

## CANADA FINANCIAL DOCUMENT CHECK LIST

1.	Relationship Certificate
2.	CA Statement
3.	Bank Balance Certificate / bank loan
4.	Verification of Earning Sources Certificate from Ward Office
i.	Income from Business (IF) <ul style="list-style-type: none"> <li>• Pan</li> <li>• Company registration</li> <li>• Partnership agreement paper /share holder registration book (if partnership )</li> <li>• Audit report</li> </ul>
ii.	Income from Agriculture (IF) Income from Agriculture certificate must be verified from ward
iii.	Income from Salary (IF) Salary certificate
iv.	Income from house rent (if) House rent agreement paper
v.	Income from land lease (if) Lease agreement paper
5.	Tax Clearance Certificate
6.	Valuation of Land
i.	Land Ownership Registration Certificate Building completion certificate (IF)



# Itahari Sub-Metropolitan City

03 No. Ward Office

Itahari, Sunsari



Ltr. No. : 078/079

Ref. No. : 3404

Province No. 1, Nepal

08<sup>th</sup> June, 2022

Date : .....

**Subject:-Verification of Relationship**  
**To Whom It May Concern**

This is to certify that Mr. [REDACTED], permanent resident of Itahari Sub-Metropolitan City, Ward No. 03, Sunsari District, Province No. 1, Nepal has submitted an application to this office for verification of relationship with his family members. Whereas, after following the necessary inquiry and conducting public inquiry from this Office. It is found that the following persons have following relationships which are mentioned below. This relationship certificate is issued after verifying the relationships in accordance with the Local Government Operation Act, 2074 B.S. (2017 A.D.), Chapter 3, Section 12, Sub-Section 2, Clause (E-1).

S.N.	Name	Relationship
1	Mr. [REDACTED]	Applicant
2	Mr. [REDACTED]	Applicant's Father
3	Mr. [REDACTED]	Applicant's Mother
4	Mr. [REDACTED]	Applicant's Brother

Mr. [REDACTED]

(Applicant)

(Applicant's father)

(Applicant's Mother)

(Applicant's Brother)

**Ward Chairman**  
**Ward No. 3**

th July, 2022

# TO WHOM IT MAY CONCERN

This is to certify that the valuation of "Assets" and "Annual Income" of [REDACTED]  
[REDACTED] Father Mother & Brother of [REDACTED] (Applicant) permanent resident of Itahari Sub-Metropolitan City, Ward No-03, Sunsari Nepal is as under.

PARTICULARS		AMOUNT (NPR)
<b>1 ASSETS</b>		
<b>A. IMMOVABLE PROPERTIES</b>		
a. [REDACTED]		
i. Land located at Itahari, Ward No-08, Sunsari plot no [REDACTED] & [REDACTED] is certified by Nimmanarati Engineering Consult.		33,000,000.00
<b>TOTAL VALUE OF IMMOVABLE PROPERTY</b>		<b>33,000,000.00</b>
	<b>EQUIVALENT AMOUNT IN CAD \$</b>	<b>333,872.93</b>
<b>B. MOVABLE PROPERTY</b>		
i. Deposit in the name of [REDACTED] with NMB Bank Ltd. On A/c N [REDACTED] as per balance certificate.		4,044,705.40
<b>TOTAL VALUE OF MOVABLE PROPERTY</b>		<b>4,044,705.40</b>
	<b>EQUIVALENT AMOUNT IN CAD \$</b>	<b>40,921.75</b>
<b>TOTAL VALUE OF IMMOVABLE AND MOVABLE PROPERTY</b>		<b>37,044,705.40</b>
	<b>EQUIVALENT AMOUNT IN CAD \$</b>	<b>374,794.67</b>
<b>2 ANNUAL INCOME</b>		
i. Business income [REDACTED] as certified by Office of Itahari Sub-Metropolitan City, Sunsari.		1,440,000.00
ii. Agriculture income of [REDACTED] as certified by Office of Itahari Sub-Metropolitan City, Sunsari.		884,000.00
iii. Salary income of [REDACTED] as certified by Office of Itahari Sub-Metropolitan City, Sunsari.		600,000.00
iv. Salary income of M [REDACTED] as certified by Office of Itahari Sub-Metropolitan City, Sunsari.		690,047.00
<b>TOTAL ANNUAL INCOME</b>		<b>3,614,047.00</b>
	<b>EQUIVALENT AMOUNT IN CAD \$</b>	<b>36,564.62</b>

This is to further certify, that the above-mentioned statement is provided after careful scrutiny of all relevant documents and information furnished to me and is true and correct to the extent of my knowledge.

Please also note that the exchange rate as on day (i.e. 19th July, 2022) is CAD \$ 1 = NPR 98.84



BABARMAHAL BRANCH

Date

Reference No [REDACTED] 709

BALANCE CERTIFICATE  
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TO WHOM IT MAY CONCERN  
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This is to certify that Account Holder of the bank having following details:

Account Name  
Account Number  
Account Opened Date  
Account Type  
Currency

[REDACTED]

Has Balance of  
In Words

: NPR 4,04 [REDACTED] hundred Five-  
and [REDACTED] Only.

Which is equivalent to  
In Words

: CAD [REDACTED] 0.04  
[REDACTED] hundred Thirty-Nine-  
and 84/100 Only.

As On

: 18-Jul-2022

Exchange rate as on today is CAD 1 = NPR 98.79824

We would like to inform you that the conversion to any foreign currency from Nepalese Rupees is currently regulated by Nepal Rastra Bank, the Central Bank of Nepal and prior approval of Nepal Rastra Bank is required for conversion.

This certificate has been issued at the request of the account holder and should not be construed as guarantee or any sort of undertaking on the part of the Bank or any of its officers whose signature appears below.

**NMB Bank Limited**

Babarmahal, Kathmandu, Nepal

Tel: 977 1 4246160 | Fax: 977 1 4246156

Website: www.nmbbanknepal.com

swiftcode: NMBBNPKA

**Kuala Lumpur Representative Office**

NMB Bank Limited

Wisma Straits Trading 1-10, 2 Leboh Pasar Besar, 50500,

Wilayah Persekutuan, Kuala Lumpur, Malaysia

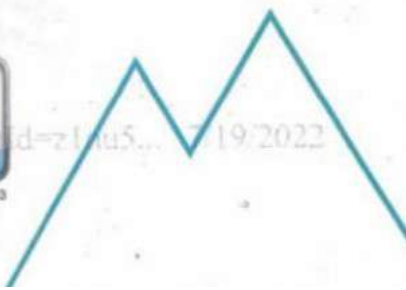
Tel: +60 -326023160 | Fax: +60 -326023158

A joint venture with

**FMO**  
Entrepreneurial  
Development  
Bank  
The Netherlands

Member of:

**Global Alliance for  
Banking on Values**





# Itahari Sub-Metropolitan City



No. Ward Office

Itahari....., Sunsari

Ltr. No. : 0781079

Ref. No. : 3402

Province No. 1, Nepal

08<sup>th</sup> June, 2022

Date : .....

## Subject:-Annual Income Certificate

### To Whom It May Concern

This is to certify that Mr. [REDACTED] (son of Mr. [REDACTED] and Mrs. [REDACTED] Father, Mother and Brother of Mr. Utsav Ghimire), permanent resident of Itahari Sub-Metropolitan City, Ward No-03, Sunsari District, Province No.1, Nepal has following sources of income from the following sources. The details have been carried out according to the evidence and records that are provided to office.

#### Description of Annual Income:

S.N.	Name	Source of Income	Annual Income	Remarks
1.	Mr. [REDACTED]	Income from Business	1,440,000.00	As per Audit Report
2.	Mr. [REDACTED]	Income from Agriculture (Plot No:- 1849, Area:- 0-4-8)	884,000.00	As per Agriculture Income Certificate
3.	[REDACTED]	Income from salary (Kishankalyan Saving & Credit Co-Operative Ltd.)	600,000.00	As per Salary Certificate
4.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Income in NRs.			3,614,047.00	
Total Income in CAD \$			36,512.90	

Total Annual Income in NRs. 3,614,047.00

Today's Selling Rate CAD \$1=NRs. 98.98 (Source: Nepal Rastra Bank)

Equivalent to CAD \$ = 36,512.90





नेपाल सरकार  
अर्थ मन्त्रालय  
आन्तरिक राजस्व विभाग  
राजस्व कार्यालय काठमाडौं

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर :

आन्तरिक राजस्व कार्यालय :

७ ५ ८ ०

राजस्व कार्यालय चावोहल

दर्ता निति

आयकर:

२८	०५	२०६९
१९	०५	२०७६

मु. अ. कर:

दिन महिना साल

करदाताको नाम

कारोबारको नाम :

करदाताको प्रकार

: व्यक्तिगत

ठेगाना

: वार्ड नं. ११, कपन

नगरपालिका: बुढानिलकण्ठ,  
काठमाडौं

व्यवसायका कारोबारहरु

: जुताचप्पलको खुद्रा बिक्री, ठोस, तरल तथा ग्याँस इन्धन र तत्सम्बन्धी वस्तुको थोक बिक्री,

करदाताको दस्तखत

अधिकारी

करदाताले पालना गर्नुपर्ने कर्तव्यहरु:

- कारोबार गर्दा अनिवार्य रुपमा विल बिजक जारी गर्नुपर्छ।
- मु. अ. करमा बर्ता हुनेले प्रत्येक कर अवधि (मासिक वा त्रैमासिक वा चौमासिक) समाप्त भएको २५ दिनभित्र मु. अ. कर विवरण तथा मु. अ. कर रकम बुझाउनु पर्छ।
- अन्तःशुल्क लाग्ने कारोबार गर्नेले अन्यथा व्यवस्था गरेकोमा बाहेक प्रत्येक महिना समाप्त भएको २५ दिनभित्र मास्केवारी र अन्तःशुल्क रकम बुझाउनु पर्छ।
- प्रत्येक आर्थिक वर्षको आय विवरण आर्थिक वर्ष समाप्त भएको तिन महिना भित्र बुझाउनु पर्छ।
- तोकिएको समयमा विवरण र कर रकम नबुझाएमा व्याज, शुल्क र जरिवाना लाग्नेछ।
- यो प्रमाणपत्र देखिने गरी कारोबार स्थल/मुख्य कार्यालयमा राख्नु पर्नेछ।
- कुनै द्विविधा भएमा कार्यालयमा सम्पर्क राख्नुहोला।





नेपाल सरकार  
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय  
**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण-पत्र**



दर्ता नं

न

नं. संवत् २० ७६ साल आश्विन महिना १४ गते  
रोज ३ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो  
प्रमाण-पत्र दिइएको छ ।

मिति: २०७६-०६-१४

Government of Nepal  
Ministry of Industry, Commerce & Supplies  
**Office of the Company Registrar**

ष्टार

Registration N

**TE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to  
M/s . . . . . Production  
Private Limited having incorporated it on the 1 day . . . . . October, 2019 pursuant to  
sub-section (1) of section 5 of the Companies Act,

Date: 20 . . . . . 0-01

Ass. R . . . . . ar

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नमानिने हुनाले कानून  
अनुसार लिनुपर्ने अनुमति सम्बन्धित निकायबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।

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### **Independent Auditor's Report to the Proprietor**

**Itanari, Ward No-6  
Sunsari, Nepal**

We have audited the attached Balance sheet and Balance Sheet for the period ended on that date annexed here to. These financial statements are the responsibility of the Company's management. Our responsibility is to express on opinion regarding these financial statements based on our audit.

Ashad 2078, Income Statement

We conducted our audit in accordance with Nepal standards on Auditing or auditing standards generally accepted in Nepal or relevant practices. Those standards or relevant practices require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion. In our opinion and to the best of our information and according to the explanation given to us, the said statements of account give true and fair view.

1 In case of Balance sheet, of the affairs of the company as on 31st Ashad 2078

2 In case of Income Statement for the fiscal year ended on that date

3 We have obtained all information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

4 In our opinion proper books of accounts as required by law have been maintained by the  
mination of such books. The Balance Sheet, Income  
1 agreement with the books of accounts.



**Balance Sheet for the period ended 31st Ashad 2078 (15th July 2021)**

<b>Sources of Funds</b>	<b>Current Year (Rs.)</b>
Capital	500,000.00
Profit and Loss	1,440,000.00
	<b>1,940,000.00</b>
<b>Application of Funds</b>	
Fixed Assets - Net	398,533.13
<b>Current Assets, Loan &amp; Advances</b>	
Receivables	203,947.00
Cash & bank balance	669,250.88
Stock	1,118,561.00
	<b>1,991,758.88</b>
<b>Less, Current Liabilities &amp; Provisions</b>	
Payables	90,292.00
Provision for Taxation	360,000.00
	<b>450,292.00</b>
<b>Net Current Assets</b>	<b>1,541,466.88</b>
<b>Total Application of Funds</b>	<b>1,940,000.00</b>

Accountant

**Income Statement for the period ended 31st Ashad 2078 (15th July 2021)**

Particulars	Current year
<b><u>Income</u></b>	<b>Amount (NRs)</b>
Sales Revenue	7,260,732.00
Other Incomes	775,890.42
<b>Total Income</b>	<b>8,036,622.42</b>
<b><u>Expenditures</u></b>	
Purchase of Goods	4,356,439.20
Wages/Transportation	304,950.74
Depreciation	92,129.38
Administrative expenses	1,483,103.10
<b>Total Expenditures</b>	<b>6,236,622.42</b>
<b>Profit before tax</b>	<b>1,800,000.00</b>
Provision for taxation	360,000.00
<b>Profit for the period</b>	<b>1,440,000.00</b>
<b>Profit transferred to balance sheet</b>	<b>1,440,000.00</b>

Accountant



Schedule 1

## FIXED ASSETS

SN	ASSETS	Dep.	Opening Balance	Addition	Deletion	Cost as at 31st Ashad, 2077	Dep. for the year	Net Block As at 31st Ashad,2078
1	Furniture and Equipments	25%	185,300.00	-	-	185,300.00	46,325.00	138,975.00
2	Other Assets	15%	305,362.50	-	-	305,362.50	45,804.38	259,558.13
	Total (Rs)		490,662.50	-	-	490,662.50	92,129.38	398,533.13

Accountant

S. SUNSARI

## Schedule 2

**Administrative Expenses**

S.No	Particulars	Amount(Rs.)
1	Electricity & water	45,600.00
2	Telephone & Communication	16,350.00
3	Staff welfare	21,240.00
4	Newspaper & Magazine	9,520.00
5	Audit Fees	25,000.00
6	Rent	217,200.00
7	Salary & Allowances	1,044,000.00
8	Refreshment	14,962.60
9	Legal Expenses	19,400.00
10	Repair & Maintenance	29,322.50
11	Advertisement	19,050.00
12	Miscellaneous	21,438.00
	<b>Total</b>	<b>1,483,103.10</b>

S.N. Jha &amp; Associates

Accountant



### Schedule 3

#### **Significant Accounting Policies and Notes to the Accounts:**

##### *Accounting Policies:*

- 1) The Concern has followed the historical convention method of accounting.
- 2) Fixed assets are stated at cost less depreciation and included the cost incurred up to date
- 3) Income and Expenses are accounted on accrual basis.

##### *Notes to the Accounts:*

- 1) Depreciation has been provided as per Written down Value method.



# Itahari Sub-Metropolitan City

03

No. Ward Office

Itahari, Sunsari



Ltr. No. : 078/079

Ref. No. : 4388

Province No. 1, Nepal

30<sup>th</sup> June, 2022

Date : .....

2073

To Whom It May Concern

This is to certify that M. [REDACTED], the permanent resident of Itahari Sub-Metropolitan ward No.3, Province 1, Nepal. M. [REDACTED] has good source of income from Agriculture Production which mainly includes seasonal fruits and commercial crops (Dragon Fruit, Pineapple, Coffee, Lemon, onion, Garlic etc.) plot No. 1849. It is concluded that his family annual income from agriculture is given as follows:

Earning Source:

S.N	Plot No	Source of Income	Total Amount
1.	Plot No. 1849 [REDACTED]	Fruits (Dragon Fruit, Coffee, Pineapple, Mango, Litchi)	6,38,000
		Vegetables (Lemon, onion, Garlic, Bitter Gourd, Tomato, Potato)	2,46,000
Total			Rs. 8,84,000

(In Words: Eight Lakh Eighty Four Thousand only)

[REDACTED]  
Ward Chairman  
Ward No. 3





# किसान कल्याण

बचत तथा ऋण सहकारी संस्था लि.

KISHAN KALYAN SAVINGS & CREDIT CO-OPERATIVE LTD..



## Salary Certificate

This is to certify that Mrs. [REDACTED] has been employed with our institution as an Accountant since 16<sup>th</sup> March 2017. Her utter dedication and utmost sincerity have made her an asset to the institution, and we expect same enthusiasm in upcoming days.

Currently, her monthly gross salary is NRS 50,000.

  
Kish



# Itahari Sub-Metropolitan City

03 No. Ward Office

Itahari....., Sunsari



Ltr. No. : 078/079

Ref. No. : 3401

Province No. 1, Nepal

Date : 08<sup>th</sup> June, 2022

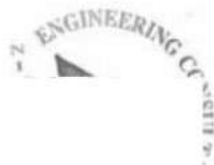
## Subject:-Tax Clearance Certificate

### To Whom It May Concern

As per the submission of documents required for the given application, this is to certify that Mr. [REDACTED] and Brother of Mr. Utsav Ghimire), permanent resident of Itahari Sub-Metropolitan City, Ward No-03, Sunsari District, Province No.1, Nepal have paid all income and property taxes as per the rule of Itahari Sub-Metropolitan City at this ward office and there aren't any due to pay taxes up to fiscal year 2078/2079 B.S. (2021/2022 A.D.).

# VALUATION REPORT

OF  
FIXED ASSETS



SUBMITTED BY:

PREPARED BY

Nimmanarati Engineering Consultancy Pvt. Ltd

Kathmandu, Nepal



PAN: 604346520



Date: 30<sup>th</sup> June, 2022

This certificate has been issued on the request of Mr. [REDACTED] valuation of the property. Please find the attachment valuation report of the property owned by Mr. [REDACTED] (Applicant's Father) which is based on the documents furnished by clients and carried out as per prevailing market rate.

APPLICANT: Mr. [REDACTED]

We hereby declare that:

- *We have no direct or indirect interest in the said company or property.*
- *The information furnished is true and correct to the best of our knowledge and behalf.*

And certify that:

The Market Value Land (NRs)	3,30,00,000/-
The Total Value of the property (NRs)	4,71,63,165/-
Equivalent in CAD \$ (1 CAD \$: 98.64 NPR)	CAD \$ 334,549.88

***In words CAD \$: Three Thousand Thirty Four Hundred Five Hundred Forty Nine & Cents Eighty Eight Only.***

All necessary calculations and documents are enclosed herewith for the references.

18/

# 1. LAND VALUATION

ACCORDING TO PREVAILING MARKET RATE

SN	PLOT NO	LOCATION	OWNER'S NAME	Bigha	Kathha	Dhoor	Total measurement in Dhoor	RATE PER Dhoor	TOTAL COST (Rs.)	AREAS IN SQAURE. METER *
1.		Itahari-8 Sunsari		0.00	4.00	8.00	88	2,00,000/-	1,76,00,000/-	1489.752
2		Itahari-8 Sunsari		0.00	4.00	8.00	88	1,75,000/-	1,54,00,000/-	1489.752
Total cost of the land				3,30,00,000/-						

(\*Remarks 1 Dhoor = 16.929 square meter)

TOTAL PREVAILING MARKET VALUATION OF LAND = Rs. 3,30,00,000/-

## Methods of Valuation:

**LAND VALUE:** Lessor of the area recorded in the land ownership document and that measured at the site is considered for the valuation. There are two methods for estimating the value of the land.

### 1. Comparative Method.

In this method, the sales from the transaction of vicinity of the land properties are studied and then fair price of the land is fixed based on the collected data. The physical natures such as length, width, situation, etc. are required to be considered in the detail before fixing up the price.

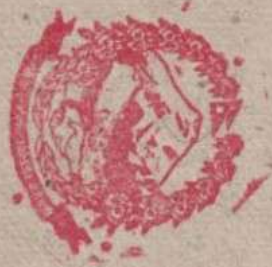
Extensive inquiry is carried out by our associates with the local residents familiar with the property transaction around the locality to find out the current buying and selling price of the land.

Minimum registration rate of the land charged by the Government Registration Department is also collected. The rate of the land adopted by the Government Tax Department of the particular locality is also noted. Information from the Real Estate Company or broker is also collected. Due Weightage is given to all information and most probable Current land rate is fixed and adopted.

### 2. Development Method.

When a property to be valued is fairly big and no data available from similar land but sale transaction of small plots are available, on that basis we may adopt the Method of development. In this method, we divide the said plot small imaginary plots with adequate road provision in such way that the similar facilities and condition is maintained to match with the available surrounding units for comparison.





भूमिसुधार तथा व्यवस्था मन्त्रालय  
भूमिसुधार तथा व्यवस्थापन विभाग  
मालपोत कार्यालय  
**जग्गाधारी दर्ता दमक, भोपा**

ज.ध.प्र.पुर्जा नं.:-

औठा छ	

जग्गाधारीको नाम थर  
ठेगाना  
पिताको नाम  
बाजेको नाम  
नागरिकता/दती नं.  
कार्यालय

ज.ध.प्र.पुर्जा नं.:- गा.वि.स./न.पा.:- का.म.न.पा. वडा नं.:- ३३

जग्गाधारीको दस्तखत

प्रमाण संकेत		गा.वि.स. न.पा.	वडा नं./ नक्सा सिट	किता नं.	विवरण थर, आवादी, इत्यादि	ज.ध.को हकहिस्सा	भोहीको नाम थर	किरिसम वा वर्ग	क्षेत्रफल विगाह, व.मि.	मोठ/पाना नं.	कैफियत विवरण	प्रमाणपत्र गर्नेको दस्तखत
स.कि.नं.	कारोबार द्यहेरा											
१०,०३१	२२६४ग राजिनामा	२०७३/१०/१३	३	१००३१	आवादी रैकर निजि	एकलौटी		खेत अञ्चल	०-८-०-० २,७०९.१२	७३।७४ २२६४ग		

जग्गा क्षेत्रफल (व.मी.) २,७०९.१२

प्रिन्ट गर्नको दस्तखत :-

प्रिन्ट मिति :- २०७३ १० १४

रजु गर्नको दस्तखत :-