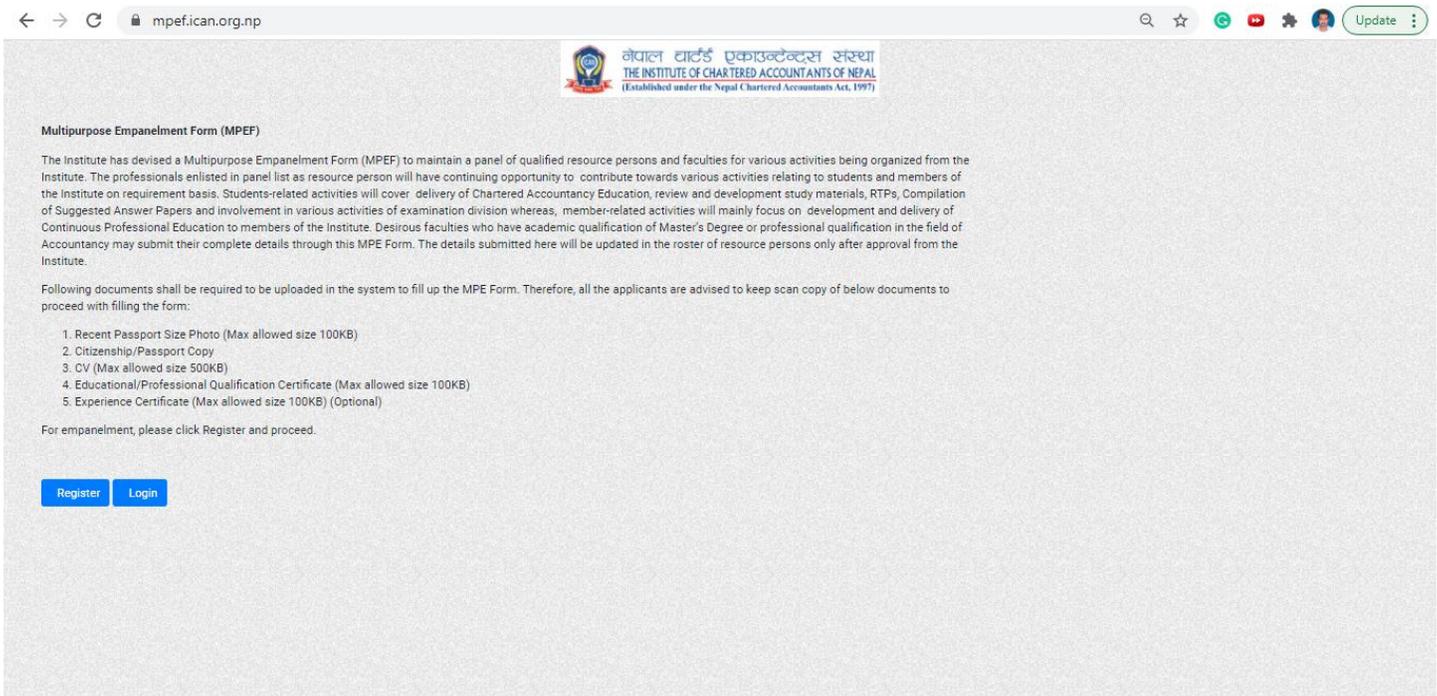


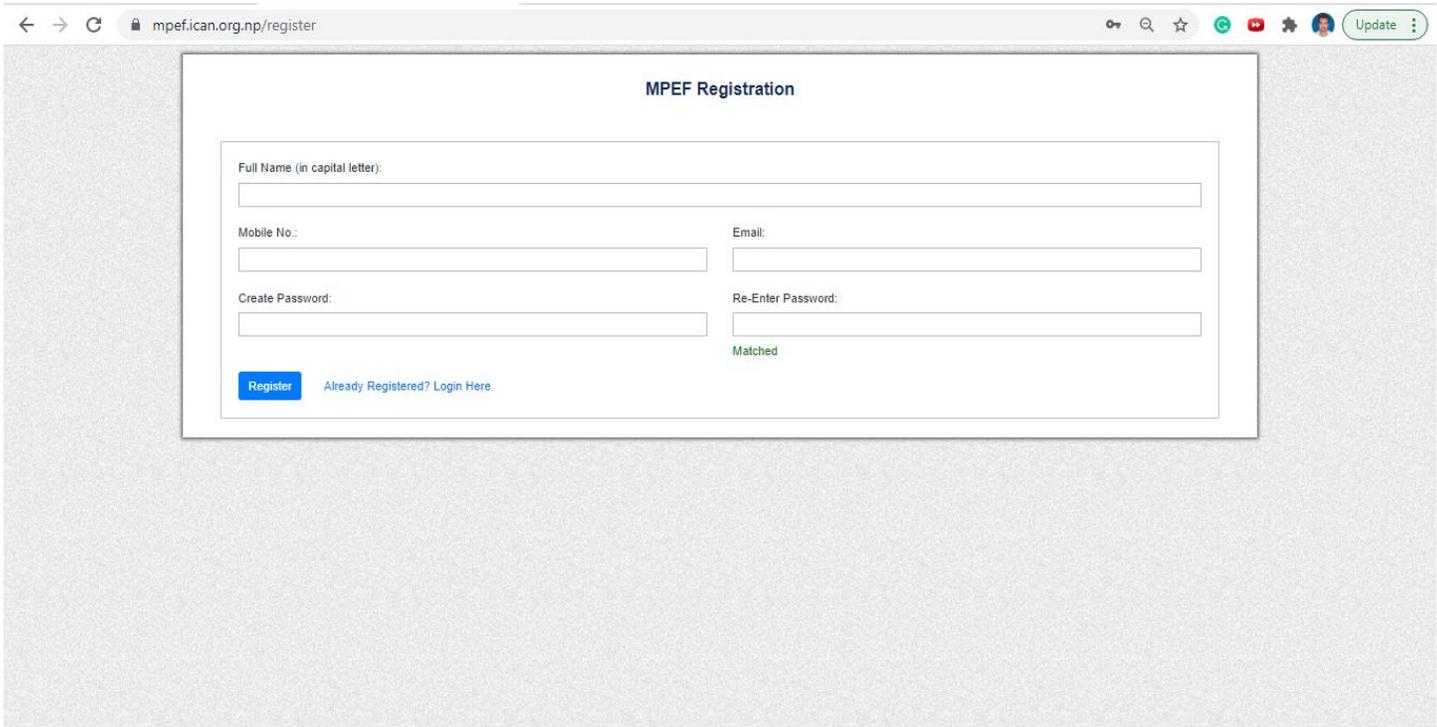
MULTI PURPOSE EMPANELMENT FORM (MPEF) – USER GUIDE

1. Go to MPEF in ICAN Website or <https://mpef.ican.org.np/>, read the information provided there and click “Register” for the first-time entry.



The screenshot shows the homepage of the Multipurpose Empanelment Form (MPEF) on the ICAN website. The page features the ICAN logo and name in Nepali and English. Below the header, there is a section titled "Multipurpose Empanelment Form (MPEF)" with a detailed description of the form's purpose and the requirements for registration. A list of documents to be uploaded is provided, including a recent passport size photo, citizenship/passport copy, CV, educational/professional qualification certificate, and an optional experience certificate. At the bottom of the page, there are two buttons: "Register" and "Login".

2. Provide your Full Name, Mobile Number and Email Address and create a password and Click Register. You need to remember password for future reference.



The screenshot shows the "MPEF Registration" form on the ICAN website. The form is titled "MPEF Registration" and contains the following fields:

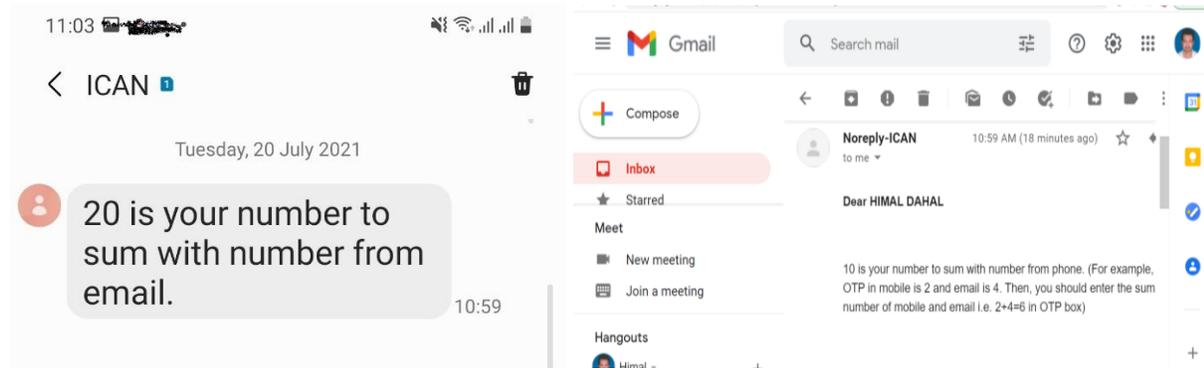
- Full Name (in capital letter):
- Mobile No.:
- Email:
- Create Password:
- Re-Enter Password:

Below the password fields, there is a "Matched" status indicator. At the bottom of the form, there is a "Register" button and a link that says "Already Registered? Login Here".

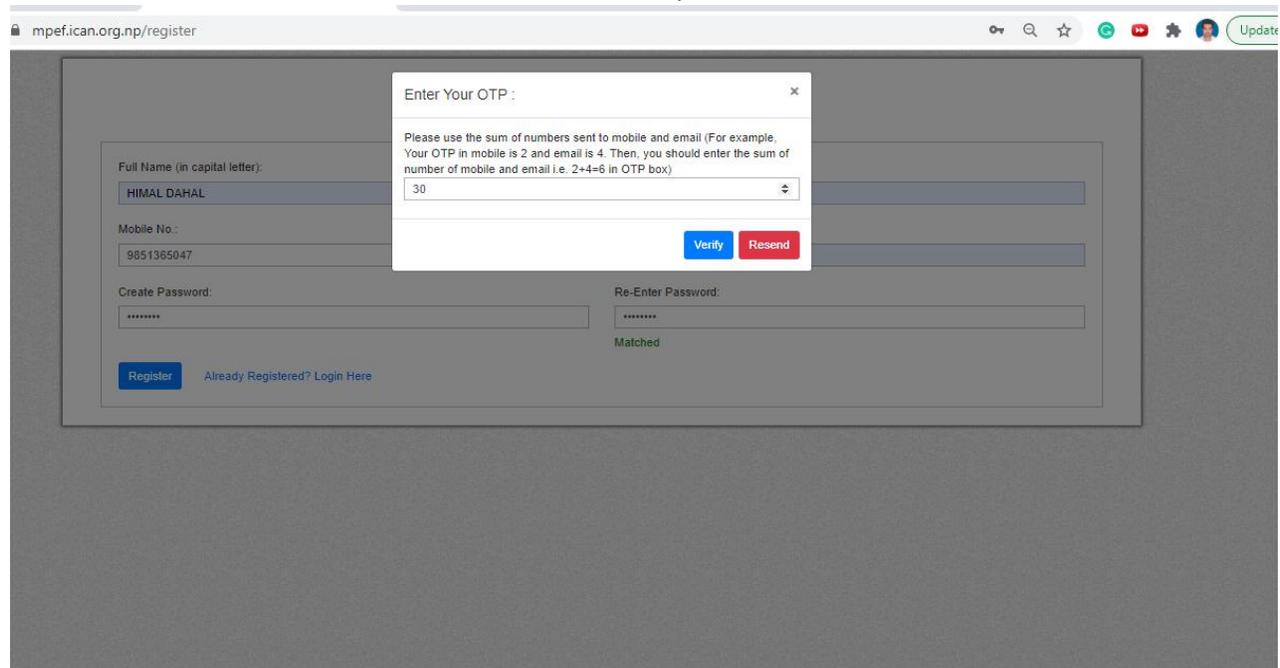
3. Once you register, One Time Password (OTP) will be sent to your mobile number and email address, you need to put the add (sum) of numbers you have received in both mobile number and email address and proceed.

(Note- Check all the folders of email including promotion, spam and junk. If you still don't get OTP, then you can press the button "Resend" it and proceed.)

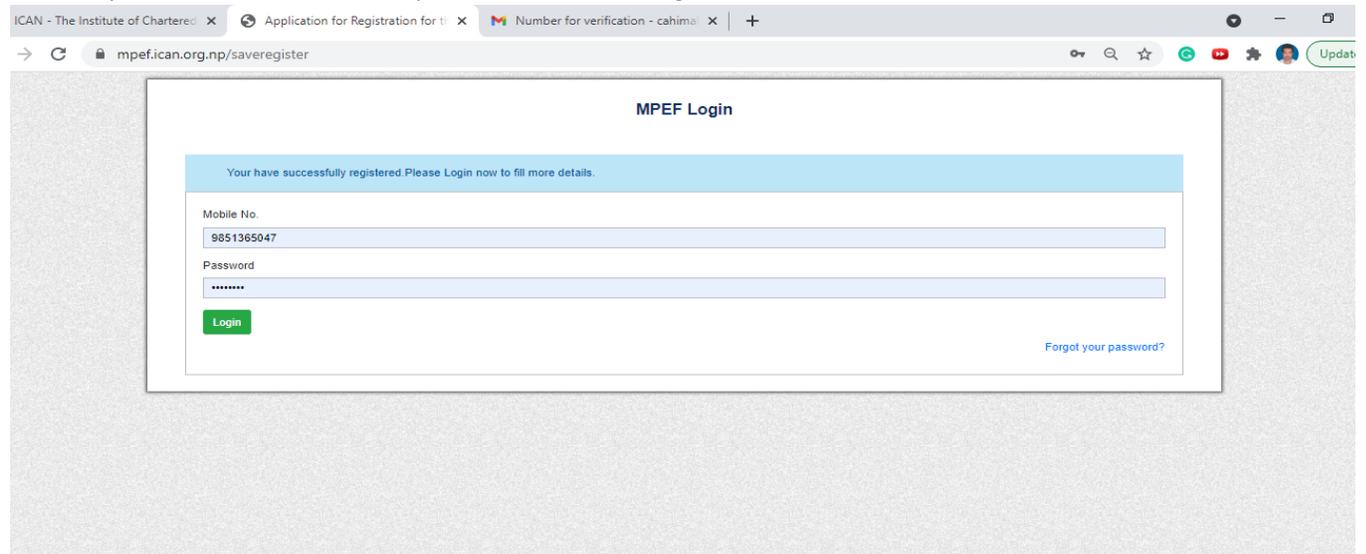
Let's see an example – OTP in mobile number is 20
OTP in email address is 10



Enter the number $20+10=30$ in check box and click verify.



4. Provide your mobile number and password and click Login.



5. General Information:

Provide your ICAN Membership Number (If you are ICAN Member) otherwise leave blank, provide your address, alternative mobile number and email address (optional), recent photo, citizenship certificate or passport and Curriculum Vitae (CV) and Click 'Save & Next'.

The screenshot shows a web browser window with the URL mpef.ican.org.np/form. The page header includes the logo of The Institute of Chartered Accountants of Nepal (Established under the Nepal Chartered Accountants Act, 1997) and the title "Multipurpose Empanelment Form". The form is divided into three tabs: "GENERAL INFORMATION" (selected), "QUALIFICATION / CERTIFICATION / EXPERIENCE", and "AREA OF ASSIGNMENT".

The "GENERAL INFORMATION" section contains the following fields:

- Full Name (in capital letter)*: HIMAL DAHAL
- ICAN Membership No. (For ICAN Members Only): [Empty]
- Date of Enrollment (For ICAN Members Only): mm/dd/yyyy [Empty]
- Correspondence Address:
 - Address *: [Empty]
 - Mobile No. *: 9851365047
 - Alternative Mobile No. : optional
 - Email *: cahimaldahal@gmail.com
 - Alternative Email: optional
- Please upload your Recent Photo *: [Upload icon]
- Citizen Certificate/ Passport *: [Upload icon]
- CV *: Choose File | No file chosen

Note:
1. Supported format:*.jpeg
2. Maximum allowed size: 100KB.

At the bottom of the form, there is a blue button labeled "Save & Next".

6. Qualification/Certification/Experience:

- A. **Highest Qualification;** It is mandatory field, firstly you can select either Academic or Professional qualification. For supporting document, you can use transcript or mark-sheet or certificate of highest qualification. Click Add and you can add another highest qualification i.e., if you have selected professional qualification first then you can select academic qualification and fill the required fields and click Add again. All added qualifications will display on the page, you can edit or delete them for correction if necessary.
- B. **Certification;** it is an optional field, you need to provide details if your certification courses are relevant for the areas of assignment you are interested for, you can provide certification details of relevant subject and click Add. You can also provide multiple certifications details by individual entries and click Add every time. All added qualifications will display on the page, you can edit or delete them for correction if necessary.
- C. **Experience;** it is an optional field, you need to provide details if your experiences are relevant for the areas of assignment you are interested for, you can provide detail of experience with related supporting documents i.e. Job offer or experience letter for job holders, firm registration documents or other registration documents for practioners and freelancers, book cover page or article page for writers etc. You can also provide multiple experiences details by individual entries and click Add every time. All added qualifications will display on the page, you can edit or delete them for correction if necessary.

mpéf.ican.org.np/save-experience

Established under the Nepal Chartered Accountants Act, 1992

Multipurpose Empanelment Form

GENERAL INFORMATION | **QUALIFICATION / CERTIFICATION / EXPERIENCE** | AREA OF ASSIGNMENT

Highest Qualification:

Type: Qualification: Specify if Others: University/Institute:

Specialization: Year: Upload Supporting Document: No file chosen

Type	Name	Year	Institute	Specialization	Qualification Image	Action
Academic	Masters	2021	TU	Finance		<input type="button" value="E"/> <input type="button" value="D"/>

Certification Courses:

Subject: Certifying Institute: Duration:

Year: Upload Certificate: No file chosen

Subject	Certifying Institute	Duration	Year	Certification Image	Action
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Experience:

Please provide relevant information only about the subject of your interest you are applying for. You can mention all other experiences in your CV.

Type: Experience Detail: Official/Institute Name:

Period: Major Responsibilities:

Upload Supporting Document: No file chosen

7. Area of Assignment:

Provide the area of assignment of your interest to work with ICAN. You can select all assignments you are interested irrespective of students' education, examination or member's activities. However, your selection should match with your qualification, certifications or experiences you have provided in the form.

A. **Students;** Select individual level, subject and category for the assignment of interest. However, you can add multiple areas of assignments and click Add. You can also provide multiple areas of interest of multiple level, subjects and categories by individual entry and click Add every time. All added details will display on the page, you can edit or delete them for correction if necessary.

eg. If you are interested to be a faculty of Accounting and Law of CAP I and CAP II level for Study Material Development and conducting Live/Recorded Classes and answer paper evaluation; you need to add details separately for level, subject, category and areas of assignment. Further, i.e. you need to

Select CAP I > Fundamentals of Accounting > CA Students – Education > Study Material Update and Development, Conduct live/recorded classes. Click Add.

Then select CAP I > Mercantile Laws > CA Students – Education > Study Material Update and Development, Conduct live/recorded classes. Click Add.

Then select CAP II > Advanced Accounting > CA Students – Education > Study Material Update and Development, Conduct live/recorded classes. Click Add.

Then select CAP II > Corporate and Other Laws > CA Students – Education > Study Material Update and Development, Conduct live/recorded classes. Click Add.

Select CAP I > Fundamentals of Accounting > CA Students – Examination > Answer Paper Evaluation. Click Add.

Then select CAP I > Mercantile Laws > CA Students – Education > Answer Paper Evaluation. Click Add.

Then select CAP II > Advanced Accounting > CA Students – Education > Answer Paper Evaluation. Click Add.

Then select CAP II > Corporate and Other laws > CA Students – Education > Answer Paper Evaluation. Click Add.

B. **Members;**

C. Select individual subject and areas of assignment and click Add. All added details will display on the page, you can edit or delete them for correction if necessary.

Eg. If you are interested to be a faculty of NFRS and NSA for CPE training and preparation of CPE materials, then

Select NFRS/IFRS/NAS/IAS > Online/Physical CPE Training, Preparation of CPE Materials. Click Add.

Select NSA/ISA > Online/Physical CPE Training, Preparation of CPE Materials. Click Add.

The screenshot shows the 'Multipurpose Empanelment Form' (MPEF) interface. The form is titled 'Multipurpose Empanelment Form' and is established under the Nepal Chartered Accountants Act, 1997. It has three tabs: 'GENERAL INFORMATION', 'QUALIFICATION / CERTIFICATION / EXPERIENCE', and 'AREA OF ASSIGNMENT'. The 'AREA OF ASSIGNMENT' tab is active. Under 'Students:', there are dropdown menus for 'Level *', 'Subject *', and 'Category *', all showing 'Please select'. Below these is a dropdown for 'Area of Assignment *' with the note '(You can select multiple assignment at a time)' and 'Nothing selected'. A blue '+ADD' button is present. Below is a table with columns: Level, Subject, Category, Area of Assignment, and Action. Under 'Members:', there are dropdowns for 'Subject *' (showing 'Please select') and 'Area of Assignment *' (showing 'Nothing selected') with the same note. A blue '+ADD' button is present. Below is a table with columns: Subject, Area of Assignments, and Actions. A red 'Submit' button is at the bottom right.

8. Final Submit:

Click Submit to final Submit the form. After submission your documents and information will be verified and decision regarding approval and rejection of MPEF. If your form is rejected, then you need to resubmit the form by providing the details mentioned in your email for rejection.

Disclaimer:

- Multi-Purpose Empanelment Form (MPEF) is for empanelment of faculties in the roster of resource person of ICAN and does not guarantee the assignment shall be allocated on the basis of approval of empanelment.
- Approved faculties will be called for their interest or proposals for assignment on required basis only.
- Approved faculties may be asked for additional information and documents, if necessary.
- Faculties may be rejected on not providing required/relevant information.