

F1 Application for incorporation of a company and Business Registration Number June 2015

1. Load the page : <https://portalmns.mu/cbris>



C B R D

CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
Companies and Businesses Registration Integrated System

Login

User ID

Password

Login

By signing in I agree to the [MNS NSA](#)

Announcements

- [M_06042015 Notice](#)

DEACTIVATION OF BRAMER BANKING COOPERATION SYSTEM

Dear Valued Users,
Kindly be informed that [BRAMER BANKING CORPORATION LTD](#) has been deactivated from our services and as such you will not be able to send Electronic payments through same until further notice.

MNS
06.04.2015

SSL Certificate

Helpdesk
Tel: (230) 401 6825
Monday to Friday : 8:00 - 20:00
Saturday: 8:00 - 13:00
Sunday and Public Holidays Closed

To use this system
- Enable Cookies and Javascript in your browser

release 1.01 build (2015070900002)

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- 2. Use your Login and password that MNS has provided you to login in CBRIS system.

Login

User ID

Password

By signing in I agree to the MNS NSA

- 3. Click "OK" for the license Message

 **CORPORATE AND BUSINESS REGISTRATION DEPARTMENT**
Companies and Businesses Registration Integrated System

License Message

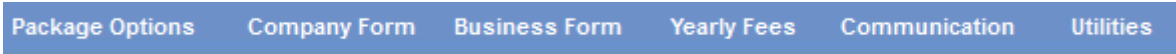
WELCOME

The use of this system and all its accompanying materials is governed by the terms and conditions stipulated under the [MNS Network Services Agreement](#).

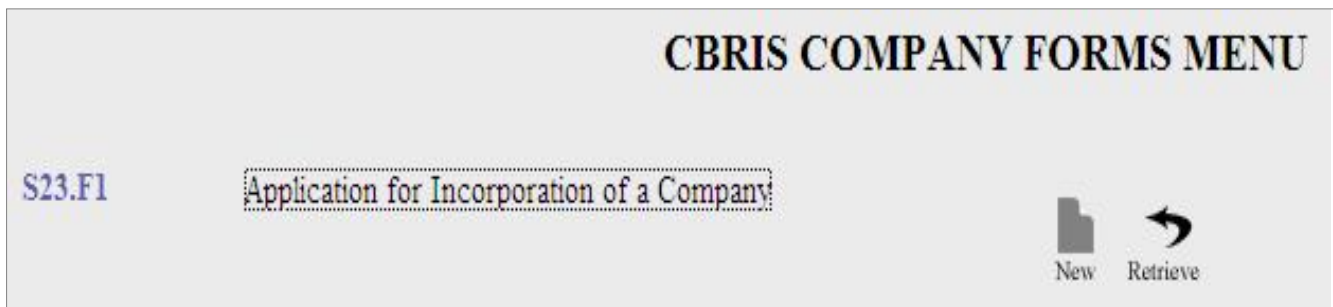
By proceeding beyond this panel, you indicate your acceptance of such terms and conditions. In the event that you do not agree to these terms and conditions, you shall promptly contact MNS.

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4. Click "Company Form"



5. Mouse-over "Application for Incorporation of a Company" and click on "new"



6. Click on "New"

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7. Fill the application form and attach the documents needed

THE COMPANIES ACT APPLICATION FOR INCORPORATION OF A COMPANY [Section 23(1)(a)]		Create Date 16/09/2013
		Job Number 130916RC12869MNSRC
		Status Complete

Date of Incorporation

 Company Number

Name of proposed company [Registered Names](#)

Category *

 Nature Private Public *

Type *

 One Person Company Yes No *

Limited Life company Yes No *

 Duration * (years, if limited by life)

Registered Office Address

Street *

Building/Locality

Town/Village

Country

Director *
 Shareholder *
 Member
 Secretary
 Registered Agent
 Supporting Documents

Please give your instructions regarding the Certificate of Incorporation :

Fax Fax No.

Collection Method Will Collect Send By Registered Post *

Address to post to Registered Office Principal Place of Business Address for Correspondence Contact Address

Request for certified copies :

Certified copy of certificate for incorporation

Certified copy of the application for Incorporation No. of copies

* Chargeable [View Fees](#)
 Note : For overseas fax please specify country and area codes

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- 8. Filling a F1 application
- 9. To add a new director click on “NEW” button then on the “EDIT” icon to enter details on the pop up. After the director details are filled, another director details can be entered by the same procedure. It is same for shareholders, member and the others. The red asterisk represents mandatory fields.

Director *	Shareholder *	Member	Secretary	Registered Agent	Supporting Documents		
					New		
Edit	Title	Surname	First Name	Address	NIC/Passport No./Company No.	Person Business	Occupation
							New

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10. To add a new director click on "NEW" button then on the "EDIT" icon and add details on the pop up

Edit Director Info X

Please check if a Person

Title --SELECT--

Surname / Company Name *

First Name(s)

Maiden Name (If any)

Resident of Mauritius Yes No

Citizen of Mauritius Yes No

Nationality --SELECT--

Registered with Registrar of Companies Yes No *

Company Type Partnership Company

ID Type --SELECT-- * Country --SELECT--

NIC / Passport No. / Company No. *

Residential Address

Street

Building/Locality

Town/Village

Country --SELECT--

Service Address

Please check if same as Residential Address

Street *

Building/Locality

Town/Village

Country --SELECT-- *

Business Occupation --SELECT--

Consent Date *

** I also certify that I am not over the age of seventy.

** Applies to director of public company unless approval is obtained under section 138(6). (Copy of approval to be attached).

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11. To add a new shareholder click on "NEW" button then on the "EDIT" icon and add details on the pop up. Shares details need to be added by clicking on "NEW" and the "EDIT" icon.

Edit Shareholder info ✕

Job No

Full Name of Shareholder
 Please check if a Person

Title

Surname / Company Name *

First Name(s)

Maiden Name (If any)

Resident of Mauritius Yes No

Citizen of Mauritius Yes No

Nationality

Registered with Registrar of Companies Yes No *

Company Type Partnership Company

ID Type * Country

NIC / Passport No. / Company No. *

Residential Address

Street

Building/Locality

Town/Village

Country

Service Address

Please check if same as Residential Address

Street *

Building/Locality

Town/Village

Country *

Consent Date *

* If this consent is signed by an agent, a copy of the instrument authorising the agent to sign must be attached.

Share Details *

	Edit	Class of Shares *	No of Shares	Par value (if any)	Paid Amount *	Unpaid Amount *	
*	✎	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New
							New

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12. Shares details are filled in the following pop up.

Share Details	
Payment	<input type="radio"/> Cash consideration <input type="radio"/> Consideration other than Cash *
Class of Shares	--SELECT-- *
If others, please specify	<input type="text"/>
Number of shares	<input type="text"/> *
Par Value	<input type="text"/>
Currency	MUR - MAURITIAN RUPEE *
Amount Paid	<input type="text"/> *
Amount Unpaid	<input type="text"/> *
**** If otherwise than cash is selected, please provide certificate according to S57(3) of Companies Act 2001	

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13. To add a new member click on "NEW" button then on the "EDIT" icon and add details on the pop up. (Only for companies limited by shares and guarantee or limited by guarantee)

Edit Member Info x

Full Name of Member

Please check if a Person

Title --SELECT--

Surname / Company Name *

First Name(s)

Maiden Name (If any)

Resident of Mauritius Yes No

Citizen of Mauritius Yes No

Nationality --SELECT--

Registered with Registrar of Companies Yes No *

Company Type Partnership Company

ID Type --SELECT-- * Country --SELECT--

NIC / Passport No. / Company No. *

Residential Address

Street

Building/Locality

Town/Village

Country --SELECT--

Service Address

Please check if same as Residential Address

Street *

Building/Locality

Town/Village

Country --SELECT-- *

Consent Date *

* If this consent is signed by an agent, a copy of the instrument authorising the agent to sign must be attached.

Contribution ⌵

Currency *	Amount to be contributed *
--SELECT--	<input style="width: 100%;" type="text"/>

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- To add a new secretary click on "NEW" button then on the "EDIT" icon and add details on the pop up. (It should be qualified secretary in case of public company and in case of a company secretary the company should have approval from registrar general)

Edit Secretary info X

Full Name of Secretary
 Please check if a Person

Title --SELECT--

Surname / Company Name *

First Name(s)

Maiden Name (If any)

Resident of Mauritius Yes No

Citizen of Mauritius Yes No

Nationality --SELECT--

Registered with Registrar of Companies Yes No *

Company Type Partnership Company

ID Type --SELECT-- * Country --SELECT--

NIC / Passport No. / Company No. *

Residential Address

Street

Building/Locality

Town/Village

Country --SELECT--

Service Address
 Please check if same as Residential Address

Street *

Building/Locality


Town/Village

Country --SELECT-- *

*Qualifications 1 --SELECT--

*Qualifications 2 --SELECT--

*Qualifications 3 --SELECT--

Consent Date * 

* Does not apply to small private company or company holding a Category 2 Global Business Licence.

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- 15. To add a new registered agent click on “NEW” button then on the “EDIT” icon and add details on the pop up. (Applicable only for global business 2)



The screenshot shows a dialog box titled "Edit Registered Agent Info" with a close button (X) in the top right corner. Below the title, there is a section labeled "Full Name of Registered Agent". Under this section, there are two input fields: "Company Name" and "Company No.". Each input field has a red asterisk (*) to its right, indicating a required field. A horizontal dashed line is positioned below the "Company No." field. At the bottom right of the dialog box, there are two buttons: "OK" (in blue) and "Cancel".

- 16. Attach the documents needed



The screenshot shows a software interface for document attachment. At the top, there is a navigation bar with several menu items: "Director", "Shareholder", "Share Detail", "Member", "Secretary", "Registered Agent", and "Supporting Documents". Each item has a red asterisk (*) and a dropdown arrow. Below the navigation bar, there is a large light blue area. On the right side of this area, there are two "New" buttons. In the center, there is a section for adding a file. It includes a label "File" with a red asterisk (*), a text input field, a "Choose..." button, and a label "Filename" followed by another text input field.

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17. If the status is Incomplete the Send button will not appear.
18. Fill in all mandatory fields and Save the application as Complete.
19. Click on Send button to send the application
20. Then check for new Message to get updated status

21. How to retrieve an application?
 - 21.1 Retrieve your application by clicking on Company Form >> F1 >> Retrieve >> Search. Then, click on the record you want to retrieve
 - 21.2 If acknowledgment is received from CBRD an Acknowledgment button will be displayed. Click on the button to read the acknowledgment message

Create Date	30/08/2013
Job Number	130830RC12811MNSRC
Status	Incorporated
	<input type="button" value="Acknowledgement"/>

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Acknowledgement

Acknowledgement

Ack.

Received

Date

YOUR COMPANY HAS BEEN SUCCESSFULLY INCORPORATED ON 14-AUG-13

- 22. How to reset a failed sending of an application?
 - 22.1 If a document has failed while sending for any reason, therefore the application need to be reset so that resending is possible.
 - 22.2 Go to "Communication" and then click on "Reset send status"



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Retrieve List of Being Sent or Sent Forms

Job Number
 Form Code

1 record(s) found.
Please choose the records to be sent.

<input type="checkbox"/>	Job Number	Form Code	Company Name	Last Updated By	Status	Last Updated On
<input type="checkbox"/>	120903RC11208MNSROCTEST	F26	Quick Solution Ltd	ROCUSR2	Send Failed	18/01/2013 12:02:48

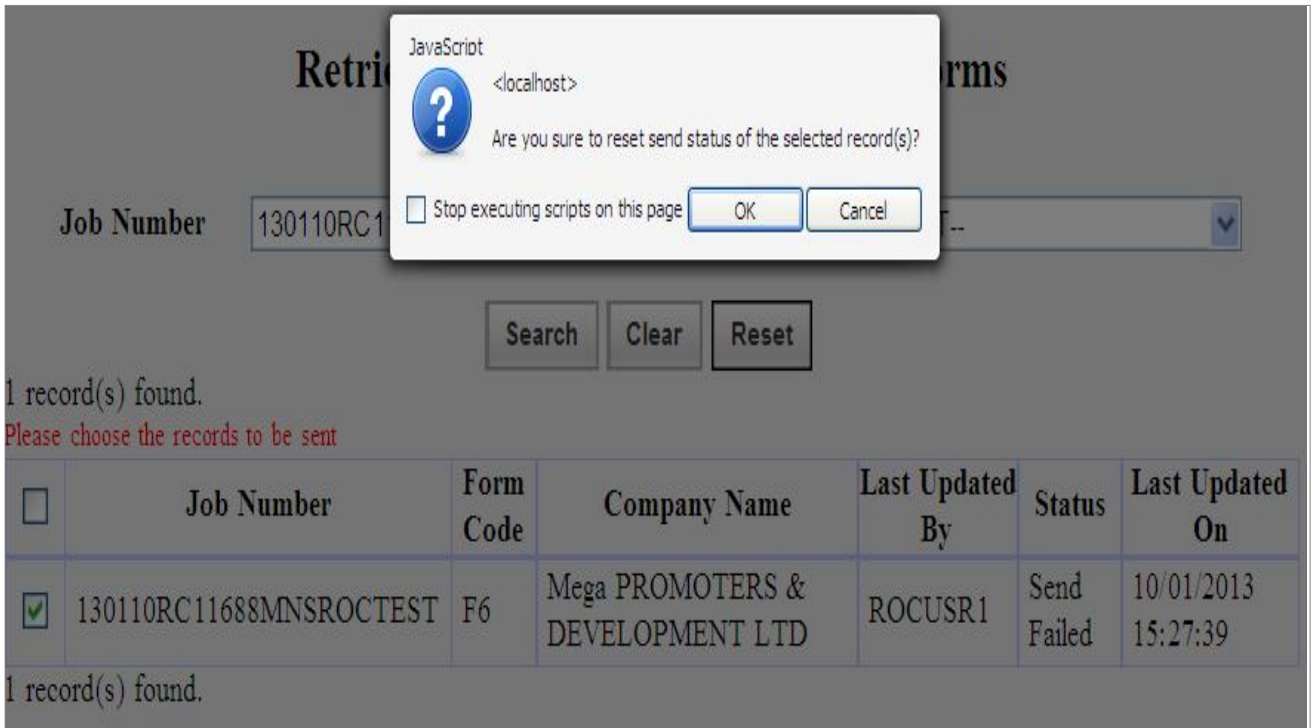
1 record(s) found.

There are 4 ways you can search for the record when the Status is "Send Failed":

- ⤴ Either you enter the Job Number and then you click on Search
- ⤴ Or Select the Form Code and then you click on Search
- ⤴ Or Enter the Job Number and Select the Form Code and then you click on Search
- ⤴ Or Click on Search and then select the record you want to Reset

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22.3 Click on Reset button.



JavaScript
<localhost>
Are you sure to reset send status of the selected record(s)?
 Stop executing scripts on this page

Retrie... rms

Job Number 130110RC1

Search Clear Reset

1 record(s) found.
Please choose the records to be sent

<input type="checkbox"/>	Job Number	Form Code	Company Name	Last Updated By	Status	Last Updated On
<input checked="" type="checkbox"/>	130110RC11688MNSROCTEST	F6	Mega PROMOTERS & DEVELOPMENT LTD	ROCUSR1	Send Failed	10/01/2013 15:27:39

1 record(s) found.

22.4 Confirm the reset instruction by clicking on "OK"

22.5 Retrieve the application and send again for processing.

23. How to print consents for Director, Shareholder, Member and Secretary?

23.1 Retrieve the application and click on Search.

23.2 Click on Print button to open the consent in pdf format and send to printer

23.3 Sign the consents and scan



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23.4 Attach consents to Supporting Documents tab

		FOR OFFICE USE	S23.F1
THE COMPANIES ACT APPLICATION FOR INCORPORATION OF A COMPANY [Section 23(1)(a)]		BARCODE Date of Incorporation	
Name of proposed company			
<input type="text" value="test18"/>			
Category: <input type="checkbox"/> Domestic <input checked="" type="checkbox"/> Category 1 Global Business <input type="checkbox"/> Category 2 Global Business <input type="checkbox"/>			
Type: <input type="checkbox"/> Limited by shares <input checked="" type="checkbox"/> Limited by guarantee <input type="checkbox"/>		Nature: <input checked="" type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
<input type="checkbox"/> Limited by shares and guarantee <input type="checkbox"/> Unlimited company <input type="checkbox"/>			
<input type="checkbox"/> One person company Yes <input type="checkbox"/> Limited Life company Yes <input checked="" type="checkbox"/>		Duration: 2 years	
Company No. for Registered Agent		<input type="text"/>	
Name of Registered Agent			
<input type="text" value="GHGHG"/>			
Registered Office Address			
Street	<input type="text" value="test18"/>		
Building/Locality	<input type="text"/>		
Town/Village	<input type="text"/>		
Country	<input checked="" type="checkbox"/> Mauritius	<input type="checkbox"/> Rodrigues	

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The following documents accompany this form:

<ol style="list-style-type: none"> 1. Consent and certificate of every Director (please use Form 7 for this purpose) 2. Consent and certificate of secretary (if any) (please use Form 8 for this purpose) 3. Shareholders' consent (please use Form 9 for this purpose) 4. Members' consent (Applicable for company limited by guarantee)(please use Form 10 for this purpose) 5. Written authority of the agent that signed the form of consent 6. Notice of reservation of name (if any) 7. Constitution of company and legal certificate (if any) 	<p style="font-size: small;">For office use</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div>
No. of sheets provided	<input style="width: 50px; height: 20px;" type="text"/>

Declaration of Applicant

I declare that the information contained in this application is true and correct.

Signature: _____ Name: _____

Date: October 17, 2013

<p>Presented by:</p> <p>Name: <u>Test Account for CBRIS</u></p> <p>Address: <u>ADD1</u></p> <p><u>ADD2</u></p> <p><u>ADD3</u></p> <p><u>MAURITIUS</u></p> <p>Reference: <u>130916RC12869MNSROCTEST</u></p>	<p style="text-align: right; font-size: small;">(For office use)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <p>Other fees :</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p> </td> <td style="width: 40%; border: none; vertical-align: top;"> <p>Officer's Name :</p> <p style="text-align: right;">_____</p> <p>Sig : _____</p> <p>Date : _____</p> </td> </tr> </table>	<p>Other fees :</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p>	<p>Officer's Name :</p> <p style="text-align: right;">_____</p> <p>Sig : _____</p> <p>Date : _____</p>
<p>Other fees :</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p>	<p>Officer's Name :</p> <p style="text-align: right;">_____</p> <p>Sig : _____</p> <p>Date : _____</p>		

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- 24. How to fill a business registration form?
- 25. Click on BRF Details button and fill the application. (Applicable only for Domestic Company)

	Date Created	23/09/2013
	Job Number	130916RC12869MNSROC
	Status	Complete

Date registered		Business Registration Number	
-----------------	--	------------------------------	--

Business name

General Nature of business *

Address of Principal Place of Business

Street *

Building/Locality

Town/Village * 🔍

Country ▾

Date Proposed date of commencement of business *

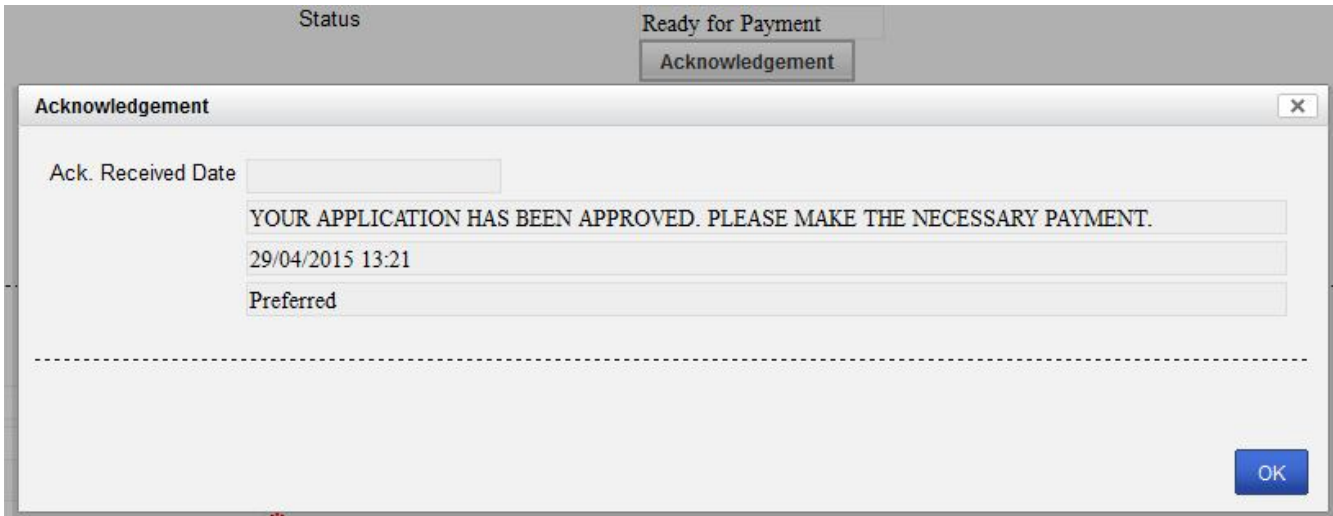
Date/Proposed date * 📅

Other Business Names ▾

	Business name	
✎	<input style="width: 90%;" type="text" value="zz"/>	<input type="button" value="New"/>
		<input type="button" value="New"/>

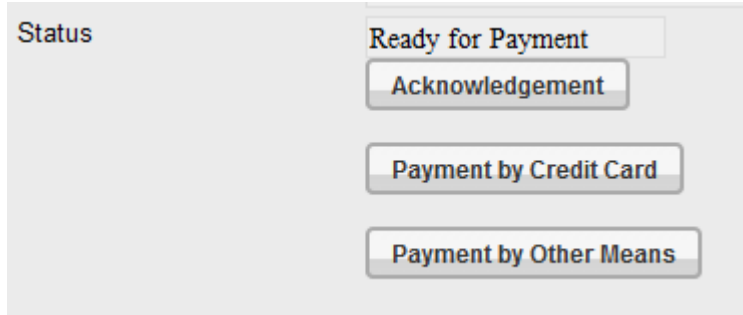
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- 26. If acknowledgment is received from CBRD a button will be displayed. Click on the button the message will be displayed





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27. If application status is Ready for Payment two payment buttons will be displayed



27.1 Payment by Credit Card can be done. Enter the required credit card information.

27.2 Payment fees details are shown.

Fees * ⌵			
Currency	Amount	Fee Details	Payment Instruction
MUR	200		

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27.3 Click on Search icon to view Fee details

ROC PAYMENT AND FEE DETAILS

1 record(s) found

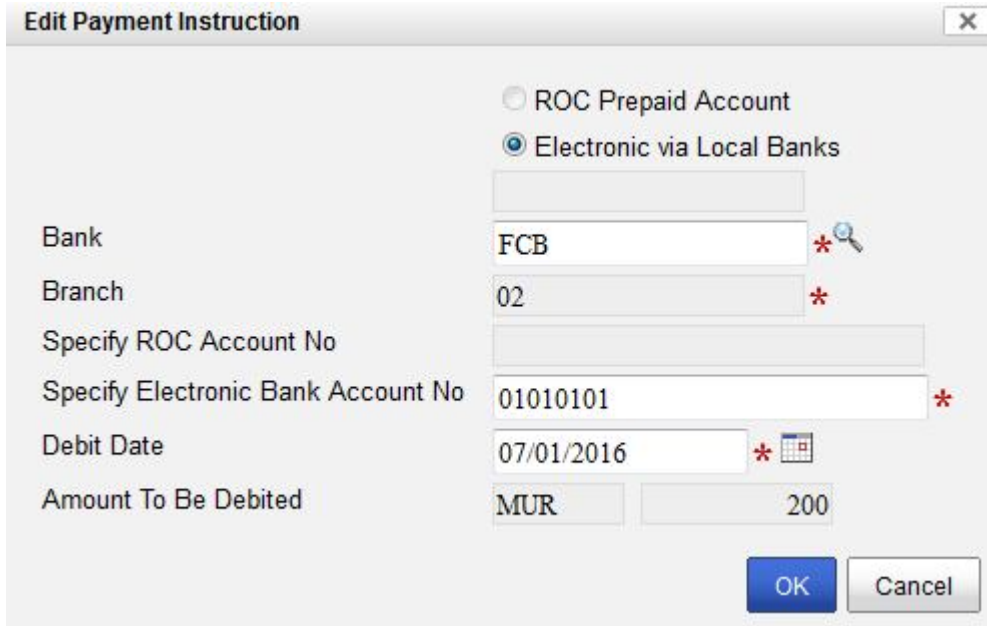
Name	Quantity	Currency	Amount
APPL FOR INCORP - DOMESTIC PRIVATE	1	MUR	10

1 record(s) found

27.4 Click on Edit icon to insert payment instruction, Save and Send.

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27.5 Payment by other means



Edit Payment Instruction

ROC Prepaid Account
 Electronic via Local Banks

Bank: FCB *

Branch: 02 *

Specify ROC Account No: [Empty]

Specify Electronic Bank Account No: 01010101 *

Debit Date: 07/01/2016 *

Amount To Be Debited: MUR 200

OK Cancel

2 types of payment can be done:

1. CBRD Prepaid Account : You have already a deposit account in CBRD where the amount will be deducted
2. Electronic via Local Banks: MACCS payment via different banks in Mauritius. Conditions apply

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28. Handy information:

Status that an application can have:

Status	Description
Incomplete	When user starts to enter information
Complete	When user save all the mandatory details
Entry in Progress	When one user is already working and the second user retrieve the application
Sent	When user send the application
Sending Fail	When the document fail while sending
Reset Sent Status	When document fail, need to reset the application
Under Process (Receive Acknowledgment from CBRD)	When the application has been received by CBRD
Incomplete Information	When ROC rejected due to incomplete information
Ready for Payment	When payment need to be done
Payment Sent	When payment instruction has been sent
Receipt Received	When payment has well received by CBRD
Approved	When application has been approved

29. What must be done in case of Entry in Progress status:

- 29.1 Login
- 29.2 Click on Menu "Utilities"
- 29.3 Choose Menu "Unlock Document"
- 29.4 Search the application you want to unlock
- 29.5 Select the record and then click on unlock button
- 29.6 Retrieve your application
- 29.7 Save as complete and then send

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CBRIS STATUS FLOW

