

STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) – GRATUITY RETURN

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

Login Step



The screenshot shows the login interface of the Mauritius Revenue Authority. At the top center is the logo for the Mauritius Revenue Authority, featuring the letters 'MR' in a stylized font. Below the logo, there are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a red asterisk and the text 'Password required' next to it. Below these fields is a blue 'Login' button. At the bottom left, there is a small note: 'For information: * Fields marked with * are mandatory.' At the bottom center, there is a copyright notice: 'Mauritius Revenue Authority © 2020'.

Step 1: Enter your username (Employer Registration Number)

Step 2: Enter your password

Step 3: Click on the “Login” button to proceed to next page

2. The following details shall display
Employer Details/ Income Year / Month / Filing Type

Kindly read **information** below before proceeding.

Mauritius Revenue Authority

Employer Registration Number (ERN):

National Identity Card:

Tax Account Number (TAN):

Business Registration Number (BRN):

Name:

Select Return Type: *

Select Period: *

Select Filing Type: * SCREEN INPUT CSV

For information :

Under

‘Select Return Type’ select Gratuity Return Return of Retirement/Death

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

“Return Type” – Gratuity Return on Retirement/Death should be displayed

Step 1: Select the “Period” for which the return is being filed.

Step 2: Click on “Start Filing” button to proceed to next page.



Mauritius Revenue Authority

 Kindly read **information** below before proceeding.

Employer Registration Number (ERN):

National Identity Card:

Tax Account Number (TAN):

Business Registration Number (BRN):

Name:

Select Return Type: * 

Select Period: *

Start Filing

For information :

And then click on 'Start Filing' to go on the 'Employer Details' Tab

3. The following details shall display

MAURITIUS REVENUE AUTHORITY
Gratuity Return on Retirement/Death
For B
For the period ending: MARCH 2025
Log out

Step 1
Employer Details

Step 2
Load Details

Step 3
Summary

EMPLOYER DETAILS

Employer Category	Normal
Employer Registration Number (ERN)	
Business Registration Number (BRN)	
Name	
Period ending	MARCH 2025
Telephone Number *	2076000
Mobile Number *	52076000
Name of declarant *	mira
Email *	

Previous Next

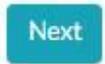
Employer Category, ERN, BRN, Name and Period Ending are prefilled and this information cannot be altered.

Step 1: Employer insert phone Number (mandatory)

Step 2: Employer insert Mobile Number (mandatory)

Step 3: Insert Name of Declarant (mandatory)

Step 4: Insert Email address (mandatory)

Click on  to go to the 'Load Details' Tab

4. Load Details Tab

AR MARRITIUS
REVENUE
AUTHORITY

Gratuity Return on Retirement/Death
For B: [REDACTED]
For the period ending: MARCH 2025

Log out

Step 1
Employer Details

Step 2
Load Details

Step 3
Summary

GUIDELINES

1. You can either add employee manually or upload employee details from file.
2. To add a new employee, click on 'Add Employee' button.
3. Enter employee details and click on save button.
4. To upload employee details from file, click on the 'Choose File' button to upload your file. Click here to download CSV format.
5. If successfully uploaded and validation details will be displayed in below table.
6. In case of any error, the data will not be displayed.

EMPLOYEE DETAILS

Click to upload: No file chosen

Search:

Action	NID	Surname	Other Name	Reason	Exit Date	Legal Doc. Submitted Date	Gratuity Amount	Date Paid	Payment Mode	Bank Name	Bank A/C No	Cheque No	Rep. Phone	Rep. Mobile	Rep. Email
No data available in table															

Showing 0 to 0 of 0 entries

You can either add employee manually or upload employee details from file.

Input Employee Details/Upload Details using CSV

4.1 Screen Input

Step 1: For adding employees, click on “Add Employee”. The following screen will appear.

The screenshot shows a web application window titled "Add/Edit Employee" with a close button (X) in the top right corner. The form is organized into two columns of input fields. The left column contains: "Employee ID *", "Surname *", "Other Names of Employee *", "Reason for Exit *" (a dropdown menu with "-- Select a Reason For Exit --"), "Date of Exit *" (with a date picker showing "dd----yyyy"), "Date relevant legal document submitted" (with a date picker showing "dd----yyyy"), and "Amount of Gratuity paid *". The right column contains: "Date payment of Gratuity made *" (with a date picker showing "dd-Mar-2025"), "Mode of Payment *" (a dropdown menu with "-- Select a Payment Mode --"), "Bank Name" (a dropdown menu with "-- Select a Bank Name --"), "Bank Account", "Cheque Number", "Phone Number of Employee or legal heirs or legal representative", "Mobile Number of Employee or legal heirs or legal representative", and "E-mail Address of Employee or legal heirs or legal representative". At the bottom right of the form, there are two buttons: a green "Save" button and a grey "Cancel" button.

Employee ID *	Date payment of Gratuity made *
<input type="text"/>	<input type="text" value="dd-Mar-2025"/>
Surname *	Mode of Payment *
<input type="text"/>	<input type="text" value="-- Select a Payment Mode --"/>
Other Names of Employee *	Bank Name
<input type="text"/>	<input type="text" value="-- Select a Bank Name --"/>
Reason for Exit *	Bank Account
<input type="text" value="-- Select a Reason For Exit --"/>	<input type="text"/>
Date of Exit *	Cheque Number
<input type="text" value="dd----yyyy"/>	<input type="text"/>
Date relevant legal document submitted	Phone Number of Employee or legal heirs or legal representative
<input type="text" value="dd----yyyy"/>	<input type="text"/>
Amount of Gratuity paid *	Mobile Number of Employee or legal heirs or legal representative
<input type="text"/>	<input type="text"/>
	E-mail Address of Employee or legal heirs or legal representative
	<input type="text"/>

Step 2: Enter the employee details and click on “Save” icon 

(i) **Invalid record**

If the employee details contain invalid information, an error message will be displayed. The information must then be corrected

before clicking on “Save” icon 

(ii) **Valid record**

Fill all the appropriate fields and click on “Save” icon 

When all information is correct and the “Save” icon  is clicked, the record is then displayed on the table, as shown below.

MAURITIUS REVENUE AUTHORITY Gratuity Return on Retirement/Death For E For the period ending MARCH 2025 Log out

Step 1 Employer Details Step 2 Load Details Step 3 Summary

GUIDELINES

1. You can either add employees manually or upload employee details from file.
2. To add a new employee, click on 'Add Employee' button.
3. Enter employee details and click on save button.
4. To upload employee details from file, click on the 'Choose File' button to upload your file. [Click here to download: CSV format](#)
5. If successfully uploaded and validated, details will be displayed in below table.
6. In case of any error, the data will not be displayed.

EMPLOYEE DETAILS

Click to upload: No file chosen

Search:

Action	NID	Surname	Other Name	Reason	Exit Date	Legal Doc Submitted Date	Gratuity Amount	Date Paid	Payment Mode	Bank Name	Bank A/C No	Cheque No	Rep. Phone	Rep. Mobile	Rep. Email
 				RETIREMENT	20220430		165000	20250306	CASH						

Showing 1 to 1 of 1 entries Previous Next

To modify the record, click on the icon . A popup screen will be displayed with existing data. Modify record and click on icon .

To delete a record, click on the icon .

Step 3: After having added all employees' details, click on button to proceed to next page (Summary).

4.2 Screenshot when using CSV

1. Upload Details

MAURITIUS REVENUE AUTHORITY Gratiuity Return on Retirement/Death For BI For the period ending MARCH 2025 Log out

Step 1 Employer Details | Step 2 Load Details | Step 3 Summary

GUIDELINES

1. You can either add employee manually or upload employee details from file.
2. To add a new employee, click on 'Add Employee' button.
3. Enter employee details and click on save button.
4. To upload employee details from file, click on the 'Choose File' button to upload your file. [Click here to download CSV format](#)
5. If successfully uploaded and validation, details will be displayed in below table.
6. In case of any error, the data will not be displayed.

EMPLOYEE DETAILS

Click to upload: No file chosen

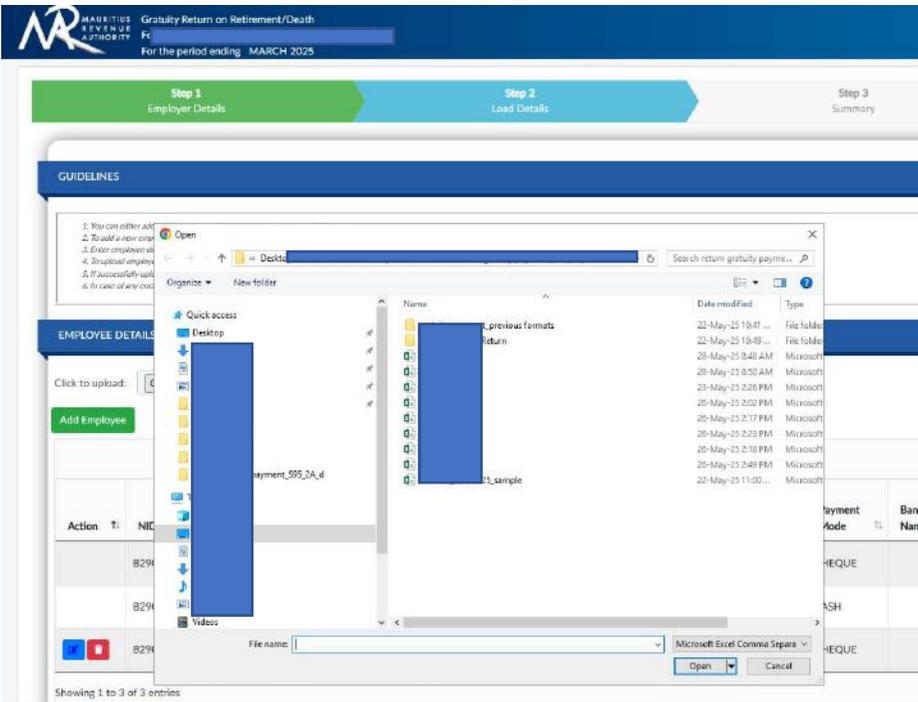
Search:

Action	NID	Surname	Other Name	Reason	Exit Date	Legal Doc Submitted Date	Gratuity Amount	Date Paid	Payment Mode	Bank Name	Bank A/C No	Cheque No	Rep. Phone	Rep. Mobile	Rep. Email
<input type="checkbox"/>	N			RETIREMENT	20220430		165000	20250306	CASH						

Showing 1 to 1 of 1 entries Previous 1 Next

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Step 1: Click on the “Choose File” button and browse file to be uploaded, as shown below.



Step 2: Entries in the chosen file name appears as shown below.

MAURITIUS REPUBLIC
Gratuity Return on Retirement/Death
For [redacted]
For the period ending MARCH 2025

Log out

Step 1 Employer Details Step 2 Load Details Step 3 Summary

GUIDELINES

1. You can either add employee manually or upload employee details from file.
2. To add a new employee, click on "Add Employees" button.
3. Enter employee details and click on save button.
4. To upload employee details from file, click on the "Choose File" button to upload your file. [Click here to download: CSV format](#)
5. If successfully uploaded and validated, details will be displayed in below table.
6. In case of any error, the data will not be displayed.

EMPLOYEE DETAILS

Click to upload: No file chosen

Search:

Action	NID	Surname	Other Name	Reason	Exit Date	Legal Doc Submitted Date	Gratuity Amount	Date Paid	Payment Mode	Bank Name	Bank A/C No	Cheque No	Rep. Phone	Rep. Mobile	Rep. Email
 	[redacted]	[redacted]	[redacted]	RETIREMENT	20220430		165000	20250306	CASH						

Showing 1 to 1 of 1 entries

Previous **1** Next

Previous Next

Step 3:

(i) **Invalid file**

If the file contains any error, the file is not uploaded and an error message is displayed with all the details about the erroneous data. 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. The entries can be deleted by clicking on the delete icon .

Step 4: Once all files have been uploaded, proceed to the next page by clicking on the "Next" button.

Step 5: Proceed to the next page by clicking on the "Next" button.

5. Summary Tab

Step 1: The summary page is displayed. Please ensure that all the values in the “SUMMARY OF INPUT AND /OR SUBMITTED RECORDS” sections are correct.

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

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

The screenshot shows the 'Summary' step of a three-step process. The header includes the Mauritius Revenue Authority logo and text: 'Gratuity Return on Retirement/Death For K [redacted] For the period ending APRIL 2025'. A 'Log out' button is in the top right. A progress bar at the top shows 'Step 1 Employer Details' (green), 'Step 2 Load Details' (green), and 'Step 3 Summary' (blue). The main content area has three sections: 'STATISTICS' with a table, 'DECLARANT INFORMATION' with a dropdown menu, and 'DECLARATION' with a checkbox. A 'Submit' button is at the bottom center, and a 'Previous' button is at the bottom right.

STATISTICS	
Number of records already submitted	0
Number of records added	1

DECLARANT INFORMATION

Capacity in which acting *

DECLARATION

I, confirm that all information provided is true and correct. *

Submit

Previous

Step 4: Click on “Submit” button. The following screen is displayed upon successful submission. An email is also sent to the declarant’s email address.



Mauritius Revenue Authority

Thank you for using the services facilities of MRA. Your online Gratuity Return on Retirement/Death has been submitted to MRA on 04 Jun 2025 at 13:40:03.

Your Employer Registration Number is 02018411 and your Acknowledgement ID is 94349.

Summary of return / Acknowledgement Confirmation

NID of Employee	Amount of Gratuity Paid	Date Submitted	Time Submitted
[REDACTED]	5000	04 Jun 2025	13:40:03
[REDACTED]	5000	04 Jun 2025	13:40:03
[REDACTED]	5000	04 Jun 2025	13:40:03
[REDACTED]	5000	04 Jun 2025	13:40:03

Back to Dashboard