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# GUIDELINES FOR INCORPORATION/ REGISTRATION OF COMPANIES AND REGISTRATION OF BUSINESSES

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The online guide



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17 DECEMBER 2020

CORPORATE AND BUSINESS REGISTRATION DEPARTMENT  
3rd Floor, One Cathedral Square Building, 16, Jules Koenig Street, Port Louis

# **1. Incorporation/ registration of companies**

## **a. Information to be stated in the online form**

1. Name of proposed company
2. The full name, any former name as well as the residential address and the service address of every director and any secretary of the company
3. Particulars of any business occupation and directorships in any public company or subsidiary of a public company held by each director. Should the proposed director be director of several subsidiaries of a single group, it shall suffice to state the name of the holding company with the addition of the word `group`
4. 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.
5. Whether the company is limited or unlimited
6. Whether the company is a private or a public company
7. The registered office address of the company
8. In the 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 who will call a meeting of heirs in the event of death of the sole director
9. The business activities, location of the business as per the Business Registration Act
10. That the information provided in the application is true and correct.
11. The full name of the applicant

## **b. Documents to be uploaded**

1. Photocopy of Passport for non-residents and a copy of residence permit if the only director is a foreigner.
2. Proof of director's address (Ex: Utility Bill).
3. Proof of address of secretary in case of one-person company.
4. Where the company has a constitution, a copy of that constitution certified by at least one applicant to be the company's constitution
5. The signed consent of every proposed director or secretary that they are not disqualified to hold office
6. The signed consent of every proposed shareholder containing the number and class of shares taken and the amount paid for those shares

7. 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
8. If the documents are signed by an agent representing the shareholder or member a form of proxy authorising the agent to so act.

### c. Fees

Private Company	MUR 3,000
Public Company	MUR 13,500
Category 1 Global Business (Public)	MUR13,500
Category 1 Global Business (Private)	MUR 3,000
Category 2 Global Business	USD 65
Foreign Company -Registration	MUR 13,500 + MUR 200 for Certificate
Foundations	MUR 9,100
Partnership	
i. Limited - Domestic	MUR 3,200
ii. Limited - Global	MUR 3,200
iii. Société Commerciale	MUR 9,000
iv. Société Civil	Free
v. Limited liability Partnership (LLP)	MUR 3,200
vi. Foreign Limited Liability Partnership	MUR 9,200
Summary of the file	MUR 100 (online) MUR 200 (at CBRD)
Signed Certificate of Incorporation	MUR 300

### d. Timeframe

A company is registered/ incorporated within half a day and the CBRD published statistics on its website for more transparency:

<https://companies.govmu.org/Pages/statistics/Statistics.aspx>

## e. The process

### Management Companies incorporating other companies

Step 1: Apply for a login and password (later obtained by mail) on <http://servicesmns.mu/> and click on CBRIS tab.

<https://portalmns.mu/MASTActionServlet?do=FormCreate&id=ViewFormROCRegistration.xml>

Step 2: Login on <https://portalmns.mu/cbris/>

Step 3: Purchase package as follows:



Step 4: Start application (a list is available to be chose from)

Package Options	CompanyForm	BusinessForm	Yearly-Trade Fees	Communication	XBRL Returns	Utilities	Report	My Account
<b>CBRIS COMPANY FORMS MENU</b>								
S23.F1		Application for Incorporation of a Company						
S36.F2		Application to Change Name of a Company						
S127.F3		Statement of Particulars of Charges						
S269.F6		Annual Return of Company Limited by Guarantee						
S34.F11		Request for Availability/Reservation of Company Name						
S44.F12		Notice of Adoption/Alteration/Revocation of A Constitution						
S52.F13		Notice of Issue of Shares						
S58.F14		Notice of Calls on Shares						
S114.F15		Notice of Variation of Rights						
S142(1)(a).F16		Notice of Appointment Consent and Certificate of Director						
S142(1)(b).F17		Notice of cessation to hold office as Director						
S142(1)(a).F18		Notice of Appointment Consent and Certificate of Secretary						
S142(1)(b).F19		Notice of Change of Particulars of Director/Secretary/Person nominated to Act as Secretary in One Person Company						
S142-F20		Notice of cessation to hold office as secretary						
S188.F21		Notice of Change in Registered Office						
S302.F22		Application to Transfer Incorporation to Another Country						
S309(1)(d).F23		Application for Removal of Company from Register						

Step 5: Fill in the required information

Step 6: Upload the required document

Step 7: Effect payment using the **credit card**

## **Other Companies**

Step 1: Register and login online: <https://www.portalmns.mu/cbris-F1Dom/login>

Step 2: Fill in the required information

Step 3: Upload the required document

Step 4: Effect payment using the **credit card**

### **f. The certificate of Incorporation**

Upon payment of the fees, the CBRD shall verify the information submitted and the documents uploaded and issue an electronic certificate of incorporation which can be downloaded and printed by the operator.

The operator would also have access to the electronic business registration card.

### **g. Important information**

An operator can register for VAT with the Mauritius Revenue Authority (MRA) and can automatically register the Ultimate Beneficial Owners upon incorporation of the company. Moreover, the CBRD shares company information with the Ministry of Social Security, the MRA, local authorities and other public bodies.

Operators can also effect lumped payment of incorporation fees and trade fees at the time of incorporation.

## **2. Business Registration**

### **a. Information to be stated in the online form**

1. The full name, address of each applicant and national identification number of the person
2. The name, address of registered office, incorporation/registration number if body corporate or unincorporated body
3. The business name if any
4. The general nature of the business
5. The principal place of business and any other place where the business is carried on
6. The date or proposed date of commencement of business
7. Such other information or particulars as may be required in the application form.

## **b. Documents to be uploaded**

Nil

## **c. Fees**

There is a registration fee to be paid only by those who register as ‘individuals’ and have not incorporated a company, commercial partnership or ‘société’. The fees are as follows:

Not more than 10 persons	MUR 125
Between 11 and 50 persons	MUR 250
Between 51 and 100 persons	MUR 600
Above 100 persons	MUR 1,500

## **d. Timeframe**

A business is registered within half a day.

## **e. The process**

Step 1: Apply for a login and password (later obtained by mail) on <http://servicesmns.mu/> and click on CBRIS tab.

<https://portalmns.mu/MASTActionServlet?do=FormCreate&id=ViewFormROCRegistration.xml>

Step 2: Login on <https://portalmns.mu/cbris/>

Step 3: Purchase package as follows:

## PACKAGE



Step 4: Start application (a list is available to be chose from)



Step 5: Fill in the required information

Step 6: Effect payment using the **credit card**

### f. Issue of the Business Registration Card

Upon registration of the business, the CBRD will issue an electronic Business Registration Card. The operator will then collect the hardcopy of the Business Registration Card at the counter of the CBRD.