

CNP

PRGF EXIT STATEMENT

Quick Steps Manual

Prepared by

Mauritius Network Services Ltd

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Table of Contents

Contents

| INT | INTRODUCTION | | | | | | | | |
|-----|---|--|--|--|--|--|--|--|--|
| 1. | How to file PRGF EXIT Statement?4 | | | | | | | | |
| 2. | SUBMIT Exit Statement10 | | | | | | | | |
| 3. | CREATE AN ADDITIONAL EXIT STATEMENT FOR SAME PERIOD11 | | | | | | | | |



INTRODUCTION

An employer is required, not later than one month, after the occurrence of any of the following event in respect of a worker, to submit electronically an exit statement to the Director-General ;

- Cessation or termination of employment
- Change of employment
- Retirement
- Death or
- The employee is insured in a private pension scheme approved by FSC.

The exit statement may be submitted two months **prior** to the date of retirement of a worker.

However, once an exit statement in respect of that worker is submitted, no PRGF contribution in respect of the same worker shall be made for the periods after the date of submission of the exit statement.



1. How to file PRGF EXIT Statement?

Steps to file and submit PRGF EXIT Statement

- **1.1** Log in to CNP portal.
- 1.2 Go menu Messaging and navigate to PRGF.
- 1.3 System redirect User to PRGF screen.

| Announcements | Logout rest Userto |
|--|--------------------|
| M_24072023 ; Notice to Tax Payers | |
| The following Yearly Statements for Income Year 2023 are now available for filing. | |
| Return of Employees (ROE) Specification | |
| Return of Employees (ROE) Sample CSV file | |
| Annual Tax deduction at Source (TDNA) Specification | |
| Annual Tax deduction at Source (TDNA) Sample CSV file | |
| Return of Dividend (ROD) Specification | |
| Return of Dividend (ROD) Sample CSV file | |
| <u>Retain of Dividence (ROD) output Copy inc</u> | |

1.4 Taxpayer can refer to Info section '*Steps to File PRGF Return'* to download manual, specification details and sample CSV file for PRGF EXIT.

| CNP Contributions Network Project | | MNS |
|--|---|---|
| CNP Home | | Logout TESTUSER15 |
| STEPS TO FILE PRGF RETURN 01 02 03 04 05 DEPEARE YOUR CSU - For upload First collect all information for the PRGF return like company name, tax period, employee details and prepare a CSV file for upload. Monthly PRGF Specification: Download here Monthly PRGF Specification: Download here Past PRGF Specification: Download here Exit PRGF Specification: Download here | UPLOAD PRGF RETURN Start fling your PRGF return, your will have to upload all the employees details through a file uploader. Dick on the link below to upload and submit your pRGF return. Click on the link below to upload and submit your pRGF return. Image: Provide the temperature of the temperature of t | LIST OF PREVIOUS UPLOADS Sometimes, your uploaded file may be rejected during processing due to errors inside it. Vac can review the status of your uploaded files and check the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the link below Image: Comparison of the errors inside them by clicking the errors inside them by clicking the errors inside them by clicking the errors inside the errors inside them by clicking them b |



1.5 Create a New PRGF Exit statement

- Step 1: Go to section UPLOAD PRGF RETURN
- Step 2: Click on UPLOAD NEW RETURN
- Step 3: Select PRGF Type: Exit PRGF
- Step 4: Insert the following criteria:
 - Tax Year: Choose calendar year from the list.
 - Tax Period: Choose month from the list.
 - Company name: Choose company from the list.
 - Business Activity: Not applicable for Exit statement.
 - Turnover bracket: Not applicable for Exit statement.
- Step 5: Click Next button to proceed with filing of Exit statement.

| CONP Contributions Network Project | | See MNS |
|--|---|--|
| CNP Home | | Logout TESTUSER15 |
| STEPS TO FILE PRGF RETURN 01 02 03 04 05 PREPARE YOUR CSV - for updad First collect all information for the PRGF return like company name, tax period, employee details and prepare a CSV file for upload. Monthly PRGF Specification: Download here Past PRGF Specification: Download here Past PRGF Specification: Download here Exit PRGF Sample: Download here Exit PRGF Sample: Download here | UPLOAD PRGF RETURN To start filing your PRGF return, your will have to upload all the employees details through a file uploader. Click on the link below to upload and submit your PRGF return. Outpload NEW RETURN | <text><text><text><text></text></text></text></text> |



1.6. PRGF DETAILS

System redirect user to PRGF details screen;
 The company details are displayed

| ribu | UPLOAD PRGF DE TAILS | | | | |
|---------------------------------|----------------------|-------------|------------|----------|-----------------|
| | COMPANY DETAILS | | | | ^ |
| | Company name | | TAN | ERN | |
| PS T(| PRGF EXIT DEMO | | 20111407 | 00388947 | |
| | PRGF Type | Income year | Tax period | | |
| | PRGFEX | 2023 | 202301 | | \uparrow |
| PARI | | | | | iles and |
| ıpload | | | | | → Next ink beli |
| ollect a riod, ei hly PRC | A FILE UPLOAD | | | | ~ |
| hly PRC PRGF St | | | | | Class |

• Click Next button to proceed with file upload

| CN | UPLOAD PRGF DETAILS | | | \otimes | |
|---|--|--|---|-----------|-------|
| Contribu | | | | - N | ANS |
| Continuo | A FILE UPLOAD | | | ^ | |
| CNP Home | | | | ST | |
| STEPS TO | Drop files he Only csv f | re or click to upload | | C | 2 |
| PREPAR | | | | iles | s and |
| - For upload First collect a tax period, er | Monthly PRGF Specification: Download here Past PRGF Sp Monthly PRGF Sample: Download here Past PRGF | cification: Download here Sample: Download here | Exit PRGF Specification: Download here Exit PRGF Sample: Download here | ink | below |
| Monthly PRC Monthly PRC Past PRGF St | ← Back | | | | |
| Past PRGF Sc Exit PRGF Sc Exit PRGF Sa | | | ⊗ Clos | e | |



1.7 Upload file for PRGF Exit statement

• Click on 'Drop files here or click to upload' to upload/import file for exit statement

| | UPLOAD PRGF DETAILS | | | Sout TESTUSER15 |
|---|---|---|---|-----------------|
| PREPAR | 🛱 COMPANY DETAILS | | | files and |
| - For uploa | PILE UPLOAD | | / | link below |
| First collect tax period, Monthly PP Monthly PP Past PRGF Exit PRGF S Exit PRGF S | Monthly PRGF Specification: Download here Monthly PRGF Sample: Download here | Drop files here or click to upload Only csv file format is accepted Past PRGF Specification: Download here Past PRGF Sample: Download here | Exit PRGF Specification: Download here Exit PRGF Sample: Download here | |
| | | nine sing content resonances see steamen normales. Contente | Close | |

 System flags a validation message (see below) when the exit statement file has been successfully uploaded.

| CNF | Home | | Logout TESTUSER15 | | | | | | | |
|-----|--|--|---|--|--|--|--|--|--|--|
| | | will have to upload all the employees details through a file uploader. | rejected during processing due to errors inside it. | | | | | | | |
| | - For upload First collect all information for the PRGF return like company name. | | u can review the status of your uploaded files and eck the errors inside them by clicking the link below | | | | | | | |
| | tax period, employee details and prepare a CSV file for upload. Monthly PRGF Specification: Download here Monthly PRGF Sample: Download here Past PRGF Specification: Download here Past PRGF Sample: Download here Exit PRGF Specification: Download here Exit PRGF Sample: Download here | Upload successful Document: PRGF_EXIT.csv uploaded successfully. You can view the status of your uploaded csv file. If csv file | | | | | | | | |
| | | contains errors, you will be able to view errors under List of uploaded files else if csv tie is valid. PRGF return will be created and details can be viewed under List of PRGF returns. | | | | | | | | |
| | Current PRGF Past PRGF Exit PRGF Current PRGF Returns not yet submitted Current | ОК | | | | | | | | |
| | List of current PRGF returns not yet submitted The list below contains only current returns not yet submitted to MRA. Any current returns can be viewed from tab "Current PRGF returns submitted" above. | | | | | | | | | |



1.8 View Status of uploaded csv files

• Status E (in Errors)

1.If csv file contains errors, a record will be added under section 'List of uploaded csv files (with errors)'.

| List of uploaded csv files (with errors) | | | | | | | | | | |
|--|----------------|----------|---------------|--------------------|------------------------------|------|--|--|--|--|
| Export to: CSV PDF | | | | | Search: Key in and press ent | ær | | | | |
| Company Name | Type ↓† TAN ↓† | ERN ↓↑ | Document Name | Upload Date 1 | Tax Period ↓↑ Status ↓↑ Ac | tion | | | | |
| PRGF EXIT DEMO | EXIT 20111407 | 00388947 | PRGF_EXIT.CSV | 13-SEP-23 11:42:12 | 202301 E | 3 | | | | |

2.To view list of errors, click on red flag.

| List of | | s for: Exit (2011140 | | | | | | | |
|--|----------------|----------------------|---------|----------|----------|---------------------------|--------------------|--------------|----------|
| Export to: C The below table shows only the first 300 errors. Please click on the Download button below to have the complete list of errors in an excel file. | | | | | | | | | |
| Company Nan | | | | | | | Search: | | 1 Action |
| PRGE LISER15 | Line 🏨 | Error Description | | | | | | ļ1 | |
| PRGF_USER15 | 5 | EMPLOYEE ID IS MANE | DATORY | | | | | | |
| PRGF_USER15 | Show 10 | ✓ entries | | | | | Pre | vious 1 Next | |
| PRGF_USER15 | Showing 1 to 1 | of 1 entries | | | | | | | |
| CSG COMPAN Sector Close Download complete list of errors | | | | | | | | | |
| CSG COMPAN | | _ | | | | | | | |
| PRGF_USER15_0 | 02033763 | | MONTHLY | 27593122 | 02033763 | PRGF_AMENDED_02033763.CSV | 04-JUL-23 14:56:32 | 202205 | |
| PRGF09_USR15 | _N | | EXIT | 20192530 | 00522716 | EXIT_00522716.CSV | 04-JUL-23 12:09:00 | 202301 | |

Status C (file processed without errors)

1.If file is processed without errors, then a new prgf exit statement is created under section 'Exit PRGF returns not yet submitted'.

| Current PRGF | ast PRGF | Exit PRGF | | | | | | | | | |
|---|----------------|----------------------|----------------------|----------------|--------------|------------------|-------------------|-----------------|-----------------------|--------------|----------------|
| ✓ Exit PRGF returns not yet submitted | | | | | | | | | | | |
| List of Exit PRGF returns not yet submitted | | | | | | | | | | | |
| The list below contains only | y exit returns | not yet submitted to | o MRA. Any exit retu | ırns can be vi | ewed from ta | b "Exit PRGF | returns submi | tted" above. | | | |
| Export to: CSV PDF | | | | | | | | | Sear | ch: Key in a | nd press enter |
| Job No | † Vers. ↓† | Company Name | ļţ. | tan ↓† | ERN ↓↑ | Tax Period ↓↑ | Amt Payable ↓† | Debit Amt ↓↑ | Created on JF | Status 🕼 | Action |
| 2023091300001MNSTESTCC | > 0 | PRGF EXIT DEMO | | 20111407 | 00388947 | 202301 | 0 | 0 | 13-SEP-23 12:39:24 | С | |



2.Taxpayer can view and verify that exit statement details (Company, Declarant and Employee) are correct before submission.

Note: User must select the role (Capacity in which acting) for the Declarant.

| | Logout TESTUSER15 |
|--|--|
| Monthly PKG+ Sample: Uownload here Past PRGF Specification: Download here Past PRGF Sample: Download here Exit PRGF Specification: Download here Exit PRGF Semple. Download here | |
| | |
| Current PRGF Past PRGF Exit PRGF | |
| Exit PRGF returns not yet submitted Exit PRGF returns submitted | |
| List of Exit PRGF returns not yet submitted | |
| The list below contains only exit returns not yet submitted to MRA. Any exit returns can be viewed from tab "Exit PRGF retu | rns submitted" above. |
| Export to: CSV PDF | Search: Key in and press enter |
| Job No 11 Vers. 11 Company Name 11 TAN 11 ERN 11 Period 11 Par | nt Debit Created yable if Amt if on if Status if Action |
| 2023091300001MNSTESTCO 0 PRGF EXIT DEMO 20111407 00388947 202301 0 | 0 13-SEP-23 C Z 🗔 🚺 |



2. SUBMIT Exit Statement

Click on button 'Proceed to sending' to submit Exit statement

| Export | | | | Submission 22.00.05 | liter |
|--------|----------------------------------|--|----------------------------------|---------------------------------|-------|
| Job Ne | COMPANY DETAILS | | | | on |
| 20230 | <u> </u> | | | | ٠ |
| 20230 | Declarant name | | Email | | D |
| | MNS TEST | | test@mns.mu | | |
| 20230 | Phone number | Mobile number and | Capacity in which acting* | | |
| 20230 | | 52014001 | Tax Advisor | | ۰ |
| 20230 | ← Back | | | ightarrow View employee details | 0 |
| 20230 | A EMPLOYEE DETAILS | | | | ۰ |
| 20230 | MNS TEST hereby declare that the | e information and particulars given in this retu | n in respect of period mentioned | | |

Upon successful sending, following message will be displayed

| Job No | Vers. 🎼 | Company Name | Tav Amt Dohjt | Created | Status 🕼 | Action |
|------------------------|---------|--------------------|--|-----------------------|----------|--------|
| 2023081400005MNSTESTCO | | PRGF_USER15_010039 | | 14-AUG-23 11:12:44 | | 280 |
| 2023072800007MNSTESTCO | | PRGF_USER15_010039 | Sending successful | 28-JUL-23 14:09:06 | | 280 |
| 2023071200017MNSTESTCO | | CSG COMPANY_USR1 | | 12-JUL-23 14:44:23 | | 280 |
| 2023071200016MNSTESTCO | | CSG COMPANY_USR1 | Status of the return has successfully been submitted to MKA. Status of the return will show S-(Sent) under List of PRGF returns section. | 12-JUL-23 14:43:47 | | 280 |
| 2023071200015MNSTESTCO | | CSG COMPANY_USR1 | ОК | 12-JUL-23 14:43:06 | | 280 |
| 2023071200014MNSTESTCO | | CSG COMPANY_USR1 | | 12-JUL-23 14:31:55 | | 280 |
| Show 10 v entries | | | | | | 1 Next |

• Submitted returns will be listed under menu 'Exit PRGF returns submitted'.

| P Home | e Logout TEST | | | | | | | | | | |
|---------------|---|----------|----------------------|----------|----------|----------|-----------|--------|-----------------------|---------------|-----------|
| Currer | nt PRGF 🗖 Past | t PRGF | Exit PRGF | | | | | | | | |
| o I exit l | exit PRGF returns not yet submitted | | | | | | | | | | |
| List o | List of all Exit PRGF returns already submitted | | | | | | | | | | |
| Export to | CSV PDF | | | | | Tax | Amt | Debit | Search: Created | Key in and pr | ess enter |
| Job No | 11 | Vers. ↓↑ | Company Name | TAN↓↑ | ERN ↓↑ | Period 1 | Payable 1 | Amt ↓↑ | on ↓₹ | Status 1 | Action |
| 2023091 | 300001MNSTESTCO | о | PRGF EXIT DEMO | 20111407 | 00388947 | 202301 | 0 | 0 | 13-SEP-23 12:39:24 | S | • 6 |
| 2023082 | 800003MNSTESTCO | 0 | PRGF_USER15_01056964 | 27180682 | 01056964 | 202301 | 0 | 0 | 28-AUG-23 10:35:26 | S | • 🙃 |
| 2023072 | 800001MNSTESTCO | 0 | PRGF_USER15_01003992 | 27138287 | 01003992 | 202301 | 0 | 0 | 28-JUL-23 10:22:55 | S | • 8 |
| 2023071 | 1700017MNSTESTCO | 0 | PRGF_USER15_02033763 | 27593122 | 02033763 | 202303 | o | 0 | 17-JUL-23 14:27:03 | S | 00 |
| 2023071 | 200019MNSTESTCO | o | CSG COMPANY_USR15_SI | 27188873 | 00987921 | 202303 | 0 | 0 | 12-JUL-23 15:07:59 | S | 00 |
| NP – P | RGF EXIT | STA | TEMENT | | | | | | Pag | e 10 | |



3. CREATE AN ADDITIONAL EXIT STATEMENT FOR SAME PERIOD

Taxpayer can create an additional exit statement (new records with additional employees) for the same period provided that a return has been submitted.

Pre-Requisite:

• Ensure that a return for PRFG Exit has been created and submitted.

3.1. Create a new PRGF Return

Steps:

- Step 1: Go to section UPLOAD PRGF RETURN
- Step 2: Click on UPLOAD NEW RETURN
- Step 3: Select PRGF Type: Exit PRGF
- Step 4: Insert the following criteria:
 - Tax Year: *Ensure that year of the submitted return is selected.*
 - Tax Period: Ensure that tax period of the submitted return is selected.
 - Company name: Choose company from the list.
 - Business Activity: Not applicable for Exit statement.
 - Turnover bracket: Not applicable for Exit statement.
- Step 5: Click Next button to proceed with filing of Exit statement.

| Monthly | Past PRGE | PKGF type | it PRGE | |
|--|--|--|--|--------------------------|
| Monthly | rast PKGP | EX | | • |
| First select the tax period make the PR fax year:* 2023 fax period:* 202302 | for wh GF retu You are about to create a PRGF05_USR15_N as an Ex has already been submit | i mendment dditional records for comp it return for same period 2 ted. Do you wish to continu CLOSE | any 02302 ue? Category: IATAN | ish to fil √: 13041 • |
| | | Turnover bracket:* | N | |

• System prompts a pop-up where the user clicks on "PROCEED" button.



3.2. PRGF DETAILS

- System redirects user to PRGF details screen.
 - The company details are displayed

| | UPLOAD PRGF DETAILS | | | | |
|-------------------------------------|---------------------|-------------|------------|----------|-----------------|
| tribu | COMPANY DETAILS | | | | ^ STUSE |
| | Company name | | TAN | ERN | |
| EPS TO | PRGF EXIT DEMO | | 20111407 | 00388947 | |
| | PRGF Type | Income year | Tax period | | |
| | PRGFEX | 2023 | 202301 | | ·↑- |
| EPAR | | | | | iles and |
| rupload | | | | | → Next ink belo |
| collect a period, en thly PRC | ↔ FILE UPLOAD | | | | ~ |
| PRGF S | | | | | Close |

• Click Next button to proceed with file upload

| L. | JPLOAD PRGF DETAILS | | (| \otimes |
|--|---|---|---|-----------|
| | COMPANY DETAILS | | ~ | MN |
| | ↔ FILE UPLOAD | | ^ | |
| TEPS TO | | Drop files here or click to upload Only csv file format is accepted | | |
| For upload irst collect a ix period, en lonthly PRC | Monthly PRGF Specification: Download here Monthly PRGF Sample: Download here ← Back | Past PRGF Specification: Download here Past PRGF Sample: Download here | Exit PRGF Specification: Download here Exit PRGF Sample: Download here | ink belov |
| ast PRGF Si ast PRGF Si it PRGF Si it PRGF Sa | | | ⊗ Close | |

3.3. Upload file for PRGF Exit statement

- Click on 'Drop files here or click to upload' to upload/import file for exit statement



| PREPAF | 🛱 COMPANY DETAILS | | | ✓ files and |
|---|---|---|---|-------------|
| - For upload | ↔ FILE UPLOAD | | | Ink below |
| Anothy PF Monthly PF Past PRGF Past PRGF Exit PRGF S Exit PRGF S | Monthly PRGF Specification: Download here Monthly PRGF Sample: Download here | Drop files here or click to upload Only csv file format is accepted Past PRGF Specification: Download here Past PRGF Sample: Download here | Exit PRGF Specification: Download here Exit PRGF Sample: Download here | |
| ⊲ Cur | ← Back | | | |
| List | - 4 | | | _ |

 System flags a validation message (see below) when the exit statement file has been successfully uploaded.

| | will have to upload all the employees details through a file uploader. |
|--|---|
| - For upload | u can review the status of your uploaded files and eck the errors inside them by clicking the link below |
| First collect all information for the PRGF return like company name, tax period, employee details and prepare a CSV file for upload. Monthly PRGF Specification: Download here | |
| Monthly PRGF Sample: Download here Past PRGF Specification: Download here | Upload successful |
| Past PRGF Sample: Download here Exit PRGF Specification: Download here Exit PRGF Sample: Download here | Document: PRGF_EXIT.csv uploaded successfully. You can view the status of your uploaded csv file. If csv file contains errors, you will be able to view errors under List of uploaded files else if csv file is valid, PRGF return will be created and details can be viewed under List of PRGF returns. |
| Current PRGF Past PRGF Exit PRGF | ок |
| Current PRGF Returns not yet submitted | |
| List of current PRGF returns not yet | t submitted RA. Any current returns can be viewed from tab "Current PRGF returns submitted" above. |