## Objective

The Mauritian government authorities in charge of collecting taxes (MRA) and social contributions (NPF, NSF and LEVY) are asking companies to report these elements electronically. The MNS system is still in use but is no longer the only system that can be used. PACO implemented by the MRA replaces it advantageously (and free of charge) with a format that provides in a single file both the filing with the MRA and at the same time with the NPF/NSF.
Payroll Mauritius generates MNS file but also this PACO file automatically.

## How to do this ?

Preliminary remark**:** only an Administrator or a profile with ROLE_DECLARATION_NPF and ROLE_DECLARATION_PAYE has the necessary rights to access the import of Employee data.

As mentioned, the 2017 Trade Facilitation Act means that since 1 January 2018, the MRA has been in charge of collecting contributions and payments to the National Pension Fund (NPF), the National Savings Fund (NSF) and the Training and Recycling Tax (LEVY).

To facilitate this task for the employer, the MRA has implemented a system for the electronic filing of joint monthly PAYE (income tax) and MFN/NSF returns. Employers are required to use this new model as of the December 2017 pay period.

To do this, the employer registration number (ERN) must be used as the user code and a password assigned by the MRA. If you do not yet have a password, contact the MRA on (+230 207 6086) to obtain it by Post.

**The CSV file directly depositable according to MRA specifications is automatically generated by Payroll Mauritius.**

In addition to filing, we recommend, as recommended by the MRA and for the sake of simplicity, that the employer ALSO use the direct debit system put in place by the MRA to pay their PAYE and NPF/NSF contributions.
To do this, it is necessary to fill in a direct debit form. This form, duly completed and signed by the authorized signatories, must reach the MRA at least 15 days before the due date of payment.

It is recalled that the employer must include the details of all its employees in the declaration and is responsible for ensuring that the NIDs (Identity Card Number) of its employees are correctly inserted in the declaration. To do this, take care to fill in the employee forms correctly in **Payroll Mauritius**.

When the employee is not a Mauritian citizen, the identity document issued by the Passport and Immigration Office (NCID) must be inserted in the Employee's file in **Payroll Mauritius** instead of the Mauritian NIC. The employer must also ensure that the names of employees are inserted exactly as they appear on the employee's national identity card.

In **Payroll Mauritius** :

Indicate this choice in the Company form by going to the'Employer' section and clicking on the [Company] button and then in the « Payroll » tab select'MRA (PACO)' from the drop-down list in the Declaration - Type :



Monthly, once the payroll has been calculated and validated, go to the'Declaration' section and click on the [PAYE] button and then on the screen displayed, on the[Export] button:



The PACO standard file is automatically generated on the workstation.
Then enter the link https://eservices8.mra.mu/PayeReturn/login.jsp?type=PACO and login with your identifiers and drop the generated file.

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