



CNP – STATEMENT OF LIFE INSURANCE

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Private & Confidential

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INTRODUCTION

By Virtue of section 123D(3) of the Income Tax Act, the MRA requests every company licensed by FSC to carry on life insurance business to provide an Annual Statement of Life Insurance amount in cases, where life insurance premium exceeding MUR 500,00 is paid in respect of a person during the preceding year.

ACCESS TO STATEMENT OF LIFE INSURANCE

The System Administrator will have to give access to General users who are allowed to create and update Statement of Life Insurance.

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

Menu item is available under Messaging/ Statement of Life Insurance.

STATEMENT OF LIFE INSURANCE MENU

Menu item is found under Messaging/ Statement of Life Insurance.

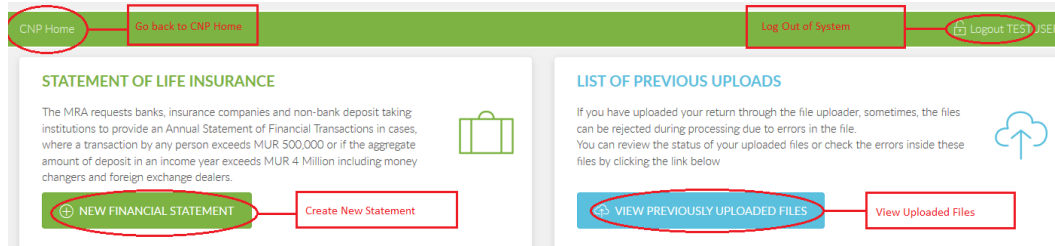
Messaging	Communication	Utilities	Code M
APS Return			
CTX Return			
Employee Return			
NPF Return			
Passenger Fee			
PAYE Return			
TDS Interest Monthly			
TDS Monthly Return			
TDS Yearly Return			
VAT Return			
Betting Tax Return			
Gaming Tax Return			
Racing Tax Return			
National Lottery Return			
EPF Return			
Health Insurance Premium			
Insurance Annual Return			
Goods and Services Statement			
Adhoc Payment			
Special Allowance Statement			
Return of Dividends			
Statement of Financial Transactions			
Statement of Foreign Currency Transactions			
Statement of Life Insurance			
EXIT			

NAVIGATION BUTTONS

On clicking on Return of Statement of Life Insurance, system will display form as below.

Buttons:-

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



Create a New Statement

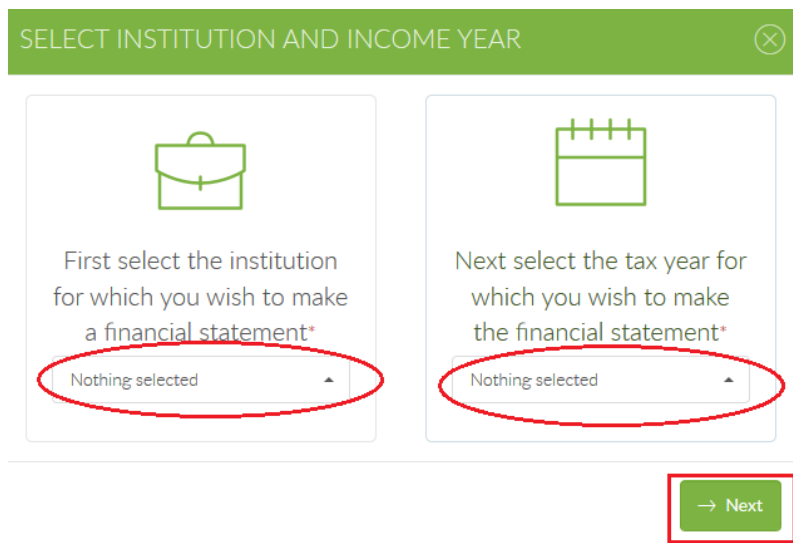
Click on the New Financial Statement button to create a New Statement.

STATEMENT OF LIFE INSURANCE

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.



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



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 FINANCIAL STATEMENT**Filing Statement Manually**

Click on Fill financial statement online. Below menu is displayed whereby declarant and policy holder details have to be input. All fields marked with asterisk (*) are mandatory. After completing each section click on next to proceed.

RETURN OF LIFE INSURANCE

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.

COMPANY LICENSED BY FSC TO CARRY ON LIFE INSURANCE BUSINESS DETAILS

DECLARANT DETAILS

Full name*	Capacity in which acting	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone no.	Mobile no.	
<input type="text"/>	<input type="text"/>	

Please provide at least one contact number

← Back



→ Next



POLICY HOLDER DETAILS



To add a new policy holder, click on Add new policy holder button.


RETURN OF LIFE INSURANCE

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.

 COMPANY LICENSED BY FSC TO CARRY ON LIFE INSURANCE BUSINESS DETAILS 

 DECLARANT DETAILS 


 POLICY HOLDER DETAILS 


 Add a new policy holder



Export to: Search:


Name	NID/Passport number/BRN	Total Life Insurance premium paid (MUR)	Action
No data available in table			


Input all the mandatory fields marked with asterisk (*) and click on Save Insurance Policy Holder to save.


ADD/EDIT INSURANCE POLICY HOLDER'S DETAILS 


 INSURANCE POLICY HOLDER'S DETAILS

Surname*  Other name Nationality 

NID BRN Passport No. 

 Please provide at least one identification number above to proceed

Total life insurance premium paid* 

 Save Insurance Policy Holder

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 policy holder

Export to: CSV PDF

Search:

Name	NID/Passport number/BRN	Total Life Insurance premium paid (MUR)	Action
testing-123	IO9009419	500.000	✎ ✖

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 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	➤
2018080600019MNSTESTCO	TEST GLOBAL COMPANY BARO 4 EUR	2018	COMPLETE	🔒

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 FINANCIAL STATEMENT
✕



Fill financial statement
online



Upload financial statement
online

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

UPLOAD FINANCIAL STATEMENT ✕

COMPANY LICENSED BY FSC TO CARRY ON LIFE INSURANCE BUSINESS DETAILS ▼

PERSONAL DETAILS ▲

Email (Notifications will be sent to this email)*

Capacity in which acting ↶

← Back → Next

FILE UPLOAD ▲

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

UPLOAD FINANCIAL STATEMENT ✕

COMPANY LICENSED BY FSC TO CARRY ON LIFE INSURANCE BUSINESS DETAILS ▼

PERSONAL DETAILS ▼

FILE UPLOAD ▲

Drop files here or click to upload
Only csv file format is accepted

← Back

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




Upload successful

Document: **SFT_CSV_01.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

Company Name	Document Name	Upload Date	Tax Period	Status	Action
TEST COMPANY LTD	SFT_CSV_01.csv	06/08/2018 17:08:57	2019	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 10 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:

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.