



CORPORATE AND BUSINESS REGISTRATION DEPARTMENT

(Registrar of Companies)

One Cathedral Square Building
Jules Koenig Street
Port Louis

The attention of the public is drawn to the following:

Payment of fees as listed down should be effected as from 03 to 20 January 2023

- (I) Annual Registration Fee
- (II) Trade Fee including:-
Fees for:
- *Agent in Land and/or Building or Estate Agency*
 - *Land Promoter and Property Developer*

(I) ANNUAL REGISTRATION FEES

By all Companies, *Sociétés Commerciales*, Limited Partnerships, Limited Liability Partnerships and Foundations for 2023

The public is hereby informed that, in accordance with the Companies Act 2001, the Limited Partnerships Act 2011, the Limited Liability Partnerships Act 2016 and the Foundations Act 2012, annual registration fees should be paid during the period **03 to 20 January 2023**.

Payment of fees of the following may be effected as from 15 December 2022 at the office or online.

Types of Companies / Sociétés / Limited Partnerships/ Limited Liability Partnerships/Foundations		Registration Fees Payable (Rs)	
		Within Due Date	After Due Date
(a)	Small Private company (Turnover not exceeding Rs 30 Million)	500*	750
(b)	Small Private company (Turnover exceeding Rs 30 Million) but less than Rs 100 Million	2,500	3,750
(c)	Private company (Turnover exceeding Rs 100 Million)	9,000	13,500
(d)	Public Company	13,500	20,250
(e)	Foreign Company	13,500	20,250
(f)	Private company holding a Global Business Licence	9,000	13,500

(g)	Public Company holding a Global Business Licence	13, 500	20,250
(h)	Foreign Company holding a Global Business Licence	13,500	20,250
(i)	Authorised Company	US\$100	US\$150
(j)	Dormant Company (Only those companies recorded as dormant by the Registrar)	2,500	3,750
(k)	Société Commerciale including Société Commerciale de fait	9,000	13,500
(l)	Domestic Limited Partnership	2,500	3,750
(m)	Foreign Limited Partnership	9,000	13,000
(n)	Limited Partnership holding a Global Business Licence	2,500	3,750
(o)	Domestic Limited Liability Partnership	2,500	3,750
(p)	Foreign Limited Liability Partnership	9,000	13,000
(q)	Limited Liability Partnership holding a Global Business Licence	2,500	3,750
(r)	Foundation	9,000	13,000

Payment of Registration Fees by a Small Private Company

Small private companies are reminded that the payment of 2023 annual fees depends on their turnover i.e. -

A fee of Rs 500 is payable in case turnover does not exceed Rs 30 Million.

*** Note (1): The amount payable as Registration fee is based on the previous turnover recorded at this Office.**

In case the financial summary has not been filed or not due yet, the fees must be accompanied by a Declaration made by the Director(s) that the turnover of the Company has not exceeded 30 million rupees during the last preceding accounting period. Please ensure that fees have been adjusted prior to making the payment.

A specimen of the Declaration Form may be downloaded from our Website or collected at the Counter on the ground floor of the office.

(II) TRADE FEE

Following amendment to **The Local Government Act**, payment of Trade Fees for the financial year 2022/2023 is now effected at the office of the **Corporate and Business Registration Department (CBRD)** as follows:-

- a) In a single instalment **on or before 20 January 2023**; or
- b) Where the fees due exceed the sum of 5,000 rupees, in 2 equal instalments, **the first instalment being paid on or before 20 January 2023** and the second instalment being paid on or before 30 June 2023.

Note (2): In accordance with regulation 3 (1) of **The Local Government (Fees) Regulations 2019**, those businesses whose classified trade and the fee leviable are not more than MUR 5,000, are exempted from payment of trade fee.

Note also that trade fee should be paid in respect of classified trade regulated under The Excise Act and the Gambling Regulatory Authority Act.

Exemption from payment for businesses registered on or after 5 August 2021

(Amendment brought to The Local Government Act, through the Finance (Miscellaneous Provisions) Act 2021)

Businesses registered on or after 5 August 2021 are exempted from the payment of Trade Fees for two financial years.

Trade Fees in respect of these businesses will therefore become payable as from 1 July 2023.

Fees for:

- *Agent in Land and/or Building or Estate Agency*
- *Land Promoter and Property Developer*

Payment for Trade fees in respect of the above trade activities prescribed by “The Local Government (fees) Regulations 2019” are presently being collected by the office of the Registrar of Companies on behalf of **The Real Estate Agent Authority pending the determination of its board.**

1. Procedures for payment of Registration fees

Pursuant to paragraphs 5(1) & (2) of the Regulations dated 9 January 2016 (GN 3 of 2016 refers)

The following entities **must**, according to the above regulations, use the online service:

1. A person providing a service by making a filing or payment required under the Act or a relevant Act.
2. Audit Firm.
3. Company with turnover of 100 million rupees or more.
4. Company Service Provider
5. Law firm.
6. Management Company or company with a management licence issued under the Financial Services Act.
7. Registered Agent

2. Modes of Payment

Payment can be effected in the following manners:

a) PAYMENT BY CHEQUES

Any cheque either deposited or posted should reach this office on or before **20 January 2023 at latest by 4.00 p.m.** otherwise a different fee will be applicable.

The cheque should:

- *be payable to the Government of Mauritius*
- *be crossed*
- *clearly indicate on verso, the file number and name of the company and the name, address and phone number of a contact person.*

b) ONLINE PAYMENT:

In order to effect online payment, the persons listed at **1** above (if not already registered) should be registered with the Mauritius Network Services (MNS) at <https://portalmns.mu/cbris/>.

For more information, you may call the MNS Customer Service department on **401-6805**, or send an email to customer.service@mns.mu

(i) Procedures for paying Registration Fee online

Once registered, the following steps must be followed:

- ✓ Click on the ‘**Pay Yearly/Trade Fees**’
- ✓ Go to ‘**Dashboard**’ and click on ‘**Search Pending Fees**’
- ✓ Click on ‘**Yearly Fees**’
- ✓ Once a list of ‘**Pending Yearly Fees**’ appear, select the **company/ companies** for which payment has to be effected. The item(s) will instantly be added to cart. A cart summary is displayed on the right-hand side of the application.
- ✓ To effect payment, select the appropriate ‘**mode of payment**’, be it ‘**Deposit Account**’ (MUR & USD), ‘**Electronic Payment**’ (MUR only) or ‘**Credit Card**’ (MUR only).

(ii) Procedures for paying Trade Fee (including Fees at III above) online

- ✓ Click on the ‘**Pay Yearly/Trade Fees**’
- ✓ Go to ‘**Dashboard**’ and click on ‘**Search Pending Fees**’
- ✓ Click on ‘**Trade fees**’ and select the appropriate BRN
- ✓ Select the Instalment to be paid for.
- ✓ On the left of screen, click on ‘**Check Amount Due**’ and proceed to payment.

(iii) Procedures for paying Trade Fee (including Fees at III above) online (by an Individual)

- ✓ Step 1 – Register for a login and password:
<https://portalmns.mu/cbris-ytf/>
- ✓ Step 2- Upon registration, log in through:
<https://portalmns.mu/cbris-ytf/login>
- ✓ Step 3: Fill in the required information and effect payment using a credit card.

c) PAYMENT FROM DEPOSIT ACCOUNT

Note (3): Companies operating a Deposit A/C with CBRD should ensure that they replenish same in advance to enable payment of Registration Fees 2023 and/or Trade fee as from 3rd January 2023.

d) ELECTRONIC TRANSFER VIA LOCAL BANKS (FOR MUR ONLY)

e) BY DEBIT/CREDIT CARDS (applicable for payment at CBRD’s Cash Office) Note

(4): If payment is effected by credit/debit card, a Service Charge of 1.725% is applicable for payment exceeding Rs 25 000.

f) In case of CASH (payable only at CBRD)

Payment may be effected as follows:-

By calling at the Cash Office situated on ground floor at One Cathedral Square Building, Jules Koenig Street, Port Louis during the following official hours for period 3-20 January 2023 as follows:

Weekdays: 8.30 a.m. to 4.30 p.m
Saturdays: 8.30 a.m. to 12.30 p.m.

Companies, Sociétés, Limited Partnerships, Limited Liability Partnerships and Foundations are reminded that it is their responsibility to ensure that payment of Registration Fee and/or Trade fee is effected not later than 20 January 2023. After the due date, i.e. 20 January 2023, another fee is applicable.

The public is also informed that a list of Companies/ Sociétés Commerciales/ Limited Partnerships/ Limited Liability Partnerships and Foundations with the corresponding annual registration fees payable is available on our website companies.govmu.org for consultation.

General Note

Please note that payment may be effected any time as from 15 December 2022.

For any assistance or information, you may require, please contact the CBRD on

Tel: 2020600

Or

Email: co.business@govmu.org or tradefeepayment@govmu.org

December 2022

REGISTRAR OF COMPANIES