## SPECIFICATIONS/FORMAT FOR FILE USED FOR: Monthly PAYE Return

| Field | Data type | Width | Mandatory (Yes/No) | Description of field | Remark |
|---|---|---|---|---|---|
| Source | Character | 3 | Yes | It will contain the value MRA | |
| Statement Type | Character | 6 | Yes | It will contain the value PAYE | |
| Template Version | Character | 5 | Yes | It will contain the value V1.0 | |
| **Employer Details:** | | | | | |
| Employer Registration Number | Character | 8 | Yes | This is the Employer Registration Number of the Employer. | It consists of numbers 0 to 9 only. |
| Employer Business Registration Number | Character | 9 | No | This is the Business Registration Number (BRN) of the Employer. | Characters allowed A to Z & 0 to 9. |
| Employer Name | Character | 80 | Yes | This is the full name of the Employer. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Tax Period | Number | 7 | Yes | Period ending the month it relates | Format is YYMM E.g.: For the month of January 2018, it must be '1801' |
| Telephone Number | Number | 7 | Yes (If Mobile Number is Null) | Phone Number | Numbers allowed 0 to 9. It must be of 7 characters only. |
| Mobile Number | Number | 8 | Yes (If Telephone Number is Null) | Mobile Number | Numbers allowed 0 to 9. If mobile number should be 8 characters starting only with 5. |
| Name of Declarant | Character | 80 | Yes | This is the Name of the person providing the information from the Employer. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |

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|---|---|---|---|---|---|
| E-mail Address | Character | 50 | Yes | Email address | It must consist of a valid email address |
| **Employee Details:** | | | | | |
| Employee ID | Character | 14 | Yes | This is the employee ID:<br>(i) Where the employee is a Mauritian Citizen, it is the NIC number<br>(ii) Where the employee is a not a citizen of Mauritius, it is the identification number issued by the Passport and Immigration Office(PIO); or any other identification number issued by the Director-General | Characters allowed A to Z & 0 to 9. |
| Surname of Employee | Character | 80 | Yes | This is the Surname of the Employee | It must consist of valid letters and numbers only Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Other Names of Employee | Character | 80 | Yes | This is the Other Names of the Employee | It must consist of valid letters and numbers only Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Emoluments excluding travelling | Character | 10 | Yes | This is the Emoluments excluding travelling | Numbers allowed 0 to 9 only without cents and must be greater than zero |
| PAYE for Income Tax | Number | 10 | Yes | This is the amount of PAYE for Income Tax which has been deducted from the employee's salary. | Numbers allowed 0 to 9 only without cents |