

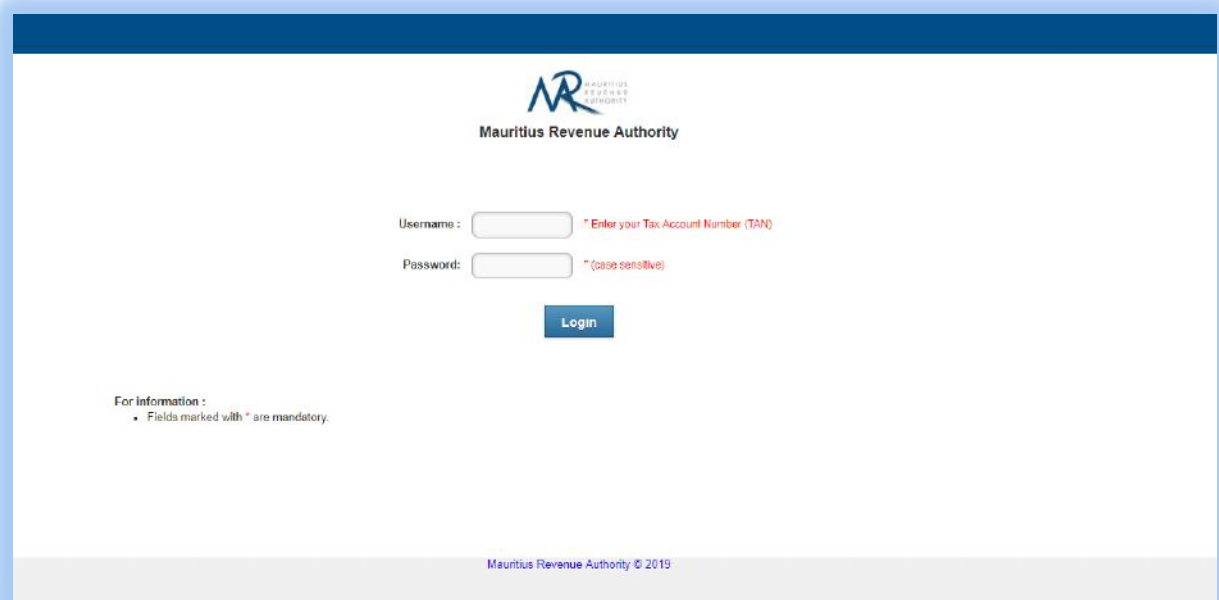
## STEP-BY-STEP GUIDE TO E-FILING OF ANNUAL TDSI STATEMENT

### 1. Introduction

You want to submit your Annual TDSI Statement 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 tax account number (TAN) and password.

### 2. Login



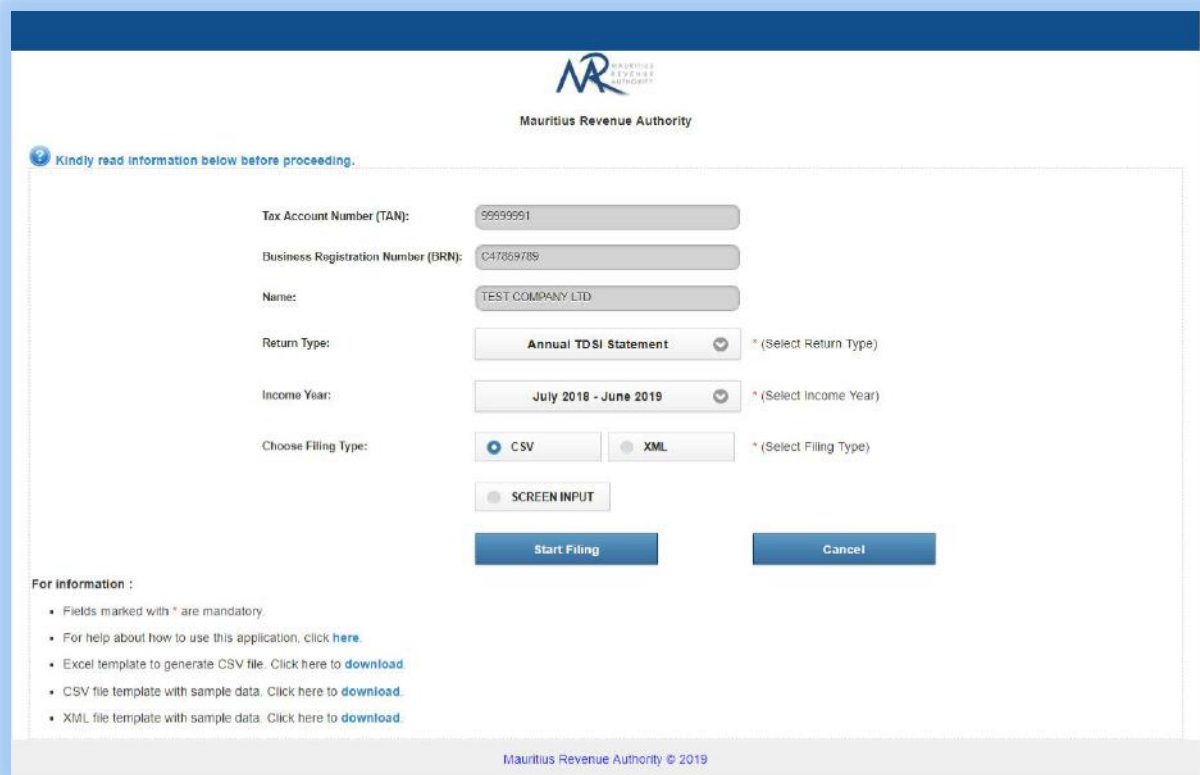
The screenshot shows the login page of the Mauritius Revenue Authority. At the top center is the logo and the text "Mauritius Revenue Authority". Below this, there are two input fields: "Username:" followed by a text box with a red asterisk and the instruction "Enter your Tax Account Number (TAN)", and "Password:" followed by a text box with a red asterisk and the instruction "(case sensitive)". Below the password field is a blue "Login" button. At the bottom left, there is a section titled "For information:" with a bullet point stating "Fields marked with \* are mandatory." At the bottom center, there is a small copyright notice: "Mauritius Revenue Authority © 2019".

**Step 1:** Enter your username (Tax account Number)

**Step 2:** Enter your password

**Step 3:** Click on the "Login" button to proceed to next page

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



Kindly read information below before proceeding.

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C47859789

Name: TEST COMPANY LTD

Return Type: Annual TDSI Statement \* (Select Return Type)

Income Year: July 2018 - June 2019 \* (Select Income Year)

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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TAN, BRN and Name of company are pre-filled based on your login details. This information cannot be altered.

**Step 1:** Select the “Return Type” – in this case: Annual TDSI Statement (Prefilled)

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

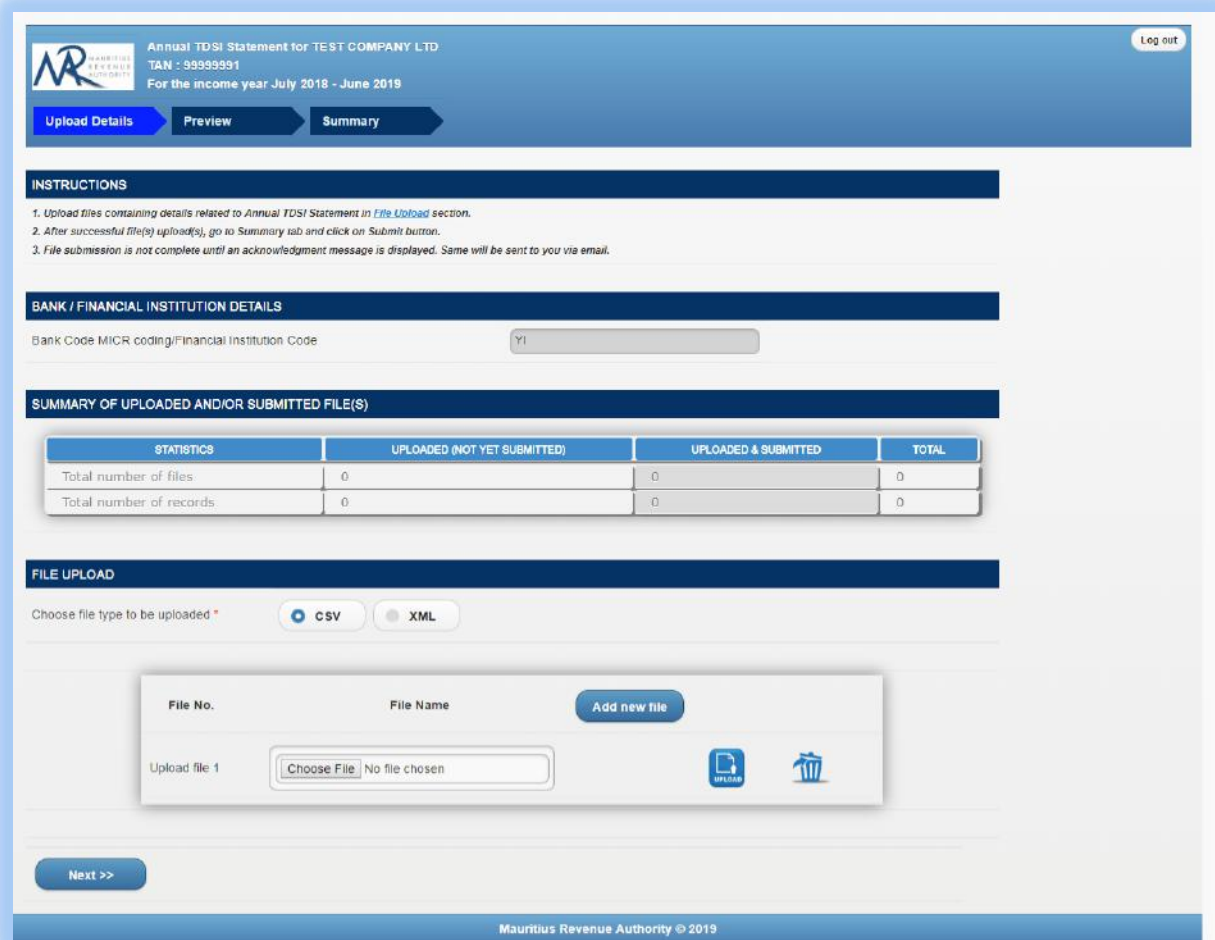
**Step 4:** Select the “Filing Type” for which the return is being filed.

**Step 5:** In the “For information” section, the guidelines and the different templates for Annual TDSI Statement are available for download.

**Step 6:** Click on “Start Filing” button to proceed to next page.

## A. CSV FILING TYPE

### 1. Upload Details



Annual TDS Statement for TEST COMPANY LTD  
TAN : 99999991  
For the income year July 2018 - June 2019

Upload Details | Preview | Summary

**INSTRUCTIONS**

- Upload files containing details related to Annual TDS Statement 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.

**BANK / FINANCIAL INSTITUTION DETAILS**

Bank Code MICR coding/Financial Institution Code

**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	
Upload file 1	<input type="text" value="Choose File   No file chosen"/>	<input type="button" value="Add new file"/> <input type="button" value="Upload"/> <input type="button" value="Delete"/>

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Statistics on successful file uploads for chosen income year 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.

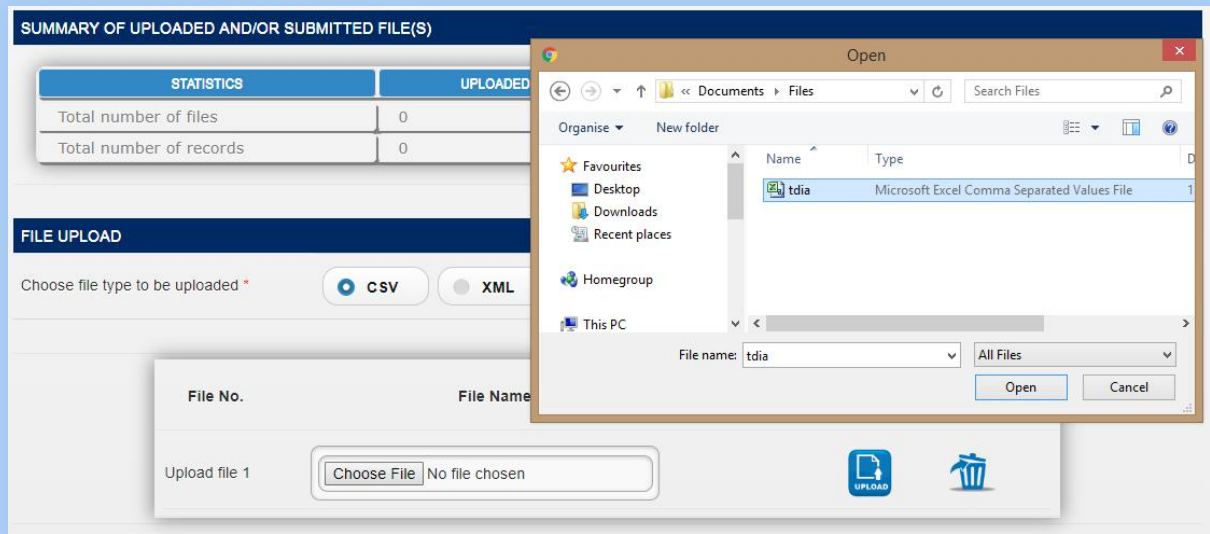


**FILE UPLOAD**

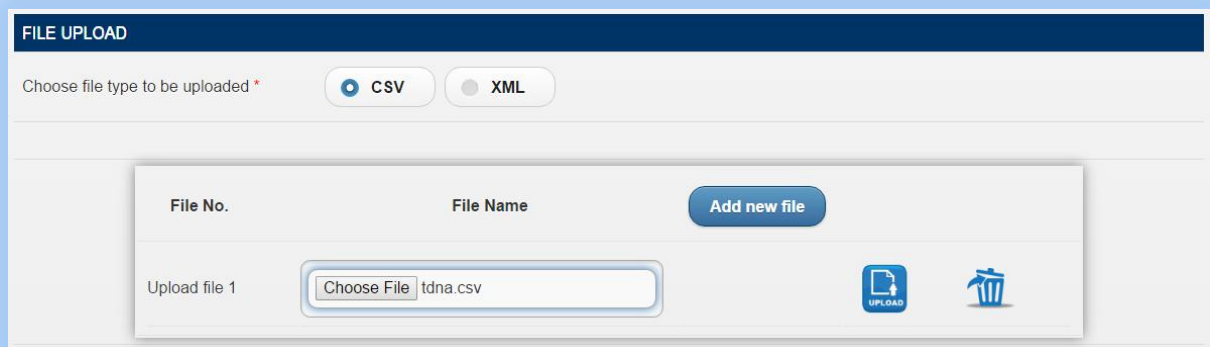
Choose file type to be uploaded \*

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.

**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	
Upload file 1	<input type="text" value="tdia.csv"/>	<input type="button" value="Add new file"/> <span style="margin-left: 20px;">File Upload Failed</span> <span style="margin-left: 10px;"><input type="button" value="Click for details"/></span> <span style="margin-left: 10px;"><input type="button" value="🗑️"/></span>

**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	
Upload file 1	<input type="text" value="tdia.c"/>	<input type="button" value="Add new file"/> <span style="margin-left: 20px;">File Upload Failed</span> <span style="margin-left: 10px;"><input type="button" value="Click for details"/></span> <span style="margin-left: 10px;"><input type="button" value="🗑️"/></span>

**File upload failed**

Line 3 : invalid value '99999998' for column 5 - Telephone Number (Incorrect format)

Total Errors # 1

**(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	4	0	4
Total Interest Paid (MUR)	360,000	0	360,000
Tax Deducted (MUR)	12,000	0	12,000
Interest Accrued 01 July 2006- 31 December 2009 (MUR)	37,500	0	37,500

**FILE UPLOAD**

Choose file type to be uploaded \*  CSV  XML

File No.	File Name		
File 1	tdia.csv	File Uploaded	<input type="button" value="Click for details"/> <input type="button" value="🗑️"/>

**FILE UPLOAD**

Choose file type to be uploaded \*  CSV  XML

File No.	File Name		
File 1	tdia.csv	File Uploaded	<input type="button" value="Click for details"/> <input type="button" value="🗑️"/>

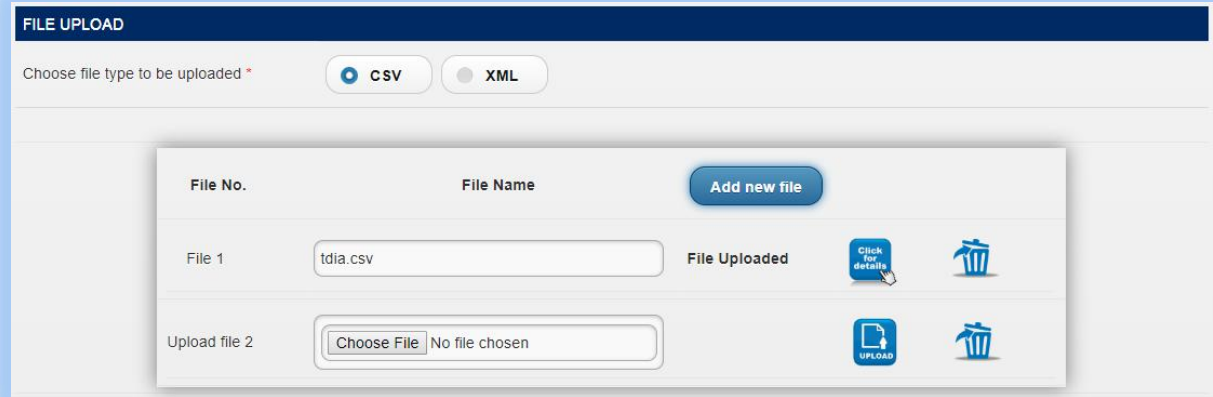
**✔ File upload successful**

Total number of records: 4      Total Interest Paid (MUR): 360,000

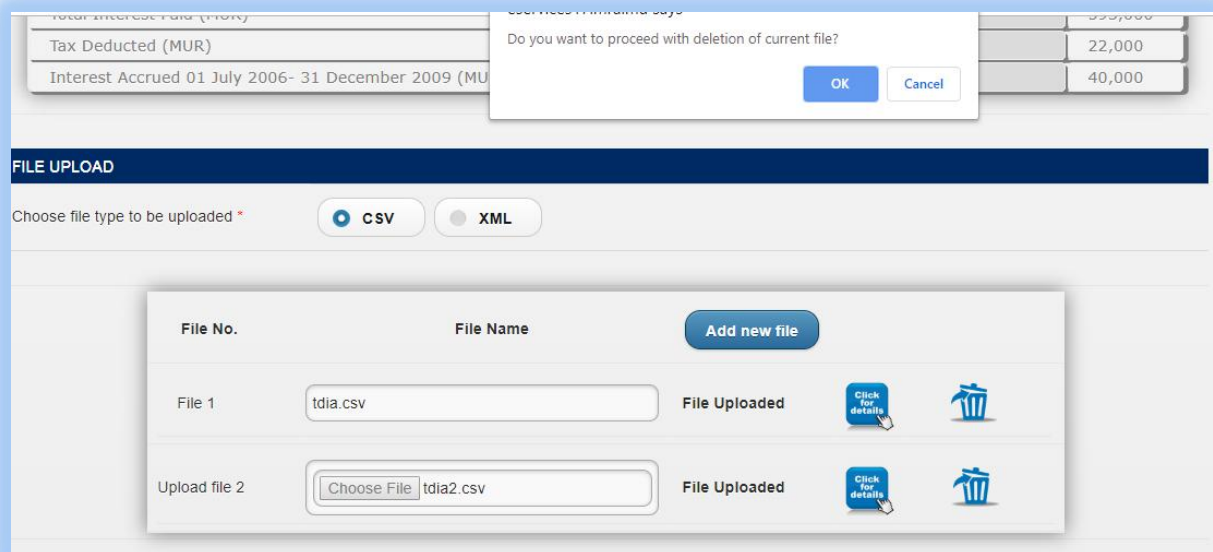
Tax Deducted (MUR): 12,000      Interest Accrued 01 July 2006- 31 December 2009 (MUR): 37,500

**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**.



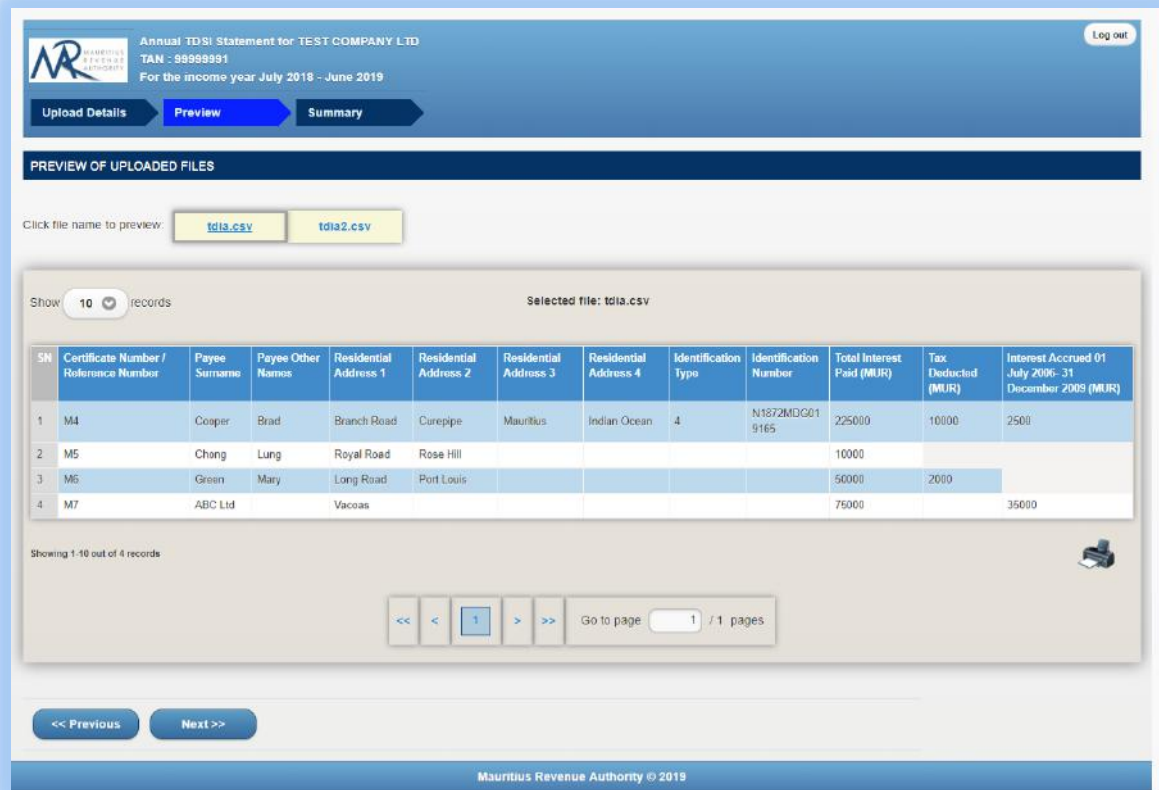
**Step 6:** To delete a file, click on the delete bin icon [🗑️]. A confirmation message is displayed. Click on “OK” to delete file, else cancel the action.



**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.



Annual TDSI Statement for TEST COMPANY LTD  
TAN : 99999991  
For the income year July 2018 - June 2019

Upload Details **Preview** Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: [tdia.csv](#) [tdia2.csv](#)

Show 10 records Selected file: tdia.csv

SN	Certificate Number / Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)
1	M4	Cooper	Brad	Branch Road	Careppe	Mauritius	Indian Ocean	4	N1872MDC019165	225000	10000	2500
2	M5	Chong	Lung	Royal Road	Rose Hill					10000		
3	M6	Green	Mary	Long Road	Port Louis					50000	2000	
4	M7	ABC Ltd		Vacoas						75000		35000

Showing 1-10 out of 4 records

<< < 1 > >> Go to page 1 / 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: [tdia.csv](#) [tdia2.csv](#)

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

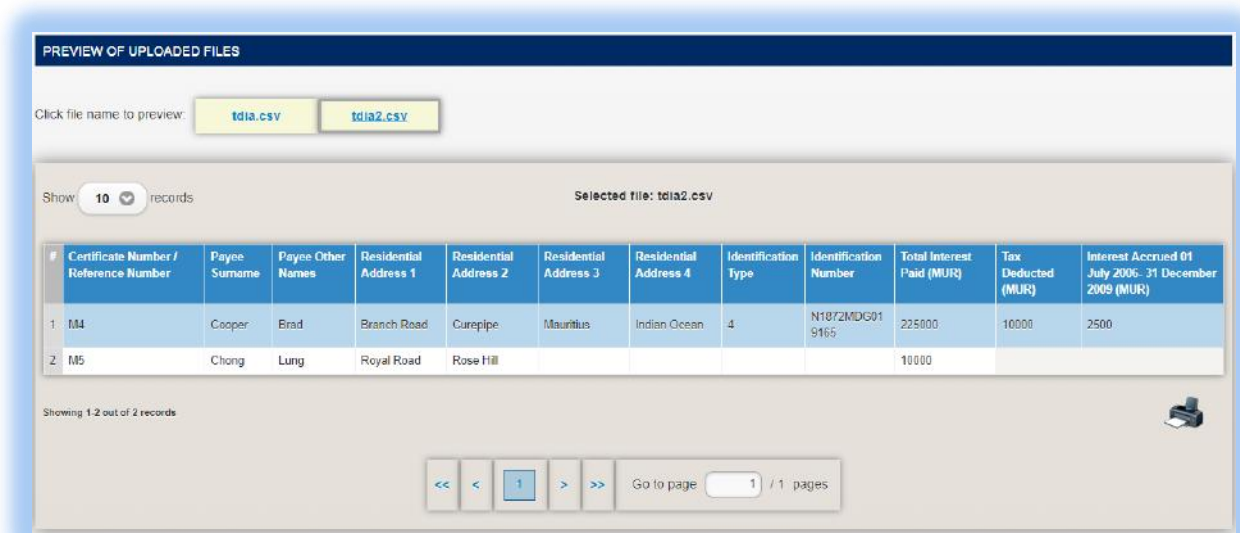


Show 10 records

- 10
- 50
- 100
- 1000



**Step 4:** The name of the file being currently previewed is displayed on top: “Selected file: tdia2.csv”




PREVIEW OF UPLOADED FILES

Click file name to preview:

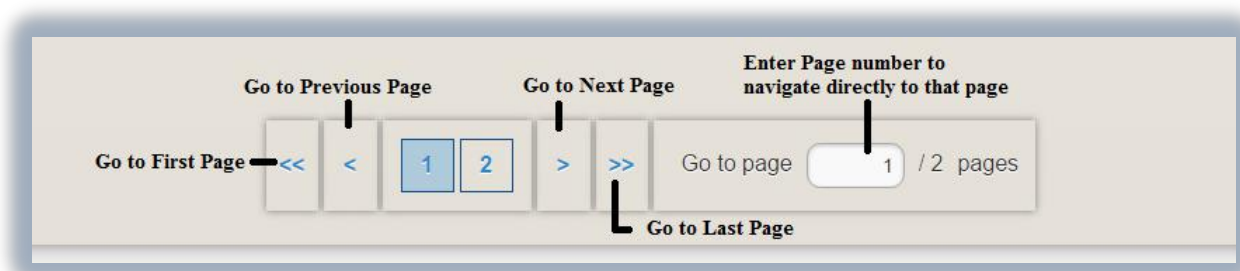
Show  records Selected file: tdia2.csv

#	Certificate Number / Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)
1	M4	Cooper	Brad	Branch Road	Curepipe	Mauritius	Indian Ocean	4	N107ZMDG019165	225000	10000	2500
2	M5	Chong	Lung	Royal Road	Rose Hill					10000		

Showing 1.2 out of 2 records 

<< < 1 > >> Go to page  / 1 pages

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



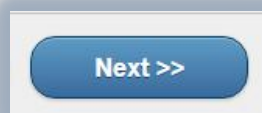
Go to Previous Page      Go to Next Page      Enter Page number to navigate directly to that page

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

Go to Last Page

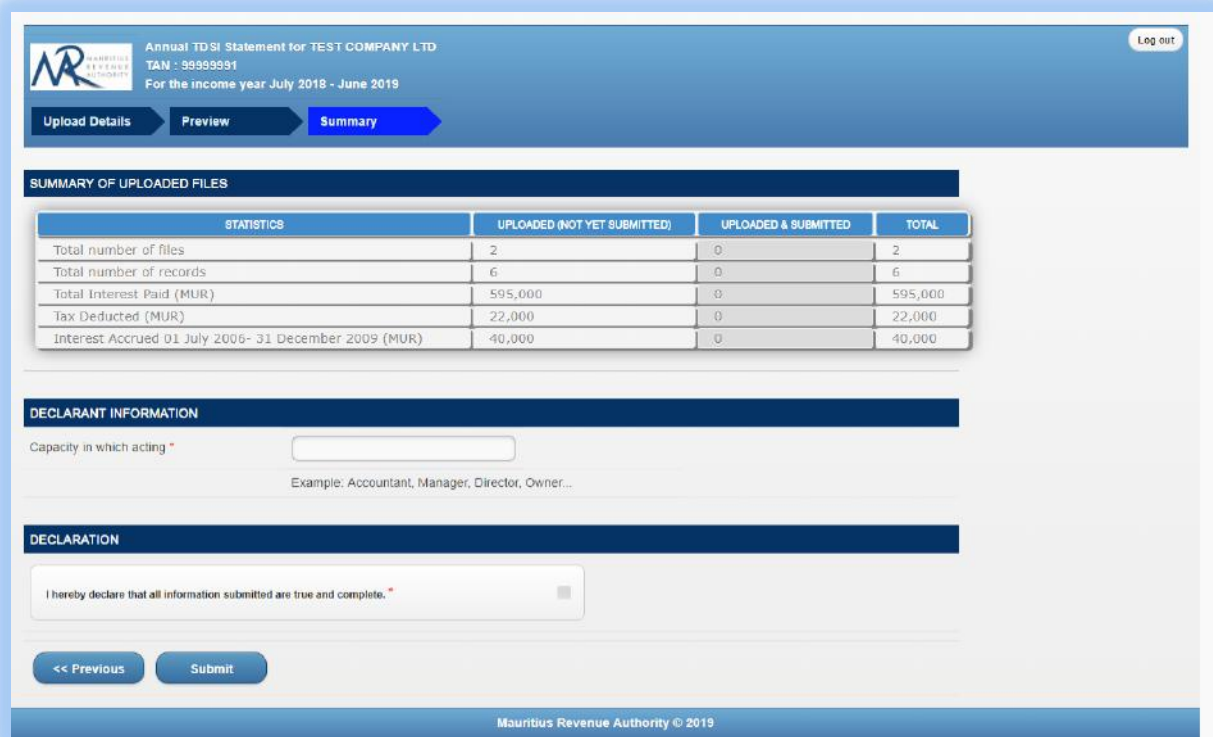
**Step 6:** To print records currently being displayed on the screen, click on the  icon.

**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.



Annual TDSI Statement for TEST COMPANY LTD  
 TAN : 99999991  
 For the income year July 2018 - June 2019

Upload Details | Preview | **Summary**

**SUMMARY OF UPLOADED FILES**

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	6	0	6
Total Interest Paid (MUR)	595,000	0	595,000
Tax Deducted (MUR)	22,000	0	22,000
Interest Accrued 01 July 2006- 31 December 2009 (MUR)	40,000	0	40,000

**DECLARANT INFORMATION**

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

**DECLARATION**

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

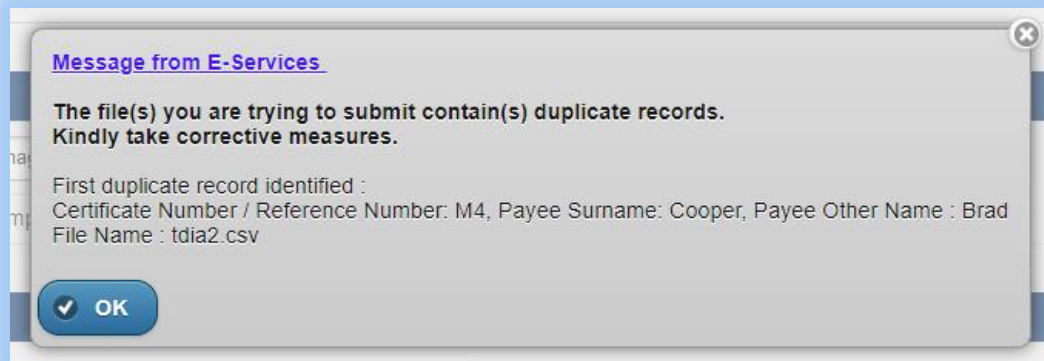
<< Previous | Submit

Mauritius Revenue Authority © 2019

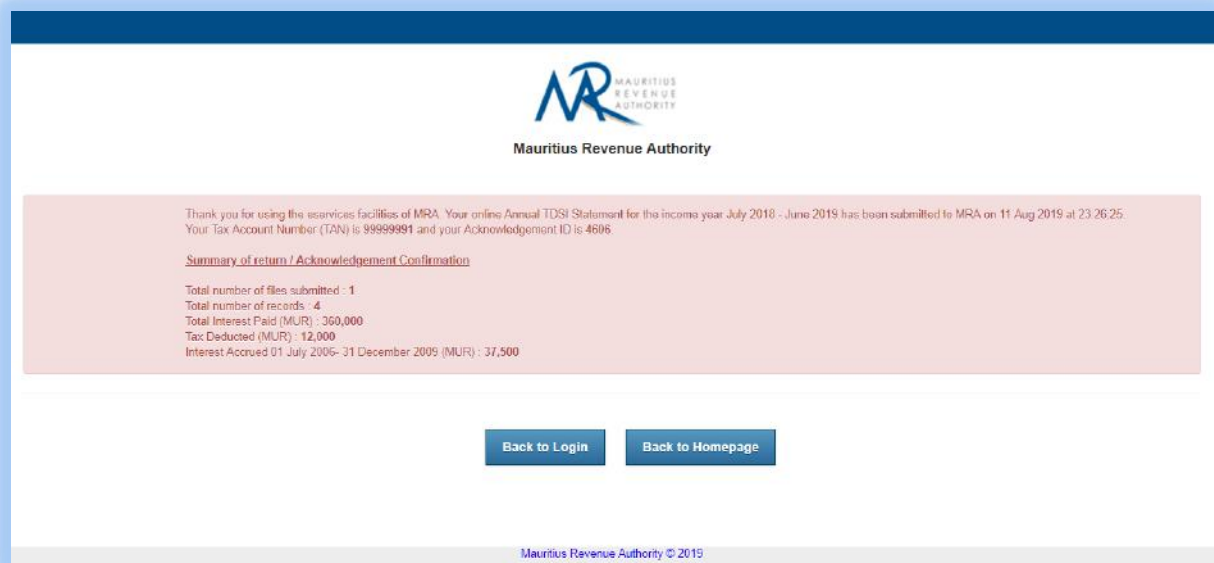
**Step 2:** In the “DECLARANT INFORMATION” section, enter the “Capacity in which acting”.

**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 **Certificate Number / Reference Number** and corresponding **Surname and Other name** for each payee 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 4:** The following screen is displayed upon successful submission of the statement. An email is also sent to the declarant's email address.



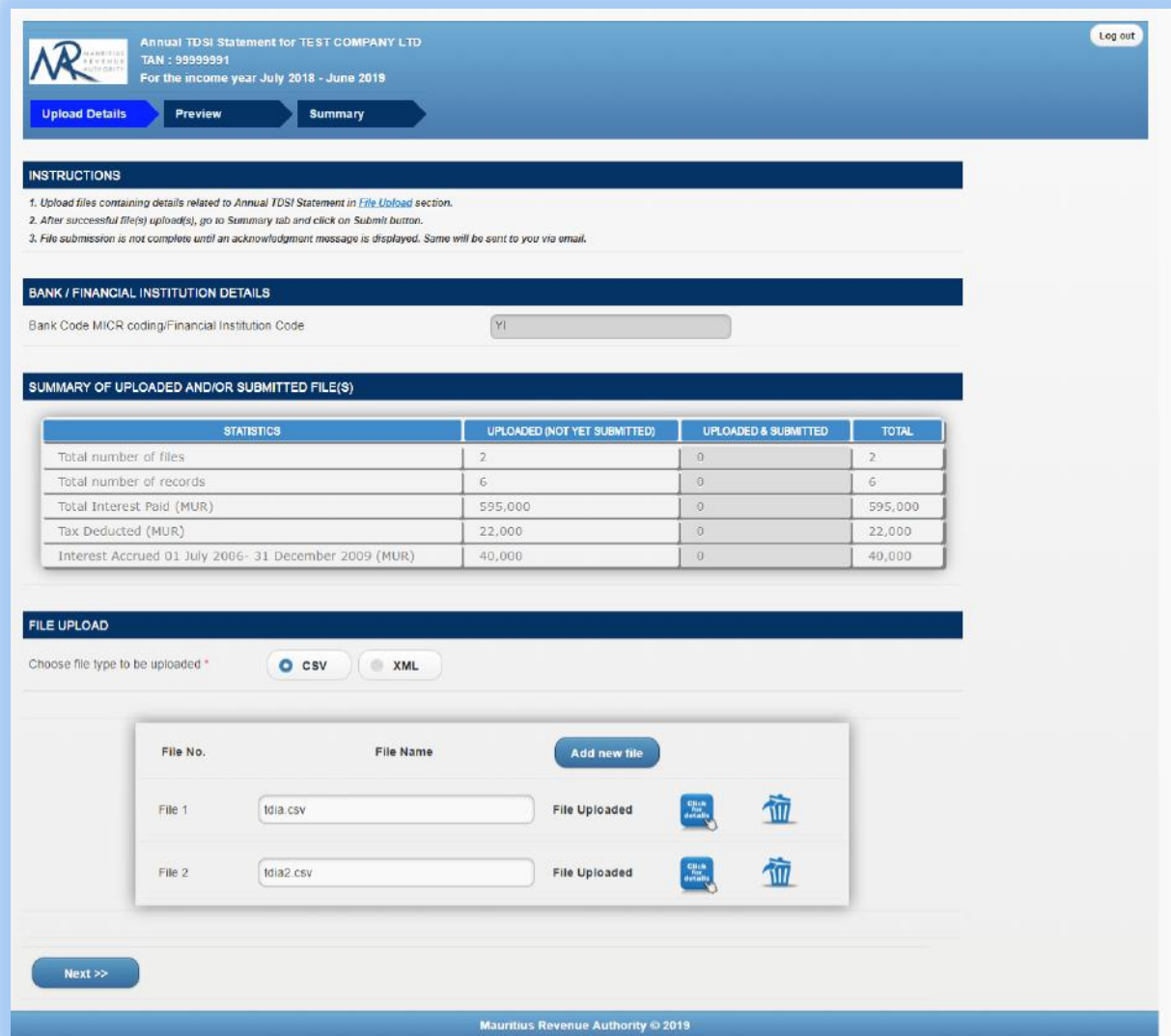
**Step 5:**

- 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.



The screenshot shows the 'Annual TDSI Statement for TEST COMPANY LTD' interface. It includes a navigation bar with 'Upload Details', 'Preview', and 'Summary' tabs. Below this is an 'INSTRUCTIONS' section with three numbered steps. The 'BANK / FINANCIAL INSTITUTION DETAILS' section contains a 'Bank Code MICR coding/Financial Institution Code' field with the value 'YI'. The 'SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)' section features a table with the following data:

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	6	0	6
Total Interest Paid (MUR)	595,000	0	595,000
Tax Deducted (MUR)	22,000	0	22,000
Interest Accrued 01 July 2006- 31 December 2009 (MUR)	40,000	0	40,000

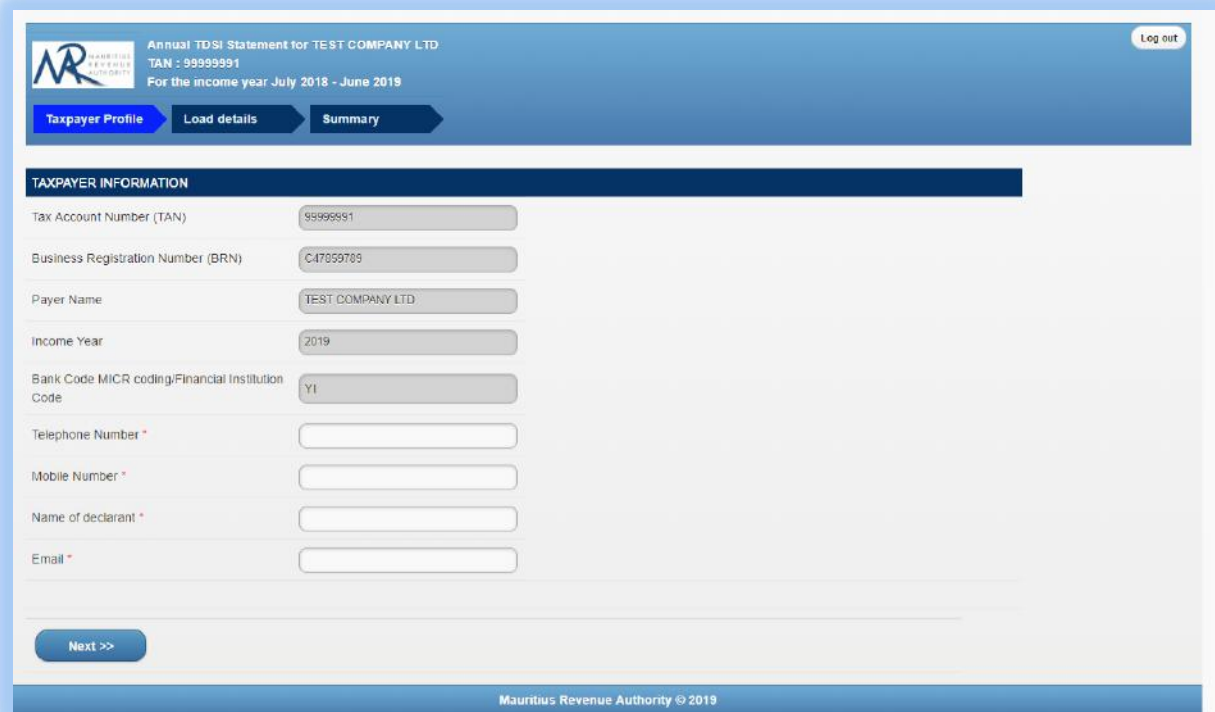
The 'FILE UPLOAD' section allows users to choose between 'CSV' and 'XML' file types. It displays a list of uploaded files:

File No.	File Name	Status	Actions
File 1	tdia.csv	File Uploaded	Click to Re-upload, Delete
File 2	tdia2.csv	File Uploaded	Click to Re-upload, Delete

A 'Next >>' button is located at the bottom of the file upload section. The footer of the page reads 'Mauritius Revenue Authority © 2019'.

## B. SCREEN INPUT FILING TYPE

### 1. Taxpayer Profile



The screenshot shows the 'Taxpayer Profile' form for 'TEST COMPANY LTD'. The form is titled 'Annual TDSI Statement for TEST COMPANY LTD' and 'For the income year July 2018 - June 2019'. It includes a 'Log out' button in the top right corner. The form is divided into sections: 'Taxpayer Profile', 'Load details', and 'Summary'. The 'TAXPAYER INFORMATION' section contains the following fields:

Tax Account Number (TAN)	99999991
Business Registration Number (BRN)	C47059703
Payer Name	TEST COMPANY LTD
Income Year	2019
Bank Code MICR coding/Financial Institution Code	YI
Telephone Number *	<input type="text"/>
Mobile Number *	<input type="text"/>
Name of declarant *	<input type="text"/>
Email *	<input type="text"/>

At the bottom of the form, there is a 'Next >>' button. The footer of the page reads 'Mauritius Revenue Authority © 2019'.

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

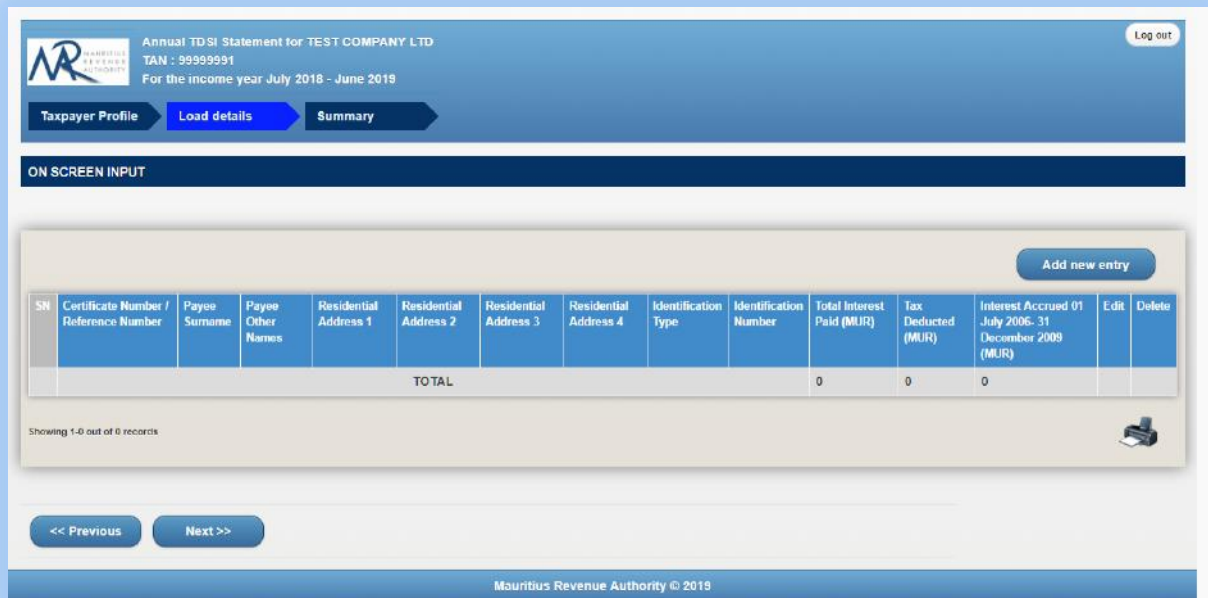
**Step 1:** Enter a valid "Telephone Number" and/or "Mobile Number".

**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.



Annual TDSI Statement for TEST COMPANY LTD  
TAN : 99999991  
For the income year July 2018 - June 2019

Log out

Taxpayer Profile Load details Summary

ON SCREEN INPUT

Add new entry

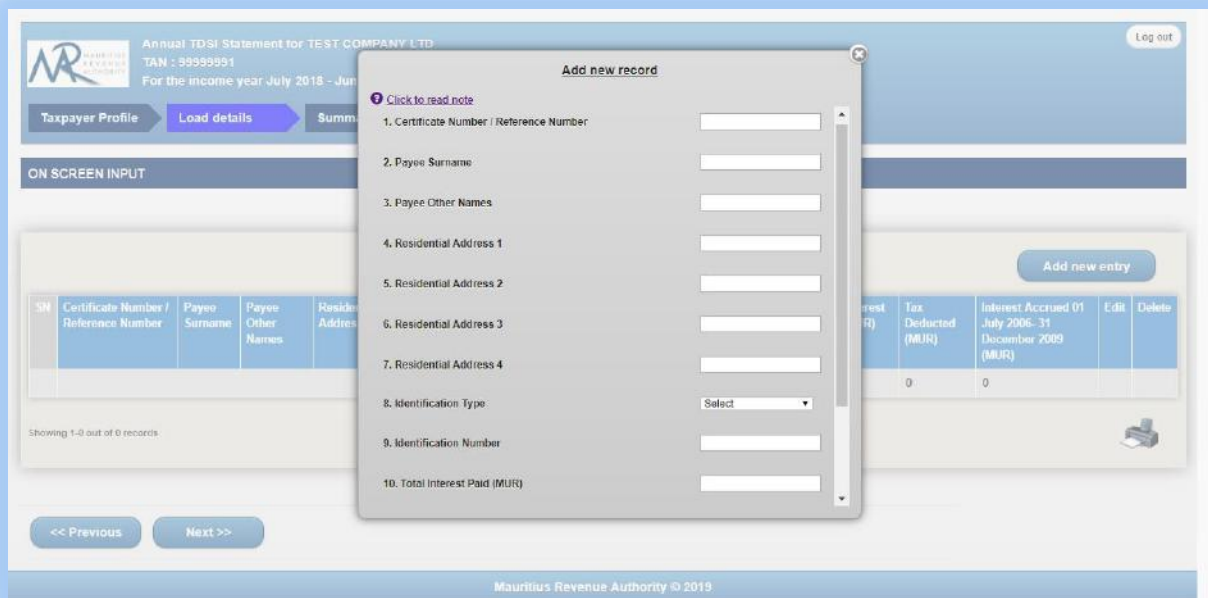
SN	Certificate Number / Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)	Edit	Delete
TOTAL										0	0	0		

Showing 1-0 out of 0 records

<< Previous Next >>

Mauritius Revenue Authority © 2019

**Step 1:** Click on “Add new record” button. The following screen will appear.



Annual TDSI Statement for TEST COMPANY LTD  
TAN : 99999991  
For the income year July 2018 - Jun

Log out

Taxpayer Profile Load details Summ

ON SCREEN INPUT

Add new entry

Click to read note

- Certificate Number / Reference Number
- Payee Surname
- Payee Other Names
- Residential Address 1
- Residential Address 2
- Residential Address 3
- Residential Address 4
- Identification Type
- Identification Number
- Total Interest Paid (MUR)

Showing 1-0 out of 0 records

<< Previous Next >>

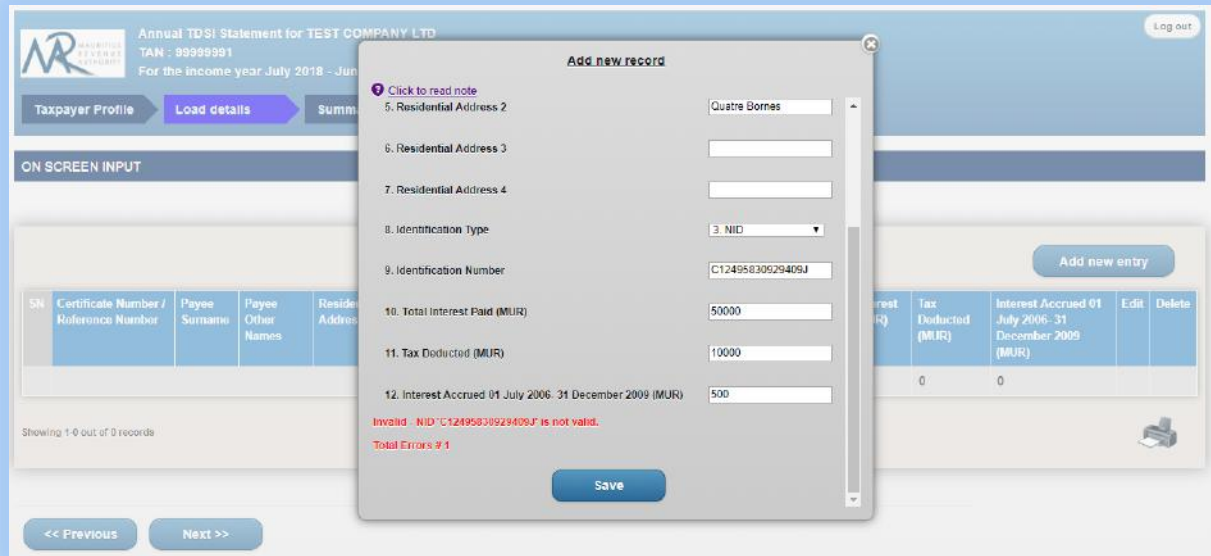
Mauritius Revenue Authority © 2019

**Step 2:** For more details about the different fields, click on the “Click to read note” link.

**Step 3:** Enter the payee details and click on “Save button”.

**(i) Invalid record**

If the payee 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.



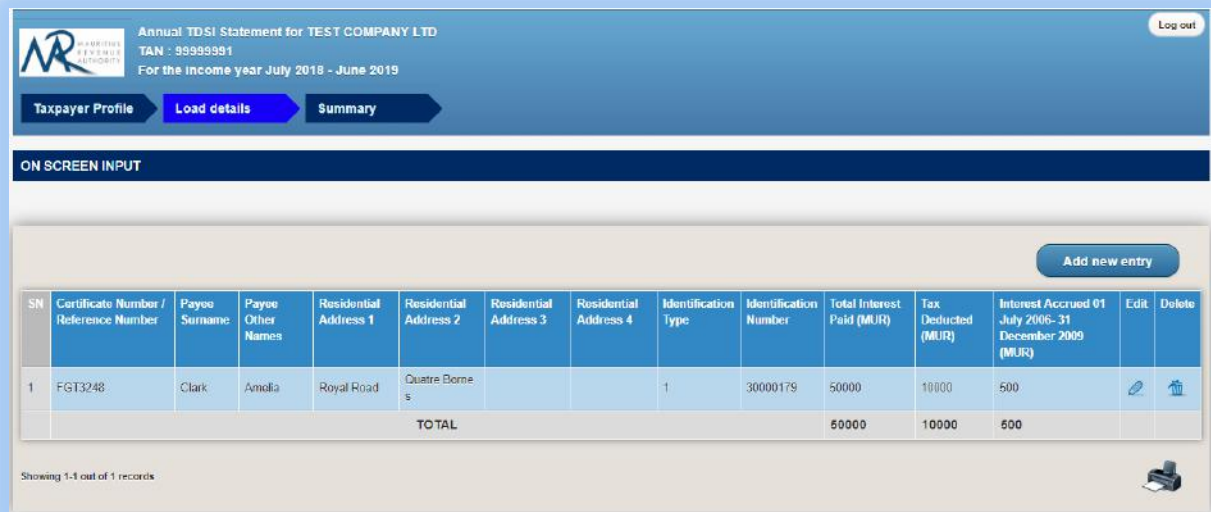
The screenshot shows a web application interface for the Mauritius Revenue Authority. A modal dialog box titled "Add new record" is open over a form. The form contains the following fields:

- 5. Residential Address 2: Quatre Bornes
- 6. Residential Address 3: (empty)
- 7. Residential Address 4: (empty)
- 8. Identification Type: NID
- 9. Identification Number: C1249580929409J
- 10. Total Interest Paid (MUR): 50000
- 11. Tax Deducted (MUR): 10000
- 12. Interest Accrued 01 July 2006 - 31 December 2009 (MUR): 500

Below the form, a red error message is displayed: "Invalid - NID 'C1249580929409J' is not valid. Total Errors: # 1". A "Save" button is visible at the bottom of the dialog box.

**(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.

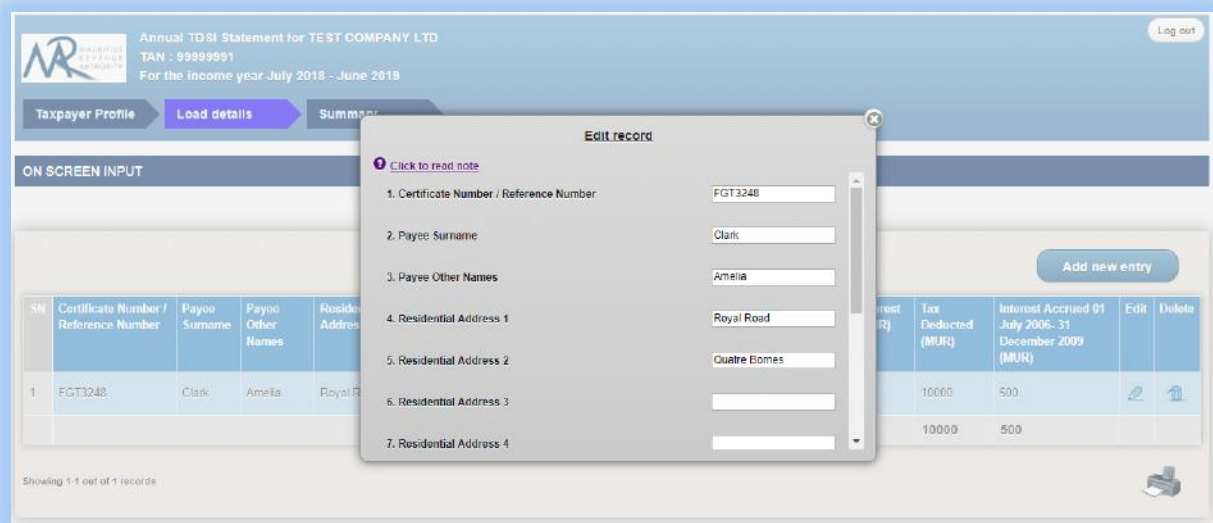



The screenshot shows the "Summary" page of the web application. A table displays the record that was successfully added. The table has the following columns:

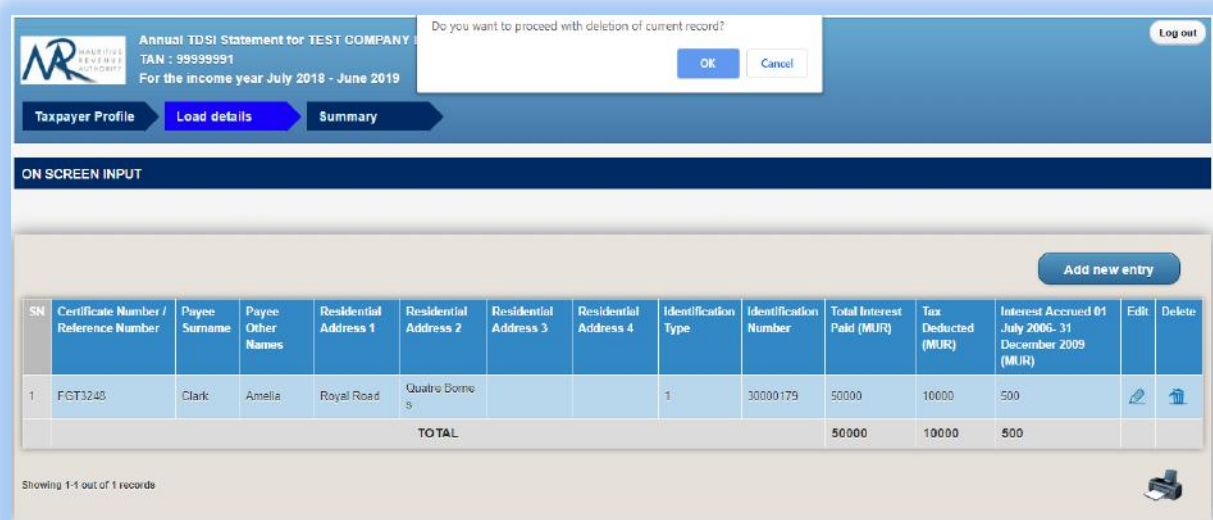
SN	Certificate Number / Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)	Edit	Delete
1	FGT3248	Clark	Amelia	Royal Road	Quatre Bornes			1	30000179	50000	10000	500		
<b>TOTAL</b>										<b>50000</b>	<b>10000</b>	<b>500</b>		

Below the table, it says "Showing 1-1 out of 1 records".

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.



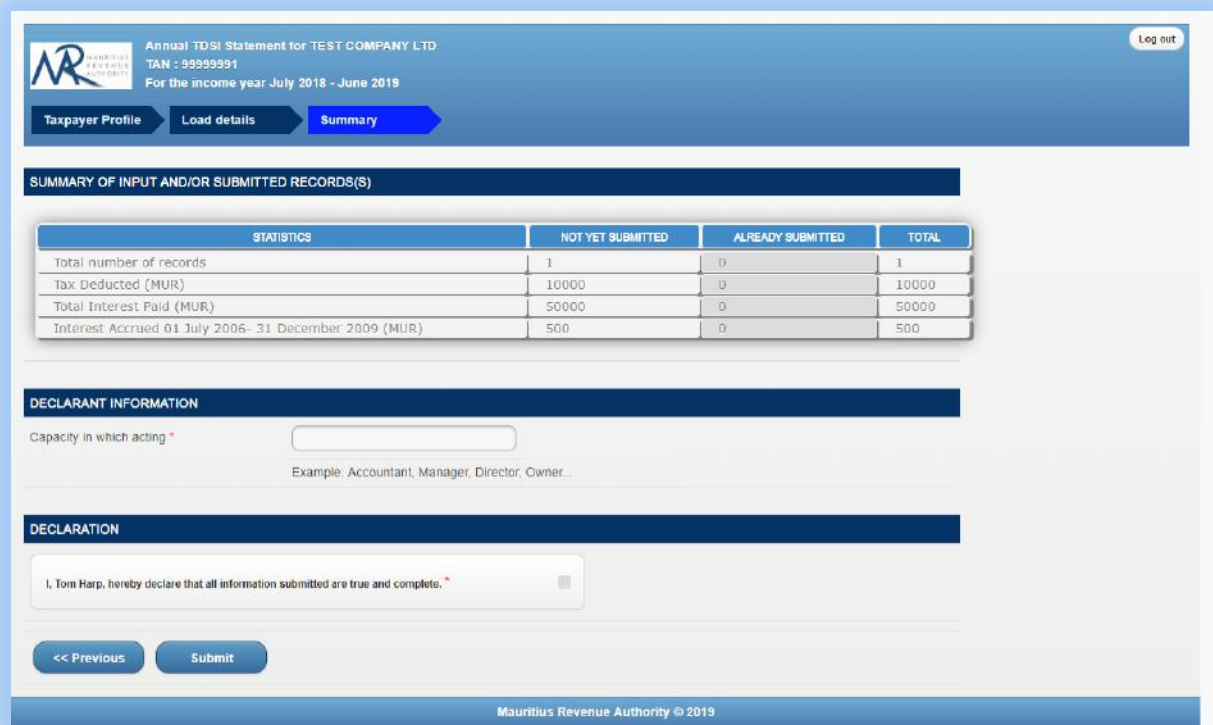
**Step 4:** To print records currently being displayed on the screen, click on the  icon.

**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.



Annual TDSI Statement for TEST COMPANY LTD  
 TAN : 99999991  
 For the income year July 2018 - June 2019

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
Tax Deducted (MUR)	10000	0	10000
Total Interest Paid (MUR)	50000	0	50000
Interest Accrued 01 July 2006- 31 December 2009 (MUR)	500	0	500

**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. \*

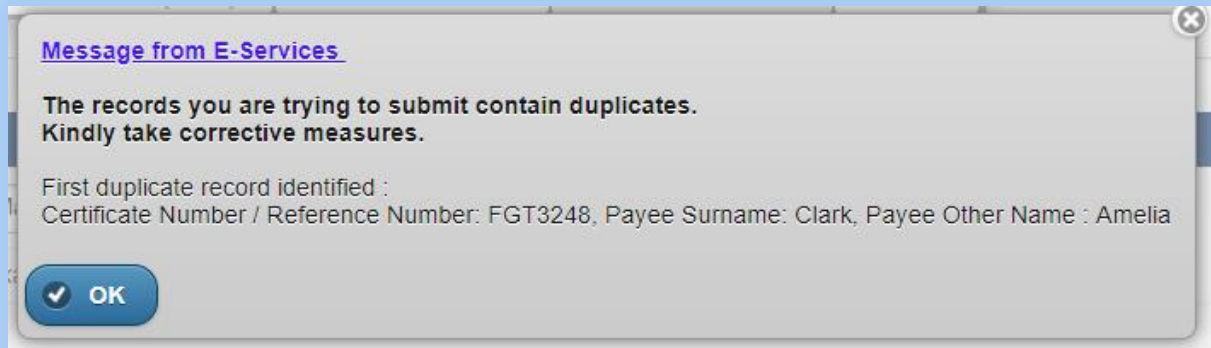
<< Previous Submit

Mauritius Revenue Authority © 2019

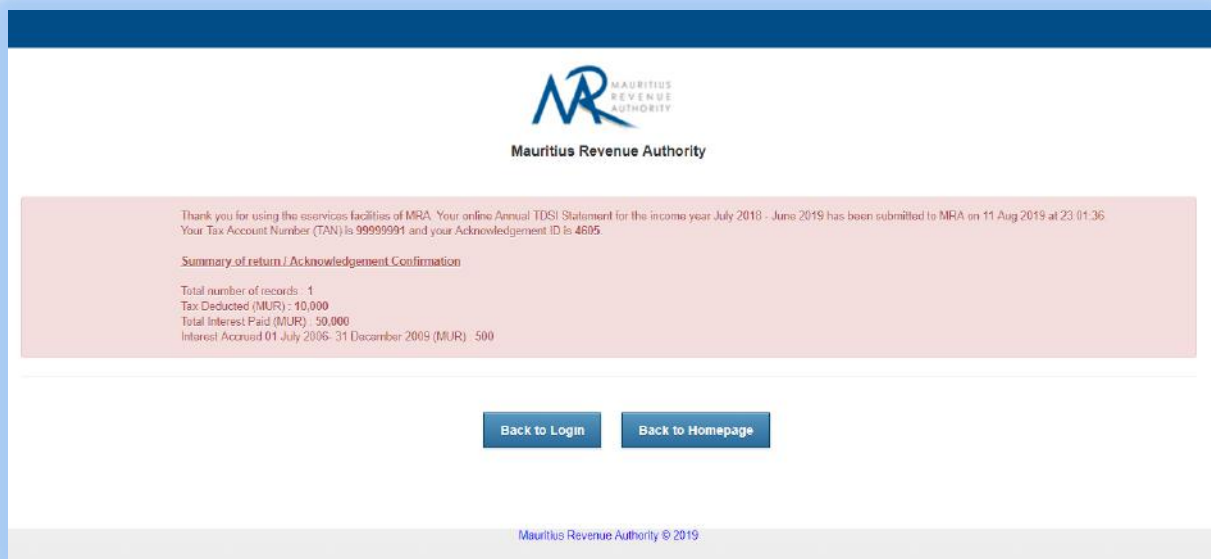
**Step 2:** In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

**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 **Certificate Number / Reference Number and surname and other name** for each payee should be unique. In case of duplicate records, 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.



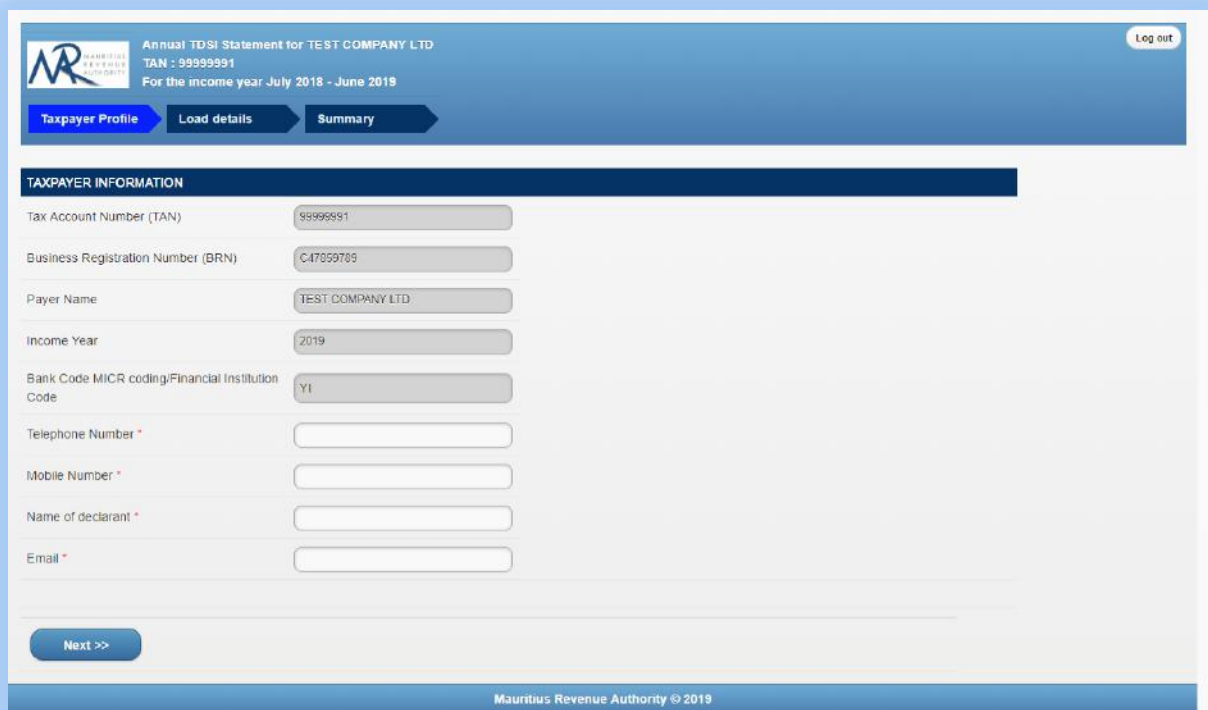
**Step 7:**

- 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.



Annual TDSI Statement for TEST COMPANY LTD  
 TAN : 99999991  
 For the income year July 2018 - June 2019

Log out

Taxpayer Profile Load details Summary

**TAXPAYER INFORMATION**

Tax Account Number (TAN) 99999991

Business Registration Number (BRN) C47059789

Payer Name TEST COMPANY LTD

Income Year 2019

Bank Code MICR coding/Financial Institution Code Y1

Telephone Number \*

Mobile Number \*

Name of declarant \*

Email \*

Next >>

Mauritius Revenue Authority © 2019



Annual TDSI Statement for TEST COMPANY LTD  
 TAN : 99999991  
 For the income year July 2018 - June 2019

Log out

Taxpayer Profile Load details Summary

**ON SCREEN INPUT**

Add new entry

SN	Certificate Number / Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006-31 December 2009 (MUR)	Edit	Delete
1	FGT3248	Clark	Amelia	Royal Road	Quatre Bornes			1	30000179	50000	10000	500		
<b>TOTAL</b>										<b>50000</b>	<b>10000</b>	<b>500</b>		

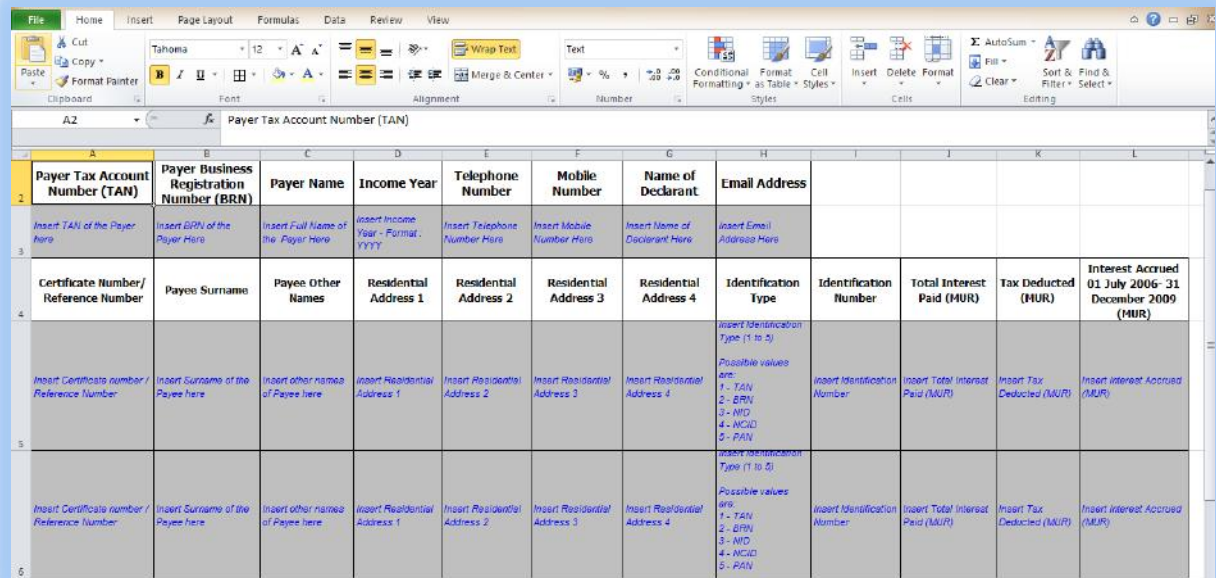
Showing 1-1 out of 1 records



## DETAILS ON FILE UPLOAD

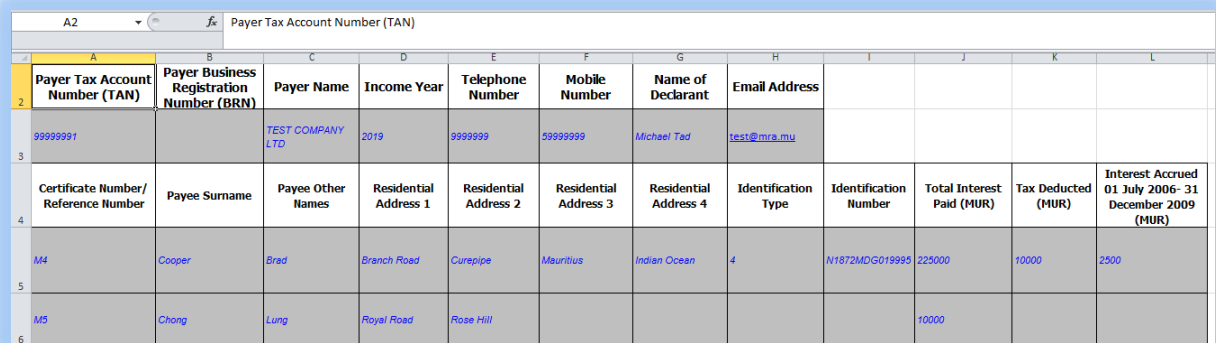
### A. CSV File

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



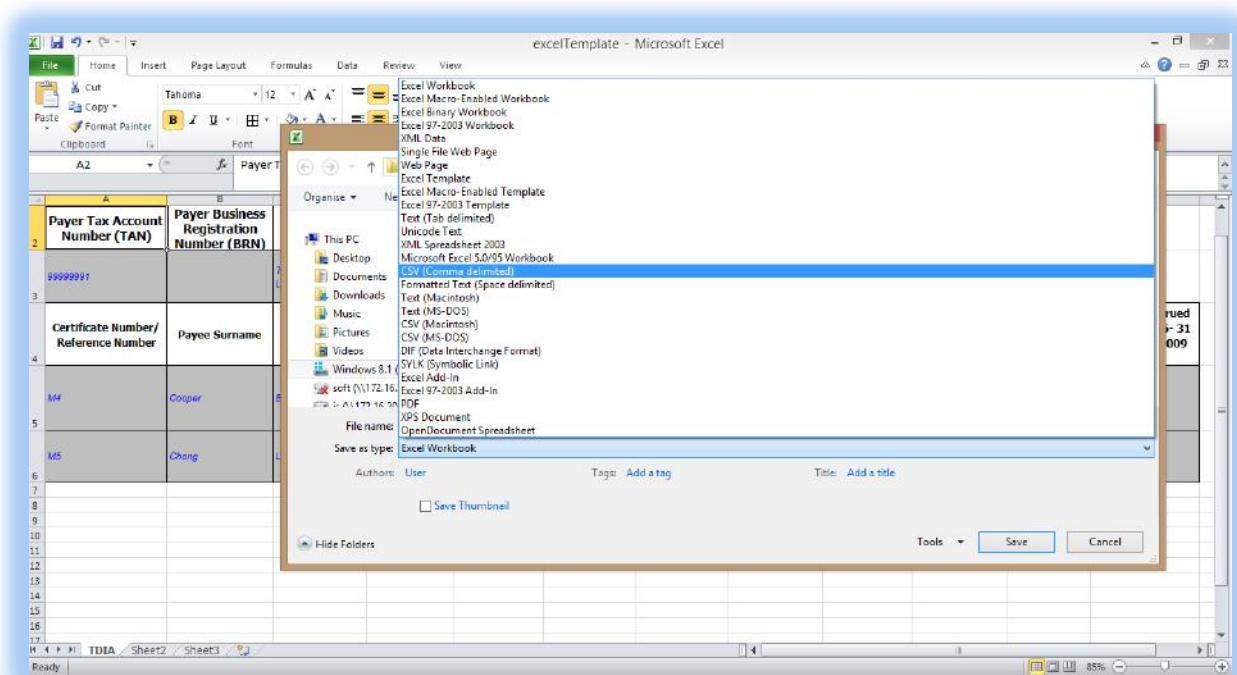
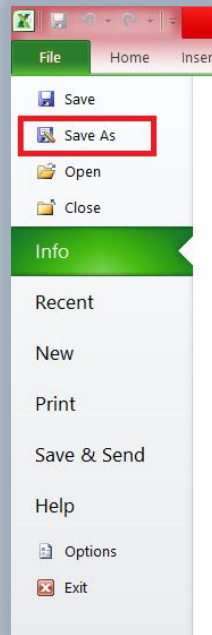
Payer Tax Account Number (TAN)	Payer Business Registration Number (BRN)	Payer Name	Income Year	Telephone Number	Mobile Number	Name of Declarant	Email Address				
Insert TAN of the Payer here	Insert BRN of the Payer Here	Insert Full Name of the Payer Here	Insert Income Year - Format: YYYY	Insert Telephone Number Here	Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Address Here				
Certificate Number/Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)
Insert Certificate number / Reference Number	Insert Surname of the Payee here	Insert other names of Payee here	Insert Residential Address 1	Insert Residential Address 2	Insert Residential Address 3	Insert Residential Address 4	Insert Identification Type (1 to 5) Possible values are: 1 - TAN 2 - BRN 3 - MO 4 - NCID 5 - PAN	Insert Identification Number	Insert Total Interest Paid (MUR)	Insert Tax Deducted (MUR)	Insert Interest Accrued (MUR)
Insert Certificate number / Reference Number	Insert Surname of the Payee here	Insert other names of Payee here	Insert Residential Address 1	Insert Residential Address 2	Insert Residential Address 3	Insert Residential Address 4	Insert Identification Type (1 to 5) Possible values are: 1 - TAN 2 - BRN 3 - MO 4 - NCID 5 - PAN	Insert Identification Number	Insert Total Interest Paid (MUR)	Insert Tax Deducted (MUR)	Insert Interest Accrued (MUR)

Replace the blue text with your data as shown below.

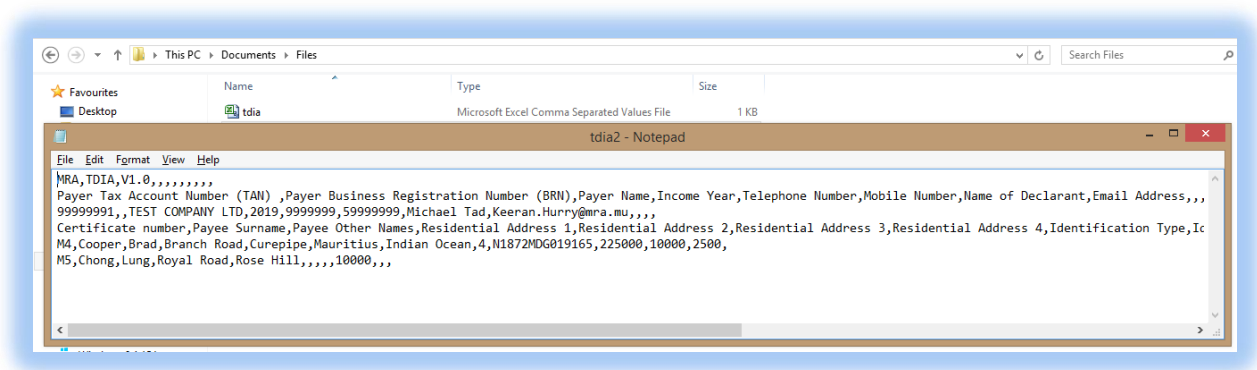


Payer Tax Account Number (TAN)	Payer Business Registration Number (BRN)	Payer Name	Income Year	Telephone Number	Mobile Number	Name of Declarant	Email Address				
99999991		TEST COMPANY LTD	2019	9999999	59999999	Michael Tad	test@mra.mu				
Certificate Number/Reference Number	Payee Surname	Payee Other Names	Residential Address 1	Residential Address 2	Residential Address 3	Residential Address 4	Identification Type	Identification Number	Total Interest Paid (MUR)	Tax Deducted (MUR)	Interest Accrued 01 July 2006- 31 December 2009 (MUR)
M4	Cooper	Brad	Branch Road	Curepipe	Mauritius	Indian Ocean	4	N1872MDG019995	225000	10000	2500
M5	Chong	Lung	Royal Road	Rose Hill					10000		

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/TDIA/csvTemplate.csv>.

## IMPORTANT NOTES

- 1) The **Certificate Number / Reference Number** and corresponding **Surname and Other Name** for the payee should be unique.
- 2) Data should exclude all special characters, including comma.
- 1) The fields **Payer Name, Name of Declarant, Payee Surname, Payee Other Names** may include some special characters such as **à â ç é è ê ë ì î ï ô û ù ü ÿ ñ æ À Â Ç É È Ê Ë Ì Î Ï Ò Ò Ù Û Ü Ý Ñ Æ & \_ ( ) : ; ? ' @ . -**
- 3) File size for each upload **should not exceed 2Mb**.
- 4) 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.