Nepal Rastra Bank
Monetary Management Department
Baluwatar, Kathmandu
Citizens Saving Bond Client End User Guide

Application URL/Link: https://obss.nrb.org.np/saving/

1. Landing Page or Home Page

As soon as the applicant clicks the given link, the following notice appears. The notice displays all the information regarding Citizen Saving Bond (CSB) that has been issued. The information contains serial number, maturity period, offered amount, interest rate, application opening date, application closing date, issue date, maturity date and date of publication of notice. In order to apply for the bond, the applicant must click on **Apply** button, which redirects the applicant to login page.

2. User Registration

The applicant must then, click on **Register New Account** for the online registration of the application. If the applicant has already registered, the applicant can simply login to proceed ahead. The online registration page is shown below:

Register Citizens Saving Bonds User

User Type	First Name	Middle Name	Last Name
--Select any one--	First Name	Middle Name	Last Name

पहिलो नाम(देवनागरीक) *	बीचको नाम(देवनागरीक)	थर (देवनागरीक) *
पहिलो नाम(देवनागरीक)	बीचको नाम(देवनागरीक)	थर (देवनागरीक)

District	Municipality	Ward No
--Select any one--	Select Municipality	Ward No

Citizenship No	Date Of Birth(BS) YYYY-MM-DD	Phone No
Citizenship No	YYYY-MM-DD	Phone No

Mobile No	Email Address	Temp Address
Mobile No	Email	Addresss

बुबाको पहिलो नाम	बुबाको मध्य नाम	बुबाको थर
बुबाको पहिलो नाम	बुबाको मध्य नाम	बुबाको थर

आमाको पहिलो नाम	आमाको मध्य नाम	आमाको थर
आमाको पहिलो नाम	आमाको मध्य नाम	आमाको थर

पति/पत्नीको पहिलो नाम	पति/पत्नीको मध्य नाम	पति/पत्नीको थर
जीवनसाथीको पहिलो नाम	जीवनसाथीको मध्य नाम	जीवनसाथीको थर

हजुरबुबाको पहिलो नाम	हजुरबुबा मध्य नाम	हजुरबुबाको थर
हजुरबुबाको पहिलो नाम	हजुरबुबा मध्य नाम	हजुरबुबाको थर

Username	Password	Confirm Password
@ User Name	Password	Confirm Password

Register

a) The applicant must duly fill all the information of the registration form.
b) All the information must be filled in the default language (English). But the Applicant's Name (Devnagari) must be filled in Nepali Unicode.
c) The applicant must first select **User Type** during registration. The applicant can select any of the following **User Type**:
  i.   **Normal** : If the applicant wishes to apply individually.
  ii. **Minor** : If the applicant wishes to apply on behalf of the minor.
  iii. **Joint Or/And**: If more than one applicant wishes to apply together.

d) If the applicant selects **User Type Minor**, then the applicant must fill in the nominee's details after the information of the minor is filled.

e) If the applicant selects **User Type Joint Or/And**, the applicant must fill in the details of all the custodian by using **Manage CSB Users** of the account.

3. Apply CSB

Once the registration is complete, the main page of the account of the applicant is displayed. This page displays all the information that the applicant has filled and also the notice regarding CSB that has been offered. The applicant can click on **Apply** button to apply CSB through this online account.

a) Click on **Apply** button on the notice. The following page appears:

b) Fill in the **Portfolio No** (if available), select the **Application Type** and **Bank Name** and then enter **Bank A/C Number**.

c) Fill in the **Amount** demanded and **Number of Certificates** of that amount.

d) Check the applied **Total Demanded Amount** and **Total Number of Certificates**.

e) If the applicant wishes to apply more, they can do so by, clicking on **Add More** button.

f) Once the amount to be applied is entered, read the Self Declaration Form, tick on **I Agree** and then select **Save** to submit the application.

g) The applicant can also click on **List Submitted Application** to check all the application that they have submitted.

4. Manage CSB User Members

a) If more than one applicant wishes to apply together, then they can do so by selecting User Type **Joint Or/And**. Once they have completed the registration process through this User Type, the system will ask for the registration of partner members. Applicant can also click on **Manage CSB User Members**, and then add the details of the partner members.

5. Upload Documents

a) Applicant must upload the copy of their Citizenship as well as all other documents required for the submission of application by clicking on **Manage Document** as shown below.

b) Applicant must attach these documents by clicking on **Choose File** and then click on **Upload** button.

c) Applicant can view the uploaded document by clicking on **Click Here to View** button or download it by clicking on **Download** button.

6. View Accepted/Submitted Application

Applicant can view all his/her submitted CSB with application process status by clicking on **Citizen Saving Bond** menu as shown below. They can enlist all the submitted application and all the accepted application by clicking on **All Submitted CSB** and **All Accepted CSB** button.

7. Change Password

Applicant can change their password by clicking on the setting button on the right top end of their account. By clicking on the **Change Password** button, the following page appears. Applicants can simply type the desired password and the click on **Change Password**.

8. Reset Password

If the applicant forgot their password, then they can reset their password by clicking on **Forget Password** on the **Log In** Page. They can either type their registered Username or their Email address to reset the password. The system then sends the link to reset the password to their registered email address.