

GUIDELINE TO USE ONLINE MOTOR VEHICLE MODULE

1. URL Address is <https://eregistry.govmu.org/>

The following login screen will be displayed



2. If user does not have a login: click on Request Account. All fields to be filled in. User creates his Username and Password.
3. Click on SAVE
4. To refer to 'How to reset password and Activate Account' – on website registrar.govmu.org. click on Online Services,
5. On successful login on eregistry online, the following screen will be displayed:

You can submit online 24/7.
Payment Methods:
Counter - Please call at the counter of the Registrar-General's Department, 6th Floor, Emmanuel Anquetil Building, Port Louis.
Online - Please use payment card. We accept Visa or MasterCard credit and debit card only.

Statistics:
Total submitted: 0 Total unpaid: 0 Total registered: 0

Home Start registration Motor Vehicles My registrations My payments Notifications My batches Help Info services

- **Home** forwards to this page
- **Start Registration** allows you to prepare a new submission entry for registration in e-Registry
- **Motor Vehicles** allows you to submit documents for the registration of motor vehicles
- **My registrations** allows you to access a list of all submission entries submitted by you that are still in processing at RGD or processing is already finished
- **My payments** allows you to access the list of payment notices
- **Notifications** allows you to access a list of system notifications
- **My batches** allows you to access the list of batches
- **Help** allows you to access user manual and training materials
- **Link to eRegistry Information Services** forwards you to the Information Services application

6. User clicks on Motor Vehicle button, the following screen will be displayed:

New registration submission of Motor Vehicle

Application

Back

General data

Registration type *

- Local Second Hand
- New
- Reconditioned / Imported
- Returning Resident

On behalf of * My self Other

Tracking No

Dossier State

- User selects one of the 4 Registration type and starts registration.
- The information entered by the user will be verified from source, through several Departments/Authorities, for example the Bill of Entry, Chassis Number from MRA, the Certificate de Gage, Registration Mark (Vehicle Number) and other information from NLTA and NLTA Fitness centres, Import Permit and Dealer License from the Ministry of Commerce, and the Trade License from the CBRD
- Where information cannot be found or wrongly input, a message in red background will be displayed to request user to contact the Departments/Authorities concerned to clear issue. See screen shots as example:

✘ Bill Of Entry: RGD012 Incomplete information from MRA (Bill of Entry). No results found. Kindly contact MRA

✘ Import Permit: RGD010 Incomplete information from MOC (Import permit). No results found. Kindly contact MOC

✘ Motor Vehicle Details: RGD001 Incomplete information from NLTA (Particulars of Motor vehicle). No results found. Kindly contact NLTA

- If all information retrieved from the different Departments/Authorities are correct, user to click on CONFIRM Button. User must ensure that every detail on screen is correct before confirming.

General data

Registration type * On behalf of * My self Other

Business Registration No * Tracking No

Bill of Entry No * Dossier State

Vehicle Chassis No *

Date of deed *

Pre-loading and details confirmation

Trading Licence
Business Registration No: Dealer Name: Is it currently valid?: Yes

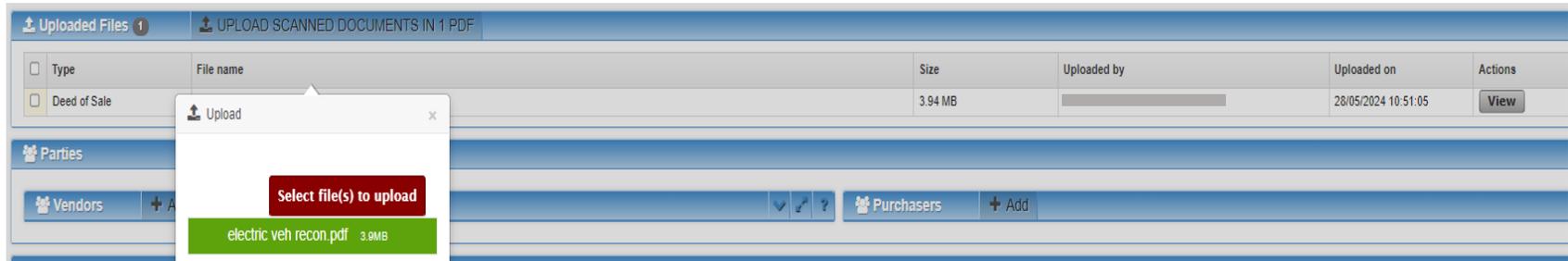
Dealer Licence
Business Registration No: Dealer Name: Valid from: 21/01/2024 Valid to: 20/01/2025
Permit issue Date: 22/12/2023 Permit is Valid: 22/12/2023

Bill Of Entry
Bill Of Entry No: Date cleared: 20/05/2024 Customs Procedure Code:
Goods desc: USED NISSAN NOTE E-POWER CAR C/H NO:

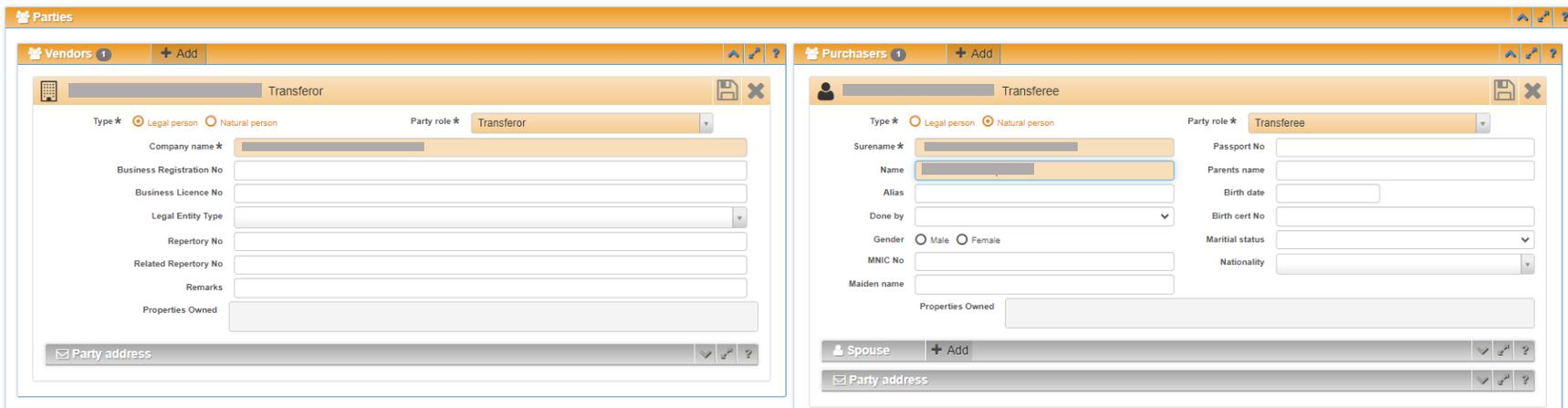
Import Permit
Permit No: Chassis No: Permit Issue Date: 18/01/2023 Status: Approved

Motor Vehicle Details
Original Registration Date: 20/05/2024 Registration Mark: - Make: NISSAN
First registration in Mauritius: - Chassis No: Model: NOTE

1. Next screen is displayed where user can see a generated Tracking Number. This is the Reference Number for the transaction that has been confirmed. The format of the Tracking number is 'E240XXXXXXXXX'. User to proceed with the following:
 - (a) upload his scanned documents which should be saved in 1 pdf file (max size 10 MB). Please note:
 - 1) For **local second hand**, the documents to be uploaded as one pdf file and should be in the following order: (i) deed of sale (ii) horsepower (iii) certificat de gage where applicable (iv) other related documents in case of exemption applied, for example, Birth Certificate, Marriage Certificate, Affidavit of Succession, Power of Attorney
 - 2) For **New/reconditioned**: scanned documents to be uploaded in 1 pdf file in the following order (i) deed of sale / or declaration of sale/or importation (ii) Bill of entry (iii) Fitness Certificate (iv) Import Permit where applicable.



(b) to add parties (Transferor/Transferee).



(c) Click on SAVE after completing input for transferor (vendor) and transferee (purchaser). Note: Please select Transferor as vendor and Transferee as purchaser

(d) On Motor Vehicle Details TAB, user to input value of sale

The screenshot shows the 'Motor Vehicle Details' form. At the top, there is a 'Save' button and a status bar indicating the last update on 28/05/2024 at 10:50:45. The form contains several sections: a top summary bar with 'Registration Mark', 'Chassis No.', 'Make: NISSAN', and 'Model: NOTE'; a 'Value of sale' field set to 400,000; a 'Description' field; a 'More details - Motor Vehicle' section with various input fields for registration and vehicle specifications; and a 'Bill of Entry' section with fields for 'Original Registration Date' (20/05/2024), 'First registration in Mauritius', 'Value of sale' (400,000), 'Description', 'Owned by', 'Fitness center', 'Fitness certificate', 'Fitness examination date' (21/05/2024), and 'Fitness expiration date' (21/05/2024).

(e) Click on SAVE

(f) On Taxation Tab, user to input the two mandatory fields: Document subtype and Registered By. The other mandatory fields ('date of deed', 'Taxes payment deferral rule' and 'Penalty will be applied as from') will be automatically populated.

The top screenshot shows the 'Taxation' tab with the following fields: 'Document subtype' (empty dropdown), 'Registered by' (dropdown with options '[MV] MVHC02 Motor Vehicle -sale of electric vehicle' and '[MV] MVHC05 Rectification of sale of Motor Vehicle'), and 'Number of Additional Copies required'. The bottom screenshot shows the same form after selection: 'Document subtype' is populated with '[MV] MVHC02 Motor Vehicle -sale of electric vehicle', 'Registered by' is empty, 'Additional Tax for Loan' is a dropdown with options 'Private' and 'Government / Exempted body', and 'Number of Additional Copies required' is empty.

Number of Additional Copies required

Number of Annexes uploaded

Date of deed *

Taxes payment deferral rule *

Taxation

Document subtype *

Registered by *

Is Lien applicable? * Yes No

First registration in Mauritius Yes No

Life of vehicle

Vehicle type Classic or vintage Electric

Hybrid Normal

Vehicle category *

Taxation

Document subtype *

Registered by *

Is Lien applicable? * Yes No

Additional Tax for Loan *

Number of Additional Copies required

Number of Annexes uploaded

Date of deed *

Taxes payment deferral rule *

(g) User to click on Calculate Tax. (Note: the calculated tax will be for informational purposes only. RGD officers will be responsible to calculate the actual amount)

Penalty will be applied as from *

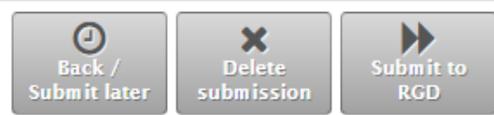
Calculate taxes

Calculated taxes are for the informational purposes only. RGD officers will calculate actual amount.

✓ Taxation results - last obtained on: 28/05/2024 10:58:24
Is penalty applied?: No
Total penalty applied amount : 0.00
Total calculated payable amount: 16,900.00 MUR

Registration duty (RD)	Stamp duty RD	Annex	Stamp Duty Annex	Copy	Stamp Duty Copy	Total	Rule No	Row Type
16,600.00	300.00	0.00	0.00	0.00	0.00	16,900.00	542	Taxes
Total calculated payable amount:						16,900.00 MUR		

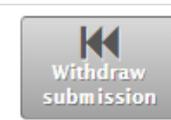
After completion, user has 3 options:



- 1) To Submit later (User can submit the application at a later time)
- 2) To Delete submission (All data in this application is erased. User to restart a fresh submission.)
- 3) To Submit to RGD (Application is submitted to RGD for processing.)

13. User still has the option to withdraw the submission, ONLY within a timeframe of 2 – 5 mins.

If the Taxation Officer has already claimed the tracking number, the User will NOT be able to initiate withdrawal.

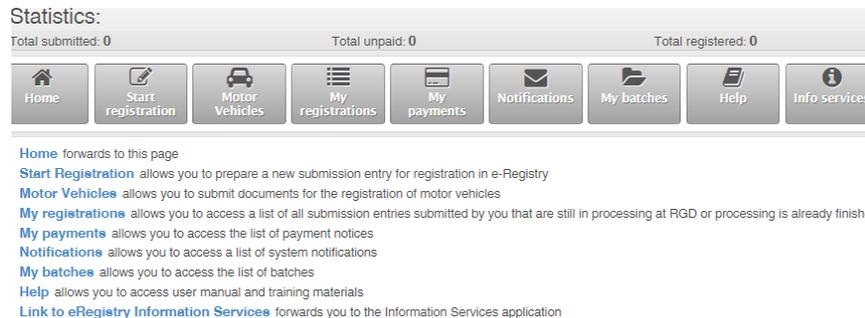


14. Once user clicks on SUBMIT TO RGD, RGD taxing officer will start working on the Tracking Number .

User will be informed on the status on his dashboard.

15. Either Accepted or Rejected.

Reasons for Rejections will be provided to the user on his dashboard. He checks his dashboard on 'My Registrations'



If the submission is accepted, a Payment Notice will be issued to the User via his dashboard.

16. Payment.

User can initiate payment online from his dashboard where he can choose between the different methods of payment.

Or, User can still come to the RGD Cashier Counter to effect payment.

For any issue kindly call the helpdesk on: 201-1859/201-1860/201-1861