

# **Manual for corporatePAY Enrollment**





### Steps to Enroll in corporatePAY

#### Step 1:

Below is the user's Role and Authority for corporatePAY:

<u>Admin User</u>	<u>Approver</u>	<u>Initiator</u>	<u>Reporter</u>
<ul style="list-style-type: none"> <li>- Authorized signatory for corporatePay documentation, acting on behalf of the organization, is permitted to submit requests solely for adding or removing for Initiators and Reporters only.</li> <li>- For adding or removing Approvers, adding other accounts, or changing the signature matrix, new Board Resolution is required. Admins do not possess signature rights for these activities.</li> </ul>	To Approve the Transaction.	To Initiate Transaction	To view & download bank statement
To enroll self-registration process.	To Reject the Transaction.	Submit the transaction from Repair queue	Download Transaction Report
To link various bank accounts.	Send Transaction to Repair/Modify	Download Transaction Report	
To manage others users (To Enroll, To Disable, To Re-send activation Link, To Add new user & To Approve forgot Password Request).	Download Transaction Report	To view & download bank statement	
To edit & approve user's mobile number & Email address.	To view & download bank statement		
No rights for Banking Activity/ Transaction Rights			

**Note:** The transaction Approver and Primary/admin contact person should be signatory holder and approvers on the basis of bank CBS accordingly.

Once users are decided, a Board Minute needs to be prepared. Below is a sample Board Minute.

### Board Resolution to avail corporatePAY.

#### SAMPLE- 1

(For Public Ltd. Co., Pvt Ltd. Co., BFI, Schools & College etc.)

Extract of the minute of meeting of the Board of Directors of **Example Pvt Ltd.**, held at Registered Office dated April 1, 2025.

Resolved that the company do avail the 'corporatePAY' service, a corporate cash management solution offered by NCHL to the Bank customers, for the accounts having A/C name **Example Pvt Ltd A/C No: 002106XXXXXXXXXXXXX1 (NPR)** maintained with Nepal Bank Ltd **Kathmandu Office Branch**, as parent Bank and the company do accept terms and conditions laid down by NCHL and Nepal Bank for the purpose.

Resolved that the said **Mrs. Jaipuri Rai** is hereby authorized to act as **Corporate Admin** for corporatePAY service offered by Nepal Bank on behalf of the Company, and do all such acts, deeds and things necessary, and to execute all such documents as are necessary, in connection therewith, and to operate the said account in the name of the Company, using the aforesaid facilities, and to accept and adhere to all the terms and conditions contained in agreement and comply with all other formalities as prescribed by NCHL and Nepal Bank in this regard and agree to such changes and modifications in the said terms and conditions as may be suggested by NCHL and Nepal Bank from time to time and to execute such deeds, documents and other writings as may be necessary or required for this purpose. The nominated official is further authorized to receive from the Bank and use the Corporate Administrator's credentials at the risk and responsibility of the Company. It is further resolved that the above name individual is authorized to change/amend (Reset, Disable, and Password change) the account operation authority holder at their sole discretion and at the responsibility of the Company. Furthermore, the above name official is authorized act on behalf of the company and raise new account operation authority to any of the Office bearer of the Company and/ or request signatory matrix modification in accordance to decision of the Board of the Company.

Resolved that the Board of the Company is fully aware of the risk out of subscribing the product corporatePAY service and has decided to subscribe it due to the reason of Company's requirement.

Resolved that the aforesaid terms and conditions be and are hereby approved and accepted and the authorized officials be and are hereby severally/ jointly authorized to accept such modifications therein as may be suggested by Nepal Bank.

Resolved further that officials (Checker/Maker) nominated singly/ jointly by the aforesaid authorized official and/or the Board of the Company are also authorized to operate account and do other needful works on behalf of the company through corporatePAY.

Resolved that the Terms & Conditions pertaining to the Nepal Bank Limited's, Corporate Internet Banking, "corporatePAY" are understood and acknowledged by the Board on behalf of the Company.

Further, the above mentioned authorized officials be and are hereby authorized to receive the login id, activation link, passwords, and one-time Password (OTP), as may be sent by corporatePAY system, for accessing information and/or entering into transactions on corporatePAY on behalf of the Company.

Signature 1

signature 2

signature 3

signature 4







We, hereby, authorize the Bank to create the following user IDs and transaction limits, who will operate the system on behalf of the company:

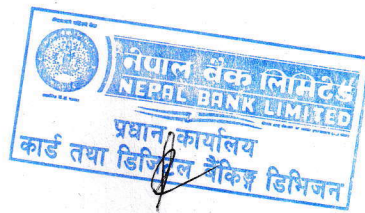
**1. Corporate Admin User's Details**

Name	Email Address	Mobile No.	Signature specimen of Admin User
Jaipuri Rai	jaipurirai@gmail.com	98*****	Admin's signature

**2. Approver (Transaction Checker) and Initiator (Transaction Maker) Users:**

Full Name	Email	Mobile	Role
Kajol Shrestha	kajols@gmail.com	98*****	APPROVER
	kajols@gmail.com	98*****	INITIATOR
	kajols@gmail.com	98*****	REPORTER





## Step 2:

- Once the users are decided through above board minute, the assigned admin user needs to self-register for CorporatePAY by visiting the following link:  
<https://corporatepay.connectips.com/#/login>
- When you click the above link, the screen below will appear.
- Click the Not Registered Yet? "REGISTER" button to start the registration process as shown in below screenshot with yellow highlight.





### Step 3:

After clicking the "Registered" button, as shown in Step 2 above, below screen is displayed where the Admin user needs to fill in the details, as shown in the screenshot below.

- ❖ Insert Organization's Full Name as per Registration Certificate.
- ❖ Insert Organization short name. (For Example: If organizations Name is "Nepal Clearing House Limited" you can insert "NCHL" as short name).
- ❖ Insert Admin Email Address as per mentioned in Board Minute.
- ❖ Insert Admin Mobile Number as per mentioned in Board Minute.
- ❖ Once all the information is filled, click on the "Register" button.

व्यावसायिक मुक्कानीलाई सरल बनाउँदै।

**CORPORATEPAY**  
मार्फत connectIPS र NCHL-IPS मा व्यावसायिक मुक्कानीहरू सञ्चालित गर्नुहोस्।

System provided by:  
 NEPAL CLEARING HOUSE

#### Corporate Registration

DISCLAIMER: Please enter valid email and mobile number as these details will be used for activation of Admin User.

Corporate

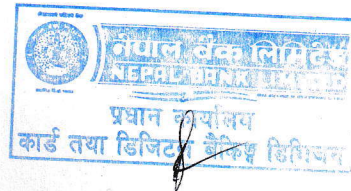
Corporate short name/Code	Corporate name
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Eg. NCHL - Nepal Clearing House Limited

Primary Contact/Admin Email	Primary Contact/Admin Mobile No.
Enter valid email	+977 Enter mobile number

**Register**

If you want to edit signup information, please go through the edit link that has already sent to your registered email.



### Sample of Corporate Registration of Example Pvt. Ltd Company

व्यावसायिक मुक्कानीलाई सरल बनाउँदै।

**CORPORATEPAY**  
आफ्नो connectIPS र NCHL-IPS मा व्यावसायिक मुक्कानीहरू सजिलै गर्नुहोस्।

System provided by

#### Corporate Registration

DISCLAIMER: Please enter valid email and mobile number as these details will be used for activation of Admin User.

Corporate

Sample:	Sample Public Limited
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Reg. NCHL - Nepal Clearing House Limited

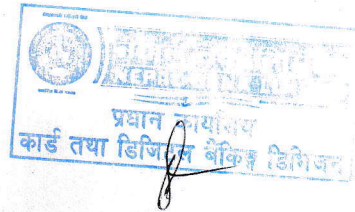
Primary Contact/Admin Email:

Primary Contact/Admin Mobile No.:

[Register](#)

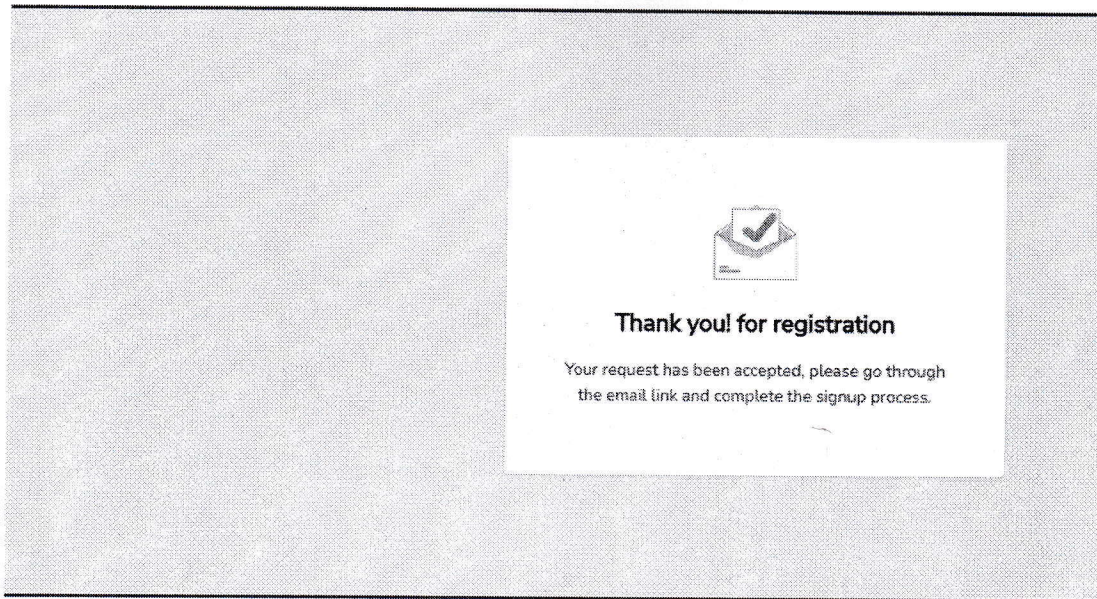
! If you want to edit signup information, please go through the edit link that has already sent to your registered email.





- After clicking the "Register" button, you will see the message below:

 CORPORATE



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#### **Step 4:**

- After the above registration process, the assigned Admin user will receive an email with the subject "Corporate Registration" in Admin's Email Inbox as below:
- In the email content, you will find a hyperlink as Link that you need to click to complete the registration process.

#### **Welcome to corporate registration!**

Dear Sample Public Limited(SAMPLE),

Greetings from Nepal Clearing House Limited!

Thank you so much for subscribing CORPORATEPAY as your business payment solution system. We have just received your request for registering your organization in the CORPORATEPAY system. Please go through the LINK to complete the registration process.

Kindly write to us at ([businesssupport@nchl.com.np](mailto:businesssupport@nchl.com.np)) if you have any query regarding the registration process.

**Note:** Please complete your signup process within 15 days, otherwise filled up information will be erased and you will be required to re-process the CORPORATEPAY registration again in such a case.

For additional information you may contact your enrolling bank.

Thank you !

 Nepal Clearing House

System provided by Nepal Clearing House Limited.





### Step 5:

Once you click the hyperlink "[Link](#)" you will be redirected to the Corporate Registration page to fill out the required information as shown below:

1. Insert Registration number as per Registration Certificate.
2. Insert PAN Number.
3. Select Category and Sub-category
5. Select Bank, Branch and Click Next Button

### Corporates Registration

1

Corporate Detail

2

User Information

⚠

DISCLAIMER: Please enter valid email and mobile number as these details will be used for activation of Admin User.

Corporate short name/Code

NAME

SAMPLE

Sample Public Limited

Primary Contact/Admin Email

Primary Contact/Admin Mobile No.

payment@nepalbank.com.np

9874563210

Phone No. (Optional)

Fax (Optional)

Enter phone number

Registration No.

PAN No.

5896/081/82

300598656

Category

Sub-category

Government

Province Government

Bank

Branch

Nepal Bank Limited

Kathmandu Banking Office

Next





After clicking the NEXT button below, the following screen will appear, where User information needs to be filled out according to the user role mentioned in the Board Minute.

### Corporates Registration

Corporate Detail

**2** User Information

▲ Create users and assign transaction role (transaction Initiator or transaction approver or transaction reporter). Make sure you input correct mobile number and email.

Full Name

Mobile Number

Email Address

Select Txn Role

+977

Enter mobile number

Enter valid email

TRANSACTION APPROVER

Cancel

Add

SN	Full Name	Mobile No.	Email	Transaction Role	Actions
No data available					

◀

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▶

0 to 0 of 0

Back

Submit



**Corporates Registration**

Corporate Detail **2** User Information

Create users and assign transaction role (transaction initiator or transaction approver or transaction reporter). Make sure you input correct mobile number and email.

Full Name  Mobile Number  Enter mobile number Email Address  Select Txn Role

**Add**

S/N	Full Name	Mobile No.	Email	Transaction Role	Actions
1	Bomey Dahal	9874563210	payment@nepalbank.com.np	TRANSACTION INIT..	
2	Bomey Dahal	9874563210	payment@nepalbank.com.np	TRANSACTION APP..	
3	Bomey Dahal	9874563210	payment@nepalbank.com.np	TRANSACTION REP..	

Page 1 of 1 1 to 3 of 3

**Back** **Submit**

- After all the information is filled out, click the **SUBMIT** button. The screen below will appear, where you can check if the filled information is correct. If everything is correct, click the **CONTINUE** button. If the information is not correct, you can click the edit button to modify the filled-up information.





**Registration Confirmation** Edit

**Corporate Detail**

Email	Mobile No.	Phone No.
payment@nepalbank.com.np	+977 9874563210	-

---

Fax	Registration No.	PAN No.
-	58967081782	309598656

---

Category	Sub-category
Government	Province Government

---

Bank	Branch
Nepal Bank Limited	Kathmandu Banking Office

**User Information**

SN	Full Name	Mobile No.	Email	Transaction Role
1	Birendra Dahal	9874563210	payment@nepalbank...	TXN_INITIATOR
2	Birendra Dahal	9874563210	payment@nepalbank...	TXN_APPROVER
3	Birendra Dahal	9874563210	payment@nepalbank...	TXN_REPORTER

Page 1 of 1 1 to 3 of 3

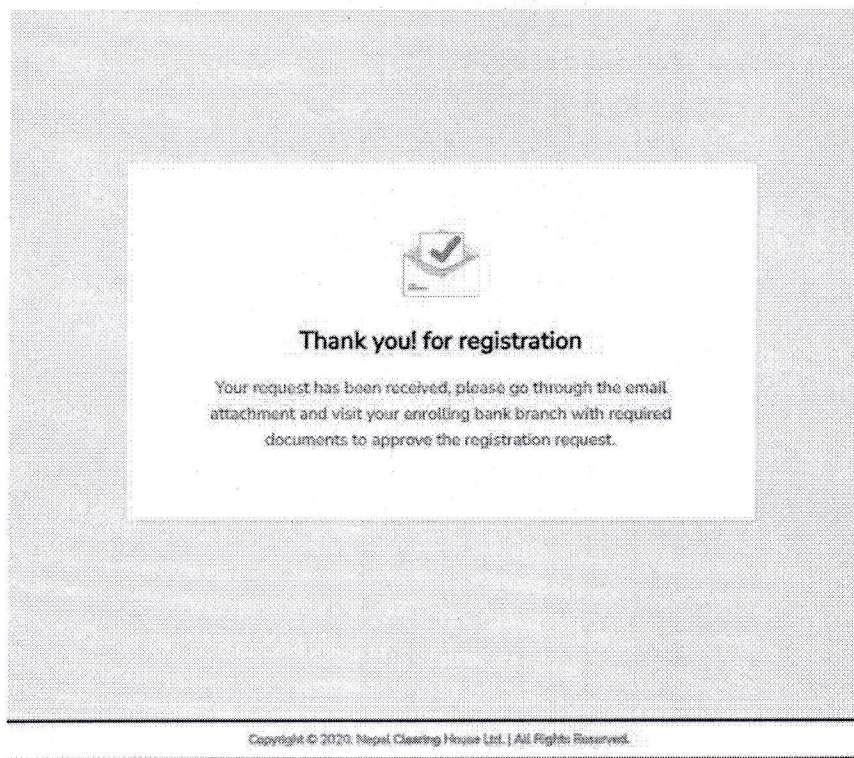
**Continue**





Once you click the **CONTINUE** button, you will see the screen below.

- Once the message below is displayed, an **ENROLLMENT REQUEST DETAIL PDF form** will be received as an attachment in the Admin's email, which needs to be downloaded and printed.





You will get email in the admin user as follows.

**Thank you for your registration!**

Dear Sample Public Limited(SAMPLE),

Greetings from Nepal Clearing House Limited!

Thank you for **CORPORATEPAY** registration. Please print the attached file and visit your enrolling bank branch with required documents (Company registration, PAN/VAT, User's Identity etc.) to approve the registration request.

If you need to modify your filled-up information, please go through the [LINK](#).

Kindly write to us at ([businesssupport@nchl.com.np](mailto:businesssupport@nchl.com.np)) if you have any query regarding the registration process.

**Note:** Please complete your signup process within 15 days, otherwise filled up information will be erased and you will be required to re-process the **CORPORATEPAY** registration again in such a case.

For additional information you may contact your enrolling bank.

Thank you !

Now, Download the below enrollment Request detail from email and sign from the authorized signature.



#### Enrollment Request Detail

Dear Customer,  
Kindly visit your enrolling bank with this system generated details and other required documents to complete the enrollment process.

#### Corporate Information:

Name : Sample Public Limited Short Code : SAMPLE  
Corporate Code : SAMPLE7191 REG. No. : 5596/081/82  
PAN No. : 300598656 Phone No. :  
Admin's Email : payment@nepalbank.com.np Admin's Mobile : 9874563210  
Requested Bank : Nepal Bank Limited Requested Branch : Kathmandu Banking Office

#### Requested Users Information:

Full Name	Username	Email	Mobile	Txn Role
Bomey Dahal	Bomey7192	payment@nepalbank.com.np	9874563210	TXN_INITIATOR
Bomey Dahal	Bomey7193	payment@nepalbank.com.np	9874563210	TXN_APPROVER
Bomey Dahal	Bomey7194	payment@nepalbank.com.np	9874563210	TXN_REPORTER

- I/We hereby confirm that I/we shall abide by the Operating Procedures of the underlying system(s) and other NRB directives while using CORPORATEPAY system.
- I/We hereby confirm that the corporate information and user information provided for subscribing CORPORATEPAY system are correct.

Authorized Signature  
Name: Bomey Dahal  
Designation: Admin User

Official Stamp:  
Date: 2025/04/03

(To be signed by Authorized Signatory and Stamped in each page)





## SAMPLE OF TERMS & CONDITION



### Terms and Conditions:

Corporate confirms and agrees to the following terms and conditions for use of corporatePAY:

1. The user information provided including Mobile number, Email Id, and other details for enrolment and linking of bank account/s is correct.
2. Authorize the bank to use the existing details with the bank and the signatories as provided in this form and/or already available with the bank for enrolment for corporatePAY.
3. Any changes in the information including addition/deletion/changes required in Admin User, Transaction Initiator and Approver Users have to be timely notified to bank for necessary changes for using the corporatePAY. Confirm that all users are well aware about securing their username, password, second factor authentication/OTP and other credentials of corporatePAY. Confirm that the bank and/or NCHL shall not be held liable in any case of fraudulent transactions due to any sort of compromise of credentials by the corporate users intentionally or unintentionally and due to delay of user revocation by the corporate.
4. Authorize the corporate user who has been issued user name and password to use corporatePAY and to act on behalf of the corporate.
5. Authorize the bank to function based upon electronic instructions received via corporatePAY and provide authority to debit the corporate account mentioned in the form maintained with the bank for the purpose of processing the transaction through corporatePAY and for the applicable fees and charges as advised by the bank for use of corporatePAY.
6. Ensure availability of funds in the bank account before the transaction is being processed and confirm for the validity and the legality of the transactions initiated through corporatePAY including compliance to the prevailing AML and CFT regulations. Corporate understands and agrees that the bank has right to suspend/reject and/or withhold any transactions that it deems violates any such policy/regulations and the transaction requested beyond the allowed transaction limit threshold.
7. Confirm accuracy of the beneficiary identifier and/or beneficiary details including bank name, branch name, account number, account name (where required) apart from the transaction amount, transaction reference, etc. have been duly verified in a transaction and processed through corporatePAY and confirm that the bank and/or NCHL shall not be liable to verify and validate the accuracy of the transactions and shall not be held liable in case of any dispute in transactions due to any sort of deviation in beneficiary and transaction details furnished.
8. The same Transaction Approver should be assigned for same transaction amount limit, hierarchy and payment type.
9. The transactions processed through NCHL IPS after 2PM will be settled by next working day. However, if processed after cut off time, account shall be debited on the same day of transaction execution. Updated presentment time provided by NCHL shall be informed by bank if any query addressed.

### Self-Declaration:

I/We hereby declare that the information and documents furnished to the bank are true and complete and also confirm and agree to the terms and conditions laid down for usage of corporatePAY.

Authorized Signatory/ies

Name:

Designation:

Official Stamp:

Date:

(To be signed by Authorized Signatory and Stamped in each Page)



**If all the above processes are completed, please submit the following documents to your requested branch:**

**Required Documents:**

- Original Verified copy of minute to subscribe corporate Pay/transact and mandate to operate
- Original verified copy of minute for transaction limit.
- Original verified copy of minute to authorized user's detail for providing access to corporate Pay.
- Original verified copy of KYC and relevant documents related to authorized corporate Pay users (Initiator, Approver and Primary contact person/Admin user)
- Original verified Copy of Latest Article of association and memorandum of association.

**Note :** The transaction Approver and Primary/admin contact person should be signatory holder and approvers on the basis of bank CBS accordingly)

**FOR BANK'S USE ONLY**

CBS Code of Corporate:

Supporting Documents Verified:

Yes No

Completion of KYC for the users requested:

Yes No

Corporate Profile:

**Signature and documents Verified By (From Branch Side)**

Name:

Signature with staff id :

Date:

Branch Name and Stamp

Created By: Verified by:

Name: Name:

Staff and Designation: Staff and Designation:

Date: Date:





**1. Here's a list of items to be checked in: Board Resolution/ Authority Letter for enrollment in corporatePAY.**

- Ensure the Account Name, Account Number, and Branch Name are accurately filled.
- Ensure the Admin's Name is accurately filled in accordance with citizenship certificate. Furthermore, the details of the Admin's Name, Email Address, and Mobile Number are correctly filled in the Admin Detail Table.
- Ensure the names of the Approver, Initiator, Reporter, and their respective Email Addresses & Mobile number are accurately filled.
- Ensure the signatures present on the Board Resolution adhere to the provisions defined in the company's Articles of Association (AOA) and Memorandum of Association (MOA), and those on the Authority Letter are in compliance with the granted Power of Attorney, all of which needs to be duly verified.
- Verify the company seal.
- Where applicable, Ensure the Signature Matrix are mentioned in the Board Minute.

**2. Here's a list of items to be checked in: Enrollment Request Detail.**

- Ensure the details provided in the Enrollment Request Details are the same as the details provided in the Board Resolution/ Authority Letter as below:
- Ensure the Account Name is accurately filled as Registration Certificate.
- Ensure the PAN Number & Registration Number are accurately filled.
- Ensure that the Admin's Email address and Mobile Number are correctly filled in accordance with the Board Resolution/Authority Letter.
- Ensure that the Approver's, Initiator's & Reporter's Name, Email address and Mobile number are correctly filled in accordance with the Board Resolution/Authority Letter.
- Ensure that the signature affixed in the Enrollment Request Details matches the specimen signature provided in the Board Resolution/Authority Letter of the Admin user.

**Here's a list of items to be checked in: Terms & Conditions.**

- Ensure that the signature affixed in the Terms & Conditions matches the specimen signature provided in the Board Resolution/Authority Letter of the Admin user in each page with stamp.