



MNS
MAURITIUS NETWORK SERVICES

CNP

PRGF EXIT STATEMENT

Quick Steps Manual

Prepared by

Mauritius Network Services Ltd

October 2023

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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.

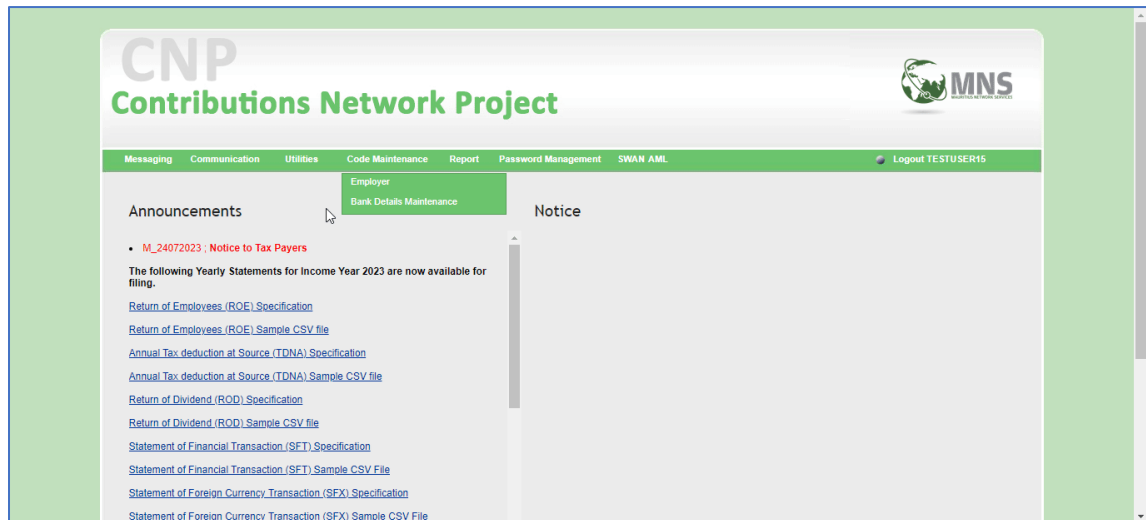
The exit statement may be submitted two months **prior** to the date of retirement of a worker.

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.

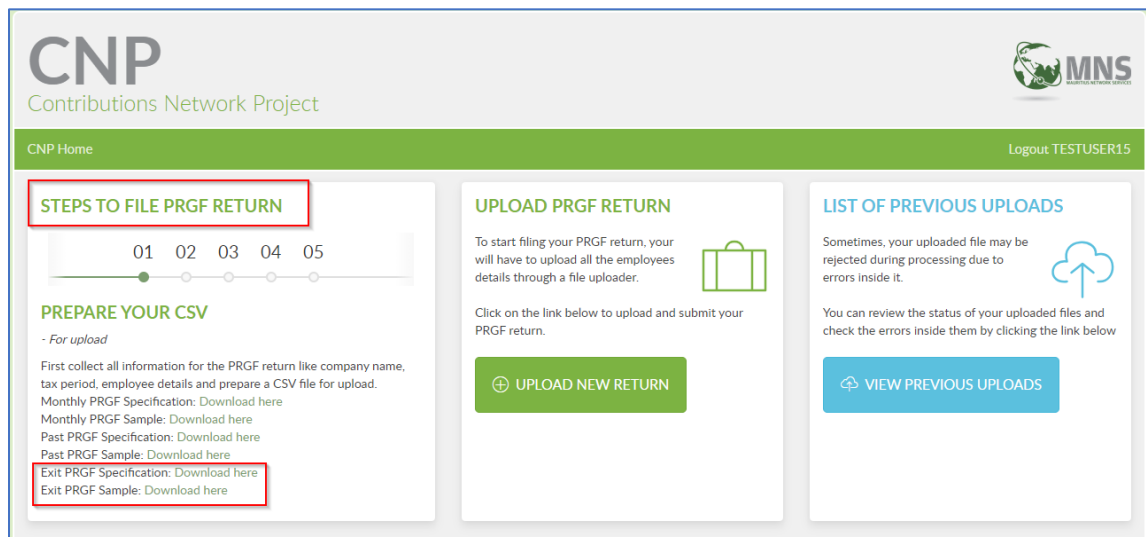
1. How to file PRGF EXIT Statement?

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.

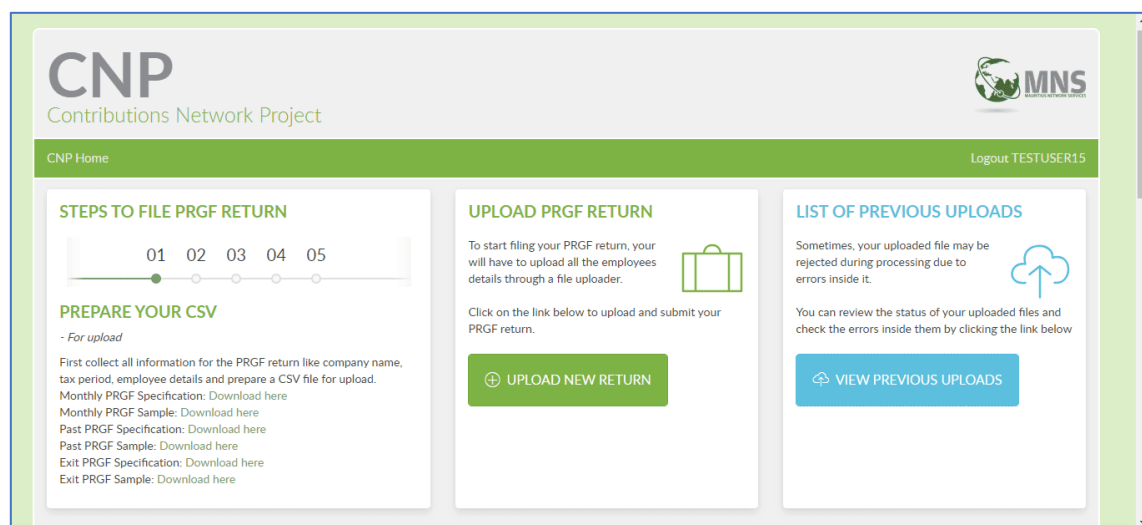


- 1.4 Taxpayer can refer to Info section '**Steps to File PRGF Return**' to download manual, specification details and sample CSV file for PRGF EXIT.



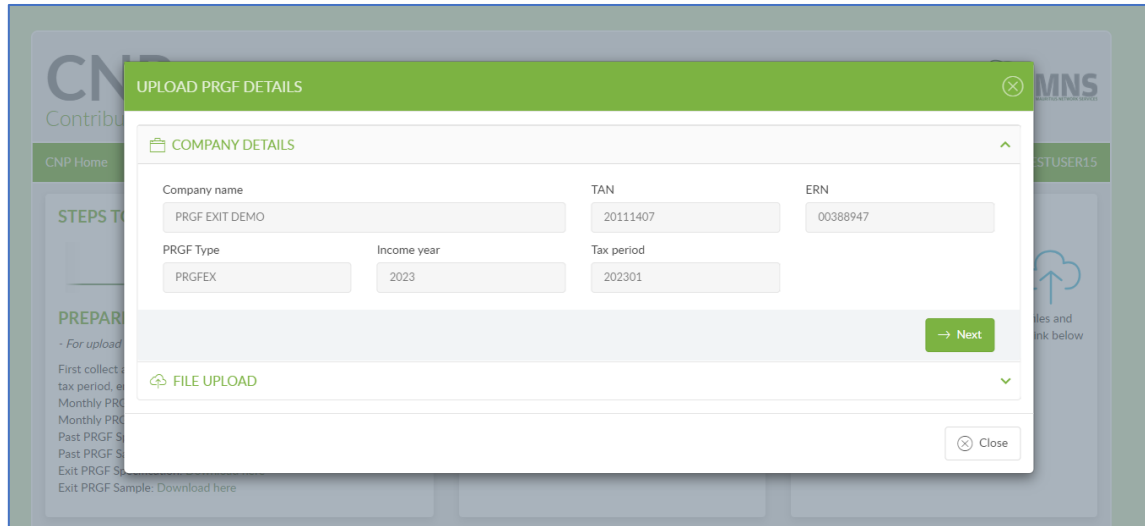
1.5 Create a New PRGF Exit statement

- 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.



1.6. PRGF DETAILS

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



The screenshot shows a web application window titled "UPLOAD PRGF DETAILS". Inside, there is a section labeled "COMPANY DETAILS" with the following fields:

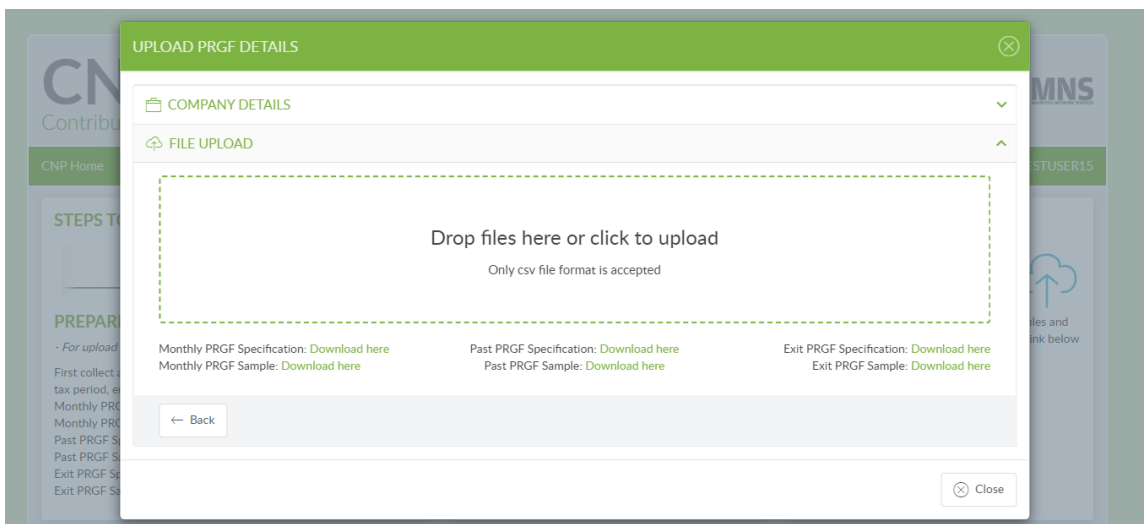
Company name	TAN	ERN
PRGF EXIT DEMO	20111407	00388947

Below these fields, there are three more fields:

PRGF Type	Income year	Tax period
PRGFEX	2023	202301

At the bottom right of the form, there is a green button labeled "→ Next". Below the form, there is a section labeled "FILE UPLOAD" with a dashed box for file upload and a "Close" button.

- Click Next button to proceed with file upload



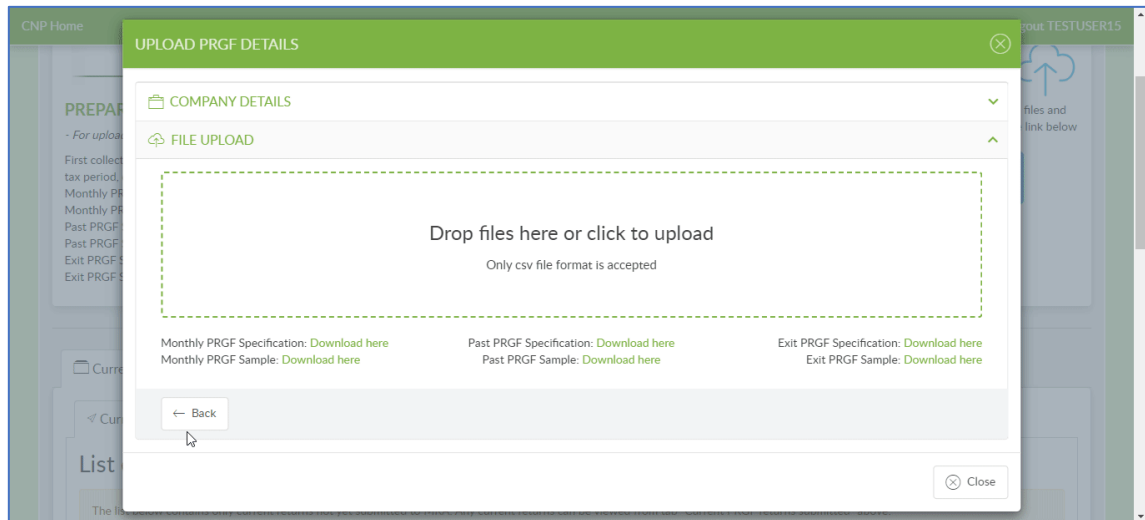
The screenshot shows the same web application window, but now the "FILE UPLOAD" section is expanded. It contains a large dashed box with the text "Drop files here or click to upload" and "Only csv file format is accepted". Below this box, there are three columns of links:

Monthly PRGF Specification: Download here	Past PRGF Specification: Download here	Exit PRGF Specification: Download here
Monthly PRGF Sample: Download here	Past PRGF Sample: Download here	Exit PRGF Sample: Download here

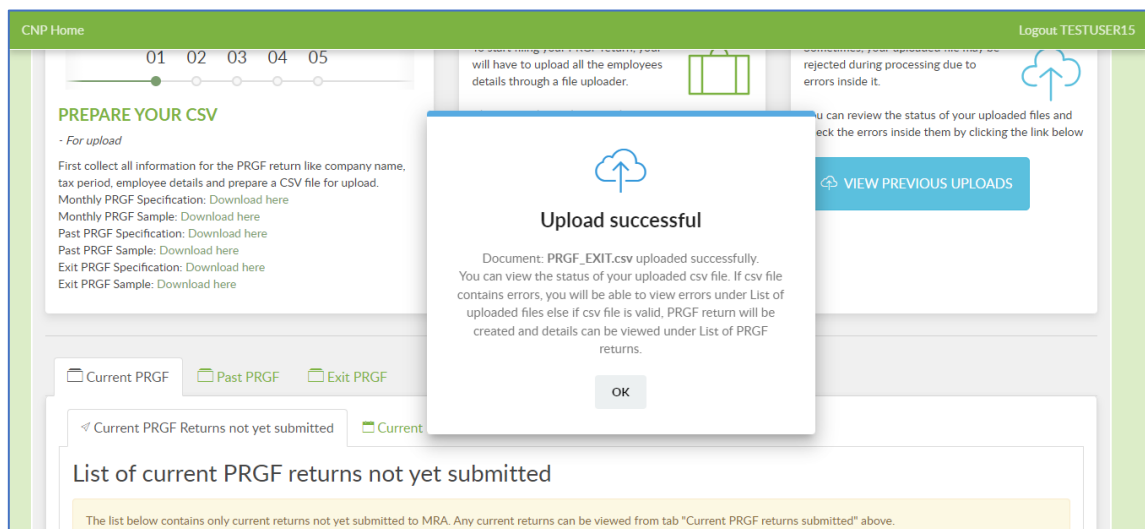
At the bottom left, there is a "← Back" button, and at the bottom right, there is a "Close" button.

1.7 Upload file for PRGF Exit statement

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



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



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: <input type="text" value="Key in and press enter"/>						
Company Name	Type	TAN	ERN	Document Name	Upload Date	Tax Period	Status	Action
PRGF EXIT DEMO	EXIT	20111407	00388947	PRGF_EXIT.CSV	13-SEP-23 11:42:12	202301	E	

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

CNP Home
 Logout TESTUSER15

List of
 Export to: CSV PDF

Company Name
 PRGF_EXIT_DEMO
 PRGF_USER15
 PRGF_USER15
 PRGF_USER15
 PRGF_USER15
 PRGF_USER15
 CSG_COMPANY
 CSG_COMPANY
 PRGF_USER15_02033763
 PRGF09_USR15_N

Type
 EXIT
 MONTHLY
 EXIT

TAN
 20111407
 27593122
 20192530

ERN
 00388947
 02033763
 00522716

Document Name
 PRGF_EXIT.CSV
 PRGF_AMENDED_02033763.CSV
 EXIT_00522716.CSV

Upload Date
 13-SEP-23 11:42:12
 04-JUL-23 14:56:32
 04-JUL-23 12:09:00

Tax Period
 202301
 202205
 202301

Status
 E
 E
 E

Action

List of errors for: Exit (20111407)

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.

Line	Error Description
5	EMPLOYEE ID IS MANDATORY

Show 10 entries
 Previous 1 Next

Showing 1 to 1 of 1 entries

Close
Download complete list of errors

▪ 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
 Past PRGF
 Exit PRGF

7
 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 returns submitted" above.

Export to: CSV PDF
 Search:

Job No	Vers	Company Name	TAN	ERN	Tax Period	Amt Payable	Debit Amt	Created on	Status	Action
2023091300001MNSTESTCO	0	PRGF EXIT DEMO	20111407	00388947	202301	0	0	13-SEP-23 12:39:24	C	

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.

CNP Home

Logout TESTUSER15

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

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 returns submitted" above.

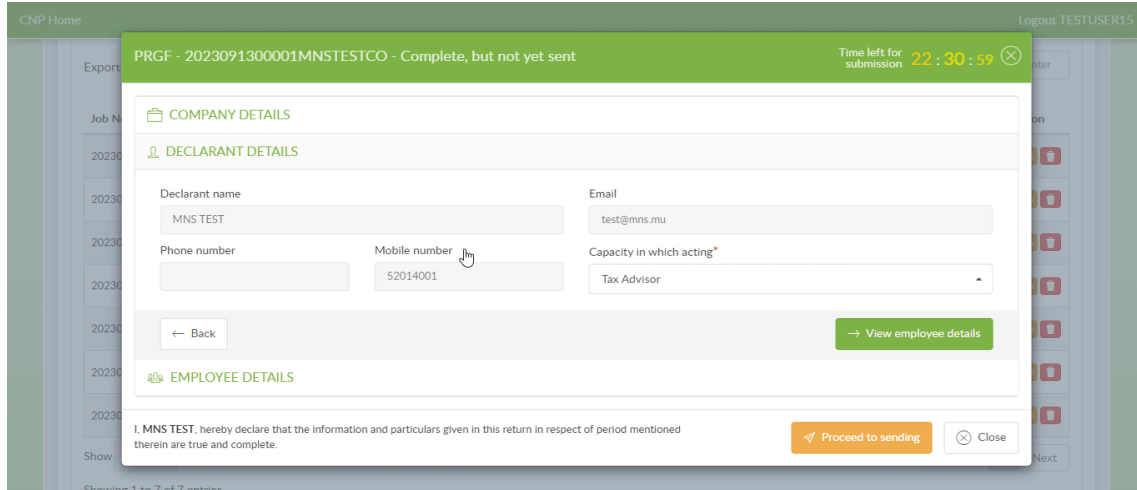
Export to: CSV PDF

Search: Key in and press enter

Job No	Vers.	Company Name	TAN	ERN	Tax Period	Amt Payable	Debit Amt	Created on	Status	Action
2023091300001MNSTESTCO	0	PRGF EXIT DEMO	20111407	00388947	202301	0	0	13-SEP-23 12:39:24	C	

2. SUBMIT Exit Statement

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



PRGF - 2023091300001MNSTESTCO - Complete, but not yet sent Time left for submission 22 : 30 : 59

COMPANY DETAILS

DECLARANT DETAILS

Declarant name: MNS TEST Email: test@mns.mu

Phone number: Mobile number: 52014001 Capacity in which acting*: Tax Advisor

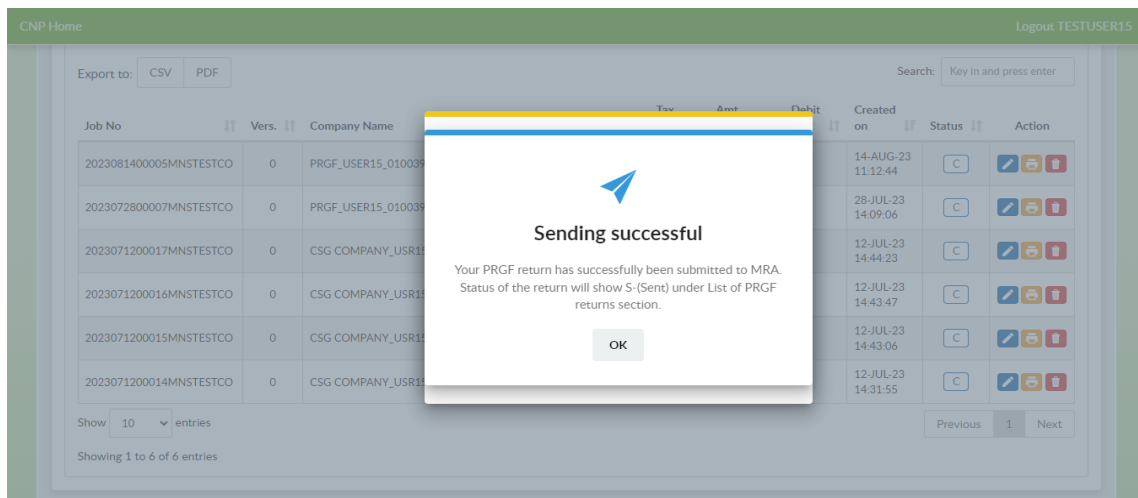
← Back → View employee details

EMPLOYEE DETAILS

I, MNS TEST, hereby declare that the information and particulars given in this return in respect of period mentioned therein are true and complete.

Proceed to sending Close

- Upon successful sending, following message will be displayed

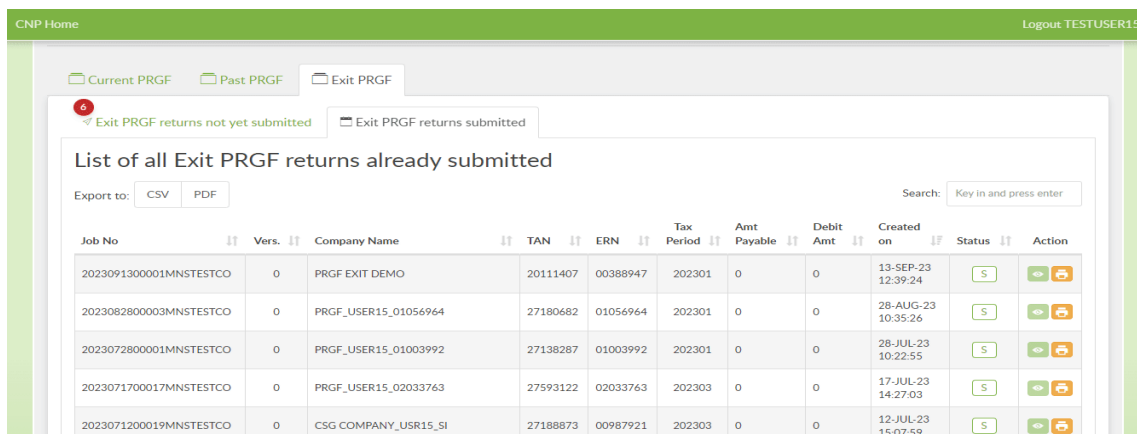


Sending successful

Your PRGF return has successfully been submitted to MRA. Status of the return will show S-(Sent) under List of PRGF returns section.

OK

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



Current PRGF Past PRGF Exit PRGF

Exit PRGF returns not yet submitted Exit PRGF returns submitted

List of all Exit PRGF returns already submitted

Export to: CSV PDF Search: Key in and press enter

Job No	Vers	Company Name	TAN	ERN	Tax Period	Amt Payable	Debit Amt	Created on	Status	Action
2023091300001MNSTESTCO	0	PRGF EXIT DEMO	2011407	00388947	202301	0	0	13-SEP-23 12:39:24	S	
2023082800003MNSTESTCO	0	PRGF_USER15_01056964	27180682	01056964	202301	0	0	28-AUG-23 10:35:26	S	
2023072800001MNSTESTCO	0	PRGF_USER15_01003992	27138287	01003992	202301	0	0	28-JUL-23 10:22:55	S	
2023071700017MNSTESTCO	0	PRGF_USER15_02033763	27593122	02033763	202303	0	0	17-JUL-23 14:27:03	S	
2023071200019MNSTESTCO	0	CSG COMPANY_USR15_SI	27188873	00987921	202303	0	0	12-JUL-23 15:07:59	S	

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.

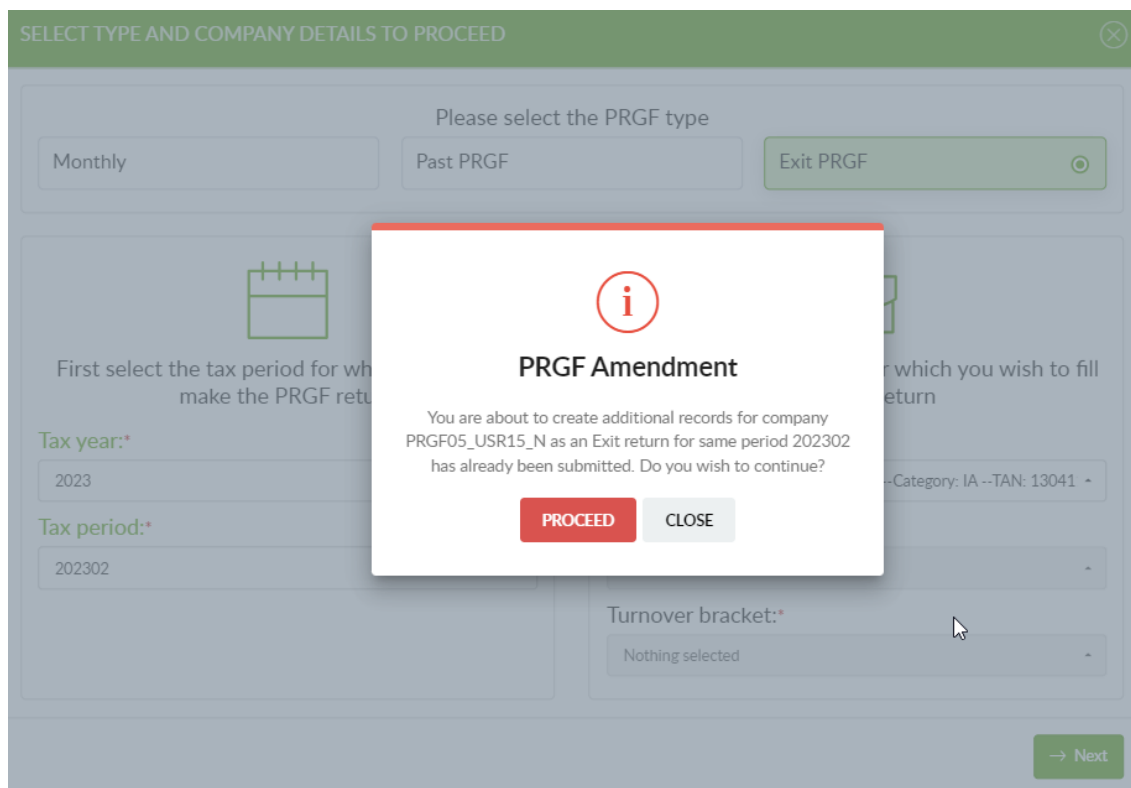
Pre-Requisite:

- Ensure that a return for PRGF Exit has been created and submitted.

3.1. Create a new PRGF Return

Steps:

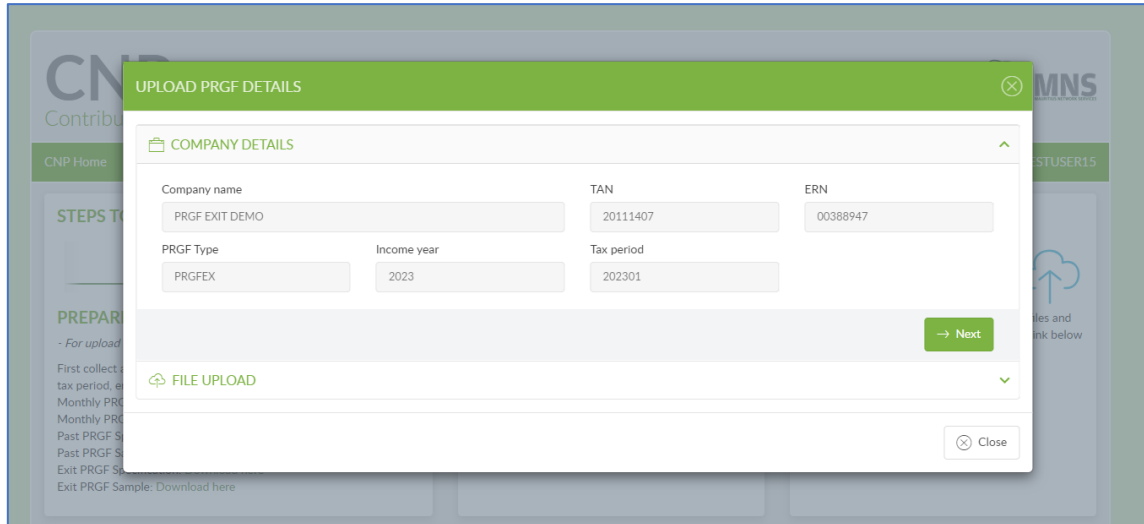
- Step 1: Go to section UPLOAD PRGF RETURN
- Step 2: Click on UPLOAD NEW RETURN
- Step 3: Select PRGF Type: Exit PRGF
- Step 4: Insert the following criteria:
 - Tax Year: **Ensure that year of the submitted return is selected.**
 - Tax Period: **Ensure that tax period of the submitted return is selected.**
 - 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.



- 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

COMPANY DETAILS

Company name: PRGF EXIT DEMO | TAN: 20111407 | ERN: 00388947

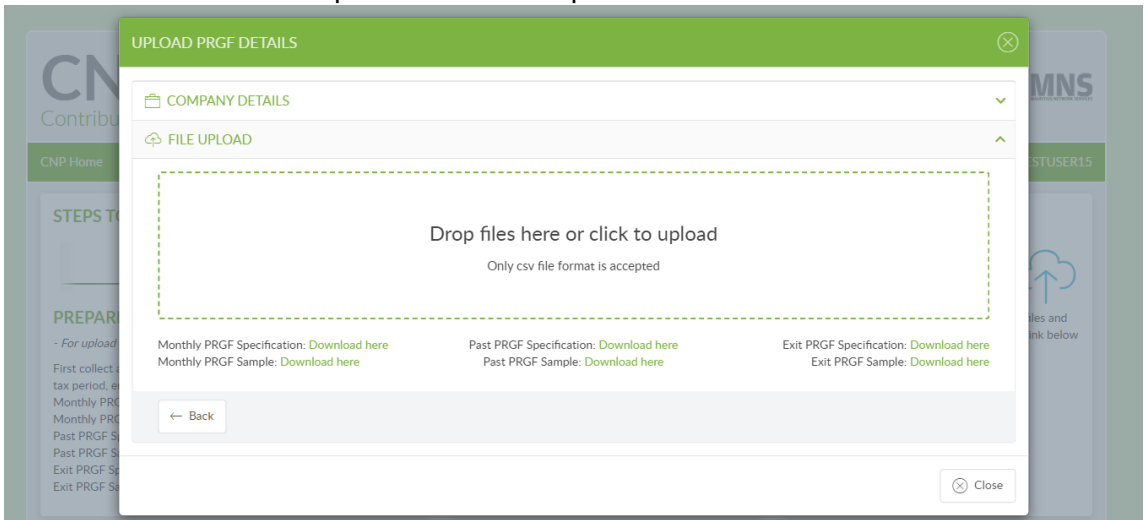
PRGF Type: PRGFEX | Income year: 2023 | Tax period: 202301

[Next](#)

[FILE UPLOAD](#)

[Close](#)

- Click Next button to proceed with file upload



UPLOAD PRGF DETAILS

FILE UPLOAD

Drop files here or click to upload

Only csv file format is accepted

Monthly PRGF Specification: [Download here](#) | Past PRGF Specification: [Download here](#) | Exit PRGF Specification: [Download here](#)

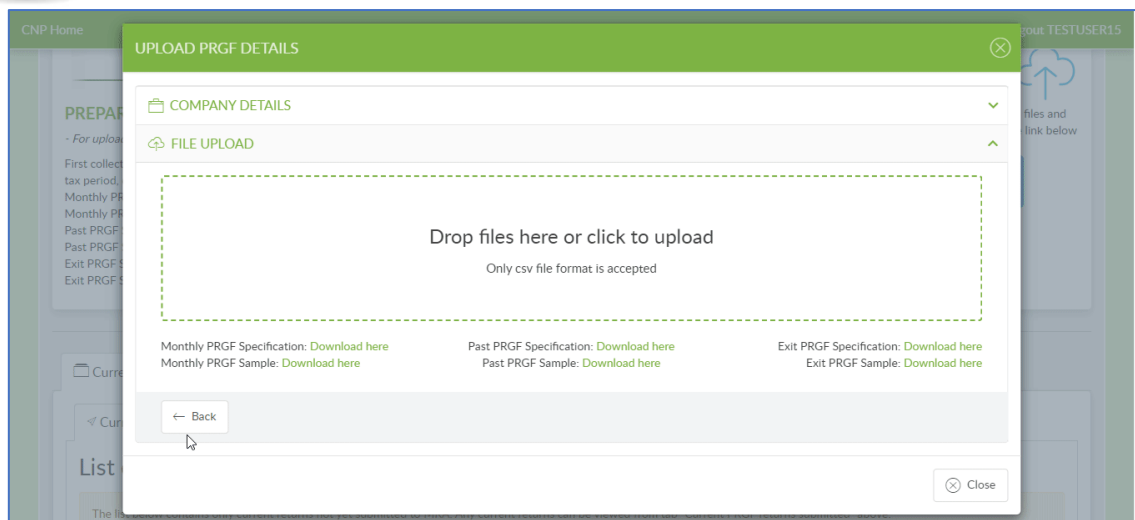
Monthly PRGF Sample: [Download here](#) | Past PRGF Sample: [Download here](#) | Exit PRGF Sample: [Download here](#)

[Back](#)

[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



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

