



FREQUENTLY ASKED QUESTIONS (FAQs)

INFORMATION/MONITORING

How to register a Company?

- Incorporation of companies can be effected either online or by submitting the required documents at the office of the Registrar of Companies.
- For online incorporation please register with the Mauritius Network Services on the following URL : <https://portalmns.mu>
- Any person who wishes to incorporate a company in Mauritius and Rodrigues are advised to verify that the proposed name is available prior to incorporation.
- Verification of names is not compulsory
- Fill the prescribed form "[Application for incorporation of a company](#)" (form 1) and submit it to the Registrar of Companies together with forms 7, 8 or 9 where necessary

The application form shall state:

- Name of proposed company
- The present full name, any former name and the usual residential address and the service address of every director and any secretary of the company.

Please note that a company shall have at all times at least "One Director" who should be resident in Mauritius.

- Particulars of any business occupation and directorships in any public company or subsidiary of a public company held by each director.
- In case the proposed director is a director of several subsidiaries of a single group, it is enough to state the name of the holding company with the addition of the word `group`
- The full name, the usual residential address and the service address of every shareholder, the number of shares to be taken and the amount to be paid.
- Whether the company is limited or unlimited
- Whether the company is a private or a public company
- The registered office address of the company
- In case of a 'one person' company, the full name, the usual residential address and the service address of the person nominated by the proposed director to act as secretary.
- The business activities, location of the business as per the Business Registration Act

- In case of the resignation of the last remaining Director, the shareholders need to call a meeting to appoint a resident Director prior to the resignation.
- A declaration of applicant (full name to be included) stating that the information provided in the application is true and correct.

The following documents must accompany the application form:

- Where the company has a constitution, a copy of that constitution certified by at least one applicant to be the company's constitution and a legal certificate duly signed by a Law Practitioner
- The signed consent of every proposed director or secretary that they are not disqualified to hold office as such
- The signed consent of every proposed shareholder containing the number and class of shares taken and the amount paid for those shares
- In the case of a company limited by guarantee, a document signed by each member, signifying his consent to be member and the amount which such persons undertake to contribute in the event of the company's winding up
- If the documents are signed by an agent representing the shareholder or member a form of proxy authorizing the agent to so act.

Further, the following documents should be submitted when applying for incorporation:

- (1) Original Copy of **Certificate of Reservation** (if any).
- (2) Photocopy of **Passport** for non-residents, where applicable.

- (3) Copy of a **permanent residence permit** or an **occupational permit as investor** if the **only director** is a **foreigner**.
- (4) Proof of resident Director's address.

Where the application for incorporation complies with the Act, the Registrar will:

- issue a certificate of incorporation
- enter the particulars of the company on the Register. □ A unique company number is generated.

FEE PAYABLE	AT OFFICE	ONLINE
Private Company	Free	Free
Public Company	Free	Free
Summary of the file	Rs 100	Rs 100
Electronic Certificate	Free	Free
Signed Certificate of Incorporation (upon request)	Rs 300	Rs 300

Who can apply for an Extract of File/Certificate of Current Standing/Certificate of Incorporation under S14(2)(a) of the Companies Act 2001?

- Any person can make the application for Domestic Companies

What are the procedures for requesting an Extract of File/Certificate of Incorporation under Section 14(2a)?

- A duly signed request can be submitted either at the counter of the CBRD on Level 5 (Information & Monitoring Section) or online, where applicant must register with the MNS (<https://portalmns.mu>) and proceed with the filing of unstructured Document* by mail. The online platform is being enhanced to cater for unstructured as well. *(unstructured document: Any document required to be filed with the CBRD, pursuant to the Acts it administered, other than Approved Forms)*
- Fee payable for Extract of File: Rs 100 and Certificate for Incorporation under section 14(2a): Rs 300
- Time Frame: Not more than 3 working days after payment
- To collect Extract of File/Certificate at the counter of the CBRD

Procedure for requesting for a Certificate of Current Standing

- A duly signed request can be submitted online or at counter
- Fee Payable: Rs 100
- Time Frame: Not more than 3 working days after payment

What is the process for the Change of Name of a company?

- New Company Name must be available

Documents to be submitted online or over the counter:

- The prescribed form F2 (Change of Name)
- A certified copy of the shareholders' resolution adopting the new name
- Fees payable: Rs 100
- Time Frame: Issue Certificate of Change of Name within 3 days following payment
- Submit evidence of publication in 2 daily newspapers and the Government Gazette after issue of certificate

Who can do online filing / act as representative?

- Any Director/Secretary/Shareholder of the company.
- Any other person authorized by the company.
- According to Third Schedule of Regulations No. 3 of 2016, it is compulsory for the list of service providers to use the online filing system

How to appoint a representative for online filing?

- To submit a Director's Resolution or an authorization letter signed by the majority of directors of the company either via email or at counter.
- Applications can also be submitted online as unstructured Document* (UD) via MNS platform.

Note: Once a representative has been appointed, all documents have to be submitted online.

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

- Go to the website "<https://companies.govmu.org>"
- Click on Apply for login and password
- Click on home and then click on CBRIS (a link to MNS for application)
- Login and password will be allocated by MNS through email