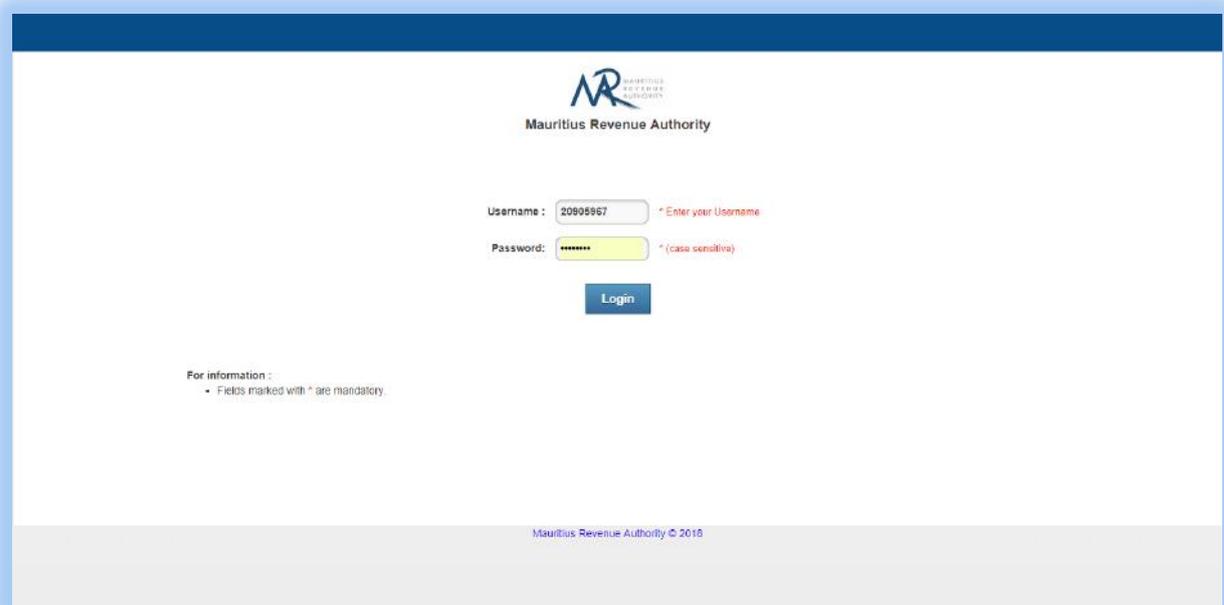**STEP-BY-STEP GUIDE TO E-FILING OF RETURN OF DIVIDENDS**

1. Introduction

You want to submit your Return of Dividends 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.

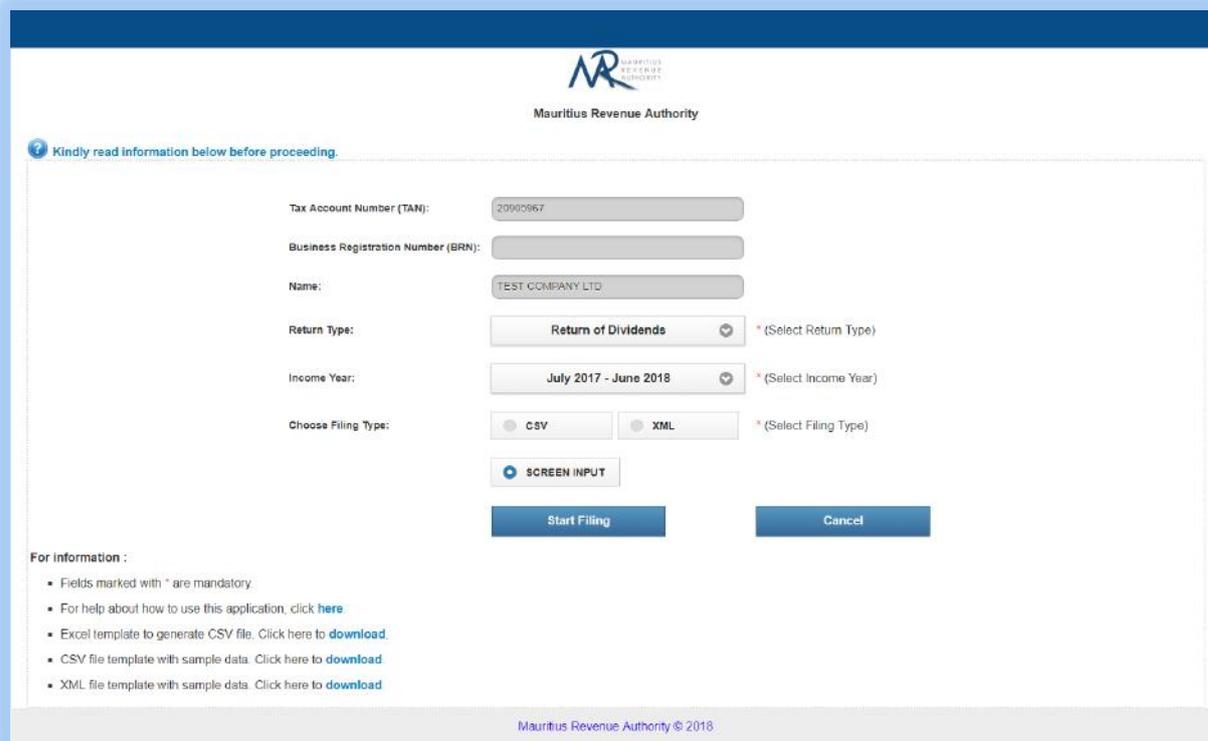Users can sign in using their Tax Account Number (TAN) and password.

2. Login

Step 1: Enter your username (Tax Account Number)

Step 2: Enter your password

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

3. Choosing Return Type / Income Year / Filing Type

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: Return of Dividends

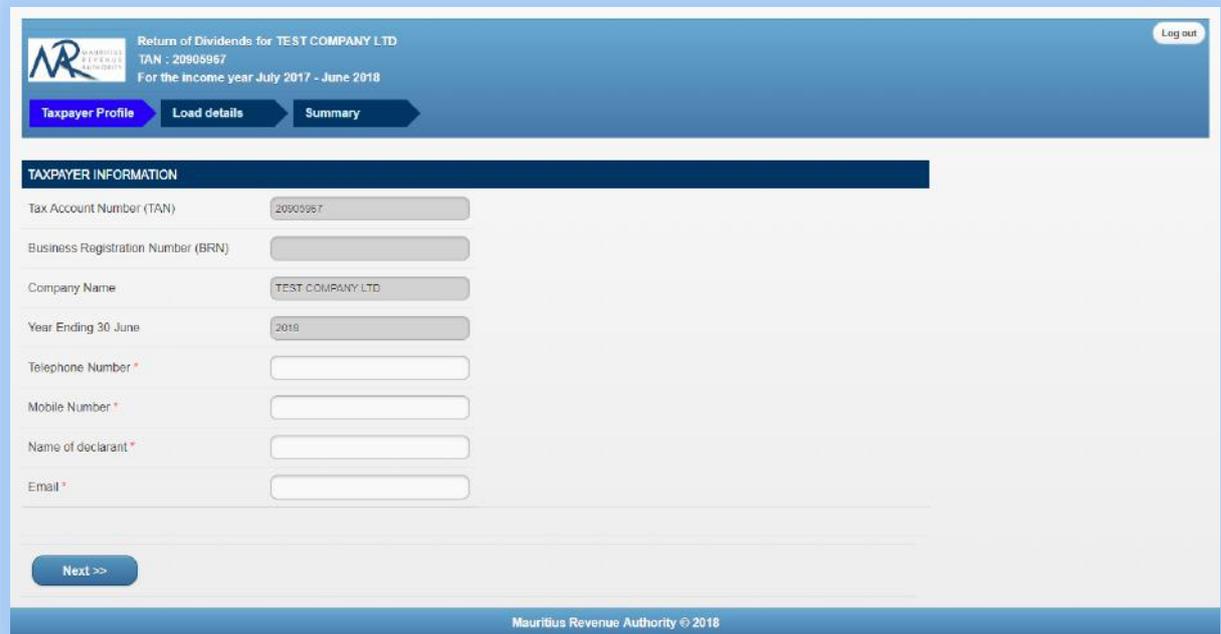**Step 2:** Select the "Income Year" for which the return is being filed.

Step 4: Choose the "Filing Type" for which the return is being filed.

Step 5: In the "For information" section, the guidelines and the different templates for Return of Dividends are available for download.

Step 6: Click on "**Start Filing**" button to proceed to next page.

A. MANUAL FILING TYPE
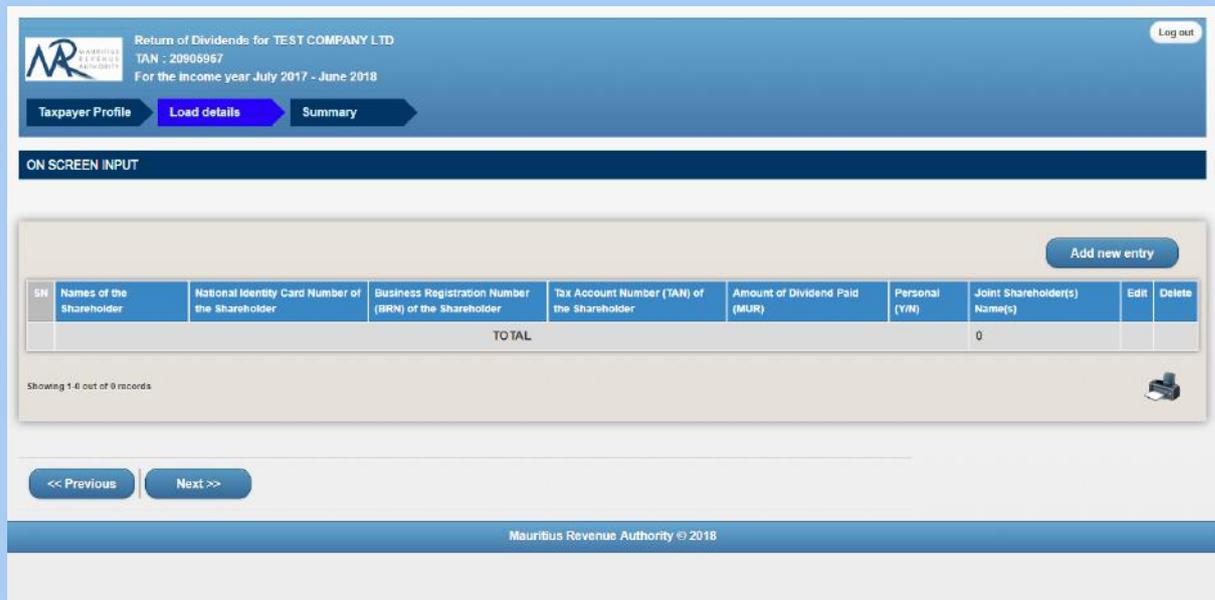
1. Taxpayer Profile

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

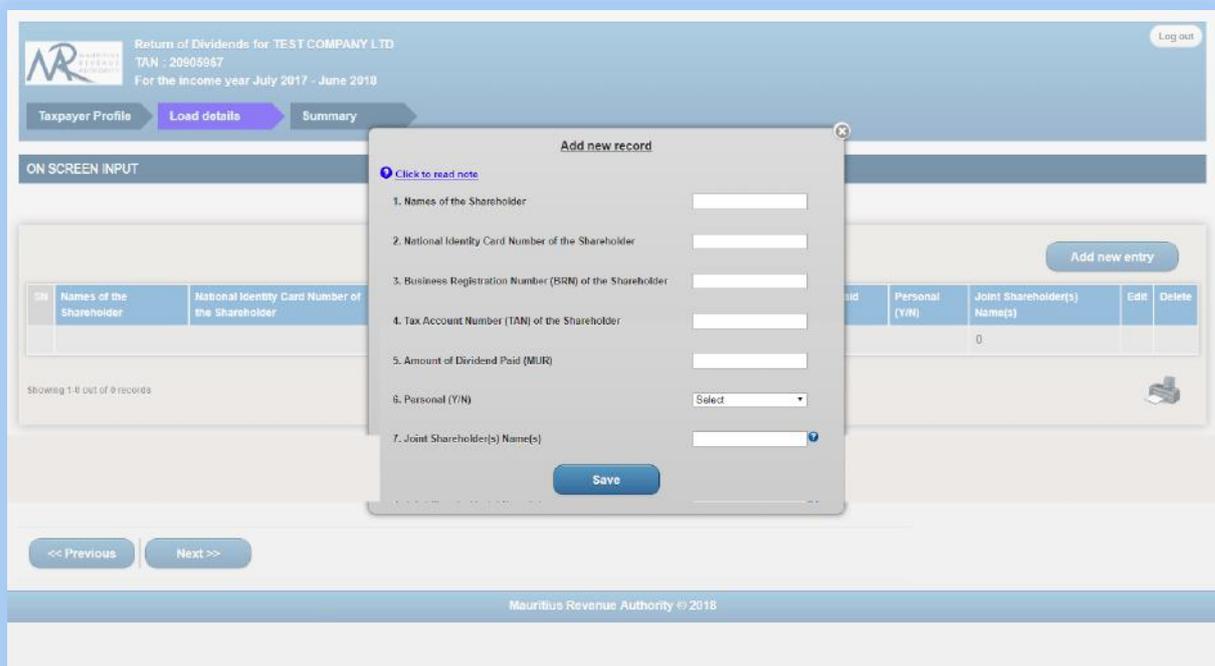**Step 1:** Enter a valid "Telephone Number" and/or "Mobile Number".

Step 2: Enter the "Name of declarant" and "Email".

Step 3: Click on "Next" button to proceed to next page.
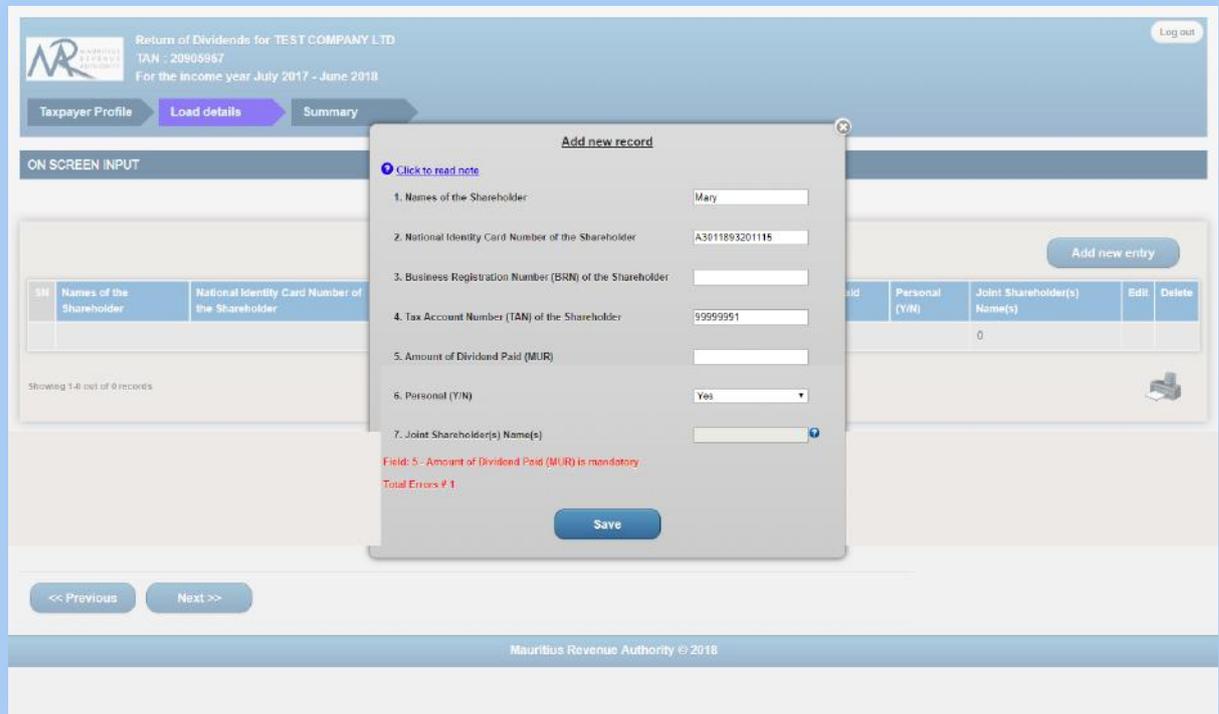
2. Load details

Step 1: Click on "Add new entry" button found on the right. The following screen will appear.

Step 2: Enter the shareholder details and click on "Save button".

(i)   Invalid record

If the shareholder 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.
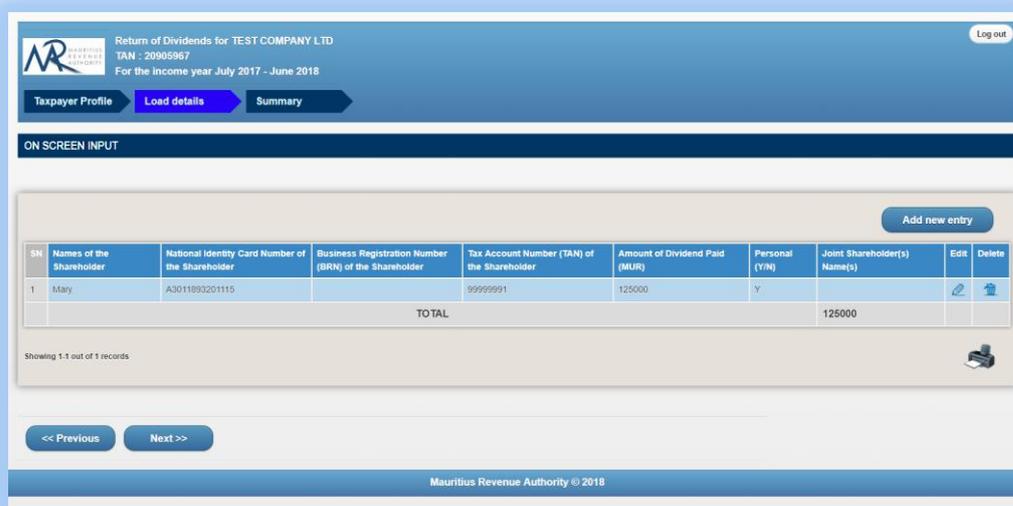

(i)   Valid record

When all information is correct and the "Save" button 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.

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

Step 3: After having added all shareholders' details, click on "Next" button to proceed to next page.

Step 4: Verify if the "SUMMARY OF UPLOADED AND/OR SUBMITTED RECORD(S)" section is correct.

Step 5: Check if the amount of dividend paid is correct

Step 6: Enter the "Capacity in which acting".

Step 7: Under "DECLARATION" section, click on the checkbox to confirm that all information submitted are true and complete.

Step 8: Finally, click on "Submit" button. After successful submission, an acknowledgement screen is displayed as shown below.

Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online Return of Dividends for the income year July 2017 - June 2018 has been submitted to MRA on 23 May 2018 at 14:26:32. Your Tax Account Number (TAN) is **20905967** and your Acknowledgement ID is **2904**.

Summary of return / Acknowledgement Confirmation

Total number of records : **1**
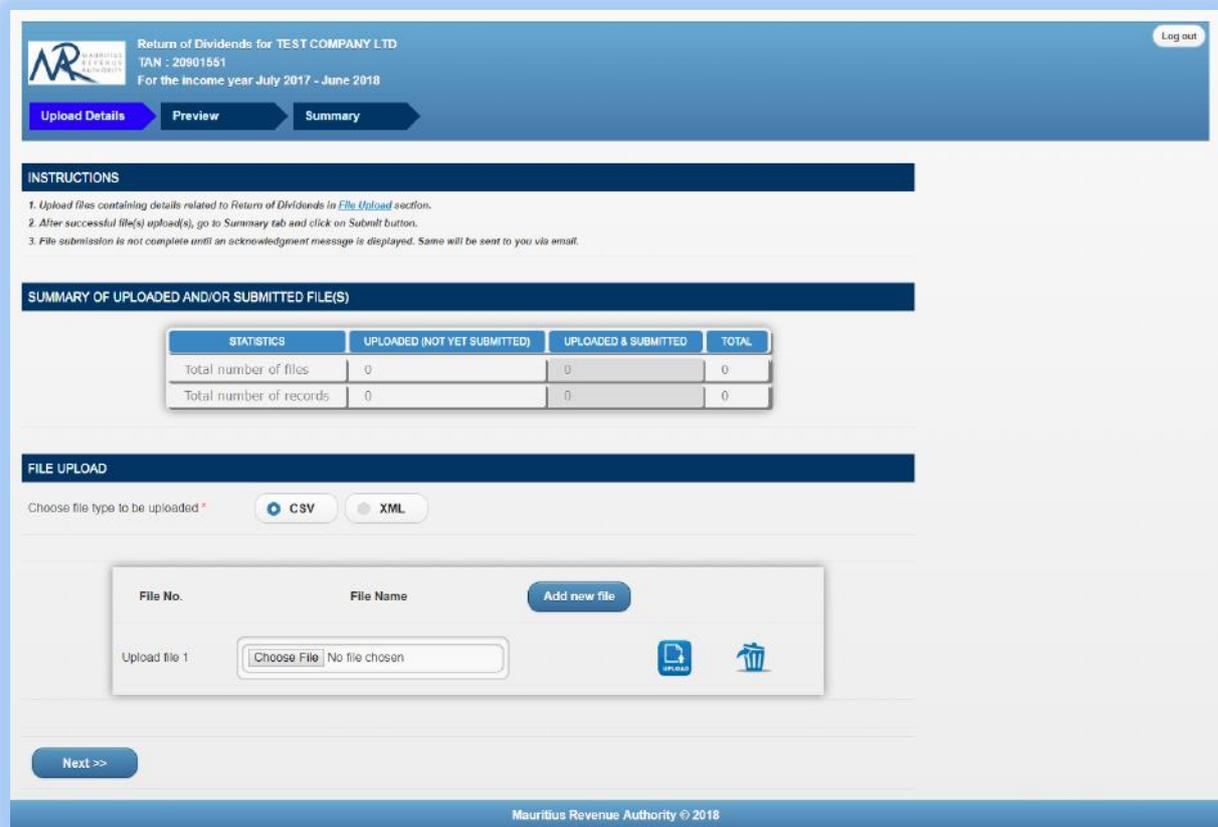Amount of Dividend Paid (MUR) : **125,000**

Back to Login   Back to Homepage

Mauritius Revenue Authority © 2018

B. CSV / XML FILING TYPE

1. Upload Details

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.

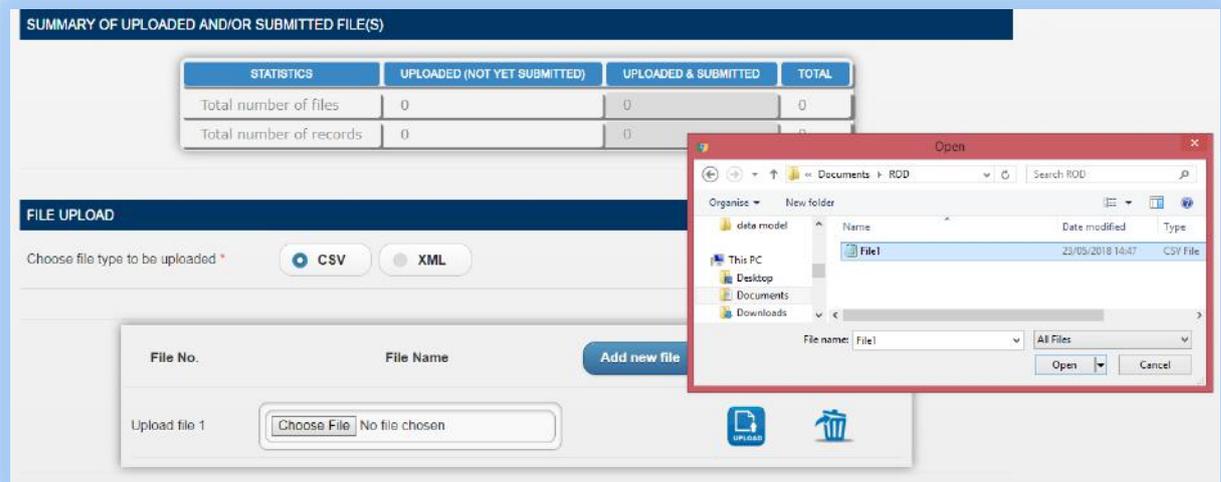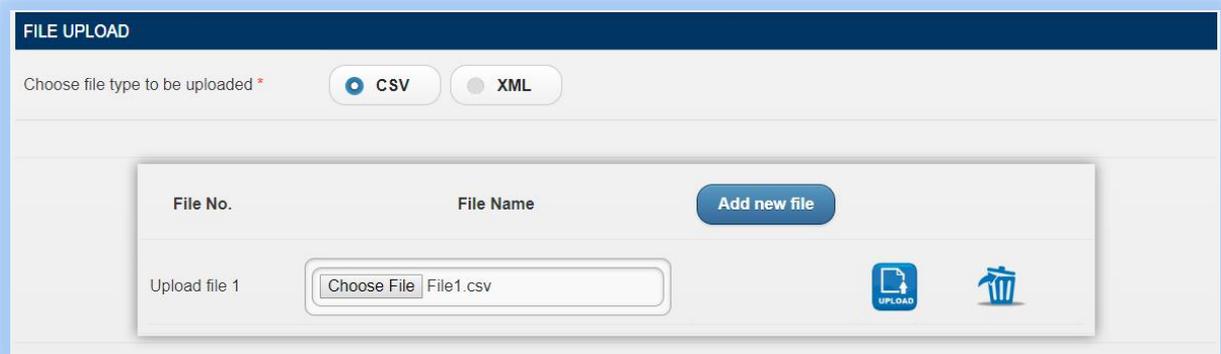**Step 1:** Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.

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:

(ii)   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.

(iii)   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 [🗑].

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**.
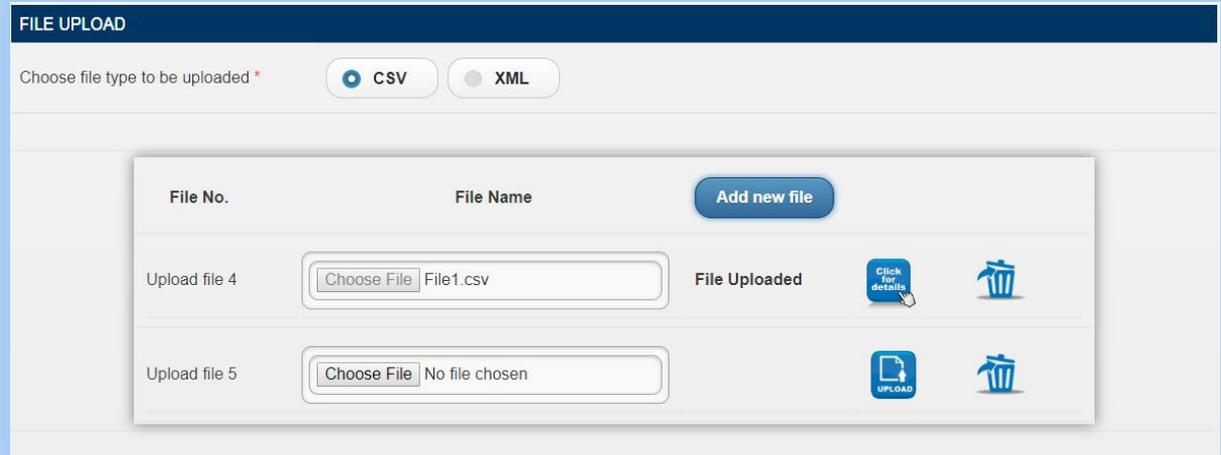
Step 6: To delete a file, click on the delete bin icon [🗑]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.
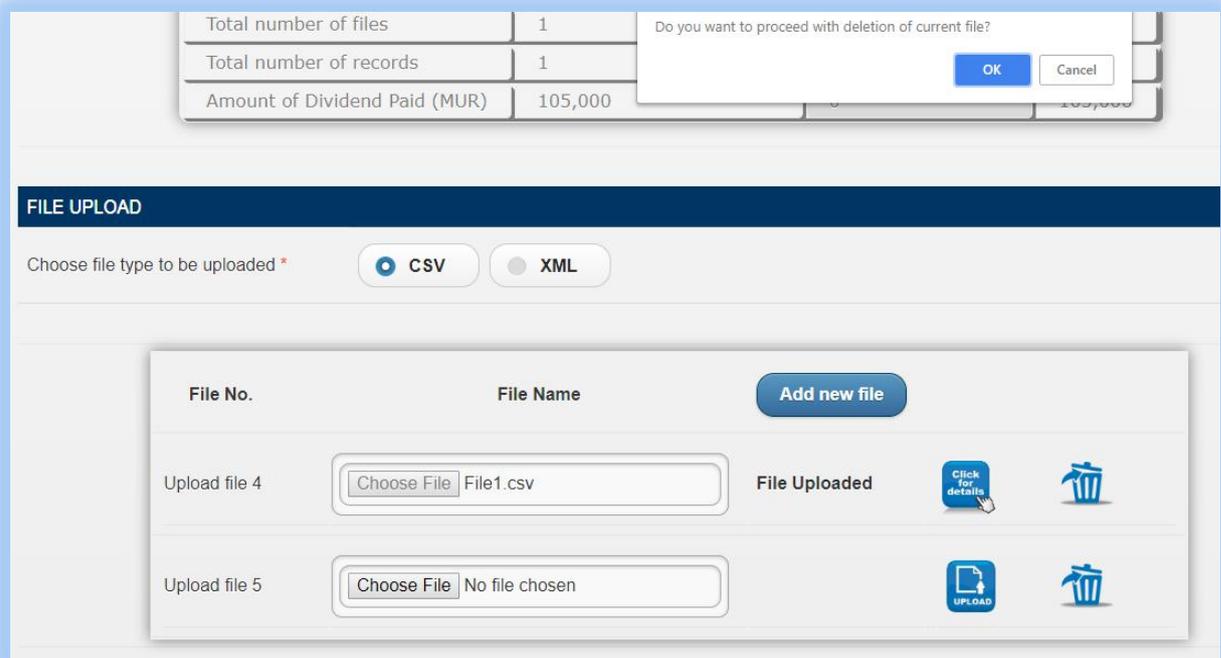
Step 7: Once all files have been uploaded, proceed to the next page by clicking on the "**Next**" button.

5. 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.

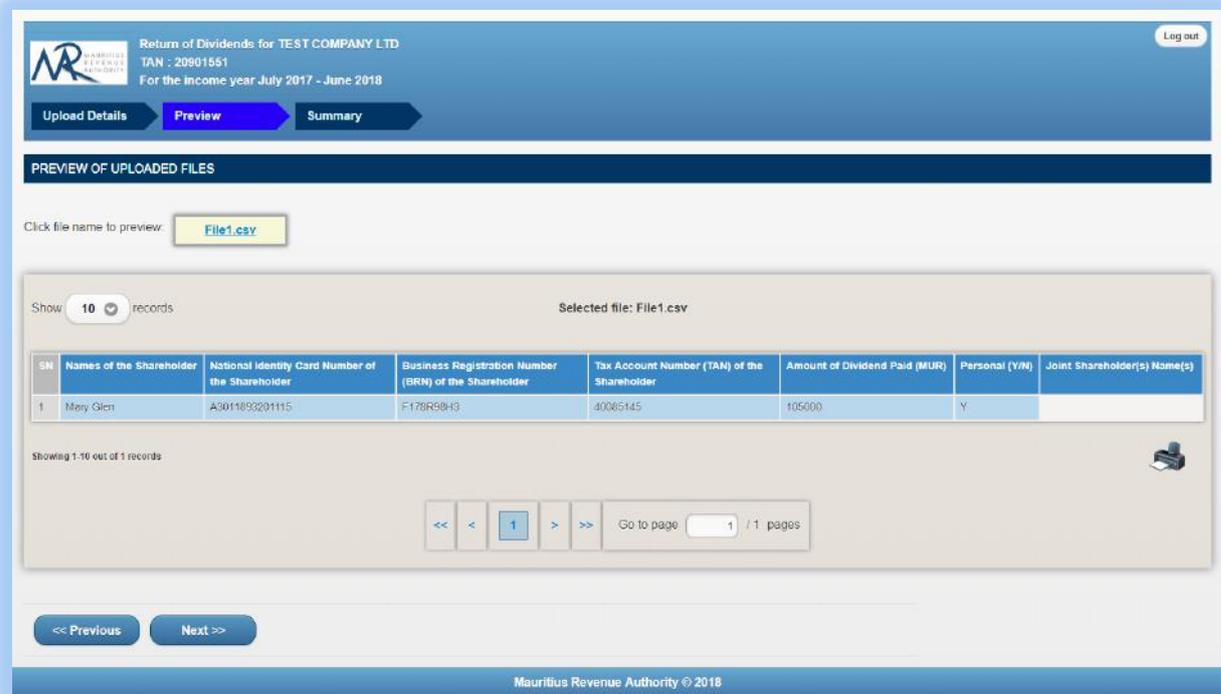**Step 2:** To view records in a specific uploaded file, click on the file name.
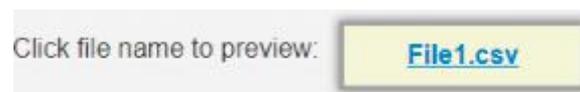
Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.

Step 4: The name of the file being currently previewed is displayed on top: "Selected file: File1.csv"

Step 5: To navigate between pages, use the pagination displayed below the table.
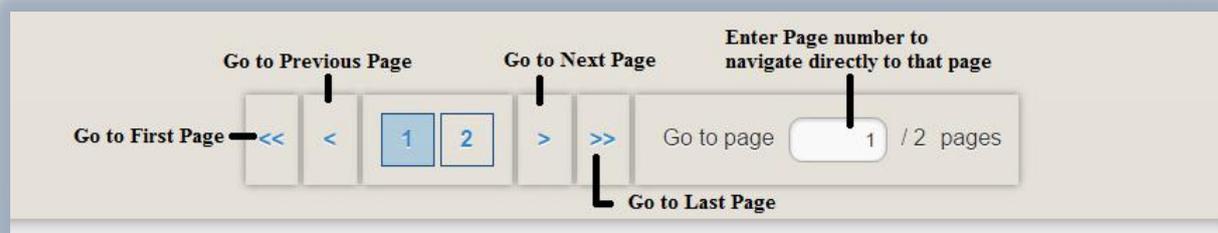
Step 6: Proceed to the next page by clicking on the "**Next**" button.
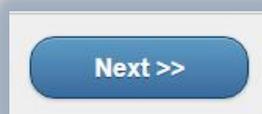
6. Summary

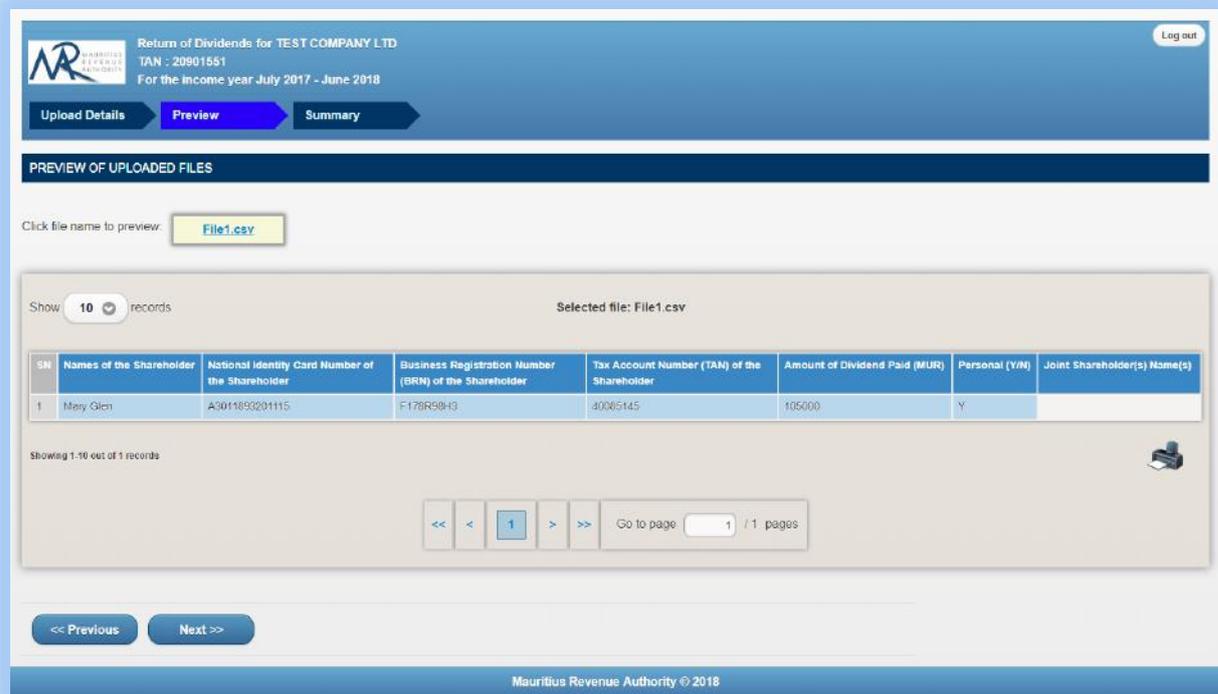**Step 1:** The summary page is displayed. Please ensure that all the values in the "**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**" section are correct.

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 of the return. An email is also sent to the declarant's email address.
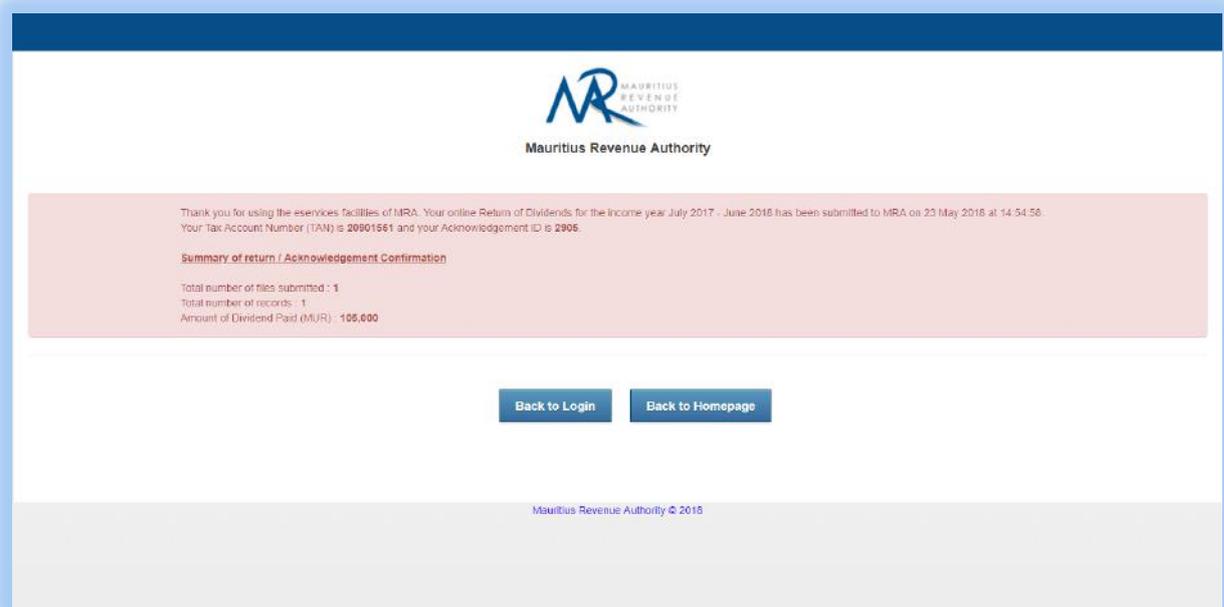
Step 5:

- 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.

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.

DETAILS ON FILE UPLOAD

A. CSV File

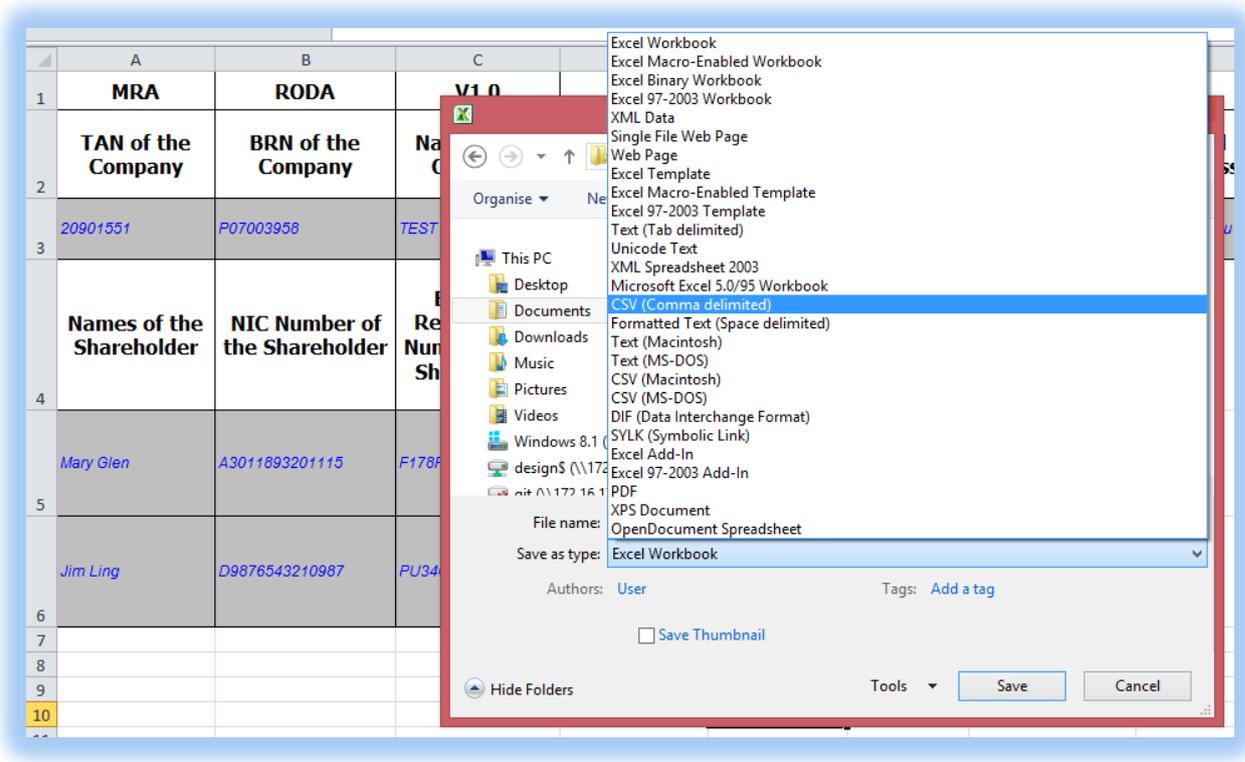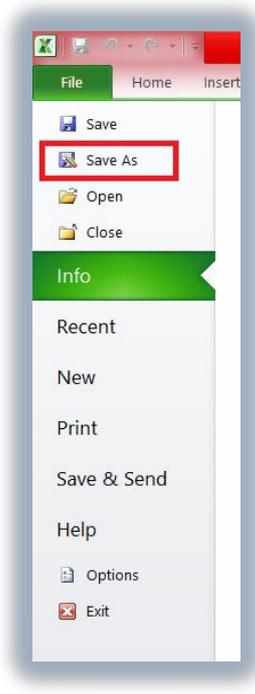To generate your CSV file, please download the excel template from here: http://eservices8.mra.mu/DetailStmtVoucher/Download/RODA/excelTemplate.xlsx.

Replace the blue text with your data as shown below.

	A	B	C	D	E	F	G	H
1	MRA	RODA	V1.0					
2	TAN of the Company	BRN of the Company	Name of the Company	Year ending 30 June	Telephone Number	Mobile Number	Name of Declarant	Email Address
3	20901551	P07003958	TEST COMPANY LTD	2018	9999999	59999999	Bob	test@mra.mu
4	Names of the Shareholder	NIC Number of the Shareholder	Business Registration Number of the Shareholder	Tax Account Number of Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) name(s)	
5	Mary Glen	A3011893201115	F178R98H3	40085145	105000	Y		
6	Jim Ling	D9876543210987	PU34G49N1	40085046	200000	N	Brandon Rogers;Remmy Ray	

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/ DetailStmtVoucher/Download/RODA/csvTemplate.csv.

B. XML File

To generate your XML file, please download the excel template from here: http://eservices8.mra.mu/DetailStmtVoucher/Download/RODA/xmlTemplate.xml.

IMPORTANT NOTES

1) Data should exclude all special characters, including comma.
2) The fields Names of the Shareholder may include hyphen [-] and apostrophe ['].
3) File size for each upload **should not exceed** 5Mb.
4) 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.
5) Already submitted files/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.