

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



CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
Companies and Businesses Registration Integrated System

C B R D

Login

User ID

Password

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.



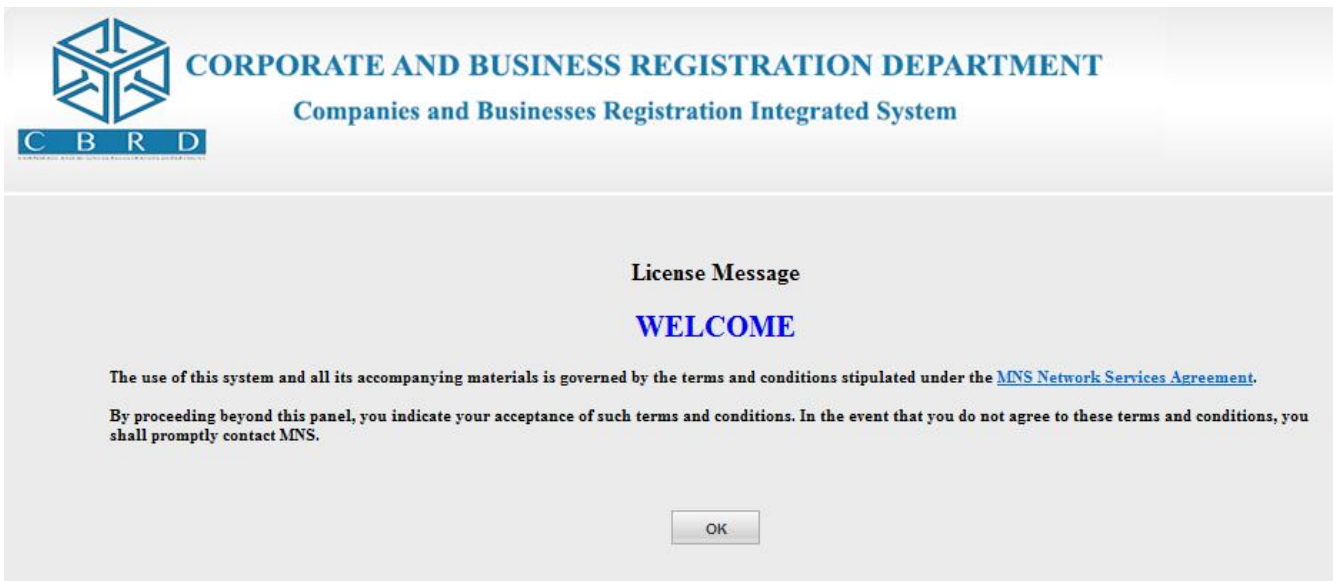
Login


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.

4. Click "Company Form"

Package Options Company Form Business Form Yearly Fees Communication Utilities

5. Mouse-over "Application to Change Name of a Company" and click on "New"

S36.F2	Application to Change Name of a Company		
		New	Retrieve

6. Click on "New" then select present name of company from the list box.

- 7. Fill the application form and attach the documents needed.
- 8. Type the proposed name of company and other details and Save the application by clicking on the Save button.

THE COMPANIES ACT		Date Created	05/09/2013
APPLICATION TO CHANGE NAME OF A COMPANY		Job Number	130905RC13934ROCTE
[Section 36(1)(a)]		Status	Complete

Present Name of Company	SIL TEST GBC1 PRIVATE 1	Company Number	C99994
Category	Category 2 Global Business	Date of Incorporation	12/12/2003

Proposed Name of Company *

Please give your instructions regarding the Certificate of Change of Name

Fax Fax No.


Collection Method Will Collect Send By Registered Post *

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

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

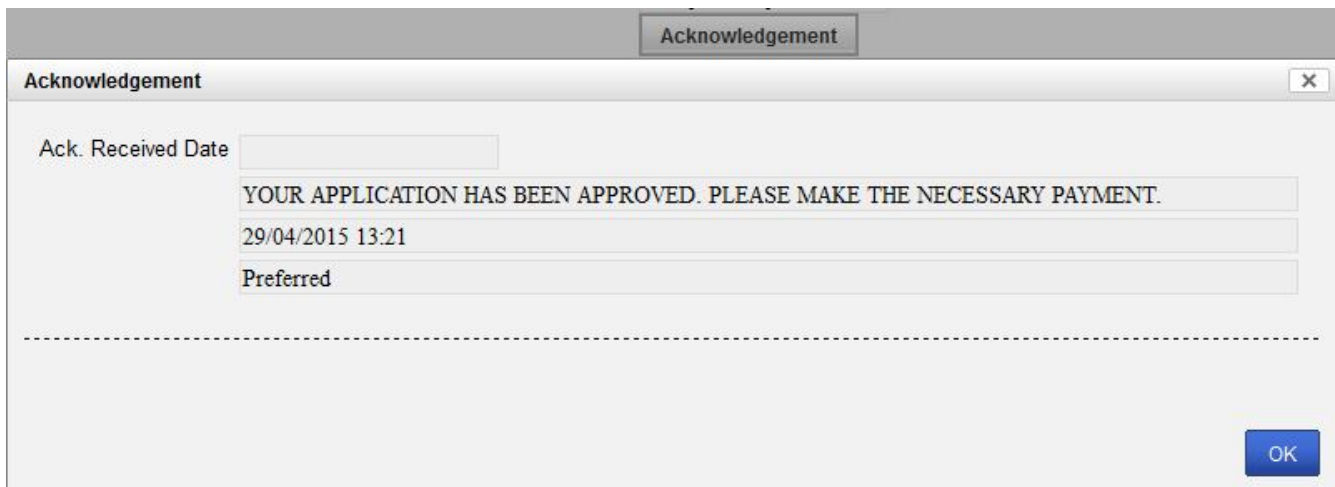
Enclosed the following documents:
1. Notice of reservation of name (if any)
2. Copy of resolution

Supporting Documents

File *	Filename
	<input type="text" value="ViewFormF13.pdf"/>

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

13. How to retrieve an application?
 - 13.1 Retrieve your application by clicking on Company Form >> F2 >> Retrieve >> Search. Then, click on the record you want to retrieve.
 - 13.2 If acknowledgment is received from CBRD an Acknowledgment button will be displayed. Click on the button to read the acknowledgment message



The screenshot shows a dialog box titled "Acknowledgement" with a close button (X) in the top right corner. The main content area contains the following text:

Ack. Received Date

YOUR APPLICATION HAS BEEN APPROVED. PLEASE MAKE THE NECESSARY PAYMENT.

29/04/2015 13:21

Preferred

OK

14. How to reset a failed sending of an application?
 - 14.1 If a document has failed while sending, the application needs to be reset so that resending is possible.
 - 14.2 Go to "Communication" and then click on "Reset Send Status"



Retrieve List of Being Sent or Sent Forms

Job Number Form Code

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

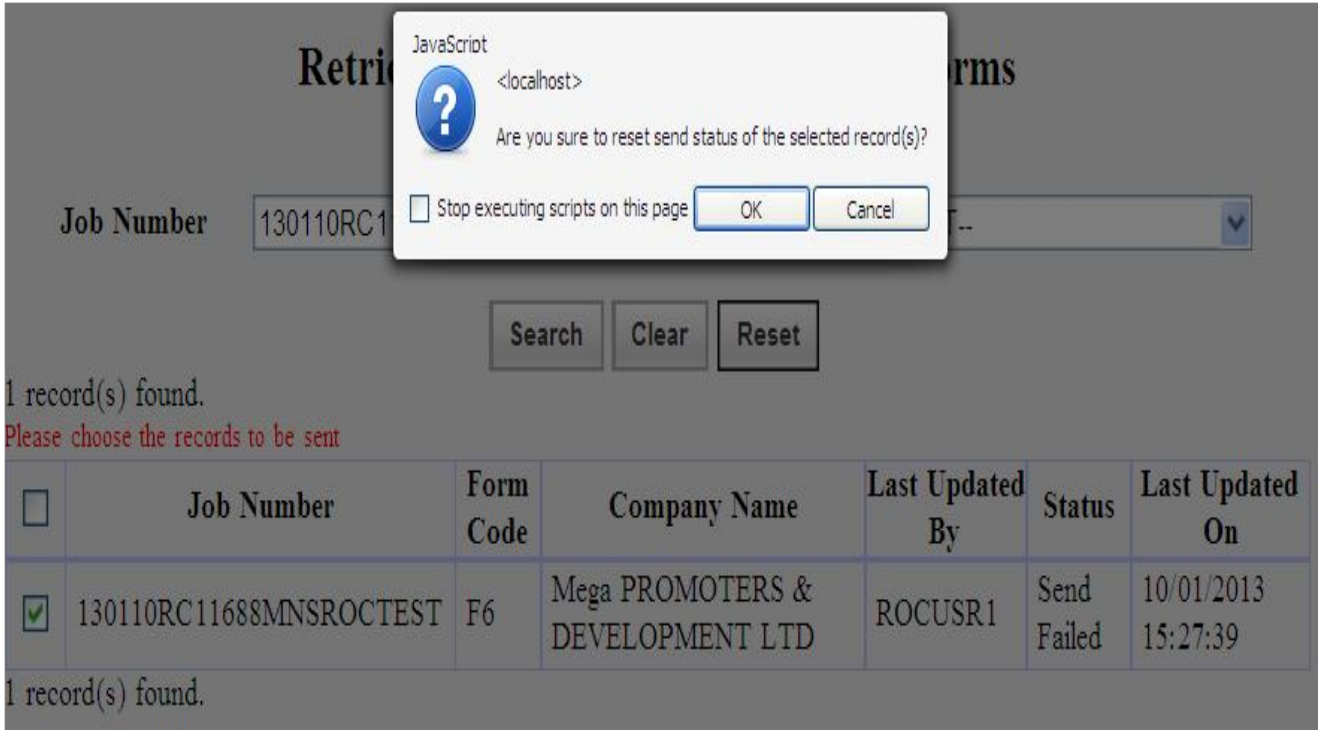
<input type="checkbox"/>	Job Number	Form Code	Company Name	Last Updated By	Status	Last Updated On
<input type="checkbox"/>	120903RC11208MNSROCTEST	F26	Quick Solution Ltd	ROCUSR2	Send Failed	18/01/2013 12:02:48

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

14.3 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

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

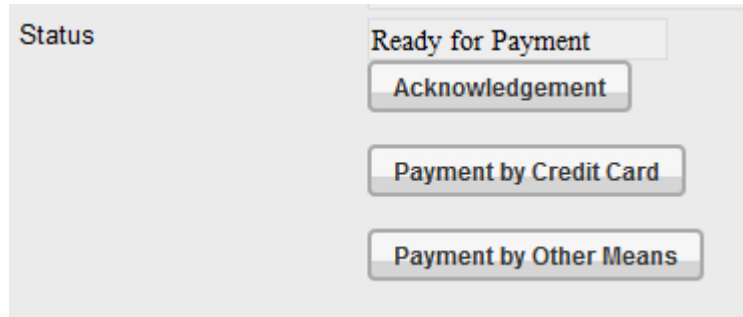
<input type="checkbox"/>	Job Number	Form Code	Company Name	Last Updated By	Status	Last Updated On
<input checked="" type="checkbox"/>	130110RC11688MNSROCTEST	F6	Mega PROMOTERS & DEVELOPMENT LTD	ROCUSR1	Send Failed	10/01/2013 15:27:39

1 record(s) found.

14.4 Confirm the reset instruction by clicking on "OK"




14.5 Retrieve the application and send again for processing.

16. If application status is Ready for Payment a Payment button will be displayed



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

16.2 Payment fees details are shown.

Fees * 			
Currency	Amount	Fee Details	Payment Instruction
MUR	200 		

16.3 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

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

Edit Payment Instruction ✕

ROC Prepaid Account
 Electronic via Local Banks

Bank *

Branch *

Specify ROC Account No

Specify Electronic Bank Account No *

Debit Date *

Amount To Be Debited

2 types of payment can be done:

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

17. Handy information:

Status that an application can have:

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

18. What must be done in case of Entry in Progress status:
 - 18.1 Login
 - 18.2 Click on Menu "Utilities"
 - 18.3 Choose Menu "Unlock Document"
 - 18.4 Search the application you want to unlock
 - 18.5 Select the record and then click on unlock button
 - 18.6 Retrieve your application
 - 18.7 Save as complete and then send

CBRIS STATUS FLOW

