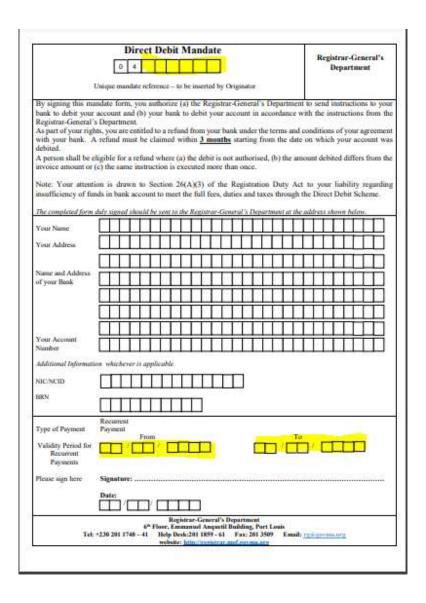
Direct Debit Payment Guidelines

- Fill the mandate form available on RGD website and drop same at RGD Registry Office. 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

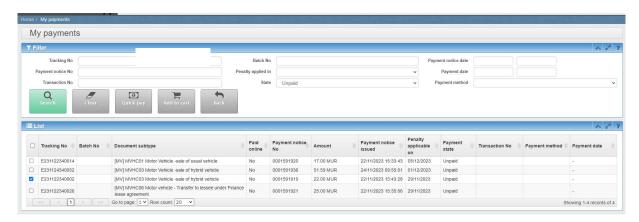


- 2. After submission of document, wait for your document to be taxed by RGD.
- 3. Then all unpaid documents will be available in My Payments dashboard in MERS.
- User can choose between Add to Cart and Quick Pay.
 - a. 'Add to Cart' button adds documents to a cart for later payment, allowing you to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

b. 'Quick Pay' button will re-direct user to the E-Payment screen to choose the preferred payment method.

5. Add to Cart

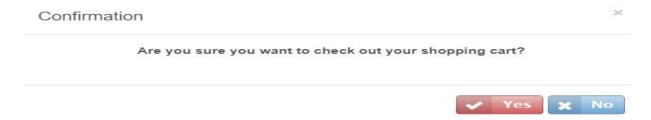
a. User can tick one or multiple documents, then click on Add to Cart.



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.

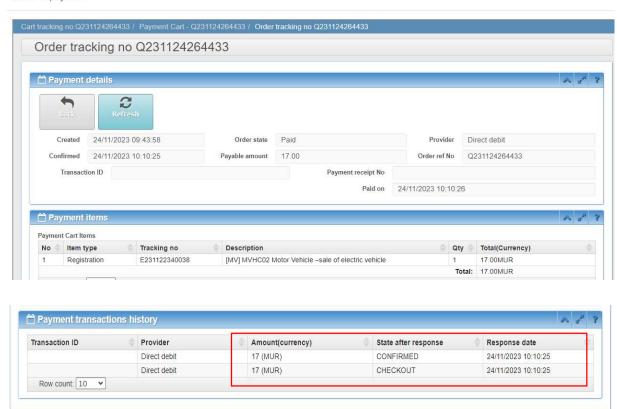


e. Next, a window pop-up prompts the user to confirm the transaction for **Direct Debit**. Click on **Yes**.



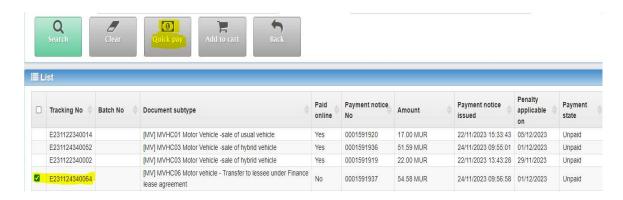
6. Payment is processed and completed.

MeRP e-payment



7. Quick Pay Payment Method

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



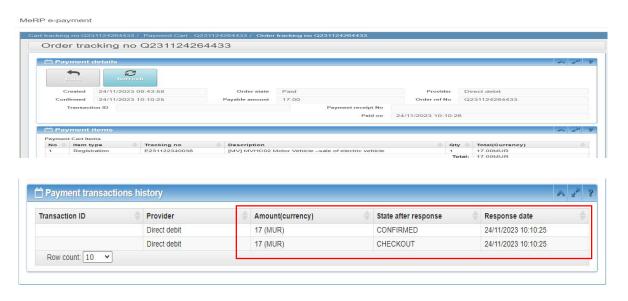
b. User selects **Direct Debit** and chooses **Mandate** as described below. Then click on confirm **payment.**



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



d. Payment is processed and completed.



- e. The time frame for processing payments via Direct Debit mode of payment is from Monday to Friday, from 9:15 a.m. to 3:45 p.m. (working days only).
- f. To avoid any processing issues or failures, we strongly advise not to 'initiate any Direct Debit transactions during Week-Ends nor on Public Holidays. Transactions attempted outside the designated time frame may not be processed successfully.
- g. This measure is put in place to ensure the smooth and timely execution of the Direct Debit Payment.