

Direct Debit Payment Guidelines

1. Fill the mandate form available on RGD website <https://registrar.govmu.org> and drop same at RGD Registry Office.
 - (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

Direct Debit Mandate		Registrar-General's Department
0	4	
Unique mandate reference – to be inserted by Originator		
<p>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>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 <u>3 months</u> starting from the date on which your account was debited.</p> <p>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>Note: Your attention is drawn to Section 26(A)(3) of the Registration Duty Act in your liability regarding insufficiency of funds in bank account to meet the full fees, duties and taxes through the Direct Debit Scheme.</p>		
<p><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"/>	
	<input type="text"/>	
Your Account Number:	<input type="text"/>	
<p><i>Additional Information, whichever is applicable</i></p>		
NIC/NCID:	<input type="text"/>	
BRN:	<input type="text"/>	
Type of Payment:	Recurrent Payment	
Validity Period for Recurrent Payments:	From	To
	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>
Please sign here:	Signature: _____	
Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>	
<p>Registrar-General's Department 6th Floor, Emmanuel Amantul Building, Port Louis Tel: +230 201 1740 – 41 Help Desk: 201 1859 – 61 Fax: 201 3509 Email: rgd@intranet.lsd.gov.lk website: http://www.intranet.lsd.gov.lk</p>		

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**.

- ‘Add to Cart’ button adds documents to a cart for later payment, allowing you to continue using the system.
- ‘Quick Pay’ button will re-direct user to the E-Payment screen to choose the preferred payment method.

5. **Add to Cart**

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

My payments												
Filter												
Tracking No	Batch No	Document subtype	Paid online	Payment notice No	Amount	Payment notice issued	Penalty applicable on	Payment state	Transaction No	Payment method	Payment date	
<input type="checkbox"/> E231122340014		[MV] MVHC01 Motor Vehicle -sale of usual vehicle	No	0001591920	17.00 MUR	22/11/2023 15:33:43	05/12/2023	Unpaid			-	
<input type="checkbox"/> E231122340052		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	No	0001591936	51.99 MUR	24/11/2023 09:55:01	01/12/2023	Unpaid			-	
<input checked="" type="checkbox"/> E231122340002		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	No	0001591919	22.00 MUR	22/11/2023 10:43:28	29/11/2023	Unpaid			-	
<input type="checkbox"/> E231122340026		[MV] MVHC06 Motor vehicle - Transfer to lessee under Finance lease agreement	No	0001591921	25.00 MUR	22/11/2023 15:35:06	29/11/2023	Unpaid			-	

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

My payments												
Filter												
Tracking No	Batch No	Document subtype	Paid online	Payment notice No	Amount	Payment notice issued	Penalty applicable on	Payment state	Transaction No	Payment method	Payment date	
<input checked="" type="checkbox"/> E231122340002		[MV] MVHC03 Motor Vehicle -sale of hybrid vehicle	No	0001591919	22.00 MUR	22/11/2023 10:43:28	29/11/2023	Unpaid			-	

- 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.

Confirmation

Are you sure you want to check out your shopping cart?

 Yes  No

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

MeRP e-payment

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

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



<input type="checkbox"/>	Tracking No	Batch No	Document subtype	Paid online	Payment notice No	Amount	Payment notice issued	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
	E231122340052		[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
<input checked="" type="checkbox"/>	E231122340064		[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

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



MeRP e-payment

Payment Cart - Q231124264433

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

Total payable amount: 17.00 MUR

Mandate * MandateNo: 04001300, GrantedOn: 24/06/2023 10:25:47, Until: 22/05/2024, Payer: JAGAN BIBI SWALEKA

Payment Cart Items

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

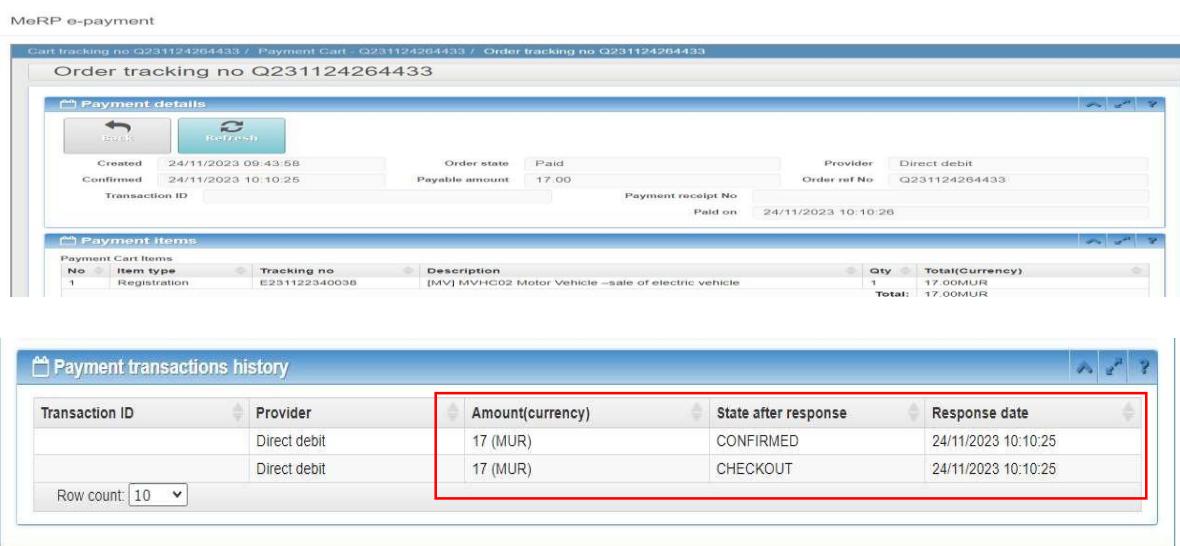
Row count: 10

Confirm payment Cancel payment

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



- 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	Order state	Payable amount	Provider	Order ref No
24/11/2023 09:43:58	Paid	17.00	Direct debit	Q231124264433
Confirmed				
Transaction ID				

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
Total: 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				

- 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 Weekends 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.