

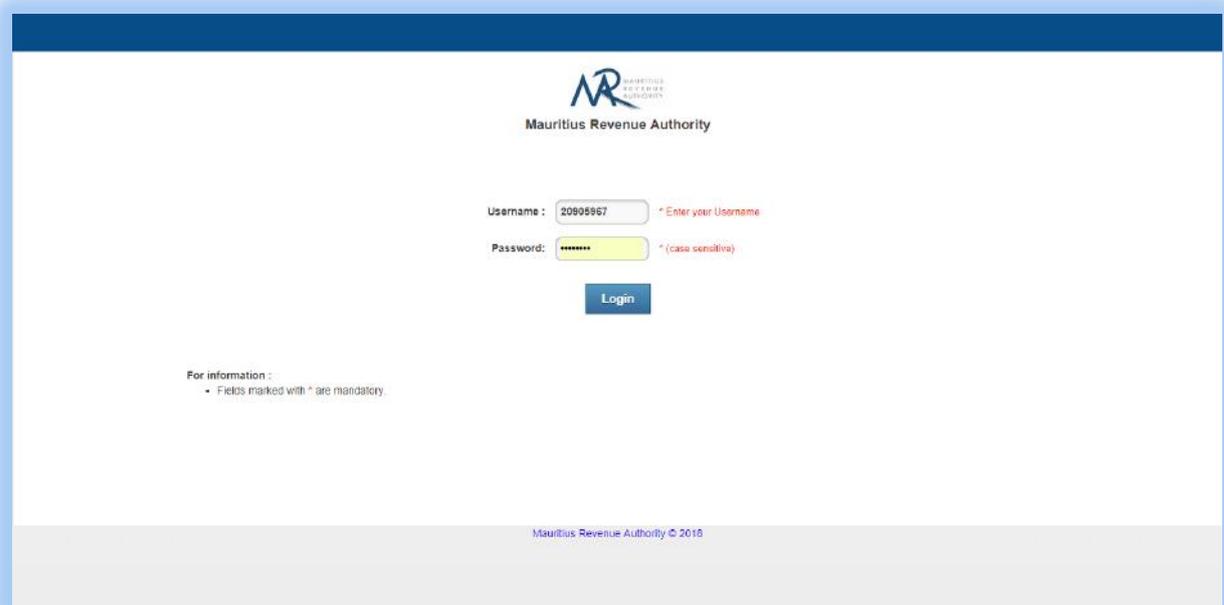
STEP-BY-STEP GUIDE TO E-FILING OF RETURN OF DIVIDENDS

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



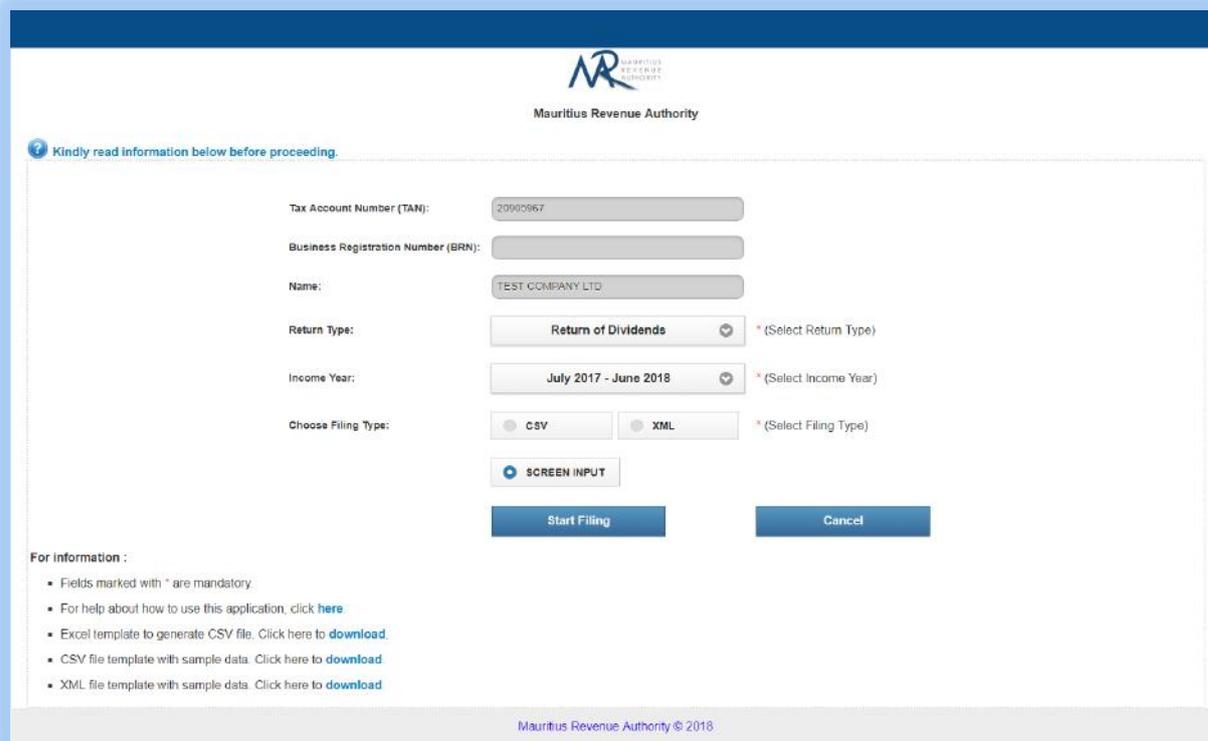
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and the text "Mauritius Revenue Authority". Below this, there are two input fields: "Username" with the value "20905967" and a red asterisk indicating it is mandatory, and "Password" with masked characters and a red asterisk indicating it is case sensitive. A blue "Login" button is positioned below the password field. At the bottom left, there is a "For information:" section with a bullet point stating "Fields marked with * are mandatory". At the bottom center, there is a copyright notice: "Mauritius Revenue Authority © 2018".

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



The screenshot shows a web form for the Mauritius Revenue Authority. At the top, there is a header with the logo and the text 'Mauritius Revenue Authority'. Below the header, a message reads 'Kindly read information below before proceeding.' The form contains several fields: 'Tax Account Number (TAN)' with the value '20900967', 'Business Registration Number (BRN)', 'Name' with the value 'TEST COMPANY LTD.', 'Return Type' with a dropdown menu set to 'Return of Dividends', 'Income Year' with a dropdown menu set to 'July 2017 - June 2018', and 'Choose Filing Type' with radio buttons for 'CSV', 'XML', and 'SCREEN INPUT' (which is selected). There are 'Start Filing' and 'Cancel' buttons at the bottom of the form. A 'For information' section at the bottom left provides links to help and templates. The footer of the page reads 'Mauritius Revenue Authority © 2018'.

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.

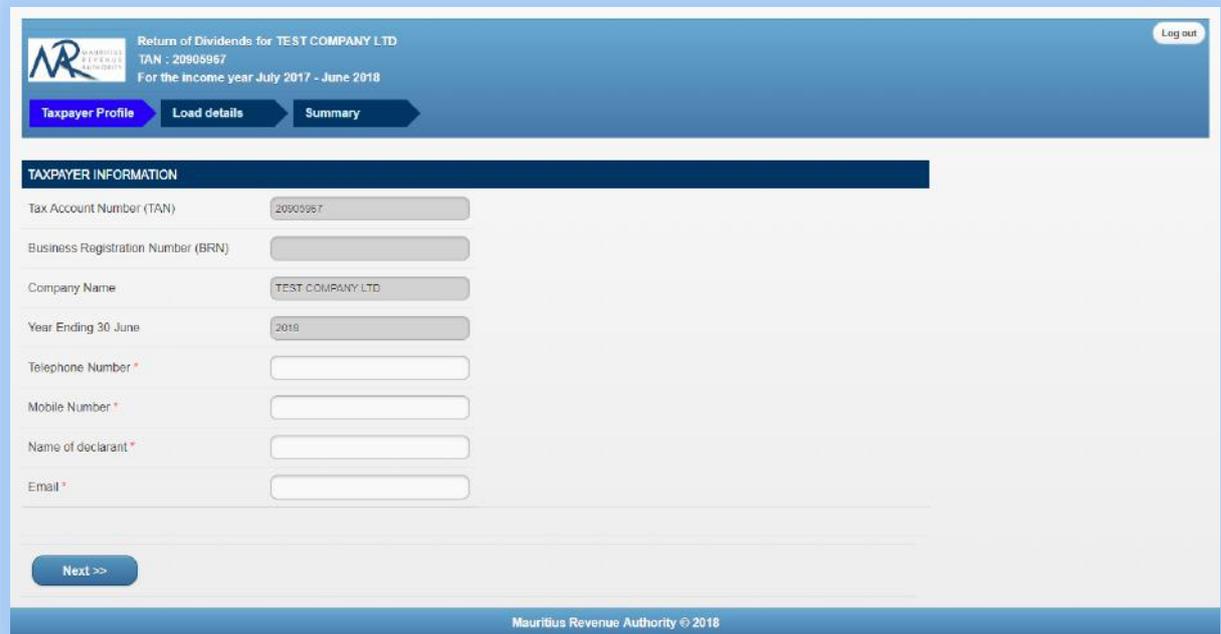
Step 4: Choose the “Filing Type” for which the return is being filed.

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



Return of Dividends for TEST COMPANY LTD
 TAN : 20905967
 For the income year July 2017 - June 2018

Log out

Taxpayer Profile Load details Summary

TAXPAYER INFORMATION

Tax Account Number (TAN) 20905967

Business Registration Number (BRN)

Company Name TEST COMPANY LTD

Year Ending 30 June 2018

Telephone Number *

Mobile Number *

Name of declarant *

Email *

Next >>

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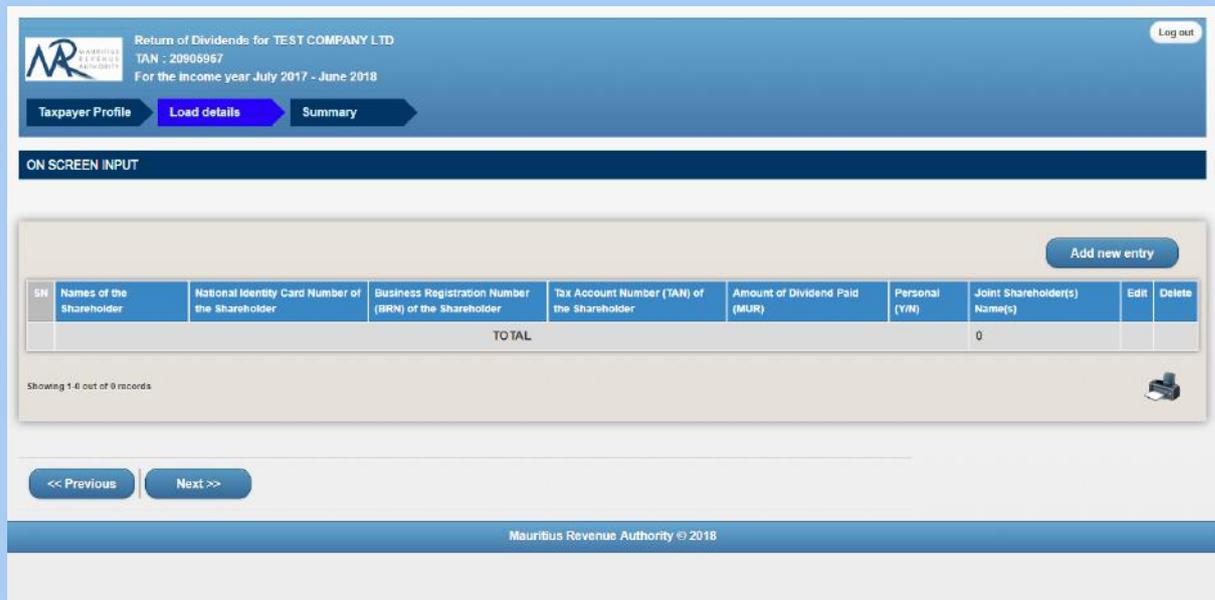
TAN, BRN, Company Name and **Year ending** are pre-filled based on your login details. This information cannot be altered.

Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

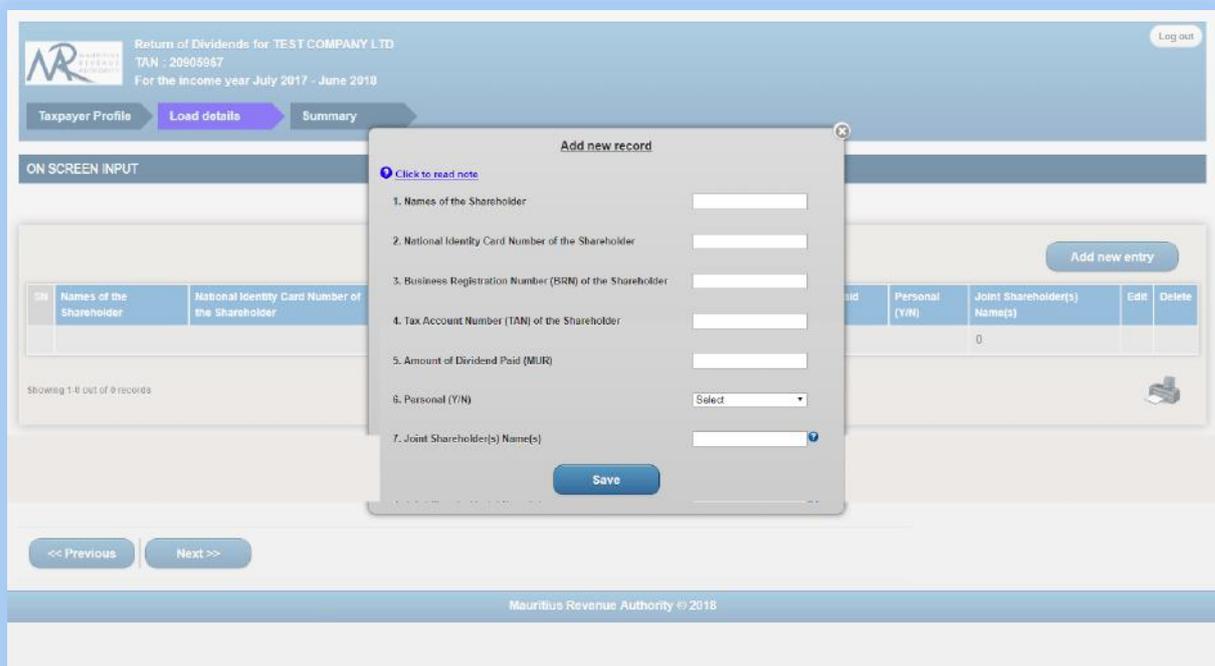
Step 2: Enter the “Name of declarant” and “Email”.

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

2. Load details



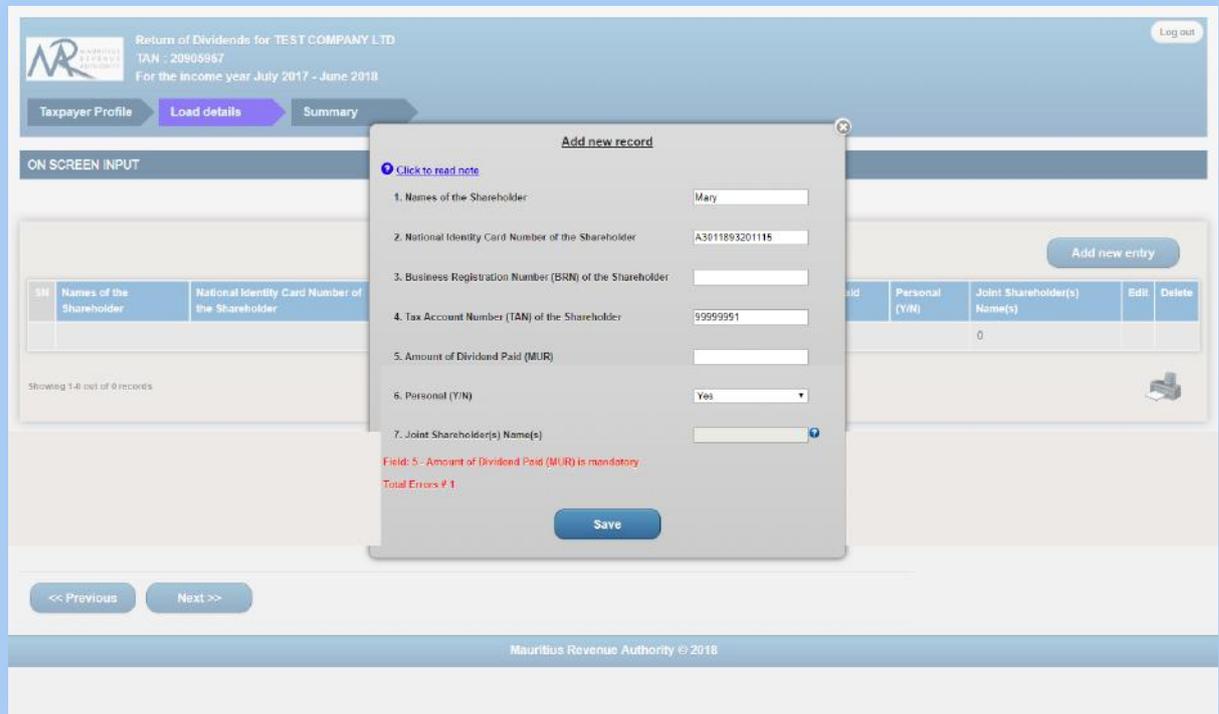
Step 1: Click on “Add new entry” button found on the right. The following screen will appear.



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.



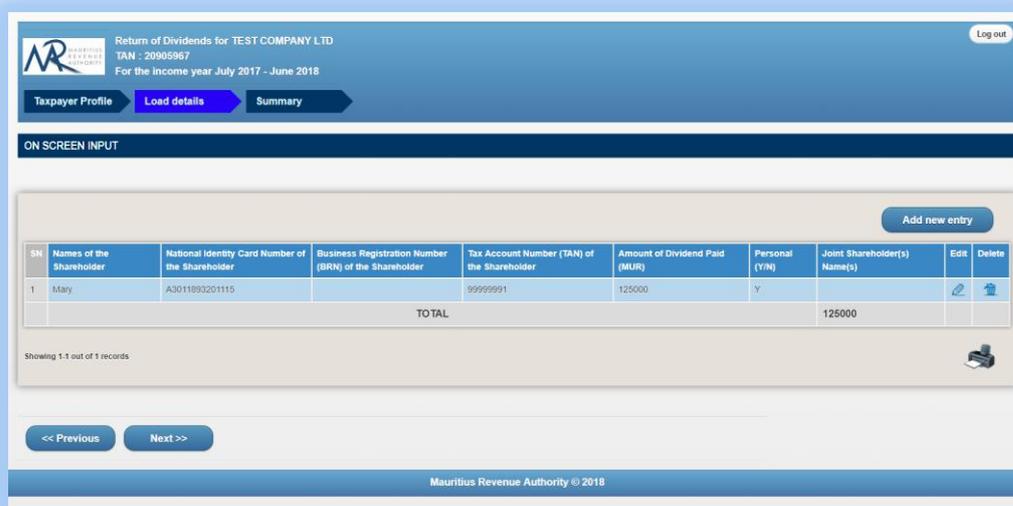
The screenshot shows the 'Add new record' dialog box with the following fields and values:

- 1. Names of the Shareholder: Mary
- 2. National Identity Card Number of the Shareholder: A3011893201115
- 3. Business Registration Number (BRN) of the Shareholder: (empty)
- 4. Tax Account Number (TAN) of the Shareholder: 99999991
- 5. Amount of Dividend Paid (MUR): (empty)
- 6. Personal (Y/N): Yes
- 7. Joint Shareholder(s) Name(s): (empty)

An error message is displayed in red: "Field: 5 - Amount of Dividend Paid (MUR) is mandatory". Below the error message, it says "Total Errors # 1". A "Save" button is visible at the bottom of the dialog box.

(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.



The screenshot shows the 'Add new record' dialog box with the following fields and values:

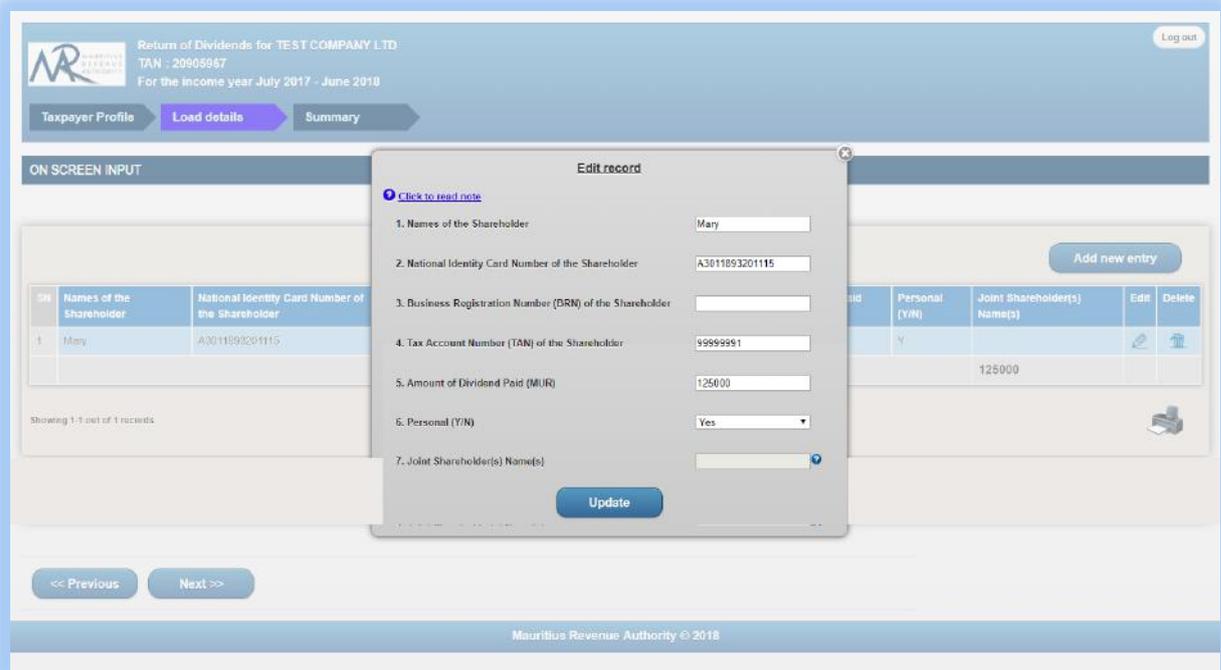
- 1. Names of the Shareholder: Mary
- 2. National Identity Card Number of the Shareholder: A3011893201115
- 3. Business Registration Number (BRN) of the Shareholder: (empty)
- 4. Tax Account Number (TAN) of the Shareholder: 99999991
- 5. Amount of Dividend Paid (MUR): 125000
- 6. Personal (Y/N): Y
- 7. Joint Shareholder(s) Name(s): (empty)

The record is now displayed in the table below the dialog box:

SN	Names of the Shareholder	National Identity Card Number of the Shareholder	Business Registration Number (BRN) of the Shareholder	Tax Account Number (TAN) of the Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) Name(s)	Edit	Delete
1	Mary	A3011893201115		99999991	125000	Y			
TOTAL									125000

The error message is no longer present. A "Save" button is visible at the bottom of the dialog box.

To modify the record, click on the  icon. A popup screen will be displayed with existing data, as shown below.



Return of Dividends for TEST COMPANY LTD
TAN : 20905967
For the income year July 2017 - June 2018

ON SCREEN INPUT

Edit record

[Click to read note](#)

1. Names of the Shareholder: Mary

2. National Identity Card Number of the Shareholder: A3011893201115

3. Business Registration Number (BRN) of the Shareholder:

4. Tax Account Number (TAN) of the Shareholder: 99999991

5. Amount of Dividend Paid (MUR): 125000

6. Personal (Y/N): Yes

7. Joint Shareholder(s) Name(s):

Update

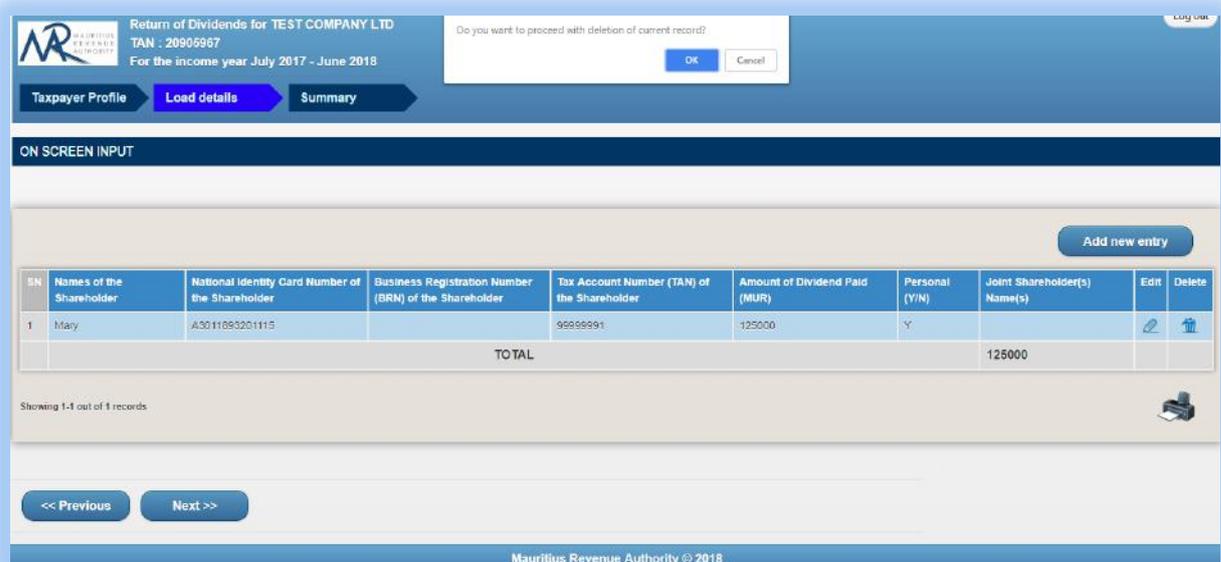
SN	Names of the Shareholder	National Identity Card Number of the Shareholder	Business Registration Number (BRN) of the Shareholder	Tax Account Number (TAN) of the Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) Name(s)	Edit	Delete
1	Mary	A3011893201115		99999991	125000	Y			
TOTAL							125000		

Showing 1-1 out of 1 records

<< Previous Next >>

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



Return of Dividends for TEST COMPANY LTD
TAN : 20905967
For the income year July 2017 - June 2018

ON SCREEN INPUT

Do you want to proceed with deletion of current record?
OK Cancel

ON SCREEN INPUT

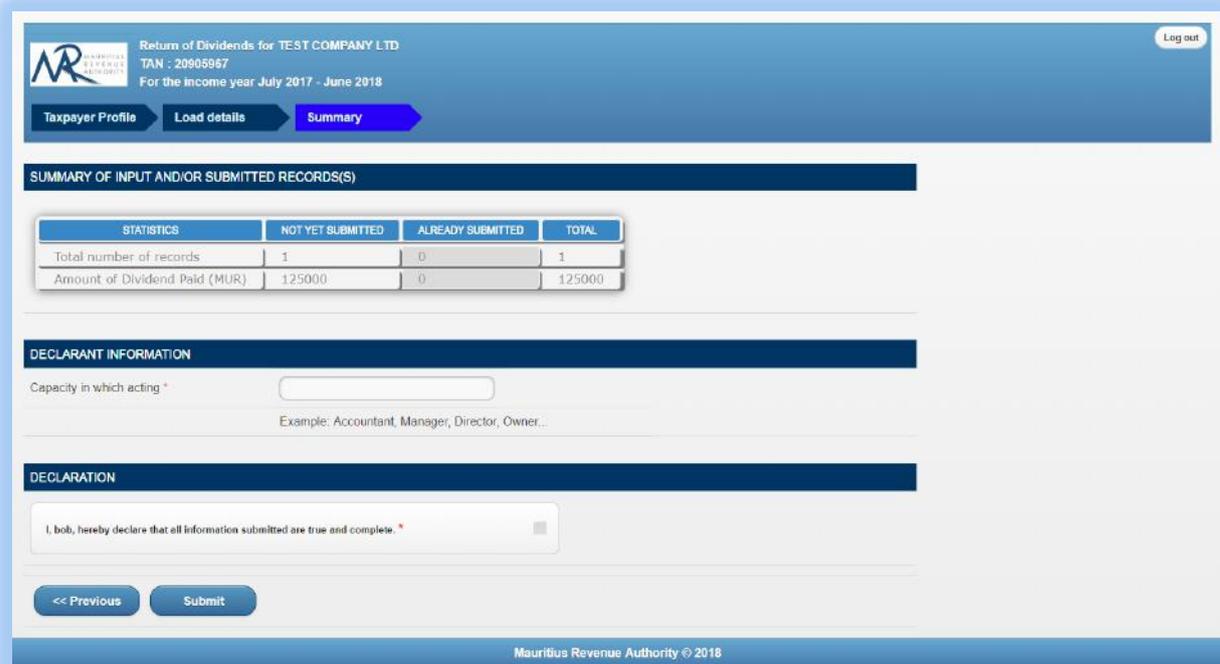
SN	Names of the Shareholder	National Identity Card Number of the Shareholder	Business Registration Number (BRN) of the Shareholder	Tax Account Number (TAN) of the Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) Name(s)	Edit	Delete
1	Mary	A3011893201115		99999991	125000	Y			
TOTAL							125000		

Showing 1-1 out of 1 records

<< Previous Next >>

Mauritius Revenue Authority © 2018

Step 3: After having added all shareholders’ details, click on “Next” button to proceed to next page.



Return of Dividends for TEST COMPANY LTD
 TAN : 20905967
 For the income year July 2017 - June 2018

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
Amount of Dividend Paid (MUR)	125000	0	125000

DECLARANT INFORMATION

Capacity in which acting *

Example: Accountant, Manager, Director, Owner...

DECLARATION

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

[<< Previous](#)
[Submit](#)

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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 20805967 and your Acknowledgement ID is 2904.

Summary of return / Acknowledgement Confirmation

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

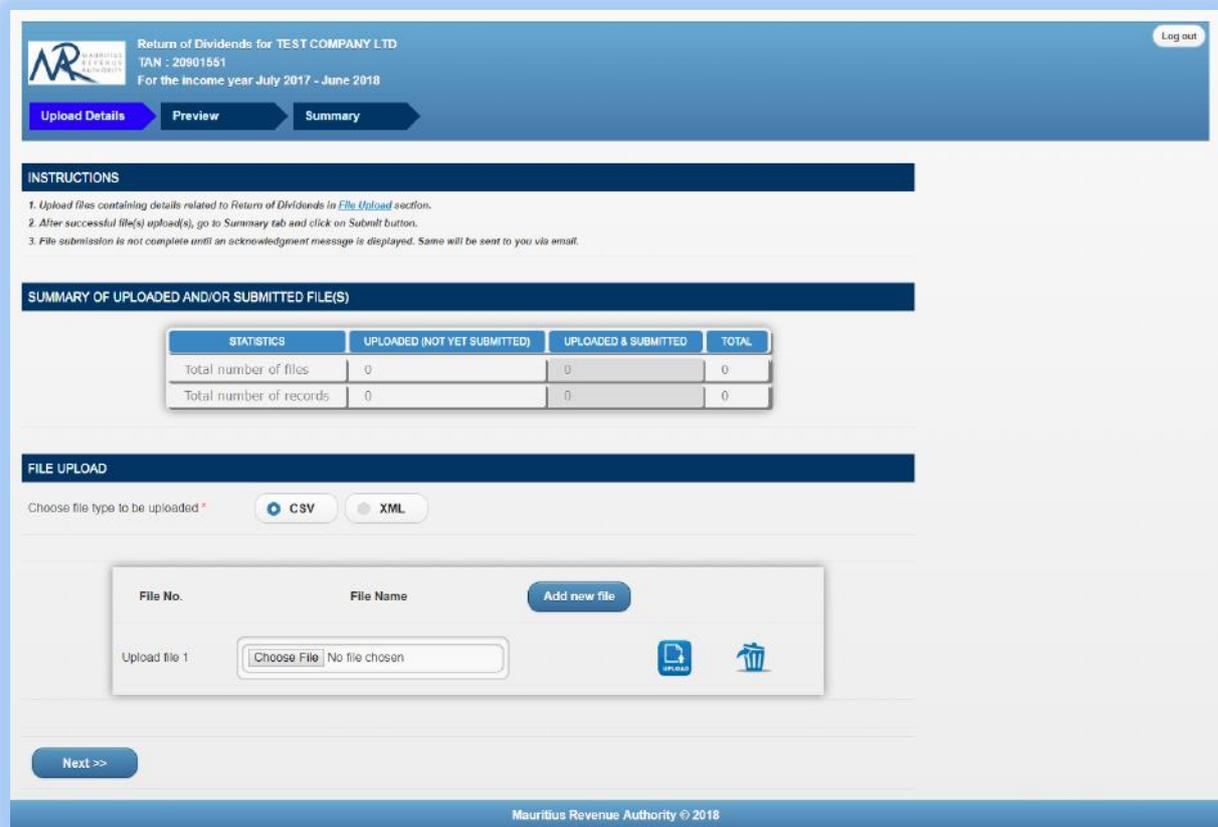
[Back to Login](#)

[Back to Homepage](#)

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B. CSV / XML FILING TYPE

1. Upload Details



Return of Dividends for TEST COMPANY LTD
TAN : 20901551
For the income year July 2017 - June 2018

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to Return of Dividends 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	<input type="text" value="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.

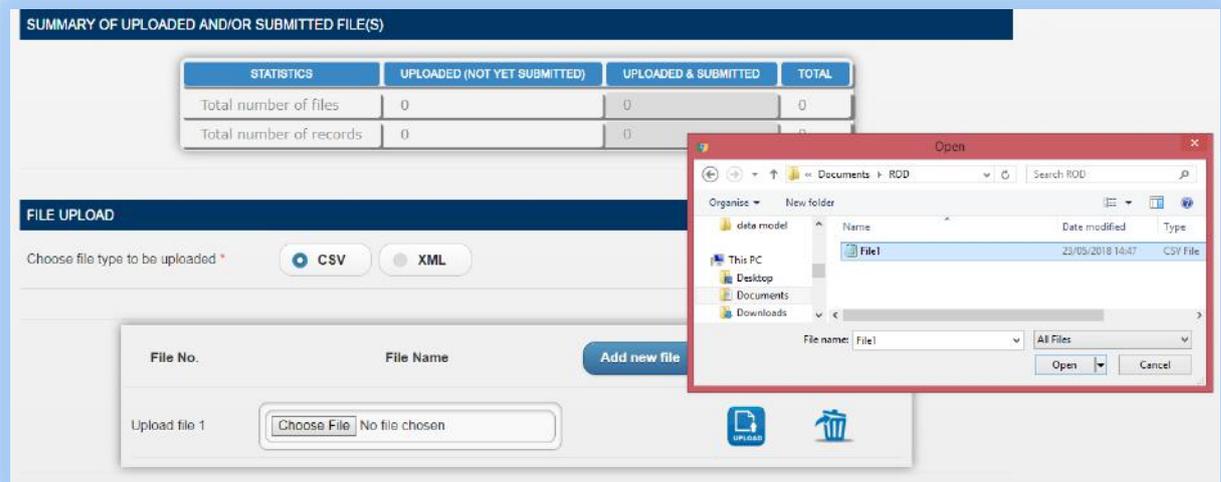


FILE UPLOAD

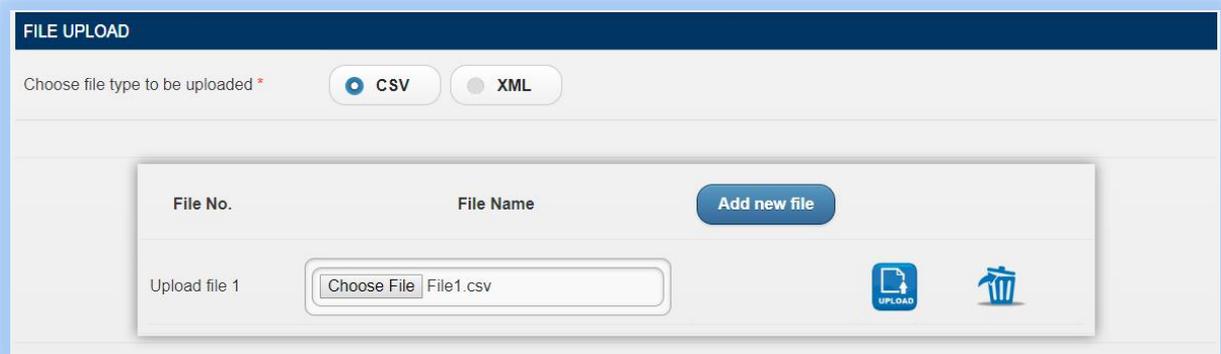
Choose file type to be uploaded *

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:

(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.

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	
Upload file 1	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> File1.csv	<div style="background-color: #004a87; color: white; padding: 5px; border-radius: 5px; display: inline-block; margin-right: 10px;">Add new file</div> <div style="color: red; font-weight: bold; margin-right: 10px;">File Upload Failed</div> <div style="color: red; font-size: 8px; border: 1px solid red; padding: 2px; display: inline-block; margin-right: 10px;">Click for details</div> <div style="color: blue; font-size: 20px; margin-right: 10px;">🗑️</div>

(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 [🗑️].

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	1	0	1
Amount of Dividend Paid (MUR)	105,000	0	105,000

FILE UPLOAD

Choose file type to be uploaded * CSV XML

File No.	File Name	
Upload file 4	Choose File File1.csv	File Uploaded Click for details 

FILE UPLOAD

Choose file type to be uploaded * CSV XML

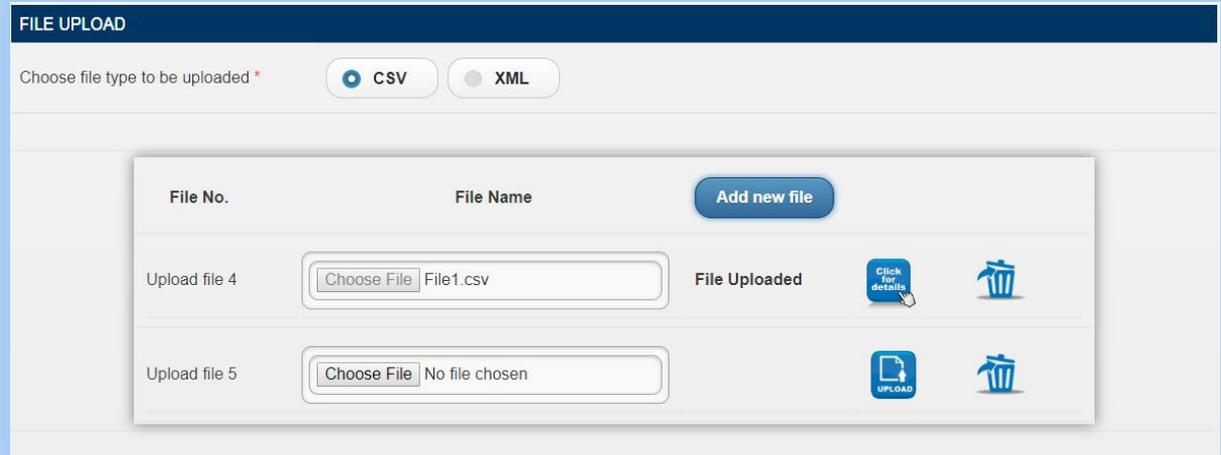
File No.	File Name	
Upload file 4	Choose File File1.csv	File Uploaded Click for details 

File upload successful

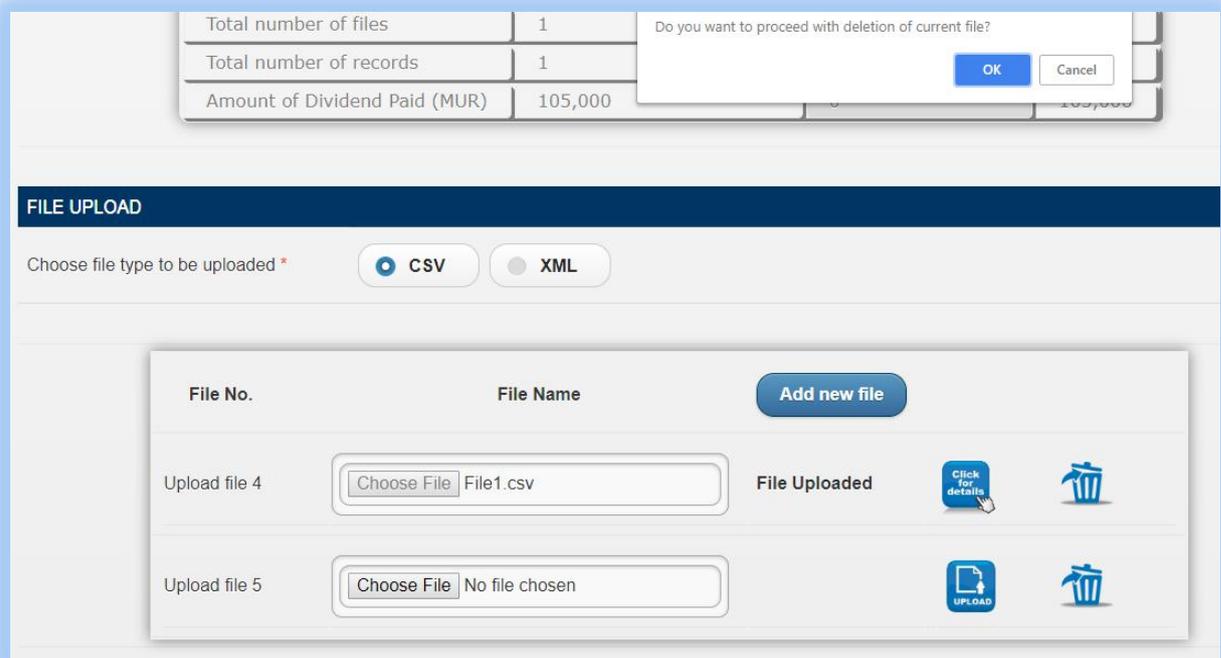
Total Number of Records: 1 Amount of Dividend Paid (MUR): 105,000

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**.



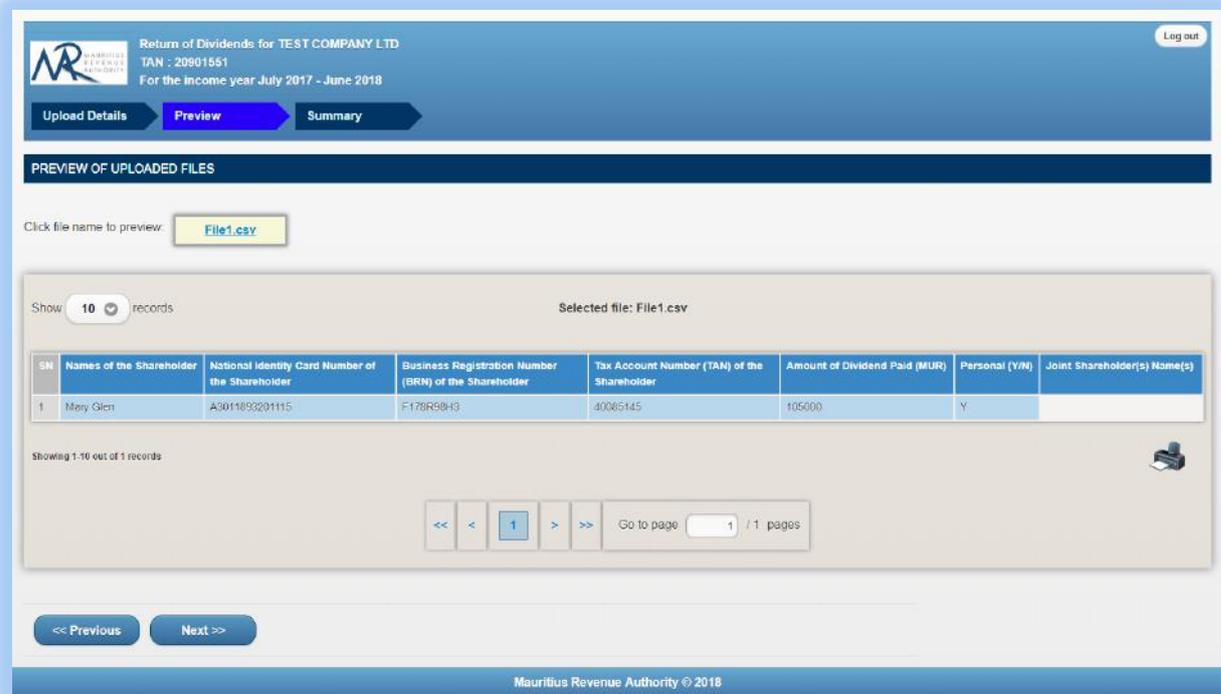
Step 6: To delete a file, click on the delete bin icon [🗑️]. A confirmation message is displayed. Click on “OK” to delete file, else cancel the action.



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.



Return of Dividends for TEST COMPANY LTD
TAN - 20901551
For the income year July 2017 - June 2018

Upload Details **Preview** Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: **File1.csv**

Show 10 records Selected file: File1.csv

SN	Names of the Shareholder	National Identity Card Number of the Shareholder	Business Registration Number (BRN) of the Shareholder	Tax Account Number (TAN) of the Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) Name(s)
1	Mary Glen	A9011850201115	F176R99-H3	30305145	105000	Y	

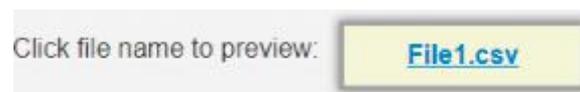
Showing 1-10 out of 1 records

<< < 1 > >> Go to page 1 / 1 pages

<< Previous Next >>

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



Click file name to preview: **File1.csv**

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

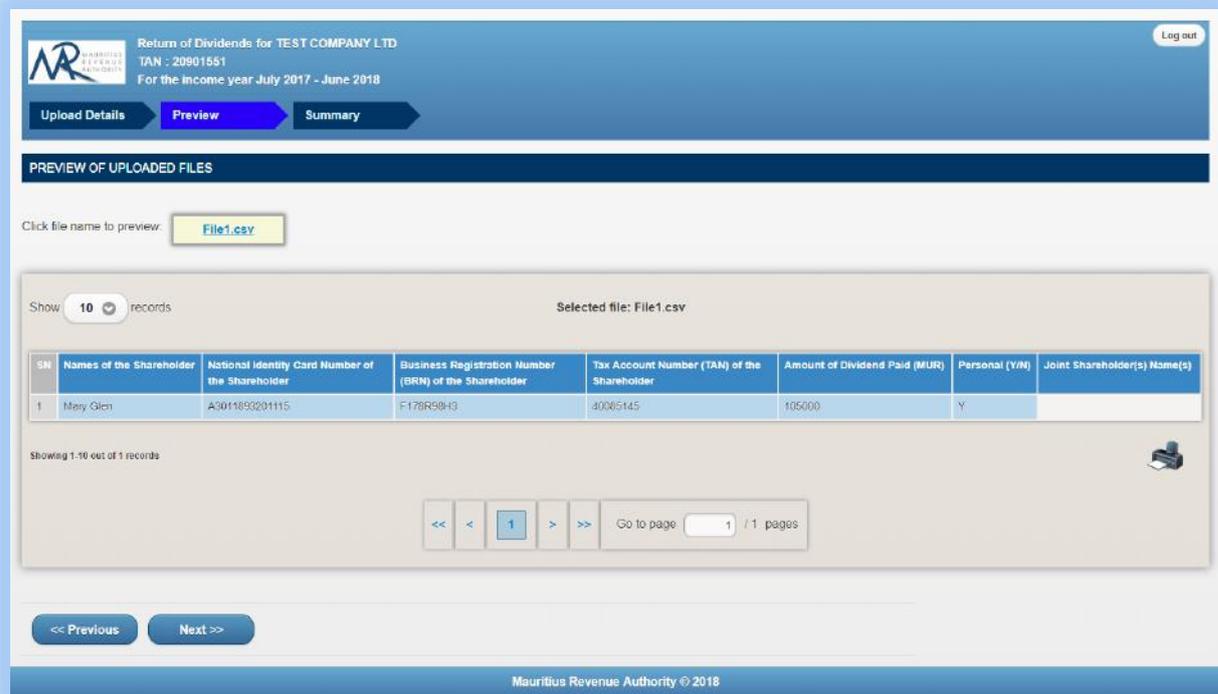


Show 10 records

- 10
- 50
- 100
- 1000

TAN

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



Return of Dividends for TEST COMPANY LTD
TAN : 20901551
For the income year July 2017 - June 2018

Upload Details **Preview** Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [File1.csv](#)

Show 10 records Selected file: File1.csv

SN	Names of the Shareholder	National Identity Card Number of the Shareholder	Business Registration Number (BRN) of the Shareholder	Tax Account Number (TAN) of the Shareholder	Amount of Dividend Paid (MUR)	Personal (Y/N)	Joint Shareholder(s) Name(s)
1	Mary Glen	A3011853201115	F178R58-H3	40085145	105000	Y	

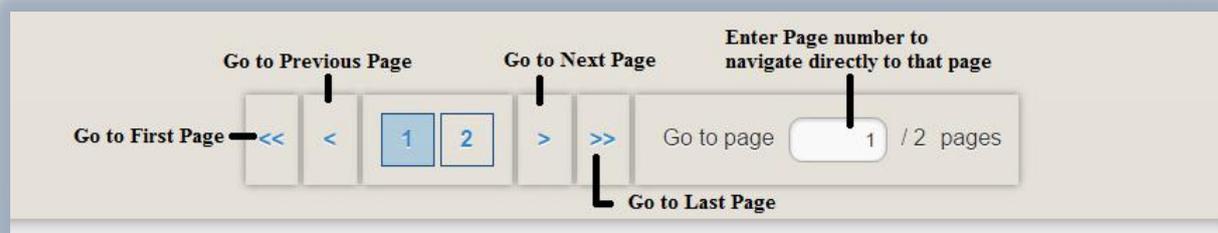
Showing 1-10 out of 1 records

<< < 1 > >> Go to page 1 / 1 pages

<< Previous Next >>

Mauritius Revenue Authority © 2018

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

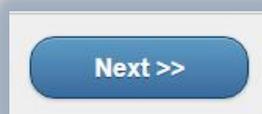


Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

Go to First Page << < 1 2 > >> Go to page 1 / 2 pages

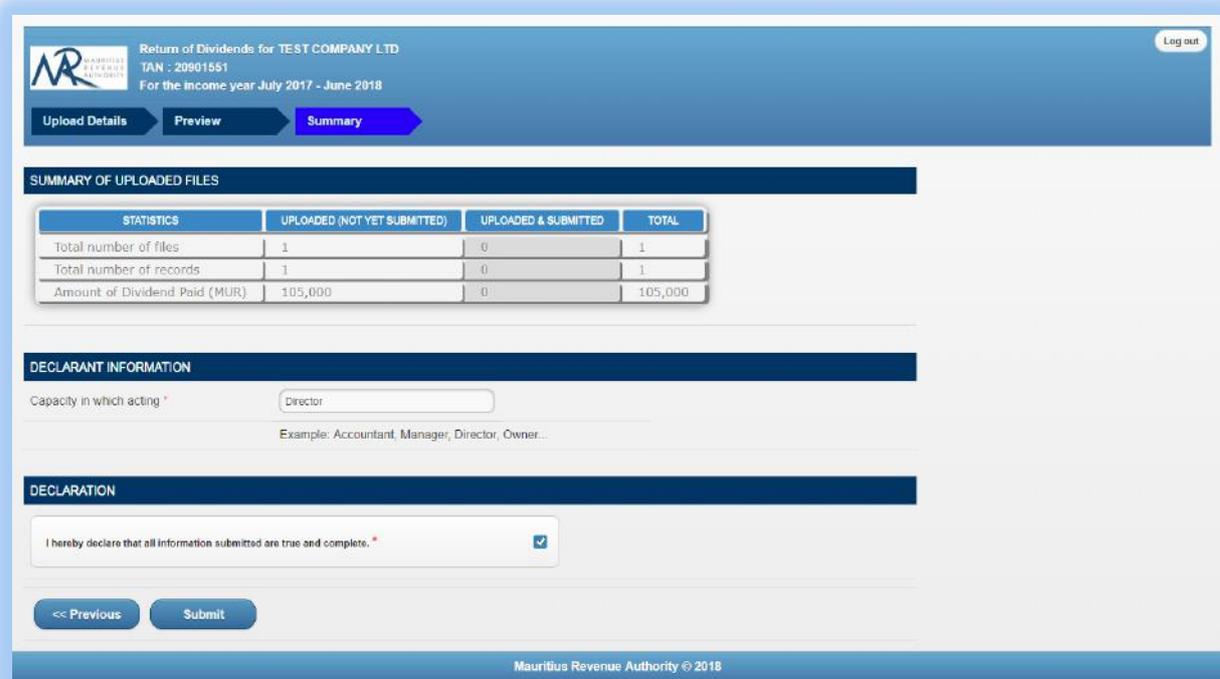
Go to Last Page

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.



Return of Dividends for TEST COMPANY LTD
TAN : 20901551
For the income year July 2017 - June 2018

Upload Details Preview Summary

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	0	1
Total number of records	1	0	1
Amount of Dividend Paid (MUR)	105,000	0	105,000

DECLARANT INFORMATION

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

DECLARATION

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

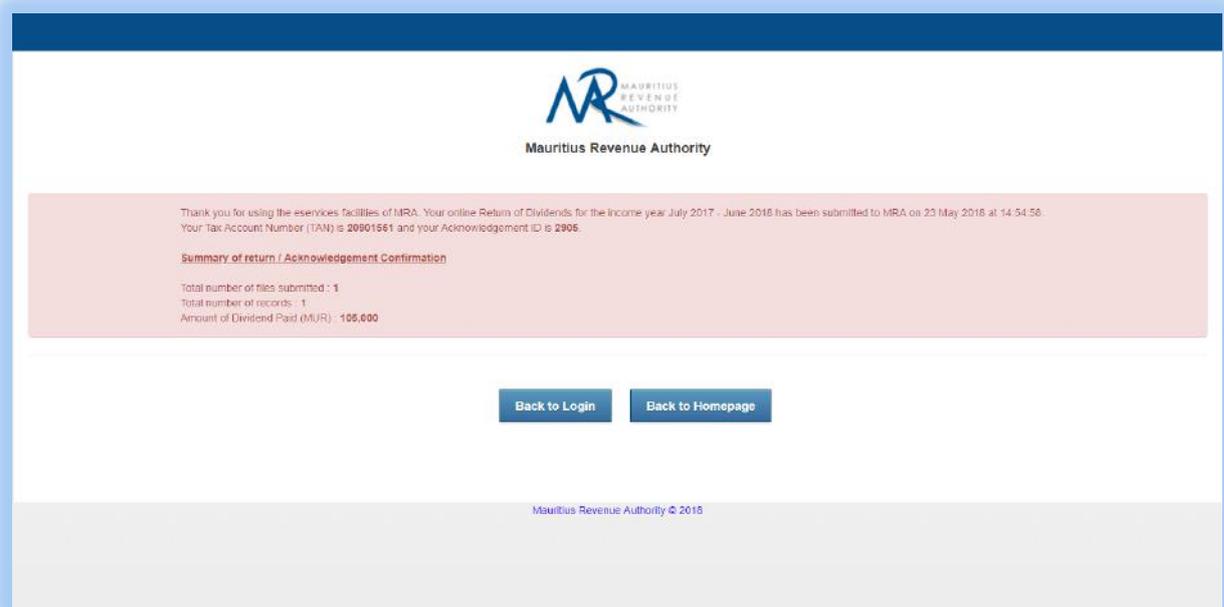
<< Previous Submit

Mauritius Revenue Authority © 2018

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

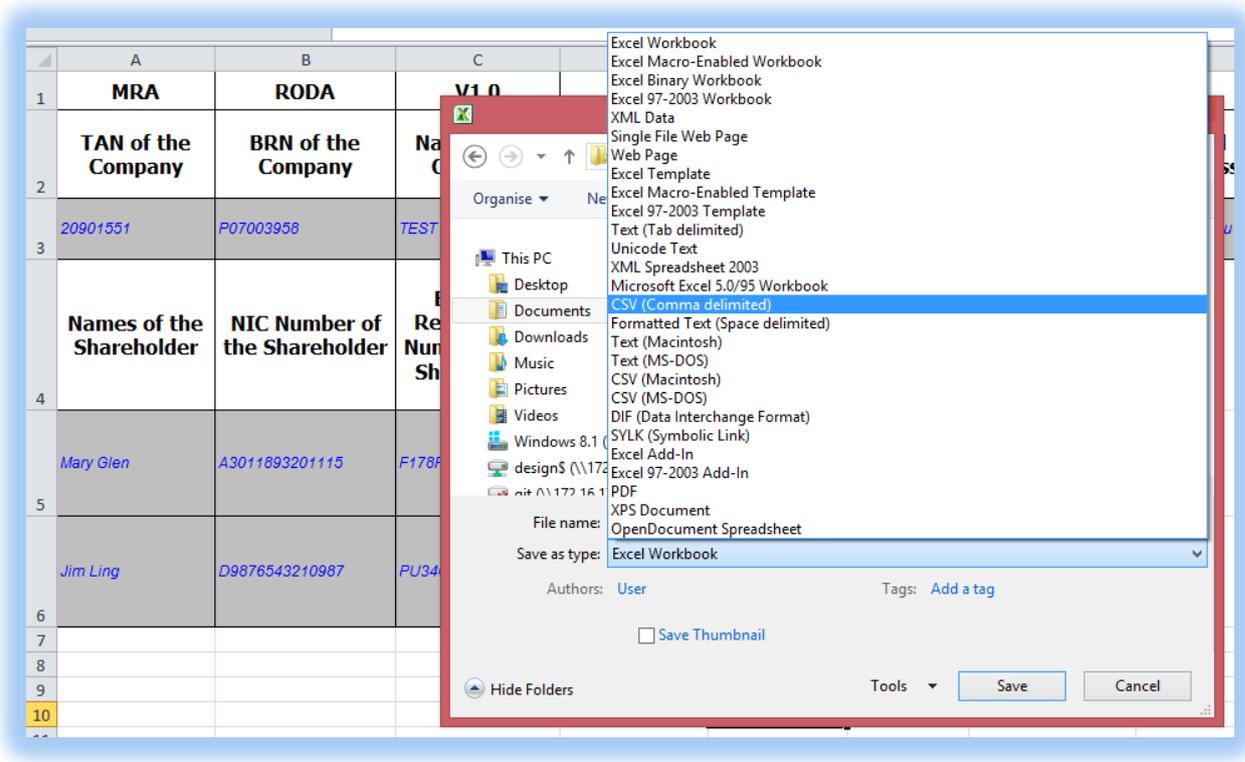
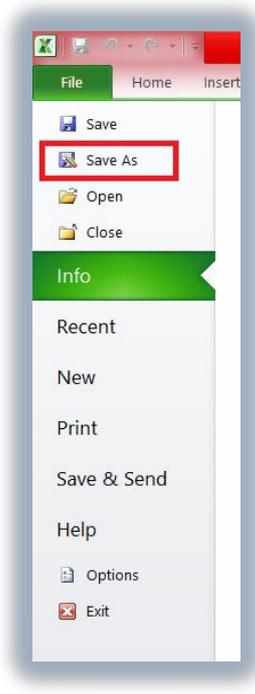
To generate your CSV file, please download the excel template from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/RODA/excelTemplate.xlsx>.

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	Insert TAN of the Company Here	Insert BRN of the Company Here	Insert name of the Company Here	Insert period here - YYYY	Insert Telephone Number Here	Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Address Here
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	Insert Names of shareholder here	Insert the shareholders National Identity Number or in the case of non-citizen, the identification number issued to him by the immigration officer here	Insert the shareholder's BRN here	Insert the tax account number of the shareholder	Insert the amount of dividend paid here	Insert if Personal or not (Y/N)	Insert Joint Shareholders name(s) if more than 1 shareholder name separate using semicolon ; For example: Brandon Rogers ; Remmy Ray	
6	Insert Names of shareholder here	Insert the shareholders National Identity Number or in the case of non-citizen, the identification number issued to him by the immigration officer here	Insert the shareholder's BRN here	Insert the tax account number of the shareholder	Insert the amount of dividend paid here	Insert if Personal or not (Y/N)	Insert Joint Shareholders name(s) if more than 1 shareholder name separate using semicolon ;	

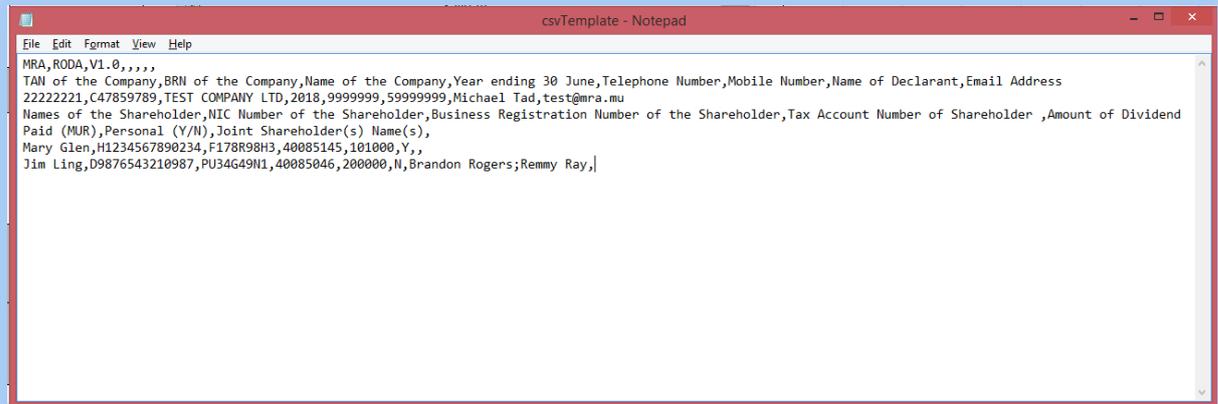
Replace the blue text with your data as shown below.

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.



```

MRA,RODA,V1.0,,,,,
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
22222221,C47859789,TEST COMPANY LTD,2018,9999999,59999999,Michael Tad,test@mra.mu
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),
Mary Glen,H1234567890234,F178R98H3,40085145,101000,Y,,
Jim Ling,D9876543210987,PU34G49N1,40085046,200000,N,Brandon Rogers;Remmy Ray,|
  
```

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.