



**MNS**  
MAURITIUS NETWORK SERVICES

---

**CNP**

**PRGF Return**

**Quick Steps**

**Prepared by**

**Mauritius Network Services Ltd**

**May 2022**

---

---

<b>Table of Contents</b>
--------------------------

---

## Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>1. CREATE A NEW RETURN .....</b>	<b>4</b>
<b>2. VIEW UPLOAD ERRORS .....</b>	<b>4</b>
<b>3. ADD PAYMENT DETAILS .....</b>	<b>4</b>
<b>4. SUBMIT PRGF RETURN .....</b>	<b>4</b>
<b>5. CREATE AN AMENDED PRFG .....</b>	<b>5</b>
<b>7. FREQUENTLY ASKED QUESTIONS.....</b>	<b>9</b>

## **INTRODUCTION**

Following the enactment of the Workers' Rights (Portable Retirement Gratuity Fund) (Amendment) Regulations 2020, employers are required to submit, as from the month of January 2022, a monthly PRGF return and effect payment in respect of PRGF contributions to the Director-General of the MRA. Both the return and the payment are required to be made electronically on or before the end of the month following that in respect of which the PRGF is payable.

## **1. Create a New Return**

### **Normal Flow to file and submit a PRGF return**

- 1.1 Upload valid CSV file
- 1.2 CSV File successfully uploaded
- 1.3 CSV File successfully validated (i.e contains NO errors)  
PRGF 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 return has been created.*

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

*Press Ctrl +Click on link below to view how to create a PRGF return*

[Create a New PRGF return](#)

## **2. View Upload errors**

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

[View Errors](#)

## **3. Add Payment details**

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

[Add Payment details](#)

## **4. Submit PRGF return**

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

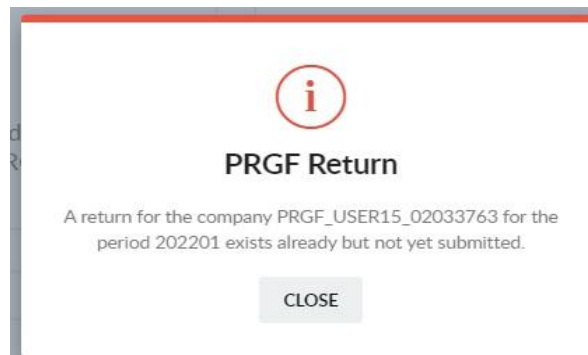
[Submit PRGF return](#)

## 5. Create an Amended PRGF

- 5.1 System will allow you to create more than one return for same ERN and tax period.
- 5.2 The 2<sup>nd</sup> return and all subsequent returns will be considered as amendments.
- 5.3 A version number will be created for each amended return created.

PRGF Return	Version number
1 <sup>st</sup>	0
2 <sup>nd</sup>	1
3 <sup>rd</sup>	2

- 5.4 The format of the PRGF return to be uploaded is the same.
- 5.5 System will not allow you to create a return for a ERN/Tax Period if there is a return which has not yet been submitted for same ERN/Tax Period.



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

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

[Create Amended return](#)

## 6. REASONS FOR FILING AN AMENDED RETURN FOR A SPECIFIC ERN/TAX PERIOD

- 6.1 Employees have been omitted
- 6.2 Wrong amount of Salary, Commission or Allowance has been declared
- 6.3 Employees who should have been declared as Exit have been included in the return

*Note that amended returns does not cater for cases where wrong information has been provided for First Name, Last Name, Pension, Full Time Employment, Start date of employment*

*In case there are changes in Business Activity and Turnover bracket (i.e different from previous month), you will have to send a mail to [paye@mra.mu](mailto:paye@mra.mu) and request for change.*

### 6.4 Case Scenario 1:- Employees have been omitted

**ERN:- 12345676 Tax Period:- 202202**

#### 1<sup>st</sup> Return:- Version 0

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
S0706832301384	10000	2000	3000	15000	675	
N1008853002507	20000	0	0	20000	900	

#### 2<sup>nd</sup> Return:- Amended Version 1

*An amended return is being file as employees have been omitted in the previous return.*

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
R1005900500438	30000	5000	10000	45000	2025	
D100381460474B	40000	20000	2000	62000	2790	

## 6.5 Case Scenario 2:- Wrong amount of Salary, Commission or Allowance has been declared in previous return

### 1<sup>st</sup> Return:- Version 0

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
S0706832301384	10000	2000	3000	15000	675	
N1008853002507	20000	0	0	20000	900	

### 2<sup>nd</sup> Return:- Amended (Version 1)

*An amended return is being filed for employee for which wrong amount has been declared in the previous return.*

*Note that the amended version should contain the absolute amount which should have been declared.*

For employee ID S0706832301384, wrong salary and allowance have been declared in the previous return.

Instead of MUR 14,000 for Salary, MUR 10,000 was declared

Instead of MUR 0 for Allowance, MUR 2000 has been declared

Value for Commission was correct

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
S0706832301384	14000	0	3000	17000	765	

## 6.6 Case Scenario 3:- Employees who should have been declared as Exit have been included in the return

### **1<sup>st</sup> Return:- Version 0**

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
R1005900500438	30000	5000	10000	45000	2025	
D100381460474B	40000	20000	2000	62000	2790	

### **2<sup>nd</sup> Return:- Exit (Version 1)**

*An amended return is being filed as employee who should have been declared as Exit has been included in the previous.*

Employee ID	Monthly basic wage or salary (MUR)	Allowances (MUR)	Commission (MUR)	Total Remuneration on which PRGF contribution amount is calculated (MUR)	PRGF Contribution Amount (MUR)	Reason for no remuneration
D100381460474B	0	0	0	0	0	D

*Note that an amended return can consist of all the scenarios mentioned above.*



---

## **7. FREQUENTLY ASKED QUESTIONS**

### **7.1 How to access CNP PORTAL?**

Type <https://cnpmns.mu>

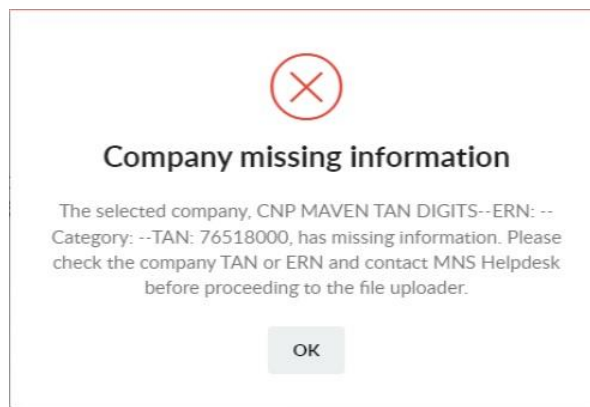
### **7.2 Where is PRGF option found on the menu?**

Under Messaging Menu

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

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

### **7.4 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.

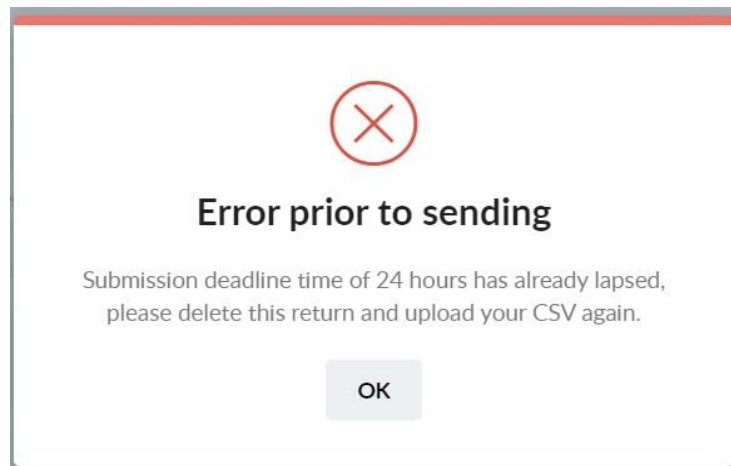
### **7.5 Why is Proceed To Sending button not activated?**

Administrator user should grant Send access to user

### **7.6 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.

### **7.7 Why do I get Error while sending PRGF return?**



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

**7.8 Why is the Status of PRGF return still showing C-Create?**

PRGF return has not yet been submitted to MRA

**7.9 Why is the Status of PRGF return is still showing S – Sent?**

MRA has not yet acknowledged return or receipt payment  
Should send a mail to [helpdesk@mns.mu](mailto:helpdesk@mns.mu) to inform MNS.

**7.10 Why is Status of PRGF 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](mailto:helpdesk@mns.mu) with details such as ERN, TAN, User ID and Company Name.