

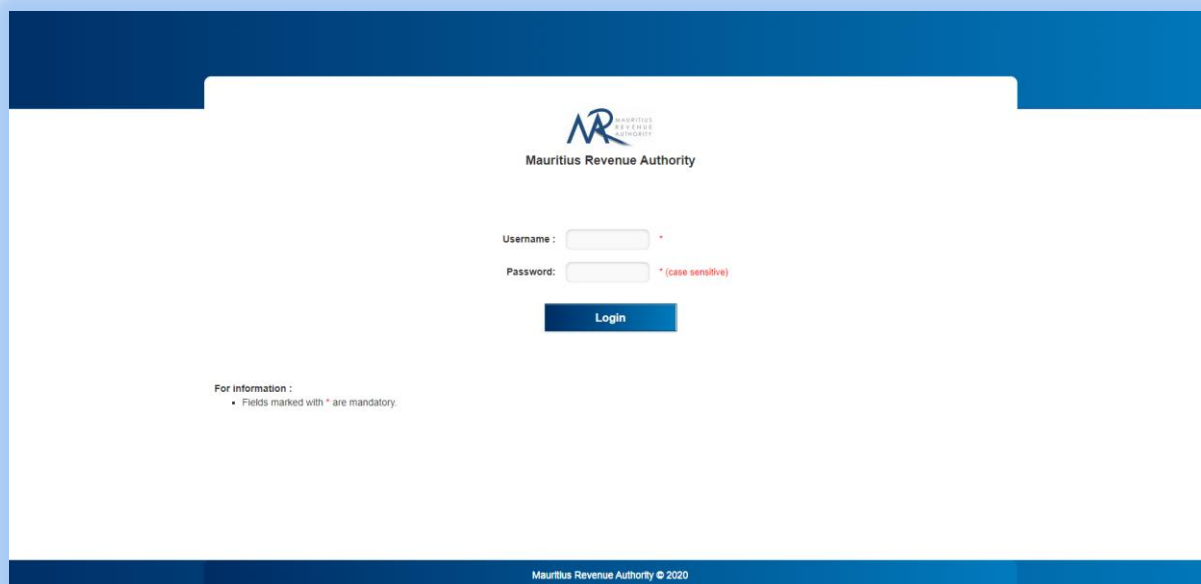
STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) CONTRIBUTION – PAST SERVICES

1. Introduction

You want to e-file your employees' Monthly Past Services 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.

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

2. Login

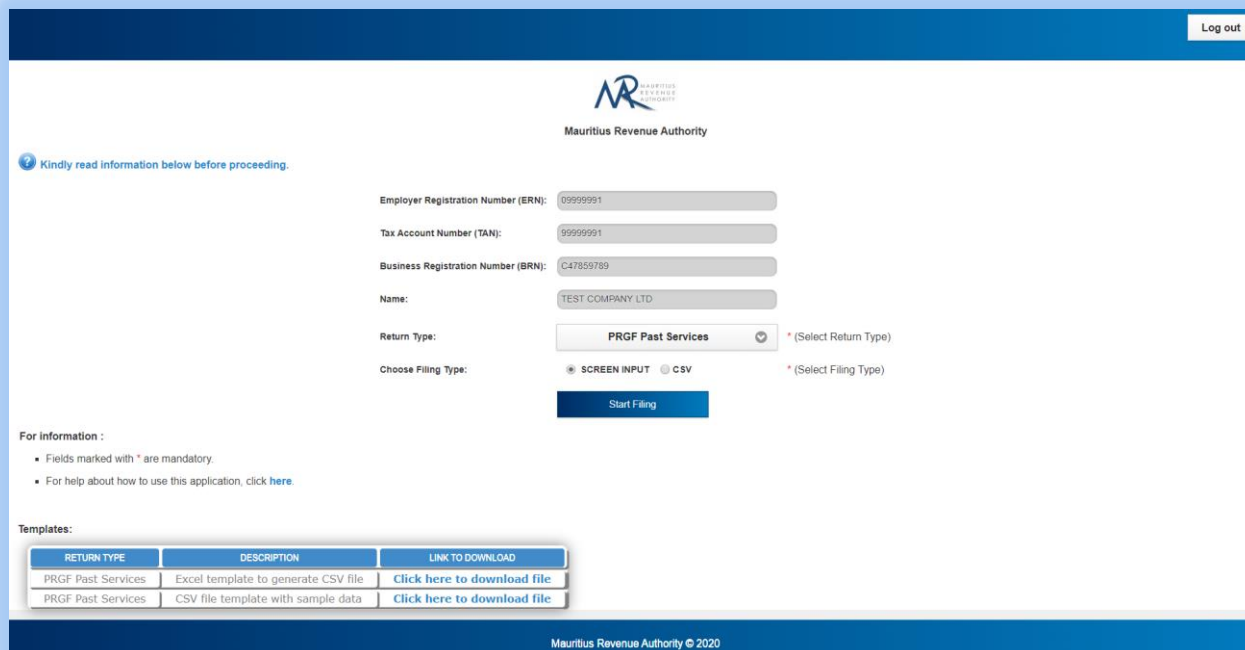
The screenshot shows the login interface of the Mauritius Revenue Authority website. At the top, there is a dark blue header. Below it, the Mauritius Revenue Authority logo and name are centered. The login form consists of two input fields: 'Username:' and 'Password:'. The 'Username:' field has a red asterisk to its right. The 'Password:' field has a red asterisk and the text '(case sensitive)' to its right. Below these fields 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'. The footer at the bottom of the page reads 'Mauritius Revenue Authority © 2020'.

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 / Month / Filing Type



Kindly read information below before proceeding.

Employer Registration Number (ERN): 09999991

Tax Account Number (TAN): 99999991

Business Registration Number (BRN): C47859789

Name: TEST COMPANY LTD

Return Type: PRGF Past Services * (Select Return Type)

Choose Filing Type: ☒ SCREEN INPUT ☐ CSV * (Select Filing Type)

Start Filing

For information :

- Fields marked with * are mandatory.
- For help about how to use this application, click [here](#).

Templates:

RETURN TYPE	DESCRIPTION	LINK TO DOWNLOAD
PRGF Past Services	Excel template to generate CSV file	Click here to download file
PRGF Past Services	CSV file template with sample data	Click here to download file

Mauritius Revenue Authority © 2020

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

Step 1: Select the “Return Type” – in this case: PRGF Past Services

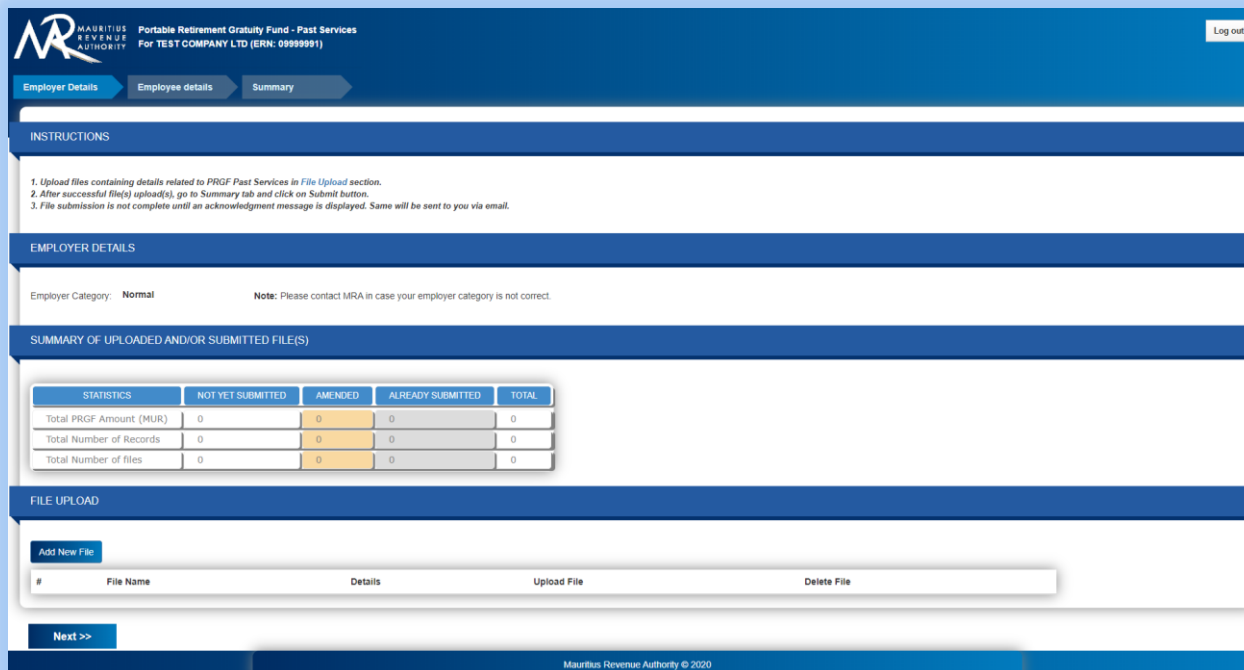
Step 2: Select the “Filing Type” for which the return is being filed (only CSV and on-screen is allowed).

Step 3: In the “Templates” section, the different templates for filing PRGF Past Services are available for download.

Step 4: Click on “Start Filing” button to proceed to next page.

A. CSV FILING TYPE

1. Upload Details



MAURITIUS REVENUE AUTHORITY Portable Retirement Gratuity Fund - Past Services
For TEST COMPANY LTD (ERN: 09999991) [Log out](#)

Employer Details | Employee details | **Summary**

INSTRUCTIONS

1. Upload files containing details related to PRGF Past Services 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.

EMPLOYER DETAILS

Employer Category: **Normal** **Note:** Please contact MRA in case your employer category is not correct.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total PRGF Amount (MUR)	0	0	0	0
Total Number of Records	0	0	0	0
Total Number of files	0	0	0	0

FILE UPLOAD

[Add New File](#)

#	File Name	Details	Upload File	Delete File
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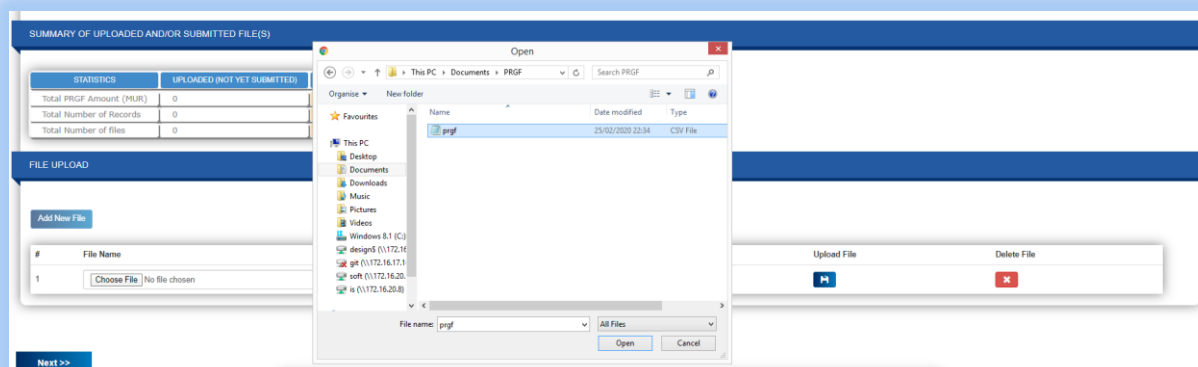
[Next >>](#)


Mauritius Revenue Authority © 2020

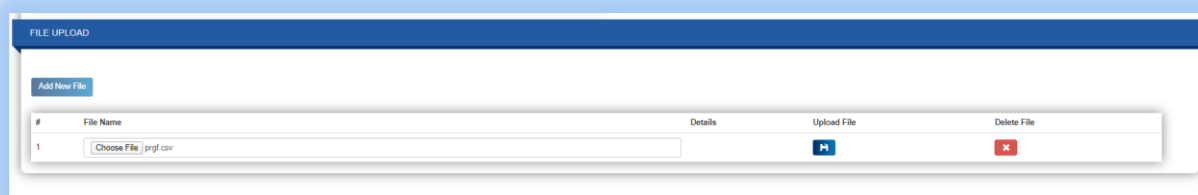
Statistics on successful file uploads for chosen period will be displayed under “**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**” section. These details are updated whenever a file has been successfully uploaded, deleted or submitted.

Step 1: Click on the “Add New File” button. A new row will appear as shown in the following picture.

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” icon  .



Step 4:

(i) Invalid file

If the file contains any error, the file is not uploaded and an error message is displayed with all the details about the erroneous data.



The “Summary of uploaded and/or submitted file(s)” section is not updated. The file can be deleted by clicking on the delete 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	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total PRGF Amount (MUR)	0	0	0	0
Total Number of Records	0	0	0	0
Total Number of files	0	0	0	0

FILE UPLOAD


Add New File

#	File Name	Details	Upload File	Delete File
1	<input type="text" value="Choose File"/> pr...v	The file contains the following errors: X Line 3: Incorrect value '09999999' for Employer Registration Number. Correct value is '09999991'		

(ii) Valid file

If a valid file is uploaded, a success message is displayed.

The Summary of uploaded and/or submitted file(s) section is updated accordingly. The file



can be deleted by clicking on the delete icon .

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total PRGF Amount (MUR)	10,000	0	0	10,000
Total Number of Records	1	0	0	1
Total Number of files	1	0	0	1


FILE UPLOAD

Add New File

#	File Name	Details	Upload File	Delete File
1	<input type="text" value="prgf_past.csv"/>	✓ File uploaded successfully		

Next >>

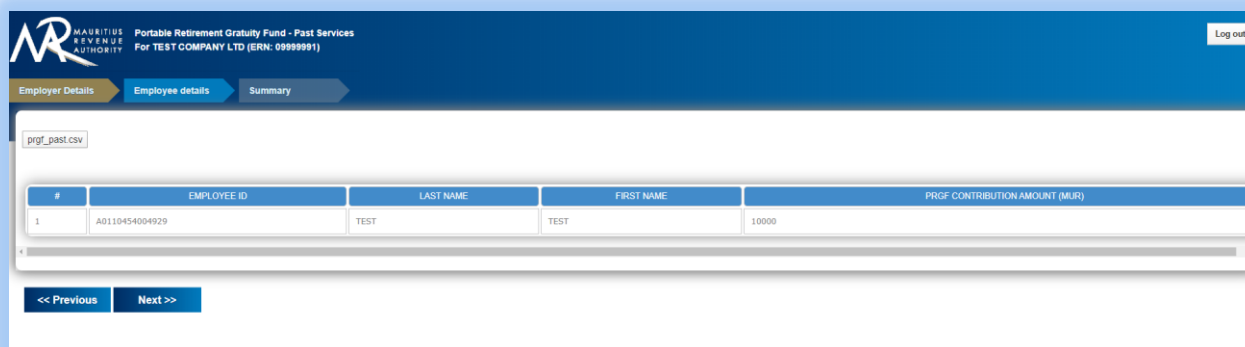
Step 5: In case there is more than one file to upload, click on “Add new file” button and repeat **Step 2** to **Step 4**.

Step 6: To delete a file, click on the delete 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.

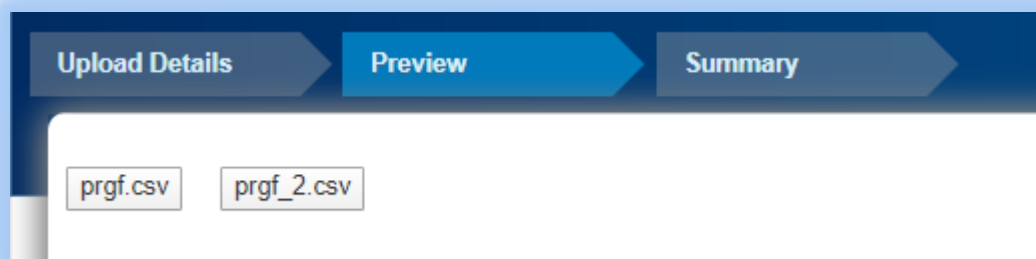


The screenshot shows the 'Employee details' page. At the top, there's a header with the Mauritius Revenue Authority logo and text: 'Portable Retirement Gratuity Fund - Past Services For TEST COMPANY LTD (ERN: 09999991)'. Below the header, there are three tabs: 'Employer Details', 'Employee details' (which is active), and 'Summary'. Under the 'Employee details' tab, there's a text input field containing 'prgf_past.csv'. Below this, there's a table with the following data:

#	EMPLOYEE ID	LAST NAME	FIRST NAME	PRGF CONTRIBUTION AMOUNT (MUR)
1	AB110454004929	TEST	TEST	10000

At the bottom of the table, there are two buttons: '<< Previous' and 'Next >>'.

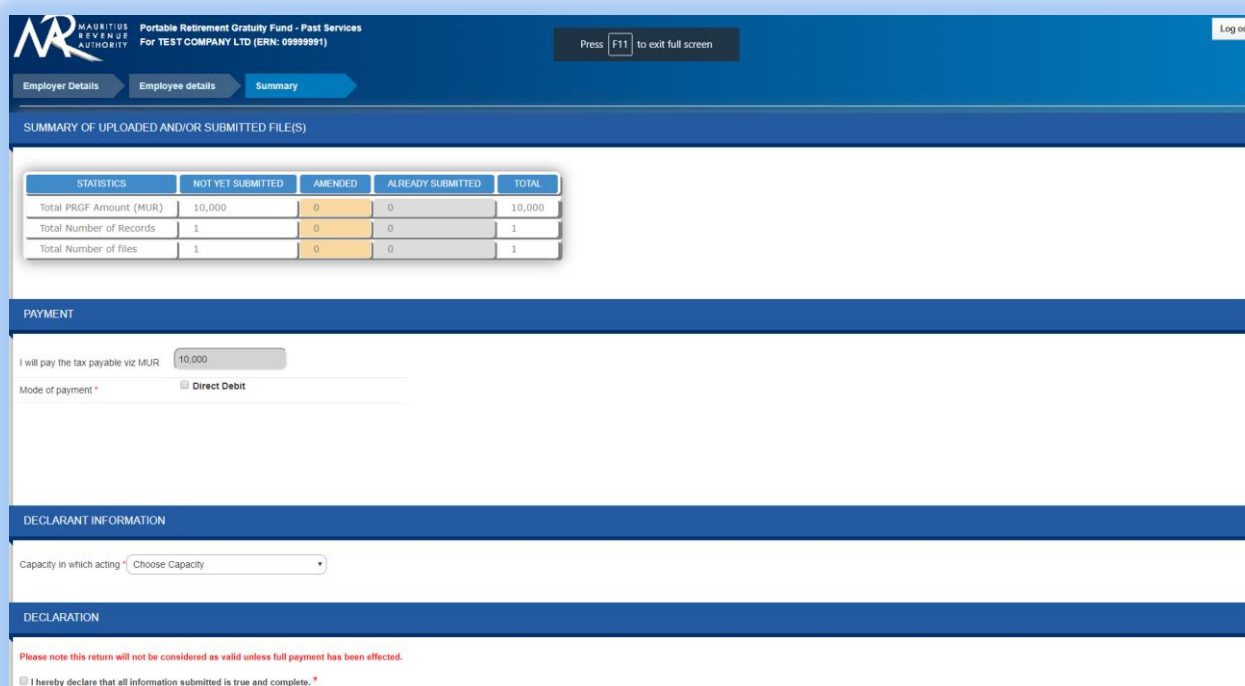
Step 2: To view records in a specific uploaded file, click on the file name.



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)**” and “**Payment**” sections are correct.



Summary

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total PRGF Amount (MUR)	10,000	0	0	10,000
Total Number of Records	1	0	0	1
Total Number of files	1	0	0	1

PAYMENT

I will pay the tax payable viz MUR

Mode of payment * ☒ Direct Debit

DECLARANT INFORMATION

Capacity in which acting

DECLARATION

Please note this return will not be considered as valid unless full payment has been effected.

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

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.

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



Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online PRGF Past Services Return for the Period ending FEBRUARY 2020 has been submitted to MRA on 26 Feb 2020 at 19:28:24.

Your Employer Registration Number is 09999991 and your Acknowledgement ID is 2801.
The total amount payable is MUR 10,000

Electronic Payment Acknowledgment

Payment Instruction 1

1. Direct Debit Payment:

Your Payment instruction, according to the following details, has been received by MRA:

Reference: 64ERN0999991FPRGSP200237150.001.001

TAN: 99999991

Tax Type : Past PRGF for the Month Ended 28 February 2020

ERN: 09999991

Amount: MUR 10000

In case your instruction is rejected at your bank, MRA will send an email(if you have provided one) to inform you accordingly.

Summary of return / Acknowledgement Confirmation

Acknowledgment Id: 2801 submitted on 26 Feb 2020 at 19:28:24	
Total PRGF Amount (MUR):	10,000
Payment Reference Number is:	ERN09999991FPRGSP200237150
Total Amount Payable (MUR):	10,000

[Back to Dashboard](#)

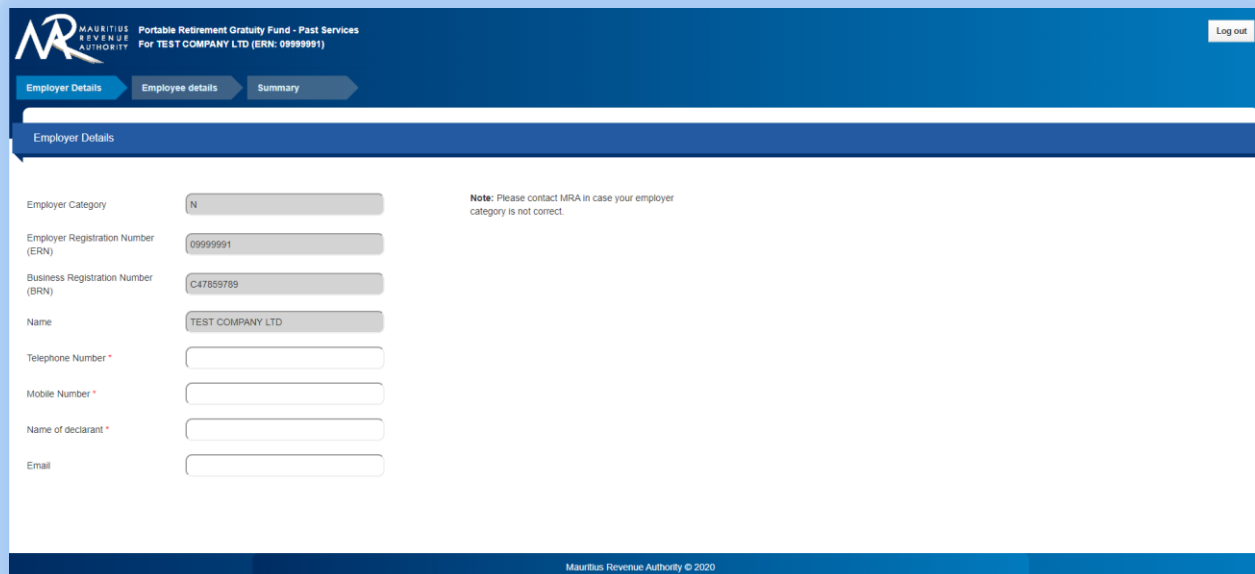
4. Next time login (Before submit)

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. Employer Details



The screenshot shows the 'Employer Details' form in the Mauritius Revenue Authority system. The header includes the MRA logo and text: 'Portable Retirement Gratuity Fund - Past Services For TEST COMPANY LTD (ERN: 09999991)'. A 'Log out' button is in the top right. Below the header is a navigation bar with 'Employer Details', 'Employee details', and 'Summary' tabs. The 'Employer Details' tab is active. The form contains the following fields:

- Employer Category: N
- Employer Registration Number (ERN): 09999991
- Business Registration Number (BRN): C47859789
- Name: TEST COMPANY LTD
- Telephone Number *
- Mobile Number *
- Name of declarant *
- Email

A note on the right states: 'Note: Please contact MRA in case your employer category is not correct.' The footer reads 'Mauritius Revenue Authority © 2020'.

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

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

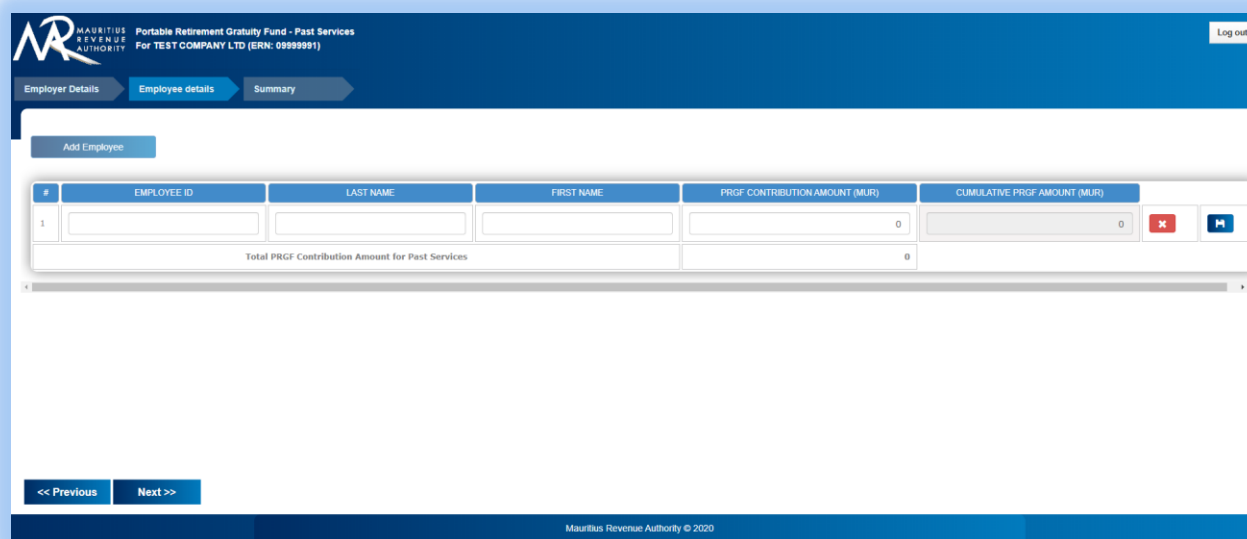
Step 2: Enter the “Name of declarant” and “Email”.

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

2. Employee details

The “Employee Details” page is displayed. Existing employees are prefilled from previous return. For first time filing, employees details are prefilled with allowance and commission amount as blank.


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




The screenshot shows the 'Employee details' page. At the top, there's a header with the Mauritius Revenue Authority logo and 'Portable Retirement Gratuity Fund - Past Services For TEST COMPANY LTD (ERN: 09999991)'. Below the header, there are tabs for 'Employer Details', 'Employee details', and 'Summary'. The 'Employee details' tab is active. On the left, there's a button labeled 'Add Employee'. Below this, there's a table with the following columns: '#', 'EMPLOYEE ID', 'LAST NAME', 'FIRST NAME', 'PRGF CONTRIBUTION AMOUNT (MUR)', and 'CUMULATIVE PRGF AMOUNT (MUR)'. The table has one row with the index '1'. Below the table, there's a row for 'Total PRGF Contribution Amount for Past Services' with a value of '0'. At the bottom left, there are buttons for '<< Previous' and 'Next >>'. At the bottom right, there's a 'Save' icon. The footer says 'Mauritius Revenue Authority © 2020'.

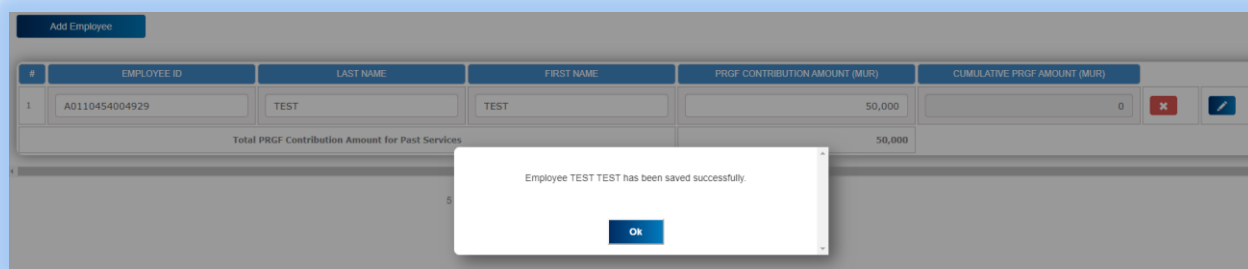
Step 2: Enter the employee details and click on “Save” icon .

(i) Invalid record

If the employee details contain invalid information, an error message will be displayed. The information must then be corrected before clicking on “Save” icon .

(ii) Valid record



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

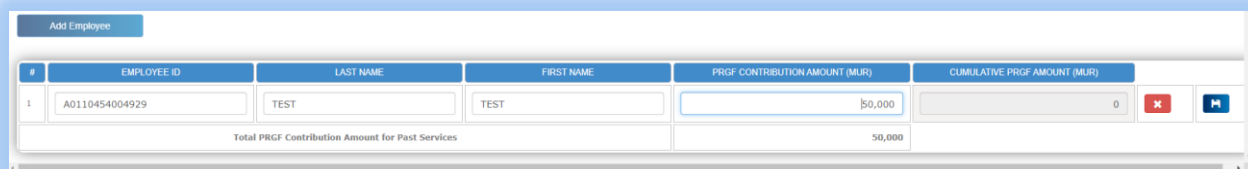


The screenshot shows the 'Add Employee' form with a table containing one employee record. A modal dialog box is displayed in the center with the message: 'Employee TEST TEST has been saved successfully.' and an 'OK' button.

#	EMPLOYEE ID	LAST NAME	FIRST NAME	PRGF CONTRIBUTION AMOUNT (MUR)	CUMULATIVE PRGF AMOUNT (MUR)
1	A0110454004929	TEST	TEST	50,000	0

Total PRGF Contribution Amount for Past Services: 50,000


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  icon.

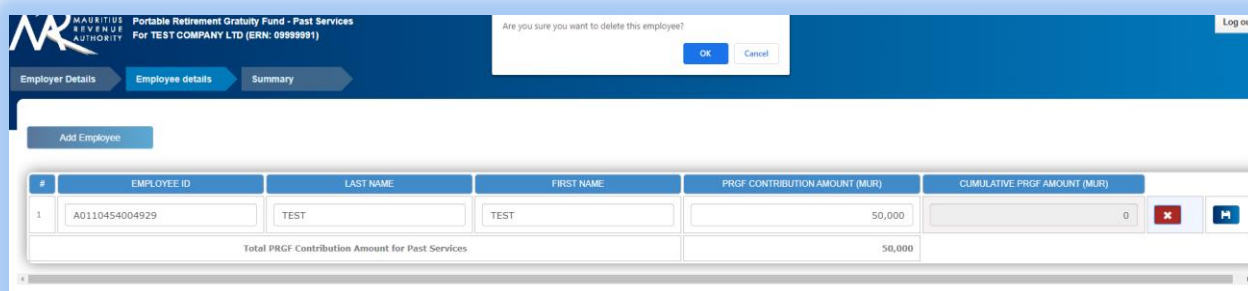


The screenshot shows the 'Add Employee' form with the 'PRGF CONTRIBUTION AMOUNT (MUR)' field highlighted. The table contains the same employee record as before.

#	EMPLOYEE ID	LAST NAME	FIRST NAME	PRGF CONTRIBUTION AMOUNT (MUR)	CUMULATIVE PRGF AMOUNT (MUR)
1	A0110454004929	TEST	TEST	50,000	0

Total PRGF Contribution Amount for Past Services: 50,000

To delete a record, click on the  icon. The following confirmation message will appear. Click on "OK" to confirm deletion.



The screenshot shows the 'Add Employee' form with a confirmation dialog box displayed. The dialog box contains the message: 'Are you sure you want to delete this employee?' and 'OK' and 'Cancel' buttons. The table contains the same employee record as before.

#	EMPLOYEE ID	LAST NAME	FIRST NAME	PRGF CONTRIBUTION AMOUNT (MUR)	CUMULATIVE PRGF AMOUNT (MUR)
1	A0110454004929	TEST	TEST	50,000	0

Total PRGF Contribution Amount for Past Services: 50,000

Step 4: 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**” and “**PAYMENT**” sections are correct.

Employer Details
Employee details
Summary

SUMMARY OF INPUT AND/OR SUBMITTED RECORD(S)

STATISTICS	NOT YET SUBMITTED	AMENDED	ALREADY SUBMITTED	TOTAL
Total PRGF Contribution Amount (MUR)	50,000	0	0	50,000
Total Number Of Records	1	0	0	1


PAYMENT

I will pay the tax payable viz MUR

Mode of payment * ☒ Direct Debit

Bank Name *

Bank Account Number *

Effective Payment Date * 

DECLARANT INFORMATION

Capacity in which acting *

DECLARATION

Please note this return will not be considered as valid unless full payment has been effected.

☐ I, test, hereby declare that all information submitted is true and complete. *

Step 2: In the “**SURCHARGE**” section, enter the amounts where applicable.


Step 3: In the “**PAYMENT**” section, enter the information as required.

Step 4: In the “**DECLARANT INFORMATION**” section, enter the “Capacity in which acting”.

Step 5: In the “**DECLARATION**” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “**Submit**” button.

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

[Log out](#)



Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online PRGF Past Services Return for the Period ending FEBRUARY 2020 has been submitted to MRA on 26 Feb 2020 at 16:57:04.

Your Employer Registration Number is 09999991 and your Acknowledgement ID is 2754.
The total amount payable is MUR 50,000

Electronic Payment Acknowledgment

Payment Instruction 1

1. Direct Debit Payment.
Your Payment instruction, according to the following details, has been received by MRA:
Reference: 89ERN09999991FPRGSP200285887.001.001
TAN: 99999991
Tax Type : Past PRGF for the Month Ended 28 February 2020
ERN: 09999991
Amount: MUR 50000

The Direct Debit instruction takes immediate effect but it may take up to two working days to execute the instruction at your bank.
In case your instruction is rejected at your bank, MRA will send an email(if you have provided one) to inform you accordingly.

Summary of return / Acknowledgement Confirmation

Acknowledgment Id: 2754 submitted on 26 Feb 2020 at 16:57:04	
Total PRGF Amount (MUR):	50,000
Payment Reference Number is:	ERN09999991FPRGSP200285887
Total Amount Payable (MUR):	50,000

4. Next time login (Before Submit)

After having successfully saved records in “**Employee Details**” section, it is possible to log out without submitting the return.

On next login, only the previously successfully saved records are available. In “**Employee 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:

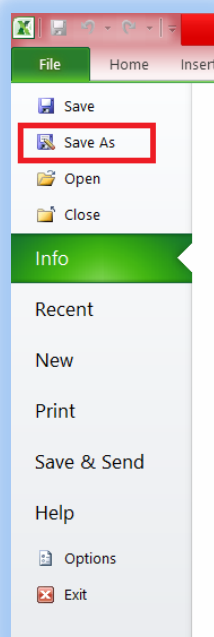
<https://eservices14.mra.mu/prgfcontribution/Download/PRGFPS/excelTemplate.xlsx>

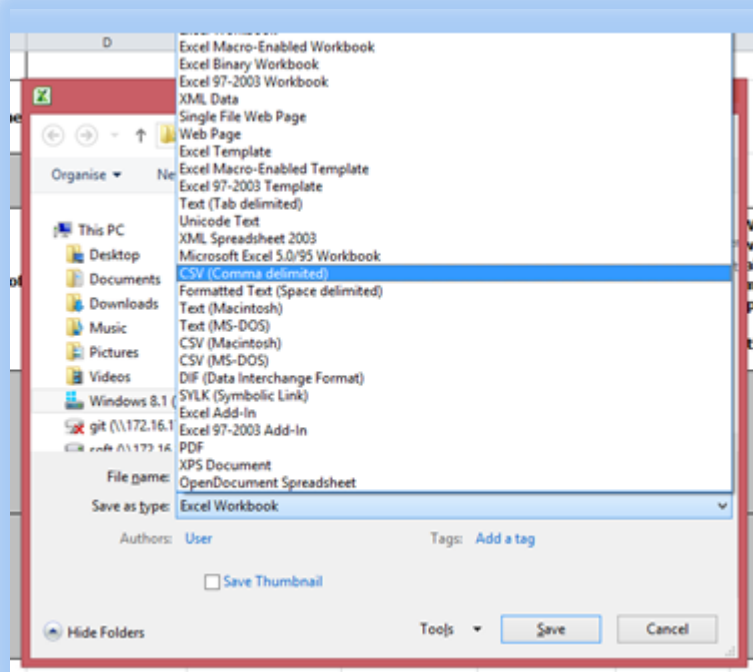
	A	B	C	D	E	F	G	H
1	MRA	PRGFPS	V1.0					
2	Employer Registration Number	Employer Business Registration Number	Employer Name	Telephone Number	Mobile Number	Name of Declarant	Email Address	
3	<i>Insert Employer Registration Number Here</i>	<i>Insert Employer Business Registration Number Here</i>	<i>Insert Employer Name Here</i>	<i>Insert Telephone Number Here</i>	<i>Insert Mobile Number Here</i>	<i>Insert Name of Declarant Here</i>	<i>Insert Email Address Here</i>	
4	Employee ID	Surname of Employee	Other Names of Employee	PRGF Contribution Amount (MUR)				
5	<i>Insert Employee's National Identity Card's Number Here</i>	<i>Insert Surname of Employee here</i>	<i>Insert Other Names of Employee here</i>	<i>Insert PRGF Contribution Amount here</i>				
6	<i>Insert Employee's National Identity Card's Number Here</i>	<i>Insert Surname of Employee here</i>	<i>Insert Other Names of Employee here</i>	<i>Insert PRGF Contribution Amount here</i>				
7								
8								

Replace the blue text with your data as shown below.

1	MRA	PRGFPS	V1.0				
2	Employer Registration Number	Employer Business Registration Number	Employer Name	Telephone Number	Mobile Number	Name of Declarant	Email Address
3	9999991	C47859789	TEST COMPANY LTD	9999999	59999999	Michael Tad	test@mra.mu
4	Employee ID	Surname of Employee	Other Names of Employee	PRGF Contribution Amount (MUR)			
5	A0110454004929	TEST	TEST	10000			
6	A0110454004928	TEST2	TEST2	10000			
7							
8							

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

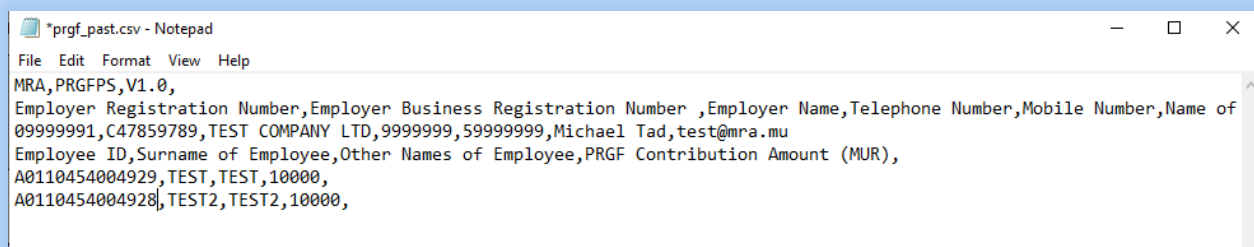




Find below an example of a generated CSV file to be uploaded on the website.

The CSV file must contain columns separated by the **comma [,]** character. A CSV file example with sample data can be downloaded from here:

<https://eservices14.mra.mu/prgfcontribution/Download/PRGFPS/csvTemplate.csv>



```

MRA,PRGFPS,V1.0,
Employer Registration Number,Employer Business Registration Number ,Employer Name,Telephone Number,Mobile Number,Name of
099999991,C47859789,TEST COMPANY LTD,99999999,599999999,Michael Tad,test@mra.mu
Employee ID,Surname of Employee,Other Names of Employee,PRGF Contribution Amount (MUR),
A0110454004929,TEST,TEST,10000,
A0110454004928,TEST2,TEST2,10000,
  
```


IMPORTANT NOTES

- 1) Apart from employee Surname and other names, data should exclude all special characters, including comma.
- 2) File size for each upload **should not exceed** 2Mb.
- 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/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.