

STEP-BY-STEP GUIDE TO E-FILING OF PAYE MONTHLY RETURN

1. Introduction

You want to submit your PAYE Monthly 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 return.

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

2. Login

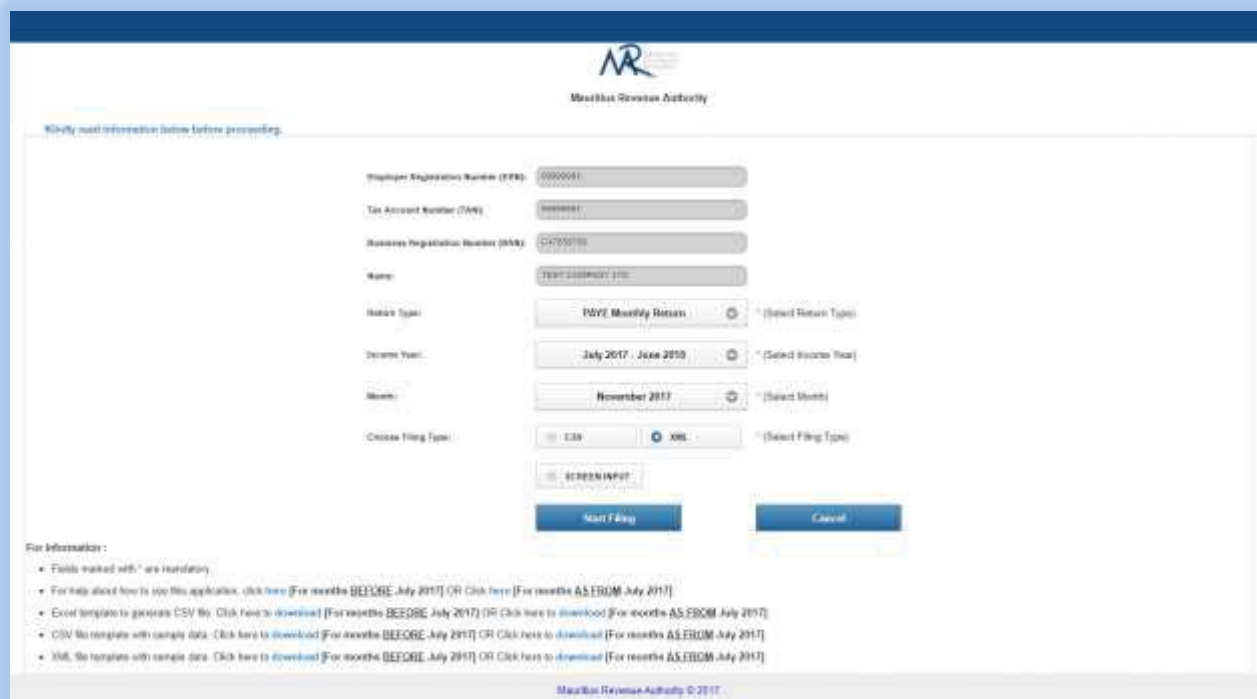
A screenshot of the Mauritius Revenue Authority's login page. The page has a white background with a dark blue header bar at the top. In the center, there is the Mauritius Revenue Authority logo. Below the logo, there are two input fields: 'Username' and 'Password'. To the right of the 'Username' field, there is a red asterisk and the text '* Enter your Employer Registration Number (ERN)'. To the right of the 'Password' field, there is a red asterisk and the text '* Data 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 '* Field marked with * are mandatory'. At the bottom center, there is a small copyright notice: 'Mauritius Revenue Authority © 2016'.

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 / Income Year / Month / Filing Type



Kindly read information below before proceeding.

Employer Registration Number (ERN): 0000001

Tax Account Number (TAN): 0000001

Business Registration Number (BRN): 047000100

Name: TEST COMPANY LTD

Return Type: PAYE Monthly Return (Select Return Type)

Income Year: July 2017 - June 2018 (Select Income Year)

Month: November 2017 (Select Month)

Choose Filing Type: ☐ E34 ☒ XML (Select Filing Type)

For Information :

- Fields marked with * are mandatory.
- For help about how to use this application, click here [For months BEFORE July 2017] OR Click here [For months AS FROM July 2017]
- Excel template to generate CSV file. Click here to download [For months BEFORE July 2017] OR Click here to download [For months AS FROM July 2017]
- CSV file template with sample data. Click here to download [For months BEFORE July 2017] OR Click here to download [For months AS FROM July 2017]
- XML file template with sample data. Click here to download [For months BEFORE July 2017] OR Click here to download [For months AS FROM July 2017]

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ERN, TAN, BRN and Name are pre-filled based on your login details. This information cannot be altered.

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

Step 2: Select the “Income Year” for which the return is being filed.

Step 3: Select the “Month” for which the return is being filed.

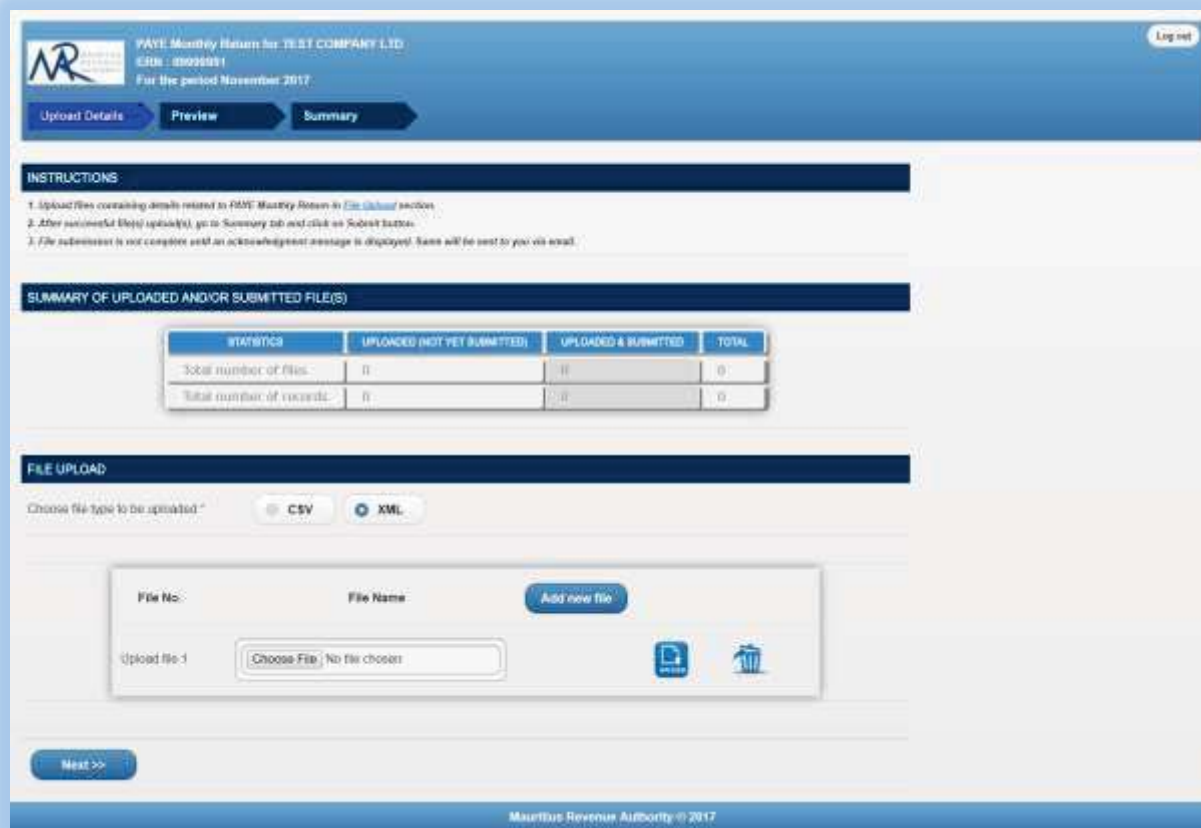
Step 4: Select the “Filing Type” for which the return is being filed.

Step 5: In the “For information” section, the guidelines and the different templates for PAYE Monthly return are available for download.

Step 6: Click on “Start Filing” button to proceed to next page.

A. CSV or XML FILING TYPE

1. Upload Details



PAVE: Monthly Return for TEST COMPANY LTD
 ETRN : 00000001
 For the period November 2017

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to PAVE 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.

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 No file chosen

Next >>

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Statistics on successful file uploads for chosen period will be displayed under “**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**” 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.

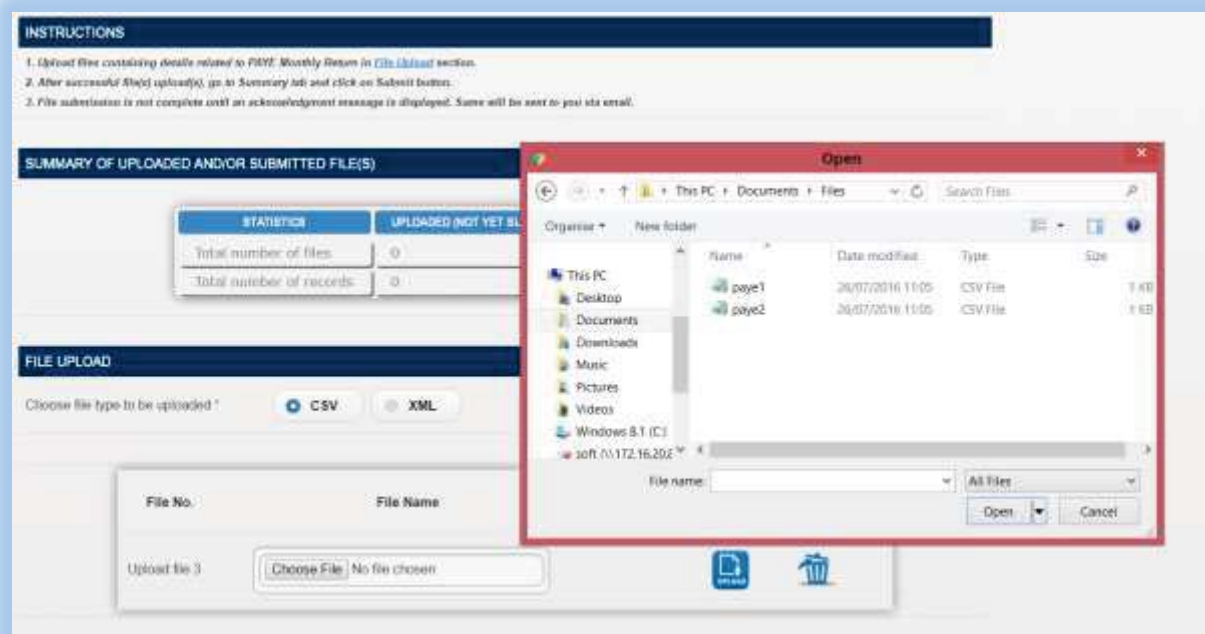


FILE UPLOAD

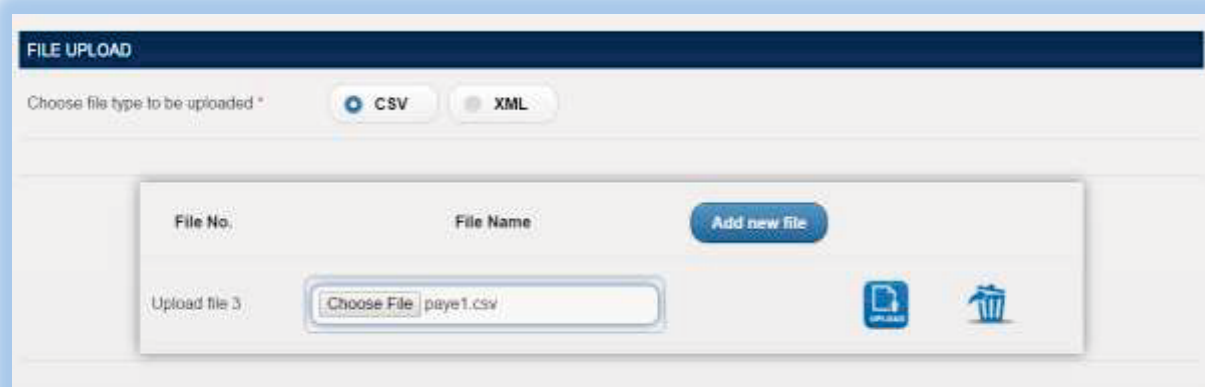
Choose file type to be uploaded *

☐ 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 “Summary of uploaded and/or submitted file(s)” section is not updated. The file can be deleted by clicking on the delete bin icon [🗑️]. Please correct the file and click on **“Add new file”** button to upload the file again.

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
paye1.csv
File Upload Failed

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED
Total number of files	0
Total number of records	0

FILE UPLOAD

Choose file type to be uploaded *
☒ CSV
☐ XML

File No.
File Name

Upload file 1
paye1.csv
File Upload Failed

File upload failed

Line 3 : invalid value "1700" for column 4 - Tax Period (Correct value : "1707")

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 Summary of uploaded and/or submitted file(s) section is updated accordingly. The file can be deleted by clicking on the delete bin icon [🗑️].

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	2	0	2
PAYE Amount	1,500	0	1,500

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 7

Choose File | paye1.csv

File Uploaded

Click for details

🗑️

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 7

Choose File | paye1.csv

File Uploaded

Click for details

🗑️

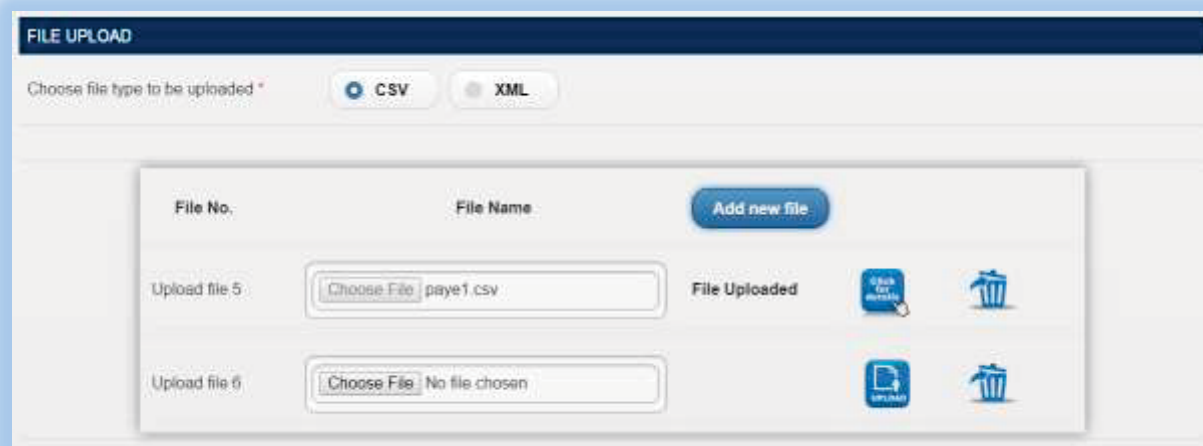
File upload successful

Total Number of Records: 2 PAYE Amount: 1,500

✓ OK

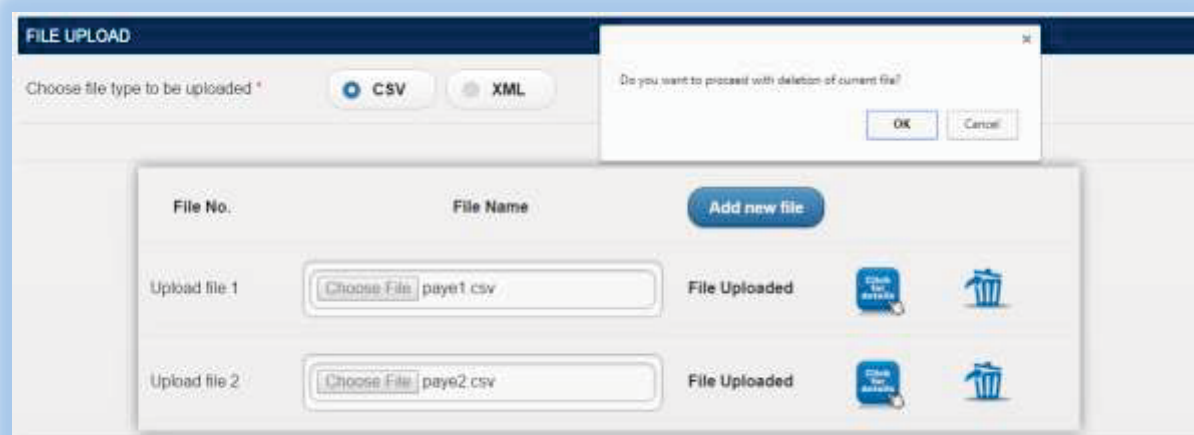
Step 5:

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. The first row is for 'Upload file 5' and shows 'paye1.csv' as the file name. The second row is for 'Upload file 6' and shows 'No file chosen'. To the right of the table, there is an 'Add new file' button and two icons: a blue square with a white 'X' and a blue trash bin icon.

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

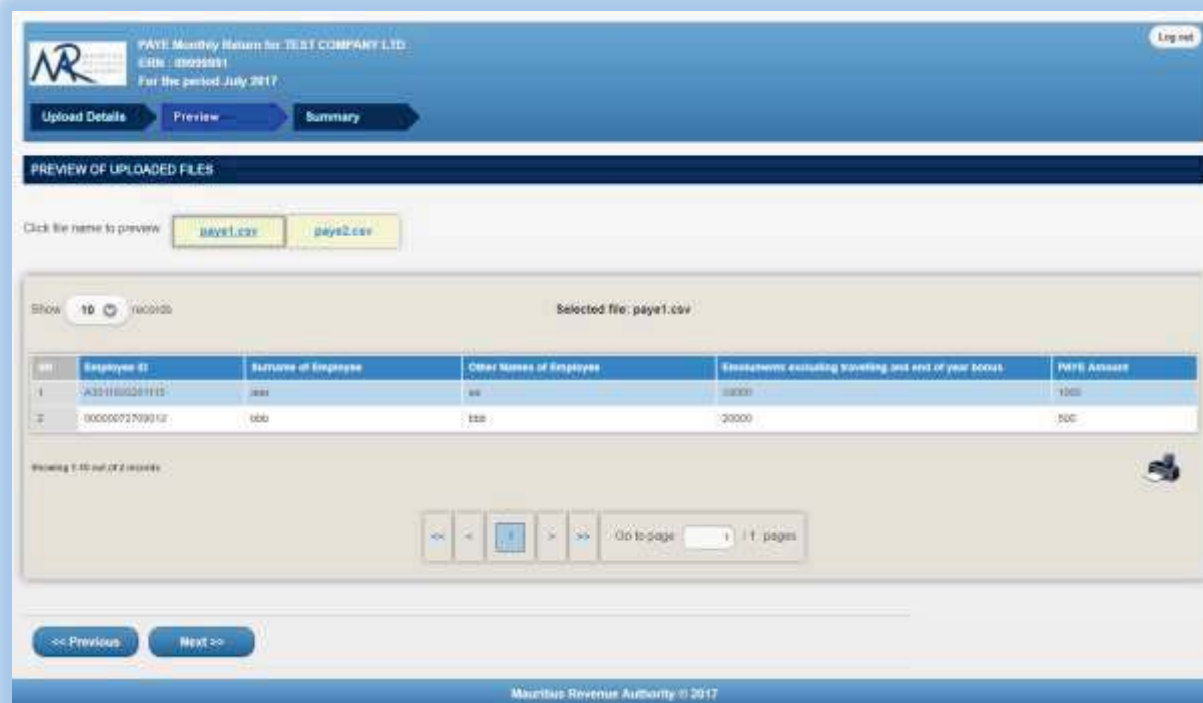


The screenshot shows the 'FILE UPLOAD' interface with a confirmation dialog box. The dialog box asks 'Do you want to proceed with deletion of current file?' and has 'OK' and 'Cancel' buttons. The table below shows two files: 'paye1.csv' and 'paye2.csv'. Both files have a blue square with a white 'X' and a blue trash bin icon next to them.

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

2. Uploaded Files Preview

Step 1: The page for preview of uploaded files is displayed. Please note that all names of uploaded files (not yet submitted) are displayed in yellow.



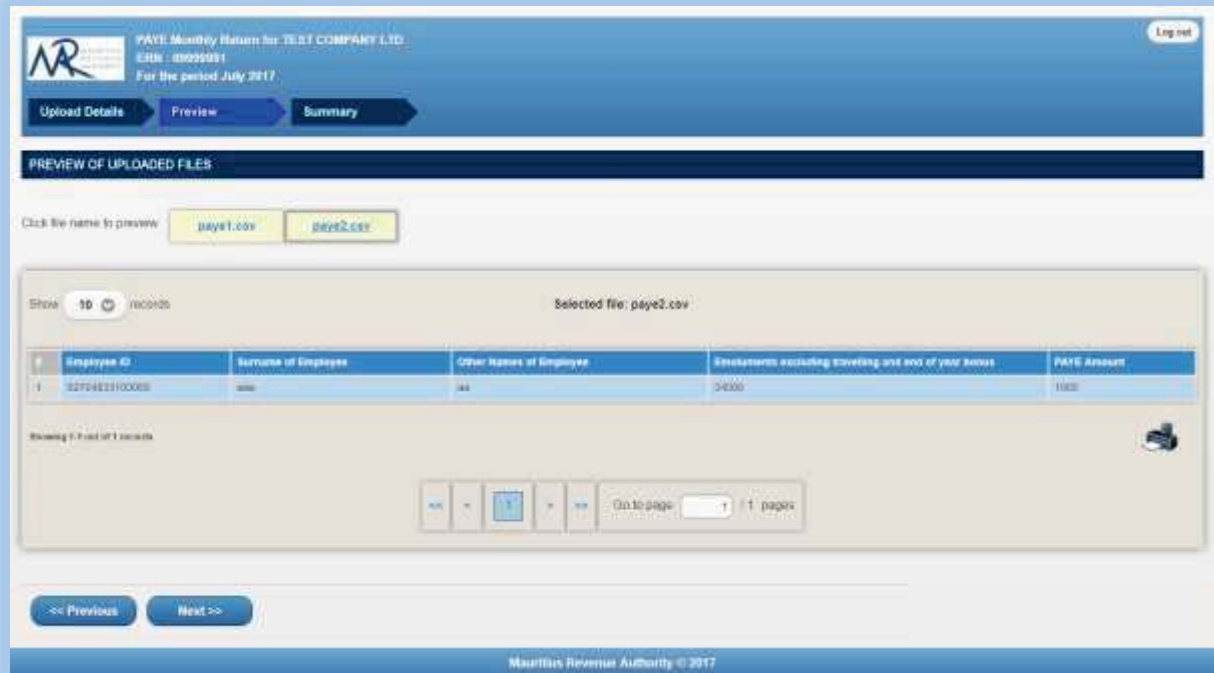
Step 2: To view records in a specific uploaded file, click on the file name.



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



Step 4: The name of the file being currently previewed is displayed on top: “Selected file: paye2.csv”



PAYE Monthly Return for TEST COMPANY LTD.
EIN: 00000001
For the period July 2017

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [paye1.csv](#) [paye2.csv](#)

Show 10 records Selected file: paye2.csv

#	Employee ID	Surname of Employee	Other Names of Employee	Emoluments excluding traveling and end of year bonus	PAYE Amount
1	3270423100003	J	J	34000	1100

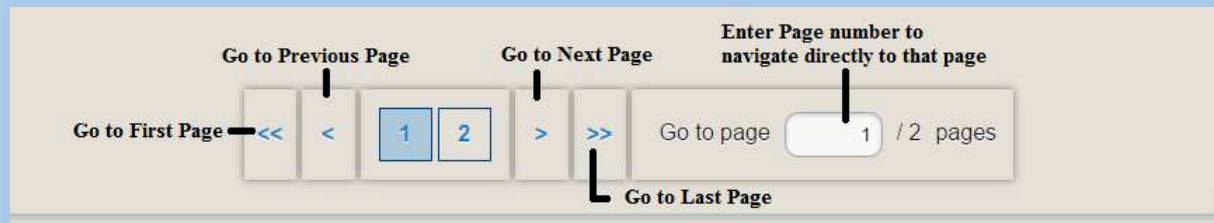
Showing 1 of 1 records

Go to page 1 / 1 pages

<< Previous Next >>

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



Go to First Page << < 1 2 > >> Go to Last Page

Go to Previous Page

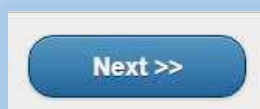
Go to Next Page

Enter Page number to navigate directly to that page

Go to page 1 / 2 pages

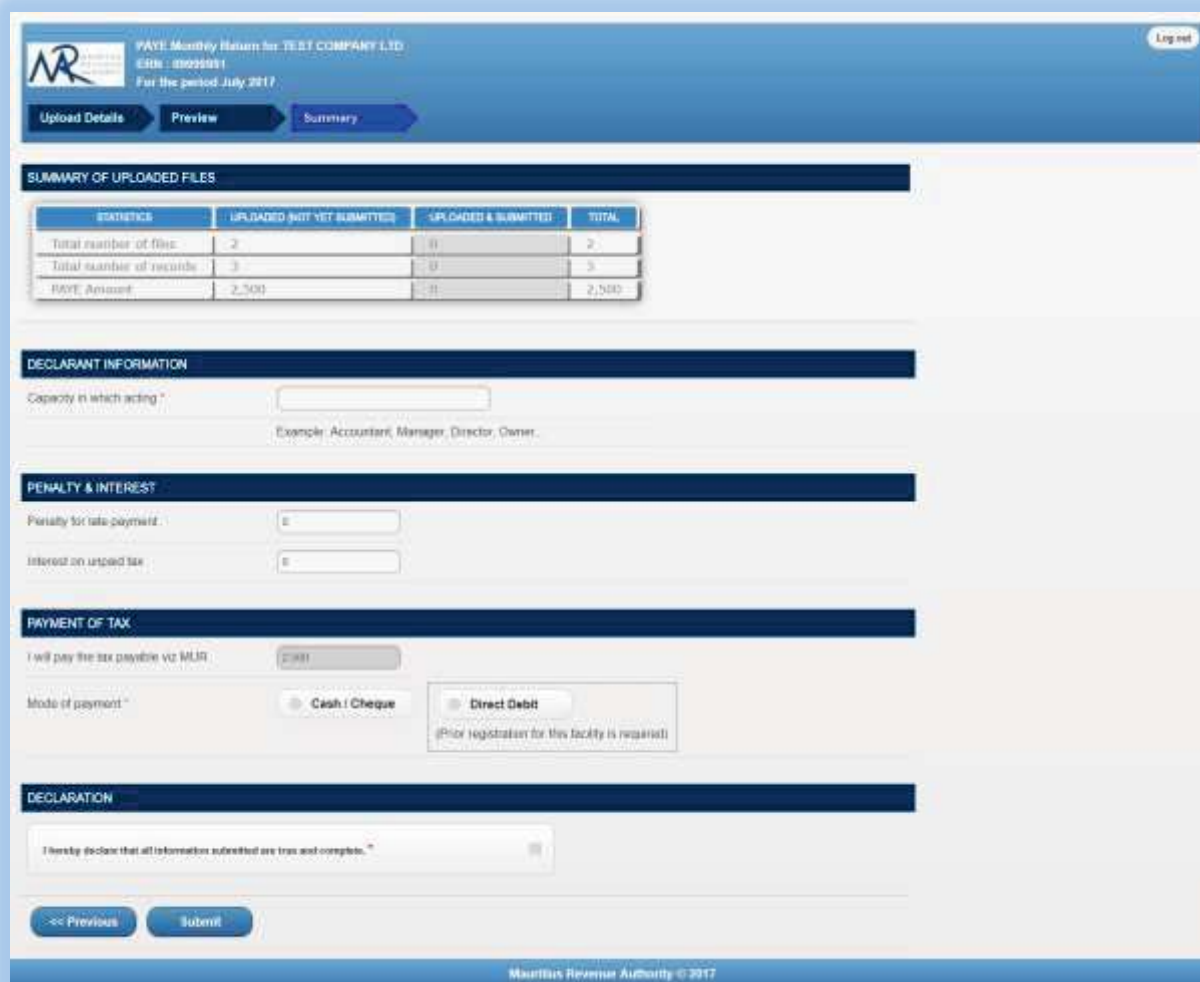
Step 6: To print records currently being displayed on the screen, click on the  icon.

Step 7: Proceed to the next page by clicking on the “Next” button.



3. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the “**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**” section are correct.



PAYE Monthly Return for TEST COMPANY LTD
 CRN : 00000001
 For the period July 2017

Upload Details Preview **Summary** Logout

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	3	0	3
PAYE Amount	2,500	0	2,500

DECLARANT INFORMATION

Capacity in which acting *

 Example: Accountant, Manager, Director, Owner.

PENALTY & INTEREST

Penalty for late payment :

Interest on unpaid tax :

PAYMENT OF TAX

I will pay the tax payable via MUR :

Mode of payment *
☐ Cash / Cheque ☐ Direct Debit
 (Prior registration for this facility is required)

DECLARATION

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

<< Previous Submit

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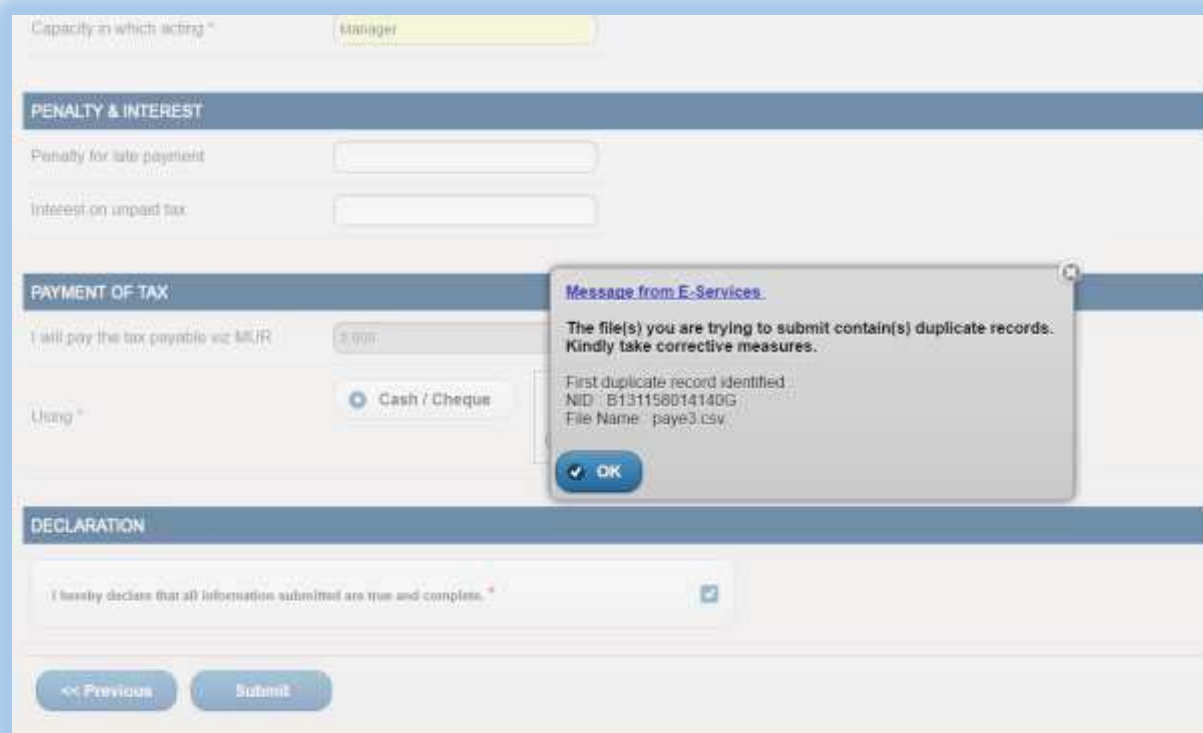
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 3: In the “**PENALTY & INTEREST**” section, enter the “Penalty for late payment” amount (if any) and the “Interest on unpaid tax” amount (if any).

Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

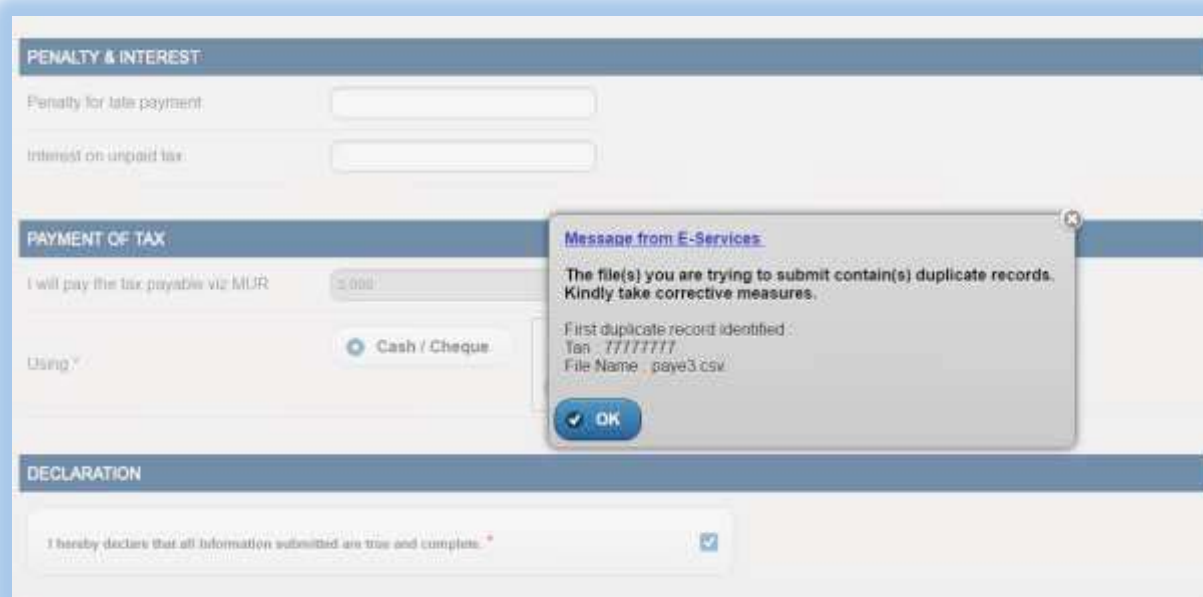
Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The **NID** for each payee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate NID identified**.



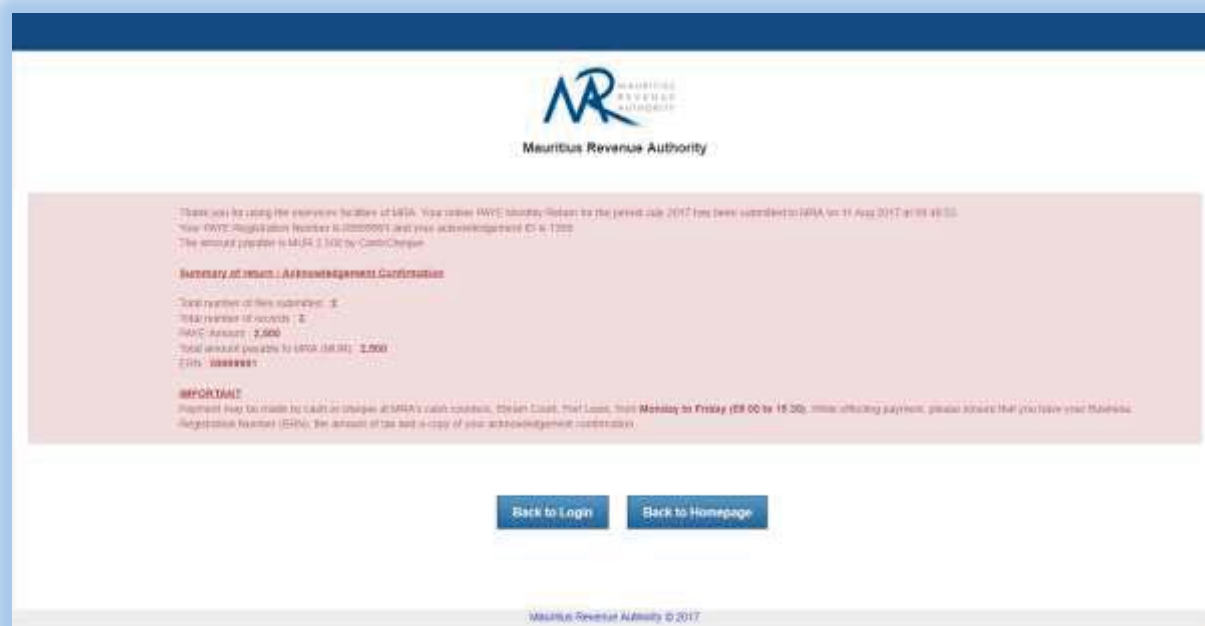
The screenshot shows the 'PAYMENT OF TAX' section of the Mauritius Revenue Authority's E-Service interface. A modal message box titled 'Message from E-Services' is displayed, stating: 'The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures. First duplicate record identified: NID: B131158014140G, File Name: paye3.csv'. The background form includes fields for 'Capacity in which acting' (set to 'Manager'), 'PENALTY & INTEREST' (with input fields for 'Penalty for late payment' and 'Interest on unpaid tax'), 'PAYMENT OF TAX' (with a dropdown for 'Using' set to 'Cash / Cheque'), and a 'DECLARATION' section with a checkbox for 'I hereby declare that all information submitted are true and complete.' and 'Previous' and 'Submit' buttons.

The **TAN** for each payee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate TAN identified**.



The screenshot shows the same 'PAYMENT OF TAX' section of the Mauritius Revenue Authority's E-Service interface. A modal message box titled 'Message from E-Services' is displayed, stating: 'The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures. First duplicate record identified: Tan: 11111111, File Name: paye3.csv'. The background form is identical to the previous screenshot, showing the 'PENALTY & INTEREST', 'PAYMENT OF TAX', and 'DECLARATION' sections.

Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.



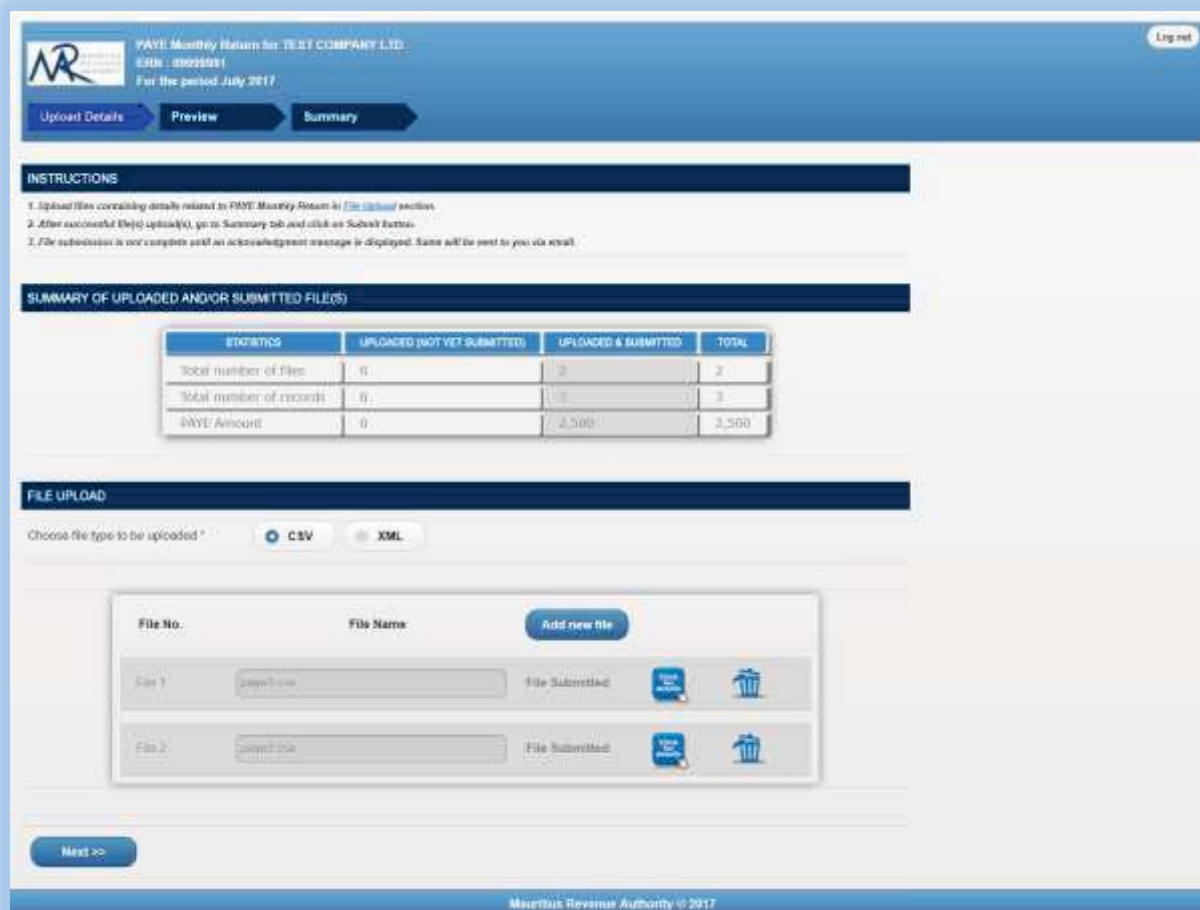
Step 7:

- 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.

4. 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.



PAYE Monthly Return for TEST COMPANY LTD.
 ESN: 00000001
 For the period July 2017

Upload Details | **Preview** | Summary

INSTRUCTIONS

1. Upload files containing details related to PAYE Monthly Return in the **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.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	2	2
Total number of records	0	3	3
PAYE Amount	0	2,500	2,500

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV ☐ XML

File No.	File Name			
File 1	payee.csv	File Submitted		
File 2	payee.csv	File Submitted		

[Add new file](#)

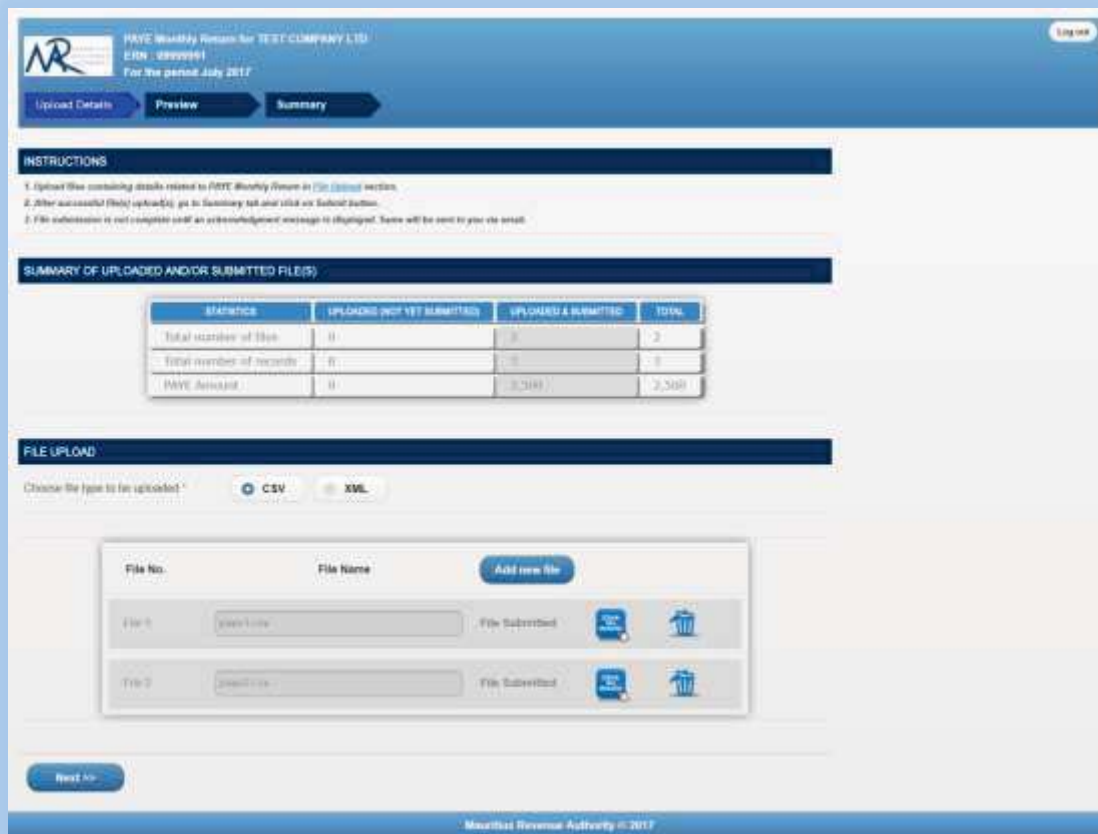
[Next >>](#)

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5. 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 **uploaded & submitted** files is updated (highlighted in grey).



PAYE Monthly Return for TEST COMPANY LTD
 ERN : 99999991
 For the period July 2017

Upload Details Preview **Summary**

INSTRUCTIONS

1. Upload file containing details related to PAYE 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 acknowledgement message is displayed. Same will be sent to your email.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED NOT YET SUBMITTED	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	2	2
Total number of records	0	0	0
PAYE Amount	0	1,500	1,500

FILE UPLOAD

Choose file type to be uploaded *

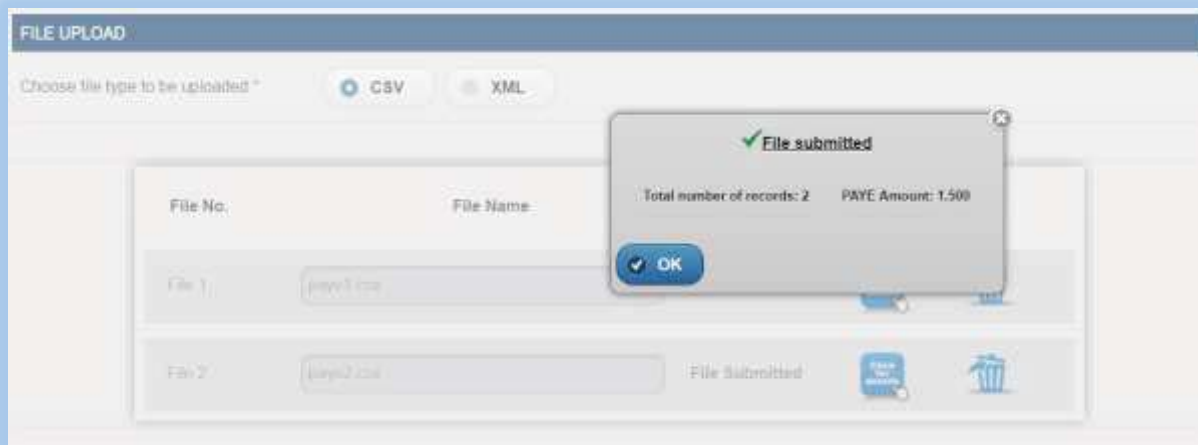
☒ CSV ☐ XML

File No.	File Name	
File 1	paye1.csv	File Submitted
File 2	paye2.csv	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

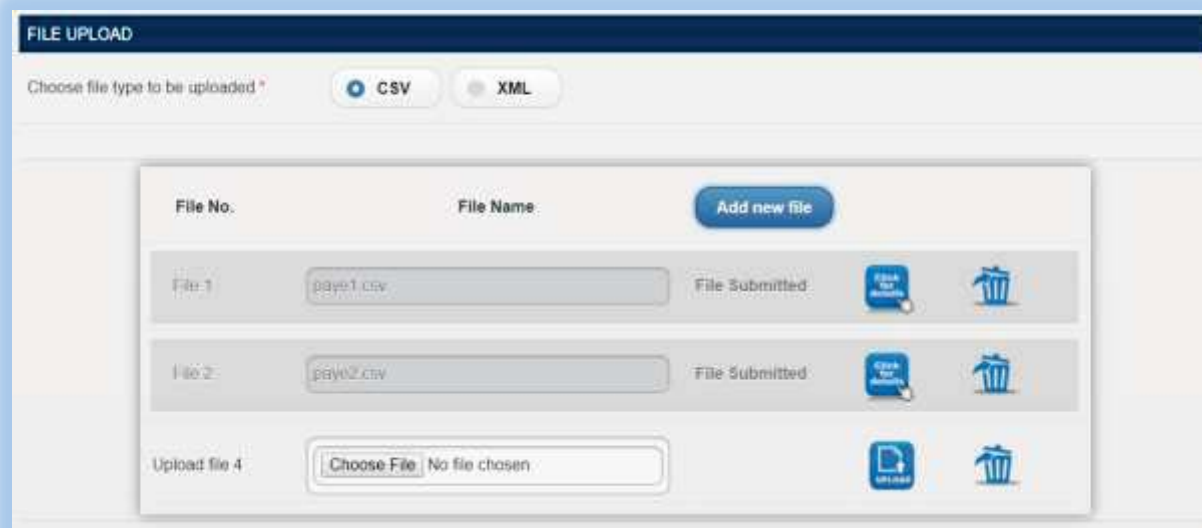
File submitted

Total number of records: 2 PAYE Amount: 1,500

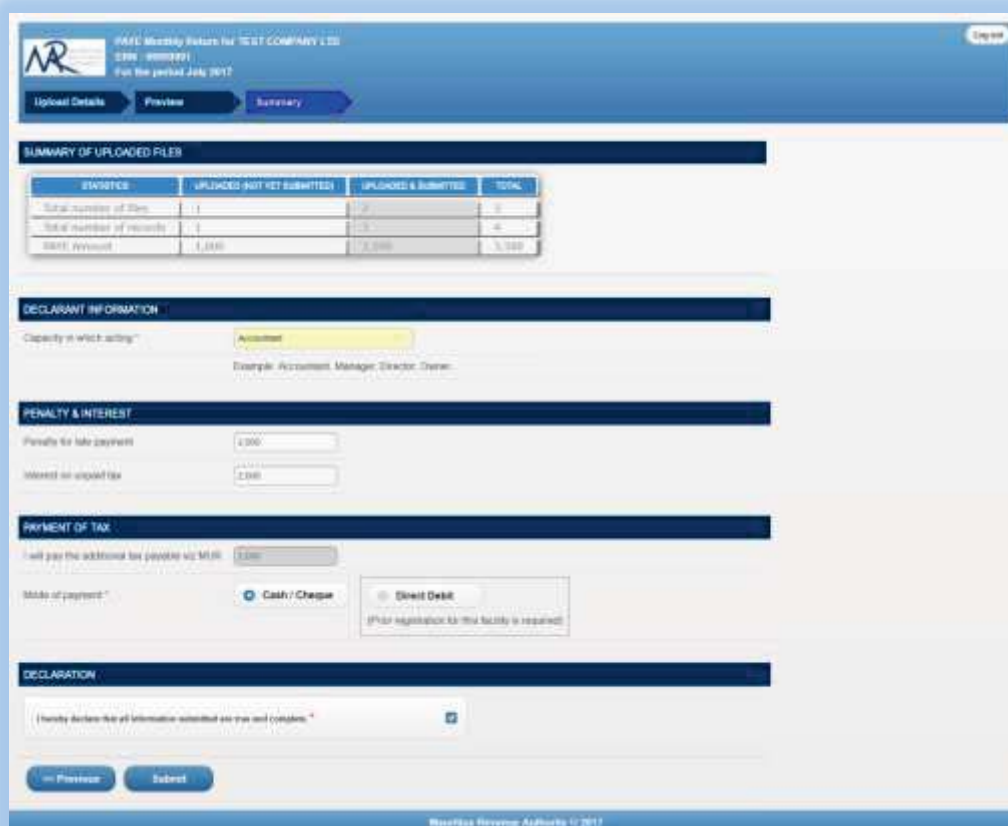
OK

File No.	File Name	
File 1	paye1.csv	File Submitted
File 2	paye2.csv	File Submitted

Step 2: To add new files / delete existing files, follow steps in [Section 4](#) of this document. When a new file is uploaded, note that “**Uploaded (Not yet Submitted)**” column of “**Summary of uploaded and/or submitted file(s)**” section is updated, so is the “**TOTAL**”.



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



ENTRIES	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	2	3
Total number of records	1	3	4
Total Amount	1,000	3,000	5,000

DECLARANT INFORMATION

Capacity in which acting: (Example: Accountant, Manager, Director, Owner)

PENALTY & INTEREST

Penalty for late payment:

Interest on unpaid tax:

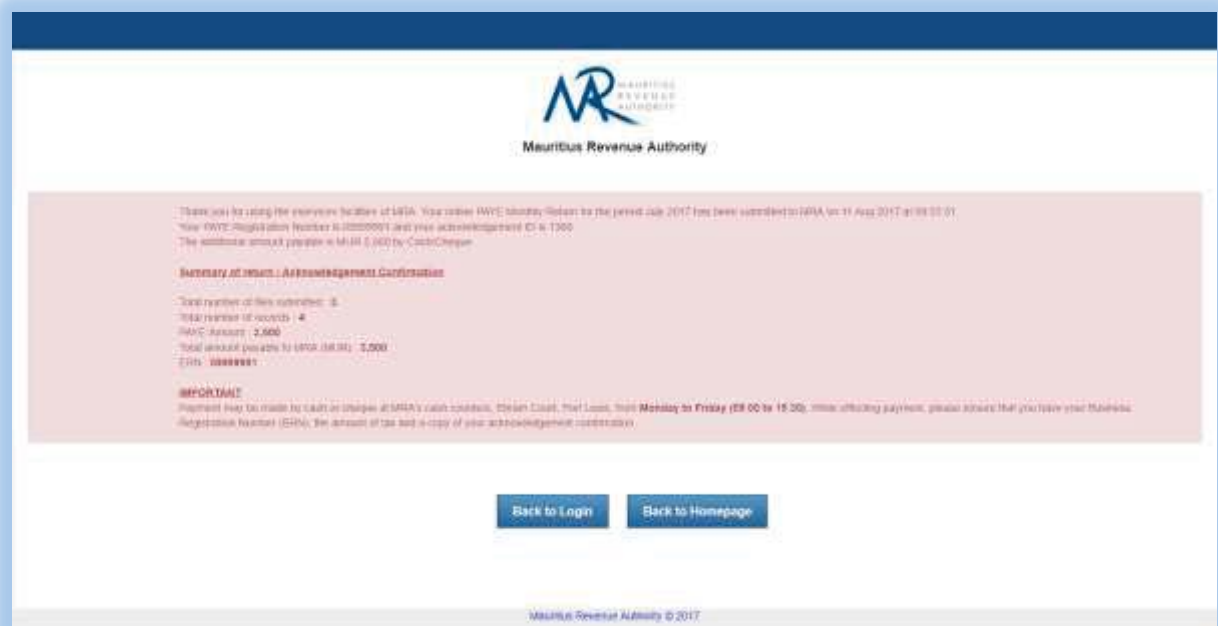
PAYMENT OF TAX

I will pay the additional tax payable via MTO:

Mode of payment: ☒ Cash / Cheque ☐ Direct Debit (Prior registration for this facility is required)

DECLARATION

I hereby declare that all information submitted is true and correct.

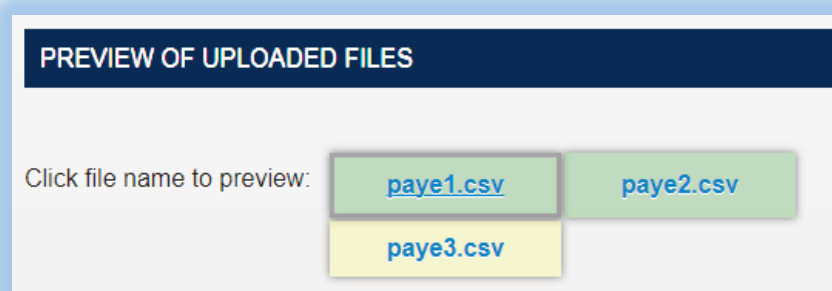


Step 4:

- 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.

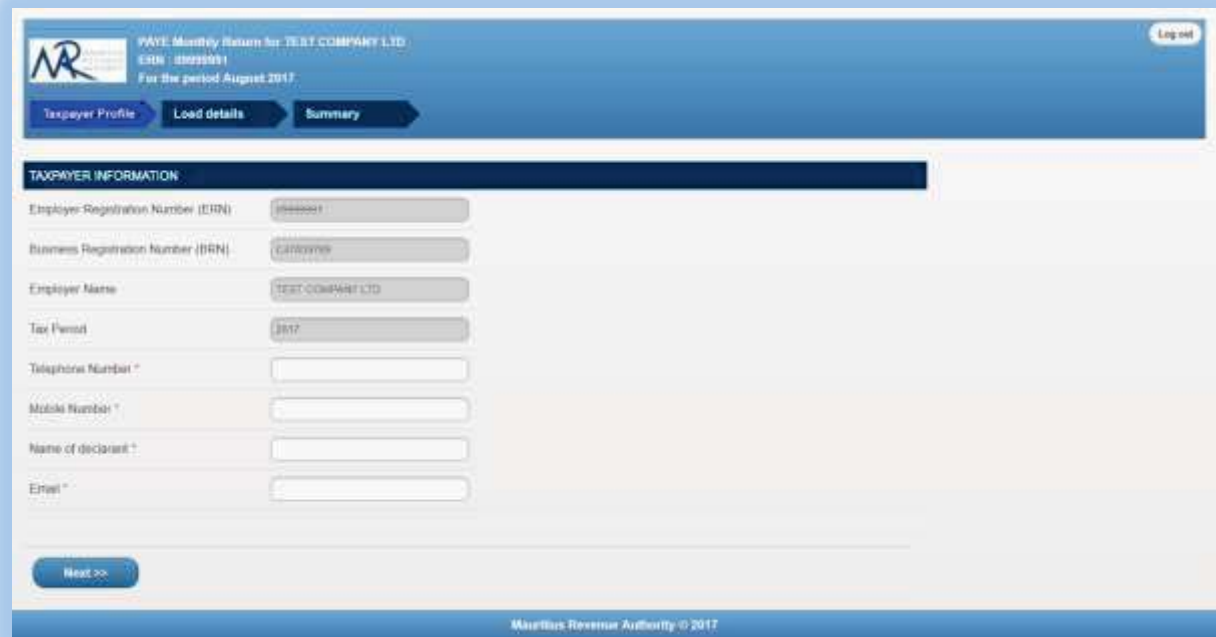
****IMPORTANT:**

1. Already submitted files will **not** be submitted again. Only files uploaded during return being currently filed are submitted.
2. The preview of "**Uploaded & submitted**" files is differentiated with a green background while "**Uploaded (not yet submitted)**" files have a yellow background (as shown below).



B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



PAYE Monthly Return for TEST COMPANY LTD
 ERN : 00000001
 For the period August 2017

Taxpayer Profile | Load details | Summary

TAXPAYER INFORMATION

Employer Registration Number (ERN)	00000001
Business Registration Number (BRN)	00000000
Employer Name	TEST COMPANY LTD
Tax Period	2017
Telephone Number *	
Mobile Number *	
Name of declarant *	
Email *	

Next >>

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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.



PAYE Monthly Return for TEST COMPANY LTD.
 ERN : 00000001
 For the period August 2017

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Load from previous month Add new entry

Employee ID	Surname of Employee	Other Names of Employee	Emoluments including travelling and end of year bonus	PAYE Amount	Edit	Delete
TOTAL						

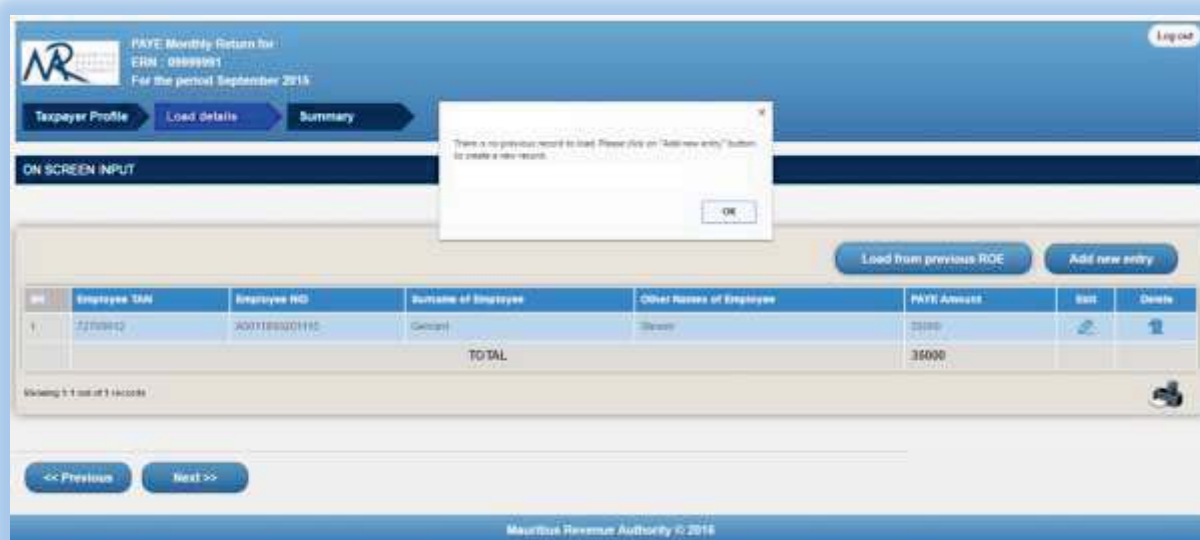
Showing 1-1 out of 0 records

<< 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 ROE**” button. If there is no previous return of employees filed, the following message appears.



PAYE Monthly Return for
 ERN : 00000001
 For the period September 2015

Taxpayer Profile Load details Summary

ON SCREEN INPUT

There is no previous record to load. Please click on "Add new entry" button to create a new record.


Load from previous ROE Add new entry

Employee TAN	Employee NO	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
72709842	A001189301195	Gerard	Gerard	35000		
TOTAL				35000		

Showing 1-1 out of 1 records

<< Previous Next >>

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If the records exist, these are loaded with PAYE amount having a blank value, as shown below. Click on the  icon to add the new PAYE amount and then click on save button.



PAYE Monthly Return for TEST COMPANY LTD
 EIRN : 00000001
 For the period August 2017

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

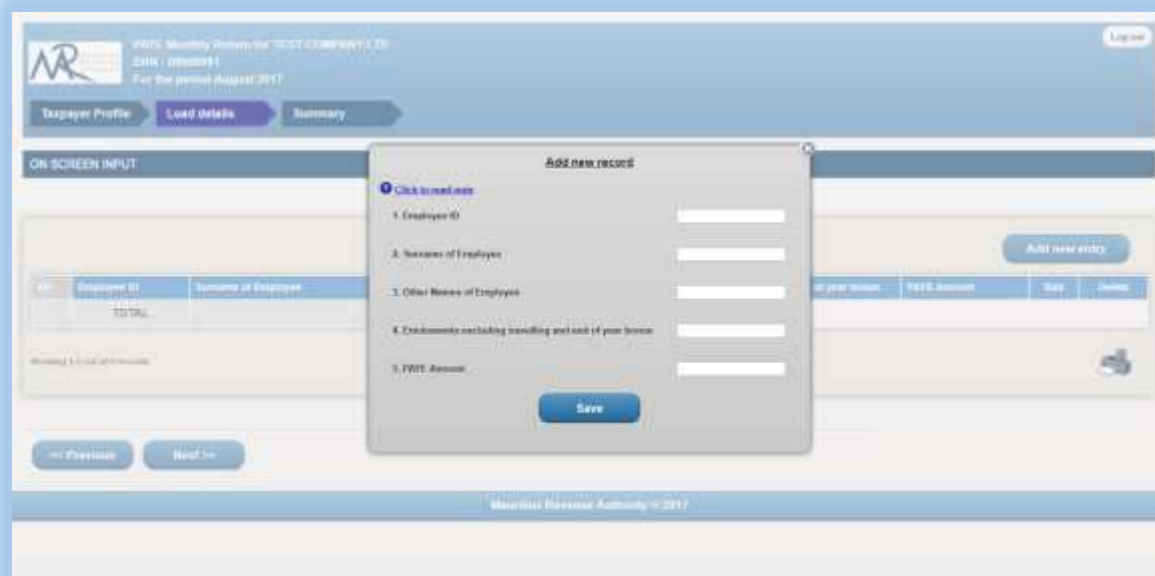
#	Employee ID	Surname of Employee	Other Names of Employee	Contributions excluding travelling and end of year bonus	PAYE Amount	Edit	Delete
1	0000000000000000	000	000	0			
2	0000000000000000	000	00	0			
3	0000000000000000	000	00	0			
4	0000000000000000	000	00	0			
TOTAL					0		

Showing 1 to 4 of 4 records

Previous Next

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



Add new record

[Click to read note](#)

1. Employee ID

2. Surname of Employee

3. Other Names of Employee

4. Contributions excluding travelling and end of year bonus

5. PAYE Amount

Save

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”.

(i) 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.



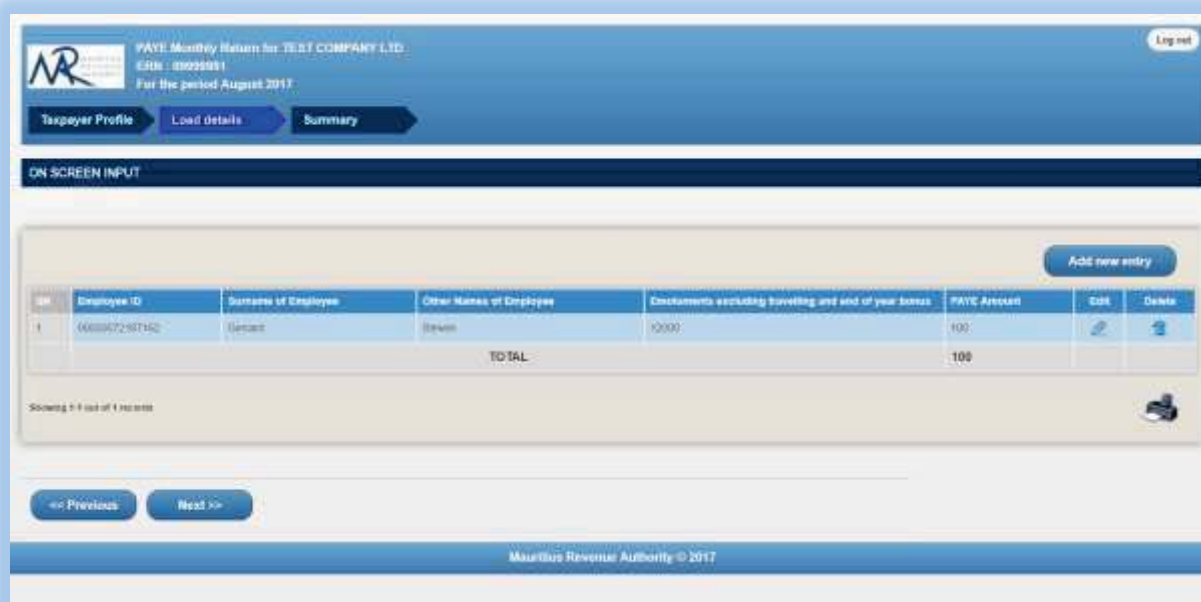
The screenshot shows the 'PAVE: Monthly Return for TEST COMPANY LTD' interface. A modal window titled 'Add new record' is open, displaying a form with the following fields:

- 1. Employee ID: 000000721871621
- 2. Surname of Employee: Dewart
- 3. Other Names of Employee: Raman
- 4. Emoluments excluding travelling and cost of your house: 7,000
- 5. PAYE Amount: 100

Below the fields, a red error message is displayed: "Invalid value '000000721871621' for column '1 - Employee ID (Incorrect Employee ID)'". Below the error message, it says "Total Errors: 1". The background shows a table with columns: Employee ID, Surname of Employee, Other Names of Employee, Emoluments excluding travelling and cost of your house, PAYE Amount, Edit, and Delete. The table has one row with the same data as the form and a 'TOTAL' row.

(ii) Valid record


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




The screenshot shows the same 'PAVE: Monthly Return for TEST COMPANY LTD' interface. The 'Add new record' dialog box is no longer present. The table now displays the following data:

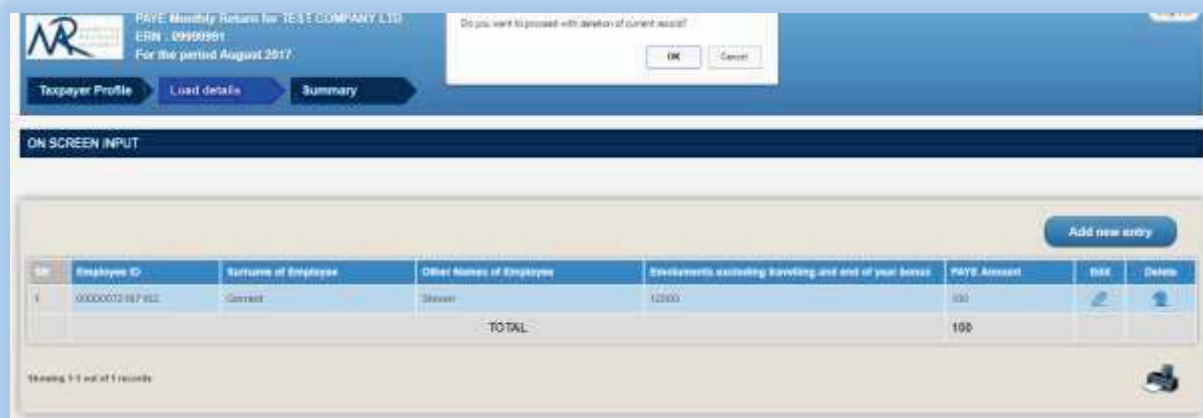
ID	Employee ID	Surname of Employee	Other Names of Employee	Emoluments excluding travelling and cost of your house	PAYE Amount	Edit	Delete
1	000000721871621	Dewart	Raman	7,000	100		
TOTAL					100		

The table footer indicates "Showing 1 of 1 records". The background shows the same navigation buttons and footer as the previous screenshot.

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.

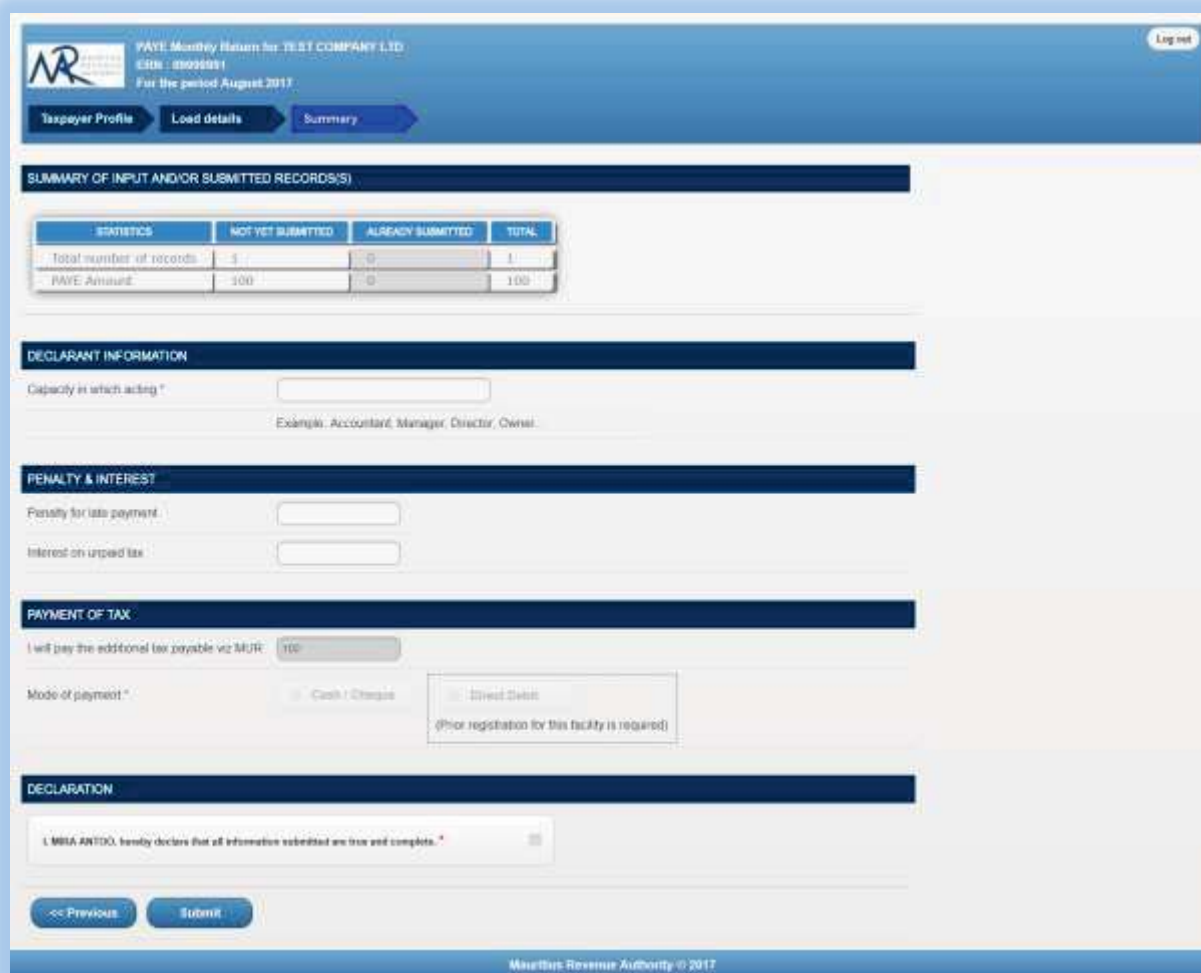


Step 5: To print records currently being displayed on the screen, click on the  icon.

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 INPUT AND /OR SUBMITTED RECORDS**” section are correct.



PAVE: Monthly Return for TEST COMPANY LTD
 CEN : 00000001
 For the period August 2017

Log out

Taxpayer Profile 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
PAVE Amount	100	0	100

DECLARANT INFORMATION

Capacity in which acting *
 Example: Accountant, Manager, Director, Owner

PENALTY & INTEREST

Penalty for late payment
 Interest on unpaid tax

PAYMENT OF TAX

I will pay the additional tax payable via MURF: 100

Mode of payment *
☐ Cash / Cheque
☐ Direct Debit
 (Prior registration for this facility is required)

DECLARATION

I, MBIA ANTOO, hereby declare that all information submitted are true and complete. *

<< Previous Submit

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Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 3: In the “**PENALTY & INTEREST**” section, enter the “Penalty for late payment” amount (if any) and the “Interest on unpaid tax” amount (if any).

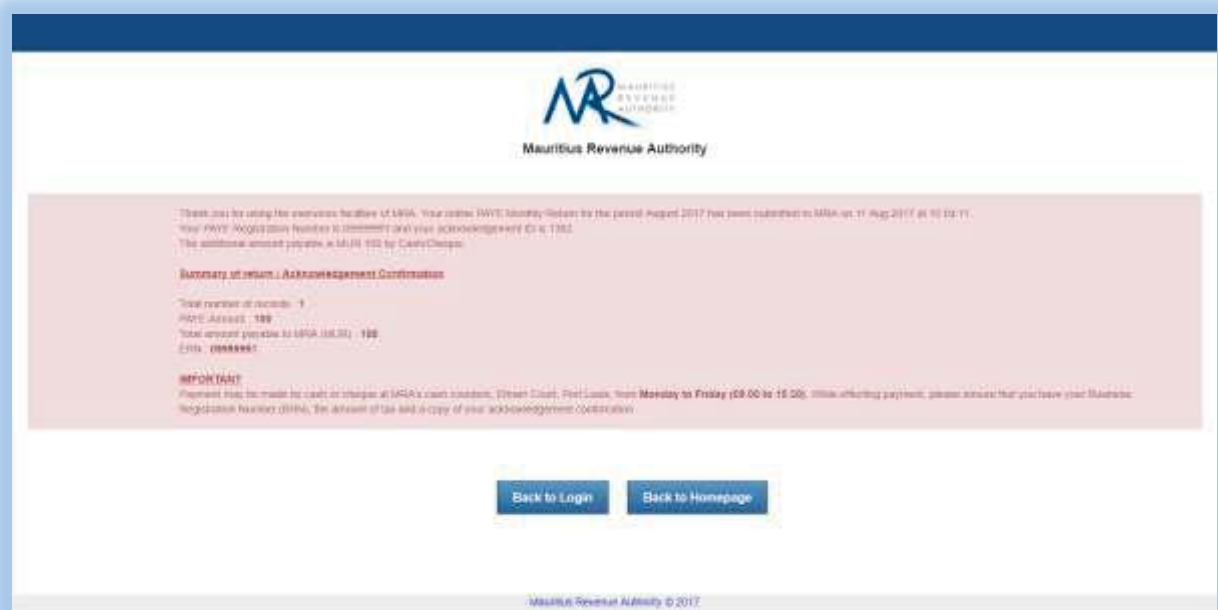
Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

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 **TAN and NID** for each employee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate record identified**.



Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.



Step 7:

- 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.

4. Next time login (Before Submit)

After having successfully saved records in “**Load Details**” section, it is possible to log out without submitting the return.


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.

5. Additional Return

After having successfully submitted all saved records, an additional return can be filed.

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.



PAYE Monthly Return for TEST COMPANY LTD.
 Entry : 00000001
 For the period August 2017

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Load from previous month Add new entry


Sl	Employee ID	Surname of Employee	Other Names of Employee	Emoluments excluding travelling and end of year bonus	PAYE Amount	Edit	Delete
1	00000072387162	Jansen	Jansen	10000	100		
TOTAL					100		

Showing 1 of 1 records

Previous Next

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



PAYE Monthly Return for TEST COMPANY LTD
 ESN : 00000001
 For the period August 2017

Log out

Taxpayer Profile
 Load details
 Summary

SUMMARY OF INPUT AND/OR SUBMITTED RECORDS(S)

STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	1	2
PAYE Amount	50	100	150

DECLARANT INFORMATION

Capacity in which acting *

Example: Accountant, Manager, Director, Owner.

PENALTY & INTEREST

Penalty for late payment

Interest on unpaid tax

PAYMENT OF TAX

I will pay the additional tax payable viz MUR

Mode of payment * ☒ Cash / Cheque ☐ Direct Debit

(Prior registration for this facility is required)


DECLARATION

I, MRSA ANTIO, hereby declare that all information submitted are true and complete. *

☒

<< Previous
 Submit

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MAURITIUS
 REVENUE
 AUTHORITY

Thank you for using the services of MRA. Your online PAYE Monthly Return for the period August 2017 has been submitted to MRA on 11 Aug 2017 at 10:25:00.
 Your PAYE Monthly Return is accepted and your acknowledgement ESN is 1383.
 The additional amount payable is MUR 00 by Cash/Cheque.

Summary of return / Acknowledgement Confirmation

Total number of records : 2

PAYE Amount : 150

Total amount payable to MRA (MUR) : 00

ESN : 00000001

IMPORTANT:
 Payment must be made by cash or cheque at MRA's cash counters, Green Coast, Port Louis, from Monday to Friday (08:00 to 16:00). Once effecting payment, please ensure that you have your Mauritius Revenue Authority (MRA) Receipt, the details of the said receipt and a copy of your acknowledgement Confirmation.

Back to Login
 Back to Homepage

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Step 4:

- 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.

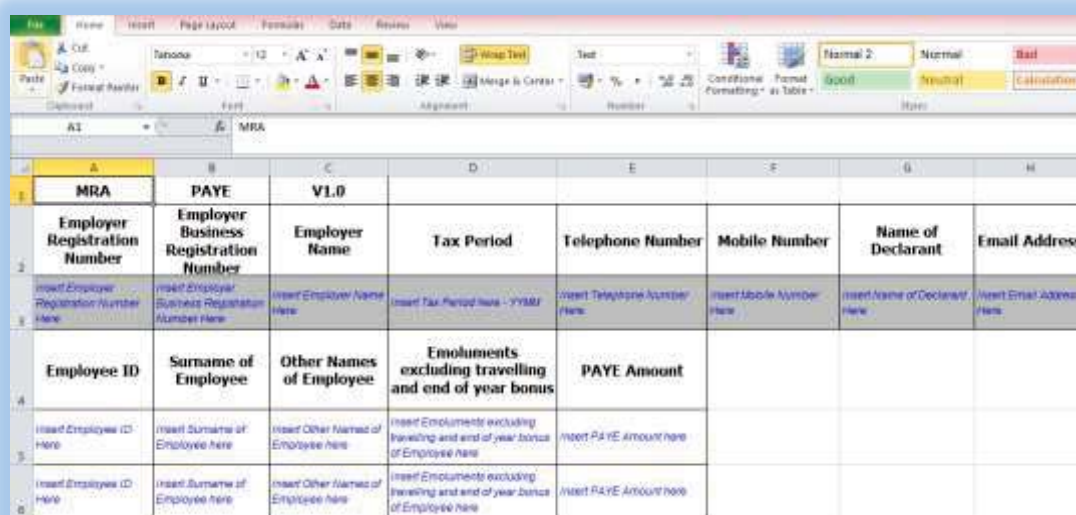
**IMPORTANT:

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

DETAILS ON FILE UPLOAD

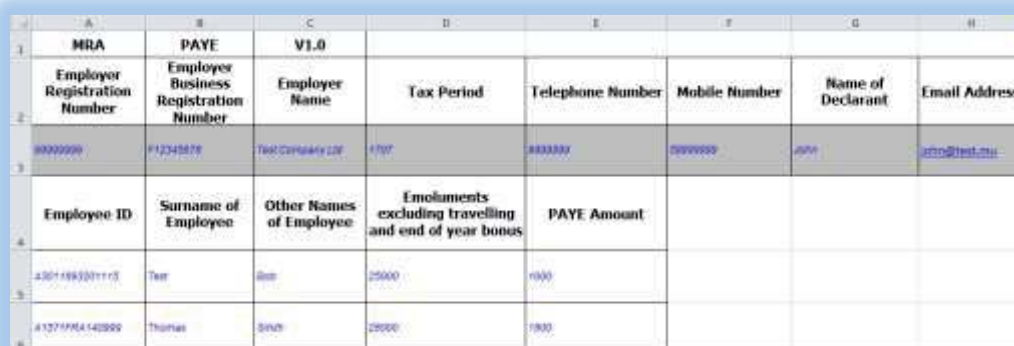
A. CSV File

To generate your CSV file, please download the excel template from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/PAYE/excelTemplate.xlsx>.



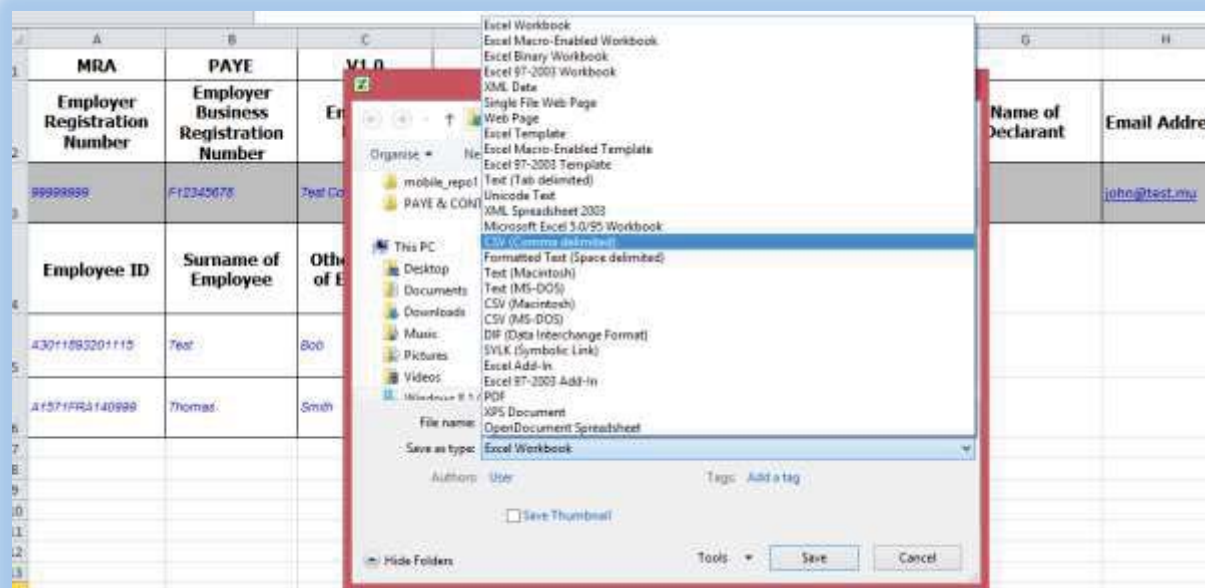
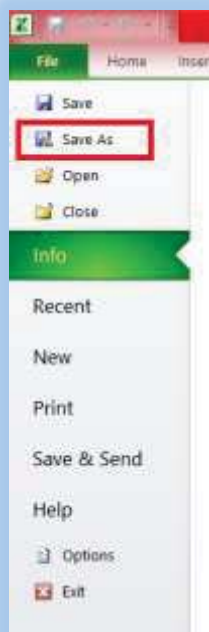
MRA PAYE V1.0							
Employer Registration Number	Employer Business Registration Number	Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address
Insert Employer Registration Number Here	Insert Employer Business Registration Number Here	Insert Employer Name Here	Insert Tax Period Issue - YYYY	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	Emoluments excluding travelling and end of year bonus	PAYE Amount			
Insert Employee ID Here	Insert Surname of Employee Here	Insert Other Names of Employee Here	Insert Emoluments excluding travelling and end of year bonus of Employee Here	Insert PAYE Amount here			
Insert Employee ID Here	Insert Surname of Employee Here	Insert Other Names of Employee Here	Insert Emoluments excluding travelling and end of year bonus of Employee Here	Insert PAYE Amount here			

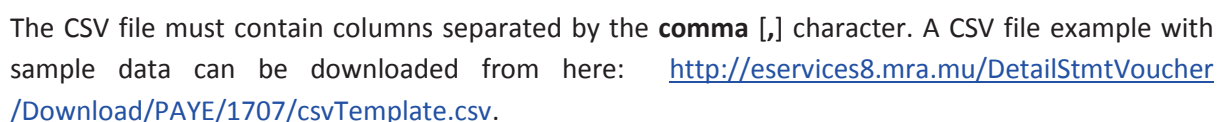
Replace the blue text with your data as shown below.



MRA PAYE V1.0							
Employer Registration Number	Employer Business Registration Number	Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address
99999999	F12345678	Test Company Ltd	1/2017	8888888	9999999	John	john@test.mu
Employee ID	Surname of Employee	Other Names of Employee	Emoluments excluding travelling and end of year bonus	PAYE Amount			
43014893011103	Test	Sam	25000	1000			
41274964140999	Thomas	Smith	25000	1800			

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





The XML file must be in a specific format (An example can be downloaded from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/PAYE/1707/xmlTemplate.xml>).

- 1) The **NID/NCID** for each employee should be unique
- 2) **PAYE** amount must be greater or equal to zero.
- 3) Data should exclude all special characters, including comma.
- 4) The fields Employer Name, Declarant Name, Employee Other Name, Employee Surname may include hyphen [-] and apostrophe [*].
- 5) File size for each upload **should not exceed** 2Mb.
- 6) 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.
- 7) Already submitted files/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.