

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

1. Introduction

You want to submit your TDS 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 tax account number (TAN) and password.

2. Login

Mauritius Revenue Authority
Usemame : * Enter your Tax Account Number (TAN) Password: * (case sensitive) Login For information : • Field marked with * are mandatory.
Mauritius Revenue Authority © 2016

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 / Month / Filing Type

		NA	100000000 1000000000000000000000000000		
		Mauritius Re	venue Authority		
indly read information below before procee	iding.				
	Tax Account Number (TAN):	99999991			1
	Business Registration Number (BRN):				
	Name:	TEST COMPANY LTD			
	Return Type:	TDS Mont	thly Return	0	* (Select Return Type)
	Income Year:	2016	-2017	0	* (Select Income Year)
	Month:	July	2016	0	* (Select Month)
	Filing Type:	O Csv	🔿 XML		* (Select Filing Type)
		SCREEN INPUT			
		Start Filing			Cancel
For information :					
Fields marked with * are mandatory.					
· For help about how to use this applicat	ion, click here.				
Excel template to generate CSV file. C	lick here to download.				
CSV file template with sample data. CI	ick here to download				
XML file template with sample data. Cl	ick here to download.				

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: TDS Monthly Return (Prefilled)

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 TDS 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

	Preview	ary				
TRUCTIONS						
ter successful file(s) le submission is not		i Submit button. ge is displayed. Same will be sent to you v	ia email.			
IMARY OF UPLO	ADED AND/OR SUBMITTED FILE(S)		_		
	STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL		
	Total number of files Total number of records	0	0	0	_	
UPLOAD	Total number of records					
ose file type to be	Total number of records	• XML				
ose file type to be	Total number of records	XML File Name	0			

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	ML XML



Step 2: Click on the "**Choose File**" button and browse file to be uploaded, as shown below.

Upload files containing details related to TDS Monthly		Open
After successful file(s) upload(s), go to Summary tab File submission is not complete until an acknowledge	C C A B THE BC - Demonstrate Files	✓ 🖒 Search Files
	Organise 🔻 New folder	III 👻 🔟
UMMARY OF UPLOADED AND/OR SUBMITTE STATISTICS Total number of fi Total number of r ILE UPLOAD		Date modified Type Size 08/07/2016 09:54 Microsoft Excel C All Files Open < Cancel
File No.	File Name Add new 1	file
Upload file 1	e File No file chosen	

Step 3: The chosen file name appears as shown below. Click on "**Upload**" button.

ose file type to be uploaded *	O CSV XML		
File No.	File Name	Add new file	
Upload file 1	Choose File tdsn.csv		位



Step 4:

(i) <u>Invalid file</u>

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 [1]. Please correct the file and click on "Add new file" button to upload the file again.

0	0	0
0	0	0
e Name	Add new file	
	File Upload Failed	
	XML le Name	

	STATISTICS	UPLOADED	(NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
	Total number of files	0	<u></u>	1 0	0
	Total number of records	0		File upload failed	
D			Total Errors # 1		
	loaded * O CSV	• XML	Total Errors # 1		
D ype to be up File		File Name	Total Errors # 1		



(ii) <u>Valid file</u>

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 $[\hat{m}]$.

	STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	ΤΟΤΑΙ
Total number of files		1	0	1
Total number of reco	rds	2	0	2
Gross amount paid o	r credited (before deduction of tax) (MUR)	3,000	0	3,000
Tax deducted and pa	yable to MRA (MUR)	800	0	800
	d* O CSV XML			
UPLOAD	d* • CSV • XML			

ILE UPLOAD				File upload s	successful		
hoose file type to	be uploaded *	O CSV	Total Number of Records: 2	Gross amou	int paid or credited	d (before deduction of ta	ax) (MUR): 3,000
			Tax deducted and payable to MRA	(MUR): 800			
	File No.		• ок				
ĩ	Jpload file 1	Choose File	tdsn.csv	File Uploaded	Click for details	TI	



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 type to be uploaded '	CSV XML			
File No.	File Name	Add new file)	
Upload file 1	Choose File tdsn.csv	File Uploaded	Click for details	1
Upload file 2	Choose File No file chosen		UPLOAD	

Step 6: To delete a file, click on the delete bin icon [1]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.

se file type to be uploaded *	O CSV O XML	Do you want to proceed with deletion of cu	OK Cancel
File No.	File Name	Add new file	
Upload file 1	Choose File tdsn.csv	File Uploaded	<u>1</u>
Upload file 2	Choose File tdsn2.csv	File Uploaded	1

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.

RE	IEW OF UPLOAD	ED FILES						
***	le name to preview		tdsn2.csv					
ihow	Payee Sumame	ds Payee Other Names	NID/Other ID of Payee	Payee TAN	Selected	file: tdsn.csv Nature of Payment	Gross amount paid or credited (before	Tax deducted and payable to MRA (MU
		ter ter en en en en en en en en		2.0000000000		1000 (0000 - 2010) (00000 (0000)	deduction of tax) (MUR)	
1	Sumame 1 Sumame 2	Other name 1 Other name 2	B131158014140G B131158014140G	72709029	C47859784 C47859782	8	2000	300
bowi	ig 1-10 out of 2 records			1	3 33	Go to page 1	/1 pages	4

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

ick file name to preview:	tdsn.csv	tdsn2.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 🔿	recor	ds
	10		
	50		
#	100 1000	me	Paye



Step 4: The name of the file being currently previewed is displayed on top: "Selected file: tdsn2.csv"

	10 O recor	45			selected	file: tdsn2.csv		
	Payee Sumame	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR
1	Sumame 3	Other name 3	B131158014140G	72709029	C47859784	6	6000	300
2	Surname 4	Other name 4	B131158014140G	72709012	C47859785	7	7000	400
3	Sumame 5	Other name 5	B131158014140G	72178586	C47859732	5	8000	700
4	Surname 6	Other name 6	B131158014140G	72709029	C47859764	7	1000	300
5	Sumame 7	Other name 7	B131158014140G	72709012	C47879782	5	7000	400
6	Sumame 8	Other name 8	B131158014140G	72178586	C47859482	9	8000	700
7	Surname 9	Other name 9	8131158014140G	72709029	C47859788	9	1000	300
8	Sumame 10	Other name 10	B131158014140G	72709012	C47854782	3	4000	400
9	Sumame 11	Other name 11	B131158014140G	72178586	C77859782	2	3000	700
10	Sumame 12	Other name 12	B131158014140G	72709029	C17859781	4	9000	300

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

Go to Previous P	age Go to Next Page	Enter Page number to navigate directly to that page
co to First Page 🛶 << <	1 2 > >> G	o to page 1 / 2 pages
	Go to	Last Page

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

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



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3. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the "**SUMMARY OF UPLOADED FILES**" section are correct.

TDS Monthly Ret	um for TEST COMPANY LTD					Log of
TAN : 99999991 For the period Ju						
Upload Details Preview	Summary					
SUMMARY OF UPLOADED FILES						
STA	TISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL		
Total number of files		2	0	2		
Total number of records		13	0	13		
Gross amount paid or credited	I (before deduction of tax) (MUR)	58,000	0	58,000		
Tax deducted and payable to M	MRA (MUR)	5,500	0	5,500		
					-	
DECLARANT INFORMATION						
Capacity in which acting *	(
PENALTY & INTEREST						
Penalty for late payment	(
	-					
nterest on unpaid tax	1					
PAYMENT OF TAX						
will pay the tax payable viz MUR	5,500					
Using *	Cash / Cheque	Direct Debit				
Jang	(ava	lable for registered taxpayers only)				
DECLARATION						
I hereby declare that all information subr	nitted are true and complete. *					
<						
Superior Superior						

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/BRN/NID** and corresponding nature of payment 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 record identified.

AYMENT OF TAX		Message from E-Services
will pay the tax payable viz MUR	6,400	The file(s) you are trying to submit contain(s) duplicate records. Kindly take corrective measures.
ising *	O Cash / Cheque	First duplicate record identified : BRN : C47859784 File Name : tdsn1.csv
		<u>е ок</u>
DECLARATION		
I hereby declare that all information sub	mitted are true and complete. *	

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

Mauritius Revenue Authority
Thank you for using the eservices facilities of MRA. Your online TDS Monthly Return for the period July 2016 has been submitted to MRA on 25 Aug 2016 at 09:08:17. Your Tax Account Number (TAN) is 99999991 and your acknowledgement ID is 583. The amount payable is NUR6 6:400 by Cash/Cheque. Summary of return / Acknowledgement Confirmation Total number of records - 13 Gross amount payable to MRA (NUR) : 51,00 Tax deducted and payable to MRA (NUR) : 51,00 Total amount payable to MRA (NUR) : 51,00 Total amount payable to MRA (NUR) : 51,00 TAX : 9999991 BIN: C4789789 MEPORTANT Payment may be made by cash or cheque at MRA's cash counters, Enram 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



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 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				
TRUCTIONS	IS					
fter successful	d file(s) upload(s), go to	to TDS Monthly Return in <u>File Unload</u> section. Summary tab and click on Submit button.				
ile submission	n is not complete until	an acknowledgment message is displayed. Same w	ill be sent to you via email.			
MMARY OF U	UPLOADED AND/C	R SUBMITTED FILE(S)				
		STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL	
Total num	mber of files		2	0	2	
			13	0	13	
Total num	mber of records		1.5			
		lited (before deduction of tax) (MUR)	58,000	0	58,000	
Gross am	nount paid or cred			0	58,000	
Gross am Tax deduc	nount paid or cred		58,000			
Gross am Tax deduc	nount paid or cred acted and payable e to be uploaded *	to MRA (MUR)	5,500			
Gross am Tax deduc	nount paid or creed ucted and payable e to be uploaded * File No.	to MRA (MUR)	58,000 5,500 Add new file	0		



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).

RUCTIONS							
	S					1	
		to TDS Monthly Return in <u>File Upload</u> section. Summary tab and click on Submit button.					
		an acknowledgment message is displayed. Same w	ill be sent to you via email.				
		OR SUBMITTED FILE(S)					
					_		
		STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL		
	nber of files		0	2	2		
	nber of records	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0	13	13		
	iount paid or cred	lited (before deduction of tax) (MUR) to MRA (MUR)	0	55,500	5,500		
Tax deduc]_0				
Tax deduc	cted and payable	to MRA (MUR)					
Tax deduc	cted and payable	to MRA (MUR)]_0				
Tax deduc	cted and payable a to be uploaded * File No.	to MRA (MUR) CSV XML File Name	Add new file	5,500			

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

Choose file	type to be uploaded *	o cs	V	✓ <u>File subr</u>	<u>nitted</u>		
	File No.		Total number of records: 2		nt paid or credited	I (before deduction of	f tax) (MUR): 3,000
	File 1	tdsn.csv	• ок				
	File 2	tdsn2.csv		File Submitted	Cilick for details	7 m	



Step 2: To add new files / delete existing files, follow steps in <u>Section 4</u> 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**".

S	TATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files		1	2	3
Total number of records		2	13	15
Gross amount paid or credite	ed (before deduction of tax) (MUR)	3,000	58,000	61,000
Tax deducted and payable to	MRA (MUR)	450	5,500	5,950
se file type to be uploaded *	CSV XML			
se file type to be uploaded * File No.	CSV XML	Add new file		1
				
File No.	File Name	File Submitted		

Step 3: Follow steps in <u>Section 5</u> and <u>Section 6</u> to preview these files and ultimately submit them.

SIAI	TISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files		1	2	3
Total number of records		2	13	15
Gross amount paid or credited	(before deduction of tax) (MUR)	3,000	58,000	61,000
Tax deducted and payable to M	IRA (MUR)	450	5,150	5,600
ECLARANT INFORMATION	Manager			
19 SE 388320 File in	Manager			
apacity in which acting *	Manager			
19 SP 388320 FS2 H	Manager			



Mauritius Revenue Authority
Thank you for using the eservices facilities of MRA. Your online TDS Monthly Return for the period July 2016 has been submitted to MRA on 26 Aug 2016 at 09:14:59. Your Tax Account Number (TAN) is 99999991 and your acknowledgement ID is 584. The additional amount payable is MUR 1,950 by Cash/Cheque. Summary of return / Acknowledgement Confirmation Total number of ties submitted: 3 Total number of texes submitted: 3 Total number of records: 15 Gross amount payable to MRA (MUR): 61,000 Tax deducted and payable to MRA (MUR): 61,000 Tax deducted and payable to MRA (MUR): 5,600 Total i amount payable to MRA (MUR): 7,100. TAX: 9599991 BRN: C47869789 IMPORTANL Payment may be made by cash or cheque at MRA's cash counters. Enram 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

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

Taxpayer Profile Load details	Summary		
TAXPAYER INFORMATION			
Tax Account Number (TAN)	99999991		
Business Registration Number (BRN)	C47859789		
Payer Name	TEST COMPANY LTD		
fax Period	2016		
felephone Number *			
Nobile Number *			
Name of declarant *			
Email *	(

TAN, 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.

SCREEN INPUT								
							Add	new entry
Payee Sumame	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit
TOTAL					A			
ing 1-0 out of 0 record	s							

Step 1: Click on "Add new record" button. The following screen will appear.

	O Click to read note	
N SCREEN INPUT	Payee Surname	
	Payee Other Names	
	NID/Other ID of Payee	Add new entry
IN Payee Sumame Payee Other Names NID/Other ID of F	Рауко ТАМ	(before Tax deducted and payable to MRA Edit Det (MUR)
TOTAL	Payee BRN	
	Nature of Payment	-
owing 1.0 out of 0 records	Gross amount paid or credited (before deduction of tax) (MUR)	- 53
	Tax deducted and payable to MRA (MUR)	

Step 2: For more details about the different fields, click on the "<u>Click to read note</u>" link.



Step 3: Enter the payee details and click on "Save button".

(i) Invalid record

If the payee 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.

Taxpayer Profile Load details Summary	Add new record		8
	O Click to read note		
ON SCREEN INPUT	Payee Sumame	Doe	
	Payee Other Names	John	
	NID/Other ID of Payee	H1234567890234	Add new entry
591 Payee Sumame Payee Other Names NID/Other ID of I	Payee TAN	72709012	(before Tax deducted and payable to MRA Edit Del
TOTAL	Payee BRN	C47859789	
	Nature of Payment	4	
howing 1 0 out of 0 records	Gross amount paid or credited (before deduction of tax) (MUR)	1000	5
	Tax deducted and payable to MRA (MUR)	100	
<< Previous Next >>	Invalid value 1H234567890234" for field 3 - NID/Other ID of Payee (In	correct NID)	

(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.

NS	CREEN INPUT									
								Add	new ent	y
м	Payee Sumame	Payee Other Names	NID/Other ID of Payee	Payse TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit	Dele
	Doe	John	8131158014140G	72709012	C47859785	4	1000	100	R	1
			TOTAL				1000	100		
owi	ng 1-1 out of 1 records									



To modify the record, click on the *lice* icon. A popup screen will be displayed with existing data, as shown below. Modify record and click on "Update" button.

Ta	cpayer Profile	Load details	Summary	Edit record		-0			
ON S	CREEN INPUT			Payee Surname	Doe				
				Payee Other Names	John				
				NID/Other ID of Payee	B131158014140G		Add		. `
				Payee TAN	72709012		-		_
	Payee Sumame		NID/Other ID of P			(before	Tax deducted and payable to MRA (MUR)		
1	Doe	John	81311560141400	Payee BRN	C47859785		100	2	鱼
			TOT	Nature of Payment	4	E .	100		
				Gross amount paid or credited (before deduction of tax) (MUR)	1000				
nown	ig 1-1 out of 1 records			Tax deducted and payable to MRA (MUR)	100				5
			_	in order and balance or more based		-			
				Update					

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

								CREEN INPUT	-
		cord?	d with deletion of current re	you want to procee	Do				
Add new entry	Add net	OK Cancel							
A Edit	Tax deducted and payable to MRA (MUR)		Nature of Payment	Payee BRN	Payee TAN	NID/Other ID of Payee	Payee Other Names	Payee Sumame	SN
Q	100		4	C47859785	72709012	B131158014140G	John	Doe	1
	100	1000				TOTAL			
		1000	4	C47859785	72709012			Doe	22

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

Taxpayer Profile Load detail						
	Julianaly					
UMMARY OF INPUT AND/OR SUBM	ITTED RECORDS(S)					
STA	TISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL		
Total number of records		1	0	1		
Tax deducted and payable to N	IRA (MUR)	100	0	100		
	(before deduction of tax) (MUR)	1000	0	1000		
ECLARANT INFORMATION						
apacity in which acting *	(
apacity in which acting						
	Example: Accountant, Manager, Di	rector, Owner				
	Example: Accountant, Manager, Dir	rector, Owner				
ENALTY & INTEREST	Example: Accountant, Manager, Di	rector, Owner				
ENALTY & INTEREST enalty for late payment	Example: Accountant, Manager, Di	rector, Owner				
enalty for late payment	Example: Accountant, Manager, Di	rector, Owner			 •	
	Example: Accountant, Manager, Di					
enalty for late payment	Example: Accountant, Manager, Di					
enalty for late payment terest on unpaid tax AYMENT OF TAX						
enalty for late payment	Example: Accountant, Manager, Di					
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR	1.000					
enalty for late payment terest on unpaid tax AYMENT OF TAX	1.000 Cash / Cheque	Direct Debit	(Papilana)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR	1.000 Cash / Cheque		; required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR lode of payment *	1.000 Cash / Cheque	Direct Debit	; required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR	1.000 Cash / Cheque	Direct Debit	: required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR lode of payment *	1.000 Cash / Cheque	Direct Debit	: required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR lode of payment *	1.000 Cash / Cheque (Price	Direct Debit	: required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR lode of payment * ECLARATION	1.000 Cash / Cheque (Price	Direct Debit registration for this facility is	: required)			
enalty for late payment terest on unpaid tax AYMENT OF TAX will pay the tax payable viz MUR lode of payment * ECLARATION	1.000 Cash / Cheque (Price	Direct Debit registration for this facility is	: required)			

Step 2: In the "DECLARANT INFORMATION" section, enter the "Capacity in which acting".

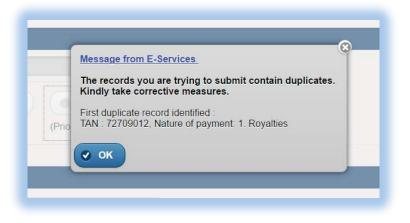
Step 3: In the "**PENALTY & INTEREST**" section, enter the "Penalty for late payment" amount (if any) and the "Interest on unpaid tax" amount (if any).

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/BRN/NID** and corresponding nature of payment for each payee should be unique. In case of duplicate records, 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.

Mauritius Revenue Authority	
Thank you for using the eservices facilities of MRA. Your online TDS Monthly Return for the period July 2016 has been submitted to MRA on 25 Aug 20 Your Tax Account Number (TAN) is 99999991 and your achrowledgement ID is 585. The amount payable is MUR 100 by Cash/Cheque. Summary of return / Acknowledgement Confirmation Total number of records :: 1 Tax deducted and payable to MRA (MUR): 100 Gross amount paid or credited (before deduction of tax) (MUR) : 1,000 Total amount payable to MRA (MUR): 1,000 Total amount payable to MRA (MUR): 1,000 Total setting by Tash (MUR): 1,000 TAX : 9999991 BRX : C47859785 IMPORTANT Payment may be made by cash or cheque at MRA's cash counters, Ehram Court, Port Louis, from Monday to Enday (09 00 to 15.30). While effecting Registration Number (BRN), the amount of tax and a copy of your acknowledgement confirmation.	
Back to Login Back to Homepage Maurilus Revenue Authority © 2016	

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 <u>Section</u> $\underline{1}$ 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 <u>Section 2</u> of this document.

DN S	SCREEN INPUT									
									new entr	_
	Payee Sumame	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit	Dele
1	Doe	John	B131158014140G	72709012	C47859785	4	1000	100	e	1
2	Tad	Michael	B131158014140G	72709012	C47859788	2	2000	200	2	重
			TOTAL				3000	300		
how	ing 1-2 out of 2 records									4



Step 3: The statistics section for **uploaded & submitted** records is updated (highlighted in grey). To submit return follow steps in <u>Section 3</u>.

STATISTIC	s	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records		1] 1	2
Tax deducted and payable to MRA ((MUR)	200	100	300
ross amount paid or credited (bef	ore deduction of tax) (MUR)	2000	1000	3000
	Manager Example: Accountant, Manage	er, Director, Owner		
		er, Director, Owner		
CLARANT INFORMATION bacity in which acting *		er, Director, Owner		
acity in which acting *		er, Director, Owner		

Mauritius Revenue Authority
Thank you for using the eservices facilities of MRA. Your online TDS Monthly Return for the period July 2016 has been submitted to MRA on 25 Aug 2016 at 09:24:30. Your Tax Account Number (TAN) is 99999991 and your acknowledgement ID is 506. The additional amount payable is MUR 1.700 by Cash/Cheque. Summary of return / Acknowledgement Confirmation Total number of records : 2 Tax deducted and payable to MRA (MUR) : 300 Gross amount paid or credited (before deduction of fax) (MUR) : 3,000 Total amount payable to MRA (MUR) : 4,500 TAX : 9999991 BRN : CAT895789 MPCRTANT Payment may be made by cash or cheque at MRA's cash counters. Ehram 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 fax and a copy of your acknowledgement confirmation.
Back to Login Back to Homepage

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/TDSN/excelTemplate.xlsx.

Control Contreact frandeddddddddddddddddddddddddddddddddddd	est.	A Cut Taho Copy + Format Painter Clipboard G			erge & Center - 🥰 - %	Formatting + as Ta	Normal 2 Normal anat ble - Styles			Find & Select
A B C D E P G H I HRA TOSH VL0 Image: C D E P G H I Payer Distings Payer Basiness Payer Basiness Payer Basiness Payer Basiness Telephone Number Mobile Number Hame of Declarant Email Address Image: Linked Failure of Declarant Hame Image: L				Mitgranten	14 Hulley	10			Let Lincoly	
Payer Tax Account Number (IAM) Payer Business Registration Rumber (BRM) Payer Rame Tax Period Telephone Rumber Mobile Rumber Rame of Declarant Email Address Insert TAX dot be Payer New Insert RAX die Payer Payer Hero Insert Tax Account Payer Hero Insert Tax Account Payer Hero Insert Tax Account Payer Hero Insert Tax Account Payer Hero Insert RAX die Payer Payer TAX Insert RAX die Payer Payer TAX Payee TAX Payee BRI Insert RAX die Payer Payer BRI Insert RAX die Payer Pa	T			c	D	E	F	6	н	1
Tumber (TAM) Registration Humber (RBM) Payer Halle Tak Periods Take Periods <thtake periods<="" th=""> Take Periods Tak</thtake>	Г	MRA	TDSN	V1.0						
Instruction Instruction of the Payer Here Privat Here Instruction of the Payer Here Instruction of Payer Here			o Payer Business Registration Number (BRN)	Payer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address	
Payee SurnamePayee Other NamesHDD/Other ID of PayeePayee TANPayee BRNNature of Payment(before deduction of tax)Payee MRN (MUN)Insert Surname of NeInsert Other names of PayeeInsert IDI of Payee ifInsert TAN of Payee hereInsert FBN of Payee herePayee BRNPayee			Insert BRN of the Payer Here		уулал		Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Address Here	
Insert Sumame of the Payments of Payme I Payments of Payme I Payments of Payme		Payee Surname	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	(before deduction of tax)	Tax deducted and remitted	
				resident, else other ID for	Indott TAN of Paylee here	Inset BRN of Payee here	ere 1. Royathes 2. Rent 3. Payments to contractor/subcontractor 4. Payments to architects, engineers, land auroyons, project managers, propeny values and quarity turveyors commission and quarity turveyors commission and equal constituted 6. Payments to procurrent of goods and services 8. Payments to nover and rodging 0. Payments to nover and rodging 0. Payments to nover and rodging	credited (before deduction of tax) to	deducted and remitted to the	

Replace the blue text with your data as shown below.

	A	В	С	D	E	F	G	Н
1	MRA	TDSN	V1.0					
2	Payer Tax Account Number (TAN)	Payer Business Registration Number (BRN)	Payer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address
3	99999991	C47859789	Tom Reeds	1509	9999999	59999999	Jim Ray	<u>test@mra.mu</u>
4	Payee Surname	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)
5	Paul	Smith	B280564280633E	72709029	C47859784	1	1000	150
6	Mary	Tucker	B131158014140G	72709012	C47859782	4	2000	300



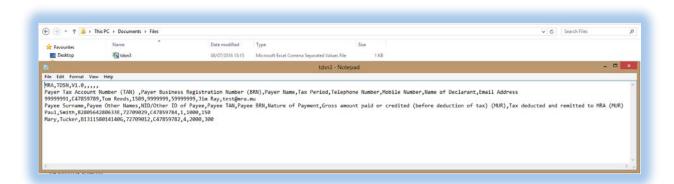
Then click on File > Save As > select CSV (Comma delimited). Next, click on Save.



zł.	А	В		Excel Workbook		G	H
1	MRA	TDSN		Excel Macro-Enabled Workbook Excel Binary Workbook			
2	Payer Tax Account Number (TAN)	Payer Business Registration Numb (BRN)	(€) → ↑	Excel 97-2003 Workbook XML Data Single File Web Page Web Page		e of Declarant	Email Address
3	99999991	C47859789	Organise 🔻 Ne	Excel Template Excel Macro-Enabled Template Excel 97-2003 Template			test@mra.mu
	Payee Surname	Payee Other Name	I뾒 This PC 📔 Desktop	Text (Tab delimited) Unicode Text XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook CSV (Comma delimited)		amount paid or dited (before ion of tax) (MUR)	Tax deducted and remitted to MRA (MUR
4 5	Paul	Smith	Documents	Formatted Text (Space delimited)			150
	Mary	Tucker		Text (Macintosh)		D	300
,	indify	- Honor	in masic	Text (MS-DOS) CSV (Macintosh)			000
3			Pictures	CSV (MS-DOS)			
			Videos	DIF (Data Interchange Format)			
.0				SYLK (Symbolic Link) Excel Add-In			
1				Excel 97-2003 Add-In			
2			- · · · · · · · · · · · · · · · · · · ·	PDF XPS Document			
3			File name:	OpenDocument Spreadsheet			
4				Excel Workbook		~	
5			Authors:				
6			Authors:	User	Tags: Add a tag		
7				Save Thumbnail			
8							
9			A Hide Folders		Tools V Save Cance		
0			ide rolders		Jave		
1				10			



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 withsampledatacanbedownloadedfromhere:http://eservices8.mra.mu/DetailStmtVoucher/Download/TDSN/csvTemplate.csvhere:here:here:

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/TDSN/xmlTemplate.xml).



IMPORTANT NOTES

- 1) The Nature of Payment for the payee should be unique for each TAN/NID/BRN.
- 2) Data should exclude all special characters, including comma.
- 3) The fields **Payer Name, Name of Declarant, Payee Surname, Payee Other Names** may include hyphen [-] and apostrophe ['].
- 4) File size for each upload **should not exceed** 2Mb.
- 5) <u>Clicking on the "**Upload**</u>" 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.
- 6) Already submitted files will **not** be submitted again when filing additional returns. Only files uploaded during return being currently filed are submitted.