



CBRIS ONLINE PLATFORM

Payment of Yearly Fees (YRF)

User Manual

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A. Introduction

The Yearly Fees module (YRF) has been revamped in order to facilitate the payment of yearly fees via the CBRIS Online Platform.

The YRF module constitutes of:

- Payment of fees;
- Payment of surcharges, in cases of late payment;
- Online access fee

B. Prerequisites

You must be registered with MNS to use the CBRIS Online platform.

C. Login on CBRIS Platform

Use your credentials obtained after registration, to login on the CBRIS platform.



The screenshot shows the login page for the Corporate and Business Registration Department (CBRD) Companies and Business Registration Integrated System (CBRIS). The page features a header with the CBRIS logo and the text 'CORPORATE AND BUSINESS REGISTRATION DEPARTMENT' and 'Companies and Business Registration Integrated System'. Below the header is a navigation bar with 'C B R D' and 'SSL Certificate'. The main content area includes a banner image with 'CBRIS Companies & Business Registration Integrated System' and 'APPLICATION FOR INCORPORATION OF A COMPANY'. To the right is a 'Login' form with fields for 'User ID' and 'Password', and a 'Login' button. Below the form is a 'Helpdesk' section with contact information: 'Tel: (230) 401 6825', 'Monday to Friday: 8:00 - 20:00', 'Saturday: 8:00 - 12:00', and 'Sunday and Public Holidays Closed'. At the bottom right is a 'To use this system' section with the instruction '- Enable Cookies and Javascript in your browser'.

D. Accessing the Yearly Fees Module

Click on the Yearly Fees menu as shown below:



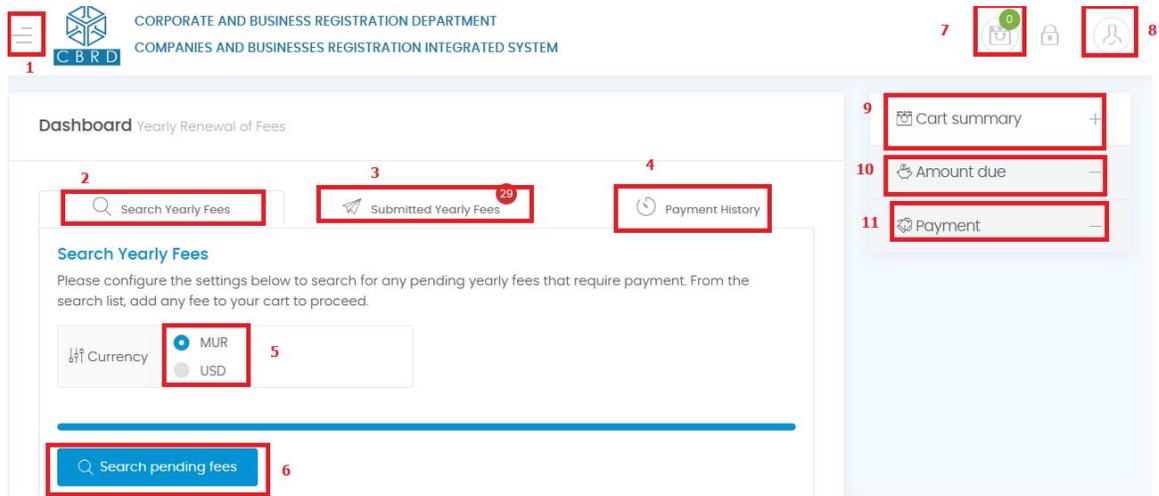
Click on the Yearly Fees Menu, then go to "Pay Yearly Fees" to access YRF application.

E. Disclaimer

Please contact CBRD for assistance on 2020617 or 2084893 or send an email to co.enforcement@govmu.org for those companies which do not appear in the list of companies whose fees have been generated.

Same applies to companies incorporated between 15th December and 31st December, inclusive, which may not appear in the list.

F. YRF Dashboard



The YRF Dashboard contains the following features:

1. Menu Bar
2. Search Yearly Fees tab, using Search Pending fees button
 - o Search Pending fees by currency (MUR or USD)
3. Submitted Yearly Fees tab
 - o Search for Submitted fees
 - o Search for failed payments
4. Payment History tab
 - o Search for payment acknowledged by CBRD
 - o View receipts
5. Searched by currency options (MUR or USD)
6. Search Pending fees
7. Cart
8. User Profile
9. Cart Summary
10. Amount Due
11. Payment

G. Menu Bar

The Menu Bar consists of the followings:

- CBRIS Home: navigate back to CBRIS portal
- Dashboard: navigate back to the dashboard
- Cart: navigate to the items present in cart
- Logout: exit the application

NAVIGATION

 CBRIS Home

 Dashboard

 Cart

 Logout USR2

H. Search Yearly Fees tab

Please select by which currency, MUR or USD, payment needs to be effected. After choosing the payment currency, click on 'Search pending fees'.

Search Yearly Fees

Please configure the settings below to search for a search list, add any fee to your cart to proceed.

🌐 Currency

MUR
 USD

🔍 Search pending fees

The system will display the outstanding yearly fees matching the currency selected, in a table structure as shown below.

🔍 Search pending fees

List of pending yearly fees

🔍 Search pending yearly fees

	File No	Company name	Year	Currency	Amount	Fine	Added by
<input type="checkbox"/>	C1000	MAURITIUS NETWORK SERVICES	2018	MUR	9,000	4,500	
<input type="checkbox"/>	C2000	MAURITIUS NETWORK SERVICES	2014	MUR	9,000	4,500	
<input type="checkbox"/>	C2000	MAURITIUS NETWORK SERVICES	2012	MUR	2,000	0	
<input type="checkbox"/>	C2000	MAURITIUS NETWORK SERVICES	2012	MUR	2,000	0	
<input type="checkbox"/>	C2000	MAURITIUS NETWORK SERVICES	2008	MUR	2,000	1,000	

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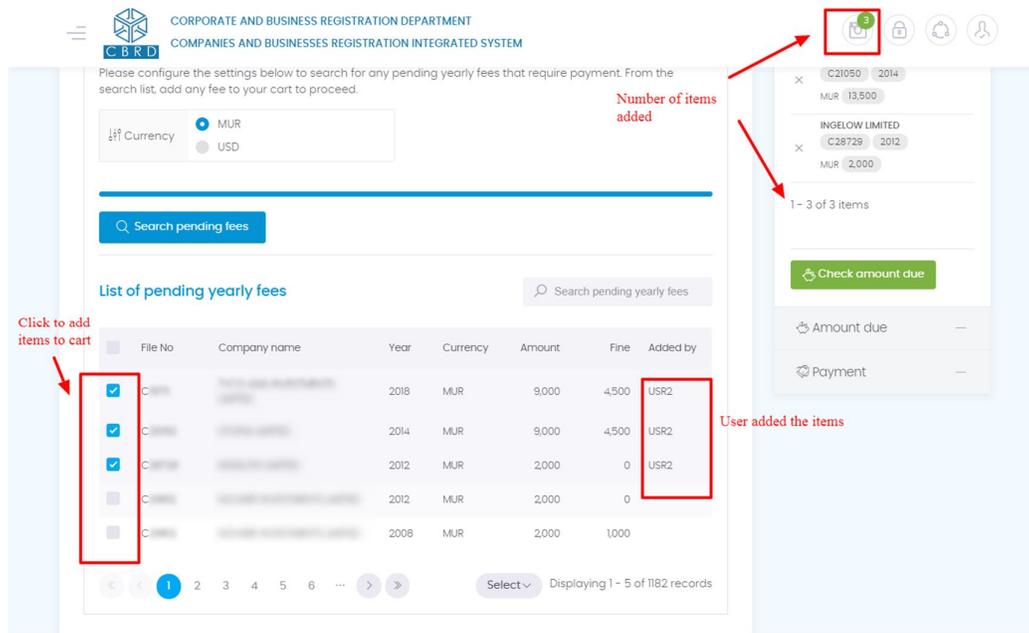
Select
v
Displaying 1 - 5 of 1182 records

A Search feature is provided on the results to filter by any column.

List of pending yearly fees test|

<input type="checkbox"/>	File No	Company name	Year	Currency	Amount	Fine	Added by
<input type="checkbox"/>	L00001	TEST LP	2018	MUR	2,500	1,250	
<input type="checkbox"/>	FD001	TEST FD	2017	MUR	9,000	4,500	
<input type="checkbox"/>	FD001	TEST FD	2018	MUR	9,000	4,500	
<input type="checkbox"/>	L00001	TEST LP	2017	MUR	2,500	1,250	

Check the left-side box to add items to the cart.



CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
COMPANIES AND BUSINESSES REGISTRATION INTEGRATED SYSTEM

Please configure the settings below to search for any pending yearly fees that require payment. From the search list, add any fee to your cart to proceed.

Currency: MUR USD

Search pending fees

List of pending yearly fees Search pending yearly fees

<input type="checkbox"/>	File No	Company name	Year	Currency	Amount	Fine	Added by
<input checked="" type="checkbox"/>	C 2018	INGLOW LIMITED	2018	MUR	9,000	4,500	USR2
<input checked="" type="checkbox"/>	C 2014	INGLOW LIMITED	2014	MUR	9,000	4,500	USR2
<input checked="" type="checkbox"/>	C 2012	INGLOW LIMITED	2012	MUR	2,000	0	USR2
<input type="checkbox"/>	C 2012	INGLOW LIMITED	2012	MUR	2,000	0	
<input type="checkbox"/>	C 2008	INGLOW LIMITED	2008	MUR	2,000	1,000	

Number of items added

Click to add items to cart

User added the items

Shopping Cart Summary:

- C21050 2014 MUR 13,500
- INGLOW LIMITED C28729 2012 MUR 2,000

1 - 3 of 3 items

Check amount due

Amount due: --

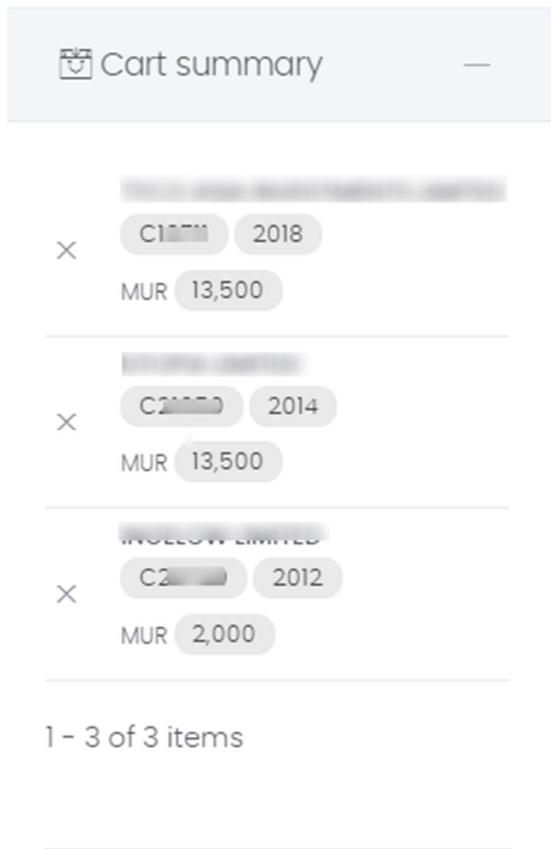
Payment: --

The online access fee is calculated based on the number of items added to cart.

Number of items	Online access fee, per entity (Rs)
1-100	30
101-300	25
301-500	20
Over 500	15

I. Cart Summary

There is a Cart Summary available on the right-hand side of the application. When clicking on the checkbox, the Cart Summary is updated as shown below:

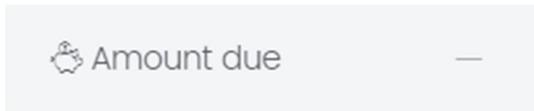


Items added in the cart can be removed by clicking on the cross (X) icon.

J. Amount Due

The Amount Due section in the sidebar contains all the payment details:

- The Total Amount due
- Total Fine due in case of late payment
- Total Online Access Fee



Total Amount due:

MUR 20,000 - USD 0

Total Fine due:

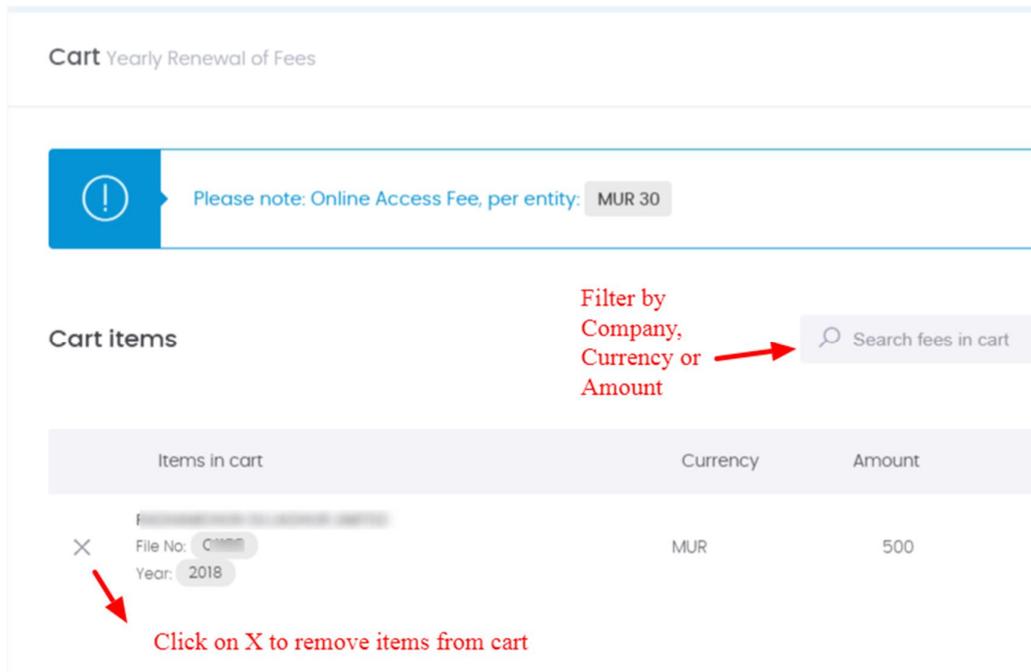
MUR 9,000 - USD 0

Total Online Access Fee:

MUR 90

K. Cart

You can also click on the Cart icon  to retrieve a detailed list of items in the cart.



Cart Yearly Renewal of Fees

Please note: Online Access Fee, per entity: MUR 30

Cart items

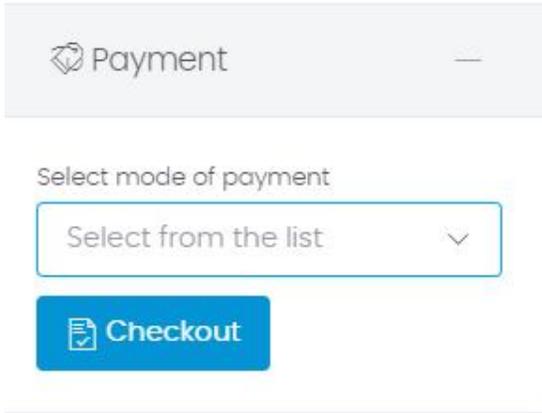
Filter by Company, Currency or Amount  Search fees in cart

Items in cart	Currency	Amount
 File No: C1000 Year: 2018	MUR	500

Click on X to remove items from cart

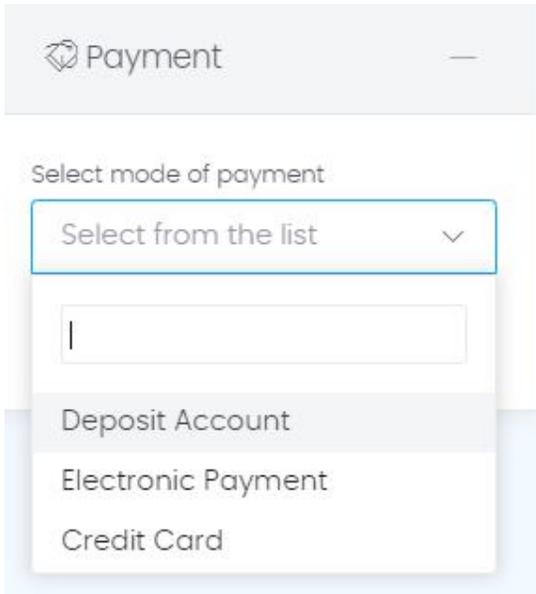
L. Payment

Upon clicking on the payment section the screen below is displayed:



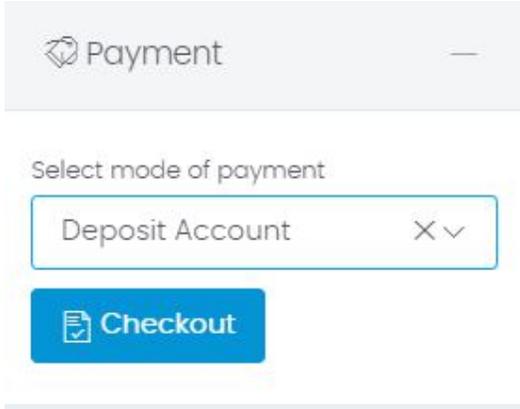
The screenshot shows a 'Payment' section with a header containing a card icon and the word 'Payment'. Below the header is a label 'Select mode of payment' followed by a dropdown menu with the text 'Select from the list' and a downward arrow. Below the dropdown is a blue button with a card icon and the text 'Checkout'.

Select the mode of payment from the drop-down list as shown below:



The screenshot shows the 'Payment' section with the dropdown menu open. The dropdown menu contains three options: 'Deposit Account', 'Electronic Payment', and 'Credit Card'. The 'Deposit Account' option is highlighted with a grey background.

Then click on checkout.

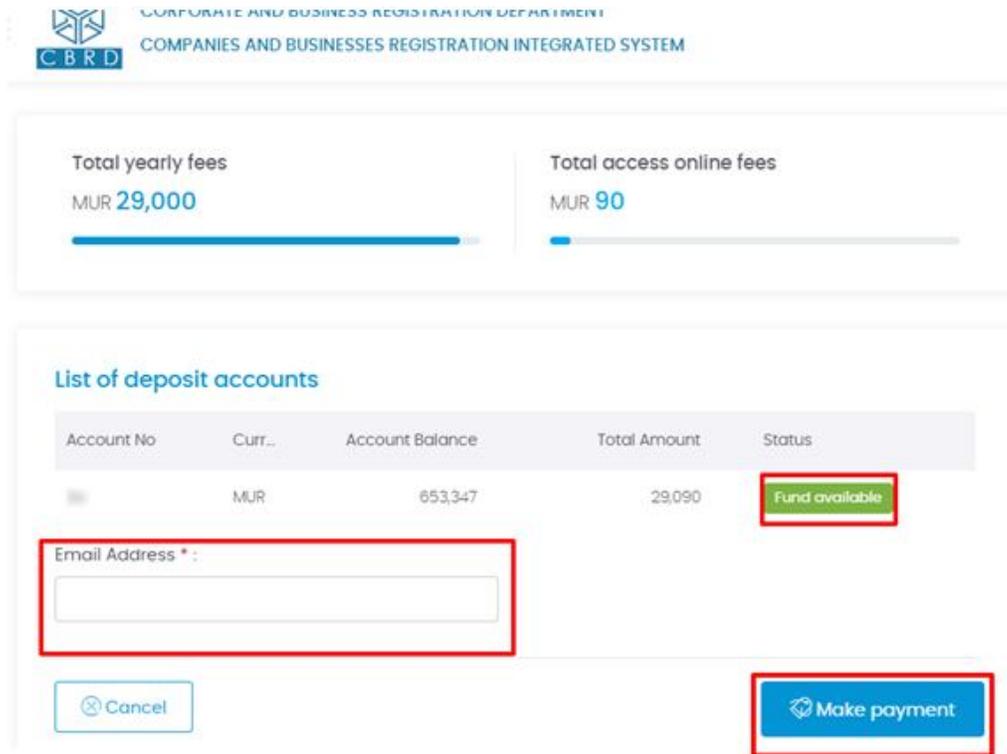


Below are the Modes of payment available for payment by USD and MUR:

	USD	MUR
Deposit Account	√	√
Electronic Payment		√
Credit Card		√

L.1.1 Payment By Deposit

Click on checkout, the screen below will be displayed.



CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
CBRD COMPANIES AND BUSINESSES REGISTRATION INTEGRATED SYSTEM

Total yearly fees
MUR 29,000

Total access online fees
MUR 90

List of deposit accounts

Account No	Curr..	Account Balance	Total Amount	Status
	MUR	653,347	29,090	Fund available

Email Address * :

Enter your email address and click on Make payment.

If you have two different payments to be effected in two different currencies (MUR and USD), the payments can be done by deposit account only if both accounts have sufficient funds available, as shown below.

 **Payment** —

Select mode of payment

Deposit Account X v

Deposit Account
↔ used for USD payments

 **Checkout**

List of deposit accounts

Account No	Currency	Account Balance	Total Amount	Status
2	USD	9,962,435	100	Fund available
34	MUR	653,347	3,060	Fund available

Email Address * :

 **Cancel**

 **Make payment**

Below is an example showing that one of the accounts does not sufficient funds. The 'Make payment' button remains disabled and you will not be able to proceed by this mode of payment until the account is replenished at CBRD.

Total yearly fees

USD 100 MUR 3,000

Total access online fees

MUR 60

List of deposit accounts

Account No	Currency	Account Balance	Total Amount	Status
2	USD	0	100	Insufficient Funds
34	MUR	653,347	3,060	Fund available

Email Address * :

✕ Cancel

↻ Make payment

L.1.2 Electronic Payment

Select Electronic Payment from the dropdown below and click on checkout.

Payment

Select mode of payment

Electronic Payment

Checkout

The screen below is displayed.

 CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
COMPANIES AND BUSINESSES REGISTRATION INTEGRATED SYSTEM

Total yearly fees MUR 29,000	Total access online fees MUR 90
--	---

Bank Name* : --SELECT--

Branch Name* : --SELECT--

Account Number* :

Debit Date* :

Email Address* :

Proceed as follows:

- select bank from the bank list, enter the account number, debit date, branch name,
- enter Debit date,
- click on the Make Payment button

Notes:

1. Please ensure that name of entity (subscriber name) and bank account name match in order to avoid rejection from your bank.
2. Debit date cannot be a past date.

An Example of Electronic payment.

Bank Name* :	Branch Name* :
<input type="text" value="Afrasia Bank Limited"/>	<input type="text" value="Head Office"/>
Account Number * :	Debit Date * :
<input type="text" value=""/>	<input type="text" value="22/10/2018"/>
<div style="border: 1px solid blue; padding: 5px;"> Please ensure that debiting bank account number specified tallies with Subscriber Name: MNS for Registrar of Companies. If not, account holder should inform bank immediately to avoid payment rejection.</div>	
Email Address * :	
<input type="text" value=""/>	
<input type="button" value="Cancel"/>	<input type="button" value="Make payment"/>

When clicking on the Make Payment button, check out for error messages that the system will display if details input are not correct:

Bank Name* :
Hong Kong Shanghai Banking Corporation... ▾

Branch Name* :
Head Office ▾

Account Number* :
[Redacted]

Debit Date* :
23/10/2018

Hong Kong Shanghai Banking Corporation Ltd Account numbers must be numerical with no other characters (e.g space, dash, slash, etc) and must consist of 12 digits

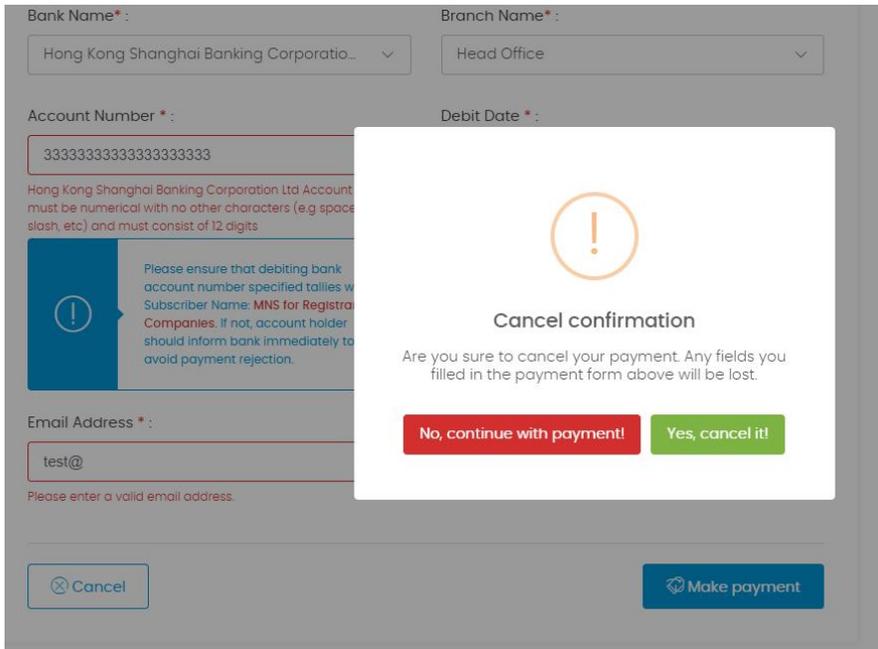


Please ensure that debiting bank account number specified tallies with Subscriber Name: **MNS for Registrar of Companies**. If not, account holder should inform bank immediately to avoid payment rejection.

Email Address* :
[Redacted]

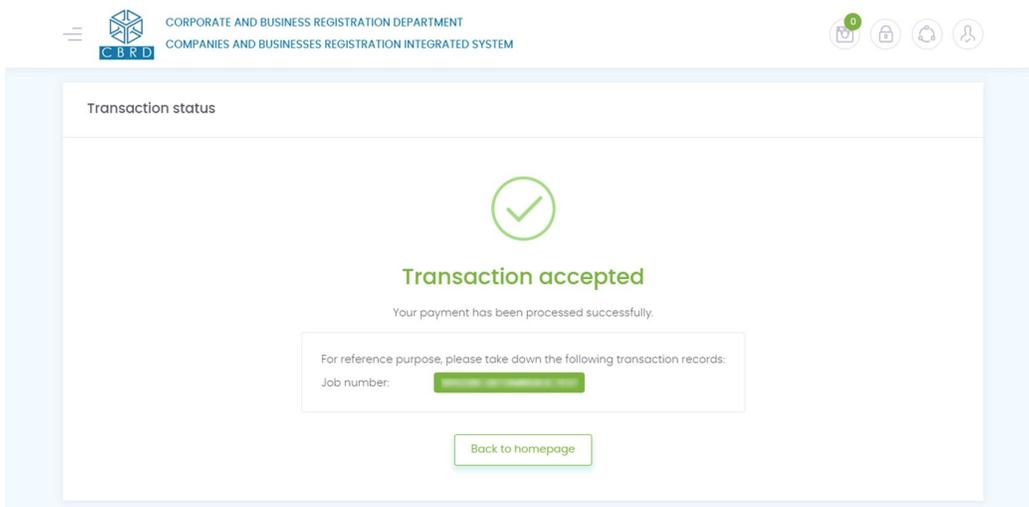
Please enter a valid email address.

Click on the Cancel button if you do not wish to proceed with the payment:



The screenshot shows a payment form with the following fields: Bank Name* (Hong Kong Shanghai Banking Corporatio...), Branch Name* (Head Office), Account Number* (33333333333333333333), and Debit Date*. A modal dialog titled "Cancel confirmation" is displayed in the center, asking "Are you sure to cancel your payment. Any fields you filled in the payment form above will be lost." with two buttons: "No, continue with payment!" and "Yes, cancel it!". The form also includes an "Email Address*" field (test@) and a "Please enter a valid email address." error message. At the bottom, there are "Cancel" and "Make payment" buttons.

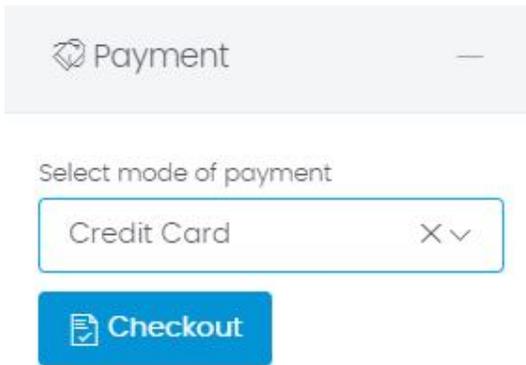
If all details have been filled in correctly, clicking on the Make Payment button will direct you to the 'Transaction accepted' screen as shown below.



The screenshot shows the "Transaction accepted" screen. At the top, it says "CORPORATE AND BUSINESS REGISTRATION DEPARTMENT" and "COMPANIES AND BUSINESSES REGISTRATION INTEGRATED SYSTEM". The main content area features a large green checkmark icon and the text "Transaction accepted" in green. Below this, it states "Your payment has been processed successfully." and provides a "Job number:" with a green bar. A "Back to homepage" button is located at the bottom.

L.1.3 Credit Card

To pay by Credit Card, select this mode of payment and click on Checkout button.



The screenshot shows a payment interface. At the top, there is a grey box labeled 'Payment' with a dropdown arrow. Below this, the text 'Select mode of payment' is displayed. A dropdown menu is open, showing 'Credit Card' as the selected option with a close icon (X) and a dropdown arrow (v). Below the dropdown menu is a blue button with a document icon and the text 'Checkout'.

You will be redirected to the E-Payment Gateway as shown below:



Order number	Total
0514fb53bdea47e295a679e3db9dfa6f	2030.00 MUR

Session expired in 19:19

Credit card number:

year end card: /

My name:

Enter the code CVC2/CVV2:
(Located on the back of the card)



The order number and the total amount to be paid are displayed.

Enter the Credit card number, expiry date, card name, and code (CVC2/CVV2) located at back of card. Then click on Submit button

You have 19 minutes to complete credit card transaction, after which the session will expire.

Order number	Total
0514fb53bdea47e295a679e3db9dfa6f	2030.00 MUR

Session expired in 18:22

Credit card number:

year end card: 1 - January / 2018

My name:

Enter the code CVC2/CVV2:
(Located on the back of the card)



Note:

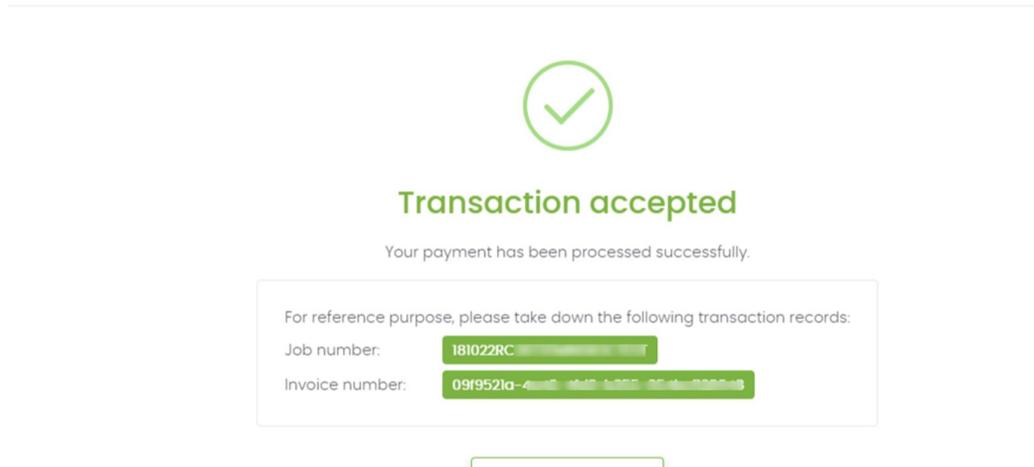
Closing the payment window while effecting payment will result in payment failure.

Payment will have to be cleared at CBRD counter only.

You can go in the payment failed section under "Submitted Yearly Fees", and click on "Export Insufficient Fund /Payment Failed List" to generate a list of the payment failed and produce it at the CBRD counter.

L.1.3.1 *Payment Transaction Success*

You will be directed to the 'Transaction accepted' screen shown below, if the payment is successful:



Please note down the Job number and the Invoice number, or take a snapshot this screen, for future reference if required.

L.1.3.2 **Payment Transaction Failed**

If the transaction has not been processed by the bank, you will be redirected to the following page.

Transaction status



Transaction failed

1. For payments effected using credit card. Please, go back to Dashboard, under section Submitted Payment Failed and submit your payment again for the application.
2. For other modes of payment, please submit payment for items in cart.

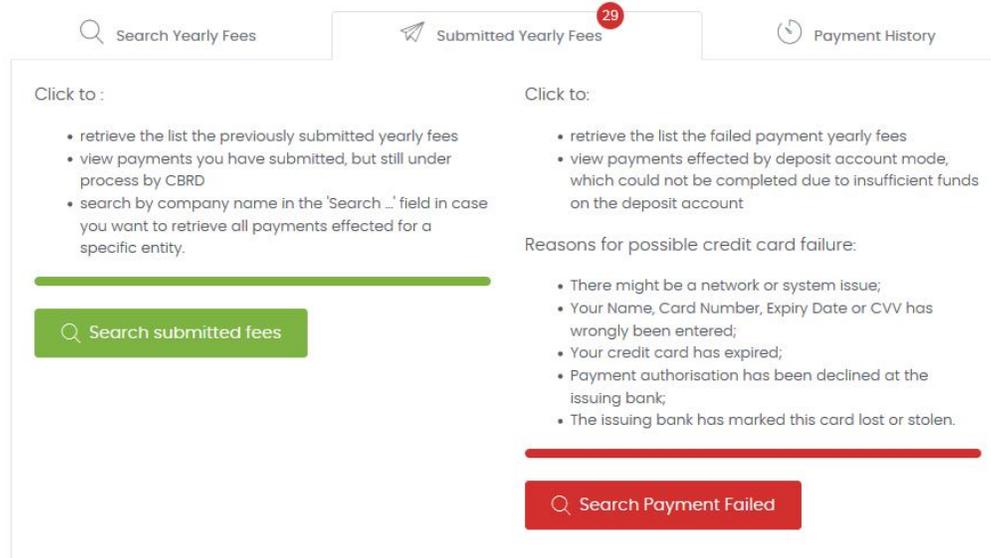
[Back to homepage](#)

M. Submitted Yearly Fees

This section provides searches for the following:

1. Submitted fees
2. Payment Failed

Dashboard Yearly Renewal of Fees



The screenshot shows a dashboard with three tabs: "Search Yearly Fees", "Submitted Yearly Fees" (with a red notification badge showing "29"), and "Payment History". The "Submitted Yearly Fees" tab is active. Below the tabs, there are two columns of instructions. The left column, under "Click to:", lists three bullet points: "retrieve the list the previously submitted yearly fees", "view payments you have submitted, but still under process by CBRD", and "search by company name in the 'Search _' field in case you want to retrieve all payments effected for a specific entity." Below this is a green button labeled "Search submitted fees". The right column, also under "Click to:", lists two bullet points: "retrieve the list the failed payment yearly fees" and "view payments effected by deposit account mode, which could not be completed due to insufficient funds on the deposit account". Below this is a section titled "Reasons for possible credit card failure:" followed by five bullet points: "There might be a network or system issue;", "Your Name, Card Number, Expiry Date or CVV has wrongly been entered;", "Your credit card has expired;", "Payment authorisation has been declined at the issuing bank;", and "The issuing bank has marked this card lost or stolen." Below this is a red button labeled "Search Payment Failed".

M.1.1 Search Submitted Fees

This section lists the payments of Yearly Fees you have submitted, and which are being processed by CBRD.

Submitted Payment List

	Job No	Total Amount (USD)	Total Amount (MUR)
👁	XXXXXXXXXXXXXXXXXXXX	0	60
👁	XXXXXXXXXXXXXXXXXXXX	0	780
👁	XXXXXXXXXXXXXXXXXXXX	0	9,030
👁	XXXXXXXXXXXXXXXXXXXX	0	810
👁	XXXXXXXXXXXXXXXXXXXX	0	2,530

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Select
v
Displaying 1 - 5 of 208 records

You can click the eye  icon to view additional information about the payment.

CORPORATE AND BUSINESS REGISTRATION DEPARTMENT

Detailed view

Job No	File No	Company name	Year	Amount (MUR)	Amount (US)
180807			2017	30	
180813RC28002MNSROCTEST			0	810	
180222					
181012R					

Submitted Payments

Export Insufficient

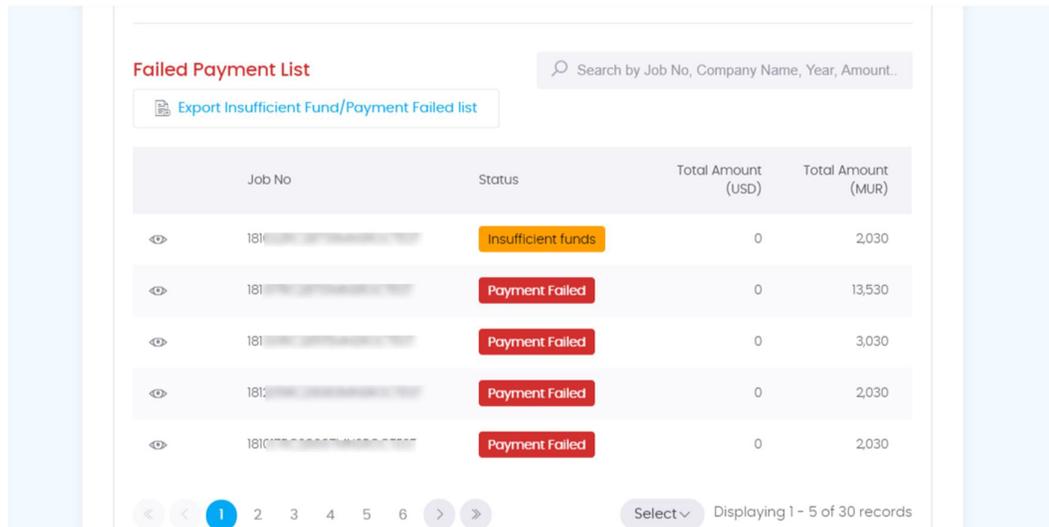
Select

M.1.2 Payment Failed or Insufficient funds

This section will display:

M.1.2.1 Failed payments By Credit Card

You can view the transactions that has been Failed or have Insufficient Funds by clicking on the eye  icon.



The screenshot shows a web interface titled "Failed Payment List". At the top right, there is a search bar with the placeholder text "Search by Job No, Company Name, Year, Amount...". Below the search bar is a button labeled "Export Insufficient Fund/Payment Failed list". The main content is a table with the following columns: "Job No", "Status", "Total Amount (USD)", and "Total Amount (MUR)". There are five rows of data, each with an eye icon to its left. The first row has a status of "Insufficient funds" (in a yellow box) and amounts of 0 USD and 2,030 MUR. The other four rows have a status of "Payment Failed" (in a red box) and amounts of 0 USD and 2,030 MUR. At the bottom of the table, there is a pagination control showing "1" selected out of 6 pages, and a dropdown menu set to "Select" with the text "Displaying 1 - 5 of 30 records".

Job No	Status	Total Amount (USD)	Total Amount (MUR)
181[REDACTED]	Insufficient funds	0	2,030
181[REDACTED]	Payment Failed	0	13,530
181[REDACTED]	Payment Failed	0	3,030
181[REDACTED]	Payment Failed	0	2,030
181[REDACTED]	Payment Failed	0	2,030

There is also facility to search by the following:

- Job number;
- Company Name;
- Year; and
- Amount



M.1.2.2 *Insufficient funds By Deposit Account*

The list of payments that have not been accepted by CBRD due to insufficient funds in respective deposit accounts is displayed here:

Note:

You can view the payment details but you cannot resubmit the payment online. You must replenish your deposit account at CBRD and make payment at the counter. The payment will be then reprocessed and acknowledged.

Please go in the payment failed section under "Submitted Yearly Fees", and click on "Export Insufficient Fund /Payment Failed List" to generate a list of the payment failed and produce it at the CBRD counter.

M.1.2.3 Export Insufficient Fund/Payment Failed List

In case of insufficient funds/Payment Failed, you will be required to print a copy of the failed payment list and produce it at CBRD for reference purpose. To generate the report, click on the button as shown below.



GOVERNMENT OF MAURITIUS

Corporate and Business Registration Department

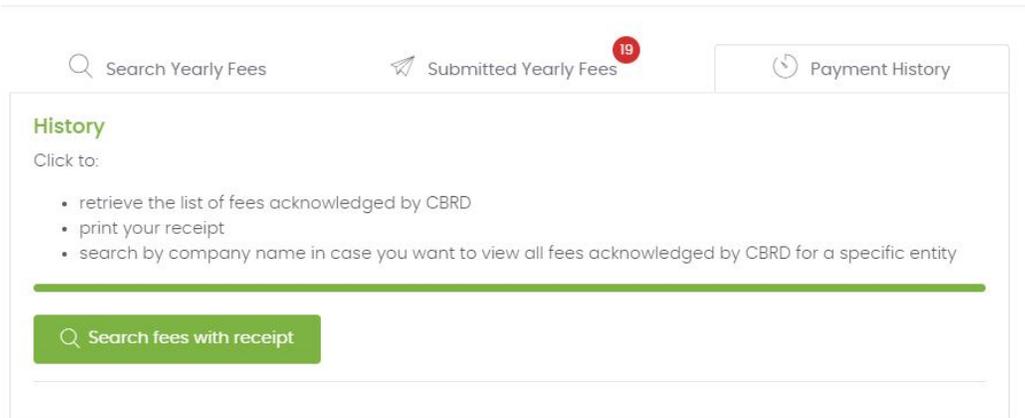
Report - Insufficient Funds (INF) and Failed Payments (PF)

Printed On : 07/12/2018 12.15.36

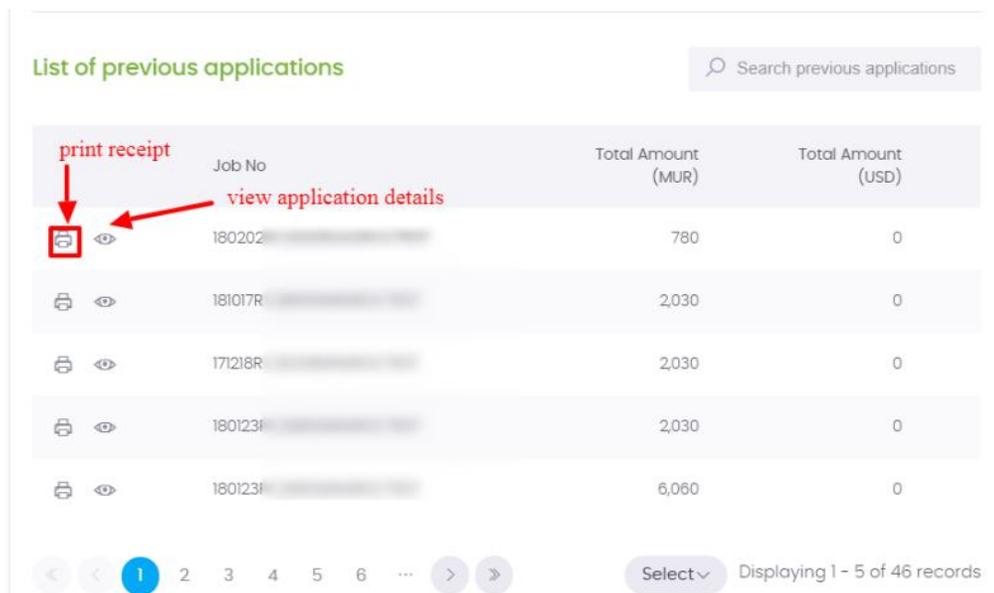
Job No	File No	Year	Name	Amount	Surcharge	Online fee	Status	Date Submitted	User Id
18120		2016	S...	MUR 9000	MUR 4500	MUR 30	PF	2018-12-06 08:31:16	
18120		2018	S...	MUR 9000	MUR 4500	MUR 30	PF	2018-12-06 08:25:43	
18120		2012	V...	MUR 2000	MUR 0	MUR 30	PF	2018-12-05 11:59:32	
18120		2008	C...	MUR 2000	MUR 1000	MUR 30	PF	2018-12-05 11:59:32	
18120		2011	F...	MUR 2000	MUR 0	MUR 30	PF	2018-12-05 11:59:32	
18120		2013	A...	MUR 2500	MUR 0	MUR 30	PF	2018-12-05 11:35:24	
18120		2017	C...	MUR 9000	MUR 4500	MUR 30	PF	2018-12-05 11:20:19	
18120		2009	C...	MUR 2000	MUR 1000	MUR 30	PF	2018-12-05 05:22:51	
18120		2011	T...	MUR 2000	MUR 0	MUR 30	PF	2018-12-05 05:21:30	
18110		2009	S...	MUR 2000	MUR 1000	MUR 30	PF	2018-11-30 09:48:18	
18110		2013	M...	MUR 2500	MUR 0	MUR 30	PF	2018-11-28 11:57:39	
18110		2012	E...	MUR 2000	MUR 0	MUR 30	PF	2018-11-28 11:57:39	
18110		2009	I...	MUR 2000	MUR 1000	MUR 30	PF	2018-11-13 07:29:46	
18100		2018	A...	MUR 500	MUR 250	MUR 30	PF	2018-10-24 11:08:25	

N. Payment History

Click on the Payment History tab



Click on the 'Search Fees with receipt' button as shown above, to view all payment lists acknowledged (status RCP) by CBRD.



Click on the Print Icon to get a copy of the receipt in PDF format.

O. Session Timeout

The session will be deactivated after 45 minutes, after which you will be prompted to either extend or logout. Failure to do so will result in automatic logout.

P. Data Protection and Confidentiality

MNS enforces IT Security Policy which implements relevant security controls of the ISO 27001 standards, and ensures data protection and confidentiality.

[Data protection notice](#) [Privacy Policy](#) 

Please click on the links to have more information on Data Protection and privacy Policy.

[Privacy Policy](#)

[Data Protection Notice](#)