
Frequently Asked Questions

1. How to reserve a name?

To fill Form F11-Notice of Reservation of name but it is not compulsory to reserve a name.

Proposed company name must end by Ltd, Limited, Ltée or Limitée

When name is approved either proceed with incorporation within 7 days or effect a payment of Rs 100 to reserve the name for a period of 2 months.

2. Which Documents are needed for Incorporation?

Incorporation pack forms 1, 7, and form 9. In case there is a secretary to complete Form 8 Proof of residential address in Director's name (utility bill not more than 3 months recent) or a bank Statement.

A letter regarding Beneficial Owner must be signed by a director on behalf of the company (i.e. Must give details of the Shareholder and its beneficial owner, if any).

Who can signed incorporation pack:

F1-Director/Shareholder.

F7-Director himself

F8-Secretary himself

F9-Shareholder himself

3. What to do when Business card is lost?

To take a memo from the police station stating that the business card has been lost

To provide the memo to Registrar Of Companies (Department Business Registration Card) and make an application for a certified copy of BRC.

A payment of Rs 100 must be made to obtain a certified copy of the BR.

4. What is the minimum and maximum number of shareholders in a private company?

Minimum 1

Maximum 50 Shareholders.

If more than 50 Shareholders then it must be converted into Public Company.

5. Office hours of the Registrar of Companies:

Monday -Friday

08:15-16:30 hrs

6. Procedure for requesting an extract of file

To fill request form at counter or provide an official letter.

7. Who can apply for an extract of file?

Anyone except for global and authorized company there are restrictions.

8. Fee payable for a signed certificate?

Rs 300

Frequently Asked Questions

9. How to notify the appointment of a secretary?

To fill form F18-Appointment of Secretary

Consent to be signed by New Secretary & counter signed by Existing Director.

10. How to notify the appointment of a director?

To fill F16-Appointment of Director

Consent to be signed by New Director & counter signed by Existing Director.

11. Which documents are needed for an application for removal of company:

Shareholders Resolution- must be special resolution

Letter from Director stating that the company has no charge/s

Clearance from MRA

Form 23-Removal of Company

Notice published in Government Gazette (Under Section 309(1)d)

Notices published in 2 daily Newspapers.

12. How to notify that a director has ceased to hold office as director?

To fill F17-Cessation of Director

Form must be filled with particulars of the ceased director & must be signed by an existing Director or Secretary.

13. How to notify a resignation of a secretary?

To fill F20-Cessation of Secretary

Form must be filled with particulars of the ceased Secretary & must be signed by existing Director.

14. How to change business activities on Business Registration Card?

For an amendment in address/ business activities or name to fill an Amended form which can be downloaded on our website 'companies.govmu.org'. The original business registration card should be returned to the office together with the amended form duly signed by the director and a payment of Rs 100 will be charged for the issue of an amended BRC.

15. What must a company do when shares are issued?

To fill Form 13 & F13A -Issue of shares

A letter regarding Beneficial Owner must be signed by a director on behalf of the company - (i.e. Must give details of the Shareholder and its beneficial owner, if any).

16. Which documents are needed to notify a transfer of shares?

To download Form Transfer of Shares on the website **Registrar of General**.

To fill Part B- The document regarding the transfer of shares needs to be registered with the Registrar General's.

To file a certified copy of the Transfer of shares signed by the director together with a letter regarding the details of Beneficial Owner subsequent to the transfer of shares.

Frequently Asked Questions

17. Which documents are required when a company changes its name?

The form F2-Change of Name should be submitted along with a copy of a special resolution passed by company, duly certified.

18. How to do an online search?

Go to companies.govmu.org

Scroll down click on search online free of charge (written in red)

19. Is it possible to print information on a search online?

Yes, it is possible to print information.

20. Who can apply for removal of company with the Registrar?

Director, Secretary, shareholder

21. When must a company file an annual return or a no change return?

F24-Annual Return must be filed when there is any change in the company otherwise F26-No change Return may be filed.

If there has been no change in the company and that the company's turnover is 20 million or above, Form F26-No change Return must be filed together with the financial summary.

22. What are the qualifications required for a secretary to be appointed in a Private or Public company?

The qualifications are as mentioned in Section 165 and 198 of the Companies Act 2001.

23. Is it necessary to appoint a secretary?

No it is not mandatory to appoint a secretary unless it is a one-person company, i.e., where the Director or the Shareholder is the same person.

The Company has to appoint a secretary within a period of 6 months.

24. How to change currency?

To seek approval from ROC by making an application in writing

25. Which documents are required to be filed when company adopts/ alters or revokes a constitution?

Form F12-Notice of Adoption/Alteration/Revocation of Constitution.

Constitution or amended Constitution, as the case may be and a legal certificate a special Resolution (shareholders resolution).

26. Can domestic companies have a corporate director? No

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27. Can Authorised companies have a corporate director: Yes, they can appoint a corporate director by filing form F16.

28. Can global business companies have a corporate director: No

29. How to appoint a representative for the online filing?

Company has to submit a letter at ROC mentioning the details of the Representative.

30. How to add a company in portfolio?

The person must be a representative in the company.

31. How to open a deposit account at the ROC?

To submit an application to the Finance Section for approval.

Minimum Amount for Individual-Rs 2000.

Minimum Amount for Company- Rs 5000 &
for a Management Company:

In USD- 500

And MUR-5000

32. How to replenish deposit account?

To submit a letter at ROC, department Finance.

33. Can a person effect payment by cheque?

The cheque should be drawn in the name of Government of Mauritius.

34. What should be done if a payment by credit card fails?

It depends on the situation, if it is online, they must contact the online administrator or if it is at the counter, they must seek help of the finance department or the bank.

35. If applicant loses his or her id it is possible to apply for an incorporation?

YES, if they know their id number.

36. Is passport acceptable for incorporation?

Yes, only for non-Citizens.

For Citizens of Mauritius-To insert Id number.

37. Fee to certified list of directors?

Rs 100, they just have to ask an extract of file.

38. How to cancel a business card:

To provide original Business Card and Id card, in case of an individual.

To fill request for amendment Form.

Free of Charge.

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39. Does a dormant company submit annual return or no change return?

Yes same procedure as a Live Company.

40. How to declare a company dormant?

Special Resolution to be lodged.

Annual Registration Fees-MUR 2500

To file Return every year.

41. Is it compulsory that local business use the word limited?

If it is an individual business (NO) but if it is a company (YES) but the word limited cannot be used as business name.

42. How to notify change in particular of secretary or director:

To file form F19-Particulars of Secretary/Director.

43. Can a minor be a shareholder in a company?

Yes, with the authorization of his parent/Guardian.

44. Is it necessary for a company to have a constitution? No

45. What is a constitution?

Rules and regulations that are set by the company It is to be noted that the constitution must be in accordance with the Companies Act 2001.

46. Is there any Fees for re-submission of document? No

47. Is it compulsory for a global business to have a constitution?

Not mandatory

48. How to apply for a login and password for online filing?

Go to Companies.govmu.org

Click on apply for login & Password

Then click on home, Click on CBRIS.

The MNS will provide the logins through the email.

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49. How to buy a package for online filing?

- Type URL: <https://portalmns.mu/cbris>
- Enter your username and password.
- Click on Login.
- On the Main Menu, go to Package Options – Click on Forms CBRIS
- Three options are provided
 - o New Package
 - o Retrieve Package
 - o Report on package
- To buy a package, click on New Package
- The following screen will be loaded.
- There are two types of packages:
 - Company Package is applicable to any entity as specified in the Third Schedule of Regulations No. 3 of 2016
 - Individual Package is applicable to any entity not specified in the Third Schedule of Regulations No. 3 of 2016
- After selecting your applicable package type, click on ‘OK’ button.
- Insert number of packages to buy
- Click on ‘Save’ button. - ‘Payment’ button will appear
- Click on ‘Payment’ button, screen to capture payment details will load.
- Select either ‘Prepaid Account at CBRD’ or ‘Electronic via local Banks’. If ‘Electronic via local Banks’ is chosen, then specify bank and branch.
- Click on ‘Save Payment’ button.
- Click on ‘Send’ button to submit your purchase.

50. How to make an online application for an individual business card?

Application for Business Registration for – Individual

Use your Login and password that MNS has provided you to login in CBRIS system

Click ‘OK’ for the license Message

Frequently Asked Questions

Click on 'Business Form' and click on 'New Form'

Click on 'Individual'

Fill the application form and attach the documents needed

Enter the details and save the application by clicking on the Save button

If the status is Incomplete the Send button will not appear

Fill in all mandatory fields and save the application as Complete

Click on Send button to send the application

Then check for new Message to get updated status

How to retrieve an application?

Retrieve your application by clicking on Business Form >> Retrieve Application >> Search.
Then, click on the record you want to retrieve

If acknowledgment is received from CBRD an Acknowledgment button will be displayed. Click on the button to read the acknowledgment message

How to reset a failed sending of an application?

If a document has failed while sending, the application needs to be reset so that resending is possible

Go to 'Communication' and then click on 'Reset Send Status'

There are 4 ways you can search for the record when the Status is 'Send Failed':

Either you enter the Job Number and then you click on Search

Or Select the Form Code and then you click on Search

Or Enter the Job Number and Select the Form Code and then you click on Search

Or Click on Search and then select the record you want to Reset

Click on Reset button

Confirm the reset instruction by clicking on 'OK'

Retrieve the application and send again for processing

Frequently Asked Questions

51. FREQUENTLY ASKED QUESTION – Global Business / Authorised Companies

How to apply for the incorporation of GBC/Authorised company?

Any application for a GBC/Authorised company must be channeled through a Management Company/Registered Agent licensed by the FSC.

A list of licensees is available on website of FSC

What are the fees for incorporation of GBC / Authorised Companies?

Rs 3200 for a GBC

USD 100 for an Authorised company

What is the difference between a Global company and an Authorised company?

The *Authorised Company* is a company whose business activities and control & management are outside of Mauritius. It also has its place of effective management outside Mauritius jurisdiction.

A **Global Business Company** is a company involved in qualified activities and which main business operations are carried principally from Mauritius, but with persons who are resident outside of Mauritius.

Requirement of declaration of Beneficial owner

At incorporation, declaration regarding beneficial ownership must be disclosed in accordance with sec 91 (3a) (c)

As per Sec 2 CA 2001, A Beneficial owner is a natural person who ultimately owns or controls a company.

When a company is removed from the Register of Companies?

A company may be removed from the register for non-payment of registration fees.

Who can apply for restoration of company?

- (1) Any Director/ Shareholder/ Secretary/ Registered Agent may apply for the restoration of a company.
- (2) Court