

चेक ट्रान्सफर सेवा प्रयोगकर्ता मार्गदर्शन || Cheque Transfer Service User Instructions

चेक ट्रान्सफर सेवा सम्बन्धि जानकारी / Information on Cheque Transfer Service

1. यस सेवामा आवद्ध हुनको लागि ईच्छुक सहकारी संघ/संस्थाले कारोबार गर्ने यस बैंकको शाखा कार्यालयबाट इन्टरनेट बैंकिंग सेवा लिई चेक ट्रान्सफर सेवा लिने फारम भरि सोही शाखामा बुझाउनुपर्नेछ । आवेदन फारमको लागि कृपया यस लिंकमा क्लिक गर्नुहोस ।

To utilize this service, interested co-operative must be enrolled in internet banking service and must fill out the form for enrolling in Cheque Transfer Service with the associated branch. [Please click here to access the enrollment form.](#)

2. सेवा लिए पश्चात सम्बन्धित सहकारी संघ/संस्थाले यस बैंकमा राखेको निक्षेप रकमलाई अन्य बैंक तथा वित्तीय संस्थामा रहेको आफ्नो खातामा कुनैपनि स्थानबाट कार्यालय समयमा रकमान्तर गर्न सक्नुहुनेछ ।

Enrolled co-operative can then transfer funds maintained in this bank to other banks or financial institutions where they maintain an account in the co-operative's name.

3. यो सेवा लिई सहकारी संघ/संस्थाले एक पटकमा रु १ लाख देखि रु १ करोड सम्म र दिनमा तिन पटक सम्म रकम स्थानान्तरण गर्न सक्नुहुनेछ । तथापी, एक दिनको जम्मा कारोबार सिमा रु २ करोड मात्र हुनेछ ।

Enrolled co-operative can transfer funds ranging from NPR 1 lakh to NPR 1 crore at a time and up to three times a day. However, only a total amount of NPR 2 crore can be transacted in a day.

4. कारोबार समय निम्नानुसार रहने छ :

- आइतबार देखि विहबार: विहान ११:०० बजे देखि अपरान्ह ३:०० बजे सम्म
- शुक्रबार: विहान ११:०० बजे देखि अपरान्ह १ बजे सम्म
- सार्वजनिक बिदा तथा केन्द्रीय कार्यालय बिदा रहेको दिन कारोबार हुने छैन

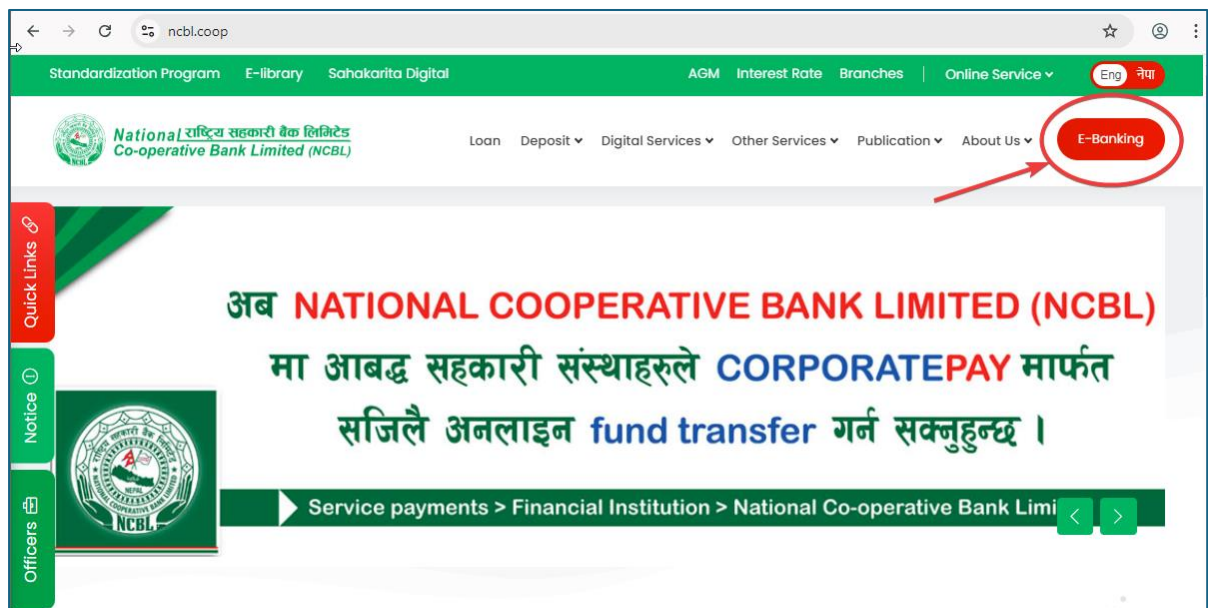
The transaction hours will be as follows:

- Sunday to Thursday: 11:00 AM to 3:00 PM
- Friday: 11:00 AM to 1:00 PM
- On public holidays and holidays affecting Head Office, transactions will not be processed

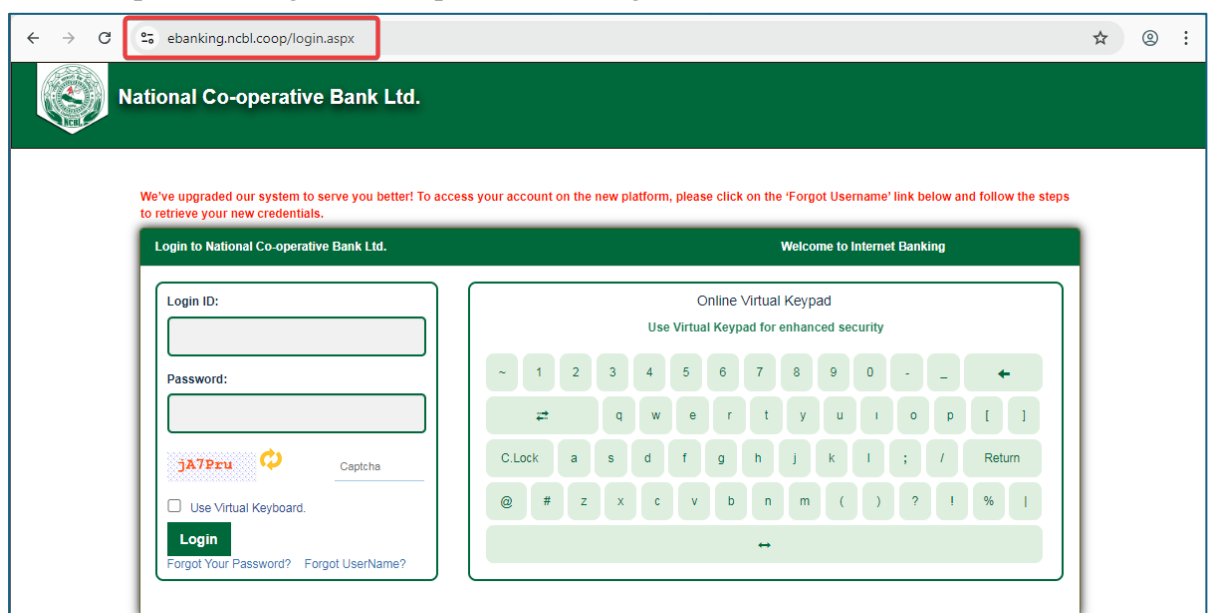
चेक ट्रान्सफर सेवा प्रयोग गर्ने प्रकृया / Cheque Transfer Service Usage Instructions

1. यस बैंकको वेबसाइट (www.ncbl.coop) माफत E-Banking मेनुमा क्लिक गर्नुहोस वा <https://ebanking.ncbl.coop> मा जानुहोस । इन्टरनेट बैंकिंगको लागि कृपया गुगल क्रोम वा माइक्रोसफ्ट एज ब्राउजर प्रयोग गर्नुहोस ।

Go to the E-Banking via the bank's website (www.ncbl.coop) or through the direct link (<https://ebanking.ncbl.coop>). Please use Google Chrome or Microsoft Edge browser when accessing internet banking.



2. इन्टरनेट बैंकिंगको पोर्टलमा, उपलब्ध गराईएको लग-ईन आइडी र पासवर्ड प्रविष्ट गर्नुहोस ।
Enter the provided login ID and password to login.



3. लग ईन गरेपछि 'Transfers' मेनुमा क्लिक गर्नुहोस ।

Click on 'Transfers' menu.

The screenshot shows the National Co-operative Bank Ltd. website interface. The top navigation bar includes 'Account', 'Request', 'Request Status', 'Enquiry', and 'Transfers'. The 'Transfers' menu item is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a section for 'Account Details' with a table listing account information.

| Account Number | Account Type | Branch Name | Balance |
|----------------|-------------------|----------------|--------------|
| 00018 | RECURRING DEPOSIT | Itahari Branch | Show Balance |
| 00041 | SAVING DEPOSIT | Itahari Branch | Show Balance |

4. 'Inter-Bank Transfers' मेनुमा क्लिक गरि 'Add Beneficiary' बटनमा क्लिक गर्नुहोस । सो पश्चात तल 'Register Beneficiary' मा विवरणहरु भरि 'Register' मा क्लिक गर्नुहोस । कृपया विवरण भर्दा तपाईंको संस्थाले अन्य बैंकमा तथा वित्तीय संस्थामा संचालन गरेको खातामा रहेकै नाम र खाता नम्बर भर्नुहोस ।

Click on 'Inter-Bank Transfers' and then click on 'Add Beneficiary' to add a new beneficiary. Fill in the beneficiary details below and then click on 'Register'. Please ensure to fill in the details as per the records in account maintained at the beneficiary bank/financial institution.

The screenshot shows the National Co-operative Bank Ltd. website interface. The top navigation bar includes 'Account', 'Request', 'Request Status', 'Enquiry', and 'Transfers'. The 'Transfers' menu is selected, and the 'Inter-Bank Transfers' sub-menu is highlighted with a red box and the number 1. The 'Add Beneficiary' option is selected with a radio button and highlighted with a red box and the number 2. Below this, the 'Register Beneficiary' form is shown with the following details: Name: BACHAT TATHA RIN SAHAKARI SANSTHA, Account Number: 005800100653, and Routing Number: BACHAT - NIMB. The 'Register' button is highlighted with a red box and the number 4.

5. Beneficiary सफलतापूर्वक रजिस्टर भएको यकीन गर्नुहोस ।

A successful confirmation message is then shown.

The screenshot shows the National Co-operative Bank Ltd. website interface. The user is logged in as BACHAT TATHA RIN SAHAKARI SANSTHA LIMITED. The 'Transfers' menu is active. A message box displays: "Inter Bank Beneficiary registered successfully and your Beneficiary ID is [193]". Below the message, there are options for "Intra-Bank Transfers" and "Inter-Bank Transfers", with "Add Beneficiary" selected under the "Inter-Bank Transfers" section.

6. यस पश्चात पुनः 'Inter-Bank Transfers' मेनु मा क्लिक गरि 'Confirm Beneficiary' मा क्लिक गर्नुहोस । अघि भरिएको विवरण देखाइनेछ र सो विवरण पुष्टि गर्नको लागि 'Select' मा क्लिक गर्नुहोस ।

After adding beneficiary, go to 'Inter-Bank Transfers' again and then click on 'Confirm Beneficiary'. Details previously filled will be shown and to confirm the details click on 'Select'.

The screenshot shows the National Co-operative Bank Ltd. website interface. The user is logged in as BACHAT TATHA RIN SAHAKARI SANSTHA LIMITED. The 'Transfers' menu is active. The 'Inter-Bank Transfers' section is selected, and the 'Confirm Beneficiary' option is chosen. Below this, a table displays the beneficiary details: "bachat tatha rin sahakari sanstha limited" and "005800100653". A "Select" button is visible next to the account number, indicating the final confirmation step.

7. देखाइएका विवरणहरू सही रहेको यकीन गर्नुहोस र 'Next' मा क्लिक गर्नुहोस ।

Verify the details shown and then click on 'Next'.

National Co-operative Bank Ltd. Welcome: BACHAT TATHA RIN SAHAKARI SANSTHA LIMITED Last Login: 12/03/2026 15:57:44 PM Logout

Account Request Request Status Enquiry Transfers

Intra-Bank Transfers Inter-Bank Transfers

1 Inter-Bank Transfers

Inter-Bank Transfers

Add Beneficiary

Confirm Beneficiary 2

Make Payment

Delete Beneficiary

Confirm Beneficiary

Beneficiary Name:* BACHAT TATHA RIN SAHAKARI SANSTHA |

Beneficiary Account Number:* 005800100653

Routing Number:* BACHAT - NIMB

3 Next Back

8. Confirmation को लागि बैंकको आधिकारिक इमेलमार्फत रजिस्टर्ड इमेल आइडीमा OTP को इमेल प्राप्त गर्नुहुनेछ । प्राप्त OTP भरेर 'Confirm' मा क्लिक गर्नुहोस ।

You will receive an OTP email for confirmation. Fill in the received OTP and then click on 'Confirm'.

National Co-operative Bank Ltd. Welcome: BACHAT TATHA RIN SAHAKARI SANSTHA LIMITED Last Login: 12/03/2026 15:57:44 PM Logout

Account Request Request Status Enquiry Transfers

Intra-Bank Transfers Inter-Bank Transfers

Inter-Bank Transfers

OTP sent on registered email Id.b*****@

Inter-Bank Transfers

Add Beneficiary

Confirm Beneficiary

Make Payment

Delete Beneficiary

Confirm Beneficiary

Enter OTP:* 728301 Resend OTP

Confirm Back

9. Confirmation भए पश्चात, चेक ट्रान्सफर सम्बन्धी कार्य सुरु गर्न सक्नुहुनेछ । सोको लागि माथि को 'Request' मेनुमा क्लिक गरि 'Cheque Clearing Request' मा क्लिक गर्नुहोस ।

After successful confirmation, you can now proceed for cheque transfer request submission. To do so, click on the 'Request' menu at the top and then click on 'Cheque Clearing Request'.

The screenshot shows the National Co-operative Bank Ltd. web interface. The top navigation bar includes 'Account', 'Request', 'Request Status', 'Enquiry', and 'Transfers'. The 'Request' menu is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, there is a sidebar with options: 'Cheque Book', 'Stop Payment', and 'Cheque Clearing Request'. The 'Cheque Clearing Request' option is highlighted with a red box and a red circle containing the number '2'. The main content area displays 'Account Details' with a table showing account information.

| Account Number | Account Type | Branch Name | Balance |
|----------------|----------------|----------------|--------------|
| 300041 | SAVING DEPOSIT | Itahari Branch | Show Balance |

Below the table, there is a section for 'Cheque Book Details' with a form to enter the number of leaves for a cheque book. The account number is displayed as 30041 - NCBL Premium Saving.

10. a. अब एउटा सबमिशन फारम देखिनेछ । सबमिशन फारममा चार खण्डहरू रहेका छन् । पहिलो खण्ड – 'Account Details' मा खाताको विवरणहरू सूचीकृत हुनेछन् र सबै खाताहरू मध्ये रकमान्तरको लागि प्रयोग गरिने चेकसँग सम्बन्धित खाता चयन गर्नुहोस ।

You will now be shown a submission form to fill in. There are four sections in the form. In the first section – 'Account Details', select the account that is associated with the cheque you are submitting.

The screenshot shows the National Co-operative Bank Ltd. web interface. The top navigation bar includes 'Account', 'Request', 'Request Status', 'Enquiry', and 'Transfers'. The 'Request' menu is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, there is a sidebar with options: 'Cheque Book', 'Stop Payment', and 'Cheque Clearing Request'. The 'Cheque Clearing Request' option is highlighted with a red box and a red circle containing the number '1'. The main content area displays 'Account Details' with a table showing account information.

| Account Number | Account Type | Branch Name | Balance |
|----------------|-------------------|----------------|--------------|
| 00018 | RECURRING DEPOSIT | Itahari Branch | Show Balance |
| 300041 | SAVING DEPOSIT | Itahari Branch | Show Balance |
| 008 | FIXED DEPOSIT | Itahari Branch | Show Balance |
| 016 | FIXED DEPOSIT | Itahari Branch | Show Balance |
| 021 | FIXED DEPOSIT | Itahari Branch | Show Balance |

Below the table, there is a section for 'Cheque Details' with a form to enter the number of leaves for a cheque book. The account number is displayed as 30041 - NCBL Premium Saving.

10. b. दोस्रो खण्ड – ‘Cheque Details’ मा चेक नम्बर र चेकको रकम भर्नुहोस । चेक नम्बर ९ अंकको हुनुपर्नेछ । यदि, चेक नम्बर ९ अंक भन्दा कम रहेमा अगाडी शून्य थपेर भर्नुहोस । जस्तै, चेक नम्बर 936940 रहेमा, 000936940 भर्नुहोस ।

In the next section – ‘Cheque Details’, fill in the cheque number and cheque amount. Cheque number must be 9 characters long so, if your cheque number length is below 9, append zeroes at the beginning of the cheque number. e.g., for cheque number 936940, type in 000936940.

| Cheque Details | |
|-------------------|-----------------------------|
| Account From: | 00041 - NCBL Premium Saving |
| Account Name:* | BACHAT TATH |
| Cheque Number:* | 1 000936940 |
| Cheque Date:* | 16-Mar-2026 |
| Cheque Date Miti: | 2-12-2082 |
| Cheque Amount:* | 2 600000.00 |

10. c. तेस्रो खण्ड – ‘Beneficiary Details’ मा सर्वप्रथम रकमान्तर गर्न चाहनुभएको खाता चयन गर्नुहोस । सो खाता सम्बन्धित बैंक चयन गरि, बैंकको शाखा कार्यालयको नाम भर्नुहोस । अन्त्यमा, कारोबारको विवरण भर्नुहोस ।

In the next section – ‘Beneficiary Details’, select the beneficiary account you want to transfer the funds to. Then select the bank name of the concerned beneficiary and fill in the branch name. Finally, in ‘Transaction Details’, fill in the remarks regarding the transaction.

| Beneficiary Details | |
|----------------------|----------------------|
| Select Beneficiary:* | 1 005800100653 - |
| Bank:* | 2 NEPAL INVESTMENT N |
| Branch:* | 3 DHARAN |
| Account Name:* | BACHAT TATH |
| Account No:* | 005800100653 |
| Transaction Details: | 4 TRANSFER TO NIMB |

10. d. चौथो खण्ड – ‘Upload Cheque Details’ मा ट्रान्सफरको लागि खिचिएको चेकको अगाडी र पछाडीको भागको ईमेज फाईल अपलोड गर्नुहोस । हरेक ईमेज फाईल १०० केबी भन्दा सानो हुनुपर्छ । कृपया चेकमा भरिएको विवरणहरु सहि रहेको र छाप, हस्ताक्षर तथा समर्थन ठिक रहेको सुनिश्चित गर्नुहोस । सुनिश्चित गरे पश्चात चेक ट्रान्सफर अनुरोध गर्नको लागि ‘Submit’ मा क्लिक गर्नुहोस ।

In the next section – ‘Upload Cheque Details’, choose and upload the image files which you have prepared of the front and back side of the cheque. Please note that image files must be smaller than 100 KB in size. Also ensure that the details filled in are correct with appropriate stamp, signature and endorsement. Then, to initiate the cheque transfer request, click on ‘Submit’.

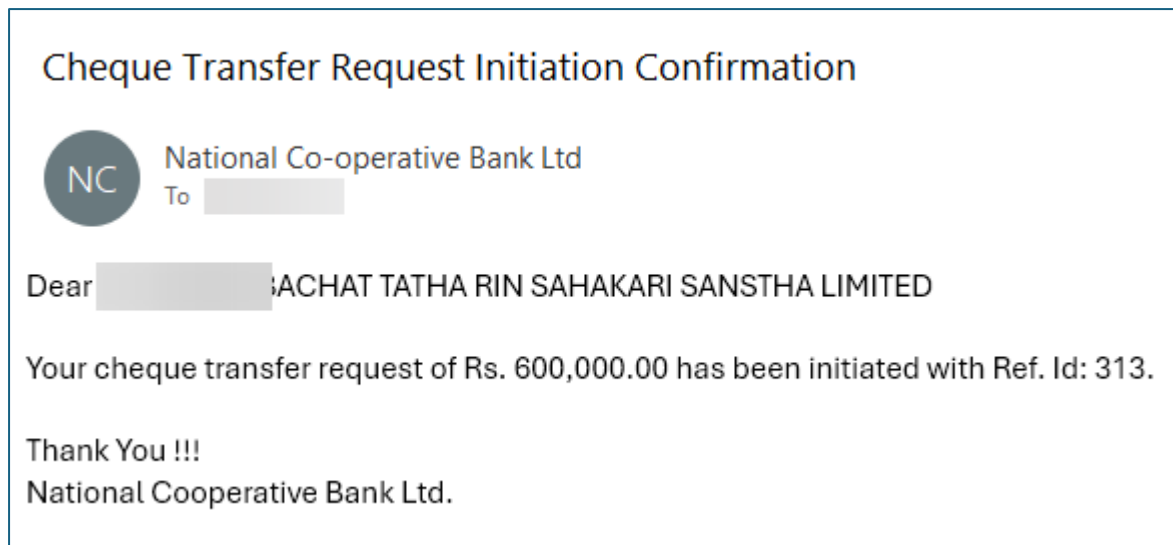
11. भरिएका सबै विवरणहरु सहि रहेमा, ‘Submitted Successfully’ भन्ने सन्देश देखिनेछ ।

Successful confirmation of the request is then shown if the details filled in are correct.

| | Account Number | Account Type | Branch Name | Balance |
|----------------------------------|----------------|-------------------|----------------|--------------|
| <input type="radio"/> | 0018 | RECURRING DEPOSIT | Itahari Branch | Show Balance |
| <input checked="" type="radio"/> | 0041 | SAVING DEPOSIT | Itahari Branch | Show Balance |

12. Confirmation को जानकारी रजिस्टर्ड ईमेल आइडीमा पनि प्राप्त हुनेछ ।

You will also receive confirmation in your registered email ID.



13. तपाईंले गर्नुभएको चेक ट्रान्सफरको अनुरोधलाई बैंकले चेकजाँच गरी आवश्यक प्रकृया अधि बढाउने छ । चेक ट्रान्सफरको अनुरोध अनुसारको कार्य भए नभएको व्यहोराको जानकारी ईमेल मार्फत गराइनेछ ।

The bank will verify your request and process it accordingly. You will receive a notification if your request is either approved or rejected.