

IME LIMITED

IME COMPLEX, PANIPOKHARI, KATHMANDU, NEPAL

TEL: +977-01-4217600/601

WEBSITE: www.imeremit.com.np

AGENCY APPLICATION FORM

NAME OF FIRM/COMPANY						
REGISTRATION NO.						
DATE OF INCORPORATION						
PAN/VAT NO.						
TYPE OF COMPANY	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Co-operatives
	<input type="checkbox"/>	Private Limited	<input type="checkbox"/>	Limited	<input type="checkbox"/>	
INDUSTRY TYPE	<input type="checkbox"/>	Banks	<input type="checkbox"/>	Financial Institutions	<input type="checkbox"/>	Co-operatives
	<input type="checkbox"/>	Remittance Firm	<input type="checkbox"/>	Travel Agency	<input type="checkbox"/>	Money Changer
	<input type="checkbox"/>	Others (please specify)				
COMPANY FULL ADDRESS	Province		District			
	Rural/Municipality		Ward No.			
	Street					
CONTACT NO.						
EMAIL ADDRESS						
DISTANCE FROM NEAREST IME AGENT	Name				Distance in meter/km	
DISTANCE FROM NEAREST BANK	Name				Distance in meter/km	
CONTACT PERSON DETAILS (Owner/ shareholder/ Director)	Full Name	Position	Contact No.	Valid Government Issued ID card		
				ID Type	ID Number	
CHECKLIST OF BASIC INFRASTRUCTURE	<input type="checkbox"/>	Computer/Laptop	<input type="checkbox"/>	Scanner	<input type="checkbox"/>	CCTV
	<input type="checkbox"/>	Printer	<input type="checkbox"/>	Office Space	<input type="checkbox"/>	Internet
	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Specific Remittance Counter	<input type="checkbox"/>	Photocopy Machine
CHECKLIST OF DOCUMENT	<input type="checkbox"/>	Registration Certificate		<input type="checkbox"/>	PAN/VAT Certificate	
	<input type="checkbox"/>	Recent Tax clearance		<input type="checkbox"/>	Citizenship/ Valid Govt. Id of owner/directors	
	<input type="checkbox"/>	MOA and AOA (for company and Partnership deed also for partnership firm)		<input type="checkbox"/>		

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	Bank Statement (firm/company's account)	Directors Resolution (mentioning approval from board to process for IME agent)	
CHECKLIST OF MTC (If applicant is already agent of other MTCs)	Western Union	Prabhu Money	City Express
	Himal Remit	E-Sewa Money Transfer	GME Remit
	Others (please specify)		
SECURITY	Bank <input type="text"/>	Amount <input type="text"/>	
REMARKS (if any)			

Declaration

I/we hereby confirm that the above furnished information is true and correct.

I/we agree to comply with the rules and guidelines set by IME after being appointed as sub-agent of IME.

All required documents are enclosed herewith.

Acknowledgement

Signed on behalf of (Company)

Signature.....

Full Name.....

Position.....

Date.....