

e-EMPLOYEE DECLARATION FORM (e-EDF) -2020/21

An Employee Declaration Form (EDF) should be filed by every employee who wishes to claim Income Exemption Relief and other allowances and deductions for the purpose of calculating PAYE (Pay As You Earn) to be withheld from their monthly emoluments.

The Mauritius Revenue Authority (MRA) is consolidating its go-green initiatives.

As from this year, employees may submit their Employee Declaration Form (EDF) **ONLINE** through MRA website: www.mra.mu. The facility to file the e-EDF for the current financial year is already available on the website of the MRA.

Employees

In order to access the e-EDF, employees have to go onto the MRA website, click on the banner e-EDF 2020/21, and insert the following information:

- National Identity Card Number (NID) **or**
- Non-Citizen ID (NCID) – *Applicable for non-residents*
- Mobile Phone Number (to receive an One-Time-Password-OTP)

On accessing the electronic EDF, employees will have to select their respective Income Exemption Threshold and other reliefs and allowances to which they are eligible. Before submitting the e-EDF, they will have to confirm the correctness of the information provided therein.

Employees may also avail themselves of the **step by step guide** on the MRA website for the purpose of enabling them to successfully file the e-EDF.

Employees, who are unable to file an e-EDF, may download and print a copy of the EDF from the MRA website and submit same to their employers, after having filled-in the information required.

Employers

An Employer will have to login to the MRA e-services using his **EMPLOYER REGISTRATION NUMBER (ERN)** and **PASSWORD** to download an excel file showing the deductions claimed by his employees in their e-EDFs for the year ending 30 June 2021.

Employers are kindly requested to communicate their Employer Registration Number (ERN) to their respective employees and to encourage them to submit their EDF electronically through MRA website: www.mra.mu

For further information, kindly visit MRA website or phone MRA Helpdesk on 207 6000 during working hours.

STEP-BY-STEP GUIDE to file e-EDF 2020/21

The facility to submit an online Employee Declaration Form (EDF) for the income year ending 30 June 2021, is now available on the MRA website. Here the steps to follow for the e-Filing of an EDF:

Step 1: Go to MRA website: www.mra.mu

Step 2: Click on banner “e-EDF 2020/21”

Step 3: Insert your National Identity Card Number and your Mobile Phone Number

Step 4: Enter the “one time password” (OTP) sent on your mobile phone number

Step 5: Insert the “Employer Registration Number” (ERN). Same may be retrieved from the Statement of Emoluments provided to you by your employer.

Step 6: In case you do not have the ERN kindly insert the name of your Employer and click on search icon

Step 7: Click on “PROCEED”. You will have access to the e-EDF. All the fields marked with a «red asterix» are mandatory fields which need to be filled.

On accessing the electronic EDF, you will have to select your respective Income Exemption Threshold (IET) and other reliefs and allowances to which you are eligible.

Before submitting the e-EDF you will also have to confirm the correctness of the information provided therein.

Step 8: You may choose to receive a copy of your e-EDF through your email by selecting «Send a copy of my return via Email» or before clicking on «Submit», you may view/print your form.

Step 9: Click on «Submit» to file your e-EDF 2020/21.

You will receive an Acknowledgement ID confirming that the EDF has been successfully submitted.

End of process