# SPECIFICATIONS/FORMAT FOR FILE USED FOR: EXIT STATEMENT

| Field | Data type | Width | Mandatory (Yes/No) | Description of field | Remark |
|---|---|---|---|---|---|
| Source | Character | 3 | Yes | It will contain the value MRA | |
| Statement Type | Character | 6 | Yes | It will contain the value PRGFEX | |
| Template Version | Character | 5 | Yes | It will contain the value V1.0 | |
| **Employer Details:** | | | | | |
| Employer Registration Number (ERN) | Number | 8 | Yes | This is the Employer Registration Number of the Employer. | Characters allowed A to Z & 0 to 9. |
| Payer Business Registration Number | Character | 10 | No | This is the Business Registration Number (BRN) of the Employer. | Characters allowed A to Z & 0 to 9. |
| Employer Name | Character | 80 | Yes | This is the full name of the Employer. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Tax Period | Number | 4 | Yes | Period ending the month it relates | It consists of numbers 0 to 9 only. Format is YYMM. E.g.: For the month of January 2020, it must be '2001'. |
| Telephone Number | Number | 7 | Yes (If Telephone Number is Null) | Phone Number | Numbers allowed 0 to 9. It should be of 7 characters only. |
| Mobile Number | Number | 8 | Yes (If Mobile Number is Null) | Mobile Number | Numbers allowed 0 to 9. Mobile number should be of 8 characters starting only with 5. |
| Name of Declarant | Character | 80 | Yes | This is the Name of the person providing the information from the Employer. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |

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|---|---|---|---|---|---|
| E-mail Address | Character | 50 | Yes | Email address | It must consist of a valid email address. |
| **Employee Details:** | | | | | |
| Employee ID | Character | 14 | Yes | This is the employee ID: The employee must be a Mauritian Citizen and it is the NIC number. | Characters allowed A to Z & 0 to 9. |
| Surname of Employee | Character | 80 | Yes | This is the Surname of the Employee. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Other Names of Employee | Character | 80 | Yes | This is the Other Names of the Employee. | It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters. |
| Date of Entry | Date | 8 | Yes | This is the date of entry of employee. | Format is YYYYMMDD E.g. 20190913<br>- Should be same as Start Date of Employment in PRGF Current Services return<br>- Should be before Date of Exit<br>- Should be at least 16 years after Date of Birth |
| Date of Exit | Date | 8 | Yes | This is the date the contract of work with the Employee ended. | Format is YYYYMMDD E.g. 20190913.<br>- Should be after Start Date of Employment. |
| Reason for Exit | Character | 1 | Yes | This is the reason because of which Exit Statement is being submitted. | List of Values is:<br>D – Death<br>R – Retirement<br>T – Termination<br>C – Cessation other than termination<br>P - Joined approved private pension scheme<br>B –basic salary exceeds Rs 200,000 |
| Full Time Employment | Character | 1 | Yes | This is to indicate whether the employee is in full time employment or not. | Possible Values : Y (Yes) or N (No) |
| Final Remuneration drawn by a comparable full-time worker for the last complete month (MUR) | Number | 10 | Yes (If Full time Employment is No) | This is the Final Remuneration, as per Sec 96(4) of WRA, drawn by a comparable full-time worker for last complete month. | Numbers allowed 0 to 9 only without cents<br>Amount should be greater than zero and should not contain decimal places or separator<br>E.g. An amount should appear as 123456789<br><br>Field should be left blank when Full time Employment is Yes |
| Remuneration drawn for the | Number | 10 | Yes | This is the remuneration drawn by the worker for last | Numbers allowed 0 to 9 only without cents |

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| last complete month excluding commission (MUR) | | | | complete month excluding commission<br><br>a. at the commencement of the Workers' Rights Act;<br><br>or<br><br>b. at the time the employment of the worker is terminated or the worker retires or dies, as the case may be. | Amount should be greater than zero and should not contain decimal places or separator<br>E.g. An amount should appear as 123456789 |
| Commission drawn for the last complete month (MUR) | Number | 10 | Yes | This is the commission drawn by the worker for last complete month. It should be capped to 100,000 MUR for the lump sum calculation. | Numbers allowed 0 to 9 only without cents.<br>Amount should be greater or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789. |
| N: Number of days worked by a part-time worker in a week | Number | 1 | Yes (If Full time Employment is No) | This is the average number of days of work performed by the part-time worker in a week. It is obtained when the average number of hours worked by the part time worker in a week is divided by the average number of hours worked by a comparable full time worker in a day. | Numbers allowed 0 to 9 – up to 2 decimal places.<br>Value must be greater than or equal to zero.<br>**Field must be 0 when Full time Employment is Yes** |
| H: Number of days worked by a comparable full time worker in a week | Number | 1 | Yes (If Full time Employment is No) | This is the average number of days of work performed by a comparable full-time worker in a week. It is obtained from the average number of days worked by a comparable full time worker in a week as prescribed in the remuneration order. | Number of working days per week - Value should be either 5 or 6<br>**Field must be 0 when Full time Employment is Yes** |
| Number of working days worked by a full-time worker ia a  week | Number | 1 | Yes (If Full time Employment is Yes) | This is the number of working days per week. The value should be either 5 or 6 working days per week. | Number of working days per week - Value should be either 5 or 6. **Field should be left blank when Full time Employment is No.** |
| Total commission for the last 12 months of employment (MUR) | Number | 10 | Yes | This is the details of the commission paid over a period of 12 months before the worker ceases to be in the employment. The amount should be capped to MUR 1.2M for lump sum calculation. | Numbers allowed 0 to 9 only without cents.<br>Amount should be greater than or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789. |
| Remuneration excluding commission paid for Current Month (MUR)<br><br>Remuneration excluding commission paid for | Number | 10 | Yes | This is the details of the remuneration **excluding commission** paid over a period of 12 months before the worker ceases to be in the employment.<br>Statutory Bonus should be included in remuneration in the month it is paid. | Numbers allowed 0 to 9 only without cents.<br>Amount should be greater than or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789. |

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| (Current Month - 1) (MUR) | | | | | Note: Current month 'M' is the month in which employee exited. If 'M' is February 2022, 'M – 1' is January 2022, 'M – 2' is December 2021 and so on up to 'M – 12' which will be February 2021. |
| Remuneration excluding commission paid for (Current Month - 2) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 3) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 4) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 5) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 6) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 7) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 8) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 9) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 10) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 11) (MUR) | | | | | |
| Remuneration excluding commission paid for (Current Month - 12) (MUR) | | | | | |
| Total remuneration for the | Number | 10 | Yes | This is the summation of the remuneration **excluding** | Numbers allowed 0 to 9 only without cents Amount should be |

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| last 12 months of employment (MUR) | | | | **commission** paid over a period of 12 months before the worker ceases to be in the employment. It is the sum of the remuneration declared for the 12 months and excludes month 'M'. | greater than or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789<br>Total remuneration for 12 months prior to month of exit and should include statutory bonus. |
| Amount already paid as severance allowance or compromise agreement (excluding contributions made under PRGF - Section 71(1)(c) of the Workers' Rights Act) (MUR) | Number | 10 | Yes (If Reason for exit = "Termination") | This is the amount already paid to worker as severance allowance/compromise agreement excluding PRGF contributions under Sec 71(1) (c) of WRA. | - Numbers allowed 0 to 9 only without cents.<br>- Amount should be greater than or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789.<br><br>Field should be left blank if Reason for Exit is other than "Termination". |
| Monthly wage drawn in December 2019 | Number | 10 | Yes (If employer category is SI) | This is the monthly wage drawn by employee for the month of December 2019. | - Numbers allowed 0 to 9 only without cents.<br>- Amount should be greater than or equal to zero and should not contain decimal places or separator.<br>E.g. An amount should appear as 123456789.<br><br>Field should be left blank if Employer Category is other than SI. |
| Sugar Cultivation | Character | 2 | Yes (If employer category is IA) | This is the amount of land under sugarcane cultivation by the employer. | List of Values is:<br>- H1: More than 42.2087 hectares (100 arpents) of sugar cultivation.<br>- H2: Up to 42.2087 hectares (100 arpents) of sugar cultivation. |
| Phone Number of Employee | Number | 7 | No | Phone Number of Employee | Numbers allowed 0 to 9.<br>It should be of 7 characters only. |
| Mobile Number of Employee | Number | 8 | No | Mobile Number of Employee | Numbers allowed 0 to 9.<br>Mobile number should be of 8 characters starting only with 5. |
| E-mail Address of Employee | Character | 50 | No | Email address of Employee | It must consist of a valid email address. |