

REGISTERING FOR ONLINE CBRIS

1. INTRODUCTION

The Companies and Businesses Registration Integrated System (CBRIS) is a web-based portal developed for the Corporate and Business Registration Department (CBRD) to allow:

- i. Application for Incorporation of Companies, filing of statutory returns (Application to change name of company, Notice of appointment consent and certificate of director, Annual return... etc.). There are about 30 forms.
- ii. Application for Registration of businesses
- iii. Payment of yearly registration fees and Trade Fee
- iv. Search for Company/Partnership/Business information and Name availability

2. REGISTRATION PROCESS

You will have to register online with MNS by filling in the Online Application for CBRIS Registration on <https://mns.mu/cbris-cbrd/>. If company has not yet been incorporated, application should be submitted as Individual.

Mandatory grids include contact details, user details and supporting documents. Users should enter at least one contact detail, one user detail and attached supporting documents as requested below.

Documents that should be attached are:

- If a person, copy of National Identity Card for citizens of Mauritius and Copy of Passport for foreigners.
- If a Company, copy of Certificate of Incorporation.
- Copy of National Identity Card or Passport of Contact Person(s).

Upon submission of application, users will receive a notification email.

A set of Login IDs will be communicated by mail to access the system after processing of the application.

3. FILING ON CBRIS

Regulations No 3 of 2016 made under Sections 355 and 360 of the Companies Act which came into operation on 27 January 2016 make provision for the following to compulsorily use the online service through the CBRIS for filing or payment purposes.

- A person providing a service.
- Audit firm
- Company with turnover of 50 million rupees or more
- Corporate secretary or firm providing secretarial services.
- Law firm
- Management company or company with a management licence issued under the Financial Services Act
- Registered agent

If filing is done as a Management Company, Auditing firm, Representative, Secretarial firm ...etc.

- a. Please ensure that CBRD has an updated list of companies under your management.
- b. 'Company/Firm' should be selected, and Company File no. should be specified on online application.

If individual/organization making the online filings is not an officer, to submit Board Resolution of Directors or a letter of authorization signed by majority of Directors.

The letter of authorization can be scanned & sent by mail to co.doc.reg@govmu.org.

Any entity or person making use of CBRIS for a filing or payment under the Act or relevant Act, must pay to the Registrar the appropriate fee in accordance with the above-mentioned Regulations. The fees payable is available at <https://mns.mu/cbris-cbrd/>.

Modes of Payment:

- a. ROC Deposit a/c
- b. Electronic via Local banks
- c. Credit Card Payment (Only for Application for Incorporation of a company, Request for Availability/Reservation of Company Name, Application for Individual Business Registration and Payment of Yearly fees)
- d. Payment via MauCas: -
 - MauCAS QR Scan and Pay
 - MauCAS Account Transfer

4. PURCHASE OF PACKAGE

Packages with different number of forms will have to be purchased from the Corporate and Business Registration Department. The fees to be paid can be viewed at the above address.

When a service is effected whenever a payment is required, the fees are deducted from the package.

The package of fees paid is valid for a period of 12 months as from date of the receipt issued for the package purchased.

If your package has expired or has already been used, a new package must be purchased. Any unutilised part of an expired package will be added to the new package.

In order to purchase a package, you need to login to your online CBRIS account with the ID given by Mauritius Network Services (MNS)

5. SEARCH FOR COMPANY/BUSINESS INFORMATION & NAME AVAILABILITY

This service is free of charge.

No user id/password is needed to use this facility.

Please access url: <https://onlinetsearch.mns.mu>