

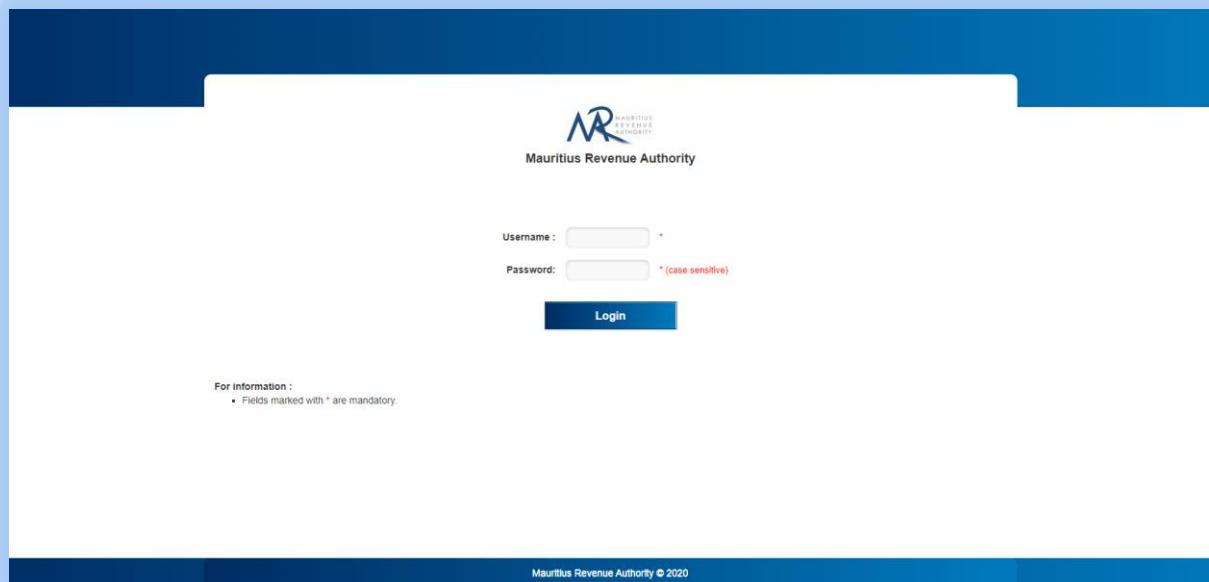
## STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) CONTRIBUTION

### 1. Introduction

You want to e-file your employees' Monthly PRGF Contribution 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.

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

### 2. Login



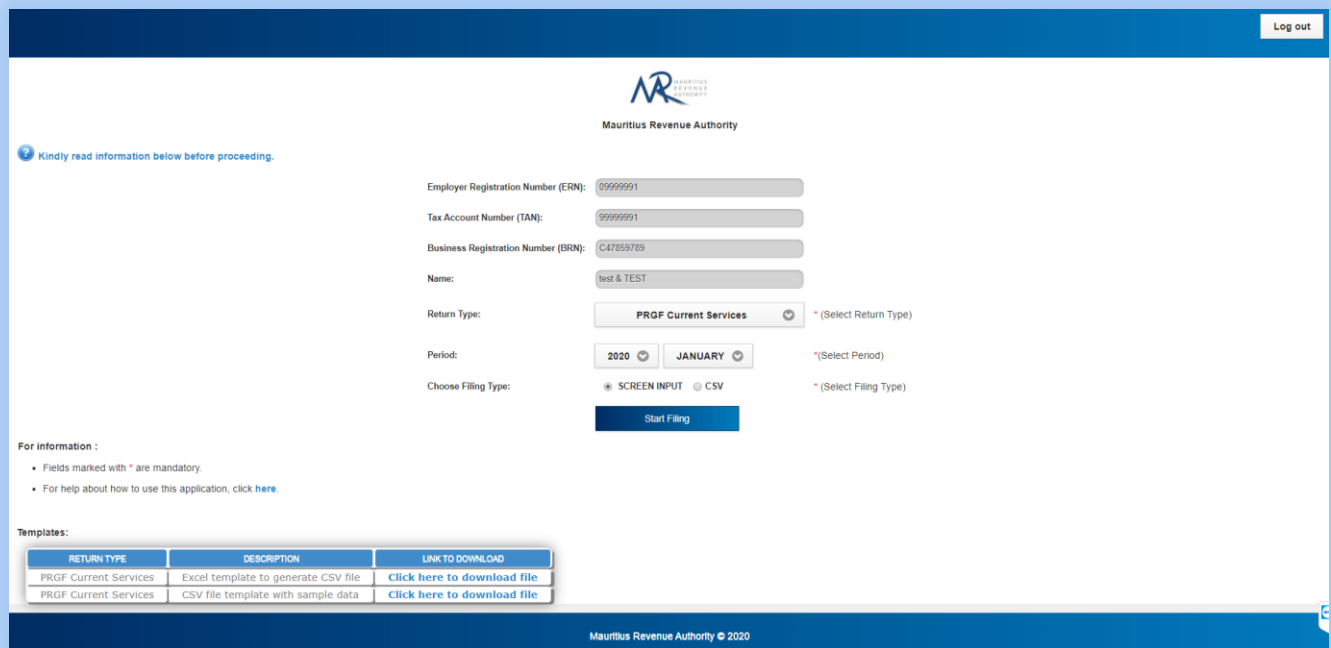
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and the text "Mauritius Revenue Authority". Below this, there are two input fields: "Username:" followed by a text box with a red asterisk, and "Password:" followed by a text box with a red asterisk and the text "(case sensitive)". Below the password field 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 © 2020".

**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): 09999991  
 Tax Account Number (TAN): 99999991  
 Business Registration Number (BRN): C47859789  
 Name: test & TEST

Return Type: PRGF Current Services \* (Select Return Type)  
 Period: 2020 JANUARY \*(Select Period)  
 Choose Filing Type:  SCREEN INPUT  CSV \*(Select Filing Type)

**Start Filing**

For information :

- Fields marked with \* are mandatory.
- For help about how to use this application, click [here](#).

Templates:

| RETURN TYPE           | DESCRIPTION                         | LINK TO DOWNLOAD                            |
|-----------------------|-------------------------------------|---|
| PRGF Current Services | Excel template to generate CSV file | <a href="#">Click here to download file</a> |
| PRGF Current Services | CSV file template with sample data  | <a href="#">Click here to download file</a> |

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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: PRGF Current Services

**Step 2:** Select the “Period” for which the return is being filed.

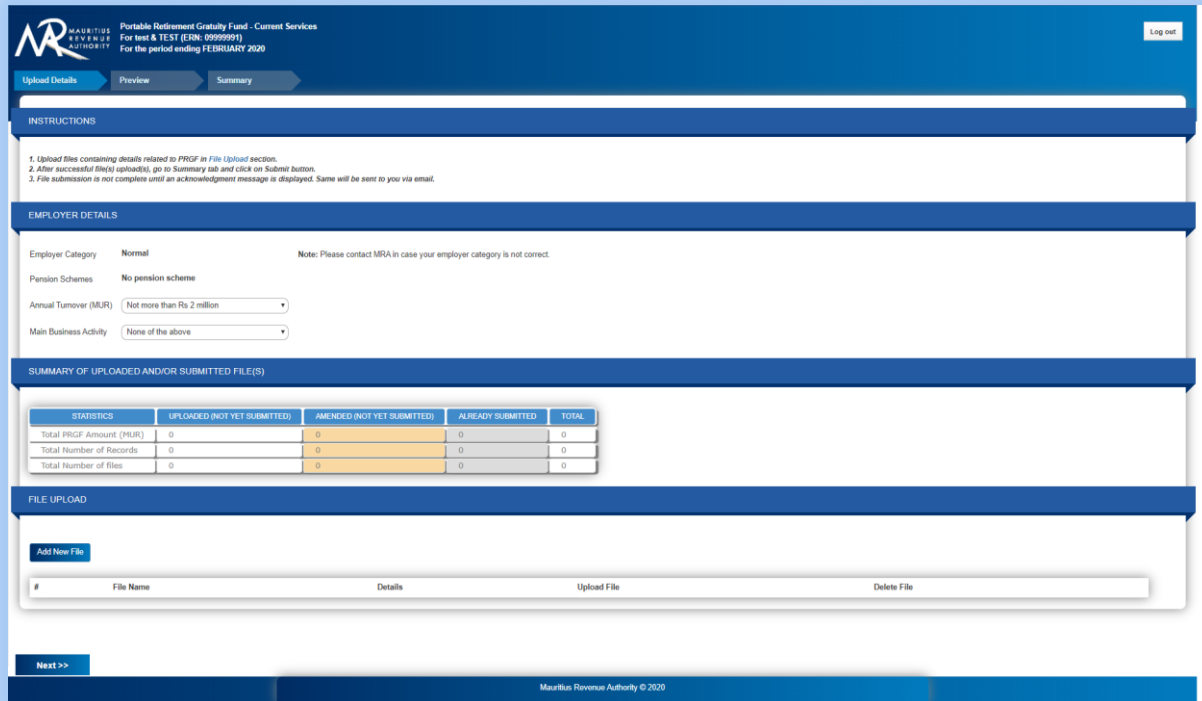
**Step 3:** Select the “Filing Type” for which the return is being filed (only CSV and on-screen is allowed).

**Step 4:** In the “Templates” section, the different templates for filing PRGF contribution are available for download.

**Step 5:** Click on “**Start Filing**” button to proceed to next page.

# A. CSV FILING TYPE

## 1. Upload Details



**MAURITIUS REVENUE AUTHORITY** Portable Retirement Gratuity Fund - Current Services  
For test & TEST (ERIN: 09999991)  
For the period ending FEBRUARY 2020 Log out

Upload Details | Preview | Summary

**INSTRUCTIONS**

- Upload file containing details related to PRGF 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. Same will be sent to you via email.

**EMPLOYER DETAILS**

Employer Category: **Normal** Note: Please contact MRA in case your employer category is not correct.

Pension Schemes: **No pension scheme**

Annual Turnover (MUR): **Not more than Rs 2 million**

Main Business Activity: **None of the above**

**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**

| STATISTICS              | UPLOADED (NOT YET SUBMITTED) | AMENDED (NOT YET SUBMITTED) | ALREADY SUBMITTED | TOTAL |
|-------------------------|------------------------------|-----------------------------|-------------------|-------|
| Total PRGF Amount (MUR) | 0                            | 0                           | 0                 | 0     |
| Total Number of Records | 0                            | 0                           | 0                 | 0     |
| Total Number of Files   | 0                            | 0                           | 0                 | 0     |

**FILE UPLOAD**

[Add New File](#)

| # | File Name | Details | Upload File | Delete File |
|---|-----------|---------|-------------|-------------|
|   |           |         |             |             |

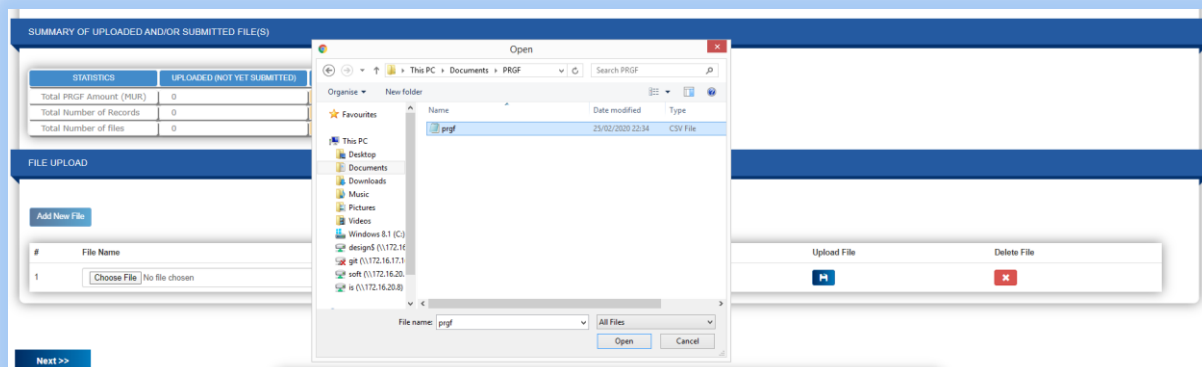
[Next >>](#)


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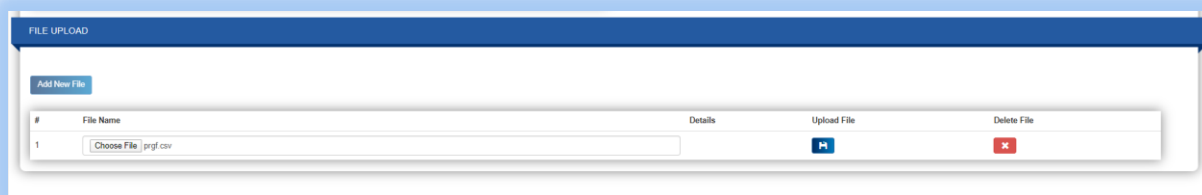
Statistics on successful file uploads for chosen period will be displayed under **“SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)”** section. These details are updated whenever a file has been successfully uploaded, deleted or submitted.

**Step 1:** Click on the “Add New File” button. A new row will appear as shown in the following picture.

**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” icon  .




**Step 4:**

**(i) Invalid file**

If the file contains any error, the file is not uploaded and an error message is displayed with all the details about the erroneous data.

The “Summary of uploaded and/or submitted file(s)” section is not updated. The file can be



deleted by clicking on the delete 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) | AMENDED (NOT YET SUBMITTED) | ALREADY SUBMITTED | TOTAL |
|-------------------------|------------------------------|-----------------------------|-------------------|-------|
| Total PRGF Amount (MUR) | 0                            | 0                           | 0                 | 0     |
| Total Number of Records | 0                            | 0                           | 0                 | 0     |
| Total Number of files   | 0                            | 0                           | 0                 | 0     |


FILE UPLOAD

[Add New File](#)

| # | File Name                             | Details  | Upload File   | Delete File   |
|---|---------------------------------------|--|---|---|
| 1 | <input type="text" value="prgf.csv"/> | The file contains the following errors:<br>✖ Line 5: Incorrect value for PRGF amount. Correct amount is: '1260'<br>✖ Line 6: Incorrect value 'Y' for Pension Scheme. Correct value is 'N' - No Pension Scheme<br>✖ Line 6: Incorrect value 'L' for Reason for no remuneration. Should be left blank. |  |  |

**(ii) Valid file**

If a valid file is uploaded, a success message is displayed.



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

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)


| STATISTICS              | UPLOADED (NOT YET SUBMITTED) | AMENDED (NOT YET SUBMITTED) | ALREADY SUBMITTED | TOTAL |
|-------------------------|------------------------------|-----------------------------|-------------------|-------|
| Total PRGF Amount (MUR) | 1,260                        | 0                           | 0                 | 1,260 |
| Total Number of Records | 2                            | 0                           | 0                 | 2     |
| Total Number of files   | 1                            | 0                           | 0                 | 1     |

FILE UPLOAD

[Add New File](#)

| # | File Name                             | Details                      | Upload File   | Delete File   |
|---|---------------------------------------|------------------------------|---|---|
| 1 | <input type="text" value="prgf.csv"/> | ✓ File uploaded successfully |  |  |

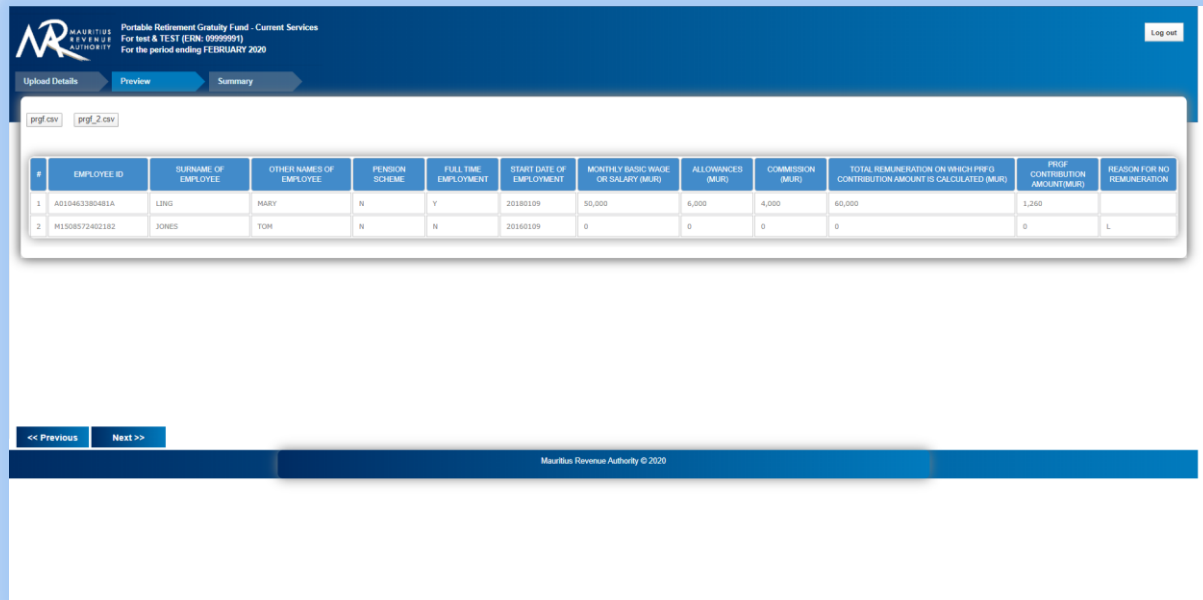
**Step 5:** In case there is more than one file to upload, click on “**Add new file**” button and repeat **Step 2** to **Step 4**.

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

**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.



Portable Retirement Gratuity Fund - Current Services  
For test & TEST (ERN: 09999991)  
For the period ending FEBRUARY 2020

Upload Details | **Preview** | Summary

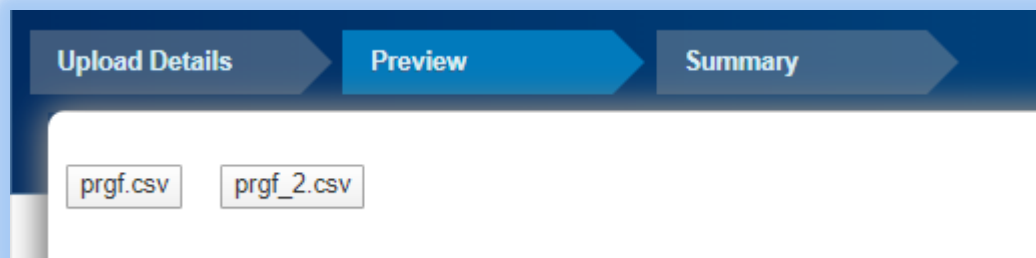
prgf.csv | prgf\_2.csv

| # | EMPLOYEE ID    | SURNAME OF EMPLOYEE | OTHER NAMES OF EMPLOYEE | PENSION SCHEME | FULL TIME EMPLOYMENT | START DATE OF EMPLOYMENT | MONTHLY BASIC WAGE OR SALARY (MUR) | ALLOWANCES (MUR) | COMMISSION (MUR) | TOTAL REMUNERATION ON WHICH PRGF CONTRIBUTION AMOUNT IS CALCULATED (MUR) | PRGF CONTRIBUTION AMOUNT(MUR) | REASON FOR NO REMUNERATION |
|---|----------------|---------------------|-------------------------|----------------|----------------------|--------------------------|------------------------------------|------------------|------------------|--|-------------------------------|----------------------------|
| 1 | A010463380481A | LING                | MARY                    | N              | Y                    | 20180109                 | 50,000                             | 6,000            | 4,000            | 60,000   | 1,250                         |                            |
| 2 | M1308572402182 | JONES               | TOM                     | N              | N                    | 20160109                 | 0                                  | 0                | 0                | 0  | 0                             | L                          |

<< Previous | Next >>

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



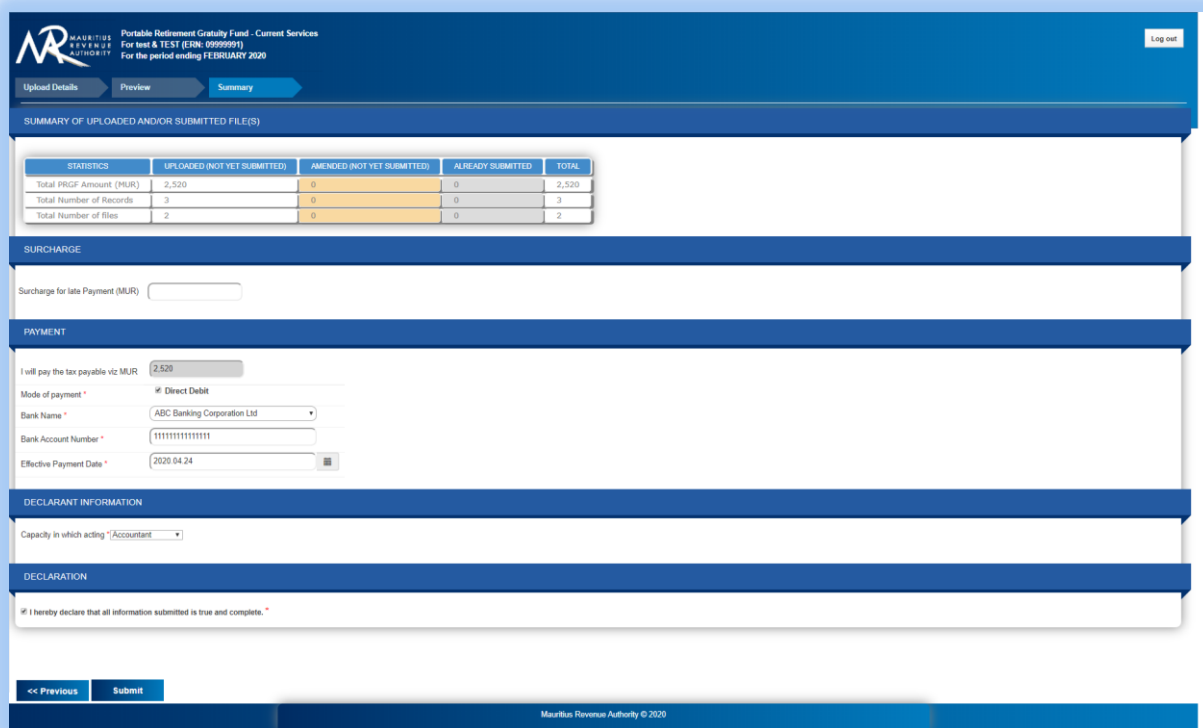
Upload Details | **Preview** | Summary

prgf.csv | prgf\_2.csv

**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)” and “Payment” sections are correct.



MAURITIUS REVENUE AUTHORITY  
 Portability Retirement Gratuity Fund - Current Services  
 For test & TEST (ERN: 00995091)  
 For the period ending FEBRUARY 2020

Upload Details Preview **Summary** Log out

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

| STATISTICS              | UPLOADED (NOT YET SUBMITTED) | AMENDED (NOT YET SUBMITTED) | ALREADY SUBMITTED | TOTAL |
|-------------------------|------------------------------|-----------------------------|-------------------|-------|
| Total PRGF Amount (MUR) | 2,520                        | 0                           | 0                 | 2,520 |
| Total Number of Records | 3                            | 0                           | 0                 | 3     |
| Total Number of files   | 2                            | 0                           | 0                 | 2     |

SURCHARGE

Surcharge for late Payment (MUR)

PAYMENT

I will pay the tax payable viz MUR

Mode of payment \*  Direct Debit

Bank Name \*

Bank Account Number \*

Effective Payment Date \*

DECLARANT INFORMATION

Capacity in which acting \*

DECLARATION

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

<< Previous Submit

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**Step 2:** In the “SURCHARGE” section, enter the amount where applicable.

**Step 3:** In the “PAYMENT” section, choose the preferred 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 6:** The following screen is displayed upon successful submission of the return. An email is also sent to the declarant’s email address.

[Log out](#)

Mauritius Revenue Authority

Thank you for using the e-services facilities of MRA. Your online PRGF Current Services Return for the Period ending FEBRUARY 2020 has been submitted to MRA on 25 Feb 2020 at 22:44:54.

Your Employer Registration Number is 09999991 and your Acknowledgement ID is 42.  
The total amount payable is MUR 2,520.

Your payment reference number is ERN09999991FPRGFP200245750

Summary of return / Acknowledgement Confirmation

|  |                            |
|--|----------------------------|
| Acknowledgment Id: 42 submitted on 25 Feb 2020 at 22:44:54 |                            |
| Total PRGF Amount (MUR):                                   | 2,520                      |
| Payment Reference Number is:                               | ERN09999991FPRGFP200245750 |
| Total Amount Payable (MUR):                                | 2,520                      |

[Back to Dashboard](#)

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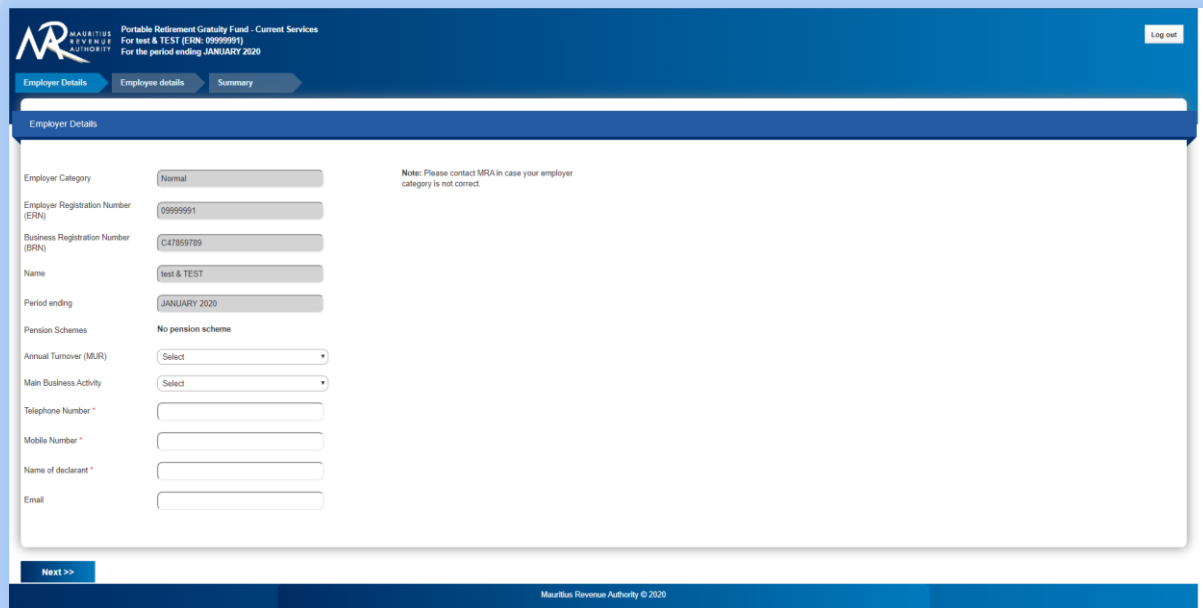
#### 4. Next time login (Before submit)

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.

## B. SCREEN INPUT FILING TYPE

### 1. Employer Details



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

**Step 1:** Select your Annual Turnover range and Main Business Activity from the list of values provided.

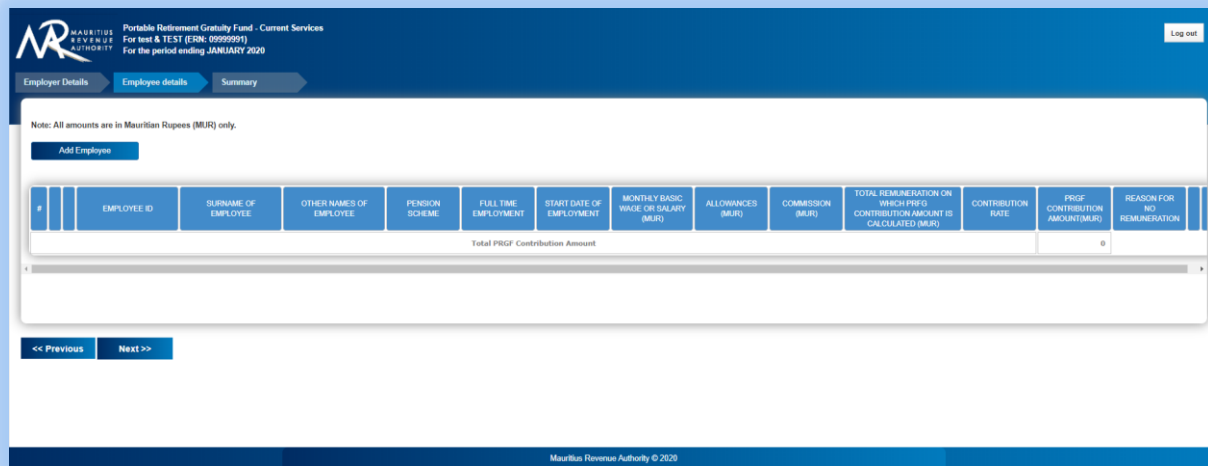
**Step 2:** Enter a valid “Telephone Number” and/or “Mobile Number”.

**Step 3:** Enter the “Name of declarant” and “Email”.

**Step 4:** Click on “Next” button to proceed to next page.

## 2. Employee details

The “Employee Details” page is displayed. Existing employees are prefilled from previous return. For first time filing, employees’ details are prefilled with allowance and commission amount as blank.



Portable Retirement Gratuity Fund - Current Services  
For test & TEST (ERN: 09999991)  
For the period ending JANUARY 2020

Note: All amounts are in Mauritian Rupees (MUR) only.

Employee Details | Employee details | Summary

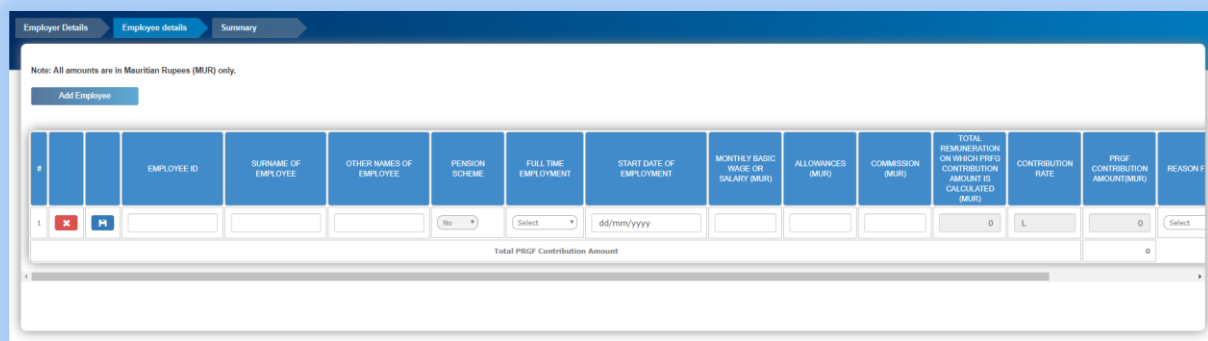
Add Employee

| #                              | EMPLOYEE ID | SURNAME OF EMPLOYEE | OTHER NAMES OF EMPLOYEE | PENSION SCHEME | FULL TIME EMPLOYMENT | START DATE OF EMPLOYMENT | MONTHLY BASIC WAGE OR SALARY (MUR) | ALLOWANCES (MUR) | COMMISSION (MUR) | TOTAL REMUNERATION ON WHICH PRGF CONTRIBUTION AMOUNT IS CALCULATED (MUR) | CONTRIBUTION RATE | PRGF CONTRIBUTION AMOUNT(MUR) | REASON FOR NO REMUNERATION |
|--------------------------------|-------------|---------------------|-------------------------|----------------|----------------------|--------------------------|------------------------------------|------------------|------------------|--|-------------------|-------------------------------|----------------------------|
| Total PRGF Contribution Amount |             |                     |                         |                |                      |                          |                                    |                  |                  |  |                   | 0                             |                            |

<< Previous | Next >>

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**Step 1:** For adding employees, click on “Add Employee” button found on the right. The following screen will appear.




Note: All amounts are in Mauritian Rupees (MUR) only.


Employee Details | Employee details | Summary

Add Employee

| #                              | EMPLOYEE ID          | SURNAME OF EMPLOYEE  | OTHER NAMES OF EMPLOYEE | PENSION SCHEME | FULL TIME EMPLOYMENT | START DATE OF EMPLOYMENT | MONTHLY BASIC WAGE OR SALARY (MUR) | ALLOWANCES (MUR)     | COMMISSION (MUR)     | TOTAL REMUNERATION ON WHICH PRGF CONTRIBUTION AMOUNT IS CALCULATED (MUR) | CONTRIBUTION RATE | PRGF CONTRIBUTION AMOUNT(MUR) | REASON FOR NO REMUNERATION |
|--------------------------------|----------------------|----------------------|-------------------------|----------------|----------------------|--------------------------|------------------------------------|----------------------|----------------------|--|-------------------|-------------------------------|----------------------------|
| 1                              | <input type="text"/> | <input type="text"/> | <input type="text"/>    | No             | Select               | dd/mm/yyyy               | <input type="text"/>               | <input type="text"/> | <input type="text"/> | 0  | L                 | 0                             | Select                     |
| Total PRGF Contribution Amount |                      |                      |                         |                |                      |                          |                                    |                      |                      |  |                   | 0                             |                            |

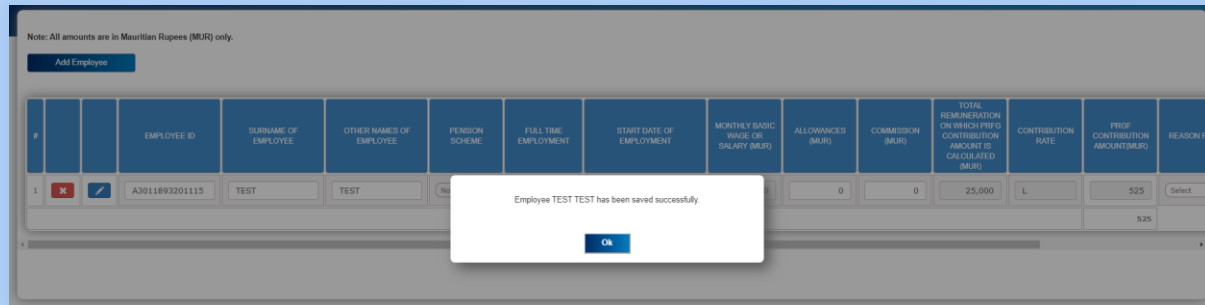
**Step 2:** Enter the employee details and click on “Save” icon .



### (i) Invalid record

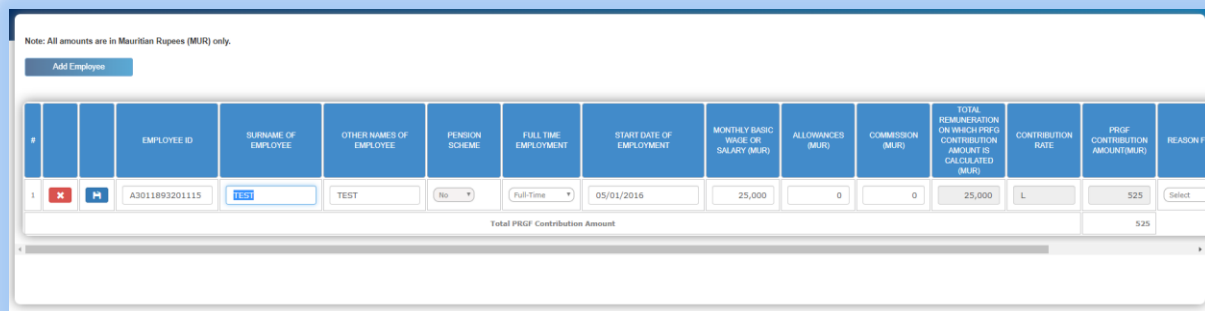
If the employee details contain invalid information, an error message will be displayed. The information must then be corrected before clicking on “Save” icon .


**(ii) Valid record**

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



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  icon.



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



For test & TEST (ERN: 09999991)  
For the period ending JANUARY 2020

Are you sure you want to delete this employee?  
OK Cancel

Employee Details Employee details Summary

Note: All amounts are in Mauritian Rupees (MUR) only.

Add Employee

| #                              |   | EMPLOYEE ID    | SURNAME OF EMPLOYEE | OTHER NAMES OF EMPLOYEE | PENSION SCHEME | FULL TIME EMPLOYMENT | START DATE OF EMPLOYMENT | MONTHLY BASIC BRUCE OR SALARY (MUR) | ALLOWANCES (MUR) | COMMISSION (MUR) | TOTAL REMUNERATION ON WHICH PRGF CONTRIBUTION AMOUNT IS CALCULATED (MUR) | CONTRIBUTION RATE | PRGF CONTRIBUTION AMOUNT(MUR) | REASON FOR |
|--------------------------------|---|----------------|---------------------|-------------------------|----------------|----------------------|--------------------------|-------------------------------------|------------------|------------------|--|-------------------|-------------------------------|------------|
| 1                              |   | A3011893201115 | TEST                | TEST                    | No             | Full-Time            | 05/01/2016               | 25,000                              | 0                | 0                | 25,000   | L                 | 525                           | Select     |
| Total PRGF Contribution Amount |   |                |                     |                         |                |                      |                          |                                     |                  |                  |  |                   | 525                           |            |

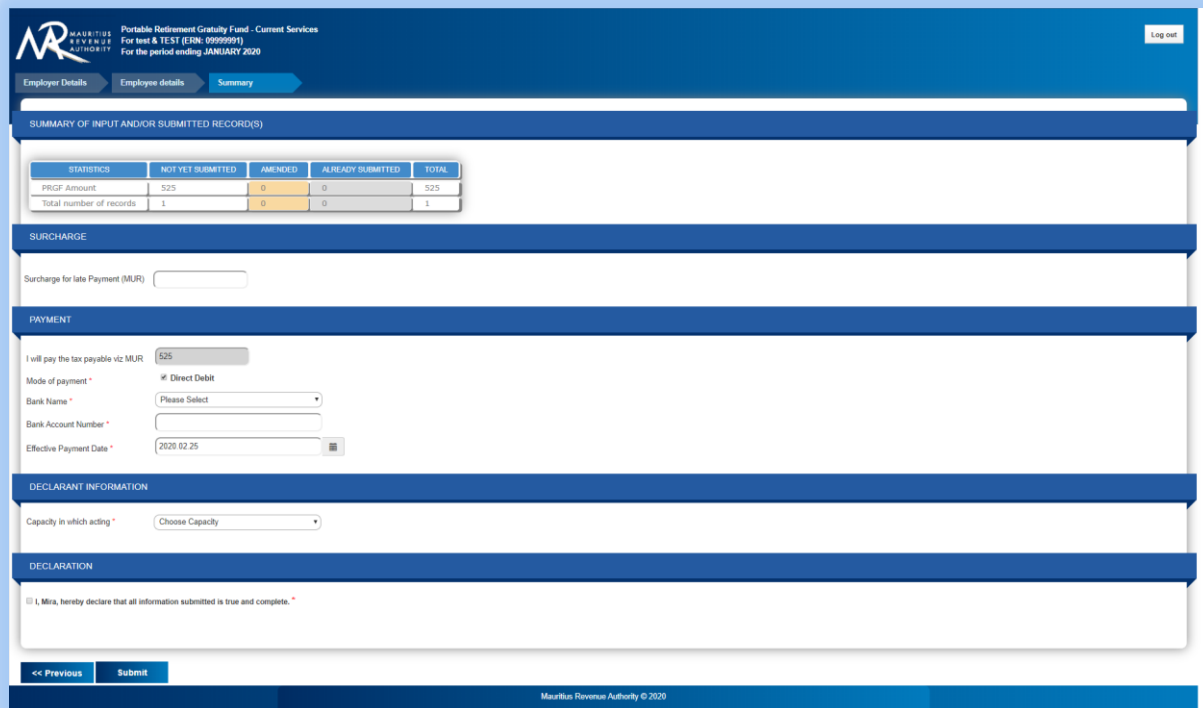
<< Previous Next >>

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**Step 4:** 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” and “PAYMENT” sections are correct.



The screenshot shows the 'Summary' page of the Mauritius Revenue Authority's online portal for the Portable Retirement Gratuity Fund. The page includes a navigation menu with 'Employer Details', 'Employee details', and 'Summary'. The main content area is divided into several sections:

- SUMMARY OF INPUT AND/OR SUBMITTED RECORD(S):** A table with the following data:
 

| STATISTICS              | NOT YET SUBMITTED | AMENDED | ALREADY SUBMITTED | TOTAL |
|-------------------------|-------------------|---------|-------------------|-------|
| PRGF Amount             | 525               | 0       | 0                 | 525   |
| Total number of records | 1                 | 0       | 0                 | 1     |
- SURCHARGE:** A section for entering the 'Surcharge for late Payment (MUR)' with an empty input field.
- PAYMENT:** A section for entering payment details. It includes a field for 'I will pay the tax payable v/c MUR' (set to 525), a radio button for 'Direct Debit', a dropdown for 'Bank Name' (set to 'Please Select'), a text field for 'Bank Account Number', and a date field for 'Effective Payment Date' (set to 2020-02-25).
- DECLARANT INFORMATION:** A section for 'Capacity in which acting' with a dropdown menu set to 'Choose Capacity'.
- DECLARATION:** A section with a checkbox for the statement: 'I, Mine, hereby declare that all information submitted is true and complete.'.

At the bottom of the form, there are buttons for '<< Previous' and 'Submit'. The footer of the page reads 'Mauritius Revenue Authority © 2020'.

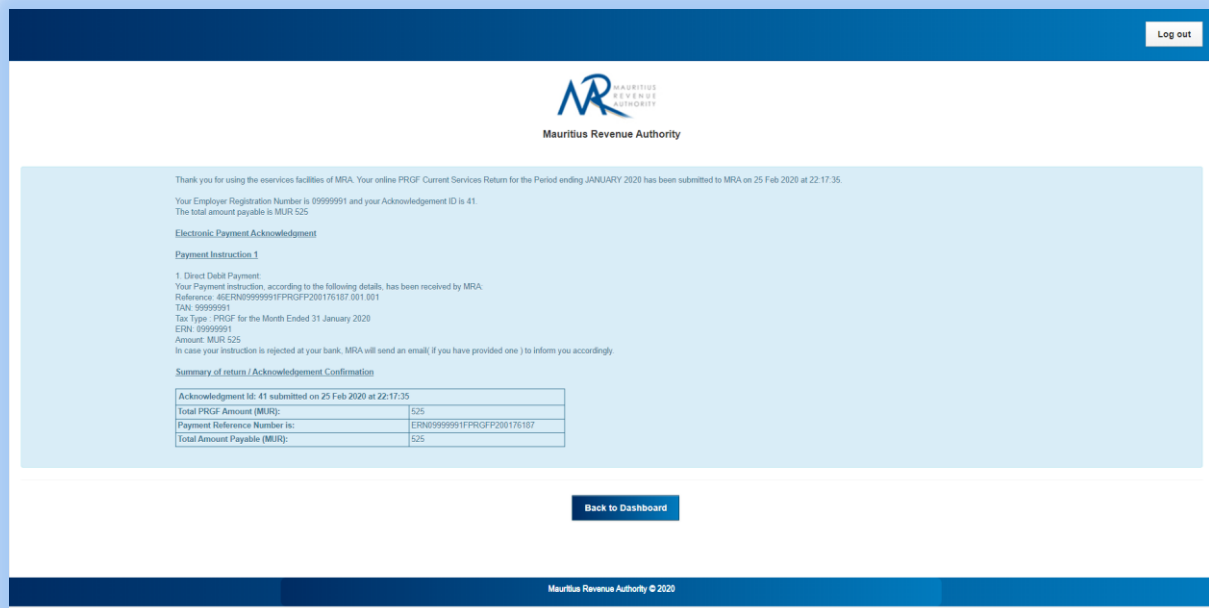
**Step 2:** In the “SURCHARGE” section, enter the amounts where applicable.

**Step 3:** In the “PAYMENT” section, enter the information as required.

**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 6:** The following screen is displayed upon successful submission. An email is also sent to the declarant’s email address.



#### 4. Next time login (Before Submit)

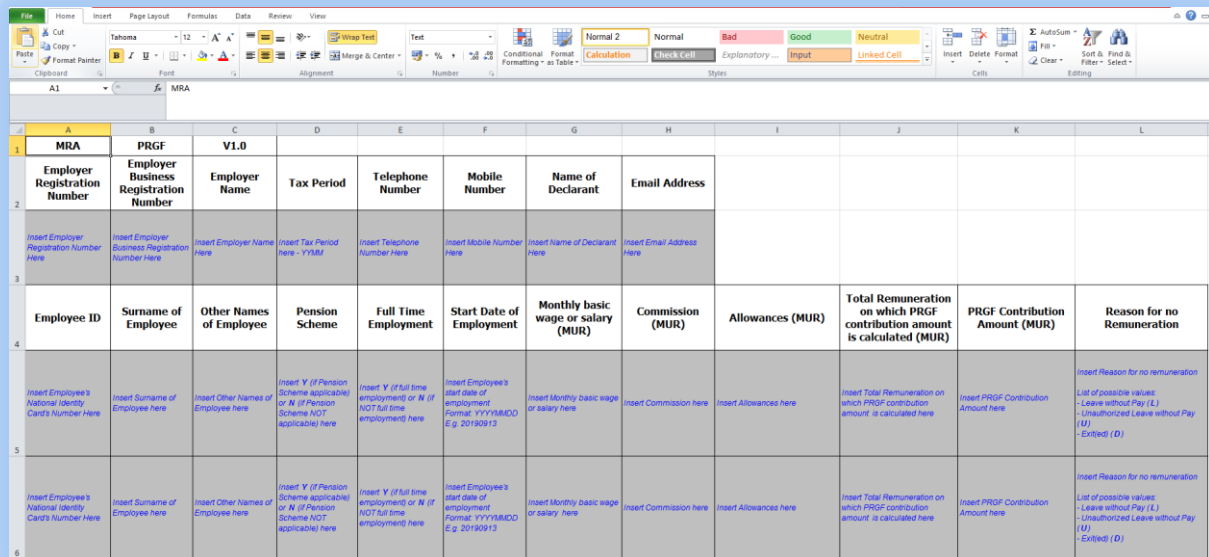
After having successfully saved records in **“Employee Details”** section, it is possible to log out without submitting the return.

On next login, only the previously successfully saved records are available. In **“Employee Details”** section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the **“Submit”** button is clicked.

## DETAILS ON FILE UPLOAD

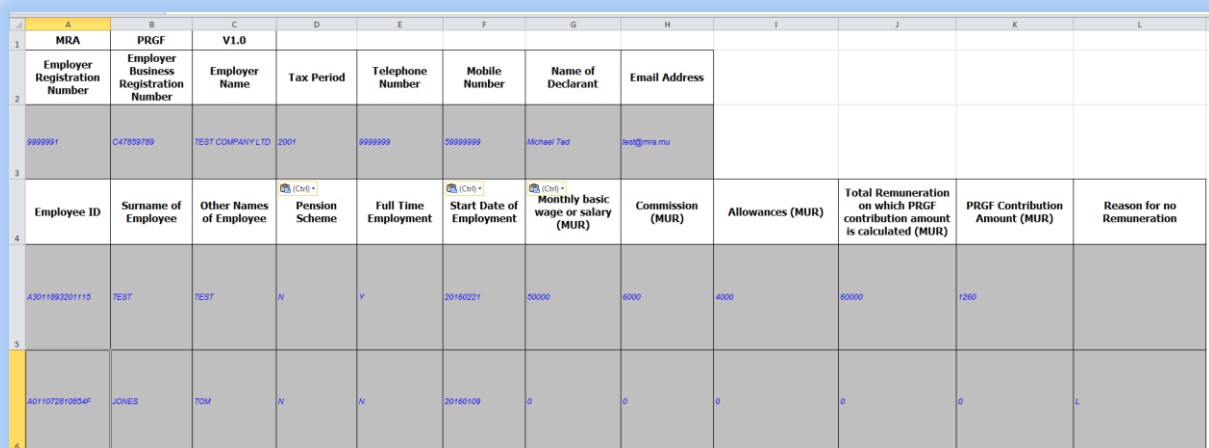
### A. CSV File

To generate your CSV file, please download the excel template from here: <https://eservices14.mra.mu/prgfcontribution/Download/PRGF/excelTemplate.xlsx>.



| 1 | MRA  | PRGF  | V1.0                                |  |  |   |  |                           |                        |  |                                      |  |
|---|--|---|-------------------------------------|--|--|---|--|---------------------------|------------------------|--|--------------------------------------|--|
| 2 | Employer Registration Number                           | Employer Business Registration Number             | Employer Name                       | Tax Period   | Telephone Number   | Mobile Number   | Name of Declarant                        | Email Address             |                        |  |                                      |  |
| 3 | Insert Employer Registration Number Here               | Insert Employer Business Registration Number Here | Insert Employer Name Here           | Insert Tax Period here - YYYY  | Insert Telephone Number Here   | Insert Mobile Number Here   | Insert Name of Declarant Here            | Insert Email Address Here |                        |  |                                      |  |
| 4 | Employee ID  | Surname of Employee                               | Other Names of Employee             | Pension Scheme   | Full Time Employment   | Start Date of Employment  | Monthly basic wage or salary (MUR)       | Commission (MUR)          | Allowances (MUR)       | Total Remuneration on which PRGF contribution amount is calculated (MUR)       | PRGF Contribution Amount (MUR)       | Reason for no Remuneration   |
| 5 | Insert Employee's National Identity Card's Number Here | Insert Surname of Employee here                   | Insert Other Names of Employee here | Insert Y (if Pension Scheme applicable) or N (if Pension Scheme NOT applicable) here | Insert Y (if full time employment) or N (if NOT full time employment) here | Insert Employee's start date of employment Format: YYYYMMDD E.g. 20190913 | Insert Monthly basic wage or salary here | Insert Commission here    | Insert Allowances here | Insert Total Remuneration on which PRGF contribution amount is calculated here | Insert PRGF Contribution Amount here | Insert Reason for no remuneration List of possible values: - Leave without Pay (L) - Unauthorized Leave without Pay (U) - Exited (D) |
| 6 | Insert Employee's National Identity Card's Number Here | Insert Surname of Employee here                   | Insert Other Names of Employee here | Insert Y (if Pension Scheme applicable) or N (if Pension Scheme NOT applicable) here | Insert Y (if full time employment) or N (if NOT full time employment) here | Insert Employee's start date of employment Format: YYYYMMDD E.g. 20190913 | Insert Monthly basic wage or salary here | Insert Commission here    | Insert Allowances here | Insert Total Remuneration on which PRGF contribution amount is calculated here | Insert PRGF Contribution Amount here | Insert Reason for no remuneration List of possible values: - Leave without Pay (L) - Unauthorized Leave without Pay (U) - Exited (D) |

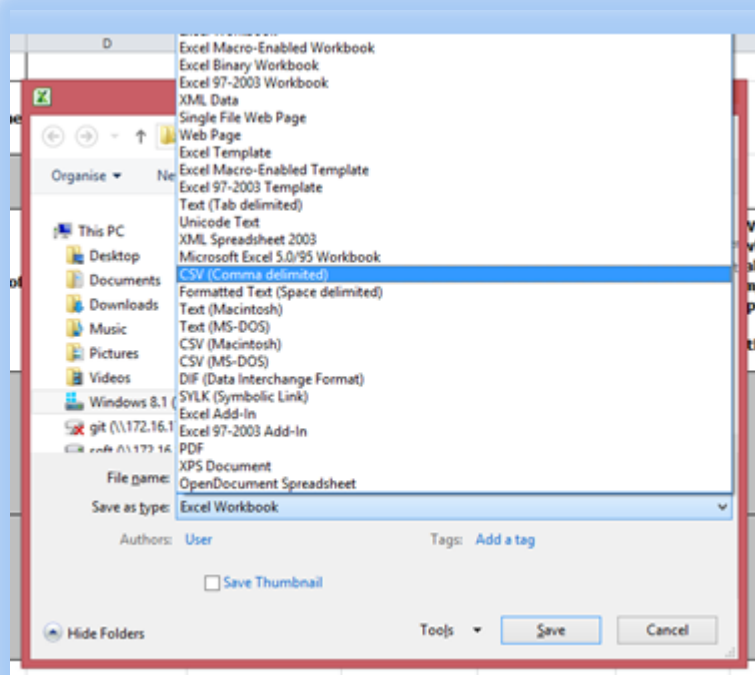
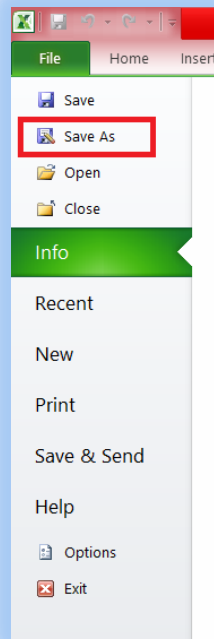
Replace the blue text with your data as shown below.



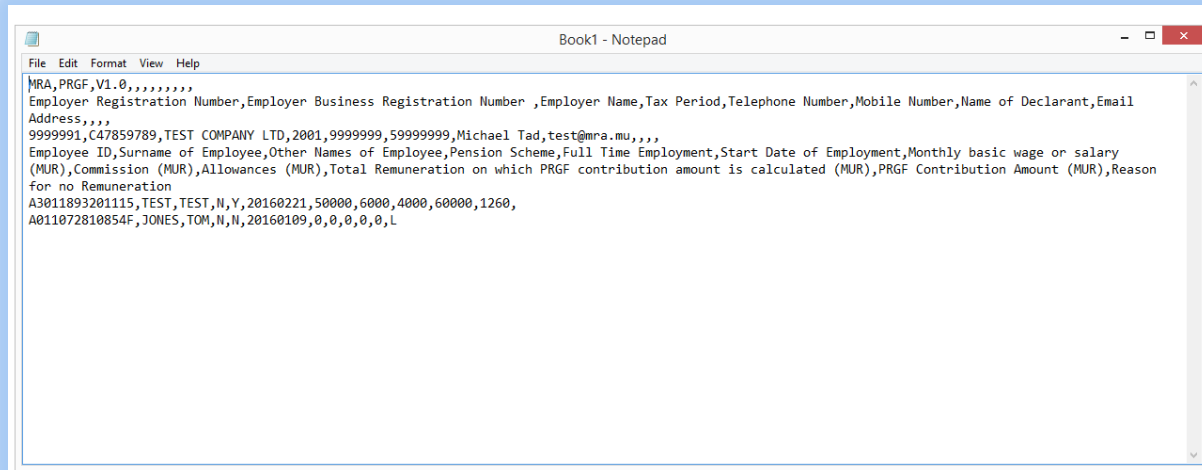
| 1 | MRA                          | PRGF                                  | V1.0                    |                |                      |                          |                                    |                  |                  |  |                                |                            |
|---|------------------------------|---------------------------------------|-------------------------|----------------|----------------------|--------------------------|------------------------------------|------------------|------------------|--|--------------------------------|----------------------------|
| 2 | Employer Registration Number | Employer Business Registration Number | Employer Name           | Tax Period     | Telephone Number     | Mobile Number            | Name of Declarant                  | Email Address    |                  |  |                                |                            |
| 3 | 9999991                      | C47939789                             | TEST COMPANY LTD        | 2001           | 9999999              | 59999999                 | Michael Tad                        | test@mra.mu      |                  |  |                                |                            |
| 4 | Employee ID                  | Surname of Employee                   | Other Names of Employee | Pension Scheme | Full Time Employment | Start Date of Employment | Monthly basic wage or salary (MUR) | Commission (MUR) | Allowances (MUR) | Total Remuneration on which PRGF contribution amount is calculated (MUR) | PRGF Contribution Amount (MUR) | Reason for no Remuneration |
| 5 | A301893201115                | TEST                                  | TEST                    | N              | Y                    | 20160221                 | 50000                              | 6000             | 4000             | 60000  | 1260                           |                            |
| 6 | A011072810854F               | JONES                                 | TOM                     | N              | N                    | 20160109                 | 0                                  | 0                | 0                | 0  | 0                              | L                          |

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.



```

Book1 - Notepad
File Edit Format View Help
MRA,PRGF,V1.0,,,,,,,,
Employer Registration Number,Employer Business Registration Number ,Employer Name,Tax Period,Telephone Number,Mobile Number,Name of Declarant,Email
Address,,,,,
9999991,C47859789,TEST COMPANY LTD,2001,9999999,59999999,Michael Tad,test@mra.mu,,,,
Employee ID,Surname of Employee,Other Names of Employee,Pension Scheme,Full Time Employment,Start Date of Employment,Monthly basic wage or salary
(MUR),Commission (MUR),Allowances (MUR),Total Remuneration on which PRGF contribution amount is calculated (MUR),PRGF Contribution Amount (MUR),Reason
for no Remuneration
A3011893201115,TEST,TEST,N,Y,20160221,50000,6000,4000,60000,1260,
A011072810854F,JONES,TOM,N,N,20160109,0,0,0,0,0,L
  
```

The CSV file must contain columns separated by the **comma [,]** character. A CSV file example with sample data can be downloaded from here:

<https://eservices14.mra.mu/prgfcontribution/Download/PRGF/csvTemplate.csv>

## IMPORTANT NOTES

- 1) Apart from employee Surname and other names, data should exclude all special characters, including comma.
- 2) File size for each upload **should not exceed** 2Mb.
- 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/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.