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**CNP – STATEMENT OF FOREIGN CURRENCY  
TRANSACTIONS**

**Prepared by Mauritius Network Services Ltd**

**August 2018**

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**Private & Confidential**

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**INTRODUCTION**

By virtue of section 123D(2) of the Income Tax Act, the MRA requests banks, persons holding a money changer license or exchange dealers to provide an Annual Statement of Financial Transactions in cases, where foreign currency bought, sold or transferred, is equivalent to 200,000 MUR or more, in one transaction during the preceding income year.

## **ACCESS TO STATEMENT OF FOREIGN CURRENCY TRASACTIONS**

The System Administrator will have to give access to General users who are allowed to create and update Statement of Foreign Currency Transactions.

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

Menu item is available under Messaging/ Statement of Foreign Currency Transactions.

## **STATEMENT OF FOREIGN CURRENCY TRASACTIONS**

### **MENU**

Menu item is found under Messaging/ Statement of Foreign Currency Transactions.



## **NAVIGATION BUTTONS**

On clicking on Statement of Foreign Currency Transactions, system will display form as below.

CNP Home Logout TESTUSER2

**STATEMENT OF FOREIGN CURRENCY TRANSACTIONS**

The MRA requests banks, insurance companies and non-bank deposit taking institutions to provide an Annual Statement of Financial Transactions in cases, where a transaction by any person exceeds MUR 500,000 or if the aggregate amount of deposit in an income year exceeds MUR 4 Million including money changers and foreign exchange dealers.

[NEW STATEMENT OF FOREIGN CURRENCY TRANSACTIONS](#)

**LIST OF PREVIOUS UPLOADS**

If you have uploaded your return through the file uploader, sometimes, the files can be rejected during processing due to errors in the file. You can review the status of your uploaded files or check the errors inside these files by clicking the link below.

[VIEW PREVIOUSLY UPLOADED FILES](#)

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List of previous financial statements

Export to:   Search:

Job No	Company Name	Tax Year	Status	Action
2018080600037MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	SENT	<a href="#">View</a>

**Buttons:-**

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

**Create a New Statement**

Click on the New Statement of Foreign Currency Transactions button to create a New Statement.

### STATEMENT OF FOREIGN CURRENCY TRANSACTIONS

The MRA requests banks, insurance companies and non-bank deposit taking institutions to provide an Annual Statement of Financial Transactions in cases, where a transaction by any person exceeds MUR 500,000 or if the aggregate amount of deposit in an income year exceeds MUR 4 Million including money changers and foreign exchange dealers.




**+ NEW STATEMENT OF FOREIGN CURRENCY TRANSACTIONS**

**Create New Statement**


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

**SELECT INSTITUTION AND INCOME YEAR** ✕



First select the institution for which you wish to make a financial statement\*

Nothing selected ▾




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

Nothing selected ▾


**→ Next**

After selecting both institution 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 Statement of Foreign Currency Transactions** ✕



**Fill Statement of Foreign Currency Transactions online**



**Upload Statement of Foreign Currency Transactions online**

## Filing Statement Manually

Click on Fill Statement of foreign Currency Transactions online. Below menu is displayed whereby declarant and money changer details have to be input. All fields marked with asterisk (\*) are mandatory. After completing each section click on next to proceed.

**RETURN OF FINANCIAL STATEMENT** ✕

The MRA requests banks, insurance companies and non-bank deposit taking institutions to provide an Annual Statement of Financial Transactions in cases, where a transaction by any person exceeds MUR 500,000 or if the aggregate amount of deposit in an income year exceeds MUR 4 Million including money changers and foreign exchange dealers.

📁 **BANK OR NON-BANK DEPOSIT TAKING INSTITUTION DETAILS** ▼

🔗 **DECLARANT DETAILS** ▲

Full name* <span style="color: red;">←</span> <input style="width: 95%;" type="text"/>	Capacity in which acting <input style="width: 95%;" type="text"/>	Email* <span style="color: red;">←</span> <input style="width: 95%;" type="text"/>
Telephone no. <input style="width: 95%;" type="text"/>	Mobile no. <span style="color: red;">←</span> <input style="width: 95%;" type="text"/>	

① Please provide at least one contact number

← Back→ Next

🔗 **MONEY CHANGER DETAILS** ▼

To add a new person holding money changer, click on Add a new person holding money changer.



**RETURN OF FINANCIAL STATEMENT** ✕

The MRA requests banks, insurance companies and non-bank deposit taking institutions to provide an Annual Statement of Financial Transactions in cases, where a transaction by any person exceeds MUR 500,000 or if the aggregate amount of deposit in an income year exceeds MUR 4 Million including money changers and foreign exchange dealers.

🏠 BANK OR NON-BANK DEPOSIT TAKING INSTITUTION DETAILS
▼

🔗 DECLARANT DETAILS
▼

🔗 MONEY CHANGER DETAILS
▲

➕ Add a new person holding money changer

Export to: CSV PDF Search:

Surname	Other Names	Transaction Type	Foreign Currency	Foreign Currency Amt	MUR Equivalent	Action
No data available in table						

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

**ADD/EDIT Person holding money changer** ✕

📌 DETAILS OF PERSON HOLDING MONEY CHANGER
✕

Surname\* ←

Other name

Nationality ←

NID

BRN

Passport No. ←

📌 Please provide at least one identification number above to proceed

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Type of transaction\* ←

Foreign currency\* ←

Amount of foreign currency\* ←

Equivalent in MUR\* ←

✕ Cancel

➕ Save Person Details

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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 person holding money changer

Export to: CSV PDF

Search:

Surname	Other Names	Transaction Type	Foreign Currency	Foreign Currency Amt	MUR Equivalent	Action
thaikoor	manu	Bought	NAD	70,000	700,000	<span style="color: blue; font-size: 1.2em;">✎</span> <span style="color: red; font-size: 1.2em;">✖</span>

Show 10 entries

Previous 1 Next

Showing 1 to 1 of 1 entries

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 previous financial statements.

List of previous financial statements

Export to: CSV PDF

Search:

Job No	Company Name	Tax Year	Status	Action
2018080600046MNSTESTCO	TEST COMPANY LTD	2018	SENT	<span style="color: green; font-size: 1.2em;">↔</span>
2018080600019MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	COMPLETE	<span style="color: orange; font-size: 1.2em;">🔒</span>

Click on the Action button to view the entire return.

List of previous financial statements


Export to:   Search:

Job No	Company Name	Tax Year	Status	Action
2018080600046MNSTESTCO	TEST COMPANY LTD	2018	<input type="button" value="SENT"/>	<input type="button" value="👁"/>
2018080600019MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	<input type="button" value="COMPLETE"/>	<input type="button" value="🔒"/>


### Upload a financial Statement.

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

SELECT WAY TO SUBMIT YOUR Statement of Foreign Currency Transactions ✕




Fill Statement of Foreign Currency Transactions online




Upload Statement of Foreign Currency Transactions online


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


UPLOAD Statement of Foreign Currency Transactions ✕

 BANK OR NON-BANK DEPOSIT TAKING INSTITUTION DETAILS ▼

 PERSONAL DETAILS ▲


Email (Notifications will be sent to this email)\*


Capacity in which acting  

 FILE UPLOAD ▼


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


UPLOAD Statement of Foreign Currency Transactions ✕

 BANK OR NON-BANK DEPOSIT TAKING INSTITUTION DETAILS ▼

 PERSONAL DETAILS ▲

Email (Notifications will be sent to this email)\*

Capacity in which acting  

 FILE UPLOAD ▼

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




## Upload successful

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

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

List of previous uploaded files

Company Name	Document Name	Upload Date	Tax Period	Status	Action
TEST GLOBAL COMPANY 9 CENTURY MUR	SFX_Valid.csv	08/08/2018 14:40:27	2018	PENDING	

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

List of previous financial statements

Export to:

Job No	Company Name	Tax Year	Status
2018080600019MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	COMPLETE

Show 1n entries

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 financial statements

Export to:   Search:

Job No	Company Name	Tax Year	Status	Action
2018080600046MNSTESTCO	TEST COMPANY LTD	2018	SENT	
2018080600019MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	COMPLETE	
2018080600015MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2019	INCOMPLETE	 

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