

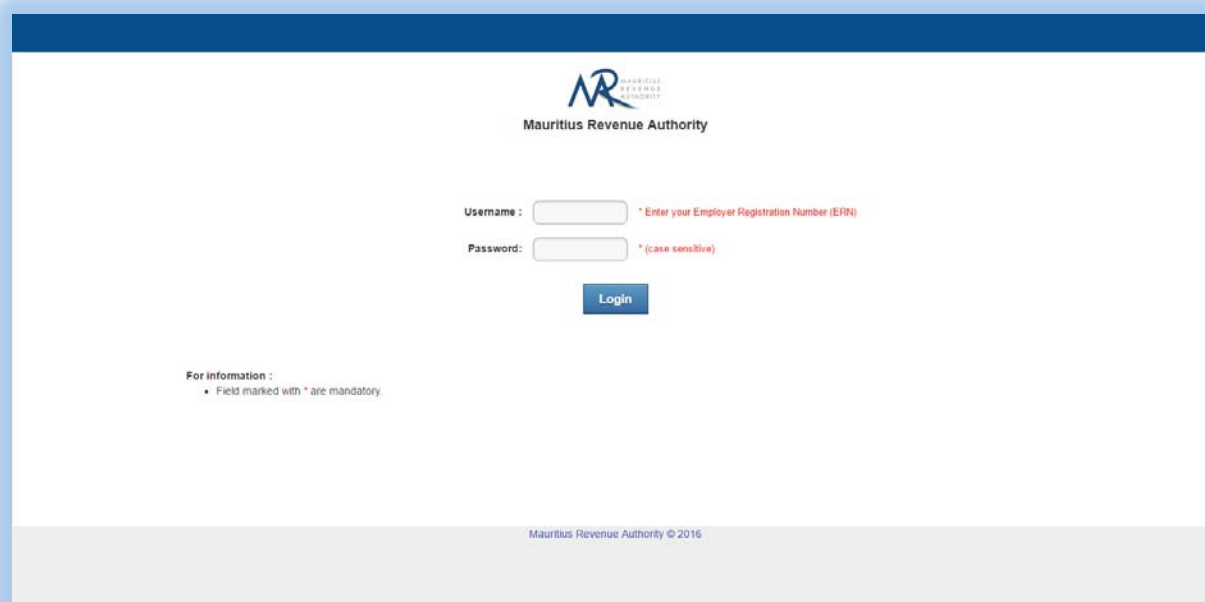
STEP-BY-STEP GUIDE TO E-FILING OF PAYE MONTHLY RETURN

1. Introduction

You want to submit your PAYE Monthly Return 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.

Taxpayers can sign in using their Employer Registration Number (ERN) and password.

2. Login

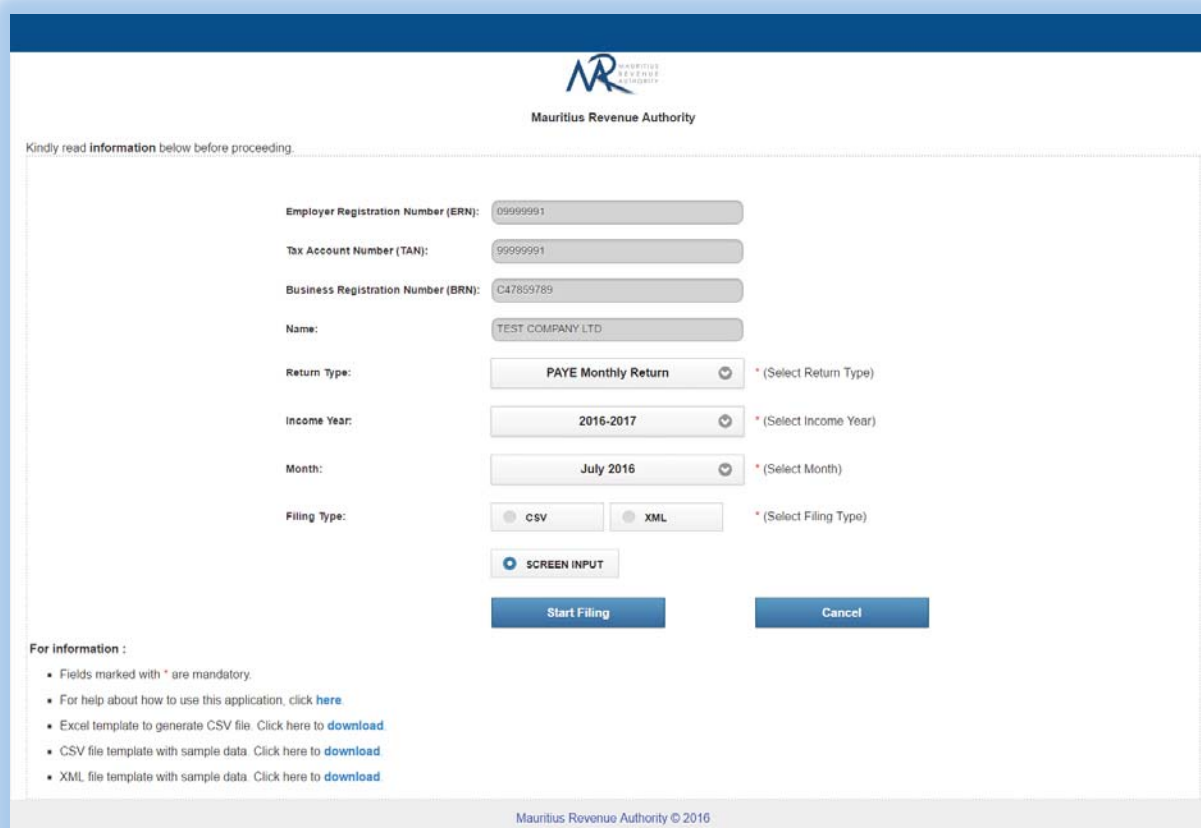
A screenshot of the Mauritius Revenue Authority's login page. The page has a white background with a blue header bar at the top. In the center, there is the Mauritius Revenue Authority logo and the text 'Mauritius Revenue Authority'. Below this, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field has a red asterisk and the text '* Enter your Employer Registration Number (ERN)'. The 'Password:' field has a red asterisk and the text '* (case sensitive)'. Below the input fields is a blue 'Login' button. At the bottom left, there is a section titled 'For information :' with a bullet point stating 'Field marked with * are mandatory'. At the bottom center, there is a small copyright notice: 'Mauritius Revenue Authority © 2016'.

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



The screenshot shows the Mauritius Revenue Authority (MRA) web portal interface. At the top, there is a header with the MRA logo and the text 'Mauritius Revenue Authority'. Below the header, a message reads 'Kindly read information below before proceeding.' The main form area contains several input fields and dropdown menus:

- Employer Registration Number (ERN):** 09999991
- Tax Account Number (TAN):** 99999991
- Business Registration Number (BRN):** C47859789
- Name:** TEST COMPANY LTD
- Return Type:** PAYE Monthly Return (dropdown menu, marked with an asterisk as mandatory)
- Income Year:** 2016-2017 (dropdown menu, marked with an asterisk as mandatory)
- Month:** July 2016 (dropdown menu, marked with an asterisk as mandatory)
- Filing Type:** CSV and XML (radio buttons, marked with an asterisk as mandatory)

Below the input fields, there is a 'SCREEN INPUT' button and two buttons: 'Start Filing' and 'Cancel'. At the bottom of the form, there is a section titled 'For information :' containing a list of links and instructions:

- Fields marked with * are mandatory.
- For help about how to use this application, click [here](#).
- Excel template to generate CSV file. Click here to [download](#).
- CSV file template with sample data. Click here to [download](#).
- XML file template with sample data. Click here to [download](#).

The footer of the page reads 'Mauritius Revenue Authority © 2016'.

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: PAYE Monthly Return

Step 2: Select the “Income Year” for which the return is being filed.

Step 3: Select the “Month” for which the return is being filed.

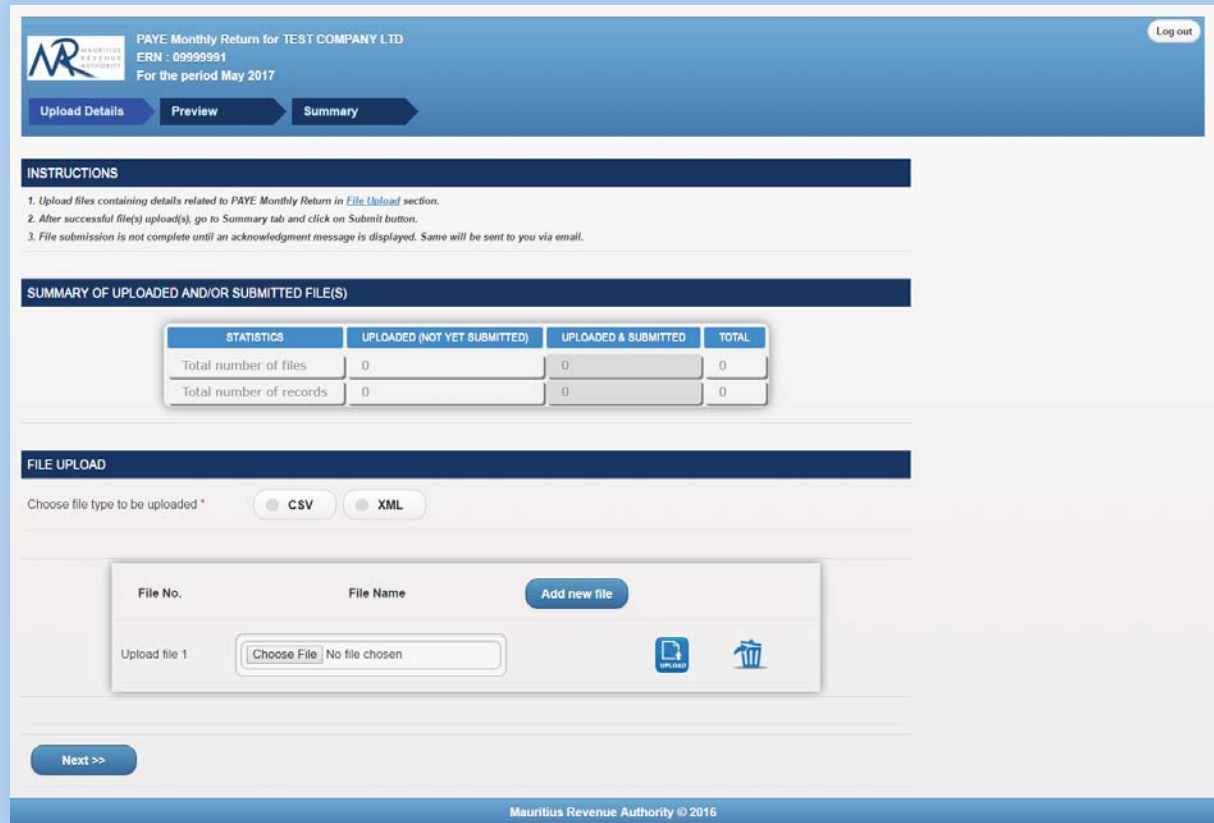
Step 4: Select the “Filing Type” for which the return is being filed.

Step 5: In the “For information” section, the guidelines and the different templates for PAYE Monthly return are available for download.

Step 6: Click on “Start Filing” button to proceed to next page.

A. CSV or XML FILING TYPE

1. Upload Details



INSTRUCTIONS

1. Upload files containing details related to PAYE Monthly Return 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	
Upload file 1	<input type="text" value="Choose File"/> No file chosen	<input type="button" value="Add new file"/> <input type="button" value="Upload"/> <input type="button" value="Delete"/>

[Next >>](#)

Mauritius Revenue Authority © 2016

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.

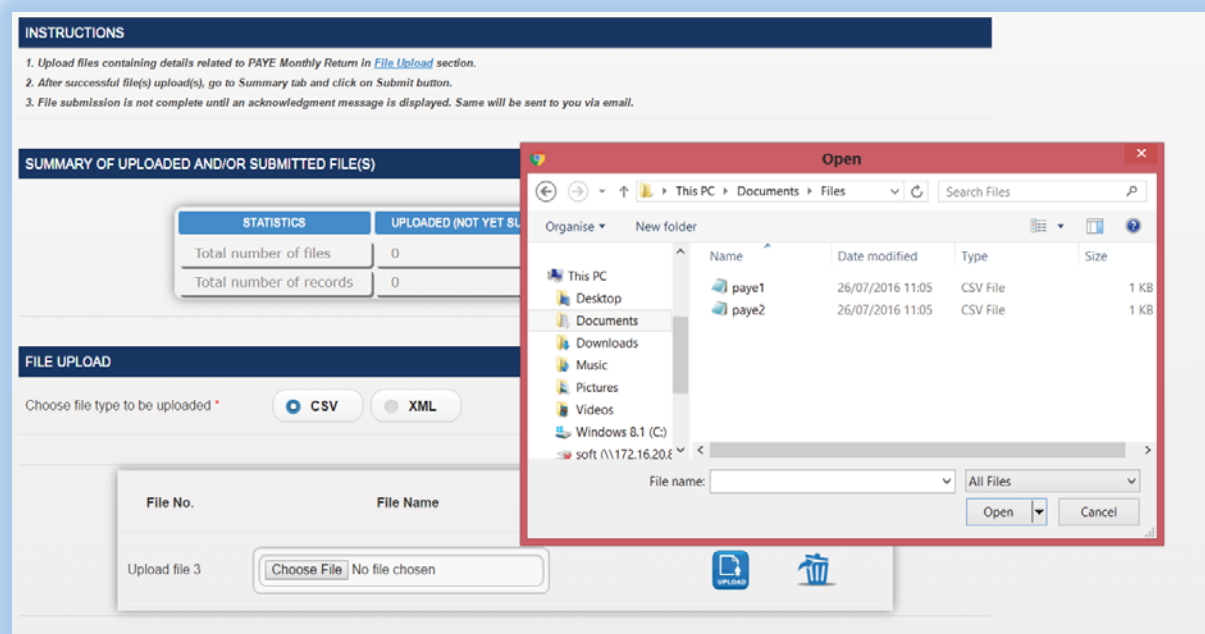


FILE UPLOAD

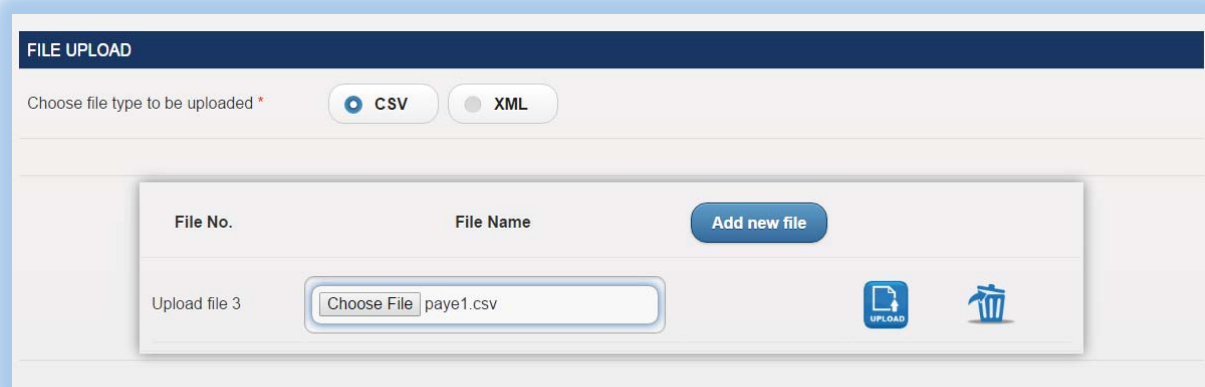
Choose file type to be uploaded *

☒ 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:

(i) 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

Add new file

Upload file 1

Choose File

paye1.csv

File Upload Failed

Click for details

🗑️

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

Choose File

paye1.csv

File upload failed

Line 3 : invalid value '1604' for column 4 - Tax Period (Correct value : '1607')

Total Errors # 1

OK

(ii) 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
PAYE Amount	1,000	0	1,000

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 5

Choose File

paye1.csv

File Uploaded

Click for details

🗑️

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 5

Choose File

paye1.csv

File Uploaded

Click for details

🗑️

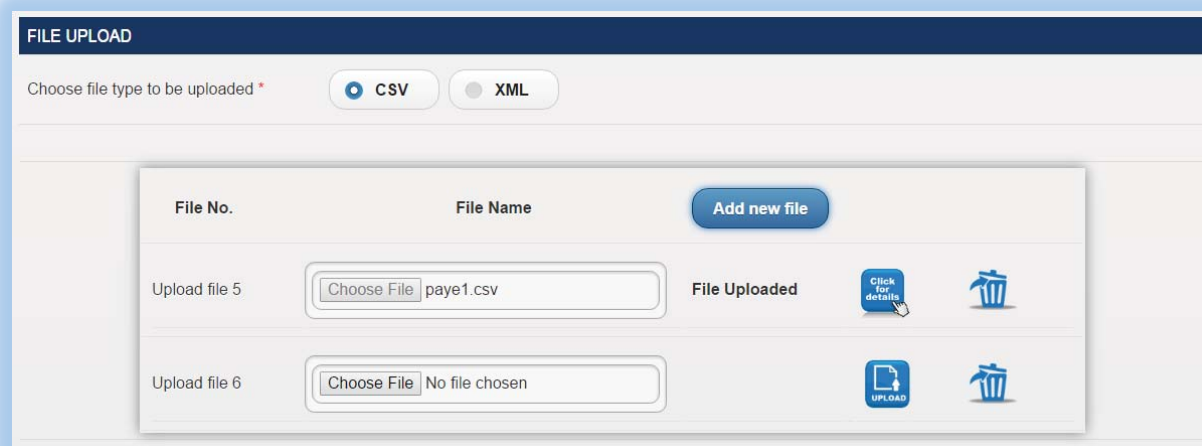
✓ File upload successful

Total Number of Records: 1 PAYE Amount: 1,000

✓ OK

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**.

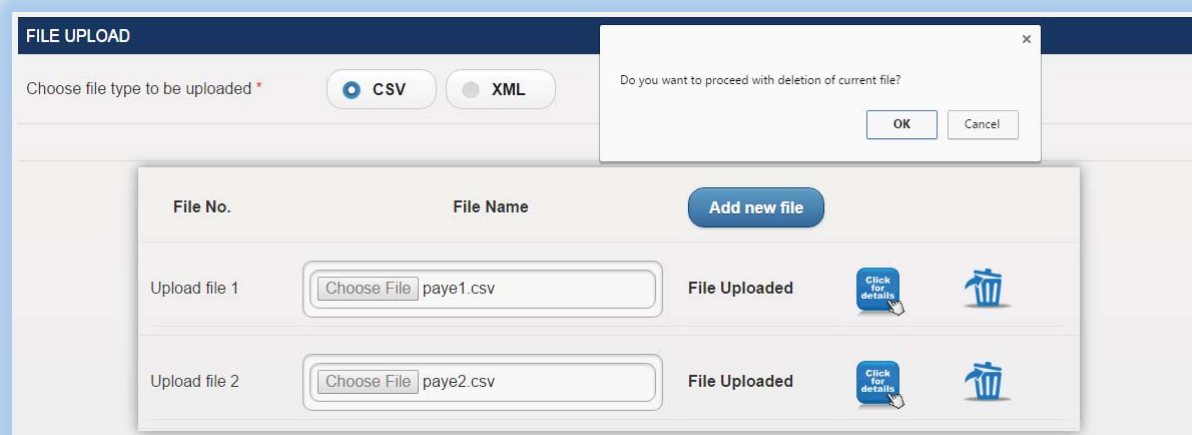


The screenshot shows the 'FILE UPLOAD' interface. At the top, there are radio buttons for 'CSV' (selected) and 'XML'. Below this is a table with the following structure:

File No.	File Name		
Upload file 5	<input type="text" value="Choose File"/> paye1.csv	File Uploaded	
Upload file 6	<input type="text" value="Choose File"/> No file chosen		

An 'Add new file' button is located at the top right of the table.

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.



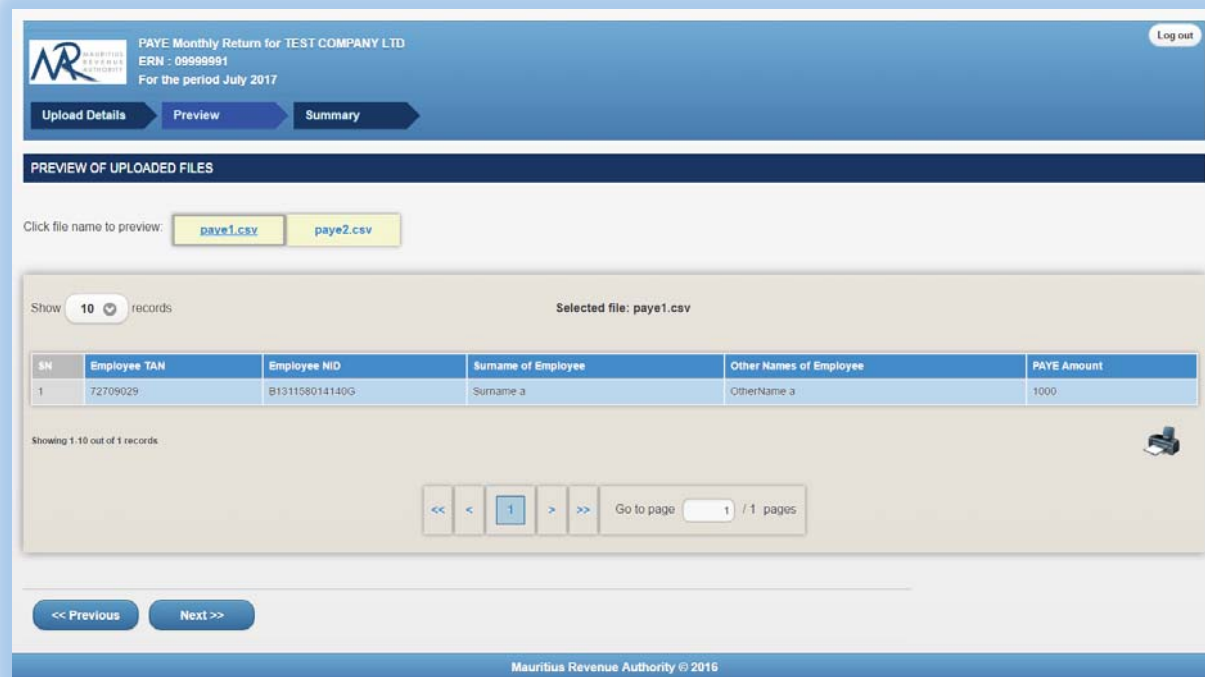
The screenshot shows the 'FILE UPLOAD' interface with a confirmation dialog box open. The dialog box contains the text: 'Do you want to proceed with deletion of current file?' with 'OK' and 'Cancel' buttons. The table below shows the following structure:

File No.	File Name		
Upload file 1	<input type="text" value="Choose File"/> paye1.csv	File Uploaded	
Upload file 2	<input type="text" value="Choose File"/> paye2.csv	File Uploaded	

Step 7: Once all files have been uploaded, proceed to the next page by clicking on the “**Next**” button.

2. 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.



MAURITIUS REVENUE AUTHORITY

PAYE Monthly Return for TEST COMPANY LTD
ERN : 09999991
For the period July 2017

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [paye1.csv](#) [paye2.csv](#)

Show 10 records Selected file: paye1.csv

SN	Employee TAN	Employee MID	Surname of Employee	Other Names of Employee	PAYE Amount
1	72709029	B131158014140G	Surname a	OtherName a	1000

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: [paye1.csv](#) [paye2.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: paye2.csv”


PREVIEW OF UPLOADED FILES

Click file name to preview: [paye1.csv](#) [paye2.csv](#)

Show records Selected file: paye2.csv

#	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount
1	72178596	B131158014140G	Surname b	OtherName b	1000

Showing 1-1 out of 1 records



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

[<< Previous](#)
[Next >>](#)

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

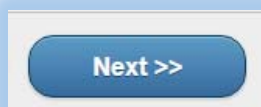
Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

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

Go to Last Page

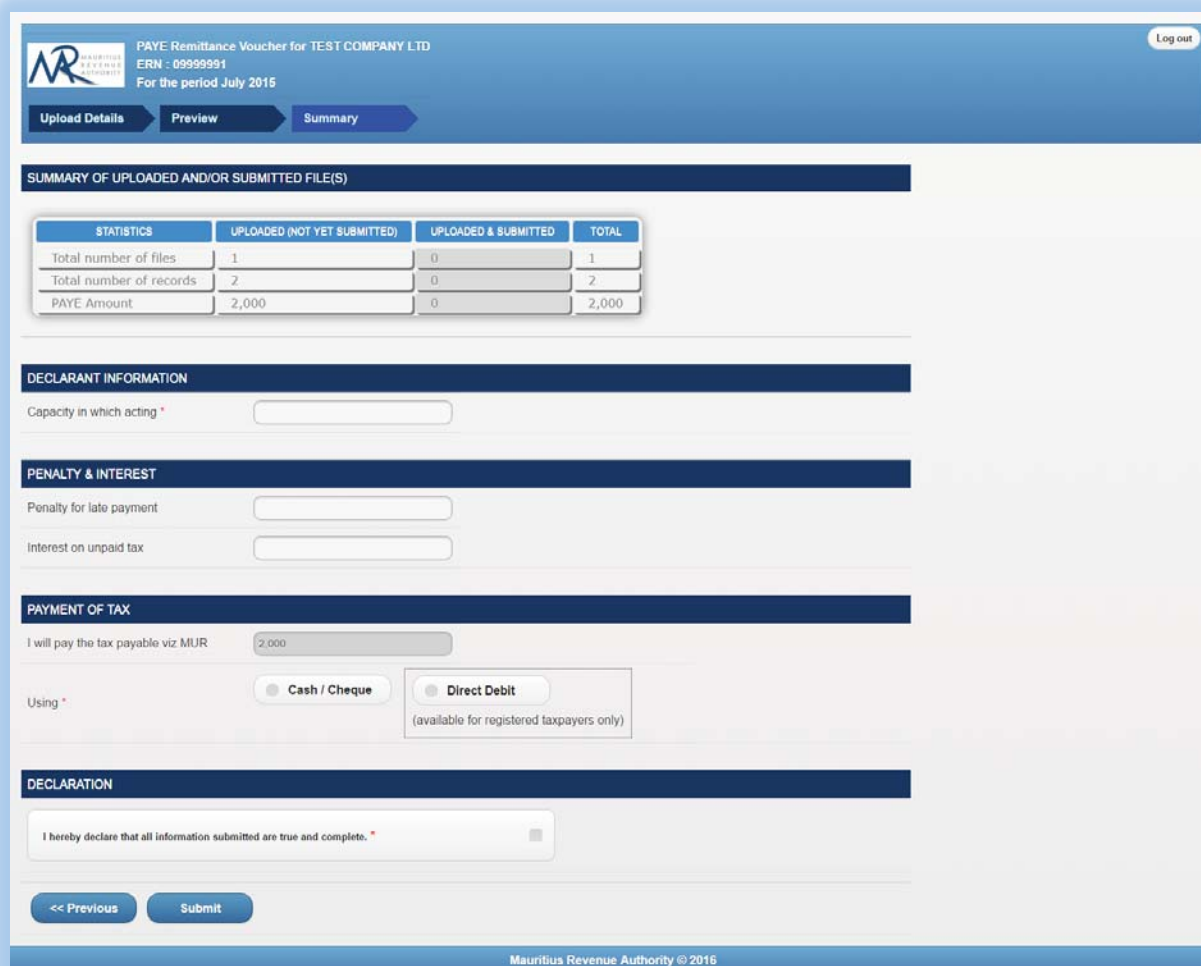
Step 6: To print records currently being displayed on the screen, click on the  icon.

Step 7: Proceed to the next page by clicking on the “**Next**” button.



3. 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.



PAYE Remittance Voucher for TEST COMPANY LTD
ERN : 09999991
For the period July 2015

Upload Details Preview **Summary** Log out

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	2	0	2
PAYE Amount	2,000	0	2,000

DECLARANT INFORMATION

Capacity in which acting *

PENALTY & INTEREST

Penalty for late payment

Interest on unpaid tax

PAYMENT OF TAX

I will pay the tax payable viz MUR 2,000

Using *

☒ Cash / Cheque ☐ Direct Debit
(available for registered taxpayers only)

DECLARATION

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

<< Previous Submit

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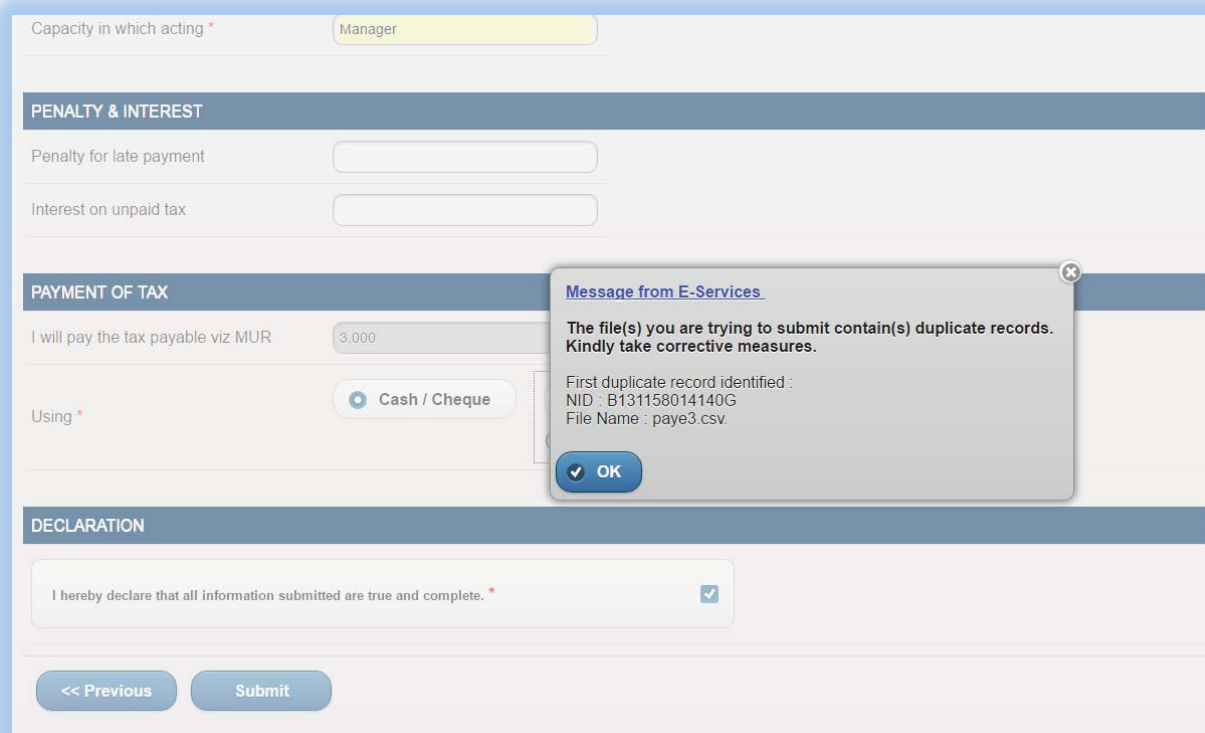
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 3: In the “**PENALTY & INTEREST**” section, enter the “Penalty for late payment” amount (if any) and the “Interest on unpaid tax” amount (if any).

Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

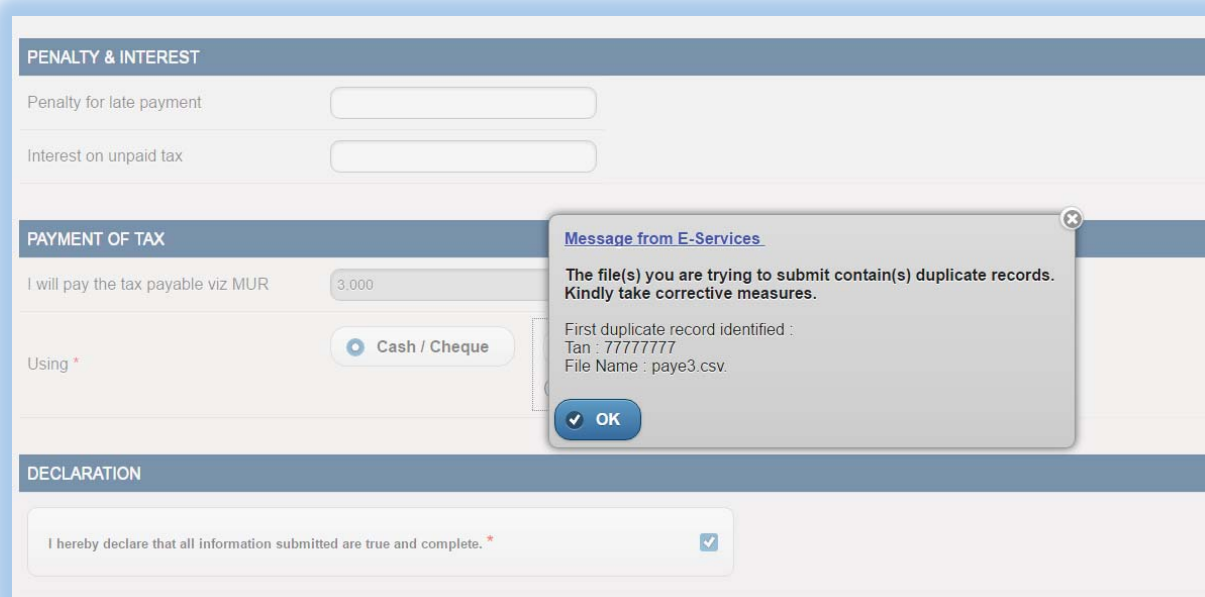
Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The **NID** for each payee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate NID identified**.



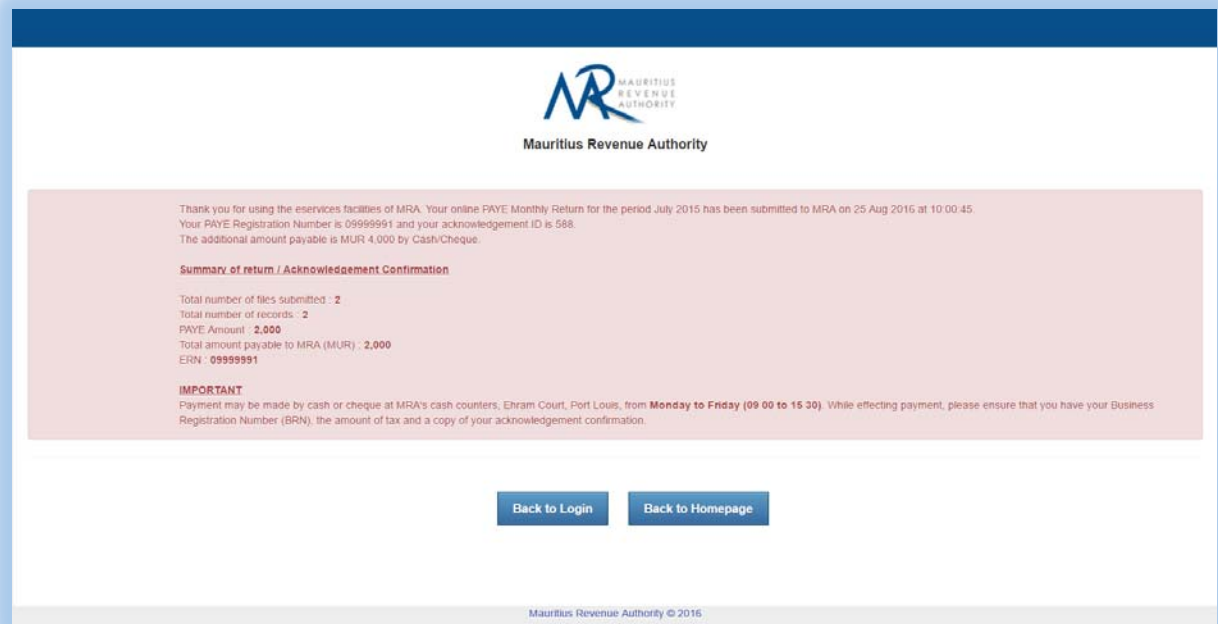
The screenshot shows the 'PAYMENT OF TAX' section of the E-Services interface. A modal message box titled 'Message from E-Services' is displayed, stating: 'The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures.' Below this, it specifies: 'First duplicate record identified : NID : B131158014140G File Name : paye3.csv.' The message box has an 'OK' button. The background form includes fields for 'Penalty for late payment', 'Interest on unpaid tax', 'I will pay the tax payable viz MUR' (set to 3,000), and 'Using *' (set to 'Cash / Cheque'). There is also a 'DECLARATION' section with a checkbox for 'I hereby declare that all information submitted are true and complete.' and buttons for '<< Previous' and 'Submit'.

The **TAN** for each payee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate TAN identified**.



The screenshot shows the same 'PAYMENT OF TAX' section of the E-Services interface. A modal message box titled 'Message from E-Services' is displayed, stating: 'The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures.' Below this, it specifies: 'First duplicate record identified : Tan : 77777777 File Name : paye3.csv.' The message box has an 'OK' button. The background form is identical to the previous screenshot, showing fields for 'Penalty for late payment', 'Interest on unpaid tax', 'I will pay the tax payable viz MUR' (set to 3,000), and 'Using *' (set to 'Cash / Cheque'). There is also a 'DECLARATION' section with a checkbox for 'I hereby declare that all information submitted are true and complete.' and buttons for '<< Previous' and 'Submit'.

Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.



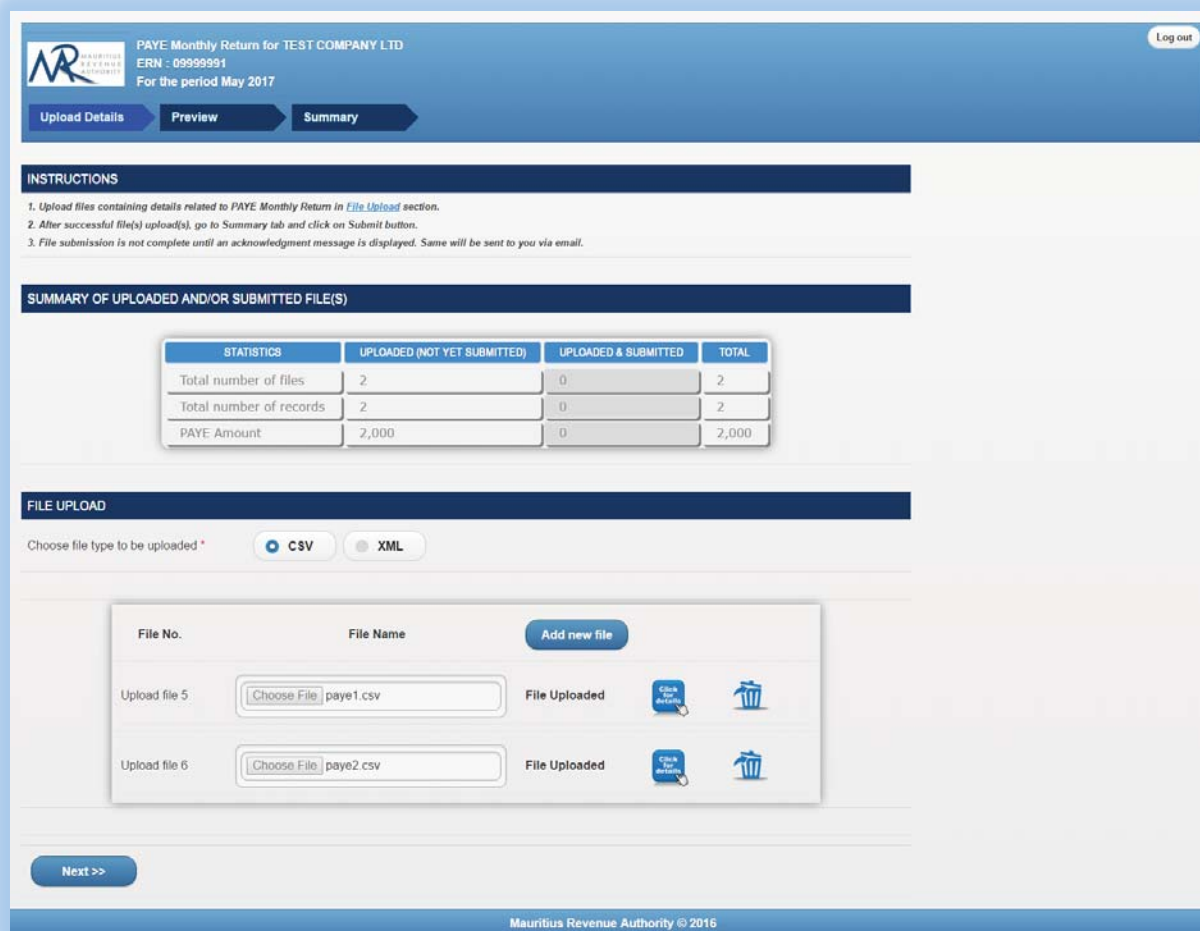
Step 7:

- 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.

4. 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.



PAYE Monthly Return for TEST COMPANY LTD
 ERN : 09999991
 For the period May 2017

[Upload Details](#) [Preview](#) [Summary](#)

INSTRUCTIONS

1. Upload files containing details related to PAYE Monthly Return 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	2	0	2
Total number of records	2	0	2
PAYE Amount	2,000	0	2,000

FILE UPLOAD

Choose file type to be uploaded * ☒ CSV ☐ XML

File No.	File Name	
Upload file 5	Choose File paye1.csv	File Uploaded Click for details Delete
Upload file 6	Choose File paye2.csv	File Uploaded Click for details Delete

[Add new file](#)

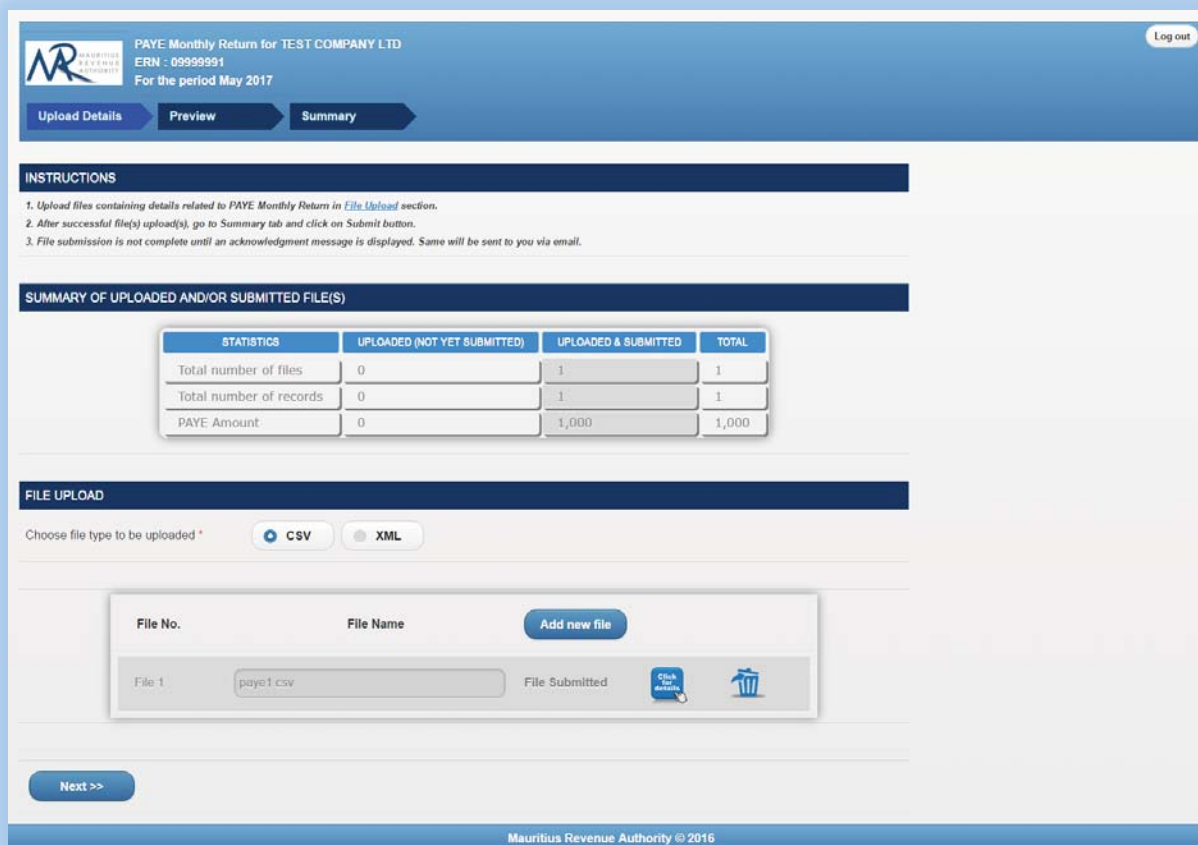
[Next >>](#)

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5. Additional Return

After having successfully submitted all uploaded files, an additional return can be filed.

On next login, the previously submitted files are available (highlighted in grey). The taxpayer has the possibility to view details of these files; however they cannot be modified or deleted. The statistics section for **uploaded & submitted** files is updated (highlighted in grey).



PAYE Monthly Return for TEST COMPANY LTD
ERN : 09999991
For the period May 2017

Upload Details | **Preview** | Summary

INSTRUCTIONS

1. Upload files containing details related to PAYE Monthly Return 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	1	1
Total number of records	0	1	1
PAYE Amount	0	1,000	1,000

FILE UPLOAD

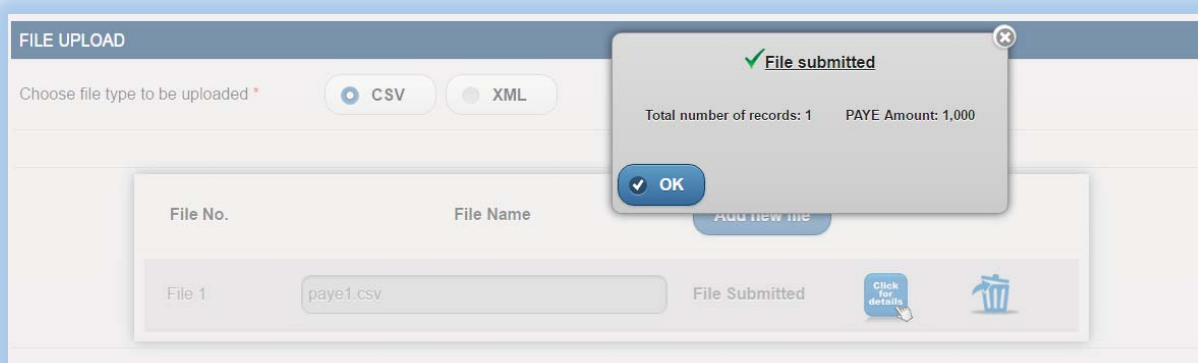
Choose file type to be uploaded * ☒ CSV ☐ XML

File No.	File Name	
File 1	paye1.csv	File Submitted Click for details

[Next >>](#)

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Step 1: To view details of submitted files, click on “Click for details” button.



FILE UPLOAD

Choose file type to be uploaded * ☒ CSV ☐ XML

File No.	File Name	
File 1	paye1.csv	File Submitted Click for details

✓ **File submitted**

Total number of records: 1 PAYE Amount: 1,000

✓ OK

Step 2: To add new files / delete existing files, follow steps in [Section 4](#) of this document. When a new file is uploaded, note that “**Uploaded (Not yet Submitted)**” column of “**Summary of uploaded and/or submitted file(s)**” section is updated, so is the “**TOTAL**”.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	1	1
Total number of records	0	1	1
PAYE Amount	0	1,000	1,000

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

File 1

paye1.csv

File Submitted

Upload file 2

Choose File | No file chosen

Step 3: Follow steps in [Section 5](#) and [Section 6](#) to preview these files and ultimately submit them.

Upload Details

Preview

Summary

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	1	3
Total number of records	2	1	3
PAYE Amount	4,000	1,000	5,000

DECLARANT INFORMATION

Capacity in which acting *

Manager

PENALTY & INTEREST

Penalty for late payment

2500

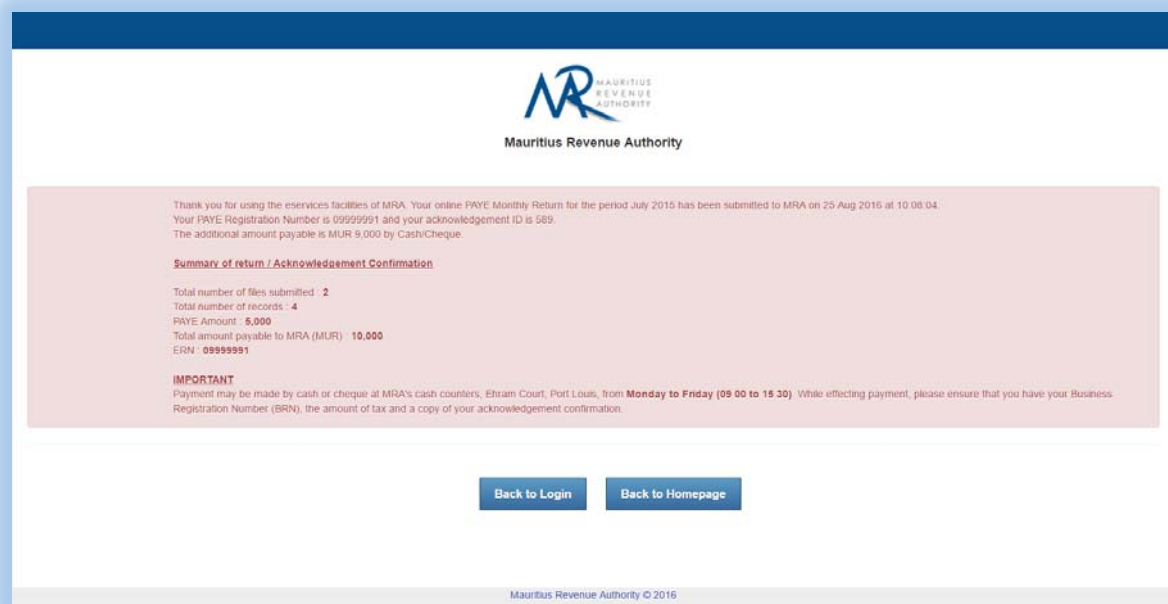
Interest on unpaid tax

2500

PAYMENT OF TAX

I will pay the additional tax payable viz MUR

9,000

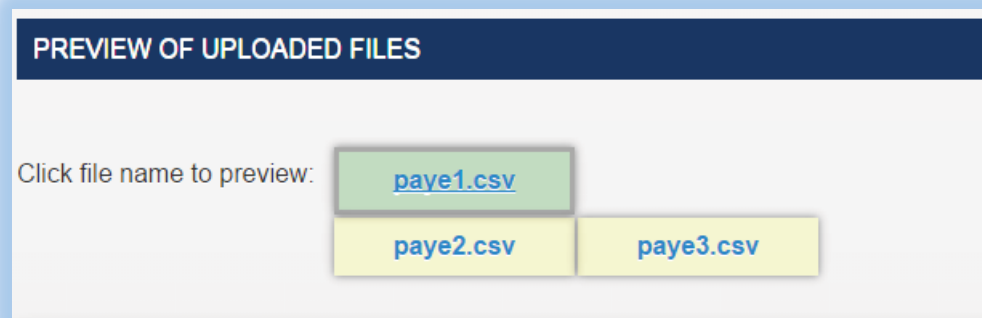


Step 4:

- 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.

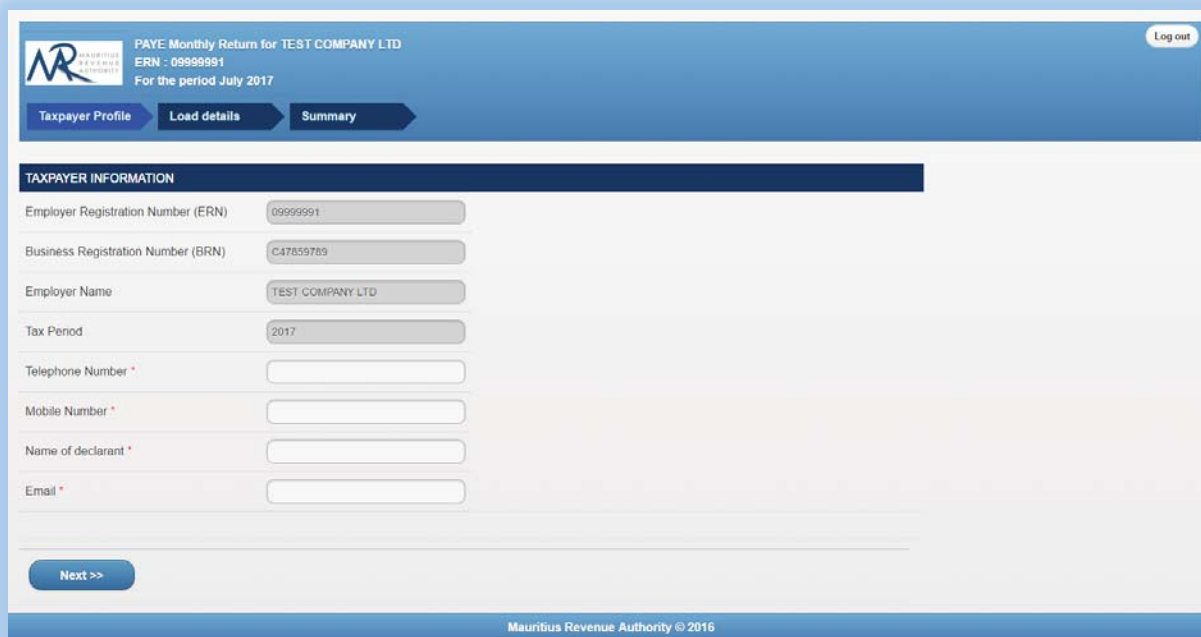
****IMPORTANT:**

1. Already submitted files will **not** be submitted again. Only files uploaded during return being currently filed are submitted.
2. The preview of "**Uploaded & submitted**" files is differentiated with a green background while "**Uploaded (not yet submitted)**" files have a yellow background (as shown below).



B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



MAURITIUS REVENUE AUTHORITY

PAYE Monthly Return for TEST COMPANY LTD
ERN : 09999991
For the period July 2017

Log out

Taxpayer Profile Load details Summary

TAXPAYER INFORMATION

Employer Registration Number (ERN)	09999991
Business Registration Number (BRN)	C47859789
Employer Name	TEST COMPANY LTD
Tax Period	2017
Telephone Number *	<input type="text"/>
Mobile Number *	<input type="text"/>
Name of declarant *	<input type="text"/>
Email *	<input type="text"/>

Next >>

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ERN, BRN, Employer Name and **Tax Period** are prefilled based on your login details. This information cannot be altered.

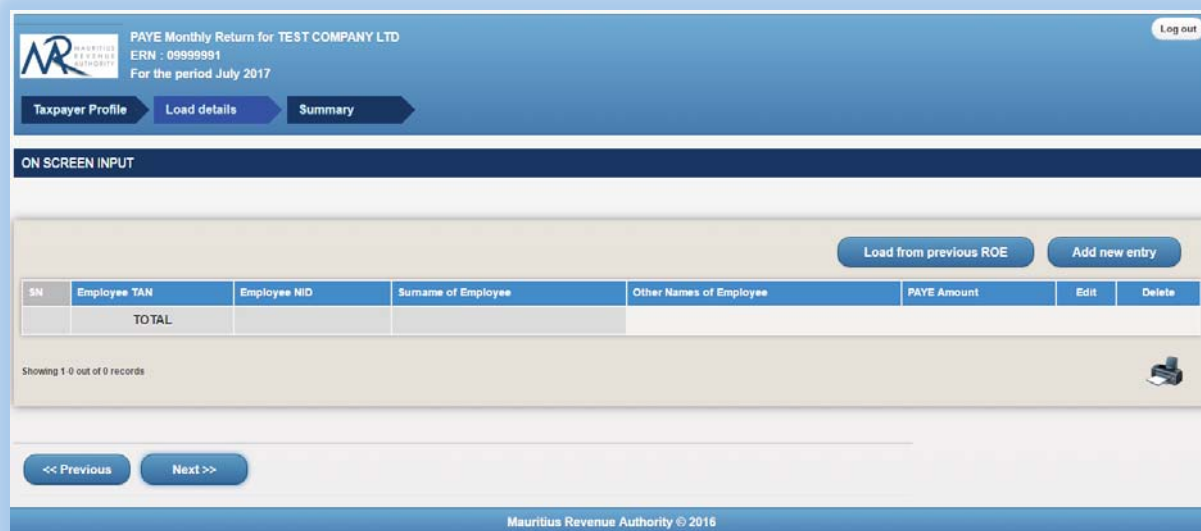
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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

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

2. Load details

The “Load Details” page is displayed.



PAYE Monthly Return for TEST COMPANY LTD
ERN : 09999991
For the period July 2017

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Load from previous ROE Add new entry

SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
TOTAL							

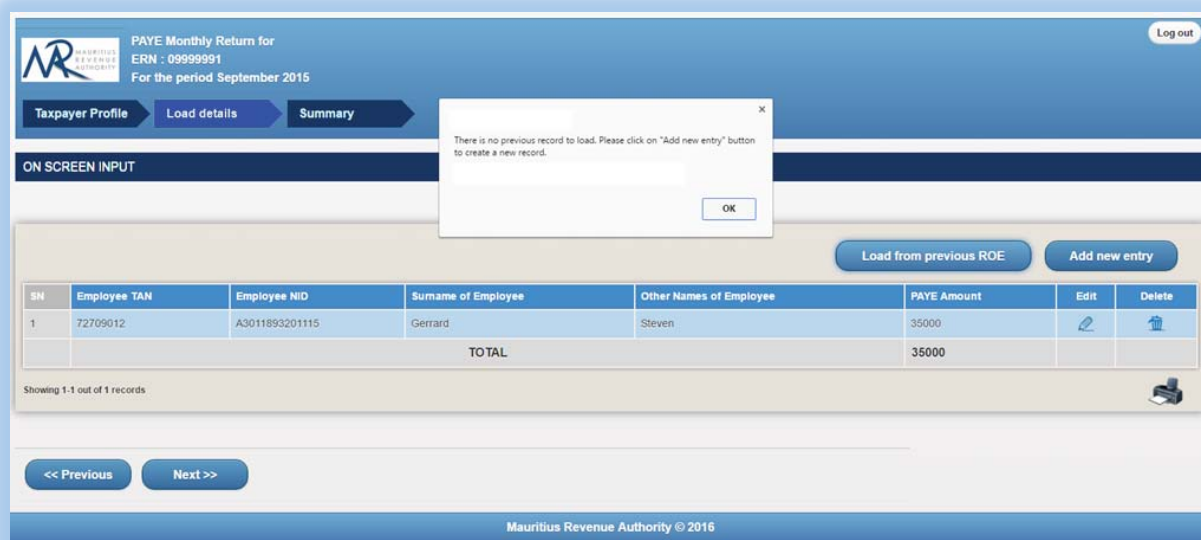
Showing 1-0 out of 0 records

<< Previous Next >>

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Step 1: If there is no past return of employees filed, skip this step and go to step 2.

To load existing employees details based on the previous return of employees, click on “**Load from previous ROE**” button. If there is no previous return of employees filed, the following message appears.



PAYE Monthly Return for
ERN : 09999991
For the period September 2015

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Load from previous ROE Add new entry

There is no previous record to load. Please click on "Add new entry" button to create a new record.


OK

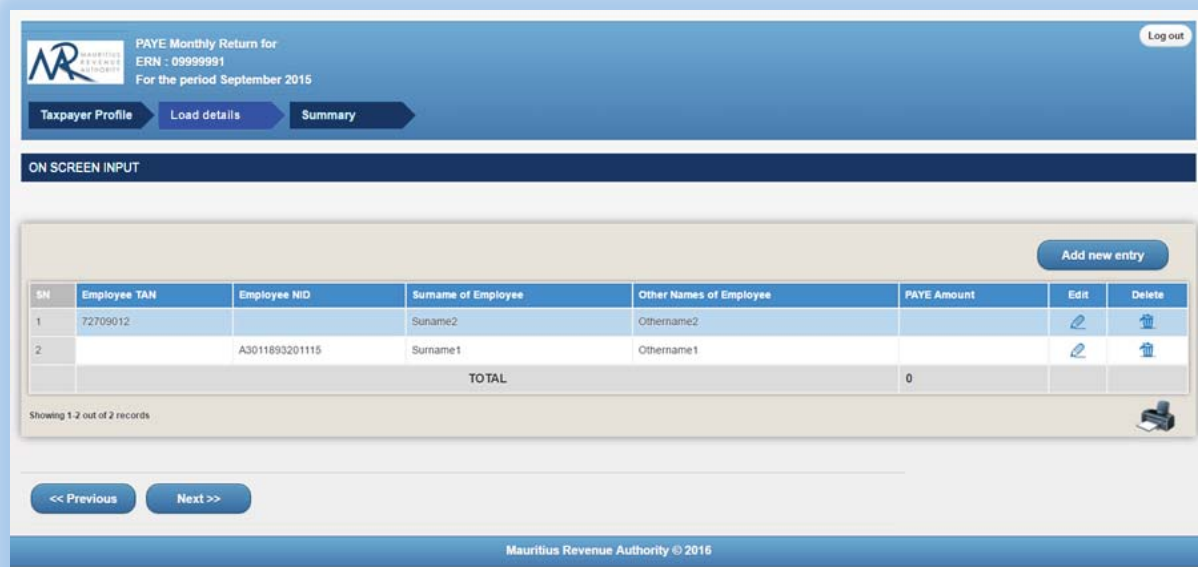
SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
1	72709012	A3011893201115	Gerrard	Steven	35000		
TOTAL					35000		

Showing 1-1 out of 1 records

<< Previous Next >>

Mauritius Revenue Authority © 2016

If the records exist, these are loaded with PAYE amount having a blank value, as shown below. Click on the  icon to add the new PAYE amount and then click on save button.







PAYE Monthly Return for
ERN : 09999991
For the period September 2015

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

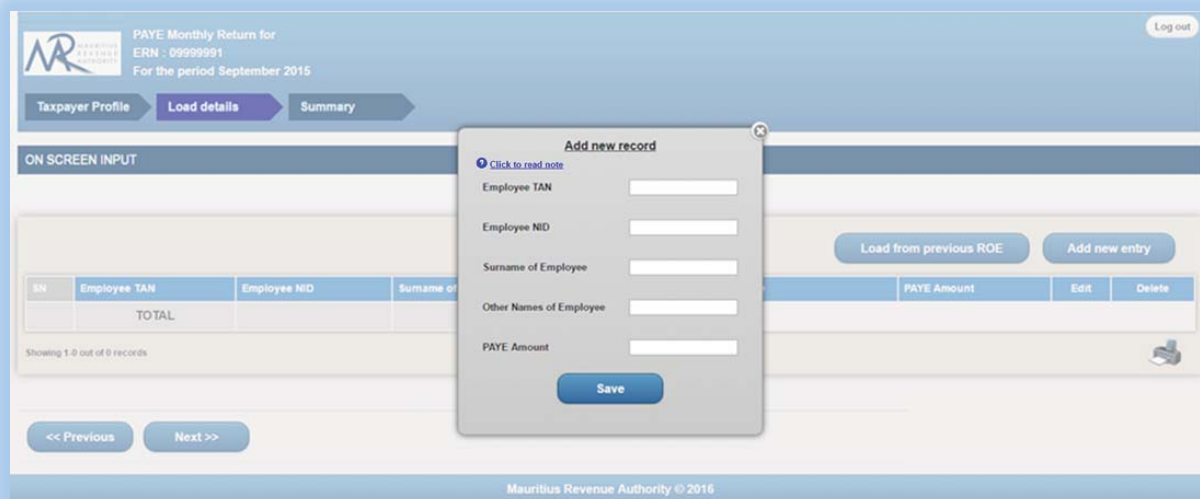
SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
1	72709012		Surname2	Othername2			
2		A3011893201115	Surname1	Othername1			
TOTAL					0		

Showing 1-2 out of 2 records

<< Previous Next >>

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Step 2: For new employees, click on “Add new entry” button found on the right. The following screen will appear.



PAYE Monthly Return for
ERN : 09999991
For the period September 2015

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new record

Click to read note

Employee TAN

Employee NID

Surname of Employee

Other Names of Employee

PAYE Amount

Save

Load from previous ROE Add new entry

SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
TOTAL							

Showing 1-0 out of 0 records

<< Previous Next >>

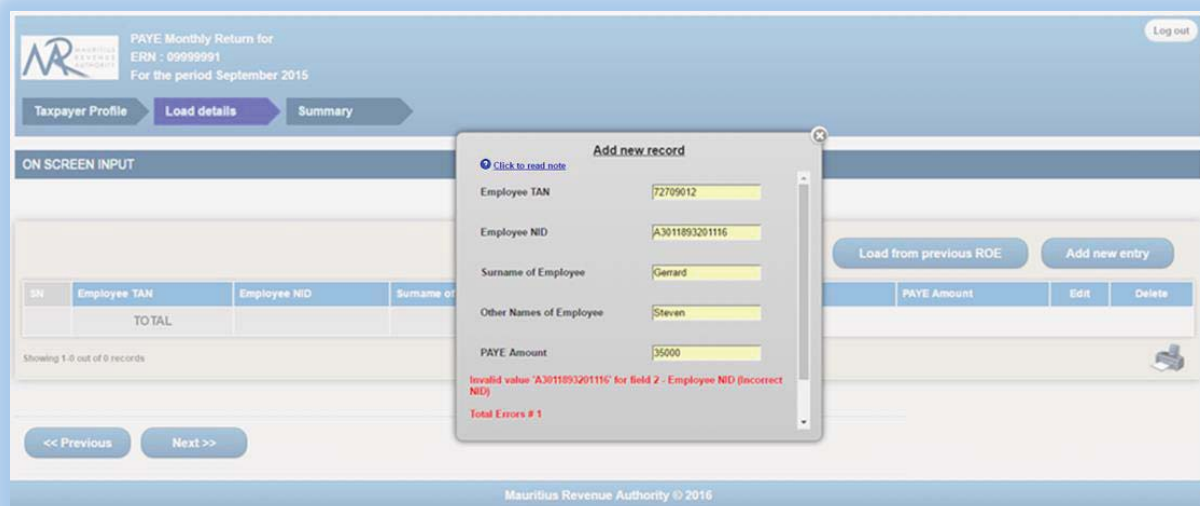
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Step 3: For more details about the different fields, click on the “Click to read note” link.

Step 4: Enter the employee details and click on “Save button”.

(i) Invalid record

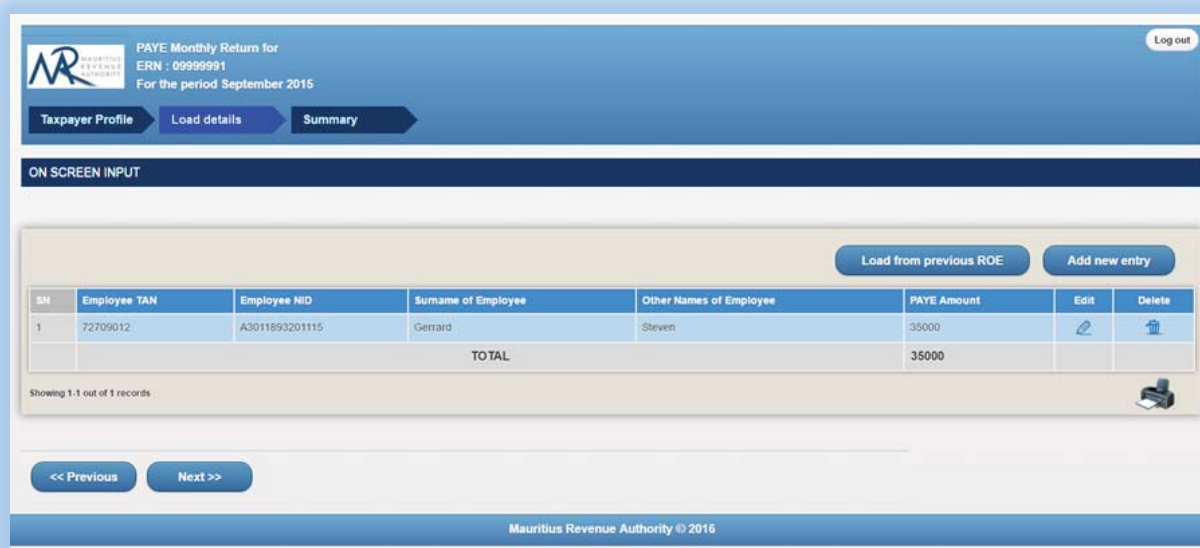
If the employee details contain invalid information, an error message will be displayed in red as shown below. The information must then be corrected before clicking on “Save” button.




The screenshot shows the 'Add new record' modal window. The fields are filled with: Employee TAN: 72709012, Employee NID: A3011893201115, Surname of Employee: Gerrard, Other Names of Employee: Steven, and PAYE Amount: 35000. A red error message is displayed at the bottom of the modal: 'Invalid value 'A3011893201115' for field 2 - Employee NID (Incorrect NID)'. Below the error message, it says 'Total Errors # 1'. The background shows the 'ON SCREEN INPUT' section with a table that has columns for SN, Employee TAN, Employee NID, Surname of Employee, Other Names of Employee, and PAYE Amount. The table currently shows a 'TOTAL' row with a PAYE Amount of 35000.

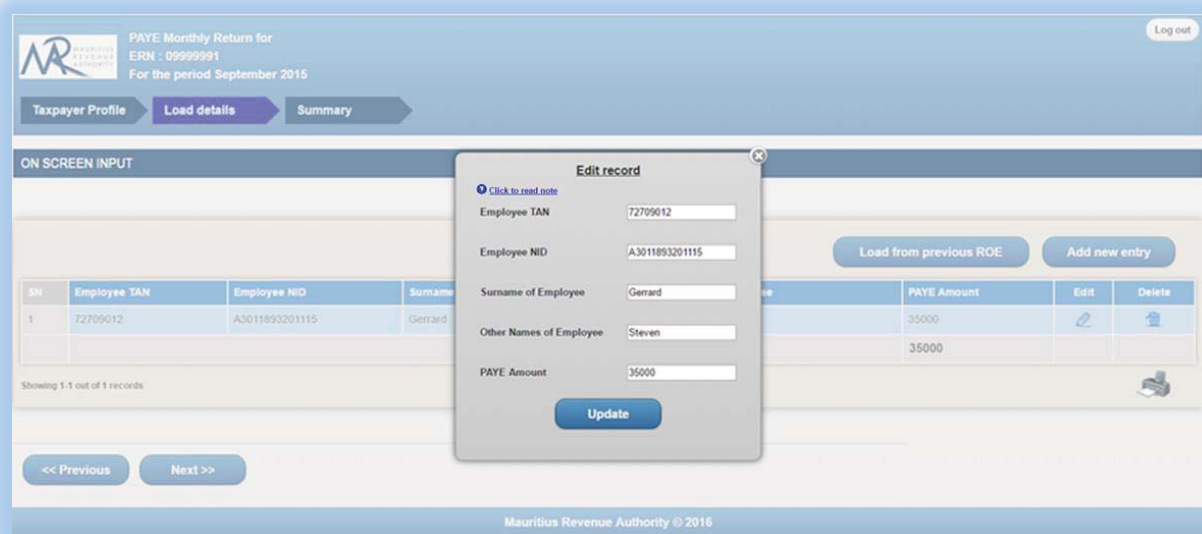
(ii) Valid record

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 'ON SCREEN INPUT' section with a table that now contains one record. The table has columns for SN, Employee TAN, Employee NID, Surname of Employee, Other Names of Employee, and PAYE Amount. The record is: SN: 1, Employee TAN: 72709012, Employee NID: A3011893201115, Surname of Employee: Gerrard, Other Names of Employee: Steven, PAYE Amount: 35000. Below the record, there is a 'TOTAL' row with a PAYE Amount of 35000. The background shows the 'ON SCREEN INPUT' section with a table that has columns for SN, Employee TAN, Employee NID, Surname of Employee, Other Names of Employee, and PAYE Amount. The table currently shows a 'TOTAL' row with a PAYE Amount of 35000.

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 “Update” button.



PAYE Monthly Return for
ERN : 09999991
For the period September 2015

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Click to read note

Employee TAN 72709012

Employee NID A3011893201115



Surname of Employee Gerrard

Other Names of Employee Steven

PAYE Amount 35000

Update


Load from previous ROE Add new entry

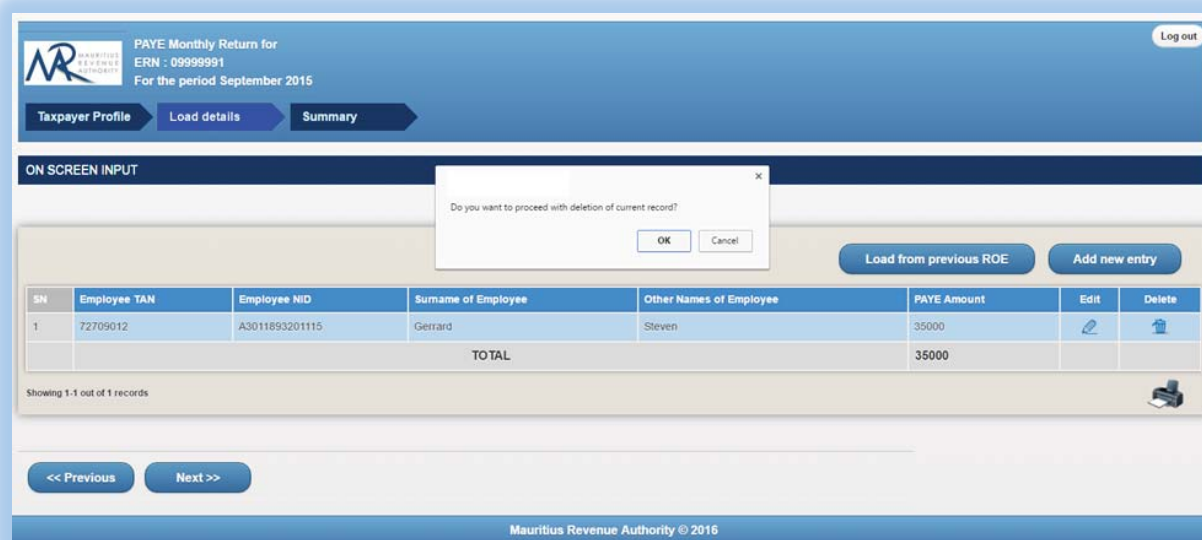
SN	Employee TAN	Employee NID	Surname	PAYE Amount	Edit	Delete
1	72709012	A3011893201115	Gerrard	35000		

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.



PAYE Monthly Return for
ERN : 09999991
For the period September 2015



Taxpayer Profile Load details Summary

ON SCREEN INPUT

Do you want to proceed with deletion of current record?

OK Cancel

Load from previous ROE Add new entry

SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
1	72709012	A3011893201115	Gerrard	Steven	35000		
TOTAL					35000		

Showing 1-1 out of 1 records

<< Previous Next >>

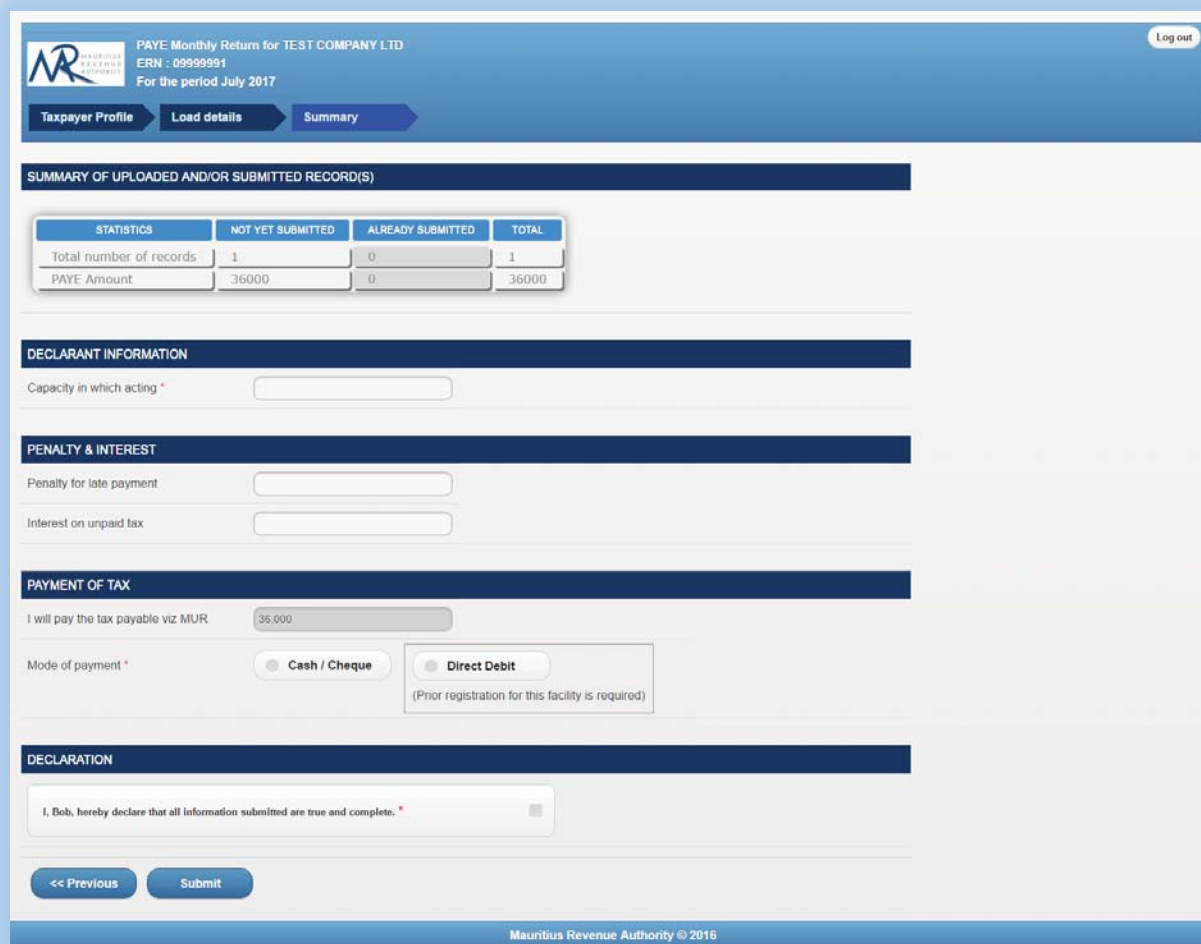
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Step 5: To print records currently being displayed on the screen, click on the  icon.

Step 6: 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**” section are correct.



PAYE Monthly Return for TEST COMPANY LTD
 ERN : 09999991
 For the period July 2017

Taxpayer Profile | **Load details** | **Summary**

SUMMARY OF UPLOADED AND/OR SUBMITTED RECORD(S)

STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	1
PAYE Amount	36000	0	36000

DECLARANT INFORMATION

Capacity in which acting *

PENALTY & INTEREST

Penalty for late payment

Interest on unpaid tax

PAYMENT OF TAX

I will pay the tax payable viz MUR 35,000

Mode of payment *

☒ Cash / Cheque ☐ Direct Debit
 (Prior registration for this facility is required)

DECLARATION

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

<< Previous Submit

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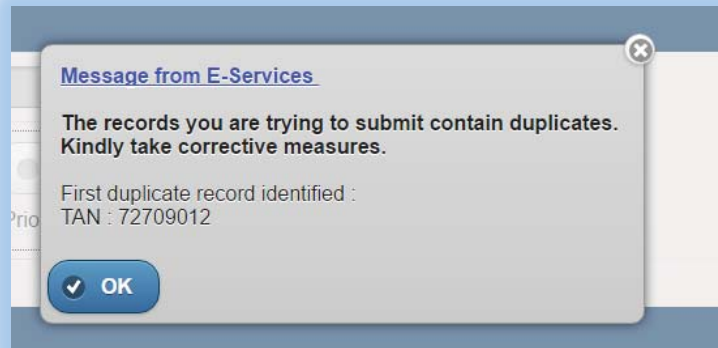
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 3: In the “**PENALTY & INTEREST**” section, enter the “Penalty for late payment” amount (if any) and the “Interest on unpaid tax” amount (if any).

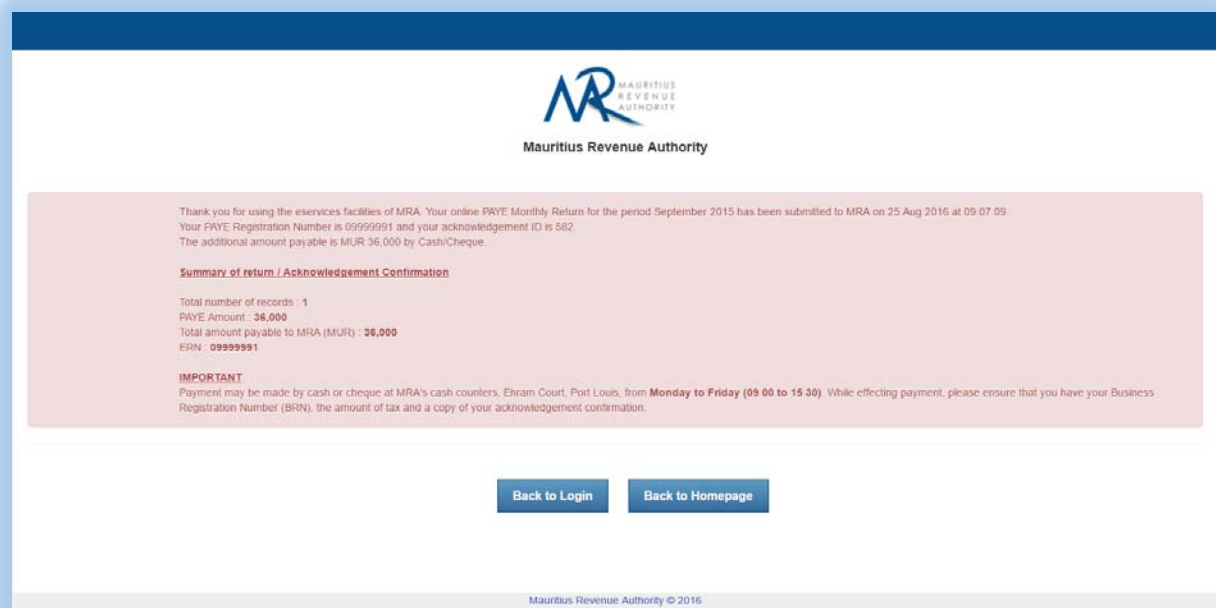
Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The **TAN and NID** for each employee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate record identified**.



Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.



Step 7:

- 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.

4. Next time login (Before Submit)

After having successfully saved records in “**Load Details**” section, it is possible to log out without submitting the return.

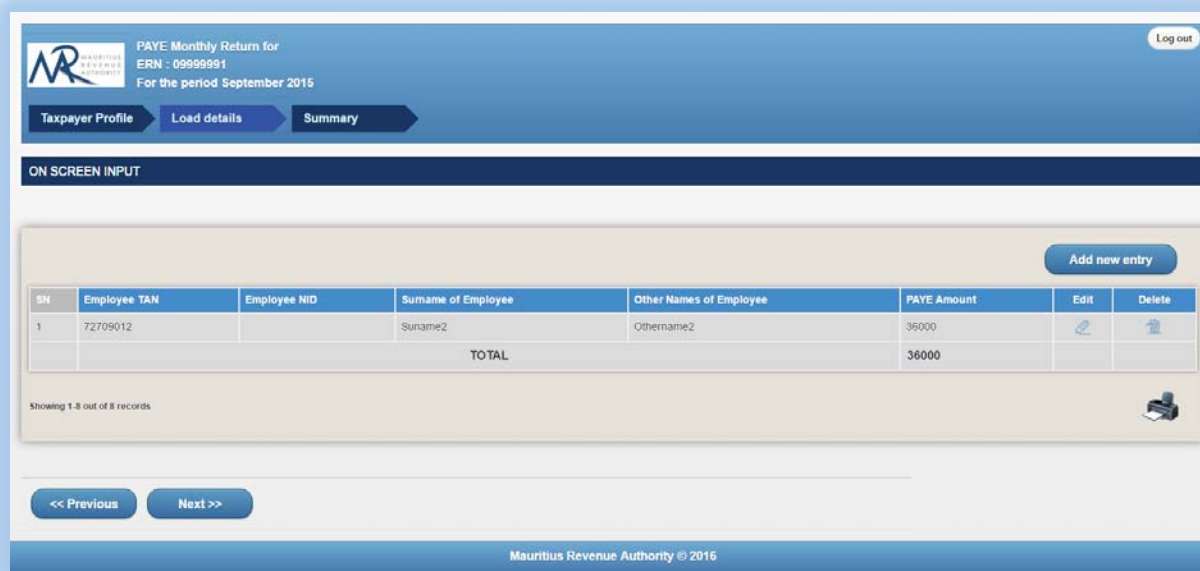
On next login, only the previously successfully saved records are available. Details in “**Taxpayer Profile**” will have to be re-entered. In “**Load Details**” section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the “**Submit**” button is clicked.

5. Additional Return

After having successfully submitted all saved records, an additional return can be filed.

Step 1: On next login, details in “**Taxpayer Profile**” will have to be re-entered. Follow steps in [Section 1](#) of this document.

Step 2: The taxpayer has the possibility to view the previously submitted records (row(s) with a grey background colour); however they cannot be modified or deleted. To add new records (after save edit / delete them), follow steps in [Section 2](#) of this document.



PAYE Monthly Return for
ERN : 09999991
For the period September 2015

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

SN	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount	Edit	Delete
1	72709012		Surname2	Othername2	36000		
TOTAL					36000		

Showing 1-8 out of 8 records

<< Previous Next >>

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Step 3: The statistics section for **ALREADY SUBMITTED** records is displayed (highlighted in grey). To submit return follow steps in [Section 3](#).

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	1	2
PAYE Amount	50500	36000	86500

DECLARANT INFORMATION

Capacity in which acting *

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


PENALTY & INTEREST

Penalty for late payment

Interest on unpaid tax

PAYMENT OF TAX

I will pay the additional tax payable viz MUR



Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online PAYE Monthly Return for the period September 2015 has been submitted to MRA on 25 Aug 2016 at 09:32:49. Your PAYE Registration Number is 09999991 and your acknowledgement ID is 587. The additional amount payable is MUR 55,500 by Cash/Cheque.

Summary of return / Acknowledgement Confirmation

Total number of records : 2
PAYE Amount : **86,500**
Total amount payable to MRA (MUR) : **91,500**
ERN : 09999991

IMPORTANT
Payment may be made by cash or cheque at MRA's cash counters, Efram Court, Port Louis, from **Monday to Friday (09:00 to 15:30)**. While effecting payment, please ensure that you have your Business Registration Number (BRN), the amount of tax and a copy of your acknowledgement confirmation.

Back to Login
Back to Homepage

Mauritius Revenue Authority © 2016

Step 4:

- 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.

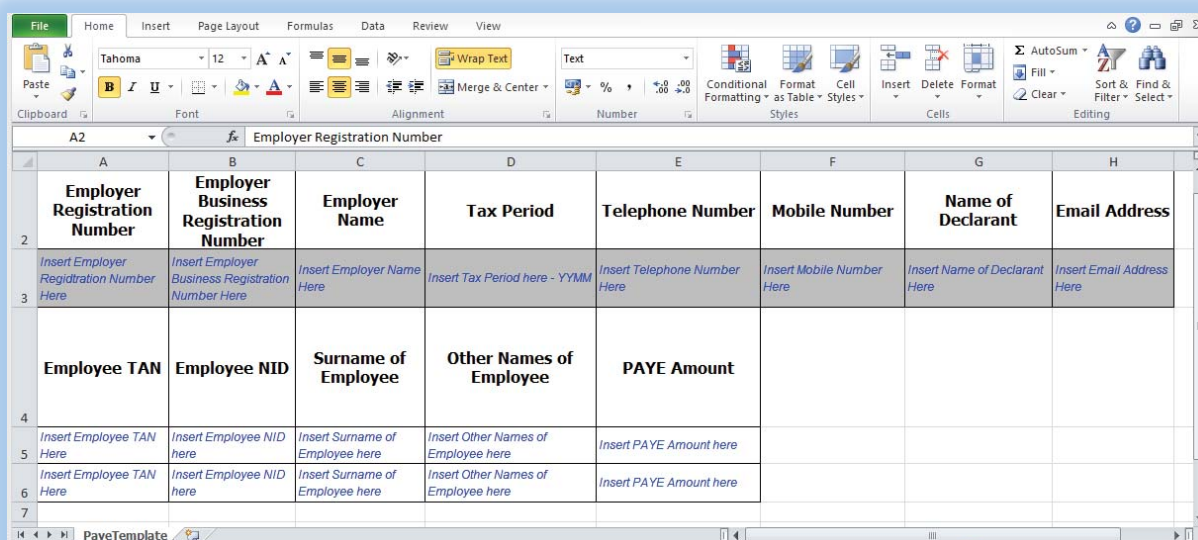
****IMPORTANT:**

1. Already submitted records will **not** be submitted again. Only records saved during return being currently filed are submitted.

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/PAYE/excelTemplate.xlsx>.

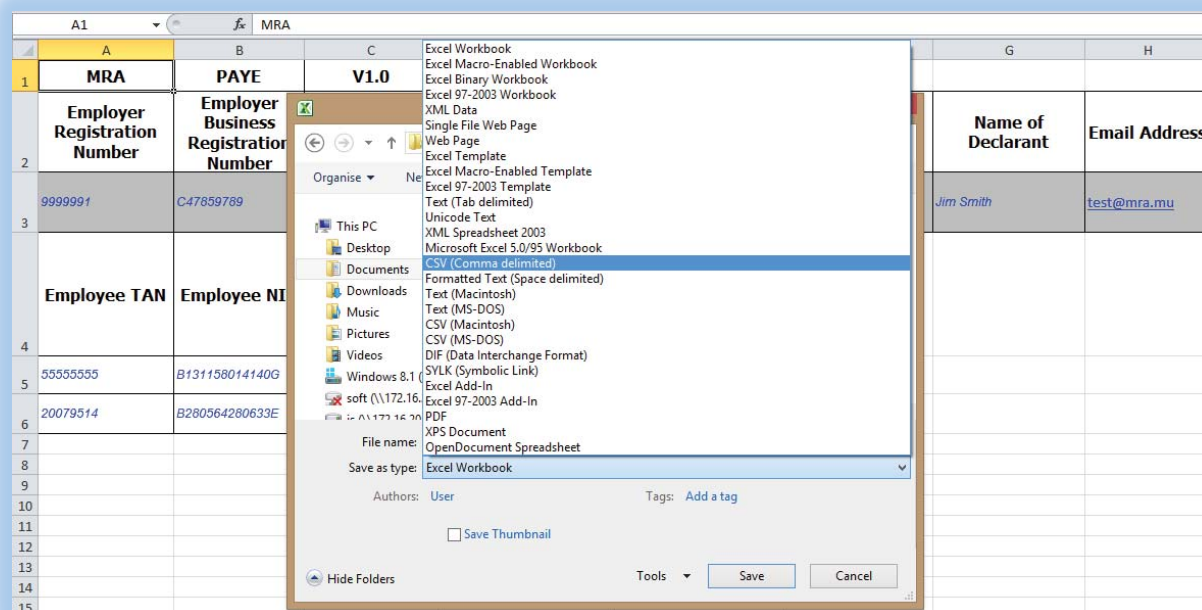
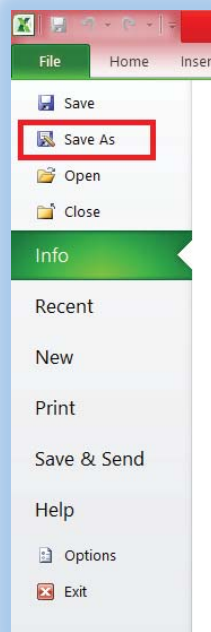


Employer Registration Number							
A	B	C	D	E	F	G	H
Employer Registration Number	Employer Business Registration Number	Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address
Insert Employer Registration Number Here	Insert Employer Business Registration Number Here	Insert Employer Name Here	Insert Tax Period here - YYYYMM	Insert Telephone Number Here	Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Address Here
Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount			
Insert Employee TAN Here	Insert Employee NID here	Insert Surname of Employee here	Insert Other Names of Employee here	Insert PAYE Amount here			
Insert Employee TAN Here	Insert Employee NID here	Insert Surname of Employee here	Insert Other Names of Employee here	Insert PAYE Amount here			

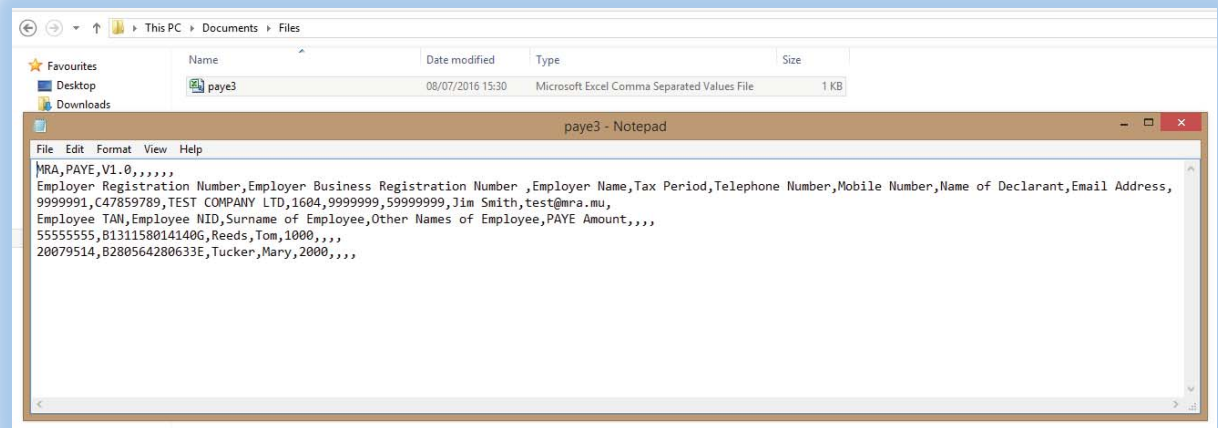
Replace the blue text with your data as shown below.

	A	B	C	D	E	F	G	H
1	MRA	PAYE	V1.0					
2	Employer Registration Number	Employer Business Registration Number	Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address
3	9999991	C47859789	TEST COMPANY LTD	1604	9999999	59999999	Jim Smith	test@mra.mu
4	Employee TAN	Employee NID	Surname of Employee	Other Names of Employee	PAYE Amount			
5	5555555	B131158014140G	Reeds	Tom	1000			
6	20079514	B280564280633E	Tucker	Mary	2000			

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/PAYE/csvTemplate.csv>.

B. XML File

The XML file must be in a specific format (An example can be downloaded from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/PAYE/xmlTemplate.xml>).

IMPORTANT NOTES

- 1) The **TAN** for each employee should be unique.
- 2) The **NID** for each employee should be unique
- 3) Data should exclude all special characters, including comma.
- 4) The fields Employer Name, Declarant Name, Employee Other Name, Employee Surname may include hyphen [-] and apostrophe [*].
- 5) File size for each upload **should not exceed** 2Mb.
- 6) 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.
- 7) Already submitted files/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.