

eRegistration of Economic Operators

— User Manual for Importers/Exporters —



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Instructions Page

Importers/Exporters will land up on an Instructions page showing an overview of the procedures for e-Registration of Economic Operators. There will also be an indication of the documents which will need to be scanned and uploaded together with the application

The screenshot shows the 'eRegistration of Economic Operators' website. At the top left is the logo for 'MRA' (Mauritius Revenue Authority). The main header is 'eRegistration of Economic Operators'. Below this, there are two links: 'Instructions to Users' and 'Login'. A prominent blue button says 'Click here to login and register as an Economic Operator'. The main content area is titled 'eRegistration of Economic Operators Procedures' and is divided into three numbered sections:

- 1. Create a User Profile**
 - You need to sign in with your Tax Account Number and Password
 - In case you do not have a Tax Account Number please [click here](#) to request one.
 - Upon sign in, you will need to enter information like address and select the business category you belong to [Fields marked with * are mandatory]
 - You may wish to modify this profile afterwards
- 2. Register as an Economic Operator**
 - After creating your profile, you will be able to choose the type of economic operator
 - You will then be required to fill the appropriate form, depending upon the type of economic operator chosen.
- 3. Documents to be submitted for e-registration**

Section 3 contains a table with the following data:

Type of Economic Operator	Required Documents
Importer/Exporter	<ul style="list-style-type: none">Duly filled in authorization form, available hereIn case applicant is other than an individual, the National Identity Card of its director/s or duly authorized representative.In case importation is for personal use, a letter from the applicant to confirm that importation is for personal use.In case applicant is a civil servant, 'Application for Duty Remission on Motor Car Form' duly approved by MRA Customs.In case applicant is a taxi operator, the Public Service Vehicle Licence issued by the National Transport Authority.In case the applicant is a Freeport Operator, the Freeport Certificate issued by the Board of Investment.

To register as an Economic Operator, importer/exporter will need to click on the **“Login”** option or click on the **“Click here to login and register as an Economic Operator”**.

Logging Procedure

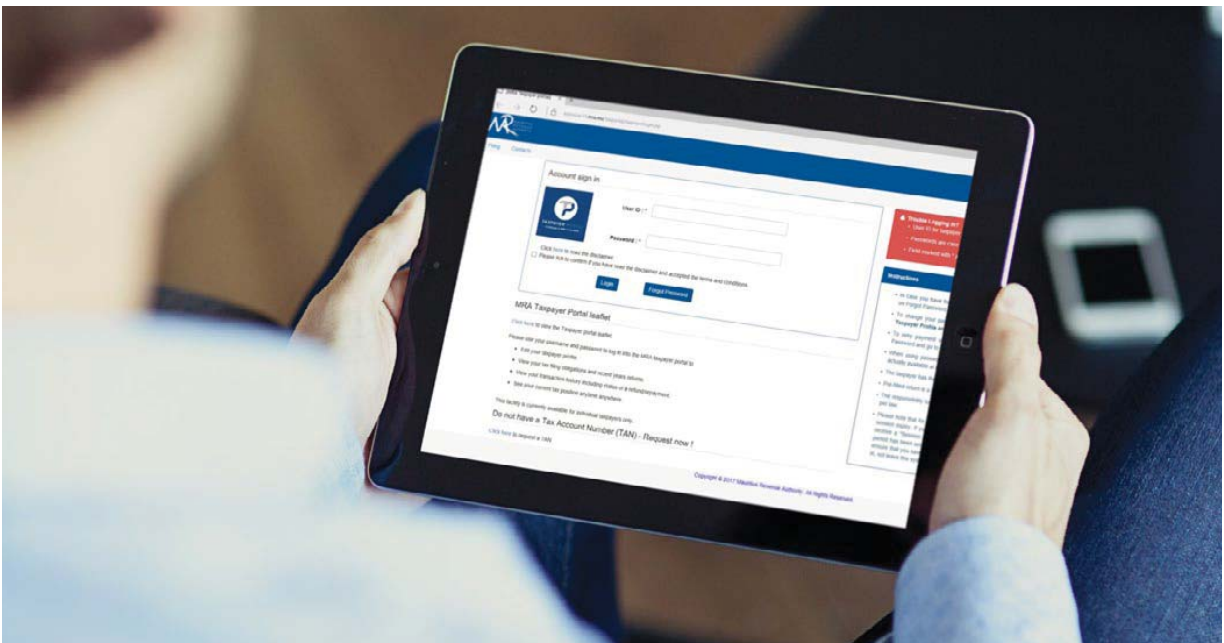
Importers/Exporters need to login onto the system using their **Tax Account Number (TAN)** and **Password**.

In case they do not have a Tax Account Number, they will be required to click on the **“Click here to request a TAN”**. The password will then be sent via the postal address provided.

If an Importer/Exporter is an Individual, already has his/her TAN but has forgotten his/her password, he/she will be required to contact the MRA on **207 6010** for assistance or request same through MRA’s website on the following link:

<https://eservices15.mra.mu/taxportal/taxpayerlogin.jsp>.

If an Importer/Exporter is a Company, already has its TAN but has forgotten its password, the company will be required to send a password request at **efiling@mra.mu** stipulating the purpose as eRegistration as Importers/Exporters at MRA Customs.



Economic Operator Profile

Once logged in, the profile information of the Importer/Exporter is displayed; **Tax Account Number, Business Registration Number, Company Number, Name and Address of Applicant.**

ECONOMIC OPERATOR PROFILE INFORMATION

MAIN DETAILS

Tax Account Number(TAN):

Business Registration Number:

Company Number:

VAT Registered: Yes
 No

Name of Applicant:

ADDRESS

Correspondence Address

House/Appt No:

Street:

Locality:

Village/Town:

Mauritius Postal Region:

Country:

Postal Code:

Economic Operator Profile

The Importer/Exporter may wish to modify the Residential or Business Address if it is different from the correspondence Address by ticking the option **“Tick here if the Residential or Business address is different from the correspondence address”**.

Tick here if the Residential or Business address is different from the correspondence address

OTHER DETAILS

Nationality:

National ID:

Email: *

Passport No:

Fixed Phone No: *

Mobile No:

Fax:

Business Category: *

COMPANY'S DIRECTORS' DETAILS (If Applicable)

SN	Last Name	First Name	Nationality	National ID	Passport No
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="Click to select"/>	<input type="text"/>	<input type="text"/>

[Add More Directors](#)

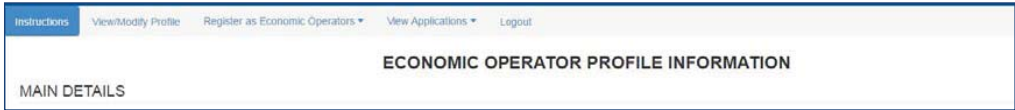
[Create Profile](#)

The Importer/Exporter will then need to enter other details like Email, Passport Number, Phone/Mobile Number, Fax, Business Category. Email address and Mobile Number are mandatory for security purposes. In case the Importer/Exporter belongs to a category other than an individual, they will also need to enter details like name, nationality, national id and passport number of any directors if applicable. They will then click the **“Create Profile”** option to create the economic operator profile.

There will be a possibility to enter a maximum of 5 directors by clicking **“Add More Directors”** option

View Economic Operator Profile

Once logged in, Importer/exporter can modify their profile by navigating through the option **View/Modify Profile**.

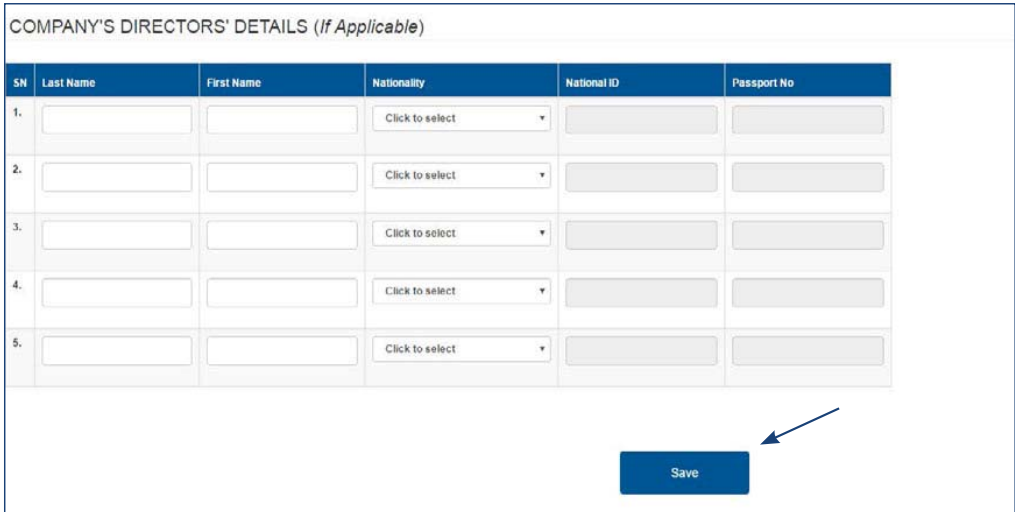


Instructions View/Modify Profile Register as Economic Operators View Applications Logout

ECONOMIC OPERATOR PROFILE INFORMATION

MAIN DETAILS

Once all modifications are done, the Importer/Exporter will then be required to click on the **“Save”** button.



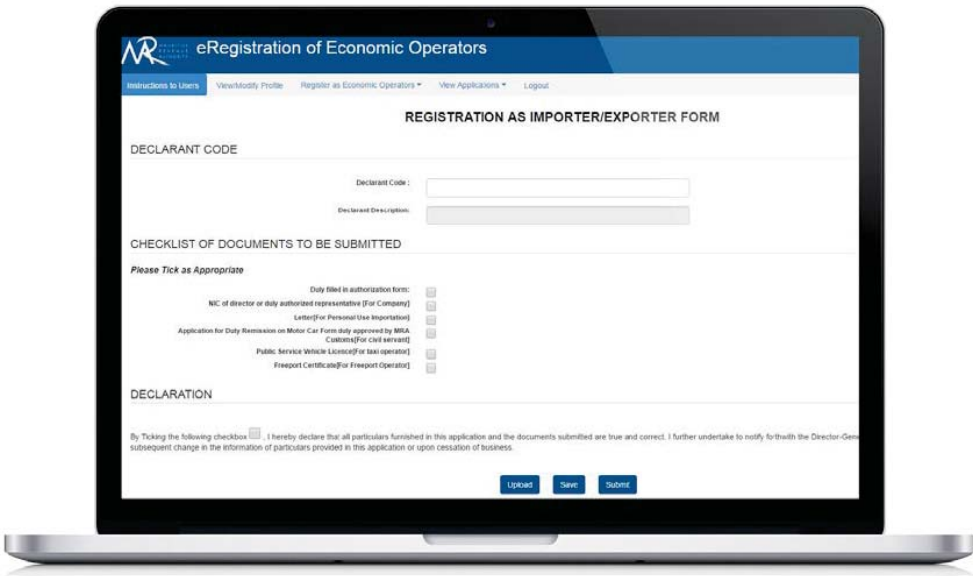
COMPANY'S DIRECTORS' DETAILS (If Applicable)

SN	Last Name	First Name	Nationality	National ID	Passport No
1.	<input type="text"/>	<input type="text"/>	Click to select ▼	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	Click to select ▼	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	Click to select ▼	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	Click to select ▼	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	Click to select ▼	<input type="text"/>	<input type="text"/>

Save

Register as Importer/Exporter

Importer/Exporter after creating their profile, will be required to register as importer/exporter by navigating through the menu **Register as Economic Operators> Importer/Exporter**.



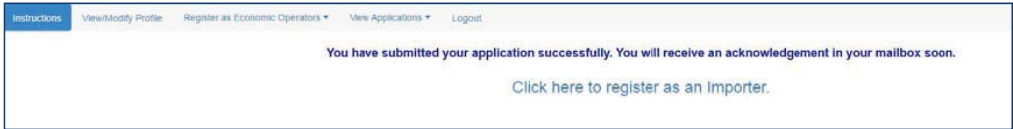
The Importer/Exporter then inserts the declarant code of the Customs House Broker/Freight Forwarding Agent. The system will automatically populate the declarant name. He/She will be required to upload all the required documents which they need to scan and save as electronic format. A checklist is also provided to help him/her keep track of the uploaded documents.

Maximum size limit for each document will be 3 MB.

The Importer/Exporter will have the option of either to save his/her application or submit it directly without saving.

View Submitted Application

Once an application is submitted, the following message is displayed to the Importer/Exporter.



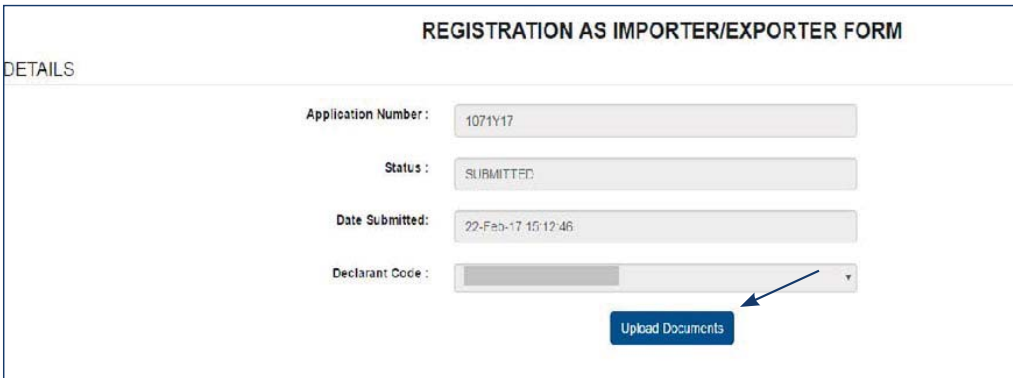
Importer/Exporter will view their submitted applications by navigating through **View Applications>Submitted Applications**.



A screenshot of a web interface showing a table titled 'LIST OF SUBMITTED APPLICATIONS'. The table has four columns: 'Date Submitted', 'Application Number', 'Category', and 'Status'. There are two rows of data.

Date Submitted	Application Number	Category	Status
22-Feb-17 15:12:46	1071Y17	Importer/Exporter	SUBMITTED
21-Feb-17 10:35:46	1020Y17	Importer/Exporter	SUBMITTED

Importer/Exporter will be able to upload any missing documents through the **“Upload Documents”** button.



View Saved Application

Once an application is saved, the following message is displayed to the Importer/Exporter.

You have saved your application successfully. You may submit it later by navigating through View Applications->Saved Applications.

[Click here to register as an Importer.](#)

The Importer/Exporter may view his/her saved applications by navigating through **“View Applications>Saved Applications”**.

The screenshot shows the top navigation bar of the eRegistration of Economic Operators system. The 'View Applications' dropdown menu is open, displaying three options: 'Saved Applications', 'Submitted Applications', and 'Approved/Rejected Applications'. A link to 'Click here to register as an Importer/Exporter' is visible in the background.

The Importer/Exporter will get a dashboard of saved applications listed. He/she will have to click on the **“Application Number”** to view details of the Application.

Date Created	Application Number	Category	Status
22-Feb-17 14:44:00	1073917	Importer/Exporter	SAVED

The Importer/Exporter will be able to change the declarant code he/she assigned to the application and upload other required documents.

The screenshot displays the 'REGISTRATION AS IMPORTER/EXPORTER FORM' with the following details:

- Application Number:** [Text input field]
- Status:** SAVED
- Declarant Code:** [Text input field]
- Declarant Description:** [Text input field]

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Please Tick as Appropriate

- Duty filled in authorization form:
- NIC of director or duly authorized representative (For Company):
- Letter (For Personal Use Importation):
- Application for Duty Remission on Motor Car Form duly approved by MIRA Customs (For civil servant):
- Public Service Vehicle Licence (For taxi operator):
- Freeport Certificate (For Freeport Operator):

View Approved/Rejected Application

The Importer/Exporter can also check his/her application if he/she has been approved or rejected by navigating through;

View Applications>Approved/Rejected Applications

LIST OF APPROVED/REJECTED APPLICATIONS			
Date Submitted	Application Number	Category	Status
21-Feb-17 11:10:40	1024V17	Importer/Exporter	Approved

Upon clicking on the “**Application Number**”, the Importer/Exporter will see details of his/her application which has been approved or rejected.

REGISTRATION AS IMPORTER/EXPORTER	
DETAILS	
Application Number :	<input type="text"/>
Status :	<input type="text" value="Approved"/>
Date Submitted:	<input type="text"/>
Declarant Code :	<input type="text"/>

