

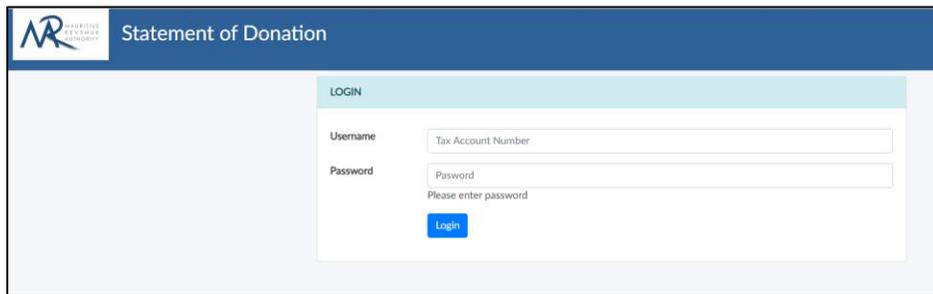
STEP-BY-STEP GUIDE TO E-FILING OF STATEMENT OF DONATION

1. Introduction

This guide aims to help registered charity institutions file their “Statement of Donation” on Mauritius Revenue Authority’s website.

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

2. Login



The screenshot shows the login interface for the Statement of Donation system. The page has a dark blue header with the Mauritius Revenue Authority logo and the text "Statement of Donation". Below the header is a light blue box titled "LOGIN". Inside this box, there are two input fields: "Username" with a placeholder "Tax Account Number" and "Password" with a placeholder "Please enter password". A blue "Login" button is positioned below the password field.

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 Income Year

The screenshot shows a web form titled "Statement of Donation" with a sub-section "Choose Income Year". The form contains the following fields:

- Charitable Institution: SOCIETY
- Tax Account Number (TAN): 200
- Return Type: Statement Of Donation
- Income Year: Income year ended 2022

A blue "Start Filing" button is located at the bottom right of the form.

Charitable Institution, "Return Type" and Tax Account Number (TAN) fields are prefilled based on your login details and cannot be altered.

Step 1: Select the "Income Year".

Step 2: Click on "Start Filing" button to proceed to next page.

4. Taxpayer Information

The screenshot shows a web form titled "Statement of Donation" with a sub-section "TAXPAYER INFORMATION". The form includes a progress bar at the top with three steps: Step 1 (Taxpayer Profile), Step 2 (Load Details Of Donations), and Step 3 (View Summary). The form contains the following fields:

- Tax Account Number (TAN): 200
- Business Registration Number (BRN):
- Name of Charitable Institution: SOCIETY
- Year Ending 30 June: 2022
- Telephone Number:
- Mobile Number:
- Email:

"Previous" and "Next" buttons are located at the bottom right of the form.

Tax Account Number (TAN), Business Registration Number (BRN), Name of Charitable Institution and Year Ending 30 June fields are already prefilled and cannot be changed.

Step 1: Enter your Telephone Number/Mobile Number.

Step 2: Enter a valid email address.

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

5. Loading of donation details

Step 1
Taxpayer Profile

Step 2
Load Details Of Donations

Step 3
View Summary

Upload Statement of Donation

Details of donations can be entered in the table below, either manually or by uploading a CSV file.

- Manual Input**
 - Select the 'Manual Input' option.
 - Click the respective cells of the table below to enter the corresponding information.
- Uploading CSV**
 - You need to upload a CSV file containing the details of the donations, in the format available on the link: Download template for uploading the donations.
 - Click on the **Choose File** button to upload your file.
 - If the file is uploaded successfully, the table below containing the details of the donations will be displayed.

Note
Value(s) entered for "Amount Contributed" should be in **MUR**.
Click on the **Next** button to proceed to submission.

Manual Input Upload File

Number of rows to add: Add Row(s)

Search:

	NID/NCID/TAN	Passport Number	Name	Other Name	Resident/Non Resic	Nationality	BRN	Amount Contributed in MUR	Methods of donations
1					▼	▼			▼
2					▼	▼			▼
3					▼	▼			▼
4					▼	▼			▼

Showing page 1 of 1 entries 1

Donations can be entered either manually or by uploading a CSV file containing the donation details.

• Manual Input

Step 1
Taxpayer Profile

Step 2
Load Details Of Donations

Step 3
View Summary

Upload Statement of Donation

Details of donations can be entered in the table below, either manually or by uploading a CSV file.

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1					▼	▼			▼
2					▼	▼			▼
3					▼	▼			▼
4					▼	▼			▼

Showing page 1 of 1 entries 1

Step 1: Select the **“Manual Input”** option.

Step 2: Enter the number of rows pertaining to the number of donations you need to input, and click on the **“Add Row(s)”** button.

Step 3: Click the cell(s) of the table to enter the respective information, as shown below.

Step 4: After you have entered the donation details, click on the **“Next”** button to proceed to next page.

Step 1
Taxpayer Profile

Step 2
Load Details Of Donations

Step 3
View Summary

Upload Statement of Donation

Details of donations can be entered in the table below, either manually or by uploading a CSV file.

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 - Select the 'Manual Input' option.
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 - Click on the **Choose File** button to upload your file.
 - If the file is uploaded successfully, the table below containing the details of the donations will be displayed.

Note
Value(s) entered for "Amount Contributed" should be in **MUR**.
Click on the **Next** button to proceed to submission.

Manual Input Upload File

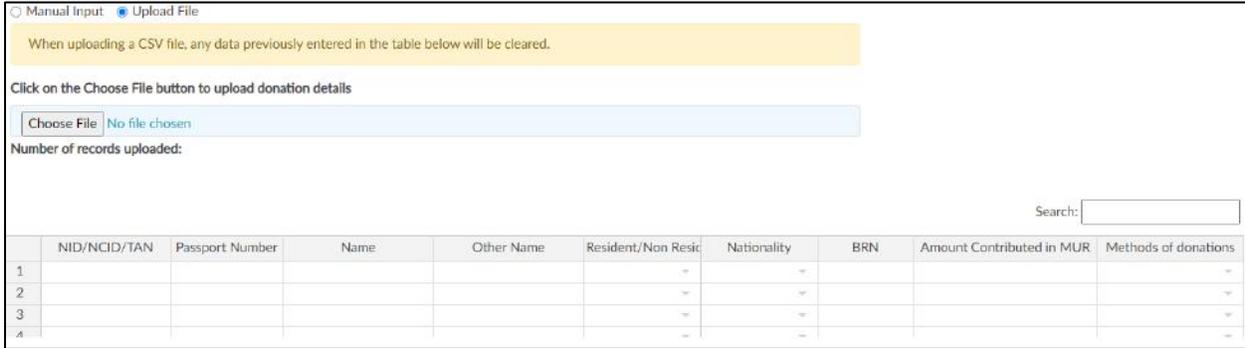
Number of rows to add: Add Row(s)

Search:

	NID/NCID/TAN	Passport Number	Name	Other Name	Resident/Non Resic	Nationality	BRN	Amount Contributed in MUR	Methods of donations
1	MO1010101010101		Test	Test	RESIDENT -	MAURITIUS -		250	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #0070c0; color: white; padding: 2px;">CASH ✓</div> <div style="padding: 2px;">CHEQUE</div> <div style="padding: 2px;">ELECTRONIC</div> </div>

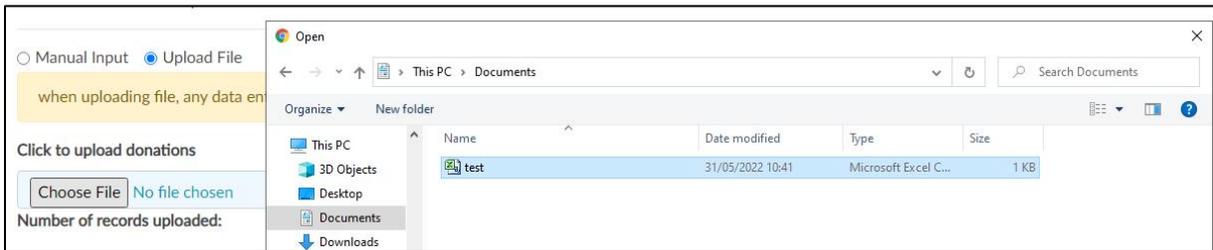
Showing page 1 of 1 entries 1

- **Uploading CSV file**



Step 1: Select the “Upload File” option.

Step 2: Click on the “Choose File” button and select the CSV file to upload. If uploaded successfully, the corresponding donation details will be displayed in the table.

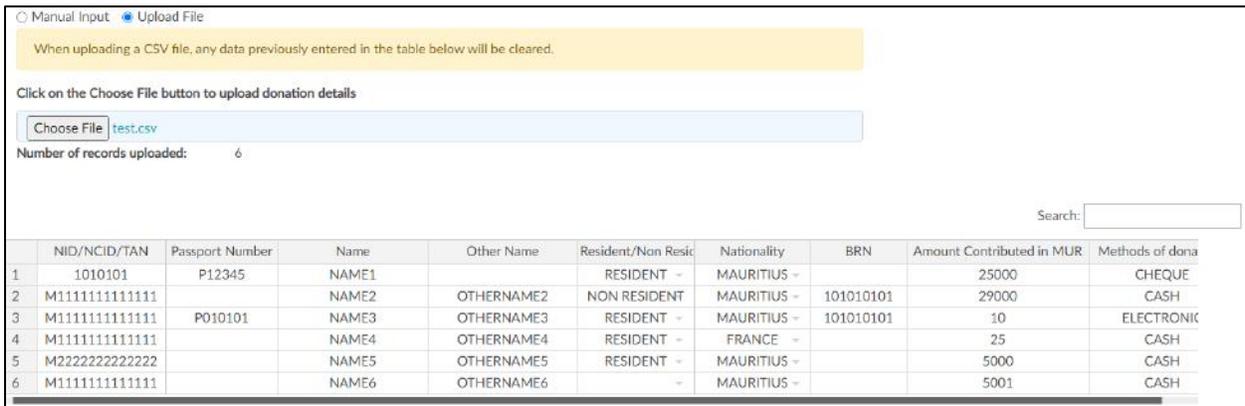


Sample CSV file

	A	B	C	D	E	F	G	H	I
1	NID/NCID/TAN	Passport Number	Name	Other Name	Resident/Non Resident	Nationality	BRN	Amount Contributed in MUR	METHODS OF donations
2	1010101	P12345	name1		Resident	Mauritius		25000	CHEQUE
3	M1111111111111111		name2	otherName2	Non resident	Mauritius	101010101	29000	cash
4	M1111111111111111	P010101	name3	otherName3	Resident	Mauritius	101010101	10	electronic
5	M1111111111111111		name4	otherName4	Resident	France		25	Cash
6	M2222222222222222		name5	otherName5	Resident	Mauritius		5000	Cash
7	M1111111111111111		name6	otherName6		Mauritius		5001	Cash

Upon successful upload

The table will be prefilled with the details of the uploaded CSV file, as shown below.

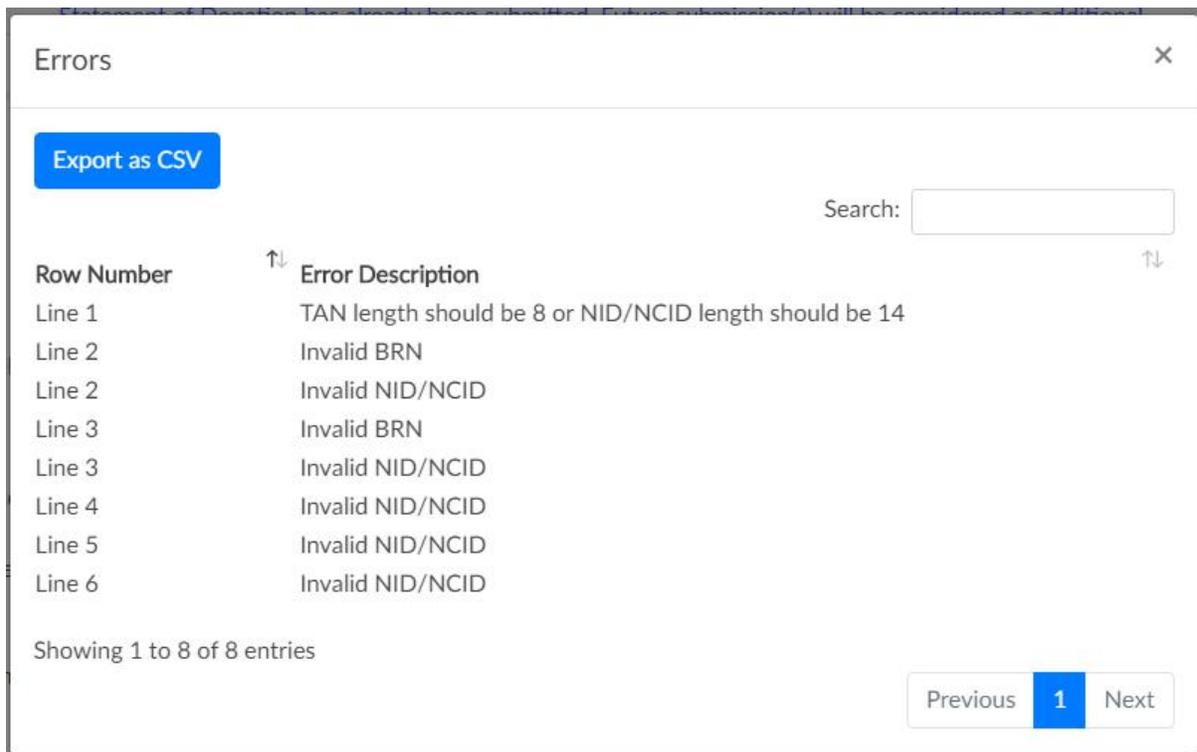


Step 3: Click on “Next” button to proceed to next page.

Note

- Donation details entered/uploaded can be edited directly in the table by clicking the respective cell(s) of the table.
- Ensure that the CSV file is in the correct format. (The template is available for download, as stated in the description for ‘Uploading CSV’)
- If error(s) pertaining to data entered/uploaded is found, a popup with the list of errors for the corresponding line(s) will be displayed, which can be downloaded by clicking on the “Export as CSV” button.

Error message popup



The screenshot shows a window titled "Errors" with a close button (X) in the top right corner. Inside the window, there is a blue button labeled "Export as CSV" in the top left. To the right of the button is a search input field with the label "Search:". Below these elements is a table with two columns: "Row Number" and "Error Description". The table contains 8 rows of error data. At the bottom left of the table area, it says "Showing 1 to 8 of 8 entries". At the bottom right, there are three buttons: "Previous", "1", and "Next". The "1" button is highlighted in blue.

Row Number	Error Description
Line 1	TAN length should be 8 or NID/NCID length should be 14
Line 2	Invalid BRN
Line 2	Invalid NID/NCID
Line 3	Invalid BRN
Line 3	Invalid NID/NCID
Line 4	Invalid NID/NCID
Line 5	Invalid NID/NCID
Line 6	Invalid NID/NCID

6. Summary

Statement of Donation

Step 1 Taxpayer Profile Step 2 Load Details Of Donations Step 3 View Summary

Summary of Donations

Number of records	6
Total amount of donations (MUR)	64,036

Declaration Section

I confirm that all information provided in the application form is true and correct.

Declarant Details

Declarant Name

Declarant contact no

Capacity in which acting

Select

Submit Previous

The “**View Summary**” section contains the ‘Summary of Donations’ and the ‘Declarant Section’.

- Summary of Donations

The ‘**Summary of Donations**’ specifies the number of records entered and the total amount of all the donations.

- Declarant Section

Step 1: Click on the checkbox to confirm that all information provided is complete, true and correct.

Step 2: Enter the “Declarant Name”, “Declarant contact no” and “Capacity in which acting” and then click on the “**Submit**” button.

7. Acknowledgement

Upon submission, you will be redirected to the “**Acknowledgement**” page, as shown below, and an email of the information will be sent to you.

Step 1 Taxpayer Profile Step 2 Load Details Of Donations Step 3 View Summary Step 4 Acknowledgement

[STATEMENT OF DONATION] - Statement Submission Confirmation

Thank you for using the eservices facilities of MRA. Submission of statement of donation for the income year ended 2022 has been submitted to MRA on 20220616 09:48:59. Your TAN is 200 [REDACTED] and your acknowledgement ID is 7443.

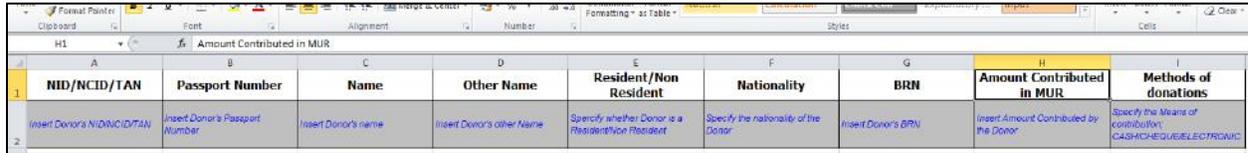
Income Period	Total Amount of Donations
2022	64,036

Close

Details on File Upload

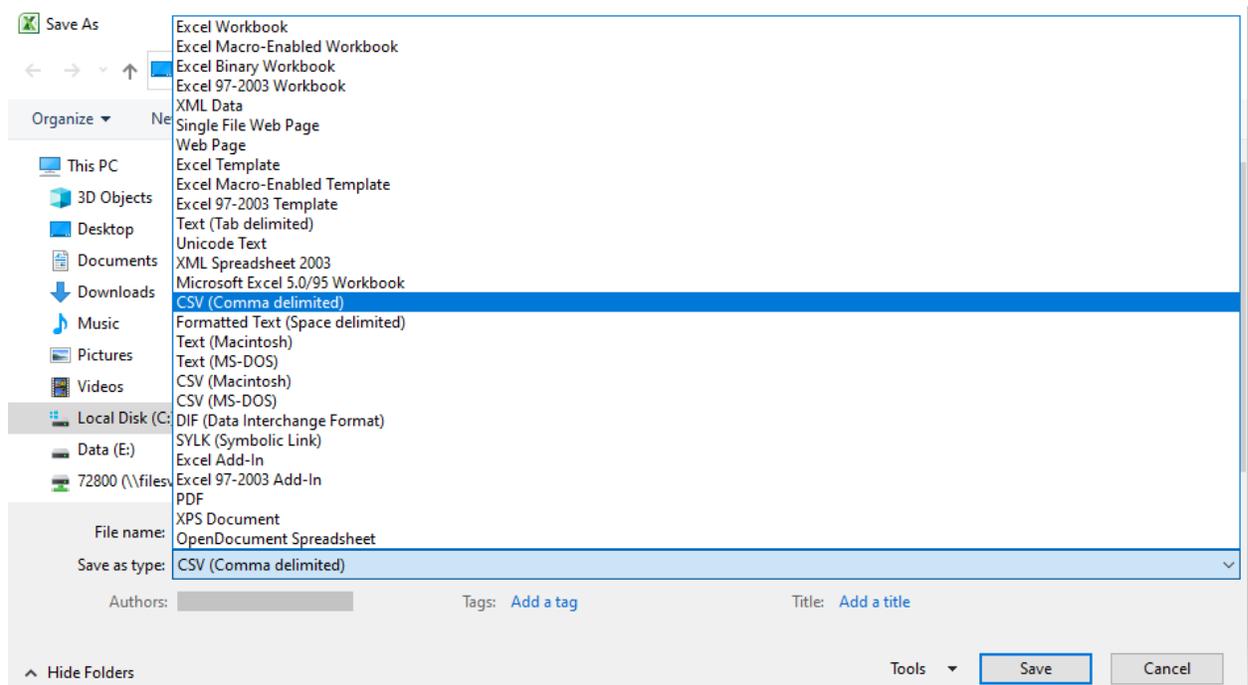
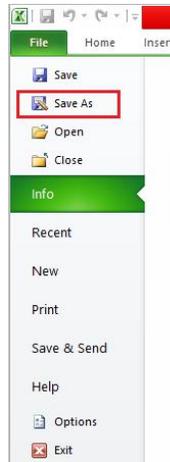
CSV File

To generate your CSV file, please download the excel template MRA website.



	A	B	C	D	E	F	G	H	I
	NID/NCID/TAN	Passport Number	Name	Other Name	Resident/Non Resident	Nationality	BRN	Amount Contributed in MUR	Methods of donations
1	Insert Donor's NID/NCID/TAN	Insert Donor's Passport Number	Insert Donor's name	Insert Donor's other Name	Specify whether Donor is a Resident/Non Resident	Specify the nationality of the Donor	Insert Donor's BRN	Insert Amount Contributed by the Donor	Specify the Means of contribution CASH/CHEQUE/ELECTRONIC
2									

Replace the blue text with your data and then save as **CSV** file; click on **File > Save As > select CSV (comma delimited)**. Next, click on **Save**.



Important Notes

- Final submission of the statement is completed only when the “**Submit**” button is clicked.
- Once you have submitted the statement of donation for the income year, subsequent submission(s) with new record(s) can be done by performing the above steps.