STEP-BY-STEP GUIDE TO E-FILING OF ANNUAL TDSI STATEMENT
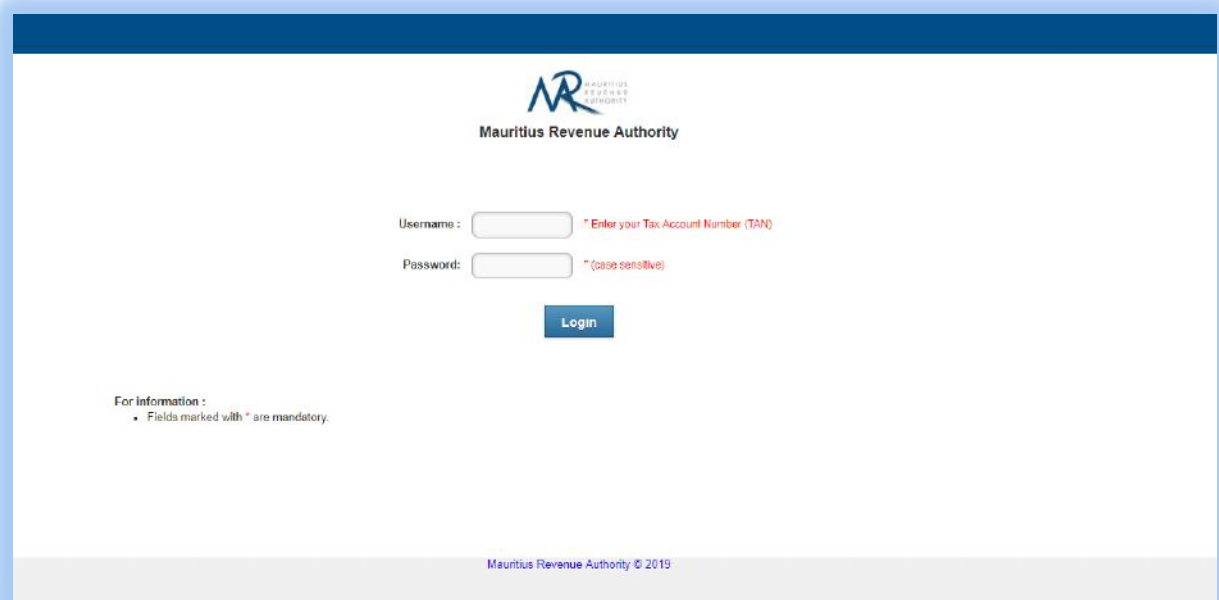
1. Introduction

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.

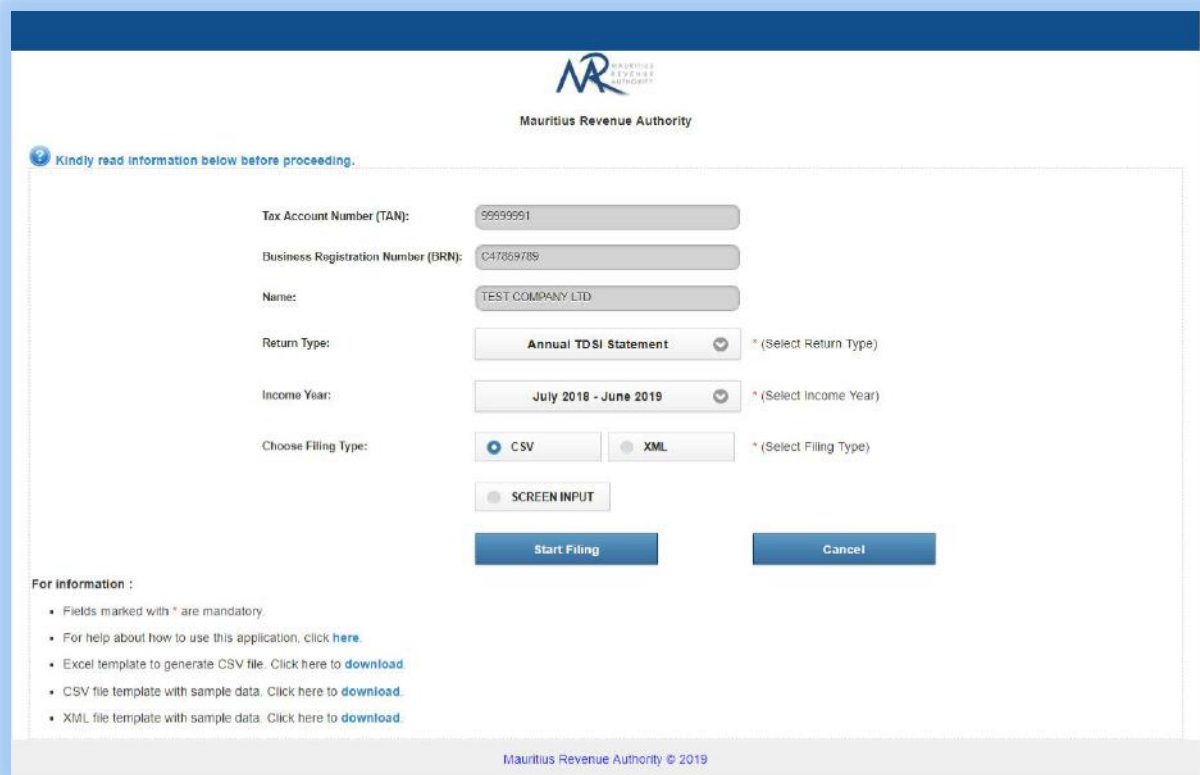Taxpayers can sign in using their tax account number (TAN) and password.

2. Login

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

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: Annual TDSI Statement (Prefilled)

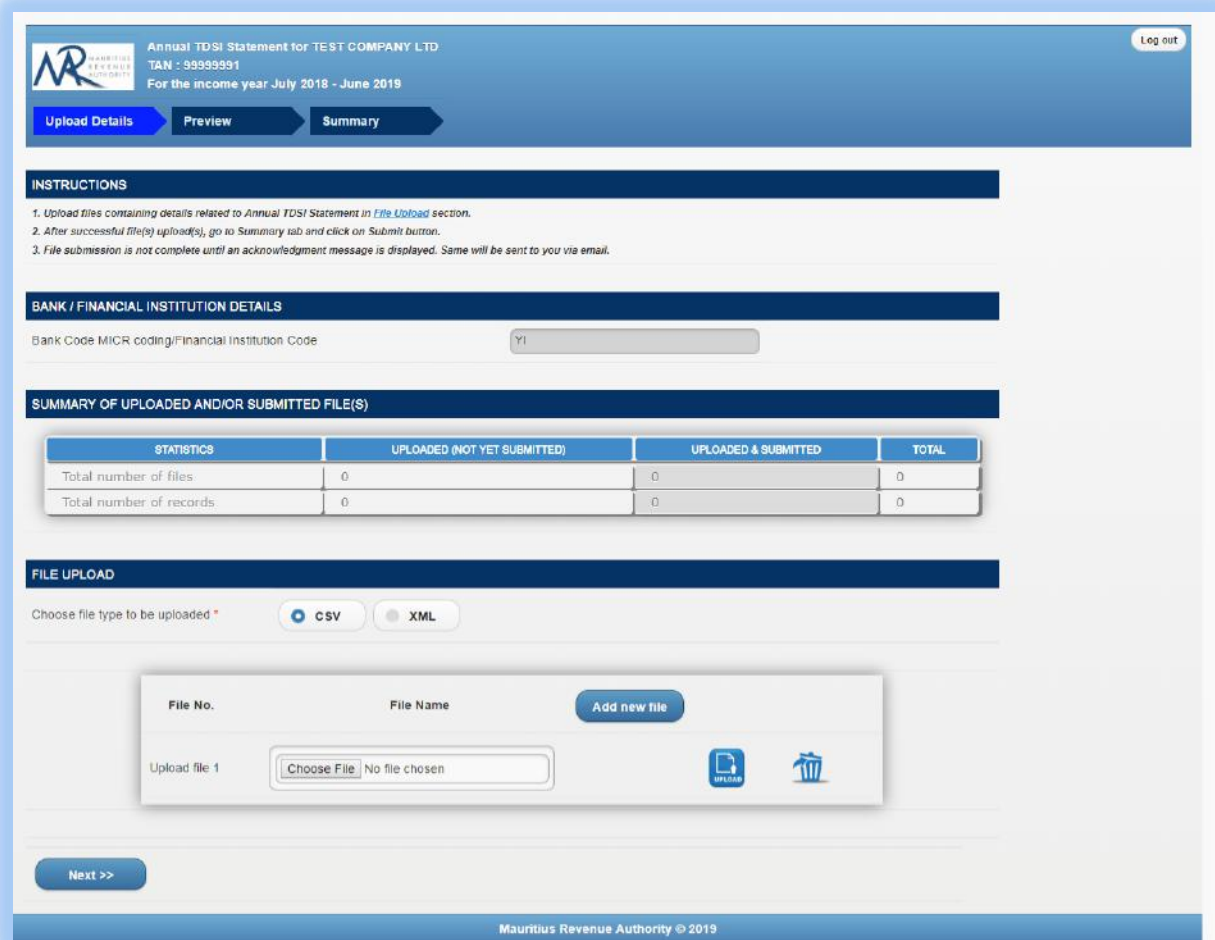**Step 2:** Select the "Income Year" for which the statement is being filed.

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

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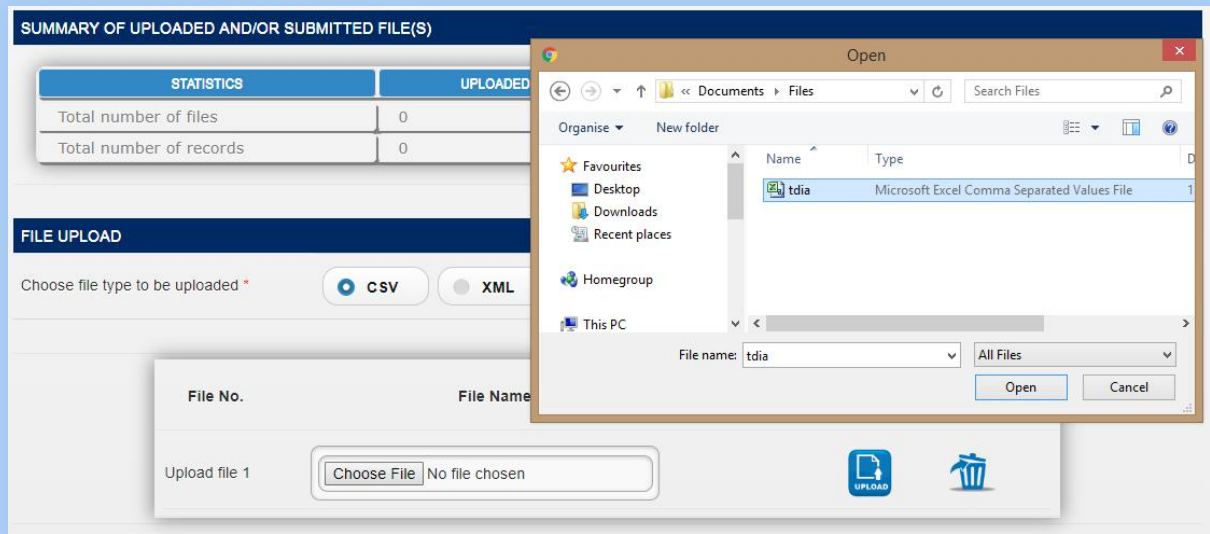
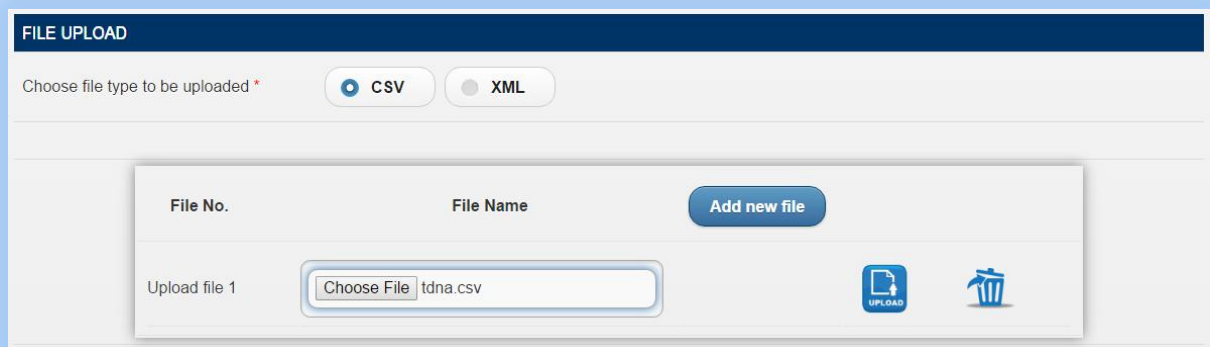**Step 2:** Click on the "**Choose File**" button and browse file to be uploaded, as shown below.

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

Step 4:

(i) <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 [🗑]. Please correct the file and click on "**Add new file**" button to upload the file again.

(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 [🗑].

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**.
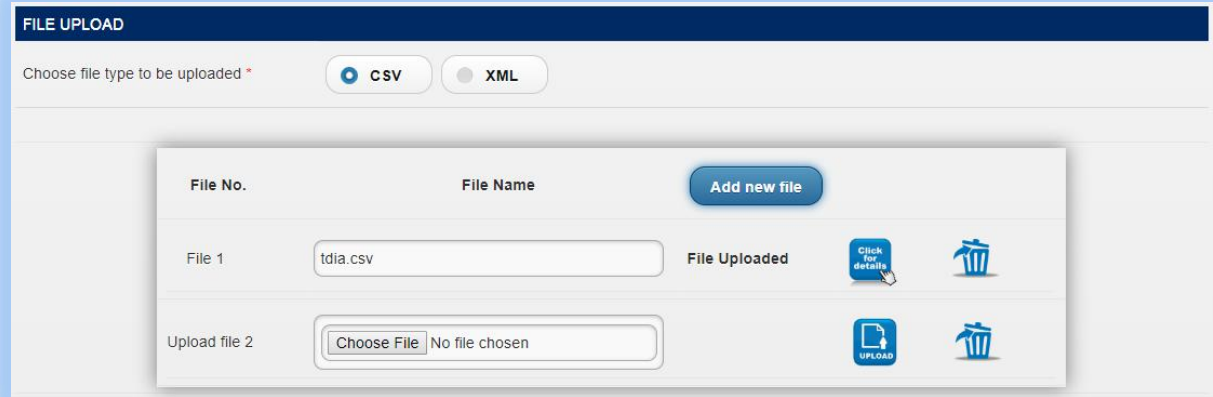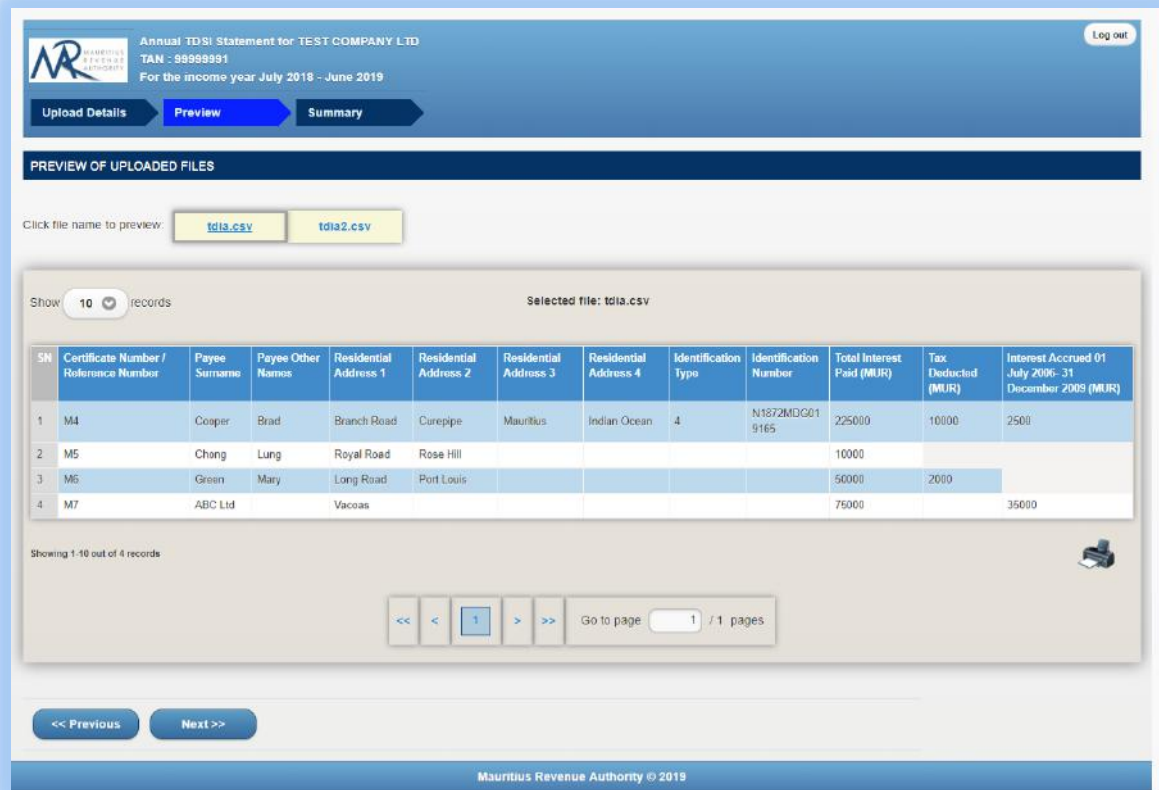

Step 6: To delete a file, click on the delete bin icon [🗑]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.
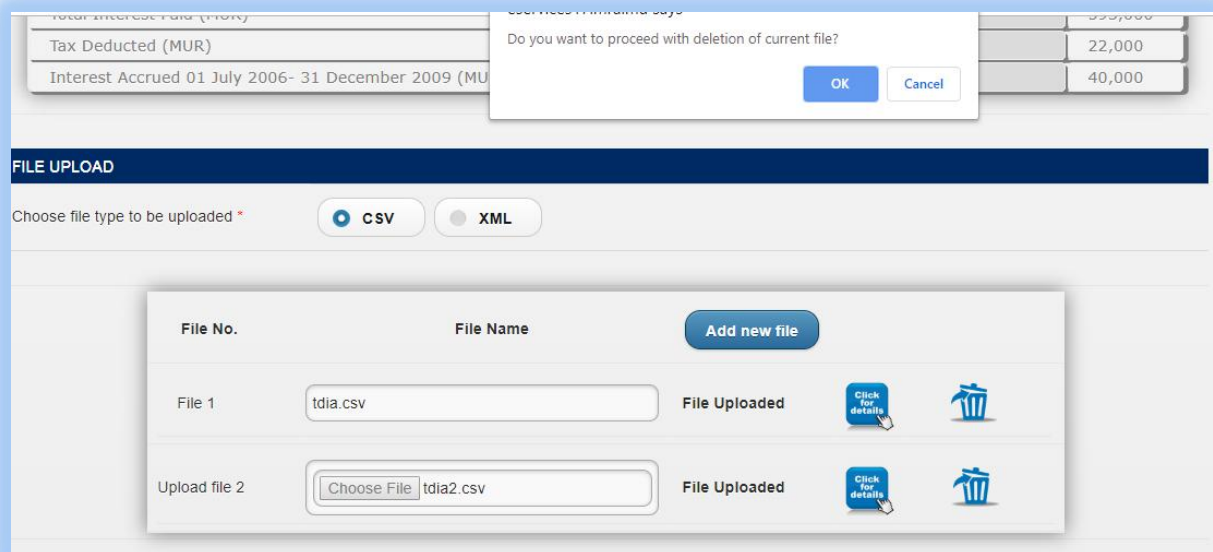
Step 7: Once all files have been uploaded, proceed to the next page by clicking on the "**Next**" button.

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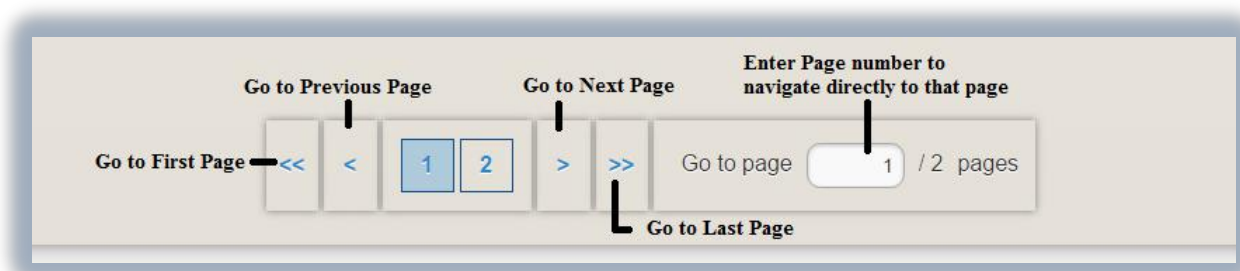
Step 2: To view records in a specific uploaded file, click on the file name.

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

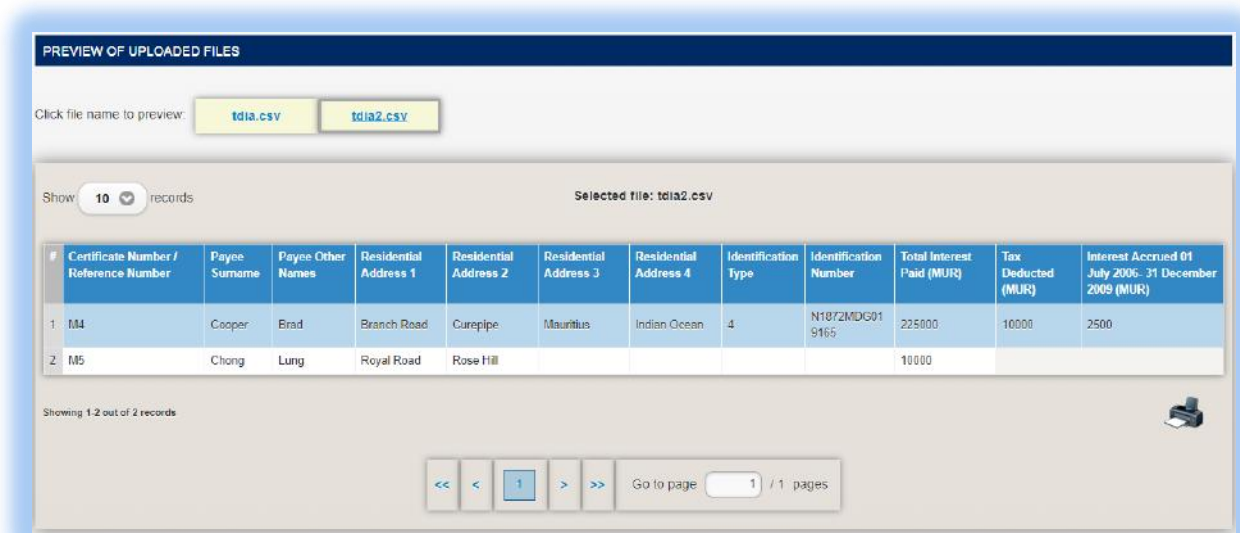**Step 4:** The name of the file being currently previewed is displayed on top: "Selected file: tdia2.csv"

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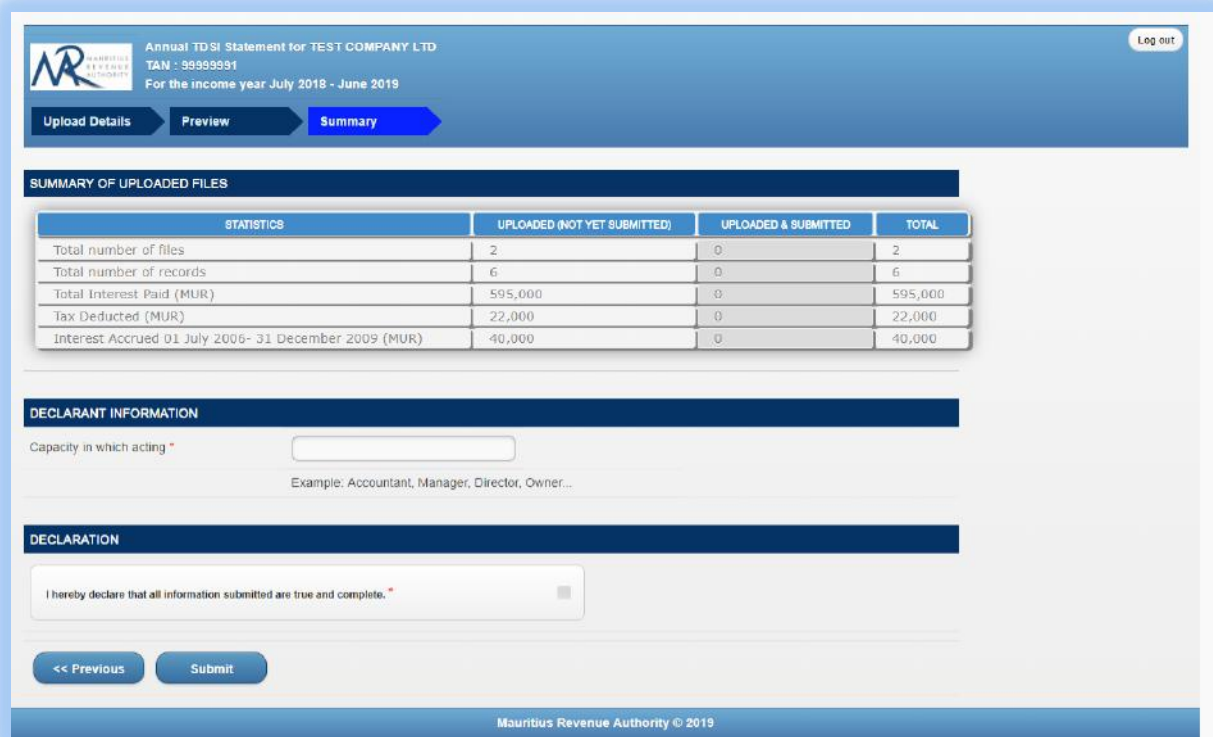

Step 6: To print records currently being displayed on the screen, click on the 🖶 icon.

Step 7: Proceed to the next page by clicking on the "**Next**" button.
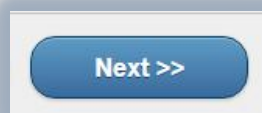
3. Summary

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.


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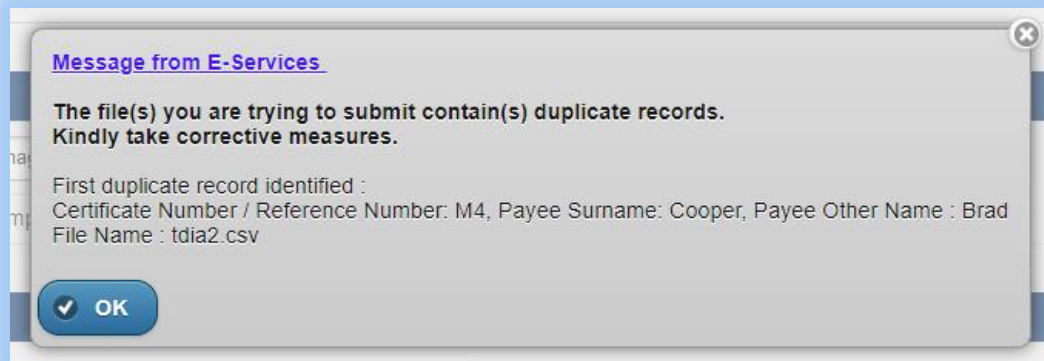
Step 4: The following screen is displayed upon successful submission of the statement. An email is also sent to the declarant's email address.
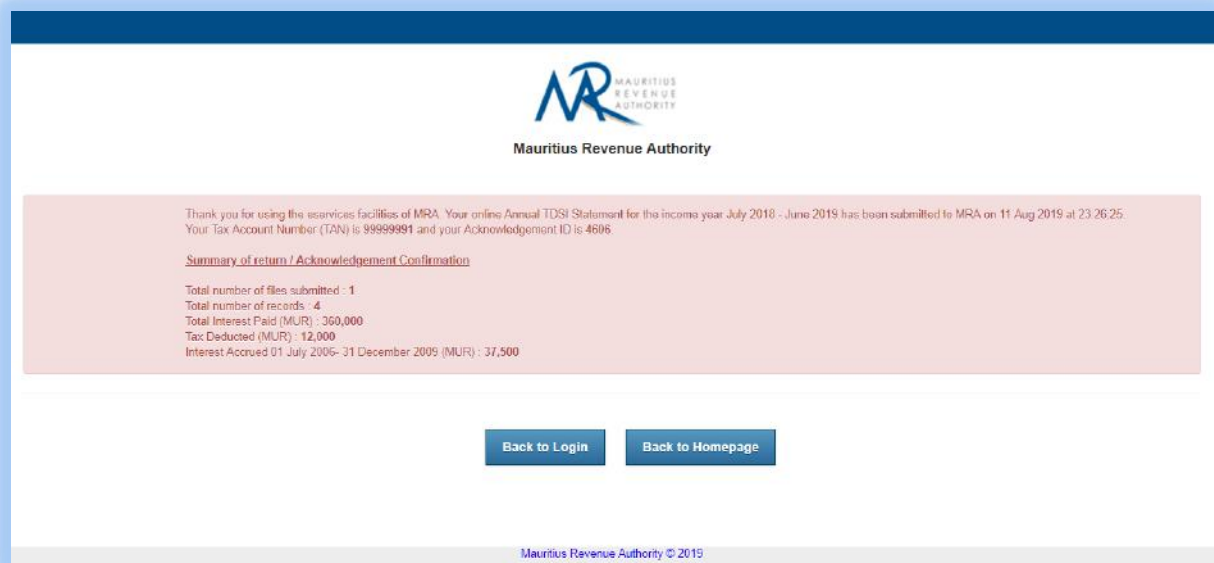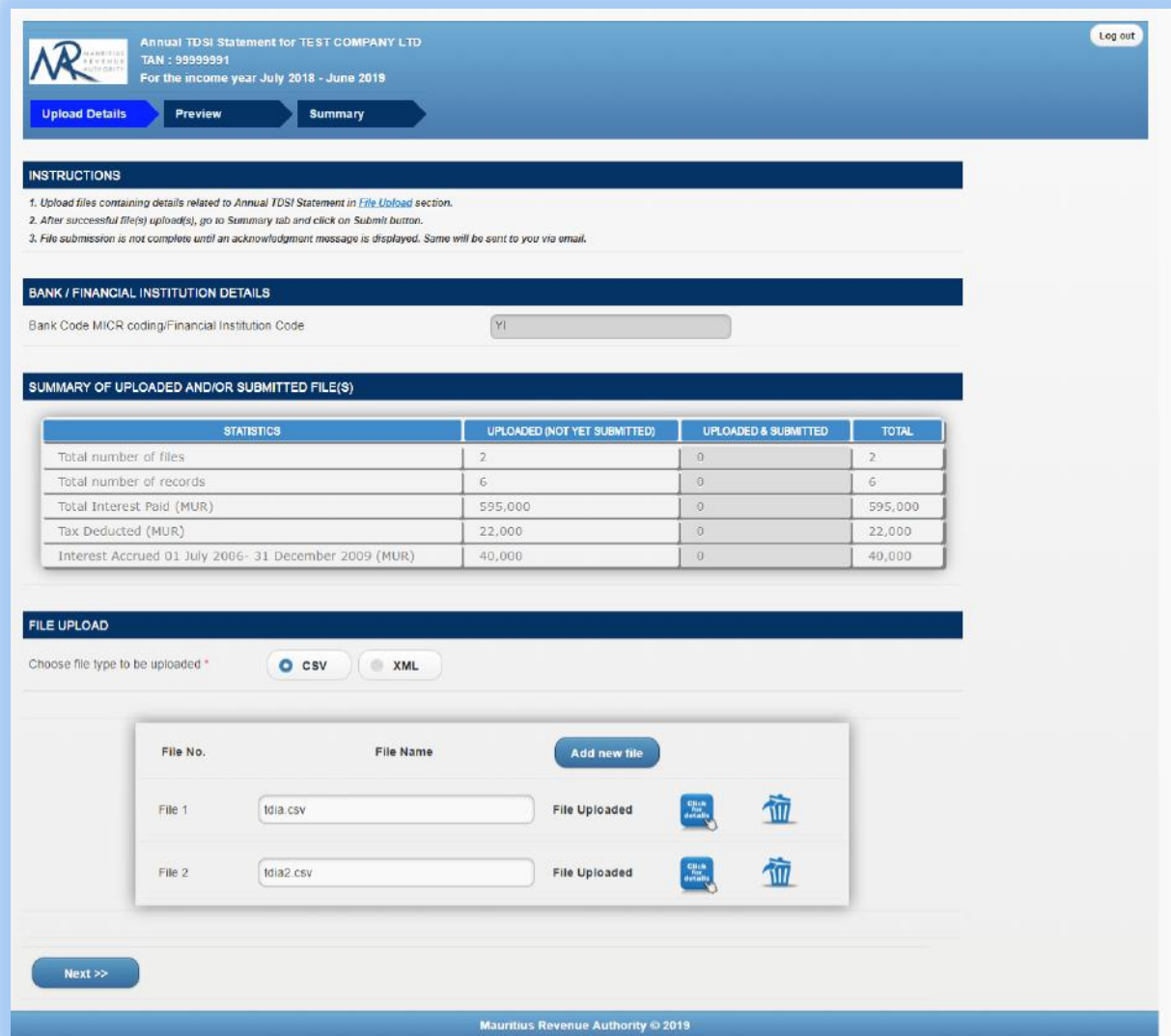

Step 5:

- 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.

B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile

*TAN, BRN, Employer Name and **Tax Period** are prefilled based on your login details. This information cannot be altered.
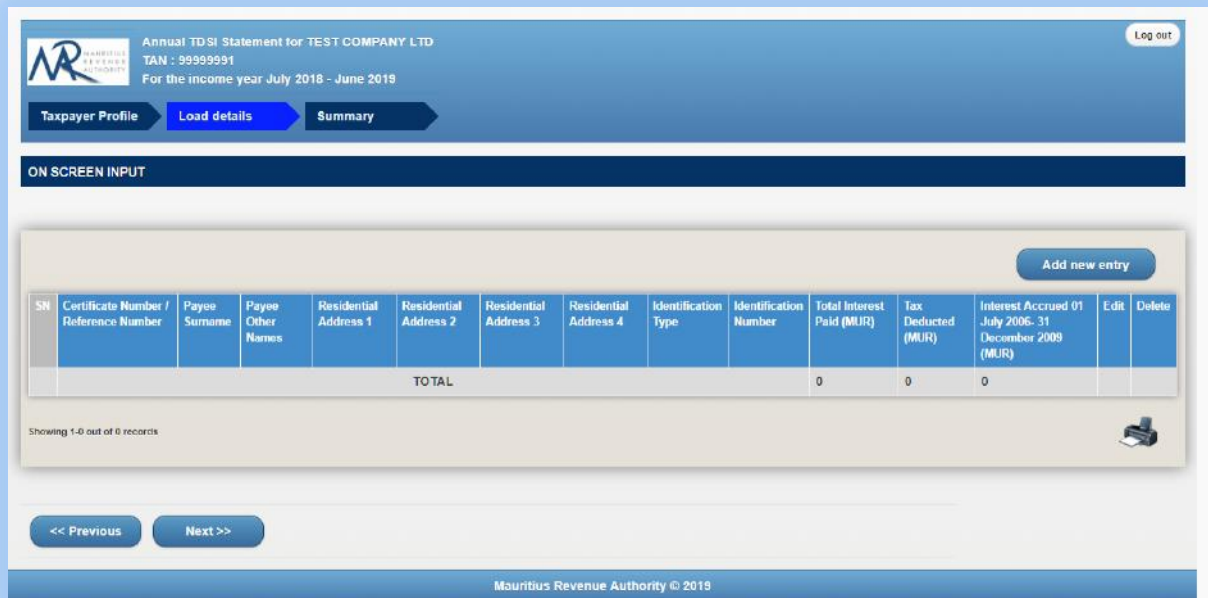
Step 1: Enter a valid "Telephone Number" and/or "Mobile Number".

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.
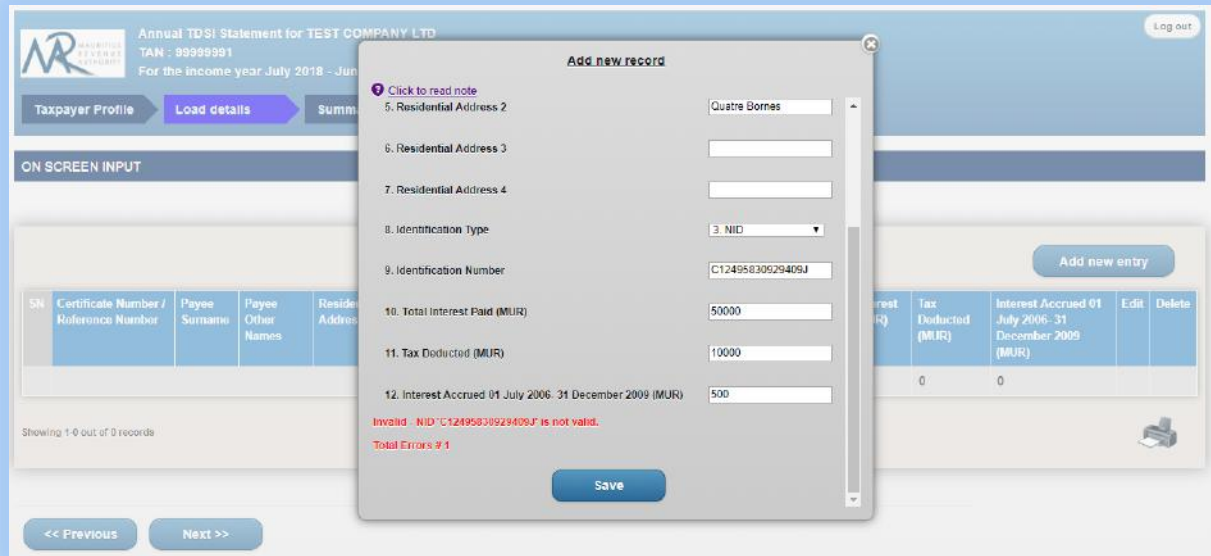

Step 1: Click on "Add new record" button. The following screen will appear.

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) <u>**Invalid record**</u>

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.
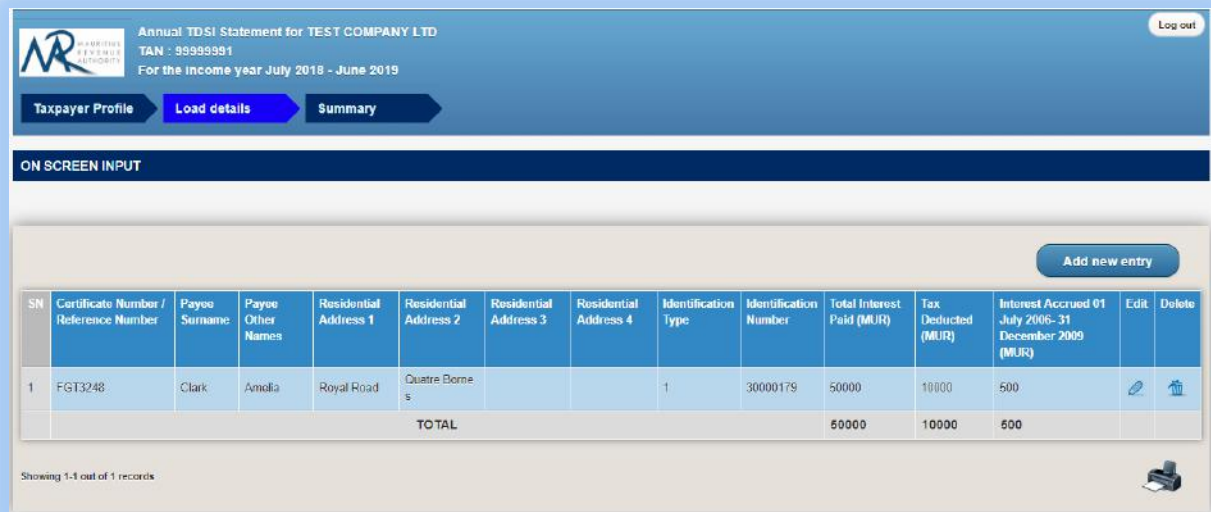

(ii) <u>**Valid record**</u>

When all information is correct and the "Save" button is clicked, the record is then displayed on the table, as shown below.
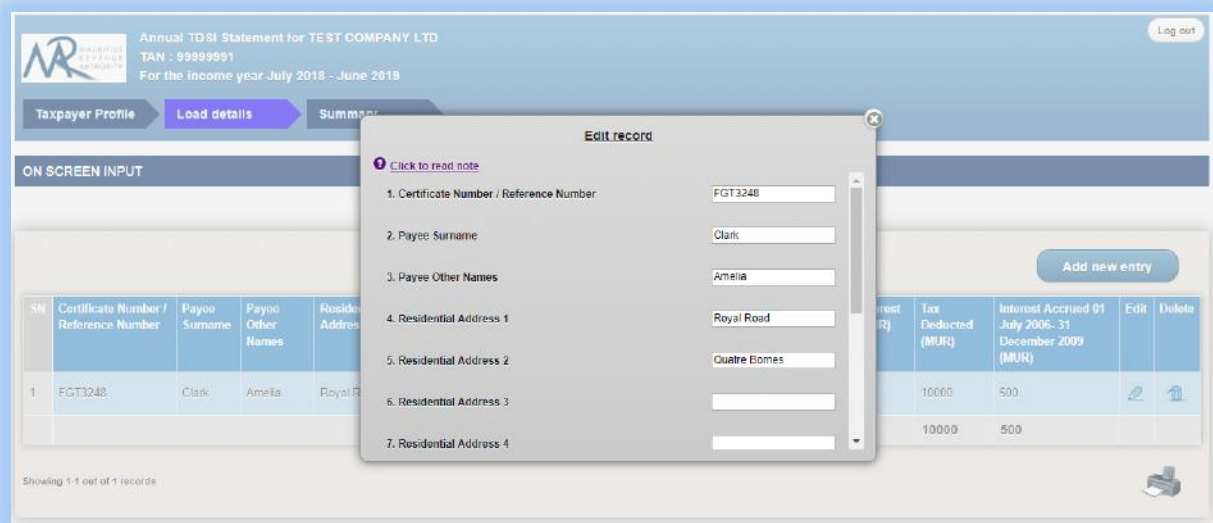
To modify the record, click on the ✎ icon. A popup screen will be displayed with existing data, as shown below. Modify record and click on "Update" button.

To delete a record, click on the 🗑 icon. The following confirmation message will appear. Click on "OK" to confirm deletion.
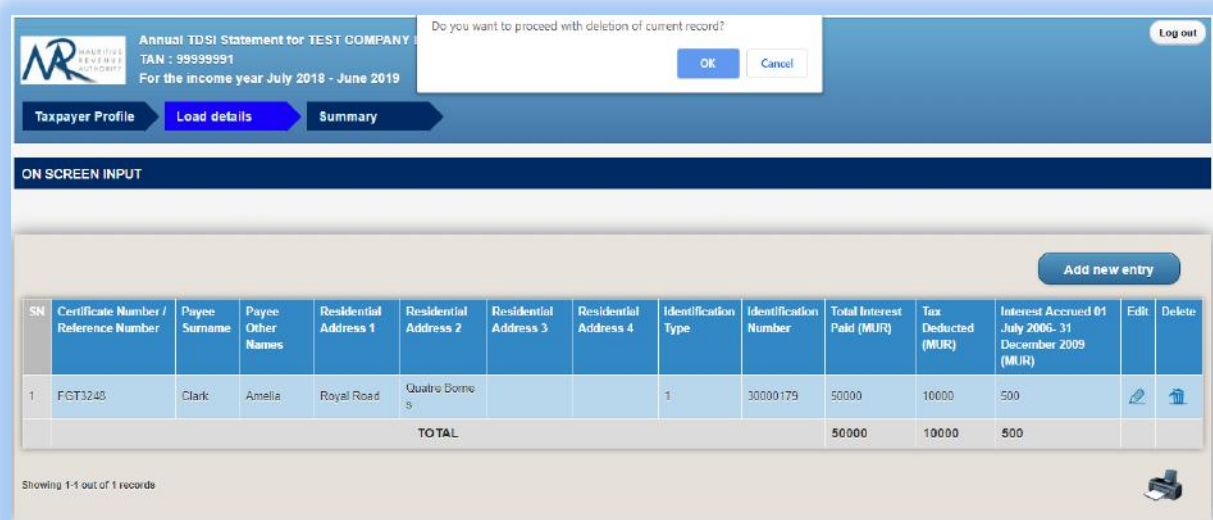
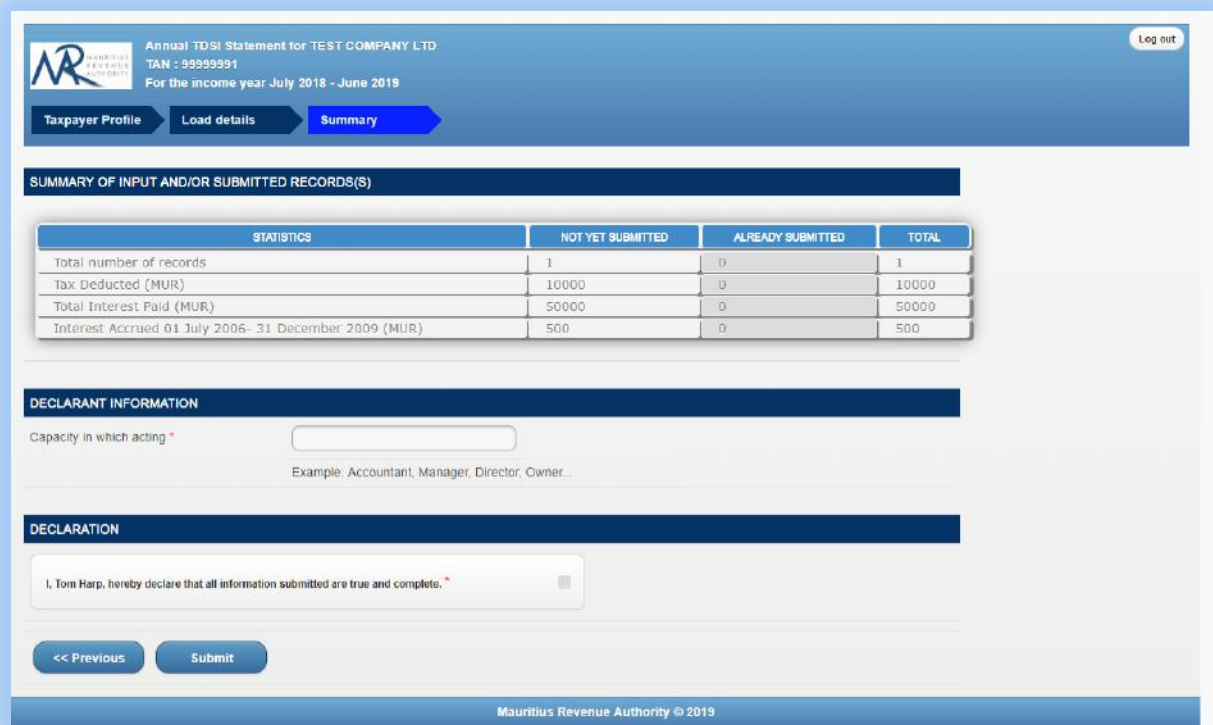**Step 4:** To print records currently being displayed on the screen, click on the 🖨 icon.

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.


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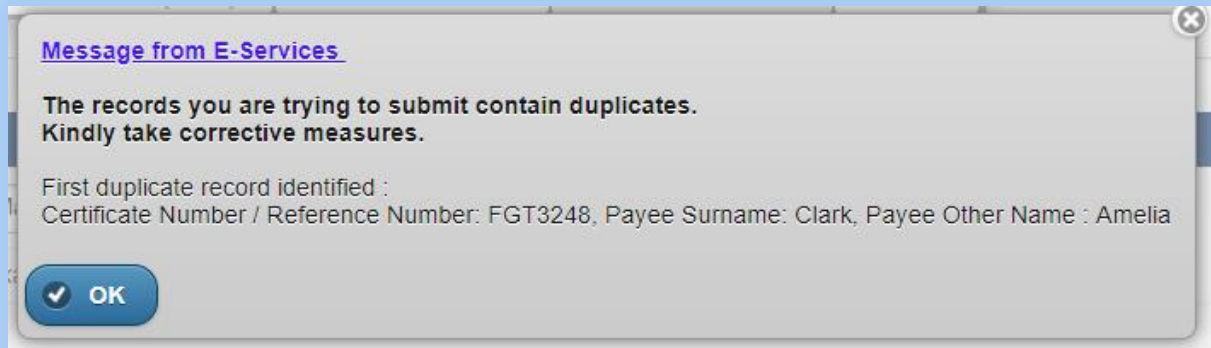
Step 6: The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.
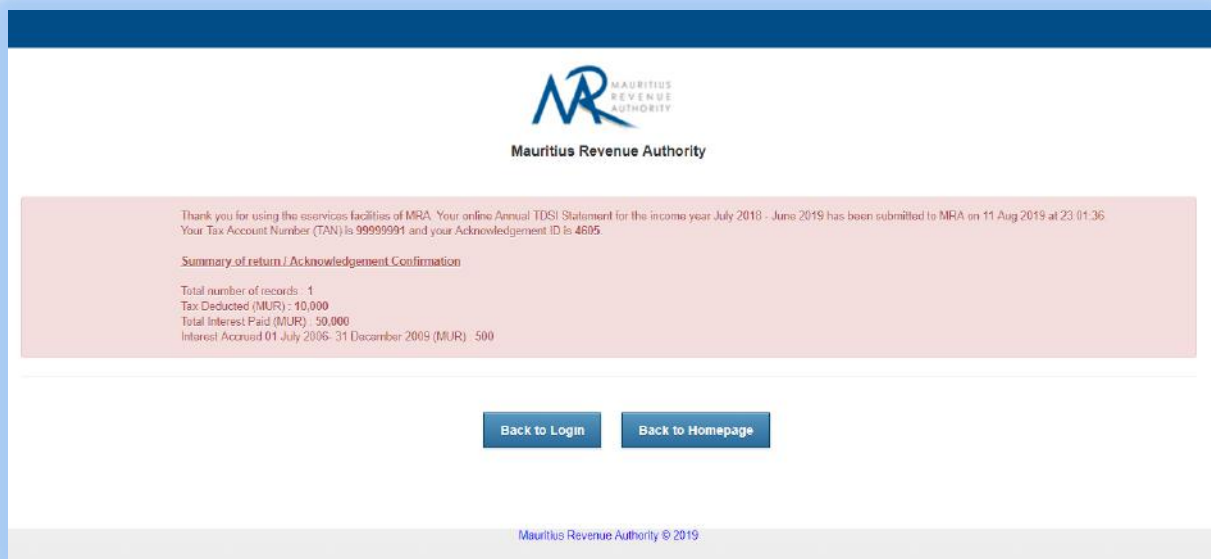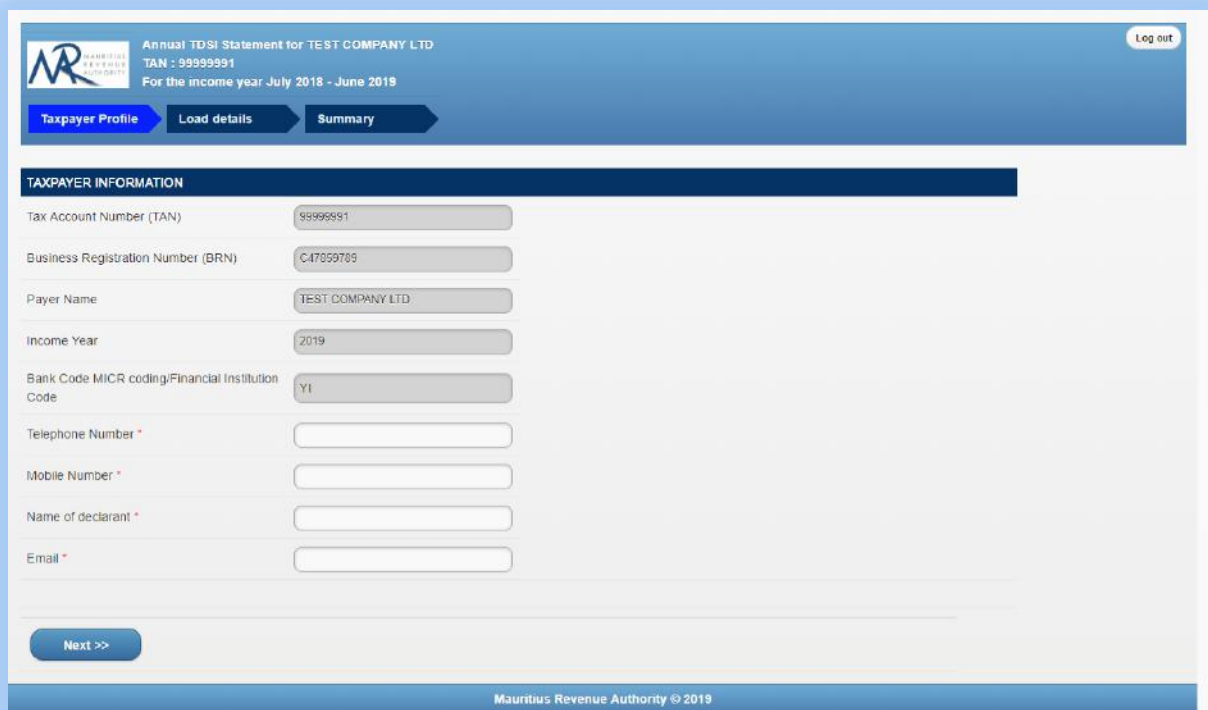

Step 7:

- 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.
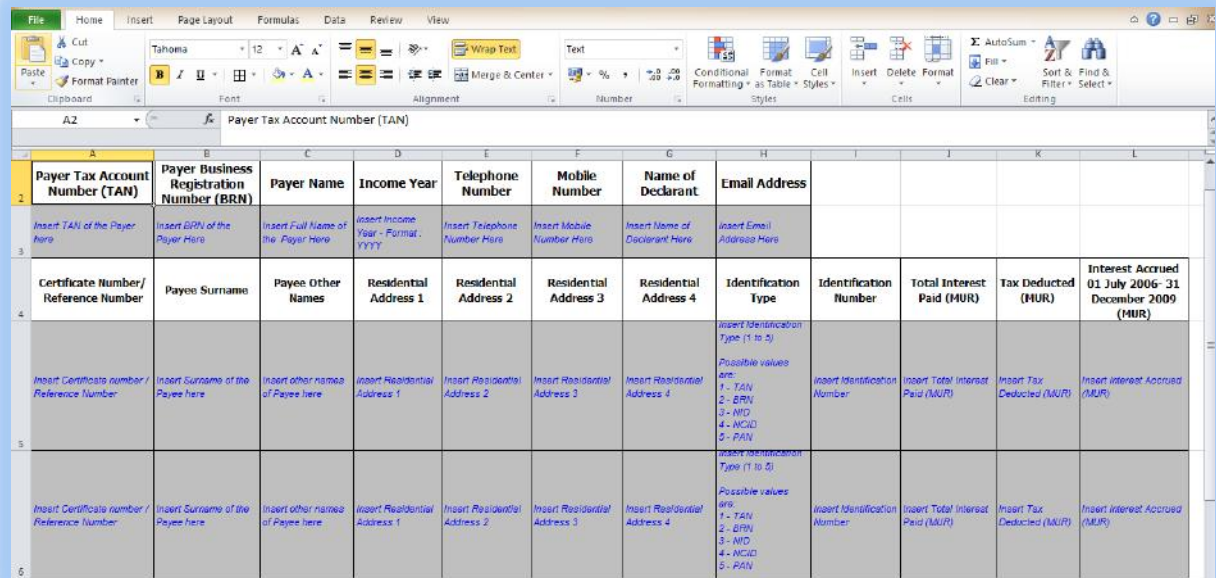
DETAILS ON FILE UPLOAD

A. CSV File

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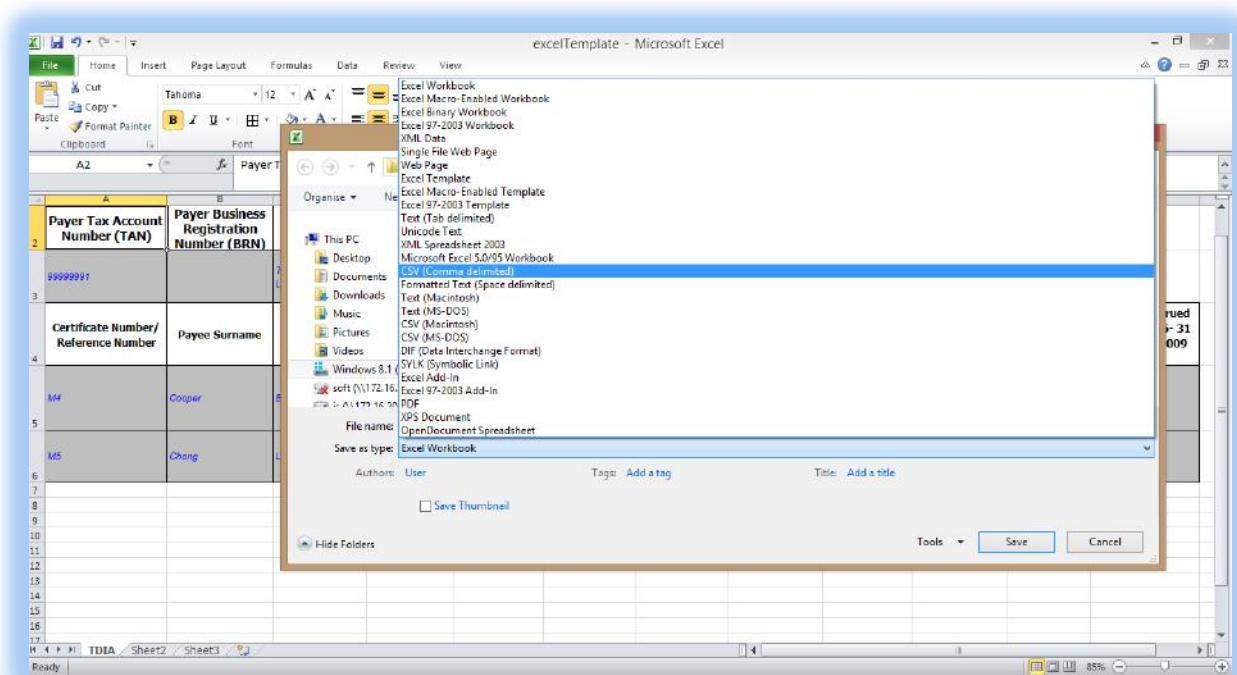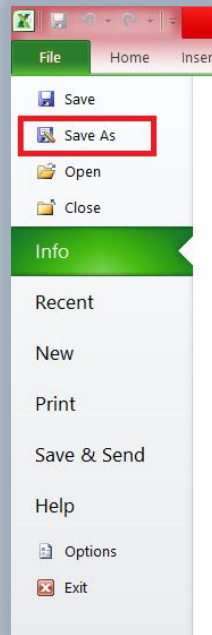http://eservices8.mra.mu/DetailStmtVoucher/Download/TDIA/excelTemplate.xlsx.

Replace the blue text with your data as shown below.

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.
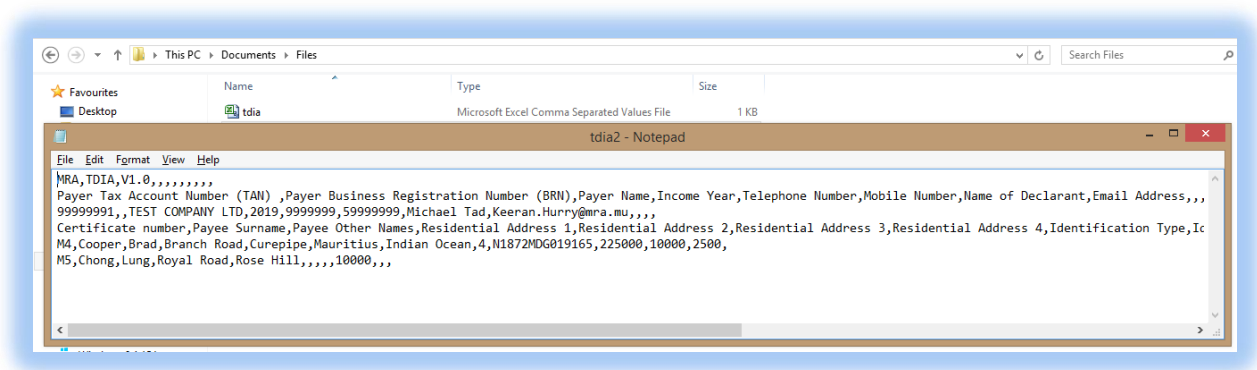
The CSV file must contain columns separated by the **comma** [,] character. A CSV file example with sample data can be downloaded from here: http://eservices8.mra.mu/DetailStmtVoucher/Download/TDIA/csvTemplate.csv.

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 î ï ô û ù ü ÿ ñ æ À Â Ç É È Ê Ë Î Ï Ô Û Ù Ü Ÿ 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.