

To: ALL EMPLOYERS

1st August 2017

Dear Sir/Madam,

Income Tax - Pay As You Earn (PAYE)

Employers are hereby informed of the following changes in the operation of PAYE.

1. RETURN OF EMPLOYEES (ROE)

The Income Tax Regulations as amended in January 2017 now require employers to include **ALL their employees** in the ROE. The due date for the submission of the ROE for the income year ended 30 June 2017 is 15 August 2017.

Employers no more need to request for the Tax Account Number (TAN) of employees from MRA. However, the National ID number of the employee must be inserted in the ROE. In case the employee is not a citizen of Mauritius, the identification number issued to him by the Passport and Immigration Office (PIO) should be inserted. Employers may contact the PIO to obtain the number if same has not already been provided by the employee.

The ROE should mandatorily be submitted **electronically** either through the system put in place by Mauritius Network Services Ltd (MNS) or the MRA on its website **www.mra.mu** using the username and password already provided by MRA. In case an employer has forgotten his password he may request same by sending an email on **efiling@mra.mu** on or before 7 August 2017. MRA will send the password by post.

Failure to submit the ROE by the due date entails a penalty of Rs 5,000 per month or part of a month up to a maximum of Rs 20,000.

2. EMPLOYEE DECLARATION FORM (EDF) 2017-18

EDF for the income year 2017/18 is available on MRA website for download. Otherwise, employers may arrange to collect the forms from MRA Customer Service Centre at Eham Court, Cnr Mgr. Gonin & Sir Virgil Naz Streets, Port-Louis. Details of new Income Exemption Thresholds (IET) and deductions are available in the notes to the EDF.

Commitment beyond Revenue

OPERATIONAL SERVICES DEPARTMENT

Eham Court, Cnr Mgr. Gonin & Sir Virgil Naz Streets, Port-Louis, Mauritius

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3. MONTHLY PAYE RETURN

The format of the monthly PAYE Return as from the pay period July 2017 has been amended to include the monthly salary paid to **ALL employees** irrespective of whether PAYE has been withheld or not. An employer who employs only exempt persons should, therefore, file the monthly PAYE Return giving the required details in respect of all his employees.

The format of the return and the specifications are available on MRA's website. The TAN of employees is no more required. Employers should instead obtain from the employees their National ID Number and insert same in the monthly PAYE Return. In case of an employee who is not a citizen of Mauritius, the identification number issued to him by the PIO should be inserted.

4. EXEMPT PERSON

An exempt person means an employee whose emoluments in a month do not exceed Rs 23,077. He is not subject to PAYE except where he has made a request to the employer in an approved form for PAYE to be deducted.

5. OPTIONAL PAYE DEDUCTION

An employee deriving emoluments less than Rs 23,077 or any annuity or pension may, in a form approved by the Director-General, request the employer/payer to deduct income tax under PAYE from his emoluments, annuity or pension. The employer/payer must on receipt of the application deduct PAYE at the rate of 15% from the payments and remit same to MRA.

6. SOLIDARITY LEVY

Every individual whose chargeable income and dividends received from resident companies and co-operative societies exceed Rs 3.5 million is liable to pay to the Director-General, in addition to income tax, a solidarity levy at the rate of 5% on the excess amount.

The employer need not make any deduction from an employee's salary in respect of Solidarity Levy which is payable by the individual at time of submission of his annual income tax return.

For any additional information, please phone on our hotline **207 6010** or call in person at the MRA Customer Service Centre, Ground Floor, Eham Court, Cnr Mgr Gonin & Sir Virgil Naz Streets, Port Louis.

Yours faithfully,



Mr. D. Ramdin

For Director-General

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