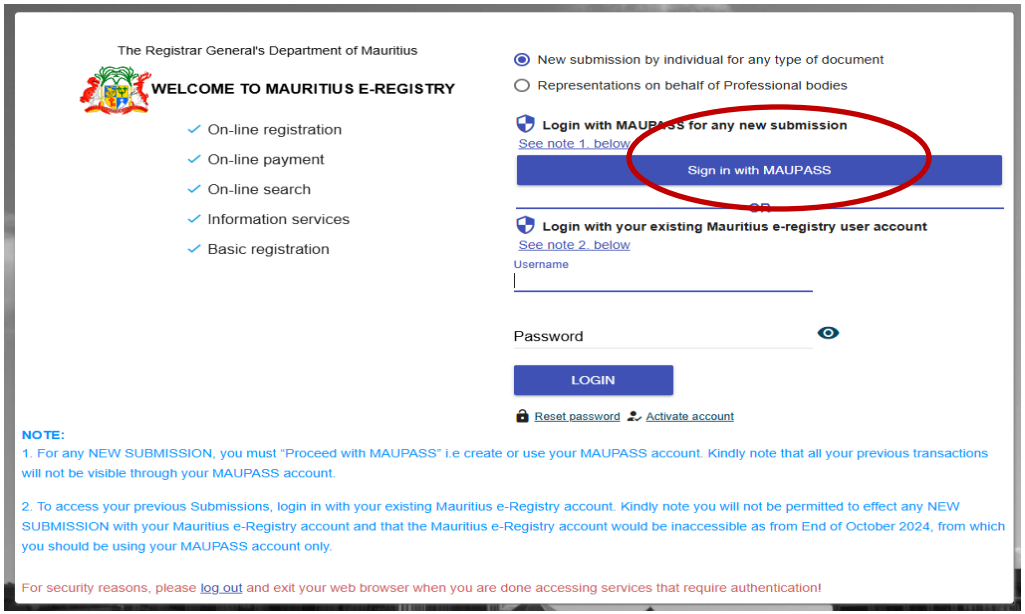
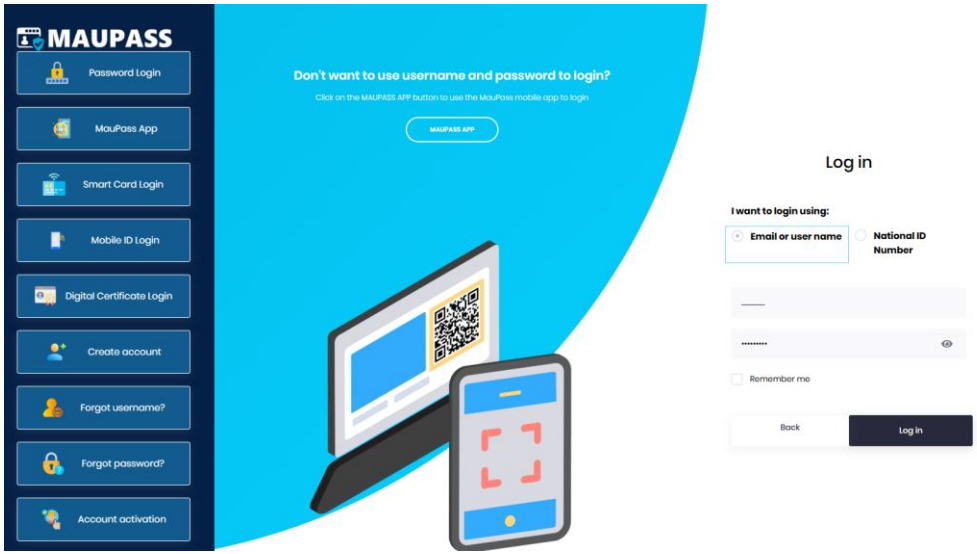
GUIDELINE TO USE ONLINE MOTOR VEHICLE MODULE

1. The URL Address is https://eregistry.govmu.org/. The following login screen will be displayed. The public user must have a Maupass account in order to register the sale of his vehicle on the e-registry. To create this account, he should visit https://maupass.govmu.org/LandingPage

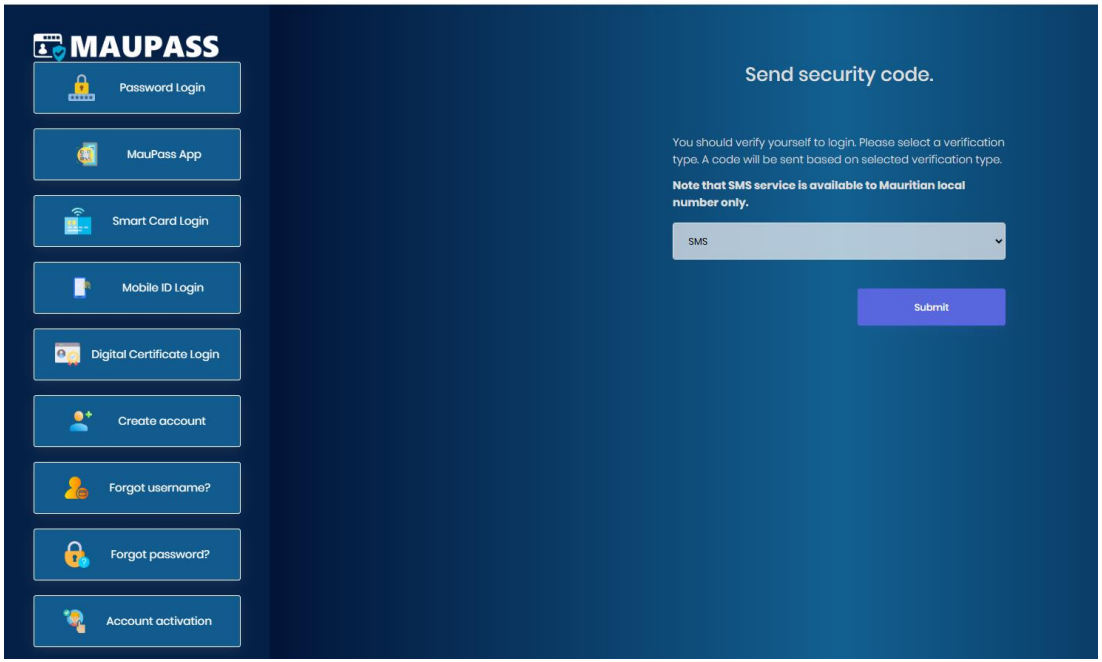
2. After a creating a Maupass account, user clicks on ‘Sign in with Maupass’



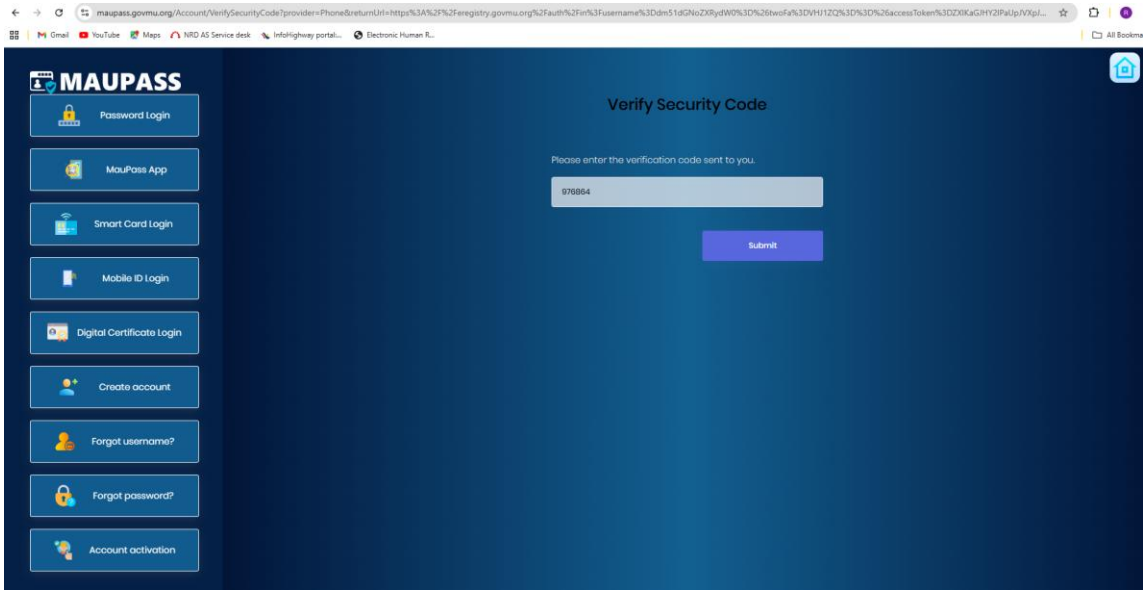
3. User enter Maupass credential account



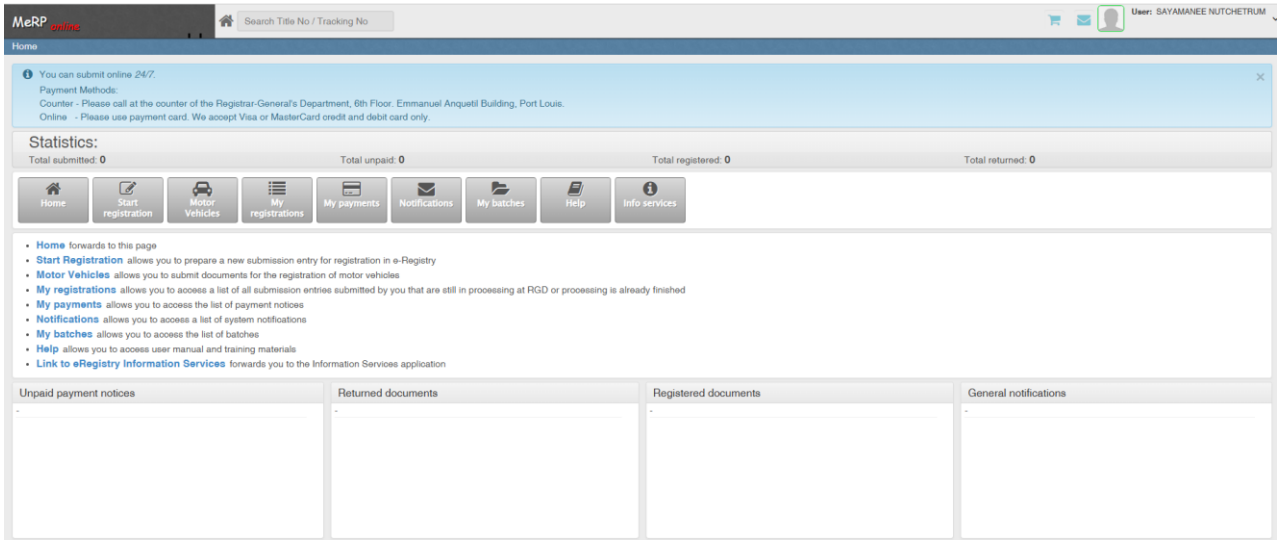
4. Choose how to send security code by email or SMS



5. Enter security code

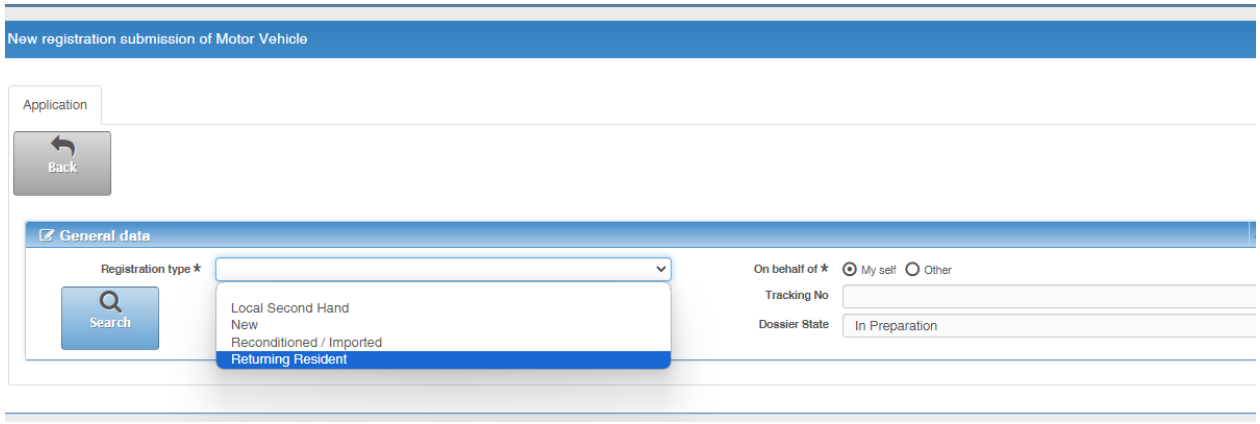


6. User will be automatically directed to eregistry dashboard.



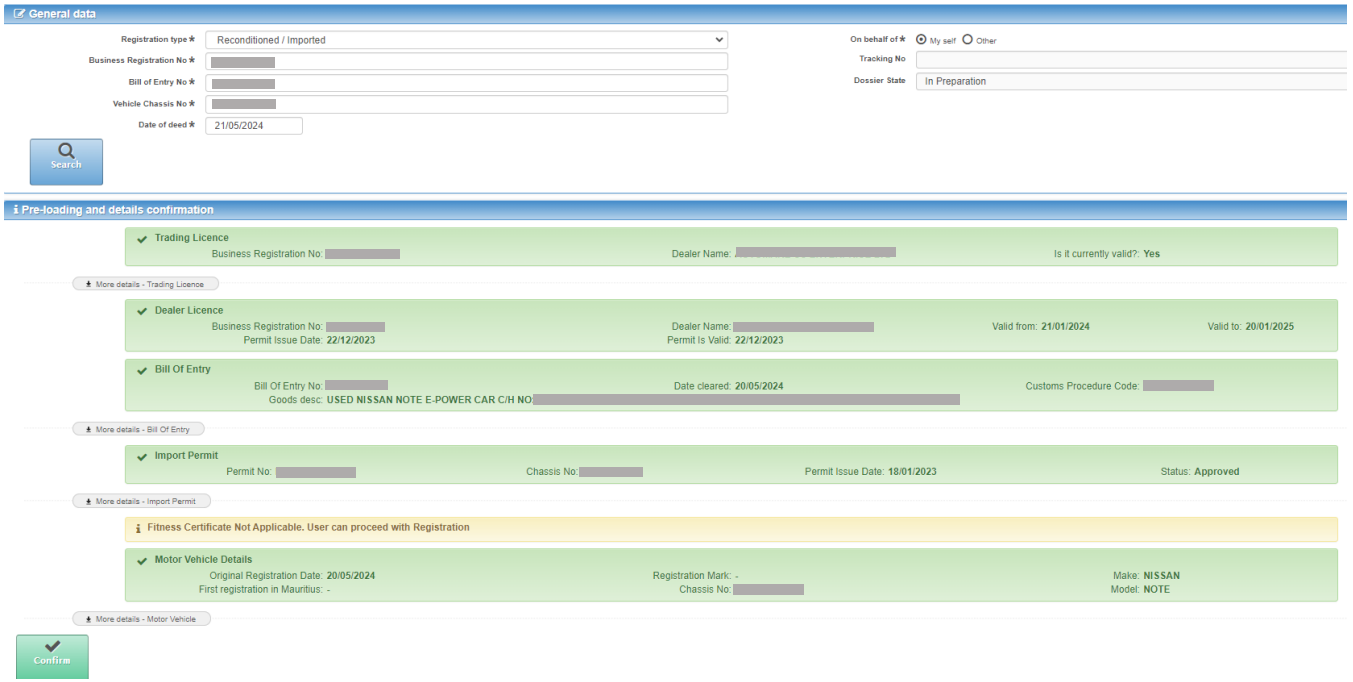
Note: To reset password, user should refer to 'How to reset password and Activate Account' – on website registrar.govmu.org. click on Online Services,

7. User clicks on Motor Vehicle button, the following screen will be displayed:



8. User selects one of the 4 Registration type and starts registration.
9. The information entered by the user will be verified from source, through several Departments/Authorities, for example the Bill of Entry, Chassis Number from MRA, the Certificate de Gage, Registration Mark (Vehicle Number) and other information from NLTA and NLTA Fitness centres, Import Permit and Dealer License from the Ministry of Commerce, and the Trade License from the CBRD
10. Where information cannot be found or wrongly input, a message in red background will be displayed to request user to contact the Departments/Authorities concerned to clear issue. See screen shots as example:

11. If all information retrieved from the different Departments/Authorities are correct, user to click on CONFIRM Button. User must ensure that every detail on screen is correct before confirming.

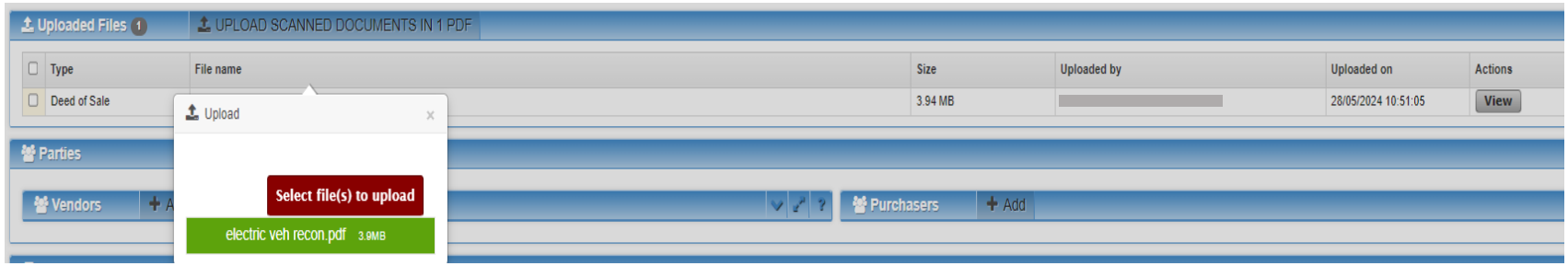


12. Next screen is displayed where user can see a generated Tracking Number. This is the Reference Number for the transaction that has been confirmed. The format of the Tracking number is 'E240XXXXXXXXX'. User to proceed with the following:

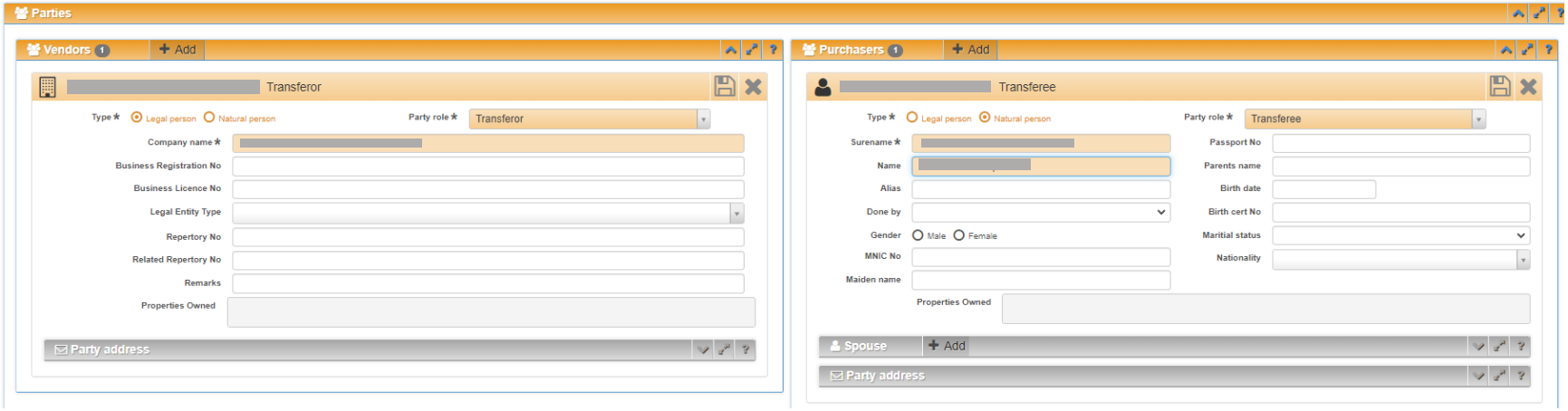
(a) upload his scanned documents which should be saved in 1 pdf file (max size 10 MB). Please note:

1) For **local second hand**, the documents to be uploaded as one pdf file and should be in the following order: (i) deed of sale (ii) horsepower (iii) certificat de gage where applicable (iv) other related documents in case of exemption applied, for example, Birth Certificate, Marriage Certficate, Affidavit of Succession, Power of Attorney

2) For **New/reconditioned**: scanned documents to be uploaded in 1 pdf file in the following order (i) deed of sale / or declaration of sale/or importation (ii) Bill of entry (iii) Fitness Certificate (iv) Import Permit where applicable.

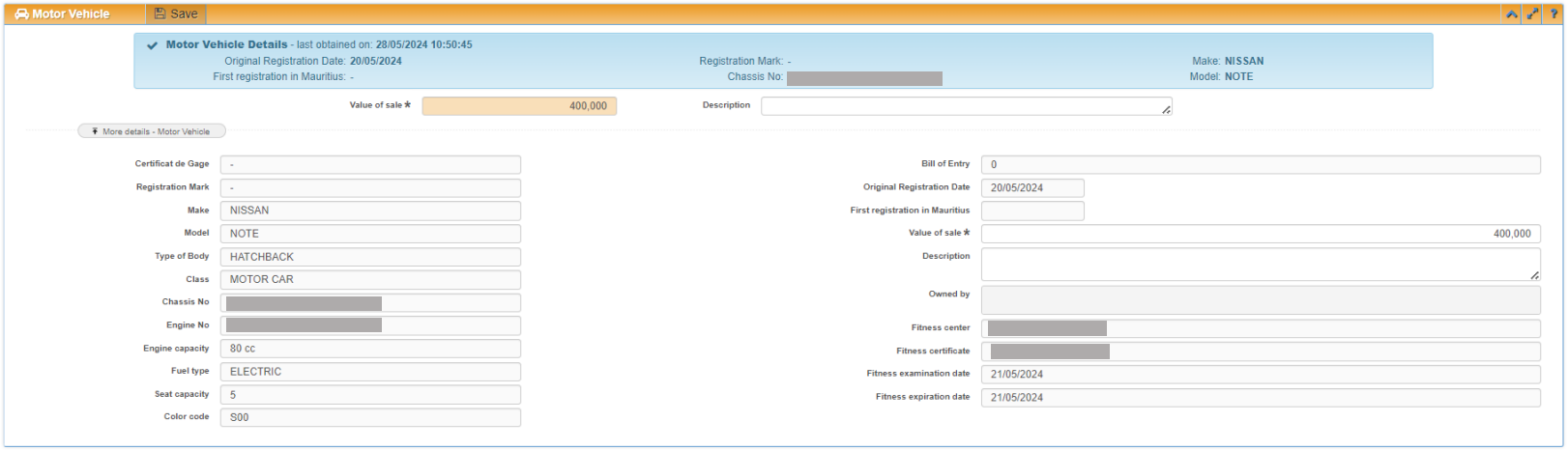


(b) to add parties (Transferor/Transferee).



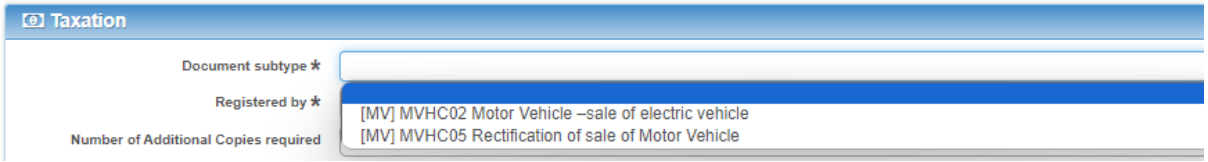
(c) Click on SAVE after completing input for transferor (vendor) and transferee (purchaser). Note: Please select Transferor as vendor and Transferee as purchaser

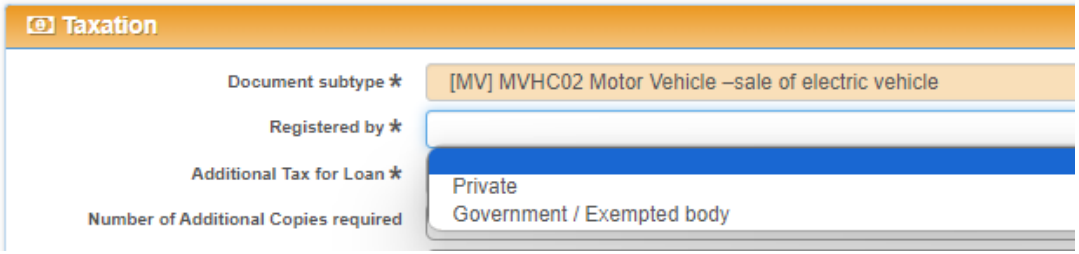
(d) On Motor Vehicle Details TAB, user to input value of sale

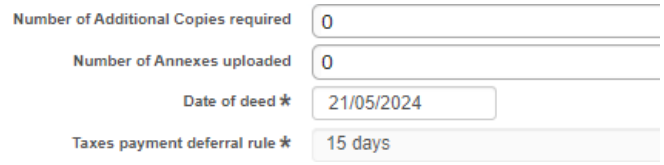


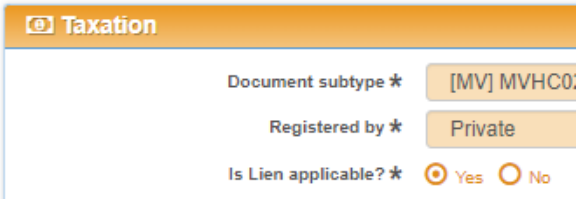
(e) Click on SAVE

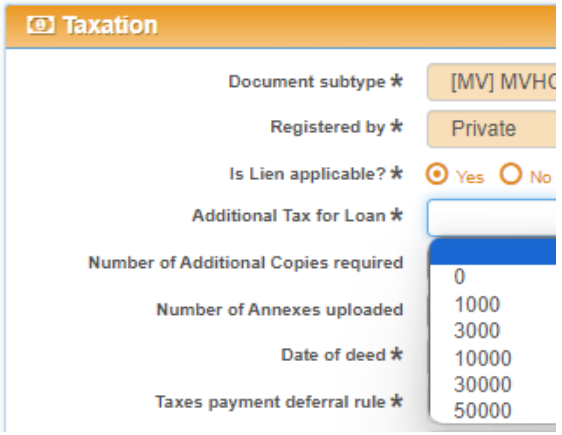
(f) On Taxation Tab, user to input the two mandatory fields: Document subtype and Registered By. The other mandatory fields ('date of deed', 'Taxes payment deferral rule' and 'Penalty will be applied as from') will be automatically populated.

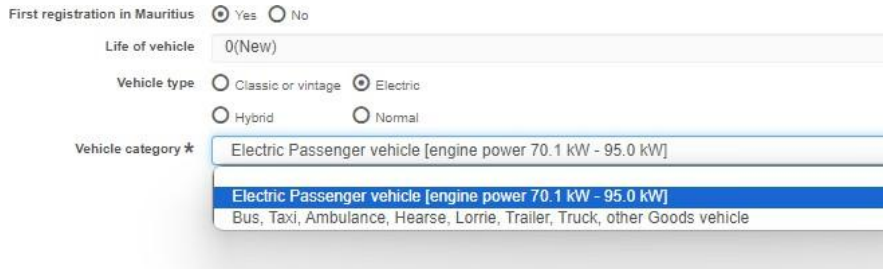




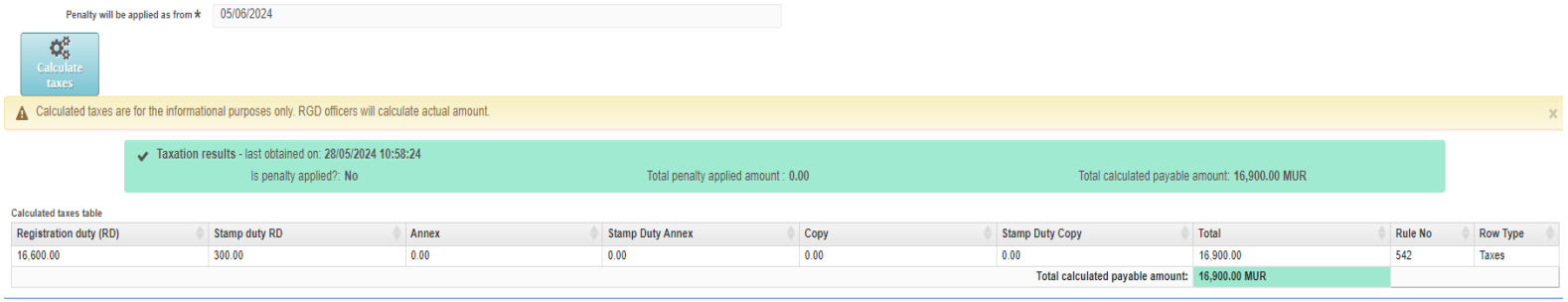




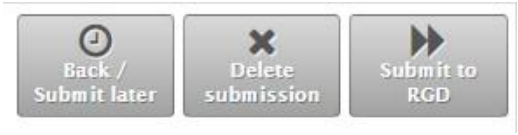




(g) User to click on Calculate Tax. (Note: the calculated tax will be for informational purposes only. RGD officers will be responsible to calculate the actual amount)



After completion, user has 3 options:



1) To Submit later (User can submit the application at a later time)
2) To Delete submission (All data in this application is erased. User to restart a fresh submission.)
3) To Submit to RGD (Application is submitted to RGD for processing.)

13. User still has the option to withdraw the submission, ONLY within a timeframe of 2 – 5 mins.

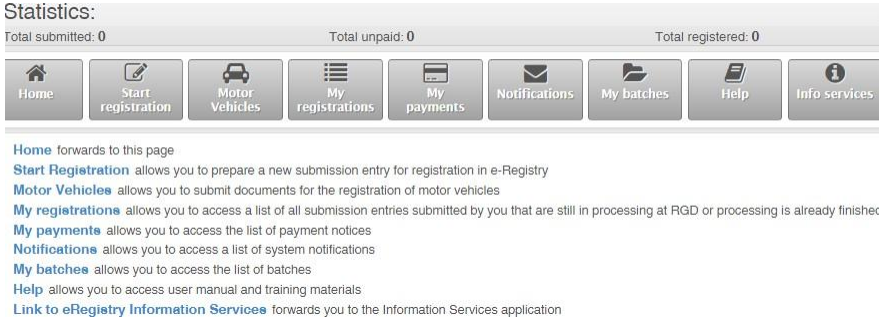
If the Taxation Officer has already claimed the tracking number, the User will NOT be able to initiate withdrawal.

14. Once user clicks on SUBMIT TO RGD, RGD taxing officer will start working on the Tracking Number .

User will be informed on the status on his dashboard.

15. Either Accepted or Rejected.

Reasons for Rejections will be provided to the user on his dashboard. He checks his dashboard on 'My Registrations"



If the submission is accepted, a Payment Notice will be issued to the User via his dashboard.

16. Payment.

User can initiate payment online from his dashboard where he can choose between the different methods of payment.

Or, User can still come to the RGD Cashier Counter to effect payment.

For any issue kindly call the helpdesk on: 201-1859/201-1860/201-1861