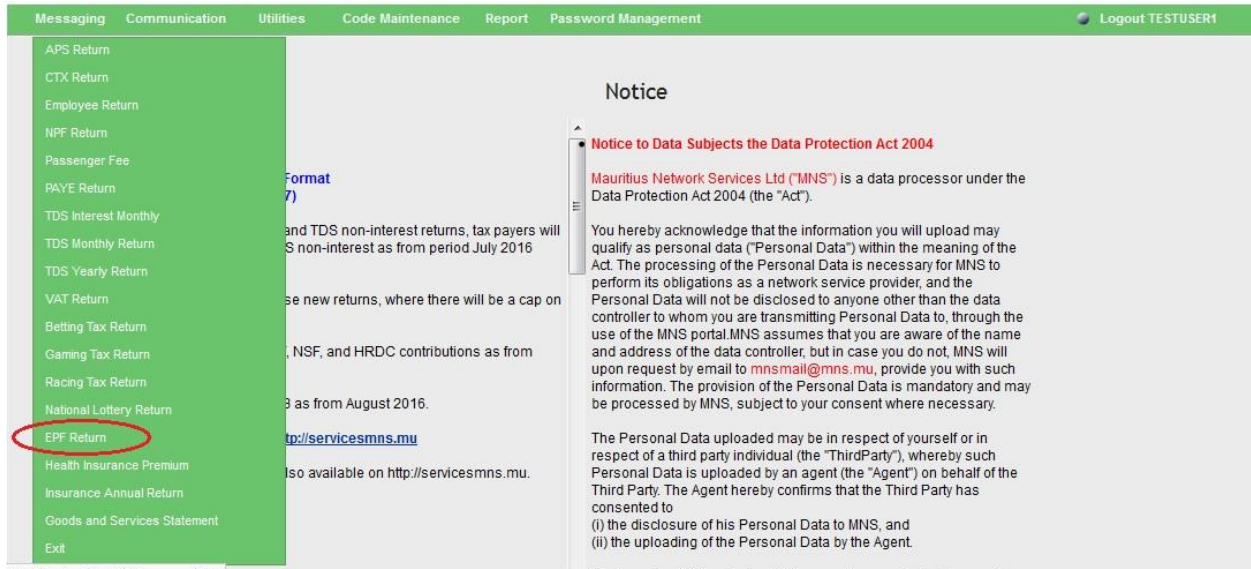
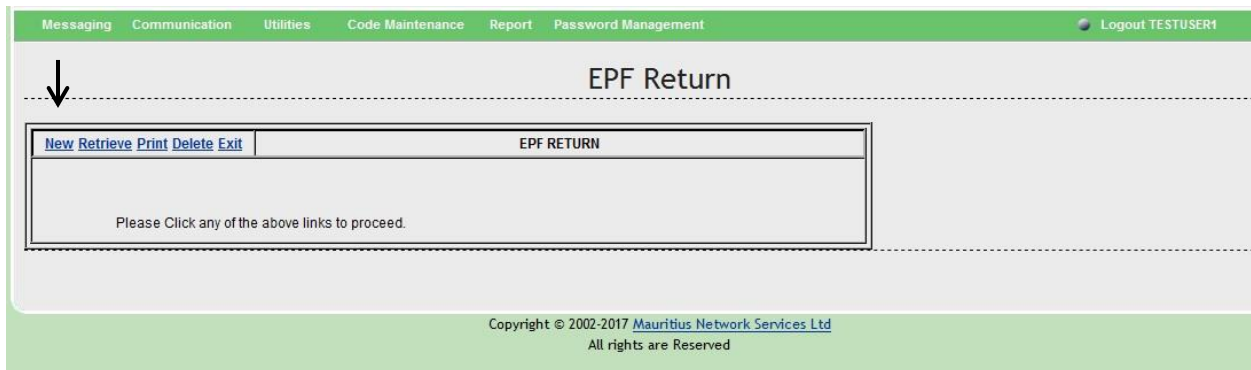


### 1. How to create a new EPF Return

Under Messaging → EPF Return



The below screen will appear and user clicks on New.



Click on NEW, below screen will appear. User selects the company and the tax period from the drop down lists and clicks OK button.

Messaging Communication Utilities Code Maintenance Report Password Management

### EPF Return Period

---

**Please Specify**

Name of Enterprise: TEST COMPANY LTD -- TAN:12345650 -- ContractNo:90000002

Period: 201701

---

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After clicking OK, a new EPF return with a generated job no will be created as shown below.

Messaging Communication Utilities Code Maintenance Report Password Management

### EPF Return Period

---

EPF Return

Period : 201701      TAN : 12345650

Document Status : Create      Status : Incomplete

Name of Enterprise : TEST COMPANY LTD

Contract No: 90000002      Deadline : 20/02/2017

In respect of the month of (MMYY)

Enterprise engaged in	Turnover/Quantity	Unit Measure	Rate	Amount Rupees only
Guest House/Tourist Residence	<input type="text"/>	MUR	0.85%	<input type="text" value="0"/>
Total remittance				<input type="text" value="0"/>

**DECLARATION**

I,  Login ID  hereby declare that all the information in the return are true and complete.

After having entered the turnover/quantity, user clicks on payment button to insert payment details.

Messaging Communication Utilities Code Maintenance Report Password Management Logout TESTUSER1

### EPF Return Period

---

Send	Save	Clear	Exit		<b>EPF Return</b>
Period :	201701	TAN :	12345650		
Document Status :	Create	Status :	Incomplete		
Name of Enterprise :	TEST COMPANY LTD				
Contract No:	90000002	Deadline :	20/02/2017		
In respect of the month of (MMYY)	0117				
<b>Enterprise engaged in</b>	<b>Turnover/Quantity</b>	<b>Unit Measure</b>	<b>Rate</b>	<b>Amount Rupees only</b>	
Guest House/Tourist Residence	100,000	MUR	0.85%	850	
Total remittance				850	
<input type="button" value="PAYMENT"/>					
<b>DECLARATION</b>					
I, <input type="text"/>	Login ID <input type="text"/>	hereby declare that all the information in the return are true and complete.			

After inserting payment details, user click on Save.

Messaging Communication Utilities Code Maintenance Report Password Management Logout TESTUSER1

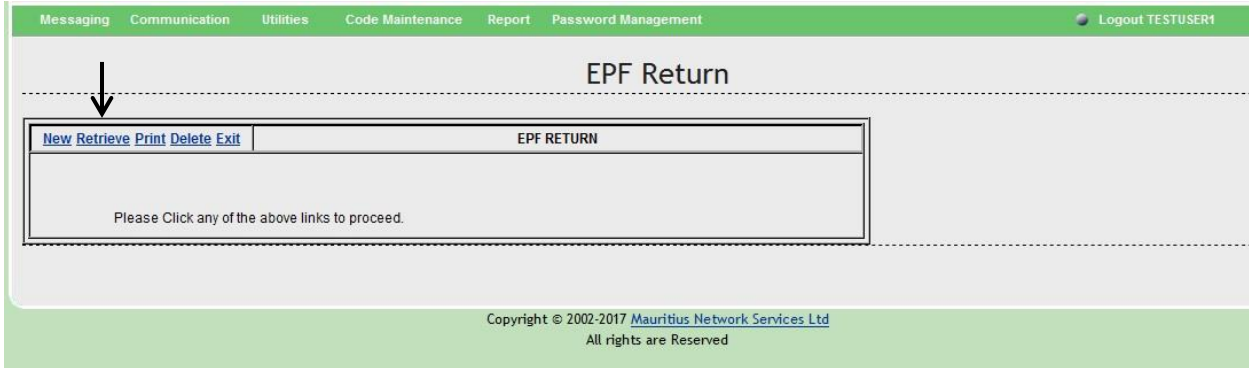
### EPF Return

---

<input type="button" value="Save"/>	<b>EPF- PAYMENT DETAILS LIST</b>					
Job No :	2017030900001MNSTESTCO	Period :	201701			
Deadline Date:	20/02/2017					
<b>PENALTIES APPLICABLE</b>						
Penalty for Late Payment :	42	Interest :	17			
<b>PENALTIES PAID</b>						
Penalty for Late Payment :	42	Interest :	17			
<b>TOTAL REMITTANCE :</b>	909					
<input type="checkbox"/>	Bank	Branch	Account No	Debit Date	Debit Amount	Edit
<input type="checkbox"/>	Mauritius Commercial Bank Ltd	Port-Louis, Edith Cavell Street	123456789012	31/03/2017	909	<a href="#">Edit</a>
<b>Total</b>					909	
<input type="button" value="Insert"/>   <input type="button" value="Delete"/>						
Note: Total Debit Amount displayed in red if it does not match Total Remittance						

### How to retrieve an existing EPF Return

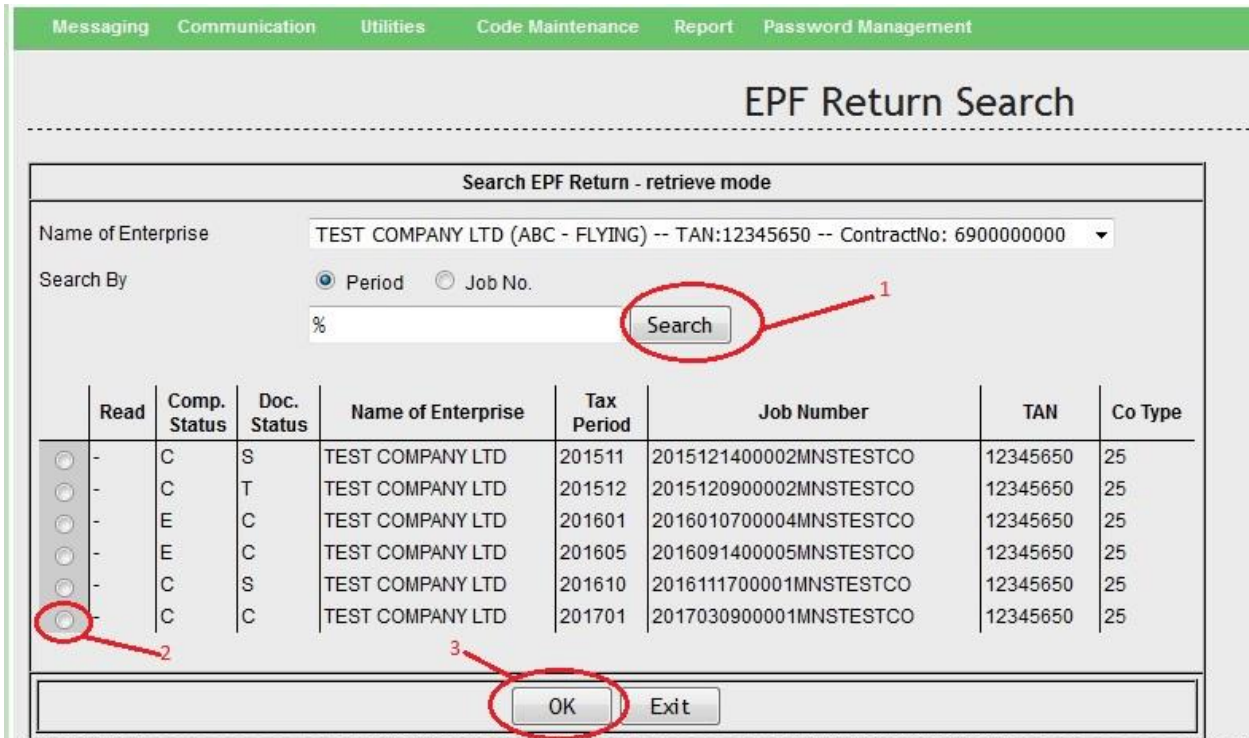
To retrieve existing return, click on Retrieve.



Below screen will appear and user can search by Company, Job No. and Tax Period.

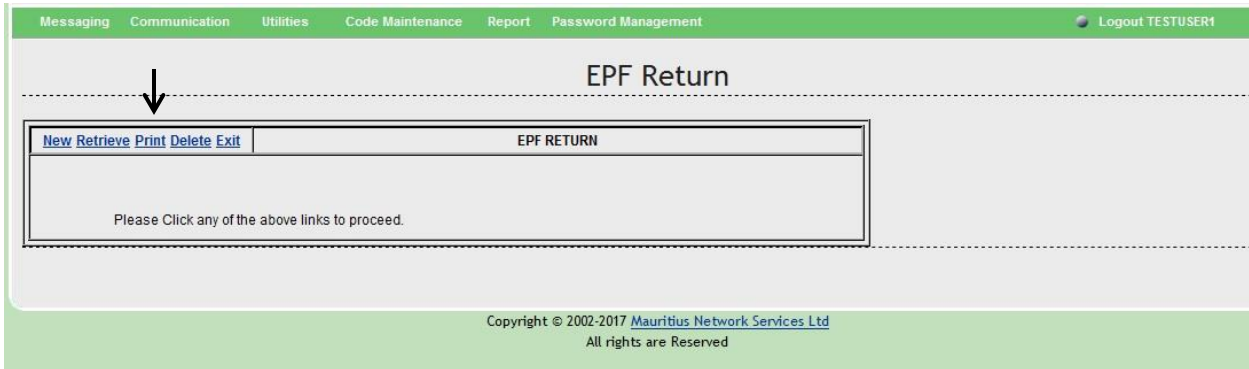
User will have to click on Search button (1) to list all returns which satisfy search criteria.

User will have to check the radio button (2) and click on OK button (3) to retrieve the return.

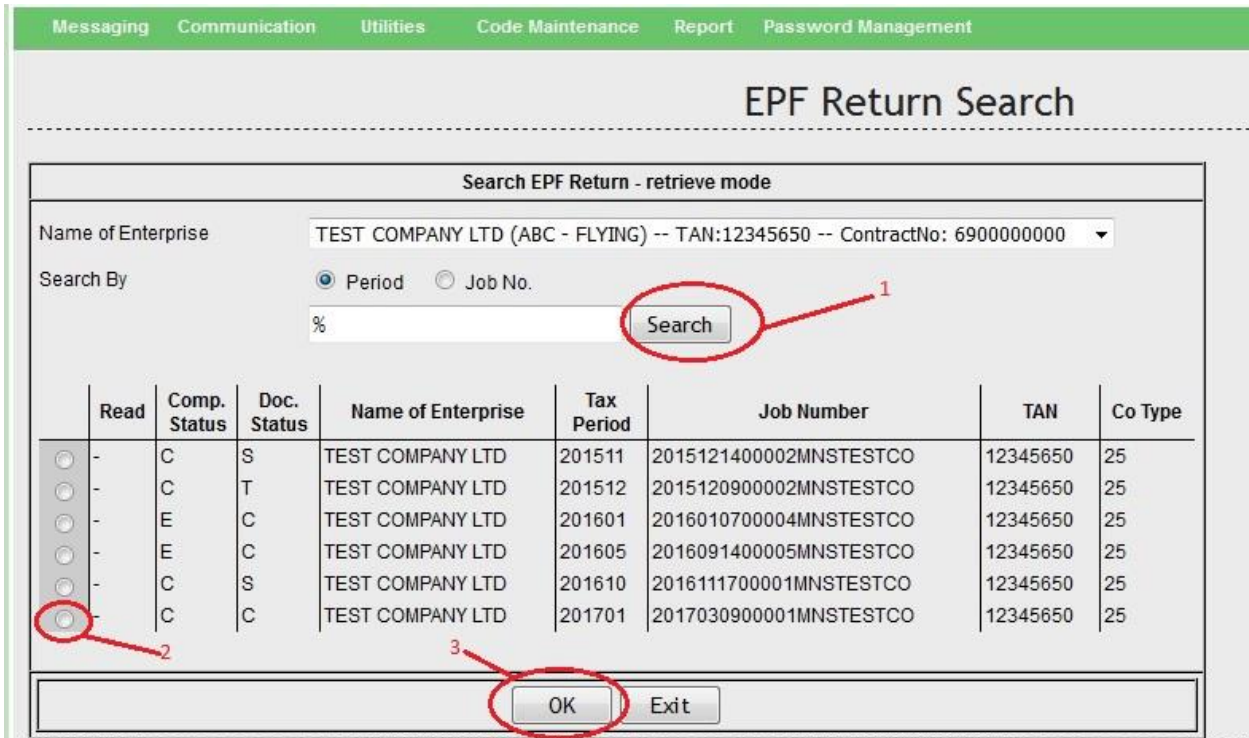


### 2. How to print an EPF Return

To print a return, click on Print.



Below screen will appear and user can search by Company, Job No. and Tax Period by clicking on the Search button (1), select the return to print (2) and click on OK button (3).



Once the below screen appears, user clicks on Print button.

**Note: Your pc/laptop should be connected to a printer either via cable or network.**



Printed On: 09/03/2017	Job No : 2017030900001MNSTESTCO	Document Status :Create
------------------------	---------------------------------	-------------------------

**EPF Return**

Job No : 2017030900001MNSTESTCO  
 Period : 201701 TAN : 12345650  
 Document Status : Create Status : Complete  
 Name of Enterprise : TEST COMPANY LTD  
 Contract No: 90000002  
 In respect of the month of (MMYY)

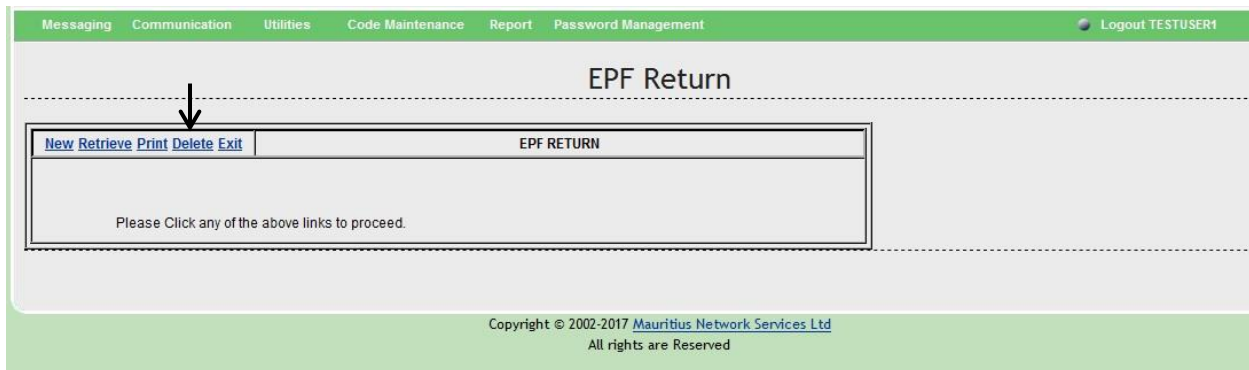
Enterprise engaged in	Turnover/Quantity	Unit Measure	Rate	Amount Rupees only
Guest House/Tourist Residence	<input type="text" value="100,000"/>	<input type="text" value="MUR"/>	<input type="text" value="0.85%"/>	<input type="text" value="850"/>
* Penalty for late payment				<input type="text" value="42"/>
* Interest	<input type="text" value="0117"/>	To	<input type="text" value="0317"/>	<input type="text" value="17"/>
<b>Total remittance</b>				<input type="text" value="909"/>

Bank	Branch	Account No	Debit Date	Debit Amount
Mauritius Commercial Bank Ltd	Port-Louis, Edith Cavell Street	123456789012	31/03/2017	909

**DECLARATION**

### 3. How to delete an EPF Return

To delete a return, click on Delete.



Below screen will appear and user can search by company, job no. and tax period and click on Search button (1) to get the list of return(s) which satisfy the search criteria.

User can delete all returns in the list by clicking on the check box (2) or select a specific return to delete by clicking on the check box next to the record (3). the return to delete and click on OK button.

Messaging Communication Utilities Code Maintenance Report Password Management

### EPF Return Search

Search EPF Return - delete mode

Name of Enterprise: TEST COMPANY LTD -- TAN:12345650 -- ContractNo: 90000002

Search By:  Period  Job No.

%

<input type="checkbox"/> Read	Comp. Status	Doc. Status	Name of Enterprise	Tax Period	Job Number	TAN	Co Type
<input type="checkbox"/>	C	C	TEST COMPANY LTD	201701	2017030900001MNSTESTCO	12345650	25
<input type="checkbox"/>	I	C	TEST COMPANY LTD	201702	2017030900003MNSTESTCO	12345650	25

Once user clicks ok, system will ask user to confirm if return should be deleted or not. Clicking on OK button (1) will delete the return and user will have to click on CANCEL button (2) to cancel the delete.



# CNP Contributions Network Project

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Search EPF Return - delete m

Name of Enterprise: TEST COMPANY LTD -- TAN:12345650 -- ContractNo: 90000002

Search By:  Period    Job No.

Search: %

<input type="checkbox"/>	Read	Comp. Status	Doc. Status	Name of Enterprise	Tax Period	Job Number	TAN	Co Type
<input checked="" type="checkbox"/>	-	C	C	TEST COMPANY LTD	201701	2017030900001MNSTESTCO	12345650	25
<input type="checkbox"/>	-	I	C	TEST COMPANY LTD	201702	2017030900003MNSTESTCO	12345650	25

Confirm delete ?