



Objective

Employees are able to enter their EDF online

(<https://www.mra.mu/index.php/eservices1/individual/employee-declaration-form-edf>) directly on the MRA website.

However, in order to ensure an accurate calculation of the PAYE tax, it is necessary to re-enter these EDF elements in **Payroll Mauritius**.

How to do this ?

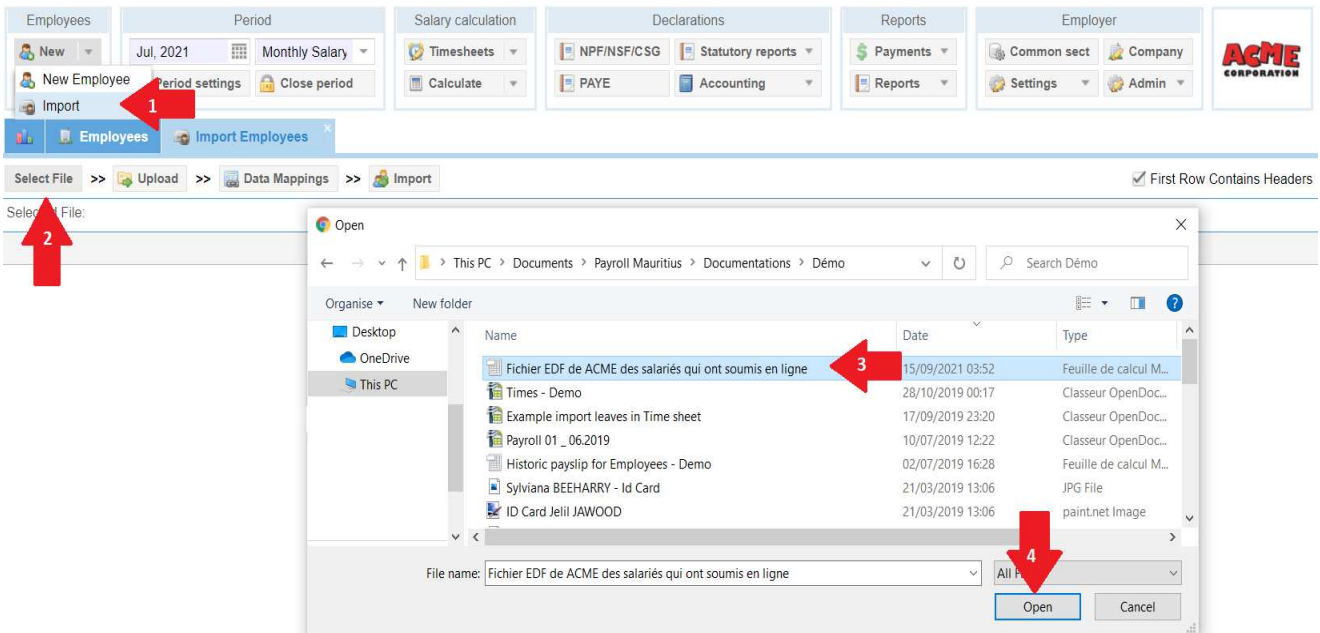
In order to avoid re-entering these elements manually, it is advisable to export the Employee EDF file by logging on to the MRA website as an employer (<https://eservices3.mra.mu/corporate/login>) with your user name (ERN) and password, and to choose the period for which you wish to retrieve the EDF submitted.

The retrieved file will look like this:

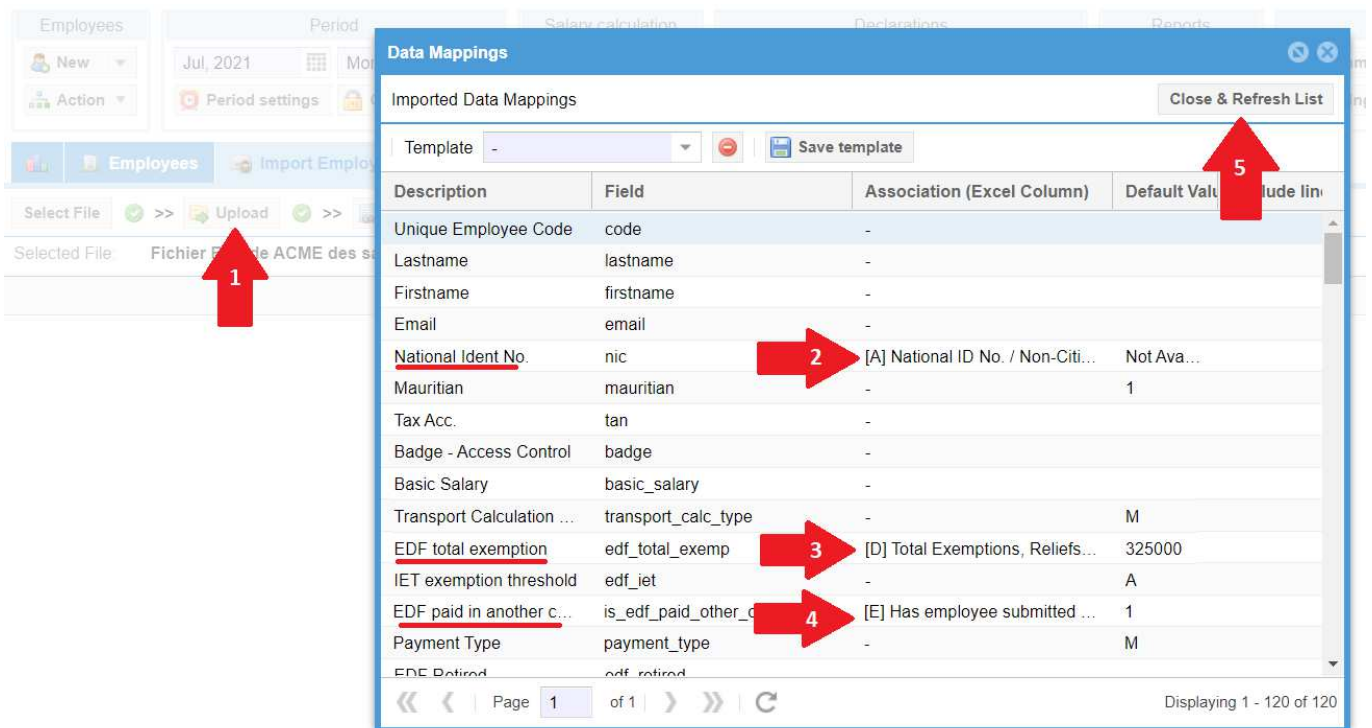
	A	B	C	D	E	F
1	National ID No. / Non-Citizen ID No.	Surname	Other Name(s)	Total Exemptions, Reliefs and Deductions	Has employee submitted an EDF for another employer	Date on which EDF was submitted
2	M2004197531D	MAINGARD	Emilie	356000	NO	20210812 09:29:48
3	S14119535515G	SOWEE	Neerma	334552	YES	20210811 16:31:54

All you need to do is to re-import this file into **Payroll Mauritius**.

To do this, in the 'Employees' section, click on the **[New][v]** button and choose the **'Import'** option (1): then click on the **[Select File]** button (2), then choose the file downloaded from the MRA on your computer (3)(4) :



Then click on the **[Upload]** button (1); you are presented with the Excel sheet field mapping wizard: click in the "Association Excel column » opposite the **National Indent No** line and select the column showing the Employee ID numbers (column A) (2)

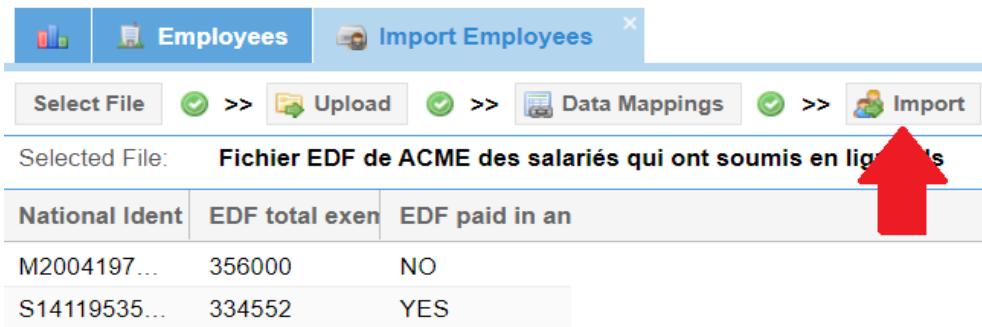


Continue the same procedure with the **EDF Total exemption** (column D) (3) and if the employee has **already submitted another EDF for another employer** (column E) (4) and validate your entry by clicking



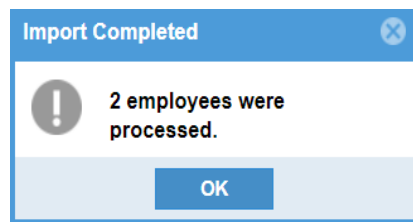
on the **[Close & Refresh List]** button.

The wizard will preview the import it will perform:



Confirm by clicking on the **[Import]** button.

After a few moments, a message informs you that the operation has been successfully completed:



Congratulations, the total EDF exemption amounts for your Employees are now up to date in the System which will be able to calculate PAYE from now on.

Reminder: An Employee who does not submit his MRA declaration does not benefit from the exemption threshold and is systematically taxed at 15%. It is your responsibility, in **Payroll Mauritius**, to adjust the Total EDF Exemption Amount in the 'EDF' tab to zero in the record of the Employees who would be in this case.