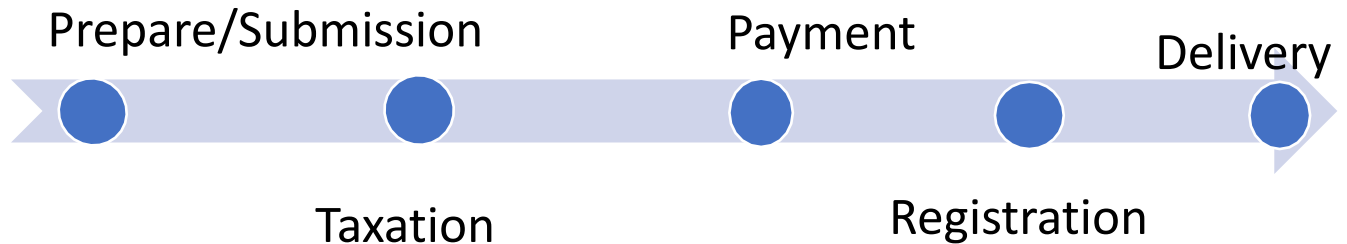


# Registration of Documents

## *Registration Process*

Steps to Register a Document at RGD by individual:



The RGD registers a wide range of documents, the most common being:

1. **Registration of vehicle**
2. **Registration of transfer of shares**
3. **Registration of other documents**
  - A. **Land Survey**
  - B. **Security Bond**
  - C. **Pleasure Craft**
  - D. **Lease**
  - E. **Authorisation**
  - F. **Affidavit**
  - G. **Return of Usher**

## Main Steps

### 1. Prepare the Document

- Ensure the document is **complete, properly drafted, dated, and signed** by all relevant parties.
- If applicable, use relevant forms from RGD website and attach supporting documents (e.g., valuation, site plan, board resolution, MNIC copies,).

### 2. Determine the Type of Document

Different documents require different processes. Examples:

- **Movable property:** deeds of sale of vehicles,
- **Company-related:** share transfers,
- **Other documents:** powers of attorney, affidavits, leases, agreements.

Knowing the document type ensures correct **duty, fee, and tax assessment**.

### 3. Registration Duties and Fees

- Duties and fees depend on the **nature and value** of the transaction.
- Exemptions or concessions (if any) must be supported with evidence.

### 4. Submit the Document at RGD

You may submit:

- Physically at the RGD counter; or
- Online through the Mauritius e-Registry System (MeRS).

For physical submission:

- Take a queue token.
- Present your document and supporting papers to the officer at the taxation counter.

## 5. Verification and Examination

The RGD officer will:

- Check compliance with relevant laws (Registration Duty Act, Land (Duties) Act, Companies Act, etc.).
- Ensure the document is **legally valid**, properly stamped, witnessed, and complete.
- Confirm the accuracy of duty and fee calculation.

If corrections are required, the officer will inform the applicant.

## 6. Payment of Duties and Fees

Payments can be made:

- **At the Cashier** (if submitting physically), or
- **Online** (for MeRS submissions).

A **receipt** is issued after payment.

## 7. Registration and Numbering

Once payment is made:

- The document is registered, assigned a unique registration number.
- The registration date becomes the legal date of registration.

## 8. Delivery of Registered Document

You will receive:

- The original registered document (with the RGD seal, reference number, and duty paid), or
- For online submissions, the digital registered document will be made available on MeRS.

# Online Registration

Registering documents is now simple, fast, and accessible online.

The Registrar-General's Department (RGD) has implemented the Mauritius eRegistry System and offers the following online services to our stakeholders:

- Submission of Documents.
- Payment of fees.
- Retrieval of e-registered documents.

The system can be accessed through the following link:

Submit documents 24/7 via <https://eregistry.govmu.org/online> using your

**MauPass Account.**

Access **guidelines and videos** on the official Registrar General's Department (RGD) website <https://registrar.govmu.org/rgd> to assist you step by step.