How to submit a batch of documents for on-line registration IN Mauritius e-Registry System

Document format for online subissions:

Scan document in PDF format , A4 Portrait, black & white and OCR .

- Ensure correct alignment; page numbering and good legibility.
- Image resolution of 300 DPI.
- File size up to 30mb.

To Login Mauritius e-Registry:	To Log out Mauritius e-Registry:
- Use Mozilla Firefox or Google Chrome browsers. - Type [**https://eregistry.govmu.org/online/**] in the address bar - Press [E**nter**]. - The Mauritius e-Registry [**LOGIN PAGE] o**pens. - Enter your **Username** and **Password.** - Mauritius e-Registry **HOME PAGE** appears. **YOU CAN START on-line REGISTRATION**	- Click on [User], Dropdown list appears - Click on **[Logout]** to securely exit

Click on Icon "?" to access u**ser manual**.

You can submit document for on-line registration:

1. On behalf of yourself; or

2. On behalf of your employer/company.

> **Note**: Representation is assigned to you by the **Registrar General's Department** through a protocol between you and the professional body you represent**.**

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Choose REPRESENTATION

Choose between 1 or 2:

Click [user].

1. Submit for yourself.	2. Submit on behalf of your employer/company.
- Click [**Representation**]. - Select [**Self].** **(**Session shows only submissions created and made by you).	- Click [**Representation**]. - Choose your employer or company from **drop down list**. (Session shows only submissions created and made on account of an employer/company).

Start Submission

Click on Icon " ? " to access **user manual.**

Click [**Start Registration**].

[Application Tab] opens.

Enter General Data

- Enter **Deed dat**e in **General Data** section.

- Click [**Save**].

- Tracking number is generated.

- Click [U**pload PDF file]**

- Click [S**elect File(s) to upload**].
- Find the file to submit and click to select.

- Click [**Open**].
- Uploaded files are shown in the table
- Click [**View**] to open document in new window.

Create batch Options:

Option 1	Option 2.
Assign a batch number to a submission while filling of data. - At [**Link to Batch**] click [**Start**]. - *Batch number* is generated. - Click [**Save**]. - Note ***batch number.*** **Enter above batch number created at each new submission.**	Create several submissions. Link submissions to new batch number before you s**ubmit toRegistrar General's Department.** *(see page 4 below)*

- Enter Number of **[Copies]**to be registered (if more than one copy is registered)

- To choose Document Subtype, Click **[Select]**

- Choose Document Subtype from drop down List.

- Click [Save].

Enter Parties credentials

- Click [+**Add**] in parties section and create new party.
- Select [**Party Type**] – either legal or Natural person
- Choose **[Party Role]**from list
- Enter Party **Surname /company name {**This field is mandatory}
- Enter other details
- Click **[Save All].**

- **To enter more party,** Click [+**Add**] in parties section again and create new party.

Optional information to be input

Enter information related to objects

At Objects block

- Click [+ **add**] in object section to create new object
  Choose [**Object type**].
- Select [**Property type}** from list
- Enter other object data.
- Click [**Save**].

Calculate **Preliminary.**

- Select [**Taxation**].
- Enter all fields in [**Parameters for taxation**] block.
- Click [**Save**].
- Click [**Calculate Taxes**].
- Taxes will appear in [**Payable Taxes**] block.

After entering parties and object data, choose the following options:

- Click [**Back/Submit later**] to continue with the submission later.

- Click [**Delete submission**] to delete the submission.

- Click [**Make a copy**] to create a new submission and transfers the data from the original record to make the amendments and save. This will generate a new unique tracking number.

Confirm Batch Submission

You have 2 options:

Option 1: Batch number created and added during filling of data for each submission. - Click [**Home**] Icon. - Click [**My batches**]. - Click [**Search**]. -Click to select batch to be submitted. - Tick [**Box**] to select submissions.	Option 2: Linkingsubmissions created previously to a new batch number before submission to Registrar General Department. - Go to **"Home"** page. - Click [**My batches**]. - Click [**New Batch**]. - Click [**save**] new batch number is created. - Click [+**assign**]. - Tick [**Box**] to select submissions.

- Click [**Submit to RGD**].
- Enter [**Captcha**] text.
- Tick **check-boxes** to agree with [**On-line] and [information services]** term and conditions.
- Click **[Yes]** to confirm submission.

Your application is forwarded to The Registrar General's Department.

 An acknowledgment receipt is generated.

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Monitoring of submission

To keep track status of your submission view either:

- **G**eneral notifications blocks; or
- **[My Registration]** from the **[Home Page].**

Click Icon [Home].

 (i) The blocks at Home Page provide quick notification of:
- Unpaid payment notices.
- Returned /Rejected and withdrawn documents.
- Registered documents.
- General notifications.

  Click on messages to open submission.

 (ii) Click [My Registration] to get status of all your submissions.
- Click to select
- **Open** [PROCESSING]

  View [Print-outs] block

   Find all [**Print-outs**] generated during the process of the current submission.
   (For example: Acknowledgement receipt; Clarification letters; Payment notice and the registered document with an e-seal).

- **View [Process monitoring**] block

   Find: **ProcessStart Date**; **Document status;Finish Date; Process stepwith an officer name** .

- **Quick check of status of your submission.**

 The status line at the top of this page shows the status of your submission record. The colours of the status line give indication of the status of each process steps:

  - Green: completed process.
  - Yellow: current process.
  - Grey: remaining process.

Note: You may withdraw a submission at any time before payment.

- Click [**My Registration] or [My Payment]** .
- Select document to be withdrawn.
- Click [W**ithdraw Submission**]
- Click [**Yes**] to confirm withdrawal.

Withdrawal letter is generated.

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On- line payment – 24/7

After taxes are calculated at the Registrar General's Department a notification (Taxation completed, awaiting payment) is received at GENERAL NOTIFICATION list.

Note:

- **We accept only Credit card VISA or MasterCard**
- **For Credit Card Payment: a service fee of 1.725% is payable on amounts in excess of Rs 25,000.**
- **Otherwise payment may also be effected at the counter of the Registrar-General's Department during office hours.**

You can add several payment items to the cart and pay for them in one payment transaction.

- From [**Home page**] Click **[My payments]** tab.
- Filter transaction by choosing **state** [unpaid] from list or Insert [**batch No**]
- Click [search] button.
- Tick box to select particular transaction.
- Click [**Add to Cart**] to add payment item in the cart.

Pay for all submissions added to Cart.

- Click on [**Cart Icon**] to open the Cart.
- Tick items for payment.
  - Note: If you need to remove an item from the cart, select and click [**Remove items**]
- Click [**Check out**] for payment.
- Click **[Yes]** to confirm payment**.**
- Click **[credit card]** button**.**
- Click **[Confirm Payment].**
- Click **[Yes]** to confirm payment.
- Enter credit card details at SBM window.
- Click [**Submit**].

After payment, system revert to MeRP and Payment history updated.

- Click [**Back**] to [**Home Page**] to view notifications received.

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How to cancel unsuccessful e payment transaction.

- Click on [**Cart Icon**] to open the Cart.
- Search item to be removed in [**View Orders**].
- Click [**View Orders**].
- Enter tracking number at box [**Application tracking no**]
- Click [**Search**] button.
- View pending order tracking number.
- Click **on payment record to view payment details.**
- To cancel the pending payment click button [**Cancel Payment**].
- **Click [Yes] to confirm message :**
  - **Are you sure to cancel the transaction?**
  - **The PENDING transaction can be a result of communication loss with the ePayment provider.**
  - **Your account may be charged already.**
  - **Please: 1) check with your Bank;**
  - **2) in a case of the overpayment, please consult RGD Helpdesk.**

- Go to [**Home Page**] to view application and reinitiate payment

Retrieval of Registered document

After document is registered a notification is received at [**Registered document**] list.
- Click on notification received.
- Transaction record opens.
- Click [**Processing**] tab.
- Click [**Print**] to view or archive [**edocument**] at [**Printouts**] list.