

STEP-BY-STEP GUIDE TO E-FILING OF QUARTERLY STATEMENT BY HOUSEHOLD EMPLOYERS

1. Introduction

You want to submit your quarterly Statement by Household Employers 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 statement.

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

2. Login



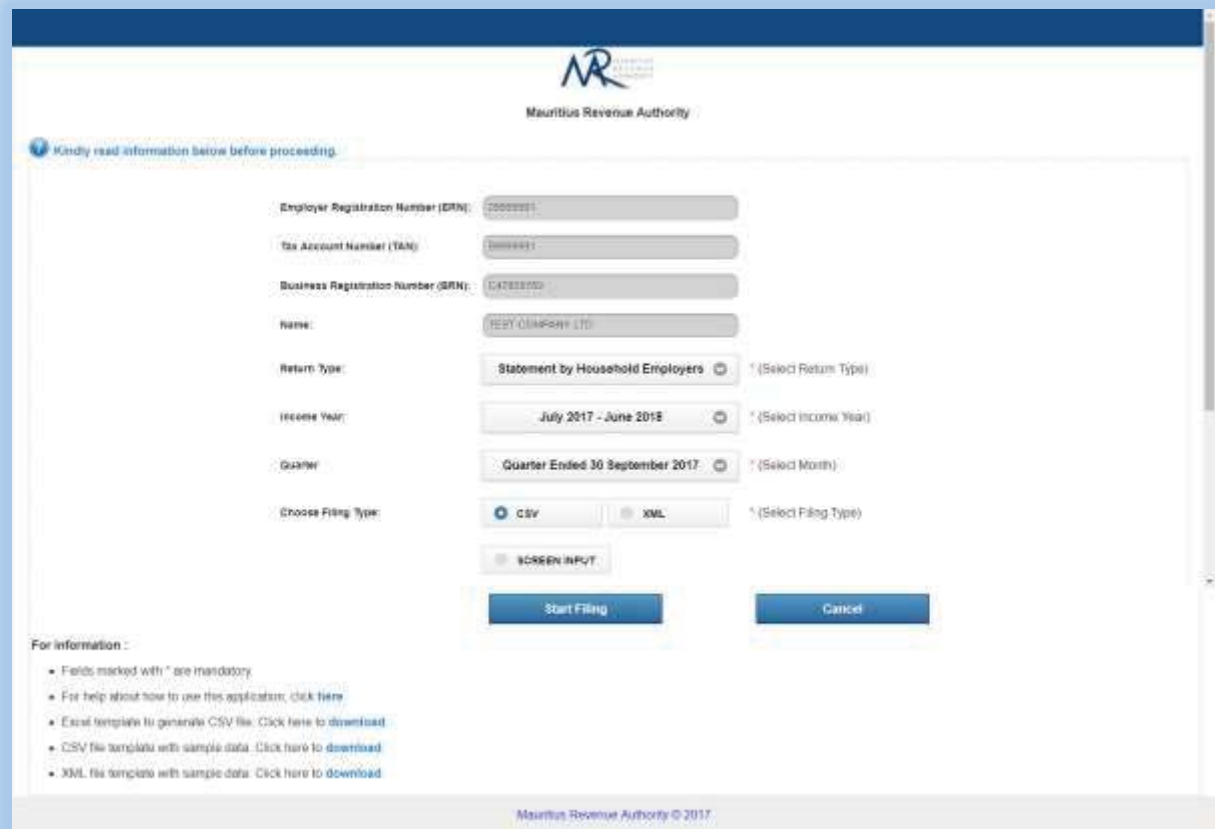
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and name "Mauritius Revenue Authority". Below this, there are two input fields: "Username:" and "Password:". The "Username:" field has a red asterisk and the text "Enter your Employer Registration Number (ERN)". The "Password:" field has a red asterisk and the text "Make sure it's". Below the input fields is a blue "Login" button. At the bottom left, there is a "For information:" section with a bullet point: "Paid related 90% are mandatory". At the bottom center, there is a copyright notice: "Mauritius Revenue Authority © 2010".

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

3. Choosing Return Type / Income Year / Quarter / Filing Type



Kindly read information below before proceeding.

Employer Registration Number (ERN): 00000001

Tax Account Number (TAN): 00000001

Business Registration Number (BRN): 00000001

Name: PEST COMPANY LTD

Return Type: Statement by Household Employers [†](Select Return Type)

Income Year: July 2017 - June 2018 [†](Select Income Year)

Quarter: Quarter Ended 30 September 2017 [†](Select Month)

Choose Filing Type: CSV XML [†](Select Filing Type)
 SCREEN INPUT

Start Filing Cancel

For information :

- Fields marked with * are mandatory
- For help about how to use this application, click [here](#)
- Excel template to generate CSV file. Click [here to download](#)
- CSV file template with sample data. Click [here to download](#)
- XML file template with sample data. Click [here to download](#)

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

Step 1: Select the “Return Type” – in this case: Statement by Household Employers

Step 2: Select the “Income Year” for which the statement is being filed.

Step 3: Select the “Quarter” for which the statement is being filed.

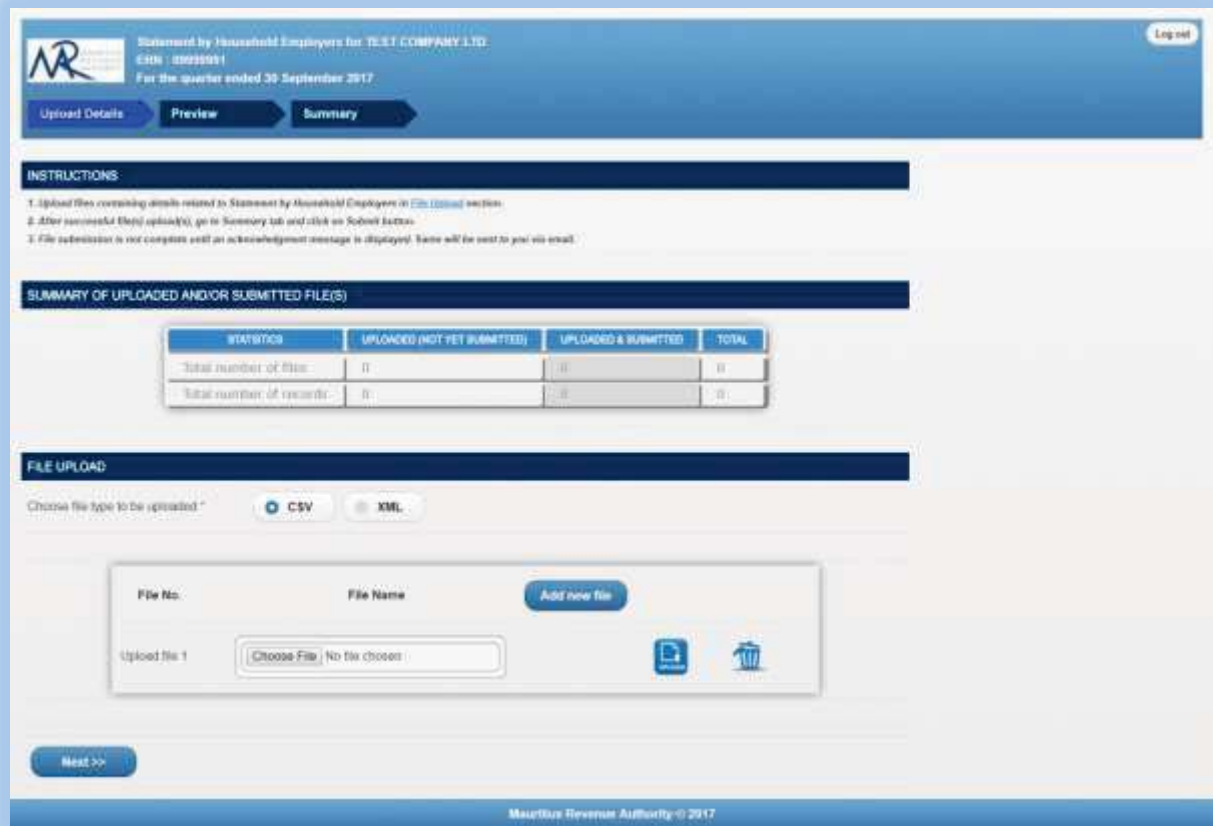
Step 4: Select the “Filing Type” for which the statement is being filed.

Step 5: In the “For information” section, the guidelines and the different templates for Statement by Household Employers 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



Statement by Household Employers for TEST COMPANY LTD.
 CHN : 05020511
 For the quarter ended 30 September 2017

Upload Details | Preview | Summary

INSTRUCTIONS

1. Upload files containing details related to Statement by Household Employers 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	Add new file
Upload file 1	<input type="text" value="Choose File No file chosen"/>	 

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.

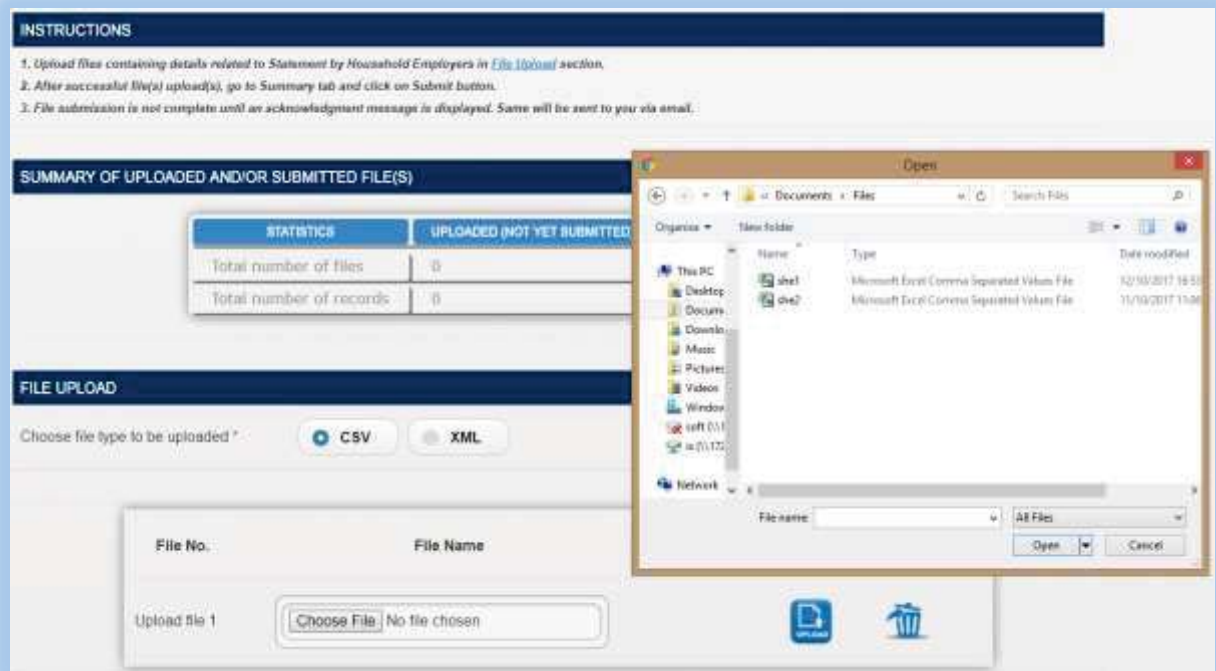


FILE UPLOAD

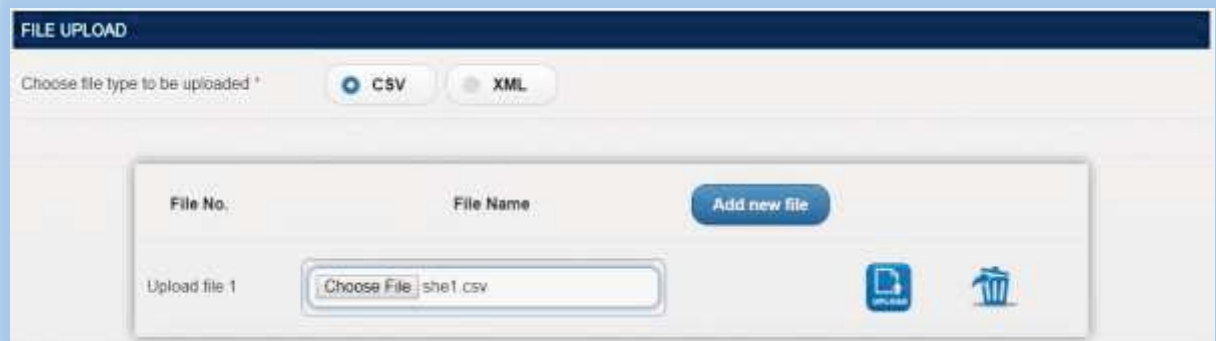
Choose file type to be uploaded *

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.

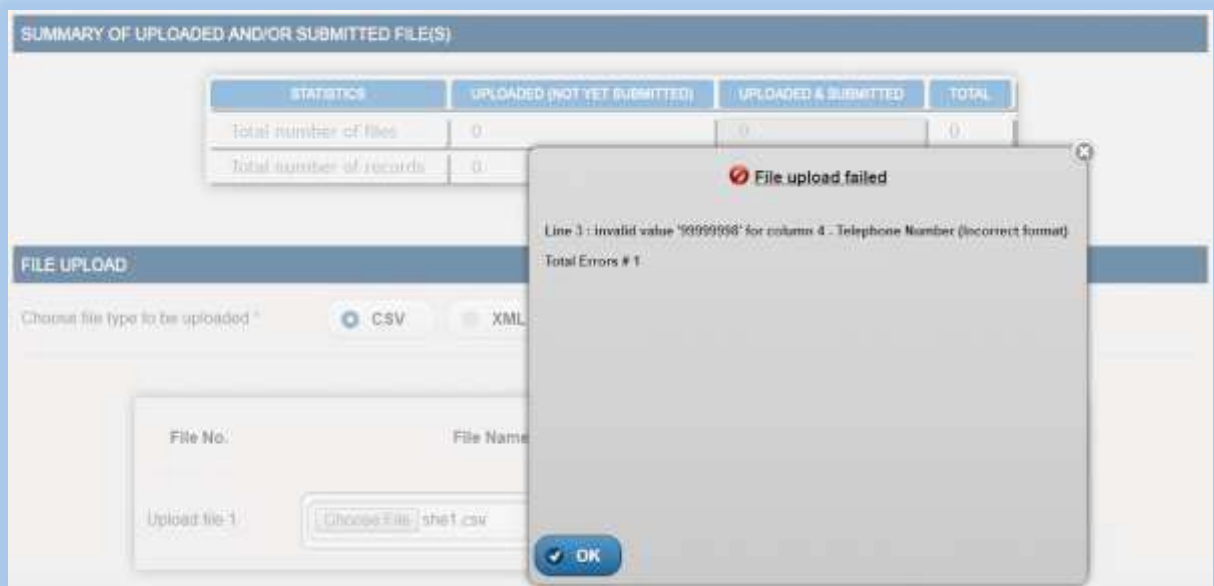
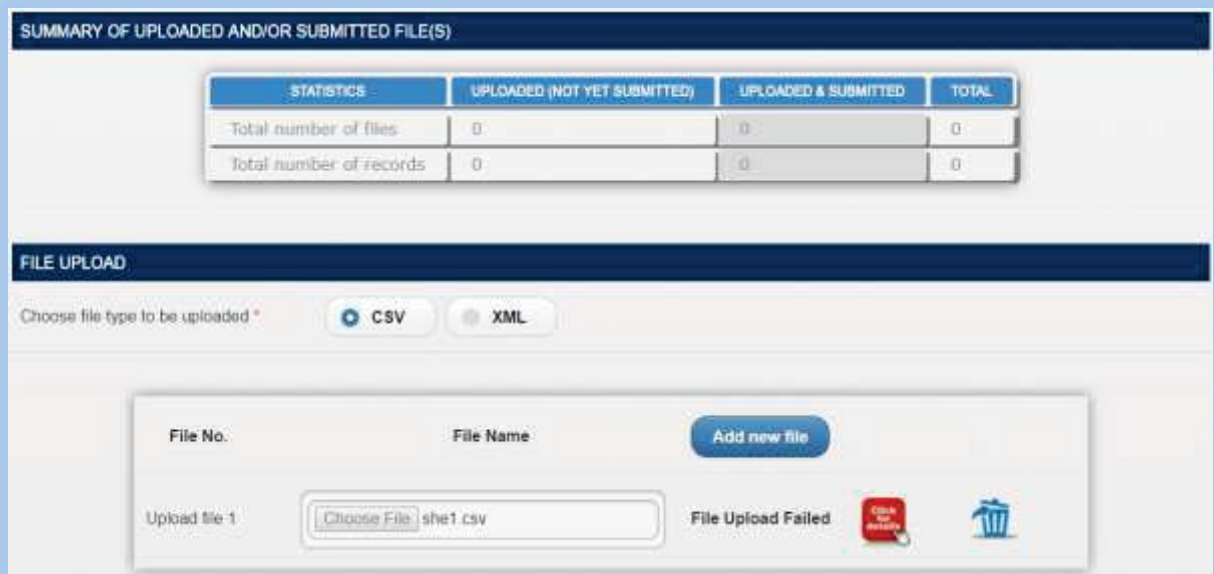


Step 4:

(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
Emoluments for the 1st MONTH of the quarter (MUR)	400	0	400
Emoluments for the 2nd MONTH of the quarter (MUR)	500	0	500
Emoluments for the 3rd MONTH of the quarter (MUR)	600	0	600

FILE UPLOAD

Choose file type to be uploaded * CSV XML

File No.	File Name	
Upload file 1	<input type="text" value="she1.csv"/>	File Uploaded  

FILE UPLOAD

Choose file type to be uploaded * CSV XML

File No.	File Name	
File 1	she1.csv	File Uploaded  

File upload successful

Total number of records: 2 Emoluments for the 1st MONTH of the quarter (MUR): 400

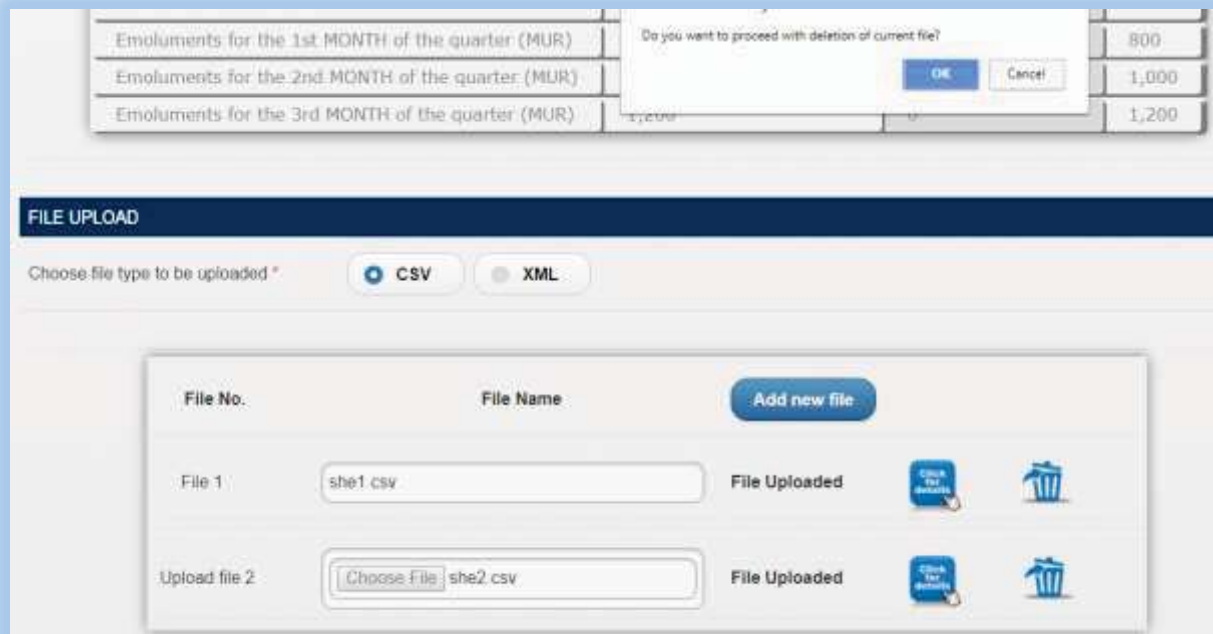
Emoluments for the 2nd MONTH of the quarter (MUR): 500 Emoluments for the 3rd MONTH of the quarter (MUR): 600

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**.



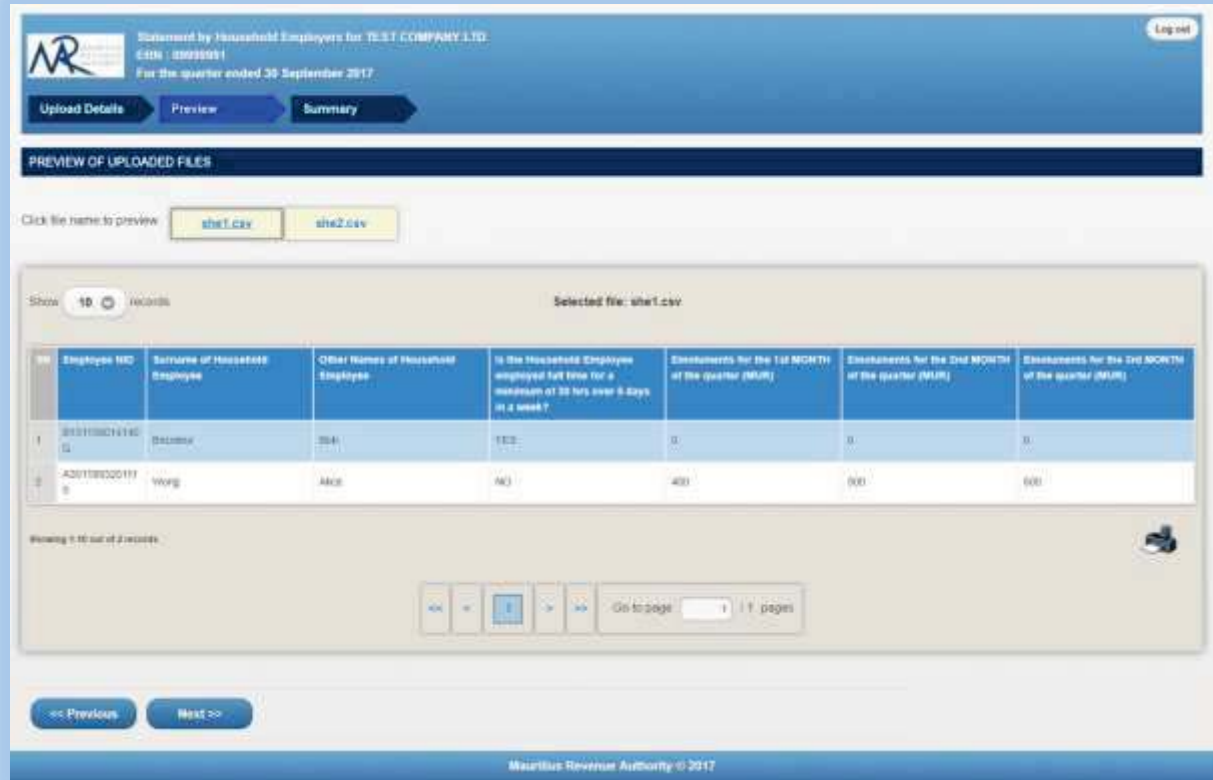
Step 6: To delete a file, click on the delete bin icon [🗑️]. A confirmation message is displayed. Click on “**OK**” to delete file, else cancel the action.



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.



Statement by Household Employers for TEST COMPANY LTD.
 CTR : 0000001
 For the quarter ended 30 September 2017

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [she1.csv](#) [she2.csv](#)

Show 10 records Selected file: she1.csv

#	Employee ID	Surname of Household Employee	Other Names of Household Employee	Is the Household Employee employed full time for a minimum of 30 hrs over 8 days in a week?	Earnings for the 1st MONTH of the quarter (MUR)	Earnings for the 2nd MONTH of the quarter (MUR)	Earnings for the 3rd MONTH of the quarter (MUR)
1	00010001450	Bouvier	Bob	YES	0	0	0
2	A0010000177	Wong	Alice	NO	400	000	000

Showing 2 out of 2 records

Go to page: 1 of 1 pages

<< Previous Next >>

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

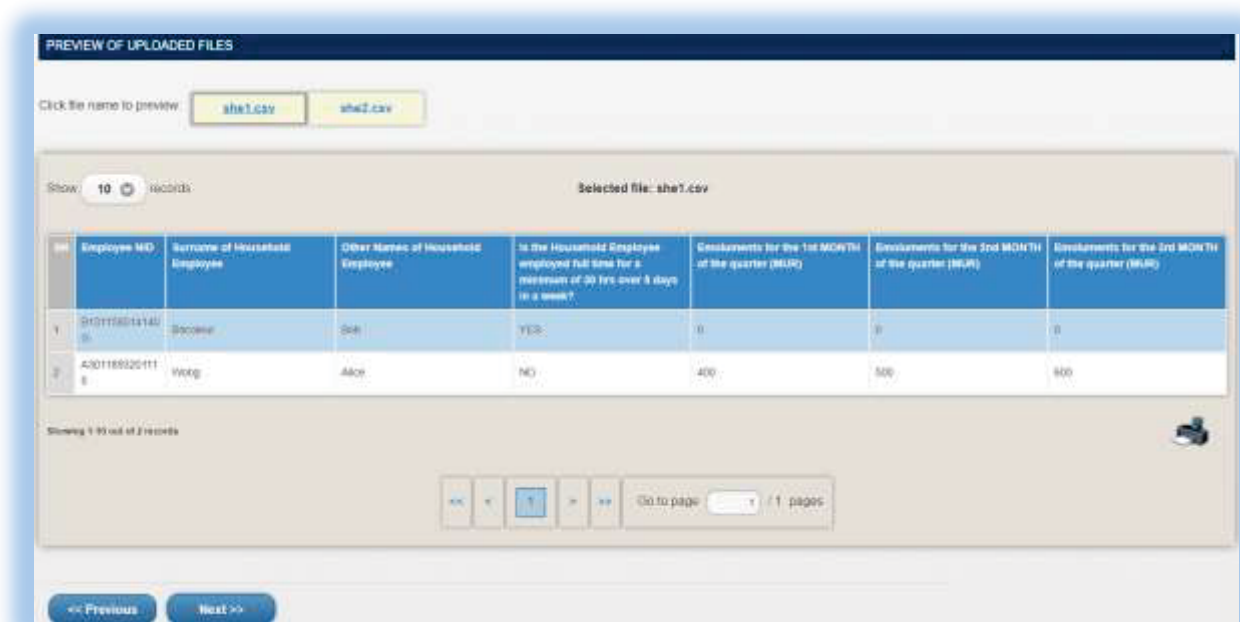


Click file name to preview: [she1.csv](#) [she2.csv](#)

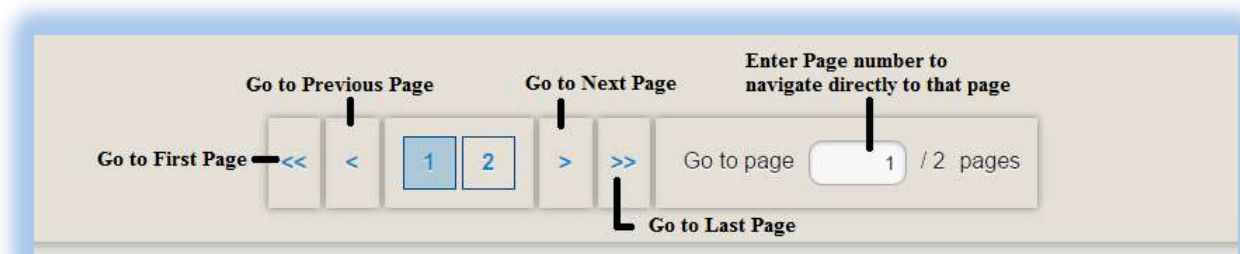
Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from “Show records” dropdown list.



Step 4: The name of the file being currently previewed is displayed on top: "Selected file: she1.csv"



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



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 AND/OR SUBMITTED FILE(S)” section are correct.



Statement by Household Employers for TEST COMPANY LTD.
 EFIN : 90000001
 For the quarter ended 30 September 2017

Upload Details Preview **Summary** Logout

SUMMARY OF UPLOADED FILES

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
Emoluments for the 1st MONTH of the quarter (MUR)	800	0	800
Emoluments for the 2nd MONTH of the quarter (MUR)	1,000	0	1,000
Emoluments for the 3rd MONTH of the quarter (MUR)	1,200	0	1,200

DECLARANT INFORMATION

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

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 “DECLARATION” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “Submit” button.

The **NID** for each employee 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 NID identified**.

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	4	0	4
Employments for the 1st MONTH of the quarter (MUR)	600	0	600
Employments for the 2nd MONTH of the quarter (MUR)	1,000	0	1,000
Employments for the 3rd MONTH of the quarter (MUR)	1,200	0	1,200

DECLARANT INFORMATION

Capacity in which acting * Example: Accountant, Manager

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
 NID : B111158014148G
 File Name : sha2.csv

OK

Step 4: 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 services hosted at MRA. Your online Statement to be received (E-Statement) for the quarter ended 30 September 2017 has been submitted to MRA on 11 Oct 2017 at 15:08:03.
 Acknowledgement ID: 1804

Summary of Return Acknowledgement Confirmation

Total number of files submitted : 1
 Total number of records : 2
 Employments for the 1st MONTH of the quarter (MUR) : 600
 Employments for the 2nd MONTH of the quarter (MUR) : 600
 Employments for the 3rd MONTH of the quarter (MUR) : 600

Back to Login Back to Homepage

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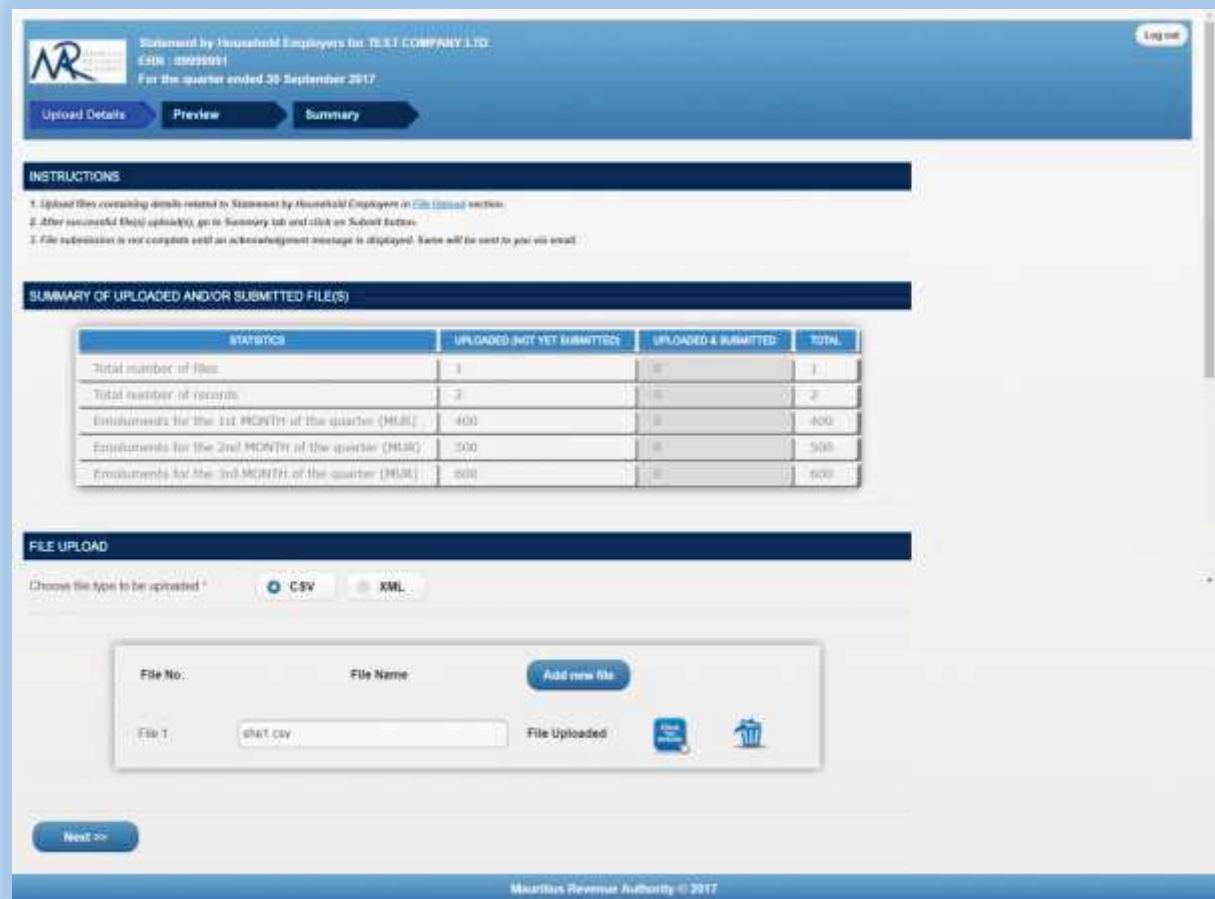
Step 7:

- 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 statement.

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.



Statement by Household Employers for TEST COMPANY LTD.
 TIN : 00000001
 For the quarter ended 30 September 2017

Upload Details | **Preview** | Summary

INSTRUCTIONS



- Upload files containing details related to Statement by Household Employers in the Upload section.
- After successful file(s) upload(s), go to Summary tab and click on Submit button.
- File submission to our computers will be acknowledged 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	1	0	1
Total number of records	2	0	2
Employments for the 1st MONTH of the quarter (MUR)	400	0	400
Employments for the 2nd MONTH of the quarter (MUR)	500	0	500
Employments for the 3rd MONTH of the quarter (MUR)	600	0	600

FILE UPLOAD

Choose file type to be uploaded: CSV XML

File No.	File Name	
File 1	stat.csv	File Uploaded  

Next >>>

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B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



Statement by Household Employers for TEST COMPANY LTD
 ERN : 0000001
 For the quarter ended 30 September 2017

Log out

Taxpayer Profile Load details Summary

TAXPAYER INFORMATION

Employer Registration Number (ERN) 0000001

Business Registration Number (BRN) 0000000

Employer Name TEST COMPANY LTD

Tax Period 2017

Telephone Number *

Mobile Number *

Name of declarant *

Email *

Next >>

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

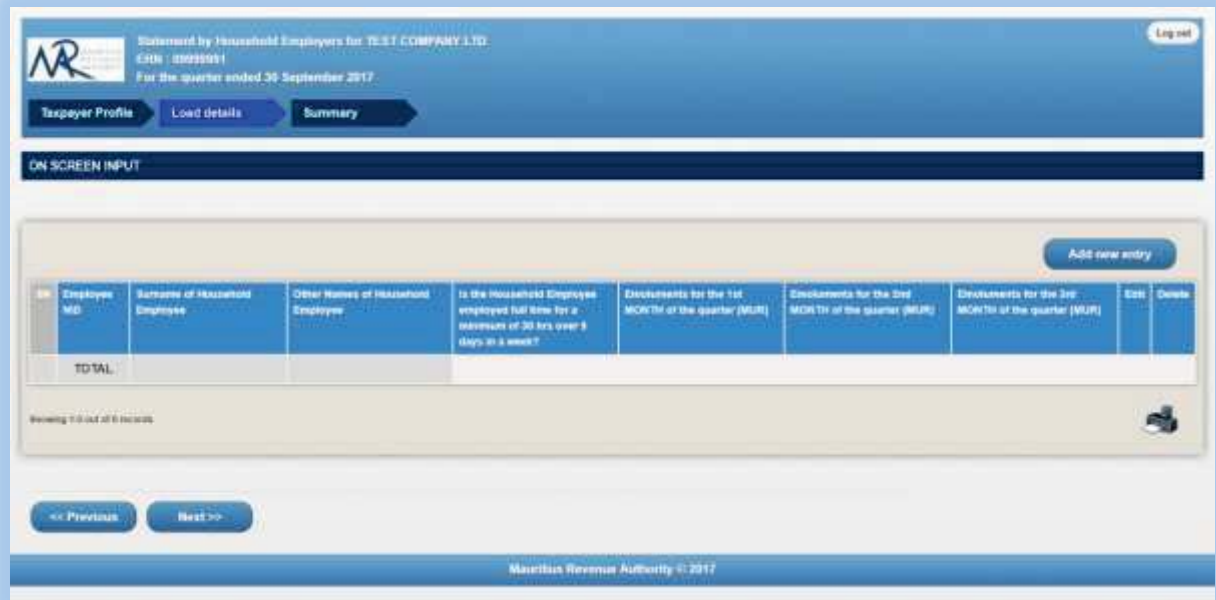
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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: For adding employees, click on “Add new entry” button found on the right. 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 employee details and click on “Save button”.

(i) Invalid record


If the employee 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.

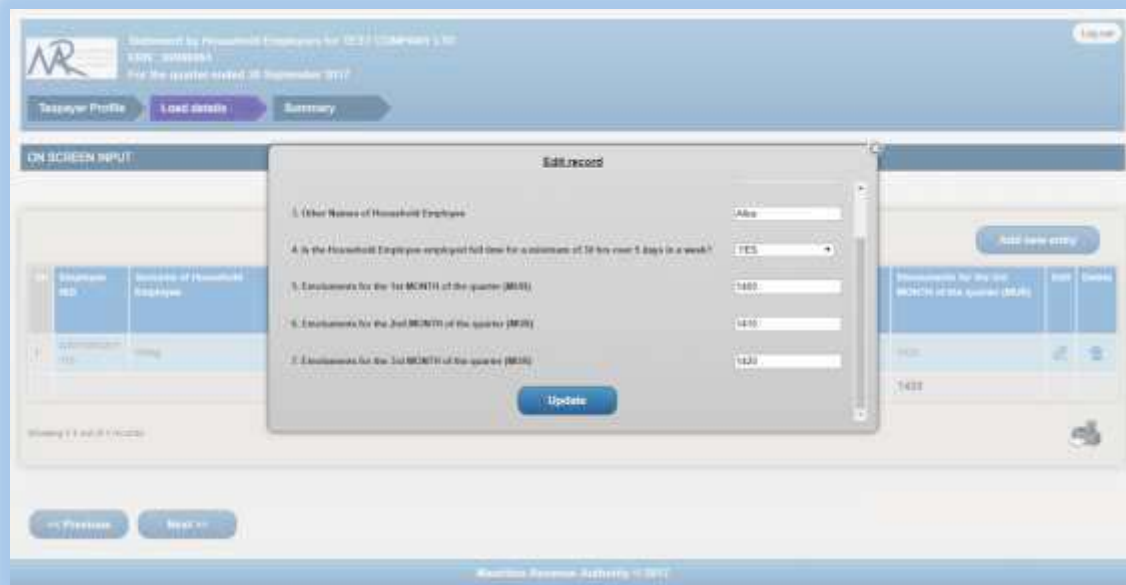



(ii) Valid record

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.



Statement by Household Employers for TEST COMPANY LTD.
 City : 0000001
 For the quarter ended 30 September 2017

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
Employments for the 3rd MONTH of the quarter (MUR)	1450	0	1450
Employments for the 2nd MONTH of the quarter (MUR)	1410	0	1410
Employments for the 1st MONTH of the quarter (MUR)	1400	0	1400

DECLARANT INFORMATION

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

DECLARATION

I, James Miller, hereby declare that all information identified are true and complete.

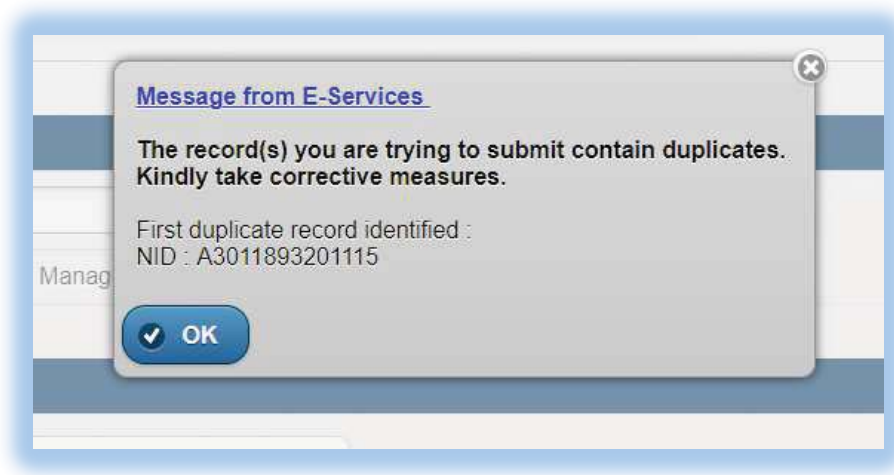
<< Previous Submit

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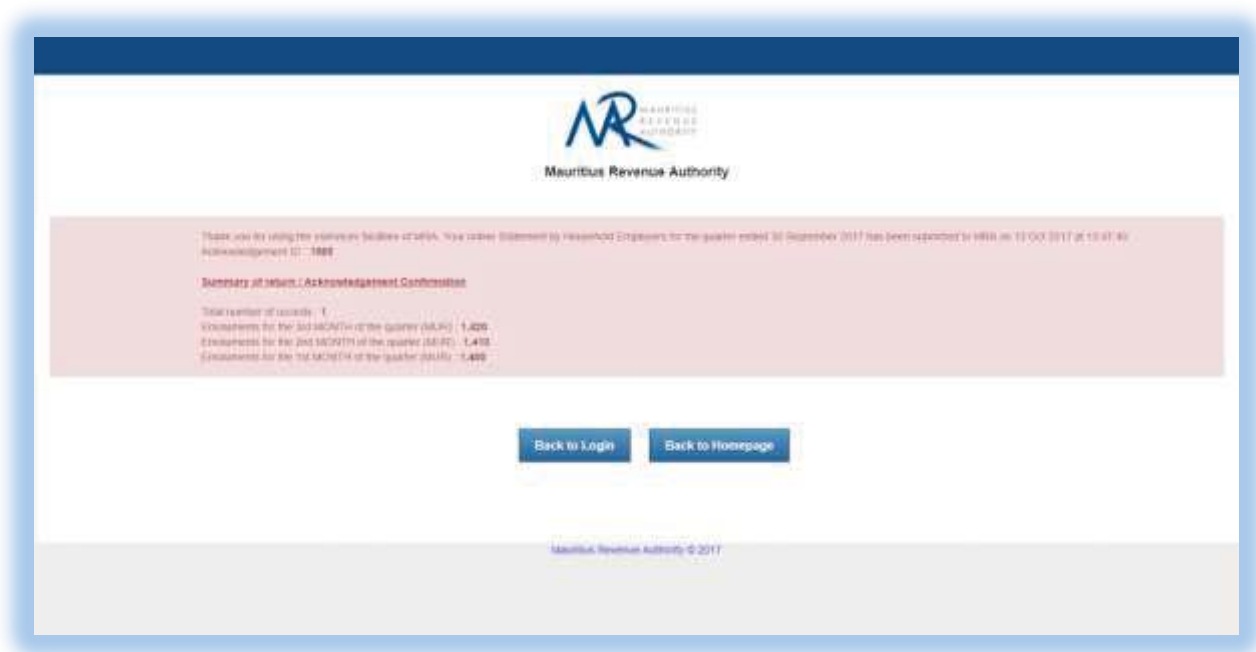
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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

The **NID** for each employee 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)

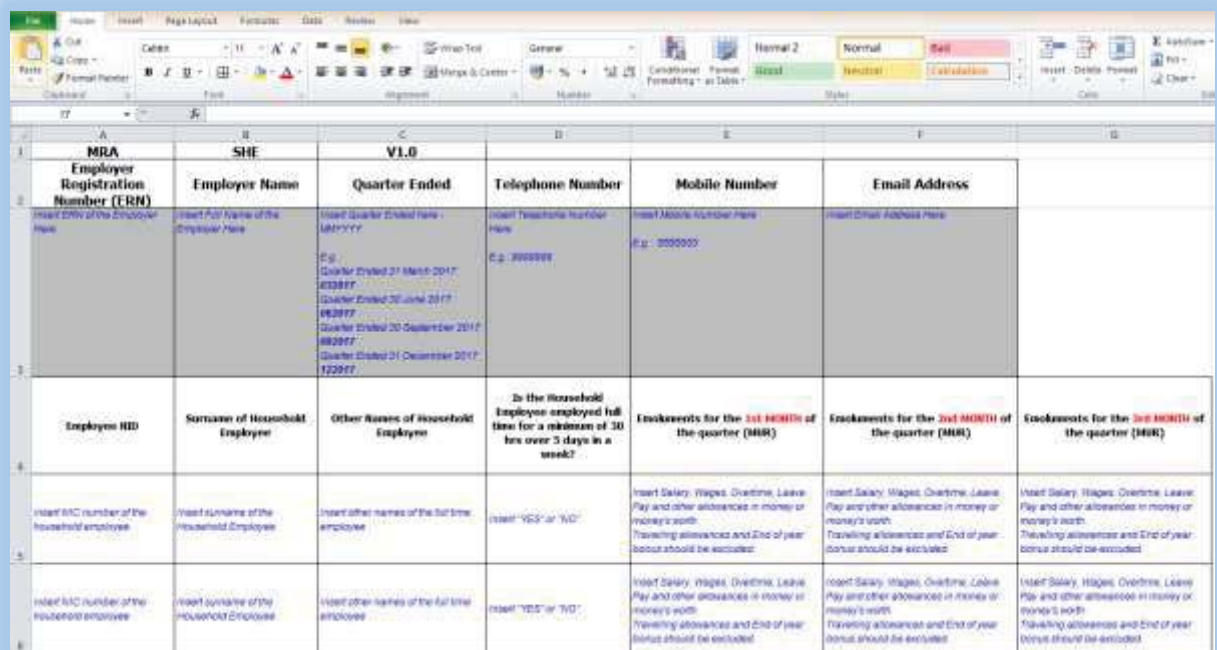
After having successfully saved records in “**Load Details**” section, it is possible to log out without submitting the return.

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.

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/SHE/excelTemplate.xlsx>.

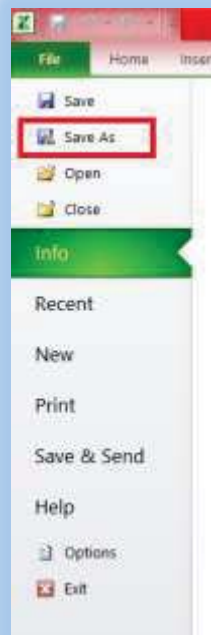


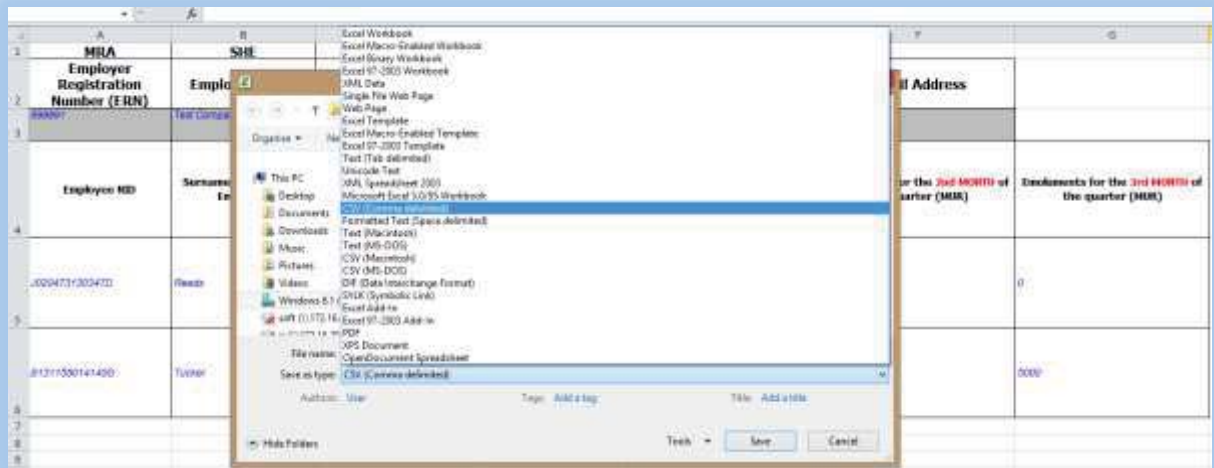
MRA Employer Registration Number (TRN)	SHE Employer Name	V1.0 Quarter Ended	Telephone Number	Mobile Number	Email Address	
Insert TRN of the Employer Here	Insert Full Name of the Employer Here	Insert Quarter Ended Here - MM/YYYY E.g. Quarter Ended 31 March 2017: 032017 Quarter Ended 30 June 2017: 062017 Quarter Ended 30 September 2017: 092017 Quarter Ended 31 December 2017: 122017	Insert Telephone Number Here E.g.: 30000000	Insert Mobile Number Here E.g.: 30000000	Insert Email Address Here	
Employee ID	Surname of Household Employee	Other Names of Household Employee	In the Household Employee employed full time for a minimum of 30 hrs over 5 days in a week?	Emoluments for the 1st MONTH of the quarter (MRR)	Emoluments for the 2nd MONTH of the quarter (MRR)	Emoluments for the 3rd MONTH of the quarter (MRR)
Insert IAC number of the household employee	Insert surname of the household Employee	Insert other names of the full time employee	Insert "YES" or "NO"	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.
Insert IAC number of the household employee	Insert surname of the household Employee	Insert other names of the full time employee	Insert "YES" or "NO"	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.	Insert Salary, Wages, Overtime, Leave Pay and other allowances in money or money's worth. Travelling allowances and End of year bonus should be excluded.

Replace the blue text with your data as shown below.

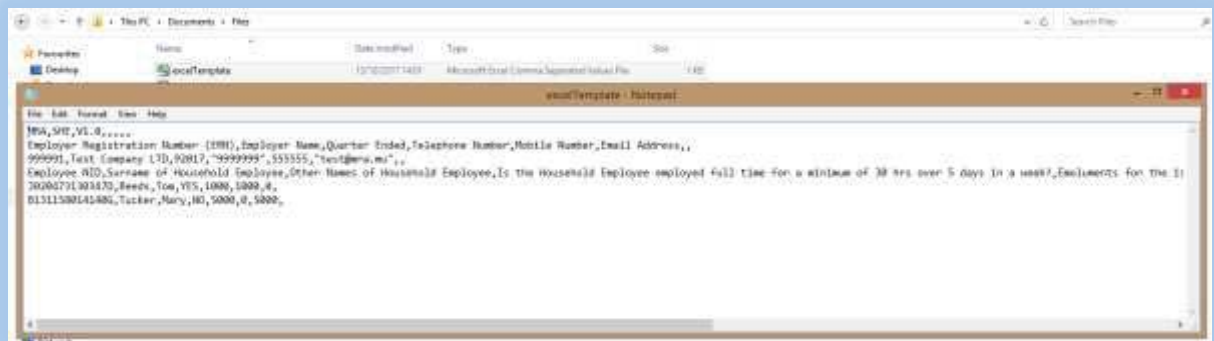
MRA Employer Registration Number (ERN)	SIN Employer Name	V.I.O Quarter Ended	Telephone Number	Mobile Number	Email Address	
000001	Ted Computers LTD	03/17	000000	555555	000@vva.mu	
Employee ID	Surname of Household Employee	Other Names of Household Employee	Is the Household Employee employed full time for a minimum of 30 hrs over 5 days in a week?	Employments for the 1st MONTH of the quarter (M01)	Employments for the 2nd MONTH of the quarter (M02)	Employments for the 3rd MONTH of the quarter (M03)
0004721302470	Peabo	Toni	YES	1000	1000	0
010158014100	Tucker	Mary	NO	5000	0	5000

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/SHE/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/SHE/xmlTemplate.xml>).

IMPORTANT NOTES

- 1) The **NID** for each employee should be unique
- 2) Apart from employee Surname and other names, data should exclude all special characters, including comma.
- 3) Employee Surname and other names should be EXACTLY same as on the National Identity card.
- 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 statement is completed only when the “**Submit**” button is clicked.
- 6) Already submitted files/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.