

SPECIFICATIONS/FORMAT FOR FILE USED FOR: Statement Special Allowance

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remarks
Source	Character	3	Yes	It will contain the value MRA if filed thru E-Services	
Return Type	Character	6	Yes	It will contain the value SPAS	
Template Version	Character	5	Yes	It will contain the value V1.0	
Employer Details					
Employer Registration Number	Character	8	Yes	This is the Employer Registration Number of the Employer.	Characters allowed A to Z & 0 to 9
Employer Name	Character	50	Yes	This is the full name of the Employer	It must consist of valid letters and numbers only
Tax Period	Number	7	Yes	Period ending the month it relates	Format is YYMM E.g.: For the month of January 2018, it must be „1801“
Telephone Number	Number	7	Yes (If Mobile Number is Null)	Phone Number	Numbers allowed 0 to 9. It must be of 7 characters only.
Mobile Number	Number	8	Yes (If Telephone Number is Null)	Mobile Number	Numbers allowed 0 to 9. If mobile number should be 8 characters starting only with 5.
E-mail Address	Character	20	Yes	Email address	It must consist of a valid email address
Employee Details:					
Employee ID	Character	14	Yes	This is the employee ID: (i) Where the employee is a Mauritian Citizen, it is the NIC number (ii) Where the employee is a not a citizen of Mauritius, it is the identification number (NCID) issued by the Passport and Immigration Office (PIO); or any other identification number issued by the Director-General	
Surname of Employee	Character	50	Yes	This is the Surname of the Employee	Characters allowed A to Z.
Other Names of Employee	Character	40	Yes	This is the Other Names of the Employee	Characters allowed A to Z.
Mauritian citizen	Character	1	Yes	Where the Employee is a Mauritian Citizen, select "Y". Otherwise, select "N".	Possible Values: Y or N
Employment Type	Number	1	Yes	Where the Employee works on a Full Time basis, select "F". Otherwise, select "P".	Possible Values: F or P
Bank Code	Character	6	No	The bank code of the bank where employee wishes to	Possible Values:

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remarks
			(Mandatory if Bank Account Number entered)	transfer the allowance obtained (if applicable)	<ul style="list-style-type: none"> - The Mauritius Commercial Bank Ltd : MCB-01 - ABC Banking Corporation Ltd : ABC-01 - The Hongkong and Shanghai Banking Corporation Limited : HSBC-01 - Banque des Mascareignes Ltee : BMAS-01 - Barclays Bank PLC : BARC-01 - State Bank of Mauritius : SBM-01 - SBI (Mauritius) Ltd : SBI-01 - MauBank Ltd : MPCB-01 - Bank of Baroda : BOB-01 - Habib Bank Limited : HABB-01 - Bank of India International Ltd : INIL-01 - Bank One Limited : BOL-01 - Afrasia Bank Limited : AFRB-01
Bank Account Number	Number		No (Mandatory if Bank Code entered)	The Bank Account Number of the Employee.	Characters allowed A to Z. Numbers allowed 0 to 9
Basic Salary	Number	7	Yes	The Basic Salary of the Employee.	Numbers allowed 0 to 9

Note: File should be a comma (,) delimited CSV file.