



PROTOCOL AND CONSULAR HANDBOOK

August 2024



Ministry of Foreign Affairs
Protocol Division
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PREFACE

The Ministry of Foreign Affairs is pleased to publish this Protocol and Consular Handbook with a view to provide the residential as well as non-residential Diplomatic missions, United Nations and international organizations accredited to Nepal, and other relevant agencies as a reference book on protocol and consular matters of the Ministry of Foreign Affairs of the Government of Nepal.

The Handbook is prepared in line with the Vienna Convention on Diplomatic Relations 1961, Vienna Convention on Consular Relations 1963, and other relevant international and regional instruments to which Nepal is a party as well as legislations, rules and practices of the Government of Nepal and will be periodically updated and adjusted as required.

This book should not be considered as a legally binding document, but rather it should serve as a reference book as it intends to provide general guidelines on the issues it covers.

Our sincere hope is that the members of Diplomatic corps and international organizations go through this handbook to familiarize themselves with the protocol and consular related provisions and practices of the host state.

The missions may write to the Protocol Division or the Department of Consular Services on any issues pertaining to protocol and consular matters that are not covered in this handbook for further information.

The Ministry wishes for a pleasant stay and successful tenure to all the members of Diplomatic missions, United Nations, and international organizations during their tour of duty in Nepal.

Protocol Division
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INTRODUCTION

There are 27 residential Embassies/Missions and one Consulate General in Nepal. Some countries have non-resident Embassies accredited to Nepal, most of them based in New Delhi, India. Besides the diplomatic missions and Consulates, Nepal also hosts regional offices of the United Nations agencies such as the United Nations Regional Centre for Peace and Disarmament (UNRCPD) and United Nations Children's Fund – Regional Office for South Asia (UNICEF-ROSA), headquarters of the South Asian Association for Regional Cooperation (SAARC), offices of various aid agencies and the headquarters of the International Centre for Integrated Mountain Development (ICIMOD). A number of other intergovernmental, international and regional organizations are also based in Nepal. Likewise, there are 63 foreign Consular Posts headed by Honorary Consuls/Consuls General in Nepal.

Protocol matters related to these representations vis-à-vis their relations with Nepal are guided by the provisions envisioned in the Vienna Convention on Diplomatic Relations, 1961 (VCDR), Vienna Convention on Consular Relations, 1963 (VCCR), the Convention on the Privileges and Immunities of the United Nations (adopted by the General Assembly on 13 February 1946), various Headquarters Agreements, other relevant instruments to which Nepal is a party and relevant legislations of Nepal. Therefore, the practical guidelines provided in this handbook are meant to be applicable to these foreign missions to the extent feasible.

1. HEAD OF MISSION

1.1 Granting of Agrément

The Ministry/Department of Foreign Affairs or the Embassy of the sending state shall send a note verbale to the Protocol Division of the Ministry of Foreign Affairs (hereinafter referred to as the Ministry) seeking an agrément to appoint a new Ambassador, well in advance

as it may take a few weeks to complete necessary procedures. Copies of curriculum vitae (CV) and passport of the Ambassador-nominee should be attached with the diplomatic note.

Agreement to appoint a non-residential Ambassador to Nepal should be sought only after he/she presents the Letters of Credence at the country of primary accreditation.

The decision of granting the agreement will be officially communicated to the Ministry/ Department of Foreign Affairs of the sending state either through Nepali diplomatic mission or the diplomatic mission of the sending state accredited to Nepal.

1.2 Notification of Arrival

The Embassy of sending state should inform the Protocol Division, by means of a note verbale, the travel date, flight number and time of arrival of the Ambassador-designate in Nepal, and names of accompanying family members, if any.

1.3 Receiving upon Arrival

The Protocol Division will arrange for the VIP Lounge at the Tribhuvan International Airport, Kathmandu for use of the Ambassador-designate and accompanying members. The Deputy Chief of Protocol or a Protocol Officer will receive the Ambassador-designate at the VIP Lounge of the airport. The Ambassador-designate and accompanying members will be assisted by Protocol Staff in completing immigration formalities. Necessary transport arrangement for the Ambassador-designate and the accompanying members should be made by the Embassy or honorary consulate of the sending state in Kathmandu. Non-residential ambassador-designate, visiting Nepal to present the Letters of Credence, may request the concerned Hotel he or she will be staying for conveyance arrangement.

1.4 Submitting copies of Letters of Credence (LoC) and Letter of Recall (LoR) to Chief of Protocol

An appointment for the Ambassador-designate with the Chief of Protocol may be sought for submitting copies of his or her Letters of Credence (LoC) and Letter of Recall (LoR) of his or her predecessor. Following this, the Ambassador-designate may assume normal functions of the Embassy, except organizing official functions and meeting with heads of Security agencies, Foreign Secretary, Ministers and other higher-level authorities.

1.5 Presentation of Letters of Credence

Arrangements will be made by the Protocol Division for the presentation of the Letters of Credence and Letter of Recall to the President of Nepal, and will be duly communicated to the mission. There is no fixed calendar for organizing credentials presentation ceremony. It may take around 1-3 month(s) for residential Ambassador. The waiting time for non-residential Ambassador might be longer.

The precedence of Ambassador-designate to present credentials is determined on the following order:

- a. Date and time of arrival in Nepal;
- b. If arrived together, date of agrément granted; and
- c. If agrément granted on the same date, alphabetical order of country's name.

The requirements and procedures of the credential ceremony are in Annex-I.

1.6 Order of Precedence

Order of precedence of Ambassadors in Nepal will be determined on the basis of the date and time of the presentation of Letters of Credence. Residential Ambassadors will have precedence over non-

residential Ambassadors irrespective of the date of presentation of credentials. As decided by the SAARC Council of Ministers, the Secretary General of SAARC will have higher precedence among Ambassadors of SAARC Member States accredited to Nepal. However, this provision will not affect an Ambassador from SAARC Member State to have his/her precedence over the SAARC Secretary General if he/she is the Dean of Diplomatic Corps.

1.7 Movement of Head of Mission, Termination of Duty and Notification of Departure

The Embassy should notify the Protocol Division, by means of a note verbale, the completion of tour of duty of the Ambassador/Head of Mission. It may also furnish details of the departure of the Ambassador such as the date, time and flight number. The Deputy Chief of Protocol or a Protocol Officer will bid farewell to the Ambassador at VIP Lounge of the airport.

Similarly, the Head of Mission should inform the Protocol Division of his/her tour of duty out of Kathmandu valley and Nepal.

1.8 Courtesy Call/Farewell Call/Luncheon/Dinner

Head of the political Division of the Ministry is the counterpart and first point of contact for the Ambassador/Head of Mission of the Embassy accredited to Nepal after the presentation of Credentials. The Chief of Protocol and the Director General of the Department of Consular Services are points of contact on protocol and consular matters. The Diplomatic Mission may request the Ministry through a diplomatic note, at least a week in advance, for meeting with their counterparts and the Foreign Secretary after the presentation of credentials. Missions may also request through diplomatic note, at least two weeks in advance, for courtesy and farewell call on the Minister of Foreign Affairs, and one or two other Ministers of the most relevant line ministries depending upon the areas of cooperation or issues of bilateral importance that merit for such calls on. Courtesy

calls on higher dignitaries above the Ministerial rank may only be requested if it is related to the agenda of high-level visit, and or matter of top importance that merit direct attention from the dignitary. The Ministry will make efforts to arrange, upon request from the Embassy, at least one introductory courtesy call and farewell call on the higher dignitary during the tour of duty of the Ambassador in Nepal. Non-resident Ambassador accredited to Nepal may request farewell call on the Foreign Secretary and Minister of Foreign Affairs.

The Foreign Secretary may host a farewell luncheon/dinner in honour of the outgoing residential Ambassadors, Head of Delegation of the European Union, and SAARC Secretary General. Brief remarks may be exchanged on the occasion.

1.9 Emergency Situation

Matters related to emergencies such as accident, fire, death, health emergencies or theft are difficult situations to handle. It is advised to know some local numbers of 24 hr emergency hotline for reporting the emergency case: Dial 100 (Nepal Police to report about death or health emergencies or accident), 101 (Fire support); 102 (Ambulance support) or call emergency room of the nearby hospital. Dial 103 (for Traffic support/traffic accident), and in normal times, these matters need to be reported to the Department of Consular Affairs and Protocol Division.

In case of death of an Ambassador, a designated official of the Government of Nepal will pay a visit to the residence of the Ambassador and express condolences to his/her family members. The Ministry will send condolence message to the Government of the sending state and families of the deceased.

1.10 Chargé d' Affaires, en pied (e. p.) and Chargé d' Affaires, ad interim (a. i.)

Chargé d' Affaires, e. p. will have precedence over Chargé d' Affaires, a. i. The Chargé d' Affaires, e. p. who arrives first in Nepal to assume

the responsibility of the mission will have precedence over other Chargé d' Affaires, e. p.

However, seniority of Chargé d' Affaires, a. i. is determined based on the seniority of their diplomatic rank. If two or more Chargé d' Affaires, a. i. hold the same diplomatic rank, the longest serving Chargé d' Affaires, a. i. will have precedence over others. In the event that none of the above could determine the seniority, the date of arrival in Nepal and alphabetical order of the name of the sending state respectively will determine the seniority.

1.11 Chargé d' Affaires, e. p. accredited as Head of Mission

Chargé d' Affaires, e. p., as Head of Mission should possess the credentials and letter of recall addressed to the Minister for Foreign Affairs of Nepal issued and signed by the Minister for Foreign Affairs of the sending state (Article 14c of the VCDR). The Ministry will arrange an appointment with the Minister upon formal request from the Embassy, to submit the Letters of Credence and Letter of Recall.

1.12 Designating Chargé d' Affaires, a. i. by Ambassador

The Ambassador/Head of Mission should inform the Ministry through a diplomatic note the name of the diplomat who will perform the functions as head of mission as Chargé d' Affaires, a. i. before leaving territory of Nepal or upon completion of his/her tour of duty.

1.13 Appointment of Chargé d' Affaires, a. i.

In case the Head of Mission is unable to appoint a Chargé d' affaires, a. i. before leaving Nepal for any reason, such an appointment can be made by one of the following ways:

- First-person note from the Minister for Foreign Affairs of the Sending State addressed to his/her Nepali counterpart;
- Note verbale addressed to the Ministry of Foreign Affairs of Nepal by the Ministry of Foreign Affairs of the sending state;

- Note verbale written by the Ministry of the sending state to the Embassy of Nepal accredited to that country.

1.14 Absence of Chargé d' Affaires, a. i. and appointment of another in lieu

In the event that the Chargé d' Affaires, a. i. needs to leave territory of Nepal for whatsoever reason, the appointment of another one shall be made by the Ministry of the Sending State, using the procedure as stated in the preceding paragraph. In any case, the person so appointed must belong to the diplomatic service, either as a member of the same mission or someone designated specifically for this purpose from headquarters or from a diplomatic mission elsewhere of the sending government.

1.15 Termination of Functions of Chargé d' Affaires, a.i.

The functions of the Chargé d' Affaires, a. i. shall cease:

- a) In the case of temporary absence, upon notification of resumption of charge by the head of mission to the Ministry by means of a note verbale, and
- b) In the case of definitive absence, upon arrival and presentation of the copies of Letters of Credence by the Ambassador-designate to the Chief of Protocol.

1.16 Change of Category of Accredited Personnel

The general practice in Nepal allows changes of rank or function, provided that the category remains unchanged. For instance, promotion from one diplomatic rank to the other or change of functions of, say, a Counsellor (from Political Affairs to Economic Affairs) within the category of diplomatic agents is accepted. The same consideration applies to the category of administrative and technical staff. Nevertheless, Nepali practice does not accept changes between categories of personnel of a Diplomatic Mission; for

example, the promotion of administrative and technical staff to diplomatic rank. The same practice is observed in the Consular Posts.

1.17 Defense/Military Attachés/Advisors

The appointment of Defense/Military Attachés/ Advisor to Nepal, both residential and non-residential, requires prior approval from the Ministry of Defense as well as Ministry of Home Affairs. To request for such approval, the missions are required to submit:

- a) A diplomatic note seeking the approval;
- b) Curriculum vitae (CV) of the person to be appointed; and
- c) A copy of his/her passport.

In case of non-resident Defense/Military Attaches, the request for concurrence may be sent through the Embassy of Nepal stationed in the capital where the proposed non-resident Defense/Military Attaché is stationed.

Once the approval is granted, the Military/Defense Attaché may apply for a visa at the Nepali Diplomatic Mission or Consular Post in order to proceed with the accreditation. Once arrived in Nepal, the Defense/Military Attaché's accreditation and documentation shall follow the similar procedure to that of the other Diplomatic Agents of the Mission.

2. DIPLOMATIC CORPS

Diplomatic Corps in Nepal is composed of the Ambassadors/Heads of Mission and other Members of the Mission accredited to Nepal with diplomatic rank.

2.1 Dean of Diplomatic Corps

The senior most residential Ambassador will be the Dean of Diplomatic Corps. Deputy Dean of Diplomatic Corps shall be the second-most senior resident Ambassador. However, the senior most Ambassador may wish to take no responsibility of Dean of

Diplomatic Corps by sending a formal notification to the Ministry. In such a case, the Ministry will inform this to the incumbent Dean and ask the next senior Ambassador to be the Dean. The Dean will represent the collective voice of diplomatic corps with relevant agencies and officials of GoN through the Ministry on matters of their mutual interests.

3. TERMINATION OF FUNCTIONS AND RETURN OF ID, LICENCE, ETC

3.1 Termination of Functions of Diplomatic Agents, Administrative and Technical Staff, Service Staff and Private Servant

The foreign diplomatic mission shall notify, through a note verbale, of the termination of functions of a diplomatic agent, administrative and technical staff, service staff and private servant indicating effective dates. The termination of functions of the diplomatic agents shall automatically lead to the termination of functions of their private servants.

It is the obligation of the diplomatic agent, administrative and technical staff, service staff and private servant and their family members to leave Nepal after completion of their tour of duty on and before the expiry of visa issued to them.

Likewise, before leaving Nepal, diplomats or the entitled officials are required either to export the personal vehicle/motorcycle from Nepal or transfer the ownership in the name of buyer (individual or an agency) by completing the prescribed formalities. The missions should also ensure that the registration of vehicles/motorcycles is cancelled before departure.

3.2 Return of Diplomatic/Official ID card, Airport Pass, etc.

All foreign missions are required to return the diplomatic, official and other IDs issued to the head of mission and other entitled diplomats/officials, their spouse, administrative and technical staff,

service staff and private servants to the Department of Consular Services (herein after referred to as the Department) within 30 days following their departure. New ID to the successor will be issued by the Department within 30 days after receiving the formal request from the mission. The Airport Pass should be returned to the Tribhuvan International Airport Civil Aviation Office (TIACAO), Kathmandu.

4. MEMBERS OF DIPLOMATIC MISSIONS, NATIONALITY, REGISTRATION AS MEMBER OF THE MISSION AND FAMILY MEMBERS

4.1 Diplomatic Agents

A diplomatic agent refers to the Head of the Diplomatic and/or Consular Mission or a member of the diplomatic staff of the mission holding diplomatic passport. Diplomatic agents should, in principle, be the national of the sending state, in accordance with the Article 8 of the Vienna Convention on Diplomatic Relations. Diplomatic agents and the family members forming part of their household enjoy diplomatic privileges and immunities specified in the Article 29 to 36 of the VCDR.

4.2 Administrative and Technical Staff

Members of administrative and technical staff are the members of the staff of the mission recruited in the Sending State and employed in the administrative and technical service of the Mission. Members of the administrative and technical staff of the mission enjoy privileges and immunities specified in Article 29 to 35 of the Vienna Convention on Diplomatic Relations 1961. However, no immunity from civil, administrative and criminal jurisdiction shall be granted for the acts performed outside of the course of their duty as specified in paragraph 1 of Article 31 of the Convention. They also enjoy the privileges specified in Article 36, paragraph 1, in respect of articles imported at the time of first installation.

4.3 Accreditation of Diplomats and Registration as Members of Diplomatic Missions

Accreditation of diplomats and registration of staff members employed by diplomatic missions will be based on set criteria. In order to be eligible to be a "diplomatic agent", the following criteria should be fulfilled:

1. Be a citizen of the sending state;
2. Possess a diplomatic passport
3. Possess a recognized diplomatic title as mentioned in the VCDR;
4. Be over 18 years of age;
5. Reside in the Kathmandu valley;
6. Perform full-time diplomatic functions;
7. Not engaged in any professional or commercial activity for personal gain while in Nepal.

4.4 Service Staff

Members of the service staff are the members of the staff of the mission employed in the domestic service of the mission. Members of the service staff of the mission who are not Nepali nationals or permanently reside in Nepal enjoy immunity in respect of acts performed in the course of their duties and exemption from dues and taxes on the emoluments they receive by reason of their employment and the exemption contained in Article 33 of the VCDR.

4.5 Nationality of Members of the Staff of the Mission

The prevailing practice in Nepal requires that the diplomatic staff of diplomatic mission must possess the nationality of the sending state. Administrative and technical staff and service staff of the mission may possess the nationality either of the sending state or of a third State.

4.6 Family Members

The following are deemed immediate family members of the members of the mission:

- a) Spouse (legal marriage) and same sex married partner recognized by the sending government (on the basis of reciprocal recognition as dependent family member);
- b) Parent/s holding diplomatic or official/service passports;
- c) Unmarried children under the age of 21 living with their parent/s;
- d) Unmarried children over the age of 21 living with their parents, who are registered as full-time students in a formal educational institution in Nepal; and
- e) Unmarried children over the age of 21 who are unable to live independently due to mental or physical condition.

Immediate family members of diplomatic agents, consular officers and administrative and technical staff enjoy diplomatic privileges and immunities as specified in the VCDR and VCCR.

4.7 New-born Child in Nepal

Members of the Diplomatic Missions, Consular Posts, United Nations and International Organizations are required to notify the birth of their new-born child in Nepal to the Consular Department following the registration of the birth at the concerned local registration office of the local level. Diplomatic missions are also required to apply for appropriate visa at the Department with the following documents:

- a. A duly filled in visa application form;
- b. An official note from the mission requesting for visa;
- c. A copy of birth certificate issued by the Local Registration Office/Ward office of concerned Municipality in Nepal;

- d. A copy of passport and visa of both of the parents; and
- e. A copy of marriage certificate of the parents.

5. PASSPORT, VISA, TREKKING PERMIT, ID AND AIRPORT PASS

5.1 Types of Passports

The following types of passports are required for the purpose of issuance of diplomatic, official and gratis visas:

- a) Diplomatic passport: Diplomats, their spouse, dependent children and parents for diplomatic visa;
- b) Official or Service Passport: Administrative and Technical Staff, their spouse, dependent children, parents and service staff for official visa; and
- c) Ordinary or Regular Passport: Service staff for gratis or official visa.

5.2 Entry Visa

Members of Diplomatic and Consular Missions, United Nations and other International Organizations as well as members of the families forming parts of their household must be in possession of valid visa before entering into Nepal. The application for entry or short duration visa should be submitted to the Nepali diplomatic mission at least five working days before the date of departure. The application for diplomatic and official visa should be accompanied by a diplomatic note with information such as name of the applicant, position and purpose of visit, name and number of family members, expected date of arrival in Nepal and commencement of duties. Name and rank of predecessor should also be mentioned in the note.

The Department issues various types of visas to the officials of foreign mission accredited to Nepal as detailed in the subsequent

paragraphs. The Department also recommends for non-tourist visa to the Department of Immigration at the formal request of the mission.

5.3 Diplomatic Visa:

Diplomatic visa is issued to the following diplomats and their dependent family members holding diplomatic passport upon formal request from the diplomatic mission:

1. Diplomats and their spouse or partner, children until they complete age 21 (twenty-one) years and parents. The Department may consider issuing visa to dependent children over 21 years on diplomatic request of mission proposing reciprocal arrangement;
2. Same sex married partner of a diplomatic agent holding diplomatic passport issued by the sending state (on reciprocal basis);
3. Spouses of diplomats if sending state recognizes more than one wives by issuing diplomatic passport ;
4. Head of non-residential diplomatic mission accredited to Nepal;
5. Non-residential diplomat accredited to Nepal with a responsibility to supervise/monitor activities of development project or a program being implemented in Nepal under technical or financial assistance of sending state;
6. Heads of other foreign missions based in Kathmandu who are entitled to obtain diplomatic visa by the decision of the MoFA or GoN;
7. Sending state official delegation members visiting Nepal on a State or Official Visit of the high-ranking dignitary; and
8. Such other foreign dignitaries to whom the competent authority of the GoN decides to issue diplomatic visa.

5.4 Official Visa

Official visa is issued to the following officials and their dependent family members holding official/service passports, United Nations Laissez-Passer (UNLP) and regular passports on formal request from foreign missions:

1. Administrative and Technical Staff of diplomatic missions, their spouse or partner, children until they complete age 21 (twenty-one) years, and parents;
2. Official passport bearer spouse or partner and dependent family member of a diplomat (reciprocal basis);
3. Same sex partner of an official of diplomatic mission bearing official/service passport (reciprocal basis); and
4. UN official holding UNLP and volunteer working under the United Nations and its Specialized Agencies holding UN Volunteer ID.

5.5 Gratis Visa

Gratis visa is issued to the following officials of foreign missions and their dependent family members at the request of the mission concerned:

1. Children of Administrative and Technical Staff of diplomatic missions who are over 21 years of age (reciprocity condition applies);
2. Spouse or a partner of a diplomat holding regular passport issued by the country other than the sending state (reciprocity condition applies);
3. UN officials without UN Volunteer ID and holding national passport instead of UNLP and UN volunteer ID;
4. Dependent family member (holder of regular national passport) of UN official and volunteers working under the

United Nations and its Specialized Agencies holding UN Volunteer ID;

5. Foreign national (holder of regular national passport) employed by the GoN as advisor, expert, etc. at a project or program of the GoN. (Documents such as work approval from the Ministry of Home Affairs and work permit from the Ministry of Labour, Employment and Social Security (if applicable) and an official request of the employing Ministry are also required);
6. Foreign national (holding regular passport) employed by a foreign government as an advisor, expert, etc. at a project or program operated or financed by foreign government in Nepal. (The Department may recommend to the immigration authority of the GoN to issue gratis visa at the entry point on arrival);
7. Foreign national (holding regular passport) employed by an aid agency of foreign government in Nepal as an advisor, expert, etc. (The Department may recommend to the immigration authority of GoN to issue gratis visa at the entry point on arrival); and
8. Foreign national visiting Nepal with regular passport at the invitation of residential foreign mission or INGO based in Nepal to participate in their short-term official program. (The Department may recommend to the immigration authority of the GoN to issue gratis visa at the entry point on arrival).

Diplomatic, official and gratis visas are renewable and duration of these visas depends upon the prevailing directives of the GoN. The Department also takes into consideration matters such as minimum required validity of visa and remaining tour of duty of the applicants in Nepal. The duration of visa of dependent family member shall not be longer than the visa issued to the principal alien. In the event that

the dependent child/children wish to continue study in Nepal even after the completion of tour of duty of their working parent/s, they can apply at the Department of Immigration for the change of visa status from diplomatic/official to study visa on regular passport.

In case the visiting dignitaries are unable to obtain visas from Nepali diplomatic missions abroad before departing to Nepal, the foreign mission accredited to Nepal may send an official request with passport details for visa on arrival to the Department at least five working days in advance.

Visa can be applied in-person or online at the Nepali Embassy or Consulate accredited to/stationed in that country.

5.6 Required Documents and Information for Diplomatic, Official and Gratis Visa

Diplomatic, official and gratis visa is issued by the Department. Upon arrival of the diplomats, other officials, and their dependent family members, all foreign missions based in Nepal need to submit a formal request to the Department for diplomatic, official and gratis visa for long duration before the expiry of entry visa. The following are the requirements for long stay visa:

1. A diplomatic note or a formal request letter with information such as the name of the applicant, position, name and number of family members, date of arrival in Nepal, name and rank of predecessor (principal) and commencement of duties etc;
2. Duly filled in visa application forms with photograph affixed on it and signed by the applicant. Application form is available at <https://www.nepalconsular.gov.np/public/>
3. Copy of the existing visa issued by the Department, Nepali Diplomatic Missions or immigration office (one copy);
4. Original passport of the applicant and its copy (one copy each of bio page and other pages as required);

5. Two (2) copies of passport-size recent colour photographs. (The photographs shall be in full-face and without hat or sunglasses and heavy jewelry); and
6. Other relevant documents, if any.

5.7 Exemption from Entry Visa Requirement

Members of Diplomatic and Consular Missions and their family members who are exempted from entry visa requirements as per the bilateral agreement signed between Nepal and the sending state may enter into Nepal without having visas provided that the type of passport they hold is recognized by such visa waiver agreement.

5.8 Non-Tourist Visa

Non-tourist visa is issued by the Department of Immigration in Nepal. The Consular Department may request/recommend the immigration authority to issue non-tourist visa to certain foreign nationals if it is satisfied with the reasons furnished by the requesting missions accredited to Nepal and Nepal based INGOs. The Department may recommend for non-tourist visas in favour of the following applicants at the request of a foreign mission:

- a. Foreigners whose internship proposals have been approved by the requesting mission (internship programme shall not exceed the period of six month); and
- b. Foreigners holding regular passport who have been awarded with short-term job on contract basis (not exceeding a period of one year) in Nepal under the United Nations system and INGOs based in Nepal.

5.9 Visa and Tax Exemption to INGOs and Their Officials

Issuance of visa, type and duration, waiver of visa fee and exemption from tax and custom duty to officials working for INGOs and their dependent family members shall be in accordance with the provision

mentioned in the MoU, Agreement, Protocol, etc. signed between the competent authorities of the GoN and the respective INGO.

5.10 Trekking Permit

Accredited diplomatic missions may request the Department of Consular Services for its recommendation for trekking permits in favour of accredited diplomats and their dependent family members holding diplomatic passports to visit/trek those areas that are generally restricted for foreign nationals. The Department recommends to the immigration authority of GoN for trekking permit free of charge once the official request is received at the Department.

5.11 Identity (ID) Card

The Department shall issue diplomatic and non-diplomatic identity cards to the following officials working at accredited foreign mission to Nepal:

1. Diplomatic ID to the head of the mission, other diplomats and their spouses or partners and dependent family members holding diplomatic passports;
2. Diplomatic ID to non-residential diplomats accredited to Nepal with a responsibility to supervise/monitor activities of development project or a program being implemented in Nepal under technical or financial assistance of his/her sending state; and
3. Non-diplomatic ID to administrative and technical staff working at diplomatic missions.

5.12 Requirement for Diplomatic and Non-Diplomatic Identity Card

The following requirements should be fulfilled for obtaining identity card:

1. A diplomatic note requesting for diplomatic or non-diplomatic identity card;
2. Application form for ID card duly filled in and signed by the applicant;
3. Passport size colour photographs of the applicant (two copies);
4. Copies of passport (bio page) and Nepali visa; and
5. Original identity card issued to the applicant's predecessor (if applicable).

5.13 Airport Pass

The Protocol Division recommends the Civil Aviation Office, Tribhuvan International Airport for Airport Passes for up to three officials authorized by the mission. The Ministry may consider issuing Airport Pass to more officials if the mission clearly stipulates in the note verbale that the sending state is ready to provide similar facility on reciprocal basis. Airport pass is non-transferable. The person holding Airport Pass is expected to use it only in connection with the official duty of the mission. Pass holders are required to respect airport security rules and norms. If lost, the pass holder or the mission concerned should inform the Aviation Security Management Division, Civil Aviation Office at Tribhuvan International Airport, Kathmandu within 24 hours.

6. LOCAL STAFF

6.1 Definition of Local Staff

The staff of diplomatic missions excluding members of the diplomatic staff, administrative and technical staff and service staff, who are primarily the nationals of the receiving state, and in some instances the nationals of the sending state or a third country are known as local staff. They are, locally recruited to work at the missions in Nepal and not eligible to enjoy the diplomatic privileges and immunities as

prescribed in the Vienna Conventions, and therefore, not exempt from paying taxes and custom duty and legal, administrative and criminal jurisdiction of the GoN.

6.2 Hiring Conditions of Local Staff

Relevant provisions of Nepal's Labour Act, 1992 (as amended) will apply in matters of hiring staff locally by the diplomatic missions, consular posts and international organizations. Once the missions hire staff locally, the former become the 'employer' and the latter become the 'employee'. It will become their responsibility to respect the laws of Nepal while having any undertakings including the employment contract, etc. As for the locally hired staff, the Ministry will not issue any identity cards and they do not enjoy immunity or privileges. Details of the English version of Nepal's Labour Act, 2017 (2074 BS) (as amended) and Labour Rules, 2018 (2075 BS) can be viewed at the website of the Nepal Law Commission (<http://www.lawcommission.gov.np/en/>)

7. PRIVATE SERVANT

7.1 Definition of Private Servant

The VCDR defines, in Article 1 (h) a private servant as a person who is in the domestic service of a member of the Mission and who is not an employee of the Sending State. Similarly, the VCCR, in Article 1 (i), terms "member of the private staff" and defines it as person who is employed exclusively in the private service of a member of the consular post.

Private servants are not deemed to be members of the staff of the mission as described in Article 1 (c) of the Vienna Convention on Diplomatic Relations nor are they deemed to be members of the Consular Post according to Article 1 (g) of the Vienna Convention on Consular Relations.

Private servants of members of the mission shall, if they are not nationals of or permanent resident of the receiving State, be exempt

from dues and taxes on the emoluments they receive by reason of their employment as described in the section (4) of Article 37 of the VCDR. In other respects, they may enjoy privileges and immunities only to the extent admitted by the GoN.

7.2 Hiring Conditions of Private Servant

Two possibilities exist for hiring/accreditation of private servants. Persons hired in Nepal in the domestic/private service of staff members with diplomatic rank at Embassies and Consular Posts in Nepal shall be considered domestic servants for labour law purposes. Their contracts shall be regulated by labour laws and regulations prevalent in Nepal and derived contractual obligations under labour law shall be the exclusive responsibility of the staff member of the diplomatic mission hiring the private servant on a personal basis and in his/her capacity as an employer. The domestic servant must be a Nepali national or legal resident in Nepal.

Whereas in the case of domestic servants accompanying a diplomatic agent at the time of taking up a new post, visa for domestic servants is required, regardless of nationality. The mission should make a formal request for such a visa together with the employment contract signed by both the employer and employee.

Upon arrival of domestic servant in Nepal, the diplomatic mission shall inform and request the Department, with documents mentioned in the foregoing paragraph of this Handbook for a long stay visa. The Department may consider issuing gratis visa to the domestic servant depending upon the request of the mission and on the basis of the principle of reciprocity.

8. TAX, VAT AND CUSTOMS DUTY EXEMPTION

8.1 Goods Permitted to Import/Purchase under Tax/Duty Exemption

The GoN, as per the provision mentioned in the VCDR, VCCR, Convention on the Privileges and Immunities of the United Nations as

adopted by the General Assembly of the United Nations on 13 February 1946 as well as in accordance with the provision mentioned in the prevailing laws of Nepal, permits entry of and grants exemption from all customs duties, taxes and related charges for official use of the missions as well as for personal use with regard to following articles:

- a. Articles for official use or office supplies of the mission including furniture, electronic and electrical goods, vehicles and communication equipment;
- b. Food, beverages and cigarettes;
- c. Household goods, furniture, electronic and electrical goods, personal effects of his/her dependent family members and other household goods;

Unless the consignment includes restricted items, articles imported by mission officials will enjoy waiver of search and inspection by the authorities concerned of the GoN. If the situation demands for search and inspection, concerned authorities will do so with the consent and in the presence of the diplomat concerned or his/her representative.

Other foreign missions and their officials based in Kathmandu enjoy tax and customs duty exemption as mentioned in the Headquarters Agreement or in the agreement or Memorandum of Understanding signed with the GoN.

The missions are required to clearly state the purpose of goods being imported in huge or bulk quantity or if the goods are highly or unusually expensive even though not in bulk quantity. Similarly, a short description of goods being imported that are not commonly known is required for the Department to issue exemption certificate promptly. Members of the missions are advised to declare the amount of jewelry, precious metal and or cash they carry above the threshold as determined by the customs regulations of Nepal and other provisions, including fiscal year budget announcement.

8.2 Requirements for Tax/Duty Exemption Certificate

Entitled foreign missions may contact the Department with the following documents:

1. An official note/letter duly signed by the authorized person of the mission whose specimen signature has been made available to the Department;
2. Duly filled in duty exemption form;
3. Invoice relating to the goods being imported;
4. Bill of lading or Airways Bill;
5. Packing list of the goods being imported;
6. Copy of prior approval, if applicable; and
7. Copy of passport, Nepali visa and ID (if issued) of the importing official of the mission (if the goods are meant for private use of the entitled official/s).

8.3 Limitation of Tax/Duty Exemption Privileges

In accordance with Article 34 of VCDR, and Article 11 of the Privileges and Immunity of Foreign State and Diplomatic Representatives Act, 1971 of Nepal the following taxes and service charges are NOT subject to tax and customs duty exemption:

1. Indirect taxes carriage;
2. Charges for storage, carriage and similar other services;
3. Private immovable property of the diplomatic agent in the territory of Nepal;
4. Property and inheritance or estate tax to be paid personally;
5. Personal income of the diplomatic agent having its source in Nepal;
6. Capital taxes on investment made in commercial undertaking;

7. Taxes and dues levied on special service;
8. Court fee, registration fee and similar other fees in the case of immovable property;
9. Antiques;
10. Auction items, second hand articles and gift vouchers;
11. Admission fees for entertainment (cinemas, theatres, exhibitions etc.);
12. Membership fees for clubs and associations;
13. Medicine;
14. Ammunition and firearms.

8.4 Duty Exemption on Alcoholic Beverages, Cigarette, Etc.

The head of mission and other members of diplomatic staff are allowed to import or purchase liquor, cigarette, etc. every year for personal use on quarterly quota basis under customs duty/tax exemption privileges. However, unused quota of previous quarter or year could not be carried forward to use in the next quarter or year under duty/tax exemption facility.

UN officials holding United Nations Laissez Passer (UNLP) and other entitled officials of foreign missions are also allowed to purchase or import liquor and cigarettes without exceeding the prescribed quota limit for each quarter (of the year).

Accredited diplomatic missions are allowed to purchase liquor, beverage and foodstuffs in reasonable quantity under duty/tax exemption facility for extending hospitality or hosting reception/dinner to celebrate National Days in Nepal or for occasions such as the Official/State visit of high-ranking dignitaries to Nepal.

Information on quarterly/annual quota of alcoholic beverage, cigarette, etc. may be obtained from the Department.

8.5 Officials not Exempted from Duty Exemption Privileges

- Administrative and Technical Staff holding official or service passports are entitled to import personal effects under duty free facility within six months from their date of arrival into Nepal.
- Foreign experts, technicians, consultants and advisors who are visiting Nepal on short-term deputation and who are not diplomats or permanent staff of the mission are not entitled to customs duty exemption. However, they are entitled to get duty exemption facility (not vehicle) for importing personal belonging. Similarly, they also enjoy the duty exemption to export such personal belongings on their departure from Nepal.

8.6 Tax Exemption to INGOs and their Officials

Matters relating to exemption of customs duty, tax, VAT and other charges on the purchase of vehicles, office supplies, electronic and electrical goods, etc. with respect to the International Non-Governmental Organizations and officials working for them shall be governed by MoU, Agreement, Protocol, etc. signed between the competent authorities of the GoN and the INGO concerned. However, the Ministry shall not be obliged to issue duty/tax exemption certificate in favour of such INGOs and officials under them if such instruments were concluded without obtaining prior approval of the Ministry.

8.6.1 VAT Exemption/Refund

The Department recommends, on the basis of reciprocity and existing international practices, to the Department of Inland Revenue for refund of VAT in favour of diplomatic, UN and other foreign missions and their entitled officials.

8.6.2 Procedure to Get VAT Refund

Entitled foreign missions and officials working at the missions may submit the invoice along with duly filled in application form to the Department by 20th day of every quarter of the year. Goods costing below Rs. 10000.00 shall be excluded from VAT refund.

Non-resident head of missions and diplomats accredited to Nepal may claim VAT refund for the purchase in Nepal above Rs. 10000/-.

The Department collects the bills and sends them along with its recommendation to the Department of Inland Revenue (IRD) for VAT refund. The IRD refunds VAT upon completion of the required formalities to the diplomatic mission's bank account for official purchase. For personal purchase, the amount will be refunded in personal bank account of entitled officials. It may take about 45 days to process for VAT refund.

8.6.3 Goods and Services Covered by VAT Refund Plan

Foreign missions may request the Department for VAT refund for the purchase of following goods and services in Nepal:

1. Goods purchased for official use by diplomatic, consular, UN and other entitled residential foreign missions;
2. Goods purchased by entitled foreign mission officials for private use;
3. VAT paid for utility services such as drinking water, electricity, gas, fuel, telephone, internet, and communication equipment by foreign missions or entitled officials; and
4. VAT paid on construction materials purchased for the construction of chancery building and official residence of diplomatic staff of diplomatic missions.

8.6.4 Goods and Services Not Considered for VAT Refund Plan

Purchase of following goods or the payment for the following services are not considered for VAT refund:

1. Newspapers;
2. Stamps;
3. Passenger transport (air, bus, train tickets);
4. Dentist's and doctor's bill, etc.;
5. Insurance policies;
6. Admission fees for museums, temples, monuments;
7. School/College fees; and
8. Tips.

8.6.5 Utilities and Services

Diplomatic or consular Missions and other representations are not exempt from the charges against the use of utilities and services. But they may claim for the refund of indirect taxes involved in this process.

8.6.6 Documents Required for VAT refund

Foreign diplomatic, Consular and UN missions and other entitled missions may need to submit the following documents to the Department for VAT refund:

1. An official note/letter duly signed by the authorized person of the mission whose specimen signature is made available to the Department;
2. Original VAT bills and their certified copies (one copy each);
3. Description of the goods purchased and amount of VAT claimed;
4. Duly filled in duty exemption form;

5. Invoice relating to the goods being imported;
6. Packing list of the goods being imported;
7. Bill of lading or Airways Bill;
8. Proof of prior approval, if applicable; and
9. Copy of passport, Nepali visa and ID of the importing official of the mission (if the goods are meant for private use of the entitled officials)

8.6.7 Direct Exemption (VAT not included in Price)

Instant and direct exemption will not be granted in Nepal as the indirect tax, particularly VAT, is included in the price. Diplomats and other entitled officials of diplomatic missions are exempt from direct tax, i.e. income tax, etc. as mentioned in the international conventions and other relevant instruments to which Nepal is a party. In addition, some distributors do deduct VAT in source and the diplomatic agents may utilize the privilege by presenting their diplomatic ID card.

9. VEHICLE IMPORT, PURCHASE, REGISTRATION, INSURANCE, TRANSFER OF OWNERSHIP, EXPORT, SCRAPING AND OBTAINING DRIVING LICENCE

Diplomatic and Consular missions and Offices of the United Nations and other entitled foreign missions and organizations may import vehicles required for the official use under duty exemption privilege. The number of vehicles allowed to be imported under duty exemption for the official use of the mission mainly depends upon the size of the mission (number of officials) and activities and programs being carried out in Nepal.

The Ambassador/Head of Mission and other diplomats accredited to Nepal may import one vehicle for private use under the duty exemption system during their terms of office. However, no customs/duty exemption is granted to import vehicle if the official is deputed for the period less than six months or completing his/her tour

of duty within six-month. This clause, however, will not affect him/her to purchase vehicle from local market by paying custom duty and other charges.

The UN officials, who are permanent employee and holders of UNLP may import one vehicle for personal use under duty exemption facility within six months from their arrival into Nepal.

Administrative and Technical Staff and service staff are not allowed to import vehicle under customs duty exemption facility.

9.1 Requirements to be fulfilled for the Import of Vehicle under Duty Exemption Privilege

Requirements to import vehicle/s by missions and entitled officials under duty exemption privilege:

1. Prior approval from the Department;
2. Information as to whether the vehicle being imported (both official and personal) is new or in addition to the existing fleet of vehicles or intending to replace with the old, scrapped or disposed one;
3. If importing as replacement, information about the previous vehicle whether that was/were scrapped, sold in the local market or exported from Nepal;
4. Copies of passport, Nepali visa and ID (if issued) of importing official together with the information such as date of assumption of duty in Nepal and his/her tenure (if imported for personal use);
5. If purchasing from local market, copies of Blue Book (ownership certificate), Customs Declaration Form (Pragyapan Patra, a paper describing goods and other details being imported or exported), bill of sale and other relevant documents;

6. The vehicle should pass the emission standard as prescribed by the GoN.

9.2 Special Number plates

The special number plates are of two types:

- a. CD plates (Blue colour): Issued for Diplomatic Missions and diplomatic agents
- b. CC plates (Blue colour): Issued for Consular Missions and consular agents
- c. HCC plates (Blue colour): Issued for Honorary Consular Posts.

9.3 Registration of Vehicles

Foreign missions are required to make a formal request to the Department by enclosing following documents for its recommendation for registration and issuance of appropriate number plate to vehicle/s imported by the missions and their entitled officials or purchased from local market:

1. An official note/letter with the details of vehicle (type of vehicle, make/model number, engine number, chassis number, etc.);
2. A copy of Customs Declaration Form (Pragyapan Patra) (a document describing the goods and other details being imported or exported);
3. Copies of invoice and/or bill (of purchasing of vehicle);
4. Copies of passport, Nepal visa and ID (if issued) of importing official (if imported for personal use); and
5. Copies of blue book (ownership certificate), bill of sale and request letter of seller (if purchased locally).

The Department forwards such requests along with relevant documents to the Department of Transport Management, which shall register the vehicle free of charge.

9.4 Sale of Vehicle to Entitled Missions or Officials

Foreign Missions and officials may wish to sell the vehicle/s imported under duty exemption facilities to such other entitled missions and/or officials provided that the vehicle/s were not imported under mandatory clause to export back from Nepal on completion of tour of duty of the importing official. The following requirements will apply for this purpose:

1. A written request addressed to the Department with the details of the vehicle (type of vehicle, make/model number, engine number, chassis number, etc);
2. A copy of blue book (ownership certificate of the vehicles);
3. Copies of passport, Nepali visa and ID (if issued) of the owner (if privately owned);
4. Copies of passport, Nepali visa and ID (if issued) of the official desiring to purchase the vehicle (for private use); and
5. A copy of bill of sale (signed by the officials selling and purchasing of the vehicle).

Note: Prior approval of the Department is required for both the mission and its official to purchase vehicle. If intended for official use of the mission, a statement as to the need of the vehicle in the existing fleet is required. Missions should indicate if they are purchasing a new one to replace the scraped vehicle.

9.5 Sale of Vehicle to Local Agency or Nepali National

A vehicle purchased and registered under diplomatic privilege may be sold and transferred its ownership to a person or an entity that are not exempted from paying tax and customs duty. The missions and

individuals are responsible to inform such buyers about the requirement of paying customs duty and other applicable charges, if any. In such a case, the buyer, has to pay the customs duty before the Department takes further action. The following requirements need to be fulfilled for transfer of ownership:

1. A written request addressed to the Department with the details of the vehicle (type of vehicle, make/model number, engine number, chassis number, etc.);
2. A copy of blue book (ownership certificate of the vehicles);
3. Copies of passport, Nepali visa and ID (if issued) of the official desiring to sell the vehicle (if privately owned);
4. A request letter addressed to the Department together with the copy of citizenship certificate of Nepali applicant desiring to purchase the vehicle or a request letter of the agency concerned willing to purchase the vehicle;
5. A copy of bill of sale (signed by the officials selling and individual or agency purchasing the vehicle); and
6. A written proof of payment of customs duty and other applicable charges, if any.

9.6 Donation of Vehicle to an Agency or Individual in Nepal

Missions may wish to donate vehicle/s imported under duty exemption facilities to any Government/social or charitable agencies. The vehicle/s intended to donate should not be older than 10 years from the date of manufacture. The following are the documents required for this purpose:

1. A written request addressed to the Department with the details of the vehicle (type of vehicle, make/model number, engine number, chassis number, etc.);

2. A copy of blue book (ownership certificate of the vehicles);
3. Acceptance letter of the vehicle receiving agency (on donation);
4. Approval letter of the regulatory body of the GoN (if vehicle is being donated to any social/charitable organization); and
5. A written proof of payment of customs duty and other applicable charges or a proof of custom duty exemption granted to such organization.

9.7 Vehicles Purchased from Local Market

Foreign missions or entitled officials of the missions may purchase vehicle/s from local market that is/are already registered in Nepal with a local number plate. In such a case, the buyer shall be exempt from payment of customs duties and taxes. Foreign missions or entitled officials may request the Department for transfer of ownership and change of registration number together with the required documents mentioned elsewhere in this Handbook.

9.8 Re-exportation of Vehicles

Entitled officials of foreign missions, and or those who have taken prior permission or committed to re-export at the time of import, may export the privately owned vehicles on completion of their terms of office in Nepal. A note verbale should be sent to the Department along with the relevant documents requesting for the cancellation of registration number and the export of vehicle/s at the end of his/her tour of duty in Nepal. The Department, then, requests the Office of the Transport Management for the cancellation of registration of vehicle and will issue a recommendation letter to the Department of Customs to exempt from export duty. The following are the requirements:

1. A written request addressed to the Department with the details of the vehicle being exported (type of vehicle, make/model number, engine number, chassis number, etc);
2. A duly filled out export exemption form;
3. A copy of blue book (ownership certificate of the vehicles); and
4. Copies of passport, Nepali visa and ID (if issued) of the owner of the vehicle.

9.9 Validity of Vehicle Registration Certificate

The vehicle registration certificate will be valid for one year. It should be renewed before it expires. (Article 16 of Vehicles and Transport Management Act, 1995). The vehicles should also meet the requirement of regular inspection by the authorities concerned of the GoN.

9.10 Scraping of Vehicles

Foreign missions/diplomatic privilege entitled individuals/projects may request the Department to scrap and deregister the vehicle registered in their names if imported into Nepal under duty-free facility and older than 10 years from the date of production, and or such old vehicles owned by the mission /diplomatic individual if such vehicles cannot be operated due to accidents or technical reasons before the expiry of ten years. The following are the requirements:

1. A written request of the mission or individual with the details of the vehicle being scrapped (type of vehicle, make/model number, engine number, chassis number, etc.);
2. A copy of blue book;
3. Copies of passport, Nepali visa and ID (if issued) of the owner (if the vehicle is privately owned).

9.11 Vehicle Insurance

All vehicles belonging to foreign missions and entitled officials must have insurance with third party liability coverage. The detailed information relating to insurance of vehicles can be obtained from “Motor Vehicle and Transport Management Act, 1993” and “Motor Vehicle and Transport Management Regulations, 1997” which are available in the webpage of Nepal Law Commission at www.lawcommission.gov.np

9.12 Registration of Vehicles in the Name of Honorary Consuls/Consuls General

Honorary Consular Posts should submit their request for registration of vehicle to the Protocol Division with copy of the Letter of Commission (issued by appointing government) and Exequatur and ID issued by MoFA. The Protocol Division will forward the documents with its recommendation to the Department for further action. The Department will then forward the request to the Department of Transport Management with its recommendation. Registration charge and other associated charges are payable to register the vehicle with HCC number plate. Honorary Consuls/Consuls General are advised to use the vehicle with HCC Number plate only for official purpose.

9.13 Procedure of Obtaining Nepali Driving Licence

It is against the law to drive a vehicle in Nepal without having a driving licence issued by the competent Nepali authority. Foreign missions may send a request to the Department to issue Nepali driving license in the name of entitled officials and their spouses with the following documents:

1. A note verbale/letter requesting to issue driving licence;
2. A certified copy of the valid driving licence issued by foreign government;

(if the license is in a language other than in English, an official translation thereof, with the seal and signature of the certifying officer of the diplomatic or consular mission concerned, must be enclosed together); and

3. Copies of passport, Nepali visa and ID (if issued) of the applicant.

The Department, after examining the documents, recommends the Department of Transport Management to issue a Driving License.

10. DIPLOMATIC FLIGHT CLEARANCE AND LANDING PERMISSION

Diplomatic Missions and the Offices of the United Nations in Kathmandu may request the GoN through the Protocol Division for diplomatic or tax free over flight and landing permission for an aircraft registered in their respective countries or chartered to carry out special official mission. The Protocol Division will request the Ministry of Culture, Tourism and Civil Aviation to issue flying and landing permission free of charge.

11. DELIVERY AND COLLECTION OF DIPLOMATIC POUCH

Diplomatic pouch should bear an official diplomatic seal and clearly visible external marks as specified in Article 27 of the Vienna Conventions on Diplomatic Relations 1961. Packages constituting the diplomatic bag must bear visible external marks of their character and may contain only diplomatic documents or articles intended for official use of diplomatic missions. The articles should not fall under the prohibited or restricted category as per the prevailing laws of Nepal.

Personal baggage of a diplomatic agent shall be exempt from inspection, unless there are serious grounds for presuming that it contains articles not covered by the exemptions or articles of the import or export which are prohibited by the law or controlled by the

quarantine regulations of the Government of Nepal. Such inspection shall be conducted only in presence of the diplomatic agent or of his authorized representative (Ref. Article 36, Paragraph 2 of VCDR). Cash or currencies, precious metal/jewelry or other articles above the permitted threshold, as prescribed by the customs bill, should be informed through a declaration form at the customs point on arrival.

With regard to diplomatic cargo, the diplomatic missions are required to send a note to the Department together with a list of goods and articles at least two weeks in advance from the expected date of arrival of cargo for exemption from customs duties and taxes. The Department will issue an exemption certificate and send it to the customs authorities for releasing the cargo with the exemption of customs duties and taxes.

Diplomatic cargo, upon arrival, will be processed as per the standard operating procedures adopted by the authorities at the port of entry. Diplomatic cargo is subject to inspection in case there are grounds for the search. Inspection shall be conducted by customs officials in the presence of a designated diplomat or authorized representative of the diplomatic mission. There will be no vehicular access to the apron or tarmac area of the airport for receiving diplomatic cargo except undertaken by the competent authorities of Nepal. Concerned authorities of the Government of Nepal would make optimum efforts for the expeditious clearance of diplomatic cargo.

11.1 Checked-in Bags

Checking-in of diplomatic pouch, both incoming and outgoing, shall be affected at the cargo terminal of the Tribhuvan International Airport, Kathmandu. The diplomatic courier shall identify himself/herself and present authorization letter/certificate of the diplomatic mission concerned indicating that it is a diplomatic or consular pouch and the number of packages of which it is constituted.

12. INSTALLATION OF RADIO AND SATELLITE COMMUNICATION STATIONS

Article 27 of the Vienna Convention on Diplomatic Relations and Article 35 of the Vienna Convention on Consular Relations set out that installation of radio transmitters in Diplomatic Missions/Consular Posts shall require the consent of receiving State.

In Nepal, the processing of a licence to install and use radio and satellite communication stations is carried out by the Ministry for Information and Communications. Diplomatic missions should send a diplomatic note to the Department if they wish to set up radio transmitters in their premises, with full details of the equipment and confirmation that it will not affect the peace and communication system of neighbouring residents.

13. PRIOR APPROVAL FOR PURCHASE, SALE AND ALTERATION OF LAND AND BUILDING

13.1 Obtaining Prior Approval, Registration, Etc.

Foreign missions based in Nepal are required to obtain prior approval from the GoN through the Protocol Division for the purchase/lease/construction or sale of immovable property such as land, buildings and apartments. As per the existing rules and practice of GoN, Embassies are permitted to procure by purchase or lease in their name upto 12 Ropani (6104 sq.m.) of land for the Chancery in Kathmandu valley, and additional 4 ropanis for the residence. It will not affect the Embassies which had procured the land above this new ceiling prior to this decision of the GoN taken in 2018. The Protocol Division will advise the missions, as and when necessary, the procedures of acquiring ownership and/or registration of property in the name of mission, as well as disposing and/or transfer of ownership of the properties. The missions' officials may contact municipal offices and various utility service providers to install or connect utility services.

Diplomatic and UN missions shall be exempt from paying registration fee on acquisition of land and building by the decision of the GoN. The GoN may also take a decision to exempt capital gain tax on case by case basis and on condition that the government of the mission concerned officially conveys its consent to offer reciprocal treatment to the GoN. Diplomatic missions may repatriate the amount received against the sale of the property in convertible foreign currency with the authorization of the GoN.

13.2 Construction or Alteration of Buildings

After having ownership of the property and authorization for the construction or alteration of building/s, the missions should obtain approval from the Department of Urban Development or a designated agency for this purpose for the new building or alteration plan they have designed. Any alteration in the permitted design that may affect public interest should be made only with prior approval from designated government agency.

14. HIGH LEVEL INCOMING VISITS

14.1 Visit of Advance team from Guest country

A visit to Kathmandu by an advance team from the guest country at least four weeks prior to the state, official or formal visit of high-level dignitaries is always useful to assess and discuss preparatory works in order to develop and endorse the program of visit.

If an advance team wishes to visit Nepal to discuss programmes and logistic arrangements for the incoming visit, details of the composition of advance team and information of its arrival and departure should be sent to the Protocol Division for necessary coordination.

14.2 Types of Incoming Visit and Welcoming Ceremony

Incoming visits are divided into the following types according to their importance and engagements.

1. State Visit
2. Official visit
3. Summit Meetings (BIMSTEC/SAARC)
4. Working visit

The detail procedures of receiving the Head of the State/President, Vice President and equivalent rank and Head of Government, the calls on, organizing State Banquet/Lucheon and other relevant matters will be communicated by the Ministry to the concerned Embassy/Ministry of the guest country before such visit could take place. The Ministry will follow the practices and norms that have been existed and implemented so far.

15. USE OF VIP LOUNGE AT AIRPORTS

15.1 Official Request for VIP Lounge:

Request may be sent to the Protocol Division for VIP Lounge facilities at Tribhuvan International Airport, Kathmandu and at domestic airports elsewhere in Nepal for the use of foreign government dignitaries. Request for VIP Lounge should be delivered at least three working days prior to the date of arrival or departure of the dignitaries. It should be noted that, it may take time to liaise and complete official formalities with other government agencies to make available the VIP Lounge and airport courtesies. Designated officials of foreign mission and Nepali government agency concerned will assist the visiting dignitaries to complete immigration and customs procedures.

15.2 Foreign Dignitaries Entitled to VIP Lounge Facility

Ambassadors to Nepal, Head of Delegation of the European Union and Secretary General of SAARC and UN Resident Coordinator could use VIP Lounge when travelling to and out of Nepal during their tour of duty. Heads of missions of the UN Specialized Agencies and other international and regional organizations based in Nepal may

use Lounge only on their first arrival in Nepal and on departure on completion of their tour of duty. Spouse and dependent family members of the above dignitaries may use the Lounge only if they are travelling together with the Ambassador/Head of Mission. VIP Lounge will not be used to receiving family members or friends or accompanying them at departure.

A list of foreign dignitaries who are entitled to use VIP Lounge facility is placed at Annex-II.

Note:

Decision to grant VIP Lounge facility shall be considered, among other things, on the basis of reciprocity.

Head of the State, Vice-President or equivalent dignitary and Head of the Government on state/official visit to Nepal shall be received at VVIP Lounge.

15.3 Access to VIP Lounge on First Arrival and on Completion of Tour of Duty of Head of Mission

The Chargé d' Affaires, a. i. or In-charge of the mission accompanied by a maximum five other Embassy officials, shall have access to the VIP Lounge to welcome the Ambassador-designate or head of mission of equivalent rank and the Resident Coordinator of the United Nations at the time of first arrival to assume the duty or to bid farewell to them on completion of tour of duty. Prior notice about the identity of these officials should be given to the Protocol Division through a diplomatic note.

15.4 Document/Information Required to Make Available VIP Lounge Facility

Official request for VIP Lounge should be sent to the Protocol Division with the following details:

1. A diplomatic note or a formal request letter with name and designation of the dignitaries;

2. Date, time and place of arrival or departure and name of the airlines and flight number;
3. Name of the official programme the dignitary is participating or purpose of the request for VIP Lounge (not applicable for residential head of the mission);
4. Full name of accompanying delegation members (maximum of six persons (1 + 6) will be allowed depending upon the rank of delegation members); and
5. Duly filled in VIP Lounge Request Form.

15.5 VIP Lounge Request Form

A sample of VIP Lounge request form is provided at Annex-III. The missions requesting for VIP Lounge facility for the visiting dignitaries are required to enclose the duly filled in request form with the official note/letter.

16. SECURITY OF MISSIONS AND ENTITLED PERSONNEL

The Protocol Division coordinates the security needs of the foreign missions in consultation with and cooperation of the security agencies of the GoN.

Requests for security services, both general and emergency, for the missions themselves or for their staff, and the information deemed of interest to ensure security, should be addressed to Protocol Division.

The Ministry also requests foreign missions to report immediately if the mission is assessing any possible threat against the mission or its official/s. If such an assessment is reported, the Protocol Division will request the authorities concerned to remain in high alert as well as to deploy additional security measures.

The centralization of requests by foreign missions for protection and the coverage in each particular case as well as the special security

measures to be adopted on the occasion of visits by high-ranking foreign dignitaries is meant to avoid to go through different units and authorities that would eventually refer the matter to the Ministry for its attention.

Foreign missions should notify the Ministry the address of the chancery as well as the residential addresses of their personnel for the easier coordination with other relevant agencies. Permanent deployment of security officials at the residence of an Ambassador, at a time when no eminent threat is assessed, will be considered on the basis of reciprocity.

Request from diplomatic missions for Protective Service Officer (PSO) and police escort to Ministers and dignitaries above them will be considered only when they are paying an official visit at the invitation of the GoN.

Foreign missions are advised to keep the phone number of Nepal Police Spokesperson in hand. For further details they may visit the website <http://www.nepalpolice.gov.np/spokes-person.html>

16.1 Security for Foreign Dignitaries (VIPs/VVIPs)

The Diplomatic missions and Office of the UN Resident Coordinator accredited may request the Protocol Division for security to the Ministers and the dignitaries ranking above them and Secretary General of the United Nations if they are visiting Nepal in connection with an official business. The Protocol Division coordinates with the security agencies of the GoN for security arrangements. However, security coverage to the Head of the State, Crown Prince, Vice-President and Head of the Government, if paying an official or state visit, shall be in accordance with the standard protocol and hospitality norms and practices. The GoN shall provide limited security coverage and depute a Protective Security Officer (PSO) if the Head of the State, Crown Prince, Vice President, Head of the Government and Secretary General of the United Nations and prince and princess are

paying informal or private visit to Nepal. Foreign missions are required to furnish the following information at least seven working days prior to the arrival of the dignitaries stated above in this paragraph:

1. Name and position of the dignitary;
2. Date, time and place of arrival and name of the airlines and flight number;
3. Name and rank of accompanying person/s;
4. Name of the hotel/place where the dignitaries are residing;
5. Details of programme;
6. Accompanying security officials and details of arms/weapons/ammunition, if any; and
7. Date and time of departure together with name of airlines and flight number.

16.2 Accredited Security Officers

The assignment of security staff by the sending State, in order to reinforce the security of its mission and/or its officials must be expressly notified to the Ministry, for its approval. Persons sent under this category shall be accredited as members of the administrative and technical staff of the Mission and must be nationals of the sending State. Terminations of duty and replacements must be formally notified to the Ministry. Furthermore, each Embassy must inform the Ministry, by means of a diplomatic note, the name of the diplomatic official responsible for security issues.

Authorization request to introduce weapons for accredited security officers should be made with the Protocol Division by the concerned diplomatic mission. The request must include all relevant information pertaining to the make, model, caliber and number of the weapon,

which may only be a handgun (pistol or revolver) as well as its date of arrival and border entry point.

Such weapon, once their entry has been authorised by the Ministry, must be registered with the competent authorities of the GoN through the Protocol Division, and their loss/disappearance, misuse, replacement must be immediately notified. They may only be used inside the Mission.

16.3 Security Officers Accompanying VIPs/VVIPs

The arrival of security officers (who, in every case, must belong to the security agency of the country concerned) to accompany the dignitaries during their visit to Nepal, must be notified to the Protocol Division at least seven working days prior to the visit. Security of the guest shall be the responsibility of the Government of Nepal. However, if the guest security officials wish to bring weapons for VVIP's security a note verbale requesting permission to bring/carry weapons may be sent for consideration of the competent authority of the Government of Nepal with the following information:

Full name, date and place of birth; passport number and type; make, model, caliber and number of the weapon and the ammunition to be carried and full name and designation of the dignitary being accompanied;

Date and place of arrival and departure, flight details and place of accommodation of the dignitary as well as the security officials, if arriving in advance.

The security officers, deputed for the protection of dignitaries, must be in possession of license issued by the competent authorities of their home country to carry weapons. Licenses to carry weapons in Nepal shall be granted on individual basis, authorizing each officer to carry a maximum of one weapon, which, in any case, shall be a handgun, i.e. a pistol or a revolver. Long range weapons are not allowed to bring into Nepal and carry during such visits. Officers arriving before the

dignitary shall not be authorised to carry weapons until the VIP's arrival and must deposit the weapons at the Customs Office at the entry point or a designated place. Meetings to coordinate security matters that these officers may wish to hold shall be requested from and authorised by the Protocol Division.

Security agencies of the GoN may limit the number of armed officers carrying weapons depending upon the type of visit as well as assessing the need on a case by case basis.

16.4 Private Security

Irrespective of the protection the GoN provides to residential foreign missions, the latter may complement it by deploying extra staff and technical resources deemed appropriate; in all cases, in compliance with the current legislation of Nepal pertaining to private security.

Missions that allow their diplomatic staff to possess weapons for their personal protection are required to make a request to the Protocol Division with all the relevant documents along with a note verbale for approval. Replacement and renewal of such weapons should also be communicated to the Protocol Division.

17. CONSULAR POSTS

17.1 Establishment or Modification of a Consular Post

The establishment or modification of any Consular Post requires the consent of the Ministry. The consent to open a Consular Post must be obtained prior to the proposal of appointment of its Head. The Ministry's consent is also required to establish the seat, classification and district of such Consular Post. For this purpose, diplomatic missions or the Ministries of the sending countries are required to send a note verbale to the Protocol Division. The diplomatic note should indicate the location suggested as the seat of the Consular Post, as well as its classification and district.

The GoN doesn't accept the proposal of appointing both career and honorary consul/consul general for the whole country as a consular district. The GoN also does not consider the proposal to opening career Consular Post in the capital, and appointing Honorary consul/consul general in the Kathmandu valley if there is already a resident Embassy of the sending state. Notwithstanding of the provisions in the VCCR, the facilities, privileges and immunities to be extended to a Nepali national appointed by a friendly country as its Honorary Consul shall be as decided by the GoN, under Article 71 of the Convention.

17.2 Appointment of the Career Head of a Consular Post

The Embassy or the Ministry of the sending State shall send the Protocol Division a note verbale indicating the name of the person proposed to be appointed as the Head of the Consular Post in areas other than the capital (Kathmandu valley is considered as the Capital) who must be the national of the sending state. The note verbale should include curriculum vitae and copy of passport of the persons for whom concurrence of the GoN is being sought. The concurrence shall be communicated through the Protocol Division after completing necessary procedures. The sending state, then, is required to send a note verbale along with the Letter of Commission or Letters Patent to the Ministry, which shall:

- a) be signed by the Head of State or the Minister for Foreign Affairs of the sending State;
- b) include the full name of the Head of the Consular Post, as is customary in the sending State; and
- c) state classification, rank, seat and district of the Consular Post.

17.3 Provisional Acceptance

As per the provision of Article 13 of the VCCR, the head of consular post may be admitted by the GoN on a provisional basis to exercise

his/her consular functions in the designated consular district until the exequatur is delivered from the Protocol Division of the Ministry. During the temporary period, the concerned head of the consular post should take into account the provisions of the Convention.

17.4 Temporary Exercise of Functions

If the position of career Head of a Consular Post becomes vacant due to whatsoever reason, the sending state may appoint an acting head of the Consular Post. The acting head may be a career consular officer of the same Consular Post or a career consular officer sent specifically to this end, or a diplomatic agent of the diplomatic mission in Nepal.

In the latter case, he/she shall continue to enjoy diplomatic privileges and immunities while acting as temporary head of the Consular Post. The Mission must inform the Protocol Division of such a temporary appointment with sufficient time in advance.

17.5 Appointment of Career Consular Officers

Career Consular Officers must be nationals of the sending state. Career head of consular post, career consular officers may also be appointed by means of a Letters Patent (subject to the same conditions of appointment of the career head of a consular post) or by notification by the competent authority of the sending state. Acceptance shall be effected by means of the corresponding Exequatur if a Letters Patent has been issued or by expressed acceptance contained in the note verbale issued in reply. Notice to the local authorities shall be circulated by the Protocol Division.

17.6 Appointment of Honorary Heads of Consular Posts

The GoN will not accept the proposal of appointing Honorary Consul/Consul General for the Kathmandu valley if there is already a resident diplomatic mission of the sending state. Foreign Government or the accredited Embassy, through a diplomatic note addressed to the Ministry, shall propose a Nepali national as honorary head of consular post. The diplomatic note shall indicate his/her name, nationality,

profession, address and consular rank and also need to enclose a curriculum vitae, copy of passport, copy of Nepali citizenship. The Protocol Division, after completing internal procedures including clearance from the relevant Government agencies, will inform the decision of the GoN through a diplomatic note.

After the concurrence of the GoN is received, the Foreign Ministry of the appointing country may send the Letter of Commission through diplomatic channel. The Letter of Commission must comply with the same requirements concerning the appointee's name and that of consular seat and district as in the case of career consular officers.

In response to the Letter of Commission, a formal acceptance of the appointment in the form of Exequatur is signed and issued by the Minister for Foreign Affairs or the officer designated by him/her. The Chief of Protocol formally hands over the Exequatur. In case of notification of an appointment is made through a diplomatic note, the acceptance shall also take in the form of a diplomatic note.

Honorary Consul/Consul General shall have consular jurisdiction over Kathmandu valley only (covering Kathmandu, Lalitpur and Bhaktapur Districts) unless and otherwise decided by the GoN. The proposed candidate must be resident at the place of appointment or at consular district. However, they will be allowed to visit and coordinate with local authorities throughout Nepal in connection with rescue and repatriation works as well as to provide various other consular and welfare services to the citizens of the countries concerned.

17.7 Qualifications for Honorary Head of Consular Post

A foreign state in seeking the approval of the GoN to appoint a Nepali national as honorary head of consular post based in Nepal should ensure that the following criteria are met:

1. A person of good repute in public life;
2. Above 35 years of age;

3. Not served sentences on a criminal case involving moral turpitude;
4. Not blacklisted by banks and financial institutions for defaulting on loans; and
5. Should not have been declared/listed a bankrupt person.

Other terms and conditions will be applicable as per the provisions mentioned in the Rules Relating to Honorary Consuls, 2039 B.S. (1982 A.D.), as amended as well as, VCCR.

18. AWARDS, HONORS, MEDAL OR DECORATION

Accredited diplomatic mission may request, on behalf of the sending Government, through diplomatic channel for the concurrence of the GoN to confer or honor with any award, honor, medal or decoration to any Nepali national.

Similarly, the GoN may also seek the consent of the government concerned before conferring any award, honor, medal or decoration to any foreign nationals for their outstanding contribution in enhancing the image of Nepal or enhancing bilateral relations. The Protocol Division of the Ministry coordinates between the two governments in obtaining and granting such permissions.

19. RULES FOR FLYING FLAGS

The Diplomatic and consular missions can fly national flags at the chancery of the diplomatic mission, at the residence of the heads of missions, and on the car of Head of mission while using the car on official duty. They may also use the national/official flags at other places where official functions/programmes are organized.

The GoN also respects the flag protocol of the United Nations and the officially recognized flags of other international organizations and expects to receive specific guidelines, if any, to using flags at a formal occasions/programmes.

20. MISCELLANEOUS

20.1 Contact with the Ministry of Foreign Affairs and the Agencies Under It

The Ministry is entrusted with the responsibility to serve as a point of contact to receive and send formal, informal or verbal communication to/from the GoN and to/from the governments of friendly countries, international and regional organizations to which Nepal is a party and on matters of bilateral diplomatic, multilateral, regional and international relations as well as coordinating with the foreign diplomatic representatives accredited to Nepal and Nepali diplomatic representations stationed and accredited to friendly countries and other organizations. Additionally, the Ministry has also the responsibility to liaise with various governmental and semi-governmental agencies to provide security and to cater the needs of foreign missions, diplomats and other entitled officials accredited to Nepal.

The Ministry has the following Divisions; each one headed by a Joint Secretary:

1. South Asia Division;
2. North East Asia Division;
3. South East Asia and Pacific Division;
4. Central Asia, West Asia and Africa Division;
5. Europe and Americas Division;
6. United Nations, International Organizations and International Law Division;
7. Protocol Division;
8. Regional Organization Division;
9. Policy Planning, Development Diplomacy and Non-Resident Nepali Division;

10. General Administration Division.

Additionally, there are Nepali diplomatic missions in various countries and two separate Departments, one Liaison Office and one Institute within the country under the Ministry. They are:

1. The Department of Passport;
2. The Department of Consular Services;
3. Liaison Office, Birgunj;
4. Institute of Foreign Affairs;
5. Nepali Diplomatic Missions Abroad.

(The contact address of Nepali diplomatic missions abroad is given in the Diplomatic List published by the Ministry. The Diplomatic List is also available online on the Ministry's website www.mofa.gov.np.)

20.2 Contact with the Ministry through Geographical Division

Foreign missions are advised to contact the Ministry, as and when necessary, through the relevant geographical Division on matters mentioned hereunder:

- (a) Bilateral political, economic, commercial, scientific, education and cultural relations;
- (b) Treaty, agreement, MoU, Protocol, Exchange of Letters, etc. on all matters relating to bilateral relations;
- (c) Invitation and bilateral visits other than the visits of the Head of the State, Vice President or equivalent rank and Head of the Government;
- (d) Fixing up appointments for official/courtesy calls for/with all dignitaries; and
- (e) Messages to Nepali dignitaries other than to the Head of the State, Vice President or equivalent rank and Head of the Government; and

- (f) Any other matters relating to bilateral relations.

20.3 United Nations, International Organizations and International Law Division

- (a) Matters concerning relation to and cooperation with the United Nations, Specialized Agencies and other agencies within the framework of the UN system; World Trade Organization.
- (b) Matters concerning relations and cooperation with other International Organizations;
- (c) Matters relating to international and regional financial institutions such as International Bank for Reconstruction Development (World Bank), International Development Association (IDA), International Finance Corporation (IFC) and Multilateral Investment Guarantee Agency (MIGA), International Monetary Fund (IMF), Asian Development Bank (ADB) and Asian Infrastructure Investment Bank (AIIB);.
- (d) International Law, Treaty, Convention, Covenant, Conference, etc;
- (e) Candidature for various positions within the UN and other International Organizations and support to each other's candidatures;
- (f) Contribution to the International Organizations of which Nepal is a Party;
- (g) Matters relating to disarmament, environment, human rights, climate change, refugees and displaced persons; and
- (h) Matters relating to LDC, LLDC, Group of 77, Non-Aligned Movement (NAM) and other multilateral issues.

20.4 Protocol Division

- (a) Matters relating to granting of Agrément to appoint Ambassador, presentation of Letters of Credence, welcome and farewell of Ambassador on first arrival and on completion of tour of duty;
- (b) Messages to the President, Vice President and Prime Minister of Nepal;
- (c) Matters relating to visit to Nepal by Head of the State, Vice President or equivalent rank and Prime Minister;
- (d) Matters relating to security of foreign missions and their officials;
- (e) National Day reception and invitation to Chief Guest;
- (f) Appointment of Honorary Consul to Nepal and of Nepal in foreign countries;
- (g) Concurrence of GoN to grant medal, honour or decoration to Nepali nationals;
- (h) Protocol and hospitality;
- (i) Notice of arrival and departure of Heads of Mission to and from Nepal;
- (j) Designation of Chargé d' Affaires and in-charge of diplomatic mission;
- (k) Notification of first arrival and departure on completion of tour of duty of diplomatic staff;
- (l) Request for the VIP Lounge;
- (m) Diplomatic flight clearance;
- (n) Issuance and renewal of Airport Pass;
- (o) Permission of GoN to purchase and sale of land and building for diplomatic missions and their entitled official and for other foreign missions.

20.5 Regional Organization Division

- (a) All matters relating to regional organizations such as South Asian Association for Regional Cooperation (SAARC),
- (b) Bay of Bengal Initiative for Multi-Sectorial Technical and Economic Cooperation (BIMSTEC), Asian Cooperation Dialogue (ACD), Shanghai Cooperation Organisation;
- (c) Relation with other Regional Organizations; and
- (d) Seeking of membership, observer and dialogue partner status of other regional organizations.

20.6 Department of Passport

The Department of Passport (DoP), an entity under the Ministry, issues passports to Nepali citizens and Travel Documents to eligible persons in accordance with the Passport Rules, Regulations, Directives as well as ICAO standard and other prevailing laws of Nepal. Department of Passport is committed to providing transparent, efficient, responsive, prompt, predictable and secure service to its service-seekers. More information about Nepali passport is available at the website of the Department of Passport <http://nepalpassport.gov.np>.

20.7 Department of Consular Services

The Department is entrusted with the following matters in respect of diplomatic and consular missions as well as UN agencies, other foreign missions and their staff:

- (a) Matters relating to diplomatic immunities and privileges;
- (b) Issuance of customs duty and tax exemption certificates with respect to import and export of personal effects, on purchase of various goods and office supplies, vehicles, electronic and electrical goods, furniture, liquors, cigarette

and food and beverage both for official as well as personal use;

- (c) Matters relating VAT exemption and/or refund;
- (d) Matters relating to diplomatic mail, consignment and cargo;
- (e) Issuance of diplomatic, officials and gratis visa;
- (f) Recommendation to diplomatic mission for appropriate visas for the officials and dignitaries of the GoN;
- (g) Recommendation for non-tourist and other types of visas to the Department of Immigration at the request of foreign missions;
- (h) Recommendation for trekking permit for diplomats;
- (i) Attestation/authentication or legalization of various certificates and documents;
- (j) Verification of documents and certificates;
- (k) Attestation/authentication of power of attorney and affidavit;
- (l) Issuance of identity cards;
- (m) Consular access to jails to meet detainees/prisoners of the country belonging to the diplomatic mission;
- (n) Search of missing person, rescue and repatriation;
- (o) Notification to diplomatic missions regarding detention, injury and death of their citizens; and
- (p) Any other consular related matters emanating from Nepali laws and international convention to which Nepal is a party.

20.8 Liaison Office, Birgunj

The only Liaison Office under the Ministry is located in Birgunj city in Parsa District. It coordinates with the Consulate General of India in Birgunj on matters under its jurisdiction. Eight Districts of Nepal which are- Dhanusha, Mahottari, Sarlahi, Rautahat, Bara, Parsa, Makwanpur and Chitawan are designated as consular district for the Consulate General of India in Birgunj.

20.9 Institute of Foreign Affairs

The Institute of Foreign Affairs caters to professional training needs for the Foreign Service officers of the GoN. As a think tank, IFA conducts research studies on matters of national interest particularly Nepal's relations with foreign countries. It organizes seminars, workshops, meetings and conferences and brings out relevant publications.

20.10 Contact with Government Agencies

The Ministry serves as the link of communication between foreign missions accredited to Nepal and various Nepal Government agencies. The Diplomatic Code of Conduct requires the agencies and officials of the GoN to have formal contact/communication with foreign missions through the Ministry. The Ministry, therefore, in line with the provision of the VCDR Article 41 (2), advises all diplomatic and other foreign missions to refrain from having direct formal communication with Government agencies; and encourages to route the communication only through the Ministry, unless otherwise agreed. The missions may wish to send the copy of communication sent to MoFA to the relevant agency only in a situation when urgent attention is required. The Ministry shall not be obliged to take ownership, responsibility or follow up of any decision taken by the sectorial agencies of GoN without consultation on matters that come under the purview of the Ministry.

21. INFORMATION FOR PUBLICATION OF DIPLOMATIC LIST

The Ministry regularly updates List of the Diplomatic and Consular Corps, United Nations and its Specialized Agencies, Aid Agencies and other Representatives and Nepali Missions abroad which is commonly known as Diplomatic List. The list contains name and contact information of heads of diplomatic and consular missions and other staff of both residential and non-residential missions.

For this purpose, all missions/organizations need to send updated information relating to missions and their officials including address and contact telephone number to the Protocol Division.

If any change occurs in between, the missions concerned are required to send the details of changes along with a diplomatic note verbale. The Protocol Division will update the list accordingly. The Diplomatic List may be accessed through www.mofa.gov.np.

22. CIVIL REGISTRATION CERTIFICATES AND THEIR AUTHENTICATION

Foreign missions are required to notify the Ministry the birth, marriage, divorce and death of a diplomat and other entitled officials and their dependent family members. In Nepal civil registration (registration of birth, marriage, divorce, death, etc.) certificates are issued by Local Registration Offices as known as Gaonpalika (Rural Municipality) or Nagarpalika (Municipality) through their Ward Offices. Civil registration certificate obtained from Local Registration Office needs to be authenticated by the Department. Nepali missions abroad issue some civil registration certificates and they certify certificates if authenticated by Department.

Civil status of foreign nationals should be authenticated by the Ministry/Department of Foreign Affairs of issuing country and certified by the Nepali diplomatic mission accredited to that country before they are recognized by the GoN. Dual citizenship is not

recognized by the laws of Nepal. Civil status registration conducted by foreign government with respect to Nepali national is recognized by the GoN only after it is authenticated by the Ministry/Department of Foreign Affairs of issuing country and certified by the Nepali diplomatic/consular mission concerned or authenticated by the diplomatic mission of issuing country accredited to Nepal and certified by the Department. However, a Nepali man who is married to a foreign woman needs to register his marriage in Nepal as well.

23. EMPLOYMENT IN NEPAL BY SPOUSES AND DEPENDENT FAMILY MEMBERS

Spouses and dependent family members of the diplomats working at diplomatic or consular missions in Nepal can engage in gainful occupation or employment under reciprocal basis only by way of bilateral agreement signed between Nepal and the sending governments. In the absence of bilateral agreement, no gainful employment can be carried out by the spouse. However, the spouses and dependent family members can get themselves engaged in various voluntary social services/activities requiring no fix working days, working hours and time.

24. NEPALI LANGUAGE COURSES

At the University level, the Central Department of Nepali, Tribhuvan University offers academic degree courses while the Campus of International Languages (Bishwo Bhasa Campus) at Exhibition Road, Kathmandu offers functional Nepali language courses for foreign nationals. There are a number of private language centers offering Nepali language courses for the foreigners. Diplomats and other officials of foreign missions in Nepal willing to learn Nepali language may access these institutions without obtaining prior approval from the GoN.

25. EDUCATION

Public schools in Nepal do not follow international curriculum. However, most private schools in Kathmandu offer courses in English medium. There are a few international schools that offer international courses.

26. VOTING IN NEPAL BY FOREIGN NATIONALS

The Embassies stationed in Kathmandu could organize election polls at the premises of their chancery to allow their nationals, currently staying in Nepal, to vote for their national elections. The Embassies may request the Protocol Division for security arrangement during polling hours inside the chancery premises, if they wish so. The Embassies may also arrange polling booths outside the chancery premises. If voting is taking place outside of the chancery premises, the Embassies need to write to the Protocol Division for the permission of the GoN to arrange voting booth/s at the designated date, venue and time as well as for security arrangements.

27. OBSERVATION OF ELECTIONS IN NEPAL

Diplomatic Missions, if wish to observe Nepal's elections, may request in advance, the Ministry by means of a diplomatic note for the issuance of special pass, vehicle pass and to have liaison.

28. BRINGING PETS TO NEPAL

Heads of missions, other diplomatic, administrative and technical staff can bring their pets into Nepal after having prior approval of the GoN. They may seek prior approval by requesting, together with required/relevant documents, to the Department of Consular Services through their missions based in Nepal. The Department would request authorities concerned of the GoN for their approval and communicates the decision taken by them to the missions concerned. It is the duty of the pets importing officials to make sure that bringing of the species of pets does not violate the provision of Convention on International Trade in Endangered Species of Wild Fauna and Flora

(CITES). They should also cooperate to follow the requirements of quarantine check. No objection certificate permitting to bring the pet in Nepal may also be obtained from the Nepali diplomatic or Consular missions stationed/accredited for the sending country.

General Requirements for pet entry permit:

- International health certificate of the pet (issued by the competent authority within 10 days prior to arrival in Nepal). It is valid for 10 days upon arrival and new one can be obtained from concerned authority in Nepal from the concerned Fields offices under the Department of Livestock Services)
- Vaccination Record Card/Report of the Pet
- Pet should be microchipped, and its health certificate should mention about the breed
- Quarantine paper of the country of pet
- Invoice of pet (if purchased) or Proof of Pet keeping (if no invoice)
- If entering Nepal from Tribhuvan Int'l Airport, Kathmandu, should inform Animal Quarantine Office, Kathmandu at ktmqarantine@gmail.com at least 72 hours in advance of arrival in Nepal.
- In case the email is not being responded even after reasonable try, or you are not responded at the airport, you may contact to one of the direct numbers of the Office.: +977-9845-364848; +977-9851-092-041; +977-9845-249-864

Process of Returning the Pet:

To repatriate the pet, documents presented at the time of entry need to be presented at immigration check point. Other requirements depend

on the policy of the destination country. (Some require rabies titre test report)

29. HEALTH AND MEDICAL CARE

As a general rule, diplomatic agents with privileged status working at any foreign Diplomatic Missions, Consular Posts or United Nations system or other international organizations and their dependent family members in Nepal do not have access to treatment free of charge by the public health care institutions in Nepal, except in cases of acute illness where these representatives may receive primary health examination and treatment free of charge at the Emergency wards of hospitals (but they should pay for the medicines). They may also seek services at the private hospitals by paying the charges for consultation, treatment, hospitalization, medicine and various other services. All foreign missions, therefore, are advised to have an appropriate health insurance scheme for their officials and their family members forming part of their household for their treatment in public or private health care institutions in Nepal. However, there is no mandatory health insurance system.

30. EMERGENCIES CONTACT: POLICE, AMBULANCE, HOSPITAL, ETC.

Foreign missions and officials may directly contact various governmental and other agencies for emergency services such as from Nepal Police, fire brigade, ambulance, medical aid, in the emergency situations. The names and contact numbers of such emergency service provider agencies are placed at Annex-IV.

31. DEATH OF A DIPLOMAT, AN OFFICIAL OF FOREIGN MISSION EN POSTE

In case of the death of an incumbent diplomat or an entitled official of a foreign mission and dependent family member in Nepal, the Ministry shall extend all possible consular and administrative assistance as well as coordinate with other relevant government

agencies in Nepal for the final rituals in Nepal, if so wished, or for the repatriation of dead body to the home country.

32. PARKING OF VEHICLES

32.1 Parking in the City of Kathmandu, Lalitpur and Bhaktapur

Car parking lots are available both on paid or unpaid basis in the inner-city areas of Kathmandu, Lalitpur and Bhaktapur Districts.

Violation of traffic rules results into the imposition of fine which should be paid to the traffic police concerned on the spot. But the diplomatic mission may request by note verbale for the waiver of fine thus paid confirming that the reciprocal treatment will be extended to the Nepali diplomatic mission and diplomats. In case of any damage caused to others' vehicles during road/traffic accident, the violator should pay the fine and take the responsibility of repairing the vehicle. Driving under influence or drink and drive is strictly prohibited in Nepal and such driving resulting in road/traffic accident is considered serious crime by law.

32.2 Parking Outside of Chancery, Seat of International Organization and Residence of Head of Mission

As of now, parking vehicles outside of the Chancery building, seat of International Organizations and the residence of the head of mission without causing obstacle to other passing vehicles is allowed. While organizing any functions such as receptions, seminar and meeting by inviting a large number of guests or participants, the respective missions should coordinate with the Traffic Police Division of Nepal Police through the Protocol Division for traffic facilitation.

32.3 Vehicle Parking at Tribhuvan International Airport Area

Vehicles belonging to the foreign missions and personnel bearing blue plate numbers may briefly be stopped in front of the terminal building of Tribhuvan International Airport in Kathmandu for the purpose of

pick up and drop off the passengers and luggage. Vehicles may be parked at the designated parking lot of terminal building. However, parking at the airport for prolonged hours or overnight is not permitted. No one is allowed to park the unattended vehicles at the parking lot of the airport terminal building. Unattended vehicles are subjected to be towed by the traffic police.

32.4 Parking at the Ministry

Parking preference for diplomatic vehicles used by Ambassador/Head of Mission is the nearby area of the main entrance of the Ministry. Vehicles used by diplomats other than the heads of mission and other vehicles bearing blue plate number should be parked in the parking lot at the backyard of the Ministry building. No parking fee system is introduced for parking anywhere within Singha Durbar premises. Similarly, parking area is available for vehicles belonging to foreign missions/personnel being used for official purpose at the premises of the Department of Passport, and the Department of Consular Services, Tripureshwor, Kathmandu.

32.5 Film Festivals

Foreign Diplomatic Missions, Consular Posts and International Organizations should obtain a prior approval for organizing a film festival in Nepal from Nepal Film Development Board. Diplomatic or Consular posts are required to send a formal request to the Protocol Division which shall forward the same to the Board through the Ministry of Information and Communications. The decision or approval of the Board will be communicated to the mission concerned through proper channel. The details of required documents may be obtained from the website of Nepal Film Development Board.

List of Annexes used in the Handbook

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ANNEX-I

(Relating to paragraph 1.5)

REQUIREMENTS FOR AND PROCEDURES OF CREDENTIAL PRESENTATION CEREMONY

REQUIREMENTS

The Letters of Credence and Letters of Recall be addressed as:

The Rt. Hon. (given name and family name- President of Nepal, Kathmandu

For updates: <https://www.presidentofnepal.gov.np>)

Or

His/Her Excellency ... (given name and family name)

President of Nepal

Kathmandu

1. The Ambassadors-designate travelling to Kathmandu from elsewhere are advised to bring the following with them:
 - a. Original Letters of Credence and its copy
 - b. Original Letters of Recall and its copy
 - c. House flag – 1
 - d. Car flag – 1
 - e. Passport size photographs of the Ambassador-designate- 2 copies

Residential Embassies are advised to send the items listed in (c), (d) and (e) above to Protocol Division in advance.

2. The Letters of Credence and the Letters of Recall be kept inside separate envelopes or folders and be tied together with a ribbon.
3. Briefing and rehearsal for the Credential Presentation Ceremony is usually organized a day earlier in Kathmandu the information of which will be sent to the missions concerned in advance. The Chief of Protocol (COP) conducts the rehearsal. Accompanying members are advised to attend the briefing and rehearsal programme. Ambassadors-designate who are yet to provide the copies of Letters of Credence and the Letters of Recall to COP may do so before the briefing starts.

4. Accompanying members may be spouse, diplomatic staff at the Embassy and Honorary Consul/Consul General, if applicable. In addition to the Ambassador-designate, the maximum number of the accompanying party may not exceed four (4) persons. The names and designation of the accompanying members should also be communicated to the Ministry or Embassy of Nepal by a formal note.
5. The Protocol Division will inform through appropriate channel the date and time for rehearsal and presentation of the Letters of Credence in advance. The Ambassadors-designate requiring to fly to Kathmandu are advised to arrange travel plan accordingly and communicate flight details to the Protocol Division through appropriate channel.
6. The President receives credentials at the office of the President at Sheetal Niwas, Maharajgunj, Kathmandu. The following Hotels are in the vicinity of the Office of the President:
 - a. Hotel Dusit Princess, Lazimpat
 - b. Hotel Radisson, Lazimpat
 - c. Hotel Ambassador, Lazimpat
 - d. Hotel Marriot, Nag Pokhari
 - e. Hotel Yak and Yeti, Durbar Marg
 - f. The Hilton Kathmandu, Nepal
7. The Ambassador-designate and accompanying members requiring accommodation in Kathmandu may wish to book one of the above Hotels for convenience as well as to avoid unpredictable traffic or other hassle on the day of presentation of credential. The Protocol Division will arrange transportation for the Ambassadors-designate and accompanying members from the designate place i.e. Hotel Dusit Princess (where the ceremony starts from) to the Office of the President and back to the same place on the day of presentation of credentials. Transportation for other occasions will be the responsibility of the guests.
8. The concerned Political Division generally arranges meetings/calls on, if requested, with the head of Political Division, Foreign Secretary and Foreign Minister after presenting credentials.. Meeting with head of Political Division could be arranged even before presentation of credentials.

9. Ambassadors-designate may prefer to stay at the hotel other than mentioned above. In such a case, they should arrive at the designate place (Hotel Dusit Princess) from where the credential procession starts on their own on the day of the presentation of credentials. Protocol Officer (PO) receives him/her at the designated place.

Welcome Ceremony at the Airport:

1. On the day of first arrival, the Ambassadors-designate are received by Deputy Chief of Protocol (DCP) or Protocol Officer (PO) at the Tribhuvan International Airport, Kathmandu. The Protocol officials will assist to complete immigration and customs procedures.

Transportation

1. Ambassador-designate and accompanying members requiring transportation to and from hotel and airport may request the Hotel where accommodation is arranged or seek assistance from Honorary Consul concerned.

Procedures of Credentials Presentation Ceremony:

1. The actual credentials procession starts from the designated place the information of which will be sent to the Embassy concerned. The PO escorts the Ambassador-designate from the designated place to the Office of the President and back to the same place where ceremony ends.
2. On their arrival at the Office of the President, the Ambassador-designate and the accompanying members will be escorted to the designated holding room.
3. After a brief pause at the holding room, the PO escorts the Ambassador-designate to the entrance of the Ceremony Hall where the COP receives the Ambassador-designate and the accompanying members.
4. The COP escorts the Ambassador-designate and the accompanying members towards the President at the ceremony hall. The COP walks on the left and the Ambassador-designate on the right hand side. The accompanying members walk behind the Ambassador-designate in queue format. After walking a few steps the COP stops for first bow to show respect to the President. At this point the accompanying member who are behind the Ambassador-designate should move immediately on the right-hand side of the Ambassador-designate one after another and stand in one line. The COP together with the Ambassador-designate and

the accompanying members make a bow from a point indicated by the COP.

5. The COP and the Ambassador-designate proceed ahead again. The Accompanying member will walk behind the Ambassador-designate in a queue format again. Approximately three meter away from the President, the COP stops again for second and last bow to the President. At this point, the accompanying members will bow in queue format behind the Ambassador-designate. The Ambassador-designate walks again in tandem with the COP a few steps towards the President. The accompanying members stand where they are after the second bow until COP signals them to come forward (closer to the President) for introduction and photograph.
6. The COP moves to the side of the President and introduces the Ambassador-designate to the President. After introduction by COP the Ambassador-designate makes customary remarks like, “The Rt. Hon. President, I have the honour to present to Your Excellency the Letters of Credence by which my Head of State has appointed me as Ambassador Extraordinary and Plenipotentiary etc. and then presents LoC and LoR with both the hands. The Ambassador-designate may limit the remarks to 3-4 sentences. The President may wish to make a few remarks in response.
7. The President offers a hand-shake to the Ambassador after receiving the Credentials. The Ambassador and accompanying member will not raise his/her hand to handshake with the President before the President himself/herself offers handshake.
8. After presenting the credentials, the COP invites the Ambassador to stand on the right-hand side of the President for exclusive photograph. After photographs, the COP invites Ambassador's spouse and accompanying members one after another to come close to the President. The Ambassador introduces them to the President one after another. The spouse (if not present the senior most diplomat) stands on the left-hand side of the President. The rest of the accompanying members stand on the right-left-right hand side of the President in order. There will be a group photograph when everybody is lined up.
9. After the photo session, the COP invites the Ambassador for introduction with the Minister for Foreign Affairs and other Nepali

- dignitaries lined up. Accompanying delegates walk behind the Ambassador and shake hand with Nepali dignitaries.
10. The Ambassador and his/her entourage are then escorted to the adjoining room for a brief call on the President. The COP indicates the Ambassador about the time period.
 11. After the brief talks the Ambassador takes leave and shakes hand with the President and Minister for Foreign Affairs. The COP escorts him/her to the nearby room where the Ambassador signs the visitors' book.
 12. After signing the Visitors' Book, the PO escorts the Ambassador to saluting dais in the front yard of the Office of the President for salutation. After salutation, the Ambassador leaves the venue.
 13. A contingent of Nepal Army presents a musical score throughout.
 14. The same process repeats with all the Ambassadors-designate.
 15. Flags of the Ambassadors' countries fly in the garden of the Office of the President.

DRESS:

National/Official/ Lounge Suit

Abbreviation:

GoN- Government of Nepal

COP- Chief of Protocol

DCP- Deputy Chief of Protocol

PO – Protocol Officer

LoC- Letters of Credence

LoR- Letters of Recall

ANNEX-II

(Relating to paragraph 15.2)

Foreign Dignitaries Entitled to VIP Lounge Facility While Paying an Official Visit

1. Head of the State, Vice President or equivalent rank, Head of the Government (on both official or private visit);
2. Chief Justice/ President of the Supreme Court (on both official or private visit);
3. Speaker/Chairman of both the Houses of Parliament or legislative bodies of the central government (on both official or private visit);
4. Prince and princess (on both official or private visit);
5. Former President or Head of State (on both official or private visit);
6. Chief of Province (on both official or private visit);
7. Foreign Minister (on both official or private visit);
8. Union or Federal Ministers;
9. Secretary General of the United Nations Organization
10. Presidents of the General Assembly, Security Council, Economic and Social Council, International Court of Justice and Trusteeship Council of the United Nations;
11. Special envoy of the Head of the State/Government and the UN Secretary General;
12. Head and deputy head of the lower and upper Houses of the Parliament;
13. Chair/President of Parliamentary Friendship Group belonging to Nepal;
14. Chief Minister of State or Provincial Government;
15. Federal/Union Ministers of State;
16. Chief Secretary to the Government;
17. Chief of the Army Staff;
18. Governor of the Central Bank;
19. Foreign Secretary;
20. Inspector General or Chief of Police Force;

21. Ambassadors to Nepal, Head of Delegation of the European Union and SAARC Secretary General;
22. Resident Coordinator of the United Nations office;
23. Chargé d' Affaires, en pied to Nepal;
24. Directors General or heads of the UN entities and other intergovernmental organizations;
25. Under-Secretary Generals or similar ranks of the United Nations entities and other intergovernmental organizations;
26. Heads of international and regional organizations of which Nepal is a Member;
27. Chancellors of foreign Universities if visiting at the official invitation of the universities in Nepal;
28. Chancellor/Chief of national Academy if visiting at the official invitation of counterpart Academy in Nepal;
29. Mayors of Metropolitan cities; and
30. Official delegation headed by dignitaries ranking equivalent to the Secretary of the Government of Nepal (a request letter from the Ministry concerned of GoN is required).
31. Heads of missions of the UN Specialized Agencies and other international and regional organizations based in Nepal may use Lounge only on their first arrival in Nepal and on departure on completion of their tour of duty.

ANNEX-III

(Relating to Paragraph 15.5)

Tribhuvan International Airport, Kathmandu Airport VIP Room Request Form

1. Full Name of VIP:
2. Designation:
3. Identity/Passport No.:
4. Office Name and Address:
5. Contact Number:
6. Details of persons receiving/seeing off the VIP (Maximum 3):

S.N.	Full Name	Designation	Contact No.	Identity/Citizenship No.
1.				
2.				
3.				

7. Airlines Name and Flight Number:
8. Final Destination:
9. Number of Hand Carry:
10. Return Date and Flight Number:
11. Name and Signature of Concerned Official:
12. Office Name and Seal:

(Note: The term VIP refers to those individuals entitled to use Airport VIP room as per the Notice published by the Nepal Government in Nepal Gazette and are in official visit. The Concerned official refers either to a VIP or related official staff)

ANNEX-IV

(Relating to Paragraph 30)

Name and Contact Number of some Agencies for Emergency Situations Police / Ambulance

S.N.	Name	Telephone Numbers
1.	Police Control	100
2.	Fire Brigade	101
3.	Ambulance	102
4.	Traffic/Roadside Assistance	103
5.	Police Emergency Number	4228435
6.	Metropolitan Police Range (Kathmandu)	4261945
7.	Metropolitan Police Range (Lalitpur)	5521207/5521350
8.	Metropolitan Police Range (Bhaktapur)	6614821
9.	Paropakar Ambulance Service	4260859
10.	Lalitpur Redcross Ambulance Service	5545666
11.	Bishal Bazar Ambulance Service	4244121
12.	Redcross Ambulance Service	4228094
13.	Agrawal Sewa Centre	4424875
14.	Aasara Drug Rehabilitation Center	01-4384881
Hospital and Others		
15.	Bir Hospital	4222865/4221988
16.	TU Teaching Hospital	4412404/4512505
17.	Patan Hospital	5522278/5522266
18.	Maternity Hospital	4253276
19.	Kanti Children Hospital	4414798/4427452
20.	Sukraraj Tropical & Infectious Disease Hospital	4253395/4253396
21.	Bhaktapur Hospital	6610676
22.	Nepal Police Hospital	4412430/44122530
23.	Nepal Eye Hospital	4250691
24.	Tilganga Eye Hospital	4423684
25.	Nepal Eye Bank	4493684/4493775
26.	Mental Hospital	5521333/5521612
27.	Bhaktapur Redcross	6612266
28.	National Kidney Centre	4429866/4426016
29.	Blood Bank	4225344/4229344

ANNEX-V

Order of Precedence of Nepal (Published on Nepal Gazette on April 29, 2019 (16 Baishakh 2076 by the Ministry of Home Affairs)

1.	President
2.	Vice President
3.	Prime Minister
4.	Chief Justice
5.	Speaker of House of Representatives, Chairperson of National Assembly
6.	Former Presidents, Deputy Prime Minister, Former Vice President, Former Prime Minister, Former Chairman of Council of Ministers
7.	Chief of Provinces (Within their respective provinces)
8.	Cabinet ministers of the Government of Nepal Chief ministers of provinces Chief of provinces (when outside their respective provinces) Leader of the Opposition in the House of Representatives Distinguished recipients of the Nepal Ratna Former Chief Justices Chairperson of the Constituent Assembly Deputy Speaker of the House of Representatives Vice Chairperson of the National Assembly. Deputy Leader of the House in the House of Representatives Former Speakers of the Legislature Parliament Former Speaker of the House of Representatives Former Chairpersons of the National Assembly Former Deputy Prime Ministers
9.	Ministers of State in the Government of Nepal Chief Government Whip in the House of Representatives Chief Opposition Whip in the House of Representatives Chairpersons of various committees in the House of Representatives Chairpersons of various committees in the National Assembly Vice-chair of the National Planning Commission Justices of the Supreme Court Chief of Constitutional bodies Members of the Judicial Council Attorney General Leader of the House in the National Assembly

	<p>Chief Government Whip in the National Assembly Leader of the Opposition in the National Assembly Chief Opposition Whip in the National Assembly Speakers of Provincial Assemblies</p>
10.	<p>Assistant Ministers in the Government of Nepal Members of the House of Representatives Members of the National Assembly Former cabinet ministers Chief Judges of the High Courts Cabinet ministers of provincial governments Deputy Speakers of Provincial Assemblies State ministers of provincial governments Chairpersons of various committees in the provincial assemblies Mayor of Kathmandu Metropolitan City Members of the Constituent Assembly Former Members of Parliament Chief Secretary of the Government of Nepal Chief of Army Staff</p>
11.	<p>Assistant ministers of provincial governments Whips in Provincial Assemblies Members of Provincial Assemblies Mayors of metropolitan cities (except Kathmandu) Chairpersons of District Coordination Committees</p>
12.	<p>Members and Commissioners of constitutional bodies Members of the National Planning Commission General Secretary of the Federal Parliament Chief Registrar of the Supreme Court Governor of Nepal Rastra Bank Chancellor of Nepal Academy Vice-chancellors of national universities</p>
13.	<p>Secretaries of the Government of Nepal and Gazetted Special Class Officers Recipients of national orders Ambassador of Nepal to foreign countries Foreign Ambassadors to Nepal Secretary-General of the South Asian Association for Regional Cooperation Lieutenant Generals of the Nepal Army</p>

	<p>Inspector-General of the Nepal Police Inspector-General of the Armed Police Force Chief of the National Investigation Department Vice-chancellor of Nepal Academy Professors of Universities Mayors of sub-metropolitan cities Deputy Mayor of Kathmandu</p>
14.	<p>Judges of High Courts Chief Attorneys United Nations Resident Coordinator in Nepal</p>
15.	<p>Chairpersons of provincial Public Service Commissions Mayors of municipalities Major Generals of the Nepal Army Additional Inspectors General of the Nepal Police Additional Inspectors General of the Armed Police Force Additional Chiefs of the National Investigation Department Members of provincial Public Service Commissions</p>
16.	<p>Deputy Mayors of metropolitan cities (except Kathmandu) Vice Chairpersons of District Coordination Committees Chairpersons of rural municipalities Deputy Mayors of sub-metropolitan cities Deputy Mayors of municipalities Joint-Secretaries of the Government of Nepal and Gazetted First Class Officers Judge of District Courts Chief District Officer (Gazetted First Class) Associate Professors of Universities</p>
17.	<p>Brigadier Generals of the Nepal Army Deputy Inspectors General of the Nepal Police Deputy Inspectors General of the Armed Police Force Directors of the National Investigation Department Foreign Consuls General to Nepal Colonels of the Nepal Army Senior Superintendents of the Nepal Police Senior Superintendents of the Armed Police Force Joint-Directors of the National Investigation Department Gazetted First Class Officers appointed by provincial governments and local administration</p>

	Chief District Officer (Gazetted Second Class) Heads and Executives of Public Corporations Vice-chairpersons of Rural municipalities
18.	Under Secretaries of the Government of Nepal and Gazetted Second Class Officers Lieutenant Colonels of the Nepal Army Superintendents of the Nepal Police Superintendents of the Armed Police Force Deputy Directors of the National Investigation Department Assistant Professors of University
19.	Majors of the Nepal Army Deputy Superintendents of the Nepal Police Deputy Superintendents of the Armed Police Force Chief Investigative Officers of the National Investigation Department Gazetted Second Class Officers appointed by provincial governments and local level
20.	Captains of the Nepal Army Section Officers of the Government of Nepal and Gazetted Third Class Officers Lectures of Universities
21.	Lieutenants of the Nepal Army Inspectors of the Nepal Police Inspectors of the Armed Police Force Investigation Officers of the National Investigation Department
22.	Gazetted Third Class Officers appointed by provincial governments and local level Second Lieutenants of the Nepal Army

Note:

1. The order of precedence of a spouse of a dignitary, if invited to a formal program, shall be in accordance with the order of precedence of the dignitary concerned.
2. The order of precedence of dignitaries having equal rank shall be placed in the same order as mentioned in this Order of Precedence.
3. The Order of Precedence of Consul General of Nepal shall be in accordance with his /her position in the service of the Government of Nepal.

4. Any distinguished invitee whose order of precedence is not mentioned here or in case any confusion with regard to the existing order of precedence of any dignitary the agency concerned should consult the Ministry of Foreign Affairs if the invitee is a foreign national and Ministry of Home Affairs if the invitee is a Nepali national.
5. If an officer of Federal Government is been deputed to the Provincial Government or Local Level his/her Order of Precedence shall be as per the position he/she holds in the Federal Government.
6. When managing the order of precedence of the deputy heads of the Metropolitan City (except Kathmandu), Sub Metropolitan City, Municipality, Rural Municipality and other such bodies, arrangements should be made so that they are immediately after the respective Mayors and Chairpersons in the program within their area.
7. In the case of other retired civil servants or officials, not mentioned in this order, their order of precedence will be maintained one level below the order of respective post.
8. This Order of Precedence is for formal program, so matters relating to security and other facilities shall be governed as per the prevailing laws.
9. The information of this Ministry, published in Nepal Gazette, Volume 67, Number 55 and dated February 9, 2019 has been terminated.

ANNEX-VI

Mode of Address to VVIPs/VIPs in Nepal

The President	Right Honorable (or Rt. Hon.)
The Vice President	Right Honorable (or Rt. Hon.)
The Prime Minister	Right Honorable (or Rt. Hon.)
The Chief Justice	Right Honorable (or Rt. Hon.) His/Her Honour Justice Oral Address: Your Honour
Speaker of the House of Representative	Right Honorable (or Rt. Hon.)
Chairperson of the National Assembly	Right Honorable (or Rt. Hon.)
Former Presidents	His/Her Excellency
Deputy Prime Minister, Ministers, Leader of the Opposition Party, Members of Parliament, Members of the National Assembly, Deputy Speaker of Parliament	Honourable (or Hon.) His/Her Excellency
Former Vice Presidents, Former Prime Ministers, Former Chief Justices	His/Her Excellency
State Ministers/Presidents of Parliamentary Committees	Honourable (or Hon.) His/Her Excellency
Vice-Chairman of National Planning Commission, Chancellors of Universities	Honourable (or Hon.) His/Her Excellency
Justices of Supreme Court	Honourable (or Hon.) His/Her Honour Justice Oral Address: Your Honour
Members of Judicial Council	Honourable (or Hon.) His/Her Excellency
Ambassadors	His/Her Excellency/Ambassador
Judges of High Court and District Courts	Honourable (or Hon.) His/Her Honour Justice Oral Address: Your Honour
Mayor	His/Her Excellency Mr./Mrs. Mayor

ANNEX-VII

Countries Having Diplomatic Relations with Nepal

S.N.	Name of Countries	Date of relation
1	United Kingdom	1816
2	USA	April 25, 1947
3	India	June 13, 1947
4	France	April 20, 1949
5	China	August 1, 1955
6	Russian Federation	July 20, 1956
7	Japan	September 1, 1956
8	Switzerland	November 10, 1956
9	Sri Lanka	July 1, 1957
10	Egypt	July 16, 1957
11	Germany	April 4, 1958
12	Austria	August 15, 1959
13	Italy	August 31, 1959
14	Serbia	October 7, 1959
15	Poland	November 25, 1959
16	Thailand	November 30, 1959
17	Malaysia	January 1, 1960
18	Philippines	February 12, 1960
19	Australia	February 15, 1960
20	Myanmar	March 19, 1960
21	Pakistan	March 20, 1960
22	Netherlands	April 2, 1960
23	Laos	May 20, 1960
24	Israel	June 1, 1960
25	Sweden	June 10, 1960
26	Indonesia	December 25, 1960
27	Mongolia	January 5, 1961
28	Hungary	January 15, 1961
29	New Zealand	May 1, 1961
30	Afghanistan	July 1, 1961
31	Argentina	January 1, 1962
32	Chile	1962

33	Greece	February 2, 1962
34	Turkey	November 15, 1962
35	Lebanon	August 18, 1963
36	Belgium	August 19, 1963
37	Iran	December 14, 1964
38	Canada	January 18, 1965
39	Jordan	August 20, 1965
40	Denmark	December 15, 1967
41	Bulgaria	April 15, 1968
42	Romania	April 20, 1968
43	Algeria	April 29, 1968
44	Spain	May 13, 1968
45	Iraq	October 30, 1968
46	Singapore	March 25, 1969
47	Sudan	July 11, 1969
48	Syria	February 26, 1970
49	Ethiopia	April 15, 1971
50	Kuwait	February 25, 1972
51	Bangladesh	April 8, 1972
52	Albania	May 23, 1972
53	Norway	January 26, 1973
54	DPR of Korea	May 15, 1974
55	Republic of Korea	May 15, 1974
56	Finland	September 21, 1974
57	Tanzania	January 10, 1975
58	Morocco	February 18, 1975
59	Cuba	March 25, 1975
60	Cambodia	April 18, 1975
61	Vietnam	May 15, 1975
62	Kenya	June 3, 1975
63	Mexico	November 25, 1975
64	Luxembourg	November 25, 1975
65	Nigeria	December 20, 1975
66	Libya	December 30, 1975
67	Peru	January 28, 1976
68	Brazil	February 7, 1976

69	Portugal	September 1, 1976
70	Bahrain	January 13, 1977
71	Oman	January 21, 1977
72	Qatar	January 21, 1977
73	United Arab Emirates	January 22, 1977
74	Saudi Arabia	March 15, 1977
75	Costa Rica	August 16, 1977
76	Maldives	August 1, 1980
77	Cyprus	August 18, 1980
78	Mauritius	February 12, 1981
79	Iceland	May 25, 1981
80	Bhutan	June 3, 1983
81	Holy See	September 10, 1983
82	Malta	September 25, 1983
83	Brunei	February 3, 1984
84	Panama	February 15, 1984
85	Tunisia	April 14, 1984
86	Somalia	October 24, 1984
87	Zimbabwe	November 27, 1984
88	Gabon Republic	June 17, 1985
89	Yemen	December 25, 1985
90	Fiji	June 12, 1986
91	Zambia	September 10, 1986
92	Mozambique	September 30, 1986
93	Nicaragua	October 5, 1986
94	Venezuela	April 28, 1987
95	Colombia	May 7, 1987
96	Bolivia	May 21, 1987
97	Estonia	April 20, 1992
98	Latvia	April 20, 1992
99	Ukraine	January 15, 1993
100	Armenia	March 26, 1993
101	Kyrgyzstan	March 26, 1993
102	Belarus	July 19, 1993
103	Moldova	July 20, 1993
104	Czech Republic	March 2, 1994

105	Slovak Republic	March 4, 1994
106	Guyana	June 2, 1994
107	South Africa	July 28, 1994
108	Azerbaijan	February 28, 1995
109	Seychelles	October 10, 1996
110	Slovenia	December 2, 1997
111	North Macedonia	January 6, 1998
112	Croatia	February 6, 1998
113	Ireland	August 19, 1999
114	Bosnia and Herzegovina	January 12, 2000
115	Lithuania	February 8, 2005
116	San Marino	August 10, 2005
117	Tajikistan	September 13, 2005
118	Georgia	September 22, 2005
119	Turkmenistan	October 17, 2005
120	Ecuador	June 21, 2006
121	Paraguay	August 2, 2006
122	Guatemala	August 8, 2006
123	Honduras	August 18, 2006
124	Vanuatu	September 19, 2006
125	Andorra	September 22, 2006
126	Democratic Republic of Congo	September 22, 2006
127	Haiti	May 23, 2007
128	Saint Vincent and the Grenadines	September 27, 2007
129	Dominican Republic	September 28, 2007
130	Botswana	January 8, 2009
131	Mali	November 19, 2009
132	Lesotho	May 18, 2010
133	Montenegro	July 18, 2011
134	Solomon Island	December 15, 2011
135	Uruguay	April 18, 2012
136	Monaco	May 15, 2012
137	Mauritania	December 4, 2012
138	Tuvalu	December 11, 2012
139	Samoa	March 28, 2013
140	Papua New Guinea	April 12, 2013

141	Kazakhstan	June 30, 2015
142	Jamaica	October 1, 2015
143	Republic of Guinea	May 12, 2016
144	El Salvador	September 21, 2016
145	Uganda	June 12, 2017
146	Côte d'Ivoire	June 16, 2017
147	Djibouti	July 14, 2017
148	Antigua and Barbuda	July 25, 2017
149	Cabo Verde	August 3, 2017
150	Liberia	August 17, 2017
151	Niger	September 20, 2017
152	Eritrea	October 31, 2017
153	Bahamas	November 7, 2017
154	Liechtenstein	November 24, 2017
155	Angola	December 9, 2017
156	Burkina Faso	December 29, 2017
157	Benin	January 23, 2018
158	Uzbekistan	January 26, 2018
159	Saint Kitts and Nevis	May 30, 2018
160	Burundi	June 6, 2018
161	Rwanda	July 20, 2018
162	Madagascar	September 26, 2018
163	Suriname	October 11, 2018
164	Togo	March 22, 2019
165	Equatorial Guinea	April 30, 2019
166	Eswatini	May 9, 2019
167	Saint Lucia	August 27, 2019
168	Ghana	September 25, 2019
169	Commonwealth of Dominica	April 30, 2021
170	The Gambia	May 24, 2021
171	Sierra Leone	June 29, 2021
172	Barbados	December 8, 2021
173	Timor-Leste	February 11, 2022
174	Republic of Palau	March 21, 2022
175	Republic of South Sudan	March 28, 2022
176	Belize	April 1, 2022

177	Republic of Trinidad and Tobago	June 16, 2022
178	Republic of Malawi	February 16, 2023
179	Republic of Nauru	May 04, 2023
180	Republic of Cameroon	June 22, 2023
181	Republic of the Marshall Islands	June 23, 2023
182	Kingdom of Tonga	March 1, 2024
183	Kiribati	July 17, 2024
1	European Union	1974

ANNEX-VIII

List of Nepali Embassies with Concurrent Accreditation

S. N	Name and Address of Residential Embassies	Non-residential Concurrent Accreditation	Concurrent Accreditation to International Organizations
1.	Embassy of Nepal, Canberra (Australia)	<ol style="list-style-type: none"> 1. Fiji 2. New Zealand 3. Papua New Guinea 4. Vanuatu 5. Tuvalu 6. Solomon Islands 7. Samoa 8. Republic of Palau 9. Republic of Nauru 10. Republic of the Marshall Islands 11. Kingdom of Tonga 	
2.	Embassy of Nepal, Manama (Bahrain)		
3.	Embassy of Nepal, Dhaka (Bangladesh)		1. BIMSTEC Secretariat
4.	Embassy of Nepal, Brussels (Belgium)	<ol style="list-style-type: none"> 1. Luxembourg 2. The Netherlands 	<ol style="list-style-type: none"> 1. European Union (EU) 2. OPCW (Organization for the Prohibition of Chemical Weapons) 3. World Customs Organization (WCO) 4. Common Fund for Commodities (CFC), Netherlands 5. Center for the Promotion of Products from Developing Countries (CBI), Netherlands
5.	Embassy of	1. Argentina	

	Nepal, Brasilia (Brazil)	<ol style="list-style-type: none"> 2. Bolivia 3. Chile 4. Colombia 5. Guyana 6. Paraguay 7. Peru 8. St. Vincent and Grenadines 9. Uruguay 10. Venezuela 11. Antigua and Barbuda 12. Saint Kitts and Nevis 13. Suriname 14. St. Lucia 15. Commonwealth of Dominica 16. Barbados 17. Republic of Trinidad and Tobago 	
6.	Embassy of Nepal, Ottawa (Canada)	<ol style="list-style-type: none"> 1. Cuba 2. Jamaica 3. Dominican Republic 4. Haiti 	1. ICAO (International Civil Aviation Organization)
7.	Embassy of Nepal, Beijing (China)	<ol style="list-style-type: none"> 1. DPR of Korea 2. Mongolia 	<ol style="list-style-type: none"> 1. SCO (Shanghai Cooperation Organization) 2. INBAR (International Network for Bamboo and Rattan) 3. AIIB (Asian Infrastructure Investment Bank)
8.	Embassy of Nepal, Copenhagen (Denmark)	<ol style="list-style-type: none"> 1. Finland 2. Norway 3. Sweden 4. Iceland 5. Latvia 	

		6. Lithuania 7. Estonia	
9.	Embassy of Nepal, Cairo (Egypt)	1. Algeria 2. Ethiopia 3. Lebanon 4. Libya 5. Morocco 6. Nigeria 7. Syria 8. Tunisia 9. Mali 10. Mauritania 11. Rep. of Guinea 12. Jordan\ 13. Sudan 14. Uganda 15. Republic of Djibouti 16. Eritrea 17. Niger 18. Rwanda 19. Republic of South Sudan 20. Togo/Togolese Republic 21. Ghana 22. The Gambia 23. Sierra Leone 24. Republic of Cameroon	
10.	Embassy of Nepal, Paris (France)	1. Andorra 2. Monaco 3. Portugal	1. UNESCO (United Nations Educational, Scientific and Cultural Organization)
11.	Embassy of Nepal, Berlin (Germany)	1. Czech Republic 2. Holy See 3. Romania 4. Poland 5. Ukraine 6. Serbia 7. Slovakia	1. UNFCCC (United Nations Framework Convention on Climate Change)

		8. Bulgaria 9. Hungary	
12.	Embassy of Nepal, Spain (Madrid)	1. Malta	
13.	Embassy of Nepal, New Delhi (India)	1. Afghanistan 2. Bhutan	
14.	Embassy of Nepal, Tel Aviv (Israel)	1. Cyprus	
15.	Embassy of Nepal, Tokyo (Japan)		1. APO (Asian Productivity Organization) 2. UNU (UN University, Tokyo)
16.	Embassy of Nepal, Seoul (Republic of Korea)		
17.	Embassy of Nepal, Kuwait City (Kuwait)	1. Iraq	1. ACD (Asian Cooperation Dialogue Secretariat)
18.	Embassy of Nepal, Muscat (Oman)		
19.	Embassy of Nepal, Kuala Lumpur (Malaysia)	1. Indonesia 2. Brunei Darussalam 3. The Philippines 4. Timor-Leste	
20.	Embassy of Nepal, Yangon (Myanmar)		
21.	Embassy of Nepal, Islamabad (Pakistan)	1. Turkey 2. Tajikistan 3. Kyrgyzstan 4. Turkmenistan 5. Uzbekistan	
22.	Embassy of Nepal, Doha (Qatar)	1. Iran	
23.	Embassy of Nepal, Moscow (Russian Federation)	1. Belarus 2. Kazakhstan 3. Moldova 4. Georgia 5. Armenia 6. Azerbaijan	

24.	Embassy of Nepal, Riyadh (Saudi Arabia)	<ol style="list-style-type: none"> 1. Somalia 2. Yemen 	1. Saudi Fund for Development (SFD), Riyadh
25.	Embassy of Nepal, Pretoria (South Africa)	<ol style="list-style-type: none"> 1. Botswana 2. Kenya 3. Lesotho 4. Congo (DRC) 5. Tanzania 6. Zambia 7. Zimbabwe 8. Gabon 9. Mozambique 10. Mauritius 11. Seychelles 12. Côte d' Ivoire 13. Cabo Verde 14. Liberia 15. Angola 16. Burkina Faso 17. Benin 18. Burundi 19. Madagascar 20. Equatorial Guinea 21. Eswatini 22. Republic of Malawi 	1. UN Environment Program, Kenya
26.	Embassy of Nepal, Colombo (Sri Lanka)	<ol style="list-style-type: none"> 1. Maldives 	<ol style="list-style-type: none"> 1. Colombo Plan Secretariat 2. SACEP (South Asian Cooperative Environment Program)
27.	Embassy of Nepal, Bangkok (Thailand)	<ol style="list-style-type: none"> 1. Singapore 2. Cambodia 3. Laos 4. Vietnam 	<ol style="list-style-type: none"> 1. UNESCAP (UN Economic and Social Commission for Asia and the Pacific) 2. AIT (Asian Institute of Technology)
28.	Embassy of Nepal, Abu Dhabi (United Arab)		1. IRENA (International Renewable Energy

	Emirates)		Agency)
29.	Embassy of Nepal, London (United Kingdom)	1. Ireland	1. WTO (World Tourism Organization) 2. IMO (International Maritime Organization) 3. ICO (International Coffee Organization) 4. ITC (International Tea Committee), London 5. World Energy Council
30.	Embassy of Nepal, Washington DC(USA)	1. Panama 2. Costa Rica 3. Mexico 4. El Salvador 5. Honduras 6. Guatemala 7. Bahamas 8. Belize	1. World Bank 2. IMF (International Monetary Fund) 3. World Bank Group (IBRD, IDA, IFC and MIGA)
31.	Permanent Mission of Nepal to the UN, New York	1. Ecuador 2. Nicaragua	
32.	Permanent Mission of Nepal to the UN and Other International Organizations/Embassy of Nepal, Geneva (Switzerland)	1. Italy 2. San Marino 3. Liechtenstein	1. WTO (World Trade Organization), WHO, 2. UPU and all other international organizations based in Geneva.
33.	Permanent Mission of Nepal to the UN and Other International Organizations/Embassy of Nepal,	1. Albania 2. Bosnia and Herzegovina 3. Croatia 4. Greece	1. CTBTO 2. FAO 3. IAEA 4. UNIDO 5. UNODC

	Vienna, (Austria)	5. Macedonia 6. Montenegro 7. Slovenia	6. WFP 7. IFAD 8. UNOOSA and all other international organizations based in Vienna
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