

#### **STEP-BY-STEP GUIDE TO E-FILING OF ANNUAL TDS STATEMENT**

#### **1. Introduction**

You want to submit your Annual TDS Statement 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 statement.

Taxpayers can sign in using their tax account number (TAN) and password.

## 2. Login

Mauritius Revenue Authority
Username : * Enter your Tax Account Number (TAN)
Password: (case sensitive)
Login
For information : Fields marked with * are mandatory.
Mauritius Revenue Authority © 2019

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



		Mauritius Revenue Authority	
Kindly read information below before proce	eding.		
	Tax Account Number (TAN):	99999991	
	Business Registration Number (BRN):	C47859789	
	Name:	TEST COMPANY LTD	
	Return Type:	Annual TDS Statement	* (Select Return Type)
	Income Year:	July 2018 - June 2019 💿	* (Select Income Year)
	Choose Filing Type:	CSV XML	* (Select Filing Type)
		SCREEN INPUT	
		Start Filing	Cancel
information :			
<ul> <li>Fields marked with * are mandatory.</li> </ul>			
	Before Income Year July 2018 - June 2019	As from Income Year July 2018 - June 20	19
Help	Download	Download	
Excel Template to generate CSV file	Download	Download	
CSV file template with sample data	Download	Download	
XML template with sample data	Download	Download	—

# 3. Choosing Return Type / Income Year / Filing Type

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: Annual TDS Statement (Prefilled)

**Step 2:** Select the "Income Year" for which the statement is being filed.

Step 4: Select the "Filing Type" for which the return is being filed.

**Step 5:** In the "For information" section, the guidelines and the different templates for Annual TDS Statement are available for download.

**Step 6:** Click on "**Start Filing**" button to proceed to next page.



## A. CSV OR XML FILING TYPE

## **1. Upload Details**

Annual TDS Statemen					La
MAURITIUS	IT TOP TEST COMPANY LID				
TAN : 99999991 For the income year J	uly 2018 - June 2019				
pload Details Preview	Summary				
TRUCTIONS					
load files containing details related to Annua					
ter successful file(s) upload(s), go to Summar					
e submission is not complete until an acknow	vledgment message is displayed. Same will be sent to you via email				
MARY OF UPLOADED AND/OR SUB	MITTED FILE(S)				
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL		
Total number of files			0		
Total number of mes			0		
Total number of records	Î o	1 0			
Total number of records	0	0	0		
Total number of records	0	0	0		
UPLOAD	·	0	0		
	O CSV XML	0	0		
UPLOAD	·	0	0		
UPLOAD ose file type to be uploaded *	O CSV O XML		0		
UPLOAD	O CSV O XML	d new file	0		
UPLOAD ose file type to be uploaded *	O CSV O XML				
UPLOAD ose file type to be uploaded *	O CSV O XML		0	-	
UPLOAD ose file type to be uploaded * File No.	CSV XML	d new file			
UPLOAD ose file type to be uploaded * File No.	CSV XML	d new file			
UPLOAD ose file type to be uploaded * File No.	CSV XML	d new file			
FUPLOAD ose file type to be uploaded " File No. Upload file 1	CSV XML	d new file			
UPLOAD ose file type to be uploaded * File No.	CSV XML	d new file			
FUPLOAD ose file type to be uploaded " File No. Upload file 1	Choose File No file chosen	d new file			

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.





	ADED AND/OR SUBMITTED FI			Op s PC → Documents → Files	V C Search Files	۶
	STATISTICS	UPLC	Organise  Vew folde		V U Search Fries	
	Total number of files	0	★ Favourites	Name	Туре	
	Total number of record	ls 0	Desktop     Downloads     Recent places	國) tdna	Microsoft Excel Comma Separated	l Values Fil
FILE UPLOAD	uploaded * O CSV		Homegroup  This PC  Desktop  Documents  Downloads  Music  Pictures  V	¢		
Fi	le No.	File Na	File na	me:	<ul> <li>✓ All Files</li> <li>Open  ▼</li> </ul>	Cancel
	ad file 1 Choose File	No file chose	en )			

**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.

e file type to be uploaded *	O CSV O XML		
File No.	File Name	Add new file	
Upload file 1	Choose File tdna.csv		面



Step 4:

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

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 [1]. Please correct the file and click on "Add new file" button to upload the file again.

	STATISTICS	UPLOADED (NOT YET SUBMITT	TED) UPLOADED &	SUBMITTED	TOTAL
Total	number of files	0	0		0
Total	number of records	0	0		0
pe uploaded *	O CSV	• XML			
b be uploaded *	© csv				
pe uploaded * File No.	O CSV	XML File Name	Add new file	)	

	ADED AND/OR SUBMITT	ED FILE(S)				
	STATISTICS	UP	LOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL	
	Total number of	files				8
	Total number of	records		File upload failed		
		Lin	e 3 : invalid value '999999917' for	column 1 - Payer Tax Account Num	ber (TAN) (Correct value : 'S	99999991')
		Tota	al Errors # 1			
ILE UPLOAD						
Choose file type to be	uploaded *	csv				
		_				
Fi	le No.					
Unio	ad file 1	se File tdna				
			ок			



#### (ii) <u>Valid file</u>

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  $[\overline{m}]$ .

	STATISTICS	UPLOADED & SUBMITTED	UPLOADED ONLY	TOTAI
Total number of file	25	1	0	1
Total number of re	cords	2	0	2
Gross amount paid	or credited (before deduction of tax) (MUR)	3,000	0	3,000
	and the MDA (MUD)	800	0	800
	CSV     XML		<u></u>	
AD File No.		Add new file	J	

FILE UPLOAD		✓ File upload successful	8
Choose file type to be uploaded *	CS\ Total Number of Records: 2	Gross amount paid or credited (befor	e deduction of tax) (MUR): 3,000
	Tax deducted and remitted to MRA (MUR	t): 800	
File No.	ø ок		
Upload file 1	se File_tdna.csv	File Uploaded	Click for details



#### 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.

to be uploaded *	O CSV ML			
File No.	File Name	Add new file		
Upload file 1	Choose File tdna.csv	File Uploaded	Click for details	혭
Upload file 2	Choose File No file chosen		UPLOAD	1

**Step 6:** To delete a file, click on the delete bin icon [m]. A confirmation message is displayed. Click on "**OK**" to delete file, else cancel the action.

se file	type to be uploaded *	O CSV XML			
					×
			Do you want to proceed	with deletion of current file?	
	File No.	File Name		<b>OK</b> Car	ncel
	Upload file 1	Choose File tdna.csv		File Uploaded	Click for details
	Upload file 2	Choose File tdna2.csv		File Uploaded	Click for details

**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.

REV	IEW OF UPLOADED	FILES				
:k fil	e name to preview:	tdna.csv t	tdna2.csv			
now	10 💿 records			Selected file	e: tdna.csv	
	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)
	Brown	David	R170371280138D	1	1000	500
	Hart	Mary	B131158014140G	8	2000	300
owin	g 1-10 out of 2 records		~~ ~	1 > >> Go	to page 1 / 1 pages	

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

Click file name to preview:	tdna.csv	tdna2.csv

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

Shov	v 10 🔿	record	s
	10	í	
	50		
#	100	ime	Payee
	1000		



Step 4: The name of the file being currently previewed is displayed on top: "Selected file: tdna2.csv"

ick	file name to preview:	tdna.csv	tdna2.csv			
סר	w 10 O record	Is		Selected file:	tdna2.csv	
	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)
	Brown	David	R170371280138D	1	1000	500
	Hart	Mary	B131158014140G	8	2000	300
2						~

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

Go to Previous Page	Enter Page number to Go to Next Page navigate directly to that page
Go to First Page - << < 1	2 > >> Go to page 1 / 2 pages
	Go to Last Page

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

**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)**" section are correct.

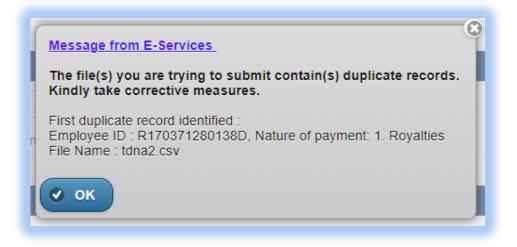
Annual TDS Statement for TEST COMPANY LTD			
TAN : 99999991 For the income year July 2018 - June 2019			
For the moome year July 2018 - June 2019			
Jpload Details Preview Summary			
MMARY OF UPLOADED FILES			
	-		
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
Gross amount paid or credited (before deduction of tax) (MUR)	6,000	0	6,000
ax deducted and remitted to MRA (MUR)	1,600	0	1,600
CLARANT INFORMATION			
pacity in which acting *			
	rector Owner		
Example: Accountant, Manager, Dir	rector, Owner		
Example: Accountant, Manager, Dir	rector, Owner		
Example: Accountant, Manager, Dir	rector, Owner		
Example: Accountant, Manager, Dir			
Example: Accountant, Manager, Dir	rector, Owner		-
Example: Accountant, Manager, Dir			
Example: Accountant, Manager, Dir			
Example: Accountant, Manager, Dir			
Example: Accountant, Manager, Dir CLARATION			
Example: Accountant, Manager, Dir CLARATION hereby declare that all information submitted are true and complete. *			

**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 **ID** and corresponding nature of payment for each payee 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 record identified.



If the value of **"Total tax deducted and remitted to MRA"** entered in the header part does not equal the sum of all values entered for **"Tax deducted and remitted to MRA"** for all payees, the following error message is displayed:

Message from E-Services Total tax deducted entered in header does not tally with sum of tax deducted for all Payees. Kindly take corrective measures. File Name : tdna.csv 🗸 ok



**Step 4:** The following screen is displayed upon successful submission of the statement. 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 Annual TDS Statement for the income year July 2018 - June 2019 has been submitted to MRA on 14 Jul 2019 at 21:58:39. Your Tax Account Number (TAN) is 9999991 and your Acknowledgement ID is 4413. Summary of return / Acknowledgement Confirmation Total number of files submitted : 1 Total number of records : 2 Gross amount paid or credited (before deduction of tax) (MUR) : 3,000 Tax deducted and remitted to MRA (MUR) : 800
Back to Login Back to Homepage

#### 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 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.

	Preview	Summary				
RUCTIONS						
er successful fil	le(s) upload(s), go to S	Annual TDS Statement in <u>File Upload</u> section. ummary tab and click on Submit button. acknowledgment message is displayed. Same will b	e sent to you via email.			
MARY OF UP		SUBMITTED FILE(S)				
<b></b>		STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL	
Total number			2	0	2	
Total number	or of records				4	
Total numbe		ed (before deduction of tax) (MUR)	4	0	4	
Gross amou Tax deducte		ed (before deduction of tax) (MUR) o MRA (MUR)	4 6,000 1,600	0	4 6,000 1,600	
Gross amou Tax deducte UPLOAD	unt paid or credite ed and remitted to be uploaded *	o MRA (MUR)	6,000 1,600	0	6,000	
Gross amou Tax deducte UPLOAD	unt paid or credite	o MRA (MUR)	6,000	0	6,000	
Gross amou Tax deducte UPLOAD	unt paid or credite ed and remitted to be uploaded *	o MRA (MUR)	6,000 1,600	0	6,000	
Gross amou Tax deducte UPLOAD	nt paid or credite ad and remitted to be uploaded * File No.	o MRA (MUR)	6,000 1,600 Add new file	0	6,000	



## **B. SCREEN INPUT FILING TYPE**

## **1. Taxpayer Profile**

TAN : 99999991 For the income year			
Taxpayer Profile Load details	Summary		
TAXPAYER INFORMATION			
Tax Account Number (TAN)	99999991		
Business Registration Number (BRN)	C47859789		
Payer Name	TEST COMPANY LTD		
Income Year	2019		
Total tax deducted and remitted to MRA *			
Telephone Number *		)	
Mobile Number *		)	
Name of declarant *			
Email *			

**TAN, BRN, Employer Name** and **Tax Period** 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.

I SC	REEN INPUT						
						Add	new entry
N	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)	Edit
	TOTAL						
wing	1-0 out of 0 records						,

**Step 1:** Click on "Add new record" button. The following screen will appear.

ON SCREEN INPUT	Click to read note  1. Payee Surname  2. Payee Other Names	-
SN Payee Surname Payee Other Names	3. ID of Payee  4. Nature of Payment  5. Gross amount paid or credited (before deduction of tax) (MUR)  Cted and remitted to MitA	Add new entry (MUR) Edit Delete
TO TAL showing 1-0 out of 0 records	6. Tax deducted and remitted to MRA (MUR) Save	

**Step 2:** For more details about the different fields, click on the "<u>Click to read note</u>" link.



Step 3: Enter the payee details and click on "Save button".

#### (i) Invalid record

If the payee 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.

Taxpayer Profile Load details S	sumn <u>Add new record</u>		I
	Click to read note		-
N SCREEN INPUT	1. Payee Surname	John	
	2. Payee Other Names	Doe	
	3. ID of Payee	D0404974401199	Add new entry
Dura Other House	4. Nature of Payment	2. Rent - Payments V	
SN Payee Surname Payee Other Names	5. Gross amount paid or credited (before deduction of tax) (MUR)	1000	ucted and remitted to MRA (MUR) Edit Del
TOTAL			
	6. Tax deducted and remitted to MRA (MUR)		
rowing 1-0 out of 0 records	Field: 6 - Tax deducted and remitted to MRA (MUR) is mandatory Total Errors # 1		5

#### (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.

	payer Profile	Load details	Summary					
ON S	CREEN INPUT							
							_	
						Add	new ent	ry
	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)	Edit	Delet
1	John	Doe	D0404974401199	2	1000	100	0	1
1		T	TAL		1000	100		
1		i c						

To modify the record, click on the *local* icon. A popup screen will be displayed with existing data, as shown below. Modify record and click on "Update" button.



				Edit record		8	)		
NS	CREEN INPUT			Click to read note					
				1. Payee Surname	John	•			
			-	2. Payee Other Names	Doe				
				3. ID of Payee	D0404974401199		Add n	ew ent	Y
	Payee Surname	Payee Other Names	ID	4. Nature of Payment	2. Rent - Payments V		ucted and remitted to MRA (MUR)	Edit	Dele
	John	Doe	D0	5. Gross amount paid or credited (before deduction of tax) (MUR)	1000			2	Ŵ
			TOTAL						
			_	6. Tax deducted and remitted to MRA (MUR)	100				
owir	g 1-1 out of 1 records			Update					

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

N S	CREEN INPUT							
						Add	new ent	ry
	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)	Edit	Delet
1	John	Doe	D0404974401199	2	1000	100	0	谊
		тс	DTAL		1000	100		
howi	ng 1-1 out of 1 records							

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

**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.

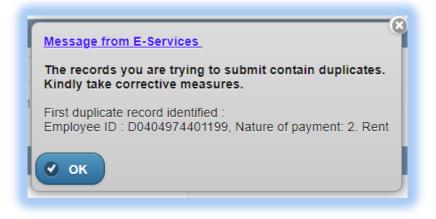
Annual TDS Statement for TEST COMPANY LTD			
TAN : 99999991 For the income year July 2018 - June 2019			
axpayer Profile Load details Summary			
MMARY OF INPUT AND/OR SUBMITTED RECORDS(S)			
STATISTICS	NOT YET SUBMITTED	ALREADY SUBMITTED	TOTAL
Total number of records	1	0	1
Tax deducted and remitted to MRA (MUR)	100	0	100
Gross amount paid or credited (before deduction of tax) (MUR)	1000	0	1000
LARANT INFORMATION			
	; Owner		
pacity in which acting *	, Owner		
Example: Accountant, Manager, Director	, Owner		
Example: Accountant, Manager, Director	, Owner		
Example: Accountant, Manager, Director			
CLARANT INFORMATION pacity in which acting • Example: Accountant, Manager, Director CLARATION I, JEAN JERRY KEVIN HOOK, hereby declare that all information submitted are true and complete			
Example: Accountant, Manager, Director			
Example: Accountant, Manager, Director			
Example: Accountant, Manager, Director CLARATION I, JEAN JERRY KEVIN HOOK, hereby declare that all information submitted are true and complete			

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 **ID** and corresponding nature of payment for each payee should be unique. In case of duplicate records, an error message is displayed as shown below. It indicates **first duplicate record identified**.



If the value of **"Total tax deducted and remitted to MRA"** entered in the **"Taxpayer Profile"** tab does not equal the sum of all values entered for **"Tax deducted and remitted to MRA"** in the **"Load Details"** tab, the following error message is displayed:





**Step 6:** The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.

REVENUE AUHORITY
Mauritius Revenue Authority
Thank you for using the eservices facilities of MRA. Your online Annual TDS Statement for the income year July 2018 – June 2019 has been submitted to MRA on 14 Jul 2019 at 21:48:37. Your Tax Account Number (TAN) is 99999991 and your Acknowledgement ID is 4412. Summary of return / Acknowledgement Confirmation Total number of records : 1 Tax deducted and remitted to MRA (MUR) : 100 Gross amount paid or credited (before deduction of tax) (MUR) : 1,000
Back to Login Back to Homepage
Mauritius Revenue Authority © 2019

#### Step 7:

- 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 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.

Taxpayer Profile Loa	i details S	Summary				
XPAYER INFORMATION						
Account Number (TAN)	9999999	91				
siness Registration Number	BRN) C47859	1789				
ver Name	TEST C	COMPANY LTD				
ome Year	2019					
al tax deducted and remitted	to MRA *					
ephone Number *						
bile Number *						
me of declarant *						
Next >>			Mauritius Rev	enue Authority © 2019		_
Next >>		_		enue Authority © 2019		
Next >>				enue Authority © 2019		
Next >>       Next >>       Reverse       Annual TE       TAN : 999       For the int	99991 come year July 2018	8 - June 2019		enue Authority © 2019		C
Next >>       Next >>       Reverse       Annual TE       TAN : 999       For the int	99991 come year July 2018			enue Authority © 2019		ſ
Next >>          Next >>         Annual TE         TAN : 999         For the ind         axpayer Profile	99991 come year July 2018	8 - June 2019		enue Authority © 2019		(
Next >>          Next >>         Annual TE         TAN : 999         For the ind         axpayer Profile	99991 come year July 2018	8 - June 2019		enue Authority © 2019		(
Next >>       Next >>       Reverse       Annual TE       TAN : 999       For the int	99991 come year July 2018	8 - June 2019		enue Authority © 2019		d new entry
Next >>       Next >>       Annual TE       TAN : 999       For the ind       axpayer Profile     Loa       SCREEN INPUT	99991 come year July 2018	8 - June 2019		enue Authority © 2019	Ad Tax deducted and remitted to MRA (MUR)	
Next >>          Next >>         Annual TE         TAN : 999         For the int         axpayer Profile         SCREEN INPUT	19991 some year July 2018 d details	8 - June 2019 Summary		Gross amount paid or credited (before		d new entry
Next >>       Next >>       Reverses       Annual TE       TAN: 999       For the int       axpayer Profile       Loar       SCREEN INPUT       Payee Surmame       Payee Surmame	1 details 4 detail 4 detai	8 - June 2019 Summary ID of Payee	D Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)	d new entry



## **DETAILS ON FILE UPLOAD**

#### A. CSV File

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

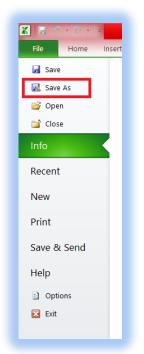
Cut Copy + Ste Clipboard	Tahoma BIJV Fo	⊞ • <u>≫</u> • <u>A</u> •		xt  v Xt V Condition Formatti		Delete Format	AutoSum * 2000 6 Fill * Sort & Fii Clear * Filter * Se Editing	
A2	▼ ( f <sub>x</sub>	Payer Tax Account N	lumber (TAN)					
A Payer Tax Account Number (TAN)	B Payer Business Registration Number (BRN)	c Payer Name	D Income Year	E Total Tax Deducted and Remitted to MRA	F Telephone Number	G Mobile Number	H Name of Declarant	Email Addre
Insert TAN of the Payer here	Insert BRN of the Payer Here	Insert Full Name of the Payer Here	Insert Income Year - Format : YYYY	Insert Total Tax Deducted and Remitted to MRA	Insert Telephone Number Here	Insert Mobile Number Here	Insert Name of Declarant Here	Insert Email Addre Here
Payee Surname	Payee Other Names	ID of Payee	Nature of Payment Possible values for nature of payment are:	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)			
Insert Surname of the Payee here	Insert other names of Payee here	insert NID or NCID or TAN or BRN of Payee here	Royaltias     Royaltias     Royaltias     Ren     Royaltias     Ren     Royaltias     Ren     Royaltias     Represents to contractor/subcontractor     A Payments to contractor/subcontractor     A Payments to architects, engineers, land surveyors,     project managers, roperty values and quantity     surveyora     S. Payments to attorneys/solicitors, barristers and     legal cosultaints     C. Payments to bottors and dentilost     Payments to bottors and dentilost     Payments to procurement of goods and services     Payments to procurement of goods and services     Payments to bottors and dentilost     Payments to bottors and dentilost     Payments to bottors and dentilost     Payments to bottorseident for services rendered in     Mauritius     Payments made to a non-resident for tertainer or     sportagerson*     1. Payments to accountant/baccounting firm and tax     abiser or his representative*	This is the gross amount paid or credited (before deduction of fax) to the Payee	This is the amount of tax deducted and remitted to the MRA			

Replace the blue text with your data as shown below.

4	A	В	С	D	E	F	G	н	1	
1	MRA	TDNA	V1.0							
2	Payer Tax Account Number (TAN)	Payer Business Registration Number (BRN)	Payer Name	Income Year	Total Tax Deducted and Remitted to MRA	Telephone Number	Mobile Number	Name of Declarant	Email Address	
3	99999991	C47859789	TEST COMPANY LTD	2019	200	9999999	59999999	Michael Tad	test@mra.mu	
4	Payee Surname	Payee Other Names	ID of Payee	Nature of Payment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)				
5	Brown	David	R170371280138D	1	1000	500				
6	Hart	Mary	B131158014140G	8	2000	300				



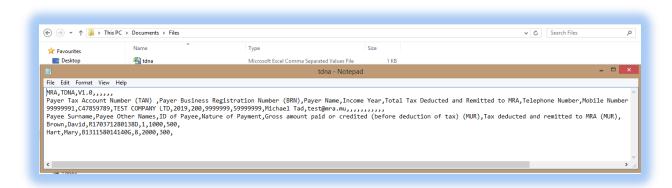
Then click on File > Save As > select CSV (Comma delimited). Next, click on Save.



_	L15 • (*	$f_x$										
d.	A	В		Excel Workbook Excel Macro-Enabled Workbook				)		G	Н	
	MRA	TDNA	. <b>v</b>	Excel Binary Workbook								
	Payer Tax Account Number (TAN)	Payer Bu Registra Number (	€ ∋ - ↑ 🎚	Excel 97-2003 Workbook XML Data Single File Web Page Web Page Excel Template					ımber	Mobile Number	Name of Declarant	Email Addre
	99999991	C47859789		Excel Macro-Enabled Template Excel 97-2003 Template Text (Tab delimited)						59999999	John Doe	<u>test@mra.mu</u>
	Payee Surname	Payee Othe	🐳 Homegroup	Unicode Text XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook CSV (Comma delimited) Formatted Text (Space delimited)					ment	Gross amount paid or credited (before deduction of tax) (MUR)	Tax deducted and remitted to MRA (MUR)	
	Brown	David	Documents	Text (Macintosh) Text (MS-DOS) CSV (Macintosh) CSV (MS-DOS)						1000	150	
	Hart	Mary	Music	DIF (Data Interchange Format) SYLK (Symbolic Link)						2000	300	
				Excel Add-In Excel 97-2003 Add-In								
				PDF								
				XPS Document								
)				OpenDocument Spreadsheet								
1			Save as type:	Excel Workbook				Ý				
2			Authors:	User	Tags:	Add a ta	ag					
3												
4				Save Thumbnail								
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5 7			Hide Folders		Tools	•	Save	Cancel				



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 withsampledatacanbedownloadedfromhere:http://eservices8.mra.mu/DetailStmtVoucher/Download/TDNA/csvTemplate.csvhere:here:here:

#### **B. XML File**

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



### **IMPORTANT NOTES**

- 1) The **Nature of Payment** for the payee should be unique for each **ID**.
- 2) Value of "Total Tax Deducted and Remitted to MRA" should be equal to sum of "Tax deducted and remitted to MRA (MUR)" for all payees.
- 3) Data should exclude all special characters, including comma.
- 1) The fields Payer Name, Name of Declarant, Payee Surname, Payee Other Names may include some special characters such as à â ç é è ê ë î ï ô û ù ü ÿ ñ æ À Â Ç É È Ê Ê Î Ï Ô Û Ù Ü Ÿ Ñ Æ & \_ ():;?'@.-
- 4) File size for each upload **should not exceed** 2Mb.
- 5) <u>Clicking on the "**Upload**</u>" 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.