

## Direct Debit Payment

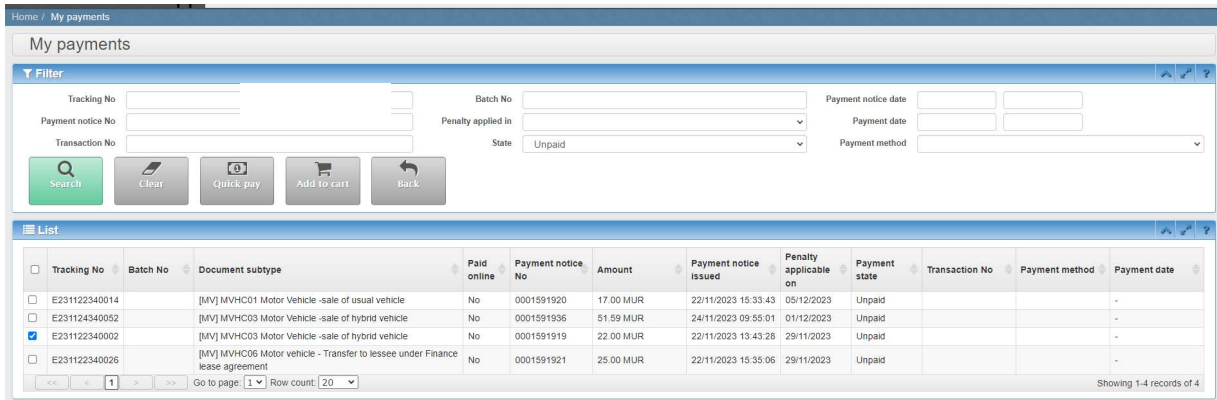
1. Fill the mandate form available on RGD website and despatch same at RGD Registry Section.  
<https://registrar.govmu.org/Pages/Downloadable%20Forms/Direct%20Debit%20Mandate%20-%20Blank.pdf>
  - (i) Ensure form is signed and rubber seal applied - Highlighted section will be filled by RGD.
  - (ii) 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

<b>Direct Debit Mandate</b>		Registrar-General's Department
<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <span style="border: 1px solid black; padding: 0 5px;">0</span> <span style="border: 1px solid black; padding: 0 5px;">4</span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> </div> <p style="font-size: small;">Unique mandate reference – to be inserted by Originator</p>		
<p style="font-size: x-small;">By signing this mandate form, you authorize (a) the Registrar-General's Department to send instructions to your bank to debit your account and (b) your bank to debit your account in accordance with the instructions from the Registrar-General's Department.</p> <p style="font-size: x-small;">As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within <b>3 months</b> starting from the date on which your account was debited.</p> <p style="font-size: x-small;">A person shall be eligible for a refund where (a) the debit is not authorised, (b) the amount debited differs from the invoice amount or (c) the same instruction is executed more than once.</p> <p style="font-size: x-small;">Note: Your attention is drawn to Section 26(A)(3) of the Registration Duty Act to your liability regarding insufficiency of funds in bank account to meet the full fees, duties and taxes through the Direct Debit Scheme.</p> <p style="font-size: x-small;"><i>The completed form duly signed should be sent to the Registrar-General's Department at the address shown below.</i></p>		
Your Name:	<input type="text"/>	
Your Address:	<input type="text"/>	
Name and Address of your Bank:	<input type="text"/>	
Your Account Number:	<input type="text"/>	
<i>Additional Information: whichever is applicable:</i>		
NIC/NCID:	<input type="text"/>	
BRN:	<input type="text"/>	
Type of Payment:	Recurrent Payment From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>	
Validity Period for Recurrent Payments:	<input type="text"/>	
Please sign here:	Signature: _____	
	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Registrar-General's Department 6 <sup>th</sup> Floor, Emmanuel Anquetil Building, Port Louis Tel: +230 201 1740 - 41 Help Desk: 201 1859 - 61 Fax: 201 3509 Email: <a href="mailto:rgd@registrar.govmu.org">rgd@registrar.govmu.org</a> website: <a href="http://registrar.govmu.org">http://registrar.govmu.org</a>		

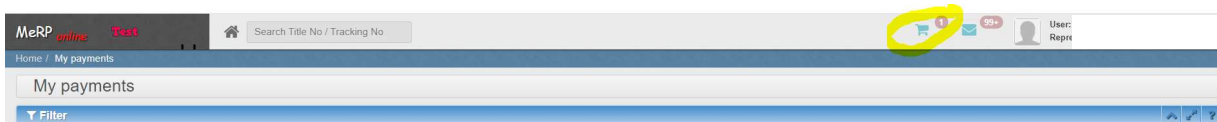
2. After submission of document, wait for your document to be taxed by RGD.
3. Then all **unpaid documents** will be available in **My Payments dashboard** in MERS.
4. User can choose between **Add to Cart** and **Quick Pay**.
  - a. 'Add to Cart' button adds documents to a cart for later payment, allowing 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

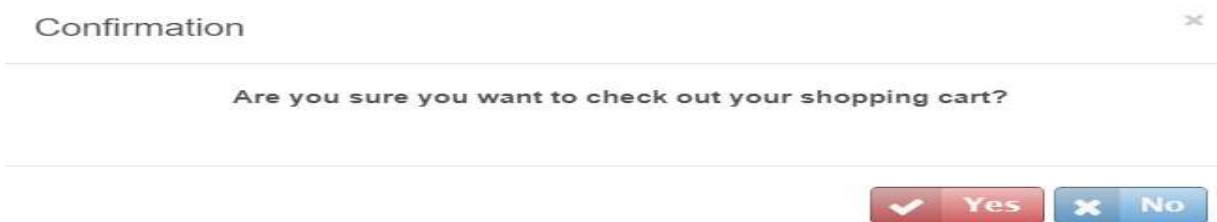
a. User can tick one or multiple documents, then click on Add to Cart.



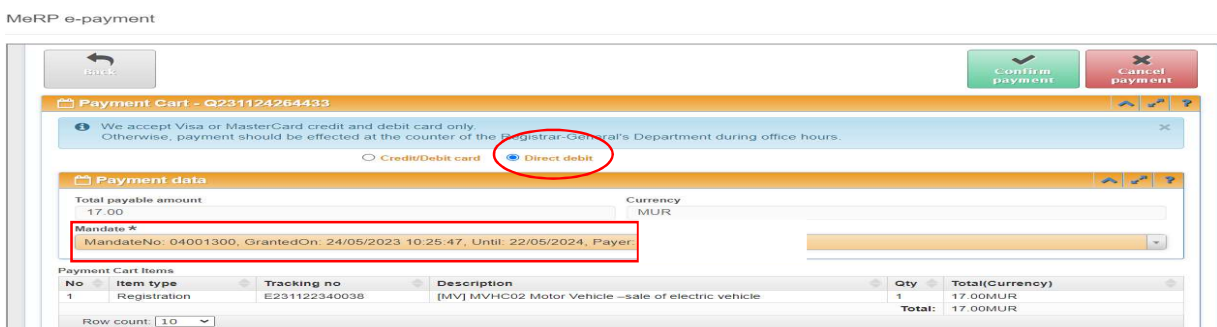
b. Selected documents will be available in the Cart as shown below.



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.



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



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



5. Payment is processed and completed.

MeRP e-payment

Cart tracking no: Q231124264433 / Payment Cart - Q231124264433 / Order tracking no Q231124264433

**Order tracking no Q231124264433**

**Payment details**

Created: 24/11/2023 09:43:58      Order state: Paid      Provider: Direct debit  
 Confirmed: 24/11/2023 10:10:25      Payable amount: 17.00      Order ref No: Q231124264433  
 Transaction ID:      Payment receipt No:      Paid on: 24/11/2023 10:10:26

**Payment items**

No	Item type	Tracking no	Description	Qty	Total(Currency)
1	Registration	E231122340038	[MV] MVHC02 Motor Vehicle -sale of electric vehicle	1	17.00MUR
<b>Total:</b>					17.00MUR

**Payment transactions history**

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

Row count: 10

6. **Quick Pay Payment Method**

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

Search    Clear    **Quick pay**    Add to cart    Back

**List**

<input type="checkbox"/>	Tracking No	Batch No	Document subtype	Paid online	Payment notice No	Amount	Payment notice issued	Penalty applicable on	Payment state
<input type="checkbox"/>	E231122340014		[MV] MVHC01 Motor Vehicle -sale of usual vehicle	Yes	0001591920	17.00 MUR	22/11/2023 15:33:43	05/12/2023	Unpaid
<input type="checkbox"/>	E231124340052		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	Yes	0001591936	51.59 MUR	24/11/2023 09:55:01	01/12/2023	Unpaid
<input type="checkbox"/>	E231122340002		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	Yes	0001591919	22.00 MUR	22/11/2023 13:43:28	29/11/2023	Unpaid
<input checked="" type="checkbox"/>	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**.

MeRP e-payment

Payment Cart - Q231124264433
Confirm payment Cancel payment

We accept Visa or MasterCard credit and debit card only. Otherwise, payment should be effected at the counter of the Registrar General's Department during office hours.

Credit/Debit card  **Direct debit**

**Payment data**

Total payable amount: \_\_\_\_\_ Currency: MUR

Mandate \* \_\_\_\_\_

MandateNo: 04001300, GrantedOn: 24/05/2023 10:25:47, Until: 22/05/2024, Payee: \_\_\_\_\_

No	Item type	Tracking no	Description	Qty	Total(Currency)
1	Registration	E231122340038	[MV] MVHC02 Motor Vehicle –sale of electric vehicle	1	17.00MUR
<b>Total:</b>					17.00MUR

Row count: 10

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

**Confirmation**

Are you sure to proceed with the e-payment through Direct debit?

Yes
No

d. Payment is processed and completed.

MeRP e-payment

Cart tracking no Q231124264433 / Payment Cart - Q231124264433 / Order tracking no Q231124264433

**Order tracking no Q231124264433**

**Payment details**

Created: 24/11/2023 09:43:58

Confirmed: 24/11/2023 10:10:25

Transaction ID: \_\_\_\_\_

Order state: Paid

Payable amount: 17.00

Payment receipt No: \_\_\_\_\_

Paid on: 24/11/2023 10:10:26

Provider: Direct debit

Order ref No: Q231124264433

**Payment Items**

No	Item type	Tracking no	Description	Qty	Total(Currency)
1	Registration	E231122340038	[MV] MVHC02 Motor Vehicle –sale of electric vehicle	1	17.00MUR
<b>Total:</b>					17.00MUR

**Payment transactions history**

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

Row count: 10