Mauritius Revenue Authority
MS ISO 9001:2015 certified
RF 121

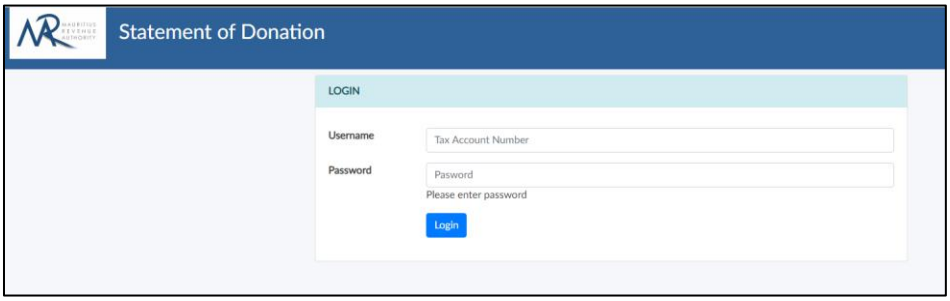
STEP-BY-STEP GUIDE TO E-FILING OF STATEMENT OF DONATION

1. Introduction

This guide aims to help registered charity institutions file their "Statement of Donation" on Mauritius Revenue Authority's website.

Users can sign in with 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.

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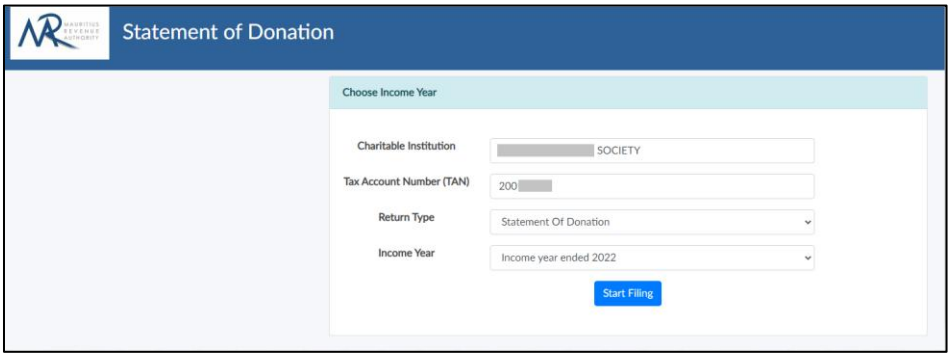
3. Choosing Income Year

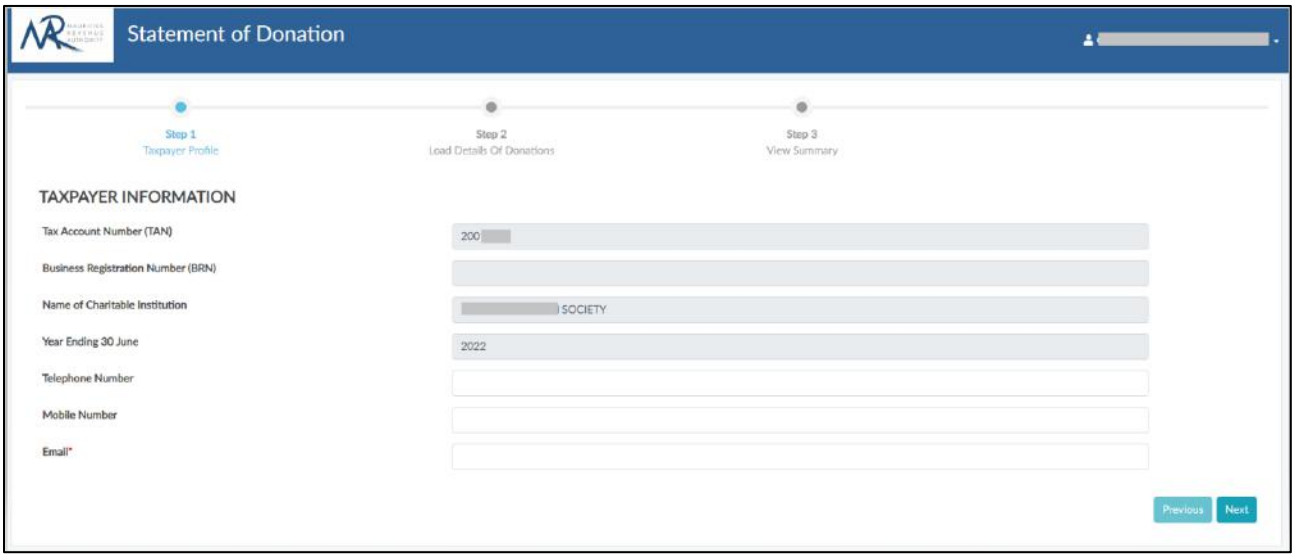


Charitable Institution, "**Return Type**" and **Tax Account Number (TAN)** fields are prefilled based on your login details and cannot be altered.

Step 1: Select the "**Income Year**".

Step 2: Click on "**Start Filing**" button to proceed to next page.

4. Taxpayer Information



Tax Account Number (TAN), Business Registration Number (BRN), **Name of Charitable Institution** and **Year Ending 30 June** fields are already prefilled and cannot be changed.

Step 1: Enter your Telephone Number/Mobile Number.

Step 2: Enter a valid email address.

Step 3: Click on "**Next**" button to proceed to next page.

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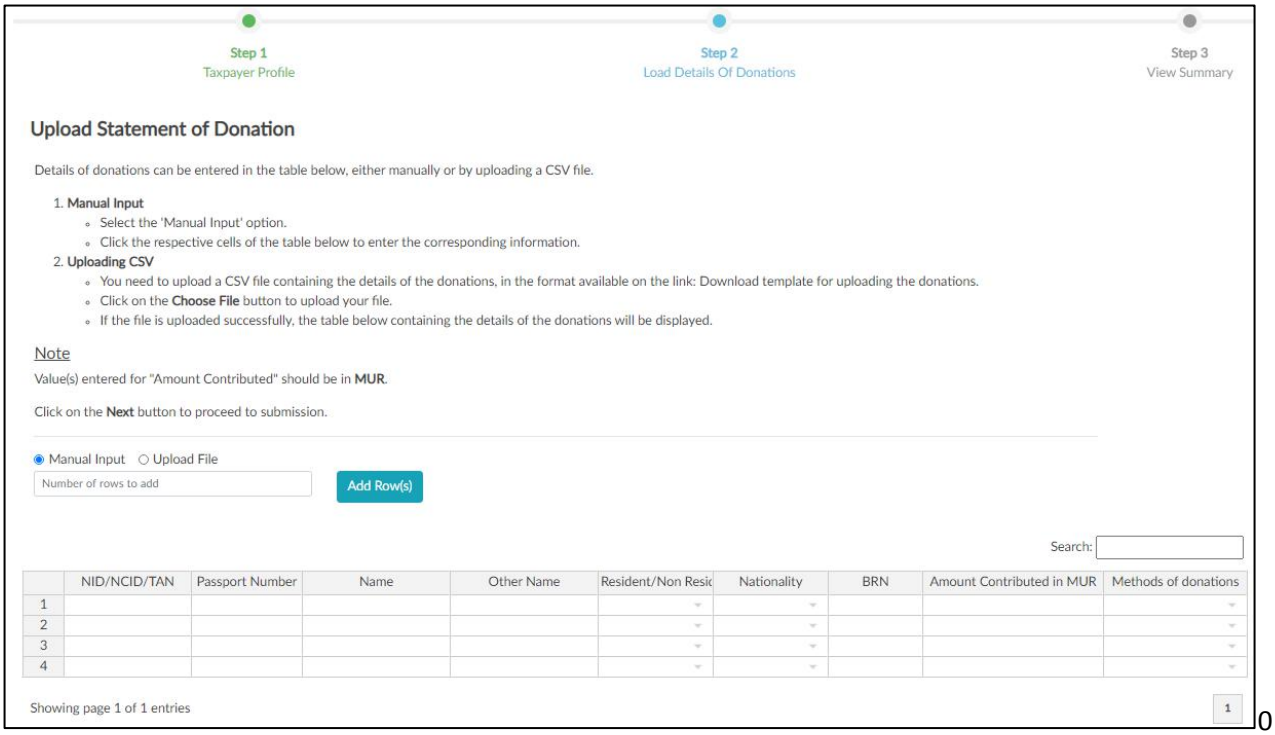
5. Loading of donation details



Donations can be entered either manually or by uploading a CSV file containing the donation details.

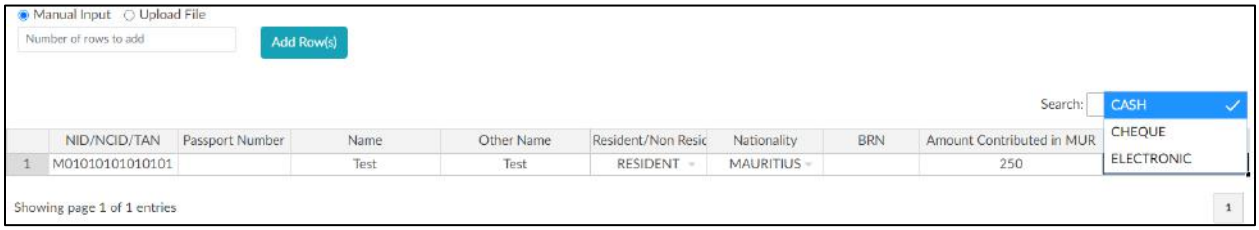
- ## Manual Input

Step 1: Select the "**Manual Input**" option.

Step 2: Enter the number of rows pertaining to the number of donations you need to input, and click on the "**Add Row(s)**" button.

Step 3: Click the cell(s) of the table to enter the respective information, as shown below.

Step 4: After you have entered the donation details, click on the "**Next**" button to proceed to next page.



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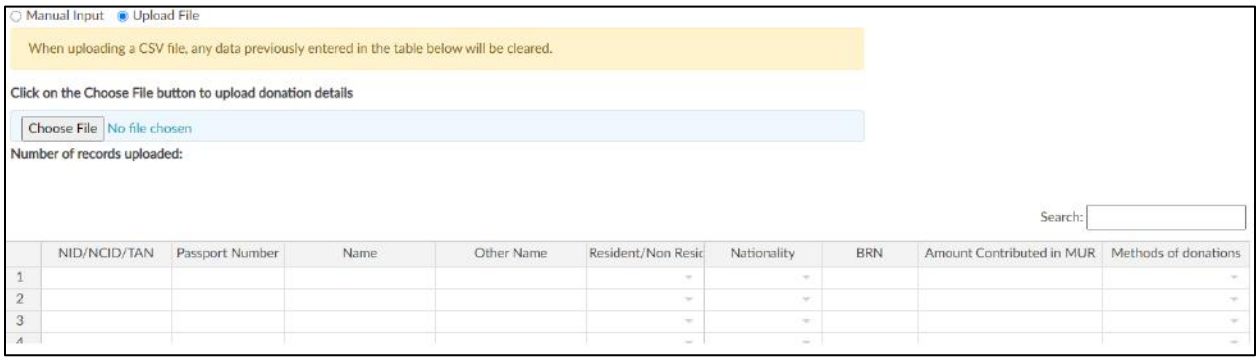
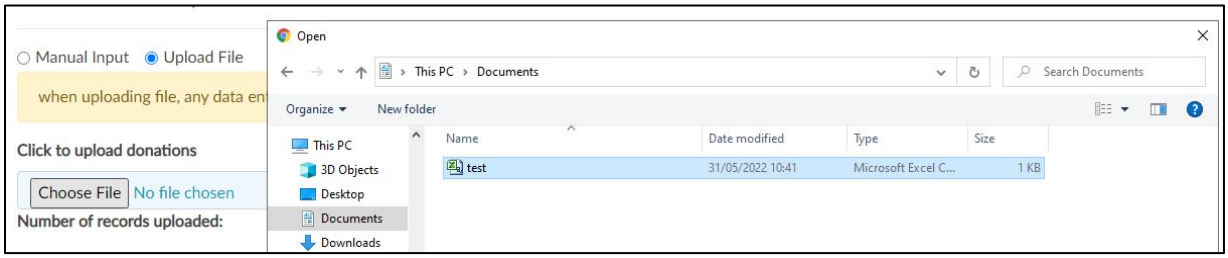
- ## Uploading CSV file



Step 1: Select the "**Upload File**" option.

Step 2: Click on the "**Choose File**" button and select the CSV file to upload. If uploaded successfully, the corresponding donation details will be displayed in the table.

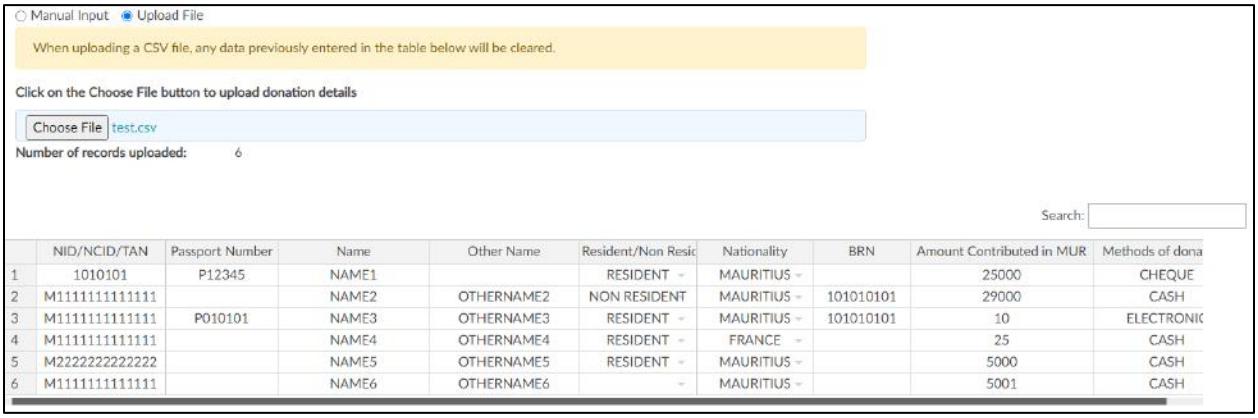


Sample CSV file

	A	B	C	D	E	F	G	H	I
1	NID/NCID/TAN	Passport Number	Name	Other Name	Resident/Non Resident	Nationality	BRN	Amount Contributed in MUR	Methods of donations
2	1010101	P12345	name1		Resident	Mauritius		25000	CHEQUE
3	M1111111111111		name2	otherName2	Non resident	Mauritius	101010101	29000	cash
4	M1111111111111	P010101	name3	otherName3	Resident	Mauritius	101010101	10	electronic
5	M1111111111111		name4	otherName4	Resident	France		25	Cash
6	M2222222222222		name5	otherName5	Resident	Mauritius		5000	Cash
7	M1111111111111		name6	otherName6		Mauritius		5001	Cash

Upon successful upload

The table will be prefilled with the details of the uploaded CSV file, as shown below.



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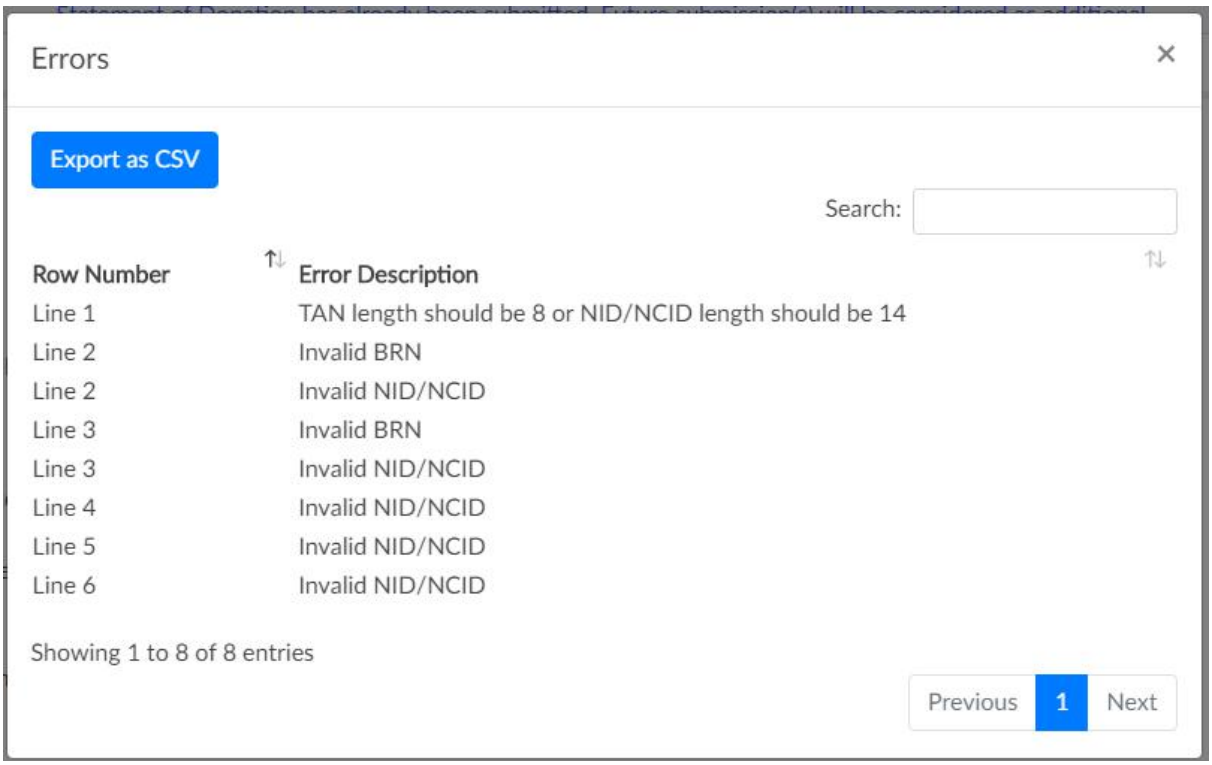
Step 3: Click on "**Next**" button to proceed to next page.

Note

- Donation details entered/uploaded can be edited directly in the table by clicking the respective cell(s) of the table.
- Ensure that the CSV file is in the correct format. (The template is available for download, as stated in the description for 'Uploading CSV')
- If error(s) pertaining to data entered/uploaded is found, a popup with the list of errors for the corresponding line(s) will be displayed, which can be downloaded by clicking on the "**Export as CSV**" button.

Error message popup



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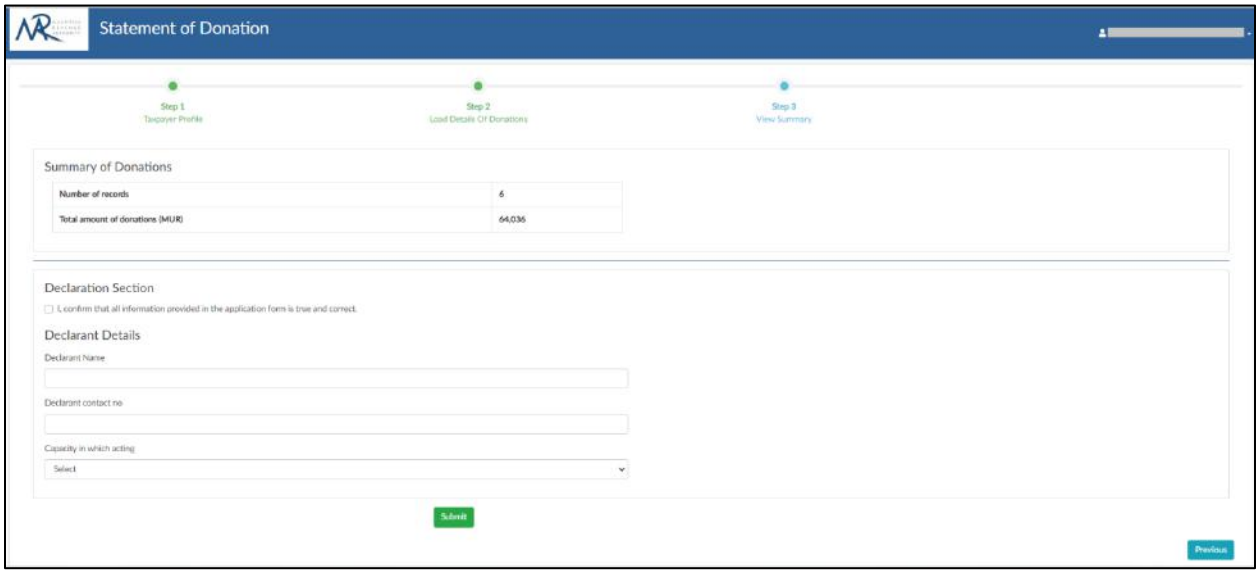
6. Summary



The "**View Summary**" section contains the 'Summary of Donations' and the 'Declarant Section'.

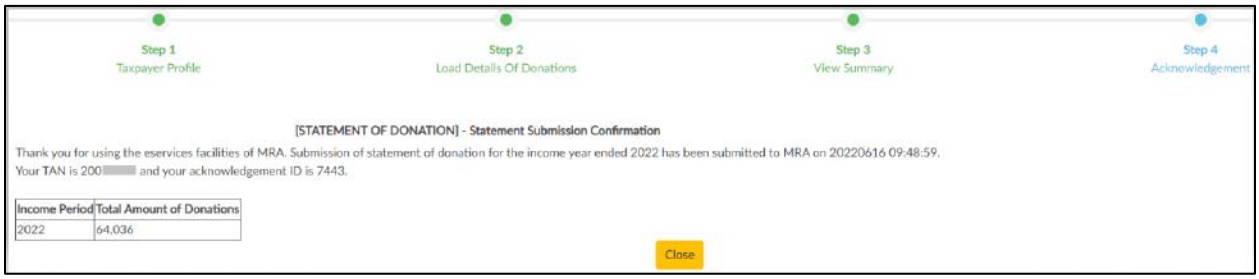
- Summary of Donations
  The '**Summary of Donations**' specifies the number of records entered and the total amount of all the donations.

- Declarant Section
  Step 1: Click on the checkbox to confirm that all information provided is complete, true and correct.

  Step 2: Enter the "Declarant Name", "Declarant contact no" and "Capacity in which acting" and then click on the "**Submit**" button.

7. Acknowledgement

Upon submission, you will be redirected to the "**Acknowledgement**" page, as shown below, and an email of the information will be sent to you.



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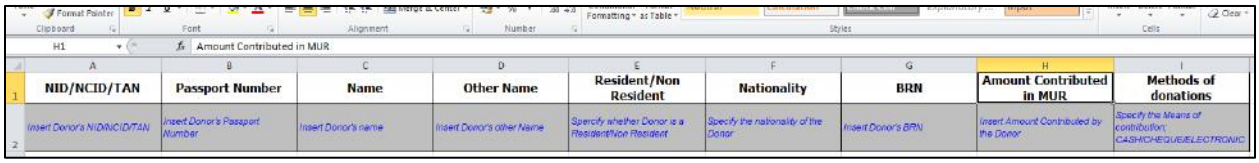
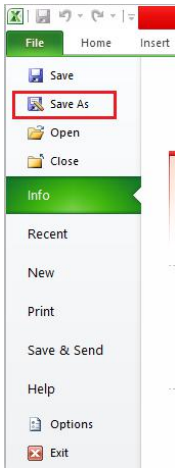
Details on File Upload

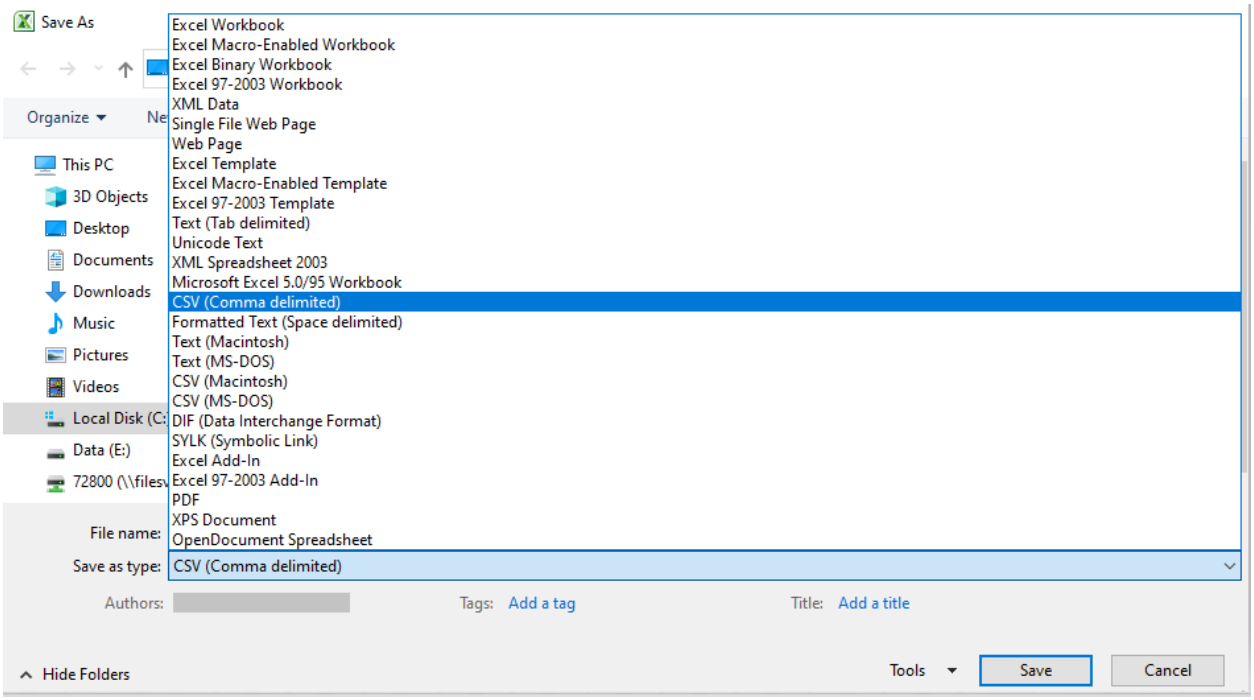
CSV File

To generate your CSV file, please download the excel template MRA website.



Replace the blue text with your data and then save as **CSV** file; click on **File** > **Save As** > select **CSV (comma delimited)**. Next, click on **Save**.





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Important Notes

- Final submission of the statement is completed only when the "**Submit**" button is clicked.
- Once you have submitted the statement of donation for the income year, subsequent submission(s) with new record(s) can be done by performing the above steps.

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