



---

# **CNP – RETURN OF DIVIDEND**

**Prepared by Mauritius Network Services Ltd**

**July 2018**

---

**Private & Confidential**

---

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

---

## Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>ACCESS TO RETURN OF DIVIDEND MENU.....</b>	<b>4</b>
<b>RETURN OF DIVIDEND MENU .....</b>	<b>4</b>
<b>NAVIGATION BUTTONS .....</b>	<b>5</b>
<b>CREATE A NEW RETURN .....</b>	<b>6</b>
<b>FILING RETURN OF DIVIDEND MANUALLY .....</b>	<b>7</b>
<b>UPLOAD A RETURN. ....</b>	<b>11</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>14</b>

---

## **INTRODUCTION**

Return of dividends relates to a return required to be submitted by companies which pay a dividend exceeding 100,000 rupees to an individual, société or succession in a year.

## **ACCESS TO RETURN OF DIVIDEND MENU**

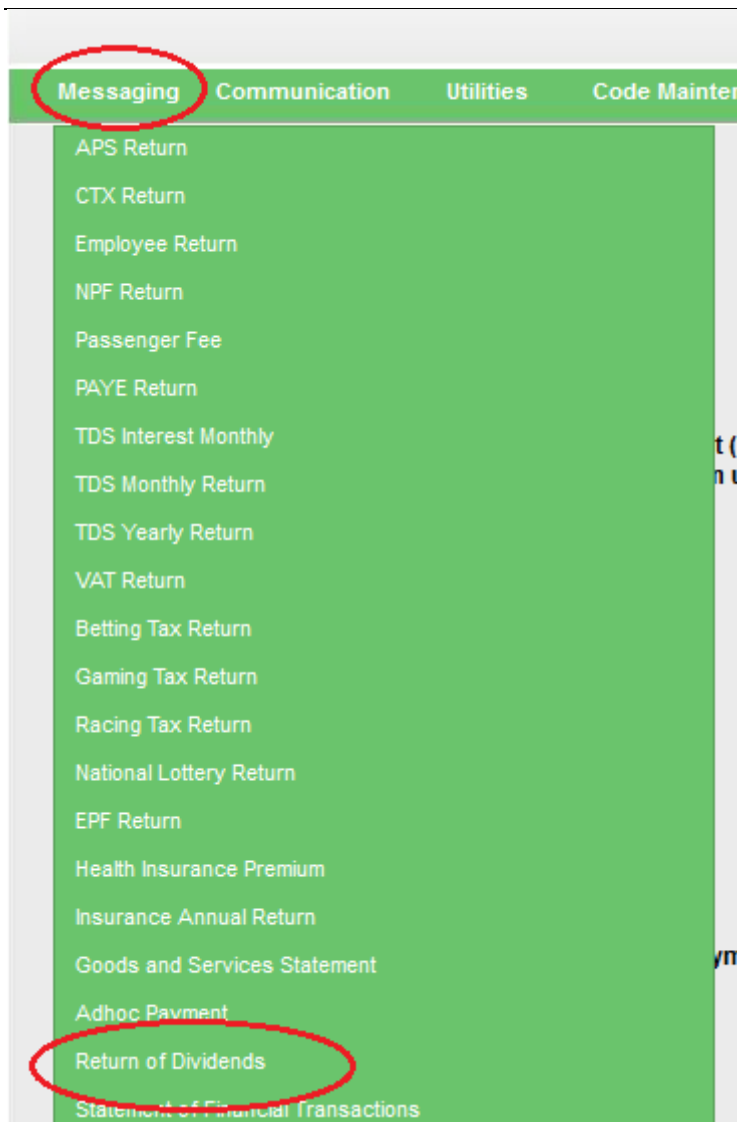
The System Administrator will have to give access to General users who are allowed to create and update Return of Dividend.

Users will be able to create/update for companies which they have access.

Menu item is available under Messaging/ Return of Dividend

## **RETURN OF DIVIDEND MENU**

Menu item is found under Messaging/ Return of Dividend.

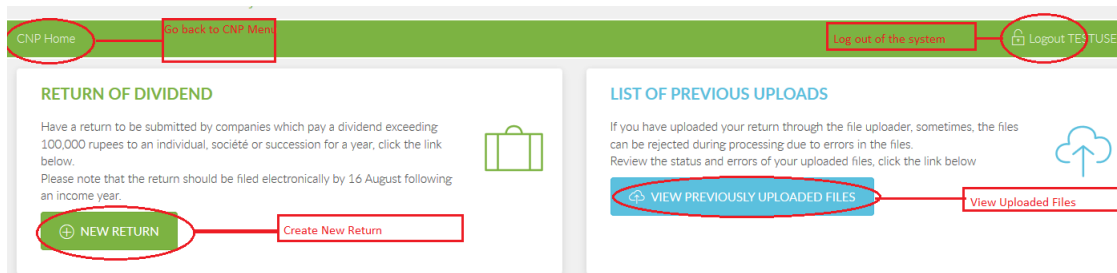


## **NAVIGATION BUTTONS**

On clicking on Return of Dividend menu, system will display form as below.

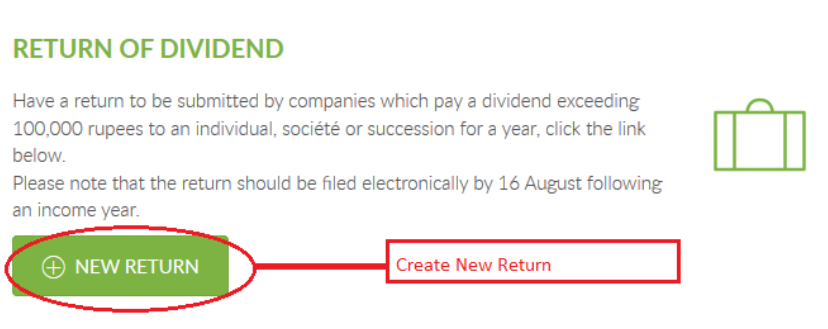
### **Buttons:-**

1. CNP Home – Go back to CNP menu
2. Logout – Log out of the system
3. New Return – Create a New Return
4. View Previously Uploaded Files




## Create a New Return

Click on the New Return button to create a New Return.



The below Menu will be displayed whereby the company and year have to be selected from the drop down lists.


SELECT COMPANY AND TAX YEAR✕



**Select company**

First select the company for which you wish to make a return\*

Nothing selected ▲



**Select year**


Next select the tax year for which you wish to make the return\*

Nothing selected ▲


→ Next

After selecting both company and year click on Next to proceed. You will be prompted either to file return manually or Upload a csv file.

SELECT WAY TO SUBMIT YOUR RETURN✕



**Fill return online**



**Upload return**

### **Filing Return of Dividend Manually**

Click on Fill return online. Below menu is displayed whereby declarant and shareholder details have to be input. All fields marked with asterix (\*) are mandatory. After completing each section click on next to proceed.

**RETURN OF DIVIDEND**

Return of dividends relates to a return required to be submitted by companies which pay a dividend exceeding 100,000 rupees to an individual, société or succession in a year.

COMPANY DETAILS

DECLARANT DETAILS

Full name\*      Capacity in which acting      Email\*  
           

Telephone no.      Mobile no.  
     

Please provide at least one contact number

← Back      → Next

SHAREHOLDER DETAILS

Add a new shareholder

To add a new shareholder, click on Add new shareholder button.

**RETURN OF DIVIDEND**

Return of dividends relates to a return required to be submitted by companies which pay a dividend exceeding 100,000 rupees to an individual, société or succession in a year.

COMPANY DETAILS

DECLARANT DETAILS

SHAREHOLDER DETAILS

Add a new shareholder

Export to: CSV PDF      Search:

Shareholder name	Dividend (MUR)	Is personal?	Joint names	Action
No data available in table				

Input all the mandatory fields marked with asterisk (\*) and click on Save shareholder to save.



ADD/EDIT SHAREHOLDER ⊗

**SHAREHOLDER DETAILS**

Shareholder Name\* ←

Shareholder NID  Shareholder BRN  Shareholder TAN  ←

**ⓘ** Please provide at least one identification number above to proceed

Amount of dividend paid\* ←  Is Personal?\* ←

Yes  No

Joint shareholder name (for multiple names, please use ";" as delimiter)

⊗ Cancel Save shareholder

After having input all the required info, system will allowed to send the return. Click on send button to send the return.

+ Add a new shareholder

---

Export to: CSV PDF
Search:

Shareholder name	Dividend (MUR)	Is personal?	Joint names	Action
test123	200,000	<span style="border: 1px solid #ccc; padding: 2px 5px;">Y</span>		<span style="color: #0070C0; font-size: 1.2em;">✎</span> <span style="color: #C00000; font-size: 1.2em;">✖</span>


Show 10 entries
Previous 1 Next

Showing 1 to 1 of 1 entries

← Back

⊗ Close
➤ Send return

Select the required notification before sending the return.



## Sending request

Please select your notification type acknowledgment for:

✕
Delivery notification

✕
Receipt notification

SEND

CANCEL

After sending the status can be viewed under the list of returns.

List of previous returns

Export to: CSV PDF
Search:

Job No	Company Id	Company Name	TAN	BRN	Tax Year	Status	Action
2018080600032MNSTESTCO	MNSTESTCO	CT3E TEST COMPANY 2 -	27176119		2018	<span style="border: 1px solid red; padding: 2px 5px;">SENT</span>	<span style="color: green; font-size: 1.2em;">👁</span>
2018080600026MNSTESTCO	NPFCO02	NPF COMPANY LTD O2 - CATEGORY P5	27478437		2018	<span style="border: 1px solid #ccc; padding: 2px 5px;">SENT</span>	<span style="color: green; font-size: 1.2em;">👁</span>
2018080600023MNSTESTCO	COMPC	COMPANY C	27049108	C16094898	2018	<span style="border: 1px solid #ccc; padding: 2px 5px;">SENT</span>	<span style="color: green; font-size: 1.2em;">👁</span>

Click on the Action button to view the entire return.

List of previous returns


Export to:   Search:

Job No	Company Id	Company Name	TAN	BRN	Tax Year	Status	Action
2018080600032MNSTESTCO	MNSTESTCO	CT3E TEST COMPANY 2 -	27176119		2018	SENT	
2018080600032MNSTESTCO	MNSTESTCO	NBC COMPANY LTD 03 - CATEGORY BE	27176137		2018	SENT	


### Upload a return.

After selecting the company and year while creating a new return, select the upload return option.

SELECT WAY TO SUBMIT YOUR RETURN
✕



Fill return online



Upload return

Input the email address whereby notification will be sent. Click on next to upload the csv file.

UPLOAD RETURN OF DIVIDEND ✕

✉ PERSONAL DETAILS ^

Company name	Tax year
<input type="text" value="COMPANY A"/>	<input type="text" value="2018"/>
BRN	TAN
<input type="text" value="C07055511"/>	<input type="text" value="20311213"/>
Email (Notifications will be sent to this email)*	
<input type="text"/>	

📎 FILE UPLOAD v

Either drops the csv file under the box or click to upload.  
Note that only csv file format is accepted.

UPLOAD RETURN OF DIVIDEND ✕

✉ PERSONAL DETAILS v

📎 FILE UPLOAD ^

Drop files here or click to upload

Only csv file format are accepted

After uploading a message will be displayed and mail sent to the provided email address.



## Upload successful




Document: **ROD\_CSV\_01\_Valid.csv** uploaded successfully.  
 You can view your uploaded document shortly in the  
 uploaded table from the dashboard.

OK

The status of the uploaded file can be viewed under the list of previous uploaded files.

List of previous uploaded files

Search:




Company Name	Document Name	Upload Date	Tax Period	Status	Action
CT3E TEST COMPANY 2 - TYPE COMPANY	File1.csv	25/07/2018 17:25:37	2019	File in error	 
COMPANY A	ROD_CSV_01_Valid.csv	06/08/2018 15:31:15	2018	File successfully processed	

Show  entries Previous  Next

After the file has been successfully processed, same could be viewed under list of previous returns with status complete.

List of previous returns

Export to:   Search:

Job No	Company Id	Company Name	TAN	BRN	Tax Year	Status	Action
2018080600039MNSTESTCO	COMPA	COMPANY A	20311213		2018	COMPLETE	  

The file can be edited, deleted or sent by clicking on the required action button.



To Edit



To Delete



To Send

## Acknowledgement

After MRA has sent the acknowledgement for a specific return, the status will change to Acknowledged.

List of previous returns

Export to:   Search: i072600006MNSTESTCO

Job No	Company Id	Company Name	TAN	BRN	Tax Year	Status	Action
2018072600006MNSTESTCO	COMPC	COMPANY C		C16094898	2018	ACKNOWLEDGED	

To view the acknowledged message click on the View Acknowledgement button.



View Acknowledgement.

## Searching for a specific Return

List of previous returns

Export to:   Search:

Job No	Company Id	Company Name	TAN	BRN	Tax Year	Status	Action
2018080600040MNSTESTCO	GS1	GS TEST COMPANY A	27051078	C10098669	2018	INCOMPLETE	
2018080600039MNSTESTCO	COMPA	COMPANY A	20311213		2018	COMPLETE	
2018080600032MNSTESTCO	MNSTESTCO	CT3E TEST COMPANY 2 -	27176119		2018	SENT	

To search a specific return either input the Job No, Company Id, Company Name, TAN or BRN under the Search box.