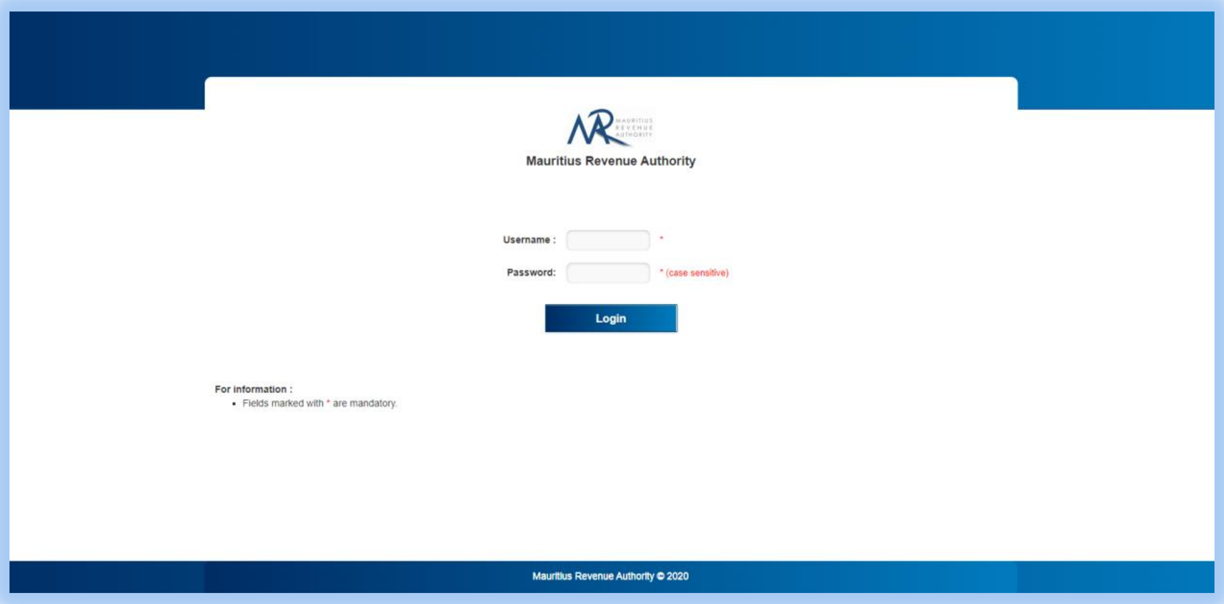
STEP-BY-STEP GUIDE TO E-FILING OF PORTABLE RETIREMENT GRATUITY FUND (PRGF) CONTRIBUTION – PAST SERVICES

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

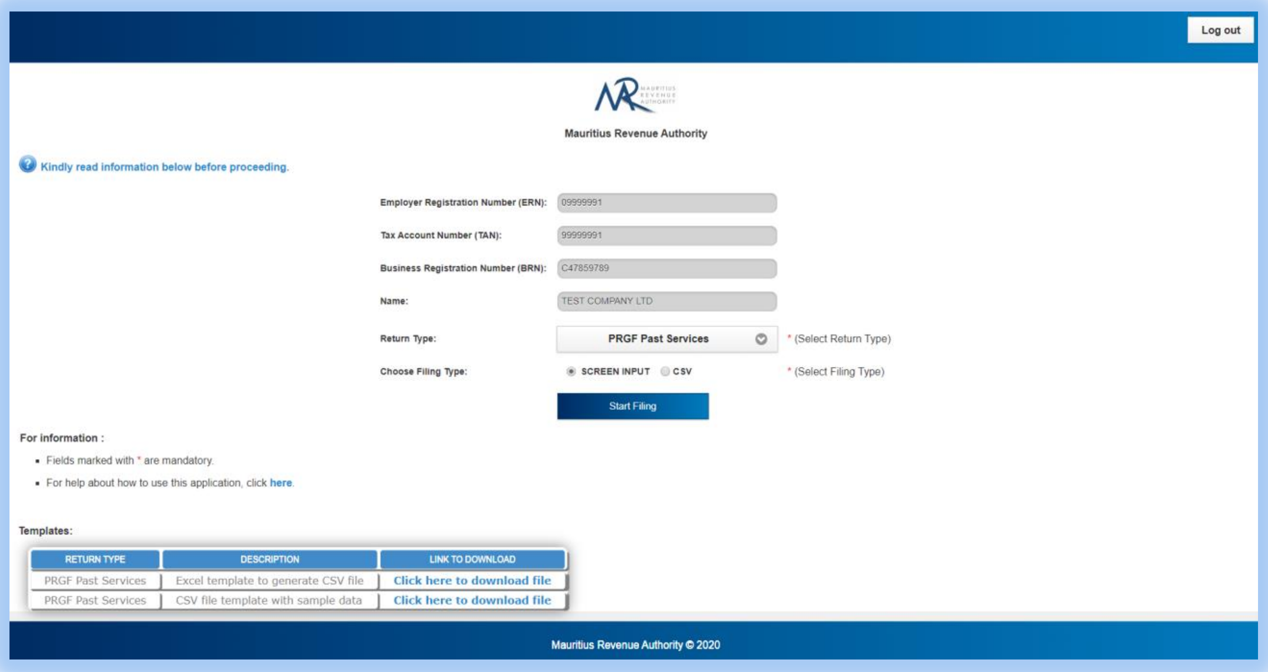


Step 1: Enter your username (Employer Registration Number)

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



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

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

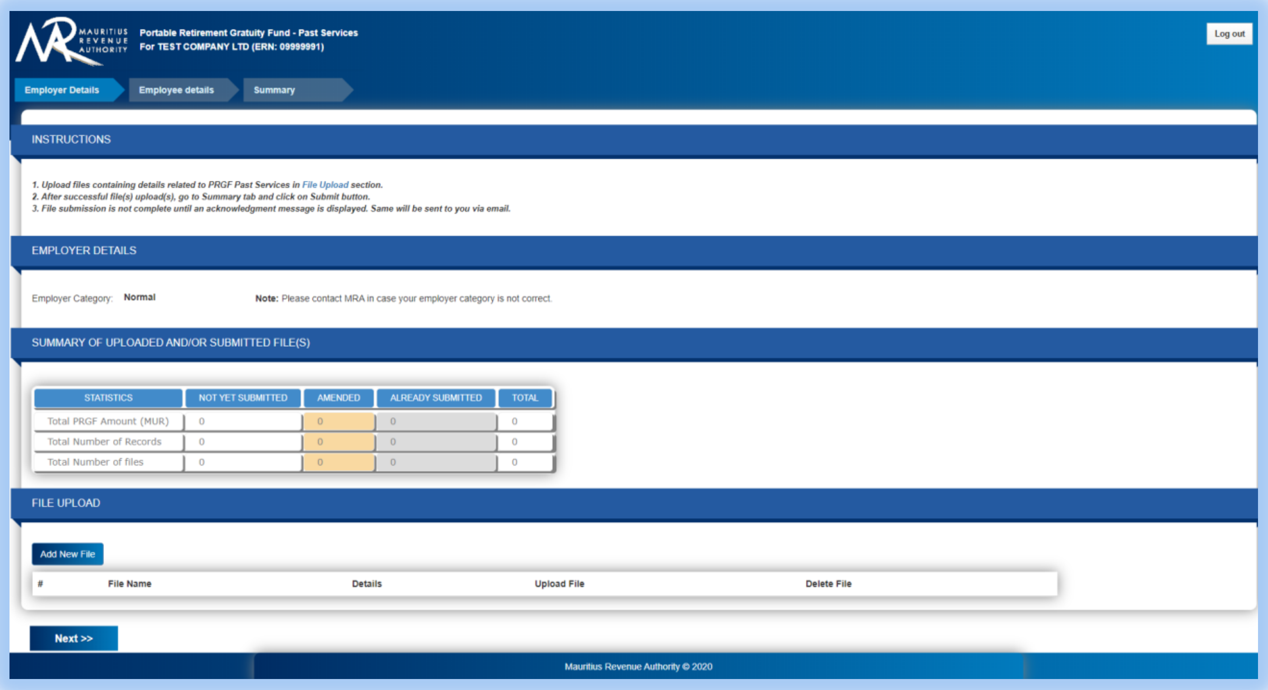
Step 2: Select the "Filing Type" for which the return is being filed (only CSV and on-screen is allowed).

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

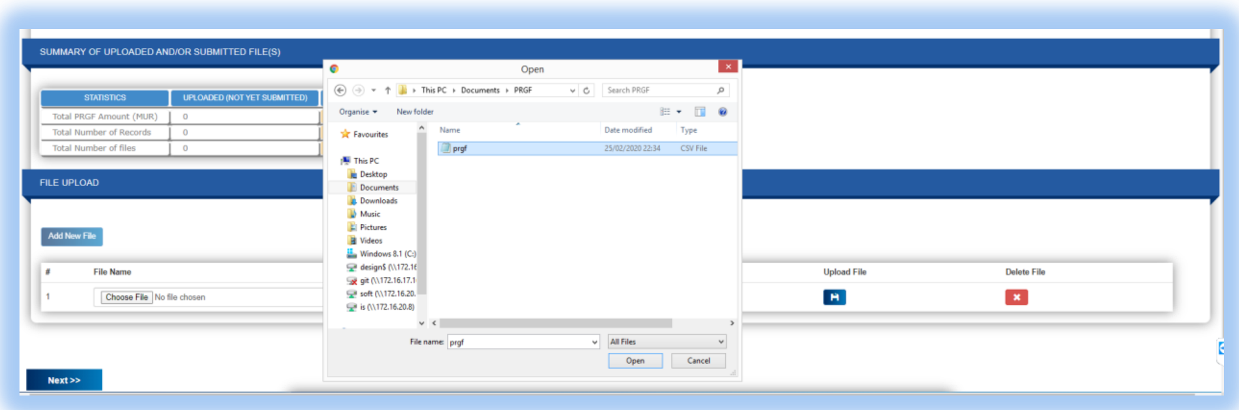
1. Upload Details



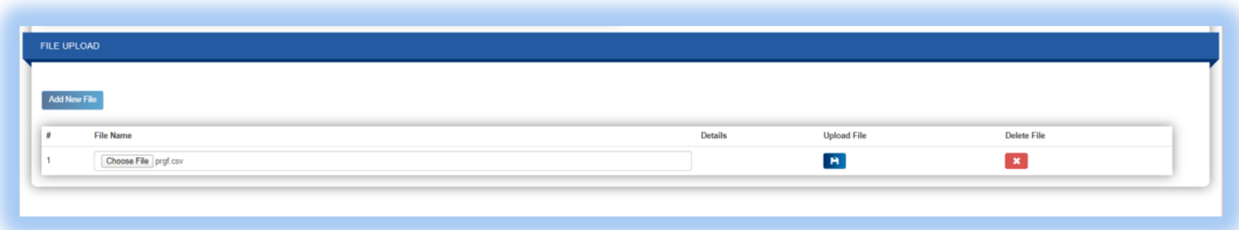
Statistics on successful file uploads for chosen period will be displayed under "**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**" section. These details are updated whenever a file has been successfully uploaded, deleted or submitted.

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  .

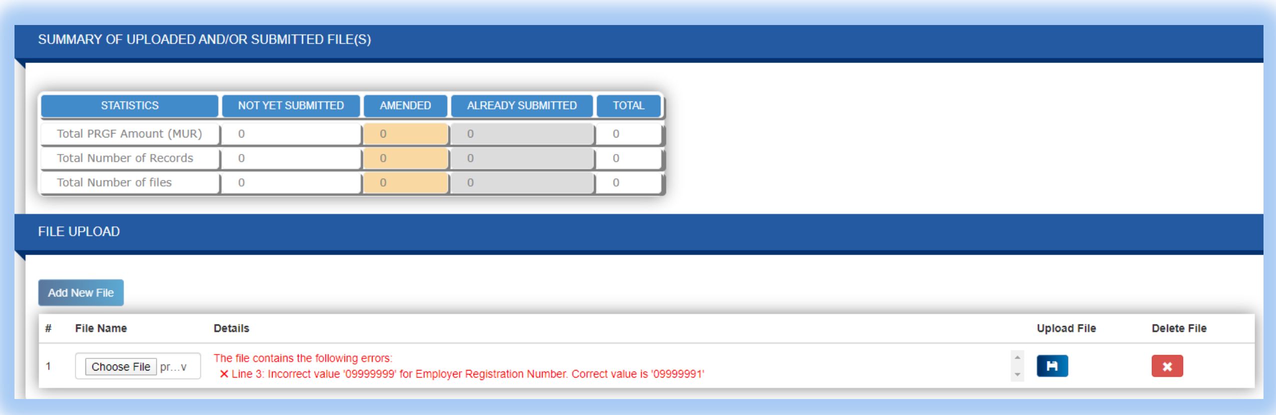


Step 4:

(i) **<u>Invalid file</u>**

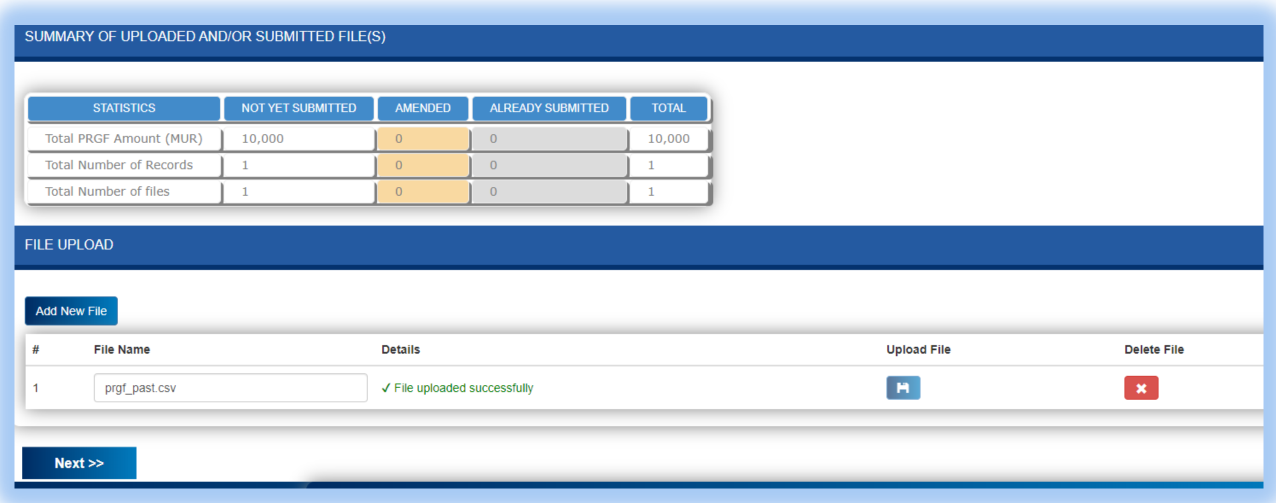
If the file contains any error, the file is not uploaded and an error message is displayed with all the details about the erroneous data.

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.



(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 .



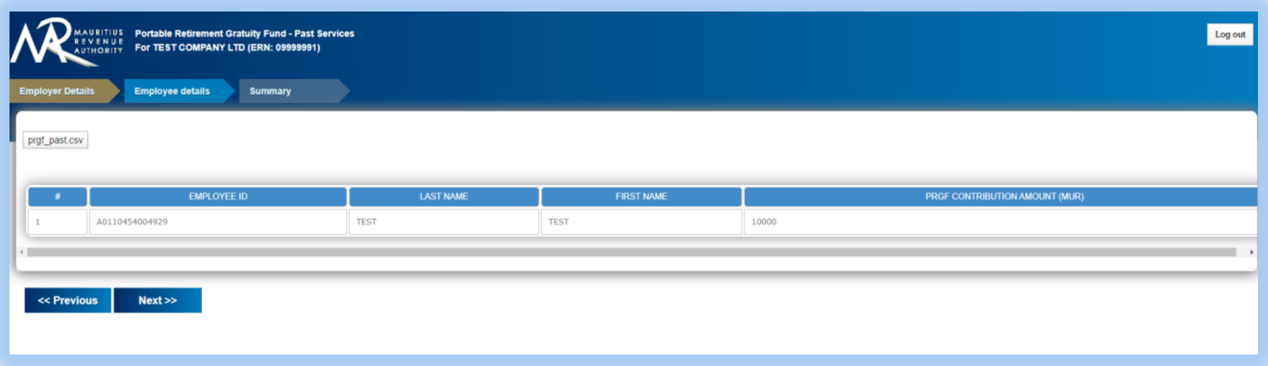
Step 5: In case there is more than one file to upload, click on "**Add new file**" button and repeat **Step 2** to **Step 4**.

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.

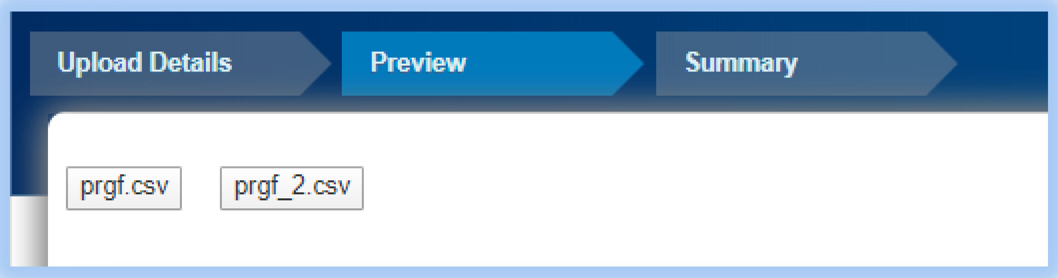
Step 7: Once all files have been uploaded, proceed to the next page by clicking on the "**Next**" button.

2. Uploaded Files Preview

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



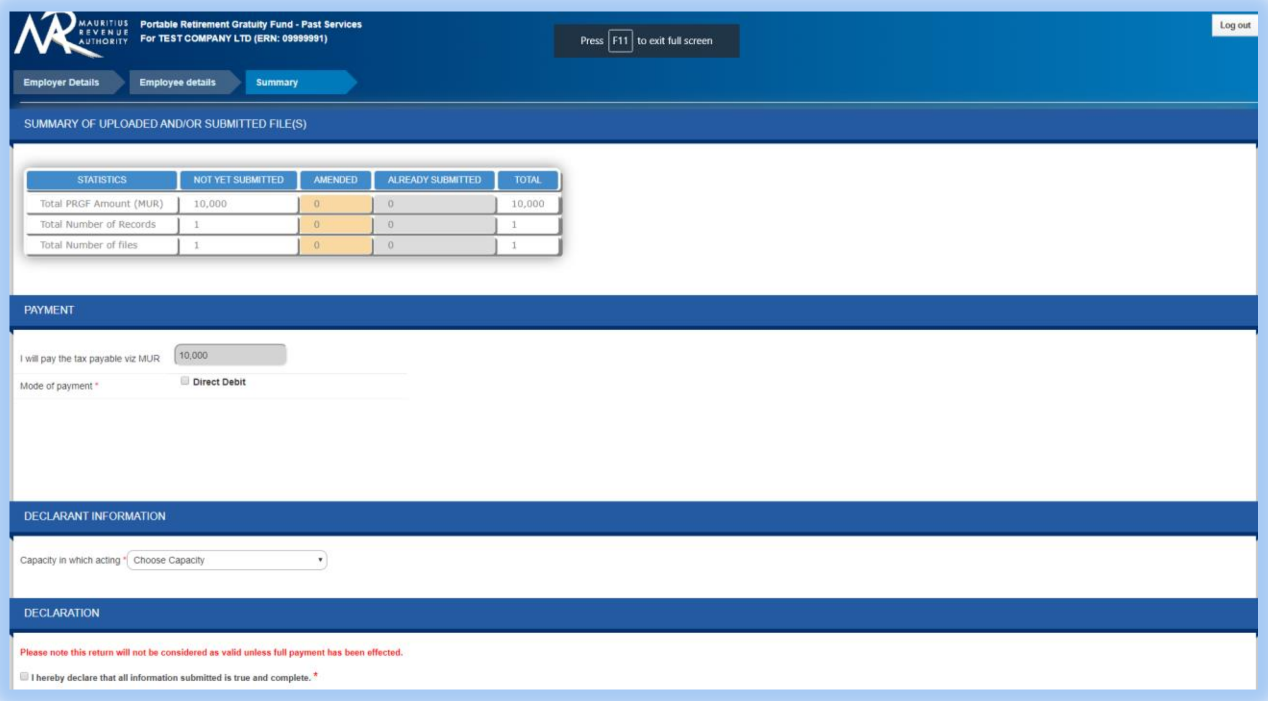
Step 2: To view records in a specific uploaded file, click on the file name.



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

3. Summary

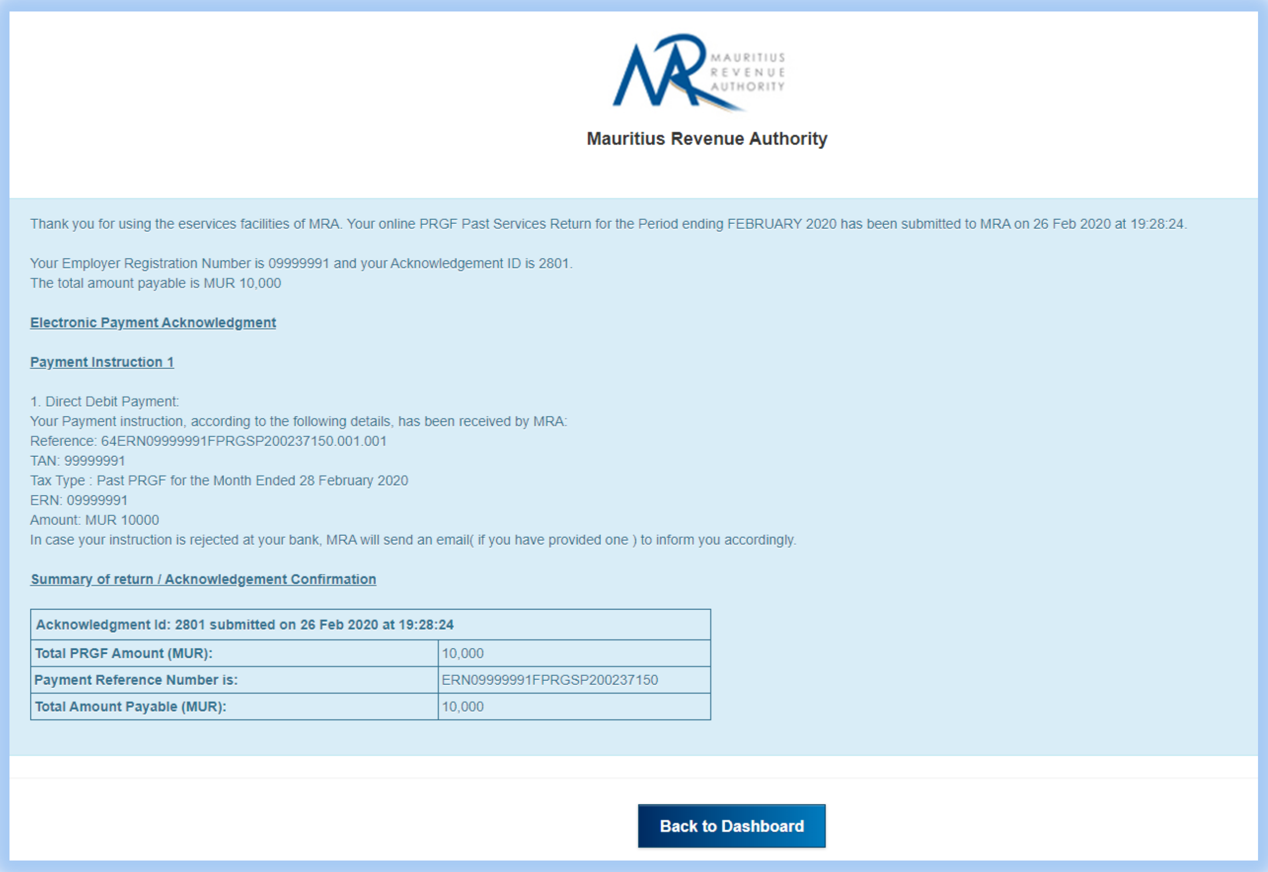
Step 1: The summary page is displayed. Please ensure that all the values in the "**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**" and "Payment" sections are correct.



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: 64ERN09999991FPRGSP200237150.001.001
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

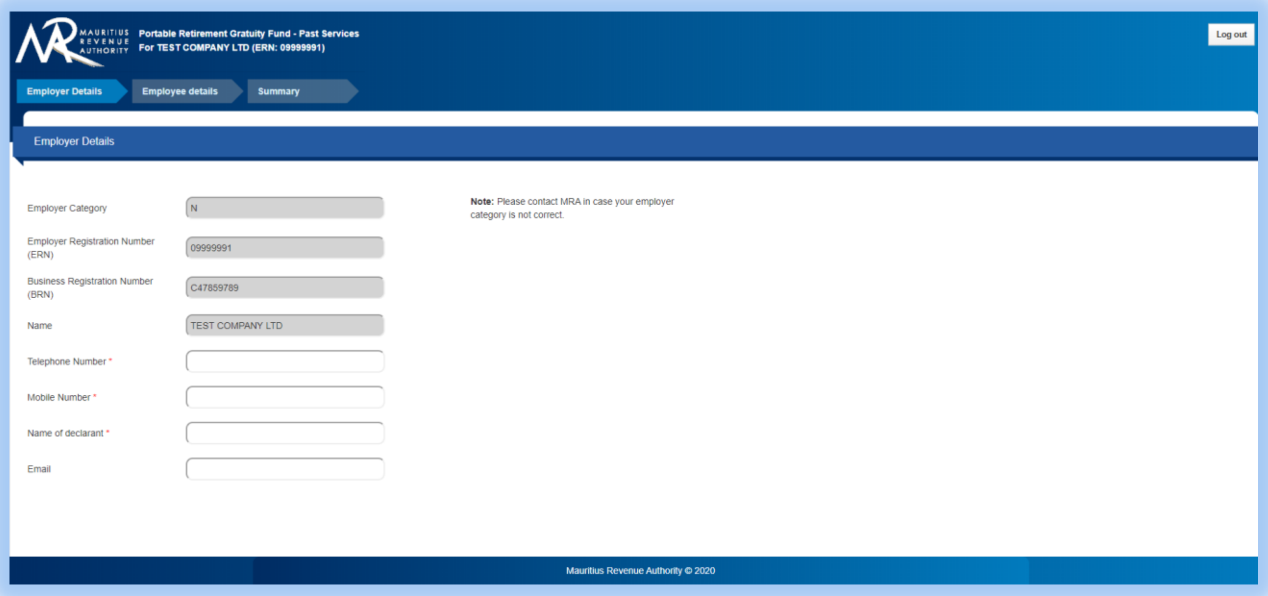
4. Next time login (Before submit)

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



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".

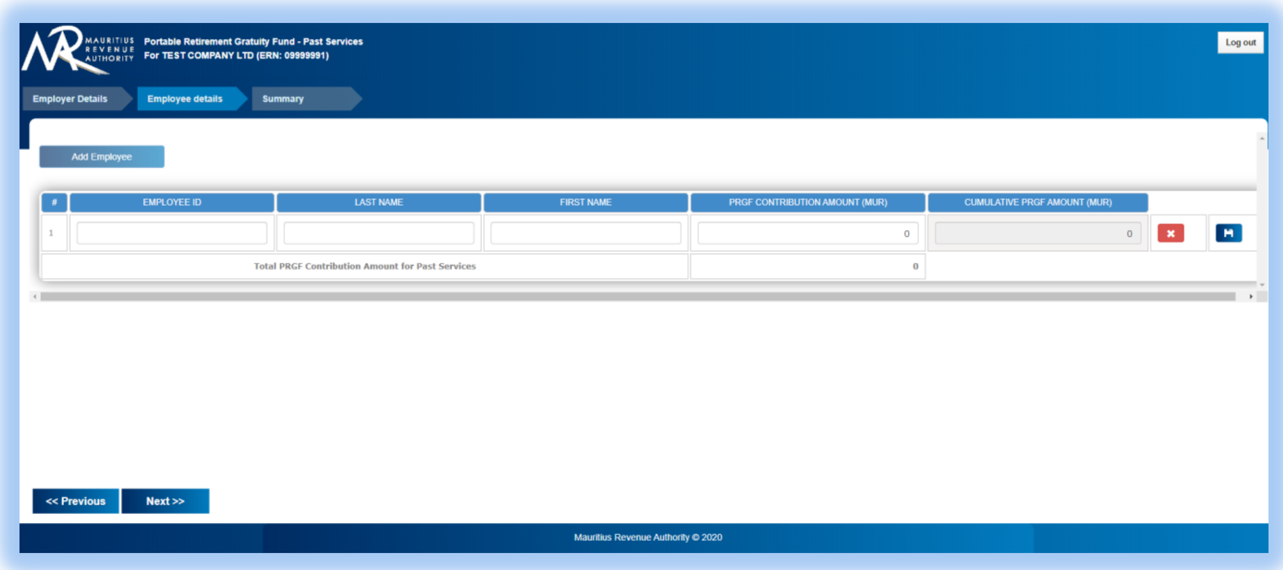
Step 2: Enter the "Name of declarant" and "Email".

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.



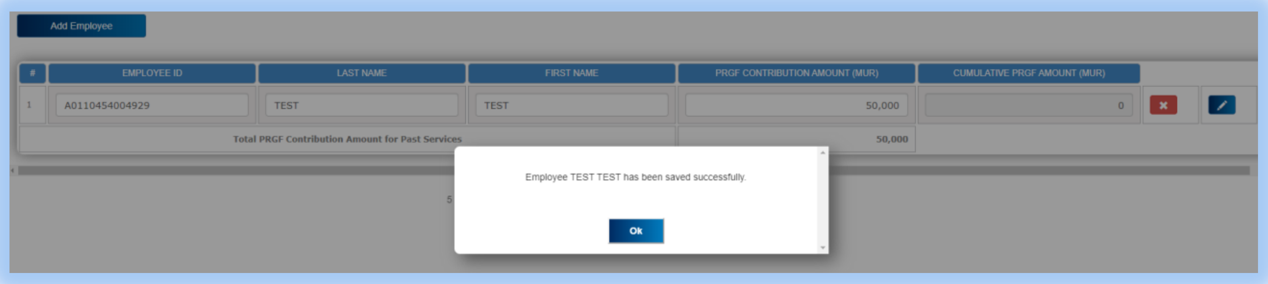
Step 2: Enter the employee details and click on “Save” icon .

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

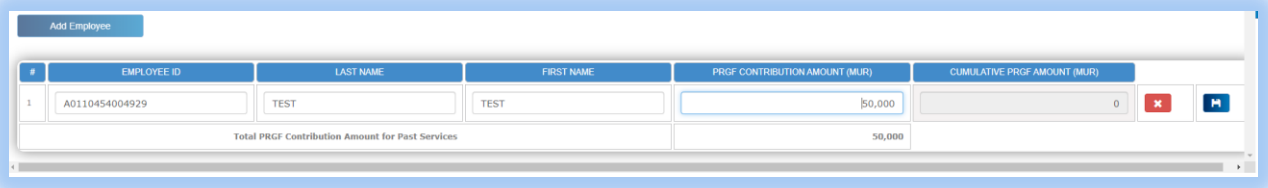
If the employee details contain invalid information, an error message will be displayed. The information must then be corrected before clicking on “Save” icon .

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

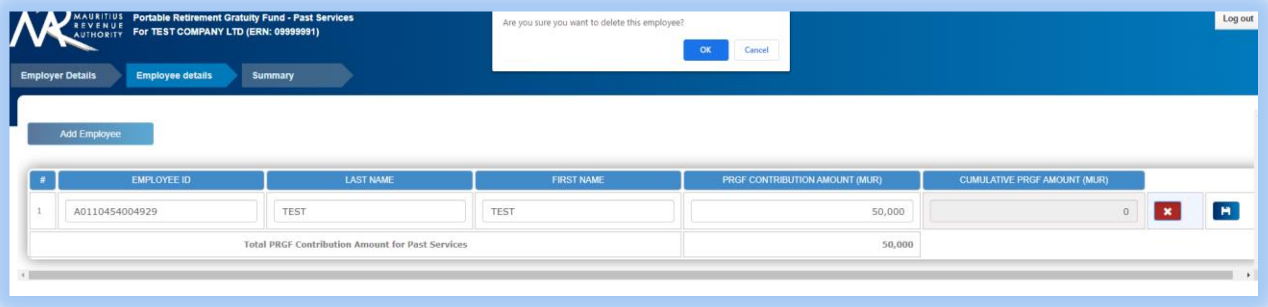
When all information is correct and the “Save” icon is clicked, the record is then displayed on the table, as shown below.



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  icon.



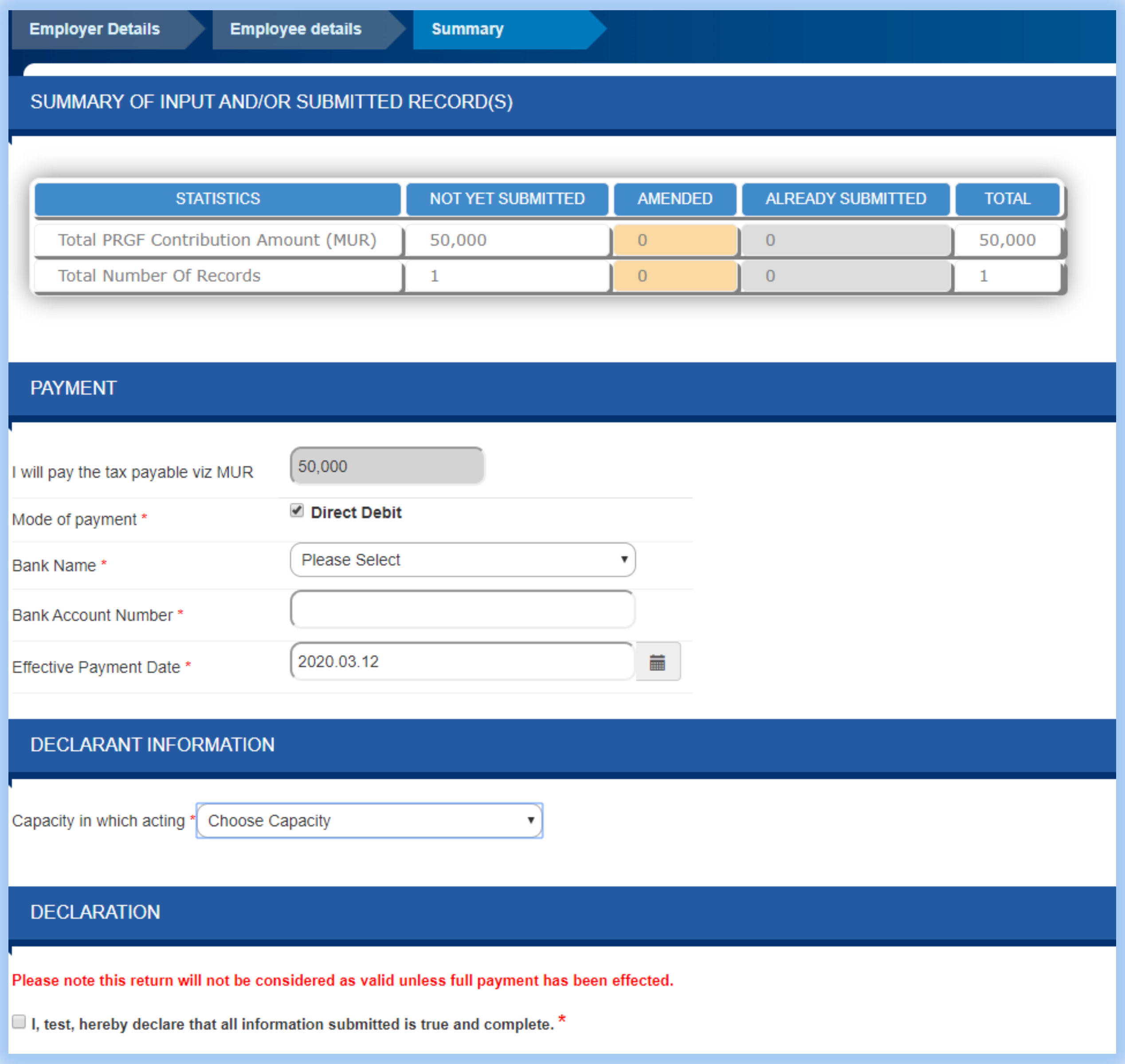
To delete a record, click on the  icon. The following confirmation message will appear. Click on "OK" to confirm deletion.



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: 50,000

Mode of payment *: Direct Debit

Bank Name *: Please Select

Bank Account Number *:

Effective Payment Date *: 2020.03.12

DECLARANT INFORMATION

Capacity in which acting *: Choose Capacity

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. *

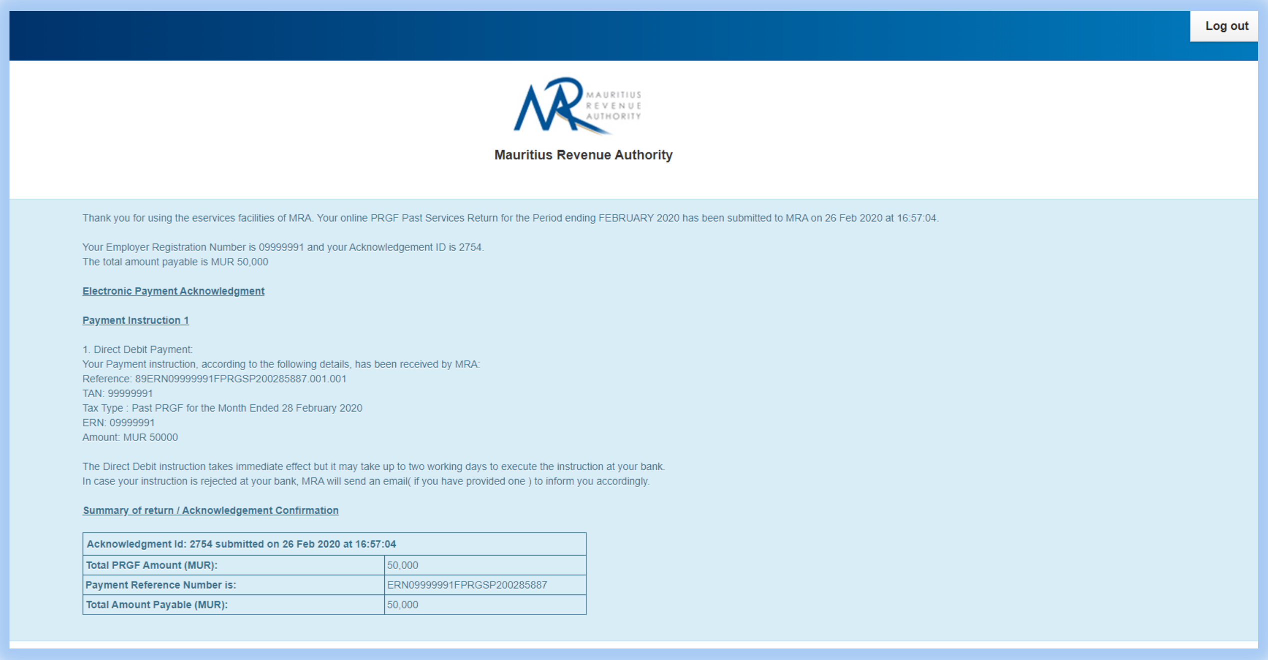
Step 2: In the "**SURCHARGE**" section, enter the amounts where applicable.

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.



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.

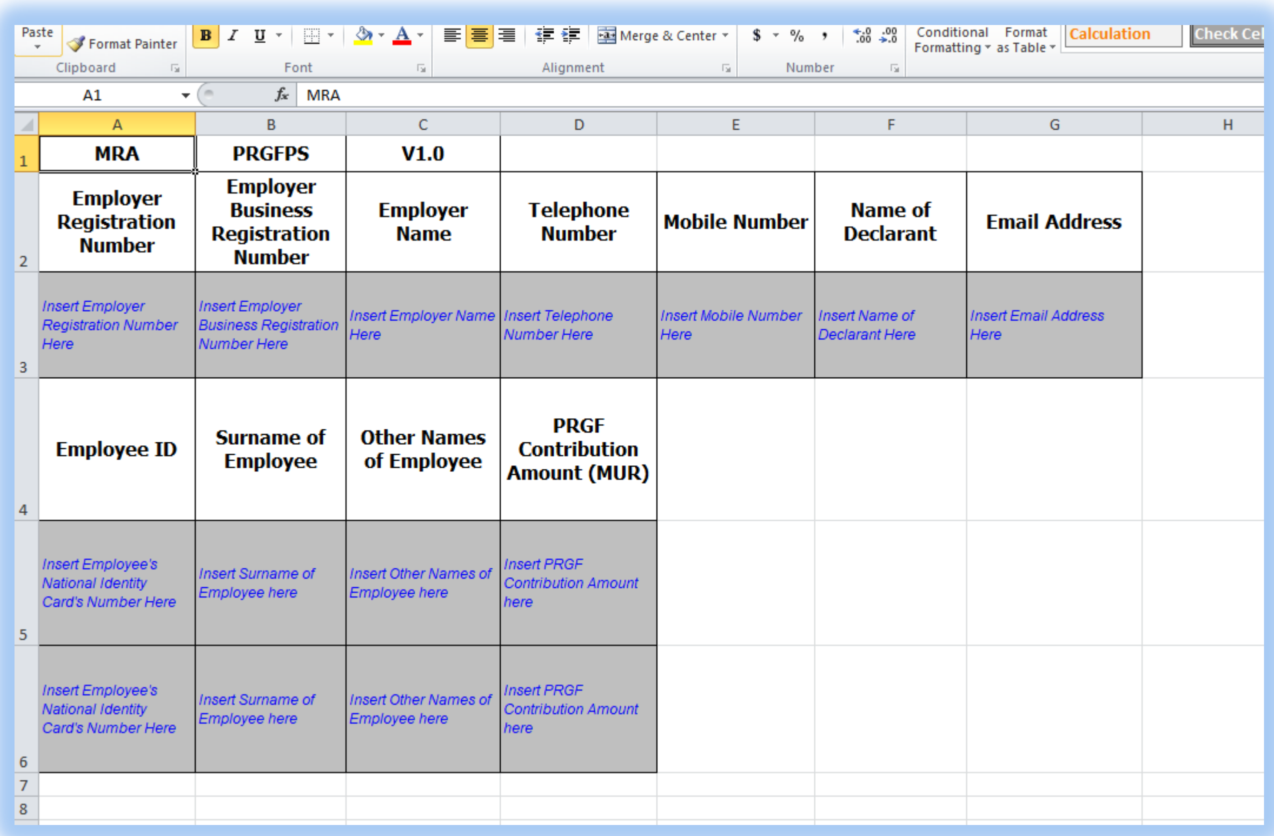
On next login, only the previously successfully saved records are available. In **"Employee Details"** section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the "**Submit**" button is clicked.

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

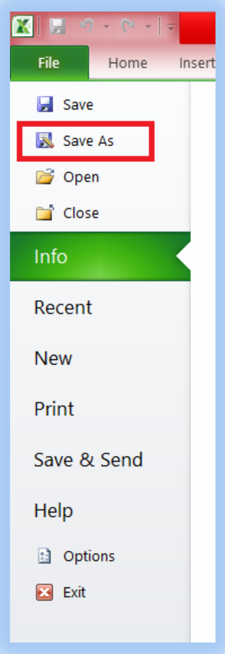


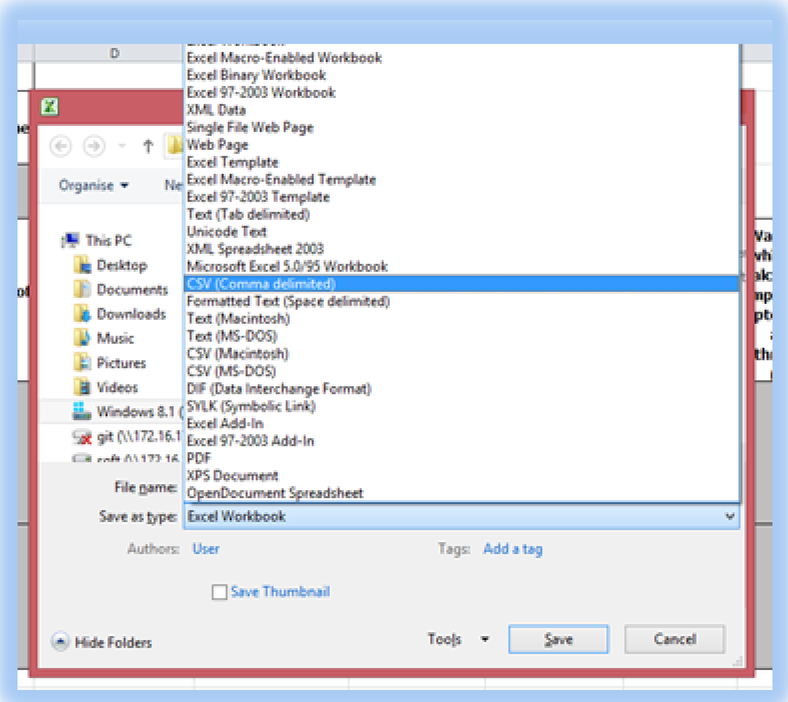
	A	B	C	D	E	F	G
1	MRA	PRGFPS	V1.0				
2	Employer Registration Number	Employer Business Registration Number	Employer Name	Telephone Number	Mobile Number	Name of Declarant	Email Address
3	*Insert Employer Registration Number Here*	*Insert Employer Business Registration Number Here*	*Insert Employer Name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

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**.

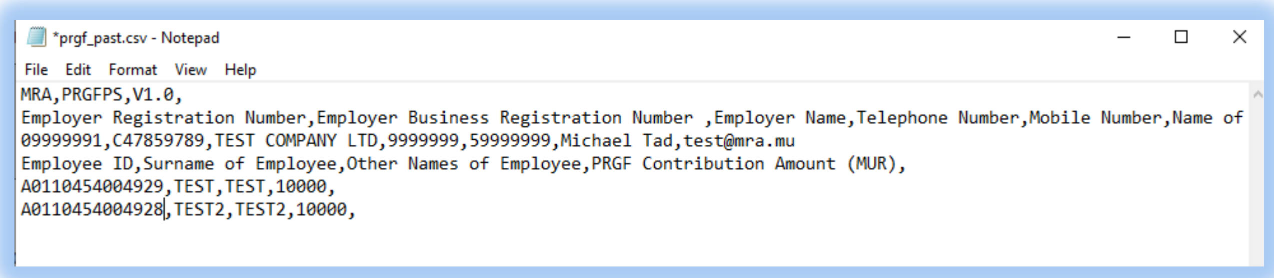




Find below an example of a generated CSV file to be uploaded on the website.

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
09999991,C47859789,TEST COMPANY LTD,9999999,59999999,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.