

# eRegistration of Economic Operators

— User Manual for Importers/Exporters —



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# 1.0 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



Two links are now available on the Instructions page:

- Importers/Exporters will be able to self-register on the **Click here for self-registration(Importer)** link
- Customs House Broker will be able to login and register on behalf of Importers on the **Click here to login as Customs House Broker** link

## 2.0 Logging Procedure

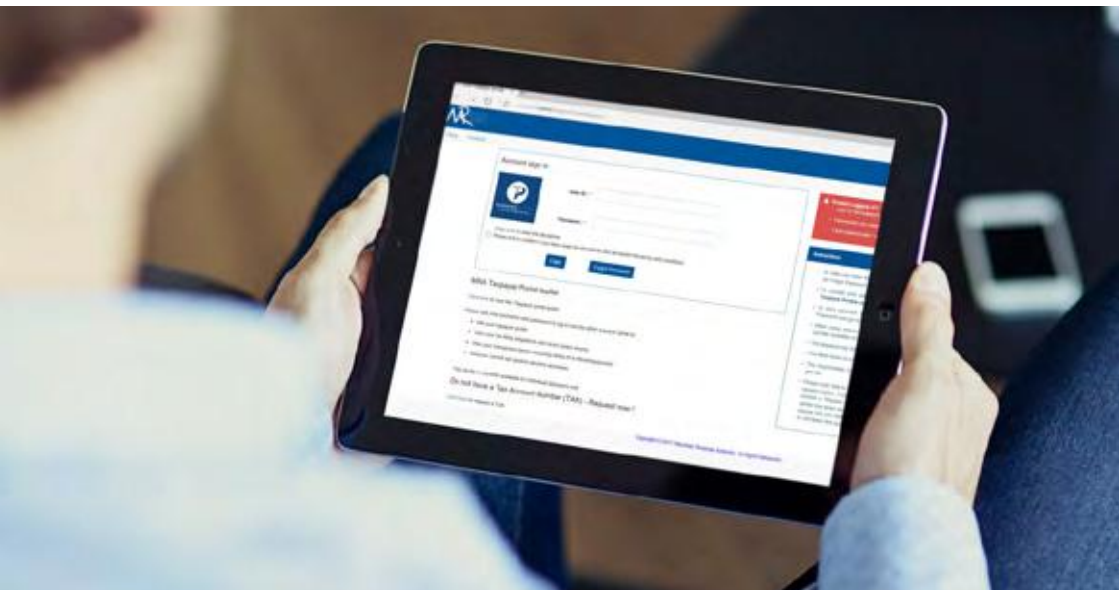
Importers/Exporters need to login onto the system using their **Tax Account Number (TAN)** and **Password**.

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.



### 3.0 Self Registration as an Importer/Exporter

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	
<b>MAIN DETAILS</b>	
Tax Account Number (TAN)	<input type="text"/>
Business Registration Number	<input type="text"/>
Company Number	<input type="text"/>
VAT Registered	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Applicant	<input type="text"/> <input type="text"/>
<b>ADDRESS</b>	
Correspondence Address	
Branch/Office	<input type="text"/>
Street	<input type="text"/>
Locality	<input type="text"/>
Village/Town	<input type="text"/>
Mauritius Postal Region	<input type="text"/> MA
Country	<input type="text"/> MA
Postal Code	<input type="text"/>

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)**

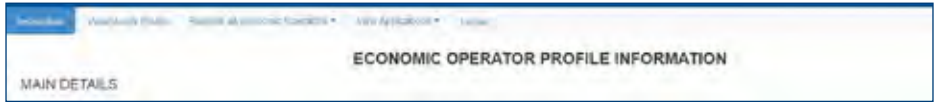
SN	Last Name	First Name	Nationality	National ID	Passport No
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="Click to select"/>	<input type="text"/>	<input type="text"/>

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.

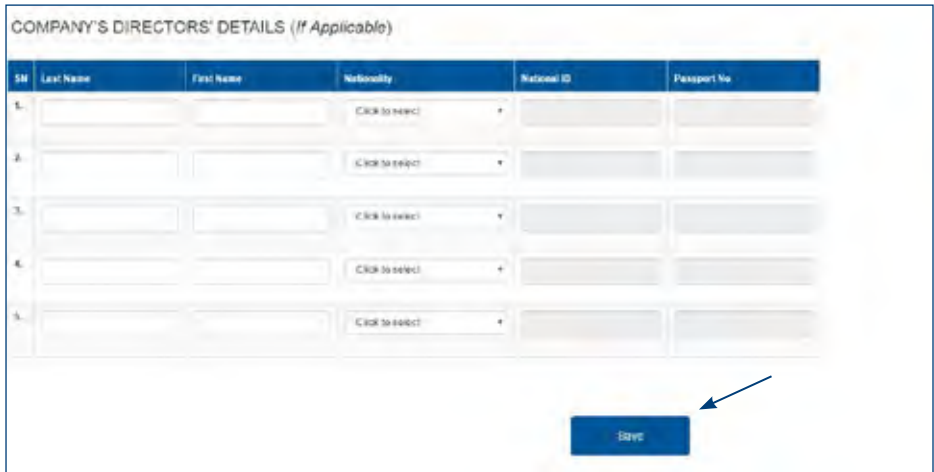
There will be a possibility to enter a maximum of 5 directors by clicking **“Add More Directors”** option

### 3.1 View Economic Operator Profile

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

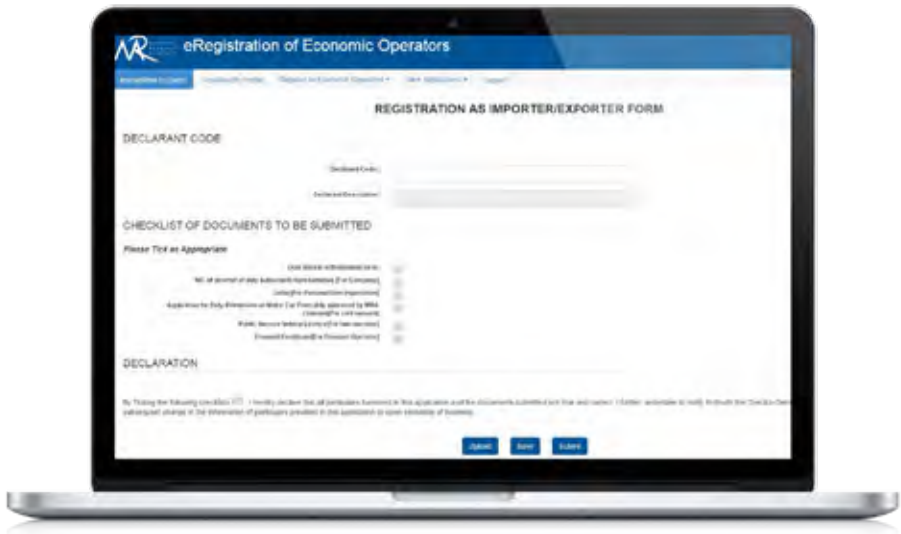


Once all modifications are done, the Importer/Exporter will then be required to click on the **“Save”** button.



## 3.2 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.

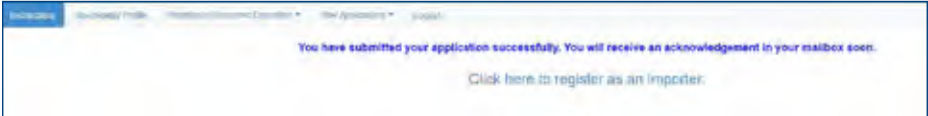
**Maximum size limit for each document will be 3 MB.**

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

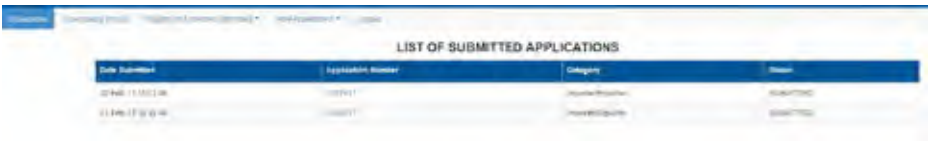


### 3.3 View Submitted Application

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**.



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



### 3.4 View Saved Application

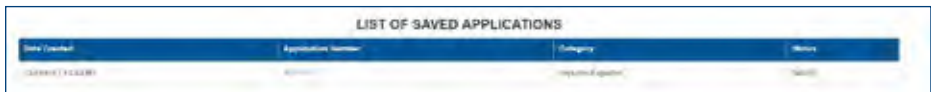
Once an application is saved, the following message is displayed to the Importer/Exporter.



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



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.



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



### 3.5 View Approved/Rejected Application

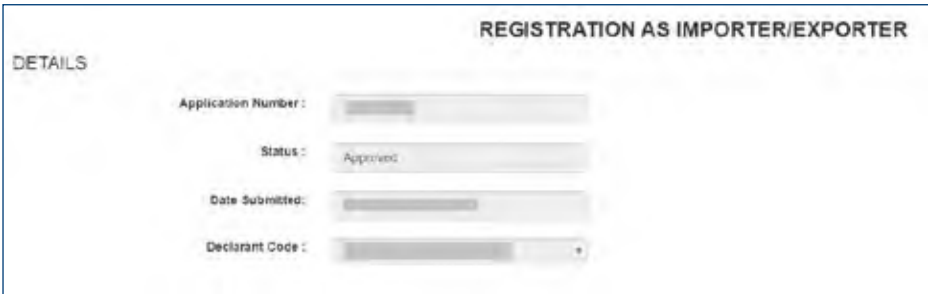
The Importer/Exporter can also check his/her application if he/she has been approved or rejected by navigating through;

**View Applications>Approved/Rejected Applications**



Date Submitted	Application Number	Category	Status
21-Feb-17(17:12:42)	2016102	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 :

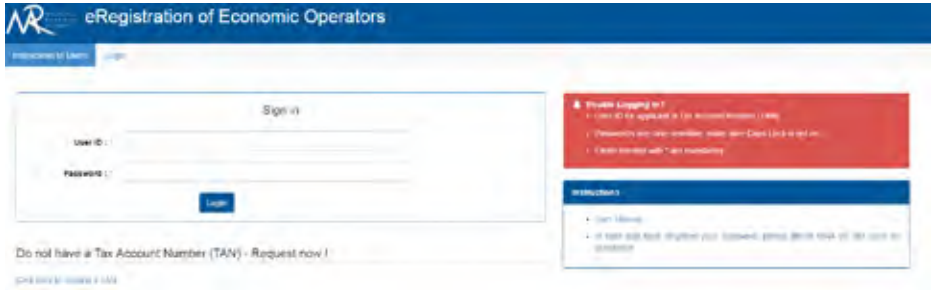
Status :

Date Submitted:

Declarant Code :

## 4.0 Registration of Importer/Exporter by Customs Broker

Customs House Broker need to login onto the system using their Tax Account Number(TAN) and associated password. In case you do not have a Tax Account Number, you will be required to click on the **“Click here to request a Tan”**. The password will then be sent to your postal address provided.



The screenshot shows the login interface for the eRegistration of Economic Operators system. At the top, there is a blue header with the AR logo and the text "eRegistration of Economic Operators". Below the header, there is a navigation bar with "Home" and "Logout" links. The main content area is divided into two columns. The left column contains a "Sign in" form with fields for "User ID:" and "Password:", and a "Login" button. Below the form, there is a link that says "Do not have a Tax Account Number (TAN) - Request now!". The right column features a red box titled "Trouble Logging in?" with three bullet points: "User ID is applied to the account holder (TAN)", "Remember to use the correct email and Captcha code and so...", and "Create account with TAN mandatory". Below this is a blue box titled "INSTRUCTIONS" with two bullet points: "Don't forget" and "If you are not able to login, please check the link of the user to activate".

## 4.1 Customs House Broker Profile

Once logged in, profile information of Customs House Broker is displayed like Tax Account Number, Business Registration Number, Company Number, Name of Applicant, Address and the CMS Declarant Code.

The screenshot displays the 'eRegistration of Economic Operators' web interface. At the top, there is a blue header with the AR logo and the text 'eRegistration of Economic Operators'. Below the header, there are two links: 'Instructions to Users' and 'Logout'. The main content area is titled 'SUBMITTING APPLICATION ON BEHALF OF IMPORTER/EXPORTER' and contains a section for 'MAIN DETAILS FOR CUSTOMS HOUSE BROKER'. This section includes several input fields and a radio button selection:

- Tax Account Number(TAN) :
- Business Registration Number :
- Company Number:
- VAT Registered:  Yes  No
- Name of Applicant:
- Declarant Code :

Customs House Broker will be required to provide an email address for exchange of information with Customs.

## ADDRESS

Correspondence Address:

House/Appt No :	<input type="text"/>
Street :	<input type="text"/>
Locality:	<input type="text"/>
Village/Town :	<input type="text"/>
Mauritius Postal Region :	Comp. (optional) : <input type="text"/>
Country :*	Comp. (optional) : <input type="text"/>
Postal Code :	<input type="text"/>

## OTHER DETAILS

Email :*	<input type="text"/>
Fixed Phone No:	<input type="text"/>
Fax:	<input type="text"/>

## IMPORTER/EXPORTER DETAILS

TAN (8 digits):	<input type="text"/>
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[Proceed](#)

The Customs House Broker then enters the TAN of the Importer/Exporter and clicks on **Proceed** to enter additional information.

## 4.2 Economic Operator Profile

The Customs House Broker will then need to enter main details like Tax Account Number, National ID, Business Registration Number and name of the Importer/Exporter. Company Number and VAT Registered information will be automatically populated

The screenshot displays the 'eRegistration of Economic Operators' web interface. The header includes the AR logo and navigation links for 'Home', 'Registration of Economic Operators', 'New Applicants', and 'Help'. The main content area is titled 'ECONOMIC OPERATOR PROFILE INFORMATION' and is divided into 'MAIN DETAILS' and 'ECONOMIC OPERATOR PROFILE INFORMATION' sections. The form fields are as follows:

- Tax Account Number (TAN):** A text input field.
- National ID:** A text input field.
- Business Registration Number:** A text input field.
- Company Number:** A text input field.
- VAT Registered:** A radio button selection with options 'Yes' and 'No'.
- Name of Applicant:** A text input field with a dropdown arrow.
- Observation:** A text input field.

The Customs House Broker will be required to enter other information like Address, Nationality, Email, passport number if applicable, Contact Information and required Business Category for the Importer/Exporter.

## ADDRESS

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House/Flat No :	<input type="text"/>
Street :*	<input type="text"/>
Locality:	<input type="text"/>
Village/Town :*	<input type="text"/>
Mauritius Postal Region :	<input type="text" value="Click to select"/>
Country :*	<input type="text" value="Click to select"/>
Postal Code :	<input type="text"/>

## OTHER DETAILS

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Nationality :*	<input type="text" value="Click to select"/>
Email :*	<input type="text"/>
Passport No :	<input type="text"/>
Fixed Phone No:	<input type="text"/>
Mobile No :*	<input type="text"/>
Fax:	<input type="text"/>
Business Category :*	<input type="text" value="Click to select"/>



Where applicable, customs house broker will be required to enter information on the company's director. The platform allows the provision for maximum of 5 directors.

#### COMPANY'S DIRECTORS' DETAILS (If Applicable)

Sr.	Surname	Other Name	Nominating	Business ID	Passport No.
1.			<input type="text" value="Click to select"/>		

[Add More Directors](#)

#### UPLOAD DOCUMENTS

**Upload Document**

Click on 'Choose File', Select Document(s) if URL. Try to select multiple documents and then click on 'Save or Submit'.

Maximum size allowed is 3 MB.

Notice applied to other files as individual and it gives ICHB/CB of its Directors or duly authorized representative. It can be uploaded for personal use. A letter from the applicant for professional registration is required to use. In case applicant is a third sector. Application by Data Exchange of Home Country is approved by MSB. Customs Invoice account to a land transporter. The Public Service Vehicle License issued by the National Transport Authority. In case the applicant is Transport Operator, the Transport Certificate issued by the Director of Roadworks. Print of Address.

Required documents with respect to the category of the Importer/Exporter can then be uploaded in the upload documents section. Multiple documents can be uploaded at the same time and the maximum upload size is 3 MB.

A Checklist of required documents is provided for reference. The Customs House Broker then saves the application for later modification or click on Submit.

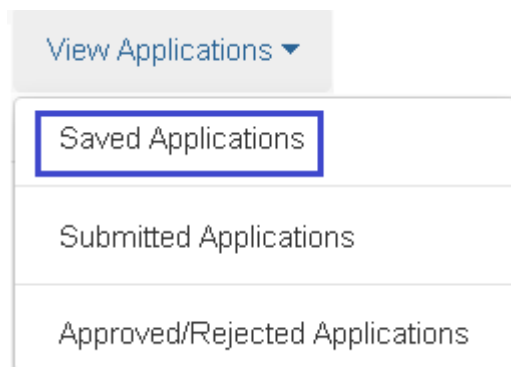
Once application submitted, a message indicating the Application Number is displayed on the interface and an acknowledgement mail is sent in the contact email provided in the Customs House Broker profile. The Customs House Broker will not be able to edit or upload additional documents for submitted application unless Customs put the application under Query.

### 4.3 Register Economic Operator on behalf of Importer/Exporter

Customs House Broker will be able to register for new applications by clicking on the **Register Economic Operator on behalf of Importer/Exporter**



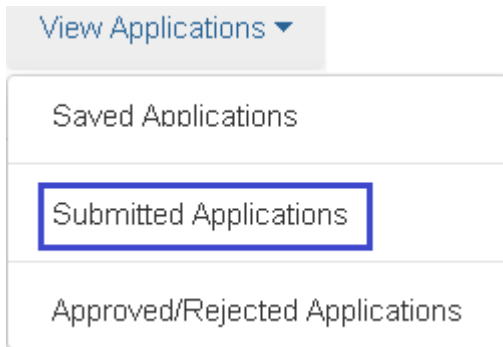
### 4.4 View Saved Applications



The Customs House Broker will be able to view previously saved applications in the **View Applications -> Saved Applications**. A dashboard of saved applications will be displayed by date created and upon clicking on the Application number, details of the application will be displayed for further processing.

The Customs House Broker will be able to edit and upload any additional documents on clicking on **Save** option. The Customs House Broker may submit the application at a later stage.

## 4.5 View Submitted Applications



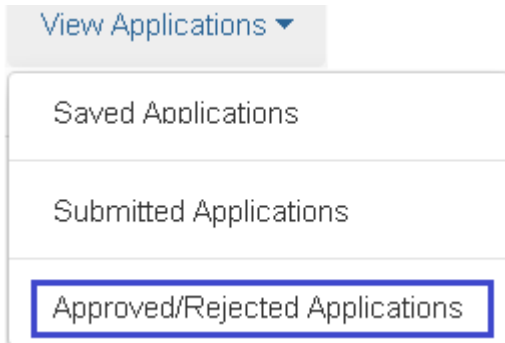
A screenshot of a table titled 'LIST OF SUBMITTED APPLICATIONS'. The table has four columns: 'Date Submitted', 'Application Number', 'Category', and 'Status'. There are two rows of data.

Date Submitted	Application Number	Category	Status
22 Feb 17 11:12 AM	102111	Importer/Exporter	SUBMITTED
21 Feb 17 12:18 PM	102111	Importer/Exporter	SUBMITTED

The Customs House Broker will be able to view previously submitted applications in the **View Applications -> Submitted Applications**. A dashboard of submitted applications will be displayed by date submitted and upon clicking on the Application number, details of the application will be displayed.

The Customs House Broker will be able to edit and upload any additional documents if the application has been put under Query by Customs.

## 4.6 View Approved/Rejected Applications



A screenshot of a table titled 'LIST OF APPROVED/REJECTED APPLICATIONS'. The table has a blue header with four columns: 'Date Submitted', 'Application Number', 'Category', and 'Status'. Below the header, there is a single row of data with the following values: '20/04/2018 10:42', '1000001', 'Wine and Spirits', and 'Approved'.

Date Submitted	Application Number	Category	Status
20/04/2018 10:42	1000001	Wine and Spirits	Approved

The Customs House Broker will be able to view previously approved/rejected applications in the **View Applications -> Approved/Rejected Applications**. A dashboard of Approved/Rejected applications will be displayed by date submitted and upon clicking on the Application number, the details of the application will be displayed.

Upon clicking on the Application Number, the Customs House Broker will see details of their application which has been previously approved or rejected.

