Application for a Registration Mark at the NTA

- Click on the Sign in link at the top left hand corner besides the Home icon
• The Sign in page will appear follows:
- Enter the Username and Password created for the Government Portal account as well as the CAPTCHA as follows:
• Click on the Sign In button. Once signed in, the home page will be displayed as below, with the first name of the user in the upper left hand corner.
• Click on E-Services and All E-Services available as a menu item on the Government Portal as per screenshot below:

• The following screen will appear:
Click on “Application for a Registration Mark at the NTA” and the following screen will be displayed:
• Click on “Are you filling this form on behalf of someone?” if applicant type is other than yourself or for a company

Note: All fields marked with a red colored asterisk (*) should be filled

• Click on the blue link “here” as shown on the screen below to search for available registration marks:

Applicants have to apply for registration marks from the following formats:
- 1 – 9999
- Registration marks containing one alphabet (series A to Z) and followed by a maximum of four digits starting from 1 up to 2500, i.e., A1 to Z2500 (A1 – A2500, B1 – B2500, ..., Z1 – Z2500)
- Registration marks containing two alphabets (series AA to FM) followed by a maximum of four digits from 1 to 2500 (AA1 – AA2500, AB1 – AB2500, ..., AZ1 – AZ2500, ..., FM1 – FM2500)
- You can search for available registration marks by clicking here

Exceptions
- Alphabets I, O, Q will not be used and registration marks containing these alphabets will not be available or issued.
Select the specified registration mark as per screens below:

- Rule 1 – 9999

- Rule A1 – Z2500
- **Rule AA1 – FM2500**

Note: The search range should be less than 500 numbers as per screens below:
An example of a correct range of numbers is displayed as per screenshot below. The available registration mark is only 5903
Note: If Registration Marks are unavailable, the following screen will appear (No Data Found):
Selecting an available Registration Mark

- Select an available Registration Mark as per screen below:

![Available Registration Marks](image)

Registration Marks Search

- Rate: 1 - 9999, A1 - 22500, AA1 - RM2500

From *:
- B
- 2204

To *:
- 2205

Search

Registration Mark

<table>
<thead>
<tr>
<th>8V2204</th>
</tr>
</thead>
<tbody>
<tr>
<td>8V2205</td>
</tr>
</tbody>
</table>
• Go back to your previously opened “Application for Registration Mark” tab as per screenshot below:

- Enter BV2205 in the field “Registration Mark Applied For”
- Either Insert NYP for vehicle Not Yet Purchased or insert the old registration mark from existing vehicle
- Enter the correct CAPTCHA and click on Submit
• The following screenshot will be displayed.

![Submit Action](image)

• To proceed further, click on Yes

  ![Submit Action](image)

  ![Submitting](image)

• Upon successful application for Registration Mark at the NTA, a Request ID will be shown as per screenshot below:

  ![Request has been submitted successfully](image)

  *Request has been submitted successfully, Request ID RGM2015/463*

  [Return To Home Page]

Note: Verify your mail (inbox, junk, spam) for a mail from eServices@govmu.org with the following subject "Mauritius E-Services /Application for a Registration Mark at the NTA"

• To log out on the Government Portal, click on the drop down arrow near Hello (your First Name) found on the upper left hand corner
Click on Logout and the following screenshot will appear:

You have successfully signed-out from the following sites. You will be redirected back in seconds...

https://www.govmu.org

Live Chat
Cancellation of an Application for a Registration Mark at the NTA

- Click on the Sign in link at the top left hand corner besides the Home icon
- The Sign in page will appear follows:
• Enter the Username and Password created for the Government Portal account as well as the CAPTCHA as follows:
Click on the Sign In button. Once signed in, the home page will be displayed as below, with the first name of the user in the upper left hand corner.
Click on the drop down arrow near Hello (your First Name) found on the upper left hand corner as follows and Click on My WorkSpace.

Click on the Request ID (RGM2015/463) as per screen below:

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Request Date</th>
<th>E-Service Name</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGM2015/463</td>
<td>01/02/2015 04:37 PM</td>
<td>Application for a Registration Mark at the NTA</td>
<td>Pending On Payment</td>
</tr>
</tbody>
</table>
• Scroll downwards on the once completed “Application for Specific Registration Mark” form and click on the blue link “Cancel Request” as per screenshot below:
• The following screenshot will be displayed

![Cancel Request](image)

• To proceed further, click on Yes

![Cancel Request](image)

• Upon successful cancellation of the application for registration mark at the NTA, the following screen will be shown:

![Request has been cancelled successfully](image)
To log out on the Government Portal, click on the drop down arrow near Hello (your First Name) found on the upper left hand corner.

Click on Logout and the following screenshot will appear:

You have successfully signed-out from the following sites. You will be redirected back in seconds...

https://www.govmu.org