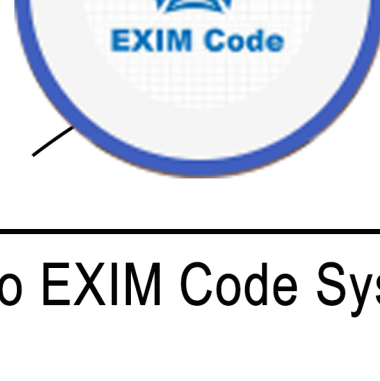


## Steps for EXIM Code Renewal with ePayment Option

1) Go to Customs website. [www.customs.gov.np](http://www.customs.gov.np)



2. Click EXIM Code from the home page

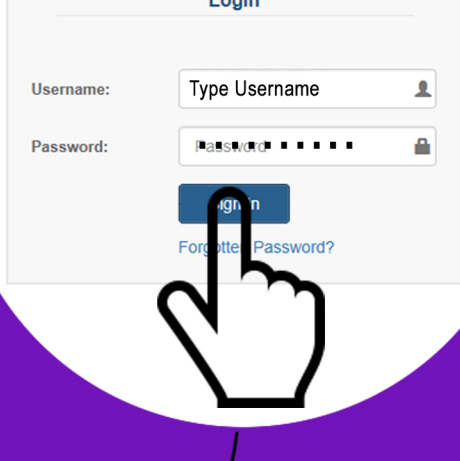


3. You will be navigated to EXIM Code System

4. Click EXIM portal



5. Login to the EXIM portal with your valid username and password



6. From EXIM Portal Dashboard click Renew EXIM Code



7. Complete the form if you are an Exporter you will not be provided the screen to upload Bank Guarantee. In case of Import or Import & Export you will need to complete a Bank Guarantee form displayed in the system

8. If your tax clearance is found in Inland Revenue Department's System then a message will be displayed with the clearance certificate number else you will be provided with a option to upload the tax clearance document

Data From IRD

Tax Clearance

Tax clearance found for fiscal year 2075.076 clearance no 7600000000

9. Select Payment type ePayment for Online payment or Bank deposit to complete bank deposit

10. If you select Bank Deposit you will be provided with a form to upload the Bank voucher of the deposit made in the bank

Payment Type\* ☐ Bank Deposit ☒ ePayment [Go to Online Pay](#)

**Voucher Details**

Bank Name\*  Address\*

Voucher No.\*  Amount\*

Date\*  Upload Voucher\*

11. For online payment select ePayment and click "Go to online pay" button

[Go to Online Pay](#)

12. Then a online payment page will be displayed, where you can click "Online Payment" button for online payment or "Check Payment Amount" to view amount to be paid

Fiscal Year*	Online Payment	Check Amount To Be Paid
2077.076		
2077.076		
2077.076		
2077.076		
2077.076		
2077.076		
2077.076		
2077.076		
2077.076		

13. When you Click Online Payment button, a popup box appears to display the payment detail for the fiscal year

14. Then click Generate Transaction Code button

EXIM Code Renewal

Please confirm the details. Transaction Code with following details will be generated.

Renewal for Fiscal Year: 2077.076

Renewal Fee: 1000

Fine (Previous Due): 0

Total Amount to be Paid: 1000

Bank: Rastriya Banijya Bank (11002)

[Generate Transaction Code](#) [Cancel](#)

15. After that a next popup box appears where the generated transaction code and other information are displayed

EXIM Code Renewal

Transaction Detail

Transaction Code: 2077.93710

EXIM Code: 6020000000000000

Company Name: Arun International Pvt. Ltd.

Revenue Code: 11562

Renewal for Fiscal Year: 2077.076

Renewal Fee: 1000

Fine (Previous Due): 0

Total Amount to be Paid: 1000

Remarks: Voucher has created successfully Please Proceed for Payment

[Proceed to Online Payment](#) [Download PDF for Bank Payment](#) [Cancel](#)

16. The click "Proceed to Online Payment" button to continue paying online or "Download PDF for Bank Payment" to download a voucher to make the payment on

Department Of Custom

**Voucher Information**

Voucher Details

Fiscal Year: 2077/78

Transaction ID: 2077-93710

Date: 2076/07/20

RC Agency: Department Of Custom (305033501)

**Payer Information**

PAN: 6020000000

Name: Arun International Pvt. Ltd.

Address: Chitwan, Nepal, Bhairahawa, Ward No. 9

Phone Number: 9701111111

**Payment Options**

☒ connect IPS

[Proceed to Payment](#) [Cancel](#)

S.No.	Voucher No.	Revenue Head	Remarks	Amount	Tax Year	Adv. Deduct
1	14051	भरतारमन्वन्वी अन्व अन्व (11562)	N/A	1000	2077/78	No
Rupees One Thousand Only.				Total	1000	

17. If you selected proceed to online payment in step 16 then select Connect IPS and click "Proceed to Payment" button which will redirect to the Connect IPS portal where you can login with valid username and password to make the payment



connect IPS

pay direct from bank

Username

Type the characters in the image

[Return](#) [Sign In](#)

18. Then finally when the payment is completed in Connect IPS portal a successful message is displayed

19. Navigate to the Renew Form tab to submit the completed renewal form