

ODCS Company Profile Update

Dear Licencees,

In view of the various data collection exercises including submission of statutory filings with the Commission, you are kindly requested to **update your Profile** on the Online Data Capture System (ODCS) on a regular basis, ensuring that you have the correct contact details of key officers including technical staff. **You can add up to 10 contact details on the platform.**

Please note that FSC Mauritius uses the contact details on your company profile to send important information / updates regarding data collection exercises. You are kindly requested to follow below steps to effect the changes accordingly on the ODCS:

Please login the ODCS using your usual credentials

Step 1: Click on Company profile:

The screenshot displays the ODCS user interface. At the top, a dark navigation bar contains the following items: 'ODCS', 'Surveys', 'Company profile' (highlighted with a blue circle), 'Entities under administration', 'User management', a user profile icon labeled 'TestMC4@FSCODC...', and 'Logout'. Below this, a sub-navigation bar shows 'Company details' and 'Licences details' (indicated by an orange arrow). The main content area is titled 'Company info' and contains the following fields:

Company Name	TestMC4
Financial Year End	
Telephone Number	<input type="text"/>
Address	<input type="text"/>
Contact Person 1	Kishan JOKHOO

Step 2: Fill in Company details

Company details	Licences details
Company info	
Company Name	TestMC4
Financial Year End	
Telephone Number	<input type="text" value="4037000"/>
Address	<input type="text" value="Ebene"/>
Contact Person 1	<input type="text" value="Mr Sam White"/>
Email Address of Contact Person 1	<input type="text" value="samwhite@test.com"/>
Contact Person 2	<input type="text"/>
Email Address of Contact Person 2	<input type="text"/>
Contact Person 3	<input type="text"/>

Insert your Updated Phone Number

Name of Current Key Officer

and his / her email address

Please note that you can add the contact details of up to 10 officers (Full Name incl. Title and Email Address)

ODCS Surveys **Company profile** Entities under administration User management testMC7@test.test Logout

Company details Licences details

Company info

Company Name	TestMC7
Financial Year End	
Telephone Number	<input type="text"/>
Address	<input type="text"/>
Contact Person 1	<input type="text"/>
Email Address of Contact Person 1	<input type="text"/>
Contact Person 2	<input type="text"/>
Email Address of Contact Person 2	<input type="text"/>
Contact Person 3	<input type="text"/>
Email Address of Contact Person 3	<input type="text"/>
Contact Person 4	<input type="text"/>
Email Address of Contact Person 4	<input type="text"/>
Contact Person 5	<input type="text"/>
Email Address of Contact Person 5	<input type="text"/>
Contact Person 6	<input type="text"/>
Email Address of Contact Person 6	<input type="text"/>
Contact Person 7	<input type="text"/>
Email Address of Contact Person 7	<input type="text"/>
Contact Person 8	<input type="text"/>
Email Address of Contact Person 8	<input type="text"/>
Contact Person 9	<input type="text"/>
Email Address of Contact Person 9	<input type="text"/>
Contact Person 10	<input type="text"/>
Email Address of Contact Person 10	<input type="text"/>

Step 3: Click on **SAVE**