



MNS
MAURITIUS NETWORK SERVICES

CNP

PRGF – Past Services

Quick Steps

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INTRODUCTION

In addition to the monthly PRGF contribution payable, an employer has the option to submit a past services return electronically in respect of a worker who was in his employment as at 01 January 2022. He will have to pay to the Director-General the PRGF contributions in respect of the past services of that worker. The employer should pay the full amount declared in any past services return.

Employers who, for months prior to January 2022 –

- i. have submitted PRGF returns and paid PRGF for some months; or
- ii. who have not paid PRGF for any of the months, may, submit a “PRGF Past Services” return and pay the PRGF for months prior to January 2022 in respect of employees who are still in employment as at 01 January 2022

No penalties are applicable for Past returns.

User will not have to specify Tax Year, Tax Period, Business Activity and Turnover Bracket when filing PRGF Past Return.

The Tax Year and month will be the year and month during which the PRGF Past return is being filed (i.e If a past return is file in the month of May 2022, the tax period will be 202205)

The format of the csv file for Past return is different from that of current month. Click on link below to view Specifications and Sample csv file

[PRGF PAST Specifications](#)

[PRGF PAST Sample csv file](#)

1. How to e-file employees' Monthly PRGF Past returns?

(For months prior Jan 2022)

Normal Flow to file and submit a PRGF

- 1.1 Upload valid CSV file
- 1.2 CSV File successfully uploaded
- 1.3 CSV File successfully validated (i.e contains NO errors)
PRGF Past return will be created
- 1.4 User can view Employee details and will have to check if all information is correct
- 1.5 Input payment instruction details
- 1.6 Submit return once all information is correct

Important Note:-

User will not be allowed to submit return more than 24 hours later from time PRGF Past return has been created.

User will be requested to delete return and re-upload CSV file.

Press Ctrl +Click on links below to see how to file employees' monthly past contributions

[File Monthly Past return](#)

2. View Upload errors for PRGF Past Return

Press Ctrl +Click on link below to View Errors when uploaded csv file contain errors

[View PRGF Past Return Errors](#)

3. Add Payment details

Press Ctrl +Click on link below to see how to add Payment details

[Add Payment details](#)

4. Submit PRGF Past return

Press Ctrl +Click on link below to see how to submit return

[Submit PRGF Past return](#)

5. Create an Amended PRGF Past Return

- 5.1 Employer will be allowed to file as PRGF Past return for the same ERN more than once. Each time a PRGF Past return is filed, the PRGF contribution amount will be added to the total PRGF amount contributed for the employee(s).
- 5.2 If more than one PRGF Past return is filed for an ERN during the same month, the 2nd return will be considered as an amended return.
- 5.3 A version number will be created for each amended return created.

PRGF Past Return filed during same month for same ERN	Version number
1 st	0
2 nd	1
3 rd	2

- 5.4 The format of csv file to be used for Past and Amended Past return is the same.
- 5.5 System will not allow you to create a Past return for a ERN/Month if there is a return which has not yet been submitted for same ERN/Month.



- 5.6 Late payment penalties are not applicable for Past and Amended Past.
- 5.7 Late payment penalties field is editable and a value can be input if necessary.
- 5.8 The flow to create an amended Past return is the same as when creating a PRGF past return for the month

Press Ctrl +Click on link below to see how to create an Amended Past return

[Create Amended Past Return](#)

6. FREQUENTLY ASKED QUESTIONS

6.1 **How to access CNP PORTAL?**

Type <https://cnpmns.mu>

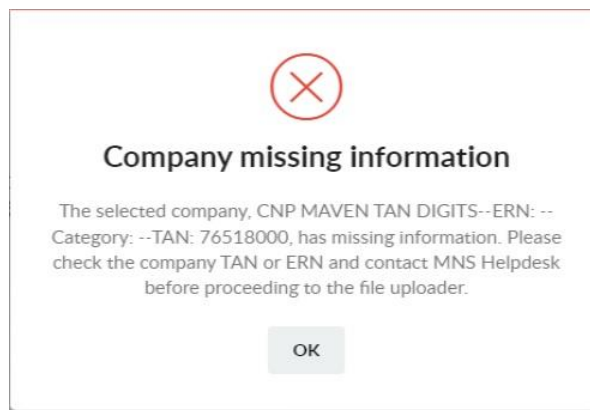
6.2 **Where is PRGF option found on the menu?**

Under Messaging Menu

6.3 **Why can't I find PRGF option under Messaging Menu?**

No access has been given on PRGF.
System Administrator should grant access to user.

6.4 **Why do I get Company missing information pop-up?**



TAN, ERN AND COMPANY CATEGORY are mandatory and should be set in Employer Maintenance form.

MNS Customer service should be informed in case user does not have access to update TAN or ERN.

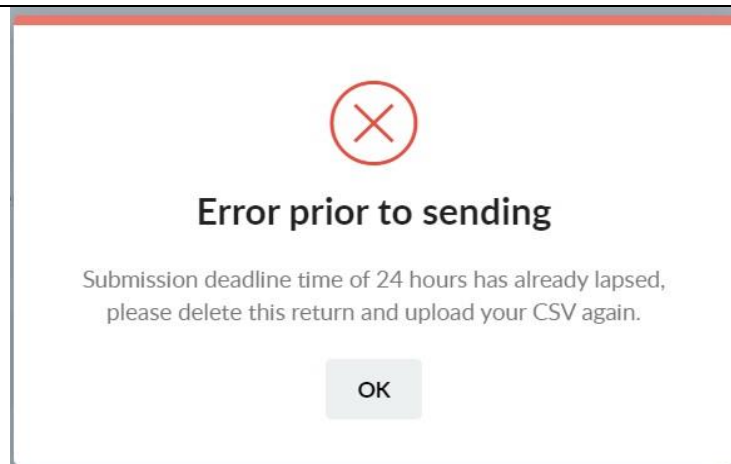
6.5 **Why is Proceed To Sending button not activated?**

Administrator user should grant Send access to user

6.6 **Why is there no bank details in the drop down list under Payment Section?**

Bank details should be added for PRGF under Code Maintenance/Bank Details Maintenance.

6.7 **Why do I get Error while sending PRGF Past return?**



System will not allow user to submit a PRGF Past return which has been created more than 24 hours ago.
Will have to delete return and re-upload csv file again.

6.8 Why is the Status of PRGF Past return still showing C-Create?

PRGF return has not yet been submitted to MRA

6.9 Why is the Status of PRGF Past return is still showing S – Sent?

MRA has not yet acknowledged return or receipt payment
Should send a mail to helpdesk@mns.mu to inform MNS.

6.10 Why is Status of PRGF Past return is still showing IP – In Progress

If after uploading csv file, the status still shows IP- In Progress after some time, send a mail to helpdesk@mns.mu with details such as ERN, TAN, User ID and Company Name.