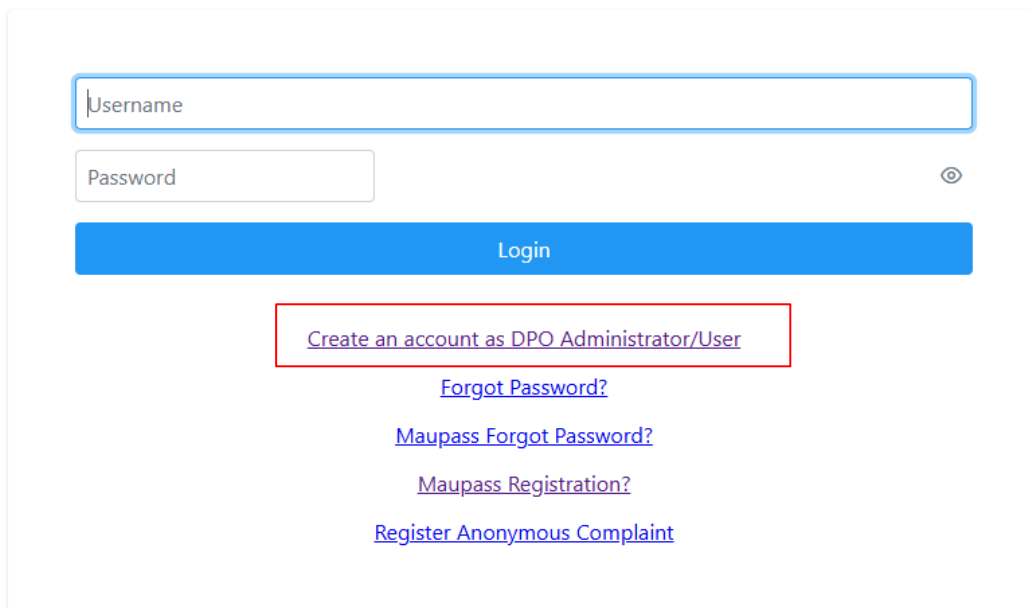


**EDPO:** <https://dataprotection.govmu.org/Pages/eDPO.aspx>


## Online Portal

### Basic Steps for Management Company and Group of Companies

**STEP 1:** Create an account as administrator. KINDLY ENSURE **USERNAME** CHOSEN IS NOT SAME AS YOUR MAUPASS USERNAME



Username

Password 

Login

[Create an account as DPO Administrator/User](#)

[Forgot Password?](#)

[Maupass Forgot Password?](#)

[Maupass Registration?](#)

[Register Anonymous Complaint](#)

**STEP 2:** Select Management Companies/ Group of Companies

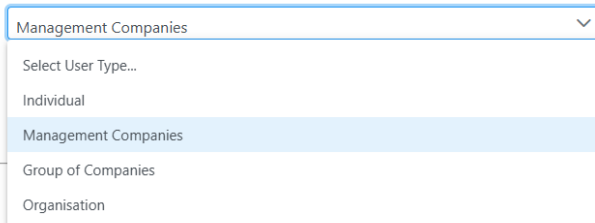
Select '**Register with BRN**' and upload a scan copy and FSC certificate (for MCs)

 [Already a user!](#)

### **REGISTER AS ADMINISTRATOR**

User Type:

Register using Business  
Registration Number(BRN)?



Management Companies

Select User Type...

Individual

Management Companies

Group of Companies

Organisation

**STEP 3:** Submit the application form and wait for account activation email from DPO Administrator.

**STEP 4:** After receipt of email for account activation, log on the portal using credentials provided in the email

The image shows a login form with two input fields: 'Username' and 'Password'. The 'Username' field has a red label 'USERNAME' and the 'Password' field has a red label 'PASSWORD'. Below the fields is a blue 'Login' button. Underneath the button are several links: 'Create an account as DPO Administrator/User', 'Forgot Password?', 'Maupass Forgot Password?', 'Maupass Registration?', and 'Register Anonymous Complaint'.

**STEP 5:** Click Manage organisation to add entities falling under the MC/GC

The image is a screenshot of the DPO Portal dashboard. On the left is a teal sidebar with the 'DPO' logo at the top. Below the logo is a user profile icon and a blue bar. The sidebar menu includes: Home, Manage Organisations (highlighted with a red box), Manage Officers, EForms, Controller, Processor, Complaints, and Transactions. The main content area has a dark blue header with 'DPO PORTAL' and a network graphic. Below the header are three panels: 'OPEN APPLICATIONS', 'PENDING FEES' (showing 'No Pending Fees...'), and 'REGISTERED CERTIFICATES'. Each panel has a vertical scrollbar.

Select 'New Organisation' and fill the required details

**DPO PORTAL**

Organisation Detail

Business Registration No.  Click on to populate Fields based on BRN.

Company Name: \*  (200 characters remaining)

Issue Date of Bus. Reg. Card:

Certificate of Incorporation No.:

Date of Incorporation/Registration:

Organisation(s) under your management

[+ New Organisation](#)

Organisation Name

**STEP 6:** For each entity click on action and then representative (person who will submit the application form). Submit a copy of National Identity Card and Proof of address of the representative.

Representative will receive an email indicating access has been granted.

**DPO PORTAL** LOGOUT

Organisation(s) under your management

[+ New Organisation](#)

Number of organisations : 19

Organisation Name	Business Registration No.	Incorporation No.	Validation Date	Status	Action
Company XYZ					<ul style="list-style-type: none"><li>Edit Organisation</li><li>Documents</li><li><b>Representatives</b></li></ul>

**STEP 7:** Click 'Manage Officers', 'New Officers', 'Select Organisation' to add the data protection officer for each entity. Fill all details for the data protection officer and save

The screenshot displays the DPO Portal interface. On the left, a navigation menu includes 'Home', 'Manage Organisations', 'Manage Officers' (highlighted with a red box and labeled '1'), 'EForms', 'Controller', 'Processor', 'Complaints', and 'Transactions'. The main content area shows a 'New Data Protection Officer' form. A red arrow labeled '2' points to the '+ New Officer' button. Another red arrow labeled '3' points to the 'Select Organisation...' dropdown menu. The form fields include: Organisation: \* (dropdown), Are you a Foreigner? (radio buttons for Yes and No), MNIC: (text input with a search icon and a note 'Click on 🔍 to populate Fields based on MNIC.'), Title: \* (dropdown), Surname: \* (text input), Other Name: \* (text input), Maiden Name: (text input), House/Flat Number: (text input), Street: \* (text input with a note '( 500 characters remaining )'), and Locality: (dropdown).

**STEP 8 :** Log out

**STEP 9 :** After vetting, representative will receive a welcome email to log on the portal using MauPass credentials.

Representative log on the portal using their **MauPass** credentials

Username USERNAME MAUPASS

Password PASSWORD MAUPASS

Login

[Create an account as DPO Administrator/User](#)

[Forgot Password?](#)

[Maupass Forgot Password?](#)

[Maupass Registration?](#)

[Register Anonymous Complaint](#)

**STEP 10:** Click on 'Register New Controller' and/or 'Register New Processor'

If renewal is required click on 'Renew Application'

**DPO**

**DPO PORTAL**

Home

Manage Officers

Link Certificate

Register New Controller

Register New Processor

Renew Application

EForms

Controller

Processor

Complaints

Transactions

**OPEN APPLICATIONS**  
No records found.

**PENDING FEES**  
No Pending Fees...

**REGISTERED CERTIFICATES**

Select organisation name and data protection officer click on **'Renew Application'** or **'Register Application'**

The screenshot shows the 'DPO PORTAL' interface. On the left is a navigation menu with options: Home, Manage Officers, Link Certificate, Register New Controller, Register New Processor, Renew Application, EForms, and Controller. The main content area is titled 'OPEN APPLICATION' and shows 'No records found.' A modal window titled 'Renew Application' is open, containing the following fields: 'Organisation:' with a dropdown menu labeled 'Select Organisation...', 'Dpo Officer/ Representative:' with a dropdown menu, and 'Certificate No.:' with a text input field. A red asterisk and the text '\*Typed in Certificate Number.' are positioned above the 'Certificate No.' field. A yellow button with a checkmark and the text 'Renew Application' is at the bottom of the modal. Two red arrows point to the 'Organisation' and 'Dpo Officer/ Representative' dropdown menus.

**STEP 11:** Submit application and effect payment accordingly

**STEP 12:** After receipt of an email indicating application has been approved, long on the portal again to download the certificate

The screenshot shows the 'DPO PORTAL' dashboard. The navigation menu on the left includes: Home, Manage Officers, Link Certificate, Register New Controller, Register New Processor, Renew Application, EForms, Controller, Processor, Complaints, and Transactions. The main content area is divided into three columns: 'OPEN APPLICATIONS' with 'No records found.', 'PENDING FEES' with 'No Pending Fees...', and 'REGISTERED CERTIFICATES' which is highlighted with a red rectangular box.