



Public Debt Management Office
Debt management and issuance section
Tripureshwor, Kathmandu

CSB and FESB Market Maker/Sales Agent User Guide

Application URL/Link: <https://pdmo.gov.np/debtnotice-board/2/90883243>

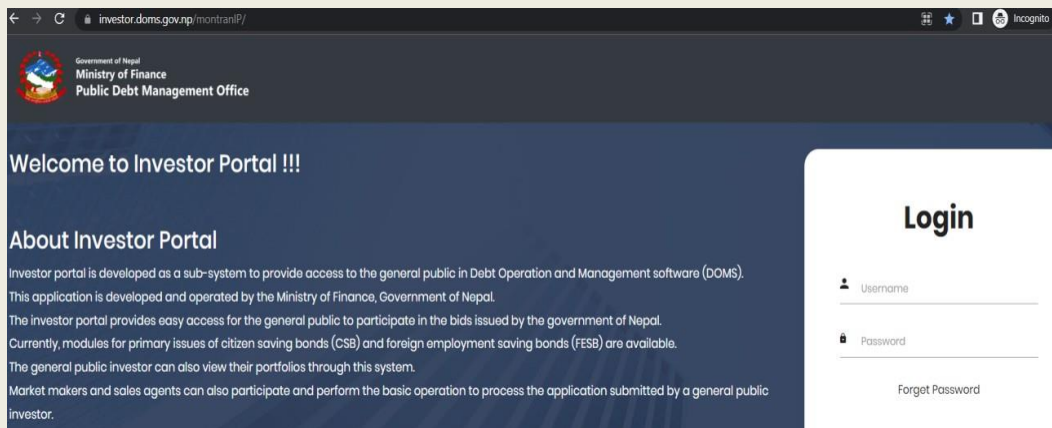
Investor portal URL: <https://investor.doms.gov.np/>

Role of Market Maker:

Market Maker has a key role in activating the client's account and approving the bids submitted by the client. Before activating the account, the market maker needs to verify all the necessary details and documents of the client. The same needs to be done while approving the bids.

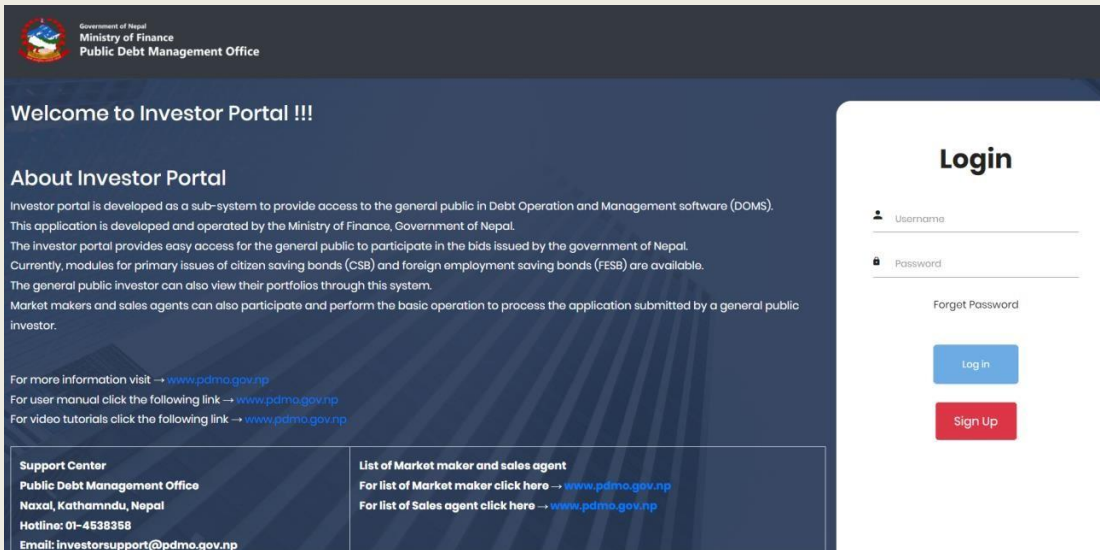
URL/link: <https://investor.doms.gov.np/>

User can click to the above link and open the investor portal through any browser.



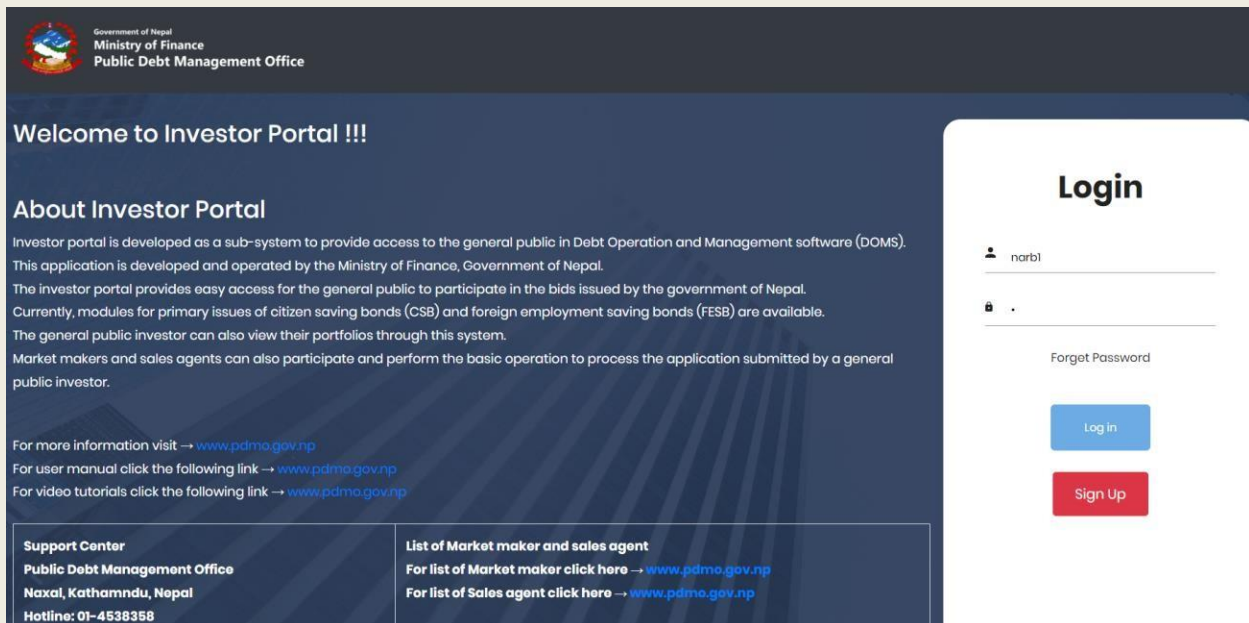
1. Landing Home page

On clicking the above link, the following interface appears. The market maker can login to the interface using their assigned username and password.

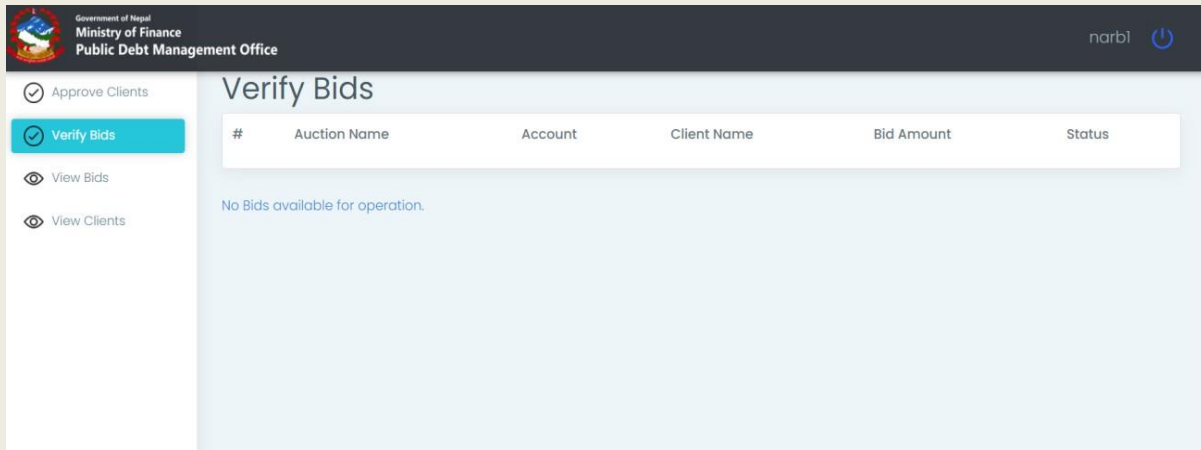


2. Market maker’s login to Investor portal

The market maker can login to the system using their assigned username and password by the market maker head office. The username and password for Branch Offices will be assigned by the Head office itself.



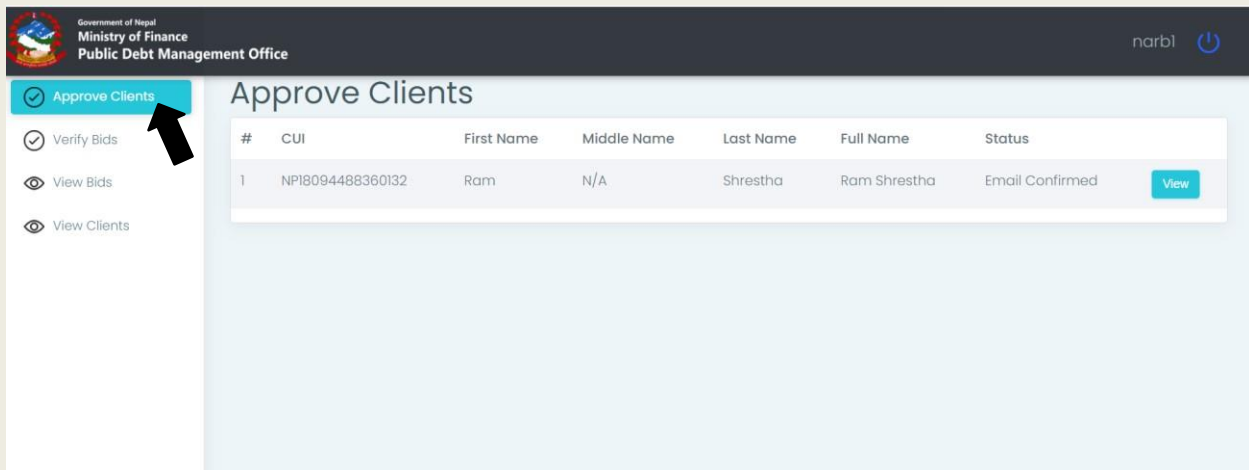
When the market maker login to the investor portal using their assigned username and password, the following UI is seen on the screen.

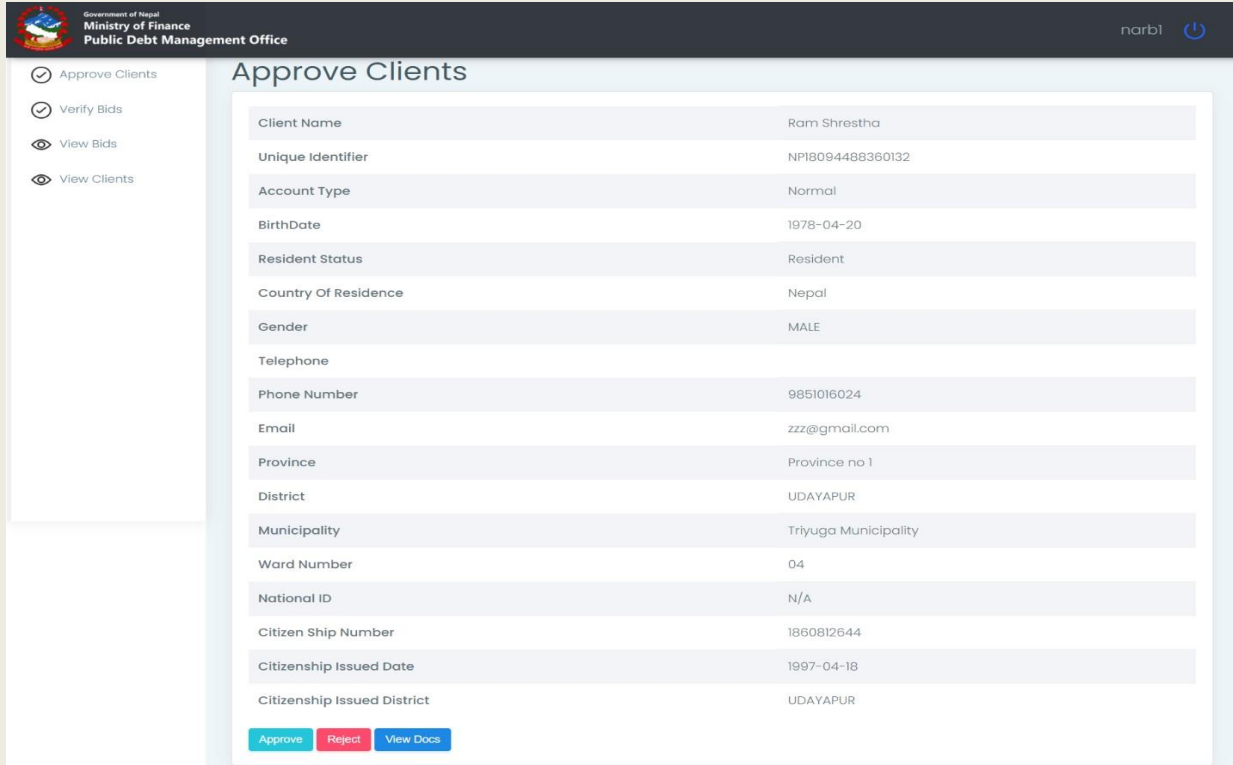


3. To Activate the Client

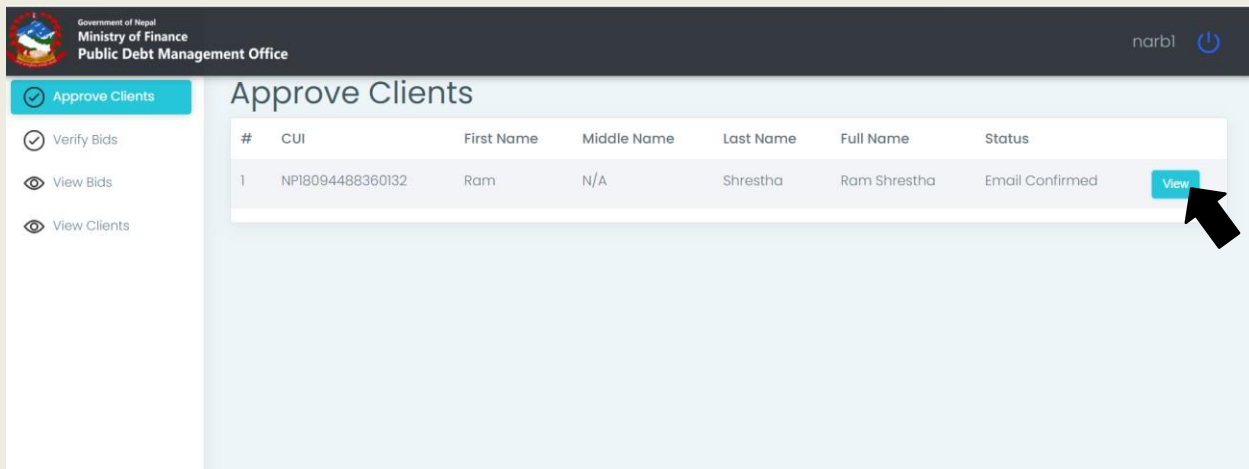
After the successful form submission by the client then the client doesn't need to inform their particular market maker to activate their account. For the activation the market maker needs to follow the following steps.

When the market maker login into investor portal using their username and password, and click into approve client, the following interface is seen.





On clicking to the view on the right side,



Interface is shown where it has client name, identifiers, citizenship number, Resident status, Country of residence, Gender, Telephone, Phone number, province, email, district, Municipality and ward number.

The duplication of email, citizenship number, unique identifiers are checked by the system by default.

The unique identifier that is generated by the system and citizenship number of each user should be unique.

On the above interface, the market maker has choice to either approve or reject the client based on the document. The market maker needs to verify the documents and duplication of Citizenship number as well as verify the bank details of the clients.

In case of Minor type, all the required details and documents of minors as well as guardians should be verified.

After the client is approved, a SMS and email is sent to notify the client about the approval.

4. View Clients details

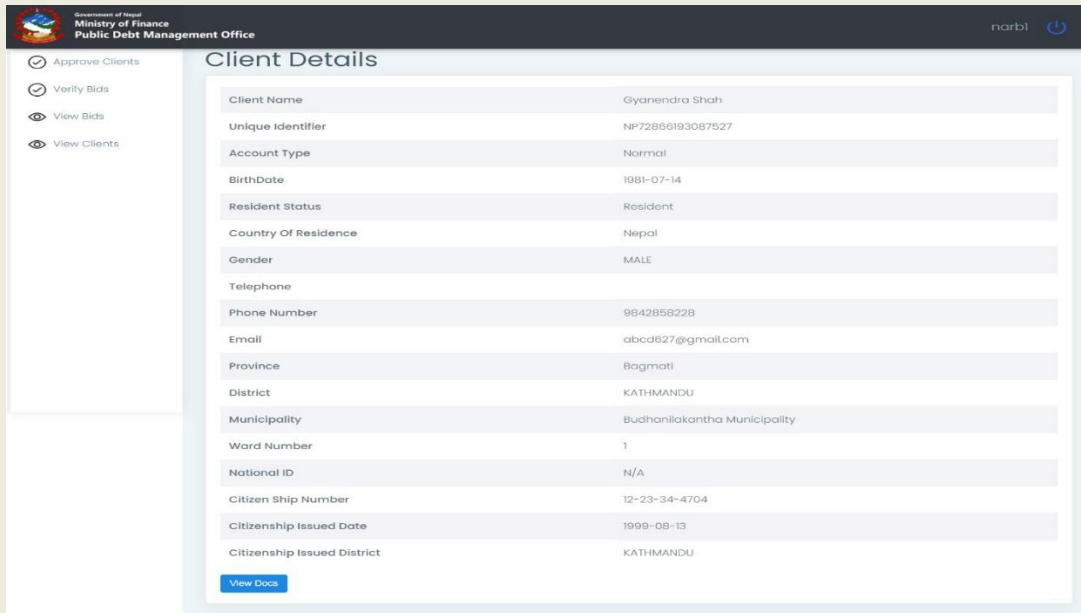
The client details of the users that are approved is seen in view clients.



The screenshot shows the 'Public Debt Management Office' interface. On the left, there is a sidebar with navigation options: 'Approve Clients', 'Verify Bids', 'View Bids', and 'View Clients' (highlighted in blue). The main area is titled 'Clients' and contains a table with 10 rows of client data. Each row has a 'View' button on the right side. A black arrow points to the 'View' button for the second client.

#	CUI	First Name	Middle Name	Last Name	Full Name	Status	
1	NP72866193087527	Gyanendra	Pratap	Shah	Gyanendra Shah	Broker Confirmed	View
2	NP84360255705375	Bhaskar	Prasad	Poudel	Bhaskar Poudel	Broker Confirmed	View
3	NP84192879809262	Alok	Kumar	Singh	Alok Singh	Broker Confirmed	View
4	NP11152079271468	KESHAB		DASHAUDI	KESHAB DASHAUDI	Broker Confirmed	View
5	NP55628785330305	lhakpa	dolma	sherpa	lhakpa sherpa	Broker Confirmed	View
6	NP83953542385657	Zeena		Shrestha	Zeena Shrestha	Broker Confirmed	View
7	NP16403998071764	Rabi	Raj	Aryal	Rabi Aryal	Broker Confirmed	View
8	NP45155187589275	PUJA		AGRAWAL	PUJA AGRAWAL	Broker Confirmed	View
9	NP39521549226026	Gyalex		Nakarmi	Gyalex Nakarmi	Broker Confirmed	View
10	NP21095761474195	Bina		Shrestha (Ale)	Bina Shrestha (Ale)	Broker Confirmed	View

On clicking view option on the right side, the more detail is seen.

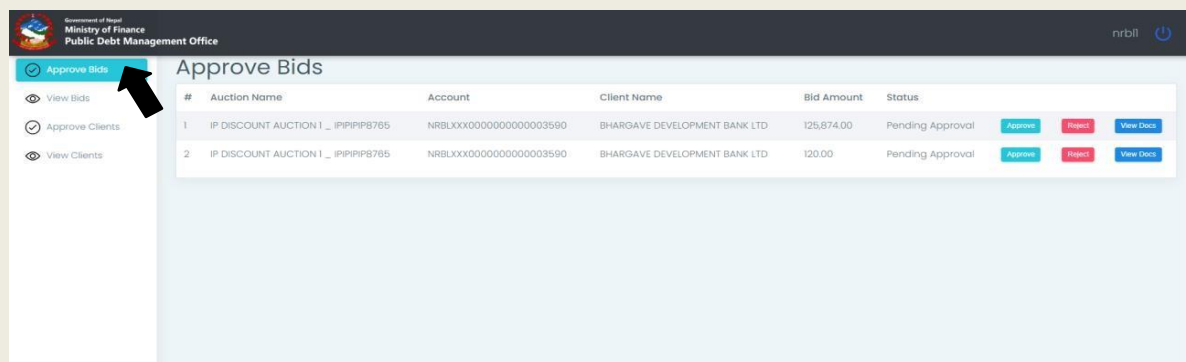


5. Approving the bids bided by the users

There is two stage verification process, first it's done using investor portal UI and second through DOMS UI. First stage verification is done by branch offices and second stage by final approving authority of market maker (usually head office).

The approval for bids is seen firstly when the Market maker login to the market maker panel. Themarket maker can approve or reject the bids and also has option to view documents of the user. Before an approval, the market maker needs to verify the blocked amount in the client's bank account and also the documents of the user/client need to be checked and ensured that everything is okay.

Market Maker should ensure that the bid amount is blocked in the respective client's bank account.



6. View the bids

In this section the Market Maker can see the past status of the bids placed by the clients which they have approved or rejected.

Government of Nepal
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Public Debt Management Office

nrbl

Approve Bids

View Bids

Approve Clients

View Clients

Bids

#	Auction Name	Account	Client Name	Bid Amount	Bid Type	Rate	Price Percent	Status
1	IP DISCOUNT AUCTION 1 _ IPIPIIP8765	NRBLXXX0000000000000016	NEPAL LIFE INSURANCE COMPANY LTD	1250.00	Non Competitive	N/A	N/A	Approved
2	IP DISCOUNT AUCTION 1 _ IPIPIIP8765	NRBLXXX0000000000000016	NEPAL LIFE INSURANCE COMPANY LTD	2500.00	Competitive	N/A	0.0095	Rejected
3	NPCSB20887 _ NPCSB2087700	NRBLXXX00000000000005343	Roj Shrestha	1,000,000.00	Non Competitive	N/A	N/A	Approved

7. Final approval of bid.

Second stage approval is done through the DMOS application. The final screen for approval is as follows.

Public Debt Operation & Management Software

Business Date 25042023 (2080-Baisakh-12)
Previous (DEFAULT): Start of Business Day - 15:02
Next (DEFAULT): Intraday Auction Cutoff - MANUAL

INTERNAL DEBT

EXTERNAL DEBT

ACCESS MANAGEMENT

MAINTENANCE

STAKEHOLDERS

SETTLEMENT

INSTRUCTIONS ORIGINATOR

AUCTIONS

- List
- Create
- Approve**
- Repair
- Prospectus

Non Competitive Bids

- List
- Create
- Approve**
- BulkApprove
- Competitive Bids
- Activities

AUCTIONS NON COMPETITIVE BIDS NCBAPP001

Search

Auction Number All

Participant All

Reset Ok

Upon final approval the bid is considered as approved and market maker will require the amount to be transferred to the PDMO office.