

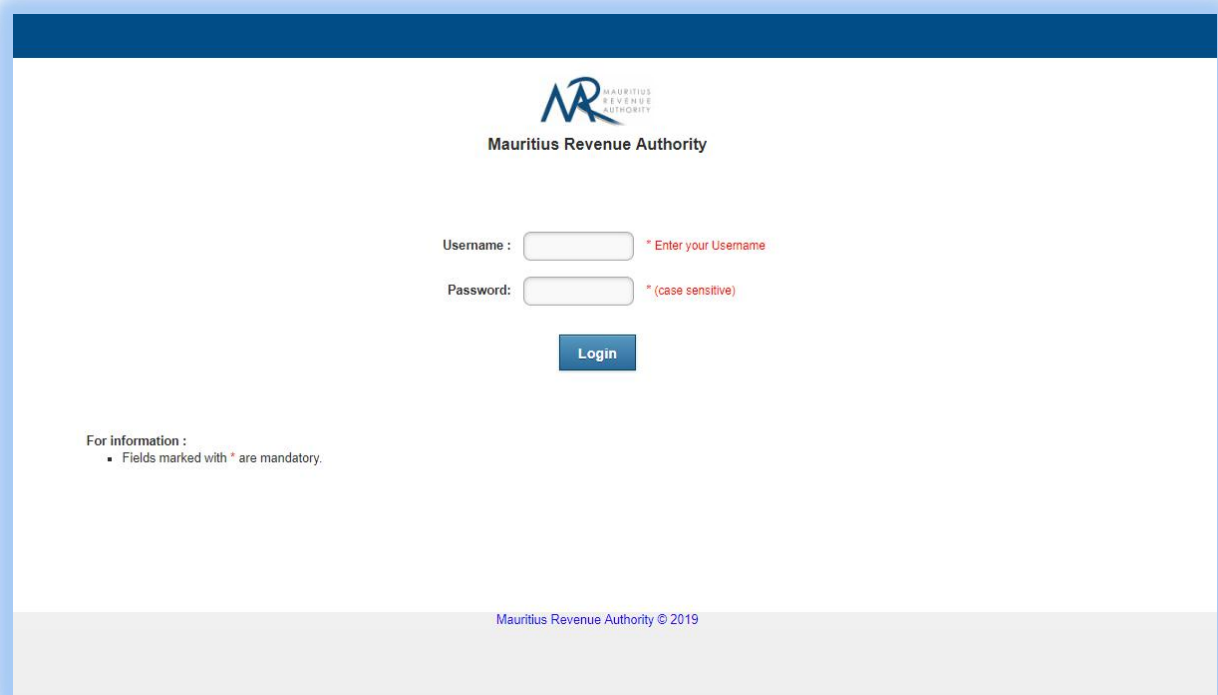
STEP-BY-STEP GUIDE TO E-FILING OF RETURN OF EMPLOYEES (ROE)

1. Introduction

You want to submit your Return of Employees 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.

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

2. Login

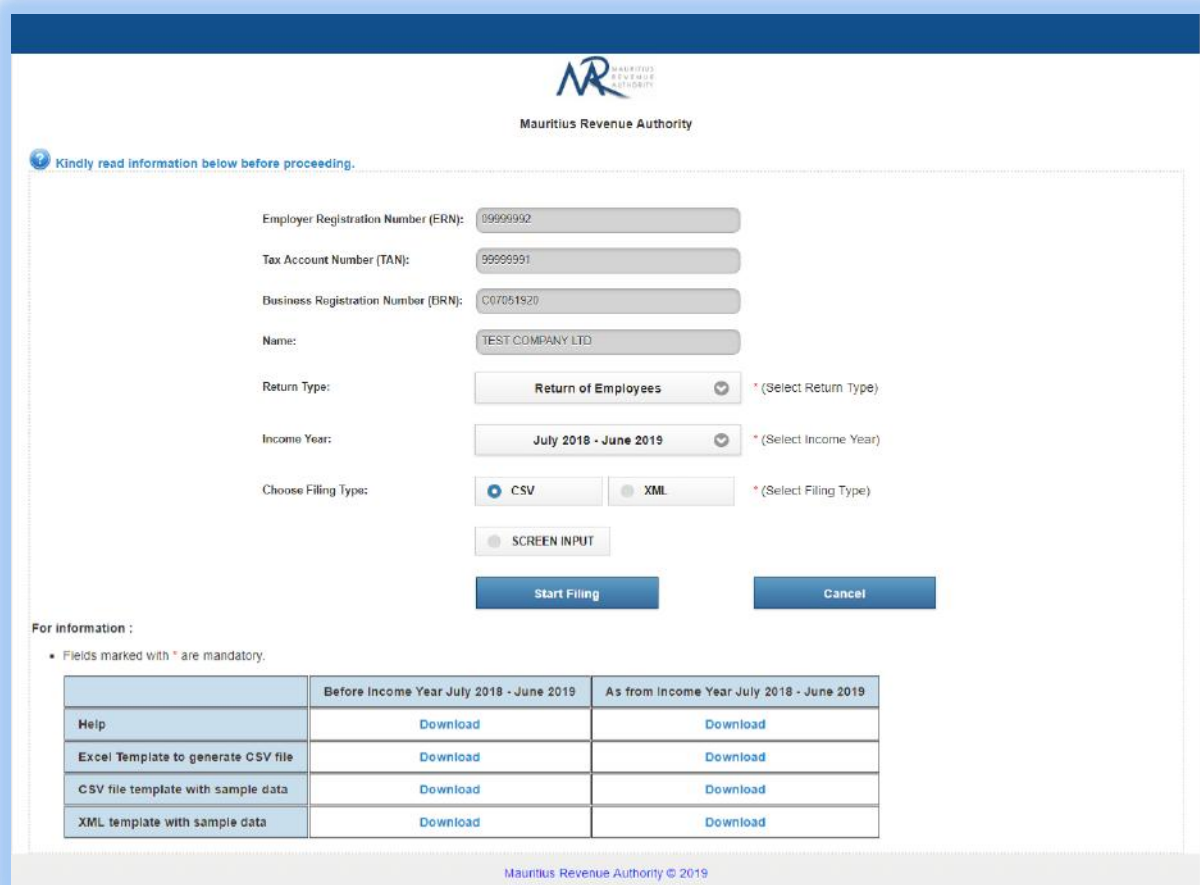
A screenshot of the Mauritius Revenue Authority's login page. The page has a white background with a dark blue header bar at the top. In the center, there is the Mauritius Revenue Authority logo and the text 'Mauritius Revenue Authority'. Below this, there are two input fields: 'Username : ' followed by a text box and a red asterisk with the text '* Enter your Username'; and 'Password: ' followed by a text box and a red asterisk with the text '* (case sensitive)'. Below these fields is a blue 'Login' button. At the bottom left, there is a section titled 'For information : ' with a bullet point stating 'Fields marked with * are mandatory.' At the bottom center, there is a small text 'Mauritius Revenue Authority © 2019'.

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 / Filing type



Kindly read information below before proceeding.

Employer Registration Number (ERN): 99999992

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C07051S20

Name: TEST COMPANY LTD

Return Type: **Return of Employees** * (Select Return Type)

Income Year: **July 2018 - June 2019** * (Select Income Year)

Choose Filing Type: ☒ CSV ☐ XML * (Select Filing Type)

☐ SCREEN INPUT

Start Filing **Cancel**

For information :

- Fields marked with * are mandatory.

	Before Income Year July 2018 - June 2019	As from Income Year July 2018 - June 2019
Help	Download	Download
Excel Template to generate CSV file	Download	Download
CSV file template with sample data	Download	Download
XML template with sample data	Download	Download

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ERN, TAN, BRN and Name of company are prefilled based on your login details. This information cannot be altered.

Step 1: Select the “Return Type” – in this case: Return of Employees (Prefilled)

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

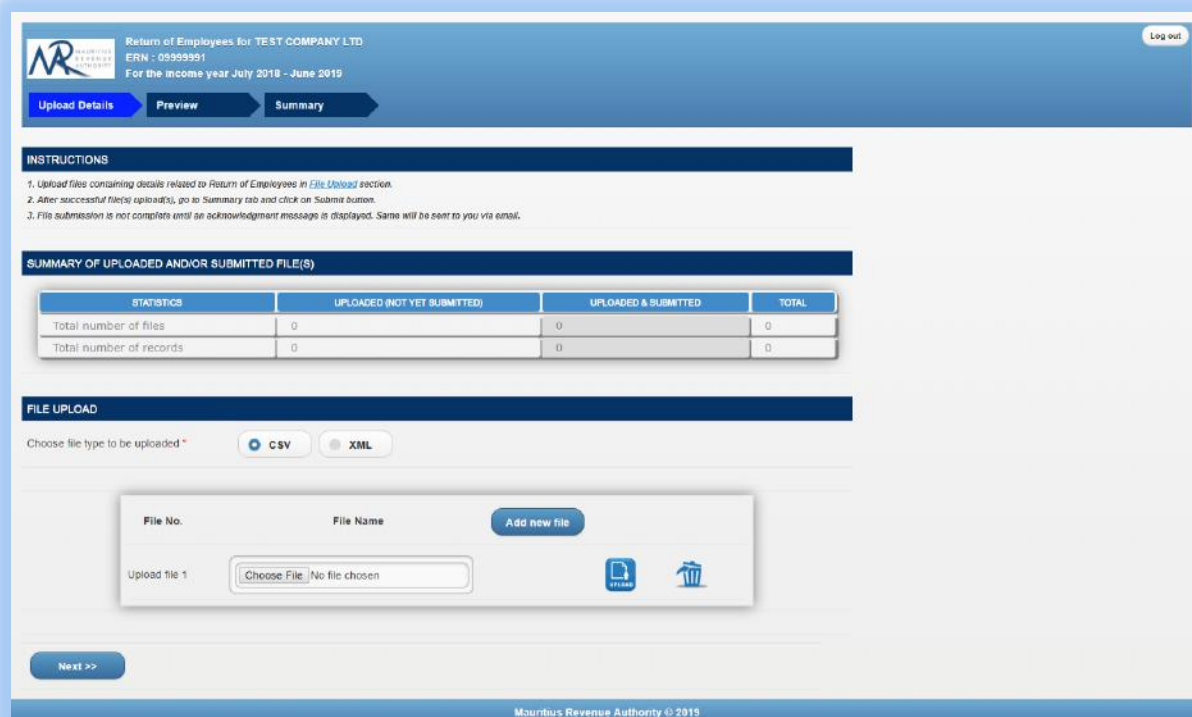
Step 3: Select the “Filing Type” for which the return is being filed.

Step 4: In the “For information” section, the guidelines and the different templates for Return of Employees are available for download.

Step 5: Click on “**Start Filing**” button to proceed to next page.

A. CSV or XML FILING TYPE

1. Upload Details



Return of Employees for TEST COMPANY LTD.
ERN : 09999991
For the income year July 2019 - June 2019

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

INSTRUCTIONS

1. Upload files containing details related to Return of Employees 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	Add new file  

[Next >>](#)

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Statistics on successful file uploads for chosen income year 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.

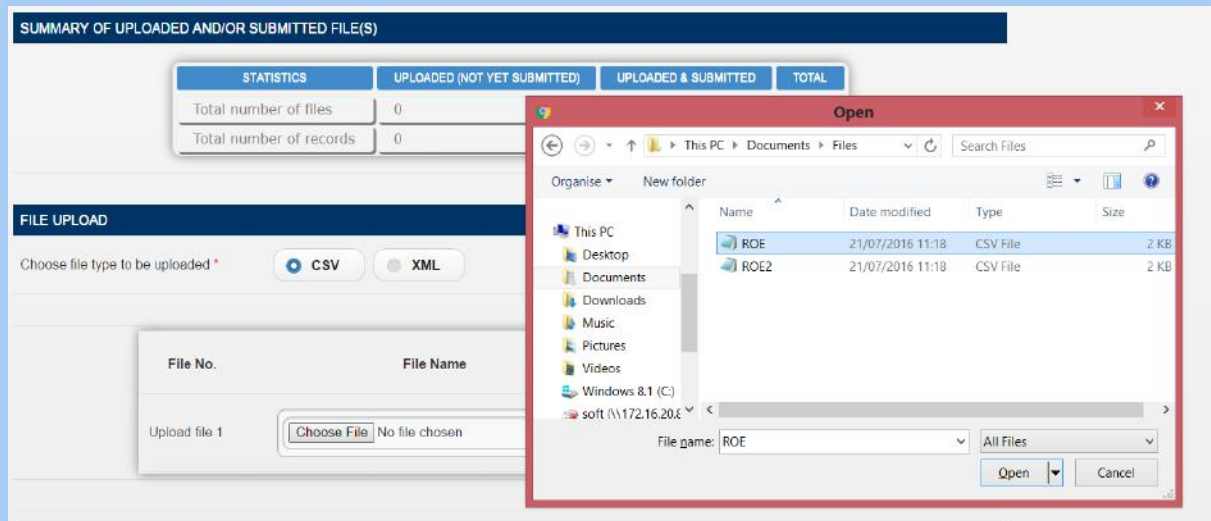


FILE UPLOAD

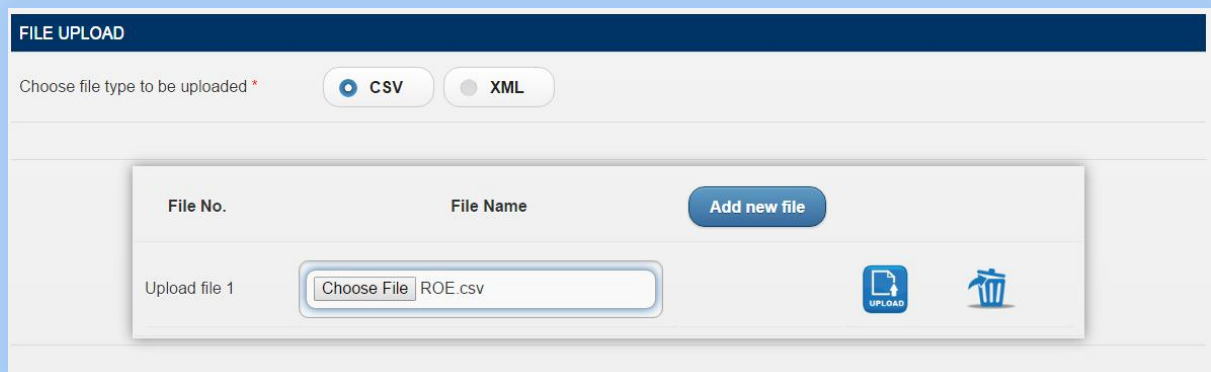
Choose file type to be uploaded *

☐ 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 ROE.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

Add new file

Upload file 1

Choose File

File upload failed


Line 3 : invalid value 'C06066972' for column 1 - Employer Registration Number (Correct value : '00726613')
 Line 3 : invalid value '00726613' for column 2 - Employer Business Registration Number (Correct value : 'C06066972')
 Line 3 : invalid value '2015' for column 4 - Tax Period (Correct value : '2016')

Total Errors # 3

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 Withheld (MUR)	100	0	100

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name


Add new file

Upload file 2

Choose File ROE.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 2

Choose File ROE.csv

File Uploaded

Click for details

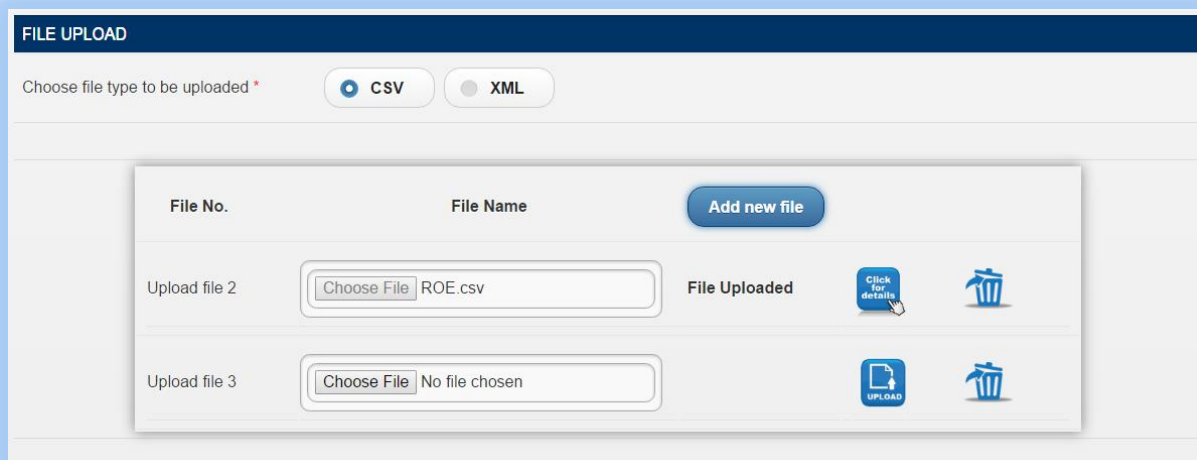


✓ File upload successful

Total Number of Records: 1 PAYE Withheld (MUR): 100

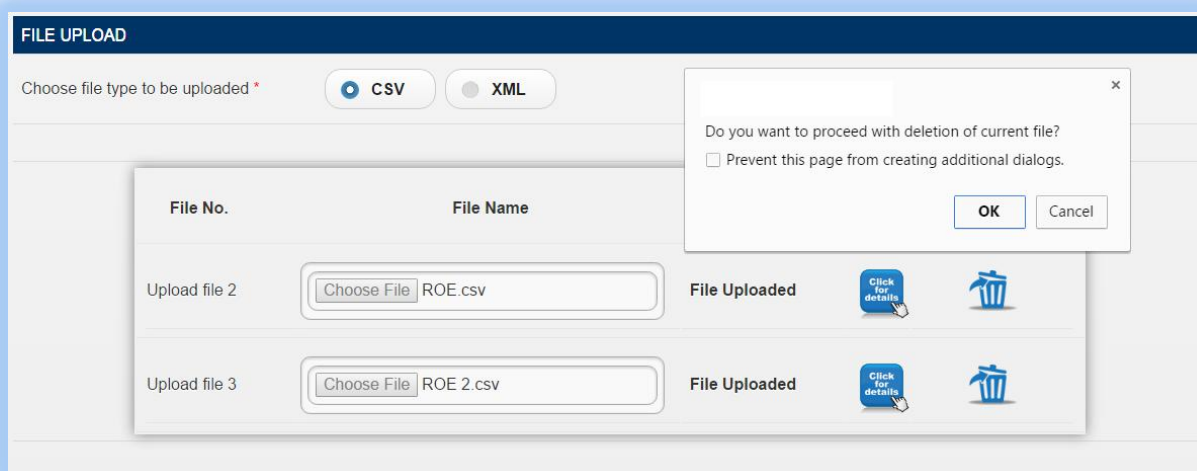
OK

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**.



File No.	File Name			
Upload file 2	<input type="text" value="Choose File"/> ROE.csv	File Uploaded		
Upload file 3	<input type="text" value="Choose File"/> No file chosen			

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



File No.	File Name			
Upload file 2	<input type="text" value="Choose File"/> ROE.csv	File Uploaded		
Upload file 3	<input type="text" value="Choose File"/> ROE 2.csv	File Uploaded		

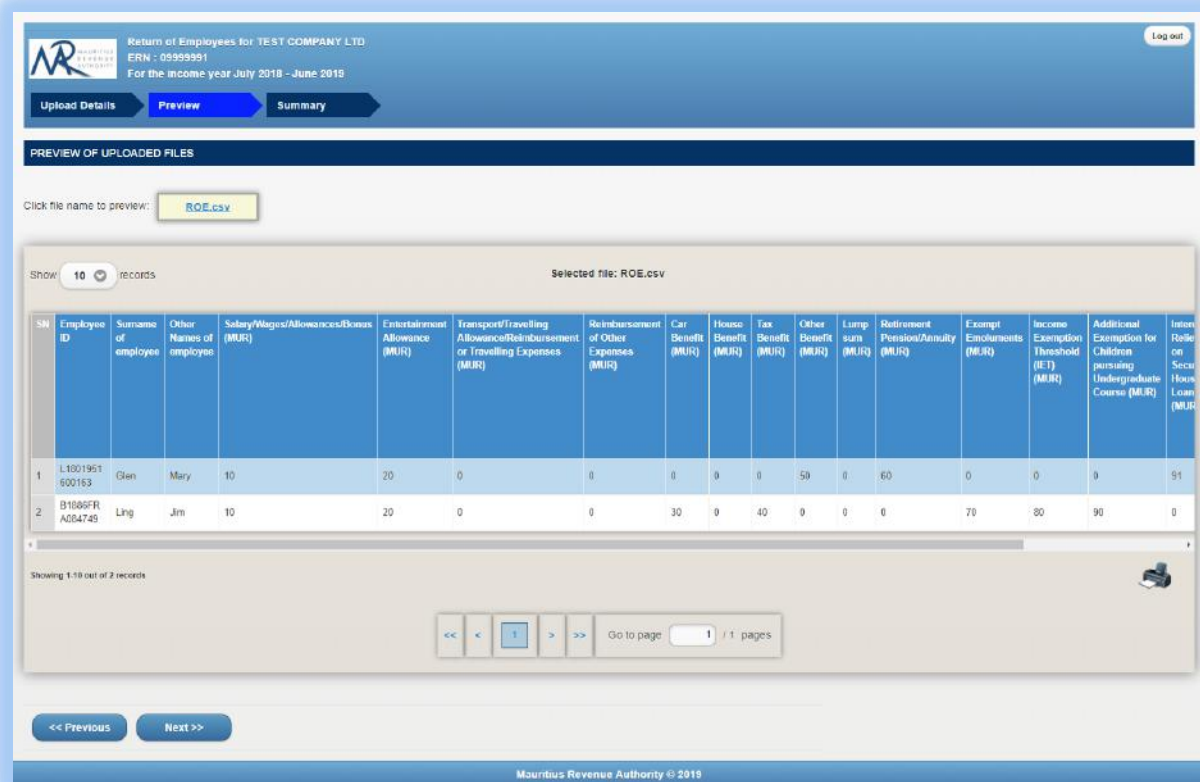
Do you want to proceed with deletion of current file?

☐ Prevent this page from creating additional dialogs.

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.



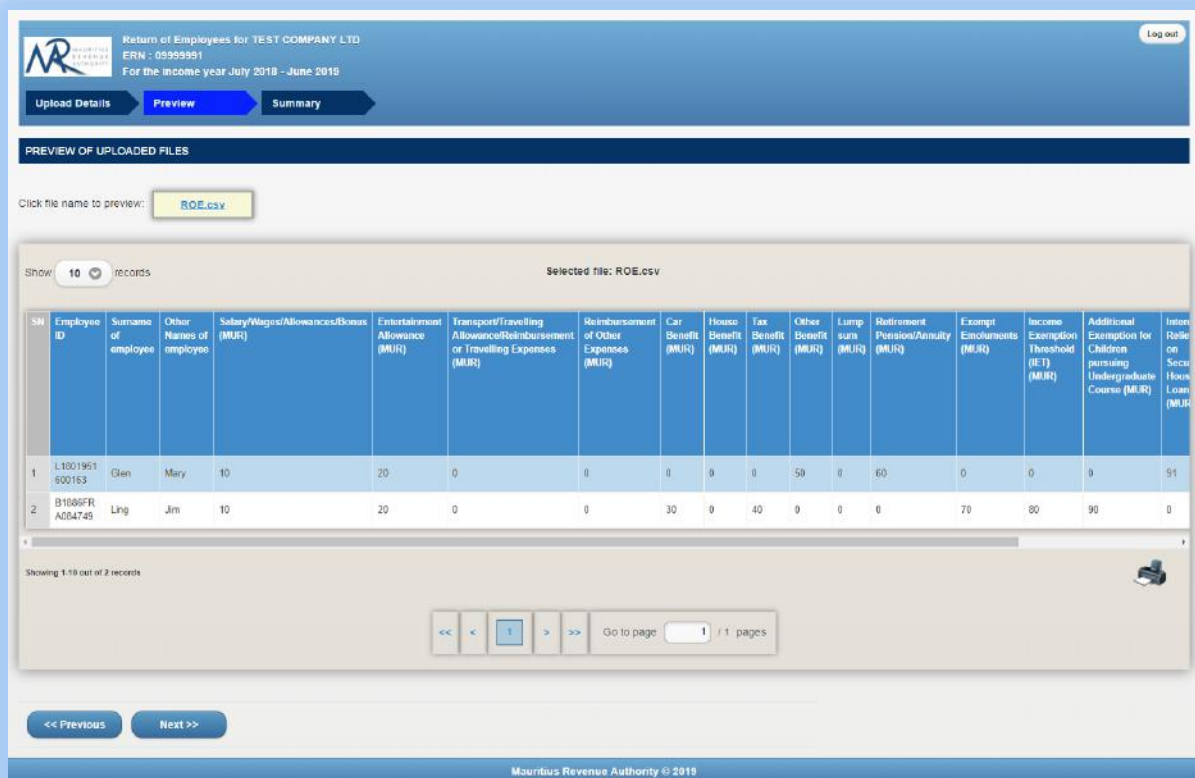
Step 2: To view records in a specific uploaded file, click on the file name.

Click file name to preview: [ROE.csv](#) [ROE 2.csv](#)

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: ROE.csv”



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year July 2018 - June 2019

Upload Details **Preview** Summary

PREVIEW OF UPLOADED FILES

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

Show 10 records Selected file: ROE.csv

SN	Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Traveling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (IET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Inten Role on Secu House Loan (MUR)
1	L1001951 500163	Glen	Mary	10	20	0	0	0	0	0	50	0	60	0	0	0	91
2	B1589FR A084745	Ling	Jim	10	20	0	0	30	0	40	0	0	70	80	90	0	

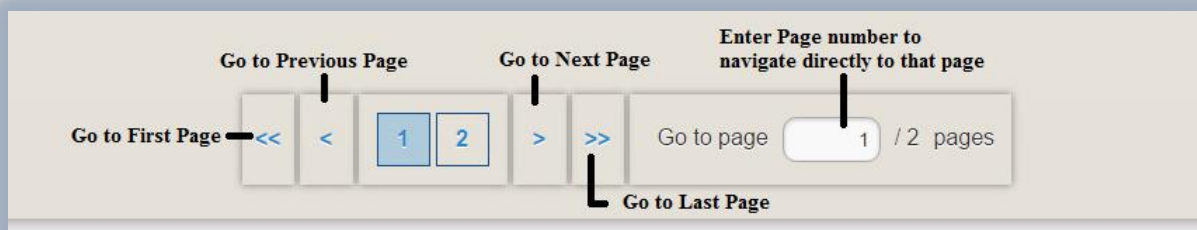
Showing 1-2 out of 2 records

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

<< Previous Next >>

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



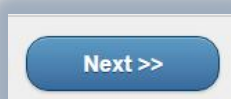
Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

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

Go to Last Page

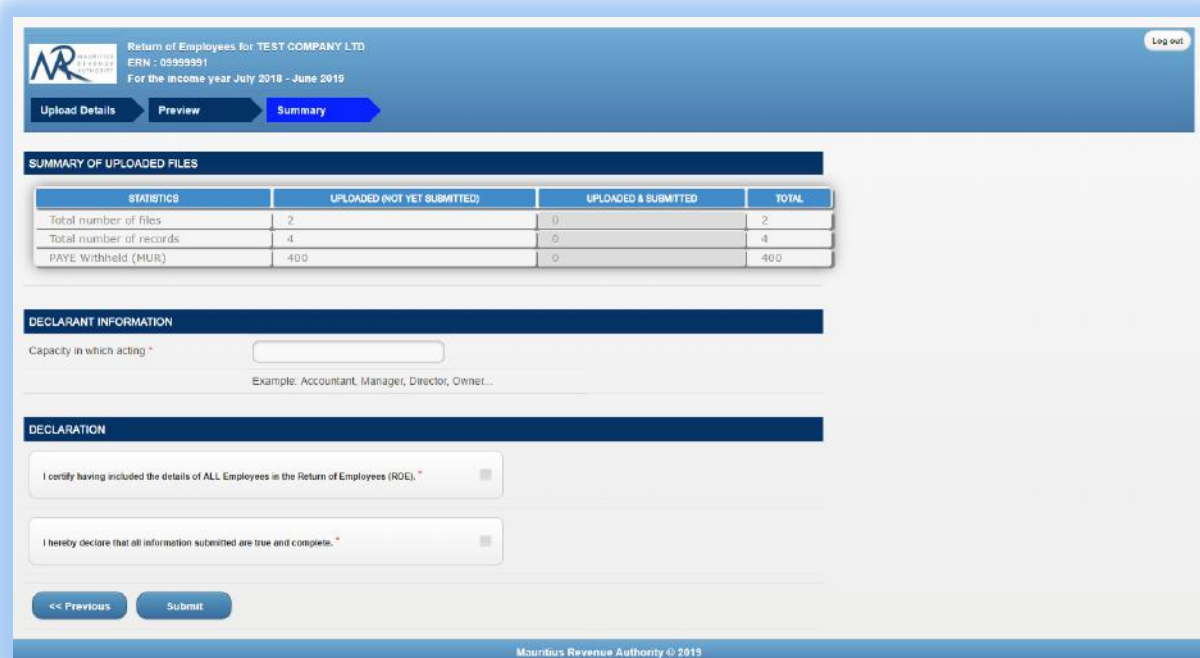
Step 6: To print records currently being displayed on the screen, click on the  icon.

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 FILES**” section are correct.



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year July 2018 - June 2019

Upload Details Preview **Summary** Log out

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
PAYE Withheld (MUR)	400	0	400

DECLARANT INFORMATION

Capacity in which acting *

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

DECLARATION

I certify having included the details of ALL Employees in the Return of Employees (ROE). *

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

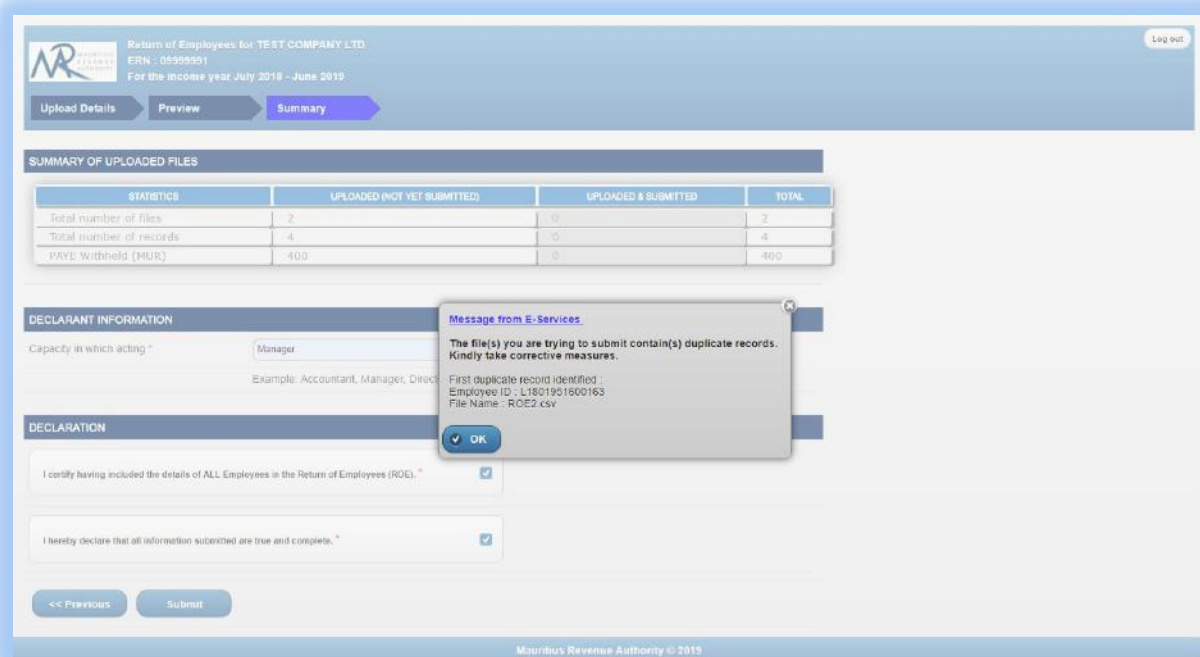
<< Previous Submit

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

Step 3: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

The **ID** 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 Employee ID identified**.



Return of Employees for TEST COMPANY LTD
ERN : 05999991
For the income year July 2019 - June 2019

Upload Details Preview **Summary**

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
PAYE Withheld (MUR)	400	0	400

DECLARANT INFORMATION

Capacity in which acting *
Example: Accountant, Manager, Director

DECLARATION

I certify having included the details of ALL Employees in the Return of Employees (ROE). * ☒

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

<< Previous Submit

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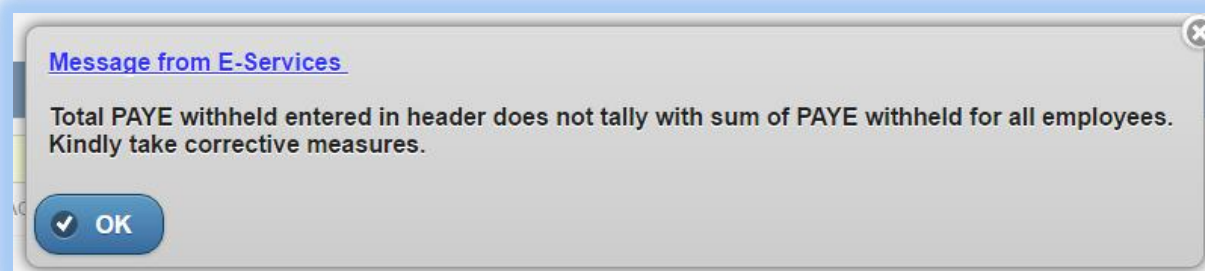
[Message from E-Services](#)

The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures.

First duplicate record identified :
Employee ID : L1801951600163
File Name : ROE2.csv

OK

If the value of **“Total PAYE Withheld”** entered in the header part does not equal the sum of all values entered for **“PAYE Withheld”** for all employees, the following error message is displayed:

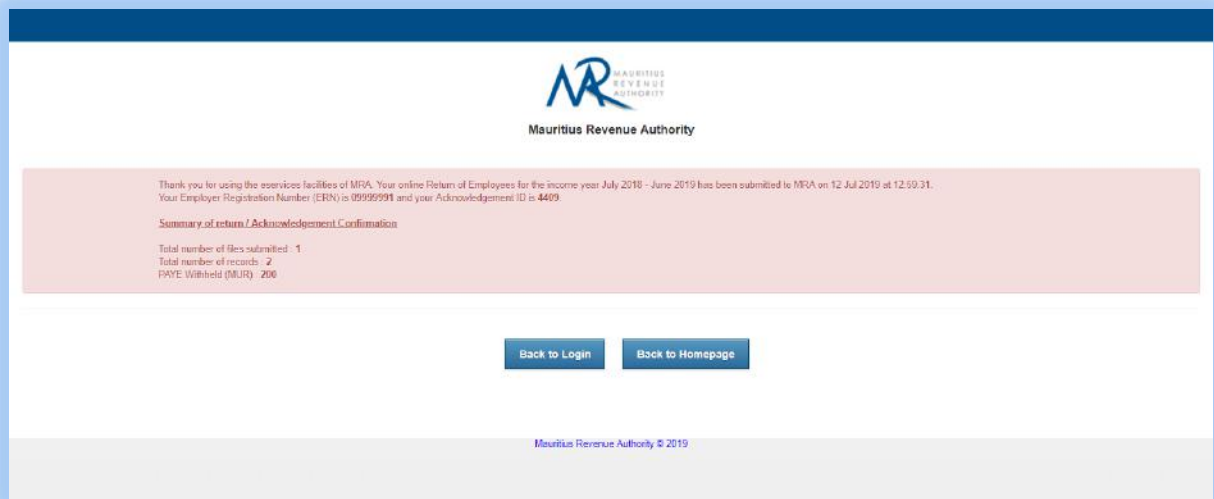


[Message from E-Services](#)

Total PAYE withheld entered in header does not tally with sum of PAYE withheld for all employees. Kindly take corrective measures.

OK

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.

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 return.

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.

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 Withheld (MUR)	200	0	200

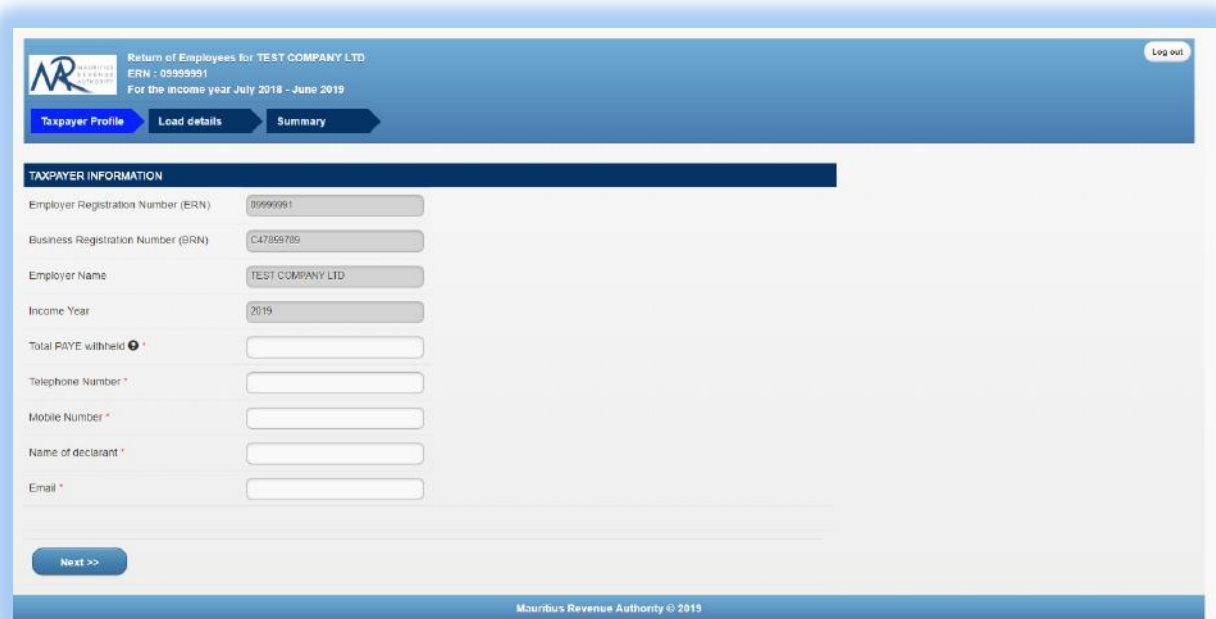
FILE UPLOAD

Choose file type to be uploaded *
☒ CSV
☐ XML

File No.	File Name		
Upload file 2	<div>Choose File</div> <div>ROE.csv</div>	File Uploaded	<div>Click for details</div> <div></div>
Upload file 3	<div>Choose File</div> <div>ROE 2.csv</div>	File Uploaded	<div>Click for details</div> <div></div>

B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



Return of Employees for TEST COMPANY LTD.
ERN : 09999991
For the income year July 2018 - June 2019

TAXPAYER INFORMATION

Employer Registration Number (ERN) : 09999991

Business Registration Number (BRN) : C47859789

Employer Name : TEST COMPANY LTD.

Income Year : 2019

Total PAYE withheld :

Telephone Number :

Mobile Number :

Name of declarant :

Email :

[Next >>](#)

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ERN, BRN, Employer Name and Income Year are prefilled based on your login details. This information cannot be altered.

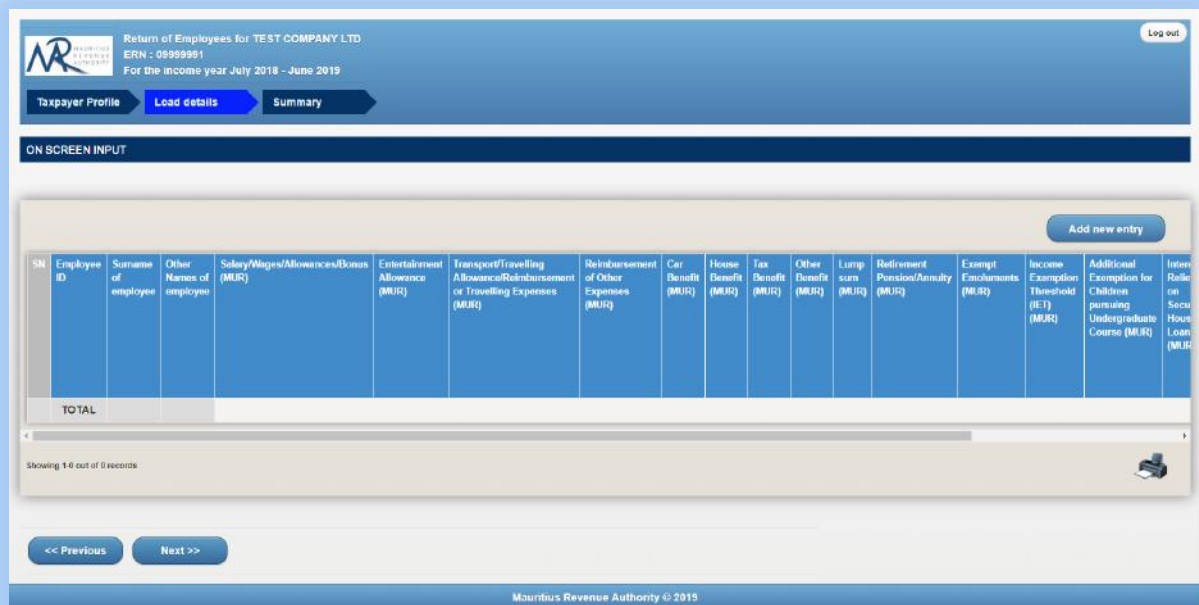
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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.



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year July 2018 - June 2019

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

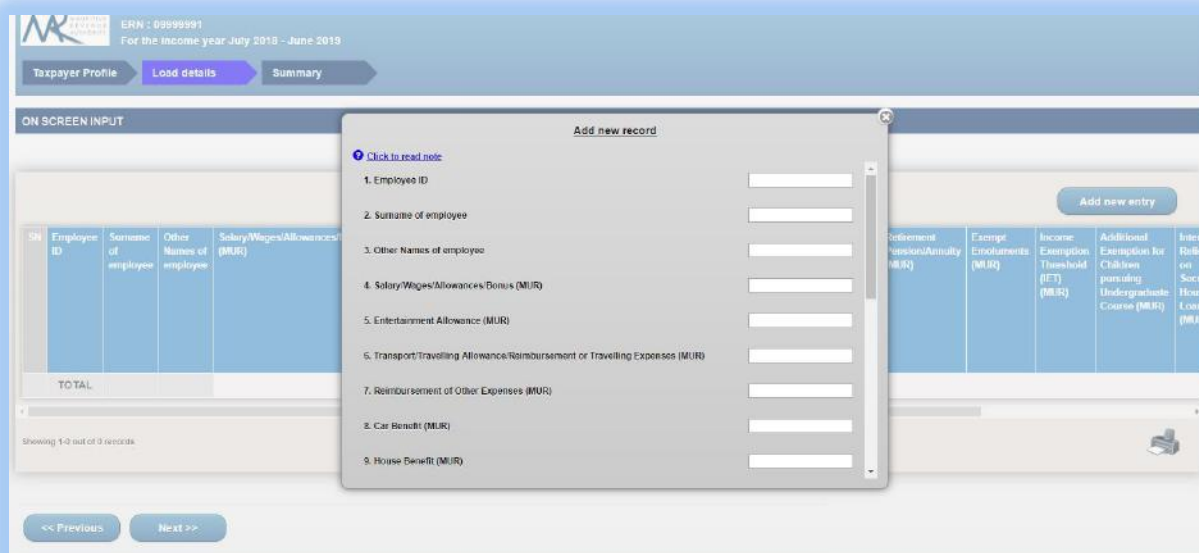
SN	Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (RET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Interest on Secured Housing Loan (MUR)
TOTAL																	

Showing 1-0 out of 0 records

<< Previous Next >>

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



ON SCREEN INPUT

Add new record

Click to read note

- Employee ID
- Surname of employee
- Other Names of employee
- Salary/Wages/Allowances/Bonus (MUR)
- Entertainment Allowance (MUR)
- Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)
- Reimbursement of Other Expenses (MUR)
- Car Benefit (MUR)
- House Benefit (MUR)

ON SCREEN INPUT

Add new entry

SN	Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (RET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Interest on Secured Housing Loan (MUR)
TOTAL																	

Showing 1-0 out of 0 records

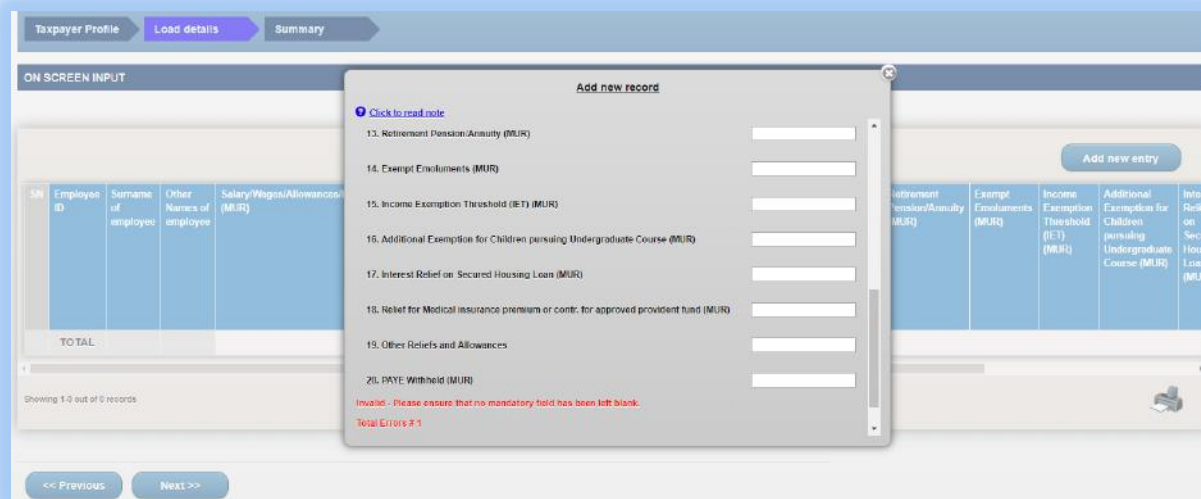
<< Previous Next >>

Step 2: For more details about the different fields, click on the “Click to read note” link.

Step 3: 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.

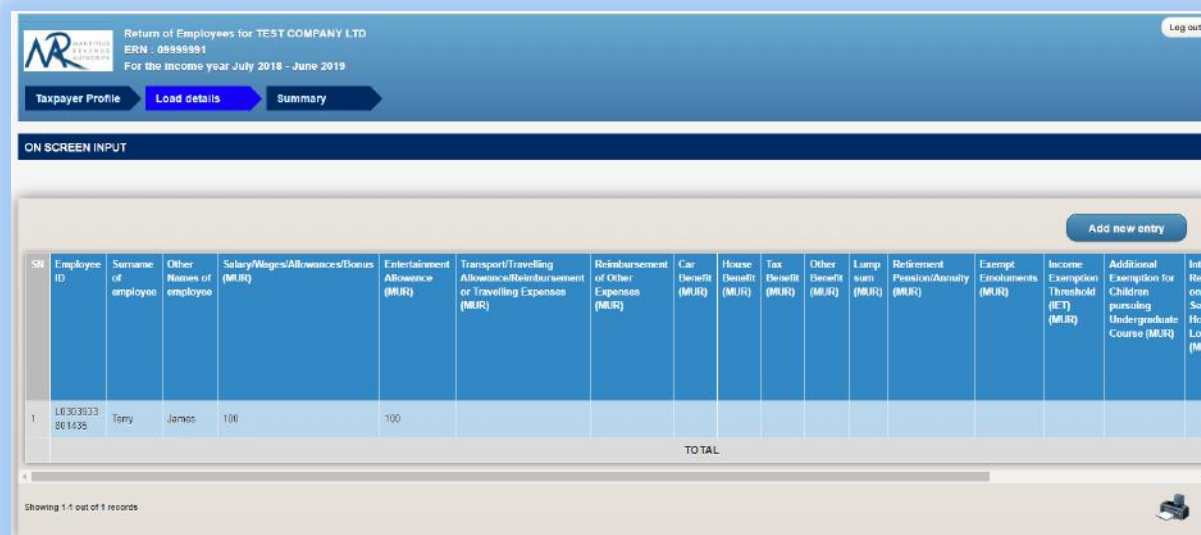


The screenshot shows the 'Add new record' dialog box with a list of fields for employee details. A red error message is displayed at the bottom of the dialog:

Invalid - Please ensure that no mandatory field has been left blank.
Total Errors: 1

(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' table with the following data:

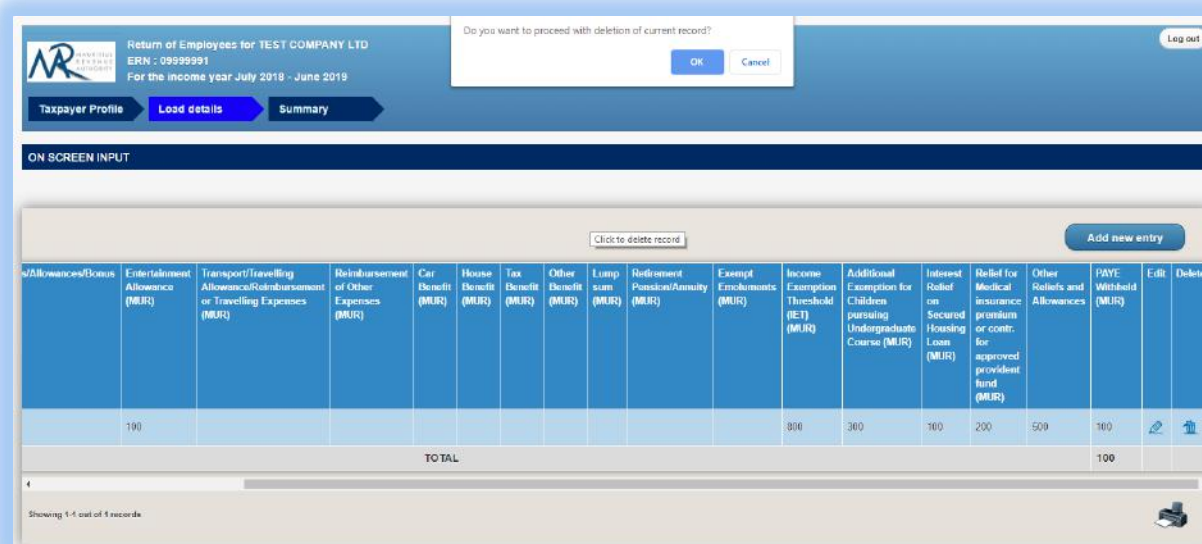
SN	Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (IET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Interest Relief on Secured Housing Loan (MUR)
1	LE303033 DE1435	Tony	James	100	100												
TOTAL																	

Showing 1-1 out of 1 records

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.



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

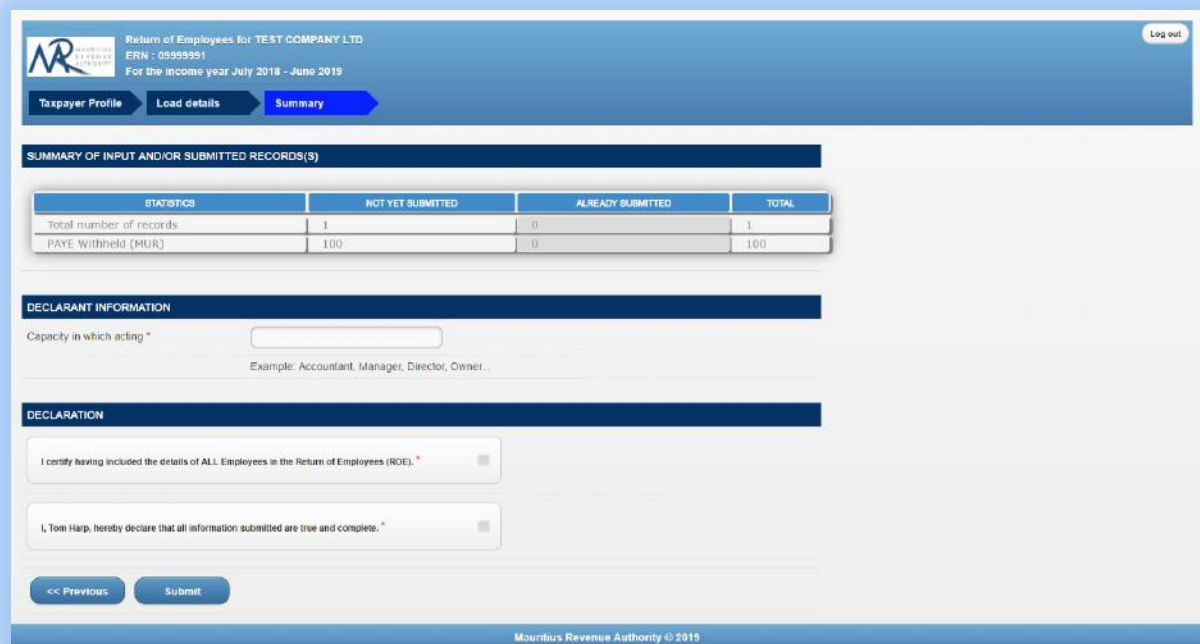


Step 4: To print records currently being displayed on the screen, click on the  icon.

Step 5: 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.



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year July 2018 - June 2019

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
PAYE Withheld (MUR)	100	0	100

DECLARANT INFORMATION

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

DECLARATION

I certify having included the details of ALL Employees in the Return of Employees (ROE).*

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

<< Previous Submit

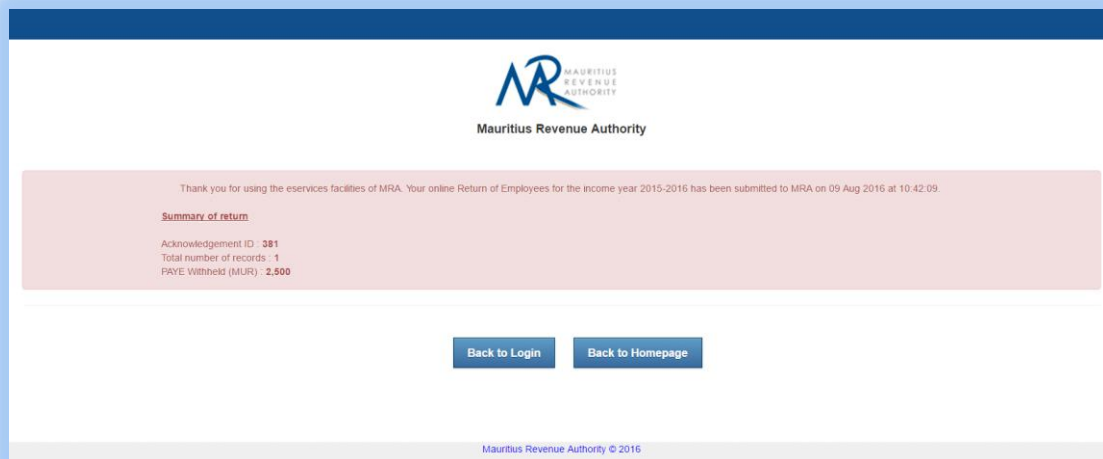
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Step 4: Verify if the “SUMMARY OF UPLOADED AND/OR SUBMITTED RECORD(S)” section is correct.

Step 5: Enter the “Capacity in which acting”.

Step 6: Under “DECLARATION” section, click on the checkbox to confirm that all information submitted are true and complete.

Step 7: Finally, click on “Submit” button. The following screen is displayed upon successful submission of the return. An email is also sent to the declarant’s email address. Click on ‘Back to Login’ button to go back to login page or Click on ‘Back to Homepage’ button to go back to MRA’s website.



MRA
MAURITIUS
REVENUE
AUTHORITY

Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online Return of Employees for the income year 2015-2016 has been submitted to MRA on 09 Aug 2016 at 10:42:09.

Summary of return

Acknowledgement ID : **381**
Total number of records : **1**
PAYE Withheld (MUR) : **2,500**

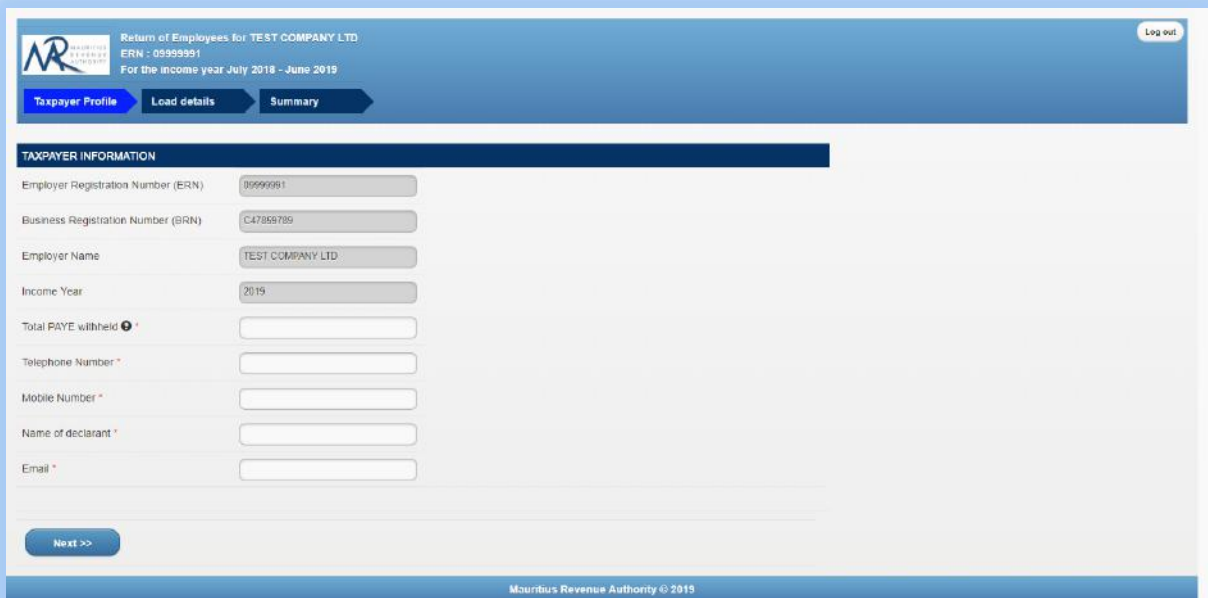
[Back to Login](#) [Back to Homepage](#)

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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.



Log out

Return of Employees for **TEST COMPANY LTD**
ERN : 09999991
For the income year July 2018 - June 2019

[Taxpayer Profile](#) [Load details](#) [Summary](#)

TAXPAYER INFORMATION

Employer Registration Number (ERN) : 09999991

Business Registration Number (BRN) : C47858789

Employer Name : TEST COMPANY LTD

Income Year : 2019

Total PAYE withheld * :

Telephone Number * :

Mobile Number * :

Name of declarant * :

Email * :

[Next >>](#)

Mauritius Revenue Authority © 2019

Return of Employees for TEST COMPANY LTD
 ERN : 05989991
 For the income year July 2018 - June 2019

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

ON SCREEN INPUT

Add new entry

Sl	Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (IET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Interest on Socu House Loan (MUR)
1	LE303033 061435	Terry	Jamos	100	100												
TOTAL																	

Showing 1-1 out of 1 records

DETAILS ON FILE UPLOAD

A. CSV File

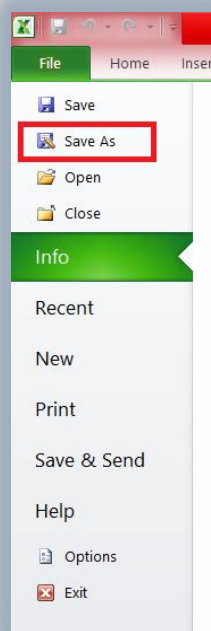
To generate your CSV file, please download the excel template from here:
<http://eservices8.mra.mu/DetailStmtVoucher/Download/ROEA/excelTemplate.xlsx>.

MRA		ROEA		V1.0											
Employer Registration Number (ERN)	Business Registration Number (BRN)	Employer Name	Income Year	Total PAYE Withheld	Telephone Number	Mobile Number	Name of Declarant	Email Address							
Insert ERN of the Employer Here	Insert BRN of the Employer Here	Insert Full Name of the Employer Here	Insert Tax Period here - YYYY	Insert the amount of total PAYE withheld for the income year	Insert Telephone Number Here	Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Address Here							
Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Ben						
Insert ID of employee	Insert surname of employee	Insert other names of employee	Insert Salary/Wages/Allowances/Bonus for the income year	Insert Entertainment allowance if any	Insert Transport/Travelling Allowance/Reimbursement or Travelling Expenses if any	Insert Reimbursement of Other Expenses if any	Insert Car Benefit if any	Insert House Benefit if any	Insert Tax						
Insert ID of employee	Insert surname of employee	Insert other names of employee	Insert Salary/Wages/Allowances/Bonus for the income year	Insert Entertainment allowance if any	Insert Transport/Travelling Allowance/Reimbursement or Travelling Expenses if any	Insert Reimbursement of Other Expenses if any	Insert Car Benefit if any	Insert House Benefit if any	Insert Tax						

Replace the blue text with your data as shown below.

MRA ROEA V1.0									
Employer Registration Number (ERN)	Business Registration Number (BRN)	Employer Name	Income Year	Total PAYE Withheld	Telephone Number	Mobile Number	Name of Declarant	Email Address	
99999991	C47059789	TEST COMPANY LTD	2019	200	9999999	55999999	Michael Tadi	tadi@mra.mg	
Employee ID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Bar
H1234567890234	Glen	Mary	10000	3000	1500	0	0	0	0
D8876543210987	Ling	Jing	25000	0	1500	0	0	0	0

Then click on **File > Save As > select CSV (Comma delimited)**. Next, click on **Save**.



[illegible]

B. XML File

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IMPORTANT NOTES

- 1) The **Employee ID** for each employee should be unique.
- 2) Value of **"Total PAYE Withheld"** should be equal to sum of **"PAYE Withheld (MUR)"** for all employees.
- 3) Data should exclude all special characters, including comma.
- 4) The fields **Employer Name, Declarant Name, Employee Other Name, Employee Surname** may include some special characters such as à â ç é è ê ë ì í ô û ù ü ÿ ñ æ À Â Ç É È Ê Ë Ì Í Ô Ù Ò Ü Ý Ñ Æ & _ () : ; ? ' @ .-
- 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 return 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.