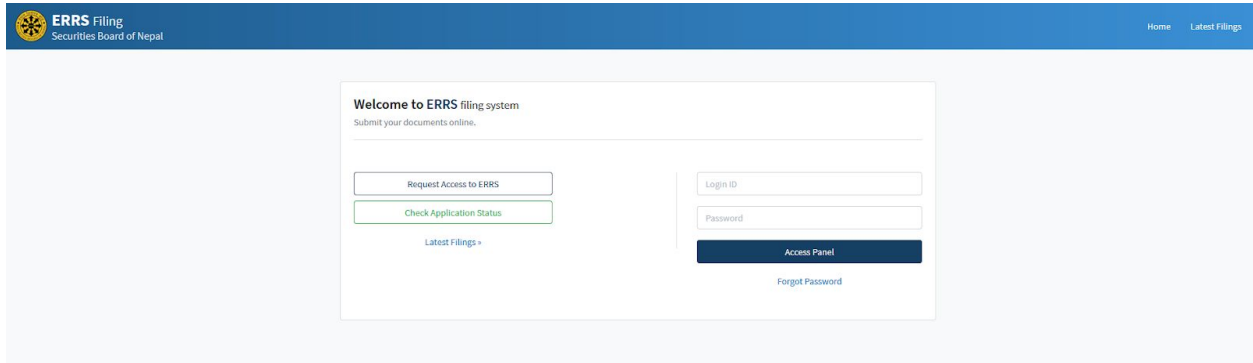


# Getting access to ERRS filing system

In order to register as an authorized filer of Electronic Reporting and Retrieval System(ERRS), please follow the following instructions:

**Step 1:** Open any browser as per your convenience (e.g. google chrome, firefox) and type the following URL <https://errs.sebon.gov.np>, you will see the following page.

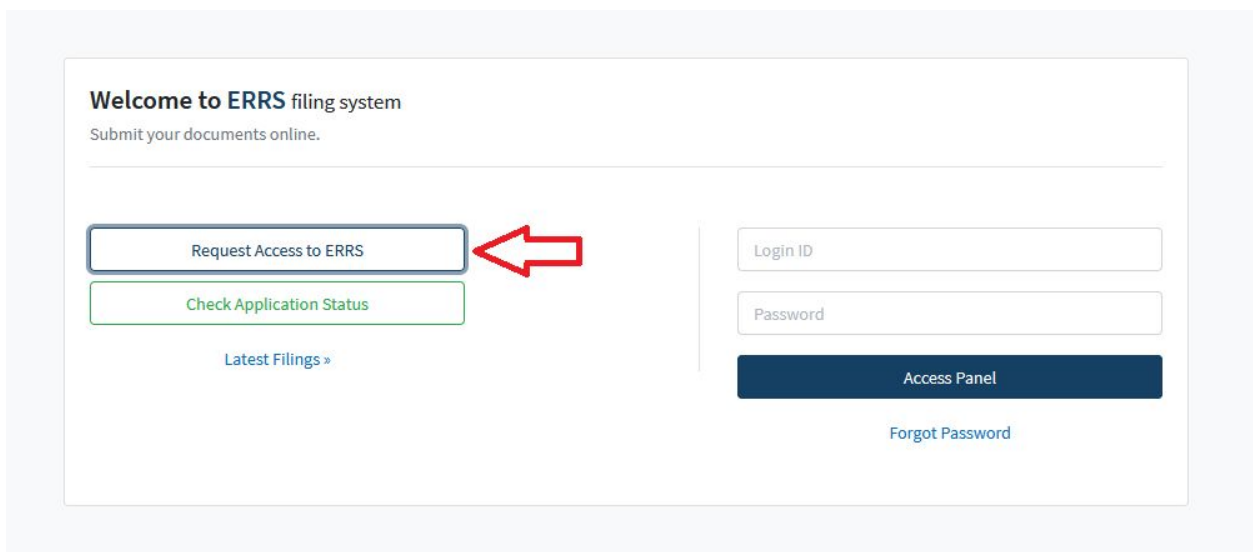


The screenshot shows the ERRS Filing system interface. At the top left is the logo for ERRS Filing, Securities Board of Nepal. At the top right are links for Home and Latest Filings. The main content area is titled "Welcome to ERRS filing system" and includes the instruction "Submit your documents online." Below this, there are three buttons: "Request Access to ERRS" (highlighted in blue), "Check Application Status" (highlighted in green), and "Latest Filings »" (a link). To the right of these buttons is a login section with input fields for "Login ID" and "Password", an "Access Panel" button, and a "Forgot Password" link.

*Figure 1: Registration and Login page*

Here, you can request access to the system, check the application status or login to the system.

**Step 2:** Click on **Request Access to ERRS** button to fill up the form to register the company and get access to the ERRS filing system.



This is a close-up view of the "Request Access to ERRS" button from the previous screenshot. A red arrow points to the button, which is highlighted with a blue border. The button is located in the "Request Access to ERRS" section of the page, which also includes a "Check Application Status" button and a "Latest Filings »" link. The login section with "Login ID" and "Password" fields is visible to the right.

*Figure 2: Request Access to the system*

**Step 3:** Read the General instruction and Click **Start** to proceed the registration. You can also download the application form for the **Download** Link.

The screenshot shows the 'SEBON ERRS Login Request Form' on the 'ERRS Filing' website. The page has a blue header with the logo and 'Home Latest Filings' links. A left sidebar contains a menu with 'General Instructions' selected, and other options like 'Application for Access', 'Filer Information', 'Contact Information', 'Documents', 'Signature', and 'Add Passphrase'. The main content area is titled '1. General Instructions' and contains the following text:

SEBON has developed this system especially to facilitate securities market participants in reporting and submission of financial and other information related with their activities and business as per securities Laws and regulations. Please read the general instructions and do as per instructions to get the ERRS login from the SEBON.

Please fill in the application below if you are:

- an individual,
- another individual whom you represent, or
- a company that you represent

Needs to file electronically with the Securities Board of Nepal (SEBON) via **Electronic Reporting and Retrieval System (ERRS)**. All references to "Applicant" (i.e., potential filer) on this form refer to the individual or company that needs to file with the SEBON; thus, if you represent an individual or company, "Applicant" is not you but rather the individual or company that you represent.

Refer to **ERRS Filer Manual**, which is incorporated by reference herein for information on the access codes that will be generated for new filers who have not yet been assigned a Central Index Key (CIK).

Note: Please download and print this form on your company's letterhead and attach on the required field.

**ERRS Access Application Form** -> [Download](#)

At the bottom right, there are 'Cancel' and 'Start' buttons. A red arrow points to the 'Start' button with the text 'Click Start to proceed registration'.

Figure 3: General instruction page

**Step 4:** Fill up the applicant information here and click on the **Next** button to access the Filer Information form.

The screenshot shows the 'SEBON ERRS Login Request Form' on the 'ERRS Filing' website. The page has a blue header with the logo and 'Home Latest Filings' links. A left sidebar contains a menu with 'Application for Access' selected, and other options like 'General Instructions', 'Filer Information', 'Contact Information', 'Documents', 'Signature', and 'Add Passphrase'. The main content area is titled '2. Application for ERRS Access' and contains the following form fields:

Prefix \*  
Select

Your name in English \*  
Applicant name in english

Your name in Devanagari \*  
Applicant name in devanagari

Street Name \*  
Your Street Name

Province \*  
Select

District \*  
Select

Zip/Postal Code  
Your zip/postal code

Phone \*  
Your phone no.

Email \*  
Your email

Authorized Employee  Intermediary

At the bottom right, there are 'Back' and 'Next' buttons.

Figure 4: Application for EFRS Access form

**Step 5:** Fill up all the required Filer Information and click on **Next** to access the contact information form.

**ERRS Filing**  
Securities Board of Nepal

Home Latest Filings

**SEBON ERRS Login Request Form**

**3. Filer Information**

Company Name \*

Company Name

Is your company listed?

Yes  No

NEPSE Quote \*

Listing Date \*

NEPSE Quote

Listing Date

Neps Group \*

Sector \*

Industry \*

Filer Role \*

Company Registration Office No. \*

CRO Registration Date \*

Operating Licence Date \*

SEBON Reg. Date

Operation Date

PAN / VAT No. \*

Head Office Information

Street Name \*

Province \*

District \*

VDC / Municipality \*

Telephone \*

Fax

Email \*

Website

Is Head Office and Corporate office different?

Is Foreign partner a shareholder of the company?

← Back Next →

Figure 5: Filer Information

**Step 6:** Fill up all the required Contact Information and click on Next to access the Documents page.

**ERRS Filing**  
Securities Board of Nepal

Home Latest Filings

**SEBON ERRS Login Request Form**

**4. Contact Information**

Contact for errs Information, Inquiries, and Access Codes

Compliance Officer Name \*

First Name Middle Name Last Name

Contact address same as applicant address.

Street Name \* Province \*

Street Name Select

District \* Zip/Postal Code

Select Business Zip/Postal Code

Phone \*

Phone

**Note:** The E-mail address below is where your new CIK will be sent after form submission and review. It is very important that you enter it correctly. To help ensure accuracy, you must enter it twice.

Email Address \*

Email Address

Re-enter Email Address \*

Re-enter Email Address

Contact for SEC Account Information and Billing Invoices

Accountant Name \*

Accountant Name

Contact address same as applicant address.

Street Name \* Province \*

Street Name Select

District \* Zip/Postal Code

Select Business Zip/Postal Code

Phone \* Email

Phone Email

← Back Next →

*Figure 6: Contact Information*

**Step 7:** On the Document page click on **Add File** to upload the document from your local computer. This would be an official request to access the system of ERRS. In the case of an agent being appointed as a filer agent, the applicant is required to upload the Power of Attorney for the agent.

The screenshot displays the 'SEBON ERRS Login Request Form' at step 5, 'Attach Documents List'. On the left is a sidebar with navigation links: 'General Instructions', 'Application for Access', 'Filer Information', 'Contact Information', 'Documents', 'Signature', 'Add Passphrase', and a 'Cancel' button. The main content area contains a heading '5. Attach Documents List' and a text box stating: 'To complete processing of your Form ID, you must upload a notarized authentication document. Your Form ID will not be processed if this document is not received. Your authentication document must be a PDF attachment that is submitted with your Form ID.' Below this is a table with columns 'File Name', 'File Type', and 'Description'. The first row shows a file named 'Sample document.pdf'. A dropdown menu is open for the 'File Type' column, listing 'Cover Letter', 'Select', 'Cover Letter', and 'Power of Attorney'. A red arrow points to the second 'Cover Letter' option. To the right of the table is an '+ Add File' button. At the bottom right are 'Back' and 'Next' buttons.

*Figure 7: Attach Documents list page*

- i. Click **Add File** button to select the file
- ii. Choose the type of the file uploaded.
- iii. Add description to each file.
- iv. Click the **Next** button to go to the next step.

**Step 8:** After uploading the documents enter the signature. Only a duly authorized person - such as a partner, Chief Executive Officer, Treasurer, Corporate Secretary, Officer, or Director - may sign this application on behalf of the applicant.

The screenshot shows the 'SEBON ERRS Login Request Form' at step 6, 'Signature'. At the top center is the SEBON logo and the title 'SEBON ERRS Login Request Form'. On the left is a sidebar with navigation links: 'General Instructions', 'Application for Access', 'Filer Information', 'Contact Information', 'Documents', 'Signature' (highlighted), 'Add Passphrase', and 'Cancel'. The main content area is titled '6. Signature' and contains a note: 'Note: Only a duly authorized person - such as a partner, president, treasurer, corporate secretary, officer, or director - may sign this application on behalf of the applicant.' Below the note are two input fields: 'Signature \*' and 'Title/Position \*'. At the bottom right are 'Back' and 'Next' buttons.

*Figure 8: Signature Page*

**Step 9:** This is the last step where you need to set passphrase i.e. password with characters and submit the form.

**SEBON ERRS Login Request Form**

**7. Add Password**

Please carefully review and confirm your Form ID information. To make changes to your Form ID information, select the corresponding tab and modify the information accordingly.


Before submitting your Form ID, you must enter and re-enter a passphrase below. You will use this passphrase later, along with your new CIK, to generate your EDGAR access codes. It is important that you remember this passphrase for later use. Note that this passphrase is not your EDGAR Login password. Once you obtain your CIK via e-mail, this passphrase, along with your CIK, may be used to generate your EDGAR Login password (as well as CCC and PMAC).

**Note:** Your passphrase must be 8 characters long and must contain at least one digit and one of the following characters: @, #, \*, or \$.

**Password \***

**Retype Password \***

Once you have confirmed the Form ID information above, attached all necessary documents, and entered your passphrase, select the "Submit" button.

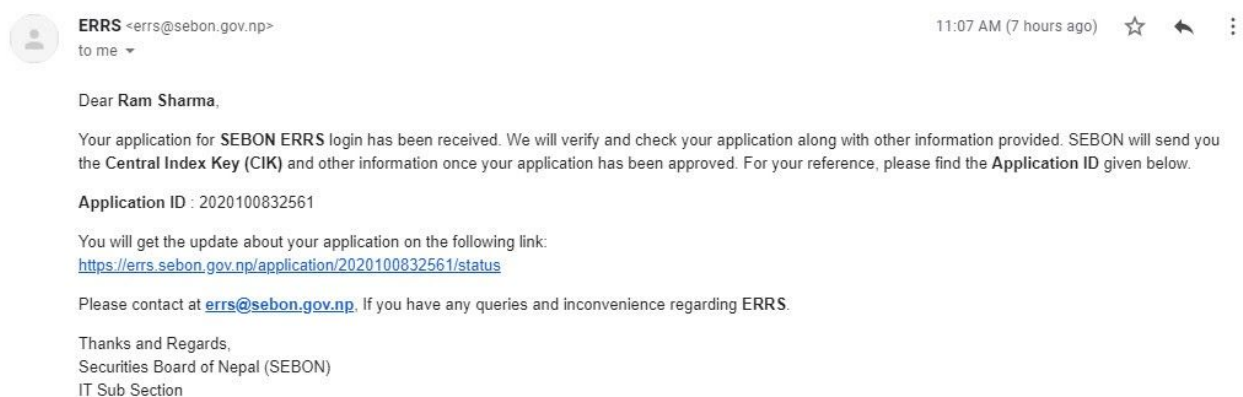
I'm not a robot  reCAPTCHA  
Privacy · Terms

[← Back](#) [Submit](#)

*Figure 7: Add password page*

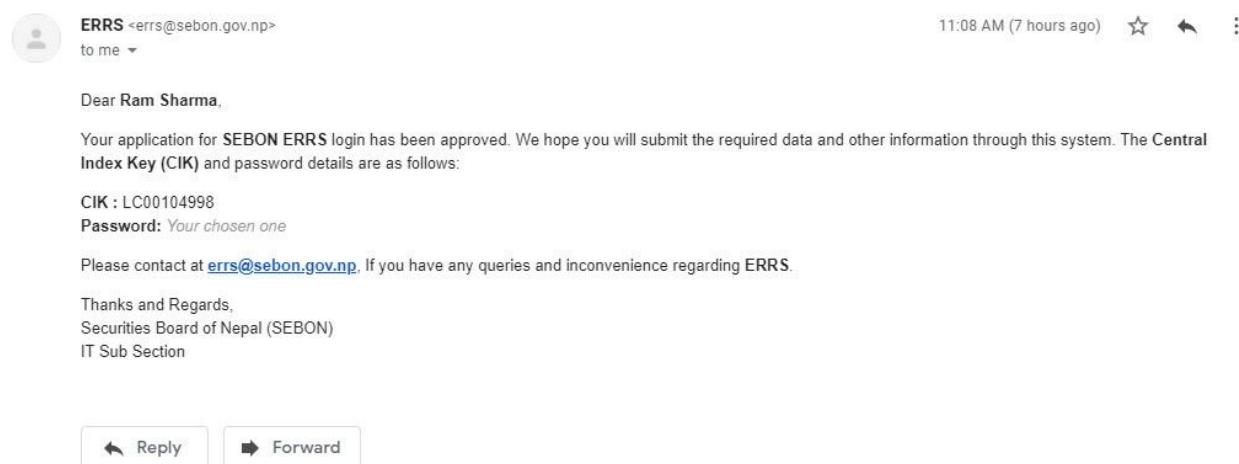
**Note:** You must remember the passphrase/password set in this step as this password is used to login to the system later.

Once the form submission is completed, you will receive an email notification to a compliance officer's email address as shown in the screenshot below:



*Figure 8. Email notification after completing the form submission*

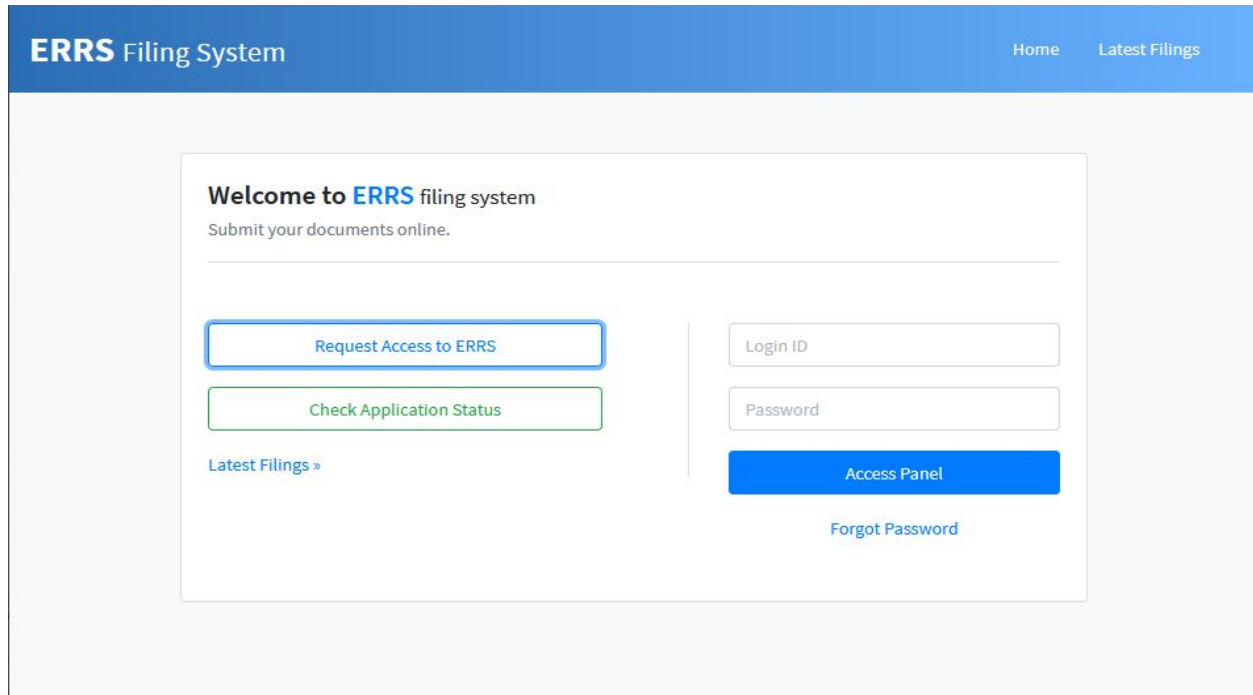
The submitted application will be reviewed by the SEBON and will be approved or rejected. You will receive an email notification on both the cases.



*Figure 9. Email notification of application approval.*



After receiving an approval email notification, you can use the Central Index Key(**CIK**) provided to you in email as a **Login ID** and the password that was set during the application fill up process. CIK shall serve as a unique identification code for each filing entity of ERRS.



The screenshot shows the ERRS Filing System login page. At the top, there is a blue header with the text "ERRS Filing System" on the left and "Home" and "Latest Filings" on the right. Below the header, the main content area is white. It features a "Welcome to ERRS filing system" message with the subtext "Submit your documents online." Below this, there are two buttons: "Request Access to ERRS" (blue) and "Check Application Status" (green). To the right of these buttons is a login form with two input fields: "Login ID" and "Password". Below the "Password" field is a blue "Access Panel" button and a "Forgot Password" link. At the bottom left of the main content area, there is a link for "Latest Filings »".

Figure 10: Login Page