

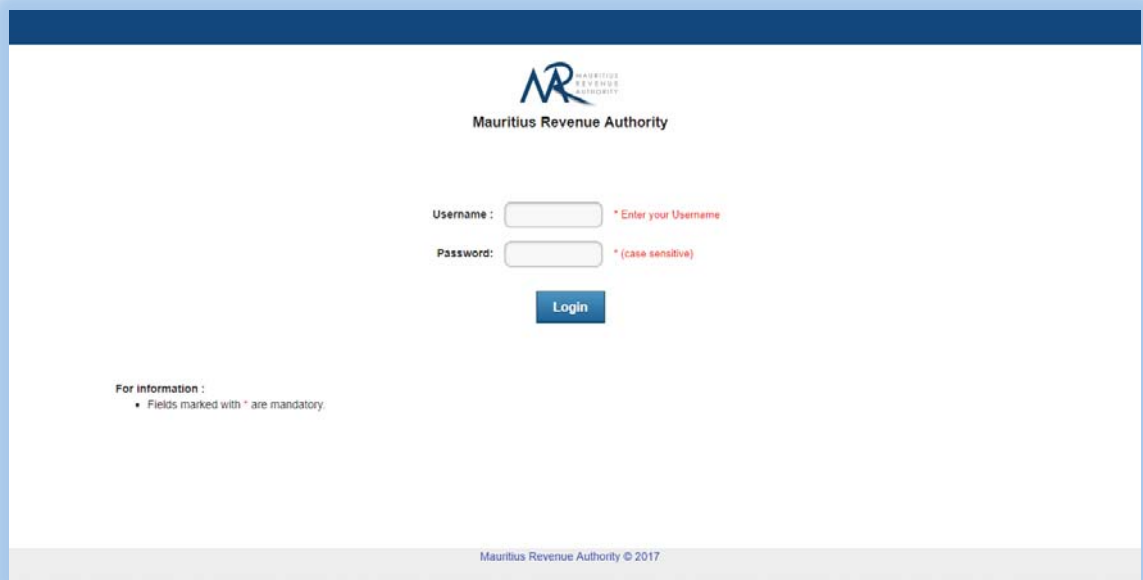
TAXPAYER GUIDELINES FOR STATEMENT SPECIAL ALLOWANCE

1. Introduction

You want to submit your Statement Special Allowance 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 voucher.

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

2. Login

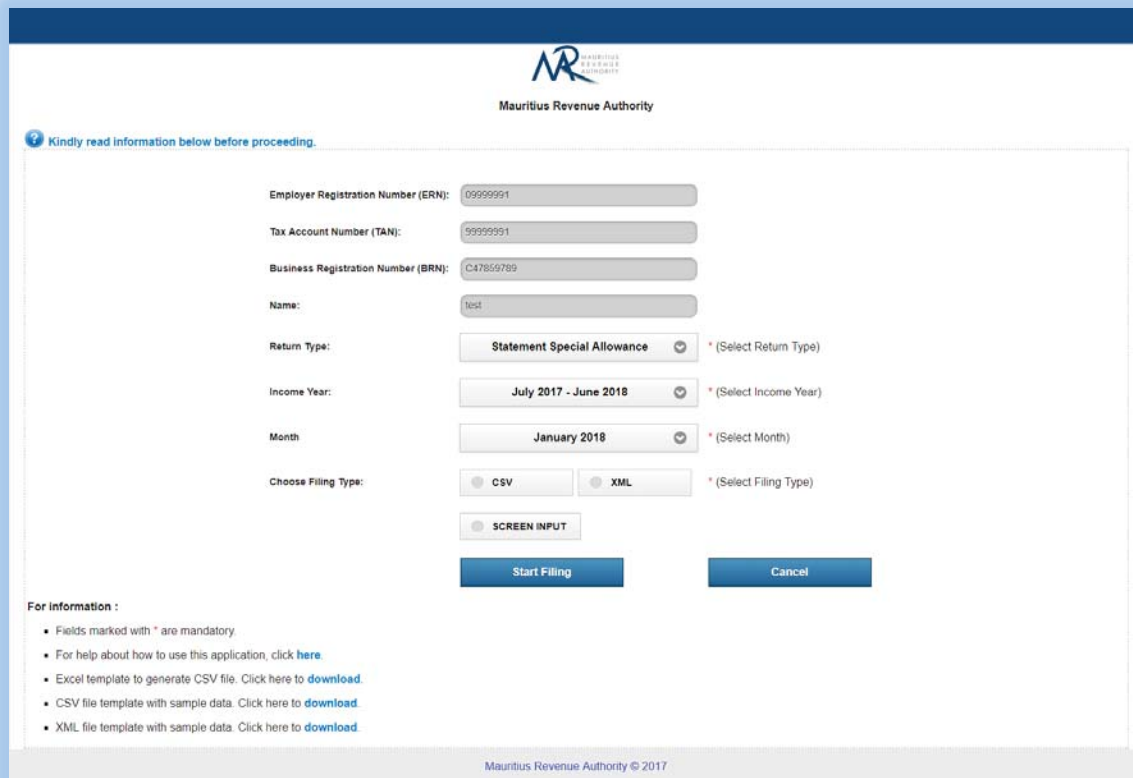
A screenshot of the Mauritius Revenue Authority login page. The page has a dark blue header with the 'MR' logo and 'MAURITIUS REVENUE AUTHORITY' text. Below the header, the 'Mauritius Revenue Authority' name is repeated. The login form consists of two input fields: 'Username : ' with a red asterisk and the text '* Enter your Username', and 'Password: ' with a red asterisk and the text '* (case sensitive)'. A blue 'Login' button is positioned below the password field. At the bottom left, there is a 'For information :' section with a bullet point stating 'Fields marked with * are mandatory.' The footer of the page reads 'Mauritius Revenue Authority © 2017'.

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 / Year / Month



Kindly read information below before proceeding.

Employer Registration Number (ERN): 09999991

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C47859789

Name: test

Return Type: Statement Special Allowance * (Select Return Type)

Income Year: July 2017 - June 2018 * (Select Income Year)

Month: January 2018 * (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 of company are prefilled based on your login details. This information cannot be altered.

Step 1: Select the “Return Type” – in this case: Statement Special Allowance


Step 2: After the “Return Type” has been selected, the guidelines and the different templates in the “For information” section are available for download.

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

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

Step 5: Click on “OK” button to proceed to next page.

4. Upload Details



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Log out

Upload Details
Preview
Summary

INSTRUCTIONS

- Upload files containing details related to Statement Special Allowance in [File Upload](#) section.
- After successful file(s) upload(s), go to Summary tab and click on Submit button.
- 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

Choose File
No file chosen

Next >>

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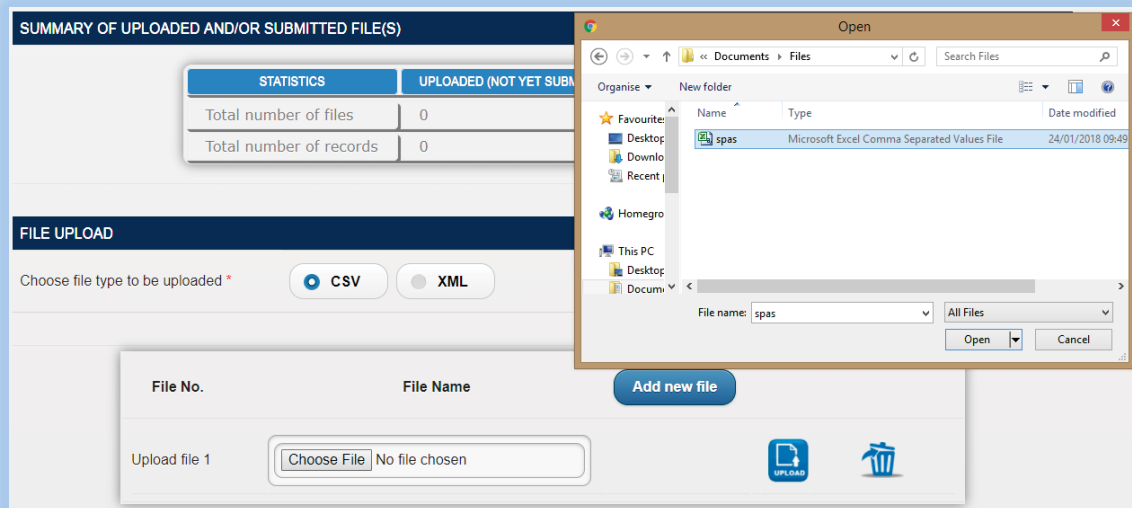
Statistics on successful file uploads for chosen period will be displayed under “**STATISTICS**” section. These details are updated whenever a file has been successfully uploaded, deleted or submitted.

Step 1: Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.

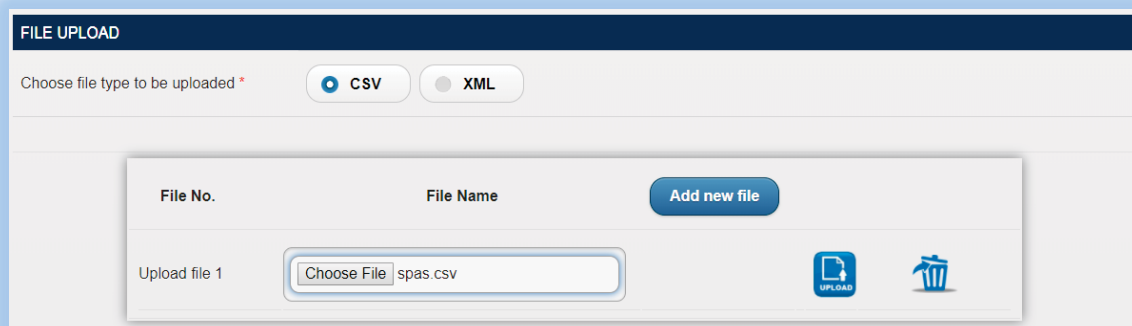
FILE UPLOAD

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 “**Add new file**” button is disabled and the statistics section is not updated. Please correct the file and go back to **Step 2**.

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

Choose File spas.csv

File Upload Failed

Click for details

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

Choose File spas.csv

File Upload Failed

Click for details

File upload failed

Line 3 : invalid value '1805' for column 3 - Tax Period (Correct value : '1801')

Total Errors # 1

OK

(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 statistics section is updated accordingly. The file can be deleted by clicking on “Delete” button.

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 |

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 1

Choose File

spas.csv

File Uploaded

Click for details

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 |

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 1

Choose File

spas.csv

File Uploaded

Click for details

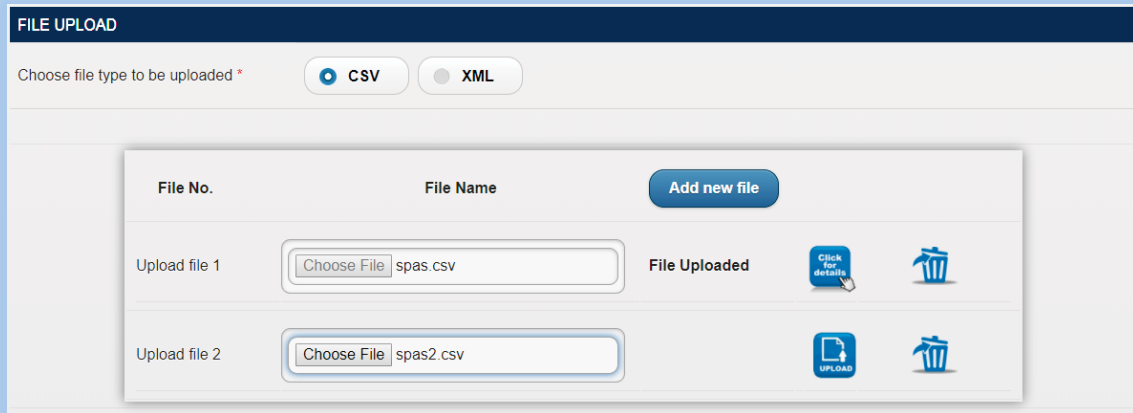
File upload successful

Total Number of Records: 2





OK

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**.

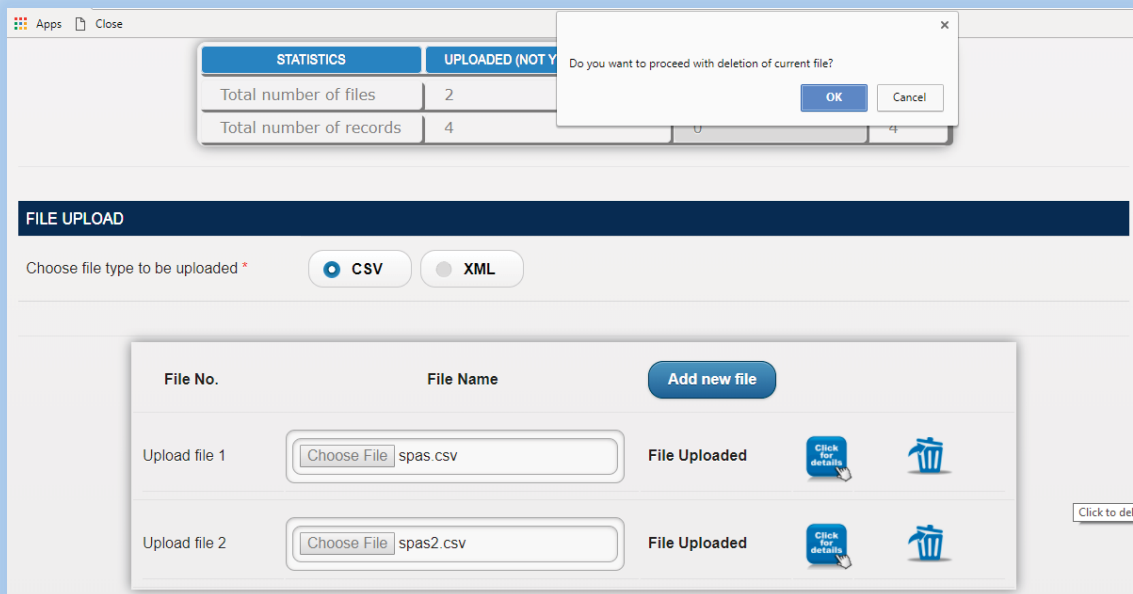


The screenshot shows the 'FILE UPLOAD' section of a web application. At the top, there are radio buttons for 'CSV' (selected) and 'XML'. Below this is a table with two rows of uploaded files:

| File No. | File Name | |
|---------------|--|---|
| Upload file 1 | <input type="text" value="Choose File"/> spas.csv | File Uploaded   |
| Upload file 2 | <input type="text" value="Choose File"/> spas2.csv |   |

An 'Add new file' button is located at the top right of the table.

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



The screenshot shows the same 'FILE UPLOAD' interface as before, but with a confirmation dialog box open. The dialog box asks: 'Do you want to proceed with deletion of current file?' with 'OK' and 'Cancel' buttons. In the background, a 'STATISTICS' table is visible:

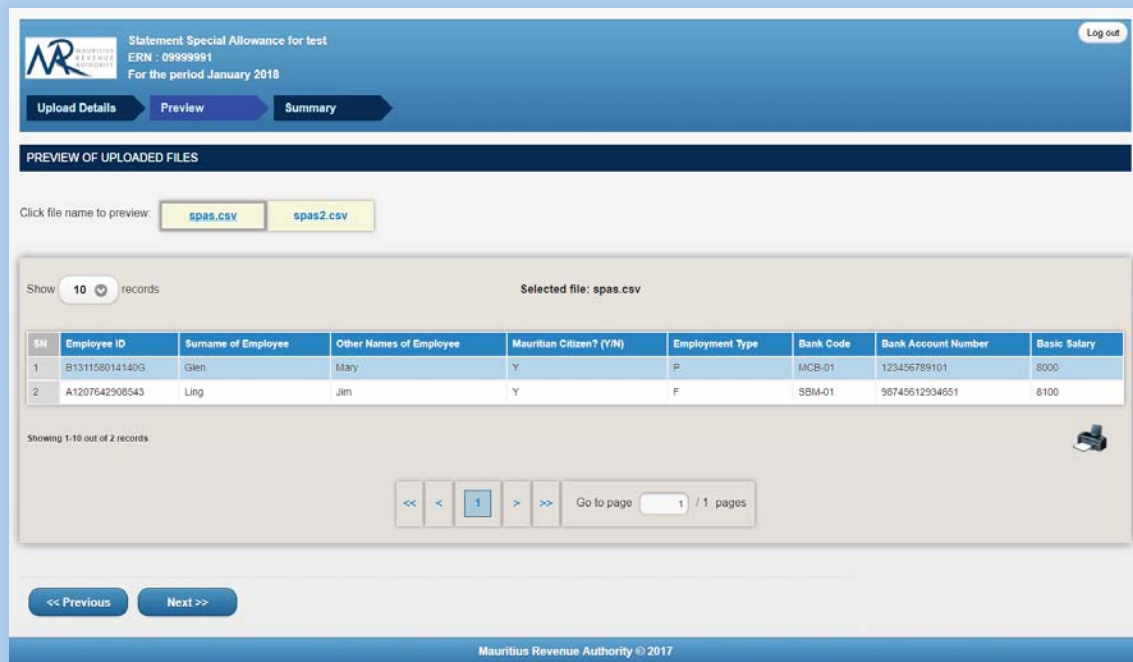
| STATISTICS | |
|-------------------------|---|
| Total number of files | 2 |
| Total number of records | 4 |

The 'FILE UPLOAD' section below the statistics table remains the same, showing the two uploaded files.

Step 7: Once all files have been uploaded, proceed to the next page by clicking on the “**Next**” button.

5. Uploaded Files Preview

Step 1: The page for preview of uploaded files is displayed.



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [spas.csv](#) [spas2.csv](#)

Show 10 records Selected file: spas.csv

| SN | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen? (Y/N) | Employment Type | Bank Code | Bank Account Number | Basic Salary |
|----|----------------|---------------------|-------------------------|--------------------------|-----------------|-----------|---------------------|--------------|
| 1 | B131158014140G | Glen | Mary | Y | P | MCB-01 | 123456789101 | 8000 |
| 2 | A1207642908543 | Ling | Jim | Y | F | SBN-01 | 98745612934561 | 6100 |

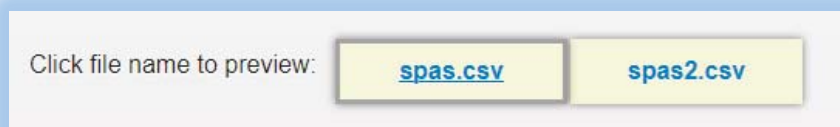
Showing 1-10 out of 2 records

Go to page 1 / 1 pages

Previous Next

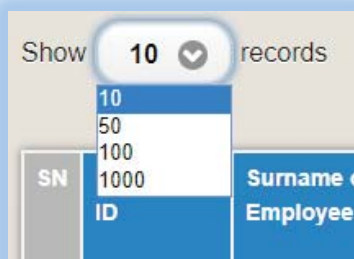
Mauritius Revenue Authority © 2017

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



Click file name to preview: [spas.csv](#) [spas2.csv](#)

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



Show 10 records

- 10
- 50
- 100
- 1000

SN Employee ID Surname of Employee

Step 4: The name of the file being currently previewed is displayed on top: “Selected file: spas.csv”

Click file name to preview: [spas.csv](#) [spas2.csv](#)

Show 10 records Selected file: spas2.csv

| # | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen? (Y/N) | Employment Type | Bank Code | Bank Account Number | Basic Salary |
|---|----------------|---------------------|-------------------------|--------------------------|-----------------|-----------|---------------------|--------------|
| 1 | B131158014140G | Glen | Mary | Y | P | MCIS-01 | 123456789101 | 8000 |
| 2 | A1207642908543 | Ling | Jim | Y | F | SBIU-01 | 98745612934651 | 8100 |

Showing 1-2 out of 2 records

Go to page 1 / 1 pages

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

Go to Previous Page Go to Next Page Enter Page number to navigate directly to that page

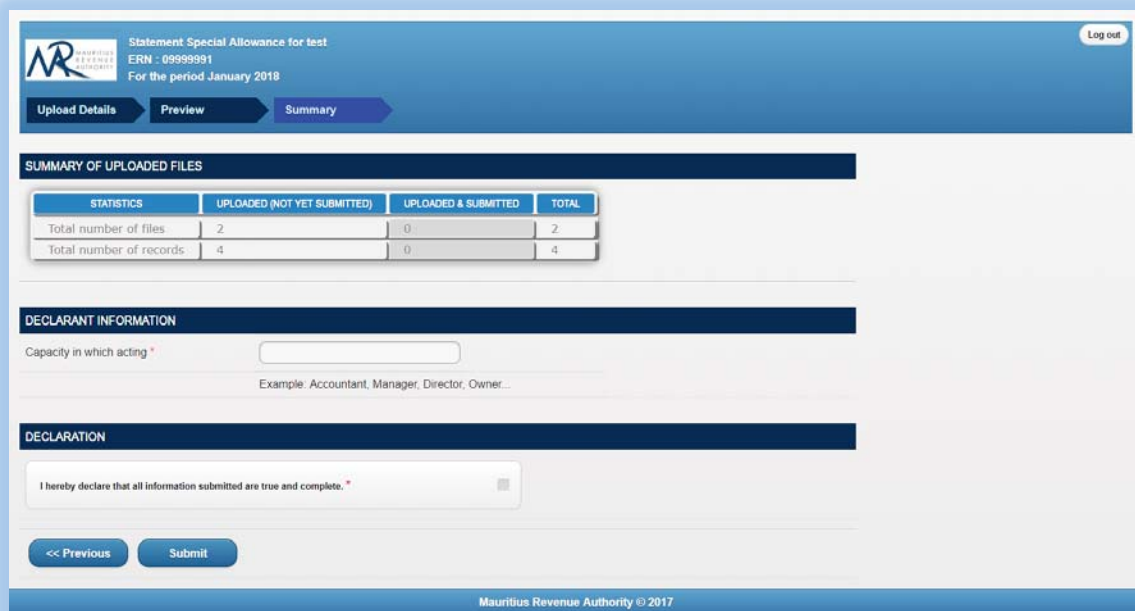
Go to First Page << < 1 2 > >> Go to page 1 / 2 pages

Go to Last Page

Step 6: Proceed to the next page by clicking on the “Next” button.

6. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the “**SUMMARY OF UPLOADED FILES**” are correct.



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Upload Details Preview **Summary** Log out

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 |

DECLARANT INFORMATION

Capacity in which acting *

Example: Accountant, Manager, Director, Owner...

DECLARATION

I hereby declare that all information submitted are true and complete. *

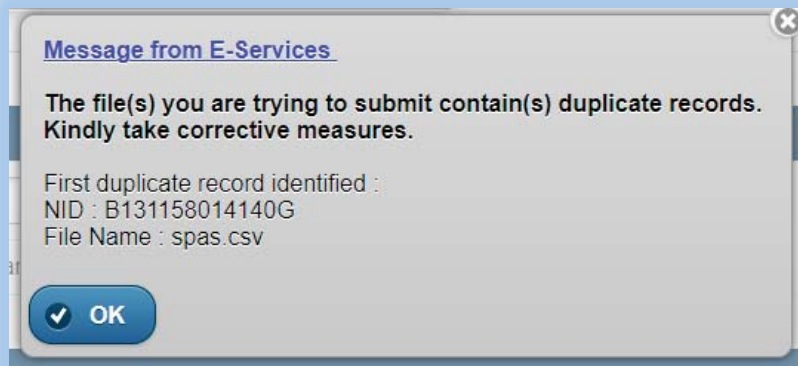
<< Previous Submit

Mauritius Revenue Authority © 2017

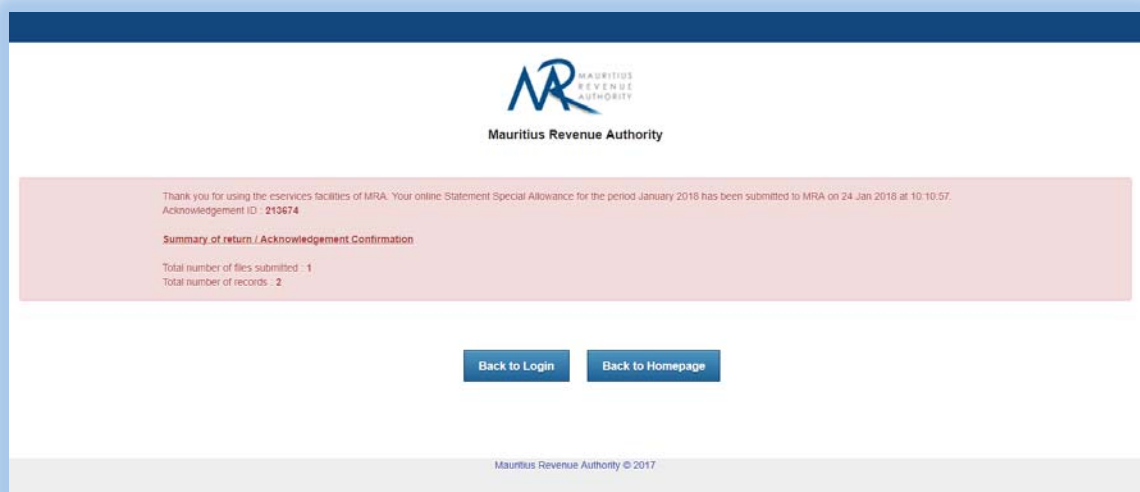
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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 **Employee Id** for each employee should be unique. An error message is displayed as shown below for same unique key - it indicates first Employee Id identified.



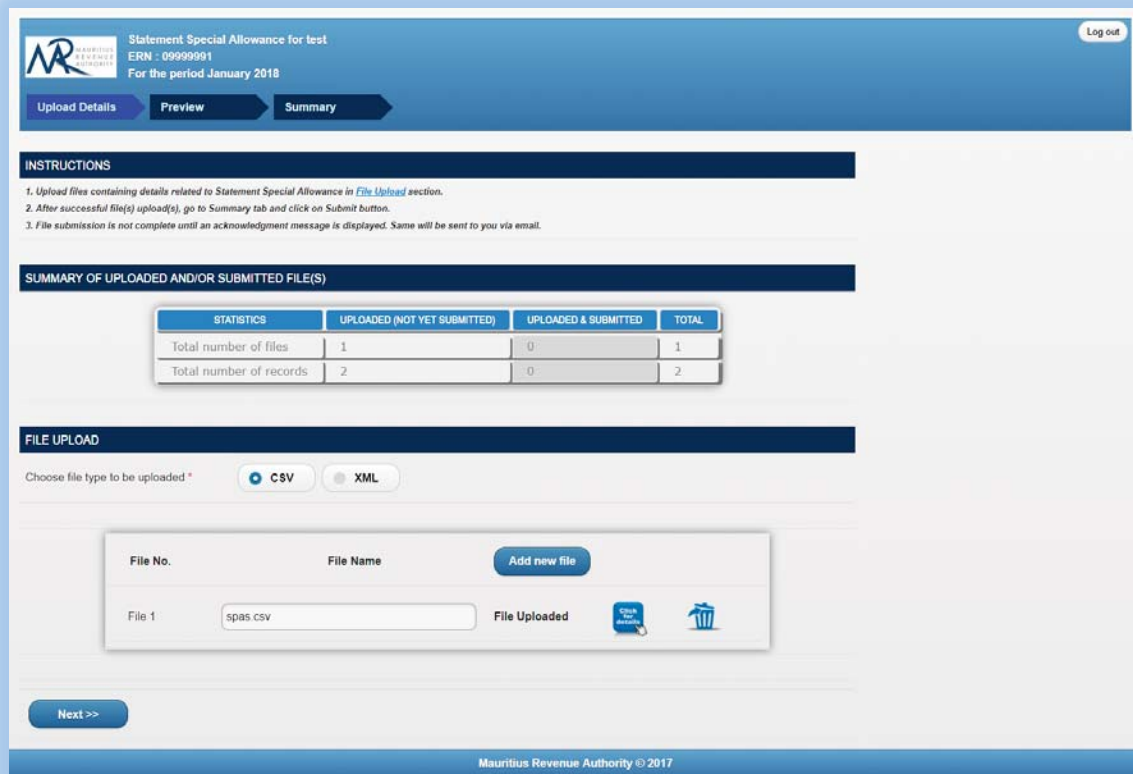
Step 4: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.



7. 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 Special Allowance for test
ERN : 09999991
For the period January 2018

Log out

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to Statement Special Allowance 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 | 1 | 0 | 1 |
| Total number of records | 2 | 0 | 2 |

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV ☐ XML

| File No. | File Name | |
|----------|-----------|--|
| File 1 | spas.csv | <div> <div>Add new file</div> <div>File Uploaded</div> <div>   </div> </div> |

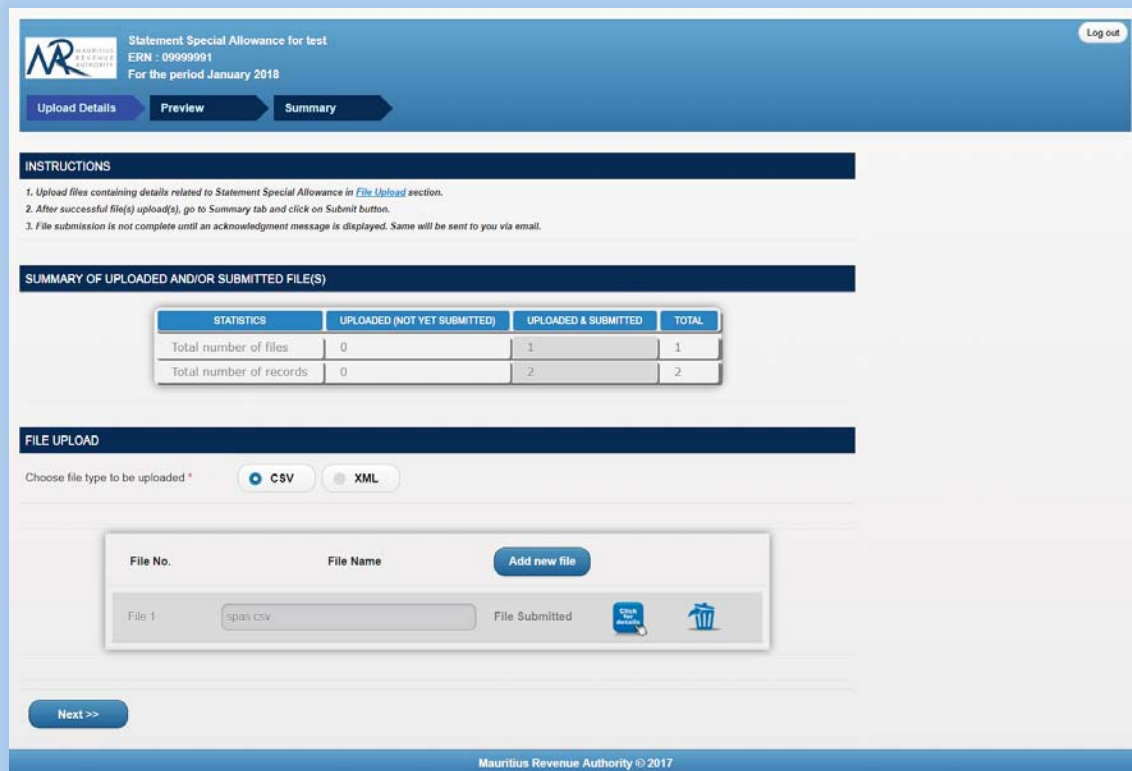
Next >>

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8. Additional Return

After having successfully submitted all uploaded files, an additional return can be filed.

On next login, the previously submitted files are available (highlighted in grey). The taxpayer has the possibility to view details of these files; however they cannot be modified or deleted. The statistics section for submitted files is updated (highlighted in grey).



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to Statement Special Allowance 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 | 1 | 1 |
| Total number of records | 0 | 2 | 2 |

FILE UPLOAD

Choose file type to be uploaded *

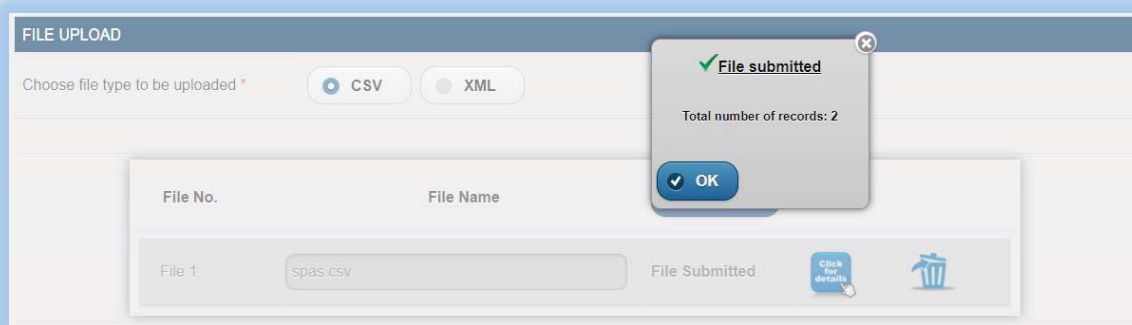
☒ CSV ☐ XML

| File No. | File Name | |
|----------|-----------|--|
| File 1 | spas.csv | File Submitted Click for details |

Next >>

Mauritius Revenue Authority © 2017

Step 1: To view details of submitted files, click on “Click for details” button.



FILE UPLOAD

Choose file type to be uploaded *

☒ CSV ☐ XML

| File No. | File Name | |
|----------|-----------|--|
| File 1 | spas.csv | File Submitted Click for details |

File submitted
Total number of records: 2
OK

Step 2: To add new files / delete follows steps in [Section 4](#) of this document. When a new file is uploaded, note that “UPLOADED” column of Statistics section is updated, so is the “TOTAL”.



SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

| STATISTICS | UPLOADED (NOT YET SUBMITTED) | UPLOADED & SUBMITTED | TOTAL |
|-------------------------|------------------------------|----------------------|-------|
| Total number of files | 1 | 1 | 2 |
| Total number of records | 2 | 2 | 4 |

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

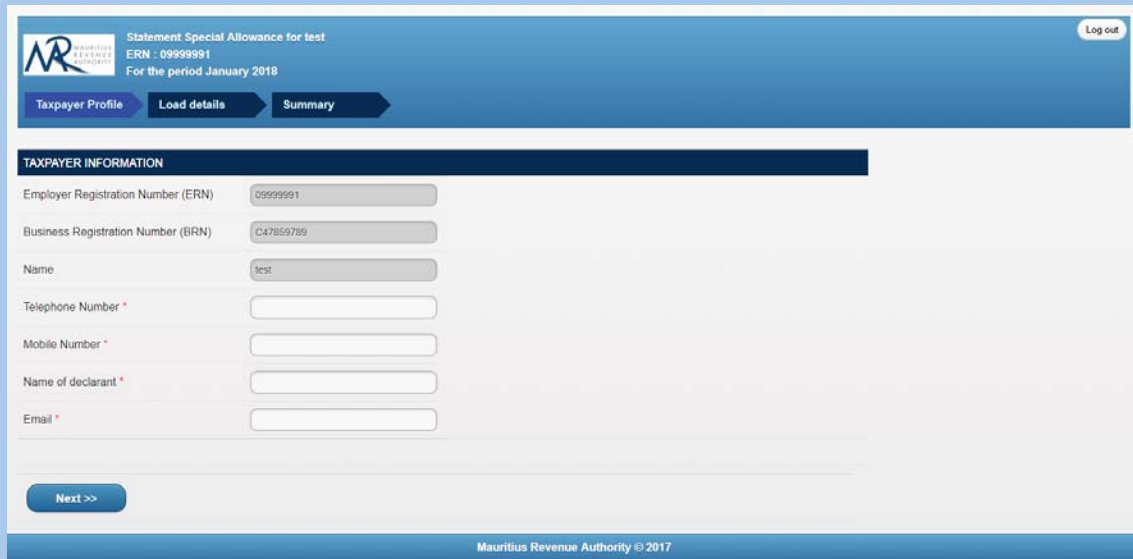
| File No. | File Name | | |
|---------------|--|----------------|---|
| File 1 | spas.csv | File Submitted | Click for details  |
| Upload file 2 | <input type="button" value="Choose File"/> spas2.csv | File Uploaded | Click for details  |

Step 3: Follow steps in [Section 5](#) and [Section 6](#) to preview these files and ultimately submit them.

****IMPORTANT:** Already submitted files will **not** be submitted again. Only files uploaded during statement being currently filed are submitted.

A. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



The screenshot shows the 'Taxpayer Profile' form in the Mauritius Revenue Authority system. The header includes the MA logo, the text 'Statement Special Allowance for test', 'ERN : 09999991', and 'For the period January 2018'. A 'Log out' button is in the top right. Below the header, there are three tabs: 'Taxpayer Profile' (selected), 'Load details', and 'Summary'. The main section is titled 'TAXPAYER INFORMATION' and contains several input fields: 'Employer Registration Number (ERN)' with value '09999991', 'Business Registration Number (BRN)' with value 'C47859789', 'Name' with value 'test', 'Telephone Number *', 'Mobile Number *', 'Name of declarant *', and 'Email *'. A 'Next >>' button is at the bottom left. The footer reads 'Mauritius Revenue Authority © 2017'.

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

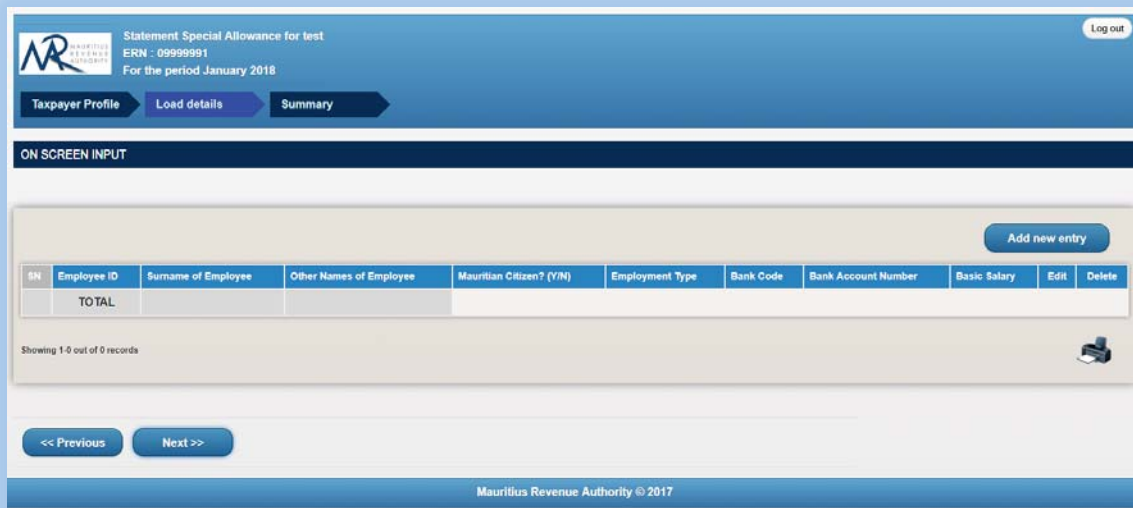
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

Step 2: Enter the “Name of declarant” and “Email”.

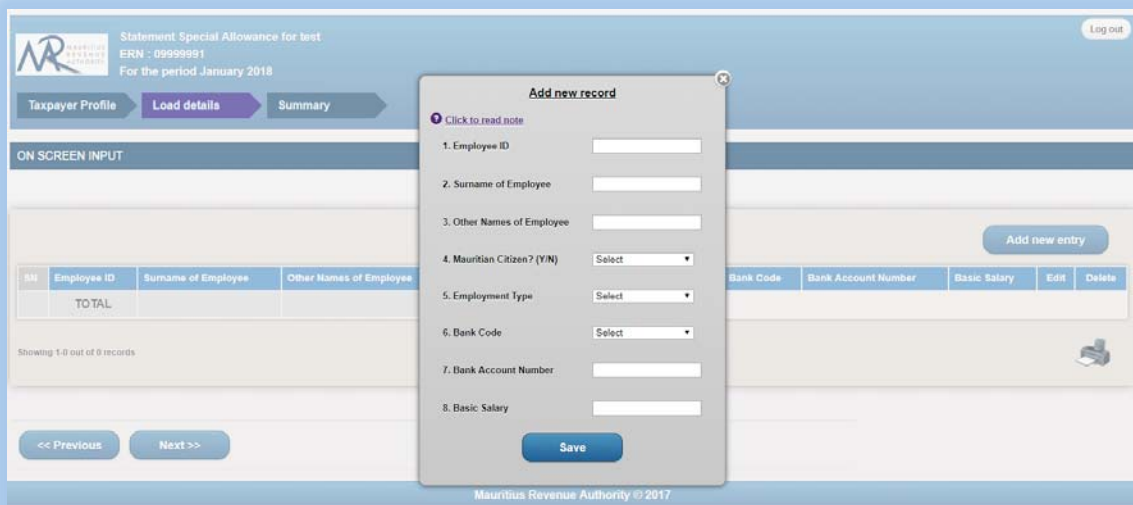
Step 3: Click on “Next” button to proceed to next page.

2. Load details

The “Load Details” page is displayed.



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

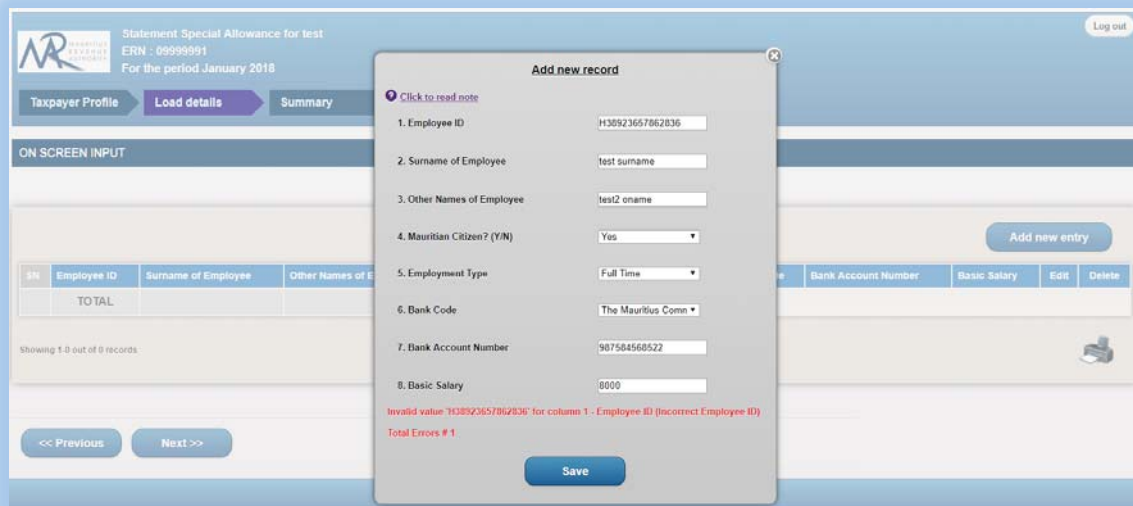


Step 3: For more details about the different fields, click on the “Click to read note” link.

Step 4: Enter the employee details and click on “Save button”.

(iii) 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.



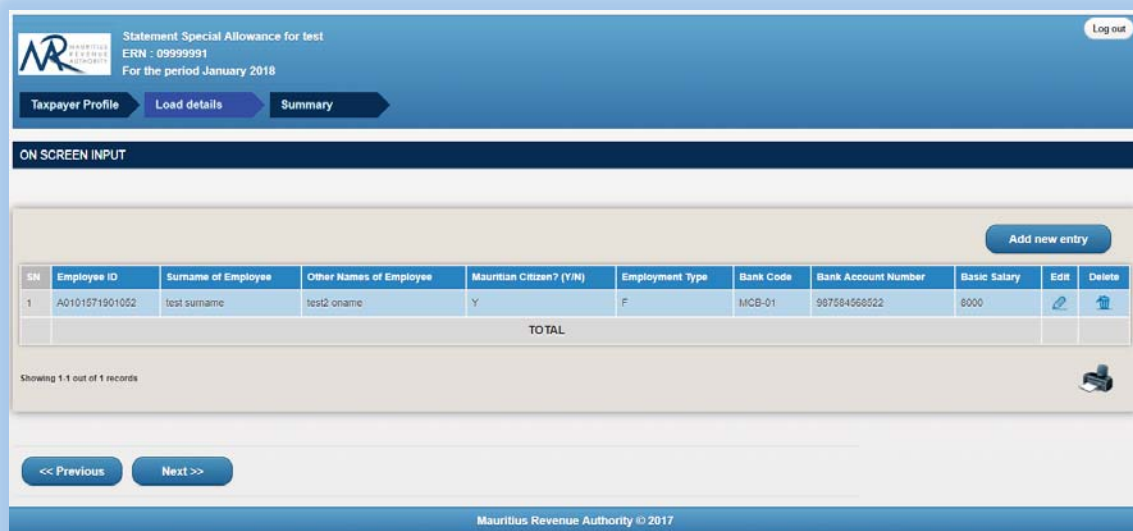
The screenshot shows the 'Add new record' modal form. The form contains the following fields and values:

- 1. Employee ID: H30523657862836
- 2. Surname of Employee: test surname
- 3. Other Names of Employee: test2 oname
- 4. Mauritian Citizen? (Y/N): Yes
- 5. Employment Type: Full Time
- 6. Bank Code: The Mauritius Comn
- 7. Bank Account Number: 907584568522
- 8. Basic Salary: 8000

Below the fields, a red error message is displayed: "Invalid value 'H30523657862836' for column 1 - Employee ID (Incorrect Employee ID)". Below the error message, it says "Total Errors # 1". A "Save" button is at the bottom of the modal.

(iv) Valid record


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

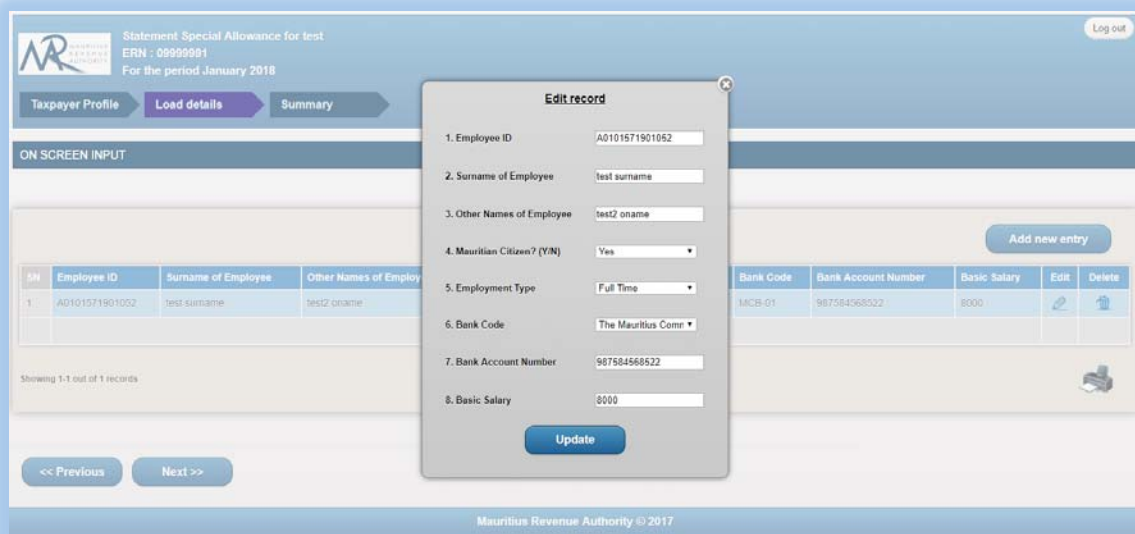



The screenshot shows the 'ON SCREEN INPUT' table. The table has the following columns: SN, Employee ID, Surname of Employee, Other Names of Employee, Mauritian Citizen? (Y/N), Employment Type, Bank Code, Bank Account Number, Basic Salary, Edit, and Delete. The table contains one record:

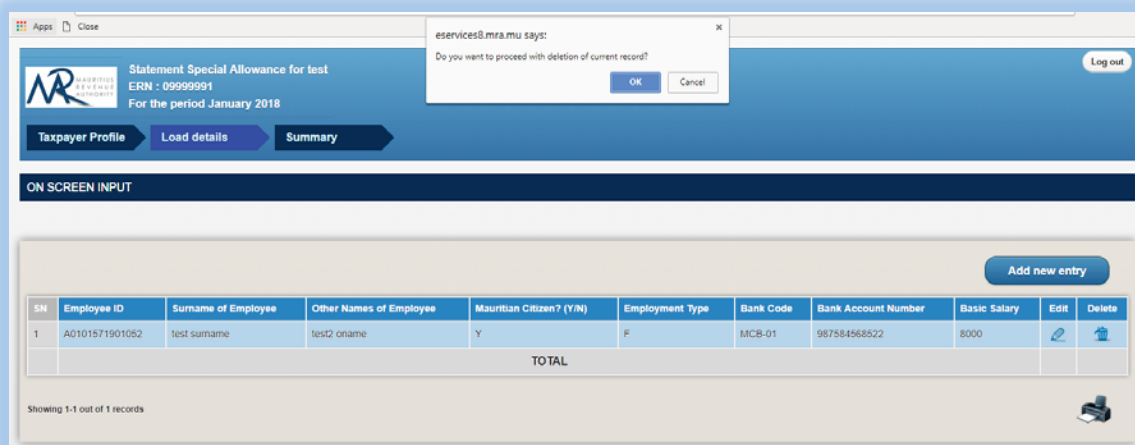
| SN | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen? (Y/N) | Employment Type | Bank Code | Bank Account Number | Basic Salary | Edit | Delete |
|----|----------------|---------------------|-------------------------|--------------------------|-----------------|-----------|---------------------|--------------|------|--------|
| 1 | A0101571901052 | test surname | test2 oname | Y | F | MCB-01 | 907584568522 | 8000 | | |

Below the table, it says "Showing 1:1 out of 1 records". A "Save" button is at the bottom of the modal.

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.

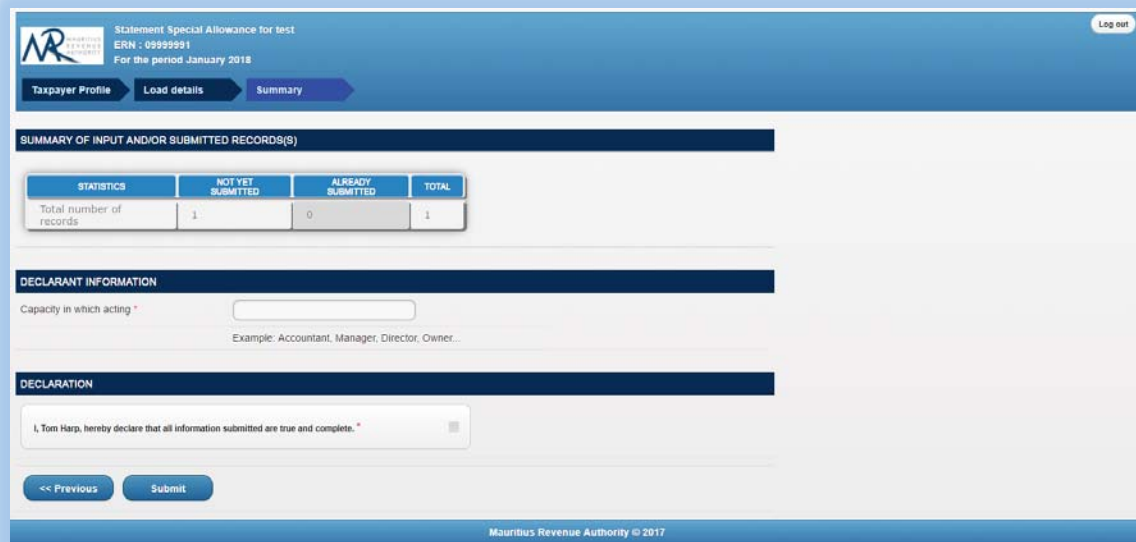


Step 5: To print records currently being displayed on the screen, click on the  icon.

Step 6: 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(S)**” section are correct.



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Log out

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 |

DECLARANT INFORMATION

Capacity in which acting *

Example: Accountant, Manager, Director, Owner...

DECLARATION

I, Tom Harp, hereby declare that all information submitted are true and complete. *

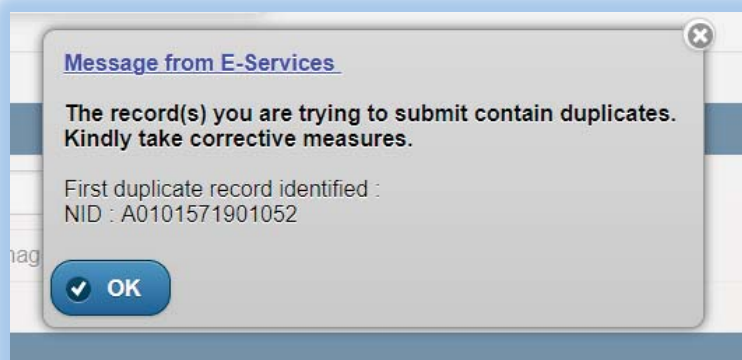
<< Previous Submit

Mauritius Revenue Authority © 2017

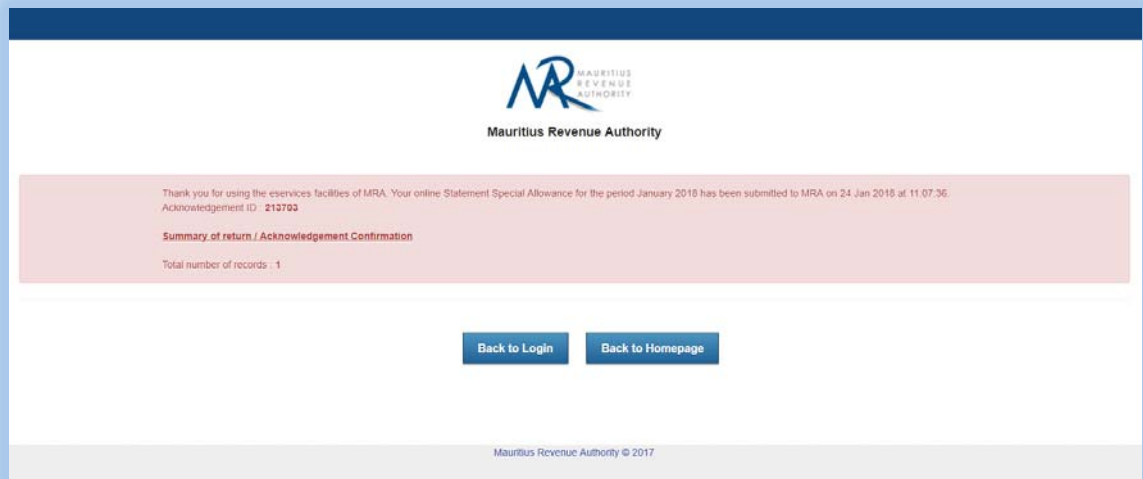
Step 2: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

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 **Employee Id** for each employee should be unique. An error message is displayed as shown below for same unique key - it indicates first Employee Id identified.



Step 4: 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.

5. Additional Return

After having successfully submitted all saved records, an additional return can be filed.

Step 1: On next login, details in **"Taxpayer Profile"** will have to be re-entered. Follow steps in [Section 1](#) of this document.

Step 2: The taxpayer has the possibility to view the previously submitted records (row(s) with a grey background colour); however they cannot be modified or deleted. To add new records (after save edit / delete them), follow steps in [Section 2](#) of this document.



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

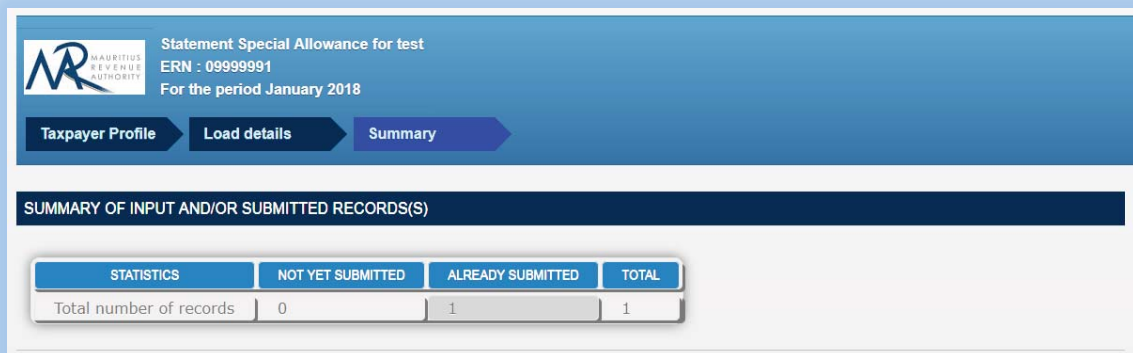
| SN | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen? (Y/N) | Employment Type | Bank Code | Bank Account Number | Basic Salary | Edit | Delete |
|-------|----------------|---------------------|-------------------------|--------------------------|-----------------|-----------|---------------------|--------------|------|--------|
| 1 | A0101571901052 | test surname | test2 oname | Y | F | MCB-01 | 987584568522 | 0000 | | |
| TOTAL | | | | | | | | | | |

Showing 1-1 out of 1 records

<< Previous Next >>

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Step 3: The statistics section for **ALREADY SUBMITTED** records is displayed (highlighted in grey). To submit return follow steps in [Section 3](#).



Statement Special Allowance for test
ERN : 09999991
For the period January 2018

Taxpayer Profile Load details Summary

SUMMARY OF INPUT AND/OR SUBMITTED RECORDS(S)

| STATISTICS | NOT YET SUBMITTED | ALREADY SUBMITTED | TOTAL |
|-------------------------|-------------------|-------------------|-------|
| Total number of records | 0 | 1 | 1 |

****IMPORTANT:**

1. Already submitted records will **not** be submitted again. Only records saved during return being currently filed are submitted.

DETAILS ON FILE UPLOAD

A. CSV File

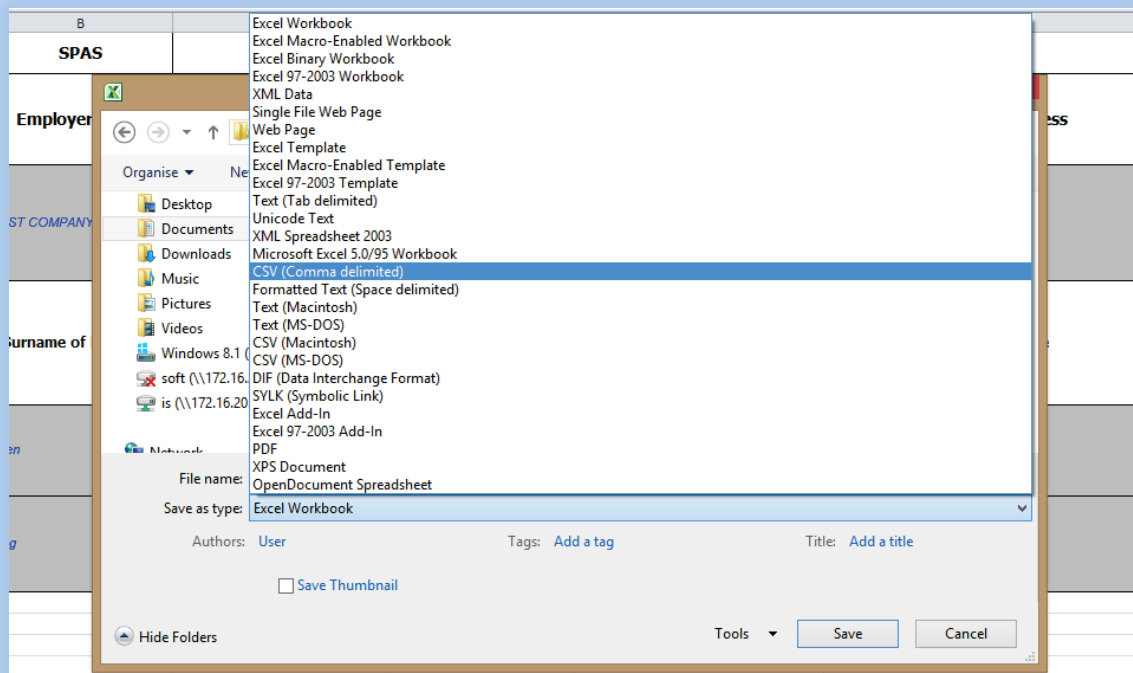
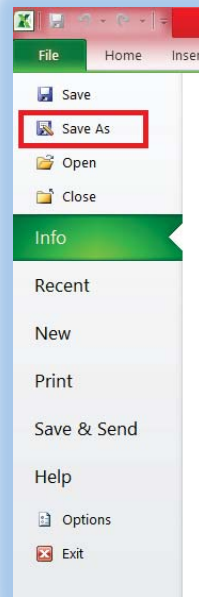
To generate your CSV file, please download the excel template from here:
<http://eservices8.mra.mu/DetailStmtVoucher/Download/SPAS/excelTemplate.xlsx>.

| | A | B | C | D | E | F | G | H |
|---|--|---|---|--|--|---|----------------------------|---------------------|
| 1 | MRA | SPAS | V1.0 | | | | | |
| 2 | Employer Registration Number (ERN) | Employer Name | Period | Telephone Number | Mobile Number | Email Address | | |
| 3 | Insert ERN of the Employer Here E.g. BLACKSMITH Shells | Insert Full Name of the Employer Here E.g. BLACKSMITH Shells | Insert Period here - YYYY E.g. January 2018 - 1801 February 2018 - 1802 | Insert Telephone Number Here E.g. 12345678 | Insert Mobile Number Here E.g. 51234567 | Insert Email Address Here | | |
| 4 | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen (Y/N) | Employment Type : Part Time / Full Time ? | Bank Code | Bank Account Number | Basic Salary |
| 5 | Insert Employee ID, if Mauritian use National Identity Card No. for Non-Mauritian citizens, the ID issued by the Passport and Immigration Office (NCID) should be inserted | Insert surname of the Employee | Insert other names of the employee | Insert: (i) Y if Mauritian Citizen (ii) N if Non-Mauritian Citizen | Insert Employment Type: (i) P if Part time (ii) F if Full time | Insert Bank Code chosen from list below: - The Mauritius Commercial Bank Ltd - MCB-01 - ABC Banking Corporation Ltd - ABC-01 - The Hongkong and Shanghai Banking Corporation Limited - HSBC-01 - Standard Chartered Bank (Mauritius) Limited - SCB-01 - Banque des Mascareignes Lim - BMAS-01 - Barclays Bank PLC - BARC-01 - State Bank of Mauritius - SBM-01 - SBI (Mauritius) Ltd - SBI-01 - Mautibank Ltd - MPCB-01 - Investec Bank (Mauritius) Limited - IBVS-01 - Bank of Baroda - BOB-01 - Habib Bank Limited - HABB-01 - Bank of India International Ltd - BIL-01 - Standard Bank (Mauritius) Limited - SBL-01 - Bank One Limited - BOK-01 - Afrasia Bank Limited - AFNB-01 | Insert Bank Account Number | Insert Basic Salary |

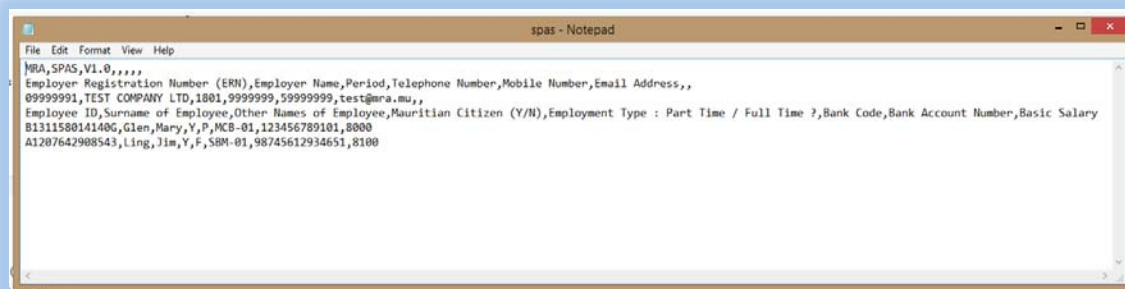
Replace the blue text with your data as shown below.

| | A | B | C | D | E | F | G | H |
|---|---|----------------------------|--------------------------------|--------------------------------|--|----------------------|----------------------------|---------------------|
| 1 | MRA | SPAS | V1.0 | | | | | |
| 2 | Employer Registration Number (ERN) | Employer Name | Period | Telephone Number | Mobile Number | Email Address | | |
| 3 | 3999991 | TEST COMPANY LTD | 1801 | 3999999 | 20999999 | test@mra.mu | | |
| 4 | Employee ID | Surname of Employee | Other Names of Employee | Mauritian Citizen (Y/N) | Employment Type : Part Time / Full Time ? | Bank Code | Bank Account Number | Basic Salary |
| 5 | 8131158014140G | Glen | Mary | Y | P | MCB-01 | 123456789101 | 8000 |
| 6 | 41207642900543 | Ling | Jim | Y | F | SBM-01 | 98745612934051 | 9100 |

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/SPAS/csvTemplate.csv>.

IMPORTANT NOTES

- 1) Data should exclude all special characters, including comma.
- 2) File size for each upload **should not exceed** 5Mb.
- 3) 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.
- 4) Already submitted files will **not** be submitted again. Only files uploaded during return being currently filed are submitted.