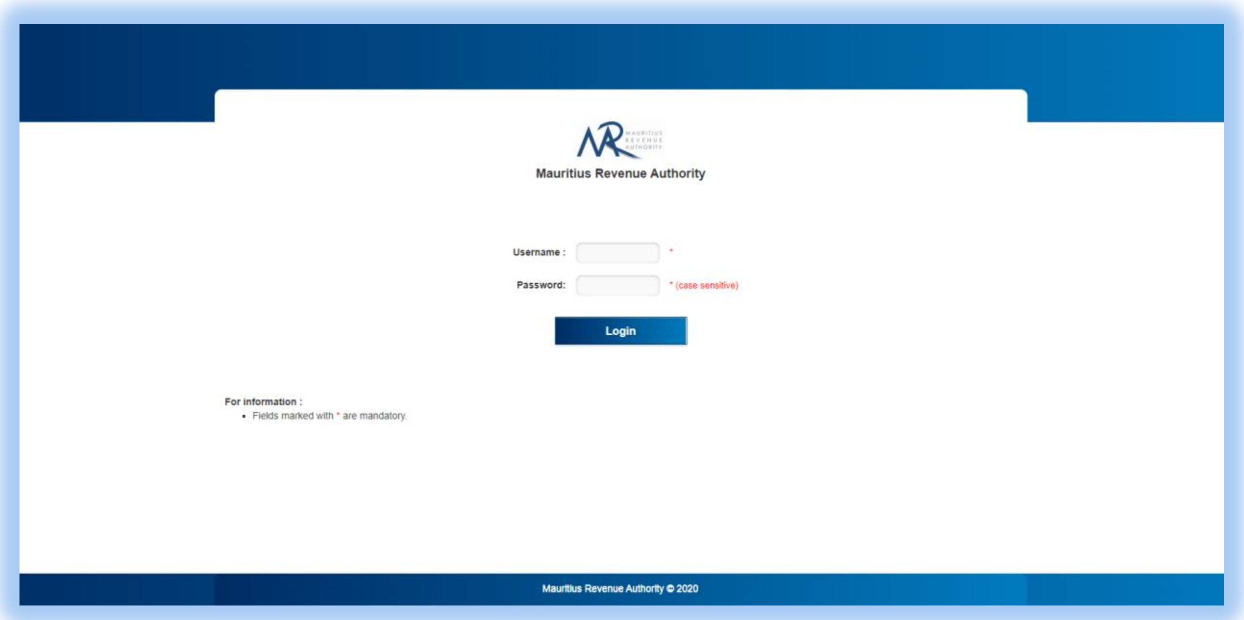
# STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) CONTRIBUTION – EXIT STATEMENT

## 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

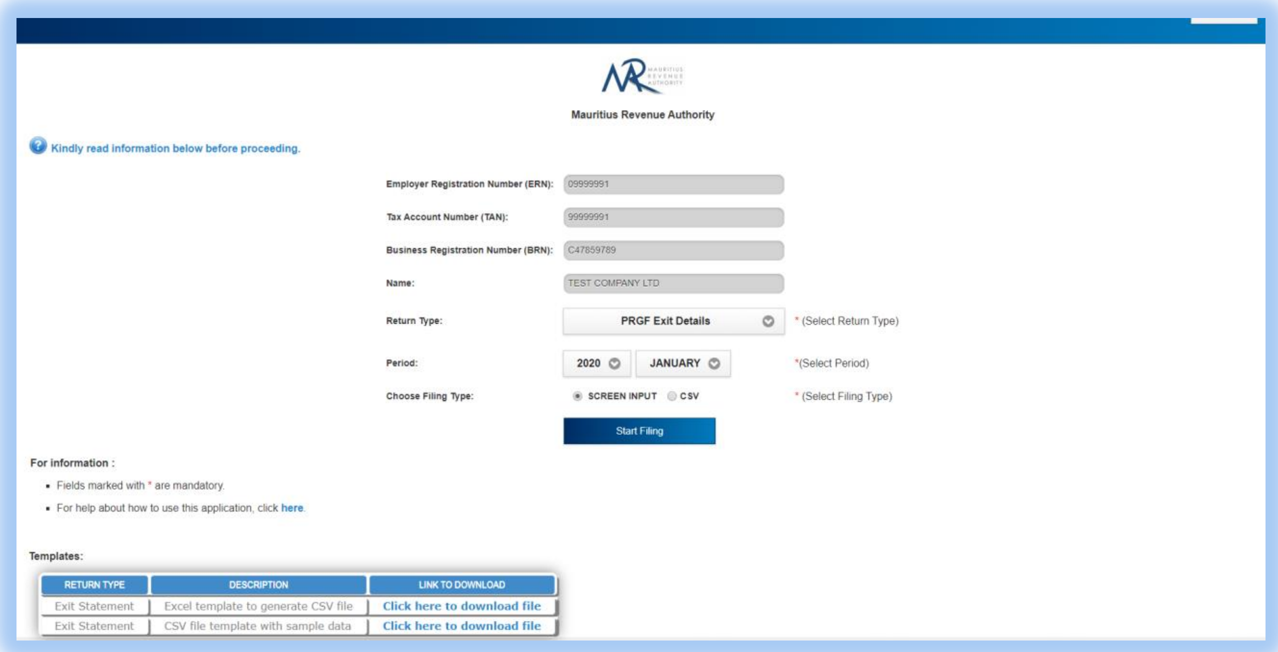



**Step 1**: Enter your username (Employer Registration Number)

**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




**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

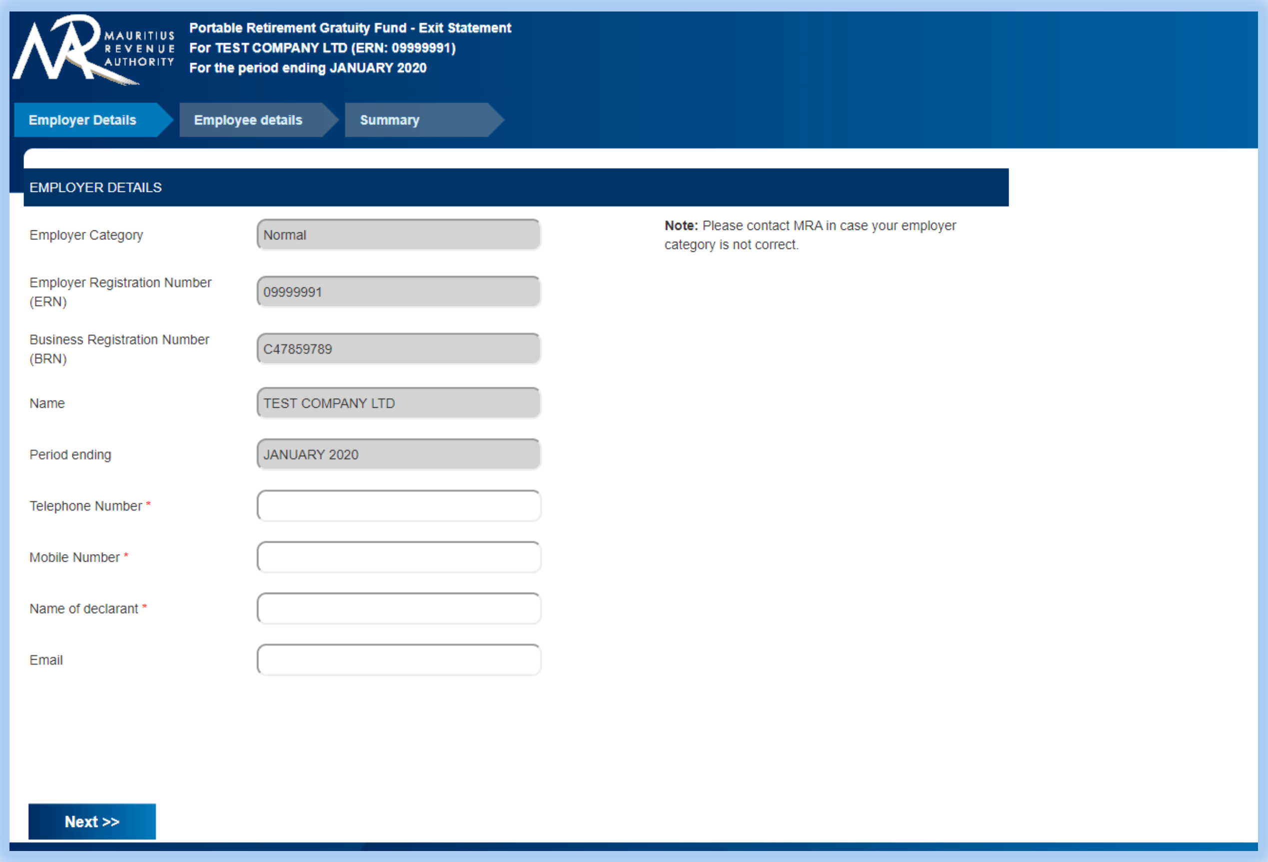
**Step 2:** Select the “Filing Type” for which the return is being filed (on-screen is allowed).

**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




**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”.

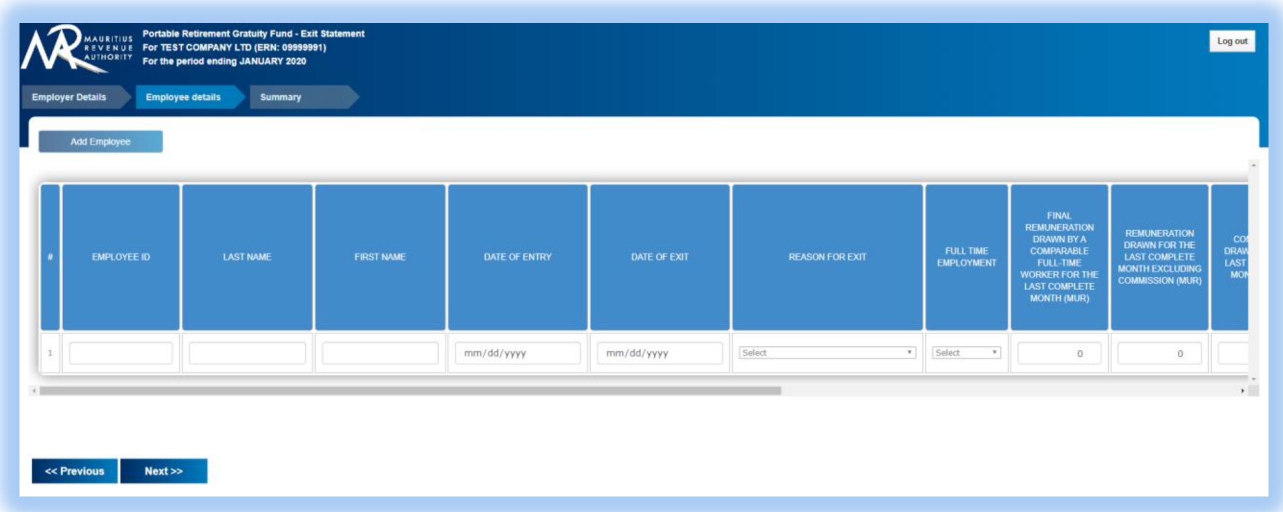
**Step 2:** Enter the “Name of declarant” and “Email”.

**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.



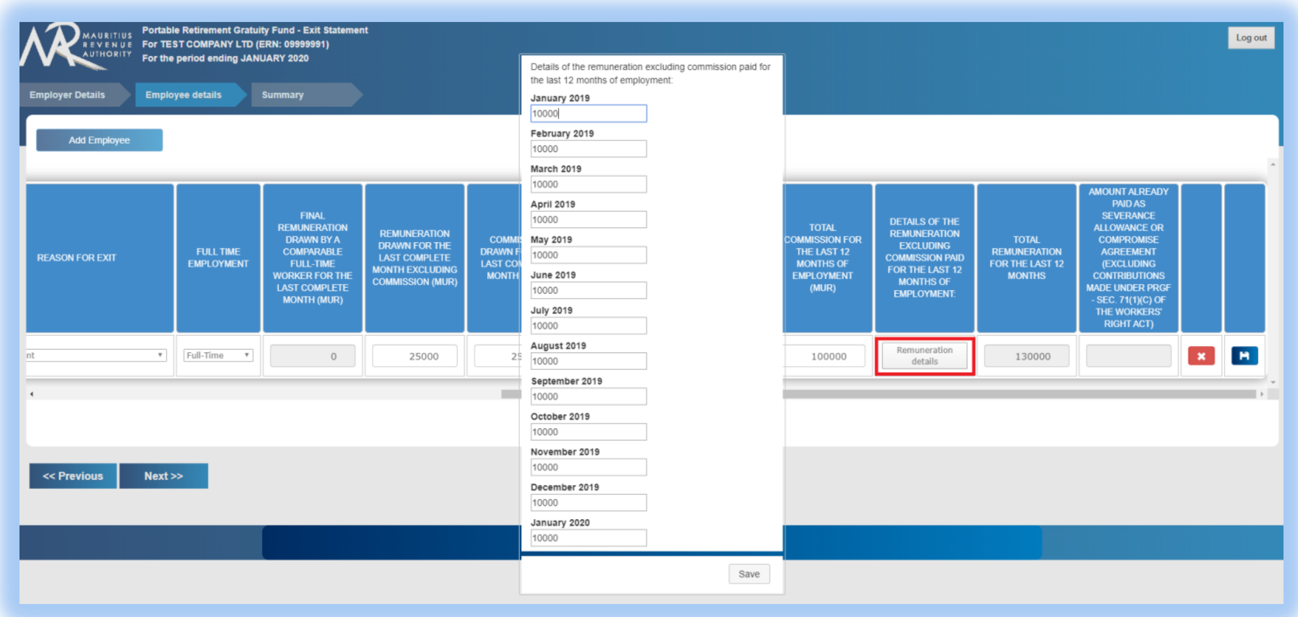

**Step 2:** Enter the employee details and click on “Save” icon .

**(i) <u>Invalid record</u>**

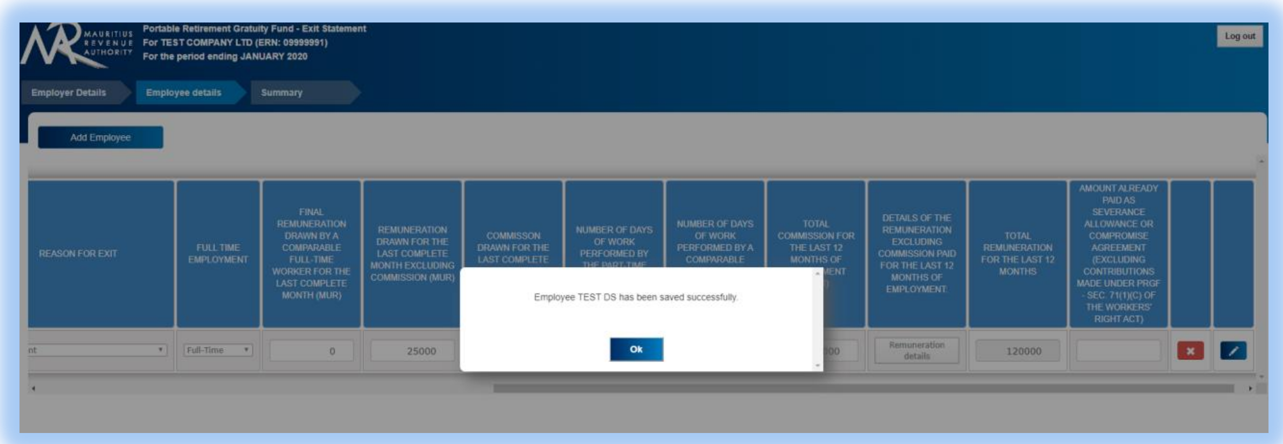
If the employee details contain invalid information, an error message will be displayed. The information must then be corrected before clicking on “Save” icon .

**(ii) <u>Valid record</u>**

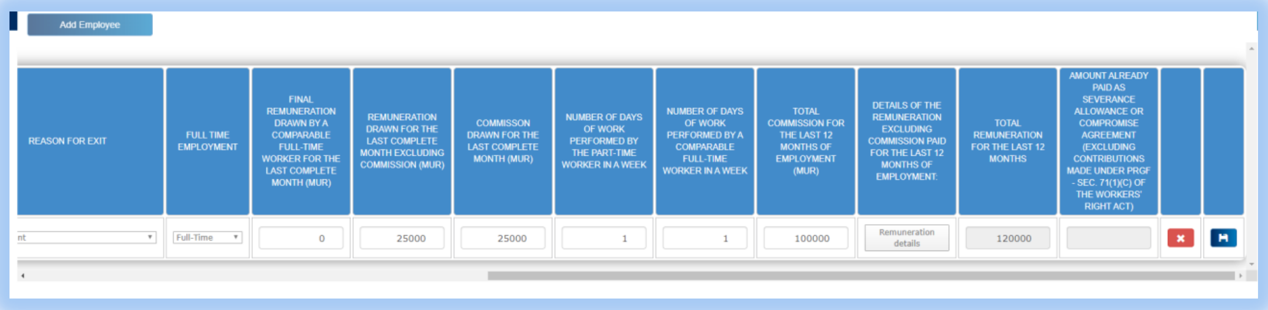
Fill all the appropriate fields and click on Remuneration details button.



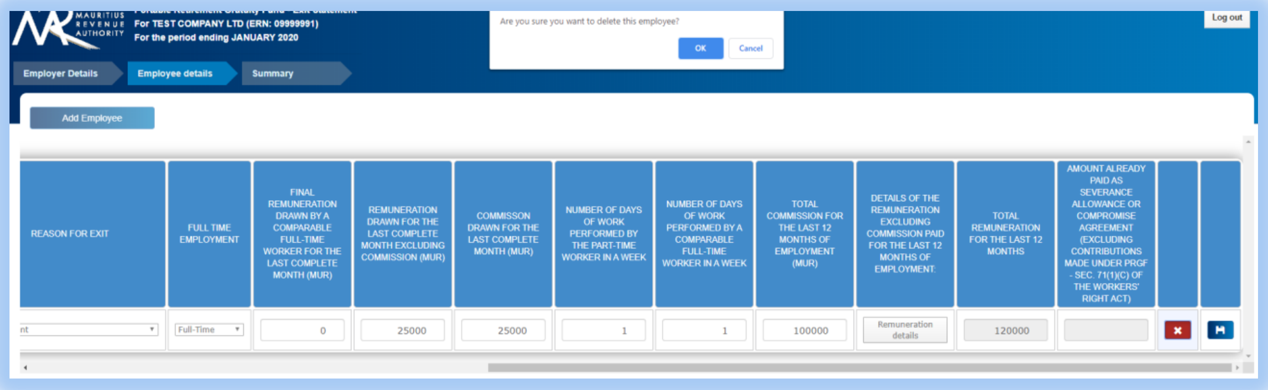

When all information is correct and the “Save” icon  is clicked, the record is then displayed on the table, as shown below.




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.



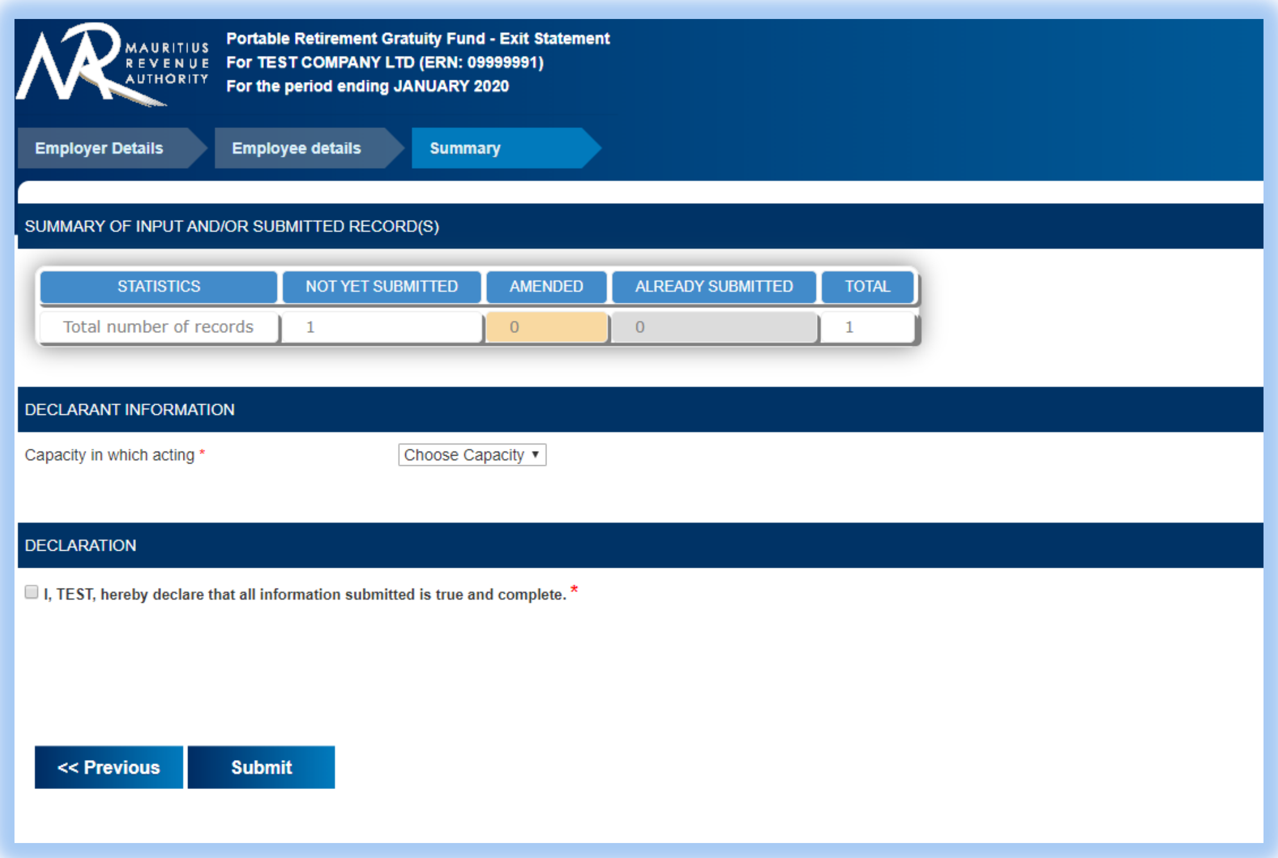

To delete a record, click on the  icon. The following confirmation message will appear. Click on "OK" to confirm deletion.




**Step 4:** After having added all employees' details, click on "Next" button to proceed to next page.

## 3. Summary

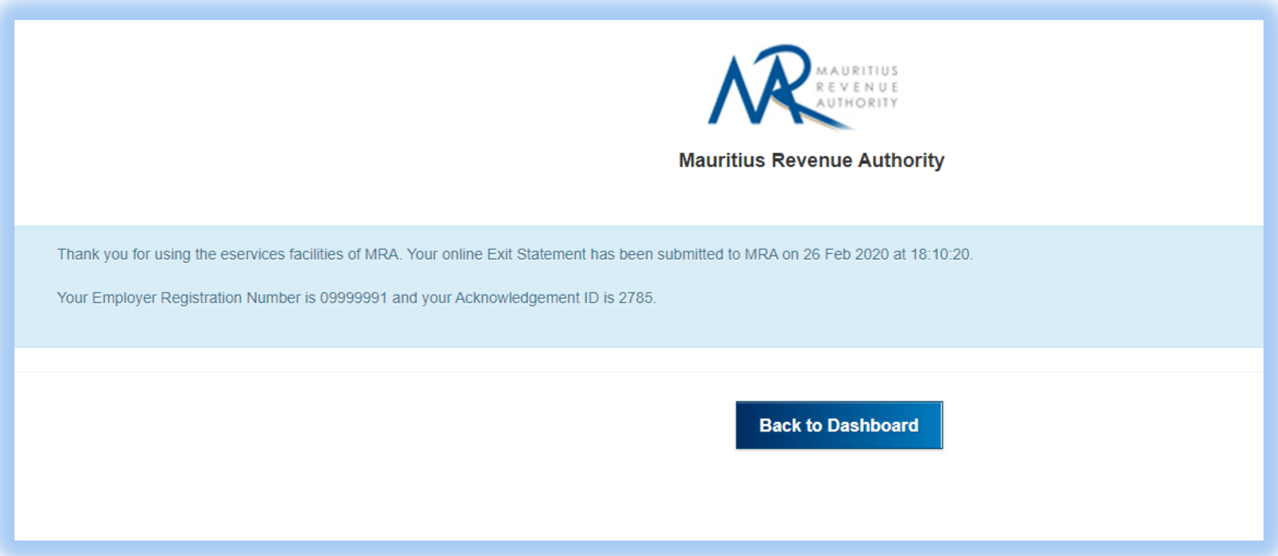
**Step 1:** The summary page is displayed. Please ensure that all the values in the "**SUMMARY OF INPUT AND /OR SUBMITTED RECORDS**" sections are correct.




**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.




## 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.