



Nepal Tourism Board

Terms and Conditions for Nepalese Tourism Companies Participating in International Tourism Promotional Events

Updated in July 2025

Name of the Program:

Program Date:

1. Introduction

Nepal Tourism Board (NTB), as the national tourism promotion body, coordinates Nepal's participation in international tourism events to enhance the country's visibility and support the private sector in business promotion.

This document outlines the Terms and Conditions for Nepalese tourism companies selected to participate in NTB-coordinated international travel trade fairs.

2. Application and Company Documentation

Participating companies must submit the following valid documents through the online application system:

- a) Company Registration Certificate
- b) VAT/PAN Registration Certificate
- c) Latest Tax Clearance Certificate
- d) Valid Business License (issued/renewed by the competent authority)
- e) Signed copy of this 'Terms Of Condition' document (each page signed and stamped by the company owner/authorized official)
- f) Proof of a minimum of three years of company operation

3. Payment and Refund Policy

3.1 Shortlisted companies will be notified via email with payment instructions.

3.2 The required fee must be deposited within 3 working days of the email notification to:

Nepal Tourism Board

Account Number: 00101010030218

Nepal Investment Mega Bank Ltd.

(Original deposit slip must be submitted to the NTB desk.)

3.3 Failure to deposit on time will result in disqualification. The next company on the waiting list will be invited.

3.4 Cheque bounce will lead to automatic disqualification.

3.5 If a genuine applicant's visa is rejected, 50% of the deposited amount will be refunded.

No refund will be provided in cases of visa rejection due to false documentation.

3.6 In case of force majeure (natural disasters, emergencies, etc.), NTB reserves the right to determine the amount of full/ partial refund.

3.7 Withdrawals must be formally communicated to NTB in writing, along with valid justifications, prior to the event. NTB may consider a full or partial refund in cases involving genuine and unforeseen circumstances, such as the sudden demise of an immediate family member, serious health conditions of the participating representative (supported by a medical report), or other comparable emergencies. No refund will be granted for cancellations made without prior written notification or in the event of a no-show.

3.8 If NTB or the event organizer cancels/postpones the participation/event, NTB will decide on full or partial refunds accordingly. NTB is not liable for other losses or inconvenience caused.

4. Visa Facilitation

4.1 Upon full payment and request, NTB will issue a standard visa recommendation letter for up to two decision-making representatives.

4.2 The visa request letter must include:

- Name, date, and location of the event
- Full name(s) of the representative(s) (maximum two)
- Designation in the company (Owner/Shareholder/Employee)
- Passport number, date of birth, place of birth (as per passport)

4.3 Required supporting documents:

- Passport copy

In case of the Employee (Not applicable for South Asia and China Mainland Market)

- Resume with photo
- Legal proof of designation/status
- Appointment letter or employment contract
- Bank salary statement /company-issued salary letter
- TDS deduction report

4.4 NTB may deny a visa recommendation letter if documents are incomplete or the individual is deemed ineligible.

4.5 NTB will also support the visa process by coordinating with event organizers for an official invitation letter.

5. Pre-Event Briefing

5.1 A pre-event briefing meeting will be organized for all selected companies. Attendance in the meeting is mandatory.

5.2 Booths at the Nepal Pavilion will be assigned through a lucky draw.

5.3 Participating companies must email a copy of their approved visa to the concerned NTB desk.

6. Code of Conduct During the Event

- Formal business dress or traditional Nepali attire is required.
- Only approved representatives are allowed at the booth.
- Promotional materials of other companies are not permitted.
- Nepal must be prominently featured in all promotional efforts.
- Use meeting areas strictly for business, not prolonged occupation.
- Report any inappropriate activities to NTB immediately.
- Maintain courtesy and respectful interactions.
- Respect business privacy of fellow participants.
- Uphold Nepal's international reputation.
- Inform NTB of delays or absences from programs.
- Attendance at a follow-up meeting in Nepal is mandatory.

- NTB will mediate issues to the extent possible.
- Do not leave the booth unattended for long.
- Maintain booth/tables in a clean and tidy state.

7. Penalties and Disqualifications

7.1 Any visa violation or overstay by a company representative will result in the company being classified as a defaulter, regardless of whether the visa recommendation was issued by NTB.

7.2 Companies deemed defaulters will be prohibited from participating in NTB-coordinated events for up to five years, and legal action will be initiated in accordance with Nepalese law.

8. Declaration

We have read and understood the above Terms and Conditions.

We agree to comply fully and accept responsibility for any violations by our company or its representatives.

On Behalf of the Participating Company

Company Name:

Address:

Contact Details:

Authorized Representative:

Designation:

Signature:

Company Seal and date:

Witness from the Participating Company

Name:

Designation:

Signature:

Date: