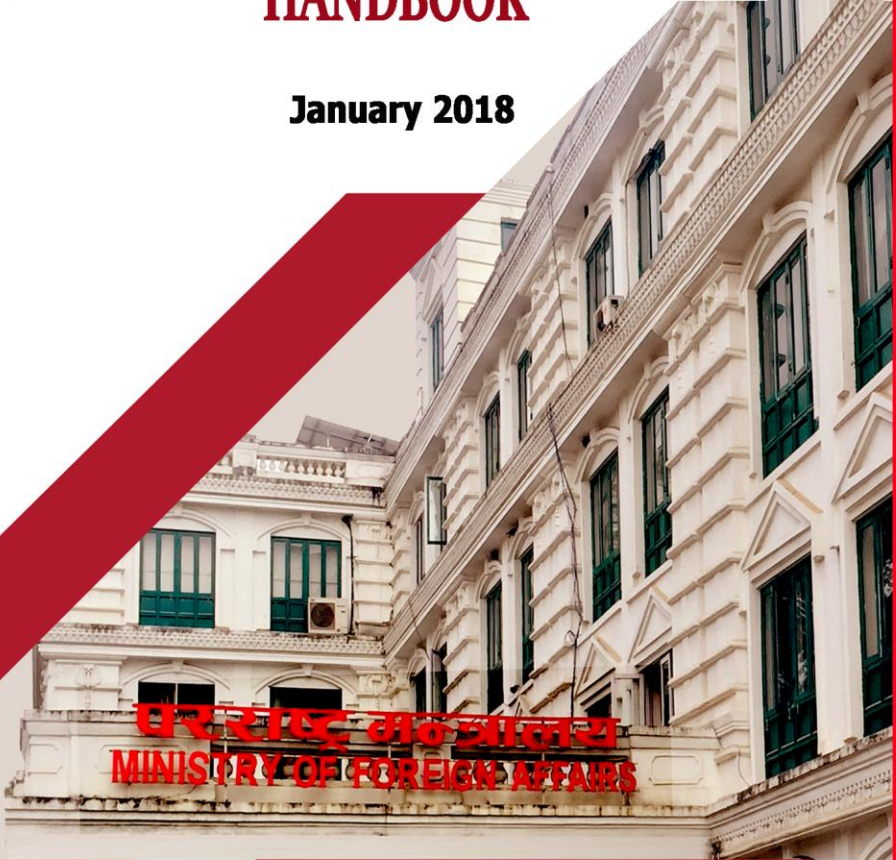




PROTOCOL AND CONSULAR HANDBOOK



January 2018



**परराष्ट्र विभाग
MINISTRY OF FOREIGN AFFAIRS**

Ministry of Foreign Affairs

PROTOCOL DIVISION

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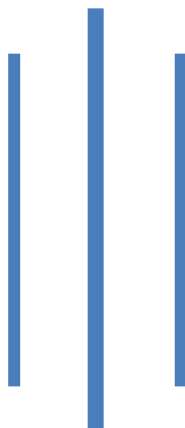
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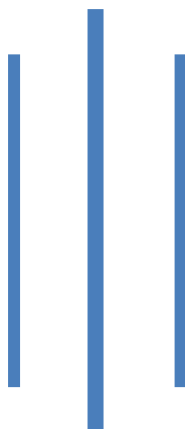
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May 2018



**Ministry of Foreign Affairs
Protocol Division**



**Singhadurbar, Kathmandu, Nepal
www.mofa.gov.np**

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INTRODUCTION

There are 27 residential Embassies and one Consulate General in Nepal. Some countries have non-resident accreditation to Nepal mostly from New Delhi, India. Nepal also hosts the regional offices of the United Nations such as United Nations Regional Centre for Peace and Disarmament (UNRCPD), 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 44 foreign Consular Posts headed by Honorary Consuls/Consuls General.

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 and other relevant instruments to which Nepal is a party. Therefore, the practical advices 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 will send a note verbale to the Protocol Division, the Ministry of Foreign Affairs (hereinafter referred to as the Ministry) seeking *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 also be attached with the diplomatic note.

Agrément to appoint a non-residential Ambassador should be sought only after he/she had presented the Letters of Credence at the country of residence.

The decision for granting of *agrément* will be officially communicated to the Ministry/ Department of Foreign Affairs through either Nepali

Missions 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 date, flight number and time of arrival of Ambassador-designate in Nepal and names of accompanying family members.

1.3 Receiving upon Arrival

The Protocol Division will arrange VIP Lounge for the use of the Ambassador-designate and accompanying members. The Deputy Chief of Protocol or a Protocol Officer will welcome the Ambassador-designate at 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 in Kathmandu. Non-residential ambassador-designate, visiting Nepal to present the Letters of Credence, may request for conveyance to the Hotel.

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 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 authorities above them.

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. There is no fixed calendar for organizing credentials presentation ceremony. It may take around 1-3 month(s) and sometimes longer for residential Ambassador. The waiting time might be longer for non-residential Ambassador.

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 details of the procedures for the credential ceremony are at **Annex-I**.

1.6 Order of Precedence

Order of precedence of Ambassadors 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 other SAARC Ambassadors 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 will 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 his/her tour of duty out of Kathmandu valley and Nepal to the Protocol Division.

1.8 Farewell Call/Luncheon/Dinner

The Diplomatic Mission may request the Ministry through a diplomatic note, for farewell calls on Nepali dignitaries at least three weeks in advance. The Foreign Secretary may host a farewell

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

1.9 Demise of Ambassador en poste

In case of the 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 sending country 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 country respectively could be taken into consideration to determine the seniority of Chargé d' Affaires, a. i.

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 country. (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 on 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. (CDA)

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. 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 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 current Dean and ask the next senior Ambassador to take responsibility of 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, 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 of their staff.

3.2 Return of Diplomatic/Official ID, 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) in due course of time following their departure. New ID to the successor will be issued by the Department within three weeks after receiving the formal request from the missions. The Airport Pass should be returned to the Protocol Division.

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 holding diplomatic passport or a dependent family member of the diplomatic staff of a mission. 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 article 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 or present a diplomatic note formally representing the intention of the sending government to assign diplomatic duties to that person;
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, but not that of the Receiving 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 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 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 Protocol Division with copy to the Department. Diplomatic missions are also required to apply for appropriate visa at the Department with the following documents:

- a. A duly filled out 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 in Nepal;
- d. A copy of passport and visa of both 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 Passport

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 four 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 visa 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 till they complete age 21 (twenty-one) years and parents. The Department may consider issuing visa to dependent children over 21 years if approached by requesting mission with diplomatic note proposing reciprocal arrangement;

2. Same sex partner of a diplomatic agent holding diplomatic passport issued by the sending state (reciprocity condition applies);
3. Spouses of diplomats if sending state recognizes more than one wives by issuing diplomatic passport (reciprocity condition applies);
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 his/her sending country;
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. Official delegation members visiting Nepal in connection with State or Official Visit of the high-ranking dignitary of ; guest country; and
8. Such other foreign dignitaries to whom the competent authority of the GoN decided 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 till they complete age 21 (twenty-one) years and parents;
2. Spouse or partner and dependent family member of a diplomat holding official passport (reciprocity condition applies);
3. Same sex partner of an official of diplomatic mission holding official/service passport (reciprocity condition applies); 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 (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 holding national passport instead of UNLP and UN volunteer who don't hold UN Volunteer ID;
4. Dependent family member (holder of regular national passport) of UN officials 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 and work permit from the Ministry of Labour and Employment (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. Duration of visa of the 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 may do so by changing visa status and obtaining study visa on regular passport from the Department of Immigration.

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.

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

Diplomatic, official and gratis visa are issued by the Department. Upon arrival of the diplomats and other officials and their dependent family members, all foreign missions based in Nepal need to submit a formal request for diplomatic, official and gratis visa having longer validity period to the Department before the expiry of entry visa. The following are the requirement 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 and commencement of duties etc;

2. Duly filled out visa application forms with photograph affixed on it and signed by the applicant. Application form is available at <http://www.nepalconsular.gov.np>;
3. Copy of the existing visa issued by the Department 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 country may enter into Nepal without having visas provided that the type of passport they hold is covered by such visa waiver agreement.

5.8 Non-Tourist Visa

Non-tourist visa is issued by the Department of Immigration in Nepal. The 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 to officials working for International Non-Governmental Organizations and their dependent family members, type and duration of visa, waiver of visa fee and exemption from tax and custom duty 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 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.

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 the non-residential Ambassador ;
3. 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 country; and
4. 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 out 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 Civil Aviation Office, Tribhuvan International Airport for Airport Passes up to three officials authorized by the mission. The Ministry may consider issuing Airport Pass to more officials 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

5.14 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 who are not eligible to enjoy the diplomatic privileges and immunities as prescribed in the Vienna Conventions, and therefore, are not exempt

from paying taxes and custom duty and legal, administrative and criminal jurisdiction of the GoN.

5.15 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, 1992 (as amended) 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 these persons as members of the private servant and defines them as persons who are 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 the 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, an accreditation visa for domestic servants is required, regardless of nationality. A formal request should be made by the mission for such a visa and the employment contract signed by both the employer and employee should be furnished.

Upon arrival of these domestic servants 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 articles mentioned below:

- 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 to the Department in order to exemption certificate promptly.

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 out 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 fire arms.

8.4 Duty Exemption on Alcoholic Beverages, Cigarette, Etc.

The heads of mission and other diplomats 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 officials/state visit of high-ranking dignitaries to Nepal.

Information about 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 under them 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. 1500.00 shall be excluded from VAT refund. However, several individual bills valued below Rs. 1,500.00 if totaling Rs. 1,500.00 or more will be calculated for VAT claim if the goods are purchased at the same shop and the same date.

Non-resident head of missions and diplomats accredited to Nepal may claim VAT refund in the purchase of more than Rs. 1,500/- if shopping has taken place within Nepal.

The Department collects the bills and sends them along with its recommendation to the Department of Inland Revenue for VAT refund. The Department of Inland Revenue refunds VAT upon completion of the required formalities. The amount of VAT will be refunded by the Department of Inland Revenue to the diplomatic mission's bank account for official purchase while the amount will be refunded in personal bank account for personal purchase 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 out 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

The following requirements need to be met 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), 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. HCC plates (Blue colour): Issued for Consular Posts and Consular agents

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 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 importing officials. The following are the requirements 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 may export the privately owned vehicles on completion of their terms of office in Nepal. A note verbale requesting for the cancellation of registration number and the export of vehicle/s at the end of his/her tour of duty in Nepal should be sent to the Department along with the relevant documents. 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/individuals may request the Department to scrap the vehicles older than 15 years registered in their names. 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

It is always advisable to insure all vehicles belonging to foreign missions and entitled officials with third party liability coverage. The detailed information relating to insurance of vehicles can be obtained from “Visit and Transport Management Act, 1992” and “Visit and Transport Management Regulations, 1994” which are available in the webpage of Nepal Law Commission 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 for issuing over flying and landing permission free of charge.

11. DELIVERY AND COLLECTION OF DIPLOMATIC POUCH

Diplomatic pouch should bear an official diplomatic seal and 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*).

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.

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. 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 for the new building or alteration plan they have designed from the Department of Urban Development or a designated agency for this purpose. Any alteration in 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:

14.3 State Visit of the Head of State at the Invitation of the President of Nepal

1. The Chief of Protocol and the Ambassador of the guest country receive the President at the aircraft and escort him/her to the saluting dais of Tribhuvan International Airport in a mini motorcade.
2. The Chief of Protocol and the Ambassador will receive the VVIP and escort him/her to the dais in the mini motorcade (from International Bay to Welcoming Dais and Welcoming Dais to International Bay. Motorcade Plans for State/Official/Unofficial visits of Head of State/Government to Nepal including for Summit Meetings of Regional Organization have been placed in **Annexes-III and IV**.)
3. Ceremonial welcome by the President of Nepal at the welcoming dais.
4. The President of Nepal introduces the following Nepali dignitaries to the guest President at the welcoming dais:
 - The Vice President,
 - The Prime Minister,
 - The Chief Justice,
 - The Speaker of the Parliament,
5. Chief of the Army Staff. The Guard of Honour will present Arms;
6. 21-gun salutes;
7. National Anthems of the guest country and Nepal will be played at the presence of President and Prime Minister of Nepal.

8. The Guard Commander reports the guest President to review the Parade.
9. The guest President will be escorted by two Pilot Guides for the Inspection of the Guard. The Guard Commander will follow.
10. Inspection of Guard.
11. The President will be escorted back to the Saluting Dias after the Inspection of Guard.
12. National Anthems of guest country and the Nepal will be played again.

14.4 Presentation of Nepali Suit of Honour and Presidential Entourage Members:

Following the Guard of Honour the guest President is presented by Chief of Protocol the Nepali Suite of Honour (list placed in **Annex-V**) lined up at the designated area of VVIP lounge. The President of Nepal is presented senior members of the Presidential entourage by guest Chief of Protocol.

14.5 The line up to Receive:

1. After the presentation of Nepali Suit of Honour and Presidential entourage members, the Chief of Protocol of Nepal escorts both the Heads of State to VVIP Lounge for a brief rest/refreshment. The Chief of Protocol presents the guest President the Nepali dignitaries in order who are lined up on one side of the bay leading to the VVIP Lounge to receive the VVIP guest. The order of Nepali dignitaries who will line up to receive the guest is placed at **Annex-VI**.
2. The VVIP will pause for a photo opportunity with the press present before entering into VVIP Room.
3. Both the Heads of State arrive at the VVIP Room. Other members of the Presidential entourage will be conducted to their respective vehicles by Protocol Officers.
4. After a brief rest/refreshment, the Chief of Protocol escorts the guest President to his/her place of residence. However,

both the Presidents may travel together if the official talk is scheduled immediately after welcoming ceremony at the airport.

5. The Chief of Protocol makes arrangement to transfer the VVIP guest to the residence.
6. In the event that the welcoming ceremony is being organized other than at the VVIP lounge of the airport, the distinguished guest will be received at the VVIP Lounge of the airport by designated dignitary of the GoN. Introduction to Nepali suit of honour and official delegation members of guest side will also take place accordingly at the venue of welcoming ceremony.
7. While the VVIP guest engages in other functions, no press car/van is allowed and only four outriders are arranged in the given motorcade plan. If the spouse of the VVIP has a different programme to attend, a motorcade with two outriders is arranged for her/him.
8. If Prime Minister is paying a State Visit to Nepal, the Prime Minister of Nepal will be the host and all the procedures and ceremonial functions remain the same except only nineteen-gun salute shall be presented in his/her honour. (
9. The Protocol Officers will facilitate the transfer of VVIP luggage in collaboration with the designated officials of the guest protocol/concerned Embassy.

14.6 Calls on/State Banquet/Luncheon: (Events of the visit will include but not limit to);

1. Wreath laying at the Republic Monument/Martyr's gate;
2. Call on by Minister for Foreign Affairs at the place of stay;
3. Call on by the Prime Minister of Nepal at the place of stay (hotel) of the visiting VVIP's Call on by the Vice President of Nepal at the place of stay (hotel) of the visiting VVIP's;
4. Meeting between the guest and host Presidents at the Office of the President of Nepal;

5. Banquet lunch hosted by the Prime Minister of Nepal (time permitting);
6. Banquet dinner hosted by the President of Nepal;
7. Call on at the place of stay by the leader of opposition party;
8. Meeting with the Governor at his/her official residence followed by dinner/lunch hosted by him/her (Provincial capital only and if the visit takes place following the visit to Kathmandu);
9. Press meet prior to departure.

14.7 Protocol to be Observed at State Capitals

The visiting Head of State/Vice President or equivalent or the Head of the Government shall be received and seen off by-

1. Minister Protocol;
2. Mayor;
3. Chief Secretary of the State;
4. DIG of Nepal Police;
5. Secretary Protocol; and
6. Liaising Deputy Chief of Protocol or Protocol Officer deputed in the State from the Federal Ministry of Foreign Affairs.

14.8 Honors and Courtesies in State Capital

If stop over takes place in State Capital prior to the arrival in Kathmandu, the authorities in the State should make the appropriate arrangement of guard of honour and gun salutes to the visiting VVIP. State authorities should also make arrangement for (i) Meeting with the Governor/Chief Minister (ii) Dinner/Luncheon by the Governor in honour of the visiting Head of State and his delegation.

During the meeting and luncheon/dinner, there will be no speeches and national anthems. The Governor shall introduce the invitees to the visiting VVIP. During the stop over, the VVIP may also attend the dinner hosted by the Consular representation of his country in the

State, lunch /reception hosted by friendship/business societies and press interviews.

14.9 Protocol to be observed at places other than State Capitals

In places other than the State Capitals, the visiting dignitary and his delegation is received and seen off by the senior most civil, military and police personnel. The Mayor of the Municipality or the Chairman of the Rural Municipality (Gaonpalika) may also present on the occasion. If any reception is held, no honours and courtesies are accorded except for the introduction of the dignitaries present on the occasion.

14.10 Official visit (Vice President and Equivalent Rank)

1. Wreath laying at Republic monument/Martyr's gate;
2. Call on by the Minister for Foreign Affairs at the place of stay; Call on the Vice President of Nepal at his/her Officer;
3. Call on the President of Nepal; Call on by the Prime Minister of Nepal ;
4. Meeting with the Governor of the State at his/her official residence followed by a luncheon/dinner hosted by the Governor (if the visit takes place following Kathmandu).

(The mini motorcade plan and motorcade plan for arrival and departure from and to the Airport for the Head of the State given in Annexes III and IV shall apply with slight modification in case of the Official Visit by the Vice President and equivalent dignitary)

14.11 Working Visits

A working visit is handled by inviting Ministry/State. Protocol part is coordinated by the Protocol Division, Ministry of Foreign Affairs (MoFA) in cases of visit emanating from Federal government while in collaboration with the concerned State Protocol in cases where any State/Province is involved.

14.12 Private/Transit Visit

The Protocol Division will not take any official responsibility except for extending minor support and courtesies in protocol matters if requested by the Government authorities or the diplomatic mission of the country concerned stationed in Kathmandu.

14.13 Summit Meetings (SAARC/BIMSTEC)

Held in certain intervals as per the Charter provisions, the GoN accords very high priority to the Summit meetings of both SAARC and BIMSTEC taking into account the importance these regional organizations bear in strengthening regional cooperation in the region. The general process of receiving and seeing off the Head of State/Government to participate in the SAARC/BIMSTEC summit entails the following:

1. The Chief of Protocol and the Ambassador of the concerned country will receive the VVIP and escort him/her to the dais in the mini motorcade.
2. On the welcoming dais, the Prime Minister and his/her spouse will welcome the VVIP.
3. Other delegation members accompanying the Head of State/Government (HoS/G) for Summit meeting are escorted by the Protocol officer towards the respective vehicles.
4. The Chief of Protocol will lead the VVIP towards the receiving line-up where the Prime Minister will introduce the Chief Justice, Speaker of the Parliament, Chairperson of the National Assembly and the Leader of the Opposition party in the House of Representative.
5. The Prime Minister will introduce the Chief of Army Staff who will lead him/her to the saluting dais.
6. Nepal Army will present the guard of honour and salute along with the national anthems of Nepal and the country of the VVIP. The VVIP will not inspect the guard of honour on this occasion.

7. Following the salutation, the Chief of Protocol shall introduce the VVIP with the Leader of Nepali delegation to SAARC/BIMSTEC, Hon. Minister for Foreign Affairs, Foreign Secretary, Leader of the delegation of concerned country in SAARC/BIMSTEC Council of Ministers, Foreign Secretary of concerned country and H.E. the Secretary General of SAARC, BIMSTEC.
8. The Chief of Protocol escorts HoS/G to the place of his/her residence.
9. The same rule follows during the departure of the Head of State/Government at the end of the Summit meeting. The Chief of Protocol and the Ambassador of the concerned country will see off the VVIP at the apron of the aircraft following the farewell by the Prime Minister accompanied by the salute and the national anthem.
10. During the Summit period, Protocol Officer will arrange the motorcade and security matters on behalf of the Foreign Ministry.

Note:

- ▶ Preparatory Committees will be formed inclusive of the relevant stakeholders to coordinate and facilitate the activities of multiple stakeholders within the country for any incoming State, Official visits and Summit meeting.

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.

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

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 if paying a state/official visit to Nepal shall be received at VVIP Lounge.

15.3 Terms of Use of VIP Lounge

In accordance with current regulations and practice, authorization to make use of the VIP Lounge does not imply exemption from the regulations on airport security or immigration and customs procedures. The body search and luggage x-ray procedure are waived at all cases as provided by the UN Convention on the Prevention and Punishment of Crimes against Internationally Protected Persons, including Diplomatic Agents, 1973 to the following dignitaries:

1. the Head of State of a foreign country and his/her accompanying spouse and children;
2. the Head of Government of a foreign country and his/her accompanying spouse and children;

3. the Minister of Foreign Affairs, and his/her accompanying spouse and children; and
4. Head of International Organizations, and his/her accompanying spouse and children.

The waiver of the body search and luggage x-ray procedure to the dignitaries and delegations may also be considered on reciprocal basis. However, this arrangement does not preclude the legitimate rights of the concerned airline to conduct the search and luggage x-ray procedure on passengers for the safety of the aircraft as provided by the conditions of carriage of the commercial airlines.

The Ambassador of the country concerned, or the Director-General or Secretary-General of the International Organization or his/her representative, accompanied by a maximum of five persons, shall have access to the VIP Lounge to welcome or bid farewell to the corresponding VIPs. Prior notice shall be given of the identity of these persons and the details of the vehicles requiring access to the area. Furthermore, pursuant to the airport security regulations, VIPs shall not be greeted by the welcoming suite upon descending the aircraft, but, exclusively, within the Official VIP Lounge.

15.4 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 missions 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 persons should be given to the Protocol Division through a diplomatic note.

15.5 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 (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 out VIP Lounge Request Form.

15.6 VIP Lounge Request Form

A sample of VIP Lounge request form is provided at **Annex-VIII**. The missions requesting for VIP Lounge facility for the visiting dignitaries are required to enclose the duly filled out 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 officials. If such an assessment is reported, the Protocol Division requests 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 Embassies 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 Police 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.

These weapons, 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 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 required for a Consular Post to be opened 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 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. 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.

The appointment of a Nepali national as the honorary consul/consul general shall be done as per the relevant provisions in the aforementioned Convention. The Exequatur granted in response to the Letter of Commission appointing a Nepali national as the honorary consul/consul general in Nepal shall be signed by Minister for Foreign Affairs of Nepal.

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 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

Foreign Government or the accredited Embassy, through a diplomatic note addressed to the Ministry, shall propose an individual 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 and copy of passport (copy of citizenship certificate if the candidate is Nepali national). The Protocol Division, after completing internal procedures, will inform of the decision of the GoN through 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 Communication of Appointment of Head of Consular Post

After the concurrence of the GoN is received, the 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 competent authority of the GoN. The Chief of Protocol formally hands over the Exequatur. In case of notification of an appointment through a diplomatic note, the acceptance shall also take in the form of a diplomatic note.

17.8 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. Above 25 years of age;

2. A person of good repute in public life;
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 a bankrupt person.

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

17.9 Temporary Exercise of Functions of Honorary Consular Post

In case the post of Honorary Head of Consular Post becomes vacant due to absence, illness or termination of functions, the post may be exercised, on a temporary basis, by an Honorary Consular Officer of the same Consular Post, by a career Consular Officer seconded ad hoc or by a Diplomatic Agent from the Mission. In the latter case, the agent shall retain diplomatic privileges and immunities. The Diplomatic Mission must communicate the Protocol Division of the temporary appointment with sufficient information so that the latter may grant the approval.

17.10 Appointment of Honorary Consular Officers

The procedure followed for the appointment of honorary consular officers is similar to that in effect for honorary heads of consular posts. For the purpose of acceptance, however, it will suffice for the diplomatic mission to send the Protocol Division a photocopy of the appointment duly authenticated by the mission, with a diplomatic note.

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 at 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. 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;
- (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, refugees and displaced persons; and
- (h) Matters relating to LDC, LLDC, Group of 77, Non-alignment Movement.

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;
- (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),
Protocol and Consular Handbook

Bay of Bengal Initiative for Multi-Sectorial Technical and Economic Cooperation (BIMSTEC), Asian Cooperation Dialogue (ACD), Shanghai Cooperation Organisation; etc.

- (b) Relation with other Regional Organizations; and
- (c) 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 of 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. Consulate General of India has jurisdiction over eight Districts for carrying out development projects. They are- Dhanusha, Mahottari, Sarlahi, Rautahat, Bara, Parsa, Makwanpur and Chitawan.

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 a formal contact/communication with foreign missions through the Ministry. The Ministry, therefore, advises all diplomatic and other foreign missions to refrain from having direct formal communication with Government agencies. 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 or responsibility of any decision taken by the sectorial agencies of GoN 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 the 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 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 or other entitled officials and their dependent family members. Civil registration (registration of birth, marriage, divorce, death, etc.) certificates are issued by Local Registration Offices known as Gaonpalika (Rural Municipality) or

Nagarpalika (Municipality) located at each Ward Office. Civil registration certificate obtained from Local Registration Office needs to be authenticated by the Department. Nepali missions abroad don't issue civil registration certificates but they certify it 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 to be 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 mission concerned or authenticated by the diplomatic mission of issuing country accredited to Nepal and certified by the Department. However, a Nepali man who married a foreign lady 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 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 spouses. 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 have easy access to those 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 Protocol Division through their missions based in Nepal. The Protocol Division 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.

29. HEALTH AND MEDICAL CARE

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, as a general rule, 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 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-IX**.

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 their 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. Generally, one does not need to pay the parking fees if the driver is in the car. In case of leaving the car without a driver, the vendors may be available to make you pay the parking fee.

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 in its previous condition. Driving under influence or drunk 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, no vehicle is allowed to be parked for prolong hours or for overnight. 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 of vehicles 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, Narayanhiti and the Department, 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. They 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.

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List of Nepali Embassies with Concurrent Accreditation

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-
<https://www.presidentofnepal.gov.np>)

President of Nepal

Kathmandu

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 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 Sangri-La, Lazimpat
 - b. Hotel Radisson, Lazimpat
 - c. Hotel Ambassador, Lazimpat
 - d. Hotel Annapurna, Durbar Marg
 - e. Hotel Yak and Yati, Durbar Marg
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 (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 Protocol Division generally arranges meetings/calls on, if requested, with the head of Political Division, Foreign Secretary and Foreign Minister after presenting credentials. Appointments with other dignitaries may depend upon the availability of their

time. 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 designated place 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 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:

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 14.3)

Motorcade Plan for HoS/G during State Visit to Nepal

a. Mini Motorcade Plan: International Bay to VVIP Bay and VVIP Bay to International Bay:

'FOLLOW ME' Jeep=Chief of Protocol's Car =Police Escort Jeep=VVIP Car=Security Car=Guest Security Car=Ambassador's Car (Guest)=Car of Other Delegation Members=Police Motorcycle.

b. Motorcade Plan: On Arrival and Departure:

Pilot Motorcycle=Chief Of Protocol's Car (with guest Chief of Protocol)= Pilot Motorcycle=Press Car/Van =Police Escort Jeep=Jammer Car=Security Car I=VVIP Car I (with Eleven outriders)=ADC car= Security Car II=Guest Security Car I=VVIP Spare Car I=VVIP Car II=(Four Outriders)=Security Car III = Guest Security Car II=VVIP Spare Car II=Police Escort Jeep = Ambassador's Car (Guest)=Cars of other delegates=Car of the Physician-in-attendance=Cars of Members of Visiting Delegations=Ambulance= Police Motorcycle.

c. Motorcade Plan for Civic Felicitation to the VVIP guest on Coach

Protocol Car=Pilot Motorcycle=Press Car/Van= Police Escort Jeep= 2 Trumpeters (Cavalry)= 12 Horse Riders=Security Car I=VVIP Coach I= ADC's Car= Security Car II=VVIP Coach II=Security Car III=12 Horse Riders=IGP's Car=Guest Security Car= VVIP Spare Car=Other Cars=Protocol Car=Ambulance= Police Motorcycle.

Annex-III

(Relating to paragraph 14.3)

Motorcade Plans for the Visit of HoS/G and other Dignitaries during Summit Meeting

a. Mini Motorcade Plan: International Bay to VVIP Bay and VVIP Bay to International Bay

‘FOLLOW ME’ Jeep=Chief of Protocol’s Car=Police Escort Jeep=VVIP Car=Security Car=Guest Security Car= Guest Ambassador’s Car =Car of Other Delegation Members =Police Motorcycle.

b. Motorcade Plan for Arrival and Departure

Pilot Motorcycle=Protocol Car (Liaison Officer) +Chief Of Protocol (Guest)=Press Van=Police Escort Jeep= Security Car I=(Four Outriders)=VVIP Car I= Security Car II=Guest Security Car I=VVIP Spare Car I=VVIP Car II=(Two Outriders)=Security Car III=Guest Security Car II=VVIP Spare Car II = Police Escort Jeep=Ambassador’s Car (Guest)=Cars of Members of Visiting Delegations=Ambulance = Police Motorcycle.

c. Motorcade Plan for VVIPs for Official Summit Programme

Pilot Motorcycle=Protocol Car (Liaison Officer) +Chief Of Protocol (Guest)=Police Escort Jeep = Security Car I=(Four Outriders)=VVIP Car=Security Car II= Guest Security Car =VVIP Spare Car= Police Escort Jeep =Ambassador’s Car (Guest) = Cars of Members of Visiting Delegations=Ambulance=Police Motorcycle.

d. Motorcade Plan for VVIPs for Unofficial/Private Programmes during the Summit

Pilot Motorcycle=Protocol Car (Liaison Officer) +Chief Of Protocol (Guest)= Police Escort Jeep=Security Car I=VVIP Car=Two Outriders= Security Car II=Guest Security Car=VVIP Spare Car=Security Jeep= Ambassador’s Car (Guest)=Cars of Members of Visiting Delegations=Ambulance=Police Motorcycle.

e. Motorcade Plan for Rt. Hon. Prime Minister of Nepal during the Period of Summit

Pilot Motorcycle=Protocol Car (Liaison Officer)= Police Escort
Jeep=Security Car I= Four Outriders = VVIP Spare Car= Security
Car II=VVIP Spare Car = Police Jeep=Police Motorcycle.

**f. Motorcade plan for Separate Program of Spouses of the HoS/G
Visiting Nepal for Summit Meeting**

Pilot Motorcycle=Protocol Car (Liaison Officer)= Police Escort
Jeep=VVIP Car=Tour Outriders= Security Car=Guest Security
Car=VVIP Spare Car= Police Motorcycle.

**g. Motorcade for Ministers Participating in Ministerial Meetings
of Regional Organizations**

Pilot Motorcycle=Protocol Car (Liaison Officer)= VIP
Car=Security Car

Annex-IV
(Relating to Paragraph 14.4)

Nepali Suit of Honour

1. Accompanying Minister
2. Ambassador of Nepal to the country of the guest President
3. Secretary of the Office of the President
4. Master of Ceremony at the Office of the President
5. Liaison Officer of Nepal Army
6. Security coordinator (AIGP/DIG) of Nepal Police
7. Joint Secretary, MoFA (Head of Political Division)
8. Chief of Protocol
9. Brig. Gen. (ADC to the President of Nepal)
10. Physician-in-Attendance
11. Lady in Waiting or Liaison Officer (if the President is visiting with spouse)
12. Security Officer to the visiting President
13. Deputy Chief of Protocol

Annex-V

(Relating to Paragraph 14.5)

Nepali dignitaries who will line up to receive the President

The Hon. Deputy Prime Minister/s

The Hon. Ministers

The Hon. Ministers of State

The Chief Commissioner, Commission for the Investigation of the Abuse of Authority

The Auditor General

The Chairman, Public Service Commission

The Chief Election Commissioner

The Attorney General

Chief Secretary of the GoN

Secretaries of the GoN

Presentation of Dean of the Diplomatic Corps

Inspector General of Nepal Police

Inspector General of Armed Police Force

Chief of National Investigation Department

Presentation to the guest President the senior diplomats at the Embassy of guest country accredited to Nepal and their spouses.

Annex-VI

(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. State or Provincial Governor (on both official or private visit);
6. Former President or Head of State (on both official or private visit);
7. Foreign Minister (on both official or private visit);
8. Union or Federal Ministers;
9. Ambassadors to Nepal, Head of Delegation of the European Union and SAARC Secretary General;
10. Special envoy of the Head of the State/Government and the UN Secretary General;
11. Head and deputy head of the lower and upper Houses of the Parliament;
12. Chair/President of Parliamentary Friendship Group belonging to Nepal;
13. Chief Minister of State or Provincial Government;
14. Federal/Union Ministers of State;
15. Chief Secretary to the Government;
16. Chief of the Army Staff;
17. Foreign Secretary;

18. Governor of the Central Bank;
19. Inspector General or Chief of Police Force;
20. Chargé d' Affaires, en pied to Nepal;
21. Secretary General of the United Nations Organization
22. Presidents of the General Assembly, Security Council, Economic and Social Council, International Court of Justice and Trusteeship Council of the United Nations;
23. Directors General or heads of the Specialized Agencies of the United Nations and other head of international organizations affiliated to the United Nations;
24. Under-Secretary Generals of the United Nations Organizations;
25. Resident Coordinator of the United Nations Development Program;
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).

Annex-VII

(Relating to Paragraph 15.3)

Tribhuvan International Airport, Kathmandu VIP Lounge Request Form

1. Name of Foreign Mission/Organization
2. Name and designation of incoming/outgoing VIP(s)
3. Purpose of visit to Nepal
4. Date and time of arrival/departure
5. Airline and flight number
6. Name and position of the official receiving and seeing off the VIP at the VIP Lounge
 - (a)
 - (b)
7. Name of the official/s designated for immigration/custom clearance:
 - (a)
 - (b)

(Seal and signature of the mission and authorized official)

Annex-VIII
(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
1.	Fire Brigade	101
2.	Police Emergency Number	4228435
3.	Metropolitan Police Range (Kathmandu)	4261945
4.	Metropolitan Police Range (Lalitpur)	5521207
5.	Metropolitan Police Range (Bhaktapur)	6614821
6.	Paropakar Ambulance Service	4260859
7.	Lalitpur Redcross Ambulance Service	5545666
8.	Bishal Bazar Ambulance Service	4244121
9.	Redcross Ambulance Service	4228094
10.	Agrawal Sewa Centre	4424875
11.	Aasara Drug Rehabilitation Center	01-4384881
Hospital and Others		
12.	Bir Hospital	4223807/4221988
13.	TU Teaching Hospital	4412404/4412505
14.	Patan Hospital	5522278/5522266
15.	Maternity Hospital	4253276
16.	Kanti Children Hospital	4414798/4427452
17.	Sukraraj Tropical & Infectious Disease Hospital	4253395/4253396

18.	Bhaktapur Hospital	6610676
19.	Nepal Police Hospital	4412430/44122530
20.	Nepal Eye Hospital	4250691
21.	Tilganga Eye Hospital	4423684
22.	Nepal Eye Bank	4493684/4493775
23.	Mental Hospital	5521333/5521612
24.	Bhaktapur Redcross	6612266
25.	National Kidney Centre	4429866/4426016
26.	Blood Bank	4225344/4229344

Annex-IX
Order of Precedence of Government of Nepal

S.N.	Position of Dignitaries
1.	President
2.	Vice-President
3.	Prime Minister
4.	Chief Justice
5.	Speaker of the House of Representatives, Chairperson of the National Assembly
6.	Former President, Deputy Prime Minister
7.	Chief of State (Province), Minister, Leader of the Opposition Party at the House of Representatives, Former Vice-President, Former Prime Minister, Former Chairperson of the Council of Minister, Former Chief Justice, Deputy Speaker of the House of Representatives, Deputy Chairperson of the National Assembly, Former Speaker of Legislature Parliament, Former Chairperson of Constituent Assembly, Former Speaker of the House of Representatives, Former Chairperson of the National Assembly, Former Deputy Prime Minister, Chief Minister of State Government.
8.	State Ministers, Presidents and Chairperson of the various Committees of the House of Representatives and National Assembly, Vice Chairman of National Planning Commission, Justices of Supreme Court, Members of Judicial Council, Chiefs of Constitutional Bodies, Attorney General, Assistant Ministers, Members of House of Representatives and National Assembly, Former Ministers.
9.	Member and Commissioners of Constitutional Bodies, Chief Secretary of the Government of Nepal (GoN), Chief of Army Staff, Secretary General of the Federal Parliament, Chief Registrar of the Supreme Court, Chief Justice of High Court, Governor of Rastra (Central) Bank of Nepal,

	Chancellors of National Academies, Vice Chancellors of Universities.
10.	Speaker of State Assembly, Ministers of the State Government, Members of National Planning Commission
11.	Secretaries of the GoN, Special Class Officers of the GoN, Registrar of Supreme Court, Deputy Attorney General, Deputy Auditor General, Chief Secretary of State Government, Vice Chancellors of National Academies, University Professor, Ambassadors to Nepal, Secretary General of SAARC, Ambassadors of Nepal.
12.	Lieutenant General, Inspector General of Nepal Police, Inspector General of Armed Police Force, Chief Investigation Director at National Investigation Department (NID), Residential Coordinator of the United Nations in Nepal
13.	Deputy Speaker of State Assembly, Minister of State of State Government, Chairpersons of Various Committees of State Assembly, Justices of High Courts, Chairperson of State Public Service Commission, Chief Attorney.
14.	Assistant Ministers of State Government, Members of State Assembly Chief
15.	Chief of District Coordination Committee, Mayor of Metropolitan City, former Minister of State, former Assistant Minister, Former Members of Constituent Assembly, Legislature-Parliament, House of Representative and National Assembly.
16.	Major General, Additional Inspector General of Nepal Police/Armed Police Force and Additional Chief Investigation Director at NID/
17.	Member of State Public Service Commission, Member of State Judicial Service Commission
18.	Mayor of Sub-Metropolitan Cities, Deputy Mayor of Metropolitan City, Joint Secretary of the GoN, Chief District Officer (Gazetted First Class), Director General, Deputy

	Director General, First Class Officer of the GoN, Secretary of State Government, District Judge, Associate Professor of University.
19	Brigadier General, Deputy Inspector General of Nepal Police/Armed Police Force, Investigation Director of National Investigation Department, First Class Officers of State Government, First Class Officers of Local Level,
20.	Mayor of Municipality, Deputy Mayor of Sub Metropolitan City, Consul General to Nepal, Chief of Inter-Governmental Agencies in Nepal.
21.	Chief of Rural Municipality, Deputy Mayor of Municipality, Colonel, Senior Superintendent of Police, Senior Superintendent of Armed Police Force, Joint Investigation Director of National Investigation Department.
22	Chief District Officer (Gazetted Second Class), Under Secretary of GoN, Director, Second Class Officers of GoN, Lieutenant Colonel, Senior Superintendent of Police/Armed Police Force, Sub-Investigation Director of National Investigation Department, Lecturer of University, Deputy Chief of Rural Municipality.
23.	Major, Deputy Superintendent of Nepal Police/Armed Police Force, Chief Investigation Officer of NID, Under Secretary of State Government, Under Secretary of Local Level, Second Class Officers of State Government and Local Level.
24.	Captain, Section Officer of GoN, Gazetted 2nd Class Officers, Assistant Lecturer of University,
25.	Lieutenant, Inspector of Nepal Police/Armed Police Force and Investigation Officer of NID
26.	Section Officer of State Government, Section Officer of Local Level, Third Class Officers of State Government and Local Level
27	Second Lieutenant

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 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 conflict aroused with regard to the existing order of precedence of any dignitary the agency concerned of the Government of Nepal 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 before determining the order of precedence of such invitee and inform the above Ministries as well as the Office of the Prime Minister and Council of Ministers.
5. If an officer in the service of Federal Government has been deputed to the service of State Government or Local Level his order of precedence shall be as per the position he/she holds in the Federal Government.

Annex-X
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/Chair of the Legislature-Parliament	Right Honorable (or Rt. Hon.)
The 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	Excellency/Ambassador

Judges of High Court and District Courts	Honourable (or Hon.) His/Her Honour Judge ... Oral address: Your honour
Mayor	His/Her Excellency Mr./Mrs. Mayor

Annex-XI
Countries Having Diplomatic Relations with Nepal

SN	Country	Date of Relation
1.	United Kingdom	1816
2.	USA	25-Apr-1947
3.	India	13-Jun-1947
4.	France	20-Apr-1949
5.	People's Republic of China	01-Aug-1955
6.	Russian Federation	20-Jul-1956
7.	Japan	01-Sep-1956
8.	Sri Lanka	01-Jul-1957
9.	Egypt	16-Jul-1957
10.	Federal Republic of Germany	04-Apr-1958
11.	Austria	15-Aug-1959
12.	Italy	31-Aug-1959
13.	Serbia	07-Oct-1959
14.	Switzerland	10-Nov-1959
15.	Poland	25-Nov-1959
16.	Malaysia	01-Jan-1960
17.	Philippines	12-Feb-1960
18.	Australia	15-Feb-1960
19.	Myanmar (Burma)	19-Mar-1960
20.	Pakistan	20-Mar-1960
21.	Netherlands	02-Apr-1960
22.	Laos	20-May-1960
23.	Israel	01-Jun-1960

24.	Sweden	10-Jun-1960
25.	Thailand	30-Nov-1960
26.	Indonesia	25-Dec-1960
27.	Mongolia	05-Jan-1961
28.	Hungary	15-Jan-1961
29.	New Zealand	May-1961
30.	Afghanistan	01-Jul-1961
31.	Argentina	01-Jan-1962
32.	Chile	1962
33.	Greece	02-Feb-1962
34.	Turkey	15-Nov-1962
35.	Lebanon	18-Aug-1963
36.	Belgium	19-Aug-1963
37.	Iran	14-Dec-1964
38.	Canada	18-Jan-1965
39.	Jordan	20-Aug-1965
40.	Denmark	15-Dec-1967
41.	Bulgaria	15-Apr-1968
42.	Romania	20-Apr-1968
43.	Algeria	29-Apr-1968
44.	Spain	13-May-1968
45.	Iraq	30-Oct-1968
46.	Singapore	25-Mar-1969
47.	Sudan	11-Jul-1969
48.	Syria	26-Feb-1970
49.	Ethiopia	15-Apr-1971

50.	Kuwait	25-Feb-1972
51.	Bangladesh	08-Apr-1972
52.	Albania	23-May-1972
53.	Norway	26-Jan-1973
54.	Democratic People's Republic of Korea	15-May-1974
55.	Republic of Korea	15-May-1974
56.	Finland	21-Sep-1974
57.	Tanzania	10-Jan-1975
58.	Morocco	18-Feb-1975
59.	Cuba	25-Mar-1975
60.	Cambodia	18-Apr-1975
61.	Vietnam	15-May-1975
62.	Kenya	03-Jun-1975
63.	Mexico	25-Nov-1975
64.	Luxembourg	27-Nov-1975
65.	Nigeria	20-Dec-1975
66.	Libya	30-Dec-1975
67.	Peru	28-Jan-1976
68.	Brazil	07-Feb-1976
69.	Portugal	01-Sep-1976
70.	Bahrain	13-Jan-1977
71.	Oman	21-Jan-1977
72.	Qatar	21-Jan-1977
73.	United Arab Emirates	22-Jan-1977
74.	Saudi Arabia	15-Mar-1977

75.	Costa Rica	16-Aug-1977
76.	Maldives	01-Aug-1980
77.	Cyprus	18-Aug-1980
78.	Mauritius	12-Feb-1981
79.	Iceland	25-May-1981
80.	Bhutan	03-Jun-1983
81.	Holy See	10-Sep-1983
82.	Malta	25-Sep-1983
83.	Brunei	03-Feb-1984
84.	Panama	15-Feb-1984
85.	Tunisia	14-Apr-1984
86.	Somalia	24-Oct-1984
87.	Zimbabwe	27-Nov-1984
88.	Gabon Republic	17-Jun-1985
89.	Yemen	25-Dec-1985
90.	Fiji	12-Jun-1986
91.	Zambia	10-Sep-1986
92.	Mozambique	30-Sep-1986
93.	Nicaragua	05-Oct-1986
94.	Venezuela	28-Apr-1987
95.	Colombia	07-May-1987
96.	Bolivia	21-May-1987
97.	Estonia	20-Apr-1992
98.	Latvia	20-Apr-1992
99.	Ukraine	15-Jan-1993
100.	Armenia	26-Mar-1993

101.	Kyrgyzstan	26-Mar-1993
102.	Belarus	19-Jul-1993
103.	Moldova	20-Jul-1993
104.	Czech Republic	02-Mar-1994
105.	Slovak Republic	04-Mar-1994
106.	Guyana	22-Jun-1994
107.	South Africa	28-Jul-1994
108.	Azerbaijan	28-Feb-1995
109.	Seychelles	10-Oct-1996
110.	Slovenia	02-Dec-1997
111.	Macedonia	06-Jan-1998
112.	Croatia	06-Feb-1998
113.	Ireland	19-Aug-1999
114.	Bosnia Herzegovina	12-Jan-2000
115.	Lithuania	08-Feb-2005
116.	San Marino	10-Aug-2005
117.	Republic of Tajikistan	13-Sep-2005
118.	Georgia	22-Sep-2005
119.	Turkmenistan	17-Oct-2005
120.	Ecuador	21-Jun-2006
121.	Paraguay	02-Aug-2006
122.	Guatemala	08-Aug-2006
123.	Honduras	18-Aug-2006
124.	Vanuatu	19-Sep-2006
125.	Andorra	22-Sep-2006
126.	Congo	22-Sep-2006

127.	Haiti	23-May-2007
128.	Saint Vincent and Grenadines	27-Sep-2007
129.	Dominican Republic	28-Sep-2007
130.	Botswana	08-Jan-2009
131.	Mali	19-Nov-2009
132.	Lesotho	18-May-2010
133.	Montenegro	18-Jul-2011
134.	Solomon Islands	15-Dec-2011
135.	Uruguay	18-Apr-2012
136.	Monaco	15-May-2012
137.	Mauritania	04-Dec-2012
138.	Tuvalu	11-Dec-2012
139.	Independent State of Samoa	28-Mar-2013
140.	Papua New Guinea	12-Apr-2013
141.	Kazakhstan	30-Jun-2015
142.	Jamaica	01-Oct-2015
143.	Republic of Guinea	12-May-2016
144.	El Salvador	21-Sep-2016
145.	Uganda	12-Jun-2017
146.	Côte d'Ivoire	16-Jun-2017
147.	Republic of Djibouti	14-Jul-2017
148.	Antigua and Barbuda	25-Jul-2017
149.	Cabo Verde	03-Aug-2017
150.	Liberia	17-Aug-2017
151.	Niger	20-Sep-2017
152.	Eritrea	31-Oct-2017

153.	Bahamas	07-Nov-2017
154.	Liechtenstein	24-Nov-2017
155.	Angola	09-Dec-2017
156.	Burkina Faso	29 Dec 2017
157.	Benin	23-Jan-2018
158.	Uzbekistan	26-Jan-2018

Annex-XII

List of Nepali Embassies with Concurrent Accreditation

S. N.	Name and Address of the Residential Nepali Embassies	Countries of Concurrent Accreditation	Concurrent Accreditation to International Organizations
1.	Embassy of Nepal, Canberra, Australia	<ol style="list-style-type: none"> 1. New Zealand 2. Fiji 3. Tuvalu 4. Solomon Islands 5. Samoa 6. Vanuatu 7. Papua New Guinea 	
2.	Embassy of Nepal, Manama, Bahrain		
3.	Embassy of Nepal, Dhaka, Bangladesh		
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. Organization for the Prohibition of Chemical Weapons (OPCW) 3. World Customs Organization (WCO) 4. Common Fund for Commodities (CFC), The Netherlands 5. Center for the Promotion of Products from

			Developing Countries (CBI), Netherlands
5.	Embassy of Nepal, Brasilia, Brazil	<ol style="list-style-type: none"> 1. Argentina 2. Bolivia 3. Chile 4. Colombia 5. Guyana 6. Paraguay 7. Peru 8. Uruguay 9. Venezuela 10. St. Vincent and Grenadines 11. Antigua and Barbuda 12. Saint Kitts and Nevis 	
6.	Embassy of Nepal, Ottawa (Canada)	<ol style="list-style-type: none"> 1. Cuba 2. Jamaica 3. Dominican Republic 4. Haiti 	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Algeria 2. Ethiopia 3. Lebanon 4. Libya 5. Morocco 6. Nigeria 7. Syria 8. Tunisia 9. Jordan 10. Mali 11. Sudan 12. Mauritania 13. Rep. of Guinea 14. Uganda 15. Rep of Djibouti 16. Eritrea 17. Uganda 18. Djibouti 19. Niger 20. Eritrea 	
10.	Embassy of Nepal, Paris, France	<ol style="list-style-type: none"> 1. Andorra 2. Monaco 3. Portugal 	1. UNESCO (United Nations Educational, Scientific and Cultural Organization)

11.	Embassy of Nepal, Berlin, Germany	<ol style="list-style-type: none"> 1. Czech Republic 2. Holy See 3. Romania 4. Poland 5. Ukraine 6. Serbia 7. Slovakia 8. Bulgaria 9. Hungary 	1. UNFCCC (United Nations Framework Convention on Climate Change)
12.	Embassy of Nepal, New Delhi, India	<ol style="list-style-type: none"> 1. Afghanistan 2. Bhutan 	
13.	Embassy of Nepal, Tel Aviv, Israel	<ol style="list-style-type: none"> 1. Cyprus 	
14.	Embassy of Nepal, Tokyo, Japan		<ol style="list-style-type: none"> 1. APO (Asian Productivity Organization) 2. UNU (UN University, Tokyo)
15.	Embassy of Nepal, Seoul, Rep of Korea		
16.	Embassy of Nepal, Kuwait City, Kuwait	<ol style="list-style-type: none"> 1. Iraq 	1. ACD (Asian Cooperation Dialogue Secretariat)
17.	Embassy of Nepal, Muscat, Oman		
18.	Embassy of Nepal, Kuala Lumpur, Malaysia	<ol style="list-style-type: none"> 1. Indonesia 2. Brunei Darussalam 3. The Philippines 	

19.	Embassy of Nepal, Yangon, Myanmar		
20.	Embassy of Nepal, Islamabad, Pakistan	<ol style="list-style-type: none"> 1. Iran 2. Turkey 3. Tajikistan 4. Kyrgyzstan 5. Turkmenistan 6. Uzbekistan 	
21.	Embassy of Nepal, Doha, Qatar		
22.	Embassy of Nepal, Moscow, Russian Federation	<ol style="list-style-type: none"> 1. Belarus 2. Kazakhstan 3. Moldova 4. Armenia 5. Azerbaijan 	
23.	Embassy of Nepal, Riyadh, Saudi Arabia	<ol style="list-style-type: none"> 1. Somalia 2. Yemen 	1. Saudi Fund for Development (SFD), Riyadh
24.	Embassy of Nepal, Madrid, Spain		
25.	Embassy of Nepal, Pretoria (South Africa)	<ol style="list-style-type: none"> 1. Botswana 2. Kenya 3. Lesotho 4. Congo 5. Zambia 6. Gabon 7. Tanzania 8. Zimbabwe 9. Mauritius 10. Mozambique 11. Seychelles 	1. UN Environment Program, Kenya

		<ul style="list-style-type: none"> 12. Côte d' Ivoire 13. Cabo Verde 14. Liberia 15. Angola 16. Burkina Faso 17. Benin 18. Burundi 	
26.	Embassy of Nepal, Colombo (Sri Lanka)	<ul style="list-style-type: none"> 1. Maldives 	<ul style="list-style-type: none"> 1. Colombo Plan Secretariat 2. SPACP (South Asian Cooperative Environment Program)
27.	Embassy of Nepal, Bangkok (Thailand)	<ul style="list-style-type: none"> 1. Cambodia 2. Laos 3. Vietnam 4. Singapore 	<ul 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 Emirates)		
29.	Embassy of Nepal, London (United Kingdom)	<ul style="list-style-type: none"> 1. Ireland 2. Malta 	<ul style="list-style-type: none"> 1. WTO (World Tourism Organization) 2. IMO (International Maritime Organization)

			<ul style="list-style-type: none"> 3. ICO (International Coffee Organization) 4. ITC (International Tea Committee), London 5. World Energy Council
30.	Embassy of Nepal, Washington, DC (USA)	<ul style="list-style-type: none"> 1. Panama 2. Costa Rica 3. Mexico 4. El Salvador 5. Honduras 6. Guatemala 7. Bahamas 	<ul style="list-style-type: none"> 1. World Bank 2. IMF (International Monetary Fund)
31.	Permanent Mission of Nepal to the UN, New York	<ul style="list-style-type: none"> 1. Ecuador 2. Nicaragua 	
32.	Permanent Mission of Nepal to the UN and Other International Organizations/ Embassy of Nepal, Geneva (Switzerland)	<ul style="list-style-type: none"> 1. Italy 2. San Marino 3. Liechtenstein 	<ul style="list-style-type: none"> 1. WTO (World Trade Organization) 2. WHO (World Health Organization)
33.	Permanent Mission of Nepal to the UN and Other International Organizations/ Embassy of Nepal, Vienna, (Austria)	<ul style="list-style-type: none"> 1. Albania 2. Bosnia and Herzegovina 3. Croatia 4. Greece 5. Macedonia 6. Montenegro 7. Slovenia 	<ul style="list-style-type: none"> 1. CTBTO 2. FAO 3. IAEA 4. UNIDO 5. UNODC 6. WFP 7. IFAD

		8. Georgia	8. UNOOSA and all other International Organizations based in Vienna.
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