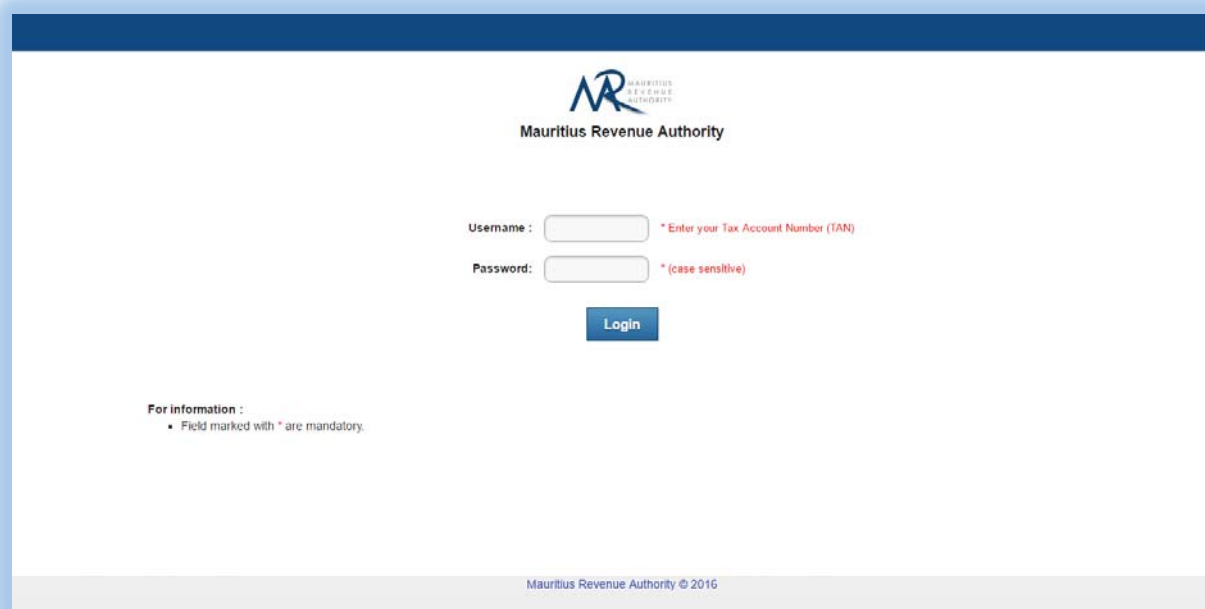**STEP-BY-STEP GUIDE TO E-FILING OF TDS MONTHLY RETURN**

## 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.

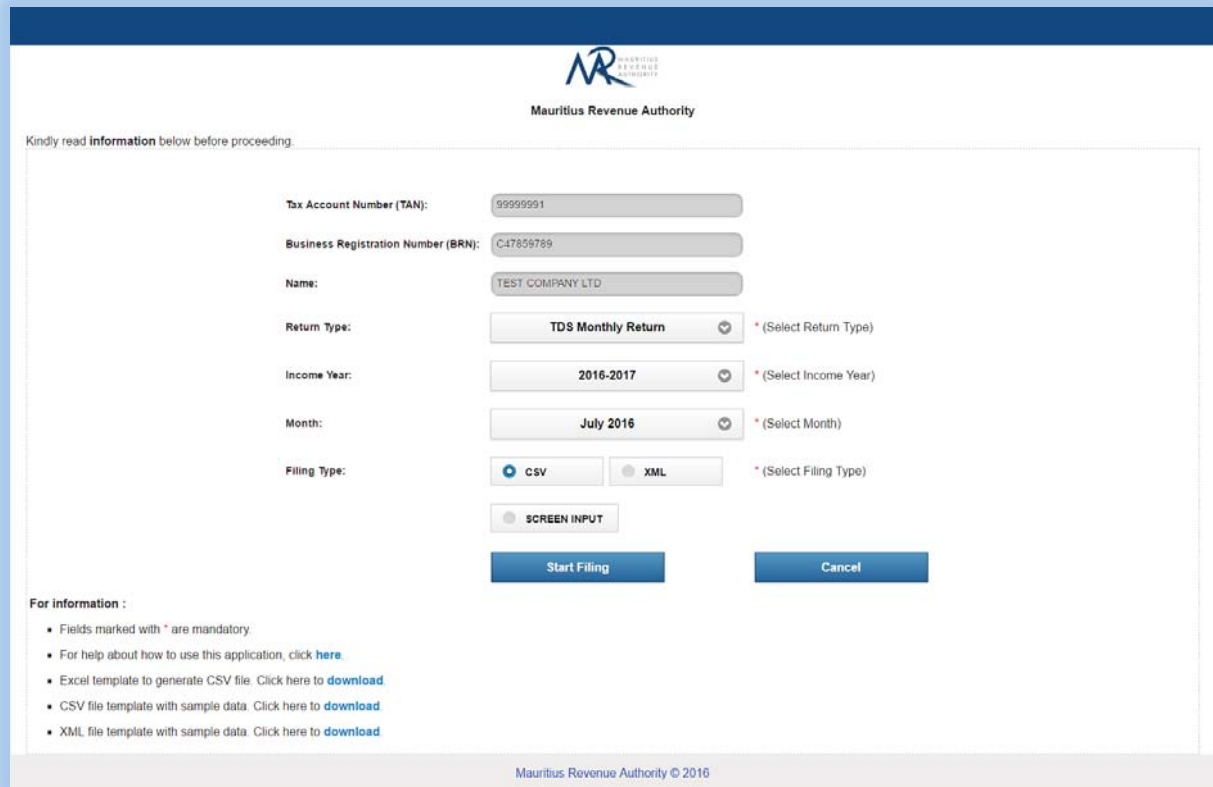Taxpayers can sign in using their tax account number (TAN) and password.

## 2. Login



**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.

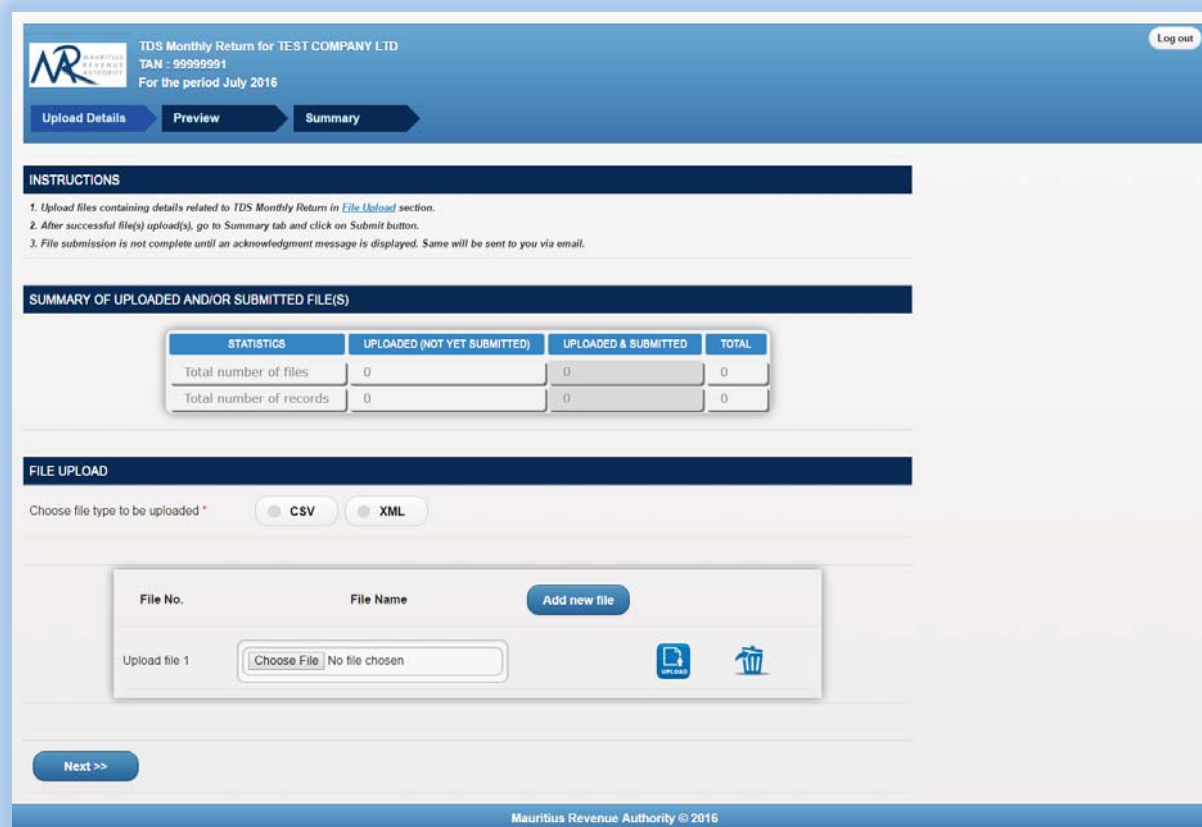**Step 3:** Select the "Month" for which the return is being filed.

**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



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.
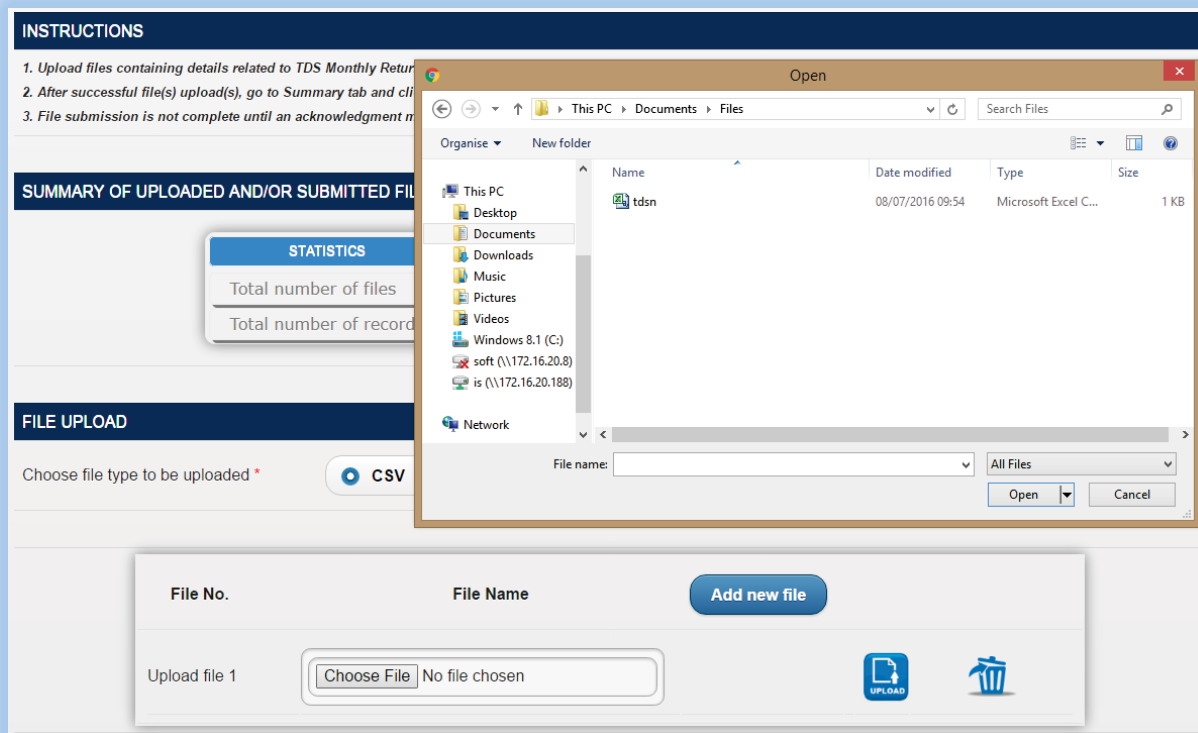
**Step 1:** Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.
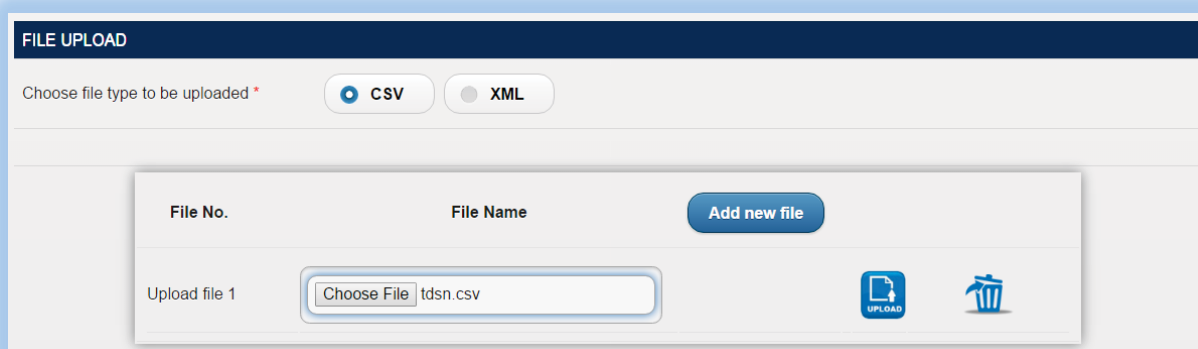
**Step 2:** Click on the "**Choose File**" button and browse file to be uploaded, as shown below.



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

**Step 4:**

**(i)** <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 [🗑]. Please correct the file and click on "**Add new file**" button to upload the file again.

**(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

✔ File upload successful

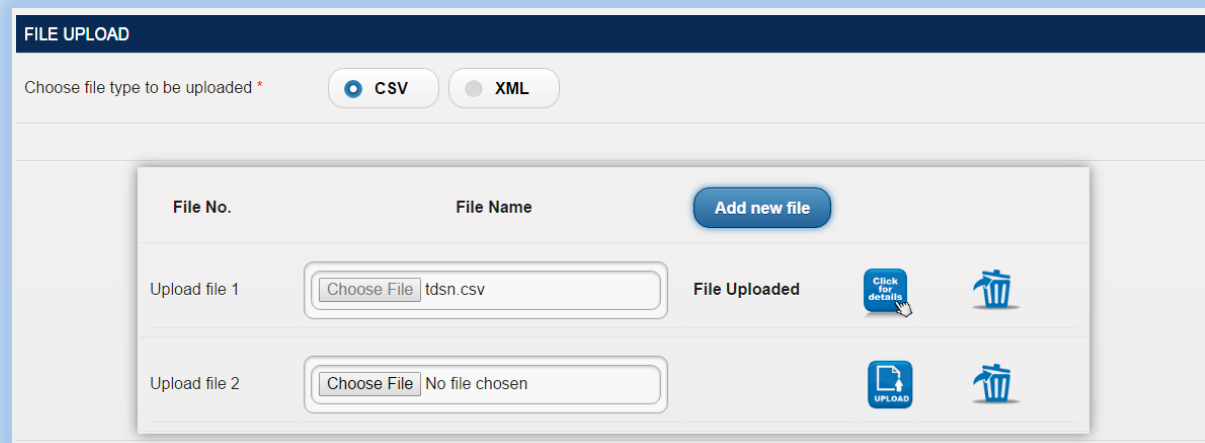Total Number of Records: 2          Gross amount paid or credited (before deduction of tax) (MUR): 3,000

Tax deducted and payable to MRA (MUR): 800

✔ OK

| File No. | | | |
|---|---|---|---|
| Upload file 1 | Choose File  tdsn.csv | File Uploaded | Click for details   🗑 |

**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**.



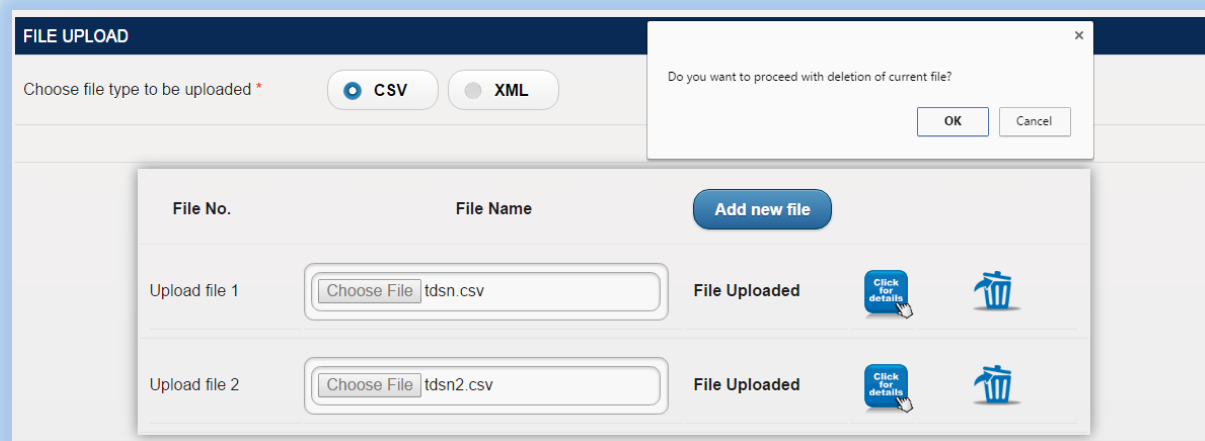**Step 6:** To delete a file, click on the delete bin icon [🗑]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.
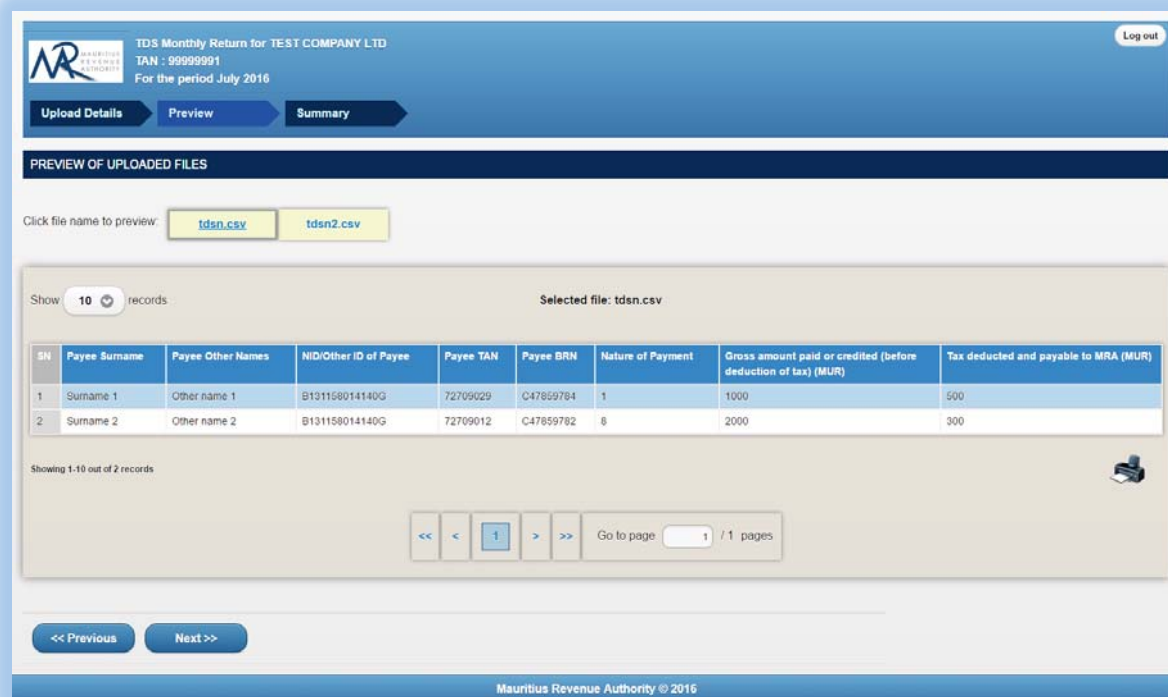


**Step 7:** Once all files have been uploaded, proceed to the next page by clicking on the "**Next**" button.

## 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.



**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: tdsn2.csv"

Click file name to preview:    tdsn.csv      tdsn2.csv

Show  10 ⌄  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 | 72178585 | 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

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

**Step 5:** To navigate between pages, use the pagination displayed below the table.
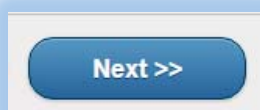
Go to Previous Page          Go to Next Page          Enter Page number to navigate directly to that page

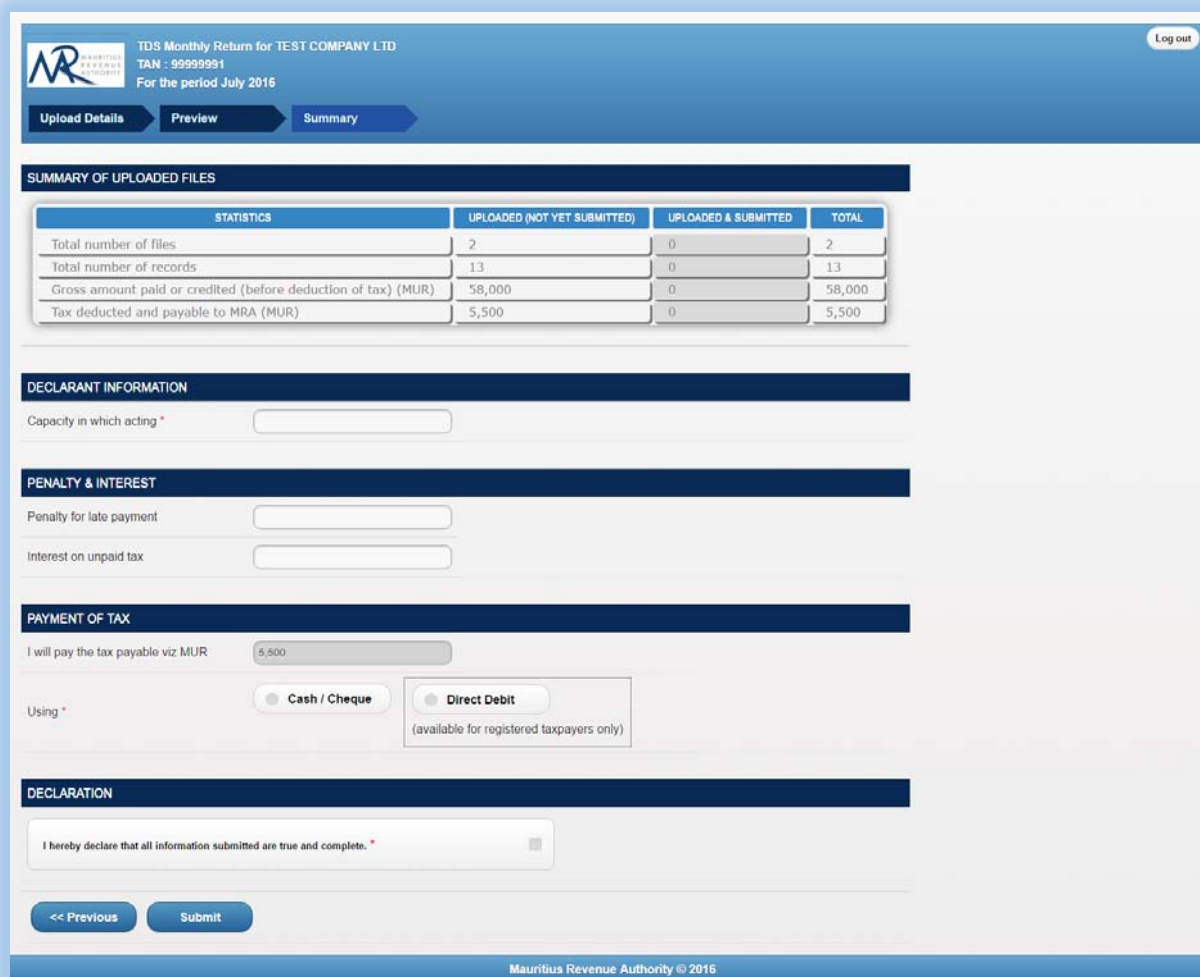Go to First Page  <<   <   1   2   >   >>    Go to page  1  / 2  pages

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.

Next >>

# 3. Summary

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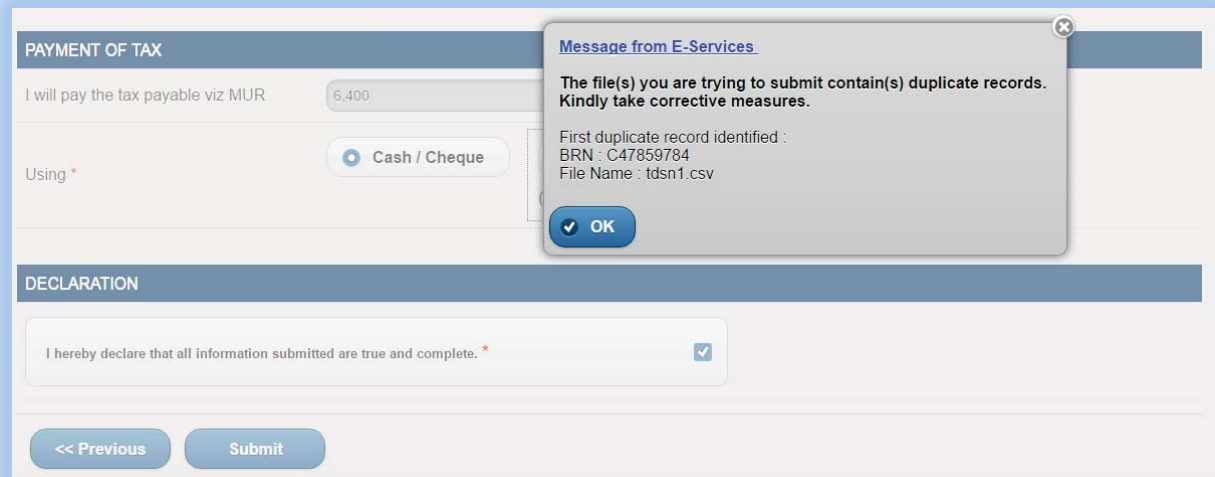


**Step 2:** In the "**DECLARANT INFORMATION**" section, enter the "Capacity in which acting".

**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.**



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

**Step 7:**

- Click on 'Back to Login' button to go back to login page.
- Click on 'Back to Homepage' button to go back to MRA's website.

## 4. Next time login (Before submit)

After having successfully uploaded the files in the "**FILE UPLOAD**" section, it is possible to log out without submitting the 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.

## 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).



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

**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**".



**Step 3:** Follow steps in Section 5 and Section 6 to preview these files and ultimately submit them.

**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.
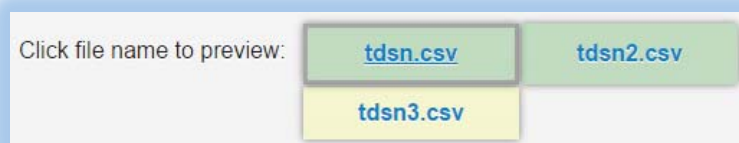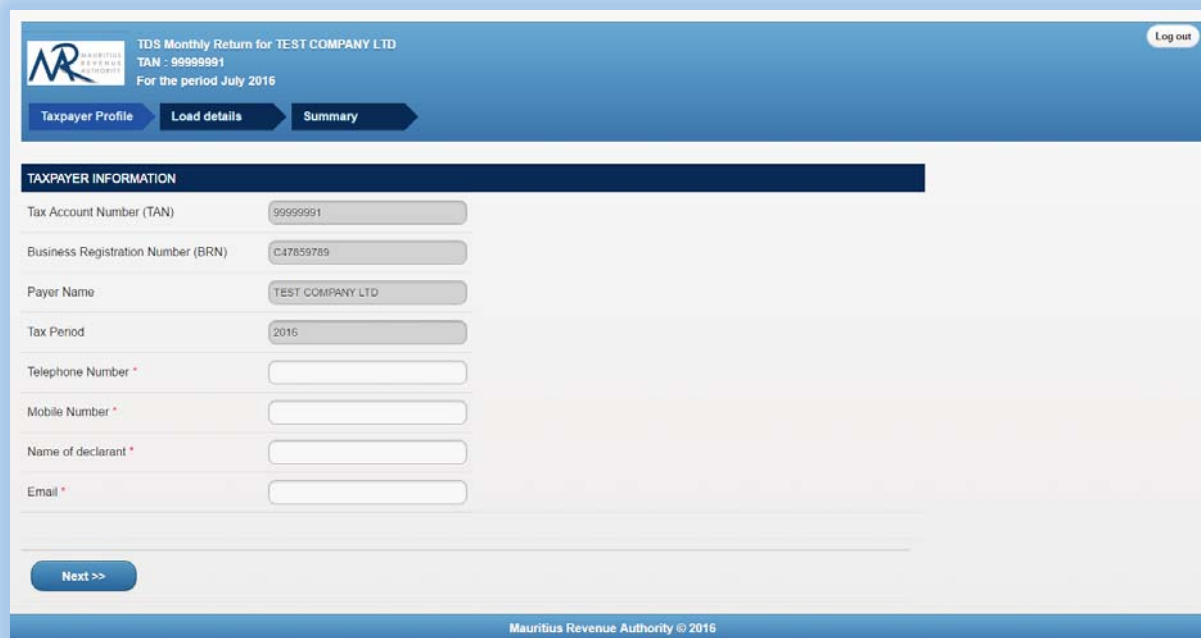2. The preview of "**Uploaded & submitted**" files is differentiated with a green background while "**Uploaded (not yet submitted)**" files have a yellow background (as shown below).

# B. SCREEN INPUT FILING TYPE

## 1. Taxpayer Profile



**TAN, BRN, Employer Name** and **Tax Period** are prefilled based on your login details. This information cannot be altered.
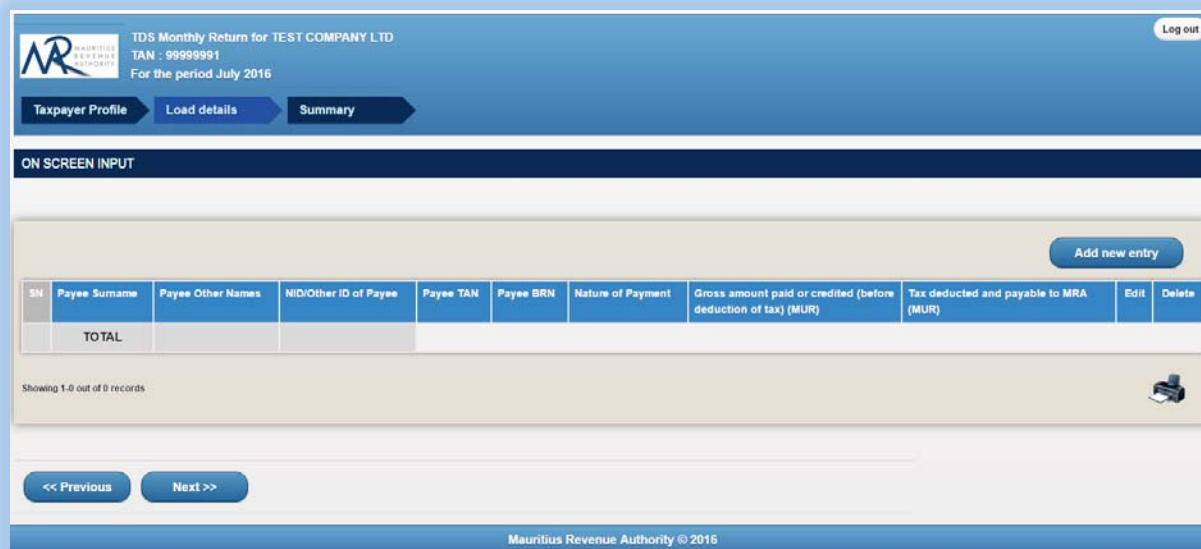
**Step 1:** Enter a valid "Telephone Number" and/or "Mobile Number".

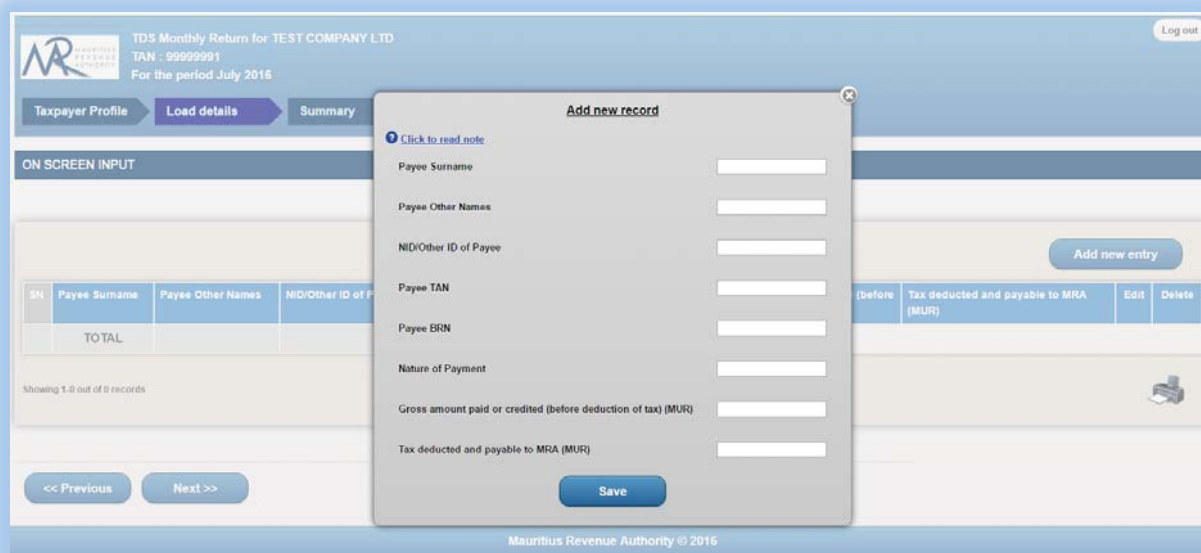**Step 2:** Enter the "Name of declarant" and "Email".

**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.
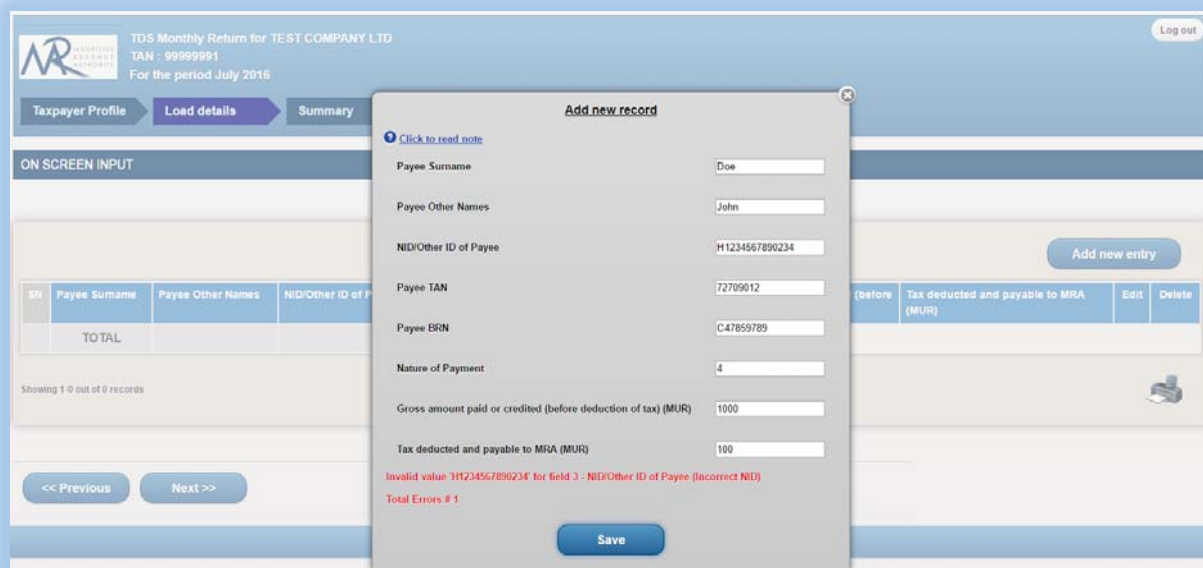


**Step 2:** For more details about the different fields, click on the **"Click to read note"** link.

**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.
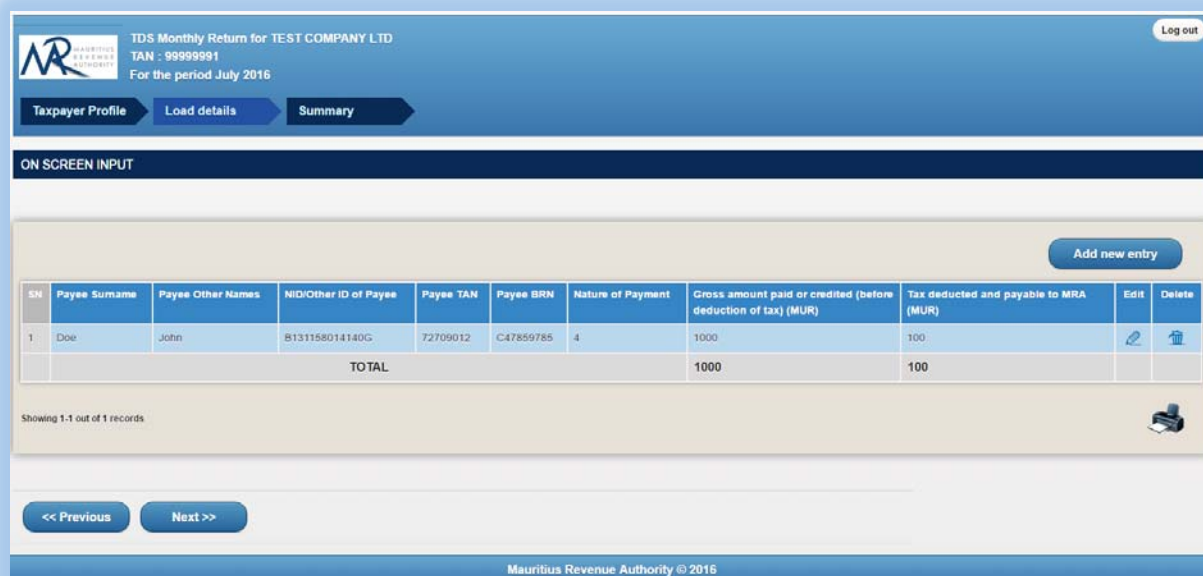


### (ii)    Valid record

When all information is correct and the "Save" button is clicked, the record is then displayed on the table, as shown below.

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.


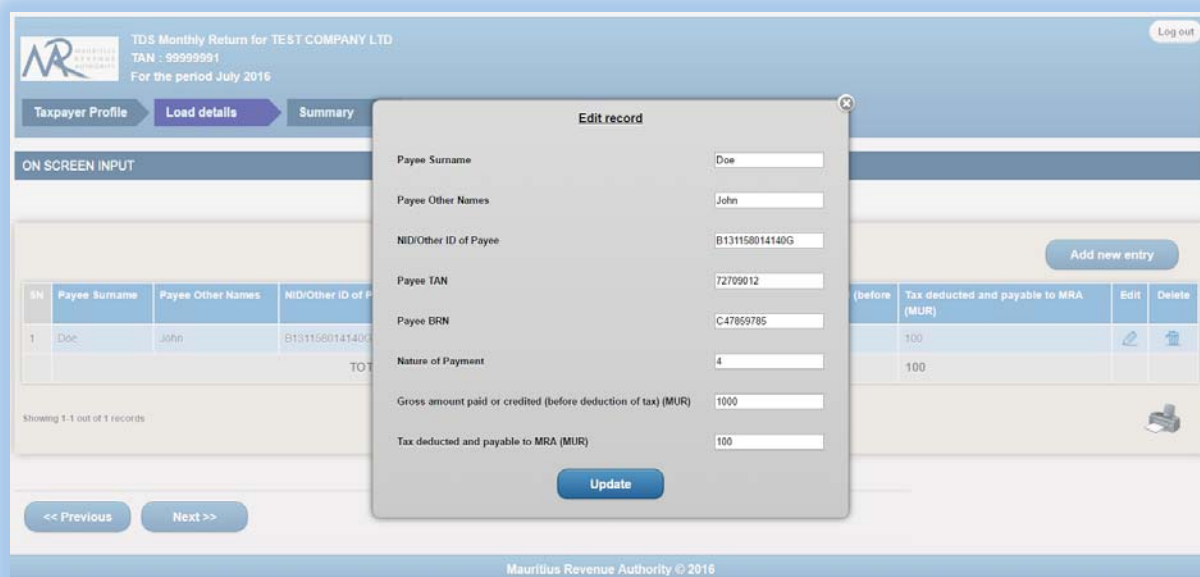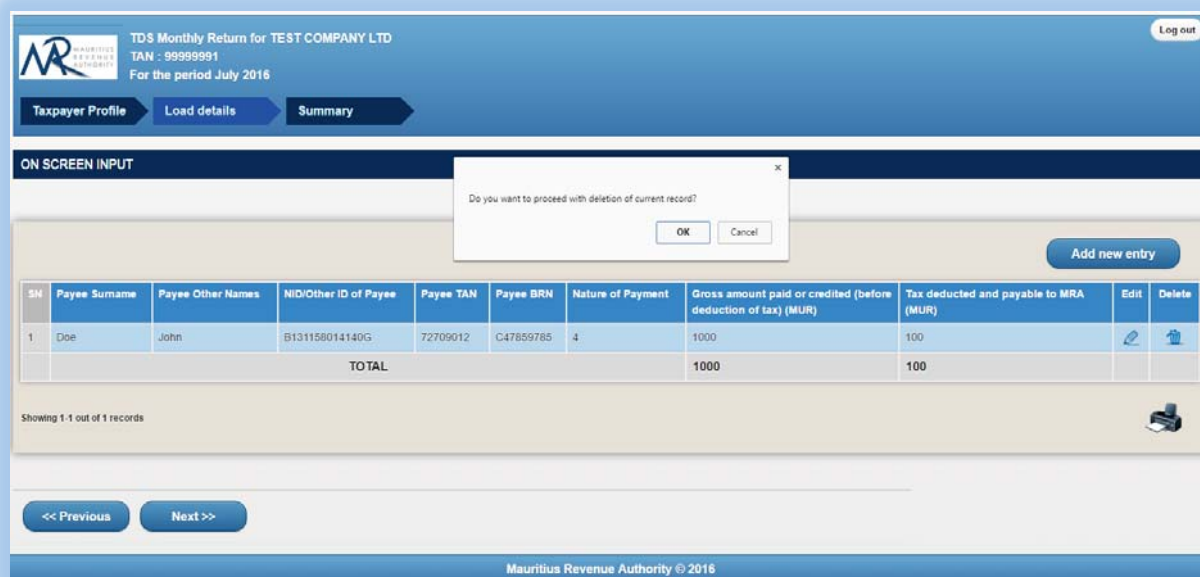
To delete a record, click on the 🗑 icon. The following confirmation message will appear. Click on "OK" to confirm deletion.
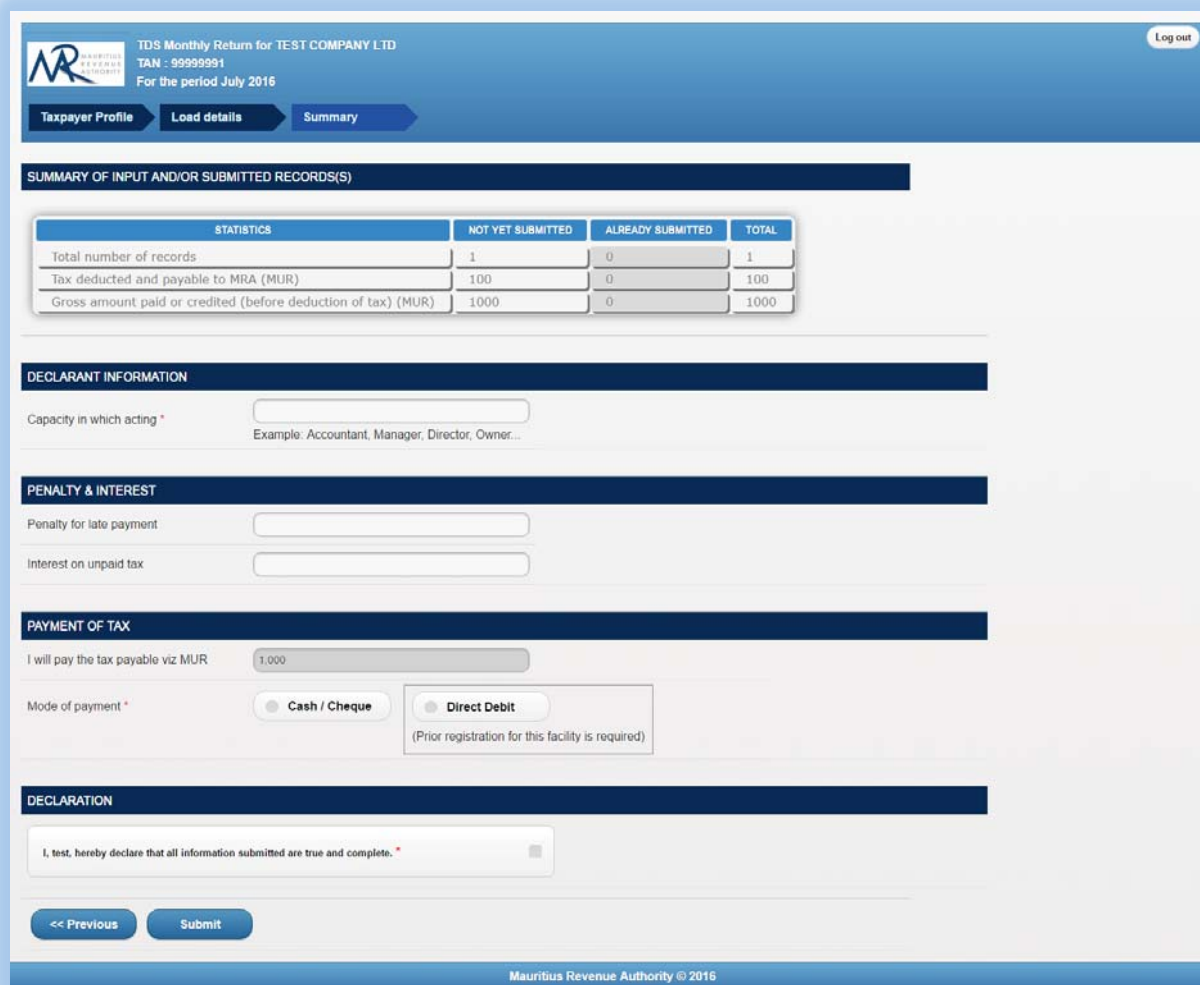


**Step 4:** To print records currently being displayed on the screen, click on the 🖨 icon.

**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.



**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.
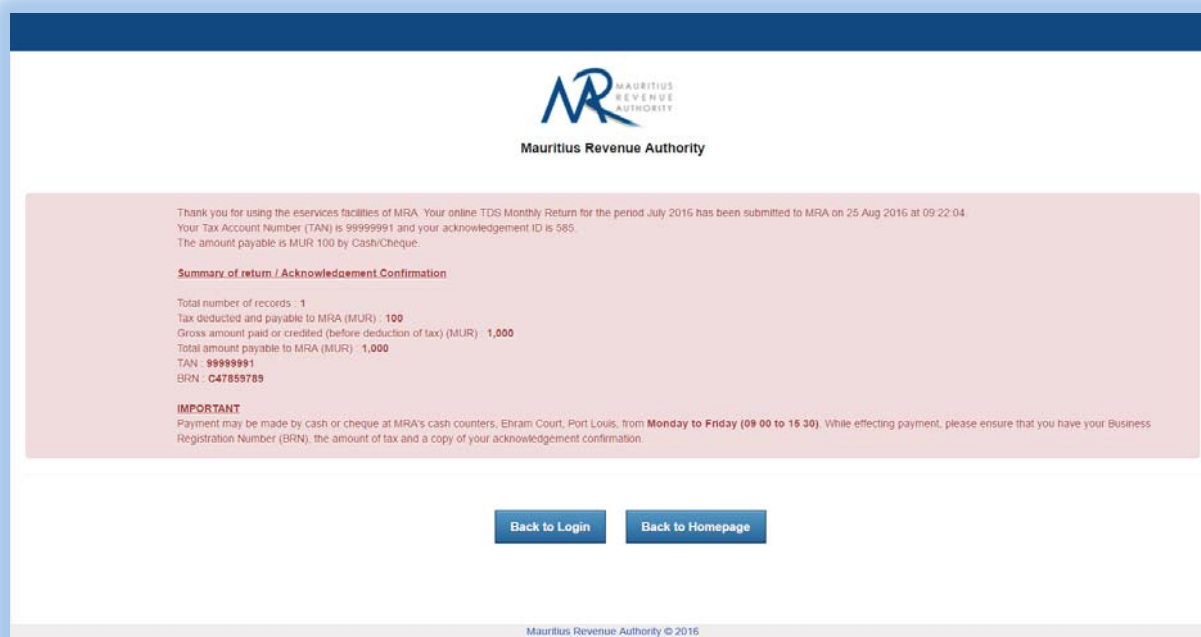


**Step 7:**

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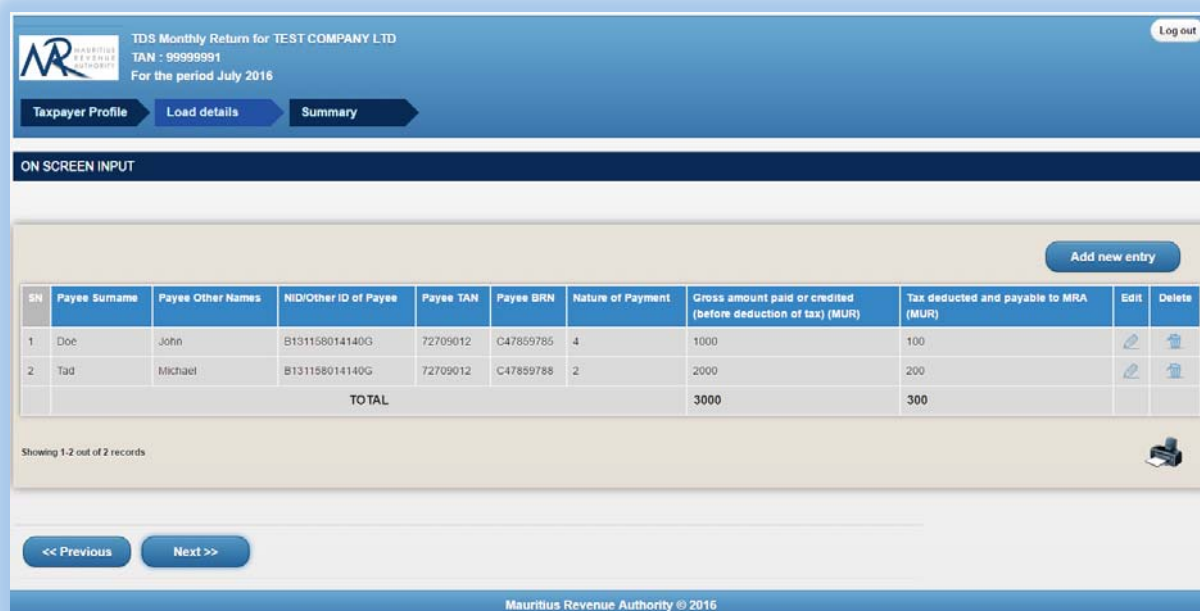
On next login, only the previously successfully saved records are available. Details in **"Taxpayer Profile"** will have to be re-entered. In **"Load Details"** section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the "**Submit**" button is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

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





**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 | C47859769 | 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**.
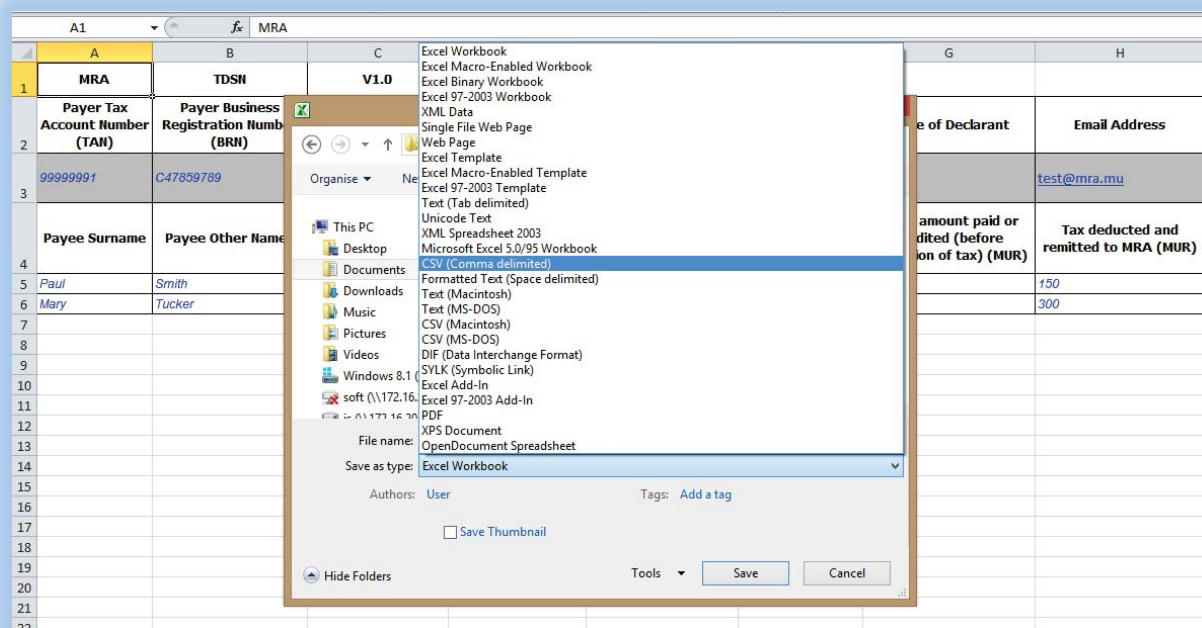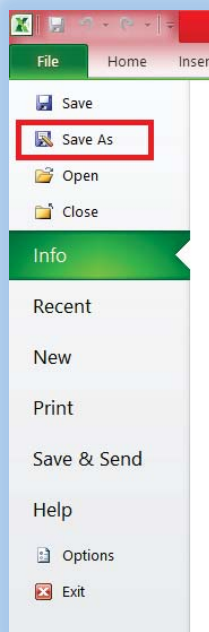
Find below an example of a generated CSV file to be uploaded on the website.
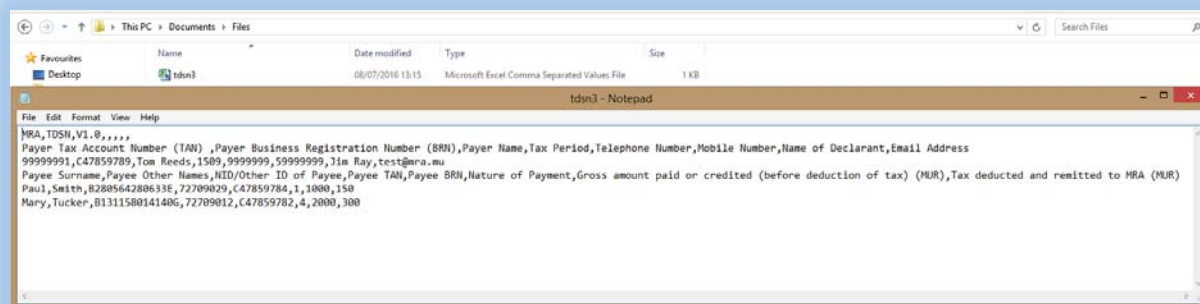


The CSV file must contain columns separated by the **comma** [,] character. A CSV file example with sample data can be downloaded from here: http://eservices8.mra.mu/DetailStmtVoucher/Download/TDSN/csvTemplate.csv.


## 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.