

| MNS | RODA | V1.0 | | | | | |
|---|---|--|---|--|--|---|----------------------------------|
| TAN of the Company | BRN of the Company | Name of the Company | Year ending 30 June | Telephone Number | Mobile Number | Name of Declarant | Email Address |
| <i>Insert TAN of the Company Here</i> | <i>Insert BRN of the Company Here</i> | <i>Insert name of the Company Here</i> | <i>Insert period here - YYYY</i> | <i>Insert Telephone Number Here</i> | <i>Insert Mobile Number Here</i> | <i>Insert Name of Declarant Here</i> | <i>Insert Email Address Here</i> |
| Names of the Shareholder | NIC Number of the Shareholder | Business Registration Number of the Shareholder | Tax Account Number of Shareholder | Amount of Dividend Paid (MUR) | Personal (Y/N) | Joint Shareholder(s) name(s) | |
| <i>Insert Names of shareholder here</i> | <i>Insert the shareholder's National Identity Number or in the case of non-citizen, the identification number issued to him by the immigration officer here</i> | <i>Insert the shareholder's BRN here</i> | <i>Insert the tax account number of the shareholder</i> | <i>Insert the amount of dividend paid here</i> | <i>Insert if Personal or not (Y / N)</i> | <i>Insert Joint Shareholders name(s) - if more than 1 shareholder name separate using semicolon ; For example : Brandon Rogers ; Remmy Ray</i> | |

Information to be provided in csv files should be as follows:-

Line 1 and 2 should be exactly as indicated below.

Line 1 - Column labels

| | | |
|-----|------|------|
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|-----|------|------|

Line 2 - Column labels

| TAN of the Company | BRN of the Company | Name of the Company | Year ending 30 June | Telephone Number | Mobile Number | Name of Declarant | Email Address |
|--------------------|--------------------|---------------------|---------------------|------------------|---------------|-------------------|---------------|
|--------------------|--------------------|---------------------|---------------------|------------------|---------------|-------------------|---------------|

Line 3 – Header information such as TAN No, Business Registration Number, Company Name, Period, Telephone Number, Mobile Number, Name of Declarant, Email address

| | | | | | | | |
|---------------------------------------|---------------------------------------|--|----------------------------------|-------------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| <i>Insert TAN of the Company Here</i> | <i>Insert BRN of the Company Here</i> | <i>Insert name of the Company Here</i> | <i>Insert period here - YYYY</i> | <i>Insert Telephone Number Here</i> | <i>Insert Mobile Number Here</i> | <i>Insert Name of Declarant Here</i> | <i>Insert Email Address Here</i> |
|---------------------------------------|---------------------------------------|--|----------------------------------|-------------------------------------|----------------------------------|--------------------------------------|----------------------------------|

Line 3 – Description of each column

| | Column | Max. width | Mandatory | Validations |
|----|---------------------|-------------------|--------------------------------------|---|
| 1. | TAN of the Company | 8 | Yes if BRN NOT provided | It must be a valid TAN |
| 2. | BRN of the Company | 9 | Yes if TAN NOT provided | Characters allowed A to Z & 0 to 9 |
| 3. | Name of Company | 50 | Yes | It must consist of valid letters and numbers only |
| 4. | Year ending 30 June | 4 | Yes | Format is YYYY (Eg. 2018) |
| 4. | Telephone Number | 15 | Yes if Mobile Number NOT provided | Numbers allowed 0 to 9. Must be of 7 characters starting only with 2,4,6,9 |
| 5. | Mobile Number | 15 | Yes if Telephone Number NOT provided | Numbers allowed 0 to 9. Must be 8 characters starting only with 5 |
| 6 | Name of Declarant | 40 | Yes | Characters allowed A to Z & 0 to 9 |
| 7. | Email Address | 20 | Yes | It must consist of a valid email address |

Line 4 - Column labels

| Names of the Shareholder | NIC Number of the Shareholder | Business Registration Number of the Shareholder | Tax Account Number of Shareholder | Amount of Dividend Paid (MUR) | Personal (Y/N) | Joint Shareholder(s) name(s) |
|---------------------------------|--------------------------------------|--|--|--------------------------------------|-----------------------|-------------------------------------|
|---------------------------------|--------------------------------------|--|--|--------------------------------------|-----------------------|-------------------------------------|

Line 5 up to end of file - Detail information

| | Column | Max. width | Mandatory | Remarks |
|---|---|-------------------|---|---|
| 1 | Names of the Shareholder | 60 | Yes | It must consist of valid letters and numbers only |
| 2 | NIC Number of the Shareholder | 14 | Yes if Shareholder's BRN and TAN NOT provided | This is the National Identity Number of the shareholder or in case of non-citizen the identification number issued to him by the immigration officer. Characters allowed A to Z & Numbers 0 to 9 |
| 3 | Business Registration Number of the Shareholder | 9 | Yes if NIC and TAN NOT provided | This is the Business Registration Number (BRN) of the shareholder Characters allowed A to Z & Numbers 0 to 9 |
| 4 | Tax Account Number of Shareholder | 8 | Yes if NIC and BRN NOT provided | It must be a valid TAN |
| 5 | Amount of Dividend Paid (MUR) | 10 | Yes | This is the amount of dividend paid to the shareholder. Numbers allowed 0 to 9 only without cents and value must be greater than 100,000 |
| 6 | Personal (Y/N) | 1 | Yes | Y if personal, N if joint shareholder |
| 7 | Joint Shareholder(s) name(s) | | No | Names of shareholders, delimited by a semi column (;) E.g Name1; Name2; Name 3 |

Note: Commas and special characters such as (&,"', ` , >, <) are not allowed in any columns.