



FCC

FINANCIAL CRIMES
COMMISSION
MAURITIUS

**Declaration of Assets
Online Submission
User Manual**

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Introduction

The Declaration of Assets (DOA) Unit has been mandated to be the custodians of declaration forms since 2019. To increase its efficiency in the performance of our mandate, a DOA online submission platform has been customised and designed for the online submission of Declaration of Assets Form (DAF) that will not only meet the needs and expectations of the Commission but will also reduce the burden on eligible declarants to their declarations. Moreover, such initiative is contributing to a greener environment with the ban of physical movement of declaration forms.

The aim of having this online submission platform is to increase compliance rates towards the DOA Act by public officials and reduce the number of errors and incorrectly filled in forms by having a standardized format.

All declarants have a deadline of 30 days (i) upon appointment and vacation of office and (ii) upon acquisition and disposal of any assets mentioned at section 6 to submit their declaration. The DOA interface has also been designed for the automatic calculation of penalty that may arise in case of late and non-submission, as provided in the section 10 of the DOA Act.

The aim of this guideline is to facilitate and elaborate on the different steps that should be taken by declarants for the online submission of their declaration of assets form.

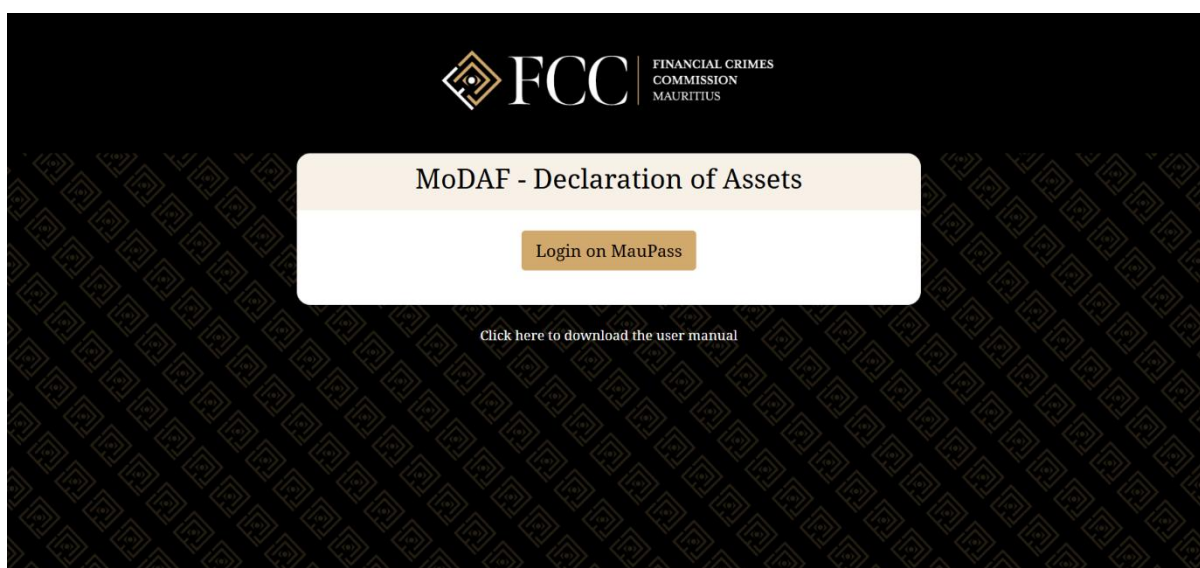
Online Declaration of Assets (DoA)

The FCC is now providing an eservice to enable the public to make their declarations online. In order to be able to use the eservice, declarants 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.

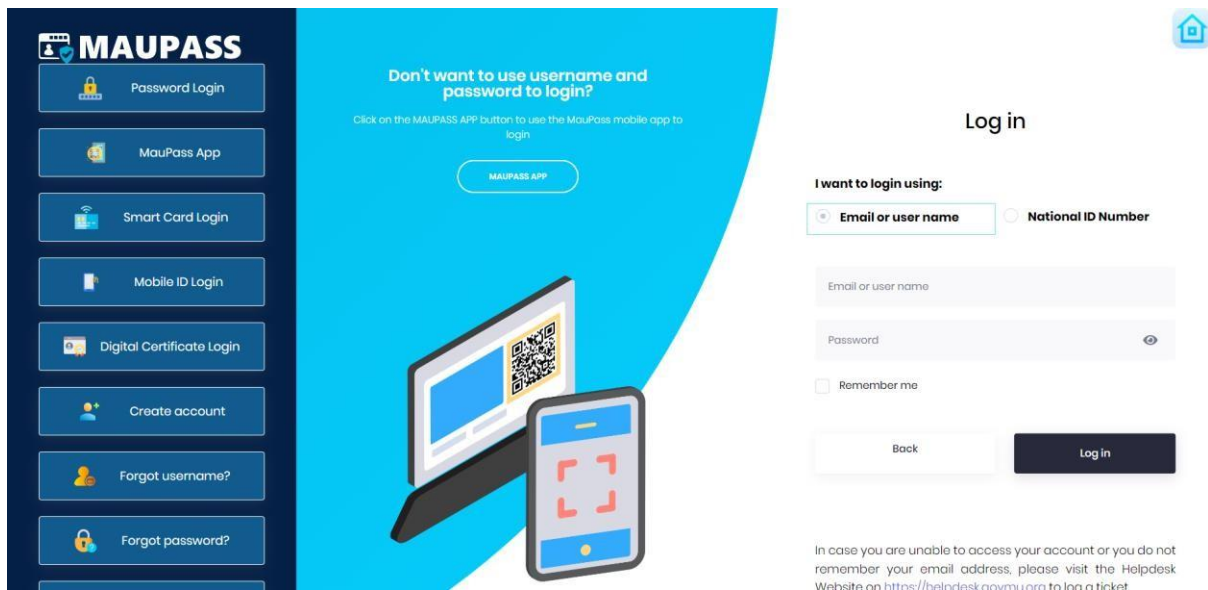
Login Steps

The link to access MoDAF, the DoA Web System is: <https://doa.fcc.mu/>

You will get a login page when you type the above URL to access the platform. This page will allow you to submit your declarations electronically via the government authentication platform MAUPASS (the national authentication framework for Mauritius).



When clicking on the button “Login on MauPass”, you will be redirected to the MAUPASS portal where you will be required to use your MAUPASS Username/Password to login on to the system.



Upon successful login, you will be directed on the DoA Web System.

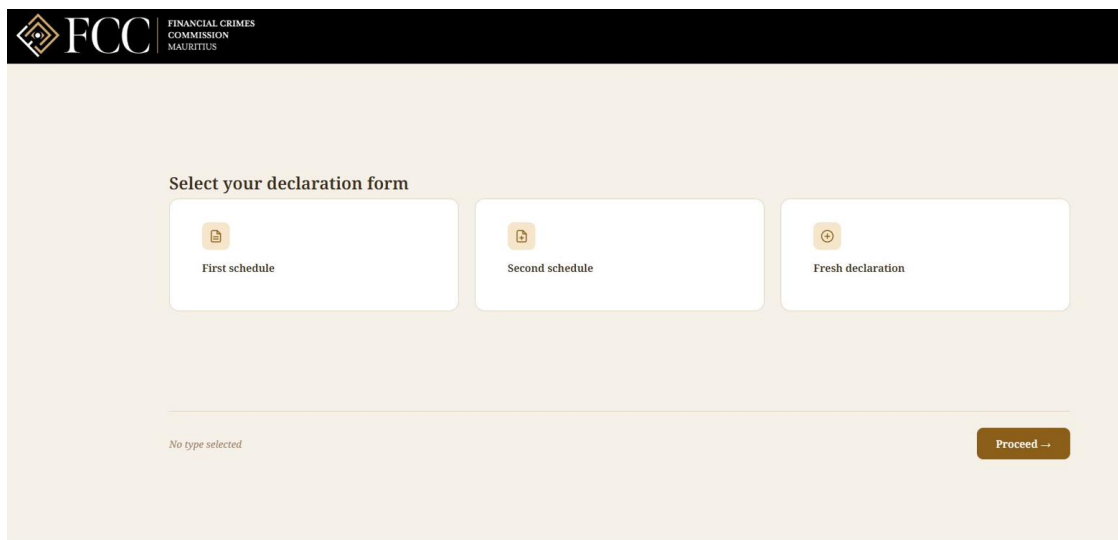
NOTE:

- If you are not already registered in MAUPASS, you will have to register by following the steps for registration on MAUPASS at the following URL: <https://maupass.govmu.org/Account/PreRegister>
- If you forgot your MAUPASS credentials or if you have any other queries pertaining to registration on MAUPASS, these should be addressed to the MAUPASS team.

Choosing your Declaration Form

Upon successful login, you will be presented with the "Select your declaration form" screen. Three form types are available: First Schedule, Second Schedule, and Fresh Declaration.

Click on a form type card to select it. The card will be highlighted with a gold border and a checkmark will appear. A description panel will appear below explaining who must use that form. Once you have selected your form type, click the "Proceed →" button.




The screenshot shows the 'Select your declaration form' interface. At the top left is the FCC logo (Financial Crimes Commission Mauritius). The main heading is 'Select your declaration form'. Below this are three selectable cards: 'First schedule', 'Second schedule', and 'Fresh declaration'. Each card has a small icon and a checkmark. At the bottom left, it says 'No type selected'. At the bottom right, there is a 'Proceed →' button.

Tip: Read the "About This Declaration Form" description carefully before proceeding to ensure you are selecting the correct form type.


First Schedule

Click on the First Schedule card to select it. The description panel will display the eligibility criteria as shown below.


Select your declaration form



First schedule



Second schedule



Fresh declaration

ABOUT THIS DECLARATION FORM

You must complete this form if you fall within any of the following categories:

- *Members of the National Assembly, the Speaker, and every Minister*
- *Every Councillor, Lord Mayor, Deputy Lord Mayor, Mayor, Deputy Mayor, Chairperson, and Vice-Chairperson of the Municipal City Council, Municipal Town Council, and District Council must declare their assets by swearing the First Schedule before the Supreme Court of Mauritius*
- *Members of the Rodrigues Regional Assembly, the Chairperson, and every Commissioner must swear their First Schedule form before the Magistrate for Rodrigues*

First schedule selected

Proceed →

You must complete the First Schedule form if you fall within any of the following categories:

- *Members of the National Assembly, the Speaker, and every Minister*
- *Every Councillor, Lord Mayor, Deputy Lord Mayor, Mayor, Deputy Mayor, Chairperson, and Vice-Chairperson of the Municipal City Council, Municipal Town Council, and District Council — must declare their assets by swearing the First Schedule before the Supreme Court of Mauritius*
- *Members of the Rodrigues Regional Assembly, the Chairperson, and every Commissioner — must swear their First Schedule form before the Magistrate for Rodrigues*

Important Note

To complete the declaration process, First Schedule declarants are required to swear the system-generated form before the Supreme Court of Mauritius and upload a scanned copy of the sworn form in Step 7: Upload Documents.


Please note that only the form generated by this system will be accepted for swearing. Handwritten forms will not be accepted, and no manual additions or modifications may be made to the generated form.

After selecting First Schedule, click "Proceed →" to continue.


Second Schedule

Click on the Second Schedule card to select it. The eligibility criteria are displayed below the card.


Select your declaration form



First schedule



Second schedule



Fresh declaration

ABOUT THIS DECLARATION FORM
You must complete this form if you fall within any of the following categories:

- Senior public officers — i.e. officers at the level of, or whose salary scale starts at the same initial point as, that of a Deputy Permanent Secretary (DPS) or above
- Chief Executives and officers of Municipal City Councils, Municipal Town Councils and District Councils, whose salary scale starts at the same initial point as, that of a Deputy Permanent Secretary (DPS) or above
- Chairpersons, Chief Executive Officers and officers of statutory bodies and State-owned enterprises, whose salary scale starts at the same initial point as, that of a Deputy Permanent Secretary (DPS) or above
- Advisers and officers employed on a contractual basis in Ministries whose salary scale starts at the same initial point as, that of a Deputy Permanent Secretary (DPS) or above
- All Prison officers

Note: The DPS salary scale is determined by the Pay Research Bureau (PRB) and may be revised from time to time.

Second schedule selected Proceed →

You must complete the Second Schedule form if you fall within any of the following categories:

- *Senior public officers at the level of, or whose salary scale starts at the same initial point as, that of a Deputy Permanent Secretary (DPS) or above*
- *Chief Executives and officers of Municipal City Councils, Municipal Town Councils and District Councils, whose salary scale starts at the same initial point as that of a DPS or above*
- *Chairpersons, Chief Executive Officers and officers of statutory bodies and State-owned enterprises, whose salary scale starts at the same initial point as that of a DPS or above*
- *Advisers and officers employed on a contractual basis in Ministries whose salary scale starts at the same initial point as that of a DPS or above*
- *All Prison officers*

Note: The DPS salary scale is determined by the Pay Research Bureau (PRB) and may be revised from time to time.

Fresh Declaration

Click on the Fresh Declaration card to select it. This form is used when you or your spouse or minor children acquire or dispose of certain assets.

Select your declaration form

First schedule

Second schedule

Fresh declaration

ABOUT THIS DECLARATION FORM

You must submit a fresh declaration within 30 days if you are a declarant under this Act (e.g. Members of the National Assembly, including the Speaker and Ministers; Members of the Rodrigues Regional Assembly; municipal or district councillors and office holders (Lord Mayor, Mayor, Deputy Mayor, Chairperson, Vice-chairperson); Chairpersons and Chief Executive Officers of statutory bodies and State-owned enterprises; officers of such bodies and advisers or contractual officers in Ministries drawing salary at or above Deputy Permanent Secretary (DPS) level; and prison officers) and you, your spouse, or your minor children acquire or dispose of any of the following:

- Jewellery, precious stones/metals, watches or gold coins exceeding Rs 500,000
- Works of art exceeding Rs 500,000
- Any freehold/leasehold immovable property locally or abroad
- Waqf property
- Any motor vehicle, boat, ship or aircraft
- Freehold/leasehold immovable property inherited, transferred or subdivided

Fresh declaration selected

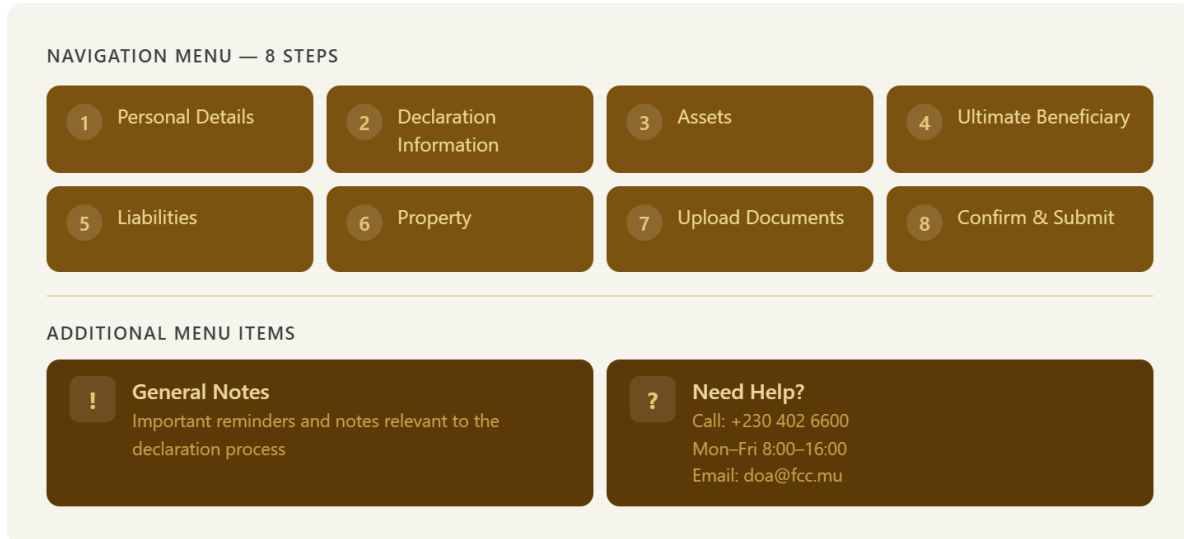
Proceed →

You must submit a Fresh Declaration within 30 days if you are a declarant under this Act and you, your spouse, or your minor children acquire or dispose of any of the following:

- *Jewellery, precious stones/metals, watches or gold coins exceeding Rs 500,000*
- *Works of art exceeding Rs 500,000*
- *Any freehold/leasehold immovable property locally or abroad*
- *Waqf property*
- *Any motor vehicle, boat, ship or aircraft*
- *Freehold/leasehold immovable property inherited, transferred or subdivided*

The Declaration Process

There are 8 steps in the declaration process. After selecting your form type and clicking Proceed, the main declaration form will open. The form is organized into 8 steps accessible via the navigation menu on the left side of the screen.



Navigation Menu

On the left side of the screen, there is a collapsible navigation menu (shown as a dark gold sidebar with numbered circles). You can hover over it to expand it and see the step labels. You can click on any step number or label to navigate directly to that section without completing the current step first.



Step 1: Personal Details

In this step, the declarant has to fill in their personal details. Some personal details, such as name, NIC, address, phone no., are automatically retrieved from MAUPASS and displayed on the system.

Personal Details Fields

Field	Description
Title	Select your title (e.g., Mr, Mrs, Ms, Dr) from the dropdown
Surname	Your family/last name. Automatically retrieved from your MAUPASS profile.
Other Name	Your first name(s) / given name(s). Automatically retrieved from MAUPASS.
NIC	Your National Identity Card number. Automatically retrieved from MAUPASS.
Reference Number	Your FCC declaration reference number. If you have previously submitted a declaration, your existing reference number is displayed. A new reference number will be generated for first-time submissions upon final submission.
Address	Your residential address. Pre-filled from MAUPASS. Update if your address has changed.
Phone Number	Your contact phone number. Pre-filled from MAUPASS.
Email	Your email address. Pre-filled from MAUPASS. This will be used to send your acknowledgement receipt.
Marital Status	Select your current marital status from the dropdown: Single, Married, Divorced, or Widow/Widower. If Married, Divorced, or

Widowed, additional Spouse Details fields will appear below.

Spouse Details (if Married / Divorced / Widowed)

If you select Married, Divorced, or Widowed from the Marital Status dropdown, a Spouse Details section will automatically appear below. You must complete all required spouse fields.

The screenshot shows a form with three input fields at the top: Phone Number, Email, and Marital Status. The Marital Status dropdown is highlighted with a red circle and shows 'Married' selected. Below these is a section titled 'Spouse Details' with a light orange background. It contains six fields: Title (dropdown with 'Mr' selected), Surname (text input with 'Spouse surname'), Other Name (text input with 'Spouse other name'), NIC (text input with 'Spouse NIC'), Date of Marriage (text input with 'dd/mm/yyyy' and a calendar icon), and Matrimonial Regime (dropdown with '--Select--').

Spouse Details Fields

Field	Description
Title	The title of your spouse (e.g., Mr, Mrs, Ms). Select from the dropdown.
Surname	Your spouse's family/last name.
Other Name	Your spouse's first name(s) / given name(s).
NIC	Your spouse's National Identity Card number.
Date of Marriage	The date of your marriage in dd/mm/yyyy format. Click the calendar icon to use the date picker.
Matrimonial Regime	Select the applicable matrimonial property regime from the dropdown (e.g., The system of legal community of goods and property, or Separation of Property or Religious Marriage).

Once you have filled in all required fields, scroll down to Step 2.

Step 2: Declaration Information

In this step, the declarant needs to provide their employment and declaration details.

Category

Select the category that applies to you from the Category dropdown. For first schedule, the available options are:

- Local Authorities
- Members of National Assembly
- Members of Rodrigues Regional Assembly

For second schedule, the available options are:

- Ministries
- Statutory Bodies
- Mauritius Prisons Service

The screenshot shows a form titled "2 Declaration Information". It contains the following fields:

- Category:** A dropdown menu with options: "--Select--", "--Select--", "Local Authorities", "Members of National Assembly", and "Members of Rodrigues Regional Assembly".
- Organisation:** A dropdown menu with the option "--Select--".
- Submission Reason:** A dropdown menu with the option "--Select--".
- Position Held:** A text input field with the placeholder text "Position / designation".

Organisation

After selecting a Category, the Organisation dropdown will automatically populate with the relevant organisations linked to your selected category. Select the organisation where you are currently employed or serving.

2 Declaration Information

Category: Local Authorities

Organisation: Black River District Council

Type of Declaration: First Schedule

Position Held: Position / designation

3 Assets

Black River District Council
 Black River District Council
 City Council of Port Louis
 Flacq District Council
 Grand Port District Council
 Moka District Council
 Municipal Council of Beau Bassin/ Rose Hill
 Municipal Council of Curepipe
 Municipality of Quatre Bornes
 Municipality of Vacoas/Phoenix
 Pamplemousses District Council
 Riviere Du Rempart District Council
 Savanne District Council

For example, selecting "Local Authorities" will display all local authority organisations such as Black River District Council, City Council of Port Louis, Flacq District Council, Grand Port District Council, Moka District Council, and others.

Submission Reason

Select the reason for submitting this declaration from the Submission Reason dropdown. For first schedule, the available options include:

- Vacation of Office/Seat
- Election

2 Declaration Information

Category: Local Authorities

Organisation: Black River District Council

Type of Declaration: First Schedule

Position Held: Position / designation

Submission Reason: --Select--

--Select--
 Vacation of Office
 Election

For second schedule, the available options include: Upon Appointment, Retirement, End of Contract, Termination of Employment, etc. For Appointment and Retirement, you will be required to provide the respective date.

Position Held

Enter your current position or designation in the Position Held text field (e.g., Councillor, Minister, Chief Executive Officer, Senior Officer). This field is a free-text input.

Declaration Information Fields Summary

Field	Description
Category	Select the broad category of your employment/role. This filters the Organisation list.
Organisation	Select your specific employer/organisation. This list is populated automatically based on the Category selected above.
Type of Declaration	Pre-filled based on your form type selection (First Schedule / Second Schedule / Fresh Declaration).
Submission Reason	The reason you are submitting this declaration (e.g., Vacation of Office, Election, Upon Appointment, Retirement, etc.).
Position Held	Enter your current job title or designation / position held at the time of declaration.

Once all fields in Step 2 are completed, you may proceed to Step 3: Assets.

Step 3: Assets

In this step, you need to declare all assets that you are required to disclose. The Assets section is divided into multiple sub-categories. For each sub-category, you will be asked whether you have assets to declare. Selecting "Yes" will display an entry table where you can enter the details.

Important Instructions:

- For each category below, indicate whether you have assets to declare — selecting "Yes" will display the entry table.
- You may add multiple records by clicking + Add after each entry.
- If you select "No" for a category, no entry is required — click Next to proceed.

3 Assets

For each category below, indicate whether you have assets to declare - selecting "Yes" will display the entry table.

Click on the + Add button to save your records for each asset

3.1 Money in Bank Accounts (Local & Foreign)

Do you have money, in any currency, in bank accounts in local banks and foreign banks (savings/ current and fixed deposit accounts and others) to declare?

No ▾

Step 3: Assets – Money in banks

"Do you have money, in any currency, in bank accounts in local banks and foreign banks (savings/current and fixed deposit accounts and others) to declare?"

Select "No" if you have no bank accounts to declare and proceed to the next sub-section.

Select "Yes" to display the bank account entry table.

3.1 Money in Bank Accounts (Local & Foreign)

Do you have money, in any currency, in bank accounts in local banks and foreign banks (savings/ current and fixed deposit accounts and others) to declare?

Yes ▾

SN	Bank Type	Bank Name	Account No./Ref No.	Currency	Balance	Name of Holder	Action
	Foreign ▾	Enter bank	Account/Ref no.	MUR - Maur ▾	0.00	Name	+ Add

When the entry table appears, you must select the Bank Type first:

- Local — for accounts held in local Mauritian banks. The Bank Name dropdown will then populate with a list of local banks.
- Foreign — for accounts held in banks outside Mauritius. Enter the foreign bank name manually.

3.1 Money in Bank Accounts (Local & Foreign)

Do you have money, in any currency, in bank accounts in local banks and foreign banks (savings/ current and fixed deposit accounts and others) to declare?

Yes ▾

SN	Bank Type	Bank Name	Account No./Ref No.	Currency	Balance	Name of Holder	Action
	Local ▾	--Select-- ▾	Account/Ref no.	MUR - Maur ▾	0.00	Name	+ Add

Money in Bank Fields Summary

Field	Description
Bank Type	Select Local or Foreign from the dropdown.
Bank Name	For Local: select from the dropdown list of Mauritian banks. For Foreign: type the bank name.
Account No./Ref No.	Enter your bank account number or reference number for this account.
Currency	Select the currency of the account (e.g., MUR - Mauritian Rupees, USD, EUR, etc.).
Balance	Enter the current balance in the account (numeric value).
Name of Holder	Enter the name of the account holder. If the account is in your own

	name, enter your name. If jointly held or held by your spouse/child, enter their name.
--	--

To add another bank account, click "+ Add" button and fill in the fields.

To delete a previously saved record, click the cross (×) icon in the Action column of the table.

Continue filling in other asset sub-sections (3.2 through 3.13) in the same manner.

Step 3: Assets – Money in Non-Banks

"Do you have any money deposited in a non-bank deposit taking institution/s licensed by the Bank of Mauritius to declare?"

3.2 Non-Bank Deposit

Do you have any money deposited in a non-bank deposit taking institution/s licensed by the Bank of Mauritius to declare?

Yes ▼

SN	Institution Name	Reference No.	Currency	Balance	Name of Holder	Action
	<input style="width: 90%;" type="text" value="Institution name"/>	<input style="width: 90%;" type="text" value="Ref no."/>	MUR - Mauritian ▼	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="Name"/>	+ Add

Field	Description
Institution Name	Enter the name of the non-bank deposit-taking institution (e.g., a finance company or credit cooperative licensed by the Bank of Mauritius).
Reference No.	Enter the account or reference number associated with this deposit.
Currency	Select the currency of the deposit from the dropdown (default: MUR – Mauritian Rupees).
Balance	Enter the current balance held at this institution.
Name of Holder	Enter the name of the account holder. Enter your name if it is your own account, or the relevant name if held by your spouse or jointly.

Click + Add to repeat for additional non-bank deposits.

Step 3: Assets – Cash in Hand

"Do you have any cash in hand, exceeding one million rupees, in any currency accepted as legal tender in any country to declare?"

Only cash holdings exceeding Rs 1,000,000 (one million rupees) need to be declared in this section.

3.3 Cash in Hand

Do you have any cash in hand, exceeding one million rupees, in any currency accepted as legal tender in any country to declare?

Yes ▾

SN	Currency	Amount	Name of Owner	Action
	MUR - Mauritian Rupees ▾	0.00	Name	+ Add

Field	Description
Currency	Select the currency of the cash held (e.g., MUR – Mauritian Rupees, USD, EUR).
Amount	Enter the total amount of cash held in this currency.
Name of Owner	Enter the name of the owner. Enter your name if you hold the cash, or the relevant name if it belongs to your spouse or is jointly held.

Click + Add to repeat for other records.

Step 3: Assets – Securities (Stocks, Bonds, Treasury Bills)

"Do you have any securities, including stocks, bonds, treasury bills or other units held in Mauritius or abroad to declare?"

3.4 Securities (Stocks, Bonds, Treasury Bills)

Do you have any securities, including stocks, bonds, treasury bills or other units held in Mauritius or abroad to declare?

Yes ▾

SN	Name of Owner	Organisation	No. & Description	Currency	Cost / Market Value	Action
	<input type="text" value="Name"/>	<input type="text" value="Organisation"/>	<input type="text" value="No. & desc."/>	<input type="text" value="MUR - Mauritia"/>	<input type="text" value="0.00"/>	<input type="button" value="+ Add"/>

Field	Description
Name of Owner	Enter the name of the owner of the securities.
Organisation	Enter the name of the company, government body, or institution that issued the securities.
No. & Description	Enter the number of units held and a brief description (e.g., type of security, series).
Currency	Select the currency in which the securities are valued.
Cost / Market Value	Enter the cost of acquisition or the current market value of the securities.

Click + Add to repeat for additional records.

Step 3: Assets – Shares

"Do you have any shares or any interest, including any joint ownership, in a company, société or partnership to declare?"

3.5 Shares

Do you have any shares or any interest, including any joint ownership, in a company, société or partnership to declare?

Yes ▾

SN	Name of Holder	Organisation	No. & Description	Currency	Face Value / Cost per Share	Action
	<input type="text" value="Name"/>	<input type="text" value="Organisation"/>	<input type="text" value="No. & desc."/>	<input type="text" value="MUR - Mauri"/>	<input type="text" value="0.00"/>	<input type="button" value="+ Add"/>

Field	Description
-------	-------------

Name of Holder	Enter the name of the person holding the shares (yourself, your spouse, or jointly).
Organisation	Enter the name of the company, société, or partnership in which the shares are held.
No. & Description	Enter the number of shares and a brief description of the share type or class.
Currency	Select the currency in which the shares are valued.
Face Value / Cost per Share	Enter the face value or the cost of acquisition per share.

Click + Add to repeat for additional shares.

Step 3: Assets – Trust Property

"Do you have any trust property to declare?"

3.6 Trust Property

Do you have any trust property to declare?

Yes

SN	Trust Name	Settlor Name	Beneficiary Name	Currency	Amount Invested	Action
	<input style="width: 90%;" type="text" value="Trust name"/>	<input style="width: 90%;" type="text" value="Settlor name"/>	<input style="width: 90%;" type="text" value="Beneficiary name"/>	MUR - Mauritian	<input style="width: 80%;" type="text" value="0.00"/>	+ Add

Field	Description
Trust Name	Enter the full name of the trust.
Settlor Name	Enter the name of the person who created or settled the trust.
Beneficiary Name	Enter the name of the beneficiary of the trust.
Currency	Select the currency in which the trust assets are held or valued.
Amount Invested	Enter the total amount invested in or held within the trust.

Click + Add to repeat for additional records.

Step 3: Assets – Valuables

"Do you have any item of jewellery, gold coin, work of art, precious stone or metal, or watch exceeding Rs 500,000 in value to declare?"

Only individual items of jewellery, gold coin, work of art, precious stones/metals, or watches with a value exceeding Rs 500,000 need to be declared.

3.7 **Valuables**

Do you have any item of jewellery, gold coin, work of art, precious stone or metal, or watch exceeding Rs 500,000 in value to declare?

Yes ▼

SN	Name of Owner *	Item Description *	Currency *	Value *	Action
	<input style="width: 90%;" type="text" value="Name"/>	<input style="width: 90%;" type="text" value="Description"/>	MUR - Mauritian Rupees ▼	<input style="width: 90%;" type="text" value="0.00"/>	+ Add

Field	Description
Name of Owner	Enter the name of the owner of the item (yourself, your spouse, or your minor children).
Item Description	<p>Provide a brief description of the item (e.g., gold necklace, diamond ring, luxury watch, etc.).</p> <p>If the item is work of art, then provide a brief description:</p> <ul style="list-style-type: none"> (i) paintings, drawings, collages, decorative plaques or any other similar pictures executed by hand; (ii) original engravings, lithographs or other prints; (iii) sculptures or statues; (iv) sculpture casts; (v) tapestries or other hangings; (vi) ceramics; (vii) enamels on copper; (viii) photographs; (ix) antiquities; (x) work of architecture; (xi) digital arts or collectable items.
Currency	Select the currency in which the item is valued.
Value	Enter the estimated or appraised value of the item.

Click + Add to repeat for other items.

Step 3: Assets – Immovable Property

"Do you have any freehold or leasehold immovable property to declare?"

3.8 **Immovable Property**

Do you have any freehold or leasehold immovable property to declare?

Yes ▼

(viii) Any freehold or leasehold immovable property registered in Mauritius or abroad

SN	Registered Owner	Transcription Volume No. or Parcel Identification No.	Location	Action
	<input style="width: 90%;" type="text" value="Name"/>	<input style="width: 90%;" type="text" value="TV or PIN Number"/>	<input style="width: 90%;" type="text" value="Location"/>	+ Add

(ix) Any freehold or leasehold immovable property which, at the time of declaration, has been purchased but is still subject to registration in Mauritius or abroad

SN	Location	Name of Purchaser	Action
	<input style="width: 90%;" type="text" value="Location"/>	<input style="width: 90%;" type="text" value="Name"/>	+ Add

This section has two sub-tables:

- **Property registered in Mauritius or abroad** — for properties that have already been formally registered.

Field	Description
Registered Owner	Enter the name of the registered owner of the property.
TV No. or PIN	Enter either the Transcription Volume Number (TV) or the Parcel Identification Number (PIN) as registered at the Land Registry.
Location	Enter the location or address of the property.

- **Property purchased but still subject to registration** — for properties bought but not yet formally registered.

Field	Description
Location	Enter the location or address of the property.
Name of Purchaser	Enter the name of the person who purchased the property.

Click + Add in the respective sub-table to add additional records.

Step 3: Assets – Vehicles (Motor Vehicles, Boats, Aircraft)

"Do you have any vehicles, boats or aircraft to declare?"

3.9 **Vehicles (Motor Vehicles, Boats, Aircraft)**

Do you have any vehicles, boats or aircraft to declare?

Yes ▼

(x) Motor vehicle(s)

SN	Make and Model	Registration No.	Registered Owner	Action
	<input style="width: 100%;" type="text" value="Motor Make"/> <input style="width: 100%;" type="text" value="Motor Model"/>	<input style="width: 100%;" type="text" value="Reg. no."/>	<input style="width: 100%;" type="text" value="Name"/>	+ Add

(xi) Boat(s)/ship(s)

SN	Type	Pleasure Craft No. / Artisanal Fishery No.	Country of Registration	Registered Owner	Action
	<input style="width: 100%;" type="text" value="Type"/>	<input style="width: 100%;" type="text" value="Pleasure craft / fishery no."/>	--Select-- ▼	<input style="width: 100%;" type="text" value="Name"/>	+ Add

(xii) Aircraft

SN	Make and Model	ACF Number	Registered Owner	Action
	<input style="width: 100%;" type="text" value="Make"/> <input style="width: 100%;" type="text" value="Model"/>	<input style="width: 100%;" type="text" value="ACF no."/>	<input style="width: 100%;" type="text" value="Name"/>	+ Add

This section is divided into three sub-tables — one each for motor vehicles, boats/ships, and aircraft. Fill in the section which is applicable for you, leave others blank if not applicable.

(x) Motor vehicle(s):

Field	Description
Make and Model	Enter the make (manufacturer) and model of the motor vehicle in the two separate fields provided.
Registration No.	Enter the official vehicle registration number.

Registered Owner	Enter the name of the registered owner of the vehicle.
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(xi) Boat(s)/ship(s):

Field	Description
Type	Enter the type of boat or ship (e.g., pirogue, motorboat, yacht).
Pleasure Craft No. / Artisanal Fishery No.	Enter the relevant registration number — either the Pleasure Craft Number or Artisanal Fishery Number.
Country of Registration	Select the country where the boat/ship is registered.
Registered Owner	Enter the name of the registered owner.

(xii) Aircraft:

Field	Description
Make and Model	Enter the make and model of the aircraft.
ACF Number	Enter the Aircraft Registration Number (ACF Number).
Registered Owner	Enter the name of the registered owner.

Click + Add button if you have additional vehicles for any of the sub-tables.

Step 3: Assets – Virtual Assets

"Do you have any virtual asset to declare?"

3.11 Virtual Assets

Do you have any virtual asset to declare?

Yes ▾

SN	Name of Owner	Item Description	Currency	Value	Action
	<input type="text" value="Name"/>	<input type="text" value="Description"/>	MUR - Mauritian Rupees ▾	<input type="text" value="0.00"/>	+ Add

Field	Description
Name of Owner	Enter the name of the owner of the virtual assets.
Item Description	Provide a description of the virtual assets (e.g., Bitcoin, Ethereum, other cryptocurrency or digital tokens).

Currency	Select the reference currency for the valuation.
Value	Enter the current estimated value of the virtual assets.

Click + Add button to add more records, if any.

Step 3: Assets – Waqf Property

"Do you have any Waqf property dedicated under the Waqf Act to declare?"

3.13
Waqf Property

Do you have any waqf property dedicated under the Waqf Act to declare?

Yes

SN	Name of Owner	Item Description	Currency	Value	Action
	<input style="width: 90%;" type="text" value="Name"/>	<input style="width: 90%;" type="text" value="Description"/>	MUR - Mauritian Rupees ▼	<input style="width: 90%;" type="text" value="0.00"/>	+ Add

Field	Description
Name of Owner	Enter the name of the owner or trustee of the waqf property.
Item Description	Provide a description of the waqf property (e.g., land, building, purpose of dedication).
Currency	Select the currency in which the property is valued.
Value	Enter the estimated value of the waqf property.

Click + Add button to add more records, if any.

Once all asset sub-sections have been completed, proceed to Step 4 – Ultimate Beneficiary.

Step 4: Ultimate Beneficiary

In this step, you declare whether any person holds assets on your behalf in your capacity as ultimate beneficiary.

"Is there a person who holds assets for you and on your behalf in your capacity as ultimate beneficiary?"

Select No if there is no such person and proceed to Step 5.

Select Yes to display the entry fields.

4 Ultimate Beneficiary

Is there a person who holds assets for you and on your behalf in your capacity as ultimate beneficiary?

Yes ▾

Full Name Details of Assets

Full name of ultimate beneficiary Details of assets held

NIC No. Age Residential Address

NIC number Age Address

Field	Description
Full Name	Enter the full name of the person who holds assets on your behalf.
Details of Assets	Describe the assets held on your behalf (type, nature, approximate value).
NIC No.	Enter the National Identity Card number of the person holding assets on your behalf.
Age	Enter the age of the person.
Residential Address	Enter the full residential address of the person.

Step 5: Liabilities

In this step, you declare your financial liabilities. This includes liabilities of your spouse and any joint liabilities. The Liabilities section is divided into three sub-sections: Loans (5.1), Hire Purchase (5.2), and Credit Cards (5.3).

Step 5: Assets – Loans

"Do you have any loans to declare?"

5 Liabilities

Include liabilities of your spouse and any joint liabilities.

5.1 Loans

Do you have any loans to declare?

Yes

SN	Name of Recipient	Type of Loan	Institution	Currency	Amount	Year Taken	Action
	<input type="text" value="Name"/>	<input type="text" value="Type of loan"/>	<input type="text" value="Institution"/>	<input type="text" value="MUR - Mauri"/>	<input type="text" value="0.00"/>	<input type="text" value="Year"/>	<input type="button" value="+ Add"/>

Field	Description
Name of Recipient	Enter the name of the person who took the loan (yourself, your spouse, or a joint borrower).
Type of Loan	Enter the type of loan (e.g., housing loan, personal loan, car loan, education loan).
Institution	Enter the name of the lending institution (e.g., bank or financial institution).
Currency	Select the currency of the loan.
Amount	Enter the total outstanding loan amount.
Year Taken	Enter the year in which the loan was taken.

Click + Add button to add additional records, if any.

Step 5: Assets – Hire Purchase

"Do you have any hire purchase liabilities to declare?"

5.2 **Hire Purchase**

Do you have any hire purchase liabilities to declare?

Yes ▼

SN	Name of Recipient	Organisation	Currency	Amount	Year Taken	Action
	<input style="width: 90%;" type="text" value="Name"/>	<input style="width: 90%;" type="text" value="Organisation"/>	<input style="width: 90%;" type="text" value="MUR - Mauritian ▼"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="Year"/>	+ Add

Field	Description
Name of Recipient	Enter the name of the person under the hire purchase agreement.
Organisation	Enter the name of the organisation or company providing the hire purchase.
Currency	Select the currency of the hire purchase agreement.
Amount	Enter the outstanding balance on the hire purchase.
Year Taken	Enter the year in which the hire purchase agreement was entered into.

Click + Add button to add additional records, if any.

Step 5: Assets – Credit Cards

"Do you have any credit card liabilities to declare?"

5.3 **Credit Cards**

Do you have any credit card liabilities to declare?

Yes ▼

SN	Card Holder Name	Institution	Credit Limit	Action
	<input style="width: 90%;" type="text" value="Name"/>	<input style="width: 90%;" type="text" value="Institution"/>	<input style="width: 90%;" type="text" value="0.00"/>	+ Add

Field	Description
Card Holder Name	Enter the name of the credit card holder.
Institution	Enter the name of the bank or financial institution that issued the credit card.
Credit Limit	Enter the credit limit of the card.

Click + Add button to add additional records, if any.

Once all liabilities have been entered, proceed to Step 6.

Step 6: Property

In this step, you declare any property that has been sold, transferred, or donated to your children of age or grandchildren in any form or manner whatsoever, including income or benefits derived from any account, partnership, or trust.

"Do you have any property sold, transferred or donated to children of age and grandchildren, in any form or manner whatsoever, including income or benefits from any account, partnership or trust to declare?"

Select No if there is no such transaction and click Next. Select Yes to display the entry table.

Field	Description
Type of Transaction	Enter the nature of the transaction (e.g., Sold, Transferred, Donated).
Type & Description of Assets	Describe the type and nature of the asset (e.g., immovable property, shares, cash).
Amount	Enter the value or amount involved in the transaction.

Full Name of Recipient(s)	Enter the full name(s) of the child(ren) or grandchild(ren) who received the property.
Address of Recipient	Enter the residential address of the recipient.

Click + Add button to add more than one transaction. Once complete, proceed to Step 7.

Step 7: Upload Documents

In this step, you can upload any supporting documents relevant to your declaration, such as annexes, property certificates, etc.

For First Schedules, uploading of sworn forms is mandatory.

7

Upload Documents

Use this section to upload any necessary documents — supporting documents, annexes, etc. First Schedule Forms must be sworn before the Supreme Court and uploaded here.

▲ **Uploading the sworn declaration form is mandatory to complete your declaration process.**

Accepted formats: PDF, JPG, JPEG, PNG — maximum 20 MB per file.

Choose Files

No file chosen

Click to select files or drag and drop here

↑ Upload Files

Important — First Schedule declarants:

If you are submitting a First Schedule form, you must download the completed form below, have it sworn before the Supreme Court of Mauritius (or before the Magistrate for Rodrigues), and then upload the sworn copy here before confirming and submitting.

Accepted file formats: PDF, JPG, JPEG, PNG

Maximum file size: 20 MB per file

For Second Schedules or Fresh Declaration, uploading documents is optional.

7 Upload Documents (Optional)

Use this section to upload any necessary documents — supporting documents, annexes, etc.

Accepted formats: PDF, JPG, JPEG, PNG — maximum 20 MB per file.

No file chosen

Click to select files or drag and drop here

Step 8: Confirm and Submit

This is the final step. You must review your complete declaration form and ensure that all information in the form is accurate before submitting it to the FCC. If any discrepancies are found, return to the form and make the necessary corrections.

8 Confirm and Submit

Note: You will not be allowed to make any further modifications after confirming.

I, _____ do hereby declare that the information that I have given on this form is true and correct.

Date of Submission (auto-filled)

Note: You will not be allowed to make any further modifications after confirming and submitting.

You have three options at the bottom of this step:

Field	Description
Save and Continue Later	At any point of time, you can save your progress without submitting. You can return to the form later to complete and submit it.
Download Form as PDF	Downloads a PDF copy of your completed declaration form. If your browser blocks the download, allow pop-ups for this site in your browser settings.
Confirm and Submit	Finalises and submits your declaration to the FCC. For First Schedule forms, a confirmation pop-up will appear asking you to confirm that your sworn form has been uploaded. Click Yes to proceed.

Upon successful submission, you will receive an acknowledgement email containing your reference number, your declaration form and an acknowledgement receipt.

*For First Schedule declarations, it is mandatory for declarants to upload their sworn declaration form. Before **confirming and submitting**, declarants must first download the form and bring it to the Supreme Court for swearing. Once sworn, they are required to upload the form, as mentioned in Step 7.*

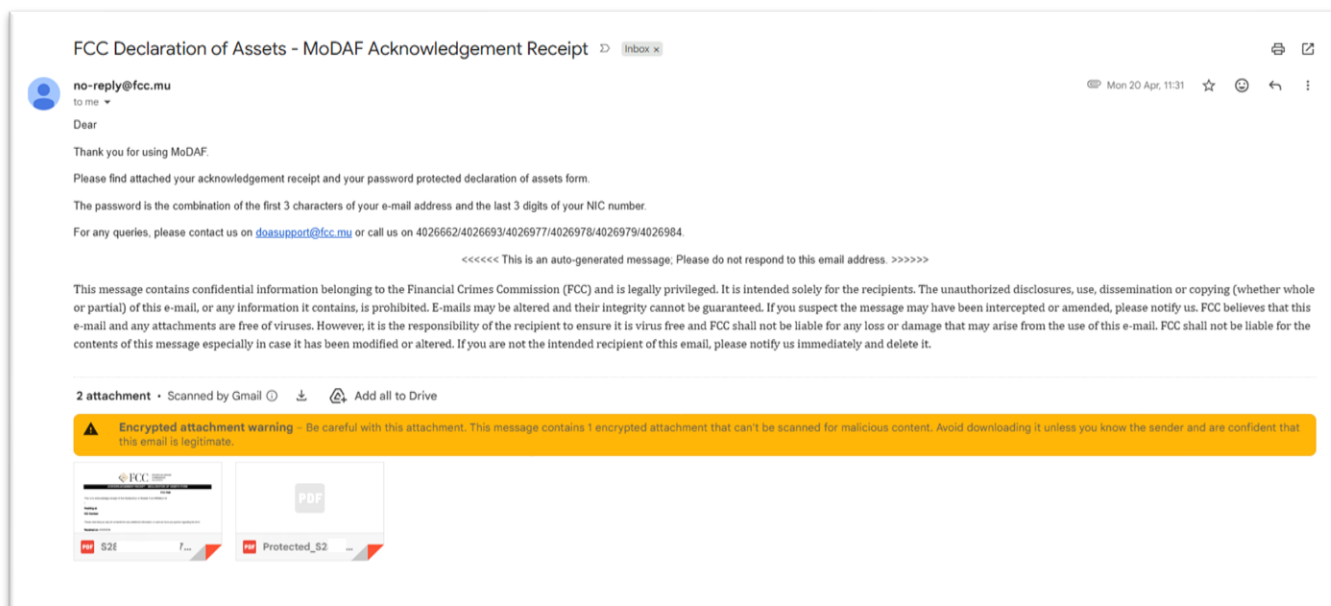
*If your browser blocks the download, please ensure that **pop-ups are allowed** by adjusting your browser's pop-up settings.*

For Chrome: Go to Settings > Privacy and security > Site Settings > Pop-ups and redirects and allow pop-ups for this site.

For Firefox: Go to Settings > Privacy & Security > Permissions > Block pop-up windows and uncheck or add an exception for this site.

For Edge: Go to Settings > Cookies and site permissions > Pop-ups and redirects and allow pop-ups for this site.

Upon successful confirmation, the declarant will receive an acknowledgement email along with the acknowledgement receipt and DAF.



Fresh Declaration: Assets to be declared

A fresh declaration must be submitted to the FCC within 30 days in the following situations:

If you fall under Section 3(1)(a), (b), (c), (d), (g), (h) or (i), you must declare whenever you, your spouse, or your minor children:

- Acquire or dispose of jewellery, precious stones/metals, watches, or gold coins exceeding Rs 500,000 in value
- Acquire or dispose of a work of art exceeding Rs 500,000 in value
- Acquire or dispose of any freehold or leasehold immovable property in Mauritius or abroad
- Dedicate *waqf* property under the Waqf Act
- Acquire or dispose of a motor vehicle, boat, ship, or aircraft

Therefore, some assets have been automatically omitted to cater for fresh declarations on the system. Only the above assets must be filled in.

Help Desk

If you encounter any difficulties using the online platform or need assistance completing your declaration, the DOA Help Desk is available to support you.

Field	Description
Phone	+230 402 6600
Hours	Monday to Friday, 8:00 – 16:00
Technical Queries	doasupport@fcc.mu
General Queries	doa@fcc.mu
Platform	https://doa.fcc.mu/

Declarants who are unable to use the online system may contact the Help Desk to schedule an appointment. A DOA officer will assist and guide you using a computer set up at the DOA Unit's office.