



Purpose

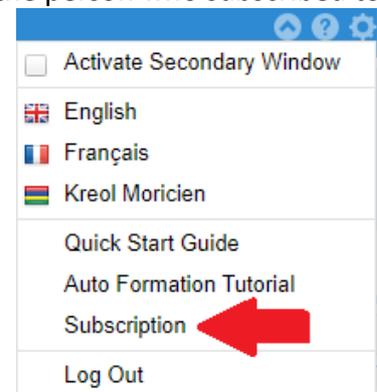
Access the bank account used to pay **Payroll Mauritius** subscription invoices, and modify it to use another bank account - or other bank - for payment, and generate a standard letter to be sent to the Bank to implement a new automatic monthly standing order.

Important Note: you remain the sole prime contractor for the sums transferred to Payroll Mauritius. **Payroll Mauritius** never have the right and ability to withdraw any amount from your bank account.

How to do do this?

Preliminary remark: only the Subscriber is a Super Administrator (who is the person who subscribed to **Payroll Mauritius**) and has the necessary rights to access the Subscription/Bank Account data.

To do this, connect to **Payroll Mauritius** with the Subscriber's account (Super Administrator); then go to the star wheel menu (top right) and choose "**Subscription**".



A new screen is presented to you.

Choose the "**Change Bank Details**" option to see them appear : choose the Bank and indicate your bank account number (and ideally your IBAN) then click on the [Validate] button

A screenshot of the 'Bank Details' form in the Payroll Mauritius system. The form is titled 'Bank Details' and has a breadcrumb trail 'Subscription / Bank Details'. It contains the following fields and buttons:

- 'Select your bank *' dropdown menu with 'Banque des Mascareignes' selected.
- 'Indicate your Branch / Agency *' text input field with 'Ebene' entered.
- 'If you know; the street' text input field with 'If you know; the street' entered.
- 'Enter your account number *' text input field with '202466116666' entered.
- 'Ideally, indicate your IBAN' text input field with 'MU71BAIM1401020246611666600MUR' entered.
- 'Validate' button.

Red arrows point to the account number field, the IBAN field, and the 'Validate' button. On the right side of the form, there is a 'Subscription' sidebar with a list of options: 'My Subscription', 'My Invoices', 'My Sponsorships', 'Change Account Details', 'Update Company Details', and 'Change Bank Details'. A red arrow points to the 'Change Bank Details' option.



Once this has been done, however, your bank is not informed of this change.

You can then:

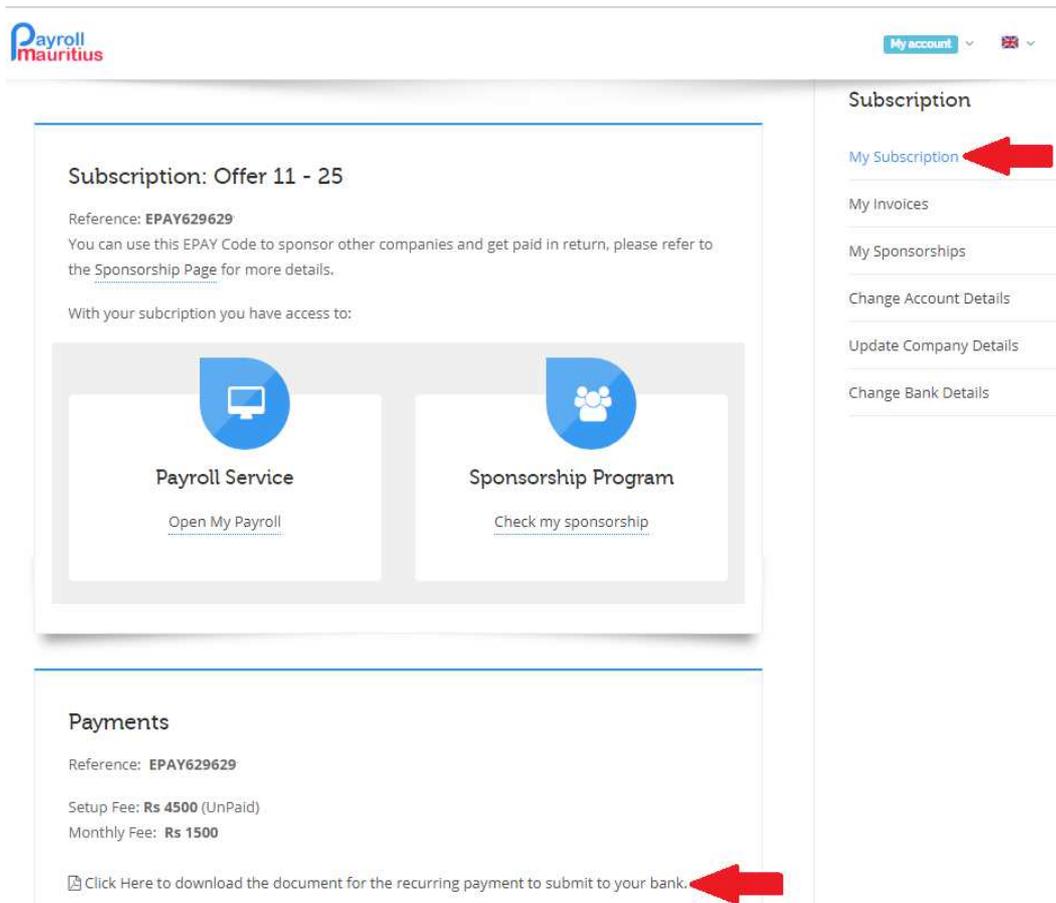
• if you have access to it, set up the new Standing Order for your bank using your Internet Banking. Our bank details are:

- Beneficiary..... : E-Payroll (Mauritius) Limited
- Bank : Mauritius Commercial Bank
- Branch..... : Quatre Bornes
- Account number : 000445811935
- IBAN..... : MU84MCBL0944000445811935000MUR (advice : do copy/paste)

BE CAREFUL : if you use this method, do not forget to enter your **EPAY customer account number** (click on "My Subscription" to find it) no ending date and put it in the permanent transfer reference, otherwise you will see your payments not registered in Payroll Mauritius !

• or send a new direct standing order to your Bank using the mail automatically generated by Payroll Mauritius !

To do this, go to the "**My Subscription**" menu and use the vertical elevator to scroll to the "**Payments**" section:



Then click on the button to download the PDF document to your local computer.



Print it, then sign it and send it to your bank.

This will be **automatically pre-filled** with your data entered in the system:

[Name of your Bank]

[Address of the Bank]

[Your Company Name]

[Your Company address]

Attention: The Director

Dear Sir/Madam,

I Hereby thank you kindly to implement the following standing order with the costs in my responsibility from:

- My Account **203466116666** ← **Your bank details**
- IBAN : MU71BAIM1401020346611666600MUR ← **Subscription amount**
- for the amount of **1500** Mauritius Rupees (one thousand five hundred Mauritius Rupees), ← **Subscription amount**
- monthly, the 1st of the month with no end date,
- with reference no. : EPAY629629 ← **Your client number**
- as from the 1st Oct 2019 ← **First of the next month following modification**

in favor of the company's account **E-Payroll (Mauritius) Limited**

- Mauritius Commercial Bank
- Branch : Quatre Bornes
- Account No. : **000445811935**
- IBAN : MU84MCBL0944000445811935000MUR

Please do not omit the reference (EPAY629629) of this transfer.

Thank you in advance, Sir/Madam, I beg you to believe in expressing my best regards

Done at _____, on __/__/____

Name : [Subscriber Name]

Title : [Subscriber position]

Signature :

Note: If you have made a change of bank and set up a new one, do not forget to inform your first bank to stop the automatic standing order!

In all cases, and whatever the means you use to give the transfer order to your bank, do not forget to specify:

- 1) to put **your EPAY customer number in the reference of the permanent transfer** (you can find it by clicking on "My Subscription")
- 2) **not to put an end date** (be reassured, in Payroll Mauritius, you do not have an obligation of subscription duration, then simply tell your bank to stop the transfer when you want)