

TAXPAYER GUIDELINES FOR CONTRIBUTION RETURN

1. Introduction

You want to submit your Contribution Return on the Mauritius Revenue Authority's website, but you do not know exactly how to proceed. This guide will help you through the entire process, from login into the system to the final submission of your voucher.

Taxpayers can sign in using their Employer Registration Number (ERN) and password.

2. Login

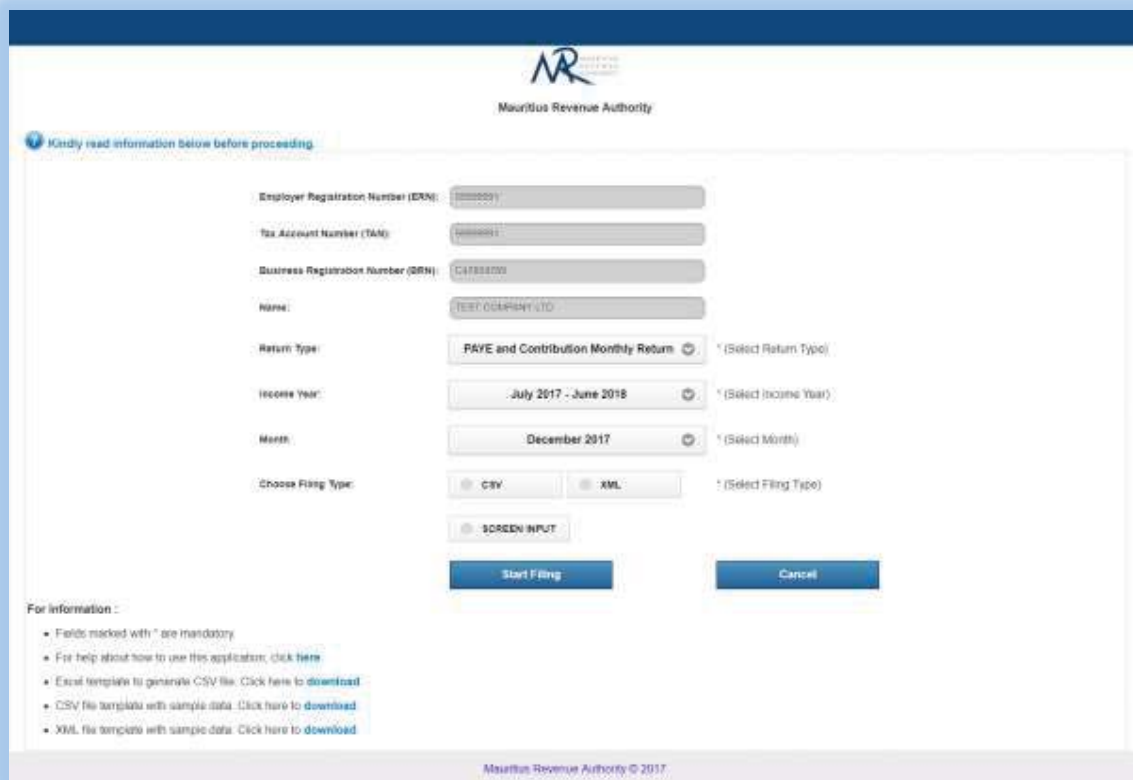
A screenshot of the Mauritius Revenue Authority's login page. The page has a white background with a blue header bar at the top. In the center, there is the 'MR' logo and the text 'Mauritius Revenue Authority'. Below this, there are two input fields: 'Username:' and 'Password:'. To the right of the 'Username:' field is a red asterisk and the text '* Enter your Username'. To the right of the 'Password:' field is a red asterisk and the text '* (case sensitive)'. Below these fields is a blue 'Login' button. At the bottom left, there is a section titled 'For Information:' with a bullet point stating 'Fields marked with * are mandatory.' At the bottom center, there is a small copyright notice: 'Mauritius Revenue Authority © 2017'.

Step 1: Enter your username (Employer Registration Number)

Step 2: Enter your password

Step 3: Click on the “**Login**” button to proceed to next page

3. Choosing Return Type / Year / Month



The screenshot shows the Mauritius Revenue Authority (MRA) web portal interface. At the top, there is a header with the MRA logo and the text 'Mauritius Revenue Authority'. Below the header, a message states: 'Kindly read information below before proceeding.' The main form area contains several input fields and dropdown menus:

- Employer Registration Number (ERN):** A text input field containing '0000000'.
- Tax Account Number (TAN):** A text input field containing '0000000'.
- Business Registration Number (BRN):** A text input field containing '047888700'.
- Name:** A text input field containing 'TEST COMPANY LTD'.
- Return Type:** A dropdown menu with 'PAYE and Contribution Monthly Return' selected. A note to the right says '* (Select Return Type)'.
- Income Year:** A dropdown menu with 'July 2017 - June 2018' selected. A note to the right says '* (Select Income Year)'.
- Month:** A dropdown menu with 'December 2017' selected. A note to the right says '* (Select Month)'.
- Choose Filing Type:** Three radio button options: 'CSV' (selected), 'XML', and 'SCREEN INPUT'. A note to the right says '* (Select Filing Type)'.

At the bottom of the form, there are two buttons: 'Start Filing' and 'Cancel'. Below the form, there is a section titled 'For information:' with a list of links:

- Fields marked with * are mandatory.
- For help about how to use this application, click [here](#).
- Excel template to generate CSV file. Click here to [download](#).
- CSV file template with sample data. Click here to [download](#).
- XML file template with sample data. Click here to [download](#).

The footer of the page reads 'Mauritius Revenue Authority © 2017'.

ERN, TAN, BRN and Name of company are prefilled based on your login details. This information cannot be altered.

Step 1: Select the “Return Type” – in this case: PAYE and Contribution Monthly Return

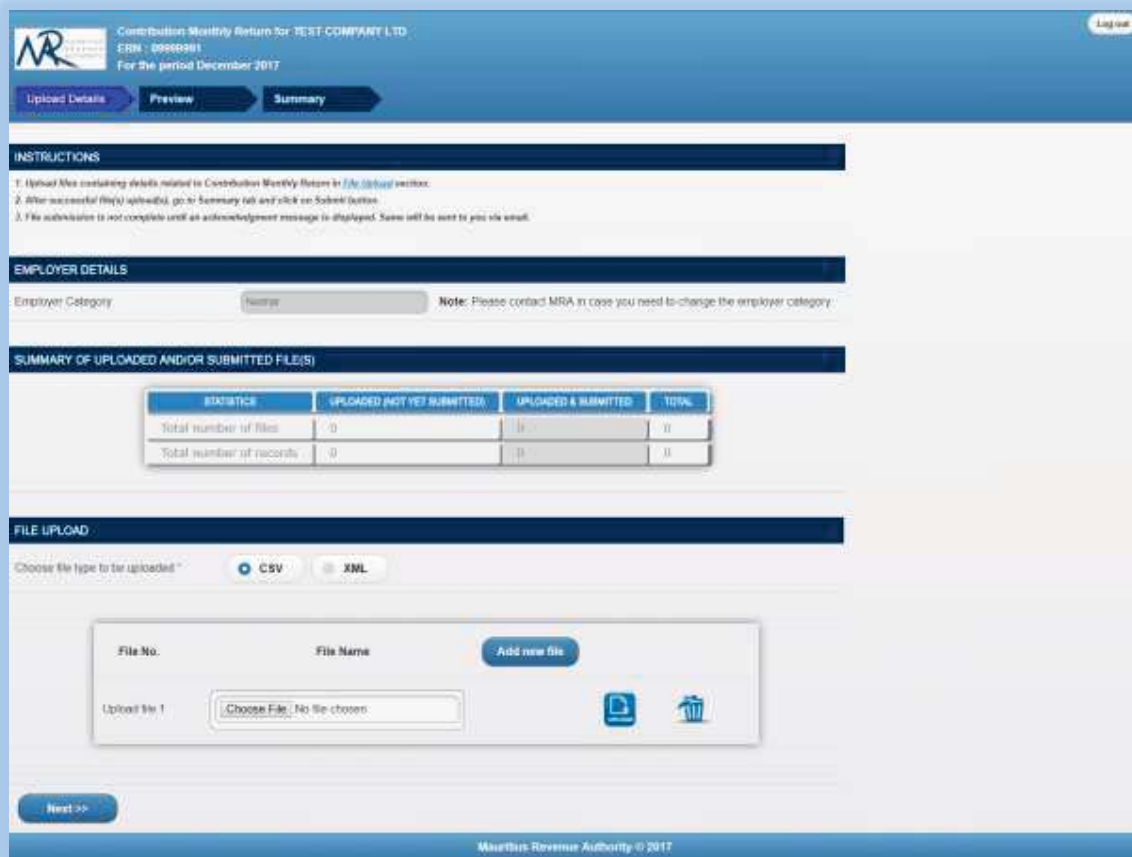
Step 2: After the “Return Type” has been selected, the guidelines and the different templates in the “For information” section are available for download.

Step 3: Select the “Year” for which the voucher is being filed.

Step 4: Select the “Month” for which the voucher is being filed.

Step 5: Click on “OK” button to proceed to next page.

4. Upload Details



Contributions Monthly Return for TEST COMPANY LTD.
 ERM : 09900981
 For the period December 2017

Upload Details | **Preview** | **Summary**

INSTRUCTIONS

1. Upload files containing details related to Contributions Monthly Return in [File Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Submit button.
3. File submission is not complete until an acknowledgment message is displayed. Same will be sent to you via email.

EMPLOYER DETAILS

Employer Category: **Note:** Please contact MRA in case you need to change the employer category.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded: ☒ CSV ☐ XML

File No.	File Name	
Upload file 1	<input type="text" value="Choose File. No file chosen"/>	<input type="button" value="Add new file"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

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In the “**EMPLOYER DETAILS**” section, the employer category is displayed. If it is incorrect, please contact MRA to make the necessary amendments.

Statistics on successful file uploads for chosen period will be displayed under “**STATISTICS**” section. These details are updated whenever a file has been successfully uploaded, deleted or submitted.

Step 1: Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.

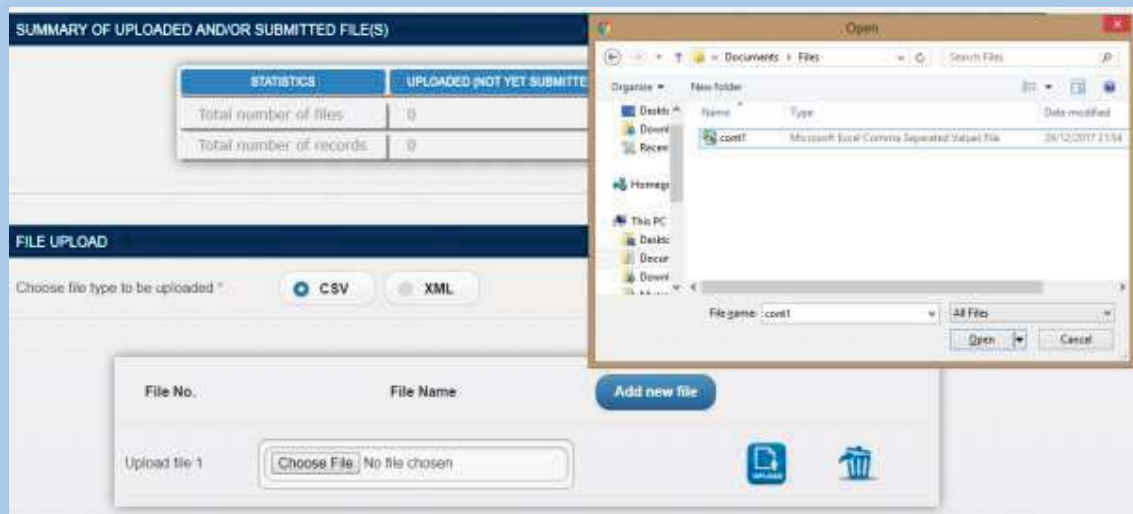


FILE UPLOAD

Choose file type to be uploaded. *

☒ CSV ☐ XML

Step 2: Click on the “**Choose File**” button and browse file to be uploaded, as shown below.



Step 3: The chosen file name appears as shown below. Click on “**Upload**” button.



Step 4:

- (i) Invalid file

If the file contains any error, the file is not uploaded and an error message is displayed. For more details about the erroneous data, click on “Click for details” button.

The “**Add new file**” button is disabled and the statistics section is not updated. Please correct the file and go back to **Step 2**.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 1

Choose File conf1.csv

File Upload Failed

Click for details

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 1

Choose File conf1.csv

File Upload Failed

Click for details

File upload failed

Line 2 : Invalid value "1711" for column 4 - Tax Period (Correct value : "1712")

Total Errors # 1

OK

(ii) Valid file

If a valid file is uploaded, a success message is displayed. Click on the “Click for details” button for more details about the successfully uploaded file.

The statistics section is updated accordingly. The file can be deleted by clicking on “Delete” button.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	0	1
Total number of records	1	0	1
National Pension Fund (NPF) (MUR)	1,530	0	1,530
National Solidarity Fund (NSF) (MUR)	595	0	595

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
☐ XML

File No.	File Name	
File 1	cont1.csv	<div> Add new file </div> <div> File Uploaded <div>Click for details</div> <div>Delete</div> </div>

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of records	1	0	1
National Pension Fund (NPF) (MUR)	1,530	0	1,530
National Solidarity Fund (NSF) (MUR)	595	0	595
Total number of files			

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
☐ XML

File No.	File Name	
Upload file 1	<div>Choose file</div> cont1.csv	<div> Add new file </div> <div> File Uploaded <div>Click for details</div> <div>Delete</div> </div>

File upload successful

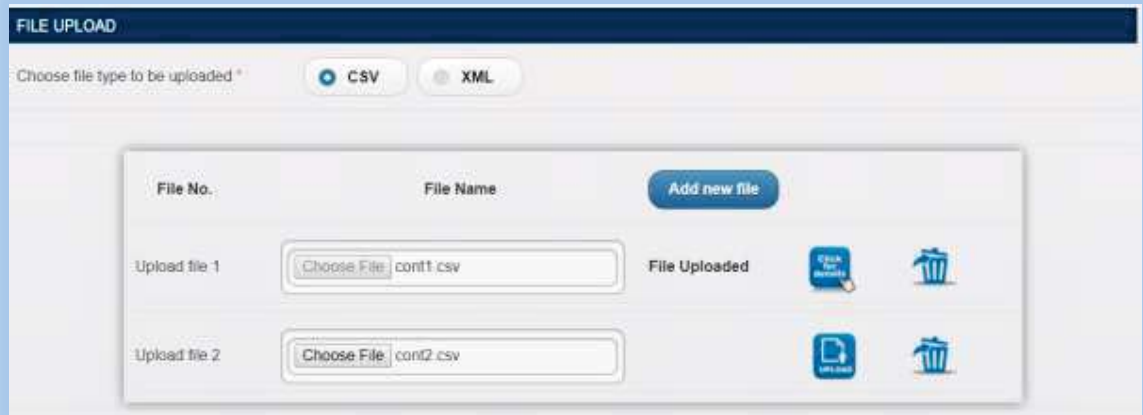
Total Number of Records: 1
National Pension Fund (NPF) (MUR): 1,530

National Solidarity Fund (NSF) (MUR): 595

OK

Step 5:

In case there is more than one file to upload, click on “**Add new file**” button and repeat **Step 2** to **Step 4**.



The screenshot shows the 'FILE UPLOAD' interface. At the top, there are radio buttons for 'CSV' (selected) and 'XML'. Below this, there is a table with two rows of uploaded files. Each row has a 'File No.', 'File Name', and an 'Add new file' button. The first row shows 'Upload file 1' with 'cont1.csv' and the second row shows 'Upload file 2' with 'cont2.csv'. To the right of each file name, there are icons for 'Click for details' and a trash can icon for deletion.

File No.	File Name	Add new file
Upload file 1	cont1.csv	File Uploaded
Upload file 2	cont2.csv	File Uploaded

Step 6: To delete a file, click on delete button. A confirmation message is displayed. Click on “**OK**” to delete file, else cancel the action.



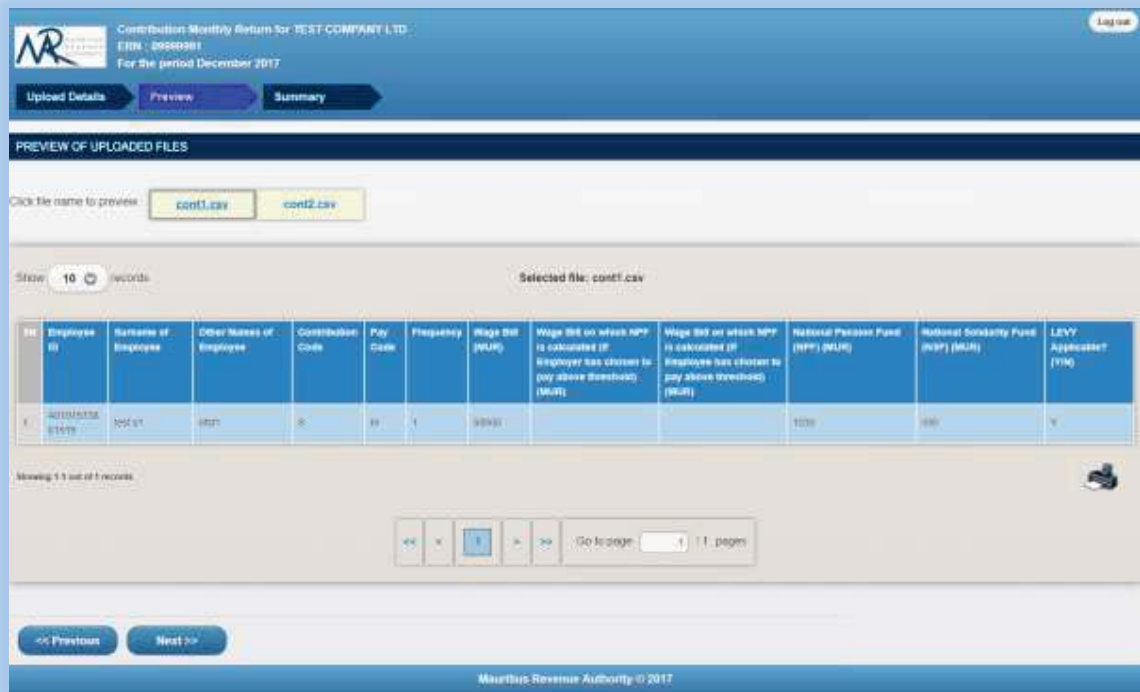
The screenshot shows the 'FILE UPLOAD' interface with a confirmation dialog box open. The dialog box asks 'Do you want to proceed with deletion of current file?' and has 'OK' and 'Cancel' buttons. The background interface is the same as in Step 5, showing two files uploaded.

File No.	File Name	Add new file
Upload file 1	cont1.csv	File Uploaded
Upload file 2	cont2.csv	File Uploaded

Step 7: Once all files have been uploaded, proceed to the next page by clicking on the “**Next**” button.

5. Uploaded Files Preview

Step 1: The page for preview of uploaded files is displayed.



Contribution Monthly Return for TEST COMPANY LTD.
EIN : 89909881
For the period December 2017

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [cont1.csv](#) [cont2.csv](#)

Show 10 records Selected file: cont1.csv

SN	Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage Bill (MUR)	Wage Bill on which NPF is calculated if Employer has chosen to pay above threshold (MUR)	Wage Bill on which NPF is calculated if Employee has chosen to pay above threshold (MUR)	National Pension Fund (NPF) (MUR)	National Solidarity Fund (NSF) (MUR)	LEVY Assessed? (Y/N)
1	801016138 01478	MOUST	MOUST	8	88	1	38933			1036	000	Y

Showing 11 out of 1 records

Go to page: 1 / 1 pages

<< Previous Next >>

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Step 2: To view records in a specific uploaded file, click on the file name.



Click file name to preview: [cont1.csv](#) [cont2.csv](#)

Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.



Show 10 records

10
50
100
1000

SN ID Surname of Employee

Step 4: The name of the file being currently previewed is displayed on top: “Selected file: cont2.csv”

Click file name to preview: cont1.csv cont2.csv

Show 10 records Selected file: cont1.csv

Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage BR (MUR)	Wage BR on which NPF is calculated (if Employer has chosen to pay above threshold) (MUR)	Wage BR on which NPF is calculated (if Employer has chosen to pay above threshold) (MUR)	National Pension Fund (NPF) (MUR)	National Security Fund (NSF) (MUR)	LEVY Applicable? (Y/N)
AD101578 0790	Paul A	charl	5	22	1	5000			5000	5000	Y

Showing 1 of 1 records

Go to page 1 / 1 pages

Step 5: To navigate between pages, use the pagination displayed below the table.

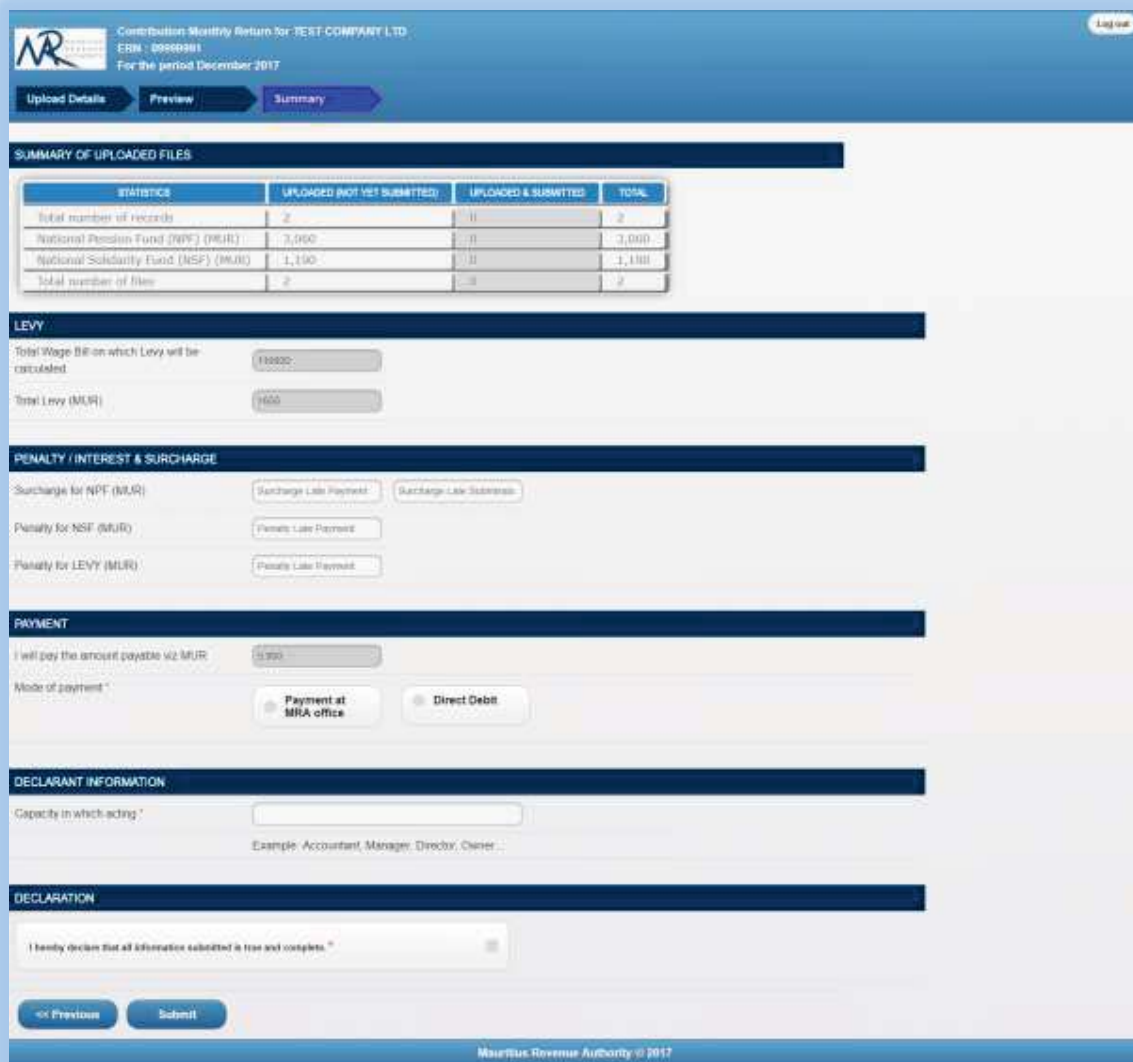
Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

Go to First Page << < 1 2 > >> Go to page 1 / 2 pages Go to Last Page

Step 6: Proceed to the next page by clicking on the “Next” button.

6. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the “**SUMMARY OF UPLOADED FILES**” and “**LEVY**” section are correct.



Contribution Monthly Return for TEST COMPANY LTD
ERN : 00000000
For the period December 2017

Upload Details Preview **Summary** Logout

SUMMARY OF UPLOADED FILES

STATISTIC	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of records	2	0	2
National Pension Fund (NPF) (MUR)	2,000	0	2,000
National Solidarity Fund (NSF) (MUR)	1,100	0	1,100
Total number of files	2	0	2

LEVY

Total Wage Bill on which Levy will be calculated:

Total Levy (MUR):

PENALTY / INTEREST & SURCHARGE

Surcharge for NPF (MUR): Surcharge Late Payment: Surcharge Late Submission:

Penalty for NSF (MUR): Penalty Late Payment:

Penalty for LEVY (MUR): Penalty Late Payment:

PAYMENT

I will pay the amount payable viz MUR:

Mode of payment: ☒ Payment at MRA office ☐ Direct Debit

DECLARANT INFORMATION

Capacity in which acting:

Example: Accountant, Manager, Director, Owner...

DECLARATION

☐ I hereby declare that all information submitted is true and complete.*

Previous Submit

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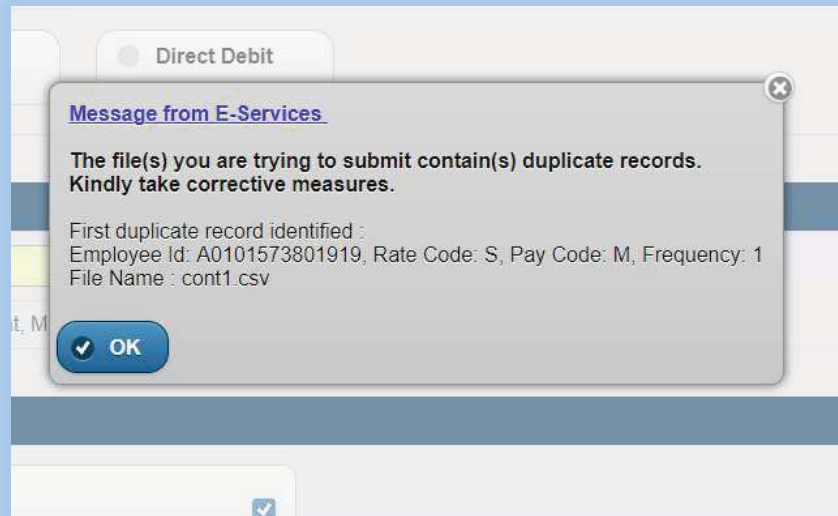
Step 2: In the “**PENALTY / INTEREST & SURCHARGE**” section, enter the amounts where applicable.

Step 3: Ensure that the amount payable is correct and choose mode of payment.

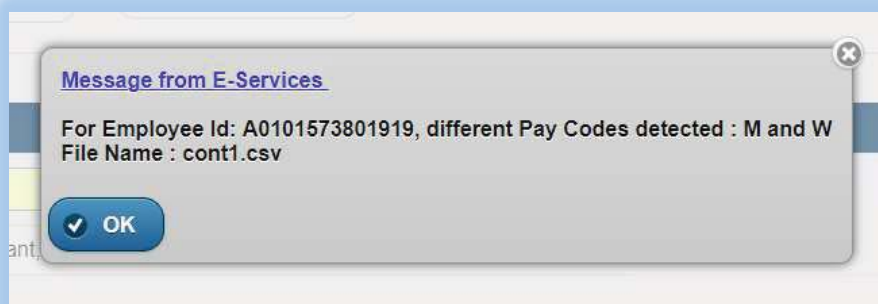
Step 4: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The combination of the following: **Rate Code, Pay Code and Frequency** for each employee should be unique. An error message is displayed as shown below for same unique key - it indicates first Employee Id identified.



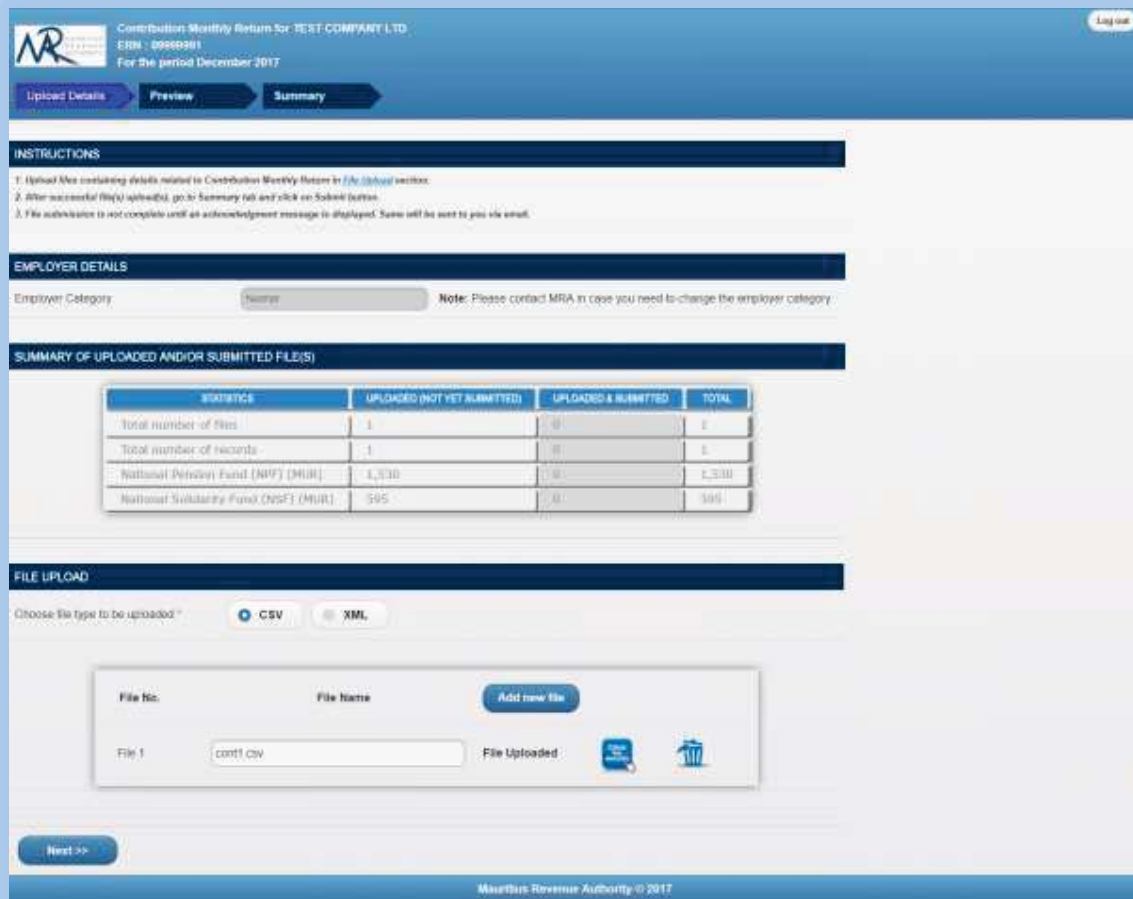
The **Pay Code** for each employee should be unique. In case there are different pay codes for the same employee in the uploaded files, an error message is displayed as shown below. It indicates first Employee Id identified.



7. Next time login (Before submit)

After having successfully uploaded the files in the “**FILE UPLOAD**” section, it is possible to log out without submitting the statement.

On next login, only the previously successfully uploaded files are available. The taxpayer has the possibility to modify file uploads (Add new/Delete existing) indefinitely until the “**Submit**” button is clicked.



Contribution Monthly Return for TEST COMPANY LTD
EIN : 00000001
For the period December 2017

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to Contribution Monthly Return in the [Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Submit button.
3. File submission is not complete until an acknowledgment message is displayed. Same will be sent to you via email.

EMPLOYER DETAILS

Employer Category: **Note:** Please contact MRA in case you need to change the employer category.



SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	0	1
Total number of records	1	0	1
National Pension Fund (NPF) (MUR)	1,330	0	1,330
National Solidarity Fund (NSF) (MUR)	595	0	595

FILE UPLOAD

Choose file type to be uploaded: ☒ CSV ☐ XML

File No. File Name Add new file

File 1 cont1.csv File Uploaded  

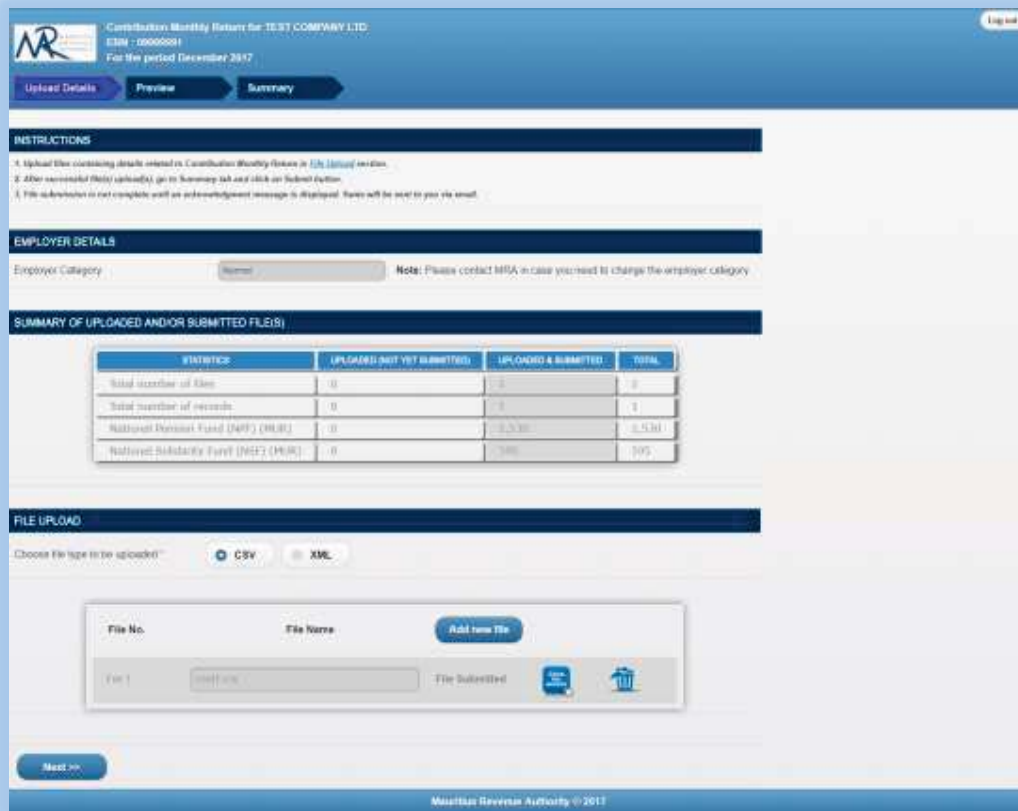
Next >>

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8. Additional Return

After having successfully submitted all uploaded files, an additional return can be filed.

On next login, the previously submitted files are available (highlighted in grey). The taxpayer has the possibility to view details of these files; however they cannot be modified or deleted. The statistics section for submitted files is updated (highlighted in grey).



Contribution Monthly Return for TEST COMPANY LTD.
EIN : 00000001
For the period December 2017

Upload Details | **Preview** | Summary

INSTRUCTIONS

- Upload file containing details entered in Contribution Monthly Return in [File Upload](#) section.
- After successful file(s) upload(s), go to Summary tab and click on Submit button.
- File submission is not complete until an acknowledgment message is displayed. Files will be sent to you via email.

EMPLOYER DETAILS

Employer Category: **Note:** Please contact MRA in case you need to change the employer category.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	1	1
Total number of records	0	1	1
Minimum Pension Fund (MPF) (MUR)	0	0.25M	0.25M
Minimum Solidarity Fund (MSF) (MUR)	0	100	100

FILE UPLOAD

Choose file type to be uploaded: ☒ CSV ☐ XML

File No.	File Name	Add new File
File 1	CONTR1710	File Submitted

Next >>>

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Step 1: To view details of submitted files, click on “Click for details” button.



FILE UPLOAD

Choose file type to be uploaded: ☒ CSV ☐ XML

File submitted
Total number of records: 1
OK

File No.	File Name	Add new File
File 1	CONTR1710	File Submitted

Step 2: To add new files / delete follows steps in [Section 4](#) of this document. When a new file is uploaded, note that “UPLOADED” column of Statistics section is updated, so is the “TOTAL”.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of records	1	1	2
National Pension Fund (NPF) (MUR)	1,530	1,530	3,060
National Solidarity Fund (NSF) (MUR)	595	595	1,190
Total number of files	1	1	2

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

File 1

cont1.csv

File Submitted

Click for details

Upload file 2

Choose File cont2.csv

File Uploaded

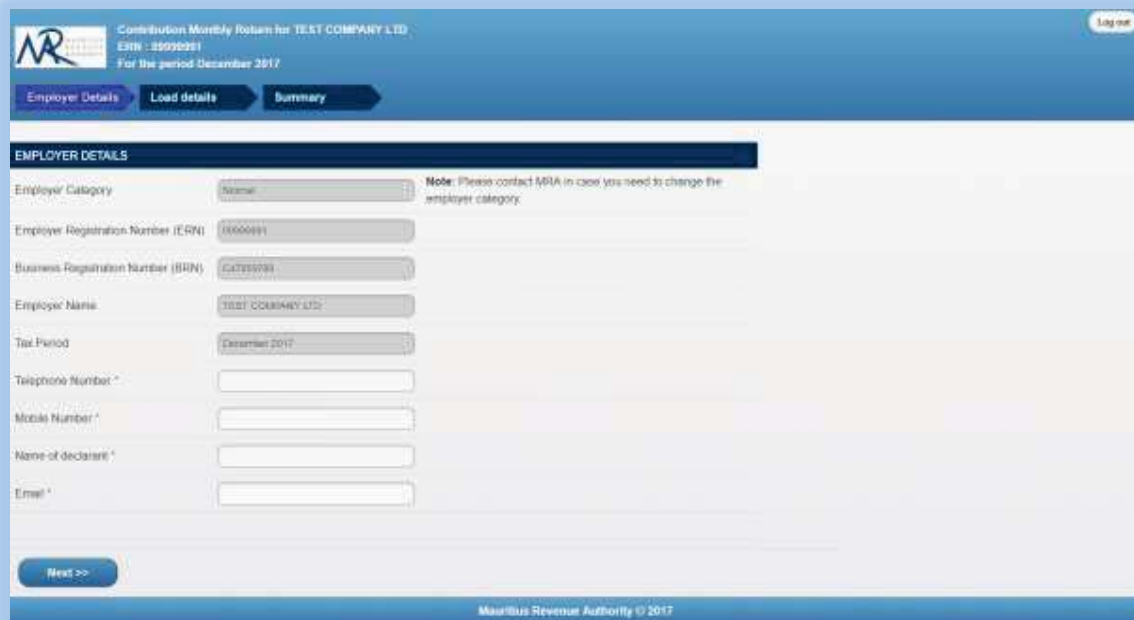
Click for details

Step 3: Follow steps in [Section 5](#) and [Section 6](#) to preview these files and ultimately submit them.

****IMPORTANT:** Already submitted files will **not** be submitted again. Only files uploaded during voucher being currently filed are submitted.

A. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



Employer Category, ERN, BRN, Employer Name and Tax Period are prefilled based on your login details. This information cannot be altered.

Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

Step 2: Enter the “Name of declarant” and “Email”.

Step 3: Click on “Next” button to proceed to next page.

2. Load details

The “Load Details” page is displayed.



Contribution Monthly Return for TEST COMPANY LTD
ERN : 09999991
For the period December 2017

Employer Details Load details Summary

ON SCREEN INPUT

Load from previous return Add new entry

Sl	Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage Bill (MUR)	Wage Bill on which NPF is calculated if Employer has chosen to pay above threshold (MUR)	Wage Bill on which NPF is calculated if Employee has chosen to pay above threshold (MUR)	National Pension Fund (NPF) (MUR)	National Solidarity Fund (NSF) (MUR)	LEVY: Applicable? (Y/N)	Save	Delete
TOTAL														


Showing 11 of 11 records

Previous Next

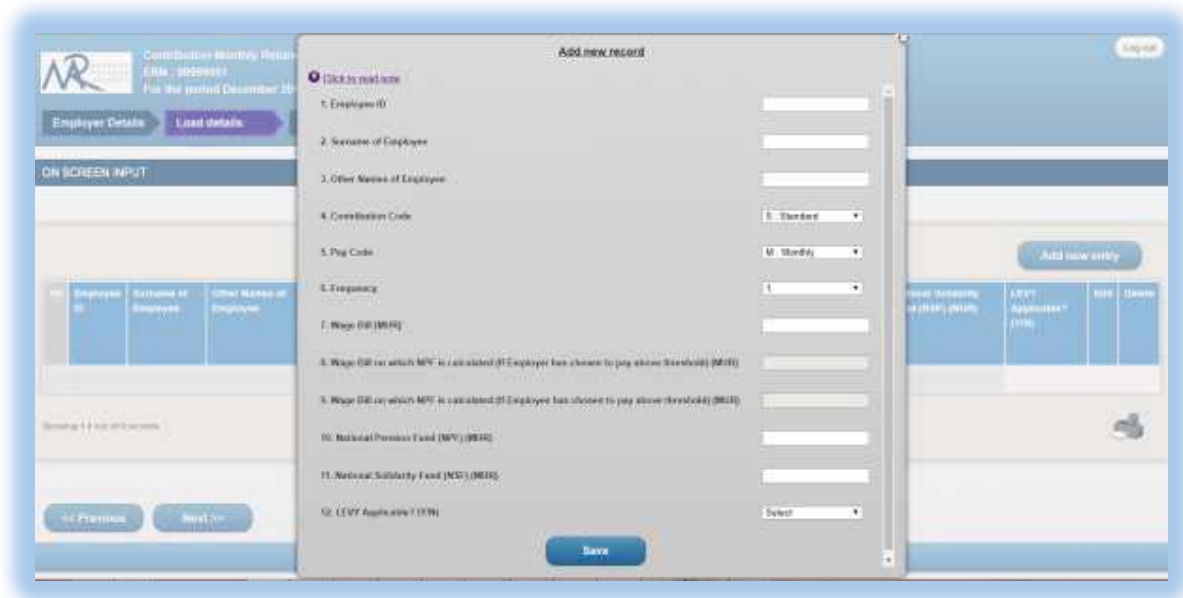
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Step 1: If there is no past return of employees filed, skip this step and go to step 2.

To load existing employees details based on the previous return of employees, click on “**Load from previous return**” button. If there is no previous return, no employees will be prefilled.

If the previous return exists, these employees are loaded with Wage Bill amount having a blank value. Click on the  icon to add the new Wage Bill amount and then click on save button.

Step 2: For new employees, click on “Add new entry” button found on the right. The following screen will appear.



Step 3: For more details about the different fields, click on the “[Click to read note](#)” link.

Step 4: Enter the employee details and click on “Save button”.

(iii) Invalid record

If the employee details contain invalid information, an error message will be displayed in red as shown below. The information must then be corrected before clicking on “Save” button.

Add new record

[Click to add note](#)

1. Other Names of Employee

4. Contribution Code

5. Pay Code

6. Frequency

3. Wage Bill (MBG)

2. Wage Bill on which NPF is calculated (If Employer has chosen to pay above threshold) (MBG)

3. Wage Bill on which NPF is calculated (If Employer has chosen to pay above threshold) (MBG)

18. National Pension Fund (NPF) (MBG)

11. National Solidarity Fund (NSF) (MBG)

12. Levy Applicable? (Y/N)

Mandatory values include the columns 1 - Employee ID, Employer ID, Employee SSN
Mandatory values "Select" for column 12 - Levy Applicable? (Y/N) (Payable values - Y/N)

Total Rows: # 2

[Save](#)

(iv) Valid record

When all information is correct and the “Save” button is clicked, the record is then displayed on the table, as shown below.

Contribution Monthly Return for TEST COMPANY LTD

ERIN - 99999901

For the period December 2017

Log out


Employer Details Load details Summary

ON SCREEN INPUT


TN	Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pag Code	Frequency	Wage Btl (EUR)	Wage Btl on which NPT is calculated (if Employee has chosen to pay above threshold) (EUR)	Wage Btl on which MPT is calculated (if Employee has chosen to pay above threshold) (EUR)	National Pension Fund (NPF) (EUR)	National Solidarity Fund (MSF) (EUR)	LCYF Applicable? (Y/N)	Edit	Delete
1	HOPKINS-RODGE	Surname	Other Name	B	SA	M	5000	6200	6200	450	170	Y		
TOTAL										450	170			

Showing 1-1 out of 1 records

<< Previous Next >>

To modify the record, click on the  icon. A popup screen will be displayed with existing data, as shown below. Modify record and click on “Update” button.



To delete a record, click on the  icon. The following confirmation message will appear. Click on “OK” to confirm deletion.

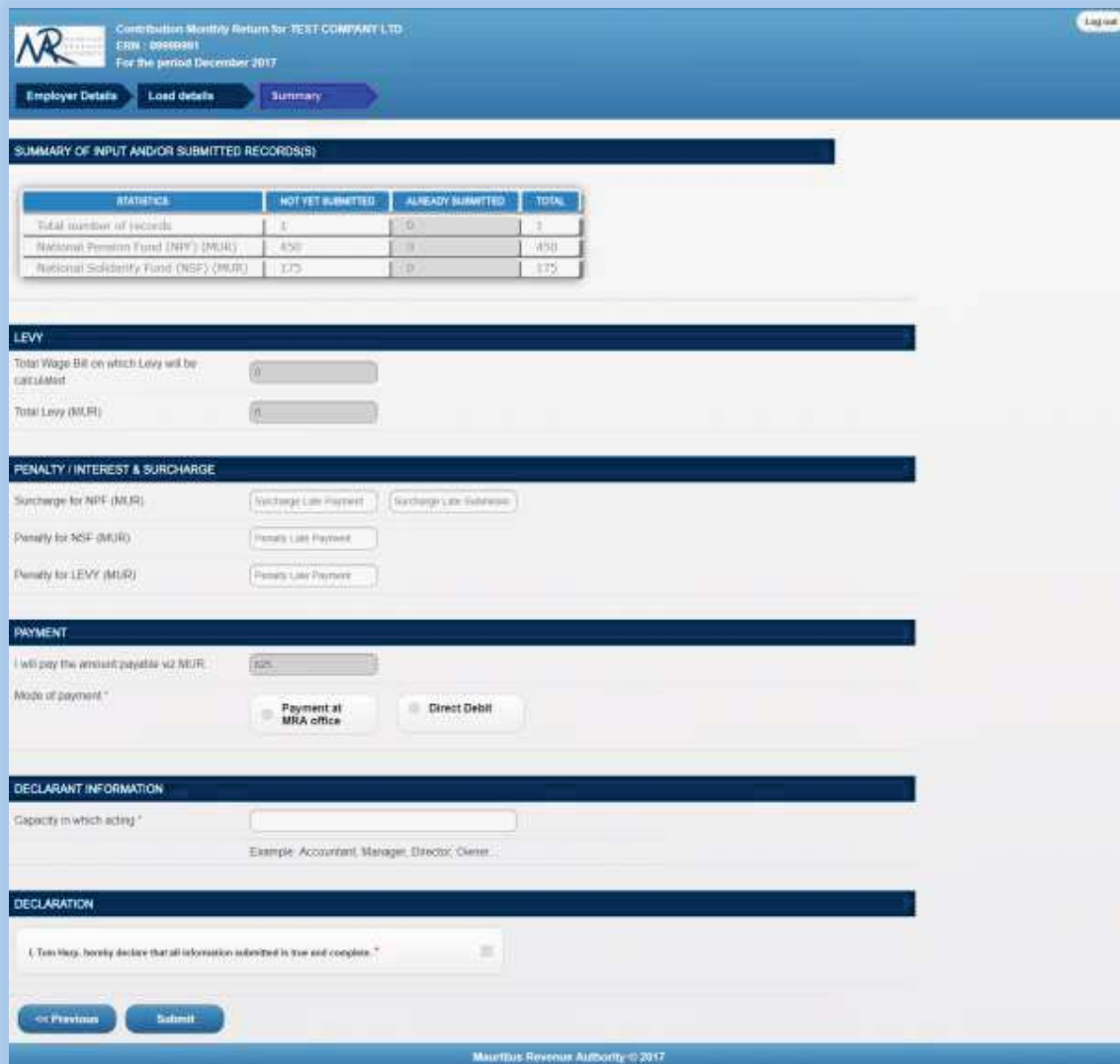


Step 5: To print records currently being displayed on the screen, click on the  icon.

Step 6: After having added all employees’ details, click on “Next” button to proceed to next page.

3. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the “**SUMMARY OF UPLOADED FILES**” and “**LEVY**” section are correct.



Contribution Monthly Return for TEST COMPANY LTD
ERN : 00000000
For the period December 2017

Employer Details Load details Summary

SUMMARY OF INPUT AND/OR SUBMITTED RECORDS(S)

STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	1
National Pension Fund (NPF) (MUR)	450	0	450
National Solidarity Fund (NSF) (MUR)	175	0	175

LEVY

Total Wage Bill on which Levy will be calculated: 0

Total Levy (MUR): 0

PENALTY / INTEREST & SURCHARGE

Surcharge for NPF (MUR):

Penalty for NSF (MUR):

Penalty for LEVY (MUR):

PAYMENT

I will pay the amount payable via NEUR:

Mode of payment: ☐ Payment at MRA office ☐ Direct Debit

DECLARANT INFORMATION

Capacity in which acting:

Example: Accountant, Manager, Director, Client...

DECLARATION

☐ I, Test Reg, hereby declare that all information submitted is true and complete. *

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Step 2: In the “**PENALTY / INTEREST & SURCHARGE**” section, enter the amounts where applicable.

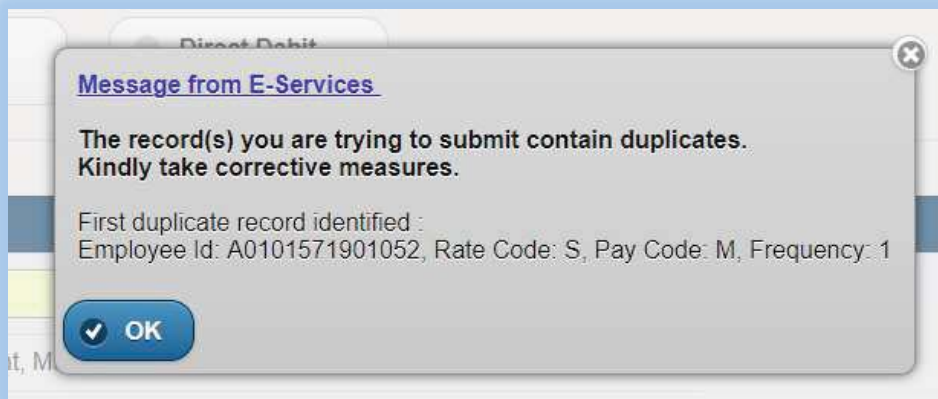
Step 3: Ensure that the amount payable is correct and choose mode of payment.

Step 4: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

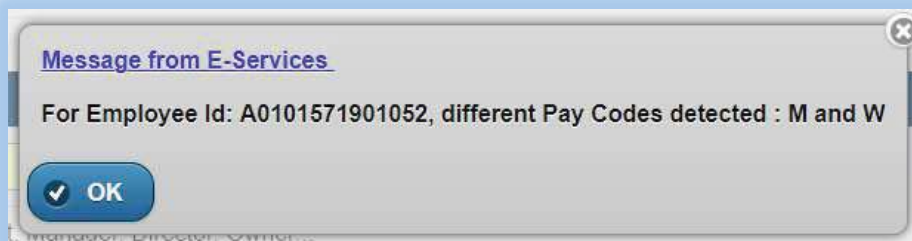
Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The combination of the following: **Rate Code, Pay Code and Frequency** for each employee should be unique. An error message is displayed as shown below for same unique key - it indicates first Employee Id identified.



The **Pay Code** for each employee should be unique. In case there are different pay codes for the same employee, an error message is displayed as shown below. It indicates first Employee Id identified.



- Click on 'Back to Login' button to go back to login page.
- Click on 'Back to Homepage' button to go back to MRA's website.

On next login, only the previously successfully saved records are available. Details in **“Taxpayer Profile”** will have to be re-entered. In **“Load Details”** section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the **“Submit”** button is clicked.

Step 1: On next login, details in **“Taxpayer Profile”** will have to be re-entered. Follow steps in [Section 1](#) of this document.

Step 2: The taxpayer has the possibility to view the previously submitted records (row(s) with a grey background colour); however they cannot be modified or deleted. To add new records (after save edit / delete them), follow steps in [Section 2](#) of this document.



#	Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage Bkt (MUR)	Wage Bkt on which NPF is calculated (if Employer has chosen to pay above threshold) (MUR)	Wage Bkt on which NSF is calculated (if Employer has chosen to pay above threshold) (MUR)	National Pension Fund (NPF) (MUR)	National Solidarity Fund (NSF) (MUR)	Levy Application* (Y/N)	Edit	Delete
1	AEV0123456789	Daniels	Other Name	B	44	1	3000	10000	10000	450	175	Y		
TOTAL											450	175		

Step 3: The statistics section for **ALREADY SUBMITTED** records is displayed (highlighted in grey). To submit return follow steps in [Section 3](#).



STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	0	1	1
National Pension Fund (NPF) (MUR)	0	450	450
National Solidarity Fund (NSF) (MUR)	0	175	175

****IMPORTANT:**

1. Already submitted records will **not** be submitted again. Only records saved during return being currently filed are submitted.

DETAILS ON FILE UPLOAD

A. CSV File

To generate your CSV file, please download the excel template from here:

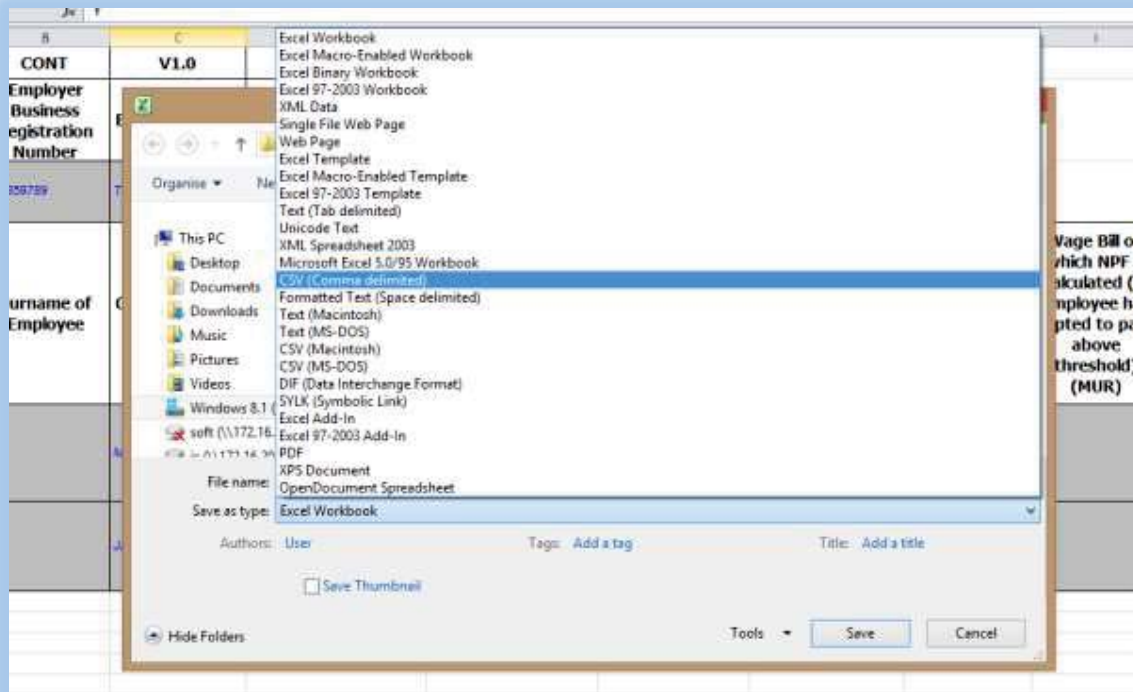
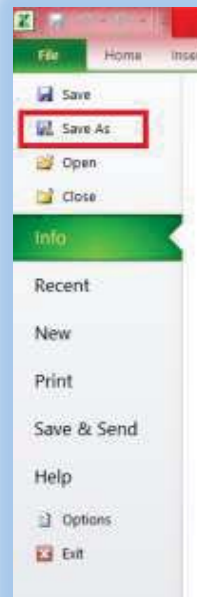
<http://eservices8.mra.mu/PayeReturn/Download/CONT/excelTemplate.xlsx>.

A	B	C	D	E	F	G	H	I	J	K	L
MRA Employer Registration Number	CONT Employer Business Registration Number	V.L.O Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address				
Insert Employer Registration Number here	Insert Employer Business Registration Number here	Insert Employer Name here	Insert Tax Period here - FYMM	Insert Telephone Number here	Insert Mobile Number here	Insert Name of Declarant here	Insert Email Address here				
Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage BR (MUR)	Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) (MUR)	Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) (MUR)	National Pension Fund Amount (NPF) (MUR)	National Solidarity Fund Amount (NSF) (MUR)	LEVY Applicable? (Y/N)
Insert Employee ID here (NID for Mauritians, AGO for foreigners)	Insert Surname of Employee here	Insert Other Names of Employee here	Insert Contribution Code here. Possible Values: - S - Salaried - D - Self-Employed/Free Employer/Retiree - G - Government Share - M - Higher - P - Employer Share Only N/P - W - Only NSP - R - Retiree/Retired Only	Insert Pay Code here Possible Values: - D - Daily - M - Pay Monthly - M - Monthly - W - Weekly	Insert Frequency here Possible Values: 1) If Pay Code = Daily Frequency = 5-31 2) If Pay Code = Partnightly / Frequency = 5-3 3) If Pay Code = Half Monthly / Frequency = 1-6	Insert Wage BR here	Insert Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) here	Insert Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) here	Insert NPF Amount here	Insert NSF Amount here	Insert if LEVY is applicable for employee here
Insert Employee ID here (NID for Mauritians, AGO for foreigners)	Insert Surname of Employee here	Insert Other Names of Employee here	Insert Contribution Code here. Possible Values: - S - Salaried - D - Self-Employed/Free Employer/Retiree - G - Government Share - M - Higher - P - Employer Share Only N/P - W - Only NSP - R - Retiree/Retired Only	Insert Pay Code here Possible Values: - D - Daily - M - Pay Monthly - M - Monthly - W - Weekly	Insert Frequency here Possible Values: 1) If Pay Code = Daily Frequency = 5-31 2) If Pay Code = Partnightly / Frequency = 5-3 3) If Pay Code = Half Monthly / Frequency = 1-6	Insert Wage BR here	Insert Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) here	Insert Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) here	Insert NPF Amount here	Insert NSF Amount here	Insert if LEVY is applicable for employee here

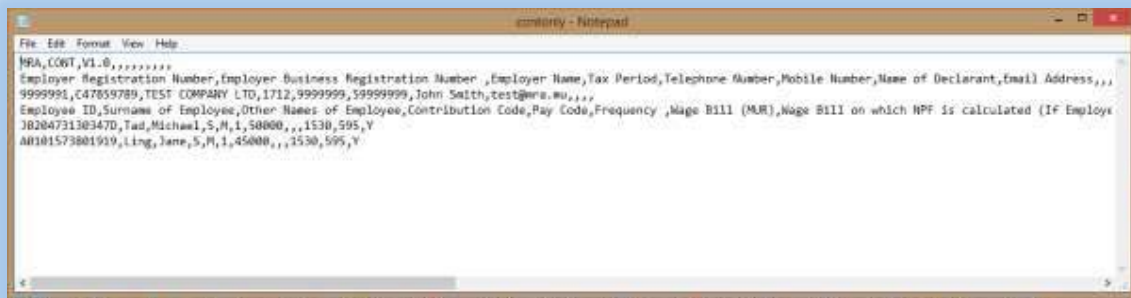
Replace the blue text with your data as shown below.

A	B	C	D	E	F	G	H	I	J	K	L
MRA Employer Registration Number	CONT Employer Business Registration Number	V.L.O Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address				
0000001	00000000	TEST COMPANY LTD	1718	00000000	00000000	John Smith	john@ma.com				
Employee ID	Surname of Employee	Other Names of Employee	Contribution Code	Pay Code	Frequency	Wage BR (MUR)	Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) (MUR)	Wage Bill on which NPF is calculated (If Employee has opted to pay above threshold) (MUR)	National Pension Fund Amount (NPF) (MUR)	National Solidarity Fund Amount (NSF) (MUR)	LEVY Applicable? (Y/N)
000000000000000000	Test	Michael	S	D	F	00000			1000	000	F
000000000000000000	Test	John	S	D	F	00000			1000	000	F

Then click on **File > Save As > select CSV (Comma delimited)**. Next, click on **Save**.



Find below an example of a generated CSV file to be uploaded on the website.



The CSV file must contain columns separated by the **comma [,]** character. A CSV file example with sample data can be downloaded from here:
<http://eservices8.mra.mu/PayeReturn/Download/CONT/csvTemplate.csv>.

IMPORTANT NOTES

- 1) Data should exclude all special characters, including comma.
- 2) File size for each upload **should not exceed** 5Mb.
- 3) Clicking on the “Upload” button(s) will save the file(s) on MRA’s server. The final submission of the statement is completed only when the “Submit” button is clicked.
- 4) Already submitted files will **not** be submitted again. Only files uploaded during return being currently filed are submitted.