

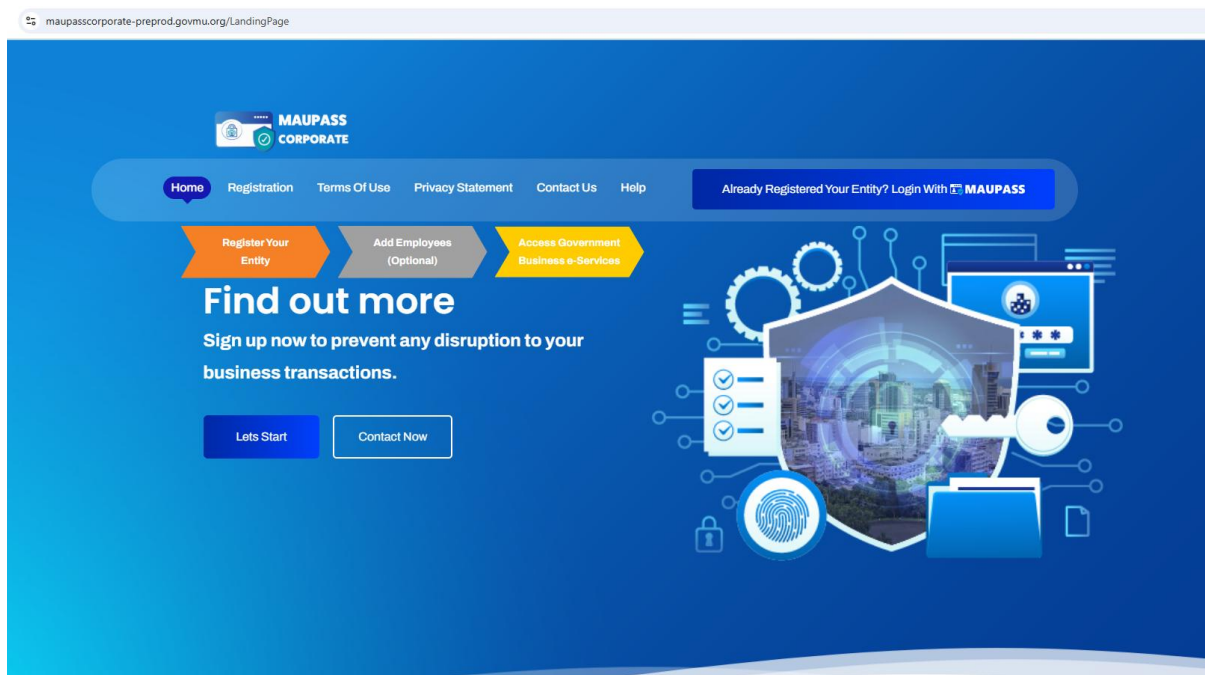
Entities/Companies on MauPass Corporate System

Registrar General's Department (RGD) Guidelines

1. MauPass Corporate (MC) Admin will be required to submit a **User Representation Form for Administrator (Professional Bodies)** in order to access the e-Registry System. This form is available on RGD website under “Forms & Guides” and must be submitted to the **Registrar-General's Department (RGD)** for approval.

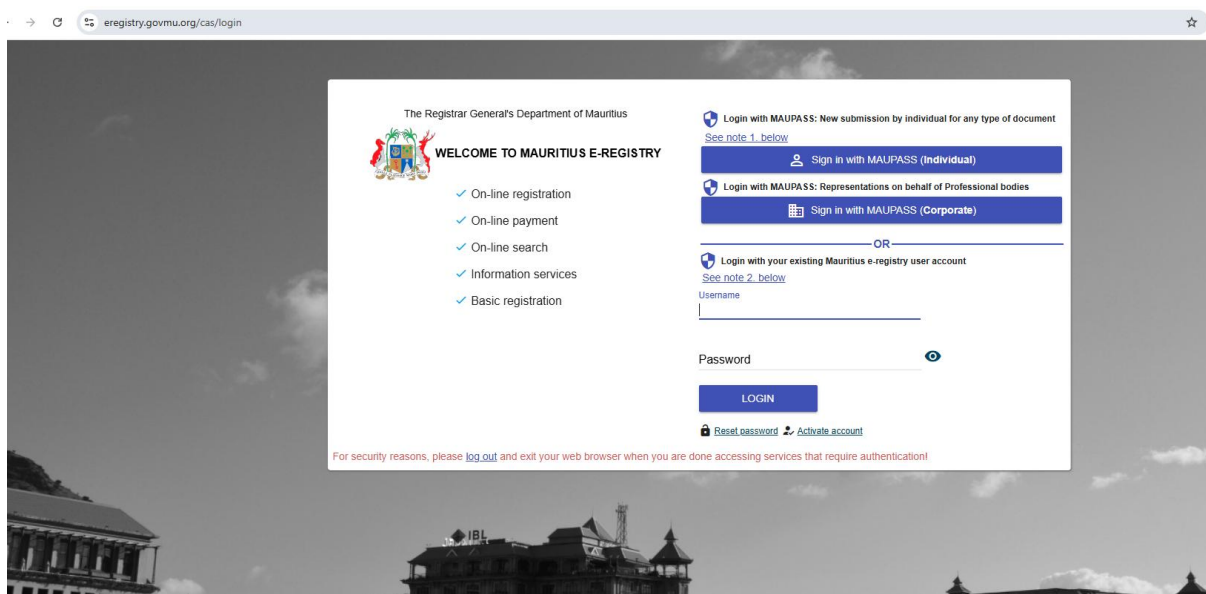
Please Note: Only designated Administrators of the respective companies are required to duly complete and submit the form to the RGD.

2. To commence using the **MauPass Corporate System**, the MC Admin User must first register its entity/company to perform corporate transactions on the **MauPass Corporate** portal and proceed in accordance with the user manual and instructional videos published on the **Registrar-General's Department (RGD)** official website.



3. After successful registration, the MC Administrator/s can add employees and assign necessary permissions to transact with RGD eRegistry system based on organizational needs.

4. MauPass Corporate Users will be redirected to the eRegistry system, where they are required to authenticate using their MauPass Corporate credentials, as indicated below:



5. MauPass Corporate Users should note that their existing eRegistry user account will be set to read-only mode once they begin logging in as MauPass Corporate users for new transactions.

6. It is understood that the registration of a foreign entity is still to be implemented due to the KYC exercise. The Ministry is currently working on a mechanism to ensure the registration of foreign entities. Until then, it has been proposed that foreign entities continue with the legacy system at the RGD.