



GUIDELINES FOR INCORPORATION/REGISTRATION OF COMPANIES AND REGISTRATION OF BUSINESSES

The online guide



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CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
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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. Where the company has a constitution, a copy of that constitution certified by at least one applicant to be the company's constitution
4. The signed consent of every proposed director or secretary that they are not disqualified to hold office
5. The signed consent of every proposed shareholder containing the number and class of shares taken and the amount paid for those shares

6. 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

7. 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	Nil
Public Company	Nil
Global Business Company (Public)	MUR 13,500
Global Business Company (Private)	MUR 3,000
Authorised Company	USD 100
Foreign Company -Registration	MUR 13,500 + MUR 200 for Certificate
Foundations	MUR 9,100
Partnerships	
i. Limited - Domestic	MUR 3,200
ii. Limited - Global	MUR 3,200
iii. Société Commerciale	MUR 9,000
iv. Société Civil	Nil
v. Limited liability Partnership (LLP)	MUR 3,200
vi. Foreign Limited Liability Partnership	MUR 9,200
Summary of the file	MUR 100
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=ViewFormROCRRegistration.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	company form	business form	Yearly-trade fees	Communication	Excel returns	updates	report	my account
CBRS COMPANY FORMS MENU								
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							
S82.F13	Notice of Issue of Shares							
S88.F14	Notice of Calls on Shares							
S114.F15	Notice of Variation of Rights							
S142(I)(a).F16	Notice of Appointment Consent and Certificate of Director							
S142(I)(b).F17	Notice of cessation to hold office as Director							
S142(I)(a).F18	Notice of Appointment Consent and Certificate of Secretary							
S142(I)(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(I)(d).F23	Application for Removal of Company from Register							

Step 5: Fill in the required information

Step 6: Upload the required document

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

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.

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 business name if any
3. The general nature of the business
4. The principal place of business and any other place where the business is carried on
5. The date or proposed date of commencement of business
6. Such other information or particulars as may be required in the application form.

b. Documents to be uploaded

Nil

c. Fees

Nil

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:



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



The screenshot shows the CBRD website interface. At the top, the logo and name 'CORPORATE AND BUSINESS REGISTRATION DEPARTMENT' are displayed, along with the subtitle 'Companies and Businesses Registration Integrated System'. Below this is a navigation bar with links: 'Package Options', 'CompanyForm', 'BusinessForm', 'Yearly-Trade Fees', 'Communication', 'XBRL Returns', 'Utilities', 'Report', and 'My Account'. A red arrow points to the 'BusinessForm' link. The main content area is titled 'Application for Business Registration for' and contains four radio button options: 'Individual', 'Company', 'Commercial Partnership', and 'Other than individual or company/Commercial Partnership'.

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.