

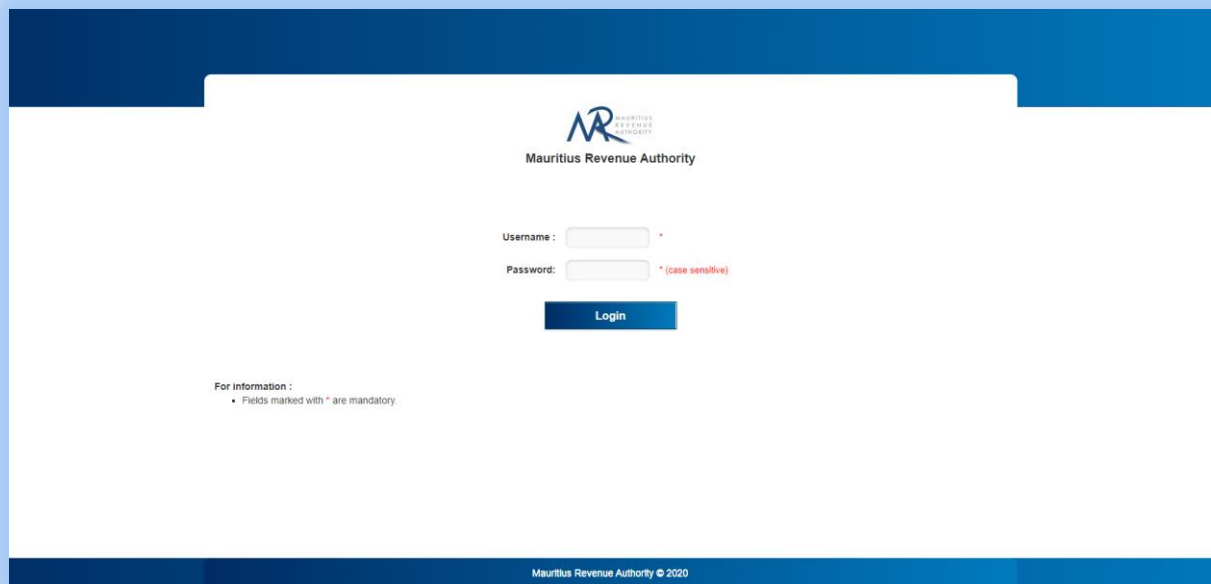
STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) CONTRIBUTION – EXIT STATEMENT

1. Introduction

You want to e-file your employees' Monthly Exit Statement 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



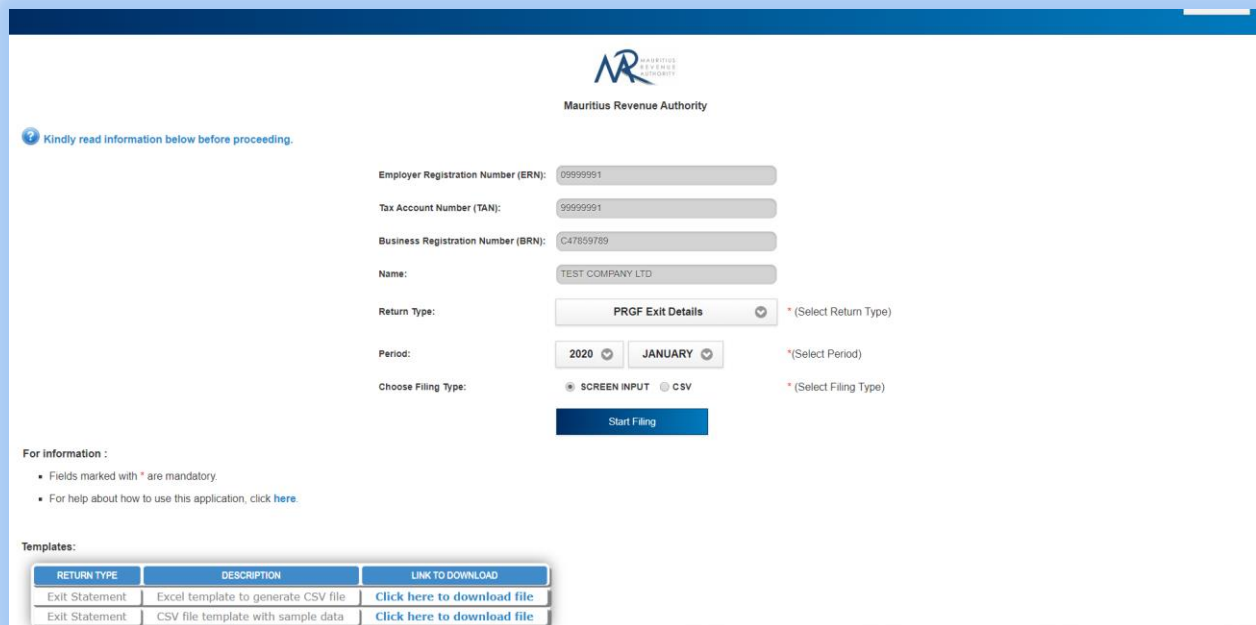
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and the text "Mauritius Revenue Authority". Below this, there are two input fields: "Username:" followed by a text box with a red asterisk, and "Password:" followed by a text box with a red asterisk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

Mauritius Revenue Authority

Employer Registration Number (ERN): 09999991

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C47859789

Name: TEST COMPANY LTD

Return Type: PRGF Exit Details * (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
Exit Statement	Excel template to generate CSV file	Click here to download file
Exit Statement	CSV file template with sample data	Click here to download file

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

Step 1: Select the “Return Type” – in this case: PRGF Exit Statement

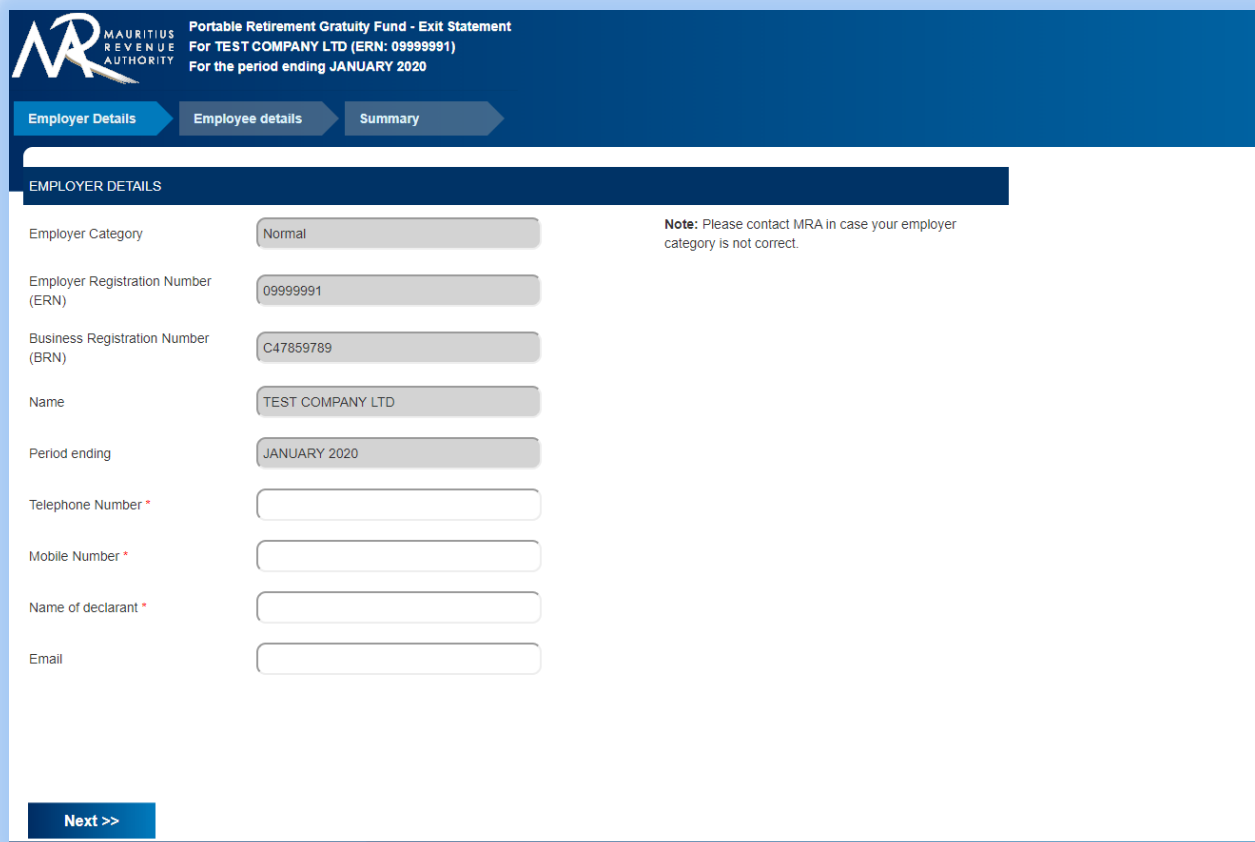
Step 2: Select the “Filing Type” for which the return is being filed (on-screen is allowed).

Step 3: In the “Templates” section, the different templates for filing PRGF Past Services are available for download.

Step 4: Click on “Start Filing” button to proceed to next page.

A. SCREEN INPUT FILING TYPE

1. Employer Details



MAURITIUS REVENUE AUTHORITY Portable Retirement Gratuity Fund - Exit Statement
For TEST COMPANY LTD (ERN: 09999991)
For the period ending JANUARY 2020

Employer Details | Employee details | Summary

EMPLOYER DETAILS

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

Employer Registration Number (ERN): 09999991

Business Registration Number (BRN): C47859789

Name: TEST COMPANY LTD

Period ending: JANUARY 2020

Telephone Number *

Mobile Number *

Name of declarant *

Email

Next >>

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

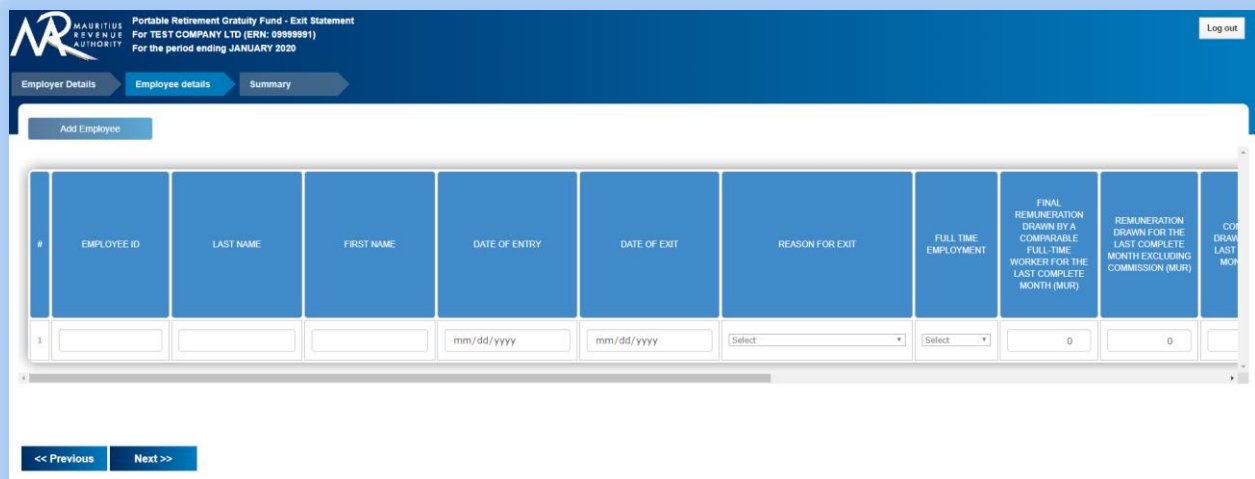
Step 2: Enter the “Name of declarant” and “Email”.

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

2. 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.


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



#	EMPLOYEE ID	LAST NAME	FIRST NAME	DATE OF ENTRY	DATE OF EXIT	REASON FOR EXIT	FULL TIME EMPLOYMENT	FINAL REMUNERATION DRAWN BY A COMPARABLE FULL-TIME WORKER FOR THE LAST COMPLETE MONTH (MUR)	REMUNERATION DRAWN FOR THE LAST COMPLETE MONTH EXCLUDING COMMISSION (MUR)	COMMISSION DRAWN FOR THE LAST MONTH
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

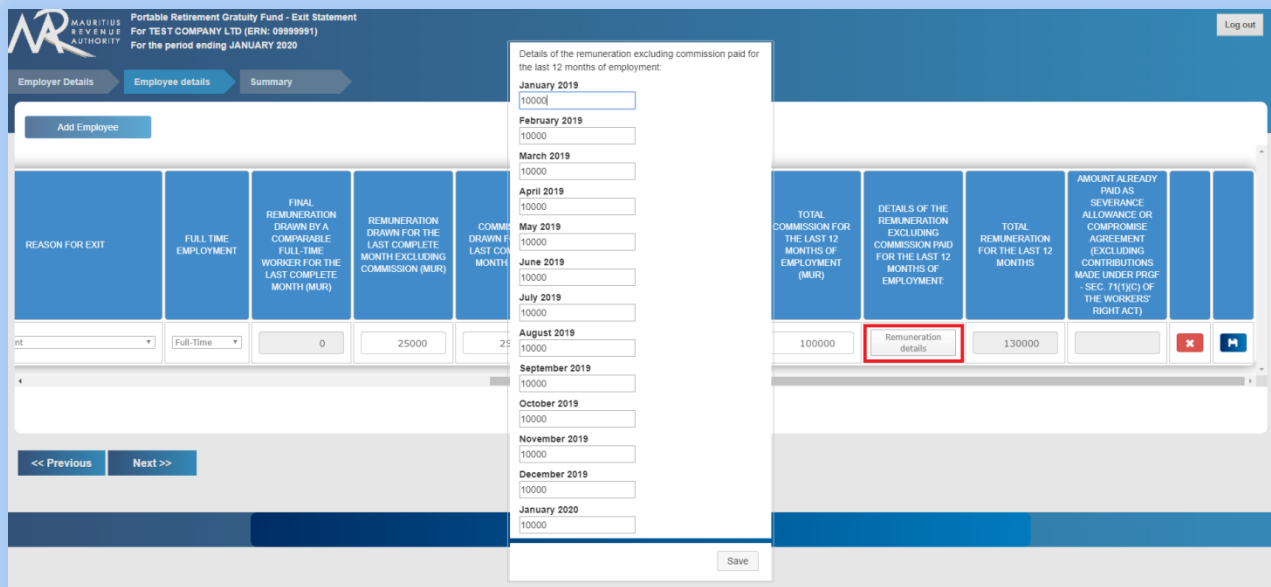
Step 2: Enter the employee details and click on “Save” icon .

(i) Invalid record

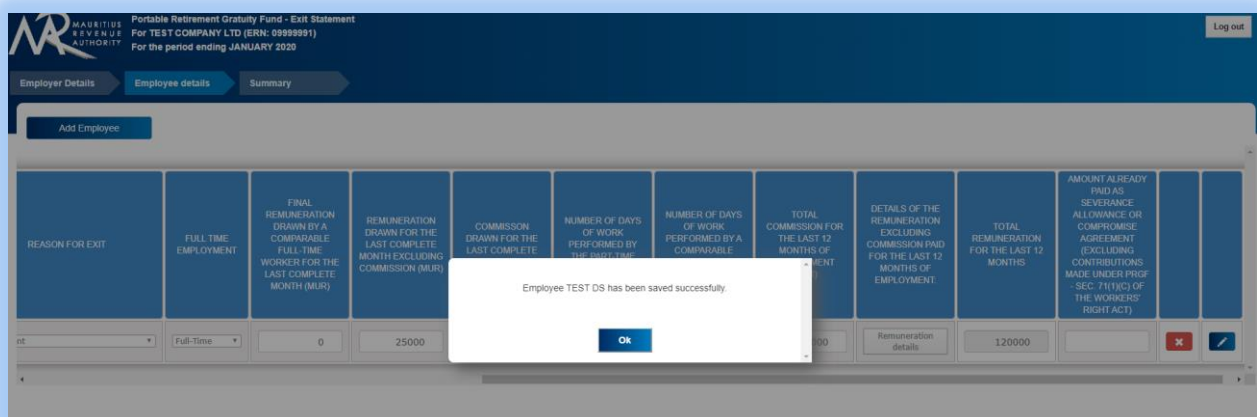
If the employee details contain invalid information, an error message will be displayed. The information must then be corrected before clicking on “Save” icon .



(ii) Valid record

Fill all the appropriate fields and click on Remuneration details button.






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.

Add Employee

REASON FOR EXIT	FULL TIME EMPLOYMENT	FINAL REMUNERATION DRAWN BY A COMPARABLE FULL-TIME WORKER FOR THE LAST COMPLETE MONTH (MUR)	REMUNERATION DRAWN FOR THE LAST COMPLETE MONTH EXCLUDING COMMISSION (MUR)	COMMISSION DRAWN FOR THE LAST COMPLETE MONTH (MUR)	NUMBER OF DAYS OF WORK PERFORMED BY THE PART-TIME WORKER IN A WEEK	NUMBER OF DAYS OF WORK PERFORMED BY A COMPARABLE FULL-TIME WORKER IN A WEEK	TOTAL COMMISSION FOR THE LAST 12 MONTHS OF EMPLOYMENT (MUR)	DETAILS OF THE REMUNERATION EXCLUDING COMMISSION PAID FOR THE LAST 12 MONTHS OF EMPLOYMENT.	TOTAL REMUNERATION FOR THE LAST 12 MONTHS	AMOUNT ALREADY PAID AS SEVERANCE ALLOWANCE OR COMPROMISE AGREEMENT (EXCLUDING CONTRIBUTIONS MADE UNDER PARAG - SEC 7(1)(C) OF THE WORKERS' RIGHT ACT)		
nt	Full-Time	0	25000	25000	1	1	100000	Remuneration details	120000			

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

Mauritius Revenue Authority For TEST COMPANY LTD (EIN: 09999999) For the period ending JANUARY 2020



Are you sure you want to delete this employee?

OK Cancel

Log out

Employer Details Employee details Summary

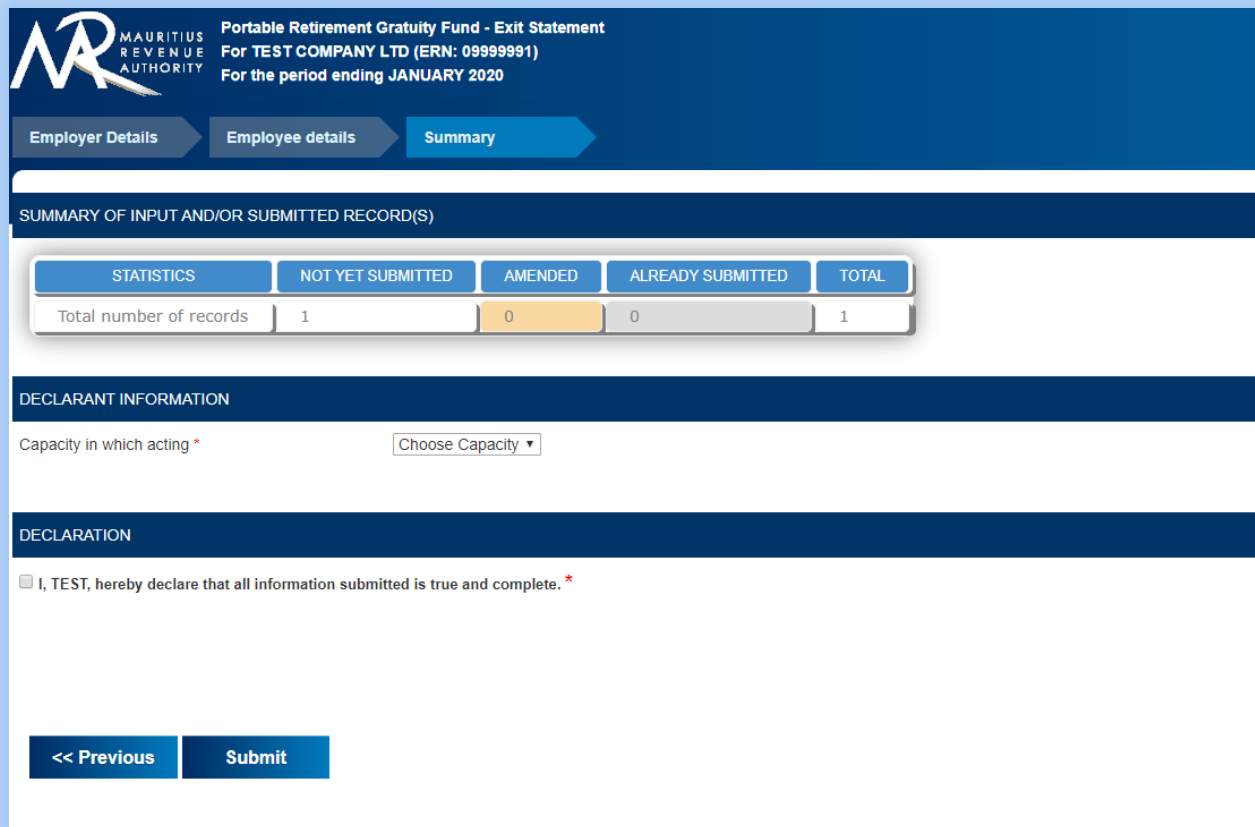
Add Employee

REASON FOR EXIT	FULL TIME EMPLOYMENT	FINAL REMUNERATION DRAWN BY A COMPARABLE FULL-TIME WORKER FOR THE LAST COMPLETE MONTH (MUR)	REMUNERATION DRAWN FOR THE LAST COMPLETE MONTH EXCLUDING COMMISSION (MUR)	COMMISSION DRAWN FOR THE LAST COMPLETE MONTH (MUR)	NUMBER OF DAYS OF WORK PERFORMED BY THE PART-TIME WORKER IN A WEEK	NUMBER OF DAYS OF WORK PERFORMED BY A COMPARABLE FULL-TIME WORKER IN A WEEK	TOTAL COMMISSION FOR THE LAST 12 MONTHS OF EMPLOYMENT (MUR)	DETAILS OF THE REMUNERATION EXCLUDING COMMISSION PAID FOR THE LAST 12 MONTHS OF EMPLOYMENT.	TOTAL REMUNERATION FOR THE LAST 12 MONTHS	AMOUNT ALREADY PAID AS SEVERANCE ALLOWANCE OR COMPROMISE AGREEMENT (EXCLUDING CONTRIBUTIONS MADE UNDER PARAG - SEC 7(1)(C) OF THE WORKERS' RIGHT ACT)		
nt	Full-Time	0	25000	25000	1	1	100000	Remuneration details	120000			

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**” sections are correct.



MAURITIUS REVENUE AUTHORITY

Portable Retirement Gratuity Fund - Exit Statement
For TEST COMPANY LTD (ERN: 09999991)
For the period ending JANUARY 2020

Employer Details Employee details Summary

SUMMARY OF INPUT AND/OR SUBMITTED RECORD(S)

STATISTICS	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	0	1

DECLARANT INFORMATION

Capacity in which acting *

DECLARATION

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

<< Previous Submit

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

Step 3: 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 4: The following screen is displayed upon successful submission. An email is also sent to the declarant’s email address.



Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online Exit Statement has been submitted to MRA on 26 Feb 2020 at 18:10:20.

Your Employer Registration Number is 09999991 and your Acknowledgement ID is 2785.

[Back to Dashboard](#)

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.

IMPORTANT NOTES

- 1) Apart from employee Surname and other names, data should exclude all special characters, including comma.