

Application for Submission of Unstructured Documents

User Guide

Getting Started

- ✓ 1. Login to the CBRIS Online platform at <https://www.portalmns.mu/cbris> with your user credentials
- ✓ 2. From the Main Menu, under Company Forms click on the 'New' button to create new application for UD – Application for Submission of Unstructured Documents.

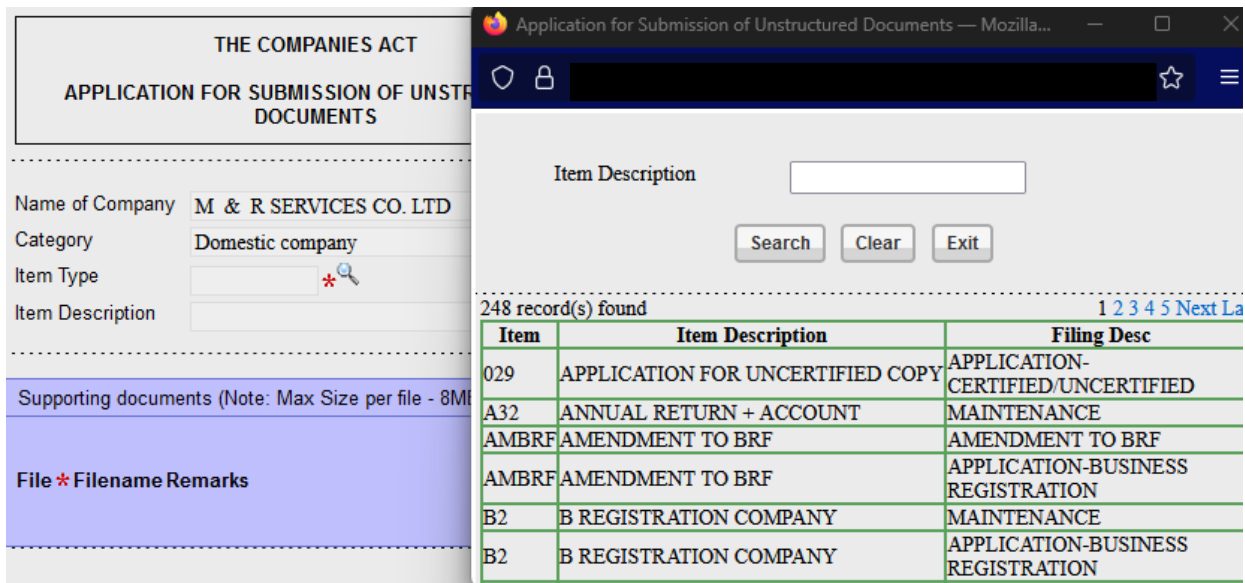


- ✓ 3. **Note:** Who can file for Unstructured Documents?
 - i. Insolvency Practitioners (Liquidators, Receiver Manager or Administrators)
 - ii. Management Companies
 - iii. Representative, Director, and Secretary
 - iv. The users should register with MNS to receive their login credentials.
 - v. Insolvency Practitioners should first get approval from CBRD before proceeding with the filing of the application.
- ✓ 4. Clicking on 'New' application will require the user to select a company name from the drop-down list.

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- ✓ 5. All fields marked by a red Asterisk are mandatory.
- ✓ 6. To select an item, the user is required to click on the search loop icon next to 'Item Type' which will then populate all the non-editable fields in the header section except 'Remark From CBRD', this will be filled by CBRD after submission of application.



The screenshot shows a web application interface for submitting unstructured documents. The main header reads "THE COMPANIES ACT APPLICATION FOR SUBMISSION OF UNSTRUCTURED DOCUMENTS". Below this, there are input fields for "Name of Company" (M & R SERVICES CO. LTD), "Category" (Domestic company), "Item Type" (with a red asterisk and a search icon), and "Item Description". A "Supporting documents" section is also visible, with a note: "Supporting documents (Note: Max Size per file - 8MB)".

Overlaid on the right is a search dialog box titled "Item Description" with a search input field and "Search", "Clear", and "Exit" buttons. Below the dialog, a table displays search results:

Item	Item Description	Filing Desc
029	APPLICATION FOR UNCERTIFIED COPY	APPLICATION-CERTIFIED/UNCERTIFIED
A32	ANNUAL RETURN + ACCOUNT	MAINTENANCE
AMBRF	AMENDMENT TO BRF	AMENDMENT TO BRF
AMBRF	AMENDMENT TO BRF	APPLICATION-BUSINESS REGISTRATION
B2	B REGISTRATION COMPANY	MAINTENANCE
B2	B REGISTRATION COMPANY	APPLICATION-BUSINESS REGISTRATION

- ✓ 7. The search loop icon will display the following information:
 - a. Item
 - b. Item Description
 - c. Filing Description
- ✓ 8. Click on 'New' supporting documents to attach all the required documents.
Note: The size of each attachment should not exceed 8MB.
- ✓ 9. Click on the 'Save' button to save the application to status 'Complete'.
- ✓ 10. Retrieve the application by either Job Number or Status or Company Name.
- ✓ 11. Before submitting the application, user should ensure that package is available.
- ✓ 12. Click on 'Send' button to submit the application to CBRD.
- ✓ 13. After submitting the application, status will be 'Under Process'.
- ✓ 14. Application will either be approved or rejected by CBRD.
- ✓ 15. After obtaining approval from CBRD, it is the responsibility of the user to login and check for any 'Remarks From CBRD'

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Find below the current list of items and their respective description:

Item Code	Item Description	Filing Type	Filing Description
AMBRF	AMENDMENT TO BRF	M16	AMENDMENT TO BRF & OTHERS
F29	NOTICE OF APPOINTMENT AND CONSENT OF ALTERNATE DIRECTOR	M2	MAINTENANCE
F30	NOTICE OF CESSATION TO HOLD OFFICE AS ALTERNATE DIRECTOR	M2	MAINTENANCE
F4	CONSENT AND CERTIFICATE OF DIRECTOR OF AMALGAMATED COMPANY	A12	APPLICATION-AMALGAMATION
F40	APPLICATION TO CHANGE NAME OF LLP	A26	APPLICATION TO CHANGE NAME FOR LP AND LLP
F5	CONSENT AND CERTIFICATE OF SECRETARY OF AMALGAMATED COMPANY	A12	APPLICATION-AMALGAMATION
FAC	SIGNED CERTIFICATE OF INCORPORATION	A8	APPLICATION-REGISTRATION OF FOREIGN COMPANY
FD19	RESOLUTION OF MEMBER OF COUNCIL	A28	APPLICATION-CHANGE IN NAME OF FOUNDATION
INS1	RECEIVING ORDER	M2	MAINTENANCE
INS1	RECEIVING ORDER	M3	INSOLVENCY OF INDIVIDUALS
INS10	AFFIDAVIT FROM RECEIVER/MANAGER	M2	MAINTENANCE
INS11	NOTICE OF RELEASE/RESIGNATION OF RECEIVER/MANAGER	M2	MAINTENANCE
INS12	OTHER DOCUMENTS - INSOLVENCY	M2	MAINTENANCE
INS13	NOTICE OF APPOINTMENT OF LIQUIDATOR	M2	MAINTENANCE
INS14	REPORT FROM RECEIVER	M2	MAINTENANCE
INS15	COURT-ORDER-WINDING UP OF COMPANY	M2	MAINTENANCE
INS16	NOTICE OF RESIGNATION/REMOVAL OF LIQUIDATOR	M2	MAINTENANCE
INS17	APPOINTMENT OF ADMINISTRATOR	M2	MAINTENANCE
INS18	ADMINISTRATOR ACCOUNT S222	M2	MAINTENANCE
INS19	ADMINISTRATOR'S REPORT S253	M2	MAINTENANCE
INS2	BANKRUPTCY ORDER	M3	INSOLVENCY OF INDIVIDUALS
INS2	BANKRUPTCY ORDER	M2	MAINTENANCE
INS20	DEED OF AGREEMENT	M2	MAINTENANCE
INS21	RELEASE/RESIGNATION OF ADMINISTRATOR	M2	MAINTENANCE
INS21	RELEASE/RESIGNATION OF ADMINISTRATOR	INS21	RELEASE/RESIGNATION OF ADMINISTRATOR
INS22	LIQUIDATOR'S REPORT	M2	MAINTENANCE

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INS23	DECLARATION INSOLVENT	M2	MAINTENANCE
INS24	OFFICIAL RECEIVER'S REPORT	M2	MAINTENANCE
INS25	STATEMENT OF AFFAIRS/RECEIVER	M2	MAINTENANCE
INS26	AMENDMENT OF DOCUMENT - INSOLVENCY	M2	MAINTENANCE
INS27	ADMINISTRATOR,S REPORT S231	M2	MAINTENANCE
INS28	LIQUIDATOR'S LETTER - TO RATIFY MEETING	M2	MAINTENANCE
INS29	NOTICE SPECIAL ADMINISTRATOR	M2	MAINTENANCE
INS3	ORDER OF DISCHARGE	M3	INSOLVENCY OF INDIVIDUALS
INS30	STATEMENT OF AFFAIRS/LIQUIDATOR	M2	MAINTENANCE
INS31	STATEMENT OF AFFAIRS INDIVIDUAL	M3	INSOLVENCY OF INDIVIDUALS
INS32	BANKRUPTCY ORDER RESCINDED	M3	INSOLVENCY OF INDIVIDUALS
INS33	COURT ORDER APPT PROV LIQUIDATOR	M2	MAINTENANCE
INS34	COURT ORDER - DISSOLUTION OF COMPANY	M2	MAINTENANCE
INS35	COURT ORDER - RELEASE OF LIQUIDATOR	M2	MAINTENANCE
INS36	COURT ORDER - DISSOLUTION OF COMPANY/RELEASE OF LIQUIDATOR	M2	MAINTENANCE
INS37	STATEMENT OF AFFAIRS FRM OR	M2	MAINTENANCE
INS38	COURT ORDER - TERMINATION	M2	MAINTENANCE
INS39	APPEAL SET ASIDE	M3	INSOLVENCY OF INDIVIDUALS
INS4	AFFIDAVIT FROM LIQUIDATOR(UNDER INSOLVENCY ACT)	M2	MAINTENANCE
INS4	AFFIDAVIT FROM LIQUIDATOR(UNDER INSOLVENCY ACT)	M3	INSOLVENCY OF INDIVIDUALS
INS40	VARIATION DOCA	M2	MAINTENANCE
INS41	PETITION WIND UP	M2	MAINTENANCE
INS42	OFFICIAL RECEIVER ACCOUNT	M2	MAINTENANCE
INS43	NOTICE MEETING CREDITORS S142	M2	MAINTENANCE
INS44	STATEMENT OF AFFAIRS S142	M2	MAINTENANCE
INS45	APPEAL BANKRUPTCY	M2	MAINTENANCE
INS46	APPEAL INDIV BANKRUPT	M3	INSOLVENCY OF INDIVIDUALS
INS47	OBJECTION TO DISCHARGE BANKRUPT	M3	INSOLVENCY OF INDIVIDUALS
INS48	COURT ORDER APPOINTMENT ADMINISTRATOR	M2	MAINTENANCE
INS49	NOTICE OF APPEAL	M2	MAINTENANCE
INS5	NOTICE OF FINAL MEETING(UNDER INSOLVENCY ACT)	M2	MAINTENANCE
INS50	PETITION WIND UP SET ASIDE	M2	MAINTENANCE
INS51	NOTICE S290 TERMINATE DOCA	M2	MAINTENANCE

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INS6	ANY OTHER MINUTES(UNDER INSOLVENCY ACT)	M2	MAINTENANCE
INS7	MINUTES OF WINDING UP(UNDER INSOLVENCY ACT)	M2	MAINTENANCE
INS8	DECLARATION OF SOLVENCY(UNDER INSOLVENCY ACT)	M2	MAINTENANCE
INS9	NOTICE OF APPT OF RECEIVER/MANAGER	M2	MAINTENANCE
IP1	APPLICATION FOR REGISTRATION OF IP	A21	APPLICATION FOR REGISTRATION OF INSOLVENCY PRACTITIONER
IP2	REGISTRATION OF IP	M17	MAINTENANCE OF INSOLVENCY PRACTITIONER
IP3	APPOINTMENT OF IP	M17	MAINTENANCE OF INSOLVENCY PRACTITIONER
IP4	CHANGE OF ADDRESS OF IP	M17	MAINTENANCE OF INSOLVENCY PRACTITIONER
IP5	NOTICE OF CESSATION	M17	MAINTENANCE OF INSOLVENCY PRACTITIONER
IP6	RENEW PROF INDEMNITY COVER	M17	MAINTENANCE OF INSOLVENCY PRACTITIONER
LP17	APPLICATION FOR CHANGE OF NAME FOR LP	A26	APPLICATION TO CHANGE NAME FOR LP AND LLP
M11	DISCLOSURE OF BENEFICIAL OWNERSHIP	A30	BENEFICIAL OWNERSHIP
M13	MINUTES CHANGE OF NAME LLP	A26	APPLICATION TO CHANGE NAME FOR LP AND LLP
M15	SHAREHOLDER IS THE BENEFICIAL OWNER	A30	BENEFICIAL OWNERSHIP
M18	NOTICE UNDER S190	A30	BENEFICIAL OWNERSHIP
M22	CHANGE IN BENEFICIAL OWNER	A30	BENEFICIAL OWNERSHIP
M3	MINUTES OF PROCEEDINGS-CONVERSION INTO PRIVATE /PUBLIC	M2	MAINTENANCE
M3	MINUTES OF PROCEEDINGS-CONVERSION INTO PRIVATE /PUBLIC	A3	APPLICATION - CONVERSION INTO PUBLIC/PRIVATE
M4	MINUTES OF PROCEEDINGS-CHANGE IN TYPE	A7	APPLICATION-CHANGE IN TYPE
M4	MINUTES OF PROCEEDINGS-CHANGE IN TYPE	M2	MAINTENANCE
M5	MINUTES OF PROCEEDINGS-MERGER/CONSOLIDATION	M2	MAINTENANCE
M6	MINUTES OF PROCEEDINGS-WINDING UP OF COMPANY	M2	MAINTENANCE
M7	MINUTES OF PROCEEDINGS - AMALGAMATION PROPOSAL	M2	MAINTENANCE
M7	MINUTES OF PROCEEDINGS - AMALGAMATION PROPOSAL	A12	APPLICATION-AMALGAMATION

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M8	ANY OTHER MINUTES	M2	MAINTENANCE
N1	COPY OF CERTIFICATE OF INCORPORATION (FOREIGN COMPANY)	M2	MAINTENANCE
N1	COPY OF CERTIFICATE OF INCORPORATION (FOREIGN COMPANY)	A11	APPLICATION-CHANGE IN NAME OF A FOREIGN COMPANY
N1	COPY OF CERTIFICATE OF INCORPORATION (FOREIGN COMPANY)	A8	APPLICATION-REGISTRATION OF FOREIGN COMPANY
N10	PARTICULARS OF CHANGE IN FOREIGN COMPANY-NAME OF COMPANY	M2	MAINTENANCE
N10	PARTICULARS OF CHANGE IN FOREIGN COMPANY-NAME OF COMPANY	A11	APPLICATION-CHANGE IN NAME OF A FOREIGN COMPANY
N11	NOTICE-ADDRESS OF BRANCH REGISTER	M2	MAINTENANCE
N2	COPY OF CONSTITUTION/MEMORANDUM (FOREIGN COMPANY)	A8	APPLICATION-REGISTRATION OF FOREIGN COMPANY
N2	COPY OF CONSTITUTION/MEMORANDUM (FOREIGN COMPANY)	M2	MAINTENANCE
N3	LIST OF DIRECTORS-FOREIGN COMPANY	M2	MAINTENANCE
N4	POWER OF ATTORNEY-APPOINTMENT OF AUTHORISED AGENTS	M2	MAINTENANCE
N4	POWER OF ATTORNEY-APPOINTMENT OF AUTHORISED AGENTS	A10	APPLICATION -CHANGE IN AUTHORISED AGENTS/ADDRESS OF AUTHORISED AGENTS
N5	POWERS OF LOCAL DIRECTORS	M2	MAINTENANCE
N6	NOTICE OF REGISTERED OFFICE OF FOREIGN COMPANY	A8	APPLICATION-REGISTRATION OF FOREIGN COMPANY
N7	CONSENT OF AUTHORISED AGENTS	M2	MAINTENANCE
N8	PARTICULARS OF CHANGE IN FOREIGN COMPANY-CONSTITUTION/MEMO ETC	M2	MAINTENANCE
N8	PARTICULARS OF CHANGE IN FOREIGN COMPANY-CONSTITUTION/MEMO ETC	A9	APPLICATION-CHANGE IN CONSTITUTION, MEMORANDUM ETC OF FOREIGN COMPANY
N9	PARTICULARS OF CHANGE IN FOREIGN COMPANY-AUTHORISED AGENTS	M2	MAINTENANCE
N9	PARTICULARS OF CHANGE IN FOREIGN COMPANY-AUTHORISED AGENTS	A10	APPLICATION -CHANGE IN AUTHORISED AGENTS/ADDRESS OF AUTHORISED AGENTS

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O10	FOREIGN DOM - FINANCIAL STATEMENTS OR FINANCIAL SUMMARY / ANNUAL REPORT	M2	MAINTENANCE
O12	PROSPECTUS/STATEMENT IN LIEU OF PROSPECTUS	A3	APPLICATION - CONVERSION INTO PUBLIC/PRIVATE
O13	PERSONAL LETTERS FROM OFFICE BEARERS	M2	MAINTENANCE
O14	CHANGE IN AUDITORS	M2	MAINTENANCE
O15	CHANGE IN ADDRESS OF AUDITORS	M2	MAINTENANCE
O18	APPLICATION FOR DISPENSATION	M2	MAINTENANCE
O19	APPLICATION FOR A CERTIFIED COPY OF A DOCUMENT	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O19	APPLICATION FOR A CERTIFIED COPY OF A DOCUMENT	M2	MAINTENANCE
O19	APPLICATION FOR A CERTIFIED COPY OF A DOCUMENT	A14	APPLICATION FOR REGISTRATION OF LIMITED PARTNERSHIP
O2	NOTICE-COMPANY DORMANT	M2	MAINTENANCE
O21	AMENDMENT TO DOCUMENT	M2	MAINTENANCE
O23	CERTIFICATE FROM DIRECTORS-RE-AMALGAMATION	A12	APPLICATION-AMALGAMATION
O24	CERTIFICATE FROM BOARD OF COMPANY-RE-AMALGAMATION	A12	APPLICATION-AMALGAMATION
O26	NOTICE OF CHANGE IN PLACE WHERE RECORDS ARE KEPT	M2	MAINTENANCE
O27	COURT ORDER (OTHER)	M2	MAINTENANCE
O28	OTHER DOCS - DOMESTIC AND OFFSHORE	M2	MAINTENANCE
O29	APPLICATION FOR AN UNCERTIFIED COPY OF A DOCUMENT	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O29	APPLICATION FOR AN UNCERTIFIED COPY OF A DOCUMENT	M2	MAINTENANCE
O3	NOTICE- COMPANY CEASED TO BE DORMANT	M2	MAINTENANCE
O30	BUSINESS CARD COPY	M2	MAINTENANCE
O30	BUSINESS CARD COPY	M16	AMENDMENT TO BRF & OTHERS
O37	OBJECTION/NO OBJECTION FROM FSC	M2	MAINTENANCE
O4	NOTICE-CONVERSION INTO LIMITED LIFE COMPANY	M2	MAINTENANCE
O44	APPLICATION FOR CERTIFIED COPY OF CONSTITUTION	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O45	APPLICATION FOR UNCERTIFIED COPY OF CONSTITUTION	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O46	APPLICATION FOR CERTIFIED COPY OF FINANCIAL STATEMENTS	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED

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O47	APPLICATION FOR UNCERTIFIED COPY OF FINANCIAL STATEMENTS	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O48	SUMMARY OF A FILE	M2	MAINTENANCE
O5	CONSTITUTION / COPY OF CONSTITUTION	A9	APPLICATION-CHANGE IN CONSTITUTION, MEMORANDUM ETC OF FOREIGN COMPANY
O5	CONSTITUTION / COPY OF CONSTITUTION	M2	MAINTENANCE
O51	APPLICATION FOR CERTIFIED COPY OF CONSTITUTION(ONLINE)	A19	APPLICATION - PHOTOCOPIES CERTIFIED / UNCERTIFIED
O52	APPLICATION FOR SIGNED CERTIFICATE UNDER S14(2)(A)	A27	APPLICATION FOR SIGNED CERTIFICATE UNDER S14(2)(A)
O54	NOTICE OF ADOPTION OF BALANCE SHEET DATE	M2	MAINTENANCE
O8	CHANGE IN BALANCE SHEET DATE	M2	MAINTENANCE
O9	LETTER - REHOLDING OF ANNUAL MEETING	M2	MAINTENANCE
REPR	ACCESS REQUEST TO ONLINE PLATFORM	M2	MAINTENANCE
S1	NOTICE OF REDUCTION IN CAPITAL SHARES	M2	MAINTENANCE
S10	RESOLUTION - PURCHASE OF OWN SHARES	M2	MAINTENANCE
S11	STATEMENT BY DIRECTORS- REQUALIFICATION SHARES	M2	MAINTENANCE
S2	NOTICE OF FORFEITURE OF SHARES	M2	MAINTENANCE
S3	NOTICE OF REDEMPTION/ACQUISITION OF SHARES BY COMPANY	M2	MAINTENANCE
S4	NOTICE OF CONVERSION OF SHARES INTO PAR VALUE SHARES	M2	MAINTENANCE
S8	NOTICE-PLACE WHERE SHARE REGISTERS ARE KEPT	M2	MAINTENANCE
W10	OBJECTION TO STRIKING OFF OF COMPANY	M2	MAINTENANCE
W11	REMOVAL OF OBJECTION	M2	MAINTENANCE
W12	DISTRIBUTION OF ASSETS OF THE COMPANY UNDER SECTION 296	M2	MAINTENANCE
W13	COURT ORDER-RESTORATION OF COMPANY	M2	MAINTENANCE
W14	NOTICE-CESSATION OF BUSINESS OF FOREIGN COMPANIES	M2	MAINTENANCE