

NOTES - How to fill the EPF Registration Form

Every 'manager' of a 'designated establishment' is required to register the enterprise/establishment with the Director General of Mauritius Revenue Authority, within 14 days of the start of its activity.

Item 1 -

Enter the details such as TAN, NID, BRN, telephone number, mobile number and email address of the person who is holder of the relevant operating Licence in respect of the designated establishment/s.

"Designated establishment" means - the premises or set of premises, used in connection with the carrying of any of the following activities :

- (i) Hotel
- (ii) Guest house or tourist residence of more than 4 bedrooms
- (iii) Enterprise engaged in stone crushing or in the manufacture or processing of aggregates, concrete blocks, pre-casts units, coral sand, rock sand or basalt sand
- (iv) Enterprise engaged in the manufacture, assembly or importation of batteries for vehicles and pneumatic tyres
- (v) Enterprise engaged in the manufacture, assembly or importation of mobile phones

Item 2 -

Enter Full Name of the Licensee of the Business / Establishment.

In case the business is carried out on more than one site and/or under different trade names, please provide list of the premises as per Annex 1.

Item 3 -

Insert correspondence address.

Item 4 -

Insert Closing Date of Accounts.

Item 5 -

Select the designated establishment. See definition of Designated Establishment at item 1 (i) to (v) above for details.

Annex 1

Insert Name / Trade name of the premises, Address, Permit Issue Date, Turnover, Nature of Activity, Number of employees and Start Date of Activity for each designated establishment chosen. Please note that details of all the premises should be entered for the designated establishment.

Note: Turnover of the designated establishment should be inserted for the last accounting year. In case the establishment has newly started business, enter an estimate of the annual turnover.