

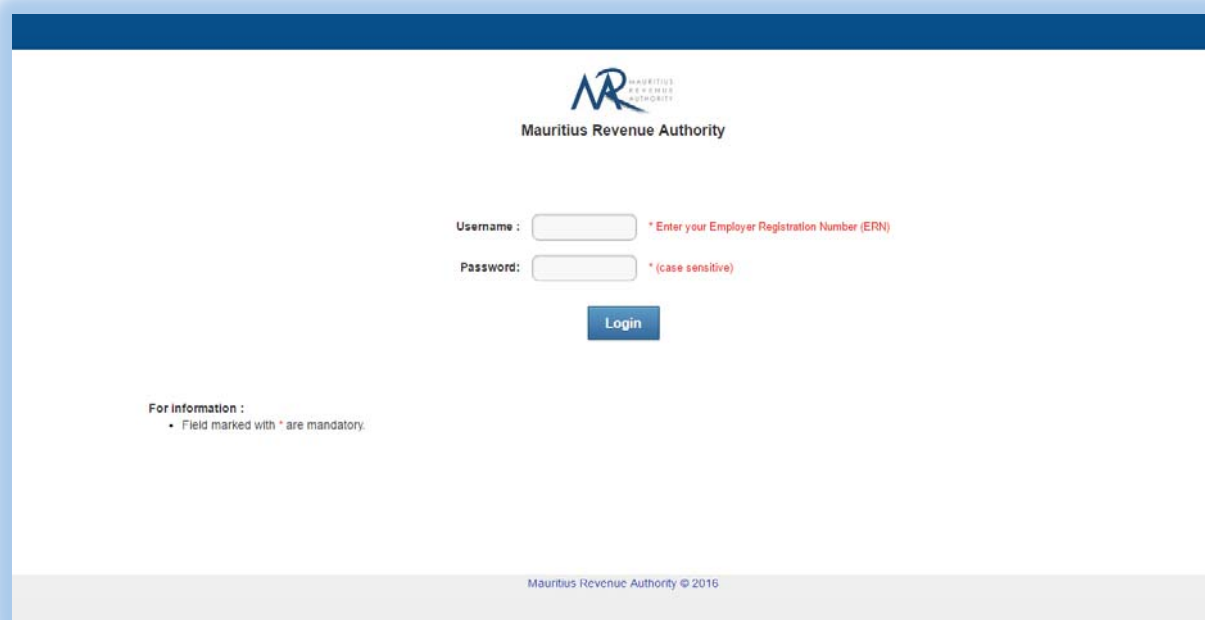
STEP-BY-STEP GUIDE TO E-FILING OF RETURN OF EMPLOYEES (ROE)

1. Introduction

You want to submit your Return of Employees 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 of your return.

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

2. Login



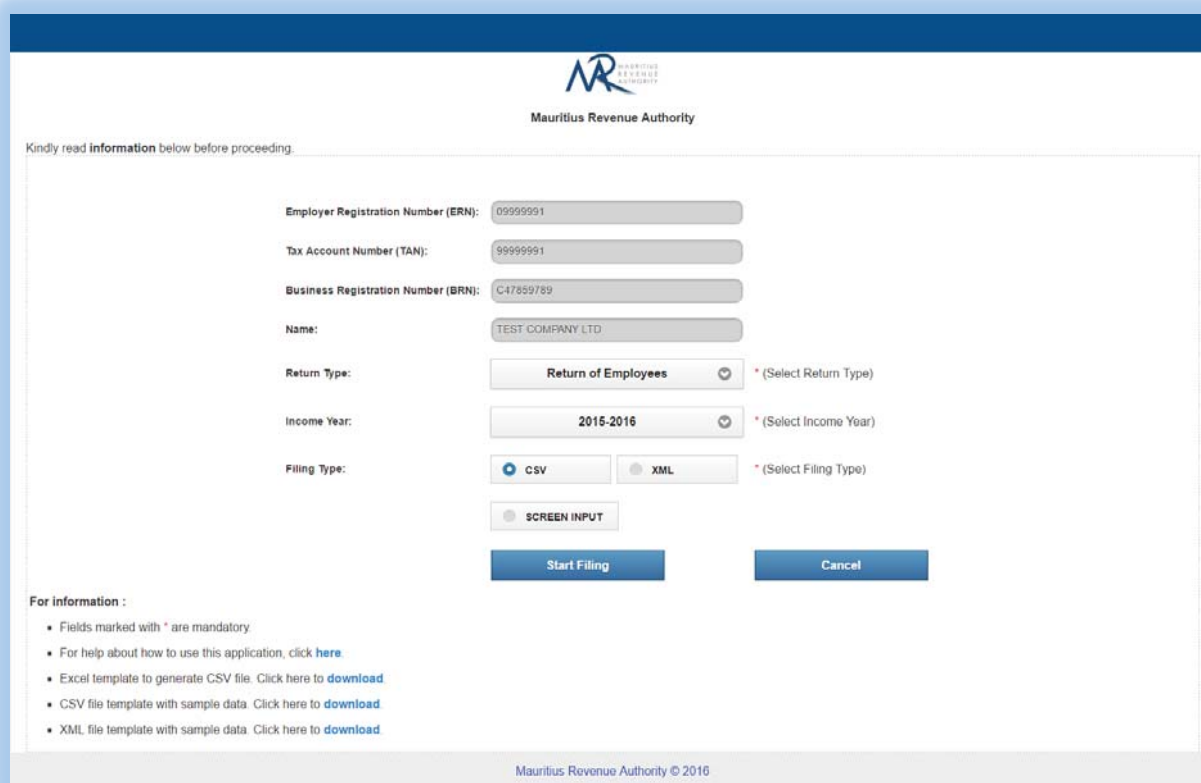
The screenshot shows the login page of the Mauritius Revenue Authority. At the top, there is a blue header bar. Below it, the Mauritius Revenue Authority logo and name are centered. The login form consists of two input fields: 'Username' and 'Password'. The 'Username' field has a red asterisk and the text '* Enter your Employer Registration Number (ERN)'. The 'Password' field has a red asterisk and the text '* (case sensitive)'. Below the input fields is a blue 'Login' button. At the bottom left, there is a section titled 'For information :' with a bullet point stating '* Field marked with * are mandatory.'. At the bottom right, there is a small copyright notice: 'Mauritius Revenue Authority © 2016'.

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 / 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: Return of Employees * (Select Return Type)

Income Year: 2015-2016 * (Select Income Year)

Filing Type: CSV XML * (Select Filing Type)

SCREEN INPUT

Start Filing Cancel

For information :

- Fields marked with * are mandatory.
- For help about how to use this application, click [here](#).
- Excel template to generate CSV file. Click here to [download](#).
- CSV file template with sample data. Click here to [download](#).
- XML file template with sample data. Click here to [download](#).

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

Step 1: Select the “Return Type” – in this case: Return of Employees (Prefilled)

Step 2: Select the “Income Year” for which the return is being filed.

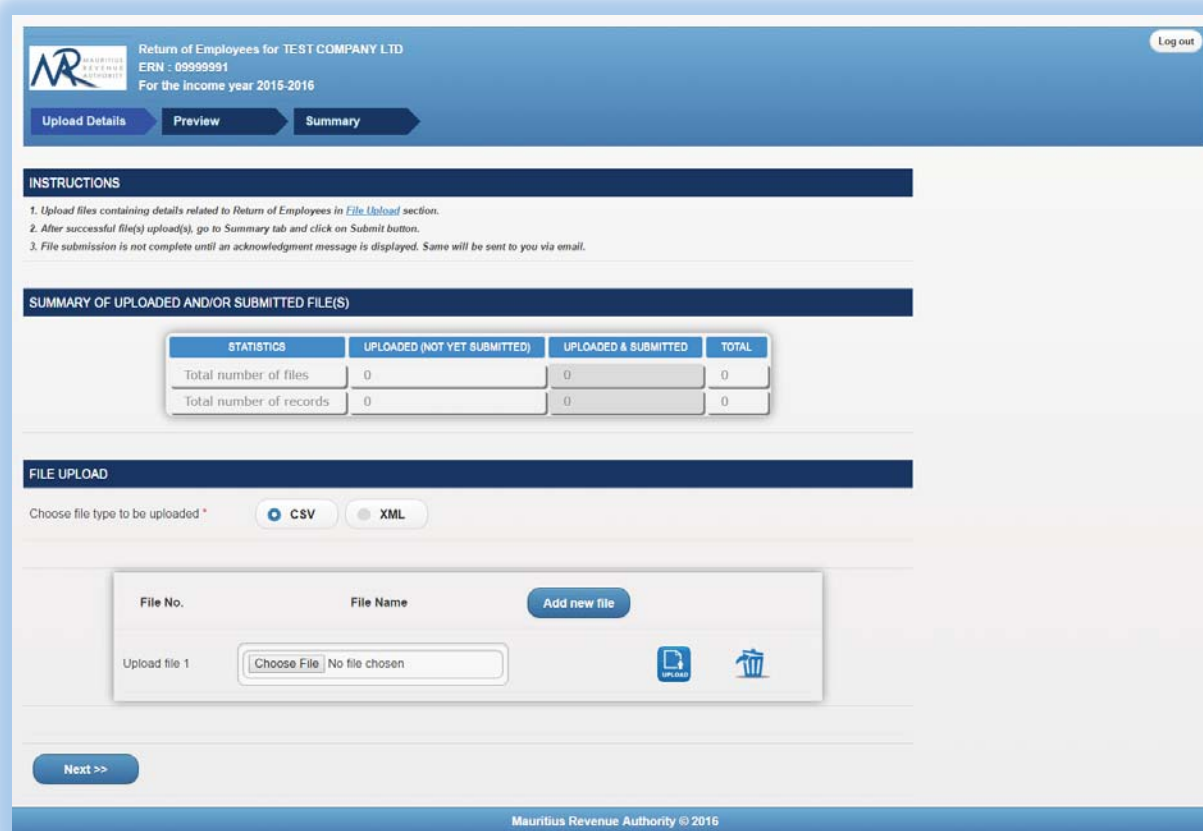
Step 3: Select the “Filing Type” for which the return is being filed.

Step 4: In the “For information” section, the guidelines and the different templates for Return of Employees are available for download.

Step 5: Click on “Start Filing” button to proceed to next page.

A. CSV or XML FILING TYPE

1. Upload Details



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year 2015-2016

Upload Details Preview Summary

INSTRUCTIONS

1. Upload files containing details related to Return of Employees 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.



SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV ☐ XML

File No.	File Name	Add new file
Upload file 1	<input type="button" value="Choose File"/> No file chosen	 

Next >>

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Statistics on successful file uploads for chosen income year 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: Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.

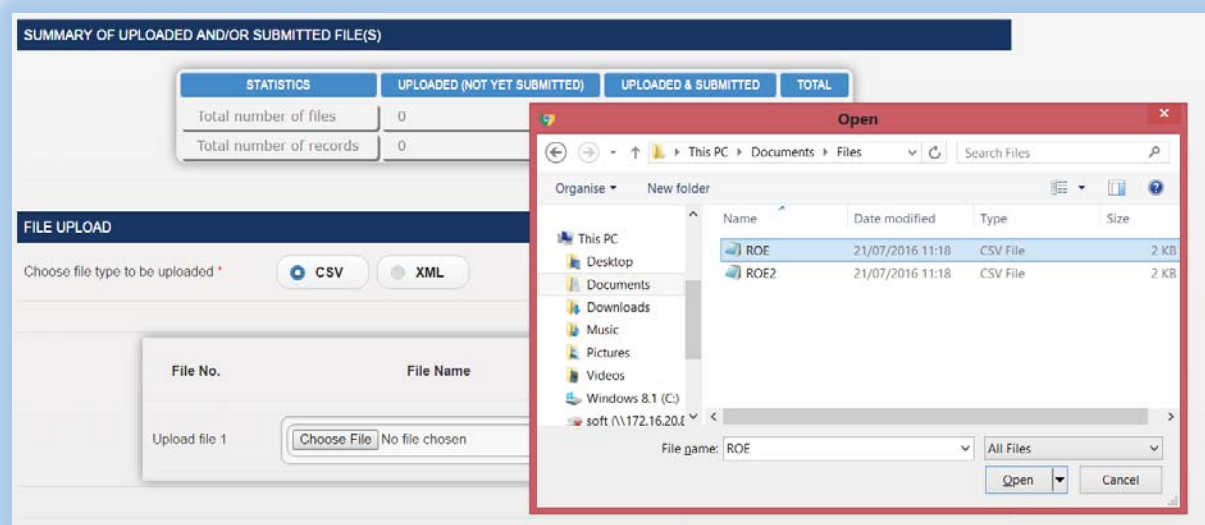


FILE UPLOAD

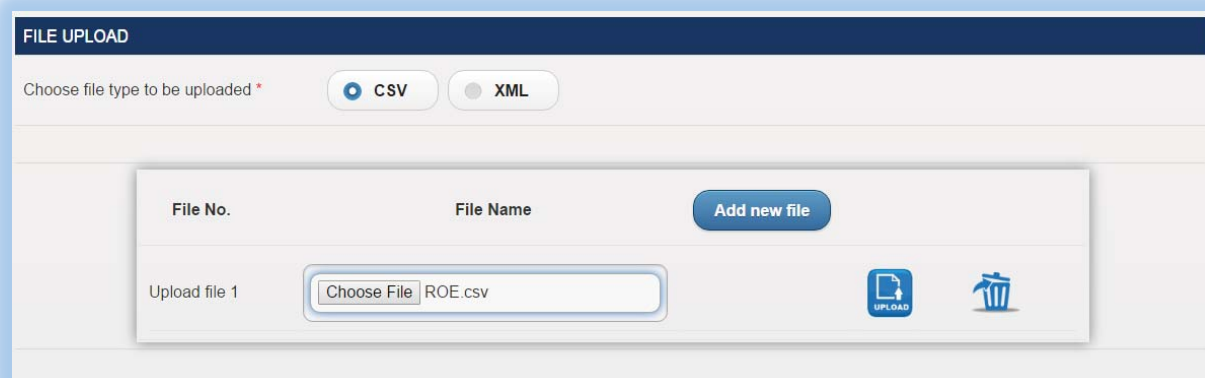
Choose file type to be uploaded *

☒ CSV ☐ XML

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**” button.



Step 4:

(i) Invalid file

If the file contains any error, the file is not uploaded and an error message is displayed. For more details about the erroneous data, click on “**Click for details**” button.

The “Summary of uploaded and/or submitted file(s)” section is not updated. The file can be deleted by clicking on the delete bin 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	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file


Upload file 1

Choose File

ROE.csv

File Upload Failed

Click for details



SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file


Upload file 1

Choose File

ROE.csv

File Upload Failed

Click for details



File upload failed

Line 3 : invalid value 'C06066972' for column 1 - Employer Registration Number (Correct value : '00726613')
 Line 3 : invalid value '00726613' for column 2 - Employer Business Registration Number (Correct value : 'C06066972')
 Line 3 : invalid value '2015' for column 4 - Tax Period (Correct value : '2016')

Total Errors # 3

OK

(ii) Valid file

If a valid file is uploaded, a success message is displayed. Click on the “Click for details” button for more details about the successfully uploaded file.

The Summary of uploaded and/or submitted file(s) section is updated accordingly. The file can be deleted by clicking on the delete bin icon [🗑️].

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	0	1
Total number of records	1	0	1
PAYE Withheld (MUR)	100	0	100

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 2

Choose File ROE.csv

File Uploaded

Click for details

🗑️

FILE UPLOAD

Choose file type to be uploaded *

☒ CSV
 ☐ XML

File No.

File Name

Add new file

Upload file 2

Choose File ROE.csv

File Uploaded

Click for details

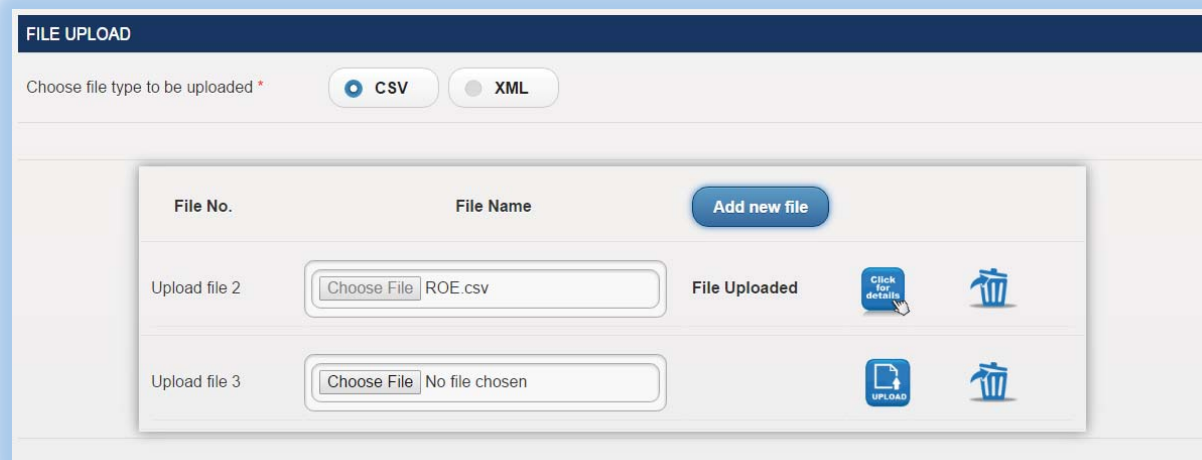
🗑️

✓ File upload successful





Total Number of Records: 1 PAYE Withheld (MUR): 100

✓ OK

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**.

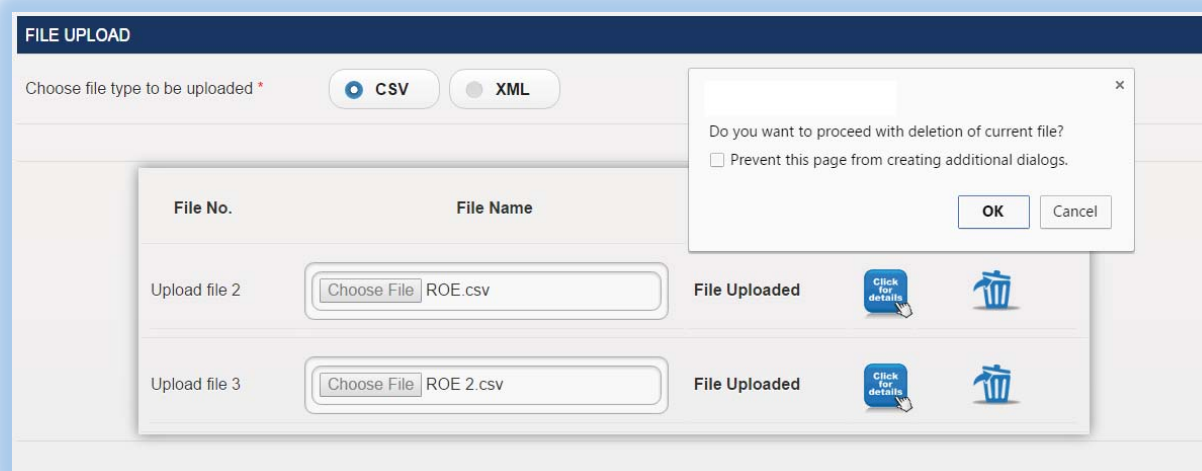


The screenshot shows the 'FILE UPLOAD' interface. At the top, there are radio buttons for 'CSV' (selected) and 'XML'. Below this is a table with the following structure:

File No.	File Name	
Upload file 2	<input type="text" value="Choose File"/> ROE.csv	File Uploaded  
Upload file 3	<input type="text" value="Choose File"/> No file chosen	 

An 'Add new file' button is located at the top right of the table area.

Step 6: To delete a file, click on delete button. A confirmation message is displayed. Click on “OK” to delete file, else cancel the action.



The screenshot shows the 'FILE UPLOAD' interface with a confirmation dialog box open. The dialog box contains the following text:

Do you want to proceed with deletion of current file?
☐ Prevent this page from creating additional dialogs.

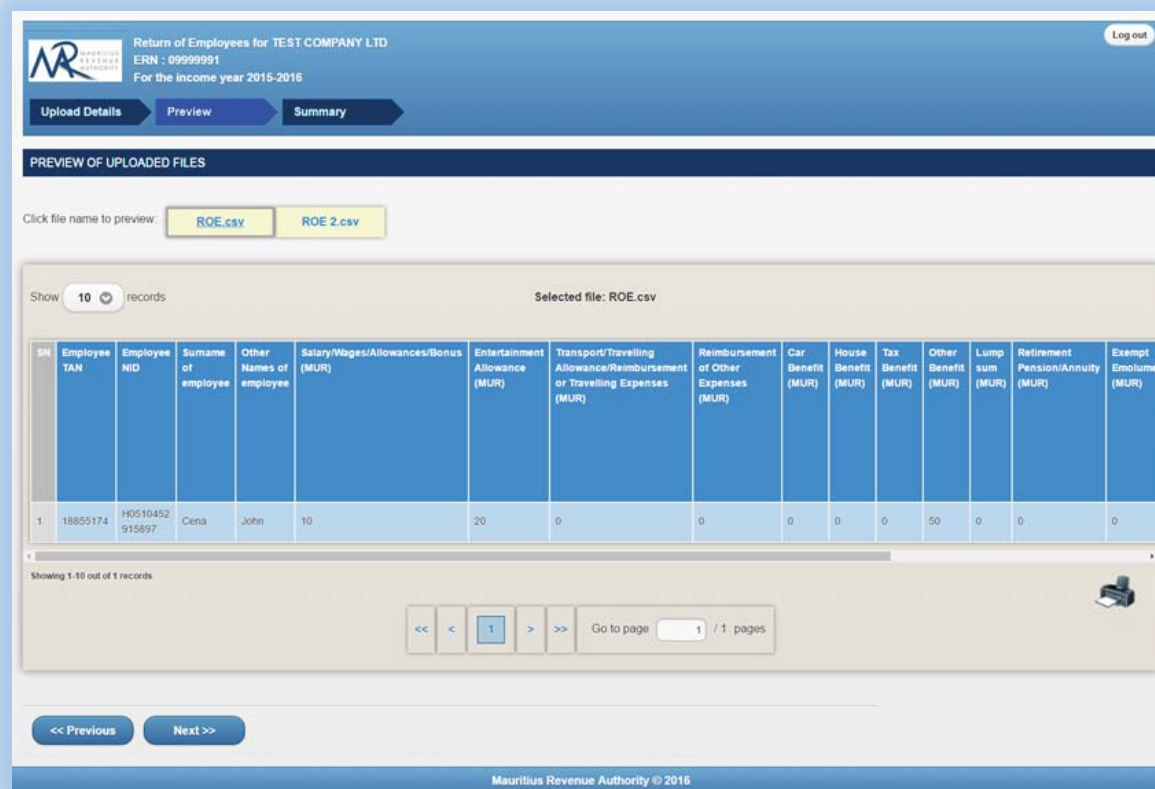
Buttons: OK, Cancel

The background table is partially visible, showing the same structure as in Step 5, but with the second row now showing 'ROE 2.csv'.

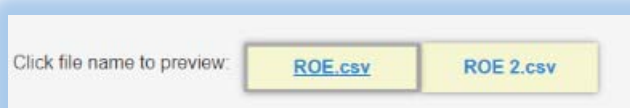
Step 7: Once all files have been uploaded, proceed to the next page by clicking on the “Next” button.

2. Uploaded Files Preview

Step 1: The page for preview of uploaded files is displayed. Please note that all names of uploaded files (not yet submitted) are displayed in yellow.



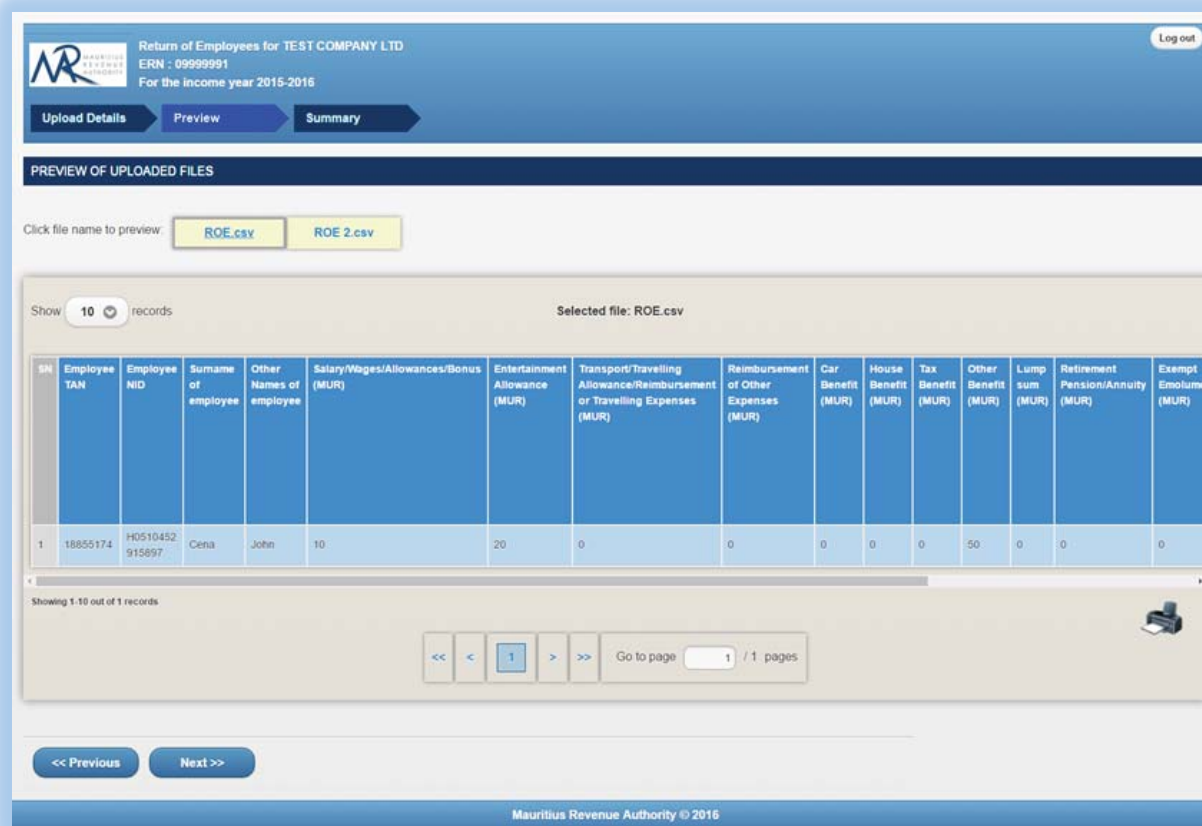
Step 2: To view records in a specific uploaded file, click on the file name.



Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.



Step 4: The name of the file being currently previewed is displayed on top: “Selected file: ROE.csv”



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year 2015-2016

Upload Details Preview Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: **ROE.csv** ROE 2.csv

Show 10 records Selected file: ROE.csv

SN	Employee TAN	Employee NID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)
1	18855174	H0510452	Cena	John	10	20	0	0	0	0	0	50	0	0	0

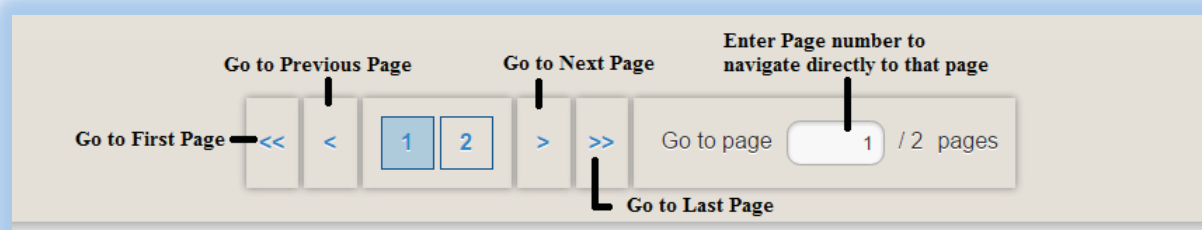
Showing 1-10 out of 1 records

Go to page 1 / 1 pages

<< Previous Next >>

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Step 5: To navigate between pages, use the pagination displayed below the table.



Go to First Page << < 1 2 > >> Go to Last Page

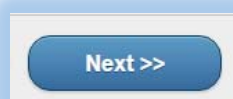
Go to Previous Page Go to Next Page

Enter Page number to navigate directly to that page

Go to page 1 / 2 pages

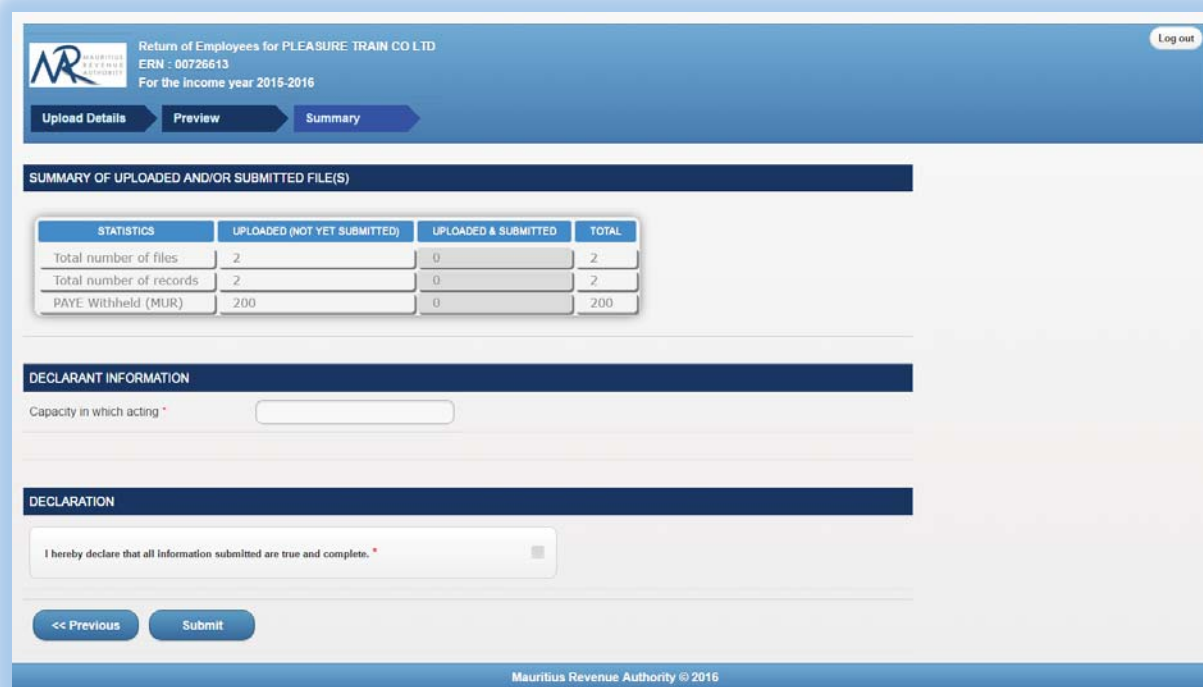
Step 6: To print records currently being displayed on the screen, click on the  icon.

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 FILES**” section are correct.



Return of Employees for PLEASURE TRAIN CO LTD
ERN : 00726613
For the income year 2015-2016

Upload Details Preview **Summary** Log out

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	2	0	2
PAYE Withheld (MUR)	200	0	200

DECLARANT INFORMATION

Capacity in which acting *

DECLARATION

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

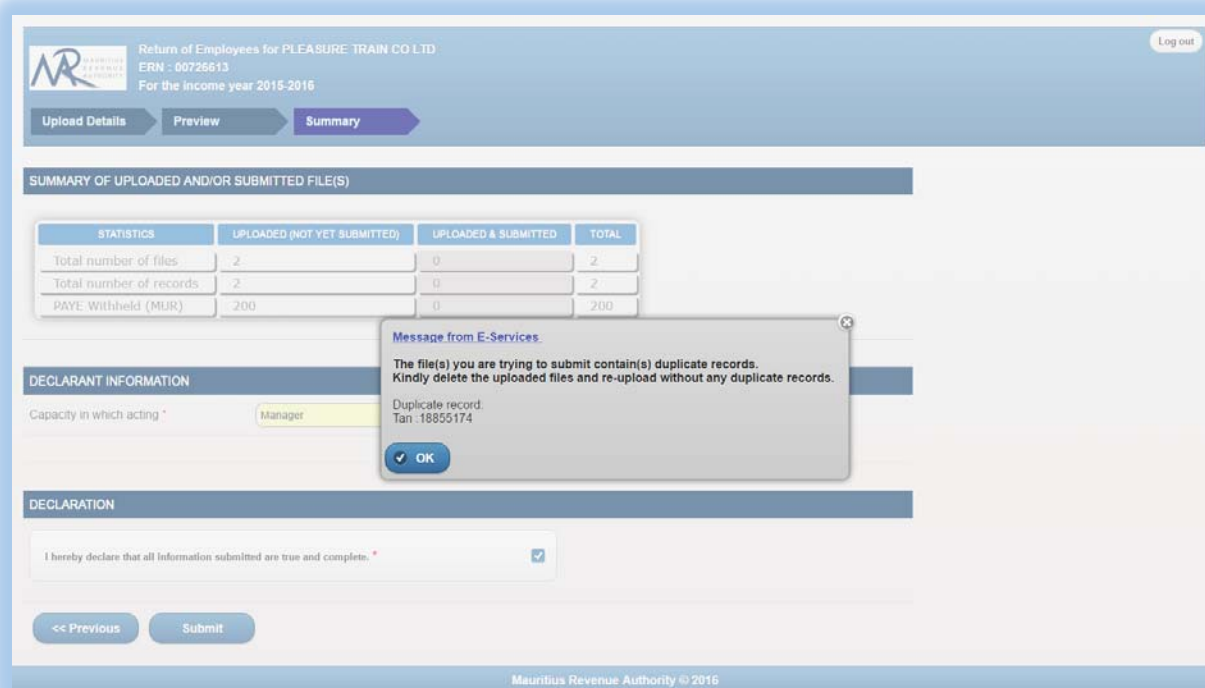
<< Previous Submit

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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.

The **TAN** for each employee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate TAN identified**.



Return of Employees for PLEASURE TRAIN CO LTD
ERN : 00726613
For the income year 2015-2016

Upload Details Preview Summary

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	2	0	2
PAYE Withheld (MUR)	200	0	200

DECLARANT INFORMATION

Capacity in which acting * Manager

DECLARATION

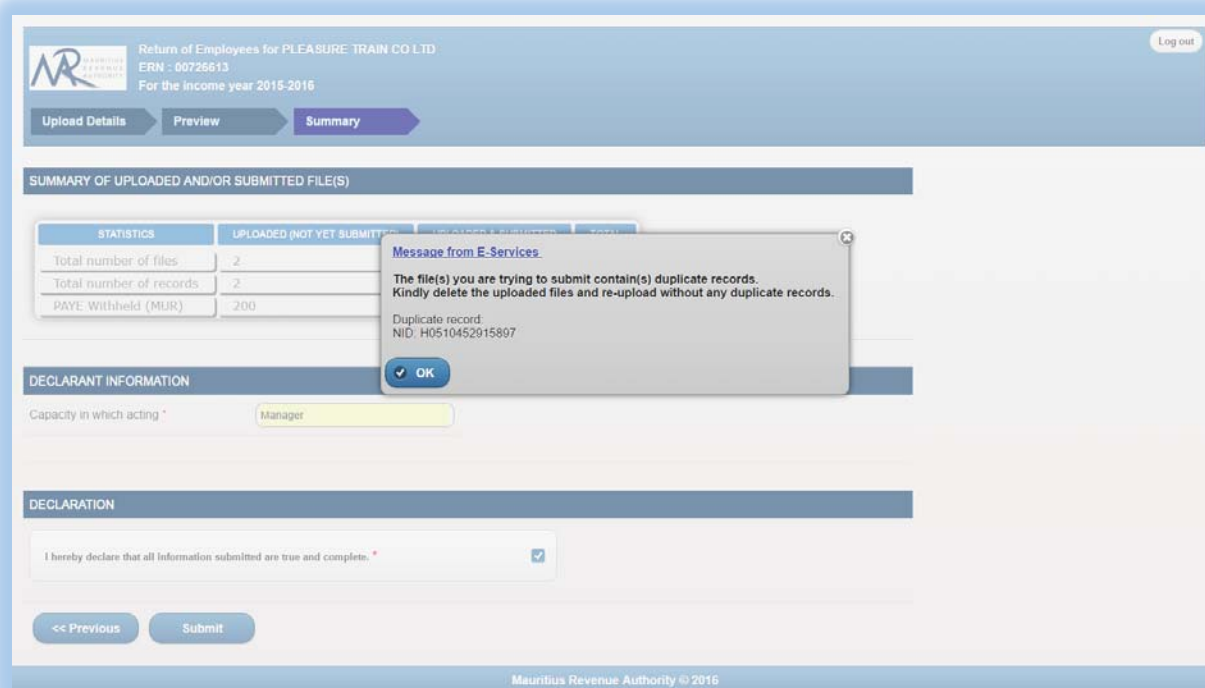
I hereby declare that all information submitted are true and complete. *

<< Previous Submit

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Message from E-Services:
The file(s) you are trying to submit contain(s) duplicate records. Kindly delete the uploaded files and re-upload without any duplicate records.
Duplicate record:
Tan :18855174
OK

The **NID** for each employee should be unique. In case there are duplicate values in the uploaded files, an error message is displayed as shown below. It indicates **first duplicate NID identified**.



Return of Employees for PLEASURE TRAIN CO LTD
ERN : 00726613
For the income year 2015-2016

Upload Details Preview Summary

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	2	0	2
PAYE Withheld (MUR)	200	0	200

DECLARANT INFORMATION

Capacity in which acting * Manager

DECLARATION

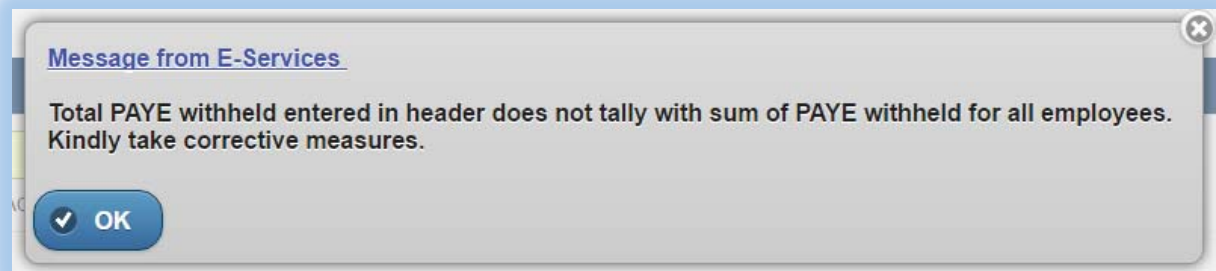
I hereby declare that all information submitted are true and complete. *

<< Previous Submit

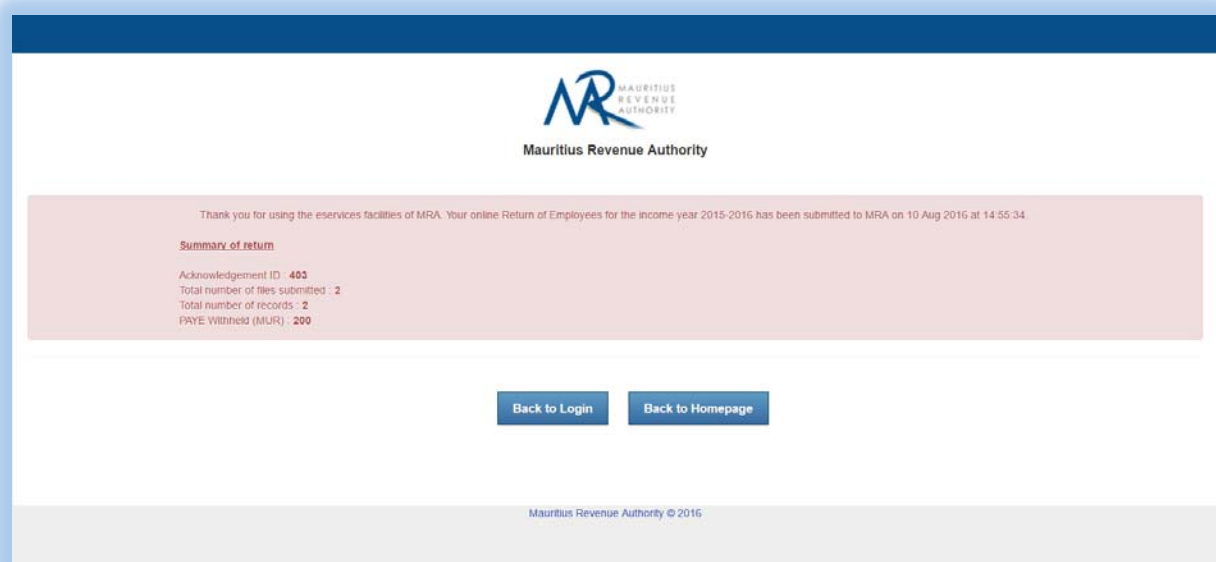
Mauritius Revenue Authority © 2016

Message from E-Services:
The file(s) you are trying to submit contain(s) duplicate records. Kindly delete the uploaded files and re-upload without any duplicate records.
Duplicate record:
NID: H0510452015897
OK

If the value of “**Total PAYE Withheld**” entered in the header part does not equal the sum of all values entered for “**PAYE Withheld**” for all employees, the following error message is displayed:



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



Step 5:

- Click on ‘Back to Login’ button to go back to login page.
- Click on ‘Back to Homepage’ button to go back to MRA’s website.

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 return.

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.

SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	2	0	2
PAYE Withheld (MUR)	200	0	200

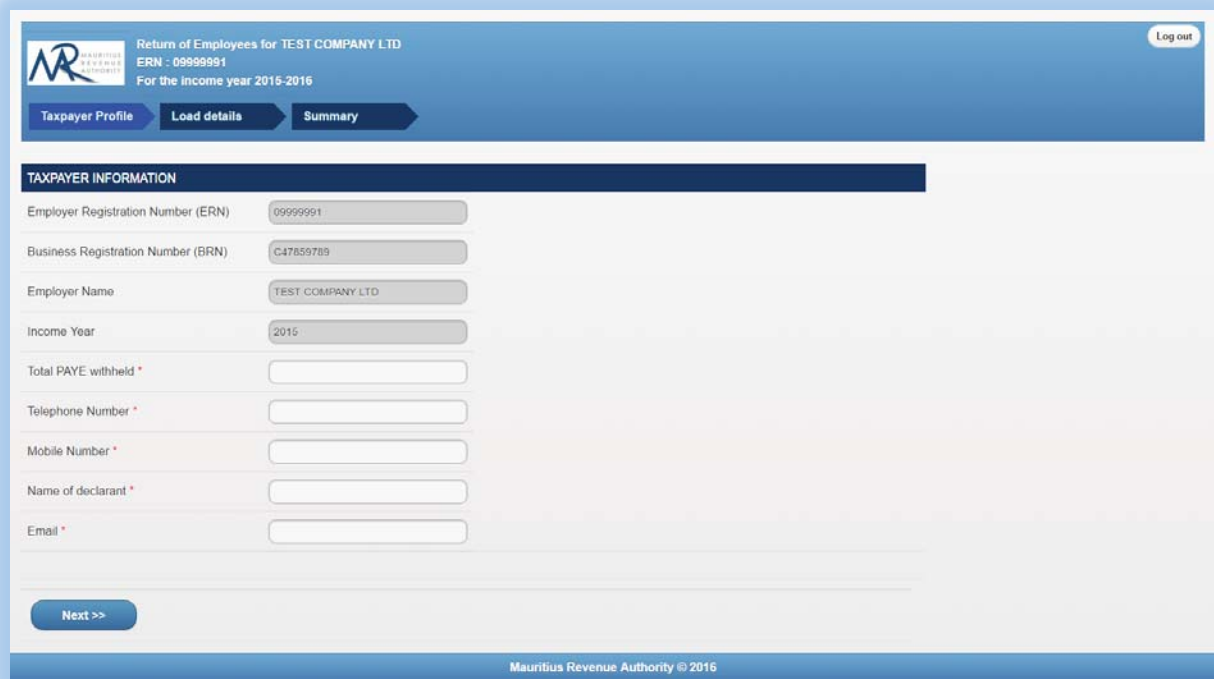
FILE UPLOAD

Choose file type to be uploaded *
☒ CSV
☐ XML

File No.	File Name	
Upload file 2	<div> <div>Choose File</div> <div>ROE.csv</div> </div>	<div>File Uploaded</div> <div> <div>Click for details</div> <div></div> </div>
Upload file 3	<div> <div>Choose File</div> <div>ROE 2.csv</div> </div>	<div>File Uploaded</div> <div> <div>Click for details</div> <div></div> </div>

B. SCREEN INPUT FILING TYPE

1. Taxpayer Profile



The screenshot shows the 'Taxpayer Profile' screen for 'TEST COMPANY LTD'. The header includes the Mauritius Revenue Authority logo, the company name, ERN: 09999991, and the income year 2015-2016. A 'Log out' button is in the top right. Below the header are three tabs: 'Taxpayer Profile' (selected), 'Load details', and 'Summary'. The main section is titled 'TAXPAYER INFORMATION' and contains several input fields:

TAXPAYER INFORMATION	
Employer Registration Number (ERN)	09999991
Business Registration Number (BRN)	C47859789
Employer Name	TEST COMPANY LTD
Income Year	2015
Total PAYE withheld *	<input type="text"/>
Telephone Number *	<input type="text"/>
Mobile Number *	<input type="text"/>
Name of declarant *	<input type="text"/>
Email *	<input type="text"/>

At the bottom left is a 'Next >>' button. The footer reads 'Mauritius Revenue Authority © 2016'.

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

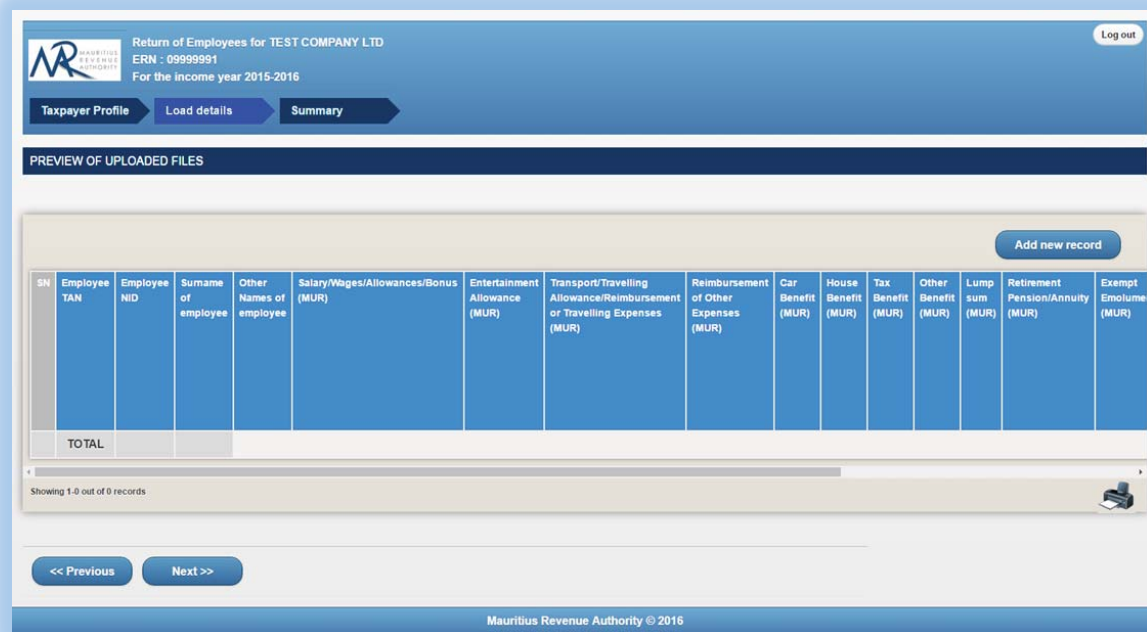
Step 1: Enter a valid “Telephone Number” and/or “Mobile Number”.

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

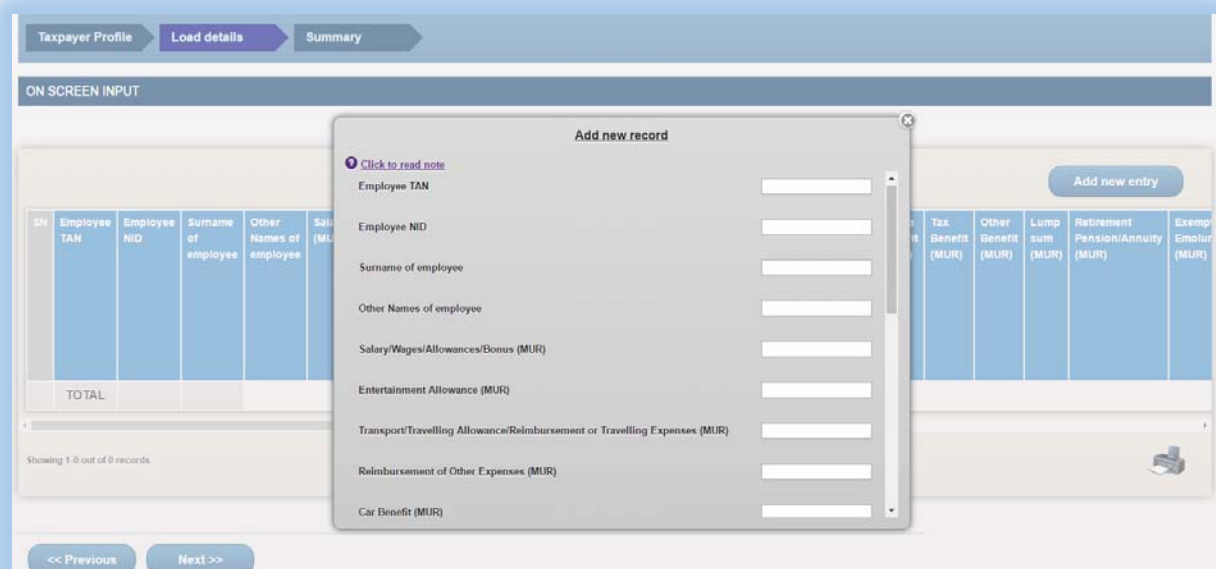
Step 3: Click on “Next” button to proceed to next page.

2. Load details

The “Load Details” page is displayed.



Step 1: Click on “Add new record” button found on the right. The following screen will appear.

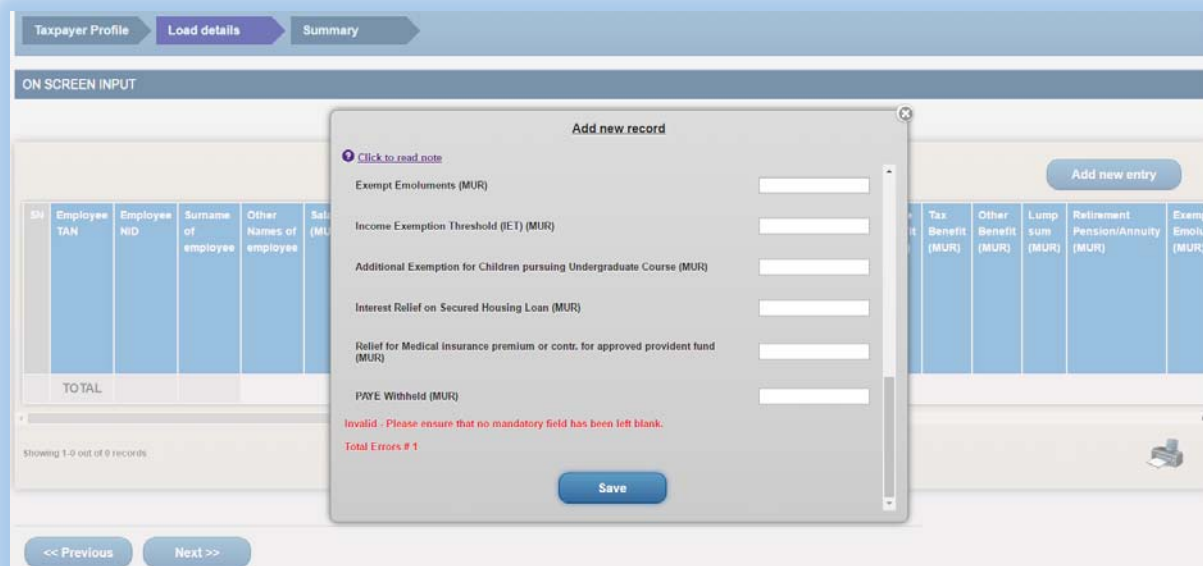


Step 2: For more details about the different fields, click on the “Click to read note” link.

Step 3: Enter the employee details and click on “Save button”.

(i) Invalid record

If the employee details contain invalid information, an error message will be displayed in red as shown below. The information must then be corrected before clicking on “Save” button.




The screenshot shows a web application interface with a navigation bar (Taxpayer Profile, Load details, Summary) and a table titled 'ON SCREEN INPUT'. A modal dialog box titled 'Add new record' is open, displaying a list of fields for input: Exempt Emoluments (MUR), Income Exemption Threshold (IET) (MUR), Additional Exemption for Children pursuing Undergraduate Course (MUR), Interest Relief on Secured Housing Loan (MUR), Relief for Medical Insurance premium or contr. for approved provident fund (MUR), and PAYE Withheld (MUR). Each field has a corresponding input box. At the bottom of the dialog, a red error message states: 'Invalid - Please ensure that no mandatory field has been left blank. Total Errors # 1'. A 'Save' button is visible at the bottom of the dialog.

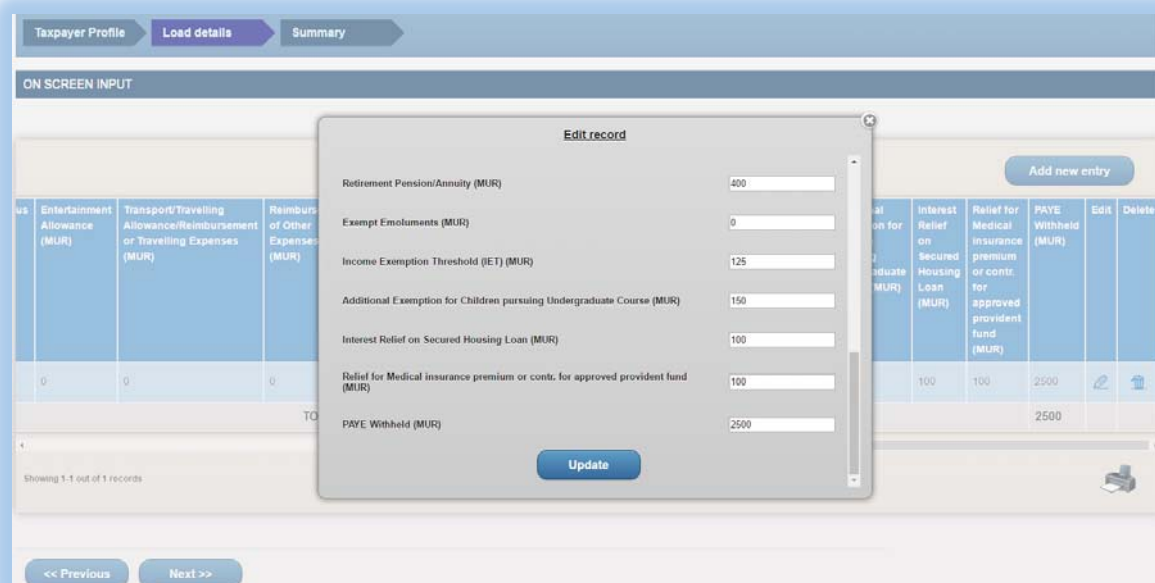
(ii) Valid record


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

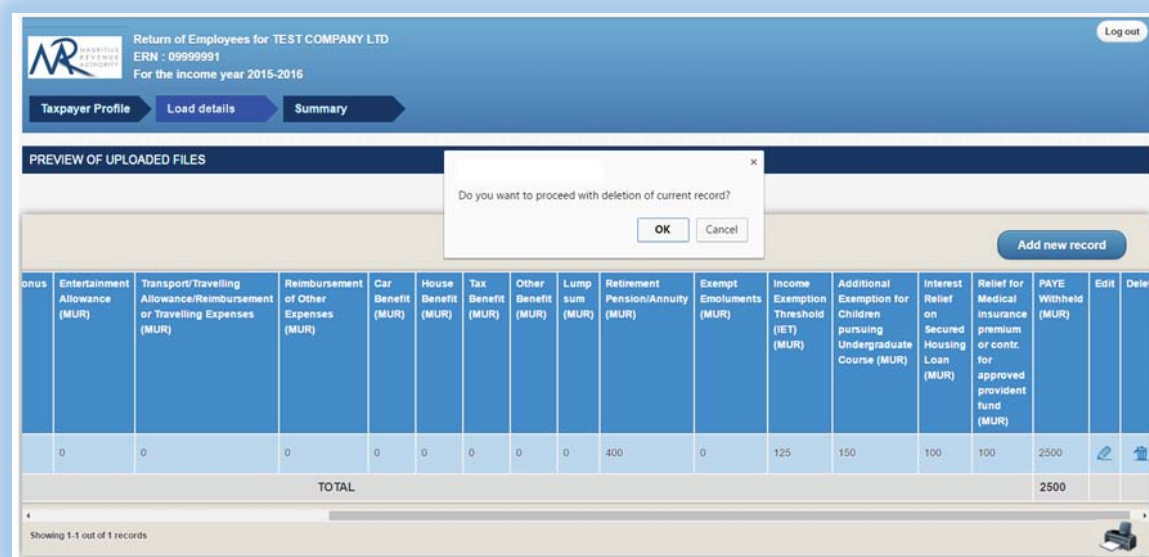


The screenshot shows the 'ON SCREEN INPUT' table after a valid record has been added. The table has the following columns: us, Entertainment Allowance (MUR), Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR), Reimbursement of Other Expenses (MUR), Car Benefit (MUR), House Benefit (MUR), Tax Benefit (MUR), Other Benefit (MUR), Lump sum (MUR), Retirement Pension/Annuity (MUR), Exempt Emoluments (MUR), Income Exemption Threshold (IET) (MUR), Additional Exemption for Children pursuing Undergraduate Course (MUR), Interest Relief on Secured Housing Loan (MUR), Relief for Medical Insurance premium or contr. for approved provident fund (MUR), PAYE Withheld (MUR), Edit, and Delete. The data row shows values: 0, 0, 0, 0, 0, 0, 0, 0, 400, 0, 125, 150, 100, 100, 2500. The 'TOTAL' row shows a total of 2500. The 'Edit' and 'Delete' buttons are visible for each row.

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 “Update” button.



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

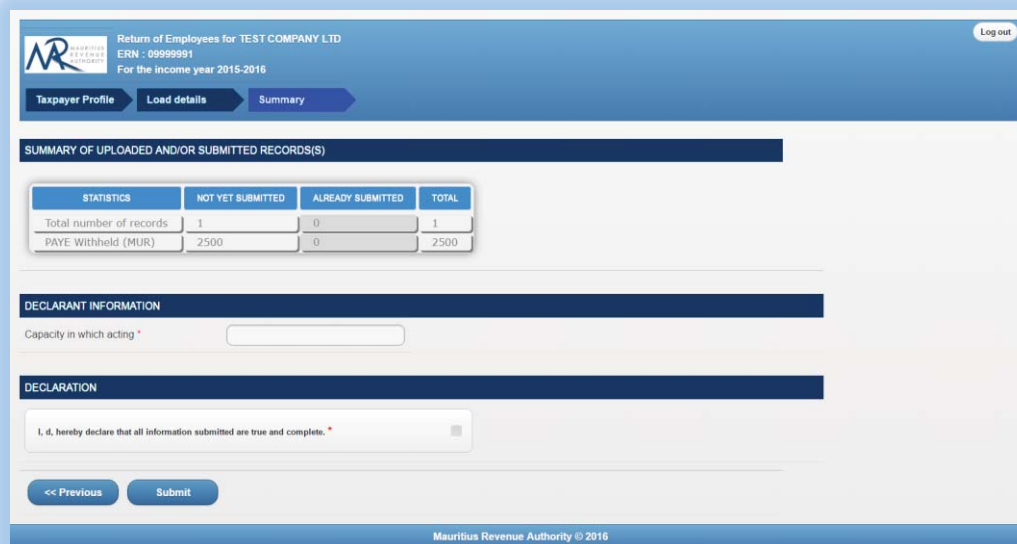


Step 4: To print records currently being displayed on the screen, click on the  icon.

Step 5: 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**” section are correct.



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year 2015-2016

Log out

Taxpayer Profile Load details Summary

SUMMARY OF UPLOADED AND/OR SUBMITTED RECORDS(S)

STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	1
PAYE Withheld (MUR)	2500	0	2500

DECLARANT INFORMATION

Capacity in which acting *

DECLARATION

I, I, hereby declare that all information submitted are true and complete. *

<< Previous Submit

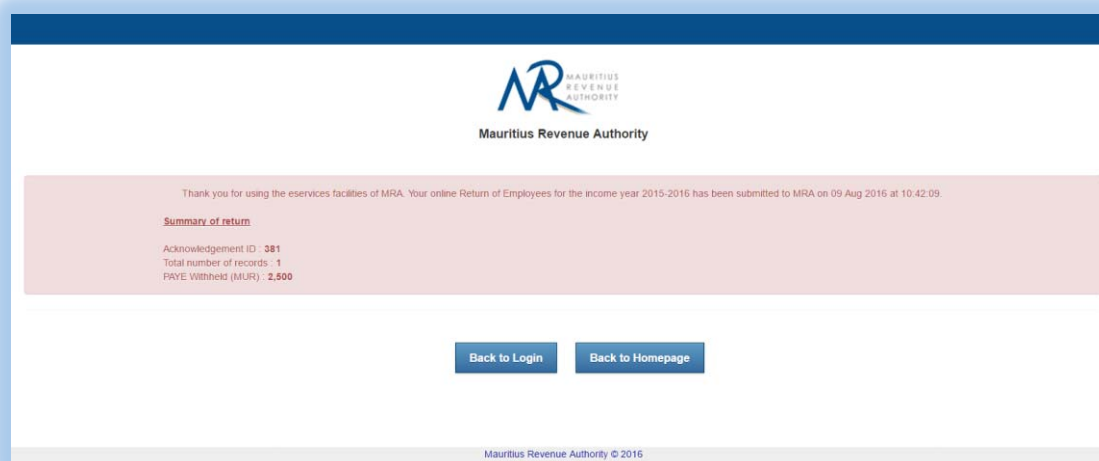
Mauritius Revenue Authority © 2016

Step 4: Verify if the “SUMMARY OF UPLOADED AND/OR SUBMITTED RECORD(S)” section is correct.

Step 5: Enter the “Capacity in which acting”.

Step 6: Under “DECLARATION” section, click on the checkbox to confirm that all information submitted are true and complete.

Step 7: Finally, click on “Submit” button. The following screen is displayed upon successful submission of the return. An email is also sent to the declarant’s email address. Click on ‘Back to Login’ button to go back to login page or Click on ‘Back to Homepage’ button to go back to MRA’s website.



Mauritius Revenue Authority

Thank you for using the eservices facilities of MRA. Your online Return of Employees for the income year 2015-2016 has been submitted to MRA on 09 Aug 2016 at 10:42:09.

Summary of return

Acknowledgement ID : 381
Total number of records : 1
PAYE Withheld (MUR) : 2,500

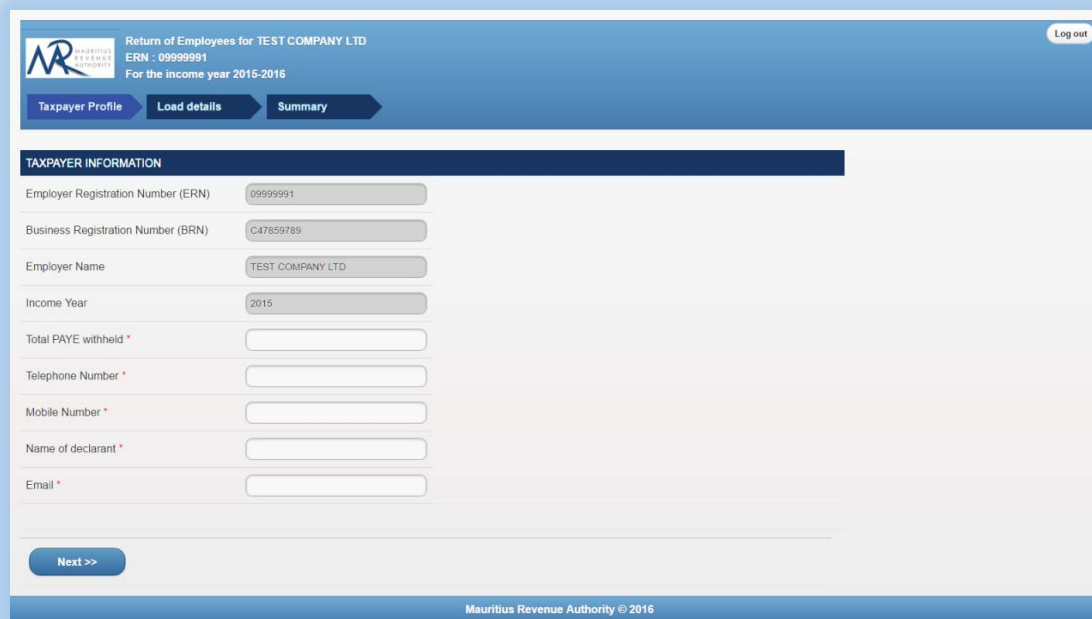
Back to Login Back to Homepage

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4. Next time login (Before Submit)

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

On next login, only the previously successfully saved records are available. Details in “**Taxpayer Profile**” will have to be re-entered. In “**Load Details**” section, the taxpayer has the possibility to add new records / modify or delete existing ones indefinitely until the “**Submit**” button is clicked.



Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year 2015-2016

Log out

Taxpayer Profile Load details Summary

TAXPAYER INFORMATION

Employer Registration Number (ERN) 09999991

Business Registration Number (BRN) C47859789

Employer Name TEST COMPANY LTD

Income Year 2015

Total PAYE withheld *

Telephone Number *

Mobile Number *

Name of declarant *

Email *

Next >>

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Return of Employees for TEST COMPANY LTD
ERN : 09999991
For the income year 2015-2016

Log out

Taxpayer Profile Load details Summary

PREVIEW OF UPLOADED FILES

Add new record

onus	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)	Reimbursement of Other Expenses (MUR)	Car Benefit (MUR)	House Benefit (MUR)	Tax Benefit (MUR)	Other Benefit (MUR)	Lump sum (MUR)	Retirement Pension/Annuity (MUR)	Exempt Emoluments (MUR)	Income Exemption Threshold (IET) (MUR)	Additional Exemption for Children pursuing Undergraduate Course (MUR)	Interest Relief on Secured Housing Loan (MUR)	Relief for Medical insurance premium or contr. for approved provident fund (MUR)	PAYE Withheld (MUR)	Edit	Delete
0	0	0	0	0	0	0	0	0	400	0	125	150	100	100	2500		
TOTAL															2500		

Showing 1-1 out of 1 records

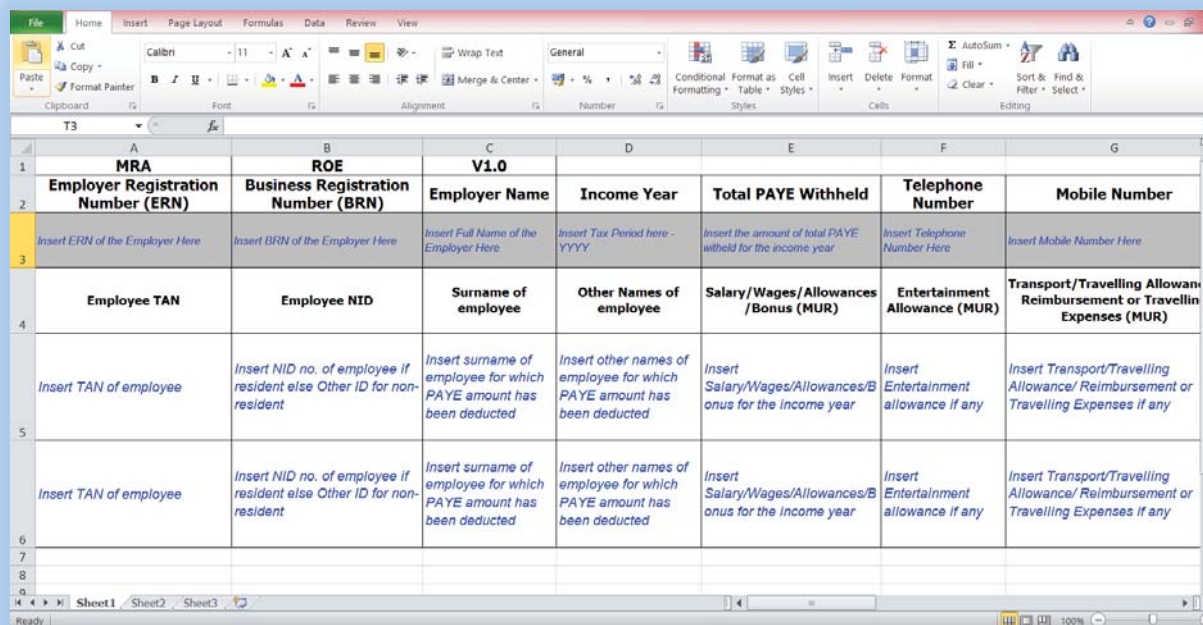
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DETAILS ON FILE UPLOAD

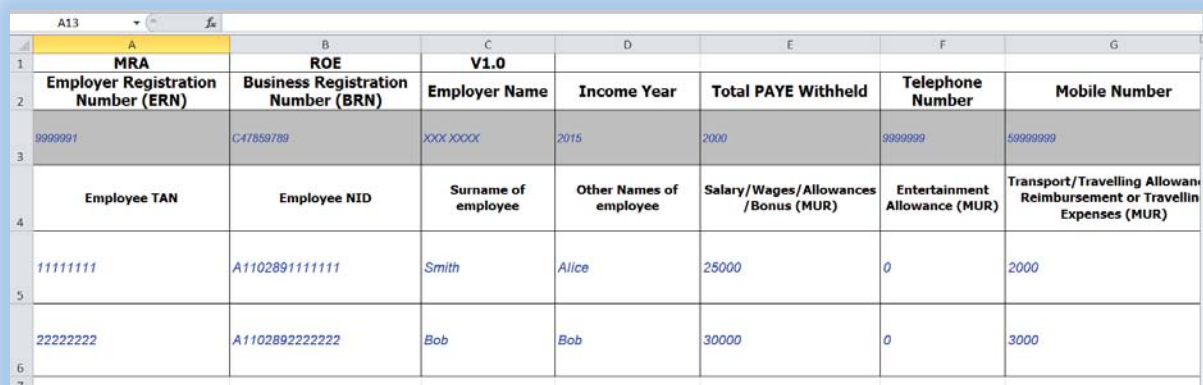
A. CSV File

To generate your CSV file, please download the excel template from here:
<http://eservices8.mra.mu/DetailStmtVoucher/Download/ROEA/excelTemplate.xlsx>.



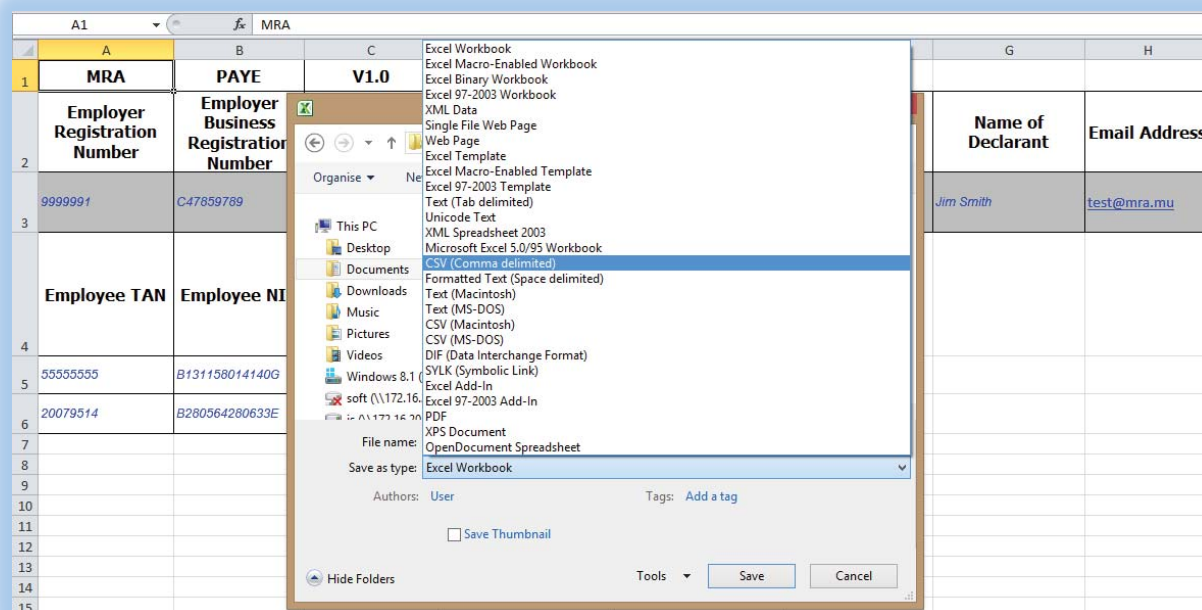
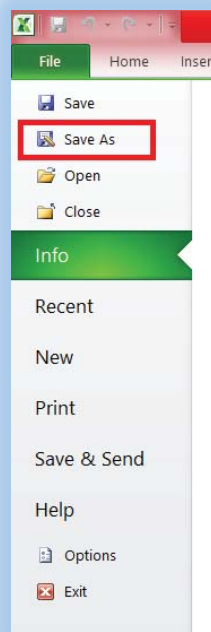
A	B	C	D	E	F	G
MRA	ROE	V1.0				
Employer Registration Number (ERN)	Business Registration Number (BRN)	Employer Name	Income Year	Total PAYE Withheld	Telephone Number	Mobile Number
Insert ERN of the Employer Here	Insert BRN of the Employer Here	Insert Full Name of the Employer Here	Insert Tax Period here - YYYY	Insert the amount of total PAYE withheld for the income year	Insert Telephone Number Here	Insert Mobile Number Here
Employee TAN	Employee NID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)
Insert TAN of employee	Insert NID no. of employee if resident else Other ID for non-resident	Insert surname of employee for which PAYE amount has been deducted	Insert other names of employee for which PAYE amount has been deducted	Insert Salary/Wages/Allowances/Bonus for the income year	Insert Entertainment allowance if any	Insert Transport/Travelling Allowance/Reimbursement or Travelling Expenses if any
Insert TAN of employee	Insert NID no. of employee if resident else Other ID for non-resident	Insert surname of employee for which PAYE amount has been deducted	Insert other names of employee for which PAYE amount has been deducted	Insert Salary/Wages/Allowances/Bonus for the income year	Insert Entertainment allowance if any	Insert Transport/Travelling Allowance/Reimbursement or Travelling Expenses if any

Replace the blue text with your data as shown below.

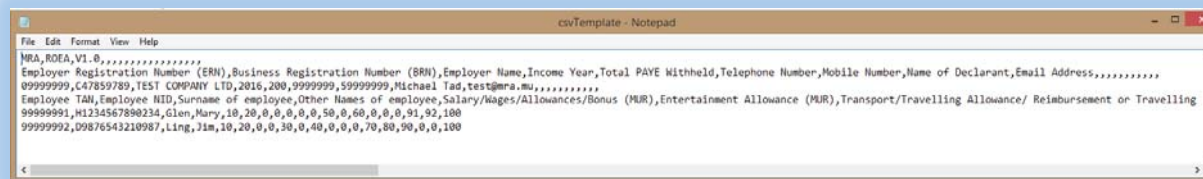


A	B	C	D	E	F	G
MRA	ROE	V1.0				
Employer Registration Number (ERN)	Business Registration Number (BRN)	Employer Name	Income Year	Total PAYE Withheld	Telephone Number	Mobile Number
9999999	C47859789	XXX XXXX	2015	2000	9999999	59999999
Employee TAN	Employee NID	Surname of employee	Other Names of employee	Salary/Wages/Allowances/Bonus (MUR)	Entertainment Allowance (MUR)	Transport/Travelling Allowance/Reimbursement or Travelling Expenses (MUR)
11111111	A1102891111111	Smith	Alice	25000	0	2000
22222222	A1102892222222	Bob	Bob	30000	0	3000

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: <http://eservices8.mra.mu/DetailStmtVoucher/Download/ROEA/csvTemplate.csv>.

B. XML File

The XML file must be in a specific format (An example can be downloaded from here: <http://eservices8.mra.mu/DetailStmtVoucher/Download/ROEA/xmlTemplate.xml>).

IMPORTANT NOTES

- 1) The **TAN** for each employee should be unique.
- 2) The **NID** for each employee should be unique.
- 3) Value of “**Total PAYE Withheld**” should be equal to sum of “**PAYE Withheld (MUR)**” for all employees.
- 4) Data should exclude all special characters, including comma.
- 5) The fields **Employer Name, Declarant Name, Employee Other Name, Employee Surname** may include hyphen [-] and apostrophe ['].
- 6) File size for each upload **should not exceed 2Mb**.
- 7) Clicking on the “**Upload**” button(s) will save the file(s) on MRA’s server. The final submission of the return is completed only when the “**Submit**” button is clicked.
- 8) Already submitted files/records will **not** be submitted again. Only files/records uploaded during return being currently filed are submitted.