSavingAmount
2	Hari	98899909909	1/1/2056	Male	123	Dhankuta	Koshi	Dhankuta	Chhathar Jor	1	Chhatra		123	321	250	25000.00
3				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00
4				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00
5				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00
6				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00
7				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00
8				Select	Select	Select	Select	Select	Select	Select	Select				0	0.00

Figure 15: Saving Member Template

- Go to **Saving member** by using next option.
- Read the given **direction** carefully.
- **Down load** the Excel file of **Saving member** from system .
- **Fill up the details** according to title of the template.
- **Save** the file after data completion in the template sheet using save option.
- **Upload** the file in the upload option of **Save Member**.

3. Loan Member

Loan Member फाइल डाउनलोड गरेर त्यसलाई खोल्नु पर्दछ । एक्सेल सिटमा ऋणी सदस्यको विवरण भर्ने ट्याम्प्लेट खुल्दछ । यसको ट्याम्प्लेट भर्दा पनि सेयर मेम्बरको विवरण भर्दा अपनाइएको प्रकृया नै अपनाउनु पर्दछ ।

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q
	FullName	MobileNo	DoB	Gender	Citzize	IssueDistrict	Province	District	Municipality	WardNo	Tole	PANNo	NIDNo	NoOfShare	Total_Saving_Amount	TotalLoanAmount
1	Ram	98988988	1/1/2056	Male	123	Dhankuta	Koshi	Dhankuta	Chhathar Jorp	1	Chhath	123	321	250	25000.00	100000.00
2	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
3	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
4	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
5	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
6	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
7	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
8	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
9	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
10	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
11	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
12	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
13	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00
14	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	0	0.00	0.00

Figure 16: Loan Member Template

- Go to **Loan_Saving_member** by using next option.
- Read the given **direction** carefully.
- **Down load** the Excel file of **Loan_Saving_member** from system .
- **Fill up the details** according to title of the template.
- **Save** the file after data completion in the template sheet using save option.
- **Upload** the file in the upload option of **Loan Member**.

8. Registration Documents

Registration Documents पेजमा सहकारी संस्थाको दर्ता प्रक्यासँग सम्बन्धित काजातका फाइल अपलोड गर्न पर्दछ । यस पेजमा Business Registration Certificate, PAN Certificate, Latest Tax Clearance, Other Business-Related Certificate, Name of Existing Guidelines हरूको फिल्डहरू रहेका छन् । स्क्यान गरिएका सहकारीका प्रमाण पत्रहरू सम्बन्धित फिल्डमा अपलोड गर्नु पर्दछ । त्यस फाइललाई हटाउनु परे Replace बटन थिचेर हटाउन सकिन्छ ।

Registration Documents

Enter the Committee details of the cooperative.

Business Registration Certificate

PAN Certificate

Latest Tax Clearance

Other Business Related Certificate

Replace File

Replace File

Replace File

Replace File

Name of existing guidelines *

Guideline Issue Date (B.S) *

Figure 17: Registration Documents

Cooperative User Manual

- Go to **Registration Documents** page.
- Go to **Click to Upload or Drag and Drop or Image File** (Max.Size 10 MB) box.
- Upload all the image documents one by one.
- Press the **Replace** button to if removed.
- Go to Name of existing Guidelines.
- Type the **Name of guidelines and issue date in B.S.**
- Type on **Remarks** field if any.
- Press **Update** button to save the data.
- Press to **Next Step** to access meeting and other detail.

9. Meeting and Other Detail

Meeting and Other Detail पेजमा Board of directors (BOD) meeting and other detail सँग सम्बन्धित विवरणहरू राख्ने फिल्डहरू रहेका छन् । यसमा Fiscal Year, No. of total BOD meeting, Data entered by, Position, Mobile no. Data entry date, Data verified by, Verifier position, Data verified date, Voucher amount Voucher deposited date, Bank Voucher upload को लागि स्क्यान इमेज अपलोड गर्ने box रहेका छन् । यसमा निर्देशानसार विवरण भरिसकेपछि कार्यकारी प्रमुखको स्वघोषणाको अगाडि रहेको टिक बक्समा टिक लगाउनु पर्दछ । त्यसपछि स्वघोषणाको ट्याम्पलेट डाउनलोडमा गएर ट्याम्पलेट डाउनलोड गरी हस्ताक्षर गरेर स्क्यान गरी अपलोड गर्नु पर्दछ ।

Meeting & other detail
Upload Meeting & other detail

Board of directors **Meeting & other detail**

Fiscal Year *	No. of total BOD meeting *	Data entered by *	Position *	Mobile No. *	Data entry date *
2081/082	12	RBB	Manager	9898989898	2082/12/30
Data verified by *	Verifier Position *	Verifier mobile No. *	Data verified date *	Voucher amount *	Voucher deposited date *
RBBB	Chairperson	9898989898	2082/12/30	100	12/20/2082

Bank voucher

Click to upload or drag and drop PDF or Image file
Max size: 10MB

☒ कार्यकारी प्रमुखको स्वघोषणा: माथि उल्लेखित विवरण ठीक सही हो । फरक भएमा कानुनबमोजिम सहीना हुनेछैन । *

[Download Template](#)

A signed declaration letter

Click to upload or drag and drop PDF or Image file
Max size: 10MB

[Update](#)

[Previous](#) [Review](#)

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Figure 18: Meeting & Other details

- Go to **Meeting and other detail** page.
- Select the **Fiscal year** and **type** on the given field of data.
- Upload readable scan copy of **Bank Voucher**.
- Make a tick mark in the line of Self-declaration of an executive.
- Download a **Declaration Template**.
- Upload the **signed copy of Self-declaration** letter.

REVIEW

Review बटनबाट सहकारी संस्थाको Financial Cooperative Regulation System मा राखिएका विवरणहरू पुनः अवलोकन गर्न सकिन्छ ।

अन्तमा यसमा राखिएका विवरणहरु राष्ट्रिय सहकारी नियमन प्राधीकरणको FCRS प्रणालीमा एकीकृत हुन्छ । त्यसैले विवरण राख्दा र हटाउँदा त्यसमा भएका तथ्याङ्कहरूमा फेरबदल हुने भएकाले ध्यान दिनु अत्यावश्यक हुन्छ ।