

**YEAR OF ASSESSMENT 2014 (INCOME FOR THE PERIOD 1 JANUARY 2013 TO 31 DECEMBER 2013)  
NOTES - HOW TO FILL IN YOUR RETURN (I.T FORM 1A)**

**ELECTRONIC FILING**

You may file your tax return electronically on MRA website <http://www.mra.mu>

**CHANGE IN PERSONAL DATA**

In case there are changes in your personal data, kindly fill in a Personal Data Change Form (available on MRA website/Service Counter) and send it to MRA

**DUE DATE**

The return should be forwarded so as to reach the office of the Director-General at latest on 1 April 2014  
Where the return is filed electronically and payment, if any, is effected through internet banking, the due date is 15 April 2014

**Note 1 - Section 2**

**Emoluments**

The PAYE Employer Registration Number, emoluments net of exempt income, tax withheld under PAYE as appearing in your Statement/s of Emoluments and Tax Deduction should be inserted at section 2. **The total emoluments net of exempt income** should be inserted at section 2.11 and then at 2.13 after deducting expenditure incurred wholly, exclusively and necessarily in the performance of the duties of the office, if any. If you derived emoluments from more than 10 sources, give details of the 10 main sources at 2.1 to 2.10. For the remaining sources, give details on a separate sheet.

**Note 2 - Section 3**

**Basic Retirement Pension (Old Age Pension)**

Insert at 3.1 the total amount of basic retirement pension received during the year.

**Note 3 - Section 4**

**Interest Income**

Interest earned as from 1 January 2010 on savings and fixed deposit accounts maintained with a bank or non-bank deposit taking institution, Government securities and Bank of Mauritius Bills are exempt.

However, all interests earned during period 1 July 2006 to 31 December 2009, which were paid to you in year 2013 are taxable.

Enter at section 4.1 any interest income, other than the above mentioned exempt interest, received by you and your dependents during the income year ended 31 December 2013, including interest relating to period 1 July 2006 to 31 December 2009 which were paid to you in that income year.

**Note 4 - Section 7**

**Exempt Income (Self) and Income of Dependents**

**Exempt Income (Self)**

Enter at section 7.1 any amount of exempt dividends, exempt interest and any other exempt income received by you during the income year ended 31 December 2013.

**Income of Dependents**

If you have claimed Income Exemption Threshold in respect of Category B, C, D or F at section 9.3, any net income derived by the dependent/s during the year is deemed to be your income and should be included at section 7.2 of your tax return. Conditions for entitlement to IET Category B, C, D and F are given in note 5 below.

**Note 5 - Section 9**

**Income Exemption Threshold (IET)**

An individual who was resident in Mauritius in the income year ended 31 December 2013 is entitled, for the purpose of calculating his chargeable income, to claim a deduction in respect of Income Exemption Threshold - Category A, B, C, D, E or F as applicable to him.

If you make a claim in respect of either Category B, C, D or F then your spouse is entitled to a claim in respect of Category A or E only in his/her tax return for the year.

**IET - Category A - no dependent**

If you were resident and had no dependent (spouse or child), you should claim IET Category A, unless you are entitled to claim IET Category E.

**IET - Category B - one dependent**

A claim under Category B shall be allowable if the net income and exempt income of your first dependent did not exceed Rs 110,000 in the income year ended 31 December 2013.

**IET - Category C - two dependents**

A claim under Category C shall be allowable if the net income and exempt income of your second dependent did not exceed Rs 60,000 in the income year ended 31 December 2013.

**IET - Category D - three dependents**

A claim under Category D shall be allowable if the net income and exempt income of your third dependent did not exceed Rs 40,000 in the income year ended 31 December 2013.

**IET - Category E - Retired or disabled person - no dependent**

A claim under Category E shall be allowable to a retired person who has attained the age of 60 at any time prior to 1 January 2013 and has not received any business income or emoluments other than retirement pension.

This category is also applicable to a person suffering from permanent disablement irrespective of his age and source of income.

**IET - Category F - Retired or disabled person - One dependent**

A claim under Category F shall be allowable to a retired person who has attained the age of 60 at any time prior to 1 January 2013 and has not received any business income or emoluments other than retirement pension. The net income and exempt income of the dependent should not exceed Rs 110,000 in the income year ended 31 December 2013.

This category is also applicable to a person suffering from permanent disablement irrespective of his age and source of income.

"*Dependent*" means a spouse, a child under the age of 18 or a child over the age of 18 who is pursuing full time education or training or who cannot earn a living because of a physical or mental disability.

"*Child*" means

- (a) an unmarried child, stepchild or adopted child of a person;
- (b) an unmarried child whose guardianship or custody is entrusted to the person by virtue of any other enactment or of an order of a court of competent jurisdiction;

- (c) an unmarried child placed in foster care of the person by virtue of an order of a court of competent jurisdiction.

“Resident” means an individual who has been present in Mauritius during the income year for a period of or an aggregate period of 183 days or more; or who has been present in Mauritius during the income year and the 2 preceding income years for an aggregate period of 270 days or more; or who has his domicile in Mauritius unless his permanent place of abode is outside Mauritius.

“Exempt income” includes:

- (a) Interest derived from a savings or fixed deposit account maintained with a bank or non-bank deposit taking institution, Government securities and Bank of Mauritius Bills.
- (b) Any rent allowance payable to a person appointed to an office in the Police Force/the Fire Services/the Forests Division of the Ministry of Agriculture and Natural Resources/the Prisons and Industrial School Service/the Ministry of Fisheries/the Department of Civil Aviation/the Fire Unit of the Mauritius Marine Authority.
- (c) Any housing allowance not exceeding 100 rupees per month payable by an employer to an employee under any enactment or by virtue of an award made under an enactment.
- (d) Any transport allowance payable by an employer by virtue of the terms and conditions of service equivalent to -
- (i) the return bus fare between residence and place of work;
  - (ii) petrol allowance, commuted travelling allowance and travel grant payable by the Government of Mauritius and the local authority to their employees; or
  - (iii) the actual petrol or travelling allowance paid or 25 per cent of the monthly basic salary up to a maximum of 10,200 rupees, whichever is the lesser, provided that the employee makes use of a private car registered in his own name for attending duty and for the performance of the duties of his office or employment.
- (e) Any car allowance payable in lieu of duty exemption on a car, to a public officer, an officer of a local authority, or officer of a statutory body, whose terms and conditions of service are governed by the 2008 Report of the Pay Research Bureau.
- (f) Passage benefits provided under a contract of employment not exceeding 6 per cent of the basic salary.
- (g) Dividends -
- (i) paid by a company resident in Mauritius; or
  - (ii) paid by a co-operative society registered under the Co-operative Societies Act.
- (h) Income derived by any person in the form of maintenance allowance or other benefit provided in respect of his attendance at a university, college, school or other educational institution in terms of a scholarship, bursary, exhibition or other education award.

#### **Note 6 - Section 10**

#### **Additional exemption in respect of dependent child pursuing undergraduate course**

- (a) Where a person has claimed an Income Exemption Threshold in respect of category B, C, D or F and the dependent is a child pursuing a non-sponsored full-time undergraduate course at a recognised tertiary educational institution, the person may claim an additional exemption in respect of that child as follows:
- (i) Rs 80,000 - Where the child is pursuing his undergraduate course in Mauritius at an institution recognised by the Tertiary Education Commission; or
  - (ii) Rs 125,000 - Where the child is pursuing undergraduate course outside Mauritius at a recognised institution.
- (b) The additional exemption is not allowable:-
- (i) in respect of more than three children;
  - (ii) in respect of the same child for more than 3 consecutive years;
  - (iii) where the tuition fees, excluding administration and student union fees, are less than Rs 44,500;
  - (iv) where the person's net income plus dividends and interest received or that of his/her spouse for the income year 2013 exceeded Rs 2 million.

#### **Note 7 - Section 11**

#### **Relief for Medical or Health Insurance Premium**

A person may claim relief for premium paid in respect of a medical or health insurance policy contracted for himself or his dependents in respect of whom Income Exemption Threshold has been claimed at section 9.3. The relief is limited to the amount of premium paid for the income year ended 31 December 2013 up to a maximum of -

- Rs 12,000 for self
- Rs 12,000 for first dependent
- Rs 6,000 for second dependent
- Rs 6,000 for third dependent

No relief should be claimed where the premium is paid by the employer or under a combined medical and life insurance scheme.

#### **Note 8 - Section 12**

#### **Interest Relief on secured housing loan.**

- (a) A person who has contracted a housing loan, which is secured by a mortgage or fixed charge on immovable property and which is used exclusively for the purchase or construction of his house, may claim a relief in respect of the interest paid on the loan.
- (b) The relief to be claimed is the amount of interest paid in the income year ended 31 December 2013 or Rs 120,000, whichever is the lesser.

In the case of a couple where neither spouse is a dependent spouse, the relief may be claimed by either spouse or at their option, divide the claim equally between them provided the claim does not, in the aggregate, exceed Rs 120,000.

- (c) The loan must have been contracted on or after 1 July 2006 from:-
- a bank, a non-bank deposit taking institution, an insurance company or the Sugar Industry Pension Fund;
  - the Development Bank of Mauritius by its employees; or
  - the Statutory Bodies Family Protection Fund by its members.
- (d) The relief is not allowable where :-
- the person or his spouse is, at the time the loan is contracted, already the owner of a residential building;
  - the person or his spouse has benefitted from any new housing scheme set up on or after 1 January 2011 by a prescribed competent authority;
  - the person's net income plus dividends and interest received or that of his/her spouse for the income year 2013 exceeded Rs 2 million.
- (e) The relief is allowable for 5 consecutive years only.

**Note 9 - Section 14****Chargeable Income**

The chargeable income is arrived at by deducting from the total net income at section 8, the total exemption and relief at section 13.

**Note 10 - Section 15****Calculation of Tax**

The tax is calculated at a flat rate of 15% on the chargeable income.

**Note 11 - Section 16****Tax Credits**

Enter foreign tax paid or the amount of Mauritius tax attributable to the foreign income, whichever is the lesser.

**Note 12 - Section 18****Tax Withheld under PAYE and TDS**

Enter amount withheld under PAYE as per Statement of Emoluments and Tax Deduction.

Enter the amount of tax deducted at source in year 2013 in respect of interest income.

**Note 13**

The due date for submission of the return is 1 April 2014. The return should be submitted electronically in case your total income for the income year ended 31 December 2013 exceeded two million rupees. Where a return is filed electronically and payment of tax, if any, is effected through internet banking, the due date for submission of the return is 15 April 2014.

**Note 14 - Section 20****Penalty and Interest****Penalty for late submission of return**

Every person who is required to submit a return and who fails to do so, shall be liable to pay a monthly penalty of Rs 2,000 up to a maximum of Rs 20,000.

**Penalty for late payment of tax**

In case of late payment, enter 5% of the balance of tax payable at section 20.2.

**Interest on late payment of tax**

In case of late payment, enter 1% of the balance of tax payable at section 20.3 for each month or part of the month during which the tax remains unpaid after the due date.

**Note 15 - Section 22****Contribution to National Pensions Fund (NPF) and National Savings Fund (NSF)**

An individual who, in the year 2013, employed any person in the **domestic service**, may either pay his NPF and NSF contributions on a monthly basis to the Ministry of Social Security or effect the payment in one sum to the MRA together with the annual income tax return.

Where an employer pays his NPF/NSF contributions for any year to the MRA, he should continue to do so for every subsequent year.

In case NPF/NSF contributions are paid to the MRA after the due date for submission of income tax return, a surcharge of 5% per month or part of the month up to a maximum of 100% of the amounts payable is applicable under the National Pensions Act and the National Savings Act.

“domestic service” means employment in a private household and includes employment as cook, driver, gardener, garde malade, maid, seamstress.

Contributions are payable on the basic wage or salary as prescribed in the Remuneration Order, award or agreement, or where the employer pays a higher salary, the higher salary, excluding allowances. The minimum and maximum monthly salary subject to NPF and NSF contributions for the year 2013, are as follows –

	Minimum monthly salary (full time employee) Rs	Maximum monthly salary Rs
January 2013 to December 2013	1295	13470

Contributions are payable as per rates below -

	Employee's Contribution	Employer's Contribution	Total
NPF	3%	6%	9%
NSF	1%	2.5%	3.5%

The employee's and employer's share of NPF and NSF contributions should each be calculated separately and rounded to the nearest rupee.

Where the employee's salary including salaries earned by him in the service of other employers does not exceed Rs 3,000 in the aggregate in a month, the employee's share of NPF and NSF contributions (3% and 1% respectively) should not be deducted from the employee's salary. However, the employer should pay his share of contributions (6% and 2.5%).

In case there are more than five employees, attach additional sheet(s) in the same format as page 4 of the return to give the required details.

For additional information, please consult the website of the Ministry of Social Security <http://socialsecurity.gov.mu>

**These notes are intended to assist in the completion of the return. If further information is required, please contact the Mauritius Revenue Authority, Eham Court, Cnr Mgr Gonin & Sir Virgil Naz Streets, Port Louis.**

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