MNS	PAYE	V1.0						
Employer Registration Number	**Employer Business Registration Number**	**Employer Name**	**Tax Period**	**Telephone Number**	**Mobile Number**	**Name of Declarant**	**Email Address**	
Insert Employer Registration Number Here	*Insert Employer Business Registration Number Here*	*Insert Employer Name Here*	*Insert Tax Period here - YYMM*	*Insert Telephone Number Here*	*Insert Mobile Number Here*	*Insert Name of Declarant Here*	*Insert Email Address Here*	
Employee ID	**Surname of Employee**	**Other Names of Employee**	**Emoluments excluding travelling**	**PAYE Amount**	**Solidarity Levy Amount**	**Full Time Employment**		
Insert Employee ID here	*Insert Surname of Employee here*	*Insert Other Names of Employee here*	*Insert the salary Amount here*	*Insert PAYE Amount here*	*Insert solidarity levy Amount here*	*Insert Full Time Employment here*		
Insert Employee ID here	*Insert Surname of Employee here*	*Insert Other Names of Employee here*	*Insert the salary Amount here*	*Insert PAYE Amount here*	*Insert solidarity levy Amount here*	*Insert Full time Employment here*		

Information to be provided in csv files should be as follows:-
Line 1 and 2 should be exactly as indicated below.

Line 1 - Column labels

MNS	PAYE	V1.0

Line 2 - Column labels

Employer Registration Number	Employer Business Registration Number	Employer Name	Tax Period	Telephone Number	Mobile Number	Name of Declarant	Email Address

Line 3 – Header information such as Employer Registration No. (PAYE No.), Employer Business Registration Number, Name of Employer (Company), Tax Period, Telephone Number, Mobile Number, Name of Declarant, Email address

Insert Employer Registration Number Here	*Insert Employer Business Registration Number Here*	*Insert Employer Name Here*	*Insert Tax Period here - YYMM*	*Insert Telephone Number Here*	*Insert Mobile Number Here*	*Insert Name of Declarant Here*	*Insert Email Address Here*

Line 3 – Description of each columns

	Column	Max. width	Mandatory	Validations
1.	Employer Registration No. (ERN)	10	Yes	1. Characters allowed A to Z & 0 to 9.
2.	BRN No.	20	No	2. Characters allowed A to Z & 0 to 9. 3. Must start with F, C, I, P followed by 8 numbers
3.	Employer Name	105	Yes	Characters allowed are A to Z a to z 0 to 9
4.	Tax Period	6	Yes	Format YYMM (Eg. 1607 for tax period 201607)
5	Telephone Number	7	Yes if Mobile Number NOT provided	Numbers allowed 0 to 9. Must be of 7 characters only
6	Mobile Number	8	Yes if Telephone Number NOT provided	Numbers allowed 0 to 9. If mobile number should be 8 characters starting only with 5.
7	Name of Declarant	50	Yes	Characters allowed A to Z & 0 to 9.
8	Email Address	50	Yes	It must consist of a valid email address

Line 4 - Column labels

Employee ID	Surname of Employee	Other Names of Employee	Emoluments excluding travelling	PAYE Amount	Solidarity Levy Amount	Full Time Employment

Line 5 up to end of file - Detail information

	Column	Max. width	Mandatory	Remarks
1	Employee ID	14	Yes	Where the employee is a Mauritian Citizen, it is the NIC number Where the employee is not a citizen of Mauritius, it is the identification number issued by the Passport and Immigration Office (PIO); or any other identification number issued by the Director-General Characters allowed A to Z & 0 to 9. Valid NIC nos. should be provided for Residents. Valid NCID nos. should be provided for Non-Residents Also accepts Employee TAN. Should starts with 1, 7 or 8. Should be preceded with 6 leading zeroes.
2	Surname of employee	80	Yes	Surname of employee for which PAYE amount has been deducted. Characters allowed A to Z.
3	Other Names of employee	80	Yes	Other Name of employee for which PAYE amount has been deducted. Characters allowed A to Z.
4	Emoluments excluding travelling	20	Yes	Salary, wages, overtime pay, leave pay and other allowance paid excluding travelling Numbers allowed 0 to 9 only. No decimal allowed. Amount should be > 0
5	PAYE Amount	20	Yes	PAYE amount should be >= 0. PAYE amount should be < Emoluments excluding travelling (Validation is not applicable for month of November and December to cater for bonus.) No decimal allowed
7	Solidarity Levy Amount	10	No	This is the amount of Solidarity Levy which has been deducted from the employee's salary. Should be >= 0 (no decimal) Example: 1525
8	Full Time Employment	1	Yes	Possible values (Y – Yes or N - No)

Notes on Import of PAYE return details

1. A csv format file has been designed for the uploading of PAYE details. Refer to format above.

2. Employer/Employee details with rows and columns as specified above can be created/exported in an excel file and saved as a comma separated value (csv) file.

3. User will have to upload csv file using Import facility available under Utilities Menu. If option is not available, system administrator will have to grant access.

4. If file contains errors, user will have to correct the errors in the csv file and re-import.

5. If NO errors are found in the file, the system will provide a button to allow the user to retrieve the return created by the system.

6. Maintenance of employee details can also be done in the return itself.

7. User will have to insert payment details before user can submit return to MRA.

8. User can import more than one file for same company/tax period, provided that the previous return for same company/tax period has already been Sent.

9. Commas and special characters such as (&,", `, >, <) are not allowed in any columns.