

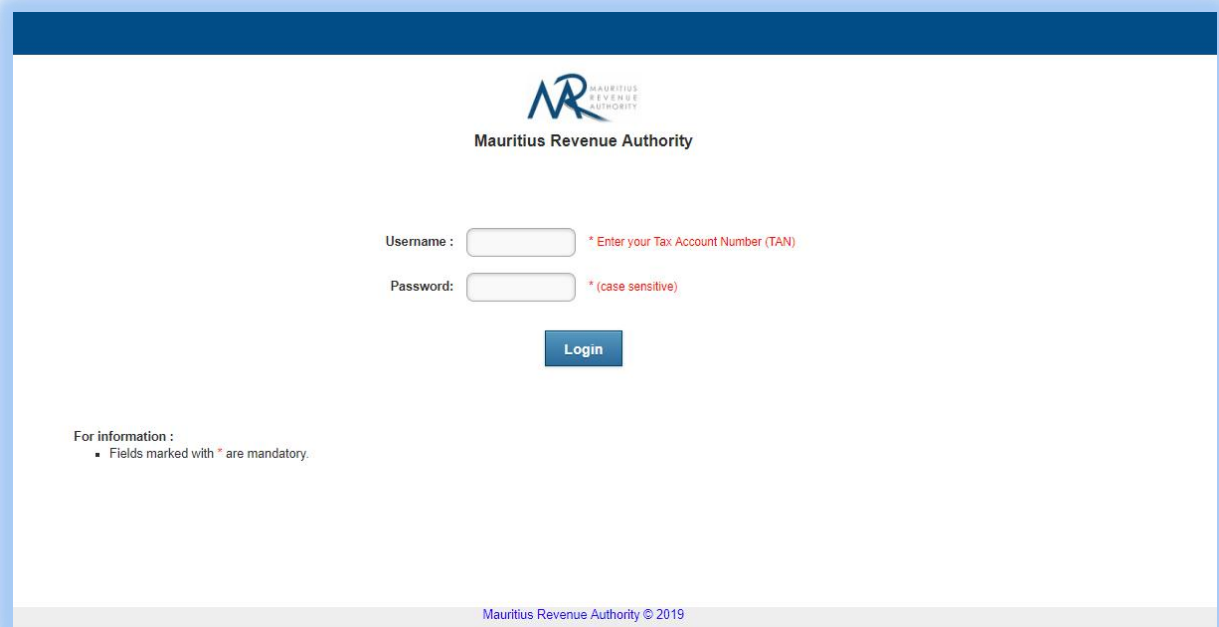
STEP-BY-STEP GUIDE TO E-FILING OF TDS MONTHLY RETURN

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



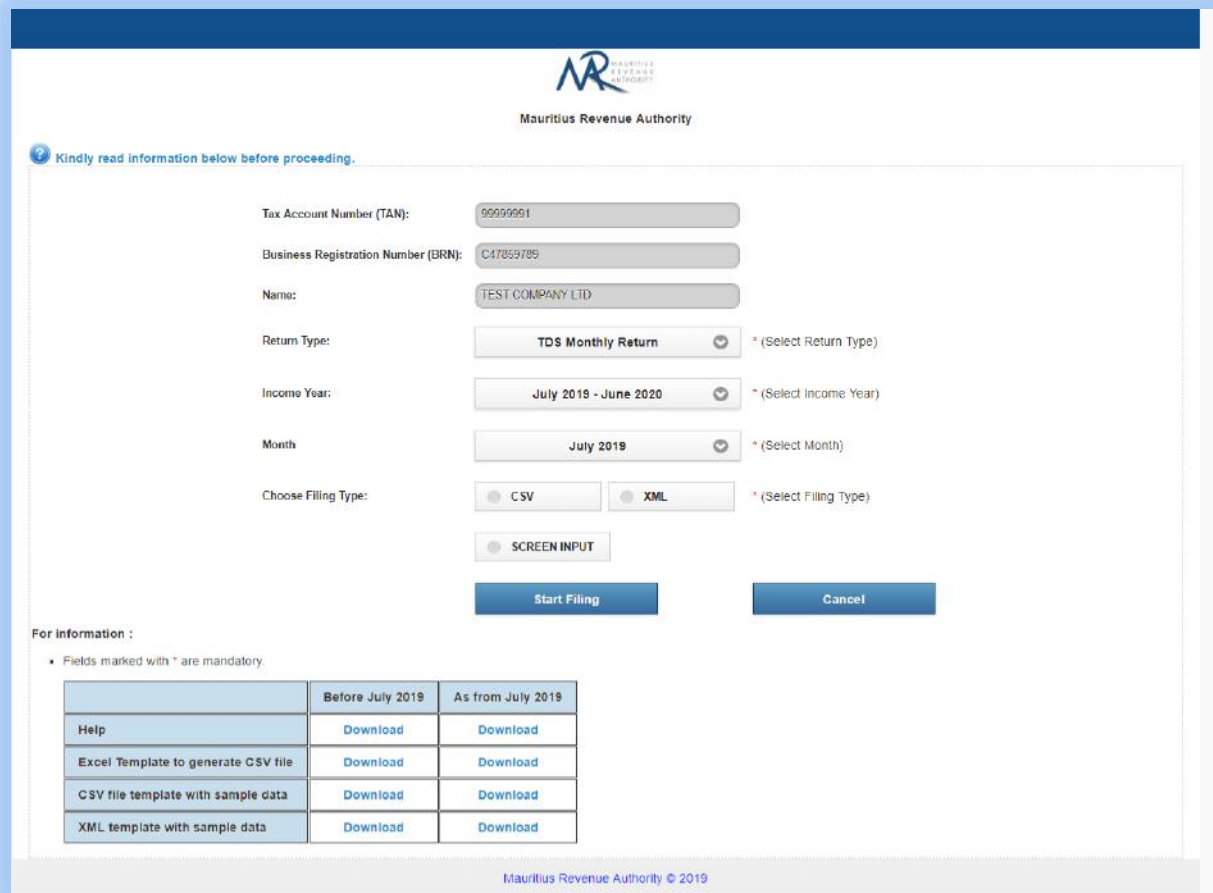
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and the text "Mauritius Revenue Authority". Below this, there are two input fields: "Username:" and "Password:". The "Username:" field has a red asterisk and the text "* Enter your Tax Account Number (TAN)". The "Password:" field has a red asterisk and the text "* (case sensitive)". Below the input fields is a blue "Login" button. At the bottom left, there is a section titled "For information:" with a bullet point: "Fields marked with * are mandatory." At the bottom center, there is a small copyright notice: "Mauritius Revenue Authority © 2019".

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



Kindly read information below before proceeding.

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C47859789

Name: TEST COMPANY LTD

Return Type: TDS Monthly Return * (Select Return Type)

Income Year: July 2019 - June 2020 * (Select Income Year)

Month: July 2019 * (Select Month)

Choose Filing Type: CSV XML * (Select Filing Type) SCREEN INPUT

Start Filing Cancel

For information :

- Fields marked with * are mandatory.

	Before July 2019	As from July 2019
Help	Download	Download
Excel Template to generate CSV file	Download	Download
CSV file template with sample data	Download	Download
XML template with sample data	Download	Download

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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.

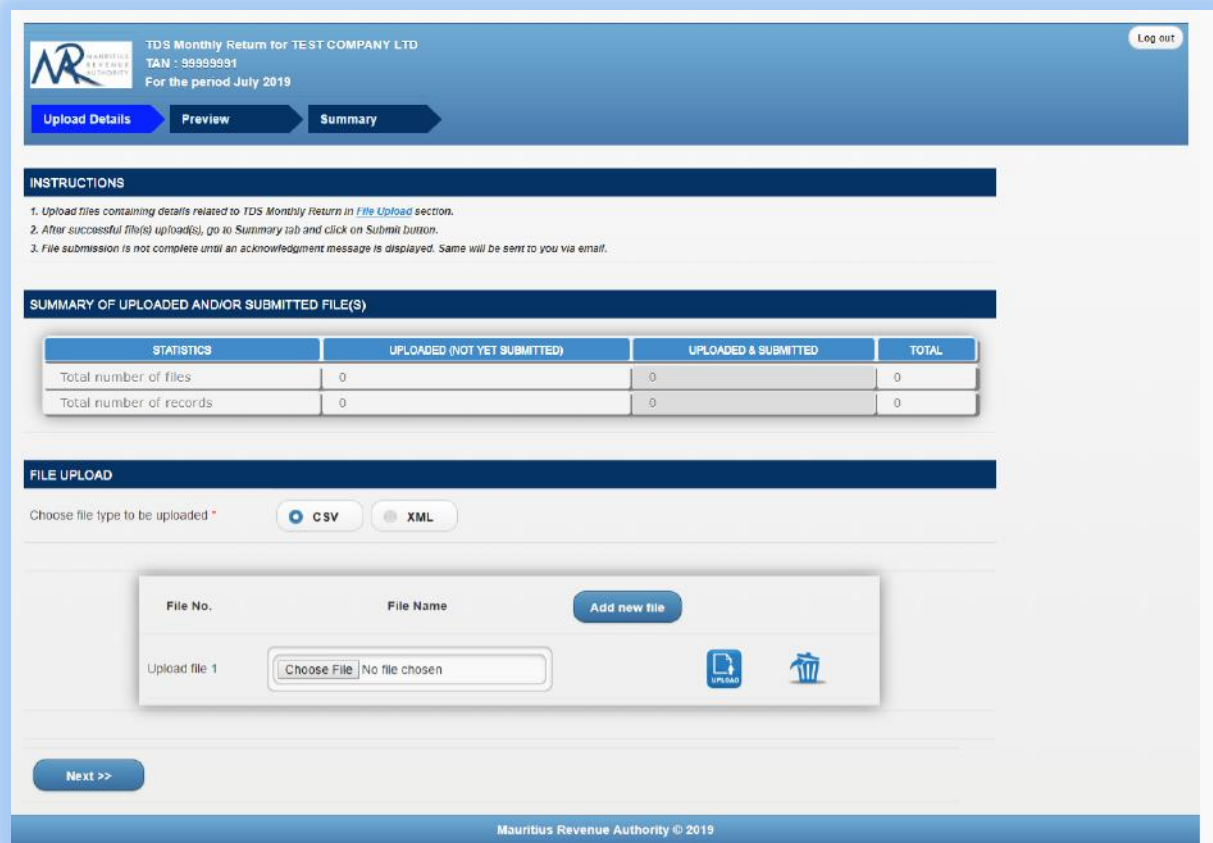
Step 4: Select the “Filing Type” for which the return is being filed.

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 2019

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	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

CSV XML

File No.	File Name	
Upload file 1	Choose File 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.

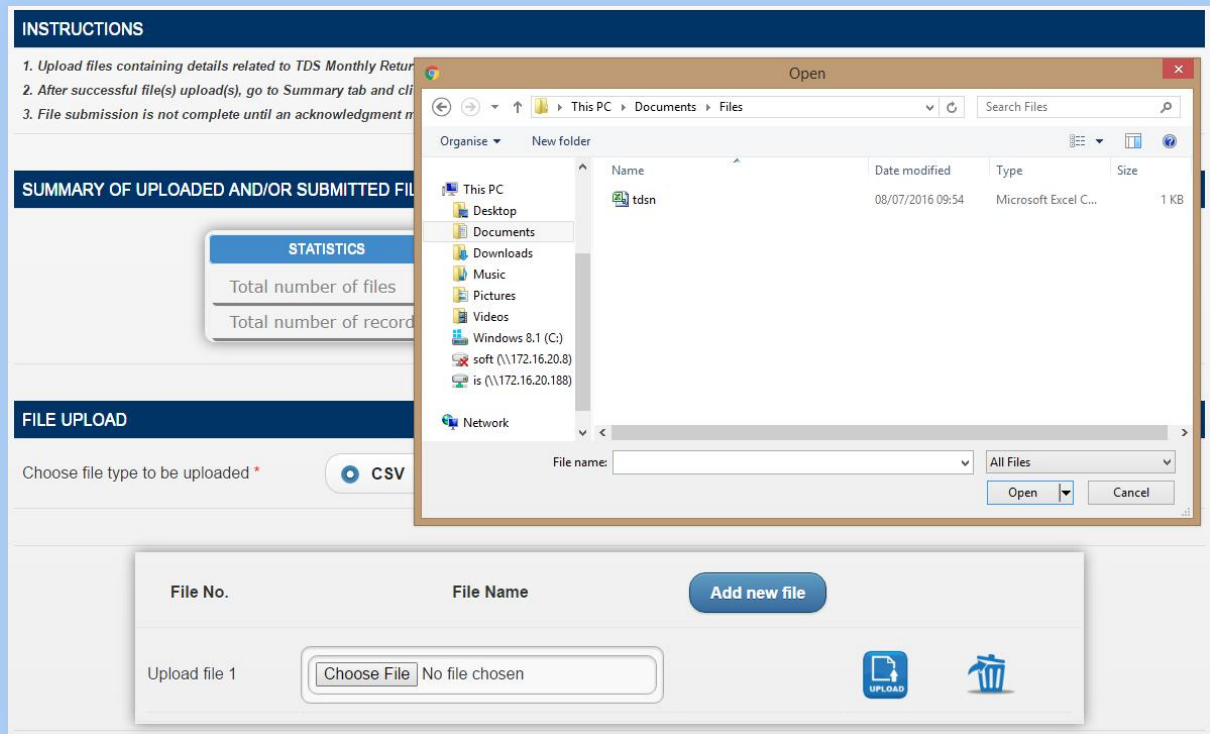


FILE UPLOAD

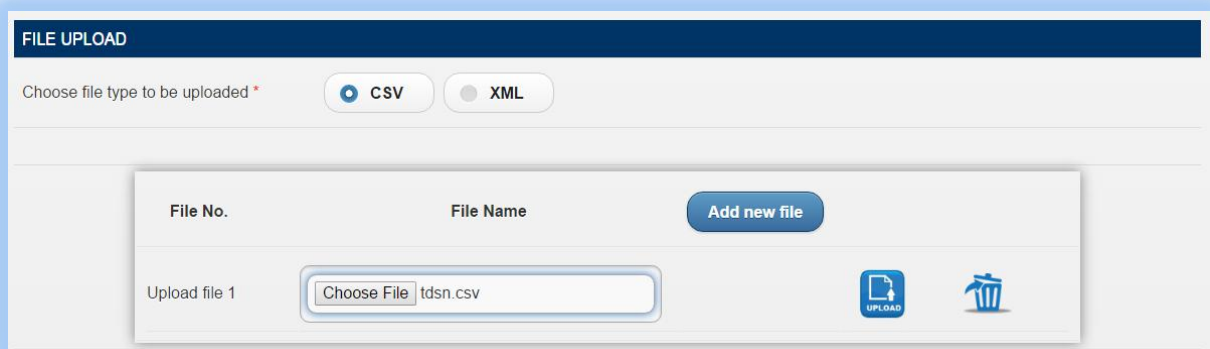
Choose file type to be uploaded *

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.

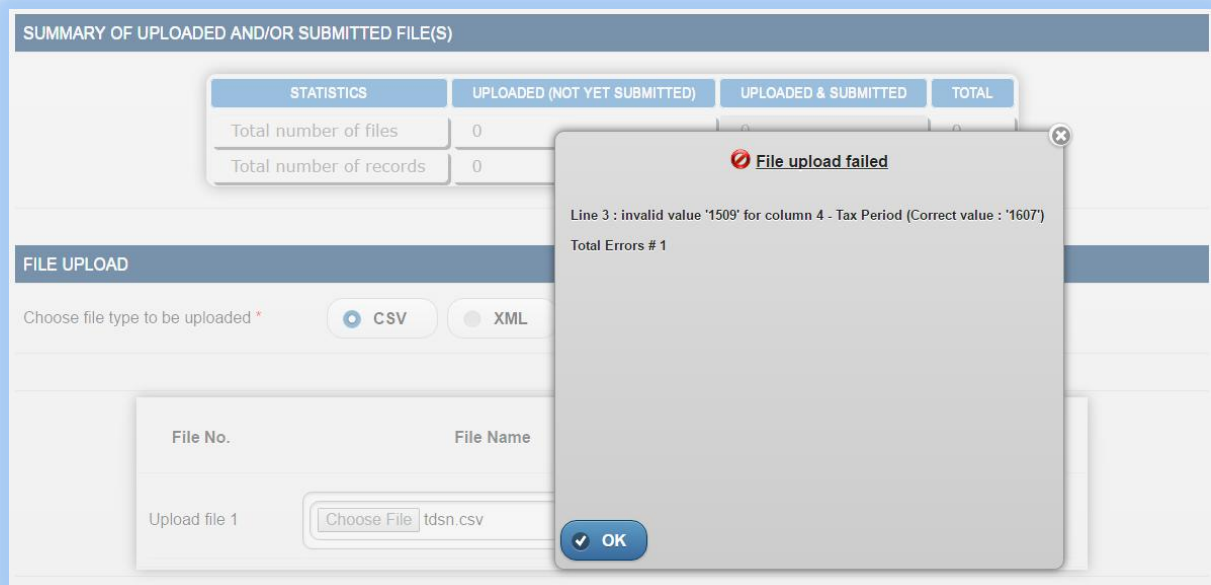
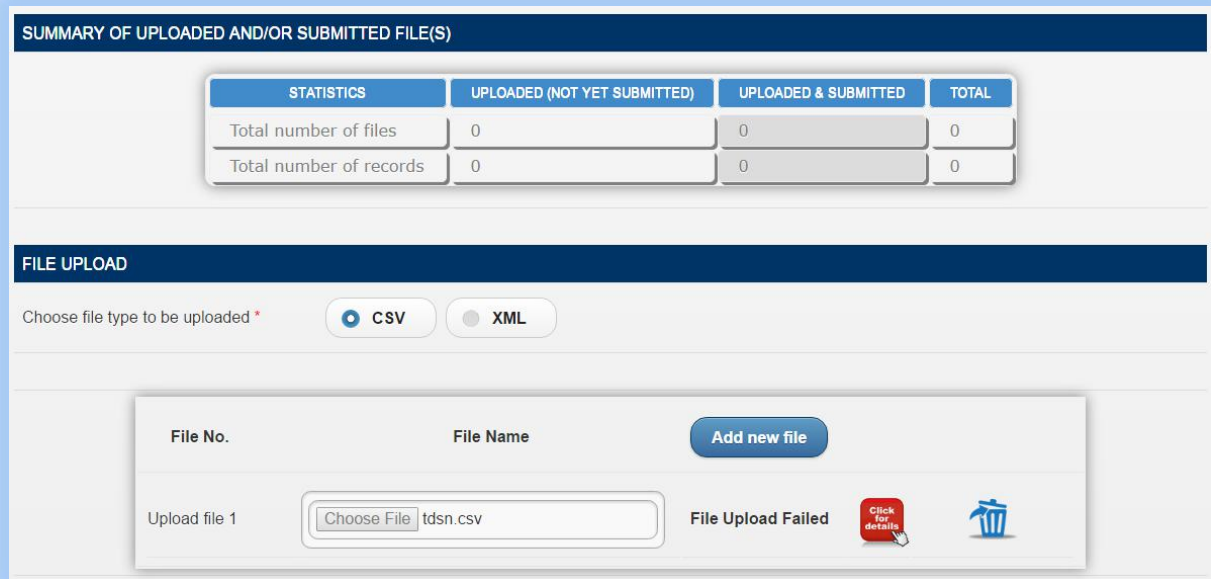


Step 4:

(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.



(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	
Upload file 1	<input type="text" value="Choose File"/> tdsn.csv	File Uploaded  

FILE UPLOAD

Choose file type to be uploaded * CSV XML

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

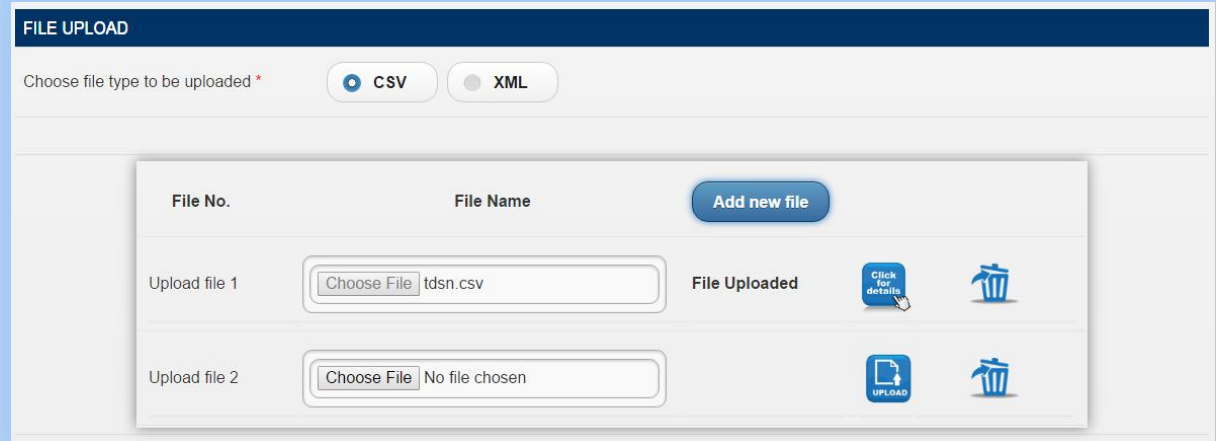
✓ File upload successful


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

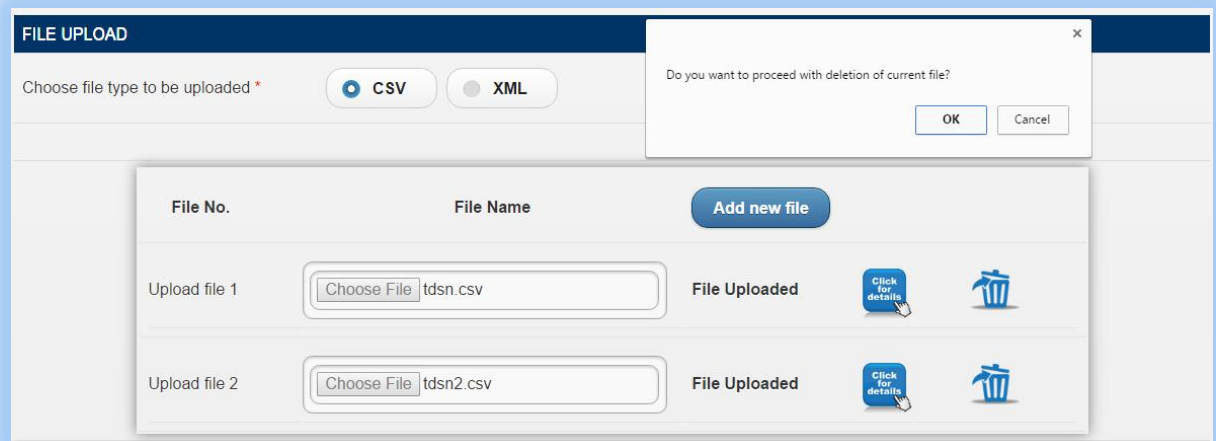
Tax deducted and payable to MRA (MUR): 800

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**.



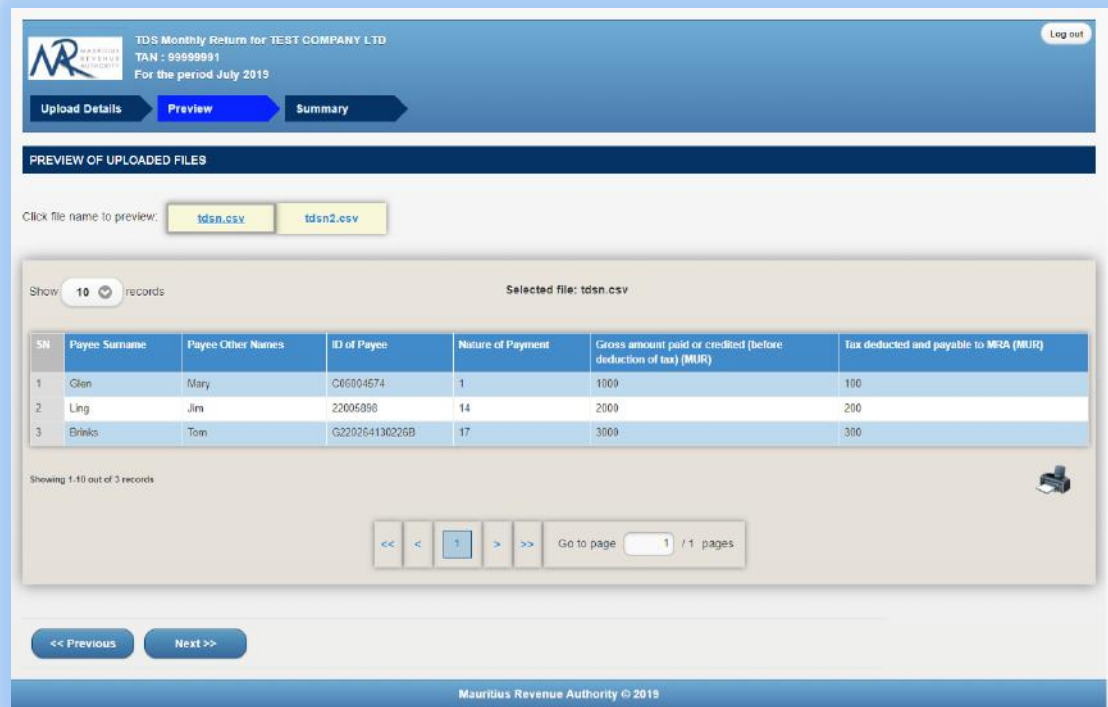
Step 6: To delete a file, click on the delete bin icon []. A confirmation message is displayed. Click on “**OK**” to delete file, else cancel the action.



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.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2019

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	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)
1	Glen	Mary	C06004674	1	1000	100
2	Ling	Jim	22005898	14	2000	200
3	Brinks	Tom	G220264130226B	17	3000	300

Showing 1.10 out of 3 records

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

<< Previous Next >>

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



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

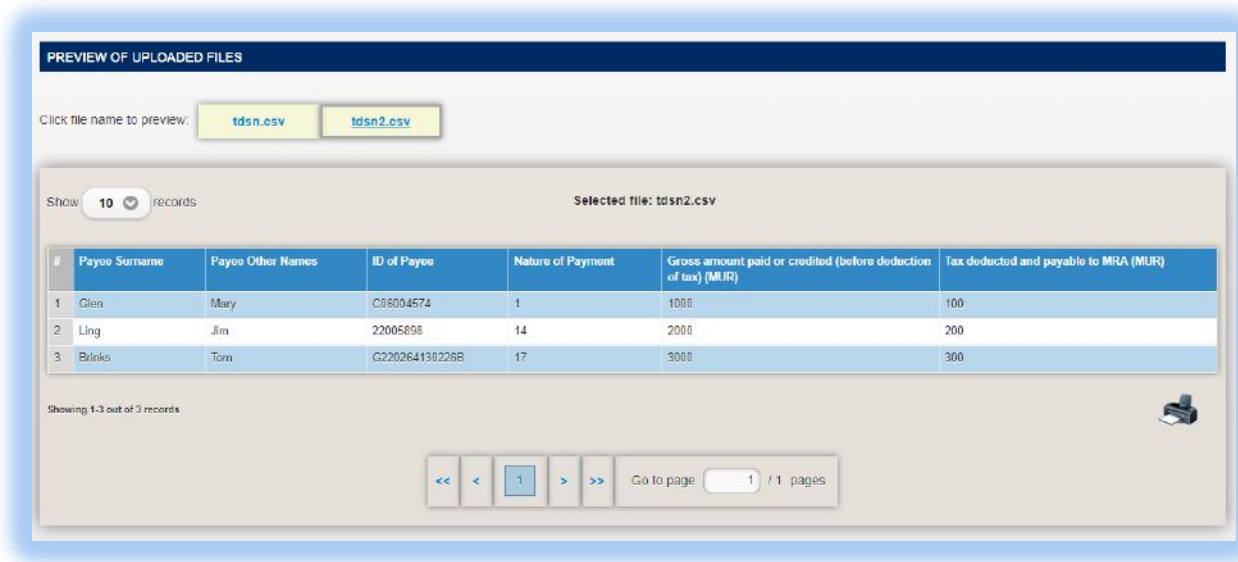
Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.



Show 10 records

- 10
- 50
- 100
- 1000

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




PREVIEW OF UPLOADED FILES

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

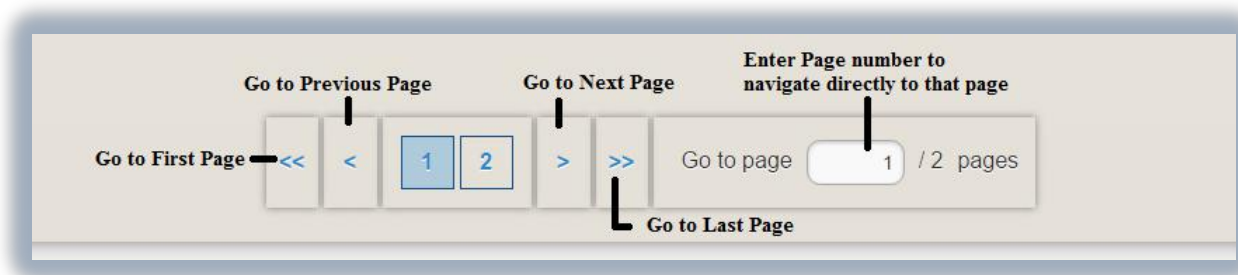
Show records Selected file: tdsn2.csv

#	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)
1	Glen	Mary	C08004574	1	1000	100
2	Ling	Jim	22005898	14	2000	200
3	Brinks	Tom	G2202641302268	17	3000	300

Showing 1-3 out of 3 records 

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

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



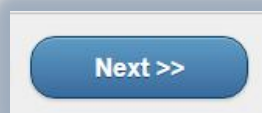
Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

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

Go to Last Page

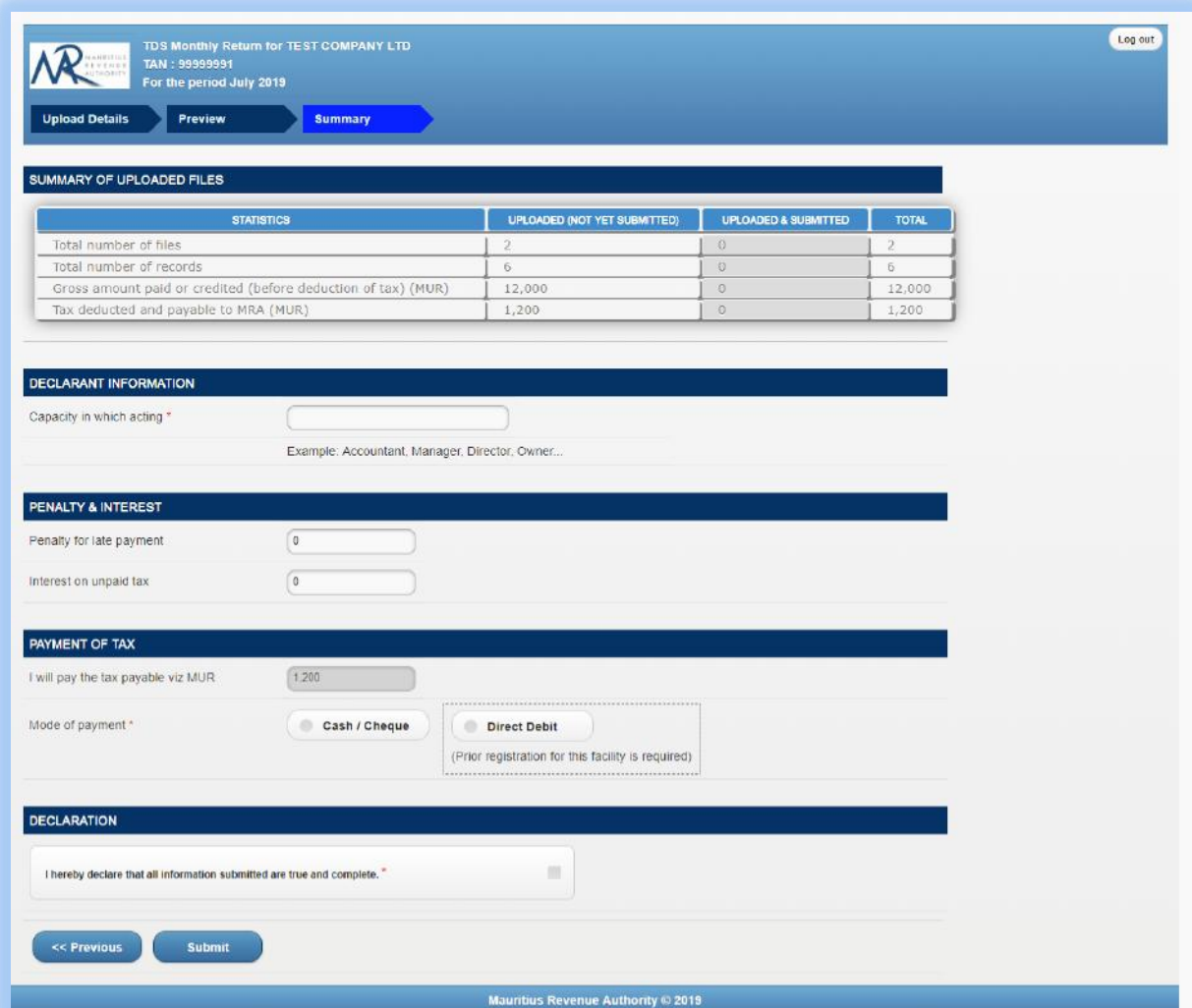
Step 6: To print records currently being displayed on the screen, click on the  icon.

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 2019

Upload Details | Preview | **Summary** | Log out

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	6	0	6
Gross amount paid or credited (before deduction of tax) (MUR)	12,000	0	12,000
Tax deducted and payable to MRA (MUR)	1,200	0	1,200

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

<< Previous Submit

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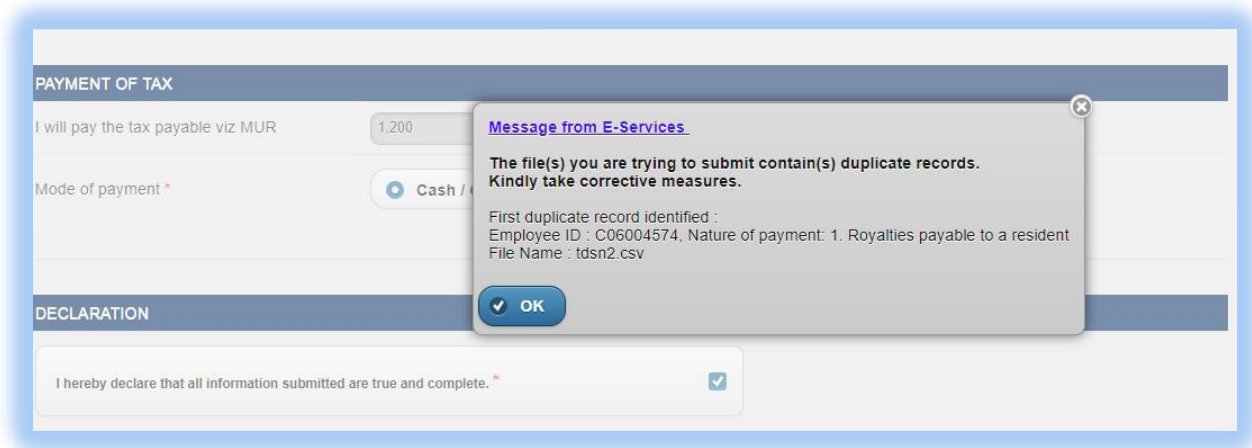
Step 2: In the “DECLARANT INFORMATION” section, enter the “Capacity in which acting”.

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).

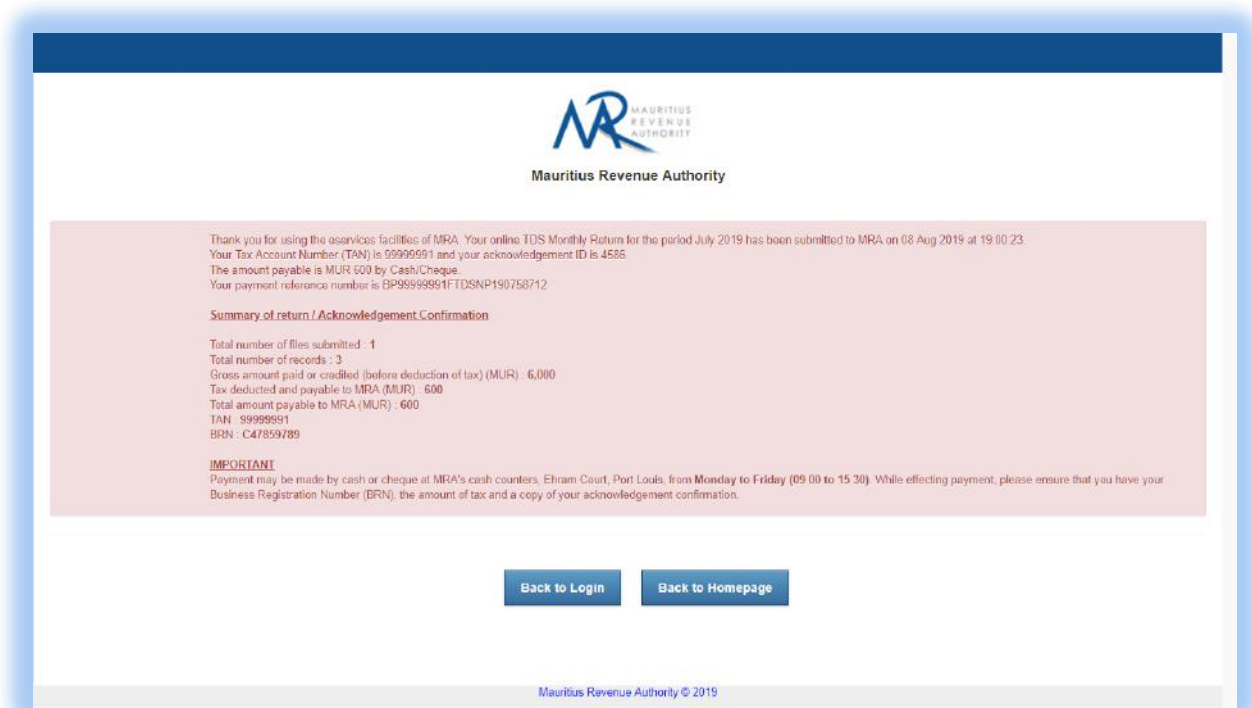
Step 4: In the “PAYMENT OF TAX” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

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 **ID of Payee 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.



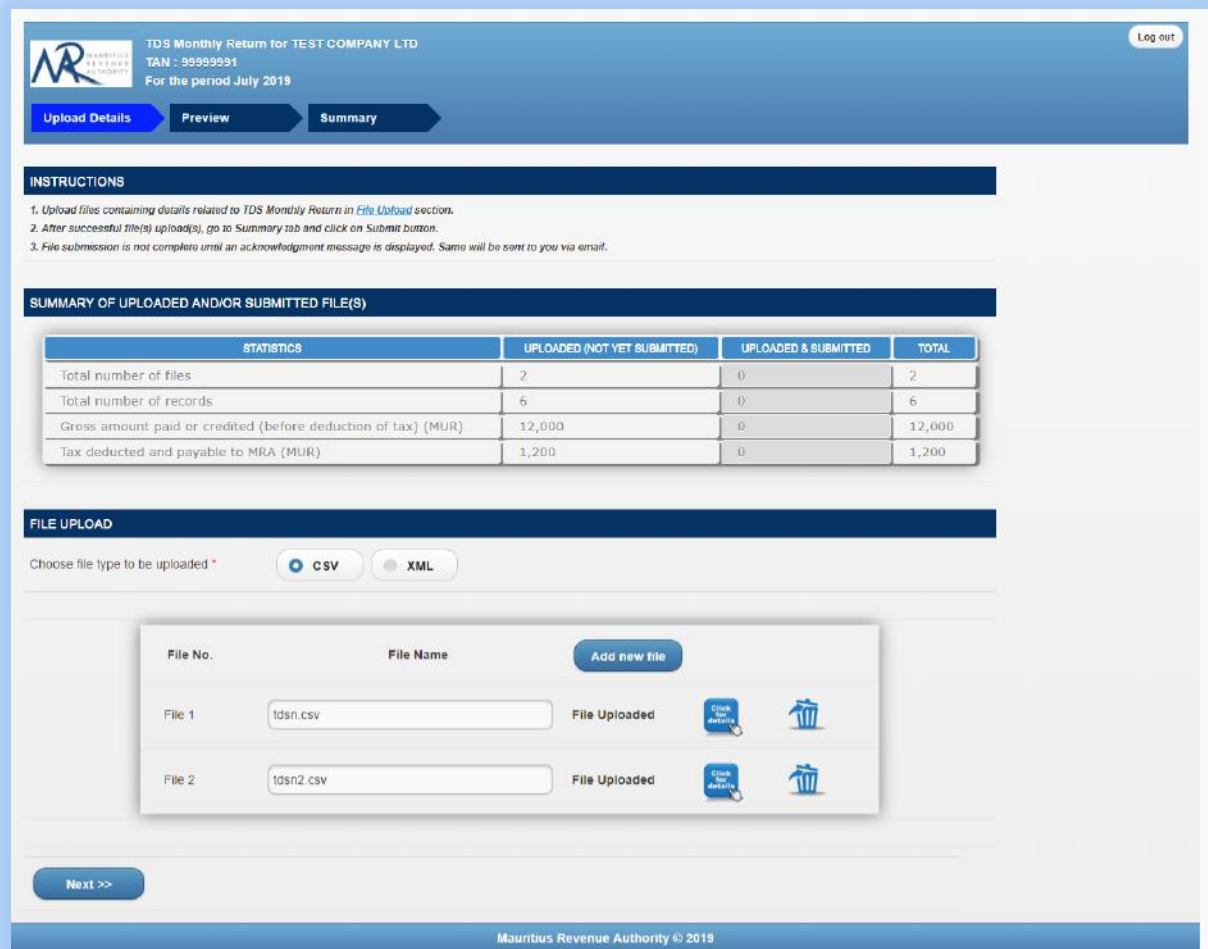
Step 7:

- 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.



The screenshot displays the TDS Monthly Return interface for TEST COMPANY LTD. The page includes navigation tabs for 'Upload Details', 'Preview', and 'Summary'. Below the navigation is an 'INSTRUCTIONS' section with three steps. A 'SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)' table provides a breakdown of file statistics. The 'FILE UPLOAD' section allows users to choose between CSV and XML file types and shows a list of two uploaded files with options to view details or delete them.

TDS Monthly Return for TEST COMPANY LTD
 TAN : 99999991
 For the period July 2019

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	6	0	6
Gross amount paid or credited (before deduction of tax) (MUR)	12,000	0	12,000
Tax deducted and payable to MRA (MUR)	1,200	0	1,200

FILE UPLOAD

Choose file type to be uploaded *

CSV XML

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

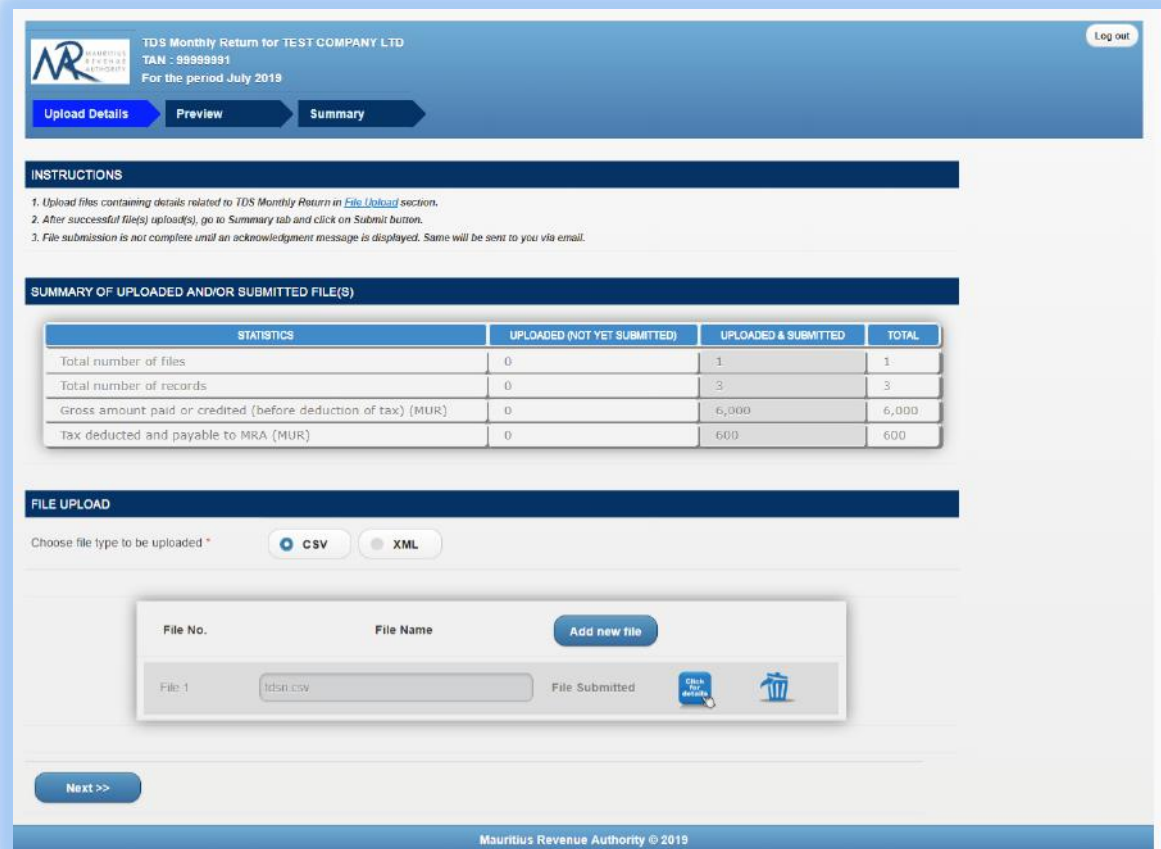
[Next >>](#)

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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 2019

Upload Details | Preview | Summary

INSTRUCTIONS



- Upload files containing details related to TDS Monthly Return in [File Upload](#) section.
- After successful file(s) upload(s), go to Summary tab and click on Submit button.
- File submission is not complete until an acknowledgment message is displayed. Same will be sent to you via email.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	1	1
Total number of records	0	3	3
Gross amount paid or credited (before deduction of tax) (MUR)	0	6,000	6,000
Tax deducted and payable to MRA (MUR)	0	600	600

FILE UPLOAD

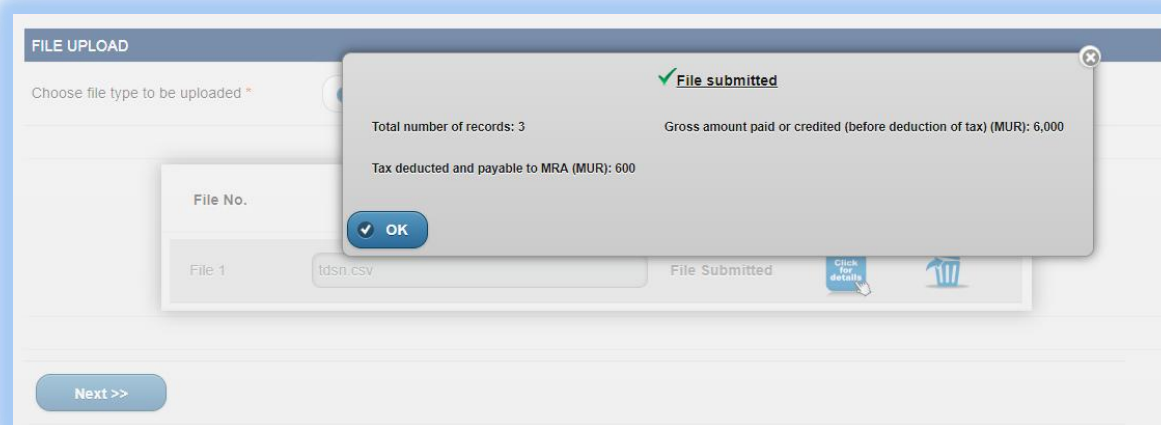
Choose file type to be uploaded * CSV XML

File No.	File Name	
File 1	tdsn.csv	File Submitted  

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 *

File submitted

Total number of records: 3
 Gross amount paid or credited (before deduction of tax) (MUR): 6,000
 Tax deducted and payable to MRA (MUR): 600

OK

File No.	File Name	
File 1	tdsn.csv	File Submitted  

Next >>

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	1	2
Total number of records	1	3	4
Gross amount paid or credited (before deduction of tax) (MUR)	5,000	6,000	11,000
Tax deducted and payable to MRA (MUR)	150	600	750

FILE UPLOAD

Choose file type to be uploaded * CSV XML

File No.	File Name		Add new file
File 1	<input type="text" value="tdsn.csv"/>	File Submitted	<input type="button" value="Click For Details"/> <input type="button" value="Delete"/>
Upload file 2	<input type="button" value="Choose File"/> <input type="text" value="tdsn3.csv"/>	File Uploaded	<input type="button" value="Click For Details"/> <input type="button" value="Delete"/>

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

TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2019

Upload Details
Preview
Summary

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	1	2
Total number of records	1	3	4
Gross amount paid or credited (before deduction of tax) (MUR)	5,000	6,000	11,000
Tax deducted and payable to MRA (MUR)	150	600	750

DECLARANT INFORMATION

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

PENALTY & INTEREST

Penalty for late payment
Interest on unpaid tax

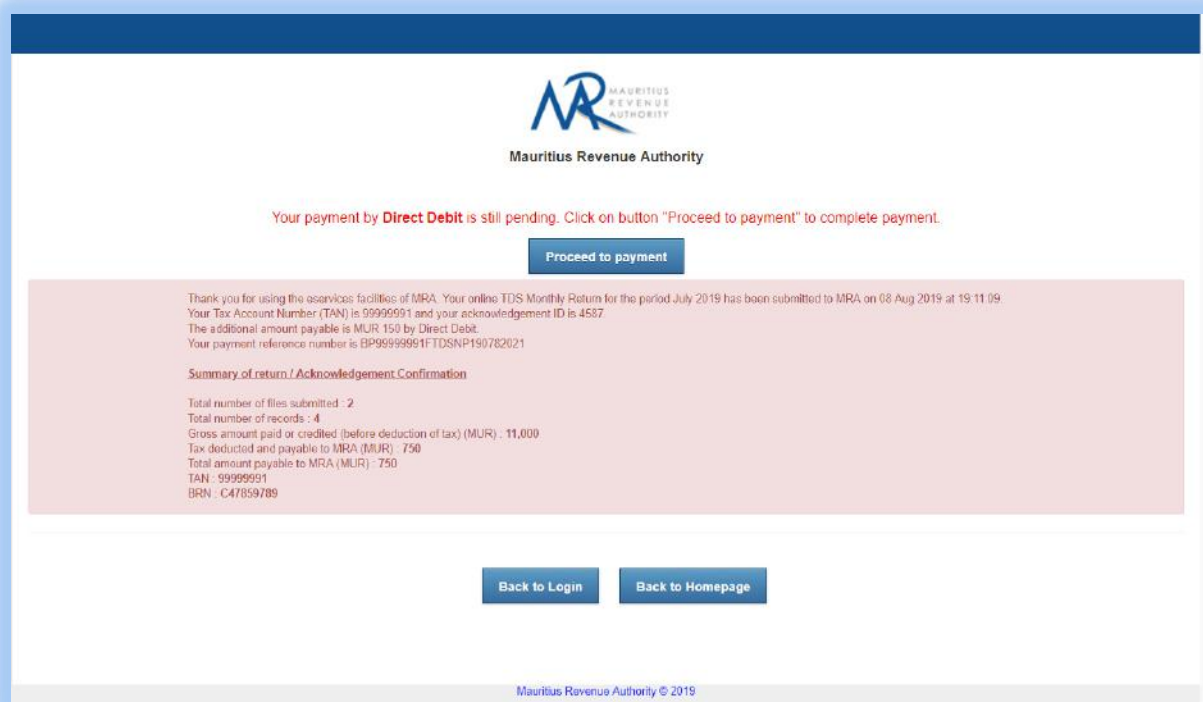
PAYMENT OF TAX

I will pay the additional tax payable viz MUR

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

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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.

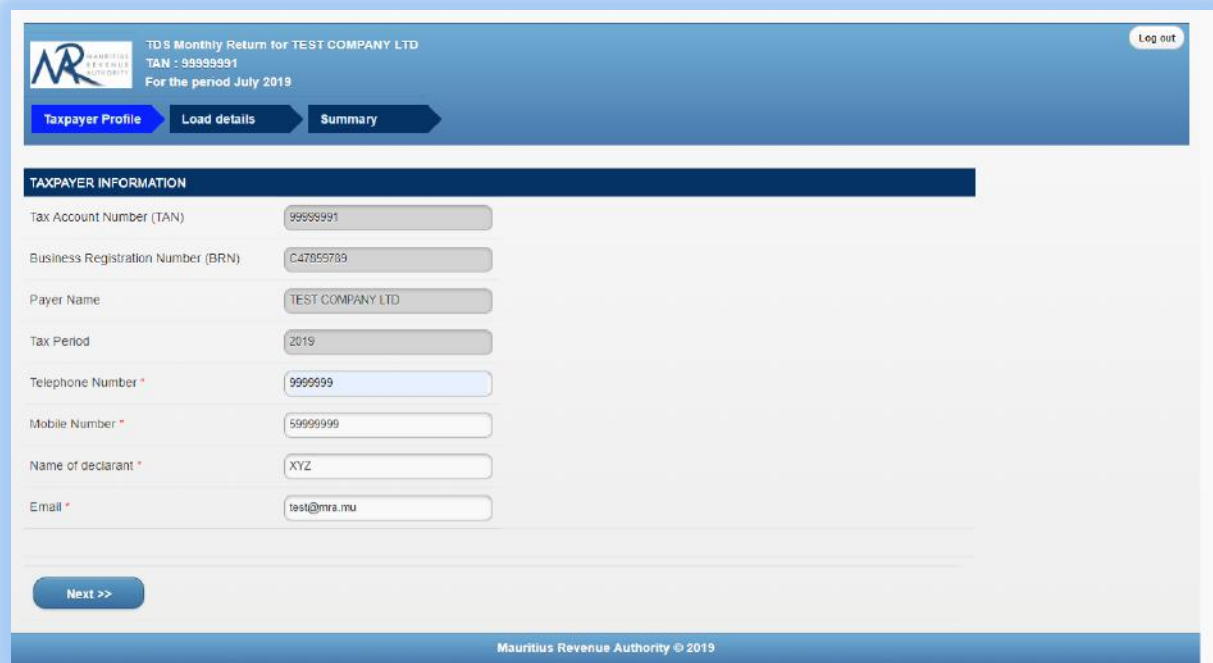
****IMPORTANT:**

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



The screenshot shows the 'Taxpayer Profile' form for 'TEST COMPANY LTD' for the period of July 2019. The form includes a navigation bar with 'Taxpayer Profile', 'Load details', and 'Summary' buttons. Below the navigation bar is a section titled 'TAXPAYER INFORMATION' containing several input fields:

Field Name	Value
Tax Account Number (TAN)	99999991
Business Registration Number (BRN)	C47859789
Payer Name	TEST COMPANY LTD
Tax Period	2019
Telephone Number *	9999999
Mobile Number *	59999999
Name of declarant *	XYZ
Email *	test@mra.mu

At the bottom of the form, there is a 'Next >>' button. The footer of the page reads 'Mauritius Revenue Authority © 2019'.

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

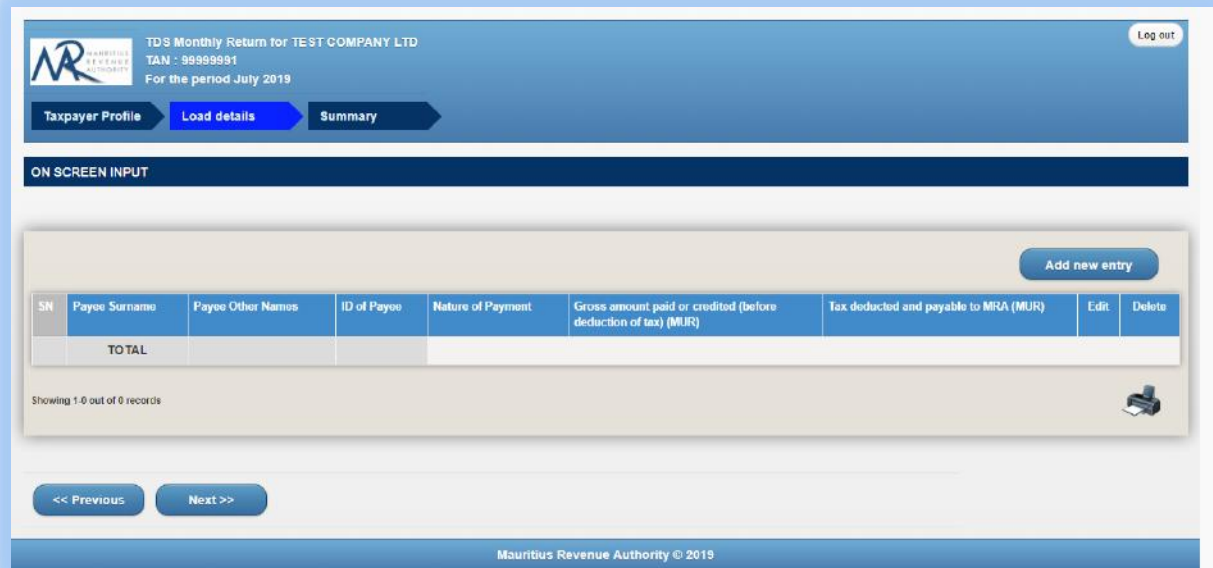
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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

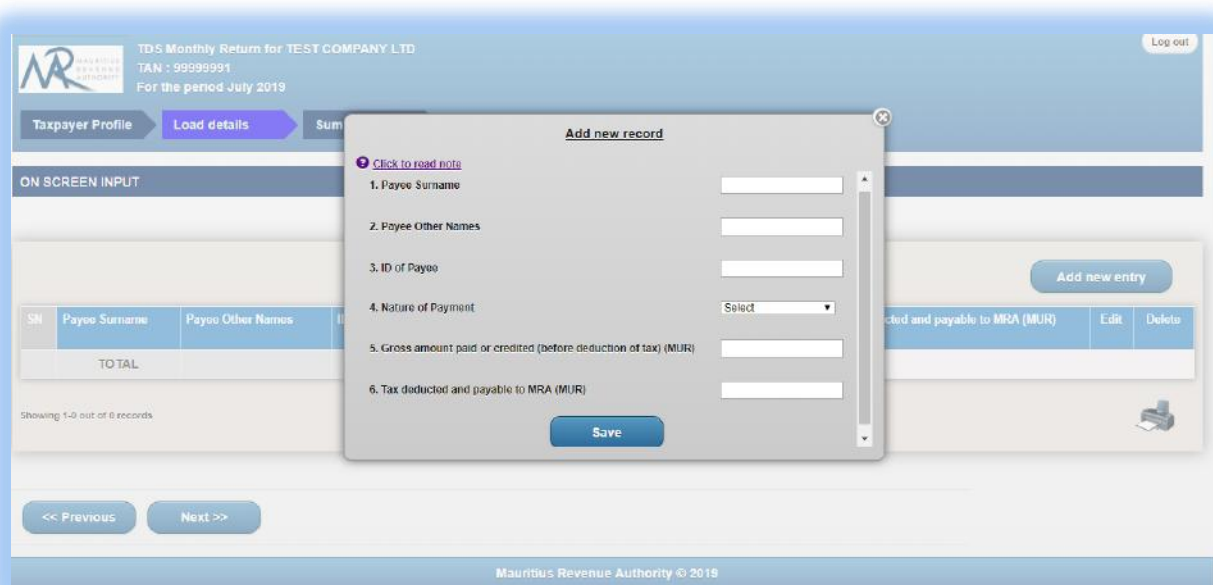
Step 3: Click on “Next” button to proceed to next page.

2. Load Details

The “Load Details” page is displayed.



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

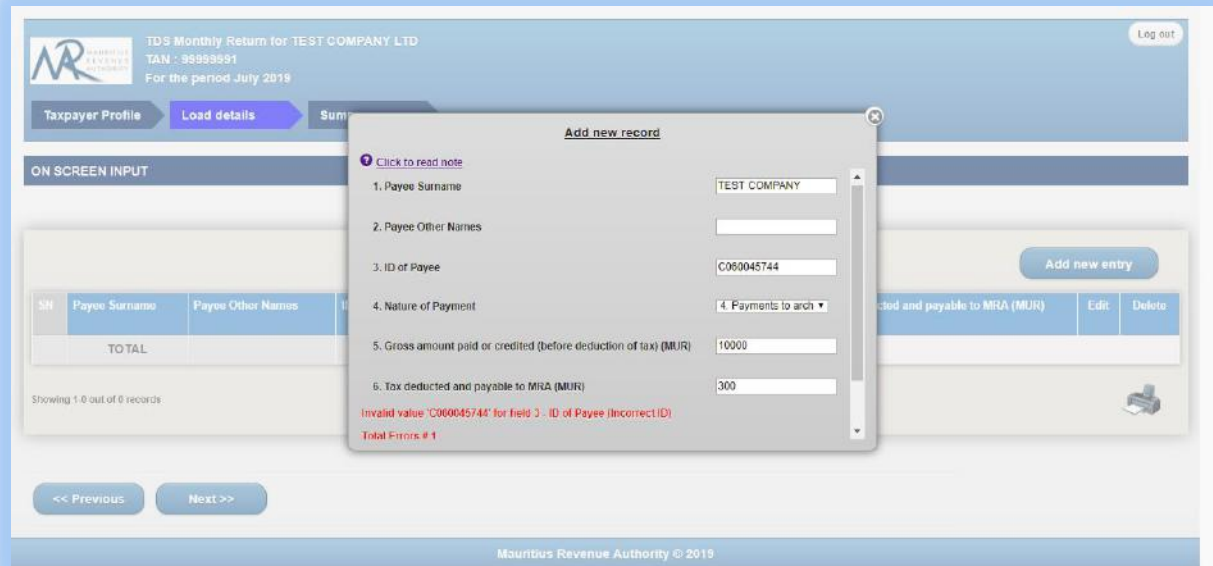


Step 2: For more details about the different fields, click on the “Click to read note” link.

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.

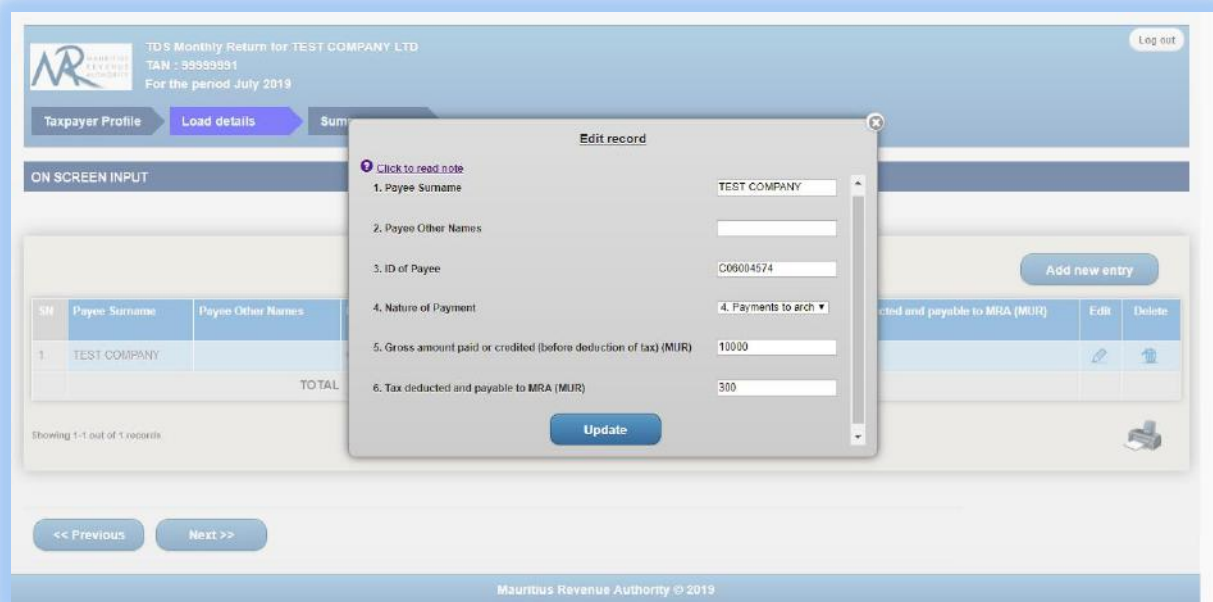


(ii) Valid record

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.



TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2019

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Click to read note

1. Payee Surname TEST COMPANY

2. Payee Other Names



3. ID of Payee C06004574

4. Nature of Payment 4. Payments to arch

5. Gross amount paid or credited (before deduction of tax) (MUR) 10000

6. Tax deducted and payable to MRA (MUR) 300


Add new entry

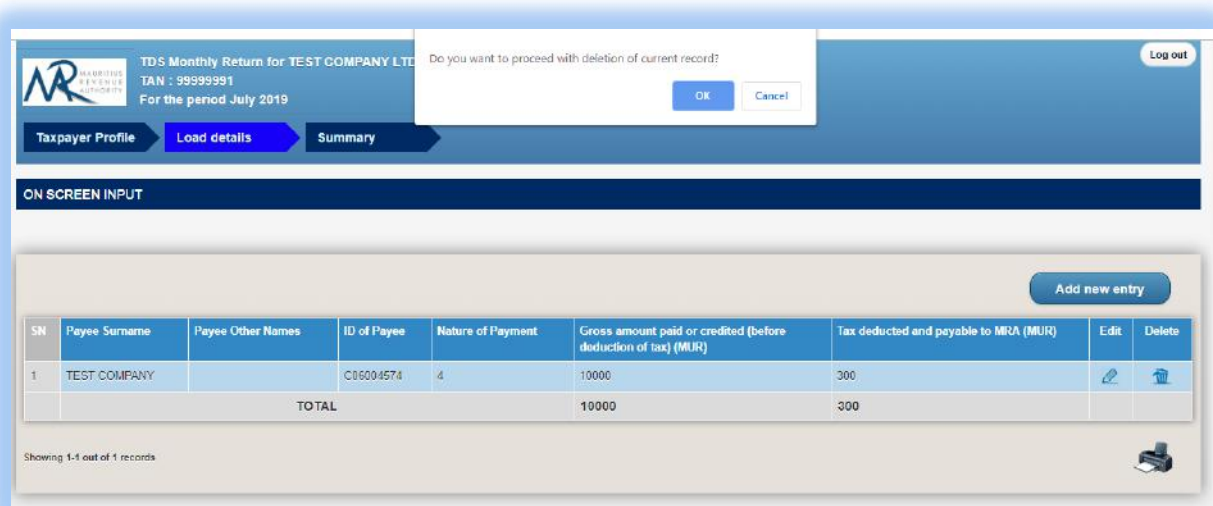
SN	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit	Delete
1	TEST COMPANY		C06004574	4	10000	300		
TOTAL						10000	300	

Showing 1-1 out of 1 records

<< Previous Next >>

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





TDS Monthly Return for TEST COMPANY LTD
TAN : 99999991
For the period July 2019

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

SN	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and payable to MRA (MUR)	Edit	Delete
1	TEST COMPANY		C06004574	4	10000	300		
TOTAL						10000	300	

Showing 1-1 out of 1 records

Do you want to proceed with deletion of current record?

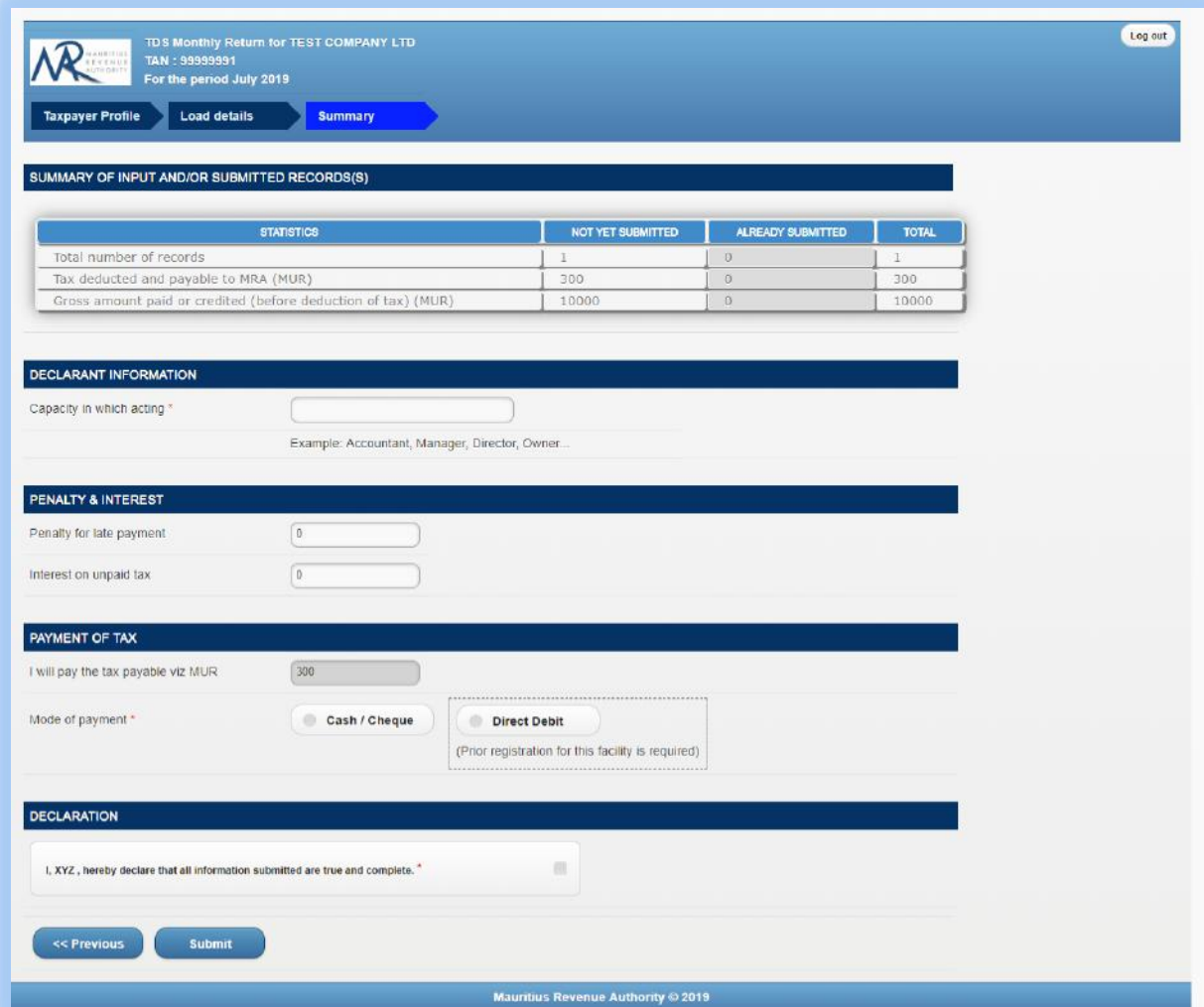
OK Cancel

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 2019

Log out

Taxpayer Profile Load details **Summary**

SUMMARY OF INPUT AND/OR SUBMITTED RECORDS(S)

STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	1
Tax deducted and payable to MRA (MUR)	300	0	300
Gross amount paid or credited (before deduction of tax) (MUR)	10000	0	10000

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

<< Previous Submit

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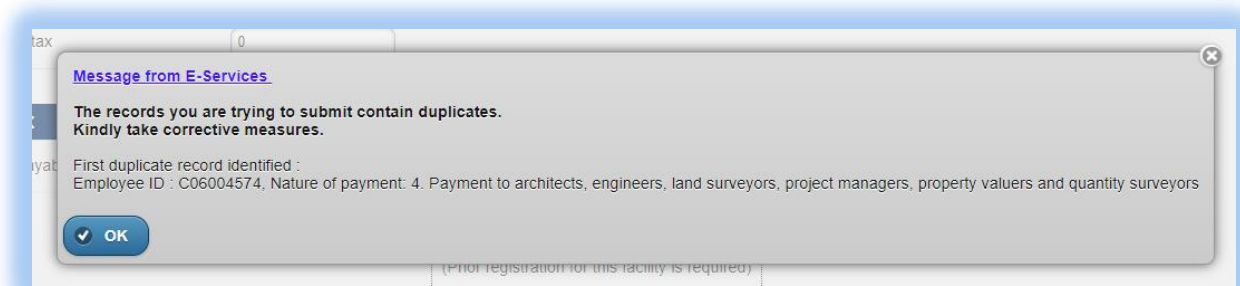
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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).

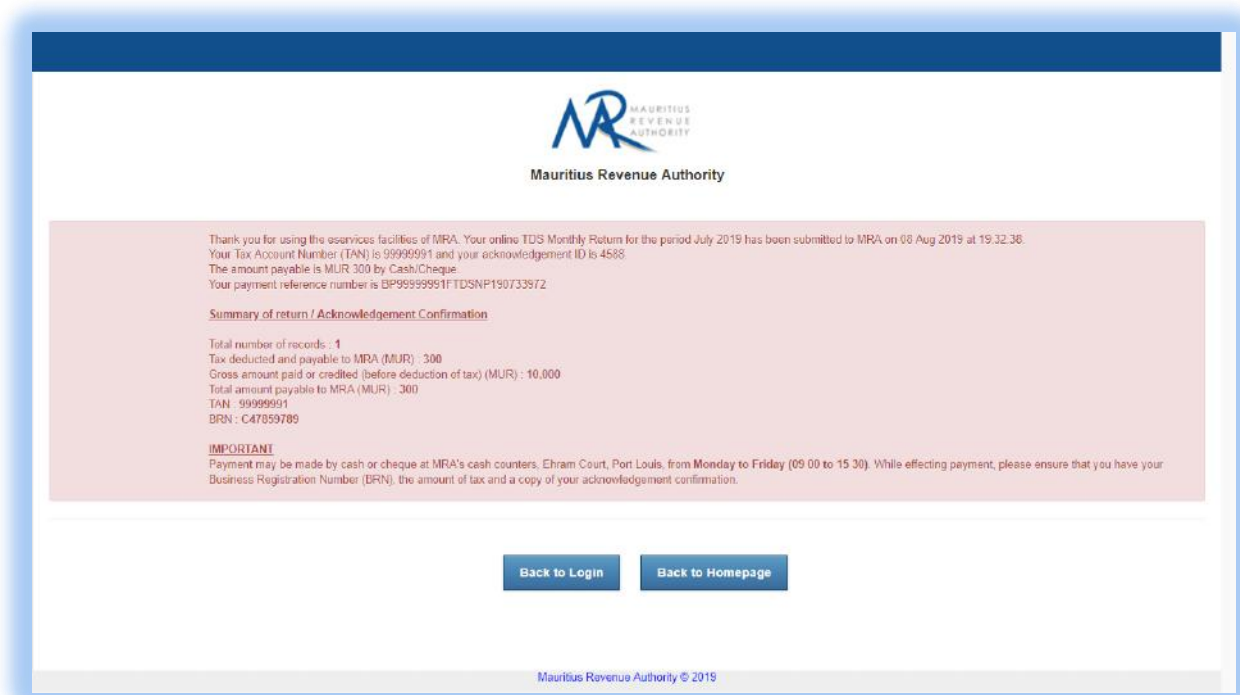
Step 4: In the “**PAYMENT OF TAX**” section, ensure the tax payable amount is correct and then select the payment mode (**Cash/Cheque** or **Direct Debit**).

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 **ID of Payee** 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.

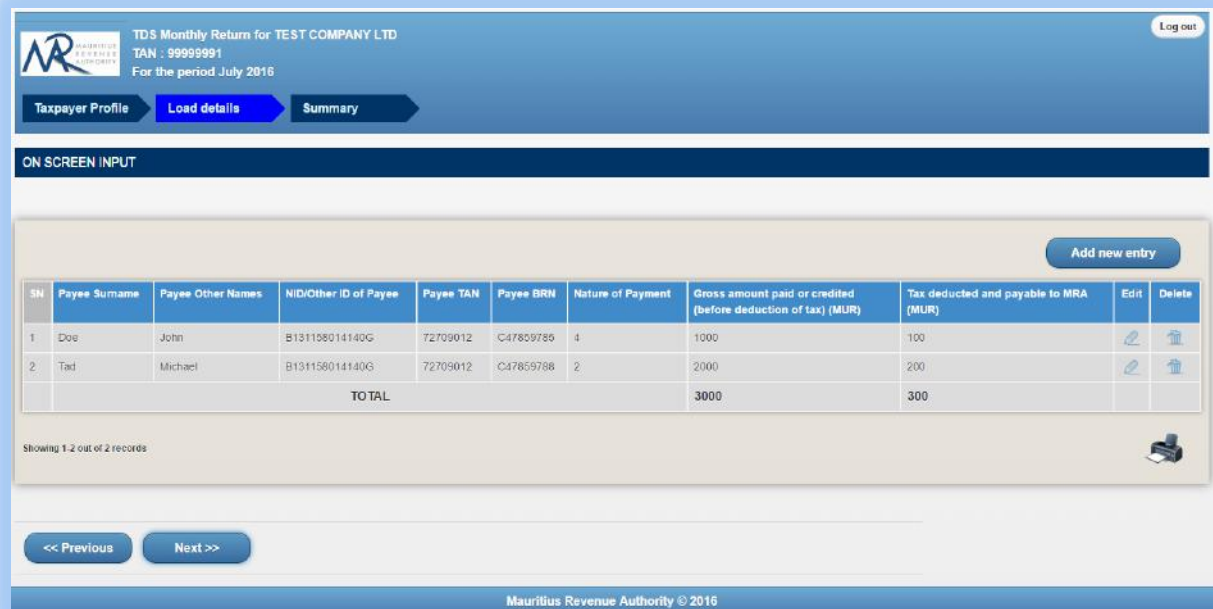
On next login, only the previously successfully saved records are available. Details in “**Taxpayer Profile**” will have to be re-entered. In “**Load Details**” section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the “**Submit**” button is 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	C47809785	4	1000	100		
2	Tad	Michael	B131158014140G	72709012	C47809788	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 services 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.

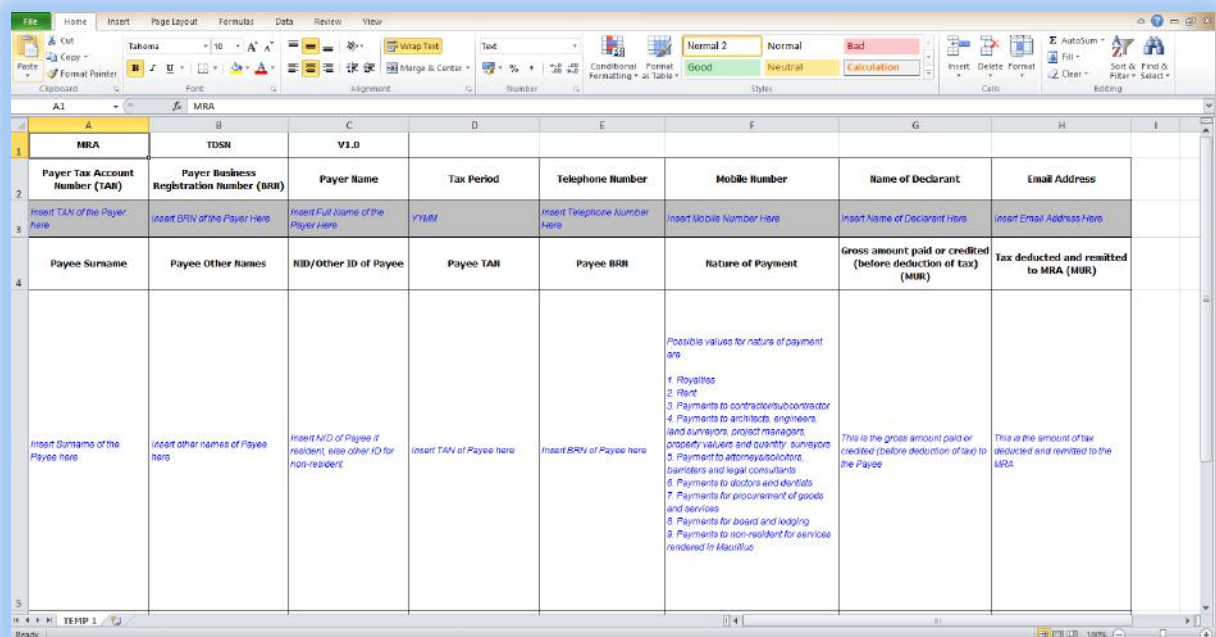
****IMPORTANT:**

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

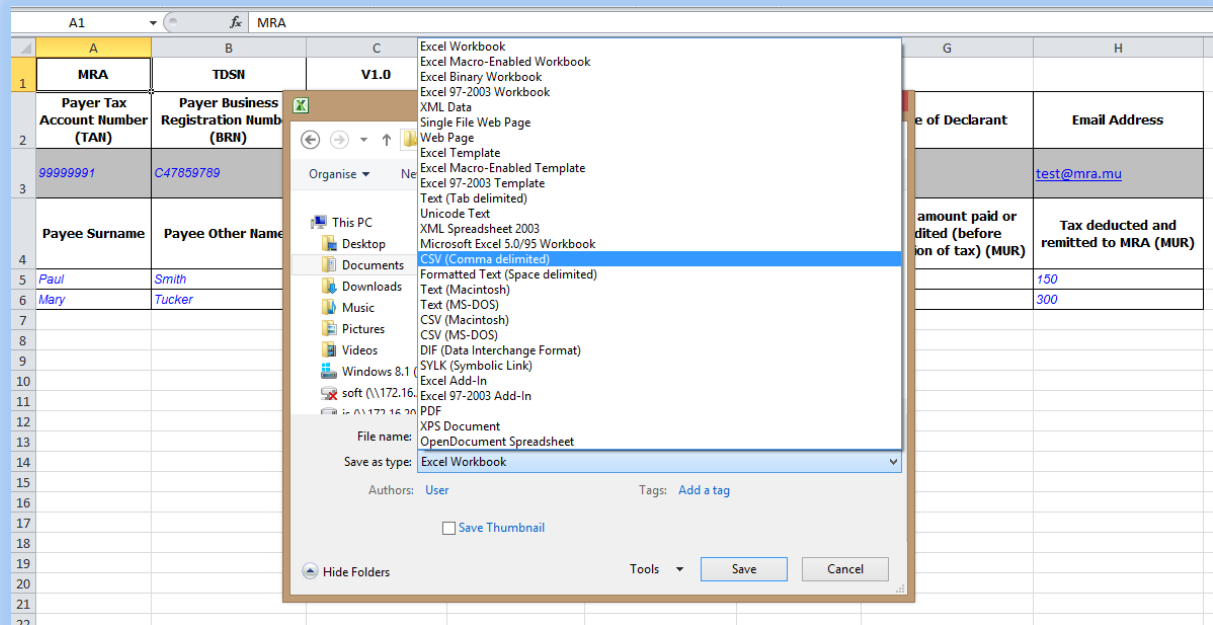
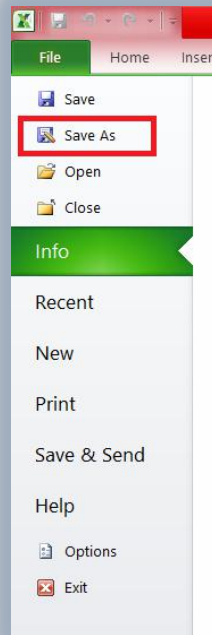
To generate your CSV file, please download the excel template from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/TDSN/excelTemplate.xlsx>.



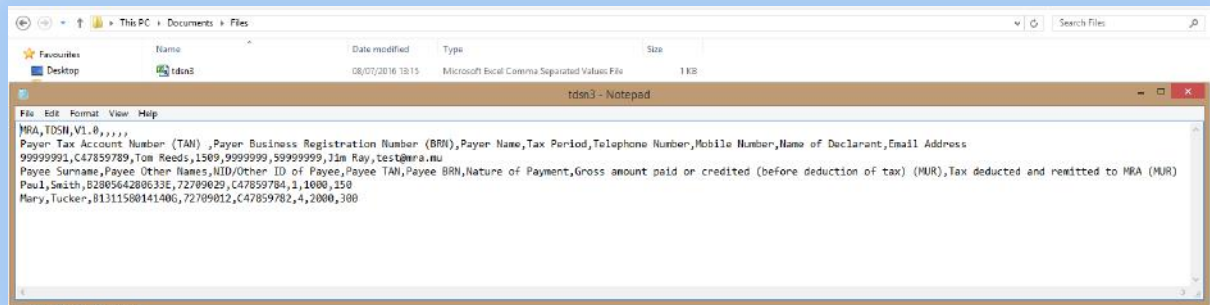
Replace the blue text with your data as shown below.

	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	RID/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.