



BG ISSUANCE PROCESS NOTE CUSTOMER PORTAL

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Login

To login to the system, customers must have their mobile banking activated.

1. Enter the account number and mobile number registered in mobile banking and click on submit

Global IME Bank

Log In

Customer Login

Please enter your login credentials to proceed


Account Number

Account Number

Mobile Number

Mobile Number

Corporate Login [New User ?](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

Proceed

Figure 1: - Customer login page

2. After mobile banking authentication, OTP will be sent to the registered mobile number.
3. Enter the OTP and verify. OTP will be valid for 2 minutes.

Global IME Bank

Log In

OTP Verification

Please provide OTP sent to your registered mobile number.

OTP

One Time Password

Verify

Resend OTP After **1:26**

Figure 2: -OTP verification

4. After verification users will be redirected to the landing Dashboard.

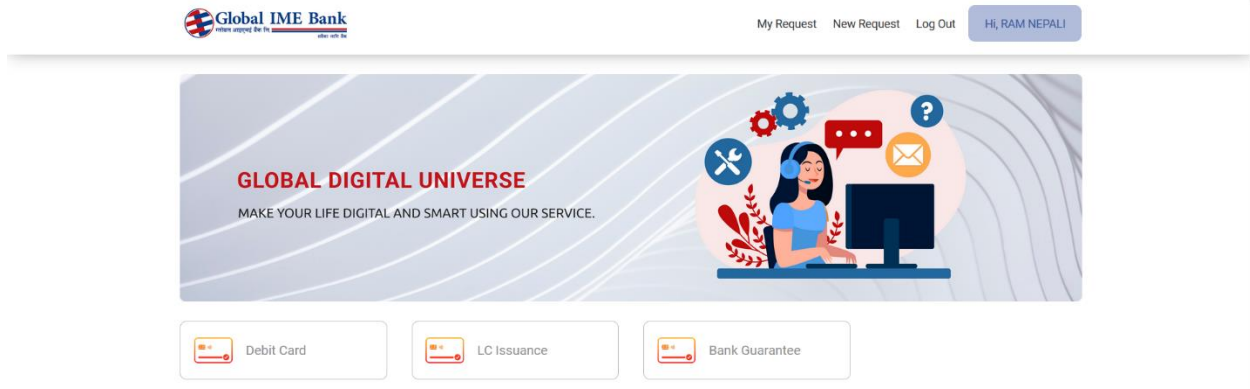


Figure3: -Dashboard

Bank Guarantee Application

1. Click on the Bank Guarantee

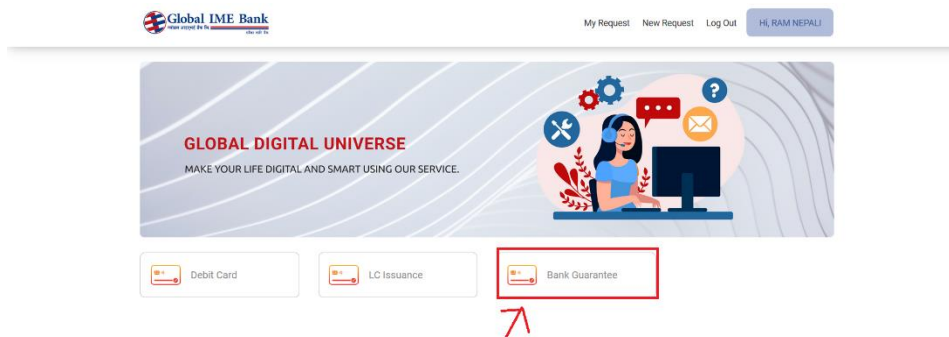


Figure 4: - Dashboard showing the BG guarantee

2. You will get the branch selection option and guarantee type

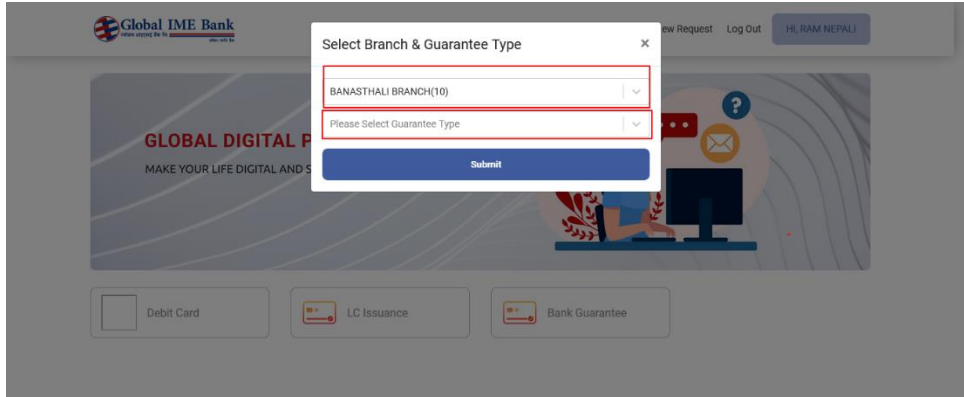


Figure 5: - Select branch and guarantee type for the BG form

3. Click on the submit button to proceed form
4. Fill in the form with the required credentials

Global IME Bank My Request New Request Log Out HI, RAM NEPALI

Please Fill The Form Go Back

Applying for branch : **BANASTHALI BRANCH(10)** Applying for Guarantee Type : **Performance Bond**

BG Form Centralized

GUARANTEE TO BE ISSUED -ON ACCOUNT OF (जमानत निवेदन व्यक्ति / फर्म / कम्पनीको नाम र ठेगाना)		NAME AND ADDRESS OF BENEFICIARY (हितधिकारीको नाम र ठेगाना)	
Company Name (कम्पनीको नाम) <input type="text"/>		Beneficiary Name (हितधिकारीको नाम) <input type="text"/>	
Company Address (कम्पनीको ठेगाना) <input type="text"/>		Beneficiary Address (हितधिकारीको ठेगाना) <input type="text"/>	
CURRENCY & AMOUNT (मुद्रा र रकम)		TYPE OF GUARANTEE (जमानतको प्रकार)	
Currency (मुद्रा) <input type="text" value="Select Currency"/>	Amount In Figures (नेकमा रकम) <input type="text"/>	Selected Guarantee Type <input type="text" value="Performance Bond"/>	
Amount In Words (शब्दमा रकम) <input type="text"/>		CLAIM VALIDITY (दाँवको अवधि)	
VALIDITY(MM/DD/YYYY) IN GEORGIAN CALENDAR (मान्य अवधि:महिना/दिन/सन्) ईस्वी सन्)		Claim Validity (दाँवको अवधि)	
From (सँ) <input type="radio"/> <input type="text" value="mm / dd / yyyy"/>	Till (सम्म) <input type="radio"/> <input type="text" value="mm / dd / yyyy"/>	<input type="radio"/> <input type="text" value="mm / dd / yyyy"/>	
Validity Period (मायसता अवधि)		<input type="radio"/> <input type="text" value="mm / dd / yyyy"/>	
<input type="radio"/> <input type="text" value="Days"/> From		<input type="radio"/> <input type="text" value="Days"/> From Expiry Date	
<input type="radio"/> Date Of Issuance		Claim Expiry Date <input type="text" value="mm / dd / yyyy"/>	
Expiry Date <input type="text" value="mm / dd / yyyy"/>		Contract Number (केका नं) <input type="text"/>	
Purpose of Guarantee(जमानतको उद्देश्य) <input type="text"/>		Contract Number (केका नं) <input type="text"/>	
Format Attached (दाँव संलग्न) <input type="radio"/> Yes(हाँ) <input type="radio"/> No(नेै)		<input type="checkbox"/> Other enclosed Documents(अन्य संलग्न कागजहरू)	
PLEASE HANDOVER THE ORIGINAL GUARANTEE TO (कृपया मूल जमानतको हस्तान्तरण गर्नुहोस्)			

- In case of counter guarantee, please select “Yes” in “Is this bank guarantee to be issued on behalf of JV or third party?”, which will open counter guarantee indemnity form as well.

The screenshot shows a web form for issuing a Bank Guarantee (BG). At the top, there are two input fields: 'Name(नाम)' and 'Having Specimen Signature / ID ref (दर्तासंज्ञा नमूना र परिचा पत्र नं.)'. Below these is a grey box with the text: 'PLEASE DEBIT OUR FOLLOWING ACCOUNT FOR NECESSARY MARGIN AND CHARGES. (कृपया आवश्यक मार्गिन र बुटकहरूको लागि हाम्रो निम्न खाता डेबिट गर्नुहोस्)'. A text box contains the number '1111111111'. Another grey box states: 'IN CASE APPLICATION IS FOR COUNTER GUARANTEE (एदी जमानतको आवेदन काउन्टर जमानतको लागि भएमा)'. Below this are two columns of text: 'Charges - other than GIBL (सुकाचर - विभाषित देखि छुट्टै)' with radio buttons for 'Applicant(आवेदक)' and 'Beneficiary(हियाधिकारी)', and 'Claim Period for corresponding bank(संबन्धित बैंकहरूको लागि दाबी अवधि)'. A date input field shows 'mm / dd / yyyy'. A large block of text explains the terms of the guarantee, mentioning the Uniform Rules for Demand Guarantee (URDG) and the Government of Nepal. At the bottom, there are three input fields: 'Name Of the Firm/Company (फर्म/कम्पनीको नाम)', 'Enter Your Pan Number(प्यान नम्बर)', and 'Seal Of the Firm/Company(फर्म/कम्पनीको छाप)'. To the right of these is a red box with the question 'Is the Bank Guarantee to be issued on behalf of 3rd party or JV?' and radio buttons for 'Yes' and 'No'. At the very bottom are two buttons: 'Submit' and 'Save as draft'.

Figure 6: - BG form

- Submit the form after completing the filling forms

This is a close-up screenshot of the bottom portion of the BG form. It shows the 'Name Of the Firm/Company', 'Enter Your Pan Number', and 'Seal Of the Firm/Company' input fields. To the right is the red box with the question 'Is the Bank Guarantee to be issued on behalf of 3rd party or JV?' and 'Yes'/'No' radio buttons. A red box highlights the 'Submit' button, with three red arrows pointing to it from the left.

Figure 7: - BG form showing submit

My request: -

1. Click on 'my request' to view the request of an individual

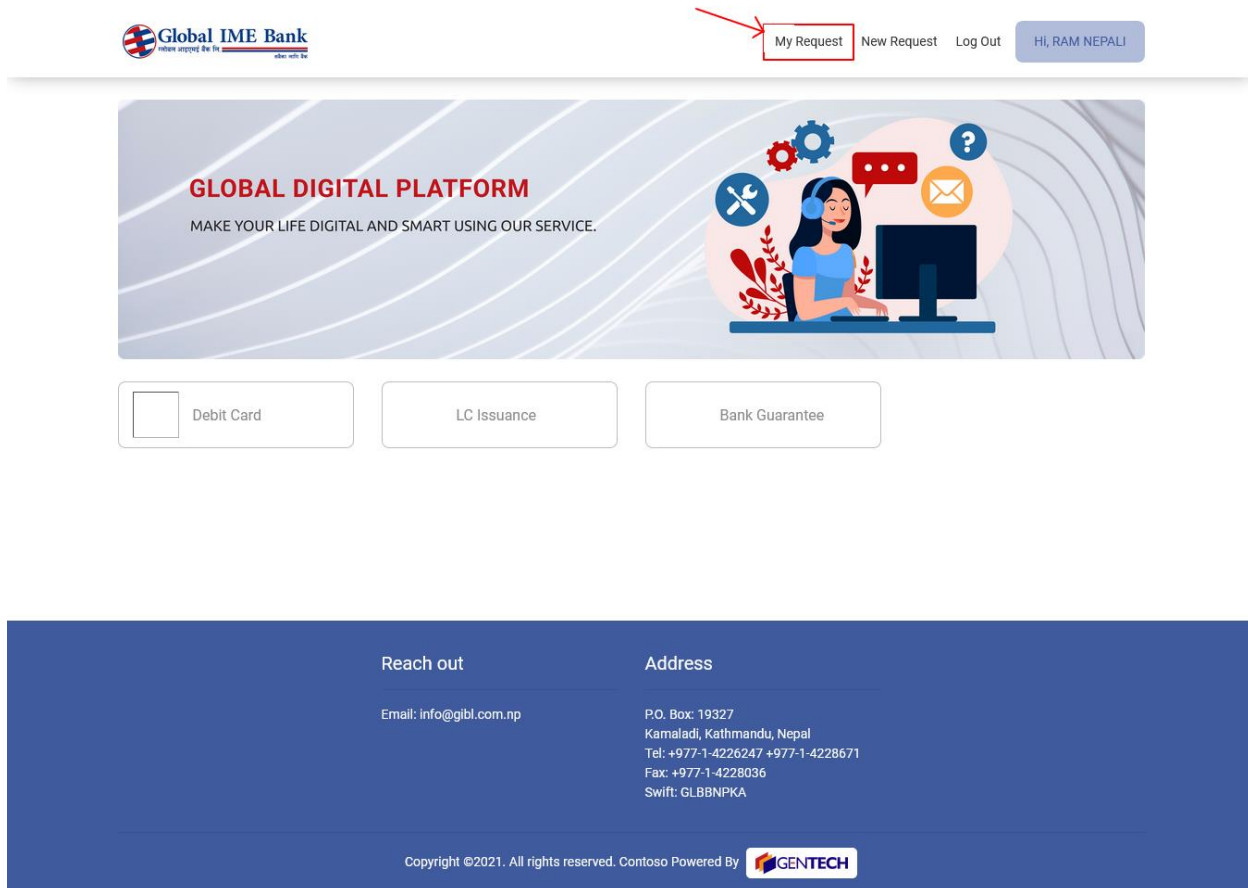


Figure 8: - Dashboard showing the My request

On this page you will get access to all the “Request” status like Pending, Processing, Returned, Completed, Draft and Closed Status.

⋮ Pending 13
🔄 Processing 6
📄 Returned
✅ Completed 2
🔒 Closed
🔄 Drafts 3

S.N.	Request Name	Request ID	Requested Date	Action
1	LC Form Decentralized-2	Id : 06152022-4	June 15, 2022	Detail
2	LC Form Decentralized-1	Id : 06152022-3	June 15, 2022	Detail
3	LC Form Decentralized	Id : 06132022-1	June 13, 2022	Detail
4	Card Re-issue	Id : 06082022-9	June 8, 2022	Detail
5	LC Form Centralized-2	Id : 06082022-1	June 8, 2022	Detail
6	LC Form Centralized	Id : 06032022-1	June 3, 2022	Detail

<p>Reach out</p> <p>Email: info@gibl.com.np</p>	<p>Address</p> <p>P.O. Box: 19327 Kamaladi, Kathmandu, Nepal Tel: +977-1-4226247 +977-1-4228671 Fax: +977-1-4228036 Swift: GLBBNPKA</p>
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Figure 9: - customer's request tab showing different requests status

Pending status: -

The requests sent by the customer, which have not been picked by the bank for processing yet are shown in the pending tab.

Processing Status: -

The requests picked and forwarded for processing are shown in the processing tab.

Returned status: -

The request submitted by the customer is returned from the bank side due to various reasons.

1. The returned status can be viewed by clicking on the "Returned".
2. After you view the returned request, you have the option to "View" the previously filled data and you can also "Edit" the data by clicking on the "Edit".
3. After you edit the data, you can click on the "Submit" button to submit the request.
4. You also have an option to simply "Reply" to the returned requests if every data is filled in correctly and there is nothing to change in the data provided.

Completed status: -

Requests that are approved by the bank are shown in this tab.

Draft status: -

The requests that are "saved as draft" by the customer

1. You can also "Delete" the draft request by clicking on the "Delete" button.
 - After clicking on the button, a confirmation box will appear and the data will be deleted if "Confirm" is clicked.

Closed status: -

In closed status, the bank permanently closed the requests. customer cannot perform any action after the bank closed the request.