Direct Debit Payment

- 1. Fill the mandate form available on RGD website and despatch same at RGD Registry Section. https://registrar.govmu.org/Pages/Downloadable%20Forms/Direct%20Debit%20Mandate%20-%20Blank.pdf
 - (i) Ensure form is signed and rubber seal applied Highlighted section will be filled by RGD.
 - (ii) Provide **an email address** in your covering letter for the RGD to inform you as from when you can start effecting payment via Direct Debit System

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- 2. After submission of document, wait for your document to be taxed by RGD.
- 3. Then all unpaid documents will be available in My Payments dashboard in MERS.
- 4. User can choose between Add to Cart and Quick Pay.
 - a. 'Add to Cart' button adds documents to a cart for later payment, allowing you to continue using the system.
 - b. 'Quick Pay' button will re-direct user to the E-Payment screen to choose the preferred payment method.

4. Add to Cart

a. User can tick one or multiple documents, then click on Add to Cart.

Home	My payments											
M	y payment	S										
Y F	ilter											1 2 a
	Tracking No			Batch N	0			Pay	ment notice date			
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	Search ist Tracking No 💠	Clear Batch No	Concernent subtype	Paid online	Payment notice No	Amount	Payment notice	Penalty applicable on	Payment state	Transaction No	Payment method	Payment date
	Search ist Tracking No E231122340014	Clear Batch No	Concepts of the same of usual vehicle	Paid online No	Payment notice No 0001591920	Amount 17.00 MUR	Payment notice Issued 22/11/2023 15:33:43	Penalty applicable on 05/12/2023	Payment state	Transaction No	Payment method	Payment date
	Search ist Tracking No E231122340014 E231124340052	Clear Batch No	Course pay Add to cart Back	Paid online No No	Payment notice No 0001591920 0001591936	Amount 17.00 MUR 51.59 MUR	Payment notice issued 22/11/2023 15:33:43 24/11/2023 09:55:01	Penalty applicable on 05/12/2023 01/12/2023	Payment state Unpaid Unpaid	Transaction No	Payment method	Payment date
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b. Selected documents will be available in the Cart as shown below.

MeRP _{online} Basi	Search Title No / Tracking No	E Stra Star Repri
Home / My payments		
My payments		
▼ Filter		A 2 ³ 2

c. Double click on Cart and select documents. A pop up window appears prompting the user to confirm the check out your shopping cart. Click on **Yes** to proceed.

Confir	nation	×
	Are you sure you want to check out your shopping cart?	
	Yes X N	D

d. User chooses **Direct Debit** option and selects **Mandate** as shown in the picture below and clicks on **confirm payment** option.

Barels					Confirm payment	Cancel paymer
🖞 Payment Cart - 🔾	31124264433					A 20
We accept Visa or Otherwise, payme	MasterCard credit and de nt should be effected at the	bit card e coun	t only. ter of the Degistrar-General's Department during office hou	s.		>
	OC	redit/Del	bit card (Direct debit)			
🗂 Payment data	O Cr	redit/Del	bit card Direct debit			A 2"
Payment data	O Cr	redit/Del	bit card Direct debit Currency			A 2
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Payment data Total payable amount 17.00 Mandate *	O Cr	redit/Del	Currency MUR			~ 1
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e. Next, a window pop-up prompts the user to confirm the transaction for **Direct Debit**. Click on **Yes**.

Confir	irmation	ж
	Are you sure to proceed with the e-payment through Direct of	debit?
		s at No
		× No

5. Payment is processed and completed.

MeRP e-payment

🗎 Payment	details								~ 2	-
Bask	Refres	ih								
Created	24/11/2023	09:43:58	Order state	Paid		Provider	Di	rect debit		
Confirmed	24/11/2023	10:10:25	Payable amount	17.00		Order ref No	Q2	231124264433		
Transac	tion ID				Payment receipt No					
					Paid on	24/11/2023 10:10:2	26			
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Transaction ID	Provider	Amount(currency)	State after response	Response date
	Direct debit	17 (MUR)	CONFIRMED	24/11/2023 10:10:25
	Direct debit	17 (MUR)	CHECKOUT	24/11/2023 10:10:25

6. Quick Pay Payment Method

a. User selects tracking number and click on 'Quick Pay' button as highlighted below.

Q Search	Clear	Quick pay		5				
.ist		n N		4	4			
Tracking No 🍦	Batch No	Document subtype	Paid online	Payment notice No	Amount	Payment notice	Penalty applicable on	Payment state
E231122340014		[MV] MVHC01 Motor Vehicle -sale of usual vehicle	Yes	0001591920	17.00 MUR	22/11/2023 15:33:43	05/12/2023	Unpaid
E231124340052		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	Yes	0001591936	51.59 MUR	24/11/2023 09:55:01	01/12/2023	Unpaid
E231122340002		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	Yes	0001591919	22.00 MUR	22/11/2023 13:43:28	29/11/2023	Unpaid
E231124340064		[MV] MVHC06 Motor vehicle - Transfer to lessee under Finance lease agreement	No	0001591937	54.58 MUR	24/11/2023 09:56:58	01/12/2023	Unpaid

b. User selects **Direct Debit** and chooses **Mandate** as described below. Then click on confirm **payment.**

1200							Confirm	Cance payme
🛗 Pay	yment Cart - Qi	231124264433						A 4
• v	We accept Visa or Otherwise, payme	MasterCard credit and should be effected	ind debit c d at the co	ard only. unter of the <u>Registrar G</u> eneral's Department c	luring office hours.			
			O Credit/	Debit care 💿 Direct debit				
C P	ayment data		O Credit/	Debit car				~ <i>2</i>
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Total Total Tr. Mand Man Payment No	Payment data payable amount 000 date * indateNo: 0400130 at Cart Items Item type	00, GrantedOn: 24/0 ● Tracking no	© Credit/ 5/2023 10	Debit car Direct debit Currency MUR 25:47, Until 22/05/2024, Pare		Qty 🐟	Total(Currency)	~ ~

c. Next, a window pop up prompts the user to confirm the transaction for **Direct Debit**. Click on **Yes.**

Confi	rmation								24
	Are you	sure to p	roceed w	ith the e-pa	yment throu	oh Dir	ect deb	117	
						_	_		

d. Payment is processed and completed.

Row count: 10 🗸

E a s la	Refres	ia					
Created	24/11/2023 0	9:43:58	Order state	Paid	Provider	Direct debit	
Confirmed	24/11/2023 1	0:10:25	Payable amount	17.00	Order ref No	Q231124264433	
Payment Cart It	ems						
No 🔅 Item t	type 🗢	Tracking no	Description		Qt	y Total(Currency)	
Regis	uation	E231122340036	[MU] MUHCU2 K	votor veniciesale of electric venic	Te	tal: 17.00MUR	

CHECKOUT

24/11/2023 10:10:25

17 (MUR)

Direct debit