Online Registration of Documents

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.

- Verification, taxation and generation of payment notice.

- 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.

STEPS TO ONLINE REGISTRATION AT RGD (MeRS)

Submission of Documents	Verification of documents and Taxation	Payments	Retrieval of e-registered documents

◆ **STEP 1: Create / Access Your MAUPASS Account**

- Go to **MAUPASS** and log in
- A **MAUPASS ID** is mandatory for all online submissions
- Notaries, law practitioners, banks and companies representatives must all use MAUPASS CORPORATE credentials when available

Once logged in, access the **Mauritius e-Registry (MeRS)** portal

◆ **STEP 2: Log in to the Mauritius e-Registry (MeRS)**

- Access the **e-Registry system**
- Choose your **user profile** (Individual / Professional / Organisation)
- The dashboard will display available modules and services

◆ **STEP 3: Select the Document subtype for Registration**

From the menu, choose the relevant module, for example:

- 📝 Registration of **deeds / documents**
- 🏠 **Immovable property** transactions
- 🚗 **Vehicle transfer deeds**
- 📜 **Powers of Attorney**
- 🏛 **Mortgages / Charges**

◆ STEP 4: Enter Document Details

- Fill in all **mandatory fields**:
  - Parties' details
  - Description of property / vehicle / document
  - Date of deed
- The system performs **basic validations** (missing data, format errors, etc.)

Ensure details match exactly with the deed to avoid rejection.

◆ STEP 5: Upload Required Documents

Document format for online submissions

- 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.

Upload scanned copies in **PDF format**, such as:

- Signed deed / instrument
- Identification documents (if required)
- Supporting annexes (plans, schedules, approvals, etc.)

Files must comply with:

- Prescribed **size limits**
- Legibility and completeness requirements
- Prescribed format

- ◆ **STEP 6: System Assessment & Duties/Taxes Calculation**

  - The system automatically calculates:

    - **Registration Duty**
    - **Land Transfer Tax** (where applicable)
    - Other applicable fees

    Applicable **exemptions** may be selected (subject to verification)

- ◆ **STEP 7: Online Payment**

  - Proceed to **e-Payment**
  - Pay using:
    - Internet banking
    - Mobile payment
    - Debit/credit card

A **payment receipt** is generated electronically

- ◆ **STEP 8: Electronic Submission**

  - Review all entered information carefully
  - Submit the application electronically
  - A **tracking/reference number** is generated

Status can be tracked in real time (Submitted → Under Processing → Registered / Query / Rejected)

- ◆ **STEP 9: RGD Examination & Processing**

  - RGD officers examine:

    - Legal compliance
    - Valuation / duty aspects
    - Completeness of documents

- If clarification is required:

  - A **query** is raised through the system
  - User responds: resubmit as per requirements (no physical visit needed)
  - Call RGD help desk for clarification.

Helpline:
201 1859
201 1860
201 1861

◆ **STEP 10: Registration & Output**

Once approved:

- The document is **officially registered**
- Registration number and date are assigned
- Registered deed / acknowledgement becomes available online
- Data becomes **opposable to third parties**

⏱ IMPORTANT PRACTICAL NOTES

- ✔ Online registration has the **same legal effect** as physical registration
- ✔ Physical attendance is generally **not required**
- ⚠ Late registration may still attract **statutory penalties**