

# User Guide for Online MVL (Declaration) with the Payment Process

## **1.0 - Online MVL**

The NLTA is presently providing an eservice to enable owners of Private vehicles to pay MVL (Declaration) Online. In order to be able to use the eservice, vehicle owners are required to register on the MAUPASS Platform. The registration is a one-off and the same / unique login may be used to access all eservice on the Government portal.

### **Steps**

1 - The link to access the registration page for the MAUPASS is as hereunder.

<https://maupass.govmu.org/Account/PreRegister>

**MAUPASS**

- Password Login
- MauPass App
- Smart Card Login
- Mobile ID Login
- Digital Certificate Login
- Create account
- Forgot username?
- Forgot password?
- Account activation

### Register For MauPass

This will take about 3 minutes to complete.

Before you start please ensure that:

- You are eligible for MauPass
  - Mauritian Citizens should register with NIC to use various e-services
  - Permanent Residents and Foreigners should register using Passport Number

**Please note:**

- Please read Terms of use first
- Usernames cannot be changed.
- You must be 15 years old and above to be able to register.
- If you are below 18 years, you must enter "Surname at Birth" instead of Surname when registering.
- If you do not have the new National Identity Card, you must enter "Surname at Birth" instead of Surname when registering.
- In case you are registering your account with your mobile phone number, you will receive a verification code via SMS to activate your MauPass account. If you have specified an email address, you will receive an activation mail to activate your account.

I have read and agreed to the [Terms of Use](#)

2 - User will have to fill in the required information to proceed with the Registration process

## Register For MauPass



Please note:

1. You should be 15 years and above to be able to register.
2. Enter Surname at birth instead of Surname if you are below 18 years or you do not have the new National Identity Card
3. Enter all personal details as per your National Identity Card, including accents and special characters for example à, è, ù, -
4. In case you are registering your account with your mobile phone number, you will receive a verification code via SMS to activate your MauPass account. If you have specified an email address, you will receive an activation mail to activate your account.

### Personal information

Surname

First Name

Surname at Birth



3 - Once all required information has been provided, the user will have to check the “Captcha” box and click on the “Submit” button indicated below.

The image shows a login form on a dark blue background. At the top, there is a dark blue header with the text "Login information" in white. Below the header, the form contains the following elements:

- A label "User name \*" followed by a text input field containing the placeholder text "User name".
- A section titled "Password Requirements" with five bullet points, each preceded by a small 'x' icon:
  - Passwords must have at least one digit ('0'-'9').
  - Passwords must have at least one lowercase ('a'-'z').
  - Passwords must contain at least one of these: ! @ # \$ % ? \*
  - Passwords must have at least one uppercase ('A'-'Z').
  - Passwords must be at least 7 characters.
- A label "Password \*" followed by a password input field with a toggle icon (an eye) on the right side.
- A label "Password (repeat) \*" followed by a second password input field with a toggle icon on the right side.
- A label "Please prove you are not a robot" above a reCAPTCHA widget. The widget includes a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms". A red arrow points to the reCAPTCHA logo.
- At the bottom, there are two buttons: a white "Back" button on the left and a dark blue "Submit" button on the right. A red arrow points to the "Submit" button.

An acknowledgement email will be sent to the email account provided by the user. The user will have to follow the instructions given in the email for activation and use of usernames/passwords.

4 - Once the registration process has been completed, vehicle owner may access the Online MVL Website to pay the Motor Vehicle License (Declaration).

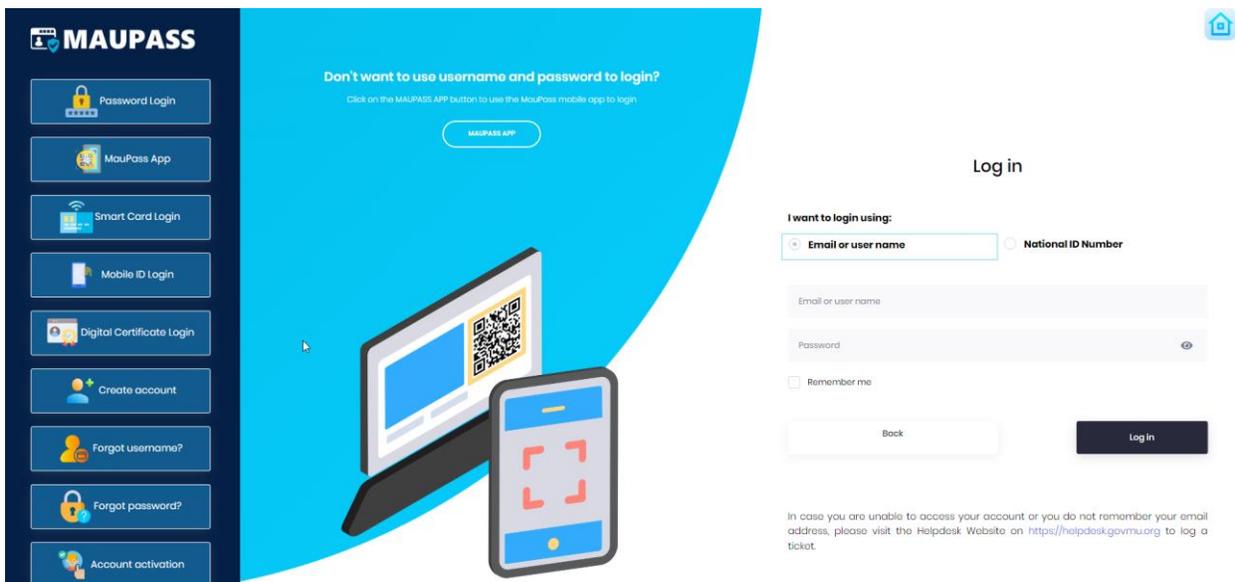
**Link to access the Online MVL Website**

<https://ntaeservices.govmu.org>

5 - The owner is required to click on the “Sign-In” button to proceed.



6 - The owner will use the MAUPASS Username/Password to login the system.

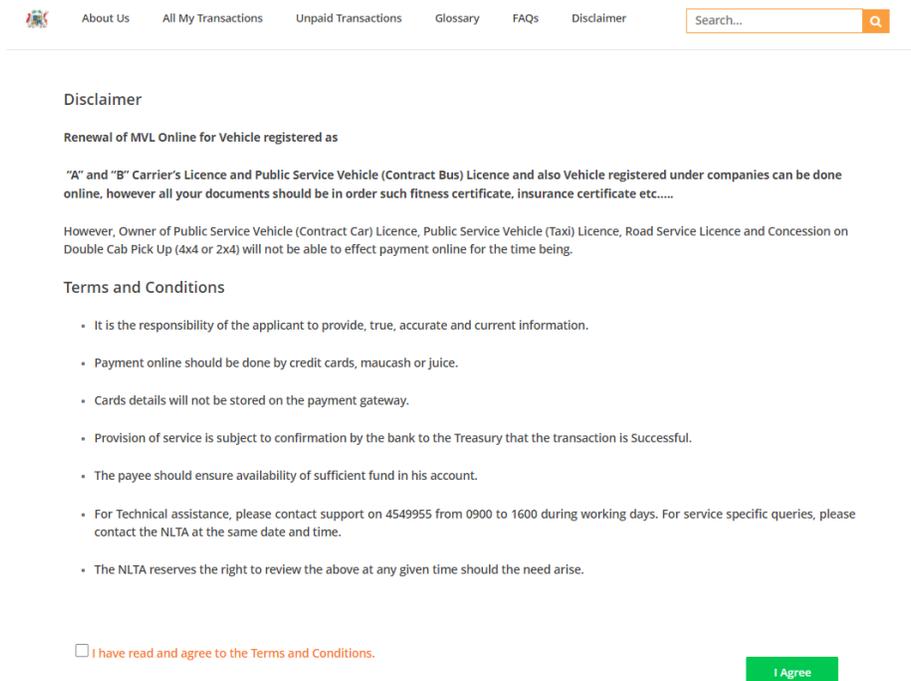


7 - On the System screen displayed, the owner will have to click on “Private & Company vehicle” to proceed with the payment/renewal of MVL online.

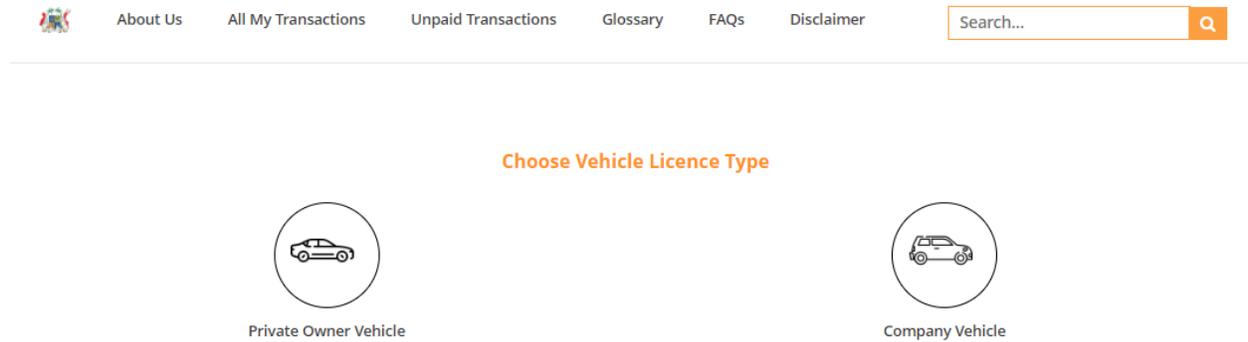


8 - Disclaimer screen

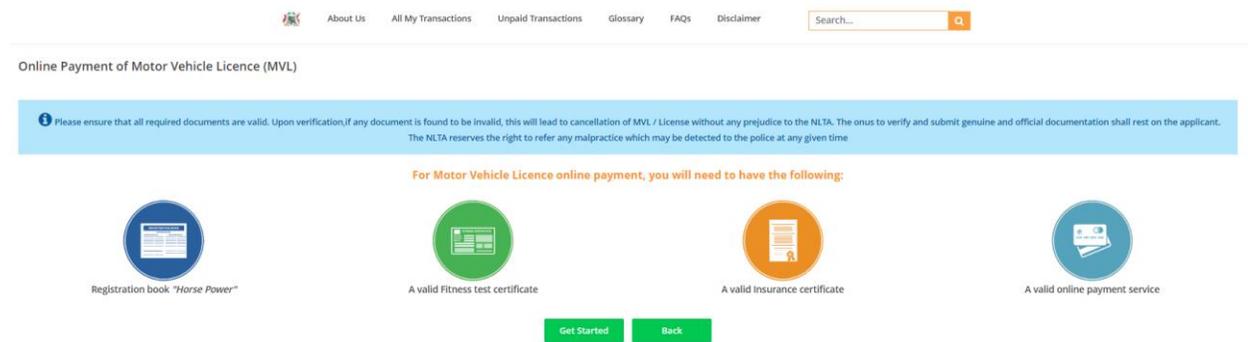
User will need to tick the box “I have read and agree to the Terms and conditions” and click on “Agree” option.



9 - User will choose according to the type of license type, i.e. whether Private or Company vehicle as per screen below.



10 - Click on Getting started



11 - The user will have to fill in the details for “Registration Mark” and “Chassis number” and “Last Payment effected at” in the required fields as shown below. To note, the information are available in the Registration Book (Horsepower).

User will have to tick in the “I’m not a Robot” check box and on the “Search” buttons to continue.

### Online Payment of Motor Vehicle Licence (MVL)

 [Click on ? for more information. For any issue, please contact NLTA by mail \[online-mvl@govmu.org\]\(mailto:online-mvl@govmu.org\)](#)

Vehicle Licence Type : Private Owner Vehicle

Enter the required information below

Registration Mark 

Chassis Number 

Last Payment effected at

Please select last payment effected at 

- Please select last payment effected at**
- Post Office
- Online/NLTA/Firsttime

reCAPTCHA  
Privacy - Terms

**Search**

**Previous**

## 12 - If the user selected Post Office as “Last Payment effected at”

User will have to perform the below that can be found on the verso of Horsepower

- Choose “last MVL Expiry Month” from the dropdown list
- Input their “last MVL Expiry Year”
- Input the “disc number”

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Online Payment of Motor Vehicle Licence (MVL)

**i** In case this field (Disc Number) is blanked, please provide details as per last MVL record located on verso of the MVL sheet.

Enter vignette information below

Disc Number 

  
MVL Expiry Month   
MVL Expiry Year  
 I declare that information provided is true and correct

[Previous](#) [Continue](#)

13 - Required information for the vehicle will be displayed as per screen below. The user will need to tick in the check box “Declaration...” alongside the “Continue” button to proceed.

Online Payment of Motor Vehicle Licence (MVL)

Registration Mark	Vehicle Class	Vehicle Class Code
██████████	MOTOR CAR	007
Vehicle Make	Colour	Vehicle Model
TOYOTA	SILVER	VITZ
Chassis Number	Rating (in CC)	Load
██████████	990.0	
Tare	MGW	Fuel Type
860	860	PETROL
Seat Cabin	Previous MVL Expiry Date	Fitness Centre
5	31/07/2024	AUTOCHECK VES
Fitness Reference Number	Fitness Start Date	Fitness End Date
██████████	07/02/2024	10/08/2024

I declare the above particulars of the vehicle are correct. In case the details are not accurate, please contact NLTA on 202 2800 or by mail "online-mvl@govmu.org"

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14 - User will have to fill in the below **Insurance details** and click on “verify” button to continue.

- Select Insurance company name from the dropdown list
- Input Insurance Policy Number
- Input Start Date
- Input End Date

Online Payment of Motor Vehicle Licence (MVL)

**i** Any query at this stage, NLTA will not be able to assist. Please contact your insurance company.

<p>Insurance Company Name </p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"><span style="font-size: 0.8em;">-- Select Insurance Company Name --</span><span style="margin-left: 10px;">▼</span></div>	<p>Insurance Policy Number</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	
<p>Start Date</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"><span style="font-size: 0.8em;">DD/MM/YYYY</span></div>	<p>End Date</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"><span style="font-size: 0.8em;">DD/MM/YYYY</span></div>	<div style="background-color: #f4a460; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Verify</div>
<p>Registration Mark</p> <p>1748ZM99</p>	<p>Chassis Number</p> <p>SCP10-3078497</p>	<p>Vehicle Make &amp; Model</p> <p>TOYOTA VITZ</p>

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15 - On the screen displaying MVL period options, (as shown hereunder), the user will have to select the renewal period for which he will pay his MVL and click on “Calculate dates and MVL amount”.

Online Payment of Motor Vehicle Licence (MVL)

Select MVL Renewable Period (Months)

<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>3</b> Months</div> <p>Renewal Period</p> <p style="color: red; font-weight: bold;">12</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>6</b> Months</div> <p>MVL Start Date:</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>12</b> Months</div> <p>MVL End Date:</p>
<p>MVL Rate:</p> <div style="border: 1px solid #ccc; height: 20px;"></div>		
<p>Fine:</p> <div style="border: 1px solid #ccc; height: 20px;"></div>		
<p>Total:</p> <div style="border: 1px solid #ccc; height: 20px;"></div>		

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Calculate Dates And MVL Amount

**Vehicle Details**

Registration Mark: ██████████

Vehicle Class: **MOTOR CAR**

Vehicle Make: **TOYOTA**

Vehicle Model: **VITZ**

Colour: **BLACK**

Chassis Number: ██████████

Rating (In CC or KW): **990.0**

Load:

Tare: **860**

MGW: **860**

Fuel Type: **PETROL**

Seat Cabin: **5**

**Fitness Details**

Centre: **FOREST-SIDE**

Reference Number: ██████████

Start Date: **29/04/2024**

End Date: **31/10/2029**

**Insurance Details**

Company Name: **GFA INSURANCE LTD**

Policy Number: **Test**

Start Date: ██████████

End Date: ██████████

16 - MVL rate displayed (amount payable) as per option selected. User will have to click on "Continue" button to effect payment.

Online Payment of Motor Vehicle Licence (MVL)

Select MVL Renewable Period (Months)

 Renewal Period <b>12</b>	 MVL Start Date: <b>01/08/2024</b>	 MVL End Date: <b>31/07/2025</b>
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MVL Rate: **3500**

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Fine: **0**

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Total: **3500**

[Confirm Your Transaction](#)

[Previous](#)

**Vehicle Details**

Registration Mark: [REDACTED]  
Vehicle Class: **MOTOR CAR**  
Vehicle Make: **TOYOTA**  
Vehicle Model: **VITZ**  
Colour: **BLACK**  
Chassis Number: [REDACTED]  
Rating (in CC or KW): **990.0**  
Load:  
Tare: **860**  
MGW: **860**  
Fuel Type: **PETROL**  
Seat Cabin: **5**

**Fitness Details**

Centre: **FOREST-SIDE**  
Reference Number: **558418**  
Start Date: **29/04/2024**  
End Date: **31/10/2029**

**Insurance Details**

Company Name: **GFA INSURANCE LTD**  
Policy Number: **Test**  
Start Date: [REDACTED]  
End Date: [REDACTED]

17 - Then click on confirm your transaction

**Confirm Transaction** ✕

Are you sure you want to proceed with this transaction?

[Yes](#) [No](#)

18 - Now user has the option to add a new transaction or to proceed for payment

Online Payment of Motor Vehicle Licence (MVL)

Select MVL Renewable Period (Months)

 Renewal Period <b>12</b>	 MVL Start Date: <b>01/08/2024</b>	 MVL End Date: <b>31/07/2025</b>
--	---	---

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MVL Rate: **3500**

---

Fine: **0**

---

Total: **3500**

[New Transaction](#) [Proceed To Payment](#)

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**Vehicle Details**

Registration Mark: [REDACTED]  
Vehicle Class: **MOTOR CAR**  
Vehicle Make: **TOYOTA**  
Vehicle Model: **VITZ**  
Colour: **BLACK**  
Chassis Number: [REDACTED]  
Rating (in CC or KW): **990.0**  
Load:  
Tare: **860**  
MGW: **860**  
Fuel Type: **PETROL**  
Seat Cabin: **5**

**Fitness Details**

Centre: **FOREST-SIDE**  
Reference Number: [REDACTED]  
Start Date: **29/04/2024**  
End Date: **31/10/2029**

**Insurance Details**

Company Name: **GFA INSURANCE LTD**  
Policy Number: **Test**  
Start Date: [REDACTED]  
End Date: [REDACTED]



## 23 - Selection of appropriate Payment options

**i** You are about to proceed to the payment gateway to effect payment. The NLTA will not be responsible for any incorrect information provided on this platform. Vehicle owner will be solely responsible for any consequences relating thereto, with no liability whatsoever held by the NLTA

Payment Method\*  
Please select your payment type

Currency\*  
Mauritian Rupee

Amount\*  
3500

[Verify Transaction List](#)

24 - The user will have to select the mode of payment by clicking on the drop down list as indicated below

Payment Method\*

- Please select your payment type
- Please select your payment type**
- Credit Card
- MauCAS QR <<Scan & Pay>>
- MauCAS <<Account Transfer>>

Amount\*  
3500

[Verify Transaction List](#)

25 - Once the preferred option is selected, the user has to click on the “Proceed to Payment” to effect the payment.

Payment Method\*  
MauCAS QR <<Scan & Pay>>

Currency\*  
Mauritian Rupee

Amount\*  
3500

[Proceed to Payment](#)

## **2.0 - Online Payment Process**

### **2.1 - Instant Payment System (IPS)**

This is an additional mode of payment allowing end users to make payments to the NLTA using banking applications on mobile phones and includes following main features:

- Scan & Pay - Pay via QR code scanning option of banking application
- Account Transfer - Pay via Internet Banking option of banking application

### **2.2 - Prerequisites**

- A Smartphone with the Mobile Application of your local bank
- A Laptop or a Desktop computer

### **2.3 - The following banks can be used to pay through IPS**

<b>Government Payment Portal - IPS</b>			
<b>Participant</b>	<b>Internet banking</b>	<b>Mobile application</b>	
		<b>Scan QR</b>	<b>Direct Account Transfer</b>
Bank One	No	Yes	No
Baroda	Yes	Yes	Yes
SBI	No	No	Yes
Emtel	Not applicable	Yes	Yes
MauBank	No	Yes	Yes
Afrasia	Yes	No	No
MCB	No	Yes	Yes
Absa	No	Yes	No
MT	Not applicable	Yes	Yes
ABC	In progress		
SBM	In progress		

**2.4 - The maximum payable amount per transaction using IPS is Rs100,000.**

**2.5 - There is no additional cost for using IPS.**

**2.6 - It would be more suitable to perform the online transactions using a Desktop computer or a Laptop. Then use a Smartphone with the associated Bank's Application to scan the QR Code available on your Desktop computer or Laptop screen to pay using IPS.**

## **2.7 - Steps - Login to banking application**

a. Choose payment method:

### **i. Scan & Pay (MauCAS)**

1. Point mobile towards QR code
2. The Mobile App will extract payment details and display on screen
3. User verify information and confirm payment
4. QR Code document and Receipt are generated if payment is successful
5. If payment is not successful, no QR code and payment receipt are generated
  - The following Mobile Applications can be used to scan QR code:
    - i. MCB Juice
    - ii. Myt Money (Telecom)
    - iii. Blink (Emtel)
    - iv. Pop (Bank One)
    - v. QR Code (MauBank)

**Note:** For more detail on how to use "Scan & Pay" using QR code, kindly liaise with your local bank.

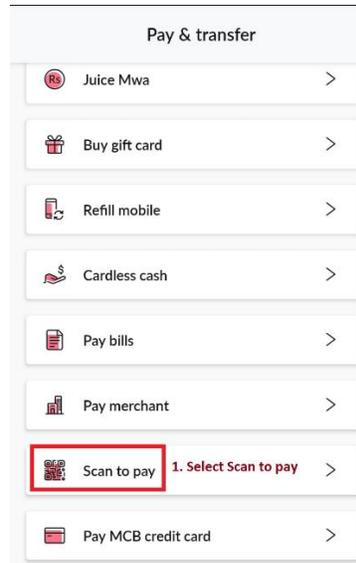
### **ii. Account Transfer - Internet Banking (MauCAS)**

1. Login to your Bank's Mobile App or using a web browser to connect to your bank's online portal.
2. Select Payment to NLTA (This may differ from Banks i.e. it can be named as Transfer Money, Send Money, Pay Merchant, Pay a bill etc.)
3. Enter amount to be paid
4. Enter Tracking Number (This may differ from Banks i.e. it can be named Remarks, Reference Number, Description, Details, etc.)
5. Confirm payment
6. QR Code and Payment receipt are generated if payment is successful
7. If payment is not successful, no QR Code and payment receipt are generated

**Note:** For more detail on how to pay using Internet Banking, kindly liaise with your local bank.

## 2.8 - Steps to pay through “Scan & Pay” through mobile application MCB Juice

1. Select “Scan to pay” from MCB Juice application then scan the QR Code



2. QR Code automatically generated to be scanned and paid



## 2.9 - Steps to pay through "Account Transfer" via mobile application MCB Juice

1. After selecting "Account Transfer" mode of payment, it will show the following details to be used for payment

<b>Merchant Name</b>	NLTA
<b>Merchant Account Number</b>	NLTA2021001
<b>Reference/Order Number</b>	██
<b>Amount</b>	3500

(Please ensure correct reference number is entered in comment, else payment may be rejected)

2. The next step is to open MCB Juice and to proceed as per diagram below

**1. Click on "Pay Bills"**

**2. Click on "Pay a Bill"**

**3. Select a biller (Government)**

**4. Select to Pay Online MVL (Declaration) or to pay Reservation Mark**

**5. Type the Reference/Order Number**

**6. Type the amount**

**7. Press on Continue to confirm the Payment**

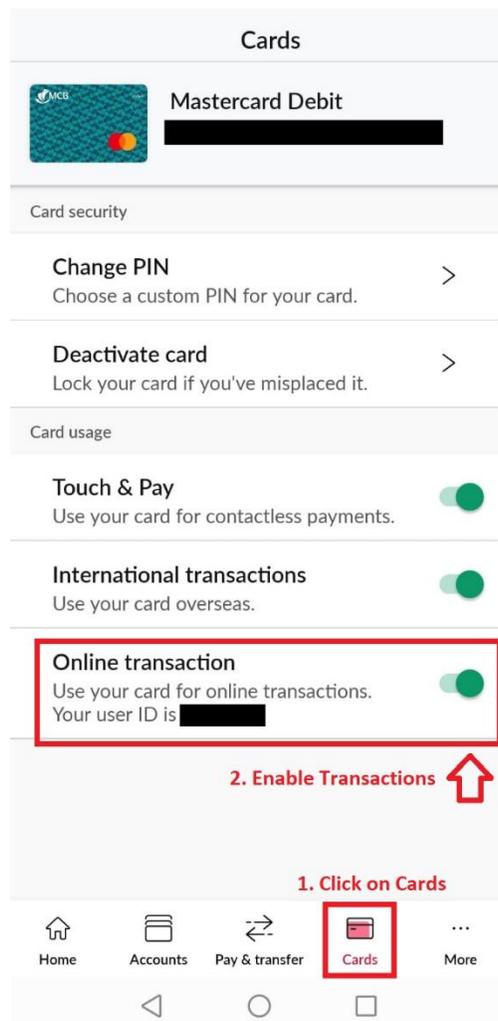
## 2.10 - Card Payment System

There are two type of cards that can be used for online payment

- Credit Card
- Debit Card
  - Online Transaction should be enabled at the level of your bank to allow transactions via debit card.

### 10.1 - Steps to enable “Online Transaction”

For example: MCB Juice as shown below.



## 10.2 - Screen for Payment through Card

Secure payment 

Card number \*

 VISA

Expiry month \* Expiry year \*  
MM  YY

Cardholder name \*

Security code \*  
  3 digits on back of your card

### Billing address

Street 1

Street 2

City  State / Province

Postcode / ZIP Code  Country