

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

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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
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		Mauritius Re-	venue Authority		
O Kindly read information below be	fore proceeding.				
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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

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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.

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hoose file type to be uploaded *	CSV	XML	



Step 2: Click on the "Choose File" button and browse file to be uploaded, as shown below.

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Step 3: The chosen file name appears as shown below. Click on "**Upload**" button.

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Step 4:

(i) <u>Invalid file</u>

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 [1]. Please correct the file and click on "Add new file" button to upload the file again.

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(ii) <u>Valid file</u>

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 [1].

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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.

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uş	load file 2	Choose File	No file chosen			谊

Step 6: To delete a file, click on the delete bin icon [1]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.

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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.

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



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



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10 50	1

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

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

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Go to First Page —<<	< 1	2 > >>	Go to page 1 / 2 pages	
· · · · ·			to to Last Page	

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

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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.**

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Step 4: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.

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Back to Login
Maumun Persenar Automaty (2) 2017



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.

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B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile

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Name of declarant *	Ĩ.			
Ernel *				

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.

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Step 1: For adding employees, click on "**Add new entry**" button found on the right. The following screen will appear.

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Step 2: For more details about the different fields, click on the "<u>Click to read note</u>" 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.

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(ii) <u>Valid record</u>

When all information is correct and the "Save" button is clicked, the record is then displayed on the table, as shown below.

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			TO TAL.		1400	1410	1420	
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To modify the record, click on the *lice* icon. A popup screen will be displayed with existing data, as shown below. Modify record and click on "Update" button.

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anna (1 and 0 County)				1.	5

To delete a record, click on the $\frac{1}{1000}$ icon. The following confirmation message will appear. Click on "OK" to confirm deletion.

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							Autor		
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			TOTAL		1400	1410	1420		

Step 4: To print records currently being displayed on the screen, click on the *screen*, click on the *screen*,

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.

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ECLARATION						

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.**

	Message from E-Services
	The record(s) you are trying to submit contain duplicates. Kindly take corrective measures.
anao	First duplicate record identified : NID : A3011893201115
	Ø ОК

Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.

Mauritus Revenue Authority
Name Nam Name Name
Back to Login Back to Homepage
Manifest Review Autority © 2017

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: <u>http://eservices8.mra.mu/DetailStmtVoucher/Download/SHE/excelTemplate.xlsx</u>.

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	nder bit nurder attre reuseren enunger	maent sumaine of the Household Employee	vicest other names of the full time encloses	Crawf 'YES' or TVO'	Interd Salary, Hispes, Direttinis, Listve Pay and other addeesings in money or moneys wolfs Treaming addressings and 25th of year boring showshild for excluded	report Sarary Happs, Chartme, Johns May service adversion in money or meney's worth Transition adverses and End of your comes should be encluded	Houer Savary, Hages, Overtrine, Leave Pay and scher attreactors in manay or monortal and the Traveling attreamost and End of year torough schere to a emission.

Replace the blue text with your data as shown below.



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Then click on File > Save As > select CSV (Comma delimited). Next, click on Save.





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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: <u>http://eservices8.mra.mu/DetailStmtVoucher</u>/<u>Download/SHE/csvTemplate.csv</u>.

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) <u>Clicking on the "**Upload**</u>" 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.