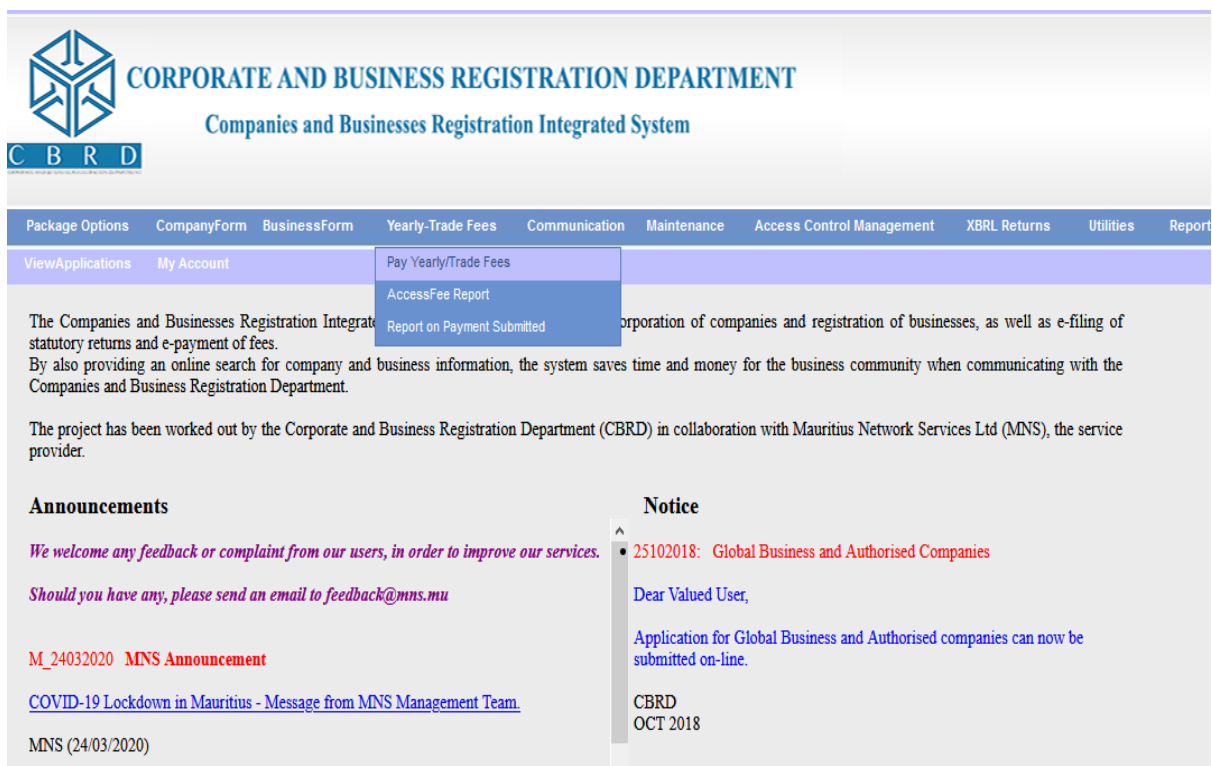


TRADE FEES

USER GUIDE FOR COMPANIES

Getting Started

- ✓ 1. Login to the CBRIS Online platform at <https://portal.mns.mu/cbris> with your user credentials.
- ✓ 2. If you are not yet registered with MNS for this service, [click here](#) to proceed with registration.
- ✓ 3. From the Main Menu, select Pay Yearly Fees/Trade Fees under **YearlyFees** option.



The screenshot displays the Corporate and Business Registration Department (CBRD) website interface. The header includes the CBRD logo and the text 'CORPORATE AND BUSINESS REGISTRATION DEPARTMENT' and 'Companies and Businesses Registration Integrated System'. The navigation menu is visible, with 'Pay Yearly/Trade Fees' selected. Below the menu, there is a description of the system's purpose and a notice regarding the application for Global Business and Authorised Companies.

Announcements

- We welcome any feedback or complaint from our users, in order to improve our services.*
- Should you have any, please send an email to feedback@mns.mu*
- M_24032020 MNS Announcement**
- [COVID-19 Lockdown in Mauritius - Message from MNS Management Team](#)
- MNS (24/03/2020)

Notice

- 25102018: Global Business and Authorised Companies**
- Dear Valued User,
- Application for Global Business and Authorised companies can now be submitted on-line.
- CBRD
- OCT 2018

- ✓ 4. On the Dashboard, under **Search Yearly Fees/Trade Fees** tab, choose the currency type (For trade fee, only MUR should be selected)

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- ✓ 5. Click **Search Pending Fees** button

Dashboard *Yearly Renewal of Fees*

Search Yearly Fees Submitted Fees 56 Payment History

Search pending fees

Currency MUR USD

Search pending fees

- ✓ 6. Scroll down the screen, select **Trade Fees** tab
- ✓ 7. Under the **Trade Fees** tab, choose a BRN from the dropdown list provided.
- ✓ 8. A list of trade fees for the BRN chosen, will be displayed.
- ✓ 9. Click on the checkbox to select the fees to be paid. Ensure that all arrears are selected to be paid if you are paying for current financial year.

List of trade fees

Important Notice :

If you have already paid your trade fees for previous financial periods and these are being shown as due, provide the corresponding receipt number and amount.

<input type="checkbox"/> BRN	Receipt Number	Amount Paid	Activity	Fin. Year	Ins...	Item
<input checked="" type="checkbox"/> C20062128	Receipt No.	Instal Amt	Taxi / Carrier A ...	2020/2021	1	TAXI 3
<input type="checkbox"/> C20062128	Receipt No.	Instal Amt	Taxi / Carrier A ...	2020/2021	1	TAXI 4
<input checked="" type="checkbox"/> C20062128	Receipt No.	Instal Amt	Taxi / Carrier A ...	2020/2021	1	TAXI 5

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10. If you have already paid your trade fees for previous financial periods, enter the receipt number and the amount in the corresponding fields **then click on the checkbox**.

<input type="checkbox"/>	BRN	Receipt Number	Amount Paid	Activity	Fin. Year	Ins...	Item
<input checked="" type="checkbox"/>	C20062128	1235468522	5000	Taxi / Carrier A ...	2020/2021	1	TAXI 3
<input checked="" type="checkbox"/>	C20062128	Receipt No.	Instal Amt	Taxi / Carrier A ...	2020/2021	1	TAXI 4

✓ 11. To proceed with payment, click on **View your cart** at the top right corner of the screen.



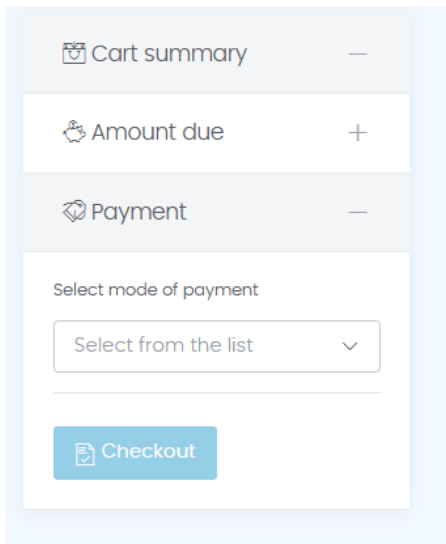
12. For the Trade Fees already paid, amount will be **zero** in the cart items.

Cart items Search fees in cart

- T** Taxi / Carrier A (per Taxi) MUR 0
X TAXI 3 @ CRE
C20062128 for 2020/2021 - 1
- T** Taxi / Carrier A (per Taxi) MUR 250
X TAXI 4 @ CRE
C20062128 for 2020/2021 - 1

✓ 13. The amount due will be displayed on the right panel of the screen.

✓ 14. Select the mode of payment from the dropdown list provided under **Payment** tab.



- ✓ **15.** You can choose from 3 modes of payment:
 - a. Deposit Account
 - b. Electronic Payment
 - c. Credit Card
- ✓ **16.** If payment is via Deposit Account :
 - a. Select Deposit Account from the dropdown list.
 - b. Click on the Checkout button.
 - c. Ensure that your account at CRBD has enough fund. The status should be ‘Fund available’.
 - d. Fill in the email address (mandatory).
 - e. Click on the **Proceed with Payment** button.
- ✓ **17.** If payment is by Electronic :
 - a. Select Electronic Payment from the dropdown list.
 - b. Click on the **Checkout** button.
 - c. All the mandatory fields (indicated by a red star) should be filled.
 - i. Bank Name
 - ii. Branch Name
 - iii. Account Number (**Take note of the message provided**)

Please ensure that debiting bank account number specified tallies with Subscriber Name: **Registrar of Companies**. If not, account holder should inform bank immediately to avoid payment rejection.

- iv. Debit Date
 - v. Email Address
 - d. After the required fields have been duly filled, click on **Proceed with Payment** button.
- ✓ **18.** If payment is by Credit Card
- a. Select Credit Card from the dropdown list.
 - b. Click on **Checkout** button.
 - c. Read the alert message then click on the '**Yes,proceed**' button.
 - d. Insert the credit card details and click on the **Submit** button.
- ✓ **19.** After payment has been sent successfully to CBRD, a confirmation message will be displayed on the screen.
- ✓ **20.** To view submitted payments:
- a. Go to the Dashboard, under **Submitted Fees** tab, click on the **Search submitted fees** button.
 - b. A list of all submitted payments will be displayed at the bottom of the page.
- ✓ **21.** To view transactions where payment has failed:
- a. Go to the Dashboard, under **Submitted Fees** tab, click on the **Search Payment Failed** button.
 - b. These transactions should then be paid at CBRD counter.
- ✓ **22.** To retrieve the list of fees acknowledged by CBRD or to print receipt.
- a. Go to the Dashboard, under **Payment History** tab, click on the **Search fees with receipt** button.
 - b. A list of fees acknowledged by CBRD will be displayed at the bottom of the page.
 - c. To view details of an application, click on the icon below.



TRADE FEES

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- d. A screen will appear, choose between the tabs depending on the type of application either **Yearly Fees** or **Trade Fees**.

Detailed view ×

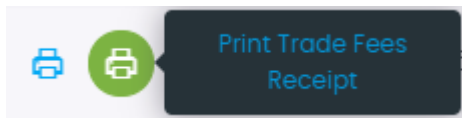
Yearly feesTrade fees

List of trade fees

Job No	File No	Company name	BRN	Fin. Year Period	Ins..	Trade Item
200628RC31245ROCTRF5	C62128	.	C20062128	2018/2019	2	TAXI 8
200628RC31245ROCTRF5	C62128	.	C20062128	2018/2019	2	TAXI 9

Select ▾ Displaying 1 - 2 of 2 records

- e. To print Trade Fees receipt, click on the **black** icon.



- f. To print Yearly Fees receipt, click on the **blue** icon

