

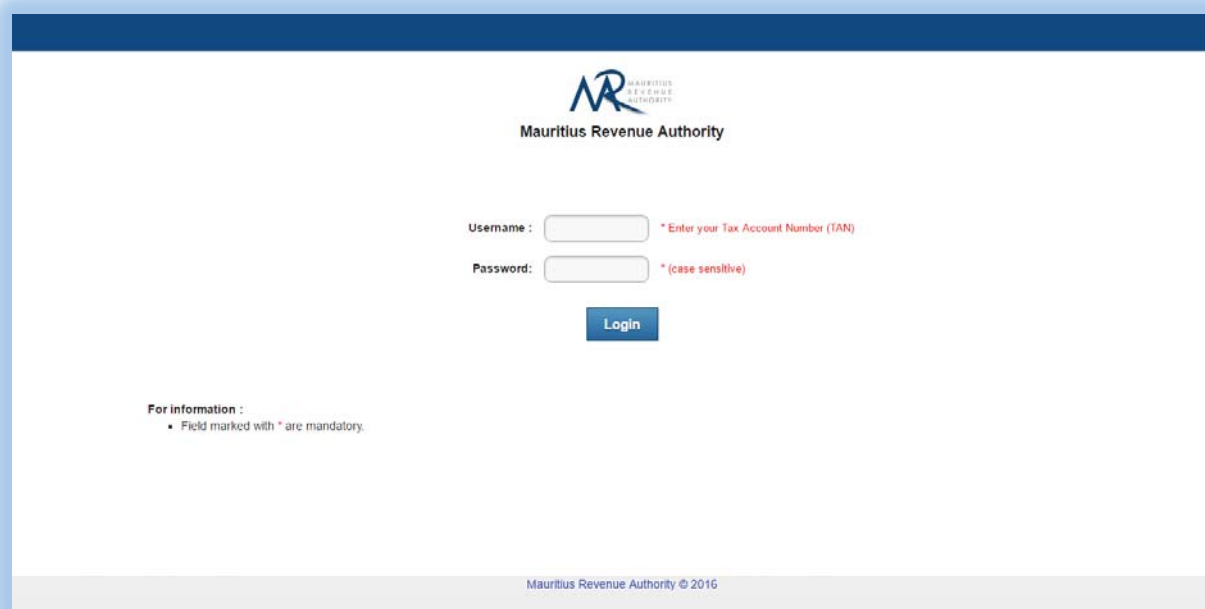
STEP-BY-STEP GUIDE TO E-FILING OF TDS MONTHLY RETURN

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

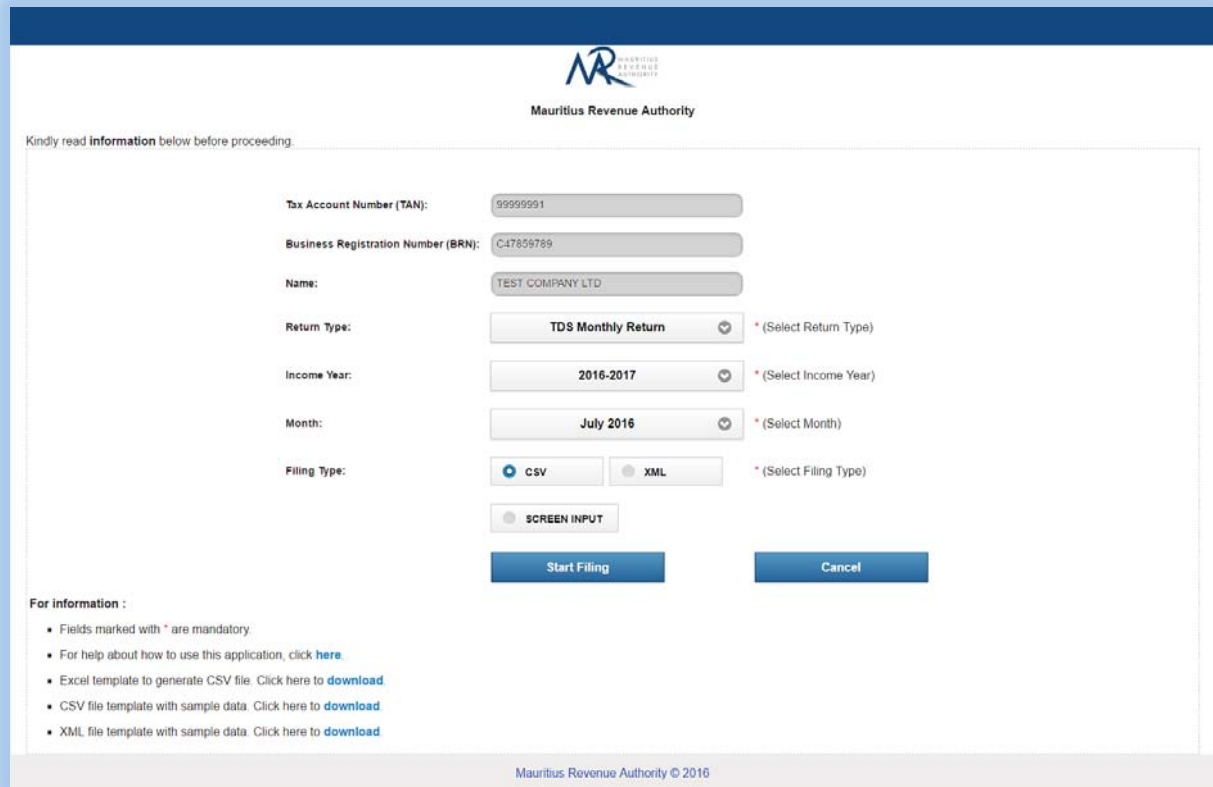
A screenshot of the Mauritius Revenue Authority's login page. The page has a white background with a blue header bar at the top. In the center, there is the Mauritius Revenue Authority logo and the text 'Mauritius Revenue Authority'. Below this, there are two input fields: 'Username : ' followed by a text box and a red asterisk with the text '* Enter your Tax Account Number (TAN)'; 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 'Field marked with * are mandatory.'. At the bottom center, there is a small copyright notice: '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



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.

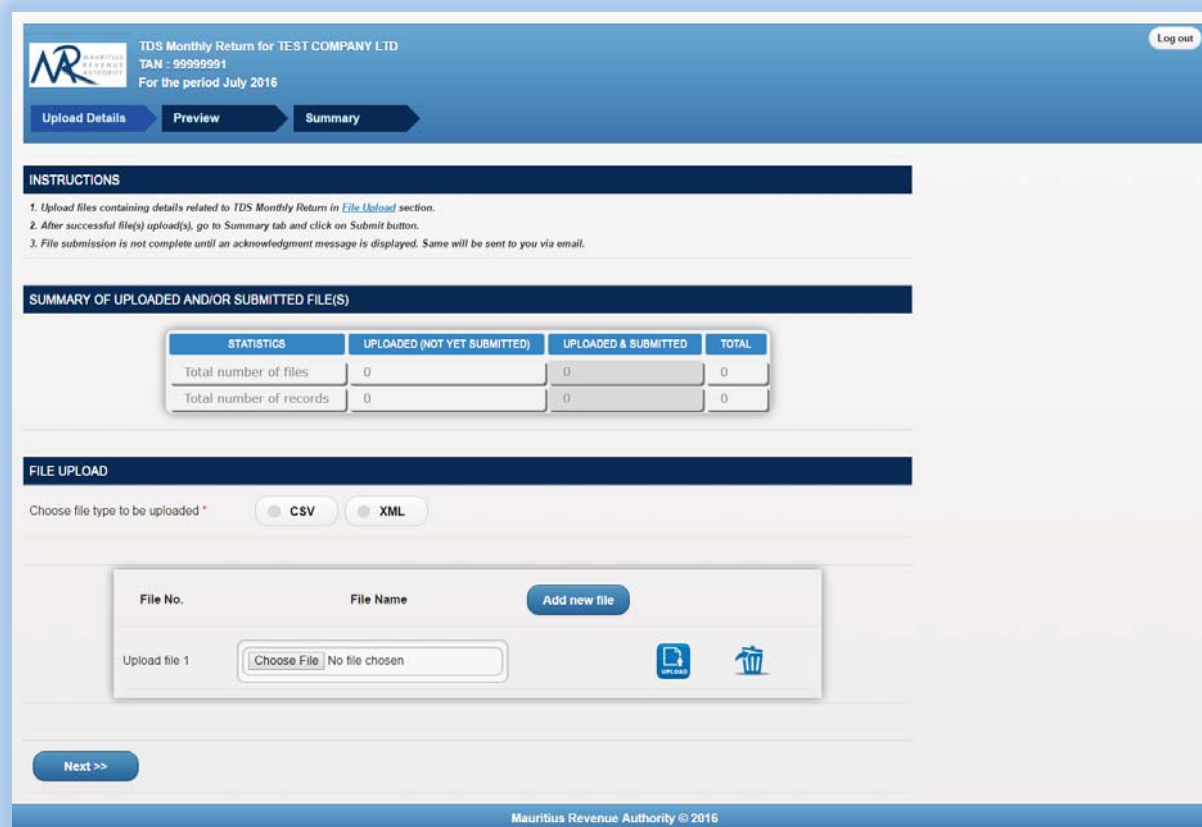
Step 4: Select the “Filing Type” for which the return is being filed.

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



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

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

INSTRUCTIONS

1. Upload files containing details related to TDS 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 >>](#)

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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.

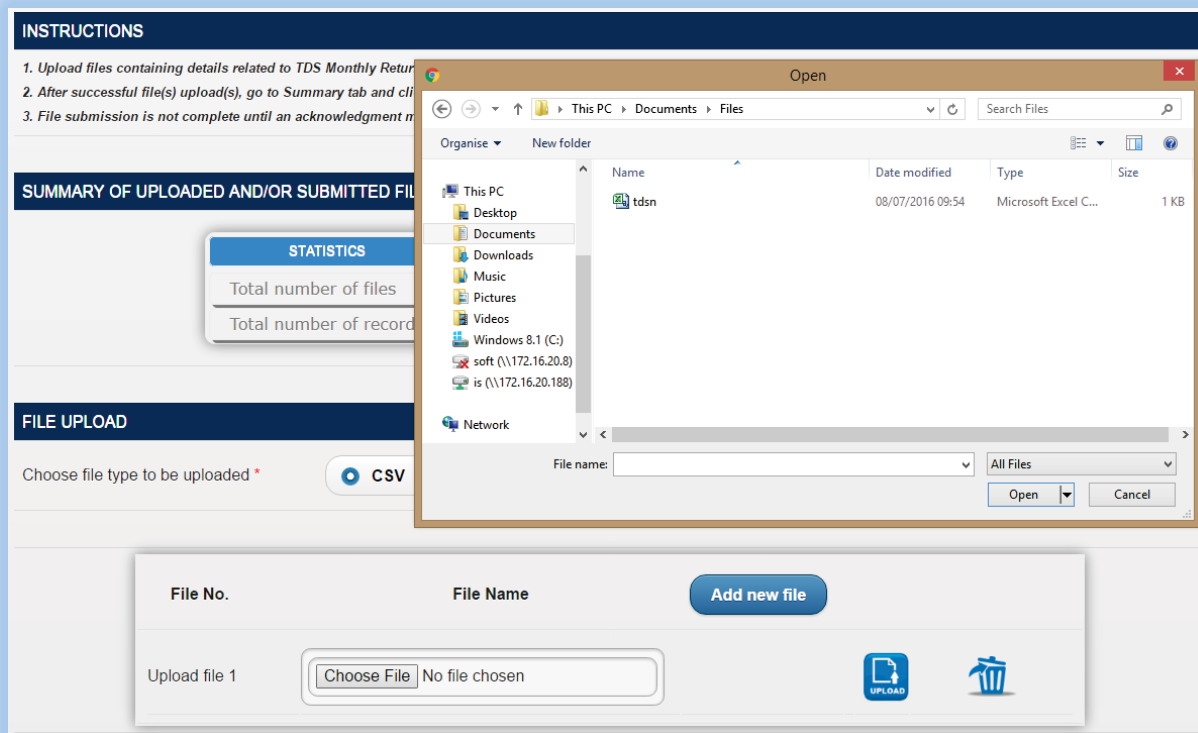
Step 1: Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.



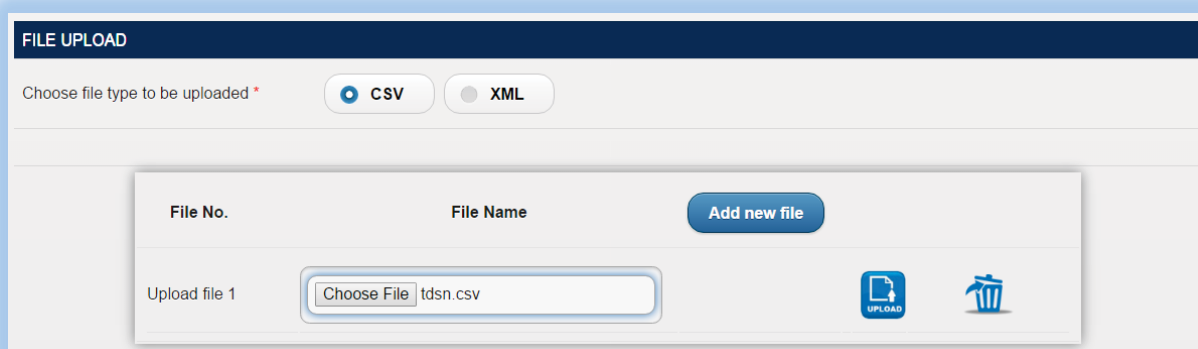
FILE UPLOAD

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 | tdsn.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 | tdsn.csv

File Upload Failed

Click for details

🗑️

File upload failed


Line 3 : invalid value '1509' 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	2	0	2
Gross amount paid or credited (before deduction of tax) (MUR)	3,000	0	3,000
Tax deducted and payable to MRA (MUR)	800	0	800

FILE UPLOAD

Choose 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



FILE UPLOAD

Choose 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



✓ File upload successful

Total Number of Records: 2

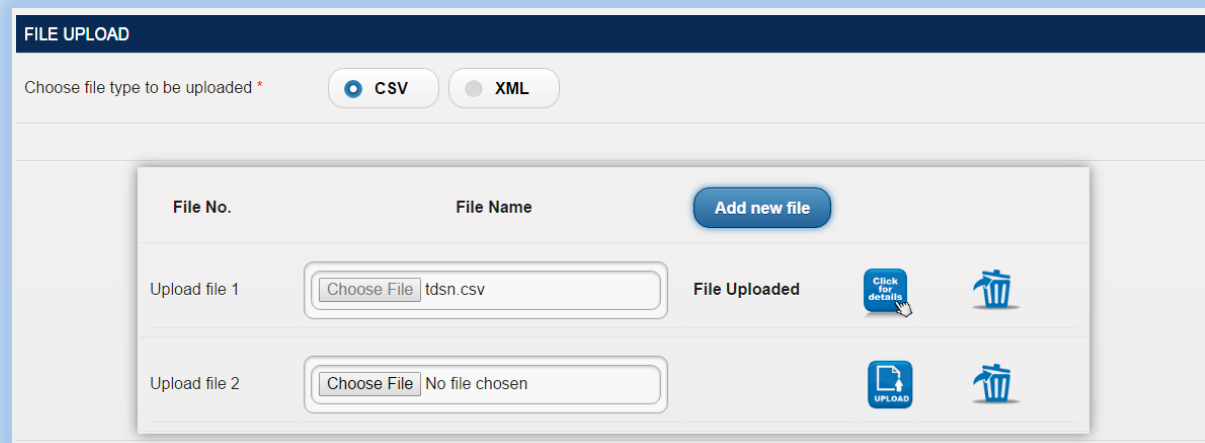
Gross amount paid or credited (before deduction of tax) (MUR): 3,000

Tax deducted and payable to MRA (MUR): 800





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**.

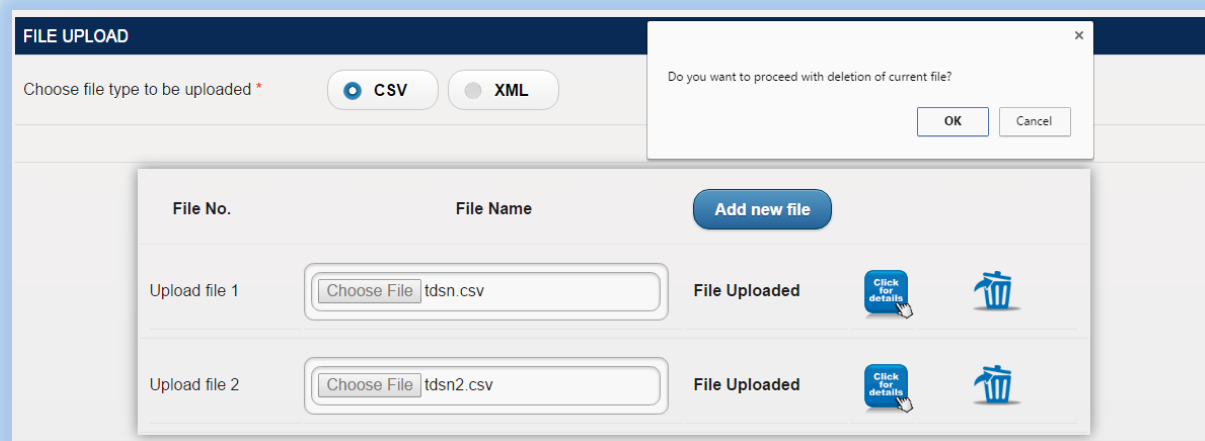


The screenshot shows the 'FILE UPLOAD' interface. At the top, there are radio buttons for 'CSV' (selected) and 'XML'. Below this is a table with two rows of uploaded files:

File No.	File Name	
Upload file 1	<input type="text" value="Choose File"/> tdsn.csv	File Uploaded  
Upload file 2	<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?' and two buttons: 'OK' and 'Cancel'.

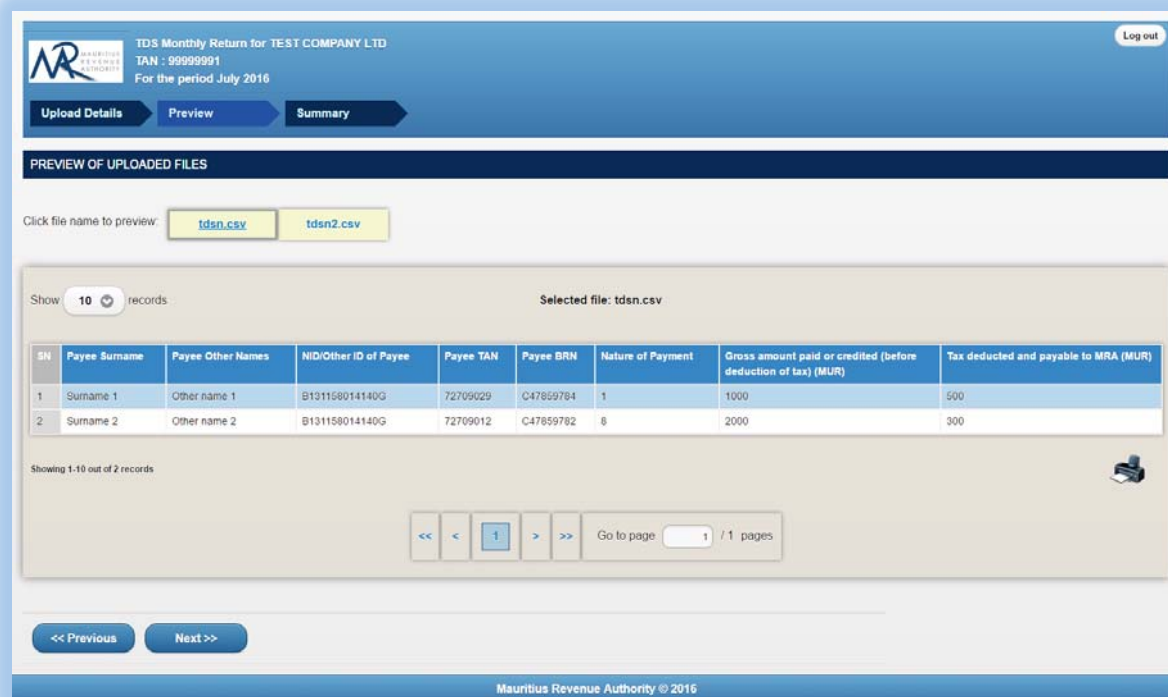
The table below shows the state of the files after clicking the delete icon for 'Upload file 1':

File No.	File Name	
Upload file 1	<input type="text" value="Choose File"/> tdsn.csv	File Uploaded  
Upload file 2	<input type="text" value="Choose File"/> tdsn2.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.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [tdsn.csv](#) [tdsn2.csv](#)

Show 10 records Selected file: tdsn.csv

SN	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 payable to MRA (MUR)
1	Surname 1	Other name 1	B131158014140G	72709029	C47859784	1	1000	500
2	Surname 2	Other name 2	B131158014140G	72709012	C47859782	8	2000	300

Showing 1-10 out of 2 records

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:

[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 records

10
50
100
1000

Surname Payee C

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

Click file name to preview: [tdsn.csv](#) [tdsn2.csv](#)

Show records

Selected file: tdsn2.csv

#	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 payable to MRA (MUR)
1	Surname 3	Other name 3	B131158014140G	72709029	C47859784	6	6000	300
2	Surname 4	Other name 4	B131158014140G	72709012	C47859785	7	7000	400
3	Surname 5	Other name 5	B131158014140G	72178586	C47859732	5	8000	700
4	Surname 6	Other name 6	B131158014140G	72709029	C47859764	7	1000	300
5	Surname 7	Other name 7	B131158014140G	72709012	C47879782	5	7000	400
6	Surname 8	Other name 8	B131158014140G	72178586	C47859482	9	8000	700
7	Surname 9	Other name 9	B131158014140G	72709029	C47859788	9	1000	300
8	Surname 10	Other name 10	B131158014140G	72709012	C47854782	3	4000	400
9	Surname 11	Other name 11	B131158014140G	72178586	C77859782	2	3000	700
10	Surname 12	Other name 12	B131158014140G	72709029	C17859781	4	9000	300

Showing 1-10 out of 11 records

Go to page / 2 pages

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

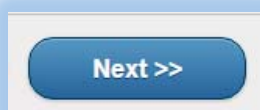
Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

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

Go to Last Page

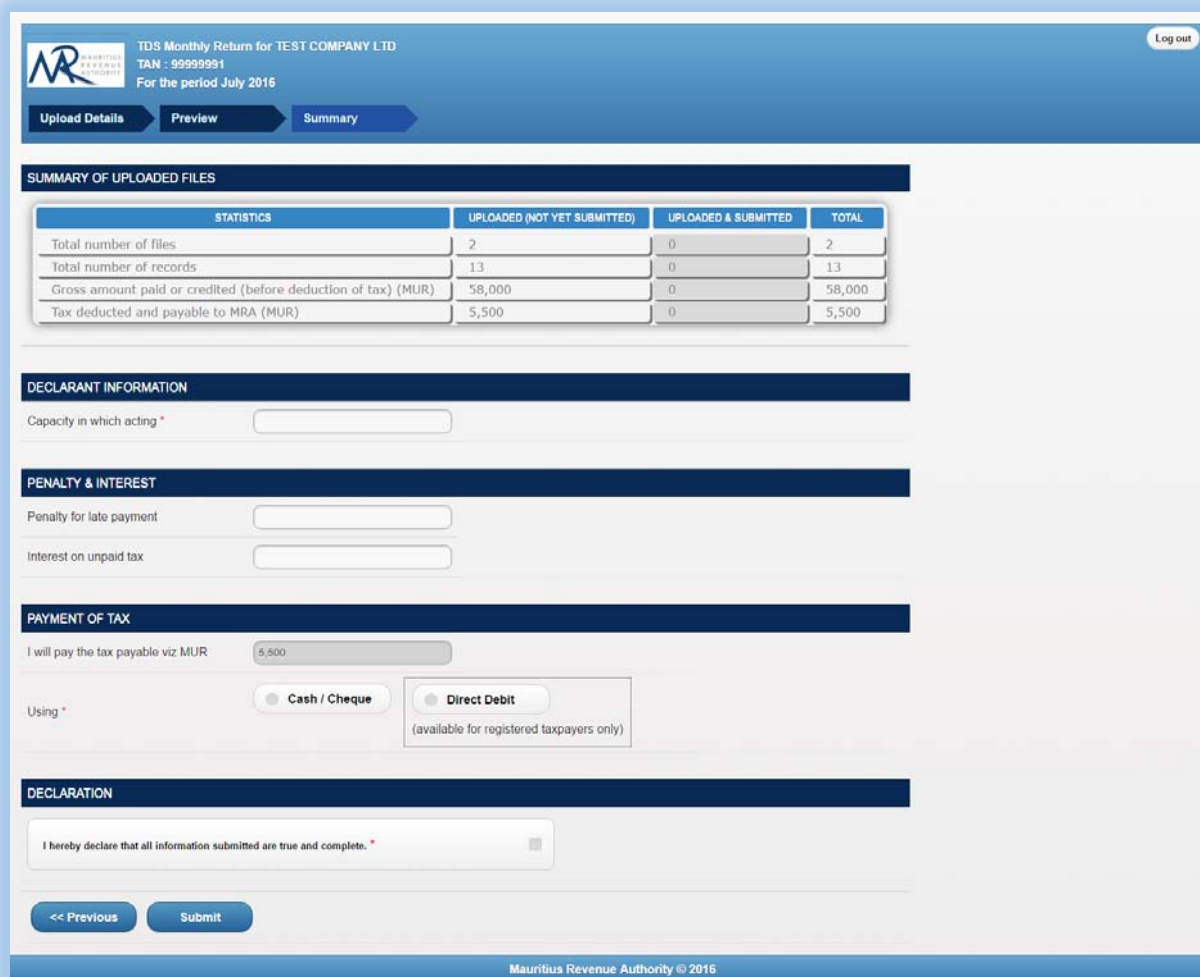
Step 6: To print records currently being displayed on the screen, click on the  icon.

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 FILES**” section are correct.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

[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	13	0	13
Gross amount paid or credited (before deduction of tax) (MUR)	58,000	0	58,000
Tax deducted and payable to MRA (MUR)	5,500	0	5,500

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

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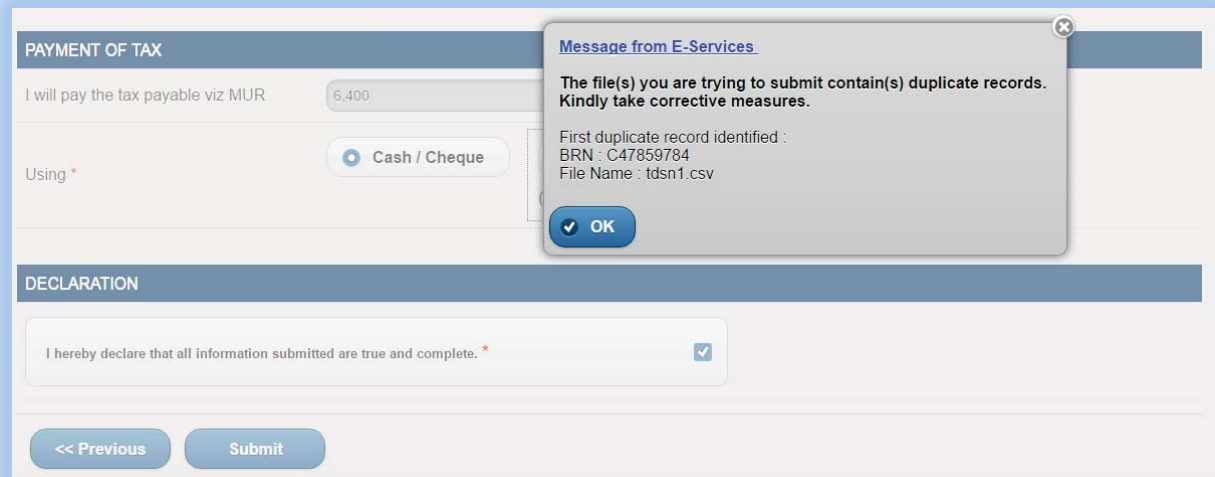
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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 **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**.



PAYMENT OF TAX

I will pay the tax payable viz MUR

Using * ☐ Cash / Cheque

DECLARATION

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

<< Previous Submit

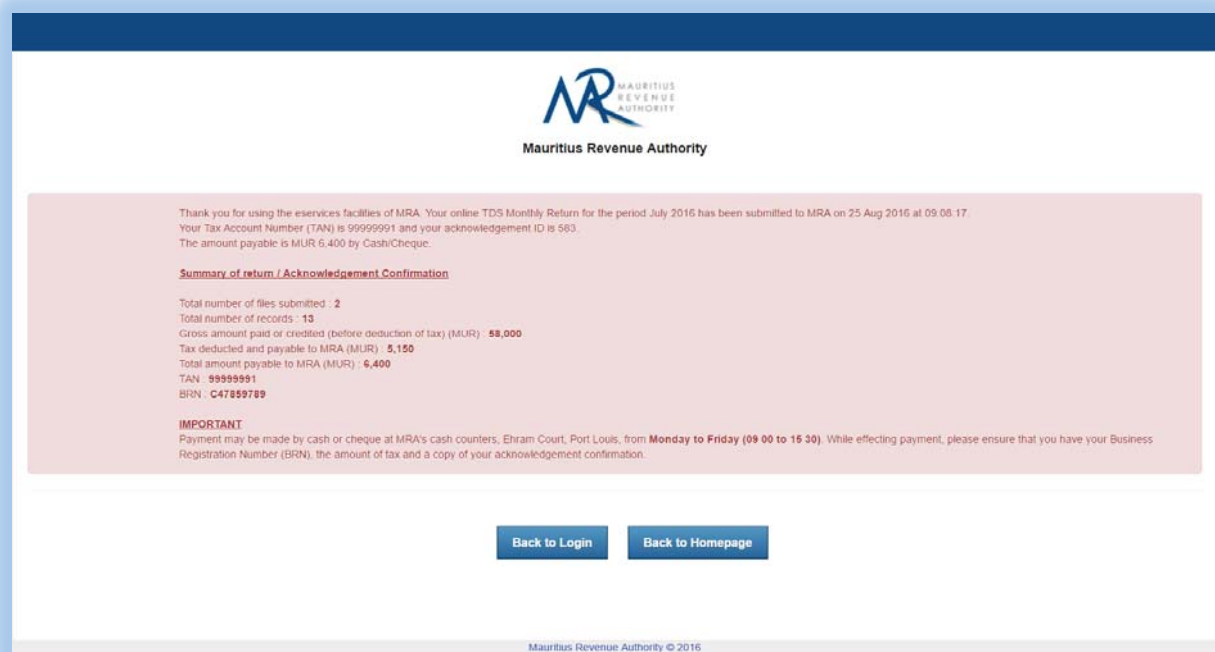
[Message from E-Services](#)

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

First duplicate record identified :
BRN : C47859784
File Name : tdsn1.csv

OK

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 09:06:17.
Your Tax Account Number (TAN) is 99999991 and your acknowledgement ID is 583.
The amount payable is MUR 6,400 by Cash/Cheque.

Summary of return / Acknowledgement Confirmation

Total number of files submitted : 2
Total number of records : 13
Gross amount paid or credited (before deduction of tax) (MUR) : 58,000
Tax deducted and payable to MRA (MUR) : 5,150
Total amount payable to MRA (MUR) : 6,400
TAN : 99999991
BRN : C47859789

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 16:30)**. 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

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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.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Log out

Upload Details
Preview
Summary

INSTRUCTIONS

1. Upload files containing details related to TDS 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	13	0	13
Gross amount paid or credited (before deduction of tax) (MUR)	58,000	0	58,000
Tax deducted and payable to MRA (MUR)	5,500	0	5,500

FILE UPLOAD

Choose file type to be uploaded *
☒ CSV
☐ XML

File No.
File Name
Add new file

File 1
tdsn.csv
File Uploaded

Click here

File 2
tdsn2.csv
File Uploaded

Click here

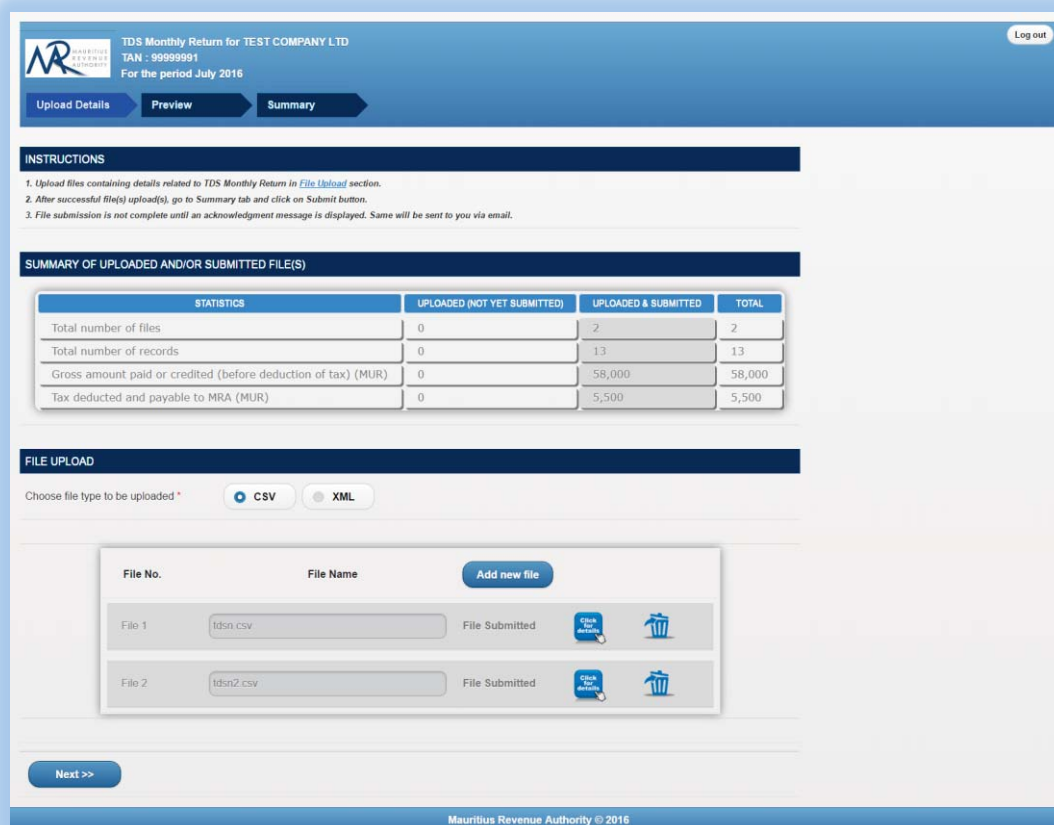
Next >>

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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).



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Upload Details | **Preview** | Summary

INSTRUCTIONS

1. Upload files containing details related to TDS 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	2	2
Total number of records	0	13	13
Gross amount paid or credited (before deduction of tax) (MUR)	0	58,000	58,000
Tax deducted and payable to MRA (MUR)	0	5,500	5,500

FILE UPLOAD

Choose file type to be uploaded * ☒ CSV ☐ XML

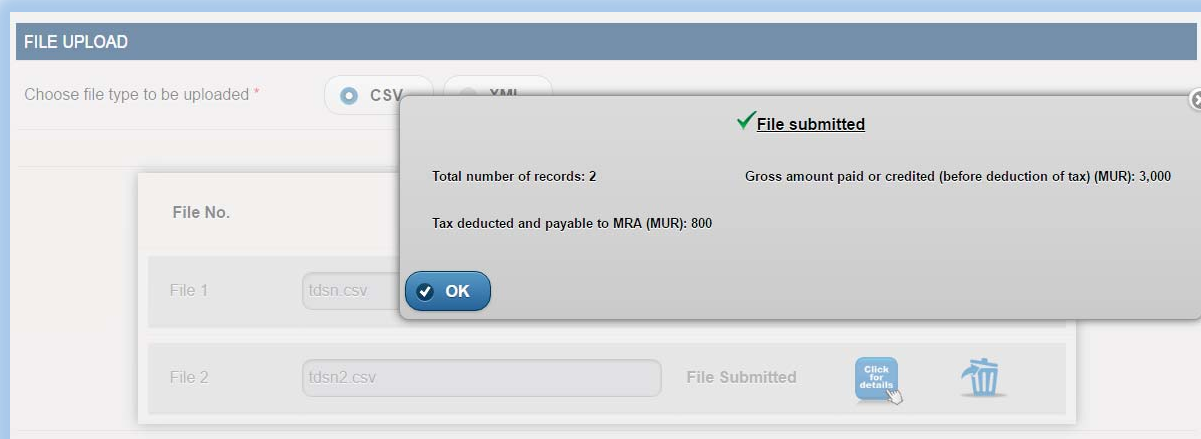
File No.	File Name	
File 1	tdsn.csv	File Submitted Click for details
File 2	tdsn2.csv	File Submitted Click for details

[Add new file](#)

[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 1	tdsn.csv	File Submitted	Click for details
File 2	tdsn2.csv	File Submitted	Click for details

✓ **File submitted**

Total number of records: 2

Gross amount paid or credited (before deduction of tax) (MUR): 3,000

Tax deducted and payable to MRA (MUR): 800

[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	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 MRA (MUR)	450	5,500	5,950

FILE UPLOAD

Choose file type to be uploaded *
☒ CSV
☐ XML

File No.

File Name

Add new file

File 1

tdsn.csv

File Submitted

Click for details

File 2

tdsn2.csv

File Submitted

Click for details

Upload file 3

Choose File

tdsn3.csv

File Uploaded

Click for details

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	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 MRA (MUR)	450	5,150	5,600

DECLARANT INFORMATION

Capacity in which acting *

Manager

PENALTY & INTEREST

Penalty for late payment

1000

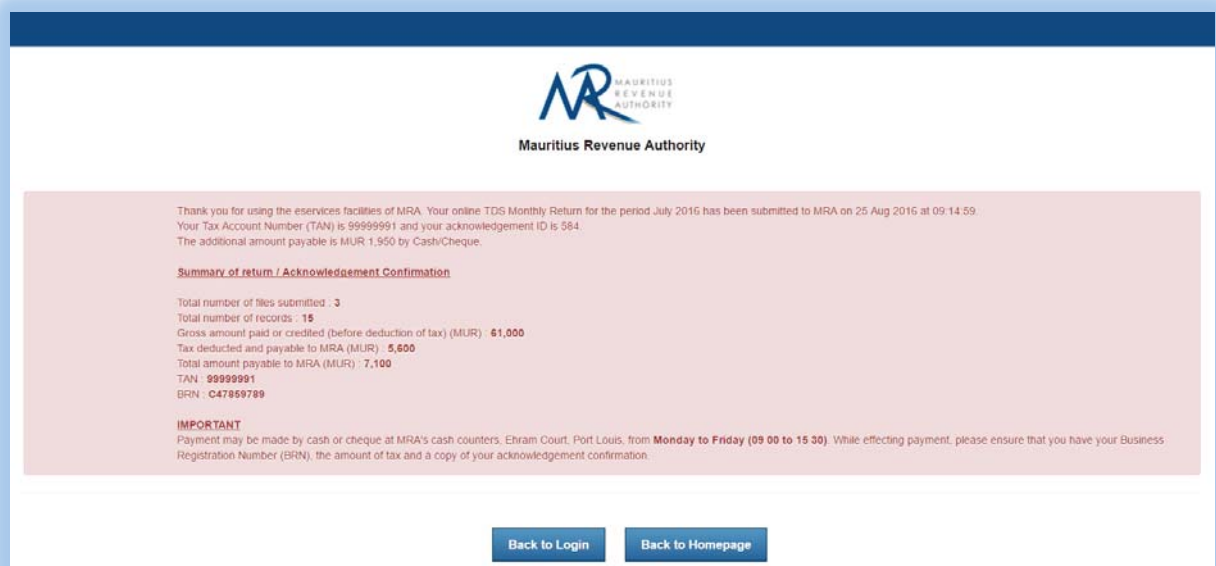
Interest on unpaid tax

500

PAYMENT OF TAX

I will pay the additional tax payable viz MUR

1,950

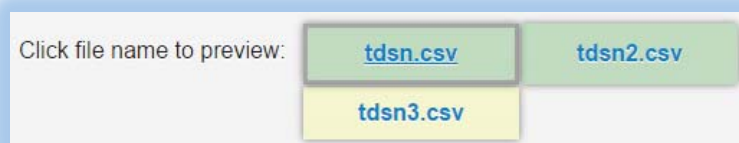


Step 4:

- 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.

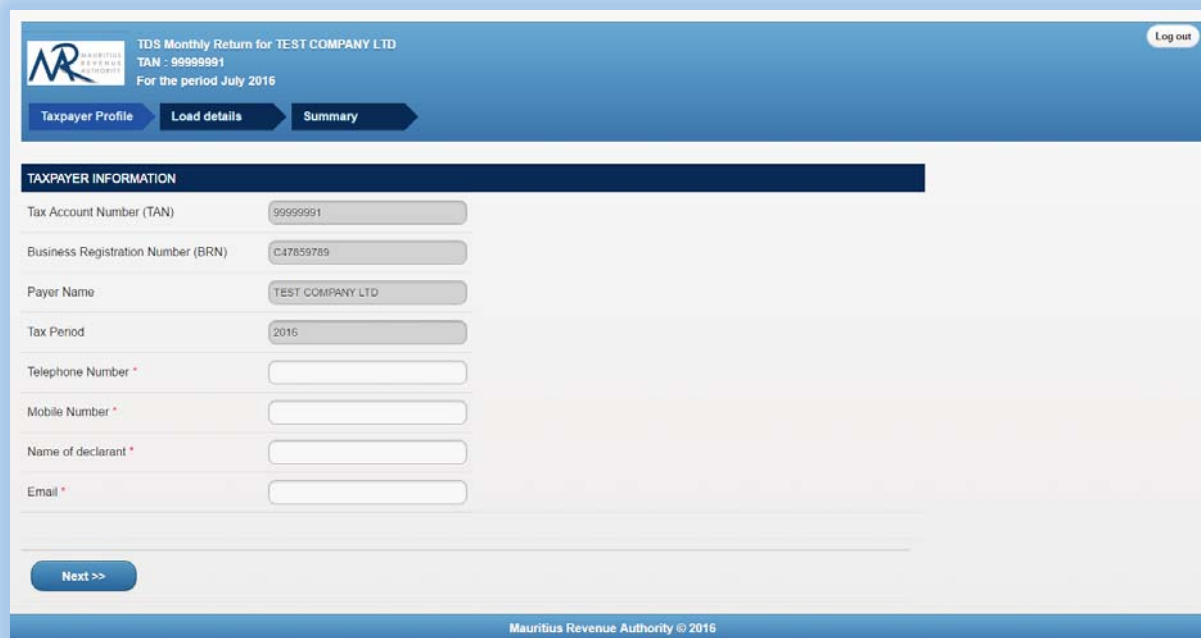
****IMPORTANT:**

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



TDS Monthly Return for TEST COMPANY LTD
TAN - 99999991
For the period July 2016

Taxpayer Profile | Load details | Summary

TAXPAYER INFORMATION

Tax Account Number (TAN)	99999991
Business Registration Number (BRN)	C47859789
Payer Name	TEST COMPANY LTD
Tax Period	2016
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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TAN, BRN, Employer Name and **Tax Period** are prefilled based on your login details. This information cannot be altered.

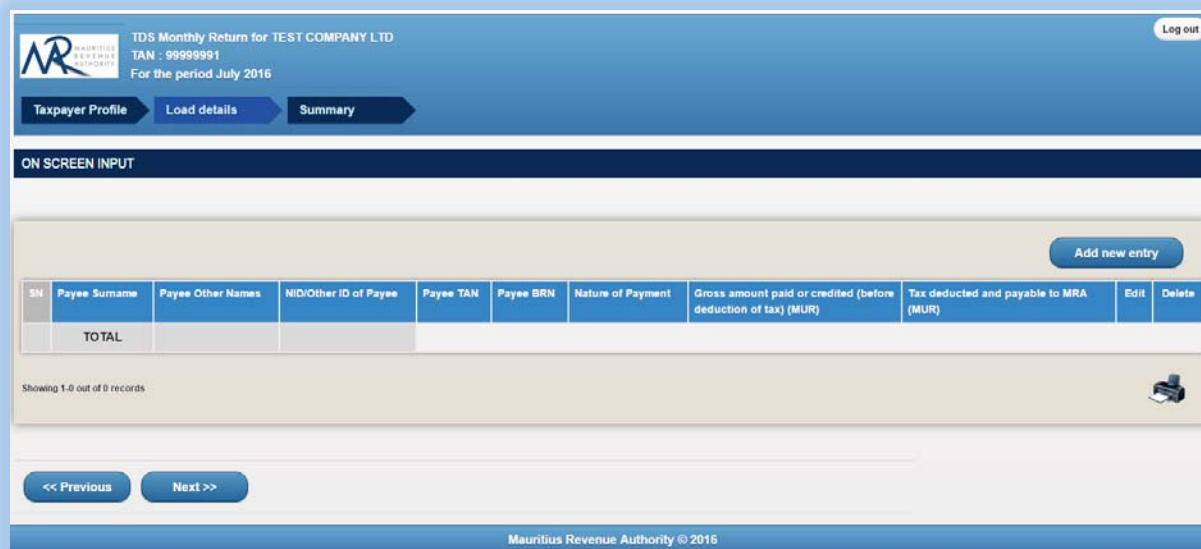
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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

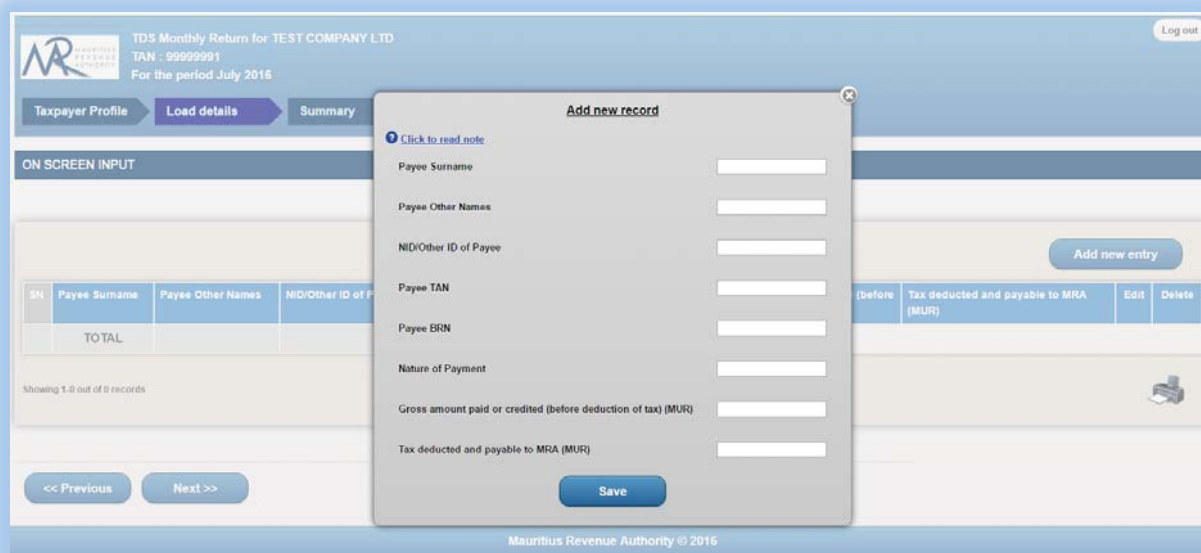
Step 3: Click on “Next” button to proceed to next page.

2. Load Details

The “Load Details” page is displayed.



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

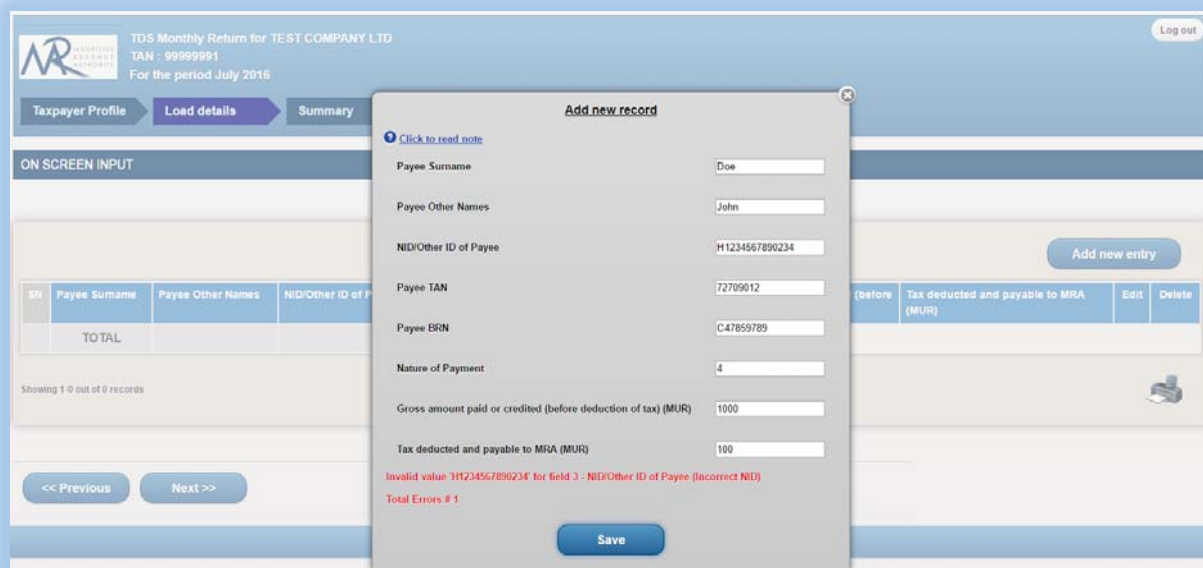


Step 2: For more details about the different fields, click on the “Click to read note” link.

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.



The screenshot shows the 'Add new record' modal form. The form contains the following fields and values:

- Payee Surname: Doe
- Payee Other Names: John
- NID/Other ID of Payee: H1234567890234
- Payee TAN: 72709012
- Payee BRN: C47859789
- Nature of Payment: 4
- Gross amount paid or credited (before deduction of tax) (MUR): 1000
- Tax deducted and payable to MRA (MUR): 100

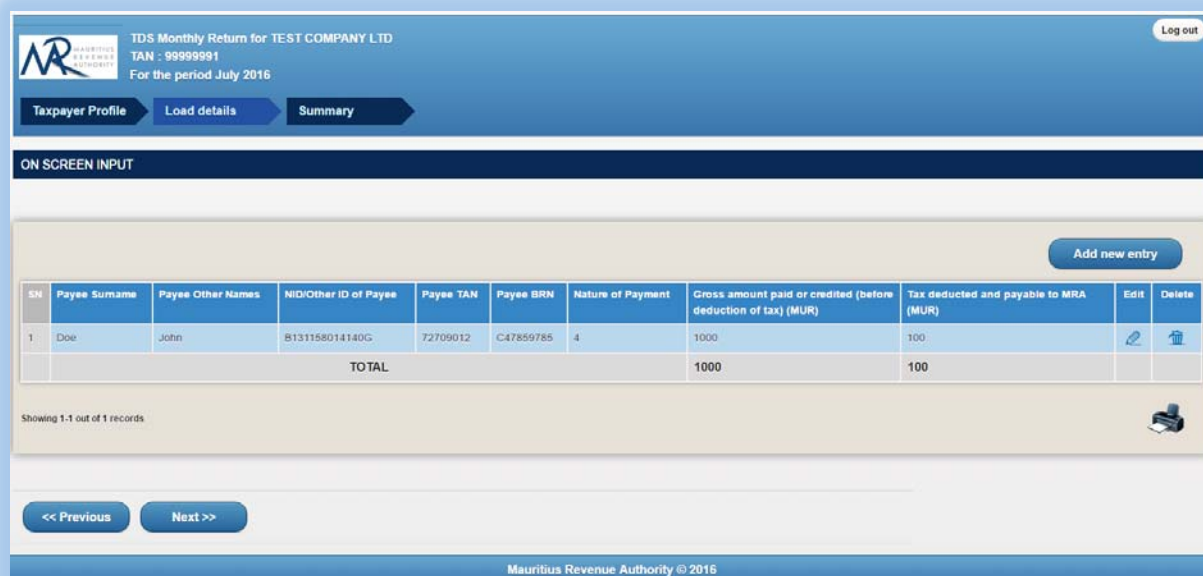
An error message is displayed in red text at the bottom of the form:

Invalid value 'H1234567890234' for field 3 : NID/Other ID of Payee (Incorrect NID)
Total Errors # 1

The 'Save' button is visible at the bottom of the modal.

(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.

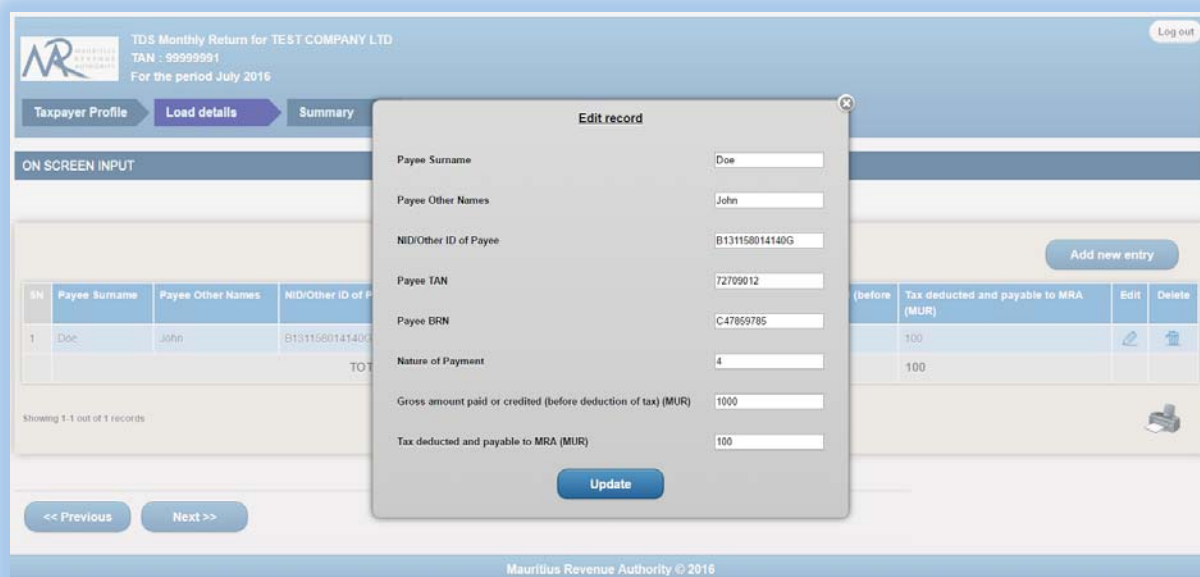


The screenshot shows the 'Summary' tab of the TDS Monthly Return for TEST COMPANY LTD. The table displays the following record:

SN	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 payable to MRA (MUR)	Edit	Delete
1	Doe	John	B131158014140G	72709012	C47859785	4	1000	100		
TOTAL							1000	100		

The 'Add new entry' button is visible at the top right of the table area. The footer of the page reads 'Mauritius Revenue Authority © 2016'.

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.





TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT


Add new entry

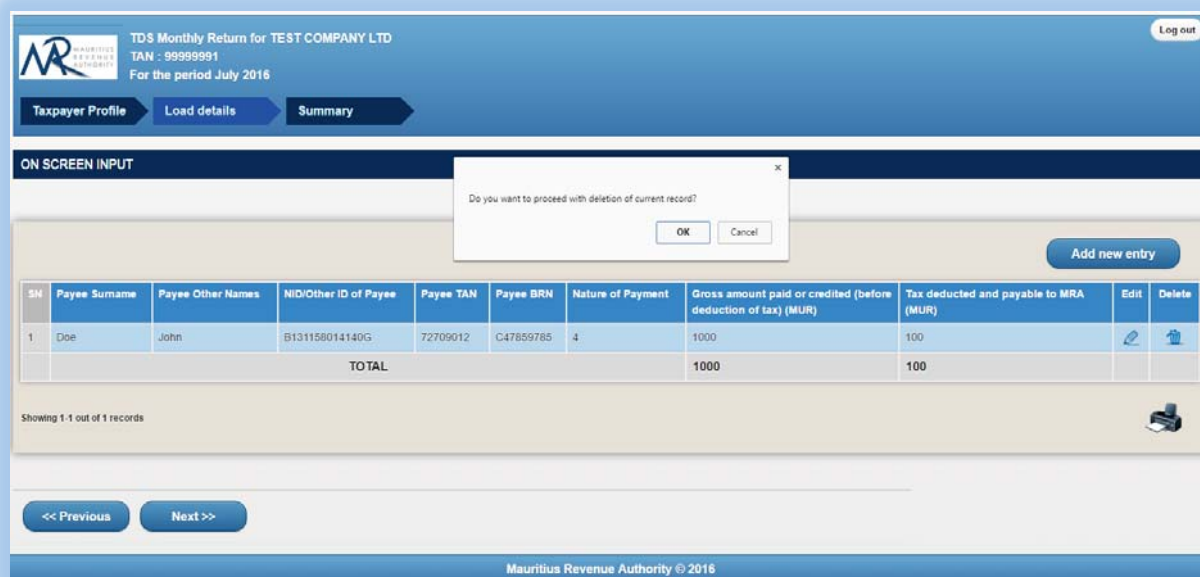
SN	Payee Surname	Payee Other Names	NID/Other ID of Payee	Payee TAN	Payee BRN	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit	Delete
1	Doe	John	B131158014140G	72709012	C47859785	4	1000	100		
TOTAL							1000	100		

Showing 1-1 out of 1 records

<< Previous Next >>

Mauritius Revenue Authority © 2016

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



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Log out



Taxpayer Profile Load details Summary

ON SCREEN INPUT

Do you want to proceed with deletion of current record?

OK Cancel

Add new entry

SN	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 payable to MRA (MUR)	Edit	Delete
1	Doe	John	B131158014140G	72709012	C47859785	4	1000	100		
TOTAL							1000	100		

Showing 1-1 out of 1 records

<< Previous Next >>

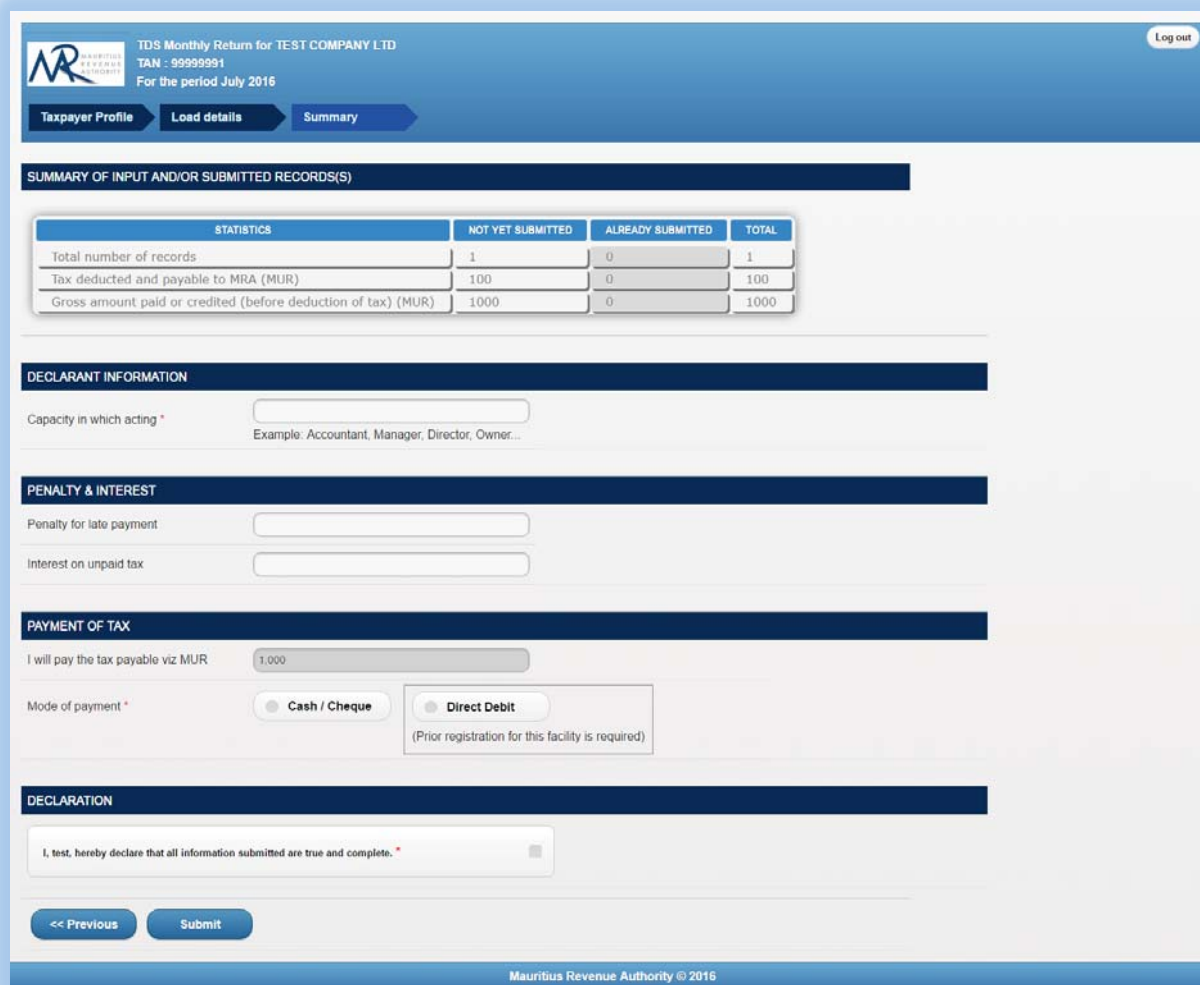
Mauritius Revenue Authority © 2016

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.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

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
Tax deducted and payable to MRA (MUR)	100	0	100
Gross amount paid or credited (before deduction of tax) (MUR)	1000	0	1000

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 tax payable viz MUR

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

DECLARATION

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

<< Previous **Submit**

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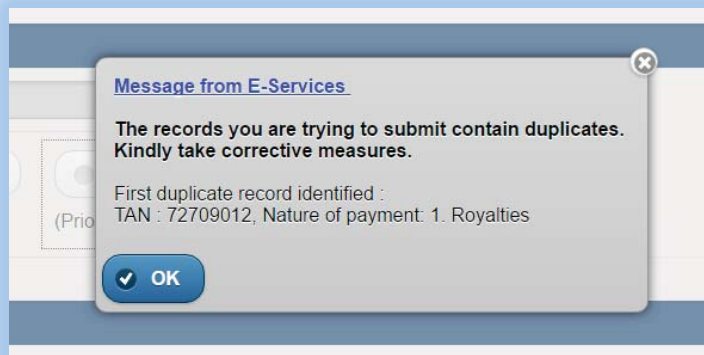
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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).

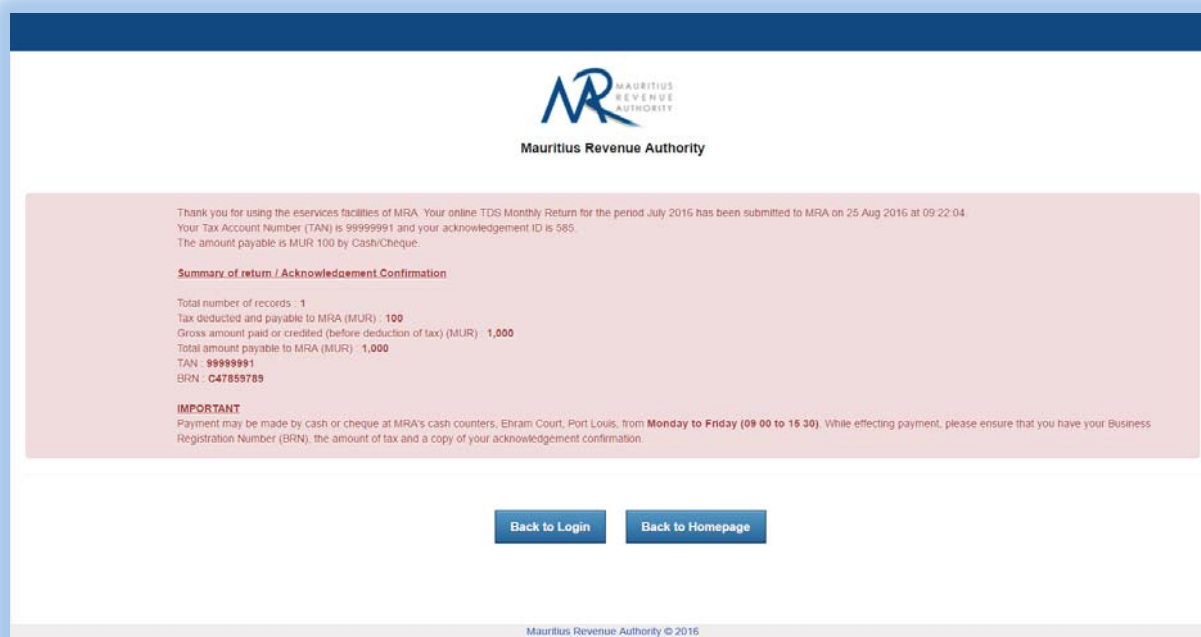
Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

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/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.



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.

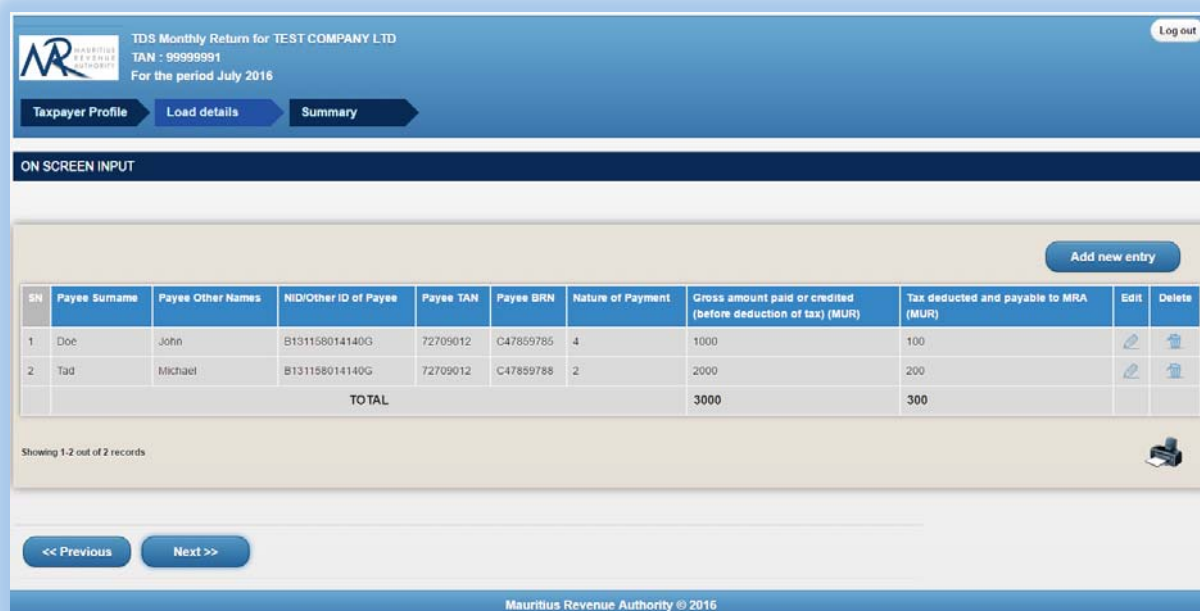
On next login, only the previously successfully saved records are available. Details in “**Taxpayer Profile**” will have to be re-entered. In “**Load Details**” section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the “**Submit**” button is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



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2016

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

SN	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 payable to MRA (MUR)	Edit	Delete
1	Doe	John	B131158014140G	72709012	C47859785	4	1000	100		
2	Tad	Michael	B131158014140G	72709012	C47859788	2	2000	200		
TOTAL							3000	300		

Showing 1-2 out of 2 records

<< Previous Next >>

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Step 3: The statistics section for **uploaded & submitted** records is updated (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
Tax deducted and payable to MRA (MUR)	200	100	300
Gross amount paid or credited (before deduction of tax) (MUR)	2000	1000	3000

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 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 586.
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 tax) (MUR) : 3,000
Total amount payable to MRA (MUR) : 4,500
TAN : 99999991
BRN : C47859789

IMPORTANT
Payment may be made by cash or cheque at MRA's cash counters, Ebrahim 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.

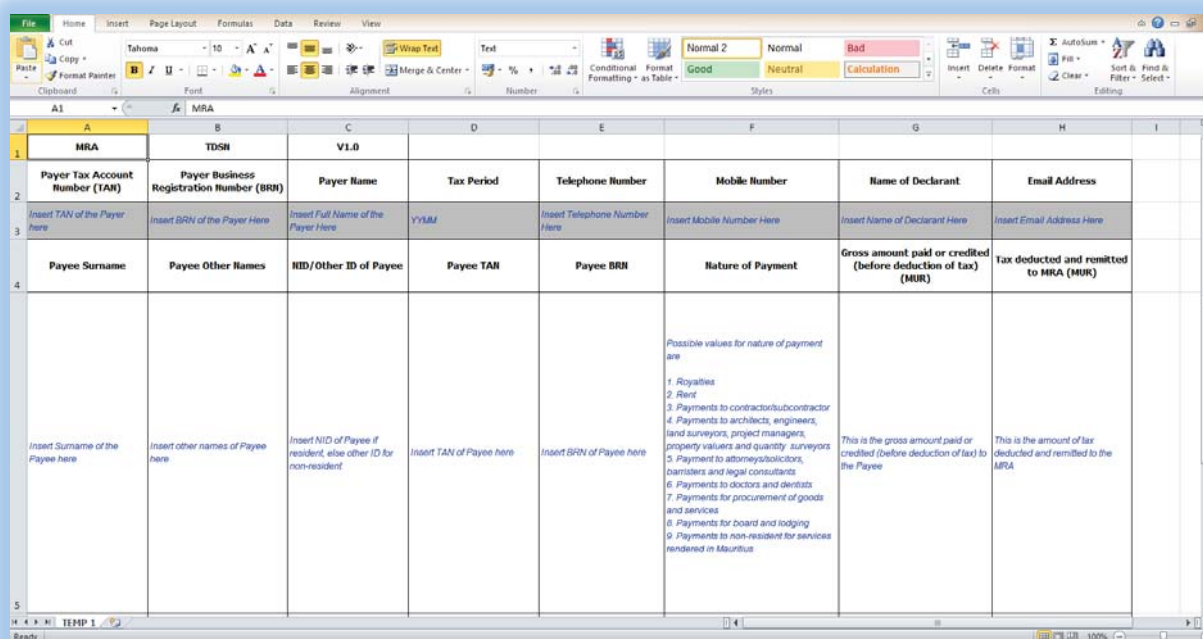
**IMPORTANT:

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

DETAILS ON FILE UPLOAD

A. CSV File

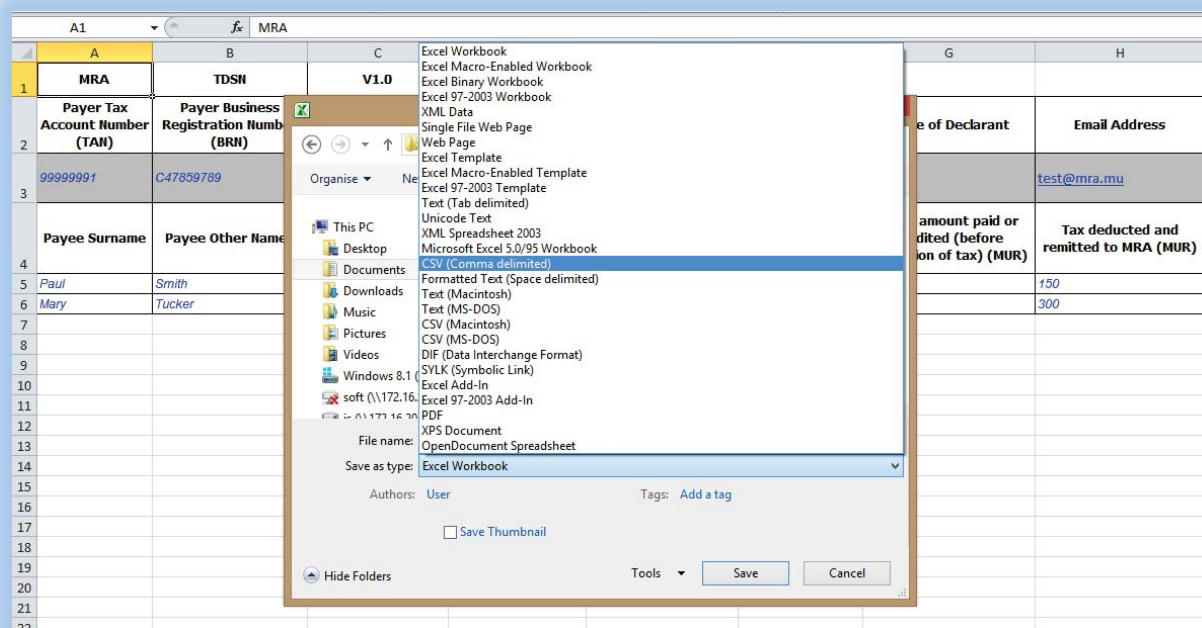
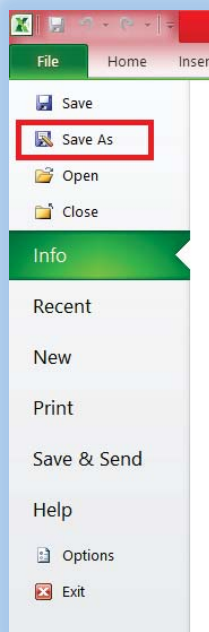
To generate your CSV file, please download the excel template from here:
<http://eservices8.mra.mu/DetailStmtVoucher/Download/TDSN/excelTemplate.xlsx>.



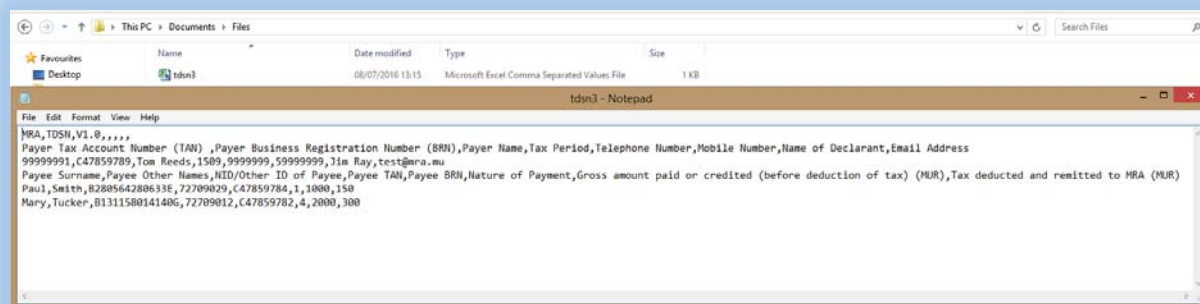
Replace the blue text with your data as shown below.

	A	B	C	D	E	F	G	H
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	test@mra.mu
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**.



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/TDSN/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/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) 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.
- 6) Already submitted files will **not** be submitted again when filing additional returns. Only files uploaded during return being currently filed are submitted.