

Start-up Pack

Setting up of Company

No	Description	Authority
	Incorporation of Company	Companies and Business Registration Department
	Application as SME	SME Mauritius
	Request for Tax Account Number	Mauritius Revenue Authority
	Application as Employer	Mauritius Revenue Authority
	Application for bank account	Commercial Bank
	Application for building and land use permit	Municipalities or District Councils

Incorporation of company

The stages for incorporating a company in the Republic of Mauritius with Corporate and Business Registration Department

Website : [Home \(govmu.org\)](http://govmu.org)

Stage	Details
	Apply for a login and password
1	Apply for user name and password - Application for Registration for CBRIS (portalmns.mu)
2	Application for availability of name Propose up to 3 names at one time
3	One of the proposed names has been accepted Effect payment to reserve the name for a period of 2 months
4	Initial requirements Documents required Shareholders NIC Shareholders proof of address Directors NIC Directors proof of address Proof of Address for Registered and/or Place of Business Information required Number of shares % of shareholdings
5	Application for incorporation of company Filing of information received on online platform of CBRD Send prefilled forms to shareholders and Directors for signature
6	Submit signed forms and documents are per Stage 3 to CBRD
6	Collection of documents at CBRD & handover to client

Fees to Corporate and Business Registration Department

The fees associated with the incorporation of Company is as follows (payable to CBRC):

No	Description	Fees (Rs)
1	File Summary	100
2	Certified copy of Constitution	500
3	Signed Certificate	300
4	Incorporation Fee - Private company	3,000
5	Incorporation Fee - Public company	13,500
6	Online forms required	90
7	Trade Licence	As per company activity

Application as SME

Apply with SME Mauritius to become and SME

Website : [SME Mauritius \(smemu.org\) SME Mauritius \(smemu.org\)](http://SME Mauritius (smemu.org) SME Mauritius (smemu.org))

Request for Tax Account Number

Email to registration@mra.mu ,Mauritius Revenue Authority to request for Tax Account Number

Registration as employer

Fill in form and email to registration@mra.mu ,Mauritius Revenue Authority

Form: [20171230 Employer Registration Form \(ERF\) 2018.pdf \(mra.mu\)](#)

Application for bank account

Depending on the bank of your choice, the following are minimum requirements are:

1. Certificate of Incorporation issued by the Registrar of Companies of Mauritius (to bring original and a copy).
2. Extract of file (dated less than 3 months) bearing the seal of the Registrar of Companies (manual or electronic); to bring original and a copy.
3. Business Registration Card (to bring original and a copy).
4. Resolution authorizing the opening of accounts and giving the authority to the signatories (as well as listing the signatories' specimen signatures) for:
 - the operation of the accounts; and
 - the signing of documents.
5. A duly dated and signed shareholding structure (where appropriate), clearly mentioning the percentage shareholding interest held if there is an entity acting as shareholders. The structure should go back to the ultimate beneficial owner(s).
6. Clear copy of NIC of all intervening parties for ease of query of customer records with the MCB.
7. A business plan, clearly detailing out the business activities of the Company and including the sources and application of funds and estimated volume of inflows and outflows.
8. A minimum of MUR 10,000 should be deposited on the newly opened account.