

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'

The Registrar General's Department of Mauritius

WELCOME TO MAURITIUS E-REGISTRY

- ✓ On-line registration
- ✓ On-line payment
- ✓ On-line search
- ✓ Information services
- ✓ Basic registration

☒ New submission by individual for any type of document

☐ Representations on behalf of Professional bodies

Login with MAUPASS for any new submission
[See note 1 below](#)

Sign in with MAUPASS

Login with your existing Mauritius e-registry user account
[See note 2 below](#)

Username

Password

LOGIN

[Reset password](#) [Activate account](#)

NOTE:

1. For any NEW SUBMISSION, you must "Proceed with MAUPASS" i.e create or use your MAUPASS account. Kindly note that all your previous transactions will not be visible through your MAUPASS account.

2. To access your previous Submissions, login in with your existing Mauritius e-Registry account. Kindly note you will not be permitted to effect any NEW SUBMISSION with your Mauritius e-Registry account and that the Mauritius e-Registry account would be inaccessible as from End of October 2024, from which you should be using your MAUPASS account only.

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

3. User enter Maupass credential account

MAUPASS

Password Login

Maupass App

Smart Card Login

Mobile ID Login

Digital Certificate Login

Create account

Forgot username?

Forgot password?

Account activation

Don't want to use username and password to login?

Click on the MAUPASS APP button to use the Maupass mobile app to login.

MAUPASS APP

Log in

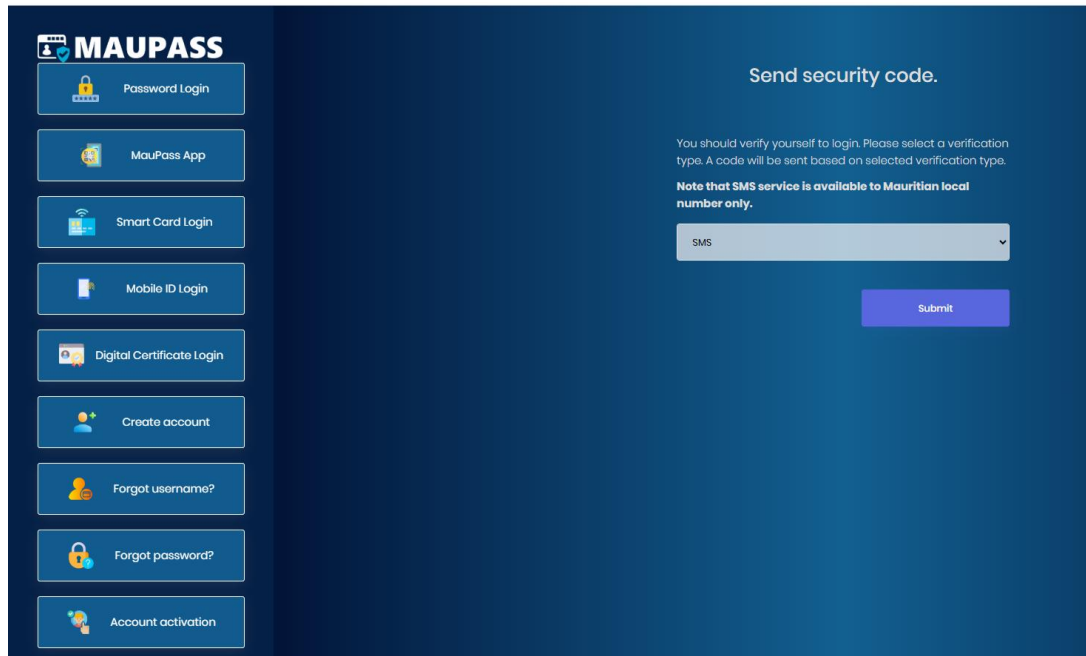
I want to login using:

☒ Email or user name ☐ National ID Number

☐ Remember me

Back Log in

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



The image shows the MAUPASS login interface. On the left is a sidebar with navigation links: Password Login, MauPass App, Smart Card Login, Mobile ID Login, Digital Certificate Login, Create account, Forgot username?, Forgot password?, and Account activation. The main area is titled 'Send security code.' and contains instructions: 'You should verify yourself to login. Please select a verification type. A code will be sent based on selected verification type.' Below this is a note: 'Note that SMS service is available to Mauritian local number only.' A dropdown menu is set to 'SMS', and a 'Submit' button is at the bottom right.

MAUPASS

Password Login

MauPass App

Smart Card Login

Mobile ID Login

Digital Certificate Login

Create account

Forgot username?

Forgot password?

Account activation

Send security code.

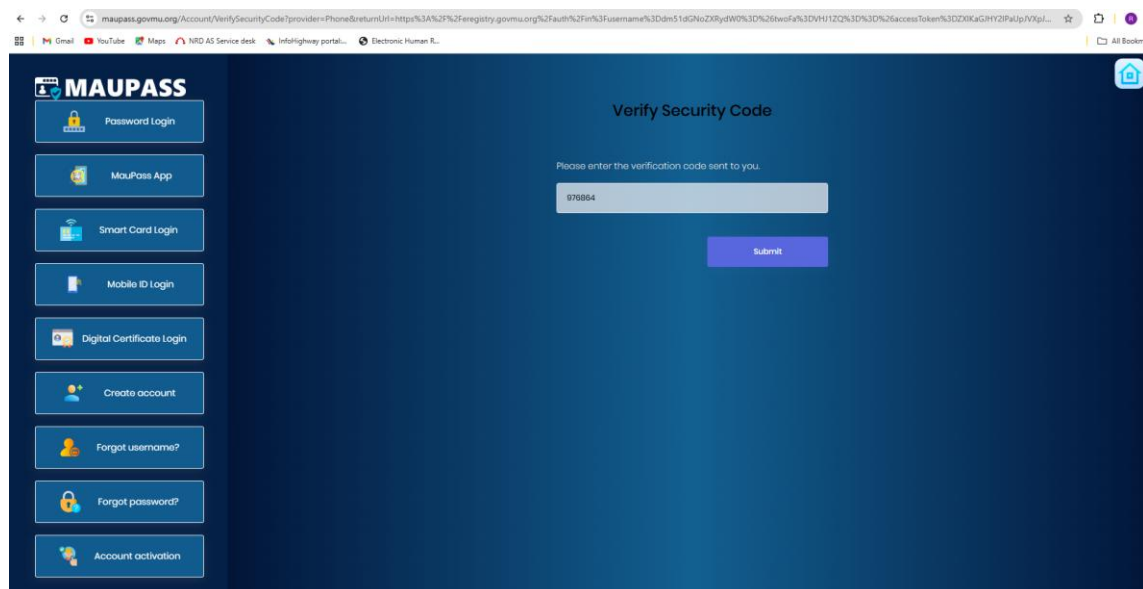
You should verify yourself to login. Please select a verification type. A code will be sent based on selected verification type.

Note that SMS service is available to Mauritian local number only.

SMS

Submit

5. Enter security code



The image shows the MAUPASS login interface at the 'Verify Security Code' step. The sidebar is identical to the previous screen. The main area is titled 'Verify Security Code' and contains the instruction: 'Please enter the verification code sent to you.' A text input field contains the code '576894', and a 'Submit' button is at the bottom right. The browser's address bar shows a URL from maupass.govmu.org.

MAUPASS

Password Login

MauPass App

Smart Card Login

Mobile ID Login

Digital Certificate Login

Create account

Forgot username?

Forgot password?

Account activation

Verify Security Code

Please enter the verification code sent to you.

576894

Submit

maupass.govmu.org/Account/VerifySecurityCode?provider=Phone&returnUrl=https%3A%2F%2Fregistry.govmu.org%2Fauth%2Fen%3Fusername%3Ddm51d2NoZ9fydW0%3D%26wofa%3D4W112Q%3D%3D%26accessToken%3D20KqGRY12PulpV9pL...

6. User will be automatically directed to eRegistry dashboard.

MeRP Online

Search Title No / Tracking No

User: SAYAMANEE NUTCHETRUM

Home

You can submit online 24/7.
Payment Methods:
Counter - Please call at the counter of the Registrar-General's Department, 6th Floor, Emmanuel Anquetil Building, Port Louis.
Online - Please use payment card. We accept Visa or MasterCard credit and debit card only.

Statistics:

Total submitted: 0 Total unpaid: 0 Total registered: 0 Total returned: 0

Home Start registration Motor Vehicles My registrations My payments Notifications My batches Help Info services

- **Home** forwards to this page
- **Start Registration** allows you to prepare a new submission entry for registration in e-Registry
- **Motor Vehicles** allows you to submit documents for the registration of motor vehicles
- **My registrations** allows you to access a list of all submission entries submitted by you that are still in processing at RGD or processing is already finished
- **My payments** allows you to access the list of payment notices
- **Notifications** allows you to access a list of system notifications
- **My batches** allows you to access the list of batches
- **Help** allows you to access user manual and training materials
- **Link to eRegistry Information Services** forwards you to the Information Services application

Unpaid payment notices	Returned documents	Registered documents	General notifications
-	-	-	-

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:

New registration submission of Motor Vehicle

Application

Back

☒ General data

Registration type *

Search

Local Second Hand
New
Reconditioned / Imported
Returning Resident

On behalf of * ☒ My self ☐ Other

Tracking No

Dossier State In Preparation

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:



✖ Bill Of Entry: RGD012 Incomplete information from MRA (Bill of Entry). No results found. Kindly contact MRA



✖ Import Permit: RGD010 Incomplete information from MOC (Import permit). No results found. Kindly contact MOC



✖ Motor Vehicle Details: RGD001 Incomplete information from NLTA (Particulars of Motor vehicle). No results found. Kindly contact NLTA

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.

General data

Registration type *
Reconditioned / Imported

Business Registration No *

Bill of Entry No *

Vehicle Chassis No *

Date of deed *
21/05/2024

On behalf of *
☒ My self ☐ Other

Tracking No

Dossier State
In Preparation

Search

Pre-loading and details confirmation

Trading Licence

Business Registration No:
Dealer Name:
Is it currently valid?: Yes

More details - Trading Licence

Dealer Licence

Business Registration No:
Permit issue Date: 22/12/2023
Dealer Name:
Permit is Valid: 22/12/2023
Valid from: 21/01/2024
Valid to: 20/01/2025

Bill Of Entry

Bill Of Entry No:
Goods desc: USED NISSAN NOTE E-POWER CAR C/H NO:
Date cleared: 20/05/2024
Customs Procedure Code:

More details - Bill Of Entry

Import Permit

Permit No:
Chassis No:
Permit Issue Date: 18/01/2023
Status: Approved

More details - Import Permit

Fitness Certificate Not Applicable. User can proceed with Registration

Motor Vehicle Details

Original Registration Date: 20/05/2024
First registration in Mauritius: -
Registration Mark: -
Chassis No:
Make: NISSAN
Model: NOTE

More details - Motor Vehicle

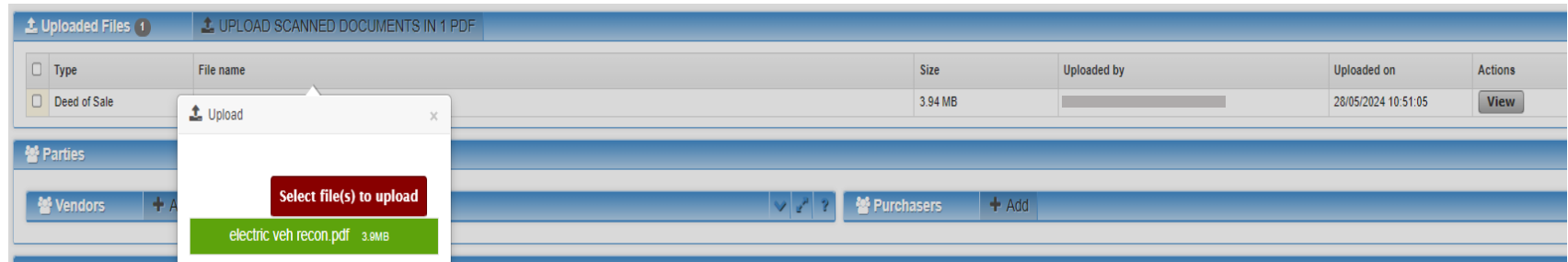
Confirm

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 Certificate, 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).

Transferor Form Fields:

- Type: ☒ Legal person ☐ Natural person
- Party role: Transferor
- Company name *
- Business Registration No
- Business Licence No
- Legal Entity Type
- Repertory No
- Related Repertory No
- Remarks
- Properties Owned
- Party address

Transferee Form Fields:

- Type: ☐ Legal person ☒ Natural person
- Party role: Transferee
- Surname *
- Name *
- Alias
- Done by
- Gender: ☐ Male ☐ Female
- MNIC No
- Maiden name
- Passport No
- Parents name
- Birth date
- Birth cert No
- Marital status
- Nationality
- Properties Owned
- Spouse: + Add
- Party address

(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

The screenshot shows the 'Motor Vehicle Details' form. At the top, there's a header bar with 'Motor Vehicle' and 'Save' buttons. Below it, a blue bar contains the title 'Motor Vehicle Details' and a timestamp. The form is divided into two main sections. The left section contains fields for 'Certificat de Gage', 'Registration Mark', 'Make' (NISSAN), 'Model' (NOTE), 'Type of Body' (HATCHBACK), 'Class' (MOTOR CAR), 'Chassis No', 'Engine No', 'Engine capacity' (80 cc), 'Fuel type' (ELECTRIC), 'Seat capacity' (5), and 'Color code' (S00). The right section contains fields for 'Registration Mark', 'Chassis No', 'Make' (NISSAN), 'Model' (NOTE), 'Value of sale' (400,000), 'Description', 'Bill of Entry' (0), 'Original Registration Date' (20/05/2024), 'First registration in Mauritius', 'Value of sale' (400,000), 'Description', 'Owned by', 'Fitness center', 'Fitness certificate', 'Fitness examination date' (21/05/2024), and 'Fitness expiration date' (21/05/2024).

(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.

The first screenshot shows the 'Taxation' form with the 'Document subtype' field set to '[MV] MVHC02 Motor Vehicle –sale of electric vehicle' and the 'Registered by' field set to '[MV] MVHC05 Rectification of sale of Motor Vehicle'. The second screenshot shows the 'Taxation' form with the 'Document subtype' field set to '[MV] MVHC02 Motor Vehicle –sale of electric vehicle' and the 'Registered by' field set to 'Private'. The 'Additional Tax for Loan' field is also visible, set to 'Government / Exempted body'.

Number of Additional Copies required

Number of Annexes uploaded

Date of deed *

Taxes payment deferral rule *

Taxation

Document subtype *

Registered by *

Is Lien applicable? * ☒ Yes ☐ No

Taxation

Document subtype *

Registered by *

Is Lien applicable? * ☒ Yes ☐ No

Additional Tax for Loan *

Number of Additional Copies required

Number of Annexes uploaded

Date of deed *

Taxes payment deferral rule *

First registration in Mauritius: ☒ Yes ☐ No

Life of vehicle

Vehicle type: ☐ Classic or vintage ☒ Electric

☐ Hybrid ☐ Normal

Vehicle category *

(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)

Penalty will be applied as from *

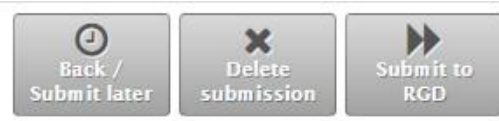
Calculate taxes

⚠ Calculated taxes are for the informational purposes only. RGD officers will calculate actual amount.

✓ Taxation results - last obtained on: 28/05/2024 10:58:24
Is penalty applied?: No
Total penalty applied amount : 0.00
Total calculated payable amount: 16,900.00 MUR

Registration duty (RD)	Stamp duty RD	Annex	Stamp Duty Annex	Copy	Stamp Duty Copy	Total	Rule No	Row Type
16,600.00	300.00	0.00	0.00	0.00	0.00	16,900.00	542	Taxes
Total calculated payable amount:						16,900.00 MUR		

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.

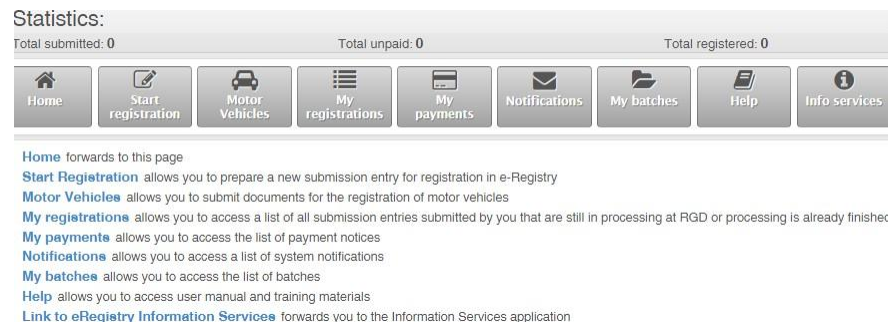


14. Once user clicks on SUBMIT TO RGD, RGD taxing officer will start working on the Tracking Number .

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